

Advisory Council Agenda MINUTES
 Business Management, Accounting, Office Administration
 04/18/14 • **11:30 a.m.** – 01:15 p.m.
 SC 201C Fortino Ballroom



The meeting was attended by: Bryan Eckhart, Gena Caretto, Kathleen Collins, Barb Simms, Margie Walker, Toni Selman, Mary McMahon, Joe Easton, Renee Rodriguez, Rita Friberg, Gayla Horn, Denise Spaccamonti

	Agenda Item & Presenter	Notes	Action Required	Time Allotted
1.	Welcome & Call to Order Bryan Eckhart , Mary McMahon, & Joe Easton	Mary McMahon: <ul style="list-style-type: none"> • Welcomed Members • Handed out certificates to committee members and thanked them for their service. • Invitations for the Etiquette Dinner 4/24/14, were handed out. 	Information	5 minutes
2.	Approval of the Agenda Bryan Eckhart	<ul style="list-style-type: none"> • Joe moved to approve the agenda; Renee Rodriguez seconded the motion. Agenda was approved. 	Approval	2 minutes
3.	Approval of the October 18, 2013 Minutes Bryan Eckhart	<ul style="list-style-type: none"> • Joe moved to approve the minutes; Renee Rodriguez seconded the motion. The minutes were approved. 	Approval	2 minutes
4.	Discussion and vote on By-Laws Bryan Eckhart & Easton	Mary McMahon: <ul style="list-style-type: none"> • Spoke about Advisory Committee term limits and expectations regarding attendance. She stated that it is okay for a committee member to send someone in their place. • Career and Technical Education Advisory Committees must have bylaws according to the State. • Joe questioned setting date ahead of time. It was decided to set the date ahead of time so that committee members could put it on their calendars. • It is noted that Article 7 of the Bylaws has an extra m that needs to be corrected. Bylaws approved. 	Action	10 minutes

		<ul style="list-style-type: none"> Joe moved to approve the Bylaws and Gena Caretto seconded the motion. The Bylaws are approved. 		
5.	Nomination & Election of Advisory Committee Chair Eckhart & McMahon	The committee nominated Bryan Eckhart as the Committee Chair and Toni Selman as the Co-Chair.	Action	10 minutes
6.	Leadership Program <ul style="list-style-type: none"> POP Leadership Program Council members input of content Opportunities for Involvement Easton, Engle, Advisory members	Joe Easton <ul style="list-style-type: none"> Led the discussion on Leadership Programs. <ul style="list-style-type: none"> Currently, there are one credit classes in customer service; some are included in the degree program. We are working with other leadership programs to streamline them. It would be nice to have a Leadership class with outings, and guest speakers. <ul style="list-style-type: none"> He asked volunteer to speak on various topics for the leadership classes. Right now we have a liaison for internships for site visits and student outreach. Students need to learn soft skills. Members were asked to contact Gayla if they are interested either speaking or help with student work readiness. Mary McMahon <ul style="list-style-type: none"> Said we have some classes to help students with college and work readiness. She asked the committee for input with regard to the curriculum that would help students with college and work readiness. <ul style="list-style-type: none"> It was suggested that we could have a student shadow a committee member to give them practical experience. Even some short term shadowing is acceptable. Renee Rodriguez <ul style="list-style-type: none"> Asked where students are in the program in the Fall semester. <ul style="list-style-type: none"> HIT students enter internship last or next to 	Discussion & Action	20 minutes

		<p>last semester.</p> <ul style="list-style-type: none"> ○ Business Management students are in their second semester and they are not academically prepared. • Renee spoke about different websites that show work place scenarios. <ul style="list-style-type: none"> ○ She is willing to have some students shadow at Express Pros and to share work readiness training. <p>Kathleen Collins</p> <ul style="list-style-type: none"> • Mentioned that it would be nice if leadership programs were combined or lived in one program area, because it is confusing to the student. • She also expressed concern about the difference between short term and long term internship. Joe's students are transfer students don't get community exposure and internship experience. <p>Joe Easton</p> <ul style="list-style-type: none"> • Currently, the students are required to do community service but there is no feedback mechanism. <p>Toni Selman</p> <ul style="list-style-type: none"> • Suggested a mentoring program by a community member <ul style="list-style-type: none"> ○ A community leader to mentor student for 30 hours or so. ○ Members of the committee could come and interview students for the mentoring positions, in helping the student with job readiness. ○ Toni talked about the importance of having a good mentor. <p>Kathleen, Joe, and Mary</p> <ul style="list-style-type: none"> • Were very much in favor of the mentoring program. • If we showcase all of our leadership programs so 		
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		<p>that the student sees all of the possible opportunities.</p> <ul style="list-style-type: none"> • We might have to reach the right students, because transfer students are not so concerned with job readiness. • Mary and Joe suggest that we do this for second year students. <p>Rita Friberg</p> <ul style="list-style-type: none"> • Talked about how we need good role models. Joe agreed. • Rita talked about getting career focused instead of job focused. <p>Kathleen</p> <ul style="list-style-type: none"> • Expressed concern about those students we have in our classes that have work experience and cannot write a good resume. <p>Jen Sherman joins us for discussion.</p> <ul style="list-style-type: none"> • Mary explained the internship vs. mentoring program to J. Sherman. <ul style="list-style-type: none"> • The committee members agreed to work on the mentoring /leadership program. • Toni Selman suggests that the programs need to be well structured. <ul style="list-style-type: none"> ○ She wondered what class the students take just prior to needing the internship. <ul style="list-style-type: none"> ➤ Kathleen said BTE287 Coop/Internship preps the student. ➤ Mary said MAR 106 Marketing Your Image is another preparation class. • Mary would like to get together with Toni Selman and Joe Easton to make some guidelines. <ul style="list-style-type: none"> ○ We would have to know how many students need positions. • Kathleen expressed concern for students who 		
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		<p>may not get enough resume writing skills in the Marketing Your Image class.</p> <ul style="list-style-type: none"> • Rita and Toni said that the resume must be written for the job that you are applying for. • Renee says that the challenges are in online applications. Poor grammar skills, all caps, no caps, and using text language – all turn potential employers off. <ul style="list-style-type: none"> ○ There was a discussion about how to fill out an application with key words to get an interview and how applicants have inappropriate email addresses and voice mail messages. • Gena said there should be a separate email address just for professional reasons. • Toni said that even objectives on resumes don't get updated or are for a different business. • Kathleen talks about how students need to learn to follow directions. • The committee discussed having Brian Musgrave (someone new) from workforce, and is teaching several job readiness classes there now, come talk to us. 		
7.	<p>Industry Updates Advisory members</p>	<p>Gena Caretto:</p> <ul style="list-style-type: none"> • Job readiness classes (resume writing and filling out online applications) at workforce center; anyone registered with workforce can attend. • The Veterans administration is making some changes. Pueblo Workforce will lose one rep. Workforce will have the same funding except for some programs. <p>Toni Selman:</p> <ul style="list-style-type: none"> • Nothing new with Black Hills. There is a lot of movement but most is union based. Lots of retirements and they are looking for replacements so that they are trying to prepare ahead of time. 	Discussion	30 minutes

		<p>Renee Rodriquez:</p> <ul style="list-style-type: none"> • Express Employment Professionals is participating in a canned food drive this summer. They will partner with the PCC food pantry. • Express Employment Professionals is busy. Had 38 openings today. Very active in sharing the jobs that are available. Renee read some of the openings to us. • Temp services have changed to and also becoming an evaluation service. (Toni Selman said it is an opportunity to 'try before you buy' now.) Renee said that they recommend job applicants to apply at all staffing agencies. 		
8.	<p>Updated curriculums Accounting Margie Walker Retail Management Rita Friberg & Easton</p>	<p>Margie Walker</p> <ul style="list-style-type: none"> • Introduced a new curriculum sheet for accounting that shows some changes. <ul style="list-style-type: none"> ○ Even though accounting has done Tax Help in the past, it is now a part of the curriculum and listed on the sheet. <ul style="list-style-type: none"> ➤ Tax help incorporated helps develop leadership skills and is a type of internship. ➤ She explained the requirements of tax help and how that is a "soft skills" class, in the accounting program. ➤ Every student has to be certified. ○ It has been modified to take out cost accounting. ○ Governmental accounting has been eliminated from the AAS. 	Review	10 minutes
9.	<p>Grant Updates Amendment 50 and Etiquette Dinner –Rita Friberg Tax Help Colorado Piton Grant - Margie Walker Perkins Grant for Next Year- McMahon & Easton</p>	<p>Piton Foundation</p> <ul style="list-style-type: none"> • Piton Foundation now has 25 sites where Tax Help is offered. <ul style="list-style-type: none"> ○ Also offers a scholarship for students in need. • Piton handles a lot of the advertising outreach in the communities. 	Information	10 minutes

		<ul style="list-style-type: none"> • Margie says security has to be present now because people are becoming so hostile. • Joe mentioned that we only have one male accounting student. <ul style="list-style-type: none"> ○ Asked committee member for ideas as to how to attract young men into the program. • J. Sherman talked about the online business degree. 2/3 of the online degree is general education and the other 1/3 is business hybrid business classes. <ul style="list-style-type: none"> ○ The school wants to let the community know we have a fully online business program degree. ○ PCC can offer quality at a reasonable cost. It is an AA in Business Management and is fully transferable. ○ We will have to make sure Arts and Sciences are on board; and, that students know that not every course will be offered on line. • J. Sherman talked about Perkins Grant. She said that the Perkins grant mandates that we must cap funds for human resources at 50%. 		
	<p>Adjourn meeting Mark Your Calendar October 17, 2014 Next Advisory Council Meeting</p>	<p>Mary closes meeting.</p>	<p>Approval</p>	<p>1 minute</p>