

**President's Cabinet
Meeting Minutes
September 7, 2010**

Present: Guy Altieri, Carolyn Hoover, Barbara Macht, Donna Marriott, Joe Marschner, Judy Oleks, Donna Rudy, Theresa Shank, Robert Spong, Beth Stull

Minutes from the August 11 meeting for approved for distribution.

President's Report

Kepler Addition Bids and Selection Process

Dr. Altieri reported that the bid choice for this project is expected to be presented at the October board meeting. In the current economic climate, contractors are being very aggressive in their bids.

Urgency to Complete Plans for the Waltersdorf Quad

Due to the recent death of John Waltersdorf, the timeline for this project will be moved along as quickly as possible.

Consideration of Peak Periods for Vacation Planning

All executive officers are asked to prepare peak period dates for their areas, distribute this information to their staff, and coordinate vacation planning accordingly. Copies of these dates should be sent to HR.

Commission on the Future of HCC

All the study groups have now met and the feedback has been very positive. The surveys have been sent and responses are due later in September. The next meeting, which will include a press conference, will be held on Thursday, September 23.

FY12 Institutional Priorities

Dr. Altieri suggests the following 10 priorities for consideration and feedback by cabinet members. Those listed are responsible for writing a description for each.

- Continuation of Academic Excellence Project (Judy Oleks)
- Increase Program Completion Rates (Donna Rudy, Judy Oleks)
- Grants Development and Management (Barbara Macht, Anna Barker)
- Introduction and Initiation of 2016 Strategic Plan (Barbara Macht)
- Cost Benefit Assessments of New Program and Services Sustainability Budgeting (Barbara Macht, Anna Barker)
- More Staff Training in Shared Governance and Improved Campus Communications (Barbara Macht, Beth Stull, Governance Council)
- Review and Make Improvements to Annual Planning and Performance Review System (Donna Marriott)

- Continue Facilities Development Projects (Bob Spong)
- Advocacy Program for HCC's Impact on the Community (Beth Stull)
- Expansion of Online Student Services (Donna Rudy)

Discussion Items

Review Fall Start-Up

- **Staffing Issues** – Dr. Altieri extended gratitude that so few positions are vacant as we begin the academic year.
- **Space/Equipment/Facility Issues/Parking** – Existing spaces on campus seem to be in good shape. Cooling system has run without problems. Bob Spong reported that Kepler Theater should remain open through the end of the fall semester. New parking lot (350 spaces) is expected to be open this week.
- **Master Class Schedule** – Donna Rudy reported that there are sufficient sections of second 7.5-week classes.
- **Faculty/Staff/Student Issues** – Dr. Altieri commended the current SGA officers for their work as the semester began. Bob Spong commended Henry Gautney and his staff for their work with traffic control and parking. Dr. Altieri commended Financial Aid for their work, especially in regards to Pell Grant which grew by 47% since 2009 and 88% since 2008.

Likely Fall Enrollments

Credit headcount for the fall semester is currently up 9.1%, with a 7.1% increase in FTE. Donna Rudy reported that we will likely see a 10% increase by the end of the year, with an all-time high of more than 5,000 students for the year. Theresa Shank reported that 1,864 enrolled for CE this fall. Overall, she expects flat enrollment, but an increase in revenue due to course and fee adjustments.

Update of Middles States

Barbara Macht reported that the follow-up report was sent in August, but we are awaiting their confirmation of receipt. The Periodic Review Report (PRR) is currently located on the HCC Web site for employees to access.

Update on Annual Governance Report

Barbara Macht shared that this report will be presented in October.

Updating Information Technology Plan

Judy Oleks reported that updates were originally due to Anna Barker in early 2010, but further work on this plan is not finished. Dr. Altieri requested a meeting to follow-up on the progress of this plan.

Planning Meetings

Unit planning materials have been distributed and FY12 Institutional priorities will come in the

next week or so. Barbara Macht suggested that directors and division chairs meet with their direct reports to review the materials prior to the actual planning meeting. Dawn Reed needs to receive the completed planning materials five working days prior to the scheduled meeting.

Other Business

Student Registration and Voting Drive

Dr. Altieri asked Beth Stull and Donna Rudy to promote voter registration among students.

Progress on Annual Audit

Carolyn Hoover reported that the audit is going well. The auditors are wrapping up their report, which will be sent to the state by October 1. The audit committee will meet prior to the September board meeting for a final review of the report before its submission.

FY Performance Reviews

Dr. Altieri asked Donna Marriott to have a report of performance reviews by the next cabinet meeting.

Area Reports

- **Donna Marriott** – HR is doing well with recruitment, reporting 51 position postings this year, many of which are a result of grant funding. She also shared that changes as a result of healthcare reform will be in place by July 1. Dr. Altieri suggested that a campus forum be held later this year (tentative date of November 5) to inform employees of changes that will be coming.
- **Judy Oleks** – Still looking to fill InnovaBio position.
- **Donna Rudy** – Headcount, online classes, males, and minorities are showing the highest enrollment growth. Joe Marschner expressed concern that many online students are having difficulty with the rigor and discipline required for these classes. Dr. Altieri suggested a Web video in which students and faculty can illustrate the pros and cons of online classes.
- **Barbara Macht** – PIE is piloting, in coordination with CE, a new evaluation instrument that mirrors the credit evaluation, in order to develop a consistent system.
- **Bob Spong** – Construction projects are going well. He will continue to provide updates.