

**Business Technology Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, October 21, 2014**

**Time: 4:00 p.m.**

**Meeting Location: Joan Stout Hall, Room 242**

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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  * **April 24, 2014** | Corrections indicated and/or approval of minutes as written. **Vote**. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-  * **Perkins & Worker Retraining Grant awards 2014-15** * **Credit for Prior Learning—program launch** * **Advisory Committee Recognition event – Weds., March 18, 2015, 7:30 a.m. – 9:00 a.m. Regional economist Scott Bailey will be guest speaker** * **Committee roster** * **Advisory website & updated Advisory Committee Handbook** |  | 20 min. |
| 1. **Larch Small Business Basics Program-Genevieve Howard** | **Vote**. | 10 min. |
| 1. Director/division chair report |  | 20 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Review work plan and implement strategies as outlined in work plan. If necessary, identify work groups. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business-Committee Chair  * **Discussion of 1 quarter certificates. Possible vote.** * **Committee bylaws** | 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 established. | 5 min. |