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Committee Name: ESCC Business & Information Technology Advisory Board
Date: April 22, 2020
Time: 1:00pm – 2:00pm
Location: Zoom

Attendees	
Ama, Suzie	Professor, Digital Media Arts, Cerro Coso
Armstrong, Scott	Information Services Director, County of Inyo
Campbell, Deanna	Eastern Sierra Director, Cerro Coso
Coussan, Annette	Eastern Sierra CTE Liasion, Cerro Coso
Faber, Julie	Web Designer and Developer
Hightower, Matt	Professor, Business & IT, Cerro Coso
Jones, Gina	Director, Owens Valley Career Development Center
Karnes, Valerie	Professor/Department Chair, Business & IT, Cerro Coso
Mixson, Vonetta	Instructor, Business, Cerro Coso
Murabito, Maura	Dean, Career Technical Education, Cerro Coso
Navarro, Lacey	Administrative Secretary CTE, Cerro Coso
Payne, Michael	Systems Administrator, Alterra Mountain Company
Timpone, Frank	Professor, Business, Cerro Coso

1. Introductions
   Meeting called to order at 1:03 pm by Matt Hightower.
   All attendees briefly introduced themselves.
   Professor Hightower explained the purpose of advisories and provided a brief overview of the provided attachments. Valerie Karnes reviewed the preliminary list of graduates and explained how the document was created.

2. College Update – Deanna Campbell
   Deanna Campbell provided an in-depth update on the following topics:
   a. *COVID-19 Response – Director Campbell provided a summary of the actions taken by the college in order to comply with Governor Newsom's Stay-at-Home Order. Cerro Coso was well-positioned to weather this move to online education with minimal gaps.*
   b. *President Search – Even though there was a robust pool of applicants, interviews for President were postponed. The interview team decided that it would be more appropriate for interviews to take place in-person. President Board agreed to stay on past her expected retirement date.*
   c. *Budget – The College is already operating on a deficit. The district is looking for ways to examine operations and reduce expenses. The State announced that educational funding will decrease for the upcoming year.*
   d. *Student Enrollment – COVID-19 has had a negative impact on summer enrollment. Staff have done an excellent job with outreach, engaging with students and offering free/reduced internet.*
   e. *Commencement – the term was extended until June 30 to ensure students can complete their classes despite the obstacles presented this term. The virtual ceremony will take place sometime in June. The ceremony will feature pre-recorded speeches by the Chancellor and other trustees. Virtual commencement*

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will provide students and parents a specific time block to expect to see their student. The College is finding creative ways to create a meaningful experience for all students and stakeholders.

3. **Digital Media and Marketing – Suzie Ama**

Required and capstone course:

- DMA C201 eCommerce and Social Media Marketing – *offered every spring*

Students choose 3 of the following:

- DMA C102 Digital Imaging
- DMA C107 Computer Illustration – *includes logo design*
- DMA C111 Fundamentals of Web Development – *emphasis on HTML*
- DMA C131 Digital Video Production – *audio and production quality*

    Suzie Ama discussed the foundations skills needed in order to complete the certificate. The program is existing, but is being updated. Students will be able to earn the certificate in 1 year. Gina Jones, OVCDC, showed an interest in this program for her members. The Native American CTE Grant provides funding to help with tuition and books. Julie Faber applauded Professor Ama's efforts dedicated to the growth and development of the program.

    o *Julie Faber Motioned to approve continued support of the Digital Media & Marketing COA*
    o *Motion seconded by Scott Armstrong*
    o *Motion approved unanimously*

4. **Cloud Computing Certificate of Achievement – Valerie Karnes**

- IT C142 – Information & Communication Technology Essentials (A+)
- IT C143 Computer Network Essentials (Net+)
- IT C251 -Introduction to Programming Concepts & Methodology (Python)
- IT C280 – Introduction to Cloud Computing (NEW)
- IT C282 – Cloud Architecture (NEW)

    Valerie Karnes discussed how existing programs take a stair-step approach to connect with other programs. All Cerro Coso IT/Cyber certificates are designed around and aligned with industry certification. Students should have an idea whether they want to go through the IT program or Cyber Security program. In the last IT/Cyber Advisory meeting in November, we received lots of feedback and interest from the base and many stakeholders throughout the county. They feel the Cloud Computing Certificate will be beneficial for our students. The Advisory Board suggested the COA title be generic and not specific to AWS so other platforms may be covered throughout the course. The IT/Cyber program has been successful with employers hiring right out of the 101 class and putting students directly into internship programs. The Dean of Career Technical Education approached Valerie Karnes about moving forward with the new Cloud Computing Certificate. The State is in the process of developing model curriculum for AWS in California. The Model Curriculum suggests students need to know Python.

    o *Michael Payne motioned to approve continued support of the Cloud Computing COA*
    o *Motion seconded by Scott Armstrong*

- o *Motion approved unanimously*

5. Operating System Certificate of Achievement – Valerie Karnes
   - IT C142 – Information & Communication Technology Essentials (A+)
   - IT C143 Computer Network Essentials (Net+)
   - IT C251 -Introduction to Programming Concepts & Methodology (Python)
   - IT C290 – Linux System Administration I (NEW) – *in the Fall 2020 Schedule*
   - IT C292 – Linux System Administration II (NEW)

   In addition to the interest in Cloud Computing, the IT/Cyber Advisory Board also showed interest in the Linux Operating Systems Certificate. Linux is run on 90% - 95% of servers all over the world. The College tried to offer the Operating Systems Certificate through Bellevue, however, it was not successful. Cerro Coso would like to offer it here at our campus. The program is intended to provide in-depth training. We are partnering with Red Hat, using their platform to train students in Linux. This 16-unit course is beneficial because students can qualify for financial aid. There will be another virtual IWV IT/Cyber Advisory Board meeting in the upcoming weeks. The title of the certificate is general to have the flexibility to cover Microsoft and Apple in the course content. If any changes occur, Valerie will not have to change the name, just the description and courses. New courses for windows based administration may be added in the future.

   Professor Karnes asked for feedback inquiring about interest of ESCC student interest. Scott Armstrong advised the group that the county is moving more and more systems elsewhere and these classes would be beneficial for current employees to grow, learn and advance in their companies. Scott also supports the idea of the course titles being generic to include more platforms. His company is considering moving to Microsoft Cloud in effort to rid physical servers. Azure is also making huge strides. Per Michael Payne, Microsoft is pushing everything to Azure. There have been big hacks because companies have not properly secured their AWS or Azure environment. Many companies are moving to off-premises for office infrastructure. Data centers are being built and dedicated for government use. Julie Faber emphasized that a firm foundation and understanding of AWS would be a really good plan as most websites are utilizing AWS.

   - o *Scott Armstrong motioned to approve continued support of the Operating System COA*
   - o *Motion seconded by Julie Faber*
   - o *Motion approved unanimously*

6. Entrepreneurship Certificate of Achievement – Matt Hightower & Frank Timpone
   - BSAD C100 Introduction to Business
   - BSAD C098 Fundamentals of Entrepreneurship Accounting (NEW)
   - IT C101 Introduction to Computer Information Systems
   - BSAD C171 Introduction to Marketing

   This COA has been in the works for over 2 years. In November, the IWV Advisory Board showed huge support of the Entrepreneurship Certificate. It was a better use of time and effort to utilize existing courses to be laddered to additional certificates and degrees. There are 13 units on this certificate and it can be completed in 1 year. Professor Timpone described the courses and pathways. The new certificate is going through the Curriculum Instruction Council (CIC) now and is expected to be approved by the end of the semester. In designing this

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certificate, Professors Hightower and Timpone did not want to bog down the course with unnecessary curriculum. To accommodate the students with an accelerated program, only the chapters that would be most appropriate to help them run their business were selected. Chapters and concepts include: Financial and Managerial Accounting, Finance and Procedures, Bookkeeping, Internal Controls, Financial Statement Analysis, Cost Accounting Procedures and Concepts, Intro to QuickBooks. Suzie Ama felt the Entrepreneurship Certificate would complement the new DMA Certificate as well. Professor Hightower emphasized that this certificate would provide a solid foundation for anyone to start their own business. The Entrepreneurship Certificate would also complement many other certificates and degrees, especially CTE.

- o *Scott Armstrong motioned to approve continued support of the Cloud Computing COA*
- o *Motion seconded by Frank Timpone*
- o *Motion approved unanimously*

7. **Additional Items**
   - o *Comments from Annette Coussan – her job is to educate people on CTE classes. Currently, Lone Pine is interested in business classes. There are plenty of opportunities for outreach, if you have any extra copies of handouts or pamphlets that she can use to promote your program, please let her know. Annette created a short power point presentation that she has been sharing and will also share at the upcoming Bishop Chamber COVID-19 Workshop.*
   - o *Question from Gina Jones: When will these new changes come into effect?*
     - i. *Digital Media & Marketing – Fall 2020*
     - ii. *Cloud Computing – This program is going back to CIC for a second read. We plan to offer some of these classes in Fall 2020.*
     - iii. *Operating Systems – This program is going back to CIC for a second read. We plan to offer some of these classes in Fall 2020.*
     - iv. *Entrepreneurship – The final read is coming up for accounting classes. Professor Timpone is hopeful that it will pass through CIC in the fall and may offer the program beginning Spring 2021.*

8. **Adjournment**
   Meeting adjourned at 2:04 pm by Matt Hightower.

Meeting Chair: Matt Hightower
Recorder: Lacey Navarro