

Advisory Committee Meeting Record Template

CHAIRPERSON: Guadalupe Bluhm de Saldivar, Program Coordinator, Hospitality Programs		
MEETING DATE: November 3, 2021	MEETING TIME: 12:00 p.m.	MEETING PLACE: Building 220, Room 118
RECORDER: Debra Knudson, Office Assistant, Hospitality Programs		PREVIOUS MEETING: November 30, 2020

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	Email Address & Phone number Name and Title
P	Guadalupe Bluhm de Saldivar, Instructor & Program Coordinator, Hospitality Programs	Central Texas College	Guadalupe.BluhmdeSaldivar@ctcd.edu 254-526-1263
P	Ramona Lezo, Instructor, Hospitality Programs	Central Texas College	Ramona.Lezo@ctcd.edu 254-526-2534
P	Keith Pascar, Instructor, Hospitality Programs	Central Texas College	Keith.Pascar@ctcd.edu 254-501-3046
P	William Tomlinson, Instructor, Hospitality Programs	Central Texas College	William.Tomlinson@ctcd.edu 254-526-1515
P	Virgil Guy, Instructor, Hospitality Programs	Central Texas College	Virgil.Guy@ctcd.edu 254-526-3047
P	Lesley McGough, Coordinator, Instructional Program Support Services	Central Texas College	Lesley.Mcgough@ctcd.edu 254-526-1154
P	Janice Anderson, Dean of Instruction	Central Texas College	Janice.Anderson@ctcd.edu 254-526-1415
P	Bryan Oakes, Career Development Specialist, Career Services	Central Texas College	Bryan.Oakes@ctcd.edu 254-526-1702
P	Les Ledger, Chairman, Business Administration, Paralegal & Homeland Security	Central Texas College	Les.Ledger@ctcd.edu 254-526-1434
OP	Steven Courchesne Student, Hospitality Programs	Central Texas College	CourchesneS@yahoo.com
OP	Nicholas Kohn, Student, Hospitality Programs	Central Texas College	nkohn@stu.ctcd.edu kohn92@gmail.com

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Minutes approved by Chef Lezo, seconded by Debra Knudson	
Old Business:	Business representation.	
New Business:	Enrollment, Marketing, Graduates, Needs of Program, Attracting local business for internship/employment-Hotel/Motel Scholarship monies. Business needs. School Calendars of events for marketing.	
Curriculum Decisions:	ServSafe with Continuing Education. No other changes to the curriculum are currently planned.	
Other:	In search of instructors. Marketing Dual Credit at the ISD's. Smaller classes have required students to work better as a team, more effectively, efficiently and speed is improving.	

MINUTES

Key Discussion Points	Discussion
Old Business:	There is still a need for local hotel and restaurant owner representation from the area and for their input into how we can better prepare our students for employment in the industry. Currently it is difficult for some of the owners as they are now their own employees as well.
New Business:	Introduction of attendees. Enrollment is down, but it has improved this semester. Graduation numbers may be down for the Spring 22 graduation. COVID is playing a factor. Providing students with a spreadsheet of when classes will be offered has helped some with enrollments.
	We have planned a College Night here on campus for interested potential culinary students to do hands on interactions in the labs while parents learn about the college and what it has to offer, such as; Financial Aid, registration, facilities available. Marketing to dual credit and ISD's –we had scheduled an event and it has been postponed. It has been rescheduled for 9 December. It is being marketed both for Lampasas and KISD. Grow and expand our relationships with industry representatives, for input into the program, internship and employment possibilities. We need more partnerships with local lodging establishments. Get out to the schools give them a taste and then get them here on campus for a more hands on experience, and information/involvement from Student Service et al. Chop competition for scholarship dollars and promote program.

	<p>Is there a way to do a detour on a pathway? Can the department/school come up with a major and a minor for degrees? Limits classes approved/paid for by VA.</p> <p>Work with Horseshoe Bay. Can they take classes with us and internship there? How is the housing situation coming for non-local employees doing internships? Looks like they have a building and are looking towards using it for housing come Spring/Summer 2022. Keisha Holman and Career Services are a great source for assisting students with resume and points of contact for businesses.</p> <p>Many owners of smaller businesses are now the employees as well. Credit for work experience might be a motivator. Need to get out and see/meet face to face.</p> <p>Reach out to CCISD for interest in Dual Credit and College Night. Go their spark interest and then get them here for a hands on and with parents so they can attend quick workshops on what CTC and culinary have to offer.</p>
Curriculum Decisions:	No changes are planned to the current certificate and degree plans.
Other:	Informing students of programs and availability. One on one counseling to assist with student progression in education. Seems to be helping maintain enrollments.
	Student Hospitality Club is active in the community, most recently worked on Operation Stand Down, this event is held twice a year. Spring has a Breast Cancer event scheduled. Club has been asked to partner with a school on Fort Hood to assist with cookies for soldiers event. Running of the Pies is on the schedule for this year. Club continues to support students and staff by donating to the CTC Food Pantry.
	<p>Student Success Information:</p> <p>a. Kitty's Bakery has won 2 years in a row Specialty cakes and 1-year home owner bakery by the community as polled Voted Best in Central Texas held by Killeen Daily Herald. She recently opened the doors of her new brick and mortar establishment at 858 s. Fort Hood Street in Killeen.</p> <p>b. Stacy Adlar-Brown manager at Gigi's bakery, in Georgetown.</p> <p>c. Jenni Murray Executive Chef Ember Wood Fire Grill now managing two restaurants in Livonia, New York.</p> <p>d. Alexis Jiminez-Rubio manager of Lilly's Cakes in Harker Heights TX.</p> <p>e. Me Quan currently working at Le Vacher, Dipping Spring, TX.</p>
Adjourn at 1:00 p.m.	

CHAIRPERSON SIGNATURE (or designee): <i>Guadalupe Bluhm de Saldivar</i>	DATE: 11/08/2021	NEXT MEETING: A time has not been set for the next meeting. Members were informed to contact us when or as they need to, we welcome the interaction and input.
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Advisory Committee Required Functions

GIPWE Required Functions	How/when did the Committee address this function? At this meeting or a prior meeting? Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.
Evaluating the goals and objectives of the program curriculum	Prior
Establishing workplace competencies for the program occupation(s)	Prior
Suggesting program revisions as needed	Prior
Evaluating the adequacy of existing college facilities and equipment	Prior
Advising college personnel on the selection and acquisition of new equipment	Prior
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Prior, current and ongoing.
Assisting in promoting and publicizing the program to the community and to business and industry	Prior, current and ongoing.
Representing the needs of students from special populations	Does Not Apply

