

President's Cabinet
April 12, 2005
MINUTES

Present: Robert Wolf (Facilitator)
Robert Chunn
Adrienne Garcia
Lois Gaston
John Huerta
Bruce Judd
Paul Nagy
Bonnie Carr (for Dr. Goff)
Pamela Heglar (for Dr. Carley)
Donna Miller (for Ms. Flaig)
Fred Webb (for Dr. Haynes)

Absent: Gwendolyn W. Stephenson
(attending the AACC Conference)

Sylvia Carley (attending the
AACC Conference)
Felix Haynes (attending the
AACC Conference)

Paul Nagy, Executive Director of Strategic Planning and Institutional Research provided the Cabinet members with SACS updates as follows:

- He indicated that a faculty/staff survey will support unit planning and program review for all areas including academic, educational support and administration.
- As a spin-off from the SACS effort requiring that faculty is appropriately credentialed and eligible to teach in specific programs, data has been inputted establishing a faculty credential system to check qualified faculty. This information will serve as a management system.
- The Compliance review meeting will continue this Wednesday. Deans may be invited to participate by their respective Campus Presidents.
- Dr. Nagy has some appointments next week to look at the Wyndham and Marriott Hotels in preparation for SACS visits and the use of their conference centers, as well as hotel accommodations for the team.

Dr. Nagy distributed the HCC registration updated for Spring 2005, Term 05/SP, showing registration activity through April 10, 2005. Dr. Nagy indicated that a review of the enrollment target needed to be discussed. The question of growth and how much enrollment growth is targeted needs to be established. Bonnie Carr advised that currently, Budget is using a 5% growth rate in their budget calculations. Mr. Wolf suggested that this be an Agenda item for the next Cabinet meeting and that ample time be devoted to this issue with the consultation of Dr. Stephenson. It will be placed on the next Cabinet Agenda.

Jan Schwartz, Planning, Research and Evaluation Director presented a brief overview on the "Freshmen Experience". Some of the objectives of the program are:

- Retain Students
- Reduce student sense of academic difficulty
- 24/7 access to student information systems

Dr. Schwartz indicated that this program speaks to access and success of students. Students will be assigned a faculty mentor who will provide early alert information on student performance. This program will work closely with the Dean of Student Services, Pamela Heglar. Dr. Schwartz indicated that she will be sending out more detailed information on this initiative at a later time.

Dr. Judd inquired as to the “24/7” access. Dr. Schwartz indicated that general student services will be available electronically and that the website has been drafted and targeted for use in the Fall session.

Adrienne Garcia, Foundation Director advised that she is working on internal pledges and will be calling on those Cabinet members whose pledges are pending.

Bruce Judd, VP for Information Technology: Dr. Judd provided the following updates:

- Email system is down
- A new piece of software was installed which can monitor the traffic on individual computers for personal control and protocol on web traffic. This software will analyze the network
- During the meeting, Dr. Judd reported that email was now up and running and that it was a log-on problem.
- Campus Cruiser – Each campus and the district offices will have college calendars and announcement boards. Someone from each campus should be designated to manage the updating of calendars and announcement boards. These boards should be updated on a weekly basis, minimally, and ideally, on a daily basis.
- In reference to HCC students being issued email addresses and responses to their email inquiries to the college; it was suggested that these inquiries might be answered through the Call Center that will be established with the initiative of the Freshmen Experience presented by Jan Schwartz. Dr. Judd indicated that by mid-summer, infrastructure should be put on each campus to respond to emails.

Dr. Gaston asked about the use of message boards as an alternative to discussion issues over the email, as was suggested by the President in the wake of 911. Dr. Judd responded that in the future, additional services could be accomplished, as the need arises. He views this as an option and will come back to the PC on this subject. He is trying to keep the system manageable at this point.

Bonnie Carr, for Gary Goff, VP for Administration/CFO presented some DRAFT information on the FY 05-06 BOT Workshop information. The document presented was reviewed by the Cabinet members for suggestions on finalizing the document.

Around-the-table:

Carlos Soto suggested that we look at better ways to collectively apply the use of SGA monies.

John Huerta reported that his office will be generating another external electronic survey about how the community feels about us.

Donna Allen, will be meeting with SEIU representatives tomorrow.

Lois Gaston reported that she and Mr. Wolf, along with other principals, met with Fleichman and Garcia, architects at the Plant City campus to talk about the Plant City Campus and the Ybor City Campus partnering for the construction of the Fire Program's Burn Tower. The project was determined to be feasible from this meeting. In the near future, a revised plan will be laid out for this project. Mr. Wolf indicated that we are working on several possibilities for this initiative in Public Safety.

Bonnie Carr reported that the 2004-05 Financial Audit is being wrapped up.

Robert Wolf advised that the Tampa Chamber of Commerce has made some overall positive comments about the community college.

The meeting adjourned at 11 a.m.