

Business Partnership Council Meeting Minutes

Business & Accounting

October 28, 2016

8:30 am

Library Gallery (LL205)

ITEM 1. *Welcome*

Discussion: Introduction of current members and faculty present. Welcomed newest member, Priscilla Taylor.

Action: None.

ITEM 2. *BPC Membership / Term*

Discussion: Quick overview of the Business Partnership Council (BPC) Handbook was presented by Associate Dean Allen. There is a possibility that the councils will be revamped with the new Provost / Vice President of Workforce Development, Dr. Wihbey. There are discussions that the BPC may be structured to include 'Advisory Councils' once the term of a member is up. Members are valuable, and the College is interested in keeping previous members on the Program Advisory Council to still provide feedback to the College. Business Partnership Councils should be run by the members, and are the driving force of meetings.

Data source consulted: Business Partnership Council Handbook

Action: Please review the handbook.

ITEM 3. *Nomination / Election*

Discussion: Associate Dean Allen referenced the BPC Handbook explaining that the council should elect a Chair and Co-Chair. The role of a chair and co-chair was explained. The College's role in the council is one of support in the areas of doing the minutes, setting up the meeting/room, providing any resources needed, and recommending agenda topics.

Nominations for Chair: Priscilla Taylor (self-nominated)

Nominations for Co-Chair: Joel Flores (self-nominated)

Motion offered by Jane Bloom/Michael Tarter, Seconded by Duke Keller.

Vote: All in favor. None opposed.

Data source consulted: Business Partnership Council Handbook

Action: New Chair, Priscilla Taylor, and new Co-Chair, Joel Flores, will proceed with plans to conduct future Business and Accounting Business Partnership Council meetings in collaboration with Associate Dean Allen.

ITEM 4. *New Internship Program*

Discussion: Overview of the new Internship Program was provided by Professor Debbie Beres. The Internship course will be part of the Associate of Science (AS) degrees offered by the Business and

Computer Science department. The program is being modeled after the Bachelor's of Applied Science (BAS) department as they have had some success with their program. Some examples of BAS student work were shared. Professor Debbie Beres mentioned that students could be placed in businesses that are part of the Council. Some requirements of student eligibility were discussed (GPA – will consider looking at lowering the GPA to a 2.5 instead of a 3.0 at the request by the Council). A rubric was provided for review. The program is planned to be 240 hours total: 220 in field, 20 in a classroom setting to cover topics of interviewing skills, professional attire, resume building, etc. There is an application screening process before a student is placed with an employer. The course will allow the student to earn 3 credits toward their AS degree.

A council member requested a contact list of the Council be shared with all members.

Data source consulted: Business and Computer Science Associate in Science Programs Internship Manual 2015-2016 (excerpt), BAS Student Examples, Blackboard (on-screen)

Action: Please share any advertising or promotion ideas for the program. Associate Dean Allen will email the contact list to all members.

ITEM 5. *New Risk Management and Insurance Concentration*

Discussion: Overview of the new Risk Management Insurance (RMI) concentration in Business Administration & Management program was presented by Associate Dean Allen, Professor Juliett Tracey and Jenny Posadas. There will be a need for RMI professionals in the workforce as many are aging out of the industry. The College is aware of the need to create a program that addresses this, thus the RMI concentration was created. A student can potentially obtain a license without sitting for the state exam if the student completes four core courses that fall in the RMI concentration. In order to address the staffing shortage, state law was revised to allow for an individual with an Associate's degree to successfully pass 9 credit hours at an institution in order to obtain a license without taking the state exam. Palm Beach State College's RMI concentration offers four core courses (12 credits) for students to take in order to be eligible for the 4.40 (Florida Customer Rep), 20-44 (Property & Casualty Personal Lines Agent), and 2.15 (Life, Health & Variable Annuity) licenses.

A new Risk Management Business Partnership Council will be formed.

The College also offers PSAV and CCE courses where students can take the course(s) and sit for the state exam.

A question was posed on whether the Internship Program would have a tie in with this, and it was answered that most likely not, since it would be difficult as there could be potential accountability issues.

Data source consulted: Handout Provided by Jenny Posadas

Action: Council members to assist in marketing the program to the community, as well as informing colleagues of the new upcoming Risk Management Business Partnership Council.

ITEM 6. *New Supply Chain Management AS Degree*

Discussion: Overview of the Supply Chain Management Associate of Science degree was presented by Associate Dean Rick Reeder. There has been a call from the industry to address possibly shortfalls of professionals in the Supply Chain, Logistics and Transportation areas for the state of Florida. A partnership has been formed to address this call between Florida Atlantic University, Palm Beach County School District, North County Chamber of Commerce, and the College, in order to address this with an academic framework that starts at the middle schools grades and feeds through the high school grades and into college. The AS degree in Supply Chain will have certificates in Logistics and Transportation

embedded, as well as an opportunity to obtain an Oracle certification (used primarily in the industry) that will assist in creating job-ready graduates.

Motion offered by Michael Tartar, seconded by Jane Bloom – Opened for Questions.

Vote: All in favor. None opposed.

Data source consulted: Academic Framework Handout from Associate Dean Reeder

Action: None.

ITEM 7. *Planning: Panel / Student Discussion by BPC Members*

Discussion: Associate Dean Allen inquired if there was still an interest in conducting a panel discussion for students by the Council members. Interest was expressed with details to be discussed at the next meeting.

Action: Council members to come to the next meeting with some ideas.

ITEM 8. *BPC Goals & Objectives 2016-2017*

Discussion: Tabled for the next meeting in January. The Council should have some goals and, or, some objectives to be completed over the academic year. Some possibilities include: Promoting the new programs (RMI, Internship, Supply Chain) and participating in community events.

Action: Council members to think about some possible goals for the next meeting.

ITEM 9. *Next Meeting Date – January ?*

Discussion: Potential meeting dates were discussed – an interest was for either sometimes before January 17th, or after January 25th. The Council would like to have the meeting on Fridays as that works best for everyone. They also would like to continue having the meeting in the Library Gallery (LL205).

Action: Associate Dean Allen will send out an email with two potential dates for the Council to choose from.

Attendance: Associate Dean Kimberly Allen, Jane Bloom, Joel Flores, Vega Girodo, Sandra Kaplan, Duke Keller, Jennifer Rodriguez, Michael Tarter, Priscilla Taylor, Professor Juliett Tracey

Guests: Dean Patricia Richie, Associate Dean Rick Reeder, Professor Debbie Beres, Jenny Posadas

Submitted by: T. Chow

Scribe