

Office Administration Advisory Committee

Meeting Date: October 19, 2006

Chair: Mary Joy Guzman

Agenda Item: ACC faculty and staff present:

Presented By: Jane Billingsley

Discussion: ACC faculty and staff present: Jane Billingsley, OA Dept Chair; Charles Quinn, Dean of Business Studies; Roni Cook, OA Instructor; Pat Tallent, OA Instructor; Marshall Levett, Counselor

Business and professional members present: Charla Merrel, AISD Career & Technology; Mary Joy Guzman, Faculty Insurance Corporation; Tammy Key, Manpower@ IBM; Jo Ann Kilsby, Transcription Solutions & CE Adjunct, Chaundra Tarver, WorkSource Career Centers; Wendy Chance, Evins Personnel

Jane called the meeting to order at 12:40 p.m.

Agenda Item: Fall Committee Meeting

Presented By: Jane Billingsley

Discussion: Jane distributed minutes from the November 15th, 2005 committee meeting, and asked members to present questions if they had any. All members were in agreement with the minutes.

Agenda Item: Enrollment Update and South Austin Campus

Presented By: Jane Billingsley

Discussion: Jane reported that enrollments for Office Administration were 387 fall 2006 as compared to 415 for fall 2005. South Austin Campus opened its doors this fall and we offered two courses (Data Entry and Word Processing I). Both courses made with enrollments of 15 in Data Entry and 9 in Word Processing. Plans for Spring 07 will include the adding of 3 night courses (Excel, Intro Keyboarding and Data Entry). Jane also reported that the IRS has contacted her in regards to Data Entry jobs being available and would like to hire our students for seasonal positions.

Agenda Item: WECM Course Changes

Presented By: Jane Billingsley

Discussion: Jane reported that WECM has made changes to some of the courses we offer. She passed out a handout that outlined the changes and explained the meaning of WECM which is a web-based inventory of current workforce education courses available for use by Texas public two-year colleges. She also explained to the committee that educators can add to the courses but we cannot change any of them.

Agenda Item: Industry Survey Delay

Presented By: Jane Billingsley

Discussion: Jane reported that the survey will go out to the ARHMA members this semester and she will report the results in the spring advisory meeting. She asked if anyone had any questions and received the following responses:

Question: Did the survey include benefit package questions?

Answer: No, it only ask about salary

Tammy Key suggested adding the question.

Roni Cook asked Tammy if there was a place for applicants to find benefit information before accepting a job.

Answer: most companies have the information online. The applicant can also ask where to find the information.

Jane asked the committee what would be an appropriate question for the survey and the committee suggested a multiple choice question.

EX: How do you share benefit information with perspective employees?

A. Literature

B. Online

C. During Interview

D. Other _____

Agenda Item: STATCO/WorkSource Postings

Presented By: Jane Billingsley

Discussion: Jane reported to the committee that she currently receives job opening bulletins from STATCO and WorkSource; she encouraged the members to do the same and submit bulletins if they have job openings available to the students and she will get them posted for viewing.

Agenda Item: Space(s) after Sentences

Presented By: Jane Billingsley

Discussion: Jane called to the member's attention, the ongoing controversy of how many spaces belong after a sentence. One book indicates one and another will indicate two. Members discussed the situation and agreed that there's nothing published to clear up the controversy; it's a new trend and it depends on the author of the book one is reading and the software that's being used. The committee agreed to allow the students the choice but will reiterate to the student the need to be consistent in their choice.

After the meeting, Mary Joy Guzman put this item on the bulletin board for the local chapter of IAAP. The response was that 1 space after sentences is clearly preferred.

Agenda Item: Changing Trends in Austin Area Workforce for Admin

Presented By: Jane Billingsley

Discussion: Jane opens this topic up to the committee and Jo Ann Kilsby reported that her company tried off shoring for the medical transcription field. The outcome was not successful because the transcribing from overseas required edits and the individuals had a very difficult time understanding the physician's notes. Tammy Key reported that her company allows telecommuting for Administrative Assistants.

Action Taken: Jane thanked all the members for their participation and adjourned the meeting at 2:00 p.m. Jane will contact the committee members in regards to the spring meeting.