

Business Management  
Advisory Committee Meeting  
November 13, 2008  
Agenda/Minutes

The Business Management Advisory Committee met on November 13, 2009, at Noon in Room 904 of the Administration Building of Temple College.

Members present included:

Hal Ward, Division Director, Business and Career Professions, Business Management and Business Department Chair, Temple College  
Pat Simecek, Baird, Crews, Schiller & Whitaker, PC  
Lisa Shed, Owner of Lisa's Dance Studio  
Jo Morton, Scott & White  
Mona Romain, Instructor - Temple College  
Kathy Hennig, McLane  
Dick Archer, General Land Office  
Caryle Weber, Instructor - Temple College  
Jessica Reyes, Instructor – Temple College at Taylor

Others present:

Teresa Taylor, staff - Temple College

Absent from the meeting:

Justin Weber, Weber Guns, Waco

**1. Introduction of members and welcome**

Mr. Ward introduced the members and thanked them for participating with the Advisory Committee.

**2. Discussion about the programs and needs of the community**

Ms. Weber asked the committee their opinion on the community needs. Some suggestions were made such as training the students in customer service, general office procedures, and interpersonal relations along with basic life skills.

**3. Accounting Degree**

Mr. Ward brought the committee up to date on creating a technical accounting degree for the school. At this time, there is not enough interest to justify a separate degree. The students receive two introduction, technical courses in accounting and

then the two transferable accounting courses in their General Business Degree.

#### **4. Trends in employment**

Ms. Morton stated that Scott & White has plans to hire 100-200 new employees. These employees would receive four weeks of training and would go through a panel interview for hiring. The committee also discussed the preference of the employer to receive a one-page resume from prospective employees that was industry specific.

### **Suggestions from the Advisory Committee**

#### **1. New Business:**

Ms. Simecek suggested that we might expand the secretarial program to a 2-year AAS degree due to students needing more keyboarding and soft skills.

#### **2. Adjournment**

Mr. Ward thanked the committee for their input and time, and then dismissed the meeting.

Submitted by

Hal Ward, Division Director  
February 27, 2009