

**President's Cabinet
Meeting Minutes
June 5, 2007**

Present: Guy Altieri, Anna Barker, Heather Barnhart, Barbara Macht, Judy Oleks, Don Reiff, Donna Rudy, Spring Ward, and Bonnie Zampino.

Minutes from the May 1 meeting were approved.

President's Report

June 19 Board Meeting Draft Agenda

- MHEC report moved to September because not all data is available yet.
- Audit Committee is chaired by Merle Elliott.
- SLOA committee should submit report once/year, maybe at August workshop week.
- Additions to special reports: end-of-year budget revisions, fund balance designations, flex scheduling, course repeat procedures.
- One faculty emeritus will be recognized in Sept., the others in June.
- Altieri/Barker working on administrator emeritus, will talk to Carl Galligan and Vaughn Crowl.
- No changes are anticipated for the board election of officers.
- Celebration for Wayne Alter @ 3:30 p.m. in College Center.

Groundbreaking Event for TIC Wet Labs Facility

- Friday, June 22, 10 a.m.
- Parking lot "T" will be closed.
- 7 or 8 shuttles needed for commissioners, etc.
- Dr. Melanie Ulrich, new biotech instructor, will be introduced at reception in board room.
- Newspaper article on Dr. Ulrich will go out this summer.

MHEC Secretary Lyons Request

Anna Barker is working on questions, which were sent to all Maryland colleges in response to VA Tech shootings.

FY 08 Salary Letters

- Letters should be sent to employees this week.
- HR staff commended by Barb Macht for detail of information collected.
- Letter will include summary example of how salaries are calculated.

Web Site Ad Hoc Committee

- Cabinet supports all recommendations of ad hoc group.
- Work should be completed this academic year.
- Outside consultant will help develop new site; new position in PR responsible for keeping content updated.

Small Business Development

- Uof MD at College Park has always led the effort for Maryland.
- HCC is part of a team that worked on new model for SBD, made up of Garret, Allegany, and Washington counties Chambers of Commerce & EDCs, plus HCC and Garrett Community College.
- New plan being reviewed by state office at College Park so plan may be changing, which means corrections to the SBD description in catalog will need to have more general wording.

Community Colleges of Appalachia Conference

As HCC is a member of this council, Dr. Altieri will be attending a conference focusing on what colleges can do in regard to economic development in their community.

Discussion

FY 08 Plan & Budget

Budget approved in May. Anna Barker and Barb Macht are making small revisions.

Preparing for Fall Planning Meetings

- Dawn Reed will start scheduling mid-July.
- Judy Oleks will remind members of the Academic Council this week and get feedback if changes to the past schedule is necessary. (faculty units are scheduled first for planning meetings)
- Bonnie Zampino asked everyone to remind employees that unit planning is the time to request title/position changes, not in June.
- Dr. Altieri requested that titles be listed after the employee name for each unit so the titles can be reviewed and corrected at the planning meeting.

Summer Enrollment

As of June 4, summer enrollment is up 5.3% in headcount, 3.8% in headcount, and 3.8% in total FTE.

College Publications Update

- Catalog is in the final proofing stages. It is going to the printer within the week and will be on campus in 2-3 weeks.
- The President's Report to the Community will be released in late summer. Information from the CC Benefits report will be included.

Dates for Holiday Party and Year-End Picnic

- Holiday party will be held in January 2008 – exact date to be confirmed.
- Year-end picnic will be May 9, 2008. The closing of offices will be noted as staff in-service in the catalog and schedules and notice will be sent to employees 4-6 weeks in advance.

Topics for Tech Council Meeting

- Windows/Vista
- Release 18/training

- Wireless/laptops vs. PC
- Unit planning - iPods and pod casting
- Network security and improvements needed
- 3-4 meetings/year requested by Dr. Altieri
- Add'l topics per Dr. Altieri: Specialized software needed for students? Too many computers on campus? Are labs being used? Is HCC getting adequate computer usage for money we invest in updating desk computers?

Other Business

Cabinet Member Reports

- Bonnie Zampino thanked IT for “amazing” job over the last couple weeks helping HR.
- Don Reiff talked about alternatives to the CLC drop-off parking, which will be lost in the revised plans for campus. A/C should be turned on this week for CP. building. Fumes last week were from the plumbers not using proper ventilation.
- Judy Oleks mentioned new math and biotech faculty, next will be hiring for ADJ replacement, and digital simulation will hopefully be filled this week.