****

**BUSINESS ADMINISTRATION ADVISORY COMMITTEE**

**MEETING MINUTES**

**Tuesday, October 6, 2015**

**4:30—6:30 p.m.**

**Penguin Union Building, Room 258-B**

**Members Present:** Michelle Thor, Committee Chair, Columbia Credit Union; Jerry Olson, Olson Engineering, Inc.; Mark Maggiora, Americans Building Community; Steve Leichner, Riverview Community Bank; Sam Salti, E-Tax Corporation; Didi Reeves, Tricor Print Communications

**Members Absent:** Jennifer McDaniel, Vice Chair, City of Washougal; Nick Shanmac, Vancouver Business Journal; Kurt Aarrestad, Clark County Historical Museum; Anthony Stach, Enterprise Ren-A-Car

**Clark College:** Adnan Hamideh, Business Administration Division Chair; Professors Patricia Atkinson and Patti Serrano; Doug Helmer, Larch Business Instructor; Cathy Sherick, Associate Dir. Of Instructional Planning & Innovation; John Maduta, Div. Mgr. Prof/Tech Advising; Brianna Lisenbee, Career Services; Andreana DiGiorgio, Secretary Sr., Advisory Committees

**Welcome and Introductions**

Committee Chair Michelle Thor called the meeting to order at 4:35 p.m. and introductions were made. Dr. Yusufu Kamara was introduced as the new economics professor.

The April 21, 2015 meeting minutes were approved by the committee.

**BEAM Club.** Professor Lucia Worthington gave the update on the Business, Economics, Accounting & management (BEAM) Club. Four years old now and recently received a small grant for some seed money for events. The Club will become chartered by noon 10/7/15. This is a student-driven club so they are learning how to delegate, connect with community, and practice soft skills which is part of the grant. The big theme is social entrepreneurship; doing good things for society. They have a website, bylaws, and mission statement. There will be two events this term—one is on raising the minimum wage to $15, to be held on October 27. This wage debate is a good opportunity for students to practice their debate skills. Trish Atkinson asked if anyone is interested in helping debate to please let her know. Another event will be held during International Week. It’s a marijuana symposium, bringing together people with expertise in justice, law enforcement, legal and human resources with regard to the new marijuana law. A marijuana business course will be developed, gleaning information that comes out of the symposium. A course in health and marijuana is currently being taught in the Health and PE Department. The event is open to the public. Will share the progress next meeting.

**Office of Instruction Updates**

**Fall Training for Chairs & Co Chairs** took place Tuesday September 15. Tim Cook and President Knight shared a few words of encouragement and gratitude for the work of all advisory members. The PowerPoint used in the training will be posted on the Advisory Web page, go to <http://www.clark.edu/advisory>

**Ethics Training.** This is required by The SBCTC and the State of WA for all public employees, elected and appointed officials. Office of Instruction will get to members who are not in attendance to take the training and provide documentation.

**Perkins & Worker Retraining Grants**

* Perkins will be reviewed to ensure Clark is utilizing the funds in the most effective ways.

**2015-16 Worker Retraining $1,018,073** and **2015-16 Perkins $607,288**

* Grant funds are allocated on Full Time Equivalents (FTE’s)
* Leadership and Block grants **BEAM $16,000 Grant**: Lucia Worthington, Business, Entrepreneur, Accounting and Management (BEAM) club for the business department

**Innovation Grant $3000**: Marcia Roi of the Addiction Counselor Education, utilized funding to combine recruitment of veterans with the annual Hands across the Bridge event

**The Academic Plan** is under development and will be presented to the Board of Trustees in winter term, once adopted it will be available on the web site.

**Bachelor in Applied Management** (BAS). The second four year degree program at Clark, (the first was in Dental Hygiene), is in second phase of approvals. Slated to open for students in fall of 2016.

**Advisory Committee Composition** is a great place for us to engage folks from the community. While our current student body is 58% from non-dominate populations, our advisory committees are generally not as diverse. Diversity will help Clark ensure training needs of all students are met.

**Division Chair Report**

**BAS Program Proposal – Bachelor of Applied Science in Applied Management (BASAM)**. Patti Serrano reported that this degree has been in process for two years. Patti and Adnan gave a PowerPoint presentation and an overview of the approval process which included the steps that still need to be taken. Showed a two-year track educational plan of required courses. Patti added that they have to demonstrate Baccalaureate rigor. Adnan spoke about the Capstone at the end of the program; students need to show that they’ve learned it all. Patti will take time off from teaching next year to continue work on the BASAM. Washington State will review the proposal. *A motion was made to approve the proposal/presentation and to support the continued process to move forward. Approved by the committee.*

Adnan reported that two tenure-track instructors have been hired: Trish Atkinson and Yusufu Kamara. Another tenure-track position will be announced to replace Gene Johnson. Will begin interviewing in January. The business unit participated in a conference in Lane, WA about diversity in hiring practices.

**Budget update.** A budget reduction proposal in the amount of $2.6 is still in the works. Some programs will be cut. The business program was not affected. Cleaned house before this happened so in good shape and still offer 75 classes. Blake is no longer Dean of Business and Health Sciences. Dr. Brenda Walstead is the interim Dean.

**Work Plan**

**K-12 update.** Two accounting courses have been accepted for high schools. These courses will be articulated and students will receive college credit.

**Endowment update.** Michelle has a meeting with Foundation person and will mention funding for BEAM and ask a representative of the Foundation to attend a future meeting.

**Old Business**

Steve Walsh sabbatical update was tabled to next meeting.

**Next Meeting Date**

The next meetings are scheduled for Tuesday(s), January 19 and April 19, 2016 at 4:30 p.m.

The meeting was adjourned at 6:20 p.m.

**Prepared and submitted by Andreana DiGiorgio**