

Advisory Committee Meeting Record Template

CHAIRPERSON: Gene Silverblatt, JD		
MEETING DATE: 2 December 2021	MEETING TIME: 3 PM	MEETING PLACE: Zoom
RECORDER: Cheryl Jones		PREVIOUS MEETING: Silverblatt Law Office

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	Paul Motz, Attorney at Law paulmotz@gmail.com	Paul Motz, Attorney at Law	Paul Motz, Attorney at Law
	Katie Meyer, Attorney at Law kd5341@gmail.com	Katie Meyer, Attorney	Katie Meyer, Attorney at Law
	Cheyenne Minick, JD, Attorney Cheyenne@Centexlawyers.net	Harris Law Office	Cheyenne Minick, JD, Attorney
P	Amanda Mahlstedt, Office Manager / Sr. Paralegal Amanda@SilverblattLaw.com	Silverblatt Law Office	Amanda Mahlstedt, Office Manager / Sr. Paralegal
P	Megan Petty, Paralegal Help@SilverblattLaw.com		Megan Petty, Paralegal
P	Joshua Tisdale, Attorney at Law joshua@thetisdalelawfirm.com	Tisdale Law Firm, LLC	Joshua Tisdale, Attorney at Law
	Lisa Griffin, Chief Operating Officer LGriffin@carlsonattorneys.com	Carlson Law Firm	Lisa Griffin, Chief Operating Officer
P	Maysie Hughes, Paralegal mhughes@griffithhughes.com	Griffith & Hughes PLLC,	Maysie Hughes, Paralegal
P	Elizabeth Hubbard, Paralegal lizh@hillcountrylegal.com	Law office of Henson and Rockafellow	Elizabeth Hubbard, Paralegal
P	Tyler Rockafellow, Attorney at Law tyler@hillcountrylegal.com		Tyler Rockafellow, Attorney at Law
P	LaShell Bartholow, Senior Paralegal LaShell@txconstructionlaw.com	Sanderford & Carroll, PC	LaShell Bartholow, Senior Paralegal
P	Heather Farran, student representative HFarran@stu.ctcd.edu	Central Texas College	Heather Farran, student representative

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Approved	Dr. Silverblatt
Old Business:	Reviewed. No action.	Dr. Silverblatt
New Business:	See Advisory Committee Required Functions below. Reviewed objectives and outcomes.	Dr. Silverblatt
Curriculum Decisions:	Will develop drafting class once classes are back in classroom.	
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	None
New Business:	<p>Evaluated the goals and objectives of the program curriculum</p> <p>Reviewed workplace competencies for the program occupations</p> <p>Considered program revisions as needed</p> <p>Evaluated the adequacy of existing college facilities and equipment</p> <p>Identified local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities</p> <p>Discussed promoting and publicizing the program to the community and to business and industry</p> <p>Discussed the needs of students from special populations</p>
Curriculum Decisions:	No changes proposed.
Other:	

CHAIRPERSON SIGNATURE (or designee): Dr. Gene Silverblatt	DATE: 12/02/2021	NEXT MEETING: TBD
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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	Survey taken of board representatives of the service area and analyzed at committee workshop
Establishing workplace competencies for the program occupation(s)	Survey taken of board representatives of the service area and analyzed at committee workshop
Suggesting program revisions as needed	Open discussion at board meeting
Evaluating the adequacy of existing college facilities and equipment	Open discussion at board meeting
Advising college personnel on the selection and acquisition of new equipment	Open discussion at board meeting
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Survey taken of board representatives of the service area and analyzed at committee workshop
Assisting in promoting and publicizing the program to the community and to business and industry	Open discussion at board meeting
Representing the needs of students from special populations	Open discussion at board meeting.

Action Items

Description	Assigned To	Progress	Completion Date
Continued development of Evaluating the goals and objectives of the program curriculum Establishing workplace competencies for the program occupation(s)	Dr. Gene Silverblatt and Mrs. Cheryl Jones	On-going	