

**President's Cabinet
Meeting Minutes
November 20, 2013**

Present: Guy Altieri, Anna Barker, Jessica Chambers, Mike Harsh, Julie Horton, Beth Kirkpatrick, Stacey Lowman, Barbara Macht, Donna Marriott, Jon Metcalf, Theresa Shank, Dave Warner

The minutes from the April 9 meeting were approved for distribution.

President's Report

News from Annapolis

Dr. Altieri mentioned that the Maryland community college presidents were surprised that MHEC expressed support for performance-based funding, without more discussion. Community college representatives worked together last year to prepare a position paper. The question is how much funding will be available in a performance-based funding model in Maryland. This is expected to be a heavily debated item over the next few years.

Maryland Community College Completion Summit

This annual event will be held on December 6 at CCBC in Catonsville. HCC typically sends approximately 20 people to attend and present, the majority of which are faculty. The presidents discussed changing the agenda for upcoming years to expand upon what's been done to this point.

FY15 Budget Support from the County

Anna Barker reported that a flat budget or slight decline is probably what HCC can expect from the county for FY15. More detailed work on HCC's FY15 budget will begin now that unit planning has concluded. HCC will have a better idea of county funding in the spring. Dr. Altieri anticipates that future growth is more likely to come from state funding. Student tuition currently represents about 50 percent of the operating budget. The concern is that reduced funding will make it harder for middle class families to afford college, which will negatively impact enrollment.

MACC Legislative Agenda

The agenda supports full capital funding for community colleges. The only project HCC has submitted for FY15 is the central plant upgrade. Other items in the agenda include modifications to SB740, health occupation shortage grants, financial aid for part-time students, and the cost of providing services for disabled students.

Cabinet Meeting Agenda and Discussions

With several new cabinet members, Dr. Altieri reviewed that cabinet meetings are designed to discuss key matters that impact many areas of the college. The agenda always includes a time for

cabinet members to share critical information that needs input and review by other departments. Members are asked to submit topics to Dr. Altieri for inclusion in the agenda.

Discussion Topics

Administrator on Duty

Dr. Altieri reviewed the AOD program and shared that it has been running smoothly. He appreciates everyone's cooperation in maintaining the schedule. Donna Marriott is working with IT to get one phone (with a single, shared phone number for all AODs) and a tablet pre-loaded with class information, which will be used during each AOD shift.

MHEC, MACC, Federal and Other Reports

Dr. Altieri discussed the need to do a better job in maintaining the submission schedule for official reports. He requested that the PIE Office develop a comprehensive list to include all mandatory reports, due dates, and responsible persons. Once developed, cabinet members will review it annually.

MLK Day Diversity Activity

Jessica Chambers reported that the multicultural committee is in the planning phase for this event. It will be held on Monday, Jan. 20. The goal this year is to include people who were part of the civil rights movement to share their stories and experiences. Rev. Mency has been asked to give his MLK speech again as well. Cabinet members discussed the need to continue to develop the agenda each year to be more inclusive of a wide range of diversity issues.

Employee Holiday Party

Beth Kirkpatrick reported that the Committee on PAR is handling the party this year. Based on employee feedback, the party will be held on Friday, Dec. 13 (rather than January). It will be held slightly later, starting at 5:30 p.m., and will include hors d'oeuvres and a cash bar.

Spring Recruitment/Enrollment Update

In an effort to build enrollment, several initiatives are underway.

- Dave Warner discussed an honors program that is being developed, with a planned launch of fall 2014.
- The Police Academy will have 20 cadets beginning in January.
- Evening courses are being examined to identify ways to increase enrollment.
- Dave Warner and Molly Carlson are further examining the schedule of classes to identify ways to increase efficiency.
- Dental hygiene has 88 students in the pipeline, 20 of whom will start after CODA approval has been obtained.
- Interest in the Middle College continues to grow.
- Enhancements to academic advising, including encouraging part-time students to become full-time, are underway as part of the Completion Agenda.

Technology Council

Julie Horton shared that spring topics for the Technology Council will include a revision of the technology strategic plan, plans iPads or tablets for students, utilization statistics for computer labs, ImageNow and eforms, and BYOD guidelines.

Credit-Free Online Registration

Continuing education registration is currently at about 25 percent. Theresa Shank shared that focus groups with students have revealed that many glitches still exist with the online registration process. Kate Zajdel has helped reduce the number of clicks to get directly into WebAdvisor class registration. Other changes are being planned to continue to increase online enrollment.

Student Center Construction

Jon Metcalf shared that if construction goes as planned, the expanded Student Center will open in June of 2015. Dr. Altieri expressed a desire to have the center open when the Middle States review team is on campus. He proposed the idea of accelerating the construction process for certain areas of the building to allow student services personnel (counseling and advising) to be in their offices when Middle States is on campus.

January Workshop Schedules

Dave Warner distributed a draft agenda for January workshop days. He said there have been numerous requests for presentations. Workshops are still being confirmed. The all-college colloquium will be held on Wednesday, Jan. 8. The final agenda will be distributed college wide in December.

Mid-Year Budget Adjustment Requests

Anna Barker will distribute mid-year budget adjustment forms in the next few weeks. This year, it is very important that budget managers examine areas where their budgets can be reduced due to the fact that actual enrollments are lower than projected enrollments. The final request for budget adjustments will be presented to the Board of Trustees in January.

Job Description and Organization Chart

Changes to job descriptions must go through HR. Changes to the organizational chart must be submitted to Barbara Roulette.

FY15 Plan and Budget

Cabinet members should be discussing with their managers the reality of the FY15 budget, given the decrease in projected enrollments. FY14 budget adjustments should serve as a prelude to plans for the FY15 budget in terms of identifying budget priorities. Budget summaries must be finalized for the areas of personnel, furniture and equipment, special projects, IT needs, professional development/memberships, students workers, etc. Donna Marriott requested that cabinet members provide her with signed copies of all position reclassifications and new position requests that were discussed during unit planning.