

**President's Cabinet
Meeting Minutes
April 16, 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 March 19 meeting were approved for distribution.

President's Report

Latest FY15 Budget Information – State and County

Dr. Altieri reported that HCC likely will need to make modest tuition and fee increases to deal with what is expected to be flat funding from the county, even with an increase from the state. He shared that the FY15 budget will be built on the expectation of level enrollments.

Second Round of Early College Grant Fund

Dr. Altieri talked with Kathy Oliver, who encouraged him to have HCC apply to this grant. He is talking with others on campus, in anticipation of the RFP, which should be released in the next few weeks.

County Budget Hearing

Beth Kirkpatrick is working to identify students, faculty, and staff to testify on behalf of HCC at the county budget hearing that will be held on May 6 in the Kepler Theater. Dr. Altieri wants to delicately share the fact that county support of HCC's operating budget has declined over the past several years. He also wants to highlight HCC's accessibility, affordability, quality, and the rising cost of instructional technology.

Middle States Team Chair Visitation

Dr. Altieri would like to have team chair Dr. Mora visit campus in September. He stressed that Strategic Plan 2018 will be a critical document to share with him at that time.

April 22 Board Meeting

Dr. Altieri distributed copies of the draft agenda for review by cabinet members. A significant topic to be discussed is the employee benefit plan. Other topics related to human resources include the annual personnel actions and the effects of the minimum wage changes. Theresa Shank will present the annual continuing education report. The SLOA report will be moved to May.

CVT Driving Range

Dr. Altieri and others have been working to identify a solution for the future location of the truck driving range. Consideration is being given to the offer from Volvo for the development of new space there, as well as other locations in the county, possibly for purchase or a lease.

April 22 Visit from MACC Executive Director

Dr. Bernie Sadusky will be on campus on April 22. In addition to his attendance at the board meeting, he will meet with Dr. Altieri and the executive officers in the morning. Barbara Macht and Theresa Shank will provide him with a tour of the LSC and the BSHB during the board's closed session.

Plan to Transition to Electronic Board Package

Barbara Roulette and Craig Fentress have been working on a plan to provide board package materials electronically, starting in the next fiscal year. Issues to be considered include confidentiality, efficiency in preparation of the materials, and ability for board members to access the information.

Discussion

Policy Matters

Barbara Macht distributed an updated chart of documents and policies that need to be developed and/or revised. She is going to prepare a priority list, with dates for expected completion of each. Specific policies discussed at the meeting included:

1. Copyright Policy – Draft presented by Julie Horton and Beth Kirkpatrick. Changes were suggested and a revised copy will be shared with Dr. Altieri and cabinet members.
2. Acceptable Computer Use Policy – Will be shared for action at the April board meeting.
3. Solicitation Policy – Anna Barker suggests that related policies be listed at the end, rather than mentioned in the written language of the policy. As such, the sentence related to the fundraising policy will be removed.

Discussion on Starting and Funding the iPad Loaner Program

Julie Horton reported that a plan is being developed to make iPads more widely available for faculty, staff, and students. The management model, cost, benefits, and priority for who is approved for usage are among the issues that need to be determined. A discussion is underway to explore a loaner or rental program as part of the plan.

Review of SB 740 Implementation Progress Report

Cabinet members reviewed and discussed a list of items required in the progress report including dual enrollment, degree pathways and plans, near completers, first 24 credits in English and math, 60 degree credits, transfer agreements, statewide reverse transfer, and ARTSYS review. Overall review of these items indicates that things are in fairly good shape, with follow-up being addressed as needed in certain areas. Dr. Altieri requested that Jessica Chambers and Barbara Macht work together to prepare an annual report on reverse transfer. The requirement that every student have a formal academic plan will be facilitated by the implementation of the Ellucian student planning module, beginning in FY15.

Update on Facility Projects

- The Robinwood Center will be ready for the campus store to move in June. Dr. Altieri asked Jon Metcalf to meet with Anna Barker, Jessica Chambers, and Beth Kirkpatrick to develop an exact timeline for when the transition will occur and be completed.
- The Robinwood Drive project is behind schedule. The circle drive is still expected to occur this summer. An updated completion date for the entire project is not yet known.
- The Student Center design is nearing final review by the state. Construction is expected to begin in July. The groundbreaking ceremony for the Student Center renovation will be moved from the previously scheduled date of June 27 to the middle or end of August.
- The energy house design is being finalized, with construction to begin in August/September and expected to be complete in six months. Dr. Altieri expects the first classes to be held there in the summer of 2015.
- The ARCC roof project is awaiting final approval by the Board of Public Works. Once approved, the contract can be awarded, with construction to begin following all of the high school graduations.

Finalizing Strategic Plan 2018

Barbara Macht reported that the draft copy is on the Z drive, with revisions from cabinet members due (using track changes) by June 15.

Strategic Enrollment Initiative

Dr. Altieri talked about declines in enrollment applications. He is developing a paper to offer points of focus to reverse this trend, in order to maintain flat enrollments for the fall. He will complete and distribute that to executive officers by the end of the week.

Year-End Student Recognition Events

Dr. Altieri reviewed the list of the ten year-end events. He stressed the coordination of dates for future years and consideration of how events should be structured, especially the multiple pinning ceremonies and division recognitions.

NRWI

The Nora Roberts Writing Institute will be held August 8-10. Keynote speakers will be Sylvia Day and Hank Phillippi Ryan. Plans are going smoothly and the attendance goal is 130 participants.

May Workshop Days

Dave Warner distributed a draft copy of the workshop agenda. It will be finalized and sent to ALL closer to the date.