**Northland Pioneer College**

 **Minutes for the Business and Industry Meeting**

 **Wednesday April 11, 2018**

 **12:01pm – 1:30pm**

 **Snowflake Campus, SNC-131**

**Attending Board Members: Jason Kirk, Tim Mulligan, Lannie Gillespie, Lacy Greer, Bruce Greco**

**CTE/CCL Employees: Royce Kincanon, Megan Gardner, Peggy Belknap**

**Meeting Began: 12:01pm**

**Introductions were made by Attendees:**

Information on sign-in sheet was verified by all attendees and introductions were given.

**Review and Approved Fall 2017 Minutes: N/A**

**What is Business and Industry Training all about?**

1. There’s a 15% administration fee attached to every contract for Business and Industry to help be self-sufficient. (Royce)
2. The administration fee can also be referred to as a convenience fee (Jason)
3. Other Colleges around the state charge a 45% to 150% fee.
4. Our program helps tremendously by helping train managers and employees to be more skilled sufficient workers.

**Update on Business and Industry training department**

* Training we have provided in 17-18
1. OSHA 10 classes, CPR/First Aid, EMT class, EMT Refresher class, CAN for-credit cohorts for Haven Health, GED Tutoring, Emergency Response Team class, Customer Service and others.
* Training we have provided in the past
1. OSHA 10 and 30 classes, Customer Service, CPR/First Aid, EMT class, EMT Refresher class, CAN for-credit cohorts for Haven Health, GED Tutoring, Emergency Response Team class, Confined space class, Management Skills, Personal finance class, Excel, Word, Quick books and more.
* What training is on the horizon
1. Looking at online version of Food Handling and Food Managers training, where we might proctor tests, instructors will have to watch the students take the test through the laptop camera.
2. Looking at an online Tutorship program
* Our online classes and certificate programs through U Got Class
	+ **Replies from members reference SOFT SKILLS needed!**
1. Students could use more help on the Aptitude tests (Lacy)
2. Teaches people basic skills such as showing up on time and filling out job applications (Royce)
3. CTE programs have mock interviews and resumes (Peggy)

**What would you like to see us offer for training?**

1. Offer Associates in accounting (Tim)
2. Identify someone who is willing to go to the trainings (Peggy)
3. Look further into OSHA 10 training maybe monthly.(Bruce)
4. More training for Bio Mass/Wood product industries (Jason)
5. There’s a need for more CDL drivers. (Jason)

**Who do you know that might be a great instructor for my department?**

1. Public works manager Rick Austin (Tim)
2. They don’t have to be certified but do need to have the skills and be subject matter expert(Royce)

**What would you like my department to look deeper into providing additional training for our partners?**

1. Train the Trainer
2. New for basic skills for service employees (Bruce)
3. CDL drivers (Jason)
4. Fall 2018 U Got Class catalogue certificate program knocks down the price for personal development programs. (Royce)

**Last Comments**

1. Others are welcome to the committee if you believe they could benefit the conversation (Peggy)
2. Send an email to the whole committee if you have any questions (Royce)

**Fall Meeting**

1. Send me information you might want on the Fall meeting agenda (Royce)
2. Location: Show Low campus

**Adjourn Meeting: 1:30pm**

**Minutes taken and transcribed by Megan Gardner-CCL Temp.**