MINUTES OF IAC MEETING  
Friday, September 3, 2010  
Ybor City Campus, PST Building, Room 314

Present:  Ybor City Campus:   Dr. Shawn H. Robinson, Terry Varvil, Beverly Ketcham, David Liller, Mindy Neal, Chuck Holmes, Carolyn Kossar, Jeanette Starks, S Collins  
Plant City: Timothy McArter, Kristin Heathcock, Patti Mills, Tonni Bacoat-Jones  
Brandon Campus: Shannon Grinstead, Michelle Thompson, Joan Rogers, LaFran Reddin, Misty Vorder Bruegge, Jose J. Galvis  
Southshore Campus: Mathew Williamson, Natalie Bisciglia, June Fishbourne, Floyd Balland, Selwney Baptiste  
Dale Mabry Campus: Angela Mick, Ebony Wilson, Kimberly Gloster, Elizabeth Pusateri (SGA Vice President), Chris Evengelista (SGA Treasurer), Schemica Georges (SGA President), Breanna Smith (SGA Secretary), Jennifer Bess, Anthony Buonaquisti, Alicia Medeiros, Brent Ellis, Greg Miller, Lauren McNamara, Bruce Bondurant  

Visitors: Dr. Atwater; Dr. Ginger Clark, Dr. Sudeep Vyapari, Mr. David Palange (Eco2Asset Solutions)

Call to Order: Angela Mick called the meeting to order at 1:00 p.m.

Welcome: Dr. Robinson welcomed everyone to the Ybor City Campus and stated he was happy to see Dr. Atwater and the IAC members at the campus for the first meeting of the year.

Pledge: Everyone stood for the Pledge of Allegiance.

Roll call: At roll call Plant City and GWS-DAC did not have quorum. By the end of the meeting Plant City had quorum.

Approval of Agenda: With a change to the room number for the meeting a motion was made by Ebony Wilson to approve the agenda and seconded by Chuck Holmes. The motion was passed unanimously.

Approval of Minutes: A motion was made by David Liller and seconded by Chris Evengelista to approve the minutes of the May 7, 2010 meeting. The motion was passed unanimously.

President’s Report: Dr. Atwater said he was excited to be at the meeting and hoped everyone is excited to be working at HCC. Dr. Atwater stated we are currently serving forty-seven thousand students and HCC has a budget of $215 million. HCC is the first choice of higher
education by graduates of the Hillsborough County School System and we have a $1 billion impact on the county.

Dr. Atwater shared that the new word is ‘oneness’ – we are one college serving five communities. We need to be good stewards of public resources.

Dr. Atwater asked if anyone had any questions for him. Questions posed:

- Sponsoring/designing of an HCC tie - Dr. Atwater said he couldn’t design a tie but that everyone should be proud of HCC.
- Does Dr. Atwater plan on continuing the meetings with SGA – Dr. Atwater said yes he will meet with SGA.
- Dr. Atwater was asked what his goals are for students – he replied to see you at graduation and to make HCC a positive learning experience.
- Dr. Atwater was asked if the process will remain the same for IAC. The President stated that everything will stay the same for six months, then there will be a process for communication and inclusion.
- The President was asked what his thoughts are on a new institute for college success for minority students. Dr. Atwater stated that we will continue and seek partnerships and best practices along these lines.
- Dr. Atwater was asked about his thoughts on HCC becoming a state college. The President said he is not interested in us becoming a state college. HCC has an obligation to meet the needs of our community. Eventually we may have a partnership with a 4-year institution. Dr. Atwater stated he is not in favor of us changing our name to a state college. HCC can offer 4-year degrees without changing our name. The name change is not a requirement of the State.
- Dr. Atwater informed the meeting that there will be a monthly college-wide newsletter published.

Dr. Atwater informed everyone that the Office of Information Technology will now be called Information Technical Services. Silos will merge and be collaborative. We will take a look at Datatel and assess its capabilities, fix the issues and if necessary look for another company. HCC has to be state of the art. On October 1 we will hold an IT Retreat to begin the process of improving IT services for the college. Dr. Atwater was asked if he would ask for input on the changes and he said yes, the functions
would be inclusive. Datatel has a portal similar to Campus Cruiser. The President stated that Datatel is willing to work with HCC.

The Call Center is receiving 30,000 calls per week. Prior to the Call Center forty-percent of calls were being answered, now seventy-percent are being answered. This figure will increase three hundred percent over the next two years.

Guest Presentation: Dr. Ginger Clark, Dr. Sudeep Vyapari and Mr. David Palange of Eco2Asset Solutions

In 2009 Dr. Stephenson became a signatory of the American College and University Presidents’ Climate Commitment (ACUPCC). HCC joined eleven other universities and colleges in the state of Florida.

2008-2009 HCC’s carbon footprint (for commuting) was 51 million miles. Barbara Larson said HCC would be supportive of the light rail system in Hillsborough County to help students get to the campuses.

A survey was given out by Mr. David Palange (Eco2Asset Solutions) and the IAC members were instructed to think ‘how do we do more with less’ when filling out the survey. The responses, per campus, were as follows:

**Southshore Campus**
- Look for more impact from the solar panels.
- 60 acres not being used. Look for a grant to form a wind farm to work with the solar panels.
- Partner with USF Engineering Department to offer science classes tailored to the project.

**Plant City Campus**
- Extend recycling program.
- Engage student clubs to address environmental needs. Grow plants to sell to community to support greenhouse.

**Brandon Campus**
- Continue with cartridge recycling program.
- Program for textbook recycling.
- Strategy to educate everyone on how we can be more green friendly.
**Dale Mabry Campus**
- Work with student clubs on environmental projects.
- Earth Day event.
- Transportation initiatives.

**Ybor City Campus**
- New Student Services Building certified as a silver building.
- Transportation to other campuses – collaboration with Hart a possibility.
- Implementation of transportation plan.

**GWS-DAC**
- Expand motion sensors throughout building – currently on four floors and restrooms.
- Expand recycling containers.
- Parking is a challenge.

**Chair’s Report:**

The theme for the 2010-2011 Academic Year is “Oneness in Operations, Communications, and Service.”

IAC was involved in the dedication of the former Gordon Keller Building to the Dr. Gwendolyn W. Stephenson, District Administration Center.

Continue the momentum through IAC brainstorming sessions.

**Ad Hoc Committee Visioning Time:**

Ad hoc committees like Go Green and Wellness – a liaison from the IAC to be on these committees.

New Ad Hoc committees for:
- Fiscal responsibility
- Intercampus Communications
- All College Day
- Student voice and perspective
- IAC handbook, historical reflections and recognition

Discussion took place on creating a position for note-taker for the IAC meetings.

The bylaws committee will report at the next meeting.

Due to time restraints Mindy Neal suggested that the Campus Advisory Reports be sent to Bridget Harris for inclusion in the minutes.
Adjournment: A motion was made by Terry Varvil and seconded by David Liller to adjourn the meeting. The motion was passed unanimously.

The meeting adjourned at 3:10 p.m.

CAC Updates:  

**Plant City Campus**
The Plant City Campus CAC met today for our first meeting of the year. There are several new members, so we focused on getting everyone oriented to the CAC. This included going over the CAC Bylaws and a brief overview of IAC from Tim McArter. The focus for this school year will include working to get more students, faculty and staff to attend CAC meetings, providing better communication of CAC news to the Plant City Campus community, and working with students to continue our recycling efforts.

**Brandon Campus**
- We discussed how to improve our recycling program. We will be adding signs around campus to encourage recycling. We also discussed having two drop-off locations available for students to be able to recycle their ink cartridges.
- The renovation on the science building is complete and the building is operational.
- Coupons continue to be collected at the library and distributed to students on campus.
- SGA will be holding a welcome back bash for students on campus on September 14 and 15. The CAC will participate by having a table at the event.

**GWS-DAC**
The meeting this morning was brief and the main purpose was to discuss the following:

Holding a reception for our new President, Dr. Ken Atwater.

The IAC’s Brainstorming session:
- The theme for this year: *Oneness in Operations, Communications and Service.*
- Possible change in seating arrangements.
- Appointing one secretary for IAC.
- IAC meeting schedule and Ad-Hoc Committees having meetings on the same day.
- Campus accommodations.
- Possible revision of IAC by-laws.
The IAC has been charged with the task of organizing *All College Day* in Plant City on October 15th. Please feel free to make any suggestions for *All College Day* during the IAC on Friday. We will have our regularly scheduled meeting next Friday, September 10th at 10:00 a.m. in room 113. Please forward all agenda items by Wednesday, September 8th.

**Ybor City Campus**

- Mindy provided the meeting with a list of the CAC membership. Dr. Robinson will send out an email encouraging participation.
- The Health and Wellness Fair will take place on September 20 from 9 a.m. to 3 p.m. in the Ybor Room. A survey was sent out asking employees for their areas of interest in health activities.
- Two lunch and learn seminars will take place during the academic year. The first one will be November 10 at 12:30 p.m. in the Ybor Room.
- Employee Awards Committee – the event will take place October 8 from 12 noon to 2 p.m. in conjunction with the staff In-Service. Employee development will be “Dealing with Difficult People.” Service awards will also be handed out at this time. Volunteers are needed to help with the planning. The CAC will sponsor the event.
- All College Day, October 15 - the IAC has been tasked with planning the event, volunteers are needed.

**Southshore Campus**

- Warm reception for all attendees with coffee and refreshments.
- Discussed IAC’s theme of "Oneness in Operations, Communications and Service" and Southshore’s complementary theme of "Making a Difference for our Students and Faculty."
- Our CAC Website was introduced and discussed.
- Using the new HCC Live Link for computer related problems to be expanded into other services.
- New Business - Signage and Labeling Concerns for Portable Classrooms.
- All attendees completed Eco2 Asset Solutions questionnaire to be brought to IAC for discussion.
Dale Mabry Campus

- Intra Communication - this subcommittee would look at the various areas of improving communication. Ideas: Presentation for new staff, disseminating info to campus, newsletter inclusion, etc.
- Campus Pride - instilling pride to not ruin the new areas possibly working with campus beautification.
- Guest Speaker - to provide opportunity for fluid dialogue for overall improvement between different areas.
- Transportation Initiatives - carpooling, bike routes, etc.

Minutes taken and subscribed by:
Bridget A. Harris
Executive Staff Assistant
Ybor City Campus President’s Office