

Media, Trades & Technology Division School of Technology

Public Relations Programs Advisory Committee Meeting December 12, 2023

MINUTES

ATTENDEES:

Members: Name 1, Name 2, Name 3 etc.

College Staff: NC Staff 1, NC Staff 2, NC Staff 3 etc

Recording Assistant: Kait Ulisse

1. Call to Order & Safety Protocol

- 6:30 pm

2. Welcome and Self-Introductions

- Welcome & Introductions took place.

3. Election of Chair

- _____ volunteered for the position.

- Moved by Member Name #1 / Member Name #2. All in favour. Carried unanimously.

4. Quorum / Conflict of Interest Declarations

- Quorum reached/No conflict of interest declared.

Approval of Agenda

- Moved by Member Name #1 / Member Name #2

5. Approval of Minutes of January 14, 2022

- Moved by Member Name #1 / Member Name #2

6. Business Arising from the January 14, 2022, minutes

6.1 Election of Chair Deferred.

- Complete. New chair was elected this evening.

6.2 Get quorum for next meeting, find a chair.

- Quorum has been reached and a new chair has been elected.

7. Program Coordinators' Report

7.1 Civil Engineering Technician – NC Staff #1

- (See Appendix B)

7.2 Construction Engineering Technology – NC Staff #2

- Tabled into coordinators report.

8. New Business:

- Dr. Dan Patterson retired after 25 years. Niagara College has introduced the new President, Sean Kennedy who was Vice President of International and is moving into Presidency.

9. Roundtable Discussion – Industry Trends and Needs

- Members discussed industry trends and needs within their companies etc.

10. Summary of Action Items from the Meeting

- Kait to send _____ to members
- Kait to send _____ report to members when available
- Associate Dean to investigate _____ opportunities

11. Date of Next Meeting

- Winter 2023

12. Call to Adjourn

- 8:29 pm
- Moved by Member #1 /Member #2