Clark College
BOT Meeting
Wednesday, November 13, 2019 5:00 PM (PST)
GHL 213

Clark College
BOT Meeting
Wednesday, November 13, 2019 5:00 PM (PST)
GHL 213

I. Call to Order/Agenda Review - Chair Jacobsen

II. Introductions - Interim President Fowler-Hill
Susan Maxwell, myClark ctcLink Project Director
Sabra Sand, Director of Business Services and Financial Management Pillar Lead
Mirranda Saari, Associate Dean of Enrollment Services and Registrar and Campus Solution Pillar Lead
Guisela Eberle, Human Resources Assistant Director and Human Capital Management Pillar Lead
Genevieve Howard, Associate Vice President of Instruction and Instructional Lead
Andy Barsotti, Director of Data Services and ITS Lead
Tanya Kerr, ctcLink Internal Controls and Business Analyst (Campus Solutions and Financial Management)
Jennifer Ward, Program Manager for myClark ctcLink
Shanda Haluapo, Associate Vice President of Planning and Effectiveness and myClark ctcLink Executive Sponsor

III. Action Items-Consent Agenda - Chair Jacobsen

A. #1 - Draft President's Job Description (Administrative Staff Position Description 001000)

B. #2 - 2019-2020 Academic Calendar

C. #3 - October 23, 2019 Board Meeting Minutes

D. #4 - October 29, 2019 Special Board Meeting Minutes

IV. Audience Statements - Chair Jacobsen
Audience statements will be limited to two minutes each.

V. Constituent Reports

A. AHE - Suzanne Southerland

B. WPEA - Sarah Thorsen

C. ASCC - Evans Kaame

D. Foundation - Lisa Gibert

VI. Reports from Board Members - Chair Jacobsen

VII. President's Report - Interim President Fowler-Hill

A. Student Affairs Presentation - ctcLink Experience
Mirranda Saari, Associate Dean of Enrollment Services and Registrar
John Maduta, Director of Advising Services
Vanessa Watkins, Director of Entry Services

B. Faculty Presentation - Sarah Kuzera, Director of Medical Assisting & Practicum Coordinator

C. Scorecards

VIII. Next Meeting

The next meeting of the Board of Trustees is currently scheduled for Wednesday, December 18, 2019 at 5pm in the Ellis Dunn Community Room, GHL 213.

IX. Board Retreat

The Board of Trustees is currently scheduled for Wednesday, December 18, 2019 from 10:30am-2:30pm at Clark's Columbia Tech Center campus in Room, 430 for a Board Retreat

X. Executive Session - Chair Jacobsen

An Executive Session may be held for any allowable topic under the Open Public Meetings Act.

XI. Adjournment - Chair Jacobsen

Time and order are approximate and subject to change.

Call to Order/Agenda Review

No documents for this item

Introductions

No documents for this item

No documents for this item

001000   PRESIDENT

The president is the chief executive officer of Clark College and Community College District 14, reports directly to the Board of Trustees. The president provides leadership to achieve institutional goals established by the Board of Trustees and effectively manages the core functions of the office of the president, prioritizing equitable student outcomes and institutional success in all actions of the college.

The president shall perform other chief executive duties as assigned by the Board of Trustees and those incumbent to or required by the office.

Job Duties and Responsibilities:

A. Provide inspirational leadership for all areas of the college's operation.
   1. Champion for students, staff, and faculty and convey the mission of the college to external and internal constituencies.
   2. Set high standards, guiding, leading, and supporting the college's Executive Cabinet to operate as a high-performing team; building an environment of clear priorities, trust, empowerment, and accountability.
   3. Be a role model for the broader college community by fostering and maintaining authentic and productive relationships and be an advocate for students, faculty, and staff.
   4. Utilize data for improvement in mission, and align culture, communications, and staff/faculty professional development and morale with mission.
   5. Demonstrate a deep appreciation for changes taking place in our community.
   6. Understand changes taking place in the community, lead with racial equity, and build recognizable improvement in community trust and lead the achievement in student outcomes and employee retention as a path to equity for all groups.
   7. Supervise, coordinate, and evaluate the general activities of the Executive Cabinet, and delegate to them such authority and responsibility as required to perform their assigned duties.
   8. Provide the necessary leadership to maintain accreditation standards with the Northwest Commission on Colleges and Universities (NWCCU) and other program accrediting bodies.

Reviewed by Executive Cabinet 11/5/2019
Approved by Board of Trustees _____

B. **Maintain and exemplify fiscal responsibility and stewardship of public funds throughout the college** by managing resources and agreements within a multi-year time horizon, considering current realities and forecasts.

1. Work with Executive Cabinet to ensure that all resources are aligned to achieve the college's mission and vision through strategic planning and the successful accomplishment of established goals and objectives.

2. Ensure progress on key college plans and initiatives, including the Strategic Plan, the Social Equity Plan, Guided Pathways, Facilities Master Plan, and campus expansion plans.

3. Lead collaborative visioning and innovation in the creation of strategic plans, and ensure the necessary investments and change management to successfully deliver on those plans.

4. Use data to make informed decisions and a consistent shared governance process to develop and submit a comprehensive and responsible annual budget that advances the college's strategic goals and priorities to the Board of Trustees in accordance with Washington state budgeting practices; and administer the funds within the approved budget, subject to relevant statutes and state fiscal rules as required by the State Board for Community and Technical Colleges (SBCTC) policies and Washington state law. Review budget status regularly.

5. Conduct long-range financial planning that includes revenue forecasting and projectors of operational expenses.

C. Effectively partner with the Clark College Foundation as required to support goals of the college.

1. Serve as a nonvoting, ex officio member of the Clark College Foundation Board of Directors, Executive Board, and Board of Directors/Board of Trustees.

2. Work closely with Clark College Foundation staff and Foundation Board to align the Foundation goals and activities with the Clark College Strategic Plan.

3. Assist the Foundation in fundraising and campaigns by speaking to donors and prospective donors about the college and by joining Foundation staff on critical and high-level donor visits.

D. Build strong and sustainable relationships and serve as a college advocate with the community, region, state, local businesses, and legislators as the primary "face of Clark College."

1. Maintain a highly visible leadership role and work closely with external groups, including:

- business leaders, to understand their current and projected workforce needs;
- educational leaders, to identify opportunities for collaboration;
- government leaders, to keep them informed about the status of the college and to acquire resources to support the operation of the college; and
- economic development entities, to ensure the maximum workforce development potential of the college.

2. Serve as the college representative at meetings and conferences with SBCTC, federal, state, and local associations, and other agencies requiring college participation.

E. Board of Trustees Relations

1. In partnership with the board, identify, communicate, and implement insightful integration of trends into coherent and sustainable strategies for the college to reach mission fulfillment.

2. Implement the general policies approved by the Board of Trustees, SBCTC, and Washington as defined by state statutes.

3. Serve as secretary or oversee the delegated secretary (non-Board member) to the Board of Trustees. Attend and actively participate in all Board meetings.

4. Apprise the Board of Trustees with timely information on matters that impact or may impact the college.

5. Formulate reports required by the Board of Trustees, state, and national agencies.

6. Maintain the Board policies and administrative procedures.

F. Internal Relations

1. Create and foster a healthy and positive work environment by maintaining channels of transparent communication with college employees.

2. Implement and continuously improve decision-making structures and processes that are documented and publicly available and that must include provisions for the consideration of the views of faculty, staff, administrators, and students on matters in which each has a direct and reasonable interest.

3. Provide authentic support for the value of shared governance.

4. Implement consistent performance appraisal of college personnel.

5. Recommend and effect changes in personnel and personnel policies, including appointment, placement, suspension, promotion, reduction in force, or dismissal of any employee of the college.

6. Oversee the establishment and maintenance of committees and organizations necessary for the operation of the college.

7. Establish an effective communication system, including opportunities to listen to and hear from all constituent groups within the college and to share information in a timely manner using multiple modes (e.g. electronic newsletter, open forums, email messages).

8. Create a safe, welcoming, equitable, and bias-free working environment that engenders respect for differences.

G. Leadership Development

1. Encourage professional excellence among faculty, staff, and administration to achieve the college's mission and goals.

2. Encourage and support appropriate in-service training, upgrading, and retraining for administration, faculty, and classified staff to assure maximum professional competence and continuous development.

3. Attend professional meetings and such conventions and conferences as deemed necessary by the Board of Trustees.

Work environment and physical requirements:

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Ability to travel to off-site meetings and events is required. Working hours may vary, and evening and weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Minimum Qualifications:

- Five years of successful senior-level administrative experience that demonstrates the ability to lead a complex and transformative instructional institution, preferably at the community college level.
- Teaching experience and/or student services experience in higher education preferred.
- An earned master's degree from an accredited university, doctorate preferred.

001000 **PRESIDENT**

Reports To: Board of Trustees

Level of Supervision: Chief Executive Officer

Purpose and Responsibilities of Position:

Provide administrative leadership for achieving the institutional goals established by the Board of Trustees for Clark College and Community College District 14.

Duties Essential to the Position:

1. Assume responsibility for the organization and administration of the College.
2. Submit policy recommendations to the Board of Trustees regarding matters of concern to the College.
3. Recommend and implement changes in personnel and personnel policies including the appointment, placement, suspension, promotion, reduction-in-force, or dismissal of any or all employees of Clark College, Community College District 14.
4. Submit annual budgets to the Board and make any recommendations for budget changes.
5. Provide and/or approve programs of in-service training and development for all Clark College, Community College District 14 employees.
6. Exercise broad discretionary powers along policy lines established by the Board of Trustees.
7. Assume responsibility for establishing and maintaining an adequate public relations program.
8. Formulate all reports required by the Board of Trustees, state, and national agencies.
9. Serve as secretary or designate another person to serve as secretary (non-Board member) to the Board of Trustees. Attend all Board meetings.
10. Develop and present long-range planning recommendations relative to facilities, buildings, grounds, enrollment, and curricular development for periodic review by the Board of Trustees.
11. Recommend establishment of citizens' and trade advisory groups and assist the Board in proposing names of members to be appointed by the Board of Trustees to such groups.
12. Attend professional meetings and such conventions and conferences as deemed necessary by the Board of Trustees.
13. Administer the rules, regulations, policies, and programs adopted by the Board of Trustees.
14. Approve or disapprove all travel within budgetary allocations as approved by the Board of Trustees in the current operating budget of the College.
15. Maintain and keep current the Board Policies and Administrative Procedures.
16. Establish and maintain all committees and organizations necessary for the operation of the College.
17. The President works closely with the Clark College Foundation to align the Foundation goals and activities with the Clark College Strategic Plan. The president also assists the Foundation in fundraising by speaking to donors and potential donors about the college and by joining Foundation staff on critical and high-level donor visits.

Common Duties Established by the College:
1. Serve as chair or member of designated College committees, councils, and teams.
2. Provide leadership in accordance with the Mission and Vision established by the College, furthering Core Themes and College Objectives.
3. Ensure areas of responsibility operate effectively within the policies and procedures of the College and applicable governing agencies.
4. Develop and implement policies and procedures for operating unit(s).
5. Train, supervise, and evaluate employees in accordance with negotiated agreements, applicable state and federal laws, and College policies and procedures.
6. Exercise effective stewardship over college resources.

Updated October 2012
Approved by Board of Trustees 10.24.12

7. Prepare reports and analytical materials to illustrate objectives, activities, and accomplishments of areas of responsibility.
8. Create a safe, bias-free working environment, which engenders respect for differences.
9. Work to achieve the core theme of fostering a diverse college community as established by the College.
10. Engage in and promote shared governance.

2019-2021 Academic Calendar

CLARK COLLEGE
EST. 1933

	2019-2020	2020-2021
SUMMER QUARTER		
July 4th Holiday	July 4 (Th)	July 4 (F) Observed
Classes begin	July 8 (M)	July 6 (M)
End of 1st 4-week session	Aug. 2 (F)	July 31 (F)
2nd 4-week session begins	Aug. 5 (M)	Aug. 3 (M)
Last day of 2nd 4-week session	Aug. 30 (F)	Aug. 28 (F)
Last day of 8-week session	Aug. 30 (F)	Aug. 28 (F)
FALL QUARTER		
Labor Day Holiday	Sept. 2 (M)	Sept. 7 (M)
Faculty Workday	Sept. 13 (F)	Sept. 11 (F)
Faculty Workdays, Orientation Week	Sept. 16 - 20 (5 days)	Sept. 14-18 (5 days)
Classes Begin	Sept. 23 (M)	Sept. 21 (M)
Faculty Workday (no classes)	Oct. 11 (F)	Oct. 9 (F)
Veterans Holiday	Nov. 11 (M)	Nov. 11 (M)
Faculty Workday (no classes)	Nov. 27 (W)	Nov. 25 (W)
Thanksgiving Holiday	Nov. 28 (Th)	Nov. 26 (Th)
Native American Heritage Day Holiday	Nov. 29 (F)	Nov. 27 (F)
Last Day of Classes	Dec. 6 (F)	Dec. 4 (F)
Final Exams	Dec. 9 -12 (M-T-W-Th)	Dec. 7-10 (M-T-W-Th)
Faculty Workdays	Dec. 13 (F), Dec. 16 (M)	Dec. 11 (F), Dec. 14 (M)
Christmas Holiday	Dec. 25 (W)	Dec. 25 (F)
WINTER QUARTER		
New Year's Day Holiday	Jan. 1 (W)	Jan. 1 (F)
Classes Begin	Jan. 6 (M)	Jan. 4 (M)
Martin Luther King Holiday	Jan. 20 (M)	Jan. 18 (M)
Presidents Day Holiday	Feb. 17 (M)	Feb. 15 (M)
Last Day of Classes	Mar. 13 (F)	Mar. 12 (F)
Final Exams	Mar. 16-19 (M-T-W-Th)	Mar. 15-18 (M-T-W-Th)
Faculty Workdays	Mar. 20 (F) Mar. 23 (M)	Mar. 19 (F) Mar. 22 (M)
SPRING QUARTER		
Classes Begin	Apr. 6 (M)	Apr. 5 (M)
Memorial Day Holiday	May 25 (M)	May 31 (M)
Last Day of Classes	June 12 (F)	June 11 (F)
Final Exams	June 15-18 (M-T-W-Th)	June 14-17 (M-T-W-Th)
Graduation	June 18 (Th)	June 17 (Th)
Faculty Workdays	June 19 (F) June 22 (M)	June 18 (F), June 21 (M)

	Fall 2019	Winter 2020	Spring 2020	Fall 2020	Winter 2021	Spring 2021
Instructional Days	50	48	49	50	48	49
Exam Days	4	4	4	4	4	4
Faculty Workdays	10	2	2	10	2	2
	64	54	55	64	54	55

NOTE: For classes that fall on a Monday holiday, instructors will need to adjust schedule to accommodate for instructional time.

Corrected 10/25/19

11/8/2019 1:59:32 PM

<u>In Attendance</u>
Jane Jacobsen, Chair
Jeanne Bennett, Trustee
Jada Rupley, Trustee
Paul Speer, Trustee

<u>Trustees Absent</u>
Rekah Strong, Vice Chair

<u>Administrators</u>
Dr. Sandra Fowler-Hill, Interim President
Bill Belden, Vice President of Student Services
Dr. Sachi Horback, Vice President of Instruction
Genevieve Howard, Interim Associate Vice President of Instruction
Heather Adams, WPEA President
Kelly Love, Chief Communications Officer
Kevin Witte, Vice President of Economic & Community Development
Rashida Willard, Interim Associate Vice President of Diversity, Equity & Inclusion
Bob Williamson, Vice President of Administrative Services
Shanda Haluapo, Associate Vice President of Planning & Effectiveness
Stefani Coverson, Vice President of Human Resources & Compliance
Suzanne Southerland, AHE President
Valerie Moreno, Chief Information Officer

<u>Others</u>
Kimberly Witherspoon, Assistant Attorney General
Lisa Gibert, CEO, Clark College Foundation

I.   <u>Call to Order/Agenda Review</u>
      Chair Jacobsen called the meeting to order at 5:23pm. Chair Jacobsen read a statement.

      Good afternoon, as we begin the board meeting, I want to make a short statement speaking on
      behalf of the board of trustees. We've been asked by college faculty and staff to make comments on
      the collective bargaining process. We will not be making comments as a board. We respect the
      mediation process still ongoing. It's a highly sensitive process and a difficult one. We don't want
      anything that we might say ere to interfere with the process that's underway. Our role tonight is to
      listen to you and take note of your comments. We also want to acknowledge the hard work of our
      faculty, our staff and students. Thank you for all the work you do to serve our students.

II.   <u>Introductions</u>
      No introductions given.

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III. **Action Items and/or Consent Agenda**

    A. #1 - 2019-2020 Committee Assignments (Corrected)

    B. #2 - September 24, 2019 Board Meeting Minutes

    C. #3 - October 10, 2019 Special Board Meeting Minutes

    D. #3 - October 17, 2019 Special Board Meeting Minutes

    E. #4 - October 21, 2019 Special Board Meeting Minutes

    MOTION: Trustee Rupley made a motion to approve the Consent Agenda Items III A-E. Trustee Bennett seconded the motion and it unanimously passed.

IV. **Audience Statements**

Suzanne Southerland shared about the crisis state of the College and the goal of working towards a solution. Ms. Southerland also stated that COLA is not a raise.

Anna-Melissa Lyons, mother of a Clark student, and a teacher for the Battle Ground School District, requested a fair wage for faculty.

Hannah Jackson shared that the current campus environment was not sustainable and students need to remain the priority.

April Mixon requested the Trustees research the cost of living compared to wages.

Dr. Smith shared that he has been a faculty member at Clark for 30 years and has never experienced such a contentious environment on campus. Dr. Smith also highlighted the disagreements of COLA.

Kathrena Halsinger, a member of the bargaining team, shared that faculty have been working for 3 years without a contract with additional duties. Ms. Hallsinger also shared about conflicting messages regarding care but without the funding to support the sentiment.

Name Not Identified. Shared concern about longevity of faculty members and retention.

Garrett Gregor requested to be paid what he and other faculty members are worth with an appeal to logic.

V. **Constituent Reports**
    A. **AHE**
        AHE Union President Southerland gave a PowerPoint presentation highlighting salaries compared to other local and regional community colleges as well as Clark County school districts. President Southerland showed a YouTube video featuring an adjunct professor documenting a week in her life.

    B. **WPEA**

Heather Adams, Student Engagement & Community Standards Manager, gave an update welcoming new stewards, Angela Dawson (Life Sciences), Chris Layfield (Security and Safety), and Danielle Plesser (Office of Instruction). Ms. Adams reported that she, as well as Danielle Plesser, have been chosen to serve on the Presidential Search Advisory Committee. Ms. Adams is representing the WPEA and Ms. Plesser is representing the classified staff. Ms. Adams reported that Ian Beckett (Art) & Amanda Brown (Libraries) were recipients of the annual Classified Staff Excellence Awards. Summer Quarter classified staff excellence nominees were Tavish Bell, (Student Affairs); Heather Adams, (Student Affairs) and Layla Otey, (IT Services). Ms. Adams gave a moment of appreciation to Jennifer Ward (Program Manager in Planning & Effectiveness) for her work on ctcLink implementation.

Ms. Adams shared that a pilot training program started in fall 2019 in order to educate students and employees regarding diversity, equity and inclusion in relevance to libraries. Student employees will complete weekly readings regarding these topics and they will be discussed by staff in order to prepare for potential questions that may be received. A mandatory student employee training was on October 11, 2019 to review topics and discuss.

C. ASCC

President Kaame shared a report on the student government 2019-2020 Strategic Plan, highlighting three priorities; professional development, college accessibility and college affordability. President Kaame thanked faculty for welcoming students during the first week of fall quarter. Trustee Speer expressed gratitude for students, President Kaame and Justin Flint, (ASCC Club Coordinator), for participating on the Presidential Search Advisory Committee.

D. Foundation

Lisa Gibert shared information regarding the Foundation's Scholarship reception on Friday, October, 25, 2019. Fall scholarships have been awarded to 350 students, 980k with an additional 250k will be granted. Trustee Rupley acknowledged the Foundation and expressed gratitude for scholarship opportunities. Trustee Speer seconded those sentiments.

VI. Reports from Board Members

A. Presidential Search Update

Trustee Speer shared an update about the Presidential Search Advisory Committee's kick off meeting on October 11, 2019. The Committee reviewed roles and responsibilities as well as a presentation given by Dr. Alexander, Vice President and Chief Diversity Officer at Oregon State University. The Committee revised the Interim President's job description. The final draft was presented during a Board of Trustees Special Meeting and unanimously approved. There will also be an Equity and Hiring Workshop is on November 5, 2019 that is mandatory for all Committee members if they haven't taken the training in the last two years. Trustee Speer shared that a Presidential pamphlet has been developed with the marketing team. Dr. Pulliams, consultant from Gold Hill Associates, is actively recruiting candidates. The full Presidential Search Timeline can be found on Clark College's website.

Trustee Speer reported that he attended the Office of Diversity of Equity and Inclusion Disability Luncheon.

B. Trustee Bennett

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Trustee Bennett shared an update regarding the onboarding process as the Foundation Board Liaison and meetings with Interim President Fowler-Hill. Trustee Bennett attended the Clark Tech Center ribbon cutting. Trustee Bennet met with Dr. Pulliams to discuss her desired qualities for the new President.

C. Chair Report
Chair Jacobsen shared about her trip to San Francisco attending Association of Community College Trustees (ACCT) conference and meeting with Dr. Pulliams. Chair Jacobsen also reported that she attended the Presidential Search Advisory Committee Kickoff meeting.

D. Trustee Jada Rupley
Trustee Rupley met with Dr. Pulliams to discuss her thoughts on the new President. Trustee Rupley also reported on attending a session facilitated by Clackamas Community College at the ACCT conference focused on the onboarding process of a new president.

VII. President's Report
A. Student Affairs Presentation
Estancia Cota presented a PowerPoint on the Penguin Pantry and the celebration of their two year anniversary. Ms. Cota discussed the vision of the pantry to connect students to essential resources in conjunction with community partnerships. Ms. Cota gave an overview of the process for students to access the pantry as well as statistics on student access, demographics of the students and donations. Ms. Cota shared needs of additional staff and space to accommodate the growth and student need.

Megaera Jarvis, a student and recipient of Penguin Pantry services, shared her gratitude for the pantry and the relationships built with staff and volunteers.

B. Faculty Presentation
Dr. May-Varas, presented a PowerPoint of the Welding I-BEST Program with student, Gloria Rudzinski. Ms. Rudzinski shared about her interest, passion and experience in the program as well as the convenience and ease of the Canvas platform.

C. Scorecards
Interim President Fowler-Hill discussed the memo regarding the launch of ctcLink going live.

Trustee Speer requested more information on Scorecards to be shared with the Board at a later date.

D. Board Work Session Calendar
Interim President Fowler-Hill discussed the upcoming reports on each of the Board priorities to be presented at the Board Work Sessions throughout the year.

VIII. Next Meeting
A Special Meeting of the Board of Trustees is currently scheduled for October 29, 2019 from 9:15-9:45am in the President's Conference Room.

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The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, November 13, 2019 in the Ellis Dunn Community Room, GHL 213 at 5pm.

IX.   Executive Session

The Board convened an executive session under RCW 42.30.110(1) at 7:26pm to evaluate complaints brought against a public employee, to review the performance of a public employee, and to discuss with legal counsel potential litigation

The executive session under RCW 42.30.110(1) ended at 8:00pm. An announcement was made that executive session would be extended to 8:15pm. At 8:15pm an announcement was made that executive session would be extended to 8:25m.

No final action was taken during the executive session.

X.   Adjournment

There being no further business, the meeting adjourned at 8:25pm.

_____   Stephanie Weldy
Jane Jacobsen, Chair   Recorder
                                                                        Date: October 23, 2019

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Clark College
Minutes of the Special Meeting of the Board of Trustees
Tuesday, October 29, 2019
President's Conference Room 120

In Attendance
Jane Jacobsen, Chair
Rekah Strong, Vice Chair
Jeanne Bennett, Trustee
Jada Rupley, Trustee
Paul Speer, Trustee

Absent
None

Others
Sandra Fowler-Hill, Interim President
Kim Witherspoon, Assistant Attorney General
Kelly Love, Chief Communications Officer
Stephanie Weldy, Interim Executive Assistant to the Board of Trustees
Eric Merrill, Chair, Clark Foundation Board
Katie Gillespie, Reporter, The Columbian

I. Call to Order/Agenda Review
Chair Jacobsen called the meeting to order at 9:15am.

II. Executive Session
The Board convened an executive session at 9:15am to receive and evaluate complaints or charges brought against a public employee, and to discuss with legal counsel representing the agency, litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party. No final action will be taken during the executive session.

The executive session under RCW 42.30.110(1) was expected to last until 9:45am. At 9:45am, it was announced that the executive session would be extended until 10:00am. At 10:00am, it was announced that the executive session would be extended until 10:15am. At 10:15am the executive session ended and the Board returned to an open meeting.

At 10:24am, the open meeting ended.

III. Motions
Chair Jacobsen stated:

The Board has received and considered requests for reconsideration of the Board's September 13, 2019 decision regarding complaints of violations of the College's Non-Discrimination and Harassment Policy.

The Board has received requests for reconsideration from complainants identified as Witness P, Witness M, and Witness E in the investigative report. The Board has also received a request for reconsideration from the Respondent.

I will now entertain a motion regarding the request for reconsideration submitted by Witness P.

Trustee Speer made a motion that the board amend its Sept 3, 2019 decision, and find that by the preponderance of the evidence the respondent violated the college's non-discrimination and harassment policy with regards to witness P. Vice Chair Strong seconded the motion and it unanimously passed.

Trustee Speer made a motion that the board amend its Sept 3, 2019 decision, and find that by the preponderance of the evidence the respondent violated the college's non-discrimination and harassment policy with regards to Witness M. Trustee Bennett seconded the motion and it unanimously passed.

Trustee Speer made a motion that the board amend its Sept 3, 2019 decision, and find that by the preponderance of the evidence the respondent violated the college's non-discrimination and harassment policy with regards to Witness E. Vice Chair Strong seconded the motion and it unanimously passed.

Trustee Speer made a motion that the board amend its Sept 3, 2019 decision, and find that by the preponderance of the evidence the respondent violated the college's non-discrimination and harassment policy with regards to Witness A. Trustee Bennett seconded the motion and it unanimously passed.

Trustee Speer made a motion to deny the request for reconsideration from the respondent based on the totality of the investigation report and subsequent request for reconsideration. Trustee Bennett seconded the motion and it unanimously passed.

Trustee Speer made a motion to delegate to interim President Fowler-Hill the determination and implementation of actions to remedy the effects on Witness P, Witness M, Witness E, and Witness A. Trustee Bennett seconded the motion and it unanimously passed.

Trustee Speer made a motion to reiterate the board's September 3, 2019 action delegating to interim President Fowler-Hill the responsibility to, by the end of March 2020, identify, propose, and initiate action on systemic changes to prevent recurrence of issues identified in this investigation including:
   i. Review and update the performance evaluation process for the President and members of Executive Cabinet to reflect contemporary best practices.
   ii. Establish standard practices for setting compensation for employees serving in interim positions.

iii. Establish a process for complaints made against the College President, members of the Executive Cabinet or the Board of Trustees.

iv. Any other identified measures to prevent recurrence.

Trustee Bennett seconded the motion and it unanimously passed.

Trustee Speer made a motion that any required public release of the written report, investigation notes, or requests for reconsideration be accompanied by a Board of Trustee's statement of final determination on this matter. Trustee Rupley seconded the motion and it unanimously passed.

IV. **Adjournment**
There being no further business, the special meeting adjourned at 10:40 am.

_____
Jane Jacobsen, Chair

Stephanie Weldy
Recorder
October 29, 2019

No documents for this item

Constituent Reports

No documents for this item

No documents for this item

WPEA/UFCW Local 365, Clark College Unit

Board Report for November 2019

MEETINGS

WPEA Steward Meeting on Nov. 7, 2019
WPEA monthly conversation with Dr. Sandra Fowler-Hill Nov. 14, 2019
Labor/Management Communications Committee Meeting on Nov. 20, 2019 - 3:00 PM

COMMUNICATION

Current contact for campus stewards:
Co-Chief Shop Stewards

Sarah Thorsen	360-992-2075
Heather Adams	360-992-2900

Communications Officers

David Sims	360-992-2132
Degundrea Harris	360-992-2382

Shop Stewards in Training

Chris Layfield	360-992-2933
Angela Dawson	360-992-2515
Danielle Plesser	360-992-2273
Becky Udwary	360-992-2740

News and Congratulations to our Classified Staff:

- October 23, 2019 Heather Adams and Sarah Thorsen met with Dr. Fowler-Hill for general discussion. Dr. Fowler Hill established full recognition of Native American Heritage Day (Friday after Thanksgiving) on Clark College calendars, as per WPEA contract.
- October 28, 2019 there was a SafeZone PPI training for staff and faculty at the Clark College WSUV building. Alyssa Voyles from the Office of Diversity, Equity and Inclusion conducted the session.
- Welcome new onboarding stewards: Angela Dawson (Life Sciences); Chris Layfield (Security and Safety); and Danielle Plesser (Office of Instruction); and Becky Udwary (Information Technology Services).
- WPEA is reviewing the results of the STTACC classified staff survey regarding professional development opportunities for employees here at Clark College.

Labor Management Communication:

WPEA stewards will be meeting with management in November to discuss: Diversity and job retention of employees, Unfilled Classified positions and vacancies, length of time in filling positions, interim positions, and demand to bargain business.

Updates and Announcements
- WPEA has been hosting weekly conference calls for classified staff on Wednesday evenings. All classified staff have been invited to participate in the calls that began the week of 9/18/19.
- WPEA looks forward to continued and regular meetings with Administration and President Fowler-Hill throughout the 2019-2020 academic year.

ASCC
BOARD OF TRUSTEES REPORT
November 2019

ACADEMIC EXCELLENCE

Facilitate student learning by providing the conditions for intellectual growth through scholarship, discovery, application, creativity, and critical thinking.

- Implement and institutionalize practices that increase academic performance, retention, and completion.
- Create and sustain an inclusive and dynamic curriculum and environment that reflect our diverse college community.
- Integrate active learning strategies within and across courses, disciplines, and programs with a global perspective.
- Create and advance accessible, integrated, and technology-enriched learning environments.
- Engage faculty, administrators, and staff in professional development experiences that enhance student learning.
- Align curriculum with learning outcomes and apply outcomes assessment evidence to continually advance student learning.

Progress

❖ **On Thursday, October, 10th, 2019 the ASCC President participated in a conference call with other student leaders and WACTCSA representatives to discuss the upcoming legislative year, legislative priorities, and campus civic engagement. In addition, the ASCC was nominated to participate in a WACTCSA leadership role for 2019-2020. The ASCC President has been paired with five other student leaders from community and technical colleges across the state to advocate for the legislative agendas.**

❖ **On Friday, October 25, ASCC Student Government and the Activities Programming Board participated in ctcLink Go Live overview training so that we would know what the system looked like and how we could better support students through the transition to the new myClark. The training was facilitated by Susan Maxwell, the ctcLink Manager, and Ken Pruett from the Tech Hub. The student leaders had a positive experience in the training and the questions they had regarding the new system were answered by the facilitators of the training.**

SOCIAL EQUITY

Facilitate student learning by providing the conditions that improve educational outcomes and eliminate systemic disparities among all groups.

- Create and sustain an accessible and inclusive environment by utilizing principles of universal design and social justice so that all students can achieve equitable outcomes.
- Demonstrate improved intercultural competency among employees and students through comprehensive professional development and curricular transformation.
- Institutionalize hiring and retention practices that challenge systems of power, privilege, and inequity.

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Progress

- ❖ **Fall Involvement Fair was held on October 9, 2019 and served over 200 students who had the opportunity to visit and engage with 34 services, programs, and clubs. During the event, students had the opportunity to interact with different club leaders and gain access to multiple resources that we have on our campus. Moreover, students won prizes during the event and the ASCC Club Coordinator distributed twenty $10 gift cards to students. The gift cards were either for the bookstore or the culinary.**

- ❖ **ASCC Student Government leaders provided free pizza and candy to students during the Dig Pink Volleyball Game on October 18th, 2019 from 5:30pm to 7:30pm at O'Connell Sports Center. The team served more than 80 people who came to the event. The ASCC Civics & Sustainability Director planned and organized for the success of the promotional event. During that time, the activity attracted more students and community members to come and cheer for Clark College Volleyball team.**

- ❖ **On Wednesday, October 23, ASCC Student Government hosted its quarterly ASCC Social event. The team hosted snacks, drinks, and pumpkin painting for over 30 students as a way to connect, answer questions and hear feedback. The event was planned by the ASCC officers as a way for students to connect with their student leaders and interact by fostering student-leaders engagement relationships. In addition, students were able to get educated on different kinds of resources we have on campus including free access to mental health services at the Health Center.**

ECONOMIC VITALITY

Facilitate student learning by providing programs, services, and conditions that improve the economic well-being of the students, college, and community.

- Improve college affordability for students by expanding access to and information about financial resources, clarifying career and educational goals, providing pathways to success, improving college readiness, increasing financial literacy, and managing costs.
- Align program offerings with regional workforce needs to include technical and work-readiness skills.
- Align, expand, and enrich the relationships with regional industry leaders to increase internships, advisory committee participation, financial support for students' education and programs, hiring pipelines, grant partnerships, mentorships, and apprenticeships.
- Maximize the college's return on investment by responsibly allocating available resources.
- Leverage resources to create and sustain future innovations.

Progress

- ❖ **Among the chartered clubs, 83 volunteer hours have been logged in, leading to the distribution of $1037.50 for clubs service funding allotments.**
- ❖ **The ASCC Finance Director prepared and sent the S&A Budget Request Forms for 2020-2021 to all the program directors in the campus.**

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ENVIRONMENTAL INTEGRITY

Facilitate student learning by providing the conditions that continually improve the college's physical, virtual, and social environment.

- Incorporate environmental sustainability priorities into all college systems.
- Improve the college's physical and virtual environment to maximize access and appropriate use of space and technology.
- Integrate principles of mutual respect, collaboration, clear communication, and inclusivity in all interactions.

Progress

- ❖ **There are currently 40 of the 63 available student representative positions on ASCC Committees that have been filled. The ASCC Vice President has conducted interviews with potential committee representatives and has been able to recruit 29 student representatives. However, we also have 22 vacant positions which are anticipated to be filled. The process of creating more awareness to students about the committees has been achieved by in-class visitations, social media advertisements, posters, and monitors in different buildings across the campus.**

- ❖ **The ASCC still has one vacant position for the Students Relations & Promotions Coordinator that is anticipated to be filled by the potential applicants for the position.**

- ❖ **There are currently 13 chartered clubs and 7 groups in process. The chartered clubs are now actively participating in campus activities and promoting student-engagement. Clubs must submit a charter application, club signature card and all officers attend a club orientation to be officially chartered. The ASCC Club Coordinator is continuing in the process of chartering clubs, processing their club service funds, as well as advocating for more effective use of Clark College club room and equipment.**

❖ **Strategic Initiatives – Areas of significance:**

1. **Advancement:**

   We are in the final stretches of 2019, eagerly preparing for end-of-year solicitations and activities. There are several important positive updates. First, our Clark Connect program, which is our telefund operation that helps secure annual gifts less than $10,000, is already running above our annual goals. Second, we are nearing our goal of securing 5,000 unique individual gifts to support Promising Pathways: The Campaign for Clark College. To date, nearly 4500 unique donors (including alumni, friends, foundations, corporations) have donated. And what is especially exciting is that 65% of these unique donors are new to the college – in other words, they had never given to the foundation before, according to our records. This tells us that the messages about our campaign are resonating with our community and that they understand the compelling needs we face here at Clark in terms of funding.

   Our attention is turning toward cultivating and soliciting support for the advanced manufacturing program to be housed at the new Boschma Farms campus – including the academic advanced manufacturing center and the workforce innovation center. Public excitement continues to build for these programs as the program has been highlighted in several publications and before government and civic leadership groups. The cover of the upcoming issue of Clark Partners magazine promotes an in-depth article on the advanced manufacturing program, its two distinct components and where we are with regards to the overall program and what it means to the region.

   Once again our outstanding communications and marketing efforts are getting national attention. PRSA (the Public Relations Society of America) has acknowledged Clark College Foundation for its work in a major metropolitan market – the Portland market. PRSA includes all entities that promote their institutions, including corporate entities – so this acknowledgment is especially rewarding because it goes beyond our higher education associations and organizations. Of course, we are also very grateful for the support we receive from the college related to graphics and design surrounding the Clark Partners magazine published three times a year.

2. **Strategic Alignment:** *Builds on the mantra "together we are stronger."*
   Strategic alignment indicators for FY 2020 involve:
   - Enhance communication between institutions
   - Collaborate on advocacy at a governmental level
   - Progress development of real estate holdings

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The focus in maintaining strategic alignment has been to orient new leadership to understand the institutional affiliations. As the college has moved through several issues, the foundation is attempting to render support. The foundation has made our services available in the case of emergency funding during the period of migration to ctcLink. We hosted a pastry station so that personnel could be treated to coffee and a sweet each morning during this stressful period.

The foundation is also aligning our leadership by educating board members on the unique demands facing the college. As the number of donors grows, the foundation is growing its knowledge base in the ways that different cultural groups prefer to be acknowledged. Building the cultural competency and defined protocols is an area of growth for the college and the foundation. As such, we are partnering on garnering additional training to gain some of this insight. One training planned for January 2020 is involving government to government relations particularly dealing with sovereign nations. The state Tribal Relations guide should prove to be extremely valuable as we build trust amongst our native American communities.

Lastly, the visioning for the commercial/retail property at Boschma Farms continues to maintain momentum. The community is excited to hear how opportunities at Clark College could generate a huge level of economic impact to the region. Visioning is now honing in the first privately funded building to provide short term training around the manufacturing field. We have now had a possible manufacturer express interest in locating near the facility to gain access to both the academic and non-academic curriculum. The hope is to gain construction leverage with the possibility of gaining some economies of scale if both facilities could be planned and constructed together. Talks are in the elementary stages but do provide evidence of the attractiveness of this concept.

3. **Fiduciary Responsibility:** *Ensuring compliance and fiduciary oversight to the organization's asset base.*

The foundation's financial statement audit is nearing completion for the year ended June 30, 2019. Preliminary results indicate a clean audit with no issues noted. Following the audit, an annual report will be provided to the college trustees and president detailing funds raised and expenditures made in support of the college and students.

Interim financial information for the fiscal year 2020 will be provided in December's packet.

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4. **Board Relations:** *Implement and maintain processes by which board ensures its relevance through appropriate succession planning and evaluation of efforts.*

   The board relations committee is actively working at building a pipeline of prospective board members interested in serving on the foundation board. This pipeline and the process for identification of candidates along with accessing interest is an ever-evolving task. Should a member of the board of trustees know of someone with an interest to assist, would you please provide an introduction to me as CEO or to our Board Chair, Mr. Eric Merrill? We would be happy to facilitate a conversation and see about an appropriate fit for the volunteer opportunities we have available.

Respectfully submitted,

Lisa Gibert
Chief Executive Officer
October 29, 2019

Attachments:
Development Dashboard
Annual Giving Comparison
Campaign Committed Gifts Report

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CLARK COLLEGE FOUNDATION

Dashboard

Strategic Initiatives:
Development
Strategic Alignment
Fiduciary Responsibility
Board Relations

	Current fiscal year to-date	Prior fiscal year to-date	Prior fiscal year
Fiscal year	7/1/2019 - 10/3/2019	7/1/2018 - 10/3/2018	7/1/2018 - 6/30/2019
Total number of donors	440	453	1,962
Number of new donors acquired	152	150	768
Number of new major gift donors acquired	1	3	19
Number of $1,000+ donors	45	51	230
Number of confirmed irrevocable planned gifts	1	4	7
Number of confirmed revocable planned gifts	0	0	1
Foundation board participation*	48%	71%	95%
College trustee participation	50%	50%	100%
Executive Cabinet participation	55%	50%	70%
Foundation staff participation	63%	77%	100%

*excludes ex-officio members

Soft credits are considered in this report, giving each constituent credit for gifts directly from them as well as gifts from a spouse/partner, personally-owned business, individual foundation or trust, donor choice program or donor advised fund.

Major gift donor is defined as a donor with a total gift commitment of $10,000 or more during a single fiscal year. Matching gift commitments are considered in the donor's giving total.

Gift types considered: cash, recurring gift payment, pledge, property/stock, in-kind.

Clark College Foundation
Annual Giving Comparison
as of September 30, 2019

	FY2020	FY2019	FY2018	FY2017
TYPE				
Cash/Stock/Property	$214,499	$2,145,169	$3,135,656	$1,032,495
Pledge	$1,444,350	$884,101	$99,974	$1,015,831
In-kind	$8,815	$65,868	$41,124	$220,399
Deferred Irrevocable at Face Value*	$0	$4,916,732	$1,158,712	$100,000
TOTAL	**$1,667,665**	**$8,011,870**	**$4,435,467**	**$2,368,725**
SOURCE				
Board Members (includes ex officio)	$15,700	$193,438	$95,380	$641,410
Employees	$9,932	$53,491	$36,108	$54,078
Alumni	$18,837	$568,992	$1,039,995	$185,508
Friends	$24,607	$981,835	$615,815	$545,993
Estates	$720	$4,723,175	$1,087,717	$26,200
Family Foundations and Trusts	$434,418	$806,115	$850,600	$337,988
Corporate & Community Foundations	$1,090,160	$343,691	$499,208	$222,342
Corporations/Other Organizations	$73,188	$329,989	$204,394	$353,892
Government Entities	$103	$11,144	$6,249	$1,314
TOTAL	**$1,667,665**	**$8,011,870**	**$4,435,467**	**$2,368,725**
PURPOSE				
Current Use				
Unrestricted	$103,052	$129,599	$396,376	$495,391
Faculty Support	$0	$0	$0	$0
Programs/Other	$864,503	$519,077	$315,270	$423,516
Scholarships	$62,037	$690,585	$717,393	$377,189
Sponsorships	$3,900	$86,100	$13,384	$34,600
Technology/Equipment	$0	$0	$0	$0
Endowed				
Unrestricted	$0	$0	$0	$0
Faculty Support	$0	$0	$0	$0
Programs/Other	$250,154	$180,880	$80,243	$33,456
Scholarships	$384,018	$1,476,297	$1,747,579	$103,393
Technology/Equipment	$0	$0	$0	$0
Capital				
Culinary	$0	$12,600	$6,370	$780,515
STEM	$0	$0	$140	$20,465
Programs/Other	$0	$0	$0	$200
Deferred Irrevocable at Face Value*				
Programs/Other	$0	$4,916,732	$1,158,712	$100,000
TOTAL	**$1,667,665**	**$8,011,870**	**$4,435,467**	**$2,368,725**
*Number of irrevocable gifts secured	0	7	3	1
Deferred Revocable at Face Value	$0	$170,000	$1,010,000	

Committed Gifts Report

By Campaign Initiative
July 1, 2015 - October 3, 2019

	Endowment	Current	Capital	Irrevocable Planned Gift	In Kind	Total
Scholarships ($8 MM)						
FLEX	$ -	$ 52,350	$ -	$ 4,157,939	$ -	$ 4,210,289
Unit / Program Based	$ 4,042,787	$ 2,759,003	$ -	$ 1,188,806	$ 5,577	$ 7,996,173
Foundation Unrestricted	$ -	$ 289,380	$ -	$ -	$ -	$ 289,380
Advanced Manufacturing ($5 MM)						
Personnel	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Program	$ -	$ -	$ -	$ -	$ -	$ -
Guided Pathways ($4 MM)						
Professional Development	$ -	$ 25,000	$ -	$ -	$ -	$ 25,000
Personnel	$ -	$ -	$ -	$ -	$ -	$ -
Financial Literacy	$ -	$ 45,000	$ -	$ -	$ -	$ 45,000
Technology / Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Smart Classrooms	$ -	$ -	$ -	$ -	$ -	$ -
Program	$ -	$ 573,820	$ -	$ -	$ 4,750	$ 578,570
Veteran's Resource Center ($2 MM)						
Emergency Fund	$ -	$ 4,125	$ -	$ -	$ -	$ 4,125
Transportation / Childcare	$ -	$ -	$ -	$ -	$ -	$ -
Professional Development	$ -	$ -	$ -	$ -	$ -	$ -
Transition Boot Camp	$ -	$ -	$ -	$ -	$ -	$ -
Program	$ 250,000	$ 585,051	$ -	$ -	$ 2,805	$ 837,856
Culinary ($10.5 MM)						
Personnel	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ 4,831,010	$ 297,000	$ -	$ 5,128,010
Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Program	$ -	$ 41,730	$ -	$ -	$ 19,862	$ 61,591
Mature Learning ($1 MM)						
Program	$ -	$ 14,790	$ -	$ -	$ -	$ 14,790
Other						
Restricted	$ 184,034	$ 933,251	$ 329,840	$ 345,819	$ 303,707	$ 2,096,653
Unrestricted	$ -	$ 1,454,224	$ -	$ 199,953	$ 76,151	$ 1,730,328
Total ($35 MM)	$ 4,476,821	$ 6,783,804	$ 5,160,850	$ 6,189,517	$ 418,114	$ 23,029,107

Reports from Board Members

No documents for this item

No documents for this item

Student Affairs Presentation

No documents for this item

Faculty Presentation

No documents for this item

FTES Target Progress Summary

2019-20, Annual Counter Day -226

State Allocation

Overall

Final estimate:	5,497
Allocation:	7,308
Difference:	-1,811
Effect on Average:	Down

Priority FTES

Final estimate	1,997
Budget Target:	2,084
Difference:	-87
Est. Perc. FTES Qualifying as Priority:	36.3 %

Basic Education for Adults		High Demand		STEM		BAS	
Final estimate:	714	Final estimate:	793	Final estimate:	374	Final estimate:	112
Budget Target:	744	Budget Target:	855	Budget Target:	382	Budget Target:	113
Difference:	-30	Difference:	-62	Difference:	-8	Difference:	-1

State Class Budget Targets

Other State Budget		Bachelor of Applied Science Budget	
Final estimate:	5,314	Final estimate:	112
Budget Target:	5,372	Budget Target:	113
Difference:	-58	Difference:	-1
Budget impact:	-$169K	Budget Impact:	-$5K

Running Start Budget		International Budget	
Final estimate:	1,978	Final estimate:	72
Budget Target:	2,000	Budget Target:	80
Difference:	-22	Difference:	-8
Budget impact:	-$165K	Budget Impact:	-$65K

Estimated Total Budget Impact: -$404K

Other Revenues

ECD Contract Class Enrollments		ECD Student Class Enrollments	
Final estimate:	624	Final estimate:	5,671
Budget Target:	540	Budget Target:	6,675
Difference:	+84	Difference:	-1,004
Budget impact:	-$70K	Budget impact:	-$133K

CLARK COLLEGE
EST. 1933

Date Printed: Wednesday, October 30, 2019

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Completion Rates - 3 Year Completion Rates for First-Time, Full-Time, Degree-Seeking Students Starting Summer/Fall Quarters

If Summer Starters, must be enrolled for Fall.

	Fall 2012 Cohort		Fall 2013 Cohort*		Fall 2014 Cohort		Fall 2015 Cohort		Fall 2016 Cohort	
Overall	1099	22%	652	24%	843	27%	715	31%	723	33%
Systemically Non-Dominant										
Not Systemically Non-Dominant	655	26%	358	28%	505	31%	411	36%	390	35%
Systemically Non-Dominant	443	16%	290	19%	338	22%	304	25%	333	30%
Student of Color										
White, non-Latinx	792	24%	460	27%	637	29%	511	34%	488	34%
Student of Color	307	16%	192	17%	206	24%	204	25%	235	30%
Historically Underrepresented Race/Ethnicity**										
White or Asian, non-Latinx	893	24%	510	27%	690	28%	572	33%	558	35%
Historically Underrepresented Race/Ethnicity	206	14%	142	13%	153	26%	143	25%	165	25%
Disability Status										
Not a Student with a Disability	1055	23%	625	24%	818	27%	680	32%	692	33%
Student with a Disability	44	7%	27	19%	25	36%	35	20%	31	29%
LGBTQIA***										
Not LGBTQIA+			555	24%	722	29%	619	32%	623	33%
LGBTQIA+			93	27%	121	19%	96	27%	100	32%
Low Income Status										
Not Low Income	301	25%	195	29%	303	34%	272	38%	303	37%
Low Income	758	22%	428	23%	520	25%	435	28%	415	30%
First Generation Status										
Not First Generation	235	28%	160	33%	223	35%	199	34%	192	37%
First Generation	838	20%	469	22%	615	25%	514	30%	531	31%
Student Program Intent										
Started In Academic / Transfer Program	830	23%	495	25%	667	28%	562	32%	605	35%
Started In Professional / Technical Program	269	18%	157	21%	176	24%	153	27%	116	22%

*NOTE: Student coding for degree-seeking was incomplete, with hundreds of students left for MIS Finals with Y-intent and no EPC for Fall 2013. This is why there was such a small cohort.

**Historically Underrepresented category represents African American/Black, Indigenous People, Pacific Islander, and Latinx.

***Sexual Orientation and Gender Identity questions were added to student registration in 2013-2014. Therefore, no data is available for Fall 2012 cohort.

MEMORANDUM

DATE: November 7, 2019

FROM: Susan Maxwell, myClark ctcLink Project Director and
Shanda Haluapo, Associate VP of Planning and Effectiveness

TO: Clark College Board of Trustees

RE: ctcLink Update – Post GoLive

Overall, GoLive with myClark ctcLink PeopleSoft was successful with many accomplishments. That is not to say that we didn't have multiple issues. Here are some highlights:

- Almost all employees were able to activate their account, despite some initial issues.

- About 16,000 students were given a registration appointment for winter quarter in their MyClark ctcLink account more than one week earlier than planned. We are still encouraging students to [activate](#) their account to get their registration date, as priority registration begins on November 12. Miscommunication to students occurred by some college departments regarding this, but these communications are being revised.

- Multiple conversion errors occurred in the financial management system. Some errors were compounded by erroneous "fixes" that then had to be cleaned up by Business Services. Business Services has been able to correct many—but not all—of the financial errors in the system that occurred and they continue to work on the remaining errors. Business Services is stretched very thin to ensure all of the financial information is working properly in ctcLink.

- Financial aid was able to be disbursed to a select group of students.

- Payroll has run for the November 8 paycheck. This was a huge accomplishment that occurred due to the extraordinary time and effort of Payroll staff and State Board staff, especially Sherri Meadors and Dennis Sargent. While the payroll ran

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accurately for most employees, there were a few employees with paycheck amount issues. Payroll contacted those employees.

- A conversion error occurred in the time and leave system that forced Human Resources to process employees' leave in a different, one-time way for October 16 – 31.

- Access to the needed modules were not set-up correctly for many people, meaning that they did not have access to all the modules they needed to perform their job functions. This will continue to be worked on for the next couple of weeks.

- People are concerned about who can see their personal data. We are reviewing all access to information based on what is necessary to perform job functions. The result of the review will require departments to change some business processes.

- Purchase and travel requests have been successfully processed. Purchasing is still working on entering the blanket purchase orders. In addition, purchasing is working on improved travel and requisition information guides.

- Holidays were not initially uploaded into the system (e.g., November 11, November 28 and 29, December 25, etc.). This has been corrected.

- Email notifications have had issues – sometimes they do not work and other times it comes from random email addresses (e.g., @tacomacc.edu). The myClark ctcLink Project team has asked employees not to rely on email notifications at this time.

- In the old system, employees were never been able to see their personal information. With employees now able to see their personal information in the new myClark ctcLink system, Human Resources is busy updating this information for employees based on individuals' requests.

- Credentials has been able to add Academic Advisement Reports to the ctcLink system—that allow students to know what courses to take to earn their degree—for three programs: Associate of Arts-Direct Transfer Agreement, Business, and Biology. Other AARs for additional programs are under review. This is a major step forward for our work on Guided Pathways.

- Graduation status has been added to over 700 students who have applied for graduation. These students are now able to see the remaining graduation requirements they still need to complete within myClark ctcLink.

- Winter classes are being finalized, with instructors and fees attached.

- Human Resources has been able to set up new hires.

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As you can see, Clark College has been busy, as this is not an exhaustive list! All of the work and successful accomplishments could not have been possible without a collaborative and dedicated effort by so many people in so many departments, both at Clark College and the Washington State Board for Community and Technical Colleges' staff, especially the State ctcLink Project staff. In addition, multiple representatives from colleges throughout the state came to assist during GoLive week, including people from Lower Columbia College, Centralia College, Cascadia College, Wenatchee Valley College, and Olympia College.

Although Clark College is now operating within the ctcLink PeopleSoft system, the work required for successful implementation is not over. The conversion and implementation work has and will continue to be intense, despite the fact that most—but not all—of the issues were expected. Correcting errors, changing business processes, and modifying the day-to-day work of individuals is a colossal effort. Our employees are dedicated to improving the experience for students and employees that they serve. With an understanding that employees may be experiencing anxiety as they are learning how to do their job differently, this requires a great deal of patience, collaboration, and compassion among all members of the college community.

As the initial issues are resolved, the work required to stabilize ctcLink PeopleSoft is essential to ensuring that the new technology improves the student and employee experience. Right now, we are in the first phase of stabilization, which is stabilization of the technology system. We expect this phase to continue through the beginning of January. The second phase of stabilization is where we will stabilize our business processes; we expect this to last until June 30, 2020. This includes subject matter experts understanding the system and end-user understanding the system which will require experience and additional training. Both phase 1 and phase 2 of stabilization will include constant review of access to information based on what is necessary to perform job functions. Beginning in July 2020, we are expecting to move into optimization where we can continuously improve our services based on the enhanced functionality of the myClark ctcLink PeopleSoft system.

The same approach to preparing for GoLive, is necessary for this first and second phase of stabilization as well as optimization: holistic, interconnected approach to reviewing and improving business processes. As college departments continue to stabilize the technology system and learn the business processes within the new system, the leadership and work of the myClark ctcLink Project Management Team and Steering Team will continue to be crucial to ensure the same holistic, interconnected approach to understanding how decisions across departments and college areas affect one another. The process of stabilization will require 1) tremendous appreciation for the work and commitment of our people, 2) application of change management and adaptive leadership principles by our leaders; and 3) an intentional, holistic, and interconnected approach to reviewing and modifying business processes at the college.

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In addition to the work at the college, the myClark ctcLink Steering Team is working on lessons learned for colleges in future deployment groups, via the State ctcLink Project Team. This is important work because Clark was chosen to GoLive next based on our readiness and ability to contribute to the successful GoLive deployments for the remaining colleges by sharing our lessons learned.

We are tremendously proud of the work and spirit of this college. We want to especially thank the members of the myClark ctcLink Steering team and their respective teams. The myClark ctcLink Steering Team members are Mirranda Saari, Sabra Sand, Guisela Eberle, Genevieve Howard, Andy Barsotti, Tanya Kerr, Jennifer Ward, Susan Maxwell and Shanda Haluapo. Moreover, we appreciate the many people who went out of their way time to help students activate their accounts, especially faculty members. We are humbled and honored to work with so many people dedicated to serving our students and community.

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MEMORANDUM

DATE: November 7, 2019

FROM: Shanda Haluapo, Associate VP of Planning and Effectiveness

TO: Dr. Sandra Fowler-Hill, Clark College President, Interim
             Clark College Board of Trustees

RE: Align Programs Scorecard

The Clark College Board of Trustees request a description of the graphs on the Align Programs Scorecard during the October 23, 2019 Board meeting. High-demand, as stated in the 2016-2021 Academic Plan, consists of meeting the following criteria: (1) the number of jobs expected in next ten years > 250, and (2) the % change > current growth rate (10%), and (3) current wages > $27,000/year ($12.98/hr) and/or (3) is expected to grow by 20% over the next ten years.

The proportion of program groups that meet the criteria of high-demand has changed from 2018-2019 to 2019-2020. The data used to determine whether a program group is high-demand comes from Economic Modeling Specialist Inc. (EMSI). This proportion is calculated by the following formula:

$$\frac{\text{Number of Clark College Program Groups that Meet High-Demand Criteria}}{\text{Number of Clark College Program Groups}}$$

For the 2019-2020 academic year, 64% of Clark College's program groups were high-demand. The benchmark is 80%, signified by the dashed line on the graph. If the college was to reach 80% to achieve the mission fulfillment outcome, it would need to increase from 64% to 80%, signified by the dotted line on the graph.

**All Program Groups that Contain High Demand Occupations**
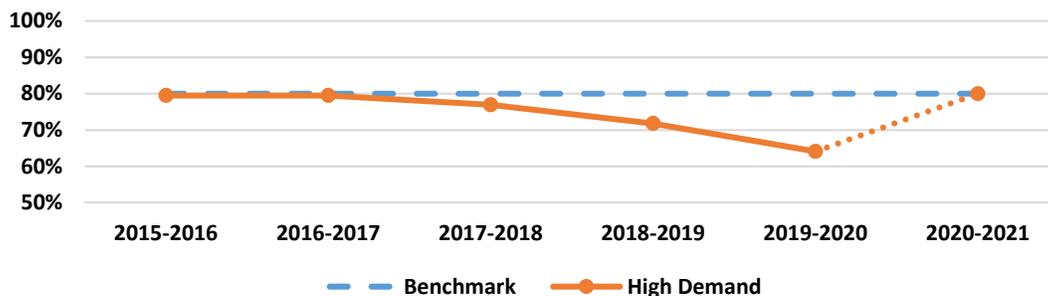
Academic/Transfer Program Groups

High-Demand (80%)

- AA Interest areas (American Sign Language, Journalism/News Media, Communications, Drama, English, Japanese Language, Philosophy, Spanish Language)
- AA Interest Areas (Anthropology, Mathematics, or Psychology)
- AA Interest areas (Geography, History, Political Science, Power Privilege and Inequity, Sociology, Women's Studies)

- AA Interest areas (Pre-Med Biology, Health & Physical Education)
- Associate in Arts DTAs and MRPs
- Associate of Arts - Education
- AST-1 (Biological Sciences, Chemistry, Environmental Sciences, Geology)
- Fine Arts

Not High-Demand (20%)

- AST-2 (Bioengineering and Chemical Engineering, Computer Science, Computer and Electrical Engineering, Mechanical, Civil, and Aeronautical Engineering, Physics)

- Biological Sciences

Percent of Transfer Program Groups that Contain High Demand Occupations
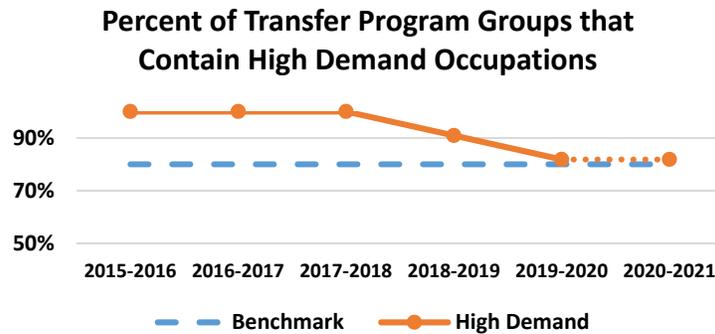
Professional/Technical Program Groups

High-Demand (54%)

- Addiction Counselor Education
- Bachelor of Applied Science - Applied Management
- Bachelor of Applied Science - Human Service
- Business Administration
- Dental Hygiene
- Early Childhood Education
- Emergency Medical Services
- Medical Assistant
- Medical Information
- Network Technology
- Nursing
- Phlebotomy
- Surveying and Geomatics
- Web and Graphic Design
- Web Development

Not High-Demand (46%)

- Accounting
- Automotive
- Computer Support
- Cuisine Management (Culinary Institute)
- Diesel
- Larch Automotive
- Larch Small Business Management
- Management
- Marketing
- Mechatronics
- Pharmacy Technician
- Professional Baking and Pastry Arts (Culinary Institute)
- Welding

Percent of Prof Tech Program Groups that Contain High Demand Occupations
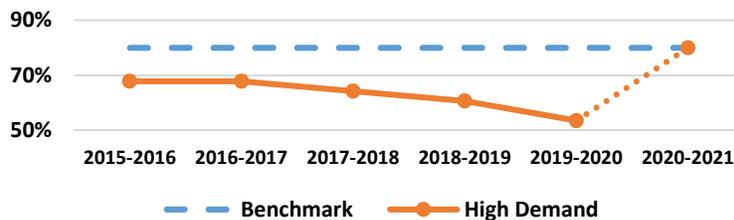
Next Meeting

No documents for this item

No documents for this item

Executive Session

No documents for this item

Adjournment

No documents for this item