

**Palm Beach Community College**  
**ACADEMIC DEANS' COUNCIL**  
**MINUTES**

May 24, 2007  
Conference Room B  
8:30 a.m.

**Attendance:**

Freddie Bennett	Magdala Ray	Sharon Sass
Ginger Pedersen	Pat Richie	Edward Willey
James Mabry	Jacqueline Rogers	

**Guest:** Dr. Ellen Grace

**ITEM 1: Faculty Recommendations**

**Discussion:** The Deans' Council reviewed recommendations for history, psychology and surgical technology. In lieu of filling the position for Industrial Management, Dean Rogers asked for a part-time Program Manager for the program for the 2007-08 year, which was approved by Dr. Grace.

**Action:** Deans should move forward with reference checks for the recommended candidates.

**Data Source:** Faculty Rosters, Strengths/Weaknesses.

**ITEM 2: Recommendations on hiring and the selection process**

**Discussion:** The Deans' Council reviewed recommendations and suggestions as provided by the deans. One point of discussion was campus versus district faculty committees when more than one position in a discipline area exists college wide. If individual committees are held at each campus, the same candidates could be chosen and required to be interviewed on multiple campuses, therefore incurring additional expense for travel for the candidate and the college. It was suggested that the existing process be modified to allow more campus participation with the candidates in lieu of having individual campus committees. Dr. Mabry will send a revised version of the draft points he presented for the council to review.

**Action:** As noted above.

**Data Source:** Draft recommendation to the faculty hiring process.

**ITEM 3: Succeed Grant**

**Discussion:** Dean Willey asked for clarification on the role of the campuses in the Succeed grant process. Notification of the available grants will come from the grants office and C.B. Wohl will coordinate and assist in the process.

**Action:** None – informational only.

**Data Source:** None.

**ITEM 4: E-Pack Policies**

**Discussion:** Dr. Mabry distributed a draft version of e-pack policies which was reviewed by the Deans' Council. Some changes were made and Dr. Mabry will resend the document with the changes for further review.

**Action:** Review e-pack policy document and resend with changes.

**Data Source:** Draft e-pack policies.

**ITEM 5: OTHER**

**Discussion:**

1. Student Concern/Complaint procedures – please ensure that the proper procedures are used in handling student concerns and complaints to be in compliance with the collective bargaining unit agreement.
2. PSAV Program Poster – The poster is only for PSAV level programs. Dr. Sass will follow up with Dr. Truman on how certain programs were selected for inclusion on the poster.
3. EPA Hazardous Waste Collection – The situation with having hazardous waste picked up in a timely fashion has been resolved with the vendor.
4. Council of Instructional Affairs – June 7/8 Meeting in Orlando. Deans Rogers and Richie should be attending the OESC meetings; and the deans should rotate to attend CASEC meetings now that continuing education will be campus managed.

**Action:** Informational Only.

**Data Source:** None.

Meeting adjourned at 11:30 a.m.

**NEXT MEETING:** Thursday, June 21, 2007 8:30 a.m., Conference Room B

Submitted by:

Ginger Pedersen, Scribe

c: Provosts  
Academic Leadership Council  
Department Chairs

Kathy Gamble  
Betty Dente  
Anne Guiler

Dr. Ellen Grace  
Dr. Dennis Gallon