

## Board of Trustees Agenda Item

Date of Board Meeting:

June 21, 2022

Subject: Add a New Level 1 Certificate in the Business Office Technology Program

**Recommendation:** Approve a Level 1 Payroll Specialist Certificate, effective fall 2023

## **Background and Rationale:**

Workforce need shows demand for employees with some higher education training in payroll, accounting, and administrative assistance. Adding short-term training such as a level 1 certificate to the current Business Office Management degree and certificate programs provides the skill set sought by employers. WCJC Economic Overview and Program Demand Gap Analysis conducted by Emsi in July 2018 highlighted employment opportunity at the certificate level for Bookkeeping, Accounting, and Auditing Clerks. In addition, Billing and Posting Clerks are included in the Gulf Coast Workforce Board 2021 High-Skill, High-Growth occupations. Further, this additional certificate was presented to the Business Office Technology Advisory Committee, who support adding the Payroll Specialist level 1 certificate so WCJC can meet the service area work force need.

Cost and Budgetary Support: No cost; current faculty, technology, and classroom space is sufficient. **Strategic Priority Alignment:** X Student Success **X** Community Impact ☐ Resource Optimization X Institutional Excellence Resource Person(s): Celine Siewert, Program Director Business Technology Signatures: David Kucera Junior College, our Division of Technology Business, emailed avidité work, edu, c Date: 2022.05,20 09:23:29 -05'00' 05/20/2022 Originator Date Digitally signed by Leigh Ann Leigh Ann Collins Collins Date: 2022.05.20 13:14:05 -05'00' Cabinet-Level Supervisor Date President's Approval: 5-23 22 Date

POLICY DB (LOCAL) 08/01/2020