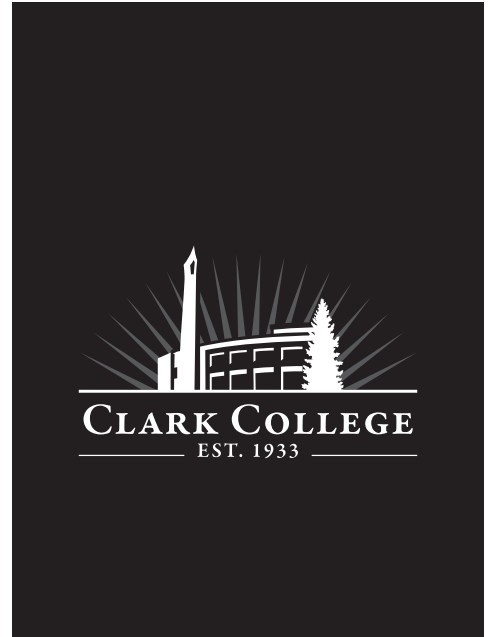


# Clark College Board of Trustees



**February 26, 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  
February 26, 2014**

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**CLARK COLLEGE BOARD OF TRUSTEES**  
**Wednesday, February 26, 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.**

- ♦ Revised Code of Student Conduct

4:00-4:55

**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.*

♦ *Couvapalooza Donation to the Clark College Foundation/Music Department (Lisa Gibert, April Duvic)*

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: Ryan Cunningham*

*Faculty Presentation: Prof. Kathleen Perillo, "Experiential Learning in Natural Sciences"*

*Enrollment Report*

Focus on Learning

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### III. ACTION ITEMS

#### First Reading

- ◆ Consideration of Tenure
- ◆ Proposed Code of Student Conduct

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Addendum A

#### Consent Agenda

- ◆ Minutes from January 22, 2014 Board of Trustees Meeting

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### 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, March 12, 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  
FEBRUARY 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 Computer and Networking Technology departments jointly embraced a series of new technology certifications from Microsoft aimed towards foundational level skillsets in IT. The two departments have five new courses developed and coming out in the fall. Given the trend towards more rigorous levels for industry certifications, these new lower level certs will give students a sense of accomplishment sooner and provide marketable skills enhancement for their resume more immediately. The impact should be improved retention/completion and earlier employability for our students. (OOI)
- Computer Graphics Technology (CGT) students gained valuable experience working with non-profits and small businesses in our Illustrator and Web Design classes. Students created a new T-shirt design for the Mount St. Helens Institute, which will be worn by volunteers and used as an incentive during their membership drive. They also designed responsive websites for Shulnak Village (<http://www.shulnakvillage.org>), Storm City Roller Girls (<http://www.stormcityrollergirls.com>) and Beckett Lead (<http://beckettlead.com>), including a custom video. (OOI)
- Kimberly Russell was hired in a full time temp faculty position, in collaboration with the International Education office, to revamp the ENL (English as a Non-Native Language) curriculum to be piloted during Summer 2014. This is in efforts to attract and retain more international students. (OOI)
- Three learning communities are currently being offered during Winter 2014. One includes courses in CMST (Speech)- Interpersonal Communication; and ECED (Early Childhood Education)- Observation/Assessment. The other two learning communities involve English courses. One includes English Composition and American Multiethnic Literature while, the other includes Composition for Literature and Pacific for NW Literature. A Learning Community is two or more linked courses taken with the same group of students. Featuring shared curriculum and coordinated schedules, Learning Communities are designed to streamline students’ workloads and help them understand how different subject areas are connected. (OOI)

## FOCUS ON LEARNING

- The 52nd annual Clark Jazz Festival was held January 30 through February 1. Fifty junior high and high schools and nearly 1,000 students performed in the festival. The quality of the bands was exceptional, and the performances were well-attended. Thanks to Clark faculty Rich Inouye and the Music Department for coordinating this great learning opportunity for music students in the region. (OOI)
- Geography faculty Heather McAfee has been elected to serve as a Board member of the Association of American Geographers Community College Affinity Group. The Association of American Geographers is the preeminent professional association for the discipline of Geography and includes both national and international representation. (OOI)
- *The Phoenix*, Clark's annual literary magazine, has garnered the following awards: First place, Scholastic Press; First Place, Scholastic Press, Best Story, Elisha Feliciano's "Cold;" Third place, Community College Humanities Association, Pacific Division, Thanks to Clark faculty Liz Donley and Kathrena Halsinger for coordinating the production of the Phoenix and helping students publish an exceptional literary magazine. (OOI)
- The Art Faculty Biennial exhibition was on display at the Archer Gallery January 14 through February 8. An intriguing variety of work—including photography, metal arts, ceramics, oil painting, watercolor painting, and multimedia video—was on exhibit. Thanks to Gallery Director Carson Legree for coordinating the Biennial and highlighting the talent and dedication of our Art faculty as practicing artists. (OOI)
- Outstanding online professor Sally Keely was chosen by MIT (Massachusetts Institute of Technology) to teach a local group of homeschoolers (ages 12-15) to pilot a new STEM (Science, Technology, Engineering, and Mathematics) virtual reality game called Radix. ([radixendeavor.org](http://radixendeavor.org)) The students will participate in pre-tests, post-tests, surveys, and data from the game plays that will be used to improve the game prior to its release. (OOI)
- Professor Gene Johnson presented the two investment workshops for classified staff and faculty on January 15 and 29. "What to Invest In and When" outlined basic investment strategies. "How Not to Run Out of Money in Your Retirement" covered the fundamentals of budgeting and retirement planning. There was a total of 25 participants between the two workshops. (OOI)
- New Faculty Orientation – An orientation for new Clark College faculty members was facilitated by Ann Fillmore, Outcomes Assessment Liaison, on January 2. Nineteen new part-time and full-time faculty attended this event, which is held at the beginning of each quarter. Everything from Clark policies and resources to parking permits and office keys was covered. Key topics included the Student Code of Conduct and Behavioral and Threat Assessment (BITA), the Academic Early Warning (AEW) program, Outcomes Assessment, and Clark's focus on student learning. Gracie White from IT Services also provided training on the SMART Classroom podium. (OOI)



## FOCUS ON LEARNING

- The Clark College Libraries 30 Clicks workshops debuted their winter series on January 22 with Lorelle VanFossen (Computer Technology faculty) discussing classroom uses for tablets. During winter quarter, 30 Clicks will feature sessions on Excel, Audacity, Social Media for job searches, SnagIT, and more. See the library's website (<http://library.clark.edu/?q=content/30-clicks-workshops>) for the complete schedule. There were nine in attendance on the day of the presentation, and the recorded session has been viewed 48 additional times. (OOI)
- ASCC student leaders provided winter quarter Welcome Week activities on January 6-9 to all three Clark College campuses. During this four-day event, the student leaders provided information to new students on Clark resources, ASCC, clubs, programs, and committees. (SA)
- Student Life hosted winter quarter Club Advisor training to 13 advisors on January 14. During the training, club advisors were provided with updated information on their role, appropriate use of services and activities fees, planning events, travel and purchasing, as well as criteria for club service funding. (SA)
- Student Life and ASCC partnered to host the second quarterly Student Involvement Fair on January 15. The event offered students information on how to engage in ASCC clubs and programs, as well as become familiar with the many resources and services available to them. There were 51 clubs, programs and resources in attendance, serving approximately 200+ students. (SA)
- The Diversity Outreach Coordinator attended the LULAC meeting at Fort Vancouver High School on January 10, 2014. The goal of this meeting was to create partnerships with the leaders in the community and work as a committee for the organization of the Northwest Women Summit. This group is working with organizations and leaders in the community in order to promote education and leadership in different areas such as Education, Health, Business, and Civic Engagement for minority women. (ODE)
- The Multicultural Retention Manager and the Special Advisor for Diversity and Equity participated in Investigator Training provided by the state of Washington. The training was on campus and hosted by Clark College as a way to provide tools and training to the Title IX investigation team and other investigators on campus, in the CTC system, or in the local area. (ODE)
- The Multicultural Retention Manager hosted a Power, Privilege, and Inequality (PPI) session in the Classroom Series Student Panel featuring students who identify as GLBTQI on February 4. The panel consisted of three students who told stories of their experiences at Clark while identifying as Queer or Transgender. There were twenty faculty and staff members in attendance. (ODE)

## 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 Networking Technology Department has been forging great partnerships with area employers to offer paid internship opportunities to Clark students. The department has been collaborating with Career Services and Sarah Weinberger. Sarah has been meeting on-site with interested employers and forging these opportunities for our students. Currently the department has internship opportunities with Daimler Trucks (aka Freightliner) and a half-dozen internships in technology occupations. Integra Telecom, a major internet service provider in Vancouver, recently agreed to offer both rotating and intern-to-hire opportunities. (OOI)
- The Networking Technology Department taught its first course where all of the 22 lab activities for the course were 100% online, yet allowed students to use, configure, control, and interact with real equipment in cloud computing environments. One major obstacle to online and hybrid online Vocational Tech courses are the labs involving hands-on use of specialized equipment. This is a milestone towards offering 100% online courses in the future. With 24/7 remote access to the lab equipment, many more students can be served by a smaller equipment investment. This will allow Clark to serve more students across our geographically-dispersed service area and open new options for classes at remote campus locations. (OOI)
- Certificates in both Journalism and American Sign Language were proposed and approved with an effective start date of Summer 2014. These certificates will better prepare students for a smoother transfer to a four year institution after earning their AA degree from Clark. (OOI)
- February activities for the STEM (Science, Technology, Engineering, and Mathematics) Unit include:
  - February 11 – NERD (Not Even Remotely Dorky) Girls outreach to Harney Elementary STEM camp. The Engineering Method. (A 5-week weekly outreach project.)
  - February 12 – NERD Girls night at Burgerville 5- 8 pm
  - February 13 – NERD Girls outreach to the School for the Deaf
  - February 15 – NERD Girls 5k Walk/Run “The Walking NERDS”Engineering week:
  - February 18 – NERD Girls outreach to Harney Elementary STEM camp.
  - February 19 – Engineering Week Expo and Banquet
  - February 20 – NERD Girls outreach to Rise and Stars – Vancouver Housing authority

## EXPAND ACCESS

- February 21 – Galactic Griddle Cakes – Pancake breakfast in celebration of Engineering Week. (OOI)
- Clark College Math Department is on Twitter, using the platform to spread information and news about events and through a weekly posting on #mathmonday through the Twitter account @ClarkMathDept. (OOI)
- Clark College has officially completed migration to the Canvas Learning Management System (LMS). There are 675 courses using Canvas: 70 hybrid, 188 fully online, and 417 web-enhanced (where the LMS is used as a supplement to the face-to-face class sessions). Nearly 400 instructors and 8,899 students are using Canvas. (OOI)
- Recipients were selected for a Clark College Foundation Funds Allocation grant for Open Educational Resources. Participants will be involved in a nine-month Faculty Learning Community to revise curriculum in at least one course to incorporate open source learning materials and eliminate costly textbooks. Each instructor will receive a \$1,000 stipend for successful completion of their work. The project will conclude with a study to determine the cost savings and efficacy of open educational resources (OERs).

The TLC (Teaching and Learning Center) also received a Faculty Learning Community (FLC) grant from the State Board of Community and Technical Colleges to provide additional support for these faculty members. As part of the grant, the Clark OER faculty will present an Ignite session at the Assessment, Teaching, and Learning Conference (April 30 – May 2).

The members of the FLC are: Robert MacKay (Meteorology 101, Atmosphere and the Environment), Dwight Hughes (Network Technology 220, Intro to Network Servers), Tess Yevka (Psychology 100, General Psychology), Tiffany Timperman (English 101, English Composition I), Jean Bucher (BMED 137, Therapeutic Communications). James Wilkins, Business Technology, will facilitate the group. (OOI)

- Two Running Start Information Nights were held on January 22 and February 5. An estimated 1,000 people attended these information sessions. The event provides information to current high school sophomores about how to access Running Start next fall. The Associate Director of Running Start described the process, and two current RS students gave personal testimonials about their experiences in the program. (SA)
- The Admissions team, as part of recommendations associated with the New Student Entry Experience (NSEE) Lean Project, is now co-located with Registration. Cross-training is underway in the new Enrollment Services office to establish a team of staff who are able to perform both admissions and registration functions. (SA)
- Student Ambassadors conducted 11 individual tours in January, assisting 14 individuals. In addition, they conducted two group tours in January, which included approximately 40 new International Students and 15 students from a College 101 class. (SA)

## EXPAND ACCESS

- Three recruitment visits were made in January: Prairie High School, Union High School, and to an International Youth Conference in Portland on January 31. (SA)
- Student Ambassadors assisted with four college events in January: State of the College, Martin Luther King, Jr. Celebration, Running Start Information Night, and College Goal Washington. (SA)
- On September 3, 2013 we received notification from the IRS of a proposed financial penalty related to missing student social security number (SSN) and/or tax identification number (TIN) information in our 2011 1098T file submission. Documentation was sent to the IRS on September 24, 2013 with evidence and explanation supporting our request to have all associated penalties waived.

On February 10, 2014 we received notification from the State Board for Community and Technical Colleges indicating the IRS has announced they will be waiving penalties related to the filing of forms 1098T for tax year 2011.

Business Services and Student Affairs have reviewed our notification and documentation practices to ensure continued compliance with reporting requirements. (SA)

- The Multicultural Retention Manager and the Diversity Outreach Coordinator took five students to attend the Legislative training with the LEAP at Tacoma and the Capitol in Olympia, WA on January 16, 17, and 18, 2014. During this training different speakers gave motivational presentations to about 400 students from different schools in Washington State. At the same time, we had the opportunity to go to Olympia and talk with the legislators of our districts: Rep. Sharon Wylie, Rep. Jim Moeller, Senator Annette Cleveland, and Senator Barbara Baily of district 10, who is on the Higher Education Committee. Students asked legislators for their support of the HB 1817 bill higher education financial aid for DREAMERS. (ODE)
- The Diversity Outreach Coordinator and the Director of Inclusion and Access from Linfield College attended and gave a presentation at College Goal Sunday on January 26, 2014 at Clark College. During the event, she encouraged attendees to enroll in Clark College programs. She gave two presentations to prospective students and their parents in Spanish about how to pay for college in general and gave a presentation about resources for DREAMERS. The event was very well attended; people were eager to learn about what options they could find at Clark College or WSU-V. About 200 prospective new students for Clark College or WSU-V attended. (ODE)

## 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 Curriculum Committee has approved course WS 225—Racism and White Privilege in the U. S. This class is designed to help students analyze and critically evaluate systems of power, privilege, and inequity in our society. It will be offered regularly beginning Fall 2014. Thanks to Women’s Studies faculty Dian Ulner for taking the lead on this important curriculum development work. (OOI)
- Power, Privilege and Inequity in the Classroom, a quarterly student panel series sponsored by the Office of Diversity and Faculty Development, was moderated by Felis Peralta, Multicultural Retention Manager, on February 4. The topic focused on queer and transgender students with a panel of three students who identify as gay, transgender, and queer, with an introduction by Kael Godwin, Research and Analytics Professional. The event was attended by 41 staff, administration and faculty. (OOI)
- “Effective Communication = Priceless,” is a monthly lunchtime workshop series sponsored by Communication Studies and Faculty Development. “Public Speaking: Start to Finish,” featured Dave Kosloski on Wednesday, January 15. “For the Love of Listening,” by Suzanne Southerland, was held February 5. These events were very well attended by staff, faculty, students, and community members. (OOI)
- Nihon Fukushi University (NFU) in Japan has accepted a short term program proposal to allow 10-20 NFU students to study English and explore U.S. culture at Clark College in February 2015. Michiyo Okuhara, a Japanese instructor, leads Japanese study tours for Clark students and has worked together with International Programs staff to strengthen the partnership between NFU and Clark College. (SA)
- ASCC has preliminarily accepted the proposal to fund the International Peer Mentor Program. The International Peer Mentor Program is designed to “foster cross-cultural understanding and assist international students in their academic and cultural transition”. The Peer Mentors are Clark students who are selected and trained by International Programs staff to act as friends and local guides for new international students. (SA)
- International Programs opened the office doors on January 31 for a Lunar New Year and Open House Celebration. Over 100 students, staff and visitors attended the event designed to celebrate New Year traditions around the world. (SA)

## FOSTER A DIVERSE COLLEGE COMMUNITY

- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Student Ambassadors, Pathway Peer Mentors and advisors participated in the *First Friday Leadership Development Series – Toward Inclusion: Leading for Change*, presented by Professional/Technical advisor Monica Wilson on January 10. During this session students explored diversity, social justice, identities, micro-aggressions, interruptions, and creating space for meaningful dialogue. Through interactive activities and group work, students learned conceptual framework and everyday skills to help them understand the dynamics occurring in their communities and challenged their attitudes and behaviors. (SA)
- Student Life hosted SafeZone training attended by fifteen students, faculty and staff on January 24. Presented by Dian Ulner and John Kellermeyer, the SafeZone training provided student leaders, staff and faculty with information and resources around vocabulary, inclusive language, sexual identity, issues of coming out, transgender issues, and how to be an effective ally. A panel of current and past Clark students provided insight into the LGBTQI experience on our campus. (SA)
- The Multicultural Retention Manager and the Program Coordinator–Diversity Outreach Specialist led a review of the ASCC and the Activities Programming Board group Intercultural Development Inventory (IDI) results on January 31. The IDI Group Profile identifies the way the group collectively experiences cultural differences. These results will help the group proactively increase their own cultural “self-awareness” and better understand the group’s unique experiences around cultural differences and commonalities. The students will further utilize the tool through one-on-one review of the individual profiles in order to further develop their understanding and future areas of growth surrounding cultural competence. This session was continuation of work done in September training with the larger leadership group. (SA)
- The Volunteer and Service-Learning Program volunteered with the Boys and Girls Club at Washington Elementary School on January 22 in celebration of Martin Luther King Jr. Day. (SA)
- The Special Advisor on Equity and Diversity, Diversity Outreach Coordinator, and The Multicultural Retention Manager attended the Fourth Annual Dr. Martin Luther King Celebration in Vancouver, WA on January 18, 2014. During the event Sirius Bonner, Special Advisor for and Diversity and Equity, was honored by Vancouver Mayor Tim Leavitt with a Compass Award. Also, a personal friend of Rev. Dr. Martin Luther King Jr., civil rights leader John Lewis, was the surprise guest of the event. Dr. Alisha Moreland-Capua was the keynote for the event. (ODE)
- The MLK Committee and the Office of Diversity and Equity hosted the Dr. Martin Luther King Celebration at Clark College on January 22, 2014. The speaker of the event was nationally known speaker and educator Lee Mun Wah. The Faculty and Staff training called “Creating Community in a Diverse School Environment” had 85 in attendance. “A Promise Still to Keep” keynote was open to students, community, and staff, and had 100 in attendance. The Student Dialogue had 30 students in attendance. The Film showing of "If These Halls Could Talk" was followed by a discussion with Lee Mun Wah and had 44 community members, students, and staff in attendance. (ODE)

## 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*

- Clark College hosted the winter quarter meeting of the Workforce Education Council. This is a statewide council with representatives from all 34 Washington community and technical colleges, the Centers of Excellence, and the State Board. This group is integral to the coordination of workforce efforts across the state and reports directly to the Instruction Commission. (OOI)
- The Machining, Mechatronics, and Welding Departments continue to collaborate with Corporate and Continuing Education to provide customized training opportunities to employees from Longview Fiber, Dwight & Church, and Everaz Steel. (OOI)
- As of Winter 2014, the BMED (Business Tech- Medical Office) Department has incorporated a new Electronic Health Record (EHR), SimChart. SimChart is a widely-used EHR that allows our students the opportunity to use a realistic system. As they progress through the BMED Programs, they will have real-world experience in a system that is similar to the ones they will use with new employers. (OOI)
- Computer Technology instructor Bruce Elgort was selected as one of the region's top entrepreneurs to help mentor startups at the upcoming Portland Startup Weekend Access event in Portland. (OOI)
- Tongue Point Job Corps Center's dental assisting students visited the Clark Dental Hygiene Program on Tuesday, February 4. The Job Corps is a residential career training program allowing students to receive free training to develop skills needed to succeed in the workforce. Clark's Dental Hygiene Program hosted 30 students and had them alternate between assisting the dental hygiene students and visiting a didactic class. (OOI)
- On January 10, 2014, Clark College Corporate & Continuing Education sponsored a tour of the ADX Maker Center in Portland. The tour was targeted at helping Clark College and community partners understand the concept of a maker center, as the foundation for a discussion on starting something similar in Clark County. Dean Howard, Vice President Cook, President Knight, Associate Vice President Kussman, Chief Communications Officer Hazelbaker, Director of Change Management Jane Beatty, Michelle Giovannozzi and Travis Kibota represented Clark College. Representing our partners were Sandra Towne from the City of Vancouver, Mike Bomar and Kim Pincheria from the Columbia River Economic Development Council, and Jeanne Bennett and Tim Foley from the Southwest Washington Workforce Development Council. Everyone came away

## RESPOND TO WORKFORCE NEEDS

with a better understanding and a general consensus that a maker center in Vancouver would address a number of education and training needs. (CCE)

- The second Trades Skills Apprentices Program for KapStone Paper and Packaging began on January 22, 2014. Corporate Education organized an orientation and tours of the main campus and CTC labs for the new cohort and KapStone's Training Manager. Also in January, the first Trades Skills Apprentices Program cohort began its second year of the three-year program. A third cohort is scheduled to begin January 2015. (CCE)
- The Washington State Restaurant Association (WSRA) invited Associate Vice President Kussman to join them at their annual legislative event in Olympia on January 27, 2014. Kussman met with eight of the nine legislators from the 17<sup>th</sup>, 18<sup>th</sup>, and 49<sup>th</sup> legislative districts. All of the legislators agreed to attend a round table in Battle Ground after this legislative session to review their position on restaurant legislation, with the intent of developing a bi-partisan proposal. Clark College will participate in that discussion as it relates to training and training wages. Kussman also worked with the Education Director for the WSRA to look at potential links between the Restaurant Association's Pro Start program and Clark College. He met with a number of restaurant owners and discussed Clark College's current and potential restaurant training programs. (CCE)
- On January 28, 2014, Associate Vice President Kussman met with other members of the newly formed Innovation Partnership Zone (IPZ) Management Team. This team, led by the City of Vancouver, will direct the IPZ with a target of building a strong digital economy in the area through innovation. Clark College and Washington State University Vancouver represent education and skills building on the IPZ Management Team. (CCE)
- Associate Vice President Kussman was invited by Oregon's Deputy Director of Community Colleges and Workforce Development (CCWD), to present the Clark College Corporate & Continuing Education's Patient Health Advocate Program and participate in a panel with other colleges and employers on training in new healthcare professions on January 31, 2014. The meeting was filled to capacity, including representatives from 10 community colleges, the Oregon Health Administration, the Department of Human Services, North by Northeast Community Health Center, Providence Health Systems, Legacy Health Systems, Community Colleges and Workforce Development, Worksource Oregon, Mid Rogue Independent Physicians Association and a number of Local Workforce Investment Boards. Mount Hood and Clatsop Community Colleges have decided they will start to offer the Patient Health Advocate training developed by Clark College. (CCE)
- On February 10, 2014, Clark College Corporate & Continuing Education sponsored a meeting of three representatives, including executive leadership, from each the City of Vancouver's Economic Development Department (COV), the Columbia River Economic Development Council (CREDC), the Southwest Washington Workforce Development Council (SWWDC) and Clark College Corporate & Continuing Education to improve teamwork, increase the level of mutual support between partners and create mutual objectives for the partners around regional



## RESPOND TO WORKFORCE NEEDS

workforce and economic development. The meeting, facilitated by Chato Hazelbaker, the Clark College Chief Communications Officer, was productive and well attended. The team will meet again in March to further build on the foundation of mutual support created at this meeting. (CCE)

- Corporate Education collaborated with Instruction, Communications & Marketing, and Enrollment Services to plan additional educational services in the Gorge. Michelle Giovannozzi, Director of Corporate and Community Partnerships, partnered with Jane Beatty, Director of Change Management, to lead a meeting for the region’s employers to discuss training needs for their workers, as well as how Clark can meet those needs with Corporate Education classes. In addition, Clark and Corporate Education were highlighted in the Gorge Technical Alliance’s “Member Spotlight” email that was sent to the approximately 100 organizations who are members of the professional association. (CCE)
- Corporate Education was awarded \$19,600 to develop and deliver Certified Production Training as part of a Columbia Willamette Workforce Collaborative grant for the Northwest Interstate College Consortium, a consortium of five community colleges in the Portland/SW Washington region. In addition, new training contracts were signed with Kyocera for Excel training and with a local high-tech manufacture to deliver Project Management training. (CCE)
- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
  - Attended 2014 Economic Forecast Breakfast.
  - Met with Rob Widmer of Widmer Brothers Brewing to discuss the potential Center for Applied Restaurant and Fermentation Science program.
  - Met with Jeanne Bennett, Executive Director of the Southwest Washington Workforce Development Council (SWWDC), to discuss partnerships between the two organizations.
  - Attended Portland Business Journal breakfast, “What does it take to run a successful and innovative healthcare system?”
  - Hosted a second 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.
  - Met with Brian McMenamin to discuss the potential Center for Applied Restaurant and Fermentation Science program.
  - Attended Clark County Rotary weekly meetings.
  - Attended the #next chapter meeting hosted by the City of Vancouver to promote a city-wide reading event Participated in meetings for the Healthy Living Collaborative of Southwest Washington.
  - Met with Daphne Parker and General York with VetRest to discuss a potential trucking program for Veterans.
  - Conducted employer visits with Christensen Shipyard, Bonneville Dam, SEH America and Kyocera to discuss potential training projects. (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*

- Korey Marquez, Associate Director of Tutoring, has begun writing and distributing a tutoring newsletter for Clark College tutors. The weekly newsletter is a means to provide tutoring staff with news, announcements, and tips. (OOI)
- Two laptop counters with electrical outlets were installed on the second floor of Cannell Library. This project is part of a RMI (Repair and Minor Improvement) project to improve study spaces in the library. (OOI)
- All Clark College campuses participated in a lockdown exercise on Thursday morning, January 30. The drill tested and evaluated the effectiveness of the College's planned response to a violent intruder. During the 10-minute exercise, all classes in session were interrupted and all offices were closed. Movement in and out of buildings was restricted. Participants at the Jazz Festival were invited to take part by moving to the cafeteria. At Columbia Tech Center and WSU Vancouver, electronic door locking capability was successfully tested and was working properly. The exercise was preceded by multiple informational email communications to faculty, staff, and students. A post-exercise email survey was conducted, and results are being processed. (AS)
- Refresher training was delivered on February 3 to 26 volunteer members of the Campus CERT (Community Emergency Response Team). The 90-minute emergency preparedness refresher training included three modules: ABCs of the Incident Command System presented by Homeland Security Coordinator Scott Johnson from the 911 center; Disaster Psychology by college counselor Shayna Collins; and CERT Nuts & Bolts by emergency manager Marilyn Westlake. Campus CERT members are trained to support emergency response in a disaster by conducting medical triage and light search and rescue. (AS)
- Clark College hosted two all-day training classes in January on the use of Continuity of Operations Planning (COOP) software. Forty employees from all areas of the college participated in the training activities. The college purchased the COOP software using funds from our federal Emergency Management in Higher Education grant. The online tool provides a convenient way for managers to create and maintain continuity of operations plans for their departments. COOP is important in order to minimize the time required to restore services after an event or disaster (fire, flood, earthquake, tornado, etc.). COOP planning focuses on identifying essential functions and critical resources used by departments and developing

## ENHANCE COLLEGE SYSTEMS

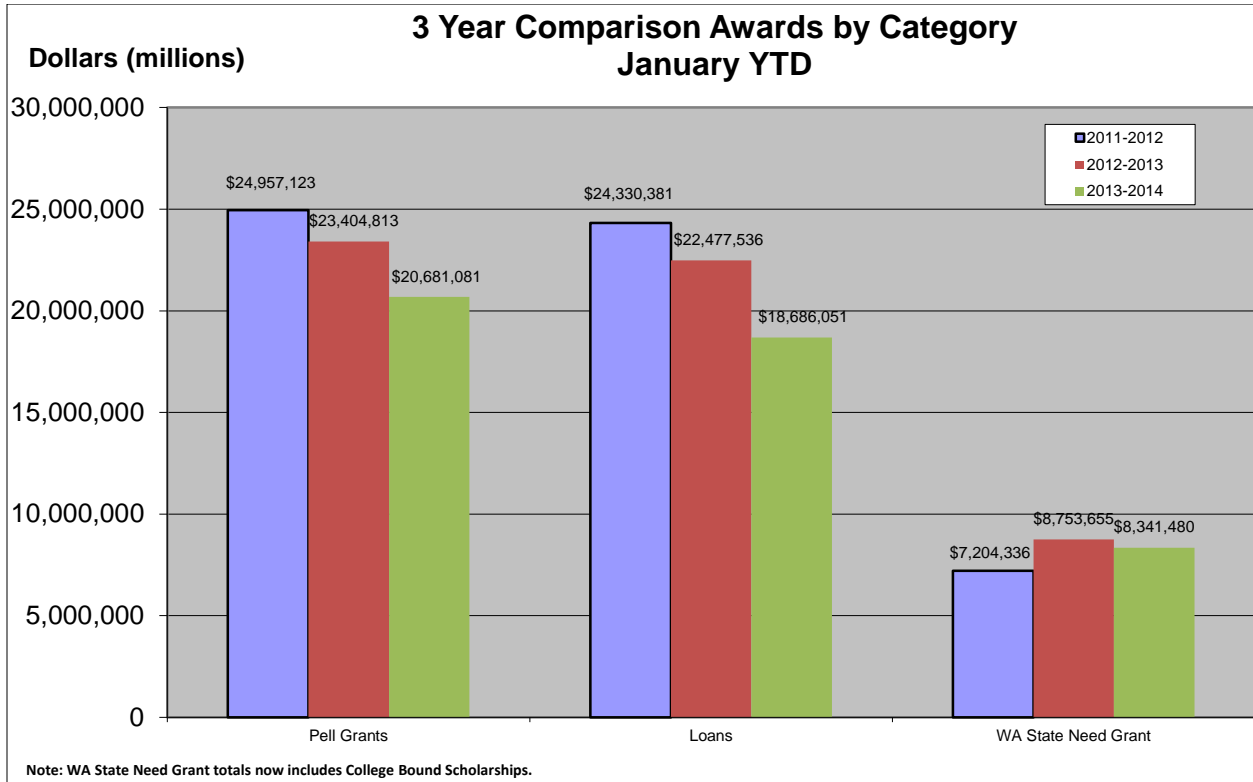
alternatives for critical resources that may be unavailable after an event or natural disaster. The training was very well received by the participants. (AS)

- The STEM construction document (CD) phase is on schedule. We anticipate the 95% complete set of CD documents to be distributed to the College for review around February 25, and our comments returned to LSW by March 19. The project will also go out for one last cost analysis and constructability review in the interim. City plan reviews will also begin around this time. We are currently engaging a state certified archeologist to complete a state-required site survey for culturally and historically significant artifacts.

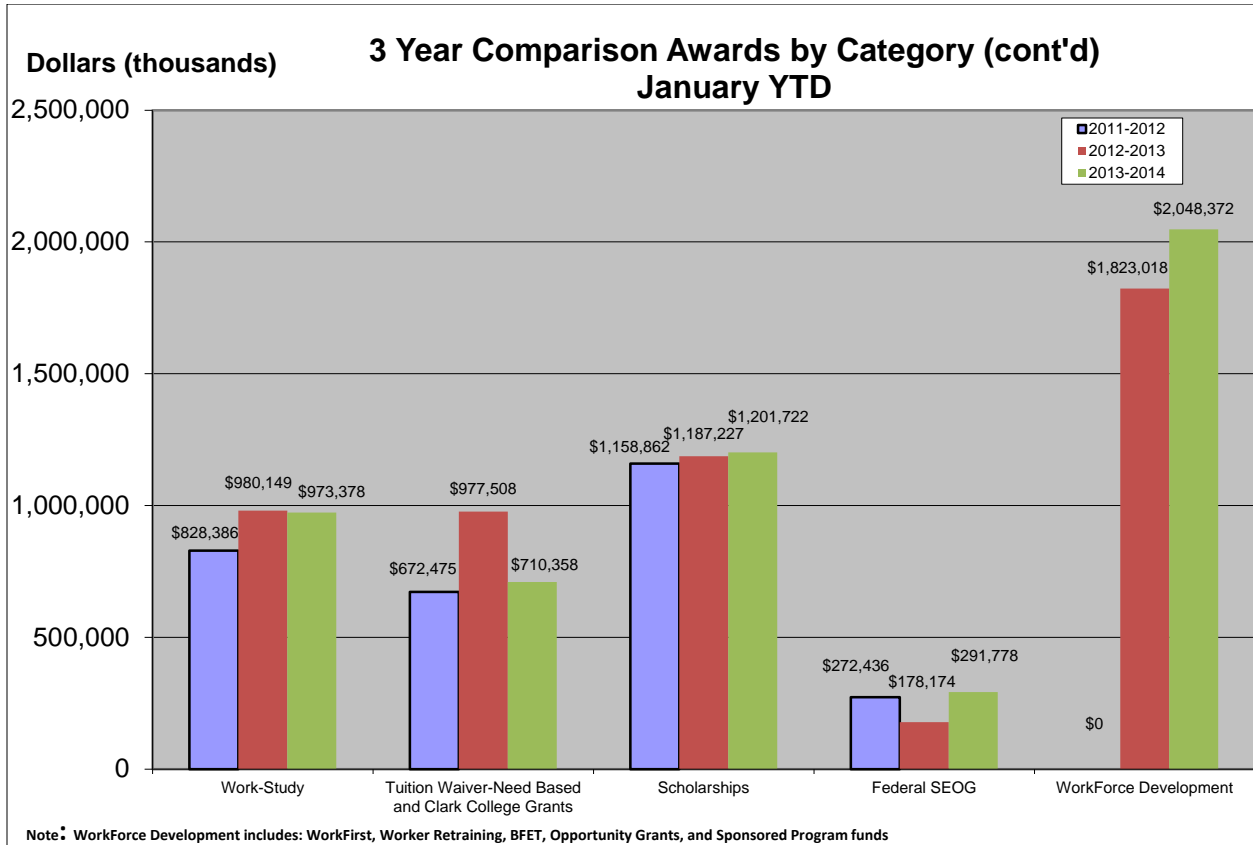
The CD set will become the bid set at 100% completion, sometime around early April, when the project will be let for bidding. The anticipated bid date is May 13. (AS)

- The Counseling and Health Center counselors presented their training session on “Helping Students in Crisis” on January 29. The session offered guidelines for faculty and staff on how to help students who are at risk for suicide. It included information about identifying risk factors and warning signs, and increasing awareness of available campus and community resources. There were 11 attendees and the training was well received. The counselors have been asked to repeat the training at future events. (SA)
- A Health Occupations and Education Programs advisor met with students from the Basic Education Fast Track class on January 22 to share program information about students’ areas of interest. A group of three students interviewed the advisor about the Nursing program. The advisor shared information about the program’s preliminary requirements, application and selection processes, estimated costs, and also provided general information on steps to begin as a new student at Clark College such as placement testing and Financial Aid. A second group of three students interviewed the advisor and received program information about the Early Childhood Education program. Each of the six students followed up with the advisor with personal thank-you emails stating an important fact they learned and how the experience was beneficial to them. (SA)

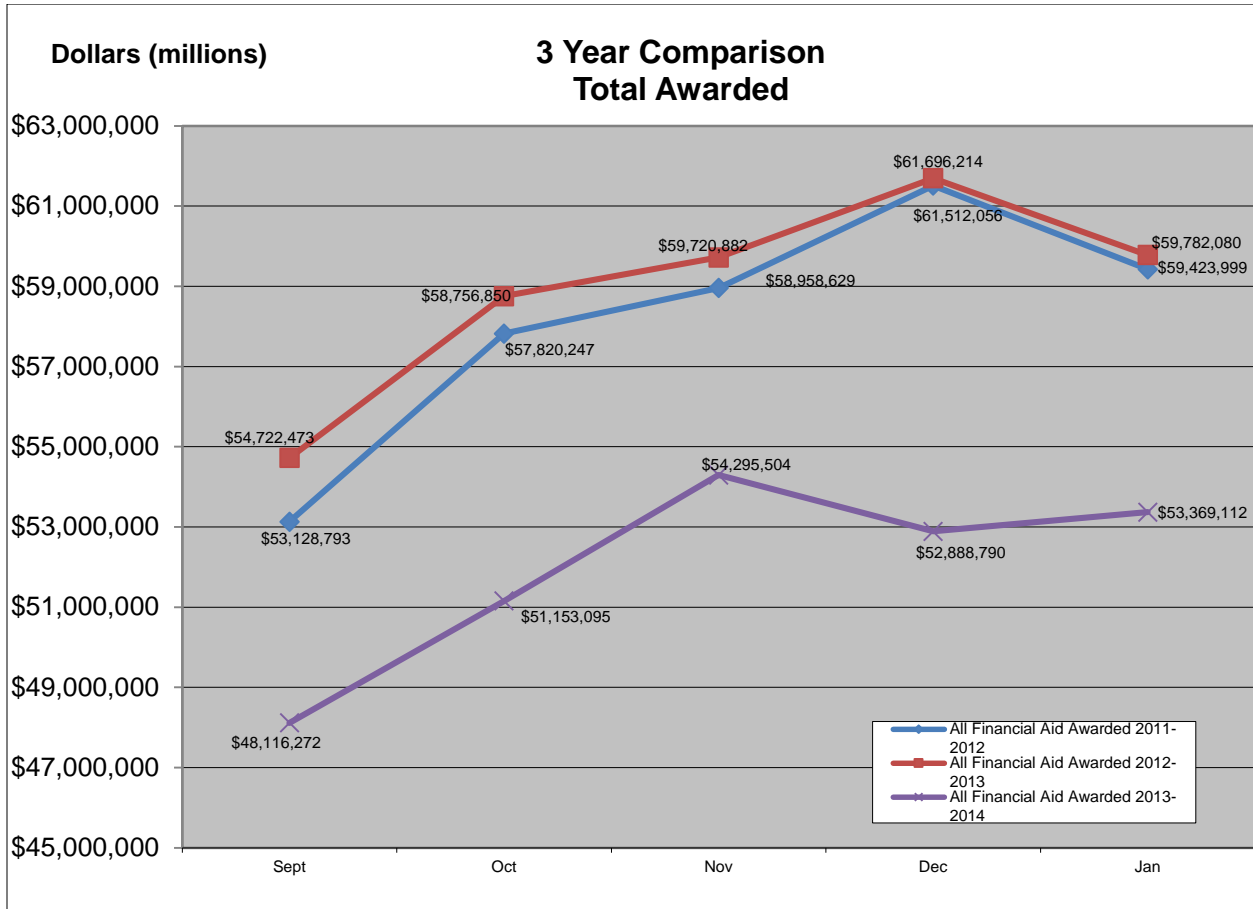
STATISTICS



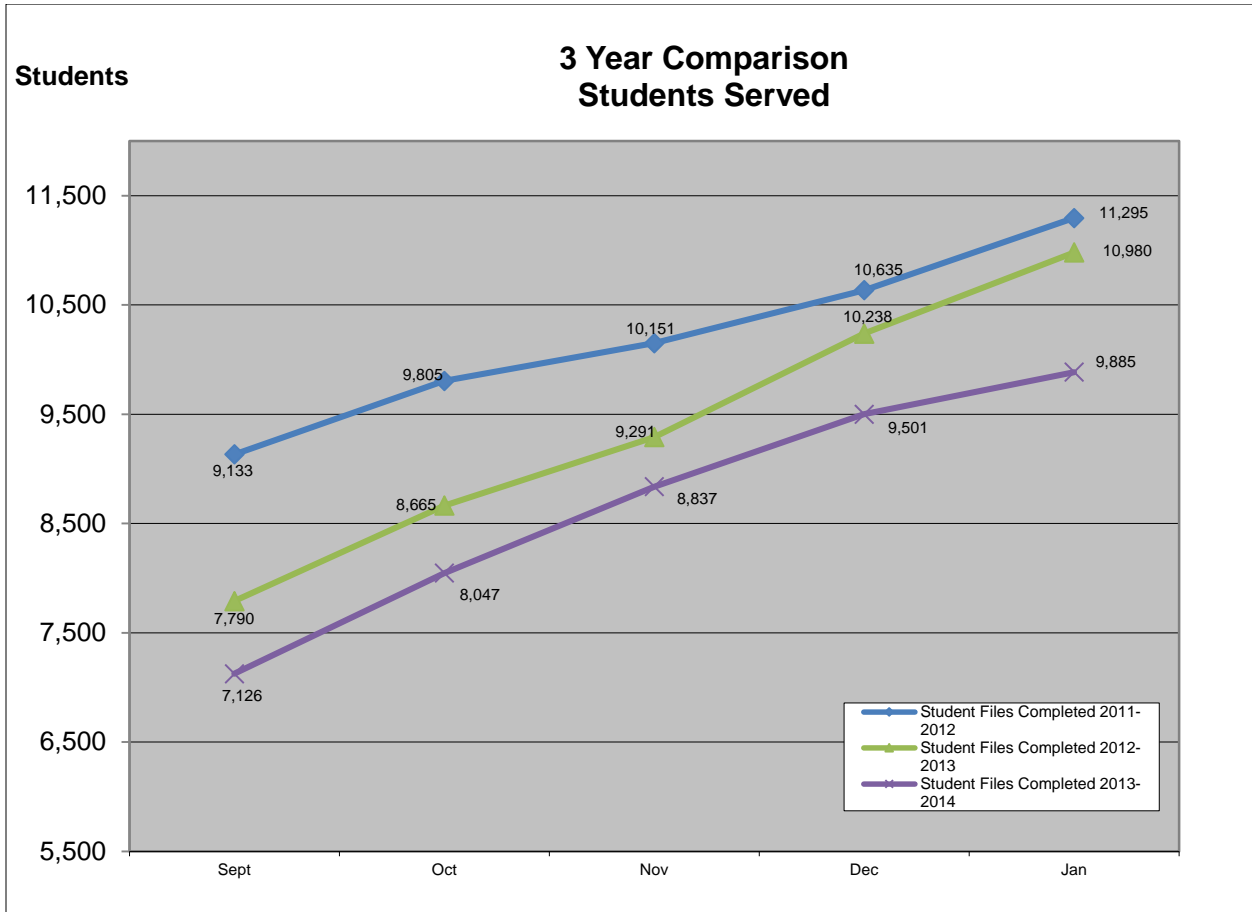
STATISTICS



**STATISTICS**



STATISTICS



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

Sources of Funds (Revenues)	2013-14 Budget	Revenues to Date	Difference	% Budget Received
<b>Operating Accounts</b>				
State Allocation	26,309,715	13,683,698	12,626,017	52.0%
Tuition & ABE	18,192,718	13,791,603	4,401,115	75.8%
Running Start	6,372,656	3,164,996	3,207,660	49.7%
Excess enrollment	7,308,444	3,880,000	3,428,444	53.1%
Planned use of prior fund 148 balance	225,274	-	225,274	0.0%
Dedicated, matriculation, tech, cont ed	4,054,274	2,637,676	1,416,598	65.1%
<b>Total Operating Accounts</b>	<b>62,463,081</b>	<b>37,157,972</b>	<b>25,305,109</b>	<b>59.5%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	4,055,079	2,117,531	1,937,548	52.2%
Planned use of prior fund 145 balance	106,356	-	106,356	0.0%
Internal Support & Agency Funds	973,735	794,409	179,326	81.6%
ASCC less PUB	1,887,858	1,103,147	784,711	58.4%
Bookstore	5,294,351	3,496,434	1,797,917	66.0%
Parking	462,894	326,448	136,446	70.5%
Auxilliary Services	1,543,497	758,655	784,842	49.2%
Financial Aid	60,242,960	36,324,916	23,918,044	60.3%
<b>Total Other Accounts</b>	<b>74,566,730</b>	<b>44,921,541</b>	<b>29,645,189</b>	<b>60.2%</b>
<b>Total Sources of Funds</b>	<b>137,029,811</b>	<b>82,079,513</b>	<b>54,950,298</b>	<b>59.9%</b>

Uses of Funds (Expenses)	2013-14 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<b>Operating Accounts</b>				
President	730,554	331,577	398,977	45.4%
Associate Vice President of Planning & Effectiveness	455,107	285,256	169,851	62.7%
Special Advisor for Diversity & Equity	274,409	171,726	102,683	62.6%
Vice President of Instruction	38,984,267	19,373,835	19,610,432	49.7%
Vice President of Administrative Services	11,337,395	7,637,623	3,699,772	67.4%
Vice President of Student Affairs	8,090,899	4,619,276	3,471,623	57.1%
Associate Vice President of Corporate & Continuing Ed	844,327	436,652	407,675	51.7%
Executive Director of Communications	823,818	466,005	357,813	56.6%
Associate Vice President of Human Resources	922,305	531,772	390,533	57.7%
Bank & credit card fees		157,625		
<b>Total Operating Accounts</b>	<b>62,463,081</b>	<b>34,011,348</b>	<b>28,609,359</b>	<b>54.5%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	4,161,435	3,089,907	1,071,528	74.3%
Internal Support & Agency Funds	973,735	835,473	138,262	85.8%
ASCC less PUB	1,887,858	930,102	957,756	49.3%
Bookstore	5,294,351	3,634,082	1,660,269	68.6%
Parking	462,894	242,220	220,674	52.3%
Auxilliary Services	1,543,497	956,237	587,260	62.0%
Financial Aid	60,242,960	36,302,893	23,940,067	60.3%
<b>Total Other Accounts</b>	<b>74,566,730</b>	<b>45,990,915</b>	<b>28,575,815</b>	<b>61.7%</b>
<b>Total Uses of Funds</b>	<b>137,029,811</b>	<b>80,002,262</b>	<b>57,027,549</b>	<b>58.4%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>2,077,251</b>		
Capital Projects- Expenditures	42,847,370	4,520,634	38,326,736	10.6%

c. Bob Knight, Bob Williamson, Sabra Sand  
e. Thersa Heaton, Cindi Olson, Nicole Marcum, Bill Belden  
Ron Hirt, Accounting-February 11, 2014



**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>	3,446,329	2,207,932		106,356		<b>2,101,576</b>
<b>147 Local Capital*</b>	389,184	-				-
<b>148 Dedicated Local</b>	3,953,821	(16,701)		65,229	160,045	<b>(241,975)</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>	1,406,666	1,406,666			1,406,666	-
<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>1,566,711</b>	<b>68,055</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
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 Cetner	148	6,500	
				<b>160,045</b>
7/1/2013	CIS Funds	443	759,675	
12/10/2013	IT Infrastructure	443	398,991	
12/10/2013	Web Content Management System	443	60,000	
12/10/2013	Fiber Optic Cable	443	133,000	
2/4/2014	OU Campus and Salesforce	443	55,000	
				<b>1,406,666</b>
<b>Total New Commitments</b>				<b>1,566,711</b>

### Required Reserves

10% of \$62,071,364 **6,207,136**

<b>Fund Balance After Commitments and Required Reserves</b>	<b>68,055</b>
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# MEMORANDUM

To: Robert K. Knight  
President

From: Tim Cook, Ed. D.  
Vice President of Instruction

Date: February 14, 2014

Re: Recommendations for Tenure

The Tenure Review Committees have forwarded their tenure recommendations for the following 3<sup>rd</sup> year tenure-track faculty:

<u>3<sup>rd</sup> Year Tenure-Track Faculty</u>	<u>RIF Unit</u>
Lisa Aepfelbacher	NURSING
Gene Biby	THEATRE
Steven Clark	BIOLOGY
Adam Coleman	COMPUTER TECHNOLOGY
Amanda Crochet	CHEMISTRY
Elizabeth Donley	ENGLISH
Katie Laack	NURSING
Robert Schubert	ANTHROPOLOGY
Suzanne Southerland	COMMUNICATION STUDIES
Erin Staples	HEALTH EDUCATION

Please note that the tenure administrative assistants are currently drafting and finalizing the meeting minutes to be sent for the chair and probationer's review and signatures. A notation will be included in the binders to identify those that are pending approval.

**ACTION ITEMS**

**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  
January 22, 2014  
Ellis Dunn Room GHL 213**

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

**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; Mr. Kevin Kussman, 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; Dr. Marcia Roi; Mr. Jim Jenson, Ms. Catherine Crawl.

**Others:** Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Ms. Dena Brill, ASCC President; Ms. Lulu Chen and Ms. Lucy Ann Kendall, students.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> <li>Chair Pollard called the meeting to order at 5:06 pm.</li> </ul>	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> <li>Chair Pollard announced that there would be an executive session following the business meeting to consider the selection of a site or the acquisition of real estate by lease or purchase and also to review the performance of a public employee. No final action will be taken during the executive session.</li> </ul>	
II. B	Statements from the Audience	<ul style="list-style-type: none"> <li>There were no statements from the audience.</li> </ul>	
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> <li>Ms. Sullivan attended today's MLK diversity event in order to gain insight on questions that she has been asked about power, privilege, and inequality. The presentations helped her to move forward as hiring committees are established and reaching resolutions on what seem insurmountable issues.</li> <li>She attended opening day of the state's legislative session to meet encourage restoration of COLA salary adjustments to faculty. She received 34 signatures in support of her efforts. She pointed out that faculty members have lost 16% of their purchasing power over the past six years when COLA raises were eliminated.</li> </ul>	

	TOPIC	DISCUSSION	ACTION
	2. WPEA	<ul style="list-style-type: none"> <li>The WPEA did not have a report this evening.</li> </ul>	
	3. ASCC	<ul style="list-style-type: none"> <li>Ms. Brill was pleased to announce that the water bottle stations are a success so far and one filter in the O'Connell Sports Center already needs changing.</li> <li>The OSWALD awards will be held Tuesday, May 27, at 5:30 pm. The ASCC has taken on staging this event this year and she invited all of the trustees to attend.</li> <li>Welcome Week was a huge success and she has been speaking to new faculty members to encourage their students to become involved in ASCC and clubs. The Activities Board already has five events scheduled for February.</li> </ul>	
	D. Foundation	<ul style="list-style-type: none"> <li>Ms. Gibert reported that there is only \$900,000 left to raise in the comprehensive campaign with another \$3.4 million in the pipeline. The community has been very supportive of the campaign and she is certain that the \$20 million goal will be easily reached before the end of June.</li> <li>Pledges and donations received have not all been earmarked for the strategic initiatives put forth in this campaign and future campaigns will address the needs the college still has.</li> <li>Chair Pollard remarked that the College has a lot to be thankful for within our community and for the quality of the foundation. We have a large community of donors who truly understand and support the value that Clark provides to the region and it is due to the quality of the faculty and students who are here.</li> </ul>	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> <li>Trustee Burkman complimented today's diversity speaker, Lee Mun Wah. He said it was a phenomenal presentation as was the MLK breakfast this past Saturday. Congressman John Lewis attended the breakfast and he is amazed at the caliber of people that are coming to visit this community. He also thanked President Knight for a great State of the College address on January 16.</li> <li>Trustee Parker said that it was her privilege to attend the TACTC winter conference and legislative session on Sunday and Monday. The Transforming Lives dinner was held on Sunday and five students from across the state were presented with the award. Clark's nominee, Hollee Kennedy, also attended. Although the Governor was not able to attend the meeting, he did send his educational advisor; the trustees also heard about the work TACTC and SBCTC are doing with the Washington Business Association in preparing students for work. ACCT national President Noah Brown and SBCTC Executive Director Marty Brown also spoke. This year will be a short legislative session and she does not see a lot of progress as most of the legislators will be preparing for re-election campaigns. She is hopeful that our issues will be presented and action taken during next year's session.</li> </ul>	

	TOPIC	DISCUSSION	ACTION
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> <li>Vice Chair Strong said the President did an exceptional job with this year's State of the College address, highlighting all of the things that took place at the college over the past year. She attended the MLK breakfast on Saturday and said that Congressman Lewis' appearance was an awesome experience. She is very proud of all the activities and opportunities taking place at the college and the wonderful work being performed here is and is very thankful that the community has the college.</li> <li>Chair Pollard said the President gave a great State of the College speech. He congratulated the men's and women's basketball teams who are doing very well this year. He also shared his experiences working in the south during the Civil Rights era and how it framed his future views on diversity in this country (not sure if you want me to include this)</li> </ul>	
II. E.	President's Report	<p><b>STUDENT PRESENTATION</b></p> <ul style="list-style-type: none"> <li>This evening's student presenter was Lulu Chen, an international student from China. Lulu is in her third year at Clark and is studying for a business administration transfer degree; she will attend WSU-V to study hospitality. She spoke about the tremendous influence the college has had on her life.</li> </ul> <p><b>FACULTY PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Dr. Marcia Roi and three faculty members from the Addiction Counselor Education program spoke about the urgent need for new addiction counselors in Clark County.</li> </ul> <p><b>PRESIDENT'S REPORT</b></p> <ul style="list-style-type: none"> <li>President Knight discussed the TACTC meeting. The Governor supports the DREAM Act which has just been passed by the House; Senate passage is still uncertain. Some statistics of note from the conference were that there are currently 400,000 adults between the ages of 25 and 44 in the state who do not have a college degree.</li> </ul>	

	TOPIC	DISCUSSION	ACTION
II. E.	<b>President's Report</b>	<p>Education Committee Chair Sequist also said that fewer than 50% of the five-year olds in Washington today have ever had a book read to them or a song sung to them. ACCT President Noah Brown told the college trustees that they need to closely partner with the K-12 districts in their areas. Since 1970, the percentage of the budget being used for education has been continuously dropping.</p> <ul style="list-style-type: none"> <li>• Mr. Williamson introduced Sabra Sand, the new Director of Business Services. Sabra has 15 years of extensive accounting experience at Clark. She has been instrumental in development of the ctcLink project.</li> <li>• The Facilities Master Plan committee has been meeting since last June and holding open forums to discuss facilities needs for the future. Because the colleges can no longer rely on state funding, there are many different sources of revenue that will need to be investigated in order to meet the college's infrastructure needs. Expect a draft FMP sometime in March.</li> <li>• President Knight distributed the enrollment report. The numbers are dropping more quickly than expected but the college is assessing the situation and adapting to the situation. Some classes will be cut in the spring; more creative marketing efforts will be implemented as we will have to recruit harder to find new students.</li> <li>• Trustee Burkman asked about Tech-Hub; Michelle Bagley explained that is a collaborative, cross-campus effort to establish a central location for students to seek help for all of the technical issues. It has been a great success and over 400 students visited during the first week of winter quarter. Discussions are underway as to whether it should also be expanded to staff and faculty members.</li> <li>• Trustee Parker was happy to read in the report of the outreach efforts taking place to the eastern part of the service district. Trustee Burkman was pleased to see outreach to sixth-through-eighth graders for the American Math Exam.</li> </ul>	<ul style="list-style-type: none"> <li>• The trustees requested a presentation on planned marketing efforts during the next two months.</li> <li>• Vice President Cook will report back to Trustee Burkman on the number of middle school participants in the American Math Exam and if the college plans to hold it again next year.</li> </ul>



	TOPIC	DISCUSSION	ACTION
III.	<b>ACTION ITEMS</b>		
	<b>FIRST READING</b>	<ul style="list-style-type: none"> <li><b>MOTION:</b> To amend the previously adopted minutes of August 16, 2013: "Skills Center" should read "International Air &amp; Hospitality Academy" under the Climate Section of the minutes.</li> </ul>	<ul style="list-style-type: none"> <li>Chair Pollard asked for a motion to approve the change and move it to the Consent Agenda. Trustee Burkman made a motion to approve the change in wording to move the motion to the Consent Agenda. The motion was seconded by Trustee Parker and and unanimously approved.</li> </ul>
	<b>CONSENT AGENDA</b>	<ul style="list-style-type: none"> <li>Minutes from the November 20, 2013 Board Meeting.</li> <li>Corrected minutes from the August 16, 2013 board retreat.</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 Marketing Discussion 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, February 26, 2014 in the Ellis Dunn Community Room, GHJ 213.</li> </ul>		
	<b>EXECUTIVE SESSION</b>		
VI.	<ul style="list-style-type: none"> <li>An Executive Session was held this evening to consider the selection of a site or the acquisition of real estate by lease or purchase and also to review the performance of a public employee. No final action was taken during the executive session.</li> </ul>		
	<b>ADJOURNMENT</b>		
VII.	<ul style="list-style-type: none"> <li>There being no further business, the meeting adjourned at 6:50 pm.</li> </ul>		

\_\_\_\_\_  
Royce Pollard, Chair

Leigh Kent  
Recorder  
January 23, 2014