

**BUSINESS TECHNOLOGY ADVISORY COMMITTEE - MINUTES**

**Thursday, May 23rd, 2019 \* 4:00p.m – 5:30p.m.**

**PUB 258B**

**Members Present:** Mari Jessup, Miller, Nash, Graham & Dunn LLP (Committee Chair); John LeMarte, WorkSource Vancouver (Committee Vice Chair);

**Members Absent:** Shari Jensen, Clark County; Kandi Lukowski, WA State School for the Blind; Kathy Scobba, Washougal HS

**Clark College:** Marilyn Hale, Division Chair/Professor; Professors Mary Evens, Helen Martin, Chris Wilkins; Cathy Sherick, Assoc. Director Instructional Planning & Innovation; Shannon Jackson, Program Specialist – Advising; Brenda Walstead, Dean BHS; SueAnn McWatters, Program Specialist - Advisory Committees

Committee Chair Mari Jessup called the meeting to order at 4:05pm and introductions were made.

**MINUTES OF THE PREVIOUS MEETING**

*The minutes of October 18th, 2018 were presented for review; as quorum was not present, the minutes were sent out via electronic approval. As of July 9th, 2019, the minutes have been approved.*

**NEXT MEETING DATE**

The Committee will meet again on **Thursday, October 17th, 2019 at 4:00pm (tentative).**

Check with Business Administration (Adnan Hamideh) on the next meeting date and potentially have both meetings together.

**ANNOUNCEMENTS FROM THE OFFICE OF INSTRUCTION**

Cathy Sherick made the following announcements:

Bob Knight will be retiring at this year in August. There will be an interim President for the next academic year until the process for a permanent hire takes place.

She provided a brief update about what is happening on campus with Pathways work, the publication of the insert in February, the upcoming transition from our legacy computer system to the People Soft system that will be used statewide and pending budget decisions. Committees are asked to curtail scheduling meetings during the last two weeks of October to allow for this switch.

Due to low enrollment the campus will see a significant budget reduction in 2019-20, with programs being eliminated. This will incur additional faculty and staff cuts. Cathy’s position is one that will be eliminated, ending June 30, 2019, so this will be her final advisory meeting.

**FUTURE OF BTEC**

Brenda spoke on the elimination of the BTEC program. Administrative Assistant is running healthy enough that this could potentially get moved over to Business Administration. The faculty are able to RIF (Reduction in Force), which means they can work in a department/area/program. Three of the faculty are on the Business RIF list (Drew, Helen and Chris). Marilyn and Mary are also going to be on the RIF list.

Out of the 6 programs, only 1 is fully enrolled. With 5 tenured faculty, it has been a tough budgetary fight.

Mary Evans spoke on programs in the past absorbing the faculty as well and is hoping that this practice follows through.

Mari Jessup asked about the future of the advisory committee. Per the planning of the dates, both might get together for the next advisory meeting.

Drew Johnson asked about how long the teachout will take place. Brenda explained that the program will have to go back three years to the students that have declared through BTEC. The program is obligated to allow students that have declared BTEC to see it through.

Mari Jessup asked if there was anything the committee members could do to advocate for the program. Brenda spoke on helping with the transition and being supportive means a lot.

**HUMAN RELATION SKILLS**

Marilyn Hale started a discussion about creating a rubric based off of human relations. This works by looking at specific criteria and making sure that each course meets it. When a student leaves Clark, what should a student know or be able to do in the realm of human relations?

* Problem solving
* Ability to ask for help/ask questions/get direction
* Ability to take direction as well as translate communications
	+ Doing so effectively and respectfully
	+ Both verbally and written
* Active listening and understanding
* Showing up
* Succession planning
	+ Knowing the job of others and being able to cover
* Attitude
* Emotional (EQ)
* Social (SQ)
	+ Being able to read other people

John LeMarte explained that many employees coming in lack baseline interpersonal skills and knowledge of the work because it hasn’t been communicated effectively. They are working with NEXT (work closely with 16-24 year olds), nConnect, etc. to go into high schools for their trades classes and the students just don’t seem interested or excited. The NEXT program accepts anyone in that age group to help them. They provide food, a shower, a lounge, anything to help the youth feel comfortable as well as help them out of difficult times. Many companies and managers are wanting these new employees, but aren’t putting in the money or time to train them.

Mari Jessup thought about potentially sending out an email to her managers to ask these questions and see what their thoughts are.

The meeting adjourned at 4:45pm

Prepared by SueAnn McWatters