

**Business/ Computer Applications and Office Technologies  
Advisory Committee Meeting Minutes  
May 1, 2015  
10:00-12:00 pm  
CAI Executive Room**

- **Welcome and Introductions** – *Vilma Bernal, Leslie Bridges, Cathy Brinkman, Tom Cavagnero, Doris Driver, Mimi Gramatky, Joshua Hernandez, Mark Hobbs, Paula Hodge, Len Jacobson, Bruce Lai, Eddie Lin, Edith Lormer, Todd Matosic, Darlene Monte, Daniel Nyiri, Robert Reber, Carlos Schonfeld, Devy Schonfeld, Mark Sogomian, Charles Unger, Dan Watanabe, and Joyce Woodmansee are present.*
- **Meeting Objectives** – Why are we here? How do intergrade the changes or the industry demand into our curriculum for an AA Degree for Business Administration, Management and Accounting. We want students to gain skills that they need so they can go back and work for you. Data is really big. Looking at numbers is important quantative and qualitative. Data is important.
- **Labor Market Update** - Mark Hobbs passes out information about wage estimates are based on (Office & Administrative) Support Occupational Employment Statistics and the American Community Survey (Self-employed and Extended Proprietors). Mark states that jobs today and future jobs are going to be replacement jobs, not new jobs and most of them are going to be in sales and administrative. Occupational wage estimates also affected by county-level EMSI earnings by industry. This report uses state data for the California Labor Market Information Department. Daniel discusses with the committee about commission surveys by industries. Students with AA degrees in Business and their availability for employment.

Daniel: The definition of Small Business in the State of California is 500 employees or fewer. The National definition is 100 employees or fewer. The average employee of a small business is 1.

- **Department Updates**
  - Modified AA Degrees
  - Business Administration Transfer Degree
  - Accounting Certificate

Cathy: We want our business students that graduate go into jobs that is Mission College challenge.

**Darlene Montes introduces Madelline Hernandez, Dean of AA of Mission College.**

Madelline: explains to the committee about AA degrees and transfer degrees are 60 units.

Bruce: Can a certificate in this area be just as efficient? What about the assessments?

Carlos: Critical thinking? Writing skills?

Daniel: the outcome – new certificates – Are you evaluating them right now?

Steve: Accounting department are focusing on an accounting certificate with quick books or excel as being part of it.

Vilma: No, not evaluating because we currently do not have certificates but will be looking into.

Faith: What kind of software – Do the students learn QuickBooks & Bookkeeping

Doris: What applications do the students learn in CAOT?

Mark Sogomian: Commented about Structures

Summary: Members were given time to review the newly modify AA degree and agreed with the changes. Some of them added the importance of the following courses: Spreadsheet, communication, sales, etc.

- **Feedback** – Most of the students who come for a multimedia classes already have a B.A. and/or their Masters. Mission College about 10,000 students.

Carlos: Businesses are looking for Entrepreneurs employees.

Doris: 98 % of the California Workforce is being hired by small businesses.

Bruce: Work product related to the industry

Mimi: example of that – no business skills working in production – presentation and personal skills, constantly selling.

Len: In an interview I want to see resumes with a cover letter (no cover letter I don't even look at them) a presentation – being able to engaged with people.

Edith: Hiring professionals' - educational reimbursements – teaching your program to kids.

- **Entrepreneurship Programs:**

Mimi: Work for freelance – studio died in the mid 70's. Work for project to project.

Daniel: Balance your checkbook.

Mark Sogomian: College research – looking at creating a platform, work with National organizations, creating a business plan.

Daniel: Fundraising

Doris: Soft skills – how you dress and active listening

- **Business Information Worker Program**

- **Items from the Floor**

Meeting Adjourned: 12:00 PM