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

**Tuesday, February 18th, 2020 \* 4.30pm-6.00pm**

**PUB 258B**

**Business Admin Members Present:** Kurt Aarrestad (Committee Chair), Oregon Liquor Control Commission; Michelle Thor, Columbia Credit Union; Stuart Bennett, Precision Analytical; David Dagan, KeyKing; Michael Fish, Clark County Assessor’s Office; Mark Maggiora, Americans Building Community; 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); Morris Giesler, Retired; George Lackey, Clark County; Steve Leichner, Riverview Community Bank; Didi Reeves, Optum United Healthcare;

**Clark College:** Adnan Hamideh, Division Chair;Professor Mary Evans, Helen Martin; Instructors Julie Lemmond, ; Brenda Walstead, Dean BHS; Renee Schiffhauer, Associate Director of Advising; SueAnn McWatters, Program Specialist – Advisory Committees

Committee Chair Kurt Aarrestad called the meeting to order at 4:34pm and introductions were made.

**APPROVAL OF PREVIOUS MINUTES**

*The minutes of October 22nd, 2019 were presented: Michelle Thor made a motion to approve as written, which was seconded by Peter Van Nortwick and was passed unanimously.*

**NEXT MEETING DATE**

The Business Admin committee will meet again on **Tuesday, October 27th, 2020 at 5:00pm.**

**OFFICE OF INSTRUCTION UPDATES**

Brenda Walstead made the following announcements:

Clark is aware of the COVID 19 concerns. The college is taking the proper precautions and is in discussions on potential outcomes and scenarios.

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

**DEPARTMENT UPDATES**

Adnan Hamideh spoke on enrollment has stayed steady. Courses offered is still between 70-75.

We are also implementing the guided pathway system. It is basically giving students a more set pathway to finish in a timely manner. When the ctcLink finally goes live, students will be able to register for the entire, which will hopefully keep them committed to finish the entire program.

At a previous meeting, we approved to combine two marketing courses together and that is now being offered.

Starting this fall, the business transfer degree is now fully online.

The iBEST program has also been implemented that is a program that sends us a teacher that works our teacher conducting the class that helps the students that are struggling more. There are two business math classes and an accounting class that have an extra teacher because we recognized that those are the courses that many students struggle with. Students take a test at the beginning and end to determine their results.

Starting next week, the college will shut down to switch to ctcLink. Since September, the faculty and staff have been going through training to get acclimated to the new system.

**BASAM**

Brenda spoke that Adnan is now the director for BASAM. Patti will be retiring at the end of this year. Since has Adnan has become the director, he’s worked with those with advising on where this can go. If we have one solid complete cohort every 4 years, that is better than two that are weak. He will reduce the cap to 30 people and advertise this year so that next fall a full cohort can start.

Every advisory meeting, we’ll devote 20-30 minutes on the update for basam. Cohort number 4 started this term and 26 started up for that and it is going every well. We start recruiting cohort number 5 right now for starting next fall and 5-6 are already signed up right now.

2 year schedule for cohot in BASAM. Should we offer this totally online or not? That might be an option. for that reason, next Tuesday, the 2nd year cohort will be asked to see if they like this set up or all of it online. When we started, it was required for students to come three nights and the reaction was not good. At any time, the student is only taking two courses. They come once a week on Tuesday nights from 6-8pm. This has seemed to work for the last two years.

Mark clarified that it’s two classes per term, one night a week. They come every other week. And then some are online.

Students have to take an internship at the end and there is a teacher who works one on one with every student. They also have an internship in the business class. Once they finish their certificate, they have to do an internship. They would appreciate if an organization that is willing to offer paid or unpaid internships for our students in business. If possible, you can give mary Evans (put in contact information) your information and contact your organization.

Kurt asked if any of those going through this employed? So they would be employed and doing an internship. Mary clarified that they can use their job as the internship.

The demographics for the basam are half male, half female, probably in their 30-40s, and are currently working.

Drew asked if it’s possible to run one online and one the other way? Adnan responded that it depends on what the need is and if it’s recommended.

Jesse asked about the attrition in the program? A couple of people have dropped but only a couple.

Michael Ashton spoke on being on both ends of the online experience as a student and as an instructor, there are benefits esepcialy with face to face and hybrid modalities. We’re approaching another type of modality, where there’s an instructor in person or you can still get the same instruction online to hopefully mix the best of both worlds and being adaptable to what the student’s needs are.

Douglas spoke on taking an online course and being able to take it online. I don’t think that’s the case with most clark students however, they do want choice and how long they are in the classroom and on their terms. Doug explained that they have that in the jail.

Brenda spoke on two students needing an accounting internship and if there were any businesses on our committee that might need a free worker and are very professional.

* Jesse Harvey
* Dan Whitely

**CTC (COLUMBIA TECH CENTER)**

Chris spoke on a need for an administrative assistant or office professional. We were in a program improvement process, however they are being taught out. It’s the admin help that is in the business.

Half are business and half are classes that are things like keyboarding, excel, database access.

**INDUSTRY UPDATES**

Douglas: supervisor management aas is going to be run out of larch corrections (all male correctional facility).

Michael Ashton spoke on the industry being able to higher ex offenders. Robert spoke on being one himself and is now in culinary.

Mark Maggiora does community development. Working with clark county corrections and juvenile justice program so many volunteers work with them. He agrees that it is very critical to work with these people who are wanting to better themselves. The business works with challenged communities and how to integrate them into the community. As far as clark goes, he is a part of many committees and also teaches at Cascadia tech. he mentioned that a big issue is getting people pipelined into the industry. He has spoke with a few people at clark on articulation agreements and facilitate some partnerships. They will also pursue a grant opportunity with workforce sw in order to utilize a 3 years funding to sustain the program.

Mary and helen shouted out the advisory committee for their support and their work.

Jessey Harvey promoted another clark college student to management. There are two. Things are going well.

Ken torre spoke on entrepreneurship and the importance of that. Adnan explained that there is one as an elective.

Peter Van Nortwick would love to see a lot more clark business students applying for jobs. One of the challenges is that people go into business and they think the government don’t need these skills. Many of the main functions is doing statistical analysis. My budget people are accountants and doing tax returns. We don’t see a lot of people coming from the business section applying because they want to go to the private sector.

Jeremy Hawkins spoke on the wealth world changing. The retraining is continual and unrelenting. Approach curriculum development and it being consumer driven is spot on. It will give the flexibility and adaptability.

Kathy Chennault enjoys being here and listening to what’s going on.

Dan Whitely stated that it’s crazy because everyone is short on people. It would be great to have something here in Vancouver that would focus on a construction management piece.

Bob Gustainis: office professional, soft skills are critical, what in here on the certificate side would address that? 148 – conflict resolution and team building. It is only one course, so it is something to look at to possible have more.

Meeting adjourned at 6:30pm.

Prepared by SueAnn McWatters