

**Northland Pioneer College Cosmetology Advisory Board Minutes**  
**Monday, January 6<sup>th</sup>, 2014**  
**4:30 p.m. – 6:00 p.m.**

**Community Members Present:**

Earleen Andrews  
Matthew Pino  
Sean Stephens

**NPC Staff Present:**

Peggy Belknap  
Jeremy Raisor  
Chloe Reidhead  
Autom Christensen  
Theresa Parker  
Stacy Ashcraft  
Julie Peck

**Cosmetology Students:**

Elaine S.  
Coco P.  
Savannah M.

**Greetings and Introduction**

Meeting began at 4:40

Ms. Chloe welcomed everyone and introductions were made around the room.

**Discuss Industry and Economic Updates**

Ms. Chloe asked for community members to share industry and economic updates.

Sean Stephens from Rejuvenate Salon & Spa said his salon is staying busy and doing very well. He and Matthew Pino are going to Joico training next week.

Peggy Belknap asked community members what they predict the industry trends will be in 2014.

Sean said asymmetrical cutting, hombre coloring, shaving on women heads, and perm terminology is changing, will be called waves instead of perms.

Mathew Pino from Ashten's Salon said short hair and emphasis on educating clients on hair product knowledge.

Peggy gave an update concerning the St. Johns Cosmetology Instructor position. We are in the process of filling the St. Johns position. We had the required meetings and we should wrap up filling the position soon- within the next week or so.

## Review Program Updates:

- **Product Retail at WMC Cosmetology**

We are waiting for the product retail business plan to be approved. Steve Peck was going to examine the salon software and should update Chloe with his recommendations soon.

We have the money in the budget for it, and Justin will send an educator to conduct a product retail class with students. ISO is the product line.

ISO products will be very basic to start with and then we may expand the product line as students become comfortable with product retail. Product care needs to be affordable for our community.

A suggestion was proposed to start a Cosmo student incentive program connected with selling ISO products.

Peggy stated that the incentives cannot be taken from Cosmo program

Another suggestion was proposed that local salons can donate incentives to students, such as cutting shears.

- **Cosmetology curriculum**

We recently revised our Cosmo curriculum. Instructional council has approved the revision. This revision will give part-time students additional hours they need.

- **Accelerated Cosmetology Instructor Program**

We looked into the suggestion made at our last meeting regarding an accelerated instructor course and established two 199 courses with 105 hours of contact time. The student will purchase the textbook, study, and then take the exam. Five years of experience in the field within a ten period time frame is also required and then the student in this program will go on their own and petition the board. Four people are interested in this program. This will provide needed substitute teachers as adjunct faculty. We may provide this as an evening program. No Esthetician course will be offered because we do not have enough facial machines. Interested students will register with NPC, pay for their courses and purchase the textbooks. NIC bulletins will be provided to the students.

A concern was brought up regarding the proper training that students must have to be a well-qualified teacher, and that potential substitute should be required to watch instructors teach students.

It was recommended that the Instructional Skills Workshop be offered to the substitute instructors. This is an NPC division requirement of all instructors whether they are full-time or adjunct. This substitute instructor class is intended to help interested

Cosmetologists get their instructional license and they will also need to learn teaching skills. Shannon Newman schedules the Instructional Skills Workshop, and a workshop can be scheduled just for Cosmetology instructors.

- **Advanced Education**

Matthew and Sean provide advanced education training. Our students are allowed 320 hours of alternative hours for advanced training. Extra costs to students and may be held on Saturdays in the NPC Cosmetology building or they can be held in local salons, but the salon must be closed for business during class. Classes are cheaper when more students attend. There is a system in place at NPC that students must fill out field trip

paperwork and documentation must be present for students to receive their hours. Students may attend classes without the proper fieldtrip paperwork and documentation, but they will not receive their hours. Classes could also be NPC non-credit evening classes. Sean Stephens offered to teach at NPC Cosmetology one day per month, he also taught at beauty schools in Tucson and Phoenix. Cosmetology instructors present agreed that the students enjoy guest speakers.

Community board members agree that when potential employees apply with advanced certificates in their portfolio it is very impressive.

- **Nail Tech Curriculum**

NPC Cosmetology has not offered nail tech curriculum for many years, but now we are in the process of getting this course offered again. If we have enough interest, we will provide the program and maybe in the evenings. 650 hours is required for the nail tech curriculum. Mikey Nguyen is interested in being a student instructor for the nail tech course.

Peggy stated that when trying to push new curriculum through, there are deadlines that must be met or it will have to wait another year. Instructional Board, Higher Education and state board requirements must be met.

- **Annual Report/Program Review**

A copy of the annual report is offered tonight. We are working on the Program Review, which is almost completed.

- **Business Course for Cosmetology students**

At our last meeting, it was discussed that students from the Cosmo program do not know practical business skills. To address this concern, Tracey Chase (NPC Business instructor) will set up a business class for Cosmo students to learn how to use a cash register, count back money, sell product retail, etc. This will be a 199 course for alternative hours. We are working on it for the near future. Matthew is assisting with the syllabus.

- **Career Expo/Alumni Reunion**

Jeremy Raisor is helping Chloe organize the Cosmetology Expo to be held at Hon-dah Resort and Casino on February 22, 2014. Hon-dah will provide the food and facilities. There is a vendor participation link on the NPC website for vendors to register for this event. If a vendor plans to attend, they must register. A small registration fee will be charged to cover costs: \$25.00 if vendor brings a door prize and \$ 35.00 if they don't. We want to show that there is vendor interest and participation before we charge admission fees. If there any suggestions please let Jeremy know.

Salons in the area will be invited and Justin will be inviting vendors. Autom created an event on Facebook and there was a tremendous response, over 100 people say they are coming.

Spoke to Great Clips; they will have a booth and door prizes to donate.

NPC will have a career services booth at the event.

Bridal Fair will be donating for the fashion show.

It was suggested that Lori Page from the Echo shop would be interested in participating in this event.

### **Community Roundtable Discussion from Industry and Community Members:**

Matthew-do you require a student to shadow at a salon before they enroll in Cosmetology?

Chloe-no it is not mandatory, it was a requirement for NAVIT students but no longer.

Autom-they had to do a minimum of 10 hours at a salon, Bonnie still requires it?

Chloe-had opportunity to do a field trip for a ballet show where Cosmetology students did the ballet show participants hair and makeup. After we finished, we visited local salons and I had students go into salon with a questionnaire for them to fill out and learn how salons conduct business. Good feedback from students, but some salons are very unfriendly.

Matthew-his new policy, employees must stand up when greeting clients and get off cell phone.

He now has to train his young employee's customer service skills and assign cleaning chores.

Peggy-what would our Cosmetology students like to see changed? Or what do you like or dislike about the program? What would you like our community members to know?

Savannah-the only thing negative is there are some students who do not want to take their clients, and they get away with it.

Matthew-they would not get away with it at my salon.

Chloe-it does occasionally happen and we are usually not aware of it.

Autom-students know we are not going to babysit them and they have to be responsible.

Elaine-this also happens with the monitor assignments.

Chloe-the students will try to get away with not doing what is expected of them.

Peggy-what about the cell phone policy? If they are caught on their cell phone they have to clock out.

Coco- wants Cosmo to keep offering facials because customers enjoy it and she really enjoys doing the facials.

Chloe-Justin supplied the 4 layer facials but we ran out and it is not in our budget to buy more, but we are still providing the basic facial.

Elaine- has clients that love the 4 layer facial, which is only \$15.00.

There was some consensus among advisory board that facial prices should be raised higher.

Julie-if prices are raised higher then student's tips may be affected. Students depend on their tips to buy gas or pay for lunch or dinner.

Theresa-we have many elderly clients that can barely afford the services that we provide.

Elaine-would like to see salon owners come and give demonstrations in class.

Savannah-noticed that some students were rude to the special guest speakers in class.

Chloe-we stopped inviting guest speakers for a while because of that.

Conversation returned to tips and prices:

Elaine-I get about one tip per day on average.

Stacey-some clients do not tip because they students were not friendly or did not speak to their clients.

Julie-I would like salon owners do a class what they expect of employees in their salons, and also a career class.

Matthew-I will do it.

Chloe-you are allowed to have someone speak at St. Johns.

Earleen- back to raising prices, if you are using product you have to raise the price to pay for the products, color, perms, facials.

Chloe-Retail products will have a small markup so we can replenish products; ISO products are being used at the Back bar, the majority will be ISO but will have other products to learn how to use. With ISO and Joico we are now actually using more of the product with each client.

Jeremy-there are several different job fairs coming up, free of charge.

Sean-just so impressed how things are run at this Cosmetology school. Every time I visit I get good vibes here.

Chloe-thank you for your support to our program-we really appreciate it!

Meeting dismissed at 6:15 p.m.