Call to Order and Approval of Agenda: Laura Moses called the meeting to order at 10:00 a.m. and affirmed that a quorum was established. Millie Velez motioned to approve the agenda; motion seconded by Alfreda Bashir.

Approval of Minutes: Carol Southard motioned to approve the minutes; motion seconded by Teshia Minnifield.

Chair Report: Laura reported on the IAC meeting which was held at the Plant City campus on Friday, November 7. She said the Barbara Larson, Vice President Administration/CFO made a presentation to the IAC on the financial status of the college. She indicated that the college was doing well because of what the administration had done to cut costs. But the college was asking the HCC community for suggestions on how to save even more. The state may make further cuts – maybe 10%. A space for blogging will be available in Campus Cruiser and those who wish can go there to add their ideas for saving. In this regard Laura suggested that DIAC could help by not printing several copies of documents. She would send documents by email and members would make their own copies.

Administrative Report: ???

Old Business

Boardwalk Planters in Progress: Jim Connolly was scheduled to give an update, but he could not attend the meeting. Laura asked if anyone had looked at the planters on the website to help with choosing one for the boardwalk. She said that if members needed more time, they could keep looking and make a decision at the next meeting. They could email their choices to her before the meeting. Members agreed to wait until the next meeting.

Plaque for Tree: Neither Eileen nor Sarah was present so no report was available on that item. It was postponed to the next meeting.

The Metropolitan Ministries: Laura said that the bins to collect food items for the holidays were already in place and she hoped that they would be filled up. The members discussed volunteering at Metropolitan Ministries’ headquarters, but there was the question of having a group of staff at a non-HCC site during working hours. Individuals may not be able to help at the
site during working hours either, but may have to volunteer on their own time. Laura will find out the policy on this by talking with Donna Miller of HR.

**College-wide System to Advertise the Selling of Goods and Services:** Laura told the members that this was not allowed at the College.

**New Business**

**TOPS Award Nomination:** There were four nominees for the award. The members discussed the focus of the award which is someone who is well-known for providing excellent customer service throughout the DAO offices. The council selected Tia Vickers as the person who best represented this focus. Millie will get Tia’s schedule for the next week so that the council can decide on the day to present the award to her.

**Ex-Officio Administrator:** The council is thinking of someone to replace John Huerta who is no longer at the college. Suggestions included Dr. Ken Ray as the first choice followed by Dr. Bruce Judd. Eileen would ask Dr. Ray????

**IAC SouthShore (Car Pool):** The next IAC meeting will be held at the SouthShore Center, which will be a long drive from District. Laura asked whether the council members wanted to carpool to SouthShore instead of taking their cars.

**DIAC Bylaws:** Changes needed to be made in some areas of the bylaws, since at the meeting with the President, she indicated that membership need not be by floor, or department, since it might place a burden on a few people or a few departments. The council discussed the bylaws and made recommendations for changes in Article II Sections 1 and 4. Section 1 now reads: “Membership will consist of nine (9) employees representing every floor, including the Corporate Training Center”. The council recommended that the section should be changed to: “Membership will consist of a minimum of twelve (12) employees representing various operations, including The Centers for Continuing Education”. Section 4 now reads: “The term of membership will be two (2) years. Members may request reappointment to the Council. If for any reason......on the same floor”. The council recommended that the section should be changed to: “The term of membership will be two (2) years. Members shall recruit alternates to represent them during their absence. Members may request reappointment to the Council”. Carol Southard will synthesize the changes and present them to the council at the next meeting.

**New Members:** Recruitment of new members will be based on the revisions made to the bylaws.

**January Meeting:** There will be a meeting in December.

**Suggestion – Flu Shots from a Doctors Walk-in Clinic:** Laura said that the clinic was advertising this service and a staff member suggested that the council could ask a doctor from the clinic to come to HCC to give the flu shots to interested staff. Laura consulted with Rise Sandrowitz, Nursing Program Manager, who said she did not see anything wrong with it, but
members suggested that the council should check with the Department of Public Safety to be sure that this is permitted by the college. Laura will follow up on this.

**Workers Health:** Laura mentioned a proposal by Nancy Ferrara that the council think of offering incentives for employees to engage in healthy behavior, such as exercising, losing weight, or quitting smoking. Some companies offer cash or other incentives to employees in an effort to keep them healthy and reduce sick time off. While HCC cannot offer cash incentives, employees could get together for lunch to celebrate achievements in healthy behavior. The members would give it some thought.

**Next Meetings:**

IAC – Friday, December 5, 2008, SouthShore Campus

DIAC – Friday, December 12, 2008, 10:00 a.m.

**Adjournment:**
Just before adjournment Priscilla also informed the group that Lee Walker at the SouthShore campus would give driving directions to those who needed it. Members also asked about the health of Bernie Nazer, a TOPS award winner, who is now sick. They proposed purchasing a card for his birthday on November 23.

Teshia Minnifield made a motion to adjourn the meeting at 11:05 a.m.; Edna Murphy seconded.