Hillsborough Community College  
Brandon Campus Advisory Council  
Friday, March 07, 2014  
Minutes

**Present:** Nicole Bargeron, Scott Behrens, Paul Bishop, Elsie Borgen (note taker), Brandy Espinosa, Sunshine Gibbons, Chris Hazzi, Lauretta O’Dell, Randall Rockerfeller, Joan Rogers, Denise Samide, Beth Smith (Chair), Carlos Soto, Julie White.

**Call to Order:** Beth Smith called the meeting to order at 10:03 a.m.

**Introduction of New Members:** Beth Smith noticed a couple of new members. She had everyone introduce themselves.

**Approval of Agenda and Minutes:** Beth Smith noted grammatical errors (no comma after the December 6, 2013); Nicole Bargeron noted an error in page 2; Dr. Soto clarified the Deans of Student Services submitted requests for at least 4 new advisors for the campus and 20 new advisors for the district who will be responsible for changes and requirements. Nichole Bargeron motioned to approve the agenda and the corrected minutes were approved. Motion was seconded by Denise Samide.

**New Business:**

1. **Dr. Soto Campus Updates:**

   Budget analysis – All of the dean’s offices are developing the 2014-2015 fiscal year budget. Dr. Soto does not anticipate any major changes to the budget and it will be very similar to this year’s budget. Full time faculty and staff will need to be verified by the administration to confirm their employment status at HCC.

   Food Forest Project – No updates with the food plots. Weather might be a factor on when they will move to the next phase in the process.

2. **Julie White – Student Services Updates:**

   Call center – A new call center will be replacing HCC Live. Ed Financial will be the company implementing the launch on April 1, 2014. Their main focus will be Admissions/Records, Bursar, and Financial Aid departments. Questions for the Advising department will be minimal. They will only handle basic questions. Julie is not sure if we will be able to keep the same phone number. Julie is working with Ed Financial to discuss the details. She is hopeful Ed Financial will improve call center customer service.

   IT support – A separate vendor will be handling and assisting with technical questions and issues. This will be launched April 1, 2014. Julie was not sure who the contractor is going to be. Update to follow.
Student Services Open House – Student Services will have an open house for new and prospective students on April 16, 2014.

FERPA – Handling of students’ parents through FERPA policy. Julie suggested students fill out a consent form that will give parents access. Form can be found in Student Services. Dr. Soto mentioned faculty is permitted to meet and speak with Dual Enrollment parents because students are minors. Be aware of phone calls because you don’t know who is on the other line. Keep it general and remind them of the policy. Refer them to Student Services.

Student Excellence Award Ceremony – This will be held on April 25, 2014. Joe Bentrovato sent out emails with the criteria.

c. **Dr. Behrens: Learning Community**

Learning Community – the implementation of learning communities will be this fall. It’s an experimental program will focus on how students can succeed in college. Students can find a brochure in Advising. The program consists of 12 credit hours scheduled from 8:00 a.m. to 10:45 a.m. to mirror a regular work day. Up to 325 students can be gathered in the auditorium before the startup of the program. Faculty will be broken down in 9 teams of 4 and 2 part time communities. There are four Prep Tracks (English, Math, Speech, and Computer Courses) and the rest are College level Tracks. Students that succeed early in their first semester are more likely to graduate.

d. **Peanut Butter Jelly Donations for Athletes**

Donations – District is asking for donations of peanut butter and jelly and/or gift cards from grocery stores in support for our athletes. Reasons for the donations started because coaches were concerned when they noticed their athletes were losing weight during their seasons.

**Ad-Hoc Committees Updates:**

**Women’s Awareness Month Update.**

Previous events – Nichole Bargeron mentioned that on March 5, 2014 two events took place for women’s awareness month. One was the Women’s Wellness Health Fair and second was Domestic Violence Awareness presentation. For the Women’s Wellness Health fair 9 agencies attended. Each of agencies had tables with information and were ready for students by 11:30 a.m. Some of the agencies who attended were: Tampa Crossroads, Florida Coalition against Human Trafficking, Center for Women, The Spring of Tampa Bay, and Turning Point. We had a guest speaker from Spring of Tampa Bay talk about domestic violence at 1:00 p.m. Faculty encouraged their students to participate (extra credit). We were very pleased to see about 350 students attend.
Next scheduled event – The Florida Coalition on Human Trafficking will be held at the Ybor Campus on March 25, 2014. They will have a presentation on Modern Day Slavery. It will be from 5:00 p.m. to 7:00 p.m. in the Ybor Room and Patio.

**General Updates:**

HCC Foundation – Coffee and donuts were served in the mailroom March 5, 2014 to promote participation and educate Faculty and Staff with different options of donating. Donors can direct their gifts towards any program they choose. Examples include Dream Keepers, Brandon Book Fund, Athletics, etc. All funds go directly to HCC students. *You can donate by payroll deductions, cash, or check.* *Brandon Campus Faculty and Staff Donations have been extended and forms can be found in the mailroom.*

More information was requested for the following topics:

1. **Book Fund** – information regarding the process a student has to follow to benefit from the Book Fund. Dr. Soto stated he refers students to Vicky (a recruiter).

2. **Scholarship application deadline** – Deadline for students was unknown. The consensus was after spring break.

Focus International is hosting a 5K fun run or 1 mile walk on April 12, 2014. Location is to be determined with a start time of 08:00 a.m. Professor Dr. Suzanne Lynch from the Dale Mabry Campus is leading the event to help raise funds to support her students (IDS 2100 Global Citizenship) for their trip to Ghana. Any additional funds will assist students with the next academic year 2014-2015.

Smoking on Campus – Dr. Soto mentioned he spoke with Victor Clime (Chief of Public Safety) in reference to everyone complying with the law. We will start placing students who are caught smoking on campus “on notice” after spring. Faculty, Staff, and students need to comply with the tobacco-free policy which includes e-cigarettes. Faculty and staff are to continue to address students by giving them the reminder business cards (Breathe Free HCC). Business cards are available in the mailroom.

Association of Florida Colleges – Region IV Spring Conference will be held April 4, 2014 from 09:00 a.m. to 3:00 p.m. at the Pasco-Hernando Community College Porter Campus at Wiregrass Ranch in Conference Center room B303. Registration fee will be $30.00 until March 28, 2014 and $35.00 thereafter. Fliers are available for further details.

Institutional Advisory Council (IAC) – meeting will take place on Friday, March 7th at 1:00 PM Plant City Campus, Trinkle Center, room 117.

Quorum – Yes.
Hearing of Employees and Students:

No report from students of AMSA or HPPO at this time. They are currently attending the National AMSA Convention in New Orleans. They arrived on March 6, 2014 and will be there until March 9, 2014.

Next Brandon CAC meeting will be on Friday April 4, 2014 at 10:00 a.m. in BADM 112. The IAC meeting will be held at the South Shore Campus, Room: TBA.

Adjournment:

The Meeting was adjourned at 11:00 a.m. by Beth Smith.