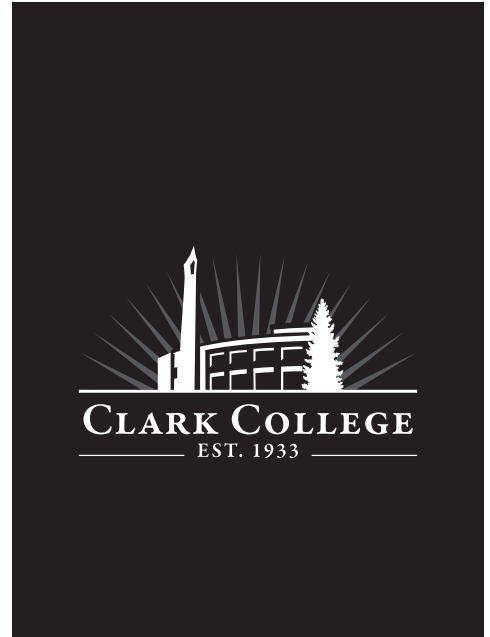


# Clark College Board of Trustees



**April 23, 2014**

**Clark College**  
*The Next Step*



# Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



# Mission Statement

Clark College provides opportunities for diverse learners to achieve their educational and professional goals, thereby enriching the social, cultural, and economic environment of our region and the global community.



## ***2013-2014 Institutional Goals***

### ***Focus on Learning***

- Engage in innovative teaching and learning strategies and services to support student success and retention. *Executive Cabinet (EC) Lead: Tim Cook*
- Increase the number of employees engaged in professional development opportunities. *EC Leads: Darcy Rourk and Tim Cook*
- Engage the college community in what it means to be a learning college to align continuous improvement activities with educational program assessment. *EC Leads: Shanda Diehl and Tim Cook*

### ***Foster a Diverse College Community***

- Increase the percentage of historically disadvantaged communities represented at each level of the hiring process. *EC Leads: Sirius Bonner and Darcy Rourk*
- Increase participation among all employees and students in educational opportunities related to power, privilege, and inequity to support student, staff and faculty retention and success. *EC Leads: Sirius Bonner, Darcy Rourk, and Tim Cook*

### ***Enhance College Systems***

- Monitor and ensure continued improvement with the advising plan. *EC Lead: Bill Belden*
- Evaluate and reorganize the committee structure to ensure effectiveness of committees in decision-making processes, greater collaboration institution-wide, and broader cross-section of representation. *EC Lead: Shanda Diehl*
- Consistent with the College's decision-making process<sup>1</sup>, gather input from and then communicate the decision rationale to faculty, staff, and students. *EC Leads: Bob Knight and Chato Hazelbaker*
- Develop an environmental sustainability plan. *EC Lead: Bob Williamson*
- Promote a culture of safety by addressing deficiencies identified by WISHA and developing a proactive safety and health compliance plan.<sup>2</sup> *EC Lead: Bob Williamson*

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<sup>1</sup> The College's decision-making process is outlined in the Shared Governance Subcommittee Report to the Clark College Council.

<sup>2</sup> The basis of this goal originated with the WISHA findings rather than the Scorecard.

**Clark College  
Board of Trustees Packet  
April 23, 2014**

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**CLARK COLLEGE BOARD OF TRUSTEES**  
**Wednesday, April 23, 2014**  
**Ellis Dunn Room, GHL 213**

**AGENDA**

All regular meetings of the Board are recorded.

**BOARD WORK SESSION, PUB 258C**

**4:00-5:00 p.m.**

- ♦ Facilities Master Plan—April 4:00-4:30
- ♦ Update on land issue with National Park Service for STEM building 4:30-4:50

**BUSINESS MEETING**

**I. CALL TO ORDER**

**5:00 P.M.**

**II. BUSINESS MEETING**

- A. Review of the Agenda
- B. Public Hearing on Revised Code of Student Conduct
- C. Statements from the Audience  
*Members of the public are provided an opportunity to address the Board on any item of business. Groups and individuals are to submit their statements in writing to the President of the College whenever possible no less than two weeks prior to the meeting. The Board Chair reserves the right to determine time limits on statements and presentations.*
  - ♦ Hollee Kennedy, Transforming Lives Award
- D. Constituent Reports
  - 1. AHE
  - 2. WPEA
  - 3. ASCC
  - 4. Foundation
- E. Statements and Reports from Board Members
- F. President's Report
  - Student Success Presentation: Bill Henry*
  - Faculty Presentation: Doug Helmer, Bruce Music, Steve Smith, Larch Update*
  - Enrollment Report*
  - Scorecard Shanda Diehl*
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**III. ACTION ITEMS**

**First Reading**

- ◆ Revised Code of Student Conduct (moves to Consent)

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**Consent Agenda**

- ◆ Minutes from March 12, 2014 Board of Trustees Meeting

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**IV.**

**FUTURE TOPICS**

**WATCH LIST**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>◆ College Safety</li><li>◆ Facility Plan</li><li>◆ Fermentation/Restaurant/Maker Center</li><li>◆ K-12</li><li>◆ PPI Certificates</li><li>◆ Review of College Policies</li><li>◆ Service Learning</li><li>◆ Standard 2 Highlights</li></ul> | <ul style="list-style-type: none"><li>◆ Accreditation</li><li>◆ GISS Student Completion</li><li>◆ STEM</li></ul> |
|---|--|

**V. DATE AND PLACE OF FUTURE MEETING**

*The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, May 28, 2014 in the Ellis Dunn Room.*

**VI. EXECUTIVE SESSION**

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

**VII. ADJOURNMENT**

*Time and order are approximate and subject to change.*

**PRESIDENT'S REPORT  
APRIL 2014**

**FOCUS ON LEARNING**

The College will focus on learning as the foundation for decision making with respect to planning, technology, location, instructional methods and successful outcomes. Learners will receive high-quality, innovative education and services that foster student success in achievement of their goals.

- Identify, offer, and support teaching and learning strategies that enhance student success.
- Increase the retention and progression of all students, with emphasis on first-generation students.
- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

*Progress*

- Twenty five ESL (English as a Second Language) instructors attended the TESOL (Teachers of English to Speakers of Other Languages) International Conference as it was held in Portland, OR. The opportunity to attend an international conference was invaluable for our Basic Education division. (OOI)
- Four ABE (Adult Basic Education) instructors visited LCC (Lower Columbia College) to explore LCC’s Adult Basic Education curriculum and classroom. The goal was to identify best practices to bring back to Clark as the Basic Education division works to improve retention and completion rates. On Wednesday, March 19, approximately 30 part-time and full-time instructors attended a training on contextualizing the classroom presented by one of LCC’s Basic Education instructors. As the ABE curriculum is reworked, contextualization will be a vital component of the program improvements. The State Board has asked that all community colleges in Washington to offer contextualized ABE/ESL classes, including an HS21+ program by 2015. LCC has already implemented this program; therefore, on March 7, five Clark faculty members observed several LCC classes and met with instructors to see firsthand what these changes might look like. On March 19, LCC instructor Michal Ann Watts presented to approximately 30 part-time and full-time Clark College Basic Education faculty members about LCC’s contextualized curriculum and HS21+ program. Instructor Watts has developed much of the curriculum and is a state-level presenter who is considered to be an expert in this area. (OOI)
- Current enrollment in the three IBEST (Integrated Basic Education & Skills Training) offerings is collectively the highest it has been since its implementation, with enrollment of approximately 50 students. The three IBEST offerings include Academic (communications studies and English), Early Childhood Education, and Nursing Assistant Certification. (OOI)
- *The Independent* staff and Advisor Dee Anne Finken are recipients of two Associated Collegiate Press National awards - third place Best in Show for a two-year newspaper and tenth place Best of Show Website Large School. At least 30 two-year schools from across the country competed. (OOI)

## FOCUS ON LEARNING

- At a concert performance on March 6, the Clark Women's Choral Ensemble and Chorale collaborated with students in an American Literature course to highlight the rich, creative connection between literary works and musical compositions. Students in the American Literature course recited poems, and the choral ensembles then performed musical compositions that included the text. Thanks to English instructor Alexis Nelson and Choral Director April Duvic for facilitating this creative collaboration among the students. (OOI)
- NERD (Not Even Remotely Dorky) Girls & GEEKS (Gentlemen Engineering Enthusiast Kindred Spirits) (9 students and 2 faculty) went on a Spring break educational trip to southern California. Tours included: the Queen Mary steamship; Griffith Observatory; Natural History Museum; California Science Center, complete with a tour of the space shuttle Endeavor; and a personalized tour of SpaceX (<http://www.spacex.com/>). (OOI)
- The Electrical and Computer Engineering Students held their quarterly project review on March 12. Over 40 projects were presented. (OOI)
- On March 7, five Clark mathematics faculty members hosted the second round of the annual American Mathematical Association of Two-Year College's Student Mathematics League contest. Sixty-one students in college-level mathematics classes at Clark competed in a very challenging national exam. The top prize nationally is a scholarship to a four-year university. Locally, students receive prizes of \$50, \$40, and \$30 gift certificates to the Clark College Bookstore. The top score went to Josh Nehnevaj, the eldest son of math faculty Tracy Nehnevaj. His name will be engraved on a plaque of top performers that has been proudly displayed in the Mathematics Division office (BHL 115) for many years. (OOI)
- The 20-Minute Mentor Commons, a service provided to employees of Clark College, has been running successfully since November 2013. The library of 20-minute informational videos is available on-demand to any Clark employee who creates a personal account. Email reminders are also sent periodically to remind users of this service. Topics include blended learning, course design for diverse students' success, knowing how to refer students for help, holding on-line office hours, experiential learning, and more. The spring professional development assessment will determine the value of this annual subscription which costs approximately \$1.00 per faculty member. Anecdotal responses have been highly favorable. (OOI)
- "Effective Communication = Priceless," a monthly lunchtime workshop series sponsored by Communication Studies and Faculty Development, featured Aaron Donaldson, Speech and Debate coach, discussing "The Ethics of Public Speaking" on Wednesday, March 5. He addressed a diverse audience of faculty, staff, and students with a fascinating talk on the study of public speaking as it relates to language and culture, with evidence ranging from Greek philosophy to modern neuroscience. (OOI)



## FOCUS ON LEARNING

- New Faculty Orientation – An orientation for faculty new to Clark College was facilitated by Ann Fillmore, Outcomes Assessment Liaison, on March 21. Six new part-time and full-time faculty members attended this quarterly event. In addition to covering Clark policies and resources, Ann informed the group about the diversity of learners on campus and introduced the outcomes assessment work occurring at Clark. Dean Michelle Bagley provided the group with an overview of services available to students and faculty through the Clark Libraries, eLearning, Tutoring and Faculty Development unit; Counselor Bevyn Rowland explained the Student Code of Conduct and Behavioral and Threat Assessment (BITA); and Gracie White, IT Services, provided training on the SMART Classroom podium. (OOI)
- The tutoring program finished a busy winter 2014 quarter, serving approximately 2,500 pre-college and college-level students. There was a total of more than 12,000 visits to all centers combined, an average of about five visits per student served. The breakdown of usage data is as follows:
  - Tutoring & Writing Centers: 6,504 visits, 1,314 students  
(Included sites: HKH 102, AA4 106, BHL 101, Library, CTC (Columbia Tech Center), E-tutoring, SHL 125)
  - STEM Centers: 5,018 visits, 1,078 students  
(Included sites: BHL 107, BHL 013, APH 101)
  - Student Learning Center: 474 visits, 107 students  
(Includes TBG 228)
- In addition to paid employees, the tutoring program relies heavily on volunteers from the college and the wider community to provide essential services to Clark students. Last quarter, volunteers provided 1,679 hours of assistance for students in a variety of subjects at all levels. (OOI)
- During the winter quarter, Student Learning Center tutors served 36 students through one-on-one tutoring; 70 others were tutored in small groups. Hundreds more have benefited from tutors serving in ABE/GED (Adult Basic Ed/General Education Development) and ESL (English as a Second Language) classrooms. Currently, the SLC (Student Learning Center) has 74 active tutors. (OOI)
- The Pathways Peer Mentor Program piloted a new service to ESL (English as a Second Language) students at Clark. Each week the mentors visited Laura Bolster's ESL classes and led discussion groups on various topics aimed at helping students feel comfortable at Clark, get interested in transitioning, problem-solving, etc.

### Benefits for students:

- English practice with native speakers
- Increased understanding of American culture/college culture
- An opportunity to "network" and meet new people
- Focused conversational practice

## FOCUS ON LEARNING

This type of support ties directly to WA state adult learning standards and Clark Basic Education's goal of increased persistence and transition of students. For Spring 2014, seven ESL instructors have requested this service for students in their classes. (OOI)

- As of the end of winter quarter, over 200 faculty have completed Canvas 101: Introduction to Canvas, 145 of whom are recognized as eLearning faculty. Over 100 faculty have completed Canvas 201: Advanced Canvas. (OOI)
- Four eReaders (2 Nook Simple Touch and 2 original Kindle keyboard devices) were received via a Washington State Library grant. Now, full or part-time permanent Clark staff may check out an eReader for 21 days plus 2 renewals, just like a book. They are not preloaded. Library staff can assist with registering the device and finding free ebooks online from websites such as Project Gutenberg. All devices are wiped clean with a "factory restore" when they are returned. eReaders may be requested through the Library's online catalog. (OOI)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Pathway Peer Mentors, Student Ambassadors, and their respective advisors participated in the *First Friday Leadership Development Series on Conflict Management* on March 7 presented by Jody Shulnak from International Programs. During the session, students took a short assessment to help them learn their preferred conflict management style. They were then provided an overview of the Nonviolent Communication Model that provided four basic components to honestly expressing themselves while empathically receiving another's experience. Students were challenged to practice these new techniques through interactive exercises. (SA)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Pathway Peer Mentors, Student Ambassadors, and their respective advisors also participated in the *First Friday Leadership Development Series on StrengthsQuest* on March 14 presented by Michelle McIlvoy from Student Development at Washington State University-Vancouver. Prior to the session, each student was given a Strengths Quest book and asked to take the assessment to identify their top five strengths. During the session, students were challenged to explore their signature strengths and how to utilize them in their current role as student leaders and future roles. Each team met to see the various strengths within their group and determine how they might better utilize these abilities to the group's advantage. (SA)
- The Employee Development Department supported the following on-campus training sessions during the months of February and March, serving over 80 Clark employees:
  - *R25 Training*: tips and tricks for using the room scheduling system more efficiently.
  - *Cultural Competency*: presented by the Office of Diversity and Equity.
  - *How to Run a Productive Meeting*: practical information and tools to be a successful chairperson and run a productive meeting.
  - *Intergenerational Communication in the Workplace*: information and strategies for effective cross-generational communication.
  - *Power, Privilege and Inequality*: presented by the Office of Diversity and Equity.
  - *Time Management*: discovering an effective core strategy for achieving goals; doing more in less time; focusing on what's important, and feeling less stressed.

## FOCUS ON LEARNING

- *New Employee Welcome*: a time for new(er) employees to meet leaders in the organization, enjoy refreshments and connect with other employees in a fun and friendly environment.
- *Human Resources Training, Tracking Temporary Hourly Employees*: understanding the three rules related to temporary hourly employees and how to stay under the eligibility thresholds for insurance and retirement.
- *ITS Training Series*: Microsoft Office 2013.
- *Email Business Writing Essentials*: strategies for writing clear, professional, and effective email messages. (HR)
  
- On March 25, 2014, Mature Learners came together to celebrate the forty-first year of Mature Learning at a half-day Symposium, "Next Chapter: Mature Learning Re-Imagines the Next 40 Years." To lead off the symposium, CCE Associate Vice President Kevin Witte presented the 2013 Mature Learning Volunteer of the Year award to longtime volunteer Jim Laughlin. Mature Learning instructor David Benedictus and students from the WSUV Creative Media & Digital Culture department presented a keynote lecture, "What's Next in Brain Research: How Technology Will Transform Us." In addition to the keynote lecture, six Mature Learning instructors gave presentations on the concept of "What will the future hold for education, society and technology?" The event also promoted Vancouver's community-wide reading program, #nextchapter, and its current book choice, Now You See It: How Technology and Brain Science Will Transform Schools and Business for the 21st Century, by Cathy M. Davidson. Over 50 people attended the event. (CCE)
  
- During the break between winter and spring classes, Continuing Education art instructors rotated the art in the student art gallery at the Corporate Education building. The spring show includes vibrant watercolor, oil, and acrylic paintings by 53 artists. The North Bank Artists Community Project has invited CCE to participate in the new Vancouver Historic Arts District. CCE, located within the Historic Arts District, is planning demonstrations and activities as part of the "First Friday" event in May, the official celebration of the new Arts District. Continuing Education offers over 20 classes a quarter in painting and mixed media at both the Corporate Education building and CTC. (CCE)
  
- Continuing Education participated in *The Columbian's* special supplement for local summer camps and activities. Seventeen classes for youth between the ages of nine and 17 were listed. Class topics included art, cooking, golf, yoga, math anxiety, park activities, genealogy and paper planes. The supplement was included in the April 9, 2014 edition. (CCE)
  
- On March 5, the Special Advisor for Diversity and Equity presented a training on "*Power, Privilege and Inequity*" to the Administrative Services Management Advisory Council.
  
- Multicultural Retention Manager and the Diversity Outreach Coordinator attended the Latino Family College Night on March 6, 2014, at Washington State University Vancouver. We encouraged attendees to enroll in Clark College programs. We explained what services the Office of Diversity and Equity offers to the students and we talked about services for DREAMers. The event was very well attended with approximately 150 people.

## **FOCUS ON LEARNING**

- The Diversity Outreach Coordinator attended a “train the trainers” workshop on the Real Hope Act event on March 27, 2014, at Washington State University Vancouver. The training was to help the community, student, and staff awareness of SB 6523 which will allow DREAMers students to enroll at colleges and universities in Washington State, pay in-state tuition, and ask for Washington’s grant aid. This is a program for DREAMers, students who are studying in state’s public two and four-year colleges or private in-state colleges. The training also focused on the impact of HB 1079 students regarding registration for colleges and universities.
- The Diversity Outreach Coordinator attended the South West Washington College Access members meeting with different education administrators in the Vancouver area at Washington State University - Vancouver (WSU-V) on April 21, 2014. During this meeting the committees reported their progress in different areas of education, and other members created new committees according with the needs of the program.

## EXPAND ACCESS

The college will offer programs and services that are affordable and accessible to students of the community. Students will be provided flexible options for learning in locations that are accessible and resources that help make their education affordable.

- Provide appropriate support services and reduce procedural barriers to help students enroll in college.
- Expand options to increase the overall affordability of education.
- Expand online services across the college.
- Expand learning options by offering courses and services in various modalities, timeframes, and locations.

### *Progress*

- The Basic Education division has been preliminarily approved for an I-DEA (Integrated Digital English Acceleration) grant submitted in mid-February. Taken from the application itself, “In collaboration with The Bill and Melinda Gates Foundation, the State Board for Community and Technical College’s (SBCTC) Integrated Digital English Acceleration (I-DEA) project builds on the success of the Integrated Basic Education and Skills Training (I-BEST) initiative. I-DEA will engage cohorts of adult learners at all 34 college sites across Washington State, directly improving instruction for low-level English language learners. The program will target learners at the lowest three levels of English as a Second Language (ESL) and serve as an “on-ramp” to prepare students for entry into I-BEST (Integrated Basic Education and Skills Training).” This two-year grant will award us approximately \$55,000 for the first year and approximately \$62,000 for the second year. Thank you Sara Gallow and Travis Kibota for leadership on this grant. (OOI)
- Basic Education and WorkFirst have submitted a letter of support for the youth WIA (Workforce Investment Act) grant that one of Clark’s community partners, PIC (Partners in Careers), has submitted. If PIC receives grant approval, they will have the opportunity to serve 20 out of school youth, referring them to Clark College for educational services. (OOI)
- WorkFirst was awarded an additional \$7,000 in WorkFirst Tuition Assistance, which pays for eligible students who do not qualify for financial aid. (OOI)
- The State Board for Community and Technical Colleges (SBCTC) has approved Clark’s BAS in Dental Hygiene. The next step is now submitting to the Northwest Commission on Colleges and Universities (NWCCU) for approval so Clark can begin marketing and promoting the program. (OOI)
- On March 21, the Open Educational Resources Faculty Learning Community (FLC) met to continue the work of converting their course curriculum using free or low cost course materials. Dean Michelle Bagley provided an overview of Creative Commons and copyright. (OOI)
- During Winter 2014, Pathways Peer Mentors piloted a new multi-disciplinary service model that provides intensive academic support, student success skill-building, and campus resource exploration to students in the Basic Education program at Clark College. Components of this new service include:

## EXPAND ACCESS

- Peer mentors facilitate weekly group meetings and assist students with completion of a student success skills program provided by Basic Ed. faculty.
- SLC (Student Learning Center) Tutors provide relevant, course content-oriented instruction to help reinforce current classroom study topics.
- Students engage in campus tours, explore college pathways, and learn about specific resources and services that will help make a successful transition to college.

During Winter of 2014, 18 students participated in student support groups such as these. In spring quarter, Pathways Peer Mentors will expand peer group support from four classes to 11. Thus we anticipate the number of student participants to double or triple during Spring 2014. (OOI)

- Strategic Enrollment Management (SEM) data indicates that our eLearning students are increasingly reliant on mobile devices and want information immediately, preferably through a live chat type format—they are not willing to dig through a site or watch training videos to learn how to use the LMS (Learning Management System) or other college resources. In response to feedback, Maggie McKinney reviews the eLearning website regularly to streamline and effectively communicate with our students. Naomi Kay has also worked with Admissions to clarify global pins and other admission processes. (OOI)
- Student using the LMS (Learning Management System) in web-enhanced courses are less likely to be aware of eLearning orientations and support. To increase online student success there should be basic computer knowledge before enrolling in online or hybrid courses. (OOI)
- The Weekend Degree Program has been most effective in assisting students who are returning and/or transferring credits from other higher education institutions. eLearning has initiated admissions or processed a dozen students for Spring 2014 course registration. (OOI)
- eLearning is researching the option of a fully online Business Administration Associate in Arts DTA/MRP (Direct Transfer Agreement/Major Related Program).
- Year-to-date Bookstore sales through March 31 are down by five percent when compared to the same point in time last year. Results are in line with targeted expectations and enrollment trends. Transactions in the store are down by two percent, year to date. (AS)
- The Services and Activities (S&A) Fee Committee presented their initial budget allocations to requestors on March 19. This year the committee received funding requests totaling \$1,862,772 with a projection of available funds for allocation in the amount of \$1,627,916. Faced with a large budget deficit, the committee members made reductions to budgets and program directors' stipends, and increased fees to students. Requestors have the right to appeal the committee's initial allocation at the next three S&A Fee Committee meetings. The committee's final recommended allocations should be determined and presented to requestors by May 21. (SA)

## EXPAND ACCESS

- ASCC Officers, a member of *The Independent* staff, and advisors made a trip to Everett Community College and Pierce College-Puyallup recreation facilities on March 31. A petition containing 500+ current student signatures was received at the end of February charging the ASCC with the research of funding options for a student recreational facility. The purpose of the trip was to tour various facilities recently funded by students in our Washington community college system. The tour provided a wealth of knowledge regarding the process each school went through to propose the facility to students, their fee structures and overall lessons learned through the process. ASCC will take this information and formulate a plan for next steps to best implement the student petitioners' interests. (SA)
- The Student Ambassadors conducted 15 individual tours in March, assisting 15 individuals. (SA)
- The Recruitment Office hosted four group visits to Clark College in March. The Washington State School for the Blind visited with 15 students on March 6; Orchards Middle School brought two groups of students on March 13 with 50 students in the morning and 50 students in the afternoon; and Naselle High School visited on March 14 with 25 students. All groups received an admissions presentation and a campus tour. (SA)
- Nine recruitment/outreach visits were made in March: Liberty Middle School, two visits to the Boys & Girls Club, Summit View High School, Stevenson High School, Vancouver School District Teen and Young Parent Community Collaboration, GEAR-UP at Gaiser Middle School, College Planning Day at WSU-V, and Battle Ground High School. (SA)
- The Student Affairs staff at the Columbia Tech Center continues to expand services. The team recently cross-trained with the Running Start program to learn processing associated with enrollment verification. (SA)

## FOSTER A DIVERSE COLLEGE COMMUNITY

The college will provide programs and services to support the needs of diverse populations.

- Recruit, retain, and support a diverse student population and college workforce.
- Provide comprehensive training and educational resources to help all members of the college community interact effectively in a diverse world.

### *Progress*

- On Friday, March 28, approximately 15 staff attended a six hour training focused on poverty and how to work with students in poverty, presented by Career Pathways Manager, Tiffany Williams. (OOI) (SA)
- The mission of Pathways Mentors is to help improve the retention and transition of Clark College's ABE/GED (Adult Basic Education/General Education Development) and ESL (English as a Second Language) students. Currently, there are six mentors serving students across campus. During Winter 2014, mentors served 113 ABE/GED and ESL students in a direct capacity and 290 students through indirect support.

Students served in a direct capacity include those who received one-on-one mentoring, participated in peer support groups, or who were helped during new student orientation and registration sessions. Those served indirectly include students who received resource information through in-class presentations and outreach events. (OOI)

- Staff from Career Services and Advising Services hosted a group of guests from China on March 27. The guests included ten female scientists and three interpreters. The group was visiting the United States through the International Visitor Leadership Program to learn more about women pursuing higher education in science, math, engineering, and technology (STEM) fields. The visit to Clark focused on the role community colleges play in preparing nontraditional and low income students for STEM careers and discussion about Clark College's STEM-related academic transfer and technical programs. The meeting was followed by a walking tour of the campus led by a Student Ambassador. (SA)
- The Diversity Outreach Coordinator collaborated with different community groups such as Latino Community Resource Group (LCRG), OneAmerica, Lutheran Community Services, and LULAC to organize the citizenship day that will be held at Clark College on March 21.



## RESPOND TO WORKFORCE NEEDS

The college will provide educational services that facilitate the gainful and meaningful employment for students seeking training, retraining or continuing education. College programs and services will meet the economic needs of the community.

- Identify and support high-demand workforce needs.
- Identify and support emerging workforce needs, including technology training and green industry skills.
- Establish, maintain, and expand partnerships that support workforce needs.

### *Progress*

- Winter quarter's CGT (Computer Graphic Design) 105 User Experience Design class was involved with their second collaborative experience with Wacom Technology. Students served as subjects in usability testing with software they were developing for Wacom's tablet and touch screen technology. Wacom usability professionals also shared some preliminary result findings of the testing, as well as information about the usability job field. Wacom and Clark are both participants in the Vancouver-Camas IPZ (Innovation Partnership Zone.) (OOI)
- CGT (Computer Graphic Design) 105 User Experience Design students were invited to be among the first individuals in the country to read and review "User Experience Careers," a new white paper report issued by the Nielsen/Norman Group, leading pioneers in the field of computer interaction usability. This was followed by an online question and answer exchange with the report's author. (OOI)
- An LPA (Local Planning Area) Innovation Incentive Grant was approved, as submitted by Career Pathways. This \$850 grant will fund training to partner organization staff on how to teach basic technical skills (computer basics, email, Internet, word processing) workshops for clients and provide technical support to participants/users. This is important work with partnerships that support the Basic Education and WorkFirst students. (OOI)
- The Clark County LPA (Local Planning Area), chaired by Associate Director of Workforce, Jennifer Knapp, obtained a \$5,000 grant to train WorkFirst staff and partners in Motivational Interviewing. A collaboration between Jennifer, Director of Eligibility Programs Armetta Burney, and Norton Sweet of WorkSource successfully secured this funding. (OOI)
- For the fourth consecutive year, Clark College has been honored as Tree Campus USA. This year's theme was Trees and Technology, and an Arboretum Mobile App and website ([trees.clark.edu](http://trees.clark.edu)) were developed by Computer Technology and Computer Graphic Design students. (OOI)
- On March 14, 2014, CCE Associate Vice President Kevin Witte met with Jon French, Vice President of Strategic Partnerships at Greater Portland Inc. (GPI). They discussed partnership opportunities, both to help Clark College play a larger role in the Greater Portland community and to bring more students to Clark. The meeting has already had results. GPI has invited Clark College to be part of

## RESPOND TO WORKFORCE NEEDS

the higher education delegation working with a company that is considering relocating to this area. We have been part of several such meetings in Washington State, including the successful Banfield relocation next to the Columbia Tech Center, but, until now, we have not been part of the Greater Portland meetings. (CCE)

- Michelle Giovannozzi, Director of Corporate & Community Partnership served as the co-lead for a Leadership Clark County Diversity session delivered by Trustee Rekah Strong on March 21, 2014. (CCE)
- CCE Associate Vice President Kevin Witte was a panelist at the March 25, 2014 Columbia River Economic Development Council's (CREDC) Quarterly Luncheon: *"State of Education—Partnering for Success"*. The program is designed to encourage an interactive dialogue with the panelists, including highlights of current programs and a discussion of the role of partnerships and opportunities for collaboration with business and community stakeholders. Witte explained the role of Clark College as a higher education asset in the region, both to help employers succeed and to help job seekers get the critical education they need to find jobs. He pointed out that Clark provides a wide range of opportunities from credit during high school (Tech Prep and Running Start), transfer degrees, career and technical degrees, professional development training and corporate contract training. Witte also highlighted the many partnerships Clark College has in the region. He then joined Dr. Mel Netzhammer (Chancellor, Washington State University-Vancouver), Dr. Steven Webb (Superintendent, Vancouver Public Schools), John Deeder (Superintendent, Evergreen Public Schools) and Ben Bagherpour (Vice President of Operations, SEH Americas) to answer questions from the audience. (CCE)
- Corporate & Continuing Education Program Manager Jennifer Ward and Program Assistant Rachel Herman attended a Specialty Care Stakeholder meeting hosted by Department of Social and Health Services (DSHS) in Tacoma on April 1, 2014. The meeting gave stakeholders the opportunity for input and collaboration on improvement and expansion of specialty training (dementia, mental health, and developmental disabilities) for adult family homes and assisted living facilities in Washington State, and to consider other appropriate areas of specialty training. (CCE)
- The Director of Corporate and Community Partnerships Michelle Giovannozzi was a guest speaker at the Washington State Allied Health Deans and Directors meeting, speaking on the Patient Health Advocate program on April 1, 2014 in Kirkland, WA. This presentation enabled Clark College Corporate Education to demonstrate its leadership in development of the Patient Health Advocate curriculum and to serve as a model for other colleges in the state interested in developing similar programs. Giovannozzi also served as a panelist at the Columbia Gorge Education Summit, a bi-state event to showcase resources and bridge further educational partnerships in the Gorge region. (CCE)
- Michelle Giovannozzi also participated in a Manufacturing Industry Panel meeting at WorkSystems, Inc., to review the regional workforce plan and collaborate with employers and workforce partners on how to best implement the plan. Michelle also took part in a prospective company lunch organized by Greater Portland, Inc., to provide information on the regional education system as part of efforts to recruit a new company to the area. (CCE)

## RESPOND TO WORKFORCE NEEDS

- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
  - Met with Jeanne Bennett, Executive Director of the Southwest Washington Workforce Development Council (SWWDC), to discuss partnerships between the two organizations.
  - Met with Elson Strahan, President and CEO at Fort Vancouver National Trust to discuss next steps on the restaurant and fermentation program.
  - Attended the Vancouver Business Journal's "Journal Boardroom Breakfast Series" to network with local businesses.
  - Discussed the Maker Center and the restaurant and fermentation program with Jim Crabbe, Director of Workforce Education at the State Board of Community and Technical Colleges.
  - Met with Rick Drake, Director of Corporate Relations for the George C. Marshall Foundation, regarding the development of the Marshall program.
  - Attended a presentation by National ASTD (American Society for Training & Development) President and CEO Tony Bingham at the Nike World Headquarters on latest research and trends in workplace learning.
  - Attended Southwest Washington Workforce Development Council/Clark monthly meeting and grant development meetings.
  - Attended Neil Jones Food Company of Northwest Packaging briefing on the approach Northwest packaging is taking in terms of jobs in the community.
  - Attended Southwest Washington Regional Health Alliance (RHA) Board of Directors meetings, communication workgroup and governance workgroup meetings in support of education in healthcare.
  - Participated in meetings with City of Vancouver and Clark County companies in the IPZ (Innovation Partnership Zone) to create a statewide center of digital innovation.
  - Attend the #next chapter meeting hosted by the City of Vancouver to promote a city-wide reading event on digital literacy.
  - Gave a presentation to Clark College's Career Center on the CCE Health Advocate program.
  - Attended the City Club of Portland Friday Forum series, The State of the Regional Economy, an event focusing on where Greater Portland is economically and how it can build its strengths to create economic opportunity.
  - Conducted employer visits to Battle Ground School District, BSG Craft Brewing, City of Washougal, Clark County Event Center, ControlTek, Duck Delivery, Fisher Investments, Skyline Hospital, SEH America, Siltronic and WaferTech. (CCE)

## ENHANCE COLLEGE SYSTEMS

The College will continually assess, evaluate, and improve college systems to facilitate student learning.

- Improve college infrastructure to support all functions of the college.
- Develop and implement an effective advising system to enhance student success.
- Seek alternate resources, such as grants, philanthropy, and partnerships to fulfill the college mission.
- Refine, communicate, and implement a shared governance system.
- Integrate environmental sustainability practices into all college systems.

### *Progress*

- The Teaching and Learning Center updated its web pages to better reflect the collaboration between Faculty Development, Employee Development, and its partner departments who actively engage in professional development training and programming: <http://www.clark.edu/tlc/>. (OOI)
- The tutoring department will pilot a new usage tracking system in partnership with the Office of Planning and Effectiveness. This will allow better tracking of which students use tutoring services, how the services are used, and possible associations between student usage and academic success. The new system is scheduled to launch on April 21 in one tutoring center location, with the plan to expand the tracking system to the other centers in subsequent quarters. (OOI)
- Over spring break, the Language Center in Bauer Hall 101 was reconfigured with the help of the IT Services department. The new layout is more open and conducive to language learning activities. (OOI)
- Clark College Libraries are making good progress toward the transition to our new library system which goes live between June 24 and July 1, 2014. We are moving with our Summit partner libraries from 37 stand-alone library systems to one shared system. This will improve the research experience for our students and faculty and allow us to better manage our resources. The current library system is being replaced by a new user interface, a one-stop solution for the discovery and delivery of Clark and Summit library resources.

In support of this transition, six Library staff members attended ExLibris library management platform training at PCC Sylvania in Portland, with four going on to complete ExLibris certification, providing them with the necessary training to configure the system to meet Clark's needs. (OOI)

- The Bookstore is rolling out a new online faculty textbook request submission tool, Verba Collect, which will transition the process of faculty submitting textbook adoptions each quarter into an electronic format. The new system provides a number of benefits and should simplify the process for faculty, instructional staff, and the Bookstore. Implement has begun and Verba Collect will be utilized for the fall 2014 adoption cycle. (AS)

## ENHANCE COLLEGE SYSTEMS

- Certificates of Appreciation signed by President Knight were distributed to faculty and staff in March and April. The certificates honored employees for their voluntary service as participants in the College's emergency preparedness efforts. They included 53 members of Campus CERT (Community Emergency Response Team); 73 Emergency Building Coordinators; and 17 members of the Emergency Management Planning Committee. (AS)
- Environmental Health and Safety staff led a confined space discussion at the Facilities Services safety meeting and performed a confined space assessment with assistance from Facilities Services. EHS conducted blood borne pathogen needle stick training (6), incident reporting training (6), and offered Safety Awareness Training. Two ergonomic consultations were conducted. (AS)
- Since implementation of composting at Clark College in August 2012, the program has increased from one bin in the Bookstore to 39 bins in 13 buildings plus three food carts on the main campus. Main campus recycling assessments have been reinstated to gather data on the College's recycling waste streams. (AS)
- Following the January 30 lockdown drill, faculty and staff were invited to respond to a short survey about their experience during the exercise and what would help them feel more prepared in the event of a real emergency. The Emergency Management and Planning Committee (EMPC) discussed the results provided by the 272 employees who completed the survey, representing a 25% participation rate. Key findings:
  - 89% said they heard the lockdown notification at the time of the exercise.
  - 98% of respondents said they were somewhat, quite, or very prepared for a lockdown emergency.

In response to the open-ended survey questions, employees said they would feel more confident in the event of a lockdown with further training and practice sessions, fixing malfunctioning notification technology, and help with physical barriers (e.g., closing blinds, blocking windows, etc.).

Concerns were raised about the College's text messaging service. Some respondents reported not getting the message until several hours after the exercise.

Employees stated that further training and practice exercises would help them be confident in responding to an emergency situation.

All questions, concerns, and recommendations were forwarded to the Emergency Manager for dispatching to IT, Facilities, or for further inquiry. (AS)

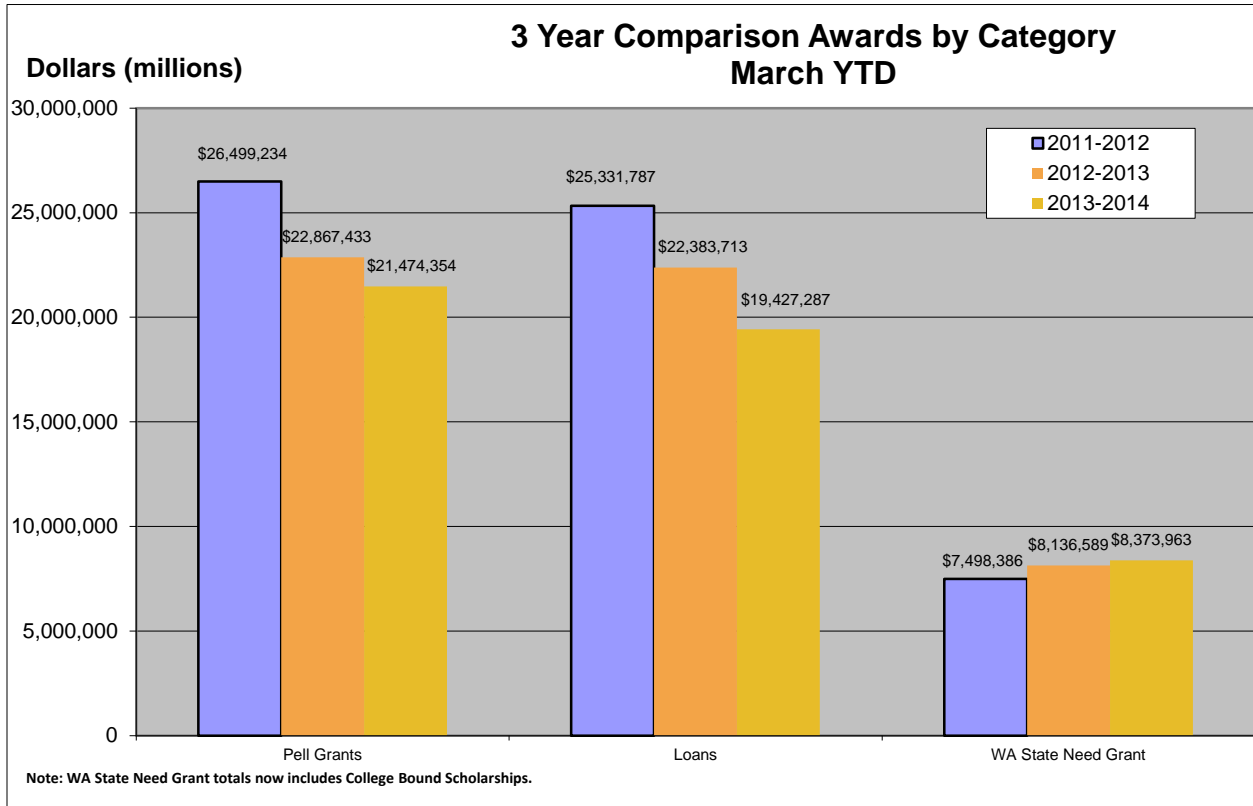
- Work on development of the 2014-15 budget has begun with Cabinet level departments putting together their zero based budget proposals. However, in anticipation of a revenue

## ENHANCE COLLEGE SYSTEMS

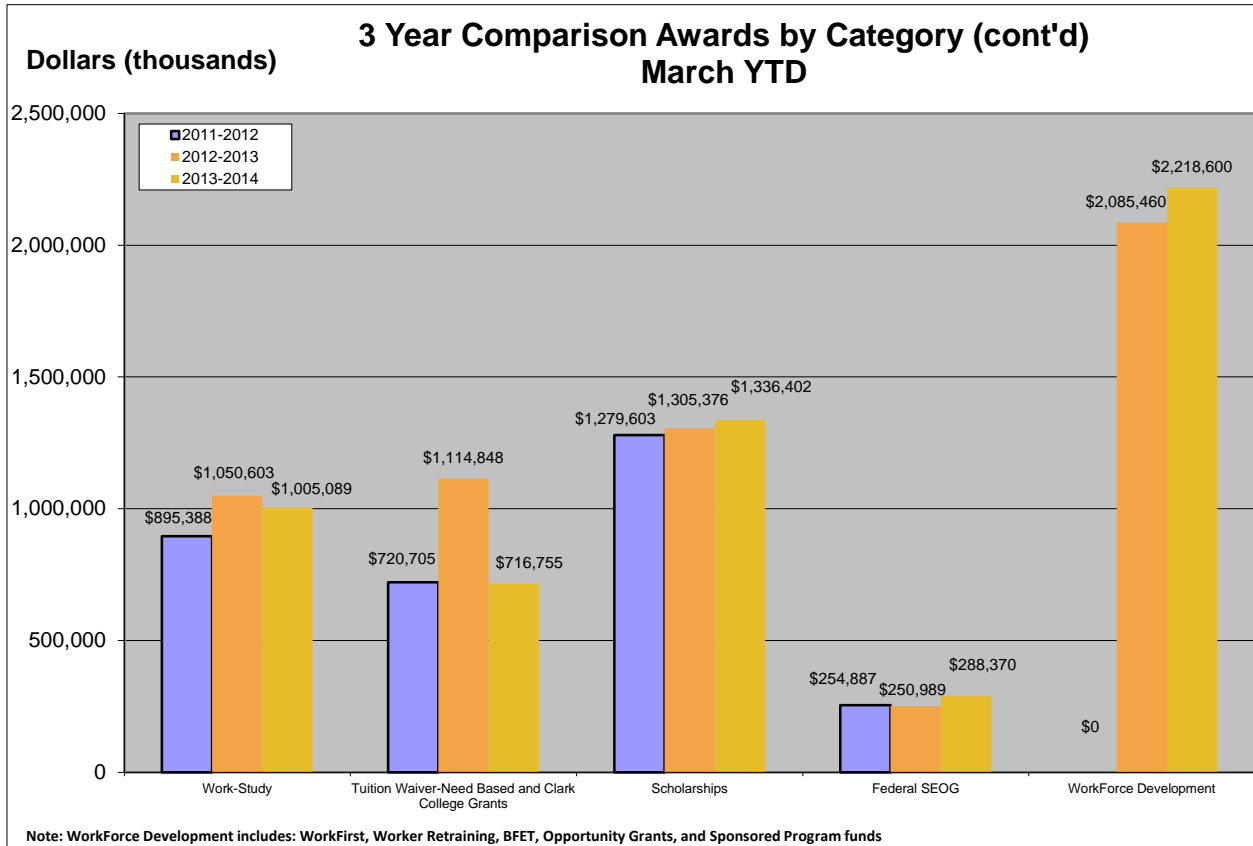
shortfall next year due to declining enrollment, departments have been directed to submit base budgets reflecting their share of the same \$819,000 allocation reductions that were built into the existing year's budget. Early projections indicate that the College will likely have to reduce spending even further to achieve a balanced budget in 2014-15. (AS)

- With the help of a grant from the Community Foundation, we hired a part-time Veterans' Resource Center (VRC) Coordinator. He previously worked at the University of Minnesota Duluth (UMD) where he was an Air Force ROTC Detachment Commander, teaching Air Force history and leadership courses, and building programs for student support and success. He brings a wealth of leadership experience having served veterans both on a college campus and in the military for over 25 years.

**STATISTICS**

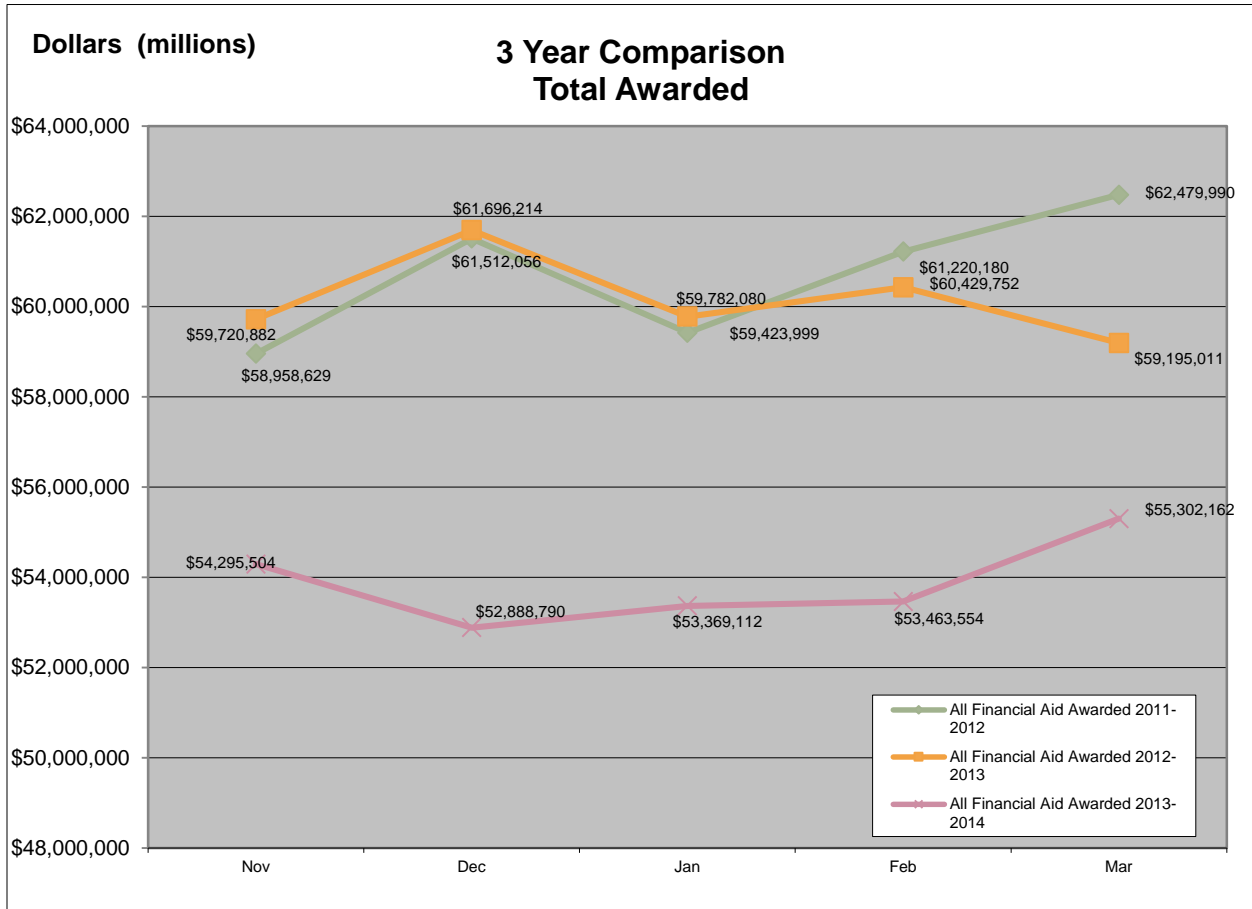


**STATISTICS**

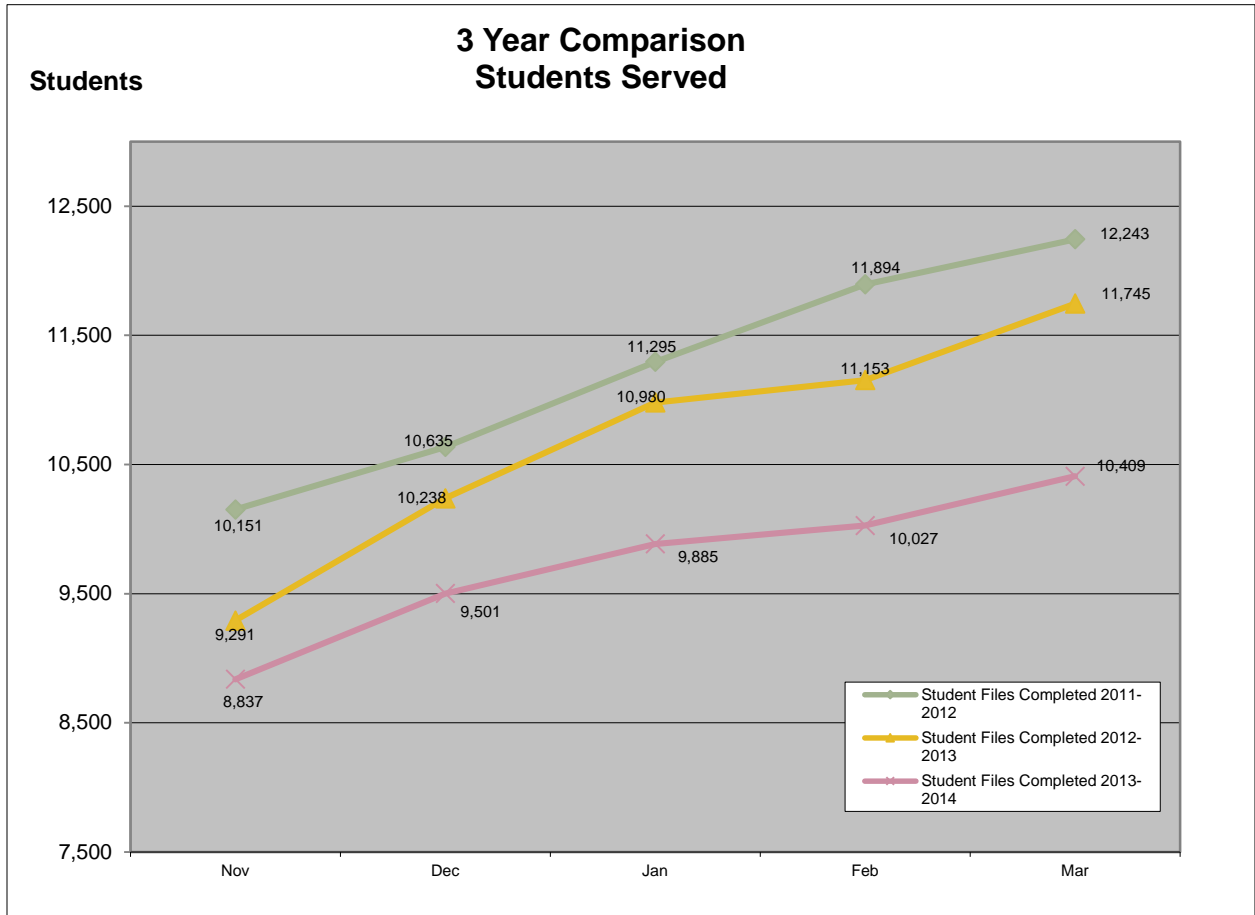




**STATISTICS**



STATISTICS



## Clark College - Budget Status Report March 31, 2014

Sources of Funds (Revenues)	2013-14 Budget	Revenues to Date	Difference	% Budget Received
<b>Operating Accounts</b>				
State Allocation	26,287,054	17,641,099	8,645,955	67.1%
Tuition & ABE	18,192,718	19,135,603	(942,885)	105.2%
Running Start	6,372,656	4,283,654	2,089,002	67.2%
Excess enrollment	7,308,444	4,171,000	3,137,444	57.1%
Planned use of prior fund 148 balance	329,754	-	329,754	0.0%
Dedicated, matriculation, tech, cont ed	4,054,274	3,583,105	471,169	88.4%
<b>Total Operating Accounts</b>	<b>62,544,900</b>	<b>48,814,462</b>	<b>13,730,438</b>	<b>78.0%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	4,074,079	2,736,877	1,337,202	67.2%
Planned use of prior fund 145 balance	106,356	-	106,356	0.0%
Internal Support & Agency Funds	1,015,235	742,647	272,588	73.2%
ASCC less PUB	1,964,266	1,604,936	359,330	81.7%
Bookstore	5,294,351	3,899,033	1,395,318	73.6%
Parking	462,894	414,498	48,396	89.5%
Auxilliary Services	1,536,607	1,097,947	438,660	71.5%
Financial Aid	61,882,960	42,257,719	19,625,241	68.3%
<b>Total Other Accounts</b>	<b>76,336,748</b>	<b>52,753,658</b>	<b>23,583,090</b>	<b>69.1%</b>
<b>Total Sources of Funds</b>	<b>138,881,648</b>	<b>101,568,119</b>	<b>37,313,529</b>	<b>73.1%</b>

Uses of Funds (Expenses)	2013-14 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<b>Operating Accounts</b>				
President	732,893	432,789	300,104	59.1%
Associate Vice President of Planning & Effectiveness	455,107	350,433	104,674	77.0%
Special Advisor for Diversity & Equity	274,409	222,739	51,670	81.2%
Vice President of Instruction	38,998,874	26,015,106	12,983,769	66.7%
Vice President of Administrative Services	11,347,817	8,982,534	2,365,283	79.2%
Vice President of Student Affairs	8,089,439	5,924,214	2,165,225	73.2%
Associate Vice President of Corporate & Continuing Ed	844,327	560,275	284,052	66.4%
Executive Director of Communications	903,298	657,476	245,822	72.8%
Associate Vice President of Human Resources	898,736	672,934	225,802	74.9%
Bank & credit card fees		185,447		
<b>Total Operating Accounts</b>	<b>62,544,900</b>	<b>44,003,946</b>	<b>18,726,400</b>	<b>70.4%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	4,180,435	3,789,917	390,518	90.7%
Internal Support & Agency Funds	1,015,235	951,750	63,485	93.7%
ASCC less PUB	1,964,266	1,246,515	717,751	63.5%
Bookstore	5,294,351	4,509,268	785,083	85.2%
Parking	462,894	346,289	116,605	74.8%
Auxilliary Services	1,536,607	1,212,383	324,224	78.9%
Financial Aid	61,882,960	42,234,056	19,648,904	68.2%
<b>Total Other Accounts</b>	<b>76,336,748</b>	<b>54,290,178</b>	<b>22,046,570</b>	<b>71.1%</b>
<b>Total Uses of Funds</b>	<b>138,881,648</b>	<b>98,294,125</b>	<b>40,587,523</b>	<b>70.8%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>3,273,994</b>		
Capital Projects- Expenditures	42,847,370	5,606,649	37,240,721	13.1%

**CLARK COLLEGE**  
**Fund and Cash Balances**  
as of July 1, 2013

	<b>Fund Balance</b> (minus non-cash assets) <b>6/30/13</b>	<b>Cash Balance</b> (minus dedicated cash) <b>6/30/13</b>	<b>Required Reserves</b>	<b>Prior Commitments</b> (prior to 7/1/13)	<b>New Commitments</b> (2013/14)	<b>Total Available Cash</b>
<b>145 Grants and Contracts*</b>	3,845,320	2,606,923		106,356	398,991	<b>2,101,576</b>
<b>147 Local Capital*</b>	389,184	-				-
<b>148 Dedicated Local</b>	4,033,301	62,779		65,229	293,903	<b>(296,353)</b>
<b>149 Operating Fee</b>	245,759	36,114				<b>36,114</b>
<b>440 Central Store (Catalog)</b>	52,107	52,107				<b>52,107</b>
<b>443 Data Processing*</b>	928,195	928,195			928,195	-
<b>448 Print/Copy Machine</b>	(23,824)	(23,824)				<b>(23,824)</b>
<b>460 Motor Pool</b>	47,148	47,148				<b>47,148</b>
<b>522 ASCC</b>	2,285,472					-
<b>524 Bookstore</b>	3,538,129	3,538,129				<b>3,538,129</b>
<b>528 Parking</b>	300,945	300,945				<b>300,945</b>
<b>570 Other Auxiliary Enterprise</b>	1,182,642	495,286		30,315		<b>464,971</b>
<b>790 Payroll (clearing)</b>	210,454					-
<b>840 Tuition/VPA</b>	3,699,586					-
<b>846 Grants - Fin Aid</b>	(1,535,778)					-
<b>849 Student Loans</b>	36,069					-
<b>850 Workstudy (off-campus)</b>	(3,793)					-
<b>860 Institutional Financial Aid Fur Reserves*</b>	635,418					-
			6,207,136			<b>(6,207,136)</b>
<b>Totals</b>	<b>19,866,334</b>	<b>8,043,802</b>	<b>6,207,136</b>	<b>201,900</b>	<b>1,621,089</b>	<b>13,677</b>

\* Fund balance moved after year end

## Fund Balance Less Commitments

<b>Available Fund Balance Before Commitments</b>	<b>8,043,802</b>
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### Prior Year Commitments

Date	as of July, 2013	Fund	Amount	Total
7/31/2012 SA	AACRAO Strategic Enrollment Management Consultant	145	50,000	
6/30/2013 SA	AACRAO Strategic Enrollment Management Consultant	145	23,410	
7/31/2012 Gen	SMART CLASSROOMS	145	7,544	
7/31/2012 AS	Facilities Carryforward	145	25,402	
				<b>106,356</b>
7/31/2012 AS	Emergency food and water supplies	148	9,800	
1/24/2012	LEAN Consultant	148	21,270	
2/7/2013	Hanna Lobby Furniture	148	29,000	
6/30/2013	Institutional Furniture	148	5,159	
				<b>65,229</b>
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	
11/27/2013	Basic Events	570	1,780	
				<b>30,315</b>
<b>Total Prior Commitments</b>				<b>201,900</b>

### New Commitments July 1, 2013 to present

Date		Fund	Amount	Fund Total
12/10/2013	IT Infrastructure	145	398,991	<b>398,991</b>
7/22/2013	STEM Grant	148	50,000	
7/22/2013	Bus Wrap	148	1,545	
8/13/2013	Sunday Streets Alive	148	1,000	
9/5/2013	Instructional Load Changes	148	75,000	
11/27/2013	Security Street Legal Carts - 2	148	26,000	
1/14/2014	Motion Detection Lights-Oliva Family Learning Center	148	6,500	
2/19/2014	Culinary Feasibility Study	148	29,378	
2/27/2014	Advocacy Contract	148	25,000	
2/4/2014	OU Campus and Salesforce	148	79,480	
				<b>293,903</b>
7/1/2013	CIS Funds	443	370,195	
12/10/2013	Fiber Optic Cable	443	133,000	
7/1/2013	Smart Classrooms	443	425,000	
				<b>928,195</b>
<b>Total New Commitments</b>				<b>1,222,098</b>

### Required Reserves

10% of \$62,071,364	<b>6,207,136</b>
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<b>Fund Balance After Commitments and Required Reserves</b>	<b>412,668</b>
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**ACTION ITEMS**

**The Proposed Code of Student Conduct—Addendum A is in a separate attachment**

**ACTION ITEMS**

**Minutes of the Business Meeting of the Board of Trustees  
Clark College, District No. 14  
March 12, 2014  
Ellis Dunn Room GHL 213**

**Trustees Present:** Mmes. Sherry Parker, Jada Rupley, and Rekah Strong; Messrs. Jack Burkman and Royce Pollard.

**Administrators:** Mr. Robert Knight, President, Dr. Tim Cook, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Bill Belden, Vice President of Student Affairs; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Mr. Kevin Witte, Associate Vice President of Corporate & Continuing Education; Mr. Chato Hazelbaker, Chief Communications Officer; Ms. Sirius Bonner, Special Advisor for Diversity & Equity; Ms. Jane Beatty, Director of Change Management; Ms. Leigh Kent, Executive Assistant to the President.

**Faculty:** Ms. Kimberly Sullivan, AHE President; Ms. Teri Miller, Math Instructor.

**Others:** Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Mr. Charles Guthrie, Athletic Director; Ms. Dena Brill, ASCC President.

	TOPIC	DISCUSSION	ACTION
I.	<b>CALL TO ORDER</b>	<ul style="list-style-type: none"> <li>• Chair Pollard called the meeting to order at 5:15 pm.</li> <li>• All trustees were present.</li> <li>• The trustees heard a presentation at the work session regarding possible future programming for the Corporate &amp; Continuing Education unit.</li> <li>• An executive session was held to discuss personnel matters; no action was taken.</li> <li>• An executive session will be held following this evening’s regular meeting to discuss the purchase of real estate; no action will be taken during the executive session.</li> </ul>	
II.	<b>BUSINESS MEETING</b>		
II. A	<b>Review of the Agenda</b>	<ul style="list-style-type: none"> <li>• The agenda was accepted with changes; introduction of the men’s and women’s basketball teams and the tenure awards vote were moved to the beginning of the agenda.</li> </ul>	<p><b>MOTION:</b> Chair Pollard asked for a motion to move the Consent Agenda tenure review and approval to the beginning of the meeting. Vice Chair Strong moved and Trustee Burkman seconded. The motion was unanimously approved.</p>

	TOPIC	DISCUSSION	ACTION
II. B	Statements from the Audience	<ul style="list-style-type: none"> <li>There were no statements from the audience this evening.</li> </ul>	
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> <li>AHE President Sullivan was pleased to announce that the union and college reached an agreement on the role of division chairs in the current round of negotiations. It is a complex issue and she appreciated the hard work and effort that Drs. Cook and Rourk, and Messrs. Williamson and Jackson have put in during negotiations.</li> <li>She then thanked Ms. Ostermiller and her team for their work on tenure and thanked the board for the time they spent reviewing tenure notebooks.</li> </ul>	
	2. WPEA	<ul style="list-style-type: none"> <li>There was no report from the WPEA this evening.</li> </ul>	
	3. ASCC	<ul style="list-style-type: none"> <li>The ASCC Finance Committee continues to review requests from clubs and programs for the 2014-15 year. The ASCC team is focusing on spring term and wrapping things up before the upcoming spring break. The Constitution and Bylaws Committee continues their work and have voted to allow the ASCC Executive Assistant voting privileges in the Executive and Budget Committee meetings. The Public Relations Coordinator title has been changed to Student Relations &amp; Promotions Coordinator.</li> </ul>	
	D. Foundation	<ul style="list-style-type: none"> <li>Ms. Gibert said she is looking forward to the Iris Awards tomorrow night, March 13. The college has partnered again with the Vancouver Business Journal to support the event.</li> <li>On Saturday, March 15, the Foundation is sponsoring a STEM event at Christensen Shipyards. They are expecting 130 guests.</li> <li>A 1950s Clark alumnus came into the Foundation recently for a visit and spoke with Ms. Gibert about his years at the college and his favorite chemistry instructor. He ended his visit pledging to fund a chemistry lab which brings the Foundation closer to its \$20 million goal.</li> </ul>	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> <li>Chair Pollard complimented this year's tenure candidates the outstanding and interesting work they have done over the past three years. The trustees spend a large amount of time looking over the tenure notebooks and it was obvious that the candidates are a group who collectively want to provide outstanding support to our students.</li> <li>Trustee Burkman assured the candidates that the trustees take the awarding of tenure very seriously. They make an in-depth review of the curriculum and see where changes take place as time goes on; they consider comments by students and their committees on recommendations for the candidates' growth and the response to those comments. The trustees are impressed by the effort, care, and willingness of the candidates to help the students. He said that the books and recommendations of the committees are their guide and why they spend a considerable amount of time reading them thoroughly.</li> </ul>	<p><b>MOTION:</b> Chair Pollard moved that the board of trustees, <u>having given reasonable consideration to</u> the recommendations of the Probationary Review Committee, award tenure to Lisa Aepfelbacher, Gene Biby, Steven Clark, Adam Coleman, Amanda Crochet, Elizabeth Donley, Katie Laack, Robert Schubert, Suzanne Southerland, and Erin Staples, effective with the beginning of Fall Quarter 2014.</p>



	TOPIC	DISCUSSION	ACTION
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> <li>• Vice Chair Strong reiterated the gravity of the tenure decisions made. The trustee review is painstaking and they take a great deal of time to ensure they do a complete job. It is wonderful to read about the creativity and talent of the instructors at the college. She appreciates their contribution to the Clark and because of them, Clark is a better institution and the students are better people.</li> <li>• Dr. Cook recognized the support staff from “Tenure Central”, who devote countless hours to taking care of all the minutes, student evaluations, and notebook compilation. Each tenure committee meeting lasts from two to six hours and the staff is so dedicated, thorough, and conscientious, that he wanted to make sure that they received acknowledgement of their efforts. The audience gave a warm round of applause to Kathy Ostermiller, Mishel Kirby, and Michaela Mareva.</li> <li>• Trustee Burkman congratulated this year’s Phoenix publication. Vice Chair Strong and Trustee Rupley said they are looking forward to attending both the Iris Awards and the STEM events this week. Chair Pollard congratulated the teams and tenure recipients once again. He attended the Veterans’ Center informal opening yesterday and said attendance was so good that it was hard for visitors to get in the door. The formal opening will be in May. President Knight met a Clark alumnus by the name of Harry Porter at the basketball tournament last weekend. He wore an old Clark letterman’s sweater and they learned later on he had played in the 1953 championship. Mr. Porter attended every Clark game and was named Honorary Coach by Coach Kirk at the end of the tournament. He was very proud to be there.</li> </ul>	
II. E.	President’s Report	<p><b>INTRODUCTION OF TEAMS</b></p> <ul style="list-style-type: none"> <li>• President Knight congratulated the men’s and women’s basketball teams for their winning season and trip to the NWAACC championships and told them all how proud the college is of them all. The men were undefeated during the regular season and the women lost only once. They maintained their academic standing throughout the year and learned lessons of resilience and perseverance. Their combined success is a tribute to the athletic leadership at the college.</li> <li>• Mr. Guthrie introduced each student athlete to the trustees and guests and thanked President Knight, Messrs. Belden and Hazelbaker, Mmes. Bonner and Gibert, and the ASCC for their support this season. He received a call from the NWAACC office complimenting the teams on professionalism while attending the tournament. The teams and coaches in attendance were as follows:</li> </ul>	

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p><b>Men's Team</b>  Head Coach Alex Kirk  Paul Golden  Hayden Hall  Josh Hall</p> <p><b>Women's Team</b>  Head Coach Al Aldridge  Asst. Coach Heather Corral  Sarah McKee  SirRenahdi Battle  Micaela Bitanga  Taylor Howlett  Haley Grossman  Brooke Bowen  Shantell Jackson  Nicolette Bond  Andrea Smith  Sierra Brown  Haley Newsome</p> <ul style="list-style-type: none"> <li>The men placed in the NWAACC tournament for the first time in 16 years. Women's Coach Al Aldrich has won 22 games in his first two seasons with the college. He introduced Men's Coach Alex Kirk and Coach Al Aldrich to the audience and they spoke on behalf of their teams. Coach Kirk was extremely proud of the way the team represented themselves at the banquet and especially during the two days after their loss when they came together and won the rest of their games. They learned how to face adversity and work on what comes next. Coach Aldrich is extremely proud of the women's accomplishments in class and on the court. They have talked a lot about bouncing back after a setback and representing your team the next days, as well as learning how adversity reflects character. He thanked Messrs. Belden and Guthrie and everyone attending the tournament for their support; he also thanked Ms. Derrick and Kristen for taking such good care of the athletes on the road.</li> </ul>	

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p><b>STUDENT PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Multicultural Retention Manager Felisciana Peralta introduced this month's Student Success presenter and Peer Mentor, Nadia Martinez. Ms. Martinez spoke about how the WA REAL Hope Act (Realizing Educational Access; changing Lives) will allow her to continue her education at Clark. The REAL Hope Act is Washington State's version of the federal DREAM Act which would allow children of undocumented residents to receive state need grants to attend college.</li> </ul> <p><b>FACULTY PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Dr. Cook introduced Math Instructor, Teri Miller, who discussed the Math Academy. The Academy helps DVED students become college ready in math in one year. Jeff Reams, a DVED math student, told about his experiences with the Academy and how it instills confidence in students who may have been away from school for many years. He has become a tutor in the Academy.</li> </ul> <p><b>PRESIDENT'S REPORT</b></p> <ul style="list-style-type: none"> <li>Dr. Cook distributed samples of chocolate candy baking students and retiring Master Chocolatier Ian Titterton made in class. The college purchased a Bean to Bar machine last year with Foundation Funds; the machine takes raw cocoa beans and grinds them into chocolate over a three-day period. It shows students where chocolate comes from and how it is made.</li> <li>President Knight announced that Dr. Rourk has accepted a position with the Vancouver School District as their Human Resources Executive Director. He acknowledged her service to the college and community and appreciates everything she had done for Clark.</li> <li>Discussion of the college scorecard will be deferred to a future month.</li> <li>The college has achieved its state enrollment target and surpassed it by nine percent.</li> </ul>	<ul style="list-style-type: none"> <li>President Knight said the college would follow up with Financial Aid on funding so that the program can continue for another year.</li> <li>Trustee Rupley requested the budget status report be included in next month's packet.</li> </ul>

	TOPIC	DISCUSSION	ACTION
III.	<b>ACTION ITEMS</b>		
	<b>FIRST READING</b>		
	<ul style="list-style-type: none"> <li>Proposed Code of Student Conduct is being carried over until April 2014.</li> </ul>		<ul style="list-style-type: none"> <li>No action taken.</li> </ul>
	<b>CONSENT AGENDA</b>		
	<ul style="list-style-type: none"> <li>Minutes from February 26, 2014 Board Meeting</li> </ul>		<ul style="list-style-type: none"> <li><b>MOTION:</b> Trustee Burkman made a motion to approve the Consent Agenda. The motion was seconded by Trustee Parker and unanimously approved.</li> </ul>
IV.	<b>FUTURE TOPICS</b>	<b>WATCH LIST</b>	
	College Safety Facility Plan K-12 PPI Certificates Review of College Policies Service Learning Standard 2 Highlights	Accreditation GISS Student Completion STEM	
V.	<b>DATE AND PLACE OF FUTURE MEETING</b>		
	<ul style="list-style-type: none"> <li>The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, April 23, 2014 in the Ellis Dunn Community Room, GH1 213.</li> </ul>		
VI.	<b>EXECUTIVE SESSION</b>		
	<ul style="list-style-type: none"> <li>The board convened an Executive Session at 6:45 pm to discuss the acquisition of real estate. The Executive Session ended at 7:02 pm and the regular meeting was reconvened. No action was taken at the</li> </ul>		
VII.	<b>ADJOURNMENT</b>		
	<ul style="list-style-type: none"> <li>There being no further business, the meeting adjourned at 7:02 pm.</li> </ul>		

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Royce Pollard, Chair

Leigh Kent  
Recorder  
March 17, 2014