

**Business Administration Advisory Committee**

**MEETING AGENDA**

**Tuesday, January 20, 2015 at 4:30 p.m.**

**Penguin Union Building, Room 258-B**

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| **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 7, 2014 – vote** | Corrections indicated and/or approval of minutes as written. | 10 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-  * **Committee roster** * **Advisory Committee Recognition event – Weds., March 18, 2015, 7:30 a.m. – 9:00 a.m. Regional economist Scott Bailey will be guest speaker** |  | 5 min. |
| 1. Director/division chair Report-Adnan Hamideh |  | 20 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **BAS update** * **K-12 Partnership** * **Student Club-Bryce Ruppe** * **Foundation** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair | No old business | 5 min. |
| 1. New Business  * **Doug Helmer – Larch program** * **Committee bylaws – discussion & vote** | New business items are addressed by the committee. | 25 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 has been set for Tuesday, April 21, 2015** | 5 min. |