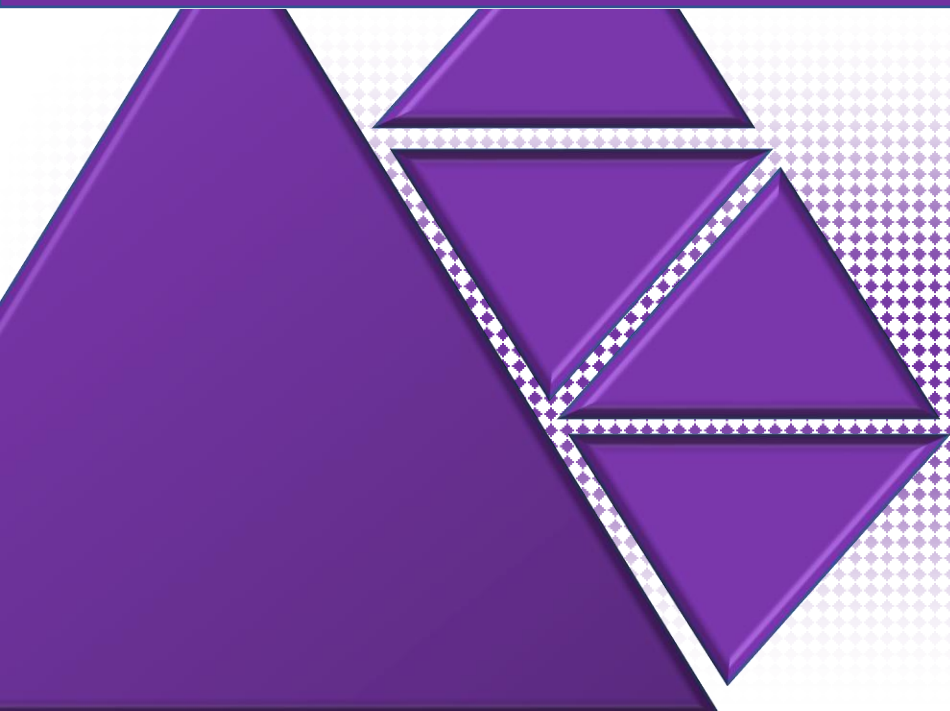




CONSTRUCTION SCIENCE and
MANAGEMENT
INDUSTRY ADVISORY COMMITTEE



INDUSTRY ADVISORY COMMITTEE MEMBERS

CONSTRUCTION SCIENCE and MANAGEMENT

	NAME	COMPANY	SECTOR
1	Kathleen Acock	Alpha Building	Commercial
2	Shelie Gaffron	Ridgement Construction	Commercial
3	Paula Hunter-Perkins	DR HORTON	Residential
4	Wade Lumpkins	GERDAU - Midlothian	Manufacturing/Materials
5	Kimberlyc Eaton-Pregler	GFWBA	ORG
6	Doug Clough	HOLDER CONSTRUCTION	Commercial
7	Melonie McDaniel	TEXO	ORG
8	Peter Black	The BRANDT Companies	Commercial
9	Nicholas Spencer	TXDoT	Civil
10	Robert Benda	WESTWOOD	Commercial
11	Reagan Trachta	Beck Group	Commercial
12	Mark Oaxaca	Basecom	Commercial
13	Laura Arnold-Sosa	David Weekley	Residential
14	Chris White	Barlett Cocke	Commercial
15	Steve Nellis	ACCE	ORG
16	Jason Oldham	MW Builders	Commercial
17	Randall Jay	Barletted Cocke	Commercial
18	Leih Ann Hill	Hayden Construction	Commercial
19	Corey Holt	Hensel Phelps	Commercial
20	Tony Wolff	Energy Guard	Commercial
21	Lisa Horton	Litko	Civil
22	Jason Houston	Jhouston Custom Homes	Residential



**TARLETON STATE UNIVERSITY
CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CIAC)
BY LAWS**

ARTICLE 1 – NAME, MISSION AND PURPOSE

NAME

The name of this committee shall be the Construction Industry Advisory Committee (CIAC) of the TSU School of Engineering - Construction Science and Management program.

MISSION

The mission of the CIAC will provide a link between the community and the Construction Science and Management program for the purpose of providing the necessary skills and knowledge to the students as they prepare a career in the construction industry.

PURPOSE and OBJECTIVES

The CIAC is established and committed to providing guidance and support to the TSU CS&M program. The CIAC, though the committee has no legislative or administrative authority, it serves in an advisory capacity to advise and assist in program planning.

The objectives and purpose of the committee are:

1. Liaison between the construction industry and the TSU CS&M program;
2. Provide guidance in areas of:
 - a) Industry trends, innovations and research
 - b) Curriculum and instruction
3. Support the program through:
 - a) Internship
 - b) Mentorship
 - c) Employment
 - d) Seminars and lectures
 - e) Fundraising
 - f) Student Scholarship
 - g) Student Competition
 - h) Faculty development
4. Promotion of the program's mission:
 - a) Public relations

- b) Industry involvement
- c) CIAC membership recruitment, growth and development

ARTICLE 2 – COMMITTEE

Size of Committee

The CIAC shall consist of individual and business entities from construction or construction-related business and industries of about ten to fifteen members.

Terms of Service

Members of the CIAC may be appointed to a **two-year term**, with one-third of the membership rotating off the Committee each year. This will provide stability and leadership with the majority of the members being experienced, and also allow for new members to infuse the Committee with fresh viewpoints and ideas. Membership appointments may be extended or renewed when a member continues to be active in an appropriate area of expertise and is contributing to the committee's program of work. Care should be taken to ensure that long-term memberships are not just a matter of having an individual on the membership list for name recognition.

Officer terms should provide for development of leadership on a rotational basis. For instance, when the Committee chooses a member as Chair, it may also choose to elect a Co-Chair who would serve as an understudy for one year and move into the Chair position the next to establish continuity. Officers should serve a one- or two-year term.

Composition of Membership

CIAC members should be active professionals and recognized leaders in one or more of the program content or student outcome areas. Members must be willing and able to commit the time needed to provide support to the CIAC. This includes meeting one to two times per year and responding to emails and other forms of communication as necessary. The following components should be taken into consideration in the composition of the committee:

1. Occupational Perspective

Advisory Committee members should represent all aspects of the occupation area the program area supports. A good Advisory Committee broadens the perspective of the program.

2. Professional/Trade Associations

The Committee should strive to have representatives from the local professional/trade associations.

3. Diversity

Care should be taken to ensure that the Committee is diverse in all aspects, including gender, race, and ethnicity.

4. Special Populations

Programs with dual credit courses with local high schools should have representation from the appropriate school districts. Other special populations should be represented when appropriate.

5. Program Graduate

Former students currently working in the program area should be invited to be members of the Committee.

6. Program Accrediting Requirements

Membership requirements set by the accrediting bodies such as the American Council for Construction Education.

7. Adjunct Faculty

Adjunct faculty who are also active, industry experts in their field may serve as voting members. Care should be taken to maintain a healthy balance of membership between community representatives versus active TARLETON STATE UNIVERSITY personnel.

Recruiting Members

New members may be recruited from a variety of sources, such as referrals from campus administrators and faculty members, referrals from current committee members, local Chambers of Commerce, local professional or trade associations, and contacts made at campus events, such as career fairs.

Nomination Process & Official Appointment

Program Coordinator should submit names of individuals who have agreed to serve on the Advisory Committee to the Department Chair or the Dean of the School. The Dean or the Chair will then send each prospective member a letter officially inviting him or her to serve

Selection & Duties of Officers

Chairperson

The Chairperson is elected by a majority vote of the committee members. The Chairperson must be a business/industry Advisory Committee member; a faculty member cannot serve as Chairperson of the Committee. Responsibilities of the Chairperson include, but are not limited to:

- Works with the College and Committee to help plan and carry out the Committee's program of work.
- Plans the agenda (with the assistance of the Program Coordinator).
- Presides over the Committee meetings
- Arranges the Committee's work activities and keeps the group focused.
- Delegates tasks and follow-up work.
- Appoints subcommittees.
- Represents the Committee at official meetings and functions.
- Follows up on Committee recommendations and actions.

The chair of the committee shall have a 2-year term beginning on the Fall semester.

Co-chairperson

The Co-chairperson should be considered an understudy of the Chair and be ready to rotate into the Chair position of leadership.

Orientation of New Members

New members should be oriented to the purpose and duties of the Committee. New member orientation could include information about TARLETON STATE UNIVERSITY, such as admission policies and mission statement, a tour of the facilities, one-on-one time with the Program Coordinator and/or Committee Chairperson, a review of this by laws, a review of the program (brochures, degree plan, etc.), and information pertaining to oversight of committees.

ARTICLE 3 – BUSINESS/COMPANY PARTNERSHIP

The TSU Construction Science and Management program and construction industry business entities and companies will create partnership dedicated to working together to improve the construction industry by constantly improving the quality of the CS&M graduates.

Any business entity from the construction or construction related industry may become a member of the CIAC and showing volunteering leadership by making an **annual gift or in-kind contribution** of at least **\$1,000 annually** and by designating a corporate representative.

The benefits of the Business entities of the CIAC will be entitled to the following:

1. The opportunity to directly impact the CS&M program through participation in the CIAC;
2. Preferential consideration for intern positions;
3. An invitation to participate in the Fall and Spring Career Fairs. The career fairs provide opportunity for business entities to meet students, discuss their business and conduct employment interview.
4. Invitation to the Annual Spring Construction Science & Management graduation, scholarship and awards banquet.
5. Opportunity to conduct seminar/ lecture to CS&M classes.

ARTICLE 4 – SUBCOMMITTEES

The CIAC shall conduct some of its affair and business through standing subcommittees. Sun-committees will be appointed by the Committee Chair from the membership of the CIAC. The sub-committee leader shall serve for two years beginning from Fall semester. The following standing sub-committees are appointed:

1. **Research and Studies:** The purpose of this subcommittee is to identify prospective research areas and determine the priorities for spending CIAC funds on research studies to further the objectives of the CAIC and the construction science and management program.
2. **Funding and Budget:** The purpose of this subcommittee is to find ways and means to obtain funding and prepare the proposed annual budget for consideration of the Committee Chair for scholarships, mentorship, internships, research, awards etc.
3. **Member Recruitment:** The purpose of this committee is to promote and solicit volunteer membership to CIAC. This committee is also task to provide appropriate recognitions or awards for students, faculty, and CIAC members.
4. **Curriculum and Instruction:** The purpose of this subcommittee is to provide continuous review of the program’s curriculum and instruction in order to align to the industry needs and requirements.

A member of the faculty of the CS&M program, when applicable, may be designated to facilitate the work of each subcommittee and to record the activities of the subcommittee. The Committee chair of the CIAC may appoint task forces from time to time when need arises.

ARTICLE 5 - PLANNING and MEETINGS

Frequency of Meetings

The CIAC meetings shall be held at least twice annually, however multiple meetings are encouraged to meet the needs of the program, to maintain a dialogue with the Advisory Committee members, and to complete Committee tasks. Contact with Committees be maintained throughout the year via e-mail, fax, phone, or videoconference.

Meeting Agendas

Meetings shall be conducted with a planned, published agenda developed by the Committee Chairperson and Program Coordinator. Meeting dates for the upcoming year can be set by the Committee, in consultation with the Program Coordinator and Dean/Chair, during development of the annual program of work. The agenda shall be sent to each member in advance with the meeting notification and any material required for the meeting. The date, time, and place of the meetings shall be established early so members can plan accordingly. Installation of new members and election of officers will be a part of the agenda for the first meeting of each academic year.

In preparation for the meeting:

- Establish and publicize time, date, and location of each meeting.
- Arrange for a meeting room and equipment.
- Notify Committee members and appropriate College officials, in writing, of meeting date, agenda, and location.
- Arrange for refreshments, meals, special presentations and the like, if appropriate.
- Confirm all arrangements several days before the meeting.
- Call Committee members and other attendees to remind them of the meeting.
- Prepare materials for items to be addressed.

Attendance and Quorums

A quorum for the CIAC meeting is 51% of external members (non-TARLETON STATE UNIVERSITY employees), whether face-to-face, or via phone or web. The Program Coordinator should maintain a list of Committee members. The list should reflect participatory and non-participatory members in order to calculate the quorum accurately.

Emphasis on attendance and participation on Committee work builds commitment. When a member is not participating on a regular basis, the Program Coordinator should approach the individual to ascertain if the member wishes to withdraw from the committee.

Voting

At each meeting of the CIAC, the chair, subcommittee or task force, every CIAC member entitled to vote. The vote of a majority of the members present, as the case may be, shall decide any question before it. Voting may be by written proxy or email.

Minutes

As the official record of Committee activities, minutes keep individuals and groups informed about the Committee's concerns, decisions, and activities. They remind members of the group's progress, and they document the Committee's productivity and its contribution to the program. The minutes should be written promptly after the meeting has taken place and sent to the Chairperson for signature.

All topics discussed and actions taken by the Advisory Committee must be recorded in the official minutes. The meeting minutes shall be prepared in a uniform format and include:

- Identification of Committee members' names, titles, and affiliations.
- Indication of the Committee members' presence or absence from the meeting.
- Names, titles, and affiliations of others present at the meeting.
- Signature of the Chairperson.
- Evidence that industry partners have taken an active role in making decisions that affect the program.

Meeting Follow-Up

It is important to evaluate meetings to determine the effectiveness of the planning and hosting. The College requires an evaluation process. Follow-up communications assure that members feel appreciated; a simple email, letter, or personalized note should be considered. An effective program of work will include follow-up meeting proceedings, taking into consideration any new suggestions or proposed events.

ARTICLE 6 – BUDGET AND EXPENDITURES

All donations to the CIAC will be deposited to the CIAC account within the department of Engineering Technology maintained by the Tarleton State University.

Disbursement from the CIAC account may be made by the designated faculty of the program pursuant to a budget approved by the Chair.

The proposed budget of the CIAC for the next calendar year will be prepared by the Funding and Budget Subcommittee and to be presented to the CIAC meeting for approval.

The budget of the CIAC will be allocated to the following general categories:

1. Research, presentation and competition;
2. Student enrichments: Seminars, convention, field trips, career fairs;
3. Student Scholarship;
4. Department enrichment and faculty development;
5. Operation of CIAC.

ARTICLE 7 – FISCAL YEAR

The fiscal year of the CIAC shall be form September 1 (Fall Semester) of each calendar year.

ARTICLE 8 – AMENDMENTS OF THE BY-LAWS

Upon thirty (30) days written notice stating the proposed changes, modifications or amendments, the By-Laws may be amended, altered, or repeated by the CIAC at any regular meeting by two-thirds majority vote of the members present.

ARTICLE 9 – OFFICES AND BOOKS

The principal office of the CIAC shall be located at the School of Engineering, Department of Engineering Technology- Construction Science and Management, 201 St. Felix St, Box – T0400, Stephenville, Texas.

Any necessary record of business, transactions, affairs of CIAC, a copy of these by-laws, and the record of the membership shall be maintained at the Department of Engineering Technology.

ARTICLE 10 – STATUTORY ENTITY

The Tarleton State University is the statutory entity under whose cognizance the CIAC operates.



FALL 2020 Construction Science and Management
Advisory Committee Meeting Minutes
(11/13/2020)

CHAIRPERSON:		
MEETING DATE: November 13, 2020	MEETING TIME: 10:00 a.m.	MEETING PLACE: Room 254, Engineering Building
RECORDER: Poorya Hajyalikhani		PREVIOUS MEETING: August 20, 2019

MEMBERS PRESENT: 11

GUESTS: 10

<i>Name and Title</i>	<i>Name and Title</i>	<i>Name and Title</i>
Randall Jay Bartlett Cocke	Bobby Waddell Tarleton State University	Jason Oldham MW Builders
Dana Compton Ridgemont Construction	Tammy McCuen University of Oklahoma	Shelie Gaffron Ridgemont Construction
Steve Nellis ACCE	Wade Mayfield Joeris General Contractor	Wayne Davenport Tarleton State University
Tim Matthews Tarleton State University	Orlando Bagcal Tarleton State University	Denise Martinez Tarleton State University
Billy Gray Tarleton State University	Poorya Hajyalikhani Tarleton State University	

Discussion:

Agenda Item	Action Discussion Information	Responsibility
Introduction	Mr. Matthews welcomed and thanked the advisory committee for giving their time and their time and effort in attending the meeting. He introduced the associate dean of the School of Engineering. Dr. Denise Martinez and the department chair engineering technology Dr. Billy Gray.	Mr. Tim Matthews
Meeting Discussions:	<p>Mr. Matthews proceeded by giving a PowerPoint presentation about the program and went over the agenda topic for the meeting. He asked for a volunteer to be the committee chair. He asked that everyone please fill out the surveying and evaluation sheet and return it.</p> <p>Mr. Matthews talked about the construction program and the students. He said, approximately 180 students are presently enrolled in the construction program and that number may or may not be accurate. It is not less than that number, it's probably closer to 200. The program has grown very fast. We started in the fall of 2015 with about 10 construction majors and now five years later we have nearly 200, so it's really taken off and we're excited about that. Also, he mentioned that 48 students had graduated and all of them have a job. Most of them have an offer letter before they graduate.</p> <p>He mentioned the student's involvement and activities. In 2019 such as builder show residential construction management competition which one of Mr. Brendan Gore, a construction student, got the outstanding student award and our team placed 10 out of 38 universities.</p> <p>Mr. Matthews introduced Dr. Bagcal and Dr. Hajyalikhani faculty members in the construction and management group and asked Dr. Bagcal to present the PowerPoint regarding the student involvement and activities.</p>	Mr. Tim Matthews
Student Competition:	Dr. Bagcal proceeded by giving a PowerPoint regarding student participation in competition as a way for our students to demonstrate their knowledge and skills. He said, construction students participated in three competitions in 2020, International Building Show, Commercial Construction Competition, and	Dr. Orlando Bagcal

<p>Student Activities:</p>	<p>American Society of Civil Engineers- Texas/Mexico Section Surveying Competition. Dr. Bagcal said in the last five years, the student organization in construction and management are involved in activities with Habitat for Humanity.</p> <p>He mentioned our construction students attended the builder association meeting and fall festival. This is a professional meeting and they have an opportunity to network with professionals in the construction field.</p>	<p>Mr. Tim Matthews</p>
<p>ACCE Accreditation:</p>	<p>Dr. Bagcal said construction students had several site visits such as a bridge in Fort Worth and the Tarleton stadium.</p> <p>Mr. Matthews mentioned the ACCE accreditation application has been submitted and the process is underway.</p>	
<p>Fort Worth Campus:</p>	<p>He mentioned, the Engineering Technology department may offer the BS in Construction Science and Management at our Fort Worth campus in fall 2021.</p>	
<p>Student Population:</p>	<p>Mr. Matthews mentioned the demographics of the student population in the construction program. The percentage of ethnic groups is 69% Caucasian 25% Hispanic and 6% others. The number of students in the Hispanic and the other category goes up a little bit every year. The construction program gets approximately 60 new students every year who are fresh out of high school or transfer students from community colleges and students changing majors.</p>	
<p>Internship:</p>	<p>He said our construction program highly encourages internships because of the experience they could gain in the field and we would like to extend it.</p>	
<p>Guest Speakers:</p>	<p>Mr. Matthews mentioned our program always welcomes guest speakers in our classes.</p>	
<p>New Faculty:</p>	<p>He mentioned the construction program is currently in the process of hiring one or possibly two new faculty members to keep up with our continuing growth.</p>	
<p>Scholarships:</p>	<p>Mr. Matthews reviewed the available scholarships for the students such as Shelby Earnhardt Koehler Endowment and Gene Morrison legacy Endowed scholarship. Shelby Earnhardt Koehler Endowment scholarship which was created by one of our former</p>	

<p>Election of Committee Officers:</p>	<p>student’s grandfather. All of the students who have a 2.8 GPA are eligible to apply for this scholarship. Gene Morrison legacy Endowed scholarship, which was created by the Gene Morrison family. Gene worked in the facilities department at Tarleton State University for approximately 40 years. And there are approximately 70 other scholarships available to construction science students.</p> <p>Mr. Matthews asked for a vote to elect two positions, a chairperson or co-chairperson.</p> <p>Ms. Dana Compton asked what being a chairperson entails, or a vice-chair. What is the time commitment to that? Do you need to be nearby campus to be able to be there easily and quickly? More information about that would be very helpful.</p> <p>Dr. Bagcal explained that the Advisory Committee meeting should be held at least twice a year. The purpose of this committee helps the construction program to understand the industry requirements. The commitment from the chairperson and co-chairperson is organizing the committee and bring the CEOs or management level for different companies around the area (or in the DFW area) so that they will be able to provide us with suggestions or ideas in terms of curriculum, subject matter or courses that we need to bring in to our classrooms.</p> <p>Dr. Bagcal asked the recommendations and suggestions from the committee.</p>	<p>Ms. Dana Compton</p> <p>Dr. Orlando Bagcal</p>
<p>Chairperson and co-Chairperson:</p>	<p>Mr. Randall Jay said he looked at the bylaws last year and he sent in some suggestions. Also, he is willing to be the committee chair if nobody else wants to volunteer for it. We would like to have a few other members volunteer. He thinks last year because nobody volunteered for it, they started working on the bylaws, and then Covid hit so it kind of ceased.</p> <p>He asked for a volunteer for co-chair.</p> <p>Ms. Dana Compton told Randall Jay she would be happy to be his co-chair.</p> <p>Mr. Jason Oldham said, “with the bylaws you and Dana have another set of eyes to look at it and proofread it and I would be willing to help.”</p>	<p>Mr. Randall Jay</p> <p>Ms. Dana Compton</p> <p>Mr. Jason Oldham</p> <p>Ms. Shelie Gaffron</p>

<p>Discussion and Comments:</p>	<p>Ms. Shelie Gaffron asked about a female scholarship. Dr. Bagcal said many of our students already applied for the scholarship.</p> <p>Mr. Randall asked, who was the other person that volunteered to be on the committee, besides Dana Compton.</p> <p>Mr. Oldham mentioned he would like to.</p> <p>Ms. Compton asked, there'll be some sort of follow-up document to this meeting showing kind of our to-do's of what we need to be doing and looking at and we can use that to schedule some sort of meeting. Will that be coming out to us?</p> <p>Mr. Randall mentioned I think we could work on that data together. I think the first action item would be the bylaws unless soccer, football, or soccer matches. You all can think of anything else that needs to be put on that list.</p> <p>Mr. Steve Nellis mentioned, he can connect the construction program with other groups who already have bylaws and have a lot of this done already.</p> <p>He said, this week we determined that ACCE will be doing to do our conference in February. It'll be on Zoom and it will be virtual and they'll be an IAB day or full day. The registration fees will be very nominal for the whole conference for (\$50). I'll get an email to you all so you can register for that as well.</p> <p>He mentioned, he will get in touch directly with Mr. Randall Jay with Pat Superman. He's the department head in Texas A&M and then you know Tammy McCuen is on the phone here. She is a professor at the University of Oklahoma and the mentor for Tarleton State's push for ACCE accreditation.</p> <p>Randall Jay asked, another thing that is in the bylaws right now says a minimum donation gift of \$1,000 per year. My question is, has anybody been doing that?</p> <p>Mr. Nellis mentioned, "It depends on the size of the program in the school for A&M, it's like \$3000 to get on theirs. But then that's a whole different story. 1000 bucks for your growth here in my personal opinion seems a little steep."</p>	<p>Dr. Orlando Bagcal</p> <p>Mr. Randall Jay</p> <p>Mr. Jason Oldham</p> <p>Ms. Dana Compton</p> <p>Mr. Randall Jay</p> <p>Mr. Steve Nellis</p> <p>Mr. Randall Jay</p> <p>Mr. Steve Nellis</p> <p>Mr. Randall Jay</p>
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	<p>Mr. Randall Jay said, "My question is more for Tim and Orlando; is any of the CIC people that are on this call, are we getting that thousand dollars from everybody. Is it being billed or something being sent out to everybody on this call to try to collect that thousand dollars?"</p> <p>Dr. Bagcal mentioned we haven't started the process yet, but we have a department that can go over the process, an external organization that could process all the affiliations and membership, but since we haven't created it yet and a strong committee chair and co-chair we haven't moved forward with this but hopefully by spring, we will be able to start recruiting and soliciting members into the community and putting the word out that are being involved with this community. We are requiring membership of \$1000.</p> <p>Mr. Waddell mentioned, "I wanted to add, that to my knowledge, nothing has been done to enforce that \$1000 but that needs to be driven by this committee descriptive."</p> <p>Mr. Randall said, All the other universities that we get interns from, we get charged for the interns. I think it's maybe 700 bucks for an internship that we get charged. I think that Tarleton needs to, figure out maybe that it is this committee that comes up with a dollar amount for charging for interns.</p> <p>Dr. Gray mentioned one of the things that money would go towards. Right now the department pretty much handles all the internships and job apps and everything else through the faculty members themselves. And so one of the thoughts behind the money for the scholarship or the money for the internships was to help fund a position where we would have a dedicated person.</p> <p>Mr. Oldham mentioned recruiting companies. He said "If the school has some information about the companies that the students are going to work for those companies if there's a list or some report that maybe has that information as well as a list of companies that students are currently interning with or have interned in the past. I think that'd be a great starting point for building a contact list of people to go and recruit to the committee. I don't know Tarleton in that department has that information or not."</p>	<p>Dr. Orlando Bagcal</p> <p>Mr. Bobby Waddell</p> <p>Mr. Randall Jay</p> <p>Dr. Billy Gray</p> <p>Mr. Jason Oldham</p>
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	<p>Dr. Bagcal mentioned we tracked our graduates for new openings and if any openings that they had other companies they can email the faculty members and recommend our students as well. I agree with you, Jason that will be a great starting point for us to reach out to these different companies' member here.</p> <p>Mr. Oldham suggested construction program has a separate career fair in the future, separate from the campus wide because that would be a big attraction. I know personally about MW builders.</p> <p>Dr. Gray mentioned the intention is, we will still participate in the university-wide. We would like to get away from what this semester is and what last semester was and get back to what it was about two semesters ago where you're in the hallways, you're automatically engaged with the students.</p> <p>Ms. Compton asked everybody to introduce themselves.</p>	<p>Dr. Orlando Bagcal</p> <p>Mr. Jason Oldham</p> <p>Dr. Billy Gray</p> <p>Ms. Dana Compton</p>
Adjournment:	<p>Dr. Gray thanked the committee for their attendance. Mr. Matthews thanked the committee for their attendance.</p>	
Committee Chair SIGNATURE:	DATE: 11/13/2020	NEXT MEETING:

**FALL 2019 Construction Science and Management
Advisory Committee Meeting Minutes**

CHAIRPERSON:		
MEETING DATE: August 20, 2019	MEETING TIME: 11:00 a.m.	MEETING PLACE: Room 252, Engineering Building
RECORDER: Orlando Bagcal		PREVIOUS MEETING: April 27, 2018

MEMBERS PRESENT: 14

GUESTS: 16

Name and Title		Name and Title		Name and Title	
	Randall Jay Bartlett Cocke		Tony Wolff Energy Guard/ GFWBA		Karen Murray Provost TSU
	Jason Oldham MW Builders		Bobby Weddell TSU		James Pierce Dean, COST TSU
	Joshua Thomas MW Builders		Lon Beaty TSU		Dennise Martinez Associate Dean TSU
	Leigh Ann Hill Hayden Construction		C. Fender TSU		Billy Gray Dept. Chair TSU
	Steve Nellis ACCE		Candiss Terito Career Services Tarleton		Darren Davis TSU
	Corey Holt Hensel Phelps		Tim Matthews TSU		Orlando Bagcal TSU
	Bob Benda Westwood		Dr. Poorya Hayjalikhani TSU		Chase Parson Student
	Peter Black The BRANDT		Dr. George Mollick TSU		Hayden Brown Student
	Andy Hicks Alpha Building Corp		Brigitte Barbier TSU		Ryan Parrish Student
	Kathleen Acock Alpha Building		Shawna Thomas TSU		Chris Sauer Student

Agenda Item	Action Discussion Information	Responsibility
Call to Order:	Dr. Gray called the meeting to order at 11:15 a.m.	Dr. Billy Gray

Introduction	<p>Dr. Gray welcomed and thanked the advisory committee for giving their time and effort in attending the meeting. He went over the agenda of the meeting. He reiterated that their experiences from the industry and contributions are critical to the success and growth of the program.</p> <p>Dr. Gray asked the committee to introduce themselves.</p> <p>Dr. Gray asked for approval of previous meeting minutes. Mr. Weddell motioned to approved and Mr. Bob Benda seconded.</p>	<p>Dr. Billy Gray</p> <p>Mr. Bobby Woddell Mr. Bob Benda</p>
<p>Meeting Discussions:</p> <p>Program Background</p>	<p>Dr. Gray proceeded by giving a PowerPoint presentation about program updates and curriculum changes of the construction science and management.</p> <ul style="list-style-type: none"> - He presented the 8-semester plan for the program. - Program enrollment with steady increase. Close to 50 new students are entering the program and more than 10 transfers. - Demographics: 74% Caucasian, 21% Hispanic, 5% others (2019). - 21 Graduates for SY 2018-2019. - Departmental Scholarships: \$2,000. <p>Dr. Gray asked faculty members to provide a brief overview of the classes they taught as well as hands-on activities for the students.</p> <p>Dr. Gray introduced and presented the CSMSA organization officers. The students presented their involvements and activities for the construction students such as competition, field trips, and involvement with NAHB/GFWBA.</p> <p>The student officers proudly announced their success at the International Builders Show-</p>	<p>Dr. Gray</p> <p>Mr. Tim Matthews Dr. Proorya Ms. Brigitte Barbier Dr. George Mollick Mr. Darren Davis Dr. Orlando Bagcal</p> <p>CSMSA Student Officers</p>

<p>Accreditation</p> <p>Committee By-Law</p>	<p>Residential Construction Management Competition as they participated for the first time and won “2019 Rookie of the Year” in February 21, 2019 in Las Vegas.</p> <p>Mr. Wolff said that his organization (GFWBA) which the TSU NAHB Student Chapter is affiliated with is supportive to the activities of the students. In fact, he said the Young Professional of the GFWBA engages the TSU in their various activities.</p> <p>Dr. Gray presented the student extracurricular activities on- and off-campus.</p> <p>Dr. Gray continued the presentation by providing the updates on the accreditation process through ACCE. He mentioned that he is hoping to have the application submitted by October 2019.</p> <p>Dr. Gray asked the committee to examine the proposed Industry Advisory Committee By-Laws drafted by Dr. Bagcal.</p> <p>Mr. Nellis provided insights on how to better craft the by-laws by attending the ACCE Industry Advisory Board meeting. He encouraged the members to attend the forthcoming IAB in February 2020.</p> <p>Ms. Acock suggested that on Section 2, the membership should be changed to 2-year term instead of yearly.</p> <p>Mr. Benda raised question about the annual membership/gift which could be a deterrent to participate as member of the committee. He said that it is better to be “in kind contribution” instead.</p> <p>Ms. Acock contended that the annual membership should just be right. She sighted her experience at another university where she is a member of their advisory board. She said that the annual membership of the committee</p>	<p>Mr. Tony wolff</p> <p>Dr. Billy Gray</p> <p>Dr. Billy Gray Dr. Orlando Bagcal</p> <p>Mr. Steve Nellis</p> <p>Ms. Cathy Acock</p> <p>Mr. Bob Benda</p> <p>Ms. Cathy Acock</p>
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	<p>members can be sued to host scholarship banquet and scholarships for students which they called “Hard Hat” event.</p> <p>Mr. Jay mentioned that the construction industry is at high level in terms of construction activities and it should be easily to asked from construction companies in donating monetary support in the program. When the program generate money, it can provide scholarships and internship supports, he added.</p> <p>Ms. Acock raised the question of where will the money donated or membership fees should be channeled into. Dr. Gray responded that he will verify and look into.</p> <p>Ms. Acock proceeded by proposing to create a task force to go over with the by-laws. She volunteered to be one of the members of the task force and joined by Mr. Jay and Dr. Poorya.</p> <p>Ms. Territo announced the forthcoming career fair on November 21, 2019. She said that she is going to send an invite to the committee members.</p> <p>Mr. Jay suggested that the internship should be a little longer to make sure the students will have good grasped on the various areas of the industry. He suggested to have at least 6 to 7 months (Fall and Spring).</p> <p>Mr. Graham mentioned that internship could starts the summer in between freshmen and sophomore. He said that the earlier the better to have exposure for the student.</p> <p>Ms. Acock reiterate what Mr. Graham said that the student will appreciate more of the information received in class if the student has gone through internship.</p>	<p>Mr. Randall Jay</p> <p>Ms. Cathy Acock</p> <p>Dr. Billie Gray</p> <p>Ms. Cathy Acock Mr. Randall Jay Dr. Poorya</p> <p>Ms. Candice Territo</p> <p>Mr. Randall Jay</p> <p>Mr. Jason Graham</p> <p>Ms. Cathy Acock Mr. Jason Graham</p> <p>Dr. George Mollick</p>
Career Fair		
Internship		

<p>Class Lecture Guest</p> <p>Other Opportunities</p> <p>School of Engineering Grand Opening</p>	<p>Dr. Mollick mentioned that the university advocates student coop to prepare students for the real-world job.</p> <p>Dr. Gray responded to the committee that he and the faculty members will evaluate and examine on how they can incorporate longer time for the internship.</p> <p>Mr. Graham and Mr. Thomas echoed their concern that for any company wanting to recruit or participate in the career fair, they must be a member of the advisory committee.</p> <p>Dr. Gray also encouraged the committee members to get involved by serving as guest for lecture and presentation in the classroom.</p> <p>Mr. Woddell, director of institutional advancement provided some opportunities on how the members get engage in the program and for the university in general. He mentioned about financial supports to students such as scholarships and funding to support students for competition and internship.</p> <p>Dr. Gray requested and invited the members to attend the grand opening which was scheduled at 3:00 PM.</p>	<p>Dr. Billy Gray</p> <p>Mr. Jason Graham Mr. Joshua Thomas</p> <p>Dr. Billy Gray</p> <p>Mr. Bobby Woddell</p> <p>Dr. Billy Gray</p>
<p>Adjournment:</p>	<p>Dr. Gray thanked the committee for their attendance.</p> <p>The meeting was adjourned at 1:50 p.m.</p>	<p>Dr. Billy Gray</p>
<p>Committee Chair SIGNATURE:</p>	<p>DATE:</p>	<p>NEXT MEETING:</p>

**SPRING 2018 Construction Science and Management
Advisory Committee Meeting Minutes**

CHAIRPERSON:		
MEETING DATE: April 27, 2018	MEETING TIME: 12:00 p.m.	MEETING PLACE: The Fort Worth Club
RECORDER: Orlando Bagcal		PREVIOUS MEETING:

MEMBERS PRESENT: 22

GUESTS: 2

Name and Title		Name and Title		Name and Title	
	Any Bohon VP Westwood		Shellie Gaffron Pre-Const. Specialist AUI		Kathleen Acock President Alpha Building
	Craig Martin PM SEDALCO		Roy Teal CM City of Fort Worth		Orlando Bagcal Assistant Professor Tarleton
	Eason Maykus PM/VP Maykus Custom Homes		Wade Lumpkins Manager GIRDAU		Candiss Terito Career Services Tarleton
	James Norwine PM Key Construction		Justin Whitman VP SJ Louis		Shelodn Stone Student
	Lizandro Paiz PM LINBECK		Stan Johnson PM Lithko Contracting		Mikayla Holden Student
	Mike Zamora PM Microsoft		Dr. McGregor VP Tarleton		Brendan Gore Student
	Paula Hunter VP DR HORTON		Dr. Billy Gray Dept. Chair Tarleton		
	Peter Black VP The BRANDT		Mr. Tim Matthews Instructor Tarleton		
	Reagan Trachta HR BECK Group		Mr. Darren Davis Instructor Tarleton		

Agenda Item	Action Discussion Information	Responsibility
Call to Order:	Dr. Gray called the meeting to order at 12:00 p.m.	Dr. Billy Gray
Introduction	<p>Dr. Gray welcomed and thanked the committee for giving their time and effort in attending the meeting. He reiterated that their experiences from the industry and contribution are critical to the success of the program.</p> <p>Dr. Gray introduced Dr McGregor and ask him to share about the initiatives and works of his office.</p> <p>Dr. McGregor thanked the committee for their presence. He explained to the committee the role of his office. He discussed about grants and scholarships for students. He mentioned that he is there to find out what employers are looking for, possible partnership and internship.</p> <p>Dr. Gray also acknowledge and introduced faculty members and the students in attendance.</p>	<p>Dr. Billy Gray</p> <p>Dr. McGregor</p> <p>Dr. Gray</p>
Meeting Discussions: Program Background	<p>Dr. Gray proceeded by giving a powerpoint presentation about the background of the construction science and management at Tarleton. He provided the following information:</p> <ol style="list-style-type: none"> 1. Enrollment and Graduates: Numbers and rates were. He mentioned that the program started with only 5 students in the Fall 2015 and reached to about 120 students in the Spring 2018. He said that he is expecting that the number will continue to rise. A total of 8 graduates for 2017-2018. 2. Employment: He mentioned that graduates have offers prior to completing the degree. Dr. Gray also mentioned that any company who are interested in Career Fair that they should contact Ms. Terito. 	Dr. Gray

<p>Committee By-Law</p>	<ol style="list-style-type: none"> 3. New Building/ Facility: He stated that a new building is under construction to house the Engineering and Engineering Technology Departments. The new building is expected to provide more room for expansion. 4. Accreditation: He said that the program will pursue accreditation through ACCE and through the help of the advisory, faculty members and staff. 5. International Builders’ Show – Residential Construction Management Competition – Three TSU Students and one faculty attended the 2018 International Builders’ Show to observe the competition and attended education seminars and trade shows. 6. Community Service and student involvement – Faculty and students in the program participated in the annual University wide Service day. Six students also participated at the FWHBA Social Event on March 27. 7. Functions and goals of the advisory committee – Dr. Gray explained the purposes and functions of the committee to serve as the adviser in guiding the program in the right direction through recommending content in the syllabus, curriculum and student competencies in the workplace as well as in providing internship, mentorship and employment to graduates. <p>Ms. Acock raised a question regarding the next step the committee will undertake after the initial meeting. She shared her experience on being a member of a visiting team of the ACCE from one of the universities she visited recently. She said that that there should be an established by-law that outline the things the committee should do and how they are accomplished as well as leadership. She suggested that through this by-law that they will be able to establish and raise money for scholarships, internships, and employments.</p>	<p>Dr. Bagcal</p> <p>Dr. Bagcal</p> <p>Dr. Gray</p> <p>Ms. Kathleen Acock</p>
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<p>Member Expectation/ Company</p>	<p>Dr. McGregor reiterated the concern and seconded Ms. Acock.</p> <p>Dr. Gray and Dr. Bagcal clarified the functions of the committee. They mentioned about the ongoing draft of the Advisory Committee Manual. Dr. Bagcal said that they will prepare a draft of the by-law of the advisory committee and will be circulated among the members for their comments, recommendations, and suggestions.</p> <p>Dr. Gray requested the members to introduce themselves, the company they represent and their expectation as a member of the committee.</p> <p>Ms. Acock – Alpha Building, requested to have by-law and follow up information about how the committee operates, guide the program.</p> <p>Ms. Hunter – DR Horton, to help provide internship, and guidance to the program.</p> <p>Mr. Zamora – Microsoft, to help students in getting scholarship through CMAA, provide mentorship and guidance to the program.</p> <p>Ms. Gaffron – AUI, to provide support to female students and become an active member of NAWIC, provide linkage to the industry and professionals, and scholarship.</p> <p>Ms. Trachta, Beck/ TEXO, to help providing scholarship and as connection to student competition through the TEXO Education Committee, help with recruitment.</p> <p>Mr. Whitman – SJ Louis, to provide initiative through internship and job placement.</p> <p>Mr. Paiz, LINBECK, involvement of the company to the program and guide the direction of the program as well as job placement and internship.</p>	<p>Dr. McGregor</p> <p>Dr. Gray/ Dr. Bagcal</p> <p>Dr. Gray</p> <p>Ms. Kathleen Acock</p> <p>Ms. Paula Hunter</p> <p>Mr. Mike Zamora</p> <p>Ms. Shellie Gaffron</p> <p>Ms. Reagan Trachta</p> <p>Mr. Justin Whitman</p> <p>Mr. Elizandro Paiz</p>
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	<p>Mr. Norwine, Key Construction, to get involve with student activities, recruitment/ employment, speaker and field trips.</p> <p>Mr. Lumpkins, Girdau, to mentor and guide students, field trips, and as resource speaker for seminar. A possible collaboration with faculty on research.</p> <p>Mr. Teal, to provide connection between the city of Fort Worth, guide the direction of the program.</p> <p>Mr. Black, Brandt, to help developed competencies and skills of students, opportunity to create partnership in job placement, resource speaker and be involved in providing feedbacks to the program.</p> <p>Mr. Bohon, Westwood, to help relationship with students, involvement in career fair, internship and possible employment.</p> <p>Mr. Martin, SEDALCO, to help the program expand and strengthen the curriculum, as resource speaker, possible internship and employment of graduates.</p> <p>Mr. Maykus, Maykus Homes, assisting students in metoring and guiding them in their career, guide the program in the right directions.</p> <p>Mr. Johnson, Lithko, to get involve in recruitment and guide the program.</p>	<p>Mr. James Norwine</p> <p>Mr. Wade Lumpkins</p> <p>Mr. Roy Teal</p> <p>Mr. Peter Black</p> <p>Mr. Andy Bohon</p> <p>Mr. Craig Martin</p> <p>Mr. Eason Maykus</p> <p>Mr. Stan Johnson</p>
Adjournment:	<p>Dr. Gray thanked the committee for their attendance.</p> <p>The meeting was adjourned at 1:50 p.m.</p>	Dr. Gray
Committee Chair SIGNATURE:	DATE:	NEXT MEETING: