

*President's Cabinet*  
*August 30, 2005*  
*MINUTES*

**Present:** Robert Wolf (Facilitator)  
Jan Bullard  
Sylvia Carley  
Robert Chunn  
Suzanne Flaig  
Adrienne Garcia  
Lois Gaston  
Felix Haynes  
John Huerta  
Bruce Judd  
Paul Nagy  
Carlos Soto  
Robert Wolf

**Absent:** Gwendolyn Stephenson (LOA)

**Adrienne Garcia, Director of the HCC Foundation** provided the Cabinet members with various Foundation updates as follows:

- On September 23, 2005 the Foundation's Scholarship Breakfast is scheduled. Dr. Garcia indicated that Mayor Iorio will be at this event. She asked their assistance in identifying two or three prospects for attendance at this breakfast.
- The Ybor Rotary will be giving two \$10,000 scholarships to HCC.
- Hillsborough Education Foundation is giving us a check for \$40,000.00.
- The Golf Classic is scheduled for The Tournament's Players' Club on December 5, 2005. She indicated that the Tee-off time is at 1 p.m.

**Carlos Soto, Brandon Campus President**, provided a hand-out to the Cabinet members that introduced the Brandon Campus (2005-2006) Educational Excellence Organization (EEO), Student Services Reorganization and Implementation Targets, DRAFT PLAN. Dr. Soto gave a comprehensive description of the proposed reorganization plans for Student Services, at Brandon, to the Cabinet members. This reorganization is funded in his budget.

**Paul Nagy, Executive Director of Strategic Planning and Institutional Research** shared some SACS updates with the Cabinet members indicating that at a recent SACS meeting, a new faculty roster was approved by them. **Enrollment Report:** Dr. Nagy provided a HCC registration update for Fall, 2005 showing registration activity through August 29, 2005 which was the fourth day of classes. In regards to the enrollment report, the Cabinet members asked for a weekly report, after the first day of registration and to move up the daily report, five days before it is currently. Dr. Nagy agreed to the terms of the revised weekly reporting. However, he did reiterate that this may necessitate some requests for other information having to be denied because of workload considerations.

**Sylvia Carley, VP for Education and Student Development reported** that in regards to an Academic Affairs update, the Chair of the Academic Affairs Committee will not meet for the semester until the next two weeks, or October 1, 2005. She will be sending a request out to the Campus Presidents asking for:

- List of all faculty
- Full-time faculty' first evaluation
- End of term verification
- Faculty goals

The Florida Leadership Academy: This year the Academy is asking us if we would like to participate. Dr. Carley indicated that she has seen the positive affects of this participation, which is a one-year program and requested of the Cabinet members the names of staff to participate. The following recommendations were provided to Dr. Carley in the meeting:

- The Cabinet members nominated Dr. Bruce Judd to apply for Leadership Tampa. Furthermore, Dr. Judd indicated that he would accept the Cabinet's nomination to participate in Leadership Tampa.
- Dr. Chunn nominated Dr. William Clark to the Leadership Academy
- Dr. Gaston nominated Mr. Jack Evans to the Leadership Academy

Smart Thinking: Dr. Carley raised the subject of site licenses for "Smart Thinking" and asked for contributions to this effort. Dr. Judd's budget is already providing nearly half of the revenue needed for this purpose. Dr. Soto said that his campus would contribute \$5000; Dr. Haynes tentatively contributed \$2000; Dr. Chunn contributed \$5000 and Dr. Garcia said that the Foundation will consider a contribution, as well. Dr. Carley indicated that we are looking at a new area of access which will be Talent Search, CROP, Student Support Services, or collectively, TRIO.

Dr. Carley asked the Cabinet members for names of individuals who might work with the 21<sup>st</sup> Century Classroom Center. The following names were submitted:

- Chad Hyatt
- Dave Cabecieras
- Liana Fox
- Carl Schwiebinz
- John Reffue
- Beth Johnson

We had a Student Service Program Review in the recent past. One of the elements that were critical in this area was "people". With this prelude, Dr. Carley introduced Pamela Heglar, Dean of Student Services who provided information to the Cabinet members on Hillsborough Community College's "Empowering Students by Providing Exceptional Service", (ESP) training program. Ms. Heglar explained the program and asked for the Cabinet members' endorsement on this program initiative. Mr. Wolf advised that the Bursar and Financial Aid should be included in this program. A module of the program will be presented at the next meeting of Leadership. The Cabinet members agreed that the ESP program looked good.

**Bruce Judd, VP for Information Technology** provided the Cabinet members with some update information. He advised that his office had some inquiries in reference to the directive of not turning off our computers at night. The reason for this request was so that our computers could be updated overnight. Dr. Judd said that we are now working on a timeline and plan for Campus Cruiser. Dr. Judd reported on the enrollment method and indicated that two thirds of our registration was Web registration and the other third was walk-in registration. Web registration is working effectively based on the number of transactions, not on students. He recommended the discontinuance of the telephone registration system. It is in need of being updated which will be a very costly venture. Dr. Judd is suggesting a phasing out of the telephone registration system, but more discussion on this issue will need to take place before a decision is made. Mr. Wolf asked Dr. Judd and Dr. Carley to work together to see how we can exit this system appropriately. A recommendation should be brought back to the Cabinet.

Imaging Project: Dr. Judd provided an update on the Imaging Project and reported that two groups will be going to Texas and Alabama to see the operations of “Image Now” and “The Hershey” systems. Dr. Judd asked the Cabinet members to look at the list of people who said “yes”. Dr. Carley is recommending that someone from the Financial Aid area attend. The travel is scheduled to commence on September 19, 2005 and Dr. Judd would need to bring the travel to finality by the end of the week, or by the first day or two after the Labor Day holiday.

**Sue Flaig, Director Human Resources** introduced Jerry Inman who provided update information on Administrative Procedures:

- Employment Category – Identification changed from 2.001 to 3.01
- Human Resources Actions (HRAR) – Identification changed from 2.014 to 3.07
- Personnel Files – Identification changed from 2.016 to 3.09

The Cabinet members were made aware of the changes in these procedures and agreed that they **could be further processed with the appropriate changes being made.**

**Roger Stannard, Employment Manager in HR** provided the Cabinet members with “Draft Guidelines for Hillsborough Community College Employee Recognition Awards” and “Employee Recognition and Service Awards PROPOSAL”. The Campus Presidents will be responsible for campus celebrations and Mr. Wolf asked Dr. Carley to work with Christine Thomas, Eileen Menendez and Nancy Ferrara to coordinate such celebrations for the district offices. Ms. Flaig requested that this initiative be prepared for next year so that it may get the attention and planning that it warrants. The Cabinet members agreed to implement this proposal next year.

**Kay Sanborn, Benefits Manager in HR and Chair to the New Employee Orientation Committee** provided the Cabinet members with information that the committee members and she worked on to create a new employee orientation program. Ms. Sanborn explained each section of the proposal in detail and the Cabinet members recommended some adjustments. Ms. Sanborn will take the proposal back to committee to discuss and make changes to the proposal and it will be re-presented at an upcoming Cabinet meeting. The

overall consensus was that the draft document was well thought out. Dr. Garcia, Executive Director of the HCC Foundation indicated that she would like to make presentations to new employees to acquaint them with the HCC Foundation and its work. It was also suggested that new employees be made aware of the Florida Association of Community Colleges (FACC) at this orientation session. The Cabinet members agreed that the Orientation Agenda should be refigured to provide two half-day sessions, instead of a full day of orientation.

**John Huerta, Executive Director of Marketing and Public Relations** presented a Grant Concept Paper for the Cabinet's approval for further processing, as follows:

- FDOE – Farmworkers Jobs and Education (Continuation)

***Approved:*** The Cabinet members gave their Approval to further process the Grant Concept Paper.

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

Dr. Judd expressed his thanks to the Cabinet members and staff for their kind expressions of sympathy at the recent transition of his Mother.

Dr. Carley reported that the teacher preparation grant was awarded.

Mr. Wolf reported that The Corporate Training Center (TCTC) was commissioned to do some training for Phillip Morris and has \$90,000 of contract commitments.

The meeting adjourned at 1:05 p.m.