

Clark College Board of Trustees



February 22, 2012

Clark College
The Next Step



Board of Trustees Goals 2011-2012

Fiscal Responsibility

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

College Climate

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

Shared Governance

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

Diversity

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

Student Completion and Access

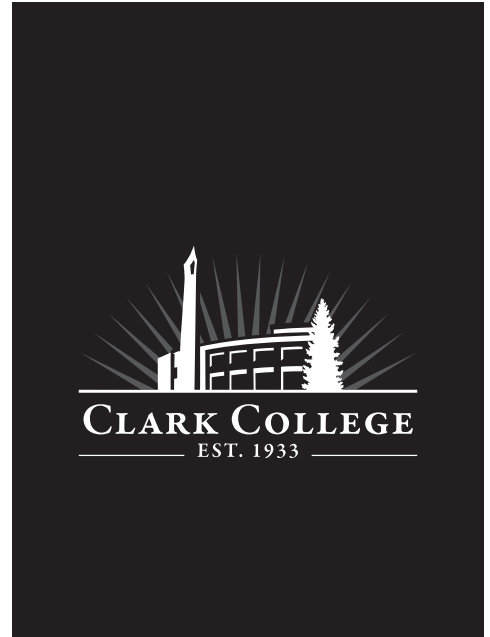
- Prioritize student completion of educational goals in all decision-making, while continuing to balance the college's ability to meet the current and future demand for educational opportunities offered. – *Focus on Learning and Expand Access*

Responsibility for President

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

Building Partnerships and Representing Constituencies

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



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, 2012**

Table of Contents

Clark College Vision/Mission

Board of Trustee Goals

Table of Contents

Page i

Agenda

Pages ii-iii

Focus on Learning

Pages 1-5

Expand Access

Pages 6-8

Foster a Diverse College Community

Pages 9-12

Respond to Workforce Needs

Pages 13-15

Enhance College Systems

Pages 16-18

Statistics

Pages 19-22

Action Items

Pages 23-31

CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, February 22, 2012
Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- | | |
|-----------------------------|-----------|
| ♦ College Scorecard | 4:00-4:25 |
| ♦ Foundation Strategic Plan | 4:25-4:50 |

BUSINESS MEETING

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

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

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Neda Rabbanian

*Faculty Presentation: Cindy Myers, Director of Nursing, & Elizabeth Torgerson, Nursing Instructor,
The Linda Caputi Clinical Model*

Focus on Learning	Pages 1-5
Expand Access	Pages 6-8
Foster a Diverse College Community	Pages 9-12
Respond to Workforce Needs	Pages 13-15
Enhance College Systems	Pages 16-18
Statistics	Pages 19-22

III. ACTION ITEMS

First Reading

- ♦ Consideration of Tenure
- ♦

Page 23

Consent Agenda

- ♦ Minutes from January 25, 2012 Board Meeting

Pages 24-31

IV. FUTURE TOPICS

- | | |
|--------------------------------|--------------------------------|
| ♦ CLE Update | ♦ Diversity Operational Plan |
| ♦ Climate Survey | ♦ GISS Student Completion Data |
| ♦ Columbia River Crossing | ♦ K-12 |
| ♦ C-TRAN Update (<i>May</i>) | ♦ Review of College Policies |
| | ♦ Tenure Schedule |

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, March 28, 2012 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
FEBRUARY 2012**

FOCUS ON LEARNING

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

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

Progress

- Faculty Tina Barsotti and Erin Harwood will be conducting an after-school STEM camp at Harney Elementary School for six weeks beginning in February and running through March 13. This is the third year for the camp, which is in partnership with Vancouver School District and faculty and staff at Harney Elementary. The camp targets under-represented students to pique their interest in STEM activities. Additional faculty support will come from Dawn VanSeggen. The camp will also include a 30-minute homework club, with assistance provided by Clark College STEM students. (OOI)
- Two of the three STEM Help Centers now have electronic student visitation tracking, which will provide valuable information about how the Help Centers are being used. The computer systems and tracking program were implemented with assistance from Jason Wiscarson and Andrew Barsotti. This will inform decisions about scheduling, hours available, and also how the Help Centers are structured. The third help center will have the tracking system installed by spring quarter. (OOI)
- Professor Tina Barsotti set up an information table at the Vancouver Public School’s Open House kickoff event for their new STEM magnet school. Along with two Clark engineering students, Tina presented information about STEM programs at Clark College, as well as hands-on science and engineering activities during the initial meet and greet portion of the evening. (OOI)
- Faculty member Erin Harwood is working with a broad cross-section of representatives from educational institutions, business, economic and workforce non-profits, and community organizations, to create a regional STEM network. The goal of the network is to coordinate and expand STEM education efforts in Clark County to meet business and student needs, thus creating a greater collective impact with regards to STEM education. (OOI)
- NERD Girls hold STEM mentoring sessions every Friday from 3-5 pm in APH 206. (OOI)

FOCUS ON LEARNING

- Student Learning Center Program Manager Suzanne Smith hosted new tutor orientation and training. Twelve volunteers attended and gave favorable reviews. The seven-hour training consisted of four components covered in two sessions: (OOI)
 - Understanding adult learners
 - Strategies and tips for tutoring in the classroom
 - Best practices and techniques for tutoring individuals and small groups
 - Goal setting and lesson planning strategies
- The Student Learning Center currently has 73 active tutors, 36 of whom are serving in classrooms; the remainder provides one-on-one or small group tutoring. In January 2012, 19 students participated in the drop-in tutoring groups, each receiving up to 6 hours of instruction. Eighteen students attended the ESL conversation group, gaining up to 4 hours of practice speaking English. In the past year, 672 students have been served by 99 different tutors in the program. (OOI)
- Clark College eLearning is adding video and audio to online, hybrid, and web-enhanced courses through the use of Tegrity recording software made available through the SBCTC. A demonstration of how Erika Nava uses Tegrity in Spanish Language courses is scheduled on February 15 as part of the 30 Clicks workshops in Cannell Library (<http://library.clark.edu/?q=30-clicks>). (OOI)
 - Current Tegrity Usage:
 - All-Time Total Views 843
 - All-Time Total Recordings 119
 - Recording Hours 17
 - Used Storage Space (GB) 6.1
- In support of the Retention Plan, about 70% of the Basic Education students who have completed the ECE I-BEST certificate program subsequently enroll in further college-level course work. The college enrollment rate for comparable non-I-BEST Basic Education students is much lower. The ECE I-BEST program also directly supports the Diversity Plan. Students of color comprise 36% of the ECE I-BEST students (college-wide, students of color comprise about 26% of the student population). Thanks to the Office of Planning and Effectiveness for gathering these data. (OOI)
- On January 24, Professor Make Godson (Automotive) presented “Driving the Future: Automobiles in the 21st Century” as part of the 2012 Faculty Speakers Series. (OOI)
- Librarian Zachary Grant presented to the Washington State Library on January 31. Zachary presented on the Libraries’ work on an eBook Reader staff development/training pilot funded supported by the State Library. Clark College librarians and staff have been training with these devices since September 2011. Four eReaders were provided to the Libraries as part of the grant. The training plan is divided into three stages: (OOI)
 - Stage One ran from September 26 through December 16, 2011, and focused on training the library staff to use the eBook readers.
 - Stage Two will require librarians and library staff to provide multiple orientation sessions to students, faculty and staff about the eBook readers. This phase will run from January 9 through March 23.

FOCUS ON LEARNING

- In Stage Three, Professor Grant will write and submit a final report of the project's findings to the Washington State Library.
- The first Archer Gallery exhibit of winter term, "Lupication, or the Divide," was on display from January 10 to February 4. The exhibit highlighted various artistic works that explore the connections and disjuncture between humans and the natural world. A variety of Art courses integrated this gallery exhibition into course assignments. (OOI)
- The 50th Golden Anniversary Clark College Jazz Festival held January 26-28, 2012, was a resounding success. The festival traditionally brings approximately 1,200 high school students and 3,000 community people to the Clark College. The festival experienced capacity audiences this year due to some of the special 50th events, so the numbers were probably larger for this year. (OOI)
 - The Alumni Band was directed by retired Clark Band Director Chuck Ramsey and was made up of students from three generations of Clark band directors, Dale Beacock, Chuck Ramsey, and Richard Inouye. The special jazz clinics were presented by WSU Pullman Coordinator of Jazz Studies and former Clark student, Dave Hagelanz. On Saturday evening, two Legacy Sweepstakes Award presentations were made to the previous Jazz Festival Coordinators, Dale Beacock (posthumously) and Chuck Ramsey for their contributions to the festival and a special dedication was made to the Beacock family in honor of Dale; the Sweepstakes Award was renamed, "The Dale Beacock Memorial Sweepstakes Award." (OOI)
 - In addition, the Clark College Jazz Ensemble premiered a special composition commissioned for them by Portland composer Mike Van Liew entitled "Felizidad Interna Bruta." Bob Williamson, Vice President of Administrative Services, kicked off the Saturday and final evening of the finals competition and was on hand later to help award trophies and the coveted Sweepstakes Award. A true Clark community effort, the festival is managed by Clark band students with Music Department students volunteering approximately 650 hours, ensuring its smooth operations. Special thanks should also be given to Communications and Marketing, Security, Culinary Arts, Facilities, and Events Scheduling for their support. (OOI)
- Adjunct faculty member in the Business Technology-Medical department, Jean Bucher, was asked by publishing company Lippincott, Williams and Wilkins to edit and revise a commonly used Medical Office text. Her revisions were accepted and the new edition has just been published. (OOI)
- The Mechatronics Department held an Open House for local high school career advisors on January 25. The event focused on educating attendees about the content of the program and the employment potential within local industry. This event was so successful that the department has plans to hold another Open House in the spring and expand the list of attendees. (OOI)
- In January, Academic Early Warning (AEW) access expanded to include Basic Skills at Clark College's Town Plaza Center. Instructors and staff at TPC will be using the system to track student attendance, and to identify students in need of additional intervention and support. The system is now being used on all four Clark College campuses to aid student progress and retention. On main campus, AEW usage continued to grow with more than double the number of instructors using the system as compared to this time last year. (SA)

FOCUS ON LEARNING

- The College Prep & Transfer Divisional Manager represented Clark College at Portland State University's Graduate Teacher Education Program (GTEP) Advisor Forum on January 31. Representatives from both local community colleges and universities participated to discuss how prospective students can successfully prepare for PSU's GTEP program and teaching careers. Topics of discussion included highlights of the GTEP program, admissions requirements, transferability of credits, and state requirements for teaching certification. (SA)
- The International Student Advisor and the International Student Academic Advisor co-presented at Pricila Martins-Reads' HDEV 111: Cultural and Academic Fundamentals class on February 3. They discussed Safety and Academic Program Planning. (SA)
- ASCC student leaders provided Welcome Week activities to all four Clark College campuses on January 9-13. During this week-long event, the student leaders went to a different satellite campus each day providing information on Clark resources and distributing student handbooks/planners, refreshments and other free promotional items. The event was a success in welcoming our new and returning students to winter quarter at Clark. (SA)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Student Ambassadors and their respective advisors participated in the *First Friday Leadership Development Series - Multitasking and Time Management*, presented by Dr. Tim Cook, Interim Vice President of Instruction on January 13. During this session students learned the myths of multitasking and their true effectiveness (or lack thereof) in completing multiple tasks at once, as well as exploring strategies to make better use of their work and personal time. (SA)
- The Assessment Center partnered with the Dental Hygiene Department and the testing vendor, Elsevier, to pilot a new assessment for use in the student selection process. The pilot session included 25 current dental hygiene students and will provide data on how students perform compared to their original ASSET assessment scores. This assessment will be fully implemented on March 2 at the mandatory Dental Hygiene orientation. (SA)
- The Employee Development Department has had eight new employees successfully complete their orientation training. We have received positive feedback on the New Employee Success Training (NEST) binder and will continue to evaluate this new process as we go forward in order to improve where we can. (HR)
- The next New Employee Welcome Session will be held Tuesday, February 21, 2012 in GHL 205 from 11am – noon. This will be a time for all new employees to enjoy refreshments, a welcome from Clark College leaders, and the opportunity to meet and mingle with other new colleagues (HR)
- Corporate & Continuing Education has compiled and completed their 2010-11 Fact Card, with a data snapshot of enrollments, budget, employment, classes delivered and companies/clients served. Fact Cards are available by contacting the CCE office. (CCE)

FOCUS ON LEARNING

- The Corporate & Continuing Education spring 2012 class schedule features a new class and instructor on the front cover. The instructor, Alison Dolder, is also an instructor with the Culinary Arts program and she will be teaching a cake decorating class for the CCE Cooking & Wine Program. The schedule is set to be mailed on March 16, 2012 to more than 150,000 Clark County households. (CCE)
- Mark Gaither, eLearning Instructional Designer for Corporate & Continuing Education has received a Master's of Arts in Education for Curriculum and Instruction with a specialization in computer education from the University of Phoenix. (CCE)
- Communications and Marketing concluded its support for the Faculty Speaker Series event featuring automotive professor Mike Godson. Support included media relations (including support on social media), printed program, a poster, and print and electronic advertising. Graphic Designer Jenny Shadley recorded the event and uploaded it to the Clark College YouTube channel: <http://www.youtube.com/user/ClarkEDU>. (C&M)
- Pat McDonald, Chris Concannon, Tahnya Huneidi, Hannah Erickson and Barbara Kerr attended QR (quick response) Code Webinar. A QR code is a cell phone readable bar code that can store website URL's, plain text, phone numbers, email addresses and pretty much any other alphanumeric data. Communications and Marketing is using QR codes in materials related to targeted instructional programs and initiatives. The links take users to the Clark website for additional information. (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 Foundation recently acquired a grant for \$5,000 to develop and implement a fully online version of Health Occupations (HEOC) 101—Basic Concepts of Anatomy & Physiology Lab, a 1 credit lab. This lab targets up to 160 students per year. HEOC 101 is a critical component that feeds into the Healthcare Core curriculum that allows students multiple options into nine certificates and degrees. (OOI)
- Nursing hosted an evening Nursing Information Session at Clark College WSU-V on January 21, 2012. Approximately 70 potential nursing program applicants attended, many indicating they have already applied or will apply by the April 1 deadline. (OOI)
- The Student Learning Center (SLC) staff and Pathways Peer Mentors have recently begun to help coordinate students in the FIND (Finding Interests and New Directions) program. The FIND program's goal is to help students set and achieve educational and career goals by expanding access to college programs. The program also provides support services and helps to reduce procedural barriers to college enrollment. SLC staff and mentors will work together with instructor Ann Fillmore to acquaint Basic Education and Developmental Education students with degree program and certificate options and help to walk the students through the some of the more challenging aspects of the college admissions process. (OOI)
- In an effort to serve more students who attend night classes, the Student Learning Center has added two tutoring groups in the evening. In this capacity, more students can stop in to receive help for specific math and language arts needs. (OOI)
- Cannell Library has issued 450 new library cards since the beginning of winter 2012. (OOI)
- Several members of Clark College will participate in Phase II of the state-wide Open Course Library Project funded by the Bill & Melinda Gates Foundation. This project was launched in Fall 2010 with the goal of creating open source course materials for the 81 most highly enrolled common courses across the 34 Washington State Community and Technical Colleges. Instructors submitted proposals as individual course designers or teams to produce course materials that would cost students less than \$35. The course materials would be made available on the web for any college or university. A kick-off event was held in Bellevue on January 24 - 26. Interim Vice President of Instruction Tim Cook joined the Clark College participants at the kick-off lunch on the 24th. (OOI)

EXPAND ACCESS

Clark will have the following participants:

- Kathy Chatfield: Instructional Designer
 - Anita Fisher/Loni Bramson: HIST& 126—World Civilizations I
 - Katherine Sadler: HIST& 215—Women In U.S. History
 - Becky Engel: ASL 121—American Sign Language I and ASL 122—American Sign Language II
 - Veronica Brock/Erin Staples: HLTH 100—Food and Your Health
 - Suzanne Southerland/Amy Bratton/Deena Bisig: CMST& 230—Small Group Communication
 - Angela Lohr: HUM& 101—Intro to Humanities
- There are a total of 683 Clark College courses using Moodle with 9,070 unique users. There are 181 fully online courses, 47 hybrid courses and 455 web-enhanced courses. Notable additions to eLearning offerings this quarter include: (OOI)
 - hybrid PHYS& 222—Engineering Physics II
 - hybrid PHSC 101—General Physical Science
 - hybrid ENGL 098—Writing Fundamentals
 - fully online SOC& 101—Introduction to Sociology
 - fully online HIST 201—Introduction to the U.S. Healthcare System
 - fully online ENGL& 235—Technical Writing
 - fully online SPAN& 122—Spanish II

During the past year, statewide eLearning enrollments have flattened out. However, Clark College is still experiencing strong growth in eLearning. eLearning FTES for Winter 2012 is 1,232 representing 13% of total FTES, up from 11% of FTES at this time last year.

<https://webapps.clark.edu/emd/Report.aspx> (OOI)

- Bruce Wells and Patricio Sevier of the Machining Department hosted the regional Skills USA Machining Competition for the local high schools on February 11. Fifteen students competed in three categories: milling, lathe and bench work; the top three students advanced to the state event to be held in spring quarter. (OOI)
- Director of Security/Safety Ken Pacheco, in conjunction with the Vancouver Police Department, provided a presentation on Sex Offenders at Clark College Town Plaza Center February 8. (AS)
- The Financial Aid Office has received 2012-2013 tentative funding levels for the Federal Supplemental Education Opportunity Grant (FSEOG) allocation at \$310,309, up \$23,054 over last year and the Federal Work Study allocation at \$302,278, an \$8,059 increase over last year. (SA)
- The Running Start Department hosted two information nights for prospective Running Start students and their families on January 18 and 26 in the O'Connell Sports Center Gymnasium. Families received information on how to apply and be accepted into the Running Start program, how to succeed as a Running Start student, and were given an opportunity to ask questions of Running Start staff. (SA)
- New Student Orientations for winter quarter ended in January, during which 840 new students attended. (SA)

EXPAND ACCESS

- The Admissions Office completed two high school visits to Fort Vancouver High School and a visit to Lewis and Clark High School to talk with students about attending Clark College. In addition, the Admissions Office hosted an on-campus group visit to a group of 30 students from Astoria, Oregon. Participants received an admissions presentation and a campus tour. (SA)
- The Latino Recruitment Outreach Coordinator attended the Vancouver Housing Authority College Night on January 5 and the College Goal Sunday Event at WSU Vancouver on the twenty-second. (D&E)
- Communications Specialist Hannah Erickson and Graphic Designer Jenny Shadley successfully completed work on the spring 2012 issue of *Clark College Connections*, including the quarterly class schedule. Feature articles include nursing's 50th anniversary, mechatronics, the 2012 State of the College Address and Clark's representatives on the 2012 All-Washington Academic Team. In addition to articles about the college, its programs, and its students, it contains accurate information on enrollment and registration processes as well as class offerings. (C&M)
- Senior Designer, Pat McDonald partnered with Corporate & Continuing Education (CCE) to design the cover pages for the spring issue of *Explorations*, CCE's class schedule. (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

- Nursing is facilitating the admission of a WIIN (Workforce Improvement with Immigrant Nurses) student to fifth quarter mental health theory. Clark College Nursing collaborates with Clackamas Community College to provide specific instructional support for areas identified as deficient during credentials evaluation of foreign educated nurses. Clark students benefit from the opportunity to increase intercultural awareness. (OOI)
- The mission of Pathways Mentors is to help improve the retention and transition of Clark College's ABE/GED and ESL Students. Currently, there are three mentors serving students at both TPC and main campus. The Student Learning Center Program Manager and Coordinator are currently focused on recruiting more ABE mentors, as well as ESL mentors who speak Russian, Vietnamese, and Chinese and will be training more mentors in February 2012. (OOI)
 - In fall 2011, 54 individual students were mentored by Pathways Peer Mentors. In the past year, 254 students were directly served by ten peer mentors in the program.
 - During fall 2011, 573 total students were contacted by mentors in a general capacity through ABE and ESL welcome sessions, class presentations and other orientations. Students were provided information about the Pathways Mentor Program and other resources available to Basic Education students.
- Admissions and Financial Aid staff from WSUV and Clark College participated in the 4th annual College Goal Sunday on January 22 at WSUV. Financial Aid sessions were presented in English, Russian, and Spanish to the approximately 400 people in attendance. Financial Aid experts were also available in computer labs to provide step-by step instructions for completing and submitting financial aid applications. (SA)
- The Office of International Programs hosted a Community Friends Potluck on January 12 in the Penguin Student Lounge. This program allows members of the community and our students to share their cultures and build friendships. Approximately 80 people attended the event, including community members, students, staff and faculty. (SA)
- The Office of International Programs hired a part-time China Recruitment Assistant. Si Jie Liu, a current Clark student from Shanghai, will act as our campus-based mentor and translator to prospective and admitted Chinese students. (SA)

FOSTER A DIVERSE COLLEGE COMMUNITY

- Eighty (80) international students (FTE) from 23 countries are enrolled for winter term. This is the highest international FTE the college has ever enrolled. (SA)
- The International Student Advisor attended a meeting at WSUV on January 30 with Graduate Programs faculty to discuss the growth of their International Programs. The purpose of the meeting was to network with staff and to share information about WSUV's higher education connections in Asia. (SA)
- On January 18, the MLK Planning Committee presented the Celebration of Martin Luther King Jr. Day. The keynote speaker was social activist Kathleen Saadat. There were 90 community members, staff, and students in attendance throughout the day. (D&E)

Staff from several Student Affairs departments attended a presentation by social activist Kathleen D. Saadat, interim Diversity Development/Affirmative Action Manager for the Human Resources Bureau of the City of Portland on January 18. This opportunity was in commemoration of Dr. Martin Luther King, Jr. and was sponsored by the Office of Multicultural Student Affairs. In addition, several SA staff attended the student panel, "I Speak Differently, Why Don't You Hear Me?" on January 21. This panel was sponsored by Faculty Development and the Office of Multicultural Student Affairs. (SA)

Pathways Mentors are involved in service learning activities and encourage students to get involved as well. The mentors have assisted in recent campus events such as the Food Fair at TPC and the recent Martin Luther King Day of Service. (OOI)

In the Feb. 6 issue of *Clark 24/7*, Communications Specialist Hannah Erickson and Graphic Designer Jenny Shadley provided coverage of the speech by social activist Kathleen Saadat on Clark's Day of Service in honor of Dr. Martin Luther King, Jr. (C&M)

- The Office of Multicultural Student Affairs and Faculty Development sponsored a student panel, "I Speak Differently, Why Don't You Hear Me?" on Tuesday, January 31. Three students shared their experiences with language barriers in the environment at Clark. Forty-five members of the college community attended the event. Other student panels are scheduled for February and May. (OOI)
- The Office of Diversity and Equity is moving forward with plans for a Grand Opening for the Diversity Center in the Fall of 2012. The proposal for new space for the Diversity Center went before the Space Allocation committee on the February 6th. (D&E)
- The Multicultural Retention Manager hosted the "I Speak Differently, Why Don't You Hear Me?" Student Panel event on January 31. The focus of the student panel was the interplay of power, privilege, and equity around different languages, accents, and dialects. The panelists were students, both international and domestic, who have successfully overcome language barriers at Clark. (D&E)
- The Cultural Pluralism Committee sponsored training for the First Friday Student Leadership Series for Clark's student leaders on February 3. Professor Debi Jenkins lead the training on power, privilege, and equity for ASCC members, Peer Mentors, and Student Ambassadors. (D&E)

FOSTER A DIVERSE COLLEGE COMMUNITY

- The Multicultural Retention Manager began the IDI process with the Library Staff. (D&E)
- On February 2, Multicultural Retention Manager, Peer Mentor and community member was invited to talk to three Women's Studies classes to talk about racism. There were 75 students present. As presenters, we were able to answer students question about racism and share our experiences. (D&E)
- Janette Clay was appointed to the classified position of Student Success Program Specialist in Career Services effective February 6, 2012. Janette has a Bachelor's degree French Studies/West European Area Studies from Lewis & Clark College. She has previous work experience at Portland Community College, Big Brothers Big Sisters, AFS Intercultural Programs, and American Language Academy. (HR)
- Karen Ferguson was appointed to the classified position of Program Coordinator in Employee Development effective February 6, 2012. Karen has a MBA from Walden University and a Bachelor's degree in History/Sociology from Washington State University. She has previous work experience with Clark College, Silver Eagle Manufacturing Co., Washington State University, Nautilus, Inc. and Oregon Museum of Science and Industry. (HR)
- Terry Sweberg was appointed to the classified position of Information Technology Specialist 3 in Information Technology effective February 13, 2012. Terry has a Bachelor's degree in Technology from Eastern Washington University and an Associate's degree in Computer Technology from Clark College. Terry has previous experience with Clark College, Affordable PC Support & Repair, and AVX Corp. of Vancouver. (HR)
- Levin Davie has resigned from his position of Information Technology Specialist 3 effective January 27, 2012. Levin had been at the college since December 2011. (HR)
- Melissa Payne has resigned from her position of Program Coordinator in Outcomes Assessment effective February 10, 2012. Melissa has been with the college since January 2005. (HR)

FOSTER A DIVERSE COLLEGE COMMUNITY

- Communications and Marketing concluded its support for the 2012 Clark College Jazz Festival. Support included media relations (including support on social media), 50th anniversary logo, printed and electronic materials, and web support. Graphic Designer Jenny Shadley photographed the event and put the photos on the college's new Flickr site:
http://www.flickr.com/photos/clark_college/. (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

- Tim Kent, adjunct instructor in the Surveying & Geomatics Department, was featured in the January 6 episode of OPB's Oregon Field Guide in a story on Forest Surveyors. It can be accessed at <http://www.opb.org/programs/ofg/segments/view/1740>. (OOI)
- In the February issue of "Professional Surveyor" magazine, there was an article about the TwiST program coordinated by Tim Kent for Oregon and Washington. The purpose of TwiST is to increase interest and competence in spatial technologies (GPS and GIS) for K-12 teachers, and then have them introduce these areas of science to their students. (OOI)
- On January 24, 45 dental hygiene students and two faculty members attended a Legislative Day in Olympia. Students met with legislators from their districts and had the opportunity to discuss access to care issues for people in rural areas, plus discuss issues pertinent to their family, friends, and neighborhoods. (OOI)
- The Division of Allied Health had the first Phlebotomy Advisory Committee meeting on January 23, 2012, at Clark College. Organizations from the community included representatives from Legacy Salmon Creek Medical Center, PeaceHealth Southwest Medical Center, PeaceHealth St. John Medical Center, and Providence Medical Center. Representatives from Advising and Credential Evaluations were also in attendance. (OOI)
- Employment Services continues to see a high demand for assistance with resume building from students and members of the community. We have recently updated our resume guidelines and materials to be reflective of current industry standards and many instructors are assigning resume critiques for their students. In the month of January the department provided more than 63 resume critiques; 48 of them were performed for individuals who visited Career Services and 15 were performed online in NextJob, the job database. (SA)
- In Career Services our philosophy is that part-time student employment will provide students with the opportunity to learn how to conduct a job search. This includes completing an application, preparing a resume, and practicing interview skills to enhance their career search once they complete their educational goals at Clark College. In order to facilitate this objective we now require students to have a current resume in order to apply for and participate in student employment opportunities at Clark. (SA)

RESPOND TO WORKFORCE NEEDS

- The Career Services Job Developer organized and facilitated a presentation by Bonneville Power Administration on January 31 at CTC to recruit students for their High Voltage Electrical Apprenticeship program. Starting wage is \$27 per hour and fourteen positions are currently available. The target audience was students enrolled in the Power Utilities program and twenty-three students and community members attended. (SA)
- Corporate education is delivering Supervisory Training to 23 employees from a consortium of six local organizations: nLight, Southwest Washington Workforce Development Council, Anderson Dairy, Linear Technologies, WaferTech and United Natural Foods. The consortium model is marketed to organizations as an effective way to provide relevant training to a small number of their employees at an affordable rate. (CCE)
- Associate Vice President Kevin Kussman and Corporate Relations Manager Michelle Giovannozzi toured Insitu's production facility in Stevenson, WA, on January 27, 2012. Led by the Director of Production Operations and the Vice President of Human Resources, the tour included interviews with staff in a number of departments. This visit was a continuation of a series of discussions about how Clark College and Insitu can further partner to meet the learning and development needs of the company's workforce. Corporate Education is currently delivering a second year of leadership training for Insitu. (CCE)
- On January 31, 2012 corporate education was part of a congregation of partners who welcomed Farwest Steel at a joint meeting at WSUV. The meeting provided an opportunity to discuss their business goals and workforce needs. Clark showcased education and training services to business similar to Farwest Steel. CCE is coordinating tours of the College's welding, machining and mechatronics facilities. (CCE)
- Corporate Education has partnered with ESD 112 to deliver an exploratory weld program in March 2012. The program is designed to introduce the welding occupation to youth. The same program has been offered in the past and proven to be successful with participants continuing to learn welding skills for employment opportunities. (CCE)
- Corporate & Continuing Education staff attended the following events and meetings to promote College corporate and community relations:
 - Northwest Food Processors Association conference
 - Client meeting with the Audiology Society
 - College/company partnership meeting with Office Ally
 - Leadership Clark County meetings with State government officials in Olympia
 - Client meeting with United Natural Foods, Inc
 - Insitu Tour
 - Clark County Historical Museum work session
 - Farwest /Southwest Washington Workforce Needs luncheon and tour at WSUV
 - Boyd Coffee Annual Continuous Improvement meeting

RESPOND TO WORKFORCE NEEDS

- Client meeting with Metropolitan Export Initiative
 - Regional Health Alliance: Service Integration Steering Committee
 - Clark County Public Safety meetings
 - Clark County Rotary
 - Innovation Challenge grant Executive Committee meetings
 - Client meeting with Columbia Machine (CCE)
- Communications and Marketing support for the 2012 Career Days event and Career Clothing Closet have been coordinated by Director of Marketing Brian Scott. Senior Graphic Designer Pat McDonald designed a Career Clothing Closet web ad, newspaper ad for *The Independent*, and fliers for the Volunteer & Service Learning Program. Senior Graphic Designer Wei Zhuang designed a banner, a web ad for the Vancouver Business Journal, and a flier for the 2012 Career Days event. (C&M)
- Communications and Marketing concluded its support for nursing's 50th anniversary celebration and the SIM family shower kickoff event on Feb. 9. Support included media relations (including support on social media), printed materials and photography. Additionally, Web Specialist Tahnya Huneidi developed a new web area for SNACC (Student Nurses Association of Clark College) where educational events for nursing students are posted. (C&M)

ENHANCE COLLEGE SYSTEMS

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

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

Progress

- The Emergency Management Planning Committee (EMPC) conducted two regular meetings in January. They welcomed new members Ethel Reeves, Nursing faculty; Cindi Olson, Student Affairs; and Pam Dunnick, Health Services. This 19-member inter-disciplinary committee is responsible for creating a safer College environment by implementing objectives of the Emergency Management in Higher Education grant. (AS)
- At the request of College staff, eight on-site safety reviews were conducted by members of the EMPC prior to last month's college-wide lockdown drill. Offices and classrooms were assessed for the most effective lockdown tactics during an emergency event. (AS)
- The College's first lockdown drill was conducted January 19. The purpose was threefold: to test the mass notification equipment; assess the ability of newly-trained Emergency Building Coordinators; and gauge the response of College personnel to the lockdown order. Immediately following the drill, Emergency Management staff used Survey Monkey to collect comments. There were 157 respondents. The majority (77% - 'Yes,' 11% - 'Partially') heard the audio notification. Some work remains on messaging via computer (52% indicated they received the message, 44% responded 'no.'). Overall, 57% reported they felt prepared, or partially prepared (38%), to respond to an emergency. (AS)
- The drill was also the first College-wide event for 55 new Emergency Building Coordinators (EBCs). These volunteer faculty and staff were also polled via Survey Monkey. Twenty-six (43%) took part in the survey with 65% reporting they were able to perform their duties (locking doors, assisting people, and communicating), 19% responded 'partially.' (AS)
- Members of Executive Cabinet participated in the emergency notification message launch last month and received a step-by-step review of the InformaCast software product. InformaCast allows for delivery of audio and text messages broadcast through Cisco phones, in Smart Classrooms, and scrolling messages on active computer screens. (AS)
- Environmental Health and Safety (EHS) completed the main campus lockdown poster inventory and has replaced 100% (489) of previously-mounted posters with the new All-Hazard document. Areas that do not currently have posters/holders will receive them as part of a joint effort between EHS and Facilities Services. (AS)

ENHANCE COLLEGE SYSTEMS

- EHS conducted asbestos awareness training for 47 employees at two Facilities Services safety meetings. EHS also conducted four ergonomic consultations. (AS)
- Facilities Services initiated installation of energy efficient light fixtures and upgrading of the lighting in areas around Hanna Hall and Hawkins Hall. This will be finished in February and will improve safety in this area through better lighting. (AS)
- Facilities Services continues to wrap up the demolition of the Star Building to create temporary parking. This project has been momentarily halted as plans to address hazardous building materials and contractual issues with the General Contractor are resolved. While this delay is frustrating, the timely resolution of outstanding matters between the College and the contractor are required as a condition of moving ahead with the project. (AS)
- The City of Vancouver has terminated the contract with the General Contractor for the Japanese Garden. A new Contractor will be retained to complete key elements of the garden. This work will be completed well in advance of the Sakura 2012 Festival. Some minor work will be completed after the festival. (AS)
- Academic standards training was provided to the counselors, advisors, and support staff who will work with students through the new academic standards policy implemented last year. Training provided advisors and counselors focused on how to effectively communicate the academic standards policy, how to identify causes of student non-success, and how to focus on strategies for student success. (SA)
- Five student government officers and two reporters for the *Independent* participated in the Legislative Reception in Olympia on January 23. The reception provided students the opportunity to meet with legislators and share their concerns regarding upcoming budgetary issues facing the community and Clark College. (SA)

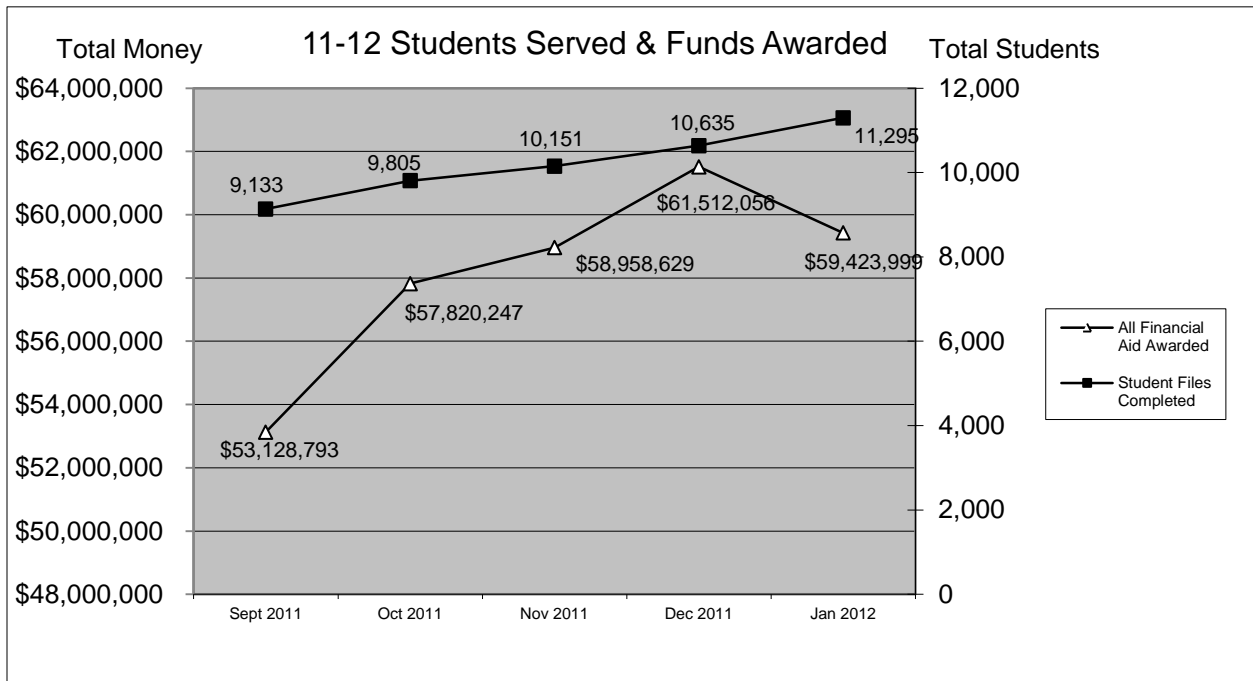
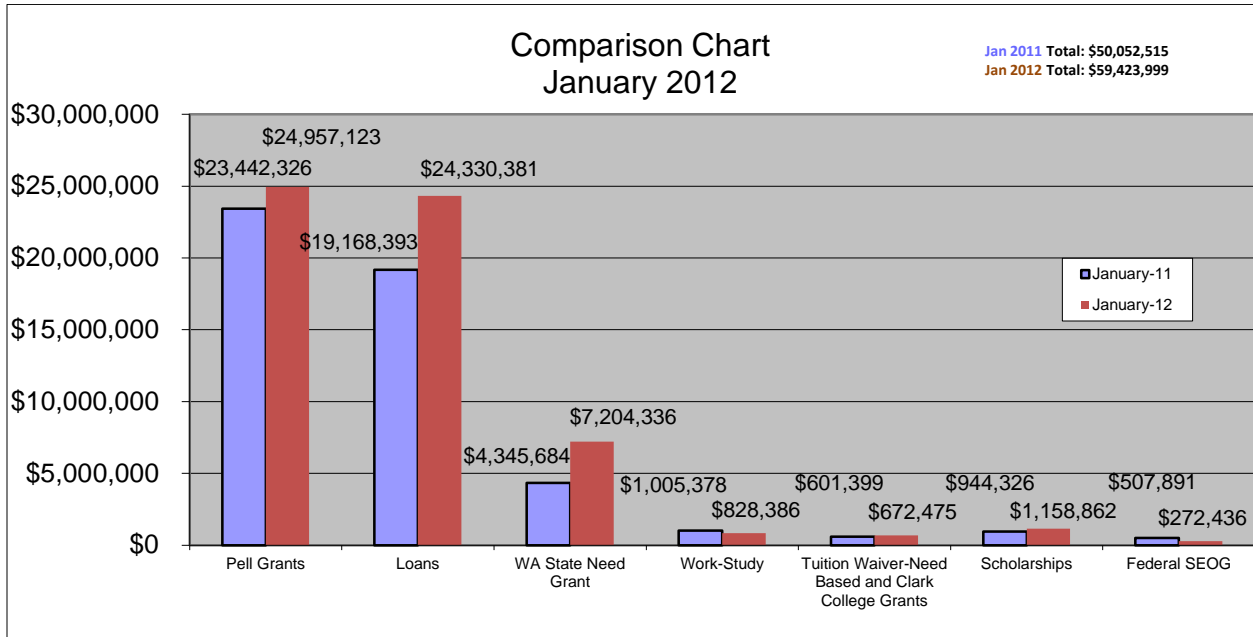
Planning and Effectiveness coordinated the Legislative Reception funded by the Clark College Foundation on January 23, 2012. Senator Pridemore, Representative Moeller, and a representative from Sharon Wylie's office attended. In the past, this event has always been well-attended. This year, many legislators had to attend committee meetings that were rescheduled due to the prior week's inclement weather. (P&E)

- The ASCC President and three at-large Clark students attended the Community College Student Legislative Rally in Olympia on February 1. The students were a part of the nearly two hundred community and technical college students that joined together at the State Capitol to voice their concerns regarding higher education funding and the need for protection and prioritization at the state level. (SA)
- An important responsibility of institutional research is to adhere to the data reporting standards and regulations set forth by the federal government. Institutional research staff submitted student, financial aid, and human resource data to IPEDS (Integrated Postsecondary Education Data Systems). (P&E)

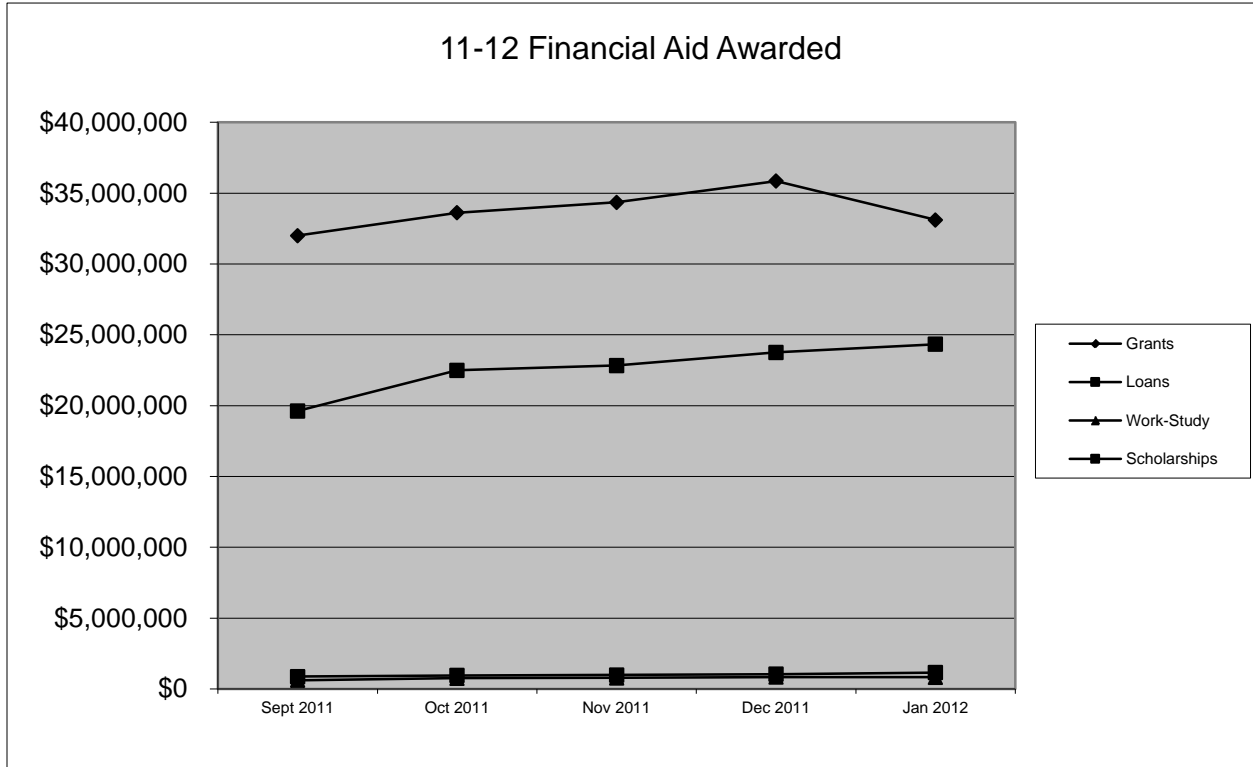
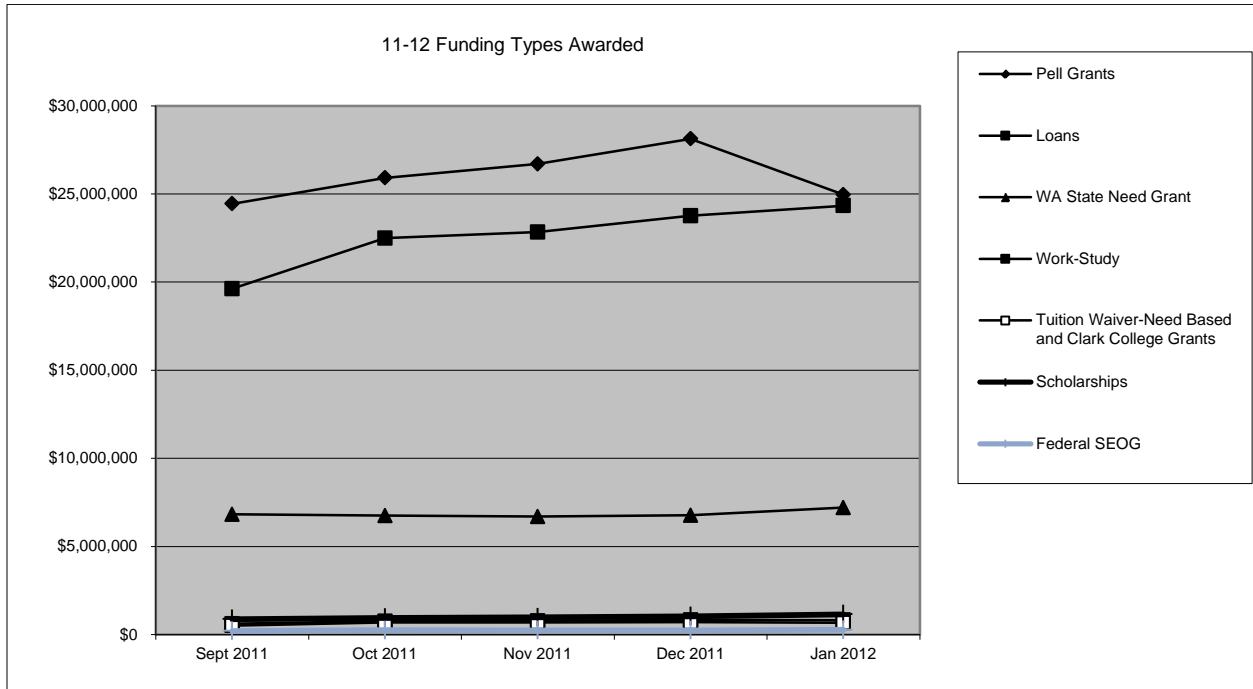
ENHANCE COLLEGE SYSTEMS

- To make sure legislators were aware of the priorities for Clark College during this legislative session, each state legislator received a letter identifying Clark College's legislative priorities. These priorities are as follows:
 1. Preserve state funding for higher education, at least to existing levels.
 2. Reallocate the state's funding per Full-Time Equivalent Students (FTES) to ensure high-growth colleges are sufficiently funded.
 3. Allow more local decision-making on implementing budget reductions. For example, instead of mandating wage cuts of 3%, the state should simply give the institution a target reduction level to achieve and leave the decision-making to the local leadership.
 4. Maintain state need grant and work study.
 5. Authorize financing for ctclink, the new technology foundation that will build significant efficiencies and provide 21st century services for students, faculty, and staff of all Washington State's community and technology colleges. (P&E)
- Emergency Management Program Manager Marilyn Westlake initiated a request for new emergency procedures posters. Pat McDonald developed the main campus poster and targeted versions for Clark College at Town Plaza and Columbia Tech Center. The posters have been distributed to all locations and provided to Emergency Building Coordinators. (C&M)
- Web Specialist Tahnya Huneidi worked with Laura Likes in Human Resources to correct all Washington State Department of Personnel broken links in their forms section on ClarkNet. Links were broken due to a WSDP (WA State Dept. of Personnel) site change. (C&M)
- Communications and Marketing concluded its support for the 2012 State of the College Address on Jan. 19. Executive Director Barbara Kerr worked with President Knight to establish the themes and text as well as the supporting PowerPoint presentation. Senior Graphic Designer Pat McDonald created a web ad for the Clark home page and graphics for the PowerPoint. Immediately prior to the event, a copy of the speech – embargoed until noon – was provided to regional media. Immediately following the event, the college issued three companion news releases. The first was an overview of the address and event. The second focused on the honorees who will be inducted into the Clark College Athletic Hall of Fame on Feb. 25. The third announced the recipients of the 2012 Iris Awards, honoring women of achievement in Southwest Washington. That event will be held on March 8. CVTV recorded and aired the State of the College address. It also posted the video on its website. During January, the State of the College address received 145 visits, making it the ninth most visited page that month. For the fourth consecutive year, as part of the State of the College event, Clark Student Ambassadors collected food donations for the Share Vancouver Backpack Program. Members of the college community generously donated 141 pounds of food for Share's backpack program, part of their Children's Hunger Initiative. (C&M)

STATISTICS



STATISTICS



Clark College - Budget Status Report

January 31, 2012

Sources of Funds (Revenues)	2011-12 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	24,987,009	15,934,507	9,052,502	63.8%
Tuition	15,577,414	10,808,193	4,769,221	69.4%
Running Start	4,762,998	2,154,618	2,608,380	45.2%
Excess enrollment	9,886,504	8,664,000	1,222,504	87.6%
Planned use of prior fund balance	2,014,724	-	2,014,724	0.0%
Dedicated, matriculation, tech, cont ed	3,974,189	2,798,151	1,176,038	70.4%
Total Operating Accounts	61,202,838	40,359,468	20,843,370	65.9%
Other Accounts				
Grants & Contracts less Running Start	5,004,968	1,848,816	3,156,152	36.9%
Internal Support	644,495	362,344	282,151	56.2%
ASCC less PUB	1,618,030	945,755	672,275	58.5%
Bookstore	5,651,821	4,018,338	1,633,483	71.1%
Parking	469,228	311,463	157,765	66.4%
Auxilliary Services	1,830,408	933,033	897,375	51.0%
Financial Aid	53,444,805	42,726,372	10,718,433	79.9%
Total Other Accounts	68,663,755	51,146,122	17,517,633	74.5%
Total Sources of Funds	129,866,593	91,505,590	38,361,003	70.5%

Uses of Funds (Expenses)	2011-12 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	907,960	371,549	536,411	40.9%
Vice President of Instruction	37,972,430	20,265,917	17,706,513	53.4%
Vice President of Administrative Services	11,095,004	7,048,122	4,046,882	63.5%
Vice President of Student Affairs	7,914,499	4,124,270	3,790,229	52.1%
Associate Vice President of Planning & Effectiven	491,544	274,641	216,903	55.9%
Executive Director of Corporate & Continuing Ed	885,030	500,453	384,577	56.5%
Executive Director of Communications	967,628	573,499	394,129	59.3%
Associate Vice President of Human Resources	968,743	435,108	533,635	44.9%
Total Operating Accounts	61,202,838	33,593,560	27,609,278	54.9%
Other Accounts				
Grants & Contracts less Running Start	5,004,968	2,507,131	2,497,837	50.1%
Internal Support Services	644,495	595,588	48,907	92.4%
ASCC less PUB	1,618,030	820,218	797,812	50.7%
Bookstore	5,651,821	4,038,995	1,612,826	71.5%
Parking	469,228	279,893	189,335	59.6%
Auxilliary Services	1,830,408	949,990	880,418	51.9%
Financial Aid	53,444,805	42,946,017	10,498,788	80.4%
Total Other Accounts	68,663,755	52,137,831	16,525,924	75.9%
Total Uses of Funds	129,866,593	85,731,391	44,135,202	66.0%
Difference - Excess (Deficiency)	-	5,774,199		
Move excess enrollment to local capital project		(560,000)		
Move CIS equip reserve to local capital project		(50,000)		
Net Difference		5,214,199		

Capital Projects- Expenses & Encumbrances	6,856,989	1,659,930	5,197,059	24.2%
---	-----------	-----------	-----------	-------

c. Bob Knight, Bob Williamson, Karen Wynkoop
e. Theresa Heaton, Cindi Olson, Nicole Marcum, Bill Belden
Ron Hirt, Accounting-February 9, 2012

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

		Fund Balance (minus non-cash assets) 6/30/11	Cash Balance (minus dedicated cash) 6/30/11	Required Reserves	Prior Commitments (prior to 7/1/11)	New Commitments (2011/12)	Total Available Cash
145	Grants and Contracts	3,103,448	2,922,903			600,155	2,322,748
147	Local Capital	(1,672)	(1,672)				(1,672)
148	Dedicated Local	5,719,882	2,238,353		1,189,991	894,229	154,133
149	Operating Fee	485,592	50,323				50,323
440	Central Store (Catalog)	51,625	51,625				51,625
443	Data Processing	915,869	910,348			910,348	-
448	Print/Copy Machine	(155,860)	(155,860)				(155,860)
460	Motor Pool	29,738	29,738				29,738
522	ASCC	1,644,576					-
524	Bookstore	2,882,248	2,882,248				2,882,248
528	Parking	287,216	287,216				287,216
570	Other Auxiliary Enterprise	931,090	396,105		28,535		367,570
790	Payroll (clearing)	236,648					-
840	Tuition/VPA	5,593,419					-
846	Grants - Fin Aid	(1,773,305)					-
849	Student Loans	36,069					-
850	Workstudy (off-campus)	(9,604)					-
860	Institutional Financial Aid Fun Reserves*	533,887		5,946,611			(5,946,611)
Totals		20,510,866	9,611,327	5,946,611	1,218,526	2,404,732	41,458

Prior Year Commitments

Date	as of July, 2011	Fund	Amount	Fund Total
7/1/2010	Temporary/Hourly Staffing	148	252,355	
7/1/2010	Coding Position	148	26,000	
7/1/2010	Summer Lab Setup - Mechatronics	148	5,200	
7/1/2010	Student Affairs Support	148	48,150	
7/1/2010	Instructional Support	148	260,000	
7/1/2010	Part-time IT Support	148	22,000	
7/1/2010	Tutoring Expansion	148	36,000	
7/1/2010	Additional TPC Staffing	148	20,000	
7/1/2010	Part-time Library Staff	148	16,500	
7/1/2010	Continuation of IT PT 1050	148	16,065	
7/1/2010	PT Instructional Techs	148	75,000	
7/1/2010	Incident Command Post	148	51,815	
7/1/2010	Strategic Planning Online System	148	10,485	
	Door Lock Project	148	100,421	
From April 2011 List				
2	Continued Increasing Cost of Back Ground Checks	148	20,000	
4	DBA Position	148	85,000	
8	Dental Hygiene Lab	148	60,000	
33	Development & integration of CCE website & student Mgmt System (CCE)	148	10,000	
40	2011-2012 Dues & Memberships	148	45,000	
43	Replacement of O/S Trash Cans	148	30,000	
				1,189,991
	Basic Events	570	18,535	
	Government Events	570	10,000	
				28,535
Total Prior Commitments				1,218,526

New Commitments July 1, 2011 to present

Date	as of July, 2011	Fund	Amount	Fund Total
One Time Funding Decisions on Budget Cut Document				
	Director of Grants (11-12 One time funds, 12-13 50% self support, 13-14 100% self)	145	82,772	
	Archer Gallery Director (11-12 One time funds, 12-13 50% self support, 13-14 100% self)	145	36,383	
8/15/2011	Silver Parking Lot Renovation	145	30,000	
8/9/2011	Move Fund Balance to CIS	145	425,000	
1/11/2012	Replace audio system at CTC	145	26,000	
				600,155
	Use of Funds Balance	148	167,865	
	.5 FTE Nurse Practitioner (11-12 One-time funds)	148	57,526	
8/9/2011	Demolition of Star Building	148	475,000	
8/25/2011	Marketing Printing of Fall Schedule	148	50,275	
8/30/2011	AED T-Building	148	1,500	
10/5/2011	HSC Counseling furniture	148	4,008	
11/9/2011	FT Faculty Vocational Stipend Increase	148	17,265	
11/30/2011	Title 9 Consultant	148	5,000	
1/11/2012	Testing and removing hazardous material from the Star building	148	75,000	
1/24/2012	LEAN Consultant	148	40,790	
				894,229
	Mechatronics Equipment	443	475,000	
8/9/2011	Move Fund Balance to CIS	443	(425,000)	
	CIS Funds	443	860,348	
				910,348
Total New Commitments				2,404,732
				3,623,258

Required Reserves

10% of \$59,466,106

5,946,611

SS

ACTION ITEMS



MEMORANDUM

To: Robert K. Knight
President

From: Tim Cook, Ed.D.
Interim Vice President of Instruction

Date: February 16, 2012

Re: Consideration of Tenure

The tenure review committees have forwarded tenure recommendations on the following tenure-track faculty to me for consideration. Please note that the tenure administrative assistant is currently finalizing the tenure notebooks for each of the probationers listed in this memo. Once all of the tenure documents have been submitted to me, I will forward them to you.

Faculty

April Duvic
Jenefer King
Angie Marks
Meredith Moore
Dawn Shults

RIF Unit

Music
Medical Radiography
Nursing
Nursing
Pharmacy Technician

TC:abm

ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
January 25, 2012
Ellis Dunn Room GHL 213

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

Administrators: Mr. Robert Knight, President, Dr. Tim Cook, Interim Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services; Mr. Bill Belden, Vice President of Student Affairs; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Sirius Bonner, Special Advisor for Diversity & Equity; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Prof. Kimberly Sullivan, AHE President; Ms. Ann Fillmore, I-BEST Faculty Coordinator.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Mr. Dean Korpi, Dean of Developmental Education, English, Communications & Humanities; Ms. Thao Nguyen, student.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Sen Hoss called the meeting to order at 5:05 pm. Trustee Parker reviewed the Corporate & Continuing Education workforce development presentation that was given during today's work session. 	<ul style="list-style-type: none"> The trustees will be working closely with the college to advocate for new career opportunities in the local community and to help spur program development and partnerships with local companies.
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"> Ms. Sullivan and other AHE members will be travelling to Olympia on February 20 to visit with legislators and show their support of higher education in Washington. AHE representatives attended the college's legislative reception in Olympia on January 23. Ms. Sullivan remarked how nice it was to be able to gather with trustees and college staff and be able to talk about issues outside of the work environment. Ms. Sullivan complimented Mr. Kussman on the work session presentation and all that CCE is doing to advance the college and prepare the local workforce for good jobs. 	<ul style="list-style-type: none"> The trustees indicated they would be pleased to hear her presentation.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
January 25, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports 2. WPEA	<ul style="list-style-type: none"> There was no report from the WPEA this evening. 	
	3. ASCC	<ul style="list-style-type: none"> Ms. Ferguson thanked the college for inviting the students to the legislative reception. They were very excited at the opportunity to meet local legislators and share their opinions with them. She reviewed ASCC activities and provided the trustees with activity flyers and the draft events communication plan. Ms. Ferguson invited the trustees to attend any of the student events that might be of interest to them. She said that the ASCC First Friday Leadership session on February 3 will feature Professor Debra Jenkins who will be speaking on Power and Privilege. 	
	D. Foundation	<ul style="list-style-type: none"> Ms. Gibert thanked Trustee Rupley, President Knight, and Ms. Diehl for their participation in today's Foundation strategic planning session. She is pleased that the Foundation is making huge strides and is pleased with the partnership of the college in the process. 	<ul style="list-style-type: none"> Chair Sen Hoss thanked Ms. Gibert for the Foundation's sponsorship of the legislative reception on January 23.
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Chair Sen Hoss reviewed the TACTC Winter Conference and thanked Trustees Rupley and Parker for their participation. She remains concerned that the state budget cuts threaten access to 40,000 Washington students—the same number of students who currently attend the University of Washington. She also expressed her concern for the four community colleges who have declared financial emergencies in 2011 and 2012—Bates Technical College, Bellingham Technical College, Big Bend and Grays Harbor. Chair Sen Hoss announced that the Board will be conducting a 360-degree evaluation of the President between February 1-13. His three-year contract requires an annual evaluation, with a 360-degree evaluation in the second year. Invitations to participate in an online survey will be sent to both the college and local communities. Trustee Burkman thanked the President and college for hosting the State of the College address on January 19. He was pleased at the community response and believes that the college's budget issues are now resonating with local citizens. Trustee Rupley enjoyed the TACTC conference and the learning opportunities provided. She was especially impressed with the students invited to participate in the Transforming Lives Awards and how they have used their education to turn their lives around. 	<ul style="list-style-type: none"> The Board will adopt a statement in February 2012 formally asking the legislature to look at other revenue streams in order to avoid additional cuts to higher education.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
January 25, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Trustee Pollard reminded the audience that the State of the College (SOTC) is now available on CVTV and can also be streamed to computers if anyone missed it. He feels there are quite a number of good messages in the speech about the challenges facing the college. He believes that the implementation of the partnership between the college and the Boys & Girls Club to launch the Penguin Promise program is testament to what can really be done if you try. 	<ul style="list-style-type: none">
II. E.	President's Report	<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> Tonight's <i>Student Success</i> presentation was provided by Thao Nguyen, an international student who started her career at Clark during the Fall 2010 term. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Ms. Fillmore and Dean Korpi provided tonight's Faculty Presentation. They discussed how I-BEST started new pre-college transition practices. Students are now better served and are able to move through the pre-college system much more quickly. 	
II. E.	President's Report	<ul style="list-style-type: none"> President Knight reviewed enrollment data; the college has already reached its annual target and remains the most underfunded college in the community and technical college system. He also discussed criteria under discussion that will be used to develop the college's Dashboard. Ms. Diehl is working with IT to develop the Dashboard critical data which will pop up each morning on employee computers when they log in. (He noted that candidates have been asking for this type information in a screening committee that he sits on). He gave examples of data that could be shown such as how many basic education students transition to regular college courses, or what course at Clark has the highest dropout rate. He encouraged trustees and audience members to attend both men's and women's basketball games. Both teams are undefeated in league play and expected to go to the NWAACC championships. 	<ul style="list-style-type: none"> President Knight asked the trustees what critical data they would like to see in the Dashboard so that that information can be built into the program.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
January 25, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>FOCUS ON LEARNING</p> <ul style="list-style-type: none"> Clark College will be one of the first colleges in the Pacific Northwest to offer a for-credit course in WordPress during Winter quarter. WordPress is an open source product and a large percentage of websites today use it as their background language. The course instructor is a pioneer in the product and students specifically requested that she teach the course (<i>Dr. Cook</i>). Biology 222 students will be participating in a USDA research project that is funded by the National Science Foundation this quarter. They will be studying the gene sequence of a specific type of bacteria that could be used as a defense against an agricultural disease. The USDA is using community college biology students in this project for wider uses in agriculture (<i>Mr. Cook</i>). <p>EXPAND ACCESS</p> <ul style="list-style-type: none"> The Higher Education Board distributed 90% of Clark's State Need Grant in June. Eligible students who did not receive funds were placed on a waiting list. The additional funds were finally released at the end of December to those eligible students who had maintained satisfactory progress during the Fall quarter. The total amount of aid provided from this grant is almost \$7.5 million (<i>Mr. Belden</i>). An additional \$70,000 in State Work Study funds was requested by Financial Aid and the state released the funds with the college agreeing to match the funds. Additional student jobs were opened and student awards were increased as a result (<i>Mr. Belden</i>). Through negotiations directly with Facebook, Communications & Marketing was able to remove an unauthorized Clark College page from the site. There are now over 2,700 followers of the official page. (<i>Ms. Kerr</i>). The college continues to advance its social media presence with the launch of new Flickr and YouTube sites. Flickr contains campus photos and a diary of Oswald's travels. YouTube will house academic content (including the Faculty Lecture Series) concerts, campus events, etc. It will also pull from other channels that include Clark College content or mention the college (<i>Ms. Kerr</i>). 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
January 25, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>RESPOND TO WORKFORCE NEEDS</p> <ul style="list-style-type: none"> Corporate & Continuing Education has received a \$200,000 workforce training grant from the state. CCE will partner with PeaceHealth Southwest to train currently employed healthcare workers in advanced skills so that they can obtain higher level jobs in the industry. Training will be done directly onsite at PeaceHealth (<i>Mr. Kussman</i>). PeaceHealth also invited CCE to participate as a partner in a regional initiative to develop a model plan for a federal grant. CCE will be working with the hospital, private and community-based providers to develop ways to lower costs, increase care and improve patient health. Of the total \$14.1 million grant, workforce development through CCE will be allocated \$2 million (<i>Mr. Kussman</i>) <p>ENHANCE COLLEGE SYSTEMS</p> <ul style="list-style-type: none"> The Star Building has been taken down but preparation of the area for additional parking has been delayed. Some old hazardous materials were found during the demolition and environmental consultant is recommending that the area be paved with asphalt rather than gravel to ensure that the materials remain encapsulated. There is no hazard or health threat to anyone on the main campus as a result of the materials that were found (<i>Mr. Williamson</i>). Jennifer Grove led the college through the first emergency lockdown drill as part of the emergency management grant. The drill was successful and different drills are planned throughout the year to raise awareness of emergency management and to fine-tune college notification systems. Participation in the drill was good and good, constructive feedback was received (<i>Mr. Williamson</i>). A draft copy of the college Scorecard was provided to the trustees. The college's goals are included in the scorecard and the document is the measure used to see progress made towards the strategic plan. Although the scorecard has not changed significantly over the course of the year, there has been some positive movement in 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
January 25, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>the student completion category. The 2012-2013 institutional goals will be developed from this scorecard. Shared governance will be a continuing theme in next year's goals. A Shared Governance Oversight Committee has been formed and will convene to share their thoughts on effective ways to increase shared governance throughout the college community (<i>Ms. Diehl</i>).</p> <p>FOSTER A DIVERSE COLLEGE COMMUNITY</p> <ul style="list-style-type: none"> • The new Office of Diversity & Equity has been formed and is operated from the Diversity & Equity Center. There are plans to relocate the Center over the summer to a more centrally located area in Gaiser with a grand opening event in September. The Space Allocation Committee will consider the location in February with budget development to follow. • The main purpose of the Center will be to provide diversity education to both the college and local communities in a warm, living room style atmosphere. The Center is intended as gathering place for everyone to come for conversation and events, to obtain resources, and increase knowledge. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
January 25, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
III.	ACTION ITEMS		
	FIRST READING <ul style="list-style-type: none"> The trustees are being asked to consider the following documents for the permanent classified and administrative/exempt employees: <ul style="list-style-type: none"> Voluntary Retirement Incentive; Voluntary Retirement Incentive Application and Agreement; Voluntary Separation Incentive; Voluntary Separation Incentive Application and Agreement These documents are quite similar to those that were offered to employees in 2010. The Office of Financial Management requested minor changes to be incorporated. Once the changes are made, the documents will be returned to OFM for approval. 		<ul style="list-style-type: none"> MOTION: Trustee Burkman made a motion to adopt each of the four Voluntary Retirement and Separation Incentives and Applications and move them to the Consent Agenda. The motion was seconded by Trustee Parker and unanimously approved.
	CONSENT AGENDA <ul style="list-style-type: none"> Voluntary Retirement Incentive; Voluntary Retirement Incentive Application and Agreement; Voluntary Separation Incentive; Voluntary Separation Incentive Application and Agreement Minutes from December 14, 2011 Board Meeting. 		<ul style="list-style-type: none"> MOTION: Trustee Burkman made a motion to approve the Consent Agenda, including the Voluntary Retirement and Separation Incentives and Applications that were introduced in First Reading. The motion was seconded by Trustee Parker and unanimously approved.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
January 25, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
IV.	FUTURE TOPICS		
	Foundation Strategic Plan (<i>February work session</i>) Scorecard (<i>February work session</i>) C-TRAN (<i>May work session</i>) Columbia River Crossing CLE Update Climate Survey—continued follow-up. Diversity Operational Plan GISS Student Completion Data K-12 Review of College Policies		
V.	DATE AND PLACE OF FUTURE MEETING <ul style="list-style-type: none"> The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, February 22, 2012 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 6:38 pm. 		

Rhona Sen Hoss, Chair

Leigh Kent, Recorder
February 3, 2012