Institutional Advisory Council  
Meeting Minutes  
SouthShore Campus – Community Room 201-202  
December 2, 2011 – 1:00 PM  

“Mission Graduation: What’s your role?”

Present:

**Brandon:** Misty Vorder Bruegge, Joan Rogers, Lauretta O’Dell, Michelle Thompson, Beth Smith, Randy Rockefeller, Jose’ J. Galvis

**Dale Mabry:** Lauren McNamara, Loriana DePaz, Jennifer Bess, Beth Clickner, Greg Miller, Bruce Bondurant; Angela Mick, Christine Logue, Ebony Wilson, Darryl Myles, Todd Joseph

**GWSC:** Bryant Fayson, Rob Wolf, Rachael Pulliam, Kathi Stubbs, Cathy Bilka, Teshia Minnifield, Kimbril May

**Ybor City:** Patrick Cureton, Terry Varvil, Myrah Caya, Steve Milhorn

**Plant City:** Tim McArter, Tonni Bacoat-Jones, Joseph Vorder Bruegge, Bonnie Finsley-Satterfield, Gwen Blanchi, Diane Robinson

**SouthShore:** Natalie Bisciglia, David Worley, June Fishbourne, Peggy Gleason, Judith Nolasco, Karen Boosinger, Allison Cannon, Kristen Pieper, Mustapha Lahrach

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

**Welcome:** Dr. Allen Witt welcomed everyone to the SouthShore campus. Dr. Witt spoke about SouthShore’s growth. This fall they have 3,553 students registered, enrollment is up 157% from their first year and it continues to grow. Dr. Witt thanked the SouthShore faculty and staff for their efforts in the campus’ success. He also thanked all the other campuses for their help while SouthShore was in its infancy stage. He invited everyone to take a walk around the campus after the meeting and see the beautiful Latin-American three-tiered fountain located in the courtyard. He also spoke about the campus’ new student center, financial aid office, and a pavilion which is a legacy gift from their Student Government Association. Dr. Witt thanked Natalie Bisciglia for providing the lunch today. Natalie is a former Regional Manager for Carrabba’s Italian Grill and was able to have the today’s food donated by the restaurant.

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

**Approval of Agenda:** A motion was made by Rachel Pulliam to approve the agenda, seconded by Darryl Myles, and passed unanimously.
Approval of Minutes: The November 4, 2011 minutes were amended to correct the spelling of Rachel Pulliam’s name in the attendance section. Greg Miller motioned to approve the minutes with the amended correction. The motion was seconded by Darryl Myles 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, December 2, 2011 and the following items were discussed:

- Guest Desi Saludes came and spoke about the HCC Sustainability Council and the Brandon campus’ involvement.
- Enforcement of the smoking/non-smoking areas on campus was discussed.
- Adding more recycling bins on campus and in the classrooms.
- The campus facilities coordinator gave an update on the student legacy project.

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

- Guest speakers from Relay for Life and The American Cancer Society came and spoke about the event and the Dale Mabry campus’ participation.
- The campus’ smoking issues were discussed and they would like to hear how the other campuses are addressing this issue.

Lauren commented that one idea was to possibly ticket people who are smoking in non-designated smoking areas. A discussion was held about how each campus is dealing with smoking on their campus.

Other suggestions included:

- Design signs to be more visible;
- Ask faculty and staff to be more proactive about informing students of the designated smoking areas and encourage faculty and staff to adhere to the policy.
- Have the Public Safety Officers enforce the smoking areas;
- Use Peer pressure – encourage students to enforce smoking areas.
- Distribute Informational Cards explaining the smoking policy and where designated smoking areas are located.

Rob Wolf suggested that this issue be brought up to the Leadership group and then to President’s Cabinet. Tim McArter said that he would represent IAC at President’s Cabinet. Tim asked the council to think about whether a sub-committee should be formed to address this issue and then it can be discussed again before the meeting adjourns.

GWSC/District: Quorum met. Bryant Fayson reported that the District CAC met in November and the following issues were discussed.

- Advocating health and wellness initiatives;
- The Thanksgiving Metropolitan Ministries Food Drive collected 75 lbs of food;
- Funding has been obtained to provide refreshments for two IAC meetings as well as a Staff Appreciation Reception that will be sponsored by CAC.
- Bryant thanked the GWSC CAC for all of their support this past year.

**Plant City:** Quorum met. Howard Vorder Bruegge reported that the Plant City Campus CAC met today, December 2, 2011 and discussed the following items:

- They had several inquiries about the possibility of having graduation pictures taken in the Bookstore once the students have purchased their cap and gown. They wanted to ask what other campuses thought about this idea.
- Providing charging stations for students to charge their electronic devices. Do other campuses have this?
- They reviewed the by-laws and are revisiting issues.
- They talked about advancing their Diversity plan. They are getting a strong response from the campus on this plan. Their next meeting is in January.

**SouthShore:** Quorum met. Natalie Bisciglia welcomed everyone to the SouthShore campus and reported on the following items discussed at their CAC meeting:

- SouthShore is looking to increase their hybrid and online course offerings for the fall 2012 term as they are at full capacity for traditional face-to-face classes.
- Looking at adding additional Workforce certificates/programs
- Their Academic Success Center reached 9,000 visits today for the fall semester.
- They have a new ambulance simulator in their EMT and Paramedic lab that was paid for by grants.
- SouthShore will have a booth at the Ruskin Tomato festival the first week in December.
- Faculty and staff are helping the Ruskin Headstart Program provide 60 children with toys for Christmas. Natalie thanked everyone who brought a toy or donated money.

**Ybor:** Quorum not met. Patrick Cureton reported on the following items discussed at the Ybor CAC’s meeting.

- Construction projects and their completion dates.
- Recycling problems. They discussed ways to prevent people from throwing trash in the recycling bins.
- Pay-to-print – there has been no progress on this project.
- SGA will have their Winter Ball on December 8, 2011.
- Considering an Honor Wall for people who have contributed to the Ybor campus.
- Their “What’s on your mind” Forums resulted in a few inquiries regarding their campus Bookstore and whether the store offers book rentals and the store’s book buyback dates. Ybor ends their buyback day on December 9th and the semester ends December 12th.

**College President’s Report:**

Rob Wolf spoke on behalf of Dr. Ken Atwater who could not be in attendance today.

Rob encouraged everyone to review the online CampusWorks final report. This will be the focus at the next President’s Cabinet meeting on December 6, 2011. They will look at how IT will be enhancing Datatel usage and other IT operations.
Rob asked everyone to please keep Dr. Gwendolyn Stephenson in your thought and prayers. Dr. Stephenson has been diagnosed with myeloma and is going through a tough time right now.

Rob spoke about the College’s three new Board members, James Burt, MarDee Buchman, and Andrew Pittman.

Rob gave an update on the budget. The governor is talking about a 2 to 3 billion shortfall on the revenue stream this year with the Legislature at the state level. The College has reserve monies set aside to keep from having to let people go. There may not be any raises this upcoming year. The College is committed to keeping the workforce as stable as possible and continue growing the institution. We are up 1 to 1-1/2 percent on enrollment this year.

Rob spoke about the College’s reputation. The College is becoming known as a big player in not only the community, but in the country for workforce development and great academic programs.

Rob thanked everyone who helped out with All College Day.

**OIT Update:**

Cathy Bilka gave an OIT update on behalf of Steve Gorham. Topics included updates on the organization of the OIT Work Teams, the 36 Month Road Map, the Data Center Move, Bandwidth, and the newly hired Director of Networks and Telecommunications, Adrian McCray.

**IAC Chair Report:**

Tim McArter thanked Natalie Bisciglia and the SouthShore CAC for hosting this month’s IAC meeting. The next IAC will be held in February. There are only three meetings left this academic year, February, March and April. Tim would like to meet with the all of the CAC chairs and co-chairs in March before the April meeting to develop a plan of action for the upcoming year and for the new IAC chair.

Tim acknowledged that participation on the sub-committees has been excellent. He thanked everyone for their contributions and for doing such a great job.

Tim opened the floor to the chairs of the sub-committees and asked if they had anything that they wanted to share with the council.

June Fishbourne said that she is researching the IAC and campus CAC By-laws and has been unable to find copies of the Plant City and the Ybor City Campus By-laws. She asked if they could please send her a copy of their By-laws.

Ebony Wilson advised that she is the chair for the Technology committee as well as a member of the Datatel Gaps committee and both committees will be reviewing the issues with pre-requisite checks. One of her concerns regarding pre-requisite checks is if there are changes made in the system, how will faculty and staff know where they are so that they know what to look out for. She also asked that members of the Technology committee to please see her
before we adjourn as she was not able to make the last IAC meeting to discuss any other concerns or issues.

**Sub-Committees:**

Tim McArter advised that there are sign-up sheets at the front of the room for those who need to join a committee. Misty Vorder Bruegge and Tim would like to begin lining up speakers to address questions or concerns your sub-committee may be having. Misty asked that the committees send her names of anyone who they would like to come in and speak.

The council broke out into sub-committees at 1:42 pm and then reconvened at 2:21 pm.

**Hearing of Faculty/Staff/Students:**  None

**Previous Discussion Item:** Enforcing the Smoking Policy

A discussion ensued about the college-wide smoking problem. This is a very difficult issue and will be a challenge. Campuses discussed their problems and the ways they have tried addressing them.

Natalie Bisciglia recommended that the College check the Florida Statutes to make sure that the College is compliant. Martha Kaye Koehler, the College Attorney should also be included in any discussions.

Tim McArter will include this item on the February agenda under old business. He encouraged everyone to think about this issue and send him an email with their thoughts. He asked that if anyone is interested in volunteering to research this information to please send him an email.

**Next meeting:**

The next IAC meeting is scheduled for February 3, 2012 at 1:00 pm at the Ybor City Campus.

**Adjournment:**

Ebony Wilson motioned to adjourn the meeting. It was seconded Natalie Biscigilia and approved unanimously. The meeting adjourned at 2:31 pm.

*Respectfully submitted:*
*Cathy Bilka, IAC Secretary*
*DM Campus President's Office*