

## **BUSINESS AND OFFICE DEPARTMENT**

### **ADVISORY COMMITTEE MINUTES**

#### **Administrative Support and Accounting**

**Tuesday, May 2, 1995**

The Administrative Support and Accounting Advisory Committees met on Tuesday, May 2, 1995, at the Northwest Technical College. The evening began with all the advisory committees at the College having dinner in the commons following which groups adjourned to their respective program areas. Attendance was as follows:

#### Members Present

Norma Christianson  
Debi Anderson  
Theresa McNerney  
Michelle Benton  
Ken Shaw  
Edie Brandli  
Marie Finney  
Kenneth Olson  
Paul Ihle  
Joyce Brinkman  
Roger DeLap  
Ken Schmalz

#### Instructors Present

Olive Goldesberry  
Eileen Hoefer  
Thorson  
Ron Trontvet  
Jerry Sachs

#### Members Absent

John Novacek  
Bonny Stechmann  
Joyce Halbasch  
Milly Simmons  
Sue Schneider  
Bonnie Holmquist  
Barbara Beito  
Jan Nyflot  
Kurt Marben  
Ellen Homme  
Ted Leister  
Barb Amiot  
Shelley McFarland  
Melba Laidley  
Kathy Kvick  
Kim Johnsrud  
Lori Johnson  
Linda Goulet  
Nancy Tofte  
Julie

#### Instructors Absent

Loren Weigand

Julie Thorson called the meeting to order. Marie Finney moved that the minutes of the previous meeting be approved. The motion was seconded by Norma Christianson and carried. Julie commented on the recommendations from the last

Advisory Committee meeting, explaining WordPerfect 6.0 was being used for word processing and Paradox was being used as software for database, and Power Point was being used for graphics. She also commented on the Legal Administrative Support A.A.S. Program vs. the Paralegal Assistant Program at Northland.

Comments were made on the upcoming merger of Northwest Technical College and Northland Community College. A flyer was distributed (see attachment). Julie indicated several courses, Word Processing and Introduction to Computers, will be double numbered in the fall and students could register on either campus for those courses. Roger Peterson, Vice President, was also present at the meeting and he commented that courses will be double numbered for the first year of the merger because of the essential reporting to the state. The funding for the next two years will be separate and there will be a need to track students.

Roger DeLap asked about recruitment for the upcoming new college. Again Roger Peterson commented that there is at present a combined effort to recruit with a team of Rollie Boldt and Gene Klinke in addition to Don Howe. This joint effort was begun in January.

Julie Thorson commented on the staff reductions in the Administrative Support and Accounting Departments for the next school year. There will be only two full-time instructors in the fall--Julie having been reduced to 12 credits, Olive to 12 credits, and Jerry to 15 credits. Changes could be made if enrollment is up in the fall. Roger Peterson again commented on the situation indicating that these cuts were a protection move. Changes could be made if enrollment is up in the fall and these instructors could be back or NCC could take these courses. There is turmoil for the summer. Roger also commented on the merging of other offices such as financial aid, bookstore, business manager within the College. The Administrative Support staff made it clear that the programs could not be run as they exist now with the proposed staff for fall; therefore, the future of the program is unsure. The staff has been very supportive of the merger and thought that being together could make something great but at this time this does not appear to be coming true.

Ron Trontvet commented on the status of the Accounting Program. After teachers from Northwest Technical and Northland met, the decision was made to leave things alone until next year. Until the unions settle, the programs cannot combine. Roger Peterson again commented that Winter Quarter we could possibly see some things happen--developmental studies will be combined for fall.

Committee members were informed that Administrative Support and Accounting programs will be having students lease notebook computers in the fall. These computers will be traded in at the end of the year without any option for the student to buy. Roger DeLap asked about state contracts dealing with purchasing and Roger Peterson responded that state contracts are not cheap. The College is looking not only for a good deal but also for good service.

Jerry Sachs commented on the new program concept in the Accounting

Department--the Accountant of the Future. This would be a two-year paraprofessional leading to a four-year program. Jerry asked the accounting members of the advisory group if we were on the right track. He indicated there is a task force meeting upcoming and asked if someone might be interested in attending. Jerry also commented on other changes which have been suggested for the accounting program such as having night courses, having courses offered over ITV, and having marketing packages with accounting as a part of Auto Body or Electronics. Thought had been given to offering an accounting package (15 credits) for the self-employed, teaching that individual how to keep basic books and perhaps how to do payroll on the computer. Other possibilities for expanding the program which had been suggested by other accounting instructors were accounting specialities in hospital care and gaming.

Julie Thorson commented that parallel to the new accounting program is the Secretary of the Future. She commented that this is a new program going to be adopted by Northwest Technical and we would like to be a part of this even though we will not be a part of Northwest Technical College after July 1. Ralph Cox, from our staff, is going to be doing the task analysis in the very near future. Committee members were given a handout showing the four main areas in this new program entitled Information Management Specialist (see attached sheet). Julie commented she has agreed to be a member of the task analysis team along with Mark Moerman from Digi-Key and asked committee members if they knew of someone visionary who had a grasp of the areas of networking and internet to let her know so they could be a part of this task force.

Reapplication has been made for the Administrative Secretary and Legal Secretary Associate programs. State Department personnel have assured us we will get these programs upon reapplication.

North Central is coming again in May for a site visit. Julie commented that this visit is not as intense as that of the February visit.

Some concern was expressed about losing the "vocational" part of our school. Some of the members thought that perhaps industry would start doing the job training themselves. The focus of education was discussed. Paul Ihle commented about an article recently in the paper indicating metropolitan employers were not satisfied with the training employees had received. Philosophies of teaching were discussed--learning concepts versus covering the text. Education via ITV with the pros and cons of such was discussed by the advisory members.

The Advisory members asked what type of class schedule was in place for the Fall Quarter and Julie Thorson commented that the schedule calls for all of us to be full time. She commented that since Dr. Barbara Hauger is on sabbatical for next year, the word processing sections have been assigned to her. Julie also commented that Northland staff must have a two-year notice before they are laid off--here on our campus it is two months. Unions have such an impact on contracts.

Enrollment was discussed and what effect the merger should have on enrollment. Marie Finney also commented that with new dormitories being built, students should be attracted to our complex.

Paul Ihle made the motion to adjourn and Roger DeLap seconded the motion which passed unanimously. The medical secretarial advisory members remained to discuss curriculum changes.

Olive Goldesberry distributed the medical secretarial curriculum and discussed the following:

1. Moving Introduction to Anatomy and Physiology from General studies to the technical area. Rationale was that only the medical secretarial students take this course and it could be taught in conjunction with medical terminology; the course syllabi for Integrated Science at our College and Anatomy at NCC do not meet the course goals.
2. Shifting the offering of some classes to allow Introduction to Computers to be taught in the Fall Quarter rather than in the Spring. This meant moving Medical Office Procedures to the Winter Quarter and Medical Accounts Management to the Spring Quarter.
3. Moving Written Communications to the Winter Quarter to allow for medical secretarial students to join other sections offered during that quarter rather than having to add one smaller section of this class in the Spring Quarter.

After discussion of the above items, the Medical Secretarial Advisory Committee indicated they would support these changes.

Recruitment was discussed. The importance of advertising the program and also contacting area high schools was emphasized.

The meeting adjourned at 9 p.m.

Respectfully submitted,

Olive Goldesberry  
Recording Secretary