



## CTE Business Advisory Council Minutes

November 28, 2022

4:00 p.m. to 5:00 p.m.

**Members Present:** Shannon Baggett, Traci Bricker, Cody Cheek, Dr. Ivry S. Cheeks, Krista Duckett, Melissa Hedt, Tom House, Michelle Klickovich, Doni Palma-Roberto, Laura Parks, Dr. Fairley Patton, Dr. Travis Whiteside.

- I. **Call to Order & Welcome** - Tracie Bricker called the meeting to order and welcome everyone.
- II. **Approval of Minutes** - The minutes from October's meeting were approved. Fairley Patton made the motion to accept the minutes and Shannon Baggett seconded.
- III. **Approval of Agenda** - The motion to approve the agenda was made by Shannon Baggett and seconded by Fairley Patton.
- IV. **Old Business**
  - **Vice- Chairman Nomination**

Mr. Phillip Cooper was nominated to serve as the Vice-Chair. Laura Parks made a motion and Shannon Baggett seconded. The vote was unanimous to accept Phillip Cooper as vice-chair.
  - **Adoption of Bylaws**

Laura Parks found a couple of revisions for the membership page. There were some changes in job titles that were corrected. It was established that a quorum is constituted by how many members accepted the invite, not how many attended the meeting, so that the Council would be able to conduct business. The revision will be added to the handbook.

Laura Parks brought up that there are more ex-officio members than business industry members. Dr. Cheeks explained that invitations had been extended to business industry partners to be in accordance with the suggested membership makeup, but everyone has not accepted. Laura made the recommendation to reduce the number of ex-officio members. Dr. Cheeks mentioned that the requirement for attendance had initially been left out, but information can be added to our bylaws. The members present recommended adding a statement about attendance. If ex-officio members

miss two meetings without an explanation, they would be removed or replaced on the Council in moving forward. Dr. Cheeks stated that she would continue to recruit additional business industry partners to serve on the CTE Business Advisory Council. The chair suggested that the by-laws be tabled until the next meeting to include the recommended changes. Laura Parks made a motion to table the by-laws to add the changes. Shannon Baggett seconded. It was a unanimous vote to table the by-laws until the next meeting so the changes would be reflected in the bylaws - handbook.

#### **V. New Business**

A description of the sub-committees was shared with the Council by the Chair, Traci Bricker and Dr. Cheeks. Laura Parks recommended that opposed to selecting a chair and vice chair for the sub-committees, wait until each sub-committee meets and make the selection during the initial meeting.

The members who were present selected which sub-committee they wish to serve for the 2022-2023 school year. Dr. Cheeks will reach out to the members who were unable to attend the meeting and finalize the sub-committee assignments and discuss assigned tasks and responsibilities.

The members who were present agreed to serve in the following capacity:

- A. CLNA - Fairley Patton, Dr. Ivry S. Cheeks
- B. Curriculum-Fairley Patton, Tom House, Doni Palma-Roberto, Cody Cheek
- C. CTSOs- Traci Bricker
- D. Recruitment of Programs/ Teaching-Shannon Baggett
- E. Community/ Public Relations / Grants-Dr. Travis Whiteside, Krista Duckett

#### **VI. Adjournment**

The chair asked for the motion to adjourn the meeting. The motion was made by Shannon Baggett and Fairley Patton seconded.

The meeting was adjourned.