



Business/Computer Science Advisory Committee MEETING MINUTES

Growing jobs, careers, communities...

DATE: April 8, 2020
TIME: 8:00-9:00am
LOCATION: Zoom Meeting-See Below
COMMITTEE
CHAIR: Ronda Gubetta
PROGRAM
COORDINATOR: N/A
STAFF: Mark Klever, Dean of Career and Technical Education
Note taker: Anne Marie Acord

Present: Mark Klever, Mike Michelon, Greg Messer, Christina Van Alfen, Wendy Porter, Jesse Cecil, Kim Peacemaker, Michele Korkowski, Samantha Worthington, Regina Hanna and Debbie Dutcher

Absent: Ronda Gubetta, Mike Graves, Shawn Abbott, Josh Oates, Linda Tracy, Michael Solano, Mark Stensaas, Cael Weston, Jim Gilmore and Renee Barr

COMMITTEE AGREEMENTS and/or RECOMMENDATIONS TO COS:

Mark Klever will follow up with Nick Borgatti to become an Advisory Committee Member.
Christina will resend Mike Graves e-mail regarding what the new Business Program will look like in our Catalog.
Wendy Porter will send labor market data to Mark Klever and Christina Van Alfen that she has collected.
Advisory Members will discuss and come up with ideas how to best advertise to our special populations.
Advisory Members will explore local marketing ideas for new opportunities.

NEXT STEPS Lead/team By When?

- ✚ **Welcome and Meeting start-up** – Chair: Ronda Gubetta
 - Introductions: Mark Klever facilitated the Advisory as the Chair was unable to attend.
 - No sign in sheet as this was a zoom meeting.
- ✚ **Review and approve minutes-**
 - Committee members reviewed the minutes. Mike Michelon asked if we could specify which Mike is speaking. Mike Graves or Mike Michelon. Mike Michelon approved the minutes, Jesse Cecil, second the motion.
 - Mark Klever: All in favor say aye. Aye from Committee Members. Motion to carry forward.
- ✚ **Review items to follow up from previous agenda and minutes-**
 - Mark Klever did not follow up with Nick Borgatti to become an Advisory Committee Member, but he will.
 - Mike Graves did send out an e-mail to the Committee Members regarding what the new Business Program will look like in our catalogs with course offerings and certificates. Christina will resend this e-mail to the Committee Members.

- Advisory will look into an Excel class in Yreka. Mike Graves and Shawn Abbott discussed this at our last Advisory Meeting. Mike G., and Shawn were discussing the possibility of rotating this class. No further discussion regarding this idea currently.
- Christina will combine other Colleges data regarding special population. Christina will include this in our meeting this morning.
- Shawn did reach out to one of her students to become an Advisory Member. He was unable to attend today. We have not heard from Mr. Whitehouse and we are not sure if he was contacted.
- Mike M., did reach out to Josh Oates for this meeting. Josh was available until COVID-19 happened. Josh is interested in becoming an Advisory Committee Member.
- Mike M., mentioned three people that are listed absent from our last Advisory Board are now retired from STEP. They are Josephine Toms, Josephine Zarzynski and Renee Barr. STEP will no longer exist after June 30th of this year. Mike M., stated our county will be served by Shasta County colleagues. Mike M., stated we don't know who this will be yet, but we need someone from that organization to let us know how they can help serve us in Siskiyou County. Mark stated we will have conversations with Shasta County regarding this.
- Christina completed zoom for our Advisory Meetings.

✚ **Input from Advisory Committee Members-**

- Workplace trends/Current Skill Expectations-
- Mike M., stated COVID-19 has turned their world upside down. Every state preschool in Siskiyou County has closed as well as every public school, K-12. Parents are looking for childcare, now that their children are not in school. Most schools offer an on-line learning program that is now in place.
- Mike M., has been in contact with both local hospitals as employees need childcare.
- Mike M., is waiting to receive a new management bulletin from the Dept., of Education, which would exempt hospital employees from paying fees and be handled through his office. This is good until June 3rd.
- Mike M., stated there is a downfall from providers as parents are wanting to keep their children at home.
- Mike M., has been in contact with Ann Merkle who is the HR director of the County. Mike M., has given Ann information, regarding childcare options.
- Mike M., stated they have a resource and referral contact person who knows which providers have space. They are trying to meet everyone's needs. Some people want to work from home. Mike M., said they can subsidize for families based on income and family size.
- Mike M., stated his company does not give recommendations, just referrals.
- Greg Messner has two businesses in downtown Mt. Shasta and right now Mt. Shasta is a ghost town.
- Greg stated some restaurants have take out and could be career opportunities. The Art Gallery has been closed which is one third of their income. This has been turned into a recording studio and on-line classes will begin this afternoon with water color and drawing art classes. No job opportunities there. Before the virus happened, all employees were laid off.
- Greg mentioned extra space work stations which merged with extra share. This is a co-working environment They are doing social distancing. Internet is high speed now.
- Wendy Porter stated there are many IT remote jobs available right now for businesses all over the globe and Wendy can explore this more with a Faculty member if we are interested.
- Mark stated we have two retirements this year, Mike Graves and Shawn Abbott. We have temporarily postponed recruiting for Mike Graves position. This was an HR decision made two or three weeks ago. They will re-look at hiring this position.
- Mark stated we may re-look at this department and may re-vamp some areas and use this an opportunity.
- Mike Graves will be retiring in May 2020 and Shawn Abbott will be retiring in December 2020.
- Wendy stated this opens up opportunity for part time faculty.
- Greg mentioned maybe we could be reviewing the Small Business Administration process so we can start working with our students and help them prepare if they are going into this business.
- Greg stated since many people are working from home and our Internet is bad in this area, maybe we could put pressure on our local industries to improve this as now is a good time to capture why it's so important.
- Regina discussed student access and internet usage for students that can't afford this. Regina is hoping to get better fiber network in the future.

- Samantha suggested COS and other schools to rally together for better infrastructure for internet service. Mark thought this was a great idea.

✚ **Net Lab-**

- Wendy Porter from ICT Digital Media would like to be a resource for us and transitioning our classes on line. If any issues, Wendy wants us to reach out to her and how to get these difficult labs back up and running.
- Wendy stated they will not be cutting their net lab funding as it is very important now.
- Handout/Slide/Discussion regarding net lab plus. Net lab is a virtual environment where students and faculty can access labs. Typically used for networking and hardware classes.
- Net lab can be used to develop custom labs for software that's hard to access.
- All North, Far North Colleges have access to net lab as well as High School students, Middle School and Elementary School students. Net lab can be set up at any of our campuses.
- Net lab works through hardware that is set up through Folsom Lake College. Anyone with access will go through a web browser and it is sandboxed, so they can't get through to our school.
- Net lab is free and easy. There is a request process and Wendy can help us get set up with the system at our college. There are other free labs available, nationally. There are step by step PDF instructions for the students, so this does not have to be developed up by Faculty, but Faculty can go in and supplement Instructions. Wendy provided a slide/handout with resources for any Faculty that is interested.
- Newsletter went out regarding Net Lab, funding, free for all colleges and link to video. Wendy is first point of contact and Shawn Monson is next step.
- Sam asked if there is accountability with students completing labs and Wendy said yes and it integrates with Canvas.

✚ **Overview of Business Labor Market Data (attachment)-**

- Christina provided data regarding LMI from North, Far North that was provided from the last couple of years, regarding Computer and Business.
- There is a need for Computer jobs and those jobs do provide a living wage for our area.
- There is a need for Business jobs and they also provide a livable wage for our area.
- Christina also provided the LMI in the packet/slide/handout.
- Christina discussed Perkins data, disadvantaged students, special populations. Christina looked at both programs for comparison to other colleges. This is based off of each certificate.
- For our Computer programming, Shasta College has a smaller cohort than COS. This data is over two years old and we are not seeing sufficient differences of special populations.
- For Accounting, this is similar information in terms of data. This is all self-reporting data.
- Christina offered to look at any other data for comparison if any committee members are interested.
- Wendy hired a non-profit person from Southern California to collect data survey for labor market from all schools. Wendy will send the information to Mark and Christina as they will be interested in this data and it will be helpful.
- Christina stated we are working with the Center of Excellence on program review and we are looking for updated information.

✚ **Business Marketing Discussion (attachment)-**

- For the region we have regional dollars projects in common. We have decided to devote dollars towards marketing. Now we are trying to break CTE departments and focus on specific needs to promote departments individually.
- Christina provided a handout/slide. Who are we not seeing in our classes? Who can we target for advertising? Why are we not seeing these students?
- How many local students are in our programs. For the Business Program, we have over 50 percent of local students.
- For the Computer Science Program, it is 57 percent of local students.

- How best to market. Who should we target to and how should we be advertising? Through social media, website, e-mails, but it's not the case for all programs. Maybe mailings and radio. We need to target appropriately and discuss this at our next Advisory Meeting.
- Greg suggested we put up posters for advertising and maybe contact Jedi for local marketing.
- Sam suggested we reach out and build relationship with local businesses.
- Mark stated these are great suggestions and we are having those conversations with EDC and Small Businesses District. There are new opportunities and we will explore those ideas.

✚ **Other-**

- Mark asked if anyone had any comments? No. With no further comments, he thanked everyone for attending.

✚ **Adjournment-**

- Meeting Adjourned per Mark Klever

Topic: COS Business and Computer Science Zoom Meeting

Time: Apr 8, 2020 08:00 AM Pacific Time (US and Canada)

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