HILLSOROUGH COMMUNITY COLLEGE  
ETHICS WORKGOUPT COMMITTEE  
Minutes of Meeting  
Monday, November 17, 2008  
Brandon Campus-ADM 111

Present: Sue Flaig, Facilitator; Paul Bishop; Carlton Williams; Tim McArter; Felix Haynes; Alicia Ellison; Bonnie Carr; and George Keith

The meeting was called to order at 2:32 p.m. Minutes from the last meeting and today’s agenda were distributed. A motion was made and seconded to approve minutes as written with one noted exception – misspelling of member’s name.

REVIEW AND DISCUSSION OF DRAFT CODE

Sue passed out the latest revisions to the Ethics Code which included the Message from Dr. Stephenson drafted by Alicia Ellison and explained that some sections were added. The group was asked to review the document together and discuss/note necessary changes.

George Keith pointed out that we need to correct the language throughout to make it more consistent when reference is made to 1st, 2nd person grammar. For instance, in some of the paragraphs, the language starts out in first person plural and then shift to second person singular in the next sentence.

Sue asked George if he will go through the document once again for consistency and tone.

Below are other noted revisions to the draft:

I. HCC’s Mission, Vision, and Core Values
   Under CORE VALUES/Equity - Change “affectional preference” to “sexual preference”.

   Page 3, 1st Paragraph – change “professional” conduct to “ethical” conduct.

   Also, on third line, where document refers to “the code”, Sue asked the group’s opinion on what to call this document. Everyone discussed and agreed upon HCC’s Code of Ethics and Conduct. Therefore, we will change wording from “the code” to “HCC’s Code of Ethics and Conduct”, and then refer to “the code” throughout remainder of document.

II. Purpose and Use of HCC’s Code of Ethics and Conduct
    Questions & Concerns – Sue stated that we will put in a link in jobs section of the website.
Where to Go for Help – We should delete the reference to ‘students’ as they have their own code of conduct.

Delete paragraph #2 and add “as referenced immediately below” to the end of the first paragraph where it refers to the course of action to follow.

Change first bullet to “a Cabinet Member or Dean” instead of ‘A senior administrator….”

Note to Employees – We will move this section to the beginning of section #5.

III. Responsibilities to our Stakeholders
Sue made some changes to the Use of College Resources section. Bonnie Carr will make some revisions to sections under Use of Hillsborough Community College’s Information Systems. We will take a look at it again when she is finished.

IV. Responsibilities to the Communities where we live and work
Some revisions noted include removing sentence starting “with our community through…..spheres”. Also, we will delete reference to ‘political processes at the bottom.

Political Activities and Contributions. Change sentence to read, HCC employees ‘may choose” to be involved rather than “are encouraged” to be involved. Also, in second paragraph add sentence “This includes faculty not advocating for a candidate or political philosophy” at the end.

Lobbying: Everyone agreed to delete this section - not needed.

V. Employee Commitment
Several grammatical revisions were made throughout section to ensure better flow.

Also, the group decided to move the paragraph, ‘Note to Employees’ from page 5 to the beginning of this section on Employee Commitment due to subject matter.

Due to time constraints, everyone was asked to take Tim McArter’s Introductory Draft of the HCC Code of Conduct with them and review for discussion at the next meeting. After all of these changes are made, we will have yet another draft for review also at our next meeting.

The next meeting is tentatively set for Thursday, December 4th, at 2:30 p.m. The location at Brandon is to be determined. Meeting adjourned.

11/11/08