

Clark College Board of Trustees



February 22, 2011

Clark College
The Next Step

Clark College
Board of Trustees Goals
2010-2011

Fiscal Responsibility

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

College Climate

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

Shared Governance

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

Diversity

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

Student Achievement

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

Responsibility for President

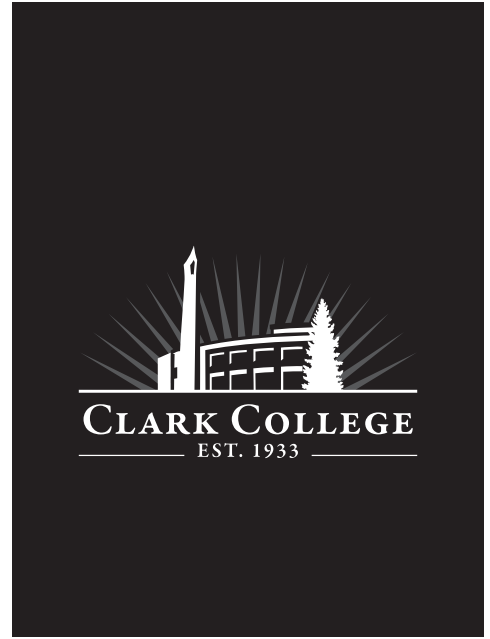
- Conduct quarterly and annual presidential evaluations. – *Enhance College Systems*

Building Partnerships and Representing Constituencies

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

Provide Access

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



Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



Mission Statement

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

**Clark College
Board of Trustees Packet
February 22, 2010**

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CLARK COLLEGE BOARD OF TRUSTEES

Tuesday, February 22, 2011

Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

3:30-5:00 p.m.

- ♦ Budget

3:30-4:50

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

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

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Bailey Talkington

Faculty Presentation: April Duvic, Music Program

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III. ACTION ITEMS

A. First Reading

- ♦ Consideration of Tenure Page 22

B. Consent Agenda

- ♦ Minutes from January 18, 2010 Board MeetingPages 23-31

IV. FUTURE TOPICS

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

V. DATE AND PLACE OF FUTURE MEETING

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

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
FEBRUARY 2011**

FOCUS ON LEARNING

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

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

Progress

- ❖ In collaboration with multi-cultural student affairs, on January 28 the Teaching and Learning Center (TLC) hosted a student panel focusing on power, privilege and inequality for students dealing with economic stress. The realization that culturally being poor is equated with shame was a great reminder of where power and privilege invisibly enter the learning environment. When finances prevent some students from enrolling from one quarter to the next, they often fall behind because they miss out on course sequencing. Stories were told of students walking miles to school on the first day because they needed financial aid to buy a bus pass. The panel presentation, which was attended by 17 people, is available on video at the TLC website, http://www.clark.edu/tlc/upcoming_events.php. (OOI)
- ❖ In the spirit of the college's vision and strategic goals to create a learning-centered environment focusing on "Engaged Learners," the TLC hosted a 3-hour workshop on February 3, 2011, with over thirty faculty members participating. Assessment of the workshop indicates that these professional development opportunities provide faculty with the tools and confidence to adapt their pedagogic approaches to meet the needs of today's students. (OOI)
- ❖ The Clark Music Department hosted the 49th annual Clark Jazz Festival on January 27-29. Led by Clark Music Faculty and Jazz Festival Director Rich Inouye, the Festival provided an exceptional learning opportunity for students in local high school jazz ensembles and in the Clark jazz ensembles. Eight middle schools and 48 high schools, some with multiple entries, participated in the Festival. (OOI)
- ❖ Dental Hygiene students participated in the Legislative Day for Dental Hygienists in Olympia on January 18, 2011. This event helps students learn about the legislative process as it relates to the practice of Dental Hygiene. (OOI)

FOCUS ON LEARNING

- ❖ The NERD Girls Club has sponsored a series of seminars called “Calculators Past & Present.” On Tuesday, January 18, engineering faculty Carol Hsu gave an impressive 30 minute presentation on how to use the Abacus. On Tuesday, February 1, retired Professor Bill Wheeler returned to give a 30 minute seminar, to a standing room only crowd, on how to use the Slide Rule. On Tuesday, February 15, Tina Barsotti gave a 30 minute presentation on the HP Calculators, and their use of RPN notation rather than Algebraic notation. (RPN refers to “Reverse Polish Notation,” a system of evaluating arithmetic expressions devised by Polish mathematical scholar Jan Lukasiewicz which differs from standard notation.) Each seminar has been well received by the students. (OOI)
- ❖ On February 11, 2011, Librarians Roxanne Dimyan, Zachary Grant, and Lori Wamsley attended Online Northwest, a one-day conference focusing on topics that intersect libraries, technology and culture. (OOI)
- ❖ Visits to Cannell Library increased 20% from 2008-09 to 2009-10 (329,000 versus 394,000). The librarians and library staff saw more than 10,000 people per week between fall 2009 and spring 2010. (OOI)
- ❖ The Information Commons at CTC has continued to identify ways to support students at that location. In partnership with Professor Nancy Johnson (BTEC), the i-Commons is now loaning a 10-key calculator for students to practice their skills. Since winter 2010, Librarian Kitty Mackey and Access Services Specialist Connie Anderson have also provided test proctoring for students who miss exams for unexpected situations and emergencies. In the past three quarters, 47 students have used this service. Additionally, the two small group study rooms provided meeting space for 139 groups during fall 2010. (OOI)
- ❖ Michelle Bagley, Cynthia Foreman, Naomi Kay, and Kimberly Baker (Library Services & eLearning) attended a Fred Pryor workshop on project management in Portland, OR, on January 20. Solid project management skills are important in planning and implementing the wide variety of instructional support projects in the Library and eLearning, such as operational planning to program development to facilities planning. (OOI)
- ❖ Michelle Bagley has accepted membership on the Orbis Cascade Alliance Financial Framework Task Force. (OOI)
- ❖ More than 120 online and hybrid faculty out of a total of 140 online instructors have completed at least one phase of Moodle training led by Kathy Chatfield, Sr. Instructional Designer, and Tani McBeth, Faculty Trainer (eLearning). Forty-nine out of the 140 have completed all three phases of the Moodle training. Another 114 instructors teaching face-to-face classes which are web-enhanced have completed Phase 1 of the Moodle training. Ninety-eight classes with nearly 2,500 students enrolled are being taught using the new Learning Management System (LMS) in winter quarter. (OOI)

A Moodle Survey was sent out to the 140 eLearning Faculty in mid-January, with 55 instructors completing the survey providing 18 pages of results and comments! The eLearning Department is reviewing the feedback and will be exploring ways to streamline the training in the months ahead. A summary of the survey will be included in the March board report. (OOI)

FOCUS ON LEARNING

- ❖ The Clark College Communication Studies Department has been awarded the 2011 Western States Model Communication Program Award of the Western States Communication Association (WSCA). The award will be presented during the 2011 WSCA Convention, which will be held in Monterey, CA, from February 18-22. (OOI)

The award is based on criteria including service to students, the program, institution and the community; use of best practices for teaching communication in the discipline; curricular design and innovation within the department; integrating broader curriculum and co-curricular activities; and encouraging development of specialized areas to reflect the breadth and depth of the field. (OOI)

- ❖ A statewide taskforce was formed to: (a) identify best practices in pre-college education, (b) identify barriers to student success in pre-college education, and (c) craft an implementation plan for system wide pre-college transformation. The overall goal is to explore and compile evidence based activities programs and services that support students beginning in basic skills through the Tipping Point and beyond based on the Student Achievement Initiative milestones. This statewide taskforce membership includes Clark College faculty, staff and administrators looking for strategies that increase student transition through college programs and pathways that have the potential for system wide implementation. (OOI)
- ❖ Bookstore staff, in partnership with Service Learning, has launched the 3rd annual “Seuss – A – Palooza Book Drive,” running February 7-18. The objective of this literacy event is to collect 250 books to donate to Fruit Valley and Harney Elementary School kindergartners. The books, preselected by the recipient schools, retail for \$8.99 but are available for \$6.85 each in the Bookstore for supporters to purchase and donate. Name plates may be filled out by the purchasing donor and inserted in the cover of the book. Books will be collected by the Bookstore, delivered to the school and presented to each kindergartner by elementary school staff. For many kindergartners at these schools the donated book may be the very first book they’ve owned. Delivery of the books will coincide with the “Dr. Seuss Birthday Celebration: Read Across America” event and Service Learning’s volunteer reading efforts, on Tuesday, March 1, 2011. We invite the entire college community to join us in supporting this important literacy activity. (AS)
- ❖ ASCC student leaders provided Welcome Week activities January 3-7 at the four Clark College campuses. During this week-long event, the student leaders travelled to a different satellite campus each day to provide information on Clark resources. ASCC also distributed student handbooks/planners, school supplies, refreshments, and other promotional items. The event was a success in welcoming approximately 1500 of our new and returning students to winter quarter. (SA)
- ❖ The Advising Department participated in a variety of winter instructional classes. Presentations brought advising information and services to the classroom to provide important information and help prepare students to register for spring quarter. Advisors presented in HEOC 102,

FOCUS ON LEARNING

- ❖ Survey of Health Careers, an I-BEST office skills class, and a Life Transitions course for displaced homemakers. The goals of these presentations include increasing students' awareness of health occupation opportunities at Clark, how to transition from I-BEST classes and complete professional/technical certificates, and how to successfully navigate college resources for non-traditional students beginning or continuing their educational journey. (SA)
- ❖ A Health Occupations and Education Program Specialist advisor participated in the first Nursing Information Session of 2011, held January 27 at CCW. The advisor conducted a brief presentation to approximately 100 prospective students on how advising supports students through the admissions process into the Clark College Nursing program. The presentation included information on advising services, educational planning, student success tips, and campus resources. (SA)
- ❖ The Service-Learning Program Manager coordinated a faculty development workshop on January 21, focusing on the assessment and evaluation of service learning and syllabus/curriculum development. The workshop, facilitated by Dr. Christine Cress from Portland State University, was open to all faculty and attended by the six Service Learning Faculty Fellows from various academic disciplines. (SA)
- ❖ The winter Academic Early Warning (AEW) reporting session opened on January 17 and continues through February 16th; reporting continues to be strong. The new in-house AEW system is also open for its first pilot session, with twenty faculty from across the college taking part. The system developer is working with the AEW faculty liaison to address bugs in the system discovered by faculty and to add additional functions to the system per faculty suggestion. (SA)
- ❖ Employee Development offered sessions on the PERS retirement system, designing written materials for universal access, new employee orientation, how to read budget reports, blogging, Access, Excel, conflict management, Sharepoint, Powerpoint, and a leadership development course on leading a diverse organization. These events served 214 people. (HR)
- ❖ Planning and Effectiveness completed an assessment of the training offered to date by eLearning for the transition from Blackboard to Moodle. A total of 53 eLearning faculty provided feedback on the three phases of training. The need for earlier access to Moodle and more opportunity for hands-on training were the predominant themes of the responses. Those who have completed the training and are using Moodle expressed an interest in having opportunities for discussion with other faculty about the process. (P&E)
- ❖ Communications efforts have been completed in support of the winter 2011 Faculty Speaker Series event. "Bridging Cultural Ties and Understanding, International Education Within and From China" was held on Tuesday, February 8. The presentation was made by Clark economic professor Jim Craven. Supporting efforts included dissemination of a news release to media outlets (including blogs) as well as information via the college's website, RSS feeds, and eNews service. Posters, handouts and a web ad were designed by Lead Graphic Designer

FOCUS ON LEARNING

Pat McDonald. Marketing director Brian Scott coordinated ads in *The Columbian*, *Camas-Washougal Post-Record*, *The Battle Ground Reflector* and *The Daily Insider*. Scott Root of IT Services coordinated video recording of the session. The recording will be posted on the Clark website. (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

- ❖ The quarterly Women in STEM (WIS) Open House took place on Wednesday, January 19, to help promote the WIS Help Center available to all students taking math classes at Clark. The Center fulfills a need for female students, who may struggle more in math than their male counterparts, to receive one-on-one assistance from female instructors in a comfortable, casual environment. Snacks and a raffle help attract students, men and women alike, to the center to get assistance with their math courses. Faculty members who are working in the center include Diana Coatney, Rhonda Diestel, Kate Horton, Terri Miller, Trupti Paralkar, and Joan Zoellner. Volunteer Martha Birk also assists two days of the week for two hours at a time this quarter. (OOI)
- ❖ On February 1, Cynthia Foreman, Associate Director of eLearning, and Naomi Kay, eLearning Administrative Assistant, participated in the Scholarship Workshop to promote eLearning programs. (OOI)
- ❖ Naomi Kay, eLearning Administrative Assistant, has provided support and advice to more than 102 students who are interested in obtaining a fully online Associate of Arts degree. (OOI)
- ❖ The Weekend Degree Program has 48 enrolled students. Two students graduated in spring or summer 2010 (the first year of the program), one transferred to a 4-year institution, and five anticipate graduation in spring or summer of 2011. (OOI)
- ❖ Entry Services at Town Plaza Center (TPC) has been tracking the number of individuals served at the new Welcome Window. In January, a total of 1,596 individuals were assisted. (OOI)
- ❖ Advising at TPC served a total of 963 individuals in January. (OOI)
 - ABE/GED – 252
 - ESL – 431
 - NON-STUDENTS – 280
- ❖ The Pathways Center at TPC held a total of 30 workshops and sessions in January. There were 165 attendees, including 69 WorkFirst clients. (OOI)
- ❖ The Pathways Center at TPC served a total of 1,272 individuals in January; 42% of the individuals served were WorkFirst clients. (OOI)

EXPAND ACCESS

- ❖ Several events were held at TPC during January: (OOI)
 - The Alumni Association and President Knight gave away Random Assistance \$25 bookstore gift cards to 15 students who participated in a raffle drawing.
 - As part of Welcome Week, ASCC Representatives handed out Clark College planners, snacks, water and juice to students.
 - The Clark College Bookstore hosted a book fair at TPC. Faculty signed up their classes and were able to look at books for purchase. The book fair was an excellent opportunity for faculty to review appropriate book selections with their students.
- ❖ The Student Learning Center Program Manager and four ABE and ESL faculty members facilitated another new tutor orientation and training. (OOI)
- ❖ The Council for Basic Skills hosted their winter quarterly meeting at Clark College at Columbia Tech Center on February 3-4. (OOI)
- ❖ Through January 31, 2011 Bookstore sales are down 2.9% compared to same time last year. Transactions in the store continue to be strong and are up 6.8%, year-to-date. (AS)
- ❖ The Financial Aid staff participated in the fourth annual College Goal Sunday event on January 30, hosted by Washington State University – Vancouver. College Goal Sunday is a free, on-site program that helps students and families complete the Free Application for Federal Student Aid (FAFSA) form. Approximately 200 people received step-by-step instructions for completing the form and submitting their FAFSA. (SA)
- ❖ The Career Center staff arranged 43 workshops covering 25 topics for the Winter Student Success Workshop schedule. Workshop instructors included counselors, faculty and staff. Sessions were offered at various timeframes and six workshops were conducted at Columbia Tech Center (CTC). Workshop topics included Employment Barriers, Finding a Scholarship, Google Apps & Tools, Reading for College Success and Time Management, to name a few. (SA)
- ❖ The Service-Learning Program Manager co-led three *Penguins in the Community* volunteer activities with the Service & Leadership in the Community program for students on January 14 to SCRAP (**S**chool & **C**ommunity **R**euse **A**ction **P**roject); on January 19 to the Habitat ReStore; and on February 4 to the Furry Friends cat rescue. The program provided transport to the community organizations, offering an accessible volunteer experience. (SA)
- ❖ The Admissions Office hosted two group visits during the month of January. The first was a group of 25 students from Jason Lee Middle School who received a campus tour. The second was a group of 30 students from Toutle Lake High School that received presentations from Admissions, Student Life and general information about Clark along with a campus tour. (SA)

EXPAND ACCESS

- ❖ The Cooking & Wine School participated in the Vancouver Whole Foods Market wellness fair on January 22, 2011. Partnering with Whole Foods provides Corporate & Continuing Education an opportunity to market directly to a key audience. The partnership will align and strengthen the Cooking & Wine School's objectives with some of Whole Foods core values: natural and organic products, caring about communities and the environment and promoting health through healthy eating education. In addition to the wellness fair the Cooking and Wine School participated in the Vancouver Housing Authority Open House on January 12, 2011 and the Scholarship Information Night at Clark College on February 2, 2011. (CCE)
- ❖ Web content has been posted on the college's website to announce and promote the college's Pharmacy Technology degree program and to attract student applications for classes in fall quarter.
- ❖ Print advertising to support the college's participation at College Goal Sunday at Washington State University on January 30 ran in the *Camas-Washougal Post-Record* and *The Battle Ground Reflector* newspapers. Web advertising also appeared on the College's website January 10 to January 30.
- ❖ Web Specialist Tahnya Huneidi developed a dynamic changing banner for Corporate and Continuing Education (on their home page) to create more exposure for their classes.
- ❖ Web Specialist Tahnya Huneidi updated the Language Lab schedule for winter term allowing students to easily check the lab schedule online.
- ❖ Communications and Marketing has supported the roll-out of the Clark Debit Card for financial aid recipients. Support included text and messages, a new web area, a flier for opening day and a web ad. (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

- ❖ Sociology Professor Carlos Castro spoke at the Student of Color luncheon on February 4. (OOI)
- ❖ On January 11, the Teaching and Learning Center hosted a student panel to help faculty understand how power and privilege shape the learning environment of students living with disabilities. The participants demonstrated a powerful understanding of how faculty shoulder a tremendous amount of responsibility while also advocating for their needs. The panel presentation, which was attended by 11 people, is available on the TLC website, http://www.clark.edu/tlc/upcoming_events.php. (OOI) The Office of Multicultural Student Affairs and Teaching and Learning Center co-presented two student panels for the Faculty and Staff for the Power and Privilege Panel Series. The Students living with Disabilities panel was held on January 11 with three student panelists. The Students living in Economic Distress Panel was held on January 27 with two student panelists. Approximately fifteen students, staff and faculty were in attendance at both events. (SA)
- ❖ On Saturday, February 5, 2011, the Dental Hygiene Department hosted the annual Children's Dental Health Day serving 219 children with multiple types of procedures completed. (OOI)
- ❖ As part of the I-BEST program, several advanced level ESL/Health Occupations classes toured a nursing home. Students also toured the Pathways Learning Center, along with vocational websites, to increase/enhance transition. (OOI)
- ❖ The Martin Luther King Planning Committee presented "Rebuilding Hope", a day of events dedicated to Martin Luther King, Jr. on January 19. The events included a showing of the documentary film 'A Village Called Versailles', a student volunteer service project at Habitat ReStore, refreshments, guest speaker S. Renee Mitchell and a performance by the AME Zion Church Choir. Approximately 75 community members, staff, and students attended the events throughout the day. (SA)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator conducted recruitment activities at *Project Homeless Connect* on January 27 at the Red Lion Hotel in Vancouver, WA. Approximately thirty people attended the event and expressed interest in Clark's programs. (SA)
- ❖ The International Program's "At Home in Two Worlds" series on January 27 featured a presentation by student Inva Begolli who talked about her home country of Albania. Approximately 20 people from across campus and community attended the event with sixty-four percent of the evaluations returned ranking the presentation "very useful." (SA)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ Valerie Cline was appointed to the Tenure-Track Pediatric Nursing Instructor position in the Nursing Department effective January 10, 2011. Valerie has a Master's degree in Nursing from Walden University and is currently in a doctorate program at Walden University. She has previous work experience at Hopi Health Care Center, Kaiser Sunnyside Medical Center, Linfield Good Samaritan School of Nursing, Concorde Career Institute, Providence St. Vincent Medical Center, Southwest Washington Medical Center and Portland Adventist Medical Center. (HR)
- ❖ Julie Cleveland was appointed to the full-time temporary classified project position, Administrative Assistant 3, in the Emergency Management department effective January 19, 2011. She has previous work experience at NW Staffing Resources, City of Vancouver-Police, City of Vancouver-Parks & Rec., Multnomah Education Service District and Portland Public Schools. (HR)
- ❖ Lee Brand has resigned from his position of Fitness/Wellness Instructor in the Health & Physical Education Division effective June 17, 2011. Lee has been with the college since September 2001. (HR)
- ❖ Todd Oldham has resigned from his position of Associate Vice President of Corporate & Continuing Education effective March 1, 2011. Todd has been with the college since September 2005. (HR)
- ❖ Kristine Barnum has submitted her letter of retirement from her position as Associate Director of WorkFirst and Career Pathways in WEBEED effective February 11, 2011. Kris has been with the college since January 1984. (HR)
- ❖ John Lundy has submitted his letter of retirement from his position as Tenure-Track Anthropology Instructor in the Social Sciences unit effective June 17, 2011. John has been with the college since September 1988. (HR)
- ❖ Beverly Vogler has submitted her letter of retirement from her position as Program Coordinator in the Advising Department effective March 31, 2011. Beverly has been with the college since May 1987. (HR)
- ❖ Rebecca Timmons was reallocated to Program Specialist 2 in Eligibility Programs effective January 20, 2011. Rebecca has been with the college since September 2009. (HR)
- ❖ Lora Jenkins was reallocated to Program Specialist 2 in Eligibility Programs effective November 2, 2010. Lora has been with the college since June 2005. (HR)
- ❖ Tatyana Potter was reallocated to Program Specialist 2 in Eligibility Programs effective November 2, 2010. Tatyana has been with the college since November 1998. (HR)
- ❖ Lindsey Kerrigan was reallocated to Program Specialist 2 in Eligibility Programs effective November 2, 2010. Lindsey has been with the college since September 2006. (HR)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ Barbara Jo Ivey was reallocated to Program Support Supervisor 1 in Career Services effective November 22, 2010. Barbara Jo has been with the college since November 2007. (HR)
- ❖ The spring issue of *Clark College Connections* includes a cover story on older students and the Plus 50 program. (C&M)
- ❖ Tahnya Huneidi, Wei Zhuang, Pat McDonald and Jenny Shadley were among the team members providing communications support for the 2011 Clark College Jazz Festival. (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

- ❖ Math Faculty members Rene Murakami, Jennifer Farney and Jennifer Ward will be officiating at the MATHCOUNTS Chapter Competition on February 26. MATHCOUNTS is a national enrichment club and competition program that promotes middle school mathematics achievement through challenging and non-routine problems. The event should attract 60 participants from five schools. (OOI)
- ❖ Engineering faculty Tina Barsotti and Carol Hsu, along with eight engineering students, presented at the 47th annual Engineers Week Expo in Portland, OR. The event is attended by high school students in the Portland/Vancouver area, and is a wonderful way to share with the community what Clark College Engineering is doing. (OOI)
- ❖ The first-ever Southwest Washington MESA Family Night was held February 15 on the Clark College main campus. Middle school MESA students and their families engaged in several exciting interactive experiments, including DNA isolation, aboard the mobile Seattle Children's Science Adventure Lab. In addition to Adventure Lab experiments, students and family members participated in two engineering activities lead by STEM faculty Tina Barsotti and Izad Khormaee. Additional event assistance was provided by Southwest Washington MESA Director Armetta Burney, STEM faculty Paul Casillas and Erin Harwood and by Clark students Vicky Salas and Denzel Williams. (OOI)
- ❖ Tina Barsotti and Erin Harwood of the STEM Unit are working with 23 fourth and fifth grade students from Sarah J. Anderson Elementary School in a six-week after school computer camp. Students come from underrepresented groups and are being introduced to basic computer programming concepts via SCRATCH, a free program created by MIT. Additional assistance is being provided by faculty member Carol Hsu and ten Clark engineering students as they are available. The computer camp is being sponsored by a teacher from the elementary school, who generously donated money to the Clark College Foundation specifically for the camp. (OOI)
- ❖ As part of a STEM Career Fair, Erin Harwood, STEM Faculty Coordinator, arranged for and moderated a Women in STEM panel discussion by four women speaking about their careers in STEM fields. Dr. Jennifer Kyle (NASA Astrobiology Institute Fellow), Terra Heilman (Waste Reduction Specialist with Waste Connections), Tammy Mackey (Fisheries Biologist), and Laura Sauermilch (Hazmat Spill Responder for the Washington Department of Ecology), each had interesting and informative perspectives to share for anyone considering STEM careers. (OOI)

RESPOND TO WORKFORCE NEEDS

- ❖ On January 14, 2011, Rassoul Dastmozd, Vice President of Instruction, joined a roundtable discussion with SWWDC, ESD112, Clark County K-12 educators, Community College, and 4-year College/University representatives, business/industry leaders, and Senator Maria Cantwell to discuss various initiatives in Southwest Washington pertaining to STEM and the need for these programs at Heritage High School. The group and Senator Cantwell confirmed that there is a dire need for more highly-skilled workers and systematic efforts to prepare students for the workforce in STEM-related fields. (OOI)
- ❖ Larry Bekkedahl, VP of Engineering and Technical Services at Bonneville Power Authority (BPA), and several of his staff met with Power Utilities Instructor Jim Malinowski and Dean of Business & Technology Ted Kotsakis on Friday, January 21, at Clark College at Columbia Tech Center (CTC). The group discussed its joint partnership agreement and how to work together to strengthen each other's organizations and functions. Focus was on the Smart Grid 2nd year program for Power Utilities that the college is putting together and how BPA can help with the acquisition of equipment and any training expertise. The group also toured the labs and conducted some equipment demonstrations at the PUT lab at the CTC. (OOI)
- ❖ The Service-Learning Program hired three new Community Work Study students to serve as Elementary Assistants at Washington Elementary School in Vancouver. This is part of our *Partnership for Service in Schools Project*, which supports K-12 service-learning partnerships that enhance student achievement of disadvantaged youth, increase the coordination of school and college activities, and develop an understanding of civic responsibility among Clark students. (SA)
- ❖ Prepared data for IPT and EC to review for the Agriculture/Horticulture program and the Field Survey program, in addition to information about students taking Fast Track Auto classes. (P&E)
- ❖ Created a Workforce SharePoint site at <http://team/sites/Planning/Workforce/default.aspx> for employees to locate links and local workforce data. (P&E)
- ❖ Corporate & Continuing Education has received \$286,843 in funding from the Southwest Washington Workforce Development Council to develop and deliver incumbent and dislocated worker training through June 30, 2011. Incumbent worker projects include: distance learning curriculum development of ICD-10 medical coding for PeaceHealth Medical Group, Autonomous Maintenance Training for TetraPak, Lean Office and Excel training for Tidland and Lean Manufacturing and Train the Trainer consortia. Dislocated worker projects include: Machine Technologies and Project Management & Lean Fundamentals. (CCE)
- ❖ In January, corporate education secured \$25,582 in customized training contracts: Supervisory Development training for Karcher (\$20,588), Personal Finance training for Thompson Metal Fab (\$2,000), and Troubleshooting training for Fitesa Fiberweb (\$1,994). (CCE)
- ❖ On February 1, 2011, the Washington Community College Health IT Collaborative meeting was held at the Corporate Learning Center at CTC. The group was formed by the IT Center of

RESPOND TO WORKFORCE NEEDS

Excellence at Bellevue College, to provide resources for health IT program building by community and technical colleges. The meeting was attended by 48 health IT educators.

- ❖ Corporate & Continuing Education e-learning instructional designer Mark Gaither gave a presentation on technology utilized in academic health IT programs. (CCE)
- ❖ Plans are in development for communications support for 2011 Clark College Career Days, which will be held on April 11-13. The three-day event has been reformatted from last year to provide free career exploration, career skills building, and career networking opportunities. This event is open to Clark College students and community members. The Career Clothing Closet has again been scheduled to “fit” with this year’s Career Days. Web Specialist Tahnya Huneidi created a webpage for Career Days and developed a sign-up form (feeding into a database as well as generating an e-mail to Jody Shulnak) for students wishing to volunteer to help with the Career Clothing Closet or the Career Days events. (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

- ❖ Michelle Bagley, Director of Library Services & eLearning, has joined the Library and Media Directors' Council ILS subcommittee. This group is investigating the implementation of an open source, integrated library system which would be shared across the community and technical colleges. (OOI)
- ❖ Clark College and the other community and technical colleges in the Washington system have begun the 4-month countdown leading to the implementation of the administrative systems Lift and Shift (LnS) project. The goals of this project are to reduce risk and improve efficiencies by 1) migrating our administrative computer applications from the obsolete HP3000 platform to a modern and supportable UNIX platform, and 2) consolidating the distributed hardware supporting the administrative systems to the Department of Information Systems data center in Olympia. The LnS project will insure that our administrative systems hardware platform can be adequately supported while planning for the ultimate replacement of our legacy administrative applications with a modern suite of commercially available applications. The LnS project is a complex undertaking that has been the dominant focus of the SBCTC IT Division for the past 18 months. The next 4 months prior to implementation will require significant effort on the part of employees from Administrative Services, Student Affairs, and Instruction. (AS)
- ❖ IT Services has implemented a customer feedback mechanism whereby customers are automatically sent an email by the IT management system when a service call is closed. In addition to announcing that the service call is complete, the email message invites customers to participate in a short (4 questions) satisfaction survey. This technology will assist IT Services in its continuous improvement efforts. (AS)
- ❖ A new vendor award has been made for Production Print Shop's Docutech and color copier equipment. Transition is underway and installation is targeted for mid February. This change in vendor service is expected to net a \$50,000 savings annually in equipment lease expense. In addition, the new online order form, available in early March, will provide a number of improved ordering and tracking tools to college customers. (AS)
- ❖ Construction of the Early Learning Center (ELC) Phase 1 Project continues with the revised substantial completion date of April 2011, representing no change from what was reported in January. The project team continues to meet weekly to review the work schedule and address any problems as soon as they emerge. Even with the revised substantial completion date the

ENHANCE COLLEGE SYSTEMS

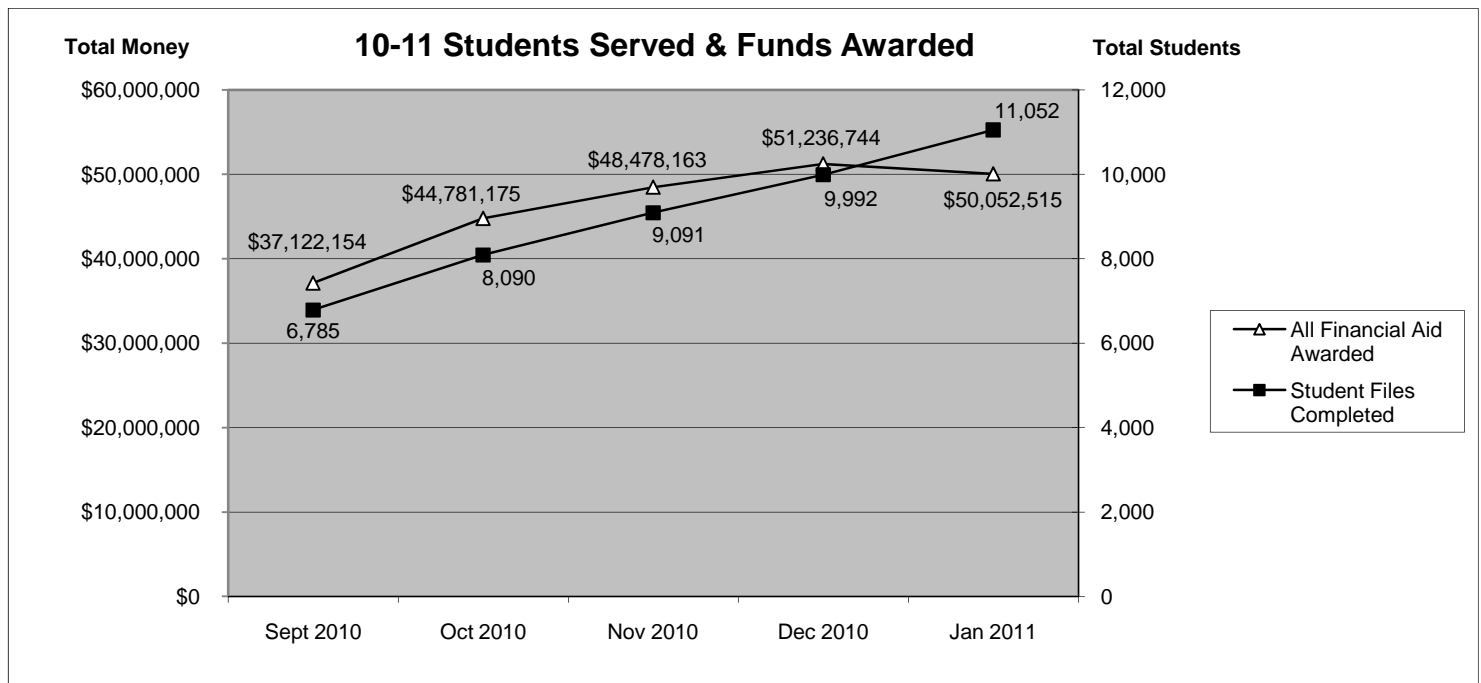
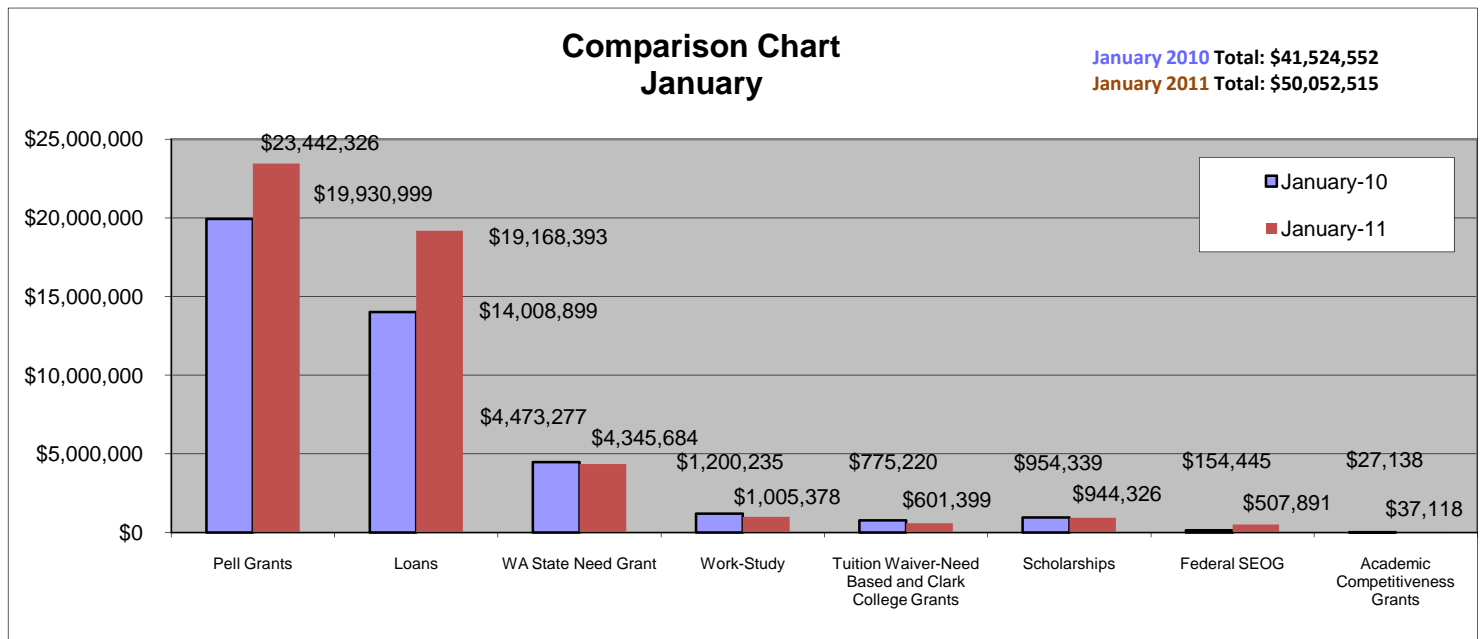
project is still on schedule for occupancy in summer 2011. There will be no adverse impact on the college's ability to begin programming in the new building as planned. (AS)

- ❖ Design for the STEM building continues despite the fact that construction funding has been delayed until at least 2013. The core team, consisting of architects, consultants, instructional, and other college staff, has been making good use of the additional time without adversely affecting the cost to refine the program needs and to develop a sound schematic design. The team completed the State mandated Value Analysis review which identified several design considerations that will improve the design or potentially save construction costs. (AS)
- ❖ Eight student government officers and two reporters for the *Independent* participated in the Legislative Reception in Olympia on January 24. The reception provided students the opportunity to meet with legislators and share their concerns regarding upcoming budgetary issues facing the community and technical college system and Clark College specifically. (SA)
- ❖ An Academic Advisor in the Health Occupations and Education Division created an advising worksheet that outlines an educational pathway for students in the Fitness Trainer and Pharmacy Tech programs, to transfer to a Bachelor's degree at Central Washington University (CWU). CWU offers an online only Bachelor of Applied Science Degree in Information Technology and Administrative Management (BAS-ITAM). As part of the BAS-IATM degree, students will take upper-division coursework that prepares them for leadership and supervisory positions within their field. (SA)
- ❖ Student Affairs implemented new Friday service hours. Services in Gaiser Hall and Penguin Union Building will be open from 10:00 a.m. - 4:30 p.m. on Fridays. The approval of the change in hours was based on the need for dedicated time to process applications, documentation, and other official records; dedicated time for staff meetings, departmental collaborations, and staff training; and dedicated time to plan, develop, and enhance resources and services for students. The increase in student enrollment and growing need to invest in our staff required us to think differently about how we provide services. We remain committed to student success and will periodically adjust Friday service hours to support key enrollment functions and deadlines. Students were made aware of these changes through additional signage in Gaiser/PUB, student e-mail and Connections. (SA)
- ❖ Student Affairs, Information Technology, and Communications and Marketing continue to work toward the goal of full implementation of student email as the primary means of communication between the college and our students. This process has required innovative thinking and collaboration to move this project forward. (SA)
- ❖ (HR) Environmental Health and Safety provided asbestos awareness, fall protection, lockout, bloodborne pathogens, and AED/CPR training. We also conducted five ergonomic consultations to reduce repetitive injury risk factors. This served ~75 people. (HR)

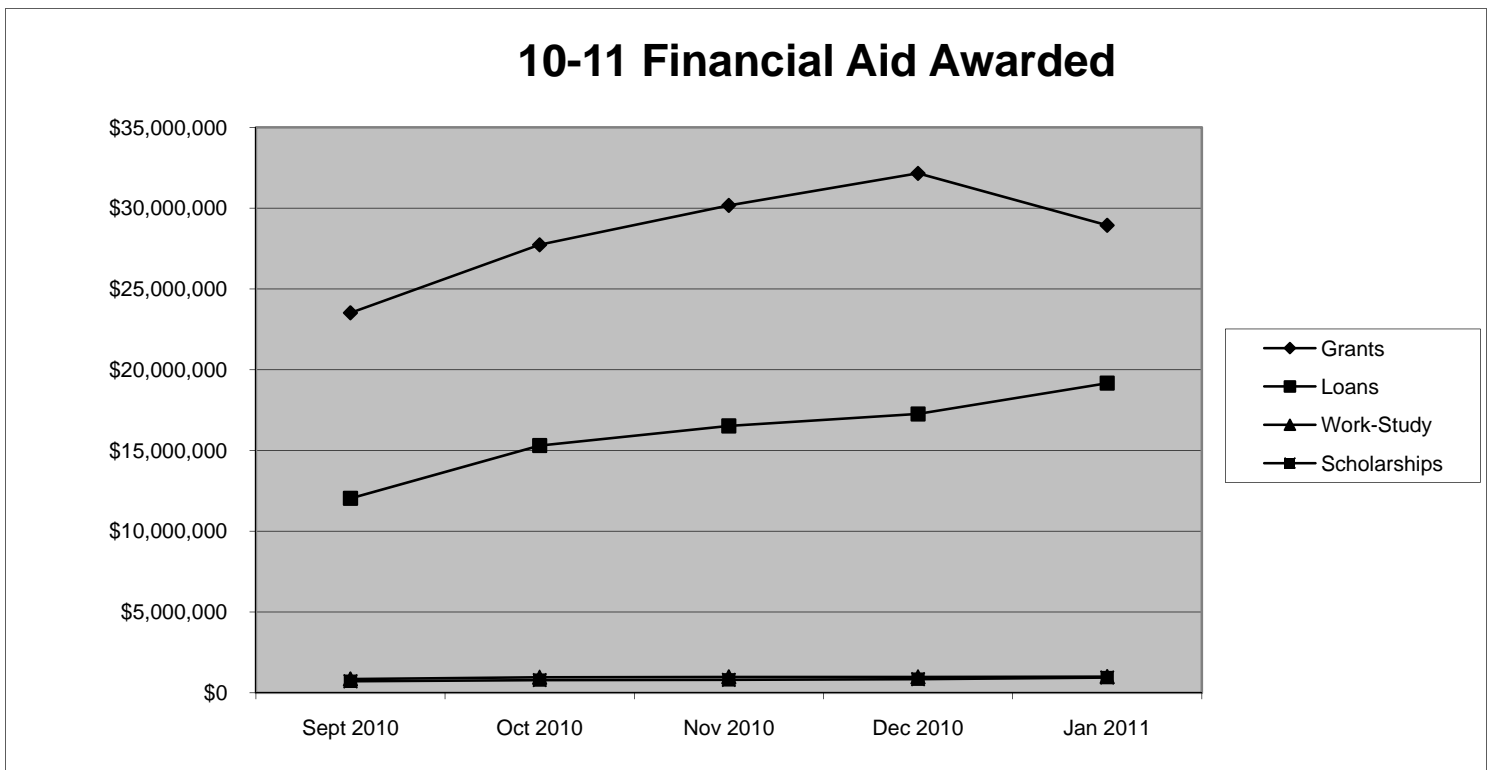
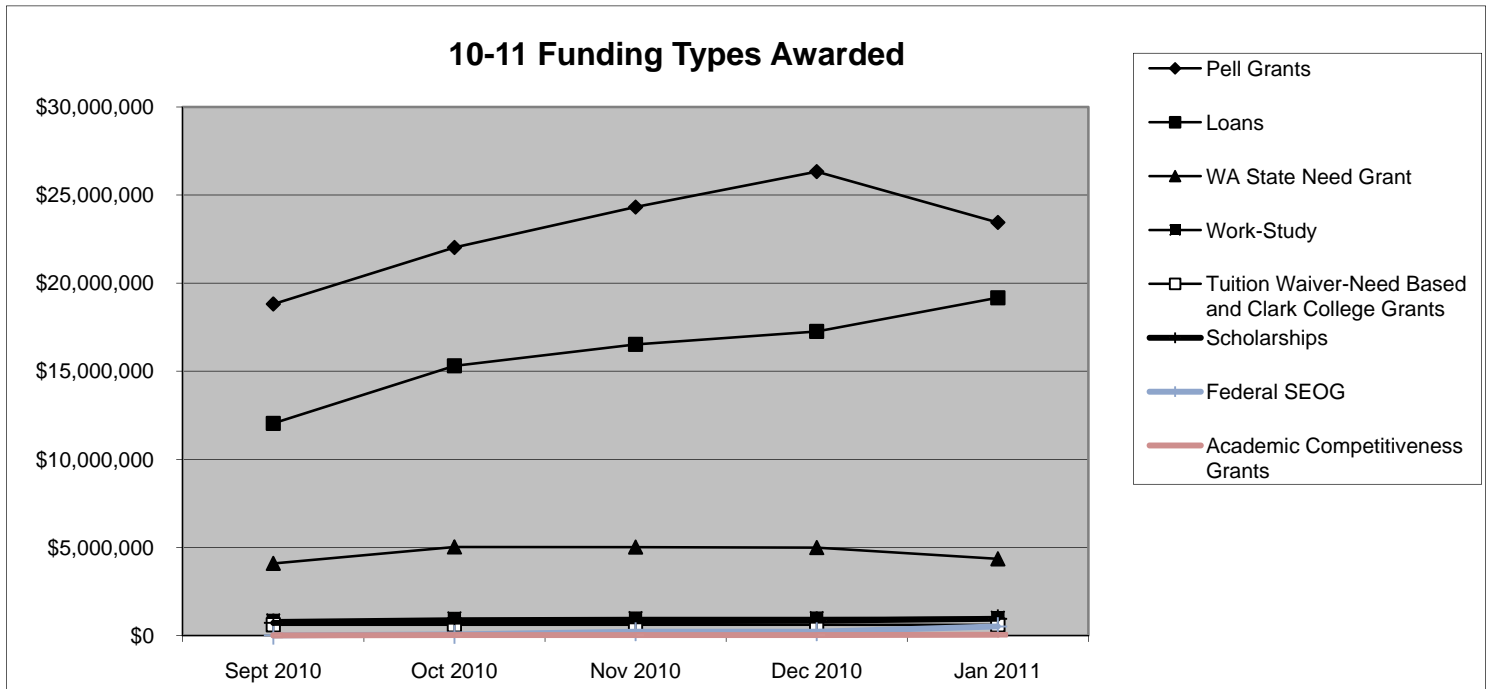
ENHANCE COLLEGE SYSTEMS

- ❖ Planning and Effectiveness coordinated the annual Legislative Reception in Olympia on January 24. The event was well-attended by college personnel and students as well as legislators. Legislators were given the messages of Clark College's 2011 Legislative Priorities: Do not limit the College's flexibility to manage resources and Do not cut the State community and technical college system further. (P&E)
- ❖ This year, Institutional Research has completed the Common Data Set which creates efficiency by replacing the annual individual surveys completed for College Board and Petersons. The Common Data Set (CDS) initiative is a collaborative effort among data providers in the higher education community and publishers as represented by the College Board, Peterson's, and U.S. News & World Report. The combined goal of this collaboration is to improve the quality and accuracy of information provided to all involved in a student's transition into higher education, as well as to reduce the reporting burden on data providers. (P&E)
- ❖ Webmaster Chris Concannon is supporting Student Affairs in their efforts to increase the participation rate of students using Clark e-mail. The goal is for each student to activate their e-mail account prior to accessing online services, including Web registration. (C&M)
- ❖ Using Google analytics, Webmaster Chris Concannon provided the following data about usage of the Clark College website. From Sept. 22, 2010 through Jan. 31, 2010: the website experienced 3,726,000 unique page views. The home page is the most frequently visited page. For much of that time period, the academics/schedule page ranked second in terms of web hits. However, since the introduction of the "Current Students" page, it has been ranked second with the academics/schedule page now ranked third. (Recently, the "Current Students" page has been the most visited page.) Average time on the home page is 1:36. Average time on the "Current Students" page is 2:05. (C&M)
- ❖ Executive Director Barbara Kerr concluded her work in support for the 2011 State of the College Address. That included media relations, coordinating the speech and the supporting PowerPoint, and partnering with Events Manager Michelle Golder and Stage Manager Mark Owsley to coordinate appearances by guests onstage and in the audience. The speech was recorded by -- and has aired -- on Clark-Vancouver Television (CVTV). Additionally, CVTV reported 197 viewings of the address on their website during January. (C&M)

STATISTICS



STATISTICS



Clark College - Budget Status Report

January 31, 2011

Sources of Funds (Revenues)	2010-11 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	29,155,563	16,357,492	12,798,071	56.1%
Tuition	13,365,828	10,318,234	3,047,594	77.2%
Running Start	5,173,331	2,214,561	2,958,770	42.8%
Excess enrollment	8,910,414	6,800,000	2,110,414	76.3%
Planned use of prior fund balance	2,596,331	-	2,596,331	0.0%
Dedicated, matriculation, tech, cont ed	3,266,767	2,534,654	732,113	77.6%
Total Operating Accounts	62,468,234	38,224,940	24,243,294	61.2%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	5,890,656	1,924,434	3,966,222	32.7%
Internal Support	1,342,004	400,672	941,332	29.9%
ASCC less PUB	1,599,495	1,061,933	537,562	66.4%
Bookstore	6,081,489	4,066,054	2,015,435	66.9%
Parking	261,252	315,897	(54,645)	120.9%
Auxilliary Services	1,741,883	861,676	880,207	49.5%
Financial Aid	41,632,524	34,004,505	7,628,019	81.7%
Total Other Accounts	58,549,303	42,635,172	15,914,131	72.8%
Total Sources of Funds	121,017,537	80,860,112	40,157,425	66.8%

Uses of Funds (Expenses)	2010-11 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	751,249	333,017	418,232	44.3%
Vice President of Instruction	38,468,417	20,479,635	17,988,782	53.2%
Vice President of Administrative Services	11,170,907	6,911,024	4,259,883	61.9%
Vice President of Student Affairs	8,044,892	4,328,170	3,716,722	53.8%
Associate Vice President of Planning & Effectiver	513,471	296,648	216,823	57.8%
Executive Director of Corporate & Continuing Ed	807,030	494,619	312,411	61.3%
Executive Director of Communications	1,200,838	828,277	372,561	69.0%
Associate Vice President of Human Resources	1,511,430	797,952	713,478	52.8%
Total Operating Accounts	62,468,234	34,469,341	27,998,893	55.2%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	5,890,656	3,252,823	2,637,834	55.2%
Internal Support Services	1,342,004	670,496	671,508	50.0%
ASCC less PUB	1,599,495	796,241	803,254	49.8%
Bookstore	6,081,489	3,922,442	2,159,047	64.5%
Parking	261,252	249,569	11,683	95.5%
Auxilliary Services	1,741,883	920,132	821,751	52.8%
Financial Aid	41,632,524	34,066,206	7,566,318	81.8%
Total Other Accounts	58,549,303	43,877,908	14,671,395	74.9%
Total Uses of Funds	121,017,537	78,347,250	42,670,287	64.7%
Difference - Excess (Deficiency)	-	2,512,862		
Net transfer Excess Enrollment - CIS equip reserve		(40,000)		
Net Difference		2,472,862		
Capital Projects - Revenues & use of fund bal	7,140,612	1,776,466	5,364,146	24.9%
Capital Projects- Expenses & Encumbrances	7,140,612	1,776,466	5,364,146	24.9%
Difference - Excess (Deficiency)	-	-		

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

		Fund Balance (minus non-cash assets) 6/30/10	Cash Balance (minus dedicated cash) 6/30/10	Required Reserves	Prior Commitments (prior to 7/1/10)	New Commitments (2010/11)	Total Available Cash
145	Grants and Contracts	3,038,635	3,047,849		116,675		2,931,174
147	Local Capital	31,225	31,225				31,225
148	Dedicated Local	5,908,732	3,319,127		-	2,620,583	698,544
149	Operating Fee	528,443	(17,755)				(17,755)
440	Central Store (Catalog)	50,128	50,128				50,128
443	Data Processing	1,830,348	1,830,348		830,348	1,000,000	-
448	Print/Copy Machine	(171,925)	(171,925)				(171,925)
460	Motor Pool	19,347	19,347				19,347
522	ASCC	1,167,668					-
524	Bookstore	2,278,768	2,278,768				2,278,768
528	Parking	246,522	246,522			250,000	(3,478)
570	Other Auxiliary Enterprise	972,587	325,711			28,535	297,176
790	Payroll (clearing)	215,643					-
840	Tuition/VPA	4,223,889					-
846	Grants - Fin Aid	(1,146,105)					-
849	Student Loans	36,069					-
850	Workstudy (off-campus)	(19,166)					-
860	Institutional Financial Aid Fun Reserves*	536,344		6,088,749			(6,088,749)
Totals		19,747,152	10,959,345	6,088,749	947,023	3,899,118	24,456

ACTION ITEMS



MEMORANDUM

To: Robert K. Knight
President

From: Rassoul Dastmozd, PhD
Vice President of Instruction

Date: February 11, 2011

Re: Consideration of Tenure

The following probationary faculty members are presented to the Board of Trustees for consideration of award or denial of tenure.

Faculty

Radmila Ballada
Deena Bisig
Deb Hendrickson
Michelle Mallory
Erika Nava
Nicoleta Sharp
Elizabeth Ubiergo
Katy Washburne

RIF Unit

Library
Communication Studies
Nursing
Early Childhood Education
Spanish
Physics
Spanish
Adult Basic Education

cc: R. Dastmozd

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
January 18, 2011
Ellis Dunn Room GHL 213

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

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

Others: Ms. Bonnie Terada, Assistant Attorney General, Ms. Lisa Gibert, President/CEO Clark College Foundation; Dr. Marcia Roi; Mr. Samson Ramirez; Prof. Lisa Borho; other faculty, students, and guests.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Burkman called the meeting to order at 5:04 p.m. He reviewed today's work session with the assembled audience. 	
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 statements from the audience this evening concerning possible reductions to the college's budget. Students and faculty from the automotive, culinary, nursing, and paralegal programs spoke about the need for these programs in the community and the quality education they are receiving. Paralegal: Instructor Mark Baum; students/others Cathy Ecalbarger, Jeannie Whitman, Jennifer Morrison, Robin Brown, Mary Ann Da Sheill. Nursing: Professor Randy Givens. Culinary: Lulu Hutton, Crystal Wakeman, Cynthia Sandblast, Debbie and Yvonne. Automotive Fast Track: Instructor Tom Curvat; students/others Kevin Johnson, Tim Birl, Carol Lavender, Chris Waller, Chris Zielsdorf, Chris Stewart, Gene Ruiz. 	<ul style="list-style-type: none"> Chair Burkman thanked students and faculty for attending the meeting and sharing their stories. He stressed that no decisions have yet been made about any budget reductions, that the college is currently undertaking a process to determine what should be done. Trustee Sen Hoss addressed the guests and acknowledged that cuts are going to be difficult for the college but the reality is that the state's financial situation is dire and everyone will be affected in one way or another.

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	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports A. AHE	<ul style="list-style-type: none"> • Dr. Roi reviewed her report. The union and administration continue to discuss the process of taping meetings. The union is looking to solidify the relationship and will issue a demand to bargain letter to clarify the policy on taping. • She said faculty would like the input from the college concerning budget reductions to be posted on the intranet. She indicated that the faculty will have more confidence in the process if they know their comments have been considered. • She reviewed the recent salary bargaining session and clarified that the faculty is not looking for a pay increase, but want to use turnover dollars to fund their increments. 	

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	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports B. WPEA	<ul style="list-style-type: none"> There was no verbal report for the WPEA this evening and their written report stood. The WPEA collective bargaining agreement for 2011-13 has ended in an impasse due to the union's decision to decline the state's 3% temporary pay reduction and temporary paid leave hours. President Knight held a very well attended Classified Open Dialogue on December 2. Discussions included the employee climate survey, and state budget cuts. Chief Job Rep, Billie Garner, met with the president and other college union leaders to discuss the budget. 	
II. C.	Constituent Reports C. ASCC	<ul style="list-style-type: none"> Mr. Ramirez thanked the students from the automotive, culinary, nursing, and paralegal departments for attending this evening's meeting. Mr. Ramirez met with Student Affairs' college leadership concerning the ASCC budget. He expects to hear student input on budget reduction suggestions soon. He feels the college has taken appropriate measures over the past few months in the area of diversity and making the college safer. He does continue to hear from students concerning parking issues on the main campus. He will be meeting with Mr. Pacheco to discuss their concerns. Mr. Ramirez thanked the college leadership and faculty for all the help they have provided to him this year. He also distributed the ASCC events calendar to the board for the months of February and March. 	
II. C.	Constituent Reports D. Foundation	<ul style="list-style-type: none"> Ms. Gibert emphasized her commitment for the Foundation to be the best partner the college has in helping see the college community through the horrible financial crisis the country continues to suffer. She asked for alignment between the college and Foundation and creativity on the part of everyone in both organizations to find the best way to work through the situation together. 	

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	TOPIC	DISCUSSION	ACTION
II. D.	Statements and Reports from Board Members	<ul style="list-style-type: none"> There were no statements from the board members this evening. 	
II. E.	President's Report	<p>Student Success Presentation</p> <ul style="list-style-type: none"> Marlene Hope was the evening's <i>Student Success Story</i> presenter. She recognized the staff and faculty who helped her come to believe in herself again and move forward in her life. <p>Faculty Presentation</p> <ul style="list-style-type: none"> Prof Lisa Borho, Division Chair of the Health & Physical Education Department, offered the evening's faculty presentation on the department's program offerings. Two students who have been through the program and are now working in the community also spoke about their experiences at the college. President Knight spoke about the budget process the college is undertaking. The decisions that have to be made are especially difficult given the talent and dedication that is evident among the students, faculty, and staff at the college. There will be opportunities for everyone to offer their comments on budget reduction strategies in various ways; all suggestions will be taken under consideration. Clark student, Jacquie Brown, became the third runner up in this year's Miss America Pageant. The Penguin Nation offered her their congratulations. 	

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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>Focus On Learning</p> <ul style="list-style-type: none"> • Dr. Dastmozd discussed the math department's offering of 11 workshops throughout the winter term. The workshops will each focus on difficult topics in nine math courses. The workshops are free to students taking the math courses, or who are looking for refreshers, reinforcement, or specific content information. The workshops will be filled on a first-come, first-served basis. • Mr. Belden spoke about the recent professional development training offered by the Director of Advising. The workshop was geared for employees who, at times, serve students who are upset. Staff learned how to overcome communication barriers, how to support these students, and each other. • Kael Godwin discussed the electronic assessment tool that Planning & Effectiveness created for the Math Department's "Rethinking College Math" project. Faculty participating in the project will pilot the assessment during winter quarter and will expand it into the fall 2011 term. 	

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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>Expand Access</p> <ul style="list-style-type: none"> • Dr. Dastmozd noted that enrollment at CTC (Clark College at Columbia Tech Center) increased by 24% between fall 2009 and 2010. The college is looking to maximize efficiencies at the site and to utilize the available space in a cost-effective manner. • CTC is at 80% of its maximum capacity; the building can serve between 1,200 and 1,500 students. • Instruction uses CTC for classes Monday through Thursday and the Corporate & Continuing Education Department uses it on a five-day per week basis. • Mr. Belden reported that the Financial Aid Department has seen a 22% increase in applications over the past few years. Approximately 275 local people attended a financial aid information night in December. • The college has awarded \$51 million in aid in 2010 so far, \$9 million more than in the full 2009-2010 academic year. This amount of aid has been processed without an increase in the number of financial aid staff. • Student Affairs has restructured its office hours so that staff can complete processing all of the financial aid to ensure that students receive their allocations on a timely basis. • Ms. Reilly-Kelly reported that CCE has completed the development of on an online Pharmacy Technician Certification Examination Preparation course. The course can be used by both new students or by current students who are preparing for their board exams. • Ms. Kerr announced that a simplified student email system redesign has been completed. The system is a Google G-mail system that will allow students to forward their college email to another account if they so choose. • A new application on the college's website that notifies students about unexpected class cancellations, delays, or updates has been enhanced so that these announcements will flow directly to the students' email accounts in order to keep them informed of any changes. 	

**Minutes of the Business Meeting of the Board of Trustees
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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>Foster a Diverse College Community</p> <ul style="list-style-type: none"> Mr. Belden announced that the International Program continues to grow. Winter quarter brought 16 new students bringing the total to 70 students from 23 different countries. This increase has occurred without the replacement of an international student recruiter. <p>Respond to Workforce Needs</p> <ul style="list-style-type: none"> Dr. Dastmozd was pleased to announce that enrollment in the Early Childhood Education (ECE) has increased by 17% during the past year. This growth was primarily due to ECE I-BEST basic education students transferring into certificate and degree programs through I-BEST pathways. I-BEST allows students to earn college credit and help them mainstream into the larger student population at the main campus after they complete the I-BEST program. Southwest Washington Workforce Development Council awarded a grant to the CCE for two new certificate programs: a QuickBooks 2010 training program and a wire-core welding program. Both courses will allow students to immediately enter the workforce in high-demand jobs and both allow students to progress at their own pace. Both programs are funded through the American Recovery and Reinvestment Act (ARRA). CCE continues to pursue grant opportunities from diverse entities rather than solely through the state. 	

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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>Enhance College Systems</p> <ul style="list-style-type: none"> Mr. Williams announced that Business Services and Financial Aid have created a joint partnership to offer students their financial aid electronically. The state board has contracted with financial aid management company, Higher One to manage the electronic distribution for all community colleges in the state. Beginning with the spring quarter, the college will now offer students three options to receive their financial aid: direct deposit to a financial institution account, demand deposit account with Higher One via a debit card, or a check sent to their home directly. This option will be very convenient for students and will free up significant staff time. During winter quarter, staff prepared and distributed 4,500 financial aid checks. 	
III.	ACTION ITEMS		
	First Reading		
	<ul style="list-style-type: none"> Resolution on College Reserves 		<p>MOTION: Trustee Pollard made a motion to move the Resolution on College Reserves to the Consent Agenda. Trustee Rupley seconded the motion and it was unanimously approved.</p>
	Consent Agenda		
	<ul style="list-style-type: none"> Minutes from December 14, 2010 board meeting. 		<ul style="list-style-type: none"> Trustee Parker offered a correction to the minutes on Section IIC, page 21 to correct the sentence: "At faculty request, an expanded AEW program will be implemented during the winter quarter...." The word "implemented" was corrected from "implanted". <p>MOTION: Trustee Sen Hoss made a motion to approve the Consent Agenda in its entirety. Trustee Parker seconded the motion and it was unanimously approved.</p>

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IV.	FUTURE TOPICS
	<div style="display: flex; justify-content: space-between;"> <div> Budget (ongoing) K-12 (ongoing) North Central Site </div> <div> Student Achievement Initiative Monitoring the Impact the College has on the Local Community College's Impact on Local Business </div> </div>
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 February 22, 2011 in the Ellis Dunn Community Room, GHL 213.
VI.	EXECUTIVE SESSION
	<ul style="list-style-type: none"> The board did not conduct an executive session this evening.
VII.	ADJOURNMENT
	<ul style="list-style-type: none"> There being no further business, the meeting adjourned at 6:50 p.m.

Jack Burkman, Chair
Clark College Board of Trustees

Leigh Kent, Recorder
January 22, 2011

Board of Trustee Calendar of Events

February 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
February 22	3:30 pm	Board Meeting/Work Session	258C & GHL 213	X		
February 23	5:00-8:00 pm	ASCC: Swing Dance	Student Center		FYI ONLY	
March 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
March 1	6:00-7:30 pm	ASCC: Blind Café	PUB 161		FYI ONLY	
March 2	9:00	Monthly Meeting w/ Jada	Bob's Office	X		
March 3	9:00	Monthly Meeting w/ Sherry & Royce	Bob's Office	X		
March 3	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
March 3	1:00-3:30 pm	ASCC: Floetry	PUB 161		FYI ONLY	
March 8	5:00-8:00 pm	ASCC: Mardi Gras	PUB 161		FYI ONLY	
March 9	2:00-3:00 pm	ASCC: Cultural Stories	PUB 161		FYI ONLY	
March 22	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

April 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
April 7	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
April 7	2:00	Monthly Meeting w/ Jada & Sherry	Bob's Office	X		
April 7	3:00	Monthly Meeting w/ Royce	Bob's Office	X		
April 25	3:00 pm	Tenure Reception	Student Center	X		
April 26	4:00 pm	Board Meeting/Work Session	258C & GH 213	X		
May 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
May 4	10:00	Monthly Meeting w/ Royce	Bob's Office	X		
May 5	11:00	Monthly Meeting w/ Jada & Sherry	Bob's Office	X		
May 9	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
May 18	5:30 pm	Savoring Excellence	Student Center		Invitation Only	
May 23	7:00 pm	Phi Theta Kappa Induction Ceremony	Student Center		X	
May 24	4:00 pm	Board Meeting/Work Session	258C & GH 213	X		
May 26	10:30	Monthly Meeting w/ Jack & Rhona (for June)	Bob's Office	X		

June 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
June 6	2:00	Monthly Meeting w/ Jada	Bob's Office	X		
June 6	3:00	Monthly Meeting w/ Sherry & Royce	Bob's Office	X		
June 6	6:00 pm	OSWALD Awards	Student Center		X	
June 14	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
June 16	5:30 pm	Commencement	Amphitheatre	X		
June 18	11:00 am	GED/HS Diploma Event	O'Connell	X		
June 26-28	TBD	TACTC Spring Training (Conference)	Suncadia Resort, Cle Elum		X	
July 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
July 11	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
July 26	TBD	Annual Retreat	TBD	X		
August 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
August 8	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
August 23	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

September 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
September 12	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
September 27	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
October 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
October 10	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
October 25	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
November 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
November 7	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
November 22	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
November 28	12:00	Monthly Meeting w/ Jack & Rhona (for December)	Bob's Office	X		
December 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
December 13	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
				X		

BOT PLANNING CALENDAR 2010-2011

July 2010

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

August 2010

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

September 2010

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

October 2010

- Minutes from September
- Voluntary Retirement/Separation

November 2010

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

December 2010

- Minutes from November

January 2011

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

February 2011

- Minutes from January
- Consideration of Tenure (first reading)

March 2011

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

April 2011

Tenure reception
Minutes from March

May 2011

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

June 2011

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

Work Session Topics 2010-2011

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

Board of Trustees Meeting Schedule

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

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