Present: Frank Babcock, Joe Bentrovato, Derrick Brown, Kathy Cecil, Linda Herlocker, Patti Mills, Ed Olmo, Jamey Palmieri, Kenneth Ray, Jr. (Chair), Steve Stancil
Guests: Gene Dressler, Stephen Gorham

Item 1: Presidium – Kenneth Ray

Discussion:
Telephone Conference call with Mike from Presidium. G. Dressler distributed links for comments. Internal review—how many sessions (60-90 minutes). Do not include numbers for SSD, SGA, disabled services, VA, SGA advisors, SGA organizations, career resource centers, Bursar. Presidium will screen the calls.
The name of the call center is “HCC Live Information 24/7” E. Olmo will write/provide a script for individual phones. G. Dressler will send out a list of new numbers.

Action: Take phone numbers out of publications and off the web…publish main number only…253-7000. Remove individual numbers and email addresses. Eventually we will only publish the main number and the toll free number (877-736-2575).

Data source:

Item 2: Orientation Point – Steve Stancil

Discussion:
Every student needs some form of orientation. There are assessments for all forms of orientation. There is a ten minute orientation for cross enrolled, dual enrolled students. All orientations should be engaging.
HCC should be represented at the National Orientation Conference that will be held in early November. The PMT is reviewing the current orientation, in person orientation and improving the online orientation.

Action:
- K. Ray will send S. Stancil information from a presentation made at CSA from St. Pete regarding financial literacy (Avatar).
- We will review orientation packets.
- S. Stancil will work on a policy “how to” statement for transfer orientation with the SSD and bring it back to SSEM Leadership.
- K. Ray and K. Cecil will meet to discuss placing “holds” on student’s record who has not attended orientation.

Data source:

Item 3: Presidium Tier 2 – Gene

Discussion:
How will we staff the tier 2? P. Mills suggested that each campus be assigned a day. F. Babcock suggested pooling resources for the first month such as go to one site and provide good training for these individuals. Suggested daily staff for this month: Monday: 3; Tuesday: 2; Wednesday: 2; Thursday: 2; Friday: 1 for a total of 10 staff per week at one site (Ybor). Per the SSD: F. Babcock can provide 4 staff members, L. Herlocker—2, Brandon—2, Plant City—1, SouthShore—1.

Action:

Data source:

Item 4: Other

Discussion:
- The new server for Datatel will be installed July 9th. This means the server is down from 5:00 p.m. (close of business) on July 8th and all day on July 9th.
- The last day to withdraw is July 12th.

Action: K. Ray will check with Cabinet regarding closing the offices on July 9th for training.

Data source:

Next meeting: The next meeting is June 21, 2010, at 1:30 p.m. in Room 310 at DAO.