

**Professional Baking Advisory Committee**

**Meeting Agenda**

**Date: Tuesday March 15th 2016**

**Time: 2:30—4:00 p.m.**

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

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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 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. |