

# MEETING MINUTES

## CULINARY ADVISORY COMMITTEE

11 November 2025 ♦ 4:00PM ♦ Zoom

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### I. Welcome & Thank You!

- a. Call to order – 4:05

### II. Member Roll Call (absent or present)/Introductions

- a. Advisory Board paperwork and processes moved online (work with Martha for any updates).
  - Present: Rachel Bair, Marissa Barnes, Joel Boone, Andrew Carpenter, Eric Gillish, Stephanie Hughes-Winfrey, Monica Koning, Mary McConnell, Kyle Mitchell, Chris Stroven, Emma
  - Absent: Kayla Adams, Anna Cheely, Aaron Chew, Mark Dunneback, Alec Durocher, Grant Fletcher, Britney Flores, Joshua Reid, Nicole Reid, Judith Sarkozy, Corey Snyder, Shawn Thompson, Kaharen Shelton, Elizabeth Washington, Tenia Waters, Alec Wells, Sharnice West, Russell Zwanka

### III. Last Meeting Minutes Approval

- a. Approved

### IV. Program/Curriculum Updates

- a. Enrollment trending in the right direction.
  - Added additional sections of CUL 101 & CUL 111 for Fall 2025.
  - Added additional sections of CUL 101, CUL 106, & CUL 111 for Winter 2026.
  - Around 100 students enrolled.
- b. Baking & Pastries Certificate continues to be popular.
  - Corey Snyder is teaching a bread and rolls class.
- c. Implementing college-wide Institutional Learning Outcomes:
  - Communication & Expression
  - Critical Thinking & Problem-Solving
  - Assessment of SLOs and ILOs to be submitted annually for each class.
- d. Program review activities have been taking place over two years as part of the first cohort.
  - Presenting to the Board about: (later in November)
    - a. Program description
      - I. revamping
    - b. Demographics
    - c. Master syllabi
      - I. went through each one to make sure in compliance
    - d. Course maps
      - I. Courses are in the correct order; students can get what they need
    - e. Measured success
    - f. SWOT
- e. New attendance policy.
  - Lab classes can miss 3 classes. Students meet with the instructor to get a better understanding of why they are missing. If it happens again, the student meets with the instructor again and possibly the director or even the Dean.
- f. Accreditation
  - ACFEF accreditation through June 2026.
  - Competencies reviewed by class.
  - Self-study components are being gathered.
  - Annual report completed in August under the new platform, Weave.
    - a. The site visitors will be present during the upcoming advisory board meeting. During their visit, they will meet with instructors and students. All required materials for the self-study must be uploaded in advance, and hard copies should also be prepared and made available for the site visitors.
- g. Certified Dietary Manager Certificate of Achievement is being discontinued.
  - Haven't had any students enrolled in the past 3 years. If any student is interested in pursuing this in the future, they can do so with a culinary nutrition.

#### **h. Facilities & Operations**

- New Storeroom Coordinator, Tom Hunt
- Food Service Operations are back open to the public with normal buffet serving style:
  - a. Havirmill Café – Mondays through Thursdays (11:30 AM–1:00 PM).
  - b. 418 Restaurant – Tuesdays, Wednesdays & Thursdays (11:15 AM-12:15 PM) by reservation only (269.548.3239).
- Taps on Tuesday:
  - a. Brew Faculty and lab assistants run FOH for Taps on Tuesday (5-7:00 PM).
  - b. Chefs Lucas and Jadon and their lab assistants run BOH.
  - c. Get a 3-sample beer & food flight for \$10; other food options and beers available.
- KRESA moved to their new building, freeing up space in our CUL 232 lab.
- OFE Scholarship Dinner at FIC
  - a. Held Thursday (9/18/25) at 5:30PM for 300+ guests.
  - b. THANK YOU to Chefs Lucas, Jadon, Shar, Joel, and Tom
  - c. Raised over \$100,000!
- Budget has a slight increase for the 2025-2026 school year, with additional support for lab supplies and equipment repair.

#### **V. Comprehensive Needs Assessment**

- a. Satisfaction with student placements-
- b. Skill level of graduates
- c. Skills gaps?
- d. Program gaps?
- e. Suggestions for improving student & graduate success.
  - Eric said that they have all done really great and are happy and hungry to learn.
  - Andrew, it has been a bit since he has had any of our students. Ditto to Eric's reply.

#### **VI. New Business and/or Projects**

- a. Joel Boone (FT Culinary Faculty)
  - Other Community Involvement/Events (not yet mentioned):
    - a. *Pumpkin Soiree*
    - b. *ACF-Seven Courses of Gold scholarship fundraiser*: Chefs Jadon, Joel and students email out to students for volunteer opportunity
    - c. *Chili Cookoff* -
    - d. *ACF-Canadiana Fest*: drink consults with CUL 223-
    - e. *Recruitment Tours and vo-tech student engagement/recruitment*: Calhoun County, Van Buren County, Branch County, Kalamazoo County, Union City High School, Constantine High School, etc.
    - f. *Gingerbread House Competition*
    - g. *Others* –
      - l. *if you have any community events that need volunteers, email Stephanie or Joel. Same with job opportunities.*
- b. Kyle Mitchell (CUL & AGF Faculty)
  - ProStart & Recruitment
    - a. There will be approximately 200 students attending the January event in Grand Rapids. This will be a great opportunity to connect with instructors and introduce the program, highlighting what we do and how it benefits students.
  - Culinary Club
  - AGF/HORT updates

- c. Rachel Bair (Director for Sustainable Food Systems)
  - Updates from Food Innovation Center/ValleyHUB
  - DECA Student Project & Introductions (Sana & Emma)
    - a. 10-year case study report. Food hub sales are steady, and school sales are up. Grant funding from USDA has declined. Working to find new businesses to help feed our people in the community.
    - b. Emma with DECA looking at how we sell more ValleyHub food to restaurants.
    - c. <https://forms.gle/wg73pp8Sfqm2FiNT6> link for survey. Please fill out and answer the 2 questions. If you would like to be interviewed, you can fill out the 3<sup>rd</sup> question.
- d. Lucas McFarland (Culinary & Brewing Operations Manager)
  - Building & operations updated
    - a. Jadon is entering the Art Hop this Friday with a food piece of art.
    - b. Hiring lab assistance
    - c. All preventive maintenance has been done.
- e. Elizabeth Washington (Perkins Grant Coordinator & Interim AVP Collaboration, Compliance, and Analytics)

**VII. Any Action Plan Timelines**

**VIII. Updates from Around College**

- a. **Monica Koning**
  - had 20 culinary interns last year.
- b. **Mary McConnel**
  - Related to job recruitment, not many students come her way. She is willing to help in any way she can.
- c. **Chris Stroven**
  - Students have been happy with adding the additional culinary classes.

**IX. Next Meeting Date, Time, & Location**

- a. March 26, 2026 – 5:30-7:30 PM
- b. Location TBD (in-person)

**X. Adjournment – at 4:45 PM**