

**Palm Beach State College  
Eissey Campus  
CAMPUS PROVOST'S TEAM**



**August 9, 2010  
Smith Conference Room - 2:00PM**

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|--|---|---|
| <input checked="" type="checkbox"/> Jean Wihbey, Chair | <input type="checkbox"/> Rob Gingras                | <input checked="" type="checkbox"/> David Pena        |
| <input checked="" type="checkbox"/> Frank Atkins       | <input type="checkbox"/> Scott MacLachlan           | <input checked="" type="checkbox"/> Bob Van Der Velde |
| <input type="checkbox"/> Blanche Belk                  | <input checked="" type="checkbox"/> Jay Matteson    | <input checked="" type="checkbox"/> Edward Willey     |
| <input checked="" type="checkbox"/> Nancy Denholm      | <input checked="" type="checkbox"/> Carrie Pasquale | <input checked="" type="checkbox"/> Merri Wright      |

**ITEM 1: CAMPUS COMMITTEES/TEAMS 2010-2011**

**Discussion:**

- Discussed our campus committees/teams
- Facilities Committee should be closed to new members except for building coordinators as needed.

**Action:**

- Please give Sue any changes/additions to the campus committee list

**Date Source:** NA

**ITEM 2: ELC HIGHLIGHTS**

**Discussion:**

- College wide funding priorities were distributed
- Members reviewed their 2009/10 goals
- Update on SACS – progressing along nicely
- Jean read Dr. Gallon's letter regarding the importance of increasing our FACC membership
  - Please encourage your staff to become a member

**Action:** NA

**Data Source:** NA

**ITEM 3: CAMPUS STRATEGIC PLAN & DEPARTMENT GOALS 2010-11**

**Discussion:**

**Continue to work on IEES program:**

- Energy Innovation Park concept drawing was handed out
- Dr. Matteson is working with facilities to set up the free space at NorthCorp complex

**Continuing and Workforce Education:**

- CCE is being completely re-structured due to the State's mandate that CCE be a profitable program.
- None of the course fees include operational and administrative costs
- Committee set up to decide on how to go forward with CCE
- Provost has decided to reduce CCE on campus and continue to have district set up the courses

**Curriculum:**

- The Dean and Associate Deans should start to develop curriculum frameworks for desired degrees so there is a basis for future facilities and faculty
- We are lucky to have many community partnerships with our AS programs and with the proposed Animal Science Program
- Talked about having an Ophthalmic Design AS program on our campus and a bachelor of Legal Studies for our college

**Personnel**

- Need an additional Associate Dean

**Community**

- Continually working on maintaining a presence in our community

**Department Goals for 2010/2011****Theatre Goals:**

- New sound boards and new screens to be integrated with their renters
- Upgrade ticket software
- Hire a new part time box office specialist
- Prepare fund raising brochure
- Stop publishing theatre calendar, need to go online:  
[www.eisseycampustheatre.org](http://www.eisseycampustheatre.org)
- Picking up more renters from out of State due to new theatre website

**LLRC Goals:**

- MTIS is doing research to update the audio system in the Meldon Lecture Hall, which is outdated
- Identify additional classrooms to update media equipment
- Expand video collection
- Need a video production studio
- Need to complete Project Support Center – advance video and audio software
- Expand digital library
- Continue hosting cultural events

**Center for Early Learning Goals:**

- Continue to work on their NYACE accreditation
- To receive the Five star rating in order to receive funds to support the center
- “No TrashTuesdays” expansion
- Working on webpage to have more information for parents to view to reduce paper usage
- Their foundation account balances are getting very low. Need new donors, but they are scarce!

**Facilities Goals:**

- Continue retrofitting lights
- Continuing a partnership with Granger (custodial products) where Granger will stock our shelves with bar codes and keep track of our custodial supplies
- Goal – 60% trash of total trash re-cycled
- Exceed last years metal collection (approx. \$15,000)
- Trying to get Campus signage up-to-date
- Looking to install a bamboo garden
- Completion of our new Amphitheatre

- HVAC project to complete
- Finish New Security office --will be completed by 8/20

**IEES Goals:**

- Working on funding, demonstration projects and getting a curriculum in place to authenticate the program.
- Work with facilities for several demonstration projects

**Academic Affairs Goals:**

- Do program reviews
- Faculty credentialing
- Distance learning – met with Director of E-college to increase our offerings of online courses (mostly Gen-Ed courses)
- Working on RFP Banner Center for Life Sciences and bio sciences – hoping to be an on-site sponsor
- Work with faculty to have more of their course information online and aligned as best practice pedagogy.
- Faculty Changes:
  - Raishell Adams (Strategies) has resigned
  - Dr. J. DePaolo (Teaching) has resigned
  - EPT faculty position has been selected
  - Computer Science full-time faculty is transferring to LW campus
  - One of three instructional designers will be housed on our campus-*Who from PBG is on the committee?*

**CCE Goals:**

- Promote future growth in CCE:

**Action:**

- Advise Dr. Wihbey of any new program offerings for our campus.

**Data Source:** NA

**ITEM 4: COLLEGE-WIDE FUNDING PRIORITIES**

**Discussion:**

- There is an interest with our media services department to do streaming videos. The media services cluster is doing research to find a better video conferencing system.
- Jean discussed the college wide priorities listing several programs for our campus.

**Action:** NA

**Data Source:** NA

**ITEM 5: UPCOMING FACILITIES PROJECTS**

**Discussion:**

- Dr. Wihbey handed out a list of planning and improvement suggestions from the last faculty/staff meetings with the Provost and Dean.
- Amphitheatre start date uncertain, but district is working on a definite date

**Action:**

- Please submit status report to Dr. Wihbey if any of the items listed on the upcoming facilities projects is from your area.

**Data Source:** NA

## **ITEM 6: ENROLLMENT FALL, 2010**

### **Discussion:**

- Associate Deans advised:
  - 100% enrollment for several courses
  - Looking at increasing class sections
  - Adding seats to sections for those rooms that have additional space
  - 79.8% campus enrollment
  - Up 6.88% over last year's enrollment

**Action:** NA

**Data Source:** NA

## **Other**

### **Discussion**

- Scott did a great job in following through with the NSF grant
- We received a beautification award from the City of Palm Beach Gardens that Frank Atkins and Nancy Denholm worked on and submitted.
- Received a lease at NorthCorp for \$1.00 per year for an IEES lab

### **Dates to Remember:**

08/19: Convocation, Lake Worth, 7:30am  
08/19: Campus Faculty Welcome Back, SC127, 5pm  
08/23: Fall Term Classes Begin  
09/04-09/06: College Closed - Labor Day Holiday  
10/27: Professional Development Day  
11/11: College Closed – Veteran's Day  
11/25-11/27: College Closed – Thanksgiving Holiday Break

Submitted by:

Dr. Jean A. Wihbey, Provost

Sue Levine, Scribe

cc: Dr. Dennis Gallon, Vice Presidents, Provosts