### Item 1: High School Testing and CPT – Ed Olmo

**Discussion:**
Have received 395 RSVP for the CPT testing for HB 1908. E. Olmo to extend the deadline for two more weeks until March 12. March 19 is the deadline to get this completed. He will pull those high school students registered for Go Higher Get Accepted. The high school student can take the CPT one time only. The testing office must check the system to make sure they have not taken the test before. K. Ray will send the email to the SDD that he received from Danny Oost. We are trying to make it easy for the high school student to come to HCC to test; we are working with the schools. Make sure the staff is coding the 1908 and dual enrollment students. The college will be reimbursed $1.40 per student. Everything is due to the state by March 30.

**Action:**

**Data source:**

### Item 2: Go Higher Get Accepted Update

**Discussion:**
Distributed the handout from the web site. It looks like we are ready. One scholarship for $500 will be provided to each college that participates in the campaign. Allow this to go through the HCC Scholarship process. K. Ray will contact the Foundation for Florida’s Community Colleges for more information and clarification.

**Action:**

**Data source:**

### Item 3: Graduation (Student Line-up) – Kenneth Ray

**Discussion:**
K. Ray is pushing for two lines for the processional. L. Herlocker doesn’t know how this will work especially since we don’t know how many graduates will be participating. K. Ray asked for comments on starting graduation at 2:00 p.m. F. Babcock—this is a special event and he doesn’t see a problem. Traffic is bad on I-4 at 4:00 p.m. and 7:00 p.m.—2:00 p.m. is the best time traffic wise. S. Stancil suggested a district-wide video of students and their comments for the video that we play on the big screens while guests are being seated. He will get prices (shoot, editing, etc.); keep simple.

**Action:**

**Data source:**

### Item 4: 2010-2011 Student Services Calendar & Fall Registration Calendar – Ed Olmo

**Discussion:**
Discussed and made changes to the 2010-2011 student services calendar. K. Ray will send out the fall registration calendar. He will also send out a memo to the HCC Community explaining all of the changes.

**Action:**

**Data source:**

### Item 5: iPod Give Away – Kenneth Ray

**Discussion:**
Ybor Campus needs an additional iPod Touch for the HCC Hawk Card promotion.

**Action:**
L. Simmons will purchase an additional iPod Touch 8gb for the Ybor Campus.

**Data source:**

### Item 6: Other

- FERPA Workshop
- 2010-2011 Catalog Review
- Status of entering transcripts and imaging

**Discussion:**
- There will be a FERPA Workshop on March 17th at the Brandon Campus Auditorium. E. Olmo will send out a notice to the HCC Community, Assistant Deans, and SSD.
- Catalog Review – send your feedback to E. Olmo by Friday.
- Status of entering transcripts and imaging – E. Olmo spoke to K. Geary & PMT for the status of entering transcripts and imaging. He wants to be up to date by April 14th. He needs to know how many transcripts are at the campuses that have not been imaged.
- C. Johns – Late drops—they are finding late drops from 2008-09 and this is a cause for concern. We have to pay back these funds to the federal government. The ARR PMT needs to meet with the FA PMT. Drops are a big issue. C. Johns and L. Herlocker will work on the printed process. L. Herlocker will write up a new process starting with SSD, FA, etc.

Action:

Data source:

Next meeting: March 15, 2010, at 9:00 a.m. at the Ybor City Campus, Room YFAC 118A.

Agenda Items for next meeting:

1. Email from Barbara Larson regarding overtime
2. Financial aid and imaging – outsource – C. Johns
3. Late Drop new process – L. Herlocker