

**President's Cabinet
Meeting Minutes
April 9, 2013**

Present: Guy Altieri, Dawn Baker, Anna Barker, Stacey Lowman, Barbara Macht, Donna Marriott, Joe Marschner, Mike Martin, Theresa Shank, Beth Stull, Dave Warner

The minutes from the March 12 meeting were approved for distribution.

President's Report

FY14 Budget Matters

Dr. Altieri shared his concerns about the FY14 budget. The county commissioners are very supportive of HCC, but it is still uncertain as to whether they will fund the college's request. The governor has put an increase in his budget for community colleges, which is positive news. HCC has been fortunate to continue to see enrollment increases, which helps the operating budget, while most of the other community colleges in Maryland are struggling with enrollment. At the recent board retreat, HCC executive officers and board members discussed the need to carefully examine FY14 tuition rates, especially out-of-state rates.

State Early College Grant Fund

In August of 2012, the Maryland community college presidents proposed to lobby the governor's budget for early college funding. The governor did include \$2 million in his FY14 budget. Descriptions of the grant fund should be forthcoming. HCC will target STEMM Middle College in its proposal for this grant opportunity.

May County Budget Hearing Testimony

Beth Stull will take the lead in identifying appropriate speakers to provide testimony at the May 7 county budget hearing, including representation from credit, non-credit, and faculty. Affordability of college will be a key point of their testimony.

Middle States

Barbara Macht and Dave Warner have been working diligently to prepare for the May visit by the Middle States representative. Dr. Altieri talked about the need to have campus-wide orientation sessions, especially given the fact that so many college employees have not gone through the process before. Individual committees will begin working this summer, with the review preparation process fully underway in the fall. The August workshop will be the official kick-off for the review process. The area of emphasis for the self-study is academic development. Dr. Altieri talked about his goal for the involvement of the student group in the process. Communication and critical thinking will be a key focus for this group in order to improve student development. Dave Warner talked about the need to tie everything in the process back to the college mission.

April 16 Board Meeting

Barbara Roulette needs to receive all board meeting materials this week.

Discussion

Annual Employee Planning & Performance Reviews

Donna Marriott distributed a timeline for the review process. She shared that the content of the review forms will not change, but she is making minor changes to make them a little more user friendly. Training sessions will be offered for supervisors and employees. HR will send email messages about the process beginning in mid April.

Technology Council

The agenda for the next meeting of the Technology Council is scheduled for April 15. Julie Horton and Craig Fentress are taking the lead.

Campus Smoking Policy

Dr. Altieri has asked Donna Marriott for a review of smoking policies at the other Maryland community colleges. He continues to get complaints from students. Further discussions on this policy are forthcoming.

Planning for Graduation, Nurse Pinning, Honors Convocation

Dr. Altieri talked about the need to coordinate communications in the planning for these and other end-of-year events. Student Services takes the lead on honors convocation; Academic Affairs handles graduation; and the nursing department coordinates the nurse pinning ceremony.

2016 Strategic Plan

Content and layout for the plan are being finalized. A copy will be mailed to the Middle States representative prior to her May visit.

May Faculty Workshop

Dave Warner distributed a draft agenda for the May workshop days, which will be held May 8-10. Meeting topics include Middle States self-study, Moodle training and upgrade, outcomes assessment, and the Fletcher Center. Dr. Altieri suggested adding an all-college colloquium on Friday morning to present information on the Middle States review process.

Tribute Update

Stacey Lowman reported that 750 people attended the Bowen Tribute on April 5, which raised approximately \$200,000 for student scholarships. Blackie Bowen was very pleased and is interested in continuing to work with the Foundation.

Arts Events & Performances

Joe Marschner talked about the recent successful performance of "The Crucible," held in the black box theater. He also highlighted several other upcoming arts events, including the faculty

art show, Robinwod Players performance of “Cabaret,” the HCC Dance Company performance, student art show, and the Hub Opera Ensemble’s performance of “Don Giovanni.”