**Florida SouthWestern State College
School of Business and Technology
Paralegal Advisory Meeting Minutes
(February 20, 2024)
MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. Mary Myers, Dean | X |  |  |
| Jennifer Baker |  |  | X |
| **Staff & Faculty** |  |  |  |
| Mary Fullenkamp | X |  |  |
| Dr. Mary Conwell | X |  |  |
| Matthew Hoffman |  |  | X |
|  |  |  |  |
| **Board Members** |  |  |  |
| Judge Howard Swett | X |  |  |
| Rosemarie Grazino Mitchell | X |  |  |
| Keith Grossman |  | X |  |
| Sonya Bain |  | X |  |
| Jessica Tavery | X |  |  |
| Sabrina Guerin | X |  |  |
| David Holmes |  | X |  |
| Casandra Elg | X |  |  |
| Jim McLaughlin | X |  |  |
| Leah Miller |  | X |  |
| Nicki Stewart |   | X |  |
| Yolanda Flores |  | X |  |
| Wendy Dettman | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Guests** |  |  |  |
| Carrie Bohling | X |  |  |
| Kelly Thawley | X |  |  |
| Katy Madden | X |  |  |
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**Call to Order.** The meeting was called to order at 11:40AM.

**Minutes.** Minutes of the last meeting were approved as submitted.

**New Business.**

**Career Connections:** Carrie Bohling, Kelly Thawley, & Katy Madden

* Introduction to the new department: location, hours, website, general services
* Upcoming career fair
* Working on an internship week (approx. March 18 week)
	+ Reviewing the process of searching for, applying to, and interviewing for internships
* Future Workshops: mock interviewing; soft skills; resume building
* Discussed scholarships/funding easily available to students

**Spring Enrollment**

* FSW up 2%; SoBT up 18.9%
* SoBT’s Fall target is to have 60% in-person classes (without getting rid of any EOL courses)

**Building K**

* Move-in scheduled for late April
* Classes to be held there in Fall
* Open House TBD in October – the advisory board will be invited

**Paralegal Program Stats**

* Enrollment is strong
* How can we continue to improve our numbers
* How can we more effectively encourage Paralegal students to enroll in BAS SMAN?

* Leah Miller (adjunct faculty) assisted in adding office management skills to the Paralegal program
	+ Outlook skills added to CGS 1100

**WIOA**

* Dr. Myers encourages board members to make students/potential students aware of the funds easily accessible through WIOA.

**Board Member Suggestions**

* Judge Swett:
	+ more hands-on orientation for new students; perhaps a tabling event with companies/community members
	+ Career Services to look into this possibility
* Dr. Conwell:
	+ “College Tours” promo videos
	+ Marketing/Commercials with real-world examples such as Leah Miller (FSW/FGCU grad)
	+ Advisors could come present in classes to promote the BAS
* Jessica Tavery:
	+ Look into TEDx talks
* PSAs – contact local news
* Courthouse tour/talk for interested/new students?
* Simple blurb marketing to reach teens via social media
	+ Example: “WIOA: FREE tuition”

**Entrepreneurship Program**

* Maker Space: to be open to the entire college
	+ Entrepreneurship lab to pitch, design, and launch ideas
* Could tie-in with
	+ Paralegal to BAS SMAN track
	+ Fall 2024 Speaker series

**BAS SMAN**

* Looking to add new tracks:
	+ Entrepreneurship
	+ Business Analytics

**Adjournment.** The meeting was adjourned at 12:15PM.

Mary Fullenkamp, Coordinator