

**Business Partnership Council Meeting Minutes***Risk Management & Insurance**October 13, 2017**9:00 am – 10:30 am**Library (LL) 205*

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**ITEM 1. Welcome**

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 August 31 Minutes**

Discussion: Minutes not approved from August 31 meeting due to lack of quorum.

Data Source: N/A

Action: Jenny will send minutes via email to attain an electronic vote from members. Jenny was able to acquire an e-vote from the members via email.

**On December 8 at the RMI-BPC meeting, Jenny requested a re-vote; since, the e-vote was not very accurate. Therefore, the following action was taken:**

**Motion offered by Kelli Straub, seconded by Kala Hennessey**

**Vote: All in favor. None opposed.**

**ITEM 3. Panel Discussion Event**

Discussion: Members discussed the cancelation of the event due to Hurricane Irma. They agreed to reschedule the event for Tuesday, January 30, 2018. In addition, they discussed the setup been the same as it was previously planned.

Data source: N/A

Action: Jenny will check on the room availability and reach out to the panelists if they still are interested to participate in the Panel Discussion. In addition, once all the logistics completed, she will start working on the outreach efforts.

**ITEM 4. Curriculum Program**

Discussion: On the previous BPC meeting (08/31/2017), the members discussed the RMI's curriculum because they realized that it might be hinder the enrollment. They recommended to Jenny to do some research among colleges and find a way to adjust the program. As a result, Jenny met with Associate Dean (AD) Allen to identify the issue. She provided programs from Broward and St. John River State Colleges to AD Allen and discussed how to make changes to the program. After reviewing the other programs, we agreed to follow the model from St John River State College because they have a friendly- user program with three (3) courses of specialization. AD Allen explained that one of the challenges is the way that program is set up under a "concentration". The *required* courses and the *general* courses are the same, except the last twelve (12) credits under the concentration,

which it is mandated by the state. As a result, it blocks a large population (3,643 students) of AA students to enroll on the program because they are not going to declare a program or take extra classes beyond what is required to transfer to another college. She mentioned that is not a quick change but, the conversations with the administration team will take place soon.

Data Source: Data acquired from the PBSC <http://www.palmbeachstate.edu/about/fast-facts.aspx>

Action: AD Allen and Jenny will continue working on adjusting the RMI's curriculum.

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

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

Mr. Robert gave a brief summary of the last information session. He mentioned that only one (1) registered students attended. He suggested not do the information session for a while; instead conduct classroom visits, meet with advisors, and attend career fair. In addition, he suggested handing out postcards to students when they are entering their classrooms. Lina Jankus suggested to reach out to Dean Carlos Ramos and Provost Vallejo to help spread promote the program at their events or meetings.

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

Jenny mentioned the class for the Fall Term would be cancel due to low enrollment (2 students). Kim suggested eight (8) week classes for the Spring Term because students will be able to complete two classes per semester.

Data Source: N/A

Action: Jenny will reach out to the instructors to set up classroom visits, will set up a meeting with advisors, and will attend career fair in Boca. In addition, Jenny will provide post cards and will send it via email to the members. Jenny will share the flyers with Dean Ramos and Provost Vallejo to help promote the program. Furthermore, Jenny will readjust the schedule for Spring Term to reflect an eight (8) week course.

#### **ITEM 6. Meeting Evaluation**

Discussion: Members filled the forms.

Data Source: N/A

Action: Jenny will save the forms.

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

Discussion: Members agreed to conduct the next meeting on Friday, December 8, 2017 at 9am.

Data Source: N/A

Action: Jenny will send an email to confirm location.

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

Discussion: N/A

Data Source: N/A

Action: N/A

**ITEM 9. Adjourn**

Discussion: Meeting adjourned at 10:15 am.  
Discussion: N/A  
Data Source: N/A  
Action: N/A

**ATTENDEES:**

Robert Norberg – President of Independent Insurance Association of Palm Beach County (IIAPBC)  
Lina Jankus – Lina Jankus Association Group  
Katherine Bonner, Director Client Education and Training Programs - CareerSource  
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:**  
N/A

Submitted by: Lashonda Johnson & Jenny L. Posadas  
Scribe