

**President's Cabinet
Meeting Minutes
October 9, 2007**

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

Minutes from the August 28 meeting were approved for distribution.

President's Report

Draft of FY09 Institutional Priorities

Cabinet members reviewed and briefly discussed the draft, which will be shared with board members at the October meeting. These institutional priorities are designed to be a guide in FY09 planning.

FY09 CIP Support from the County

HCC is requesting \$5.3 million in CIP funds from the county in FY09 as the first installment on their share of the proposed Arts & Science complex. The total project is estimated at \$30 million, with \$12 million to come from the county and \$18 million to come from the state. The Washington County Community Lobbying Coalition has identified HCC's need for new and better science labs as one of their four priorities for the upcoming year.

DOL Grant for Biotech

HCC is seeking approximately \$1.4 million in a grant from the Department of Labor to help further develop and promote the biotechnology program. Diane Weaver is working with science faculty to prepare the grant which is due later this month.

Fort Ritchie Extension Site

The lease agreement with COPT is being finalized. Renovations are expected to get underway soon, as the Pen Mar board recently approved giving HCC \$62,700 to improve the building. Classes will be held in the space beginning March 17, 2008.

TIC Wet Labs Addition Dedication Ceremony

Construction is progressing on schedule. As such, a building dedication ceremony is being planned for Tuesday, February 12, 2008, at 10 a.m.

County Lobbying Effort for 2008 Legislative Session

The Washington County Community Lobbying Coalition, comprised of the Hagerstown-Washington County Chamber of Commerce, Greater Hagerstown Committee, CHIEF, and county and city government, has identified four lobbying priorities for the upcoming legislative session. HCC's proposed Arts and Science complex is one of the four. Dr. Altieri is preparing a position paper on why the new facility, especially the improved science labs, is critically needed in this county.

Celebration for Emeritus Designees

The event has been planned for Friday, April 11, 2008, from noon to 2 p.m. Dr. Altieri suggested that the ad hoc planning committee be comprised of Spring Ward, Vaughn Crowl, Beth Stull and Anna Barker. The group will plan for a reception, luncheon, and program to honor those who have been given emeritus status.

Discussion

MHEC Space Utilization Study

In light of all the capital projects being requested by Maryland's community colleges, MHEC is requesting that each school complete a special report related to space utilization. Barbara Macht is coordinating this report, which will require input from a variety of people on campus. The final report is not due until all community colleges reach agreement on some of the definitions required in the report.

2007 Environmental Scanning Report

Dr. Altieri expressed his appreciation to Dawn Reed for her excellent work in preparing this report. He reminded cabinet members to be sure their direct reports reference this report in preparing for unit planning. He suggested that this item be a workshop presentation in August.

Follow-Up Matters

- **January Workshop Planning** – Judy Oleks is working on a draft agenda as a follow-up to the group's discussion. Anna Barker suggested adding a session for supervisors with tips on conducting performance evaluations.
- **Employee Performance Review Audit for FY07** – Barbara Macht is working with HR staff to determine if all employee reviews were completed for FY07.
- **Technology Council** – Anna Barker and Judy Oleks have scheduled Technology Council meetings for October 24 at 3 p.m., February 15 and April 18.
- **Fall Enrollments** – Donna Rudy shared statewide figures for enrollment at census. HCC is somewhere in the middle with an increase of three percent in headcount. Since the census date, HCC's enrollment has continued to increase. At the time of the meeting, Donna reported an increase of 3.6 percent in headcount and 3.7 percent in FTE.
- **Web Site Renewal** – Beth Stull reported that the search committee is still interviewing for the position of Web editor and hopes to fill it within the next month. The plan for the site is to select a Web design firm in the winter months, begin work on the new site in the spring, and unveil the new site in the fall of 2008.
- **Mid-Year Budget Adjustment Timeline** – Anna Barker reported that December 11 is the deadline to submit initial requests to executive officers and January 15 is the date the final requests will go to the board of trustees.
- **Campus Construction Update** – Brian Struntz reported that progress on the Career Programs Building is going well. The loop road is expected to open within a week. Work on retention ponds near Lot G are expected to begin shortly. The addition to the TIC is now in the drywall stage, with the roof work being nearly complete.

Other News

Cabinet Member Reports

- Donna Rudy reported Mike Martin has been working with faculty on advising. Spring registration begins in November, at which time faculty advising will be initiated.
- Judy Oleks reported that she and others recently had a meeting to discuss dental assisting and determined that HCC is now prepared to offer an A.A. in pre-dental assisting, and can move forward with credit dental assisting and pharm tech.
- Judy Oleks reported that Dawn Schoenenberger has been named interim director of Development Education and Adult Literacy Services.
- Beth Stull reported that she is working with Dr. Altieri on the President's Report to the Community, which will be distributed later this fall.