

**President's Cabinet
Meeting Minutes
June 28, 2005**

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

The minutes from the May 17 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

Update Reports

Enrollment Numbers

Donna Rudy distributed enrollment reports to-date for summer and fall. Overall, the numbers appear to be fairly positive, but concerns were discussed about the rate of full-time applicants for the fall semester. After some discussion about this year compared to last year, some possible solutions were identified including:

- Contact FT students from the spring who haven't registered (via phone).
- Mail post cards to those who have applied, but not registered.
- Mail post cards to all students telling them to access class schedule online.

Dr. Altieri asked that academic officers work with the admissions office to identify additional introductory sections that can be added to accommodate ESSENCE students and other specific populations. Jennifer Fisher shared that a 1 p.m. start time is best for ESSENCE students. Issues concerning available space on campus were then discussed. Dr. Altieri shared that the Enrollment Management committee will reconvene in the next few weeks and begin to tackle these issues related to enrollment.

Status of Summer Facility Projects

George Soterin updated the group with the following:

- Parking lot projects are finished.
- The road behind ASAB has been paved.
- Masonry and painting projects on the Kepler have been completed.
- The project of digging for pipes to take the ATC off separate chillers is 95 percent complete. The tie-in to the campus chillers will occur in October, when the switch to heat is done, in order to avoid any possible interruption of air conditioning campus-wide.
- Changes to the lobby of the JTI area will begin July 5.
- Changes to HR's offices will occur in July.
- Utility costs are higher as anticipated, but switching the ATC to the main campus chillers should save about \$30,000 for the year.
- A wall is being built around the electronic box near the entrance to campus.
- July 12 was established as the due date for new furniture requests and any copier issues.

Status of FY05 Governance Report

Barb Macht shared that individual progress reports are due to her by July 1. She will then prepare a draft of the report, which will be reviewed by the Governance Council in

August, shared with faculty and staff at the August workshops and shared with the board of trustees in September. Faculty and co-chairs for FY06 have been named.

Status of Community Report

Beth Stull shared that she and Dr. Altieri will finalize content for the community report in July, with completion expected in mid-August. This year's report will focus on quality issues, as well as a message from Board Chair Elliott to express appreciation to the county for its increased support and to stress the need for continued support in the coming years.

Status of Personnel Searches

Michael Seger distributed a list of current personnel vacancies. There are 28 open positions, of which 16 are currently in the accepting and reviewing applications stage, and one is being re-advertised. He shared that the nursing positions are the biggest challenge to fill, primarily due to salary expectations of candidates. For the year, HR has processed 80 position requisitions.

FY05 Close-Out

Anna Barker stated that invoices for FY05 will be paid through mid-July, but anything not received on campus by June 30 will be charged against FY06.

Special Reports

Timeline for Fall Planning Meetings

Barb Macht reported that the annual planning meetings will be held from October through December. Other tentative dates include a meeting of executive officers on January 6 to review the requests, executive staff retreat on January 19 and 20, follow-up meeting with executive staff on February, and preliminary budget report to the board on February 24, 2006. Data will be distributed this summer so units can begin planning. She requested that division units submit all of their plans and requests through the vice-presidents or deans of the areas to ensure that they are being reviewed prior to being shared with the president, no later than one week prior to the scheduled meeting.

Creation of Institutional Effectiveness Model

Dr. Altieri shared that the board of trustees is interested in creating an institutional effectiveness model for use by the College. He stressed the need to determine a model which will best serve HCC. This will be part of the follow-up report to Middle States.

FY06 Budget

Anna Barker reviewed a few items that are still being finalized related to the FY06 budget, including membership lists, equipment lists, professional development allocations and overtime dollars.

- Professional development is again receiving an allocation of \$220,000. Oversight of these funds is handled by the VP of academic affairs for faculty, Anna Barker for administrators and IT training and Michael Seger for support staff. Dr. Altieri stressed the need for careful consideration of the distribution of these funds.

- The use of overtime dollars is not consistently handled across campus. Maintenance has OT funds built into its budget, but other areas do not. This issue will be examined, and, as a result, some adjustments will be made to the FY06 budget to place more overtime dollars into selected cost centers that need, but have not historically had overtime funds available.

Discussion

Distribution of FY06 Plan & Budget

Anna Barker said the plan and budget are finished. Slight modifications will be likely as we move forward, but she is ready to make copies and post to Datatel. It will also be posted to the intranet for all employees to access. A meeting will be held on July 14 at 11 a.m. to review it with cost center managers.

Fall Workshops

Carole Richardson and Diane Weaver reported that the fall workshop dates are August 23, 24 and 25. Student learning outcomes will be the main focus on the 24th. A large block of time will be scheduled for division work, as well as separate sessions for new faculty. The colloquium, faculty assembly and support staff seminars will also be scheduled. Dr. Altieri requested that Anna Barker and Michael Seger be involved in planning activities. Spring workshops will be held January 10, 11 and 12.

Use of College Vehicles

Much confusion exists as to who can drive college vehicles and what they need to do to make arrangements to drive a vehicle. George Soterin and Anna Barker were asked to examine this issue and report back at a future cabinet meeting.

Preliminary Program Statement for the Arts and Science Complex

The ad hoc group will meet later this week to begin work on this project. Updates to come.

Employees Evaluations

Dr. Altieri reminded cabinet members that evaluations should be scheduled. He will complete evaluations on his direct reports in July.

September 17 - Constitution Day

The College was recently informed that any institution that receives federal funds must acknowledge Constitution Day. HCC is awaiting further information as to the extent of recognition that must be planned.

Leadership Washington County

Dr. Altieri reported that the Chamber of Commerce recently voted to change Leadership Hagerstown to a separate entity, run by its own board. HCC has offered to provide space in the TIC for the newly created Leadership Washington County to be located. The group will begin soliciting funding from local corporate entities, as well as city and county government.