

**President's Cabinet
Meeting Minutes
July 20, 2006**

Present: Guy Altieri, Anna Barker, Judy Oleks, Dawn Reed, Don Reiff, Donna Rudy, Michael Seger, Beth Stull and Spring Ward

Minutes from the May 16 meeting were approved for distribution.

President's Report

Importance of November Elections

Dr. Altieri discussed the importance of the November election of county commissioners. From the 24 initial candidates, five democrats and five republicans will be chosen from the primary. A candidate forum will be held in the Kepler Theater on August 16. It is being organized by HCC, The Herald-Mail and the League of Women Voters.

Funding for Biotech Labs in TIC

Dr. Altieri reported that TEDCO recently approved \$450,000 for the project. The college is now awaiting approval from DBED for final \$400,000. A press conference will be scheduled as soon as confirmation is received. Judy Oleks is working with the science faculty to develop the biotech curriculum, which will be offered in the fall of 2007.

Next Cabinet Meeting

The next meeting, scheduled for August 15, will focus on issues related to the start of the fall semester. Please forward agenda topics to the president's office.

Discussion

HCC Job Fair

The issue of the need for adjunct faculty was discussed. Judy Oleks will ask division chairs if they have any interest in offering an August job fair on campus.

Fall New Employee Orientation Session

The orientation is scheduled for Monday, August 21. Michael Seger distributed a hand-out of last year's schedule for discussion purposes. He will finalize the schedule for this year's session and distribute to cabinet in the next week. The staff of the Welcome Desk will be asked to complete a list of all campus services available to employees.

August In-Service Schedule

Judy Oleks distributed a draft agenda for the August workshop days, which will be held August 21-24. Cabinet members discussed and made revisions.

Planning Process for Fall 2006 Meetings

Dawn Reed reported that the schedule has not yet been prepared. Dr. Altieri asked cabinet members to report any issues that must be considered in making the schedule.

Parking and Signage for Fall

Asbestos abatement in the CP Building has begun and safety concerns are being addressed. The placement of construction vehicles in the surrounding parking lots will be considered throughout the project. The new lot will be complete before work on the old lots begins. The existing lots will be available for the fall semester.

Update on 60th Anniversary Preparations

Beth Stull reported that work is well underway for a special 60th anniversary publication, video, Herald-Mail feature series on the “people of HJC/HCC,” and kick-off weekend events. Invitations have been sent for the Alumni Ball, to be held at Fountain Head Country Club on Saturday, September 9. Other events for the kick-off weekend include the golf tournament on September 8, 5K run on September 9, reunion of first 15 graduating classes on September 10, and free concert by the U.S. Army Field Band in the amphitheater on September 10.

Budget Clarification Issues

Anna Barker reported that a few adjustments remain for the FY07 operating budget. The process for mid-year budget revision requests will begin in November. The budget is now available on the Intranet under “Reference Materials.” She was pleased that there seemed to be fewer questions about the budget this year.

Other Business

Fall Enrollment Report

Donna Rudy reported that the reported dated July 19 shows ESSENCE headcount to be down by 53 students from the same time last year. This number is critical to the overall headcount, which is down by 3.1%. One area that is showing a healthy increase is minority students, which is up by 13.3%.

Facilities Update

Don Reiff shared that the city did a chemical treatment of the sewer in an attempt to alleviate the odor that’s been present in the ASA Building. He also mentioned that the cooling systems are functioning well.

Vacant Positions

Judy Oleks reported that Carrie Willson-Plymire is resigning to accept a full-time position with the county library. Interviews are being held this week for the business faculty position.