



OFFICE TECHNOLOGY ADVISORY COMMITTEE MEETING

TUESDAY, SEPTEMBER, 26, 2023

6:00 P.M.

MINUTES

1. In Attendance:

Member	Title	Business
Toni Ensz	Office Technology Instructor	Reedley College
Tiffany Dix	Office Technology Instructor	Reedley College
Laurie Heckman	Office Technology Instructor	Reedley College
Breann DeHaan	Office Technology Instructor	Reedley College
Henry Collin	Controller	Family Tree Farms
Maria Braun	Payroll Supervisor	HMC
Sherman Dix	Assistant Director, Fiscal Services	Tulare County, RMA
Melinda Shirey	Business Technology Instructor	Fresno City College
Karen Dancy	Business Technology Instructor	Fresno City College
Rebecca Nelson	Business Technology Instructor	Fresno City College

2. The OT department added 2 non-credit certificates last year and our committee unanimously agreed that the Bookkeeping Certificate and the MS Office certificate should also be offered as for-credit. We will put them through curriculum in the Spring. We asked if employers valued the certificates, and Henry Collin stated that the Certificate is a conversation starter and gives them something tangible to help determine qualifications.
 - a. Another suggestion was that Outlook be added to the MS Office certificate and possibly remove Access. Toni believes that the database skills are important for any of our students to know and understand, but we should definitely look into adding Outlook skills to our certificate. We will begin researching this.

3. The majority of the meeting was spent on discussing adding an Internship class to our programs. Each of our advisors agreed that this is a valuable class and should be added.
 - a. We are considering an 18-week, 1-unit class where the students will spend the first 3 weeks in class with one of our instructors. During that 3-week orientation, we would review a “class handbook” where we discuss the following topics that the advisory committee feels are important:
 - i. Punctuality



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1. Call if not coming in
2. Be there/be dependable
- ii. Office etiquette
- iii. HIPPA (for medical offices)
- iv. Dress code
- v. Sexual harassment
- vi. Use of appropriate language
- vii. Filling out paperwork/attention to detail
- viii. Confidentiality
- ix. Building relationships
- x. Cell phone usage
- xi. Professionalism
- xii. Time management
 1. Once you finish a job, go ask for another but be respectful of the employer

Weeks 4-18, the student will spend 5 hours a week at a job site, developing their skills.

- b. It was also discussed that possibly having goals for each week could assist the employer in finding a variety of jobs for the intern. For instance, Week 1 - filing, Week 2 – answering phones, etc.
 - c. Fresno City College instructors place their students. Karen sends resumes to potential employers and the employer chooses who will come to their office. They also use Job Speaker to record the time sheets and evaluations.
 - d. It was also suggested to create a Google Form with the areas of evaluation with a scale and blank lines for the employer to complete each week.
4. The meeting was adjourned at 8:00 pm