

**President's Cabinet
Meeting Minutes
October 6, 2014**

Present: Guy Altieri, Henry Gautney, Julie Horton, Christina Kilduff, Beth Kirkpatrick, Jennifer Knight, Leigh-Anne Lawrence, Stacey Lowman, Barbara Macht, DJ Madron, Mike Martin, Theresa Shank, Dave Warner

Minutes from the September 3 meeting were approved for distribution.

Dr. Altieri welcomed Christina Kilduff and Jennifer Knight to their first cabinet meeting.

President's Report

Dr. Mora's Middle States Visit, October 12-14

Dr. Altieri discussed the final preparations of documents that will be sent to Dr. Mora in advance of his October visit to campus. All the exhibits for the Middle States team will be available in an electronic version, on the HCC website. Cabinet members reviewed the itinerary for Dr. Mora's time on campus during the visit, which includes meetings with the self-study leadership committee, cabinet members, and faculty leaders. Dr. Altieri advised that Dr. Mora will likely start to plan for committee assignments for his team members, based on information gained during his October visit.

Barbara Macht will be contacting the co-chairs of the chapter teams next week, to make sure the recommendations align with evidence and exhibits.

FY15 Budget Adjustments Timeline

Dr. Altieri discussed that enrollment declines will require budget adjustments. He will meet with finance staff to develop budget recommendations that will be taken to the board at the December meeting.

Cybersecurity Grants

Dave Warner discussed the recently awarded NSF grant to allow HCC to partner with The Johns Hopkins University, as well as the TAACCCT grant that was announced last week. The two grants will result in \$1.5 million of funding over the next three years. There is a trip to JHU scheduled for later this week, to begin working on the plans for the partnership.

CVT Space Update

Dr. Altieri reviewed the process to find new space for the truck driving program. The space available at Volvo is currently at 50 percent of what it was initially. HCC must be completely removed from that space by December 1. An 11-acre property has been identified in northern Hagerstown near I-81, with negotiations currently underway to purchase the land. Dr. Altieri is optimistic that the space could be ready as early as January for range activities, with classes to be held on campus until renovations would be completed.

November Elections

Dr. Altieri suggested that the county commissioner elections will likely result in a board with a similar budget approach to the current board. HCC officers are scheduled to talk to the county administrator about the county budget request for FY16 later this month. At the state level, Anthony Brown is predicted to win the gubernatorial race, which will likely have a positive impact on community colleges, as he is a strong supporter.

October Board Meeting Agenda

Dr. Altieri shared that the board members will transition to iPads for their board materials, beginning with the October meeting. Cabinet members reviewed the meeting agenda. Several new policies will be presented for board action.

Discussion

Unit Planning Meetings

Dr. Altieri reported that the new document to close the loop on the previous year's unit planning has been effective and viewed positively by units who have presented so far this year.

Policy on Use of Smart Devices

Julie Horton reviewed the proposed new policy on the use of smart devices in classrooms, labs, and other instructional spaces. The teaching and learning faculty have approved this. It will be shared at the next Faculty Assembly meeting, with plans to put it on the November board meeting for action.

Tobacco-Free Reporting and Enforcement Plan

A committee of Mike Martin, Jessica Chambers, and Henry Gautney has been reviewing plans for enforcement of the tobacco-free campus, which will be effective January 1, 2015. They suggest that all employees, especially those at the director level and above, help to inform and remind anyone seen smoking after January 1. Enforcement will not be punitive, but student and employee disciplinary actions will be used when necessary for repeat offenses. Dr. Altieri stressed the importance of promoting smoking cessations programs and other resources that are available to tobacco users. Dr. Altieri asked that a one-page sheet on enforcement be developed.

Campus Emergency Practice Event

Dr. Altieri suggested that a campus practice emergency drill be planned for late March or early April. Henry Gautney has been in touch with county police and emergency agencies to invite them to participate. PIGR will be very instrumental in communicating to the public that it is a practice drill. Dr. Altieri requested that Henry convene a planning group of college employees and county officials. This group will include Beth Kirkpatrick, Jennifer Knight, an academic representative, a representative from con ed, and some faculty representatives.

December Holiday Party

Leigh-Anne Lawrence reviewed arrangements for past holiday parties, stating that last year's party was held in the Kepler lobby in December, as opposed to January, for the first time in

several years. Based on PAR committee feedback, she proposed that this year's party be held on Thursday, December 18, in the Kepler lobby, with all departments closing at 5 p.m. to allow everyone the opportunity to attend. The proposal includes a recommendation to use an off-campus caterer to allow campus food service workers to attend without needing to work the event.

Cabinet members discussed various aspects involving the proposed date, increased staff availability considering proposed early closing, budget impact, faculty schedules, and student traffic at the proposed time. Following the discussion, Dr. Altieri gave a general approval to proceed with the proposed plan, with input from faculty on the best date and time of that week.

January Faculty Workshop

Dave Warner distributed a draft agenda for the January Workshop. It includes an update on Middle States and various faculty meetings and presentations, in addition to the all-college colloquium on Wednesday, January 7. A special emphasis will be made on using time during the workshop to work on division outcomes assessment. A session will be added on Friday to work on institutional learning goals.

Employee Performance Review Audit

Jennifer Knight reported that the majority of units have completed employee performance reviews, with a few exceptions that will be addressed.

Enrollment Enhancements and Marketing Plans

Beth Kirkpatrick reported that marketing plans to help boost enrollment include traditional advertising, weekend business college, and grant funding related to STMC, cybersecurity, and RN to BSN. She is also working with the Admissions Office to promote "15 to Finish" as a way to enhance completion rates.