

CCE CLUSTER MEETING MINUTES

JANUARY 4, 2016

3:00 PM – 5:00 PM

CRA 100

Guest(s):

✓ M. Curry ✓ S. Barrett ✓ C. Pasquale ✓ G. McAllister ✓ S. Martinez
✓ L. Carracher ✓ S. Whitman ✓ A. Maldonado ✓ V. Nolan ✓ S. Buford

ITEM # 1 Individual Campus Updates

Discussion:

No individual campuses detailed updates. A presentation was given by Director Vincent Nolan of the Boca Raton Campus SBDC. Mr. Nolan informed the Cluster that there will be a physical presence of SBDC consultants on each campus and asked that Campus Directors inform the community of their presence. Dates and times will be forwarded soon as to their availability. SBDC also offered to work in conjunction with CCE Directors to facilitate similar course offerings thought to be in competition of one another in the past. CCE and SBDC could partner to offer selected course offerings and have a share in the proceeds. SBDC will provide the marketing dollars to see that the course offerings are known to the public.

Action -A proposal of such courses and offerings, times, and revenue split will be presented by Mervin Curry at next meeting.

ITEM # 2 CCE District Cluster Meeting

Discussion:

A. President Parker meeting Feb. 1st 1pm to 2:30pm

President Parker will meet with the CCE Cluster on Feb. 1, 2016. It was agreed that an agenda that will be informative of our current intentions is needed. It was recommended that the CCE Cluster have a SWOT analysis constructed by the Cluster which will be placed on the shared drive for revisions in preparation of the meeting.

Action- A conference call has been set for January 19th from 9:30am to 11:00am to discuss the proposed agenda.

B. CCE Panel Discussion Feb. 4th 1pm to 2:30pm

Action- Mervin will share who will be in attendance so that the Cluster can prepare questions.

C. Session Code for immediate payment

Sandi has made many inquiries with regard to an immediate payment session code and has yet to receive clear information to share to the cluster. It was recommended that another source reach out to the registrar on the

Cluster's behalf. Mr. Curry agreed to contact the registrar on the Cluster's behalf with regard to this matter and provide an update at the next Cluster meeting. The session code regarding immediate payment must be used consistently across all campuses. The Cluster agrees that the session code is needed.

Action: Mervin Curry will seek to meet with the district registrar and will update the Cluster at the next Cluster meeting.

D. Collective Open House Effort on January 20th 5pm to 7pm

There has not been enough exposure for this to run effectively at this time. Cluster members were encouraged to attempt to hold the open house despite low marketing efforts on that date but are not required. .

Action- Mervin will contact CRM regarding marketing for this event and get back to the Cluster by the 15th of January

E. Electronic Student Survey

There was discussion of an electronic student survey to be used by CCE students for all CCE courses. It was stated that the use of an electronic survey will decrease response percentage, however it would produce more insightful evaluations as students would invest the time necessary to complete it. It was agreed that pursuit of such a tool should occur to provide programs with an option to current evaluation process.

ITEM # 3 CCE New Business

Discussion:

A. Offer training courses for Human Resources PBSC at each campus

Presentation by Shannon Whitman on how HR was looking at program and efficiency, the question was raised regarding why courses are not run through CCE? Shannon met with Mervin Curry regarding this possibility at the Boca Raton campus. HR would like to try this approach, running **computer** courses through CCE for all campuses to allow for customization and flexibility with scheduling.

HR would like to begin this spring partnering with CCE on a trial basis. The classes will have to be created and loaded in PantherNet. Each campus will see what is of interest to employees and tailor times according to the needs of the campus. HR will cover Instructor cost as well and the 20% for benefits and 50% for administration cost for each successful course run. A minimum number and maximum number of students will be required.

****How PantherNet will handle student registration for courses was a concern for members of the Cluster. An agreed upon schedule will be made prior to the start of a course. Sandi Barrett proposed offering some courses in the evening. Other concerns such as registration, paper trail, who will be responsible for what were raised. Boca Raton Campus offered to be the test campus on the rollout of courses and attempt to offer computer courses this semester. Policies and procedures will be worked out during the process. Mervin Curry will be tasked to work up the numbers on 5 courses and will provide a written pricing analysis for each course at next meeting .

Action- Mervin Curry will provide numbers for 5 classes to provide to campus administration with more information on how this will benefit CCE.

B. Application pool access

Sandi Barret will check with Sandra Canevari regarding getting access.

Action- Sandi Barret will seek to acquire the updated usernames and passwords for the CCE Adjunct pool positions.

C. SHRM payment to Boca Raton for Books

Boca Raton provided information on how to refund its campus for the purchase of instructor manuals needed for this series of course offering.

D. Executive Education as a College-Wide Program on the CCE Main Page

Executive Education will have its own webpage but the request for information will lead students to specific campuses. The Cluster agrees to a rotating advertisement for specific courses. "Featured per campus". The Cluster proposes that Tish Sailer come to the next Cluster meeting to discuss this idea. Climate surveys must be done to determine what courses are needed and the demand.

Action- Carrie Pasquale will contact Tish regarding what is possible for the web page.

E. Payment Plans

Tabled for next Cluster meeting. Item to be brought up at the meeting with President Parker. The Directors all are in agreement that this is a good idea. This must be consistent across all campuses.

F. Website update (Request Information) to include prospecting feature and course/campus direction, please contact Walter Perez with preferred email address to receive referrals and specific courses to add to drop box.

Mervin Curry explained to the Cluster that there is a website update. There is a new button that says "request information." This is to tailor it to student needs and the feature will put student in contact directly to each specific campus. Mervin asks the Cluster to contact Walter Perez and provide a good generic email to ensure each campus receives demographics of perspective students.

G. CCE builds and offer its own online course offerings start with three courses per semester each campus.

Tabled for this session.

H. **Next official Cluster Meeting March 24th 2016 3:00pm to 5:00pm**

Submitted by:

Mervin Curry

Official