
October 23, 2020 at 12:00 pm | *Meeting called to order by Chase Budziak*

In Attendance

Members Present:

Brenda Butz – Chief Operating Officer, Braden Counseling Center
Tiffany Koussoulas – Finance and Billing Specialist, Krum Halstead Insurance Agency
Michelle Brening – City of DeKalb, Human Resources

KC Members Present:

Joanne Kantner – Vice President of Instruction
Chase Budziak - Dean of Instruction
Pamela Pascolini – Instructor, Office Systems
Jaime Schrader – Director of Adult Education
Patti Wragg – Instructor, Adult Education
LaCretia Konan – Director of Workforce and Community Education
Katie Macias – Minutes

Review of Last Semester Minutes

- Committee reviewed minutes from previous meeting and accepted them.

Role of the Office Systems Advisory Committee

- Committee members were reminded of their role, which is to lend expertise and advise the College on how we should prepare our students in the field. Our local students should gain the skills they need to be successful in our local community businesses.

Overview of the Office Systems Program

1. Medical Billing and Coding prepares our students to gain their certificate in a one-year program
2. Application Specialist is where a student would normally start if they are unsure what their goal is, best platform to start. Application Specialist stacks to an advanced as Administrative Assistant, with all stacking into an associate of applied science degree.
3. Advanced Excel is an open elective course available to the community

Enrollment Report

- FA20 enrollment is down 14% compared to fall 2019 at the college. FA20 office system enrollment is down 45%, equivalent to 221 credit hours compared to FA19.
- Office Systems head count is up about seven percent, which is twenty students more over last year.
- Department has streamlined course offerings and resequenced to align with programs in Business, Marketing Management, and Computer Information Systems.

Overview of the Office Systems Program

- Committee was asked if there is anything additional that can prepare our students to gain new skills, or content to add or remove to prepare for gain employment?
 - Teams, Zoom, Forms are important.
 - Gathering signatures in remote working environment. Office Procedures and Records Management courses may be a good place to plug in these skills.
- A discussion occurred about content that may be phased out due to industry changes.
 - Microsoft Access is a potential area. It is included for students to understand data base systems and how databases work behind the scenes. .

Discuss Trends in Student Population and Support

- Discussion on soft skills and difficult skill set needs in a fully-online environment. Faculty in the program asked the committee for any ideas.
 - How can Career Services assist? Suggested using a first virtual job fair. A pre-workshop with an employer was able to provide some additional information and insight. The challenge is how to use virtual environment to zone in on soft skills.
 - Students need to be prepared for differences between free online versions and desktop versions of software.
- Chase Budziak stated that administrative assistant positions have a high-demand in our community, but a lower median wage. How can we work together to use this information for recruiting and retaining students?

Members recommended:

 1. Use of social media platforms to promote these career paths, put a link out there of testimonies from other students or employer.
 2. Translating marketing materials into Spanish to reach traditional age student families.
 3. People that influence the students need to have a clear understanding as well of the importance of education.
 4. Explore job shadowing opportunities to increase industry exposure to current and prospective students.

2019-2020 Program Summary Data

- The following information from Office Systems in the 2019-2020 fiscal year was presented:
 1. Unduplicated completions;
 - One for Associate of Applied Science
 - Three for Administrative Assistants
 - Four for Medical Coding
 - Three for Application Specialist
 2. Retention is at 86.1%

3. Success of completion is at 83.2%
4. Capacity is 49.9%

Next Meeting

February, Friday, Noon