

Minutes
Kalamazoo Valley Community College
Accounting, Business, and Office Occupations
JOINT ADVISORY COMMITTEE MEETING

April 30, 2021
Via Zoom
7:30 – 9:00 a.m.

ATTENDANCE

Accounting – Cheryl Abbe, Stephen Blinn, Marion Melville, Alison Noord, Molly Riley, Kim Rohr, Laura Sikkenga, Steve Walman

Business – Tim Bartholomew, LaJoyce Brooks, Rick Kraas, Valerie Owens, Joe Wagner

Office Occupations – Denise Mahoney, Bethann Talsma

KVCC Administration – Tracy Labadie, Mary McConnell, Nicole Reed, Amy Shreve, LaSonda Wells

Students – Barb Blankenship, Andrew Smith

Guests – Cindy Goss (KRESA), Leanne Krokker (Siena Heights University), Andrew Zyrowski (Siena Heights University)

WELCOME AND INTRODUCTIONS

Steve Walman called the meeting to order at 7:33 a.m., introduced himself, and welcomed everyone. Attendee introductions followed.

APPROVAL OF MINUTES

Steve Walman opened the floor for discussion of the previous meeting minutes for each committee. Motion to approve the previous minutes as presented was made by Alison Noord; seconded by Molly Riley. Motion passed.

KVCC REPORTS

Steve Walman provided the update for both the accounting and business programs.

Rick Kraas reported on the progress of creating the entrepreneurial program, and discussion ensued.

Motion was made by Rick Kraas to add ACC 104 to the list of electives for general business and marketing programs along with changing title to include “Accounting”; seconded by Tim Bartholomew. Motion passed, one abstention.

Valerie Owens reported on BUS 103 collaboration with prior learning credit.

Bethann Talsma provided the update for office occupations programs.

COMMUNITY INPUT

Steve Walman introduced the following questions and requested input:

1. Are KVCC occupational program offerings aligned with our region’s industry demands? **No direct response.**

2. Do KVCC's occupational enrollments match projected job openings in our region? Where are the gaps? **No direct response.**
3. What are the long-term projections for new and emerging occupations in our region to which student should be exposed? **No direct response.**
4. Are there skill needs, identified by industry partners, lacking in our occupational programs?
 - a. Memos and letter usage: Letters are used; need good format and correct grammar. Memos are not used except as emails which still need proper grammar (not texting format).
 - b. Working remotely:
 - i. Ethics/professionalism of working remotely, time management, ergonomics of home work station
 - ii. Email etiquette
 - iii. Creating/using PDF attachments
 - iv. Creating fillable forms (Google Forms, PDF fillable, etc.)
 - v. Electronically sign documents and protect documents
 - vi. Security of files being sent/received and situational awareness of spam
 - c. Free apps (Google) vs Microsoft Office Suite: Microsoft Office, including Microsoft Teams. Yet, some companies are using Microsoft Office but sharing files via Google Drive. K-12 career/tech programs will soon be required to certify in Microsoft Office.
 - d. Teach Macs: Not needed since development of virtual desktops application. Only graphics/media job postings request Mac experience.
5. Are we offering programs with too low an enrollment to meet program capacity and workforce needs? **No direct response.**

OLD BUSINESS – None.

NEW BUSINESS

Tracy Labadie informed committee members that they should have received a Perkins survey (mailed April 23). If not, contact Bethann Talsma. Accounting members will receive a second survey for PRO.

NEXT MEETING DATE

TBD after fall semester is set.

ADJOURNMENT

There being no further business, a motion was made by LaSonda Wells, seconded by LaJoyce Brooks, to adjourn the meeting at 9:01 a.m. Motion passed.

Respectfully submitted,



Bethann Talsma, Chair
Office Occupations Committee