

**President's Cabinet  
September 15, 2005  
MINUTES**

<b>Present:</b>	<b>Sylvia Carley Robert Chunn Lois Gaston Felix Haynes John Huerta Paul Nagy Carlos Soto Gwendolyn W. Stephenson Robert Wolf</b>	<b>Guests:</b>	<b>Charity Freeman Jerry Inman Sharon Miller Steve Shields Alisa Zujovic</b>
<b>Absent:</b>	<b>Sue Flaig Adrienne Garcia Bruce Judd</b>		

**Paul Nagy, Executive Director of Strategic Planning and Institutional Research:** Dr. Nagy shared with Cabinet the SACS progress report and advised that he is in the process of hiring a SACS review editor.

Dr. Nagy indicated that after the September 21<sup>st</sup> due date for the QEP first draft, the Cabinet will need to commence meeting weekly **to review the 2<sup>nd</sup> draft of the Compliance Certificate also due September 21.**

Dr. Stephenson indicated that the College must take a strong stance with the College's QEP and be able to defend the College's approach of the QEP to the SACS accreditation team.

Ms. Alisa Zujovic, the College's Strategic Planning and Institutional Research Analyst, provided the Cabinet with a Compliance Certificate update and requested that Cabinet members forward to her their entire revised Compliance Certificate document for posting.

Dr. Stephenson requested that the Cabinet select an academic dean to work with a Human Resources' representative to conduct random sampling of personnel files to ensure that all personnel files are in proper order.

**Dr. Nagy advised Cabinet that the QEP will be distributed to staff members shortly after the September 21 deadline. The distribution will also include an announcement of a QEP naming contest. The winning name will be announced at the upcoming All College Day.**

Dr. Nagy distributed and shared highlights from the recently completed Faculty/Staff Satisfaction Survey. He advised that Dr. Jan Schwartz, the Director of Institutional Research, and her staff administered the survey. He reported that the survey will be distributed to all administrators and will also be posted on the Institutional Research website.

Dr. Stephenson requested that a cover memorandum be included with the report to outline the content for staff.

Dr. Nagy shared with Cabinet the Faculty Staff Satisfaction Survey and the Community College Survey of Student Engagement [CCSSE] comparisons.

Dr. Stephenson indicated that she would like to be provided with an analysis of the components of the Faculty Staff Satisfactory Survey.

**Sylvia Carley, Vice President for Education and Student:** Dr. Carley introduced Dr. Sharon Miller, the Director of Continuing Education, who provided Cabinet with a presentation on the College's Continuing Education Program.

Dr. Stephenson asked Dr. Miller what she feels are some of Continuing Education's challenges.

Dr. Miller indicated that the lack of space is their biggest challenge and advised that she would like to have all of her administrative staff in one area.

Dr. Carley provided Cabinet with an updated of the 2005-06 Academic Affairs Committee and indicated that the first Academic Affairs Committee meeting is scheduled for September 16th.

Dr. Charity Freeman, the Director of Student Success, provided the Cabinet with an update on the College's Achieving the Dream Project and advised that the campuses leadership team has been named and will be meeting on September 30<sup>th</sup>. She shared upcoming Achieving the Dream events with Cabinet and advised that there will be two presentations conducted on All College Day.

Dr. Carley thanked the Cabinet members and their staff for supporting the College's Achieving the Dream project.

**John Huerta, Executive Director of Marketing and Public Relations:** Mr. Huerta distributed a Grant Concept Paper for the Florida Department of Education [FDOE] – Adult Education and Family Literacy – State Leadership for the Cabinet's review, discussion and approval.

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

Mr. Huerta distributed suggested themes for All College Day for Cabinet's review and selection. The Cabinet held discussion on the themes and selected "Who I am Makes a Difference" for the All College Day theme.

Dr. Stephenson asked Mr. Huerta to conduct a trademark search on this theme prior to it being used.

**Approved: The Cabinet members gave their Approval of "Who I am Makes a Difference" for the All College Day theme.**

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

Dr. Carley reported the on recently conducted Optician Management Review of the College's program.

Mr. Wolf reported on:

- the County Leadership program he recently attended and advised that TCTC sponsored an exhibit at the event;
- the Tampa Chamber of Commerce's upcoming Leadership Program trip to Seattle Washington; and
- the recently held Tampa Bay Lightning meeting.

Mr. Huerta reported:

- on the upcoming Tampa Bay Lightning marketing meeting; and
- that he responded via email to the Tampa Bay Business Journal regarding the magazine taking his comments out of text on the College's participation in the Constitutional Day activities.

Dr. Gaston reminded Cabinet regarding the upcoming "Guys and Dolls" performance at the Ybor Performing Arts Building.

Mr. Shields reported that obsolete IT<sup>3</sup> grant property will be donated to local schools.

Mr. Inman reported that twelve (12) College representatives will be visiting the University of Alabama and the Texas State Technical College to observe and review their imagining systems.

Dr. Haynes reported that:

- four classrooms/labs in the Trinkle Building will soon be completed and released to the College for use;
- the stage lighting for the Trinkle Building is currently being planned; and
- a consultant has been hired to conduct a market study for the Trinkle Building, which will include a suggested rental fee structure.

Dr. Chunn expressed his sympathy over the recent death of Professor Bob Schatzow.

The meeting adjourned at 4:35 pm.