Hillsborough Community College

Davis Islands Advisory Council
March 12, 2009
Room 113

Attendance: Alfreda Bashir, Ryan Buckthorpe, Jim Connolly, Eileen Menendez, Michele Menendez, Teshia Minnifield, Laura Moses, Edna Murphy, Carol Southard, Millie Velez, Nancy Ferrara (note taker),

Call to Order: Laura Moses called the meeting to order at 10:05 a.m. and affirmed a quorum was established.

Approval of Agenda: A motion was made by Carol Southard and seconded by Eileen Menendez to approve the agenda with the noted correction that the next DIAC meeting will be on April 9 and not April 10, as the College is closed that day for Spring Day.

Approval of Minutes: A motion was made by Eileen Menendez and seconded by Teshia Minnifield to approve the February 13, 2009 minutes.

Guest: Perla with Sodexo has asked to sit in our meeting today to observe the committee.

Chair Report: Laura reported on Kathy Jacobs presentation at the IAC meeting where she shared her feelings on receiving the TOPS award. She did a wonderful job. Laura thanked Eileen for the great power point presentation.

Administrative Report: Laura reported on the IAC meeting. Dr. Stephenson talked very briefly on the budget, as things are pretty much the same right now. Dr. Garcia was the guest presenter and talked about fund raising goals for this year and advised us that they will be asking for donations again.

OLD BUSINESS:

Employee Workout Program:

Nancy Ferrara gave an update on the Wellness program for the District offices. It’s important that support for this program be generated at the top level. Nancy and Carol will be presenting a power point presentation to Dr. Ray within the next few weeks.

Goal 2 Job Responsibilities:

Teshia prepared an organizational chart of staff for her areas with extension numbers and a brief description of their job responsibilities. She will try to send to everyone by email.

Memorial Plaque for Diane Llauget:
The plaque is in and is ready to be mounted. Eileen will talk with Dr. Garcia about having a brief memorial.

**Who will post the next update for District Employees “Goal 1”:**

Eileen will send out the next update. She will prepare a flyer and send within seven days after our CAC meeting.

**Inviting a Cabinet Member to the April meeting:**

Laura is working on sending out an email to the Presidents Cabinet at District.

**TOPS Award Nomination:**

Laura presented a nomination for the TOPS award. However, according to the guidelines, the form was not filled in correctly. The Council voted to hold off on this nomination until we get more clarification from the nominator, who at this point, we are not sure of. It was also noted that we should add a line on the nomination form that says, “Nominated By” but make it optional. We could put “optional” in parentheses. We should also be sending out monthly reminders.

**NEW BUSINESS:**

**Smoking area:**

Carol reported from Steve that there would be no smoking near the new benches, (that are currently on order) as it would be difficult to enforce. We need to wait until Administration makes a recommendation.

**Vending Machine Issues:**

It was brought up that there are still complaints about the 4th floor vending machines. Carol will talk to Darson Bullard about these issues. TCTC has also experienced the same problems.

**Recruiting New Members:**

We need to find replacements for Sarah Morgan and Priscilla Watson on the Council. We are looking at recruiting in June.

**Notebooks for new members - need volunteers:**

Laura will put together five or six new notebooks for new members. If anyone wants to help her please let her know.

Michele received a suggestion from a co-worker who feels a security presence is needed in the early morning since it gets dark earlier right now.
Laura reported Dr. Clark asked if anyone at District is interested in getting a team together for the Olympics. If so, please let her know. Ryan has ten people signed up.

**Institutional Advisory Committee** - The next IAC meeting is Friday, April 3, 2009 at Dale Mabry at 1:00 p.m.

**Davis Island Advisory Committee** - The next DIAC meeting is Thursday, April 9, 2009 at 10:00 am.

**Adjournment:** A motion was made by Michele Menendez to adjourn the meeting at 11:00 a.m; Motion seconded by Edna Murphy.