

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

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

Minutes from the November 14 meeting were approved as corrected.

President's Report

Middle States Response to the HCC Monitoring Report

Dr. Altieri reported that he was disappointed with the lack of detail in the letter of response from Middle States. It only stated that HCC's monitoring report had been received, with no reference to outcomes assessment, and requested one additional report relating to HCC's long-range financial situation. A periodic mini self-study report is due in September 2010.

Planned Orientation for New County Commissioners

Dr. Altieri has sent a letter to the new county commissioners inviting them to attend an orientation session at HCC. He said it will probably be an evening meeting, since several of the commissioners have other jobs during the day.

Invitation to Clay Whitlow to Attend February Board Meeting

Clay Whitlow, executive director of MACC, is scheduled to attend the February board of trustees meeting. While at HCC, he will also meet with cabinet members prior to the board meeting. In the event he is unable to make the February meeting, April has been scheduled as a back-up date.

CPB Renovations

Renovations to the Career Programs Building are scheduled to begin in January. All the financials have been worked out, with only a final approval from the Board of Public Works remaining. Brechbill and Helman will serve as the general contractor. Dr. Altieri stressed the importance of scheduling the various phases of the project. The goal is to hold classes in the lower level beginning with the Spring 2008 semester.

Unit Planning

Unit planning meetings are coming to an end, but there are still some holes in the list of requests. All follow-up numbers and dollar requests are due to Anna Barker and Barbara Macht by December 21.

Discussion

MLK Day Event

Donna Rudy mentioned that Senator Barbara Mikulski is very interested in attending HCC's MLK Day event on January 15. Printing of the posters and fliers is being delayed until a final answer comes from Mikulski's staff, which is expected this week.

Budget Adjustments

Mid-year budget adjustments for FY07 are due to executive officers by December 18.

January Workshop Schedule

Judy Oleks distributed a tentative agenda for January Workshop days. Cabinet members made a few revisions. The final agenda will be distributed by Sandy Krieger prior to the holiday break.

Holiday Party

Invitations to the holiday party, scheduled for January 19, will be mailed prior to the holiday break. Beth Stull will send an email reminder to employees in January.

Board Agenda Topics for December Joint Meeting with Foundation

The following topics will be discussed at the December 19 meeting:

- Student Financial Support Report
- Progress Report on Foundation's Campaign
- New Multi-Year Enrollment Projections
- Routine Reports

Flu Shots

Michael Seger reported that approximately 250 doses of flu shots were administered at HCC. Five hundred doses were purchased. One final flu shot clinic will be scheduled before any leftover doses are given away to another agency. HCC will provide flu shots again next year, however, more advanced publicity will be done in an attempt to serve a larger audience.

Other Business

Cabinet Member Reports

- Spring Ward asked about the climate survey. Barbara Macht reported that a decision about the type of survey to be used will be made at the next Governance Council meeting.
- Beth Stull reported that Lois and Dick Harrison have been chosen as the honorees for the next Foundation tribute dinner, which will be held on March 30, 2007.
- Judy Oleks reported that a recent meeting to discuss articulation with Shepherd University went well.
- Michael Seger reported that issues relating to the employment of student workers are being examined in an effort to have more control systems in place. He expects to conduct a workshop in August to provide more details to supervisors.