



Shoreline Community College

16101 Greenwood Avenue North

Shoreline, WA 98133

SHORELINE COMMUNITY COLLEGE
ACCOUNTING/ BUSINESS TECHNOLOGY ADVISORY COMMITTEE
MEETING MINUTES

Thursday, October 19, 2017

12:30-2:00 P.M.

ADMINISTRATION BUILDING, BOARD ROOM 1000

Present: [Industry Representatives](#)

Chair Joe Sperry, ICHS Shoreline Clinic
Meredith Brown, Student Representative

[Shoreline Community College Administrators and Faculty](#)

Gail Dalton, Business Technology Faculty
Lauren Hadley for/Guy Hamilton, Dean STEM Programs
Dan King, Accounting Faculty
Tiffany Lamoreaux, Career Navigator, Workforce
Lisa Malik, Acting Dean, HOPE
Ray Spizman, Business Technology Faculty
Eve Sternberg, Community Partnership Specialist, Workforce

Absent: [Industry Representatives](#)

Jessica Rice, Express Employment Professionals (may need substitute)
Wendy Stockholm, UW Medicine
Christina Null, Wells Fargo
Cheri Stein, Sr. Accountant (ret.)

Next Meeting: Spring Quarter: April/May 2018...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. Gail Dalton read an email from Cheri Stein stating that she will be resigning from the committee due to a move to Spokane.

Approval of Minutes

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

Guest Speaker

Lauren Hadley, Acting Director for Manufacturing Grant Programs, spoke with the committee about building and working with advisory committees. Lauren has had extensive experience in working with advisory boards, and has published her master's thesis on this subject. Lauren shared her background, and the following points:

- If you give advisory committee members meaningful work, they will assist
- “If you ask them, they will come.”
- Days and times of advisory meetings may have to alter to accommodate more members.
- Ideally, the ratio of industry members to college members should be 80:20
- More talking should be done by the industry members
- Members should know “who we are” and what is the purpose of our programs
- Look to get subject matter experts from industries—even those that are not hiring at the moment
- Look to our “inner circle” for additional members
- Try to get specific contacts (names) from local businesses
- Consider utilizing surveys as “focus groups”
- Write a “script” for recruiting new members that everyone can use

Discussion

Discussion followed and the following points were made:

- Look for members from areas that may employ our students
- Try to get members from industries that are hiring at present
- Establish personal relationships with local businesses to recruit additional members
- Let potential members know what’s “in it for them” (potential hires, networking)
- Are “virtual” meetings allowed? If so, perhaps one meeting per year can be online
- The following suggestions for new members were made:
 - SCC Financial Services rep
 - Banks
 - Central Market
 - Express Employment or Robert Half (employment agencies)
 - Account Temps
 - Goodwill

- Amazon
- Corporate donors from the SCC Foundation
- Non-profits
- Mobile technology companies
- Companies with a “virtual presence”
- Members and staff agreed to assist with recruitment of new members
- Lauren and Joe will write-up a “recruiting” message for members to use, if desired, which will include:
 - Advisory Committee members are needed to provide feedback on necessary/desirable skills
 - Members are needed to assist in the development of curriculum and courses that address these skills
 - Members may be asked to provide internships for our students

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**—Gail distributed a copy of “10 Administrative Jobs to Watch in 2018” by Office Team (a Robert Half Company). This could potentially be good for developing “pathways” for students.

Other Business

- Joe reminded the committee to make sure and inform Atsuko Donovan of any additional recruits or changes to the committee.
- Other: No other business was discussed.

Next Meeting

February 1, 2018. 12:30 -2:00 pm. Room 1000. Lunch will be served if a noontime meeting is agreed upon.

Adjournment

The meeting was adjourned at 1:55 p.m. by Chair, Joe Sperry.

Respectfully submitted

Gail Dalton, Instructor
 Business Technology
 January 9, 2018