

**Professional Baking Advisory Committee**

**Meeting Agenda**

**Date: Tuesday March 15th 2016**

**Time: 2:30—4:00 p.m.**

**Meeting Location: GHL 215 (TBC)**

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A |  |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **October 21st, 2015** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Cathy Sherick |  | 10 min. |
| 1. Director/division chair Report | -Program completion  -CIA consultant  -move out May 2nd  -Added two Eurodib 20 quart spiral mixers and one more rack oven.  -Small wares list has been ordered  - Review of Advisory Board Employer Engagement Seminar (held Friday 11th March) | 20 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Review work plan. Implement strategies as outlined in work plan. If necessary, identify work groups. | 15 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 5 min. |
| 1. New Business | -During the hiatus, the new culinary and baking instructors will be recruiting and getting the new name out to the public:  -Review of general follow up activities Advisory Board network opportunities etc. - Equipment surplus Auction  - Clark Careers information: ‘Clothing Closet’, Careers Days etc. | 10 min. |
| 1. Summary of follow-up action items – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date and adjournment – Committee Chair | Meeting date established. | 5 min. |