

MJC Business Advisory Committee

Stanislaus Food Products
February 2, 2018
11:30-1:30 pm

1. Introductions

1. In attendance: Christina Alger, Shelia Mae Annis, Lisa Blackmon, Bill Hudelson, David Lattig, John Lazar, Jeff Rowe, Geri Vargas, Zack Zardo, Suzanne McCaslin, Shelby Thompson, Denzel Garcia, Shelley Akiona, Kevin Alavezos, Nancy Backlund, Linda Kropp, Roman Salazar, Barbara Salerno, Nancy Sill, Leslie Vaughan, Patricia Wall.
2. Not in attendance: Jeff Albritton, Victoria Brunn, Kurt Clark, David Darmstandler, Elizabeth Greenlee-Wight, Robin Jurevich, D. Scott Monday, Jennifer Tomlinson, Daniel Versola, Bill York

2. Purpose of Committee

3. Elected 2017-18 Chairperson:

4. MJC Overview—Dr. Nancy Sill, BBSS Dean

Dr. Nancy Sill, New dean of the BBSS division of MJC thanked the business professionals for being here and expressed her joy in serving the division and its students.

1. Accreditation was reaffirmed in January for 18 months.
2. College working on guided Pathways—restructuring how students progress through our system, making it easier to navigate. Making a clear path to completion. MJC was selected to be one of 20 out of 140 who applied to be part of the Guided Pathways program. In the end, we are about serving students.
3. Governor's proposed budget is a new model. Rather than merely access, 25% on low-income students served. 25% based on degrees and certificates completed in 3 years or less.
4. Governor proposes a fully-online community college.

5. Reports

a. Business Administration

i. Staffing

Barbara Salerno reported that we miss Nancy Sill in our department as she moved to the dean position. We have hired Leslie Vaughan as a one semester replacement. We will have a full time replacement starting in the fall. We have added several adjunct faculty to our staff this year as well. We also hired a new lab aide for our Accounting/Business lab. Staffed Monday-Thursday 9-7.

ii. Short-term Certificates and Program Changes

Impetus from Strong Workforce Grant: Bookkeeping Skills Recognition Certificate, Human Resource Skills Recognition Certificate. Deactivated Professional Selling Certificate due to lack of specific course needed. Redesigned Retail Management

Certificate to make it a fully online program. Deactivated Supervisory area to merge into Business Operations Management and Business Management.

b. Office Administration

- i. Staffing
2 FT, 5 ADJ, Currently fully staffed including two new hires.
- ii. Microsoft 5-unit Certificate (Word, Excel, PowerPoint, Access and Outlook)
2 certificates and degree (asking for approval).
- iii. Microsoft Office Specialist (MOS) Certification
Practice tests: G-metrics
- iv. Other

6. Informational Items

a. Strong Workforce Grant and Internship Development—Shelley

Received Grant. Faculty met a retreat last summer to brainstorm ideas to bring business and office admin programs in better alignment with the community needs.

Big push is development of internship programs. Our two student representatives at this meeting have both been placed in internships—Shelby Thompson and Denzel Garcia. Denzel shared his inspirational internship story which led to a job in his field.

Shelley asked business members to look for internship opportunities within their businesses or wherever they might see them—paid or unpaid.

b. New World of Work 21st Century Skills Pilot Workshops—Linda/Shelley

Linda and Shelley reported on the New World of Work 21st Century Skills Pilot Workshops which are currently running on Tuesday or Thursday from 2-5 pm. Non Credit courses have been written along with a non-credit certificate. A grant by the California state Chancellor's Office identified 10 skills needed by entry level workers: Adaptability, Analysis/Solution Mindset, Collaboration, Communication, Digital Fluency, Empathy, Entrepreneurial Mindset, Resilience, Self-Awareness, Social /Diversity Awareness.

7. Action Items **All items moved and approved.**

a. Equipment Requests Approval—Barbara/Kevin

BUSAD: Certiport for QuickBooks Certification

We would like to create a short course for accounting course review.

We were able to fill our hardware requirement through the Strong Workforce grant

OFADM: Replace faculty retirement, videos, software, marketing and promotion materials, Certiport renewal, Business Club fieldtrip, folding machine, Adobe software, subscriptions.

b. Curriculum Changes Approvals **All items moved and approved**

Business Curriculum/Programs

Created: Bookkeeping Skills Recognition Certificate, Human Resource Skills Recognition Certificate.

Deactivated Professional Selling Certificate due to lack of specific course needed.

Redesigned Retail Management Certificate to make it a fully online program.

Deactivated Supervisory area to merge into Business Operations Management and Business Management.

Office Administration Curriculum/Programs **All items moved and approved**

Clerical and Office Administration AS degrees and certificates curriculum update. Degrees and certificates are stackable.

Proposal to add change course names to reflect software used in the course.

Proposal to add a Microsoft Certificate—Five 1-unit classes in Microsoft areas.

Discussion of Google platform. Important for exposure, but it is not predominant in industry. Adobe and Google are both used. Non-profit pricing is available for Microsoft. Adobe Pro class

Google platform class

MOS certification

8. Business Club—Business Club Representative

Shelby Thompson reported that the Business club is going into its third year. 20-25 students. Speakers come in weekly. First meeting last week with great turn out. Looking forward to field trips. Denzel Garcia reported that he is grateful that he joined the club as it afforded him many opportunities which he didn't expect. Students are similar minded and growth driven.

9. Next Meeting –October?

10. Other

- 2/22/18 4:30-7 MJC CTE Open House and Career Exposition
- Jobredifoundation.org

11. Adjourn