

Business Technology Advisory Committee

Shoreline Community College

November 14, 2006

City of Shoreline, 4 p.m. to 5:30 p.m.

Present: Maggie Colvin, Cingular Wireless
Patricia Costa, U.S. Food & Drug Administration
Charlotte Engel, Senior Executive Assistant, Korry Electronics
Justin Kellogg, Paralegal, Microsoft
Pamela Kihlstrand-Kolesnikov, Program Assistant, Technical Support Services, Shoreline Community College
Lynda Knight, Secretary Supervisor, Business Automotive Manufacturing Division, Shoreline Community College
Peggy Moloney, Senior Paralegal, Microsoft
Michael G. Troy, Staffing Manager, Office Team
Carolyn Wurdeman, Executive Asst. to City Manager, City of Shoreline

Shoreline Community College Faculty and Administrators:
Carla Hogan, Interim Dean, Business, Automotive and Manufacturing Division
Berta Lloyd, Dean of Professional-Technical Education
Marcia Liaw, Faculty
Sally Rollman, Faculty
Karen Toreson, Faculty

**Next Meeting: Tuesday, April 24, 2007, at 4 p.m. on Shoreline CC Campus
Central Conference Room in the 1000 Building**

Welcome and Introductions

- Chair Lynda Knight called the meeting to order at 4 p.m. She welcomed everyone and thanked Carolyn Wurdeman for setting up this meeting at the City of Shoreline offices.
- The committee members introduced themselves.
- New members were welcomed to the committee: Patricia Costa from the U.S. Food & Drug Administration, Peggy Moloney and Justin Kellogg from Microsoft, and Charlotte Engel from Korry Electronics Esterline Corporation.

Approval of Minutes

- The minutes of the April 25, 2006, meeting were approved as submitted.

Demonstration of Portal Technology for the City of Shoreline

- Joan Herrick, Web Developer for the City of Shoreline, demonstrated their new portal technology which is used as an internal web site for employee information and for sharing official records. This portal is richer than their previous intranet.
- Its development was driven by the City Clerks Department but now extends to 10 departments or “communities,” such as Public Works and Human Resources.
- Carolyn Wurdeman, Executive Assistant to the Shoreline City Manager and member of the Business Technology Advisory Committee, coordinated our visit and the demonstration of the City’s portal technology.

Update on Business Technology Program

- Marcia Liaw went explained the planning sheets for short-term programs in Business Technology, Certificate of Proficiency, and AAAS Degree and explained that AAAS degree students do a 90-hour internship in addition to their 90 credits. A packed of materials was presented to members.
- Last year 14 students completed the Certificate of Proficiency and 8 completed the AAAS degree. Many more students completed short-term certificates. Completion of one or more short-term certificates became an incentive for many of them to continue taking the Certificate of Proficiency and AAAS Degree in Business Technology and completing these.
- Maggie Colvin, a graduate of the Business Technology degree program, commended the faculty for their support throughout her time in the program as she retrained from many years of work as a landscaper.

Update on Modularized Curriculum

- Karen Toreson reported that a new course in File Management and one in Visio has been added to the existing courses.
- The Business Study Center and Tutoring Program are clustered with the 1-credit modularized curriculum.
- 55 total students are enrolled in the modularized program this fall quarter. The largest groups are 18 students enrolled in Excel and 14 students in Word.

Update on Shoreline Community College

- Carla reported that Lee Lambert has been appointed President of the college.
- Because enrollment targets have not been met over the last few years, our college will be rebased in the 2007-2009 biennium. This means a considerable budget reduction for our campus.
- Several vice-president positions are interim again this year.

Adjournment

- The meeting adjourned at 5:45 p.m.

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