



Shoreline Community College

16101 Greenwood Avenue North

Shoreline, WA 98133

ACCOUNTING/ BUSINESS TECHNOLOGY ADVISORY COMMITTEE MEETING

THURSDAY, FEBRUARY 2, 2017

12:30-2:00 P.M.

ADMINISTRATION BUILDING, BOARD ROOM 1000

Minutes

Present: Industry Representatives

Joe Sperry, ICHS Shoreline Clinic

Zofia Romanowicz, Amazon

Cheri Stein, Ret. Sr. Accountant

Meredith Brown, Student Representative

Shoreline Community College Administrators and Faculty

Gail Dalton, Business Technology Faculty

Ray Spizman, Business Technology Faculty

Ann Laird, I BEST Instructor

Cathy Otto, Dean HOPE

Eve Sternberg, I BEST

Absent: Industry Representatives

Wendy Stockholm, UW Medicine

Seth Munro, Express Staffing

Tanis Yonkers, CPA, Ste. Michelle Wine Estates

Brian Doennebrink, Sr. Analyst

Jenny Hageman, Boeing

Marcia Liaw, Ret. Business Technology

Seth Munro, Express Employment

Shoreline Community College Administrators and Faculty

Dan King, Accounting Faculty

Brad Fader, Accounting Faculty

Next Meeting: Fall Quarter: October, 2017...Date/time to be determined by members.

Welcome and Introductions

In lieu of a Chair for the Committee, Gail Dalton, Faculty BUSTC, called the meeting to order at 12:30 p.m.; welcomed everyone; everyone introduced him/herself. Joe Sperry agreed to serve as Chair for the rest of this meeting.

Approval of Minutes

Minutes from the October 20, 2016 (Fall Quarter) meeting approved with edits.

(MOTION: Brown/Stein). Minutes taken by Gail Dalton.

Program Updates

- a. Accounting—no report
- b. Business Technology:
 - a. **Program Goals-** several revisions were made by both staff and committee. The final copy of the Program Goals is enclosed for the record.

UPDATE: As of 4.18.17, Goal # 3 needs to be discussed/clarified as per Gail's work on the Outcomes/Assessment Committee.
 - b. **I BEST-** Dean Cathy Otto informed the committee that the Office Technology I BEST Program would not continue at this time. The enrollment in this program has been too low to support the co-teaching model for this program. Eve Sternberg suggested that an accounting focus I BEST might lead to more "employability" for the students.
 - c. **Internships-**Zophia mentioned that Amazon has a bookkeeping internship agreement with the UW, so perhaps we can explore one as well. She also stated that Amazon is now hiring in the fields of technology, software development, sales, and administration. Their program "Marketplace," has opportunities for entry-level positions.

Election of Permanent Chair (tabled from last meeting)

Joe Sperry agreed to chair this meeting.

Other Business

- Meeting types were discussed. A Doodle survey was suggested for identifying best dates/times. Staff can implement one of these before the Fall Quarter meeting. Task-oriented meetings were encouraged.
- Employment skills needed were discussed by committee members. These included: critical thinking, people skills, life-long learning ability/desire, enthusiasm, networking, knowledge of organizational structure and culture, and software skills.
- Committee members were asked what they could specifically assist with. Cheri agreed to mentoring students, and Joe suggested he could assist with work placement/internships.
- The group brainstormed possible additional member-types: Department of Transportation, Chamber of Commerce, United Way, Professional Associations for Admin Assistants, people on the front line who actually hire, and CPAs/Accountants. Zophia, Joe, and Cheri will all look for additional members for the committee.
- Other:
 - a. Ray stated that he is working on developing more problem-solving opportunities into the curriculum.
 - b. Give students ideas of how they can understand organizations.
 - c. Let students know the variety of jobs that are available and what opportunities they may have for advancement.
 - d. Let students know what they need to succeed in an organization.

Next Meeting

October, 2017—Date TBD. 12:30 -2:00 pm. Room 1000. Lunch will be served if a noon time meeting is agreed upon.

Adjournment

The meeting was adjourned at 2:00 p.m. by Acting Chair, Joe Sperry.

Respectfully submitted

Gail Dalton, Instructor
Business Technology
April 18, 2017