

**President's Cabinet
Meeting Minutes
June 1, 2004**

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

The minutes from the May 11 meeting were approved for distribution.

President's Report

Reflections on May College Events

Dr. Altieri shared with the group that he was very pleased with the honors convocation, commencement, year-end picnic and retirement reception. Cabinet members discussed elements of each and noted some suggestions for next year's events. A follow-up meeting will be held to discuss the honors convocation. Dr. Altieri referenced a recent e-mail he sent to several cabinet members stating the importance of videotaping major campus events. Beth Stull reported that she is going to meeting with James Feagin and his staff to develop a plan.

Middle States Self-Study Preliminary Draft

Barbara Macht reported that she continues to edit the self-study chapters. At this point, the chapters have been compiled into one document. She has eliminated 60 pages (mostly duplication) and expects to trim more and complete the first draft for Ed Yaw by the end of the week.

Summer Enrollment Update

Donna Rudy reported that the unduplicated headcount for Summer 2003 was 1,008, compared to 1,122 for Summer 2004 to date (up 11.3%). There were 4,490 total credits generated for Summer 2003, compared to 5,804 credit for Summer 2004 to date (up 29.3%). Dr. Altieri noted that summer numbers are the highest in HCC's history for summer sessions. Spring Ward shared that approximately two-thirds of full-time faculty are teaching this summer, averaging 3.5 sections each.

Perkins Grant

Dr. Altieri and Dr. Sidlowski are meeting this week to do the final review for the Perkins Grant.

Discussion

State Report on Goal Attainment

Dr. Altieri distributed copies of the MHEC State Plan Goals Review Group Review and Update Form, due to Michael Kiphart and Jody Kallis by June 15. Cabinet members then made suggestions for each of the eight goals. Final suggestions must be given to Barbara Macht by June 9.

FY 04/FY 05 Plan and Budget

Anna Barker is finalizing the annual plan and budget this week and next. It will be presented to board of trustees for approval at their June 15 meeting.

June Board Meeting

Topics to be discussed/presented include:

- Plan and Budget
- Accountability Indicators
- Outcomes Assessment (directors/division chairs to present using broad concepts only)
- Retirement Reception for Phil Snodderly to follow regular meeting

Cabinet Member Reports

- Beth Stull reminded everyone that catalog and schedule production schedules are very tight. Proofing is to be complete for the schedule by tomorrow and next Monday for the catalog.
- Anna Barker reminded everyone that FY04 purchase orders will be processed in June only for critical items, with approval from the appropriate dean.
- Joe Sidlowski shared that Mike Harsh is updating the programs of study in Datatel to match changes made for the new catalog.
- Donna Rudy shared that the Brown vs. Board of Education presentation went well and received favorable press coverage.
- Spring Ward shared that the first meeting of the campus community building committee went well. The group is very enthusiastic and expects to present a report to the president in a few weeks.