

**President's Cabinet
Meeting Minutes
April 4, 2006**

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

The minutes from the March 7 meeting were approved as corrected.

President's Report

Career Programs Renovation

Dr. Altieri reported that the renovation of the CP Building is back on track. The state legislature approved \$2 million in additional funds, which will be matched by Washington County with about one million dollars, for a total of \$18 million. Dr. Altieri is optimistic that this amount will be adequate.

Funding for the TIC Wet Labs

Dr. Altieri reported that funding looks promising for this. He stressed that it is an economic development issue and will not involve education dollars. The possibility of having biotech industry opportunities in the county could help create jobs within commuter distance and allow HCC to develop curriculum that would align with this initiative.

Significant Donation to College

A recently deceased Hancock resident named HCC to receive some of his remaining lottery winnings. The donation specifies \$25,000 a year for six years, for a total of \$150,000.

Health System Sonography Program

College officials recently met with Washington County Health System officials to discuss the possibility of the development of a sonography program. HCC is seeking \$200,000 for start-up costs and \$150,000 a year thereafter from area health systems to start the program.

Feedback on Presentation to County Commissioners

Dr. Altieri has received positive feedback from the recent budget presentation to the County Commissioners. He is optimistic that they will meet the College's request for increased funding.

Discussion

Catalog Production

Beth Stull reported that she is waiting for a few final elements to submit to Reprographics, necessary for the first draft of the new catalog. Dr. Altieri asked that a special section be included to highlight relationships with Franklin County institutions.

Moves in the CP Building

George Soterin reported that he will communicate with departments that remain in the lower level of the CP Building, as efforts continue in preparation for renovation to begin. Asbestos abatement will be the first phase of work.

Edits to FY 07 Plan and Budget

Anna Barker is awaiting final numbers for some areas of the budget. Barbara Macht shared that the narrative portion of the plan is in good shape.

May Faculty Workshops

Judy Oleks distributed a rough draft of activities for May 10, 11 and 12. Cabinet members made suggestions for additional sessions. Dr. Oleks will present a more developed agenda at the next cabinet meeting.

Year-End Activities

- Garden Pride Day – May 5
- All-College Picnic – May 12
- Honors Convocation – May 18
- Graduation and Nurses Pinning – May 20
- Retirement Reception – May 22

Technology Council Meeting

The meeting will be held on Friday, April 14. Judy Oleks and Anna Barker are working on the agenda.

New Business

SLOA/Middle States Report Update

Barbara Macht and Judy Oleks are working on this. They reported that CAAP and MAAP testing is unfolding as it should, with data coming in for general education. The final report will be written over the summer and shared with the College community at the August workshops.

Cabinet Member Reports

- **George Soterin** – The Art Department is the only area left to be moved in the CPB.
- **Judy Oleks** – After speaking with Diane Weaver, she confirmed that HCC currently has no statewide programs. She will review the curriculum for possible additions and make a request to MHEC for approvals as necessary. She also shared an idea from BHCC to create a brochure highlighting faculty and staff achievements from the past year, for distribution at fall convocation.
- **Donna Rudy** – Headcount for summer enrollment is currently up 22.2%. Student Affairs will be closed on Friday, from 1 to 3:30 p.m., for a staff meeting.
- **Beth Stull** – Work is underway on a special 60th anniversary magazine, which is being produced with the assistance of RidgeRunner Publishing, publishers of Hagerstown Magazine.
- **Barbara Macht** – The SLOA Report will be applied to the Middle States Report.

- **Anna Barker** – Craig Fentress recently met with City officials to discuss bandwidth options. Emergency phones are being installed across campus to access Campus Security and 911. The student security patrol is now in effect.
- **Spring Ward** – A faculty committee is working on identifying speakers for the Honors Convocation. Loretta Thornhill is the outstanding teacher of the year. Faculty Assembly positions for the upcoming year include Ann Clark as secretary, Joe Marschner at vice chair and Spring Ward as chair.