

Advisory Committee Meeting Minutes

CHAIRPERSON: Sharon Borgne		
MEETING DATE: April 30, 2003	MEETING TIME: 1:00 pm	MEETING PLACE: B 317 CYC
RECORDER: Rod Rodriguez		PREVIOUS MEETING: Nov. 18, 2002

MEMBERS PRESENT:

OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
X	Diane Aylward Keller Williams Realtors	X	Sharon Borgne Coldwell Banker Realtors	X	Mary Milford Program Coordinator
X	Chris Burchett Appraiser	X	Meg Titus Keller Williams Realtors	X	Rod Rodriguez Professor Real Estate
X	Hazel Edward Buyer's Realty	X	Lena Milstead Keller Williams	X	Lillie Palmer Dean – Bus. & C. Sci
X	Betty Misko Ebby Halliday Realtors	X	Charlene Leffler Coldwill Banker Apex	X	Kailas Nathan Keller Williams Realty
	J. C. Posey Broker	X	Roy Roberts Broker	X	Ivy Spina-Boand REMAX - Premier Properties
X	Anne Ritter Coldwell Banker Residential Brokerage	X	Randy Wright Association Executive Collin County Association of Realtors	X	Linda Bryant Chicago Title Ins. Co.

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
Read and approve minutes of the previous meeting .	Minutes were read and unanimously approved	Board
Continuing Business:		
Co-Board visit in 2005 and SACS visit in 2004	The Board has asked to be kept informed of all activity in this area hopes the program will again be rated “exemplary”	College – Board
Enrollment	The enrollment figures for the Spring semester were up again resulting in the addition of 2 more section for Fall.	College

New Business:		
Selection of Chairman and Recorder	Sharon Borgne was unanimously selected as Chair and Rod Rodriguez was selected as recorder.	Board
Change in MCE course curriculum	The Board unanimously voted to request a change in the MCE content to include the 3 hours of Ethics required by NAR	College
Certification of Budget and of Facilities and Equipment	The Board hereby unanimously certifies that the facilities, equipment and budget are adequate and appropriate to support the program	Board
Curriculum Decisions:		
Continuation of present curriculum and proposed offerings of classes for Fall	The Board unanimously approved a continuation of the present curriculum and course offerings for Fall	College
Faculty Recognition Scholarship	The Board recommended that the criteria be for 9 hours toward a certificate, with a minimum of a 3.0 average and financial need to be a consideration	College
Other: The program coordinator gave the Board an overall update on the recent visit to TREC and the status of the Education Task Force and license renewals	No action necessary	Mary Milford

MINUTES

Key Discussion Points	Discussion
Old Business:	
Continuing Business:	
New Business:	
Change in MCE course content	The present MCE course has been approved for a 2 year period and is valid until June of 2004. The Board discussed and voted to resubmit the course to change 3 hours of the content to include the new requirement by NAR by 3 hours of Ethics to be taken by all Realtors. The Board felt that this was appropriate for an MCE course and that it would benefit both Realtors and others taking the course.
Certification of Budget and Equipment	The Board met in the classroom and reviewed all facilities and equipment that was available for the program. They also discussed the budget for the passed year and found that it was adequate and should be resubmitted for the next year. Dean Palmer thought there would not be any problem with this. The Board formally certified the adequacy of the facilities, equipment and budget. Charlene Dattoli suggested that the marketing class would benefit from a digital camera.
Faculty Recognition Scholarship	Mary Milford advised the Board that she had been awarded a ""Faculty Recognition Scholarship"" and that she wanted the Board to suggest the criteria . The Board felt that scholarship was important but they wanted financial need to be a consideration in a continuing effort to reach underserved members of the community and bring them into the profession
Curriculum Decisions:	
Curriculum	The Board reviewed the current curriculum and found that it was still in compliance with the statutory requirements and that no changes were needed.
Other:	

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING: Fall 2003
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