



Accounting and Business Technology Advisory Council

October 23, 2020

11:00 a.m. - 12:30 p.m. Helena College – Microsoft Teams Virtual Meeting

AGENDA

Items	Notes: Point of Order: <i>The use of the hand symbol is an option when you are wanting to join the conversation. Host will call upon you.</i>
<p>Welcome and Introductions –Council (Barbara)</p> <ul style="list-style-type: none"> • Members • Guests & Recorder 	<p>Attending: Sandra Bauman, Dean/CEO; Barbara Yahvah, Faculty; Kris Bruckerhoff, Faculty; Robyn Kiesling, Executive Director of General Education and Transfer Program; Cari Schwen, Director of Business Services; Tom Burkhart, Opportunity Bank Recruitment and Retention Specialist; Vickie Caldwell, St. Peter’s Health Senior Accountant; Cathy Burwell, Helena Area Chamber of Commerce President/CEO; Jason Butcher, Outreach Director at Reach Higher Montana; Cody Pearce, Department of Administration State of Montana.</p> <p>Minutes: Melanie Heinitz</p>
<p>Review of Minutes - Faculty (Barbara)</p> <ul style="list-style-type: none"> • October 25, 2019 (see attached) 	<p>The committee reviewed the previous minutes from October 25, 2019.</p>
<p>Curriculum Changes – Faculty (Barbara)</p> <ul style="list-style-type: none"> • FY 2020 Final Report goals for FY 2021 <ul style="list-style-type: none"> • Explore effective teaching methods, OSR, and technology for enhanced online/fully online learning • Map course learning outcomes et al for the assessment database project • Identify internship and higher education opportunities for students 	<ul style="list-style-type: none"> • Barbara reported on curriculum changes. • Students can log in to observe classes. • Review of COVID safety precaution. No Spring 2020 Advisory meeting held due to COVID. • The Business Finance class is the new capstone class. • Cody and Vickie will send a list of potential adjuncts to Robyn for the Government Accounting class. • The following individuals are interested in working with HC students. Tom/Internship, Jason/Apprenticeship, Vickie/Internship. • Small Business Management replaced its capstone. • Fall and spring entry reviewed. Programs will begin with fall entry; however, spring entry will provide start with general education classes.



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	<ul style="list-style-type: none"> • Cathy spoke about the Helena WINS Program. It supports apprenticeships and internship programs. She suggested McKinley Winkle who is the WINS Director could do a presentation on what is available. The WINS program is fully funded for the next three years. Cathy emphasized that students need the opportunity to get training on a program at the beginning of their college experience. • Open Source Resources allow faculty to bring in current curriculum. • Robyn spoke about Mapping. It demonstrates how HC is meeting the learning outcomes and program outcomes for degrees. It also shows how students are learning what they need to proceed. Mapping makes it easier for faculty to see if there are any discrepancies with an assessment or learning outcomes. • Assessment database tracking provides tracking if a change were made from an advisory council meeting or employer.
<p>Program Recommendations – Council (Kris)</p> <ul style="list-style-type: none"> • How do you think our programs are doing to prepare students for the workforce? • Are there additional skills that Helena College can focus on for students to take into employment? • What are the new or upcoming trends in industry that our students will need the skills for? • Why would a business not hire a student from Helena College accounting and/or business? 	<ul style="list-style-type: none"> • Vickie wondered if the college keeps statistics if a student is working in their field of education. Sandra noted that records are kept in the Institutional Research office. It uses data from the Department of Labor and Industry. HC graduate employment rate is 85% within one year of graduation. The MUS dashboard shows 90% for Business and Accounting graduates. • Cody noted that there is an increased turnover in accounting positions within the state government. • Cathy reported that Bookkeepers are needed in the community for local businesses.



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	<ul style="list-style-type: none">• Tom mentioned he was excited that a person could take a one-year CAS program and be nicely qualified for banking jobs at an entry level.• Cathy noted business could pay for classes for their employees. Classes mentioned were QuickBooks or Excel.• Vickie noted skills in cloud based software programs are desirable.• COVID caused a rapid adjustment in people working remotely. There is concern of secure paperwork and computer access.• Cari noted the landscape of work has changed. Educational programs need to teach students about internal controls.• Robyn commented that there is a blurred line between business and IT. There is a need for business analyst, which is a blending of the two degrees.• Tom reported HC could perform a great role in helping people transition to a new career as many have evaporated over the last few months.• Responses to the final question: 1) Cathy: hiring might depend on the level of education the student received. 2) Tom: They might not have been the best available candidate. 3) Kris: Their Excel skills might not be advanced enough. 4) Cathy: There might be better resumes. 5) Kris: Students need to keep acquired skills sharp. 6) Robyn: Students need to communicate what they have achieved on paper and during an interview. 7) Cari: Many students do not have work history. 8) Robyn: Students need to be exposed to careers sooner. 9) Cathy: Students should list internships and apprenticeships as work experience. Helena WINS has a large list of investors
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	that could offer internships and apprenticeships.
<p>Internships and Guest Speakers – Council (Kris)</p> <ul style="list-style-type: none"> • Internships Opportunities • Identify Virtual Guest Speakers 	<ul style="list-style-type: none"> • Tom with Opportunity Bank noted they have intern placements every summer and apprenticeships. • Cody reported summer internships are not convenient as the state has a fiscal year that ends in June. • Tom offered to reach out to find guest speakers within the banking community. • Cathy noted McKinley Winkle – WINS Director is always willing to help research members that could be guest speakers. • Jason wrote that if he had a topic he could speak to, he would be happy to. He mentioned the topic of leadership. • Cody asked for a list of topics to be emailed to her, so she could assist with guest speakers from the state. • Cathy offered speakers from Leadership Helena and Wisdom Wednesdays. • Sandra noted the Chamber has a list of experts in many fields. • Barbara prefers guest speakers present early on in the curriculum about government accounting. • Cari requested guest speakers in the field of stocks and bond. • Cody offered guest speakers from the Board of Investments that could speak on Finance and Accounting. • Speakers with expertise from the health care accounting industry would be beneficial.
<p>Next Meeting – Council (Kris)</p> <ul style="list-style-type: none"> • April or May? 	<p>Next meeting: Doodle poll will be sent with a variety of dates to vote on. Meeting concluded: 12:20 pm</p>