



BUSINESS ADMINISTRATION ADVISORY COMMITTEE MEETING MINUTES

**Tuesday, April 21, 2015
4:30—6:30 p.m.**

Penguin Union Building, Room 258-B

Members Present: Michelle Thor, Committee Chair, Columbia Credit Union; Jennifer McDaniel, Vice Chair, City of Washougal; Rich Gibler, PeaceHealth Southwest Medical Center; Jerry Olson, Olson Engineering, Inc.; Nick Shanmac, Vancouver Business Journal; Steve Leichner, Riverview Community Bank; Kurt Aarrestad, Clark County Historical Museum; Anthony Stach, Enterprise Ren-A-Car; Sam Salti, E-Tax Corporation; Didi Reeves, Tricor Print Communications

Members Absent: Mark Maggiora, Americans Building Community

Clark College: Adnan Hamideh, Business Administration Division Chair; Professors Patricia Atkinson, Patti Serrano and Steve Walsh; 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 4:40 p.m. and introductions were made.

After a short review, a motion was made to approve the January 20, 2015 meeting minutes was made. The motion was seconded and unanimously approved by the committee.

Office of Instruction Updates

O.O.I. Associate Director Cathy Sherick made the following announcements:

- **Advisory Breakfast March 18th** Speaker, Scott Bailey, Economist and Clark Faculty spoke about the regional economic outlook. Looking forward to Advisory Members joining us for the 2016 Advisory recognition event, during spring term. Cathy asked what people thought of the event, and if they might share any specific recommendations for next year? Overall this committee liked the event.
- **Upcoming Advisory Training** for advisory chairs and vice chairs on the Advisory Committees' responsibilities, processes and schedules. Slated for the week of September 14th, 2015, it will be on the Clark main campus. The inter-active event will be from 5:30 to 8:30 p.m. and will include dinner. Are there any items that committee members would like to see included in the training?
- **Penguin Fly Day – May 15, 2015.** Go to the Clark website and tell your success story as an alumni of Clark College.
- **Advisory web page** will be the primary location for all information regarding the committees. Office of Instruction will be posting articles of interest, economic studies and other information. Members are encouraged to send links and information of interest to post on the site too.
- **Clark College Strategic Plan 2015-2020** was adopted in March of 2015. The organizational management process was used to set priorities, focus energy and resources, strengthen operations and ensure that stakeholders are working toward common goals. The plan will be the over-arching document linking academic, enrollment, retention and other future plans for the college. Please visit the main Clark College web site to read the plan.
- **Clark College Academic Plan is in the works!** The academic plan process is under way at Clark with faculty and staff gathering ideas and building consensus. Under construction over the coming months it is anticipated to be adopted in the fall of 2015.

Director/Division Chair Report

Business Administration Division Chair and Professor, Adnan Hamideh, thanked the committee for attending the meeting. He reported on the following:

- **Budget predicament/Business Division update.** The campus as a whole is going through a downturn in enrollment. The college is going to have to make approximately \$2-3M in cuts. Forums are currently in discussions across campus, figuring out where to cut. He said the business division is very healthy. The downturn has not affected the Business Admin area. Only two courses were cancelled this quarter.
- **Dean Blake Bowers resigns.** Blake will be leaving at the end of June. The current director of dental hygiene, Brenda Walstead, will step in as the interim Dean.
- **Tenure Track Instructor update.** The search for two tenure track economics instructors is complete. About 24 applications were submitted and Trish Atkinson along with another college instructor from the University of Kansas have been chosen for the new tenure track economics instructors. As most on the committee know Trish, the University of KS instructor will be introduced at the fall meeting.
- **Math prereq and Course cap.** The prerequisite upgrade for the math course has been approved by the curriculum Committee, effective summer 2016. Also approved was to standardize the number of students for each course. The cap size for online courses is 30 and face to face is 35, effective fall 2015.
- **eBusiness Course.** The eBusiness course that the committee supported has been approved and was at full capacity in spring quarter with a waitlist.
- **Non-prof course.** This course is coming up in summer. Promoting thru marketing. The teacher will visit classes and market it with current students.
- **Revamp of degrees and certificates.** Eight Certificate of Proficiencies and 4 Associate in Applied Science are now on the books and in the catalog effective July 1, 2015. We will be a model for the rest of the college to work by.

Work Plan

Professor Patty Serrano gave an overview and update on the status of the Bachelor of Applied Science (BAS) in Management. She said this program will support business management for all the programs at Clark to have a junior/senior level management degrees in their industry. Upon approval from the Executive Cabinet, the statement of intent will be sent to the State for approval. After the State approves, they will continue on to parts C & D of the process. The last approval will be the accreditation body. Blake said that this is momentous and new ground has been broken. He said the Dental Hygiene program was recently approved for a BAS. Blake said Clark has 25 certificate and degree programs that are a pipeline into this new management degree. The projected start date is fall 2016.

Next, Patti presented information about K-12 partnerships. She asked the committee for suggestions on how to increase our relationship with the K-12 schools. Adnan said he has visited with some schools. Washougal is very interested in this program and would like a follow up meeting. Adnan and Patti will update this item at the fall advisory meeting.

Adnan introduced business student Bryce Ruppe, who is in the process of setting up a business student club at Clark. It needs to be a "program" in order to be underwritten or funded by the college. He said he needs students who will be active throughout their entire time at Clark but is having a bit of trouble finding interested students. Adnan said he has an entrepreneur club but no money involved. Once there is a budget the club can invite speakers, food, flyers, etc.

New Business

Doug Helmer gave a presentation about the business courses at Larch and an overview of the Larch facility. He said the facility is a minimum to medium security facility located in Yacolt, Washington. The facility has the capacity of 480 offenders on a 40-acre site. He said Clark College offers adult basic education along with vocational programs: Small Business Basics, Life Skills Computing, and Automotive Service and Brakes Technician. Doug gave an overview of the Small Business offerings and they are: Introduction to Business, Computer Applications Essentials, Basic Accounting Principles, Creative Problem Solving, Small Business Management and Business Math. Adnan said that the program standard at Larch is the same standard as Clark. These students who finish this program can easily transfer their credits to Clark and continue their education. If members would like more information about this program, please contact Doug at (360) 260-6300 or dhelmer@clark.edu.

Next, Andreana had the committee review the committee bylaws. She said that all the advisory committees are doing this review as many of the bylaws have not been updated in many years. Andreana had made some “housekeeping” type updates and asked that they have a blanket motion to approve these along with any other additions the members recommend. Quorum and attendance were discussed. The committee agreed to keep the quorum at a simple majority. They also agreed to add attendance requirements as follows: “A member who misses two (2) consecutive meetings will be contacted by the committee chair to find out their level of commitment. This will help ensure that we have active members and enough voting members to ensure quorum.” *A blanket motion was made, seconded, and approved unanimously to make all suggested changes and the attendance addition to the bylaws.*

Next Meeting Date

It was previously agreed that the meetings take place the first Tuesday after the quarter starts so the next meeting is scheduled for Tuesday, October 6, 2015 at 4:30 p.m.

The meeting was adjourned at 6:35 p.m.