

**President's Cabinet
Meeting Minutes
July 20, 2010**

Present: Guy Altieri, Elaine Ashby, Anna Barker, Jerry Haines, Barbara Macht, Donna Marriott, Donna Rudy, Theresa Shank, Robert Spong, Beth Stull

Minutes from the May 4 meeting were approved for distribution.

President's Report

State Funding

Dr. Altieri reported that it is predicted that an adjustment to state higher education funding could occur in November. He doesn't expect that any impact to HCC would be so significant as to require the implementation of furlough days, as some other community colleges have done. Overall, operational funding remains very tight, however, he feels that HCC is doing better with its budget than most other community colleges.

CIP Funding

Funding for the Arts & Sciences Buildings is in good shape. The Foundation is ready to start a campaign to raise funds for equipment for these buildings. Grant funding is also being sought to support these efforts.

Grant Funding

HCC recently received word that it was awarded a \$1.8 million grant from DOL for the alternative energy technology program.

County Commissioner and Delegation Member Elections

Dr. Altieri stressed the importance of these elections for HCC. There will be at least two new county commissioners. He is hopeful that those elected will be pro-education and supportive of HCC. Relationship building with these candidates is very important.

Next Cabinet Meeting

The next meeting will be held on Wednesday, August 11 at 9 a.m. The major topic of discussion will be academic year start-up reports from all cabinet members.

Discussion Topics

Federal Higher Education Reauthorization Act Disclosure Requirements

Donna Rudy presented a report of what's required to meet these disclosure requirements. A Web page will be developed with links to all the required elements, located under "About HCC." She reviewed who is responsible for each piece and when these pieces are due. In cases of more detailed collection of information (i.e. graduate job placement), precise plans of action will need to be developed. This information will need to be updated each year. Dr. Altieri emphasized the importance of determining specific requirements for credit information versus non-credit.

Approval Procedures for HCC Employees Petitioning for Additional Internal or External Employment

There have been some recent cases where this issue has come up and it needs to be clarified more clearly. The primary problem relates to payroll and time management concerns for those who are interested in doing additional assignments on campus. Anyone considering this situation must have approval from their immediate supervisor, all the way through the executive officer. Dr. Altieri asked Donna Marriott and Anna Barker to review this in preparation for a more involved discussion at the executive officer retreat.

Fall Employee Orientation Session

An orientation for new employees will be held on Friday, August 20 at 10:30 a.m. Cabinet members will be involved with a presentation from each area, following the same model that has been used in the past few years. An agenda is being finalized by HR and will be distributed soon.

August In-Service Plans

Workshop week will be held August 23-26. Jerry Haines shared a copy of the final agenda, which will be distributed by the end of this week.

Unit Planning Meetings

Barbara Macht reported that all (53) meetings have been scheduled. The data measures form will be used to replace the productivity form and will be titled "Key Productivity Indicators." More benchmarks are being introduced. Areas will grant funding or potential grant funding will have specific time to discuss related issues.

Campus Plan for Vehicle and Pedestrian Flow During Construction

Bob Spong distributed copies of a plan that addresses issues related to the first two weeks of the fall semester, construction related changes for traffic and parking, pedestrian access, communication, and net changes to parking spaces for fall 2010.

Cabinet Member Reports

- Bob Spong – Wayne Siler will be retiring in August. Bob is working with HR to find a replacement for this position.
- Anna Barker – She announced that Jennifer Felice began in late June as the grants and special projects accountant.