

# Minutes

## Office Occupations Advisory Board

November 3, 2022, 5:30 p.m.

Via Zoom

- I. **Members Present:** Barb Blankenship, Lori Pelton, Dana Postlewait  
**Members Absent:** Kara Bailey  
**KVCC Faculty/Staff/Students Present:** Bethann Talsma, Dielle Madison, Amy Shreve, Apryl Scheffler-Martin, Denise Mahoney, Mark Dunneback, Mary Morehouse, LaSonda Wells, Grace Wiersma
- II. **Call to order:** Bethann called the meeting to order at 5:32 p.m.
- III. **Call to approve minutes:** Motion to approve minutes of the March 4, 2022, meeting as presented was made by Mary Morehouse, supported by Dielle Madison. Approved: VVND
- IV. **Program updates:**
  - a. Enrollments are up except for word processing specialist certificate.
  - b. Graduation occurring for most programs of study. Bethann will be investigating and brainstorming ways to see an uptick in graduation rates.
  - c. Offering mostly everything online. One course is hybrid (records management).
  - d. Internet, marketing and social media skills incorporation is in process.
- V. **Discussion Points:**
  - a. Accounting and finance positions in demand
  - b. Advanced Excel Skills – Expert Certification
  - c. ERP exposure

- d. Adobe Suite (editing documents)
- e. Eforms/Edocs
- f. Encryption and security skills
- g. Replace 10 key course with advanced Excel, emphasize numeric keyboard

**VI. New business and/or projects assigned:**

- a. Potential new programs of study

Motion was made by Denise Mahoney, supported by Dana Postlewait, to support exploration/investigation and development of event planning, paralegal studies, and virtual assisting programs of study. Approved: VVND

- b. Current programs of study are being reviewed for updating/revisions.

**VII. Updates from around the college:**

- a. Looking at ideas for new trends and student / industry need
- b. Pursuing new full-time position in business division
- c. Counseling/Advising
  - i. Students appreciate modality (online, hybrid)
  - ii. Using TargetX for caseloads
  - iii. Online courses do not guarantee a seat

**VIII. Next meeting date, time and location:** Thursday, March 2, 2023, at 6 p.m. at KVCC.

**IX. Adjournment:** The meeting was adjourned at 6:27 p.m. Motion made by Mary Morehouse, supported from Lori Pelton. Approved: VVND

*Submitted by: Meredith Vanderhill, Recorder*