**Northland Pioneer College Department of Business**

**Minutes for the Advisory Board Meeting on**

**November 6, 2015**

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

**White Mountain Campus, Aspen Rm. #111**

Attending Advisory Board Members: Natalie Stobs, Nikina Whitaker, Kathleen Smith, Diana North

Attending Business Faculty Members: Tracy Chase, Department Chair

Jennifer Bishop, Terry Green

Peggy Belknap, Dean of Career and Technical Education at NPC, John Spadaccini and Tracy Mancuso

Everyone introduced themselves and whom they were affiliated with.

**Agenda Items:**

1. **Approval of Minutes from Spring Advisory Meeting**

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

1. **Status of Changes to Leadership & Management Certificate**

Discussed the current status of Mgmt. & Leadership Certificate. IC has approved BUS238, and the Certificate changes will be presented to IC on November 23rd.

1. **Status of Changes to Retail Management Certificate**

Paperwork has been submitted to the Western Association of Food Chains to become a member in good standing of the Retail Management & Leadership Certificate Program. Pending approval of the Management & Leadership certificate the Retail Management Certificate might be combined with that certificate. This would not affect the Western Association of Food Chains Retail Management & Leadership Certificate Program.

1. **Distribution & Review of 2015-2016 College Catalog**

Tracy reviewed the Catalog and Career Focus Magazine with the advisory group.

1. **Potential of Paid Internships during Busy times**

Discussion of Internship programs was discussed in length, including the difference between paid and unpaid, as well as credit and non-credit. The recommendation was made to create a website that allowed students to upload their portfolio’s that employers could review for both internships & employment opportunities.

1. **Industry Trends**

* 3-D Printing
* Retail Management training needed as Show Low is seeing an increase in new retail locations, and growth in existing retail locations.
* Basic employee professionalism is still needed!!
* Career Readiness Worskshops-1 day training classes that employer’s could send new employees to learn customer service & professionalism skills.

1. **Changes in Medical Office**

No advisory members were present to advise on this topic.

1. **Status of Certification Offerings:**

* *ICD-10 Medical Coding:* Tracy Chase has become recertified in Medical Coding.
* *QuickBooks:* Jennifer Bishop is currently working on her QuickBooks Certification.
* *Word:* Tracy Chase is currently working on her Word Certification.
* *Excel:* Jennifer Bishop is currently working on her Excel Certification.

1. **Spring Meeting:**

* Late March or Early May