Hillsborough Community College

Davis Islands Advisory Council

September 11, 2009
Room 113

Attendance: Kim Baker, Alfreda Bashir, Cathy Bilka, Jim Connolly, Kimbril May, Eileen Menendez, Teshia Minnifield, Laura Moses, Bethoria Page, Teresa Rodriguez, Carol Southard, Millie Velez, Rob Wolf, Nancy Ferrara (note taker)

Call to Order: Laura Moses called the meeting to order at 10:10 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 Carol Southard and seconded by Eileen Menendez to approve the June 12, 2009 minutes with the noted correction: Alfreda Bashir’s name should be deleted from the motion to adjourn. She was not in attendance.

Chair Report: Laura Moses reported that the new members have received their CAC notebooks. A big thanks to Eileen Menendez and Millie Velez for their help in assembling the notebooks.

A suggestion was brought forward that when we send out our CAC status update report to District employees, we acknowledge any concerns that were brought to the DIAC meeting. Our charge is not to resolve issues here, but to follow-up and refer them to the proper department.

Administrative Report: Laura reported on the September IAC meeting. Eleven people from this group attended. Laura commented how much she appreciated everyone’s support. Mr. Wolf reported on the shape of the College. Enrollment is up and overall we are doing very well.

Dr. Carley made a presentation on the equity site visit. Even though we may not all be directly involved, there may be a possibility that someone from the equity team could come by your desk and ask you questions. It was a very informative presentation.

Millie reported that Shannon Grinstead has put together several Ad Hoc committees. Some of the committees include Health and Wellness, Green initiative and others. Dr. Clark will be giving a presentation for this group in November. She has some excellent information to share. Shannon has requested that at least one member of each CAC committee sign up for one of these Ad Hoc committees. If anyone was not at the IAC meeting, please contact Shannon if you are interested in signing up.

PRESENTATIONS:
Health and Wellness Fair, Ronkel Williams: Ronkel gave a presentation on the upcoming Health and Wellness fair scheduled for this campus on September 18, 2009. She is trying to get as many vendors as possible to attend. The health screenings will take place at TCTC, Room 122 and the other vendors will be outside on the patio. Ronkel met with Blue Cross Blue Shield and discussed a program called Walking Works program. It’s a web based program and she would like to meet with the wellness committee to discuss and go over the disk and information she has. The plan would be to use our group as a test pilot before we expand it to the other campuses. Ronkel will have sign up sheets at the wellness fair to see how many people are interested. We will test it for a week or two and provide pedometers to anyone who signs up. We would like to roll this out by October 1. To stimulate more interest, Rob Wolf suggested we have a poster at All College Day indicating how many miles this group has walked. Ronkel will look into this. Rob also suggested having a luncheon once a milestone is reached.

Employee Excellence Award, Ashley Carl: Ashley discussed the service awards and the employee recognition awards and the direction that the President would like to this group to take part in. The President would like each CAC group to take a more active role and plan the recognition ceremony that will include the service awards and the employee recognition award. This group would also be responsible for selecting the recognition award for the two District employees. The President will cover the cost of food and beverages and has asked us to select the vendor. October 9, 2009 is the date selected for the awards ceremony. Bios will be provided to Ashley Carl’s office where they will be put into a power point presentation. Pat Brown will take pictures for the power point. Laura will send out an email to the committee with some dates to meet on the selection of the recognition awards.

OLD BUSINESS:

Bricks: Kim Baker provided an update on the pavers. Kim contacted the vendor who installed the bricks outside. Because of the materials they used to cement these bricks in, they do not recommend taking the bricks up. He is sending Kim information on a monument company that he has worked with. They use a sandblaster and engrave the bricks that way. Cathy Bilka suggested she also check with the Ybor City Historic Council as she worked with an engraving company a few years ago. Cathy will check her files and get with Kim.

TOPS: There have been some questions regarding the selection process for the TOPS award. Laura passed around the form and highlighted where there needs to be more clarification. We need to revisit this to make sure this is fair. Laura asked everyone to please look at this and get back to her with any suggestions. She will bring it back to the group.

Vending Machines: The issue of stale food has been brought up again. Carol will speak with Steve about this. In the meantime, if anyone gets stale items they should bring it to Amina Jackson and she will contact the vendor company. The person will need to see Bursar for reimbursement.
Restrooms being cleaned during lunch hour: A concern has been brought up about the restrooms being cleaned during the lunch hour. There is a specific schedule that, per the contract, has to be followed to keep our restrooms clean. A suggestion was made that perhaps the person can use another floor restroom in the event that their restroom is being cleaned.

NEW BUSINESS:

Weight Watchers: Teresa Rodriguez asked if anyone would be interested in bringing Weight Watchers back. A minimum of 13 people are required. They offer payroll deductions. Some insurance companies also reimburse you once you reach your goal weight. A suggestion was made that we tie this in with the Health and Wellness fair. Teresa will talk with Ronkel first and report back to us.

Artwork: A suggestion was made regarding district employees displaying their artwork or photography at this building. It could be displayed in the fourth floor lounge area. One of the concerns may be insurance issues in the event it was stolen or damaged. Martha Kaye Koehler would need to advise on this.

Other new business items:

ATM Machine: Kimbril May provided an update. This was something that Purchasing investigated in the past. The reasons for not implementing were the possibility of non employees using it and the rental fees were too high. Rob asked Kimbril to follow up with Vonda Melchior to see if they could revisit this item. Rob thought that a stand alone machine would work which would allow the public and HCC to use it.

Lump Sum Payment for HCC employees: Cathy Bilka asked if part timers would be receiving the lump sum payment. Rob Wolf stated not at this time; only full-time staff will receive it.

Four-Day Workweek: The topic of the four-day workweek was brought up again and the fact that there seems to be no procedure or rules in place. The concern was that it should be in writing if employees can't participate. Rob addressed this, indicating that it was decided in Cabinet that it would be at the discretion of their supervisor. A question came up if we are going to implement the four-day workweek schedule next summer. Rob is waiting for information from Dave Cabecceiras and Barbara Larson. Kim will follow-up with Dave.

CAC Information Update: Millie Velez will send out the next information update to District.

Institutional Advisory Committee - The next IAC meeting is Friday, October 2, 2009 at 1:00 p.m. at SouthShore.

Davis Island Advisory Committee - The next DIAC meeting is Friday, October 9, 2009 following the awards ceremony. We will keep it very brief.

Adjournment: A motion was made by Eileen Menendez to adjourn the meeting at 10:55 a.m; Motion seconded by Alfreda Bashir.