Call to Order: Meeting called to order at 9:10 am

Cert of Quorum: Leland Holland, Floyd Ballard, Matt Williamson, Natalie Bisciglia, June Fishbourne, Darnel Scott, Selwyn Baptiste, Judith Nolasco, Marty Beverly, Peggy Gleason, Sophie Kowalski, and Steve Stancil

Prior to the start of the meeting the Chair, Floyd asked that each of us fill out the ECCO Asset Solution questionnaire to be completed and taken to the IAC Meeting this afternoon.

He then asked for each person present to introduce themselves.

There was discussion over the membership policy on voting for the CAC and the how policy was being interpreted. It was decided that the changes made by the by-law would remain but all membership who were committed to the Council would have voting rights. The other voting for the IAC would remain as stated in the bylaws. Floyd asked that each person present at today’s meeting accept by stating yes that they would like to become member of this committee and accept the responsibility of attending the IAC Meetings. All present as listed above confirmed their commitment. It was decided today that since Judy Nolasco was unable to attend the IAC that June Fishbourne would be her proxy.

Approval of Agenda: A motion made by Peggy Gleason and seconded by Marty Beverly to approve. All in favor of the motion and carried.

Approval of Minutes: Corrections to the minutes were noted as to make the following changes: perimeters to parameters and to change Marletta White to Marletta Dean. A motion by Norm Holland and seconded by Matt Williamson to accept the minutes as presented with changes and so carried.

Chair’s Report: Floyd gave a synopsis of the meeting that he attended at the IAC with Dr. Atwater. He explained his Oneness in Operations, Communications and Service. Dr. A will be making recommendations that all campuses operate as one. Floyd would like to extend an invitation to Dr. A to attend one of our CAC meetings.

Floyd wanted to ask for a vote on the cancellation of the meeting in January for the CAC Meeting. Discussion followed about what other CAC’s were doing. A motion By N. Holland and seconded by Judy Nolasco to cancel the January meeting of the CAC and the motion was carried.

Floyd asked if anyone has any issues that they submit their questions or comments online through the website using the link. He further explained about HCC LIVE is where you can submit your footprint request to create a ticket for any IT problems
Administrator Report:

Judy stated that Chad Hyatt will be here to do training on the 21\textsuperscript{st} Century classroom this month. She will email staff on the dates and times. She told the staff that they will receive professional credit for attending this seminar. Judy stated that all classes are full and do to a glitch in the system we have more students registered in many of our classes. She talked about the portables and that they will be completed in a few weeks.

Announcements:

Marty Beverly discussed a recent seminar that he attended through the public safety office about “shooters on campus”. He reiterated that if you see something, say something is very important. Please keep the staff and security aware of any strange or unusual behavior of any students or staff. Send an email to security about any issues that you might feel needs our attention.

Selwyn discussed that many students leave things in the classrooms and on campus and we need to have a central location for students to go to for lost and found. Marty stated that he would be checking with the security department since nothing official was ever set up about using the security office as a lost and found and get back to Selwyn by next meeting. In the meantime, you can bring lost and found items to the security office. Marty stated that if students want to file a complaint that something was stolen, they must contact the Sherriff’s Department.

David Worley stated that the ASC is very busy and they have seen over 100 students already this semester. He recommended that the Dean ask the faculty to forward their syllabus to the tutors for guidance. They presently have 8 student tutors and 8 math tutors. Sophia Kowalski recommended that faculty might coordinate their office hours with the ASC to help students with their tutoring. She suggested that we send an email to adjunct faculty to see if they can offer their office hours in the ASC Center.

Discussion started by Dean Stancil about the pay for printing for students. This will be coming into effect very shortly. The cost will be 10 cent per page. Right now they are printing for no cost. Students will be able to purchase a card at the bookstore that will be prepaid for this use on campus. Each student was given a 2 gig flash drive when they attended orientation. Dean Nolasco suggested that this pay for printing maybe something that we should bring to the IAC to discuss. Dean Nolasco also discussed that there is no consistency on each campus about overrides and also the mandatory first day attendance by students might be another few items to bring to the IAC.

There was a discussion about the problems with the registration this semester and the problem with Datatel where more students were able to enroll in classes that have reached their maximum. Unfortunately, there is nothing that we can do this time about this problem. Floyd stated that the college is doing an evaluation of Datatel to see if it will be retained for future use.
Report: Selwyn asked if we could create a standing committee for the Collegiate 100. This is a program where the 100 Blackmen are mentoring young people to help them enter and stay in college. Selwyn and other volunteers are working with HP to design a more affordable laptop for students. After a discussion, it was decided that if members would like to get help on this project, please email Floyd. Selwyn also requested that the SGA post their events and meeting times. It was suggested that faculty could add this information to their syllabus that it would be a great help to the student body. Dean Stancil stated that they are working on assembling a new Senate and they will post their meetings information.

Old Business: Nothing

New Business: Matt Williamson passed out information about “names of the Portables” and why the names are so difficult for students to finding them and that they are not clearly marked. It is discussed that those names are determined by the construction office and they cannot be changed since they are officially the names in our system. But we as a local campus can rename them and make it easier for the students. This was something that Judy suggested that we bring up at an IAC meeting to see if there is the possibility of officially changing these names for the future. She suggested that we bring this information to the campus president to any local name changing. Better signage on the portables would be help and Dean Stancil and Dean Nolasco will speak with Dr. Witt about these suggestions.

Open Hearing: Nothing to report

Adjournment: A motion to adjourn by David Worley and seconded by Marty Beverly at 11:10 pm and so carried.

Respectfully submitted,

Peggy Gleason