Hillsborough Community College

Davis Islands Advisory Council

April 9, 2009
Room 113

Attendance: Alfreda Bashir, Ryan Buckthorpe, Jim Connolly, Kimbril May, Eileen Menendez, Michele Menendez, 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 Eileen Menendez and seconded by Millie Velez to approve the agenda.

Approval of Minutes: A motion was made by Michele Menendez and seconded by Alfreda Bashir to approve the March 12, 2009 minutes.

Chair Report: Laura reported on the IAC meeting. Steve Shields gave a presentation on auxiliary services. Steve indicated the cost of stamps will be increasing and if you mail something out and it is returned to you, your department may have to pay for the cost. His department is working on the one card, which will provide access to the building parking gates. The A/C will be set at 78 degrees at all campuses.

Administrative Report: No report.

OLD BUSINESS:

Employee Workout Program:

Carol advised the Wellness Committee will be meeting with Dr. Ken Ray on April 14, 2009 to discuss the draft of an employee exercise program that was put together for District.

Goal 2 Job Responsibilities - Status:

Laura will get with Teshia Minnifield on the organizational chart she put together for her area. This may be used as a model for other departments to use for informational purposes.

TOPS Award:

Eileen will make some revisions to the TOPS form to make sure it’s worded properly. A line will be added at the bottom of the nomination form to indicate who submitted it.

Update – Vending Machines:
Carol spoke with Darson Bullard about the problem with food products with expired dates. He advised they will be monitoring the dates. At this time the proposal for vending services is out for bid and we won’t know yet who the vendor will be.

**Signs In Restrooms:**

It was discussed at the last meeting that signs should be installed inside the restroom door to remind people to shut off the lights. Jim Connolly advised that all the light switches will be on sensors within the very near future.

**NEW BUSINESS:**

**New Member:**

Kimbril May, of the Accounts Receivable department, will be the alternate back up for Michele Menendez.

**Nominations for Chair and Co-Chair:**

Ryan Buckthorpe informed the committee that he will be stepping down as Vice-Chair of the DIAC. Millie Velez has graciously accepted the position as co-chair. The committee unanimously agreed with this decision.

It was decided that we would appeal to the alternates first to see if they want to become members. Our last meeting will be in June. We will take July and August off unless something of importance comes up and we need to meet. Everyone should try and recruit someone as a new member.

Eileen mentioned that LaFran Reddin is stepping down as Chair of the IAC. The committee would like to get her something. They are asking for donations.

**Coffee Maker in the break room:**

Eileen passed around a coffee vending machine brochure. Carol will take to Darson and get his input.

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

**Davis Island Advisory Committee** - The next DIAC meeting is Friday, May 8, 2009 at 10:00am.

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