

**President's Cabinet
Meeting Minutes
February 24, 2004**

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

President's Report

Membership on Governance Committee

Draft copies of the membership list for governance committees were distributed. Cabinet members discussed the list and made slight changes. A final list will be distributed to all in the near future. The training session for committee members will now be held on Thursday, March 25 from 2:30 p.m. to 4 p.m.

Start-up of Public Awareness Campaign

The first meeting of the public awareness committee ("It takes two") was held recently. Dr. Altieri reported that he was pleased with the initial discussions of the group. One suggested initiative of the group is to host a meeting with county mayors on campus. Mike Harsh agreed to look into this. The next regular committee meeting will be held on March 3.

Graduation and Honors Convocation

Plans are well underway for graduation, which will be held on May 15, and the honors convocation, which will be held May 13. More details are forthcoming.

Middle States Team Chair Visit

Ed Yaw, from Morris County Community College in New Jersey, has been chosen as the leader for our Middle States review team. He is planning preliminary visits to campus on March 17 and April 30. On March 17, he will meet with President Altieri. During the April 30 visit, he will definitely want to meet with the steering committee.

Opportunity Fund

Dr. Altieri discussed a proposal to establish an HCC funded Opportunity Fund that would be created to provide financial assistance to potential students who normally do not qualify for funding based on financial need guidelines determined by governmental bodies and private foundations. He plans to present this proposal to the board of trustees at their next meeting.

Discussion

Students to Attend Trustee/County Commissioner Meeting

Three students will be asked to attend the joint meeting of the college trustees and the county commissioners on March 16 to tell their stories about the role HCC has played in their lives. Donna Rudy will contact students for possible attendance.

Calendar Updates

Questions were recently raised about hours of operation during spring break for various offices on campus, as well as the Saturday before Easter. Classes are scheduled for the Saturday before Easter, so offices will be open as usual. Some areas will have reduced hours during spring break. A complete list of updated hours for all areas will be posted on the Web site.

Grant Approval Form

Diane Weaver joined the group and distributed a revised copy of the Approval Procedure and Form for Grant Application. It has been endorsed by the cabinet and is now available on the college intranet, under miscellaneous forms.

Progress on Catalog 2005

Beth Stull reported that she has begun to receive updates for the new catalog. Academic Affairs is preparing the programs of study section to follow a newly designed template. This information will be given to Beth this week. Information from other areas of the college is due to Beth next week. The projected date for the new catalog to be available on campus is June 1.

Highlighting Faculty in Fall 2004 Schedule

Plans are underway to include special advertisements highlighting faculty in the printed version of the fall 2004 class schedule. The first edition will likely include highlights of Joe Marschner, Ellen Smith and Tanya Mayer, all of whom will be teaching Sunday courses.

Latest on Plan and Budget for FY05

Cabinet members were reminded that their written assignments for inclusion in the FY05 Plan and Budget are due to Barb Macht by February 26. It will be finalized next week and presented to the board of trustees and county commissioners thereafter.

Other Business

CP Building Renovation Update

Phil Snodderly reported that the meeting with the county's capital improvement project committee went well. The county administrator is recommending that the county commissioners approve funding to the college of \$1.6 million for each of the next three years. Membership for a committee to select four architects from a pool of 29 was discussed. The president will contact those individuals to serve on the committee, which will review the architect proposals over the next few weeks. When four finalists have been chosen, those names will go the president and members of the board of trustees to conduct the interviews and make the recommendation to the full board on who should be appointed as architect for the project.