

**President's Cabinet  
Meeting Minutes  
June 18, 2014**

Present: Guy Altieri, David Bittorf, Jessica Chambers, Fonda Franklin, Julie Horton, Leigh-Anne Lawrence, Barbara Macht, Daniel "DJ" Madron, Donna Marriott, Jon Metcalf, Theresa Shank, David Warner

The minutes from the April 16 meeting were approved for distribution.

**President's Report**

**Latest FY15 Budget Information – State and County**

Dr. Altieri reported that the County did not increase funding for FY16, but did not decrease it either. State funding was good this year, and HCC received the higher percentage than the average community college in Maryland due to the college's enrollment.

**Current Enrollment Trends**

Dr. Altieri reported that FTE for summer is down, but fall is currently up, although he cautioned that this number may fluctuate since it is early in the registration period.

**CIP Revisions for FY16**

Dr. Altieri reported that Student Center funding has come in. Additional state funding was approved to assist with the Student Center design and modifications to the central plant. Private funding will also be needed. Dr. Altieri will be discussing this campaign with Stacey Lowman next week.

The Commercial Vehicle Transportation Program will need to be factored into CIP revisions due to the loss of the Volvo facility. Due to the cost to build a truck driving range, the college is looking at rental options or purchasing existing property and modifying it.

**Governor Candidate Interviews**

Dr. Altieri participated in the Governor candidate interviews last week. The lead candidate, Anthony Brown, is very supportive of community colleges and is a former trustee for Prince George's Community College. During the interviews, Brown indicated that next year's budget will be quite a challenge. All candidates were asked about performance-based funding, but none of them indicated whether they supported it.

**MHEC Staffing Changes**

Dr. Altieri reported that there have been several staffing changes at MHEC. Danette Howard resigned as MHEC secretary and several other key staff also retired. The USM Chancellor has also indicated that he will soon retire. He has not announced an official retirement date yet.

### **MACC President's Retreat**

Dr. Altieri reported on potential changes to the CADE funding formula and that there is a COMAR study underway. He also indicated that MACC may be relocating its offices in the near future.

### **HCC STEMM Sustainability – Grants and Private Funds**

Dr. Altieri reported that the Middle College has helped to stabilize enrollments and that there is support for the Middle College at the high school and middle school levels. The biggest challenge is cost since STEM students are more costly to educate and early college students pay less tuition. To offset the costs, the college will continue to explore additional grant funding and private funds from companies that typically hire for STEM-based careers. Recent construction projects have helped to offset education costs because they allowed the college to purchase new equipment as part of building renovations and enhancements.

### **Upcoming Celebration Events for Fall**

Dr. Altieri announced two celebration events for the fall. The Student Center Groundbreaking is tentatively scheduled for Sept. 12. The Public Information Office is researching this date to make sure it works for the County and to make certain there are no other campus conflicts. The Wind Turbine will also be installed this fall and a dedication/alternative energy event is tentatively scheduled for Oct. 10. The Public Information Office will be coordinating both events.

### **Reconvening the Commission on the Future of HCC**

Dr. Altieri announced that the community individuals that participated in CFHCC will be invited to meet the Middle States team when the team visits campus in 2015. The March board retreat will be dedicated to preparing the trustees for the upcoming the Middle States visit. Dr. Altieri would like to schedule a meeting with the CFHCC participants in February to familiarize them with the self study and prepare them for Middle States visit. Barbara Macht agreed and has begun analyzing the CFHCC report and how it applies to the self study. Barbara Macht is to research a date and work with Dave Warner to develop a list of invitees.

### **Student Center Equipment and Funds**

Dr. Altieri announced that two lists need to be created for the Student Center in regard to essential furniture and what would be nice to have. Dawn Baker and Julie Horton have been involved in creating this list and will continue to work with Jessica Chambers and others to refine it. The list will need to differentiate between what will be state- and county-funded and what will be purchased through private donors. Jon Metcalf indicated that the college has three months after design completion to submit the equipment/furniture list to the state. Until the drawings for the Student Center are completed, the list(s) cannot be finalized. Dr. Altieri and Stacey Lowman will identify what equipment will be most appealing to private donors.

### **Upcoming Retreats**

Dr. Altieri announced the dates for the upcoming retreats including the Faculty Retreat on Aug.

11 and the Executive Officers Retreat on Aug. 18. Additional potential retreats include one with the SGA and one with the division chairs and directors.

## **Discussion**

### **Year-End Evaluations**

Donna Marriott reported that evaluations due July 17. Job descriptions must be attached and signed by the executive officer. In preparation for Middle States, a list has been compiled of degrees for faculty and staff and HR will be sending this list to the executive officers for review. Donna Marriott reported that HR is in good shape regarding documentation from staff/faculty for acquired degrees (i.e., a degree audit). If job descriptions are up-to-date, executive officers must still resubmit the job descriptions to HR with their evaluations for this year.

### **FY15 Plan and Budget**

Dr. Altieri indicated that it is vital that the FY15 Plan and Budget aligns closely with the self study. In reviewing the document, Dr. Altieri found that there are pieces of the FY15 Plan and Budget that are not aligned with the self study. The executive officers are charged with reviewing the self study and looking for those discrepancies.

Both documents will need to be updated to reflect recent staffing and reporting changes. In addition, the Org Chart will also need to be updated (Barbara Roulette will update the Org Chart). Anna Barker has uploaded the FY15 Plan and Budget and Barbara Macht has asked executive officers to review this document as soon as possible and to let her know that when they have been reviewed it. (The Budget is set but the Plan narrative can still be edited.)

The 2018 Strategic Plan must be reviewed for updates by all executive officers by Aug. 1. Recommended changes should be sent to Barbara Macht.

### **Middle States**

David Warner reported that four of the seven chapters are complete and that sub-committees are working on revisions for the remaining chapters. Work is progressing well.

### **Student Center, Robinwood Road Construction, and the ARCC Roof Project**

Jon Metcalf reported that the Robinwood project is behind schedule. A new projected completion date is not yet available. Metcalf anticipates that construction on the circle itself will not be completed until late fall and that the Robinwood project will likely not be finished until early spring (i.e., final paving and finishing touches). It should hopefully be completed prior to the Middle States team visit.

For the Student Center, construction firms will not be permitted to access the Student Center from Kepler Drive. There is an alternate route planned to minimize impact to student foot traffic.

The ARCC roof project will begin the week of July 1. Metcalf reported that there will be times when the front of the building is closed, but people will be redirected to another entrance. The building itself will not need to close.

Dr. Altieri commended the use of the gates to prevent campus vehicles from accessing the Waltersdorf Quad area.

### **Safety Issues on Campus**

Jessica Chambers pointed out that the paved portion between the ASA and the LRC is still confusing to elderly drivers and Metcalf indicated that the Facilities Department is looking at attractive ways to block that entrance so that people do not think they can drive vehicles onto Student Circle.

Theresa Shank reported that people are playing in the fountain in front of CPB and asked cabinet members to inform their staff that the fountain is not to be played or bathed in. Dr. Altieri recommended that Facilities get signage for the fountain indicating that people are not permitted to play or bathe in it.

### **Employee Orientation**

Donna Marriott reported that HR would like to reduce the amount of handouts given to new hires at New Employee Orientation. She proposed that a PowerPoint be created instead, which would provide highlights from various executive officers (HR would create the PowerPoint). The PowerPoint will be made available online (through the Portal and the website) for new employees before and after the orientation.

### **Unit Planning Meetings**

Barbara Macht reported that Dawn Reed from the PIE Office will be in touch with executive officers regarding required material and the proposed schedule. Some Unit Planning meetings will be expanded to longer sessions.

### **August Workshop Week and Campus Emergency Drill**

David Warner distributed a draft of the Fall Workshop Schedule. Dr. Altieri suggested that Academic Affairs add a presentation by Anna Barker and Henry Gautney to the schedule. The presentation would discuss the specifics for a campus emergency prep drill. Gautney would plan the event to occur in the fall prior to the Middle States visit. The Public Information Office would publicize and alert students about the event months in advance. An exact date would not be given to faculty/staff, but a general idea of when the event would occur would be publicized (e.g., the first week in November). Jessica Chambers requested that she be part of the planning process. Dr. Altieri requested that a planning group be created to begin organizing this issue (chaired by Barker and Gautney). The campus speaker system would be utilized as part of this drill. David Bittorf pointed out that building monitors/coordinators would need to be assigned. A date needs to be finalized by August in order to make sure students can be notified/informed

numerous times prior to the drill. Theresa Shank suggested that the e2campus system be used to help alert students.

## **Policy Revisions**

### Code of Conduct

Jessica Chambers reported that the Clery Act and the Title IX act have been modified and the college is now required to address bullying and harassment more directly in the Student Code of Conduct. Chambers distributed drafts of this policy for the Cabinet's review. Dr. Altieri cautioned that the Code of Conduct language needs to be less specific and should only refer to other policies instead of restating policies in an abbreviated format (e.g., the tobacco-free policy).

### New Policy: Electronic Devices

An additional policy needs to be created that discusses the use of electronic devices as part of instruction (to be developed through the Teaching and Learning Committee). Anna Barker is working on developing a policy on electronic devices that applies to everyone (staff, faculty, students, etc.).

### Drug and Alcohol Abuse Policy

Jessica Chambers distributed a revised version of the Drug and Alcohol Abuse Policy. Chambers reported that the policy was very vague in regards to students over the age of 21 being permitted to drink at college events. The language was modified to denote that alcohol is prohibited at student events on or off campus (even if students are of age). Jon Metcalf asked about employees who are also students and how this rule applies to them. Dr. Altieri stated that additional work needs to be done on this policy to address this issue before it is brought to the Board.

## **Employee Handbook**

Donna Marriott requested that the Employee Handbook be distributed. The Cabinet approved, and HR has been given permission to distribute the handbook to the campus community.

## **Title IX Compliance**

Jessica Chambers reported on Title IX compliance issues. Pregnant students are of particular concern, and the college must work to identify lactation rooms and serenity rooms that can be used by pregnant students on campus. Chambers also distributed a handout about employees' "Duty to Report" and "Duty to Act" initiatives as part of Title IX. College officers (including faculty and adjunct faculty) are required to report conduct or behavior that violates existing college policies. In addition, management and supervisory personnel are charged with responding promptly and thoroughly to claims of discrimination and harassment. Chambers reported that Title IX emphasizes that the victim must be protected during the investigation process (i.e., their needs must be met).

Chambers requested that she be allowed to report on these two important Title IX initiatives to the campus community during All-College Colloquium in August.

Dr. Chambers' Office will be creating workshops for student services staff and workshops for faculty to detail the reporting structure. Donna Marriott requested that the Administrator on Duty staff also be included in these trainings.

In terms of a timeline, Chambers stated that the college has to implement these new initiatives immediately and that HCC must be prepared to report on this in fall 2014 in order to be compliant. Dr. Altieri stated that a plan of action on how to handle Title IX needs to be created and implemented. This plan should include information campaigns. Dr. Altieri stressed that it was very important to identify the key populations that need to be informed and to determine the most efficient way to alert and inform those populations. Title IX will need to be referenced in faculty and adjunct faculty guidebooks, and HR will need to take the lead on alerting non-faculty employees. All publications will need to reference Title IX (including the self study).

### **Tobacco Free Campus Campaign**

Leigh-Anne Lawrence reported that the information campaign is ongoing. Heather Barnhart and the Student Activities Office participated in World No Tobacco Day by putting displays in all the campus buildings. These displays included smoking cessation pamphlets and literature as well as "no smoking kit" giveaways. Smoking cessation classes will be offered through the Health Department for free this fall. Sessions are six weeks long and will be offered near the beginning of every semester. PIGR will work Student Affairs and Campus Police to create Tobacco Free Campus pamphlets that campus security can distribute when giving out warnings and tickets.

Jon Metcalf reported on signage for the Tobacco Free Campus campaign. Signs will be purchased in July once the new fiscal year begins. Existing signs referencing smoking will be removed. Entry and exit doors will display "Tobacco Free Campus" decals. Metcalf also plans to install a sign stating that HCC is a tobacco free campus near the front entrance of campus once the Robinwood Construction Project is done.

PIGR will take the lead in setting up a July meeting with Student Affairs, HR, Campus Security, and Facilities to plan the rest of the information campaign.

Theresa Shank inquired as to whether TIC tenants can participate in the smoking cessation classes. PIGR will investigate and report back.