Clark College

Board of Trustees Work Session Minutes
Wednesday, January 25, 2023
GHL 213 and Zoom

In Attendance
Paul Speer, Chair
Denise Gideon, Trustee
Jeanne Bennett, Trustee

Absent
Rekah Strong, Trustee
Cristhian Canseco Juarez, Vice Chair

Administrators
Dr. Karin Edwards, President
Dr. Michele Cruse, Vice President of Student Affairs
Jim Wilkins-Luton, Interim Vice President of Instruction
Sabra Sand, Interim Vice President of Operations
Vanessa Neal, Interim Vice President of Diversity, Equity, and Inclusion
Brad Avakian, Vice President of Human Resources
Das Gupta, Interim Chief Information Officer
Calen Ouellette, CEO, Clark College Foundation

Others
Shelley Williams, Assistant Attorney General
Brooke Pillsbury, Senior Executive to the President
Julie Taylor, Executive Assistant
Brandon Johnson, Information Technology
Foster Nostrand, Network Manager (Interim)
Mike Silva, Client Services Manager (Interim)
Alberto Clara Urbina, IT Security - Journey (Interim)
Aleksandr Anisimov, IT System Administration
Eriko Otsuka, Senior Manager of Applications Services

I. Call to Order/Agenda Review
    Chair Speer called the work session to order at 3:30 pm.

II.	Clark College Information Technology (IT) Overview
	Presented by Das Gupta, Interim Vice President of IT, and IT team members

Alberto Clara Urbino provided an overview of cyber security at Clark, including the cyber security dangers we encounter and how the team keeps our network secure: antivirus, phishing blocks, identity management, and network access controls. Urbino shared that IT is working closely with Human Resources on cyber security training for all staff and faculty.

Mike Silva provided a comprehensive overview of the following IT support focuses - Student Support (TechHUB), Computer Labs, Employee Support, IT Projects, and Media Support.

Eriko Otsuko provided an overview of application development, including developing services and automated processes. Examples included ctcLink Data Download, Data Warehouse (to support the Assessment and Institutional Research (AIR) team, and Reporting Services. Solution developments, including COVID Health Screening and Reporting, Student Employment System, and Attendance Tracking System. Process automation, including automated notifications to community and third-party software data file uploads to various systems.

Foster Nostrand provided an overview of the Network and Infrastructure, including team functions - maintenance of servers, switches, network and telephone systems, and connectivity. Nostrand also shared an update on projects and progress, including transitioning to Zoom cloud-based phones, OKTA (third-party authentication for single sign-on), network and user security, and the development of a cloud infrastructure roadmap.

Aleksandr Anisimov provided a technical overview of Canvas, courses, course sections, users, and individual enrollments (faculty and staff). Anisimov highlighted advancements as of Spring 2022, including single sign-on and clean-up to user accounts through testing. In Fall 2022, all canvas users transitioned to Canvas using OKTA and ctcLink. As a result, Anisimov shared that transitioning to single sign-on has made the most substantial improvement for the Canvas team and students because authentication is more stable and fewer password resets are needed. Finally, Anisimov shared the over 25 Learning Tools Interoperability (LTI) subscriptions that are integrated with canvas.

Board of Trustees Feedback

Trustee Bennett shared how fortunate the college is to have the team doing the work with their important skills and abilities.

Trustee Gideon requested a follow-up from the group on how the conversion to Zoom phones may impact interpreter services, if applicable. Trustee Gideon also acknowledged that there were many courses in Canvas and led a discussion regarding IT's seven-year retention plan.

Chair Speer acknowledged the presentation and followed up with questions to the group regarding cyber security and how we have partnered with regional community colleges for resource support, equity goals and the impact on IT and expanding access to Rave Alerts for CCE students.

III.   Enrollment Update
Presented by Dr. Michele Cruse, Vice President of Student Affairs, and Sabra Sand, Vice President of Operations

Dr. Michele Cruse provided a comprehensive overview of student enrollment at Clark, as well as data regarding the applicant funnel, conversion from accepted students to registered students, and student persistence from term to term.

Sabra Sand provided an overview of the annualized full-time enrollment (FTE) and the overall impact on the year-over-year budget.

Following the enrollment and budget presentation, Dr. Cruse, Sand, and the Trustees discussed strategies to understand student enrollment and the yield rate, student placement and onboarding, and strategies and opportunities to better understand how to support students to enrollment and program persistence. The group also discussed the changing student demographic and how to support diverse student groups.

IV.   Public Comment
No public comment.

V.   Adjournment
Chair Speer adjourned the work session at 4:57 pm.

Paul Speer, Chair

Brooke Pillsbury, Recorder