Call to Order: Lauretta O’Dell called the meeting to order at 10:00 a.m.

Introduction of New Council Members and Guests: As this year’s CAC chairperson, Lauretta O’Dell welcomed everyone to the first meeting of this academic year and asked for individual introductions.

Approval of Agenda - Nicole Bargeron motioned to approve the agenda; motion seconded by LaFran Reddin. Before motioning to approve the minutes of April 20, LaFran requested copies of the updated bylaws. Lauretta will provide copies of the latest bylaws revision approved on April 9, 2012. LaFran subsequently motioned to approve the minutes; motion seconded by Nicole.

New Business:

Procedure for Serious Medical Emergencies – Lauretta read a procedure on how to handle emergency medical situations on campus. Dean Peacock asked if this procedure has been finalized, approved by Steve Shields and ready to be disseminated college wide. Ascertaining that this was not the case, Dean Peacock volunteered to follow up with Steve Shields and suggested to have this included as an action item to follow up on at the IAC meeting.

Ad-Hoc Committees Updates

Wellness Committee: Nicole announced that the Brandon Wellness Fair will take place Wednesday, September 12, from 9:00 a.m. to 4:00 p.m. Staff may contact Nicole or Denise to pre-register for the Bio screening. Results from the Bio screening may be used to update your own annual Health Risk Assessment on the CIGNA website. Also at the Wellness Fair, employees will have the opportunity to sign up for the HCC 10,000 Steps -A-Day Challenge which will launch on September 24. The Brandon Campus has won the challenge for the past two years, so we are looking forward to win it for the third time. Nicole stressed the importance of increased participation no matter the level of activity that we can commit to.

General Updates

Introduction of Dr. Scott Behrens: Lauretta introduced Dr. Behrens, newly hired Brandon Dean of Academic Affairs. Dr. Behrens expressed that he is very happy to be part of the Brandon Campus and looks forward to working with all campus faculty and staff.
**Tobacco Free Initiative:** Dean Peacock reminded us that the Tobacco Free initiative goes into effect on January 1, 2013. The policy covers cigarettes and tobacco products of any kind and applies to all members of the college community. As part of the education and communication campaign, classroom signage and posters will be displayed during the next two weeks in addition to cards and bookmarks to be handed out to students at various student activities. The college will make available smoking cessation resources to those needing assistance to quit smoking. Permanent signs, in particular by campus entrances, will be installed as funding becomes available. Additional information about the Tobacco Free initiative can be found at the College’s Tobacco Free website. In regards to enforcement of this new policy, Dr. Soto just wants us to remind violators that we are now a Tobacco Free environment and to avoid getting into confrontational situations.

**HPPO and AMSA:** On behalf of Krista Noren-Santmyer, who could not be in attendance today, Lauretta announced that The American Medical Student Association (AMSA) Symposium will be take place Friday, September 14, 2012 from 9:30-11:30 a.m. in the Brandon Campus Auditorium. Keynote speaker Elizabeth Wiley, national president of AMSA, will talk about “The Impact of Health Care Reform on Physicians.” Vanessa added that HPPO has now a chapter at the Dale Mabry Campus and their calendar of events is growing dramatically. The calendar of events can be accessed through their website: www.hcchppo.com.

**General Announcements:**

**Association of Florida Colleges (AFC):** As the AFC Region IV Director-Elect, LaFran encouraged employees to become members of AFC so that our voices may be heard on important legislative issues affecting our state colleges and its employees. She also took this opportunity to remind us to submit nominations for this year’s Employee Excellence Award as we need to have more Brandon employees (full-time faculty, adjunct faculty, staff and administrators) nominated and recognized for an outstanding job. Deadline to submit nominations is September 27. Winners will be announced at All College Day.

**Update from the Campus President:** Dr. Soto reported that the Brandon Campus will be hosting the Florida Science Olympiad this year. The goal of the Science Olympiad is to improve the quality of science education through competitions similar to sporting events, where students engage in hands-on, interactive, inquiry-based activities that are lab-based, research-based, or prebuilt activities. HCC will be potentially registering 35 to 40 teams in Division B (middle schools) and Division C (high schools) not only from Hillsborough, but from neighboring counties such as Pinellas, Citrus, Polk, Manatee, Pasco and Hernando. Teams may compete in any of the 23 different events in any of the science subjects: physics, chemistry, earth science, biology and engineering. As with any event of this nature, the campus will need volunteers to work in the logistics, planning and organization. Dr. Soto is very excited about this community relation and college exposure opportunity and looks forward to the college community involvement for a successful outcome. Dr. Scott Behrens will be spearheading this event.

**Update from the Facilities Department** – Richard Zaborosky reported that the new parking area is now complete. Plans are underway to seal and stripe the entire parking lot during the Winter Break. The new entrance road to the campus from Falkenburg road should be completed by the end of September and ready to open by mid-October subject to having all street lighting work completed by TECO.

**Electrathon:** Alex reported that the Electrathon will take place in November. The Brandon Campus Engineering Club students will be entering the competition with their own custom built electric car. Twenty teams of students from area middle schools will also be competing in the shoe-box size
electric cars category. Alex will provide more information later on about this exciting event and invited everyone to bring their families and kids.

**Update from The Regent:** Dann reported that the Lego League Olympiad is coming again to The Regent sometime in December. This is a unique opportunity for dozens of teams from middle and high schools to compete with their own robots. Once the date is determined, Dann will make the announcement so that people may bring their kids to this fun event.

**Trash Cans Missing:** Nicole brought up an issue with trash cans missing from her classroom. As a result, the recycling bins are being used as trash cans. Richard asked Nicole to send him an email with the information, including the classroom number. He will follow up with Sodexo.

**Pond Clean Up:** As a faculty advisor for Students for the Environment (SFE), Lauretta asked what would entail to have the front pond cleaned. Richard explained that, because the pond falls under Southwest Florida Water Management District’s (SWIFTMUD) jurisdiction, we would have to pull a permit and contract with an environmental engineer for a proposal to be presented to that agency. This would be a lengthy and expensive process that we can’t financially afford at this time. The group discussed, on the other hand, having picnic tables placed around the pond for students’ enjoyment of this wildlife habitat. Dr. Soto agreed that this would be a good project for SGA and SFE to fund.

**Computer Upgrades:** Dr. Soto stated that OIT will be doing a systematic upgrade to college computers installing Windows 7 and Microsoft Office 2010. Classroom equipment also continues to be upgraded including wireless projection systems.

**Institutional Advisory Council (IAC)** – The Plant City Campus is hosting today’s IAC meeting at 1:00 p.m. in the Trinkle Building, Room 117. Lauretta confirmed that Brandon has quorum for today’s meeting. The next Brandon CAC meeting is scheduled on Friday, October 5, at 10:00 a.m. in BADM 112. The next IAC meeting will be at the Ybor Campus on Friday, October 5, at 1:00 p.m.

**Adjournment:** The meeting was adjourned by Chair Lauretta O’Dell at 10:54 a.m.