

**Business Administration Advisory Committee**

**MEETING AGENDA**

**Date & Time: Tuesday, October 7, 2014 at 4:30 p.m.**

**Meeting Location: Penguin Union Building, Room 258-B**

|  |  |  |
| --- | --- | --- |
| **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
* **April 22, 2014**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-
* **Perkins & Worker Retraining Grant awards 2014-15**
* **Credit for Prior Learning—program launch**
* **Updated Advisory Committee Handbook**
* **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**
 |  | 15 min. |
| 1. **Larch Small Business Basics Program-Genevieve Howard**
 |  | 15 min. |
| 1. Director/division chair Report
 |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
* **BAS update**
* **Foundation update**
* **Vision 20/20**
* **Work plan overview for 2015**
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 10 min. |
| 1. New Business
* **Election of Officers**
 | New business items are addressed by the committee.  | 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 has been set for Tuesday, January 20, 2015** | 5 min. |