**Northland Pioneer College Department of Business**

**Minutes for the Advisory Board Meeting on**

**October 13, 2017**

**11:30 p.m. to 2:30 p.m.**

**White Mountain Campus, Learning Center Rm. #108**

**Attending Advisory Board Members**: Peggy Belknap, Royce Kincanon, Katie Olsen, Carrie Jordan, John Spadaccini, Nikina Whitaker, Lori Moore

**Attending Faculty Members**: Tracy Chase Business Faculty and Department Chair, Jennifer Bishop, and Richard Dean Business Faculty

**Note taker**: Pamela Dominguez

Tracy welcomed everyone to the meeting and introductions were made.

Minutes were reviewed and approved. Nikina made a motion to approve and Lori second the motion.

**John Spaduccini-Career Services:**

John gave a presentation on NPC’s Career Center and the services it has to offer for community members and employers.

**Royce Kincanon-Community and Corporate Learning**:

Royce spoke on UgotClass certifications his department offers online which is run through LERN.

**New catalogs/Programs/Courses:**

Tracy reviewed the business programs which have three levels: certificate of proficiency, certificate of applied science and associate of applied science. ABus does not have three levels and is a blocked degree that the three universities in Arizona accept as a whole. The department attends articulation meetings to insure we keep our ABus degree current. Entrepreneurship is offered at some of the local high schools through dual enrollment. The short term courses were developed for employees to work full time and take one eight-week course. Taking two eight-week courses simultaneously can be intense. The department is working on changing the ABus degree so it will be offered online.

**Modern Office Technologies-Changes:**

A hand out of the changes to the Modern Office Technologies degree were in everyone’s packets. The changes have been approved by Instructional Council.

**Accounting Sequencing/New Course/Online Development:**

A hand out of the changes of the Accounting sequence for the ABus degree were in everyone’s packet. The current financial accounting courses are: BUS117, BUS120 and BUS121. BUS117 and BUS120 will be combined into one financial accounting course BUS217. The changes have been approved by Instructional Council.

**Online Courses/Stand Alones:**

The Business department has three full time faculty and a few adjunct faculty. We are developing more online courses.

**MOS Certification Testing:**

The business department is going to start offering MOS Certification testing at the White Mountain Campus starting February 1, 2018.

**Adjunct Faculty:**

The business department is looking for more adjunct faculty.

**Industry Trends:**

Retail/Lori Moore: Automation is the new trend. Fry’s is testing cashier-less stores. Cahiers will need another skill set to survive in retail. Retail wants their top talent to have Management certificates. Good customer service skills help identify key people. In 2020, retail employment numbers will drop drastically. Some retailers give a wage increase for every two classes taken.

NAVIT/Carrie Jordan: How much are hands-on in the courses taught to NAVIT students. Jennifer reviewed the hands-on components in the courses taught to NAVIT students.

**What can we do for you?**

Customer service, mentoring, communication, social media, phone etiquette and active shooter training are classes industry would like their employees to take. John mentioned a statistic question “*students who think they have the skills to get a job”* students answered 84% and employers answered 11%. Having guest speakers to come and talk to the students based on an employers’ perspective.