Call to Order: Sue Flaig called the meeting to order at 2:30 pm and welcomed everyone present.

Approval of Minutes: The minutes from the November 17, 2008 meeting were reviewed and approved with some minor grammatical corrections. Sue will make corrections and forward to Alfreda to ensure that all final minutes are posted when committee has completed their work.

Review and discussion of Draft Code:
The latest version of the draft containing Bonnie Carr’s revisions was distributed. Each section was reviewed and edit discussed and agreed upon by the group. The Conflicts of Interest section will need to be reviewed further by Bonnie where it refers to the Florida statutes. The wording used in our current draft is taken from an old Accounting manual and we want to make sure we are documenting it correctly.

George Keith’s version of the message from Dr. Stephenson was accepted with one grammatical correction.

Tim McArter’s draft of the introduction to the HCC Code of Conduct was reviewed. Suggested grammatical corrections were discussed and noted throughout. Upon completion of review, the draft was accepted.

The next time we meet, Sue will have a clean document of everyone’s revisions from today’s edits.

Next Meeting: The next meeting will take place on Thursday, January 22, 2009 at 2:30 p.m. on the Brandon Campus. The meeting room is to be announced.

Meeting adjourned at 4:20 p.m.