

**President's Cabinet  
Meeting Minutes  
April 5, 2005**

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

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

**President's Report**

**Consideration of ESSENCE II Program**

The board of trustees will be asked to vote on the proposed ESSENCE II Program at the April meeting. The program guidelines are identical to the ESSENCE Program, with the exception of the tuition discount which will provide a 25 percent reduction in out-of-state and out-of-county rates for up to 12 credits. If approved, the program would take effect for fall 2005.

**Transition of Academic Leadership**

Dr. Altieri reported that Carole Richardson and Diane Weaver have agreed to assist him in sharing leadership duties during the transition in Academic Affairs. Advertising for the dean's position have begun. Dr. Altieri will chair the search committee, which he expects to begin viewing resumes in late June.

**Ad Hoc Committee for Renovation of Arts and Sciences Buildings**

Dr. Altieri reiterated that an ad hoc committee must be assembled soon to begin brainstorming on the preferred design elements of the proposed arts and science complex. It was determined that the group will consist of Dr. Altieri, George Soterin, Carole Richardson, Anna Barker and three or four faculty members. Spring Ward will help identify interested faculty members. The group is expected to meet in the summer and fall in preparation for the more formal work that will follow.

**HCC's "Teaching for the Future" Corp**

As part of the Foundation's numerous upcoming campaigns, Dr. Altieri recently shared with Faculty Assembly his idea for a "Teaching for the Future" Corp. This program would ask full-time faculty members to consider donating their salaries from any overload courses to one of the Foundation's campaigns, especially the Waltersdorf-Henson Challenge. If awarded, this fund would be used to create the proposed faculty Teaching and Learning Excellence Fund.

**Discussion**

**Final Catalog Preparations**

Beth Stull shared that she is nearly the point when she will turn over everything to Reprographics for the first draft of the new catalog. If approved by the board, the ESSENCE II information will be added. Information about course offerings in Franklin County, PA, will be added to the class schedule as well.

### **Latest Plans for Moves in the CP Building**

George Soterin distributed and discussed a map of the proposed renovation plan, with office areas designated by construction phases. He also shared information regarding office space needs for new positions and relocations.

### **FY06 Plan and Budget**

Barbara Macht shared that most of the FY06 Plan is complete at this point. Some of the budget numbers continue to be in flux as we await final news of our county and state funding. Barb is going to share some of the academic information in the plan with Carole Richardson and Diane Weaver for review regarding Middle States recommendations with regard to outcomes assessment.

### **Institutional Memberships**

Anna Barker distributed a list of institutional memberships that were approved for FY05 and requests for FY06. The requests for next year total nearly \$77,000. Dr. Altieri requested that cabinet members review the list for the next meeting and come prepared to suggest elimination of those of lesser priority.

### **Faculty Workshops**

Dr. Altieri distributed a tentative agenda for faculty workshops to be held in May, as prepared by Joe Sidlowski. The group discussed the agenda and made some suggestions for changes. A final agenda will be distributed in the next few weeks.

### **Updates on Spring Activities**

- Honors Convocation will be held on Thursday, May 12 at 7 p.m. in the ARCC. Academic Council is planning the event.
- The employee picnic will be held on Friday, May 13 in the afternoon. It is being planned by the Committee of PAR and the Office of Public Information. Joe Marschner and Danny Webber are going to provide live music.
- Commencement will be held on Saturday, May 14 at 9:30 p.m. Donna Rudy said she is in the process of coordinating the music for the ceremony. PTK President Tony Campello will be the student speaker. The large fans and a new sound system will be in place for this event.
- The employee retirement reception will be held on Monday, May 16 at 2:30 p.m. Barbara Roulette and HR will coordinate.

### **Ad Hoc Salary and Benefits Research Committee**

This committee is planning to report its recent findings to the college community in late April. The recommendations for salary adjustments will go to the board of trustees in May.

### **Governance Updates**

- Barbara Macht reported that today she will distribute the minutes from the recent joint meeting of the chairs and co-chairs of the Governance Committee.
- A chart with committee assignments will be posted to the Web site.

- The annual governance report will be written by the co-chairs this summer, with a report to come in the fall.
- The climate survey was released this week. Barb reported steady traffic to the various offices to view the written comments. A town meeting has been requested as a follow-up to the survey.
- A safety ad hoc committee will convene shortly and will consist of Lance Baker, Henry Gautney, Terry Kitchen, George Soterin, Bob Stenger and Jason Weddle.

### **Suns Exhibition Game**

Beth Stull reminded everyone that the exhibition game between the Hawks and the Suns starts at 6:35 p.m. tonight. Tickets may be purchased on campus through early afternoon.