

**President's Cabinet
Meeting Minutes
December 7, 2004**

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

The minutes from the November 9 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

President's Report

Middle States Follow-Up

Dr. Altieri reported that he received the draft copy of the Middle States team report. Barbara Macht edited the draft for typographical errors and factual clarifications. Dr. Altieri requested that Dr. Yaw give greater prominence to the special emphasis of our self-study, as well as our need for increased local county support. The edited version was sent to Dr. Yaw just prior to Thanksgiving. We are awaiting the final written draft which will be sent to the Middle States central office in Philadelphia.

Collaboration Agreements with Shepherd University, Shippensburg University, Summit Health and WCHS

Over the past month, Dr. Altieri has been very involved with discussions with these organizations regarding broad collaboration agreements. The presidents of Shepherd and Shippensburg are both very interested in finalizing the proposed agreements. Dr. Altieri stressed the importance of these relationships for HCC students. He is hopeful that HCC can secure similar agreements with USM-H universities. He added that USM-H is currently not planning to discount tuition, but is interested in pursuing scholarships with local businesses.

Summit Health is considering funding a faculty position for a lab tech program, similar to what Homewood has done for the LPN program. Joe Sidlowski and selected faculty and staff will meet Summit Health personnel in January to discuss medical lab technology, phlebotomy and surgical tech programs. Dr. Altieri has begun discussions with Washington County Health System for other types of collaboration regarding our allied health programs.

Request to County for Funding

Dr. Altieri reported that he has board approval to proceed in requesting the county to fund a 15 percent increase in operating expenses and the continuation of more than two million dollars in annual capital support annually. His discussions with commissioners indicate that most do not think this request to be unreasonable, given HCC's current and projected growth. If the FY06 budget is approved as requested, it is likely that 10 to 17 new positions will be added.

Discussions about county funding led to a short discussion about the design of the proposed arts and science complex. The renovation of that complex is scheduled to begin

in FY08. A task force to include several faculty members will be established in the coming spring semester to review design concepts.

Discussion

Update on MLK Event

Donna Rudy reported that the event is scheduled for Monday, January 17 from 10 a.m. to 1:30 p.m. in the ARCC. It will include break-out sessions for elementary, middle, and high school students. A plan will be determined in the event of inclement weather. She is pursuing sponsorships from the Herald-Mail, F&M Bank and Allstate Insurance.

Enrollment

Donna Rudy shared that headcount for the spring semester is up 10 percent.

Budget Adjustments for FY05

Anna Barker shared that requests for budget adjustments are due to the appropriate dean or the president by December 15 and must be submitted on the required form, with supporting justification.

January Workshop Schedule

Joe Sidlowski distributed the fourth and final draft of the schedule for January Workshop. All staff are required to attend one of the sessions on sexual harassment prevention training. HR will send a sign-up e-mail in advance.

Closing Greenhouse and Updates on Roofs

The architects have said that the greenhouse is not worth saving in its current condition. It will be closed on December 17 and then the space will be used for maintenance storage until it is demolished next year as part of the renovations. A few of the remaining plants will be moved to other locations on campus. A decision will have to be made as to whether a new greenhouse will be built on campus.

One leak on the roof on the Science Building has been repaired. A bid for other repairs is due on January 13. The work is projected to be completed in March.

December 21 Joint Board Meeting with the Foundation

The following topics will be discussed on the 21st:

- Student Financial Support Report
- Consideration of a Foundation Capital Campaign
- Enrollment and Fiscal Projects
- Introduction of New Full-Time Faculty
- Review Employee Handbook
- Routine Reports (Finance, Personnel, Special)

Unit Planning Meetings

Barbara Macht reported that 15 to 20 unit meetings remain. All resource requests are due to her by December 21.

Holiday Dinner Party

Beth Stull reminded everyone that RSVPs to the December 16 event are due to her by December 8.

Health Benefits Form

Michael Seger shared that as of December 2, ten employees had not completed healthcare renewal forms. Everyone is required to complete the form, even if no changes are being made.

Cabinet Member Reports

- Spring Ward reported that the proposed admissions policy was presented by Terrie Angle to Faculty Assembly with little discussion. She also stated that faculty appreciated the employee handbook presentation by Michael Seger.
- George Soterin reported that he was able to negotiate utility rates for HCC starting in January that will be lower than those for WCHS, WCPS and the County.
- Joe Sidlowski reported that Jeanine Stonestreet has been hired as temporary senior lecturer to replace Louise Wine who will be on sabbatical, beginning in January.
- Joe Sidlowski requested that various forms related to professional development requests, vehicle requests and trip permission be considered for combination. He will discuss this with Anna Barker, George Soterin and Michael Seger, and report back to the Cabinet.