

LCC Business Advisory Meeting Meeting Minutes

April 26, 2012, Lassen College, CA 123A

I. Call to order

Garrett Taylor called to order the regular meeting of the LCC Business Advisory Meeting at 6:01 P.M on April 26, 2012 in CA123A.

II. Roll call

Garrett Taylor conducted a roll call. The following persons were present:

Tom Gauthier, PhD [Member, Author]
Chris Sullivan [Member, Alliance for Workforce]
Kurt Bonham [Member, CPA]
Dawn Egan [FBLA/LEAPP, Tech Prep Director]
Garrett Taylor [Business Instructor]
Dr. Carabajal [Dean of Academic Services]
Brianna Kirkpatrick [Secretary/Minutes]

III. Agenda Additions/Deletions

- a) Currently looking for new advisory members to join our team and will discuss toward end of meeting. Cameron Adams passed away and obituary from Lassen County Times is included. Noted his civic service to many organizations for many years.

IV. Agenda Topics

- a) AS-T Business Administration for Transfer Degree

Last year the Advisory approved four strategic agendas in the expansions of the Business Department to include

1. Working on the new TMC Associate of Science in Business Administration for Transfer under SB 1440
2. Developing an Entrepreneurial Certificate to address local needs outside of our traditional educational offerings
3. Pursue the development of a Certificate in Shooting Sports for the Gunsmithing Department to address concerns of students entering into industry primarily as sole proprietors.
4. Pursue delivery of community service classes through a third party to address one-time, short-term educational needs not available through Lassen College due to cost-constraints.

The Department completed revisions of courses to align with state C-ID outlines, developed a new Associate of Science in Business Administration for Transfer that has been approved locally, and is now in the hands of the Chancellors Office awaiting approval.

Major modifications were needed in the entire core including accounting classes (Bus-1A, Bus-1B) have been changed from 3 unit classes to 4 unit class, because of increased content and a need for more lecture time. New degree replaces University Studies Degree as the new transfer degree.

Dr. K. Carabajal noted the new curriculum will allow students to transfer to CSU with fewer complications. 2013 CSU will only be accepting students with transferable degrees; these students will have priority registration, and once enrolled will only have to complete 60 units.

To date, Lassen College has six TMC degrees approved through the Chancellors Office and the Business AS-T degree will make seven. Members commented on the benefits given economic conditions and congratulated G.Taylor on its expedient development and implementation.

b) Faculty Entrepreneurship Project 2.0 Grant

After our last meeting and our discussion regarding the development of an entrepreneurial certificate, the Department applied for a grant supporting the underlying effort to expand our reach in local small business development. Timing of funding was extraordinary.

Faculty Entrepreneurship Project 2.0 Grant was written and was awarded \$7,500.00 to write low-unit, certificate. Grant scope also included creation of the AS-T, working with CSU Chico on its transferability, and an institutional change of scope in educational delivery modes currently in progress. Certificate discussion in next agenda item.

3.0 FEP is out and LCC will apply. Directed at building entrepreneurship classes into three CTE programs on campus. Gunsmithing, Graphic Design, and Welding. Instructors are informed and ready to begin curriculum development early fall.

c) New Entrepreneurship Certificate of Accomplishment

Will be adding classes: Bus-75, Bus-76, Bus-77, Bus-78, Bus-79 in 2012 -13 finalized outlines included. Class units are small to allow for easy and convenient scheduling. Class could be conducted on weekends or night times, to better serve existing business owners and potential entrepreneurs.

Outlines have been submitted and Curriculum and Academic Standards committee will review for approval May 1. Will be listed as Certificate of Accomplishment until approval at state level is appropriate and/or required.

Members and guests discussed components of course outlines and certificate. Courses and certificate were accepted as presented. G.Taylor was recognized for his efforts. Comments about progress of Department were more than Advisory has seen in many years.

d) LCC Business and Entrepreneurship Center

Meeting today located in CA123A to introduce Advisory to new home of Business Department and new business center. In remodel stage, removing lighting, adding 2 smart boards, 24 computers, [which need to be ordered] and other needed office materials/or equipment. New rooms will be center of a new partnership to include;

Alliance for Work Force Development [AWD]
Northeastern Small Business Development Center [SBDC]
Cengage Learning [ed2go]
Lassen High School [LEAP & FBLA]
Plumas Bank [SBA Lender]
Business and Entrepreneurship Center - Shasta College [BEC]
Shasta College Youth Entrepreneurship Program [YEP]

Students, small business owners, and start-ups will be able to speak to SBDC consultants from other cities in real time, streaming through the PolyCom system. Also considering bringing CSU Chico Entrepreneurial BS Degree through PolyCom. Currently Chico broadcasts majority of degree up to Redding Center. Chico is in transition with state funding drying up. Unsure if this is a possibility. New LCC Center geared at being hub of Lassen County business community learning.

e) Tech Prep [Transitions] Grant

LCC now mandated to oversee the grant and [G. Taylor] is new project Director. Looking to strengthen relationships with outlying high schools and current CTE articulated programs on campus.

f) Instructional Program Review (IPR) Status

IPR is slightly behind schedule. Department needs to continue to re-tool and refresh courses in Accounting and Office Administrative Assistant degrees. Faculty has noted a greater need for computer application work in students. Also a need to schedule CA courses earlier in 2-year plan before certain core. Integration of software used by industry and small business has been discussed during this year's review of courses. Approximately five courses remain in review process. IPR will be completed over summer. Will have another Advisory meeting late summer for review and approval.

Additions to the business faculty anticipated fall of 2012. District has opened up anticipated position with changes in departments staffing. Mr. Vento was reassigned from the Business Department and to the Human Services program for development purposes. Human Services has been filled and managed by several part-time faculty in past. Mr. Vento has background in psychology and experience in social service organizations. Administration looking for his leadership and management in that area.

Ken Theobald, recently retired from CPA firm, has stepped in to fill out spring schedule. He has been actively assisting Department with new business center development. Members noted his local business involvement and commented on his involvement as an asset to the program.

g) Other

Homework for Board and Staff;

Need to come up with a name for the business center

Need to think of fundraiser ideas, for scholarships and competitions

Need to follow up with Plumas Bank, who has historically gave our a \$1000.00 scholarship to a business student

Next year Extreme Entrepreneur Tour will be coming to LCC, with young speakers who made 1 million dollars their early years of business, looking for help with managing the event

Invite new advisory members to join

Plan so the advisory board members meet more often

V. Adjournment

Garrett Taylor adjourned the meeting at 7:26 P.M.

Minutes submitted by: Brianna Kirkpatrick

Minutes approved: 5/24/12 by email Bonham, Egan, Sullivan, Gauthier