

**President's Cabinet
Meeting Minutes
July 19, 2005**

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

The minutes from the June 28 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

President's Report

Performance Review for President's Direct Reports

Dr. Altieri reminded all Cabinet members that he is scheduling times for their performance reviews on July 25, 26, and 27. Self evaluation and FY06 goals must be completed before each meeting.

Next Cabinet Meeting

Academic year start-up reports will be expected by all Cabinet members at the August 16 meeting.

Discussion

New Employee Fall Orientation

More than 20 new full-time employees have been hired within the past year. The first new employee orientation held two years ago was reviewed as a big success. An orientation for this year has been scheduled for Monday, August 22 at 10 a.m. Michael Seger will release more information to all those involved in the coming weeks.

In-Service Workshop Week

Fall Workshops will be held August 23, 24 and 25. Diane Weaver reported that the faculty workshop pieces are in place and will include student learning outcomes and division meetings. An all-college luncheon will be held on Wednesday and a faculty dinner will be held on Tuesday evening. Diane Weaver, Carole Richardson, Michael Seger and Anna Barker will meet to determine other items to be included in the workshops.

Unit Planning Meetings

Barbara Macht reported that Institutional Research spoke with division chairs about the types of information that will be helpful in preparing for unit planning meetings. Her goal is to have all the advance information out to each unit by the middle of August. A master calendar for all unit meetings (64) will be placed on the GroupWise calendar. Meetings will be held from October through mid-December.

Parking Arrangements for Fall Semester

George Soterin reported that Loop Road will be under construction in the fall, which will result in a change in traffic flow. He doesn't anticipate any significant issues in terms of parking until spring 2006. A new 78-space lot will be created off Loop Road before the

CP Building renovations begin. This new lot, in addition to the 80 spaces recently added in the G Lot, should help alleviate major problems.

Job Fair

The group discussed the success of two previous job fairs for campus positions, however, it was determined that it is not necessary to plan one at this time.

Community Report

Beth Stull reported that articles for the Community Report are nearly complete. Dr. Altieri distributed copies of a letter he prepared for inclusion in the piece, and asked Cabinet members for input. The report is expected to be finished near the start of the fall semester.

Budget Clarification Issues

Anna Barker reported that she is currently gathering information on furniture requests and overtime issues. Mid-year budget reviews will be done in December for January adjustments.

Governance Report Update

Barbara Macht reported that the report will be presented to the board of trustees at its September meeting. Progress charts have been prepared, which will be incorporated into the narrative. Items in the report include strengths, areas for improvement and climate survey. A draft copy will be sent to the Governance Council and co-chairs before college-wide distribution.

IT Updates

Anna Barker reported that problems with the cooling unit in server area are being repaired. She also stated that a Datatel representative will be on campus August 4 to meet with her, Dr. Altieri and Craig Fentress. They are planning to develop an action plan for gaining greater service from Datatel's capabilities.

Other Reports

Status of College Mace

George Soterin reported that a plan is in place for the creation of the new college mace, to be carved from the branch of a hedge apple tree. It will be ready for May graduation.

Cabinet Member Reports

- Diane Weaver requested that a new framed college shield be prepared for the wall in the MACC office board room. The current one still says HJC.
- Jennifer Fisher reported that fall enrollment numbers will be released later today.
- Donna Rudy reported that the Enrollment Management Committee reconvened earlier in the week. A central charge of the committee will be to collect and analyze more specific data related to enrollment trends, projections, marketing efforts, etc.
- Spring Ward shared that faculty would like to provide information to be shared with Downtown Rotary members at their September meeting in the ARCC. She

also announced that Cindy Dove will be a full-time faculty member in the science area, beginning this fall.

- Michael Seger reported that salary letters have been distributed. He is preparing to make three faculty offers this week.
- George Soterin reported that the new wall at the College entrance will have signage added to it. The new area for JTI will be delayed for another two to three weeks because the unit came with the wrong wall piece. Roof work on several buildings turned up drain problems, which should be finished in two weeks.