



**Shoreline Community College**

16101 Greenwood Avenue North  
Shoreline, WA 98133

## **Business Advisory Committee Meeting**

(Combined Accounting, Business Administration, Business Technology)

Tuesday, Nov. 19, 2013

2:00-4:00 p.m.

Shoreline Community College, Room 9201

### **Minutes**

**Present:**     Industry Representatives  
Tanis Yonkers, Ste. Michelle Wine Estates, Chair  
Lisa Clarke, CEO, Rally Marketing Group  
Chad Hovde, Evergreen Energy SVC  
Julie Barnfather, CPA, Manfredini & Barnfather, PS  
Sharon Wines, Confidential Asst/Sec. to the President

Shoreline Community College Administrators and Faculty

Gillian Lewis, Dean, HOPE & Business  
Brad Fader, Accounting Faculty  
Dan King, Accounting Faculty  
Stephen McCloskey, Business Faculty  
David Starr, Business Faculty  
Karen Toreson, Business Technology Faculty  
Fikru Diro, Program Specialist, Workfirst

**Next Meeting: Tuesday, May 13, 2014, 2-4 p.m.**

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### **Welcome and Introductions**

Tanis Yonkers called the meeting to order at 2 p.m. This meeting combined the members of the Accounting, Business Administration, and Business Technology Advisory Committees.

### **Approval of Minutes**

The previous meeting minutes were approved.

### **New Chairperson elected**

Sharon Wines was elected chairperson for the new academic year.

## **Administration updates on hiring process**

Dean Gillian Lewis reported that two tenure track faculty replacement positions (Business and Business Technology) are in the approval process with a target for March interviews. There have been no approvals to date for these replacement positions. David Starr mentioned that he sees 3 areas where expertise is needed in the replacement Business faculty position. Those areas are 1) social media marketing, 2) project management and 3) non-profit marketing/management.

## **Program Updates**

### **Business Administration –David Starr and Steve McCloskey reporting:**

- Fall enrollments are good with almost all sections close to capacity. Gillian Lewis reminded the committee that financial aid approvals are currently backed up 22 weeks and there is great concern that winter enrollments will suffer. She mentioned the new drop for non-payment procedure. Due to the financial aid approval back up, Shoreline will not drop students who don't pay 5 days after enrollment as we have in the past. The Opportunity Grant is an option for some students faced with this issue.
- David also reported that Principles of Management is on track to be re-introduced to the program with the insertion of a Project Management component to allow it to fit the Western Association of Food Chains (WAFC) program, an 8 class community college certificate program to update managers' skills.
- In a recent WAFC event David mentioned that the president of Safeway, on noticing David's DECA shirt, volunteered that, "I wouldn't be in my position without DECA" ..... a strong endorsement of the value of the DECA program.
- Steve McCloskey provided an update on his work with the Clean Energy Degree program to develop a specialization for the Entrepreneurship degree in sustainable business. The current description of that proposed degree is Clean Energy Technology with emphasis on Entrepreneurship. Steve described a potential overlap with sustainable Supply Chain Management curriculum. Steve mentioned the need for better feedback from completers in related programs to aid in curriculum development.

### **Business Technology –Karen Toreson reporting:**

- Enrollments are down 20 students from one year ago (Fall 2012)
- The hiring approval process is underway for her replacement as she nears retirement.
- In Curriculum changes: Access will be removed from BusTc 105 and that course will lose its Quantitative Reasoning designation. The 10-key calculator course is being changed from hybrid or face-to-face to totally online to fit the needs for the AAAS Accounting degree.

- I-Best is running and has a total of 9 students in the program this fall. The availability of funding will likely determine the future of that program.

#### **Accounting –Dan King reporting:**

- The committee was thanked for their work this summer in approving the changes to the new AAAS-Accounting degree program.
- Brad Fader was introduced as the new accounting faculty member replacing Carla Hogan.
- Enrollments are relatively stable, down slightly from last fall 2012.

#### **Other**

- Fikru Diro updated the committee on what could be done with Career Navigators in the area of job mentoring and placement if more resources could be dedicated to that activity at Shoreline.
- A general discussion followed and Gillian Lewis mentioned that Shoreline’s grant writer position is currently unfilled. The need for a Shoreline grant writer was discussed further. Tanis Yonkers suggested that outsourcing grant writing could be an option.
- Karen Toreson reminded the committee of the vocational certification required of professional technical instructors at Shoreline and the implied requirement of bringing work and professional experience into the classroom. This certification is in addition to the required degrees for the positions.
- The committee members were thanked for their attendance and support of Shoreline.

#### **Next Meeting**

The next advisory committee meeting will be on Tuesday, November 19, 2013 from 2-4 p.m.

#### **Adjournment**

The meeting adjourned at about 3:50 p.m.

Minutes taken by Dan King, Accounting faculty