

**President's Cabinet  
Meeting Minutes  
January 22, 2014**

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

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

**President's Report**

**County Budget Request**

Dr. Altieri reported that the county requested information earlier than in previous years. A two percent increase was requested. County officials indicated that budget funds are very tight. They are somewhat concerned about the public safety training center because of the operational budget.

**State Budget Update**

The Governor is recommending a five percent increase for community colleges. HCC is currently in the budget with a 5.7 percent increase, which is slightly higher than many of the other schools. Dr. Altieri warned that HCC's current enrollment declines could affect the budget negatively in two years. He emphasized, however, that HCC is leading the state in early college program enrollments. He requested that student types be analyzed in projecting enrollments as some student types are more valuable to the budget than others.

The MACC presidents recently discussed tuition rates in light of enrollment declines and changes in financial aid. All the Maryland CCs are considering tuition increases, with some looking at increases of ten percent or greater. HCC is considering a two or three percent increase in tuition for FY15.

**Meeting with Labor Secretary Tom Perez**

Dr. Altieri recently met with Secretary Perez, along with the presidents of Howard CC and PGCC. They discussed DOL grants for community colleges, especially training grants for jobs of the future. He expressed great interest in doing work with transportation programs. The presidents shared with him their desire for identifying ways to get more money to students for training. Dr. Altieri suggested a new model for work-study programs for students in STEM fields. Perez asked his assistant secretary to look into it.

**Feedback on MLK Day Event**

Comments from the recent MLK day event were extremely positive, including those from county commissioners Cline and McKinley. Dr. Altieri is interested in getting greater faculty involvement in future years.

## **January Board Meeting**

The January board meeting was rescheduled to January 30, due to the weather-related closing on January 21.

## **Review of Inclement Weather Closing Protocols**

The text alert system continues to work well. Decisions are difficult, but the condition of campus is critical. Dr. Altieri asked Academic Affairs to conduct a review of all the start times and numbers of students in each section, for each day, in order to facilitate decisions about the best opening or closing time.

## **New CVT Space**

Dr. Altieri shared that the CVT space at Volvo is not going to be available after this calendar year. He is working with Don Bowman and others to identify a new location. The financial implications of this change are not yet known.

## **Discussion**

### **Spring Enrollments**

Dr. Altieri emphasized the importance of continuing to work on enrollment numbers, especially with adding late-start sessions. He is hopeful that CODA will respond very soon regarding the dental hygiene and classes will be able to start later in the spring semester. In light of the resignation of the dental hygiene program coordinator, a letter will be sent to the advisory committee members updating them on this change.

### **Middle States Preparation**

Dr. Altieri stressed the importance of doing more than just writing the self-study report. A list of all the responsibilities and requirements associated with Middle State preparation will be prepared and organized by executive officer areas. There are policy areas that need to be addressed in many areas.

### **Travel Restriction**

Travel restriction guidelines continue, especially in limiting the number of people who attend the same conference.

### **FY15 Plan and Budget**

Anna Barker reported that she is working on the FY15 budget, following discussions that occurred at the recent executive officer retreats. Work will continue in February and the plan will be adjusted based on the budget. Barbara Macht will compile the unit goals and provide officers the opportunity to review and provide feedback.

### **Library Conversion**

A meeting was held to discuss decisions related to the book collection as the library conversion occurs. A decision is forthcoming about the amount of book space that will remain. Design work will need to be addressed for the space as it is changed to reflect the evolving electronic world.

LuAnn Fisher and Jennifer Adams are leading the study related to the redesign related to library services.

**Purchase Requisition Dollar Limitations**

Anna Barker distributed a copy of the updated dollar limitations for purchase requisitions. She stressed that any purchase order for \$1,000 or more must contain two signatures of approval.

**Facilities Update**

The wind turbine has been approved by the state. The consultant for the ARCC roof replacement has been identified.