

**President's Cabinet
Meeting Minutes
September 28, 2004**

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

The minutes from the June 27 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

President's Report

Middle States Updates and Final Preparations

Information packets were mailed to the MSA review team last week. Each packet contained the Self-Study, 2012 Strategic Plan, Outcomes Assessment Plan, College catalog, student handbook, mission/vision card and a bookmark of acronyms. The Resource Room in the College Center is being prepared to include phones, a computer and printer, files, desks, etc. The IR Office will schedule all meetings with the team. Dr. Altieri stressed that faculty will run classes as scheduled during this time, but others should leave their calendars as open as possible. The team will arrive on Sunday, with a reception dinner to be held in the College Center at 6:30 p.m. The exit interview will be held sometime on Wednesday, November 3.

Final Draft of 2012 Strategic Plan

Dr. Altieri wanted to be sure that all cabinet members have reviewed the final version of 2012. He mentioned that the document will evolve over time. Copies will be distributed to the campus community next week, along with the Self-Study.

Schedule for Fall Planning Meetings

Brad Shepard shared with the group that he is in the process of scheduling the 61 planning meetings that will be held from October 4 through December 17. Of the 36 faculty meetings that are to be scheduled first, 19 meeting times have been confirmed. Starting in the next week or so, Brad expects to provide an electronic version of the schedule, with updates to be provided as additional meetings are booked.

Telephone Calling Trees

Dr. Altieri stressed the importance of having the deans and directors maintain updated calling trees to be used in emergencies such as the recent incident with the broken water main. He requested that lists include off-campus e-mail addresses, as well as phone numbers. Copies should be given to the president's office and HR.

HCC's Involvement in Effort to Transform Leadership Hagerstown

Dr. Altieri discussed the current structure of Leadership Hagerstown, which is in 20th year. He has been asked to serve on a task force that will review LH and suggest improvements. He reviewed the four components of the program:

1. base LH program
2. Student LH (created by HCC)

3. LH Alumni Association
4. Chamber Foundation – has been providing basic support

Dr. Altieri stated that the key players have been the Chamber of Commerce, Community Foundation, Greater Hagerstown Committee, HCC and the LH Alumni Association. There is a need to secure greater funding. It was mentioned that Citicorp is a possible source. HCC has offered to allow LH to establish itself as an independent entity on the HCC campus.

Merger of RESA and Tri-County Council

Dr. Altieri was the chair of RESA last year, when the goal was established to merge it with Tri-County Council. He reported that the merger has been successful and that attempts are now being made to pursue joint educational and economic development grants. The new administrator for RESA is Patricia Yoder who will be invited to a future cabinet meeting.

Discussion

Fall Enrollment Report & Marketing Late Start Classes

Donna Rudy shared that the third week officials show headcount is up 10.8 percent and FTE is up 12.9 percent. New students show an increase of 14.7 percent and returning students are up by 11.9 percent. These numbers appear to be unmatched by any other community college in Maryland.

Beth Stull shared a copy of a half-page ad which ran in the Herald-Mail on Sunday (9/26) and will run again on Wednesday (9/29). The ad features open classes in the remaining late start sessions. Mike Martin worked with Academic Council to see that additional sections of high-demand classes were added. As a result, faculty were able to quickly add the necessary offerings.

Service to Franklin County

Dr. Altieri recently held a campus meeting to discuss HCC's service in Franklin County, PA. This is an important market for HCC to consider since 15 percent of HCC's credit students come from Franklin County, and competitors like HBC and Penn State Mont Alto are becoming more aggressive in their recruitment efforts. Faculty members who reside in Franklin County were in attendance and offered valuable insight. As a result of the discussions, four outcomes were identified:

1. Conduct meeting with high school principals/superintendents
2. Offer classes at Franklin County sites
3. Increase marketing to Franklin County residents
4. Connect with Franklin County high school counselors

Board Agenda Topics for October Meeting

The following topics will be discussed at the October 19 meeting of the Board of Trustees:

- Auditor's report
- Special recognition for Homewood

- Planning for meeting with county’s legislative delegation (new date: November 12)
- Fall enrollment report
- Final prep for Middle States
- Fund balance transfer request to pay for fans in the ARCC
- Review tuition discounts to National Guard and the Correctional Training Academy

Working toward a College Volunteer Policy and Procedure

The College is exploring the idea of a volunteer corps to assist in the maintenance of campus gardens and other special projects. As such, it will be essential that volunteer policies and procedures be developed. The College is reviewing examples from other institutions, such as the local hospital. The following items will be considered:

- Purpose and function
- Annual HR and board actions
- Recognition ceremony
- Possible creation of part-time volunteer coordinator position
- Website information for prospective volunteers to access

Fall Start-Up Activities

All agreed that the fall semester is well underway, with relatively few problems. Two issues were raised, however, that need attention. Questions still exist relating to coaches and their driving responsibilities. Michael Seger is to follow-up with Brian Beck and Donna Rudy. Spring Ward also requested that problems with in-class computers in the CLR Building be examined.

Employee Handbook

Michael Seger shared that he expects to be finished with the first draft of the Employee Handbook by the end of this week. Then, the HR Committee will review it and representatives from the entire campus community will have the opportunity to give input.

College Hour

It was suggested that greater clarification of the College Hour be given. A College Hour is held each Thursday from 2:30 p.m. to 4 p.m. It is a designated time when no classes are held, in order to allow faculty and students to attend meetings of committees with which they are involved. As such, the following schedule has been developed for each Thursday of the month.

First Thursday	Faculty and Staff Division/department meetings (as identified HCC’s Organizational Chart)
Second Thursday	Cross-constituency meetings (standing committees, Shared Governance committees, etc.)
Third Thursday	Single constituency meetings (Faculty Assembly, SGA, Administrative Group, etc.)
Fourth Thursday	Cross-constituency meetings (standing committees,

Fifth Thursday
(when it occurs)

Shared Governance committees, etc.)
Cross-constituency meetings (standing committees,
Shared Governance committees, etc.)

Other Business

- Donna Rudy reminded everyone of the Job Fair on October 8 in the ARCC.
- George Soterin stated that table top lights are being installed at the computers in the LRC first floor lecture rooms.
- Joe Sidlowski shared the success that HCC is having with grants. Recently two additional MACC grants were submitted and an online IT grant is due next month.