Call to Order: The meeting was called to order at 9:04AM.

Cert of Quorum: Todd Huffman, Zoran Pavic, Bibi S. Koo, Rich Cervetti, Diane Grey, Moheb Ishak, Kristen Thomas, Peggy Gleason, Tollie Banker, June Fishbourne, Anthony Sardone, David Worley, Laruen Bates, Sara Crooke, Wanda Ocasio, Dr. Allen Witt, Denise Bristol, Kristen Piper, Michael Wilt, Johanna Cintron Sosa, Tom Carty, Marleatta Dean, Shawn McKinney, Diego Grilli, Wendy Pogoda, Mustapha Lahrach, Dr. Craig Hardesty

Secretary: Tollie Banker

Approval of Agenda: June Fishbourne made a motion to approve the agenda. Peggy Gleason seconded the motion.

Approval of Minutes: Mustapha L. made a motion to approve the minutes. Denise Bristol seconded the motion.

Chair’s Report: (Peggy Gleason)

IAC- Dr. Clay spoke on Senate Bill 1720. Guest Speaker Ronda Hunter spoke on Customer service. Peggy is currently disenchanted by the IAC because there are no break out sessions, the guest speakers are lacking and the IAC has set no goals. One of the members feels the IAC meetings have deteriorated without Dr. Atwater’s presence. She also feels like the mission is lost and the current president does not have enough experience to conduct the meetings. Another member agreed that the current president lacks experience, which is being reflected in the quality of the meetings. Peggy is going to talk to the voting members to decide whether or not to bring the committee’s concerns to the IAC board.

Administrator’s Reports:

Yaima Serrano, Dean of Student Services (Presented by Peggy Gleason)- There have been changes in personnel in Student Services. Liz Hanson took a position at the Collaboration Studio. Fauna Keppen has stepped up and taken the position in as Interim Supervisor AR&R. The position will be announced and there will be a search. The Student Excellence awards are coming soon. Please look for student nomination forms. In addition to grades, please write a note why you are nominating that particular student. The ceremony will be on April 11, 2014. Yaima will soon go on maternity leave.

Dr. Craig Hardesty, Dean of Academic Affairs- The semester has begun smoothly with very few problems. Everything is wonderful.
Dr. Allen Witt, President of SouthShore Campus – Dr. Witt is happy to have all of the Dean’s positions filled and that everyone is working so well together! Enrollment is going very well. SouthShore is up 10% from last year because of an increase in distance learning classes. Dr. Witt congratulated PTK, C100 and Peggy Gleason who received much deserved awards for their community efforts (be sure to check out their article in the Tampa Bay Times!) Trenching is going on along 30th Street to avoid overhead lines which would detract from the campus.

The Governor’s state budget is not looking good. The general spending budget is down. Also as the 1720 Bill goes in to place, there will be an increase in staff which will in turn further decrease the operating budget. In addition to this, due to the increase in enrollment, Dr. Witt and Dr. Hardesty are going to ask for additional faculty and staff.

In the fall, we will be giving the Survey of College Student Engagement to see what the campus is doing right in involving our students in the life of our campus.

The new building is moving forward. The existing chiller plant will not be able to support the extra building. Buying a new one will cut in to the budget but District has agreed to help, so the building will remain the same size. Dr. Witt hopes to break ground in early May. There is still a question about parking but it should not be a problem during the summer term.

There are personnel changes in Student Services. There is good news on PTK! Dr. Witt has talked to Mr. Gordon who is the CEO of the food truck company. He has asked Dr. Witt how the food trucks can increase their sales volume. Dr. Witt has asked CAC to form a subcommittee to address this problem.

By Law Committee – Immediately following the meeting

Standing Committee: - None at this time.

Old Business:

Exercise Class- (Marleatta Dean)- An instructor has been found who will provide exercise classes. The classes will begin at the end of February. It will be free to Faculty, Staff. It will cost $5 for students and community members. The classes will also be open to the community for a small fee as long as they sign a waiver. Classes will be held 4:45 to 5:30 on Mondays. Please let Marleatta Dean know if you are interested.

New Business:

E-Text Committee (Tollie Banker)- Sophia Kowalski is conducting institutional research on the viability of a campus wide adoption of e-texts. There will be
SouthShore specific focus groups for both Faculty and Students. If you have any questions please contact Tollie Banker.

Walking Campaign Event (Mike Childs- Presented by Tollie Banker)- SouthShore won the walking contest. There was an award contest in January hosted by HR at SouthShore. The ceremony was thrown together and less than professional. The awards were not distributed correctly according to the contest’s stipulated rules. The CAC will draft a letter of concern regarding the ceremony’s lack of planning which Dr. Witt will mail to Donna Keaner in HR. Dr. Witt also suggested it be addressed at IAC since this was a college wide event.

Foundation Internal Campaign (Rich Cervetti) – The Foundation Campaign has started and will run through the end of the month. It is very easy to give. You can fill out the paper forms passed out during CAC, or you can give electronically. You can pay by credit card, debit card, or payroll deduction. There are two SouthShore specific funds listed on the back of the enrollment funds. Gifts can be given anonymously. Note that if you do payroll deduction, unless you tell the Foundation, this deduction will be continuous. SouthShore is hoping for 100% participation. If you have any questions please contact Rich Cervetti or Tollie Banker.

SGA Upcoming Events (Sara Crooke) – Lauren Bates has been hired as the new SGA part time assistant. SGA is working with the Library to fund the lease book program to provide more popular titles to the students. SGA has so far hosted numerous successful events on campus this semester. They have many upcoming events including, but not limited, to speakers for Black History Month, Valentine’s Day, a Blood Drive, a Mardi Gras Event, and a health and wellness event for National Healthy Week.

PTK Updates (Michael Wilt/ Diego Grilli) – PTK achieved its first 5 star Competitive Edge status, which is PTK’s top award. Not only is this the first time that Southshore has achieved this award, it is the first time an HCC campus has received this award in 5 years. With the help of SGA, PTK is sending 10 students to their international conference.

SNA Updates – No one present to present.

Open Hearing:

Dr. Hardesty asked that if you see any maintenance problems on campus notify his office. If you notify them and see nothing has been done please notify them again.

Tollie Banker suggested that in the future that minutes be emailed prior to the meeting and that the CAC review the minutes on the overhead during the meeting. This will help save paper.

Be sure to be on time. If you are a voting member and will not be able to make it you need to email Peggy Gleason prior to the meeting. At the beginning of the
meeting there will be a line drawn on the sign-in sheet. Even if you are late be sure to sign in below the line and then pay Anthony Sardone $1.

**Adjournment:** The meeting was adjourned at 10:15AM by Peggy Gleason and seconded by Todd Huffman.