



CLARK COLLEGE

BOARD OF TRUSTEES



VISION

Clark College inspires learners to excel, transforms lives, and strengthens our increasingly diverse community.

MISSION

Clark College, in service to the community, guides individuals to achieve their educational and professional goals.

Clark College Board of Trustees

Wednesday, October 28, 2015

Ellis Dunn Community Room, GHL 213

Agenda

Agenda Items	Accountable	Purpose	Time Estimate
Executive Session	Chair (Burkman)	<i>To review the performance of a public employee</i>	4:00-4:15 pm
Board Work Session-Standing Items	Chair (Burkman)		4:00-4:50 pm
North County			
Hot Topics			
Security Budget Reductions			
Call to Order/Agenda Review	Chair (Burkman)		
Action Items <ul style="list-style-type: none"> • President's Contract • Minutes from September 23, 2015 • Minutes from September 25, 2015 • Minutes from October 6 and 9, 2015 	Chair Burkman	For Approval	
Audience Statements	Chair	Informational	3 minutes each
Constituent Reports <ul style="list-style-type: none"> • AHE • WPEA • ASCC • Foundation 	Kimberly Sullivan Billie Garner Sarah Swift Lisa Gibert	Informational	15 minutes
Reports from Board Members	Chair Burkman Vice Chair Rupley Trustee Pollard Trustee Strong	Informational	15 minutes
President's Report <ul style="list-style-type: none"> • Student Success Story • Faculty Presentation—<i>I-DEA Program</i> • Academic Excellence • Social Equity • Economic Vitality • Environmental Integrity • Security • Budget Reductions 	Tiara Simpson/ Andrew Cline Fred Rosenzweig President Knight President Knight	Informational	25 minutes total
Future Topics		Watch List	
College Safety		Accreditation	
Enrollment Changes		GISS Student Completion	
Facility Plan		STEM	
K-12			
PPI Certificates			
Review of College Policies			
Service Learning			
Standard 2 Highlights			
Strategic Plan			
The Changing Face of Our Students			
Next Meeting <i>The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, November 18, 2015 in the Ellis Dunn Community Room.</i>			
Executive Session <i>An Executive Session may be held for any allowable topic under the Open Public Meetings Act.</i>			
Adjournment <i>Time and order are approximate and subject to change</i>		Chair (Burkman)	

Clark College Board of Trustees
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ACTION ITEMS

ACTION ITEMS

ADDENDUM TO CONTRACT

This addendum to Robert K. Knight's employment contract extends the appointment on August 3, 2007 through midnight, August 31, 2017.

The annual salary shall be one hundred eighty eight thousand, three hundred seventy three dollars (\$188,373), effective July 1, 2015 upon signature by all parties and subject to whatever additional increases may be provided by the Board periodically during the term of the contract. The term of the contract is not affected.

Executed this _____ day of _____, 2015

Jack Burkman, Chair, for and on behalf of,
Board of Trustees of Community College District 14

Accepted:

Robert K. Knight, President
Community College District 14

ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees
 Clark College, District No. 14
 September 23, 2015
 Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Burkman called the meeting to order at 5:30 pm. 	
II.	ACTION ITEMS		
	<ul style="list-style-type: none"> Elect Vice Chair 		<p>MOTION: Trustee Strong made a motion to replace Trustee Ciraulo as the Vice Chair with Trustee Rupley. Trustee Pollard seconded the motion and it was unanimously approved.</p> <p>MOTION: Trustee Pollard made a motion to approve the 2016 Board of Trustee meeting dates. Trustee Strong seconded the motion and it was unanimously approved.</p>
	<ul style="list-style-type: none"> 2016 BOT meeting dates 		
	<ul style="list-style-type: none"> Minutes from June 2015 Board Meeting 		<p>MOTION: Trustee Strong made a motion to approve the Consent Agenda. The motion was seconded by Trustee Pollard and was unanimously approved.</p>
III.	BUSINESS MEETING		
A.	Review of the Agenda	<ul style="list-style-type: none"> The agenda was accepted as presented 	<p>MOTION: Trustee Strong made a motion to approve the agenda. The motion was seconded by Trustee Pollard and was unanimously approved.</p>
B.	Statements from the Audience	<ul style="list-style-type: none"> There were no statements from the audience. 	

	TOPIC	DISCUSSION	ACTION
C.	Constituent Reports		
1.	AHE	<ul style="list-style-type: none"> Ms. Sullivan was pleased to report that the faculty salary negotiations meeting went very well. She was very surprised and pleased to learn that the college administration has already set aside funds for faculty salary increases. This was a very significant need that the budget committee anticipated. College faculty gathered last week to hear Vice President Cook present proposed budget cuts for instructional programs. Faculty members are identifying their values and principles which will be applied to their input and presented to the administration. The faculty are looking at the proposed reductions based upon prioritization of the strategic and academic plans. They want to focus on innovation, focused pathways, minimizing job loss, minimizing the effect on students, and keeping a sustainable enrollment baseline. They do not wish to go into the reduction process in an adversarial fashion with other faculty members. . 	<ul style="list-style-type: none"> Chair Burkman thanked Ms. Sullivan for her hard work. He assured her that the college needs and wants faculty engagement and support in the process and getting the message out about what is happening and why.
2.	WPEA	<ul style="list-style-type: none"> The WPEA did not present a report this evening. 	
3.	ASCC	<ul style="list-style-type: none"> The new student leadership introduced themselves and discussed their fields of study to the trustees: Sarah Swift, President; Madison Schilling, Vice President; Ian Williams, Student Relations & Promotions Coordinator; Omar Alvarez, Finance Director; and Kara Meredith, Club Coordinator. The Student Involvement Fair will be held next week. 	
4.	Foundation	<ul style="list-style-type: none"> Ms. Gibert presented the trustees with stickers for tomorrow's Give More 24!" the Southwest Washington day of community philanthropy. There will be events held all over town for various charities. The Foundation has \$26,000 worth of matching funds for people who give to support Clark College. Donations can be made directly on the Foundation's website or at Mill Creek Pub who are offering a match for individuals donating to the Foundation. Ms. Gibert invited the trustees to attend President Knight's talk on October 7 at the Arlington Club's weekly Speakers Corner, from noon to 1:00 pm. There is a limit of 20 people to attend and the event will be opened up to the general membership of the Club. She would like one member of the Board to attend if possible. A feasibility study is being conducted to gather and analyze the community's opinions on the needs of the college. They are interviewing 40 leaders from all areas of the community. 	

	TOPIC	DISCUSSION	ACTION
4.	Foundation	<ul style="list-style-type: none"> • Results of the study will be used towards strategic fundraising based on the leaders' input. • They will also be using feedback from leaders who have not donated to the college to gauge what would encourage them to become donors. 	
D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> • Chair Burkman will call a special board meeting this week to approve the 2015-2106 budget and military waiver. • Trustees who cannot be at the college can join the meeting by conference phone • Chair Burkman thanked President Knight for a successful Opening Day celebration. It means a lot to faculty and staff to have the Presidential Coins presented at this event. • Trustee Strong said it was great to be back after the summer. She loves Opening Day and the energy and excitement it brings. 	<ul style="list-style-type: none"> • President Knight said this year's video will be presented to the college at a later date.
	President's Report	<ul style="list-style-type: none"> • Chief Communications Officer Chato introduced Toccara Stark, new marketing director. Ms. Stark comes to Clark with significant marketing experience on national advertising campaigns and she is an expert in project management, social media, and branding. • President Knight said first week of classes has been fairly smooth. Student Affairs has changed some of their processes for more efficiency and student ease. ctLink will be active at this time next year which will allow for more efficiencies in the long run. • Mr. Williamson has not received any parking complaints and there is ample parking throughout the lots. Student IDs are now produced on an annual basis rather than quarterly and the Bookstore is now handling IDs and bus passes in a one-stop-shop rather than sharing the duties with Security. Students are very appreciative of the efficiency of one-stop shopping. • Each of the deans spoke about their unit experiences and that while all are busy, things are going quite well. This was echoed by a faculty member and one of <i>The Independent's</i> student reporters. 	

	TOPIC	DISCUSSION	ACTION
		<ul style="list-style-type: none"> • Dr. Hiroshi Komiyama, President Emeritus of the University of Tokyo & Chairman of the Mitsubishi Research Institute is a renowned expert on sustainable growth. He will be speaking in the Student Center on October 28 from 12:00-1:00 pm. Japan has limited options for growth and a large population, and he is sharing his country's strategies for managing these constraints as the reset of the world will soon be facing the same challenges. • The Board will be holding their annual retreat/work session on Tuesday, October 6, 2015 from 1-5 pm and Friday, October 9, 2015 from 1-5 pm at Clark College at Columbia Tech Center. 	<ul style="list-style-type: none"> • Invitations to Dr. Komiyama's lecture will be sent to the Board members.
IV.	FUTURE TOPICS		WATCH LIST
	College Safety Enrollment Changes Facility Plan K-12 PPI Certificates Review of College Policies Service Learning Standard 2 Highlights Strategic Plan The Changing Face of Our Students		Accreditation GISS Student Completion STEM
V.	DATE AND PLACE OF FUTURE MEETING		
	The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, October 28, 2015 in the Ellis Dunn Community Room, GHL 213.		
VI.	EXECUTIVE SESSION		
	No Executive Session was held this evening.		
VII.	ADJOURNMENT		
	There being no further business, the meeting adjourned at 6:12 pm.		

 Jack Burkman, Chair

Leigh Kent, Recorder
 October, 2, 2015

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
September 23, 2015
Ellis Dunn Community Room, GHL 213

TRUSTEES PRESENT

Jack Burkman
Royce Pollard
Rekah Strong

TRUSTEES ABSENT

Mike Ciraulo
Jada Rupley

ADMINISTRATORS

Robert Knight	President
William Belden	Vice President of Student Affairs
Robert Williamson	Vice President of Administrative Services
Dr. Chato Hazelbaker	Interim IT Director and Chief Communications Officer
Leigh Kent	Executive Assistant to the President

ADMINISTRATORS ABSENT

Dr. Tim Cook	Vice President of Instruction
Shanda Diehl	Associate Vice President of Planning & Effectiveness
Kevin Witte	Associate Vice President of Economic & Community Development

FACULTY

Kimberly Sullivan	AHE President
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GUESTS AND OTHERS

Bonnie Terada	Assistant Attorney General
Lisa Gibert	Clark College Foundation President
Sarah Swift, President	ASCC President
Madison Schilling	ASCC Vice President
Omar Alvarez	ASCC Finance Director
Ian Williams	ASCC Student Relations & Promotions Coordinator
Kara Meredith	ASCC Club Coordinator

**Minutes of a Special Meeting of the Board of Trustees
Clark College, District No. 14
September 25, 2015**

TRUSTEES PRESENT

Jack Burkman, Mike Ciraulo, Royce Pollard, by phone; Rekah Strong, by phone

TRUSTEES ABSENT

Jada Rupley

ADMINISTRATORS

Robert Knight, President; William Belden, Vice President of Student Affairs; Leigh Kent, Executive Assistant to the President

	TOPIC	DISCUSSION	ACTION
I.	Call to Order	<ul style="list-style-type: none"> Chair Burkman called the special meeting to order at 11:05 am. The 2015-2016 Budget and Military Waiver votes were inadvertently left off of the action portion of this month's agenda, necessitating the need for a special meeting for the Board to vote on these two items. 	
II.	2015-2016 Budget	<ul style="list-style-type: none"> Approval of the 2015-2016 college budget. 	MOTION: Vice Chair Ciraulo made a motion to approve the 2015-2016 as per the September 1, 2015 memo from Vice President of Administrative Services Bob Williamson. Trustee Pollard seconded the motion and it was unanimously approved.
III.	Military Waiver	<ul style="list-style-type: none"> The military will not fund the Student & Activity fee or building fee for active duty military students who are receiving financial aid from the Department of Defense. The DOD will only fund tuition. The state legislature created an optional waiver for these students for the colleges to waive the cost of these fees; for Clark, this will amount to approximately \$217 per quarter per student taking a full course load, or a total of \$4,100. 	MOTION: Vice Chair Ciraulo made a motion to approve authorizing the college to enact the military waiver in accordance with a recommendation from the President. Trustee Pollard seconded the motion and it was unanimously approved.
IV.	Adjournment	<ul style="list-style-type: none"> There being no further business, the meeting adjourned at 11:09 am. 	MOTION: Vice Chair Ciraulo made a motion to adjourn the meeting at 11:09 am. Trustee Pollard seconded the motion and it was unanimously approved.

Jack Burkman, Chair

Leigh Kent, Recorder
October 1, 2015

Minutes of the Annual Retreat/Work Session of the Board of Trustees
 Clark College, District No. 14
 October 6 and 9, 2015
 CTC Room 430

	TOPIC/DISCUSSION	ACTION
I.	CALL TO ORDER OCTOBER 6, 2015	Chair Burkman called the meeting to order at 1:10 pm.
II.	GENERAL UPDATE, <i>President Knight</i>	
	<p>President Knight's report:</p> <ul style="list-style-type: none"> • The CTC presidents were attending their monthly meeting when the Umpqua shooting occurred and were in touch with their respective colleges immediately. There is a close relationship between Clark and UCC in that several former Clark employees now work at UCC and two former Clark administrators, President David Byer and Vice President Blaine Nissen were also presidents there. UCC Student Life Director, Marjan Coester, was previously employed at Clark as Director for Student Life/Multicultural Student Affairs. • There will be a national moment of silence on Thursday, October 8 at 11 am for the college. Colleges throughout WA are being encouraged to support Umpqua by using the #IamUCC in social media. • If a person has a WA concealed carry permit, they are permitted to carry a gun on Clark campuses. Otherwise, Clark's policy forbids firearms, explosives, dangerous chemicals or other dangerous weapons that can be used to inflict harm. The only other exceptions are if the gun is used in accordance with an approved college instructional program or is carried by a constituted law enforcement officer. • President Knight has already received requests from students requesting armed security be assigned to Clark and he expects that there will be additional requests made in the coming weeks. • The community and technical colleges are not permitted to employ armed security on their campuses. They are permitted to contract with the police to have an armed officer similar to the resource officers in the K-12 schools. The four year universities in Washington have their own armed police departments. • In order for the CTCs to have armed security, they may need to work through the state legislature to effect this change. Having armed security is a deterrent in that shooters seek out gun free zones and so called "soft targets". 	<ul style="list-style-type: none"> • The trustees desire to work with Clark's state delegation to seek legislative change so that CTCs are treated the same as the universities and K-12. • The trustees will conduct further discussions about armed security. J • Trustee Rupley will work for change at the state level as Clark's ACT liaison. • President Knight will meet with the Vancouver PD and Clark County Sheriff's office and report back on Clark's options for armed security.

	TOPIC/DISCUSSION	ACTION
II.	GENERAL UPDATE, <i>President Knight</i>	
	<ul style="list-style-type: none"> • Budget discussions regarding instructional program reductions continue. The faculty members are reviewing the proposals and sharing their ideas as well. President Knight expects there will be public comments from students, faculty, and community members at the October 28 board meeting. • The criteria used for the proposals are class enrollment and available jobs after graduation—do the available jobs pay a living wage; can the students find work locally; are students enrolling in the classes? Currently, students have too many options to choose from as they complete their credits towards their AA degree and it becomes confusing for them. There are students who are taking 30% more credits than they need to get their degrees. • The local market for nurses has been saturated. Students must move out of the area for jobs upon graduation. For an RN degree today, students are required to earn a bachelor’s degree. • The reductions will be made in such a way that the college will have the ability to ramp up again when the job market demands changes again. • Enrollment continues to drop and the college is at risk for the first time to not meet its enrollment target. Action has been taken in various ways, but it is not yielding results. More advising is needed and math offerings need to be changed. Students are not moving on to their second quarters. • The Executive Cabinet members are reading “<i>Redesigning America’s Colleges</i>”, a book that discusses how to align programs with stringent pathways so there is less confusion, and students can move through their programs and graduate. • The college is no longer a member of the AACC or ACCT and this may be affecting the ability to get grants. • Clark continues to work with SEH America on the leasing rate for their East County facility. There is a lot of commercial interest in this building. Two of the Foundation’s board members would like to permanently house the college’s culinary program in that location. • President Knight will be speaking to the Portland Arlington Club’s membership on October 7 detailing his journey from the Army to a college presidency. 	<ul style="list-style-type: none"> • Chair Burkman requested ongoing reports as instructional cuts are made detailing what was cut and the reason behind why they were made. If reasonable, give report on what was cut and why. • The college will enroll in one membership this year; President Knight will look into which would be most beneficial. • President Knight requested that three of the “<i>Redesigning America’s Colleges</i>” books be ordered, two hard copies and one electronic version.

	TOPIC/DISCUSSION	ACTION
III.	NORTH COUNTY UPDATE, Mr. Williamson	
	<p>Mr. Williamson reviewed the project thus far:</p> <ul style="list-style-type: none"> • Predesign phase: 2017-2019. • Construction phase: 2019-2021. • The campus will open for the fall term 2021. • The state has approved one building of 70,000 square feet, the same size as the CTC and STEM buildings. • The college is planning for a 75% fill rate in the first year of operation. • The Foundation is donating 60 acres to the college and will hold 10 acres back to be used for future retail development. • The Foundation is using McKay & Sposito for the visioning and master planning process. Trustee Rupley will be the Board’s North County representative until a new trustee is appointed. There will be an initial meeting with the college and Foundation to discuss issues and needs in the building and on the site. • McKay & Sposito will conduct a site visit and analysis and are planning workshops with stakeholders, gauging community interest in the priorities, and the sequence of buildings built on the land—what will go first? The land can hold up to six 70,000 square foot buildings. • President Knight will kick off the process during the 2016 SOTC speech. • Vice President Williamson discussed the development agreement with the City of Ridgefield. Sewer services will be in place prior to construction but the college will be responsible for those costs rather than the waste water district which was initially going to cover those costs. A wetlands area on the property will be incorporated into an outdoor recreation space. • President Knight said that Clark’s Economic & Community Development unit has been conducting significant North County community outreach. Ridgefield is very excited about having Clark located there and additional overtures will be made towards Battle Ground and La Center. Ridgefield must be reassured that Clark will, in fact, be building on that site and will not decide to forgo construction at a later date. 	<ul style="list-style-type: none"> • The trustees asked Mr. Williamson to clarify whether the Foundation is going to hold back 10 acres or develop it for college use. • Foundation land development will be added to the chair/vice chair quarterly discussions. • The trustees asked that Standing Items and “hot topics” be added to the monthly work session agendas. North County should be added as a standing item each month. • Add Security as a topic at the October board meeting during open session. • Look at holding the November or December board meeting at the Ridgefield Community Center. • The trustees would like to hold a community forum or social event with the North County Chamber of Commerce. President Knight will develop a plan for outreach to North County for the winter quarter.

	TOPIC/DISCUSSION	ACTION
IV.	ACCREDITATION CHANGES, <i>Ms. Diehl</i>	
	<p>Ms. Diehl reported on changes the trustees will need to be aware of.</p> <ul style="list-style-type: none"> • Last spring she attended NWCCU's, the college's accrediting body, update meeting. The standards and expectations of the accreditation process change annually so they hold these meetings to ensure that all colleges are aware of any changes. • In 2011, there was a huge change in accreditation standards; the NWCCU announced that all new standards would be mission centric. Individual colleges identified their missions and the evaluation teams would assess colleges based upon accreditation standards as they related to each college's mission. • In February 2014, the NWCCU made a formal announcement that all member institutions would be evaluated on student learning. Mission fulfillment will mean student learning. • The strategic plan was being developed at the same time the announcement was made and it was encouraging that the entire strategic plan is also centered on student learning. Ms. Diehl feels that Clark is in a good place. • She doesn't know how the evaluation teams will measure compliance with the standards yet, but the trustees will be affected by the focus of the monthly board reports. • Standard 1=college scorecard. Standard 2=all resources are in place. Standard 3=do all of our educational and student service programs have associated operational plans Standard 4=evaluating student services and educational programs. Standard 5=putting it all together. • Currently, the NWCCU checks in with the college every other year. They will conduct a site visit in 2018 but we will miss their mid-cycle review that is done to make sure colleges are on track. • Every instructional program has a set of learning outcomes. In order for the college to be in compliance, Clark should have a set of program learning outcomes to identify if students are achieving the desired outcomes. • The board report should be designed in such a way as to prove the college's competencies. • The college scorecard has to reflect student learning. • The board must, therefore, be actively involved in: <ul style="list-style-type: none"> ○ Accreditation ○ Completion ○ Student Debt ○ Enrollment—what is the number of students in the service area attaining higher degrees ○ Social equity • By monitoring each of these topics through the scorecard, the college will maintain its accreditation. 	

	TOPIC/DISCUSSION	ACTION
V.	<ul style="list-style-type: none"> • STRATEGIC PLAN & NEXT STEPS, Ms. Diehl 	
	<ul style="list-style-type: none"> • The Board formally adopted the 2015-2020 Strategic Plan in March 2015. Although the initial planning called for the scorecard to be complete by June 30, 2015, it became apparent that college operations were not aligned with the strategic plan. The Planning & Accreditation Committee is undertaking a review of the committee structure in order to align it with the Strategic Plan and as well as to design a list of proposed committees. • Through research, Ms. Diehl has learned that many other colleges align their committees with “core theme teams”. Clark’s core theme teams would be: Academic Excellence, Social Equity, Environmental Integrity, and Economic Vitality. Each committee at the college would be aligned under one of these four core themes and coached by an Executive Cabinet member. • Everything the Board receives should be reviewed through the lens of the strategic plan. • Ms. Diehl distributed a page that she is proposing be included in the monthly board packets that shows student completion, retention, math completion, and overall completion within three years. She would like to take three of the board’s categories of interest within the completion framework and develop a monthly fact sheet for their review. Completion data only changes one time per year. If the college can effect change in these categories, it can effect change overall. 	

	TOPIC/DISCUSSION	ACTION
VI.	PRESIDENT'S REPORT REVISIONS, <i>Ms. Diehl</i>	
	<ul style="list-style-type: none"> • The trustees discussed focusing attention on the students who are not succeeding. The college must meet the community's needs by focusing on the enrollment and completion of students who are not in the Running Start program. • The college must find a way to re-enroll the students who have gone back to work so that they can complete their degrees and certificates. This service area has some of the lowest educational levels in the state. 	<ul style="list-style-type: none"> • Ms. Diehl Will break out the non-Running Start student demographics on the graphs • The trustees asked if College 101 can become a required course. • The trustees would like to include the completion sheet as part of the monthly report. • The president's report will be modified to the areas where the college is making a difference. • EC will identify what was done each month around each of the core themes. There will be rotating reports of each theme at each month's work session • The monthly report must include core theme reports plus the four topics that the board wants to look at. • Criteria will be included on the four core themes. • President Knight will put criteria together for the four themes. • The areas the trustees want to look at regularly include: <ul style="list-style-type: none"> ○ Completion ○ Student Debt ○ Social equity ○ Enrollment/Budget. • The trustees would like to hold more retreat meetings during the year.

	TOPIC/DISCUSSION	ACTION
VII.	CLIMATE SURVEY, <i>Ms. Diehl</i>	Deferred to a future work session.
VIII.	AUDIT COMMITTEE, <i>Ms. Kerr</i>	
	<ul style="list-style-type: none"> Given discussions at the state level, there may be a need for the CTCs to convene audit committees. The Committee of Sponsoring Organizations (COSO) updated its "Internal Control-Integrated Framework" that helps organizations "design, impellent, and assess internal control". State agencies need good internal controls and systems of audit controls in place by October 9 to comply with a new chapter in the State Administrative & Accounting Manual (SAAM). OFM does not anticipate having the SAAM guide done before mid-2016. The state four-year universities have audit committees in place but no other community college in Washington has formed one as of yet.. With OFM looking forward to changing guidance the agencies manage under next year, it does not make sense to create a Clark College Audit Committee at this time. 	<ul style="list-style-type: none"> An audit committee will be formed at the 2016 board retreat. The board will consider membership of two trustees, the internal auditor, and representation from the local financial community.

	TOPIC/DISCUSSION	ACTION
I.	CALL TO ORDER, OCTOBER 9, 2015	Chair Burkman called the meeting to order at 1:00 pm.
II.	EXECUTIVE SESSION, <i>Chair Burkman</i>	
	<ul style="list-style-type: none"> The Board convened in Executive Session under RCW 42.30.110(1) at 1:00 pm to review the performance of public employees and also to evaluate the performance of the President. The Executive Session was to last for 1 hour, 30 minutes. An announcement was made at 2:30 pm to extend the Executive Session until 2:40 pm. An announcement was made at 2:40 pm to extend the Executive Session until 2:50 pm. An announcement was made at 2:50 pm to extend the Executive Session until 3:00 pm. The Executive Session, under RCW 42.30.110(1) ended at 3:00 pm and the work session was reconvened at 3:00 pm. <p>OPEN SESSION</p> <ul style="list-style-type: none"> The trustees discussed the timing of future presidential evaluations. Because of the need to reschedule the 2015 retreat until later in the year, the evaluation cycle went off track. The new chair assumes the office on July 1 of each year and the retreat is their first meeting. This creates confusion with the evaluation being done during the retreat as the new chair has not been working with the president over the past year in the same capacity as the outgoing chair. 	<ul style="list-style-type: none"> The trustees will hold an executive session from 4:00-4:15 at the October 28, 2015 work session to discuss the performance of a public employee. The Administrative Salary schedule will be sent to the board members. Beginning in 2016, the outgoing chair will manage the president's evaluation process as their last official action. The new chair will facilitate the rest of the retreat.
III.	REVISION OF THE MONTHLY BOARD AGENDA, <i>Chair Burkman</i>	
	<ul style="list-style-type: none"> The trustees reviewed the sample agenda that was presented to them. 	<ul style="list-style-type: none"> The monthly board agenda will be revised to align with the new monthly President's Report. The Consent Agenda will be removed and individual Action Items will be listed; each will be voted on separately. The agenda will also show who is accountable for each agenda item, the purpose of including the items in the meeting, and the estimated time for discussion of each item. Chair Burkman will look at revising the Board and Presidential Evaluation forms over the next year.

	TOPIC/DISCUSSION	ACTION
IV.	BOARD DEVELOPMENT, <i>Chair Burkman</i>	
	<ul style="list-style-type: none"> • During periods when new trustees are to be appointed, the Board has historically been very hands off and has not taken an active role in advocating for any one particular person at the state level. • Does the Board want to take an active role in advocating for new members as a group or individually? 	<ul style="list-style-type: none"> • If a trustee feels strongly about a person who has applied for a board appointment, they may write a letter in support of this individual. • However, they will be representing themselves as a community member and not as a board member. • The trustee writing a letter will call the other trustees to let them know they have written a letter in support of the candidate • The Board will not endorse an applicant as a group.
V.	BOARD BUDGET, <i>Chair Burkman</i>	
	<ul style="list-style-type: none"> • The trustees reviewed the past five years of their budget, discussed travel, and advocacy and building allies at the state level. 	<ul style="list-style-type: none"> • The trustees will not adjust this year's budget, but will review it on a quarterly basis. • Trustees will be reimbursed for three visits to the college per month and reimbursed for their state and national travel. • Trustees will be strategic about which national conferences they attend. • Two trustees will attend one national conference per year. • The trustees would like the president to attend the national conference as well. • Annual conferences will be planned out at each year's retreat being very sensitive to topics offered and cost. • When conferences come up, add them to the work session for discussion. • Sessions are often taped at the national conferences; the trustees should consider purchasing the videos and sharing with the other trustees.

	TOPIC/DISCUSSION	ACTION
VI.	NORTH COUNTY OUTREACH, <i>Chair Burkman</i>	
	<ul style="list-style-type: none"> • Mr. Witte, as Associate Vice President of Economic & Community Development, is in North County on a regular basis meeting with local businesses to determine their needs. • The trustees would like to hold a social outreach event at Mill Creek Pub and find other venues to provide education information to the community. • Give a presentation on plans for the Boschma Farms campus to help the community feel involved and ask them for feedback. Explain why Clark is moving north and how far the service area actually covers. • The trustees also discussed outreach meetings in Stevenson and White Salmon. 	<ul style="list-style-type: none"> • Locations discussed for outreach meetings: <ul style="list-style-type: none"> ○ Battle Ground City Hall ○ Battle Ground School District Office ○ Battle Ground Library Community Room

Jack Burkman, Chair

Leigh Kent, Recorder
October, 13, 2015

Minutes of the Annual Retreat/Work Session of the Board of Trustees
Clark College, District No. 14
October 6 and 9, 2015
CTC Room 430

TRUSTEES PRESENT

Jack Burkman
Royce Pollard
Jada Rupley
Rekah Strong

ADMINISTRATORS

Robert Knight	President
Robert Williamson	Vice President of Administrative Services
Shanda Diehl	Associate Vice President of Planning & Effectiveness
Leigh Kent	Executive Assistant to the President

GUESTS AND OTHERS

Bonnie Terada	Assistant Attorney General
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ACADEMIC EXCELLENCE

**PRESIDENT'S REPORT
OCTOBER 2015**

ACADEMIC EXCELLENCE

Facilitate student learning by providing the conditions for intellectual growth through scholarship, discovery, application, creativity, and critical thinking.

- Implement and institutionalize practices that increase academic performance, retention, and completion.
- Create and sustain an inclusive and dynamic curriculum and environment that reflect our diverse college community.
- Integrate active learning strategies within and across courses, disciplines, and programs with a global perspective.
- Create and advance accessible, integrated, and technology-enriched learning environments.
- Engage faculty, administrators, and staff in professional development experiences that enhance student learning.
- Align curriculum with learning outcomes and apply outcomes assessment evidence to continually advance student learning.

Progress

- Gerry Smith, English Professor, is the new President of the Faculty Association for Community and Technical Colleges for the State of Washington. (OOI)
- Michelle Roth, IELP Instructor and former Clark IELP Instructor, Julie Frank, presented “Critical Think Tank” at the TriTESOL conference in October regarding innovative practices in teaching critical thinking. This presentation is based on their work in Intensive English Language Program at Clark. (OOI)
- Dee Anne Finken, Clark College Journalism Instructor and Independent Advisor, presented at the annual meeting of the Pacific Northwest Association of Journalism Educators on October 10 at the Edward R. Murrow School of Communications at Washington State University in Pullman. Her presentation, titled "Taking the Pulse of Your Student Body," shared lessons learned from the Independent's practice of conducting polls to report on issues of importance to students. (OOI)
- Clark College was awarded a 2015-16, \$5,000 Faculty Learning Community grant from SBCTC to focus on integrative learning practices – the practice of connecting curricular and co-curricular activities to the student learning experience. The community of practitioners will examine best practices and provide resources and professional development opportunities around integrative learning to the larger college community. (OOI)

ACADEMIC EXCELLENCE

- The Clark College Fitness Trainer program will be hosting the Northwest Fitness Education Fall Forum November 8, 2015 in the O'Connell Sports Center. This event draws fitness professionals from around the area to participate in continuing education. Two HPE division faculty members will be presenting at the Forum: Lisa Borho ("Are your Clients Safe to Exercise") and Ted Schatz ("Periodization: the Lost Art; and Old School is the New School"). (OOI)
- The 2015 Phoenix won first place in Pacific-Western Division of the Community College Humanities Association literary magazine contest. In addition, six individual Clark students were awarded prizes in various categories. (OOI)
- Adjunct Art instructor Stephen Hayes has been juried into the upcoming Pacific Coast Edition #121 of New American Paintings. This is a highly-selective, national juried publication. (OOI)
- Adjunct photography instructor Bobby Abrahamson mounted a community-based, month-long photography project titled "Humans of St. Johns" in North Portland in August. Bobby was interviewed on KPTV Fox-12 and in the Oregonian for the show. (OOI)
- On Friday, October 9 the college was closed to the public to allow Clark College employees the opportunity to attend training and professional development activities, and assess the impact our work has on student learning. Faculty engaged in Outcomes Assessment work and classified, exempt, and administrative staff attended department meetings, training sessions, and workshops. (OOI)
- Dean of STEM Peter G. Williams, along with Project Manager Jim Watkins, presented "What's on the Horizon?: A Report on the STEM Building" at the College Learning & Assessment Day on October 9. The session addressed how this 70,000 square foot building came to be, plans for instructional offerings, and details about what makes it unique. (OOI)
- Student Tutoring Services had almost 46,000 visits to the main campus tutoring centers, CTC Tutoring Commons, and eTutoring during FY14-15. (OOI)
- Efforts have been made to increase tutoring access for online and off-campus students. Steps taken include:
 - Adding links to tutorials on our web page that explain how to use particular features in the eTutoring platform
 - Revising the eTutoring login page
 - Adding a link to eTutoring in Canvas
 - Presenting a 30 Clicks workshop about eTutoring (scheduled for 10/14)
 - Piloting Skype tutoring for students taking Spanish online and at CTC (OOI)
- Student usage of eTutoring during the first three weeks has more than tripled compared to the same period last year, from 16 sessions to 52 sessions. (OOI)

ACADEMIC EXCELLENCE

- The Teaching Squares program, which has a goal to enhance teaching excellence, continues to grow. Launched by Faculty Development in Fall 2014, the program partners groups of four faculty members from different disciplines each quarter. They observe one another's classrooms for the purpose of self-reflection and sharing best practices. Full-time faculty can earn PPAC credit equivalents. Last spring, funding from the Student Achievement Initiative allowed for adjunct compensation. Continued funding would promote participation and deliver high quality professional development opportunities to Clark's part-time faculty. There are two groups of four faculty participating this quarter. Last year, 20 faculty members participated. Requests to repeat the experience (voluntarily with no added compensation or credit) are honored as space allows. The Faculty Development department is tracking faculty participation for potential retention analysis by Planning & Effectiveness in the future. (OOI)
- A retreat for new tenure-track and full-time faculty was held at Vancouver Community Library October 9. Thirteen faculty from across the college were in attendance. Kimberly Sullivan, AHE President, explained highlights of the AHE contract; Felisciana Peralta, Multicultural Retention Manager, discussed cultural competence and universal design; Bevyn Rowland, Counselor and Human Development Professor, spoke about classroom management and behavioral intervention; Janette Clay, Transitional Studies Learning Communities Manager, presented on integrative learning and learning communities. Brenda Walstead, Professor and Interim Dean of BHSCI, and Veronica Brock, Professor and Department Chair for Health & PE, led a workshop on learner-centered assessment techniques and feedback. President Knight and Vice President Cook met the group for morning refreshments and discussion. Vice President Cook returned to share lunch and further discussion. (OOI)
- eLearning enrollments for Fall 2015 grew by 5% over Fall 2014. (OOI)
- In summer quarter we granted approximately 375 degrees and certificates compared with 395 during the previous academic year. (SA)
- Student Leadership Training for incoming 2015-2016 student leaders was held August 31-September 18. During this training, 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 develop teamwork skills such as trust, communication, and goal setting.
 - 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.
 - Joint leadership training including ASCC, APB, Peer Mentors and Student Ambassadors. Topics covered were the Student Leadership Challenge, Professionalism, Power, Privilege & Inequity, Safe Zone and Strengths Quest. (SA)

ACADEMIC EXCELLENCE

- Student Life and ASCC partnered to host our first Student Involvement Fair on September 30. The event offered incoming students with information on how to engage in ASCC clubs and programs, as well as become familiar with the many resources and services available to them. (SA)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Pathway Peer Mentors, Student Ambassadors, and their respective advisors participated in the First Friday Leadership Development Series - Time Management & the Myth of Multitasking on October 2 presented by Vice President of Instruction Dr. Tim Cook. This educational series provides ongoing leadership development training to student leaders and general Clark students. This particular session gave students insight into how they are currently using their time and techniques to help prioritize and make conscious decisions of when and if they multitask. (SA)
- Veterans make up 7% of the population, but they account for 20% of its suicides. In order to bring awareness to the epidemic of Veteran Suicide, Clark College's Vet Corps Navigators, Tiara Simpson and Andrew Cline, along with other members of the Veterans Resource Center created a "22 Boots" display to represent the 22 veterans who commit suicide each day as estimated by the Veterans Administration. The display was available for viewing in the Cannell Library and Gaiser Hall the last two weeks of September. (SA)
- The new Gaiser Hall Information Kiosk was established in September. The desk is staffed by Student Ambassadors. Ambassadors can assist students at the kiosks, provide directions, as well as answer general questions. So far the feedback on the Information Desk has been great, on the first day over 200 visitors to the Gaiser Hall corridor utilized the new service. (SA)
- The fall quarter orientation cycle was completed in September and assisted 125 Career and Academic Prep students, 135 ESL students and 1,767 new/returning/transfer students. The new/returning student number represents those who completed the new online orientation product, it does not take into account students who completed the Cynosure version of the online orientation, which is estimated at about 2,000 students for fall. (SA)
- The Washington State Department of Corrections (DOC) recently learned that our collaboratively developed application for the US Department of Health and Human Services' (DHHS) *Responsible Fatherhood Opportunities for Reentry and Mobility* grant was successful. Clark College is a participating partner.

This grant, funded through DHHS's Administration for Children and Families, offers an opportunity to better support fathers and mothers, as well as their children birth to 24, who are reentering communities following incarceration. As you'll be aware, the grant's primary areas of focus are: responsible parenting; economic stability and mobility; and healthy marriages or partner relationships. Our proposed project will target and serve eligible individuals returning to Clark, Cowlitz, Lewis and Thurston Counties from five DOC facilities. Critical to this work is the connection of participants and their children to community- and state-based services and resources that will best support sustainable reentry.

ACADEMIC EXCELLENCE

DOC will contract at the current rate of reimbursement to provide grant program participants the Job Seeking Skills program while housed in Larch Corrections Center. Clark will also partner with DOC to support program participants following release by assisting access to:

- o Career-advancing education in high-wage, high-demand occupations.
- o Basic technology training
- o Basic education for adults including soft-skills development
- o Job search and pre-employment training.

The award period starts on October 30th with a nine-month planning phase. Implementation will begin August 2016 and continue through October of 2020. (P&E)

- The National Science Foundation (NSF) approved the WSU-V DUE (Division of Undergraduate Education): Crossing the threshold by supporting writing transfer as engaged learning in introductory engineering laboratories (NSF-DUE 1505066) grant. Two Clark College faculty; Carol Hsu and Julie Darley-Vanis are participating in the research project. Work begins Summer 2016. (P&E)
- Community Education fall term enrollments reflect strong participation, with average class size at 9.1 students per class compared to 8.3 in fall quarter 2014. The Cooking School program had a 57% increase in enrollments (98 for fall 2014 compared to 154 for fall 2015). (ECD)
- Program Manager Tracy Reilly Kelly presented at the National Council for Workforce Education national conference, October 14 and 15, 2015 in Portland. Speaking on behalf of the American Association of Community Colleges Plus 50 Encore Completion Initiative, the topic was “How to Capture Baby Boomer Enrollments: Re-tooling Trainings in High Demand Fields.” (ECD)

SOCIAL EQUITY

SOCIAL EQUITY

Facilitate student learning by providing the conditions that improve educational outcomes and eliminate systemic disparities among all groups.

- Create and sustain an accessible and inclusive environment by utilizing principles of universal design and social justice so that all students can achieve equitable outcomes.
- Demonstrate improved intercultural competency among employees and students through comprehensive professional development and curricular transformation.
- Institutionalize hiring and retention practices that challenge systems of power, privilege, and inequity.

Progress

- The Education Department at Larch Correctional Center is participating in the newly announced \$7.5 million grant to help incarcerated parents maintain bonds with children. Washington is one of five recipients from across the nation and Larch is one of five participating correctional centers within the state. The main purposes of the grant are to strengthen positive relationships between parents and their children, enhance employment opportunities, and increase education levels. (OOI)
- In September 2015, Clark College hosted the inaugural planning event to implement the Opportunity Community (OC) model. The OC model serves people living in generational, working-class, situational, and immigrant poverty by providing structure for a better-connected community network, resulting in a more effective and efficient poverty-fighting system. More than 76 individuals attended the event to hear from Dr. Beegle and Dr. Russel Lowery-Hart, President of Amarillo College in Amarillo, Texas. In attendance were more than forty individuals from over thirty partnering agencies and over thirty individuals from Clark College. Of this group 60 individuals, with a nearly even split between Clark and partnering agencies, signed up to be involved with further planning and committee work. The first event is planned for Winter Quarter 2016 and aims to reach over 1,000 Clark County educators, employers, public sector employees, non-profit organizations, faith-based organizations, and government officials. (OOI)
- Nicole Hopkins, Transitions Coach, organized a school supply drive for Clark College students in need. Over 800 donated items were collected from the college community and were dispersed to over 40 students. Remaining supplies are continuing to be distributed as needed. (OOI)
- 146 international students from 28 countries enrolled in fall term classes. Countries represented include Chile, Colombia, England, Nepal, Palestinian Territories, Rwanda, Scotland and Sri Lanka. (SA)
- Brianna Lisenbee, Employer Relations Specialist, taught a Student Success workshop on October 7 about networking for introverts. Students and community members discussed networking skills, tips on how to overcome introversion, and provided a handout listing various networking events in the metro area. (SA)

SOCIAL EQUITY

- To ensure compliance with new federal Title IX/Violence Against Women Act (VAWA) requirements, the College launched mandatory online training for all employees on October 6. Online training for students will be launched at the end of October. Clark College is one of the first institutions in the state system to initiate employee training, which must be completed in fall term. Human Resources has also created and put into place standard procedures for Title IX investigations (interviews, process deadlines, tracking, etc.) to create consistency among investigators.

Maria Masson, Assistant Director of HR, along with Natalie Shank and Matt Rygg from Student Affairs, held two well-attended general training sessions during the October 9 Learning and Assessment day to educate employees on the history of Title IX and VAWA, our new Discrimination and Harassment Policy and our internal procedures. HR reconvened the Title IX Coordinators and Investigators Committee and will continue to meet monthly to update procedures, fine tune our prevention programs and discuss staffing and training for investigators. The College is currently down one Deputy Title IX Coordinator and would like to move toward team investigations of sexual misconduct complaints. We are seeing and will continue to see an uptick in inquiries and reports of potential misconduct as the College rolls out our education and prevention programs.

Natalie Shank completed, published and distributed the federally required information pieces for victims of sexual misconduct and a brochure for both complainants and respondents involved in Title IX investigations. (HR)

- Nine tenured professors submitted notice of retirement by October 1. Discussion on a recruitment plan is in the works. The decision on which positions will be replaced should be finalized by November. (HR)
- The first of the College's two annual New Employee Welcome events was held on September 22. Attended by the President and Executive Cabinet members, this event welcomes new employees with lunch and conversation. Executive Cabinet members also share information about their areas of responsibility. (HR)
- The Diversity Outreach Manager, Dolly England, and the Director of HR, Sue Williams, held two sessions of a new training around best practices for equitable screening committees titled "Equity Hiring" at the College's Learning and Assessment Day October 9. This is a mandatory training for hiring managers and those participating on screening committees. Forty five employees attended the two sessions. (HR)
- Ms. England and Ms. Williams attended the monthly HR Community Group hosted by PeaceHealth on October 13. The topic of discussion was best practices of social media for recruiting. Over 15 community organizations were represented. (HR)
- Ms. England, together with HR staff at Clark County, hosted the SW Washington HR Community Group meeting on September 8. The topic for this meeting was "Disability Panel: How to Recruit, Accommodate and Retain". There were approximately 10 community organizations participation in this meeting. The panel featured Clark College employee Rich Nevis, from Facilities Services. (HR)

SOCIAL EQUITY

- Ms. England, together with Interim Associate Director of Entry Services, Vanessa Watkins, organized volunteers from Human Resources, Student Affairs and the Office of Diversity and Equity to staff a Clark College table at the weekend long International Food Festival (formally Vancouver's Sausage Festival). The event took place at St. Joseph's Church on September 11–13 and was attended by over 25,000 people. Over the weekend College volunteers made 175 contacts with individuals in the community around becoming a student, employment opportunities, alumni stories, and other happenings at Clark College. (HR)
- Ms. England, had the opportunity to sit on a Diversity Panel at the Evergreen State College in Olympia, WA on September 15. While in Olympia, she also met with Diversity Center staff at South Puget Sound Community College to learn best practices on diversity recruitment strategies. (HR)
- The Diversity Outreach Coordinator, Rosalba Pitkin, was selected to the second cohort training of Social Justice Leadership Institute as well as four other employees from Clark College. There are 22 participants in the Social Justice Leadership Institute from all over Washington state Community Colleges and Technical Colleges. The training was on Whidbey Island from August 31 to September 2, 2015. (D&E)
- The Diversity Outreach Coordinator, Rosalba Pitkin, and the Assistant Director of Human Resources, Maria Masson, attended the Washington State Latino Leadership Network with the Commission on Hispanic Affairs on September 8, 2015 at Labor and Industry Headquarters in Tumwater, WA. The event connected partners from the community for outreach and education on developing resources for the Latino Communities. (D&E)
- The Office of Diversity and Equity participated in different community fairs in Vancouver, WA:
- The Multicultural Student Affairs Program Director, Felisciana Peralta, hired three Peer Mentors for the 2015-2016 academic year. The names of the Peer Mentors are July Canilao, Lily Pirayesh-Townsend and Johanna Inoke. The Peer Mentors attended the Student Leadership Training with other Student Leaders from September 14-18, 2015. 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. (D&E)
- Clark College Office of Diversity and Equity was a sponsor through the Community-Wide Diversity Events for the Clark County Latino Youth Conference on October 2, 2015. The Multicultural Retention Manager, Felisciana Peralta, and the Diversity Outreach Coordinator, Rosalba Pitkin, were the central logistical people for the event. The keynote speaker was Michael Benitez Jr, who is the Chief Diversity Officer and Dean of Diversity and Inclusion at University of Puget Sound, Tacoma. There were 285 high school students in attendance from Clark County and Portland area. (D&E)

SOCIAL EQUITY

- The Multicultural Retention Manager, Felisciana Peralta, Dean of Clark Libraries & Academic Success Services, Michelle Bagley, Transitional Studies Learning Communities Manager Janette Clay, faculty members Jill Darley-Vanis, Debra Jenkins, and Kristin Sherwood attended and presented at the Pave the Way Conference at the Tacoma Convention Center on October 5-6, 2015. The workshop name was “Getting SASS(y) for Students: How Clark College Developed an Integrated Professional Development Series to Focus on Student Learning.” There were about 25 people in attendance. The conference focus was on advancing equity, access, readiness, and support for underserved students throughout the P-20 education system in Washington State. (D&E)

ECONOMIC VITALITY

ECONOMIC VITALITY

Facilitate student learning by providing programs, services, and conditions that improve the economic well-being of the students, college, and community.

- Improve college affordability for students by expanding access to and information about financial resources, clarifying career and educational goals, providing pathways to success, improving college readiness, increasing financial literacy, and managing costs.
- Align program offerings with regional workforce needs to include technical and work-readiness skills.
- Align, expand, and enrich the relationships with regional industry leaders to increase internships, advisory committee participation, financial support for students' education and programs, hiring pipelines, grant partnerships, mentorships, and apprenticeships.
- Maximize the college's return on investment by responsibly allocating available resources.
- Leverage resources to create and sustain future innovations.

Progress

- The Automotive Department has signed a contract with American Honda and is now considered a PACT (Professional Automotive Career Training) School. The department is currently in the process of hiring additional faculty and plan to have the PACT program up and running by Fall 2016. (OOI)
- The Fitness Trainer Program at Clark College hosted a Fitness Trainer Open House and Job Fair Friday, October 16 from 2-4 pm. The Open House targeted Fitness Trainer graduates and Fitness Employers in the area. Its purpose is to enhance understanding of what our graduates have to offer and provide employers with an avenue to recruit Fitness Trainer Program graduates. (OOI)
- Evergreen School District hosted their Principle of Engineering class competition on June 4 at the Pearson Air Museum. Clark engineering students helped with judging design notebooks. (OOI)
- Engineering faculty Carol Hsu spoke with 30 middle school math and science teachers during STEM-Lit at WSU-V on June 24. The topic of her discussion was the Mathematics, Engineering, Science Achievement (MESA) program, which inspires and prepares underrepresented students to go into STEM fields. (OOI)
- Tim Kent, Clark Surveying faculty, organized and hosted 18 teachers at the annual TwiST program at Clark College the week of June 22. Teaching with Spatial Technology (TwiST) is a one-week course designed to teach grade 6-12 teachers how to use Geographic Information System (GIS), Global Navigation Satellite System (GNSS), and surveying basics in the classroom. (OOI)

ECONOMIC VITALITY

- This summer, Clark College Economics & Community Development put together a STEM camp for kids. Engineering faculty Tina Barsotti led the engineering day activity on July 15. Tina, along with engineering faculty Carol Hsu and NERD (Not Even Remotely Dorky) Girls student volunteers had 20 kids building circuits and wiring for the model house they built with Styrofoam. The kids learned a lot about design, circuits, and troubleshooting. (OOI)
- Clark faculty members Tina Barsotti, Erin Hardwood, and Carol Hsu helped organized an outreach activity at the Army Reserve Family Day on September 13. They did a paper circuit project with about 15 kids. The kids were so excited to make LEDs light up with the circuits they made with copper tape. (OOI)
- The Bookstore's rental program – including text books and calculators – continues to provide savings and benefits to Clark's students. In Fall 2015, rentals to date have netted students \$114,258 in savings when compared to purchasing new.
- Results from the Bookstore's Shop and Compare tool for Fall 2015 continue to demonstrate the store's competitive pricing position. In over 80% of the comparisons, the Bookstore offered pricing equal to or lower than competitors'.
- Nguyen Huynh, temporary International Programs Manager, participated in a State Department sponsored Education USA recruiting fair in Ho Chi Minh City and Can Tho in Vietnam from September 28 through October 9. He also visited high schools and met with educational agents. There are 22 Vietnamese students currently enrolled at Clark College making it the second leading country sending students to Clark. (SA)
- Craig Ebersole, Financial Literacy Coach in Career Services, has now conducted 62 initial coaching appointments with students addressing a variety of concerns such as budgeting, understanding and repairing credit, and debt reduction strategies. Craig is also currently working with Financial Aid to develop new strategies to reduce the student loan default rate. We have scheduled a meeting with the Community Housing Resource Center about getting free tax assistance for students on campus, and are also in the process of establishing an IDA (Individual Development Account) for low income students, through a partnership with the Share House IDA Program. (SA)
- Brianna Lisenbee, Employer Relations Specialist, met and/or spoke with various local companies (Sigma Design, JC Penney, and the Center for Autism and Related Disorders) during the month of September to create partnerships and opportunities for Clark College students. Brianna also attended the following Clark College advisory board meetings: HiTECC, Addiction Counseling, Nursing, and Business Administration. Information was shared at these meetings about services provided and upcoming events. (SA)

ECONOMIC VITALITY

- Logan Broulette, Americorps member, started fostering relationships with McLoughlin Middle School to educate the students and their families on the benefits of college and university attendance. The Americorps grant is partially funded by Clark, and Logan is now searching for volunteer Clark students to work with McLoughlin Middle School as college mentors. (SA)
- Economic and Community Development’s Customized Learning team closed \$36,799 in contracts for four organizations: the Community Foundation for Southwest Washington, ConMet, Core Health & Fitness, and TetraPak. Training topics included Team Development, Effective Communication, Supervisory and Leadership, and Personal Enrichment/Cooking. In addition, Customized Learning partnered with the Southwest Washington Workforce Development Council (SWWDC) to deliver two grant funded contracts for a total of \$67,245: a Certified Production Technician program for unemployed workers and Technical Leadership Development training for employees of Church & Dwight, Core Health & Fitness, Elkhart Plastics, Farwest Steel, Fuel Medical, Gillespie Manufacturing and Sunmodo. (ECD)
- Rental revenue at the Columbia Tech Center increased 74% summer quarter 2015 (\$22,201) compared to summer quarter 2014 (\$12,691). (ECD)
- Communications and Marketing worked with Enrollment Services to create a branded presentation folder to be used by the various departments across campus that do outreach and recruitment. Internal pockets in the folder allow for customizable inserts that tailor the folder to the user while providing a unified message and branding throughout the college. (C&M)



ENVIRONMENTAL INTEGRITY

ENVIRONMENTAL INTEGRITY

Facilitate student learning by providing the conditions that continually improve the college's physical, virtual, and social environment.

- Incorporate environmental sustainability priorities into all college systems.
- Improve the college's physical and virtual environment to maximize access and appropriate use of space and technology.
Integrate principles of mutual respect, collaboration, clear communication, and inclusivity in all interactions.

Progress

- Improvements have been made to the physical space in the STEM and Language & Writing Centers. Updates include more welcoming paint and décor and placing current resources in locations that are more accessible to students. With Foundation funds, new furniture has been ordered which is designed to fit the space and the needs of the students in the Language & Writing Center. The new chairs will be on castors to facilitate movement, and the new tables will be modular to accommodate small and large groups. The centers are now better aligned with recommended best practices for ideal learning environments. (OOI)
- On September 29, the Clark College Libraries unveiled a new mural in the entrance of Cannell Library. The new art work, "Nature of Change" was designed and painted by a student group. (OOI)
- Director of Security Ken Pacheco and Emergency Manager Tom Buckley provided training on lockdown procedures to Student Ambassadors on October 8. Four lockdown procedure trainings were also provided to faculty and staff during the October 9 Learning and Assessment Day. (AS)
- As part of the College's emergency preparedness and training program, faculty, staff and students participated in the annual, nationwide "Great Shakeout" earthquake drill on October 15. In addition, a lockdown drill has been scheduled for the main campus on October 21 and for the Columbia Tech Center on October 22. In light of the shooting at Umpqua Community College, our Emergency Management and Planning Committee will be reviewing lockdown procedures at its October meeting. (AS)
- Construction of the new STEM building continues on schedule. As mentioned in previous reports, exterior shots of the main elevations will be the major source of visual information in the future, including images from the project camera <http://www.clark.edu/clark-and-community/about/campus-locations/stembuilding.php>. (AS)

The installation of the glass curtain wall on both the north and south facades continues. The glass is double-paned, with a sealed layer of argon gas between the sheets of glass to increase the R-value or insulating qualities of the glazing. Each pane of glass also has a low-e (low emissivity) coating on the interior face to reduce heat emission to the interior of the building.

ENVIRONMENTAL INTEGRITY

The majority of the work continues to be on the building interior. The framing on the third floor is about 95% complete, and the majority of the rough-ins for power, water, data, etc., is also finished. Drywall is being installed near the interior of the building.

The three-story lobby has been roughed in for most of the structural elements. In the image below, the entrance is at the right, below and behind the drop tower frame. The ceiling will be sloped, so the underside of the high roof ranges between approximately 50-52 feet above the lobby floor.

The second floor polished concrete has been mostly poured. In the image below, the engineering collaboratorium is on the right; the heavy steel beam at the ceiling is the supporting structure for the folding partition wall that separates the space into two class/labs when extended, or combines them when retracted.

A pre-installation meeting will be held soon to review the radiant floor slab in the lobby immediately inside the main entrance. This allows heating the concrete floor of the lobby where most of the cold air enters the building through the entry doors.

The old entrance to the demolished Yellow Two lot off of Ft. Vancouver Way has been closed and a continuous sidewalk installed from the location of the future Bus Rapid Transit station near Fourth Plain and the south end of the Triangle property, adjacent to the VA property. Some work in this span will be incomplete until next year when the Bus Rapid Transit stations on the west side of Ft. Vancouver Way are installed.

The last aerial photograph from early September shows the roof covering about 2/3 complete. The remainder of the roof will be installed once all of the heavy structural work and welding are completed at the high roof. The gray structural elements of the lobby and high roof can be seen toward the right (east) of the building.

South Facade



North Facade



Second Floor Facing West



Third Floor Lobby Rough Structural Roof Framing



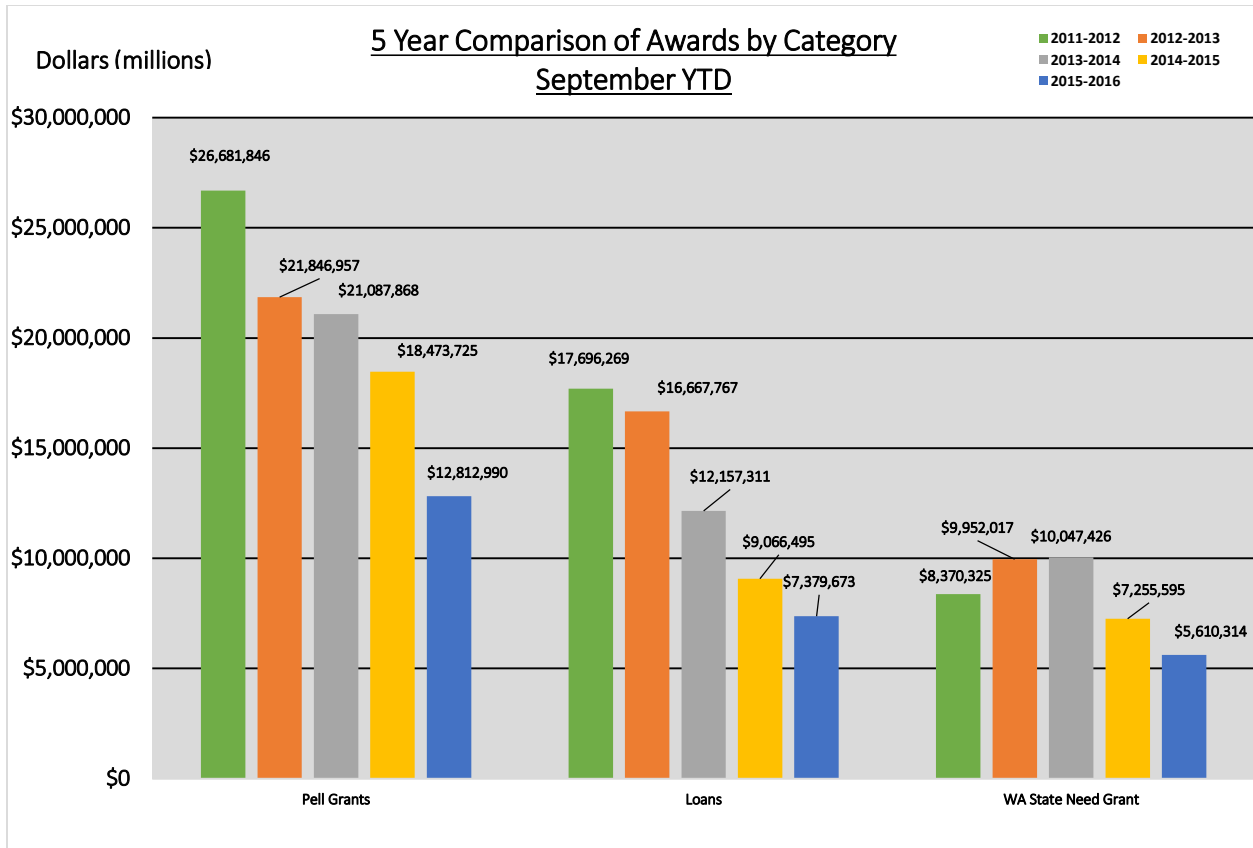
Aerial View



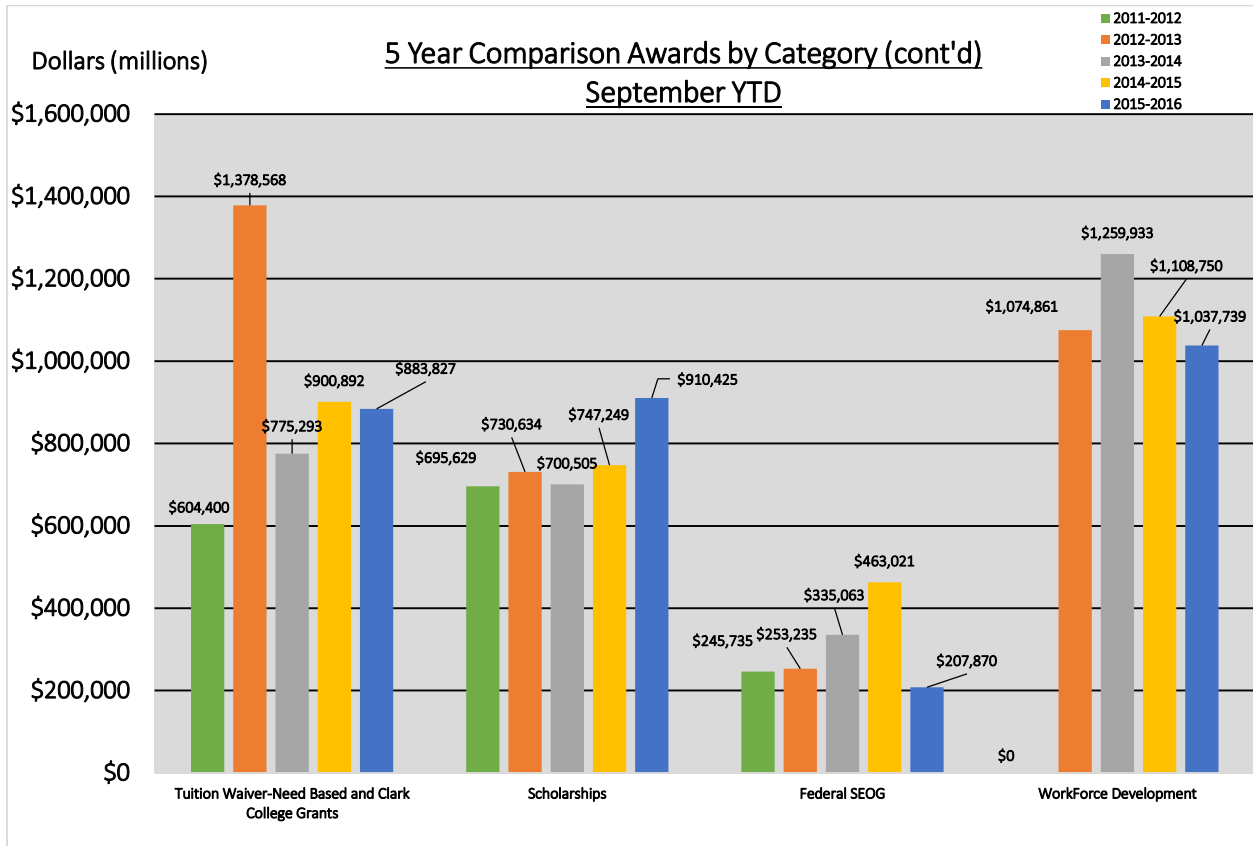
- In September Information Technology Services launched a new “Web Helpdesk” application for faculty, staff, and students (through TechHub). The new solution provides a much more efficient route to technical help and gives the technicians better tools to resolve problems. Business partners on campus can also see the status of their requests via the web. The new tool replaces an old one, with no cost impact to the College. (ITS)
- Also in September Information and Technology Services implemented SCCM, a Microsoft enterprise solution for deploying software on campus. This will significantly improve our ability to update computers on campus, and is a much more efficient solution than the previous project. The expense is cost neutral. (ITS)

STATISTICS

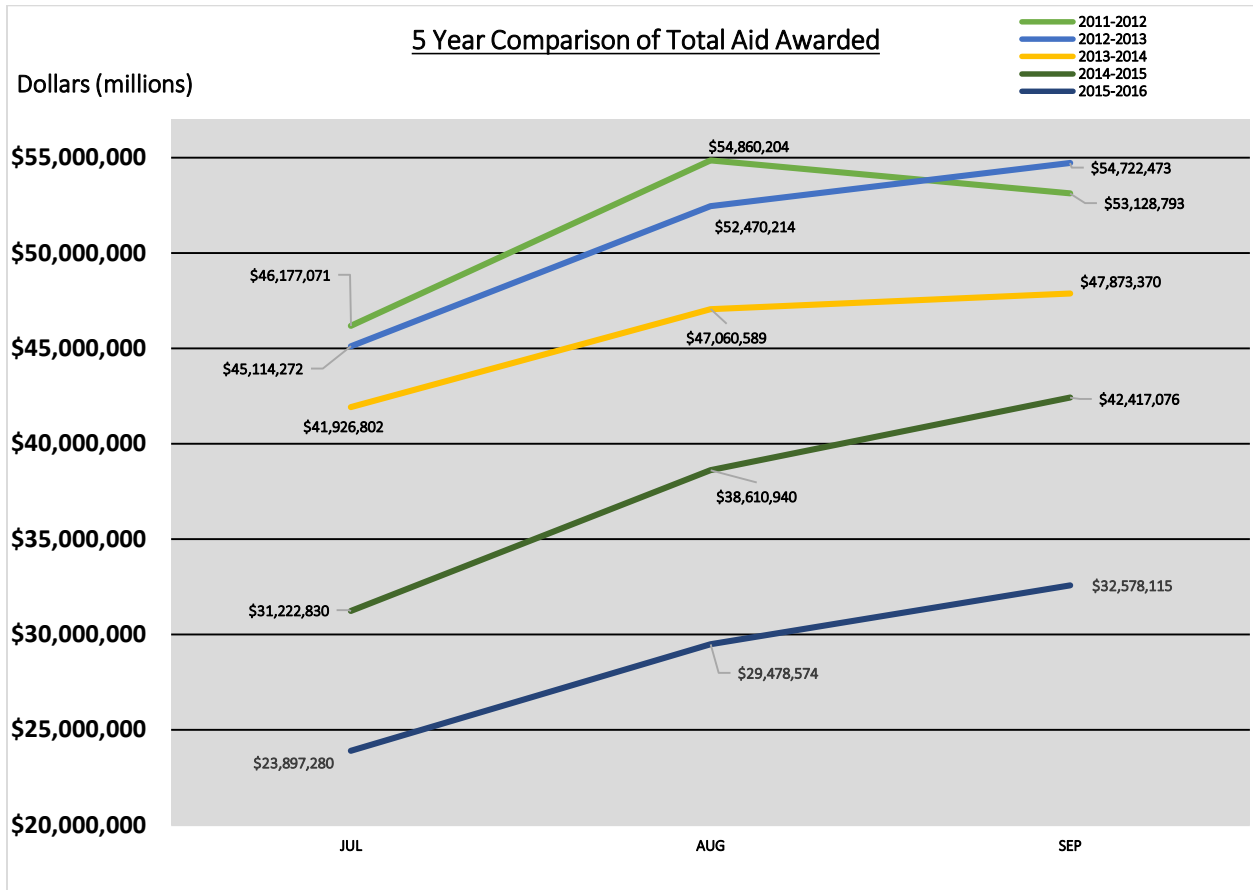
STATISTICS (PAGE 1)

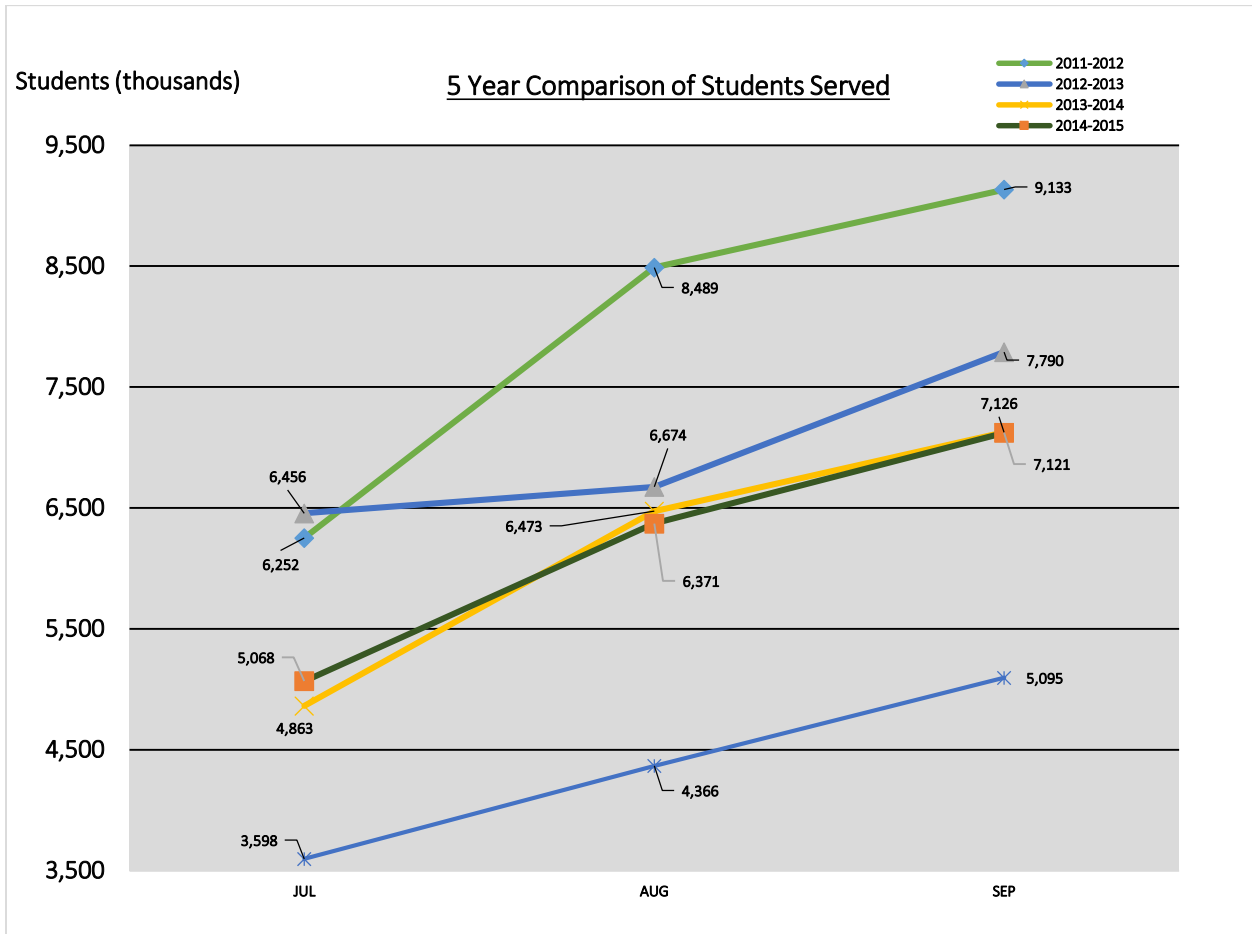


Note: WA State Need Grant includes College Bound Scholarships



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





Clark College - Budget Status Report September 30, 2015

Sources of Funds (Revenues)	2015-16 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	29,548,024	7,631,148	(21,916,876)	25.8%
Tuition & ABE	19,633,947	8,911,726	(10,722,221)	45.4%
Running Start	8,297,157	-	(8,297,157)	0.0%
Excess enrollment	-	-	0	#DIV/0!
Planned use of prior fund 148 balance	-	-	0	#DIV/0!
Dedicated, matriculation, tech, cont ed	4,620,337	1,441,353	(3,178,984)	31.2%
Total Operating Accounts	62,099,465	17,984,228	(44,115,238)	29.0%
Other Accounts				
Grants & Contracts less Running Start	4,433,412	536,160	(3,897,252)	12.1%
Internal Support & Agency Funds	1,160,452	(347,548)	(1,508,000)	-29.9%
ASCC less PUB	1,847,924	584,343	(1,263,581)	31.6%
Bookstore	4,533,413	1,659,116	(2,874,297)	36.6%
Parking	439,738	125,279	(314,459)	28.5%
Auxilliary Services	1,347,080	251,768	(1,095,312)	18.7%
Financial Aid	44,502,333	9,331,691	(35,170,642)	21.0%
Total Other Accounts	58,264,352	12,140,810	(46,123,542)	20.8%
Total Sources of Funds	120,363,817	30,125,038	(90,238,779)	25.0%

Uses of Funds (Expenses)	2015-16 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	780,139	161,436	618,703	20.7%
Associate Vice President of Planning & Effectiveness	573,104	114,902	458,202	20.0%
Special Advisor for Diversity & Equity	367,334	85,506	281,828	23.3%
Vice President of Instruction	38,063,382	6,791,267	31,272,115	17.8%
Vice President of Administrative Services	7,556,829	2,802,211	4,754,619	37.1%
Vice President of Student Affairs	8,308,986	2,141,094	6,167,892	25.8%
Associate Vice President of Economic & Community Dev	1,081,571	279,446	802,125	25.8%
Chief Communication & Information Officer	4,452,836	1,423,739	3,029,097	32.0%
Associate Vice President of Human Resources	915,284	258,749	656,535	28.3%
Bank & credit card fees	-	63,560	(63,560)	
Total Operating Accounts	62,099,465	14,121,910	47,977,555	22.7%
Other Accounts				
Grants & Contracts less Running Start	4,433,412	1,208,093	3,225,319	27.2%
Internal Support & Agency Funds	1,160,452	516,717	643,735	44.5%
ASCC less PUB	1,847,924	369,569	1,478,355	20.0%
Bookstore	4,533,413	1,657,077	2,876,336	36.6%
Parking	439,738	205,257	234,481	46.7%
Auxilliary Services	1,347,080	409,744	937,336	30.4%
Financial Aid	44,502,333	9,411,074	35,091,259	21.1%
Total Other Accounts	58,264,352	13,777,532	44,486,820	23.6%
Total Uses of Funds	120,363,817	27,899,442	92,464,375	23.2%
Difference - Excess (Deficiency)	-	2,225,596		
Capital Projects- Expenditures	3,438,732	4,724,627	(1,285,895)	137.4%

CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2015

	Fund Balance (minus non-cash assets) 6/30/15	Cash Balance (minus dedicated cash) 6/30/15	Required Reserves	Prior Commitments (prior to 7/1/15)	New Commitments (2015/16)	Total Available Cash
145 Grants and Contracts	4,660,291	3,418,289			1,502,419	1,915,870
145 CIS	377,797	377,797			377,797	-
147 Local Capital	34,991	-				-
148 Dedicated Local	4,168,089	721,775		63,998	528,600	129,177
149 Operating Fee	362,371	111,284				111,284
440 Central Store (Catalog)	19,014	19,014				19,014
448 Print/Copy Machine	(199)	(199)				(199)
460 Motor Pool	79,023	79,023				79,023
522 ASCC	1,319,724	-				-
524 Bookstore	3,926,048	3,926,048		2,000,000		1,926,048
528 Parking	335,974	335,974				335,974
570 Other Auxiliary Enterprise	1,090,871	325,247		30,315		294,932
790 Payroll (clearing)	208,490					-
840 Tuition/VPA	(196,795)					-
846 Grants - Fin Aid	84,651					-
849 Student Loans	18,637					-
850 Workstudy (off-campus)	(2,750)					-
860 Institutional Financial Aid Fui Reserves*	1,151,517		4,200,358			(4,200,358)
Totals	17,637,744	9,314,252	4,200,358	2,094,313	2,408,816	610,765

*Reserves of 10% reduced by \$2,000,000 on October 21, 2014 to fund Culinary remodel as approved by Board
(Reserves amount is an estimate until budget is finalized)

Fund Balance Less Commitments

Available Fund Balance Before Commitments	9,314,252
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Prior Year Commitments

Date	as of July, 2014	Fund	Amount	Total
7/1/2014	Gorge-Student Affairs position	148	12,998	
7/22/2013	STEM Grant	148	25,000	
11/27/2013	Security Street Legal Carts - 2	148	26,000	
				63,998
10/21/2014	Culinary Remodel-use of reserves	524	2,000,000	
				2,000,000
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	
11/27/2013	Basic Events	570	1,780	
				30,315
Total Prior Commitments				2,094,313

New Commitments July 1, 2014 to present

Date		Fund	Amount	Fund Total
8/1/2015	CTC Cash Flow Shortage-FY 2016	145	375,733	
8/1/2015	CTC Cash Flow Shortage-FY 2017	145	375,733	
7/1/2015	Culinary A & E	145	650,000	
7/1/2015	Director of Grants	145	100,953	
				1,502,419
7/1/2014	Funds formerly held at CIS	145	377,797	
				377,797
8/18/2015	CTC Link Cost	148	375,000	
8/18/2015	Diversity Recruitment Plan	148	19,000	
8/18/2015	Teaching and Learning Days	148	7,600	
8/18/2015	Networking Position	148	60,000	
10/6/2015	SEAM Consultant	148	27,000	
10/6/2015	Branding	148	40,000	
				528,600
Total New Commitments				2,408,816

Required Reserves

10% of \$62,003,584 less \$2,000,000* 4,200,358

Fund Balance After Commitments and Required Reserves	610,765
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* Reserve as approved by the Board on June 11, 2014, use of reserve approved 10/21/14