In Attendance: Karin Almasi, Susanne Bahr, Monica Baloga (Chair), Cassandra Carnley, Peter Cohen, Catherine Cook, Rob Ghiotto, Ulreen Jones, Eric Kledzik, Jackie Lingner, Bill Macom, Phillip O’Meally, Daniel Otero, Shane Santana

Absent: Dylan Dalrymple, Swapnil Kumar, Jon Shenker

I. Approval of November 14, 2011 minutes
   The Chair asked if there were any additions or amendments to the minutes. Because there were not any, the minutes were approved as is.

II. Reports
   The Chair asked each subcommittee head to update the committee.
   a. Technology subcommittee:
      Mr. Santana allowed Mr. Kledzik, VP Information Technology and CIO, to address the committee about phone trees. He stated that Mr. Frank Erdell, Telecommunications Operations Manager, is looking at who uses them. In addition he will be collecting data on how they are operated: average hold time, depth of options, etc.

   b. Global Education subcommittee:
      Ms. Lingner continued to stress the importance of a dedicated space for the international community, which makes up roughly 30% of the university population. She added that the location of the space is also important and indicated that ISSS would rather stay in the Keuper Building and expand the second floor to include a meeting space and prayer room. She stated that the previous dedicated prayer room for Muslim students had been taken away; however, for now they are using room 405 in the Crawford Building.

      Ms. Jones also spoke about global education efforts at other institutions, citing a California consortium called the Center for Global Education. She reviewed with the committee a list of activities/initiatives that would further the internationalization efforts on campus. The Chair responded that several of those activities, i.e. study abroad, international academic agreements, etc., were already in action at Florida Tech. Further discussion revealed the need for coordinated efforts between offices that handle international services and academics.

   c. Sustainability subcommittee:
      In Dr. Shenker’s absence, Mr. Ghiotto reported on recent activities with the Sustainability subcommittee, citing several projects that students were working on related to Dr. Lindeman’s sustainability course. These include:
1) participating in Recyclemania, a friendly 8-week competition with other universities to see which institution collects the largest amount of recyclables. The competition begins in February. Meetings with Waste Management are underway to verify how they will be able to weigh the amount of material recycled in order to compete in this contest;
2) management of the ponds on campus in a manner that is more environmentally friendly;
3) possibly composting food waste from campus dining halls;
4) expansion of current solar-power energy efforts on campus; and
5) student coordinated efforts on the upkeep of the Botanical Gardens.

d. Club/organization meeting hour
Because of Mr. Kumar’s absence, the Chair asked Ms. Carnley, given her position as Director of Student Affairs, if she possibly had heard about any progress on the organizational meeting hour. She indicated that she did not have definite information.

III. New Business?
The Chair opened the meeting to discussion of any new business. Ms. Lingner wanted to add that ISSS will now be interfacing with incoming international students via Skype sessions to begin communicating with them earlier about enrollment expectations and requirements. She indicated this is yet another reason to have dedicated space for international students. She also wanted to inform the Technology subcommittee that ISSS intended on using this technology to further the “High Tech with a Human Touch” motto.

Mr. Macom brought up a serious safety issue concerning the lack of lighting in the crosswalks on University Blvd. and Country Club Rd. He stated that it is very difficult to see anyone in them at night. With the night traffic and number of students using them, particularly those on skateboards and bicycles who are not cautious, a serious accident is bound to happen. Mr. Ghiotto indicated that since the city owned those streets, it may be up to them to put lights in. The Chair stated that this issue would be brought to the attention of the President.

IV. Action Items:
No particular action items were discussed. The Chair stated her desire to create a mid-year report to deliver to the President to outline some of the topics that have been discussed in the meetings. She will have a preliminary draft that will be distributed before the next meeting so that the committee can comment on it.

The next meeting will occur during the week of January 23rd. The Chair will send out a meeting scheduler to determine the best day of the week.

The meeting was adjourned and everyone was wished a Merry Christmas and Happy New Year.
Respectfully submitted,

Monica Baloga (Chair)