

Minutes
Saddleback College
Business Department Advisory Committee Meeting
Friday, May 8, 2020
9:00 a.m. to 10:30 a.m.
Virtual Zoom Meeting

Attendees:

John Jaramillo - Saddleback College	Alana Gates - Saddleback College
Allison Rodriguez - University of La Verne	Barbara Cox - Saddleback College
Barry McCarthy - Saddleback College	Brian Dozer - Vital Link
David Ochi - Saddleback College	Elizabeth Jennison - Saddleback College
Eric Holden - Saddleback College	Heather Russell - University of Redlands
Israel Dominguez - Saddleback College	Jane Medling - Saddleback College
Jeremey Wooten - Saddleback College	Brent Pillsbury - Saddleback College
Kari Irwin - Saddleback College	Kendrick Kim - Saddleback College
Karla Fosburg - Freedom Innovations	Linda Hall - Saddleback College
Melissa Reyes - Brandon University	Michelle Weckerly - Saddleback College
Mira Manchik - Saddleback College	Robert Acosta - University of Redlands
Tracy McConnell - Saddleback College	Sheri Rathor - Saddleback College
Susan Cooper - Saddleback College	Thomas Borchard - Borchard & Callahan
Carma Lacy - Orange County Development Board	

Introductions - Scott (5 min)

Brief introductions from all participants were made. Many of our usual Advisory Board members were present along with the largest Saddleback College group this regular meeting has had.

COVID-19 How We Moved to 100% Online in One Week- Scott (5 min)

A brief discussion of how Saddleback College responded to the COVID-19 situation and became a 100% online school in less than a week. Summer classes will be 100% online and at the minimum, the Fall semester will also begin totally online and most likely remain online throughout the semester.

Advisory Committee Meeting Purpose & Role - Scott (5 min)

A brief discussion concerning the purpose and role of the Advisory Board was presented. In the past, the meetings brought the Board up to speed on what we have done the past year developing new curriculum to meet the training needs of their employees. Unfortunately, curriculum takes a long time to develop and implement and the purpose of this meeting was not about what we can do in two years. The focus of this Advisory Board meeting was to develop short-term training opportunities to meet the needs of industry in this COVID-19 world.

Enrollments & Chancellor's Office Information - John (10 min)

Dean John Jaramillo presented a discussion on what is happening at the College administrative level pertaining to enrollments, finances and course delivery methods. Dean Jaramillo also spoke about new regulations and advisements coming from the Chancellor's Office.

CWE & BUS-196 - Alana (5 min)

Alana Gates presented a brief discussion on internship opportunities and campus connections that could be developed between the campus and industry. Enhancing soft skills with new employees as well as emotional intelligence training was also discussed.

Early College Pathways - Kari (5 min)

Kari Irwin discussed the new connections Saddleback College is having with the local K-12 districts with expanding college pathways for high school students within and outside the bell structure. Saddleback will be adding Capistrano High School to our affiliations this Fall of providing both high and school college credit for Saddleback headed students.

Gaicho Jobs - Eric (5 min)

Eric Hilden discussed the purpose of Gaicho Jobs and how it can benefit local industry as well as our students in finding new employment opportunities. Eric requested the Board take a look at Gaicho Jobs to see how CWE and Saddleback can benefit them.
<https://www.saddleback.edu/jobs/Employers>

New Non-Credit Courses & New Programs - Barbara (10 min)

Barbara Cox discussed the new Human Resources Management Occupational Skills Award that includes the following courses:

- BUS-120 Business Management
- BUS-125 Human Relations in Business
- BUS-223 Human Resources and Employment Law

Advisory Board members agreed we should offer a Certificate of Achievement in Human Resources Management This award would include the following courses:

- BUS-120 Business Management
- BUS-125 Human Relations in Business
- BUS-223 Human Resources and Employment Law
- BUS-102 Oral Business Communications
- BUS-104 Business Communications
- BUS-000 Organizational Psychology
- BUS-196 Workplace Success Skills

The Board advised developing a Soft Skills Certificate, that would include such things as:

Career Fundamentals, Employability Skills, Emotional Intelligence, Preparation for the Workplace and Business Leadership. Possibly a combination of BUS 102, BUS 125, and BUS 196. Many of these skills could be rolled into BUS-102.

Dr. Cox also discussed three new courses in non-profit management. These courses include:

Course-1 Non-Profit Organization Management

Course-2 Non-Profit Organization Finance

Course-3 Legal Aspects of Non-Profit Organizations.

Advisory Board concurred these courses and award are needed and we should move forward with the development of the program.

The Advisory Board also discussed the need for logistics training and instructed us to develop a program or programs in this area.

Dr. Cox pointed out the usefulness of stacking Certificates, and the Advisory Board approved the continuation of making our programs more stackable.

Meeting Workplace Needs - Short-Term Training - Israel (45 min)

Israel Dominguez discussed how Saddleback College can assist local industry in developing short-term training programs to meet the needs of employers during the COVID-19 situation. A questionnaire was sent to Board members to analyze their current training methods and to indicate what areas of training they need in the future. Also discussed was how "Employment Training Panel" ETP funding works and how much of this new training could be delivered to local industry free of charge. Board members submitted their questionnaires with email for further discussion but campus training personnel.

Business Advisory Board Questionnaire

What workplace training topics do you currently provide and in what areas may we help?

Currently Provide Need Some Help

Business & Management Skills:

Conflict Resolution
Customer Service
Frontline Leadership
Leadership Development
Managing Change
Performance Management Presentation skills
Team Building/Leadership
Motivating and Coaching
Managing a Diverse Workforce
Legal Considerations for Managers

Continuous Improvement:

Lean Six Sigma
Supply Change Management
Quality Improvements
Total Quality Management

Computer Skills:

Microsoft Office
Project Management, QuickBooks
Accounting Software
Advanced Technical Computer Courses

Safety:

OSHA 10
OSHA 30
HAZWOPER 40

Manufacturing:

Blueprint Reading
Electrical Fundamentals
CAD/CAM
CNC
PLCs
Automation
Production Manufacturing

Basic Skills:

Vocational English as a Second Language
Basic Math
Basic Workplace Terminology