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**BUSINESS ADMINISTRATION/BTEC ADVISORY COMMITTEE - MEETING MINUTES**

**Tuesday, October 27th, 2020 \* 4.30pm-6.00pm**

**Zoom Online**

**Business Admin Members Present:** Kurt Aarrestad (Committee Chair), Oregon Liquor Control Commission; Stuart Bennett, Precision Analytical; David Dagan, KeyKing; George Lackey, Clark County; Bethany Souriyavong, Columbia Bank; Ken Torre (Retired); Peter Van Nortwick, Clark County Assessor’s Office

**BTEC Members Present:** Mari Jessup, Miller, Nash, Graham & Dunn LLP

**Members Absent**: Jesse Harvey, Sherwin Williams (Vice Committee Chair); Michael Fish, Clark County Assessor’s Office; Morris Giesler, Retired; Steve Leichner, Riverview Community Bank; Mark Maggiora, Americans Building Community; Didi Reeves, Optum United Healthcare; Michelle Thor, Columbia Credit Union;

**Clark College:** Adnan Hamideh, Division Chair;Professors Helen Martin, Julie Lemmond, Chris Wilkins; Brenda Walstead, Dean BHS; Kathy Chennault, Foundation; Mohammed Maraee, CTC/ECD; Shannon Jackson, Advising; Hanan Al-Zubaidy, Larch; SueAnn McWatters, Program Specialist – Advisory Committees

SueAnn McWatters called the meeting to order at 4:36pm and introductions were made.

**APPROVAL OF PREVIOUS MINUTES**

*The minutes of February 18th, 2020 were presented: Peter VanNortwick made a motion to approve as written, which was seconded by George Lackey and was passed unanimously.*

**NEXT MEETING DATE**

The Business Admin committee will meet again on **Tuesday, May 11th, 2021 at 4:30pm.**

*This meeting is pending a rescheduled spring meeting.*

**OFFICE OF INSTRUCTION UPDATES**

Brenda Walstead made the following announcements:

Almost all classes have been moved online. No labs were able to meet during the spring. Faculty had about two weeks to adjust and move to the online modality. Kudos to the faculty who do so well in the quick change.

The new President of Clark College is Dr. Karin Edwards. She comes from Portland Community College.

Bob Williamson, the Vice President of Administrative services, and Bill Beldon, the Vice President of Student Affairs, have both left the college to pursue other opportunities.

A consulting firm came in to evaluate the college’s budget on efficiencies and ways we could save money. It was done in a way where it’s been rather difficult. It was done online without a visit to campus and there have been a few suggestions from the Moss Adams Group that do not align well with being equitable and fair. There have been a few protests occurring outside of campus.

What used to be Columbia Tech Center is now being called the Clark East Campus. There is a lot of movement to bring ECD (Economic Community Development) underneath Instruction. The credit and non-credit sides are working together to see how we can boost enrollment. A significant movement that will be moved out to Clark East is all of the business programs. This will take place by the end of spring 2021. Chris Wilkins posed the question as to why none of the four year degrees weren’t moved out there aka BASAM. Brenda Walstead answered by saying that the goal is to bring in business partners to have a place of work at Clark East who can also work with our faculty and students via Entrepreneurship or other economic and community development programs. Chris Wilkins had a few concerns about moving over to Clark East.

**DEPARTMENT UPDATES**

Adnan Hamideh stated that enrollment is down to 81% from what it used to be, which is still decent considering that many other programs are worse off.

BASAM is doing very well. The program is on its fifth cohort and they are maxed out at 35 students. At some point, it will need to be evaluated by IPT in order to make sure it is meeting outcomes and standards.

There has been a restructuring of units, however Business Admin wasn’t as affected by this. Some BTEC courses transferred to the Business Administration. There are courses in BTEC that will be taught out by spring 2021. Some faculty members from BTEC are currently in training for Business courses and will begin teaching Business courses.

COVID forced the college to go online. A handful of courses were not developed for online so the faculty had to rush and collaborate to adjust them. Zoom has been an important tool for our faculty and students. This will continue through fall and winter for sure. Spring is still pending.

Adnan Hamideh will no longer be division chair or the BASAM director after June 30th, 2021. He would like to give the chance to other faculty to take over as he has done this for over 10 years. He will only be a teacher.

Chris Wilkins will be switching back to adjunct status at the end of the school year. She will no longer be a part of committee work.

David Dagan congratulated those who are retiring or switching roles. He spoke on a previous visit to Clark East and stated that it was a great idea for Business to move there as it is surrounded by a corporate environment. It could potentially attract more students and opportunities for the degree program as well as the adult education/training.

Ken Torre commended the Clark faculty for their work on switching to online. He was very impressed with their efficiency and commitment to help the students. He spoke on the changes occurring and hopes that the support will continue.

**CTC – MR. MARAEE**

Mohammad Maraee introduced himself. He is the Senior Project Director for CTC/ECD. His presence in this meeting is to answer any questions from the faculty and industry about the Business program moving to CTC.

Clark East has been there for 10 years and is underutilized. The current situation has a lot of funding cuts and COVID 19 situations, so there is a lot of pressure on the college due to finances. New ideas need to fill that gap in order to create something that will increase enrollment and make sure the college has innovation to attract population of students and the demographics from businesses. The first step is to create an alignment of the change. Change is difficult and it moves us out of our comfort zone. The vision is to create a business incubator in Clark East. By doing so allows for direct interaction with not only the population, but with entities that could help the students with innovation in terms of businesses.

The idea started with potentially renting out space in order for us to have industry manufacturers being at the location in order to train and teach students onsite. For example, we have already been in communication with a company that handles military drones as well as a few projects with the Marines and the US Army. They would like a small production line at the Clark East location. One of the agreements in terms of that lease, is that they will train the students. He has started the process in creating a partnership in order to start this level of training. He is also in conversation with another company that is creating electric cars. This business is also wanting to rent out space where it will give the students great exposure to this industry.

The other option that was brought up was completely moving the Business department to Clark East, including electives. They would work with the library and bookstore to make sure they would be able to provide proper students while in this new location. He noted that it’s important to create an infrastructure before a move occurs. This is a plan and is not set in stone. He stated that they are in conversation with C-Tran to make sure that there is a bus station available at Clark East and that they are willing to build a complex with stores and restaurant that will help serve the students. Once this has been confirmed, then we can hope that the transportation between the campuses as well as Vancouver can be taken to the Clark East location. Hopefully, the business department will be moved to this location. He also mentioned Score, which is a nonprofit agency that includes many retired managers and CEOs that are willing to volunteer and train the students. He has spoken with the City of Vancouver, CREDC, and other community entities in order to have representation for what Clark East can offer to students and the community.

They are still working on the plan, which includes coffee shops, electric car and drone model set up, and to make the location an attraction for the community living over there.

David Dagan wanted to know if they are going to share the location with other departments or will it become a focus on Business and Technology exclusively. Mohammad clarified that they will not be moving Mechatronics away from the location because these programs are aligned with the high tech industry. But majorly, the location will be occupied by the business program. The kitchen/cooking school might potentially become a coffee shop or smaller restaurant. Renting the space out will not generate a lot more money. This is all about increasing and incentivizing enrollment.

Julie Lemmond wanted to know about the Hudson Bay running start students as well as the west county high schools who have younger students coming to the main campus rather than having them transported out to Clark East. Mohammad explained that they don’t want to split anyone into two campuses but to move everyone to one location. However, if there is a need, there will be accommodations, if necessary. At this point, they are just trying to brainstorm situations on what will work best for the program.

Mohammad Maraee clarified that this is not his vision and that he is not in control. He is just leading the project on what the potential of using Clark East will look like. The business professors and industry members are the source of innovation. If there are alternatives or ideas that will benefit the ways in attracting students to increase enrollment and engage the community, please share them.

**COMMITTEE MEMBER DISCUSSION**

Tabled to next meeting.

**NEXT MEETING TOPICS?**

Tabled to next meeting.

**INDUSTRY UPDATES**

Tabled to next meeting.

Meeting adjourned at 6:30pm.

Prepared by SueAnn McWatters