

Advisory Committee Review, Development & Training Committee
Minutes
10/14/2015

Present: Danette Johnson, Tiffany Troup (Secretary), Pia Anderson, Richard Kugelmann (Chairman), David Sholter, and Jolee Fedak, (Vice-Chair)

Absent: Lisa Bailey, Robert "Marty" Fulton, and Erin Hinson. There were not Resource People available during our meeting.

The following officers were nominated and elected: Tiffany Troup (Secretary), Richard Kugelmann (Chairman), Jolee Fedak, (Vice-Chair). The Assistant Secretary position is currently open and will be filled at a later date.

Danette took attendance and then read the Charter from the IE Administrative Procedures Manual.

Discussion: All committee members were not sure what the committee's function is. After the reading of the charter, it was felt that more information needed to be researched. A committee member (do not recall) suggested finding out if we had access to past committee meetings to see some history about the committee and its function. Richard said he would inquire with Mr. Griffin and the Office of IE.

1. Annual Fall Semester Joint Advisory Meeting - The committee recalled that this has not been held in a few years. Richard thinks the last time the culinary department did this was in 2012 and 2013 and then it was not continued. Richard will research if this is still the plan going forward.
2. Review Advisory Committee Handbook - All committee members were charged with reviewing this manual in its entirety to see if there are any recommended changes, additions, deletions or revisions.
3. Tiffany and Jolee are going to begin planning a PD Session. They will research to find out what was done in the past so prepare for the future presentation.
4. Discussed a future meeting time electronically in two weeks with a f2f meeting in approximately 30 days after we have all gathered as much information as possible.

Once more information is gathered Richard will send out an email in approximately two weeks to set the next meeting date and time. Being no further business, Richard motioned to adjourn, Pia seconded. There was no discussion and the motion passed unanimously.

Richard Kugelmann
Advisory Review Committee Chairman