Business Advisory Board Meeting

AGENDA

10/16/2025

12:00PM-1:00PM

- Welcome & Introductions
- Department Report
  - Odessa College Updates
    - United Way Campaign
  - Enrollment/Recruitment Report
- Old Business
  - Business Leadership & Management-Remove City of Odessa Certificate
- New Business
  - Faculty Positions
- Advisory Input
  - Job Placement & Industry Engagement
  - AI skills & Software
- Adjournment

ODESSA COLLEGE

Odessa College Business Professions Advisory Committee

Department Director: Dr. Courtnay Pope		
MEETING DATE: Thursday, April 3, 2025	**MEETING TIME:** 12:00 PM-1:00 PM	**MEETING PLACE:** Zoom
RECORDER: Luna Rodriguez	**SPRING 2025**	**PREVIOUS MEETING:** Tuesday, October 15, 2024

MEMBERS: (P=PRESENT) Add nonmembers present to bottom of table with heading "Others Present" (OP)

(P/OP?)	Name Phone # & Email address	Business Affiliation	Name and Title
P	Bryan Mackay 432-789-1415 bmackay@mackay-law-firm.com	Mackay Law Firm PLLC.	Attorney
P	Daniel Harper 432-770-8402 dharper@Shaferfirm.com	Shafer Law Firm	Attorney
P	Hannah Gore 432-208-7630 Hannah.gore@southwest.bank	Southwest Bank	Marketing Coordinator, Social Media
P	Rebecca Elliott 432-331-1600 relliott@odessalawfirm.com	Atkins, Hollmann, Jones, Peacock, Lewis, and Lyon	Litigation Paralegal/Human Resource Specialist
OP	Karl Miller 432-248-1037 kmiller@ecisd.org	Ector County ISD	OCTECHS Principal
OP	Destiny Singh 432-335-6756 dsingh@odessa.edu	Odessa College	Lead Academic Success Coach School of Business & Industry
OP	Aaron Trimble 432-335-6643 atrimble@odessa.edu	Odessa College	Career Transfer Coordinator
OP	Kristi Pruitt 432-634-0734 kpruitt@odessa.edu	Odessa College	Business and Industry Sales Coordinator Continuing Education
OP	Dr. Courtnay Pope cpope@odesa.edu	Odessa College	Department Chair Business Professions
OP	Dr. Samantha Martin 432-335-6486 smartin@odessa.edu	Odessa College	Associate Chair Business Professions
OP	Susan Lightweis slightweis@odessa.edu	Odessa College	Instructor, Business Professions
OP	Dr. Kimberly Fantroy kfantroy@odessa.edu	Odessa College	Associate Professor II Business Professions

OP	Danna Church dchurch@odessa.edu	Odessa College	Director of Institutional Advancement
OP	Angelica Gonzalez 432-335-6456 Agonzalez@odessa.edu	Odessa College	Instructor, Business Professions, Office Systems Tech
OP	Susana Garza sgarza@odessa.edu	Odessa College	Associate Professor I, Business Professions, Office Systems Tech
OP	Krystal Klotz 432-335-6454 klotz@odessa.edu	Odessa College	Instructor, Business Professions
OP	Luna Rodriguez 432-335-6412 lrrodriguez@odessa.edu	Odessa College	Administrative Assistant to the Deans of Instruction

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Welcome & Introductions	Dr. Courtnay Pope, welcomed and called the meeting to order at 1:03 PM. Introductions conducted among attendees.	Dr. Courtnay Pope
Department Chair's Report	Dr. Courtnay Pope initiated the joint advisory meeting for all programs within the Business Professions Department, including Office Administration, Paralegal Studies, Business and Leadership Management, and the new Healthcare Management program.	Dr. Courtnay Pope
Old Business	○ Office Administration: Advanced Spreadsheets added. ○ Healthcare Management: Program is active and enrolling.	Angelica Gonzalez Susana Garza
New Business	○ Faculty Positions ○ Paralegal-Changes to Level 1 certificate in Legal Studies. ○ Business Leadership & Management-Remove City of Odessa Certificate.	Dr. Courtnay Pope
Advisory Input	○ Job Placement & Industry Engagement ○ Vision 2030 ○ Community & Industry Engagement	Dr. Courtnay Pope David Zubiate Aaron Trimble
Adjournment	The meeting was adjourned at 1:33 PM.	Dr. Courtnay Pope

MINUTES

Key Discussion Points	Discussion
Enrollment Report: Department Chair Report:	Dr Pope shared current enrollment numbers: o Bookeeping-198 o Office Admninistration-799 o Business Administration- 865 o Healthcare Management- 144 o Paralegal Studies-112 Total current enrollment stands at 9,617 students, approaching the college target of 10,000, which aligns with the enrollment level reached in Fall 2024.Former Dean Dr. White has departed, a search is underway for a new Dean.
Old Business:	o Office Administration: A new Advanced Spreadsheet class was approved and will begin Spring 2026, aligning with Microsoft Word course offerings for balanced software experience. o Healthcare Management: This program is targeting students interested in health sciences but facing academic barriers elsewhere. A stronger push for enrollment will begin in Fall 2025 following summer acceptance letters.
New Business:	Faculty Hiring o College is hiring a new Dean and a new business faculty member to support program growth. o A full-time accounting instructor has been hired for in-person classes starting in Fall. Paralegal Program o Due to updated financial aid rules, the Level 1 Legal Studies Certificate is being revised from 15 to 18 credit hours. o This change will not impact current OC Tech dual credit students. Business Leadership & Management o The City of Odessa Certificate is being removed from the program. Vision 2030 o Would fund six new facilities, including a Downtown Academic and Business Center. o Estimated cost: $14/month per household. o Emphasis on community impact and economic development. o Early voting begins April 22, election is on May 3rd. o Attendees encouraged to stay informed and participate.
Advisory Input:	Job Placement & Industry Engagement o Concerns were raised about job placement and low wages for paralegal graduates, with typical pay ranging from $12–$15 per hour. o The program is looking into adding more business-focused skills to improve job prospects and earning potential. o The college is open to inviting industry representatives to campus on Fridays to meet with business and paralegal students, share insights, and explore recruitment opportunities. Hands-On skills in Legal Education o Bryan and Dr. Pope discussed the difficulty of learning practical skills in law school and emphasized the importance of hands-on training. o Karl Miller noted that 14–15 seniors are graduating this year and will be seeking employment. o Bryan Mackay inquired about business students' training in QuickBooks. Instructor Krystal Klotz shared that OCTECH business students are excelling in understanding how

Advisory Input Continued:	companies operate, including interpreting financial statements. o Bryan Mackay shared his personal experience starting a business and using QuickBooks for his law practice, highlighting the challenges involved. o He expressed appreciation for the meeting and was impressed by the number of students involved. Community & Industry Engagement o Career Fair-April 22- businesses encouraged to register. o First-ever Career-Focused Summer Camp set for June3-6 for rising 8th graders. o Opportunities were discussed for industry professionals to visit OC Tech on Fridays and engage with students.
Adjournment:	The meeting was adjourned at 1:33 PM.

Department Director SIGNATURE (or designee):	**DATE: 04/03/2025**	**NEXT MEETING: Fall 2025**