Welcome and Introductions

- Chair Lynda Knight called the meeting to order at 4:30 p.m. She welcomed all the committee members.
- The committee members introduced themselves.

Approval of Minutes

- The minutes of the May 26, 2005, meeting were approved as submitted.


- Marcia Liaw, Program Chair, reported that the Business Computer Study Center that is staffed by a faculty member was cut for the year because of a budget shortfall at the college.

Update on Modularized Curriculum

- Marcia reported that 4 courses are being offered this quarter for the first time and 3 more courses will be added during Winter Quarter 2006.
- Karen Toreson developed the courses for Fall Quarter.
- The college is supporting these modular classes through Winter Quarter.

- Michael Troy reported on a survey on the “Office of the Future” conducted by Office Team, a company that specializes in career and employment issues.
- This report identified several emerging trends in hiring and employment.
  - More of a company’s staff will work off-site.
  - More temporary, instant “plug and play” offices wherever needed that are fully wired. More contract employees.
  - More employees will use portable, wireless tools to communicate from any location.
  - Wireless connectivity will permit people to collaborate with colleagues
  - Virtual interaction will replace face-to-face meetings. Workers will gather in virtual offices from remote locations.
  - Some telecommuters will be based at home, but the majority may walk or drive to the nearest wired office center.
  - A “hybrid” organization will emerge that draws talent from academia, science, business, and government. Businesses will seek employees with expertise in multiple fields.
  - Workers will have to make education a lifelong priority and continually upgrade their skills to remain marketable in the office of the future.
  - Mike mentioned a “Blackberry,” integrated technology that is portable—a virtual office.
  - Cell phones and PDAs are combined

Changes in the Role and Function of Support Personnel

- Darlene Curtice remarked that information security in virtual offices is becoming a greater issue. Best practices now include what not to store.
  - Companies lose some of their timeliness of information because of security concerns and need for spam filters.
  - Project management and entrepreneurship are getting greater emphasis.
  - Increase in teaming activities
  - Teleconferencing is getting bigger.
  - Document collaboration as part of workflow

Next Meeting: Carolyn Wurdeman, Executive Assistant to the City Manager of the City of Shoreline, will check with the City Manager about a visit from the Business Technology Advisory Committee to their office in April 2006 to learn about their internal information system.

Adjournment

- The meeting adjourned at 5:30 p.m.