

President's Cabinet
April 13, 2004
MINUTES

Present: Robert Wolf (Facilitator)

Absent: Gwendolyn W. Stephenson

Sylvia Carley
Robert Chunn
Suzanne Flaig
Adrienne Garcia
Lois Gaston
Gary Goff
Felix Haynes
John Huerta
Bruce Judd
Carlos Soto

Adrienne Garcia, Director of the HCC Foundation provided update information on the recently held President's Event. She indicated that the Foundation's goal was to raise \$50,000 from the event, but she believes that when figures are final, we will come close to having raised \$70,000. She indicated that a letter was received from the Wallaces' thanking HCC for allowing them to host the event and their appreciation and honor at a scholarship being put in their name. Dr. Garcia informed the Cabinet members that we are in the process of sending out an alumni appeal and an appeal to faculty and staff is being worked on.

Sylvia Carley, VP for Education and Student Development provided information on the Workforce Alliance meeting that she recently attended. She indicated that our workforce board is being monitored by the Workforce Essentials Board. She further reported that the High Skills, High Wage committee met. Dr. Carley advised that she will send out some information that talks about the industries in Florida and the fastest growing fields. She requested of the Workforce Alliance to provide an assessment for Hillsborough County. 2004-2005 Student Services Goals: Dr. Carley distributed an information sheet on the 2004-2005 goals of Student Services and asked that the Cabinet members review the document and get back to her with any comments that they might have in that regard. A revised document will be submitted to the President for her subsequent approval.

Gary Goff, VP for Administration/CFO: Mr. Goff informed the Cabinet that we have received RFPs for custodial services and food vendor responses. The Committee is currently evaluating two of the vendors. We received two proposals for beverage vending, one from Coke and one from Pepsi. The proposals are being reviewed. Dr. Carley commented that "for the record" she is opposed to beverage advertising on the school catalog, but would agree that advertising could be posted on the course schedules.

Mr. Goff distributed a Credit Card Users Chart which lists all HCC personnel who have been issued credit cards from the college. He suggested that each of the Cabinet members review the list and determine if the list should remain the same, or if any

deletions or additions are recommended. Direct Deposit - Mr. Goff reported that the college is down to 13 employees who will not change to direct deposit. Mr. Goff mentioned that in the new Fall semester it will be mandated that adjunct faculty process their pay through direct deposit. District Parking Administrative Rule- Mr. Goff advised that the Parking Committee submitted their preliminary report at the last Institutional Advisory Committee meeting; however, the President indicated that more information was needed. The parking rule is still in effect. Vehicles may be towed after the first citation is issued. If there are violations of City or County parking rules, the City or County has been issuing tickets on campuses. Estimated Cost of Business Increases FY 2004-2005 – A revised sheet of budget information (page 26) was distributed to the Cabinet members for their information and review.

Bruce Judd, VP for Information Technology indicated that in regards to the Budget, he anticipates needing about \$35 - \$40 thousand dollars in order to upgrade the system hardware. The Cabinet members agreed that funds should be allocated and Mr. Goff was to look into the matter.

Dr. Carley and Mr. Goff distributed a Tentative Schedule of FSPD Projects for FY 2004-2005. After some suggested adjustments are made, the Cabinet members ***agreed to approve the schedule.***

John Huerta, VP for External Affairs: Mr. Huerta distributed an HCC registration update for the Spring, 2004 term showing registration activity through April 11, 2004. He indicated that we are over our 3% projection for Spring registration. Mr. Huerta indicated that his department has been given charge to develop a process by which to facilitate nominations to various local/regional/national awards publications. He commented that we needed to come up with a process to submit nominations and that he was open to suggestions from the Cabinet members. Grant Concept Papers- Two Grant Concept papers were submitted for the Cabinet's information and approval for further processing: NSF-ATE-IT3 Center grant which was **approved for further processing** and Florida Campus Compact Impact Grant submitted by Dr. Sharon Miller is approved to move forward once Adrienne Garcia, Sylvia Carley, John Huerta and Gary Goff, have collaborated on the information contained in the grant document. The submission date for this grant is April 15, 2004. Color Palette- Mr. Huerta distributed a HCC marketing color palette of the official colors that are used in publications that emanate from his office, including catalogs and major pieces. He indicated that this is the official palette of colors that would be used when any publishing requests are made to his office.

The meeting adjourned at 11:20 a.m.