

**President's Cabinet**  
**June 7, 2005**  
**Minutes**

<b>Present:</b> Gwendolyn W. Stephenson Sylvia Carley (half-time) Robert Chunn Jack Evans (for Dr. Gaston) Suzanne Flaig Adrienne Garcia Gary Goff Pamela Heglar (half-time for Dr. Carley) John Huerta Bruce Judd Paul Nagy Carlos Soto Fred Webb (for Dr. Haynes) Robert Wolf	<b>Guests:</b> Amanda Burgess, Perceptive Software Hershey Systems, Kent F. Boom, CEO and Doug Norton
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**Paul Nagy, Executive Director of Strategic Planning and Institutional Research** distributed the DRAFT 2005-2007 Institutional Effectiveness Plan to the Cabinet members for their information, review and any further comments on the document to be forwarded to him by Friday, June 10, 2005. Another DRAFT document was distributed entitled: Task Force Findings, Final Report: Associate of Arts Program Review, Spring, 2005. Dr. Nagy pointed out that for this document, the entire review is done by a Taskforce. Dr. Nagy indicated that the rest of the college community will have an opportunity to view these documents. All college administrators will be sent hard copies and the documents will appear in public folders, as well. Dr. Nagy advised that it is very important to follow-up on these; a semester later and then a year later. Recommendations need to be listed and what actions have been taken.

Dr. Nagy distributed enrollment and registration information for the Summer Term, 2005 showing registration activity through June 5, 2005.

**Sylvia Carley, VP for Education and Student Development:** Ms. Pamela Heglar, Student Services Director, presented information on the Student Activity and Service Fees Budget for 2005-06. A detailed "Comparison of Budget to Requested New Funds" sheet was distributed and discussed with Cabinet members. Dr. Stephenson commented that we need to take a long-range approach on SGA funding. OPPAGA: A Draft document entitled: Office of Program Policy Analysis and Government Accountability (OPPAGA) Site Visit, June 13, 2005 was distributed to the Cabinet members for their information on the upcoming site visit to HCC.

**Bruce Judd, VP for Information Technology:** Dr. Judd introduced Amanda Burgess, proprietor of Perceptive Software who gave a PowerPoint presentation on imaging software that is in partnership with Datatel. Ms. Burgess advised that her company's

main product, “Imagenow” was founded in 1989. Her presentation was informative of the different services offered by Perceptive Software; the implementation process and the time frame involved in the implementation process. Ms. Burgess concluded her presentation with the distribution of a booklet of detailed services offered by her company.

Dr. Judd introduced Mr. Kent F. Boom, President of Hershey Systems who gave a brief overview of Hershey Systems which was founded in 1966 and have a history with imaging technology since 1984. Mr. Boom introduced, Doug Norton who proceeded to give a PowerPoint presentation on the services offered by Hershey Systems, specifically to educational institutions, noting that they were not partners with Datatel, but that their unique software packages are compatible with Datatel. Mr. Norton advised that two of the unique features to Hershey’s system were “image notes” and “single sessions”. The “single sessions” component allows a non-user to use the system for a specified period of time. This time frame can be up to a two week period. Mr. Norton referred to this feature as the “poor man’s temporary license”. Another unique feature that was expressed by Mr. Norton was the ability to use bar codes for electronic signatures like those used by the federal government. Dr. Judd solicited the Cabinet’s input on the two presentations on imaging products being offered by each.

Dr. Stephenson suggested that the Cabinet members give general feedback on the two presentations, but that representatives from Student Services, Human Resources, Finance and Financial Aid visit different schools that have Datatel sites and make an assessment of their imaging systems and the services that are being offered before a decision is made on the two vendors that presented.

**Pat Dix, Assistant to the President for Equity and Special Programs** distributed the Florida Educational Equity Act Report, 2004-2005 Annual Update. Ms. Dix advised the Cabinet members that the statistical information being used in the document is from 2004, as directed by the Department of Education.

**John Huerta, Executive Director of Marketing** presented a Grant Concept Paper on USDOE – FIE-IT3 Training K-12 Community College Faculty for the Cabinet’s review and their determination to further process the paper.

**ACTION:** The Cabinet members agreed that the Grant Concept Paper should be further processed.

**Adrienne Garcia, Director of the HCC Foundation** reported that she recently met with a female athletic coach who made a proposal to her for a “hoop it up” event at HCC. Dr. Stephenson asked that Dr. Garcia provide information on how this event has worked at other institutions before we entertain the proposal and commit to the use of our facilities. Dr. Garcia will work on providing more information on this proposal and readdress it at an upcoming Cabinet meeting.

*Gary Goff, VP for Administration and CFO provided informational documents to the Cabinet members on the following and briefly discussed the items, as well:*

- *Operations Audit*
- *FY 05-06 Budget*
- *SREF Report – There is a 60% reduction in SREF.*
- *W/MBE Report*
- *2004-2005 Requests for Proposals Timeline*

*Suzanne Flaig, Director, Human Resources asked for recommendations for strategies for performance appraisals and completing them on the employees' anniversary dates of employment. Some of the Cabinet members offered suggestions on how that process may be facilitated on a timely and consistent basis. Ms. Flaig indicated that HR is prepared to provide a list of anniversary dates for HCC employees.*

***Around-the-Table:***

*Mr. John Huerta reported that his office has gotten several inquiries as to the distribution of the publication "Inside at HCC" and not receiving same on a regular basis. He asked for the assistance of the Campus Presidents to assure that this publication is distributed to all campus mailboxes.*

*The meeting adjourned at 3 p.m.*