

## Advisory Committee Meeting Record Template

CHAIRPERSON: Les Ledger		
MEETING DATE: October 22, 2020	MEETING TIME: 2pm CDST	MEETING PLACE: Virtual Meeting WebEx Recorded
RECORDER Les Ledger:		PREVIOUS MEETING: November 6, 2019

**MEMBERS:** (P=PRESENT) Add nonmembers present to bottom of table with heading “Others Present” (OP)

(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Jonas Titas 254-547-7874 <a href="mailto:jtitas@coveedc.com">jtitas@coveedc.com</a>	Copperas Cove Economic Development Corporation	President
P	Lenna Barr 254-526-9551 <a href="mailto:lenna@gkcc.com">lenna@gkcc.com</a>	Killeen Chamber of Commerce	Vice President
P	Heidi Powell 254-447-2234 <a href="mailto:heidipowell@spherion.com">heidipowell@spherion.com</a>	Spherion	Vice President
P	Alicia Menard 254-547-7527 <a href="mailto:president@copperascove.com">president@copperascove.com</a>	Copperas Cove Chamber of Commerce	President
P	Russ Nelson 254.534-1112 <a href="mailto:rnelson@lamar.com">rnelson@lamar.com</a>	Lamar Outdoor Adverting	Sales Representative
P	Eric Armstrong 254-781-2012 <a href="mailto:eric@exithot.com">eric@exithot.com</a>	Exit Realty	Broker
P	Millie McBride 254-518-1835 <a href="mailto:millie.mcbride@gcserv.com">millie.mcbride@gcserv.com</a>	HR Director	HR Director, GC Services, Copperas Cove
P	Tameka Driver-Moultrie 254-618-4211 <a href="mailto:tdmoltrie@gkfclinic.org">tdmoltrie@gkfclinic.org</a>	Killeen Free Clinic	Executive Director
OP	LLedger,CClemons,AReese,M.Drake	Faculty	LLedger,CClemons,AReese,CDrake@ctcd.edu
	G.Silverblatt,HHenslee,FRobinson	Faculty	GSilverblatt,HHenslee,FRobinson@ctcd.edu

## AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	No previous matter discussed. Les Ledger welcomed the members and told of their importance.	Les Ledger
Old Business:	No old business was discussed.	Les Ledger
New Business:	COVID 19 Effects, New Degrees: Acct Technician & Logistics, Success of Net Impact, Enrollments Review, Pathways to TAMUCT, SWOT of the Department	Dr. Reese discussed the COVID Plans at CTC. Prof Drake reviewed the progress of the Accounting Technician Degree. He introduced the Supply Chain and Logistics Degree. Dr. Reese reported that the pathways for CTC students to follow to TAMUCT were completed for the Associates of Science in Business. Prof. Clemons told about the success of the Net Impact team which beat the University of California at Berkley for outstanding first year team.
	Enrollment and SWOT	<b>Strengths:</b> Enrollments steady <b>Weakness:</b> Outdoor advertising has been reduced <b>Opportunities:</b> Recruiting from High Schools. Keeping relationships with TAMUCT <b>Threats:</b> Other colleges/universities are recruiting CTC students
Curriculum Decisions:	There were none, but board advised to promote more with billboards,	
Other:	An effort should be made to find business virtual games that simulate real business situations.	

## MINUTES

Key Discussion Points	Discussion
Old Business:	There were no items of old business.
New Business:	There were no new items introduced or to be considered.

Curriculum Decisions:	One member suggested more attention be given to the importance of more diversity be instituted in classes.
Other:	

<b>CHAIRPERSON SIGNATURE (or designee): Les Ledger</b>	<b>DATE:</b> 11/19/2020	<b>NEXT MEETING: TBA</b>
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## Advisory Committee Required Functions

<p style="text-align: center;"><b>GIPWE Required Functions</b></p>	<p style="text-align: center;"><b>How/when did the Committee address this function? At this meeting or a prior meeting?</b></p> <p style="text-align: center;"><b>Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.</b></p>
Evaluating the goals and objectives of the program curriculum	
Establishing workplace competencies for the program occupation(s)	
Suggesting program revisions as needed	
Evaluating the adequacy of existing college facilities and equipment	
Advising college personnel on the selection and acquisition of new equipment	
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	
Assisting in promoting and publicizing the program to the community and to business and industry	
Representing the needs of students from special populations	

Action Items

Description	Assigned To	Progress	Completion Date