



**PROFESSIONAL BAKING ADVISORY COMMITTEE
MEETING MINUTES
Tuesday 15th March, 2016 * 2:30-4:30 p.m.
Bakery (140K)**

Members Present: Tim Briare, Vice Chair, Westco Bakemark; Chris Frazier, Little T American Baker; and Haley Smith, The Country Cat Dinner House & Bar

Members Absent: Lisa Withers, Committee Chair, Janelle Kountz, New Seasons Central Bakery; Jesse Dodson, New Seasons Market; Bonnie Brasure, Bleu Door Bakery;

Guest: Sonia Schell (Ex Clark College, Bakery Tech)

Clark College: Alison Dolder, Professional Baking Department Head & Instructor; Genevieve Howard, Dean of CTE Programs; Cathy Sherick, Associate Director of Instructional Planning & Innovation; Rachele Bakic, Associate Dean of Instructional Operations; Daryl Oest, Culinary Arts Department Head; Nichola Farron, Secretary Senior, Advisory Committees; Brianna Lisenbee – Career Development

Committee Co-Chair Tim Briare called the meeting to order at 2:32 p.m. and the committee members introduced themselves.

Minutes of October 21, 2015 were approved unanimously and without correction

Office of Instruction Updates

O.O.I. Associate Director Cathy Sherick made the following updates:

Ethics training: Most advisory members participated in prior meetings, but we want to be sure it is completed by everyone, as we are working to ensure trainings are documented for this year's announcements.

As previously mentioned the Strategic Plan has been completed and is on the web site, Clark is completing work on the Academic Plan, which is still in play. We hope to have final adoption by the Board of Trustees this spring term 2016.

Demonstration of online portal for the 'Career Coach'. It shows available jobs, rate of pay, and training required. The site links directly to programs at Clark, pools regional and local job data. It is very easy to navigate and doesn't require log in or password. Goal is to help with incoming students and is one aspect of trying to connect with K12 partners etc. Encouraged members to explore and share with HR teams and community liaisons etc. so that tool can be well utilized.

April 20th – 7:00 a.m. to 9:00 a.m., PUB Auditorium Clark Main Campus. Advisory Breakfast for all program committee members. Invitations to follow we hope people will be able to attend.

Pre-apprenticeship program development is underway and will provide basic pre-job skill training, students will be able to explore different unions, tour programs at Clark, help with resume creation. They will have opportunities to learn some basic math competency skills, and get basic certification training in first aid, flagging, OSHA 10. This will onramp to apprenticeships, Clark programs, and/or jobs. Planned to be operating by fall 2016. Sign-up sheet for businesses willing to host tours for 20 or less students for this program.

Director/ Department Head Update

Alison informed the committee that the program has been packed up, and students are moving. From April 4th 2016, the program will be housed at CTC where the 5 remaining students will be taught: 4 will have internships with 1 student left for summer – she will then be on an 8 week internship. Daryl has helped out with moving.

The Foundation has paid for a consultant from CIA (Culinary Institute of America) to come in and talk to heads of Culinary and Baking to see if any ideas we would like to incorporate.

The Department has purchased 2 Eurodib spiral mixers; wanted a smaller mixer and this is only company that makes this size. With more students we will be making small amounts, especially breads and doughs. Added one more Baxter rack oven for more production: a lot of small wares have been ordered

Attended Advisory Board/ Employer engagement seminar last Friday 11th March: this seminar emphasized that this board is really important to program; having people here who want to give input and make the program stronger is crucial. With current programs teaching out before we start anew this is a chance to build the board up.

The Board discussed ways of increasing their membership; Cathy Sherick asked if there were any particular professional boards she should approach. Chris Frazier indicated that a lot of the industry works on ‘word of mouth’. The Board discussed the need to include representatives from all sizes of bakery, for example Franz, Grand Central etc.

Alison advised that she had previously sent out 55 letters looking for industry contacts and internship opportunities, but only received 5 replies.

Cathy discussed with the Board the possibilities for doing an ‘open house’ around new facility when it is finished for industry members to view, meet students etc. This could also lead to increased Advisory Board membership.

Genevieve Howard shared with the committee that Clark is looking at summer 2017 for program opening. There has been some construction delays due to permits etc. and it was felt to be important to give the students the correct information rather than have them join and have to go to an offsite facility. This will allow students time to familiarize themselves with the program in preparation for food service.

Alison said that the change of date may be a good thing as the teach out/closure of the Cordon Bleu institute means there will be students looking for a new location.

Rachele advised the committee that it is still important that they hold meetings during the construction period to inform curriculum etc.; options for shorter or less frequent meetings will be considered.

Work Plan

Curriculum: Alison advised that the new instructor will be responsible for content, there is an outline for each area, based on outcomes of assessments etc. 2 more people to hire – they will be writing out lesson plans, quizzes etc. to align with outcomes and assessments. It is hoped new staff will be on board for fall.

Equipment list: Alison indicated that everything that can be reused is being; a couple of items will be put on the 3-5 year replacement list. After questions about whether or not ‘wanted’ equipment could be publicized, it was agreed that it would be needed to check the ethics on this.

Also advised that the layout has been altered as wanted visibility of students getting things from oven etc.

Marketing: As was discussed in Culinary Advisory Committee meeting, Baking wants to be out in the community recruiting students and networking.

In terms of adding Advisory Board members, introduction leaflets were distributed. Also discussion of possible dinner meetings etc. once new program is running. Various methods of marketing were discussed, including creating promotional videos etc.

There will be no new Bakery items until program is running in 2017 – therefore Work Plan is currently on hold

Brianna provided information about forthcoming careers events including Careers Days in April (25th to 27th) and Clothing Closet (21st and 22nd April) where students can pick professional outfits for interviews from donated items. This event will be covered by a full article in The Columbian. Careers service is constantly looking for help with resumes and interviews to try and help students so Advisory Committee members are very welcome.

Close

The next meeting date for the committee was set for 25th October 2016 at 2.30pm.

The meeting closed at 3.26pm.