

**WORKER RETRAINING ADVISORY COMMITTEE - MINUTES**

**Tuesday 14th March 2017 \* 11.30-1.30pm**

**CCW 120**

**Members Present**: Kimberly Pincheira, CREDC; Michelle Thor, Columbia Credit Union; Scott Bailey, ESD; Natalie Pacholl, SHE; Jay Schmidt, Silicon Forest Electronics

**Members Absent**: Chelsea Chunn, Workforce Southwest Washington (WSW); Darcy Altizer, SWCA; Mark Maggiora, Americans Building Community; Travis Elmore, WA State Nurses Association; Julie Miller, WorkSource,

**Clark College**:Cathy Sherick, Assoc. Director Instructional Planning & Innovation; Rachele Bakic, Associate Dean of Instructional Operations; Genevieve Howard, Dean of WPTE unit; Rebecca Kleiva, Financial Aid; Teri Kaufman, Registration; François Wevers, ECD; Linda Valenzuela, Interim Assoc. Dean of Health Sciences; Nichola Farron, Secretary Senior – Advisory Committees

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As the Committee Chair and Vice Chair were unable to attend, Committee member Michelle Thor called the meeting to order at 11.36am

Minutes of the Previous Meeting

As a quorum was not present, the minutes of November 29th 2016 will be submitted for approval by email vote. *As of 3/20/17 the minutes have been approved by majority.*

Next Meeting Date

After some discussion, the committee agreed that they would like to dedicate a portion of their next meeting to exploring the Welding program.

The committee will meet again on Tuesday June 6th at 11.30am.

Office of Instruction Updates

Cathy Sherick made the following announcements:

Clark is completing the series of **Business and Community Learning** events on campus this spring. The quick and friendly ‘lunch and learn’ opportunities. FREE and open to the public, the workshops will be scheduled from 11:30 a.m. to 1:30 p.m., and held in the GaiserStudent Center, allowing people to attend on their lunch hour.

* Friday March 24th Pathways

*Note: Beginning March 24th there will be a graphic art installation at PUB student center illustrating the Pathways initiative on campus.*

* **Friday May 19th The Power of Completion**

Join us here on campus **Saturday June 3rd 10:00 a.m. registration opens for the FREE** Healthy Penguin Walkabout. There are several stations set up across campus, with health activities and information about one quarter mile apart. A great way to get some exercise, some health information and have fun.

In keeping with the college campus theme, TRANSFORMATION work on the **committee composition** continues! We are seeking nontraditional members, those folks who are not typically associated with the field (like women in welding). Your assistance is appreciated, if you know of someone who might be interested in joining a committee, let us know.

We are also going to be making a big push **to engage students and Clark Alumnae** in the work of the committees. Students will be able to earn a small stipend and a letter of recommendation for their attendance and participation. Piloted this year, have not had students waiting in line – but we want to have them be a regular and vital presence on every committee in the future.

**July 13, 2017 – Evening event to recognize our committees** and the terrific volunteers that come to meetings two times a year to support students. Watch for additional details to arrive via email.

Clark College will hold **graduation at the Sunlight Supply Amphitheater on Friday June 22nd at 7:00 p.m.** It is a great way to celebrate the work of the committees. There is always a need for volunteers at the event, if you are interested please let us know.

Genevieve talked further about the new Cuisine and Baking programs – these will be a cohort model with 40 students overall. It is hoped the redesigned dining space will lead to greater retention at the College overall as it will provide a central hub and sense of community.

Students and Program Report

Rebecca shared that Clark College has received an additional $20k of funding from the State Board (requisitioned from schools who did not use up their allocation). Clark meets its FTE count every year, and is on track for the 204 needed for this year, providing projections are met. There was also an additional boost of $40k from the Financial Aid office; these fund injections allow the Worker Retraining team to better meet the needs of qualifying students as they head into next Quarter, especially as funding for the time of year is traditionally less.

The team are continually working to increase visibility of the program: the relationship with WorkSource continues and Clark provides information at their offices every Wednesday at 11am. In addition, Rebecca has been working with the Student Recruiter in visiting Clark County Jail to connect with inmates due for release who are working on their exit strategy. It is hoped, with new grant funding, that they will be able to expand these efforts to Larch CC. It is hoped that those who are released back into the county can be made aware of the options for retraining and connected with services.

Genevieve continued that they expect to see numbers increase as an SBCTC grant will facilitate greater outreach to correctional facilities.

Rebecca continued by outlining that the Worker Retraining funds can be made available to students with more immediacy than Financial Aid resources, and that they provide for tuition and books. There is also some funding for emergent needs, normally no more than $500 per year, for students who have additional supply needs etc. There is also an emergency grant fund available.

In response to a question about how students make program and career selection, Rebecca outlined that they are referred to advising and also career services, and also to research their career choice to confirm their commitment, especially if it has a low wage.

Program Mix

The committee reviewed the Draft of the 2017-18 Program Mix which detailed the professional areas that would have associated Worker Retraining funds available for students. The Draft was put together by a sub-committee of the Worker Retraining Advisory Board.

Cathy outlined that the Mix is based on local demand for jobs reviewed in conjunction with programs offered at Clark. The Mix would need committee approval.

*The Committee members present voted to approve the Mix: Michelle made a motion to approve which was passed unanimously by those present. The absent members were asked to submit an electronic vote. As of 3/20/17, the Program Mix has been approved by majority.*

The committee then further discussed the funding allocation: the budget covers appropriate salaries, provides equipment dollars and allows for development of programs as well as directly supporting students. Rachele continued that there has been a visible trend to reduce the funding allocated to Colleges, but as Clark consistently meets its FTE target for this area the reduction has been less compared to other schools.

Cathy took the opportunity to thank Rebecca for her continuing hard work with the students.

Tour of the Phlebotomy Lab

At this point, the Committee was provided with a tour of the Phlebotomy lab and program introduction by Linda Valenzuela, Interim Associate Dean of Health Sciences.

The Committee were informed that the program has a 90% graduate employment rate, and continues to attract a mixed demographic of students. Linda spoke to the potential for the program to work collaboratively with other health disciplines, and for graduates to either remain and advance in Phlebotomy, or branch out into other medical fields.

The Phlebotomy program requires students to complete approximately 150 hours at a clinical site.

Review of Apprenticeship Program and Outcomes

Cathy explained that last year’s Mix made provision for the funding of the new pre-apprenticeship program. This lead to the creation of the program with the 3 certifications (OSHA 10, First Aid and Flagging) and the 10-week exploration of apprenticing careers. It also provides soft skills.

Cathy continued that there has been high attrition this year (started with 10 students and finished with 2), and she will be meeting with the lead faculty in the next week to confirm the exact data and gather further information. There are thoughts that the non-completers may have faced a number of obstacles (other jobs, poor transportation etc.). One of the completers has opted to go into the Welding program.

Cathy asked the committee for their general thoughts as to their initial feelings regarding continuation of funding as there will not be the same grant option for next year. In addition, Francois will be offering a similar program under the ECD umbrella.

Scott outlined that there would be a need for further information regarding the reasons for non-completion and the next steps of students, and also a better illustration of student demographics. However, he spoke to the need to expect certain issues with any new program.

Natalie spoke about how she has had recent interactions with union reps in the high school environment, and their apprenticeship criteria is often counter-intuitive or places an obstacle, especially with the points based system.

Jay spoke to the need for parents to understand that apprenticeships are essentially the opportunity for a college-equivalent educating but without the debt. The committee agreed that parental reception remains a hurdle for professional programs, as does the lack of promotion for trades jobs in High Schools.

Rebecca outlined that, for future students in the pre-apprenticeship, it might be of benefit to have them connect with her office to see if they have any eligibility for wrap- around services.

François also outlined the ECD construction program which has been developed with local companies with 122 hours of training divided into ‘soft skill’ instruction, math and industry expertise.

Michelle adjourned the meeting at 12.56pm.

Prepared by Nichola Farron