

**President's Cabinet
Meeting Minutes
March 12, 2013**

Present: Guy Altieri, Anna Barker, Julie Horton, Stacey Lowman, Barbara Macht, Donna Marriott, Melinda May, Theresa Shank, Bob Spong, Beth Stull, Dave Warner

The minutes from the Dec. 20 meeting were approved for distribution.

President's Report

Basketball Tournament

Dr. Altieri congratulated the men's basketball team on being seeded twelfth in the 2013 NJCAA Division I Basketball Championship Tournament. The tournament will be held March 18-23 in Hutchinson, Kansas.

Latest FY14 Budget Matters

Anna Barker shared that the early version of the Governor's budget calls for a 6 to 7 percent increase in state funding and HCC has requested a 2 percent increase from the county; however, the state budget is going to be further cut so the exact amount is yet to be determined. Dr. Altieri says the county budget is the greatest concern because historically it has not grown much in the past few years. The base Cade Funding Formula may not play out, but there is a state grant opportunity that could be used for the STEMM Middle College.

CIP Information

Dr. Altieri reported that HCC continues to get strong CIP support from the state level for FY13, which will likely result in funding for the ARCC roof and the state's share for the expansion of the Student Center. The plan is to begin the project in the summer of 2013, but the county is not able to support funding of the Student Center until FY15 and FY16. So, HCC will have to carefully budget to cover for the county's portion for the first year. A great concern is the rising cost of construction.

Joint Meeting with County Commissioners

Dr. Altieri talked about his recent proposal to the commissioners to divert some CIP funding priorities in order to move ahead with the public safety training facility. Commissioners expressed support for the proposal, which will be further discussed at the meeting at HCC on March 26. Dr. Altieri has given executive officers assignments in preparation for this meeting. Dr. Altieri will work with Mike Martin to identify two student speakers to come to the meeting and share their stories of how HCC is benefitting them.

Rotary Day on Campus

The annual Rotarian luncheon will be held on March 13, with a presentation by Dave Warner and John King to highlight the new Police Academy. Tours of the two new buildings will be provided before and after the lunch meeting.

Building Dedication

The dedication ceremony for the Behavioral Sciences and Humanities Building and the Learning Support Center is planned for Fri., March 22. Speakers will include a faculty member from the BSH Building and a student who has benefitted from the services provided in the LSC.

Dean of Students Search

Two finalists will come to campus during the week of March 18-22. Both have experience with multiple community college campuses.

Booster Club's New Affiliation with the Foundation

Dr. Altieri will make a recommendation to the board of trustees to take action on March 26 for a proposal to move the Booster Club under the Foundation. The Foundation supports this and, if approved by the BOT, will become effective April 12.

March 26 Board Meeting

Dr. Altieri reminded everyone that board briefing materials are due to Barbara Roulette by March 21.

Discussion

April 8 Board Retreat

Dr. Altieri discussed the need to prepare for the upcoming board retreat, specifically information on the Middle States self study, compensation information, and long-range financial planning. Preparation materials are due to his office by April 4.

Administrator-on-Duty Review

Dr. Altieri expressed appreciation for everyone's support of the AOD model. The general consensus is that it has been going very well. Faculty receive daily notice of who is the AOD on call for that day. Dr. Altieri discussed the distribution of campus safety messages that will be regularly sent by Campus Police. Melinda May shared that faculty have concerns that students may miss these types of important messages due to the fact that they get so many emails.

Planning for Student Center and ARCC Construction Projects

Dr. Altieri shared that it will be important to consider the county's road improvement projects in planning for these construction projects. Bob Spong shared that an initial meeting was held between HCC folks and the Rob Slocum from the county. The plan is to share regular information that can be shared with students and all others involved. The project is scheduled to begin in the summer of 2013 and will last approximately 18 months.

Online Education Expansion

Dr. Altieri talked about the new position and the appointment of Julie Horton. Julie distributed information on trends in HCC's online programs, which is being analyzed to further develop and improve online offerings.

Nora Roberts Writing Institute

Theresa Shank shared that plans are well underway for the first annual conference of the NRWI to be held August 2 and 3. The advisory committee is making heavy use of social media to promote the event nationally.

Strategic Plan 2016

Dr. Altieri stressed the importance of finishing this in preparation for the Middle States self study. Executive officers have been asked to finalize a variety of projections that can be added to assist in planning for the future. Enrollment and program projections must be finished first, in order for financial projections to be complete. Barbara Macht will schedule a follow-up meeting. The entire plan must be finished by April 15 in order to be mailed to the Middle States representative prior to the May visit.

FY14 Plan and Budget

Dr. Altieri said that the budget will be presented to the board of trustees at the May board meeting. Anna Barker is monitoring the state funding situation and making adjustments as needed.

Bowen Tribute

Stacey Lowman reminded everyone to return their RSVPs for the April 5 tribute event. This will be the largest and most successful tribute that the college has ever held.

Performance Evaluations

Donna Marriott reminded everyone that the annual performance evaluation process will begin soon. She asked that executive officers alert her of any problems that are on the horizon.