

Clark College Board of Trustees



January 22, 2014

Clark College
The Next Step



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

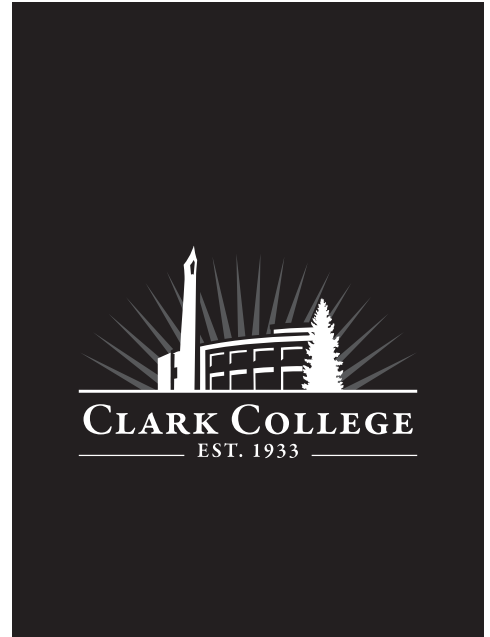
- Increase the percentage of historically disadvantaged communities represented at each level of the hiring process. *EC Leads: Sirius Bonner and Darcy Rourk*
- Increase participation among all employees and students in educational opportunities related to power, privilege, and inequity to support student, 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 process¹, 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.² *EC Lead: Bob Williamson*

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

² The basis of this goal originated with the WISHA findings rather than the Scorecard.



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.

**Clark College
Board of Trustees Packet
January 22, 2014**

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CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, January 22, 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.

- ♦ 2013-2014 Institutional Goals Mid-Year Update 4:00-4:35
- ♦ Tour of Dental Hygiene Clinic Remodel 4:40-4:55

BUSINESS MEETING

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. 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.

C. Constituent Reports

1. AHE
2. WPEA
3. ASCC
4. Foundation

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Lulu Chen
Faculty Presentation: Marcia Roi, Addiction Counselor Education Program
Enrollment Report

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III. ACTION ITEMS

First Reading

MOTION: Amend previously adopted minutes of August 16, 2013:

Page 27

- ◆ “Skills Center” should read “International Air & Hospitality Academy” under the Climate Survey Section.

Consent Agenda

- ◆ Minutes from November 20, 2013 Board of Trustees Meeting

Pages 28-32

IV. FUTURE TOPICS

- ◆ Climate Survey
- ◆ CLE Update
- ◆ GISS Student Completion Data
- ◆ Review of College Policies
- ◆ STEM
- ◆ Columbia River Crossing
- ◆ Facility Plan
- ◆ K-12
- ◆ Workforce Development

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, February 26, 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 BOARD REPORT
DECEMBER 2013 & JANUARY 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

- The Machining department is working with the CADD (Computer Aided Design and Drafting) department on the NASA robotic project. NASA'S Fifth Annual NASA Robotic Mining Competition is for university-level students to design and build a mining robot that can traverse the simulated Martian chaotic terrain, excavate Martian regolith, and deposit the regolith into a collector bin within 10 minutes. The technology concepts developed by the teams for this competition could conceivably be used to mine resources on Asteroids as well as Mars. (OOI)
- On November 18, the Columbia Writers Series hosted readings by two 2013 Oregon Book Award recipients: novelist Ismet Prcic and poet Zachary Schomberg. Thanks to the Associated Students of Clark College (ASCC) for funding to support the event. (OOI)
- Orchestra Director Dr. Don Appert has received a 2013 American Society of Composers, Authors, and Publishers ASCAP Plus award for his most recent orchestral compositions. (OOI)
- The second annual Clark Fall Choral Festival was held on November 15 and 16. Middle school and high school choral groups from the region performed at the festival and participated in performance clinics with expert clinicians. The showcase on Saturday, November 16, featured performances by Clark choral groups and four selected middle school/high school choral groups. (OOI)
- Mathematic instructor Kate Horton organized a workshop through the Core to College grant, which seeks to develop a set of best teaching practices for teachers at Clark College and the Evergreen School District who prepare students for college-level mathematics. The workshop explored the Common Core Standards that have been adopted by 45 states (including Washington). Attendees participated in activities similar to those students will be doing in the high schools. (OOI)
- The fall 2013 Faculty Speakers presentation, Language Learning in the Digital Age: Balancing Technology with the Personal Touch, was held on Tuesday, November 19 in the Ellis Dunn Community Room. Spanish Language Professor Erika Nava discussed how she creates a sense of community and personalizes the study of language and culture in her online Spanish classes through the use of both synchronous and asynchronous activities. (OOI)

FOCUS ON LEARNING

- On December 2, the Cannell Library announced its selection of student Camila Spencer's design for their new Quiet Zone posters. This extra-credit portfolio project was the culmination of a quarter-long collaboration between Helen Martin's BTEC (Business Technology) 155 class and library technician Wendy Clark. Wendy visited the class twice to outline the library's need for respectful and inviting study space signage, and to educate students about copyright-friendly Creative Commons and Public Domain image resources appropriate for professional and portfolio projects. Some students emailed staff or visited the library and received additional image source assistance from reference librarian Kitty Mackey. Seven finalists were posted for the library staff's vote. Ms. Spencer's chosen design will appear on the second floor of the Cannell Library starting in winter quarter 2014. (OOI)
- During fall quarter, seven students enrolled in Communication Studies 230 HONORS completed a community service learning project as part of the class, which centered around Clark College's Honors Program. Their efforts focused on implementing a plan of action to increase student awareness and participation in the program. On December 5, the students delivered two presentations to a wide audience including Student Affairs, Planning & Effectiveness, Communication & Marketing, and Instruction. (OOI)
- There are 10 sections of COLL 101 being offered during winter quarter. This is a very healthy offering of this course, which impacts first year students. Thirteen sections were offered in fall 2013. A decrease of three sections was appropriate given the slight drop in college-wide enrollment. (OOI)
- The Clark College Dental Hygiene Clinic has completed a successful remodel and implementation of new units, chairs, and equipment. Because of the collaborative efforts of the Clark College Foundation and generous donors; the program's faculty, staff, students, and administration; Clark College IT; SRG Architects; TEAM Construction; A-dec Dental Equipment; and Patterson Dental, the students are back in the clinic and able to treat patients. Didactic courses typically offered during fall and winter quarter were offered to senior students during fall quarter, and these students will be completing typical fall and winter clinical courses during winter quarter. By completing the major remodel project in fall quarter, junior students were able to make full use of the simulation lab, thereby not missing any clinical treatment days. The simulation lab, which is the result of another generous donation, has made this possible. (OOI)
- On November 26th, over 100 students participated in the Balsawood Bridge Engineering Design Competition at Clark College's Main campus. (OOI)
- On November 19, the Mathematics Division hosted the first ever American Mathematics Competition exam for 6-8 graders (a.k.a AMC-8). The purpose of the exam is to encourage middle school students who enjoy mathematics to show off and celebrate their out-of-the-box thinking and logic skills. Thanks to Kanchan Mathur for pursuing the idea, reaching out to the eight middle schools in the district, and coordinating the test for the approximately 40 students. Also thanks to math instructor Kelly Mercer for assisting and coordination of the exam. Students who score high enough on the exam will be invited back to compete in the AMC-10 (which will include 9th- and 10th-graders) held on the Clark College campus on February 19, 2014. (OOI)

FOCUS ON LEARNING

- Clark College ran the first round of the annual American Mathematical Association of Two-Year Colleges (AMATYC) Student Math League (SML) contest on November 8. This challenging exam is given to interested community college students who are taking college-level, STEM-based mathematics courses across the United States and Canada. Nationally, teams compete for prestige, and individuals whose scores place in the top three receive university scholarships. The top three scorers at Clark on November 8 received gift certificates to the Bookstore in the amounts of \$50, \$40, and \$30. Many thanks to Kanchan Mathur for organizing and running the exam. Thanks also to Chris Milner and Jennifer Ward for their assistance. The second round of the AMATYC SML exam will be held in February or March of 2014. (OOI)
- NERD (Not Even Remotely Dorky) Girls engaged in activities to provide outreach to both Rising Stars and Harney Elementary School in December. This type of outreach is designed to show children that math and science can be fun. (OOI)
- The fall 2013 Student Success Workshop series offered 53 workshops—more than ever before—with 421 students in attendance. Thirteen new Student Success Workshop topics included: Transfer Degree 101, Memory Strategies, Networking for Introverts, From Google Slides to PowerPoint, Banking 101, Undecided About Your Major?, Intro to Visual Resumes, Plagiarism and the Code of Student Conduct, Understanding Your Credit Score, LinkedIn, Are You?, Myths about Majors, Admission and Scholarship Essays, and Making the Right Decision. Coordinated by Career Services staff members, student success workshops are free of charge, open to all and require no sign-up. The workshops focus on a variety of topics related to academic success, personal skills, and professional development. Workshops have been offered at Clark’s main campus, Columbia Tech Center, and Clark College at WSU Vancouver. (SA)
- Career Services staff presented at the Annual Nonprofit Network of SW Washington on the Internship/Co-op program on November 4. (SA)
- The Health e-Workforce Consortium Student Navigator presented to nursing faculty at a mid-quarter meeting on November 14 and a nurse faculty meeting on November 25, to expand student services for enrolled students. (SA)
- The Director of Enrollment Services was selected to present a session entitled “First Generation and the Community College Experience” at the Pacific Association for Collegiate Registrars and Admissions Officers (PACRAO). The Director of Enrollment Services and the Associate Director of Admissions and Assessment also presented a session entitled “Underground Railroad No More, Streamlining Services for Undocumented Students.” (SA)
- The ASCC President, Vice President and Public Relations Director attended the Legislative Breakfast held at Clark on December 6. The students were able to interact with legislators and share their student voices on issues that impact the larger student population. This event was a good follow-up to their participation in the Student Legislative Academy held in November 2013; allowing them to utilize their skills and understanding of the larger community college system-wide student needs. (SA)

FOCUS ON LEARNING

- The Volunteer and Service-Learning (VSL) Program hosted the second annual Winter Break Days of Service. Twenty-seven students volunteered a total of 81 hours at three different non-profit organizations during the first week of winter break. Students volunteered with the Habitat for Humanity Store on December 17, AWARE on December 18, and Kid's Cooking Corner on December 19. (SA)
- On November 19, 2013 the Clark College Mature Learning Program, in partnership with the National Park Service, presented The Gettysburg Address: 150th Anniversary Observance in Foster Auditorium. The event, attended by 85 people, commemorated the legendary occasion with program history and music:
 - Period Civil War music by Doug Tracy.
 - Presentation of the Colors by the NW Indian Veterans Color Guard.
 - "About Lincoln" presented by Mature Learning instructor Dr. Elliott Trommald.
 - "Civil War at Fort Vancouver" presented by Tracy Fortmann of the National Park Service.
 - Poem "O'Captain My Captain" by Walt Whitman read by Clark College Trustee Royce Pollard.
 - The Gettysburg Address read by 11 speakers: Tracy Fortmann, National Park Service; Rowena Tchao, Clark College Foundation; Claire Bauer, Student Government Skyridge Middle School; Rosalba Pitkin, Clark College Diversity Outreach Specialist; Bill Charles, Mature Learning Student; Mayor Tim Leavitt, City of Vancouver; Julie Eddings, Indian Veteran Color Guard; Bill Ritchie, Religious Leader; Pat Jollota, Mature Learning instructor; Lisa Gibert, Clark College Foundation President; and Sirius Bonner, Clark College Special Advisor for Diversity & Equity. (CCE)
- Clark College Corporate & Continuing Education winter schedule was delivered to over 150,000 Southwest Washington residents on December 6, 2013. Registrations were up 13% the first week of winter quarter over the first week of winter quarter 2012. Continuing Education staff are working with the Communications and Marketing department to develop a marketing plan for spring classes to continue to grow enrollment. (CCE)
- The college has continued to engage in strategic planning discussions regarding improving student learning. To support these activities, the communications taskforce for the strategic planning effort developed and launched a website to support the strategic planning activities and notify people of upcoming activities and events. The website is http://www.clark.edu/about_clark/strategic_plan/. (P&E)
- Since October 2013, the Employee Development Department has supported the following on-campus training sessions:
 - *Dealing with Difficult Students*, designed to coach front-line staff in effective ways to deal with tense situations and difficult conversations.
 - *Enhancing Wellness through Resilience and Work/Life Balance*, a two-hour workshop designed to equip participants with strategies for cultivating resilience and greater work/life balance.
 - *Holiday Stress Hardy*, a workshop focused on identifying common stressors of the holiday season and providing tips on how to manage stress more effectively.

FOCUS ON LEARNING

- *Delivering Excellent Customer Service*, covering topics related to managing the needs and expectations of internal and external customers, including how to handle customer complaints with sensitivity.
- *Micro-Aggressions and Micro-Affirmations: The Daily Experience of Power, Privilege, and Inequity*, presented by the Office of Diversity and Equity. Participants learned to recognize the impact of micro-aggressions on communities, and were introduced to tools that interrupt these and other oppressive behaviors.
- *Say it Like you Mean it: Meaningful Conversations about Oppression*, presented by the Office of Diversity and Equity. Participants developed a tool-kit of personalized strategies for having complex conversations on topics such as oppression, equity, and advocacy.
- *R25 Training*, covered tips and tricks for reserving rooms through the R25 scheduling system.
- *Human Resources Training Series* – two (2) sessions covering Benefits Open Enrollment and Tracking Part-time Temporary Hours.
- *ITS Training Series* – four (4) sessions covering Microsoft Office 2013.
- *WPEA Supervisor Training* – two (2) sessions covering the changes to the WPEA contract.

Visit the Teaching and Learning Center webpage to view an up-to-date list of trainings and events: <http://www.clark.edu/tlc/training-events.php> (HR)

- Employee Development and Faculty Development are working together to accommodate the training requests provided in a recent Professional Development Needs Assessment Survey sent to faculty and staff. The following is a sample of trainings that were highly rated among all participating Clark employees. These are sessions that have been, or will be, offered on campus:

Creating Work/Life Balance
Managing Stress
CPR/First Aid Certification
Behavioral Intervention Threat Assessment (BITA)
Healthy Eating/Nutrition
Cultural Competency
Fitness and Exercise
Micro-Aggressions at Work
Employee Benefits
Power, Privilege and Inequity
Intergenerational Workforce
Sharepoint/Microsoft Office
Interpersonal/Business Communication

- Employee Development recently revised the New Employee Success Training process. New Employee Success Training (NEST) is a formal practice for welcoming and orienting new administrative, exempt, classified, and temporary hourly employees to the college. It consists of an interactive notebook that prompts employees to complete important new hire activities on their own and with their supervisor, and provides access to information and online resources designed to support a successful transition to the college. NEST is now automated through Higher ED

FOCUS ON LEARNING

Works. The NEST training module will be an additional required training assigned to new employees and will follow the same process with regard to training notifications, reminders, and incomplete reports. This new process will help ensure a more consistent orientation practice, and provide a streamlined method for determining completion rates.

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

- President Knight presented Forms A & B to the SBCTC board for initial approval of the Bachelor of Applied Science degree in Dental Hygiene. This is the first step toward gaining state approval for Clark's first BAS degree. The feedback was overwhelmingly positive toward offering this degree. (OOI)
- The mathematics department created a new course, Algebra in Society (Math 097). The new course will offer non-STEM majors a shorter pathway through the algebra sequence. Normally, students take algebra in three quarters (Math 089/091/093) or at an accelerated pace of two quarters (Math 090/095). Students who complete Math 089 (Algebra I) can choose to take Math 097, followed by Math 107. Math 097 will be taught beginning fall term of 2014. Thanks to Chris Milner and Bill Monroe for developing this course that will be thoughtful and relevant to many Clark College students. (OOI)
- Cannell Library has added phone chargers/USB adapters to the equipment students have available for checkout. One is an Apple "lightning" charger + data cable and the other is a multi-phone USB charger (charger only) good for a multitude of phones including the original Apple chargers, micro-USB, mini-USB, Nokia (2 types), LG, PSP, Sony Ericsson, and Samsung (2 types). This is a pilot project based on student requests (OOI)
- As of January 3, winter quarter eLearning courses are 96% enrolled; 5,630 enrollments in 5,841 available seats. (OOI)
- During fall quarter, the TechHub (It would be helpful to explain to the trustees what the TechHub is) provided technical assistance to over a thousand students. (OOI)
- The Bookstore's sales, year-to-date through November 2013, are up one percent when compared to the same period last year. This is ahead of targeted expectations and enrollment trends. Transactions in the store are in line with enrollment changes, down five percent year-to-date. (AS)
- The Bookstore's year-to-date sales through December 2013 are even when compared to the same year-to-date period last year. This is ahead of targeted expectations and enrollment trends. Transactions in the store are in line with enrollment changes, down 6% year to date. (AS)

EXPAND ACCESS

- The college began construction on the new Veterans Resource Center (VRC) located on the second floor of Gaiser Hall during the holiday break. The center will be staffed with the financial aid certifying officials, the Vet Corps Navigator, and eventually a program coordinator. The VRC is scheduled to open the beginning of winter quarter 2014. (SA)
- Online orientation is running smoothly, with over 700 new, transfer, and former students having completed it through the end of November for winter quarter 2014. (SA)
- Online advising has been implemented, and approximately 200 new students have already completed it through the end of November for winter quarter 2014. (SA)
- The Student Ambassadors conducted ten campus tours in November, serving 80 individuals. (SA)
- Clark College participated in the NACAC (National Association for College Admission Counseling) National College Fair at the Oregon Convention Center on November 1-2. The Admissions Recruiter spoke with more than 300 potential students and received approximately 200 contact cards requesting information about Clark. (SA)
- Admissions partnered with the Mechatronics Department to participate in the WaferTech College Fair in Camas on November 5-7. (SA)
- Thirteen recruiting school visits were made in November: two visits to Hudson's Bay High School (Senior Night College Fair on November 5 and a recruiting visit on November 14), South Bend High School College Fair, Willapa Valley High School College Fair, Columbia River High School Senior Night College Fair, Prairie High School, Woodland High School, Battle Ground High School, La Center High School, Kelso High School College Fair, Castle Rock High School College Fair, Goldendale High School, and Hood River Valley High School (OR). (SA)
- Seventy-five students from Columbia High School in White Salmon, WA visited Clark College and received a campus tour on November 15. (SA)
- A recruitment visit was made to *Friends of the Children* in Portland on November 15, during which three admissions presentations were given. (SA)
- The Assessment Center has been diligently working to encourage individuals who have begun the process of earning their GED to finish testing before the end of 2013, when the GED Testing Service unveils its new assessment version. Since 2002, when the current version was implemented, 9,937 people have signed up to earn their GED at Clark College, of which 8,314 have completed the GED, leaving 1,623 in progress. Of the 1,055 people who were provided GED testing services in 2013, 756 individuals successfully completed the GED. (SA)
- Running Start FTES for winter quarter are up six percent compared to this same time last year. As of December 30 there were 1,779 RS students enrolled for winter quarter for a total of 1,462.3 FTES. This continues the trend of increasing RS enrollment. Fall quarter 2013 FTES were up seven percent over fall 2012. (SA)

EXPAND ACCESS

- The annual Financial Aid and Scholarship Night was held on December 11. The night began with an open house that highlighted several Clark educational programs, student entry and support services. Clark Foundation and Financial Aid staff provided a formal presentation to more than 100 attendees on applying for scholarships and completing the 2014-2015 Federal Application for Financial Aid (FAFSA) form. (SA)
- The Online Orientation module for winter 2014 continued to run smoothly, with 1,615 new, transfer, and former students having completed it prior to the start of classes. In addition, 401 new students completed the required online advising module for winter 2014, 112 ABE/GED students completed their required face-to-face orientation/advising session, and 112 ESL students completed their required face-to-face orientation/advising session. (SA)
- The Student Ambassadors conducted eight campus tours in December, assisting 10 individuals. (SA)
- Three recruitment visits were made in December: Clackamas High School, Clackamas, OR (December 3), Miler Education Center, Hillsboro, OR (December 18), and Centennial High School, Portland, OR (December 19). (SA)
- The Student Ambassadors assisted with two college events in December: the Legislative Breakfast on December 6 and the Open House & Financial Aid Night on December 11. (SA)
- The Assessment Center completed the 2013 GED closeout campaign and has transitioned into use of the 2014 version of the GED test. During 2013, 1,145 examinees participated in GED testing with 908 successfully earning their GED certificate. (SA)
- CTC will be joining the main campus in offering a food cart at the beginning of spring quarter. This is the first time CTC has had any food service offered to students, staff and faculty. (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

- The Student American Dental Hygienists' Association (SADHA) committee, which encompasses all junior and senior dental hygiene students, raised \$305.00 and adopted two families for Christmas. The students purchased presents for twin toddlers from one family, and infant supplies for another family with a 9-month old baby. (OOI)
- Career Services hosted the annual Non-Profit Fair on November 6. Approximately 40 non-profit organizations staffed informational tables in the Gaiser Hall Student Center. (SA)
- International Education Week, November 18-22, celebrated international education and exchange worldwide. The week of on campus activities featured an International Photo Contest, Study Abroad presentations, a Saudi Student Panel, music, dance and presentations from student clubs and internationally-focused community organizations. (SA)
- The International Programs Manager participated in an ELS Recruitment Tour in Asia from October 11-28. She met with potential students and parents in eight cities in three countries: China, South Korea, and Japan. The tour included five student recruitment fairs, four counseling agent workshops, eight agency visits, and two international market briefings. In addition, she met with two Clark College alumni and presented information at the Education USA center in Seoul. (SA)
- On December 5, The Teaching and Learning Center and the Office of Diversity and Equity hosted a workshop titled "Say it Like You Mean It: Meaningful Conversations About Oppression." The focus of this workshop was to provide useful strategies to address issues of oppression. The workshop was facilitated by Monica Wilson and had over 30 participants. (ODE)
- One hundred twenty seven (127) international students have enrolled for winter term 2014. Forty-six of these students are new to Clark. (SA)
- The fall 2013, ten-week study abroad program returned from Cape Town, South Africa on December 2. Clark College History instructor Dr. Katherine Sadler and one Clark student were among the group that participated in the program which was offered through the Washington Community College Consortium for Study Abroad (WCCCSA). (SA)
- Joe Sosky, Principal of the American University High School (AUHS) in Shanghai, China, visited Clark College on December 26. President Knight and International Program staff provided information about Clark College and learned about AUHS. (SA)

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

- In response to Advisory Committee requests, the Welding department has gained approval to implement a new curriculum in summer 2014. The new curriculum will address the need for more hands-on fabrication experience, increased blueprint reading, and incorporation of new welding processes as part of the standard program. (OOI)
- A new Certificate of Achievement and an Associate of Applied Technology degree option Industrial Maintenance Technology will be offered beginning summer 2014. The new program leverages existing classes in Machining, Mechatronics, and Welding to meet a growing industry need for maintenance technicians in manufacturing settings. The development of this program began last year when the Workforce, Career, and Technical Education (WCTE) unit, in conjunction with Corporate and Continuing Education, hosted a skills panel assessment conducted with local manufacturing companies. The new program was developed in concert with industry and faculty from the Machining, Mechatronics, and Welding departments. (OOI)
- The Computer Technology (CTEC) program has administered their first test sessions where students earned Microsoft Technology Associate (MTA) Certifications in Network Fundamentals and Microsoft Windows Fundamentals. CTEC is offering two additional courses where students will have the opportunity to earn these certificates in winter 2014. CTEC is also in the process of program and course approval for five courses in 2014-15 which would be based on MTAs, with students gaining the opportunity to earn certificates as a part of their course curricula. (OOI)
- Clark College Automotive Department recently received a donation of two Acura TSX vehicles from American Honda Motor Co. (OOI)
- Nursing Class #115 celebrated 42 graduates at the pinning ceremony held December 11, 2013. (OOI)
- NAC (Nursing Assistant Certified) Program awarded 19 Certificates of Completion during fall quarter. Several graduating students reported having already being hired by local facilities pending state certification. (OOI)
- Career Services staff assisted with mock interview training at Partners In Career (PIC) on November 22. The training provided at risk youth valuable one-on-one interviewing experience which will benefit them in their future job search. (SA)

RESPOND TO WORKFORCE NEEDS

- Career Services staff attended Frito-Lay's Annual Open House and plant tour on November 20. Staff were provided employment opportunity information to disseminate among students and community members seeking employment. (SA)
- On November 4, 2013, the Puget Sound Business Journal ran a story about Patient Health Advocacy that highlighted the new Patient Health Advocate program of Clark College Corporate & Continuing Education. Patient advocacy was reported to be a new and emerging industry within healthcare. Clark College is the first college in Washington State to run a Patient Health Advocate program. (CCE)
- Associate Vice President Kevin Kussman spoke at the Digital Technology Showcase Event, supporting International Entrepreneurship Week, sponsored by the Columbia River Economic Development Council (CREDC). At the event, Kussman spoke about the many programs Clark College offers that support the digital economy—making Clark College the place to find new hires or incumbent worker training. Clark College was thanked at the event for being part of the core team that worked with the City of Vancouver to secure a Digital Innovation Partnership Zone designation from the State of Washington for the Vancouver-Camas area. (CCE)
- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
 - Met with the City of Vancouver Planning & Policy Manager to discuss new projects and next steps to promote economic development.
 - Met with the Director of Programs at the Fort Vancouver National Site to discuss the Marshal Leadership program.
 - Clark College Legislative Breakfast.
 - Conducted a tour of the Machining and Mechatronics departments with the SWWDC and CREDC, for a confidential company researching training resources for a potential new facility in Southwest Washington.
 - Met with the Northwest Interstate College Consortium, to discuss a joint response to a grant from the Workforce Investment Board Collaborative that will fund Certified Production Technician training.
 - Hosted a strategic planning session for the Board of Directors of the Southwest Washington Regional Health Alliance, with Kevin Kussman as a board member and Michelle Giovannozzi as the facilitator.
 - Conducted employer visits with Farwest Steel, Clark Public Utilities, and SEH America to discuss potential training projects.
 - Tour Makers Center at ADX in Portland. (CCE)
- Michelle Giovannozzi, Director of Corporate and Community Partnerships, collaborated with the Columbia River Economic Council (CREDC) and WorkSource on new business recruitment, by organizing tours of the Mechatronics and Machining labs and showcasing the training and

RESPOND TO WORKFORCE NEEDS

educational resources that Clark provides area businesses. Corporate Education also contributed to the regional workforce development strategy by participating in an Information Technology Sector Strategy planning session, hosted by Worksystems, Inc. and the Southwest Washington Workforce Development Council. (CCE)

- Associate Vice President Kevin Kussman served as a member of a small panel interviewing candidates for the position of Economic Development Manager, City of Vancouver, on December 17, 2013. The invitation to join the panel is an indication of partnership between Clark College Corporate Education and the City of Vancouver. (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

- On November 15, the State Board announced that Clark College received additional funding for the Early Achiever (EA) Opportunity Grant Scholarships. An increase of \$27,000 was funded, totaling \$102,000 in scholarships for child care workers enrolled in the Early Achiever Program. Twenty-five students are currently enrolled using EA scholarships. (OOI)
- Annual refresher training was delivered to 31 volunteer members of the College's Emergency Building Coordinator (EBC) group during two sessions in November. EBCs are strategically located in all occupied college buildings at all campuses. They help maintain a safe workplace/college by showing students and others how to respond safely during emergency exercises and incidents. Training included a review of emergency protocols, an overview of the college's preparedness activities, and time for sharing specific EBC experiences and questions. (AS)
- Environmental Health and Safety staff conducted Drug Free Workplace training for 24 individuals at the Facilities Services safety meeting. EHS conducted lockout/tagout training (7), Fall Protection, Competent Person Training (3), Incident Reporting Training (2), AED Training, and conducted the first meeting of the new Employee Safety Committee in November. EHS assisted with a safety review of the kiln room in Frost Arts Center. Clark College has accepted an invitation from the Environmental Protection Agency to participate in the agency's Food Recovery challenge and EHS is in the process of implementing plans for this challenge. EHS conducted one ergonomic consultation. (AS)
- A Violence Prevention Plan was produced under the direction of the Emergency Management Planning Committee, and was reviewed and approved by Executive Cabinet in November. The plan promotes healthful, respectful, nonviolent relationships and a college environment that is safe, secure, and free from threats of violence or intimidation. It pulls together existing policies, practices and special team information into a single document that supports a productive educational environment and an industrious work atmosphere. Future updates are scheduled biennially, concurrent with the college Emergency Operations Plan. Next review: October, 2014. (AS)
- Three employees completed Community Emergency Response Team (CERT) training in November. The newest Campus CERT members include Eben Ayers, Security; Shayna Collins, Counseling; and Diane Hamilton, Pathways lab coach at the Wind River Educational Center. Clark College's 58-member volunteer Campus CERT members are trained and willing to help others in an emergency by

ENHANCE COLLEGE SYSTEMS

organizing rescue teams. Initial training is delivered by local fire service agencies, and refresher training is delivered on campus. As an incentive, the college pays the Campus CERT training registration fee and provides a CERT emergency kit for each person completing the program. (AS)

- Facilities Services has been preparing for the winter weather—winterizing systems, preparing snow removal equipment, and making sure de-icing material is readily available. The preparations include remote sites in addition to the main campus. Response procedures are in place for inclement weather response. (AS)
- Using funds from the Department of Education Emergency Management in Higher Education grant, the college has purchased a software tool that will facilitate the creation and maintenance of continuity of operations plans (COOP) for the operating units of the college. The software is organized using FEMA guidelines and provides input form templates, communications tools, and rich reporting capabilities to ease the task of developing and maintaining COOP documents. The tool is hosted at redundant data centers in geographically diverse locations to increase the likelihood that the COOP documents are accessible during a disaster. Training on the software will be provided by the vendor to key college personnel after the new year. (AS)
- The annual fall survey of Production Print Shop services was completed and summarized. The survey was conducted through the October 2013 period. The survey measures feedback in eight categories including convenience, quality, accuracy, timeliness, helpfulness, pricing, value, and if customers would use the service again. This year's data reflects 79 survey respondents and indicates high satisfaction in all areas surveyed. The average rating was 4.91 out of 5 possible with the lowest rating being 4.67 and the highest of 5.0. Through customer comments, many accolades were shared and we were able to glean a couple of items to be considered for improvement in the future. (AS)
- The final Emergency Management for Higher Education federal grant report was submitted to the U.S. Department of Education December 4. In its summation, independent third-party performance evaluators found Clark College's efforts to fulfill the intent and requirements of the EMHE grant to be "exemplary." They also reported: "The College found a way to overcome each obstacle that surfaced throughout the grant period. Not only did Clark College meet the goals and objectives of their integrated emergency program under the EMHE grant, in the opinion of the third-party evaluation team they exceeded them." (AS)
- Twelve members of the Facilities Services staff received awareness training on potentially dangerous contact with energy sources (e.g. electricity, hydraulics) from Environmental Health and Safety staff. EHS also facilitated hazardous waste disposal from the custodial and chemistry departments. Baseline data has been collected and composing reports are now being submitted to the Environmental Protection Agency for the college's food recovery challenge. (AS)

ENHANCE COLLEGE SYSTEMS

- The Emergency Management Planning Committee (EMPC) established its 2014 work plan. It focuses on Incident Command System readiness, Continuity of Operations Plan software implementation, and maintenance of established emergency plans and programs. The committee charter was revised to better address future emergency needs. This 18-member group includes subject matter experts from key areas of the college, plus an ASCC student representative. (AS)
- The City of Vancouver's 12-member security planning team invited Clark College staff to share recent emergency program development experience with city staff at a December 12 meeting. Marilyn Westlake, emergency manager, and Patrick Taylor, network systems manager, were featured at the City Hall session. Clark staff delivered an overview of the college's program, and fielded technical questions about emergency notification software. (AS)
- Substantial completion has been achieved in three facility improvement projects: the extensive remodel of the Dental Hygiene clinic; the new Veteran's Center on the second floor of Gaiser Hall; and the new disability services testing rooms on the lower level of PUB next to the Welcome Center. These projects came in on time and on budget. (AS)
- Executive Cabinet approved using \$26,000 in one-time funds to purchase two street-legal carts for Security. Since the City of Vancouver no longer permits the College to use our existing carts to cross Ft. Vancouver Way, these vehicles are necessary to ensure that Security can quickly get to one side of the main campus to the other to respond to emergencies. (AS)
- The College Prep & Transfer Division of Advising Services created several Major Planning Guides for students to expand advising and informational resources. These planning guides support undecided students in addition to students majoring in the social and natural science disciplines. The guides provide an overview of major pathways, academic coursework suitable for those pathways, and resources for further exploration. The new Major Planning Guides will be available in-person in Advising Services as well as available on our website through the Online Tools & Resources tab. (SA)
- The Dean of Student Success & Retention has reorganized positions in his area creating both a Director of Student Health & Community Standards and a Clinical Counseling Supervisor position. In addition, two Vet Corp Navigators were hired through the AmeriCorps Program, and will support veterans in our new Veterans Resource Center (VRC). (SA)
- Student Legal Services, a contracted program funded by ASCC, welcomed a new general practice attorney as a fluent speaker and writer of Spanish, German, and English. He will provide multilingual legal counsel on family, criminal, and contract issues for students. (SA)
- Clark College received the final evaluation report for the Year Three evaluation of Clark College's compliance with the Northwest Commission on Colleges and Universities (NWCCU) standards one and two. The [full evaluation report](http://www.clark.edu/about_clark/public_disclosure/documents/2013EvaluatorsReport_yr3.pdf) is posted on the Clark College website at http://www.clark.edu/about_clark/public_disclosure/documents/2013EvaluatorsReport_yr3.pdf. (P&E)

ENHANCE COLLEGE SYSTEMS

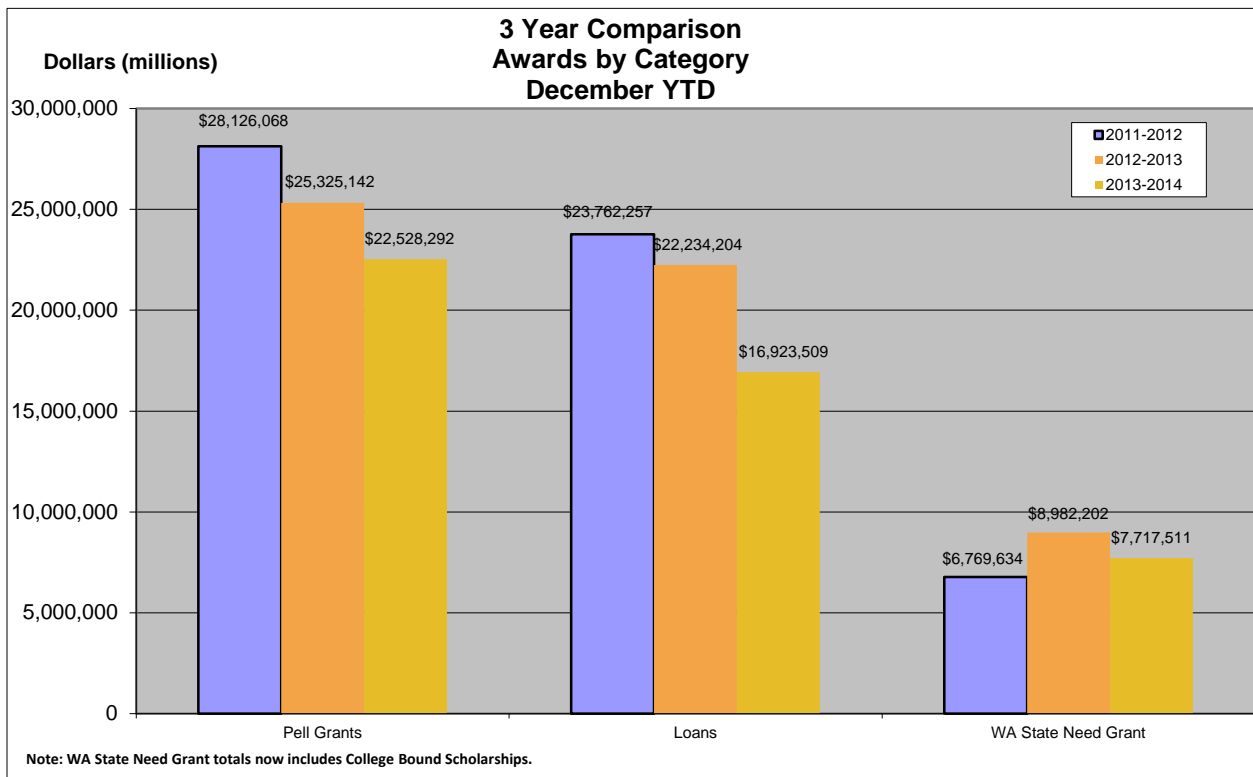
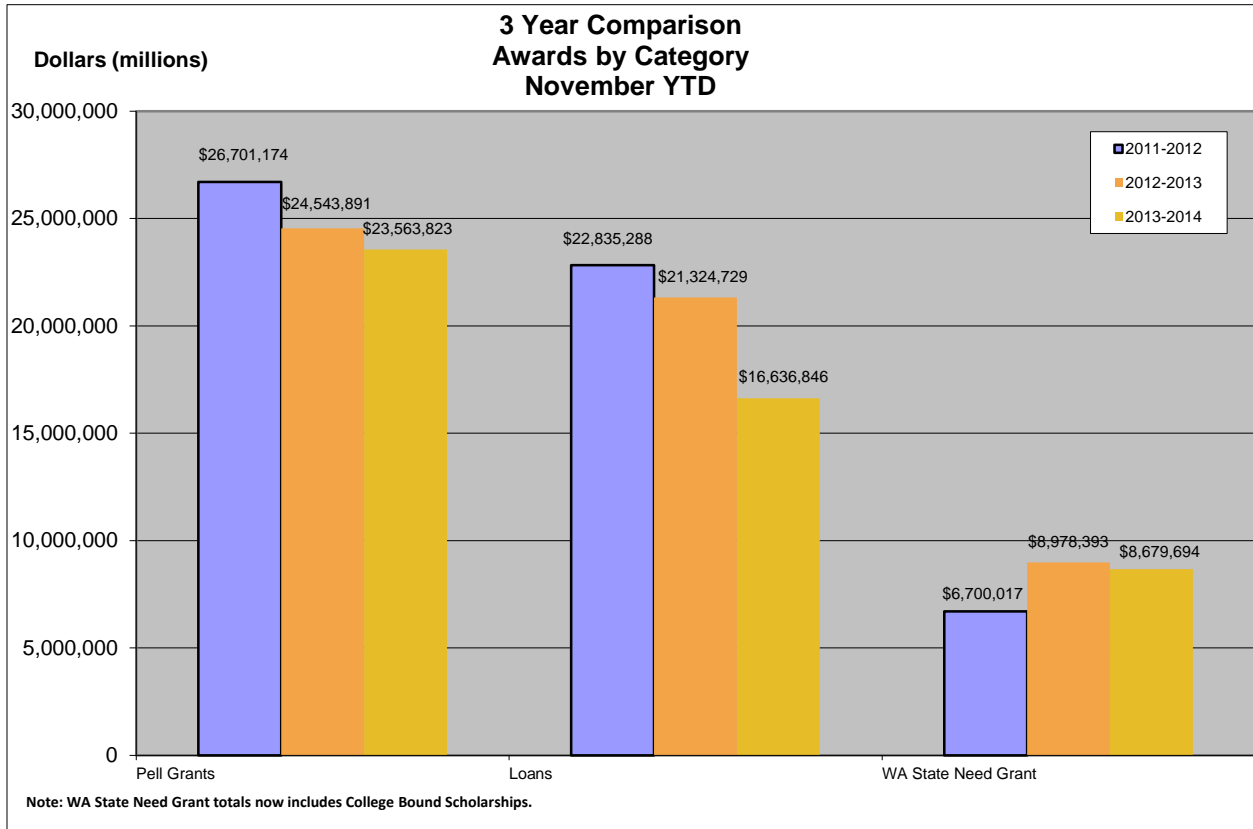
- President Knight and Shanda Diehl participated in a telephone conference call with the lead evaluator of the Year Three virtual evaluation and two NWCCU commissioners. The commissioners sought feedback about the evaluation. President Knight reported that the evaluators were professional and conducted their work well. President Knight also mentioned that the process could be improved by articulated guidelines. He also asked that the language of the commendation be changed to reflect college leadership rather than President Knight, as an individual, and to replace “dark period in its history” with “challenging time in its history.”

The commissioners complimented the college on the strategic plan and institutional effectiveness indicators and process. They asked questions about the financial audit; changes in language regarding the core theme, foster a diverse college community; advising; course and program outcomes assessment; funding the information technology plan; increasing the number of full-time faculty; and publicizing course outcomes. President Knight described the significant progress the college has made over the past few years as well as the past three months.

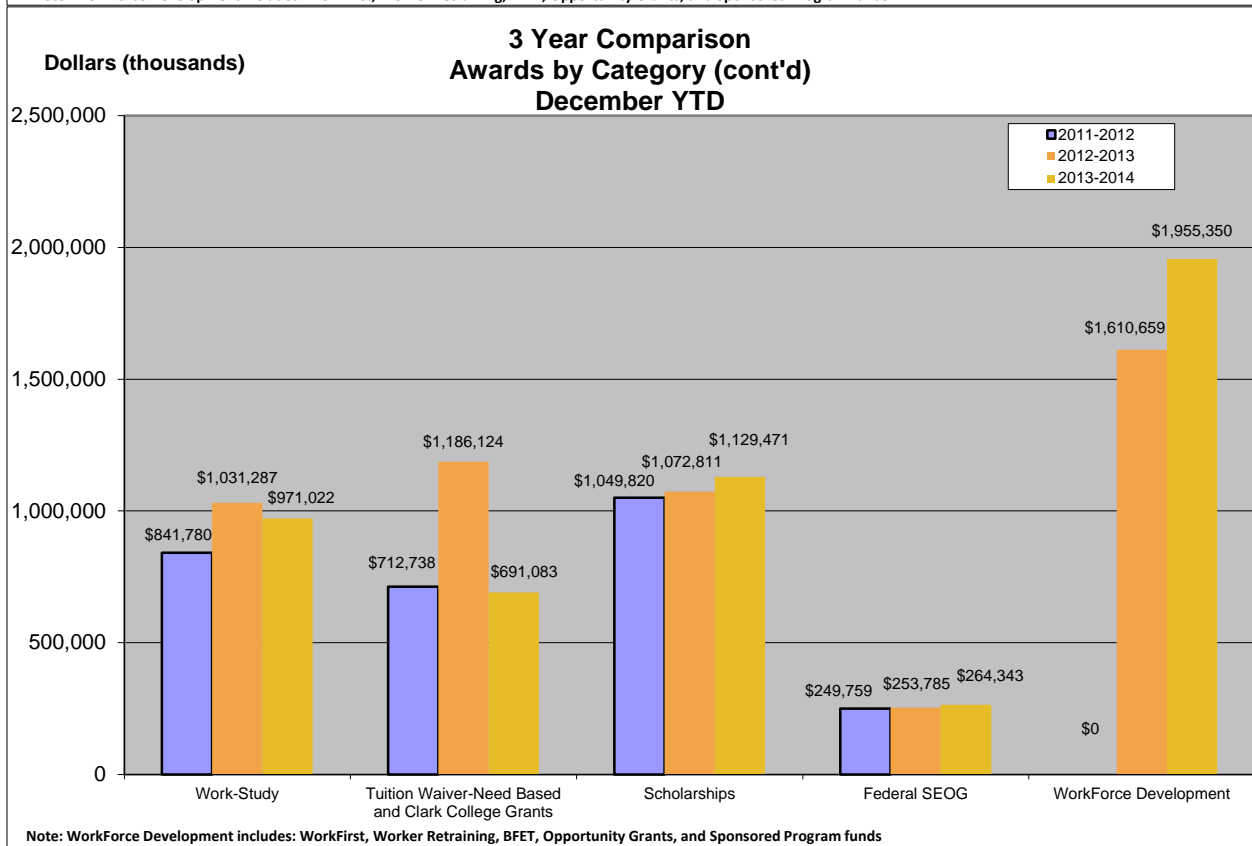
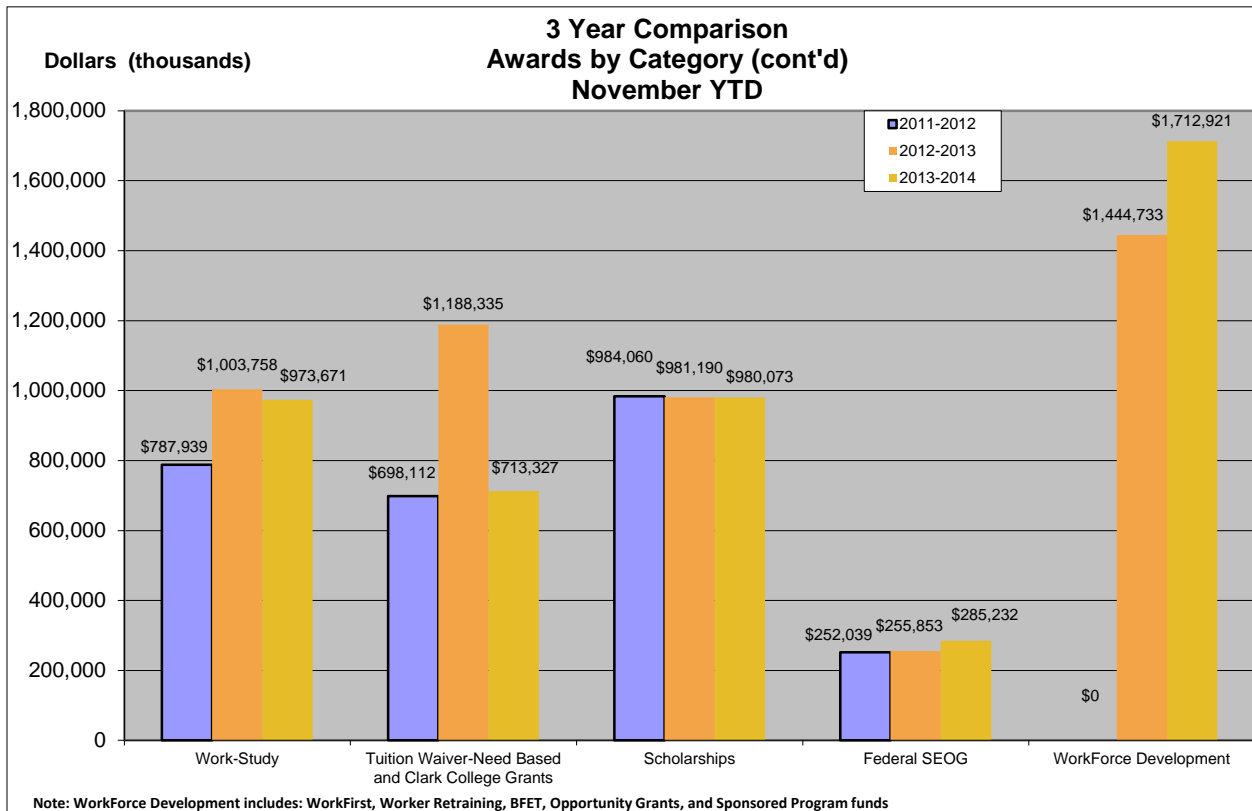
The college expects to receive the reaffirmation letter of accreditation to arrive in February. (P&E)

- The Continuing Education Council of Washington State met with the State Board of Community & Technical Colleges (SBCTC) ctLink Project Director and project managers on November 15, 2013 at South Puget Sound Community College. Corporate & Continuing Education Operations Manager Jennifer Ward was selected from the over 50 members in attendance to be part of a Continuing Education taskforce that will work with the SBCTC, to communicate the needs/wants for continuing education programs in the continuing education portal of ctLink. (CCE)

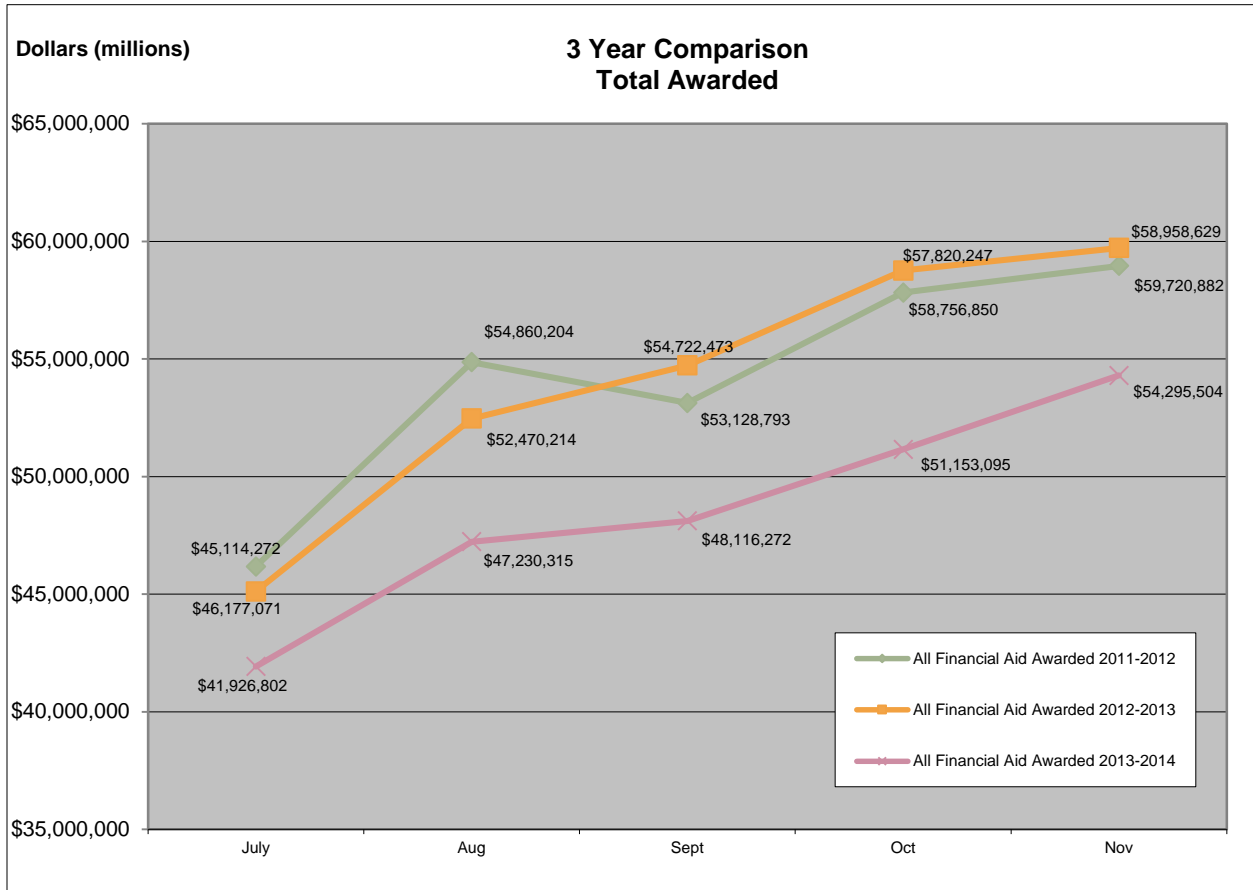
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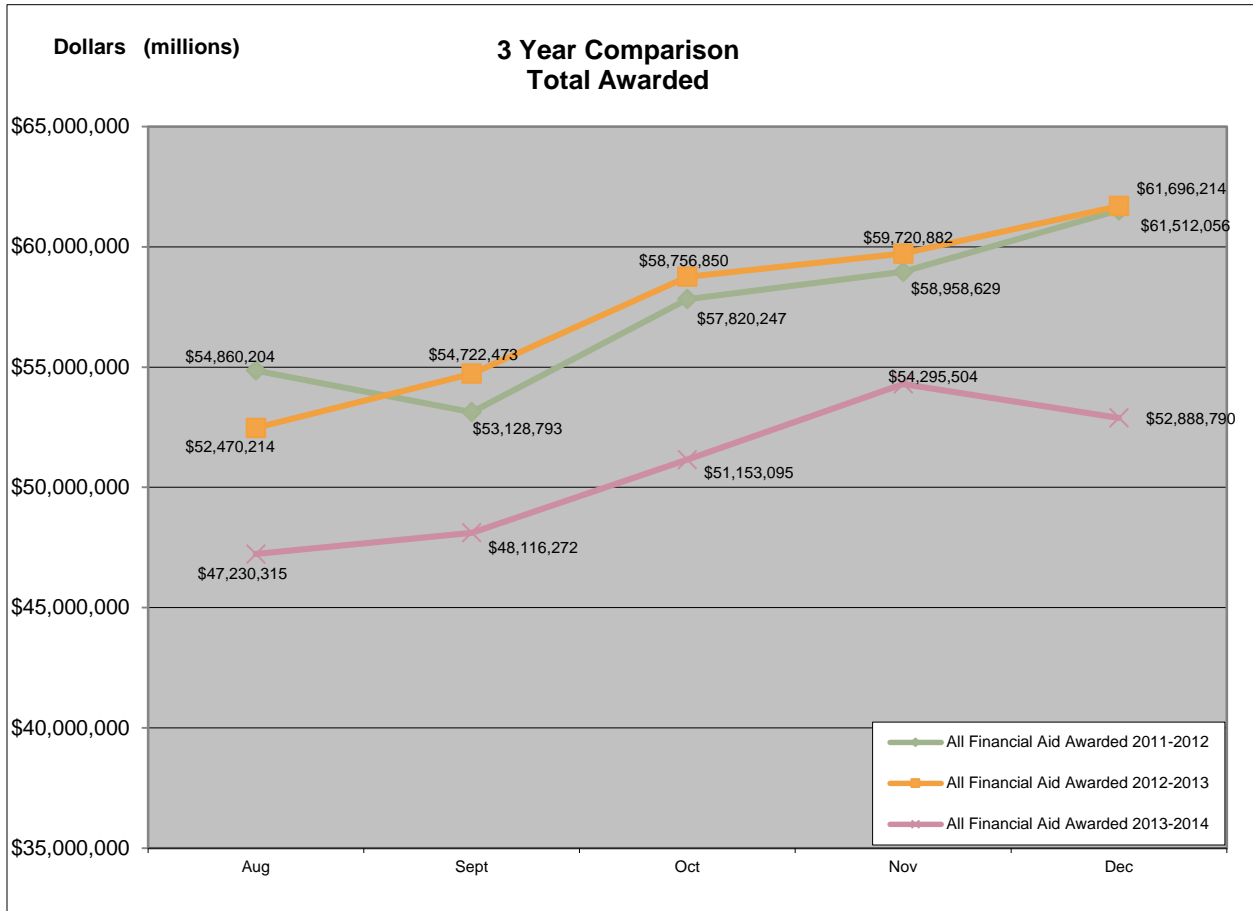
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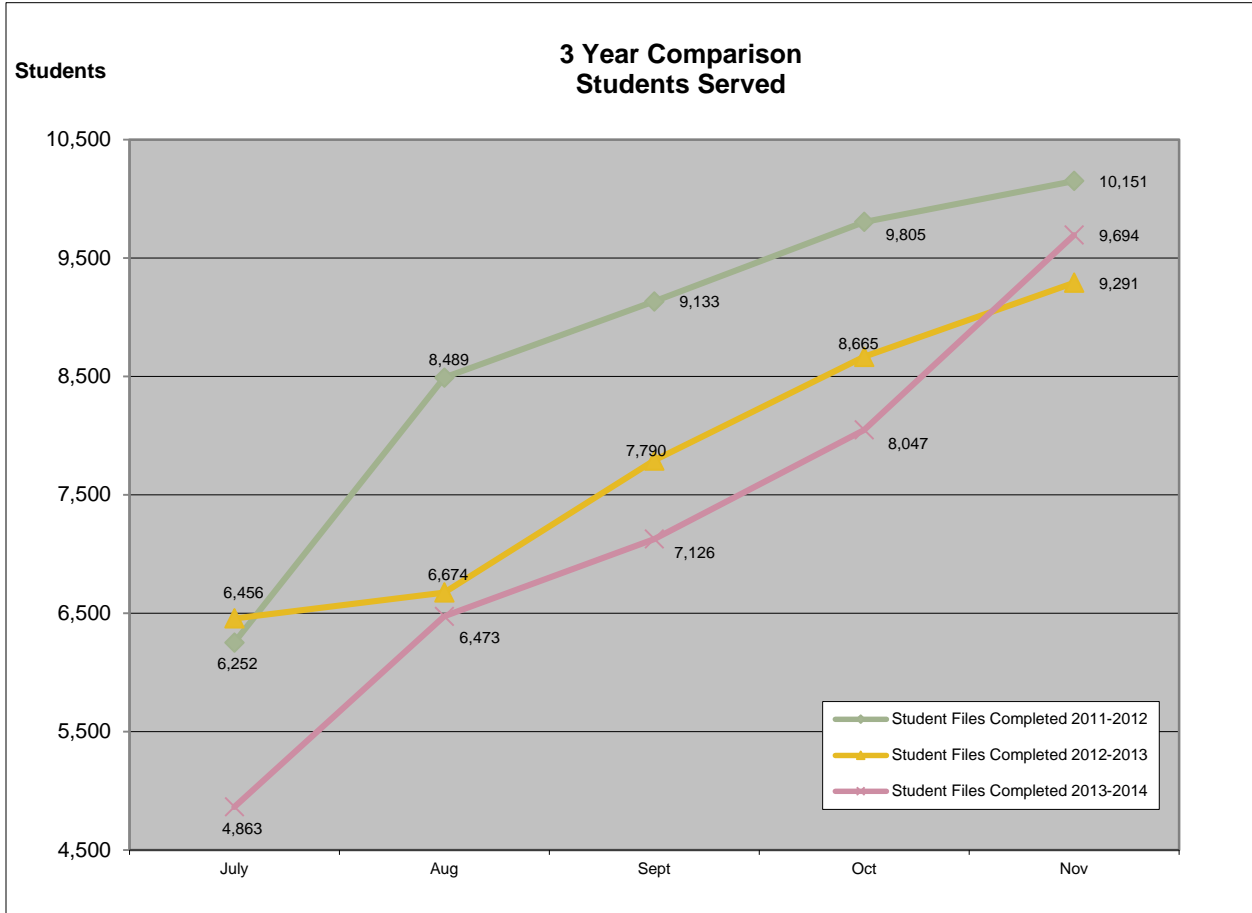
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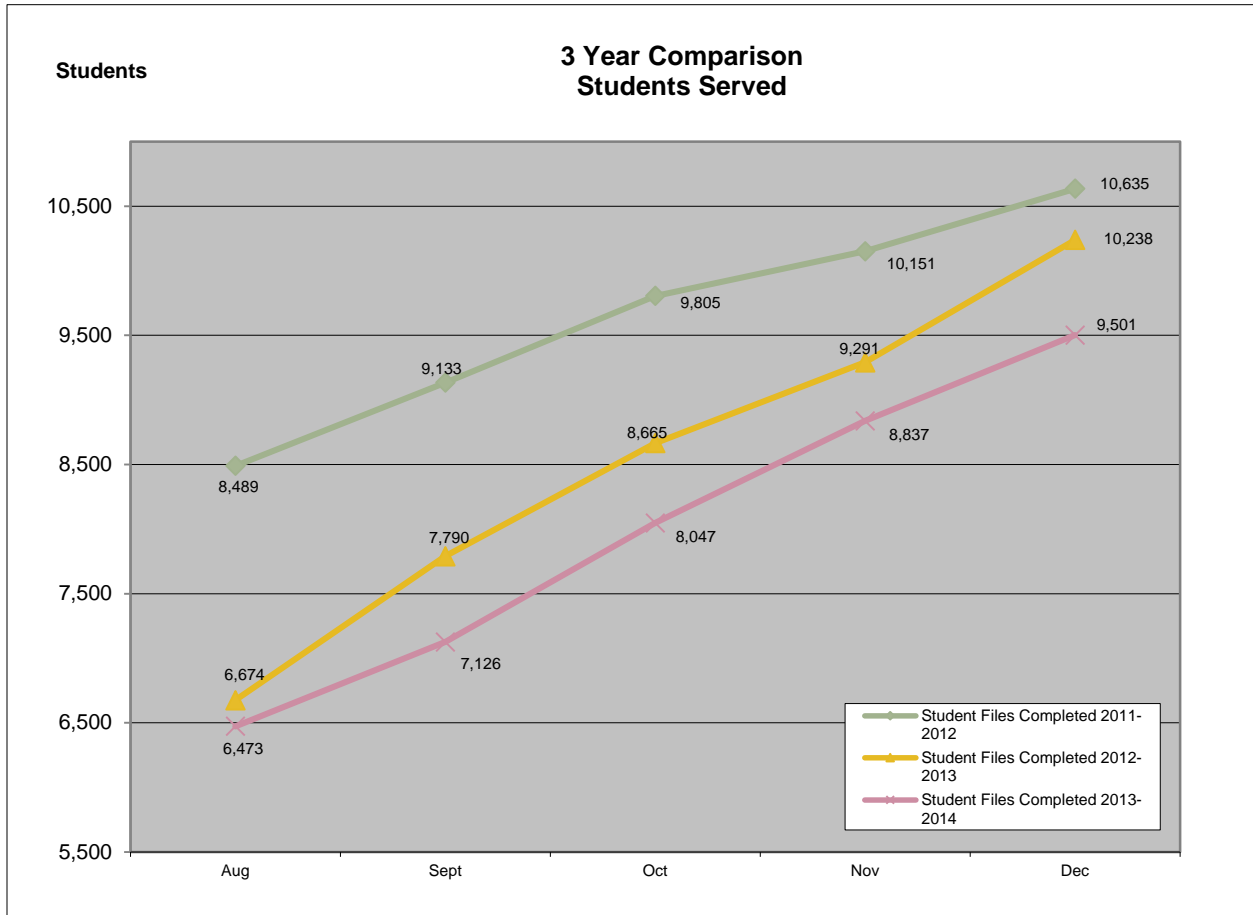
STATISTICS



STATISTICS



STATISTICS



Clark College - Budget Status Report December 31, 2013

Sources of Funds (Revenues)	2013-14 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	26,309,715	11,962,436	14,347,279	45.5%
Tuition & ABE	18,192,718	12,893,386	5,299,332	70.9%
Running Start	6,372,656	2,365,503	4,007,153	37.1%
Excess enrollment	7,308,444	3,880,000	3,428,444	53.1%
Planned use of prior fund 148 balance	218,774	-	218,774	0.0%
Dedicated, matriculation, tech, cont ed	4,054,274	2,421,547	1,632,727	59.7%
Total Operating Accounts	62,456,581	33,522,872	28,933,709	53.7%
Other Accounts				
Grants & Contracts less Running Start	4,055,079	1,711,256	2,343,823	42.2%
Planned use of prior fund 145 balance	106,356	-	106,356	0.0%
Internal Support & Agency Funds	573,735	701,025	(127,290)	122.2%
ASCC less PUB	1,881,453	1,010,342	871,111	53.7%
Bookstore	5,294,351	2,427,988	2,866,363	45.9%
Parking	462,894	298,479	164,415	64.5%
Auxilliary Services	1,543,497	627,637	915,860	40.7%
Financial Aid	60,242,960	26,688,867	33,554,093	44.3%
Total Other Accounts	74,160,325	33,465,593	40,694,732	45.1%
Total Sources of Funds	136,616,906	66,988,465	69,628,441	49.0%

Uses of Funds (Expenses)	2013-14 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	730,554	289,348	441,206	39.6%
Associate Vice President of Planning & Effectiveness	455,107	236,725	218,382	52.0%
Special Advisor for Diversity & Equity	274,409	135,231	139,178	49.3%
Vice President of Instruction	38,978,332	16,285,700	22,692,632	41.8%
Vice President of Administrative Services	11,330,895	6,979,692	4,351,203	61.6%
Vice President of Student Affairs	8,096,834	3,992,906	4,103,928	49.3%
Associate Vice President of Corporate & Continuing Ed	844,327	386,109	458,218	45.7%
Executive Director of Communications	823,818	411,878	411,941	50.0%
Associate Vice President of Human Resources	922,305	477,983	444,322	51.8%
Bank & credit card fees		112,031		
Total Operating Accounts	62,456,581	29,307,602	33,261,010	46.9%
Other Accounts				
Grants & Contracts less Running Start	4,161,435	2,751,409	1,410,026	66.1%
Internal Support & Agency Funds	573,735	724,297	(150,562)	126.2%
ASCC less PUB	1,881,453	836,057	1,045,396	44.4%
Bookstore	5,294,351	2,976,737	2,317,614	56.2%
Parking	462,894	142,531	320,363	30.8%
Auxilliary Services	1,543,497	835,442	708,055	54.1%
Financial Aid	60,242,960	26,628,116	33,614,844	44.2%
Total Other Accounts	74,160,325	34,894,589	39,265,736	47.1%
Total Uses of Funds	136,616,906	64,202,190	72,414,716	47.0%
Difference - Excess (Deficiency)	-	2,786,275		

Capital Projects- Expenditures	42,459,256	4,032,491	38,426,765	9.5%
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c. Bob Knight, Bob Williamson, Sabra Sand
e. Thersa Heaton, Cindi Olson, Nicole Marcum Bill Belden
Ron Hirt, Accounting-January 10, 2014

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

	Fund Balance (minus non-cash assets) 6/30/13	Cash Balance (minus dedicated cash) 6/30/13	Required Reserves	Prior Commitments (prior to 7/1/13)	New Commitments (2013/14)	Total Available Cash
145	Grants and Contracts*	3,446,329		106,356		2,101,576
147	Local Capital*	389,184				-
148	Dedicated Local	3,953,821	(16,701)	65,229	153,545	(235,475)
149	Operating Fee	245,759	36,114			36,114
440	Central Store (Catalog)	52,107	52,107			52,107
443	Data Processing*	1,406,666	1,406,666		1,406,666	-
448	Print/Copy Machine	(23,824)	(23,824)			(23,824)
460	Motor Pool	47,148	47,148			47,148
522	ASCC	2,285,472				-
524	Bookstore	3,538,129	3,538,129			3,538,129
528	Parking	300,945	300,945			300,945
570	Other Auxiliary Enterprise	1,182,642	495,286	30,315		464,971
790	Payroll (clearing)	210,454				-
840	Tuition/VPA	3,699,586				-
846	Grants - Fin Aid	(1,535,778)				-
849	Student Loans	36,069				-
850	Workstudy (off-campus)	(3,793)				-
860	Institutional Financial Aid Fui Reserves*	635,418	6,207,136			(6,207,136)
	Totals	19,866,334	8,043,802	201,900	1,560,211	74,555

* Fund balance moved after year end

Fund Balance Less Commitments

Available Fund Balance Before Commitments	8,043,802
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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	
				106,356
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	
				65,229
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	
11/27/2013	Basic Events	570	1,780	
				30,315
Total Prior Commitments				201,900

New Commitments July 1, 2013 to present

Date		Fund	Amount	Fund Total
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	
				153,545
7/1/2013	CIS Funds	443	1,406,666	
				1,406,666
Total New Commitments				1,560,211

Required Reserves

10% of \$62,071,364

6,207,136

Fund Balance After Commitments and Required Reserves	74,555
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ACTION ITEMS

FIRST READING ITEMS GO HERE

MOTION: To amend the previously adopted minutes of August 16, 2013: “Skills Center” should read “International Air & Hospitality Academy” under the Climate Survey Section.

- The food service operation will be closed at the end of the year. It may be two years before it is started again and the college has not identified funding to renovate the space and the culinary program. The Skills Center (replace with International Air & Hospitality Academy) has requested permission to use the existing space as they have a large number of students in their program and require an overflow location. Food carts will be coming to the main campus in a couple of weeks. The City of Vancouver is optimistic that this will attract more food carts to town.

To read as follows:

- The food service operation will be closed at the end of the year. It may be two years before it is started again and the college has not identified funding to renovate the space and the culinary program. The International Air & Hospitality Academy has requested permission to use the existing space as they have a large number of students in their program and require an overflow location. Food carts will be coming to the main campus in a couple of weeks. The City of Vancouver is optimistic that this will attract more food carts to town.

ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 20, 2013
Ellis Dunn Room GH1 213

Trustees Present: Mmes. Sherry Parker. Messrs. Jack Burkman and Royce Pollard. Trustee Burkman left to attend another meeting at 5:30 pm after the First Reading and Consent Agenda motions and votes were taken.

Trustees Absent: Mmes. Jada Rupley, and Rekah Strong.

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; Dr. Darcy Rourk, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Ms. Sirius Bonner, Special Advisor to the College Community for Diversity & Equity; Ms. Jane Beatty, Director of Change Management; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Prof. Kimberly Sullivan, AHE President; Prof. Bob Hughes, Computer Graphics Technology (CGT); Prof. Layne Russell, Paralegal Program.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Genevieve Howard, Dean of Workforce, Career & Technical Education; Mr. Charles Guthrie, Director of Athletics; Mr. Biniam Afenegus, Soccer Coach; Ms. Dena Brill, ASCC President; Mr. Darryl Ramsey, Student; Mr. Tom Angier, Assistant Attorney General.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> • Chair Pollard called the meeting to order at 5:07 pm. • Chair Pollard noted that Trustees Rupley and Strong were unable to attend this evening due to other commitments. • Trustee Burkman had to leave the meeting early to attend a community meeting. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> • The agenda was reviewed and the trustees moved First Reading and Consent Agenda votes to the beginning of the meeting so that a quorum would be present. Trustee Burkman participated in the vote and left the meeting at 5:30 pm when the informational portion of the meeting began. • Recognition of the men's soccer team was added to the agenda. 	
II. B	Statements from the Audience	<ul style="list-style-type: none"> • Sandra Kendrick and Adiba Ali from the Clark County Public Health Dept. spoke in support of a BAS degree in Addictions Counseling Education (ACED) and highlighted the department's syringe exchange program. 	

	TOPIC	DISCUSSION	ACTION
III.	ACTION ITEMS		
	<ul style="list-style-type: none"> Hearings Examiner The board was asked to review the credentials of two hearings examiners for the purpose of conducting a Dismissal Review Process of a tenured faculty member. An independent examiner needs to be appointed to oversee the committee review process. Three independent arbitrators were invited to respond to the college's request for application for the position and two responded. 	<p>MOTION: Trustee Parker made a motion to approve the hiring of Judge James Stonier (Ret.) of Longview, WA. The motion was seconded by Trustee Burkman and was unanimously approved.</p> <p>MOTION: Trustee Burkman moved that the Board of Trustees authorize Clark College to grant a Bachelor of Applied Science degree. The motion was seconded by Trustee Parker and was unanimously approved.</p> <p>MOTION: Trustee Burkman moved that until further notice, all future Bachelor of Applied Science degree programs must be approved by the Clark College Board of Trustees. The motion was seconded by Trustee Parker and was unanimously approved.</p>	
	FIRST READING	<ul style="list-style-type: none"> Bachelor of Applied Sciences Degree The board is being asked to approve the offering a BAS degree so that the college can move forward with accrediting body approval. The first degree to be submitted will be Dental Hygiene. The trustees were presented with the program proposal during today's work session. Obtaining a BAS degree would save our students significant time and money. If Dental Hygiene students transferred to a university, they would need to complete an additional 60+ credits; staying at Clark for the BASDH, they would need only an additional 18-20 credits. <p>The trustees made it very clear that each BAS program under consideration must come to the board for approval for the foreseeable future.</p>	<p>MOTION: Trustee Burkman made a motion to approve the Consent Agenda. The motion was seconded by Trustee Parker and was unanimously approved.</p>
	CONSENT AGENDA	<ul style="list-style-type: none"> Minutes from October 23, 2013 Board of Trustees Meeting. Minutes from November 5, 2013 Special Board of Trustees Meeting. President Knight welcomed the men's soccer team and recognized their achieving a spot in the NWAACC championships this year. Mr. Guthrie thanked Mr. Belden, Human Resources, President Knight, Mr. Hazelbaker, Ms. Gibert, the ASCC and faculty for their support of the team. Without their support, the team would never have made it as far as they did. Coach Biniam Afenigus discussed the season and thanked everyone in the college. The students introduced themselves along with positions played. Mr. Guthrie also noted that all of Clark's teams made their respective playoffs this year and two coaches received Coach of the Year awards. 	
	RECOGNITION OF MEN'S SOCCER TEAM		

	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> Prof. Sullivan reported that the college and union continue negotiations on salary and workloads. They are also reviewing the AHE contract and making housekeeping updates. The union is also in the process of drafting a policy for future use of Clark facilities by for-profit institutions. 	
	2. WPEA	<ul style="list-style-type: none"> Ms. Waite reported that the WPEA is hoping that a new contract negotiated for health insurance will be ratified. Voting ended on Friday, November 15. There were no premium increases and a wellness plan is in process. 	
	3. ASCC	<ul style="list-style-type: none"> Ms. Brill distributed reusable water bottles to the trustees. The ASCC is also working on a club handbook which should be completed by December. Water bottle filling stations are in process of being activated. The ASCC Program Board visited Ontario, Canada to look into student entertainment acts for the year. The WACTCSA (WACTC student association) met in Olympia and discussed changing the tenure process. 	
	D. Foundation	<ul style="list-style-type: none"> Ms. Gibert informed the board that three gifts have been received in the past week and a half. There were two \$100,000 gifts to STEM and Penguin Promise and an additional \$50,000 gift to Penguin Promise. The campaign has received \$18.6 million. Culinary gifts are being delivered to significant donors next week. 	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Trustee Parker attended the TACTC legislative committee meeting on November 7, just prior to the student group meeting in Olympia. The trustees learned that the tenure process discussion is being led by the students and TACTC is very interested in their input. TACTC's legislative meeting will take place at the January winter meeting. TACTC meets with legislators and the governor often attends their sessions. The state budget appears to be holding steady. Chair Pollard congratulated all of the athletic teams. He noted that the Native American celebration was very well attended. He recognized the Veterans Association for hosting an outstanding first ever Veterans Celebration. He hopes that there will be another event next Veterans Day. 	
II. E.	President's Report	<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> Mr. Belden introduced Darryl Ramsey, this month's student presenter. In keeping with the Veterans Day focus, November's presenting student is always a veteran. Mr. Ramsey is a retired Marine who has returned to Clark for technical retraining and is also Vice President of the Veterans Club. Mr. Ramsey recognized Prof. Bob Hughes for his support and Prof. Hughes spoke in support of the returning veterans who are attending Clark and the great work they do in college and the examples they set for others. 	

	TOPIC	DISCUSSION	ACTION
<p>II. E. President's Report</p>	<p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Dean Howard introduced Prof. Layne Russell of the Paralegal Program. Prof. Russell provided an update of the department's faculty, curriculum, and student development over the past five years. The Law Club is now the most active club on campus with students having opportunities to visiting and witness the state Supreme Court work. The curriculum is moving towards accreditation in 2014 by the American Bar Association, and implementation of a licensed paralegal program. <p>PRESIDENT'S REPORT</p> <ul style="list-style-type: none"> Mr. Belden discussed the integration of financial literacy into several Student Affairs areas and the Career Center. Various institutions are presenting topics about banking, credit scores, and budget to the students. Mr. Williamson provided clarification on the implementation of the TechHub Program. Mr. Hazelbaker confirmed that a legislative breakfast will be held on December 6, 2013, 7:30 am in PUB 161. So far, six legislators have confirmed and he asked the board members to attend if they are available and to please encourage any legislators that they may see over the next couple of weeks to attend as well. Mr. Hazelbaker will send a list of the confirmed legislators to the board. Ms. Diehl updated the board on the 2015-2010 strategic planning process. It has been well received across campus and more than 50 groups have met and discussed strategic planning since opening day and are developing a shared vision of student learning. She said the discussions are centering on students being supported by support services, up-to-date technology, flexible learning environments, and industry-relevant curricula. Students desire to have technology enhance the classroom, not replace it; they want personalized and interactive learning experiences. President Knight confirmed that there will be a board meeting on December 18, 2013. It will have a limited agenda (no student or faculty presentations) but there are action items that need to be addressed. He will report on his trip to China with the board at that time. Enrollment continues to hold steady at October levels. FTEs are down by six percent while Running Start is up by seven percent. President Knight recognized Diane Drebin, Dean of Student Enrollment & Completion, who will be leaving to assume the Vice Presidency of Blue Mountain Community College in Pendleton, OR. She is extremely talented and he knew the college would not be able to keep her for very long, but he is very pleased with the wonderful work she did. Mr. Belden noted that she is one of the most innovative, collaborative, and hardworking staff members he has ever worked with. There are so many new things 	<ul style="list-style-type: none"> Trustee Parker said she is very impressed with the amount of commitment the members of the college community have made in support of this process. 	

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	in place at Clark just because she was here. He will miss her greatly, but her legacy will remain. Ms. Drebin thanked the board, President Knight, and Mr. Belden for the opportunities she had while she was here and said she will miss Clark very much.	
IV.	College Safety Facility Plan K-12 PPI Certificates Review of College Policies Service Learning Standard 2 Highlights	FUTURE TOPICS	WATCH LIST Accreditation GISS Student Completion STEM
V.	DATE AND PLACE OF FUTURE MEETING <ul style="list-style-type: none"> The next regular meeting of the Board of Trustees is currently scheduled for December 18, 2013 in the Ellis Dunn Community Room, GHJL 213. 		
VI.	EXECUTIVE SESSION <ul style="list-style-type: none"> No Executive Session was held this evening. 		
VII.	ADJOURNMENT <ul style="list-style-type: none"> There being no further business, the meeting adjourned at 6:15 pm. 		

Leigh Kent
Recorder
November 22, 2013

Royce Pollard, Chair