**SSEM Leadership Meeting**  
**December 7, 2009, 9:00 a.m.**  
**DAO Room 113**

**Present:** Frank Babcock, Joe Bentrovato, Kathy Cecil, Linda Herlocker, Charlotte Johns-Rich (9:20 a.m.), Patti Mills, Ed Olmo, Kenneth Ray (Chair), Steve Stancil  
**Guests:** Barbara DeVries, Steve Shields  
**Absent:** Derrick Brown

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**Item 1: Hawk Card Update – Barbara DeVries & Steve Shields**

**Discussion:**  
Our new smart card system. The server was shipped in December and IT will install it. Heartland will send representatives in early January to begin installing the software. The card will be administered to Hawks Landing residents first (approximately 400 people) by Auxiliary Services. The campus card supplies will be housed in the bookstores and the district offices in HR. Dale Mabry will receive two units and all other campuses and HR will have one unit. The back-up units will be HR and the second one at Dale Mabry. Student ID numbers will be on the cards. This card is in addition to the HCC One Card which is a MasterCard. The Hawk Card is used for non-financial purposes; funds can be loaded onto the card. The Bursar office will take cash to load onto the cards and in the future some local vendors may accept our card. When the card is swiped at outside vendors, the college will receive 1 ½ rewards back and we can recommend that these funds go into the Dream Keepers account. This card is not mandatory. The card will be used for printing in open labs, etc. Students will pay ten cents per black/white copy and 35-45 cents per color copy. If students paid a lab fee with their tuition, they will receive free printing in the classroom. The goal is for each classroom door to have a reader so that faculty can swipe their Hawk Card to enter the classroom.

The SSD suggests that the start date for the Hawk Card be at the beginning of a term. We will include information about the Hawk Card in the spring registration guide.

The Hawk Cards are expensive. The replacement fee will be $20. The card will be marketed to students via the new student orientation, campus cruiser, HCC website homepage, spring registration guide, faculty in-service, signs posted in elevators, bathrooms, etc. The Hawk Card is also a picture ID and the SSD will have access to photos.

**Action:**  
The SSD were asked to provide staff to assist with the roll out of the Hawk Card.

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**Data source:**

**Item 2: Registration – Ed Olmo**

**Discussion:**  
Discussed the staggered registration schedule. A lot of college our size are going to this process due to computer system overload. Our system is not support what we want it to do. The suggested schedule would move fall registration from April 1 to May ___. F. Babcock suggested and the SSD agreed that summer registration should begin April 1 and fall registration should begin April 15th. Let’s start out making little changes and if they don’t work we’ll add another change until it works for us.

**Action:**  
K. Ray will talk to the President regarding a group meeting with faculty, staff, cabinet, SSD, one assistant ARR dean, OIT, Steve Gorham, etc. This meeting will be set in January after registration and classes begin.

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**Data source:**

**Item 3: Other**

**Discussion:**  
Handouts: DCF & Homeless Fee Exemptions: campuses already aware of and using; noting on ARAI screen.

**Updates:**
- Access to Higher Education: College Readiness/SB 1908 – Ed Olmo: this year we’ll mail out to 11,000 students and probably receive 5%-10% response. The start date for testing is January 19-March 31, 2010.
- Pro-Education – Charlotte Johns-Rich: Contract has been processed. Eight consultants will be assigned to work with our files.
- Online Forms – Charlotte Johns-Rich: we are into our second year of a six month project.
- Student Services Task Force
- Transcript Evaluation Process – Ed Olmo: hiring a temporary full-time program analyst and two academic advisors. Staff members from the campuses are working on Saturday to evaluate transcripts.
- International Health Insurance – approved by BOT.
- Petitions: discussion between ARR PMT and Disability Services PMT needs to take place to discuss sensitive documentation provided by students.

Next meeting: January 25, 2010, at 1:30 p.m. in DAO Room 113.