

Clark College Board of Trustees



August 27, 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

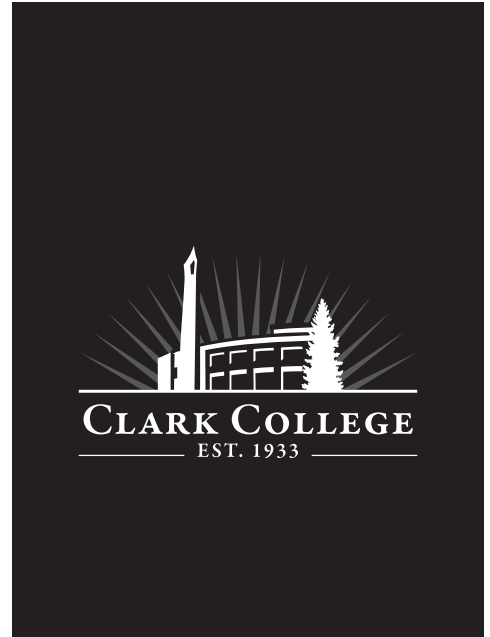
- Implement an employee recruitment plan to increase the proportion of diverse employee applicants for each open position to develop a workforce more reflective of the student body.
- Support all employees' and students' engagement in educational opportunities related to power, privilege, and inequity 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
August 27, 2014**

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CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, August 27, 2014
Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- ♦ C&M/SA Collaboration on enrollment recruiting & marketing
- ♦ College Critical Priorities

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 written report
No written report
No written report

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: No presentation this month

Faculty Presentation: No presentation this month

Enrollment Report

Focus on Learning

Pages 1-6

Expand Access

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III. ACTION ITEMS Pages 26-37

First Reading

- ◆ AHE Contract (41 pages) Addendum A
- ◆ 2015 Proposed Board of Trustee Meeting Dates Page 28

Consent Agenda

- ◆ Minutes from June 11, 2014 Board of Trustees Meeting Pages 29-33
- ◆ Minutes from July 23, 2014 Special Board Meeting (retreat) Pages 34-36
- ◆ Minutes from August 12, 2014 Special Board Meeting Page 37

IV. FUTURE TOPICS

- ◆ College Safety
- ◆ Facility Plan
- ◆ Fermentation/Restaurant/Maker Center
- ◆ K-12
- ◆ PPI Certificates
- ◆ Review of College Policies
- ◆ Service Learning
- ◆ Standard 2 Highlights
- ◆ The Open Government Training Act

WATCH LIST

- ◆ 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, September 24, 2014 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

FOCUS ON LEARNING

**PRESIDENT'S REPORT
AUGUST 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

- Twelve Adult Basic Education (ABE), and English as a Second Language (ESL) faculty attended the 2014 Rendezvous conference. This conference was hosted by the state Council for Basic Skills and provided training on six different "strands" of pedagogy. Interim Dean Deena Godwin attended the Council for Basic Skills meeting immediately following Rendezvous which focused on program changes and implementation across the state. (OOI)
- On Sunday, June 8, 2014, the 9th annual Try-athlon for Fitness Trainer students was held. This year faculty, staff and students were invited to participate. As part of a class designed to educate students about training clients for various events, FT 262 Exercise Prescription III-Performance Populations, students designed and participated in training activities for a triathlon. The culminating experience for this class was participation in the Try-athlon, which consisted of a 500m swim, 15k bike (9 mile), and 3k run (1.8 mile). Fitness Trainer students, faculty and volunteers enjoyed a celebratory luncheon in O'Connell Sports Center (OSC) following the event. (OOI)
- On Friday, June 6, 2014, Fitness Trainer program students preparing to graduate participated in a "Professional Interview Bootcamp" where fitness professionals throughout the Clark County area conducted mock job interviews with students. Students interviewed with at least two fitness professionals for 10 minutes, followed by five minutes of feedback. They also observed two or three other interviews. Student feedback has indicated that this format is extremely helpful. (OOI)
- Cindy Myers, Director of Nursing at Clark College, has been named one of WSU Vancouver's 25 Notable Alumni. (OOI)
- 83% of Clark College Nursing graduates testing between October 2013-March 2014 passed the National Council Licensure Examination for Registered Nurses (NCLEX-RN) exam on the first attempt according to the National Council of State Boards of Nursing (NCSBN) program report. The National pass rate for the same period was 81%. (OOI)

FOCUS ON LEARNING

- NAC (Nursing Assistant Certified) state testing was conducted on three July test dates at CTC NAC Lab for Clark Nursing Assistant Program graduates. Student pass rates were high, results pending receipt of official program reports from NNAAP (National Nurse Aide Assessment Program). (OOI)
- The Addiction Counseling Education Students (ACES) service club won recognition in the 2013-2014 academic year from ASCC for attaining the highest level of service funding. Among the events in which the ACES club was involved: RX take back in coordination with the Clark County Sheriff's department; PREVENT! Youth Summit; Juvenile drug court offenders mentoring program; and Hands Across the Bridge. (OOI)
- In June, the Engineering Department received a new 3D printer – MakerBot. Early feedback from students is positive- indicating they appreciate that it is easier to use, quicker to print, and they can see how it is being printed. (OOI)
- The Educational Planner and the Associate Director of the HEOC/ED Advising division developed and implemented an online training program for new HEOC/ED advisors using the campus LMS Canvas. The online training features an overview of the Clark College Allied Health programs, advising resources for HEOC advisors and students, practice activities, and mock advising scenarios. It builds upon the foundational knowledge and skills new advisors learn through the online “Advisor Training Academy” (also housed in Canvas). The new training program has been used to successfully train one new HEOC advisor, and the team is now gathering feedback to revise and expand the training for ongoing use. (SA)
- The Volunteer and Service Learning Coordinator and six Clark College students went on a seven day Alternative Break trip to Yakima on June 23-27 to participate in a Habitat for Humanity build project. The group had the opportunity to meet the three families benefitting from their work, which was one of the highlights of the trip. The group stayed in a church community center program and shared community meals together, which each person helped to prepare. On the construction site, the group put up siding, painted a house, and tore out an old chain link fence. The students learned safety techniques to measure and cut siding, use nail guns and scaffolding. They also learned teamwork, flexibility, communication and perseverance. (SA)
- Enrollment Services staff participated in a training event at Pierce College in Puyallup on July 29. The training provided a demonstration on the new COMPASS testing program and how to use the software. (SA)
- **Professional Development Funding**

Employee Development utilized 98% of its annual funding to coordinate and support professional development trainings on and off campus. The following lists some of the trainings and learning resources sponsored during the 2013-2014 fiscal year:

- Admissions Registration Council Conference
- Building Effective Teams training
- Customer Service training
- Enhancing Wellness through Resilience and Work/Life Balance

FOCUS ON LEARNING

- Essential Skills for Effective Management
- Faculty and Staff of Color Conference (FSOCC)
- Financial Aid Conference
- First Aid/CPR certification training
- Higher Ed Works online compliance training
Intergenerational Communication in the Workplace
- Investigator Core Training
- Lynda.com online training licenses
- New Employee Welcome (NEW)
- SkillSoft IT Courseware Collection
- Strengths Finder
- The ASSOCIATION Leadership Conference
- Washington State Student Services Conference (WSSSC)

In addition, Employee Development processed requests for the new Classified Staff Professional Development fund, totaling nearly \$20,000. These funds covered self-directed learning and development opportunities for full-time, part-time and project classified employees, supporting trainings on diversity, health and wellness, technology, human resources, leadership and student services topics. (HR)

- **Professional Development Planning**

Employee Development and Faculty Development worked with Planning & Effectiveness to create a Professional Development Needs Assessment survey, sent out to all faculty and staff in May. A total of 194 employees responded to the survey, yielding an 18% response rate. The top three rated training topics were: conflict resolution, ctcLink, and creating work/life balance. Other topics of interest include cultural competency, managing stress, micro-aggressions at work, communication skills for leaders, and leading highly effective teams. The Teaching and Learning Center will use these results to guide planning practices for 2014-2015 trainings and events. (HR)

- **New Employee Orientation**

In October 2013, Employee Development automated the New Employee Success Training (NEST) process through Higher ED Works in an effort to improve completion rates. NEST is a formal process for orienting new employees to the college by providing assistance and access to information and resources designed to support a successful transition to our community. Since automating NEST, completion rates have jumped from just 20% in 2012-2013 to 71% in 2013-2014. (HR)

In addition, Employee Development created a NEST Intranet page for supervisors, as a means to aid them in their new employee orientation responsibilities and to promote consistency in the NEST process across departments and employee groups. This page houses the NEST notebook and supplemental forms, and includes an orientation checklist for supervisors to follow. More information can be found here: (HR)

[https://intranet.clark.edu/department information/human resources/development/nest sups/](https://intranet.clark.edu/department%20information/human%20resources/development/nest%20sup/)

FOCUS ON LEARNING

- **On Campus Trainings**

In 2013-2014, Employee Development coordinated and supported 60 trainings and events on campus, serving over 780 Clark College employees. (HR)

- **Online Learning**

At the end of the 2013-2014 fiscal year Clark College achieved an 85% organization-wide completion rate for required online trainings through Higher Ed Works. Currently, there are eleven (11) required trainings covering regulatory compliance topic (HR)

In an effort towards continuous improvement, Employee Development worked with the Clark College Internal Auditor to create a Clark specific training that covers the Washington State Ethics in Public Service Act. This online training is housed on Higher Ed Works and replaces the link to the Washington State Executive Ethics Board. It includes detailed explanations and examples of the law as it applies to Clark College employees, along with multiple choice questions to test understanding. (HR)

In addition to online compliance trainings, Employee Development sponsors employee learning through Lynda.com, an online subscription library that teaches the latest software tools and business skills through high-quality instructional videos. In 2013-2014, over 90 employees were issued a rotating transferrable license and had full access to hundreds of online courses, anytime and from anywhere. (HR)

- The Mature Learning program expanded its summer program from eight class offerings in 2013 to 26 in 2014, an increase of 225%. As a result, enrollment increased 260%. Summer included an expanded excursion program, with instructor-led field trips to Mount St. Helens, Lewis & Clark in the Gorge, Washington County Agricultural Region, and NW Trek Wildlife Park. Afternoon Academics offered a new concept, "Persons of Interest," featuring one-day standalone biographical sketches of famous people whose lives have changed the world in history, art, politics and technology. Persons of interest included Nelson Mandela, Ayn Rand, Georgia O'Keeffe, Steve Jobs, Hillary Clinton and early Abolitionists Sarah & Angelina Grimke.

Community Education offered a variety of youth classes summer quarter. The favorites were "Cartoon Art with Alan," "Kids with Ink & Colored Pencils," "Cake Decorating for Kids" and "Debit Cards, Budgeting & Saving for Teens." Another popular Community Education summer series was local walking tours of Clark County, including "City of Camas Historical Tour" and "Columbia River Natural History Walk." (CCE)

- Registration for fall quarter Continuing Education open enrollment classes begins on August 19, 2014. The fall quarter class schedule "Explorations" will be mailed to over 150,000 Clark County households the week of August 25, 2014.

Fall quarter Community Education will be introducing a "Basic Steelhead Fishing" class as a companion class to the spring "Basic Fly Fishing" class. The popular history of our local area lectures

FOCUS ON LEARNING

will continue in fall quarter with four Saturday lectures making up the Vancouver Heritage Series, including the Chinook Indians, The Age of Discovery, the Vancouver Barracks and the Hudson's Bay Era. Also included will be such timely topics as "Political Parties: From Then to Now" and "Immigration in the Northwest: A Historical Look at the Evolution of Policy."

Mature Learning offerings will include "My Life in the Law" with retired Judge Robert Harris and "The Great War," a retrospective on its one hundred year anniversary, with Clark history instructor Joseph Cavelli. In addition, "Fun with Everyday Math" will be held at Touchmark at Fairway Village, a community partner. A Mature Learning Fall Preview Event is scheduled for September 11, 2014 at Foster Auditorium. This preview will have a dual focus: a chance to meet fall quarter instructors and hear about the content of their classes, as well as a presentation from the Clark County Commission on Aging. The focus will be on "Universal Green Design" - a long-term approach to building and remodeling that combines the concept of "aging in place" with environmentally sustainable elements of green building design. (CCE)

- Corporate & Continuing Education (CCE) Program Manager Jennifer Ward and Executive Assistant Janet Owens attended a 40-hour Project Management training July 21 – 24, 2014. The training was aligned to the Project Management Institute's concepts, standards, tools, and techniques that are set by the American National Standard in project management. The skills will be critical for longer CCE projects, as well as the implementation of ctcLink later this year. (CCE)
- Multicultural Retention Manager, the Diversity Outreach Coordinator and other employees attended the Pave the Way conference on August 12, 2014 at Clover Park Technical College. This conference was focused on strategies for underrepresented students. The event was very well attended, administrative staff from Community Colleges, Universities, and Tech Colleges from Washington State were present. (ODE)

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

- Two Transitional Studies Student Success Navigators, Jenna Scott and Leslie Mohlmann, were hired in July. The purpose of these two positions is to deliver "high touch" student support in guiding students through completing their Adult Basic Education (ABE), English as a Second Language (ESL), and GED coursework and transitioning into college-level credit-bearing classes. (OOI)
- Janette Clay, the Transitional Studies Learning Communities Manager, was hired in August. The purpose of her position is to oversee all learning communities on campus, including integrated learning communities, First Quarter communities, and Integrated Basic I-BEST. Janette will also coordinate all campus-wide Common Read efforts. This position is a result of the Title III grant and its goal to institutionalize the current activities long-term. (OOI)
- In July, Engineering Department faculty members met with WSU-Vancouver academic advisors to discuss new University Common Requirement (UCORE) requirements. The goal is to ensure a smooth transition for transferring engineering students. (OOI)
- In June, the STEM (Science, Technology, Engineering, and Math) Unit received approval from the state as part of the 2014-2015 Aerospace High Demand Grant process. Funds will be used to bring the Associate of Applied Science in Computer Aided Drafting and Design program to the Columbia River Gorge, where it will be offered entirely over the next three years. This program of study will include CADD instruction at the new Clark College Bingen facility and some online course work to meet general education requirements. Classes will be held on Saturdays. (OOI)
- During the week of June 23-27, twenty-one K-12 teachers were on the Clark College campus to immerse themselves in surveying, global positioning systems (GPS), and geographic information systems (GIS). This program is sponsored by Oregon Technical Institute and is taught by three instructors from that institution, one of whom is Tim Kent, the Surveying & Geomatics program coordinator at Clark College. The impetus of the program is to have high school teachers become aware of and utilize knowledge in spatial technology so that they can expose their students to these somewhat unknown employment fields. This will then lead the students to look at post high school education and then enroll in colleges that teach these technologies. These K-12 teachers were from most of the western states and teach math, history, and related sciences at their schools. They were provided a number of teaching tools including software and hardware that they could then incorporate into their curriculum. This year's program was the fifth on the west coast and second at Clark College. The reviews for the program and campus setting were overwhelmingly positive and attendees expressed appreciation for the opportunity to receive this continuing education. (OOI)

EXPAND ACCESS

- **Bookstore** - at the request of the College, the Bookstore is preparing to open an Espresso Shop at the Columbia Tech Center. Targeted to open in September 2014, this new Penguin Coffee location will offer hot and cold espresso, drip coffee, blended and cold drinks. In addition, a small selection of grab and go convenient food items, such as bagels, sandwiches, salads and parfaits will be offered to expand the affordable and available food and beverage options for students, staff and faculty at CTC. Limited basic supplies and Clark items will be incorporated as space permits. A grand opening will be planned for after the start of the fall quarter. (AS)
- College Prep and Transfer advisors, in collaboration with Enrollment Services, provided leadership and staffing during the first day of summer quarter on July 7. They assisted with the drop-in orientations and registration labs to increase access and support for incoming Transitional Studies students. (SA)
- Information was provided to all members of Advising Services in July on the Math Academy program in an effort to identify students who would benefit from additional support for completion of pre-college level Math. (SA)
- Career Services initiated outreach to new Clark applicants who completed a Career Clarity survey as part of their online major declaration process. A Career Clarity report based off of the survey was generated by Planning & Effectiveness and will allow us to organize, prioritize and record career outreach activities and services. Initial outreach has targeted applicants who indicated they are not sure or have no idea how their major relates to their career choice, or that they are somewhat confident or not confident in their decision about their chosen program of study, and they are or may be interested in discussing their degree or certificate choice with a Career Services specialist. We anticipate a significant increase in Clark students completing their chosen goals due to these early career decision making interventions. (SA)
- The Enrollment Services Office space redesign has been completed, bringing registration and admission services together. The Welcome Center has also relocated to GH 127 where it will have increased visibility for prospective and new students. The Welcome Center now conducts new student orientations, arranges campus visits, and provides recruitment. . (SA)
- The Welcome Center hosted two group visits to Clark College in June. Covington Middle School brought 30 students for a visit on June 2, and an additional 30 students from Gaiser Middle School visited on June 4. In addition, Self Enhancement, Inc. (SEI), a nonprofit organization that supports at-risk urban youth in Portland, made two visits to Clark College (July 9 and 14) with approximately 50 students. Each group received an admissions presentation and campus tour. (SA)

FOSTER A DIVERSE COLLEGE COMMUNITY

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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

- WS 225, Racism and White Privilege, a new course developed by Dian Ulner and colleagues in the Women's Studies department, will be offered regularly beginning Fall term 2014. In this team-taught, hybrid course, students will critically examine racism and white privilege in the U.S. by analyzing systems of power, privilege and inequity. (OOI)
- Two College Prep and Transfer advisors were provided training on "Interrupting Oppression" on July 10. This training opportunity was originally provided to the rest of the staff prior to the arrival of these staff members. (SA)
- Staff from Advising Services and Career Services attended Power, Privilege, and Inequity training as part of the Student Advocacy Seminar Series on July 17. (SA)
- The Health e-Workforce Consortium Student Navigator met with Steve Vincent, the Executive Principal at the Informatics Application Group and Veteran representative for the consortium, in July to discuss strategies for recruiting Veteran students and connecting students to the local workforce. (SA)
- Clark received approval from the College Success Foundation to hire a student peer mentor in support of the Passport and College Success Navigator Program. The position is funded by the College Success Foundation. The peer mentor will be responsible for connecting with foster youth regularly to provide success strategies and school and community referral services as needed. The mentor will attend formal College Success Foundation and Clark College Peer Mentor training in early September to prepare for outreach activities that will begin fall quarter. (SA)
- International Programs enrolled 94 students for summer quarter compared to 35 international students at this time last year. (SA)
- The International Programs Manager completed a recruiting trip in Asia during July that included Taipei, Taiwan, Bangkok, Thailand and Hanoi and Ho Chi Minh City in Vietnam. (SA)
- The College has joined Partners in Diversity, a nonprofit coalition of major employers in Oregon and Southwest Washington with the purpose of supporting greater diversity in the workplace and community. Partners in Diversity provides resources and support to projects to attract and retain professionals of color. The college will participate in various events sponsored by Partners in Diversity and use its resources to showcase and recruit for positions at Clark College. (HR)

FOSTER A DIVERSE COLLEGE COMMUNITY

- The Diversity Outreach Coordinator collaborated with different community groups such as Latino Community Resource Group (LCRG), OneAmerica, Lutheran Community Services and LULAC to organize the Regional Women's Summit Pacific Northwest on June 7, 2014 at Hilton Hotel in Vancouver WA. Examples of workshops included: Education System for Latinas, Women's Health Empowered Leadership and more. Some dignitaries were present during the event such as, former legislator Phyllis Gutierrez Kenney, who was the keynote of the event, Monica Stonier, State Representative District 17, Paul Harris, State Representative District 17, Sharon Wylie, State Representative District 49, and Anne McEnerny-Ogle city council member. The event was a success with about 200 people in attendance.
- The Diversity Outreach Coordinator collaborated with OneAmerica in order to give a presentation about DREAMers. The DREAMers presentation was on July 8, 2014 at the Public Library. People from the community and some Clark College students attended this presentation.
- The Diversity Outreach Coordinator attended a gathering with Mexican Ambassador, Eduardo Medina Mora on July 26, 2014 at the Mexican Consulate in Portland OR. During this event the Ambassador explained to the Mexican Consulate staff and leaders in the community about changes in the education and health systems in Mexico. Also talked about bilateral relationship with different schools in the area. The Diversity Outreach Coordinator role was to create relationships with the Ambassador and with the Mexican Consulate staff in order to create scholarships and better education opportunities for Latino students.
- The Multicultural Retention Manager and Diversity Outreach Coordinator collaborated with different community groups such as Latino Community Resource Group (LCRG), OneAmerica, and LULAC to have the Deferred Action for Childhood Arrivals (DACA) renew day at Clark College on July 26, 2014. During this event, Clark College students, DREAMers, and community in general attended to apply for their DACA renewal application. Attorneys, paralegals and interpreters were there to give legal orientation to people who were applying for their DACA renewal application. The event was sponsored by the Office of Diversity and Equity of Clark College and OneAmerica. About 50 people attended the legal clinic and 25 people were eligible for the DACA process. Monica Stonier, State Representative, was also present.

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

- Lisa Borho (Fitness Trainer Program Coordinator) was one of several fitness professionals interviewed for the feature article in IDEA Fitness Journal (February 2014, pp 40-47). The article highlighted the need for education and other professional standards needed to elevate the personal fitness training profession. (OOI)
- The Addiction Counseling Education Department (ACED) attained program accreditation from the National Addiction Studies Accreditation Commission on June 1, 2014 after a comprehensive and lengthy application process.
- Tim Kent, Faculty, Surveying and Geomatics, has been selected by ABET (formerly the Accreditation Board for Engineering and Technology) to observe the evaluation of the civil engineering program at California Polytechnic, San Luis Obispo on October 26-28.
- Clark College was recognized for volunteering more than 400 hours at the Clark County Food Bank at the food bank's Volunteer Appreciation Night on June 9. The Director of Career Services and the Service-Learning Coordinator accepted the award, an engraved cutting board that will be displayed in the food bank in Vancouver. The certificate will be presented to the President at the next Clark College board meeting. The Volunteer and Service-Learning Program, Service & Leadership in the Community Program, Communication Studies and Human Development classes have all contributed volunteer hours with the local non-profit organization. (SA)
- The Health e-Workforce Consortium Student Navigator supervised an intern in June and July from Bowling Green State University in collaboration with the Veteran Resource Center to create career resources with a focus on Veteran students. (SA)
- A Human Resources Recruiter from First Tech Credit Union in Beaverton led the July 31 Student Success Workshop titled, "Job Search: Recruiter's Advice". The workshop provided students with a first-hand insight about their job search process, online presence using LinkedIn, interviewing and salary negotiation. (SA)
- The Human Resources recruitment team has just finished up with the Tenure-Track Instructor recruiting for fall 2014. Ten positions were filled include Business Technology Medical Assistant

RESPOND TO WORKFORCE NEEDS

Instructor (1), English Instructors (3), Dental Hygiene Instructor (1), Early Childhood Education Instructor (1), Mathematics Instructor (1), Microsoft Applications (NTEC) Instructor (1), Nursing Instructor (1) and Welding Instructor (1). (HR)

Washington State determined that all people on benefits would need to establish certain criteria regarding tobacco use. We have a total of 770 people on benefits. We have 92.5% employees who completed their tobacco surcharge and we have 94.9% who completed their attestation for the spousal surcharge. That percentage represents 48 people who did not submit their attestation or did not accurately complete it. All in all that is a great return on our efforts to help our employees understand what the state was requiring and getting them to follow through on establishing the correct benefits. Human Resources will be following up with each employee by phone or email in order to obtain their attestations. (HR)

- Kevin Witte, Corporate & Continuing Education Associate Vice President, organized a meeting with the Cowlitz Tribe on July 8, 2014 to discuss how Clark College and the Cowlitz Tribe can work together. Representing the Cowlitz Tribe was Mike Iyall, the education chair for the tribe. Representing Clark College was Dr. Tim Cook, Bill Belden, Sirius Bonner, Dr. Chato Hazelbaker, and Kevin Witte. Mr. Iyall talked about the importance of education and the high value the Cowlitz Tribe places on education. The meeting was positive with a number of opportunities discussed, including:
 - Scholarships for Cowlitz Tribe members
 - Opening up tribal medical and mental health clinics as learning locations for Clark students
 - Options for applied learning in environmental research for Clark students – the Cowlitz Tribe is a leading source of environmental research in the state
 - Potential for training casino workers, should the proposed Cowlitz Tribe casino be built
 - The need to get more Cowlitz Tribal youth engaged in higher education, especially in STEM fields. (CCE)

- On July 10, 2014, Associate Vice President Witte hosted a meeting with Robin Ballard (National Science Foundation Grant Project Manager) and Mel Cossette (National Science Foundation Principle Investigator) on the best practices for applying for National Science Foundation Advanced Technology Education (ATE) Grants and how to organize for successful grant execution. Ms. Cossette has received and managed eight NSF grants at Edmonds College and is nationally recognized in the National Science Foundation community, and she had been recommended by the NSF ATE Director in Washington DC as a great resource for Clark College. Participating from Clark College were Alf Langland, Bill Belden, Dr. Tim Cook, Bob Williamson, Sabra Sand, Chato Hazelbaker, Jane Beatty and Kevin Witte, with a follow-up meeting between President Knight, Mel Cossette, and Robin Ballard. Ms. Cossette provided valuable information and helped Clark develop a shared vision on how best to approach the NSF ATE grants. Critical insights were around staffing, the role of a Principle Investigator, funding for staff positions, the importance of grant financial reporting and the need for near flawless execution on the grants. Ms. Cossette stressed the strong role an organization's readiness and reputation on grant execution play in securing a grant. She also talked about how failing to deliver on grant objectives has impacted some schools. The overall feeling from the Clark Team is that we want to pursue the NSF ATE grant opportunities, but we want to do so in the "right" way. (CCE)

RESPOND TO WORKFORCE NEEDS

- Associate Vice President Witte participated in a Columbian Newspaper interview that lead to a July 17, 2014 article on the potential fermentation and restaurant school, possibly at the Academy location. The article drew positive responses from the community, including some suggesting locations other than the Academy for the school. (CCE)
- On July 23 and 24, 2014, Associate Vice President Witte attended the High Impact Technology Exchange Conference in Chicago as a guest of the National Science Foundation (NSF). This conference is the one time a year that the NSF brings together community colleges with the leading NSF Advanced Technology Education (ATE) grant funded programs to learn from each other, share best practices and plan for the future. The meeting was extremely valuable from a learning and relationship perspective. Witte met with all of the NSF ATE leadership and many of the key grant reviewers, which helped to build the relationship and connections for future work with them. He also met with the leaders of most of the 42 ATE funded “Centers”, all of which were helpful and open to sharing their experience and curriculum with Clark College. There were nearly 50 short classes offered on a wide range of topics, including: how to apply for a first NSF grant, recruiting women into STEM fields, innovative curriculum models, setting up a nano-science program, credentialing and public-private partnership models. Next year the conference will be held in Portland, OR and the recommendation is we have a multi-disciplinary group from Clark attend. (CCE)
- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
 - 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.
 - Attended Clark County Rotary weekly meetings.
 - Promoted Corporate & Continuing Education classes at Integra Employee Fair.
 - Attended meetings of the Southwest Washington Regional Health Alliance (RHA) Board of Directors and RHA Communications Workgroup in support of education in healthcare.
 - Participated in meetings with City of Vancouver and Clark County companies in the IPZ (Innovation Partnership Zone) to create a statewide center of digital innovation.
 - Conducted employer visits with Beall Trailers, C-Tran, Integra, Charter Controls, Columbia Ultimate, ConMet, DiscoverOrg, Fitesa, Innovative Services, Kaso Plastics, Life Port, Noah Precision, Portland Plastics, Rex Plastics, Safe Tec, Sunmodo and Zupans. (CCE)

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.

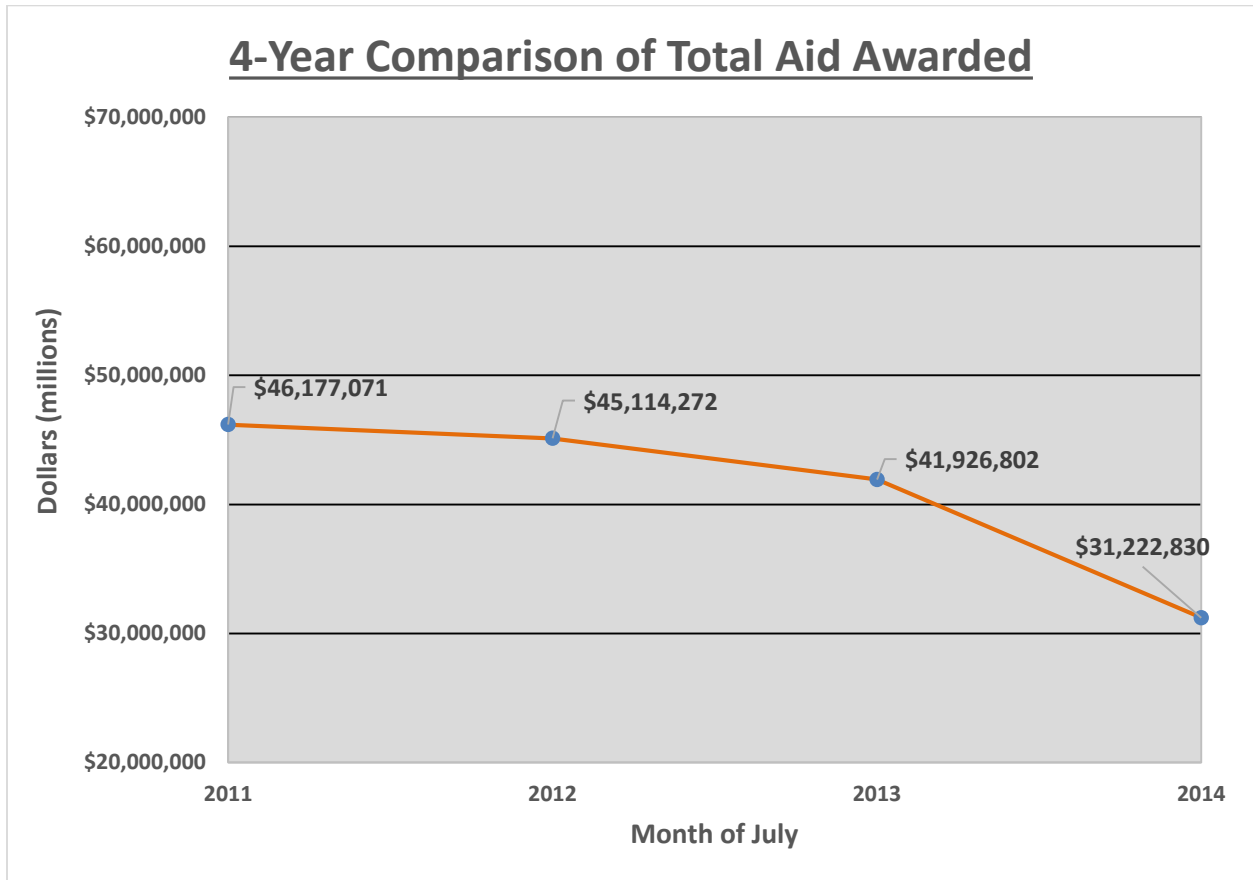
Progress

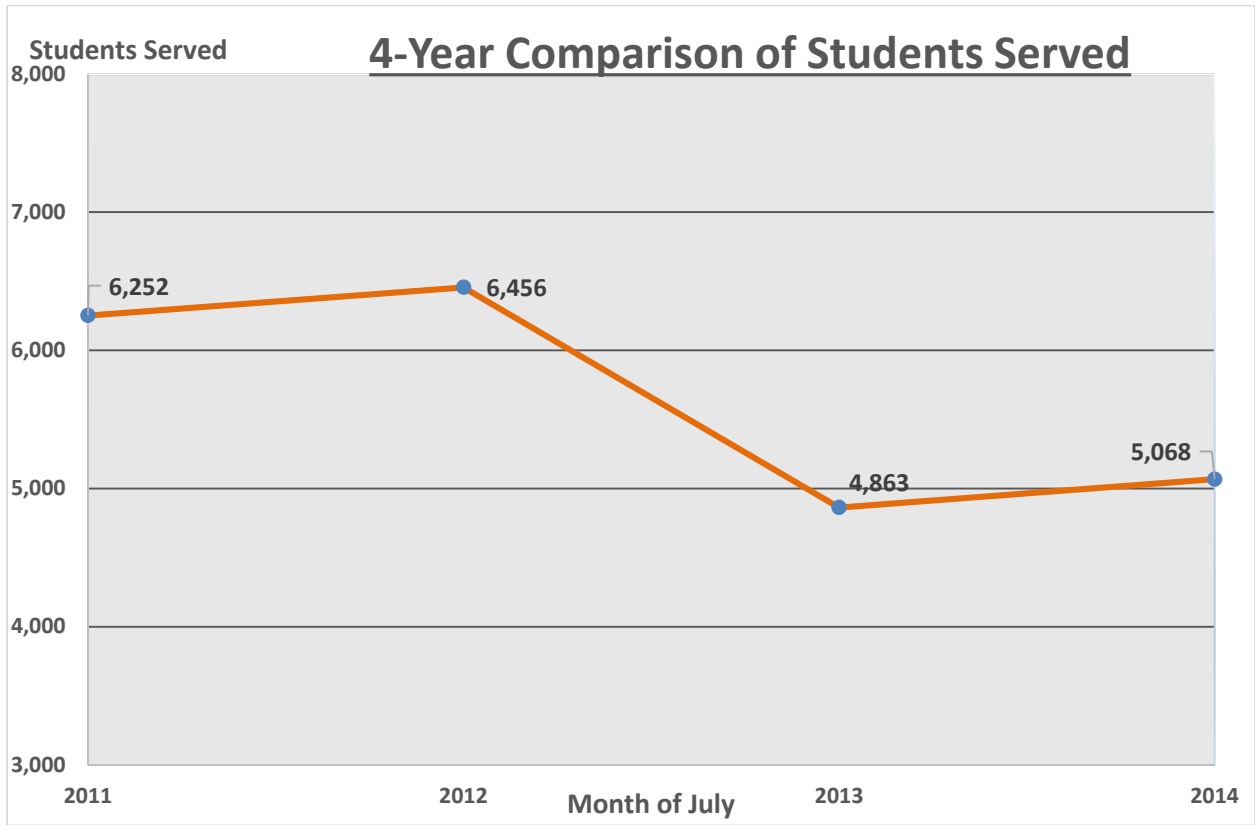
- **STEM** – the state’s Office of Financial Management approved the College’s request for \$694,000 in contingency funding to cover the gap left behind when the state legislature cut construction funding for STEM in the 2013-15 budget. The building permit has been issued and groundbreaking on this new 70,000 square foot facility is expected to begin soon. The first phase of work will involve expansion of the Yellow 1 parking area. This expansion is necessary to offset the loss of the Yellow 2 and Silver Lots for the length of the construction period. (AS)
- **Fiber Optic Cable** – trenching work has been completed on the main campus in preparation for installing new, high capacity fiber optic cable to improve performance and capacity. This project is part of the College’s three-year IT Strategic Plan. (AS)
- **Safety Assessments** – Comprehensive Safety Assessments for 2014-15 were initiated by Environmental Health and Safety (EHS) staff last week. Physical assessments of all College facilities will be completed by October. During these onsite reviews EHS will identify any new safety concerns that may have emerged since last year’s visit, any items that were corrected last year but have reoccurred, and findings previously reported but still not corrected. Results will be issued in December. (AS)
- **Environmental Health and Safety** – along with launching Comprehensive Safety Assessments, staff in EHS also conducted heat exposure training at the Facilities Services safety meeting in June and facilitated a discussion about upcoming programs that will affect Facilities staff (Combustible Dust, Ladder Safety, Contractor Safety and Machine Guarding) at their meeting in July. Additionally, fourteen ergonomic evaluations were conducted by EHS, two service cart trainings were held for 13 employees who are required to drive carts as part of their job, and the employee Safety Committee conducted building assessments in Gaiser Hall, Penguin Union Building, and Cannell Library. (AS)
- **Revenue Audit** - the College is currently undergoing a Department of Revenue audit. This is a random audit and will focus primarily on the collection and reporting of revenue, such as sales tax and use tax. We expect the audit to be completed in a few weeks and look forward to any advice the state may provide to improve our processes for the future. (AS)
- **Food Service** - after sampling food from three respondents to our recent RFP, we have selected a new vendor to occupy the food service space in Joan Stout Hall. Contract negotiations are underway and we anticipate the vendor will be open for fall quarter. (AS)

ENHANCE COLLEGE SYSTEMS

- **Banking Services** – after a competitive bid process, Business Services recently renewed the College’s banking services contract with Bank of America. In addition, we have elected to participate in the State of Washington’s contract for merchant services, which encompasses all credit card and online payment processing applications. (AS)
- **Emergency preparedness Exercises** - EC approved the 2014-15 College emergency preparedness exercises schedule, which will include an earthquake/evacuation drill in October, three lockdown drills (one in winter quarter, one in spring quarter, and one in the evening), and one fire evacuation exercise in spring. During the October statewide “Great Shakeout” earthquake drill, the College will practice standing up an Incident Command Post as though the earthquake was real. (AS)
- In June, the Enrollment Services Office implemented Salesforce, an adaptable Customer Relationship Management (CRM) program which allows the Recruiting Office to better track and communicate with prospective students. Staff training is currently taking place to utilize this new tool. (SA)
- The ASCC Vice President, Finance Director, Executive Assistant, and Advisor attended the Washington Association of Community and Technical Colleges Student Association (WACTCSA) summer training at Spokane Community College on July 22-23. This summer training session was designed for incoming WACTCSA representatives, WACTCSA regional representatives, legislative officers, presidents, and any other students interested in taking on leadership roles in WACTCSA for the 2014-2015 academic year. The training was designed to provide an overview and understanding of the governance structure of WACTCSA; provide relationship building between, and organization competence for, WACTCSA, CUSP and SBCTC partners; build relationships and a foundation for communication between student members; nurture the interest of leaders who may seek officer roles in WACTCSA for the 2014-2015 academic year; and support college ASB advisors in understanding and support local WACTCSA activities. (SA)
- The Office of Planning and Effectiveness conducted an assessment of the key data users on campus to determine data and reporting needs as we move into PeopleSoft. (P&E)
- Twelve grant proposals were submitted during the 2012-2013 by the grant office; 11 were funded (yielding \$2,690,441), and one is still awaiting a determination. The return on investment of all proposals submitted by the grant office during the 2013-2014 academic year was 72:1. Based on information learned at a national grant development conference, the return on investment (ROI) is much larger than many successful and renowned colleges in grant development. (The return on investment for others was between 40-50:1.) (P&E)

STATISTICS





Clark College - Budget Status Report 6/30/2014 - FINAL

Sources of Funds (Revenues)	2013-14 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	27,355,330	27,351,946	(3,384)	100.0%
Tuition & ABE	18,233,284	19,758,339	1,525,055	108.4%
Running Start	6,372,656	6,781,831	409,175	106.4%
Excess enrollment	7,308,444	4,533,073	(2,775,371)	62.0%
Planned use of prior fund 148 balance	250,274	-	(250,274)	0.0%
Dedicated, matriculation, tech, cont ed	4,054,274	3,943,511	(110,763)	97.3%
Total Operating Accounts	63,574,262	62,368,700	(1,205,562)	98.1%
Other Accounts				
Grants & Contracts less Running Start	4,101,982	4,384,649	282,667	106.9%
Planned use of prior fund 145 balance	106,356	-	(106,356)	0.0%
Internal Support & Agency Funds	1,015,235	1,394,242	379,007	137.3%
ASCC less PUB	2,023,306	1,780,299	(243,007)	88.0%
Bookstore	5,294,351	5,145,786	(148,565)	97.2%
Parking	462,894	505,346	42,452	109.2%
Auxilliary Services	1,536,607	1,664,956	128,349	108.4%
Financial Aid	52,375,460	51,555,352	(820,108)	98.4%
Total Other Accounts	66,916,191	66,430,630	(485,561)	99.3%
Total Sources of Funds	130,490,453	128,799,329	(1,691,124)	98.7%

Uses of Funds (Expenses)	2013-14 Budget	Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	797,782	593,853	203,929	74.4%
Associate Vice President of Planning & Effectiveness	455,107	455,107	-	100.0%
Special Advisor for Diversity & Equity	281,147	273,541	7,606	97.3%
Vice President of Instruction	39,138,262	37,861,385	1,276,877	96.7%
Vice President of Administrative Services	8,398,650	8,072,038	326,612	96.1%
Vice President of Student Affairs	8,269,354	7,922,966	346,388	95.8%
Associate Vice President of Corporate & Continuing Ec	844,327	777,395	66,932	92.1%
Executive Director of Communications	4,558,084	4,402,727	155,357	96.6%
Associate Vice President of Human Resources	831,549	810,382	21,167	97.5%
Bank & credit card fees		235,241	(235,241)	
Total Operating Accounts	63,574,262	61,404,634	2,169,628	96.6%
Other Accounts				
Grants & Contracts less Running Start	4,208,338	5,390,832	(1,182,494)	128.1%
Internal Support & Agency Funds	1,015,235	1,130,134	(114,899)	111.3%
ASCC less PUB	2,023,306	1,969,013	54,293	97.3%
Bookstore	5,294,351	5,132,640	161,711	96.9%
Parking	462,894	514,512	(51,618)	111.2%
Auxilliary Services	1,536,607	1,708,806	(172,199)	111.2%
Financial Aid	52,375,460	51,410,083	965,377	98.2%
Total Other Accounts	66,916,191	67,256,021	(339,830)	100.5%
Total Uses of Funds	130,490,453	128,660,655	1,829,798	98.6%
Difference - Excess (Deficiency)	-	138,674		
Capital Projects- Expenditures	43,009,748	6,481,467	36,528,281	15.1%

c. Bob Knight, Bob Williamson, Sabra Sand
e. Thersa Heaton, Cindi Olson, Nicole Marcum, Bill Belden
Ron Hirt, Accounting-July 25, 2014

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

	Fund Balance (minus non-cash assets) 6/30/14	Cash Balance (minus dedicated cash) 6/30/14	Required Reserves	Prior Commitments (prior to 7/1/14)	New Commitments (2014/15)	Total Available Cash
145 Grants and Contracts	3,547,842	2,304,365		24,883	-	2,279,482
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	517,657	(602,157)
149 Operating Fee	321,196	65,753				65,753
440 Central Store (Catalog)	47,079	47,079				47,079
448 Print/Copy Machine	(16,576)	(16,576)				(16,576)
460 Motor Pool	61,175	61,175				61,175
522 ASCC	2,420,013	-				-
524 Bookstore	3,487,059	3,487,059				3,487,059
528 Parking	335,853	335,853				335,853
570 Other Auxiliary Enterprise	1,094,377	384,953		30,315		354,638
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			(5,953,754)
Totals	17,558,772	7,398,270	5,953,754	239,198	1,146,766	58,552

Fund Balance Less Commitments

Available Fund Balance Before Commitments	7,398,270
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Prior Year Commitments

Date	as of July, 2014	Fund	Amount	Total
7/31/2012	Facilities Carryforward	145	24,883	24,883
12/10/2013	Fiber Optic Cable	145	133,000	133,000
7/22/2013	STEM Grant	148	25,000	
11/27/2013	Security Street Legal Carts - 2	148	26,000	51,000
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				239,198

New Commitments July 1, 2014 to present

Date		Fund	Amount	Fund Total
7/1/2014	Softball Fence	145	30,000	
6/30/2014	Competency Based Degree	145	120,000	
6/30/2014	Arbitration Ruling	145	133,847	
6/30/2014	Composite Feasibility Study	145	26,000	
7/15/2014	Bingen Rent	145	21,600	
7/1/2014	CIS Funds	145	297,662	629,109
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	517,657
Total New Commitments				1,146,766

Required Reserves

10% of \$59,537,540*	5,953,754
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Fund Balance After Commitments and Required Reserves	58,552
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* As approved by the Board on June 11, 2014

ACTION ITEMS

ACTION ITEMS

**The AHE Contract Changes are attached to
this report as Addendum A.**

ACTION ITEMS—FIRST READING



2015 PROPOSED BOARD MEETING DATES

JANUARY 28

FEBRUARY 25

MARCH 18 (early due to spring break)

APRIL 22

MAY 27

JUNE 10 (early due to commencement)

JULY 22

(SPECIAL BOARD WORK SESSION/RETREAT)

AUGUST 26

SEPTEMBER 23

OCTOBER 28

NOVEMBER 18 (early due to Thanksgiving)

DECEMBER 9 (early due to winter break)

Work Sessions:	4:00 pm	PUB 258C
Meetings:	5:00 pm	GHL 213

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
June 11, 2014
Ellis Dunn Room GHJ 213

Trustees Present: Mmes. Sherry Parker, Jada Rupley, and Rekah Strong; Messrs. Jack Burkman and Royce Pollard. Trustee Strong left immediately following approval of the Consent Agenda.

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; Mr. Kevin Witte, Associate Vice President of Corporate & Continuing Education; Mr. Chato Hazelbaker, Interim Chief Communications & Information Officer; Ms. Jane Beatty, Interim Associate Vice President of Human Resources; Ms. Sirius Bonner, Special Advisor to the College Community for Diversity & Equity; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Mr. Kim Matthews, AHE Vice President; Professors Brenda Walstead and Karla Sylwester; Instructor Honey Knight; Professor Garrett Gregor.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Instruction & Classroom Support Technician Marci Wedemeyer; Ms. Dena Brill, ASCC President; Mr. Princeton McBride, Student.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Pollard called the meeting to order at 5:00 pm. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> The Consent Agenda was moved to the beginning of the agenda as the first order of business as Vice Chair Strong had a commitment this evening and had to leave the meeting. 	<ul style="list-style-type: none"> The trustees added new Resolution #141, a resolution supporting the request for approval from SBCTC for a Certificate of Participation in the 2015-2017 capital budget for \$35 million to apply towards construction of a possible recreation center funded by student fees if the students vote in the fees in the fall of 2014. The students may vote on a lesser amount for the recreation center; \$35 million represents the upper limit.
III.A	ACTION ITEMS	<p>FIRST READING</p> <ul style="list-style-type: none"> 2014-2015 ASCC Budget <p>Chair Pollard addressed the trustees' concerns about the student budget for 2014-2015. Although the students indicated that they had considered all areas of the budget for expense reductions, the trustees were concerned that all expense reduction options were not considered.</p>	<p>MOTION: Trustee Burkman made a motion to move the ASCC budget from First Reading to Consent. Vice Chair Strong seconded the motion and it was unanimously approved.</p>

	TOPIC	DISCUSSION	ACTION
III.A.	ACTION ITEMS	<p>FIRST READING</p> <ul style="list-style-type: none"> • 2014-2015 College Budget • Board Elections <p>Board appointments to committees will be discussed at the July retreat. Trustees will provide their choices to Vice Chair Strong for consideration.</p> <ul style="list-style-type: none"> • Resolution #141—added • C-TRAN Bus Rapid Transit Proposal—added. Members of the C-TRAN presented an update on the proposed Bus Rapid Transit project during today’s work session. They asked the Clark Board of Trustees for their support of the project. In conjunction with this support, they asked the Board to write a letter of support of BRT to be presented to the C-TRAN Board of Directors at their July 8, 2014 meeting. 	<p>MOTION: Trustee Burkman made a motion to move the College budget from First Reading to Consent. Vice Chair Strong seconded the motion and it was unanimously approved.</p> <p>MOTION: Trustee Parker made a motion to nominate Vice Chair Strong as Chair effective July 1, 2014 and move to Consent. Trustee Burkman seconded the motion and it was unanimously approved.</p> <p>MOTION: Vice Chair Strong made a motion to nominate Trustee Burkman as Vice Chair effective July 1, 2014 and move to Consent.. Trustee Parker seconded the motion and it was unanimously approved.</p> <p>MOTION: Trustee Burkman made a motion to move Resolution #141 in support of a Certificate of Participation for a possible student recreation center to Consent. Vice Chair Strong seconded the motion and it was unanimously approved.</p> <p>MOTION: Vice Chair Strong made a motion to add a Resolution in support of the Bus Rapid Transit project to the Consent Agenda. Trustee Parker seconded the motion and it was approved by four trustees; Trustee Burkman recused himself from the vote as he is a member of C-TRAN’s Board of Directors.</p> <ul style="list-style-type: none"> • A resolution will be prepared for C-TRAN to be read at their July 8, 2014 meeting.

	TOPIC	DISCUSSION	ACTION
III.A.	ACTION ITEMS	<p>CONSENT AGENDA</p> <ul style="list-style-type: none"> • 2014-2015 ASCC Budget • 2014-2015 College Budget • Board Elections • Resolution #141 in Support of a Certificate of Participation for a possible Student Recreation Center • Minutes from the May 28, 2014 Board of Trustees Meeting <ul style="list-style-type: none"> • Add Resolution in Support of Bus Rapid Transit Project 	<p>MOTION: Trustee Burkman made a motion to approve the Consent Agenda. Vice Chair Strong seconded the motion and it was unanimously approved.</p> <p>MOTION: Vice Chair Strong made a motion to approve the Rapid Transit project in the Consent Agenda. Trustee Rupley seconded the motion and it was approved by four trustees; Trustee Burkman recused himself from the vote as he is a member of C-TRAN's Board of Directors.</p>
III.B.	Statements from the Audience	<ul style="list-style-type: none"> • There were no statements from the audience. 	
III.C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> • Mr. Matthews, Vice President of the CCAHE, reported in Ms. Sullivan's absence. Faculty contract negotiations have concluded after two years of discussions. Significant progress has been made for adjunct faculty and a new Adjunct Affairs Committee has been formed and is administered by the adjunct faculty. This agreement could conceivably become a model for faculty/adjunct relations at other institutions. The contract is now in the ratification process and voting should be completed by noon on June 13. 	
	2. WPEA	<ul style="list-style-type: none"> • Ms. Waite entertained questions on her written report. • She expressed concern over the 2015 revised academic calendar that trades the President's Day holiday for the fourth Friday of December. She did not feel that there was sufficient communication to classified staff about the change. 	<ul style="list-style-type: none"> • President Knight said that he would review the communication channel regarding this decision.
	3. ASCC	<ul style="list-style-type: none"> • Ms. Brill introduced the 2014-2015 ASCC board members: Emmah Ferguson—President Michaela Corey—Vice President Jonathan Judge—Executive Assistant Sarah Swift—Club Coordinator Julie Mercado—Activities Director • The board thanked Ms. Brill for all her hard work this year. She said the biggest thing she learned about herself this year is that she is a leader. The board wished her success in all her future endeavors. 	
	4. Foundation	<ul style="list-style-type: none"> • In Ms. Gibert's absence, President Knight commended the Foundation for the successful work they have done over the last several years. He cannot thank them enough for their successful efforts in the campaign. 	

	TOPIC	DISCUSSION	ACTION
III.D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> • Vice Chair Strong thanked Professor Garrett Gregor for following up on her question about the Mathways Project out of Texas. She was very impressed with the research that he and other math faculty have done on the project. • Prof. Gregor said new math initiatives will begin during fall quarter that will eliminate some of the math courses that are currently required. This will help reduce students' expense and help them expedite their degrees. • Mathways is unique to Texas and being tested in 10 colleges and universities this year; the Mathways creates a pathway through pre-college math courses for students to reach college-level math more quickly by progressing from Intro to Algebra into college math in one year. • Trustee Burkman attended the American Democracy Project conference in Louisville, KY along with Dr. Cook, Mr. Tim McPharlin, and Chancellor Mel Netzhammer and Dr. Carolyn Long of WSU-V. It was an opportunity to forge a pathway between the two institutions and learn civic engagement via the ADP. City of Vancouver staff also attended; Trustee Burkman noted that it is very rare for a community college to participate in ADP, and even more unusual for a community college, university, and city to attend together. • Trustee Parker was pleased to tour the new dental hygiene lab during the Foundation board meeting on June 3. Everyone was very impressed with the new facilities and she praised faculty and students who continued their course of study through the renovations. 	
III.E.	President's Report	<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> • Mr. Rygg introduced student presenter, Princeton McBride. Mr. McBride is a new resident of the Pacific Northwest and spoke about his first year at Clark with Mr. Rygg as his mentor in the First Year Experience. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> • Dr. Cook introduced Professor Brenda Walstead of the Dental Hygiene department. She and her staff described how the unit pulled together during the year to continue the program during the renovations to the lab. The curriculum was adjusted so that classroom work was done during one quarter and clinicals were held during another. Class hours had to be extended and it was an extremely difficult year. However, everyone succeeded in making it through and the students are now taking their board exams and passing with high grades. 	

	TOPIC	DISCUSSION	ACTION
III.E.	President's Report	<ul style="list-style-type: none"> This year the Dental Hygiene unit was also awarded the Bachelor's in Applied Science designation. She thanked everyone for all the help they received from Student Affairs, Financial Aid, the Office of Instruction, and Advising. The official ribbon cutting will take place on June 17 at 4:00 p.m. The faculty members then showed a video that they made about the year they spent under construction. 	
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
V.	DATE AND PLACE OF FUTURE MEETING <ul style="list-style-type: none"> The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, August 27, 2014 in the Ellis Dunn Community Room, GH1 213. 		
VI.	EXECUTIVE SESSION <ul style="list-style-type: none"> No Executive Session was held this evening. 		
VII.	ADJOURNMENT <ul style="list-style-type: none"> There being no further business, the meeting adjourned at 5:55 pm. 		

 Royce Pollard
 Chair

Leigh Kent
 Recorder
 June 24, 2014

**Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
July 23, 2014
Columbia Tech Center Room GH1 213**

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

Administrators: Mr. Robert Knight, President, Ms. Shanda Diehl, Associate Vice President for Planning & Effectiveness; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Dr. Ray Korpi, Professor, Basic Education, English, Communications & Humanities

Others: Ms. Bonnie Terada, Assistant Attorney General; Mr. Miles Jackson, Dean of SOFA; Mr. Matthew Rygg, Dean of Student Success and Retention; Ms. Julie Robertson, Research & Continuous Improvement Professional.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Strong called the meeting to order at 8:00 am. 	
II.	COMMON READ	<ul style="list-style-type: none"> Two years ago, the college received \$1.7 million in funding from a Department of Education Title III Strengthening Institutions grant. The funding was provided because Clark was an underfunded college and was to be used to increase student completion rates. One of the first initiatives undertaken as part of the grant was the creation of learning communities and integrated classes. Students are placed into cohorts and progress through their programs as a group. This fall a second initiative will be implemented with the cohorts and integrated classes all reading the same book. The book, "Garbology", was chosen as a result of a survey taken last spring. Everyone at the college is being invited to also read the book so that everyone can participate in the cohort's learning. The book is divided into self-contained chapters that discuss how we, as a consumer culture, use things. The book is also a tie in to the student government's focus on sustainability that is also being incorporated into the 2020 strategic plan. Dr. Korpi provided each board member with a copy of the book so that they, too, may participate in this year's common read. Dr. Korpi and the trustees discussed how students in the cohorts are starting to show better outcomes than students in standalone classes. They are more likely to return to college after their first term. The common read also provides them with a shared framework and a common language to discuss concepts in the book and throughout all of their classes. Tenured faculty are working with adjuncts to use the book in their classes so there is continuity and similarity across all classes. 	

	TOPIC	DISCUSSION	ACTION
III.	OPEN GOVERNMENT TRAINING	<ul style="list-style-type: none"> The WA state legislature now requires all boards to receive Open Government Training every four years. All new members to boards must receive the training upon appointment. Ms. Terada conducted this training session for the board members which outlined the Open Public Meeting Act, RCWs, regular and special meetings, executive sessions, exemptions, and penalties for non-compliance. 	
IV.	2020 STRATEGIC PLAN	<ul style="list-style-type: none"> Ms. Diehl discussed the 2020 strategic plan update and the process the college has been using during the past year. On 2013 opening day, the faculty and staff divided into small groups to start discussions on the direction the college should be taking. Input from the groups was combined with the assistance of several three task forces and revealed three areas where the updated strategic plan should focus: social equity, environmental integrity, and economic viability. Ms. Diehl organized the information into an environmental scan which built upon these three areas. The third task force will now be revising the college's mission and vision statements to be announced on opening day 2014. 	
V.	NOEL LEVITZ SURVEY	<ul style="list-style-type: none"> Every other year, students (other than Running Start students) are surveyed for their opinions on the climate of the college from their perspective (employees are surveyed in the years the students are not). More than 3,000 students completed the survey this year. Ms. Robertson shared the results of this year's survey which, overall, were very positive. There were no significant decreases from the 2012 results and 37 areas of response which increased significantly. The results clearly illustrated that after the large enrollment bubble in 2008 when the system was severely stressed, student satisfaction has been continuously improving as the college learned how to manage the sudden increase and improved systems across the units. 	
VI.	RETENTION PLAN	<ul style="list-style-type: none"> Mr. Rygg and Mr. Jackson discussed the retention plan that has been developed in concert with the Title III grant and which will be implemented between 2014-2017. 	

	TOPIC	DISCUSSION	ACTION
VI.	RETENTION PLAN	<ul style="list-style-type: none"> • Focus of the retention plan will be on support services for first quarter students, students who are transitioning from basic education into degree programs, and how the college can facilitate retention and completion in the degree and certificate programs. • The peer mentor and tutoring programs will be enhanced to help students succeed during the first quarter so that they are encouraged to continue their education. Professional development for faculty and staff will also be expanded so that they can better understand how to help students, the majority of whom are non-traditional and first generation and who need more guidance and support. Structured pathways will be developed for students who are transitioning from high school completion courses to college-level courses. • The trustees engaged in a lengthy discussion about the definition of completion and how the colleges view completion compared to how state government may view it. There is concern among the colleges that should completion of a degree or certificate become the deciding factor on funding levels, that community colleges may face increased hardships as not all students who attend are seeking a degree for completion. 	
VIII.	EXECUTIVE SESSION	<ul style="list-style-type: none"> • The board convened an executive session under RCW 42.30.110(1) at 11:50 a.m. to review the performance of the President; the session was expected to last for 40 minutes. • The executive session ended at 12:35 p.m. The special meeting was reconvened at 12:35 p.m. • There being no further business, the special meeting adjourned at 12:35 p.m. • No action was taken by the board during executive session. 	

Rekah Strong
Chair

Leigh Kent
Recorder
August 6, 2014

**Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
August 12, 2014
President's Conference Room**

Trustees Present: Mme. Sherry Parker.; Messrs. Jack Burkman and Royce Pollard.

Absent: Mmes. Jada Rupley and Rekah Strong.³⁶

Administrators: Mr. Robert Knight, President, Dr. Tim Cook, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Dr. Anita Fisher, Professor, History.

Others: Ms. Bonnie Terada, Assistant Attorney General; two members of the community (unknown).

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Vice Chair Burkman called the meeting to order at 2:00 pm. 	
II.	CULINARY ARTS DEPARTMENT RENOVATION CERTIFICATE OF PARTICIPATION	<ul style="list-style-type: none"> President Knight reviewed the resolution with the assembled group. The college is in process of researching options for the renovation of the Culinary Arts Department. The culinary program is currently suspended pending a decision on when and how to reactivate it. It is expected that the college will make a decision within the next three to four weeks. Regardless of the decision, there is a need to have food service options on the campus. In addition, the facility's last upgrades were completed during the 1980s. The college is requesting the state board include a Certificate of Participation in their 2015-2017 capital budget request in the amount of \$8.5 million. Should the college not request a COP this year, the next opportunity would not be available until the 2017-2019 biennium. Having the line of credit would also place the college in a more competitive position to raise funds for the renovation. No decision has been made as to whether the loan will actually be used, but a COP would provide the college the option to draw the loan if it is needed. The board of trustees will be asked for their approval prior to the college asking the state board to draw down any funds from the COP. 	<p>MOTION: Trustee Pollard made a motion to approve the college's request for a Certificate of Participation in the amount of \$8.5 million. Trustee Parker seconded the motion and it was unanimously approved.</p>
III.	ADJOURN	<ul style="list-style-type: none"> There being no further business, the meeting adjourned at 2:10 p.m. 	

Jack Burkman
Vice Chair

Leigh Kent
Recorder
August 13, 2014