**ITEM 1. Welcome**

Discussion: Chair, Robert Norberg opened the meeting and welcomed members and guests at 9:20 am.

Data Source: N/A

Action: N/A

**ITEM 2. Minutes - Approvals**

Discussion: Minutes were approved from June 26, 2018 meeting.

Minutes were approved from August 31, 2018 meeting.

Data Source: N/A

Action: Motion offered by Brett Friedenburg, Seconded Kelly Straub.

Vote: All in favor. None opposed.

Motion offered by Lina Jankus, Seconded Nirio Rubiera.

Vote: All in favor. None opposed.

**ITEM 3. Old Business**

**Panel Discussion Update**

Discussion: Jenny shared the following update:

- Event Title – “Panel Discussion - Risk Management & Insurance
- Discussion Topic(s) – Come to listen to what they do, how they got there, and advice on how you can get your dream job too!”
- Mediator – Robert Norberg
- Students registration [http://www.palmbeachstate.edu/forms/registration/Default.aspx?id=1074](http://www.palmbeachstate.edu/forms/registration/Default.aspx?id=1074) At this time, 25 students have registered and two adjuncts will bring their classes to the event.
- Refreshments sponsored Independent Insurance Agents of Palm Beach County (IIAPBC)
- Mr. Robert, Lina and Nirio will provide refreshments.
- Date/time – 6pm – 7:30 pm
- Location – Public Safety Training Center (See LW Campus map)
- Setup – 4-person panel discussion. Two tables with chairs at the front of the room for the panel speakers to sit with 2-4 microphones. Microphone for the moderator. Wireless microphone for the audience to ask questions to be located in the aisle between the table/chairs. Rows of tables and chairs facing the front, with an opening in the middle, along with extra chairs on the sides of the room. Two 6-ft tables in the back of the room for the food. Table and chair for outside of the room (for the check-in process). Two large garbage bins inside the room to the sides.
- Outreach – Flyers, PBSC Calendar, FB, and other social media
- Panelists – Aubrey Breneman, Lee Wiglesworth, Nasir Billoo and Lina Jankus

Data Source: N/A

Action: Panel Discussion Update

- Jenny will continue promoting the event college-wide, social media
platforms and other venues.

Discussion: 

**Curriculum Update**
- Jenny was able to share the following update:
  - Jenny stated to justify an emergency curriculum action; we must show the high demand of students waiting to get into the program. Unfortunately, it is not the case.
  - Jenny provided a timeline and the curriculum process outline to the members.

Data source: [https://www.palmbeachstate.edu/curriculum-development/members-and-schedules.aspx](https://www.palmbeachstate.edu/curriculum-development/members-and-schedules.aspx)

Action: 

**Curriculum Update**
- Jenny will submit paperwork to Curriculum Department as soon as she can.

Discussion: 

**BPC Goals and Objectives for 2018-2019** (Increase Enrollment 2017-2018)
- Members made a motion to continue focusing on increasing the enrollment.

Data Source: N/A

Action:
- Members made a motion to increase enrollment.
  Motion offered by Kelly Straub and seconded by Nirio Rubiera.
  Vote: All in Favor. None opposed.

ITEM 5. **Meeting Evaluation**

Discussion: Attendees were given Evaluation Forms to fill out.
Data Source: N/A
Action: Jenny will save the surveys.

ITEM 6. **Next Meeting Date**

Discussion: It was decided the next BPC meeting will be held on Thursday, November 8, 2018 at 2:00 pm at Palm Beach State College in the LW Campus, Room to be determined.

Data Source: N/A
Action: Jenny will send a calendar invite.

ITEM 7. **Adjourn**

Discussion: Meeting adjourned at 10:30 am.
Data Source: N/A
Action: N/A

ATTENDEES:

**VOTING MEMBERS**
Robert Norberg – President of Independent Insurance Association of Palm Beach County (IIAPBC)
Brett Friedenburg – LUTCF Financial Services/Agent, Farm Bureau Insurance
Nirio Jorge Rubiera, CEO - Walter Agency
Lina Jankus – Lina Jankus Association Group
Kelli Straub – Jacob Insurance agency

**BUSINESS AND ADMINISTRATION TEAM:**
Jenny L. Posadas – Program Director

**GUESTS:**