

**Business Partnership Council Meeting Minutes***Risk Management & Insurance**August 31, 2017**9:00 am – 10:30 am**Education and Training Center (ETA101)*

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**ITEM 1. Welcome**

Discussion: Chair, Robert Norberg opened the meeting and welcomed the members and guests at 9:05 am. Members gave a brief self-introduction.

Data Source: N/A

Action: N/A

**ITEM 2. Guests: Dave Newell, Director of Education & Workforce Development Florida Association of Insurance Agents and Suzanne Prior, Career Advisor from PBSC**

Discussion: Mrs. Prior was invited to speak about the outreach efforts for the Risk Management & Insurance Program. Blast emails were sent to 1200 students regarding the information session and the event. Mr. Brendan offered to write the text for future emails; since, it may help to use insurance language to attract attendees. In addition, Mrs. Prior shared ideas for marketing the program, such as, post flyer on their Facebook page, visit students at different locations; send emails to part-time and full-time faculty, and career fairs. Mrs. Prior gave dates for the upcoming career fairs at different campuses Boca – October 17, Palm Beach Garden (PBG) – October 5 and Lake Worth – no date determined. Mr. Brendan offered to provide a couple of employees to help with the outreach at the PBG career fair. Mr. Prior stated that the Career Center will continue support the members and students.

Dave Newell gave an update on the program statewide. He mentioned that there are six colleges currently running the program. Seminole State College will offer the first class with six students. Hillsboro College is a year away because of the lengthy process to implement the program. Southwest Florida State College is currently working through the process. Gulf Coast, Pensacola State Colleges have contacted agency. In addition, Mr. Newell mentioned that Marion County has a huge need for staff and they will be working with the local agencies.

In addition, Mr. Newell stated two key points; 1- ) create an environment between the colleges and the carriers/agency owners/vendors that support the industry with the goal of working together. For example, when colleges need guest speakers, or help promoting the program these individuals will be available. 2- ) the agency created a job board for students and it will be access by FAIA members only. He mentioned that the FAIA wants to bring colleges into the Insurance's environment where they can learn more about the industry. Mr. Newel finished his overview by stating that continue building consistency among all parties.

Data Source: N/A

Action: Jenny will plan meeting with the advisors at different campuses. In addition, Jenny will reach out to other Career Center regarding the career fairs.

### ITEM 3. Approval of July 12 Minutes

Discussion: Minutes were approved from July 12 meeting.  
Data Source: N/A  
Action: Motion offered by Anna Mulvey, seconded by Brendan Lynch.  
Vote: All in favor. None opposed.

### ITEM 4. Panel Discussion Event

Discussion: Jenny gave an update to the members regarding the Panel Discussion event for September 13, 2017. The following topics were discussed:

- ✓ A final flyer was designed and distributed among the college
- ✓ Outreach efforts – blast emails, post flyer on social media platforms, post flyer at different locations, collaborated with Career Center, sent flyer to other different departments, and college wide.
- ✓ Logistics: room set up, time, location and free lunch sponsorship.

Mr. Robert mentioned that he has not seen the flyer on Facebook. He emphasized to the members that need of the distribution among their network. In addition, members suggested creating a larger flyer with bold letter stating “free lunch”.

Data source: N/A  
Action: Jenny will check with the print shop to make a bigger flyer.

### ITEM 5. BPC Goals and Objectives for 2017-2018

Discussion: As a goal, members will focus on increasing the enrollment.  
Data Source: N/A  
Action: N/A

### ITEM 6. UPDATES:

#### ❖ Outreach Efforts – Classroom Visits, Advisors’ meeting, Videos, Info Sessions

Jenny mentioned that she has been visiting the classroom and conducting information sessions with Mr. Norberg. Jenny mentioned that she will offer the information session at different dates and will request registration from the students.

#### ❖ RMI229187 – Fundamentals of Risk Management & Insurance Status

Jenny mentioned there are two students enrolled. In addition, she mentioned that the class would change to eight weeks with two-class meeting. Mr. Brendan offered to be a backup instructor, if needed. Members suggested recruiting more instructors to help speed up with the credential process.

Data Source: N/A  
Action: N/A

### ITEM 7. Meeting Evaluation

Discussion: The forms were not available for members.  
Data Source: N/A  
Action: Forms will be send via email.

**ITEM 8. Next Meeting Date**

Discussion: Members did not set a meeting. Meeting will be determined via email.  
Data Source: N/A  
Action: Jenny will send possible dates to members.

**ITEM 9. Other – Summer Leadership Conference**

Discussion: Mr. Robert was able to provide an overview of the Summer Leadership Conference of the Florida Association of Insurance Agents (FAIA). He shared his new role within the organization – Workforce Development Chair. Mr. Robert mentioned that there were different colleges’ representatives including Jenny from Palm Beach State College. He stated that Jenny was able to share some ideas and learned different ways to improve the program. Jenny showed the Risk Management program from other colleges and compared them to PBSC; it was noticeable that our curriculum may need to be modify to a user-friendly program. Some classes may replace with more detail classes that targets the industry. Mr. Robert mentioned that FAIA has funds for scholarships and there are internship opportunities to help run the program.

Data Source: Fortin Jean Pierre, Broward College representative

Action: Jenny will reach out to Broward College to get more information on the outreach methods and curriculum.

**ITEM 10. Adjourn**

Discussion: Meeting adjourned at 10:30 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, Jacobs Insurance Agency  
Anna Mulvey, Progressive Insurance  
Brendan T. Lynch, AIP AAI - Plastridge Agency  
Nirio Jorge Rubiera, CEO - Walter Agency  
Lashonda Johnson, Administrative Assistant II – Palm Beach State College  
Jenny L. Posadas – Program Director – Palm Beach State College

**Guests:**

Dave Newell, Director of Education & Workforce Development – FAIA  
Suzanne Prior, Career Advisor from PBSC

Submitted by: Jenny L. Posadas  
Scribe