

**President's Cabinet
Meeting Minutes
September 6, 2005**

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

President's Report

Board Meeting Agenda

Dr. Altieri distributed copies of the agenda for the September 20 board of trustees meeting, along with a meeting schedule and tentative agenda topics for the year.

Peak Periods and Vacation Day Restrictions

Dr. Altieri asked cabinet members to discuss this issue with staff members and prepare and distribute a list of peak period dates. He also asked Michael Seger to consider including some mention of this in the employee handbook.

Middle States Follow-Up Report

The report is due to Middle States by October 2006. In preparation, Dr. Altieri asked Barb Macht and Diane Weaver to prepare a chart of assignments, responsible person(s), and timeline.

Community Colleges Involved in Hurricane Relief

AACC is taking the lead in this effort for community colleges across the country. A meeting will be held later this week to determine exactly what HCC will do to provide assistance.

Discussion Items

Fall Start-Up

Dr. Altieri complimented everyone on what he assessed to be a very smooth start-up of the fall semester. He reviewed the following:

- All full-time faculty positions were filled, except three which were delayed until spring.
- Space and facilities complaints were almost non-existent.
- The master class schedule is being closely monitored, and additional sections will be added as needed and marketed to the public.
- Pell grants are down slightly. Dr. Altieri requested research as to why.
- The SGA is requesting furniture for the outside and hallway areas. They have also questioned the number and locations of vending machines on campus. Anna Barker was asked to examine this issue.

Improvements to Employee Evaluation Systems

Michael Seger discussed meetings and plans related to changes in the employee evaluation systems. Recommendations have been made to revise the ratings system for both exempt and non-exempt staff to include a five-point scale. He expects this project to be complete by the end of the calendar year.

Agenda Items for Technology Council

Carole Richardson will soon schedule a meeting for the Technology Council. Cabinet members identified the following items for inclusion in the agenda:

- Specialized scheduling and report writing software – Astra, Safari
- Technology upgrades
- Telephone system – analysis of what we currently have and what is needed
- Web site redesign
- Training for staff

Enrollment Update

Much of the information in the current enrollment management report is thought to be inaccurate, due to database issues. Jennifer Fisher is working with IT to correct these problems.

Enrollment Management

Dr. Altieri shared his concern over the database problems and stressed the importance of ensuring accurate presentation of data. As such, a new enrollment management report will be developed. The committee will also develop a more detailed matrix to monitor enrollment issues, and make decisions based on the findings.

Planning Meetings

Unit planning meetings begin in mid October. Some forms are being revised slightly, however, units should begin their preparations using the current forms until the minor revised are available.

Other Business

FY05 Unused Vacation Time Master List

Dr. Altieri stated that the list is currently being defined. If warranted, the findings could be used for policy modifications.

Progress of Annual Audit

The audit has concluded. Anna Barker will give a report at the next meeting.

FY05 Evaluations

Michael Seger shared that most all staff and faculty received an evaluation for FY05. He will give a final report at the next meeting.

Area Reports

- Diane Weaver shared that the industrial technology programs were recently approved by MHEC. Only two certificates remain unapproved.
- Michael Seger stated that the new employee benefits booklet will be sent out to employees by the end of the week.
- Donna Rudy shared that an ARC grant was awarded to HCC for the creation of an advising and career education handbook to be created in collaboration with K-12.