



**Computer Information Systems  
Advisory Meeting  
Monday, April 26, 2021  
3 - 4 p.m. PDT  
*Minutes***

**Welcome and Introductions – Alina Varona (10 minutes)**

- Overview of College of Marin (COM), Career Education, Computer Information Systems (CIS) program

**Attended:**

Brian Jenny, Senior Software Engineer, Clorox  
Richard Grotegut, Regional Director, ICT Sector for the Bay Area  
Patrick Dorn, IT Manager, County of Marin  
Nathan LaForce, IT Manager for Information Security, County of Marin  
Ethan Simpson, Senior Systems Engineer, County of Marin  
Gary Besser, Supervising Employment Development Counselor, CareerPoint Marin  
Matt Howard, It Supervisor, COM  
Zohar Zimmerman, COM CIS student  
Hanna Kirk, CIS Lab Tech, COM  
Shravan Davuluri, IT Consulting, IT Representative for UT (Austin) Alumni in SF Bay Area  
Alex Jones, Program Coordinator, Career Services, COM  
Ron Palmer, Department Chair for Career Education, COM  
Alina Varona, Dean Workforce Development and Career Ed., COM  
Heather Rahman, Workforce Development Specialist, COM  
Lance Barthelemy, CIS Faculty, COM  
Manny Kang, CIS Faculty, COM

	<p>Alina welcomed everyone and gave a broad overview of College of Marin (COM) Career Education programmatic updates. Please refer to slides 1 – 8 of the presentation.</p>
<p><b>Open Discussion – Industry (15 minutes)</b></p> <ul style="list-style-type: none"> <li>• Where do you find your candidates?</li> <li>• What are the skills required? For which levels?</li> <li>• Any emerging technology skills that should be considered?</li> <li>• What wages can be expected for entry level positions?</li> <li>• How should we best prepare our students to qualify them as viable candidates for companies/organizations you belong to?</li> </ul>	<p>Alina opened the discussion for our industry guests to share their thoughts following along the questions posed on the agenda. <b>The committee offered the following information:</b></p> <ul style="list-style-type: none"> <li>• County of Marin as a whole has been working mainly remotely except for network technicians.</li> <li>• There has been an increase in demand especially for data tracking due to COVID.</li> <li>• County of Marin is currently hiring for a Systems Administrator, and they recently hired two people for database type of work.</li> <li>• In the future, the county hopes to expand in cloud-based computing.</li> <li>• The work has been non-stop. Internships and entry-level positions are available. Students should look at County of Marin. <a href="https://www.marincounty.org/government/employment">https://www.marincounty.org/government/employment</a></li> <li>• The County of Marin is trying to attract entry-level skills coming out of college.</li> <li>• Clorox had a big demand for software developers. The amount of work has increased with more people on the internet.</li> <li>• Hiring overall has been difficult but not so much for entry level for software developer positions. Specifically, hiring for senior or administrative positions has been difficult.</li> <li>• Communication skills is essential as everyone has moved online and working remotely.</li> <li>• When hiring, education level isn't necessarily the focus. Capability and able to demonstrate in exercises are essential.</li> </ul>

The hiring agents look to the complexity of problem solving and how a candidate communicate their ideas.

- Students should really understand what type work life they want and what they are actually applying for. They will benefit by understanding the IT company and the job's external factors that will impact the new employee.
- Never underestimate SQL, Excel, the basics and fundamentals.
- Capstone projects prove effective with entry level students. This can serve as work experience.
- Students can benefit through connections with student services or through faculty mentorship, working on case studies, work on project- based learning with real world content moving from theoretical technical to demonstration to build a portfolio and resume.
- Well-rounded employees with strong communication skills often solve problems and work well in teams, as opposed to someone who is hyper-focused in knowing only one program or software.

Technical knowledge which is helpful for students to learn includes:

- Cloud experience -MS Office SQL – Azure, Oracle, R, XML, Java, Ruby on Rails, TCP/IP, Web servers, firewalls, SSL.
- For fullstack/front end developers in the Bay Area they should know Javascript, reacts, angular, nodeJS, mongodb.
- For Systems Administration, we [County of Marin] are looking for Microsoft Windows Administrators, Microsoft 365 administration, Storage Area Network Administration - experience/understanding. Backup software, understanding/experience. Hardware -server infrastructure support, Virtualization -VMWare Administration.

<p><b>Labor Market Information</b> – Heather Rahman (<i>5 minutes</i>)</p> <ul style="list-style-type: none"> <li>• Industry feedback</li> </ul>	<p>Heather Rahman shared a broad overview pertaining to sector occupations related to Network and Computer Systems Administrators, Information Security, Web Developers and MS Office Applications. All was sourced from the Centers of Excellence.</p> <p>The committee stated:</p> <ul style="list-style-type: none"> <li>• Salary seemed low for Web Developers especially for those who work at the Bay Area fortune 500 companies.</li> <li>• Many job titles are antiquated for these occupational sectors often, and it's hard to determine where they fit for labor market information.</li> </ul> <p>Pleaser refer to slides 11 and 12 in the presentation.</p>
<p><b>Opportunities for Growth</b> - Instructors (<i>20 – 25minutes</i>)</p> <ul style="list-style-type: none"> <li>• MS Office vision and growth – Lance B.</li> <li>• New CIS Certificates - Manny K <ul style="list-style-type: none"> <li>○ Why are we creating the certificates?</li> <li>○ What do students learn?</li> <li>○ What can they do with what they learn?</li> </ul> </li> <li>• Industry feedback</li> </ul>	<p><b>I.</b> Lance Barthelemy gave an overview of the programs pertaining to Microsoft Office certification. He is expecting to expand to Outlook courses and support teaching efforts with GMetrix. GMetrix is a package which provides interactive training and metric data. It can work with Zoom and is customizable. CIS currently offers Excel, Access, Word and PowerPoint.</p> <p>Industry feedback:</p> <ul style="list-style-type: none"> <li>• No one from the industry opposed to moving forward with expanding MS Office trainings.</li> <li>• Documentation and technical writing are great skills for students to learn which ties into MS products.</li> <li>• Knowing how to manipulate data is beneficial.</li> </ul> <p>Please refer to slide 14.</p> <p><b>II.</b> Manny Kang spoke about certificate offerings he would like to introduce to CIS including 1) Network and System Administrator skills,</p>

	<p>2) Information Security Analyst skills, and 3) Web Software Application Developer skills. He spoke about the demand for these skills in technical jobs today especially toward cyber security.</p> <p>Please refer to slides 16 and 17.</p> <p>The industry guests provided additional feedback including:</p> <ul style="list-style-type: none"> <li>• Follow local job postings</li> <li>• Make sure pragmatic aspects are covered such as team understanding and responsibilities</li> <li>• Entering into information security an individual is entering into all phases of computer work</li> <li>• It's good that College of Marin is working on these certificates.</li> <li>• The students will need to grasp the fundamentals and become problem solvers.</li> <li>• They will need to show how they think analytically and how they can come up various algorithms.</li> </ul>
<p><b>Summary and Next Steps - Meeting Frequency, Time, Items to Revisit (5 minutes)</b></p> <ul style="list-style-type: none"> <li>• When is best to reconvene?</li> <li>• Is the committee receptive to answering a survey at a later time?</li> </ul>	<p>The group was receptive to a follow up survey in the future. They expressed interest in keeping in contact.</p> <p>Alina thanked everyone for their contributions and support to the CIS program.</p> <p>The meeting adjourned at 4:05 p.m.</p>