

VENTURA COLLEGE

BUSINESS and ACCOUNTING ADVISORY MEETING

MCW -312

April 25, 2019

Present: Robbie Arao, Valeria Blanco, Stephanie Branca, Debra Caualetto, Ken Drake, Adele Hermann, Crystal Kallik, Anne King, Brittany Manzer, Cheyenne Mendez, Rejeana Mira, Debbie Newcomb, Marina Porter, Akemi Shapiro, Laura Woyach

Recorder: Katheryn Solorio

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Introductions	Department Chairs Laura Woyach and Crystal Kallik welcomed guests. Guest made Introductions around the table.			
Speaker: Adele Hermann-Business and Accounting Labor Statistics	Labor market information packets were provided – Data across the county. The Labor market information can be adjusted for any occupations. Topics covered: <ul style="list-style-type: none"> • 5-year projection • earnings • education and training requirements • types of programs offered • Top codes information. 			
Information Items	<p>Business Program is reintroducing the Administrative Assistant Certification that is now being called Administrative Office Assistant Certificate of Achievement (NC/CR) Excel class has been a successful noncredit course Customer service, filing, communication, business office skills, office management are incorporated.</p> <p>Night classes are offered to attract the working student. Some night courses have strong enrollment while others have weak enrollment, which may reflect a trend of enrollment migration to online courses. However, it is important that students have the opportunity to take on campus courses."</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Career Center/ Job Postings- Brittany Manzer	<p>Discussion included information about our online job board, career opportunities and having a smaller focused career fair in Fall.</p> <p>Internship Program: There is need for more Business and Accounting Sites- social media marketing, accounting and administrative assistant are always in need of internship sites.</p>			
Interactive discussion: What businesses need from Ventura College?	<p>Questions asked: How are students learning about the job board? How are they are utilizing it?</p> <p>Response:</p> <ul style="list-style-type: none"> • The job board is new and relies on faculty to market it. • Someone from the Career Center will do a classroom presentation. • There is a link in the student portal and the center will help the students navigate . • Business club has a podcast and have blasted out information about the Career Center and the resources they offer. They also post information on their Instagram. • Students learn from other students. <p>Approval for Administrative Office Assistant Certificate of Achievement (NC/CR) was unanimous.</p>			
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