

**President's Cabinet
Meeting Minutes
February 22, 2005**

Present: Guy Altieri, David Bittorf, Carolyn Cox, Barbara Macht, Rosemary Nickerson, Michael Seger, Joe Sidlowski, George Soterin, Beth Stull

The minutes from the January 18 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

President's Report

County Budget Requests

Dr. Altieri stated that HCC will make its highest request ever of the county for this budget cycle. The request includes a 15% increase in the operating budget and \$2.1 million in CIP funds for the renovation of the CP Building. An additional \$344,000 will be requested to cover the shortfall we need to complete roof repairs. George Soterin shared that the roofing projects will begin in April/May and be completed, regardless of whether the county approves the increased funding request.

March 15 Board Meeting

Dr. Altieri reviewed the agenda for the joint meeting of the HCC board of trustees and the Washington County Commissioners, to be held in the College Center on March 15. The meeting will include a report to the commissioners on the state of the college, testimonials from three HCC students, the proposed budget and plan for FY06 and an opportunity for commissioners to ask questions.

New Trustee

Pam Christoffel's nomination to fill the board position vacated by Pat Cushwa has been approved by the governor and is awaiting confirmation from the Senate. Pam works in the development office of Washington County Health System.

New HCC Ceremonial Mace

George Soterin and Carole Richardson are finalizing the design details for the new College mace. They are optimistic that it will be ready for graduation.

Collaboration Agreements

Dr. Altieri reported that officials at Shippensburg University have signed the collaboration agreement, and Shepherd officials are close to doing so. He stressed the tuition discounts for our students as being the most important part of these agreements. Negotiations for a collaboration agreement with Summit Health are also going well. They are interested in offering health and general ed classes at Chambersburg Hospital. The fall class schedule will include a special section on all classes being offered at sites in Pennsylvania.

New Facilities Master Plan

George Soterin will take the lead on the creation of a new 10-year facilities master plan. The goal is to have the first draft ready this summer, which will be shared with the campus community during the August workshop.

Discussion

Proposed New Admissions Policy

In Donna Rudy's absence, Carolyn Cox presented the proposed new admissions policy that was created by a student affairs committee. Dr. Altieri cautioned that board members might be concerned about residency requirements, especially for out-of-state students in pursuit of oversubscribed programs. He plans to give it a final review and then it will be ready to go to the board for approval at the March meeting.

Enrollment Report

Carolyn Cox reviewed the enrollment report, which shows a 6% increase to date in headcount for the spring semester. This is slightly lower than what had been projected. Data is still missing for the late-start sessions, as well as prison site enrollments. The prison enrollments and the late-start classes could move the increase to 9 or 10 %. Dr. Altieri requested that a report be run to examine the seat availability of late-start classes, and additional advertising be placed if necessary.

Fall 2005 Semester Planning

Joe Sidlowski shared plans to exclude the CP Building for fall class scheduling, as much as possible. Academic Council will meet next week to begin classroom planning. A page in the printed fall class schedule will offer greater details to students about building renovations and implications to the surrounding parking.

Catalog

Beth Stull shared that updates for the new catalog have been very slow coming, and expressed concern over the delays. Joe Sidlowski estimated that all academic updates could be given to her by the end of March.

Faculty Offerings in Schedule

Dr. Altieri discussed the need to highlight faculty members in each printed class schedule. He also indicated for next fall the new Web design and computer gaming/simulation curricula should be highlighted. Joe Sidlowski also recommended highlighting the following programs:

- Online business certificate
- Rad tech award
- Transfer engineering (courses accepted for transfer to UMD)
- Phlebotomy
- ESL

FY06 Plan & Budget and 2012 Updates

Barbara Macht shared that these projects are coming together well. She stated that enrollment projections have been revised slightly. These items will be mailed to county

commissioners by the end of the week for their review prior to our meeting with them on March 15.

2005 Graduation and Honors Convocation

George Soterin said the new fans will be installed in the ARCC in April. Dr. Altieri suggested that a faculty committee select the one student to speak at graduation and two for honors convocation.

Other Business

CP Building Renovation

George Soterin said the permit approvals for the road are going well. The architect was recently here to review the health science space with faculty and now wants to meet with food service staff.

Report from George Soterin

- The wall between the Wellness Center and the weight room will be installed soon.
- The soda machines in ATC 126 and 127 will be relocated.
- G-lot has picked up an extra 100 parking spaces.
- Ceiling tiles have been installed in the grids in the book store.
- TV studio is being converted into a classroom, but will remain operational for videotaping, as necessary.

Report from Joe Sidlowski

- Division chair retreat went well.
- Through shared governance, the reading policy and multi-credentialing policy will be presented to Dr. Altieri soon.
- The computer commons for adjunct faculty will soon be complete.
- The subcommittee on teaching and learning is working on a summer institute.
- A phlebotomy LOR will be offered this fall.
- ESL classes will meet requirements for developmental work and college credit.

Report from Michael Seger

- He will meet with retirees next week.
- HR is sponsoring 6 EAP workshops this spring and summer.
- TIAA-CREF workshop to be offered soon.
- He is finalizing the sexual harassment prevention training.
- A draft of the support staff evaluation has begun.
- He requested an employee bulletin board in hallway to the ASA kitchen.
- The salary committee is still gathering data.

Report from Barbara Macht

- Continues to work on preparations for March 15 meeting with county commissioners.
- This Thursday will be the first meeting of the Governance Council and co-chairs of the Governance committees.

Report from David Bittorf

- The Finance Office is in the process of filling two vacant positions.
- David will soon send out an RFP for the combined audit of the College and the Foundation.

Report from Rosemary Nickerson

- The Academic Honesty Policy was approved at Faculty Assembly.
- Faculty volunteers have been requested to help work on the faculty evaluation process.
- Three faculty members have been nominated for consideration as faculty member of the year.