1. Jim started the meeting at 12:10 PM
2. Introductions of the members
3. Jim shared the final outline of the degree which will be in the fall 2013 catalog
   a. Jim asked the members for their opinions. Changes can be made. The degree was set up before the meeting so members input is needed.
   b. The degree is focused more towards food plant industry. The culinary program is not producing employees with skills that are needed.
   c. Line supervisors, quality control, production development, not just in food prep but food packaging are the jobs they need training for. In theory, the program should produce health inspectors.
   d. Members think a great guest speaker should be a food processor that way students know what an audit entails and what to expect.
   e. 21 required Gen Ed credits. Jim was advised from the industry that students need English/Communication written skills; very vital. ENG 107- Technical writing, being it is a technical class; we may be able to change it from an English credit to a Core or Emphasis requirement. (BUS 107- Business speech communication is more about speaking in public. Jim feels we need a hybrid course of both) Employees need to have writing skills to present to outside industry/oral communication; properly and ethically communicate. CE 201- Workplace readiness is a definite requirement.
   f. 4 credit Core requirements. AIT 110- General industrial safety, all students are required to take the 1 credit course and at the end of the class they get an OSHA 10 card. MPT 140- Quality control (1st year course, instructor needs to visit plants. Class was originally created for manufacturing, instructor needs to take the leap and go the extra step to add food processing)
   g. CHEM 121- General Chemistry, CUL 100- . NUTR 220- presentation, ethics, theory, equipment, quality control, quality insurance, financial issues, budgeting, sanitation, regulation, labeling covered-managed based course. 2 new classes were created. NUTR 223- learn the real scientific principles behind nutrition, cover labeling, NUTR 226- general micro wasn’t enough, needed to be more food focused. Microbiology instructor created the class. Members are happy about those classes. Foods are sent out and micro tested and most people don’t realize that. Also the labeling on products is very important. In the plants they need to make sure the product is at the stated weight.
   h. Let Heather know the label regulations and she can incorporate it into her curriculum; she wants to teach correct and detailed information. Members should be able to get a list from all the local companies and their regulations to her.
   i. 3 credits required from Elective list. CE 290- students can take the internship. Students can definitely work in the summer. It is the busiest work time in the industry and the best opportunities for students to find internships.
   j. STAT 152- Aaron feels no student will take it if it is an elective. If it is something the students really need, then we should consider changing it to an emphasis. He is not opposed to the class, just the placement on the degree. Due to state policy, a degree can be no more than 60 credits, so the class had to be listed as an elective. Students are not limited to the number of electives they can take.
k. Setup a faculty tour this summer with the different types of plants so they each have an understanding. Hidden Valley, Ralston, Pacific Cheese, possibly Model Dairy, Kimmie candy, Now or VRP, Lead spice. Products are made here due to our low humidity.

l. Food jobs don’t go away. They change, but everyone will always eat.

m. Joe Conlin from SK foods- need to ask him to be a member

i. Outcomes

   1. Practice occupational safety at all levels in a modern food processing plant
   2. Have the ability to work in commercial food processing plants
      a. Members feel this outcome may be too broad. Randy feels the degree should have a broad statement; it varies and evolves. Dairy is different than grains, etc. If students have the broad range of training on the equipment that will get them in the door.
      b. Sanitation, allergens, SQF certification (documentation on products) are the main points they need to learn. Once in the industry they can be trained in the specific plant.
      c. Heather suggested, in the future, creating a class, possibly internship, where students must visit the different plants and learn about the differences, or internship as an elective. The internship scholarship would be valid if added as an elective.
      d. Friday internship would be a possibility. Jim advised there are no scheduling restrictions. 3 credits totals 225 hours. Randy stated there are many opportunities in his area for internships.

   3. Apply sanitation standards in a bulk food preparation environment.

4. Perkins grant proposals
   a. $5,000-$100,000. Purchase equipment and fund salary
   b. Heather and Janice would like a dedicated food science lab. Nothing is being proposed at this time.
   c. Packaging is a large part of the industry. Create even a small packaging line for students to experience a packaging area. If something is broken in a packaging area the line is shut down until the mess is cleaned and the area is cleared to reopen.

5. Skills Certificate
   a. Do members think an entry level position would qualify? Not discussed today, but Jim asked members to consider it.
   b. Manufacturing foundations, minimum of 5 classes. The industry must say yes, this is what we need and will hire.
   c. Ask Barb Walden, ACT, there might be something out there that shows what is needed for entry level QA and etc.

6. TMCC finally hired a job placement specialist. Nancy Roe is the person to contact. There is a flyer attached showing a little of what she does and her contact info

7. NCRC (National Career Readiness Cert) - students in the program would take it? Right now students take ACCUPLACER. The testing center is working on substituting that. It is a workplace testing that makes sure the Math and English is workplace ready for the technical fields.

8. EDA grant. Why the upgrading of the building is necessary? Trying to get 5 million. If the company would like to show support that would be appreciated.

9. New member recruitment- Pacific Cheese, like to get back someone from SK foods, Hidden Valley, Anna from Ralston still on board just couldn’t make it, and someone from Cal-Can. if the members know of anyone that would like to be added on the board the commitment meets twice a year.
10. Chair- Randy Walden, Vice Chair- Aaron Damon
11. TAACCCT Grant- trade adjustment grant from DOL, for career programs. Up to 20 million.
   a. Maybe the equipment side of the food manufacturing. Packaging line would fall under that. There are commonality features to them where a small line could be created. Perfect piece of training for everyone involved.
   b. Operating, packaging, every step of the process.
   c. TAACCCT grant, condition must have placement after the training. Not something for a new grant but something to consider.
12. Members want to know how many students should be graduated. There are many interested students already but there is not an accurate count. We will have a better feel once the program is printed and out there for students to register.
13. Fridays around noon or after is a good meeting time. Next meeting scheduled in about 6 months
14. Members went on a tour with Heather of the kitchen.
15. Members adjourned the meeting at 1:30 p.m. and followed Heather into the kitchen for a tour

Minutes submitted by: Amber Ka`ai`ai