

**Business Partnership Council Meeting Minutes***Risk Management & Insurance**April 28, 2017**9:00 am – 10:30 am**Education and Training Center (ETA101)***APPROVED****ITEM 1. WELCOME-ROBERT NORBERG, CHAIR**

**Discussion:** Chair, Robert Norberg opened the meeting and welcomed the members and guests at 9:05 am.

**Data Source:** N/A

**Action:** N/A

**ITEM 2. APPROVAL OF FEBRUARY 24, 2017 MINUTES**

**Discussion:** Minutes were approved from February 24 meeting.

**Data Source:** N/A

**Action:** Motion offered by Kathy Bonner, Seconded Kelly Straub. Vote: All in favor. None opposed.

**ITEM 3 MEMBERSHIP**

**Discussion:** Mr. Robert opened this item with a question “do we want to increase people in the meeting?” Also he asked, if having a larger group will cause members to lose focus? He mentioned that suggest having member involved in the meeting and being active in the community by promoting the programs is one of the main roles of the council. Associate Dean (AD) Allen provided information about what is the typical numbers of members at our college. Also, some programs with accreditation dictates the numbers of members, for example the Health Science has a least of 12 members. The college does prefer a smaller group at least 5 members involved in the BPC meetings. It was suggested a smaller group because it is easier to lose focus when you have a large group. AD Allen mentioned that the normal procedure is for interested individuals who would like to join the council should contact Jenny. Then, Jenny meet with these individuals to find out if they are good match to join the council. Kathy Bonner recommended Margaret Pearson, she is north county, regional director of Aflac to become a board member. She has the background to become a member. Mr. Robert stated that members need to be active internal and external. He would like to see members promoting the program at their business because the idea is to get people in the program to develop the college’s program. Mrs. Bonner suggested to have a maximum of member set on records.

**Data source:** N/A

**Action:** Members set up maximum of 10 members.

Motion offered by Kelly Straub, seconded by Kala Hennessey. Vote: All in favor. None opposed.

Members accepted Mrs. Pearson to join the council.

Motion offered by Anny Mulvey, seconded by Kelly Straub. Vote: All in favor. None opposed.

**ITEM 4. BPC GOALS AND OBJECTIVES FOR 2017-2018**

**Discussion:** On the last meeting, it was mentioned to get information on setting up a career fair. Jenny was able to reach out to Michael Corbitt from CareerSource. He stated that setting up a career fair to target a program enrollment is not recommended because most people are looking for employment not education. As a result, the members suggested to set up a Panel Discussion or Round Table event for students to have an opportunity as questions.

**Data Source: N/A**

**Action:** Members suggested to have a Panel Discussion. Jenny will check for available dates in the month of September. Lunch will be provided by one of the members. Members will recommend panelist for this event.

#### **ITEM 5. UPDATES:**

##### **1. Currently Outreach Efforts – Classroom Visits, Advisors’ meeting, Videos, Info Sessions**

Mr. Robert and Jenny mentioned the visits to the classroom are very successful. Other classroom visits will be schedule in August. Advisor’s meeting was very successful. Also, AD Allen stated that she will highly encourage faculty and adjuncts to allow classroom visits. Robert share the importance of Social Media. It is another way of promoting the program among our community. He shared the website “Visitpalmbeach” where we can post events. <https://www.visitpalmbeach.com/>. Also, Jenny shared that information session at classroom setting will be recorded. Information session are schedule for June 12, August 31.

**2. RMI229187 – Fundamentals of Risk Management & Insurance Status** – Jenny stated that there is one student enrolled for the Fall Term.

**3. Risk Management Course outline** - AD Allen mentioned that we are currently working on updating the curriculum because professional courses required prerequisites and updating the Practicum class to an “or” class which it means the students are able to take an Internship class instead. Jenny gave an update on schedule for the Spring Term 2018.

**Data Source: N/A**

**Action:** Update 1 – Jenny will send the video link to all members.

#### **ITEM 6. MEETING EVALUATION**

**Discussion:** Evaluation forms were not available.

**Data Source: N/A**

**Action:** Jenny will send the evaluation form via email.

#### **ITEM 7. Next Meeting Date**

**Discussion:** The next meeting will be on Wednesday July 12<sup>th</sup> at 9:00a in Room ETA 101.

**Data Source: N/A**

**Action:** None

#### **ITEM 8. Other**

**Discussion:** Mrs. Lina Jankus suggested to share names of candidates for the Panel Discussion prior the next meeting in July 12.

**Data Source: N/A**

**Action:** Members will email Jenny with recommendations of candidates with a short bio prior the next meeting. Members will discuss final panelist on the next meeting.

#### **ITEM 8. Adjourn**

**Discussion:** Meeting was adjourned at 10:05 am.

**Discussion: N/A**

**Data Source: N/A**

**Action: N/A**

**ATTENDEES:**

Robert Norberg – President of Independent Insurance Association of Palm Beach County (IIAPBC)

Kelli Straub – Jacob Insurance agency

Kathy Bonner – CareerSource Palm Beach County

Anna Mulvey – Progressive Insurance

Lina Jankus – Lina Jankus Association Group

Kim Allen – Associate Dean

Jenny Posadas – Program Director

Farinelli, Coleen – Specialist Business & Education Development, CCE Department

Submitted by: Lashonda J. &

Jenny L. Posadas

Scribe