



## CBOT/CBIS Advisory Meeting Notes

**Date:** May 16, 2023 5:00 pm  
**Meeting Place:** Zoom

**Called to order:** 5 pm (1-hour meeting)      **Chair(s):** Jody Derry  
Carmen Montanez      **Note Takers:** Jody Derry  
Carmen Montanez

**Council Members Present:** Carmen Montanez, Jody Derry, Cindy Quaid, Rick Rantz, Corrin Terrones, Erika Quintana

**Council Members Absent:** Karen Draper, Jose Huitron, Pam Johnson, Linda Lindner, Marina Muscio, Michelle New,

**Agenda Items**

- **AHC updates and results from last meeting task list**
- **Discuss Skills needed in the workplace**
- **Changes and Trends in the workforce or high school**

**Discussion:**

- Rick Rantz – Discussed the possibility of Allan Hancock College offering a four year degree at Hancock
- Carmen Montanez – Class offerings, certificates, degrees, and the website were all discussed. A demo using screen share was completed to show the committee how the programs of study are listed, and the degrees and certificates are grouped with suggested course sequences. Information regarding CBIS 310 and 311, Information Security for Business and the certificate was shared along with course specifics.
- Carmen Montanez & Jody Derry - The Career Quiz through the Career Center was viewed and taken to show the committee how student interests can be identified with careers, job outlook and pay.
- Carmen Montanez & Jody Derry - Success Teams were discussed and an update on how more videos and resources on campus will be stressed within the department.
- Committee Input and Discussion – Soft skills and diverse technical skills needed for remote work. Many more opportunities for remote jobs and a way to advance within a career when looking for remote job opportunities. The following Soft skills for remote work were identified:

- ✓ self-motivation
- ✓ communication\*
- ✓ collaboration
- ✓ have skillset to stand out \*
- ✓ adaptability - problem solving

\* mentioned by advisory committee members

### **Possible Resources for soft skills working remotely:**

Listed at - <https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/4-essential-soft-skills-for-successful-remote-work.aspx>

LinkedIn 2023 info - <https://www.linkedin.com/business/talent/blog/talent-strategy/linkedin-most-in-demand-hard-and-soft-skills>

