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## PUBLIC NOTICE OF MEETING

**Name of Advisory Committee** Administrative Coordinator & Office Support Specialist

**Date** Thursday, October 5<sup>th</sup>, 2023

**Time** 9:00am

***This committee will not be meeting in-person. If you would like to attend the meeting, as a member of the public, please follow these instructions.***

**Location:** Microsoft Teams (Web Conferencing)

**Instructions to join the virtual meeting:**

### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 230 034 721 474

Passcode: a4LiAm

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 929-229-5751,,708391506#](#) United States, New York City

Phone Conference ID: 708 391 506#

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***If you need to request reasonable accommodations, please reach out to Jennifer Itkonen, (715)319-7305, [jennifer.itkonen@northwoodtech.edu](mailto:jennifer.itkonen@northwoodtech.edu)***

### TENTATIVE AGENDA:

1. Welcome & Introductions
2. Industry Representatives Input
3. Program Report to the Committee
4. Discuss Next Meeting Date/Adjournment

### CONTACT:

**Name** Pam Brunclik, Dean of Business & IT

**Phone** 715-246-1814

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