

**WORKER RETRAINING ADVISORY COMMITTEE - MINUTES**

**Tuesday, March 20th, 2018 \* 11.30-1.30pm**

**Gaiser Hall 213**

**Members Present**: Michelle Thor, Columbia Credit Union; Travis Elmore, WA State Nurses Association; Natalie Pacholl, SEH

**Members Absent**: Darcy Altizer, SWCA; Scott Bailey, ESD; Catherine Erickson, Columbia Machine; Mark Maggiora, Americans Building Community; Kevin Perkey, WorkSource Southwest Washington; Jay Schmidt, Silicon Forest Electronics; David Woodlock, HP Inc; Julie Miller (Vice Chair);

**Guests:** Angela Kyle, Clark Student

**Clark College**: Cathy Sherick, Assoc. Director Instructional Planning & Innovation; Rachele Bakic, Associate Dean of Instructional Operations; Genevieve Howard, Dean of WPTE; Rebecca Kleiva, Financial Aid; ; François Wevers, ECD; Armetta Burney, Eligibility Programs; Tim Cook, Vice President of Instruction; Terri Kaufman, Enrollment Services; SueAnn McWatters, Program Specialist

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Michelle Thor called the meeting to order at 11:41am and introductions were made.

**MINUTES OF THE PREVIOUS MEETING**

As a quorum was not present, the minutes of October 31st, 2017 will be sent out for electronic approval. *As of April 4, 2018, the minutes have been approved.*

**NEXT MEETING DATE**

The committee will meet again on *May 22, 2018* with a possible tour of Culinary.

**OFFICE OF INSTRUCTION ANNOUNCEMENTS**

**Introducing SueAnn McWatters**, the new Advisory Coordinator – the position formerly held by Nicola Farron. She will be providing meeting coordination and support to the twenty-seven Career and Technical Education Advisory Committees in addition to administrative support in the Office of Instruction. SueAnn comes to us most recently from WSU Vancouver where she worked in the College of Business, Finance and Operations, and Development and Alumni. She is a former Clark student and graduate of WSUV, attaining a Bachelor’s in Business Administration. A resident of Ridgefield she enjoys coaching and playing Volleyball in her off time and confesses to a mild obsession with the Summer Olympics. SueAnn is a people person, who likes getting to know new people and socializing, traits that will come in handy in meeting our many faculty, staff and volunteers. The coaching experience may prove just as valuable as she works to keep our advisory meetings on time, on track and engaging!

**Pathways work continues:** mentioned at prior meetings the college is working on development of program pathways for students. The areas of study have been determined and faculty are now working on program maps and the course and schedule alignments that are needed for students.

**Partnerships are a key component** of this work. There are discussions happening around campus with regard to high school partnerships (College in the high school, running start, CTE articulations). To that end, Sue Ann will be working to inventory the ‘partnerships’ with colleges around the region. Formal partnerships with ‘direct transfer’ or other types of informal partnerships. If there is a partnership, we have that she needs to know about, or one that we should have, please contact SueAnn.

The college is excited that the legislature has successfully passed a **capital budget** and included in that is the funding for the first building that will be built on the north county Boschma farms property. At this time, the building is slated to be an advanced manufacturing facility and the building would have students in residence by in 2023.

Fall enrollment is down 1% from last year at this time (according to the **State 2017 Fall Enrollment Summary**), we continue to see increases in Running Start, our BAS (four year programs), and on-line learning. Apprenticeships and transitional studies programs are also seeing gains.

Leadership Classes being offered by ECD.

**STUDENT PRESENTATION**

Angela Kyle presented about her past and how she came to be a part of the Worker Retraining program. As a previous college student who had drop out early for personal reasons, she couldn’t start a career. She mentioned having multiple jobs, but many of them were unstable and didn’t stay open. She also needed to find something that fit her family’s schedule. Eventually, she went on unemployment and attended numerous seminars, trainings, and classes. Finally, someone told her to reach out to Rebecca at Clark College about returning to school to finish her degree. She did well her first quarter ending up with an A. As she continued, she has achieved honor roll, is a member of Phi Theta Kapa, has a 3.8 GPA, will graduate with an AAS in marketing and also a small business certificate. She is very grateful for the worker retraining program and how they stepped in and were able help with her tuition, book vouchers, and fees. It allowed her to focus more on her classes and professors. The next step is applying at universities where she can continue her education. Eventually, she would like to work in higher education and help other students like herself.

Tim requested three suggestions from Angela that might help others in her situation:

1. Marketing Curriculum: the first thing job applications talk about is website and social media experience, however no classes are offered in those areas. The degree doesn’t fit what jobs are actually marketing for. Make sure the industry and the curriculum is matching.
2. Keep pushing and advertising: Angela’s son took the campus tour and both of them didn’t feel like they were able to see everything. They only walked the main area and the bookstore. Make sure to focus on those first introductions and showing all the assets.
   1. Cathy mentioned partnerships with the high schools. However, at this time, we just don’t have the manpower to regularly schedule ourselves as a presence.
3. Running start is definitely a great program. Students and parents are really on board and loving it.

**PROGRAM MIX/WRT PLAN**

Rachel explained the budget allocations for the 18-19 academic year for Worker Retraining. There is a small reduction over time but nothing significant. Some funds are not being spent out in Worker Retraining, so the state is seeing who will use them.

Cathy clarified that it also determines how many faculty we are paying for in a particular program. We support certain positions in terms of helping to cover their salary. This just shows a small summary in where the money is being spent. We look at the mix of programs on the left hand side and what each occupation offers, then look at demand and the wage level. Each level has to be above minimum wage (see Program Mix 18-19 handout). Preschool teachers are on the lower side. The state still looks as these reports, but there is always a wage disparity. This is part of the justification and explanation provided to the state to get grant money.

*As quorum was not present, Program Mix 18-19 was sent out for electronic approval. As of April 4, 2018, the Program Mix has been approved.*

**WORKER RETRAINING PLAN**

*As quorum was not present, the Worker Retraining Plan was sent out for electronic approval. As of April 4, 2018, the Worker Retraining Plan was approved.*

**UPDATES**

Rebecca spoke about receiving an additional $20,000 to support students. It will be tied to a lot of FTE’s so they will have to work with other departments in the workforce department and financial aid. This will include transportation, book vouchers, tuition, etc. They are on track to meet FTE target. They are working to cross train in workforce staff for them to be able to recognize who is eligible for worker retraining. If they are indicated to be using BFIT students, it allows the program to get 50% match back on those students. This can be used to support future students. Transitional students department – workforce staff in their general office to provide direct referrals. Support them with what they are eligible for. GED vouchers so they can test and pretest. Added questions to the costas testing to close gap and let them have what they are eligible for.

**CC JAIL**

Cathy explained that the Clark County Jail will be losing a substantial amount of money in retraining. They will possibly be partnering and bringing in a new program. Because pre-apprenticeships weren’t getting students in, they couldn’t justify paying for the program. There has been talk of taking the curriculum from our pre-apprenticeship program and doing units or preset packets so that the inmates/students might be able to do a self-guided learning; options are online, a tour, a video. They start working with the faculty in the upcoming weeks. Cathy also spoke about a different route; a program with reentry navigators. Their job is specifically to work with inmates and once released, know exactly who to talk to at Clark. We can work to get them acclimated with someone to connect with. It would not be a one-time meeting; would be consistently throughout their experience at Clark. Rebecca reiterated that it is a statewide program. They can connect them with other reentry navigators wherever they are located.

Travis Elmore indicated that the nursing program had to cut a lot of enrollment. They are graduating about 98 students, where normally there are about 140. They are still in a flat budget, with no extra money to add in. Faculty are wanting to add in a summer cohort to expand the program. Nursing shortage is very high right now, and many are scrambling to find nurses; anybody with a nursing degree (preference for BSN) but looking to fill openings quickly.

The meeting was adjourned at 12:32pm.

Prepared by SueAnn McWatters