

CIT Advisory Meeting Minutes  
 Thursday, May 10, 2018

<b>Attended by</b>			
Callie Dedore Clyde Miller Jeff Jones Barrett Avery	Aaron Martins Mel Bartels Scott Noble Mary Taylor Scott Sherwood	Mari Good Brian Bird Pam Farr	Chris Rehn Khristina Fuller

<b>Action Items</b>		
Person Responsible	Action Item	Deadline
Brian Bird	Follow up with Gerry about dates/times CAC could help	
Scott Noble	Send open positions to Gerry	

**Upcoming Agenda Items:**

Meeting Date	Thursday Nov. 1 <sup>st</sup> 5-6:30 PM	Location	Downtown Campus Rm. TBA
Agenda Item			Time Needed

<b>Future Discussion Topics</b>

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Agenda Thursday May 10 <sup>th</sup> 5-6:30 PM	
Agenda Item	
<b>I.</b>	<b>Convene</b> – Advisory committee members and guests (5:00PM, Chair)
<b>II.</b>	<b>Introductions</b> (~10 minutes, Chair) a. <i>All attendees, briefly introduce yourself, your company / position</i> i. <i>Invited guests include: Scott Sherwood, Laurel Hill Center; Allison Weatherly, TAO; Heidi Larwick, ConnectedEd Lane County</i>
<b>III.</b>	<b>Approval of Minutes</b> (~5 minutes, Chair)
<b>IV.</b>	<b>Business / Discussion</b> (~15 minutes, Chair) a. Term of service ends for Chair, Rudy Venturi, at end of 5/10 meeting. Vice Chair, Scott Noble, assumes role of Chair for '18-19. b. Nominations / election of Vice-Chair for '18-19 (subs for Chair in absence, is chair-elect for '19-20) c. Review of membership list and expirations, upcoming vacancies i. Terms for Charles/Clyde, Matt, Scott N., Jeff, Barrett expire in June 2019. Five vacancies expected for '19-20. d. Department news (Chris Rehn & LCC CIT faculty: lab success – coffee thanks!; z-degrees; online access; Apprenti; enrollment trends / budget goals; Python) e. Set meeting dates, time, location for 2018-19 (typically Week 6 of the academic term, 5-6:30PM, Spilde Center) i. Fall: Thursday, November 1 ii. Winter: Thursday, February 14 1. Move this back one week to February 7 due to Valentine's Day? iii. Spring: Thursday, May 9
<b>V.</b>	<b>Goal-Setting, Action-Planning</b> (~40 minutes) a. Subcommittee Work Review & Discussion (Chair – see attached notes) i. Recruitment / Enrollment (All – Review, Discuss) ii. Retention / Completion / Placement (Mel, Paul, All – Review, Discuss) b. Action Items for Fall 2018 Meeting i. Develop list of ideas for new members for CIT Advisory Committee
<b>VI.</b>	<b>Member news</b> (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)
<b>VII.</b>	<b>Adjourn</b> (6:30PM)

III. Approval of Minutes			
Discussion			
Minutes approved			
Decisions	Approved		
Action Items		Person Responsible	Deadline

IV. Business Discussion – Nominations for Vice Chair for 18-19			
Discussion			
- Jeff Jones volunteered to be Vice Chair for 18-19			
Decisions	Approved		
Action Items	Person Responsible	Deadline	

IV. Business Discussion – Term Expiration			
Discussion			
- Terms that expire in June 2019:			
<ul style="list-style-type: none"> <li>• Charles La Borne/Clyde Miller</li> <li>• Matt Barton</li> <li>• Scott Noble</li> <li>• Jeff Jones</li> <li>• Barrett Avery</li> </ul>			
- Gerry Meenaghan will send out reminders of expiration. Committee members can choose to commit to another term.			
Decisions			
Action Items	Person Responsible	Deadline	

IV. Business Discussion – Department News			
Discussion			
- We are the official trainer for Apprenti in Eugene. We are teaching the first round of students. Apprenti was only able to get 3 employers to sign on so the first run is only for 3 students. Eugene is the first training center for Apprenti with multiple small employers instead of one large employer			
- The CIT lab changes are going smoothly. Timesheet staff and student workers have all gone through training. Scott Van den Elzen donated coffee and it is a big hit. We are also seeing more female students use the CIT lab			
- The college has a budget deficit again. The Board is discussing an enrollment plan to work on enrolling more students and retaining more students. CIT enrollment is still declining.			
- Mari and Brian are looking at moving the programming degree to using python and a new transfer Python sequence will start next year. Mari and Brian will be reaching out to employers to ask how C# vs. Python will help them. Scott Noble sees use in Python for data analytics, but C# also helpful. Mel Bartels is looking for understanding not a specific language.			
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Decisions			
Action Items	Person Responsible	Deadline	

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**IV. Business Discussion – 2018-19 Dates**

Discussion

- Set meeting dates, time, location for 2018-19 (5-6:30PM, Spilde Center):
  - Fall: Thursday, November 1
  - Winter: Thursday, February 7
  - Spring: Thursday, May 9

Decisions

Action Items

Person  
Responsible

Deadline

**V. Goal-Setting, Action-Planning - Subcommittee Work Review & Discussion**

**Ideas for Action from 4/27 CIT CAC Subcommittee on Recruitment / Enrollment**

**Action Ideas for CIT CAC Consideration**

- Recruiting (women, people of color, veteran, individuals with disabilities, older adult / career switchers) in tech for CIT Community Advisory Committee (CAC)
  - With five outgoing members in June 2019, we should aim to **recruit five new members by that time for three-year terms beginning Fall 2019.**
- [Jeff Jones, Scott Noble and Barrett Avery](#) have people they would recommend.
- **Welcome Day (September)**
  - Have CIT graduates and CAC members in IT careers create/contribute content for CIT majors' break-out session
    - Contact First-year Experience Team (Tammy Walters, Beth Landy, Jill Siegfried) to arrange
- [Scott Noble](#) will follow up on specifics for Welcome Day.
- CIT CAC members and CIT reps (students, grads) accompany LCC Recruiter (Rosa Maria Banelos-Uribe) for school visits that would allow it
  - Fall 2018 — Elmira (November); Springfield CoC Campus Tour (find out early September , held October)
  - Spring 2019 — Churchill College & Community Service (April); Springfield SD HS Career Day (April); ConnectEd LC; Harrisburg HS Career Fair
    - Target HSs with College Now CIS/CS courses (list available on College Now site)
  - Very specific ask (date, time, place, what to do); Very specific target (can we recruit 10 underrepresented students)
  - Provide RMB marketing materials to take with her on visits to distribute in cases where additional reps are not allowed
    - **Invite RMB to fall meeting to discuss recruiting events and how CIT CAC can get involved.**
- Hands-on Career Day (April 2019 and beyond) activity
  - Have CIT CAC members (work with faculty? to) develop interactive demonstration for visiting prospective students
- [Mel Bartels](#) could volunteer some time for a few events. [Clyde Miller](#) has some co-workers that could volunteer for some events. More details about dates and time commitments needed. [Brian Bird](#) will follow up with [Gerry Meenaghan](#).
- **Create Marketing / Events / Sponsorship CIT CAC Subcommittee**
  - Obtain \$2500 for marketing materials for CIT programs among Silicon Shire / TAO members (10 girls who

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- code)
- o Make the ask for diversity of local tech community
- o Consider asking big donors (Rosaria Haugland of Molecular Probes, Sarah Cheeseman of Ophelias Place) for event support
- o Marketing message: "We need 10 girls in tech" (marketing materials, advertising in RG, ...) Scholarship from Foundation (\$100 per student - track students)
- o Make 10 t-shirts "Future woman in tech LCC CIT Dept." or similar w/ picture of 10 LCC grads in tech? Being smart and interested in tech is cool.

### Action Ideas for Internal (LCC) Consideration

- Follow up request for data on CIT CTE program enrollment compared with LCC (institutionally) / other 16 CC's / other CTE programs at LCC
- Clean up majors in myLane
- ESL to IT? (bridge class; is there an opportunity to create an onramp to CIT CTE programs)
- Math course equivalent from CIT? (Feeds CIT programs)

### Ideas for Action from 4/26 CIT CAC Subcommittee on Retention / Completion

#### Action Ideas for CIT CAC Consideration

- Create space for conversations with CIT CAC members and mentorship
  - o "Breaking Down Barriers": Tech industry professionals discuss challenges faced in their own careers and learn more about current CIT student challenges.)
  - o **Can CIT CAC members commit to visits to [CIS 100 (Computer Career Exploration) and/or CS 206 (Internship Seminar)] classes, CIT Lab in fall, winter and spring?**
- [Scott Noble and Aaron Martins are interested in volunteering in the CIT Lab.](#)
- LCC TechTogether Event -- 3 panels:
  - (Women in Tech); CEOs (Sabrina Parsons, Celeste Edman, Noreen Hogan, Caroline Cummins)- "Leadership & career development"
  - The job search, (graduates recently hired like Meni Fontaine, Marian Kristiansen, & HR Manager); mock interviews / resumes / portfolio
  - Challenges overcome by women in tech (mid-career professionals – Lauren Jerome, Janice Little, Cicely Coleman)
- Sign-up for ongoing mentorship, commitment to connect monthly: CIT CAC members w/ 2nd-year students
- More formal arrangement with RWIT around mentorship

#### Action Ideas for Internal (LCC) Consideration

Have Don/Pam help work on query for Cathy Thomas on cohort analysis of CTE majors in CIT by program (Co-op project?)

Exit interview survey and 6-month post grad survey (Survey Monkey, in person, triggered with application for graduation?) (Co-op project?)

Decisions	
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Follow up with Gerry about dates/times CAC could help	Brian Bird	

**VI. Member News**

Discussion

- Lane County is looking to hire a few new IT positions (entry level, one has a data science focus). Scott Noble will send positions to Gerry.
- There is a focus on customer support in Lane County, need people who can communicate the needs of customers to developers
- Mel Bartels says they are looking for Business Analysts/Project Analysts to shepherd projects through
- UO is hiring an enterprise systems developer to integrate bought systems into current systems
- Partnered solutions is looking for an entry level developer (language not important)
- Sheer ID has a lot of positions posted
- Lane Food and Beverage companies are looking for IT folks in advertising
- IDX has a couple of positions for front end developers and tech support
- They also host a peer group Eugene Web Devs
- Mary Taylor is retiring at South Eugene HS. She created a CTE program for HS students to code in several languages, the aim is to get students hired if they go to college or not. She is hoping to pass the CTE program to another instructor

Decisions

Action Items	Person Responsible	Deadline
Send open positions to Gerry	Scott Noble	