

MINUTES

8:30am Special Session - Final Placement of the Time Capsule (3rd floor lobby STEM)

Present: Guy Altieri, Anna Barker, Stacey Lowman, Barbara Macht, Donna Marriott, Joe Marschner, Donna Rudy, Theresa Shank, Bob Spong, Dave Warner

9:00 am Regular Session in Board Room

I. MINUTES OF PREVIOUS MEETING

A. Approval / Distribution of Minutes – Minutes from the May 8, 2012 meeting were approved for distribution.

II. PRESIDENT'S REPORT

A. **June Board Meeting Draft Agenda-** Dr. Altieri handed out a draft of the June 26, 2012 Board of Trustees meeting. Dr. Altieri stated that the Board does not usually meet in July and August so the June meeting is used to select officers for the upcoming year. There will be special reports in the area of summer enrollment and the History of HCC writing. Dr. Altieri noted that Diane Weaver is moving ahead with great progress in writing the history of HCC and that the committee will meet prior to the Board meeting. In addition he noted that the completion of the History of HCC will coincide with the opening of the renovated Classroom Building and Learning Center. Dr. Altieri also noted that any policy or action items that need added to the agenda need to be sent to him as soon as possible.

B. June 14th Meeting with the School Board and Supt. Wilcox (6 pm)

(Deans and VP's there at 5 pm)- With funds from the biotech grant over 100 WCPS middle and high school teachers will be on campus on Thursday evening and then all day Friday for a collaborative workshop. Dr. Altieri stated that there will be a pre-reception on Thursday evening with Dr. Wilcox and his team to talk about the Middle College study. Dr. Altieri highlighted the concept of a Middle College and his experience with this model.

C Request from MHEC Secretary for more outcomes data and the future of performance based funding

– Barbara Macht and her team are responding to request. Barbara Macht is on the Performance Based Funding Task Force and said it is a varied group of individuals. They will be putting together the recommendation document draft in July to go before the Board in August. Montgomery College is doing the writing for this.

D. FY 13 Salary Letters- Donna Marriott and her team have gotten the letters out with examples on the letter to show calculations of mid-point adjustments. Donna thanked everyone for getting information to HR in reference to Performance Standards and said that this year targeting performance improvement standards was handled well.

E. Governor will likely be back on campus July 7th (low key activity)- The governor will likely be on campus to audition with MSO for his role in 4th of July celebration.

F. TIC and Continuing Education Merger July 1st- Dr. Altieri reminded everyone that as of July 1, Teresa Shank will be taking over responsibility for the TIC. Teresa and Dr. Altieri will be holding a lunch to talk about the history of the TIC with the TIC clients and to determine their needs moving forward.

G. Restructuring of MOL and Quality Matters – Dr. Altieri noted that Anna Barker is on the Maryland Online board. And that Quality Matters is growing rapidly with a budget in excess of 2 million and 18 staff. The products of Quality Matters are being used all over the country as professional development for online educators. The Maryland Online and Quality Matters teams are examining, discussing and debating the structure of MOL and Quality Matters. Anna Barker noted that she attending the workshop which a consultant facilitated and that progress is being made in best practices for business and financial matters. It was noted that MOV historically was made up of educators and not business professionals so some practices need modification moving forward as the agency grows.

H. Community Colleges of Appalachia Conference (seeking more federal ARC funds)- Dr. Altieri attended the conference this past weekend. He noted there are 82 community colleges in the region between New York and Mississippi/Alabama and that 40 of them are associated with the Community Colleges of Appalachia. HCC is 1 of 3 in MD with Allegany and Garrett being the other two. Only colleges in the Appalachia Conference are eligible for ARC funding.

I. Associate Dean selection this week- The 2 final candidates for Associate Dean were on campus last week. Dr. Altieri stated they are both excellent candidates and that they are continuing to reference check and will finalize an offer shortly. Joe Marschner noted that the faculty interview session went well however, he would have liked to see more faculty attend.

III. DISCUSSION

A. FY 13 Plan and Budget – Final Version (B. Macht & A. Barker)- The budget has some minor revisions but should be finalized soon.

B. Preparing for Fall Planning Meetings – Timeline (B. Macht & A. Barker)- It was noted that Dawn Reed has done a fabulous job of getting notices out and meetings scheduled. A comment was made about taking the reclassification process away from the unit planning where staff is present.

C. Summer Enrollment Report (D. Rudy)- see report- Donna Rudy noted that FTE is down almost 4% for summer but is up almost 5% for Fall. Dave Warner noted that he believes the evening number may not be accurate and Dr. Altieri stated that we need to verify the MHEC definition of evening classes (5pm or 5:30pm). Dave Warner noted that he would like an accurate number for this so that he can report and support his theory on both Web and Evening classes increasing, not one taking away from another. Dave also noted that taking a strategic look at the daytime schedule like was done for evening and packaging classes may be powerful in encouraging enrollment.

D. Major Information Pieces (B. Stull and Others)

1. Electronic Catalog Progress- will go live July 1; Student services and faculty should have an opportunity to review it prior to the go live date

2. Kepler Center - emphasis on visual and performing arts- the brochure is in final proof stage and will go to print in June and be ready in July.

3. Next HCC Report to the Community- will start after Kepler brochure is complete

4. Continuing Education and Business Services- This will be a piece with input of business services, continuing education and TIC as to what HCC can offer the business community.

E. Planning for Summer Retreats-- 2016 (7-27 - assignments multiple year objectives and action plans - FYs 13, 14, 15, 16), Campus Safety and Security

(8-10), Faculty (8-20) and Student leaders retreat (date ?)- dates are set as noted

F. Topics for Next Tech Council Meeting (D. Warner & A. Barker)- Dave Warner noted that they need to revisit this and get a list of topics together to discuss. The issues of cloud computing versus servers, mobile versus PC, are all topics that need discussion and strategic planning to determine future usage and need.

G. New Approaches to Private Fund Raising (G. Altieri & S. Lowman)-It was noted that the Board of Trustees would like to focus on strengthening fundraising. With \$30 billion in College and University fundraising last year less than 1% goes to Community Colleges. However Community Colleges serve 50% of the students in post-secondary education. Educational fundraising is 2nd to Religious fundraising and even when the economy is down, fundraising in education continues to increase. Dr. Altieri noted that with the move to Raisers Edge the technology will be in place as a tool for fundraising. He also noted the desire to develop an endowment for the Visual and Performing Arts. We continue to work on identifying major donors and linking their giving strategies with the programs and services of HCC.

H. Progress on Testing Center and HVAC Matters (R. Spong)- Bob Spong noted that the furniture has been moved into LRC316 from the CP building basement which freed up space. The goal is for the testing center to be up and running by 7/1/12. He noted that the operations have been running smoothly with the testing center located on second floor of LRC and that the staff and library staff have been very helpful during this transition. He also noted thanks to Greg Murray for waiving all permit fees so far. He also noted that he is in the process of identifying where maintenance practices need adjusted and making sure that the old system and new system work well together with HVAC.

I. Administrator On Duty Training (D. Marriott)- Working with Faye Miller on developing training. More information will be coming with training in late July/ August so that model can start 2 weeks prior to classes starting in fall.

IV. OTHER NEW / OLD Business

a. Cabinet member Reports- none

b. Other Items- none

V. ADJOURN by 11:00 am