

**President's Cabinet
Meeting Minutes
March 24, 2009**

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

Minutes from the February 3 meeting were approved for distribution.

President's Report

Latest Budget Information

The proposed county and state budgets are still not known. Dr. Altieri most recently heard that there could possibly be a three percent increase from the state, which could be conditional on receipt of a specified county contribution. The CIP budget looks safer than the operating budget, with the possibility of split funding for requested projects. Either way, HCC's plans for the Arts and Sciences Complex are safe to move ahead. HCC's budget appears to be in a better position than many community colleges, however, some type of tuition increase is likely.

County Budget Hearing (schedule for May 12)

Dr. Altieri asked Beth Stull to work on getting various speakers lined up to speak on behalf of HCC at the upcoming county budget hearing. He feels this strategy has been very effective in the past.

CIP Related Grants

Dr. Altieri expressed the need to secure grant funding for equipment for the Arts & Sciences Complex and the Kepler expansion, since state and county funds do not cover equipment. He would like to begin scheduling brainstorming sessions with the humanities faculty and possibly include folks from the Barbara Ingram School for the Arts.

Federal Stimulus Money Opportunities

All of the available funds will require applications. Dr. Altieri stated that it is likely that HCC will hire several part-time writers to assist in preparing these applications.

Memo to HCC Employees Regarding Financial Challenges

Dr. Altieri asked for feedback on his recent memo to all employees. Most comments were seen as very positive. He reminded cabinet members of the open forum scheduled for April 21.

Meeting with Datatel President

Dr. Altieri has been selected to participate in a meeting with the president of Datatel at the upcoming AACC convention. He plans to mention Datatel's limitations in handling faculty loads. He is also asking for input from others regarding pertinent issues which should be presented.

Discussion

Ad Hoc Group to Study Use of Campus Meeting Spaces

Given the recent addition of The Merle S. Elliott Continuing Education and Conference Center, Dr. Altieri would like to develop a coordinated approach to the way meetings are scheduled and conducted across campus. After group discussion, it was determined that an ad hoc study group should consist of Amy Sterner and Debbie Staley as co-leaders, with Lita Orner, Judy Gerhart, Heather Barnhart, James Feagin, and Jason Buhrman as members. Dr. Altieri will develop a charge statement and send it to the committee.

Administrative Coverage During Evenings and Weekends

Dr. Altieri stressed the need to give further consideration to a formal plan to address this. He would like to develop an assignment chart in which those at the director/coordinator level and above would be responsible for administrative coverage each semester. Those affected would be able to work an altered schedule on the day they are asked to cover.

Web Site Update

Beth Stull reported that the new Web site is currently under construction on the new server, with content being added at an increasing pace. Stephen Recker is meeting with various departments to assist in this endeavor. The new site is anticipated to go live in June.

April and May Board Meetings

Cabinet members reviewed agenda items for the April and May board meetings. The April board meeting will include a joint meeting with the County Commissioners, where student speakers will be asked to give remarks. It was determined the students chosen should include someone who recently made a career change because of the current economy and a traditional age student who chose HCC over a more expensive school in order to save money.

Kepler Part I and Part II Update

Brian Struntz and Barbara Macht are currently working on this update, which is due to the state by May 1.

FY10 Plan and Budget

Anna Barker stated that she has balanced the budget based on what she thinks may occur. The general narrative is in good shape, but the unit narratives will be further developed after the budget has been finalized.

Other Reports

Summer Registration

Donna Rudy reported that 267 students registered for summer classes during the first weekend of online registration. Since the weekend, 102 students have gone through the advising process, with an average wait time of 12 minutes. Many of those students registered online.