



**Shoreline Community College**

16101 Greenwood Avenue North

Shoreline, WA 98133

SHORELINE COMMUNITY COLLEGE  
ACCOUNTING/BUSINESS TECHNOLOGY ADVISORY COMMITTEE  
MEETING MINUTES

THURSDAY, MAY 11, 2017

12:30-2:00 P.M.

ADMINISTRATION BUILDING, BOARD ROOM 1000

**Present:**      **Industry Representatives**

Joe Sperry, ICHS Shoreline Clinic

Christina Null, Wells Fargo Bank

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

Dan King, Accounting Faculty

Brad Fader, Accounting Faculty

Lisa Malik, Acting Dean, HOPE

**Guest:**      Jenna Durney, Outreach Specialist, Prof/Tech and Workforce Programs

**Absent:**      **Industry Representatives**

Jessica Rice, Express Employment Professionals

Zofia Romanowicz, Amazon

Wendy Stockholm, UW Medicine

Tanis Yonkers, CPA, Ste. Michelle Wine Estates

Jenny Hageman, Boeing

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

## 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.

## Election of Chair for Academic Year 2017-18

Joe Sperry agreed to serve as chair for the next year 2017-18.

## Approval of Minutes

Minutes from the May 11, 2017, (Spring Quarter) meeting approved as written by consensus. (Minutes taken by Gail Dalton.)

## Guest Speaker

Jenna Durney, Outreach Specialist, Prof/Tech and Workforce Programs, spoke with the committee about her position. She mentioned the following points:

- Her primary role is to go out into the community and get information out about Shoreline's Prof/Tech and Workforce Programs
- She has had a booth at various farmer's markets, job fairs, high schools, and any other place or event that will allow her to advertise
- She also speaks with employers about getting their current employees re-trained while still working through the Worker Retraining Program. There are no income limitations for the employee and no cost to the employer.
- Interested employers should write a letter addressing the training needs of the employee(s) to the attention of the Worker Retraining Program at Shoreline. Jenna is working on a flyer specially geared to employers.
- Through the "Dream Act" (DOCA), there are programs that immigrants are eligible for, provided they have lived in WA State for over one year.

## Discussion

Discussion followed about what skills are currently lacking in existing employees that might use these programs to update/upgrade their skills. The following were mentioned by various members:

- Both basic and advanced Excel skills (formulas, forms, lists, sorting)
- Outlook
- PowerPoint
- All Office 2016 programs
- Verbal and written communication skills
- Critical thinking skills
- Decision making skills
- Prioritization skills

Joe Sperry suggested that Jenna contact groups such as the Shoreline School District, Social Security Administration, City of Shoreline, and any other entities that may have "community resource teams."

## Program Updates

- **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.

- **Business Technology**

2) **Program Goals-** The final copy of the Program Goals (with a re-wording of Goal # 3) was approved by the committee.

3) **Possible New/Revised/Required Courses-** Gail Dalton discussed some possible “new” or reworked courses for the future to get committee feedback on need.

### Introduction to Business Technology/Office Essentials:

This program has never had an overall “introductory” course that would include topics such as: what it takes to be successful in an office environment (industry expectations), possible work sites, study skills, instructor expectations, thinking on the job, telecommuting, globalization, and other soft skills that would help students to be successful in completing our program with those necessary competencies. Lisa Malik noted that there already is a general college success course being developed at Shoreline. This proposed new course would focus specifically on our program and work in an office environment. Cheri indicated that there are a small number of students in the program, but for those students to be successful, they must demonstrate some essential values and skills—the program should not train those without these values, as they would most probably not be successful in an office environment. Joe mentioned that those with poor English skills are often held back due to the lack of communication skills. Meredith suggested this course include a section on diversity and working in the global/virtual office environment. ***The committee unanimously agreed that this would be a desirable course for staff to pursue.***

### Records Management:

We currently offer a filing course, but not all records are paper now. Ann Laird has taught a more robust course dealing with management of all records (digital and paper) at Everett. She would like to work with Gail on the upgrading of the filing course to be more inclusive. Cheri stated that organizations often get overwhelmed with the amount of data, how to process it, and what it means. ***The committee unanimously agreed that this would be a desirable remake of the filing course, so staff should pursue.***

### Human Relations Course Requirement:

Currently, students must take either a three-credit or five-credit offering. Instructors in our program feel that it is better for the students to take the five-credit offering, as that course is more specific to office environments. Gail would like to change this requirement on the planning sheet for next year. Now, the course is only offered in a hybrid fashion. Gail would like the Business Administration faculty to consider an online offering of this course, so that our degree continues to be attainable 100% online. She will work with the BusAd Program to see if this can be accomplished in the future. In the meantime, program advisors will work with students who have already taken the three-credit offering.

## 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.
- Ray asked if there were current industry standards for keyboarding and 10-key. Cheri suggested 50/NWPM, but others have heard of up to 65+/NWPM. No one was aware of any minimum for 10-key. Christina stated that Wells Fargo does not test for this as an entry level competency.
- Other: No other business was discussed.

## 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  
September 28, 2017