Moreno Valley College  
**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

Business & Information Technology Systems

**ADVISORY COMMITTEE MEETING MINUTES**

Wednesday, November 16, 2016 @ 4:00-6:00pm

SAS-101

**I. Call to Order**

Dr. Melody Graveen called the meeting to order at 4:08 p.m.

**II. Welcome**

Dr. Irving Hendrick, Interim President of Moreno Valley College gave a brief welcome to the advisory committee. He discussed the importance of Career & Technical Education and adjusting college programs in order meet the needs of our students and local businesses. He expressed that Moreno Valley College does not want to be engaged in preparing people for jobs that don’t exist.

**III. Role of the Advisory Committee**

Dr. Melody Graveen reiterated Dr. Hendricks explanation of the role of the advisory committee. The purpose of the committee is for Moreno Valley College to listen to the business experts as to which direction Moreno Valley College needs to go to prepare students for great jobs.

1. **Introduction of Members**

**Maureen Rubalcaba** – Associate Dean, Grants & College Support Programs at Moreno Valley College

**Doug Henderson** – STEM/CTE Coordinator at Val Verde Unified School District

**Michael McCormick** – Superintendent at Val Verde Unified School District

**Claire Jefferson-Glipa** – IT Education Account Manager at SigmaNet

**Laura Dunphy** – Business Faculty at Moreno Valley College

**Javier Tornier** – Professor of Physics, Information Security Officer

Director of Information Security & Information Technology at Cal State San Bernardino

**Tony Morfin** – Founder of Freetisimo

**Matt Fast** – Assistant Professor, Computer Information Systems at Moreno Valley College

**Cheryl Honore** – Professor of Accounting at Moreno Valley College

**Mike Lee** – Economic Development Director for the City of Moreno Valley

**Jackie** **Melendez** – Project Manager, Economic Development for City of Moreno Valley

**Michael McQuead** – Associate Professor, Computer Information Systems at Moreno Valley College

**Matthew Barboza** – Department Chair for Business Information Technology Systems Associate

Professor, Computer Information Systems at Moreno Valley College

**Gary Prince** – Retired IT Riverside Unified School District

**Charles Andersen** – Riverside Unified School District

**Robert Loya** – Business Faculty at Moreno Valley College

**Glenn Dumas** – CTE, Val Verde Unified School District

**Steve Collier** – Mathematics Instructor, Alvord Unified School District

**Melody Graveen** – Dean of Instruction, Career & Technical Education at Moreno Valley College

1. **Announcements**

Dr. Melody Graveen notified the committee of the Strong Workforce Program. The state has budgeted 200 million dollars of ongoing annual funding towards more CTE and better CTE. More CTE means more enrollments. Better CTE means more completions, better jobs, and better wages. We received 10% in the inland empire/desert region. There was a 40% regional share which was $7.7 million in regional funding. The 60% local share provides $2.9 million a year to Riverside Community College District. Moreno Valley College will receive $635,000 annually.

Dr. Melody Graveen also notified the committee of the Career Pathways Trust Grant. She explained how eighteen new articulation agreements came out of the Articulation Event that the CCPT grant funded. The next Articulation Event will take place on March 2, 2017.

1. **Current Programs**

Dr. Melody Graveen discussed the current Career & Technical Education Programs that Moreno Valley College offers. Brochures were provided to committee members.

1. **Proposed Programs/Certificates**

**Information Assurance Auditing**

Mr. Robert Loya gave a PowerPoint presentation on Information Assurance Auditing. On July 1, 2016 Moreno Valley College was given a Grant from the National Science Foundation to fund program. He proposed a certificate in Information Assurance Auditing. A two-year program. After the presentation the committee discussed cloud computing and risk assessment. Discussion ensued.

**It was moved by Javier Torner, seconded by Claire Jefferson-Glipa, and approved to create a**

**certificate in Information Assurance Auditing.**

**(Votes: Yes = 14; No = 0; Abstentions = 0)**

**Administrative Office Professional/Office Assistant**

Mr. Matthew Barboza presented on the proposed Administrative Office Professional Certificate. A two-year, 13.5-unit certificate. Which includes the following courses: Small Business Communications, Computer Applications for Business, Professional Office Procedures and Records Management.

Mr. Matthew Barboza also presented on the proposed Office Assistant Certificate. A two-year, 11-unit certificate. Which includes the following courses: Business Etiquette, Business English, Keyboarding Fundamentals, Document Formatting and Computers for Beginners.

The committee discussed re-naming the Computers for Beginners course to Computer Literacy or Computer Elevation. Discussion ensued. They also discussed the importance of exposing Moreno Valley College students to both MAC and PC.

**It was moved by Claire Jefferson-Glipa, seconded by Charles Andersen, and approved to create certificates in both Administrative Office Professional and Office Assistant.**

**(Votes: Yes = 14; No = 0; Abstentions = 0)**

1. **Questions for Discussion**

**How is the economy affecting our area/job market?**

Mike Lee discussed that in the Moreno Valley area we should be focused on Logistics and Medical. The range of the types of jobs are very diverse. Basic soft skills are vital. Moreno Valley has been expanding on global trade.

Jackie Melendez stated that Southern California and the Inland Empire is the hub for logistics and Moreno Valley is the heart of that. There was 5.8 million of industrial absorption and Moreno Valley led the region. Moreno Valley College should create programs that are about the jobs that are here right now. Predominately and increasingly Logistics, Manufacturing, and Ecommerce. Entrepreneurial development.

**What do you see happening in your industry in the next few years?**

Claire Jefferson-Glipa discussed Cisco’s certification program and how the program opens up tons of opportunities for all student populations. The age requirement is 13-years old. Teaching the appropriate skill-sets such as routing and switching, which is high in demand and high-paying.

1. **Next Meeting Date/Time**

A Doodle Poll will determine the next meeting date and time,

1. **Adjourn**

Meeting adjourned at 5:55 p.m.