



**Shoreline Community College**  
16101 Greenwood Avenue North  
Shoreline, WA 98133

# Business Administration Advisory Committee

## Meeting Minutes

Thursday, October 20, 2016  
12:30-2:30 pm  
Room 9201 (PUB)

### **Present:**

#### ***Industry Representatives***

Kira Nishimoto, Manager of Consumer Engagement, 206Agency  
Garett Fitzpatrick, Crane Hardware LLC/DB Best Technologies

#### ***Administrators, Faculty and Staff***

Cathy Otto, Dean, HO/PE & Business  
David Starr, Business Faculty  
Stephen McCloskey, Business Faculty  
Ailsa Kellam, Business Faculty  
Tiffany Lamoreaux, Career Navigator, Workforce Development

Next Meeting: Wednesday, February 1 from 12:30-2 pm

### Welcome and Introductions

David Starr called the meeting to order at 12:40 pm; welcomed everyone; everyone introduced him/herself.

### Approval of Minutes

In lieu of approval, Minutes from last meeting were reviewed.

### Election of Chair

Kira Nishimoto was nominated and agreed to serve as Chair for a 1 year term.

### Committee Membership, Governance, and Roles/Responsibilities

The State of Washington mandates that each Professional/Technical Program at community colleges have an advisory committee. Industry representatives will provide input on what the business program will look like going forward. Purpose of the Committee and governance was reviewed from previous Business Advisory Committee Meeting Minutes from Thursday, October 15, 2015.

The purpose of the advisory committee is to ensure that:

1. The programs are high quality and meeting the needs of students
2. The curriculum is aligned with the needs of industry
3. The program prepares students for the workforce

The functionality of the committee is:

1. Members are appointed for (rotating) 1-2-3 year terms
2. Meetings will be held at least two times per year
3. Any member who does not show up for at least 50% (one) meeting per year will automatically be removed from the committee

## Program Updates

This meeting represents a fresh start for the Business Administration Advisory Committee. Would like to expand Advisory Committee by including more industry representatives and expanding the business network of the committee. (Tiffany has a contact at Macy's, David has a contact at Nordstrom)

Business Administration is the largest transfer degree program on Shoreline's campus. The Business program includes DTA (Direct Transfer to university) and Associates degree programs. More international students major in business than any other program.

## DECA

Shoreline's Collegiate DECA program remains strong and now has 40 members. Students will be attending the Fall Orientation and Leadership Conference (FOLC) in Port Angeles in November, Pacific Northwest Career Development Conference (PNCDC) in Bellevue in February, and qualifiers will travel to Anaheim, CA in April to compete at the International Career Development Conference (ICDC). Ailsa is currently the State Advisor for Washington Collegiate DECA. Stephen and Ailsa are organizing FOLC and David continues to provide valued support for the program. 25-30 industry experts will be needed to serve as judges for PNCDC so that is another area where Advisory Committee members assistance would be appreciated.

It was recommended that a link to Collegiate DECA Website be included on the Business Administration Website. Website pages need to be updated as well.

## Program Specific Requests

Faculty requested input on whether to change the Entrepreneurship program name to Small Business Management (or Development or another recognizable term). To be discussed at future meeting as well as mission and vision for program.

Kira and Garrett are interested in reviewing the current degree program sheets. David will forward Website links for the review.

Adjournment

Meeting adjourned at 2:30 pm