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**BUSINESS ADMINISTRATION ADVISORY COMMITTEE - MEETING MINUTES**

**Tuesday May 9, 2017 \* 4.30pm-6.30pm**

**Ellis F Dunn Community Room (GHL 213)**

**Members Present:** Jesse Harvey, Sherwin Williams (Committee Chair); Michelle Thor, Columbia Credit Union, (Vice Chair); Steve Leichner, Riverview Community Bank; Nick Shanmac, Vancouver Business Journal; Mark Maggiora, Americans Building Community; Kurt Aarrestad, Bodycote; Dan Whiteley, A.L Merryman Company; Bethany Souriyavong, Columbia Bank; Stuart Bennett, Precision Analytical;

**Members Absent**: Anthony Stach, Enterprise Rent-A-Car; Sam Salti, E-Tax Corporation; Didi Reeves, Tricor Print Communications; George Lackey, Clark County

**Guests:** Julie Rawls, Ryan Hart, Mike Schiller – Port of Vancouver

**Clark College:** Adnan Hamideh, Division Chair;Professors Patti Serrano and Steve Walsh; Instructors Julie Lemmond, Patricia Atkinson, Nathan Webster; Brenda Walstead, Interim Dean BHS; Cathy Sherick, Associate Dir. Of Instructional Planning & Innovation; John Maduta, Director of Advising; Scott Clemans, Career Services; Hal Abrams, Clark College Foundation Nichola Farron, Secretary Sr., Advisory Committees

Committee Chair Jesse Harvey called the meeting to order and introductions were made, including the representatives from the Port of Vancouver who had attended the meeting.

Minutes of the Previous Meeting

*The minutes of January 19 2017 were presented: Stuart made a motion to approve as written which was seconded by Michelle and passed by the committee.*

Next Meeting Date

The committee will meet again on Tuesday October 17, 2017 at 4.30pm.

Office of Instruction Announcements

Cathy Sherick made the following announcements:

Clark is completing the series of Business and Community Learning events on campus this spring. The quick and friendly ‘lunch and learn’ opportunities. FREE and open to the public, the workshops will be scheduled from 11:30 a.m. to 1:30 p.m., and held in the Gaiser Student Center, allowing people to attend on their lunch hour.

* Friday May 19th The Power of Completion

Join us here on campus Saturday June 3 10:00 a.m. registration opens for the FREE Healthy Penguin Walkabout. There are several stations set up across campus, with health activities and information about one quarter mile apart. A great way to get some exercise, some health information and have fun.

In keeping with the college campus theme, TRANSFORMATION work on the committee composition continues! We are seeking nontraditional members, those folks who are not typically associated with the field (like women in welding). Your assistance is appreciated, if you know of someone who might be interested in joining a committee, let us know.

 We are also going to be making a big push to engage students and Clark Alumnae in the work of the committees. Students will be able to earn a small stipend and a letter of recommendation for their attendance and participation. Piloted this year, have not had students waiting in line – but we want to have them be a regular and vital presence on every committee in the future.

July 13, 2017 – Evening event to recognize our committees and the terrific volunteers that come to meetings two times a year to support students. Watch for additional details to arrive via email.

Clark College will hold graduation at the Sunlight Supply Amphitheater on Thursday June 22 at 7:00 p.m. It is a great way to celebrate the work of the committees. There is always a need for volunteers at the event, if you are interested please let us know.

Port of Vancouver Presentation

Jesse referenced previous committee conversations where members had highlighted the importance of understand international business. As such, he was pleased to welcome the representatives from the Port of Vancouver.

The full presentation can be accessed on the Committee webpage.

The Port staff highlighted the development plans and potential for the Port which currently handles $24 billion worth of Cargo, has an operating budget of $85 million and is responsible for 40 000 jobs. Whilst the biggest export is grain, the top imports are automotive and steel.

Adnan asked which areas would be regarded as having the most potential for expansion and growth as Clark considers program development. Mike discussed how the Port focusses on light industrial and advanced manufacturing. Employers in the Port are looking for team members with good skillsets and a passion to learn.

The committee thanked the Port representatives for their time and presentation.

Department Chair update

Adnan shared that program enrollment remained high, despite enrollment difficulties across the College as a whole. As such, the business courses normally run, as enrollment is sustainable. The program also works on something of a Pathway model to help students with retention and completion.

He continued that there have been some changes to the Division as a whole in that the BMED (Medical Office) and BTEC (Business Technology) departments would be coming under the BHS (Business Health Sciences) division with Dean Walstead.

BASAM – Patti outlined that the BASAM will be in the 2017-18 catalog, and work will be continuing on mapping outcomes.

She has also been in discussion with Western Governor’s University about a potential articulation agreement for their MA as part of the continuing improvement of the BASAM. There has also been a request to the Foundation for funds to assist development of the BASAM for work on promotion etc.

The first cohort has 15 students. Patti continued that the department is also working on a SWOT analysis of the program and looking at better ways to do promotion.

Jesse asked that the SWOT analysis be shared with the committee when it is available.

Potential ‘Business Incubator’

Adjunct instructor Nathan Webster introduced the idea of a Clark based business incubator. This would mirror initiatives at PSU to have a designated space where students, as would-be entrepreneurs, can access resources and form a startup. The PSU space houses 28 companies in technology, bioscience and clean tech, has raised $130 million in funds and secured $80 million in grants.

Nathan spoke of the vision of a space for Clark students, who are not offered tangible support following graduation. He continued that this is partly due to widening gap of resources between Vancouver and Portland.

The committee asked for additional clarification in the following areas:

* What are the ramifications of the space as a business address in terms of liability/ insurance requirements?
* How would the entrepreneurs safeguard intellectual property?
* What kind of collaboration could be established, with either PSU or WSU?

The committee asked for a more defined framework for discussion at the October meeting, with more tangible guidelines as to the kind of assistance they can provide. There will also need to be an agreement from the College that a designated space can be made available.

The meeting adjourned at 6.16pm

Prepared by Nichola Farron