

**President's Cabinet
March 30, 2004
MINUTES**

Present: **Gwendolyn W. Stephenson**
 Sylvia Carley
 Robert Chunn
 Sue Flaig
 Adrienne Garcia
 Lois Gaston
 Gary Goff
 John Huerta
 Carlos Soto

Guest: **Mary Bendickson**

Absent: **Robert Wolf**

John Huerta, VP for External Affairs: Mr. Huerta provided an update of the Spring enrollment and explained that these figures do not reflect the apprenticeship, criminal justice or some of the dual enrollment programs. He indicated that Spring enrollment is up 3.5 percent over last year.

Dr. Sylvia Carley requested to be provided with a report that reflects total enrollment for each program at the end of each term.

Dr. Stephenson indicated that additional clarity of total headcount on the enrollment report would be helpful.

The Cabinet discussed the dual enrollment program and Dr. Carley suggested that College staff needs to focus on a more aggressive visitation to the local high schools in order to increase the dual enrollment participation of the 11th and 12th graders.

The Cabinet suggested that the College purchase advertisements in the high school newsletters to promote HCC's dual enrollment program.

Adrienne Garcia, Executive Director of the Foundation: Dr. Garcia reported that the Foundation is focusing on the upcoming Presidential Showcase scheduled for April 1st. She indicated that \$46,000 in sponsorships have been received and indicated that between the ticket sales and the silent auction, she anticipates a net proceed of approximately \$50,000.

Dr. Garcia reported that the Foundation is also working on an Alumni mailing, which will be sent out next week, to a target group of 2,000 alumni, soliciting a \$35.00 donation for the College's 35th Anniversary.

Dr. Carley suggested that the Ybor Campus Alumni Association be included in this mail out because they are a very active alumni group.

Dr. Garcia indicated that she is working with Dr. Carley on the establishment of a faculty award. Dr. Carley suggested that a staff award also be developed. Dr. Garcia indicated that she will present this suggestion to the Foundation Board of Directors for consideration at their next meeting.

Gary Goff, VP for Administration/CFO: Mr. Goff provided and reviewed with Cabinet the Campus Funding Models.

Dr. Stephenson reminded the Cabinet that if the College receives the funding that Governor Bush has promised, the College will no longer be able to state that HCC is not fully funded. She also reminded Cabinet should enrollment drop; the College will have to adjust their funding.

Dr. Gaston expressed concern regarding the reported headcount figures and that do not reflect the actual campus that the student is taking classes on.

Dr. Stephenson asked Mr. Goff to bring back to the next Cabinet meeting the suggested recommendations for review.

Carlos Soto, Brandon Campus President: Dr. Soto presented the final report on recommendations for the College's fifth campus. He discussed the challenges and funding concerns facing the initiative. Dr. Soto advised that there are plans for a high school to be building right across from the proposed campus area. He suggested that we might consider partnering with the high school in many initiatives like a dual enrollment program on the campus and other things. He advised also, that we are looking to establish a *university center partnership*. He believes that we will have good buy in from the University of South Florida and Webster University. The University of Tampa has expressed an interest but will wait before making a commitment.

Dr. Stephenson indicated that she would John Huerta to begin work on standards for signage for these partnerships and begin to formulate guiding principles which should include funding. Dr. Carley will provide information on joint facilities and programming. Dr. Stephenson suggested that a brief presentation be made on the project, to the next meeting of the Board of Trustees on April 21st and requested that she be sent packets of information on the project for transference to the board members, before the meeting.

Sylvia Carley, VP for Education and Student Development: She met with the faculty who teach college preparatory courses. Approximately ten recommendations were presented; nine were accepted and there were concerns about one. They wanted more time to consider the issue. They were presented with data on our status in the state on reading, writing and mathematics. Dr. Carley reaffirmed her recommendations that prep students take a supportive type of course like study skills or orientation and that faculty

should have a module assistant on competencies. She indicated that the group will meet with the President next week.

The meeting adjourned at 11:35 a.m.