**Northland Pioneer College Department of Business**

**Minutes for the Advisory Board Meeting on**

**October 28, 2016**

**1:00 p.m. to 2:30 p.m.**

**White Mountain Campus, Aspen Center Rm. #110**

**Attending Advisory Board Members:** Andrea Harings, Bob Jones, Fawne Jones, Nikina Whitaker, Eva Wilson, Stephanie Goodman, Carrie Jordan, Rachel Ellen, Ella Plainfeather, Royce Kincanon, Michael Nere, Nancy Stanford, John Spadaccini, Lori Moore, Tallie Stobbs, and Dan Groenfield

**Attending Faculty Members**: Tracy Chase Department Chair and Clover Baum

**Everyone introduced themselves and whom they were affiliated with:**

Minutes were reviewed and Eva Wilson made a motion to approve the minutes, which was seconded by Nikina Whitaker. All voted in favor of approving the minutes.

**Handout/discuss current catalog and business programs**.

The Business degrees and certifications were reviewed in the NPC catalog. Medical Transcription Specialization program is being reviewed and will be updated by adding a scribe course.

**Discussion on industry trends. What can NPC do for you?**

E-learning seems to be the new way for employee training. Hondah is using PowerDirector 15 for their employee training. Customer service, professionalism and XY generation communication are still an important part of employee training. BUS 104 *Developing Your Professionalism* and BUS105 *Techniques of Supervision* teach all of these topics. There is not a specific course or program on electronics to better explain why apps work together with other devices? CIS 141 *Managing and Maintaining Your PC I (A+)* and CIS142 *Managing and Maintaining Your PC II (A+)* teach students this information. Food service industry is growing; it is important for students to understand profit/loss. Career Services provides assistance with cover letter, resume and mock interviews. Career Workshop concerns have been “Who you know vs what you know”. Royce spoke about Community and Corporate Learning workshops to help with industry training needs. Potential employees are not passing drug tests and background checks, seems to be an issue for industry.

**Annual Department Report.**

Tracy reviewed the Business Department’s Annual Report for 15/16.

**Medical Technologies changes/deletion of Medical Transcription**.

Tracy reviewed the changes proposed on the Medical Technologies/Association of Applied Science.

**MOS testing site.**

Tracy and Clover are Microsoft Office Certified (MOS). Tracy spoke about the courses that would benefit the students interested in getting their MOS. NPC is looking into being a testing site.

**Management and Leadership program.**

Courses are all online with two eight-week session per semester. It has been built to speed up the certification process

**Possible department scholarship.**

The BUS department is looking into getting sponsors to award a BUS scholarship.