Hillsborough Community College

Davis Islands Advisory Council
August 7, 2008
Room 113

Attendance: Alfreda Bashir, Ryan Buckthorpe, Eileen Menendez, Michele Menendez, Sarah Morgan, Laura Moses, Edna Murphy, Debbi Ordaz, Hardie Seago, Carol Southard, Nancy Ferrara (note taker)

Call to Order: Eileen Menendez called the meeting to order at 10:10 a.m. and affirmed a quorum was established.

Approval of Agenda: A motion was made by Debbie Ordaz and seconded by Michele Menendez to approve the agenda.

Approval of Minutes: A motion was made by Debbie Ordaz and seconded by Laura Moses to approve the June 12, 2008 minutes.

New Member Representing TCTC: The committee welcomed Carol Southard, our newest member representing TCTC.

Chair Report: Membership was discussed. There are three people representing the seventh floor. Sarah Morgan has agreed to be an alternate and Carol Southard will be the primary. Eileen advised she would still like to serve on the committee until her replacement is found. Everyone was in agreement with this. There was discussion at our last meeting that Eileen would send out invitations to join the committee. When Eileen and the Executive Council met with the President, she promised she would help with this. The President advised she would bring this up to the Cabinet. Eileen has a brief overview of the IAC that LaFran Reddin put together. She will post on all the bulletin boards.

Administrative Report: The Executive Council met with the President. We came up with the theme for the new year. We need to unify and try to establish uniform policies, looks, etc.

Old Business:

Recycling at District: This is on going. Jim Connolly advised it’s on hold. The Sodexo contract may need to be increased.

Boardwalk Area between GK Building and TCTC: The vendor has been chosen. After construction in the lobby is finished, we will start the project. A purchase order is in place.

4-way Stop Signs at Corner: The City contacted Jim Connolly and advised him they will develop a report and recommendation in two weeks.
Designated Smoking Areas Recommendation: Perform Survey at District: Eileen submitted survey to Steve Shields. He has not had a chance to read through all of them yet. We recommended, based on the survey, the smoking area be placed back of the building. They did not want the front of the building.

Coupon Box: Eileen purchased a 5 drawer coupon box. We may need to pick up another one.

Employee Classified Ads: Laura Moses advised this is an on line system. Public folders may be a possibility or a CAC web link. We need to get with Bala to give us an inside page. Debbie Ordaz and Eileen will work on it. We could also put a bulletin board by the bookshelf in the lunch room.

Plaque for Tree: Sarah Morgan is working on this. She will talk to Dave Cabeceiras about installing something permanent. Eileen needs to get one for TOPS. She will speak to Ashley Carl first.

Selection of New Chair/Co-Chair & Membership:

New Business: Eileen asked for volunteers to chair this committee. Eileen will serve until a replacement is selected. Sarah is interested in serving as co-chair, but would like to clear it with Dr. Garcia first.

Institutional Advisory Council (IAC): The next meeting will be September 5, 2008.

Davis Island Council Meeting: The next meeting will be September 12, 2008.

Adjournment: A motion was made by Sarah Morgan to adjourn the meeting at 11:30 a.m; Motion seconded by Alfreda Bashir.