

**President's Cabinet  
Meeting Minutes  
May 16, 2006**

Present: Guy Altieri, Anna Barker, Donna Rudy, Michael Seger, George Soterin, Margaret Spivey, Beth Stull, Spring Ward, Diane Weaver

The minutes from the April 4 meeting were approved as corrected.

**President's Report**  
**County FY07 Funding**

Based on his conversations with county commissioners, Dr. Altieri is very optimistic that HCC's budget request of a 15 percent increase will be fully funded.

**Items from Annapolis**

- CIP funding is the number one topic amongst community college presidents. Dr. Altieri agreed to chair a group which will discuss this issue at the presidents' summer retreat.
- The legislature passed a bill to increase ESL funding for community colleges by \$2 million.
- The chancellor wants to promote a switch to FTE funding for USM institutions. If approved, the change would make it more difficult for USMH.

**NSP II Funding**

While HCC did not receive any funds in the initial round of grants provided through the Nursing Support Program, Dr. Altieri has learned that there is a possibility that the College may still receive some funding in FY 07 to support an evening and weekend nursing program.

**Emeritus Policy Update**

An ad hoc group has been created to address this topic. Spring Ward, Terrie Angle, Judy Oleks and Dr. Altieri recently met to facilitate the progress of this group. It was noted that a distinction will be made in the selection process and the requirements for faculty and administration.

**Funding for TIC Wet Labs**

Dr. Altieri reported that this issue is picking up momentum as Greg Snook has convinced at least two other commissioners to allocate \$250,000 to attract biotech firms to the county. On paper, it looks like HCC could get the \$1.3 million needed for an addition to the TIC, which would provide space for five to six biotech start-ups. HCC's academic officers are beginning work on a biotech curriculum.

**Director of Athletics Search**

Donna Rudy reported that the search committee has identified seven candidates for phone interviews, of which three will be selected for on-campus interviews. The position has a

dual reporting relationship to the vice president of academic affairs and dean of student affairs. It is anticipated that the new director will be in place by August.

### **CP Building Update**

Due to the variety of construction phases and funding sources, coordination of construction and equipment purchases is essential. A follow-up meeting will be held with George Soterin, Guy Altieri, Anna Barker, Diane Weaver, Judy Oleks, Carolyn Albright and Margaret Spivey. In terms of renovation phases, asbestos abatement will likely begin in June, followed by demolition and construction. Road work will begin after final FEMA approvals have been resolved.

### **Summer Cabinet Meetings**

Meetings will be held on June 6, July 18 and August 15 at 9 a.m. in the Board Room.

### **Discussion**

#### **Major College Publications**

Beth Stull reported the following:

- The fall printed class schedule will be mailed at the end of June. Due to numerous errors in the fall desk copy that since have been resolved in Datatel, the PDF of the desk copy on the Web site has been removed. The advanced search, however, is accurate and available via the Web.
- Proofs of individual sections of the catalog are currently being reviewed. A final proof of the entire document will be reviewed by Beth Stull and Dr. Altieri. A decision must be made whether to hold the catalog from going to press until after the board of trustees votes on its new slate of officers at the June meeting.
- HCC is working with RidgeRunner Publishing, publishers of Hagerstown Magazine, to produce a special 60<sup>th</sup> anniversary publication. It will include stories, photos and highlights of HJC/HCC over its 60-year history, and will be distributed in early September.

### **Student Conduct Code**

The Student Conduct Code is being reviewed and revised as a project through Shared Governance. The group chose to merge academic integrity and the behavioral components, as well as to make the language more easily understood. A revised copy has been reviewed by Faculty Assembly, Academic Council, SGA and Student Affairs Council.

### **FY 07 Plan and Budget**

Only minor adjustments need to be made at this point. Anna Barker is keeping the numbers updated and Barbara Macht is maintaining the narrative. It will be presented as an action item to the board of trustees in June.

### **Arts and Sciences Complex**

A consulting firm has been hired to help with the development of this plan. George Soterin, Anna Barker, Judy Oleks and Barbara Macht will meet with representatives of the firm after July 1.

**Health Benefits Updates**

The board of trustees recently met and made adjustments to the employee health benefits plan as recommendations were made to them, based on HR's review of plans offered at comparable institutions. Later this week, Michael Seger will send an e-mail to "all" explaining the changes which include adjustments to the prescription drug co-pays and changes to the retiree benefit cost sharing and minimum years of service required. Questions will be addressed at the open-forum, scheduled for this Thursday.

**Personnel Evaluations**

All managers and those to be evaluated should have received an e-mail from Michael Seger regarding end-of-the-year evaluations, which are due to HR by July 14, 2006.

**Update on Greencastle-Antrim High School College Academy**

A letter, signed by Dr. Altieri and GAHS Superintendent Duff Rearick, will be mailed later this week to parents of qualified GAHS students with information about the new GAHS College Academy, which offers GAHS students the opportunity to take HCC classes at their high school at a discounted rate. Reps from GAHS will meet with Margaret Spivey tomorrow to discuss the option of bringing GAHS students to HCC for technology classes. They have been taking students to HBC for this purpose.

**Open Forum**

An open forum for all staff and faculty will be held on Thursday, May 18. There will be no presentations. It will be open to all discussions.

**Food Services Update**

Anna Barker reported that there is a vacancy in Food Services. She is going to explore a possible change in summer hours for the Hilltop Grille.