



**Shoreline Community College**

16101 Greenwood Avenue North

Shoreline, WA 98133

## **Business Advisory Committee Meeting**

(Combined Accounting, Business Administration, Business Technology)

Tuesday, May 13, 2014

12:30-2:00 p.m.

Board Room, 1000 Building

### **Minutes**

**Present: Industry Representatives**

Chad Hovde, Contractor

Jeff Swanson, President, Swan Arts, Inc./DBA Plato's Closet

Brian Doennebrink, Community Transit, Seattle Community College

Julie Barnfather, Manfredini & Barnfather, PS

**Shoreline Community College Administrators and Faculty**

Gillian Lewis, Dean, HOPE & Business

Dan Fey, Dean of Workforce and Continuing Education

Brad Fader, Accounting Faculty

Dan King, Accounting Faculty

Stephen McCloskey, Business Faculty

David Starr, Business Faculty

Marcia Liaw, Business Technology Faculty

**Next Meeting:** To Be Determined

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### **Welcome and Introductions**

Gillian Lewis called the meeting to order and welcomed everyone; everyone introduced themselves. An elective of a chair will be conducted Fall Quarter.

### **Approval of Minutes**

Minutes were approved. Minutes were taken by Marcia Ray Liaw. Faculty will take minutes, rotating by program.

## Program Updates

### Accounting – Dan King reporting:

- Dan shared the new planning guide for next year. Acctg 101-102-103 courses were replaced with Acctg 201-201-203 courses since the content in the courses has been the same. This gives students more transfer options since the 200 series are transferrable. The planning guide lists the optional transfer courses and the professional-technical courses. Students can choose a transfer path or a professional-technical path with 40-50 transferrable credits. When students enter the program, they are directed to the Accounting website which lists the different paths. The Access class was removed and Excel was added along with a Word class and the Computer 10-Key class. These requests were in response to the Advisory Committee's recommendations.
- Dan mentioned that enrollment was up in the accounting classes.

### Business Administration –David Starr reporting:

- At the DECA national conference this year, a very successful Shoreline team of 15 made it to nationals in Washington D.C. with 2 members placing second. The regional conference was held in Seattle with 17 students attending. Business faculty David Starr, Steve McCloskey, and Mona Starr also attended the conferences.
- Business will bring back the course *Principles of Management*. Project management concepts will be incorporated in this class. The program will no longer offer a separate *Project Management* course.
- *Principles of Marketing* will be offered throughout Fall, Winter, and Spring Quarters.
- The Big Event, advising day, has occurred every quarter this year. Transfer students are advised during one session and professional-technical students in a second session. This has been a highly successful means of informing students of changes in the program.
- Business is in the process of hiring a new business faculty. The program is looking for a faculty with leadership skills to carry forth the program.

### Business Technology –Marcia Liaw reporting:

- Marcia reported that BusTc faculty Karen Toreson passed away. She was planning to retire this Spring. The program is in the process of hiring a new faculty.
- Office 2013 classes will be offered starting Summer Quarter.
- BusTc 105, Computer Application course, has been changed and reflects the changes requested from other program faculty; more of a beginner application course.

- The new course, Computer 10-key, will be offered for the first time this summer; it is a two-credit, online class open to all students. This was in response to the Advisory Committee recommendations and accounting faculty.

### **Other**

- There was a discussion about internships and mentoring. Committee members see the value in students having a mentor and/or internship.
- Some of the skills that employers are looking for are:
  - Professionalism, promptness, good communication—ability to ask the right questions or ask for help.
  - Other skills include time management and the ability to focus on one task. One member mentioned that too many of his employees have a sense of “entitlement” which is not appropriate in the workplace.
  - Integrity, honesty, problem solving, and leadership.
  - Ability to think outside the box; ability to approach an issue from different points of view.

### **Next Meeting**

Accounting faculty will plan the Fall 2014 meeting. BusAd will plan the Spring 2015 meeting.

### **Adjournment**

The meeting adjourned at 2:00 p.m.

Minutes taken by Marcia Liaw, Business Technology Faculty