

**President's Cabinet  
Meeting Minutes  
June 22, 2004**

Present: Guy Altieri, David Bittorf, Michael Harsh, Barbara Macht, Donna Rudy, Michael Seger, Phil Snodderly, Beth Stull, Spring Ward

The minutes from the June 1 meeting were approved for distribution.

**Update Reports**

**Summer-to-Date and Early Fall Registration Numbers**

Donna Rudy shared that current summer numbers as compared to final summer numbers from last year are up 21 percent in headcount and 38 percent in credit hours. Fall numbers compared to the same date last year are up 21.3 percent in headcount and 15.5 percent in credit hours. Of those numbers, the greatest gains are in returning students (up by 25.3 percent) and females (up by 27.6%). Dr. Altieri added that HCC is "the fastest growing community college in the state of Maryland." Cabinet members then discussed ways to incorporate these messages into marketing efforts.

**Call Center/Student Connection Move**

Phil Snodderly reported that file cabinets for the new call center/Student Connection area in the ASA Building are scheduled to arrive later this week. The counter tops will then be installed, which he expects to be complete within two weeks.

**Status of FY 05 Salary Notification Letters**

Michael Seger reported that the letters should be mailed to all employees by the end of this week.

**Status of College Publications**

Beth Stull reported that a draft of the community report should be ready later this week, and to the printer next week. Copies will be mailed to all households in Washington County and parts of Franklin County, Pa. The catalog is currently at the printer and will arrive on campus by the middle of next week. Donna Rudy shared that she is working on the next edition of the student handbook, which will go to Reprographics on July 6.

**FY 04 Close-Out**

David Bittorf reported that all FY 04 expenses must be turned in no later than the second week of July. He noted that the auditors have expressed interest in seeing greater evidence of HCC's internal controls. He also shared that his office has just received a \$1.1 million check from the state for the renovation of the Administration and Student Activities Building.

**Fall Schedule Modifications**

Mike Harsh reported that he continues to monitor fall courses in Datatel to identify additional sections that may need to be added. Currently all sections are OK, but microbiology and anatomy and physiology are filling more quickly than others.

## **Special Reports**

### **Timeline for Middle States Documents**

Barbara Macht reported that three volumes will be prepared for Middle States, consisting of the self-study report, a data volume (appendices) and a guide to the Resource Room. The final draft, as well as the “2012” Strategic Plan document will be presented to the college community and the board of trustees around August 15. The final versions will be mailed to the Commission on Higher Education and evaluation team members on September 17.

### **Update on Search for New Facilities Director**

Dr. Altieri reported that about 30 applications have been received for this position. A search committee of Anna Barker, Amy Sterner, Terrie Angle and Dr. Altieri will narrow the field to 10. Phone interviews will then be conducted to select three for visits to campus. Maintenance staff and other campus employees will have the opportunity to meet the final candidates and provide feedback on a standard evaluation form.

## **Discussion**

### **Instructional Open Labs Being Used When Not Staffed**

Phil Snodderly brought up concerns relating to the use of instructional labs when not scheduled or staffed. This pertains to a variety of labs on campus, but especially the ceramics lab and the computer labs. Dr. Altieri requested that Mike Harsh take this issue to Terrie Angle, Carole Richardson and Academic Council for further discussion and policy clarification.

### **Use of College Vehicles and Paid Drivers**

Issues of inconsistent practices relating to the hiring of paid drivers for use with college vehicles were raised, especially regarding athletic events. Dr. Altieri reminded the group that the plan has been for coaching staff to have new job descriptions and contracts which state that the expectation is that they will drive student athletes in college vehicles to sporting events since their jobs require so much travel. Coaching stipends have been increased to accommodate this additional responsibility. Money for the occasional use of paid drivers will be moved from Maintenance to area budgets clustered under the deans of academic and student affairs. The president and the three deans will meet to work this out and finalize the details.

### **Updating Program Statement for Revision of CP Building**

Dr. Altieri stated that the final decision regarding the design of the CP Building must be made within two to three months to enable the architect to meet their deadline. Key questions relate to the number and types of labs to be built, as well as final plans for a plaza area in front of the building and adjacent to the Valley Eatery. The loop road will be relocated behind the building to accommodate the plaza area, which will, if funds permit, include a fountain and outdoor seating areas.

**Final FY 05 Plan and Budget**

Barbara Macht shared that each cost center manager will receive a copy within the next two to three weeks. A work session for questions and answers will be scheduled by Dean Barker in early July.

**Employee Evaluations**

Michael Seger will send a reminder e-mail to all managers that exempt and non-exempt employee evaluations must be submitted to Fonda Franklin or Barbara Lease no later than June 30.

**Picnic Location**

Dr. Altieri shared an employee suggestion to have next year's employee picnic at Antietam Recreation and possibly in June rather than May. Most cabinet members seemed to want to keep the event on campus, or use a county park in the event it were to be held off-campus. Spring Ward shared that the campus community building committee might be a good group to make further recommendations about these types of events. No decision was made at this time regarding next year's end-of-the-year staff picnic.

**Cabinet Member Reports**

- Michael Seger shared that he is establishing a list of priority items to be included in the first edition of the employee handbook that will be prepared for the Middle States team.
- Mike Harsh shared that the pool of applicants for the direction of instruction position is very strong. The first interviews will be held the week of July 12.