

**AGENDA**  
**BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING**

FRIDAY, MAY 2, 2014

EUREKA CAMPUS – HUMANITIES ROOM 218

9:00AM – 10:00AM♦

♦ Breakfast beverages and snacks available at 8:45am

- I. Greetings, food and drink
- II. Welcome
- III. Introductions
- IV. AP 4021 Program Revitalization, Suspension, Discontinuation Process
- V. Updates/Input on BOT Courses & Awards
- VI. Integrated Applications Course in Fall
- VII. BOT Mission Cards
- VIII. Other Items
- IX. Next Meeting

**MINUTES**  
**BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING**

FRIDAY, MAY 2, 2014

EUREKA CAMPUS – HUMANITIES ROOM 218

9:00AM – 10:00AM

Attendees: Gretchen Anderson, Jeff Cummings, Marla Gleave, Johanna Helzer, Liana Simpson, Jim Stemach, Colleen Trask

Absent: Michelle Henson, Julia Morrison

1. Introductions:

Members served themselves coffee and pastries then reintroduced themselves.

2. AP 4021 Program Revitalization, Suspension, Discontinuation Process

Marla gave a brief history of the process and Jeff presented the reasons BT was submitted for the process and possible plans to revitalize the BT program. Advisory Members asked several questions and were interested in submitting feedback/information to the 4021 committee.

3. Updates/Input on BOT Courses & Awards

Informed the committee about the BT53 revision – to BT53A and BT53B and discussed the sloas as well as the delay in offering the courses due to the online constraints the college currently has with degrees and certificates. Suggestions to look into developing two 8-week courses that would be more flexible for potential students to enroll (such as Excel /word). The noncredit courses were also discussed as a potential mode to offer some open-entry/open-exit type courses.

4. Integrated Applications Course in Fall

I informed the committee about the atypical offering of BT3 in fall during the evening to target the current workforce. The committee suggested going to the Rotary as well as chamber mixers to publicize the course.

5. BOT Mission Cards

I showed the committee a draft of a Business Card for the BT program. The intent was to have a QR code on the card, but that component of the card will need to wait as the college's web site is currently being updated. The committee suggested that moving forward with the card w/o a QR code would be advantageous for the program

## 6. Other Items

- It was suggested that the committee should meet more than once each semester. We agreed that an early September meeting would be beneficial
- Be aware in future years – 70% of Humboldt county schools using google docs but will take several years to effect employers.
- Medical records class/program to train for transferring and managing electronic medical records. *I need to find out what employers to ask about skills.*
- Many students seeking employment (and current employees lack business and technical writing skills (i.e. taking minutes, formatting a letter correctly . . .)
- More Quickbooks training was suggested
- Cloud based file management and remote communication are areas that need to be added to classes
- Students need to be aware and prepared for the entire recruiting process . . . what to expect; resume writing . . .
- BADGES are more important to employers than certifications

The tentative next meeting date is Friday, September 12, from 10am – 11am; location to be determined.