

**President's Cabinet  
Meeting Minutes  
November 14, 2006**

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

Minutes from the September 12 meeting were approved as corrected.

**President's Report**

**Meeting with County Commissioners to Request Additional Funds for CP Building**

HCC is on the agenda for the November 21 meeting of the County Commissioners to request an additional \$988,000 of supplemental support for the completion of the CP Building renovation. This amount covers the shortfall in CIP funds and money necessary to fully equip the building.

**Joint Meeting between BOT and Delegation**

The HCC board of trustees will host its annual meeting with the legislative delegation on November 17. The primary issue to be discussed is the need to increase CIP and adult education funding for community colleges statewide.

**Ad Hoc Salary and Benefits Group**

Dr. Altieri has asked Michael Seger to reconvene this group in order to begin conducting the study this year. A member of faculty will be selected to fill Bob Stenger's position on the committee.

**Middle States Report**

The MS Report was submitted six weeks ago and no follow-up has been received. Dr. Altieri suggested waiting until the beginning of December to contact them if we still have not been contacted.

**Facilities Master Plan Update**

Dr. Altieri stressed the importance of this item being a priority, especially in terms of our ability to request future state funds. The College has hired a consultant to assist in appropriately documenting current space on campus and future needs following very precise MHEC needs assessment criteria related to enrollment projections.

**Discussion**

**Emeritus Considerations**

Policies and procedures have been updated regarding the awarding of emeritus status. Spring Ward, Anna Barker, and Dr. Altieri will take the lead in getting the process started that will give consideration to the individuals who are eligible. The June 2007 board meeting is targeted for consideration of their recommendations.

**MLK Day Planning**

Donna Rudy distributed a tentative agenda for this year's event, which is scheduled for Monday, January 15, 2007. Untitled "Unity in Diversity," this year's activities will emphasize inclusion of the Hispanic community. Further details are forthcoming.

### **60<sup>th</sup> Anniversary Celebrations**

Beth Stull reported that the special 60<sup>th</sup> anniversary celebrations have concluded, with the exception of a faculty reunion which is being planned for the spring. The 60<sup>th</sup> theme will be incorporated into the commencement program and each graduate will be given a token item in celebration of the 60<sup>th</sup> anniversary.

### **Holiday Dinner**

Beth Stull reported that the annual holiday dinner has been scheduled for Friday, January 19, 2007, at the Four Points. This date was chosen because of the overwhelmingly positive response from last year's January event. Further details are forthcoming.

### **PAR Luncheon**

Spring Ward shared that the Committee on PAR will host a campus luncheon on Thursday, December 7 in the ARCC. The HCC Show Choir will perform.

### **Mid-Year Budget Revisions**

Anna Barker will distribute forms for mid-year budget revisions later this month, which must be returned by a date yet to be determined in December.

### **January Workshop Planning**

Judy Oleks distributed a draft of activities being planned for January 9-11. Cabinet members discussed possible topics to be presented for faculty and staff. Revisions will be made and a final schedule will be distributed in the next few weeks.

### **Enrollment Report**

Donna Rudy shared that registration for spring classes is currently up 2.2 percent in headcount and 3.2 percent in total credits and FTE. She cautioned that it is "too early" to make any conclusions. She also mentioned that issues with online registration are being resolved with the installation of a new version of WebAdvisor. Recruitment activities are extensive during this month and will be in January as well.

### **Other Business**

#### **Possible Partnership with WCHS for Joint Childcare Center**

A unique opportunity exists for HCC to consider partnering with Washington County Health System in the creation of a joint childcare center that would serve students and employees of HCC and employees at the hospital once it moves to Robinwood Drive. This concept is in the early stages of discussion. HCC officials are working to develop a proposal to be shared with WCHS in the next 30 days.

#### **Outstanding Employee FY06 Evaluations**

Dr. Altieri asked that deans and directors investigate and take strong action with supervisors who have not yet completed evaluations on their employees for FY06 after

they have been given repeated directives to do so. Michael Seger will email executive officers with a list of those who fall in this category.

### **Cabinet Members Report**

- Barbara Macht offered to take the lead in establishing the form for the Facilities Master Plan and place it on a shared drive for access by Brian Struntz, Guy Altieri and others.
- Michael Seger reported that response to the catastrophic sick leave bank was favorable. To date, 230 days have been donated and 64 employees have waived participation in the program.
- Judy Oleks mentioned a curriculum software and hardware package, CyberWatch, which was recommended at her recent affinity group meeting. Steve Shank is interested in the related training.