

**President's Cabinet
Meeting Minutes
January 18, 2005**

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

The minutes from the December 7 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

President's Report

Review Agenda for Clay Whitlow's Visit

Dr. Altieri invited cabinet members to join him in meeting with Clay Whitlow, executive director of MACC, immediately following the regular cabinet meeting. Following that meeting and a tour of campus, Mr. Whitlow will have lunch with the board members and attend the board meeting.

February and March Board Agendas

Dr. Altieri distributed a tentative list of agenda topics for upcoming board meetings. The proposed February meeting topics include:

- Monthly reports
- Review first draft of FY06 Annual Plan and Budget
- Spring enrollment report
- Student and community fee schedule for FY06
- Draft agenda for March 15 meeting with county commissioners
- Update issues for Master Facility Plan
- Policy approvals as needed
- Proposal for leasing space for cell tower
- Requests to county for FY06 operating budget, capital budget and long-term CIP
- Shared Governance update
- FY06 academic calendar
- FY06 holiday calendar
- Introduction of four new faculty not at December meeting

The proposed March meeting topics include:

- Monthly reports
- FY06 operating budget, capital budget and long-term CIP
- Review draft of FY06 Annual Plan and Budget
- Review results of institutional climate survey
- Report on Middle States Commission Accreditation Action
- Review draft of new Facilities Master Plan
- Policy approvals as needed

Community College Funding in Governor's FY06 Budget

Dr. Altieri said the proposed state budget looks promising for community colleges. He said it's possible that HCC could receive an increase of as much as eight percent. If this holds, and we receive the requested 15 percent from the county and the three percent

tuition increase is approved by the board, then all the projected positions for FY06 (consult 2012 for the numbers by employee group) will be funded.

CIP Funds from the County

Dr. Altieri stated that, in addition to operating budget requests, the college plans to pursue at least two million dollars of county CIP money annually for each of the next eight to 10 years, to fund the planned capital improvement projects through 2012.

Discussion

Recent Faculty Assembly Issues

- Spring Ward shared that the Faculty Assembly voted to continue with the final exam calendar for 15-week classes. She stated the importance of determining the schedule far enough in advance for it to be included in the printed schedule. Dr. Altieri suggested that there are still many details to be resolved and that it should be considered as a governance issue.
- Spring also shared that faculty has made a request to extend the deadline for submission of grades to Student Affairs at the end of each semester. They have asked for a minimum of four days from the last day of classes until grades are due.
- Faculty has also requested an increase in the fee for make-up exams, from \$20 to \$25. Further discussion will take place on this and the other issues.

Consideration of Budget Advocacy Group to Lobby County for Continued Support

At the recent workshop meetings, several senior faculty members supported the idea of developing a third-party advocacy group to lobby county commissioners for increased support of HCC. The issue is to be discussed at the next faculty assembly meeting and followed up with the board of trustees.

MLK Day Event

Dr. Altieri and several other cabinet members commended Donna Rudy and the committee for coordinating a very successful MLK Day event. Many mentioned that they were impressed by the poster display of GDT student work. Donna shared the committee's plan to find campus locations where the posters can be more permanently displayed. A wrap-up meeting for the event will be held in the near future.

Spring Semester Start-Up Issues

Cabinet members agreed that there are no major issues regarding the start-up of the semester. IT seems to be functioning well. George Soterin mentioned that there have been increased problems with litter on campus, however, his student worker has been able to keep up with collecting it.

New/Old Business

Facilities Update

George Soterin reported that bids have been received for the roof projects and he is in the process of selecting contractors for the jobs. The work is to be performed on the Science Building, ATC and boiler plant. It is expected that the work will occur in June and July.

Cabinet Member Reports

- Spring Ward offered cabinet members the opportunity to submit information to her by the end of the week, for inclusion in her written update to faculty.
- Dr. Altieri reported that the Salary and Benefits Ad Hoc group will reconvene shortly to begin a new salary study. Jan McLaughlin has been appointed to the committee to fill the vacancy created by Janet Lung.