

President's Cabinet
June 21, 2005
MINUTES

Present:	Gwendolyn Stephenson Robert Chunn Sylvia Carley Adrienne Garcia Lois Gaston Gary Goff Felix Haynes John Huerta Jerry Inman (for Suzanne Flaig) Bruce Judd Paul Nagy Carlos Soto Robert Wolf	Guests: Matt Werhner Brian Mann
-----------------	---	---

Paul Nagy, Executive Director of Strategic Planning and Institutional Research provided the Cabinet members with an HCC registration update for Summer Term, 2005. Dr. Nagy indicated that enrollment is low right now. Dr. Nagy reported on the QEP topic of “Improving Student Learning Outcomes in Gateway Courses”. He indicated that this document would be released to the HCC College Community, today. Dr. Stephenson reminded the Cabinet that in a past meeting of the Cabinet, we discussed the marketing aspect of this initiative. Dr. Nagy said that he would meet with John Huerta on this issue. Dr. Nagy advised that we might initiate a contest for staff and students to come up with a two or three word phrase for the QEP topic that would facilitate the understanding of what the QEP topic was and what it meant.

Matthew Werhner, Science Faculty and Chair of the Task Force for Associate of Arts Program Review introduced and discussed the Task Force Findings, Final Report, Spring, 2005. The Strengths, Weaknesses and Recommendations were reviewed and discussed in much detail. Mr. Werhner did maintain that the efficacy of the data did come up in the Team meetings and how the data is reviewed and what it means. Mr. Werhner suggested that data should be presented to facets of the college community so that it can be improved. Dr. Gaston commented that we needed to respond to and examine the data given. Mr. Werhner expressed his feelings on the model and the process. He indicated that it was a well organized and effective method in which these undertakings were processed. In terms of the data, we need to know what is actually being analyzed.

Brian Mann presented the Task Force Findings on the Industrial Management Program Review as one of the members of the Task Force, in the absence of Judith Horvath, Chair. After some review and discussion, the President asked that Dr. Carley come back to the Cabinet with a recommendation on how we can deal with this kind of program

which is unique in nature and structure. Dr. Carley indicated that she would like Brian Mann and Karen Griffin to be the point persons along with the academic deans to respond to the recommendations and make a recommendation to the Cabinet members on the recommendations. She further indicated that Gary Goff should be consulted on financial recommendations. This will provide a point of closure on the review process.

Adrienne Garcia, Director of the HCC Foundation provided Foundation updates to the Cabinet members as follows:

- The Foundation Audit will be completed within about 30 days.
- We have purchased a new software package, “Financial Edge”. This software will facilitate an internal check on funds.
- A new Executive Staff Assistant has been hired, Dianne Birkhead. She will begin work on Thursday.
- Dr. Garcia advised that she needs help with scholarships and who at each of the campuses should be contacted. She would like to move on this by August 1st.
- Would like a menu as to looking for smaller ways to contribute to the Foundation.
- Dr. Stephenson said that we need to come up with an annual list of projects to be funded by the Foundation.
- Dr. Stephenson suggested that this also be taken to the Board of Trustees.

Bruce Judd, VP for Information Technology advised the Cabinet members that he has been getting emails from the staff on how problems previously addressed by Collegis staff should be handled now. He said that a formal process will need to be enlisted. However, Sylvia Carley and Gary Goff said that the current process is Not responsible enough. Dr. Carley indicated that she would like an assessment to be done, particularly on the “patches” implementation and would like to prioritize individual project requests. Dr. Judd indicated that he would direct the people who are doing the prioritizations to the Department Heads. It was suggested by Robert Wolf that Bruce Judd, or his designee be the person who provides information on the status and dynamics of the patches. Dr. Judd indicated that he will send out a monthly update on the patches and discuss it at Leadership.

Dr. Judd expressed confidence that even in the wake of change from Collegis management; we will not fail as an institution. Once all new personnel is in place and appropriately trained in Datatel, which should take three to six months, systems will be running smoothly and efficiently.

ImageNow and Hershey Imaging Systems: Dr. Judd reminded the Cabinet members of the recent presentation provided to them at the last meeting of two organizations that provide imaging services to educational institutions. It was determined at that meeting that a team from HCC should be sent to universities that are currently using these services. A team of eight to ten persons who will be designated by their leaders as end users and representatives from Financial Aid and Admissions and Records, should be sent on this trip. The travel expenses will be paid for by Dr. Bruce Judd using the seed money for this project. Dr. Judd advised the Cabinet members that he has arranged with

the University of Alabama who uses the Hershey system and the Texas State Technical College who uses ImageNow for the visitations to take place some time in July. He asked that the affected Cabinet members send him the names of the persons who will participate and his office will initiate the travel requests. Complaint Response: Dr. Judd made reference to a recent complaint email and response that was originally sent to the President. The complainant indicated that on several occasions in attempts to reach different HCC offices, she was unsuccessful, including not be able to reach an operator or someone with consistent information. Dr. Judd solicited the assistance of the Cabinet members to attempt to correct this problem. Dr. Judd indicated that we need an internal review, particularly as regards “Operator” assistance. He said that he had attempted to reach the HCC Operator extension 7000 and was lost in the phone menu that never allowed him to reach an operator. The following suggestions were offered:

- Dr. Lois Gaston suggested that an analysis of each campus’ calls be made; particularly in the offices of Financial Aid; Admissions and Records and Advising and Counseling where most callers to the institution are making calls.
- Dr. Judd suggested that we utilize Hawk Net more.
- More attention to maintaining voice mail and email boxes and clearing messages when the boxes are full would help to facilitate calls into the institution.

Gwendolyn Stephenson, referred to the DRAFT Institutional Advisory Council (IAC) Minutes of the last meeting (The Minutes will not be approved until the Council meets again in September). She drew attention to the presentation of Students United for Gay, Lesbian, Bisexual and Transgender organization on the Ybor Campus. She indicated that these students have requested that the words “sexual orientation” be added to the Student Handbook under “Student Code of Conduct”. Dr. Stephenson advised that at the last meeting of the Board of Trustees on June 15, 2005, some of the same students shared their concerns with the Board when the Chairman read the “Student Hearing” designation on the Agenda. These students reiterated their wish to have these two words added to the Student Handbook. **A committee led by Dr. Sylvia Carley with the assistance and input of Pamela Heglar, Pat Dix, Martha Kaye Koehler and Suzanne Flaig will be formed to address this request in every appropriate aspect. Dr. Carley will be charged with getting this committee together.**

Dr. Stephenson shared information with the Cabinet members that Roger Stannard of Human Resources was now the United Way Chairperson and that she would like someone from John Huerta’s area to be the Co-Chair this year.

John Huerta, Executive Director for Marketing presented the following three Grant Concept papers for the Cabinet’s review and further processing:

- FDOE – SUCCEED Florida – Nursing Education Grant Program
ACTION: Approval contingent upon a restructuring of financing
- Arts Council of Hillsborough County-Cultural Development-Film Festival
ACTION: Approved for further processing
- FDOE-Carl D. Perkins FY 2005-2006
ACTION: Approved for further processing

Around-the-Table:

Sylvia Carley reported to the Cabinet members that the Lumina: Achieving the Dream grant was received and the award was for \$400,000. In addition funds from different locations of her budget are being used to buy computers for filling requests for program review areas and Test Centers. We have some priorities.

Lois Gaston reported that we are working on securing land for the First Responder Program.

John Huerta reported that he recently received a call from a newspaper person representing The Wall Street Journal and asking about the differences between accreditation regions. He believes that the inquiry may have stemmed from a lawsuit from a student of Florida Metropolitan University (FMU) who experienced the inability to transfer credits to another college. Dr. Carley indicated that in the State of Florida we are guided by a common course system for transfer credit. Mr. Huerta also advised that reporters want information on our auto-collision program.

Gary Goff reported that the Capital Improvement Plan was sent out and that responses to the plan should be forwarded to David Cabeceiras by Friday of this week.

Jerry Inman, sitting in for Suzanne Flaig, reported that the wage and salary input will be sent out in the July 29th pay check. The next pay check will reflect retroactive pay to July 1st. Dr. Stephenson asked that Mr. Inman assure that an email be sent out before July 1st explaining how the pay increases will be disbursed.

Carlos Soto shared his pride of Marilyn Barger, Sabrina Shapiro and Eric Row working with the Department of Labor and other school districts, as well as with Brian Mann on community based job training grants.

Robert Wolf reported that he and some of the BOT members may be making a trip to Washington in reference to various project initiatives at HCC. Meetings are scheduled with the Environmental Protection Agency in reference to Green Buildings; with the Justice Department in reference to the Public Service Training Program and with the Economic Development Administration in reference to the former W.T. Edwards property.

The meeting adjourned at 1:10 p.m.