

President's Cabinet
February 1, 2005
DRAFT MINUTES

Present:	Gwendolyn W. Stephenson	Guests:	Dean Joiner, Plant City and Staff Members
	Sylvia Carley		Richard Gaspar
	Robert Chunn		Honora Berninger
	Adrienne Garcia		Brenda-Jean Sieffert
	Lois Gaston		Nancy McDevit
	Felix Haynes		Sharon Miller and
	John Huerta		United Way Campus
	Bruce Judd		Representatives
	Paul Nagy		
	Roger Stannard (for Sue Flaig)		
	Carlos Soto		
	Robert Wolf		

Paul Nagy presented SACS Accreditation update information to the Cabinet members upon his return from a trip to Atlanta, Georgia for an Orientation meeting. He indicated that there were 38 colleges that were represented at this meeting, where the President attended, as well. Dr. Nagy indicated that we must comply with the two main principles of accreditation which are *Integrity* and *Quality*. He advised that narratives need to be relative to the criteria requirements and standards. The first Draft is due on March 1, 2005 to Alissa Zuvonich. Dr. Nagy stated that deficiencies should be identified honestly. Dr. Nagy further advised that a budget is being developed for SACS and that Dr. Bruce Judd has been designated as the Information Technology contact person. FTE/Enrollment: The current report was distributed and Dr. Nagy advised that we are going according to the distribution schedule on this.

Sharon Miller, United Way Chair and Roger Stannard, Vice Chair presented information on the 2005 United Way Campaign. They indicated that a goal for HCC was set at 15% above last year and that we accomplished 14% above last year. The theme of the campaign was "Hooray for Hollywood" and the Chair proceeded to present awards to each of the campus representatives for their participation and efforts taken to make the campaign a successful one.

Pamela Heglar, Dean of Student Services presented information on the Review of Services for Students with Disabilities, Hillsborough Community College, December 10, 2004 report. Ms. Heglar indicated that we need standardization of efforts and definitions. As a college, we need to know what is required and we need clarification on these points. Dr. Stephenson suggested that we involve an outside neutral expert on this who can provide information on issues such as student participation, criteria for accommodations; other outside services, etc. Ms. Heglar will come back to the Cabinet within the next two months with updated information.

Robert Wolf, Sr. VP for Operations reported that Ron Pierce of Senator Lee's office has requested that he send him items to present to the President to the Senate as follows:

- Updated PECO List
- Next Year's PECO List
- Re-location of the Juvenile Justice Program from Dale Mabry to Faulkenburg Road facility
- The Brick/Mortar money initiative

Mr. Wolf further advised that the Senator wants a talking piece and would like to have the information by Tuesday, 2/8/05. Dr. Stephenson announced that Pat Dix would be starting in her position as "Assistant to the President" and will be in Tallahassee for the Spring Break period.

Dr. Stephenson suggested that we need to increase money for land acquisitions. We need to come up with an acceptable figure. Mr. Wolf said that a prepaid plan is the big issue; lawsuit on governance; two-year/four-year issue and finding an FACC building is another issue.

Felix Haynes and members of the Plant City Student Services Department presented information on reorganizing that department. Dean Joiner indicated that his main goals are to reduce the wait time in the student services area and to provide more privacy to students in the student services area; particularly when they are arranging for financial aid. Some of the Cabinet members made some constructive criticisms to the plan which Dr. Joiner noted and agreed to consider. The final proposal will be brought back to the Cabinet members for their further review and approval.

Dean Joiner reported that Dr. Charity Freeman did a feasibility study at the Plant City campus and said study determined that there was a need for child care at the Plant City Campus. The child care issue will be discussed more comprehensively in a separate meeting that will be set up with the cabinet members and the president, in the near future. **Dean Jack Evans** of the Ybor Campus will speak in more detail to this issue at that meeting.

Bruce Judd, VP for Information Technology presented the Cabinet members with the following updates:

- Transition – he indicated that the a transition plan for Collegis will be established
- He advised that he is at the last steps of hiring a Systems Coordinator and a Networking person
- He reported that the campus student card system initiative should go to the next Board of Trustees agenda
- Campus Cruiser people will be coming down next week and implementation will begin within about two weeks.
- Academic Technology Committee Charge – An academic technology plan will be set up to establish procedures and processes for the Mini grants that have been established
- A training plan will be put together for faculty

Sylvia Carley, VP for Education and Student Development – Dr. Richard Gaspar, Honora Beringer, Nancy McDevit and Jean Sieffert visited the Cabinet meeting to present information to substantiate their College Preparatory Academic Affairs Cluster recommendations to keep the “C” courses in tact. The Cabinet members listened and discussed the information presented. Dr. Carley will present the Cabinet’s response to the Academic Affairs.

Gary Goff, VP for Administration/CFO made a recommendation that we hire a consultant to for the parking management program. He advised the Cabinet members that any new initiatives were due to him by February 2, 2005.

Dr. Stephenson indicated to the Cabinet members that she would like the Records Storage Imaging Project to be pursued on a district level. She also advised the Cabinet that performance evaluations of their reports should be submitted in a timely fashion.

Adrienne Garcia, HCC Foundation Director presented Foundation updates. She reported on memorial gifts and how they were received by the HCC Foundation. She indicated that any memorial gifts should have a note in the reference portion of the check denoting the person’s name in which the donation is given. A list of the names of donors is sent out to the family, no amounts are included. Dr. Garcia reported that we made over \$5000 in the recent Pirate Fest celebration; that the Foundation received a check in the amount of \$250,000 from the City of Plant City, and a state-match check in the amount \$178,000 .

The meeting concluded at 4:20 p.m.