

**President's Cabinet
Meeting Minutes
March 27, 2007**

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

Minutes from the February 6 meeting were approved.

President's Report
FY08 Budget Matters

According to Dr. Altieri, budget issues at both the state and local levels are becoming more challenging. At the state level, the Cade formula funding looks good, but capital improvement projects are not likely to be fully funded. This is not a concern for our CP renovation because that money has already been promised, however we are concerned that the \$1 million we've requested in equipment funding for that building may be much less. Prioritization of equipment will be critical as we determine how a shortfall will be handled.

We're still waiting to hear from the county commissioners regarding next year's budget. Recent meetings have yielded few comments from them that would give us a sense of what we're likely to receive.

County Commissioners Public Budget Hearing

This will be held on Tuesday, May 8 at 7 p.m. in the Kepler Theater. Dr. Altieri asked Beth Stull and Spring Ward to coordinate speakers for the evening. Donna Rudy will assist in finding students who are willing to share positive stories.

Construction Bids for the TIC Wet Labs Addition

Dr. Altieri reported that the \$1.3 million for this addition has been secured. The paperwork for TEDCO and DBED has been completed. Chris Marschner and David Emmett are preparing the bid to be released within a few days. The board of trustees is expected to take action on the selection of a contractor so construction can begin in May or June.

March Madness in the ARCC

Once again, HCC is proudly hosting thousands of visitors to the ARCC in March. The Rotary Bull & Oyster Roast, Home Show, Alumni Flower & Garden Show, and Foundation Tribute, scheduled for this Friday, are receiving rave reviews and make March the busiest month in the ARCC.

Nursing Grant to Expand ADN Program

Dr. Altieri is optimistic that HCC will receive this grant for more than \$1 million over five years, which would allow the College to substantially increase the size of the nursing program.

Ft. Ritchie Plans

Dr. Altieri and others recently had a meeting with administrators at Ft. Ritchie to discuss plans to bring HCC back to the base. HJC/HCC offered courses there for 27 years. COPT is currently developing the base and expects to have 5,000 people there within 6 years, most working in high-tech jobs. HCC's course offerings there could begin as soon as September. The goal is to establish a presence there similar to what is offered at the Valley Mall Center.

Discussion

CP Building Air Testing

Issues related to the working environment and staff/faculty concerns are being addressed. Recent air quality testing produced results within normal ranges. An inspection by MOSH revealed no violations and issued no citations. Staff and faculty offices are being moved as requested. All classrooms that can be relocated have been moved. Conditions in the building will continue to be monitored.

Emeritus Selection Process

Spring Ward has been working with faculty to develop criteria for faculty members. Dr. Altieri and Anna Barker have been working on the criteria for administrators and board members. Dr. Altieri asked Beth Stull to work with Michael Seger and Barbara Roulette to develop an accurate list of those who previously received emeritus status. Names of those currently under consideration will be presented at the June board of trustees meeting.

College Catalog Progress Report

Beth Stull reported that Reprographics is currently working on the HR section of the catalog. She is hopeful to have other sections ready for lay-out within a week. The new catalog will be on campus in June.

Plans for Graduation and Honors Convocation

Donna Rudy is beginning preparations for and meetings with the key people involved in the event logistics. Judy Oleks will work with members of Academic Council to determine this year's awards and recipients.

Faculty 60th Anniversary Reunion

Plans are well underway for the faculty reunion, scheduled for Sunday, April 29 at 2 p.m. in the College Center. Invitations will be sent in the next week.

Facilities Master Plan

The plan is due to the state by May 1. A draft will be shared with the board at its April meeting.

FY08 Plan & Budget

Anna Barker expects to complete consolidation of individual unit plans/resources in approximately two weeks. The final plan and budget will be presented to the board at its May meeting.

Requests for Promotions and Regrading of Positions

Final requests will be presented to the board of trustees at the May meeting.

Cabinet Member Reports

- Judy Oleks distributed a draft agenda for May workshop. Revisions were made with cabinet member input.
- Donna Rudy shared that spring enrollment is up 3.9 percent in total credits and 2.6 in total FTE. Summer numbers are extremely high, but it's far too early to draw any conclusions.