

PALM BEACH STATE COLLEGE

CCE CLUSTER MEETING MINUTES

March 26, 2014

3:00-5:00 pm

CRA 100

ITEM 1. **Announcement**

Discussion: Dr. Vallejo announced a restructuring of CCE to a campus focused rather than Center focused structure. Exceptions include regulated areas such as health sciences, public safety, the Small Business Development Center (SBDC) and certain Trade and Industry programs. The Center for Applied Ethics (CAE) will continue to use that title. The CAE has a broad focus and is legislatively funded rather than revenue driven. With a mission to build and sustain a culture of ethics in Palm Beach County, the Center will collaborate and coordinate internally with credit and non-credit program areas as well as external cross-sector organizations. The focus of CCE will be on programming for each community's needs. Dr. Vallejo will be the liaison between the CCE staff and College District Offices. She will assist in addressing challenges at that level that effect all Cluster members. The need for consistency, coordination, cooperation and communication between campuses was stressed. It is essential that equivalent classes are priced the same on each campus. If price changes are needed, Program Directors will meet to discuss.

Marketing and Webpages-New software used in updating webpages being released in April/May. Cluster needs to request that CRM redesign the CCE website. No longer focused on Centers. Considering returning to a brochure, however the brochures will be focused on each campus. It is important that the webpages are kept up to date.

Registration and Finance-Work is continuing on the identification and implementation of a separate registration system for CCE programs. The target implementation date is Fall 2014. Dr. Vallejo will reach out to Pam Harrison for clarification on how org numbers will be adjusted to reflect the new CCE structure.

Long Term College wide Strategic Plan will be developed for CCE. Target date for this project is Summer 2014. Dr. Vallejo asked Kim Ardila-Morgan to assist with the development of this plan.

Training in Sales Techniques-Dr. Vallejo is conducting research to identify someone to present a workshop to CCE staff members on selling.

Data/data source: (where appropriate)

Action: Goal is to see growth by June 30th. Sandi Barrett will contact Tish Sailer to find out what changes can be made to the webpages prior to the rollout of the new software. Candy Lall Dass in CRM will be contacted regarding modifying the CCE webpages. Changing the website to reflect the new structure is seen as a priority. Tish Sailer will be invited to a Cluster meeting. Dr. Vallejo will contact Pam Harrison regarding modifications to org numbers. In interim Program Directors are urged to keep manual records of their activities.

Cluster members will provide feedback to Dr. Vallejo on the type of training that would be the most beneficial.

ITEM 2. CCE Certificate

Discussion: Dr. Vallejo reported that based on a discussion she had with a SACS representative a certificate can be offered for non-credit classes. Issue of CEUs needs to be discussed further. Do CEUs need to be backed by an outside agency?

Data/data source: (where appropriate)

Action: Dr. Grace Truman is working on a design for the certificate. Certificate to be signed by Provost and Program Director. Invite Dr. Ginger Pedersen to a CCE Cluster meeting to discuss the awarding of CEUs.

ITEM 3. Community Web Portal

Discussion: Joel Flores has sent out a survey for each Program Director to complete. Policies and Procedures for CCE related to the Web Portal need to be submitted in 30 days. Survey includes 6 questions. Should take 30-45 minutes to complete. Subcommittee will use the information to identify vendors.

Data/data source: (where appropriate)

Action: CCE Cluster members will complete survey by end of the day on March 31st. We will set up a follow-up Cluster meeting shortly after that date.

ITEM 4. CCE Open House

Discussion: Tabled

Data/data source: (where appropriate)

Action:

ITEM 5. Other Business

Discussion: Cluster will need to meet weekly as we work through the changes in structure. First two priorities include the Community Web Portal and the webpages.

Data/data source: (where appropriate)

Action: Weekly CCE Cluster meetings will be scheduled.

Attendance:

Kim Ardila-Morgan
Sandi Barrett
Liz Carracher
Mervin Curry
Berkley Finley
Joel Flores
Isabel Karimi
Dr. Maria Vallejo

Submitted by:

Elizabeth Carracher, Scribe

c. Minutes Distribution List