

**ASEP Advisory Meeting Minutes
October 19, 2006**

**Present: Terry Zito, Mark Lind, Jon Broe, Kelly Bradshaw, Randy Wray,
Jeff Ciastko, Brian Axford, Earl Asbury, Dan Zoren, Chris Branton**

Intro
M/S/P

Approval and discuss Mar. 2006 advisory minutes
M/S/P

Student entrance info / entrance exam
Discussed, Chris Branton said he will present it next meeting for approval.
Managers suggested it be used as a tool for student placement not to turn
students away.
M/S/P

Student Issues –Evaluations
Were done at last dealer visit
M/S/P

Dealers Issues
None
M/S/P

Old Business
None
M/S/P

New Business
None
M/S/P

Next meeting
March 2007
M/S/P

Close
M/S/P

ASEP Advisory Meeting Agenda Minutes March 22, 2007

Attendees – Attach List

Intro

- Objectives stated

Approval and discuss Oct. 2006 advisory minutes

- MSP – Oct 2006 minutes

A way to raise the bar

- Chris showed entrance exam
- Instructor Training
- Vehicles, equipment, and tools-gave report
- 48 questions and personality test
- Showed website
- Will send out website electronically
- Recruiting
- Asked for a vote to administer exam (did it)

Dealer Issues

- Want Chris to visit high schools
 - El Camino, Orange Glen , Escondido High, Others in North

Old Business

- None

New Business

- Visit high schools
 - Chris will try
- Poster to high schools
 - Chris will develop with graphics department

Questions

- Chris mentioned his updated instructor training at 100% and new training and conference in May- - world class is the next goal

Next meeting

- Meeting set in October 3rd Thursday (11:30)
- Meeting possible at Cuyamaca

Other

- ASEP students will be visiting

**Business Advisory Committee (BAC)
Meeting Minutes
November 2, 2006**

Cuyamaca College Business Office Technology (BOT)	Grossmont College Business Office Technology (BOT) & Office Professional Training (OPT)
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Present:

Pamela Abuka, Job Placement, Grossmont College
Kathy Baffin, SCIF
Janell Branson, OPT, Grossmont College
Julie Brown, San Diego Insurance Staffing (SDIS)
Laurie Brown, Supervisor, Career & Job Placement Center, Cuyamaca College
Dr. Mary Leslie, Instructor, Grossmont College
Vu Muth, State Farm
Pat Newman, Instructor, Cuyamaca College
Mark Pressnall, Instructor, Grossmont College
Tracy Pressnall, Masimo
Denise Schulmeyer, BOT, Grossmont College
Linda Snider, Coordinator/Instructor, Grossmont College
Marian Yamauchi, PayChex

Minutes:

At 3:00 the meeting was called to order by Linda Snider and Pat Newman, and the guests and advisory board members were welcomed. The guests and committee members introduced themselves. The agenda was presented.

Linda Snider introduced the topics of discussion with an emphasis on “Preparing our Students for the Workforce”. Linda Snider and Pat Newman began the discussion by describing online courses at both Grossmont and Cuyamaca Colleges. Brochures listing online and blended course offerings were distributed. Grossmont is offering a new class, Voice Recognition, using Dragon Dictate software. They also have a new Virtual Assistant certificate which prepares students to act as an entrepreneur specializing in administrative services provided to clients in a virtual environment.

Next, the employers were asked to provide feedback about desired skill sets for:

Accounting software: QuickBooks vs. PeachTree

- QuickBooks is used by all of the businesses in attendance.
- State Farm loads QuickBooks on computers for their agents. At State Farm, 70% of the agents use QuickBooks, and 30% use a bookkeeper.
- PayChex stated they value a background in QuickBooks for employees.

- ☑ State Farm asks job applicants if they know QuickBooks, and it is a disadvantage if the applicant does not know the software.

Insurance software:

- ☑ The only program mentioned was FSC Rating, which is often available at no cost for educational institutions.

Filing skills:

- ☑ Filing skills are still a high priority. Even with the use of computers and electronic records, most businesses do not expect to go totally paperless.
- ☑ State Farm indicated they have gone paperless.
- ☑ Hyphenated names are a problem. Employees are not consistent filing hyphenated names.
- ☑ Companies use electronic tests on filing in the interview process.
- ☑ State Farm requires a written state exam to be employed. The exam ranks scores into levels, and applicant must be in top 3 levels to be hired.

Outlook skills:

- ☑ Outlook is used by Cox and PayChex, as well as the insurance companies.
- ☑ Companies use more than just the email feature. (i.e., advanced calendar, scheduling, task lists, and contacts).
- ☑ One employer stressed the importance of writing a proper email message. Proper grammar is a huge problem. Avoid slang and text message abbreviations. Proper email formatting is taught in Business English and the Office Systems and Procedures classes.

The discussion on Outlook directed the conversation to a copy of an email sent by Brenda Davis, Alliant Insurance Services. Brenda was unable to attend, but sent some thoughts regarding challenges with new hires. Many businesses have a formal dress code, and some individuals have difficulty determining what is appropriate. The employers recommended we tell students to overdress for interviews. It is better to wear a suit and be overdressed, than to be too casual in the interview. Also, they encourage applicants to ask in the interview “what is your dress code?” Both colleges cover dress code in classes. The Job Centers at both colleges have workshops on dressing for interviews. Some companies have written policies about piercing and tattoos. They should not show, or be covered with clothing or band aids. Tardiness and skipping work are other problem areas. Stress to students they are building rapport for future success, and often they will need a letter of recommendation from an employer when looking for new jobs.

Next, Dr. Mary Leslie gave an overview of the Office Professional Training (OPT) program at Grossmont College. A packet of handouts was distributed. OPT is a semester-long program that prepares adults for high-demand clerical positions including office assistant, account clerk and insurance clerk. OPT is grant-funded, which pays for all tuition and books, allowing students to receive free training. Funding is a challenge as many grants are looking for new programs, not successful ongoing programs. OPT is doing a cookbook fundraiser and asked for recipe submissions. Linda Snider set up an

internet search site www.goodsearch.com for a \$.02 donation per search. Enter Grossmont College as your favorite charity to raise money for OPT students. The annual Clothing Closet for OPT students will be on November 18th. Denise Schulmeyer is having an employer panel in her Job Search class on November 17th and asked for panel members.

Linda Snider and Pat Newman spoke next on the internship and work experience opportunities at both colleges. We are always looking for new opportunities for student placement as an office assistant, clerk, or similar job. Grossmont will have internships during winter intersession, January 3-19, 2007.

Lastly, Linda Snider distributed fliers for free business membership in California Business Education Association (CBEA). The annual conference offers informative seminars and valuable networking opportunities.

Cuyamaca College
Environmental Health and Safety Technology
Advisory Committee Meeting Minute
April 24, 2007

Member in attendance:

Madelaine Wolfe	Rick Wilson	Bill Thibodeau
David Ivester	Ralph Vasquez	Russ McCarthy
Harve Stewart	John Boehme	Myra Barrera
Sofia Miranda	Jack Islas	Shannon Cramer
Mark Bipes	Millie Wright	Tom Kauffman
Shekar Viswanathan	Jeffrey Silver	Harvey Porter
Dave Schmidt	Steve Carman	Dung To

1. Rick Wilson: review minute of last advisory meeting. Millie Wright recommended accepting the minutes, seconded by Harvey Porter and passed without objections.
2. Dean Madelaine Wolfe: welcome and thank you to committee.
3. Rick: update on new classroom G120.
4. Rick: thank you OSI and Jeffrey Silver and Chris Walton for radiological equipment donation.
5. Rick: update on AMP, VTEA and AB1802 funding with a description of new equipment received.
6. Rick: mentioned about ASSC scholarship and internship program available to ENVT students 2007-08.
7. Rick: suggested department acronym change from ENVT to EHST. Committee voted in favor of the recommendation with no objections.
8. Rick reported on ENVT/CCETA Earth Fair booth event 4-22-07 Balboa Park. 24 students staffed our booth, which provided "Save Nemo" oil spill clean up to >200 kids. Great interaction with adults and prospective students.
9. Madelaine: provided update on new science technology building.
10. Harve Stewart: proposed alignment with Naval Occupational Safety and Health and Environmental training center.
11. Ralph Vasquez: update on ENVT 210 and EnvT 215 courses: 2 new permits on waste water and storm water management.
12. Dave Ivester: recommended ENVT 110 changed from 3 hour to 4 hour lecture, Rick also recommended change, committee agreed with staff recommendation.
13. Dave Ivester suggested online program for ENVT in the future. Rick and Madelaine said they were pursuing the possibility.
14. John Boehme: update on Envt 135 and EnvT 145 courses.
15. National University, Shekar Viswanathan: proposed alignment with National University program. Committee offered favorable open discussion about alignment, which provides a BS option to ENVT AS degree students.
16. Shannon Cramer: updated on CCETA's activities: Lake Murray clean up, Earth Fair and Industry Panel Night.
17. Discussion on industry needs: new short term/non credits courses – possibility of Ergonomic and Fire safety class was discussed and favorably recommended.
18. Steven Carman: suggested more vocational training, short term training courses.
19. All were thanked for attending and meet was adjourned.

CUYAMACA COLLEGE

Real Estate Advisory Committee Meeting 2006 – 2007

January 18, 2007

Attendees:

Steve Wilson, Manager East County Coldwell Banker, Jaysen Brown, Executive Vice-President Home Capital Funding, Aaron Kerper, Realtor Prudential California and Real Estate Instructor Southwestern College, Tamera Mendoza-Mode, Realtor Steele Canyon Realty and Escrow Officer, Gregory Daunoras, Realtor and Real Estate Instructor Southwestern College, Lowell Knapp, Real Estate Broker and Consultant and Lead Faculty Real Estate Program.

Each committee member was requested to make an evaluation of Cuyamaca's Real Estate Program and make suggestions of how it could be improved. The comments were very favorable and each person accepted a challenge to market the program within their own office.

The following items were discussed:

The current spring real estate program was reviewed and discussed. An online RE 190, Real Estate Principles, course will be added the last eight weeks taught by Greg Daunoras.

RE 190, RE 191, Real Estate Practice, and the one-unit RE 290, License Preparation classes will be taught for six weeks from June 11th to July 19th.

The proposed fall schedule including two courses only taught every two years was outlined. The two courses are RE 204, Office Administration, and RE 197, Real Estate Economics. A recommendation of students that would especially benefit from the content of these courses was made by Lowell Knapp.

The legal changes to the Department of Real Estate licensing requirements were presented. On October 1, 2007, Conditional Licenses will no longer be granted. To apply to take the DRE Salesperson exam will require completing three classes. RE 190, RE 191, and one additional Broker qualifying course. The statute was sponsored by the California Association of Realtors to increase professionalism and better qualified new agents.

The Office of Real Estate Appraisal is making major changes to the education requirements for the four levels of licensing they offer. These were requested by the national Appraisal Qualifications Board and have been adopted by each state. They take effect January 1, 2008, and increase the hours and content of the current requirements. None of the courses we currently teach completely fulfill the requirements. Lowell Knapp is working with our current publishers and textbook authors and will attend the Community College Real Estate Educator's Conference in February. Presentations from two community colleges that have modified their program to better fulfill these requirements will be presented. An OREA official will also attend this special workshop. Recommendations of what Cuyamaca College may do will be presented at our next meeting.

Lowell Knapp