

**President's Cabinet
Meeting Minutes
November 4, 2014**

Present: Guy Altieri, Molly Carlson, Jessica Chambers, Julie Horton, Christina Kilduff, Beth Kirkpatrick, Jennifer Knight, Stacey Lowman, Barbara Macht, DJ Madron, Jon Metcalf, Theresa Shank

The minutes from the October 6 cabinet meeting were approved for distribution.

President's Report

News from Annapolis

Dr. Altieri shared that projections suggest that as much as 65 percent of the legislators will change as a result of today's elections. He said that most of the committee chairs are expected to remain the same. In terms of higher education, Maryland has a unique system. With a new governor coming in, there could be structural changes made to the higher education system. The UMCP president wants to break from the university system and the fact that MHEC has an interim secretary and the USM chancellor is retiring could be factors that contribute to a change.

County Budget Support for FY16

Dr. Altieri, Greg Snook, and Christina Kilduff recently met with Greg Murray and Deb Murray from the county to discuss the FY16 budget. Dr. Altieri assessed the meeting as positive. The election of new commissioners will be critical to the decisions that will be made regarding the FY16 budget.

MACC Legislative Agenda for January

The priorities for the community college presidents will be to push for more fully funding the Cade Formula and the CIP list. The CIP list appears to be in pretty good shape, but the operating budget is unclear, due to declining enrollments and newly elected officials coming in January.

Procedural Items

Dr. Altieri reviewed that policy recommendations come from the shared governance committees and go to the board of trustees. The role of the board is to approve policies, not procedures.

CVT Training Sites

HCC has been able to secure a leased site near the airport for the CVT program to continue operating until a permanent location can be obtained. This site will be used for two tractor trailers, while two tractor trailers will continue in the reduced space at Volvo and one tractor trailer is at a Bowman property. The search continues for a permanent location.

Quality of Unit Planning Meetings

Dr. Altieri is pleased with the quality of this year's unit planning meetings. He stated that the feedback form to close the loop on the previous year seems to be very effective in demonstrating

a culture of evidence. Barbara Macht reiterated that the quality of information being presented in the meetings has been the highest ever.

FY16 Plan and Budget Development Retreat Days

With a new vice president of finance and new HR director, there will be slight differences this year in the timeline for decision making. The focus will be to make decisions earlier, as may be possible. Declining enrollments will impact decisions to be made, while keeping Strategic Plan 2018 in mind. The dates for the retreat days have been set for Dec. 17, Jan. 21, and Feb. 23. A final meeting will be held on Feb. 24 for any unresolved items. Mid-year budget adjustments for this year will be moved a little earlier than normal, giving the concern over next year's budget. Christina advised that budgets should be carefully reviewed for any funds that can be returned.

Discussion Topics

Limiting Bookstore Charges to Financial Aid Students

Jessica Chambers shared that students who receive full Pell funding get more money than they need to cover their tuition and fees at HCC, so some are using their vouchers to purchase excessive things in the bookstore and then not attending HCC. This is resulting in an increasing number of students who are not paying their college bills. When the money these students receive is not used for tuition, it becomes bad debt against the college. To help prevent this, Jessica is proposing that a limit be established on what these students can spend in the campus store.

Review of AOD Coverage

Jennifer Knight reported that comments have been received about the AOD program. One suggestion is to have the AOD phone picked up earlier in the day to assist in tracking down scheduled administrators should the phone not be picked up on time. Another comment referenced the need to keep track of AOD calls that are received each shift. Jennifer suggested that an AOD folder be established in the X drive for AODs to fill in a form when they have handled an incident.

MLK Diversity Day

Jessica Chambers shared that the multicultural committee has met several times. The theme will be valuing cultural diversity. She has reached out to Rev. Mency for his dramatic rendition of Dr. King's speech. The committee is looking for people in the community who may have personal stories to share related to the civil rights movement. The event will be held on January 19 from 1 to 3 p.m. in the Kepler Theater.

Enrollment Reporting

Dr. Altieri reported that HCC was the third lowest in enrollment decline among Maryland community colleges for the fall semester. For the spring semester, several initiatives are underway to help positively impact enrollment. These include evening course options that enable students to take nine credits in two evenings per week, adding class sections at times that are in

demand, reaching out to applicants, and conducting mandatory advising events for special populations. Dr. Altieri mentioned the importance of promoting the weekend business college, using Jim Pierne's strong reputation in the business community. Beth Kirkpatrick is working with him and other business faculty to get the word out to business leaders.

Employee Holiday Party

Beth Kirkpatrick reported that the holiday party will be held on Thursday, Dec. 18, from 4:30 to 6:30 p.m., in the Kepler lobby. The college will close at 4:30 p.m. so all employees will have the opportunity to attend. Catering will be provided by Black-Eyed Susan.

Construction Updates

Jon Metcalf reported that the rock drilling at the Student Center should be complete this week and concrete will be poured beginning next week. The completion date is anticipated to be mid-August. The solar panel field project is out to bid, with construction set to begin in March. The roundabout is expected to be finished late spring or early summer.

Timeline for Budget Adjustments

Christina Kilduff will distribute materials and forms for mid-year budget adjustments in the next few weeks.

Job Descriptions

Dr. Altieri reported that job descriptions should be reviewed each year as part of the annual evaluation process. Suggested changes to the organizational chart or reporting relationships go through the president's office, with Barbara Roulette maintaining the official organization chart.

Fundraising for the Student Center

Stacey Lowman reported that she is waiting for renderings on the Student Center to be reproduced to assist in talking with potential donors. DPDS has been asked to put them on a shared drive for her access.

Middle States Update

Barbara Macht reported that she is working on writing the report. She has some concerns about evidence to support conclusions and recommendations. Dr. Altieri cautioned that recommendations don't have to be forced when evidence isn't available to support them. The list of exhibits is being addressed. The majority of pieces that still need to be complete are under Academic Affairs, but they are being addressed. Dr. Altieri stressed the importance of aligning the written report with information in the Strategic Plan 2018 and the FY16 Plan and Budget.

The review team will be at HCC from Sunday, April 12 through Wednesday, April 15. Dr. Altieri talked about the importance of helping employees prepare for the team's visit. He estimated that approximately 75 percent of employees were not at HCC when the last Middle States review occurred. An employee orientation to the process will be planned for late winter. A breakfast with community business leaders will be held with the review team on Tuesday during

their visit. A campus tour will be held on Sunday for the team, shortly after they arrive. A reception will be held with executive officers and board members to meet the team on Sunday night.

HR Update

Jennifer Knight talked about a concern over narrow applicant pools for some currently vacant position. She is asking that managers carefully review the job descriptions and requirements, and broaden as may be appropriate, to ensure the applicant pools are not limited.