

**President's Cabinet  
Meeting Minutes  
October 7, 2008**

Present: Guy Altieri, Dawn Baker, Anna Barker, Barbara Macht, Joe Marschner, Judy Oleks, Donna Rudy, Brian Struntz, Beth Stull, Bonnie Zampino.

Minutes from the August 12 meeting were approved for distribution.

**President's Report**

**FY10 Institutional Priorities**

Dr. Altieri discussed the draft of the Institutional Priorities, stating that it is still a work in progress. Cabinet members had no additional changes at this time.

**Budget Cuts and Funding Challenges**

The Governor is expected to announce FY09 cutbacks later this month. Since the legislature is not currently in session, he will need approval from the Board of Public Works, which is expected. These anticipated cutbacks will likely affect HCC's mid-year budget adjustments. Dr. Altieri doesn't expect cutbacks in CIP projects, which are primarily funded through bonds.

**Biotech Initiative**

Dr. Altieri shared that the biosciences discussion paper seemed to be well received and supported by those who read it. The Greater Hagerstown Committee and county officials are beginning to further explore the Mt. Aetna Farms property as a possible site for some of the initiatives discussed in the paper.

**Enrollment Growth at Fort Ritchie**

Dr. Altieri shared that the dedication ceremony went extremely well. Enrollments for the fall semester include 52 credits students in six classes and 16 non-credit students in two classes. Adult education offerings are being requested by community members, which seems to present an excellent opportunity for further enrollment growth.

**November Slots Ballot**

Current polls suggest that slots will pass in Maryland. The community college presidents will vote in the next two weeks on endorsement of the plan. At this point, it's expected that at least 10 of the 16 will vote in favor, given the connection with future community college funding.

**County Lobbying Effort for 2009 Legislative Session**

Anticipated priorities include the county library project and the Eastern Boulevard extension. Some community leaders have suggested the bioscience project be put on the list. County officials are expected to confirm the list within the next month or so.

**October Board Meeting Draft Agenda**

Cabinet members reviewed and discussed agenda topics for the upcoming board meeting.

## **Discussion**

### **Unit Planning Update**

Cabinet members agreed that unit planning meetings have been going well. Dr. Altieri is pleased with the good use of outcome data.

### **Environmental Scanning Report**

Dr. Altieri commended Dawn Reed for her work in preparing the report. He asked cabinet members to discuss the information within their units and consider ways to help future data better align with strategic goals.

### **Follow-Up Matters**

- **January Workshop** – Judy Oleks asked and received approval for the workshop to be held January 6-9, 2009, with the colloquium to be on Wednesday, January 7. The employee holiday party will be held Friday, January 9 at 6 p.m. in the CP Building conference center. Other meeting topics will be forthcoming.
- **Employee Performance Review Audit** – Bonnie Zampino reported that only nine staff performance reviews have yet to be completed.
- **Technology Council** – Anna Barker distributed a list of committee members, upcoming meeting dates, and agenda topics. The first meeting will be held November 7.
- **Fall Enrollment** – Donna Rudy reported that total headcount is up 6.8% for the fall and FTE is up 8.7%. This does not appear to be a state-wide trend, as some schools are up and others are relatively flat. HCC is seeing significant increases in JTSR and online courses. Dr. Altieri asked that additional PR be given to online class offerings.
- **Timeline for New Web Site** – Beth Stull reported that Stephen Recker will present a full update at the October board meeting. He is currently working closely with folks in IT on implementation of Datatel components into the new site, and beginning to meet with various departments to start developing individual pages. The new site is expected to be launched in late spring/early summer.
- **New Instructional Spaces** – Brian Struntz reported that nine new classrooms, including the large lecture hall, and a new computer lab in the CPB will be available for the spring semester. Dr. Altieri asked that faculty be made aware of this and encouraged to explore all options when scheduling classes.

## **Other Business**

### **Request from State of Pennsylvania**

Dr. Altieri shared a letter from the Commonwealth of PA requesting information about the English fluency of our instructors. It's thought that this request came as a result of classes being taught in Franklin County. He asked that HR and Academic Affairs follow-up on this.

### **Shippensburg University Billing**

Dr. Altieri shared a copy of an SU bill that he reviewed as a result of signing an approval for use of Endowment Fund scholarship money. He pointed out the trend in universities

to include a significant number of fees, beyond tuition. Cabinet members shared that students don't typically like that because they feel it's misleading. Dr. Altieri also pointed out a statement on the bill in which the amount of state support, per student, is referenced.

### **Cabinet Member Reports**

- Bonnie Zampino reported that HR has three additional job fairs later this week. They have been experiencing good results at the fairs they've recently attended.
- Joe Marschner reported that Connie Devilbiss was chosen as the full-time faculty and Ed Gift was chosen as the part-time faculty to be honored at the Academic Excellence in Higher Education in Washington County to be held October 24.
- Donna Rudy reported that the county job fair will be held later this week and the college and transfer fairs will be held on campus next week. Dig Pink is a special event to support breast cancer awareness that will be held just prior to the October 8 volleyball game.
- Beth Stull reported that the President's Report to the Community has been sent to the printer and should be available within the next two weeks. She will see that copies are distributed across campus, in addition to the mailing to all households in Washington County.