Institutional Advisory Council
Meeting Minutes
Ybor – YPST 314
February 3, 2012 – 1:00 PM

“Mission Graduation: What’s your role?”

Present:

Brandon: Misty Vorder Bruegge, Joan Rogers, Lauretta O’Dell, Michelle Thompson, Randy Rockefeller, Jose’ J. Galvis, Dann Berkowitz, Nicole Barger, Micky Reigger, Sunshine Gibbons

Dale Mabry: Lauren McNamara, Loriana DePaz, Jennifer Bess, Christine Curtis, Ann Butterfield, Cathy Bilka, Greg Miller, Bruce Bondurant, Christine Logue, Ebony Wilson, Ben McDole

GWSC: Bryant Fayson, Kathi Stubbs, Teshia Minnifield, Kimbril May, Adam P. Denny, Bethoria Paige, Bruce Stephens

Ybor City: Dr. Shawn Robinson, Patrick Cureton, Terry Varvil, Steve Milhorn, Chuck Holmes, Michael Rivera, Rose Ramsey, Beverly Ketcham, David Liller

Plant City: Tim McArter, Tonni Bacoat-Jones, H. Joseph Vorder Bruegge, Bonnie Finsley-Satterfield, Diane Robinson, Vien Truong

SouthShore: Natalie Bisciglia, June Fishbourne, Peggy Gleason, Judith Nolasco, Karen Boosinger, Allison Cannon, Mustapha Lahrach, Thea Nicolaides, Moheb Ishak, Todd Huffman, Diego Grilli

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

Welcome: Dr. Shawn Robinson welcomed everyone to the Ybor City Campus. Dr. Robinson reported that most of the construction that began on campus last year is done or near completion. He spoke about some of the renovations made to the LRC Building and the campus library. The campus’ Academic Success Center is located on the first floor of the LRC Building and is almost complete. Students will be able to gain access to academic help all in one area. The Radio and TV Program is also housed on the first floor of the LRC Building.

A Faculty Resource Center for adjunct and full-time faculty has been created and is located in the Administration Building. All conference materials, journals, etc. will be housed there for faculty to research and refer back to. The Resource Center also has a training room that can seat 10-15 people. The Student Fitness Center will be open soon to all general population students and is housed on the same floor as the Cantina. In addition, renovations have been or will be made to the Campus Security Office, the SGA Office, and the outside patio area.

A question was asked about what is housed at the Collaboration Studio. Dr. Robinson said that all of the OIT operations to include the College’s servers, College-wide Financial Aid Services
and Processing Center, several Grant programs, Corporate Training and Continuing Education are all housed in this building. The building is a District function.

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

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

**Approval of Minutes:** The December 2, 2011 minutes were amended to make a correction on page four. June Fishbourne clarified that she knew the CAC By-laws were located in the Public Folders, however, she could not find some on the campuses’ websites. Peggy Gleason motioned to approve the minutes with the amended correction. The motion was seconded by Natalie Bisciglia 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, February 3, 2012 and discussed the following items:

- Relay for Life participation;
- Student Clubs.

**Dale Mabry:** Quorum met. Loriana DePaz said that the Dale Mabry CAC met today, February 3, 2012 and discussed the following items:

- Relay for Life participation;
- Encouraging graduation on campus by promoting a campaign to advertise the application deadline date.

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

- A Staff Appreciation Reception was held in December and was well attended.
- The GWSC Toys for Tots Drive was very successful.
- The District CAC would like to collaborate with other campuses on how they plan for their campus’ Service Excellence Awards.

**Plant City:** Quorum met. Tonni Bacoat-Jones reported that the Plant City Campus CAC met today, February 3, 2012 and discussed the following items:

- The Amazing Race was held and was a success;
- Changes were made to their By-laws;
- There is a lot of support for their campus’ Diversity plan. Sub-committees have been meeting and there are activities scheduled for March to promote awareness.
SouthShore: Quorum met. Natalie Biscigilia said that the SouthShore CAC met today, February 3, 2012 and discussed the following items:

- Changes were made to their By-laws;
- SouthShore’s signing of the agreement between USF/Sarasota-Manatee to offer a bachelor’s degree in business on their campus;
- The campus is looking to add more classroom space and full-time faculty;
- The Student Service Building will be expanding its lobby to accommodate more students during peak registration and financial aid periods.
- The campus is working with a community artist to create and design a mural that will be executed by SouthShore students.

Ybor: Quorum met. Patrick Cureton reported that the Ybor CAC met today, February 3, 2012 and discussed the following items:

- The criteria and funding for their Wall of Honor;
- Problems with bikes and scooters being brought into the buildings;
- Criteria and guidelines for outside vendors to set up booths or tables on the campus;
- HCC Olympics is tentatively scheduled for April 11, 2012.

Tim McArter thanked everyone for their reports and asked if anyone had any questions for any of the campuses.

College President’s Report:

Dr. Shawn Robinson spoke on behalf of Dr. Ken Atwater who could not be in attendance today.

- Dr. Robinson reminded everyone to sign up for Hawk Alert. This is free text messaging service that can be sent to your phone or email account that will inform you of HCC Scholarships, events, and College closings.

- Capital Improvement Fee List - Dr. Robinson reminded everyone about the fast approaching deadline for the CIF List. He encouraged anyone who needs equipment, furniture and/or fixtures that supports teaching and learning and benefits the students to make sure it is put on this list. Items should be a minimum of $1,000.00. However, Dr. Robinson stressed that if it is important, get it on the list. If CIF funds cannot be used, there may be another way for it to be funded.

- Deadline Dates for Financial Aid and Deregistration – Starting in the fall, there will only be one deadline date. After that date, it will be a pay as you go system. Make sure you inform your students about this change and of the deadline date. Ebony Wilson expressed her concern about how this is advertised and implemented. Dr. Robinson explained that this information will be shared with Student Services, Campus Councils, Campus Advisory Councils, in email blasts, and posted on the website.

A question was brought up about Financial Aid students not being able to purchase their text books. One option discussed was that students can use desk copies that have been put on “reserve” in the campus libraries until their funds are available.
- Tobacco Free College – a Task Force has been organized to begin discussions on how to implement a tobacco free College. The Task Force will be chaired by Dean Linda Herlocker and Co-chaired by Dean Sabrina Peacock. The committee will consist of about 15 people from the different campuses and will include administrators, faculty, staff and students. Deliberations will begin in the fall.

IAC Chair Report:

Tim McArter thanked the Ybor CAC for hosting this month’s meeting. Tim also thanked Dr. Shawn Robinson for providing the welcome and giving the President’s Report. Tim reminded everyone that there are only two IAC meetings left this semester; March 2, 2012 and April 20, 2012. The April meeting is being held at the end of the month due to various activities taking place college-wide. There will be no meeting in May due to Graduation.

All College Day – Tim asked the committee how they felt about putting a link to All College Day on the IAC website. Tim will revisit this idea at the next IAC meeting.

Hearing of Sub-Committee Chairs:

Ebony Wilson gave an update on the Technology and the Datatel Gaps Committees. The Datatel Gaps Committee met yesterday and they are moving forward with pre-requisite checks and test scores. She is hoping to be able to share a timeline with everyone by the next IAC meeting. She wanted to assure everyone that the appropriate people in the right places have knowledge about these issues and are aware that something is being done.

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.

The council broke out into sub-committees at 1:42 pm and then reconvened at 2:05 pm.

Hearing of Faculty/Staff/Students: None

Next meeting:

The next IAC meeting is scheduled for March 2, 2012 at 1:00 pm at the Brandon Campus.

Adjournment:

Ben McDole motioned to adjourn the meeting. It was seconded by __________ and approved unanimously. The meeting adjourned at 2:10 pm.

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