



[Sample Agenda for first Business/Education Advisory Council Meeting]

Provided compliments of George Arrants, George Arrants Enterprises, Inc.

Agenda - [Meeting Date, Time & Location]

Welcome

Introductions

ASE Education Foundation (Previously NATEF) Medium & Light Repair (MLR) Overview

Discussion of Industry Employers' Needs

- Skills required
- Recommended credentials/certifications
- Barriers to employment/screening

Employment Potential/Staffing Needs

Review ASE Education Foundation's MLR Task list

Budget - Needs and Sources

Conduct a Facility Evaluation (see enclosed checklist)

Committee Recommendations

Open Discussion

Set date for next meeting

Adjourn



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Introductions

Review and approve last meeting minutes

Review curriculum (Highlight where employers' needs are covered)

Discuss additional tasks (Are there desired tasks and/or outcomes?)

Update on facility corrections

Summarize student & graduate surveys

Discuss possible recommendations