



**PBAK -MINUTES**  
**Tuesday, May 21st, 2024, at 2:30 PM**  
**Zoom**

**Members Present:** Jesse Dodson, Rebecca Angell, Lisa Webb Vasquez, Joshua Svenhard

**Members Absent:** Bonnie Brasure, Jaquie Lyman, Monica Kersey

**Clark College:** Alison Dolder, Theo Koupelis, Melanie Hendry, Elizabeth Flores

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The meeting began at 2:30 PM.

**NEXT MEETING DATE**

The committee will meet next on October 22<sup>nd</sup>, 2024 at 2:30 PM.

**MINUTES OF THE PREVIOUS MEETING**

The minutes from March 5<sup>th</sup>, 2024 have been approved.

**DEPARTMENT UPDATES**

Alison mentioned that the program currently lacks publicity or marketing.

Alison discussed the program's interest from students and the public regarding selecting specific classes rather than enrolling in the entire program. She noted that offering specific classes as an option could potentially increase enrollment.

Alison discussed how the program hopes to secure the Career Launch Grant in the future by ensuring increased enrollment. Otherwise, the program will lose a lot of funding and will have to cut job positions that support it.

Alison observed that many student retentions are due to mental health issues and personal reasons.

Alison shared that Melanie's class sizes have decreased.

Jesse inquired about the ideal number of students for first- and second-year cohorts.

Alison stated that 8 students per class is ideal, and the College suggests 10 students per class; however, there is not enough room or equipment for classes this size.

Alison would like to open the classes to the public, as this would increase enrollment, but the program will need to verify this with the College.

Jesse recommended a recap from the previous quarter to acclimate new students.

Melanie recommends one-day classes, weekends, and offering as many options as possible.

Lisa recommended evening classes.

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Rebecca mentioned that there will be a great public interest in cooking classes. Alison discussed the program's need to hire a bake tech. Through the Career Launch Grant, the program can recruit a part-time faculty member to support the full-time faculty. The program has posted the job listing but may need to repost it. It hopes to fill this position by this fall.

### **BYLAWS**

The committee reviewed the bylaws. Jesse proposed to approve the bylaws, and Joshua seconded the motion. All members unanimously approved.

### **INDUSTRY UPDATES**

Josh mentioned that rising freight and packaging costs are driving up bakery prices in grocery stores, prompting a shift in consumer behavior towards shopping locally, which could benefit retail bakeries.

### **ACTION ITEM**

The committee, faculty lead, and advisory coordinator will establish a work plan.  
The committee will elect a Vice Chair at the fall meeting.

The meeting adjourned at 3:23 PM.

Prepared by Elizabeth Flores