

Clark College Board of Trustees



January 18, 2011

Clark College

The Next Step

Clark College
Board of Trustees Goals
2010-2011

Fiscal Responsibility

- Ensure college budget supports the institution's highest priorities, including serving students first, within the fiscal and regulatory constraints. *Enhance College Systems*

College Climate

- Strengthen the college climate with special emphasis on historically disadvantaged populations encompassing the entire college community. *Enhance College Systems and Foster a Diverse College Community*

Shared Governance

- Oversee the refinement, communication, and implementation of the shared-governance system so that the role administrators, faculty, staff and students each play in the college decision-making process are defined. – *Enhance College Systems*

Diversity

- Monitor the implementation of the Diversity Plan, especially to increase recruitment, retention, and educational resources. – *Foster a Diverse College Community*

Student Achievement

- Enhance student achievement by supporting policy to improve academic support services, including advising, and ensuring a supportive learning environment is present throughout the entire college. – *Focus on Learning*

Responsibility for President

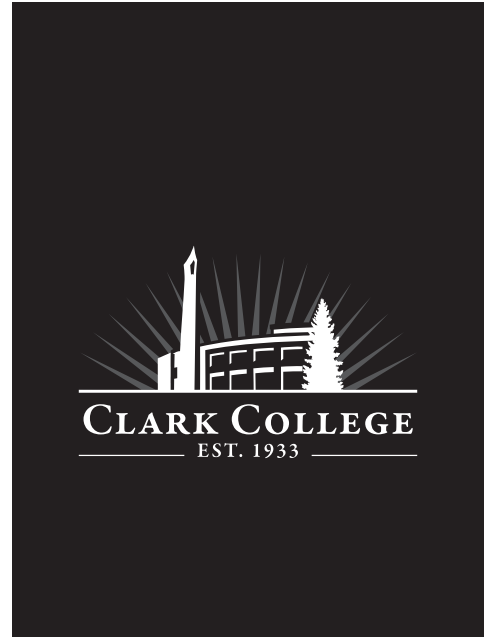
- Conduct quarterly and annual presidential evaluations. – *Enhance College Systems*

Building Partnerships and Representing Constituencies

- Strengthen partnerships with local K-12 institutions and local business and industry, including support in math and science initiatives. – *Focus on Learning and Respond to Workforce Needs*
- Cultivate relationships with community and college stakeholders. – *Respond to Workforce Needs and Enhance College Systems*

Provide Access

- Monitor the college's ability to meet the current and future demand for educational opportunities offered by the college. – *Expand Access*



Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



Mission Statement

Clark College provides opportunities for diverse learners to achieve their educational and professional goals, thereby enriching the social, cultural, and economic environment of our region and the global community.

**Clark College
Board of Trustees Packet
January 18, 2011**

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CLARK COLLEGE BOARD OF TRUSTEES

Tuesday, January 18, 2011

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.

- ♦ Governor's Budget
- ♦ Reserve Policy

4:00-4:35

4:35-4:50

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

Members of the public are provided an opportunity to address the Board on any item of business. Groups and individuals are to submit their statements in writing to the President of the College whenever possible no less than two weeks prior to the meeting. The Board Chair reserves the right to determine time limits on statements and presentations.

C. Constituent Reports

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

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Marlene Hope

Faculty Presentation: Lisa Borho, "Health & Physical Education Division"

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III. ACTION ITEMS

A. First Reading

- ♦ Resolution on College ReservesPages 17-18

B. Consent Agenda

- ♦ Minutes from December 14, 2010 Board Meeting.....Pages 19-24

IV. FUTURE TOPICS

- | | |
|--------------------------------------|---|
| ♦ Budget (ongoing) | ♦ Student Achievement Initiative |
| ♦ K-12 (ongoing) | ♦ Adequately Monitor the Impact the College has |
| | ♦ on the Local Community |
| ♦ North Central Site (July) | ♦ Light Rail/Parking |
| ♦ College's Impact on Local Business | |

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, February 22, 2011 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
JANUARY 2011**

FOCUS ON LEARNING

The College will focus on learning as the foundation for decision making with respect to planning, technology, location, instructional methods and successful outcomes. Learners will receive high-quality, innovative education and services that foster student success in achievement of their goals.

- Identify, offer, and support teaching and learning strategies that enhance student success.
- Increase the retention and progression of all students, with emphasis on first-generation students.
- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ Paul Casillas and Chris Milner will be offering a series of 11 “just in time” one-hour workshops throughout winter term for a number of “most troublesome topics” in nine specific math courses (ranging from pre-college algebra through calculus). These will be available on a first-come, first-served basis to any students registered in these courses who are interested in a specific content refresher or reinforcement. Each is associated with one or more specific courses and timed in the quarter to coordinate with the weeks those topics are discussed in the respective classes. (OOI)
- ❖ Three members of the Math Department, Rene Murakami, Paul Casillas, and Chris Milner, each provided a kick start to students taking trigonometry, calculus and college algebra. For two half days (December 29 and 30) they offered review/refresher seminars to a total of 44 students who chose to get a bit of advance help in preparation for their winter term classes. (OOI)
- ❖ Former Penguin and *Independent* editor-in-chief Jordan Frasier will begin interning with NBC News on January 24, working for the network in its Washington, D.C., bureau. Jordan is studying at George Mason University in northern Virginia and is on tap to do research and field production for NBC News. He’s being assigned to support the Today Show and NBC Nightly News. In early January, before he returns to George Mason, Jordan will speak to the College Newspaper class about some of his experiences this last term as a senior news editor for the university’s online news outlet. (OOI)
- ❖ *The Oregonian’s* Clark County Community News section published a piece by *Independent* sports editor Katie Unverzagt about the death of Clark student athlete Mat Cossman on December 11, 2010. “Forever Throwing Home” appeared as the banner story in the October 20, 2010, edition of *The Independent*. (OOI)

FOCUS ON LEARNING

- In September the outcomes assessment liaisons led a workshop for the full faculty during Fall Focus outlining the history of outcomes assessment at Clark Colleges and challenges presented by the recent recommendation from the NWCCU.
- The outcomes assessment liaisons developed a 2010-2011 plan for outcomes assessment activities on campus and convened the Outcomes Assessment Committee to help lead and facilitate the work.
- Fifty-one CTE programs have either written program outcomes or are developing pilot assessment projects for those outcomes.
- Eleven faculty teams are piloting assessment projects for the Direct Transfer AA.
- ❖ Of the 30 tutor-student partnerships functioning during fall 2010 through the Student Learning Center at TPC, over 50% of those partnerships continued to meet during the break between fall and winter quarters. (OOI)
- ❖ Danette Randolph, Associate Dean of Workforce Education, Basic Education & Economic Development, is participating on the statewide Pre-College Transformation committee. At its initial meeting in December, work groups were formed that will be used to identify best practices in pre-college education, identify barriers to student success in pre-college education, and craft an implementation plan for system wide pre-college transformation. Danette is leading a subgroup on the "Curriculum Reform-Content." (OOI)
- ❖ ASCC student leaders and Peer Mentors participated in a "Communication for Student Leaders" training session with Professor Deena Bisig on December 10. The session focused on the communication process, encoding and decoding messages, and how to apply these principles during conflict management. (SA)
- ❖ The Seuss-a-Palooza Book Drive committee made a selection for the 2011 initiative, coordinated by the Service-Learning Program and Clark College Bookstore. Harney and Fruit Valley Elementary Schools were selected as this year's recipients of a new Dr. Seuss book for every enrolled kindergartner at their schools. This (3rd annual) initiative supports literacy and reading for students at our partner schools. The Book Drive will convene February 7-18 in the Clark College Bookstore; the kindergartners will receive their new books at the annual Read Across America event on March 2. (SA)
- ❖ The Director of Advising presented a workshop titled "Serving Upset Students" to eight Clark College employees on December 7. The workshop provided information to employees on successfully working with frustrated or angry students, engaging in service recovery, and offered practical steps to ensure employees practice effective self-care. Post-workshop surveys indicated high levels of satisfaction with the presentation including strong recommendations for other employees to participate in the workshop. (SA)

FOCUS ON LEARNING

- ❖ The men's basketball team annual Holiday Classic was held on Dec 27, 28, and 29. Six local community colleges participated with the seventh team, Vancouver Island University (VIU), arriving from Canada. Clark beat Umpqua and Portland CC to reach the finals against VIU. Clark College placed second in the tournament. (SA)
- ❖ Planning and Effectiveness made a presentation jointly with Instruction to the STEM Leadership Team on National Science Foundation's Advanced Technology Education grant. The purpose of this grant is to provide funding for education in STEM subjects focusing on a specific technological field. This grant, if approved, will provide additional financial resources for our STEM Center. The STEM Leadership Team has been asked for their advice about the focus area for the grant and to provide further feedback on the grant and its development. (P&E)
- ❖ Planning and Effectiveness created electronic assessment for the Math department's Rethinking College Math project. This assessment will be used by faculty participating in the grant to measure student attributes which they have identified as leading to success in math classes. This will be piloted in Winter 2010 in math classes taught by these faculty. (P&E)
- ❖ Through a Web ad, Web page and more, Communications and Marketing is supporting the College Fair to be held on January 12. Students will have the opportunity to meet with representatives from colleges and universities from the Pacific Northwest and beyond. (C&M)
- ❖ Communications and Marketing also supported the "Mental Health Mondays" series for winter quarter through communications tools including a news release, eNews, RSS feed, blog posting and messages on the Clark reader board sign. (C&M)

EXPAND ACCESS

The college will offer programs and services that are affordable and accessible to students of the community. Students will be provided flexible options for learning in locations that are accessible and resources that help make their education affordable.

- Provide appropriate support services and reduce procedural barriers to help students enroll in college.
- Expand options to increase the overall affordability of education.
- Expand online services across the college.
- Expand learning options by offering courses and services in various modalities, timeframes, and locations.

Progress

- ❖ A new cross-listed transitions program between ESL and ENL/English started this winter where ESL students are being taught in the same classroom as the international students who place below college level on TOEFL or COMPASS tests. Sixteen ESL students enrolled in Level A ENL, and three in Level B. This should provide a faster transition to degree and certificate courses than what has been current practice and will also promote instructional efficiencies. (OOI)
- ❖ Much-needed online expansion in Humanities courses is occurring or in planning. Spanish is now being offered in the Weekend College format through the hard work of Erika Nava. The Communication Studies department is also actively engaged in creating CMST courses for online or hybrid format with hopes to offer these courses before the end of the calendar year. (OOI)
- ❖ CTC enrollment increased 24% from fall 2009 (511 FTES) to fall 2010 (634 FTES). (OOI)
- ❖ The Student Learning Center (SLC) has expanded group tutoring options for both writing and mathematics. Over the course of fall quarter, the SLC served over 18 students (unduplicated) through group tutoring in the following subjects through almost 50 hours of volunteer tutoring. (OOI)
 - ESL Classroom: 77 students, 221 hours
 - ABE Classroom: 96 students, 297 hours
 - ABE Groups: 18 Students, 47 hours
 - ESL Groups: 55 students, 65 hours
 - ABE individual: 18 students, 203 hours
 - ESL Individual: 11 students, 122 hours
- ❖ Dawn Shults, Department Head of the Pharmacy Technician Program, has recently volunteered her time to assist Evergreen School District with specific knowledge regarding Pharmacy Technician curricula and programs to assist Evergreen's Health and BioScience Academy. (OOI)
- ❖ Through December 31, Bookstore sales are down 2.1% compared to same time last year. This decrease is due to the popularity of rental options available for students at reduced rates. Transactions in the store continue to climb and are up 8% year to date. (AS)

EXPAND ACCESS

- ❖ The Financial Aid Office has received 10,645 files and processed 9,992 files for the 2010-2011 award year; this is an increase of 6.5% over the same time last year. (SA)
- ❖ Approximately 275 people attended the annual Financial Aid Night event on December 1. Attendees received information on the costs to attend college, what types of financial aid are available, how and when to apply for financial aid, and the satisfactory academic progress requirements that are necessary to remain eligible to receive aid. (SA)
- ❖ A total of 1,100 students attended one of the seven New Student Orientation sessions for winter quarter scheduled through December 30. Each session was registered to capacity and provided students with general information and campus resources, to include access to advising and class registration. (SA)
- ❖ Corporate & Continuing Education has completed development of the online Pharmacy Technician Certification Examination Preparation course. This course prepares Pharmacy Technicians for the national Pharmacy Technician Certification Board examination (PTCE). The self-paced online course has been designed to review content in patient management, pharmacology, pharmacological mathematics, and pharmacy operations. The PTCE course will be available on an ongoing open enrollment basis beginning spring quarter 2011. The PTCE course was funded through a donation to the Clark College Foundation from Columbia Credit Union and an anonymous donor. (CCE)
- ❖ The Cooking & Wine School at Columbia Tech Center completed its first operating year with significant increases. Comparing the school's opening in fall 2009 against fall quarter 2010, the Cooking & Wine School offered 16 more courses in fall 2010, an increase of 100% and increased enrollment by 71% serving 75 more students. The health department also completed their annual inspection of the kitchen classroom at CTC and gave the school a perfect score. (CCE)
- ❖ Corporate & Continuing Education is in the process of re-designing the department website. The department has created a strategic plan with goals that include increasing online registration to more than 50%, increasing organic search rankings, boosting the web presence of corporate education and customized training and integrating online learning options. Work on the new site began early January and is tentatively scheduled to launch in early August 2011, prior to fall quarter registration. (CCE)
- ❖ Following coordination by a team from across the college, a new student e-mail process was finalized and implemented in December. Under the simplified system, it is mandatory for students to establish a Clark e-mail address. However, students can forward their Clark e-mail messages to another e-mail address. (C&M)
- ❖ Web Specialist Tahnya Huneidi, with support from Webmaster Chris Concannon, created an application that allows notifications about "Today's Classes" (unexpected cancellations or delays) to flow directly to Clark student e-mail. That information also continues to appear on the Clark website. (C&M)

EXPAND ACCESS

- ❖ Communications & Marketing team members developed a campaign and materials to promote the personal enrichment (continuing education) classes offered by Corporate & Continuing Education (CCE) for winter quarter. The campaign took place from December 6-23. The theme was: “Wow, I never thought I could do that.” It included broadcast, newspaper and Web ads. (C&M)
- ❖ The Pharmacy Technology and Advising Departments are working with Director of Marketing Brian Scott and Web Specialist Tahnya Huneidi to produce redesigned web pages for the Clark College’s Pharmacy Technology program. In particular, the new web content focuses on the new Associate in Applied Science (AAT) degree in Pharmacy Technology that will be offered starting spring quarter 2011. (C&M)
- ❖ Marketing materials to promote Clark College’s participation at College Goal Sunday 2011 at Washington State University Vancouver on Sunday, January 30th are in development by Communications & Marketing team members. WSU Vancouver is planning to run ads in The Columbian on January 23 and 30. If Clark is able to support ads for this event, they would likely appear on January 26 and/or 28. (C&M)
- ❖ Initial publicity has gone out for the college’s 2011 Running Start Information Nights, scheduled for January 12 and 19. (C&M)

FOSTER A DIVERSE COLLEGE COMMUNITY

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

- Recruit, retain, and support a diverse student population and college workforce.
- Provide comprehensive training and educational resources to help all members of the college community interact effectively in a diverse world.

Progress

- ❖ The Native American Month Planning Committee presented the *Educating for the 7th Generation; Celebrating Indigenous Cultures* event on December 3 to approximately 400 community members, students, staff and faculty in honor of the Native American Indian Heritage Month. The daylong event included an invocation, a comedian, music, storytelling, the film *"We are All Connected Through the Water"* and finished with a POW-WOW. (SA)
- ❖ Sixteen new international students registered for winter quarter, bringing the total to 70 students from 23 countries. (SA)
- ❖ Kimberly Baker was appointed to the full-time Secretary Senior position in eLearning effective December 27, 2010. Kimberly has an AA in Computer Information Technology from Heald College. She has previous work experience at Investment Property Group, Whatcom County, Snohomish County, and Food Services of America. (HR)
- ❖ Lyn-Mara Eggleston was appointed to the full-time Office Assistant 3 position in Admissions effective December 22, 2010. Lyn-Mara has a BA in Technical Writing from Evergreen State College and a Certificate in News Broadcasting from New England School of Communications. She has previous work experience at Clark College, Willamette Dental, Check Into Cash, Helzberg Diamonds, Zales, and the Evergreen State College. (HR)
- ❖ Vanessa Watkins was promoted to the full-time Program Manager A position effective December 16, 2010. Vanessa has been with the college since September 2006. (HR)
- ❖ Corbet Bruntz was promoted to the Program Support Supervisor position in Assessment effective January 3, 2011. Corbett has been with the college since August 2009. (HR)
- ❖ The Communications and Marketing team has completed its 2010 activities in support of International Education Week and a Native American celebration held at the college. In December, both were featured in *Clark 24/7* and on the "Spotlight on Clark" area of the college website. (C&M)
- ❖ The department is currently creating materials in support of the college's observance of the holiday honoring Dr. Martin Luther King, Jr. That event is scheduled for January 19. (C&M)

RESPOND TO WORKFORCE NEEDS

The college will provide educational services that facilitate the gainful and meaningful employment for students seeking training, retraining or continuing education. College programs and services will meet the economic needs of the community.

- Identify and support high-demand workforce needs.
- Identify and support emerging workforce needs, including technology training and green industry skills.
- Establish, maintain, and expand partnerships that support workforce needs.

Progress

- ❖ Enrollment in the Early Childhood Education Department has increased from 69 quarterly FTE in Winter 2010 to 81 quarterly FTE in Winter 2011 (17% increase). This enrollment growth is due in part to Early Childhood Education I-BEST Basic Education students transitioning into ECE certificate and degree programs. (OOI)
- ❖ In December, the Pathways Center at Town Plaza Center had 901 visitors; 60% of the visitors were WorkFirst participants. Forty one sessions were offered in December to over 330 participants. Of them, 75% were WorkFirst participants. (OOI)
- ❖ Blake Bowers, Dean of Health Sciences, participated in the Healthcare Workforce Summit on December 10, 2010, at OHSU to provide input to United States Senator Jeff Merkley in regard to best practices that address solutions to the healthcare workforce challenges facing the nation. The thoughts and ideas shared will assist in developing policy ideas for the 112th Congress. (OOI)
- ❖ The Job Developer attended the East Vancouver Technical Group meeting at Hewlett Packard (HP) on December 2. The presentation included the history of HP and the future of the company in Vancouver. (SA)
- ❖ Planning and Effectiveness assisted in developing and submitted a proposal for the Clark College Corporate and Continuing Education Department to receive funding from the Federal Motor Carrier Safety Administration for the Commercial Motor Vehicle Operator Safety Training grant. Working with the Western Pacific Trucking School as the primary training provider, Clark College proposed to provide well-rounded 190-hour training to 20 students in a twelve month period. The proposal requested \$99,888 from the federal government with a 20 percent matching cost-sharing of \$25,097 which came to a grand total of \$124,985. (P&E)
- ❖ Contract training activity in December included signed contracts for Blueprint Reading training for We Do Everything Construction (\$1,850) and Troubleshooting training for Linear Technologies (\$4,750). A survey was sent to 88 core instructors to obtain up-to-date contact, availability and credential information. The Corporate Relations Manager conducted outreach visits to Anderson Dairy, Schurman Machine, Micropump, nLight, and Linear Technology. Work continued on the Energy Training Partnership Grant, including contacting 95 SW Washington manufacturers to poll their presence in the renewable energy supply chain and to gauge their interest in grant funded training. (CCE)

RESPOND TO WORKFORCE NEEDS

- ❖ The Southwest Washington Workforce Development Council has awarded Corporate & Continuing Education \$18,427 to deliver a basic computerized accounting and QuickBooks 2010 training program. This 105-hour program will prepare students for a career in an entry level bookkeeping position. An additional \$65,666 was awarded to the department to deliver a wire-core welding certification training program. This 165-hour program will provide customized, concentrated, in-depth instruction specifically for preparing program participants to gain 3G certifications for all-positions in groove welding – flat, horizontal, vertical and overhead. Both programs are funded through American Recovery and Reinvestment Act (ARRA) stimulus funds and are scheduled to begin winter quarter. (CCE)
- ❖ As part of the Energy Partnership Training Grant Corporate & Continuing Education will be offering two new training programs to dislocated workers, Principles Lean Manufacturing (Lean 101) and Green Enterprise Certificate Program (GECP). The Principles of Lean Manufacturing (Lean 101) is an eight-hour interactive introduction to the principles and methodology of lean manufacturing. The GECP program is a 52-hour program providing hands-on activities, simulations and case studies to environmental sustainability that lead to process improvement. Both programs are schedule to start in late winter quarter. (CCE)
- ❖ The Communications and Marketing team is completing a subsequent marketing campaign for January targeted to Clark County businesses to raise awareness of CCE's professional development classes and training. This effort follows and supports marketing initiatives on behalf of continuing education. (See "Expand Access.") (C&M)
- ❖ Communications Specialist Hannah Feldman finished an article for the spring quarter class schedule about Clark's successful Network Technology (DNET) program. (C&M)

ENHANCE COLLEGE SYSTEMS

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

- Improve college infrastructure to support all functions of the college.
- Develop and implement an effective advising system to enhance student success.
- Seek alternate resources, such as grants, philanthropy, and partnerships to fulfill the college mission.
- Refine, communicate, and implement a shared governance system.
- Integrate environmental sustainability practices into all college systems.

Progress

- ❖ IT Services has implemented a print management system for computer labs to control costs and curb waste. Each quarter, students receive a print quota equivalent to 300 monochrome pages. After the quota is depleted, students may purchase additional print credits online using a credit card or using cash at a vending machine. The 300 page per quarter “free” quota is sufficient to satisfy the print requirements of most students. (AS)
- ❖ In an effort to make student e-mail easier to use and to increase participation rates, the college has changed the naming convention for student e-mail. The new naming convention uses the student’s first initial and last name rather than the previous mash-up of initials and a portion of the student’s SID. Accompanying this change was the development of an easy-to-use online services page on the college Web site that allows students to access a wide range of online services and change passwords in one location. Beginning summer quarter, 2011, the college will use student email as an official communications channel. (AS)
- ❖ As a partner with Financial Aid, Business Services processed and distributed over 4,500 financial aid checks to students the first week of winter quarter. Beginning spring quarter the college will distribute financial aid electronically. Under an umbrella contract negotiated by the State Board, the college has signed an operating agreement with Higher One to manage the electronic distribution. Students will have three options to receive their aid: direct deposit to an account in a financial institution, a demand deposit account with Higher One via a debit card, or a check sent directly to their home. (AS)
- ❖ Construction of the Early Learning Center (ELC) Phase 1 Project continues with the revised substantial completion date of April 2011, which is no change from what was reported in December. The project team continues to meet weekly to review the work schedule and address any problems as soon as they emerge. Even with the revised substantial completion date the project is still on schedule for occupancy in summer 2011. There will be no adverse impact on the College’s ability to begin programming in the new building as planned. (AS)

The ELC project has presented a number of design and construction challenges from inception. The original design came in over the maximum construction amount, requiring a thorough review by all parties to find ways to maintain desired functionality but at less cost. Even with the re-design work and unexpected delays, the project remains on budget. (AS)

ENHANCE COLLEGE SYSTEMS

The construction site itself presents some challenges to the design team and the contractor – some that were known at the time the project went out to bid and others that were not. The project team worked closely with Child and Family Studies staff to develop a timeline that anticipated potential construction delays and accounted for all the post-construction work that needs to be done prior to full occupancy. This timeline supports CFS's goal of beginning programming in summer 2011. (AS)

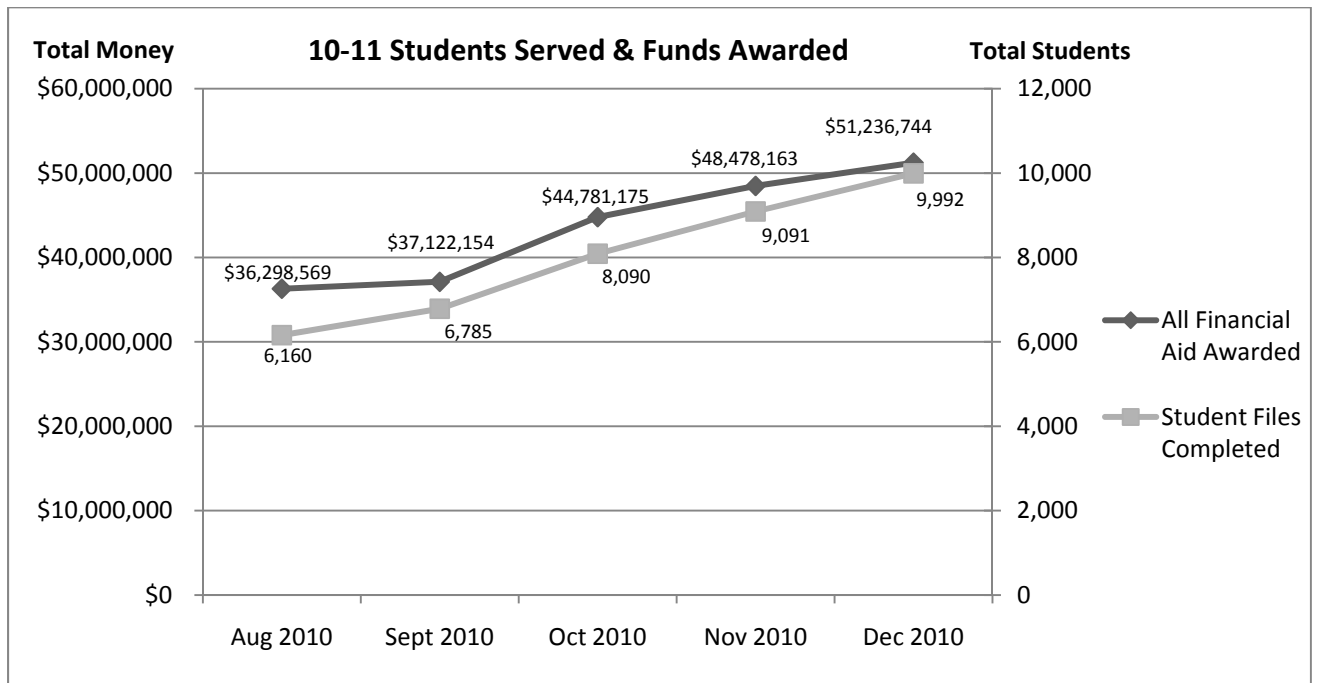
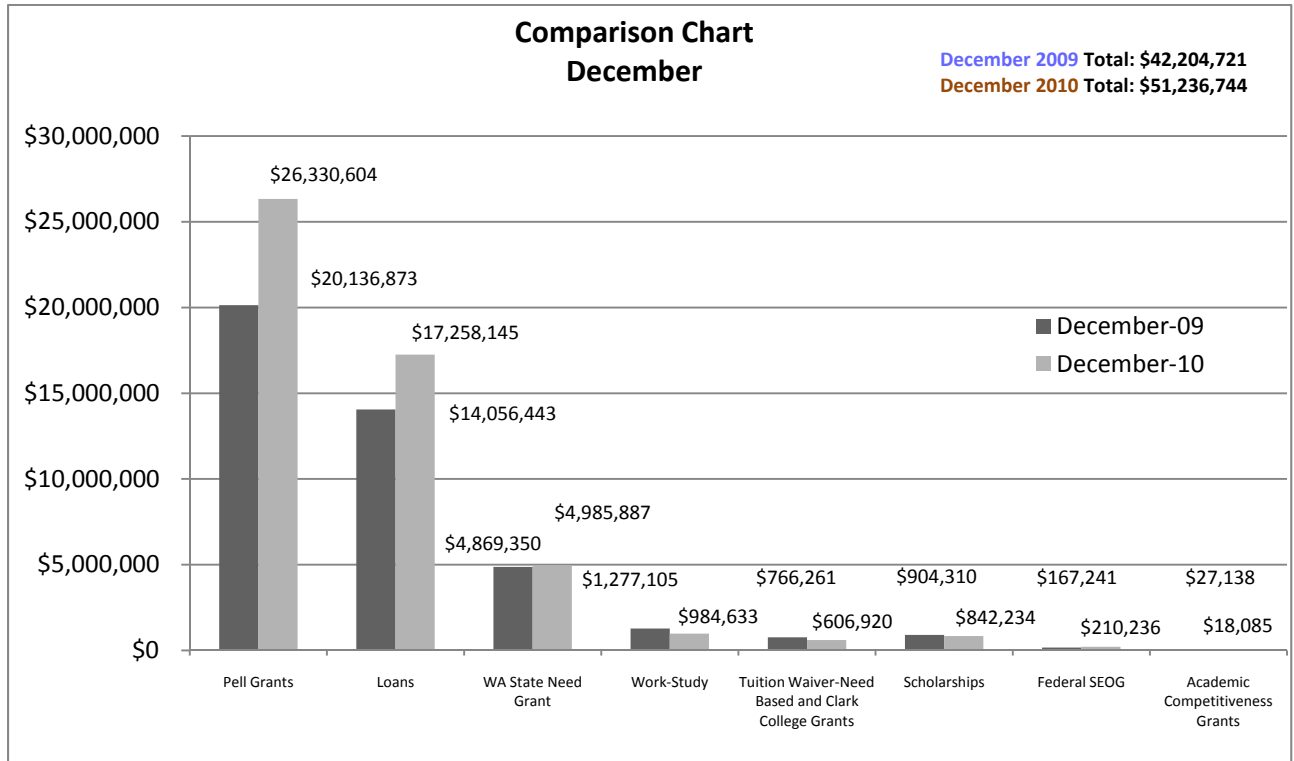
Following the January 20 State of the College Address, Facilities Services invites members of the Board of Trustees to take a tour of the construction site and see firsthand the substantial work that has been made to date. (AS)

- ❖ Joan Stout Hall emergency repairs have been substantially completed. Both of the impacted classrooms have been reopened and the building restrooms are open. (AS)
- ❖ Design for the STEM building continues despite the fact that construction funding has been delayed until at least 2013. The core team, consisting of architects, consultants, instructional, and other College staff, has been making good use of the additional time without adversely affecting the cost to refine the program needs and to develop a sound schematic design. The team completed the State mandated ADA review and has started the Value Engineering review process. (AS)
- ❖ Repairs to the Bauer Hall main floor were completed during winter break. (AS)
- ❖ The Service-Learning Program Manager met with the Grant Manager of Washington Campus Compact to gain support of the college's Learn & Serve America/Northwest Sustainability Initiative grant. The Northwest Sustainability Initiative (NWSI) is a higher-education program whose purpose is to expand participation in community service by supporting innovative service-learning programs in the STEM disciplines (science, technology, engineering and math) to address campus and community needs in the areas of habitat restoration, green energy and campus/community sustainability initiatives. This grant is funded through Washington Campus Compact. (SA)
- ❖ Planning and Effectiveness completed a survey of 1,030 students in Fall 2010 regarding satisfaction with the Cannell Library and eLearning department. Ninety-six percent are finding the books they need for assignments, and 92% are finding the magazines and journal articles needed. The number one reason students visit the Cannell Library on the main campus is to use the computers (68%) followed by those who come to study alone (67%). (P&E)
- ❖ Planning and Effectiveness presented the 2009-10 Scorecard results to College Council. Using the Scorecard indicators that have been rated by the Planning and Accreditation Committee as "Does not meet, well below", College Council members identified the following themes for the 2011-12 One-Year Institutional Goals: College Climate, Shared Governance, Diversity, Student Completion, Advising, and Environment Sustainability. (P&E)

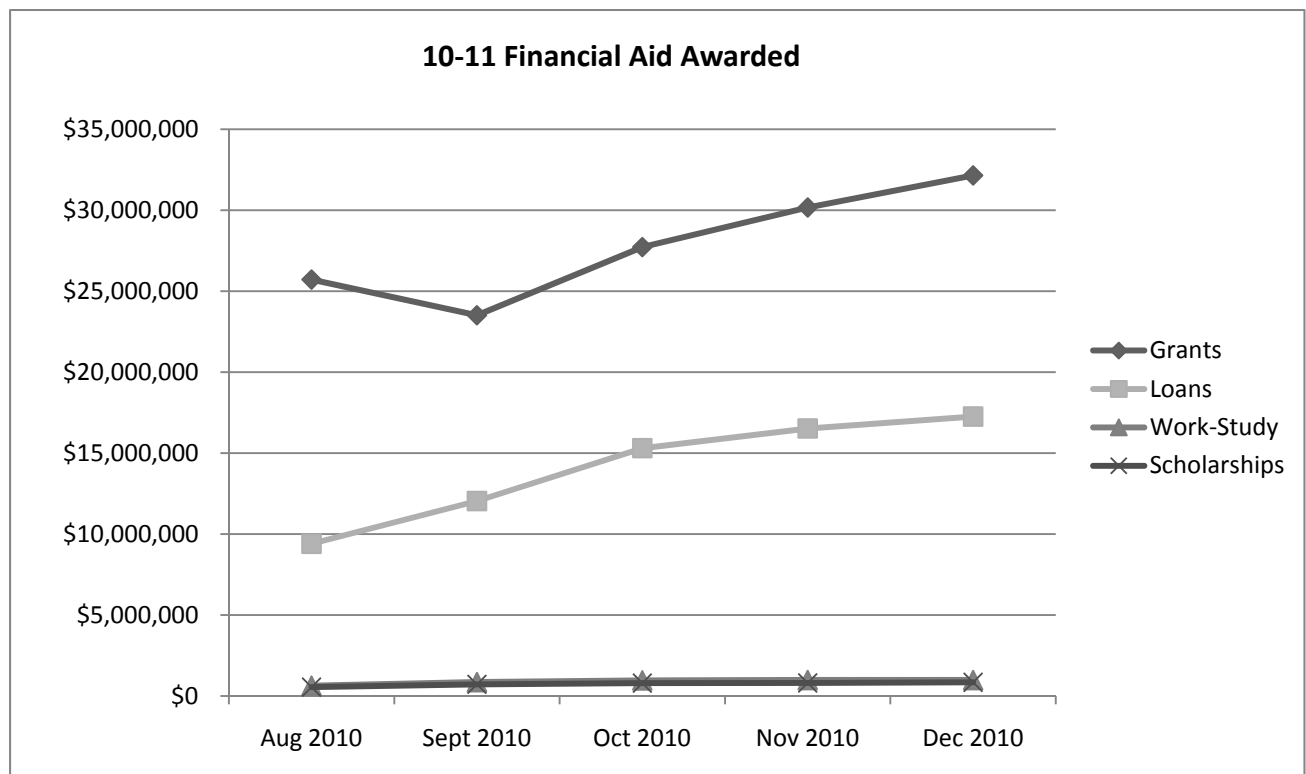
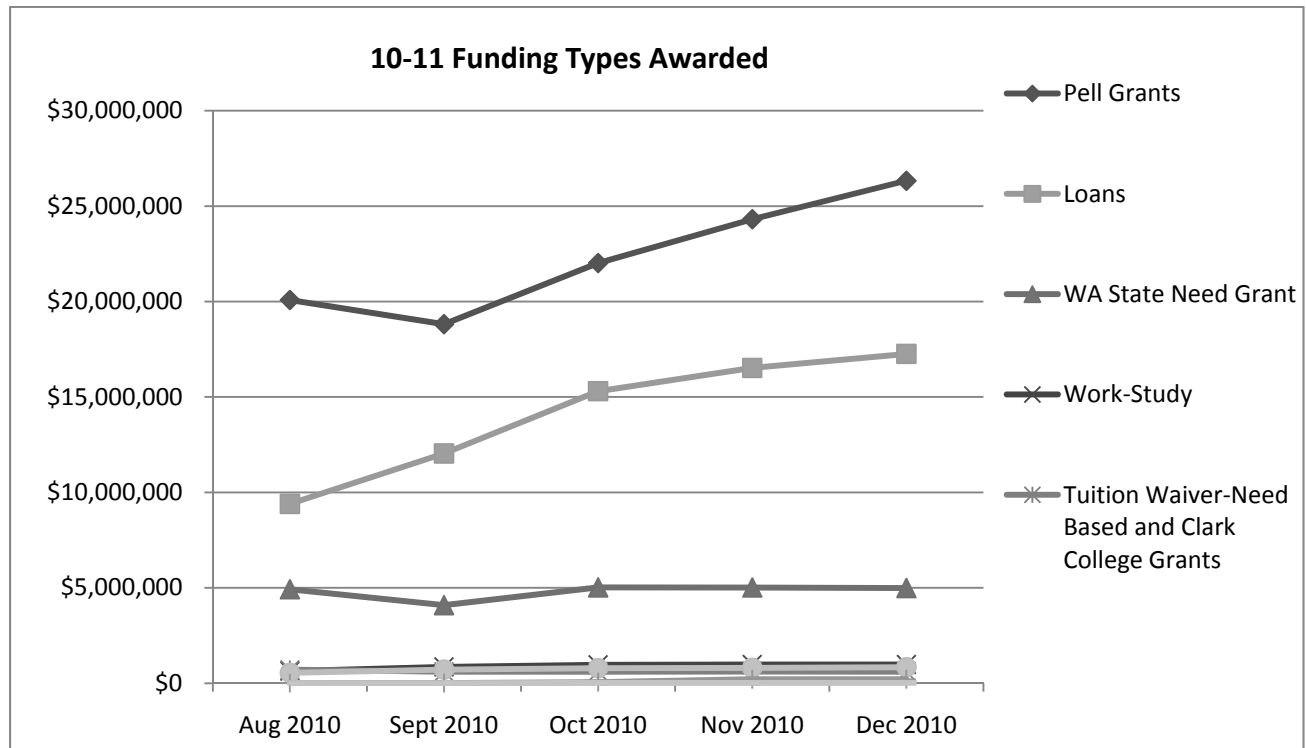
ENHANCE COLLEGE SYSTEMS

- ❖ From January 1 - December 31, 2010, Clark College issued 56 news releases and tracked 444 news stories featuring the college, its programs and its people. Of those stories, 83% were positive in tone, 13% were neutral, and 4% were negative in tone. Cumulative circulation (potential audience) for those stories was 14,661,933. The advertising equivalency value was \$646,159. The publicity equivalency value was \$1,938,477. (C&M)

STATISTICS



STATISTICS



CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2010

		Fund Balance (minus non-cash assets) 6/30/10	Cash Balance (minus dedicated cash) 6/30/10	Required Reserves	Prior Commitments (prior to 7/1/10)	New Commitments (2010/11)	Total Available Cash
145	Grants and Contracts	3,038,635	3,047,849		116,675		2,931,174
147	Local Capital	31,225	31,225				31,225
148	Dedicated Local	5,908,732	3,319,127		-	2,169,444	1,149,683
149	Operating Fee	528,443	(17,755)				(17,755)
440	Central Store (Catalog)	50,128	50,128				50,128
443	Data Processing	1,830,348	1,830,348		830,348	1,000,000	-
448	Print/Copy Machine	(171,925)	(171,925)				(171,925)
460	Motor Pool	19,347	19,347				19,347
522	ASCC	1,167,668					-
524	Bookstore	2,278,768	2,278,768				2,278,768
528	Parking	246,522	246,522			250,000	(3,478)
570	Other Auxiliary Enterprise	972,587	325,711			28,535	297,176
790	Payroll (clearing)	215,643					-
840	Tuition/VPA	4,223,889					-
846	Grants - Fin Aid	(1,146,105)					-
849	Student Loans	36,069					-
850	Workstudy (off-campus)	(19,166)					-
860	Institutional Financial Aid Fun Reserves*	536,344		6,088,749			(6,088,749)
Totals		19,747,152	10,959,345	6,088,749	947,023	3,447,979	475,595

s.sand 1/7/11

Clark College - Budget Status Report

December 31, 2010

Sources of Funds (Revenues)	2010-11 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	30,353,978	13,935,954	16,418,024	45.9%
Tuition	13,305,428	10,072,865	3,232,563	75.7%
Running Start	5,173,331	1,608,018	3,565,313	31.1%
Excess enrollment	8,910,414	6,200,000	2,710,414	69.6%
Planned use of prior fund balance	1,340,676	-	1,340,676	0.0%
Dedicated, matriculation, tech, cont ed	3,266,765	2,329,579	937,186	71.3%
Total Operating Accounts	62,350,592	34,146,417	28,204,175	54.8%
Other Accounts				
Grants & Contracts less Running Start	5,502,721	1,736,550	3,766,171	31.6%
Internal Support	1,342,004	331,580	1,010,444	24.7%
ASCC less PUB	1,599,495	1,009,436	590,059	63.1%
Bookstore	6,081,489	2,846,443	3,235,046	46.8%
Parking	261,252	278,278	(17,026)	106.5%
Auxiliary Services	1,741,883	746,772	995,111	42.9%
Financial Aid	40,756,233	32,145,700	8,610,533	78.9%
Total Other Accounts	57,285,077	39,094,739	18,190,338	68.2%
Total Sources of Funds	119,635,669	73,241,155	46,394,514	61.2%

Uses of Funds (Expenses)	2010-11 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	751,249	273,379	477,870	36.4%
Vice President of Instruction	38,353,464	17,116,134	21,237,330	44.6%
Vice President of Administrative Services	11,170,124	6,293,273	4,876,851	56.3%
Vice President of Student Affairs	8,042,986	3,681,686	4,361,300	45.8%
Associate Vice President of Planning & Effectiven	513,471	262,452	251,019	51.1%
Executive Director of Corporate & Continuing Ed	807,030	449,404	357,626	55.7%
Executive Director of Communications	1,200,838	772,705	428,133	64.3%
Associate Vice President of Human Resources	1,511,430	692,765	818,665	45.8%
Total Operating Accounts	62,350,592	29,541,798	32,808,794	47.4%
Other Accounts				
Grants & Contracts less Running Start	5,502,721	2,902,401	2,600,320	52.7%
Internal Support Services	1,342,004	577,324	764,680	43.0%
ASCC less PUB	1,599,495	670,871	928,624	41.9%
Bookstore	6,081,489	3,458,041	2,623,448	56.9%
Parking	261,252	238,222	23,030	91.2%
Auxiliary Services	1,741,883	753,962	987,921	43.3%
Financial Aid	40,756,233	32,104,509	8,651,724	78.8%
Total Other Accounts	57,285,077	40,705,329	16,579,748	71.1%
Total Uses of Funds	119,635,669	70,247,127	49,388,542	58.7%
Difference - Excess (Deficiency)	-	2,994,028		
Transfer from Excess Enrollment to CIS equip reserve		(300,000)		
Net Difference		2,694,028		
Capital Projects - Revenues & use of fund bal	10,504,759	1,257,429	9,247,330	12.0%
Capital Projects- Expenses & Encumbrances	10,504,759	1,257,429	9,247,330	12.0%
Difference - Excess (Deficiency)	-	-		

c. Bob Knight, Bob Williamson, Karen Wynkoop
e. Theresa Heaton, Cindi Olson, Sylvia Thornburg, Nicole Marcum, Bill Belden
Ron Hirt, Accounting- Jan 11, 2011

ACTION ITEMS

CLARK COLLEGE RESOLUTION _____ Operating Reserves Policy

WHEREAS, the Board of Trustees operating reserve policy requires that the College retain an amount up to 10 percent of the total annual operating budget in an operating reserve and allows additional reserves for specific purposes;

WHEREAS, the Board of Trustees desires to specify the uses of operating and specific purpose reserves; and

WHEREAS, the president recommends the allocation of operating and specific purpose reserves to address risks for which funds may be unexpectedly required;

NOW, THEREFORE, be it resolved as follows:

Section 1. The operating reserve policy requiring an amount up to 10 percent of the total annual operating budget is affirmed. Fifty percent of the operating reserve is set aside for costs of disaster recovery to restore College operations and fifty percent is set aside for unexpected downturns in revenue such as reductions in state allocations or less than expected tuition revenue.

Board of Trustees' approval is required for the use of these funds; in case of an emergency the president has the authority to draw on these funds and provide the Board with a report for ratification at its next meeting.

The administration is authorized, provided there are discretionary fund balances, to use excess fund balances for expenditures that support the vision and mission of the College. Discretionary fund balances are not available to fund ongoing operational needs.

Section 2. In addition to an operating reserve of up to 10%, the College will maintain specific purpose reserve funds for the following:

- Technology,
- Parking lot maintenance and repair,
- Certificate of Participation repayment in the event Associated Students of Clark College does not have funds to maintain the payment schedule,
- Litigation reserve to be used for settlements, legal fees, and other costs incurred as a consequence of litigation and claims not covered by the State Agency Self Insurance Liability Program,
- Capital projects to be used for the costs of capital projects not covered by other funding sources,
- Program continuity reserve to fund costs of high priority programs that have been funded for a limited time by external sources, and
- Other items or initiatives that have been identified as high priority in the College's efforts to serve students, maintain accreditation, and fulfill its mission and vision.

Section 3. Reserves and fund balance levels will be reviewed each year with the Board of Trustees. The president will recommend reserve amounts for items in excess of 10 percent as listed in Section 2. If future state-level budget cuts appear likely, it may be appropriate to bring the balances to a higher level, allowing the College to maintain valuable infrastructure during reduction periods.

Section 4. Board of Trustees approval is required for the use of these funds; in case of an emergency the president has the authority to draw on these funds and provide the Board with a report for ratification at its next meeting. The administration is authorized, provided there are excess discretionary fund balances, to use the excess funds for expenditures that support the vision and mission of the College.

Section 5. Definitions.

The *General Operating Budget* is composed of the state allocation (Fund 101), tuition and operating fees (Fund 149), worker retraining (Fund 123), dedicated revenues (Fund 148), and running start (Fund 145). This budget is considered to represent the basic ongoing operations of the College.

Dedicated Fund Balances are those portions of the fund balances that are committed or accounts with fund balances that are not discretionary due to their fund source or purpose. Fund 145 – Grants and Contracts; Fund 147 – Local Capital; Fund 148 – Lab Fees, Continuing Education, and Resale; Fund 149 – Tuition and Fees; Fund 522 – ASCC; Fund 790 – Payroll; Fund 840 – Trust and Agency Funds; Fund 846 – Financial Aid Grants; Fund 849 – Student Loans; Fund 850 – Work Study; and Fund 860 – Long Term Student Loans represent funds in this category.

Discretionary Fund Balances are those portions of the fund balances that have been generated by College operations and have not been committed to specific projects. The primary funds and activities in this category are Fund 145 – Running Start and Grant Overhead; Fund 147 – Local Capital (not yet obligated); Fund 148 – Excess Enrollment; Fund 440 – Central Stores; Fund 443 – Data Processing; Fund 448 – Printing/Copy Machines; Fund 460 – Motor Pool; Fund 524 – Bookstore; Fund 528 – Parking, and Fund 570 - Auxiliary Services (Events, Food Service, Vending Machines, and Director of Auxiliary Services.)

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
December 14, 2010
Ellis Dunn Room GHL 213

Trustees Present: Mmes. Sherry Parker, Jada Rupley, and Rhona Sen Hoss. Messrs. Jack Burkman and Royce Pollard.

Administrators: Mr. Robert Knight, President, Dr. Rassoul Dastmozd, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Bill Belden, Vice President of Student Affairs; Dr. Darcy Rourk, Associate Vice President of Human Resources, Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness, Mr. Todd Oldham, Associate Vice President of Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Leigh Kent, Executive Assistant to the President.

Others: Ms. Bonnie Terada, Assistant Attorney General, Ms. Lisa Gibert, President/CEO Clark College Foundation; Dr. Marcia Roi, AHE President; Mr. Samson Ramirez, ASCC President.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Burkman called the meeting to order at 4:05 p.m. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> This being a special meeting, the agenda included Constituent Reports, the President's Report, student and faculty presentations and review of the minutes of the November board meeting. 	
II. B.	Constituent Reports AHE	<ul style="list-style-type: none"> Dr. Roi reported that the union met with the college administration for their quarterly meeting and plans to discuss the relationship between administration and the union at the next meeting. She also discussed the union's concern that the administrative bargaining team does not have authority to make decisions during negotiations. The union is in discussions with the ASCC about campus flyers and the formation of an alliance with the students to ensure a safe campus. 	
	WPEA	<ul style="list-style-type: none"> The WPEA did not have an oral report this month. Their written report discussed the current collective bargaining agreement (CBA) impasse at the state level and the impact of higher health care costs to employees; the need for an additional job representative which college administration approved; the governor's proclamation to return to negotiate a modification to the CBA and the topics discussed at the Labor Management Communication Committee (LMCC) meeting. 	

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
December 14, 2010
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
	ASCC	<ul style="list-style-type: none"> Mr. Ramirez reported for the ASCC. He was very pleased about the activities undertaken by the ASCC this year as well as plans for a new task force which will tackle green initiatives at the college. He and the other ASCC members are planning new kinds of welcome week activities that will see additional student involvement throughout the college. He introduced new ASCC vice president, Samantha Smith. She, too, brings a lot of enthusiasm to her new role and is looking forward to engaging with students. 	
	Foundation	<ul style="list-style-type: none"> Ms. Gibert reported on the foundation's focus on community outreach as the campaign moves forward. She noted that the latest electronic appeal was sent out to the college community today. The employee campaign was a great success and this year's effort doubled the funding that has been received during the past few years. Foundation staff have been delivering holiday chocolate gifts to donors this week and reconnecting with them prior to the end of the year. The Clark Connect initiative has connected with over 5,000 alumni resulting in new donations and significant database clean up. 	
II.C.	President's Report	<p>Student Presentation</p> <ul style="list-style-type: none"> Mr. Belden introduced Anu Elkinton. She began her studies at Clark as ABE/ENL/ESL student and is now in the nursing program. <p>Faculty Presentation</p> <ul style="list-style-type: none"> This evening's faculty members were Tina Barsotti and Erin Harwood who provided an update on the STEM program and activities that have been taking place at the college and throughout the local school districts. STEM faculty members continue their strong presence in activities throughout the county. 	

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
December 14, 2010
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II.C.	President's Report	<ul style="list-style-type: none"> President Knight presented the enrollment report to the trustees. Enrollment for winter quarter is expected to be level with last year's and to once again surpass state and Running Start targets. President Knight and Dr. Rourk met with members of the classified union and provided them with a budget update. Discussions between the WPEA and administration are moving forward nicely. President Knight noted that monthly meetings had been scheduled during the 2009-2010 year and the decision was made to move to quarterly for 2010-2011 due to their general lack of productivity and the difficulty of having everyone present for monthly meetings. He told Dr. Roi that she is welcome to meet with him at any time and invited her to call his office to schedule a time to see him. He reiterated that the administrative bargaining team has full negotiating authority. He did add that we can't support adding additional costs to fund faculty salary increases while trying to find significant budget cuts elsewhere at the college. <p>Focus on Learning</p> <ul style="list-style-type: none"> Dr. Dastmozd reported that increased enrollment has necessitated the scheduling of additional college success courses. Mr. Belden was pleased to announce that the Academic Early Warning (AEW) system continues its evolution and is now able to electronically flag students who appear to be struggling. This allows Student Affairs to intervene and provide assistance. Faculty participation in the AEW has also increased from 88 to 140. At faculty request, an expanded AEW program will be implanted during the winter quarter providing additional information and the ability to assist more students. Dr. Rourk discussed how employee health services assist students and staff with information on hazardous materials that are used at the college. Surprisingly, the most hazardous materials are used in art classes. Students may request EHS provide them with a review of the materials and their appropriate use. 	<p>Dr. Rourk will provide additional information at the January meeting about requests made to EHS for hazardous materials assessments.</p>

**Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
December 14, 2010
Ellis Dunn Room GHL 213**

	TOPIC	DISCUSSION	ACTION
II.C.	President's Report	<p>Focus on Learning</p> <ul style="list-style-type: none"> Ms. Diehl discussed retention data and how it is used in the college scorecard. She has provided a retention chart in this month's packet as an indicator for the 2009-2010 scorecard. The scorecard will be available in mid-January for the full 2009-2010 year. The retention rate for the college (almost 55%) is still above the national average of 50%. <p>Expand Access</p> <ul style="list-style-type: none"> Mr. Williamson announced that 21 pay phones throughout the main campus have been removed. In their place, the college has placed courtesy phones throughout the buildings. The courtesy phones will allow local calls to be placed as well as direct dial to all college extensions. Corporate & Continuing Education's (CCE) new marketing director borrowed a retail marketing technique and launched a "Cyber Monday" event to attract new students. Students were offered a 10% discount when they enrolled in CCE classes on Cyber Monday. This became a very successful undertaking with 175 students enrolling, many for more than one class. <p>Foster a Diverse College Community</p> <ul style="list-style-type: none"> The nursing department held an orientation for students who will be starting in January. Of note, 25% (12 total) of incoming students are male. Although this has been an upward trend over the past few years, this is the largest number of men in any of the nursing classes. CCE contract training activity has been on the increase as well. The department has run several management training and Certified Nursing Assistant (CNA) programs this year and continues to develop community business development partnerships. Of note, they have just submitted a training proposal to Educational Service District 112 (ESD 112) for healthcare provider certifications. 	

**Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
December 14, 2010
Ellis Dunn Room GHL 213**

	TOPIC	DISCUSSION	ACTION
II.C.	President's Report	<p>Respond to Workforce Needs</p> <ul style="list-style-type: none"> Mr. Belden reported that an employer speakers' panel focusing on manufacturing and logistics was held in November. The Career & Employment Services department offers employer panels to help students become acquainted with local industry so that they are prepared to enter the workforce upon graduation. <p>Enhance College Systems</p> <ul style="list-style-type: none"> Mr. Williamson provided an update on the Early Childhood Education (ECE) construction project. Substantial completion of the project has been moved from February to April 2011. The expected occupancy date of July 2011 has not been affected and the college expects the project to move forward smoothly. Emergency repairs in Joan Stout Hall (JSH) have been largely completed in time for the beginning of the winter quarter. Floors in the building were seriously damaged and needed to be replaced. The state and contractor provided funding to pay for the repairs. 	Chair Burkman requested Mr. Williamson provide a construction update at the January 2011 board meeting.

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
December 14, 2010
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
III.	ACTION ITEMS		
	CONSENT AGENDA		
	Minutes from November 23, 2010 board meeting.		MOTION: Trustee Pollard made a motion to approve the consent agenda. The motion was seconded by Vice Chair Sen Hoss. The motion passed with Trustees Pollard and Rupley abstaining as they were not present at the November meeting.
IV.	FUTURE TOPICS		
	Budget (ongoing) K-12 (ongoing) North Central Site	Student Achievement Initiative Monitoring the Impact the College has on the Local Community College's Impact on Local Business	
	DATE AND PLACE OF FUTURE MEETING		
V.	The next regular meeting of the Board of Trustees is currently scheduled for January 18, 2011 in the Ellis Dunn Community Room, GHL 213.		
	EXECUTIVE SESSION		
VI.	The board did not conduct an executive session this evening.		
	ADJOURNMENT		
VII.	There being no further business, the meeting adjourned at 5:20 p.m.		

Jack Burkman, Chair
Clark College Board of Trustees

Leigh Kent, Recorder
December 22, 2010

Board of Trustee Calendar of Events

January 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
January 18	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
January 19	5:00 pm	MLK Celebration	TBD			
January 20	11:00 am	State of the College Address	Student Center	X		
January 23-25	Full Day	New Trustee Orientation TACTC Winter Conference Legislative Reception	Red Lion Olympia		X	
February 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
February 3	2:00	Monthly Meeting w/ Sherry	Bob's Office	X		
February 3	3:00	Monthly Meeting w/ Jada & Royce	Bob's Office	X		
February 7	11:30	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
February 22	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

Board of Trustee Calendar of Events

March 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
March 2	9:00	Monthly Meeting w/ Jada	Bob's Office	X		
March 3	9:00	Monthly Meeting w/ Sherry & Royce	Bob's Office	X		
March 3	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
March 22	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
April 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
April 7	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
April 7	2:00	Monthly Meeting w/ Jada & Sherry	Bob's Office	X		
April 7	3:00	Monthly Meeting w/ Royce	Bob's Office	X		
April 26	4:00 pm	Tenure Reception	258C	X		
April 26	5:00 pm	Board Meeting	GH 213	X		

Board of Trustee Calendar of Events

May 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
May 4	10:00	Monthly Meeting w/ Royce	Bob's Office	X		
May 5	11:00	Monthly Meeting w/ Jada & Sherry	Bob's Office	X		
May 9	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
May 18	5:30 pm	Savoring Excellence	Student Center		Invitation Only	
May 23	7:00 pm	Phi Theta Kappa Induction Ceremony	Student Center		X	
May 24	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
May 26	10:30	Monthly Meeting w/ Jack & Rhona (for June)	Bob's Office	X		
June 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
June 6	2:00	Monthly Meeting w/ Jada	Bob's Office	X		
June 6	3:00	Monthly Meeting w/ Sherry & Royce	Bob's Office	X		
June 6	6:00 pm	OSWALD Awards	Student Center		X	
June 14	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
June 16	5:30 pm	Commencement	Amphitheatre	X		
June 18	11:00 am	GED/HS Diploma Event	O'Connell	X		
June 26-28	TBD	TACTC Spring Training (Conference)	TBD		X	

Board of Trustee Calendar of Events

July 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
July 11	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
July 26	TBD	Annual Retreat	TBD	X		
August 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
August 8	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
August 23	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
September 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
September 12	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
September 27	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
October 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
October 10	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
October 25	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

Board of Trustee Calendar of Events

November 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
November 7	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
November 22	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
November 28	12:00	Monthly Meeting w/ Jack & Rhona (for December)	Bob's Office	X		
December 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
December 13	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
				X		

BOT PLANNING CALENDAR 2010-2011

July 2010

Special BOT Retreat.
President's Evaluation
President's Contract
BOT Strategic Planning
BOT Self-evaluation
Consideration of tenure for faculty member who is off-cycle (first reading)

August 2010

Minutes from June
Minutes from July retreat
President's Salary
Board Dates for 2011
Voluntary Retirement/Separation Plans (first reading)
Consideration of tenure for faculty member who is off-cycle (consent)

September 2010

Naming Policy (work session)
Fostering Community Partnerships: How Local Businesses can Share with the College to
Minutes from August
Voluntary Retirement/Separation Plans (consent)

October 2010

Minutes from September
Voluntary Retirement/Separation

November 2010

Minutes from October
Business Partnerships (work session)
Mechatronics (work session)
Emergency Management (work session)

December 2010

Minutes from November

January 2011

Minutes from December
Governor's Budget (work session)
Reserve Policy (work session)

February 2011

Minutes from January
Consideration of Tenure (first reading)

March 2011

Minutes from February
Consideration of Tenure (vote)
Diversity Plan Update

April 2011

Tenure reception, no work session
Minutes from March

May 2011

Minutes from April
Proposed Academic Calendar (first reading)
Sabbatical Requests (first reading)
Foundation Funds Allocation Committee's Recommendations

June 2011

Minutes from May
Sabbatical Requests (vote)
Coming Year College Budget Approval
Coming Year ASCC Budget Approval
Coming Year Election of Board Officers (1 year terms)
Chair
Vice Chair
TACTC Legislative Action Committee Representative
Foundation Executive Committee Representative
Foundation Board of Trustees Representative
Foundation Leadership Committee Representative
Foundation Management Committee Representative
Diversity Plan Update
Minutes from November

Work Session Topics 2010-2011

BOT Policy & Procedures Manual Review
Fostering Community Partnerships: How Local Businesses Can Share with the College to Forge Partnerships
Adequately Monitor Impact College has on the Local Community
Budget
Diversity Operational Plan
K-12
Naming Policy
North Central Site
Mechatronics
Emergency Management
Cultural Pluralism Committee quarterly updates

Board of Trustees Meeting Schedule

The Board of Trustees considers its meeting schedule for the coming calendar year at its August meeting, taking action in either August or September. The annual meeting schedules of all state agencies must be filed with the Code Reviser prior to December 31 each year.

The Board of Trustees currently holds its meetings on the fourth Tuesday of the month at 5 pm, with a work session at 4 pm, except in the months of January, June, and December.