



Minutes of Meeting

Date: Thursday, May 30, 2013

Commenced: 3:30 p.m.

Concluded: 5: 30 p.m.

Purpose: Finance Curriculum Committee Meeting

Type: Webinar and Conference Call (conference call was recorded)

Finance Committee Member Attendees:

Anthony Smith
Darnell Sutton
Ken Horowitz

Camille Rosenberg, Presenter/Curriculum
Writer
Robert Carson, Presenter/Curriculum Writer

MCCC and NJDOE Attendees:

Jonathan Rowe, CTEP Project Director
Grace Wilson, CTEP Project Coordinator

Robyn Kay, NJDOE/OCTE Manager
Maria Casale, NJDOE, OCTE

Materials Provided:

- Agenda
- Finance Course 1.1 Work in Process
- Finance Course 1.2 Work in Process

Regular Business

After the meeting was called to order, Grace Wilson informed attendees that the meeting was being recorded so that they can obtain the information later for review. If anyone was not comfortable with being recorded they should let her know. The Webinar was not being recorded due to some individuals not having a mic on their computer. In addition, Ms. Wilson informed the committee members that Mercer County Community College (MCCC) and New Jersey Department of Education, Office of Career and Technical Education's position in permitting other business leaders to contact the curriculum writers. MCCC is excited that other business leaders would like to participate in assisting the Finance curriculum writers in developing the Programs of Study (POS). Due to the Authentic nature and confidentiality of the project as well as the need for background information on each business leader who is providing assistance in developing the Programs of Study, it is necessary that all materials must be first send to MCCC's CTEP personnel so the information given can be forwarded to the writers. Ms. Wilson stressed that it is necessary that MCCC adhere to CTEP grant procedures that are developed by the NJDOE, OCTE. After this information was shared, Ms. Wilson introduced the Webinar Presenters aka Finance Curriculum Writers - Camille Rosenberg and Robert Carson. The following information was discussed:

- Real estate project was discussed. Grace will email Camille about MLS website and Floor Plan website which can provide Camille with tools for the POS.

- Writers will spend a little bit more time expanding the project of materials.
- In developing a business plan the financials is critical but it is necessary that the POS do not overlap the Entrepreneurship POS.
- Science can be included if the projects looks at the dynamic affects in building a business, such as heating and cooling within a building.
- Camille expressed that the Programs of Study will not be able to meet the deadline dates.
- Robyn Kay requested that there must be a meeting with the writers Camille Rosenberg and Robert Carson, Maria Casale, Grace Wilson, and Jonathan Rowe. At this particular meeting it will be discussed what can be done to guarantee that the deadlines are met. The meeting setup will be discussed at another time and not at the present webinar.

Although these are just a few topics that were discussed, the finance committee and curriculum writers/presenters were engaged and made great progress.

Next Meeting:

The next finance meeting is to be determined by the curriculum writers at a later time.

I. Adjournment

The meeting concluded at 6:30 p.m.