

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



**October 11, 2010
Smith Conference Room - 2:00PM**

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

ITEM 1: BANNER CENTER FOR LIFE SCIENCES

Discussion:

- With the collaboration of PBSC (Dr. Handel, Dr. Wihbey, Erin McColskey, et al.), Workforce Alliance and others, PBSC has received a \$1.2 million grant entitled "Employ Florida Banner Center for the Life Sciences."
- Libby Handel will be the coordinator of this grant that will develop State-wide curriculum for courses/programs in Biotechnology, medical Device, pharmaceutical, and cross industry health care.
- The grant will include credit and non-credit curriculum and train teachers in life sciences around the State.

Action: NA
Date Source: NA

ITEM 2: JOB FAIR UPDATE

Discussion:

- This year's Job Fair was a huge success which included 49 employers and 14 colleges/universities. Attendees commented that this was the best Job Fair compared to other job fairs around the county!
- There were approximately 1200-1500 students and community people that attended our Job Fair.
- Parking issues were at a minimum due to scheduling in the afternoon.

Action: NA
Data Source: NA

ITEM 3: PRINT ADVISORY COMMITTEE

Discussion:

- A district-wide Print Advisory Committee has been established and is chaired by Dr. Wihbey.
- In order to save the college money, the committee is looking into the use of our multi-function printers and removal of individual inkjet printers
 - IT department is looking at existing printers and networking printers on each campus
- One suggestion is to use "Follow Me Printing" swipe cards so that an individual can print on any printer around the college

- Ink cartridges have become very costly and reducing the number of printers on campus will save a substantial amount of money
- We also have a paper reduction committee chaired by Tracy Joinson

Action: NA

Data Source: NA

ITEM 4: SMOKING ON CAMPUS DISCUSSION

Discussion:

- There has been discussion on having a non-smoking campus. However, we feel that we do not want to eliminate our designated smoking areas
 - We believe that designated smoking areas also contribute to student engagement and student retention.
 - Dean Scott is concerned about enforcing the smoking policy. It is not a priority for our security staff.
- Dr. Wihbey suggested that Scott send out a 4-5 question opinion survey on *smoking on campus* to all faculty, staff and students.
- Question as to where smokers can go on rainy days – our old food court was one suggestion

Action:

- Scott will discuss the survey questions with the Wellness Committee before sending out

Data Source: NA

ITEM 5: HR ORGANIZATIONAL CHART ACCURACY CHECK

Discussion:

- Human Resources wants to make sure that all of our organizational charts are accurate online

Action:

- CPT members to review their org charts

Data Source: NA

ITEM 6: CAMPUS GRANTS AND AWARDS

Discussion:

- Erin McColskey is taking the lead on a \$200,000 State funded grant for an Ethics Institute at PBSC that may be housed on our campus. We are hoping that will happen.
- Dr. Wihbey would like a summary of what grants we have now by department and what types of grants people may be interested in writing/facilitating.
- Scott has successfully managed the \$555,000 NSF grant which distributes scholarship money for STEM areas to our students.
 - Students with a 3.25 GPA that are majoring in engineering, computer science, math and sciences are eligible. There is approximately \$100,000 still left to be awarded.
- We have received the \$200,000 FAO grant “Gateway to Power”
- Thanks to Jay Matteson six of our MSI students received national awards which made them published authors!
- Thanks to Frank Atkins and Nancy Denholm, our campus won the Northern Palm Beach Chamber Beautification Award
- Our campus also received the Northern Palm Beach Chamber Leadership Award for Achievement

- Deb Forsten working on a FDOE grant for 2010 Best Practices (submitted the MSI program)
- Rob Gingras asked about receiving grant money from the National Endowment for the Arts

Action:

- CPT members should spread the word about additional funds available from the NSF grant

Data Source: NA

ITEM 7: ACADEMIC ISSUES

Discussion:

- Dean Willey:
 - Working on prioritizing 8 to 9 full time faculty requests for next academic year – desperately need to receive these new faculty positions
 - Will need to replace retiring faculty coming up soon
 - Evaluating several new AS degree programs which will mandate additional full time faculty
 - Fall orientations for our full time and adjunct faculty were very successful
 - Ed is working on a report for Dr. Sass to make the faculty orientations standardized district-wide
 - Ed is working on three SACS reports
- Dr. Wihbey talked about having too many adjuncts who teach 4 to 5 classes. We need to make some changes and increase our pool.

Action: NA

Data Source: NA

ITEM 8: STUDENT SERVICES ISSUES

Discussion:

- Dr. Wihbey and Scott are planning a strategic planning meeting with student services staff on Oct. 22nd.
- Dr. Anderson is working on district-wide peak registration policies
 - Weakest area – dual enrollment registration
 - Need to train more people to register dual enrollment students
 - Consortium working to have a registration system online by next spring or fall
- Bringing in OPS person to scan financial aid paperwork
 - Had 350 phone calls requesting financial aid paperwork
 - Interviewing now for a third financial aid advisor
- Student Activities: Searching for new coordinator and a 30 hour assistant

Action: NA

Data Source: NA

ITEM 9: STAFF REPORTS

Discussion:

- **CEL: Merri Wright**
 - Merri is back to work after falling at the CEL
 - Staff is working hard on their quality assessment due November
 - Dr. Gallon will be visiting CEL next week
- **Assoc Dean: Rob Gingras**
 - Received many compliments on the QEP forums

- Lots of faculty appeared, good ideas were generated
 - Critical thinking on how to be assessed including PSVA courses
- Working on spring term's TBA's
- National photography exhibit will be held in our art gallery on October 19th – competition from all over the world
- **IEES: Jay Matteson**
 - QEP Advisory Council was created and was well attended by our campus – theme for projects related to QEP: Sustainability
 - There are lots of challenges with the completion of equipping the Electric Power Technology program
 - Working on a CCC for Alternative Energy-paperwork being submitted
 - PTK students want to help work on IEES projects
 - Earth day event being planned
 - There is a marine energy program coming to FAU
 - Dr. Wihbey mentioned that we were offered free indoor space at the South Florida Fairgrounds to promote science and technology programs beginning January 18 for 17 days. Will need volunteers to man the booth.
 - Dr. Wihbey is co-chairing with Suellen Mann and will work to showcase college energy and sci programs
- **Bursar: Blanche Belke**
 - Students are complaining that parking citation fees went up to \$20
 - Tuition payment plan went well
 - Special Events Committee working on a holiday party on Dec. 3
- **Theater: Nancy Denholm**
 - Theatre starting their season shows
 - Nov 1st hosting Youth Congressional Awards ceremony at the theatre
- **Facilities: Frank Atkins**
 - Construction of our new amphitheatre will begin on Oct. 18th
 - Working on another bid for a fountain to be installed in our PGA pond
 - Working on wiring the LLRC second floor for additional computer tables
 - Talked to D. Trawick about getting a grant to fund additional AEDs on campus
 - Business Services development day “Great Experience” will be held on our campus on Oct. 27th.
 - Reviewing emergency evacuation procedures
 - Trying to upgrade evacuation map in each room
 - Our new safety manager will start on Oct. 18th
 - Frank would like to set up a safety meeting soon to discuss safety/security issues.
- **Provost: Jean Wihbey**
 - DOT did a traffic study on the possibility of installing a traffic light at our Campus Drive entrance. Unfortunately, their numbers were too low to consider a light.
- **Assoc Dean: Bob Van Der Velde**
 - Working on starting an Ophthalmology Technician program for our campus
 - Need Specs for lab work from Frank
 - Administrative assistants thought it would be a good idea if someone from human resources would attend our faculty orientations
 - Web courses are continuing to be certified
 - Faculty need to be certified to teach online
 - Need to find a way to get already trained faculty to teach our online courses

Action:

- Please send any suggestions to Dr. Matteson for our technology booth at the South Florida Fairgrounds
- Need to find enough faculty/staff for booth coverage

Data Source: NA

Dates to Remember:

10/15:	Employee Recognition and Bravo Awards Ceremony, LW, 8:00am
10/22:	Student Forum, Meldon, 2:30pm
10/22:	Campus Forum, SC127, 2pm
10/27:	Professional Development Day
11/11:	College Closed – Veteran’s Day
11/25-11/27:	College Closed – Thanksgiving Holiday Break
12/21-01/02/11:	College Closed – Winter Break

Submitted by:
Dr. Jean A. Wihbey, Provost
Sue Levine, Scribe

cc: Dr. Dennis Gallon, Vice Presidents, Provosts