

**Committee Members Present:** Jennifer Sherman, Kathleen Collins, Joe Easton, Rita Friberg, Mary McMahon, Lil Sciortino-Pomeleo, Denise Spaccamonti, Margie Walker, Chuck Forth, Melinda Green, Lori Blasé, Gena Caretto, Diana Esquibel, Janice Mehle, Lynn Nogare, Leslie Shepard

**Committee Members Absent:**

**Guests: Students - Dawn Carver, Lori Price, Edward D. West**

Agenda Item	Discussion Points
I. Welcome & Introductions <ul style="list-style-type: none"> <li>• Council member introductions</li> <li>• PCC Promise Video</li> </ul>	Mary McMahon welcomed everyone, and thanked Kathleen Cox and Lilian Sciortino-Pomeleo for putting everything together for the meeting. Everyone present introduced themselves. <ul style="list-style-type: none"> <li>• Joe Easton along with faculty and staff from SCCC attended via poly-com.</li> <li>• Jennifer Sherman introduced herself to everyone, and thanked them for attending. She stressed how important they all are to our Advisory Council and to our industry</li> </ul>
II. Council Member updates on Industry Trends	<ul style="list-style-type: none"> <li>• Janice Mehle from SunWest Credit Union stated that they look for people who are outgoing, personable, and have good personal outreach skills.</li> <li>• Leslie Shepard from SunWest Credit Union noted that because they are a service industry, they want employees that can sell to customers. Being able to sell yourself during a job interview, shows that you have those skills. She said they do try to promote from within if possible.</li> <li>• It was pointed out that students need to keep in mind that the first position they are offered may not be the exact one they want, but they can be promoted within the company once they are hired, and prove to be a valuable employee.</li> <li>• Advanced Manufacturing – employees need to be computer literate for all jobs. Reading &amp; Math skills are necessary, and Behavioral Assessments are often required. (There is a Behavioral Assessment handout in the Agenda packet)</li> <li>• PEDCO wants community involvement from their people.</li> <li>• Gena Caretto from Pueblo Workforce stated that they are seeing an upward trend in people who are laid off through no fault of their own, being able to find jobs more quickly. Also, they see that people are lacking in keyboarding &amp; software skills, but they don't see a lot of interest in them wanting to learn these skills.</li> <li>• Mary McMahon state that Manufacturing is coming back, and the industry is now high tech, and wants employees with better targeted education.</li> <li>• Joe Easton stated improvement of Soft Skills needs to be stressed, and analytical skills are improving.</li> <li>• Rocky said that the Day Labor Center has told SCCC that many people want work but have little or no skills with computers or even cash registers. It was pointed out that PCC should consider providing Non-credit training to workers who need these skills.</li> <li>• Lynn Nogare from South High School state that computer skills are an elective, not a requirement in HS. Denise Spaccamonti asked how many students take computer classes, and Lynn said about ¼ of them.</li> <li>• Kathleen Collins said that students at PCC have to know how to use a computer just to attend class here, and that computer skills classes are offered. They are remedial, non-credit.</li> </ul>
III. Immersive Learning Grant Projects	Rita Friberg discussed Immersive Learning Grant Projects. <ul style="list-style-type: none"> <li>• WOW Grant (World of Warcraft) is an online game that students play. Once they reach a certain level, there is a Business Component that allows them to create Virtual Businesses, run them, buy, sell, and acquire money. It works around Teams; uses search engines and web configuration. It makes you aware of how much money flows through the internet on virtual businesses, and opens dialog to talk with students about Global Business, not just local business. Eleven million people play this game at a cost of \$19.95 per month.</li> </ul>

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IV. Tax Help Colorado 2013 Project Update	<p>Margie Walker proudly announced that PCC students had participated in Tax Help Colorado for the 4<sup>th</sup> year. This is an Accredited Class in Accounting; students become IRS Certified, and help people prepare their taxes.</p> <ul style="list-style-type: none"> <li>• The students volunteer their time to do this utilizing an Intake Station, Preparation, and Quality Revue. Some students volunteered over 60 hours to this program. Students who worked over 40 hours will receive a special recognition letter from the Governor, to go in their resume.</li> <li>• This year Tax Help Colorado prepared over 8,000 returns through 23 colleges and 2 high schools this year.</li> </ul>
V. Advisory Committee Members Interview and Resume Review Group Activity – Interview/Resume Feedback <u>Panel Members</u> A. <b>Resume Feedback</b> – Written Assessment a. What stood out? b. What does your company look for? c. “Pearl of Wisdom” to share B. <b>Interview Feedback</b> – Verbal Assessment <b>a., b., c.</b> C. <u>Students</u> : A benefit? How? What would you change if it was done again?	<p>Kathleen Collins asked for feedback for the mock interview with students that were held to give them experience and skills for job interviews. She also noted the Rubric for Employment Seeking in the handout packet.</p> <ul style="list-style-type: none"> <li>• Resume feedback from Leslie Shepard with SunWest Credit Union was that the students were well prepared.</li> <li>• Her “Pearl of Wisdom” was that you need to show self-motivation during the interview. If you haven’t been in the workforce lately, list other things that show initiative on your part, such as PTA or other community/school activities you have been involved with.</li> <li>• It was noted and discussed that a Cover Letter and Resume can keep you from getting to the Job Interview. Make it as easy as possible for people to look at your resume and identify basic information and key skills.</li> <li>• Gena Caretto from Pueblo Workforce gave her “Pearl of Wisdom” that you can’t go into an interview with an attitude of “What can you do for me?” You need to show what you can do for the potential employer.</li> <li>• Student input was that the mock interviews were definitely a great benefit to them.</li> <li>• Students suggested that a course be taught at the beginning of their education, so they would be aware of what information they need to be gathering for their resume/portfolio.</li> </ul>
VI. Next meeting: Friday, October 18, 2013 Mark Your Calendar & Good of the Order	<p>Final notes and next meeting date</p> <ul style="list-style-type: none"> <li>• Rita Friberg noted that there are plans for a Network Event in the near future, and she will keep everyone updated on that.</li> <li>• Lilian Sciortino-Pomeleo noted that Business Etiquette is being taught, including Luncheons and Dinners where the students learn proper etiquette for dining in a business setting.</li> <li>• The next Advisory Council meeting will be held on October 18<sup>th</sup>.</li> </ul>
VII. Meeting Adjourned	<p>Meeting was adjourned</p>