

**Worker Retraining Advisory Committee**

**Meeting Agenda**

**Date: Friday April 15th, 2016**

**Time: 11.30 – 1.30 p.m.**

**Meeting Location: JSH 127**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A |  |
| 1. Welcome and Introductions – Committee Chair   **What do know about WRT – what does phrase mean to you?** | New members/guests introduced | 15 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **October 2nd, 2015** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| * Office of Instruction Updates- Cathy Sherick |  | 5 min |
| 1. New Business – Building our capacity!  * What is worker retraining – An overview * Short presentation on one program (nursing) * Worker Retraining MIX provided with CTE list   **Who would the group like to hear a presentation from / on what program?**  **Committee: what do you want to know about the programs?**  *(What should be included in the presentation?)*  **What is your role on the Advisory Committee?**   * Reviewing and planning frequency of meetings |  | 30 min. |
| 1. Old Business-Follow-up- Committee Chair  * Worker Retraining program updates – Rebecca Kleiva * Worker Retraining MIX * *The Over-arching Plan – Plan for fall* | Approve MIX for grant | 15 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. |