

**President's Cabinet
Meeting Minutes
November 9, 2004**

Present: Guy Altieri, Anna Barker, Sandra Blakeman, Barbara Macht, Judy Peisen, Donna Rudy, Michael Seger, George Soterin, Beth Stull

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

President's Report

Middle States Feedback

Dr. Altieri shared that he was pleased with the Middle States visit and not surprised the recommendations dealt with assessments. He stressed the importance of focusing on assessment and thoughtful use of data collected as we move forward.

November 12 Board Meeting

Following the regular board meeting on November 12, trustees will meet with members of the legislative delegation. Dr. Altieri said the agenda will focus on funding for the college, especially given the rapid growth. The challenge, he said, is the risk of losing the small college funding allocation (\$500,000) due to enrollment growth. He referenced the funding formula, which states that small college status is defined as being below 80 percent of the median college enrollment, which is Frederick Community College. FCC recently experienced a two percent decline. According to Dean Barker's calculations, we would lose our small college funding allocation in 2007, under the current structure. Another issue to be discussed with the delegates is state CIP funding. Dr. Altieri stated that \$61 million has been requested in projects statewide, but it is likely that only \$45 million will be funded. The state has identified HCC's CP Building renovation as a priority, so funding for that should be safe.

Future Board Agenda Topics

Dr. Altieri distributed a list of topics for upcoming board meetings through April 2005. Cabinet members reviewed and discussed plans for preparing the necessary reports for each.

Collaboration Agreements with Area Universities and Health Systems

Dr. Altieri and others recently held meetings with officials from Shepherd University and Shippensburg University to discuss collaborative agreements. Both made commitments to further develop even better articulation agreements. Shepherd is especially interested since the Community and Technical College, which was a part of their structure, is now independent. A meeting with officials from Summit Health in Franklin County was also successful. They would like to see increased enrollments in our health programs, with special interest in nursing and the creation of a medical laboratory technician program. They are even considering funding a faculty position should we be able to offer the program.

Institutional Priorities

Dr. Altieri distributed copies of the 2005-06 Institutional Priorities for review and discussion by cabinet members.

News from Annapolis

The new executive director of MACC is Clay Whitlow, who will attend our January board meeting. During the upcoming legislative session, the Cade Formula is likely to be re-examined.

Discussion

MLK Holiday

Donna Rudy updated everyone on the plans for the MLK Day event, to be held January 17, 2005. The committee proposed an evening event this year, but after some discussion, most cabinet members suggested continuing with the daytime schedule. Further updates will be provided at future cabinet meetings.

Future Course Schedules and Renovation of CP Building

Renovations to the CP Building are expected to begin with the road relocation in May or June of 2005. The real impact to classroom space is expected to occur in fall of 2005 through summer of 2006. As plans call for four separate mechanical zones, construction will likely occur in three or four phases. This will reduce the need for supplemental classroom space. Maintenance will be relocated to the large shop area of the ATC. Food Services will be closed during renovation of that section of the building. Reprographics, purchasing/mailroom, IT, nursing and allied health, business and accounting, and the arts labs will remain in the building throughout the renovations. Nursing and radiography will be the most difficult to accommodate. Parking around the building will be reduced due to construction equipment. Some lots will be expanded in advance of construction. Dr. Altieri plans to approach the board for a minimum transfer of \$100,000 from the fund balance to pay for paving expenses.

December Holiday Dinner

Beth Stull stated that invitations are currently being mailed to employees, retirees and members of various HCC boards. It will be held on December 16 at the Four Points at 6 p.m. RSVPs and entrée selections must be given to Beth by December 8. A disc jockey will play music and a drawing will be held for one employee to win two tickets to the Mexican Riviera, courtesy of VerStanding Broadcasting.

Unit Planning Meetings

Barbara Macht shared that nine of 65 planning meetings have been held. All will be finished by mid-December and a cabinet retreat will follow. She requested that directors submit their information to her at least 48 hours prior to their scheduled planning meeting.

IT Plan

Anna Barker reported that the IT Plan is complete. She stressed that it is a comprehensive plan, but the challenge will come in funding all the initiatives.

January Workshop Planning

Sandra Blakeman distributed draft copies of the agenda for January Workshop Days, as prepared by Joe Sidlowski. Several changes were made. A final copy will be available to all faculty and staff in December. The workshops will be held January 4-6.

Spring Enrollment Update

Donna Rudy distributed copies of the spring enrollment report. As of November 5, which is very early in the registration process, headcount is up 36.6% compared to the same time last year. Total credits and FTE are up 29.4%. The surprise was in new students, up from 27 to 231, for a 755.6% increase.

Other Business**Temperature Control in Buildings**

George Soterin stated that maintenance staff is doing its best to regulate temperatures in buildings across campus. CLR, Science and the ARCC are the hardest to control. As buildings are renovated, greater control will result.

Human Resources Request

Michael Seger reminded cabinet members that everyone is required to submit an annual benefits renewal form, even if there are no changes from the previous year.

Athletics Update

Donna Rudy commended the girl's volleyball team on again qualifying for the NJCAA National Championship in Toledo, Ohio. She also stated that the men's soccer team ranked third seed in the Region XX Championship Tournament.