****

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

**Tuesday, May 11th, 2021 \* 4.30pm-6.00pm**

**Zoom Online**

**Business Admin Members Present:** Kurt Aarrestad (Committee Chair), Oregon Liquor Control Commission; David Dagan, KeyKing; Michael Fish, Clark County Assessor’s Office; Mark Maggiora, Americans Building Community; Sean Moore, Workforce SW; Michelle Thor, Columbia Credit Union; Ken Torre (Retired); Peter Van Nortwick, Clark County Assessor’s Office

**Members Absent**: Jesse Harvey, Sherwin Williams (Vice Committee Chair); Stuart Bennett, Precision Analytical; Morris Giesler, Retired; George Lackey, Clark County; Steve Leichner, Riverview Community Bank; Bethany Souriyavong, Columbia Bank;

**Guest:** Karin LaValla, WorkSource

**Clark College:** Adnan Hamideh, Division Chair;Professors Patricia Atkinson, Julie Lemmond, Chris Wilkins, Mary Evens; Brenda Walstead, Dean BHS; Kathy Chennault, Foundation; Shannon Jackson, Advising; SueAnn McWatters, Program Specialist – Advisory Committees

Kurt Aarrestad called the meeting to order at 4:36pm and introductions were made.

**APPROVAL OF PREVIOUS MINUTES**

*The minutes of October 27th, 2020 were presented for approval: David Dagan made a motion to approve as written, which was seconded by Mark Maggiora and was passed unanimously.*

**NEXT MEETING DATE**

The Business Admin committee will meet again on **Tuesday, November 2nd, 2021 at 4:30pm.**

**OFFICE OF INSTRUCTION UPDATES**

Brenda Walstead made the following announcements:

The college now has a new interim Vice President of Instruction Genevieve Howard in place of Sachi Horback.

There are current budget reductions occurring throughout the college.

There are still plans to move ahead with Clark East/CTC. The building will be renamed again. The Business Administration core courses will be based there.

Patricia Atkinson will be the new department head for the program as well as BASAM.

Sean Moore asked if there were any courses that are in jeopardy because of enrollment or that might be on the chopping block. Brenda responded saying that Business has continued to be a very strong program.

Guided Pathways is still continuing.

**DEPARTMENT UPDATES**

Adnan Hamideh stated that BASAM is now in its 5th year and has graduated five cohorts. The program started with about 15 students in the first cohort and has increased by about 10 students. Hopefully, there were be two cohorts with one fully online and one that is a hybrid.

He is leaving as the department chair where Patricia Atkinson will take over. He spoke highly about her knowledge and expertise.

The Business Administration program enrollment is a little bit low, but not as bad as many other programs. Fortunately, they did not have to cancel any classes, but they did have to cancel the amount of sections. This affected the employment of some adjuncts. Three tenured faculty have also decided to leave including Chris Wilkins who has retired. Running start is still very strong, however many of the regular students couldn’t come to class or campus. COVID, online learning, etc. are all factors in the low enrollment.

There will be an article in The Columbian about the BASAM program at Clark College.

David Dagan asked if there are any official plans about in person learning. Adnan answered saying that the CDC stated at least 6ft social distancing. The program decided to go 100% online and they are in discussions about winter term. 25% of the campus will go back to a hybrid form in the fall. It is happening gradually. Brenda also explained that at this time, students and faculty are not required to have the vaccine but that the campus is following the CDC guidelines.

**INTERNSHIPS FOR CLARK STUDENTS**

Karin LaValla explained that Sean Moore works with Workforce and she works for WorkSource. Sean’s job is to work with the business side and Karin’s job is to work with the job seeker side. They both work together to bridge the gap to receive federal funding. There are folks in our communities that need help getting back to work. Sometimes they will require certain certification training or education to learn the proper skill sets to meet the employer needs and demands. Some of the money has been specifically earmarked for internships so it is her job to make sure that they are reaching out to students that might need those internships for part of their degree completion. Or it might not be a part of their degree, but they need that real life work experience to be able to put that on their resume. Employers are always asking to have some level of experience prior to starting and this would be the ideal employment candidate.

The paid internships are from 90 to 240 hours. The idea is that Sean Moore will do his part making business connections along with whatever connections the college already has in place with business partnerships while Karin’s part will be funding the opportunity for that eligible student. So the student will become the WorkSource employee where the student will submit their payroll through the WorkSource system.

The hope is that some of these internships will turn into job offers. If that happens, then they have a second program called OJT or On-the-Job Training where the student has officially become an employee of said company. It’s a wage reimbursement program to the employer as an incentive to hire. WorkSource can reimburse the company up to 50% of wages that they are paying the employee during a defined period of time, which is generally the onboarding phase of that employment. We know that it is an expense to employers and if there is a way for them to continue to help employers keep their doors open and bring new people in, we want to be able to facilitate that.

WorkSource currently has a lot of money that they would like to spend. The easiest way for any of that to happen is to contact Karin Lavalla directly. Send her a resume and show that they are enrolled at Clark College, she can start to facilitate the conversations with employers and advocate for those internship opportunities. She usually has a quick 10-15 minute phone call to go through some screening questions to find out how many of their current grants can be attached to the student.

Other supports they can offer include gas to help them get to and from that work site. Also, if there is a uniform or dress code that the employer has for their particular organization or office, they offer funding for new clothes. If there are things that are considered “tools” or necessary things that are needed to show up to work with on that first day to be successful and to do their work, then WorkSource can also provide that. For some folks that may be doing an internships before the full completion of their program, they can also provide tuition assistance. For anyone that’s eligible, then WorkSource would like to be able to financially contribute to the cost of their education and reduce any loans that they might have.

Mary Evens stated that Clark has the career center where students can look for jobs, but it is all inclusive. Traditionally, students have had to find their own cooperative work experience as it is part of the process for them to go out and apply. Adnan Hamideh also explained that all the graduate has to finish a course called BUS 199, which is five credits and is a co-op or internship. Students work with Mary to find a paid or unpaid internship, report hours worked and then graduate with a grade. If any of the industry members or businesses have the opportunity available, the program would love to work with you.

**CTC CAMPUS – OPEN DISCUSSION**

The information about the east campus has been a bit scarce with the change in positions and staff. Brenda Walstead and Heather King will be moving over to the east campus. As far as the Business program, they are giving the students all the options possible. The whole program can be completed at the main or east side campuses rather than commuting to both locations. It can also be completed online. They will also be communicating with local businesses for the use of space and potentially to provide different types of training.

Brenda Walstead encouraged the committee members to come visit. She also spoke on reaching out to the school districts on the east side (Camas) for the possibility to have a running start focus to the CTE programs at Clark East.

**OTHER MATTERS?**

Adnan spoke on congress voting on the potential of community college two year degrees being free of charge. Maintaining and building the infrastructure will rely on the colleges offering vocational and technical support. All of the community colleges will be asked to offer these programs to qualify people with skills to meet specific demands. This will greatly influence the future of the programs we offer and expand on.

Ken Torre suggested that the college research the different types of jobs in those fields and get that information to the students. Regardless of the type of industry, there is a huge need for administrative positions.

Mark Maggiora stated that the BASAM program shouldn’t be a burden of the college but an industry charge. The organizations need to be the ones that are doing the marketing and getting the students into the programs. The Worker Retraining Advisory Committee has the data on what jobs are in demand. Peter Van Nortwick asked about a contact at Clark that a business can talk to about certain needs. The college puts on a career fair every year where we invite about 100-110 employers that bring all of their brochures and HR. The students attend and meet with the companies that they’d potentially like to work for.

The committee talked about creating a task force. Michelle Thor, Peter Van Nortwick, and David Dagan all offered their time and expertise.

Kathy Chennault stated that the college is currently working with Workforce SW to create an Employment Navigator position.

**INDUSTRY UPDATES**

No new industry updates.

Meeting adjourned at 6:37pm.

Prepared by SueAnn McWatters