

**President's Cabinet
Meeting Minutes
July 25, 2014**

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

Janice Riley and Henry Gautney arrived later in the meeting, as noted in the minutes.

The minutes from the June 18 meeting were approved for distribution.

President's Report

Filling the Executive Officer Positions

Dr. Altieri praised Anna Barker and Donna Marriott for the work they've done for HCC and their commitment to working through the process to best prepare things before they leave. He discussed the transition that will occur in the time it will take to fill the VP of Administration and Finance and the Executive Director of Human Resources.

Dr. Altieri shared that reporting relationships will change slightly under the new vice president. The HR Department will eventually be moved to fall under the new VP, instead of the IT Department, but the change will not occur immediately. The new VP's initial focus must be on finance. In the interim, Fonda Franklin will provide day-to-day management of the HR Department, with the President to oversee larger managerial issues. The IT Department will report to the Associate Dean of Online Education and Instructional Support Services for the day-to-day operations, but to the President for major planning and purchasing decisions. Plans will continue to be further defined and communicated to the campus community as they are made.

Grants Update

Dr. Altieri discussed early college funding and shared that the Middle College grant from the state will be funded for the second year. HCC also recently received an EARN grant, which will be used to provide enhanced workforce training to area companies, including Volvo. Dr. Altieri reported that a recent on-campus meeting with Wade Watson from Volvo was very productive and he was very impressed with the STEM Building and related programs. Feedback from the National Science Foundation on the partnership grant proposal with the Johns Hopkins University has been positive. A final decision on the award should be coming in a few weeks.

Results of County Primary Elections

Dr. Altieri discussed the results of the county commissioner and delegation primary election and the anticipated changes that will occur.

CFHCC Follow-Up Meeting with Middle States Review Team

Dr. Mora, Middle States team chair, has indicated that he likes the idea of having the CFHCC members meet with the Middle States review team during their visit to campus in April. Barbara

Macht, Stacey Lowman, and Dave Warner have been asked to work on a list of invitees that would include others from the community and HCC's Foundation.

Middle States Update

Dr. Altieri discussed with Dr. Mora the need to make electronic resources available to the review team, rather than providing large amounts of printed materials. A section will be set up on intranet for all the relevant documents to be centrally located for team members. Dr. Mora will be on campus for a preliminary visit from October 12 to 14.

Barbara Macht, Dave Warner, and Stacey McGee have several sessions scheduled to work on the chapter reports. Their goal is to have a first draft of the full document ready to present at the fall workshop. Work will continue on the draft throughout the fall to ensure that data is included to support all key points of emphasis.

Student Center Update

Equipment and furniture lists for the Student Center are being further refined. Funding sources are being reviewed to identify what public and private funds will address. Anna Barker stressed the importance of finalizing with the state what items are considered to be fundable. Dr. Altieri talked about the need to prepare copies of design renderings for use by Stacey Lowman in approaching potential donors for private donations.

Selected Discussion Topics

Executive Officer Retreat - August 18

Dr. Altieri will prepare the agenda for the retreat soon. The executive officer retreat will follow the faculty retreat. Cabinet members are asked to share any pertinent issues they feel should be included in the agenda.

Enrollment and Admissions Report

Summer enrollments are down, so fall numbers are critical for the budget and any adjustments that may need to be made. A new admissions advisor has been hired and Dr. Chambers is optimistic about how her experience will be valuable to HCC and its students. The list of students with non-payment of fall tuition is being proactively addressed and Dr. Chambers has set a goal to get the number of students down from 678 to 150 before deregistration occurs.

Campus Emergency Drill Planning

Henry Gautney joined the group for discussion related to the need to plan for a comprehensive campus emergency drill in this academic year. Anna Barker distributed copies of updated language for the draft emergency flip chart that was originally created by Henry. She asked cabinet members to review and submit any suggested changes to her by August 8. It will be finalized and distributed campus wide at the beginning of the fall semester.

Dr. Altieri expressed interest in conducting a drill based on an active shooter scenario. A presentation is scheduled during fall workshop week to discuss upcoming plans for emergency planning and related training.

Fort Detrick Alliance Proposed Partnership Agreement

Janice Riley joined the group and distributed copies of the proposed agreement between HCC and Fort Detrick. Upon review and discussion of the agreement, cabinet members suggested that further research be done at HCC to make sure the language specifically relates to HCC and its initiatives and how they fit into this proposed partnership.

Administrative Procedures

Julie Horton is working with Anna Barker on an agreement for student lending of iPads. This will begin with a pilot program this fall involving approximately 23 students.

Long-Term Office Space Relocation Plans

Dr. Altieri discussed that the Robinwood Center will be used as office surge space, especially for temporary grants personnel, once the Campus Store moves to its permanent location in the renovated Student Center. Several departments are currently seeking additional and/or different space to better accommodate staff needs. Dr. Altieri is aware of these issues and committed to including them as facility plans are developed over the coming months, especially as the Student Center nears completion.