

President's Cabinet Minutes
April 6, 2004

Present: Guy Altieri, Anna Barker Barbara Macht, Donna Rudy, Michael Seger, Joe Sidlowski, Phil Snodderly, Spring Ward, Lori White Drega

Due to the absence of secretary Beth Stull, approval for the minutes of the March 23 meeting was suspended until the May 11 meeting.

President's Report

Start-Up of Governance Council and Committees

Times have been scheduled for the committee co-chairs to meet with the President and Barbara Macht to discuss policies to be addressed.

The first meeting of the Governance Council will be held on May 11 at 10:30 a.m. in the Board Room. Agenda items will include initial policy assignments, review of the May 7 governance training, discussion of possible future trainings and an update on the Governance Manual.

Enrollment Projections

Barbara Macht and Brad Shepard are continuing to develop enrollment projections with a goal of 5000 credit students by 2012. One focus will be attracting higher number of full-time students – particularly from the high school population. Current full-time students will be surveyed to determine the reasons for many of them normally carrying less than a full load.

Special Board Meeting

On April 13, a special Board of Trustees meeting will take place to choose the architect for the Career Programs Building. The Deans are invited to attend.

Discussion

Final catalog preparations are underway. New deadline for submission is April 23.

Plans are underway to begin moving staff into the renovated Administration and Student Affairs Building. The move should start the week of April 19. Phil Snodderly will coordinate the moving schedule.

Barb Macht requested that FY05 Budget changes be sent to her by April 9.

Joe Sidlowski distributed a tentative Faculty Workshop agenda for May 5-7. Topics to be covered include Outcomes Assessment, FY05 Budget, Governance Training and the Annual Professional Development Plan. Michael Seger will coordinate several all-staff EAP sessions.

The list of institutional memberships was reviewed. Cabinet members should contact Anna Barker with additional adjustments.

Plans for the May 13 Honors Convocation and the May 15 Graduation are proceeding as scheduled. Michael Harsh is coordinating student speakers. A posthumous degree will be awarded to Todd Witmer who died on March 12 after a long illness.

The College Picnic will begin at 12:30 p.m. in the College Center on May 14. Employees have the option to attend the picnic or continue their regular duties.

The Employee Retirement Reception will be held on May 17 at 2:30 p.m. in the College Center. Honorees include Linda Hildenbrand, Judy Kofoet and Donald Stottlemeyer.

The Ad Hoc Salary and Benefits Committee will report its findings to the campus community on April 29 at 2:30 p.m. Data are currently being received and reviewed.

Other New/Old Business

The deadline for second drafts of Self-Study chapters will be extended until May 14. Barbara Macht will also prepare a timeline of upcoming events for the Steering Committee.

Donna Rudy and Anna Barker are working on a crisis management plan to be completed by Fall 2004.

Joe Sidlowski will work with James Feagin to investigate the possibility of a new sound system for the ARCC.

Garden Pride Day will be held on May 28.

Adjournment

The meeting was adjourned at 10:54 a.m.