

**Northland Pioneer College Department of Business
Minutes for the Advisory Board Meeting on
November 21, 2014
11:30 a.m. to 1:30 p.m.
White Mountain Campus, Aspen Rm. #110**

Attending Advisory Board Members: Natalie Stobs, Kerwin Lawrence, Kyle Beecroft, Nikina Whitaker, Susan Tegmeyer, Eva Wilson and Kathy Curran

Attending Business Faculty Members: Tracy Chase, Department Chair
Jennifer Bishop, Clover Baum, Terry Green

Peggy Belknap, Dean of Career and Technical Education at NPC

Everyone introduced themselves and whom they were affiliated with.

Agenda Items:

- 1. Approval of Minutes from Spring Advisory Meeting**
Minutes were reviewed and Nikina Whitaker made a motion to approve the minutes, which was seconded by Susan Tegmeyer. All voted in favor of approving the minutes.
- 2. Review of Current College Catalog/Business Programs**
Tracy provided all members of the advisory committee with a copy of the current catalog for their review.
- 3. Presentation of Elizabeth Flake on NAU Offerings**
Spoke about continuing business education programs and degrees available through NAU, which graduates of NPC can take or current advisory committee employees.
- 4. Advisory Check Sheets**
Tracy presented the advisory committee with the medical office certificates and degree check sheets that students and advisors will be using in future semesters. It was also discussed that similar check sheets will be completed for all Business Certificates and Degrees. Advisory Committee was impressed with the check sheets, and believed it would be beneficial to students.
- 5. QuickBooks Certification**
Jennifer presented the advisory committee with information regarding the QuickBooks Certification program. NPC currently offers a course in QuickBooks, however the new course would prepare them to take the exam and then students can take the QuickBooks Certification Exam at any NPC Campus in the Pearson VUE Testing Site.

6. Status of the MOS Certification/Pearson VUE Testing Site

Tracy discussed the new MOS Certification that will be rolled out within the next 2 years. This will allow employees to take courses in various Microsoft Office software programs and become certified in those programs.

7. Discuss new BUS 206 vs. BUS 115

Terry discussed the changes made to the BUS 206 from the BUS 115 course and the integration of ethical decision-making in the course.

8. Status of ABus

Jennifer presented the changes to the ABus, and the implementation of the degree in the 2015-2016 academic years.

9. CIS Lab Link/Standalone courses

CIS/BUS labs are being linked between several campuses and centers to expand educational courses/programs as well as creating better learning environments.

10. Retail Management Program

Another advisory meeting will be set to discuss the redesign of the retail management program so that it meets the needs of current industry partners. Advisory members believe the program would be highly beneficial, especially if it can be offered online with open entry/completion flexibility.

11. Educational Disparities

Nikina from Hon-Dah Casino requested that we look into an Intro in Gaming class for those working in gaming industries. Kathy Curran requested more online and varied modalities so that working adults can find ways to attend and requested the education of more soft skills.

12. Industry Trends

- Hon-Dah will be opening a second facility.
- Summit Healthcare will be expanded.
- Third party companies contacting local businesses trying to convince them to outsource.

13. Open Forum