The meeting was called to order at 7:45 a.m.

1. **Introductions**—Dr. Jill Stearns, President of Modesto Junior College, stopped in and welcomed those in attendance. Individuals introduced themselves while finishing their breakfast.

2. **Elect 2016-17 Chairperson**—The members elected Geri Vargas, Executive Secretary at Modesto Junior College, as the Chairperson.

3. **MJC Overview**—Dr. Jennifer Hamilton, Dean of Business, Behavioral, and Social Sciences, gave an overview of topics related to MJC. These included the Pathways Initiative where programs are encouraged to guide students with more structure to which courses they should take and in what order they should take them. There is $120 million in available funding to California community colleges to develop the pathways. She described the Strong Workforce program and said that the business faculty had submitted a proposal for funding. The proposal requests funding for a faculty member to coordinate outreach and networking with local businesses to develop employment opportunities as well as paid or unpaid internships. Other faculty would assist in the project as well. Also discussed was the new Education Master Plan which is in the process of being updated for MJC.

4. **Industry Recommendations**—Barbara Salerno, Professor of Business Administration, asked the representatives for any insights or future trends that we should be aware of for our students. The following items were discussed:
   a. Bill Hudelson, CFO for Stanislaus Food Products, stated that there are many jobs available in accounting and finance. This includes banking, ag lending, managerial accounting and private accounting. Most employers would be willing to train new employees. Also, clerical employees need analytical skills and numerical thinking.
   b. Kimberly Murdaugh, Director of Human Resources and Business Operations for the Housing Authority of the County of Stanislaus, mentioned that employees need to anticipate the next step and grow in the position. She also mentioned that training on site was a possibility. The Housing Authority will reimburse their employees for up to 6 units taken and eligible employees can get a pay increase of up to 3%.
   c. Elizabeth Greenlee-Wight, CEO of Interfaith Ministries, pointed out that we are in an area of one of the highest number of nonprofit organizations in the state and that there are opportunities in fund development as well as social media. She is currently working on developing several internships to benefit college students.
   d. Nancy Sill, Professor of Accounting, requested input on the feasibility of a mini certificate in the area of government accounting. We don’t currently have something similar. The committee felt that it was a good idea.
   e. Shelia Mae Annis, formerly of Apple, Inc., spoke in favor of internships. It was discussed that students believe that they need high pay to enter the workforce, and that it wasn’t realistic.
Participation in an internship program would provide exposure and allow them to see that starting at an entry level is a good starting point.

f. Mentoring was discussed as a way for students to get exposure to careers and see if they were interested.

g. Kurt Clark, Director of the Small Business Alliance, briefly discussed Opportunity Stanislaus and that careers in manufacturing and careers in health care were the highest in demand.

5. Action Items

a. Minutes—The minutes from the November 13, 2015, meeting were approved as presented.

b. Equipment Requests—Funding requests from each area’s program review were provided and discussed with the committee. The requests were approved by the committee.

c. Strong Workforce Grant—Shelley Akiona, Professor of Business Administration, gave further detail on the Strong Workforce proposal that was submitted. The proposal was approved by the committee.

d. Curriculum—Nancy Sill stated that the AS-T for business was in the process of revision. Nancy Backlund, Professor of Office Administration, stated that the Office Administration (OA) programs and certificates had been revised, and copies were provided to the committee. All OA courses have successfully gone through the curriculum process for renewal. She also mentioned that it was determined during her sabbatical that the OA program was lacking an intermediate level spreadsheet course as well as a course that covered Outlook. Two 1-unit courses were developed, The Intermediate Spreadsheet course is set to begin in the summer, and the Introduction to Outlook course will begin online in the fall. All curriculum changes were approved by the committee.

6. Staffing—Kevin Alavezos, Professor of Office Administration, informed the committee that Wendy Towers, Program Technician in the Office Administration Center, is retiring at the end of the spring term. The process for her replacement will be started soon. Also, interviews for the Instructional Assistant in the Office Administration Center are being scheduled within the next two weeks. Nancy Sill announced that on-demand tutoring in the Accounting Lab, Founders 114, was available due to securing a half-time employee to work 9 a.m. to 2 p.m. in the lab Monday through Thursday. Another staff member continues the coverage from 2 p.m. until 7 p.m. on those days.

7. Funding Sources (IELM and CTE)—Kevin Alavezos provided a brief description of the funding sources available to our programs. This includes Fund 11 through the MJC budget, Instructional Equipment and Library Materials program (IELM), lottery, and Career Technical Education funding. Each source has specific requirements on what can be funded. For instance MJC has $1.8 million available for IELM requests, but those requests must be stated in an area’s program review as well as meet certain instructional criteria. CTE money covers basic budget needs, and the rest is disbursed through program requests two times a year.

8. Business Club—Barbara Salerno reported that the MJC Business Club has had a successful launch. They collected over 950 pounds of canned and dry food goods to “Feed Modesto” in the fall. This was the Club’s first community service event, and next year they hope to top that giving weight by a substantial margin. Also, they held a very successful resume and interview workshop for members in the fall.

9. Office/Business Advising and Pathways—Shelley Akiona described the pathways project that the business and office administration faculty are undertaking. The process involves many factors as was
mentioned earlier in the meeting, and the faculty hope that it makes a positive impact on overall student success.

10. Student Highlights—Nancy Sill MJC accounting student Sarah Burgess was awarded a $1,000 scholarship from the Cal CPA San Joaquin Chapter at the annual Student/Faculty Night Banquet. Sarah was the president of the Future Business Professionals Club and competed for the scholarship against students from a variety of local college campus. Also, several students have found job placements through contacts of the faculty.

11. Next Meeting Preference—The committee felt that a Thursday morning was a better meeting time than on a Friday and that coming to the campus was a good experience. The month of January was also a positive for most people’s calendars. It was decided that we would again attempt to schedule the meeting in January for a breakfast on campus.

12. The meeting adjourned at 9:10 a.m.