Hillsborough Community College

Davis Islands Advisory Council
January 9, 2009
Room 113

Attendance: Ryan Buckthorpe, Jim Connolly, Eileen Menendez, Michele Menendez, Laura Moses, Sarah Morgan, Hardie Seago, Carol Southard, Bruce Stephens, Millie Velez, Nancy Ferrara (note taker),

Call to Order: Laura Moses called the meeting to order at 10:05 a.m. and affirmed a quorum was established.

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

Approval of Minutes: A motion was made by Eileen Menendez and seconded by Sarah Morgan to approve the December 12, 2008 minutes.

Chair Report: None.

Administrative Report: None. Since there was no IAC meeting last month, there was not anything to report.

Old Business:

Web Page: A special meeting was scheduled early this week to discuss the development of the DIAC webpage. Several committee members met and came up with some great ideas. Also, a selection was made on the picture that was taken of the DIAC. Eileen prepared and presented a draft of what was discussed in our meeting. A suggestion was made to add the titles, departments and extension numbers next to the member information. Eileen, with Sarah’s help, will upload all the information to the website and send to the IAC person in charge of the web page for final posting. Our target date to send is Tuesday, January 13.

By-Laws: Carol has incorporated all changes to the Bylaws and they are now complete.

Plaque for Tree: Jim will order the plaque for the tree planted for in memory of Diane Llausget. It will have a four foot stake to anchor in the ground as opposed to being cemented in place.

Planters/Bench: Jim and Eileen have picked out planters and benches for the brick area between the Administration Building and TCTC. Jim asked if we should include ashtrays. Since a designated smoking area has not been confirmed yet, and this was not one of the areas that was picked, ashtrays should not be ordered for this area.
**TOPS Award:** Tia Vickers was presented with this award. She is the fifth recipient to receive this prestigious award.

**Employee Workout Program:** This was tabled for a future meeting. We need more time to think about how we will implement this program.

**New Business:**

**Signs:** Laura received a suggestion regarding turning off lights in the restrooms. Even though there is a sticker next to the light switch indicating to turn off lights, some people still forget. It was suggested that a sign be made to place on the inside door of the restroom so it would be more visible when you exit the restroom. Jim says he could make up the signs. Nancy will ask Barbara Larson if this can be implemented.

**Goals:** The following goals for the new year were discussed; suggested topics are:

1) Work on an effective way to communicate to staff about the outcome of our meetings. Do we want each member to take turns in disseminating information or should it just come from the Chair.

2) Have some kind of phone directory where it would list the person’s name, department, extension and what they are responsible for. It could be a one page (front & back) quick reference document. This may cut down on calls that are transferred to the wrong areas. Each department would be responsible to make up their own list.

3) Come up with cost-saving ideas. Some of the cost saving ideas mentioned could come under this heading.

4) Sharing of office supplies. Everyone could do an inventory of the items they have in excess, and want to part with, and let people know via email. Some departments are already doing this among their floors.

5) Institute some kind of wellness club to produce healthier employees, thus maybe reducing the number of insurance claims submitted (and sick days).

6) Research other companies to find out what they are doing to conserve energy costs.

7) Choose a day for recruitment purposes and have a table with refreshments and brochures to talk about what the DIAC does and some of our accomplishments so far. Since we changed the bylaws to recruit members by department instead of floors, we need to determine how many members we want to participate. It was suggested that we combine this recruitment when Human Resources has their health fair. This might ensure more people attend.

8) Conduct a workshop for new members. They need to know that they should attend the IAC meetings, as well as our CAC meetings.

9) Update notebooks for new members.

10) Invite a President’s Cabinet member to our meetings on a quarterly basis. We would send an email to the District Cabinet members asking for their participation per Dr. Stephenson to determine who and when they would be available to meet with us.
11) Send out monthly reminders about the budget blog that can be accessed through Hawknet. Nancy will talk with Barbara Larson to find out if any of the ideas on the blog are being implemented. A reminder could also be sent out regarding the recycling bins.

We will start with the first three goals as our first priorities.

**Projects regarding safety/risk management issues:** Steve Shields has agreed to attend our March meeting to talk about issues that involve his area.

**Scope of DIAC’S Involvement:** There was discussion about how involved the DIAC should be in providing groundwork for completing projects. Since this is an advisory committee, it was stated the committee’s charge is to advise and communicate and not go beyond that. Although this may be true, the committee finds that doing the additional research helps expedite the completion of projects.

**Moving On:** Sarah Morgan made an announcement that she is leaving the College to move to Washington, D.C. We will miss her involvement with the CAC, as she always provided great input.

**Institutional Advisory Committee** - The next IAC meeting is Friday, February 6, 2009 at Ybor.

**Davis Island Advisory Committee** - The next DIAC meeting is Friday, February 13, 2009 at 10:00am.

**Adjournment:** A motion was made by Mille Velez to adjourn the meeting at 11:30 a.m; Motion seconded by Hardie Seago.