

**President's Cabinet
Meeting Minutes
March 8, 2011**

Present: Guy Altieri, Chris Baer, Anna Barker, Barbara Macht, Joe Marschner, Donna Marriott, Judy Oleks, Theresa Shank, Robert Spong, Beth Stull

Minutes from the January 11 meeting were approved for distribution.

President's Report

Request to the County for FY12 Funds

Dr. Altieri reported that the governor keeps talking about level funding for community colleges, but much of that revolves around the state pension situation. State CIP funding looks good for HCC. HCC will be seeking design money in FY13 for the expansion of the Student Center. In terms of county funding, HCC recently made a presentation to the commissioners regarding the expansion of the Student Center and did not receive opposition to this upcoming request. The county administrator actually accelerated the timeline for the design money. A modest increase in the operating budget has been requested from the county for the next fiscal year. HCC has told the county that no salary increase is expected for FY12, but HCC is planning to conduct a salary study in the summer of 2011.

Search Process for VP of Academic Affairs

Dr. Altieri will chair the search committee and is currently getting the committee members in place. The process will be open with ample opportunity for campus-wide input during the final interviews. Search advertising is underway and will be ongoing until the position is filled.

Agenda for the Joint Meeting with the Trustees and the County Commissioners

Dr. Altieri distributed for discussion the agenda for the March 15 meeting. The agenda will focus on the importance of the economic and cultural development of our community. Several students have been identified to present their stories to the commissioners. Education for employment will be emphasized in much of the discussions. Dr. Altieri will also emphasize HCC's recent success in securing millions of dollars in grant funding.

Status of the HCC Foundation Capital Campaign

Dr. Altieri shared that the campaign projections are proving to be very challenging in the current economy. If the campaign doesn't meet its goal, the equipment list will need to be reviewed and reduced as necessary. Dr. Altieri and Anna Barker will begin to review the list.

Submission of DOL Pre-STEM Grant Proposals

There are currently two opportunities at the federal level through DOL exclusively set aside for community colleges. Dr. Altieri anticipates that this is the last big round of federal grant opportunities for some time. HCC is very focused on a grant proposal related to preparing

students for STEM careers. One grant is due at the end of March and the other is due at the end of April.

DISCUSSION

Campus Construction Updates

Dr. Altieri asked cabinet members for comments. Joe Marschner reported that issues of noise and other concerns have lessened. Bob Spong reported that the contractors are taking advantage of spring break to accomplish more of the heavy work. Construction on the new concrete stairs should begin within the next two weeks and will be finished approximately four weeks after that.

April County Budget Hearing

As has been done in previous years, several speakers (students, alumni, faculty) will present on behalf of HCC. Beth Stull will confirm the date and location and distribute to cabinet members.

Planning for Graduation

Dr. Altieri emphasized the need to carefully review planning details for graduation and honors convocation, especially considering recent staff changes in the Student Affairs and Academic Affairs executive offices.

STEM and Kepler Building Dedication Planning

Beth Stull reported that the following tentative dates are being considered and should be finalized within the next few weeks. Further information about the events and related activities/performances/demonstrations will be provided over the next several months.

- Friday, March 23, 2012 – Dedication ceremony for the Kepler Theater
- Friday, April 20, 2012 – Dedication ceremony for the STEM Building and time capsule
- Saturday, April 21, 2012 – Community open house for STEM and Kepler

Update on Part I and Part II Work for Student Center Expansion

Barb Macht reported that Part I (justification and data) and Part II (instructions to the architect) are due to the state by May 1. Barb Macht plans to do most of the writing for this in the next two weeks and then Dawn Baker will program the building.

Final Plans for Completion of FY12 Plan and Budget

There are a number of items yet to be resolved, including tuition and fee schedule, which are contingent upon state funding issues. The current draft of HCC's FY12 budget includes a four percent tuition increase, but this is tentative. Further review of the fee schedule will be conducted. The marketing budget and vehicle allocations will also be reviewed.

Other Business

Cabinet Member Reports

- Theresa Shank – Stephanie Powers has been hired as the new business program manager/recruiter for CE. She will start March 28.

- Joe Marschner – Faculty recently expressed concern that they are being required to enforce the campus smoking policy. It was discussed that if a better enforcement procedure cannot be put in place, that consideration should be given to having a smoke-free campus.
- Judy Oleks – Terry Hughes has resigned and his classes for the remainder of this semester will be taught by Jacob Ashby and Art Callahan.
- Beth Stull – HCC recently won the Impact Award for its STEM initiatives, as part of the Chamber of Commerce Annual Business Awards.
- Chris Baer – Summer registration begins March 21 and fall registration begins May 2.
- Donna Marriott – Adjunct job fair will be held in April and the retirement reception will be held in May. Further information will be coming on each.
- Bob Spong – A minor electrical shut-down will be held in the CPB later this month. It should only take an hour or so. Bids for the wind turbine will be opened March 9. Student workers will be used for spring clean-up activities.