

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

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

The minutes from the February 22 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

President's Report

Dr. Sidlowski's Resignation

Dr. Altieri commended Dr. Sidlowski on his contributions to HCC and extended best wishes to him and his wife on the "next chapter" of their lives.

May 10th County Budget Hearing

Dr. Altieri reported that he has asked Beth Stull to organize a group to attend the county budget hearing and represent the interests of HCC. Typically, the College has not done this. The group will include members of faculty, SGA, advisory committees and others.

Nick Giannaris Tribute

Dr. Altieri encouraged cabinet members to attend this key fundraising event for the College. RSVPs will be accepted through the end of the week.

Coordinator of Campus Volunteers

Dr. Altieri reported that two strong candidates emerged from the search for a campus volunteers coordinator. Judy Kofoet was appointed as the part-time coordinator of campus volunteers and began working this week. Bill Mann, a former PR officer with Allegheny Energy, has expressed interest to help with the HCC Foundation campaigns and, if he is hired, he will be paid through Foundation dollars.

Director of Admissions, Records and Registration

Tim Downing, currently serving as registrar at Scottsdale Culinary Institute, has been offered the position at director of ARR. He has a strong background with Datatel and FERPA regulations. At the time of the meeting, HR was still awaiting confirmation of acceptance.

Senate Confirmation of New Trustee

Dr. Altieri shared that the College is still awaiting Senate confirmation of Pam Christoffel's appointment as a new trustee. She will likely attend the April board meeting as an observer if she has not been approved by that time.

Flower and Garden Show

Dr. Altieri shared that the Flower and Garden Show was a big success, with record attendance. He stated that it is one of the primary fundraising opportunities for the Alumni Association to pay down the debt on the amphitheater.

Annapolis Issues Regarding Community College Funding

- There is currently a movement to secure formula funding tied to FTE for USM institutions, which would have major implications for community colleges.
- The House recently approved an initiative to reduce the community college CIP funding by 6 million dollars, but the Senate has not taken a position on this. MACC is actively lobbying to stop the Senate from agreeing with the House. Regardless of what happens on this issue, HCC's CP Building renovation would not be affected by this proposed reduction.

Discussion

Catalog Updates

Beth Stull shared that she has received most updates for the next edition of the college catalog, with the exception of programs of study and course descriptions, which she expects to receive by April 1. This timetable should allow the new catalog to arrive on campus by June 7.

Plans for Honors Convocation and Graduation

Joe Sidlowski shared that a faculty committee is currently selecting student speakers for Honors Convocation. The PTK president will be the graduation speaker, as has been the tradition. The sound system is an issue for both events. At this point, James Feagin has been asked to explore options to purchase a new sound system in the current budget year, rather than spending \$4,800 on rental of a sound system.

FY06 Plan and Budget

Anna Barker shared that the narrative for unit plans is basically finished. She is still refining the numbers. Final approvals for personnel requests will occur in April. She suggests an additional short retreat to review the final plan and proposed budget, prior to board approval at the June meeting.

Plans for Hawks/Suns Exhibition Game and College Annual Picnic

Beth Stull and Brian Beck are meeting with Suns Manager Kurt Landes later today to finalize plans for the April 5 exhibition game. The annual picnic will be held on Friday, May 13, and is being planned by the Committee on PAR, with the assistance of the Public Information Office.

Enrollment Update

- Donna Rudy reported that the initial weekend of online registration for summer had some technology issues. As a result, only 50 online registrations were completed. A new server will be ready for fall online registration, which is anticipated to correct these problems.
- Headcount for spring 2005 is up by 4.8%, by this does not include the prison registrations or the last 5-week session. Donna expects these numbers to take the final headcount to an approximate 6% increase.

Meeting with County Commissioners and Last Week's Faculty Assembly Meeting

- Spring Ward reported that the Faculty Assembly meeting went well. Requests were made for more time for questions and answers with Dr. Altieri at future meetings.
- Dr. Altieri shared that the county commissioner meeting went well. He is cautiously optimistic about the requested 15 percent increase. At the meeting, a few commissioners requested follow-up on some issues, mostly financial.

Other Business

Facility Updates

George Soterin reported the following:

ATC 212/213

- Door installed between 213 A and 213 B.
- Studs are installed.
- Working around testing center for drain. Need to make noise.

ARCC Wellness Center

- Doorway and door frame completed. Need to install door.
- Walls have been received.
- Brain Beck received floor quotes.

ARCC Fans

- Installation beginning April 1.

ATC Offices (127—old snack room)

- One office near completion, waiting for Coke and Pepsi to come.
- Second office to be completed soon.
- Need IT to complete network and phone lines.

ATC Offices (126—small conference room)

- Three offices to be made. Small investment in walls. Looking for used furniture.
- Learned that this room schedules for Con Ed. Must make Con Ed aware.

JTI/ Academic Advising Lobby Area

- Still waiting for quote on modular walls.
- Permanent walls will interrupt access to CLC area.

CP Building

- Schematics are into the state.
- Meeting tomorrow with Washington County Soil Conservation Department.

Roof

- Contractor has been selected via re-bid meeting on March 15, approved by board.
- Information submitted to the state to get project on the BPW agenda.
- Materials have been ordered.

Other

- Facilities Master Plan is being developed.
- Lights (outside) all replaced.
- ATC Shop move not complete.
- Baseball season prep.

Human Resources

A lunchtime activity for support staff is being planned for Administrative Professionals Day on April 27. More details will follow.

Student Services

Donna Rudy shared that training for faculty advising is going well in preparation for fall registration.