

*President Cabinet
December 7, 2004
MINUTES*

Present: Robert Wolf, Facilitator
Pam Heglar for Dr. Carley
Robert Chunn
Sue Flaig
Adrienne Garcia
Lois Gaston
Gary Goff
Felix Haynes
John Huerta
Bruce Judd
Carlos Soto

Absent: Gwendolyn Stephenson
Sylvia Carley
Paul Nagy

Felix Haynes, Plant City Campus President provided the Cabinet members with a copy of the Plant City Enrollment Development Plan. He gave a history of the project. Dr. Haynes advised the Cabinet members that the Plant City Campus has grown each year since 1999, except for this current year, thus, the enrollment plan was conceived. The Enrollment Development Plan is expected to be funded through rent revenue at the Plant City Campus. The Cabinet members gave their approval of the plan and complimented Dr. Haynes and his deans for their efforts.

Bruce Judd, VP for Information Technology: Dr. Judd introduced invited guests from Xerox Global Services who proceeded to give a PowerPoint presentation that spoke to the issuance of a student identification card system that was of multi-purpose. These student identification cards would be transaction identification cards that provide additional access to college services for students. The representatives indicated that they have worked with other community colleges to provide expanded card services to their students and most recently, have worked with Palm Beach Community College. Ms. Barbara DeVries who worked on a similar card system as an Excel Leadership project which was presented to the Cabinet and the Board of Trustees, has been interacting with the Xerox Global Services representatives on this project, as well. Ms. DeVries indicating that there is justification for the expanded student identification card system. Dr. Judd indicated that the initial cost of the system would be approximately \$81,000, as outlined in a Campus Card Committee Recommendation sheet that was distributed to the Cabinet members. **Dr. Goff** suggested a funding proposal that would include funds that were earmarked for the installation of the Campus Cruiser project that was funded by another source (College's Fund Balance). The \$80,000 SGA funds can be transferred to the ID card project, with an additional \$1000.00 to be added to the funding pot.

ACTION: The Cabinet members approved the further processing of the ID Card Initiative.

Dr. Judd provided the following technology updates:

- Over the Holiday break if any system problems occur, staff is advised to call the “Help Desk” at 7705. The Help Desk will be in operation.
- There will be four people monitoring the system for any system failures.
- He is in the final stages of the creation of a RFQ for transitioning services from Collegis to our own staff.
- Sam Emanuel will be retiring and his position will need to be filled.

Gary Goff, VP for Administration/CFO: Barbara DeVries presented an Administrative Procedure on the guidelines for the use of petty cash funds for the Cabinet’s approval.

ACTION: The Cabinet members approved the administrative procedure for further processing and asked that “president’s approval” be included on the procedure, instead of implied.

Pamela Heglar, Dean of Student Services: Dean Heglar provided information to the Cabinet members on the 2005-2006 Academic Calendar for their subsequent approval before going to the Board for approval.

ACTION: The Cabinet members approved the Academic Calendar for further processing to the Board.

Ms. Heglar provided the Cabinet members with the Student Fee Committee Recommendation for their approval and further processing to the Board.

Mr. Wolf suggested that Gary Goff and Bonnie Carr be invited to the next Cabinet meeting to provide a report on the SGA budget flow.

ACTION: The Cabinet members approved the recommendations of the Committee for further processing to the Board.

Ms. Heglar spoke briefly on the issue of catalog review and indicated that the catalog may be reviewed on-line sooner than a hard copy draft can be disseminated. She will notify the Cabinet members when the catalog is available on-line for review and input.

Adrienne Garcia, Executive Director of the HCC Foundation provided updates to the Cabinet members as follows:

- The December mail appeal will be going out very soon. She asked for names of individuals and/or clubs to whom it should be mailed.
- Also, Dr. Garcia indicated that the appeal will be mailed to organizations that we have supported in the past by purchasing tables for their events. We are seeking reciprocal support.
- Dr. Garcia reported that she has been working with John Huerta and the Marketing Support Committee to improve the image of the college within the community.

John Huerta, Executive Director of Marketing distributed two grant concept papers to the Cabinet members for their approval for further processing. Both papers addressed the Florida Department of State, 2005-2006 cultural support for Visual Arts Grants.

ACTION: The Cabinet members approved the concept papers for further processing.

Suzanne Flaig, Director of Human Resources presented the following Administrative Rules for the Cabinet's approval for further review and processing to the College Attorney, Martha Kaye Koehler:

- Criminal Background Checks
- Recruitment, Selection, Appointment and Assignment of Personnel
- Separation Pay
- Supplemental Activity Assignments

All the rules were approved to route to Martha Kaye Koehler for her review and advice.

Around-the-Table:

Carlos Soto advised the Cabinet members that he has Super Bowl raffle tickets that can be purchased for a chance to win two Super Bowl tickets, hotel lodging and other amenities. He invited their participation in the raffle.

Robert Chunn reminded the Cabinet members that he will host a luncheon and tour on Friday, December 17th, at the Dale Mabry Campus for one of the finalists for the position of "Assistant to the President". **Lois Gaston** also mentioned that she will be hosting the other finalists for that position at the Ybor Campus on Tuesday, December 14th, which will include lunch and a tour of the campus. She too, invited the Cabinet's participation.

The meeting adjourned at 11:17 a.m.