

MINUTES

Palm Beach Community College  
ACADEMIC MANAGEMENT COUNCIL

Friday – May 1, 2009  
Smith Conference Room AD207  
10:00 A. M.

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**Attendance:**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Silvio Arango-Jaramilo | <input type="checkbox"/> Scott MacLachlan            | <input type="checkbox"/> George Rogers                          |
| <input checked="" type="checkbox"/> Roy Boulware           | <input checked="" type="checkbox"/> Rick Madson      | <input checked="" type="checkbox"/> Barbara Scheffer            |
| <input checked="" type="checkbox"/> Patty Braga            | <input type="checkbox"/> Idell McLaughlin            | <input type="checkbox"/> Vicki Shaver                           |
| <input type="checkbox"/> Colleen Courtney                  | <input checked="" type="checkbox"/> Jessica Miles    | <input checked="" type="checkbox"/> Nancy Weissman              |
| <input checked="" type="checkbox"/> Leonie Escoffery       | <input checked="" type="checkbox"/> Rene' Milici     | <input checked="" type="checkbox"/> Edward Willey, <i>Chair</i> |
| <input checked="" type="checkbox"/> Samuel Freas           | <input checked="" type="checkbox"/> Frank Mossadeghi | <input checked="" type="checkbox"/> Teresa Woolfe               |
| <input checked="" type="checkbox"/> Alessandra Gieffers    | <input checked="" type="checkbox"/> Glenn Pate       |   |
| <input checked="" type="checkbox"/> Rob Gingras            | <input checked="" type="checkbox"/> Carrie Pasquale  |   |
| <input checked="" type="checkbox"/> Libby Handel           | <input checked="" type="checkbox"/> David Pena       |   |

**ITEM 1. Screening Committee Updates**

Dean Willey announced that the Computer Science position was offered and accepted by Professor Rolando Rueda De Leon who has taught for the campus as an adjunct for many years. The Nutrition position has been offered and believes it was accepted but did not have anything official. Biology has 4 positions college wide. There are 3 or 4 people that were strong but this campus' focus is Anatomy and Physiology as this is what our campus course offerings demand. The SLC recommendations from the committee will be submitted today. Our English pool is open now so the process is just getting underway. The PBG Provost position's open forum was last week. The committee has recommended to the president and now it is up to Dr. Gallon.

**Action:** n/a

**Data Source:** n/a

**ITEM 2. Academic Affairs (VPAA) Committees**

Dean Willey shared with the group the district Academic Affairs Committees list and encouraged anyone who is interested in serving on a committee to please to contact Dr. Sass' office.

**Action:** n/a

**Data Source:** All user email dated April 9, 2009. Subject: 2009-2010 Committee Interest Survey

**ITEM 3. Semester Start-up**

Dr. Gingras indicated that email notices for semester start-up activities are usually sent out the first week in August. Professor Braga agreed to organize the pot luck for the All Faculty Meeting on August 20<sup>th</sup>. A large portion of the agenda may highlight the LLRC's newly renovated building along with Media Services and Instructional Support Services.

**Action:** n/a

**Data Source:** n/a

**ITEM 4. Summer Schedule**

Dean Willey requested each dept chair to review the Summer schedule for possible cancellations of low enrollment, check staffing etc. Remember summer classes start in a week or so.

**Action:** n/a

**Data Source:** Email handout. Subject: Low Enrollment Report

**ITEM 5. Student Awards Ceremony**

This year the Student Awards Ceremony will be a luncheon at the Palm Beach Gardens Marriott. The change was driven by students. Dean Willey is looking forward to seeing all participants there today.

**Action:** n/a

**Data Source:** n/a

**ITEM 6. OTHER**

- **Summer Dept Chairs** – Dean Willey reminded department chairs of their scheduled summer duty.
- **Instructional Support Center** – Will be moving into the renovated LLRC. We need to discuss the mailbox locations for the campus. We have to make a decision on cabinetry and layout for the new complex. Dean Willey outlined past reasons for AA mailboxes. Looking for your feed back on plans for where the mailboxes should be ... centralized in the LLRC or each building. LW is not centralized that is why they have different mailbox numbers. They send to one location which is sorted from there and distributed by each dept.
- **Office & LLRC Moves** – There are 32 office move requests that we anticipate taking place over the summer 19 of which are LLRC personnel. Regarding library stacks, we have contracted with a company that is in the business of moving library books. Soon they will assist in getting the collection back onto the renovated library.

- **Graduation Memo** – Dr. Anderson, VP of Student Services will be sending out commencement information. Asking for volunteers. Watch for the regular AA/AS graduation information. This year’s location is at the Fairgrounds. Questions arose regarding multiple graduations? Perhaps we should move to a more local commencement by campus using our own facilities. Recommend contacting the Graduation Committee if you have any suggestions.
- **Closed Fridays** – Starting the week of May 11 the college will be closed on Fridays. The earliest time personnel may be on campus is 7AM-10PM. Also determined by the departmental schedule needs (not to extend beyond operating hours, 7AM-10PM).
- **SLC fee suggestion** – There was discussion regarding what used to be termed as Community CPI. This enabled non-enrolled students who wanted to register for this “course” to utilize the SLC resources. When fees were reviewed it was not deemed in-appropriate and we had to discontinue this offering. Dr. Gingras will evaluate our current process to see how students who are not enrolled in the Summer term may or may not use the SLC.
- **The Art Gallery Exhibition** – PB County Art teachers association starting May 19 till the end of the summer. Come and enjoy!! The student art show a great success.
- **Wellington Campus** – mutually ceased discussions.

Submitted by:

Teresa D. Woolfe, Scribe

C: Academic Management Council  
 Academic Support Team  
 Dr. Sharon Sass, VPAA

tdw

File: amc minutes May 2009

Disk: Academic Management Council