

VENTURA COLLEGE

Minutes of the Business and Accounting Advisory Meeting
Date: April 27, 2018

Present: Robbie Arao, Andrea Beenham, Valeria Blanco, Stephanie Branca, Boomer Butler, Ken Drake, Tami Erickson, Nicole Falco, David Fleisch, Carolyn Herrera, Crystal Kallik, John Montemayo, Debbie Newcomb, Brian Palmer, Andrew J. Palomares, Gerado Pantoja, Nicole Raden, Erika Sanchez, Paul Sullivan, Laura Woyach
Recorder: Katheryn Solorio

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Attendee Introductions	Everyone introduced themselves, title and location of employment			
Information Items	Brief overview of the purpose of the meeting. Building a connection between Ventura College and the business world with Special funding from Perkins grant.			
Business Program Update	<p>L. Woyach introduced the Business Information Worker Certificate of Achievement</p> <p>Several questions:</p> <ul style="list-style-type: none"> • Is this is an effective degree? • Are the classes something that makes sense for the community of business? • Is it a catchall for community services? <p>There was general support of the concept. Suggested topics for inclusion were:</p> <p>B. Palmer - fundamental classes that focuses on Outlook, Google tools and customer service.</p> <p>P. Sullivan - Setting Meeting</p> <p>B. Butler - QuickBooks, interviewing and soft skills, mock interviews and class critique.</p>			
	C. Kallik spoke briefly about the Business Club and ABG (Alpha Beta Gamma)			

Internships	<p>D. Newcomb announced the new Career Education Job Placement Specialist, Brittany Manzer, and provided a brief description of how she can help match students with internship locations.</p> <p>D. Newcomb stated that our internship program has really taken off. We were able to place every student that applied.</p> <p>Guest Student Speaker- Andrea Beenham shared her internship experience. She suggested creating a 2-tier internship, based on level of experience. Also, would like to see the length of the internship extended.</p>			
Interactive discussion: What businesses need from Ventura College	<p>D. Fleisch - Broadening outreach, job fairs, promoting may increase exposure.</p> <p>T. Erickson -Interview clients and market the student's accomplishments before they are ready to graduate.</p> <p>R. Arao - hone student interview skills. Students are in high demand and businesses are willing to train them.</p>			
Additional Comments	<p>A. Palomares - Students need to show confidence and desire.</p> <p>D. Fleisch- We want them to be inquisitive and have desire.</p> <p>V. Blanco- There is a disconnect between millennials and the hiring expectations outside the job description. They are lacking interpersonal and relationship skills. Grammar and writing skills have declined to result in loss of jobs opportunities.</p> <p>T. Erickson -Teach Millennials to talk face to face when they encounter an obstacle</p> <p>J. Montemayo - not everyone stays where he or she starts. Employees may realize they need other education. Entry-level job does not always lead to a career path.</p>			
Survey	<p>A short survey that focused on potential hires was given to each attendee.</p>			