

INSTITUTIONAL ADVISORY COUNCIL (IAC)

Friday, March 04, 2005 – 1 p.m.

Ybor City Campus YPST 314

AGENDA

- I. Call to Order
- II. Roll Call of CAC's/Certification of Quorum
- III. Introduction of Guests
- IV. Approval of Agenda
- V. Approval of February 2005 Minutes
- VI. Chair Report – presented by co-chair Linda Edwards

- VII. President's Report – Dr. Gwendolyn Stephenson

- VIII. Campus Advisory Council Reports:
 - Brandon Mickey Reigger
 - Dale Mabry Mr. Craig Johnson
 - D.A.O. Ms. Linda Edwards
 - Plant City Ms. Ashley Blick
 - Ybor City Ms. Marsha Garman

- IX. Presentations:
 - Succession Management – Dr. Gwendolyn Stephenson
 - New Building Development – Dr. Gary Goff

- X. Old Business:
 - Brandon Campus Recommendation
(Administrative Staff guest lectures)

- XI. Hearing of employees not on council.

- XII. Next IAC Meeting: April 1, 2005 @ Brandon Campus

- XIII. Adjournment

**HILLSBOROUGH COMMUNITY COLLEGE
INSTITUTIONAL ADVISORY COUNCIL**

March 4, 2005

1:00 p.m.

Present

Brandon Campus: Michele Reigger (Chair)

Dale Mabry Campus: Craig Johnson (Chair), Laurie Ragsdale (alternate), Lorraine Canalejo, Jacquelyn Cress, Andre Cunningham, Luu Crosby, Diane Driscoll, Vince Scialli (alternate), Paulette Gross, Celeste Fenton (alternate), Deneen Phillips, Marcella Sherman, Linda Tarrago, Tim Totten, John Whitlock, Cindy Hewett

District Administrative Offices: Linda Edwards (Chair), Newton Beardsley, Rhonesia Dennard, Brian Mann (alternate), Patty Briggs, Tia Vickers, Marshall Phillips, Christine Thomas, Jeff Roth

Plant City Campus: Ashley Blick (Chair), Jason Wilson (alternate), Charity Freeman, Peggy Leffler, Fred Webb

Ybor City Campus: Lyndon Hicks (Vice Chair), Judy Nolasco, Charles Carranza, Timothy Griffin, Wanda Caballero, Beverly Ketcham, Barbara Calhoun (alternate), Ginger Clark, Zach Cronin, Carolyn Strickland, Bridget Harris (note-taker), Robin Pentz (visitor)

The meeting was called to order at 1:10 p.m. by Linda Edwards.

A role call took place. Brandon did not have a quorum.

Approval of Agenda A motion was made by Craig Johnson to accept the agenda and seconded by Marshall Phillips. The motion was passed unanimously.

Approval of Minutes A motion was made by Craig Johnson to accept the minutes of the February 4, 2005 meeting and seconded by Deneen Phillips with one correction. Carolyn Young and Carolyn Strickland are one and the same. The motion was passed unanimously.

Chair Report All IAC/CAC meetings will be tracked and a report sent to the President and reported at the IAC meeting. IAC minutes will be posted in Public Folders. Each campus chair will check the minutes and update as necessary. It is the responsibility of the chairs/co-chairs to invite guests to attend the monthly meetings.

The Foundation is launching its internal campaign March 21 through April 22. Donations can be made through payroll deduction.

Craig Johnson reported to the meeting on the Quality Enhancement Program (QEP). Charettes will be held at all campuses and DAO on April 1 from 1-3 p.m. to discuss possible topics of the QEP. This is an essential part of the SACS accreditation. The focus is on student learning over a 5 year period. Participation from the College community is sought. The chairs/co-chairs of the Campus Advisory Councils will attend a meeting next week to organize the Charettes. Charettes will be a hands-on workshop with activities. A SWOT analysis will determine the weaknesses/strengths. Follow up will take place on April 15. Dr. Stephenson emphasized that this is a totally new process – a sophisticated process looking at outcomes geared towards student learning. A certification compliance report will go to SACS before the QEP. We will identify one area that will enhance student learning. Broad based participation is required.

Dr. Gaston welcomed the Council to the Ybor Campus.

President's Report Dr. Stephenson responded to a question placed in the suggestion box at the District Offices, on Succession Management. The President said she will pose the question to Ms. Sue Flaig. The College offers professional/staff development classes and the President encouraged everyone to take advantage. Tuition reimbursement is a great resource for increasing education. The President emphasized that our work force is our most important resource.

Presentations Dr. Gary Goff reported on New Building Development.

Brandon Campus

Current Projects:

- \$10m Student Services Building - completion Jan 06
- \$2.5m addition to Admin. Building – completion Jan 06
- HVAC replacement for Science Building
- Sealing exterior skin of Science Building for water intrusion
- Interstate signage

Future Projects:

- Sealing and re-stripping parking lots.
- Renovation of BADM building – completion April 06

Dale Mabry Campus

Current Projects:

- Central Receiving facility

- Materials Lab for Dental Clinic. Dr. Stephenson stated the Dental program at HCC has been identified as one of the best in the nation
- HVAC being replaced for the gym
- Concrete replacement in support of Safety Committee recommendations
- Dental Clinic parking control gates
- Interstate signage

Future Projects:

- Open Plaza area remodeling. Input from College community is welcomed.
- Dale Mabry Development Project for Borden Property, W.T. Edwards Property and Front Yard
- The fourteen buildings on the WT Edwards land will be abated/demolished starting summer/fall 2005

Plant City Campus

Current Projects:

- The Trinkle Building at a cost of \$10m will open August 05/Nov 05
- Replacement of HVAC control systems

Future Projects:

- Resealing and striping parking lots
- \$5.7M renovation planning for PABM, PSCI and PSTU

Ybor City Campus

Current Projects:

- Renovation of Student Services/OIT area
- Parking gates for faculty/staff parking areas
- Chiller plant parking gate control
- Campus signage

Future Projects:

- Auto collision facility to also house radio/tv broadcasting program and auto mechanics being sought
- \$7.5m renovation planning for YPAB, YADM, YPST and YLRC

District Administrative Offices

Current Projects:

- Sealing exterior skin of building for water intrusion
- Replacement of carpeting on Floors 2, 4, 6 and 8
- TCTC parking lot enhancement
- Renovating TCTC due to flood damage

Future Projects:

- The Financial Aid department will be relocated to the third floor
- Resealing and striping of DAO parking lot
- Replacement of carpeting on Floors 3,5 and 7

South Shore Campus

Current Projects:

- Educational Master Plan completed
- Architectural Master Plan – to be completed May 05

Future Projects for FY 05-06:

- \$12M multi-purpose building

Brandon CAC Report

- Discussion on recruitment of new members to CAC.
- College Prep was discussed.
- Building signage was discussed.
- The Brandon Student Government Associated has committed to enclosing the front section of the Campus.

Dale Mabry Report

- The CAC meeting discussed reviewing the recommendations of “Achieving the Dream.”
- Target populations for the QEP were discussed.

District Administration Offices

- Member attendance at meetings was discussed.
- The employee recognition committee was discussed. Roger Stannard reported that a meeting would take place on March 4 to develop procedures and the nomination form. Full-time faculty, adjunct faculty, supervisor and non-supervisor groups would be represented.
- A new plan is being developed for the employee orientation process.
- The possibility of umbrella bags for the doorways was discussed.

Plant City Campus

- The proposal and needs assessment for the childcare facility at the PC campus have been accepted. First year proposal is for 20 slots.

- PC clean-up effort will take place annually in the spring semester.
- A student suggested that an empty wall on campus be used to recognize the alumni of the Plant City Campus.
- Plant City CAC has a new vice-chair, Minnie Burrows.
- New members of the CAC will be selected.
- The Lumina grant was discussed.

Ybor City Campus

- A recommendation for building signage was submitted to Dr. Gaston.
- Student participation for the IAC/CAC meetings was discussed.

Old Business	<p>The Brandon CAC proposed encouraging administrators to serve as guest speakers in the classroom. A motion was made for administrators/staff members to be involved in the classroom.</p> <p>Judy Nolasco seconded the motion. A call to motion was made. Dale Mabry opposed as an unnecessary formal process. The motion was passed.</p>
Hearing of Employees	None.
Next meeting	The next IAC will take place on May 6, 2005 at the Dale Mabry Campus.
Adjournment	Tim Totten moved that the meeting to be adjourned. The meeting adjourned at 2:20 p.m.