CIT Advisory Meeting Minutes
Thursday November 1, 2018

Attended by			
Callie Dedore Frankie Gold Barrett Avery Mel Bartels	Matthew Barton Scott Noble Scott Sherwood Sarah Maggio	Joseph Colton Mari Good Brian Bird Pam Farr	Chris Rehn Mary Jo Kreindel

Action Items		
Person Responsible	Action Item	Deadline

Upcoming Agenda Items:

Meeting Date	Thursday, February 7th, 5:30 – 7:00 PM	Location LCC Longhouse, Main Campus Bldg 31 -Dinner included-	
Agenda Item			Time Needed

Future Discussion Topics

Agenda Thursday May 10th 5-6:30 PM
Agenda Item

I.   Convene – Advisory committee members and guests (5:00PM, Chair)

II.   Introductions (~10 minutes, Chair)
   a.   *All attendees, briefly introduce yourself, your company / position*

III.   Approval of Minutes (~5 minutes, Chair)

IV.   Business / Discussion (~15 minutes, Chair)
   a.   Scott Noble, assumes role of Chair for '18-19. Jeff Jones is Vice-Chair for '18-19.
   b.   Department news (Chris Rehn)
        i.   Apprenti success; Cybersecurity / Data Analyst degrees / certificate development; enrollment trends; other summer news
   c.   CIT CAC Retention Initiative Success -- Welcome Day (Gerry)
   d.   Moving CIT CAC meeting to LCC main campus? Moving time to 5:30-7PM? (Gerry)
   e.   Advisory committee recruitment
        i.   Terms for Charles/Clyde, Matt, Scott N., Jeff, Barrett expire in June 2019. Five vacancies expected for '19-20.
        ii. Forward names of potential recruits for consideration (Meni Fontaine, Michele Roering, Waqar Ahmad, Caroline Cummins, Sarah Maggio… others?)

V.   *(5:30PM)* Presentation / Discussion Topic: Recruitment (~40 minutes)
   a.   Overview of LCC recruiting work and strategy Rosa-Maria Banuelos Uribe – LCC Recruiter
   b.   How can LCC CIT CAC assist in this work?

VI.   Opportunities for Involvement / Mentorship (10 minutes)
   a.   CIT lab – Several members expressed interest in getting involved, giving time in lab. How to get involved? (CIT Faculty & Committee)
   b.   Contact Gerry for leads and opportunities related to internships for Computer Programming students -- web development, QA, software engineering and testing, related projects. (Gerry)
   c.   Subcommittees? (Recruitment / Events) (Gerry)

VII.   Member news (Committee, as time allows)
   a.   An opportunity for members to share significant information about their company's or organization's status, current happenings, hiring updates. (CITAC Members)

VIII.   Adjourn (6:30PM)
   a.   Next meeting: Thursday, February 7, 2019
        i.   Exact time / location: TBD

I.

III. Approval of Minutes			
Discussion			
-Minutes from last meeting were approved.			
Decisions	Approved		
Action Items		Person Responsible	Deadline

IV. Business Discussion – New Chair

Discussion
- Scott Noble confirmed his new role of Chair for 18-19

Decisions	Approved

Action Items		Person Responsible	Deadline

IV. Business Discussion – Department News (Chris Rehn)

Discussion
- The Business Department enrollment is up 11% from last year at this time. CIT is down 10%.
- The Apprenti Program ran successfully at Lane over the summer. Three students were chosen to participate from over 250 potential candidates. They are guaranteed a one-year position with a business and if hired at the end the program, starting salary is ~ $70,000.
- Faculty members Joseph Colton, Susan Evans, and Don Easton requested Lane offer Apprenti again.
- A two-year Cyber Security Certificate Program is being developed. It covers operating systems, servers, the first half of Cisco, C-Cent, AWS, iCloud, etc. In addition to Programming, students learn more C++ based knowledge data structures and Math 111. This program will prepare students to be a Security Analyst with the knowledge to go on to a 4 yrs. Degree program.
- Chris questioned if students could get jobs with a 2 yr degree from Lane. Members replied that there are jobs such as Junior Security Analyst. EWEB hires two to three IT Security Specialists and one Network Technician and reported their needs will grow. They would like to see a Co-op Education class in the program, knowledge of basic security concepts and experience working in a compliance environment. Lane County hires entry level security staff. They are also interested in students knowing the compliance environment, auditing, and writing secure code. Their needs are based less on operations. Mel added ethics and communication; he could see hiring a security person but is not sure the 2 yr degree would be enough.
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Decisions	

Action Items		Person Responsible	Deadline

IV. Business Discussion – CIT CAC Retention Initiative Success

Discussion
-Gerry reported 40 new CIT students participated in Welcome Day on Tuesday, September 18. They were greeted by seven industry professionals, including the University of Oregon IP services and a game development representative.

Decisions	Gerry would like to continue our involvement in this event next year.

Action Items	Person Responsible	Deadline

IV. Business Discussion – Moving CIT CAC Meeting to Main Campus

Discussion

- Committee Members agreed to move the Advisory Committee Meeting to LCC Main Campus in order to schedule a larger room. The meeting time was moved to 5:30 – 7:00 p.m.

Decisions			

Action Items	Person Responsible	Deadline

IV. Business Discussion – Advisory Committee Recruitment

Discussion

- Sarah Maggio has agreed to join the advisory committee as its newest member.

Decisions			

Action Items	Person Responsible	Deadline
Continue to recommend potential new recruits by forwarding their names to Gerry for consideration.	All	Spring 2019

V. Presentation/Discussion Topic: Recruitment

Discussion

Rosa-Maria Banuelos Uribe presented an overview of Lane's recruiting work and strategy. She reported the following:

-She goes beyond Lane County to recruit students. For instance, she visited Redmond, Ashland, Newport, Salem, The Dalles, Albany and Klamath Fall High Schools this year.

-In fall, the focus is on attending college fairs and events throughout the state.

-Lane is purchasing a basic customer service relationship management tool (CRM)

-She would like to hear from industry with success stories –give her the details and she can provide email campaigns.

-Lane hires staff to specifically recruit non-traditional students.

-Lane is putting together High School Connections tools for them to show students a pathway and encouraged us to offer an Open House Event /CIT Day during spring term. We coordinate the event, and she brings the high school students—juniors and seniiors. It could be downtown or main campus or both. One idea for this event is to have students create an app.

-Members brainstormed ways to recruit students: A "Tech Crawl" where students visit different businesses and engage with emerging technologies, Open House, participating in CTE Event at Lane, visiting high school classes; publishing success stories, Hands-on Career Day.

Decisions			

Action Items	Person Responsible	Deadline
Add Discussion of Open Hours spring term to the next CIT Department Meeting	Mary Jo Kreindel	

Decisions	

Action Items	Person Responsible	Deadline

VI. Opportunities for Involvement/Mentorship

Discussion
      -Brian Bird would like to continue the practice of inviting industry representatives to mentor student teams of three or four in capstone programming and gaming courses.
      -Brian Bird and Mari Good like the idea of having industry representatives in the CIT lab to tutor and also discuss careers.

Decisions	

Action Items	Person Responsible	Deadline

VII. Member News

Discussion
- Lane County recently hired a few new employees including an ITS2 for the Help Desk, a Programmer Analyst 2, and they have developed a data team.
- -Mel hired two more entry level project managers

Decisions	

Action Items	Person Responsible	Deadline

VIII. Adjourn (6:30 p.m.)

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Discussion
- Next Meeting February 7, from 5:30 – 7:00 p.m.

Decisions			
Action Items		Person Responsible	Deadline