



PALM BEACH STATE
COLLEGE

MINUTES
Student Services Managers Meeting
September 23, 2011
10:00 a.m., AD108

ITEM 1. MD Now Proposal

Discussion: MD Now has submitted a proposal for students who may not have insurance. The College is still negotiating the details.

Data/data source: MD Proposal Highlights distributed

Action: N/A

ITEM 2. Retention Data

Discussion: Retention data in the handout covers 2004-2011 and is based on the new enrollment management plan.

Data/data source: Strategic Planning Retention Rates handout distributed

Action: N/A

ITEM 3. SACS

Discussion: SACS Team will be on campus October 11. Please review the handout. If you would like more detailed information contact Scott.

Data/data source: SACS facts handout distributed

Action: N/A

ITEM 4. Program Advisor Meeting

Discussion: There is a general feeling among the Program Advisors that Student Services doesn't promote their programs. Scott asked everyone to attend the Sept. 30th meeting. Program Managers will have 10 minutes each to discuss their program with a Q & A at the end.

Data/data source: N/A

Action: Attend September 30th meeting at 9:30 am in SC161

ITEM 5. Academic Program Fair

Discussion: Program Managers feel students don't know about A.S. programs. Scott will work with Angela to organize a program fair. May work it in with another student event this term.

Data/data source: N/A

Action: N/A

DEPARTMENT UPDATES:

Tracy – Job Fair will be October 6. There are currently 33 employers and possibly more will be added. Students liked the Career Center booth at the mixer. Due to new software, the Career Consultants will now be called Career Mentors. The data projector is going up today. Expecting Strategies presentations to begin in the Center after the job fair.

Felicia – Peak was fairly calm, but had significant number of missed calls. In process of getting a new phone system, but that really isn't the solution. The College needs to work on improving FA process.

Angela – Had a successful welcome back week. Activities were somewhat ambitious, so there will be cut backs next year. ICC is doing its first club funding meeting. Clubs will submit proposals and be able to justify them in front of the committee. Next event will be Arrive Alive campaign on Oct. 11 at the pavilion. There will be a DUI/Texting simulator. Students will be hosting Haunted Lounge on October 27th. Relay for Life participants needed. Kick-off is in November. Our goal is \$40,000 and 20 teams. 12 Teams have already signed up.

Ron – 2400 students advised during August with minimal complaints. Advisors are doing one-on-one Educational Planning with strategies students on a daily basis.

Ronnie – Dual Enrollment registration didn't go as smoothly as expected. Next time will be working with Gardens PD. October 24 and 25 will be Dual Enrollment information sessions. New admissions application is online. Have received positive feedback from staff. They believe it's easier for the students and doesn't take as much time to complete.

Diane - Testing was calm during peak. No issues.

Lindsey – Wellness Center is doing well. Center averages 100 students and 30 Orientations daily. Currently working on organizing Heart Walk teams. Jennifer Stone has filled the 30 hour clerical position.

Jeff – Already have spring EPW dates. The dates will be published soon since students are already asking.

Attendees:	Scott MacLachlan	Ronnie Malave	Tracy Joinson
Felicia Phair	Ron Long	Angela Allen	Lindsey Swann
Jeff Peters	Diane Cotignola		

Submitted by: Robin Dean

c. E. Willey, J. Wihbey