



Shoreline Community College

16101 Greenwood Avenue North

Shoreline, WA 98133

SHORELINE COMMUNITY COLLEGE ACCOUNTING/ BUSINESS TECHNOLOGY ADVISORY COMMITTEE MEETING MINUTES

Monday, February 25, 2019

11:30 A.M.-1:00 P.M.

ADMINISTRATION BUILDING, BOARD ROOM 1000

Present: **Industry Representatives**

Chair Joe Sperry, ICHS Shoreline Clinic

Amelia Hanna, SIR Real Estate Services, Inc.

Sara Lane, City of Shoreline

James Wilson, Express Employment Professionals

James 'Ric' Doike-Foreman, Shoreline CC (IT Specialist)

Sarah Dunkinson, Shoreline CC (HR Consultant)

Shoreline Community College Administrators and Faculty

Gail Dalton, Business Technology Faculty

Lauren Hadley, Director of Employer engagement, Workforce

Aparna Sen, Dean, HOPE

Absent: **Industry Representatives**

David Postforoosh, Enterprise Holdings

Chander Sharma, Key Bank

Next Meeting: Spring Quarter—Thursday, April, 25, 2019. 2:30 – 4:30 P.M. Outcomes mapping.
Light refreshments will be provided.

Welcome and Introductions

Committee Chair, Joe Sperry, called the meeting to order at 11:35 a.m.; welcomed everyone; everyone introduced him/herself.

Approval of Minutes

Minutes from the May 17, 2018, (Accounting/Business Tech Advisory Meeting) meeting approved as written by consensus. (Minutes taken by Gail Dalton.)

Comminutes Structure Update

Aparna Sen, Dean of HOPE/Business, announced that The Accounting/Business Technology advisory committee has been split into two committees: **Accounting** advisory and **Business Technology** advisory.

Program Updates

Discussion--Trends in Industry

Aparna asked the committee what the industry trends do you see the way people work and what are the skill needs in the next 3-7 years. The following points were made:

- Virtual assistants
- Real estate agents are asking for help to finish documents and finalize details
- Bookkeeping
- Analytics
- Data analysis - make information meaningful
- Presentation skills
- Interpret and adapt to ever changing regulations
- How to research and interpret
- Ability to learn - i.e. proprietary products, clients look for the well rounded person, how to take something new on and be able to share it
- Help students to learn how to learn
- How systems work
- James W. - If you're asking them to communicate, where are you teaching them how to do this
- Cloud experience
- Process analysis
- Critical thinking
- Database
- Know an application without knowing the specific program
- Basic process project management
- LMS, CMS

Discussion—Committee Recruitment

Thinking about the Business Tech program trains for entry-level and high-level office workers, who should be at the table to help re-imagine the program?

- Applications Specialist, Sara Lane
- Lake Forrest Park Rotary, Joe Sperry
- Local B&I group, James Wilson
- SHRM - HR group
- SCORE - non profit that helps people develop business
- Tech Group
- WSDOT
- Boeing
- Amazon

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Adjournment

The meeting was adjourned at 1:00 p.m. by Chair, Joe Sperry.

Respectfully submitted

Gail Dalton, Instructor
Business Technology
March __, 2019