



Committee: Business Advisory Committee Meeting

Date: April 14, 2016

Location: Grape Leaf Restaurant

Time: 11:30 am – 2:00 pm

Present: Frank Timpone, Karen O'Connor, Valerie Karnes, Gary Charlon, Forrest Lloyd

Absent: Rich Christensen, Laura Hickle, Lori Acton, Michelle Lempke, Merrie Giles, Ronald, Rodriguez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	Frank Timpone			
2. Introductions		Each attendee provided a brief synopsis of his or her background and experience.		
3. Committee Purpose and Overview		The focus of the meeting was centered on the review of the Program Review, and, on the employment needs in Ridgecrest and how Cerro Coso's programs can meet those needs, and, how Cerro Coso can become more visible in the community.		
4. Industry Trends/Needs		<p>Frank provided each attendee a copy of the most recent program review for the business program.</p> <p>Gary Charlon stated that the applicants that he interviews for openings for his company, State Farm Insurance, do not possess the skills that he requires. In addition, he said that the base is attracting local employees from local businesses because the base can offer a more attractive employment package. He also stated that there are several local businesses that have several job openings that cannot be filled.</p> <p>Karen O'Connor stated that the BSOT program prepares students with both the technical skills (Word, Excel, Outlook, Power point, Access) along with the soft skills (Office behavior, Good Writing and verbal communication,</p>		

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		<p>organization skills, office protocol) that the business community requires.</p> <p>Gary agreed to provide the college with a list of employers that have job openings.</p> <p>Gary mentioned that the tax revenue generated in Ridgecrest is very poor. He stated that the major employers, Base, Hospital, Education Institutions, all do not pay property taxes because they are nonprofit organizations. As a result, the revenue generated by the rest of the businesses is less than needed to operate the city in an effective manner. He said that the population and business establishments have plateaued.</p> <p>Frank Timpone mentioned that Cerro Coso is experiencing the same environment with respect to student population levels at the college.</p> <p>To help educate the business community, Gary suggested that the business, business office technology and computer information systems faculty should make a presentation to the Chamber of Commerce to detail their programs and skills being taught at the college. This will provide some valuable and needed enlightenment for the local businesses.</p> <p>Frank suggested that we contact Natalie Dorrell, a current board member of the chamber and Marketing Director for the college, to get our faculty on the agenda at a future chamber meeting. All agreed that this was a good idea and an effective approach to informing the local businesses of our curriculum.</p> <p>Frank also suggested that Ashlin Mattos, the college employment placement specialist, be invited to all future advisory meetings to become aware of the needs of the business community. The committee agreed.</p>		

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		<p>The committee agreed that it is important for the college and the business community share a dialogue more often.</p> <p>Forrest Lloyd, a local entrepreneur and program director for the Rotary club in Ridgecrest, offered to give our faculty an opportunity to inform his members of the programs that the college has to offer. This will be scheduled for May 18. Karen, Frank and Valerie will present a power point presentation of their programs and provide the members with brochures of each program.</p> <p>This meeting provided both, the college and the business community members in attendance, with valuable information to help in solving the employment needs of Ridgecrest.</p> <p>The next meeting will be scheduled for the Fall of 2016.</p>		
5.				
6.				
7.				
8.				
15. Adjourned		The meeting adjourned at 2:00 pm		

Meeting Chair: Frank Timpone

Recorder: frank Timpone

Open/ Closed



Committee: Business & Business Office Technology Advisory Committee Meeting

Date: April 19, 2017

Location: Grape Leaf Restaurant

Time: 11:30 am – 1:00 pm

Present: Frank Timpone, Karen O'Connor, Robert Aslanian, Abraham Mathew, Forrest Lloyd, Ashlin Mattos, Debby Ireland
Absent: Gary Charlon, Merrie Giles,

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	Frank Timpone			
2. Introductions		Each attendee provided a brief synopsis of his or her background and experience.		
3. Committee Purpose and Overview		The focus of the meeting was to explain the degree and certificate programs in the Business and Business office technology areas. Karen provided a synopsis of her programs and so did Frank.		
4. Discussion		Karen described our current marketing efforts for the CTE programs. Bob commented that the slides at the theater are a good marketing tool. He also stated that we might consider placing posters inside the theater to enhance our exposure to the community. Karen also talked about the role of the Deputy Sector Navigators throughout the state. She stated that they canvas the business community to determine their needs for entry-level employees. She confirmed that our programs meet these needs.		
5.		She stated that the state has committed \$200,000,000 to support CTE Programs for this year. Karen commented that our programs are providing dual enrollment courses at the high schools in our service area.		
6.		Abraham stated that, at High Desert Haven, his employees need to improve their basic math, communication and human relation skills. Both Karen and		

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7.		<p>Frank both commented that their programs provide excellent courses that will help his employees in these areas.</p> <p>Karen stated that the students in her program take her courses to enhance their skills for their current position, change careers, or obtain a degree or certificate. Not all students are interested in completing a program. She also comments that it is very difficult for Cerro Coso to track our students' success beyond graduation. She state that we need a vehicle to obtain feedback from our students related to their career success. There are privacy laws that make it challenging to accomplish this.</p> <p>Ashlin commented that his role is to establish internships and job opportunities for students by meeting with employers and business professionals within the community.</p>		
8.		<p>Frank talked about the benefits that our Personal Finance course for all students. He stated that this course provides terminology and procedures in the areas of personal banking, insurance, consumer credit, investments, and retirement planning.</p> <p>Forrest commented that there is a need for basic office technology skills since many employees perform their own administrative duties, such as letter writing. He stated that the engineers on the base perform these skills themselves.</p> <p>Forrest and Karen stated that the base is continually luring employees from local businesses with their attractive offers.</p> <p>Forrest suggested that we approach the government employment and welfare centers to make them aware of the courses we offer which may enhance their employability.</p> <p>No future meeting date was set. It was agreed that we should communicate more through the year.</p>		
15. Adjourned	Meeting Chair: Frank Timpone	The meeting adjourned at 1:20 pm Recorder: frank Timpone		O Open/C Closed

**CERRO COSO COMMUNITY COLLEGE
ESCC HUMAN SERVICES ADVISORY BOARD**

Minutes

Thursday, October 5, 2017, 12:00-1:00

Location: Jack's Resturant

- **Purpose of Advisory Board:** Partnership with industry employers to ensure that our programs remain in touch with the needs of local business and industry and that our students receive relevant instruction.
- **Introduction of members:** Debra Rundell, Human Services Program; Deanna Campbell, ESCC Campus Director; Annette Coussan, CTE Liaison; Trina Tobey, Wild Iris Executive Director; Griselda Ortiz, IMACA Family Advocate; Beth Himelhoch, IMAH Executive Director; Robin Roberts, Mono County Behavioral Health; Gail Zwier, Health and Human Services Deputy Director; Dee Ann Chiatovich, OV CDC, Career Counselor.
- Deanna Campbell introduced the new ESCC CTE Liaison and explained her duties to help out with advisory boards, business partnerships, and community outreach.
- Gail Zwier and Robin Roberts talked about the need for more “licensed professionals” in the ESCC community and want to develop an educational path for Cerro Coso students to get their bachelors and masters and state licensing. Meetings will be arranged by Deanna Campbell. Other topic Gail and Robert expressed concern about is “early identification and detection of psychosis”. Gail would like a CCC student to participate in the Behavior Health Advisory Board. Trina talked about while Iris domestic violence and sexual assault advocate training coming up in January. Debra will follow up to get more information dates and times.
- **HMSV classes fall 2017:** Debra reported that the human services classes enrollment remains steady with the average enrollment for HMSV C101 and HMSV C116 at 29. Enrollment is increasing at both Bishop and Mammoth campuses. HMSV C104 Field Work in Human Services this semester was 14. Enrollment in past semesters ranges from 14 to 20. Goal: 25% increase in HMSV C104
- **Spring 2018 human services classes:**
HMSV C102 Cultural Competence in Human Services, Tues & Thurs 2-3:25.
HMSV C103 Preparation for Field Work, Tues & Thurs 3:35-5:00.
HMSV C113 Intervention Skill, Mon & Weds 2-3:25.
All syllabi are available upon request.
- **Internships and Jobs:** Women’s Center High Desert had 3 interns, one intern got hired to work at the shelter; High Desert Haven had 2 interns; Cerro Coso High Tech Center had one intern; Inyo Department of Probation had 2 interns; Women’s Center, Lake Isabella, had one intern; Mammoth Hospital had one intern; Habitat for Humanity, Bakersfield, had one intern; KRV Library Veteran Connection had 1 intern.
- **Guest Speakers:** Fall 2017 guest speakers have included Veronica Chavez, Belleview University; Native American Heritage Month guest speakers: Kody Jaeger, OV CDC Human Resources Director; Arlene Brown, OV CDC Case Manager Bishop Paiute Reservation; Donna Christy, Sexual Assault Victim’s Advocate.

Meeting adjourned at 1:00pm

Debra Rundell, MS, MFT
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Advisory Committee Meeting Minutes

- Dave Villacana welcomes everyone and explains briefly what the meeting is geared towards.
- Introductions, 10 people total.
- First topic discussed was Dave telling everyone about the new equipment (shear, saws, welders, plasma cutters) we are hoping to get and how all the paperwork for it is in the works. He explains how beneficial it will all be for our students.
- Dave discusses how we are going to try and donate some of our older welders to Herman Foster and his welding program out at Trona High school.
- James O'connor elaborates on the modernization of our oxyacetylene lab. 24 stations will be built so we can have more students and more torch time for each student.
- Dave mentions how he has rearranged the schedule of classes in our program to accommodate students better. Teaching machine tool in the summer allows students to take our Blueprints and Math for Trades classes every semester, not just once a year like before. This will hopefully result in more certificates and degrees issued in a span of no more than two years.
- Dave enlightens us about a camera he is interested in getting for the program that will aid students and teachers in various ways. This camera can film welding and can be used to film instructor demos, then shown on the projector and is easier for the students to see. It can also be used to help students understand which mistakes they may be making during difficult welding positions and situations. This camera will also allow us to make welding videos and post them to Canvas for students to study from while at home or work.
- Dave informs us that Tehachapi High School is looking to set up and teach our welding program using an adjunct instructor, possibly getting them enrolled in our dual enrollment program.
- James informs us that Welding is the leading program in awards for CTE programs here at Cerro Coso Community College.

- James and Dave both mention that they have an assistant who is really an asset to them this semester. James talks about how the TA has been through the program and is very knowledgeable as to how things run up at the CCCC welding lab. James also mentions how the TA is every polite and professional and how they are glad to have him on the team aiding them and students.
- Member of the meeting brings up the question, “Can we donate supplies or some kind of funding to Burroughs High school to help their welding program out and possibly someday get them on board with our dual enrollment program?” Burroughs has a welding class but it is way underfunded.
- Dave elaborates on how we can teach stand-alone classes now here at CCCC.
- Dave Lind inquired about some kind of an Industrial Plant Science class, based on various industrial plant and mining operations. Said guys get hired on at these plants with no knowledge of how to read a gauge or open or close a valve, as well as many other aspects of the industry.
- Meeting and chow commence and everyone returned to work.