

President's Cabinet
March 29, 2005
MINUTES

Present: Gwendolyn W. Stephenson
Sylvia Carley
Robert Chunn
Suzanne Flaig
Adrienne Garcia
Lois Gaston
Gary Goff
Felix Haynes
John Huerta
Bruce Judd
Maridru Clark for Dr. Nagy
Ellen Cangi for Dr. Soto
Robert Wolf

Maridru Clark, Management Information Systems Manager, distributed the FTE report on behalf of Dr. Nagy. She provided reminder information to the Cabinet members of the Quality Enhancement Program (QEP) Charrette sessions that were recently scheduled. Mrs. Clark directed the Cabinet members to the HCC website for review of materials for the upcoming SACS Compliance meeting on Wednesday, 3/30/05.

Robert Wolf, Sr. VP for Operations: Mr. Wolf provided information to the Cabinet members on the following:

- Concept of “tele-commuting” in the workplace - Suzanne Flaig, HR Director will look into this possibility and the implications for the college.
- TCTC/Verizon effort - Mr. Wolf reported that some revenue will be generated this year with their training programs with the Chamber and other small businesses.
- The United Way is thinking about using HCC for training purposes

Laurie Ragsdale, FACC Representative provided information on the Chapter Office. She reported that HCC’s membership has really taken a downfall over the last membership season. FACC is asking the community colleges to be at 50 % membership; we are currently at 30 to 33% membership. Ms. Ragsdale indicated that it is the plan to target new membership at orientation sessions. We need to help our employees see the benefit of FACC membership. Dr. Stephenson asked Ms. Ragsdale if she could have a membership data breakdown by campus.

Gary Goff, VP for Administration/CFO: Dr. Goff introduced David Cabeceiras who distributed the Educational Plant Survey to the Cabinet members for their review and information. Mr. Cabeceiras explained that this document helps the college establish the direction for the next five years.

Mr. Cabeceiras agreed to complete a “deficient report” and provide copies to the Cabinet members.

Dr. Goff distributed the W/MBE Activity Report for February, 2005 and year-to-date total procurements made to W/MBE by campus, from July 1, 2004 through February 28, 2005.

Steve Shields, Risk Management and Auxiliary Services Manager, provided information to the Cabinet members on the Risk Management/Safety/Workers Compensation Report for 7/1/04 – 3/22/05.

Suzanne Flaig, Director of Human Resources: Roger Stannard provided information to the Cabinet members on USERRA – protected employees. Ms. Flaig asked each Cabinet member to post the notice of VA rights. Ms. Flaig spoke to the Cabinet members about the following issues:

- Faculty contracts and Drop
- The list of Drop faculty participants through 2010
- Recruiting committee members for the “Orientation Committee”

Sylvia Carley, VP for Education and Student Development: Dr. Carley responded to the League for Innovation survey on programs and services for older adults by reiterating that HCC has continuing education programs and gives access to older adults to these programs. She indicated that for credit courses, older adults are eligible for fee waiver and may attend classes when space allows.

Gwendolyn Stephenson asked that John Huerta, Executive Director of Marketing work on a Speakers Bureau process for presentation at the May meeting of the Institutional Advisory Council (IAC)

The meeting adjourned at 12:10 p.m.