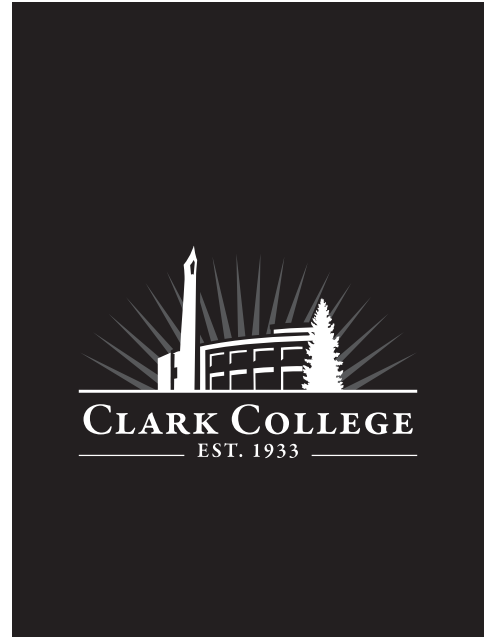


Clark College Board of Trustees



January 25, 2012

Clark College
The Next Step



Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



Mission Statement

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



Board of Trustees Goals 2011-2012

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 Completion and Access

- Prioritize student completion of educational goals in all decision-making, while continuing to balance the college's ability to meet the current and future demand for educational opportunities offered. – *Focus on Learning and Expand Access*

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*

**Clark College
Board of Trustees Packet
January 25, 2012**

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CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, January 25, 2012
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.

- | | |
|-------------------------|-----------|
| ♦ Budget Update | 4:00-4:25 |
| ♦ Workforce Development | 4:25-4:50 |

BUSINESS MEETING

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

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

No Report

D. Statements and Reports from Board Members

E. President's Report

<i>Student Success Presentation:</i>	<i>Thao Nguyen</i>
<i>Faculty Presentation:</i>	<i>Pre-college Transition, Ann Fillmore</i>
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III. ACTION ITEMS

First Reading

- ♦ There are no First Reading items this month.
- ♦

Consent Agenda

- ♦ Minutes from December 14, 2011 Board Meeting

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IV. FUTURE TOPICS

- | | |
|--------------------------------|--------------------------------|
| ♦ CLE Update | ♦ Diversity Operational Plan |
| ♦ Climate Survey | ♦ GISS Student Completion Data |
| ♦ Columbia River Crossing | ♦ K-12 |
| ♦ Diversity Operational Plan | ♦ Review of College Policies |
| ♦ GISS Student Completion Data | |
| ♦ K-12 | |
| ♦ Review of College Policies | |

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, February 22, 2012 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
JANUARY 2012**

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

- All CTEC 100—Introduction to Computing students will participate in the Smarter Measure assessment tool. Smarter Measure is a web based assessment tool designed to give students feedback on how well prepared they are to succeed in today's high tech courses. Clark's Technical Services Librarian Radka Ballada has developed a profile that will allow just the basic computer skills components of the exam. Upon completion of the assessment, students will instantly receive feedback on their level of preparedness along with suggested resources to help improve their skills and better prepare them for course success. (OOI)
- Starting winter quarter, Clark College will be one of the first colleges in the Northwest to offer a for-credit WordPress course. WordPress is an open source web publishing, content management system platform. It is estimated that 25% of all websites are published with WordPress, including The New York Times, Wall Street Journal, Ford, CNN, Harvard, NASA, Science Journal, Yahoo!, and National Geographic. Research and development of additional classes that could lead to new certificates and degrees are also currently underway. (OOI)
- Computer Technology and the Cannell Library have created a one-credit online offering this quarter on how to use non-search resources offered by Google. This course is the first of a proposed sequence of classes to give consumers and end users experience in Cloud Computing. (OOI)
- The Workforce Program Manager and Pathways Center Coordinator completed Dependable Strengths Facilitator Training in Seattle, WA, from October 31 to November 4, 2011. (OOI)
- Clark College has been awarded the Basic Food Employment and Training Grant (BF E&T). BF E&T is a program which serves students on Basic Food Assistance in vocational programs; many times this population is overlooked to receive extra services. The grant offers help with tuition, fees, books, and some specific support services. This start-up grant offers Clark \$20,000 to implement the program during spring quarter 2012 and is an ongoing grant which will be applied for each federal fiscal year. Eligibility will be screened through Eligibility Services on main campus and TPC's Pathways Center. (OOI)

FOCUS ON LEARNING

- The Math Pre-Quarter Review Seminars for students going into MATH 103, 111 and 151 were held on January 4 and 5. The special pre-quarter seminars are designed to help students succeed in math. Each seminar runs for two days and consists of a three-hour session each day. The sessions cover self-assessment, advising, study skills, and review topics that are vital for success. The sessions and materials are provided to students free of charge. (OOI)
- The student Math Club continued their offerings of mini-lectures, which are designed to provide familiar topics presented in interesting, challenging, and thought provoking ways. On December 1 faculty member Aaron Bingham presented “Factorials”, which attracted 12 students and eight faculty members; on December 8 faculty member Paul Casillas presented “frac/tions,” which attracted 14 students and four faculty members. More presentations are scheduled for winter quarter. (OOI)
- The 2011 edition of *The Phoenix*, the Clark student art and literary magazine, won first place with special merit in the American Scholastic Press Association awards. Congratulations to the faculty and students on *The Phoenix* production team for this well-deserved recognition. (OOI)
- In support of the Retention Plan, a pilot HIST& 127—World Civilization and LIBR 280—Library Lab learning community is being offered winter term. This learning community helps students effectively apply library research skills to History writing assignments. (OOI)
- Representatives of the Fitness Trainer Program held an informational meeting for new students in the Fitness Trainer Program on October 20, 2011. A Health Occupations Advisor was also available to answer student questions on program requirements. (OOI)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Student Ambassadors and their respective advisers all participated in a student leadership service activity at the Sunshine Division Food Bank in Portland on December 2. This was the first of an ongoing *First Friday Leadership Development Series* to occur the first Friday of each month throughout the remainder of the academic year. This event offered our twenty student leaders the opportunity to work together as a team while sorting food donations for local recipients. (SA)
- Three Clark College students are currently studying abroad during winter 2012. Two students are participating through the Washington Community College Consortium for Study Abroad (WCCCSA) in Valencia, Spain and Australia/New Zealand. The third student is studying in London, England through AHA International, a Portland-based Study Abroad organization and Clark College affiliate. (SA)
- The Office of International Programs held a New Student Orientation for international students on January 5. Nine new students attended this all-day event, which addressed remaining in compliance/F-1 status, cultural adjustment in the United States, academic advising, and how to best utilize our student services. (SA)

FOCUS ON LEARNING

- Institutional Research produced two interactive fact sheets that report course success and information about new students. The course success fact sheet allows internal users to choose a timeframe and a course and see the course success rate overall and by a variety of student factors. The second interactive fact sheet, attached in the Statistics section, is about new students. It identifies the number, type, demographics, course success, and placement into reading, writing, and math. (P&E)
- Institutional Research produced a third interactive fact sheet about course success among first year students. For classes with over 500 new students enrolled in 2010-11 the four classes with the lowest course success rates were all precollege math, with over a quarter of the first-year students unsuccessful. (P&E)
- A subcommittee of the Planning and Accreditation Committee has been diligently working on creating a new scorecard to measure the college's progress toward meeting the Strategic Plan. The indicators/measurements on the scorecard have been developed to measure each college objective; whereas the indicators/measurements of previous Scorecards measured each core theme. The new scorecard will not be used until 2012-2013. (P&E)
- The current Scorecard has been updated. The Planning and Accreditation Committee evaluated each of the indicators and submitted it to College Council. College Council is working to finalize the 2012-2013 one-year institutional goals. (P&E)
- Institutional Research produced a follow-up report of students in the ECE I-BEST program which began in spring 2009. Of the 72 students in the five cohorts, 49 (68%) successfully completed the program and earned their ECE I-BEST Initial Childcare certificate. 7 in 10 students who earned the certificate continued at Clark College; the majority (81%) in the ECE program. (P&E)
- The Retention Committee reviewed retention related outcomes and effectiveness data for their operational plan. Below are samples of the findings:
 - The course success rate for degree seeking students is 80.9%, greater than the 80% desired outcome.
 - The probation rate for degree-seeking students was 9.3%, falling within the desired outcome of 10% or less. (P&E)
- Winter 2012 Community Education enrollments are up 40% over winter 2011 and continue to grow. The first week of winter quarter 2012 Community Education had 630 enrollments; total enrollments for winter 2011 were 448. Increased enrollments are the result of marketing efforts and addition class offerings. (CCE)
- Webmaster Chris Concannon developed a new Class Schedule Construction application. The new system was built to facilitate the need for a yearlong schedule. Select employees are able to view

FOCUS ON LEARNING

schedule information from the “Construction” table of SMS and suggest changes, based on program credentials. The suggestions are then viewed by deans or other appointed employees and either denied or approved. Once approved the suggestion is moved over to registration, where the data is entered into the SMS. The new application has a fully updated interface and backend, which should make the application more user friendly and flow smoother. Since the data is populated from the ODS, the need to manually run jobs and other applications is eliminated. The data is automatically updated every 30 minutes. (C&M)

- Students who are on Academic Intervention are required to take a workshop to help them achieve academic success. Web Specialist Tahnya Huneidi created a database for students to sign up for workshops. Through an administrative webpage, Registration can see at a glance, a calendar reflecting those who have signed up and when they will be participating. (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

- TPC Advisors advised 835 students during December 2011. They met with 261 potential students during (14) ESL and ABE Welcome Sessions and presented transition information to an ESL class on December 7, 2011. They coordinated ABE/GED/ESL late registration sessions from December 19 - 30, 2011. (OOI)
- A WorkFirst Only ABE/GED Jump Start class session was created to respond to service provision for customers referred by DSHS. The college's first cohort of eight students started on November 28, 2011. This option is being continued in the winter 2012 term. (OOI)
- There are over 5,000 eLearning enrollments (online, hybrid and telecourses) for winter quarter. (OOI)
- In partnership with Financial Aid, Business Services electronically distributed \$9.5 million of student aid, net of tuition and other charges, to 5,270 students through the second day of winter quarter. Additional aid will be distributed throughout the next two weeks. HigherOne, our partner in the electronic distribution process, installed a second ATM on the main campus in response to the large volume of transactions in previous quarters. The cost of contracting with HigherOne has been significantly decreased as a result of a number of other Washington schools contracting for the electronic process. As the first community college to implement HigherOne, Clark played a key role in bringing these other institutions along. (AS)
- Approximately 750 students enrolled in the STEPP tuition payment plan through the first day of winter quarter. We expect the number to increase once all applications are processed. (AS)
- In mid-December, the Higher Education Coordinating (HEC) Board released the balance (\$739,071) of the original State Need Grant allocation to Clark. Only 90% of the 2011-2012 allocation was distributed to Clark in June (\$6,740,921). This brings our total allocation for the year up to \$7,479,992. All eligible unserved students are placed on a waiting list. Those that maintained Satisfactory Academic Progress in fall quarter were awarded during the last week of December. Financial Aid staff received numerous thank you's from students that were grateful to receive the additional funds. (SA)

EXPAND ACCESS

- The Financial Aid Office requested and received additional State Work Study funds in the amount of \$70,000. With the 40% match required to accept the funds, \$120,000 was offered to students. Additional job placements were opened and student awards were increased. Total State Work Study available to students is \$418,620. Clark uses the 3 ½% Tuition Grant to meet the required match. (SA)
- Clark College has been awarded the Basic Food Employment and Training Grant (BF E&T). BF E&T is a program which serves students on Basic Food Assistance that are enrolled in Vocational Programs. The grant offers help with tuition, fees, books, and some specific support services. Washington's BF E&T program began delivering services in October 2005. 19 colleges have been participating in the program, and now Clark and 7 others will also have programs. This start-up grant offers Clark \$20,000 to implement the program during spring 2012. This is an ongoing grant which will be applied for each federal fiscal year. Eligibility will be screened through Eligibility Services on main campus and Town Plaza's Pathways Center. (SA)
- In collaboration with Admissions and Assessment, the Running Start (RS) Office has implemented an expanded testing timeframe for RS students to apply online, test throughout the year, and participate in New Student Orientations during the summer that align with registration times. This process will be explained to prospective RS students and their parents at the two identical RS Information Nights on January 18 and 26. (SA)
- A record number of low-income Running Start students (609) qualified for a fee waiver winter quarter by providing proof of eligibility for free or reduced-price lunch. This is 36% of the 1,672 total RS headcount enrolled winter quarter. (SA)
- The Volunteer & Service-Learning Program Assistant offered a "Reflection Session" to members of the Students in Service (SIS) AmeriCorps program over Winter Break. Students went to the Firstenburg Community Center for a free rock climbing challenge followed by an informal discussion on facing fears and taking pride in success. Students in Service (SIS) is a part-time AmeriCorps program offering education awards to college students who serve their community in critical needs areas. The program began at Clark College in 2007 with 21 students and has grown to 35 new students each consecutive year. In the 2010–2011 academic year, SIS members volunteered over 15,000 hours of community service and earned almost \$37,000 in scholarship funds, much of which is given back to the college in forms of tuition payment and textbook purchases. (SA)
- In a continued effort to improve efficiency in Human Resources, HR has implemented a ticket process for background checks which make the process now entirely electronic. In addition, HR is piloting an electronic process for employees to make changes in their address. (HR)
- Planning and Effectiveness projected the state-support and Running Start FTES for the 2012-2013 academic year to plan for class offerings and budget purposes. The College can expect to serve 11,128 state and Running Start credit FTES in 2012-2013; a slight increase from what the projected total was in the 2011-2012 academic year. (P&E)

EXPAND ACCESS

- Mature Learning students consistently respond to the need to support the Mature Learning program through generous donations to the Clark College Foundation. In 2011, two campaigns by the Clark College Foundation to support the program resulted in donations totaling \$38,753. These donations offer Mature Learning funding to support volunteer & student scholarships and general program operations, including staff salaries and registration cost. Cash donations made from Mature Learning students to the Foundation totaled over \$897,000 in 2011. Mature Learning will be celebrating its 40th anniversary fall 2012. (CCE)
- Continuing Education has experienced success by utilizing digital and social media to significantly boost enrollments winter quarter. The “12 Days of Deals” promotion, held Dec. 12th – 23rd, garnered 298 enrollments over the 12 days, compared to 172 enrollments in the same timeframe in 2010. This 98% increase over last year’s numbers was timely for the unit as the weeks leading up to the Christmas holiday are often flat. The combined success of the Cyber Monday promotion (held November 28th, 2011) of 205 enrollments in a single day –also a 24% increase over last year’s same promotion (165 enrollments) are indicators of what the unit will continue to focus on each quarter. All promotions were created and marketed at low-cost by e-mail, Facebook and Twitter. (CCE)
- Corporate & Continuing Education has established marketing partnerships between the Cooking & Wine program, Whole Foods Market and most recently, New Seasons. The partnership to-date includes Whole Foods donating food, promotion and their instructors for CCE-run classes. There are plans being made for in-store promotions with the new Vancouver New Seasons location during 2012. (CCE)
- Working with Andy Barsotti of Information Technology Services, Webmaster Chris Concannon created a scholarship application for the Clark College Foundation. The new application allows users to apply online. The data is stored on Clark’s server temporarily, and then moved to the Foundation site/server for permanent storage. (C&M)
- Communications Specialist Hannah Erickson successfully conducted negotiations with Facebook to remove a “copycat” Clark College Facebook page. Many students, as well as local nonprofits and businesses, had connected with this Facebook page, believing it to be Clark’s official page. The page was home for spam and unsavory business offers. Now a Facebook search for pages with the keywords “Clark College” brings up Clark’s official page immediately. As of Jan. 11, Clark’s official Facebook page had 2,967 followers. (C&M)
- The Communications and Marketing team has supported the winter 2012 Faculty Speaker Series presentation by automotive technology professor Mike Godson. “Driving the Future: Automobiles in the 21st Century” will be held on January 24 at 1:00 p.m. in the Penguin Student Lounge on the main campus. Departmental support includes a news release, design and printing of the program and poster, creation and placement of print and newspaper ads (Columbian, Camas-Washougal Post-Record and Battle Ground Reflector), and support for the event on the college’s Facebook and Twitter sites. (C&M)

EXPAND ACCESS

- The college is partnering with WSU Vancouver to create and place newspaper and online advertising in support of College Goal Sunday, which will be held on January 22 at 1:00 p.m. at WSU Vancouver. WSU Vancouver is coordinating the ad presence for The Columbian. Clark College is coordinating newspaper ads which are scheduled to run in the Camas-Washougal Post-Record and the Battle Ground Reflector newspaper. Additionally, an online ad will run in the Columbian's Business Today electronic newsletter. A web ad was also placed on the Clark College website. (C&M)
- Plans are in development to promote the 2012 Clark College Career Days on April 23 through April 26. The event has been expanded from three days to four from last year. It will provide a free career exploration, career skills building and career networking opportunities which are open to all Clark College students. This year, there will be a new addition: a college transfer day when students can explore transfer options to earn a four-year bachelor's degree with local, participating college representatives. Similar to last year, the Career Clothing Closet has been scheduled to "fit" with this year's Career Days. (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

- Eleven new international students from 9 countries are enrolled for winter term, for a total of 74 international FTE. Students come from countries as diverse as Kuwait, Indonesia, Thailand, Brazil, Qatar and Senegal. (SA)
- Two Advising Department Divisional Managers attended the Vancouver Housing Authority's Job Skills Night on January 5 to present information to approximately ten low-income community members on professional/technical and health occupation programs available at Clark. (SA)
- HR recently posted 11 tenure faculty positions for 2012-13. In addition, the Associate Dean of Health Sciences, the Vice President of Instruction and two classified positions are currently being recruited. HR is working with the new Special Advisor for Diversity and Equity to broaden the applicant pool for all positions.
- Kimberly Baker was appointed to the classified position of Fiscal Technician 2 effective December 19, 2011. Kimberly has an Associate's degree in Computer Information Technology from Heald College. She has previous work experience with Clark College, Investment Property Group, Whatcom County Information Services, Snohomish County Department of Information Services, Food Services of America, First Baptist Church of Everett, University of Washington, Everett Community College, and United Parcel Service.
- Cheryl Davenport was appointed to the classified position of Library and Archives Paraprofessional 4 effective January 2, 2012. Cheryl has a Bachelor's degree in Biology/Environmental Science from Washington State University, and an Associate's degree from Clark College. She has previous work experience with Clark College and Washington State University.
- Levin Davie was appointed to the classified position of Information Technology Specialist 3 in the Information Technology Services department effective December 5, 2011. Levin has an Associate's degree in Electronics Engineering. He has previous work experience with Standard Insurance and Verizon Business.
- Rhianna Derscheid was appointed to the exempt position of Credentials Evaluator Manager in the Credentials Evaluation department effective January 3, 2012. Rhianna has a Master's degree in Sociology from Portland State University and a Bachelor's degree in Public Affairs from Washington State University. She has previous work experience with Clark College and Portland State University.

FOSTER A DIVERSE COLLEGE COMMUNITY

- Diane Drebin was appointed to the administrative position of Dean of Student Enrollment and Completion in Student Affairs effective January 3, 2012. Diane has Master's degree in Post-Secondary Administration and Student Services from Portland State University, a Bachelor's degree in Communications/Training and Development from Marylhurst University, and an Associate's degree from Clackamas Community College. She has previous work experience with Laramie County Community College and Clackamas Community College.
- Aaron Hodukavich was appointed to the exempt position of Disability Support Services Manager in Student Affairs effective January 3, 2012. Aaron has a Master's degree from Howard University School of Law and a Bachelor's degree in Economics/Business Administration from Longwood University. He has previous work experience with Wiscarson Law, P.C., National Disability Rights Network, Drug Policy Alliance, Cliffe Dekker Hofmeyr, NISH East Region, and Arlington Economic Development.
- Cody Jones was appointed to the classified position of Research Analyst 2 in Planning and Institutional Effectiveness effective January 17, 2012. Cody has a Doctorate and a Masters' degree in Environmental Management from Portland State University in Environmental Management and a Bachelor's degree in Environmental Studies and Economics from San Jose State University. She has previous work experience with Oregon Institute of Technology, Portland State University, S. Brooks and Associates, Volt Services Group, Visto Corporation, and Remedy Corporation.
- Gayle Lee was appointed to the classified position of Program Coordinator in the WorkFirst department effective January 17, 2012. Gayle has an Associate's degree in Business Administration and Supervisory Management from Clark College. She has previous work experience with Marla Heikkala & Associates and Clark College.
- Reesa McAllister was appointed to the classified position of Secretary Senior in the Computer Technology department effective December 27, 2011. Reesa has an Administrative Assistant Associate's degree from Clark College. She has previous work experience with Clark College, Winning Money Strategies LLC, and Construction Research Corporation.
- Eriko Otsuka was appointed to the exempt position of Software Application Integrator and Developer in Information Technology Services effective January 3, 2012. Eriko has a Bachelor's degree in Computer Science from Washington State University. She has previous work experience at Clark College, South Puget Sound Community College, and Systema Corporation.
- Jessica Sanders was appointed to the classified position of Program Assistant in the Student Learning Center effective December 22, 2011. Jessica has an Associate's degree from Pierce College. She has previous work experience at Lower Columbia College, Jackson-Hewitt Tax Service, Longview United Methodist Church, Choice Insurance Solutions, and Lighthouse Christian Center.
- Melissa Sinclair was appointed to the exempt position of Advising Divisional Manager in Advising effective January 9, 2012. Melissa has a Master's degree in Education from University of Washington

FOSTER A DIVERSE COLLEGE COMMUNITY

- Bothell and a Bachelor's degree in Business Administration from Hawaii Pacific University. She has previous work experience with University of Washington, Hawaii Pacific University, and First Hawaiian Bank.
- Blue Linden retired from his position of Facilities Services manager effective December 3, 2011. Blue had been with the college since February 2007.
- Graphic Designer Jenny Shadley created a new landmark for the Iris Awards, which honor women of achievement in Southwest Washington. The 2012 honorees will be announced during the State of the College Address on Jan. 19. (C&M)
- Communications Specialist Hannah Erickson and Graphic Designer Jenny Shadley included an article introducing Sirius Bonner, Clark's Special Advisor on Diversity and Equity, in *Clark* 24/7. Additionally, they ensured that the Diversity Statement included in every issue of *Clark College Connections* was updated to include Bonner's new title and contact information. (C&M)
- The Communications and Marketing team provided support for the college's 2012 events honoring Dr. Martin Luther King, Jr. The college posted and issued a news release about the events and is featuring it in a web ad on the college home page. (C&M)
- Communications and Marketing issued a news release supporting the winter 2012 Mental Health Mondays series. Today, issuing a news release means sending to news outlets, posting on the college website, posting on media blogs, sending on the college's RSS news feed, and sharing through the college's eNews service, which had 994 subscribers as of Jan. 11. (C&M)
- Senior Graphic Designer Wei Zhuang partnered with International Programs Manager Jody Shulnak and Lorraine Leedy to completely redesign the international programs recruitment brochure. It is expected to go to the printer in mid-January. Graphic Designer Jenny Shadley captured photos of international students – in class and during extracurricular activities – for use in the brochure. (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

- Working closely with their industry advisory committee, the Networking Technology department has re-tuned its degree and certificate offerings going through each course and program outcome. The program's two degrees and related certificates are aligned with federal and state identified career professions in demand through 2020. This includes providing courses in support of Clark's new Health Informatics degree. (OOI)
- The Pathways Center implemented a restructured Job Training program which serves WorkFirst students. This program delivers various skill building activities to students who are focusing on entering the work force. (OOI)
- The Horticulture Club donated time and materials to the Weber Arboretum to help maintain the site. They also hosted a tree planting on main campus for the college's Tree Campus USA status. (OOI)
- Students enrolled in Biology 222, the molecular and cellular biology quarter of our biology majors sequence, will be participating in active research for the USDA through the ComGen research project. They will be sequencing a bacterium that has the potential to protect wheat crops against a root fungus. The USDA is using community college biology students to research this option for application in agricultural practices. The experience provides the students with an opportunity to learn the process of genetic sequencing in a real-life application. ComGen is coordinated by Bellevue College and is funded by the National Science Foundation. (OOI)
- Fitness Trainer students had two field trips during the fall term. The first was a visit to Parkview Christian Retirement Community to conduct fitness testing on seniors and the second was a trip to Fort Vancouver High School Medical Magnet program to introduce volunteer high school students to fitness testing. (OOI)
- Eight Fitness Trainer students interested in pursuing a 4-year degree visited Concordia University in Portland on November 28. The visit included a luncheon, question and answer session, and campus tour. Two Clark Fitness Trainer graduates attending Concordia in the Exercise and Sport Science program also attended. The Clark College Fitness Trainer Program has a transfer agreement with Concordia University's Exercise and Sport Science program. (OOI)

RESPOND TO WORKFORCE NEEDS

- Corporate relations manager Michelle Giovannozzi was invited by the State Board of Community and Technical Colleges to provide input on the improvement of Job Skills Program (JSP) grant process in Olympia on January 5, 2012. (CCE)
- On January 23, 2012 Corporate & Continuing Education was awarded one of three grants by the Washington State Workforce Training and Education Coordinating Board. The grant award of \$200,000 will support a training program designed to transition low-wage, low-skilled incumbent healthcare workers into professional careers in healthcare. The grant project will begin in January 2012 and continue through April 2013. During that time period, Corporate & Continuing Education will be working with PeaceHealth Southwest Medical Center to successfully train a minimum of 32 workers as NAC professionals and prepare them for other healthcare fields by ensuring their success in healthcare education. (CCE)
- Clark College Corporate & Continuing Education was invited to participate as the workforce partners in a regional initiative to develop a model plan for Healthcare Advocates for federally funded Innovations in Healthcare Grant. CCE is working closely with private healthcare partners, community-based healthcare programs, mental healthcare providers, and emergency service providers. The focus of the grant is to develop methods to improve patient health, improve healthcare services, and reduce healthcare costs. Funding for the entire program is projected at \$14.1 Million, of which \$2 Million will be allocated for workforce development through Corporate & Continuing Education. (CCE)
- Corporate & Continuing Education staff attended the following events and meetings to promote corporate and community relations:
 - Clark County Public Safety meetings
 - Northwest Food Processors Association Expo
 - Clark County Rotary
 - 2012 Legislative Breakfast
 - SWWDC Executive Director Interviews
 - Frito Lay tour of Mechatronics lab at CTC
 - Innovation Challenge grant Executive Committee meetings
 - SW WA Leaders on the Brookings Institution Greater Portland Metropolitan Export Initiative (MEI) luncheon
 - Clark College Legislative Reception (CCE)
- Communications Specialist Hannah Erickson and Graphic Designer Jenny Shadley visited the Mechatronics classroom for interviews and photographs to promote the program in the Spring Schedule. Hannah posted some photos from the visit on Facebook. (C&M)
- Communications Specialist Hannah Erickson initiated Clark's first Open Conversation on Social Media on Dec. 9. More than two dozen faculty and staff members attended this event, in which Hannah led a conversation about how social media is being used at the college, and some of the advantages and challenges of using social media in a college setting. In the spirit of collegewide communication, Hannah posted a recap of the event to the Clark College Forum. She intends to hold a second Open Conversation in Winter Quarter. (C&M)

RESPOND TO WORKFORCE NEEDS

- Graphic Designer Jenny Shadley has successfully launched the college's Flickr site: http://www.flickr.com/photos/clark_college/ Flickr allows users to store, sort, search and share photos online. The most popular Clark College feature to date: photos of Oswald around the world. The images were posted on Dec. 30. By Jan. 11, we had received 745 views. A Flickr icon is scheduled to be added to the Clark website by the end of January. (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

- The Networking Technology department, as the newly certified Cisco Academy in the Northwest region, has been selected by Cisco as their education partner for Western Washington and received an \$18,500 grant to accomplish this leadership work. Clark's Networking Technology department is now providing leadership for most K-12 and college/university technology education programs throughout western Washington. Schools teaching Cisco technology, including Bellevue College, North Seattle, and thirty others, look to Clark's program for setting up their labs, choosing curriculum, training their instructors, and more. (OOI)
- A 911 Emergency Training was held on November 10 at TPC to better prepare staff to respond to emergencies at TPC. This session was led by Ken Pacheco, Director of Security & Safety, and included a guest speaker from the Vancouver Police Department. (OOI)
- Neil Fykerud, WorkFirst Program Coordinator, completed Crisis Intervention Management Team training on December 1, 2011, at GHL 207. (OOI)
- The Pathways Center team completed AdvisorTrac Training on November 8, 2011. (OOI)
- The ART and Computer Graphics Technology (CGT) Departments launched their updated degrees and certificates in Graphic Design and Web Design this fall. To further support students pursuing these curriculum paths and new course offerings, Facilities and IT Services worked diligently over the winter break to relocate and renovate a number of classrooms and labs in AA-4. The renovations include an expanded 24-station Mac open lab, a graphic design classroom with creative work areas, and a re-designed digital photo and art classroom. These creative learning spaces are linked classrooms, allowing faculty and students to share resources and interact in shared workspaces. Thanks are due to Rich Nevis and the crew at Facilities Services, Scott Root, Phil Sheehan, Alan Logston and faculty members Kathrena Halsinger and Kristl Plinz for making this happen. (OOI)
- The Nursing Program launched Golden (50th) Anniversary activities by sending (direct and via e-mail) a holiday greeting to approximately 1,300 alumni and program supporters. The first event, a "SIM Baby Shower" open house that will be held at Clark College WSU-V on February 9, was announced with a request to "save the date" and an invitation to stay informed of all of the anniversary activities for the year by visiting the published link to the Clark College Foundation Alumni site. Thanks to Jenny Shadley, Graphic Designer, for an excellent design, to the Clark College Foundation for alumni mailing support, and to clinical partners at PeaceHealth and Legacy Hospital-Salmon Creek for assistance with electronic distribution to employees. (OOI)

ENHANCE COLLEGE SYSTEMS

- Completion of 100 new temporary parking spots at the former location of the Star Building has been delayed after site work unearthed hazardous building materials. Our project management team is working with the contractor and an environmental consultant to remove the material as safely and quickly as possible. On-site tests have indicated that there is no health threat to students and staff. We hope to have the new parking spots available by the end of January. (AS)
- Work on installing radon mitigation systems for Baird, Bauer, and Pechanec Halls was completed in fall quarter. System testing will be conducted February and Facilities Services will follow up with long-term (90-day) testing to ensure that the systems are operating as designed. (AS)
- The Washington State Auditor has established a new approach for conducting accountability audits of state agencies. Rather than auditing individual state agencies, auditors will be auditing and reporting on statewide financial statements, federal audit requirements, and statewide audit topics. In October and November, auditors were present at the College for short periods to conduct audits in three areas:
 - Confirmation of revenues in the Grants and Contracts and the Financial Aid funds related to the opinion the State Auditor issues on the statewide financial statements;
 - Audit of select federal programs as required by *Office of Management and Budget Circular A-133*; and
 - Audit of the student tuition waiver programs, a statewide audit topic identified for the 2010-11 fiscal year.

Although this new approach does not include formal entrance or exit conferences, the auditors did provide information about their work. No serious issues were identified. As usual, the auditors provided helpful suggestions, all of which have been considered and addressed. (AS)

- As we did fall quarter, Security retained an additional officer on the main campus from 8:00 a.m. to noon during the first two weeks of winter quarter to assist with parking management, guiding students, and reinforcing our tobacco-free and littering policies. (AS)
- The College conducted its first lockdown drill January 19. Over 2100 devices (phones and computer screens) at all College sites received the lockdown drill notice. Educational information was distributed in advance (via email and online at www.clark.edu/emergency) to prepare faculty and staff for a successful drill. A pre-test of the College's mass notification system was conducted January 11. The purpose of the drill was to prepare people for effective response if a situation arises requiring isolation (rather than evacuation) from an identified threat. Drills, new technology and staff training are successfully raising awareness and college-wide emergency preparedness levels. (AS)
- A critical component of the College's grassroots emergency preparedness program moved forward in January with initial training of over 45 Emergency Building Coordinators (EBC's). Two half-hour training dates were offered. Training materials were developed in-house, with participation from an

ENHANCE COLLEGE SYSTEMS

interdisciplinary focus group. Using funds from the College's Emergency Management in Higher Education grant, each EBC received a backpack safety kit containing helpful emergency supplies such as a flashlight, whistle, vest, and building-specific maps detailing escape routes and assembly areas. EBC's are being trained to help students, faculty, and staff respond effectively during emergency drills and events with their awareness of emergency protocols, communication skills, and role-modeling. (AS)

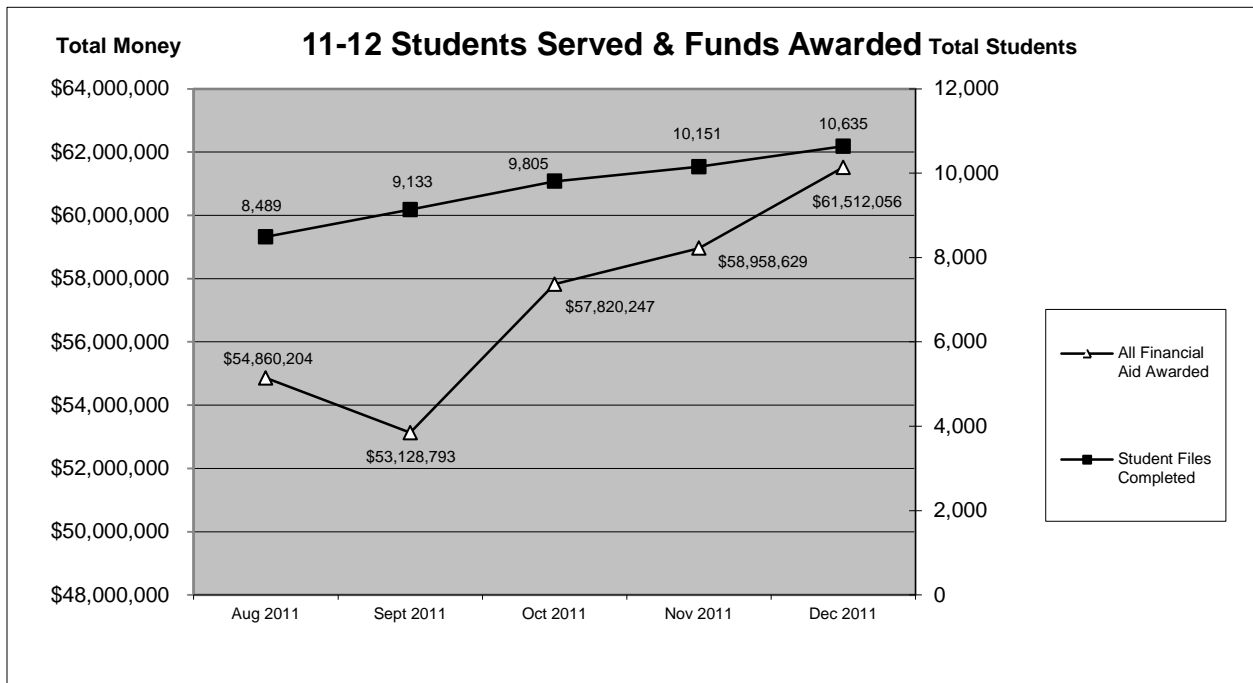
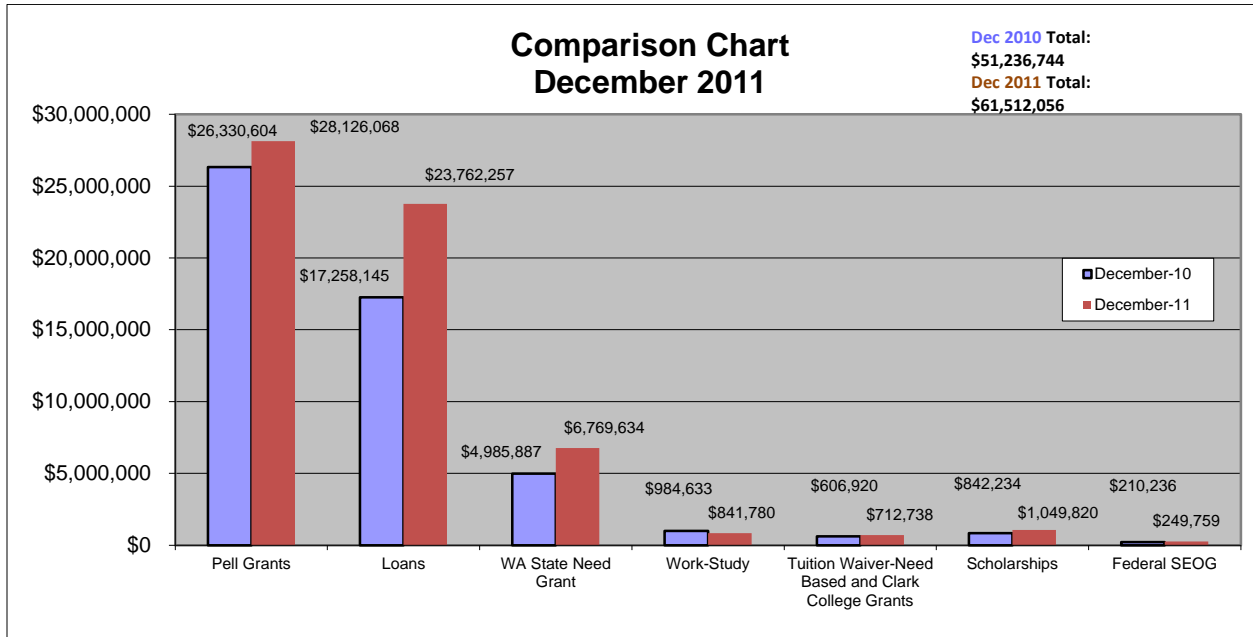
- Active Shooter safety training was presented to 18 members of the Workforce, Career and Technical Education unit in December. News accounts of campus shootings, and a desire to create and maintain a safe school environment, continues to keep this training in high demand. (AS)
- The College's first Campus CERT (Community Emergency Response Team) refresher training was conducted January 12 for 30 CERT members. President Knight welcomed them and presented appreciation certificates. Class was taught by Capt. Bob Smith of the Vancouver Fire Department. Capt. Smith reviewed triage basics (how to sort patients based on medical need) and used volunteer "victims" from Campus CERT to teach how to move injured people following an emergency. All Campus CERT members have completed a 20-hour training program, carry Volunteer Emergency Worker Certificates, and are expected to assist in a disaster by using hands-on skills in light search and rescue, medical aid/triage, hazmat awareness, and site-specific hazards. (AS)
- On the safety front, Environmental Health and Safety staff, together with the EHS Committee, has completed the college-wide Fall 2011 Hazard Walk Through program. Buildings on the list for the first time include Foster Hall, Hanna Hall, Hawkins Hall, T-Building, and the Foundation. EHS staff conducted lockout training for 47 employees at two Facilities Services Safety Meetings. EHS staff also conducted two ergonomic consultations. (AS)
- Summarizing the College's 2011 safety statistics, the most common injuries sustained were contusion (11) and strains and sprains (12). The most common injury mechanisms were struck by/against (10) and then slips, trips, and falls (9). As we continue "skating" through the winter season, please be aware of environmental conditions (wet and/or frozen surfaces). (AS)
- The Director of Advising participated in a focus group for Emergency Building Coordinators on January 6. The focus group, provided by Jennifer Grove and Marilyn Westlake from Emergency Management, was designed to improve the training for Clark College employees who volunteer as Emergency Building Coordinators. Representatives from across the college participated and provided feedback on the training from each of their perspectives. (SA)
- The State Audit conducted in early December included a thorough review of Clark's Federal Financial Aid requirements and State Waivers. We are happy to report that there were no audit findings for our areas of responsibility. The Auditors reviewed the Title IV Application to Participate, Participation Agreement, and the policies and procedures for determining federal grant, work study and student loan eligibility. Auditors tested several files to ensure that policies and procedures were

ENHANCE COLLEGE SYSTEMS

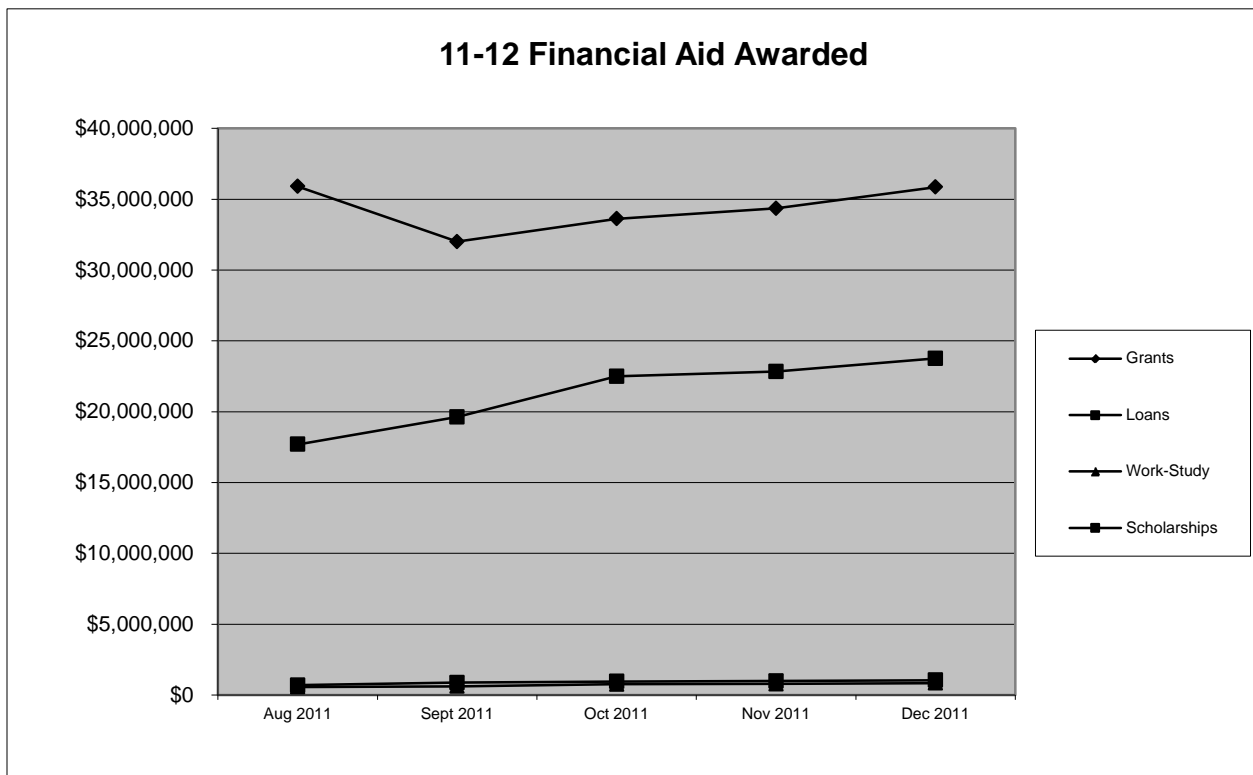
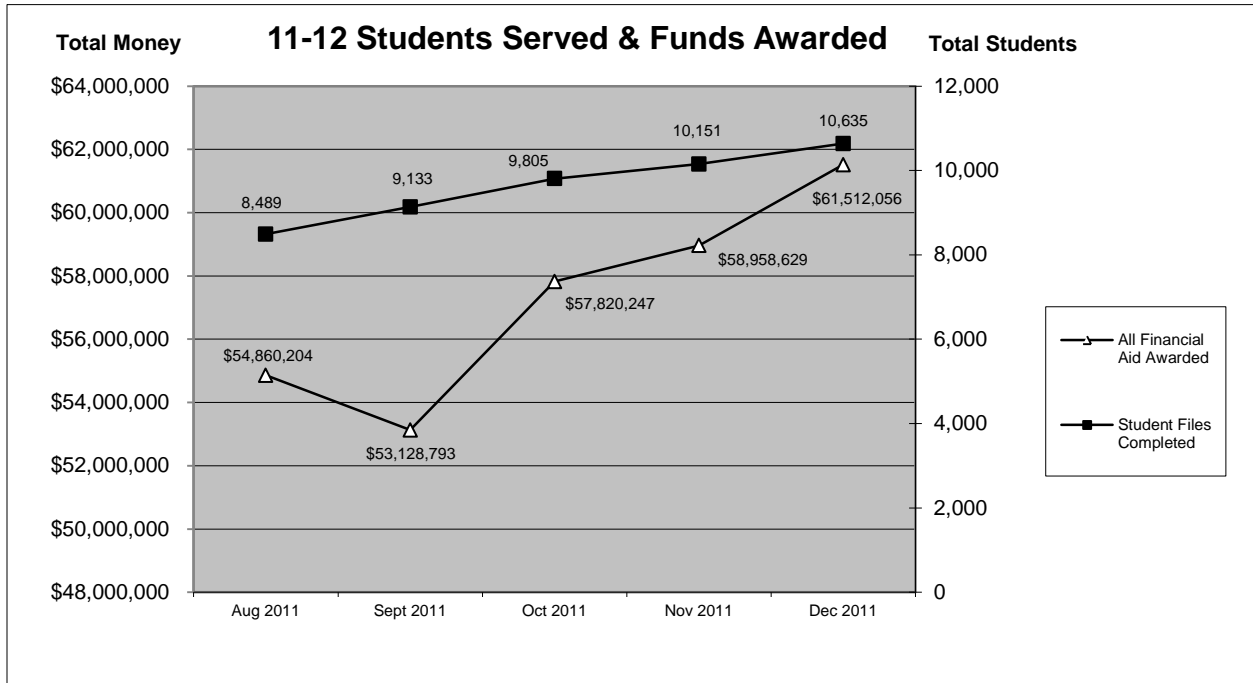
followed and funds were awarded accurately and disbursed on time. The Financial Aid Office manages five state waivers that pertain to high school completion, financial aid recipients, and veterans. (SA)

- The Admissions office disbursed 2,632 welcome letters by email during the enrollment cycle for winter quarter instead of providing the information by mail, resulting in a decrease of cost and staff time. (SA)
- Travis Kibota, Professor of Biology, is serving as the grant developer on a part-time basis. This is a great opportunity for Clark College, especially due to Professor Kibota's organizational experience, grant development and writing skill set, and collaborative approach to work. (P&E)
- Graphic Designer Jenny Shadley produced a holiday card for the Nursing Department in partnership with the Clark College Foundation. Created as the nursing department prepares for its 50th anniversary celebration, the card had two purposes: 1) to gain a larger pool of contacts of nursing alumni and 2) to inform the alumni and medical community about the upcoming SIM "baby shower" in February. Jenny also attended the nursing department's fall quarter pinning ceremony, taking photos and notes for the *Clark 24/7* article that ran on Dec. 19. (C&M)
- Graphic Designers Jenny Shadley, Wei Zhuang and Pat McDonald attended the sustainability assessment questionnaire session, hosted by Catherine Keene on Dec 15. (C&M)

FINANCIAL AID STATISTICS



FINANCIAL AID STATISTICS



Clark College - Budget Status Report

December 31, 2011

Sources of Funds (Revenues)	2011-12 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	24,979,009	13,630,615	11,348,394	54.6%
Tuition	15,577,414	11,059,198	4,518,216	71.0%
Running Start	4,762,998	1,657,773	3,105,225	34.8%
Excess enrollment	9,886,504	6,664,000	3,222,504	67.4%
Planned use of prior fund balance	1,498,934	-	1,498,934	0.0%
Dedicated, matriculation, tech, cont ed	3,974,189	2,566,880	1,407,309	64.6%
Total Operating Accounts	60,679,048	35,578,466	25,100,582	58.6%
Other Accounts				
Grants & Contracts less Running Start	4,999,993	1,682,625	3,317,368	33.7%
Internal Support	644,495	308,874	335,621	47.9%
ASCC less PUB	1,618,030	975,943	642,087	60.3%
Bookstore	5,651,821	2,666,327	2,985,494	47.2%
Parking	469,228	258,555	210,673	55.1%
Auxilliary Services	1,830,408	814,024	1,016,384	44.5%
Financial Aid	53,444,805	31,308,224	22,136,581	58.6%
Total Other Accounts	68,658,780	38,014,572	30,644,208	55.4%
Total Sources of Funds	129,337,828	73,593,039	55,744,789	56.9%

Uses of Funds (Expenses)	2011-12 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	867,986	298,231	569,755	34.4%
Vice President of Instruction	37,472,558	17,059,987	20,412,571	45.5%
Vice President of Administrative Services	11,071,838	6,173,107	4,898,731	55.8%
Vice President of Student Affairs	7,967,457	3,526,256	4,441,201	44.3%
Associate Vice President of Planning & Effectiven	491,544	242,677	248,867	49.4%
Executive Director of Corporate & Continuing Ed	844,240	434,957	409,283	51.5%
Executive Director of Communications	967,628	523,661	443,967	54.1%
Associate Vice President of Human Resources	995,797	386,505	609,292	38.8%
Total Operating Accounts	60,679,048	28,645,382	32,033,666	47.2%
Other Accounts				
Grants & Contracts less Running Start	4,999,993	2,220,784	2,779,209	44.4%
Internal Support Services	644,495	501,831	142,664	77.9%
ASCC less PUB	1,618,030	665,765	952,265	41.1%
Bookstore	5,651,821	3,454,314	2,197,507	61.1%
Parking	469,228	173,140	296,088	36.9%
Auxilliary Services	1,830,408	828,407	1,002,001	45.3%
Financial Aid	53,444,805	31,196,597	22,248,208	58.4%
Total Other Accounts	68,658,780	39,040,838	29,617,942	56.9%
Total Uses of Funds	129,337,828	67,686,220	61,651,608	52.3%
Difference - Excess (Deficiency)	-	5,906,819		
Move excess enrollment to local capital project		(485,000)		
Move CIS equip reserve to local capital project		(50,000)		
Net Difference		5,421,819		

Capital Projects- Expenses & Encumbrances	6,856,989	1,447,034	5,409,955	21.1%
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c. Bob Knight, Bob Williamson, Karen Wynkoop
e. Theresa Heaton, Cindi Olson, Nicole Marcum, Bill Belden
Ron Hirt, Accounting-January 10, 2012

CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2011

	Fund Balance (minus non-cash assets) 6/30/11	Cash Balance (minus dedicated cash) 6/30/11	Required Reserves	Prior Commitments (prior to 7/1/11)	New Commitments (2011/12)	Total Available Cash
145 Grants and Contracts						
147 Local Capital	3,103,448	2,922,903			574,155	2,348,748
148 Dedicated Local	(1,672)	(1,672)				(1,672)
149 Operating Fee	5,719,882	2,238,353		1,189,991	778,439	269,923
440 Central Store (Catalog)	485,592	50,323				50,323
443 Data Processing	51,625	51,625				51,625
448 Print/Copy Machine	915,869	910,348			910,348	-
460 Motor Pool	(155,860)	(155,860)				(155,860)
522 ASCC	29,738	29,738				29,738
524 Bookstore	1,644,576					-
528 Parking	2,882,248	2,882,248				2,882,248
570 Other Auxiliary Enterprise	287,216	287,216				287,216
790 Payroll (clearing)	931,090	396,105		28,535		367,570
840 Tuition/VPA	236,648					-
846 Grants - Fin Aid	5,593,419					-
849 Student Loans	(1,773,305)					-
850 Workstudy (off-campus)	36,069					-
860 Institutional Financial Aid Fun	(9,604)					-
Reserves*	533,887		5,946,611			(5,946,611)
Totals	20,510,866	9,611,327	5,946,611	1,218,526	2,262,942	183,248

S.SAND 1/9/12



Effectiveness Database

New Student Fact Sheet

Fall 2011

Type of New Students

	#	%
Total	3,485	
First Time, First Year	2,742	79 %
Graduated Last Spring	960	28 %
Running Start	1,041	30 %
All Other	741	21 %
Transferred to Clark	743	21 %

Demographics

	#	%		#	%
Under 18	1,075	31 %	Of Color	877	26 %
18 to 24	1,602	46 %	White	2,461	74 %
24 to 30	314	9 %			
30 to 44	324	9 %	Female	1,915	55 %
44 and Over	170	5 %	Male	1,569	45 %
Median Age	18.8		Average Age	22.4	

First-Time First-Year Students Who Tested at College Level

	Graduated Last Spring		Running Start		Other	
	#	%	#	%	#	%
Mathematics	170	19 %	508	59 %	36	7 %
Reading	742	79 %	1,034	100 %	452	81 %
Writing	535	57 %	1,027	99 %	290	52 %

Most Popular Courses and Success Rate

Course	# of Students	Success Rate	Course	# of Students	Success Rate	Student Success	
						# of Students	%
ENGL&101	1,508	83 %	PSYC&100	153	82 %	Successful in all courses taken	2,251 65 %
MATH 030	316	68 %	HDEV 116	149	77 %		
ENGL 098	295	74 %	DVED 021	131	66 %	Successful in no courses taken	401 12 %
HIST&146	268	79 %	MATH 103	130	68 %		
MATH 090	189	73 %	MATH 089	129	78 %	Withdrew from all courses taken	67 2 %

Home High School

Graduated Last Spring			Running Start		
Union High School	77		Battle Ground High	47	Union High School 104
Skyview High School	72		Hudsons Bay Hgh Schl	45	Skyview High School 85
Evergreen Hgh Schl	68		Mountain View	43	Evergreen Hgh Schl 83
Camas High School	60		Prairie High School	41	Camas High School 79
Heritage Hs	53		Ft Vancouver Hgh Sch	35	Heritage Hs 67

Notes: Not all combinations of success are represented in the Student Success table

Minutes of the Business Meeting of the Board of Trustees

Clark College, District No. 14

December 14, 2011

Ellis Dunn Room GHJ 213

Trustees Present:	Mmes. Rhona Sen Hoss, Jada Rupley, and Sherry Parker; Messrs. Jack Burkman and Royce Pollard.
Administrators:	Mr. Robert Knight, President, Dr. Tim Cook, Interim Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services; Mr. Bill Belden, Vice President of Student Affairs; Dr. Darcy Rourke, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Sirius Bonner, Special Advisor to the College Community on Diversity & Equity; Ms. Leigh Kent, Executive Assistant to the President.
Faculty:	Prof. Kimberly Sullivan, AHE President; Ms. Melissa Favara, Academic Early Warning (AEW) Faculty Liaison.
Others:	Ms. Lisa Gibert, CEO Clark College Foundation; Mr. Ted Broussard, Dean of Student Success & Retention; Mr. Arnie Song, AEW; Ms. Bonnie Terada, Assistant Attorney General; Ms. Carol Irwin, student.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Sen Hoss called the meeting to order at 5:05 pm. She reviewed the Foundation's presentation during the work session and thanked Ms. Gibert for providing this update. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> The agenda was accepted as presented. 	
II. B	Statements from the Audience	<ul style="list-style-type: none"> There were no statements from the audience. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
December 14, 2011
Ellis Dunn Room GH 213

	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> Ms. Sullivan discussed her participation in the AHE executive leadership academy. She is finding it a very interesting and challenging program and offered to share a paper she is writing about for-profit colleges for the academy conference with the trustees upon her return. 	<ul style="list-style-type: none"> The trustees indicated they would be pleased to hear her presentation.
	2. WPEA	<ul style="list-style-type: none"> There was no report from the WPEA this evening. 	
	3. ASCC	<ul style="list-style-type: none"> Ms. Ferguson reported that the ASCC is in the process of completing their end-of-quarter activities. They recently participated in a mock legislative session, rallied in Olympia against budget cuts, and met with Sen. Craig Pridemore. The group plans to travel to Olympia again on January 22 and attend the college's legislative reception. 	<ul style="list-style-type: none"> Trustee Parker encouraged ASCC members to attend legislative events noting that direct student contact with legislators is much more effective than college or trustee input.
	D. Foundation	<ul style="list-style-type: none"> Ms. Gibert had nothing further to add to her previous report at the work session. 	<ul style="list-style-type: none"> Chair Sen Hoss asked that all trustees please contribute to the annual campaign.
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Chair Sen Hoss reviewed the board calendar of events. Trustee Parker attended the Holiday Reception and was pleased to have been able to see the Classified Awards presentation. She praised and thanked the classified staff for continuing to move the college forward despite the budget crisis. Chair Sen Hoss noted that the Classified Awards are provided through the Foundation from a generous gift by an anonymous donor. President Knight introduced Sirius Bonner, Special Advisor to the College Community on Diversity & Equity. The college is very fortunate to have her and he is very happy she accepted the position at Clark. 	
II. E.	President's Report	<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> Tonight's <i>Student Success</i> presentation was provided by Carol Irwin, Pharmacy Tech student. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> The Faculty Presentation was given by Melody Scheer, Dental Public Health instructor. She discussed how student projects help local community members practice good oral care as it greatly affects a person's wellbeing. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
December 14, 2011
Ellis Dunn Room GHJ 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>FOCUS ON LEARNING</p> <ul style="list-style-type: none"> Mr. Broussard, Ms. Favara, and Mr. Song provided a status update on the Academic Early Warning system in response to an earlier request from Trustee Burkman. The program was introduced in 2008 to assist students who were in danger of failing and to help them get back on track and succeed in their classes. During the first year of the program, 145 instructors used AEW. Based upon their feedback and the receipt of a Spark Grant, the AEW task force was able to upgrade and customize the system, making it more user friendly, and enhancing communication between instructors and students. Due to the improvements made, 209 instructors now use AEW, a 60% increase. The AEW generates a letter to students who are failing a class. A member of the Student Affairs staff will then contact the students who receive a letter and connect them with the appropriate college resources for assistance. Approximately 1,400 students received AEW communications this term. The AEW task force seeks an instructor participation rate of 75%. The AEW will be rolled out at the college's other locations in the near future. Dr. Cook provided data to Trustee Rupley concerning the automotive program. Certificates of Achievement are earned by students who complete the program with fewer than 45 credits. The certificate allows the students to compete for an entry level in the automotive industry. <p>FOSTER A DIVERSE COLLEGE COMMUNITY</p> <ul style="list-style-type: none"> Career Services held a non-profit fair on November 9 showcasing organizations that have volunteer opportunities in the local community. This is the fourth time the fair has been held and it has grown every year. This year, 35 non-profit organizations were represented and over 630 visitors attended. <i>(Mr. Belden).</i> 	<ul style="list-style-type: none"> Trustee Rupley thanked the team for helping the students succeed at Clark.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
December 14, 2011
Ellis Dunn Room GH1 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>RESPOND TO WORKFORCE NEEDS</p> <ul style="list-style-type: none"> Representatives from several local manufacturing companies have visited the college for tours of the Mechatronics program and CTC facility. They have been very impressed and the groundwork is being laid for future partnerships and relationships. <i>(Mr. Kussman).</i> Mr. Williamson noted that the state House and Senate agreed on \$480 million in budget cuts this week. There is a remaining shortfall of \$1.5 billion that must be dealt with when the session resumes in January. He expects final budget numbers to be released to the colleges in either April or May 2012. Based upon current information available, he believes that the final cut to Clark will be an additional \$2 million. 	<ul style="list-style-type: none"> The new budget timeline will be shared with the Board at the January meeting. President Knight said that since budget numbers will not be available in January, no staff layoffs are planned prior to June 2012. A message will be sent to the college community before Christmas announcing this.
III.	ACTION ITEMS		
	CONSENT AGENDA		<ul style="list-style-type: none"> MOTION: Trustee Pollard made a motion to approve the Consent Agenda. The motion was seconded by Trustee Burkman and unanimously approved.
IV.	FUTURE TOPICS		
	Budget (1/25 work session) Diversity Operational Plan Workforce Development Review of College Policies GISS Student Completion Data	Columbia River Crossing K-12 CLE Update Climate Survey—continued follow-up.	
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 January 25, 2012 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 6:10 pm. 		

Rhona Sen Hoss, Chair

Leigh Kent
 Recorder
 December 28, 2011