

President's Cabinet
April 25, 2005
Minutes

Present: Gwendolyn W. Stephenson
Sylvia Carley
Robert Chunn
Suzanne Flaig
Adrienne Garcia
Lois Gaston
Gary Goff
Felix Haynes
John Huerta
Paul Nagy
Carlos Soto
Robert Wolf

Absent: Bruce Judd (LOA)

Guests: Barbara DeVries

Paul Nagy, Executive Director of Strategic Planning and Institutional Research distributed the enrollment report showing registration activity through April 10, 2005. Dr. Nagy advised that the Faculty/Staff Survey will be submitted to the college community. He indicated that in the future, the survey will be rolled out on a regular basis of every two years. Dr. Nagy advised the Cabinet members of the upcoming visit of David Carter and the necessity of having our first Draft review before that visit.

Dr. Nagy distributed a 2005-06 enrollment target document. Dr. Stephenson indicated that our target needs to be at 5% and should be based on legitimate enrollment.

Gary Goff, VP for Administration/CFO: Dr. Goff introduced two representatives from an organization called HigherOne. A comprehensive PowerPoint presentation was given to the Cabinet members, detailing their prospective services to the college to establish student accounts, particularly, for new students, which would work with the student being issued a student card that will have a multi-purpose for various financial services. The presentation and the information was very well received by the Cabinet members and the President were accepting of the services being offered, through little or no cost to the college. Implementation of the service is targeted for the Spring, 2006 semester.

Adrienne Garcia, Director, HCC Foundation: Dr. Garcia reported on the HCC Internal Campaign and distributed a list of contributors to date. She asked the Cabinet members to follow up with Deans, Directors and other administrators to encourage them to participate. Dr. Garcia reminded the Cabinet members of the upcoming President's Event, scheduled for Thursday, April 28, 2005.

Sylvia Carley, VP for Education and Student Development: Dr. Brian Mann, Technical Programs Director presented the Local Perkins Performance Report to the Cabinet members for their information and discussion.

John Huerta, Executive Director of Marketing: Mr. Huerta presented a Grant Concept Paper initiated by Charity Freeman for HCC Achieving the Dream (A&D) Core and Data Teams for the Cabinet's approval for further processing.

ACTION: **The Cabinet members approved the Grant Concept Paper for further Processing.**

Steve Shields, Risk Mgt. & Aux. Services Director provided a safety training presentation to the Cabinet members which is an interactive training CD that will yield proficiencies in safety for HCC employees. The training CD will be available for current and new employees by May 15, 2005.

Suzanne Flaig, Director of Human Resources distributed the Organizational Structure Chart for 2005. Ms. Flaig asked that the Cabinet members provide feedback and changes to her at the next meeting of Leadership. She indicated, also, that the Organizational Chart is posted on the HCC website. Ms. Flaig distributed FLSA audit packets to the Cabinet members requesting that they be completed and forwarded to her office by May 27th.

The meeting was a full-day session with SACS review in the afternoon.