



**Shoreline Community College**

16101 Greenwood Avenue North

Shoreline, WA 98133

**SHORELINE COMMUNITY COLLEGE  
ACCOUNTING/ BUSINESS TECHNOLOGY ADVISORY COMMITTEE MEETING**

**THURSDAY, FEBRUARY 1, 2018**

**12:30-2:00 P.M.**

**ADMINISTRATION BUILDING, BOARD ROOM (1010M)**

**Present: Industry Representatives**

Chair Joe Sperry, ICHS Shoreline Clinic

James Wilson, Express Employment

Amelia Hannah, SIR Real Estate

Jae Han, Microsoft

**Shoreline Community College Administrators and Faculty**

Gail Dalton, Business Technology Faculty

Ann Laird, Business Technology Faculty

Dan King, Accounting Faculty

Brad Fader, Accounting Faculty

Lauren Hadley for/Guy Hamilton, Executive Dean, Workforce & STEM

Lisa Malik, Acting Dean, HO/PE & Business

Tiffany Lamoreaux, Career Navigator, Workforce

**Next Meeting:** Fall Quarter: October, 2018...Date/time to be determined by members either at the May meeting or via Doodle poll.

**Call to Order/Welcome and Introductions**

The meeting was called to order at 12:35 pm by Chair, Joe Sperry. Members introduced themselves to each other. Joe welcomed new members.

**Approval of Minutes**

Minutes from the February 1, 2018, (Winter Quarter) meeting approved as written (Lamoreaux/Malik). (Minutes taken by Gail Dalton.)

## Discussion

### A. Role of Committee

Lisa Malik, Acting Dean of HOPE, explained that we look to community members to contribute information on what employers need. This might take the form of hard and/or soft skills. Lisa would like to continue building the committee with more members who are in touch with the needed outcomes for our programs.

Dan King pointed out that the Program Advisory Committees should focus on Professional/Technical programs, and not the transfer degree students.

### B. Discussion

Jim asked how often students transition from a short term certificate to complete the degree programs.

Tiffany explained that most all of the Professional/Technical programs have “stackable” certificates. Short-term certificates, including I-BEST Programs, are all “transferable” to the longer degree programs. No numbers were available on this, however.

Dan and Gail pointed out that Shoreline has recently been decreasing the number of short-term certificates, as we are not getting credit from the state for more than one per student. Formally, the state and college were “pushing” the development of these certificates. Recently, Business Technology has gone from six short-term certificates to three (including the Certificate of Proficiency).

Lauren asked what we are looking for in terms of committee members. Gail suggested that anyone who has had experience as an Office Assistant, Bookkeeper, Office Manager, or Administrative Assistant would be most beneficial.

Members suggested that the following were important:

- QuickBooks
- Social Media management
- Communication skills
- Electronic records management
- Critical thinking
- Open to learning
- Teamwork

### C. Membership

The committee would like to build its membership to possibly include workers from the following:

- WASDOT
- City of Shoreline
- Everett Clinic
- Shoreline School District (perhaps instructors)
- VOLT
- Chamber of Commerce

- Hiring managers
- Swedish Medical Center

Some members agreed to reach out to contacts in these areas.

### Program Updates

- a. **Accounting**—the program is running steadily. They currently have 12 sections offered, and they are using one associate faculty member for a full load of courses.
- b. **Business Technology:**
  - a. Ray Spizman has resigned his full-time teaching position in BUSTC, effective as of the end of Fall Quarter 2017. It is unclear at this time if this position will be filled at a full-time level.
  - b. Enrollment continues to be strong for most of the courses, but we may look at offering some only during certain quarters.

### Other Business

- Other: No other business was discussed.

### Next Meeting

Date TBD for a Spring Quarter meeting.

### Adjournment

The meeting was adjourned at 2:05 p.m. by Chair, Joe Sperry.

Respectfully submitted,

Gail Dalton, Instructor  
Business Technology  
May 2, 2018