Call to Order: Joan Rogers, Brandon CAC Chair, called the meeting to order at 10:05 a.m.

Approval of Agenda: Nicole Bargeron motioned to approve the agenda; seconded by Misty Vorder-Bruegge.

Approval of Minutes: Misty Vorder-Bruegge motioned to approve the minutes; seconded by Michelle Thompson.

Old Business

• By-Laws Committee
  Nicole, Misty and Alessandro volunteered to work in this committee.

• Delegates
  Current Brandon delegates to the IAC are: Randall Rockefeller, Jose Galvis, Michelle Thompson, Nicole Bargeron and Daniel Berkowitz. We need to have 5 delegates – 3 to make campus quorum at the district IAC meeting. Sunshine Gibbons agreed to become a delegate. Anyone else interested in becoming a delegate, please contact Joan.

• Picture of Brandon CAC Members
  It was agreed to have the group picture taken at the October meeting.

• CAC Sustainability Council Ad-Hoc Committee/Chapter
  Misty mentioned that while the Sustainability Chapter is formalized we can assist with some of the activities, like Earth Day, which was very successful last year. Dr. Soto suggested inviting professor Desi Saludes and/or Jeremy Bullian to the next CAC meeting to provide an update on the works of this Chapter and other sustainability initiatives.

New Business

• IAC Theme
  The IAC theme for this year is: “Mission Graduation: What’s your Role?”
  The theme encourages all employees to take a closer look at how everyone can contribute, in their respective job designations, to help students graduate.

• Submission of Articles to College Publications – Nicole mentioned that we need to start submitting articles to “Inside” to give more exposure to our campus activities, accomplishments and events. Margel added that a student from PTK can help us with guidance information on how to prepare articles and pictures for submissions.
Updates

Dr. Soto provided an update on the following:

- **New Campus Media Employee** - The College is hiring three Marketing Managers to help the campuses promote programs, events and initiatives. These individuals will be responsible for developing stories for publication. One person will be assigned to work with the SouthShore and Brandon Campuses. The names of these employees will be announced within the next two weeks.

- **New External Resource Developer** – Dr. Soto announced the hiring of Beth Stevens, as the campus part-time External Resource Developer. Ms. Stevens comes to us with a diverse background in research, grants facilitation and compliance. She will look at more opportunities for external funding for new programs and curriculums. If anyone has an idea regarding a project or partnership that may be viable for the campus, she would be the person to contact first. Dr. Soto suggested inviting Beth Stevens to one of the CAC meetings.

- **New Parking Area/New Road to the Campus** – The new student parking area has been completed. The work for a road that will loop throughout the campus will be completed in approximately in 18 months. Dr. Soto is positive that the project to build a formal entryway to the campus will eventually take place.

- **Budget** – This year’s budget turned out to be better than expected. The President announced a 2% salary increase for administrators and non-union employees to offset the 3% state mandated employee retirement contribution.

Hearing of Employees and Students

- **Wellness Fair** - Nicole announced the Wellness Fair to take place at Brandon on September 20, from 9:00 a.m. to 3:00 p.m. in the Conference Room-BADM 117. Everyone will have the opportunity to pre-register for their health screening and get the updates to their Health Risk Assessment (HRA) through Cigna. Based on the number of employees doing the HRA, the college will get a discount. Vendors from several organizations will be available to provide information on health, fitness, and finance. To be eligible to enter for prizes staff is required to complete and/or update their Health Risk Assessment, take the Biometric screening and/or sign up for the weight loss program - HCC MOVE ME Challenge. Anyone interested in signing up for the HCC MOVE ME Challenge should contact Nicole.

- **Name Tags and IAC Backup Notetaker** - Misty advised delegates attending the IAC meeting to please wear their name tags. Also, the IAC has appointed a person that will take minutes of all meetings, but one alternate is needed for each campus. Maria Muniz agreed to be the alternate note taker for the Brandon Campus.

- **Electrathon** – Alessandro advised that on Saturday, September 17, the Brandon Campus will be hosting the Electrathon competitions. HCC is the only community college participating in this competition. The Engineer Society club members will be entering the competition with a vehicle of their own creation. This public event, which attracts hundreds of people every year,
is designed to showcase the advances in electrical engineering. Alessandro encouraged everyone’s attendance to cheer for our students.

- **Recycling** - Margel pointed out that several PTK students would like to contribute their ideas to improve our campus recycling efforts. It was suggested to invite these students to the CAC meeting to share their ideas with the council.

- **Heartwalk** – Margel suggested combining the CAC and PTK teams into one Brandon Campus team. Lauretta O’Dell volunteered to be the team’s captain. This year’s Heartwalk will take place on November 5, at 8:00 a.m. near the Dale Mabry Campus. Margel will bring more information about this event at the next meeting.

- **Book Drive** - Margel pointed out that they are still collecting books for the book drive. The Brandon Campus has collected over 3,000 books so far. Anyone wishing to donate books, especially instructor manuals, please deposit them in the box outside Michael Odu’s office.

- **Fire Drills/Safety Committee** – Michelle Thompson reminded that the fire drills are scheduled on Tuesday and that staff interested in joining the Safety Committee should contact David Flanigan.

**Adjournment** – Michelle motioned to adjourn the meeting at 10:40; motion seconded by Nicole.