

President's Cabinet
May 24, 2005
MINUTES

Present:	Gwendolyn W. Stephenson	Guests/Presenters:	
	Sylvia Carley		Bonnie Carr
	Jack Evans (for Dr. Gaston)		Rhonesia Dennard
	Suzanne Flaig		Barbara DeVries
	Adrienne Garcia		Larry Grubbs
	Gary Goff		
	Barbara Goldstein (for Dr. Chunn)		
	Felix Haynes		
	John Huerta		
	Bruce Judd		
	Paul Nagy		
	Carlos Soto		
	Robert Wolf		

Paul Nagy, Executive Director of Strategic Planning and Institutional Research distributed the HCC registration update for the Summer Term, 2005. He advised that this was a daily report for the summer and then it goes to a weekly frequency for the rest of the summer. This update showed registration activity through May 23, 2005. Campus totals are down. Jack Evans indicated that for the Ybor Campus there were still some figures for the academies that have not been included.

Under Dr. Nagy's direction the SACS Standard 3.4.14 was turned over to **Dr. Bruce Judd, VP for Information Technology** for further discussion which focuses on three different aspects of technology: *Enhancing Student Learning with Technology*, *Appropriateness of Technology* and *Student Access to and Training in the use of Technology*. Dr. Judd indicated that he will change some of the obvious typos that were in the document; however, he asked for the Cabinet members' review of the document to see that we are in compliance. Dr. Judd indicated that he will generate a survey to faculty and get them involved in the survey as well. Dr. Nagy indicated that 27% of our standards are in non-compliance, at this time. This is, however, not a number to cause alarm.

Dr. Nagy advised the Cabinet members that September 21, 2005 is the deadline date for the *Second Compliance Certificate*. Policies/Procedures, narratives should be posted to the Web. The first draft of the QEP will be due on this date, as well. Some improvement initiatives have already taken place as follows:

- Faculty Credentialing System will be tested soon.
- Complaint form for everyone on policy issues
- Focus on student learning outcomes
- Maintenance Plan

Dr. Nagy reported that the consultative visit by Dr. David Carter indicated that we need to make a shift in perspective on the "barriers in courses" topic.

Gary Goff, VP for Administration/CFO and members of the Budget Team for the College presented and detailed the DRAFT FY 2005-2006 Budget. This document will be presented at the upcoming Board of Trustees Workshop and finalized at the regular June Board meeting. Dr. Goff asked the Cabinet members to provide any additional input on the budget draft by this Friday, May 27, 2005.

Sylvia Carley, VP for Education and Student Development: Dr. Carley briefly reported on the following items:

- Conference on the Lumina Project with the State
- CCSSE Highlights on the Florida Consortium, 2004
- The Effects of Low Income on Students' Educational Experiences (Free Lunch Programs)
- Postsecondary Success Begins with High School Preparation

Dr. Carley made a request to the Campus Presidents to ask their respective Student Activities Coordinators to submit an annual report to her office. Dr. Carley indicated that she would have Pamela Heglar, Dean of Students send to them the format that the annual report should follow.

Dr. Carley advised the Cabinet members that *OPPAGA*, a research arm of the legislature, will be visiting the different campuses on June 13, 2005 to speak to certain groups. The issue that they will speak to will be "Excess Hours" and what we are doing to reduce the likelihood of our students taking excess hours to graduate. Mr. Wolf reaffirmed the role that OPPAGA is taking through the state in reviewing a variety of issues such as IT, class size, cost analysis and adult education expenditures. Academic Affairs Recommendation: Dr. Carley advised the Cabinet members that a recommendation was made to alter the grade that a student will need to make in MAC 1105 before moving forward to the next math level. This issue will be presented to and covered in more detail at the next scheduled Leadership Team meeting.

Suzanne Flaig, Director of Human Resources reported that a meeting was scheduled with SEIU representatives for Thursday, May 26, 2005.

Bruce Judd, VP for Information Technology reported that the Web Advisor was down for the next few days. He indicated that class rosters would likely be impacted.

Gwendolyn Stephenson, College President solicited the involvement of the Cabinet members in the hosting of Jian Zhang, Assistant Dean of Faculty at Suffolk Community College as a funded fellow participant in the "Achieving the Dream" program. The college's contribution for this fellowship would be approximately \$6000 with a calendar of fellow activities being hosted by different members of the Cabinet. Several of the Cabinet members volunteered to be an active part of developing and sponsoring a calendar for Jian Zhang. Dr. Stephenson will provide more information as it becomes available.

Meeting Adjourned at 12:10 p.m.

(This information sheet will NOT be included in the Minutes that are publicly posted, unless otherwise directed.)

The President requested the following information from:

- Suzanne Flaig
 1. Number of Retirees at all college locations
 2. Number of Faculty at Valencia C.C., St. Pete College, Broward C.C., PBCC and FCCJ

- Sylvia Carley
 1. Work on a development plan (with others) that will support daily activities at the campuses.
 2. Conduct a review of the SGA issues, particularly, Athletics with Gary Goff and Bob Chunn. (Dr. Stephenson indicated that she will write up a charge for the SGA Committee).
 3. How much is being spent by SGA in the categories listed on the DRAFT Budget document, page 78?
 4. Re: International Education – this item will be addressed in an upcoming Leadership meeting.

- Gary Goff
 1. Dr. Goff agreed to initiate a notice to the Cabinet members on the availability of Matching Funds, as referred to on page 73 of the DRAFT budget document that was circulated to the Cabinet.