

Advisory Committee Meeting
Thursday, April 5, 2018
5:30 PM - Thomas Edison Campus – U 102

In Attendance: Bernardine Carter, Lee County Sheriff's Office; Ken Buschle, Gora/McGahey Associates in Architecture, Inc.; David Baer, Marco Island Police Department; Cindy West, Hendry County Sheriff's Office; Matthew Herterick, Lee County Sheriff's Office; Scott Lineberger, Lee County Sheriff's Office; Andrew Blitz, Chair of FSW Technology Programs; Leroy Bugger, Chair of FSW Business Programs; Ashley Skalecki, Southwest Florida Community Foundation; Carl Gerace, Coast Financial Advisors; Tyler Patak, Parker, Mudgett & Smith Architects; Michael Koszewalk, Arthrex; Catherine Gerace, Coast Financial Advisors; Brian Mangan, Fort Myers Technical College; Jason Ciaschini, Punta Gorda Police Department; Jason Fields, Fort Myers Police Department; Mathew Nelson, Studio Plus; Mary Conwell, Chair of FSW Paralegal Studies Program; Doug Adams, Florida Stair Works; Peg Elmore, CareerSource; Bryan Jones, LeeSar; William Shuluk, FSW Library; Robert DeMann, Glades County Sheriff's Office; Douglas Gyure, S4J Manufacturing; Adrian Kerr, FSW Corporate Training; Michael Lohr, Johnson Engineering; and Richard Worch, Chair of FSW Public Safety Programs.

Welcome: Dr. Rath, Interim Dean of the School of Business and Technology stated that we expect the newly hired Dean will begin her duties on July 2, 2018. Dr. Rath will be going back to his normal duties as Associate Dean at this time.

Adoption of Minutes from the November 2, 2017 Advisory Committee Meeting:

There was a motion to accept the minutes from the last meeting on November 2, 2017. The motion was seconded. All were in favor of accepting and none were opposed. Motion to accept the minutes was passed by voice vote.

School of Business and Technology Personnel Changes: Steven Kelly, is now a full time Instructional Assistant, supporting students and faculty in the department. Al Nault, formerly the Instructional Assistant, has the position of Coordinator, Retention and Student Success for the Technology programs. Ivan Guerrero, began as Coordinator, Retention and Success for Accounting & Business programs in January 2018. Other advisors already in place include Thomas Carr, Student Success Advisor II for Accounting and Business programs and Mark Morgan, Coordinator, Retention and Student Success for Law and Public Safety Programs. Mark, in addition to advising students, also has the responsibility of student internships so if anyone has an internship opportunity available, please contact Dr. Rath or Mark Morgan. One of our full-time computer professors, Jim Barrell, will be retiring and an offer has been made to an internal candidate for the position.

Program Updates:

- The Risk Management College Credit Certificate (CCC) will be available this fall semester. Professors Leroy Bugger and Bill Van Glabek submitted the curriculum for the three courses needed to complete the certificate and to be eligible to become a Florida Licensed insurance agent. Each course is in a different area of insurance. As they pass each course, they are eligible for the Florida license in that particular insurance area. They will not be required to complete an exam with the state. Professor Van Glabek is already receiving recognition by out of state colleges interested in adding this certificate and contacting him for advice and information.
- The Airframe and Power Plant Program that the department has been working on has been tabled or postponed because it will not be funded by the State this year. Research tells us that this program is needed because of gaps in the market due to retiring workers. The program needs \$4.2 million to get started and the funding just isn't available due to the State's initiatives regarding safety in our K through 12 schools.
- Department Chairs – The department's chairs include the following: Dr. Richard Worch, Chair of the Public Safety Programs; Mary Conwell, Chair of the Paralegal Studies Program; Andrew Blitz, Chair of the Technology Programs; and Leroy Bugger, Chair of the Accounting and Business Programs.
- Enrollment 2017-18: The School of Business and Technology unduplicated head count, year over year:
 - Fall 2017 - up 5.8% from last year.
 - Spring 2018 – up 11.2%
 - Summer 2018 – presently up 5.3%
 - Fall 2018 – presently up 9.7%

One challenge to the BAS programs that we are experiencing is that graduating AS students are not able to register for the initial semester in the BAS programs until they have graduated. There are students currently waiting to register for the fall semester. Also, the economic dynamic of when the economy is good, there is an inverse proportion of students enrolling. This may be why our enrollment in the BAS programs is not as good as it could be.

- Partnering with the community – We need to think of ways to partner with the community. For example, a direct pathway, 2 + 2. We need to ask questions about what we can do. We need to ask employers, “What are your workforce needs and how can we align with these needs?”
- Perkins Grant – We are on track to spend down the grant to 2%. Dr. Rath is working with Charlotte County Technical Center on the second year of using Network Systems Technology as the Program of Study for the Perkins Grant. The programs of study are pathways from K through 12 through graduate school as a guide to the certificates and degrees related.
- Industry Certifications – The new list of industry certifications is available from the state for the 2018-19 year. In the future, we are working on listing industry certifications in your areas which we can articulate into college credit.

- Corporate Training Updates – Adrian Kerr, Director of Corporate Training at FSW, is the fiscal agent for southwest Florida. FSW is the leader in procuring state training grants due to Adrian’s efforts. The state has grant money available for companies who are locating here to pay for employee training. This year of the \$15 million available funds, Adrian secured \$3 million for companies in the area. Next year, there will be \$9 million available.
 - QRT or Quick Response Training – are grants for new businesses or companies relocating or expanding in Florida to pay for training of new hires. In the past 4 years, the grant sizes have been high at \$1 million or \$500,000. The employees could be trained by a third party, by FSW, or by the company in house. Arthrex, Cheney Brothers, Chicos, and Hertz all received big grants.
 - IWT or Incumbant Worker Training provides grants for continuing education and training of current full-time employees at Florida companies. An IWT application was recently approved by the State.
 - There is \$65 million for projects yet to be defined. There is a demand in Collier for a dedicated high skills manufacturing center. If the grant is not available, Collier will try to increase sales tax to pay for it. A training center could be housed on FSW Collier Campus.

Questions to be answered in the breakout groups:

1. What are your workforce training needs or demonstrate how to prepare for an entry level position that is highly popular?
2. What are the barriers to providing your workforce training needs?
3. What are the FSW barriers encountered?
4. What are some solutions to barriers?
5. How can we fund and sustain these workforce training needs?

The meeting was adjourned to the various break out meetings.

Meeting minutes interpreted and reported by Jill De Valk

Paralegal Advisory Committee

In Attendance: William Shuluk, FSW Faculty Librarian and Mary Conwell, Program Director of Paralegal Studies at FSW

American Association for Paralegal Education: Professor Conwell recently attended the regional conference in Memphis. One of the topics of discussion was that there is a nationwide trend that programs are losing enrollment and that AAFPE conference attendance is down perhaps due to programs shutting down. Some paralegal programs are changing from “Paralegal Studies” to “Legal Studies” in an effort to attract a broader base of students. They are offering a two-year degree in Legal Studies.

Professor Conwell mentioned that the FSW program generally includes three types of students including the following: career changers, experienced paralegals seeking academic training, and students who are headed to law school.

Professor Conwell stated that after the new Dean is in place, we have discussed proposing a name change to “Legal Studies.” A discussion ensued about whether this is necessary since a name change will not change what we are training for. It was discussed that small law firms generally are looking for graduates of a two-year program where large law firms seek employees with a four-year degree. Before proposing a program name change, we need to answer a few questions. What course curriculum will change with the name? The answer to this question was no change to curriculum. What will FGCU think about the name change? Do we need to look at the State of Florida Course Numbering System? It was also suggested that we should consult the Occupational Outlook Handbook.

Professor Conwell commented that our graduates continue to land great jobs. One of our recent graduates began working at Hertz as a paralegal immediately after graduating. She recently accepted a job in Jacksonville as an intellectual property paralegal. Another recent graduate who is attending FGCU enrolled in the BS in Legal Studies there, recently won a grant to co-author a book about the intersection of law and folklore.

Another point of discussion is that although we receive leads on job and internship opportunities, students do not apply. For example, we recently sent notice that Henderson and Franklin Law Firm had 2 internship opportunities that could lead to jobs and only a couple of our students applied.

A final topic of discussion was the triple L or Limited License Legal Technician approved in the state of Washington. This certification was created in an effort to assist low-income individuals with legal services. The Technician is the only position licensed to give legal advice independently. Requirements to enroll include having at least an associate’s degree and the student must have previous experience in family law. The license requirements consist of completing coursework, three exams, and experience working as a paralegal supervised by an attorney. Several other states have created task forces to look into this license.

The meeting was adjourned at 7:30 PM.

Meeting minutes interpreted and reported by Jill De Valk.