**Committee Name: Information Technology/Cyber Security Advisory Board**

**Date: November 14, 2019**

**Time: 11:30am**

**Location: Casey’s BBQ, Ridgecrest**

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| **Attendees** |
| **Ashley, Erica** | **NAWCWD IT Supervisor** |
| **Bradley, John** | **Cerro Coso Instructor** |
| **Buchanan, Stacy** | **Bellevue Relationship Manager** |
| **Hack, Terri** | **Cerro Coso CTE Counselor** |
| **Karnes, Valerie** | **Cerro Coso IT/Cyber Professor** |
| **Kuczora, Jillian** | **Burroughs High School Teacher** |
| **Marcelleno, Susan**  | **NAWCWD Workforce Development** |
| **Marshall, Jennifer** | **Cerro Coso Job Development Specialist** |
| **Miller, Scott** | **Saalex Recruiter** |
| **Montoya, Stephanie** | **Trowbridge Program Manager** |
| **Navarro, Lacey** | **Cerro Coso CTE Secretary** |
| **Park, Krystal** | **Cerro Coso Student/SSUSD employee** |
| **Paul, John** | **NDTI COO** |
| **Zamarron, Angel** | **NAWCWD Outreach** |

1. **Introductions**

*Meeting called to order at 11:43 am by Valerie Karnes.*

*All attendees briefly introduced themselves.*

*Valerie explained the purpose of advisories is to receive feedback from members regarding programs and student performance when entering the workforce.*

1. **Minutes of previous meeting**

*Minutes have error according to Bellevue Stacy Buchanan, error in Bellevue University Update section (Page 4, number 9) shows “the ability to transfer 18 units to Bellevue”. Per Stacy Buchanan, this should show “at least at 78 units”.*

1. **Information Technology/Cyber Security Programs**

*Valerie explained the program roadmap and the process of transferring to Cal State.*

*CSEI has been changed to IT is because CSEI is computer science, IT is Info Tech. This change came about because faculty are having a hard time separating the two when assessing students.*

1. **IT/Cyber programmatic information materials**

*Packets included marketing documents and information for the IT/Cyber Programs. If any corrections need to be made, please contact Valerie Karnes.*

1. **Job Placements & Internships**

*Item duplicated on agenda. See item 10 below.*

1. **Operating System Certificate**
	* **Linux classes being offered through Bellevue University for students/employees**

*Bellevue offered the Linux class at a reduced price in fall and spring and no students enrolled. Valerie asked the Board Members for feedback to determine if the course is still a need. Erica Ashley oversees the cyber security workforce on command and states it was probably a miscommunication. Saalex, NDTI, Trowbridge & Trowbridge representatives expressed interest due to the need on base.*

*Valerie will send out reminder email regarding Linux classes at Bellevue.*

* + **Linux classes being offered through Bellevue University for students/employees**

**Cerro Coso**

*Valerie discussed the possibility of offering a Linux Operating Systems Certificate at Cerro Coso in hopes to capture the community members that are hesitant to enroll with Bellevue. Offering the program at Cerro Coso can help bridge the gap and resources and support can be provided locally.*

* + ***Valerie asked Board Members if they agree with creating a new Linux Operating Systems Certificate at Cerro Coso***
1. ***Susan Marcellena motioned to approve the new Linus OS Certificate***
2. ***Erica Ashley seconded***
3. ***Motion approved***
4. **Cloud Computing Certificate of Achievement (AWS)**
	* *Dean approached faculty about the need for Cloud Computing, instead of developing an entire degree, faculty would like first create a certificate that is adequate enough to get them into the cloud computing environment, then decide if there is a need to create a degree program. Chris Harper went to AWS Certification School this summer to bring back information and ideas in order to move forward. Current students already taking 142 or 143 can step right in.*
	* *The timeline for the state of California to approve a new program is typically 18 months.*
	* *John Paul explained lots of military folks are moving to cloud computing, but there is still a need for both technologies, not just AWS.*
	* *Microsoft just won JEDI (Joint Enterprise Defense Infrastructure) cloud contract. This doesn’t affect the current contract, but it will down the road.*
	* *Several Board Members recommended to use a generic name for the program/certificate instead of “AWS”. Members suggested training specifically about AWS and Microsoft in the course. The need will be general with both platforms so students are prepared and trained in both concepts.*
	* *Other suggestions from Advisory Board Members include: hybrid cloud, micro-services, designme, and cloud architecture as a part of the curriculum. Valerie/Chris are still in the planning stages of the course outline. Valerie will send to employers for feedback before finalizing.*
	* *Board Members will encourage their current IT personnel to sign up for Cloud Computing & Linux courses). Those with A+ certificate may be able to have that waived. They would have to take 2 other courses in order to complete the program.*
	* ***Valerie asked Board Members if they agree with creating the new Cloud Computing Program.***
		1. ***Susan Marcellena motioned to approve the New Cloud Computing Program***
		2. ***Erica Ashley seconded***
		3. ***Motion approved***
	* *Certificate in Data Analytics will be offered at Bellevue fall 2020.*
5. **Spring Employers Meet & Greet dates**
	* *Valerie is currently planning the 3rd Annual Employer Meet and Greet. She would like to schedule the event right ahead of apprentice release and Jennifer Marshall helps students find work. Professor Karnes requested feedback from Board Members. All in attendance felt it was a valuable event. Suggestions included to shorten the time frame for a more condensed and more effective event. They felt it would be a great opportunity for students to have exposure to the employers/recruiters and to marketing different companies*
	* *Event scheduled for April 15th from 4:00 pm -6:00 pm. Bellevue will provide funding for food.*
	* *Angel Zamarron stated specific marketing targeting the high schoolers would serve as valuable. She suggested we provide posters/handouts to the high school to disseminate. She would like to help bridge the gap with CTE Students between the High School and the College. She suggested a call to actions.*
	* *Jillian Kuzcora shared that CTE teachers at Burroughs are not offered times for the kids to attend. Valerie mentioned the vans available to the college, students are more likely to attend if they had the means to get there. CTE teachers at the high school will probably be willing to go if the admin helps coordinate the trip.*
	* *Lacey Navarro will ask Dean Murabito about the possible use of the vans at the next event.*
	* *Jillian will bring up the interest at the next PLC meeting.*
	* *Per Jillian, she would like to coordinate with the college to host an event to have mock interviews including training session. The invite would not be CTE specific, but the entire high school. She suggested target History classes to capture all 11th graders etc,*
6. **CTEC Updates**
	* **Hands-on workshop –** *Cancelled until Spring 2020. Valerie explained that the high school students would like to interact with the college students. Not enough RSVPs were received.*
7. **Internships/Job Placement**
	* *Jennifer Marshall passed out brochure and explained the purpose of the Career Center. The Career Center works with community and contractors on base. Recently assisted Saalex with internships, IT electrical/technical writing, cyber. Jennifer Marshall is working with Pamela Torres to place students in the field and get them started. It is a standard paid internship program covering a 3-month duration. This internship provides hands on experience to get a job on base. Eligibility to the program requires the student submit a letter of recommendation from instructor and a statement from the applicant. We are hoping to do this year round. 1 placement per semester. Per Jennifer, it is her* job to work together with all contractors to get more connections/communication.
	* *Deadline for the Fall: Process starts in March.*
	* *Deadline for Spring: August/September.*
	* *Interviews: October/November*
	* *High school students may apply, but cannot be selected until they turn 18 to be on base. They can, however, work in the corporate offices. This can provide a meaningful internship without intellectual access. OPM stopped ability to grant clearance to minors. In 2017 the rules changed and now all employees on base must be 18 and over.*
	* *We are in the beginning stages of using JobSpeaker at Cerro Coso. Bakersfield College has been having great success with it. Jennifer described how the platform builds relationships between colleges, students and employers. There will be several trainings in the next few months for employers, zoom or one on one. Jennifer Marshall would love feedback. John Paul expressed interest in JobSpeaker. Student must upload their information or resume into JobSpeaker. We do not have adequate documentation of where the students go after college. CTE students are emailed a survey, however, we only receive 30% response rate. We are attempting to fill in the gaps to provide better data. This app is open to the general public.*
8. **Bellevue University Update**

*Students can finish a Bachelor’s in Cyber online at Bellevue. Bellevue is also beginning a new partnership with Travis Airforce Base. Stacy is not well-versed with the details, but will send information out to the group as it becomes available.*

1. **Other Items**
	* *High School Dual Enrollment- Cerro Coso is actively working on this with the High School. Dean Murabito is very supportive, as is Jill Board, in order to get more kids in the pathway. We are hearing lots of support from BHS admin.*
	* *Question: Is Dual Enrollment open to private high schools, such as Immanuel? Valerie: Yes, but we would need to have a teacher on staff qualified to teach. The class would be offered on their campus during their day, on their time. Can Immanuel students go to Burroughs? Concurrent enrollment, enrolled in both? There are lots of options, Valerie is very interested in getting students into the pipeline.*
	* *Security Plus- is there still a need? Yes. Buildings on base are not fully restored. NDTI recently outsourced to get certifications externally. Jennifer can set up a class outside of normal hours. If you are willing to pay fee, it can be a part of contract/community ed. A week-long or 4 day boot camp would be ideal. Since the earthquake, the base has used a local agency in town as a testing center until their building comes back up.*
2. **Next meeting date – Spring 2020**

*Next meeting will be April 2nd, 2020.*

1. **Adjournment**

*Meeting adjourned at 1:08 pm by Valerie Karnes.*

Meeting Chair: Valerie Karnes

Recorder: Lacey Navarro