

**President's Cabinet
Meeting Minutes
September 12, 2006**

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

Minutes from the August 15 meeting were approved as corrected.

President's Report

CP Building Renovation

Dr. Altieri reported that bids for this project are due September 19. The bid specs asked for the project to be done in five phases. If the project stays on target, classes should be held in the lower level next fall.

Wet Labs Addition to TIC

The architect selection committee has completed its interviews and is prepared to make a recommendation. The recommendation will be presented to the board of trustees at the September meeting. The process will involve approximately eight to nine months for the drawings, with construction expected to be underway in a year.

Peak Periods

Dr. Altieri asked that directors and deans communicate to division staff the importance of not scheduling vacation during peak periods of activity on campus or within a division. All executive officers should prepare and distribute peak period dates to their staff.

Feedback on 60th Anniversary

Many positive comments have been received regarding the weekend of activities for the kick-off of HCC's 60th anniversary. Activities included the golf tournament, athletic events, 5K run/1 mile walk, alumni ball, reunion and amphitheater concert. The video and special publications will be used at upcoming events. Copies of the DVD will be available in the next few weeks.

Rotary Day on Campus

On September 20, HCC will host all five Washington County Rotary Clubs during a breakfast and lunch meeting. This is the first time all five clubs have had the opportunity to assemble together.

CVT Ribbon-Cutting

The ribbon-cutting ceremony for the truck driver training program, originally scheduled for Friday, September 15, has been rescheduled to Friday, October 6 at 2 p.m. Volvo's event for September 15 will be held as scheduled. More details on the rescheduled event will follow.

Chamber Mixer

HCC will host the Chamber of Commerce Business After Hours event in the College Center on Thursday, September 21 from 5 to 7 p.m. All HCC employees are invited to attend.

Discussion Items

Review Fall Start-Up

The following issues were discussed regarding the start of the semester:

- Judy Oleks mentioned that changes are still be made to WebAdvisor for class orientation information for hybrid and online classes.
- Spring Ward was pleased to report that there appeared to be no double booking of classrooms, however, she identified a concern that signs were placed by one computer lab (CLR-124) that stated that it was for use by students in class only. This is not the case. It is to be an open lab when class is not in session.
- Donna Rudy reported that a record number of Pell grants have been awarded this fall – 774 for a total of \$2,424,572.
- A total of 29 students are registered in multiple classes through the Greencastle-Antrim College Academy.

Final Enrollment for Fall '06

Donna Rudy shared that headcount for fall will be up at least 2 percent and possibly higher. Initial budget projections were built on 5 percent, so it's possible that a mid-year budget revision will be required to cover the difference.

Middle States Update

Barbara Macht reported that the follow-up Middle States report is due October 1. It will be sent via email as a discussion draft prior to the open forum on September 21 at 4 p.m.

Annual Governance Report

Barbara Macht reported that the final draft of the report is in process. To facilitate communication, she is scheduling four open forums throughout the year. These are tentatively scheduled for October 10, December 12, February 13 and April 10.

IT Plan

Anna Barker reported that the Technology Planning Council recently met. Assignments to update the IT Strategic Plan were given, with a deadline of October 13. Their goal is to present the plan to the board of trustees at the November meeting. She also noted that great strides have been made in terms of wireless connections across campus and that bandwidth is improving slowly. She is waiting for Verizon to complete the process.

Planning Meetings

Barbara Macht distributed the schedule for all 58 unit meetings. Planning forms will be distributed later this week.

Sick Leave Bank

Michael Seger reported that 45 employees have already enrolled in the sick leave bank. Many have agreed to donate more than one day of sick leave.

Other Business

Student Registration and Voting Drive

Spring Ward reported that students will coordinate voter registration drives on September 20 and October 5. She is also developing a candidate questionnaire, which will be given to final candidates in order to prepare a written response to key issues. Candidate forums will be held on campus on October 18 (county commissioners, sheriff, state's attorney) and October 19 (board of education, governor).

Annual Audit

Anna Barker reported that the annual audit is wrapping up this week and will be presented to the board of trustees this month. She was not aware of any issues that were identified.

FY06 Performance Reviews

Michael Seger said all departments have completed evaluations with the exception of maintenance/custodians. He may need to ask George Soterin to assist in completing these.

Area Reports

- Don Reiff reported that the 100-year flood plan has been approved.
- Spring Ward reported that the Committee on PAR will host a coffeehouse on September 29 at noon in the College Center.
- Donna Rudy reported that her departments recently participated in a successful professional development activity related to conflict resolution with customers.
- Judy Oleks reported that the SLOA group is making progress.