

MINUTES



Academic Support Team

Tuesday, July 26, 2011

Smith Conference Room (AD207)

10:00 AM

Attendance:

- | | | |
|---------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Susan Adamski | <input type="checkbox"/> Shelly Jirinec | <input checked="" type="checkbox"/> Jackie Shepherd |
| <input checked="" type="checkbox"/> Lisa Averill | <input checked="" type="checkbox"/> Sue Levine | <input checked="" type="checkbox"/> Bob Van Der Velde |
| <input type="checkbox"/> Ken Badaracco | <input checked="" type="checkbox"/> Kathy Lydiard | <input checked="" type="checkbox"/> Bonnie Walton |
| <input checked="" type="checkbox"/> Michele Balik | <input checked="" type="checkbox"/> Rene' Milici | <input checked="" type="checkbox"/> Edward Willey, Chair |
| <input type="checkbox"/> Pat Castro | <input checked="" type="checkbox"/> Laraine Montgomery | <input checked="" type="checkbox"/> Brad Zale |
| <input checked="" type="checkbox"/> Andrea Ferro | <input checked="" type="checkbox"/> David Pena | |
| <input checked="" type="checkbox"/> Rob Gingras | <input checked="" type="checkbox"/> Janet Ramirez | |
| <input checked="" type="checkbox"/> Sue Hutz | <input checked="" type="checkbox"/> Lisa Rappa | |

ITEM 1. Fall Start-Up

Action:

Dean Willey informed the group that fall start-up letters will be sent out from the dean's office this week to all full-time faculty. Various communications will be sent electronically to specific groups. A hard copy will be available if needed. Additional communication will be going out to faculty with specific dates of where they are supposed to report the first week back. Union contract language will be sent as an attachment along with the fall start-up letters, and again in December for spring start-up.

Kathy Lydiard shared that all is in progress for the All Faculty meeting. The work orders have been submitted to get the rooms ready, notify security, media, etc. There are a sufficient number of volunteers to work during the All Faculty meeting. An email will be sent from the associate deans to remind the faculty about the potluck being held on Thursday, August 18th.

Data Source: n/a

ITEM 2. Approved New Faculty Hires for January

Action:

Dean Willey advised the group that the college will be hiring faculty for spring semester and the go ahead has been given to advertise the positions and to set up the search committees. There are approximately 7 full-time faculty positions open college wide.

PBG campus will be chairing the Speech and Chemistry positions for both PBG and Lake Worth.

The new faculty positions for fall have been finalized. The offices are ready, and the office changes in Reading are complete. Work orders will be submitted by the dean's office for computers and phones for new faculty. Keys for the new faculty should be addressed through the program office administrative assistants.

Data Source: n/a

ITEM 3. SACS – Pending Issues / Status

Action: Dean Willey shared with the group that the necessary changes to the fall schedules have been made and the faculty involved have been notified. The SACS site team will be here the 2nd week in October. They will be reviewing the Preliminary Findings Report sometime this fall prior to their visit. Dr. Sass' office has been working with the SACS committee to respond to any issues. The official SACS files located in the Human Resources office are under final revision by the academic deans.

Data Source: n/a

ITEM 4. Printers

Action: Dean Willey discussed with the group that the Sustainable Printing Team provided a schematics showing the removal and installation of our faculty and staff campus printers. The Print Sustainability and Efficiency rollout for the Palm Beach Gardens Campus will begin on Friday, August 5, 2011. The new printers will automatically generate an email to notify the appropriate area when the toner is low, and a new cartridge will be sent out.

The group discussed the "Follow You" printing concept. This allows anyone to send print jobs to this type of printer. This is not fully operational as yet.

Data Source: <http://www.palmbeachstate.edu/x20801.xml>

ITEM 5. Other

Action:

Dean Willey discussed the training suggestions that were received by the group. The dean's office will coordinate and schedule the training sessions.

The group discussed and agreed to change the meeting to the 4th Tuesday of every other month at 10:00am. Dean Willey mentioned that periodically we will be meeting at different locations on campus. We will have an upcoming visit to the Student Learning Center (SLC). The group agreed to keep the committee membership as it is currently. A suggestion was made to invite the new Facilities Administrative Assistant, Joni Lengyel, to the next meeting. The dean's office will send an invitation.

Dean Willey shared that the door keypad code to the faculty workrooms will be changed around the first week of fall semester. The group discussed and agreed upon a new code. The dean's office will communicate the change request to the college locksmith. Once the code is changed, an email to inform the group will be sent from the dean's office. Please remind faculty that students should not be in faculty workrooms.

Submitted by: Lisa Averill, Scribe

c: Academic Support Team
Dr. Jean Wihbey
Libby Handel
Cathy Seyler
Robin Dean