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

**Tuesday, October 22nd, 2019 \* 4.30pm-6:00pm**

**CTC 206**

**Business Administration Members Present:** Jesse Harvey, Sherwin Williams (Committee Chair); Michelle Thor, Columbia Credit Union, (Vice Chair); Kurt Aarrestad, Oregon Liquor Control Commission; Stuart Bennett, Precision Analytical; David Dagan, KeyKing; Michael Fish, Clark County Assessor’s Office; Mark Maggiora, Americans Building Community; Morris Giesler, Retired; Steve Leichner, Riverview Community Bank; Ken Torre (Retired); Peter Van Nortwick, Clark County Assessor’s Office

**BTEC Members Present:** Shari Jensen, Clark County

**Members Absent**: Scott Knight, Knight and Day Painting; George Lackey, Clark County; Mari Jessup, Miller, Nash, Graham & Dunn LLP; Didi Reeves, Optum United Healthcare; Nick Shanmac, Daybreak Youth Services; Bethany Souriyavong, Columbia Bank; Dan Whiteley, A.L Merryman Company;

**Guests:** Robert, Student; Bob Gustainis, Walgreens; Jeremy Hawkins

**Clark College:** Adnan Hamideh, Division Chair;Professors Mary Evans, Drew Johnson, Helen Martin, Chris Wilkinis; Instructors Julie Lemmond; Douglas Helmer and Michael Ashton, Larch Corrections; Brenda Walstead, Dean BHS; Shannon Jackson, Advising; Kathy Chennault, Foundation; SueAnn McWatters, Program Specialist – Advisory Committees

Committee Chair Kurt Aarestaad called the meeting to order at 4:40pm and introductions were made.

**APPROVAL OF PREVIOUS MINUTES**

*The minutes of February 26th, 2019 were presented: Peter Van Nortwick made a motion to approve as written, which was seconded by Jesse Harvey and was passed unanimously.*

**NEXT MEETING DATE**

The Business Admin committee will meet again on **Tuesday, February 18th, 2020 at 4:30pm.**

**OFFICE OF INSTRUCTION UPDATES**

Brenda Walstead made the following announcements:

BTEC was a part of the budget cuts that the college had to go through. It was eliminated as a department that included 9 programs with certificates and degrees. There were quite a few that weren’t filling student wise and were not meeting the outcomes.

Administrative office professional certificate in order to teach the outcomes that were taught in the administrative assistant degree program. The other thing that happened was that there was confusion with students on what is business and what is business technology. We’re hoping that the skills that students do learn in the BTEC program are enveloped in the business courses. Students as well as employers will all understand what skills the students are gaining. We can’t guarantee that this will be approved with the college. Potentially the committee can put things in writing in order to help push this forward as we feel that these skills are very important.

Chris Wilkins explained that the advisory board and their vote can help push this through in order for them to see that there is a need in the community. He spoke on being able to serve the community with these types of skills. There are going to be a lot of students who are in need of these types of skills.

Ken Torre agreed that there is a great need for this as this is right out of high school type level. The skill set here would be a part of the academic pursuit to get their self-confidence going, especially for those that are ESL. This is a great way to go into business as it will be transferrable. It applies everywhere.

Kurt also agreed that this would be the basis of that for business anyway. Many people in business do not know the basics.

Brenda spoke on the other argument that a student can apply for these jobs and not have to have these educations. She asked for advice as far as what businesses are looking for in an applicant’s education.

Mark Maggiora reaffirmed Ken’s comments. In context in guided pathways, this makes a lot of sense as students will be able to come in for these basic skills. The opportunity might go away if the whole program goes away.

Peter Van Nortwick stated that in his business, there are many in his office that want to move up but they can’t pass the math or excel test. However, it’d be great to be able to say that there’s a program at Clark that can help and get it to the next level in your career.

Adnan also spoke on being able to customizing courses for a specific business if it is so required. The ECD does it for not credit, but Clark does it for credit.

Robert the student, explained that he got passed up for jobs because he didn’t have these skills.

Shari Jensen spoke on behalf of BTEC and the faculty came to the board and asked what the skillsets are that are missing in the candidates when hiring. She explained that all of these were skills were identified by the advisory board.

**Peter Van Nortwick motioned to approve the proposed administration office professional pathway under the business department, mark seconded, and was passed unanimously.**

**DEPARTMENT UPDATES**

Adnan Hamideh spoke on enrollment has stayed steady. Courses being offered is still between 70-75. The biggest event happened in fall when there was a ribbon cutting ceremony at CTC for the 10 year anniversary. At the previous meeting, we spoke about having all of the Business Admin courses at the CTC location and have also received commitment to run all courses there regardless of the amount of enrollment is in each course. The Economic Development program is also sharing space at CTC. Hopefully, this will utilize the building much more.

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 accounting 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.

Adnan Hamideh explained the pathway for a certificate or the associate’s degree. He explained the courses that students will need to take in order to help decide their next step.

**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.

Jesse asked how many students sign up for this program. Term 2 and term 3 courses might be flopped considering that there are 17 students.

With the CP, Drew explained that the 148 emphasizes cover letter, resume, team dynamics…putting it in term 2, so that they have those skills to go find a job if they are done in the pathway.

Shannon Jackson spoke on if the same students are claiming the degree and the certificate are in the course at the same time, we want to make sure that the students that are on the degree path might have to leave, can still receive the certificate.

The traditional BTEC student is normally a part of the worker retraining program. They tend to be older and have families (young children), English as a second language.

Brenda Walstead echoed what Shannon was saying as far as passed through IPT is the stackable certificate so that we can show that student can opt out early if necessary.

Jesse asked about bus205 is one credit in 1 one term and 2 in another. Chris explained that it’s a variable credit class. We can break it up as needed or take it all at one time. Some students might need that extra 10 weeks to get up to the speed needed to pass the course.

Kurt asked the overall picture of the difference between a bus degree and the BTEC degree. Chris explained that this deals more with software and more what a support person in an office would do. Business is dealing with more of a certain area (accounting, marketing, finance, etc).

Brenda spoke on this degree being very successful. In the forums when we had conversations with students about the teach out, the number of students who were non-dominant and English as a second language who were there and wanted a foot in the door in an office. Our college tends to look at programs and get cut because they don’t offer a living wage. However, when working with these students, they want this and need this to get a food into the door.

Douglas Helmer stated that he would love to hire a program coordinator with these skills. Knowing proper excel, data integrities, etc. are all very important to his job and industry. Does this lead to Microsoft moss test? They do offer it as an opportunity. It is offered day, night, and online, but not every term.

The faculty are being implanted into the business courses. Drew is helping with BASAM and doing some accounting courses and Helen is doing business 101.

**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.

It is a 2 year schedule for the cohort in BASAM. Should we offer this totally online or not? That might be an option. 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 your information and contact your organization.

Kurt asked if any of those going through this are employed. 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 especially 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

**INDUSTRY UPDATES**

Douglas Helmer stated that the 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 hire ex-offenders. Robert spoke on being one himself and is now in culinary.

Mark Maggiora does community development. He is 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 spoken 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.

Jesse 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 explained that office professionalism and soft skills are critical. If there is only one course, it is something to look at to possibly have more.

Meeting adjourned at 6:30pm.

Prepared by SueAnn McWatters