

Business/Accounting Advisory Council

Wednesday, April 28, 2016 6:30pm

Advisory Board: The Advisory Board consists of industry leaders who have been selected because of their professional background and industry leadership outside the field of education. Their professional opinions are solicited to enhance and influence curriculum to ensure current business trends, technological demands and realistic job requirements, are infused in both curriculum and policy decisions. Their participation on the council strengthens communication lines between education and the world of work.

The formation of this advisory board is in accordance with state **EDUCATION CODE SECTION 8070:** The governing board of each school district participating in a career technical education program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

The committee/council shall consist of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Department of Employment Development.

Frequency of Meetings California Education Code requires all Career and Technical Advisories to meet once a year in person at a minimum.

Advisory Board Council Members:

Jennifer Di Giovanni (*BDO Accounting Firm*), Tim Fontenette (*Entrepreneur/Professor*), Shigeru Kimoto (*Engineering*), Hilary Howard (*VC Innovates*), Brenda Lopez (*Surepath Financial Solutions*), Ajay Patel (*Coastal Business Finance*), Patrick Rodriguez (*Bank of the West*), Greg Van Ness (*Tolman & Wilker Insurance Services, LLC.*), Lisa Schwartz, CPA (*Schwartz & Company, Inc.*).

Moorpark College Faculty Attendees: Navreet Sumal (*Department Chair*), Josepha Baca (*Business Faculty*), Ruth Bennington (*Accounting Faculty*), Mary Mills (*CIS Faculty*), Gary Quire (*Adjunct Business Faculty*). Felix Masci (*Adjunct Business/Accounting Faculty*), Celia Feramisco (*Adjunct Business Faculty*).

Leadership Attendees: *Julius Sokenu (Dean)*

Meeting Outline:

Welcome/Introductions-*Josepha Baca*

Short PP Presentations in the following sections presented by *Josepha Baca, Ruth Bennington* and *Navreet Sumal*:

- Overview of Advisory Board and membership responsibility
- Review of Current Curriculum
- Discussion of Summer Entrepreneur Boot Camp
- Discussion of proposed new Certificate of Achievement in Accounting

- Discussion of Certificate of Information Worker

Discussion Questions:

- 1) Current curriculum in AST Degree in Business Administration & AS in Business Administration and Certificate of Business Administration.
- 2) Summer Boot Camp in Entrepreneurship (Grant Funded)
- 3) New curriculum in proposed Certificate of Accounting
- 4) New curriculum in proposed Certificate Business Information Worker

Advisory Board Recommendations:

- 1) Current curriculum in AST Degree in Business Administration & AS in Business Administration and Certificate of Business Administration.
 - Generally approved the current curriculum.
- 2) Summer Boot Camp in Entrepreneurship (Grant Funded)
 - Reviewed the six courses: Who is the entrepreneur, How do Entrepreneurs Capture Opportunity? How do Entrepreneurs Build Wealth. Business Formation and Models, Financial Startups. Launching Your Business.
 - Advisory Council members suggested the inclusion of an area on Sales in Small Business/ Entrepreneurship.
 - Advisory Council members agreed on the importance of Business Communication
 - Advisory Council members suggested entrepreneurship is an area that can be offered to both the traditional Moorpark College Student population and also non-traditional re-entry and or short term students looking to improve and build entrepreneurial skills.
 - Advisory Council members suggested bringing business owners/entrepreneurs into classes to speak about some real world experiences and to advise on the next level.
- 3) New curriculum in proposed Certificate of Achievement in Accounting
 - The layout of the proposed Certificate of Achievement in Accounting was generally supported by the Advisory Council.
 - Advisory Council members suggested including an excel and/or computerized accounting skills course. This is a skill lacking in newly hired employees.
 - Advisory Council members suggested requiring Introduction to Accounting and/or Financial Accounting as a prerequisite to computerized accounting courses such as Excel and Quick Books.
 - Advisory Council members suggested there is an employment gap for workers with payroll accounting and income tax skills.
- 4) Certificate Business Information Worker
 - Advisory Council members suggested a name revision that represents contemporary business trends. Business Information Worker was generally viewed as dated and out of sync with contemporary business trends.
Suggestions: Technical Business Worker, Business Technician, Office Skills Technician.
 - Advisory Council members suggested including a basic computer skills class that includes Microsoft word and Excel. Both critical in current business practices and skills *still* lacking in newly hired employees.

- Advisory Council members also suggested that skills in PowerPoint would also be useful