

**President's Cabinet**  
**September 28, 2004**  
**MINUTES**

**Present:** Robert Wolf (Facilitator)                      **Absent:** John Huerta - LOA  
Sylvia Carley  
Robert Chunn  
Suzanne Flaig  
Adrienne Garcia  
Lois Gaston  
Gary Goff  
Felix Haynes  
Bruce Judd  
Paul Nagy  
Carlos Soto

**Adrienne Garcia, Executive Director** of the HCC Foundation provided various Foundation updates to the Cabinet members as follows: She reminded them that the scholarship breakfast event was scheduled for October 19<sup>th</sup>; the Golf Tournament was scheduled for November 15<sup>th</sup> and that in December a *mail appeal* will be sent out.

**Paul Nagy, Executive Director of Strategic Planning and Institutional Research** provided to the Cabinet members a registration update for Fall 2004 (Term 04/FA) showing registration activity through September 26, 2004 (converted- credit hour/30). Dr. Nagy indicated that overall, FTE was down by 200 from last year. Dr. Carley indicated that we need to be mindful as to what happens in the state and that her office is looking more closely at the Dual Enrollment program. An analysis of the Dual Enrollment program will be shared with the Cabinet members at the next Cabinet meeting. Dr. Carley also advised that the Dual Enrollment program is currently down by about 75 – 80 FTE. Planning Workshop: Dr. Nagy announced that he will facilitate the last planning workshop on Friday, 10/1/04, TCTC 125, 9 a.m. He indicated that this was the seventh workshop and it will be the last one that he will conduct. He advised that the workshops do not teach one how to use the software, but that aspect will be covered at the workshops scheduled for All College Day on October 22, 2004. Inaugural Leadership Group: Dr. Nagy advised that the meeting of the QEP Task Force will be Friday, 10/1/04 at 10:30 a.m., facilitated by Craig Johnson.

Dr. Nagy distributed a “Roster of Instructional Staff – Guidelines For Reporting The Qualifications and Competencies of Full-Time and Part-Time Faculty” document to the Cabinet members, for their perusal, and indicated that all faculty must be qualified to teach the courses that they are teaching. Dr. Nagy suggested that the accreditation agency, SACS, will charge HCC with showing documentation for three terms through Spring 2006. Dr. Nagy reiterated that this document is a very important document as regards re-accreditation.

**Robert Wolf, Acting President:** Mr. Wolf reported to the Cabinet members that he had just come back from a meeting at The Tampa Chamber of Commerce, Board of

Governors where he was updated on the electrical outages around the Tampa Bay area. He reported that all essential power services for HCC have been brought up to speed as of now and other services will be restored on a priority basis.

**Bruce Judd, VP for Information Technology:** Dr. Judd reported that the Plant City Campus was still without external telephone services. We are working with Verizon on this issue. Four-digit dialing, internally, is still working for the Plant City Campus. Mr. Wolf interjected that telephone crews are being flown in to help with these telephone issues around the Tampa Bay area. Dr. Judd also reported that there were issues with Collegis and that the Executive Director was out of town and not available to assist in the solution of these issues during our recent weather conditions. Dr. Judd advised that the equipment is now arriving for our wireless products at Ybor. There will be at least half dozen wireless capabilities. Equipment for the Brandon campus will be next. The Campus Cruiser is beginning to get off the ground in terms of its organization. Dr. Judd reported that the Acceptable Use Policy has been written and the Draft will be brought to the next Leadership meeting for review and approval.

**Gary Goff, VP for Administration/CFO:** Mr. Goff advised the Cabinet members of some of the costs of damages and supplies that the college will incur with regards to the latest Hurricane/Tropical Storm weather that Florida encountered over the last several weeks. He indicated that the overall cost to the college will be somewhere between \$80,000 -\$90,000. That figure will also include the overtime compensation for various employees who came in and worked during the emergency weather conditions. Mr. Goff was most complimentary and proud of the dedicated and competent service of these employees and reiterated that they all did an exemplary job. Salary Increases: Mr. Goff advised the Cabinet members that salary increases for employees under SEIU will be issued on October 8<sup>th</sup>. The retroactive pay, back to August 18<sup>th</sup>, will be issued on October 21<sup>st</sup>. Copy Machines: Mr. Goff advised that there are eight submissions for copy machines and equipment that are less money than our current carriers. It was suggested that Dr. Judd offer technical assistance to the committee to facilitate them with making an appropriate comparison.

Sylvia Carley for **John Huerta, Executive Director:** Dr. Carley presented three Grant Concept Papers on behalf of John Huerta for the Cabinet's approval to proceed as follows:

- FDOE – 12<sup>th</sup> Grade Options Student Incentive Program – ***Approved concept for*** further processing with some corrections to the document.
- TBEP – Bay Area Treetop Environmental Explorers (BATEE) Project – Some necessary budget adjustments need to be made before the document can be approved for further processing. The grant concept paper ***should be brought back*** to the next meeting of the President's Cabinet.
- FDOE – Middle School Literacy Program – ***Approved for further processing***

Around-the-Table:

Dr. Carley reported that the timetable for tenure has changed; one group in October and one group in June. The process has been moved up by five or six months.

Mr. Wolf reported that the College will be receiving a \$15,000 check from the Cruise Industry in support of HCC. He also advised that the Dale Mabry project opening is delayed to 12/2/04. Mr. Wolf further reported that we have an opportunity for a partnership contract with the H. Lee Moffitt Cancer Institute in conversational Spanish for medical personnel.

Mr. Wolf expressed his thanks for a job well done by our leadership team, facilities managers, maintenance, security and custodial staff who served the college competently and diligently during our recent weather crisis in the Tampa Bay Area.

Gary Goff advised that there is a new requirement which mandates that the flag of the United States should be displayed in every classroom. He also advised that USAA has offered to purchase the flags for HCC (\$3,000) and they will be placed in each classroom of HCC.

The meeting adjourned at 10:40 a.m.