

# Clark College Board of Trustees



**October 21, 2014**

**Clark College**  
*The Next Step*



## ***2014 - 2015 Institutional Goals***

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

- Continue to engage the college community in what it means to be a learning college to align continuous improvement activities with educational program assessment.
- Increase the number of employees engaged in professional development opportunities.

### ***Expand Access***

- Conduct the activities associated with the retention plan and strategic enrollment management plan to expand access and focus on learning.

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

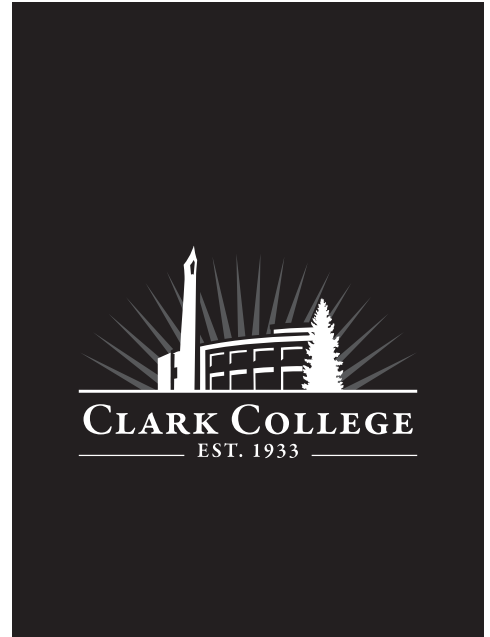
- Implement an employee recruitment plan to increase the proportion of diverse employee applicants for each open position to develop a workforce more reflective of the student body.
- Support all employees' and students' engagement in educational opportunities related to power, privilege, and inequity to improve student, staff and faculty retention and success.

### ***Respond to Workforce Needs***

- Prioritize partnerships with local businesses and economic development efforts to provide relevant educational programs.

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

- Implement the environmental sustainability plan.
- As required by the State of Washington, prioritize and perform activities required to prepare for the successful implementation and maintenance of the new enterprise system (i.e., ctLink).



# 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  
October 21, 2014**

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**CLARK COLLEGE BOARD OF TRUSTEES**  
**Tuesday, October 21, 2014**  
**Ellis Dunn Room, GHL 213**

**AGENDA**

All regular meetings of the Board are recorded.

**BOARD WORK SESSION—PUB 258A**

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

Closed Session to Discuss Quasi-judicial Matters

**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

No report this month

D. Statements and Reports from Board Members

E. President's Report

*Student Success Presentation: Darlene Minnick*

*Faculty Presentation: Prof. Izad Khormaei and Nicholas Macias, Engineering Dept., "Partners-in-Project"*

*Enrollment Report*

Focus on Learning

Pages 1- 8 and  
*Addendums A, B, C, D*

Expand Access

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**III. ACTION ITEMS**

**First Reading**

- ◆ Authorization for Utilization of \$2 million in Reserves for Culinary Arts Remodel

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**Consent Agenda**

- ◆ Minutes from September 24, 2014 Board of Trustees Meeting

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**IV. TRANSFORMING LIVES NOMINEE INTERVIEWS**

**6:00 PM**

**V. FUTURE TOPICS**

- ◆ College Safety
- ◆ Facility Plan
- ◆ K-12
- ◆ PPI Certificates
- ◆ Review of College Policies
- ◆ Service Learning
- ◆ Standard 2 Highlights

**WATCH LIST**

- ◆ Accreditation
- ◆ GISS Student Completion
- ◆ STEM

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

*The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, November 19, 2014 in the Ellis Dunn Room.*

**VII. EXECUTIVE SESSION**

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

**VIII. ADJOURNMENT**

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

# **FOCUS ON LEARNING**

**PRESIDENT'S REPORT  
OCTOBER 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.

- Continue to engage the college community in what it means to be a learning college to align continuous improvement activities with educational program assessment.
- Increase the number of employees engaged in professional development opportunities.

*Progress*

- Through joint development efforts between faculty in the Workforce, Career and Technical Education Unit and the English department, Professional Technical Writing 135 (PTWR 135) is formally being offered for the first time this Fall. This class is the first of two general education classes tailored to meet the degree requirements for career technical education (CTE) students. The class seeks to increase degree completion by teaching English competencies in a manner that is directly related to CTE students' programs of study. (OOI)
- The first section of I-DEA (Integrated Digital English Acceleration) began in September. "In collaboration with The Bill and Melinda Gates Foundation, the State Board for Community and Technical College's (SBCTC) Integrated Digital English Acceleration (I-DEA) project builds on the success of the Integrated Basic Education and Skills Training (I-BEST) initiative. I-DEA will engage cohorts of adult learners at all 34 college sites across Washington state, directly improving instruction for low-level English language learners. The program targets learners at the lowest three levels of English as a Second Language (ESL) and serves as an "on-ramp" to prepare students for entry into I-BEST". Grant-funded for two years, all 25 students have been loaned laptop computers and 24/7 internet access for the duration of their I-DEA enrollment. (OOI)
- Eleven "First Quarter Learning Communities" have been piloted this Fall. These communities are designed to increase retention and completion, with curriculum consisting of College 101, an English, and a Math course. Two fully integrated Learning Communities and two I-BEST (Integrated Basic Education and Skills Training) communities have also been offered this Fall, for a total of 15 communities across Clark College. (OOI)
- The 2014 PHOENIX received student recognition in the multiple Literary Publication categories for the Community College Humanities Association's annual awards, Pacific Western Division including California:
  - Poetry, 3rd place (Justin Henderson)
  - Story, 2nd place (Mariah Lewis) and honorable mention (Renee Soasey)
  - Nonfiction, 2nd place (Tim Roduner)



## FOCUS ON LEARNING

- Art, Honorable Mention (Irina Burchak, *Wash over Me*)
  - Song/Performance, 1st (Annie Becker, *John*), 2nd (Jake Henry, *Chalk and Nature*), and 3rd (Annie Becker and Cristi Jenkins, *Craig's Smile*). These videos are on our website: [www.clarkphoenix.com](http://www.clarkphoenix.com)
  - The PHOENIX was also belatedly awarded the **Judges Award** (good one) for Patrick Michael Casey's entry, *Re:assimilation*, in the 2013 Phoenix. (OOI)
- Clark STEM held a clinic on Saturday, September 27, titled, "Elementary Science Olympiad Coaches Clinic", for teachers in the area that will be coaching their elementary school teams in the upcoming Elementary Science Olympiad in November. Faculty Erin Harwood led the teachers through each of the five events planned for the tournament. Members of the SW WA Science Olympiad Regional Board also assisted throughout the morning.
  - Student Advocacy Seminar Series – This three-part series of seminars was conducted during Spring and Summer 2014 to equip faculty and staff with the tools and resources to impact student learning by broadening faculty and staff knowledge of Clark College. The series was funded with Title III grant resources and organized by individuals from the Office of Planning and Effectiveness, BEECH, the Teaching and Learning Center, Advising and the Office for Diversity and Equity. Stipends of \$200 were offered to all faculty who completed the series of three two-hour seminars. One hundred sixty nine employees completed the series: 142 faculty and 27 staff members. Individually, each session achieved significant attendance rates: 186 attended Navigating College Systems; 181 attended Introduction to Advising; and 186 attended Power, Privilege and Inequity.

Overall, staff and faculty respondents were positive about their experiences in each of the three seminars. For example, more than 80% of respondents indicated that the time spent in each seminar was worthwhile (93% for Navigating College Systems; 91% for Power, Privilege and Inequity; 81% for Introduction to Advising). Additionally, 93% of respondents would recommend the Navigating College Systems seminar and 88% would recommend the Power, Privilege and Inequity seminar to colleagues. Specific recommendations for future seminar series were identified, including interest in interactive/discussion-based learning and additional seminar series offered throughout the academic year for faculty and staff. (OOI)

- New Faculty Orientation – An orientation for faculty new to Clark College was facilitated by Lorraine Leedy, Faculty Development Program Specialist, on Friday, September 5. Six new full-time faculty and 21 part-time faculty attended this event, which is held at the beginning of each academic quarter. Everything from Clark policies and resources to parking permits and office keys was covered. In addition, Jordan DeVan, Enrollment Services, explained the use of Instructor Briefcase for recording grades; Matt Rygg, Student Affairs, explained the Student Code of Conduct and Behavioral and Threat Assessment (BITA); Mel Favara, English & AEW Faculty Liaison, outlined the Academic Early Warning (AEW) program; Michelle Bagley, Clark Libraries and Academic Success Services, introduced the group to Library, Tutoring and eLearning resources and the Clark Libraries website; and Gracie White, IT Services, provided training on the SMART Classroom podium. Evaluations were favorable overall. (OOI)

## FOCUS ON LEARNING

- Faculty Focus 2014 -- 195 Clark College educators gathered on the main campus September 17 to explore "Dynamic Systems for Student Learning". Following an introduction by President Bob Knight and a welcome address by Tim Cook, Vice President of Instruction, Sociology Professor Greg Hinckley of Seattle Central College, discussed his work in integrated assignment projects, linked courses, and Coordinated Studies courses. He introduced an example of a campus-wide integrative assignment in which faculty involved different classes in an investigation of water, tying his remarks to the possibilities for cross-disciplinary assignment projects with Clark's adoption of Garbology, the book chosen for Clark's Common Read Initiative. Hinckley's mid-day workshop further examined integrative assignments. Breakout sessions that day included an introduction to the Common Read by Janette Clay, Transitional Studies, and Lorelle VanFossen, Computer Technology Instructor; an explanation of the new Student Retention Plan by Miles Jackson, Social Sciences and Fine Arts, and Matt Rygg, Student Affairs; a review of the soon-to-be-adopted enterprise management system, ctLink, by Jane Beatty, Change Management and Human Resources; and review of Outcomes Assessment work taking place throughout the College by Ann Fillmore, Transitional Studies Instructor, Joe Pitkin, English Professor, and Kanna Hudson, Office of Planning and Effectiveness. (OOI)

- Supported through funding from a Foundation Funds Allocation Grant, 4 Clark faculty have completed a redesign of their course curriculum using Open Educational Resources (OER). These faculty also participated in a Faculty Learning Community funded by the State Board of Community and Technical Colleges. The courses are:
  - BMED 137 - Jean Bucher
  - ENGL& 101 - Tiffany Kraft
  - NTEC 220 - Dwight Hughes
  - PSYC& 100 - Tess Yevka

According to a preliminary analysis, students enrolled in these courses could save over \$50,000 in combined textbook costs (if filled to capacity and new textbooks were purchased, Fall 2014 and Winter 2015 only). Michelle Bagley, Dean of Clark Libraries and Academic Success Services, is working with the Office of Planning and Effectiveness to survey students enrolled in these courses to gauge the students' experience using OER. (OOI)

- On Friday, October 3, the "Taking it Viral: Institutionalizing best practices in adopting OER" faculty learning community (FLC) held their first meeting of the year. This FLC will engage interested faculty in adopting Open Educational Resources (OER) by sharing their enthusiasm, modeling best practices, and breaking down perceived barriers to adoption of OER. The goals for the FLC are:
  - 1) FLC members will mentor colleagues in adopting OER;
  - 2) Repository of collective knowledge and department-approved OER curriculum will be widely available;
  - 3) Students and faculty participants will benefit educationally by having more engaging and relevant learning materials; and
  - 4) Students will realize significant cost savings on textbooks. (OOI)

**FOCUS ON LEARNING**

- The STEM Help Center, Women in STEM, the Language & Writing Center, and the Tutoring Commons at CTC were open to assist students starting the first day of fall quarter. The Accounting & Business Lab opened on Thursday of the first week. In all centers, a mix of peer, paraprofessional, and faculty tutors assist students in various subjects and levels on a drop-in or appointment basis. Online assistance via eTutoring.org has also been available to students since the first week of classes. (OOI)
- Overall, students and tutors have responded positively to the new location and service model of the STEM Help Center. The improved physical space and new service model are particularly well received, as evidenced in students’ written comments:
  - “Everyone is extremely helpful and this room helps me feel more comfortable about the subject I am studying, 100 fold. Thank you for providing a staff that maintains a healthy and comfortable environment for me to grow in.”
  - “Marika was very helpful and allowed me the chance to work through the problem and didn’t just give me the answers. I find talking through the problem to be so much more helpful than sitting at home, by myself. I am always very appreciative of the assistance and overall great atmosphere of the help center.”
  - “Your staff and environment is so killer! All I have to do is bring my questions and ask for help. Thank you so very much for this venue. You all do such a great job! I’ll be back. This place is so clean! Thanks—”

Center	# of Student Visits
Language & Writing Center	241
STEM Help Center/Women in STEM	1,050
Accounting & Business Lab	255
Tutoring Commons @ CTC	TBD
Student Learning Center	151
eTutoring	7

(OOI)

- Student Leadership Training for incoming 2014-2015 ASCC and Activities Programming Board (APB) leaders was held September 2-19. During this training, the student leaders participated in teambuilding, leadership skill development, goal setting, and Clark resource training to enable them to better serve Clark students. Additional training elements included:
  - Participation in a one-day Challenge Course at the Clark County Skills Center where the students continued to developed teamwork skills such as trust, communication, and goal setting.
  - Ten new ASCC student government and APB leaders attended the Council for Unions and Student Programs Student Activities and Leadership Institute in Wenatchee on September 3-5. Students participating in the Leadership Institute were given the opportunity to build a respect and understanding of diversity and multiculturalism, network with their counterparts from other Washington Community Colleges, develop an understanding of their campus roles through

## FOCUS ON LEARNING

- education sessions, attend cohort themed group discussions, gain intentional networking opportunities, as well as elect a new Washington Community and Technical College Student Association (WACTCSA) President and regional representatives for the 2014-2015 school year.
- Participation in Opening Day activities and discussion groups.
  - Participation in a four day Joint Leadership Training including APB, ASCC, Career Services Peer Mentors, Diversity Center Peer Mentors, International Peer Mentors , Pathway Peer Mentors, Student Ambassadors, and Student Success Peer Mentors. This was an opportunity to connect all student leaders and cover training topics to include: The Student Leadership Challenge, Strengths Quest, Power, Privilege and Inequity, Safe Zone, Conflict Resolution, Professionalism, and Stress Management.
  - Higher Ed Works training containing important college policy and procedure information.
  - A tour of all Clark campuses to include main campus, CCW and CTC. During the tour, they learned about the various student populations and academic programs offered at each site, areas available to connect with students and developed a better understanding of the programming and support desired at each campus.
  - Student Life hosted the annual ASCC Club Advisor and Program Director Luncheon on September 18. The luncheon provided club advisors program directors with an overview of Services & Activities Fees, as well as updates on ASCC policies.
  - Purchasing and travel procedures, and event planning tools and resources. There were approximately 50 advisors and program directors in attendance. (SA)
- ASCC student leaders provided Welcome Week activities on September 22-25 to all three Clark College campuses. During this four-day event, the student leaders provided information on Clark resources, ASCC, gave out student handbooks/planners, refreshments and other free promotional items. The event was a success in welcoming our new and returning students to a new school year at Clark. (SA)
  - Diana Jaramillo and Mike Shingle, College Prep and Transfer Advisors, and Kira Freed, Health Occupations and Education Advisor, partnered to provide Continuing Faculty Advisor Training to approximately 17 faculty members on September 15 as part of the Fall Orientation interactive training. (SA)
  - Diana Jaramillo, College Prep and Transfer Advisor, in collaboration with David Sims, Information Technology, established the Advising Updates listserv. This resource was developed to provide updated information to those who advise Clark College students but who are not employees of Advising Services. It is intended to comprehensively capture the population of faculty and staff who provide academic advisement or advisement support; previously there was no such comprehensive list of faculty advisors. There are 265 individuals subscribed to the moderated list, comprised of faculty and staff who have attended an advising training session or who have an AdvisorTrac account or SMS access on the basis of their role as a faculty advisor. (SA)

## FOCUS ON LEARNING

- Advising staff hosted an Advising Services information table at the faculty and staff Orientation Fair on September 16. A number of advising resources were available to attendees, including planning guides, sign-up sheet to join the Advising Updates list, contact information for departments that advise their own students (e.g., engineering, fine arts), and the link to our new Faculty Advising Connect site. Career Services also hosted a table at the fair providing information on Career Exploration, Student Employment, and Co-op Internships. (SA)
- Eleven faculty and staff members were invited to participate in the Canvas-based Transitional Studies Advising training on September 15. They were selected because of their close work with Transitional Studies students, and their ability to provide feedback for improvement to the training. (SA)
- Jon Pielaet, Assistive Technology/IT Accessibility Specialist in Disability Support Services, teamed with Communications and Marketing on October 2 to train OU Campus editors on formatting webpages and its impact on accessibility. (SA)
- Adriana Ghan, Health e-Workforce Consortium Program Manager, collected intake data from the incoming Pharmacy Technician and Nursing program students during the first week of classes to create success plans to support student retention in those programs. (SA)
- Edie Blakley, Director of Career Services, participated in the development and implementation of the Joint Student Leader and Peer Mentor Training which took place on September 11, 12, 15, and 16. Career Services peer mentors attended the training and Edie Blakley co-presented on Workplace Etiquette and Self Care. (SA)
- Planning & Effectiveness staff have been collaborating with faculty in their work to assess student learning outcomes for all degree and certificate programs by the end of the upcoming academic year. This fall term, work is underway to assess, “Evaluate, analyze, and explain events, behaviors, and institutions using perspectives and methods in the Social Science” and “Analyze, interpret, and evaluate works and ideas in the Humanities within appropriate global and historical contexts”. During upcoming assessment retreats, teams of faculty will use faculty-developed rubrics to assess randomly selected samples of student work to determine the extent of student mastery of these outcomes. Another project of note is where two faculty-developed math problems will be given to a randomly selected sample of current AA students. Additionally, faculty in career and technical programs are working on assessing learning outcomes for every degree and certificate offered by Clark College. During the fall Faculty Work Day, the faculty liaisons for outcomes assessment and Planning & Effectiveness staff are providing training and technical assistance to assist faculty in planning these projects. (P&E)
- A significant amount of progress has occurred in the development of the 2015-2020 strategic plan. Taskforce 3 reported a summary of the development process; the latest draft of the next strategic plan’s vision, mission, core themes, and values; and next steps in the process. The report

## FOCUS ON LEARNING

to the college community was in the form of the email in *Addendum D*. Please be sure to review *Addendum A: Draft Mission, Vision, Core Themes and Values Survey Results and Feedback Themes*; *Addendum B: Response to College-Wide Feedback Regarding the DRAFT of the 2015-2020 Strategic Plan*; and *Addendum C: DRAFT: Clark College 2015-2020 Strategic Plan*.

- The Special Advisor for Diversity and Equity, Sirius Bonner, gave presentations on Sexual Harassment to Clark College's custodial staff on September 12 and 19.
- The Multicultural Retention Manager, Felisciana Peralta, Latino Outreach Coordinator, Rosalba Pitkin, Interim Associate Dean of Enrollment, Colman Joyce, and the ABE /GED/ESL Transition Specialist, Amy Tam and the DREAMers Taskforce gave presentations on September 16 and 18 about how to work with DREAMers. The workshop was designed to help the Clark College community to learn how to help DREAMers effectively through the system. The presentation went over what the school is doing in order to improve the services for DREAMers as well as how integrating them to the system regardless their legal status process. Both workshops were well attended for faculty and staff.

# **EXPAND ACCESS**

## 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.

- Conduct the activities associated with the retention plan and strategic enrollment management plan to expand access and focus on learning.

### *Progress*

- With the support of the Aerospace 1,000 FTE Grant, the Machining Department is offering a night Machining program. First year classes are filled to capacity. (OOI)
- For the first time, the Mechatronics program is offering night classes as an option for students looking to enter into the Advanced Manufacturing field. (OOI)
- Larch Correctional Center Small Business Basics, Automotive and GED programs are currently filled to capacity. (OOI)
- The Larch Correctional facility saw five students earn their GED and 16 students complete their Automotive certificate during summer quarter. (OOI)
- Between September 19 and 26, 24 I-DEA (Integrated – Digital English Acceleration) Grant students visited Cannell Library to check out laptop computers and participate in an introduction to library services and resources. The students enrolled in the I-DEA class will have use of a laptop computer throughout fall quarter. Technical support for the students will be provided through the TechHub. (OOI)
- During the first week of fall quarter, TechHub assisted over 900 students with technology-related questions. The team was also featured in an article in [The Columbian](#) on September 22. (OOI)
- eLearning FTES are up 5% (1,371) for fall quarter and 21% of state-supported FTES are enrolled in eLearning courses. In Fall 2013-14, 18% (1,306) of the college's state-supported FTES were eLearning students. The enrollment fill rate in eLearning classes is nearly 92%; Hybrid - 94% (1,069) and Fully Online - 91% (3,952). The average enrollment fill rate for Fall 2013 was 88%. (OOI)
- Following the rollout of the student comparison shopping tool, the Bookstore experienced a substantial increase in web activity for fall quarter. Units sold via the web increased by 543 items, up 74% and net sales dollars increased by 71%. The Bookstore also experienced seven record breaking sales days during the fall period, ranging from \$4,011 to \$8,288. The Bookstore's win rate continues to exceed 80% (this means that 80% of the time, students choose to buy from the Bookstore even after seeing our competitor's prices on the Bookstore website). When we consider



## EXPAND ACCESS

these results, during a time of downward enrollment, it is clear that students value our commitment to providing competitive pricing and to making comparison shopping easy and convenient. (AS)

- Under the leadership of Mike Shingle, College Prep and Transfer Advisor, and in collaboration with staff from Enrollment Services and Workforce and Career Pathways, a drop-in registration lab was held on September 22 for Transitional Studies students who needed to complete registration transactions on the first day of classes. This no-cost event provided students with additional support for accessing courses at Clark. In addition, two drop-in New Student Orientation sessions were offered to incoming Transitional Studies students who had not previously completed an orientation and advising session. (SA)
- As of October 6, 190 students had requested accommodations from Disability Support Services for fall quarter. (SA)
- The official federal loan default rates were released on September 22. Clark's default rate is 19%, down one-half percent from last year. Compared to all Washington State Community and Technical Colleges, Clark's rate falls near the middle; however, the national average for two-year public institutions is 15%. In September, Clark extended its contract with American Student Assistance (ASA) to provide SALT, a debt management and financial literacy service available to all Clark students. Karen Driscoll, Director of Financial Aid, believes the SALT debt management activities have contributed to the reduction in our default rate. (SA)
- Ten new Student Ambassadors started working in the Welcome Center in September. They completed a ten-day training program, with four of those days being a joint training with other student leaders on campus. In addition, the Student Ambassadors provided 25 individual campus tours, assisting 30 people during the month of September. (SA)
- The Student Ambassadors now staff the front desk of the new Welcome Center in the Gaiser corridor (formerly in the lower level of PUB). The amount of student traffic and questions has increased significantly due to the new location. (SA)
- Clark College staff participated in the Washington Council Fall Counselor Workshop at Washington State University-Vancouver on September 18. This workshop provided high school counselors and career specialists an opportunity to receive updates about the public four-year and community colleges with whom they work throughout the year. (SA)
- Three recruitment/outreach visits were made in September to Battle Ground High School, Hockinson High School, and Union High School. (SA)
- Approximately 360 new general, ABE, GED, and ESL students attended in-person orientation sessions for fall quarter. Since May 2014, 4,600 students have completed the online orientation for summer and/or fall enrollment. (SA)

# **FOSTER A DIVERSE COLLEGE COMMUNITY**

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

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

- Implement an employee recruitment plan to increase the proportion of diverse employee applicants for each open position to develop a workforce more reflective of the student body.
- Support all employees' and students' engagement in educational opportunities related to power, privilege, and inequity to improve student, staff and faculty retention and success.

### *Progress*

- The Pathways Center has been awarded a \$20,000 grant from Bank of America to provide intensive poverty training to faculty, staff, and community members. (OOI)
- All BEECH staff completed the IDI (Intercultural Development Inventory) and subsequent training in early September.
- The Office of Instruction (OOI) staff completed the Intercultural Development Inventory and met for a group report on October 10. This marks the beginning of a quarterly OOI diversity workshop series being coordinated with Women's Studies Division Chair Dian Ulner and her teaching collaborator John Kellermeier, from Tacoma Community College. (OOI)
- Child and Family Services staff member Ben Fisher has been nominated for the annual National Disability Employee Award. In addition, the Child and Family Services program has been nominated as National Disability Employer of the year. Congratulations to CFS Director Laurie Cornelius, Ben, and the CFS team for the well-deserved recognition of their commitment to universal access and design. (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. The topic focused on DREAMers, or undocumented students, with a panel of three students who spoke candidly about their experience at Clark. The event was attended by more than 35 staff, administration, students and faculty. Evaluations of the event were highly favorable. (OOI)
- APB, ASCC, Career Services Peer Mentors, Diversity Center Peer Mentors, International Peer Mentors, Pathway Peer Mentors, Student Ambassadors, and Student Success Peer Mentors participated in Safe Zone training on September 11 as part of their Joint Leadership training. The Safe Zone training provided student leaders with information and resources around 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 the student leaders with insight into the LGBTQA experience on our campus. (SA)
- Armetta Burney, Associate Director of Financial Aid for Eligibility Programs, applied for and received funding from the College Success Foundation to hire a Passport Navigator. The Navigator that was selected is a Foster Youth and student. She will work 10 hours per week providing support services and recently completed Clark College Student Mentor training and Foster Youth training sponsored by the College Success Foundation. (SA)

## FOSTER A DIVERSE COLLEGE COMMUNITY

- International Programs enrolled 213 international students for fall quarter which is an increase of 143% from this time last year. International students represent 29 countries ranging from Brazil to Zimbabwe. (SA)

Country	Number of Students
Saudi Arabia	130
Japan	15
South Korea	12
Vietnam	9
China	9
Brazil	5
Canada	4
Taiwan	3
Cambodia, Hong Kong, Kuwait, Mongolia, Yemen	2 from each country
Australia, Colombia, France, Germany, Ghana, India, Jordan, Malaysia, Mexico, Palestine, Qatar, Romania, Russia, Turkey, Venezuela, Zimbabwe	1 from each country

- Seven International Peer Mentors, including local and international students, assisted with the fall term International Student Orientation on September 8-9. The Peer Mentors gave campus tours, assisted new international students in activating their student accounts and guided the new students through their first days at Clark College. International students will have the option to continue their connection with a Peer Mentor through the academic year. (SA)
- The new Intensive English Language Program (IELP) began fall quarter. The IELP replaces the English as a Non-Native Language (ENL) program and has been designed to allow international students at any language level to study at Clark College. Although the program just began fall term, the IELP has already enrolled students in all 16 classes from Essential, Intermediate, and Advanced to Upper Advanced levels. Students who complete the IELP will transition to English 101 and college level classes. (SA)
- Three Clark College students are studying abroad in London through WCCCSA (Washington Community College Consortium for Study Abroad). The London program, which includes British Life and Culture classes and local field trips, is from September 26 - December 5, 2014. (SA)
- Special Advisor for Diversity and Equity, Sirius Bonner, presented the board's own IDI group results to the Board of Trustees on September 24. (ODE)
- Clark College was a sponsor through the Community Wide Diversity Events for the Clark County Latino Youth Conference on October 3, 2014. The Latino Outreach Coordinator, Rosalba Pitkin, was a central logistical person. The Multicultural Retention Manager, Felisciana Peralta, and the Advisor to Chancellor on Equity and Diversity for WSUV co-presented the presentation "Investing Now

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

Dreaming Big: Roadmap to College”. The keynote speaker was Clark College Alum Alejandra Silva-Hernandez, who recently graduated from University of Washington in Microbiology. There were 256 high school students in attendance from Clark County and Portland area. (ODE)

- The Multicultural Retention Manager, Felisciana Peralta, presented the workshop Power, Privilege and Inequity 101 to the Executive Cabinet on September 30. (ODE)

# **RESPOND TO WORKFORCE NEEDS**

## 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.

- Prioritize partnerships with local businesses and economic development efforts to provide relevant educational programs.

### *Progress*

- On October 3, 2014, Clark College hosted the Healthcare Core Partnership Meeting at the CTC campus. Over 70 counselors, teachers, and administrators attended from regional school districts and community colleges within the state. Members from the Office of Superintendent of Public Instruction (OSPI), the State Board for Community and Technical Colleges (SBCTC), and the Workforce Training and Education Coordinating Board also attended.

The meeting was a continued partnership building effort between high school and college programs related to Clark's Healthcare Core. Attendees also looked at industry expansion and replication. Participating Clark College faculty members from the Business and Health Sciences (BHSCI) unit and Workforce and Career Tech Ed (WCTE) unit worked with their K-12 counterparts to explore partnership opportunities and to ensure Health Care Core course articulations within the Tech Prep dual credit program were current.

The Tech Prep dual credit program allows high school students the opportunity to gain college credit and get a jump start on their educational goals within the Healthcare Career Pathway. In 2013-14, 791 students completed articulated classes from 11 high schools. Since 2009-10, a total of 2,491 students have completed classes and earned credits in these courses. (OOI)

- Six of the nine students who graduated last spring with a certificate or degree in Mechatronics are currently employed within the local region, with wages varying between \$19.00 and \$26.00 per hour. (OOI)
- Bruce Elgort, faculty in the Computer Technology Department, is now an author for the Lynda.com Corporation, which provides online training on a variety of topics. (OOI)
- Toyota is spending \$2,000 to train Jason Crone, faculty in the T-TEN Automotive program, in recruiting strategies which will assist the department in growing the T-TEN program. (OOI)
- Mike Godson, faculty in the Automotive Department, was one of 34 recipients nationally to receive the ASE Industry Education Alliance Instructor Recognition Award. (OOI)
- Derek Fuller, a recent graduate of the Graphic Design program and U. S. Army veteran, was selected by Clark County to design a commemorative coin to be awarded to graduates of the Clark County Veterans Therapeutic Court. Heartfelt thanks to Derek for his design work in support of fellow veterans. (OOI)

## RESPOND TO WORKFORCE NEEDS

- During the month of September, approximately 325 students were granted degrees and certificates who completed their program requirements for summer quarter. (SA)
- The Employee Development Department supported the following on-campus training sessions during Fall Orientation, serving over one hundred fifty nine (159) Clark employees:
  - Creating a Positive Attitude
  - ctcLink
  - Employee Assistance Program (EAP) Orientation Sessions
  - Employee Benefits
  - Healthcare CPR Recertification
  - New Employee Welcome
  - Non-Healthcare CPR/FA Certification
  - Non-Healthcare CPR/FA Recertification
  - Performance Development Plan (PDP)
  - Time and Leave Reporting (TLR)
  - Work and Life Balance

(HR)

- The Corporate Conference Center at the Columbia Tech Center (CTC) now has a dedicated full-time event coordinator, Pam McDonald. In the first quarter of fiscal year 2014-2015, the number of rooms rented has increased by 103%, resulting in a 101% revenue increase over the first quarter of fiscal year 2013-2014. Of the 27 clients served in the first quarter of this fiscal year, 35% were first time renters. (CCE)
- On September 29 and 30, Michelle Giovannozzi, Director of Corporate and Community Partnerships, represented Clark College at a conference on industry-education partnerships, the HR Policy Foundation Workforce Development Roundtable, hosted by Bellevue College. Two-year colleges from around the country came together to discuss opportunities, challenges and strategies for partnering in the Advanced Manufacturing, Information Technology and Energy sectors. (CCE)
- Director of Corporate and Community Partnerships Michelle Giovannozzi authored an article for the Vancouver Business Journal, "Now is the Time for Apprenticeships", on the need for and impact of both formal and informal apprenticeships. The article will be published in the October 14, 2014 edition. Michelle also spoke on a panel at the Vancouver Business Journal's Executive Boardroom event on Education and Workforce Development, joining a local employment attorney, manufacturing employer, and a staffing agency to talk about local workforce needs and skill gaps. (CCE)
- Corporate Education secured five new training contracts in September with Fitesa, Insitu, Kyocera, Neil Jones Manufacturing and Portland Plastic. (CCE)



## RESPOND TO WORKFORCE NEEDS

- The Corporate & Continuing Education team met with the following organizations and attended events:
  - Attended Bridgeview Housing Board of Directors meeting.
  - Met with Jeanne Bennett, Executive Director of the Southwest Washington Workforce Development Council (SWWDC), to discuss partnerships between the two organizations.
  - Participated in the Healthy Living Collaborative Summit.
  - Attended the Portland Human Resource Management Association monthly meeting.
  - Attended a Hospitality Sales and Marketing Association International (HSMAI) networking event.
  - Attended a Certified Production Technician employer meet and greet hosted by WorkSource and Southwest Washington Development Council (SWWDC).
  - Met with the Port of Vancouver and Great Western Malting to discuss a partnership with GrainCorp and a Clark College brewing program.
  - Attended meetings of the Southwest Washington Regional Health Alliance (RHA) Board of Directors and RHA Communications Workgroup in support of education in healthcare.
  - Conducted employer visits with Alpha Iron, Charter Communications, City of Washougal, Conmet, Fisher Investments, Fuji Film, Highgate Senior Living, nLight, Noah Precision, Norpac, Portland Plastic, SafeTec, Sigma Design, Tidland, United Laboratories and WebFor to discuss potential training contracts. (CCE)
- The Multicultural Retention Manager, Felisciana Peralta, and the Latino Outreach Coordinator, Rosalba Pitkin, attended the Partnership Breakfast at Washington State University-Vancouver on October 7, 2014. During the breakfast, we heard from alumni and staff from WSU-V on the value in our partnerships with them. There were partners from the community, K-12 educational system, and city council.
- ctclink sessions were held during the fall orientation. Two open forum sessions were held with solid attendance. The participants ranged in knowledge from knowing nothing to knowing specifics regarding ctclink. The content covered the history of the project, where we are now in the project and what we will be working on over the next eight months to prepare for going live on May 11, 2015. Feedback on the open sessions was positive and participants left with information on where they can stay abreast of the evolving project.

Additionally four sessions were held on ctclink with faculty, and these sessions focused on the faculty and student experience in using ctclink. The faculty got to see some videos of FirstLink Colleges (Spokane and Tacoma - who will be beta testing ctclink for us) being trained on how to use the ctclink application. The feedback from faculty on these sessions was very positive and they indicated the sessions met with their expectations of what they would gain regarding knowledge of ctclink. (CM)

# **ENHANCE COLLEGE SYSTEMS**

## ENHANCE COLLEGE SYSTEMS

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

- As required by the State of Washington, prioritize and perform activities required to prepare for the successful implementation and maintenance of the new enterprise system.

### *Progress*

- Business Services recently underwent a comprehensive sales and use tax audit conducted by the Washington State Department of Revenue. The auditor tested multiple areas where the College collects revenue to ensure proper accounting and remittance of appropriate sales tax. In addition, the auditor selected over 600 Accounts Payable transactions to test to ensure sales or use tax was paid when necessary. We are very pleased that after auditing over \$14 million in transactions there were only three items that the auditor felt use tax needed to be paid on but hadn't been. The auditor's findings were not material to the population tested, therefore not stratified across the sample. These results are a testament to the accuracy and diligence of our purchasing and accounts payable departments. In all, the total amount owed by the College to the state came to \$919. (AS)
- Business Services has recently added a new food vendor in Joan Stout Hall. Supa! was selected as the new vendor after an open bid process that occurred over the summer. They serve a variety of breakfast items, freshly made soups, salads, grilled 'melties', and cold sandwiches. Supa! is now up and running, and providing excellent food options to the main campus. (AS)
- Business Services has begun working on the new comprehensive financial statements now required by accreditation standards. This work will go on over the next several months, working closely with the State Board to present an accurate representation of the 2013-14 financial year. This requirement is very different from past financial representations in that the College will now present its own financial statements, rather than a statement reflective of the entire system of community and technical colleges. Once the statements are complete, the College will be audited by the Washington State Auditor's office, who will in turn issue an opinion on the financial statements. We anticipate the timing of the audit to be winter or spring quarter and look forward to the results. (AS)
- Environmental Health and Safety (EHS) staff conducted Blood borne Pathogen Awareness training at the Facilities Services safety meeting. (AS)
- EHS staff conducted Fall Protection and Confined Space Training for Facilities Services employees. (AS)
- Safety Committee Building Inspections were completed at Facilities Services buildings. (AS)
- EHS staff conducted the following trainings during Fall Orientation: Incident Reporting; New Driver Requirements; Service Cart operation; Blood borne Pathogen Needle stick disposal; Lockout procedures; Forklift operation; and Fire Extinguisher operation. (AS)

## ENHANCE COLLEGE SYSTEMS

- EHS assisted with two community recycling events: Recycling Day (September 13) included paper shredding, household hazardous waste, electronic waste, block foam, scrap metal, tires, Freon containing appliances and woody yard debris; and a Medication Take Back event on September 27. (AS)
- EHS staff assisted with the completing annual, mandatory fire extinguisher maintenance. This involved approximately 300 fire extinguishers in buildings at the main campus and the Columbia Tech Center. (AS)
- Risk Management Services staff conducted informational tours of the emergency response cargo container and the Incident Command trailer to familiarize employees with their locations and contents. (AS)
- The STEM project recently passed one milestone. The contractor, Skanska, was able to prepare and open the south end of the Yellow One lot adjacent to the T-Building in time for the first day of fall quarter on September 22. This area will still need some remedial work, but that will take place when the fall quarter rush is complete. We also installed a temporary ADA accessible ramp and set aside two spaces for ADA parking.

Completion of the north portion of the Yellow One parking lot has been delayed a couple of weeks due to the discovery of a Clark Public Utilities (CPU) primary power line duct buried too close to the surface. This 12,000 volt power line interfered with the curb and paving subgrade. CPU has initiated work to re-route that ductwork. Weather and CPU permitting, this north portion should be completed before the end of October, including permanent ADA access directly in front of the T-Building west entrances.

CPU has also informed us that this primary line is shared with the VA, and CPU plans to re-route primary power along the west side of Ft. Vancouver Way to isolate our campus from the VA. This work is to take place next summer, in conjunction with the STEM utility work along Fort Vancouver Way.

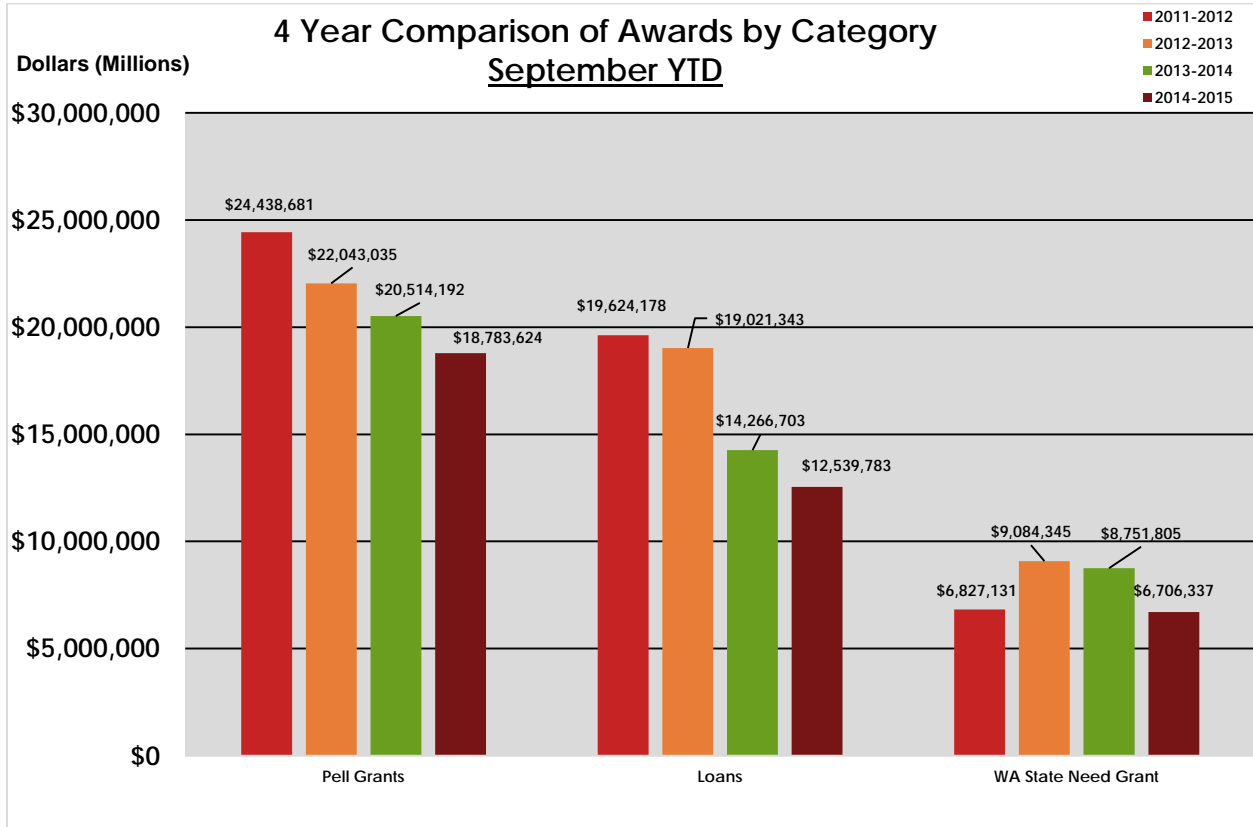
- Following are some other current events:
  - Removing trees and rough contouring of the overall site continues.
  - The rough prep for the new parking lot west of STEM will begin soon, but this lot will be Skanska's primary staging and laydown area for the project, and will not be available to the campus until near the end of the project.
  - Removing unsuitable and unusable soils from the east area of the site continues. The quantity of hazardous materials uncovered at the site has exceeded the original estimate, and the original budget for that work has been surpassed.
  - DELAYED: Excavation from the deepest point of the building on the east side (basement) west toward the new parking lot, due to continuation of hazmat abatement.

## ENHANCE COLLEGE SYSTEMS

- The first substantial concrete pour for the basement foundations should occur toward the end of October/beginning of November. This will be a complex procedure because the form boards for the basement will be approximately 22'-0" below the current grade. (AS)
- The Office of Diversity and Equity hired four Peer Mentors for the 2014-2015 academic year. The names of the Peer Mentors are Nadia Martinez, Oscar Beltran Leyva, Christopher Hvass and Letisia Ford. The Peer Mentors attended the Student Leadership Training with other Student Leaders from September 11-18. Some highlights from their training were the Strengths Quest, Professionalism 101, AEW training, Safe Zones, PPI, and Student Leadership Challenge. The student leaders learned how to work effectively with students and to use the resources.

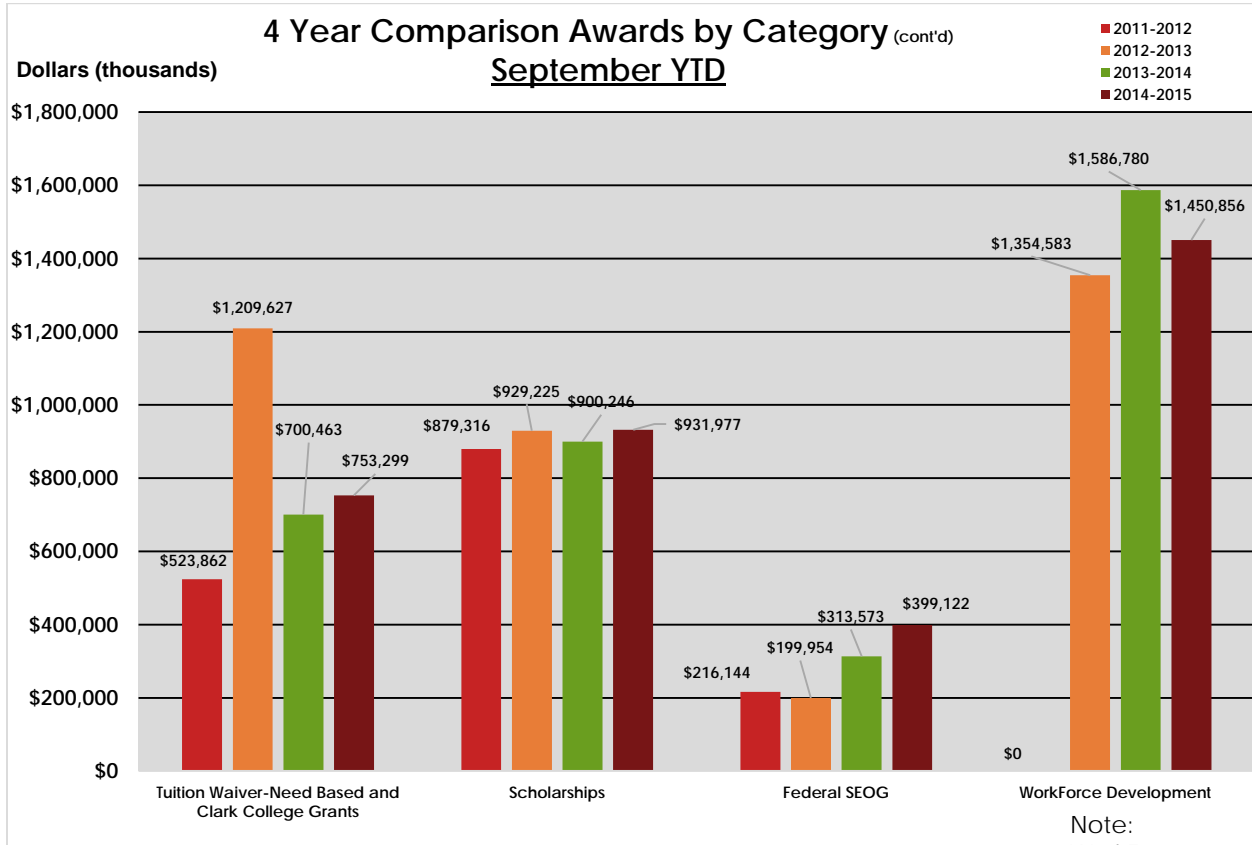
# STATISTICS

STATISTICS (PAGE 1)



Note: WA State Need Grant includes College Bound Scholarships

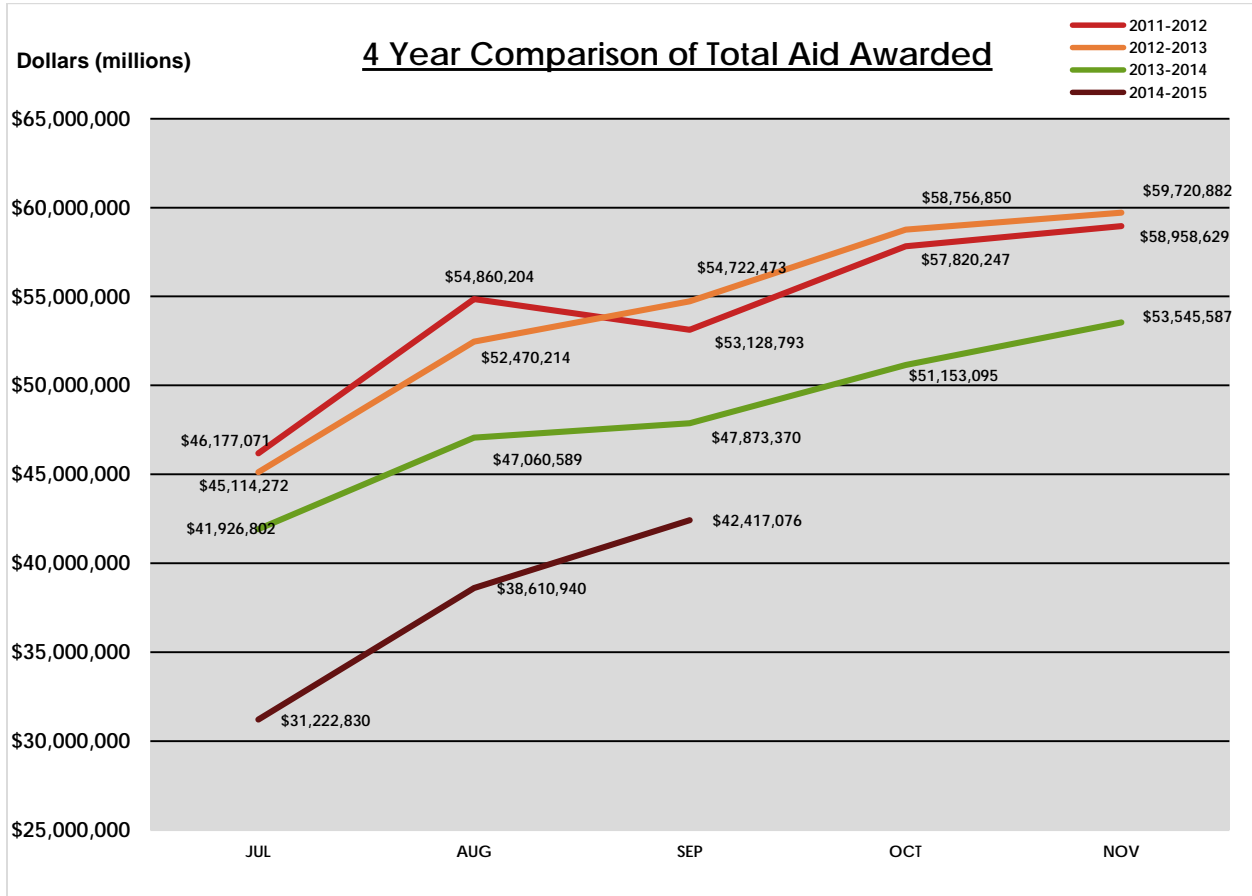
STATISTICS (PAGE 2)



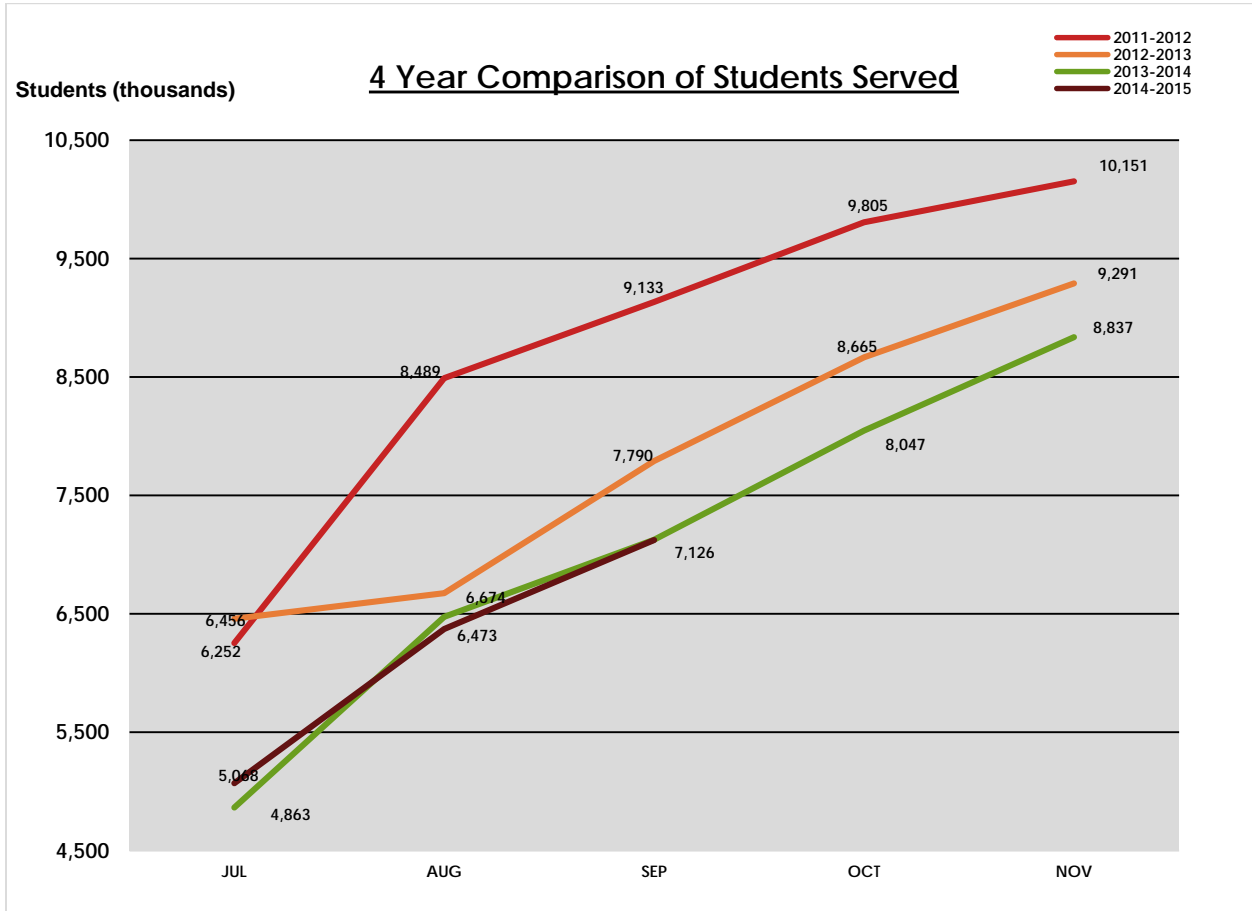
Note: WorkForce Development includes WorkFirst, Worker Retraining, BFET, Opportunity Grants, and Sponsored Programs



STATISTICS (PAGE 3)



Note: 2014-2015 reported through September YTD. Data not yet available for October/November 2014



**Note:** 2014-2015 reported through September YTD. Data not yet available for October/November 2014

## Clark College - Budget Status Report September 30, 2014

Sources of Funds (Revenues)	2014-15 Budget	Revenues to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	25,381,230	6,805,964	(18,575,266)	26.8%
Tuition & ABE	19,566,355	8,477,747	(11,088,608)	43.3%
Running Start	7,344,703	(1,443)	(7,346,146)	0.0%
Excess enrollment	4,153,586	1,527,901	(2,625,685)	36.8%
Planned use of prior fund 148 balance	571,163	-	(571,163)	0.0%
Dedicated, matriculation, tech, cont ed	4,138,186	1,325,566	(2,812,620)	32.0%
<b>Total Operating Accounts</b>	<b>61,155,223</b>	<b>18,135,735</b>	<b>(43,019,488)</b>	<b>29.7%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts less Running Start	5,306,334	219,190	(5,087,144)	4.1%
Internal Support & Agency Funds	1,130,013	466,901	(663,112)	41.3%
ASCC less PUB	1,801,414	556,893	(1,244,521)	30.9%
Bookstore	4,469,634	1,734,307	(2,735,327)	38.8%
Parking	463,861	146,300	(317,561)	31.5%
Auxilliary Services	1,368,170	224,465	(1,143,705)	16.4%
Financial Aid	49,561,444	17,333,956	(32,227,488)	35.0%
<b>Total Other Accounts</b>	<b>64,100,870</b>	<b>20,682,011</b>	<b>(43,418,859)</b>	<b>32.3%</b>
<b>Total Sources of Funds</b>	<b>125,256,093</b>	<b>38,817,746</b>	<b>(86,438,347)</b>	<b>31.0%</b>

Uses of Funds (Expenses)	2014-15 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	892,365	212,418	679,947	23.8%
Associate Vice President of Planning & Effectiveness	445,437	107,755	337,682	24.2%
Special Advisor for Diversity & Equity	347,356	60,042	287,314	17.3%
Vice President of Instruction	37,469,809	6,715,127	30,754,682	17.9%
Vice President of Administrative Services	7,679,409	2,567,829	5,111,580	33.4%
Vice President of Student Affairs	7,904,904	2,004,171	5,900,733	25.4%
Associate Vice President of Corporate & Continuing Ed	1,045,380	248,391	796,989	23.8%
Executive Director of Communications	4,491,434	1,672,814	2,818,620	37.2%
Associate Vice President of Human Resources	879,129	214,173	664,956	24.4%
Bank & credit card fees		58,490	(58,490)	
<b>Total Operating Accounts</b>	<b>61,155,223</b>	<b>13,861,210</b>	<b>47,294,013</b>	<b>22.7%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts less Running Start	5,306,334	1,354,768	3,951,566	25.5%
Internal Support & Agency Funds	1,130,013	557,161	572,852	49.3%
ASCC less PUB	1,801,414	309,003	1,492,411	17.2%
Bookstore	4,469,634	1,628,290	2,841,344	36.4%
Parking	463,861	103,839	360,022	22.4%
Auxilliary Services	1,368,170	342,523	1,025,647	25.0%
Financial Aid	49,561,444	17,353,299	32,208,145	35.0%
<b>Total Other Accounts</b>	<b>64,100,870</b>	<b>21,648,883</b>	<b>42,451,987</b>	<b>33.8%</b>
<b>Total Uses of Funds</b>	<b>125,256,093</b>	<b>35,510,093</b>	<b>89,746,000</b>	<b>28.3%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>3,307,653</b>		
Capital Projects- Expenditures	18,168,968	1,385,544	16,783,424	7.6%

c. Bob Knight, Bob Williamson, Sabra Sand  
e. Thersa Heaton, Cindi Olson, Nicole Marcum, Bill Belden  
Ron Hirt, Accounting - October 9, 2014

**CLARK COLLEGE**  
**Fund and Cash Balances**  
as of July 1, 2014

	<b>Fund Balance</b> (minus non-cash assets) <b>6/30/14</b>	<b>Cash Balance</b> (minus dedicated cash) <b>6/30/14</b>	<b>Required Reserves</b>	<b>Prior Commitments</b> (prior to 7/1/14)	<b>New Commitments</b> (2014/15)	<b>Total Available Cash</b>
145 Grants and Contracts	3,547,842	2,304,365		24,883	30,000	<b>2,249,482</b>
145 CIS	762,109	762,109		133,000	629,109	-
147 Local Capital	381,142	-				-
148 Dedicated Local	3,895,996	(33,500)		51,000	527,657	<b>(612,157)</b>
149 Operating Fee	321,196	65,753				<b>65,753</b>
440 Central Store (Catalog)	47,079	47,079				<b>47,079</b>
448 Print/Copy Machine	(16,576)	(16,576)				<b>(16,576)</b>
460 Motor Pool	61,175	61,175				<b>61,175</b>
522 ASCC	2,420,013	-				-
524 Bookstore	3,487,059	3,487,059				<b>3,487,059</b>
528 Parking	335,853	335,853				<b>335,853</b>
570 Other Auxiliary Enterprise	1,094,377	384,953		30,315		<b>354,638</b>
790 Payroll (clearing)	220,748					-
840 Tuition/VPA	1,483,029					-
846 Grants - Fin Aid	(1,452,560)					-
849 Student Loans	46,204					-
850 Workstudy (off-campus)	(4,350)					-
860 Institutional Financial Aid Fui Reserves*	928,436		5,953,754			<b>(5,953,754)</b>
<b>Totals</b>	<b>17,558,772</b>	<b>7,398,270</b>	<b>5,953,754</b>	<b>239,198</b>	<b>1,186,766</b>	<b>18,552</b>

## Fund Balance Less Commitments

<b>Available Fund Balance Before Commitments</b>	<b>7,398,270</b>
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<b>Prior Year Commitments</b>				
Date	as of July, 2014	Fund	Amount	Total
7/31/2012	Facilities Carryforward	145	24,883	<b>24,883</b>
12/10/2013	Fiber Optic Cable	145	116,984	
10/8/2014	OU Campus	145	16,016	<b>133,000</b>
7/22/2013	STEM Grant	148	25,000	
11/27/2013	Security Street Legal Carts - 2	148	26,000	<b>51,000</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>239,198</b>

### New Commitments July 1, 2014 to present

Date		Fund	Amount	Fund Total
7/1/2014	Softball Fence	145	30,000	
6/30/2014	Arbitration Ruling	145	133,847	
6/30/2014	Composite Feasibility Study	145	26,000	
7/1/2014	CIS Funds	145	439,262	<b>629,109</b>
9/2/2014	EMSI	145	30,000	<b>30,000</b>
7/1/2014	Gorge-Student Affairs position	148	12,998	
6/30/2014	BAS DH	148	27,917	
6/30/2014	Diversity Plan	148	58,000	
6/30/2014	IT Strategic Plan	148	177,313	
6/30/2014	CTC Link	148	241,429	
9/9/2014	Culinary Consultant	148	10,000	<b>527,657</b>
<b>Total New Commitments</b>				<b>1,186,766</b>

### Required Reserves

10% of \$59,537,540\* 5,953,754

<b>Fund Balance After Commitments and Required Reserves</b>	<b>18,552</b>
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\* As approved by the Board on June 11, 2014

**ACTION ITEMS—FIRST READING**



# MEMORANDUM

**TO: CLARK COLLEGE BOARD OF TRUSTEES**

**FROM: ROBERT K. KNIGHT, PRESIDENT**

**DATE: OCTOBER 13, 2014**

**RE: REQUEST TO USE RESERVES FOR CULINARY REMODEL**

Consistent with Clark College procedure 450.070, I am requesting authorization from the Board of Trustees for a one-time use of reserves in the amount of \$2,000,000 to help cover costs associated with design and remodel of the culinary space on the main campus. As you know, a remodel of this space is necessary to support the return of our revamped culinary instructional program and to provide sufficient food service for our faculty, staff, students, and visitors.

The College is working with a consultant to find opportunities for efficiencies in the culinary feasibility study conducted earlier this year by the college architect. In addition to College reserves, the College expects to fund the remodel with other resources, including a Certificate of Participation (COP) through the state treasurer's office, donor contributions raised by the Clark College Foundation, and minor works capital dollars that will be awarded when the 2015-17 budget is adopted by the legislature.

The College plans to replenish Board reserves to 10% of the operating budget by the 2020-2021 fiscal year

Thank you.

cc: Bob Williamson, Vice President of Administrative Services  
Tim Cook, Vice President of Instruction

**ACTION ITEMS—September Minutes**

**Minutes of the Business Meeting of the Board of Trustees  
Clark College, District No. 14  
September 24, 2014  
Ellis Dunn Room GHL 213**

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

**Administrators:** Mr. Robert Knight, President, Dr. Tim Cook, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Bill Belden, Vice President of Student Affairs; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Dr. Chato Hazelbaker, Interim Director of IT & Chief Communications Officer; Ms. Jane Beatty, Director of Change Management & Interim Associate Vice President of Human Resources; Ms. Sirius Bonner, Special Advisor for Diversity & Equity; Ms. Julie Taylor, Administrative Assistant.

**Faculty:** Ms. Kimberly Sullivan, AHE President; Mr. Kim Matthews, AHE Vice President for Adjunct Faculty.

**Others:** Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General;

	TOPIC	DISCUSSION	ACTION
I.	<b>CALL TO ORDER</b>	<ul style="list-style-type: none"> <li>Chair Strong called the meeting to order at 5:00 pm.</li> </ul>	
II.	<b>BUSINESS MEETING</b>		
II. A	<b>Review of the Agenda</b>	<ul style="list-style-type: none"> <li>The agenda was accepted as presented.</li> </ul>	
II. B	<b>Statements from the Audience</b>	<ul style="list-style-type: none"> <li>There were no statements from the audience.</li> </ul>	
II. C.	<b>Constituent Reports</b>	<ul style="list-style-type: none"> <li>Ms. Sullivan thanked the organizers of this year's Opening Day events. She received positive feedback from faculty members on the college's common read, <i>Garbology</i>.</li> <li>She announced that the AHE will begin reviewing faculty salary ranges soon.</li> <li>Ms. Sullivan also introduced Mr. Kim Matthews, Vice President for Adjunct Faculty, a new AHE position.</li> </ul>	
	<b>1. AHE</b>		
	<b>2. WPEA</b>	<ul style="list-style-type: none"> <li>The WPEA did not have a report this evening.</li> </ul>	
	<b>3. ASCC</b>	<ul style="list-style-type: none"> <li>ASCC President Emmah Ferguson discussed the various events planned for Welcome Week.</li> <li>The ASCC is working on their goals for this academic year; one of the goals is finalizing the feasibility study for the student recreation center.</li> </ul>	

	TOPIC	DISCUSSION	ACTION
II. C.	4. Foundation	<ul style="list-style-type: none"> <li>The foundation staff is busy preparing the campaign celebration on September 30. The weekly videos that are being sent in advance of the campaign have created a lot of conversation across the college. Ms. Gibert thanked Nic Lutes, Communication &amp; Marketing, for his help producing the videos.</li> <li>Ms. Gibert announced the formation of a new, unrestricted annual fund called “The Clark Fund”, which will be used to support the college’s priorities.</li> <li>The Community Foundation sponsored a new, community-wide online giving challenge, “Give More 24”.</li> <li>There are now two finalists in the search for a new foundation Vice President of Development. There is a possibility that the finalists will meet with the Clark Board of Trustees and the college community before the hiring selection is made.</li> </ul>	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> <li>Chair Strong announced that the trustees reviewed their IDI results during today’s work session.</li> <li>The trustees attended Open Day and enjoyed the event very much. They would like to participate in the video production next year.</li> </ul>	
II. E.	President’s Report	<ul style="list-style-type: none"> <li>Mr. Belden introduced Ann Walker, Clark’s new Athletic Director</li> </ul> <p><b>STUDENT PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Bryce Ruppe provided this month’s <i>Student Success</i> presentation. He is studying Business Administration and plans to transfer to WSU-V upon graduation.</li> </ul> <p><b>FACULTY PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Librarian Radmilla Ballada, gave a presentation on the Orbis Cascade Alliance and the Shared Library System Initiative which was launched on July 1, 2014. This is a shared information and research system that includes 37 participating colleges. Shared information comes from books, eBooks, and articles. In the past, students’ research options were very limited and this systems provides them with many new opportunities.</li> <li>Clark College is the only community college participating in this program and it is due to the support of the foundation.</li> </ul> <p><b>PRESIDENT’S REPORT</b></p> <ul style="list-style-type: none"> <li>Chair Strong commented that she liked the presentation of the information in the Advising Services Survey.</li> <li>Dr. Hazelbaker was pleased to announce that fiber optic cable replacement is taking place at the main campus. It was last updated in 1992. The project will total \$750,000 and will be under budget upon completion.</li> <li>The new OU Campus website was launched, allowing departments to update their own information. Everyone worked together to launch and it has been a great success.</li> </ul>	



	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> <li>Vice Chair Burkman stated that it's a very nice idea for the Bookstore to allow textbook purchases elsewhere. It's an open and transparent process.</li> <li>Chair Strong thanked executive cabinet members for including staff names in the President's Report.</li> <li>She was also very complimentary about the look of the Diversity, Veterans', and International Programs offices.</li> <li>Chair Strong noted that Corporate &amp; Continuing Education has connected with many community members for job development and wanted to make sure that they are connecting with social service organizations as well as businesses.</li> <li>Mr. Belden distributed a copy of the Enrollment Report. There will be a slight impact to the budget, but the college is closely monitoring the numbers.</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Rupley requested a conversation about Higher One at the next board meeting.</li> </ul>
III.	ACTION ITEMS		
	<b>FIRST READING</b> <ul style="list-style-type: none"> <li><b>AHE Contract</b></li> <li><b>President's Contract 2014-2015</b> Vice Chair Burkman said that President Knight has done an outstanding job at the college. Trustee Pollard noted that the salary increase is well deserved. The President is organized, is a motivator and provides leadership to the community and to the college.</li> </ul>		<b>MOTION:</b> Vice Chair Burkman made a motion to move The AHE Contract to the Consent Agenda. The motion was seconded by Trustee Rupley And unanimously approved.  <b>MOTION:</b> Trustee Rupley made a motion to move the President's Contract 2014-2015 to the Consent Agenda. The motion was seconded by Trustee Parker and unanimously approved.
	<b>CONSENT AGENDA</b> <ul style="list-style-type: none"> <li>Minutes from August 27, 2014 Board Meeting</li> <li>AHE Contract</li> <li>President's Contract 2014-2015</li> </ul>		<b>MOTION:</b> Trustee Parker made a motion to approve the Consent Agenda. The motion was seconded by Trustee Pollard and unanimously approved.
IV.	FUTURE TOPICS		WATCH LIST
	College Safety Facility Plan K-12 PPI Certificates Review of College Policies Service Learning Standard 2 Highlights		Accreditation GISS Student Completion STEM

	TOPIC	DISCUSSION	ACTION
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 Tuesday, October 21, 2014 in the Ellis Dunn Community Room, GHL 213.</li> </ul>	
VI.	<b>EXECUTIVE SESSION</b>	<ul style="list-style-type: none"> <li>No Executive Session was held this evening.</li> </ul>	
VII.	<b>ADJOURNMENT</b>	<ul style="list-style-type: none"> <li>There being no further business, the meeting adjourned at 6:10 pm.</li> </ul>	

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Rekah Strong, Chair

Julie Taylor/Leigh Kent  
October 6, 2014