

President's Cabinet Minutes
February 10, 2004

Present: Guy Altieri, Anna Barker, Mike Harsh, Michael Seger, Barbara Macht, Donna Rudy, Joe Sidlowski, Phil Snodderly

President's Report

Membership on Governance Committee

The membership of the governance committees has been settled and will be mailed to cabinet members and then campus-wide. Faculty co-chairs for three committees will be designated by faculty.

Governance training will be scheduled in March. Barbara Macht, Michael Seger, and Guy Altieri will put together a simple training model, which will include operating principles. There will be five to six break-out groups during the training session.

Signed HBC Transfer Agreement Found

A follow-up meeting will be scheduled to collect information about the document and plan next steps.

Salary and Benefits Research Committee

Michael Seger will collect state and county data in preparation for the first meeting of the ad hoc committee. The President will present the charge at the meeting. The focus should be on market salary levels.

Start-Up of the "It Takes Two Campaign" Steering Committee

Beth will chair this effort and work with Carl Galligan and Vaughn Crowl in increasing the visibility of the college in the community. The goal is to start renovating the Career Programs Building in May, 2005. Architectural designs should be reviewed at this time. The plans are contingent upon receiving county funding of 1.6 million dollars/year for the next six years and 8 to 9 million dollars from the state.

Plans for Graduation (May 15) and Honors Convocation (May 13)

Student speakers will apply to speak at graduation and the honors convocation and then make a presentation before a panel of faculty judges who will make a selection. Aside from a letter to graduates, there should be an announcement in a SGA meeting, a flyer to be handed out in class, and an article in the student newspaper.

The graduation ceremony will start at 9:30 a.m. Plans have been made for a new mace to be made; however, it will not be complete in time for this year's graduation ceremony.

Review of the February 17 Board Agenda

The ARC Grant for \$40,000 to further develop JTI

The deadline that Diane Weaver has set to complete the grant preparation is May 15. The two major concepts will be to develop marketing materials and plans and to establish a job placement database for job openings matching the skills of completers of specific JTI related academic programs.

Discussion

Diane Weaver presented a grant form that included internal procedures for obtaining institutional support. She will return at the next meeting with a revised version.

Plans for the Joint Trustee/County Commissioner Meeting were discussed. The President will present a draft of the agenda at the next meeting. Donna Rudy will make arrangements for three students to present their stories about the impact that HCC has had on their lives.

The Plan and Budget for FY05 should be completed once the final pieces have been submitted to Anna Barker and Barbara Macht.

A committee should be formed to review web registration for Continuing Education to include the following: Craig Fentress, Chris Davis, Joe Sidlowski, Donna Rudy, Lori Drega, Mike Harsh, Jim Cannon, and Dawn Reed.

Some issues were introduced about the Administration and Student Services Building. There should be an informal discussion about the use of the fax machine and copier among Anna Barker, Barbara Macht, and Michael Seger. Beth Stull and Heather Barnhart should take responsibility for the Heritage Display Case, illustrating the current and past HCC.

The policy on rental rates for nonprofits warrants a review.

Respectfully,

Donna Rudy