

Palm Beach Community College
STUDENT SERVICES
Career Cluster
April 24, 2008~ CT 105

MINUTES

MIS Meeting:

ITEM 1: Possible changes to Career Center home page

Discussion: Some concern has been voiced about the clarity of the Career Centers' home page. After some discussion, it was decided to change the location of some links and the terminology used to become more descriptive. Also, a number of pages were deleted that seemed redundant.

Data Source: Career Center web page

Action: Gail Tomei to work with Jim Wallen to synthesize deleted pages into a new concise page titled: "What the Career Center Can Do for You"

ITEM 2: Resume Wizard Modifications- status and discussion of suggested improvements.

Discussion: The Wizard is work in progress. Another review identified some need for refinements in location of links and clarity of directions.

Data Source: Wizard web pages

Action: Jim Wallen made modifications at the meeting.

ITEM 3: Timbuktu Update

Discussion: Updated versions of Timbuktu were ordered at a much reduced cost than the amount quoted at the March 19th meeting.

Data Source: None

Action: Upon receipt of the software, Jim Wallen will work with IT staff on installations.

ITEM 4: Import Dates for 2008-2009

Discussion: Academic Calendar for 2008-2009 was review and appropriate dates for imports of student information from the registration system were identified.

Data Source: Academic Calendar for 2008-2009

Action: Dates identified at the meeting

ITEM 5: Employer Contacts Update- Summer Project

Discussion: Employer contacts in Career Office system have not been updated since 2005. Procedures for updating contacts were discussed and agreed upon.

Data Source: 4-Dimensional Client

Action: Patton to work with Wallen to isolate contacts to contact and to request assistance from other Centers if needed.

Counselors Meeting:

ITEM 1: Career Consultant Outreach Mailing

Discussion: Patton requested assistance from the Lake Worth and Boca Career Center staffs with preparing this mailing to about 3,000 residences.

Data Source: None

Action: Each location to mail 1000 letters and purchase envelopes. Patton to forward enclosures for mailing .

ITEM 2: Workforce Alliance

Discussion: A proposal to partner with PBCC from Workforce Alliance was reviewed and discussed. It seems that Jane Hardell might benefit from having Workforce employee on campus at regular times to assist students with determining their eligibility to use Workforce Alliance funding support for their educational goals at PBCC.

Data Source: Workforce Alliance Proposal

Action: A meeting will be scheduled to meet with Workforce personnel to discuss the proposal.

ITEM 3: Summer Maintenance projects

Discussion: Certain areas of our web pages must be update yearly. Gail Tomei provided a list of projects that need to be addressed.

Data Source: List of summer maintenance projects.

Action: Tomei to assign projects to appropriate staff in the Cluster.

ITEM 4: Project Updates

- Jim Wallen checked about putting counters on our web pages. It is not possible on any PBCC ingenuex but can be done for any pages that reside on the Career Centers' server. We do have counters on the Virtual Job Fair pages.
- Job Fair at Lake Worth and Virtual Job Fair coordinated at Boca location produced good results. Charging employers at Lake Worth's event changed the number and nature of employers attending and added to staff workload. Virtual Job Fair numbers were about the same as last year's.

Attendance: T. Joinson; G. Tomei; J. Patton; J. Wallen