



Business Technology/Business Intelligence and Data Analytics Advisory Committee

**Tuesday October 20, 2020
11:30 a.m. - 1 p.m.**

Via Zoom

Advisors Present: Guy Cope, Computer Services, Inc.
Sara Lane, City of Shoreline
Tammy Lessley, City of Shoreline
Randal Root, University of Washington
Eric Saltzer, PEMCO
Joe Sperry

Staff Present: Tim Wright, Acting Executive Dean
Business, Communication Studies and Social Sciences
Brigid Nulty, Acting Associate Dean
Business, Communication Studies and Social Sciences
Lauren Hadley, Director of Employer Engagement

Welcome and Introductions – Tammy stepped in to facilitate the meeting and welcomed the attendees to introduce themselves.

Approval of Minutes – The minutes from June 2, 2020 meeting were approved.

Updates from the College – Tim updated the committee about the new realignment to create three large divisions with an Executive Dean and Associate Dean structure. He also announced that the Dental Hygiene program will be moving to the University of Washington to partner with the Dental School. The program will still be operated by Shoreline.

Remote operations of the college will continue through winter quarter. Some professional technical programs are coming to campus for face-to-face hands-on instruction with strict COVID-19 protocols. This experience is giving the college opportunities to re-think how instruction will occur moving forward post-COVID.

The college is facing an estimated \$5.2 million shortfall due to COVID-19 reductions in state revenue and college enrollment. The budget reduction will result in a reduction of staff and faculty and we have already cut the number of administrators by 4%. Despite the reductions, the BIDA program was seen as an important strategic investment for the College.



Shoreline Community College Foundation is having a fundraiser and the link to the event was shared in the chat.

Program Updates – The new BIDA degree has been approved by the college curriculum committee. The next step will be to take it to the State Board of Community and Technical Colleges for approval.

The next step for the program is to hire a faculty. Tammy Lessley volunteered to serve on the hiring committee.

What would be the one or two qualities that we need to be looking for in a faculty member

- Experience in the transition to using the cloud
- Machine learning specialist knowledge
- Demonstrated agility to learning new things, someone who is always looking ahead, and can transition that knowledge to the classroom
- Pay attention to foundational concepts as opposed to specific technologies of platforms
- Foundations in analytics, understanding what the data is trying to tell you
- Someone who has the passion for digging into the data
- Someone who is thinking about the softer side of things, how to talk about the data in a meaningful way – storytelling (“soft skills”)
- Good grasp/background of statistics—basic algebra and statistics
- Sharing and understanding of mathematics, but don’t need to be a mathematician
- Understanding of how to prepare data (data cleanup)) for processing
- Understanding different types of data structures and how people store data
- Data creators, data consumers, data keepers – understanding the difference (data architecture) (could be a good interview question)

What kind of education should this person have? Or are there job titles or signals that we can be watching for.

- It is not as common in the IT world to have someone with higher levels of education. A master’s degree may not be the baseline.
- Committee felt it should not be restricted to a title but skills, knowledge and experience can be demonstrated in their resume and cover letter.
- Often those who move into management have atrophied skills
- Stakeholder facing role – someone who has to explain what the data says to stakeholders, and has worked on teams
- Cross functional skill set and the ability to transfer skills as circumstances and needs change
- Someone who is capable of serving on a team working with a variety of people
- Focus on the skills and request the applicant to demonstrate those skills
- Demonstrated leadership in “_____”

Years of experience

- Five years of recent experience

Tim asked the committee if there are places to target job postings to get a more diverse candidate pool? Organizations that serve diverse populations and affinity groups within larger employers were suggested.



The job description will be shared for the advisory committee to provide feedback.

Discussion - *How has the workplace evolved now that we are six months into COVID-19? Are there practices that were stopgaps that will now never go back to the way they were?*

Remote work is here to stay. Real estate and physical space is a clear way business will save money. That model will change the market and our focus of education.

Remote work now is more challenging now because we are working at home and staying there instead of going out. As hallway conversations have transitioned to online meetings, more people and ideas are being brought forward for better idea generation.

Team cohesiveness and morale have been factors in working today. It will be interesting to see how this evolves over time.

PEMCO has a plan ahead team to look at what the future looks like. Low code no code ways to automate processes. Automation of workflow. Lean out of necessity and how to make that operational moving forward.

Tim asked about support provided by business to employees working at home.

PEMCO sent all workspace items home and provided stipends for ergonomic spaces. Tableau, Amazon, CSI all provided stipends. PEMCO also provided different amounts based on salary – lower paid staff received more support.

City of Shoreline has not provided a subsidy, but staff were able to take their monitors and chairs home. Some reimbursement for supplies, but staff are responsible for their own workstations.

Schedule Next Meeting – February 16, 2021 from 11:30 – 1 p.m. and May 18, 2021 from 11:30 – 1 p.m.

Adjourn – The meeting adjourned at 12:47 p.m.