

Palm Beach Community College

MINUTES

STUDENT SERVICES DEANS COUNCIL

August 22, 2008

1:00 p.m.

VPSS Office, Lake Worth

ITEM 1. Housekeeping

Discussion: Dr. Anderson asked what title the group would like and it was agreed the Deans would meet with the VPSS & EM as the “Student Services Deans’ Council” on the first Thursday of each month from 1:30-3:00 p.m. The expanded group will be called the “Student Services Leadership Council and will meet the third Wednesday of each month from 1:30 – 3:00 p.m. in Conference Room B. The participants of SSLC will be the Deans and Dave Bodwell (Financial Aid); Ed Mueller (College Registrar); Susan Lang (Disability Support Services and Dual Enrollment); Robin Johnson (Recruitment/Outreach); Dave Holstein (Athletics) and Eddie Hoyle (TRIO Cluster Chair).

Data source: None

Action: Helaine will put said meetings on calendars through Outlook.

ITEM 2. CPT Administration at high schools

Discussion: Costs associated with this initiative were discussed and drafted. It was agreed some kind of coordination will be needed above the assistance of the campus testing coordinators. This part time person will order the tests; arrange the training for proctors; be certain tests are scored, data collected, communicate with high schools and students and monitor project. There may be a need for up to 500 hours of coordination this first year.

Data source: S.B. 1908

Action: Dr. Anderson will finalize a draft budget to present to Becker and Gallon. Draft is attached. Dr. Anderson will also arrange a meeting with the School District by mid Sept to discuss the plan.

ITEM 3. Appeals Processes

Discussion: We need to better clarify all appeals processes including those related to academic, discipline, admissions, refunds, and grade appeals. A simplified graphic of all processes would be helpful. We also need consistency of due process in all areas, and differentiation about which situations fall under which processes. The process should be clarified by early spring, reviewed by college attorneys and ready for the printing deadline for the 2009-10 Student Handbook.

Data Source: PBCC Student Handbook

Action: Dean McIsaac volunteered to draft an initial spreadsheet to work from. Then Dr. Anderson will call a meeting with those involved, including Deans of Student Services, Dean Rogers, Dean Willey and representation from Criminal Justice and Fire programs.

ITEM 4. Fall Student Services Reception(s)

Discussion: Dr. Anderson asked the Deans to let her know if they would like a fall reception on their campus for her to meet with employees and/or students. She would like to visit every campus by October. Each Dean should let her know their campus preference and a suggested date.

Data Source: None

Action: Deans to let Dr. Anderson know date for campus visit and preferred format.

ITEM 5. Fall Development Day Plans

Discussion: There was no clarity of any unique plans for October 22 Development related to Student Services.

Data Source: None

Action: Dr. Anderson will get the tentative agenda from Kathy Gamble and place this on the September 4 agenda.

ITEM 6: Save Our Sons Initiative

Discussion: This initiative has been ongoing for some time. Recent discussion is focused on ways to provide funding and increase student participation. If it were structured as a student club, advisors would receive stipends and students could be funded for travel. Earl Bryant is the contact and Dr. Anderson will meet with him to discuss pros and cons of encouraging club formation, attendance at the November Black/Brown College Bound Conference and sources for a spring speaker. They have made initial plans for monthly themes and a possible spring program.

Data Source: 2007-8 Save Our Sons Summary

Action: Dr. Anderson will meet with Earl Bryant. She will also work with Institutional Effectiveness to get related data on persistence and fall enrollment. Deans will support the initiative on the campuses.

ITEM 7: IPOD needs a home

Discussion: An iPod was purchased with college money and needs to be put to good use somewhere that meets college expenditure guidelines. Dr. Anderson asked for suggestions, such as putting it in a Fitness Center. Both Lake Worth and Belle Glade need music in their Centers, so there was no consensus about placement.

Data source: None

Action: Dr. Anderson is still seeking suggestions for fair placement of the iPod. Additional iPods cannot be purchased. Please send her any ideas.

OTHER.

Attendance: Patti Anderson
Nicole Banks
Scott Maclachlan
Penny McIsaac
Barry Moore (phone)

Submitted by:

Helaine Fazio

c. Vice Presidents
Provosts
Dr. Gallon
Deans of Student Services
SSLC