

**President's Cabinet
Meeting Minutes
February 19, 2014**

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

The minutes from the January 22 meeting were approved for distribution.

President's Report

CVT Space and Fundraising

Dr. Altieri discussed the needs for the CVT program, as a result of the changes being planned at Volvo. This was discussed with the county commissioners at the meeting with the board of trustees yesterday. Dr. Altieri told them that further research is being done on options and needs related to the future of the program. A full report will be shared with them, seeking their assistance in finding a good solution.

State and County Budget Matters

Dr. Altieri reported that the joint meeting with the board and commissioners yesterday seemed to be very positive. More than \$2 million in state disparity grant funds could assist in HCC's request for a two percent increase from the county. The governor put an additional five percent for community colleges in his budget.

Latest CIP and Upcoming Projects

Dr. Altieri discussed planning for the Student Center expansion. At the board meeting yesterday, the board members expressed satisfaction in the plans for the center as they are currently developing. The feedback from the state looks good. The cost of construction is a concern. There are more than \$1 million in add-alternates in consideration that will be reviewed during the bid process. Stacey Lowman and Dr. Altieri are discussing a capital campaign, focused on alumni, that will assist in funding this project. A donor campaign also will be planned. Plans for renovation of the LRC are also underway. Federal funding for the energy house must be spent in FY15. Plans are in place to have it completed by June of 2015. The roof of the ARCC is scheduled to be replaced this summer.

April Board Retreat Preparation

The board members were updated on the Middle States planning process at the meeting yesterday. Further updates will be given at the April retreat. Long-term goals for staffing will be discussed as part of long-range planning. Major decisions related to the FY15 budget also will be discussed. Dr. Altieri will schedule a prep meeting for executive officers, to be held in advance of the retreat.

Rotary Clubs on Campus

HCC will host the Rotary clubs on campus on March 12. A presentation on HCC's early college

programs, including the STEMM Technical Middle College, will be given at the lunch meeting. Cabinet members will be invited to attend.

Student Center Expansion Planning

A groundbreaking ceremony for the Student Center will be planned for late May or June. Beth Kirkpatrick will examine possible dates.

Some federal funding exists that could assist in building a veterans office space in the Student Center. Dr. Altieri suggested that he and Stacey Lowman also consider a fundraising campaign geared toward veteran alumni to supplement any grant funding. A veterans tribute area is being discussed.

U.S. Dept. of Labor Policy Development

Dr. Altieri met with U.S. Sec. of Labor Perez a few months ago. He and his staffers seemed very interested in work-study internships that could result in new federal policy. A conference call has been scheduled on March 4 to further discuss this matter.

HCC's Involvement in Community Initiatives

Dr. Altieri reviewed four current initiatives that are relevant to HCC's mission.

- The Greater Hagerstown Committee is lobbying for a county scholarship program to replicate what Garrett County has. Dave Warner and Anna Barker have been representing HCC in meetings related to this. There are issues to be resolved in making this happen, but Dr. Altieri sees it as very positive that community members are interested in working together to make this happen.
- The City of Hagerstown is working on the formulation of a new development plan. They have hired a new consultant to guide the process. Dr. Altieri has asked Theresa Shank to be the representative for HCC at the upcoming meeting.
- The Economic Development Commission is working on a new economic development plan. Greg Snook serves as an HCC representative to this group. Theresa Shank is serving on a subcommittee.
- CHIEF is actively working on the development plans for the Mt. Aetna Farms Technology Park. HCC has been in discussion with pharmaceutical companies about these emerging plans. The Yale Drive extension road is now funded and is projected to be completed in 2015.

Discussion

SARA

A new state bill (SB 823) proposes that community colleges will become part of the State Authorization Reciprocity Agreement (SARA) consortium. This will allow any student in any state to take online classes without individual school authorization. A recent survey shows that 10 of Maryland's 16 community colleges already support this. Maryland Online and MHEC are examining this proposed legislation and its impact.

Foundation Tribute Dinner

Stacey Lowman reported that plans are underway for the Rankin tribute. Fundraising efforts are right on target.

Middle States Progress

Barbara Macht reported that committee reports are being gathered. She, Dave Warner, and Stacey McGee will meet during spring break to review these reports and identify any gaps that may exist.

Plans to Build Enrollment

Additional money has been made available for additional promotion to help build enrollment in specific program areas. Beth Kirkpatrick, Jessica Chambers, and others have been meeting to plan a variety of efforts to promote the honors program, early college programs, veterans benefits, RN to BSN program, transfer and reverse transfer, regional marketing for key programs, and other initiatives. A significant drop in new applicants is a concern and is being examined to identify where the declines are originating, so promotional efforts can be further targeted.

FY15 Plan and Budget

Anna Barker thanked executive officers for providing budget information in a timely fashion. Board action on the budget is scheduled for May. Tuition and fees action is scheduled for the April meeting, but Anna is requesting a tentative board approval of tuition and fees at the April 1 board retreat to facilitate budget planning. Donna Marriott discussed the need to finalize new position and reclassification requests. Barbara Macht asked everyone to review their unit goals in preparation for the written plan. This is critically important as this is the plan that the Middle States review team will examine.