

Advisory Committee Meeting Record Template- May 23, 2024

CHAIRPERSON: Charolette Henize		
MEETING DATE: May 23, 2024	MEETING TIME: 3:00 PM-4:00	MEETING PLACE: WebEx
RECORDER: Dr. Angela Reese		PREVIOUS MEETING: WebEx

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

(P/OP?)	Name and Title (List all members)	Business Affiliation	Email Address and Phone Number
P	Charlotte Heinze- CTE Programs Advisor	KISD at Killeen Career Center	Charolette.heinze@killeenisd.org 254-368-0325
P	Charley Ayres	Texas Workforce Solution	charleya@workforcelink.com 512-921-1972
P	Julio Carrillo- Logistics Management	Scott & White Health	Julio.carrillo@bswheath.org
P	Fred Welch- official with Copperas Cove Economic Development	Copperas Cove Economic Development	fwelch@coveedc.com
P	Eric Armstrong – Real Estate	Exit Reality	Exithot.com
P	Les Ledger- Chairperson of the Business Administration & Paralegal Department alongside the Culinary and Homeland Security Department. CTC professor. Business Coordinator.	Central Texas College	Les.Ledger@ctcd.edu ; 254-526-1434
P	Dr. Angela Reese- CTC professor, Online Manager, and Business Administration/Real Estate Program Coordinator	Central Texas College	254-526-1284; Angela.Reese@ctcd.edu

P	Dr. Chastity Clemons- CTC professor and Net Impact Coordinator	Central Texas College	254-526-1788; Chastity.Clemons@ctcd.edu
P	Chester M. Drake- CTC professor and Global Supply Chain Management, Logistics, and Accounting Program Coordinator	Central Texas College	254-526-1424; Chester.Drake@ctcd.e
P	William Jones- CTC's Director of Career Services	Central Texas College	wjones3@ctcd.edu

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting: • Approval of minutes from meeting held April 20, 2022.		None.
Old Business: NA		
New Business:		
Review of new Real Estate Certificate going into effect Fall 2024 meet Financial Aid requirements.	No Discussion	Dr. Angela Reese
Update on Net Impacts progress and new projects.	No Discussion; congratulatory remarks	Dr. Chasity Clemons
Review of student graduations rates per program.	<p>Discussion on improvements for completions to include:</p> <p>Various forms of outreach (email, phone and mail).</p> <p>Work with CTC offices to coordinate automatic certificate awards.</p> <p>Student Success Coach Outreach</p> <p>New and improved internship opportunities.</p>	Les Ledger
BILT Advisory Board New Model	<p>Introduction of the new model for review and discussion of the members. Will submit thoughts back to Les by August 10th.</p> <p>Increase membership numbers</p> <p>Charley Ayers to provide a research tool on occupational skills</p>	Les Ledger
Next Meeting	October 17 th 2024	Angela Reese
Curriculum Decisions: None		
Other:		

MINUTES

Advisory Committee Required Functions

CHAIRPERSON SIGNATURE		DATE:	NEXT MEETING: 10/17/24 3:00-4:00 PM
GIPWE Required Functions 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		How/when did the Committee address this function at this meeting or a prior meeting? Please add to "ACTION ITEMS" below if necessary and show that this function is or will be addressed.	
		Clearly stated how they're going to approve and succeed in getting more student graduates.	
		More internships opportunities besides real estate.	
		More internship programs with Baylor Scott White Distribution Center; same with The Forage. Eliminating real estate internship.	
		Not needed to be mentioned.	
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		The Business Administration Dept. has communicated with the local business/industry leaders on various matters to help their students graduate with real-world experience. Also contacting virtually completed graduate students.	
		All of them talked about it and approved it; next up action process.	

Action Items

Description	Assigned To	Progress	Completion Date
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Members to review BILT model a report back to Les Ledger	Les Ledger		8/10/24
Seek out new membership	Entire Board		10/1/24