

MINUTES

BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING

COLLEGE OF THE REDWOODS EUREKA DOWNTOWN SITE, ROOM 104

MAY 4, 2012

11:30 – 1:00

Attendees: Jeff Cummings, Michelle Henson, Kriss Lewis, Julia Peterson, Pru Ratliff, Colleen Trask

AGENDA ITEMS 1 & 2:

Attendees introduced themselves and their affiliations. A brief update of new information regarding the College and accreditation status was given. There were several questions asked about the process of the College's status as well as the work in progress to continue the College's accreditation.

AGENDA ITEMS 3 & 4:

An activity was completed where each member wrote one or more employment ads for an entry level position. The ads were reviewed and skills that were included in many or all of the ads were discussed.

AGENDA ITEMS 5 & 6:

Discussion about soft skills as well as which MS Office applications and skills are most used in office support positions. The idea of creating a new Outlook class resulted in a discussion about the possibility that Outlook may not be the main email/management software used in the near future. And perhaps a course that covered Gmail and Google docs as well as Outlook and other emerging mail and schedule management tools would be more appropriate.

AGENDA ITEMS 7 & 8:

The revision of BT53 (Profession and Technical Office Procedures) and discontinuance of BT158 (Intensive Filing Practice) were announced. This information precipitated a discussion about paper filing versus electronic file management as well as scanning and filing documents electronically that are searched for by key words.

AGENDA ITEM 9:

It was determined that the next meeting would coincide with the all CTE Advisory Event in fall – the date to be determined.

The meeting was adjourned.