



Shoreline Community College

16101 Greenwood Avenue North

Shoreline, WA 98133

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

THURSDAY, MAY 17, 2018

12:30-2:00 P.M.

ADMINISTRATION BUILDING, BOARD ROOM 1000

Present: Industry Representatives

Chair Joe Sperry, ICHS Shoreline Clinic

David Postforoosh, Enterprise Holdings

James Wilson, Express Employment Professionals

Amelia Hannah, SIR Real Estate Services, Inc.

Sara Lane, City of Shoreline

Chander Sharma, Key Bank

Meredith Brown, Student Representative

Sarah Dunkinson, Human Resource, Shoreline CC

Shoreline Community College Administrators and Faculty

Gail Dalton, Business Technology Faculty

Lauren Hadley for/Guy Hamilton, Dean STEM Programs

Dan King, Accounting Faculty

Brad Fader, Accounting Faculty

Lisa Malik, Acting Dean, HOPE

Kim Cambern, Workforce

Absent: Industry Representatives

Christina Null, Wells Fargo

Next Meeting: Spring Quarter: April/May 2019...Date/time to be determined by members.

Welcome and Introductions

Committee Chair, Joe Sperry, called the meeting to order at 12:35 p.m.; welcomed everyone; everyone introduced him/herself.

Approval of Minutes

Minutes from the May 17, 2018, (Spring Quarter) meeting were distributed. There was no meeting this last Fall Quarter, 2018, except for the "Overall Advisory Committee Members' Welcome." (Minutes taken by Gail Dalton.)

Election of Chairperson for Committee for AY 2018-19

- Joe Sperry, current chair, agreed to serve in this capacity for another year.
- Amelia Hannah agreed to serve as vice-chair.

Discussion

There was discussion about the possible re-naming of the program. The following were suggested:

- Business Information and Technology
- Administrative Support Specialist
- Administrative Assistant
- Business Support Technology
- Administrative Specialist
- Back Office Assistant
- Customer Service Specialist

Discussion followed, and the following points were made:

- What degree at the bachelor's level follows this program? As of now, there really is none.
- The Administrative Assistant degree may be too rigorous for some of our student population. They might be best off getting shorter certificates. These usually do not lead to good paying jobs, however.
- Kim Cambren stated that the old "BUSTC 102" course or equivalent was needed again. This course is geared toward students who have no/little computer experience. Kim stated that we have funding and a large population of ESL/Refugee students who need this type of lower level course.
- It was mentioned once again that an "introductory" course be included in the curriculum. Perhaps, this can be combined with the prior objectives of BUSTC 102.
- Sara suggested that a Records Management course is needed and is essential. The course should cover basic paper filing techniques, but it should also include electronic record keeping.
- It was suggested that we consider adding the Project Management course to our degree.
- Gail announced that the BUSTC 101 (Beginning Keyboarding) is now a part of the Academic Credit for Prior Learning at Shoreline. Students can test out of this course with a score of 45 wpm or greater.
- It was agreed that the Social Media Marketing course is a positive addition to the degree.

Program Updates

- a. **Accounting**—The program is running steadily. They have two full-time instructors and are using one associate faculty member for a full load of courses.
- b. **Business Technology**—Gail suggested that all the ideas were good ones. The primary challenge for Business Technology now is to determine who we want to serve and develop the program (or certificates) to meet current industry needs.
- c. **Other Business**—Acting Dean, Lisa Malik, suggested that the primary issue as of now is to build the advisory boards. This is true across campus, but especially for this committee. A couple of suggestions were made for recruitment: Central Market and WSDOT.
- d. **Skills Needed**—some additional discussion centered on skills needed in today’s office environment. These included: basic computer skills, good communication skills, ability to perform online research, critical thinking, building a personal brand via resume and social media, project-oriented, ability to adjust to change, see challenges as opportunities, and other “soft skills.”
 - Other: No other business was discussed.

Next Meeting

~~October 19, 2017. 12:30–2:00 pm. Room 1000. Lunch will be served if a noontime meeting is agreed upon.~~ This meeting was canceled. We will meet on Monday, February 25, 2019, at 11:30 am, in the Administration Building (1000).

Adjournment

The meeting was adjourned at 1:50 p.m. by Chair, Joe Sperry.

Respectfully submitted

Gail Dalton, Instructor and Faculty Program Coordinator
Business Technology
February 26, 2019