

**President's Cabinet  
Meeting Minutes  
August 15, 2006**

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

Minutes from the July 20 meeting were approved for distribution.

**President's Report**

**Progress on Foundation's Campaign**

Dr. Altieri reported that the scholarship and capital campaign is nearing the \$2 million mark. The official announcement of the public phase of the \$5 million campaign will be made at the Alumni Ball on September 9.

**Wet Labs in TIC**

A press conference was held in July to announce that the final piece of funding for this project is secure. Architect selection is underway. Once construction begins, the facility should be open within six months to a year.

**WCPS Honors High School**

Early discussions are underway regarding the possible construction of a new county high school. WCPS contacted Dr. Altieri regarding consideration of HCC as a possible construction site. While the discussions are extremely preliminary, Dr. Altieri enforced that HCC would not even consider anything other than an honors high school. No decisions have been made. Further updates will be provided as available.

**Voter Registration Campaign**

Dr. Altieri announced a special fall project designed to increase voter registration. Spring Ward, Renee Earley, Heather Barnhart, Beth Stull, Mike Martin and Donna Rudy are working to create ways to encourage students to register to vote and become more politically aware. A mock student election will be held for the county commissioner race.

**Discussion**

**Review of Start-Up Issues**

Cabinet members discussed staffing, facilities, master class schedule, Web and in-person registration, furniture and computers, and assessed that there are no major issues as we approach the start of the fall semester. Special discussions included:

- Craig Fentress recently went to Greencastle-Antrim HS and loaded software for teachers to use in the GAHS Academy.
- We are awaiting results of the air quality testing that has been done on the CP Building.
- Bandwidth updates will be complete by the first day of classes.

**FY06 Evaluations and FY07 Goals**

Dr. Altieri stressed the importance of having all supervisors complete evaluations on their employees. Michael Seger reported that 75 percent of all employees have received evaluations to this point. Cabinet members will be informed of and asked to follow-up with supervisors who haven't completed evaluations.

### **Workshop Week**

Judy Oleks distributed a final agenda for the activities to be held August 21-24.

### **Orientation Session for New Employees**

Michael Seger distributed the agenda for this orientation to be held August 21, with cabinet members scheduled to present at various times between 9 a.m. and 2 p.m.

### **Fall Planning Meetings**

Barbara Macht reported that 60 unit planning meetings will be held from mid-October through mid-December. Twenty meetings have already been scheduled. Each unit will be allowed to submit a maximum of three attachments with the materials they submit prior to their unit meeting.

### **Enrollment Update**

Donna Rudy shared that headcount is relatively flat in comparison to the same time last year, noting that last week's ESSENCE numbers were even with those from last year. She also noted that minority, out-of-state and new student numbers are up from last year. Numbers of continuing students decreased from last year. At this point, the flat overall headcount seems to be consistent with other community colleges in the state.

### **Other Business**

#### **Unused Vacation and Comp Time**

The issue of the administration of unused vacation and comp time continues to be unclear. Dr. Altieri asked Michael Seger and Anna Barker to follow-up on this.

#### **Candidate Forums**

Spring Ward reminded everyone that candidate forums will be held in the Kepler Theater on August 16 and 17 and October 18 and 19, sponsored by HCC, League of Women Voters, The Herald-Mail, and Antietam Cable. The first forum will focus on the initial 24 candidates for county commissioner.

#### **Residency Guidelines**

Donna Rudy will present an action item to the board of trustees regarding revised residency guidelines. The suggested changes make HCC more compliant with recent Maryland case law.

#### **Health and Safety Issues**

- Judy Oleks encouraged cabinet members to learn more about the possibility of pandemic influenza ([www.pandemicflu.gov](http://www.pandemicflu.gov)). Dr. Altieri asked Michael Seger and Donna Rudy to begin work on guidelines for HCC, in compliance with federal regulations.

- Dr. Altieri asked the appropriate cabinet members to be prepared to discuss campus flu shots and the Health & Safety Committee at the next cabinet meeting.