Institutional Advisory Council  
Meeting Minutes  
Dale Mabry Campus, DSTU 108  
September 2, 2011 – 1:00 PM

Present:  
Brandon: Misty Vorder Bruegge, Nicole Bargeron, Lauretta O’Dell, Jose J. Galvis, Mickey Reigger, Joan Rogers, Michelle Thompson, Beth Smith [Quorum]

Dale Mabry: Connie Reed, Mary Bendickson, Jennifer Bess, Beth Clickner, Lauren McNamara, Daniella DeHoyos, Doris Rodriguez, Chris Evangelista, Jessica Contreras, Ebony Wilson, Angela Mick, Loriana DePaz, Todd Joseph, Christine Logue, Greg Miller, Bruce Bondurant, Darryl Myles, Miranda Moore [Quorum]

GWSC: Dr. Ken Atwater, Bryant Fayson, Rachel Pulliam, Kathi Stubbs, Teshia Minnifield, Carlene Barbeau, Bruce Stephens, Laura Moses, Cathy Bilka, Jim Connolly, Cedric Lewis [Quorum]

Ybor City: Myrah Caya, Jessica Olney, Terry Varvil, Patrick Cureton, Beverly Ketcham, Loretta “Rose” Ramsay, Mindy Neal, Carolyn Kossar [Quorum]


Southshore: David Worley, June Fishbourne, Natalie Bisciglia, Judy Nolasco [Quorum]

Call to Order: The meeting was called to order at 1:02 pm by Tim McArter.

Welcome: Dr. Mary Bendickson welcomed everyone to the Dale Mabry Campus on behalf of Dr. Bob Chunn.

Pledge of Allegiance: Everyone stood for the Pledge of Allegiance.

Roll Call / Certification of Quorum: Quorum was certified at roll call for all campuses with the exception of Southshore. Southshore made quorum by the end of the meeting.

Approval of Agenda: A motion was made by Rachel Pulliam to approve the agenda, seconded by Nicole Bargeron, and passed unanimously.

Approval of Minutes: The May 13th minutes were amended to correct the spelling of Rob Wolf’s name. Connie Reed motioned to approve the minutes with the noted correction. The motion was seconded by Michelle Thompson and approved unanimously.

College President’s Report:

Dr. Ken Atwater thanked everyone for the opportunity to address IAC and he provided the following update:
• Enrollment is up at 3%.

• All College Day is on Friday, October 21st and will be held at the Plant City Campus. His office is taking the lead with the help of Rob Wolf and a team of people from across all of the campuses to help plan the event. Last year, he was very impressed with how everyone at HCC had come together in one location to share information, etc. He was not impressed with the fact that by 3:00 pm only 30% of the people that started were still there. This is not acceptable. There will be some changes to this year’s event. The event will end by 3:00 pm. He stressed the importance of making this day a day of learning and a day of opportunity for everyone to get involved. As part of the strategic planning operation, one of the key initiatives that will be discussed at All College Day is the review of the College’s mission and vision. This will involve internal and external stakeholders. Everyone will be given an opportunity to participate in the review process at All College Day. He encouraged everyone to get involved and to sign up for one of the sessions that Paul Nagy will be facilitating. The College wants feedback from everyone in its effort to reaffirm that the mission and vision is the right mission and vision for the College.

• Dr. Atwater spoke about his three pillars that will make HCC the premier 21st Century Community College. Dr. Atwater’s three pillars are:

  I. Leading through Innovation – Strive to leverage technology to support HCC’s innovative practices as we better serve our students, increase the graduation rate, and have a better impact on our local economy.

  II. Collaboration of Partnerships - We cannot operate as a silo. Just as he advocates "One HCC" between the campuses; he is also advocating that the College be in partnerships with businesses, industries, and other higher education entities.

  III. Improving the Overall Student Experience – We must reengineer ourselves all the time. Every time we complete a process, a service, instruction delivery, etc. we need to ask if it is effective, how can we improve our method. This reaffirms that we are doing the right thing.

• IT Reengineering – A retreat was held last October to review and identify the challenges of the College’s OIT Department. The retreat identified ten items and condensed them into four major units: 1) Governance, 2) Datatel, 3) Training, and 4) Policies & Procedures. Dr. Atwater has charged the Governance and Datatel Work Teams to begin work. Project team leaders have been identified for each unit. It was decided that the team leads would spend the summer developing the framework for their teams and begin selecting members from the volunteer pool. There are currently 200+ people who have volunteered to be on work teams. If you are interested, it is not too late to join.

• Datatel - The College brought in an outside consultant named CampusWorks to analyze Datatel. CampusWorks interviewed over 235 people on the use of Datatel. They have completed their assessment and there will be a report out on the website shortly. Dr. Atwater stressed that the findings affirm that Datatel works and it works well. Steve
Gorham and Ken Ray are the team leaders for the Datatel Work Team. They are organizing a road map of what we need to do to maximize Datatel usage. Dr. Atwater spoke about how the College is addressing other findings that were included in CampusWorks’ final report. The report should be out on the website in about three weeks. In addition, CampusWorks will be presenting their findings at All College Day. He encouraged everyone to read the report as it may impact on how you do your job and be prepared to ask questions.

- Financial Aid Reengineering – The College gave out $100 million in aid last year. This fall alone, the College gave $71 million in aid. Financial Aid is one of the backbones of the College. Financial Aid Federal Requirements necessitate that the College has centralized control over financial aid. In an effort to have centralized control over financial aid, a new central processing center at the Collaboration Studio is being designed. In order for a smooth migration, Linda Clemons and Dr. Ken Ray are setting up transitional advisory groups that will consist of IAC members, FA counselors, staff from the academic area, etc. to talk about issues pertaining to this transition. He asked that people please volunteer and be involved in this process. The intention is to have the centralized processing center in place by December 1st to run it as a pilot for the spring semester. The goal is to improve service to all of our students.

- Overall, the College is doing well. We are well respected in the community. Enrollment is stable and our budget is a lot better than he anticipated. State revenue is in the tank and we do not see any signs of any new resources coming to us. The main drive of the campus leadership and himself is to keep a stable budget and to manage new growth the best we can.

Dr. Atwater opened the floor up for questions.

- A question was asked about the Datatel assessment and when the work teams would start. Dr. Atwater said that the Governance Work team lead by Craig Johnson and Carlos Soto would be starting this fall. The Datatel Work Team lead by Ken Ray and Steve Gorham will be staring this fall as well. Volunteers will be getting an invitation to serve on the team they volunteered for. The decision was made to wait until fall so that Faculty (away for summer) would be able to participate on the work teams.

- Brian Fayson asked Dr. Atwater what is the one thing that he would like his employees to do to aid in obtaining the College’s goals. Dr. Atwater said that he wants people to come to work with an open mind, be engaged, and make decisions. He wants everyone to care about what they are doing, but to also have the flexibility to change.

- A discussion was held regarding the ineffectiveness of the current student email system and methods of communicating to students.

- Rose Ramsay as asked when Pay to Print would be initiated in the open labs. Dr. Atwater said that he knows that Barbara Larson has been researching the printer issue but unfortunately he did not have an update on this issue. He will get back to her or Tim McArter with an update.

- Nicole Bargeron inquired about raises for this fiscal year. Dr. Atwater said that negotiations with SEIU have finished, but that the contract has not be ratified by the
The contract with the 2% raise should be going to membership this month for ratification. Dr. Atwater's goal is for the ratified contract to go to the September Board Meeting. The faculty union has already ratified their contract. Dr. Atwater noted that negotiations went well with both unions this year.

- Bruce Stephens asked how the College can get rid of the union. Dr. Atwater said he is not for or against the union however, there is a benefit to an employee group speaking through one body. He encouraged everyone to be engaged and if the union does not represent you the way you would like, then get involved and change it.

- Dr. Atwater spoke about the role of the community college in the current job market situation. This is a great place to be. We remediate, reeducate, train, we listen and respond. We are an effective entity within the community.

- Dr. Atwater concluded his report by thanking IAC and offering his continued support of its mission.

IAC Chair Report:

- Tim McArter thanked Lauren McNamara and the Dale Mabry CAC for hosting this month’s IAC meeting.

- Tim announced that he is the new IAC Chair, Misty Vorder Bruegge is the new IAC Co-Chair, and that Cathy Bilka is the IAC Secretary, however, he would like to have someone as a back-up in the secretary position. He asked that if anyone is interested to please send him an email.

Campus Advisory Council Reports:

**Brandon** – Joan Rogers reported that the Brandon CAC met on Friday, September 2, 2011. The Brandon CAC is planning to have a group photo taken at the IAC meeting on October 7, 2011. The Brandon PTK has some ideas to contribute to the campus’ recycling efforts. The ideas will be presented at a future meeting. Lauretta O’Dell volunteered to be captain for the Brandon CAC team for this year’s Heart Walk on November 5th.

**Dale Mabry** - The Dale Mabry CAC met this morning. They are working on campus-wide green initiatives. They are organizing a team for the Relay for Life Campaign and will be encouraging faculty and staff to participate. Participation is not limited to CAC members. They discussed maintenance issues on campus that needs addressed. They would like to see a Part-time Employee category added to the Employee Excellence Awards. Lauren McNamara asked for clarification on the refreshments for the IAC meetings.

Tim McArter said that this issue has been an ongoing issue and it comes down to money. Dr. Atwater spoke about how Sodexo provides the College with credits for food service use. The credits are distributed to each campus and the District office. Dr. Atwater suggested that the CAC’s talk with their Campus President about using the Sodexo credits for IAC. One of the things that might be considered is to what extreme do we want to do sandwiches, light snacks, etc. Some of the campuses said that they enjoy catering the IAC meetings. It is important to give sufficient notice as to what will be served ahead of time for members who are traveling a distance.
GWSC - Teshia Minnifield introduced Bryant Fayson as the new Chair of the District/GWSC CAC. In addition, Cedric Lewis is the Co-Chair and Kathi Stubbs is the new Transcriber. Bryant reported that The Davis Islands Advisory Council met on June 10\textsuperscript{th}. They discussed the possibility of having a dress code policy and different methods to communicate it to employees. The committee inquired about having renovations made to the ladies restrooms at GWSC. The committee also discussed the recruitment of new members.

**Plant City** – The Plant City CAC met this morning and welcomed new and returning members. Elections were held and Tonni Jones is the new Chair and Howard Vorder Bruegge is the new Co-Chair. They discussed the Employee Excellence Awards and encouraged nominations. The Plant City Health Fair is on September 15, 2011. All College Day is being held at the Plant City Campus on October 21, 2011. The Campus will host a welcoming event for Dr. Atwater on October 22, 2011 from 10:00 am to 1:30 pm. Invitations have been sent out to the community. There will be free bar-b-que and tours of the campus and various departments.

**Southshore** - Elections were held for the new chair and co-chair. Natalie Bisciglia is the new Chair and David Worley is the new Co-Chair. They created a wellness committee to address the issue of a gym for faculty and staff on the Southshore campus. Dean Nolasco introduced a new student seminar series that will take place over the fall semester. The series will address issues such as college writing, test anxiety, and will include guest speakers. The construction of the new student center was finished and they now have food vending machines on the campus, as well as a new student activates pavilion. In addition, they are proud to announce the arrival of 35 new Lenard Academy Juniors to the Southshore campus.

**Ybor** - The Ybor CAC elected new chairs in May. Patrick Cureton is the new Chair and Terry Varvil is the new Co-Chair. The CAC met today and discussed the Campus Awards Program. The CAC would like to get SGA involved in this awards program. They discussed Pay to Print. This is becoming a costly issue for the Ybor campus as more faculty are putting their course documents online and telling students to print them in the computer labs. The new construction on campus was also discussed.

**Brainstorming Session:**

Tim McArter asked everyone to break into groups of eight or nine to discuss the topics that IAC would like to address in the 2011-2012 year. Sheets were collected at the end of the session.

**Hearing of faculty/staff/students:**

Carlene Barbeau with the HCC Foundation announced that scholarships would be available in September for the spring 2012 term.

**Adjournment:** The meeting adjourned at 2:35 pm.

*Respectfully submitted:*
*Cathy Bilka*
*GWSC OIT Office*