AGENDA/MEETING MINUTES
CCE Cluster
October 27, 2009
3:15-4:15 PM
Lake Worth Campus – ETA 101

ITEM 1. **Please review your cluster's courses on the new course outlines database at http://www.pbcc.edu/x17364.xml. Please check the information that was submitted from your cluster.**

Discussion: Not applicable

Data/data source: (where appropriate)

Action: None

ITEM 2. **Guest Speaker – Ana Thomas, Corporate Relations Manager, PBCC Foundation**

Discussion: Presentation by Ana Thomas from the PBCC Foundation that discussed how our business partnerships could potentially be a referral source for the Foundation.

If Cluster members have a referral source for the Foundation they are asked to please e-mail or call Ana with the person's name, business name and contact information. If the opportunity arises members can also invite Ana to functions where she can meet the contact via introduction.

Dean Rogers volunteered CCE Cluster members to assist with the golf tournament on April 23, 2010. The event can be a great marketing tool for the CCE Cluster as there will be signs posted around the golf course which can market our offerings.

Data/data source: (where appropriate)

Action: Forward referrals to Ana Thomas via e-mail or telephone. Cluster members will participate in the Foundation Golf Tournament in April 2010.

ITEM 3. **Feedback from Provost/President meeting**

Discussion: - Develop Marketing Strategy
-Develop programs that respond to the community needs
-Press releases for programs
-Let Grace Truman know about special programs.
-Pricing/Revenue
-Look at Policy/Procedure manual
**Discussion after information was received. The CCE Cluster needs to put together a list of losses and what the plans are for recovery, list of barriers and how to respond to the economy and have it to Dean Rogers by November 10th.

Data/data source: (where appropriate)

Action: By November 10, Cluster members will forward to Dean Rogers a list of losses experienced by their programs and what plans they have to recover from these losses. List will also address barriers experienced by the programs and recommended solutions.

ITEM 4. Feedback from other cluster meetings attended

Discussion: Tabled

Data/data source: (where appropriate)

Action: Tabled

Attendance:	Liz Carracher	Karen Horowitz	Kim Ardila-Morgan
Jackie Rogers	Carrie Pasquale	Berkley Finley	Isabel Karimi
Gwen Nicholson	Eileen Robinson	Deb Forsten	Diane Bressner
Jill Reiter	Jeanette Sullivan		

Submitted by:

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Karen Horowitz, Scribe

c. Minutes Distribution List