

Business and Office Systems Advisory Committee

Meeting Date: September 17, 2025

External Participants:

Annette Keca – Business Education Teacher, Sycamore High School

Helen Sharp – Manager of Teller Line, First National Bank

Christine DeVlieger – Human Resources Manager, The Suter Company

Margaret Myles – Director of Advising & Student Resources, NIU College of Business

Scott Schumacher – Business Education Teacher, DeKalb High School

Meghan Pinter – Director of Administration, Nenni & Associates

Internal Participants:

Barbara Leach – Vice President of Instruction

Jescelynne Gibbons – Associate Dean of Instruction

Jessica Berek – Dean of Career and Technical Education

Tammy Tiggelaar – Business and Marketing Management Faculty

Pamela Pascolini – Office Systems Faculty

Terry Lyn Funston – Director of Curriculum & Program Development

Laura Gregory – Coordinator of Employment & Job Placement Services

Catherine Macias – Administrative Specialist

I. College Updates

A. FY26 College Goals

- i. All-In Tuition Program implemented in Summer 2025
 1. Textbooks are built into the cost of tuition.
 2. In-district students pay \$160 per credit hour.
- ii. Partnership with ReUp Education
 1. Reaches out to students that have not completed and creates a partnership to bring students back to college.
- iii. Fall 2025 credit hour enrollment up 5.4%
- iv. Career and Technical Education Open House on Wednesday, October 15, 2025 from 5-7pm in the Caukin building
- v. Update on college website (multi-year goal)
- vi. Implementing student retention software called Navigate

B. Course Revision Feedback

- i. Course revision in progress for Communications 108 – Communication in the Workplace and English 109 – Intro to Technical Report Writing
 1. Seeking feedback from employers about what topics and specific examples come to mind where new employees need

support.

2. Committee completed survey to review current courses and provide examples.

II. Department Updates

A. Fall Semester Updates

- i. BUS and MM Enrollment
 1. Fall 2024, 555 credit hours in Business.
 - a. Fall 2025, 378 credit hours in Business.
 - b. Decrease of 31.9% or 177 credit hours.
 2. Fall 2024, 288 credit hours in Marketing Management.
 - a. Fall 2025, 204 credit hours in Marketing Management.
 - b. Decrease of 29% or 84 credit hours.
 3. The College is working to implement the Guided Pathways initiative. This provides program planners to help guide students in selecting appropriate classes and electives that transfer.
 - a. Tiggelaar discussed the focus on transferable courses. The Introduction to Marketing course is in many of the Business planners due to its strong transferability and consistently strong enrollment.
- ii. OS Enrollment
 - i. Office Systems enrollment is up 20% from Fall 2024.
 - ii. Office Systems is introducing OS 142, Contemporary Office Technology, a new course focused on current technological trends, critical thinking skills, and ethical use of AI.
- iii. BUS, MM, and OS Curriculum Updates
 1. MM 233 Retail Management course has been eliminated due to lack of enrollment.
 2. The College reviewed the previously developed Supervision Basics Certificate and the stackable Organizational Leadership Certificate based on a request to train current employees for advancement.
 3. Business partners stated they send their employees to the DeKalb Leadership Academy for capstone training.
 4. DeVlieger stated they are working with both Kish and Northern Illinois University to support training needs at Suter.

5. Myles presented a revision to the OMIS-259 curriculum, reducing it from a 3-credit course covering Excel and Access to a 1-credit course focused solely on Excel and would like to discuss collaboration opportunities with the College.

III. Partner Updates

A. Hiring/Labor Market Needs

- i. Business partners emphasized the importance of students learning keyboarding, Microsoft 365, and Excel, while also highlighting the growing need for AI training and literacy skills.

B. Open Discussion

- i. Gregory informed the committee that Workforce and Community Education offer resume-building seminars for students, which addresses the appropriate and ethical use of AI.
1. The College received the Illinois Cooperative Study Grant, which allows employers to be reimbursed for up to 50% of student internship wages for a maximum of three hundred hours
2. Business partners are encouraged to contact Laura Gregory lgregory@kish.edu with employer job opportunities for students.