

**BUSINESS TECHNOLOGY ADVISORY COMMITTEE - MINUTES**

**Thursday, October 18th, 2018 \* 4:00p.m – 6:00p.m.**

**PUB 258C**

**Members Present:** Shari Jensen, Clark County (Interim Committee Chair); John LeMarte, WorkSource Vancouver (Interim Committee Vice Chair); Mari Jessup, Miller, Nash, Graham & Dunn LLP; Kathy Scobba, Washougal HS

**Members Absent:** Kandi Lukowski, WA State School for the Blind

**Guests:** Naomi Kay, The Vancouver Clinic; Marney Hefflin

**Clark College:** Marilyn Hale, Division Chair/Professor; Professors Mary Evens, Helen Martin, Drew Johnson, Chris Wilkins; Cathy Sherick, Assoc. Director Instructional Planning & Innovation; Shannon Jackson, Advising; Renee Schiffhauer, Associate Director of Advising; Brenda Walstead, Dean BHS; SueAnn McWatters, Program Specialist - Advisory Committees

Interim Committee Chair Shari Jensen called the meeting to order at 4:08pm and introductions were made.

**MINUTES OF THE PREVIOUS MEETING**

*The minutes of April 19th, 2018 were presented for review; Mari made a motion to approve as written; this was seconded by John and unanimously passed by the committee.*

**NEXT MEETING DATE**

The Committee will meet again on **Thursday, April 18th, 2019 at 4:00pm**

**ELECTIONS OF NEW CHAIR/VICE CHAIR**

Shari nominated Mari Jessup for chair; Kathy seconded; and was passed unanimously.

Shari nominated John LeMarte, Mari seconded, and was passed unanimously.

**ANNOUNCEMENTS FROM THE OFFICE OF INSTRUCTION**

Cathy Sherick made the following announcements:

Welcome back to 2018-19 Academic year, Advisory Committees will continue to see how they fit in to the implementation work of **Pathways at Clark.** The goal is to improve rates of completion, transfer and attainment of jobs to that end this year we will be working very closely with other colleges to make sure our programs link directly to opportunities for students who are continuing. Our high school partners are also working with us to ensure that their programs are also aligning closely to Clark.

* We will be working with the high schools to align with our college pathways. Once we have a better idea of what our defined pathways are, we will start to work with the high schools on articulations

To that end, Clark will be producing the **Career and Technical Education Insert** again this year. It will go out in February in the Food Day Columbian reaching 56,000 households. We are asking business partners to advertise in the insert again – and we will be working on some very compelling stories of students in CTE programs. Please contact Cathy Sherick in the Office of Instruction if you would like to advertise or for more details.

Clark is always opening the invitation to more **Advisory volunteers** for the twenty-five committees that support CTE programs. It might mean infusing current committees with new members or building new committees for new programs. Also, we are continuing to work on the **Master Advisory Committee** as well to assist with visiting current committees to talk to members, planning and hosting an Advisory event and reporting to the Board of Trustees every year on the great work of Advisory Committees.

The energy is heating up around the development of the new **Advanced Manufacturing Center** planned for the North Campus at Boschma farms. Contact Dean Genevieve Howard for details on this amazing new building and the advanced manufacturing programs that will be located there.

October 9th Clark College, in partnership with Partners in Careers (PIC) and Workforce SW, hosted over 250 local high school students on campus for National Manufacturing day. Special thanks to S.E.H. America, Columbia Machine, Graphic Packaging, Silicon Forest Electronics, General Sheet metal, and BagCraft for providing activity stations.

**PROGRAM REVISIONS**

Marilyn mentioned that they are starting to update their program. There are currently two concentrations: general and medical. There was discussion on what kind of technology skills/knowledge is essential for general office (besides Microsoft).

* Adobe (editing a PDF or editing content)
	+ Searching
	+ Bookmarking or break it out
* Electronic health record systems
	+ Marilyn stated that the college uses SimChart (enterprise medical record system)
* GoogleDocs
* Access Databases
	+ Naming conventions

John stated that many people are applying via phone. The reality is that many students these days don’t have very much knowledge of emails and exposure to the proper technology. A big complaint by employers is that they’re not getting the applicants with the baseline skills to hire:

* Showing up
* Showing up on time
* Stick around more than a week
* Work while there

**EMPLOYMENT TYPING SKILL SETS**

Typing speed is more about accuracy then quality. Those taking the test are allowed to use the backspace, however it slows them down because they’re taking the time to go back. Shari explained that they have a three minute test to type as fast as they can. It’s more about data entry and how much you can enter.

**OFFICE ASSISTANT CERTIFICATE OF PROFICIENCY**

Marilyn mentioned that they currently have a one year, two term Intro to Access course. She asked the committee if it would be more beneficial to have them take Business Communications instead? This course would teach students to write letters and work on letter strategy (direct and indirect). It would also work on email professionalism. A critical issue from employers is that students don’t have the professional atmosphere. Mari stated that Access can be taught, soft skills is something at needs to be trained.

The committee spoke briefly on group applications. Naomi mentioned that TVC uses skype because it’s easier to add people in and take people out. Some other suggestions were:

* Teams
* Go To Meeting
* Zoom

**DIVISION NAME**

Marilyn asked the name about the program name and it it’s applicable or makes senses. Many students think that they need to be taking Business Administration, however the core classes are BTEC. The word “business” is confusing to the consumer. Renee stated that when a student searches for a course, they are putting in something specific; how are they finding it and what key words are they using?

A suggestion of something like “Business Office Professional” was put forward.

**RECRUITMENT**

Marilyn stated that the committee needs more advisory members. She welcomed to Marney and Naomi and hopes they will continue on board. It would be great to get on an HR manager.

**INDUSTRY UPDATES**

Kathy explained that they have advisories at the high school. They are having an advisory kick off on October 25th at Washougal starting at 5:00pm.

Cathy encouraged cross pollination of committees.

The meeting adjourned at 5:31pm

Prepared by SueAnn McWatters