Institutional Advisory Council
Meeting Minutes
Dale Mabry, DSTU 108, 110, 112
April 20, 2012 – 1:00 PM

“Mission Graduation: What’s your role?”

Present:

**Brandon:** Misty Vorder Bruegge, Joan Rogers, Lauretta O’Dell, Michelle Thompson, Randy Rockefeller, Daniel Berkowitz, Nicole Barger, Sunshine Gibbons

**Dale Mabry:** Dr. Bob Chunn, Loriana De Paz, Jennifer Bess, Connie Reed, Lisa Eckenrode, Sue Stanczyk, Darryl Myles, Cathy Bilka, Angela Mick, Ebony Wilson, Beth Clickner, Bruce Bondurant, Shirley Dobbins, Christine Logue, Mia Sadler (Advising, Visitor)

**GWSC:** Rob Wolf, Laura Friley, Bruce Stephens

**Ybor City:** Patrick Cureton, Terry Varvil, Carolyn Kossar, Beverly Ketcham, Chuck Holmes, Rose Ramsay, Don Modesto, Jessica Olney

**Plant City:** Tim McArter, Diane Robinson, Bonnie Finsley-Satterfield, Vien Truong, Gwen Bianchi, Ignacio Rangel

**SouthShore:** Natalie Bisciglia, June Fishbourne, Judith Nolasco, Mustapha Lahrach, Thea Nicolaides, Moheb Ishak, Todd Huffman, Diego Grilli, David Worley, Karen Boosinger

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

Welcome: Dr. Bob Chunn, Campus President, welcomed everyone to the Dale Mabry Campus. Dr. Chunn expressed his appreciation to the CAC’s and IAC and applauded their efforts. He added that it is a pleasure for this campus to host this month’s meeting.

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

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

Approval of Minutes: Laura Moses noted that Bruce Stephens’ name was missing from the GWSC attendance list on the March 2, 2012 minutes. Ebony Wilson motioned to approve the minutes with the amendment. It was seconded by Terry Varvil and approved unanimously.

Roll Call / Certification of Quorum / CAC Reports: Tim McArter asked that the campus CAC’s give their reports upon roll call.
Brandon: Quorum met. Joan Rogers reported that the Brandon CAC met today, April 20, 2012 and discussed the following items:

- The Committee approved the revised by-laws;
- Elections were held and Lauretta O’Dell was elected as the Chair and Beth Smith as Co-chair;
- The need for less confusing procedures for on campus medical emergencies.

Dale Mabry: Quorum met. Laura McNamara reported that the Dale Mabry CAC met today, April 20, 2012 and discussed the following items:

- The recent issues with the Bursar’s office;
- The Relay for Life event was held and three teams representing the Dale Mabry Campus participated.
- The scheduled renovations to the campus during the summer term;
- Elections were held and Loriana De Paz was elected as Chair and Beth Clickner as Co-Chair;
- An institutional Financial Aid issue regarding payment due dates and the TIPS program that is affecting first time enrolled students.

Tim McArter said that he would follow up with Dr. Ken Ray about the Financial Aid issue.

GWSC/District: Quorum not met. Laura Friley reported that the District CAC did not have a meeting this month. They plan to meet next week to elect a new Chair and Co-chair.

Plant City: Quorum met. Bonnie Finsley-Satterfield reported that the Plant City Campus CAC met yesterday, April 19, 2012. They have elected Joseph Vorder Bruegge as the new Chair and they will wait until their fall CAC Meeting to elect the Co-chair. Additionally, the following items were discussed at their CAC Meeting:

- The campus had a very successful Women’s History Month. The events were tied to their Diversity Action Plan, and Bonnie gave a brief description of the various activities held.
- The Student Excellence Awards were held this past Tuesday and the event was well attended.

SouthShore: Quorum met. Natalie Bisciglia reported that the SouthShore CAC met today, April 20, 2012 and discussed the following items:

- The campus is in the process of hiring new full-time positions;
- Their campus’ Student Excellence Awards are being held tonight;
- One of their students enrolled in the Lennard Academy Program will be graduating from Lennard High School with their diploma and will also receive an Associates in Arts degree from HCC;
- The campus will be offering Intersession during the holiday break with 20 or more General Education sections;
- A catalog system for conference materials has been created and will be made available to faculty and staff.
Ybor: Quorum met. Patrick Cureton reported that the Ybor CAC met today, April 20, 2012 and discussed the following items:

- The Ybor Campus held a successful HCC Olympics earlier this month. There was a 21% increase in teams this year. They may need to cap the amount of teams at next year’s event. A Brandon team was victorious and won the event.
- The campus has received student petitions for more bike racks and recycling bins;
- Possible IAC meeting dates for next year;
- The committee finalized next year’s CAC membership list.

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

College President’s Report:

Mr. Rob Wolf spoke on behalf of Dr. Ken Atwater who could not be in attendance. Below is a summary of the items Mr. Wolf discussed:

- HCC’s Graduation is being held on Friday, May 4, 2012;
- A Task Force has been actively working on a Tobacco-Free College Plan with possible implementation by the spring 2013 term.
- Update on the Plant City Campus Presidential Search. Dr. Atwater is reviewing the top four applicants and interviews will be scheduled soon.
- Update on Budget Status - The College is very stable. The College received a $36 thousand dollar increase. This is not very much; nevertheless it is not a cut. Governor Scott approved the College for a 5% tuition increase; however the Board of Trustees will make the final decision in June.
- A discussion on attracting new students and retaining the ones we currently serve was held.
- A discussion on how community colleges are ranked very highly at the state and national level. People are recognizing the role of community colleges and its impact on economic development and recovery.
- Financial Aid Reorganization – Mr. Wolf will ask Dr. Ken Ray to provide the College Community with an update on the status of the Financial Aid Reorganization.
- Update on the IT Work Groups. Some of the IT Work Teams have begun meeting. The goal of this effort is to improve IT services and delivery across the College. OIT is trying to change the IT philosophy and culture at the College while improving service to our students.

Mr. Wolf asked if anyone had any questions.

Someone inquired about the lawsuit regarding the 3% retirement contribution. There was a ruling in favor of the employees, but it is going to be appealed and will be fought in the courts.

Rob Wolf concluded that it is Cabinet’s priority to preserve jobs. He reiterated that it is vital that the College continue to build its enrollment and retain the students we have by providing excellent customer service.
IAC Chair Report:

Tim McArter thanked the Dale Mabry Campus for hosting this month’s meeting. Tim thanked Cathy Fuller for doing the March meeting minutes. He thanked the IAC for letting him be the Chair for the 2011-2012 Academic Year. And he thanked Misty Vorder Bruegge for being such a great Co-chair and Cathy Bilka for her role as Secretary.

Elections:

The committee agreed to let the GWSC CAC vote in the election for the 2012-2013 IAC Chair and Co-chair. The committee elected to keep Tim McArter as Chair and Misty Vorder Bruegge as Co-chair. Tim asked if anyone would be interested in taking on the role of IAC Secretary for next year. Update: Sunshine Gibbons has volunteered to be the new IAC Secretary.

Hearing of Sub-Committee Chairs:

Nicole Bergeron reminded everyone on behalf of the Wellness Committee to complete the Health Risk Assessment in order for HCC get a discount on the insurance premium. Tim McArter added that it is important to have dependants complete the assessment as well. For those of you who complete the assessment before June 30, you will be entered to win an iPad.

Angela Mick gave an update on the Pre-Requisite Sub-Committee on behalf of Ebony Wilson. Angela reported that Dru Clark advised the Academic Affairs Committee this morning that the issue of students registering for courses that they don’t have the appropriate prerequisites for has been fixed. If anyone should come across any students registered in courses without the appropriate prerequisite; please email Dru with the student ID number, course number and issue.

Sub-Committees:

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

Hearing of Faculty/Staff/Students: None

Next meeting: To be advised.

Adjournment:

Tim McArter motioned to adjourn the meeting at 2:10 p.m. and it was approved unanimously.

Respectfully submitted:
Cathy Bilka
DM Campus President’s Office