Institutional Advisory Council  
Meeting Minutes  
GWSC, TCTC Auditorium  
October 7, 2011 – 1:00 PM  

Present:  
Brandon: Misty Vorder Bruegge, Lauretta O'Dell, Mickey Reigger, Joan Rogers, Michelle Thompson, Beth Smith, Sunshine Gibbons, Randy Rockefeller, Daniel Berkowitz (The Regent) [Quorum]  

Dale Mabry: Benjamin McDole, Jennifer Bess, Lauren McNamara, Beth Clickner, Daniella DeHoyos, Chris Evangelista, Jessica Contreras, Ebony Wilson, Angela Mick, Todd Joseph, Christine Logue, Bruce Bondurant, Darryl Myles [Quorum]  

GWSC: Dr. Ken Atwater, Bryant Fayson, Kathi Stubbs, Teshia Minnifield, Carlene Barbeau, Cathy Bilka, Kimbril May, Bethoria Paige, Alfreda Bashir, Perla Lieras [Quorum]  

Ybor City: Myrah Caya, Terry Varvil, Patrick Cureton, Beverly Ketcham, Loretta “Rose” Ramsay, Carolyn Kossar, Chuck Holmes, David Liller [Quorum]  

Plant City: H. Joseph Vorder Bruegge, Bonnie, Finsley-Satterfield, Vien Truong, Tonni Bacoat-Jones, Ignacio (Nacho) Reyes, Diane Robinson, Tim McArter [Quorum]  

Southshore: David Worley, June Fishbourne, Natalie Bisciglia, Sheila McCants [Quorum]  

Call to Order: The meeting was called to order at 1:06 pm by Tim McArter.  

Welcome: Dr. Ken Atwater welcomed everyone to the District Offices. Dr. Atwater spoke about the Tampa Bay Rays and their bid for the 2011 playoffs. He thanked everyone for participating in the Rays’ Appreciation Day at HCC and encouraged everyone to support the Rays and other local sports teams as they are all supporters of the College.  

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

Approval of Agenda: A motion was made by Michelle Thompson to approve the agenda, seconded by Darryl Myles, and passed unanimously.  

Approval of Minutes: The September 2nd minutes were amended to add Dean Bonnie Finsley Satterfield’s to the Plant City attendance list. NEED NAME motioned to approve the minutes with the noted addition. The motion was seconded by Rose Ramsey and approved unanimously.  

Roll Call / Certification of Quorum / CAC Reports: Tim McArter asked that the campus CAC’s give their CAC Reports upon Roll Call.
Brandon: Quorum met. The Brandon CAC met today, October 7, 2011 and the following items were discussed:

- The need to enforce/revise the smoking policy on campus.
- The need to enforce faculty and staff parking areas on campus.
- Ideas to improve participation in recycling efforts.
- CAC’s participation in the Heart Walk.
- CAC’s collection of food and other needed items for ECHO (Emergency Care Help Organization) in Brandon.
- The Brandon students formed the American Medical Student Association (AMSA) on campus and are trying to get other campuses involved. They are looking for an AMSA contact person (advisor) for the Dale Mabry and the Ybor campuses. Brandon, Southshore, and Plant City have advisors identified. Please contact Beth McCullough at Brandon if you interested.

Dale Mabry: Quorum met. Lauren McNamara reported on the Dale Mabry CAC’s meeting. The following issues were discussed:

- Maintenance issues on the campus. The manager of operations came and spoke to their CAC about these issues.
- The need for new signage on campus.
- The new parking/drop off areas that will be constructed over the holiday break.
- Employee Service Awards are scheduled for Wednesday, October 12, 2011.

GWSC/District: Quorum met. Bryant Fayson welcomed everyone to GWSC and gave a report on the following items:

- Dress code policy,
- Possible ladies room renovations,
- New member recruitment,
- Employee Service Awards,
- Health and Wellness initiatives,
- The idea of having a Sunshine Club to write get well and bereavement cards to employees.

Plant City: Quorum met. Tonni Bacoat-Jones said that the Plant City Campus CAC met today, October 7, 2011 and discussed the following items:

- Construction on the SGA Legacy Project begins in December with completion scheduled for February 2012. The Legacy Project is a pavilion for students that will be located between the Science Building and the Library.
- The Atwater/Johnson Bar-B-Que and Campus Open House is scheduled for Saturday, October 22, 2011 from 10:00 am to 1:30 pm. Academic Services and Student Organizations will have booths and there will be tours of individual program labs.
- Team Plant City/MacDill Employees will be participating in the Heart Walk on November 5, 2011.
- Student Services has formed six new student clubs.
- The installation of security cameras.
Southshore: Quorum met. Natalie Bisciglia reported on the following items discussed at the Southshore CAC meeting:

- Dr. Witt met with HART to move the existing bus stop to a new location.
- HART will build an eco-friendly, solar powered bus shelter made out of recycled aluminum.
- Enrollment is growing at Southshore. They will be offering 355 on-campus sections, 20 online sections, and 38 (12 week) sections for the Spring 2012 term. They have added classes two nights a week at Lennard High School bringing this to a total of four nights a week. New classes in entrepreneurship will be starting in the spring as well.
- An ad-hoc committee is working on the issue of enforcing the no smoking policy on campus.
- Students representing SGA, PTK, and Ambassdors were in attendance at their meeting.

Ybor: Patrick Cureton reported on Ybor CAC’s meeting.

- Dr. Shawn Robinson will hold his Fireside Chat this year and the Community Advisory Council is on October 27, 2011.
- A discussion was held about recycling efforts and the need to avoid contamination.
- Pay-to-Print was discussed. Steve Shields has done an assessment at their campus.
- Testing Center test return policy. Not all testing centers are operating the same. They would like to have a standard test return policy for labs and testing centers campus-wide introduced and forward to IAC for review.
- Recognizing part-time employees for recognition awards.
- The Ybor Employee Service Awards were held today. David Liller announced the winners. The Council congratulated and applauded them.

College President’s Report:

- Dr. Atwater invited everyone out to the Plant City Open House on Saturday, October 22, 2011. He added that Fred Johnson will be catering the Bar-B-Que.

- Dr. Atwater spoke about enrollment. This past fall the College, two weeks out was 3-5% down in enrollment. He explained that the College is funded by two primary sources, the state revenue and tuition and fees. In the past, the state portion has been 60%, and tuition and fees at 40%. There is now a role reversal of 48% state, and 52% tuition and fees. It is key that we keep our focus on enrollment not only for revenue generation but also access. He thanked everyone for their hard work and dedication to the students; but more importantly by helping the College meet our goals and maintain enrollment.

- Dr. Felix Haynes has announced his retirement. Dr. Haynes last day will officially be July 30, 2012. There will be a national search and there will be no interim. The goal is to have someone identified and ready to start on July 1, 2012. The search committee will be a broad representation from across the campuses and the College Community. There will be two co-chairs, Dr. Bob Chunn and community member Ed Vernor. We are in the process of outlining the committee and identifying who will be on the committee. There will be opportunities in the process to engage with the possible candidates. Dr. Atwater encouraged everyone to get involved in those processes. Dr. Atwater hopes to have more details and timelines for everyone by All College Day.
• All College Day is on October 21, 2011 at the Plant City Campus. He made it clear that it is a work day and he expects everyone be there. The agenda for the day will include updates on the various projects currently taking place around the College. There will be an IT and Financial Aid update, as well as a presentation by CampusWorks outlining their assessment of the College’s use of Datatel. There will be a review of the College’s Mission and Value Statement that will include internal and external stakeholders. Dr. Nagy will be leading this effort and he will give a brief overview of the process that morning. Planning sessions are planned that day so there will be opportunities for people to participate. Dr. Atwater encouraged everyone to participate in one of those sessions. The College wants our feedback. It is important that we do this review and make sure our message is consistent on what we want Hillsborough Community College to be.

• Dr. Atwater advised that the College has hired a Registrar. Her name is Katherine Durkee and she is from Norwood, Michigan. She has outstanding credentials and she is filling a void and a need that he readily identified when he came on board last year. He asked that everyone please give her a big welcome. Her office is located here at the District offices, but she has already been out visiting all the campuses. She plays a very key role here at the College.

• He had the opportunity to attend Plant City’s Hispanic Heritage Celebration last night. They had a great group of panelists that shared their experiences about how they overcame obstacles and became very successful. The panelists interacted with our students and spoke about the importance of support groups and mentors.

Dr. Atwater opened the floor to questions.

• A question was asked about an update on Financial Aid. Dr. Atwater said that Dr. Ken Ray will be providing a complete update on Financial Aid at All College Day. The Department is moving to a centralized processing center at the Ybor Collaboration Studio. The move is planned for sometime before the December break. The centralized processing center will handle all of the processing, awarding, and verification. The FA campus offices will focus their efforts on helping students with the process. This will be a tremendous improvement for service to our students.

• Natalie Bisciglia from Southshore asked about whether or not the College will be adding any faculty positions, specifically at the Southshore campus as they are steadily increasing in enrollment. Dr. Atwater explained that the College is hoping that the state will maintain the 48% and that there will not be any additional state cuts. There are so many factors going on with the state right now. We do not have any idea as of right now what the projection will be, it will be become more clear once the legislative session starts. Dr. Atwater’s first priority is to keep the College whole and avoid any cuts. Our Leadership Team has planned very well to absorb minimal cuts of 3% or less. And you as a service provider for the College will not be impacted by it. 70% of our revenue is tied up in personnel costs. We are flat but we serve over 48 thousand students a year. We need everyone and his goal is to keep everyone here. He knows that we have a heavy dependency on adjuncts. He believes that there is benefit of having instruction delivered by full-time faculty. There are benefits to learning and to student outcomes. He understands that if we have resources coming in, we need to look at adding new additional full-time faculty. How or when we are able to do that is uncertain
as we don’t know what the projection will be. We will strongly advocate that investment in the two year college system is a good investment and a good return on the dollar. When you invest money in Hillsborough Community College the return on your investment is $5.10 for a student and $3.10 for every tax payer. Those are good returns on our dollar in Florida.

- Todd Joseph from Dale Mabry asked about the different campuses having different requirements for number of students per class. For example, General Psychology at the Dale Mabry campus has 35 students per class. Other campuses have 25 or 30 students per class. Dr. Atwater explained that the College maximizes the use of its facilities. We maximize the ability to deliver the quality of instruction. Someone may be teaching 25 students in a psychology class because the class seats 25, however they may have the ability to teach 30 students, but the environment won’t support that. There is no standard, but there is a standard about what we can teach and how effective we can be. It depends on the class type too, for example, there is a big difference from teaching a psychology group than teaching a group of nursing students who require hands on and specialization training. I expect that the Deans and the Faculty Leads talk about instructional delivery and talk about what we can actually teach in the class size or in the program. Dr. Atwater stressed that he doesn’t want to have a situation where a student is in a class with 100 or more people. That is not a conducive learning environment.

- Teshia Minnifield from GWSC asked why text books for the same class are different at each campus. Dr. Atwater said that he actually spoke with his Leadership Team about this issue. He said that the Faculty Leadership came to him and asked how they can improve this model and get away from having different books for the same class. He used the example of DM having five different books for the same history class. A review of our academic structure not only will tackle the issue but look at how we can improve communications between our Academic Clusters. In addition, it is a student success issue and a student access issue because the books range from $80.00 to $220.00 for the same section. We need to do a better job of coordinating this effort so that our students can be successful. Faculty Leadership made the very statement that we need to look at how we are organized from an academic standpoint and see if there are better models. They too recognize this. They are taking a very active role in looking into this. He is excited to see the outcome from their work. What is the impact on students’ success? If you ask that question first, sometimes we may not make the decisions we are making and the policies and procedures that we are doing. That is a barrier for the 21st century.

- Ebony Wilson from Dale Mabry asked if everyone knew what January 2, 2012 is? January 2nd is the first day back from break and the same day as the Out Back Bowl. Dr. Atwater said that the College is aware of this issue. However, the College is under contract to lease out the parking. Classes don’t start until the 9th, faculty come back 5th or 6th. This will be a nightmare for returning student services staff and students needing assistance that day. Dr. Atwater said that they are actively working on solutions. It is important that we communicate to the students what January 2nd is and tell them not to wait to the last minute to register, etc. Dr. Atwater asked the council to help spread the word, especially on the Dale Mabry Campus.
In closing, Dr. Atwater mentioned two initiatives that stand out for him that he commends IAC on:

1) The adoption of the concept of One College. He praised IAC for taking the lead and making this a part of the HCC culture; and
2) Commit to Graduate and the students efforts to initiate our completion attempt.

He believes that nothing can be successful unless there is ownership on what is being done. That ownership lies with you, the faculty, and with our students. Students have to take ownership for their education. They take ownership of their education then they can be successful.

In 2011, the College cannot afford to be five separate entities. This is a disservice to our students. Students take classes at different campuses. We can be one College for five different campuses, serving five different communities, and not be centralized. You can maintain your identity, maintain your efforts, and at the same time serve our students. We can have a balance. It’s an ongoing process, continue improving our efforts, always advocate if you work here think of it as an environment that is always changing for the good. Never be satisfied for the status quo. Once we become satisfied, we get behind.

He thanked everyone and expressed his appreciation for the IAC’s commitment and dedication to the College and our students.

**IAC Chair Report:**

Tim McArter thanked Bryant Fayson and the GWSC CAC for hosting this month’s IAC meeting.

Tim introduced Bethoria Paige from GWSC to speak about the distribution of the All College Day shirts. Bethoria said that she sent an email to all the campus CAC chairs and co-chairs requesting help with distributing the ACD shirts. The shirts will be delivered to GWSC on Monday, October 17, 2011. It will take about a day to separate and organize the shirts and then they can be picked up Tuesday afternoon for campus distribution. She will deliver them to your campus if needed. She asked that if the campuses have any unclaimed shirts to please bring them with them to All College Day. She thanked everyone and is very appreciative of their efforts.

**All College Day:**

Angela Mick thanked Rob Wolf for his leadership on the All College Day Committee. Rob spoke about the committee and the format for this year’s event. Tim said that if anyone is interested in volunteering that day to please send him an email. A discussion was held about the breakfast and lunch set up. Fred Johnson’s Southern Gourmet will be catering the event again this year.

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

Carlene Barbeau with the Foundation announced that 4:00 pm Tuesday, October 11, 2011 is the deadline for scholarships. Please encourage your students to get their applications in by the deadline. There are 50 scholarship opportunities.
In addition, the Foundation is revamping alumni communications and she asked that if the campuses are hosting any events and want to invite alumni, to please send them the event information and they will post it in their alumni newsletter. Please send event information to Peyton Woodroffe at pwoodroffe@hccfl.edu.

**Brainstorming Session Review:**

Tim McArter said that the council came up with some excellent suggestions and comments during the brainstorming session. Misty Vorder Bruegge displayed the brainstorming outcomes on the projector and asked for the counsel’s help with categorizing them. Misty explained that she is trying to keep the group to four ad-hoc committees. She shared her thoughts and said that she would like to keep it aligned with IAC’s theme “Mission Graduation: What’s your role?” and encouraged feedback. Below are four possible ad-hoc committees.

- Technology
- Prerequisite Checks – there are a lot of problems with this area.
- College Mentor Committee – Academic Success Center - we all have different gifts. Have faculty give informative workshops on their respective fields.
- Student Activities Committee – Student Clubs – if students are active in clubs they are more likely to complete and graduate, which is our goal.
- Grant/Scholarship Funding – coordinate with the Foundation to help with funding for students who are having financial difficulties.

Misty asked for suggestions from the council.

Tim McArter said that we want be sure to keep from duplicating efforts and not duplicate any committees that are being implemented.

Misty’s information will be emailed to everyone. If anyone has any additional information, or if you are interested in any of the committees, please email Tim.

Ad-hoc groups will be assembled to discuss this information and move forward with it at the next IAC meeting.

For future meetings, if there are any issues that need addressed, the council will invite the necessary departments to come and speak. For example, if there is a student services issue, have Dr. Ken Ray attend or for any academic affairs issues invite Craig Johnson.

**Next meeting:**

The next IAC meeting is on November 4, 2011 at 1:00 pm in the PEPC Building, Room 143.

**Other:**

Darryl Myles invited everyone out to the Dale Mabry Campus for their Hispanic Heritage Celebration on Wednesday, October 12, 2011 in DLRC 106 at 11:00 am. There will be food, fun, music and dancing.
Adjournment:

Darryl Myles motioned to adjourn the meeting. Ebony Wilson seconded it and the meeting adjourned at 2:18 pm.

Respectfully submitted:
Cathy Bilka, IAC Secretary
GWSC OIT Office