

PALM BEACH STATE COLLEGE

BUSINESS PARTNERSHIP COUNCIL MEETING

PALM BEACH GARDENS CAMPUS

MINUTES: April 27, 2015

MEETING CALLED BY: Cary A. High-Paralegal Department Chair

NOTE TAKER: Karen M. Brown-Professor

MEMBERS IN ATTENDANCE: Thomas R. Baker, Jennifer V. Beck, Mitchell Beers, Karen M. Brown, Carey A. High, Lance Howden, Vera Long, Barbara J. Scheffer, Laurie Sulzer, Robert Van DerVelde

I. CALL TO ORDER/APPROVAL OF MINUTES:

A. Cary A. High called the meeting to order at 6:00 PM.

B. A motion was made, seconded, and unanimously voted in favor of approval of the minutes from the January 12, 2015, meeting.

II. INTRODUCTION AND PRESENTATION:

A. The Chair introduced Joel Flores, Program Director, Center for Leadership & Professional Studies, Center for Life Science. Mr. Flores addressed the Council regarding the scope of his position at the College generally, and specifically his availability to the Paralegal program with particular reference to corporate training.

He advised that last year a very successful program for attorneys and paralegals was organized and presented at the Palm Beach Gardens Campus. Mr. Flores stated that it was a well attended day long seminar that provided very cost effective continuing legal education credits. He commented that positive reviews were received and he hoped that another seminar could be offered in the Fall of 2015.

B. The Chair introduced Tracy Joinson from the Career Center, who advised the Council of the many services provided through that office including resume writing, job fairs, mentor connections, interview preparations, job postings and the like to assist students in their career success. She provided a package of materials to each Council member detailing all for reference.

III. OLD BUSINESS:

A. As ENC 1101 is now a prerequisite to PLA 1104, the question of whether or not a Bachelor's degree would be accepted in lieu of ENC 1101 was discussed. Difficulties in transcript audit and other concerns were voiced. A motion was made, seconded, and unanimously voted in favor of approval of accepting a Bachelor's degree in lieu of ENC 1101.

B. Cary High advised the Council that he had applied for and that his appointment to the Florida Bar Committee on Registered Paralegals for the term beginning on July 2015-2018 was anticipated to be soon forthcoming. He will be pursuing clarification of the role of paralegal educators on the Florida Bar's District Paralegal Committee.

C. The Real Estate Law and Property Transactions (PLA 2611) and Real Estate Closing and Document Preparation (PLA 2630) courses were reviewed and discussed regarding curriculum, current outlines, and assignments as provided by the current course Professor.

Council members recommended that attorneys and paralegals who work in this specialized area of legal practice be enlisted to review and advise.

Target date of August was identified for furtherance on this issue. A later formal vote will be on the agenda in the Fall.

IV. NEW BUSINESS:

A. The Chair thanked all present members for their years of service and asked for their involvement in the invitation of new members to participate in the work of the Council. Several members mentioned possible invitees and that they will follow up and report to the Chair on or before July 1, 2015.

B. The Chair addressed the need for Paralegal students to learn:

1. How to draft letters, memos, affidavits, certificates of service, and similar basic documentation that is required in the everyday work of a lawyer/paralegal.

2. How to e-file documents in the State and Federal Courts.

After discussion, it was recommended that these topics be included in the Introduction to Paralegal course (PLA 1003).

Members inquired as to the availability of a seminar by the County Clerk's Office. The Chair will follow up.

C. The Chair advised that application had been made to LEX, the Honor Society for paralegal students. AFPE oversees the LEX Chapters affiliated with member schools. The application for membership is underway and expected to bring much achievement honors to our current and former students.

V. ANNOUNCEMENTS:

The Chair announced the several awards made to Paralegal Students and Alumnae, including Vanessa Sanchez, Willine Pierre, and Patricia DeRamus.

Congratulations to all.

There being no further business on motion duly made and seconded, the meeting was adjourned at 7:00 PM.