In Attendance

Members Present:
- Nancy Bingham – Human Resource Coordinator, City of Rochelle
- Brenda Butz (Co-Chair) - Chief Operating Officer, Braden Counseling Center
- Tiffany Kousoulas - Crum Halsted Insurance

KC Members Present:
- Pamela Pascolini (Co-Chair)-Office Systems Faculty
- Jaime Schrader - Director of Adult Education and Perkins Support
- Billi Tierney - Director, Workforce Education & Development
- Laurie Hoecherl – Faculty Teaching Chair
- Patti Wragg – Curriculum & Training Specialist AE
- Lisa Carroll – KC student
- Joanne Kantner – Vice President Instruction
- Terri Wheeler – Student Worker, Recorder

Welcome and Introduction

Brenda Butz welcomed and thanked everyone for attending and participating in this advisory committee meeting. Everyone present at the meeting briefly introduced themselves. Pamela explained that she invited Lisa Carroll, a Kishwaukee College student to this meeting. Lisa herself is in the Office Systems Program and has been arranging study groups with her peers, along with lending a helping hand as much as she can.

Approval of Minutes

Committee members reviewed and accepted minutes from the fall 2019 meeting.

Role of the Office Systems Advisory Committee/Overview of the Office Systems Program

Pamela explained that the role of the Office Systems Advisory Committee is to obtain feedback from employers and employees of the Office System realm, in order for students to receive the best possible education they can, before graduating and entering the work field in this profession.

Unfinished Business
Pamela mentioned that since the last Advisory Committee meeting, Advanced Excel has been approved and will be offered starting the second eight weeks of the spring 2020 semester as a one-credit class. The program is also in the process of upping credits for PowerPoint and Employment Strategies. Laurie Hoecherl brought up that Employment Strategies is going to be offered as an elective for Hospitality. She also explained that in order to improve efficiency, there is going to be several swaps as to when courses are offered. The swaps will be made by November 18, so that they will be listed properly in next semester’s catalog. Pamela also noted that the age gap has increased from last meeting, as the youngest student in her class is 15, with the oldest being 73.

New Business

10-Day Report and Completion Data:
As a program, we have increased by 16.3%. The Labor Bureau does not expect the percentage to go down. Joanne Kantner explained that this career is in top three of priority according to the employer populist.

Discussion of Trend in Student Population:
As previously mentioned above, the age gap has increased. There are 24 students in fall 2019, 78 percent of which are specifically Office System students. For the age range of 65 years and older there is 19 percent in Ogle County and 13 percent in DeKalb County.

Lisa Carroll is in the Office Systems Program because she lost her job in Radiologic Technology. She chose Office Systems in particular because she has done some management in her previous job and views it the jack-of-all-trades. She said that there are many students who are in the same position as her, who are new to all of this. An idea of a lab assistant was mentioned. As of now, Pamela has been helping students sometimes from the moment she comes in, to the moment she leaves. With the age gap increase, there needs to be more hands on. Lisa believes that a lab assistant would be beneficial as well. Pamela then asked if there is a way to utilize the lab in the A wing on a Saturday. There is a lab available in the B wing, however, if the nursing students get to it first, there is no other space available. Joanne Kantner said to reach out to Anne Mueller regarding the lab assistant. Pamela believes that it would be wise for that individual to be in the labs rather than the tutoring center. The idea of hosting workshops came up. The workshop would be held before each unit is taught so that the student will already have the basic skills and knowledge needed to learn the new material. When asked her input as a student’s perspective, Terri Wheeler said that the courses so far have been going smoothly. She believes that more talk regarding apprenticeships, particularly for Medical Billing and Coding would be beneficial, along with internships. Lisa added on by saying that she too, believes that internship opportunities would be beneficial. Internships are helpful in the sense that the provide students insight and experience for the real world. Employers can find a new employee through an internship, and students can find a possible employer as well. Student Worker positions could be helpful as source of experience.

Next Meeting

Thursday, April 9, 2020

Adjourned 1:07