



**AGENDA/MEETING MINUTES**  
**Outreach Cluster Meeting Minutes/Senior Staff**  
**January 27 2008**  
**10:00pm-12:30pm**  
**Conference Room C & F**

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**ITEM 1. Approval of minutes with corrections noted**

Discussion: Robin welcomes staff to the meeting at such a busy time of the years. Dr. Moore wants to meet with each staff member of Outreach Services.

Action: n/a

**ITEM 2. Overview**

**Discussion:** First, Robin briefly mentions the decline of enrollment. She said before we begin to give our program reports, she would like for us to think of two things: (1) what can we do to enhance our program/clients; and (2) what can we do to improve the college enrollment. Robin want to take a comprehensive lists of ideas from her staff to her next QEP Enrollment meeting this week. Robin would like interviews to be set up for Trina's position.  
Robin said that we are waiting on the approval of Dr. Moore for the Fast Break report. She proposed the idea of those inspiring to be Deans, need to become a member of SAC. They only meet once a month and lots of community leaders are present. Robin is a member of Atlantic HS SAC. Donna is moving back to South Campus.

**ITEM 3. Program Updates**

Fast Break/Summer Bridge  
FB/SB packets deliveries were made in November to high schools. Mailed out over 9,000 FB/SB letters to parents in PBC.

**CROP**

Proposed to serve 125 students. Sharon said that she would like to increase the population of Hispanics and White Students between PB and BG. She would also like to see the website up and running. The college truly needs to become more student engaged.

### **Crossroads**

Enrollment 130, completion-95; Job Placement-38. Deliverables met to date; New Enrollment -70 Completions -33, Job placements-11. Networking Graduation Event held 11/2/06 with 5 Business Partners. Dr. Vallejo was in attendance. Rebecca Johnson meets with our job-readiness workshop graduates weekly. Holiday Newsletter is very good to enhance our program.

Dr. Moore asked Robin to have a calling campaign and have a script calling the ones who applied and did not enroll. Robin wants to change the acceptance letter and emphasized how many people do not have computers concerning the college application.

### **SVORI**

Robin made a request to the SVORI program manager, Kerensa Pate, to request an extension of the program through 12/31/07 that will be submitted to the Dept. of Justice for consideration. New Job Coach Developer, Monique Ander is doing an excellent job working in the program. There were 77 referrals to date of which 22 are in pre-release status. Improvement for next year..to improvement communication line and team work between Workforce Alliance and PBCC.

### **United Way/Prosperity**

Berkley reported the Connesha (property manager) is no longer at the Benson Center. 16 sign up to do tutoring. Total number of potential contacts 88; total number receiving educational guidance 78; total number of presentations 7. Tanya will be volunteering with assisting clients with their taxes at Pleasant City Elementary. PBCC bookstore needs to be more student/people friendly. She did not have a pleasant experience there.

### **Florida Partnership**

Robin reced. The 1st installment of \$19,000.00 in funds.

Discussion:

Retreat for Senior staff a must, per Robin. Robin wants to deal with stress amongst other things.

<b>Attendance:</b>	Monique Anders	Tanya Washington	Charla Reece
Sheryl Agresti	Roslyn Grant	Robin Johnson	Joal Solaas
Bobbi Marsh	Sharon Simmons	Rebecca Johnson	Olivia Lockhart
Berkley Finley	Donna Manuele		

Submitted by:

Monique Anders

Scribe

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