

**Business Advisory Committee**

**Meeting Minutes**

**March 21, 2019**

**Time**: 4:00PM **Present:**

 Members: Aaron Corson, Adrian Gutierrez, Michael Martinez, Davene Munoz, John Pape  Faculty/Administration: Alan Cade, David Kuhtz, Ganesan Srinivasan

**Next meeting:** Fall 2019

1. **Announcements** 
   * Welcome and Introductions

1. **Discussion** 
   * What is an Advisory Committee
   * Functions and Duties of an Advisory Committee
   * Operation of Advisory Committee
   * Current Associate Degree and Certificate Programs o Accounting
     + Business
   * The Advisory Committee approved the addition of the 21st Century Skills Certificate of Achievement by unanimous vote (5 – 0)

* + Current College Goals o Accreditation by Spring 2020 o Guided Pathways

* + Organizing Committee – For next meeting the committee will need to:
    - Elect a chairperson and recorder by next meeting o Determine rotation for advisory members
    - Develop rules for operating committee

* + Future Actions of the committee will be:
    - Members will become familiar with instructional programs o Assist with development of short and long range goals for program o Identify areas of concerns, program needs, and ways members can contribute to solutions
    - Prepare an annual report on activities and accomplishments

**Adjourn at:** 5:10pm

**Submitted by:** David Kuhtz, Business Department Instructor