

AGENDA
BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING

FRIDAY, NOVEMBER 13, 2015

EUREKA CAMPUS – HUMANITIES ROOM 218

9:00AM – 10:00AM♦

♦ Breakfast beverages and snacks available at 8:45am

- I. Greetings, food and drink

- II. Welcome and Introductions

- III. Noncredit Courses

- IV. New Curriculum Approved by the College

- V. CID/Business Information Worker Update

- VI. Ideas for Certificates of Recognition and Achievement

- VII. Other Items

- VIII. Next Meeting (April 29, 2016?)

MINUTES
BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING

FRIDAY, NOVEMBER 13, 2015
EUREKA CAMPUS – HUMANITIES ROOM 218
9:00AM – 10:00AM

Members Present: Gretchen Anderson, Anna Gaines, Tomas Chavez, Jim Stemach,
Colleen Trask,

Members Absent: Aaron Carter, Teresa Davis, Michelle Henson, Taunya Stapp

- I. Greetings, food and drink
Committee members arrived and got settled

- II. Welcome and Introductions
One of the 3 new committee members attended. He introduced himself and gave the committee some of his background information as well as some current employment information.

- III. Noncredit Courses
Did not discuss due to time.

- IV. New Curriculum Approved by the College
Reviewed the nonsubstantial change to the BT degree that was approved by the Curriculum Committee and explained that approval from the Chancellor's Office is needed before any marketing or publicity is done.

- V. CID/Business Information Worker Update
Did not discuss due to time.

- VI. Ideas for Certificates of Recognition and Achievement
Worked through an activity to determine most valuable skill that an entry level office workers needs. Top skills chosen: Keyboarding/computer, professional communication (written & verbal), file management, time/stress management, problem solving and organizational.

Worked through an activity to determine most valuable skill that entry level office workers lack. Most listed lacking skills: Communication, taking responsibility for errors, work ethic/time management/motivation, computer knowledge, teamwork, attitude/customer service, professionalism/appearance and problem solving.

- VII. Other Items
None

Next Meeting (April 29, 2016?) – It was agreed that Friday morning works as long as there is sufficient notice.