Institutional Advisory Committee

Meeting Minutes
March 2, 2012

I. Call to order

The regular meeting of the Institutional Advisory Committee (IAC) was called to order at 1:06 p.m. on March 2, 2012, in BSSB 212 by Tim McArter.

II. Welcome from Brandon representative

Dean Sabrina Peacock welcomed everyone to the Brandon Campus on behalf of Dr. Soto. The welcome was followed with the pledge of allegiance.

Present:

Brandon: Daniel Berkowitz, Paul Bishop, Jose Galvis, Sunshine Gibbons, Lauretta O’Dell, Randy Rockefeller, Joan Rogers, Beth Smith, Beth Stevens, Nina Stokes, Michelle Thompson, Misty Vorder Bruegge [Quorum]

Dale Mabry: Jennifer Bess, Beth Clickner, Bruce Bondurant, Loriana DePaz, Todd Joseph, Christine Logue, Lauren McNamara, Ben McDole, Angela Mick, Greg Miller, Ebony Wilson [Quorum]

Gwendolyn W. Stephenson District Administrative Center: Adam P. Denny, Bryant Fayson II, Laura Moses, Kathi Stubbs

Plant City: Tonni Bacoat-Jones, Gwen Bianchi, Diane Robinson, Vien Truong

South Shore: Natalie Bisciglia, June Fishbourne, Diego Grilli, Peggy Gleason, Todd Huffman, Moheb Ishak, Mustapha Lahrach, Thea Nicolaides, Peyton Woodroffe, David Worley [Quorum]

Ybor City: Myrah Caya, Patrick Cureton, Beverly Ketcham, David Liller, Terry Varvil

IV. Approval of Agenda & Minutes

Greg Miller motioned to approve the minutes. Michelle Thompson seconded the motion and the agenda was unanimously approved as distributed.

Tim McArter noted the minutes were missing the name of the person who seconded the adjournment and the consensus was everyone seconded it. Lauren McNamara motioned to approve the amended minutes. Patrick Cureton seconded and the minutes of the previous meeting were unanimously approved with the single correction.

V. Roll Call/Certification of Quorum-CAC Reports

Brandon: [Quorum] Joan Rogers reported the Brandon CAC met and discussed plans for Relay for Life and the ongoing issue of security locking bathrooms before evening classes are done.

Dale Mabry: [Quorum] Lauren McNamara reported the Dale Mabry CAC met and discussed Test Center and Bursar office issues; the three teams established for Relay for Life; participation in HCC Gives Back benefitting the Gulf Coast Jewish Family Services operation; improving building signage; and the cafeteria renovations that will include outside seating and extended hours beyond Sodexho’s operating hours.
Gwendolyn W. Stephenson Center: [No quorum] Bryant Fayson II reported February was a challenging month to meet, however they would like to extend condolences to Rob Wolfe’s family.

Plant City: [No quorum] Tonni Bacoat-Jones reported the campus continues to promote diversity and unity; held Transfer Day and 32 colleges attended to assist students with questions about transferring to a college/university; will be hosting several events for Women’s History month: Dr. Dot Richardson, and orthopedic surgeon and an Olympic gold medalist in softball, will be speaking on campus March 29th; and there is an open forum March 15th for students, faculty, and community members to discuss women’s-interest topics.

South Shore: [Quorum] Natalie Bisciglia reported Dr. Witt is supporting the development of a Learning & Knowledge center on campus. The CAC discussed the results of the Student Satisfaction survey; Dr. Witt’s request for faculty to develop more online classes since space is a premium on campus; and they would like the IAC to discuss the idea of an inter-campus shuttle service.

Ybor City: [No quorum] Patrick Cureton reported the Ybor City CAC met with the Welcome Week committee to discuss fall activities; updated the Wall of Honor; co-chair is on the Tobacco-Free committee and at issue will be the city streets in close proximity to the campus; announced tutors for the Academic Success Center are now located in one area; discussed continuing difficulties of not moving forward with pay-to-print so the cost of paper and toner is borne by the campus. Terry Varvil made a short presentation and passed around flyers for the HCC Olympics, which take place April 11, 2012, from 12:00 noon – 4:00 p.m.

VI. College President Report

There will be no report because Dr. Atwater is attending the Black, Brown, and College Bound event, as are many members of the IAC.

VII. IAC Chair Report

Tim McArter thanked the Brandon Campus for hosting today’s meeting and reminded everyone that the next meeting will be the last one for the academic year and elections for the next Chair and Co-Chair will be held. He would like to add an item for New Business for the next meeting to discuss the issue of HCC’s Spring Break falling at different times from the School District of Hillsborough County Schools, and the subsequent difficulties for faculty and staff who have children in the school district. He also thanked Misty Vorder Bruegge for disseminating the agenda and minutes for today’s meeting.

VIII. Hearing of Sub-committee Chairs

Bylaws Sub-committee: June Fishbourne presented a draft report on the findings of the sub-committee (attached).

The committee reviewed each campus’s by-laws using three criteria: 1 Does a visit to the campus website provide access to the bylaws?; 2 What is the template for bylaws, as described within Robert’s Rules of Order? What is the structure for each campus bylaws?; and 3 What information is included? Are campuses consistent?

IX. HCC-AFC Presentation

LaFran Reddin, HCC-AFC Chapter President, made a short presentation to explain what the Association of Florida Colleges is and made a request for CAC/IAC members to join the HCC Chapter of the AFC. She reported the GWSC won the membership drive and will receive a continental breakfast. She received accolades when she reported she has been elected as the Region IV-Director Elect.

X. Break out into committees

XI. Ad-Hoc Committee
XII. Hearing of faculty/staff/students

Angela Mick mentioned there is a card being circulated for Rob Wolfe if anyone would like to sign it.

XIII. Adjournment

David Worley motioned to adjourn the meeting and Peggy Gleason seconded the motion. The Meeting was adjourned at 2:09 p.m. by Misty Vorder Bruegge. The next meeting will be at 1:00 p.m. on Friday, April 20, 2012, at the Dale Mabry campus.

Minutes submitted by: Cathy Fuller

Approved by: [Type name here]