Hillsborough Community College  

Davis Islands Advisory Council  

February 13, 2009  

Room 113

**Attendance:** Alfreda Bashir, Ryan Buckthorpe, Jim Connolly, Eileen Menendez, Teshia Minnifield, Carol Southard, Millie Velez, Nancy Ferrara (note taker),

**Call to Order:** Ryan Buckthorpe called the meeting to order at 10:05 a.m. and affirmed a quorum was established.

**Approval of Agenda:** A motion was made by Millie Velez and seconded by Carol Southard to approve the agenda.

**Approval of Minutes:** The following correction was noted: Under Adjournment, Milie was misspelled. It should read Millie. A motion was made by Eileen Menendez and seconded by Carol Southard to approve the noted correction to the January 9, 2009 minutes.

**Chair Report:** None.

**Administrative Report:** Ryan Buckthorpe provided an update of the IAC meeting. Dr. Stephenson reported on her visit to Tallahassee. There may be a 15% budget reduction next year and there was talk about cutting tuition as well. Dr. Stephenson would like everyone to contact their legislators and encourage them to not cut back on tuition.

The City of Tampa has some concerns with the design of the College’s new Student Services Building at the Ybor Campus. The Student Services building has not been put on hold at this point. However, that could be an avenue the City could pursue.

**Old Business:**

**Goal 1 – Effective way to communicate to staff about the outcome of the CAC meetings.** We need to get the word out about what we do. Several ways to accomplish this would be: our website, a brief newsletter, posting on bulletin boards and our CAC email. It was decided that each member also would send emails out to each floor. Eileen volunteered to compose an email. This duty will be rotated among the committee members.

**Employee Workout Program:** A sub committee was established. Carol Southard and Nancy Ferrara have agreed to co-chair this committee.

**Plaque for TOPS Recipients:** The President had requested that that we order a plaque for the TOPS award recipients. We have money left over from our candy cane sale that we could use. A motion was made by Carol Southard and seconded by Ryan Buckthorpe to place the order.
New Business:

**Goal 3 - Cost Savings Ideas:** Nancy Ferrara provided an update on this and distributed copies of the budget blog which lists recommendations and suggestions for cost savings. Any ideas on budget savings should be sent to the budget blog which is under web advisor. As these ideas will be periodically sent to the President for her review, it was decided that it would be better if all ideas are kept in the same place so they can be reviewed at the same time and also to prevent any possible duplications. This came out of a Finance staff meeting with Barbara Larson and her staff. Ryan asked everyone to think about ideas for this blog.

**Goal 2 - Job Responsibilities:** Teshia Minnifield presented a copy of job responsibilities that Todd Boyd put together for his area. This is a helpful tool in directing someone to the right office. Teshia will ask Todd to send it out to all District people. Also, it would be helpful if the job responsibilities could be included with the telephone directory. It was also suggested that we add this to our website, but would need to determine where. We could put a link to resources.

**TOPS:** Eileen stated that the Dale Mabry Campus is talking about instituting their own TOPS award.

**Suggestion Box- Clean Rest Rooms after hours, not during the business day:** Jim Connolly stated this is being done already.

**Institutional Advisory Committee** - The next IAC meeting is Friday, March 6, 2009 at Brandon at 1:00 p.m.

**Davis Island Advisory Committee** - The next DIAC meeting is Friday, March 13, 2009 at 10:00am.

**Adjournment:** A motion was made by Eileen Menendez to adjourn the meeting at 11:30 a.m; Motion seconded by Carol Southard.