



**BUSINESS/CIS EDUCATION STATEWIDE
ADVISORY COMMITTEE (BESAC)**

**Minutes for October 16, 2009
Coastline Community College
Garden Grove Center
Room 315**



College Host Locations: *Butte College, San Diego City College, Solano College, Ventura College*

Present: See attached list at the end of minutes

Call to Order: Meeting was called to order by Co-Chair Dr. Joumana McGowan at 1:05 p.m. The agenda was unanimously approved as distributed.

Welcome and Introductions: Dr. McGowan introduced Mr. Dick Raney, the BESAC Chair, Robin Harrington, State Grant Monitor, and the BIC Executive Committee members. Those in attendance introduced themselves, this included participants at host sites Butte College, San Diego City College, Solano Community College, and Ventura College. In addition, there were additional participants who attended the meeting online through CCC Confer.

The BIC Project Director was introduced, Richard Ghidella, Citrus College. Each BIC Executive Committee member present introduced themselves--Rick Mathias, Golden West College; Ralph Jagodka, Mt. San Antonio College; Michael Aubry, Ventura College; Steve Linthicum, Sierra College; Lale Yurtseven, De Anza College. Richard Ghidella, introduced Thomas Hallgren, the sixth member, who was unable to attend the meeting.

Approval of Minutes

Prior to approval of the May 6, 2009 meeting minutes, Dr. McGowan asked for clarification about the rationale for purchasing two additional URL's (www.cbesac.com and www.calbesac.com). It was explained the additional URL's purchased were linked to the <http://www.calbusinessed.org/> website to facilitate access to the website. Following this discussion, the minutes of the May 6, 2009 meeting were read and approved as distributed.

Introduction of New Members: Peter Cossavella industry member from Orange and Diane from Oxnard introduced themselves.

Certiport Presentation: Dave Hansen, representative from Certiport, provided a PowerPoint presentation to the group about different industry certification opportunities available to community colleges. A copy of the PowerPoint will be sent to all BESAC members.

BESAC Committee Guidelines and Responsibilities: Dr. McGowan asked for 3-4 BESAC members to volunteer to develop the BESAC guidelines and responsibilities. The purpose of the revisions is to be in compliance with the state requirements and provide clarity to all members about their role as committee members. A taskforce composed of two industry and two faculty members will be responsible for developing the current guidelines and making recommendations to the advisory board at the next meeting--industry members: Peter Cossavella and Bruce Anderson; Faculty Members: Rick Mathias (Golden West College) and Frederick Lockwood (Coastline Community College).

Reports and Discussion: Robin Harrington recommended that the BESAC Advisory Board, if they had the expertise, and/or the BIC Executive Committee analyze statewide data and conduct research in Business/CIS Education areas to determine present needs. The group would then make recommendations to the advisory board about future mini-grants request for proposals.

Richard Ghidella provided a summary of the 2008-2009 project deliverables that were mailed to all deans of business education; he then informed members that deliverables will be posted, Tuesday, October 20th, on the website. The BESAC newsletter was unveiled with a new format and color scheme. Members present at Coastline each received hard copies of the newsletter. Karen Williams, from San Diego Mesa College, requested that a newsletter be mailed to her. Members who attended the meeting and did not receive a hard copy of the newsletter will be mailed one. The newsletter and BESAC Minutes will also be available on the website by the end of October. Richard Ghidella read a request from Thomas Hallgren requesting input from the BESAC members to revamp the website. It was explained that changes that may be made to the website would be cosmetic and that content would not be compromised. The mission and vision statements, which Bob Livingston previously worked on, will be added to the website. It was requested that a committee work on this process; volunteers for the website committee were, Thomas Hallgren, Richard Ghidella, and Valerie Schmidt.

Donna Anderson asked for information about the change in leadership in the executive committee and why BESAC members were not notified. It was explained that only the project director was removed and the rest of the executive committee members resigned from their respective positions. Richard Ghidella expressed that he had personally reached out to some of the former executive members and had hoped that some of them would be returning to BESAC.

New Business: Discussion about what skills industry looks for in employees and recommended to the group that the following skill sets be incorporated into projects: Business Ethics, Oral and Written Communications, Financial Literacy, Financial Analytical Skills with Zero Deferment, Greening of the Curriculum, ICT Skills across the Curriculum, Team Dynamics, People Balancing Work and Community Responsibilities, and Entrepreneurship.

The 2009/2010 BESAC Curriculum Conference is scheduled for April 29 – May 1, 2010 and it will be held at the Westin Hotel, Costa Mesa. The room rate is \$110 per night. Dr. McGowan encouraged all faculty and industry members to participate and informed faculty members that deans can use SB70, SB1133, VTEA, and Tech Prep funds to pay for their travel and conference registration. Dr. McGowan will be presenting at a conference to the consortia deans and will share this information with them. The conference information will be posted on the website as well.

RFA applications will be available online, Monday, October 19th. An email blast will be sent to all BESAC, BIC, Business Deans, and Business/CIS faculty statewide with the information. RFA's are due Friday, November 20th, 2009 and grant recipients will be announced, December 10, 2009. Maximum funds awarded for any min-grant is \$10,000. Rubrics will be used to evaluate proposal requests. BESAC and BIC members can be part of the evaluation team as long as they have not submitted a request for a grant and do not have a professional or personal relationship with a grantee.

Adjournment: There being no further business, it was moved, seconded, and carried that the meeting be adjourned. The meeting was adjourned at 3:02 p.m. by Dr. Joumana McGowan. The next meeting will be held, Friday, March 26, 2010.

Respectfully submitted,

Iliana Marin, Grant Projects Assistant

ATTENDEE LIST

San Diego City College

Theresa Savarese
Patricia Page
Karen Williams
Linda Snider

Online

Robin Harrington
Jeff Aronsky
Sally Kurz
Marg Taylor
Carol Pepper
Diane Eberhardy
Steve Linthicum
Lale Yurtseven
Antoinette Simmonds
Martin Levy

Solano College

Donna Anderson
Thomas Watkins
Carl Ogden

Coastline Community College

Dick Raney
Dr. Joumana McGowan
Richard Ghidella
Michael Aubry
Ralph Jagodka
Rick Mathias
Bruce Anderson
Jim Stedt
George Carson
Valerie Smidt
Peter Cossavella
Jerry Muszynski
Ashlie J. Siefkes
Joanne Osgood
Frederick Lockwood
Michael Warner
Chelsea Svir
Iliana Marin

Butte College

Connie Petlack
Dorinda Salvo
Sandy Sloan

Ventura College

Debbie Newcomb