

Kishwaukee College  
**Office Systems**  
Spring 2021 Advisory Committee

**Meeting Date:** Friday, April 9, 2021  
**Time:** 11:00 am  
**Location:** Virtual Meeting via Zoom

**Agenda:**

- A. Opening & Introductions
- B. Previous Meeting Minutes
- C. Department Enrollment & Financial Information
- D. Department Update
  - a. Fall 2021 Schedule & Staffing
  - b. Equipment
  - c. Facilities
  - d. Curriculum
- E. Work-based Learning
- F. Strategic Planning & Discussion
  - a. What are your current or projected employment needs of your organization over the next 2-3 years?
  - b. Are the majority of your new entry-level positions filled by individuals with previous training or candidates you are training in-house?
  - c. Does the Kishwaukee College program provide the level of training that you require of new employees?
  - d. Recommendations for getting more students into this training pipeline?
  - e. Do you have any recommendations for guest speakers, field trips, teaching resources, and technology?
- G. Set Next Meeting Date
- H. Adjournment