Present:

**Brandon:** Shannon Grinstead, LaFran Reddin, Jose Galvis, Joan Rogers, Michelle Thompson, Misty Vorder-Bruegge, Krista Noren-Santmyer, Deb Ghosh, Nicole Bargeron, Mickey Reigger

**Dale Mabry:** Elizabeth Pusateri (SGA), Ken Turley, Jennifer Bess, Angela Mick, Greg Miller, Marcella Sherman, Lauren McNamara, J. Brent Ellis, Angelica Acevedo, Anthony Buonaquisti

**District:** Bryant Fayson II, Kimbril May, Teshia Minnifield, Edna Murphy, Eileen Menendez, Peyton Woodroffe, Carlene Barbeau, Barbara Larson, Cedric Lewis

**Plant City:** April Robinson, Andrew Lee, Kristin Heathcock, Timothy McArter, Tonni Bacoat-Jones, Andrew Scott, Jared Thompson, Johana Melendez,

**SouthShore:** Floyd Ballard, Marleatta Dean, Danielle Cabellos, Darnel Scott, David Worley, Peggy Gleason, Judith Nolasco, Leland Holland, Karen Boosinger, Thea Nicolaides, Selwyn Baptiste, Carlos Ortiz

**Ybor City:** Terry Varvil, Carolyn Kossar, Beverly Ketcham, Mindy Neal

**Call to Order:** IAC Chair, Shannon Grinstead, called the meeting to order at 1:00 p.m.

**Roll Call:** A Quorum was established for all campuses, except District and Ybor City.

**Welcome:** Dr. Allen Witt, SouthShore Campus President welcomed the IAC and guests.

**Approval of Agenda:** A motion was made by Angela Mick and seconded by Ken Turley to approve the agenda.
LaFran Reddin requested that the IAC Recognition under Ad-Hoc Committee Reports be moved down to the last spot.

**Approval of Minutes:** The following corrections were made to the April 9, 2010 minutes:
Remove Maureen Wheeldon from the Plant City list, and add Einar Stephenson to the Plant City list. A motion was made by Tim McArter and seconded by Ken Turley to approve the April Minutes.

No changes or corrections were needed to the March 5, 2010 Minutes. A motion was made by Tim McArter and seconded by Edna Murphy to approve the March Minutes.

**President’s Report:** Barbara Larson attended for Dr. Stephenson and reported that Dr. Ken Atwater is the finalist in the presidential search, and Dan Coton who is a member of the Board of Trustees and Chairman of the Search Committee is on his way back from Phoenix. He went there to talk with Dr. Atwater’s staff at Maricopa about his leadership style, etc. In addition ACCT, the consulting arm of the Community College Trustees, is also doing their own evaluation. Hopefully, everything will go as expected and there will be a final announcement soon.

In addition, Maricopa is a recent signatory of the American College and University President’s Climate Commitment. Since HCC is also a signatory of this initiative, we should be pleased that, should Dr. Atwater become our next President, he will be familiar with the climate commitment and sustainability effort.

The HCC Sustainability Council has recently completed our greenhouse gas emissions report, which will be posted on the web. On an annual basis HCC emits approximately 37,287 tons of carbon dioxide equivalent. The website for the President’s Climate Commitment contains other schools’ emissions for comparison. 77% of our emissions is from commuting—staff, faculty and students. The possibility of a light rail system in Hillsborough County will have an impact.

**Guest Presentation:** HCC Foundation representatives Carlene Barbeau and Peyton Woodruff presented a PowerPoint overview of the Foundation.

- The Foundation’s purpose is to support the college and student scholarships.
- The money raised from the internal campaign goes toward this end. Donors can specify to which campus and fund they would like their donation to go.
- The Foundation answers to the donors. All funds are directed as specified by the donors.
- The financial trend has increased for the past seven years from $223,232 in 2003 to $1,574,800 in 2009. There was a question as to
why there was a significant jump between 2005 ($643,468) and 2006 ($1,365,103). The answer: the Foundation was not always as active as it became with Adrian Garcia, and the staff has increased. There are now five staff members. There is a direct correlation between the number of staff members and the amount of funds raised. Dr. Stephenson has been active in supporting the Foundation and working to increase the department personnel.

- There are three kinds of funds
  1. Endowment/Permanently restricted—never allowed to touch the principal (like savings account or retirement account).
  2. Temporarily restricted/Scholarships (like checking account)
  3. Unrestricted (like petty cash)

- State Match Program—if you give to a scholarship, the state will match it 1 for 1. Campus support (building campaign or faculty position) they match it 2 to 3. The State has not paid in three years, but we are in the queue for $3.7 million. Hopefully, they will pay one day in the future.

- First Generation in College Program is paid annually by the State. It is paid dollar for dollar. These funds go to high-risk students, in need, whose parents have never been to college.

- When Dr. Garcia began at HCC, seven years ago, we were ranked 26th out of the 28 state community colleges. Now we are 10 out of 28. Our ranking has climbed annually, and is expected to continue to climb annually, as more private dollars are raised and more donors are solicited.

- Dr. Stephenson, Maryann Stiles, and others have included the Foundation in their life insurance plan.

- How can everyone assist the Foundation? The answer: donate, encourage others to donate, solicit donations, and thank people who do donate.

The questions on the PowerPoint will be sent to Shannon Grinstead, who will get them out to the CAC Chairs and Co-Chairs.

**IAC Chair’s Report:** Shannon Grinstead provided the following report:
She has sent out updates in the past week on things that have been discussed over the past year. One was Ashley Carl’s redesign of the HCC Home Page—please send comments to Ashley. Also, the Sodexo update sent out by Steve Shields. If there are any questions or comments, please forward to Shannon or directly to Steve Shields. Another item was the Purchasing website, the menus and what types of food options for the smaller campuses. In addition, a database was talked about for IAC members since the beginning of IAC. Please go back through the past campus minutes to identify the members. That way if
letters of participation are needed, they can be produced quickly. One of the things that the Recognition Committee will be discussing is the Building Dedication for Dr. Stephenson—on May 25, 2010 at 3:00 pm. Invitations have been sent out via email. The IAC has collected money from each CAC, and will honor Dr. Stephenson with flowers, a card and a memory book that the Recognition Committee created. LaFran and Shannon will work with previous Chairs and Co-Chairs to prepare a speech on behalf of the IAC. The money from the Brandon CAC has not been collected yet.

LaFran Reddin talked about the Florida Women’s Hall of Fame and how we need assistance with volunteers to help us get in that commission for Dr. Stephenson. Copy of nomination form was sent to all members of the Recognition Committee to gather pertinent information about Dr. Stephenson. The deadline is July 15th for the nomination form to be in to Tallahassee. We hope to have her inducted into the 2010-2011 Florida Women’s Hall of Fame. Are there any volunteers to assist in completing the paperwork for this project?

**Tasks for today:**

**Engagement questions (4)**

And election of IAC Chair and Co-Chair—Current Chair, Shannon Grinstead and current Co-Chair, Angelica Acevedo will work closely with the new Chair and Co-Chair in a mentoring capacity to make sure that the work of the IAC over the past years remains strong.

Chair nominations: Angela Mick and Tim McArter
Co-Chair nominations: Nicole Bargeron, Angela Mick and Tim McArter.
Each candidate presented a short Bio.
Initial vote produced a tie for the position of Chair. A motion was made to let the no-quorum CACs vote to resolve the tie. Motion by LaFran Reddin and seconded by Terry Varvil.

New Chair: Angela Mick
New Co-Chair: Tim McArter

Shannon thanked Angelica for being Co-Chair and thanked the Chairs and Co-Chairs of the CACs for their hard work this past year.

**Campus Advisory Reports:**

**Brandon:** Nicole Bargeron reported on the following:
- New CAC Chair – Misty Vorder-Bruegge
- New CAC Co-Chair – Joan Rogers
We took our new CAC Picture including one with just the Chairs and delegates.

We have a new recycling slogan to get the word out about recycling on campus. The slogan is “Give your trash a second chance.” Reg Poling, faculty member, was chosen as the winner for this slogan. We submitted an article to Inside @ HCC about it.

**District:** Eileen Menendez reported:

- New CAC Chair – Teshia Minnifield
- New Co-Chair – Bethoria Paige
- We will be losing several members next year. However, we are adding more new members to replace them. CAC is still growing.
- Eileen has been a member for 5 years, but she will soon be retiring.
- We wish the Committee continued success in the coming year.

**Plant City:** Tim McArter reported:

- Two new members were welcomed, Tonni Bacoat-Jones and Gwen Bianchi, and new student reps will be announced later.
- Two outgoing members were thanked for serving on the council, Andy Scott and Johana Melendez
- The election for new Chair and Co-Chair will be done electronically and we should have the results by May 14th
- Yearend report – Plant City up by 11%

**Dale Mabry:** Ken Turley reported:

- Renovations are going on in the bookstore, courtyard, and locker rooms. Renovation of Tech Building is still the top priority.
- New SGA program for children—“Quick Start” at the Tennis Complex.
- Relay for Life was held on April, 9, 2010.
- Smoking Committee has been put on hold until the renovations are done.
- Elections will be done by email early next week.

**SouthShore:** Marleatta Dean reported:

- New CAC Chair – Floyd Ballard
- New Co-Chair – Mathew Williamson
- Revised By-Laws to include somebody from every aspect of the campus
- Will start having meeting on Fridays
- Working on a seminar regarding safety training for faculty
- Will be posting flyers around the campus encouraging students and employees to notify campus security if they see something suspicious—the flyers will read, “If You See Something, Say Something!”
Todd Boyd had said SouthShore would be losing food service. Only snacks in vending machines would be available. Barbara Larson indicated that is not exactly the plan. Summer might be a problem, but they are working on some kind of food service for the Fall.

Ybor City: Mindy Neal reported:
- Mindy Neal will remain the Chair
- New Co-Chair – Chuck Holmes
- New Student Services building is up and running (ahead of schedule).
- The last Lunch & Learn—Gossip Mongers in the Workplace

Ad-Hoc Committee
Visioning Time:
- Go Green Initiatives – Misty is a participant on the Council
- Recycling efforts on campus
- Customer Service
- CITT update
- Health & Wellness Program
- Walking Works Program
- Gifts Program at District
- Two Wellness Seminars offered this year at each campus
- By-Laws have been revised and are in public folders—they will also be put on the website
- Paul Nagy’s student survey – copies will be made. We should focus on for next year
- The Recognition Committee—Historical Reflections Book will be updated

Recognition & Reflection Committee:
LaFran Reddin, Eileen Menendez, Kristin Heathcock, , Mery Young, Molly Epstein
- Very productive and informative year
- Submitted articles to Inside @ HCC – Fall ’09, Spring ’10, Summer ’10
- Nominated Dr. Shawn Robinson on behalf of the IAC for the National Institute for Staff and Organizational Development (NISOD) Excellence Award – he was one of the recipients of this award.
- Preparing nomination form for Dr. Stephenson to be inducted into the 2010-2011 Florida Women's Hall of Fame
- Hosting the first thirty minutes of the Dedication/Renaming Ceremony and Reception for the Gwendolyn W. Stephenson District Administrative
Center. Would like everyone to be present, and especially all Campus Presidents to be recognized for their help in IAC.

- Dr. Ginger Clark, Shannon Grinstead, and LaFran Reddin made a presentation at the 2010 International Sheriff’s Academy in Minneapolis, Minnesota
- Recognitions for this year – Chairs and Co-Chairs will receive the Florida Impact Award:
  - Brandon: Nicole Bargeron and Misty Vorder-Bruegge
  - Dale Mabry: Ken Turley and Angela Mick
  - District: Laura Moses and Millie Velez
  - Plant City: Tim McArter and Kristin Heathcock
  - SouthShore: Marleatta Dean and Norm Holland
  - Ybor City: Mindy Neal and Chuck Holmes
- Top Ad hoc Committee:
  - All College Day Customer Service Committee
- Forum Service Award:
  - Ybor City Campus – HCC Olympics
- Award to All Presenters:
  - Dr. Sylvia Carley and Dr. Joan Holmes for presentation on the State Equity Site Visit
  - Judy Alicea for presentation on the EXCEL Program
  - Chad Hyatt and Maggie Ponce for presentation on CITT
  - Barbara Larson, Dr. Ginger Clark, and Dr. Sudeep Vyapari for presentation on HCC Sustainability Council
  - Michael Brawer, Exec Director of the FACC, for presentation at the Brandon Campus on FACC and Legislative Updates.
  - Ashley Carl for presentation on Social Media and Advertising
  - Bala Kappagantula for presentation on HCC Web Advisor
  - Barbara DeVries for presentation on the HawkCard
  - Steve Shields for presentation on the HawkCard and food service
  - Paul Nagy for presentation on the Challenges to Face HCC, and getting us involved in all kinds of things
  - Sue Flaig and Dr. Felix Haynes for their presentation on Code of Conduct and Ethical Standards
  - Ronkel Williams for the Health and Benefits Fair
- Perfect Attendance:
  - Dale Mabry: Bruce Bondurant and Greg Miller
  - District: Laura Moses, Alfreda Bashir, Eileen Menendez
  - Plant City: Kristin Heathcock
  - SouthShore: Marleatta Dean, Norm Holland, Judy Nolasco
- Ybor City: Mindy Neal, Chuck Holmes, Dave Liller
- Florida Impact Award, Service, IAC Chair:
  - Shannon Grinstead

Adjournment: A motion to adjourn the meeting was made by Ken Turley and seconded by Tim McArter.

Minutes prepared by Kathy Jacobs
Executive Staff Assistant
SouthShore Campus