

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

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

The minutes from the November 1 meeting were approved as corrected.

President's Report

Update on Leadership Washington County

An executive group is in the process of selecting a director for the new Leadership Washington County, which will be housed on the HCC campus. Fundraising efforts are complete, with donations having come from the area corporations and the county. The city did not choose to contribute to the program. HCC is providing the space at cost. Dr. Altieri expects the program to occupy a suite in the TIC by February. HCC will also help with the development of the curriculum for a new boardmanship program.

Department of Labor Grant for Commercial Vehicle Transportation

Dr. Altieri reported that the College expects to begin receiving distributions from the DOL grant very soon. Recent meetings with Mack/Volvo and the truck driving advisory committee have gone well.

Annual Request to the County

Dr. Altieri reported that he plans to ask the trustees to support a request to the county for a 15% increase in operating funds and continuation of their annual capital support, which is now near \$2.5 million.

Developmental Education

A team is working on a discussion paper on the developmental education program, to be prepared in advance of their unit planning meeting in December.

Need to Clarify Tuition Waivers/Discounts

Dr. Altieri and Anna Barker discussed the fact that this policy is not clearly defined. A group will convene to examine the issues and propose of a more consistent policy.

Discussion

MLK Day Plans

Donna Rudy reported that the program and speakers for the January 16 MLK Day celebration have been confirmed. She and Carole Richardson recently presented the plans at Faculty Assembly to gather greater faculty involvement. Connie Devilbiss agreed to draft a letter inviting students to attend. Donna will see that it gets mailed. Expected attendance is about 300 and total cost is about \$3,000. Dr. Altieri requested that a "diversity mailing list" be created. The programs are being translated into Spanish.

Mid-Year Budget Adjustments

Anna Barker distributed copies of the guidelines, as well as a fee schedule change form. Budget adjustment forms are due to the area's executive officer by December 16 and proposed fee changes are due by January 23, 2006.

January Workshops

Judy Oleks distributed draft copies of the schedule. Cabinet members reviewed and provided feedback. Judy will email cabinet members a revised schedule.

New College Mace

George Soterin reported the new mace is currently at Potomac Lumber and will be finished in time for graduation.

Board Agenda Items for December Board/Foundation Meeting

The board of trustees will hold its annual meeting with the HCC Foundation on Tuesday, December 20 at noon. The primary topic for this meeting will be plans for the Foundation's upcoming fundraising campaigns. A student financial support report will also be given. The regular board meeting will begin at 2:30 p.m. that day.

Student Demonstration Procedures

Copies of the new procedures were distributed in advance of the meeting. Dr. Altieri shared his support for the policy. Cabinet discussion resulted in a few minor changes.

Spring Credit Enrollment

Donna Rudy shared that headcount in credit enrollment for the spring semester is up 9% compared to the same time last year.

Unit Planning Meetings

Barbara Macht reported that follow-up requests from unit planning meetings are due to her by December 22.

Holiday Dinner

Beth Stull reported that RSVPs for the December 15 party are due by the eighth. She has received reservations for approximately 100. The HR Office will be sending a memo regarding procedures for party attendees to leave work at 3 p.m. that day.