

# Palm Beach State College

**Business Partnership Council Meeting Minutes  
Environmental Science Technology  
November 5, 2012  
11:00 am  
BioScience Conference Room, SC 201**

**ITEM 1:** Introductions

Professor Jessica Miles welcomed all committee members. Self introductions and a brief description of each member's organization were given.

**ITEM 2:** Business Partnership Council Role and Recognition

Professor Miles discussed the following with Business Partnership Council members:

- 1) The newly developed 2011-2012 Business Partnership Council Handbook items
  - a) Two year memberships - Professor Miles stated that many of the members may be the only designated person from their organization that would normally participate on such a council, and if that was the case to please let her know. However, larger organizations may select a designated person or may elect to rotate their representatives.
  - b) Council Meetings - Each council should meet at least twice per year, during Fall and Spring semesters. The purpose of the councils is to share relevant career information with the program and necessary skills for various jobs/careers in the program field and the councils fulfill a state mandate for the college.
  - c) Recognition - Professor Miles told members that each year members are recognized by the college for their participation with a breakfast and presented with a Certificate of Appreciation.

Professor Miles handed out copies of the upcoming course offerings for the Spring 2013-2 semester.

Council member, Scott Zednek, stated that the class offerings for the upcoming Spring 2013-2 semester were outstanding. Professor Miles indicated that three of the courses will be offered fully on-line, demonstrating progress on a previous BPC recommendation to expand online offerings to reach a broader audience including full-time working professionals. Prof. Miles also discussed the e-learning certification process with the BPC and how PBSC holds high standards for the quality of our online courses and assurances that they are equal to traditional offerings.

**ITEM 3:** Internships

Professor Miles indicated that the program requires students submit a CV, complete a main project such as a research project, produce a written paper such as a scientific paper, and conduct a final presentation. Students commit a minimum of eight hour per week to the partner agency and are traditionally unpaid since they receive 3 credits for their work. Professor Miles stated that she is in the process of developing a list of approximately ten program students, with various interests, who will need to be placed in internships.

Professor Miles asked each of the committee members to comment on internship opportunities within their respective organizations. Member's responses were as follows:

Ricardo Zambrano, Florida Fish and Wildlife – requested an outline of the internship be provided so that he could share it with other agencies. He also requested information on skill sets the students are likely able to offer and the liability coverage offered through the college. He indicated that there are numerous short term projects available but that long-term studies were not as likely. Professor Miles shared that there is some flexibility in structure and schedule so perhaps a complete project could be made with some additional discussions.

Professor Miles showed an example of the internship outline provided by Kevin Claridge, State of Florida Office of Coastal and Aquatic Managed Areas, and stated that it could be used as a model for other agency internships.

Scott Tedford, Jonathan Dickenson State Park – Baseline wetland studies pre-and post ditch re-fill, hydrology projects, frog call studies, vegetative burn sampling, deer count, and coyote counts are key internship areas in the State Park.

Lorene Bachman, Loxahatchee River District – the District has several projects, including water quality, gathering chemical data, an on-line database input on the history of the Loxahatchee River and a gray materials project.

Other members were planning on reviewing opportunities and getting back to Prof. Miles.

Professor Miles thanked the members for sharing their intern position opportunities and noted that Environmental Science had linked with the Electrical Power Technology program with the GIS course offered during the Math Science Institute.

Goal #1 will be to put together an internship package specifically for existing and potential business partners that outline the class expectations, partner expectations, student skill sets, liability coverage, etc. This will be accomplished by Prof. Miles and the Department of Environmental Science Technology with a target completion date of May, 2013. Measures will be based on successful completion.

**Item 4:** Questions/Other

Scott Zednek, Tierra Consulting – questioned the ability of students going into contaminated areas. Are there any restrictions? Professor Miles will check on this question with college risk managers.

Careers/Techniques – members discussed the importance of students volunteering at various agencies, participating in events and networking to build contacts within the field, practicing practical interview techniques and the need for teaching quality CV writing.

**ITEM 5 & 6:** Program Fair & Lunch

Professor Miles invited members of the Council to join her at the Program Fair being held today on campus and to take a tour of the Palm Beach Gardens campus. BPC members visited with Electrical Power Technology, Respiratory Care, Sonography, Biotechnology and Horticulture programs.

**Item 7:** Adjourn

The meeting adjourned following the campus tour and Program Fair.

**Attendance:** Mr. Scott Tedford      Mr. Ricardo Zambrano      Ms. Lorene Bachman  
Mr. Brett Hammell      Mr. Scott Zednek      Prof. Jessica Miles, Chair

Submitted by: *Jessica Miles*

Patricia Castro, Scribe