

# Office Administration Advisory Committee

**Meeting Date:** October 15, 2002  
**Chair:** Mary Joy Guzman

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**Agenda Item:** Committee Minutes  
**Presented By:** Jane Billingsley  
**Discussion:** Austin Community College

Committee Minutes

Office Administration Advisory Committee

Meeting Date: October 15, 2002

Chair: Betty Kilpatrick

ACC faculty and staff present: Jane Billingsley, OA Program Coordinator; Roni Cook, OA Instructor; Pat Tallent, OA Instructor; Marshall Levett, Counselor.

Business and Professional members present: Betty Kilpatrick, Remedy Intelligent Staffing; Mary Joy Guzman, Facility Insurance Corporation; Ray Barker, Texas Workforce Commission; Rebecca Swift, 3M; Tammy Key, Manpower @ IBM; and Jo Ann Kilsby, Transcription Solutions.

Jane called the meeting to order at 2:35 p.m. and the following items were discussed.

Agenda Item: Changes in 2002-2003 Catalog

Presented by: Jane Billingsley

Discussion: Jane gave each committee member the new 2002-2003 ACC catalog. Members were informed that POFT 1329 now has a prerequisite of 30 wpm on a 3-minute timing. Therefore, students who need to brush up or learn keyboarding must take POFT 1127. Our Microsoft Office applications course descriptions now include the sentence, "Upon successful completion of this course, students will be prepared to sit for the MOUS expert exam."

Agenda Item: Enrollment Numbers for Office Administration

Presented by: Jane Billingsley

Discussion: Jane provided members with enrollment figures which stated that our enrollment increased by 27% from fall 2001 to fall 2002. The committee agreed that much of this increase is likely due to Austin's increase in unemployment.

Agenda Item: Office 2002

Presented by: Jane Billingsley

Discussion: Jane stated that Microsoft Office 2002 applications are now included in our computer labs and all Office Administration computer application courses. This updated version of Microsoft directly affects six of our courses. These six courses must be completely redesigned—an extremely time-consuming task. Roni added that the Office Procedures II course which uses the text Corporate View is a class that includes an intranet and office simulation, giving it a "virtual" picture of the office environment.

Agenda Item: Courses at Cypress Creek Campus

Presented by: Veronica Cook

Discussion: Veronica stated that Excel and PowerPoint will be offered in a traditional format at the Cypress Creek campus this upcoming spring 2003 semester. We are planning to offer Excel and Access at Cypress Creek summer 2003.

Agenda Item: Flex Lab Location for Summer 2003

Presented by: Jane Billingsley

Discussion: Jane stated that for summer 2003 the flex lab will be moving to the Riverside Campus CIS open lab because the second floor of Building 2000 will be undergoing major remodeling. Betty asked how the budget deficit is impacting ACC. Jane explained that there is a cap on the number of sections that can be offered each semester, and that this is an attempt to reduce costs for ACC. Marshall added that it also had to do with the availability of space and the low tax base (\$.05) for ACC. If the tax referendum passes in the spring, many improvements can be made for ACC's students and faculty.

Agenda Item: Construction Status of New Building at EVC

Presented by: Jane Billingsley

Discussion: Jane informed the members that the construction of the new Health Sciences Building at EVC is on schedule. This building will also include the computer labs for Office Administration, Computer Science, and Accounting—four labs. This new facility is projected to open fall 2003. We plan to move July 2003.

Agenda Item: ACC Master Plan

Presented by: Jane Billingsley

Discussion: The six questions for Advisory Committee members were included in the invitation and agenda sent several weeks earlier. The committee agreed to e-mail responses to Items 1 and 6 to be included in a report to the Business Studies Dean, Val Cantu. The committee members agreed that marketing is the key for growth of this department and that our facilities, equipment, and faculty and staff are adequate at this time.

At 3:50 p.m. Jane thanked everyone for attending and adjourned the meeting.

Send comments or questions for this committee to [betty@remedystaff-austin.com](mailto:betty@remedystaff-austin.com)

Last Updated: October 25, 2002