

***President's Cabinet
September 14, 2004
MINUTES***

<i>Present:</i> Robert Wolf, Acting President Sylvia Carley Robert Chunn Suzanne Flaig Adrienne Garcia Lois Gaston Gary Goff Felix Haynes John Huerta Bruce Judd Paul Nagy Carlos Soto	<i>Guest:</i> Vandeen Mackenzie Roger Stannard
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Paul Nagy, Executive Director for Strategic Planning and Institutional Research distributed information on the FTE reporting schedule; 2004-2005 Major Initiatives and Projection of 2005-2006 Major Initiatives. Dr. Nagy indicated that FTE projections all shifted upward due to application of a 30 hour divisor in calculating credit FTE. Dr. Nagy suggested that we consider switching over to the 40 hour divisor with the next weekly FTE report. Dr. Nagy also suggested changes in the enrollment reporting system which the Cabinet members discussed and felt comfortable with the proposed changes. **Environmental Scan Survey:** Dr. Nagy distributed a survey document to the Cabinet members and asked that they each give him feedback on the survey document by Friday, 9/17/04. Dr. Nagy indicated that Dr. Stephenson asked that he facilitate this ACCT survey information.

Robert Wolf, Acting President: Mr. Wolf was complimentary and very pleased with how the information on the storm was handled. He indicated that he got several feedback calls expressing pleasure with how information was communicated to the college community, overall. In the wake of several bouts with disastrous weather conditions, of late, we are becoming better prepared to address safety issues of our students, staff and physical campuses.

Sylvia Carley, VP for Education and Student Development: Dr. Carley introduced a visitor to the Cabinet members, Ms. Vandeen Mackenzie, an USF intern from the Educational Leadership Program.

Bruce Judd, VP for Information Technology: Dr. Judd provided the following update information to the Cabinet members: 1. The first meeting of the Campus Cruiser Committee is scheduled to meet on Friday, 9/17/04 from 9 a.m. to 3 p.m. in the President's Conference Room 814 at the District Offices; 2. In July the Acceptable Use Policy information was distributed to the Technology Committee. Dr. Judd will be sending out information to the HCC Community on this issue, along with a list of the

HCC committee members. **Projectors:** Dr. Judd reiterated the possibility of obtaining projectors. He asked the campus presidents, particularly, and other cabinet members to let him know of their needs as far as the projectors were concerned. He noted that the Brandon Campus has requested eight (8) projectors; Sylvia Carley's office has requested one (1) projector; 4. Dr. Judd posed the question of entertaining "staggered registration". Mr. Wolf suggested that Pamela Heglar address this issue with her staff members and bring recommendations back to the Cabinet.

Adrienne Garcia, Executive Director of the HCC Foundation: Dr. Garcia advised the Cabinet members that her office will be sending out a mailing to vendors. She asked that the Cabinet members review the list for any names that should be there or should not be there. She advised that she was working on the sponsorships for the Golf Tournament which is scheduled for November 15, 2004. If any Cabinet members have particular groups that they wish to contact about the Tournament, she asked that her office be notified. Dr. Garcia also advised that the Scholarship Partners Breakfast is scheduled for October 19, 2004. This breakfast event is for our current \$1000 or more donors and also an invitation to potential donors. She asked the Cabinet members to submit names to her of any persons they might want included as invitees. **Mini Grants:** Dr. Garcia advised that the Foundation is sponsoring three mini grants for faculty and staff. There are guidelines that will be listed in public folders under the Foundation. The due date for the mini grants is October 14, 2004. The grant period will be from January, 2005 to June, 2005 for the initial mini grant awards.

Suzanne Flaig, Director of Human Resources: Sue Flaig along with Roger Stannard, Employment Manager, brought the issue of "Employee Recognition" to the Cabinet for their information and input. A proposed recognition awards list was distributed to the Cabinet members that were recommendations from the Employee Recognition Committee. The Cabinet members agreed that initially, four criteria areas will be recommended back to the committee. It was noted that a "process" for selection needed to be more clearly developed and brought back to the Cabinet for review. Mr. Stannard will bring the Cabinet's recommendations back to the committee.

Ms. Flaig announced that SEIU did approve a contract.

Felix Haynes, Campus President City Campus: Dr. Haynes provided the Cabinet members with some information on the reorganization of the Student Services area at the Plant City campus. He indicated that we are looking at re-engineering our processes and services and incorporating the use of technology. It is the plan to strengthen the student services area. Dr. Haynes indicated that the new Dean of Students at the Plant City Campus will have more information on the re-engineering process in January, 2005.

Sylvia Carley, VP for Education and Student Development: Dr. Carley advised the Cabinet members that Dr. Christine McPhail, our assigned Lumina Grant Coach, will be visiting the college on September 21 and 22, 2004. She will host open forum meetings and meet with two teams who are currently working on "Achieving the Dream". She also advised that we will have a forum for "Achieving a Dream in the State" on September 27,

2004. We will be inviting several people in to look at outcomes and assessments. We will be providing updates on these grants and what it means to us and to our college.

Around-the Table:

John Huerta reported that the school received good support from the media as regards the announcements relative to school closings due to the inclement weather conditions.

Paul Nagy advised that he was conducting planning workshops for program managers at the various campuses.

Robert Wolf advised that he met with EDA officials in Atlanta recently and that it was a very positive meeting. He indicated that Martha Kaye Koehler and Ashley Carl prepared the pre-application for the meeting and did an outstanding job on the grant document.

Bruce Judd reported that the past two storm situations have created a new dynamic with our Collegis staff.

Sylvia Carley advised that on September 24, 2004 there will be a Tenure Workshop for those persons who will come up for tenure next year.

The meeting adjourned at 10:55 a.m.