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President's Cabinet
Meeting Minutes
March 19, 2014

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

Jessica Chambers introduced Lauren Payne, manager of the TRiO SSS Program, who then left for another appointment.

The minutes from the February 19 meeting were approved for distribution.

President's Report
Latest FY15 Budget Information – State and County
Dr. Altieri reported that the county hasn't commented on HCC's budget request. At the state level, the governor recommended a five percent increase for Maryland's community colleges. The legislature is inclined to put more into the budget, tying into the Cade funding formula. A number of community colleges are concerned about the implications of enrollment declines. Dr. Altieri is confident that HCC will receive an increase from the state. The Pell Grant allocation will go up a small amount next year. Anna Barker reminded cabinet members to review the fee schedule and suggest changes for next year.

Truck Driving Range
The meeting between HCC and Volvo officials regarding the future location of the CVT program went well. There is a good possibility of the range remaining on the Volvo property, but moving to another location. Further meetings are being planned.

Rotary Club on Campus
Dr. Altieri was very pleased with the Rotary meeting and is hopeful that several Middle College applications will be forthcoming as a result of the presentation.

Middle States Timeline
Dr. Altieri met with Dave Warner and Barbara Macht and, together, they have decided to rename the strategic plan to the year 2018, to more accurately reflect the information and dates contained in the plan. Barbara has changed the document to save all recently submitted changes and placed it on the "Z" drive, entitled "2018 Strategic Plan." She expects that the team chair will be identified by the end of the spring semester, who will begin reviewing the draft self-study report in August. Barbara distributed a list of documents and timelines needed for Middle States compliance. Cabinet members reviewed the documents they are responsible for and discussed their plans to complete them. Dr. Altieri requested that a list be made of policies that are needed.

Feedback on Administrative Guidelines

- *HCC issued cell phone/smart phones* – No changes were suggested to the draft guidelines that were recently prepared by Julie Horton and Craig Fentress.
- *Remote computer access* – Changes to the draft guidelines will be made to indicate that non-exempt staff will not be given remote access, unless special circumstances warrant. Anna Barker reported that there will be an additional cost if the usage exceeds more than 50 concurrent users. Dr. Altieri stressed the importance of supervisors signing off on remote access requests.
- *Administrator on Duty* – Donna Marriott reported that the use of the shared cell phone has been working very well. The number is 240-675-0928. AOD officers are asked to check in with the security officer on duty within 30 minutes of their AOD shift.

Planning for Student Center

The general plan is to finish the temporary modifications to the Robinwood Center this spring and move the campus store to that location. This summer, the current campus store will be made into a dining area, before ultimately becoming the advising area once the building renovations are complete. The name is now to be officially called the Campus Store. A groundbreaking ceremony for the Student Center expansion is planned for Friday, June 27 at 10 a.m.

ARCC Roof

The plans for the new ARCC roof have been approved by the Board of Trustees and will now go to the state for approval.

Policy Draft

- Anna Barker distributed copies of the current Acceptable Computer Usage Policy. The IT administrative group is suggesting changes to this policy. This policy ties into several other policies. She plans to take the changes to the April board meeting for action.
- The Technology Security Policy needs to be officially assigned at the next Governance Council meeting. Anna distributed a draft version for the council to use once the assignment has been given.