Minutes
Business and Office Administration Advisory Committee
Marie Callender’s, Modesto, CA
November 13, 2015
7:30 a.m. to 8:45 a.m.

Present
- MJC Representatives: Kevin Alavezos, Nancy Backlund, Jennifer Hamilton, Barbara Salerno, Nancy Sill, Brenda Thames, and Patricia Wall.
- Industry Representatives: Jeff Albritton, Jeanine Bean, Suzanne McCaslin, Jeff Rowe, Isaias Rumayor, Jr., Jennifer Tomlinson, Geri Vargas.

Called to Order at 7:35 a.m.

1. Introductions – Individuals introduced themselves and conversed over breakfast.

2. Minutes – The minutes from the last meeting held on November 7, 2014 were approved.

3. State of the College: Brenda Thames, Vice President of Instruction, reflected on the positive partnerships the College enjoys with the Business Community and the K-through-12 institutions. The College is in the process of revising the Education Master Plan and is asking for community feedback. The launch of the Logistics program is scheduled for next year. All Measure E projects are on track; the CAT building and the Science Community Center are up and running.

4. Business Program Updates
   a. Personnel – Kevin Alavezos, Professor of Office Administration, announced that (1) Dr. Jennifer Hamilton is the new Dean of the Business, Behavioral and Social Sciences Division; and (2) the Business Department hired two full-time, tenure-track faculty positions; additions that will allow the Department to expand offerings during the daytime.
   b. Program/Curriculum Updates – Nancy Sill, Professor of Accounting, discussed curriculum updates and modifications made throughout the year. Nancy stated that the Department is working on offering skills recognition certificates as add-ons to the AST degree.
   c. Entrepreneurship – Barbara Salerno, Professor of Business, reported that she and Nancy Sill participated in the Community College Entrepreneur Pathway training in Fresno. The Business Department plans on offering an Entrepreneurship certificate as an add-on to the AST degree.
   d. Course Learning Outcomes (CLOs)/Program Learning Outcomes (PLOs) – Nancy Sill reported that the Department completed the first cycle of the CLO assessment and is currently working on the PLOs assessment. The College is using a new software assessment system that will facilitate capturing data for underserved populations.
   e. Growth – Nancy Sill shared that the Business Department is collaborating with the Career Technology Education Department on developing an interdisciplinary logistics program. Dr. Hamilton reaffirmed the College’s commitment to meeting the needs of the community and offered the revised Real Estate program as an example. Online courses are offered in three-to-five week segments allowing students to take the California Real Estate Agent’s exam by the end of the first semester.
5. Office Administration Program Updates – Nancy Backlund, Professor of Office Administration, provided an update on the Office Administration program at MJC.
   a. Personnel – The Instructional Assistant position has been filled; a classified staff is considering retirement. During her sabbatical in spring 2016, Nancy Backlund will meet with local business leaders to discuss their staffing needs and hiring goals.
   b. Program/Curriculum Updates – The Office Administration program is up for review in fall 2016. The Department is rewriting the curriculum to incorporate simulations and a 6-week internship. Kevin Alavezos, Professor of Office Administration, announced that the Microsoft Office Suite curriculum has been approved for CSU transfer; some five-week courses are now offered online; and Faculty is looking at offering an Outlook class. Mr. Rumayor stated that students seem to prefer the MAC operating system. There are currently no plans to offer MAC-based courses.
   c. Course Learning Outcomes (CLOs) – The Office Administration Department shared with the Council that their CLO assessments are on track and the curriculum is up to date.
   d. Growth – Pursuant to the departmental goals of meeting the needs of the business community, Nancy Backlund announced that the Department will offer additional certificates.

6. Business Club- Nancy Sill announced the launch of a business club at MJC. One of its goals is to bridge the gap between college course work and professional experience. To foster the community/college relationship, the MJC Future Business Professionals Club will plan a Speaker series. The first meeting is scheduled for November 16.

7. Internships – Faculty is looking to develop an internship program. Ideally, interns will be paid.

8. Outreach – Nancy Backlund reported that MJC participation in the Pitman High School College Night was very positive and that the Department will continue its marketing effort. Nancy Sill acknowledged the need to work on outreach to local high schools. Isaias Rumayor Jr., Principal at Turlock Adult and CTE/ROP, suggested that the MJC Business Faculty meet with the teachers of the Business program at Pitman High School and that the Faculty give a presentation about the MJC Business Program to the Stanislaus Partners in Education organization.

9. CTE Allocation: Nancy Backlund is working on updating the MJC Business and Office Administration Programs brochure. It will include updated pictures and the insert will list twenty-two opportunities (between both departments) to earn academic recognition. The department acquired the most recent version of QuickBooks Accountant Desktop Edition.

10. Industry Perspectives – Advisory members were asked to provide insight into developments in their industry and as to how students can be better prepared for the workforce. The following reporting and recommendations were made:
   a. Suzanne McCaslin, Sr. Admin. Office Assistant at City of Modesto, announced the relaunch of the University of Modesto, a program designed to help City’s employees acquire both hard and soft skills. The City is looking for partnerships.
   b. Jeanine Bean, Director of Human Resources at Stanislaus County Superior Court, noticed a tightening in the job market and shared her disappointment at only having seventeen applicants for a recent Accounting Technician position. Ms. Bean suggested that the Business faculty direct the students to the Stanislaus County website www.stanislaus.ct.org and to www.neogov.com. Ms. Thames suggested that the Career Center at MJC should be involved in helping students look up public agency jobs.
c. Jeff Rowe, CTE Director at Patterson High School, remarked that it is increasingly difficult to find qualified people. Mr. Rowe commended MJC for the adoption of a logistics program. It will help meet the growing needs of the logistics industry. Mr. Rowe noted that the warehouse distribution industry found Patterson. Amazon opened a distribution center there; other distribution centers are looking to follow suit if they can hire qualified people. Hence, there is a strong incentive for local high schools, colleges, and universities to offer logistics and supply chain programs. Mr. Rowe spoke about the Introduction to Logistics program implemented by Patterson High School. It offers a clear pathway for high schoolers to start in entry-level jobs at Amazon. Amazon guarantees to hire ten graduates annually.

d. Jeff Albritton, Senior Director of Alternative and Vocational Education at Modesto City Schools, stated that Modesto is interested in copying the Patterson model. Mr. Albritton mentioned that he is looking at the Fresno State University Entrepreneur Mentor Program and that the university may give priority registration to students who complete an entrepreneurship program in high school.

e. Jennifer Tomlinson, CPA at Berger and Company, recommended that students be more aggressive in their job search. They should not wait for ads to be posted. Mrs. Tomlinson noted that the applicants’ focus seems to be on benefits and that most lack basic administrative skills.

11. Other Business: none reported

12. Next Meeting – It was agreed that the next meeting would be scheduled for fall 2016.

Adjourned at 8:50 a.m.

Respectfully submitted by Patricia Wall