

BUSINESS TECHNOLOGIES ADVISORY COMMITTEE MEETING**DATE: April 20, 2010 from 7:30 – 8:50 am**

Members in attendance:

Julie Adamich, Susan Biszewski-Eber, Bill Barzen, Amy Brush, Cathi Carr, Matt Elsey, Gary Graham, Michael Gordon, Roberto Hernandez, Holly Hoopes, David Lunsford, Steve Marcinek, Roni Murphy, Therezita Ortiz, Nicolle Panuthos, Ryan Petrillo, Gary Preston, Tim Price, Nancy Russell, Sharon Setterlind, Lindsay Shank, Darlene Westberg and Harold Webb.

Topic	Discussion/Recommendations	Action
Welcome/Introductions	Minutes for January 20, 2010 meeting presented.	Introductions completed. Review of minutes approved.
INVEST Program	<p>Gary Preston, Instructor and Coordinator for the INVEST Program at St. Petersburg Catholic High School (SPCHS) explained the history and outcome of the program. Ryan Petrillo, a senior and President of the SPCHS Invest program presented a student's point of view and elaborated on the impact on his academic life. Lindsay Shank, Assistant Agency Manager BB&T and Coordinator Statewide INVEST Program completed the presentation by addressing the program on a state and national level as well as SPHS participation and ranking. Furthermore, she elaborated on her experience as a student in the program during her years at SPCHS.</p>	None noted
Internship Program Update	<p>Susan Biszewski-Eber, Internship Coordinator reported on the status of the program, noting the progress of the process since the January Advisory Board Meeting, the number of students participating, and the growing number of employers who are interested in working with the SPC BT Internship Program.</p>	None noted.

Business Technologies Web site	Dr. Setterlind and Cathi Carr presented the new Web site to the Advisory Board. Dr. Setterlind thanked Cathi Carr for her diligent work on the new Web site.	Business Technologies Web site to be linked to local, state, and national Invest Program.
Advisory Committee Members	Dr. Setterlind will send out email correspondence to all Advisory Committee Members to inquire if they will serve 2010-2011	E-mail to be sent within 14 days of meeting.
Items from Floor	<p><u>Survey:</u> Teri Ortiz explained that the faculty are reviewing the current curriculum to assess which computer applications are essential in the workplace. She handed out a survey and asked if the Advisory Members would complete the survey. Furthermore, Teri will send the survey via E-mail to all members not in attendance at this meeting. Teri will analyze the data from the survey and use it to inform curriculum changes.</p> <p><u>Marketing Plan:</u> Dr. Setterlind informed meeting participants that she has met with the Marketing Department and a plan is being developed to market the Business Technologies Program. Marketing will include a Blog, Web site and updated BT Commons.</p>	<p>Survey sent to all Members not in attendance within 14 days of meeting.</p> <p>Marketing Plan to be revealed in October meeting.</p>
Date of Next Meeting	10/20/2010 EpiCenter 2-304	
Adjournment	Adjourned at 8:50 am	