

**Business Advisory Council Meeting Minutes**  
**December 13, 2017 – 4:00 pm**  
**Springboro High School Library**

**Attendees:**

*Stakeholders:*

Matt Clark, Clearcreek Township Administrator  
David Edwards, Edwards Furniture  
Brad Frost, Ulliman Schutte Construction and Springboro Rotary Past President  
Chip Haerr, Hexagon Process, Power, and Marine Division and Springboro Band Boosters  
Carol Hughes, Springboro Chamber and Springboro Rotary  
Marsha Kelley, Image Mark-It  
Thom Kramer, LBJ Engineers  
Tim Lofton, The Cornerstone Group  
Yolanda Munguia, Premier Health  
Damon Morris, Ohio Attorney General's Office  
David Thompson, Coffman YMCA  
Randy Watkins, Watkins Heating and Air

*Springboro Staff and Board:*

Terrah Floyd, Ashley McGuire, John Pennell, Scott Marshall, and Dan Schroer.

**The Meeting Began with a Student Presentation:**

Three of our four National Merit Semi-Finalists presented on what that means to them and their future goals.

*During the meeting, our committee discussed five questions:*

**What are the knowledge, attitudes, and skills relevant for employers?**

- Self-starters with great work ethic and the ability to work hard independently, but who is also coachable and driven to learn. Emotional intelligence as well.
- Specific skills can almost always be taught; but the good work ethic must be hardwired. We can't teach that!
- Our employees must maintain a professional attitude when speaking to our citizens. It may be the only interaction those folks have with our business for years, so we best not blow it.
- Not just skill, but ability to look outside the box.
- Have to want to learn, not just be taught.
- Presentation skills are important. Student must show confidence when speaking.
- Interpersonal skills are vital to success.
- Attendance; Teamwork and positive customer service skills. Students need to understand that healthcare is always changing and they need to be able to adjust/adapt accordingly.

### **How do we ensure that students are prepared for initial employment?**

- They must have the ability to communicate with people.
- The school district should insert communications and interaction skills in all subjects. Teachers need to know how to coach this skill.
- The school should bring in a speaker for teachers on presentation methods.
- Invite people in community present during staff meetings.
- The best type of learning is when one is teaching someone else. When students teach other students, they learn the content in a more effective manner.
- Allowing staff and students know what is available and what companies are looking for in soft skills.
- Life skills should be in the teacher curriculum.
- We cannot teach students about just presenting, but presenting content correctly.
- We should invite people come in to tell stories about their careers.
- Invite business owners to have lunch with students. Begin doing this in 4-6 grades.
- Businesses need employees who care about the job they are employed to do. They should care about their job performance and for other people.
- Organization and good work habits. Strong interpersonal and writing skills. Develop the ability to manage competing priorities. Also help develop self-reliance, the ability to accept constructive criticism, resilience, and cooperation.
- Students should be prepared with basic business etiquette. For example dress; resume development; punctuality and interviewing skills.
- Find a recent college graduate, that has made something of themselves, and get them in to speak to the students.

### **How do we prepare students so that their skills are transferable from one work situation to another?**

- Empathy, understanding, self-reliance, and resilience needs to be taught.
- Students need to understand to ask for and accept constructive criticism.
- Students must be genuine in the work with others.
- Through community service, identify which students aren't involved and offer opportunities to become involved.
- Students don't have to be the best at everything. It's ok for a kid to fail.
- Don't be afraid to raise your hand and say you will do it. Be the best employee...stand out.

### **Looking ahead 5-10 years, what will be the future jobs for our students?**

- Technology fields.
- Senior Living Communities, Financial Services, Health Care Management
- Need to work on taking away stereotype of Career Center.
- Nursing, Allied Health (Respiratory Therapy; Lab; Medical Imaging) and Information Technology.

**How does the school district develop a better working relationship among our stakeholders (business, labor, community organizations, etc?)**

- Continue engaging in forums such as this, partnering with businesses in programs and sponsorships, working cooperatively with local governments, keeping the Career Center engaged and good continuity there, staying engaged with the Chamber of Commerce, fight the good fight against the State with regard to testing assessments and mandates.
- Have students' job shadow with businesses in the area.
- Develop internships. Assist students with interview, writing resume skills, etc. Listen to employers.
- Need to pair kids, with internship opportunities, with their interests.
- More opportunities for organizations to speak with students about careers in healthcare, specifically seniors.

**Next Meeting:** Wednesday, February 21, 2018 at 4:00 pm – Location TBD