Institutional Advisory Council
Meeting Minutes
Plant City Campus, PEPC 143
November 4, 2011 – 1:00 PM

“Mission Graduation: What’s your role?”

Present:
Brandon: Misty Vorder Bruegge, Joan Rogers, Lauretta O’Dell, Michelle Thompson, Beth Smith, Sunshine Gibbons, Randy Rockefeller

Dale Mabry: Lauren McNamara, Ben McDole, Jennifer Bess, Beth Clickner, Greg Miller, Bruce Bondurant

GWSC: Kathi Stubbs, Cathy Bilka, Teshia Minnifield, Angela Walters, Rachel Pullium

Ybor City: Patrick Cureton, Rose Ramsay, Terry Varvil, Beverly Ketcham, Jessica Olney, Mindy Neal, David Liller

Plant City: Tonni Bacoat-Jones, Joseph Vorder Bruegge, Bonnie Finsley-Satterfield, Vien Truong, Ignacio (Nacho) Reyes, Gwen Bianchi, Diane Robinson, Tim McArter, Felix

Southshore: Natalie Bisciglia, David Worley, June Fishbourne, Judith Nolasco

Call to Order: The meeting was called to order at 1:05 pm by Tim McArter.

Welcome: Dean Bonnie Finsley-Satterfield welcomed everyone to the Plant City Campus on behalf of Dr. Felix Haynes who could not be there for the welcome but had arrived later. Bonnie introduced Angela Walters, a new employee who is the community relations and marketing manager for the Ybor and Plant City campuses. She reports to Ashley Carl at the District offices. There will be two other newly hired community relations and marketing managers hired to support the campuses. Angela comes to HCC from Everest University’s Online Communities Department. Angela spoke about her background in marketing and communications with Everest and with Mosi. The council held introductions.

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

Approval of Agenda: A motion was made by Lauren McNamara to approve the agenda, seconded by Ben McDole, and passed unanimously.

Approval of Minutes: The October 7, 2011 minutes were amended to add Ebony Wilson as the person who approved the September 2, 2011 meeting minutes. Rachael Pulliam motioned to approve the minutes with the noted addition. The motion was seconded by Kathi Stubbs 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. Joan Rogers said that the Brandon CAC met today, November 4, 2011 and the following items were discussed:

- Plans to collect donations for ECHO (Emergency Care Help Organization) were finalized; collection of donations will be held November 8-22, 2011.
- The Brandon CAC has a new form for submitting club/organization announcements.
- Updates on items of concern brought up at their last meeting were discussed.

Dale Mabry: Quorum was not met. Lauren McNamara reported on the Dale Mabry CAC’s meeting. The following issues were discussed:

- The Dale Mabry campus is getting new signs for the front of the campus, as well as directional signage for students while the campus undergoes renovations.
- The new parking/drop off areas will be constructed over the holiday break and implemented in the spring.
- The implications that affect students who are not placed in the appropriate pre-requisites and how this issue is affecting the campus’ success on retention.

GWSC/District: Quorum was not met. The District CAC did not meet and did not have a report.

Plant City: Quorum met. Tonni Bacoat-Jones said that the Plant City Campus CAC met today, November 4, 2011 and discussed the following items:

- A revisit of the SGA Legacy Project Phase I and II. Construction 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.
- Team Plant City/MacDill Employees will be participating in the Heart Walk tomorrow, November 5, 2011.
- One initiative for this academic year is the formation of the Diversity Council. The first meeting was held in October.
- They reviewed the by-laws and are revisiting issues.

Southshore: Quorum met. Natalie Bisciglia reported on the following items discussed at the Southshore CAC meeting:

- Spring enrollment was over 2,200 by the third day of registration; this includes several sections that filled and are now closed.
- Southshore is looking to expand their hybrid and online course offerings for the fall 2012 term as they are at full capacity for traditional face-to-face classes.
- Faculty and staff will be supporting the Ruskin Head Start program again this year by donating the toys for the children’s holiday party.
- Natalie asked that if anyone in interested in donating a new, unwrapped toy for kids ages 3 – 6 to bring it with them to the next IAC meeting being held at the Southshore campus in December.
- The wellness committee is researching several fitness trail options for the campus.
- PTK is working on a youth tutoring program with a local school.
Ybor: Quorum met. Patrick Cureton reported on the following items discussed at the Ybor CAC’s meeting.

- The campus is getting ready for the HCC Olympics that will be held in April.
- The upcoming Teach-In coordinated by the Campus Learning Council.
- They are working on the criteria for a Wall of Honor or Legends Board that will consist of plaques honoring faculty, staff and administrators who have contributed to the Ybor City Campus.
- Upcoming and proposed faculty development seminars and webinars.
- The Ybor City Campus’ electric bill has gone down. The campus continues to promote energy saving ideas and practices. The new E-van is in use on campus.
- Pay-to-Print was discussed. The College will be getting a new vendor. There has not been much progress made with this issue.
- The College’s servers will be moved over the holiday break and grades will need to be submitted by December 14, 2011. The move is scheduled for December 19, 2011.

A discussion was held about the server move and the systems that may possibly be shut down. Cathy Bilka will ask Steve Gorham to send out communication about the server move and the systems that will be affected.

College President’s Report:

There was no report from Dr. Atwater as he had a commitment with the Hope Scholarship program this afternoon. Rob Wolf was not available this day as well.

IAC Chair Report:

Tim McArter thanked Misty Vorder Bruegge for her organization of the brainstorming outcomes and the formation of the proposed committees. He also thanked Cathy Bilka for doing the meeting minutes and all of the CAC Chairs, Co-chairs, and members who helped with the distribution of the All College Day polo shirts.

Hearing of faculty/staff/students: None

Other:

- In addition to All College Day, Tim McArter has received comments from people about possibly having a company picnic or field day for faculty, staff, and their families. This event would be held on a Saturday. He asked the committee to think about it and to send him any feedback they have.
- All College day pictures and videos are located on the PDWS website.

Set-Up for Committees:

Misty Vorder Bruegge distributed sign-up sheets for the following committees:
- By-Laws Revision Committee
- Student Activities Committee
- IAC Handbook, Historical Reflections and Recognition Committee
- Grant/Scholarship Committee
- College Mentor Committee
- Technology Committee

Tim McArter asked that everyone choose a committee to participate on and to identify a chair.

The council agreed to delete the professional development and the wellness committees since these are duplicates.

Misty provided some suggested topics for the committees to use and advised that members could add or change them as they deemed appropriate.

The council broke out into groups.

**Next meeting:**

The next IAC meeting is on December 2, 2011 at 1:00 pm at the Southshore campus.

**Adjournment:**

David Worley motioned to adjourn the meeting. Lauren McNamara seconded it and the meeting adjourned at 3:15 pm.

*Respectfully submitted:*
*Cathy Bilka, IAC Secretary*
*GWSC OIT Office*