

President's Cabinet
September 27, 2005
MINUTES

Present: Gwendolyn Stephenson
Jan Bullard (CFO/Consultant)
Robert Chunn
Suzanne Flaig
Adrienne Garcia
Lois Gaston
Felix Haynes
Pam Heglar (for Dr. Carley)
John Huerta
Bruce Judd
Paul Nagy
Carlos Soto
Robert Wolf

Guests: Liana Fox
Jan Schwartz
Newton Beardsley
Pat Dix

Dr. Liana Fox visited the Cabinet meeting, on the President's invitation, to present information on Teaching and Learning at HCC. She commenced the presentation with a brief history of her tenure at the College and the influence and impact that administrative decision making has on the faculty and students. Dr. Fox indicated that advising, student placement and taking the right classes is what makes the teaching and learning experience valid. All those entities need to work together, harmoniously for the process to be successful.

Dr. Fox further indicated that often times when decisions are made and projects are initiated; the final outcomes are not communicated or shared with the very people they may impact; faculty and students. She would appreciate, as would other faculty members, receiving information on the completion of projects. Dr. Fox entertained a discussion session with the Cabinet members and several ideas and commentary were exchanged.

Paul Nagy introduced Newton Beardsley, Special Studies Manager, who presented a tour of the Institutional Research (I/R) Website. He briefly outlined the following information that could be found on the website:

- Briefs – short summary reports
- Reports – comprehensive reports
- Enrollment – FTE
- Requests – forms
- References – external links
- IR Info – college, campus, and program information
- Surveys – college assessment plan

The Cabinet members and the President indicated that the website composition was good and that the information it will provide is important. Dr. Stephenson asked Jan Schwartz

to take responsibility for making sure that we continue to share information with the college community on the progress and the use of this new website.

Dr. Nagy distributed the HCC registration update for Fall, 2005 (Term 05/FA) showing registration activity through September 26, 2005. He reminded the Cabinet members that reporting will no longer be by monthly but that they will be getting weekly reports, as per their collective request. Dr. Nagy provided the following SACS updates to the Cabinet members:

- The Draft of the QEP was due on September 21, 2005 and was received.
- David Carter proposed that the on-site visit be scheduled for 10/06 – 10/12/06.
- The second Draft of the Compliance Certificate is to reflect the recommendations of the first Draft.
- Dr. Nagy advised the Cabinet members that it will be necessary to again meet, perhaps on a weekly basis, to review the Compliance Certification document.
- Dr. Nagy noted to the Cabinet members that bringing the South Shore Campus on line is a substantive change and that an appropriate prospectus, at least three months prior to bringing the campus on line, must be submitted to SACS. He advised that in 2007-08, it is likely that we will get a committee visit.

Dr. Nagy reported that the *Program Review Task Force* meeting schedules and prior notification of task force membership have not worked out very well. Dr. Gaston was asked to work with Dr. Nagy on assuring that task force members are appropriately notified. She agreed to do so.

Ellie Gilder, Institutional Advancement Director, presented “All College Day” updates to the cabinet members. It was suggested that for Service Awards for **30 to 35 years of service** be awarded at the individual campuses, along with the other years of service awards, and also at the All College Day event. The Cabinet members agreed that the service awards should be awarded in the suggested manner. Mrs. Gilder will indicate the specified time for the 30-35 year awards on the final “All College Day” agenda but it was agreed that it would be some time during the lunch hour. The Campus Presidents will (or may already have) designate a time for employee awards on their individual campuses. The President reiterated to the Cabinet members the importance of all employee service awards as the institution’s acknowledgement and gratitude of service to the College.

Bruce Judd, VP for Information Technology provided information to the Cabinet members on the recent visits his department sponsored to the University of Alabama and Texas State Technological College for the purpose of reviewing their imaging systems. It was the intention at the University of Alabama to critique the “Hershey System”; however, it turned out not to have the Datatel component connected to their system. At Texas State Technological College, the “Image Now” system was critiqued and they did have the Datatel component. Dr. Judd advised that the two visits went very well and that both institutions were gracious and informative to their visitors from HCC. Dr. Judd indicated that if the College was to go with the installation of the “Image Now” system that Texas State Technological College would serve as an excellent partner. Dr.

Stephenson offered to communicate with their President to initiate this suggestion of a partnership with HCC.

Dr. Judd spoke to the Cabinet members on the following other items of interest and concern:

- Project Plans – He will be drafting a list to the Cabinet members of the projects that are pending or completed by his department. This will happen on a quarterly basis.
- Campus Cruiser has an official timeline. The Full implementation will be in about two years, but many aspects of Campus Cruiser will be in operation sooner.
- Dr. Judd informed the Cabinet members that for the “All College Day” event, his department will be providing support people for the different workshops and for technological support.
- Unfunded Projects – Dr. Judd recited some issues of funding challenge that exist with Campus Cruiser, Smart Thinking, Student Cards and the Imaging system. He has asked the Cabinet members for their input on providing support for funding these items.
- *Dr. Stephenson asked each of the Cabinet members to provide her with a report on how they might assist Dr. Judd’s funding challenges.* She advised the Cabinet members that in the future, all projects and initiatives must be budgeted prior to their commencement.

Jan Bullard, CFO Consultant and Paul Nagy, Executive Director of Strategic Planning and Institutional Research, jointly presented information to the Cabinet members on enrollment planning and budgeting. Ms. Bullard, singularly, provided information to the Cabinet members on the budget impact from current year enrollment.

Adrienne Garcia, Director to the HCC Foundation distributed the 2004-2005 Annual Report of the Hillsborough Community College Foundation, Inc.

Pat Dix, Assistant to the President for Equity and Special Programs presented information to the Cabinet on the recent Council of Presidents meeting of September 22 and 23, 2005. Also distributed to the Cabinet members was a bound copy of the Florida Legislature House of Representatives Interim Committee Meeting which took place on September 12-16, 2005. The Cabinet members discussed the legislative priorities for HCC.

John Huerta, Executive Director of Marketing and Public Relations presented a Grant Concept paper for a grant to NSF for the “Toolkit Training” for Cabinet approval.

ACTION: The Cabinet members approved the further processing of the Grant Concept Paper.

The meeting adjourned at 11:45 a.m.