

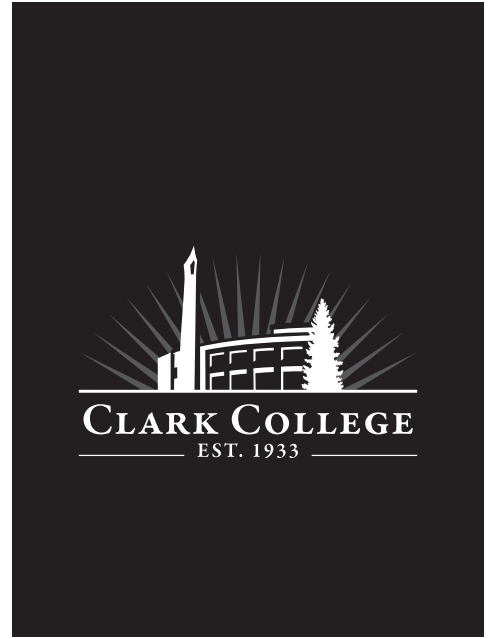
Clark College Board of Trustees



January 23, 2013

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.

**Clark College
Board of Trustees Packet
January 23, 2013**

Table of Contents

Clark College Vision/Mission

Board of Trustee Goals

Table of Contents

Page i

Agenda

Pages ii-iii

Focus on Learning

Pages 1-3

Expand Access

Pages 4-5

Foster a Diverse College Community

Pages 6-8

Respond to Workforce Needs

Pages 9-10

Enhance College Systems

Pages 11-12

Statistics

Pages 13-17

Action Items

Pages 18-20

CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, January 23, 2013
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.

The Board will convene in Executive Session under RCW 42.30.110(1) at

4:00-4:50

4:00 pm for the following purposes:

1. to consider the selection of a site or the acquisition of real estate by lease or purchase
2. to review the performance of a public employee

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

No Written Report

4. Foundation: Strategic Plan

No Written Report

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Dennis Davis

Faculty Presentation: Process Oriented Guided Inquiry Learning (POGIL), Prof. Garrett Gregor, Mathematics and Prof. Susan Brookhart, Chemistry

Focus on Learning

Pages 1-3

Expand Access

Pages 4-5

Foster a Diverse College Community

Pages 6-8

Respond to Workforce Needs

Pages 9-10

Enhance College Systems

Pages 11-12

Statistics

Pages 13-17

III. ACTION ITEMS

First Reading

- ♦ There are no items for First Reading this month

Consent Agenda

- ♦ December 19, 2012 Meeting Minutes

Pages 18-20

IV. FUTURE TOPICS

- | | |
|--------------------------------|------------------------------|
| ♦ Columbia River Crossing | ♦ K-12 |
| ♦ Diversity Operational Plan | ♦ CLE Update |
| ♦ Workforce Development | ♦ Climate Survey |
| ♦ Review of College Policies | ♦ Visit WSUV Nursing Program |
| ♦ GISS Student Completion Data | ♦ Foundation Strategic Plan |

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, February 27, 2013 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 2013**

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

- Clark College eLearning uses a program called EvaluationKit to conduct student evaluations for online and hybrid courses. This program makes it possible for eLearning students to complete course evaluations similar to the evaluations that face-to-face students fill out in class. Fall quarter's response rate was 51%; this is up from response rates of 15 to 20% one year ago. (OOI)
- During fall quarter 2012, 47 Basic Ed. students (unduplicated) were tutored in a one-on-one capacity receiving between two and three hours of instruction per week. Forty-eight students were assisted by tutors who facilitated drop-in homework help groups and 57 students participated in ESL conversation and pronunciation practice groups. Currently the Student Learning Center (SLC) has more than 65 active tutors assisting students one-on-one, as small group tutors or as classroom aides. (OOI)
- Beginning January 7, Clark students will have access to modular furniture in Cannell Library's lower level of the first floor. These new learning spaces were made possible through a Technology Fee grant. (OOI)
- On January 2 and 3, Mathematics faculty members Paul Casillas, Kevin Rompala, and Mark Elliot welcomed more than 50 students to pre-quarter review seminars which provided information about what key concepts students will need from their previous math classes to carry them forward on their path to math success. Students enrolled in Math 111, 113, and 151 reviewed and prepared for the start of winter quarter through two day, six-hour seminars. This is the sixth year that the Math Department and STEM Unit have hosted these seminars for students, which typically take place just prior to the start of fall and winter quarters. (OOI)
- Two pre-engineering students will be conducting an afterschool camp for a select group of fourth and fifth grade students at Harney Elementary School beginning January 16. This is a paid internship opportunity for the two Clark students thanks to the generosity of a local donor to the Clark College Foundation. The afterschool program will run once per week on Wednesdays through mid-June,

FOCUS ON LEARNING

providing an opportunity for the elementary students to engage in fun STEM activities related to Lego robotics, while also providing the Clark students with real world experience that will assist them as they aim to transfer to local four-year institutions and eventually gain jobs in electrical and computer engineering. (OOI)

- The Nursing Assistant Certified (NAC) program reports 17 fall program graduates (100% of those registered) successfully passed state certification during the inaugural testing days at Clark College's newly state approved in-house testing site. (OOI)
- The Volunteer & Service-Learning (VSL) Coordinator supported 18 Instructors in 13 different departments who used service-learning in their academic courses during the fall 2012 term. By using the Service-Learning teaching model, these courses engaged 414 students who volunteered 4,454 hours in the community over the course of the quarter. Some of the organizations where students volunteered include: Boys & Girls Club, FISH, Free Clinic of SW Washington, NatureScaping, and various clubs through Clark College, as well as the Clark College library. (SA)
- The Employee Development Department has sponsored a Toastmasters group on the Clark College campus. Toastmasters International is a learn-by-doing, non-profit organization that promotes leadership and public speaking skills. Twenty-three employees have joined the group and will meet weekly to learn and apply effective public speaking, communication, leadership, and team building skills. (HR)
- Employee Development now offers faculty and staff access to lynda.com, an online subscription library that provides anytime, anywhere access to over 1,300 high quality instructional videos covering a variety of software and business skills. There are a limited number of transferrable licenses available for checkout. These licenses will be rotated among employees and the department is currently operating with a waiting list. (HR)
- The second session in the *Human Resources Training* series was held on December 13, 2012. The topic was "The Nature of NEOGOV – Online Personnel Requisitions at Clark". Twenty-six employees attended.
- Continuing Education enrollment increased over 30% in 2012 over 2011. The increased enrollment is due to several factors: increased social media marketing, new and innovative class offerings and Corporate & Continuing Education's (CCE) new location. New winter quarter include classes for iPad, iPhone and Android smart phones; the new social media classes have been especially popular. The social media theme will continue in spring with Creating YouTube Channels and Laptop Synchronization. (CCE)
- The winter 2013 class schedule, "Explorations", was delivered to more than 150,000 households in the Vancouver area on December 27, 2012. (CCE)

FOCUS ON LEARNING

- During fall quarter, 17 Mature Learning and Continuing Education art classes were held at the new location with 254 of students attending. Thirteen (13) Winter quarter art classes are being offered. A week after the class schedule was delivered, 202 students had registered for art classes at the new location and many classes have already filled. (CCE)
- Alison Pezanoski-Browne worked with Art faculty member Jamie Waechli to add student video work to Clark's YouTube channel. (C&M)
- Alison Pezanoski-Browne, with help from Graphic Designer Jenny Shadley and Webmaster Chris Concannon, created this year's Clark College Holiday e-card, the stop motion video that received 795 views on Vimeo and 121 views on YouTube. (C&M)
- Web Specialist Tahnya Huneidi worked with Janette Clay in Career Services to create an online sign-up form for students to apply for the First Year Experience mentoring program. When responses were less than expected, Tahnya and Graphic Designer Jenny Shadley created a web ad to promote the mentoring program that generated 1096 click-throughs. (C&M)
- Marketing Director Brian Scott and Graphic Designer Jenny Shadley collaborated with Fitness Center Manager Garet Studer to produce a new 10-week "Biggest Loser" Challenge for winter quarter. The weight loss program is targeted to Clark College students, faculty, staff and alumni. Webmaster Chris Concannon created an easy, online application process. The programs initial response was overwhelmingly positive. Final results will be tabulated in March and prizes will be awarded to the winners. (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

- Online and Hybrid course offerings continue to expand at Clark College. As of January 2, 2013, eLearning courses for Winter quarter were 95% filled (5,306 seats out of 5,569 available). A total of 796 students were on waitlists, a clear indication of demand for additional sections in a number of disciplines.
- During fall quarter, 33 students participated in one or more of the following FIND Your Path! activities:
 - Orientation to college program options;
 - Meetings with advisors, class instructors, and peers within students' identified interest area;
 - Campus tours including an in-depth orientation of the "how-tos" of the college admissions process, financial aid, registration and advising.

These approaches provide students with a greater sense of confidence and security in the transition process and ultimately result in increased retention of students who transition from pre-college level programs. With access to Pathways Peer Mentor support through the FIND Your Path! Project, students can begin to envision a future that includes a college education. (OOI)

- Two group tours were scheduled during December: fifteen (15) students from the Boys and Girls Club on December 12 and thirteen (13) students from the Boys and Girls Club on December 18. Groups were given admissions presentations, practiced researching scholarship information, and provided a campus tour. (SA)
- High school recruitment visits were conducted in December to Hayes Freedom High School and the Vancouver School of Arts and Academics. In addition, a recruitment visit that was sponsored by the Clark County Juvenile Center was made to the Jim Parsley Center to address a Vancouver School District youth gang outreach taskforce. (SA)
- As of January 7, the first day of Winter quarter, Running Start FTES were up 14% compared to the same time last year. This year's enrollment for Winter quarter totaled 1,778 RS headcount and 1,394 FTES, compared to 1,666 RS headcount and 1,223 FTES a year ago. (SA)

EXPAND ACCESS

- From November 14, 2012 through January 9, 2013, Clark web ads generated over 70,000 page visits. (C&M)
- The Bookstore's year-to-date sales results through December 2012 remain 5% below last year at the same time. This trend continues and is in line with our projected estimate and enrollment figures. (AS)
- Successfully planned and coordinated bookstore services to be ready to meet early release of Financial Aid funding and increase of earlier student demand. This process change was very successful and many students obtained their books, supplies and other services in advance of classes starting. The bookstore had a 42% increase in transactions Friday and a 53% increase on Saturday versus the same period last year. (AS)

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

- In order to reach out to the community over the holiday season, dental hygiene students and faculty adopted two families for Christmas: a single father with a two-and-a-half year old son, and a single mother with three young children. The students and faculty provided holiday turkey and beef roast dinners and were able to purchase almost all of the presents on the children's wish lists. The names of the families in need were given to the students through the St. Paul's Lutheran Daycare. (OOI)
- To date this year, Pathways Peer mentors have served 166 students in a direct capacity through one-on-one meetings, campus tours and other services. Moreover, 1,343 have been served indirectly through orientations and other class presentations where college and community resources were shared and students were guided through the process of accessing such resources. Many of the peer mentors have discovered that the limit of five hours per week is not enough to serve all the students who need help. Therefore, mentors have requested that next year more mentors are added to the team and their weekly hours are increased. (OOI)
- Director of Security completed Incident Command System 400 training in November. (AS)
- In December, the Volunteer & Service-Learning (VSL) Program offered the first-ever Winter Break Days of Service and had three consecutive days for students to volunteer in the community. The VSL Coordinator developed an online registration which was successfully used for the first time. Eight volunteers sang Christmas carols at the Vancouver Housing Authority on December 19; seven volunteers baked cookies and other desserts at the Kids Cooking Corner on December 20; and 20 students volunteered serving Christmas lunch to seniors through Loaves and Fishes, the Meals on Wheels People on December 21, for a total of 35 students providing 96 hours of service during the 2012 winter break. (SA)
- Advising staff Melissa Sinclair, Monica Wilson, and Ardith Feroglia, along with Narek Daniyelyan from Admissions, were members of the speaker panel at the annual Students of Color Luncheon on December 6. Speakers were invited to share their journeys as staff members of color, allowing students the chance to hear stories of identity development and the different challenges each person faced. It is the hope that these shared stories inspire students facing their own difficulties to reach out and connect with the Clark community. It was also a chance for other staff members to listen to their colleagues' experiences that hopefully helped expand their perceptions of what it means to interact with a diverse world. (SA)
- Two College Prep & Transfer Division staff represented Clark College at Warner Pacific College's Stakeholder's Breakfast on December 5. Advising representatives from Warner Pacific College, in addition to community college advisors and high school counselors from Washington and Oregon,

FOSTER A DIVERSE COLLEGE COMMUNITY

participated to discuss how prospective students can successfully apply for admissions to WPC. Topics of discussion included how to facilitate a successful transfer for students who are first-generation and low-income, academic programs and fields of study, and how students can best prepare for admission. (SA)

- Two Clark College students, participating through the Washington Community College Consortium for Study Abroad (WCCCSA), departed for their winter term 2013 Study Abroad experience in Australia and New Zealand on January 1. (SA)
- A delegation from Russia visited Clark College on December 20. Coordinated by the World Affairs Council and the Office of International Programs, the group of higher education administrators from Russia were looking at administrative and organizational structures of public colleges and universities, partnerships with business and industry to promote innovation and foster economic development and marketing, public relations, and admissions at U.S. colleges and universities, and were visiting through the World Affairs Council's International Visitor Leadership Program. Representatives from the Office of International Programs, Admissions, Career Services, Corporate & Continuing Education, the Foundation, the President, and Instruction attended the meeting. (SA)
- Twelve new international students from nine countries are enrolled for winter term, for a total of 71 international FTE. Students come from countries as diverse as Saudi Arabia, Mongolia, Malaysia, Kuwait, Eritrea and Kenya. (SA)
- Communications & Marketing completed work in support of the 2013 State of the College Address on January 17. A news release was issued; the web area on the Clark website has been updated; online ads are running on the Clark website and on the Daily Insider. Multimedia Web Content Specialist Alison Pezanoski-Browne shot fifteen interviews with students, faculty and staff which she is currently editing for inclusion in the address presentation. (C&M)
- In the eight week period from November 14, 2012 – January 8, 2013, Flickr views have increased by 10,896 views under Graphic Designer Jenny Shadley's leadership. Total views for the Flickr site are now 50,989 views. (C&M)
- Our Twitter presence continues to grow. As of January 8, we had 1,183 followers. Recent additions include reporters from *The Columbian* and KOIN-TV, as well as the transfer-admissions department of the University of Washington at Tacoma. The feed has been used to promote college events, deadlines, Student Success Workshops, athletic teams, service-learning, and college achievements. Additionally, Communications Specialist Hannah Erickson has been using Twitter to promote retention by searching for tweets from students expressing confusion or concern about the beginning of Winter Quarter, and responding to them. (C&M)
- As of December 10, our Facebook page had a weekly total reach of 14,593 people. Traditionally, our viewership decreases during Winter Break, and this year was no exception. However, now that the quarter has begun, viewership is increasing dramatically and new people are "liking" our page each day. As of January 8, we have 4,518 fans on Facebook (more than 200 new "likes" since the last board report's numbers from November 14). (C&M)

- New this quarter, Communications & Marketing created a Facebook event for the beginning of Winter quarter in an effort to promote retention; each time a Facebook user says that they are attending this event, a notification goes into that user's stream of Facebook friends. The event had 89 guests; if each of these guests had an average of 245 friends (the average number of the general Facebook user according to a 2012 Pew Internet study), that means the total reach of this event posting would be 21,805 people. We intend to repeat this practice in future quarters, while expanding our strategies to leverage this tool further.
- Between November 15, 2012 and January 8, 2013 the Clark College YouTube Channel has had 2,288 new views and added 11 new subscribers. In total, we have experienced 8,319 video views and gained 34 subscribers. (C&M)
- In order to build a new audience, Alison Pezanoski-Browne has expanded the content on the Clark College Vimeo page, where we have received 886 views on our new video content. (C&M)
- Multimedia Web Content Specialist Alison Pezanoski-Browne produced a new Free Application for Federal Student Aid video designed to help students through the FAFSA application process specific to Clark College. She also produced an Advising video and an Instructional Support video. All three videos are in the review process and final editing stage and will be posted to the Clark YouTube Channel and made available to students through the Clark website. (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

- Nursing Class #112 graduated 40 students at pinning ceremony held December 12, 2012, at Skyview High School. (OOI)
- During fall quarter, Clark College Libraries collaborated with Portland Community College's library technician program to host a practicum project. The student volunteer assisted with projects that included the transfer of materials from the TPC Student Learning Center library to Cannell Library. (OOI)
- Associate Vice President Kevin Kussman has been elected to the Southwest Washington Regional Health Alliance Board of Directors effective January 14, 2013. He is representing education on the board for the four county areas of Wahkiakum, Cowlitz, Clark and Skamania Counties. The Southwest Washington Regional Health Alliance is a state sponsored organization whose membership includes 43 health and mental health care organizations in the four county area. (CCE)
- Clark College Corporate and Continuing Education has helped start the Northwest Interstate College Consortium (NICC). NICC is comprised of the corporate education branches of Clackamas, Mount Hood, Portland, Cowlitz, and Clark Colleges. The goal of the organization is to better meet workforce needs in the area and leverage resources. Two of the colleges have visited the new CCE building to benchmark best practices around video based e-learning. (CCE)
- Michelle Giovannozzi, Director of Corporate & Community Partnerships, delivered the keynote presentation for the Greater Vancouver Chamber of Commerce monthly Resource Networking meeting held at Educational Services District 112. The presentation, titled "Connecting for Success", was an interactive discussion on how to leverage resources, build partnerships, and increase the success of companies for little or no cost. (CCE)
- Corporate and Continuing Education has joined the planning committee of the "#nextchapter" city-wide program sponsored by WSU-Vancouver, the City of Vancouver, Evergreen Public Schools, Vancouver Public Schools, the Fort Vancouver Regional Library System, and the Columbia River Economic Development Council. #nextchapter is an annual community-wide reading and conversation program designed to stimulate innovation and opportunities through deeper understanding of the most compelling cultural trends of the emerging digital economy. Continuing Education and Mature Learning are planning to run classes integrated with the event. (CCE)

RESPOND TO WORKFORCE NEEDS

- Multimedia Web Content Specialist Alison Pezanoski-Browne completed a video about the move of the Basic Education program to the T-Building and posted it on the YouTube channel and linked it from the Clark website. Communications & Marketing also supported getting the word out about the move through social media, a news release and web page updates. (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.

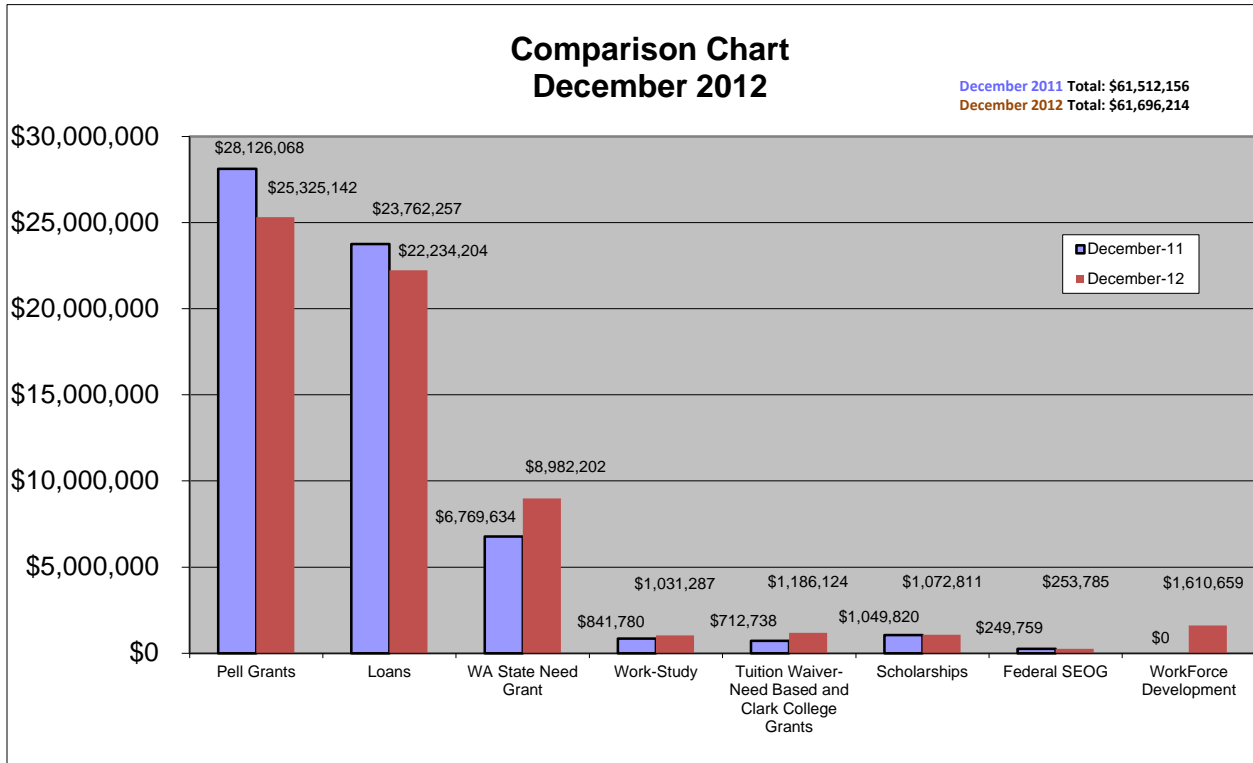
Progress

- In December, Environmental Health and Safety staff conducted lockout training for 24 employees at the day Facilities Services safety meeting and Hazard Communication training for 20 employees at the night Facilities Services safety meeting. WISHA opened a comprehensive inspection of the main campus. (AS)
- During fall term, Risk Management Services staff concluded work with a distance-learning student intern from Frederick Community College (Frederick, MD). Intern Keith Radcliff's work product included research and customization of Incident Command System (ICS) planning and execution documents. The documents are being used by the Emergency Management Planning Committee to support emergency response preparedness. (AS)
- On December 5, 22 volunteer Emergency Building Coordinators attended refresher training. Topics included emergency response protocols and walkie-talkie use. Over the past 18 months, over 65 members of faculty and staff were recruited to serve as "boots-on-the-ground". With their knowledge of evacuation, lockdown, and earthquake response, they can help students, guests, faculty, and staff during an emergency. Instructors included the Security and Safety Director and Emergency Manager. (AS)
- IT Services, in collaboration with Facilities Services, has completed the move of classroom technology and employee computers from the Town Plaza facility to the renovated space in the "T" Building on the main campus. In addition, work was completed to bring smart classrooms online at the 500 Broadway Building which is the new home of Corporate and Continuing Education. These moves required a major effort on the part of employees in Facilities and IT Services and the efforts of all employees involved is much appreciated. (AS)
- Facilities Services has completed renovation work in the "T" Building and has relocated programs from Town Plaza into this remodeled space as planned for the first day of Winter quarter. Additionally, all College items from the TPC location have been removed. The College has walked through the building and Prium, the lessor, has accepted the space back from the College. (AS)
- The College Prep & Transfer Division presented an overview of advising services and strategies for success in several different Developmental Education courses. A total of six presentations took place over the first week of December, reaching approximately 125 students. The advisors, instructors, and students engaged in a positive discussion on the pre-college sequence and degree transition, educational planning, and time management strategies. (SA)

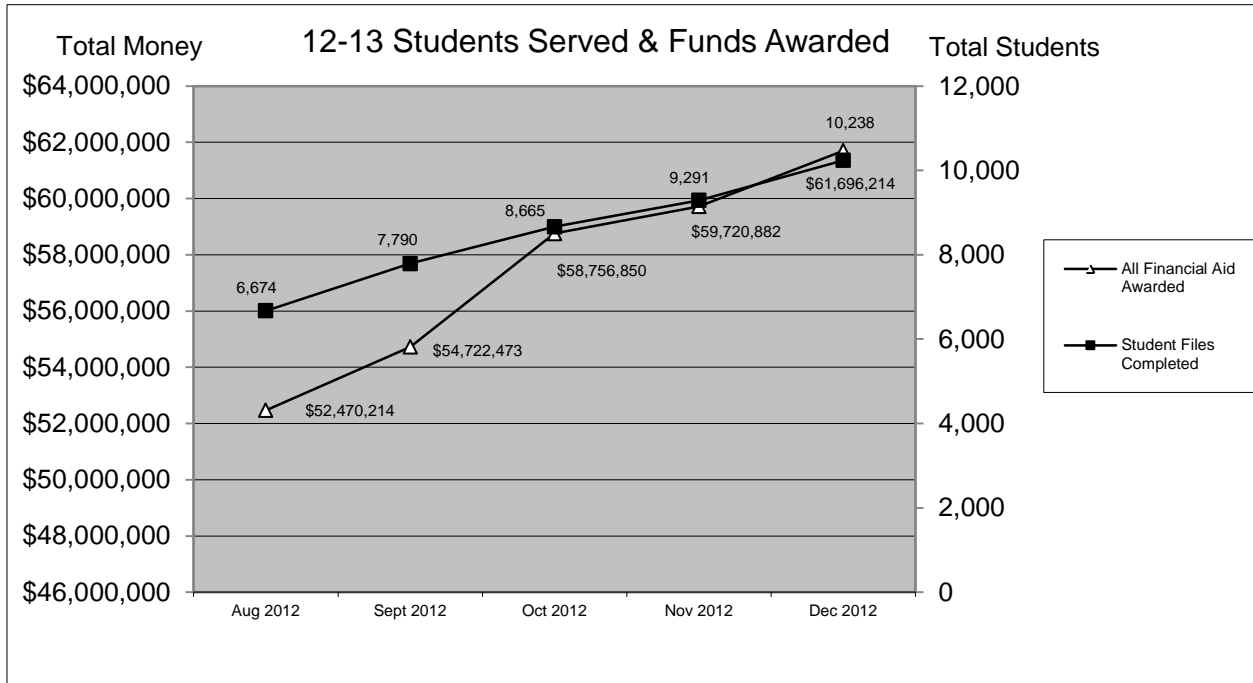
ENHANCE COLLEGE SYSTEMS

- Effective December 1, the College Prep & Transfer Division of Advising merged with Basic Education Advising with the move of the Town Plaza Center to main campus. This merger allows Clark College to provide streamlined services for ABE/GED/ESL transitions into college-level coursework.
- Communications Specialist Hannah Erickson, Graphic Designer Jenny Shadley and Multimedia Specialist Alison Pezanoski-Browne, conducted the Fall 2012 quarterly meeting of Clark College's social media administrators on November 27. As a result of this meeting, several administrators of college-related social media channels updated those channels to conform to their hosts' Terms of Service, as well as to make them more effective communications tools. (C&M)
- Lead Graphic Designer Wei Zhuang worked with Rhonda Morin of the Foundation to complete the design of the winter edition of Partners Magazine. Graphic Designer Jenny Shadley provided the photography support for the publication. (C&M)
- Lead Graphic Designer Wei Zhuang and Web Specialist Tahnya Huneidi updated promotional materials to support the college's participation at College Goal Sunday to be held on Sunday, January 20th at 1:00 p.m. at Washington State University. A web ad is running on the Clark website and a newspaper ad is scheduled to run in the Camas-Washougal *Post-Record* and the Battle Ground *Reflector* the weeks of January 7 and January 14. (C&M)

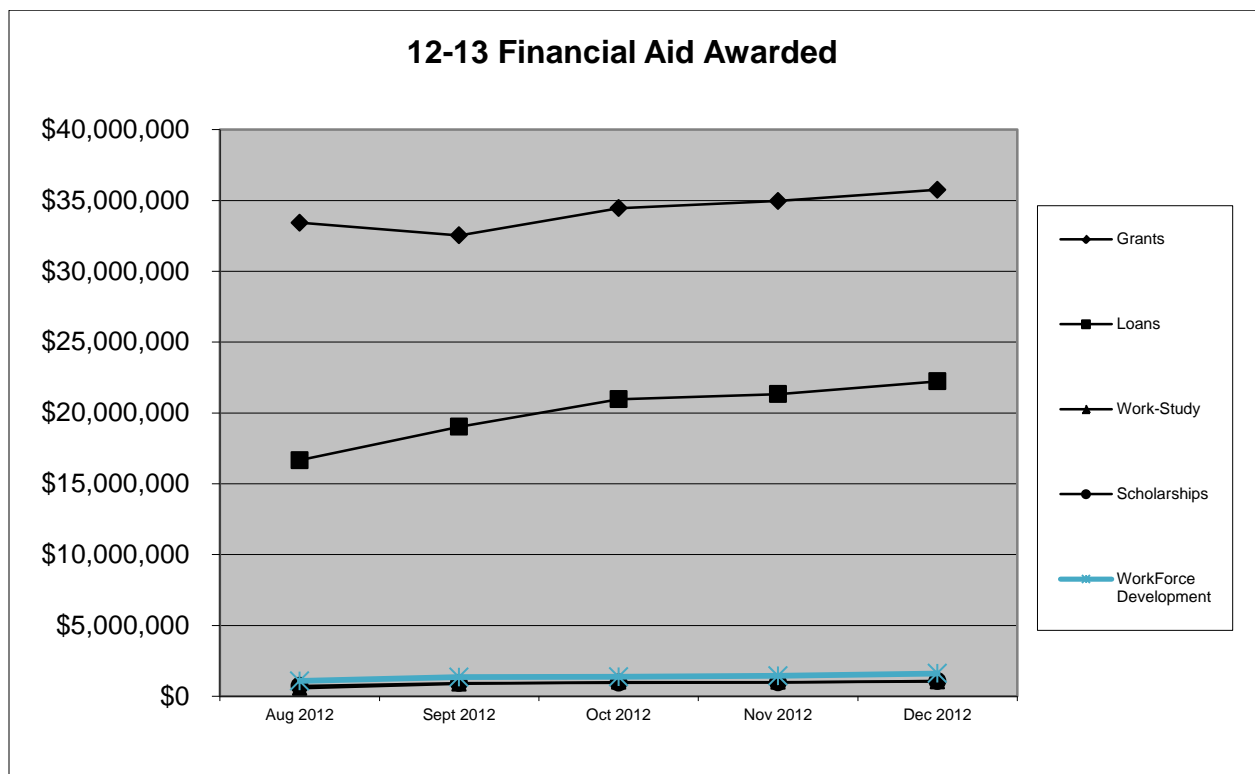
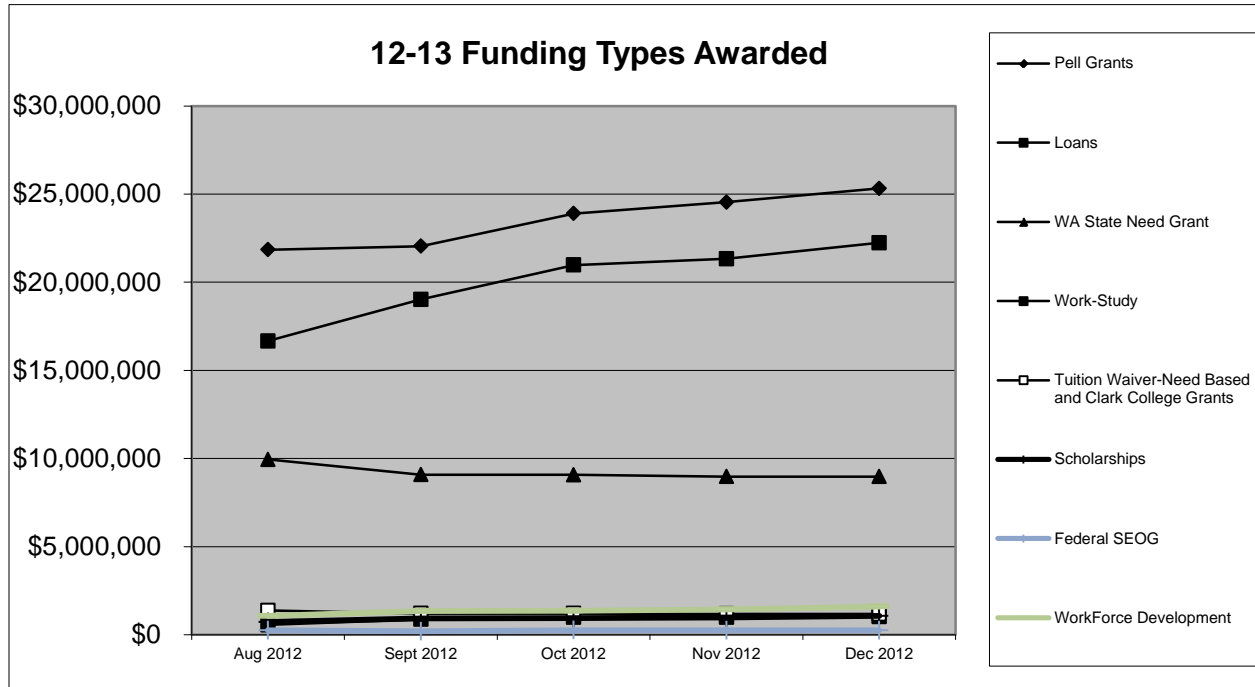
STATISTICS



Note: WA State Need Grant totals now includes new funding for College Bound students. WorkForce Development includes: WorkFirst, Worker Retraining, BFET, Opportunity Grants, and Sponsored Program funds



STATISTICS



Clark College - Budget Status Report

December 31, 2012

Sources of Funds (Revenues)	2012-13 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	24,015,593	11,750,555	12,265,038	48.9%
Tuition & ABE	17,474,587	12,807,781	4,666,806	73.3%
Running Start	5,083,000	1,639,301	3,443,699	32.3%
Excess enrollment	11,756,173	5,820,000	5,936,173	49.5%
Planned use of prior fund balance	846,140	-	846,140	0.0%
Dedicated, matriculation, tech, cont ed	4,003,052	2,589,530	1,413,522	64.7%
Total Operating Accounts	63,178,545	34,607,166	28,571,379	54.8%
Other Accounts				
Grants & Contracts less Running Start	6,064,743	1,341,388	4,723,355	22.1%
Internal Support & Agency Funds	1,075,053	626,250	448,803	58.3%
ASCC less PUB	1,759,574	1,028,443	731,131	58.4%
Bookstore	5,443,122	2,803,610	2,639,512	51.5%
Parking	439,528	287,428	152,100	65.4%
Auxilliary Services	1,421,374	673,980	747,394	47.4%
Financial Aid	59,965,572	30,912,579	29,052,993	51.6%
Total Other Accounts	76,168,966	37,673,677	38,495,289	49.5%
Total Sources of Funds	139,347,511	72,280,843	67,066,668	51.9%

Uses of Funds (Expenses)	2012-13 Budget	Encumbrance & Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	1,549,195	395,330	1,153,865	25.5%
Associate Vice President of Planning & Effectiveness	460,951	218,594	242,357	47.4%
Special Advisor for Diversity & Equity	354,970	154,970	200,000	43.7%
Vice President of Instruction	39,220,820	16,824,265	22,396,555	42.9%
Vice President of Administrative Services	11,038,264	6,229,737	4,808,527	56.4%
Vice President of Student Affairs	7,331,451	3,395,859	3,935,592	46.3%
Associate Vice President of Corporate & Continuing Ed	811,798	534,200	277,598	65.8%
Executive Director of Communications	826,593	383,108	443,485	46.3%
Associate Vice President of Human Resources	1,584,503	776,242	808,261	49.0%
Total Operating Accounts	63,178,545	28,912,304	34,266,241	45.8%
Other Accounts				
Grants & Contracts less Running Start	6,064,743	2,468,283	3,596,460	40.7%
Internal Support & Agency Funds	1,075,053	721,222	353,831	67.1%
ASCC less PUB	1,759,574	780,258	979,316	44.3%
Bookstore	5,443,122	3,267,933	2,175,189	60.0%
Parking	439,528	312,820	126,708	71.2%
Auxilliary Services	1,421,374	656,432	764,942	46.2%
Financial Aid	59,965,572	30,988,247	28,977,325	51.7%
Total Other Accounts	76,168,966	39,195,195	36,973,771	51.5%
Total Uses of Funds	139,347,511	68,107,499	71,240,012	48.9%
Difference - Excess (Deficiency)	-	4,173,344		
Move running start to local capital project		(115,887)		
Net Difference		4,057,457		
Capital Projects- Expenses & Encumbrances	6,562,919	2,097,296	4,465,623	32.0%

c. Bob Knight, Bob Williamson, Karen Wynkoop

e. Thersa Heaton, Cindi Olson, Nicole Marcum Bill Belden, Sabra Sand

Ron Hirt, Accounting-January 10, 2013

CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2012

		Fund Balance (minus non-cash assets) 6/30/12	Cash Balance (minus dedicated cash) 6/30/12	Required Reserves	Prior Commitments (prior to 7/1/12)	New Commitments (2012/13)	Total Available Cash
145	Grants and Contracts	4,168,307	3,915,921		18,010	1,170,936	2,726,975
147	Local Capital	(45,594)	(45,594)				(45,594)
148	Dedicated Local	4,385,002	589,666		149,418	697,576	(257,328)
149	Operating Fee	(9,531)	(14,531)				(14,531)
440	Central Store (Catalog)	52,107	52,107				52,107
443	Data Processing	867,559	867,559			867,559	-
448	Print/Copy Machine	(78,264)	(78,264)				(78,264)
460	Motor Pool	37,286	37,286				37,286
522	ASCC	1,978,205					-
524	Bookstore	3,181,701	3,181,701				3,181,701
528	Parking	341,281	341,281				341,281
570	Other Auxiliary Enterprise	974,127	422,077		28,535		393,542
790	Payroll (clearing)	220,777					-
840	Tuition/VPA	6,885,571					-
846	Grants - Fin Aid	(1,900,508)					-
849	Student Loans	36,069					-
850	Workstudy (off-campus)	(2,929)					-
860	Institutional Financial Aid Fun Reserves*	587,697		6,197,763			(6,197,763)
Totals		21,678,863	9,269,209	6,197,763	195,963	2,736,071	139,411

Fund Balance Less Commitments

Available Fund Balance Before Commitments				9,269,209
Prior Year Commitments				
Date	as of July, 2012	Fund	Amount	Total
7/1/2011	Archer Gallery Director (12-13 50% self support, 13-14 100% self)	145	18,010	18,010
7/1/2010	Coding Position	148	18,500	
7/1/2010	Incident Command Post	148	17,772	
7/1/2011	Door Lock Project	148	6,056	
1/24/2012	LEAN Consultant	148	37,829	
3/1/2012	Salary Consultant	148	10,500	
4/18/2012	Custodial Equipment	148	9,815	
4/18/2012	TPC Rent Increase (12-13 amount)	148	48,946	149,418
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	28,535
Total Prior Commitments				195,963
New Commitments July 1, 2012 to present				
Date		Fund	Amount	Fund Total
7/1/2012	Remodeling for Diversity and Equity	145	37,000	
7/1/2012	Softball Field Improvements	145	170,000	
7/1/2012	T-Building remodel and TPC move	145	115,887	
7/31/2012 AS	Additional IT storage area for network capacity and an additional host	145	18,000	
7/31/2012 AS	Additional server hardware for VDI conversion.	145	9,200	
7/31/2012 AS	Mower with broom attachment	145	66,000	
7/31/2012 AS	Aerial high lift work platform	145	7,773	
7/31/2012 AS	Flatbed electric cart	145	15,000	
7/31/2012 AS	Utilities locating equipment	145	8,000	
7/31/2012 AS	Corrugated waste baler	145	35,300	
7/31/2012 CCE	Mac Lab	145	75,485	
7/31/2012 CCE	Clark College Corporate Education exterior sign at WCB	145	12,000	
7/31/2012 CCE	AED	145	1,699	
7/31/2012 D & E	Office Furniture for Office of Diversity and Equity Staff	145	5,035	
7/31/2012 D & E	Mac Laptop	145	2,500	
7/31/2012 D & E	Cart for transporting items	145	100	
7/31/2012 D & E	Network Printer and Copier	145	1,500	
7/31/2012 HR	Scanner, ImageNow system	145	5,000	
7/31/2012 I	Student Support/Tutoring	145	50,000	
7/31/2012 I	Faculty Development Programs	145	10,000	
7/31/2012 I	Outcomes Assessment Projects	145	25,000	
7/31/2012 I	DH equipment consolidated from EC one time priorities list	145	150,000	
7/31/2012 I	Power Utilities Director	145	11,000	
7/31/2012 I	Decker Theater Sound system upgrade	145	30,000	
7/31/2012 I	Toyota T-Ten funding for EC approved Programmatic changes	145	112,457	
7/31/2012 P & E	Accreditation Self-Study Site Visit	145	20,000	
7/31/2012 SA	Maintenance of the O'Connell Sports Center Gymnasium Floor and Sc	145	7,000	
7/31/2012 SA	Scoreboard	145	20,000	
7/31/2012 SA	Purchase of a College Charter Bus	145	75,000	
7/31/2012 SA	AACRAO Strategic Enrollment Management Consultant	145	50,000	
7/31/2012 Gen	SMART GH1 215; BHL104	145	10,000	
7/31/2012 Gen	SMART SHL 214	145	5,000	
7/31/2012 Gen	Signage Changes for Music	145	10,000	1,170,936
7/1/2012	Student & Hourly Timesheets 6-30 payroll	148	5,091	
7/31/2012 AS	Emergency food and water supplies	148	9,800	
7/1/2012	Tenure Buyouts	148	360,035	
7/1/2012	Veba payoffs for tenure buy out costs	148	244,688	
7/1/2012	CCE Video Equipment	148	47,962	
7/1/2012	CTC Link Travel	148	20,000	
1/4/2013	North County Site Evaluation Services	148	10,000	697,576
7/1/2012	CIS Funds	443	867,559	867,559
Total New Commitments				2,736,071
Required Reserves				
10% of \$61,977,633				6,197,763
Fund Balance After Commitments and Required Reserves				139,411

ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
December 19, 2012
Ellis Dunn Room GHL 213

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

Administrators: Mr. Robert Knight, President, Dr. Tim Cook, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Dr. Darcy Rourk, 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. Sirius Bonner, Special Advisor to the College-for Diversity & Equity; Ms. Julie Taylor, Administrative Secretary.

Faculty: N/A

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Mr. Ryan Rutledge, ASCC President.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Rupley called the meeting to order at 5:00 pm. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> The agenda was accepted as presented. 	
II. B	Statements from the Audience	<ul style="list-style-type: none"> There were no statements from the audience. 	
II. C.	Constituent Reports		
	1. AHE	<ul style="list-style-type: none"> There was no report from the AHE this evening. 	
	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"> Mr. Rutledge updated the trustees on ASCC activities that took place through the end of the quarter. As a result of new learning obtained by his attendance at a National Activity Conference, the ASCC will be changing their activity feedback forms to obtain better information from the students attending. The ASCC are currently working on "green goals" and are looking into the feasibility of putting water filters in the water fountains on campus. ASCC are planning winter quarter Welcome Week activities. The EC and ASCC cabinet met for a mentoring session. It was a successful meeting and took place in a very relaxed atmosphere. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
December 19, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
	D. Foundation	<ul style="list-style-type: none"> The foundation staff members have delivered 150 raspberry torts to donors in recent weeks. The torts were prepared by the college's culinary department students. <i>(Ms. Gibert)</i> The foundation recently received a donation with a special thank you to ECE Prof. Sarah Theberge. Ms. Gibert noted that "thank yous" like this are received regularly; in fact, a Clark 1948 graduate recently wrote to say thank you and that their life was successful due to the degree received. 	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Trustee Burkman thanked President Knight for allowing the coal export public meeting at the college. It provided an opportunity for people to visit the campus who may have never been here previously. 	
II. E.	President's Report	<ul style="list-style-type: none"> The college will host a legislative reception in Olympia on January 30 in connection with the TACTC and WACTC winter meetings. Longtime Clark staff member, Bob Moser, recently passed away. This is a great loss to both the college and local community. A memorial service will be held on January 12 and Mrs. Moser has asked for a college representative to speak at the event. Two more longtime Clark supporters, Tillie Baran and Maxine Nellor, have also passed over the past few weeks. The college has lost some very good friends this year. The Naval Academy Women's Glee Club will be visiting Seattle and Portland in March and they have asked to perform at the college and meet students. More information will be forthcoming. Mr. Williamson introduced new Director of Risk Management Services, Mark Fennell. Mr. Fennel comes to Clark from Portland Community College where he was Director of Safety. 	<ul style="list-style-type: none"> The Board, Executive Cabinet, ASCC, AHE, WPEA representatives, and The Independent will be invited to attend and meet our local legislators.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
December 19, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
III.	ACTION ITEMS		
	FIRST READING		
	<ul style="list-style-type: none"> No First Reading 		
	CONSENT AGENDA		MOTION: Chair Rupley made a motion to approve the Consent Agenda. The motion was seconded by Trustee Pollard and unanimously approved.
	<ul style="list-style-type: none"> Minutes from November 28, 2012 Board Meeting 		
IV.	FUTURE TOPICS		
	Columbia River Crossing Diversity Operational Plan Workforce Development Review of College Policies GISS Student Completion Data Campaign Strategic Plan College Safety (<i>added 12/2012</i>) Student Completion (<i>added 12/2012</i>)	K-12 CLE Update Climate Survey—continued follow-up. President noted that the AHE has indicated they will work with the college to improve the climate survey and have invited him to attend their Fall retreat where the topic will be under discussion. Visit WSUV Nursing Program (<i>added 12/2012</i>) Foundation Strategic Plan (<i>added 12/2012</i>)	
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 23, 2013 in the Ellis Dunn Community Room, GHL 213. 		
VI.	EXECUTIVE SESSION <ul style="list-style-type: none"> No Executive Session was held this evening. 		
VII.	ADJOURNMENT <ul style="list-style-type: none"> There being no further business, the meeting adjourned at 5:29 pm. 		

Jada Rupley, Chair

Julie Taylor
Recorder
January 8, 2013