

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

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

The minutes from the September 28 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

President's Report

Middle States Updates

Dr. Altieri and Barbara Macht reviewed the composition of the review team, the schedule of events during their visit, and materials that were sent to the team members.

Discussion

Final Preparations for the Team Visit

- Barbara Macht reviewed the contents and layout of the Resource Room, as well as the way in which appointments will be scheduled during the team's visit. Individuals will be notified by IR as to when and where their meetings will occur.
- Joe Sidlowski reported that final preparations for Academic Affairs were discussed at the Academic Council meeting held early in the week.
- George Soterin reported that the facilities staff continues to prepare for the visit by cleaning-up grounds, replacing lighting as needed, and cleaning carpets.
- Michael Seger reviewed the conversion of personnel files to the new system, saying HR is well prepared for the visit.
- Beth Stull shared that information about the team visit is being disseminated to the press via news releases and the College Web site.
- Donna Rudy confirmed that students will be interviewed by team members. It was decided that they will meet on Tuesday at 2:30 p.m. in the SGA room.
- Anna Barker confirmed that IT, food service, and parking provisions are all arranged.

MHEC Observers

Dr. Altieri shared that two observers from MHEC will attend the team visit, as it is MHEC's new policy to send observers for accreditation visits. He said that the College of Southern Maryland is the only other Maryland community college that has had an MHEC observer during its Middle States review.

Response to Team Member Requests for Information

In anticipation of possible team member requests for information, Dr. Altieri stressed that amongst the cabinet members, all relevant information should be available. He also asked that all employees refer to written documentation as much as possible, in order to maintain consistency in what is presented.

Other Business

Area Reports

- Beth Stull said that the ASA dedication was viewed as very successful. Spring schedules have arrived on campus.
- Anna Barker shared that the finance audit went well. She also reminded everyone of the e-mail service update that will occur next week.
- Barbara Macht shared that seven of the 65 planning meetings have been completed.
- Joe Sidlowski shared that he, Terrie Angle and Carole Richardson had a very successful meeting with officials from Shepherd University. He also said that HCC is 16 percent higher than the state average on the passing rate for CNAs.
- Rosemary Nickerson shared that faculty have developed a set of talking points to discuss with Middle States, none of which are new to administration.
- Donna Rudy reported that spring registration starts November 1, with online registration beginning on October 30. She is working with the Multicultural Committee to finalize plans for MLK Day.
- George Soterin shared that the maintenance staff is now fully staffed and getting their departmental areas well organized.
- Michael Seger reported that the employee handbook is now finished and the employee meetings have been productive. Benefits forms must be submitted to HR by November 1, even if the information remains the same as last year. Forms for the flexible spending accounts must be submitted to HR by November 19.

Other Items

Dr. Altieri asked that January workshops be discussed at the November 9 cabinet meeting.