

**President's Cabinet
Meeting Minutes
January 3, 2006**

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

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

President's Report

Sad News

Dr. Altieri offered his sympathy and remembrance for the passing of Dean Emeritus George Elliott and long-time employee Sharon Smith.

Review Agenda for Workshop Week

The agenda for the January 10-12 workshop activities was reviewed. Security topics will be general. Topics related to students will be presented at the Faculty Assembly meeting during the spring semester.

January and February Board Agenda Items

Dr. Altieri distributed the proposed agendas for the upcoming board meetings. He also reminded cabinet members to submit board briefing items to him on a more timely basis each month.

Community College Funding in State's FY07 Budget

The governor's office is expected to announce the budget for higher education today. There is a possibility that funding for community colleges will increase from 25% to 26%.

HCC Request for County Funding

HCC's board of trustees is supportive of Dr. Altieri's recommendation to request another double digit increase by the county. The request for CIP funds will continue at \$2 million.

Anna Barker distributed two handouts, the first of which addressed the Cade community college funding formula. HCC is expecting an increase this year in ESOL funding, which is outside of the Cade formula. The second handout was a summary of CIP projects and funding through FY 2012. The most recent adjustment was to add \$2 million to the proposed Arts and Science Complex for an approximate cost of \$15 million. Also included is proposed funding for the renovation of the Children's Learning Center into office space in FY 2012. An addition to the ARCC, which is most heavily used campus facility, is tentatively planned. However, it is needed because of the heavy use by the Washington County Recreation Department.

Resignation of Brian Beck

Dr. Altieri referenced the email he sent to all staff and faculty regarding the resignation of Brian Beck. Jason Weddle has been appointed interim athletic director.

Discussion

Next Steps in the FY07 Plan and Budget Development Process

Dr. Altieri will conduct a meeting on January 6 with the vice presidents, deans, Michael Seger and George Soterin to review items that need follow-up in preparation for the Executive Staff retreat. The master list of resource requests will be reviewed at that time. Final health costs will not be available until April so an estimate from Maury, Donnelly and Parr will be used. The executive staff plan and budget retreat will be held on January 18 and 19.

Diversity Day Celebration

Donna Rudy distributed information about the upcoming MLK day celebration scheduled for Monday, January 16 in the ARCC, from 10 a.m. to 1:30 p.m.

Spring 2006 Start-Up Issues

Judy Oleks and Jennifer Fisher met with Mike Martin before the holiday break. They will review the need for any additional course sections today. As of December 20, enrollment growth is flat compared to last spring, however ESSENCE numbers are up. Cabinet members will receive an updated enrollment report on January 4.

New Business

Cabinet Member Reports

- Donna Rudy shared that the Office of Admissions, Records and Registration is undergoing some restructuring of staff positions, in order to be more efficient in the service it provides. The assistant director position is now responsible for the supervision of support staff and internal operations. Kevin Crawford, former HBC recruiter, has been hired as recruitment coordinator and will begin January 16.
- Judy Oleks shared that online COMPASS testing will be finalized for Greencastle public schools and WCPS. A draft of the FY07 academic calendar will be on the agenda for an upcoming cabinet meeting. It will go to the board of trustees for approval in February.
- Spring Ward expressed some concerns on behalf of the faculty regarding the ESSENCE Program and inappropriate behavior by some of these students. Behavior problems are to be referred to the dean of students. In addition, high school principals and guidance counselors need to orient students to the expectations of college behavior. Faculty does not want a concentration of ESSENCE students in single sections. Dr. Altieri stressed scheduling, which is critical to spread ESSENCE students across sections of high demand times, as a possible solution to some of the identified problems. Donna Rudy and Judy Oleks will take the lead and work together to communicate with high schools and faculty regarding this issue.

Special Safety Training Activity

As part of the cabinet meeting, George Soterin introduced Alex Murray and Tom Minnich from TM and Associates Safety Services. They provided an overview of what is required for a community college to begin producing and implementing a safety program.