

**President's Cabinet
Meeting Minutes
September 3, 2014**

Present: Guy Altieri, Anna Barker, Jessica Chambers, Fonda Franklin, Stacey Lowman, Barbara Macht, DJ Madron, Jon Metcalf, Theresa Shank, Beth Kirkpatrick, Dave Warner

President's Report

MACC Legislative Agenda

Dr. Altieri distributed a draft copy of the MACC Legislative Agenda. He referenced the CIP budget request for FY16 and discussions related to funding decisions around community colleges with multiple requests. HCC has requested design funding for the central plant expansion and construction money for the LRC renovation. Dr. Altieri stressed the importance of including HCC projects in this state list and the value of MACC in lobbying for budget and CIP requests for all 16 community colleges.

Interface with WCPS

Dr. Altieri discussed his most recent meeting with WCPS Superintendent Clayton Wilcox. He shared a copy of a list of evolving topics for HCC and WCPS related matters. These items included updates on the Middle College and plans for a special ceremony in May to honor the first graduates. Dr. Altieri would like to invite Kathy Oliver and Lillian Lowery from MSDE to attend the ceremony and interact with the middle college students. They also discussed future facility needs related to programmatic developments for WCPS and HCC, including HCC's need for a new site for the CVT program, which could involve unplanned CIP requests from the county. Other topics discussed include HCC's Upward Bound program, the College and Career Readiness Act, Common Core, PARC, WCPS Campus Connections Program, student performance assessment, BISFA connection, WCPS math and science teacher development, helping WCPS grads going into the military to earn online degrees, USM-H connections, Learning Communities project, CDL bus driver training, and HCC's involvement in the Mt. Aetna Farms Technology Park development.

Vacation Planning Related to Peak Periods

Dr. Altieri reminded executive officers to plan vacation schedules with employees in their departments so that peak periods are appropriately staffed. The April Middle States team visit (April 12-15) also will be a critical period to plan appropriately in order to have key staff in place.

Major Outcomes of this Year's Retreats and Start-Up Discussions

Dr. Altieri reviewed the general feelings that came out of the summer planning retreats. He acknowledged success-related anxiety and challenges associated with flourishing in a changing world. He expressed appreciation for the faculty discussions and was very optimistic about the positive faculty attitudes.

FY16 Institutional Planning Priorities

Dr. Altieri will distribute a draft copy of these priorities to executive officers by September 8, with feedback requested by September 11. He stressed the importance of these priorities given that the Middle States review process is this year. Key points to guide the priorities include the Commission of the Future of HCC, final draft of 2018, Middle States self-study findings, enrollment growth and financial viability, sustainability budgeting for programs and services, partnership with CHIEF and the Mt. Aetna Technology Park, and further integration of institutional planning and employee planning and performance reviews.

Discussion Items

Review Fall Start-Up Matters

The following items were discussed:

- Dr. Altieri praised the HR staff for their efforts in getting vacant positions filled with good people (approximately 40 in the last year). Additional vacancies continue to be addressed, with a good pool of applicants for most positions. Fonda Franklin requested that supervisors allow at least an hour for new employees to attend the HR orientation when they start.
- Dave Warner credited the facilities staff for their work in getting the dental hygiene space finished. The old bookstore space is being reconfigured for office space during the renovation. Dr. Altieri mentioned the need to get the LRC clock working. The pizza oven in front of the Student Center will be moved to an area near where the volleyball court will be.
- Jessica Chambers credited the Academic Affairs division for making adjustments to the master class schedule for the fall semester. They continue to make adjustments to the late-start classes.
- Jessica Chambers discussed challenges related to new financial aid regulations. She also talked about the "15 to Finish" campaign that is just beginning, to encourage more full-time students.
- The new student officers for SGA and PTK are being brought into fundraising efforts for the Foundation.
- Jessica Chambers brought up the need to determine how smoking violations will be handled once the new policy is in effect, with a concern about fining students who may have financial challenges in paying for tuition. She stressed the importance of not being punitive in the enforcement of the policy. This will be a discussion topic for the next cabinet meeting.
- DJ Madron talked about faculty concerns related to computer labs on campus. Many students don't have computers or Internet access at home, so these labs are viewed as critical to student success.

- Jon Metcalf talked about difficulty finding HR documents on the new website, while many are located on the portal instead. HR and PIGR will discuss this and work on an improved plan to be communicated to employees.
- Jessica Chambers talked about getting the student portal working well and communicating it to students, with an emphasis on the value of a single login.
- The campus store is working well in the new location. Jessica Chambers talked about the need to have a handicapped accessible entry door.
- Barbara Macht shared that the forms for unit planning will be sent out later this week. Brad Shepard will coordinate the KPIs and closing the loop on assessment data, etc.

Final Enrollments for Fall

The numbers have been improving over the last month. Jessica Chambers reported that the goal is to bring the fall enrollment totals up to a two percent decrease over last year, which is better than most Maryland community colleges. There will be one more de-registration for non-payment. Her staff is working to get about 75 percent of those students into a plan to maintain their enrollment. Dual enrolled students are helping the numbers significantly. Continuing education enrollments are up.

Middle States Prep Work

Dr. Altieri stressed the importance of picking up the pace on the self study. Dr. Mora will visit the campus for the first time in mid October. Campus readiness will be critical in preparation for the team's visit in April. Teams will be encouraged to begin to work on areas of recommendation described in the self study, prior to the arrival of the team.

Student Information Flow and Student Life Enhancements

The full components of the student portal are being further identified and information will be shared with students to promote its value. Student Services will work with PIGR to do this.