

**Business Partnership Council
Meeting Minutes**

Business & Accounting

March 17, 2017

8:30 am

Library Gallery (LL205)

ITEM 1. *Welcome*

Discussion: Chair, Priscilla Taylor opened the meeting and welcomed the members and guests at 8:35 am. New member BPC member, Keith Douglass was welcomed to the council. He works for Accounting Firm Kaufam Rossin. He works as a public accountant and being with the firm for over 11 years. He is a Florida resident and had taken some classes at our Palm Beach College. Attendees provided a brief introduction.

Action: None.

ITEM 2. *Approval of Meeting Minutes from January 27, 2017*

Discussion: Minutes were not approved due to lack of quorum.

Action: Associate Dean Allen will send an e-Vote for approval of minutes.

ITEM 3. *Final preparation of "Executive Leaders Panel Discussion"- April 5, 2017*

Discussion: Associate Dean Allen provided a hard copy of the panelists' bios and they will be send via email to the Chair. In addition, AD Allen provided updates of the event. The following items were discussed:

Lunch

- Due to the College's policy, the food will be provided from the College Café.
- Two quotes- 50 participates, or 80 participates.
- Registration required. The digital flyer has a direct link to registration page.
- Flyers will be sent to all students, and all users. There will be a specific invite that will go directly to Business major students and AA students.
- Students have until 8am the day of the event to registrar.
- Lunches will be a box lunch.
- Lunch sponsor by Florida Community Bank and Tropical Shipping.

Set-Up

- The room is set up for 90 participates; however, it expected more attendees.
- Location is at CBP 103
- Tables and chairs, so the students could eat. Students will be able to register at 11:30 am.
- A podium will be provided for the moderator. There will be a microphones on the table for the panelist and microphone stand for the students. Also, there will be a slips for students to write the questions and give the slips to the moderator.

Panelist

- AD Allen stated that an IT panelist was missing from the discussion panel.
- Keith offered to ask one of his IT team to volunteer as the IT panelist.
- AD Allen mentioned that there will be a flyer with the panelists' bio on the day of the event.
- Panelist will need to be at the BPC 103 at 11:00 am.

Other

- An email is already being sent to all campus regarding the event.
- A special invitation is going to all Department Chairs and Faculty. Also, Faculty is encouraged to bring their students to this event.
- Panelist will have a 2-3 minutes of self-introduction.

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Schedule of events

- 11:30 am – noon students will sign up and pick their lunch.
- At noon, the moderator will provide an overview of the event.
- The last 15 minutes will be saved for the students to ask any questions.

Questions by the moderator

- Panelist will have different questions to answer; therefore, the moderator will provide questions.
- Panelist will know ahead of time the questions that they will answer.

Data source consulted: None.

Action: Keith Douglass will confirm the IT panelist. Updates will be sent to BPC members to keep them excited about the event. AD Allen will provide data of how many Bachelor graduates has graduated, since the college became a 4 year degree college. Jenny will find out about recording options.

ITEM 4. *Next Meeting Date*

Discussion: The council discussed the next meeting date. It was agreed to be held on May 5th at 8:30 am. Location to be determined.

Data source consulted: None.

Action: None

ITEM 5. *Other*

Discussion: It was mentioned to encourage BPC members to attend the meetings.

Data source consulted: None.

Action: None

Meeting was adjourned at 9:05 am.

Attendees:

Kimberly Allen, *Associate Dean*
Keith Douglass
Vega Girodo
Sandra Kaplan
Jennifer Rodriguez
Priscilla Taylor, *Chair*
Julieta Tracey, *Professor*
Associate Dean Kimberly Allen

Guests:

Jenny Posadas

Lashonda Johnson/Jenny L. Posadas

Scribes