

**President's Cabinet
Meeting Minutes
September 27, 2005**

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

The minutes from the September 6 meeting were approved as corrected.

President's Report
Final Draft of 2012 Strategic Plan

Dr. Altieri distributed copies of the latest version of 2012 Strategic Plan, which includes suggested revisions from cabinet members.

Update on Data Exchange with WCPS

Dr. Altieri and Barbara Macht recently met with Dr. Betty Morgan and Dr. Patti Abernethy from WCPS. At the meeting, they obtained a database of current and former public high school student names and addresses. They also shared some HCC data that WCPS requested. WCPS and HCC are in the process of drafting a memo of understanding with regard to ongoing data and information exchanges, taking into account FERPA and other federal regulations.

Telephone Calling Tree

Dr. Altieri requested that each department/division review and update calling tree information, especially as the inclement weather season approaches.

HCC's Involvement to Transform Leadership Hagerstown

For the past year, a movement has been underway to transform Leadership Hagerstown and rename it Leadership Washington County. The current program is run through the Chamber of Commerce, which can only provide limited staff time. The proposed new program would expand the offerings and require paid staff. HCC has agreed to provide rental space in the TIC. Current fundraising efforts have resulted in commitments from several private sector businesses and the county commissioners, but not the city council. Dr. Altieri feels confident that the newly proposed program will eventually become a reality and be housed on the HCC campus.

Policy on Tuition Discounting

Dr. Altieri reported that Jim Cannon recently met with the county HR director, at which time a question was raised about tuition discounting. A policy is currently being developed to address expanding discounts to include internships and to determine other ways to coordinate with the county. The policy will be interfaced with MHEC requirements.

Late-Start Classes

Additional sections have been added as necessary. A half-page ad will run in the Herald-Mail next week. A flier will also be mailed to all current students.

Meeting with County

Dr. Altieri shared a proposed outline for an early November meeting where he and Board Chair Merle Elliott will meet with Greg Snook and Rod Shoop to discuss HCC's ongoing financial needs.

Discussion

Draft of Institutional Priorities

Cabinet members discussed the latest draft of the FY07 Institutional Priorities. Following minor revisions, Barbara Macht will distribute a draft for units to use for planning meetings. It will go to the board meeting in October for final endorsement.

Follow-Up Matters

- **FY05 Unused Vacation** – The final report is not complete. Anna Barker suspects there are not as many unused hours as were previously suspected, however, the data collected may be used to develop a new policy in this regard.
- **Employee Performance Review Audit** – Michael Seger reported that approximately 99 percent of all units have completed performance reviews for the past year. The one area where reviews were not completed was directed by the president to finish reviews ASAP.
- **Kepler, CLR-111, Amphitheater Event Planning Group** – James Feagin prepared a draft charge statement and proposed membership. Upon review by the cabinet, Dr. Altieri suggested creating a smaller work group with information to be shared with a larger group.
- **ACC Lobbying in Ohio for Federal Dollars** – Diane Weaver reported on her recent attendance at a conference of the Appalachian Community Colleges. During the conference, she attended a grants workshop conducted by the Department of Labor.
- **Update on Fall Planning Meetings** – Barbara Macht shared that unit meetings are officially scheduled. Directors and division chairs will receive information in advance regarding items for discussion at their unit meetings.
- **Web Site Renewal** - Beth Stull discussed plans to update the look and structure of the HCC Web site. The process will begin with a meeting with Technology Council on Friday, October 28.
- **SGA Requested Furniture** – SGA officers are talking with students regarding furniture requests. George Soterin and Anna Barker are working on a response.
- **Greencastle-Antrim College Academy** – Carole Richardson recently attended a meeting with GAHS staff and faculty. She thought it was a very positive meeting. Eight GAHS faculty volunteered to help with the details related to the development of the College Academy.
- **Fall Start-Up** – Few complaints were noted regarding start-up of the fall semester.

Cabinet Member Reports

- **Anna Barker** - She will send a reminder e-mail to all, regarding the importance of maintaining up-to-date parking stickers.

- **Spring Ward** – HCC will host a panel discussion on the aftermath of Hurricane Katrina, on Monday, October 10 at noon in the College Center.
- **Michael Seger** –
 - Open enrollment will be held the month of October.
 - HR is currently revising the Student Worker Handbook.
 - A question was raised by an employee about why the College is not closed on January 2, since January 1 falls on a Sunday.