

**President's Cabinet
Meeting Minutes
July 27, 2004**

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

The minutes from the June 22 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

Update Reports

Introduction of Facilities Director

Dr. Altieri introduced and welcomed George Soterin to his first cabinet meeting. George made a few comments and expressed enthusiasm for the job.

Middle States Update

Dr. Altieri reported that George Santiago is no longer working for Middle States. He also reported that the composition of our nine member team is not yet complete, but should be shortly. Editing on our self study continues, with the first draft expected to be released to full-time faculty, administrators and committee members around August 16. Board members will meet on August 31, in lieu of their September meeting, to review the documents and provide feedback. A draft of Strategic Plan 2012 will also be distributed in the middle of August. Dr. Altieri stated that all the major recommendations in the self-study will be addressed in either the FY05 Annual Plan and Budget or Strategic Plan 2012.

Fall Registration Report

Donna Rudy shared the recent numbers for fall enrollment. As of July 17, total headcount is up 30.7%. Total credits and FTE are up 25.3%. Returning students are up 34.9%, compared to an increase of 21.9% for new students. It was discussed that students who have registered for fall and not paid, will be contacted via Student Services as they are deregistered to determine if they need financial assistance. Dr. Altieri announced to the group that he only recently learned that Penn State Mont Alto plans to offer short-term certificate programs, including business certificates. Dr. Altieri would like be sure HCC is offering similar programs for the spring schedule in Franklin County. He asked that Dean Sidlowski and Chair Kepple look into this matter.

Human Resources Handbook Update

Michael Seger reported that the "Employee Handbook" will be complete by the end of August. Cabinet members will meet on August 17 to review the policy portion of the handbook. They will be given the remaining portion of the handbook a little later, for further review.

Publications and Advertising Updates

Beth Stull reviewed plans and timelines for several key publications that are soon to be released, as well as graphic preparations for the documents associated with the Middle

States team visit. She also reviewed the advertising plan and media placement for the fall semester.

Discussion

Workshop Activities

Joe Sidlowski distributed a draft copy of the schedule for the August workshop activities. Cabinet members reviewed and revised the schedule that includes overview sessions for the Employee Handbook policies, Web Advisor/Degree Audit/Electronic Roster, Shared Governance, Strategic Plan 2012 and other important topics.

Preparations for Fall Semester

George Soterin discussed roofing projects for the Science Building, ATC and boiler plant. The Science Building has been established as the priority to be finished by the start of classes. Cabinet members reviewed orders for various capital equipment, including furniture. Dr. Altieri requested that a date be established (possibly in November) by which FY05 requested capital equipment must be purchased. The money allocated for requested items that have not been ordered by that date will be redistributed to accommodate both old and new requests that have not been funded.

MHEC Reporting Requirements

Dr. Altieri distributed copies of MHEC's reporting calendar for FY05. It was determined that the calendar should be discussed at the next cabinet meeting when Barbara Macht can help identify the appropriate office responsible for each report based on past practices.

Other Business

Area Reports

Issues relating to campus parking were discussed. It was determined that some of the staff spaces in lot F (beside CP Building) should now be converted to student spaces. Dr. Altieri also requested that all spaces in lot I (behind the ATC) be marked for staff and tenants of the TIC.