

**Polaris Career Center
Advisory Council Minutes, High School and Satellite
Fall Meeting – October 11, 2016
Program: Business Professional & Office Technology**

Council leaders present

1. Beth Pagan

Members in attendance:

1. Chuck Grimm
2. Jaclyn Main
3. Erin Marchant
4. Mark Ramunno
5. Tarina Sidoti
6. Tara Vozar
7. Carl Wagner
8. Elizabeth Wagner

Members Absent

1. Deb Benson
2. Sandy Heath
3. Martha Davidson

Welcome and introductions

I introduced my new advisory members (Tarina Sidoti and Elizabeth Wagner). We went around the table and gave brief introductions to each other.

Review spring advisory council meeting minutes

We reviewed our minutes from our last meeting. There were no new comments as I had already emailed the minutes out to members for review last school year.

Review purpose and scope of advisory councils:

I explained term limits and reviewed the advisory council guidelines. The members agreed that it is a good idea to get new people and fresh ideas on the advisory council. I asked if anyone had any potential new member for the 2017/2018 school year but no names or recommendations were given.

I received an email from Susan Skowronski from Tri-C requesting to serve on my council next year. She is starting a new program at Tri-C entitled "Business Technology."

Polaris Mission Statement –

New mission statement: "Inspiring Our Students to Achieve Career Success"
Advisory council liked the new mission statement and thought it was a good reflection of what we do here at Polaris.

Program Review –

Students took the field test WebXams for 5 courses last year. The results were released over the summer. All seniors who graduated passed the WebXam overall (see handout). Due to SLO students can only take 2 courses instead of all 5. I disagree with this b/c so many of my competencies overlap and why not give the students 2 chances to pass if that is what the state

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offers to them. Disadvantage is that they will then do good on the “pre-test” for the following year and that will reflect poorly on me.

I teach the following 5 courses: Business Foundations, Finance Foundations, Office Management, Management Principles, and Strategic Entrepreneurship. These courses offer more CTAG opportunities than the “High School of Business”. I am currently in the process of working with Jamie Bollinger to see if we are able to get an additional articulation credit(s) for the Finance course and additional computer credits for students who become Expert/Master certified in MOS. I am also working with the Board of Regents to apply for the CTAG credit offered for Strategic Entrepreneurship. Neither of these are finalized but hoping to get additional college credits added (currently offer a potential of 14 credits – see copy of current articulation agreement).

Program Data Discussion -

Enrollment – started the year with 25 Juniors but currently have 21 (some were misplaced).

Every year the program enrollment has increased.

Retention – 22 or the 23 seniors returned this year.

Student employment – It was discussed that most of my students go on to post-secondary education. I shared that I have been forwarded some job opportunities from our Corporate and Community Outreach office but most of them are full-time (8am-5pm) so the students are not able apply for the positions or are not interested because they will be heading off to college.

We reviewed the “Student Data” sheet (see handout)

Equipment Needs and Recommendations

BPA moving to Microsoft Office 2016 next year. Anyone have suggestions for training programs other than a traditional textbook? Very expensive to purchase textbooks every few years. I will need new resources to teach Microsoft 2016 next school year. Council mentioned that sometimes virtual textbooks can still be the same price as hard copy textbook so pick the one that would benefit the students and myself the most.

There are many virtual business simulations on the market. Think it would be beneficial for the students? The council reviewed virtual simulations offered from “Virtual Business” (see attachment) and the recommend that I use the “Personal Finance” simulation in future years.

Microsoft Office Specialist (MOS) testing is a great industry certifications and recommended to continue (especially since it is also one of the “State Board of Education-approved, industry-recognized credential”). Although certifications are very important they still want students to validate their skills (even if they are certified). Most employers use PinPoint evaluation systems to make sure their technical skills match what they say they are competent in.

Soft Skills, Soft Skills!! – The council said, “Bring me the attitude and I’ll teach them the skills.” They couldn’t emphasize enough the importance of soft skills and how so many students are lacking these basic skills. I do a lot of training with soft skills so I will continue to emphasize the importance of these skills to my students.

ServiceSkills.com will continue to be used next year as we discussed in May how valuable this training is.

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These are minutes from the 10/27/15 meeting but council still feels the same way (students should be learning Outlook). Outlook!! The council feels we're doing the students a dis-service by not teaching them Outlook. They said, "Employers expect you to know Outlook as well as you should spell your name." They said it is an incredibly important program and most employers will assume students coming out of any business program will know it thoroughly. I explained that I have tried to implement the use of Outlook but had some setbacks with technology due to setting configurations. They said I should examine further with technology to see if it can be implemented. Since we are still not using Outlook council suggested that we send out a Survey Monkey survey to all of our current advisory council members (in all programs) to do a poll to see how many businesses currently use Outlook. My former students have struggled with Outlook once they have graduated and employers expect them to be proficient in this program.

Additional program specific agenda Items:

BPA Regional Judged Events – to be held at PCC this year on **Friday, January 6, 2016 from 8am-3pm** (snow date scheduled for Tuesday, January 10, 2017. I need at least 8-10 volunteers. Will include lunch. (see attached rubric and sample competition for requirements)

Tarina, Erin and Elizabeth volunteered already for this date. I will send out a follow-up email at a later date to see if others would be available too. Erin mentioned she could bring additional staff from Moen with her if needed.

How the Market Works – Looking for a volunteer of someone who would want to come in to help my students with this stock market simulation (see handout).

John MacCurdy placed 7th in Excel at Nationals at the Microsoft Office Specialist Competitions in Orlando, FL in June.

Started similar adult program (Administrative Assistant) and always looking for places for students to intern.

Field Trips – Ropes Course, BPA Career Day and Cedar Point and have BPA Career Day with Cavs coming up too. Offered them to join us on field trips if they would like.

Invited to council to like my Facebook page so they can keep up-to-date with what is going on in my program. <https://www.facebook.com/BPOTPCC>

Junior Achievement (JA) "Be Entrepreneurial" – looking for a volunteer. It involves helping students to create a business plan.

Drive For Your School fundraiser to be rescheduled in the spring (date TBD). We get \$25 for every test drive (no pressure sales). Mr. Gillingham very supportive of my program and willing to do this event for us. Council mentioned they would all be willing to come out to support this fundraiser in the spring.

Teen Pitch Tank (Young Entrepreneurship Institute) – see handouts and please help to vote if they make it to the top 20

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Council member feedback, questions and comments.

Looking forward to seeing the levy pass on November 8

Council mentioned how impressed they were with my growth and accomplishments from year 1 of the program.

Spring meeting will be held at a time determined by each individual council leader but no later than May 12, 2017.