

**BUSINESS DEPARTMENT
ADVISORY COMMITTEE MEETING**

**Friday November 13, 2015
11:30-1:00 p.m.
BOARDROOM**

1. Welcome – Working Lunch
2. Approval of Minutes (Friday November 7, 2014)
3. Introductions
4. Purpose of Advisory Committee
5. Update on changes to the Digital Design and Production program
6. Update on possible changes to the Business Administrative Assistant program
7. Microsoft Testing Center
8. What single job skill is most in need of improvement for local workforce?
9. Election of Committee Chair
10. Certification of programs
11. Adjourn