

# **ADMINISTRATIVE ASSISTANT ADVISORY BOARD**

## **Minutes of the Meeting**

**October 24, 2017**

- ATTENDANCE** Nancy Poxleitner call to order 6:30. Present: Alexandria Johnson, Angela Morgan, Julie Fenning, Julie Solheim, and Nancy Poxleitner; short appearance by Dean Brian Huschle.
- APPROVAL OF MINUTES** Nancy Poxleitner will email the minutes from Fall 2016 to Angela Morgan for approval. No meeting was scheduled Spring 2017 due to retirement of Linda Simmons.
- ENROLLMENT** Two students will be graduating Fall semester. They will take the NOCTI exam.
- NEW BUSINESS**
- Change the technical elective choices to reflect current workplace requirements. All board members in agreement.
  - Technologies discussed: Google Doodle; PeopleSoft; Sharepoint; no google docs used.
  - Julie Fenning suggested basic computer technology skills for the office as an important skill that included how to maintain a computer and troubleshoot office equipment. All board members in agreement that this is an important skill to have in the office.
  - Skills used in current offices: Supervisory roles; leadership; event planning; travel planning; electronic filing – paper filing is not used much, however, the basic filing system should be known. Machine transcription is not used in the office. Julie Sorheim stated accounting, budgeting, and spreadsheets are included in the required office skills. All board members were in agreement to these required skills.
  - Julie Fenning asked about MOS testing.
  - Alex Johnson suggested to have a real-life project that could include job shadowing; Julie Fenning suggested to have students attend live meetings. Both activities would be in alignment with the Service Learning 8 hour requirement of any AAS degree. Alex Johnson suggested to have Administrative Assistants from the community as guest speakers. All board members were in agreement.
  - Change program curriculum to reflect current demands in the office, as discussed above, as well as course names and program learner outcomes. All board members in agreement.
- ADJOURNMENT** The meeting was adjourned at 7:20. The next meeting is scheduled for March 13, 2018.

Respectfully submitted,

Nancy Poxleitner