



Antelope Valley College
*Business, Computer Studies, and
Economic Development Division*

May 27, 2011

Dear Prospective Advisory Committee Member:

The AVC Business, Computer Studies, and Economic Development Division is seeking advisory committee members for vocational education programs, which is a requirement for the Perkins IV federal funding. We would appreciate participation from your company for a semi-annual meeting scheduled for Friday, May 27, 2011, from 8:00 a.m. – Noon, at Antelope Valley College, 3041 W. Avenue K, Lancaster, California (SSV-151, Board Room).

Vocational advisory committee members give input regarding job placement, salary projections, future equipment needs, curriculum requirements, facilities planning, etc.

A well-informed member of your staff/organization is needed to review our efforts to provide a well-trained work force for the Antelope Valley. Please plan to join us for a lite breakfast and break-out sessions with one of the following programs:

| | | |
|--------------------------|------------------------------|--------------------|
| Accounting | Computer Information Science | MCSE Certification |
| Administrative Assistant | Computer Repair | Networking |
| Business Administration | Management | Office Procedures |
| Computer Applications | Marketing | Real Estate |

Please R.S.V.P. by calling Christi Goodman at 661-722-6300, Ext. 6171, prior to May 17, 2011, so your parking pass can be provided. It is especially important for us to receive your advice in the current fiscally challenging times, so please do try to attend or send a designee.

Sincerely,

L. Thomas O'Neil, Ph.D.
Dean