SouthShore Campus Advisory Council

Meeting Minutes

December 3, 2010

Call to Order: The meeting was called to order at 9:10

Cert of Quorum: Peggy Gleason, Matt Williamson, David Worley, Allen Witt, Natalie Bisciglia, Janet Willman, June Fishbourne, Sophia Kowalski, Marty Beverly, Thea Nicolaides, Judy Nolasco, Todd Huffman

Approval of Agenda: Before approving agenda, Floyd proposed a more thorough Chair Report be added to the agenda each meeting. Peggy reminded the group that this report would have to be an addendum. David Worley made a motion to approve the agenda and Natalie Bisciglia seconded the motion.

Approval of Minutes: Peggy Gleason made a motion to approve the minutes; Matt Williamson seconded the motion.

Chair’s Report: Reports from IAC subcommittees:

Matt Williamson reported that he is not sure that a committee still exists for All College Day. Dr. Atwater wants to spearhead it.

It was also reported that the by-laws chair is in question and that the chair of that committee will be settled by the next IAC meeting.

Administrator’s Reports: Dean Nolasco: She is trying to get out in community to promote campus. She is finding that many people in the community still do not know about our campus.

She reminded those present that grades are due 48 hours after last day of final exams. Grades/rosters need to be copied, signed, and turned in to her.

Issues were discussed about grade changes and campus cruiser. The issue is that once faculty input grades, they cannot go back into the website and change a grade. A grade change form must be filled out which generates much paperwork for the deans. It was suggested that this be brought up at the IAC meeting and that a recommendation be made to allow faculty to change grades for a fixed period of time.

As of the first of December, spring enrollment was at 53% capacity.

Myra Williams is now the permanent weekend/evening coordinator
Dean Nolasco recommended that every faculty member keep one ream of paper in his or her office for emergencies. Marty was asked to let security know that faculty should be allowed access to the storage area for paper when deans are not available.

_Dr. Witt:_ Dr. Atwater was meeting with the superintendent of schools to negotiate an affordable contract for the use of Lennard High School at night.

He thanked Judy and Myra for building an incredible spring schedule. He reported that the spring enrollment will be 3-4% higher than the fall enrollment if current trends continue.

He reported that the next hiring cycle had concluded with the hiring of a full time financial aid counselor.

Test center is now open but not all computer stations are running. We are waiting on furniture delivery.

Dr. Witt reported that he had a meeting with the architects to discuss a small remodel ($200,000). This remodel will include the former test center be converted to a financial aid suite with three large offices and storage. The student government activity center/office will become the book section of the bookstore. The current bookstore will become the student activity center/office. The overhang next to the bookstore will be closed in and become the cyber café with sixteen computer stations. The open area with the slab of bamboo will become a canopied area with ceiling fans for student activities.

Sophia recommended a study be done to find the peak hours of Academic Success Center and the type of help requested most.

The SouthShore Campus now has a sufficient number of Hispanic student enrollment to allow us to apply to be a Title V institution.

**Announcements:**

Holiday party will be at 12:30 on December 15th. Sign up sheet in mail room. Spouses are invited.

**Standing Committee:**

There are no standing committee reports at this time.

**Old Business:**

June reported that $450 was raised for the Heart Walk.

There were 16 hands left on the angel tree.

Sophia proposed a technical statement be added to syllabi for online courses. The concern is for students who sign up for online courses but are
unsuccessful. We discussed a special tutorial for walking students through online course work.

Judy Nolasco made a motion to take these issues to the IAC meeting because these are not campus specific problems but college-wide problems. Natalie Bisciglia seconded the motion. Motion carries.

New Business:

Natalia Bisciglia: The HCC Foundation lost the Gasparilla beer tent.

There will be a social in the spring to orient faculty/staff about the HCC Foundation and campus specific scholarships.

The President’s Showcase is March 16th, and Natalie will be collecting items for a basket to be auctioned

Ambassadors are needed to talk to donors; scholarship recipients preferred.

Judy Nolasco: Inside HCC publication comes out three times per year – please take photos at campus functions. Myra Williams will keep a file of all pictures.

Dr. Witt: What campus-wide committees are we interested in?

Judy Nolasco proposes a distance learning committee.

Floyd proposes that each committee defines it role.

Dr. Witt asks that a list be sent to him, and then the list will be discussed at next CAC meeting.

Open Hearing:

nothing to report

Judy Nolasco recommended that flyers and suggestion boxes be placed around campus to promote CAC and encourage students to attend.

Adjournment:

A motion to adjourn was made by Natalie Bisciglia and seconded by Marty Beverly at 10:58am.

Minutes recorded by Janet Willman