**Business & Technology Advisory Meeting Minutes**

**April 27, 2017**

**5-6 p.m.**

**Student Activities Senate Chamber**

Meeting called to order at 5:05 p.m.

1. Designation of note taker: Sandy Bolt.
2. Introductions were made.
   1. BT Faculty Present: Sandra Bolt, Karen Dancey, Robyn Hart, Marc Haskell, Rebecca Nelson, Melinda Shirey, Jolene Thiessen
   2. Advisory Members Present: Monika Aguirre (Aetna), Cheryl Baldwin (AMEC Foster Wheeler), Bernell Hirning (National University), Jessica Mitchell (Willow Urgent Care), Pam Wyatt (Willow Urgent Care), Melissa Anderson (Aetna), Christine Ferguson (SCCCD/HR), Pearl Mangum (FCC Business Division), Lori Botelho (Counselor), Kris Stuebner (JEM Restaurant Management), Samerah Campbell (SCCCD/HR Director)
   3. BT Faculty Absent: Sheila Martin, Richard Tuttrup (Accounting)
3. New Certificates
   1. One-Person Office: Robyn Hart introduced the One-Person Office Certificate requirements. Discussion included:
      1. What does BT 131 teach? It was suggested by Advisory Members that BT 131 should include payroll and focus the class on a small business.
      2. Students need to know how to manage projects (manage their projects throughout the day). They should be able to make a to-do list and prioritize their work.
      3. Other suggestions included having students know regulations for starting a business such as: certificates, permits, regulations, and obtaining a business license.
      4. The Department will discuss and make changes if needed.
   2. Office Manager: Sandy Bolt introduced the Office Manager Certificate requirements. Discussion included:
      1. Ethics, generational differences, and accountability need to be included in the courses. It was stated by faculty members that ethics is included in the BT 23 and BT 11 classes.
      2. Payroll, human resource management, interviewing, benefits, and employment rights, and legal aspects of a business were mentioned as skills needed by a manager. Faculty members stated many of these topics are taught in the various courses offered.
      3. It was suggested to remove “Manager” from the title, some suggestions were:
         1. Advanced Office Professional
         2. Administrative Office Manager
4. Perkins Grant Money
   1. Karen informed the Advisory Members that Perkins money is for Career Technology Education (CTE). She asked employers to think about how to use Perkins money to better students. Discussion centered around “job ready” skills such as being honest and customer service. Soft skills were discussed as well.
   2. There was discussion about a Restaurant Management Program and the types of classes that could be offered.

1. Technology
   1. No discussion at meeting
2. Interpersonal/Soft Skills
   1. Customer service is important. Faculty reported that this is taught in BT 23 and BT 11.
   2. There was discussion about Restaurant Managers and the need for training, including; food service, inventory control, cash management, and service aides.
3. Miscellaneous Discussion
   1. Some general suggestions for all courses:
      * 1. Students need to be reminded to “Do the job and then get paid.”
        2. Students need to read instructions and directions.
        3. Update credit by exam courses.
        4. SCCCD no longer does typing tests.
        5. Learn to take on responsibilities.
        6. Students should not tell an employer how to run the business.
   2. There was discussion about how the new minimum wage is affecting how certificates prepare students. Will college students be prepared for higher than minimum wage? Employers stated that they are still figuring that out.

Meeting adjourned at 6:05 p.m.

Submitted by Sandy Bolt