

**President's Cabinet
Meeting Minutes
March 23, 2004**

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

The minutes from the February meetings were approved for distribution.

President's Report

All-College Year-End Picnic

The picnic is scheduled for the afternoon of Friday, May 14. The planning committee is being co-chaired by Heather Barnhart and Louise Bird. A budget of \$1,000 has been established through the president's office. The event will consist of lunch and activities throughout the afternoon. Consistent with last year, the college will be closed for business for the afternoon. All employees are encouraged to attend the picnic. Those who chose not to attend must continue their regular work.

Guidelines for College Paying Employee Membership Dues

Dr. Altieri reported that it has recently come to his attention that there is great inconsistency with the types of employee membership dues that the college is being asked to pay. He asked Anna Barker to compile a list of all those organizations that have been charged to memberships and begin sorting out these issues. His goal is to establish a fair and consistent policy relating to this matter.

Advertising of Vacant Positions

Dr. Altieri announced that several vacant full-time positions will be advertised in a special section of the Chronicle of Higher Education, scheduled to be released during the annual AACC conference in April. These positions include faculty positions, director of instruction and student activities coordinator. Michael Seger gave a deadline of April 9 for submission in this publication.

Key Middle States Dates

Dr. Ed Yaw will be on campus for a preliminary visit on April 30. The official team visit will begin on October 31 and conclude on November 3.

Governance Training

Dr. Altieri and Barbara Macht will conduct the training session for governance committees on March 25 from 2:30 p.m. to 4 p.m. About 50 persons, all members of the new governance committees, have been invited to attend.

Special Administrative Group Meeting

A special meeting for administrators will be held on April 29. A primary topic will be the support staff and administrator evaluations for FY 04. Michael Seger is working on a report.

Space Rental

Dr. Altieri reported that WCPS and the County are seeking standards for rental of their facilities and trying to use HCC as a point of comparison. The concern is that the comparisons are not accurate since the ARCC, for example, is not comparable to any other facility within the county. Amy Sterner has been attending some of these meetings as a way to keep the college informed of the discussions. The college has not officially been asked to participate in the discussions at this point. The president indicated that his preference is to explore having just one HCC person be responsible for campus space rentals and to have a new written policy for HCC space rental that would be assigned to the administrative services governance committee.

Discussion

College Jingle

Beth Stull distributed copies of the proposed lyrics for a new advertising jingle that is being developed for the new slogan “Stay close. Go far.” The final version will be completed in the next week or so. Dr. Altieri suggested consideration of incorporating some of these lyrics, assuming content and stylistic compatibility, into the alma mater, since they align well with the college’s mission and vision statements. The group did not reach consensus on the idea.

Plans for Honors Convocation and Graduation

Planning continues for the Honors Convocation to be held Thursday, May 13 and Commencement to be held Saturday, May 15. One student in a transfer program and one career program student will be chosen to speak at the Honors Convocation. These students will be chosen from self nominations or nominations by faculty.

Catalog Revisions

Lori Drega joined the group for discussion of updates to the next catalog. Beth Stull is compiling changes from each area, but has unresolved questions primarily relating to academic policies. Dr. Altieri requested that a meeting of the Academic Standards Committee be convened in the very near future to address these concerns. Beth extended the deadline to mid April for these issues.

Review of Policy and Procedures Manuals

Barbara Macht reported that the policy and procedures manuals must be complete prior to the Middle States visit in October. Anna Barker reported that many pieces have been gathered, but much work remains to update and, in some cases, write policies. Dr. Altieri will call a special meeting to discuss this further.

Administration Building Title

Cabinet members discussed several possible titles for the new administration building, keeping in mind that it now houses the offices of Student Services. The new name was selected to be the Administration and Student Affairs Building. It was suggested that consideration be given to having Student Services change its name to Student Affairs to be consistent with Academic Affairs.

Plans for the Move to the ASA Building

Phil Snodderly reported that the new furniture will be shipped on April 9, and assembly will begin on April 12. He will provide a list of proposed move dates for each department. Once finalized, it will be posted on the Web site.

Recent Meeting with County Commissioners and General Faculty Meeting

The meeting with the county commissioners was viewed as highly positive. Donna Rudy applauded the students for sharing such appropriate and inspiring stories. Dr. Altieri said that the college's budget request looks very promising, but the final amount won't be known until mid-May. Dr. Altieri also reported that he was very pleased with attendance at the general faculty meeting and felt the meeting went well. Spring Ward agreed and suggested that the only way to improve it would be to consider moving it to the College Hour, since some faculty had classes beginning at 4 p.m.

Other Business

Middle States Updates

Barbara Macht reported that the steering committee will meet March 26 and April 2. Each meeting will be held in the College Center from 12:30 p.m. to 4:30 p.m. and include lunch.

Information Technology

Anna Barker reported that virus software continues to be updated across campus. She will ask Craig to provide a report on the latest situation regarding the junk e-mails.

Student Services

- Donna Rudy reminded everyone that the SGA is sponsoring the Murder Mystery dinner on Thursday night. Tickets are \$25 a person.
- As of today, there are 243 students registered for summer classes for a total of 1,415 credits. This is a large increase over last year.

Academic Affairs

Joe Sidlowski reported that the college is again responding to MHEC regarding HBC's proposal to establish a criminal justice program. HBC's attempt last year was denied and the expectation is that it will be again. Dr. Altieri questioned whether MHEC has a policy in place to address the timeframe in which an institution can present a previously denied proposal.

Human Resources

Michael Seger reported that the salary survey has been mailed. Copies are due by April 2 for analysis. He also shared that a third session will be scheduled for support staff to finalize their evaluation model.