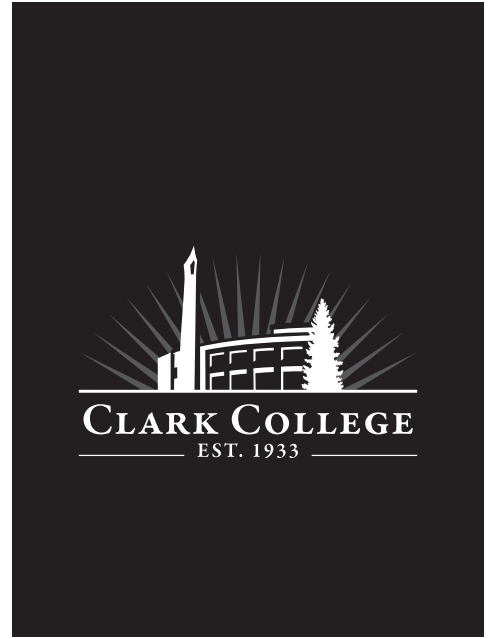


# Clark College Board of Trustees



**February 27, 2013**

Clark College  
*The Next Step*



# Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



# Mission Statement

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

**Clark College  
Board of Trustees Packet  
February 27, 2013**

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**CLARK COLLEGE BOARD OF TRUSTEES**  
**Wednesday, February 27, 2013**  
**Ellis Dunn Room, GHL 213**

**AGENDA**

All regular meetings of the Board are recorded.

**BOARD WORK SESSION, PUB 258C**

**3:00-5:00 p.m.**

- ♦ *An Executive Session will be held under RCW 42.30.110(1) to review the performance of public employees.*

3:00-5:00

**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: Jack Martin*

*Faculty Presentation: Service Learning: Prof. Elizabeth Ubiergo, Spanish & Program Specialist 2 Sarah Weinberger*

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### **III. ACTION ITEMS**

#### **First Reading**

- ♦ Consideration of Tenure

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#### **Consent Agenda**

- ♦ Minutes of the January 23, 2013 board meeting.

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### **IV. FUTURE TOPICS**

- |  |   |
|--|---|
| ♦ GISS Student Completion Data               | ♦ Foundation Strategic Plan             |
| ♦ Accreditation Work Session, winter quarter | ♦ K-12                                  |
| ♦ CLE Update                                 | ♦ Review of College Policies            |
| ♦ Climate Survey                             | ♦ Standard 2 Highlights, winter quarter |
| ♦ College Safety                             | ♦ Staff Training                        |
| ♦ Columbia River Crossing                    | ♦ STEM                                  |
| ♦ Diversity Operational Plan                 | ♦ Visit WSUV Nursing Program            |
| ♦ Facility Plan                              | ♦ Workforce Development                 |
| ♦ Service Learning                           | ♦ Student Completion                    |

### **V. DATE AND PLACE OF FUTURE MEETING**

*The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, March 13, 2013 in the Ellis Dunn Room.*

### **VI. EXECUTIVE SESSION**

*An Executive Session will be held under RCW 42.30.110(1) to consider the selection of a site or the acquisition of real estate by lease or purchase.*

### **VII. ADJOURNMENT**

*Time and order are approximate and subject to change.*

**PRESIDENT'S BOARD REPORT  
FEBRUARY 2013**

**FOCUS ON LEARNING**

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

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

*Progress*

- NERD Girls planted trees on January 21 with the Environmental Club; about 10 students participated. (OOI)
- NERD Girls provides weekly tutoring for DVED students on Thursdays from 1:00 to 3:00 p.m. (OOI)
- NERD Girls and the Engineering Club host study/mentoring sessions each week. NERD Girls sessions are on Fridays from 3:00 to 5:00 p.m. and the Engineering Club sessions are on Thursdays from 2:00 to 4:00 p.m. Both are well attended. (OOI)
- The Engineering Club and NERD Girls participated in the club fair in Gaiser Student Center on February 12. (OOI)
- Faculty members Tina Barsotti and Ruth Trejo started the STEM camp at Harney Elementary School on February 14. The camp runs through March 22 and will feature a new STEM challenge each week. (OOI)
- Two Computer Science and Engineering (CSE) students, under the supervision of STEM Coordinator and faculty member Erin Harwood, continue to teach fourth and fifth grade students in the Harney Elementary Robotics Club about computer science, programming, engineering, and circuits through Lego Robotics kits. (OOI)
- The Environmental Club has been successful in implementing composting in the cafeteria in Gaiser starting just this quarter. Members volunteer throughout the week to check the composting bins in the cafeteria for non-compostable materials to ensure the composting bins remain free to potential contaminants. This follows their successful work with Culinary Arts to implement composting in their prep kitchens in fall quarter. (OOI)
- The 51<sup>st</sup> Annual Clark College Jazz Festival was a resounding success! A total of 58 bands registered to perform, including two bands from Tsawwassen, BC. This year the entire Thursday was devoted to middle school jazz ensemble competitions and every band that performed throughout the three day festival received an individual performance clinic by one of Clark's acclaimed

## FOCUS ON LEARNING

adjudicators. These two new additions to the festival schedule drew rave reviews from the participating students, band directors, and parents. The Music Department proudly shares that many directors indicated they prefer Clark's festival to the big national jazz festivals, including the prestigious Lionel Hampton Festival held at the University of Idaho, due to festival organization and emphasis on jazz education! As always, the highlight of the entire festival featured President Knight presenting the trophies and the coveted Dale Beacock Memorial Sweepstakes Award at the Saturday evening finals awards ceremony. Special thanks for Music faculty member Rich Inouye for his coordination of this great learning opportunity for middle school, high school, and Clark College music students. (OOI)

- On February 8, Librarians Radmila Ballada, Kim Read, and Julie Austad attended Online Northwest, a conference focusing on the use of technology within libraries and hosted by Oregon State University. Kim Read also presented a lightening talk, "Assessing a Library Situation: Using Google Forms Surveys to Assess What People Think, What They Want, What They Know, and What They Think They Know." (OOI)
- Michelle Bagley and Amy Waite attended the American Library Association Midwinter Conference held in Seattle from January 25 to 28. The emphasis of the programs, sessions, discussions, and updates was on tools to help libraries adapt, stay strong, and improve services despite tight budgets. The conference also provided an opportunity to network with library professionals and vendors. Many of the programs they attended provided an opportunity to gain more insights about and understanding of Alma and Primo, the components of the new Integrated Library System that Clark will be sharing with other members of the Orbis Cascade Alliance in 2014-2015. (OOI)
- *Effective Communication = Priceless*, a monthly, lunchtime workshop series sponsored by Communication Studies and Faculty Development, featured Lisa Sayles discussing, "Intercultural Communication" on January 16. "Decreasing Speech Anxiety," led by Kim Coffey, was held on February 13. These events are very well attended by staff, faculty, students and community members. (OOI)
- *Monday Morning Mentor*, a weekly, 20-minute webcast was launched January 28. These informational videos are announced each Monday morning, and then available on-demand for one week until the next one airs. Topics include blended learning, course design for diverse students' success, knowing how to refer students for help, holding on-line office hours, experiential learning, and more. The series will run through spring quarter. (OOI)
- Dr. Rob Schubert was the featured speaker at the Faculty Speakers Series on February 19 at 4:00 p.m. in the Ellis Dunn Community Room. "Monkeys, Mangos and Modernization: Village-Centered Conservation in Rural Ghana," highlighted Dr. Schubert's dissertation research. The room was filled to capacity by faculty, staff, students and community members.(OOI)
- *Tech Bytes*, a series of interactive technology workshops for faculty, included a Voicethread demonstration by Liz Donley, English; Educreations by Nadine Fattaleh, Chemistry; and Smarter Measure by Radka Ballada, Library. (OOI)

## FOCUS ON LEARNING

- Nursing instructor Elizabeth Torgerson attended the Elsevier Faculty Development Conference from January 3 to 5 in Las Vegas, NV. The conference featured many nationally known speakers who have been influential in developing strategies for nurse educators. This information is proving useful as the Nursing program is undertaking a major curriculum revision. (OOI)
- The Associated Students of Clark College (ASCC) student leaders provided Welcome Week activities to all three Clark College campuses from January 7-10. During this week-long event, the student leaders went to a different satellite campus each day and provided information on Clark resources and the ASCC, distributed student handbooks/planners, and provided refreshments and other free promotional items. (SA)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Student Ambassadors, and their respective advisers participated in the *First Friday Leadership Development Series - Conflict Resolution and Communication*, presented by conflict mediator Amanda England on February 1. During this session students were provided an overview of different communication styles and were introduced to tools on conflict mediation to be applied in their personal and professional lives. (SA)
- Clark Financial Aid, Recruiters and Diversity staff participated in the fifth annual SW Washington College Goal Sunday event that was held at WSU-V on January 20. Staff helped approximately 250 prospective students and their families complete their Free Application for Federal Student Aid (FAFSA) applications online. (SA)
- Clark College hosted the Admissions and Registrar's Council (ARC) meeting at Columbia Tech Center on January 23 and 24. Ten staff from Admissions and Registration participated in the meetings and Debra Hentz, Student Affairs Operations Manager, presented on Lean concepts as well as some of our Lean initiatives. (SA)
- The Volunteer & Service-Learning Program coordinated a volunteer opportunity for the Martin Luther King Day of Service at the Clark County Family YMCA. The event marked the first volunteer opportunity on the Monday holiday in several years. Sixteen students attended, contributing a total of 31.5 hours of service. (SA)
- In the last month, Multimedia Content Specialist Alison Pezanoski-Browne shot, edited, and posted eight new videos to Clark's YouTube Channel. Those include: How to Apply for Financial Aid; Instructional Support Services; Emergency Lockdown Drill; Student Success Story – Dennis Davis; 2013 Jazz Festival; Speaker Dr. Darryl Brice on the Legacy of the "Real" Dr. Martin Luther King Jr.; Highlights from the Clark College State of the College Address; and the Clark College Faculty Speaker Series: Monkeys & Modernization with Dr. Rob Schubert. (C&M)
- Under Alison Pezanoski-Browne's leadership there have been a total of 11,014 video views on YouTube and Vimeo, and 39 subscribers on YouTube. This is an increase of 1,809 new views and five new subscribers in the last month. (C&M)



## **FOCUS ON LEARNING**

- Special Advisor for Diversity and Equity, Sirius Bonner, provided diversity training for the Student Affairs Leadership team on January 16. The focus of this training was on the roles of power and agency within teams and organizations. (ODE)
- Diversity Outreach Coordinator, Rosalba Pitkin, attended the Legislative training with the Commission on Hispanic Affairs at the Capitol in Olympia, WA on January 20 and 21, 2013. During this training different speakers gave presentations such as: Communicating with Legislators, Bill Tracking, Latino Parent Education Training, and Bills Vocabulary. This training was focused on people working with leaders and students in their communities to help them to understand the importance of civic involvement. (ODE)
- Multicultural Retention Manager, Felis Peralta, attended the Multicultural Student Services Directors Council (MSSDC) meeting Feb. 6-8, 2013 in Yakima, Washington. The topics of the meeting were Student of Color Conference, MSSDC work plan, Elections and best practices. (ODE)
- Office of Diversity and Equity staff guided two staff teams and a committee through the IDI process.

## 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 Clark College Libraries and Tutoring and Writing Center partnered to develop new and improved Tutoring and Writing Centers pages on the library web site. The redesigned pages now provide up-to-date information about where Clark College students can go to get free help with math, English, writing and other classes. The Tutoring page can be accessed under Quick Links on the library's website - <http://library.clark.edu/?q=content/tutoring>.

With the new interactive calendars, students can click on an event box to get more information, copy the event to their own calendars, or print out the whole week for later reference. (OOI)

- Since fall quarter, the eLearning Committee has been discussing possible learning management system (LMS) options for Clark College. These discussions were driven by: (1) the end of the college's current three year Moodlerooms Moodle Joule contract in June; (2) the statewide adoption of the Canvas LMS; and (3) the statewide ctcLink project identifying the Oracle PeopleSoft suite of administrative applications.

There is evidence that the state is entering a new era of Lean processes and collaborative projects designed to ensure statewide efficiencies. In determining the best LMS solution for Clark College, the advantages to utilizing the same LMS as the rest of the state could not be ignored. On February 5, the eLearning Committee LMS workgroup recommended that Clark College move to the Canvas LMS by the end of 2013. The workgroup's recommendation was approved by the eLearning Committee as a whole, and has the endorsement of Instructional Council and the Vice President of Instruction. (OOI)

- During the week of January 14, SmarterMeasure reached the milestone of having two MILLION students take their online assessment of skills needed to succeed in online and face-to-face web enhanced classes. The two millionth student to take the assessment was Stacie Sutton from Clark College. In recognition of this milestone, SmarterMeasure is presenting Stacie with a \$200 scholarship to go towards her tuition. Stacie was interviewed by SmarterMeasure and is spotlighted in the blog post linked below: <http://smarterservices.com/blog/post.cfm/smartermeasure-2-million-students-later>

## EXPAND ACCESS

For the past two years, Clark College has provided the SmarterMeasure online assessment to students thanks to a grant from the Tech Fee Committee. It has been used by many different programs and departments to help gauge incoming students' technical skills as well as college readiness skills. Some of the programs using SmarterMeasure are the CTEC department, First Year Experience, and eLearning. Details about the SmarterMeasure Assessment are available at the Clark College library website: <http://library.clark.edu/?q=content/smartermeasure>. (OOI)

- Due to the collaborative efforts of the Advising, Credentialing, and Nursing departments, Nursing received approval to expand the nursing program admission process from two to three application dates annually starting fall 2013. Application and selection will align for a specific quarter the student (if accepted) will start the program. Several criterion changes were also approved. Letters of notification will be sent to prospective students and several Nursing Program Information Sessions are planned in order to present the information to interested parties. (OOI)
- On January 11, 2013, Clark College hosted an event at the CTC campus with a focus to continue building partnerships between high school and college programs related to Clark's Healthcare Core. Over 60 participants were in attendance from Battle Ground School District, Vancouver Public Schools, Evergreen Public Schools, and Woodland High School including counselors, teachers and administration. Members from OSPI and the State Board also attended. The event focused on using the Tech Prep dual credit program to articulate high school health science classes with courses offered at Clark College so students have an opportunity to gain college credit and get a jump start on their educational goals within the Healthcare Career Pathway. (OOI)
- The college offered six New Student Orientation sessions for winter 2013 that served approximately 744 new Clark College students. In addition, the Student Ambassadors conducted fourteen individual tours in January including a campus tour for five new international students. (SA)
- High school recruitment visits were conducted in January to Fort Vancouver High School, Skyview High School, and Prairie High School (two visits). In addition, a visit was made to ESD 112 Youth Workforce. (SA)
- Two Running Start (RS) Information Nights were held on January 23 and February 6. Approximately 800 perspective students and their parents attended each night. Associate Director of Running Start, Linda Calvert, provided an overview of the RS program and the eligibility process. Two current RS students spoke about the student perspective of the program. Prospective RS students can apply online and take the COMPASS test now, in order to qualify for fall quarter. The priority deadline to qualify for fall is April 8. (SA)
- **From January 10, 2013 through February 9, 2013, a total of 13 unique web ads ran on the Clark website generating over 34,090 page visits. (This number does not account for the ads with click-throughs to pages off of the Clark website to the Clark College Foundation and The Independent.)**
- **From January 10, 2013 through February 9, 2013, the Clark website received 157,636 unique visitors, 390,272 visits, and 1,070,761 pageviews. Out of the total number of visits, 56,679, or nearly 15 percent, were made using mobile devices or tablets.**

## **EXPAND ACCESS**

- The Diversity Outreach Coordinator attended and gave presentation at the College Goal Sunday on January 20, 2013 at Washington State University Vancouver. During the event, she encouraged attendees to enroll in Clark College programs. She gave three presentations to prospective students and their parents in Spanish about how to pay for college. The event was very well attended; people were eager to learn about what options they could find at Clark College or WSU-V. About 250 prospective new students for Clark College or WSU-V participated in the event. (ODE)

## 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*

- On January 22 and February 5 and 19, NERD Girls volunteered at the Boys and Girls club in Hazel Dell. A new engineering challenge was shared with about 20 middle school/high school kids each week. (OOI)
- The Environmental Club has been working regularly with Friends of Trees as crew leaders and volunteers for their weekend tree plantings in Vancouver and Portland. The club will attend tree plantings nearly every Saturday in February. (OOI)
- Members of the Environmental Club are attending Master Composter/Recycler training sponsored by Columbia Springs from February through March. This is a volunteer training program and the members will provide their 40 hours of payback volunteer time to Columbia Springs primarily through compost education and projects on the Clark College campus. (OOI)
- All members of the Administrative Services Leadership Team have completed the Intercultural Developmental Inventory (IDI) and are meeting individually with Sirius Bonner, Special Advisor for Diversity and Equity, for follow up discussions. (AS)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Student Ambassadors and their respective advisers participated in the *First Friday Leadership Development Series - Power, Privilege & Inequity*, presented by Professor Debra Jenkins on January 11. During this session students were introduced to a conceptual framework for bicultural development and strategies to bridge relationships across social rank categories. (SA)
- The Advising, Running Start, and Credential Evaluations staff participated in a diversity training session on gender identity conducted by Caiden Marcus, Professional/Technical advisor, on January 11. (SA)
- **The Communications & Marketing team completed work in support of the 2013 MLK celebration and Day of Service that took place on January 21 and 22. C&M**

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

- **As of February 11, Clark's Twitter feed had 1,259 followers. Recent additions include reporters and news directors from KGW, FOX 12, and Central Washington University's Pulse Magazine, as well as institutions including the Mount St. Helens Institute, the United States Collegiate Athletic Association, and the Cross Cultural Health Care Program. The feed has been used to promote and support events, programs and deadlines on behalf of ASCC, Registration, Archer Gallery, athletics, the Diversity Center, the President's Open Dialogue, the Bookstore, Clark College Foundation, Financial Aid, The Independent, Clark College Jazz Festival, and many other Clark College departments, events, clubs, and programs. (C&M)**
- **From January 22 to January 28, our Facebook page had a weekly total reach of 15,745 people. Since last report in January, we have added more than 150 new fans on Facebook for a total of 4,518 fans. Clark's Facebook has been used to support events, programs and deadlines on behalf of ASCC, Registration, Archer Gallery, athletics, the Diversity Center, the President's Open Dialogue, the Bookstore, Clark College Foundation, Financial Aid, The Independent, Clark College Jazz Festival, and many other Clark College departments, events, clubs, and programs. (C&M)**
- The Office of Diversity and Equity staff (along with other Clark faculty and staff) attended the third Annual Dr. Martin Luther King Celebration in Vancouver WA on January 12, 2013. During the event different speakers presented on topics related to education. Speakers included Dr. Mel Netzhammer, Chancellor at WSU-V and Dr. Alisa Moreland-Capuia, Resident Physician at OHSU. (ODE)
- The MLK Planning Committee and the Office of Diversity and Equity hosted the Dr. Martin Luther King Celebration at Clark College on January 22, 2013. The speaker of the event was Dr. Darryl Brice. The event was attended by over 200 Clark College members, students and members of the community. (ODE)
- Diversity Outreach Coordinator collaborated with different community groups such as the Latino Community Resource Group (LCRG), OneAmerica, LULAC, and the Commission on Hispanic Affairs to give an overview and general explanation of procedures to Deferred Action applicants on January 23, 2013. Deferred Action for Childhood Arrivals (DACA) is an executive order to help Dreamers (HB 1079 students). Many Dreamers want to apply for Deferred Action in order to attend Clark College. About 50 students or prospective new students showed up. (ODE)

### **Winter 2013 Diversity Plan Progress Report**

Both the Office of Diversity and Equity (ODE) and the Cultural Pluralism Committee (CPC) have been invested in putting the college's Diversity Plan into action. One of the main ways that CPC has been making progress toward implementing the four goals laid out in the Diversity Plan is to form subgroups working on general themes. The ODE has been incorporating these goals into our day to day activities and larger event planning. Below is a brief update based on the four goal areas.

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

### **Student Recruitment and Retention:**

The first CPC subgroup is tasked with looking at the recruitment and retention of underrepresented students. This group, through a brainstorming process, has identified a list of ideas, projects, and needed resources to increase the retention of students from underrepresented groups. Next this group will refine that list to focus on what could be accomplished easily and identifying barriers and solutions to implement other ideas. Some highlights from the brainstorming sessions include: hiring a man of color retention specialist, focus on women and minorities in STEM, creating opportunities for one-on-one mentoring, and expanded scholarship opportunities.

The Office of Diversity and Equity is pleased that the Diversity Center has had a very successful first few months. We continue to see more and more students visiting and getting to know what the Diversity Center has to offer. At this stage, we also have a small group of students who consider the Diversity Center “home.” We are also pleased with our faculty and staff engagement as they often show up for our regular Open Dialogues.

### **Diversity Education and Training:**

The second CPC subgroup is looking at training and continued education as it relates to the whole campus and to CPC. This group has identified a list of local and national training opportunities and conferences for the CPC group to consider. CPC is also in the midst of the Intercultural Development Inventory (IDI) process to gain a sense of where the group is around cultural competency. The other project this subgroup is working on is developing a series of Power, Privilege, and Inequity (PPI) trainings and workshops that would be available to all Clark students, faculty, and staff.

ODE has provided training for a number of groups so far this year. These trainings range in topic and scope but are providing needed skill building around cultural competence and team building opportunities. Similarly, there are many departments on campus that have chosen to engage in the IDI process. Between the trainings and IDI assessments, many more parts of the campus are engaging in PPI issues.

### **Curricular Transformation:**

The faculty is hard at work on the PPI certificate and will next tackle the PPI graduation requirement for AA transfer students.

### **Employee Recruitment and Retention:**

The third CPC subgroup is looking at the recruitment and retention of diverse staff and faculty. On the recruitment side, this group is researching ways to have more diverse pools of applicants that take into account our limitations around location and resources. As for retention, this group is focusing on ways to increase mentorship opportunities as a way to connect new employees from underrepresented groups with current employees.

CPC and ODE will continue to work together to offer opportunities, like the affinity groups, for faculty and staff from underrepresented groups to feel more connected to Clark.

## 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*

- In a letter to Timothy Kent, Surveying and Geomatics Program Coordinator, the State of Washington Board of Registration for Professional Engineers and Land Surveyors approved making graduation from Clark College Surveying and Geomatics Programs equivalent to two years of qualifying education toward licensure as a professional land surveyor. (OOI)
- Patterson Dental Supply gave the Dental Hygiene Department a copy of Eaglesoft software, a paperless management template for students to simulate paperless charting experiences. This will provide graduating students with some exposure to what the current workforce requires. (OOI)
- *The Independent's* partnership with *The Columbian*, "Voices of Clark College," continues to progress, giving Clark student journalists the opportunity to share their work with readers of both *The Indy* and *The Columbian* on a same-day publication schedule. On February 6, both news outlets published, in print and online, a story by Independent staffers Michael Lusk and Bryce McQuivey that reported local lawmakers, who spoke the previous week at a legislative reception with Clark officials, indicated that tuition hikes aren't likely to be on the horizon for Clark students in the coming year.

Also noteworthy is that in Saturday's paper, *Columbian* editorial writers gave a "cheers" to the same news story, saying "thousands of students -- and their parents" will be watching to see if lawmakers hold to that message come budget time. (OOI)

- Clark's Child and Family Studies Program (CFS) is very pleased to announce it received official notification of accreditation on February 11, 2013, from the National Accreditation Commission for Early Care and Education. Accreditation demonstrates and documents quality performance using research-based criteria. The process included a comprehensive program performance and evaluation of the following standard components: Administration, Curriculum, Interactions Between Staff and Children, Parent Community, and Health and Safety. The program will submit annual reports and renewal will be in February, 2016. A big thank you to the staff for all their hard work and to the families for their participation. The Commission Reviewers made particular note of strengths in playground areas, teacher-child interactions, curriculum materials and implementation, and language use. (OOI)



## RESPOND TO WORKFORCE NEEDS

- The Advising Division Managers for Health Occupations/Education and Professional/Technical programs, and a Health Occupations/Education advisor, participated in the Health Care Core Curriculum meeting at the Columbia Tech Center on January 13. The Advising team facilitated a 90-minute presentation to ten local high school counselors on the Health Occupations and Business Medical Office program options available to students at Clark College, with particular emphasis on those programs for which students can earn Tech Prep credits that apply. (SA)
- **Associate Vice President Kevin Kussman met with Bob Hanks, Executive Director of the Portland Community College's Climb Center, to better understand each other's programs and begin discussion on potential partnership opportunities. (CCE)**
- **Corporate & Continuing Education signed a contract with Longview Fibre for the first year of a four year program to develop 21st century millwrights, pipefitters, and electricians. In a challenging economy, Longview Fibre has elected to partner with Clark College to train a new generation of these high skill, high demand, and low-in-supply workers. This program is run in close partnership with the Clark College's Welding, Machining and Mechatronics departments. Longview Fibre employees balance on-the-job training with 428 hours a year of classroom instruction at Clark College. The program is innovative in that it:**
  - **Draws state of the art content from across a number of departments at Clark College**
  - **Had the employer work directly with department heads to define relevant program content for today's workforce**
  - **Uses available free time one day a week and college breaks to train, better utilizing Clark College's assets without disrupting regularly scheduled classes**
  - **Is a long-term four year program to develop a strong skill set combined with on-the-job application**

**CCE would like to thank Dean Genevieve Howard and her department heads--Patrick Gonzales, Bruce Wells, and Chris Lewis--for their partnership in working with Longview Fibre to create this program. (CCE)**

- The Diversity Outreach Coordinator attended and represented Clark College at the Health Coalition at the North Pacific Union Conference of the Seventh-Day Adventist Church in Ridgefield on January 11, 2013. The goal of this meeting was to define the health objectives in order to transform Southwest Washington into a place of health and well-being for all. This coalition is working with organizations and minority leaders in order to promote education in health issues. (ODE)

## 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*

- At the beginning of the academic year, the Culinary Arts Taskforce was formed to examine the curricular needs of the Culinary Arts Food program, expanded campus food service and a redesign of the culinary facility. A request for feedback about the current level of food service and what the college community would like to see offered was sent out to students, faculty and staff. The survey was administered in an online format and also in person in several night classes to ensure the voices of Clark's night population were heard. The Taskforce was pleased to learn that 1,129 people responded to the survey. The Taskforce will begin integrating those responses into the Culinary Arts Taskforce proposal that will be submitted for college review in early spring. (OOI)
- The Nursing department welcomed Ellen Wirtz, RN, CNE, Ed.D., as the new Associate Director of Nursing Programs. Dr. Wirtz, whose first day was February 4, is a welcome asset to Clark's Nursing and related programs. (OOI)
- An emergency lockdown training exercise was conducted January 30 at all campuses. The six-minute drill was designed to give students, faculty, and staff an opportunity to learn and practice proper steps for a lockdown. The training exercise was preceded by several informational email communications. A post-exercise electronic survey was conducted, and results are presently being processed by Planning and Effectiveness staff. Results will identify any additional needs such as mass notification system refinement, physical plant modifications, and areas for additional training. Student work-study students were enlisted to observe and take photographs at numerous college locations, further improving information gathering. A one-minute lockdown video was produced by Communications and Marketing and can be viewed at: <http://youtu.be/vcQeudtILQk>. (AS)
- In January, Environmental Health and Safety staff conducted asbestos awareness training for 25 employees at the day-staff Facilities Services safety meeting. Southwest Clean Air Agency performed a regular inspection of the main campus and found the college within compliance. The 2012 Occupational Safety and Health Administration 300 Summaries were posted. The Summaries include information about recordable employee incidents and associated time loss. In 2012, the college had nine recordable incidents with a total 37 days away from work and 121 days on transfer or modified duty. Two ergonomic consultations were performed. (AS)

## ENHANCE COLLEGE SYSTEMS

- Clark College's eight-minute Basic Emergency Preparedness video was approved by Executive Cabinet for required annual review and testing by all staff and full-time faculty. It covers "College Emergencies - What You Need to Know". This aligns with the college's commitment to promote emergency preparedness and support a safe workplace. Participants will watch the video through the online Higher Ed Works system, and complete a short quiz. Staff and full-time faculty must complete the training by July 1. The video was funded by Emergency Management in Higher Education grant funds. In addition, the video has captured the attention of the Washington State Board for Community and Technical Colleges as a best practice. The Board has recommended that all colleges in the system view the video with the intent of producing something similar for their own institutions. It can be viewed at:  
<http://www.youtube.com/watch?v=LTuj5C3DfO8&feature=youtu.be>. (AS)
- Risk Management Services welcomed Jeffery Miller as new Environmental Health and Safety manager. Jeffery has extensive experience in safety programs and compliance. He earned a bachelor's degree in Resources Management and a master's degree in Management from Troy University in Clarksville, Tennessee. (AS)
- On January 24, 20 volunteer Emergency Building Coordinators (EBCs) attended refresher training to sharpen their emergency response and walkie-talkie skills. With their knowledge of evacuation, lockdown, and earthquake response, these volunteers are committed to helping students, guests, faculty, and staff during an emergency. Team trainers included the Director of IT Services and Emergency Manager. In cooperation with Human Resources and the Higher Ed Works system, online refresher training for faculty and staff EBCs is now available for members who were unable to attend the annual refresher courses in person. (AS)
- Facilities Services continues to make significant progress on a number of important projects, including:
  - Facilities Services has installed the donated baseball scoreboard and is finalizing the commissioning of the scoreboard so it will be fully operational for the 2013 season. (AS)
  - Facilities Services is completing the construction of softball field improvements to support the Women's softball team and satisfy Title IX equity standards. While work continues, the field will be ready in time to support practice and league play. (AS)
  - Work to provide donor supported kitchen upgrades and building facade improvements for the Oliva Family Early Learning Center is continuing with completion scheduled for the end of March 2013. (AS)
  - SRG, architect for the Dental Hygiene Clinic Renovation project, is now onboard and working with the Project Team to complete the design for the expansion and update of the Dental Hygiene Clinic. The team anticipates that construction could start as early as summer 2013 for this important Foundation and College funded project. (AS)

## ENHANCE COLLEGE SYSTEMS

- College staff continue to work with the state on the ctcLink Project. This project involves the implementation of a single, centralized system of online student and administrative functions to give students, faculty, and staff anytime, anywhere access to a modern, efficient means of doing their college business.

After a comprehensive Request for Proposal (RFP) and vendor evaluation process from April-August 2012, the Oracle-PeopleSoft software solution was chosen for the ctcLink project. After an additional two months of in-depth contract negotiations, Ciber was chosen as our system integration partner who will implement ctcLink. Ciber will work with the ctcLink project team and colleges over the next five years to replace the community and technical college system's 30-year-old student information, finance, and human resource systems.

To successfully implement ctcLink, the community and technical colleges will need to map critical business processes and then take the steps necessary to adapt those business processes to match the new system architecture and features. The next step will be to ramp up the system-wide business process documentation phase, which includes gathering current business process documentation from colleges, and logging and categorizing processes as part of business process analysis phase. This effort will require significant investments of staff time at the colleges. Once this work is complete, the SBCTC project team will begin implementing ctcLink beginning with two pilot districts (Tacoma and Spokane). Once pilot college implementation begins in mid to late 2013, it is currently expected that all colleges and SBCTC will be online with the new system by the end of 2017. (AS)

- Five student government officers and two reporters for the *Independent* participated in the Legislative Reception in Olympia on January 27. The reception provided students the opportunity to meet with legislators and share their personal stories and concerns regarding issues facing Clark College. All officers in attendance thoroughly enjoyed this opportunity. (SA)
- Admissions and Registration have started cross-training the first employees in preparation for the merger of these departments into the Office of Enrollment Services. (SA)
- A Health Occupation Specialist Advisor participated in the Student Nurse Ambassador Program (S.N.A.P.) open panel discussion along with seven current nursing students on February 1. Ten potential nursing students attended this session which focused on the admission criteria, strategies for being successful, clinical tasks and locations, expectations of instructors, and transferability of credits to a Bachelor of Science in Nursing (BSN) program. (SA)
- The Advising Department presented an overview of advising services and strategies for success to students in several Human Development classes. A total of eight presentations took place during the month. The advisors, instructors, and students engaged in a positive discussion on the pre-college sequence and degree transition, educational planning, and time management strategies. (SA)

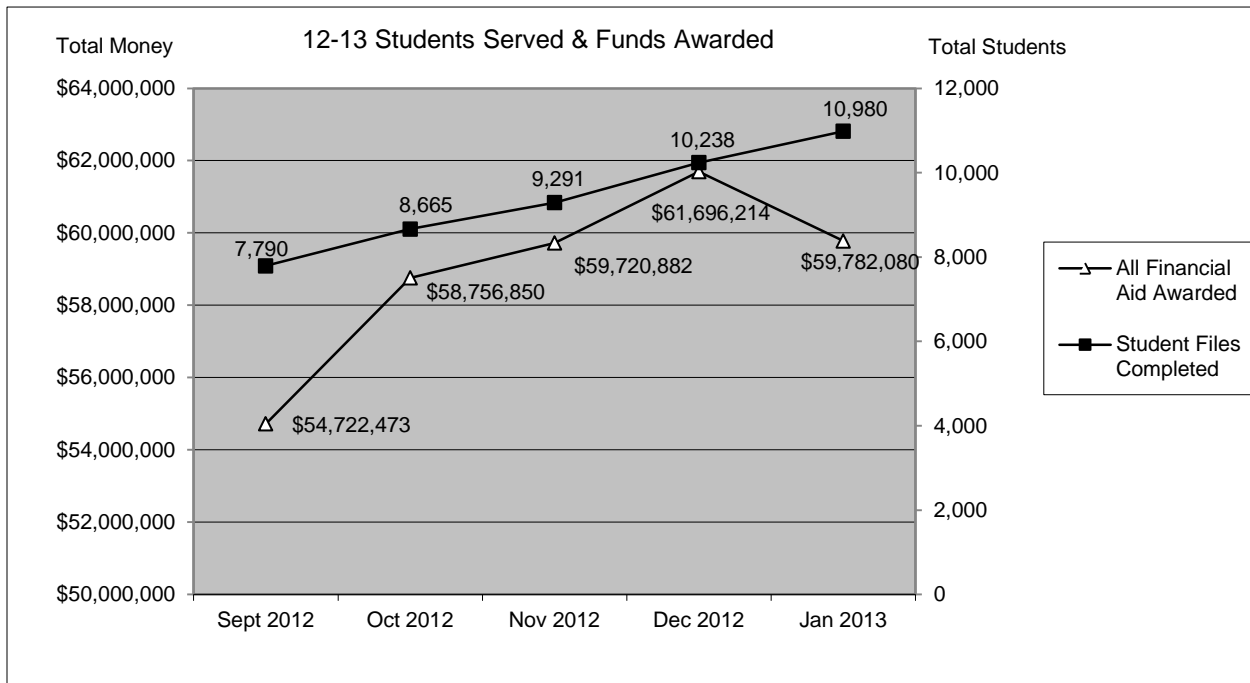
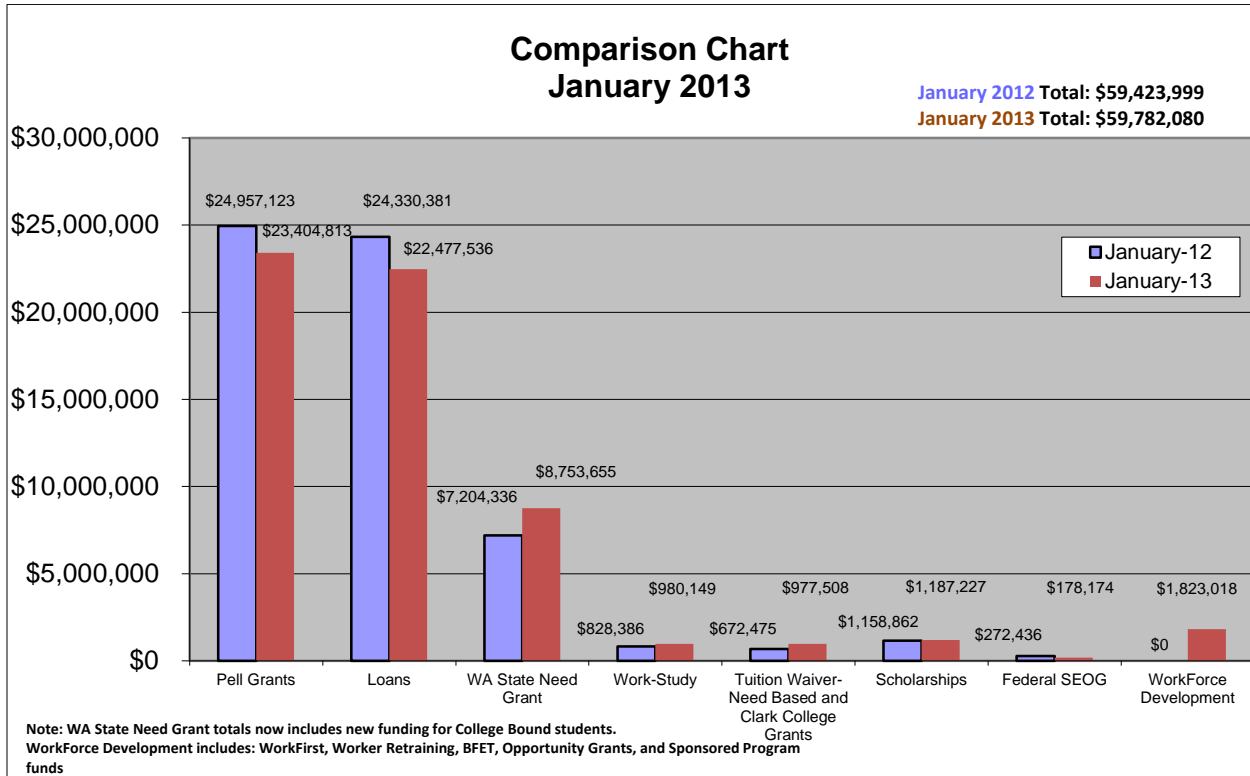
## ENHANCE COLLEGE SYSTEMS

- Washington State's Data Governance Committee, sponsored by the Research and Planning Commission, is co-chaired by Susan Maxwell. Susan has been presenting information on data governance and helping Washington State's Commissions establish data steward committees. The committee's top priority will be to assist in the implementation of the new ERP system, ctcLink. Also in preparation for ctcLink, P&E provided 41 documents for the WSBCTC ctcLink Business Process Documentation request. (P&E)
- Planning and Effectiveness conducted three surveys on behalf of the Culinary Taskforce to assess food service needs at Clark College's main campus.
  1. All students and employees were invited to complete an online survey.
  2. Students enrolled in evening classes were invited to complete a survey.
  3. People utilizing food services throughout the main campus were invited to complete a paper survey.

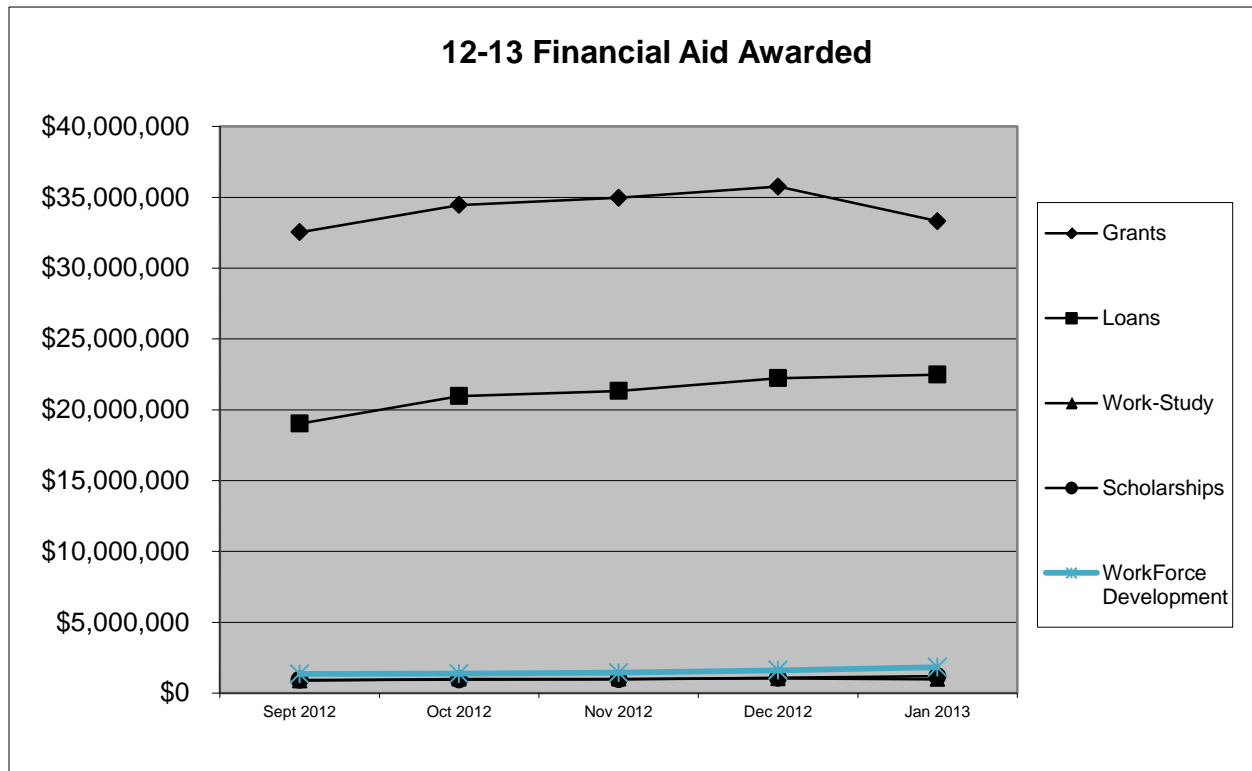
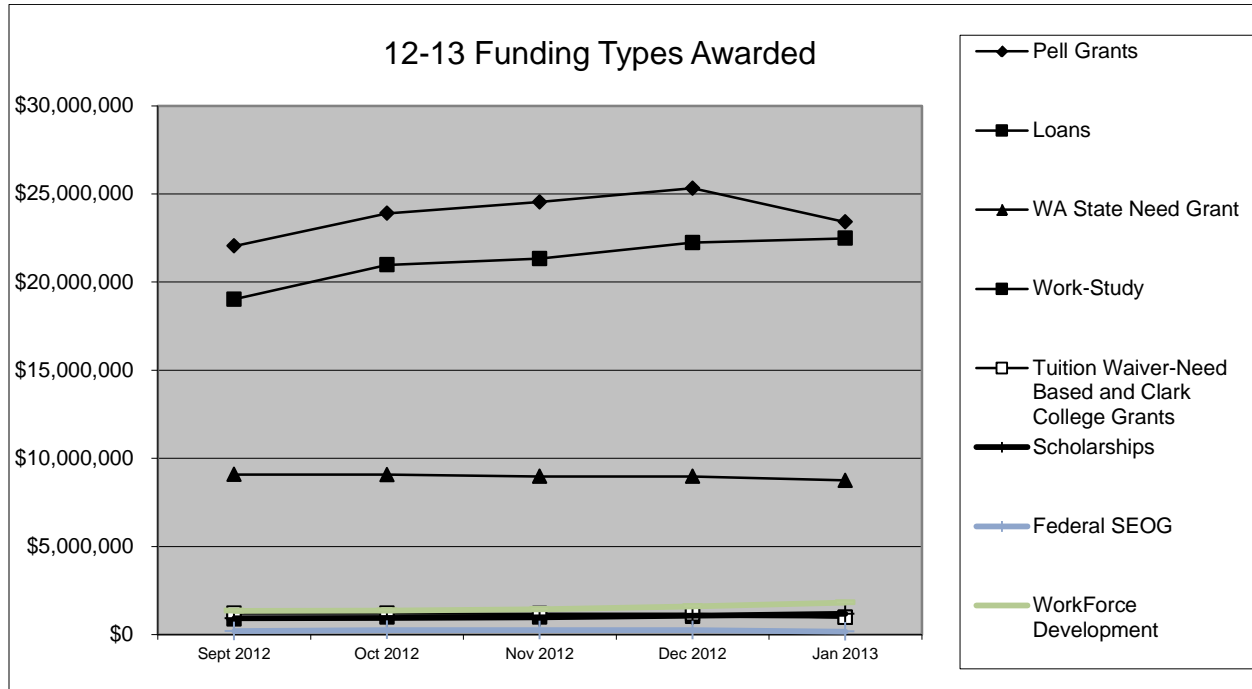
In total 1,129 responses were received. A report was provided to the Culinary Task Force. (P&E)

- On January 30, nine state legislators met with students, Board of Trustee members, the College President, the President's Executive Cabinet, Clark College Associated Higher Education President, Washington Public Employee Association's Clark College Chief Shop Steward, and a Clark College Student Life staff member in Olympia, WA. The Clark College representatives shared the college's priorities, opportunities, and challenges with the legislators. (P&E)
- Clark College received notification in January that the Northwest Commission on Colleges and Universities (NWCCU) accreditation Year 3, Standard 2 comprehensive site visit, scheduled for Fall 2013, has been changed to a virtual, off-site visit. The letter dated January 4, 2013 from Les Steele of NWCCU states, "...three peer evaluators, including a chair, will be assigned to evaluate your report and make commendations and recommendations. They will meet virtually to review and discuss your report and make contact with campus personnel as needed. . ." (P&E)

## STATISTICS



## STATISTICS



# Clark College - Budget Status Report

## January 31, 2013

Sources of Funds (Revenues)	2012-13 Budget	Revenues to Date	Difference	% Budget Received
<b>Operating Accounts</b>				
State Allocation	24,015,593	13,954,976	10,060,617	58.1%
Tuition & ABE	17,474,587	12,796,918	4,677,669	73.2%
Running Start	5,083,000	2,518,197	2,564,803	49.5%
Excess enrollment	11,756,173	6,790,000	4,966,173	57.8%
Planned use of prior fund balance	881,140	-	881,140	0.0%
Dedicated, matriculation, tech, cont ed	4,003,052	2,792,143	1,210,909	69.8%
<b>Total Operating Accounts</b>	<b>63,213,545</b>	<b>38,852,233</b>	<b>24,361,312</b>	<b>61.5%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	6,153,848	1,445,347	4,708,501	23.5%
Internal Support & Agency Funds	1,075,053	716,965	358,088	66.7%
ASCC less PUB	1,774,313	1,029,063	745,250	58.0%
Bookstore	5,443,122	4,051,289	1,391,833	74.4%
Parking	439,528	316,558	122,970	72.0%
Auxilliary Services	1,421,374	851,300	570,074	59.9%
Financial Aid	60,168,572	41,324,486	18,844,086	68.7%
<b>Total Other Accounts</b>	<b>76,475,810</b>	<b>49,735,009</b>	<b>26,740,801</b>	<b>65.0%</b>
<b>Total Sources of Funds</b>	<b>139,689,355</b>	<b>88,587,242</b>	<b>51,102,113</b>	<b>63.4%</b>

Uses of Funds (Expenses)	2012-13 Budget	Encumbrance & Expenditures to Date	Difference	% Budget Spent
<b>Operating Accounts</b>				
President	1,503,623	457,192	1,046,431	30.4%
Associate Vice President of Planning & Effectiveness	460,951	260,514	200,437	56.5%
Special Advisor for Diversity & Equity	274,690	137,459	137,231	50.0%
Vice President of Instruction	38,999,857	19,724,234	19,275,623	50.6%
Vice President of Administrative Services	11,294,227	7,618,028	3,676,199	67.5%
Vice President of Student Affairs	7,457,303	3,984,241	3,473,062	53.4%
Associate Vice President of Corporate & Continuing Ed	811,798	583,384	228,414	71.9%
Executive Director of Communications	826,593	445,095	381,498	53.8%
Associate Vice President of Human Resources	1,584,503	837,348	747,155	52.8%
<b>Total Operating Accounts</b>	<b>63,213,545</b>	<b>34,047,495</b>	<b>29,166,050</b>	<b>53.9%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	6,153,848	2,936,121	3,217,727	47.7%
Internal Support & Agency Funds	1,075,053	775,521	299,532	72.1%
ASCC less PUB	1,774,313	834,560	939,753	47.0%
Bookstore	5,443,122	3,801,441	1,641,681	69.8%
Parking	439,528	323,748	115,780	73.7%
Auxilliary Services	1,421,374	712,057	709,317	50.1%
Financial Aid	60,168,572	41,328,498	18,840,074	68.7%
<b>Total Other Accounts</b>	<b>76,475,810</b>	<b>50,711,946</b>	<b>25,763,864</b>	<b>66.3%</b>
<b>Total Uses of Funds</b>	<b>139,689,355</b>	<b>84,759,440</b>	<b>54,929,915</b>	<b>60.7%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>3,827,801</b>		
<b>Move running start to local capital project</b>		<b>(115,887)</b>		
<b>Net Difference</b>		<b>3,711,914</b>		
<b>Capital Projects- Expenses &amp; Encumbrances</b>	<b>6,562,919</b>	<b>2,435,108</b>	<b>4,127,811</b>	<b>37.1%</b>

c. Bob Knight, Bob Williamson, Karen Wynkoop

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

Ron Hirt, Accounting-February 11, 2013



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

	<b>Fund Balance</b> (minus non-cash assets) <b>6/30/12</b>	<b>Cash Balance</b> (minus dedicated cash) <b>6/30/12</b>	<b>Required Reserves</b>	<b>Prior Commitments</b> (prior to 7/1/12)	<b>New Commitments</b> (2012/13)	<b>Total Available Cash</b>
145	Grants and Contracts	4,168,307				
147	Local Capital	(45,594)	3,915,921	18,010	1,170,936	2,726,975
148	Dedicated Local	4,385,002	(45,594)			(45,594)
149	Operating Fee	(9,531)	589,666	149,418	732,576	(292,328)
440	Central Store (Catalog)	52,107	(14,531)			(14,531)
443	Data Processing	867,559	52,107			52,107
448	Print/Copy Machine	(78,264)	867,559		867,559	-
460	Motor Pool	37,286	(78,264)			(78,264)
522	ASCC	1,978,205	37,286			37,286
524	Bookstore	3,181,701				-
528	Parking	341,281	3,181,701			3,181,701
570	Other Auxiliary Enterprise	974,127	341,281			341,281
790	Payroll (clearing)	220,777	422,077	28,535		393,542
840	Tuition/VPA	6,885,571				-
846	Grants - Fin Aid	(1,900,508)				-
849	Student Loans	36,069				-
850	Workstudy (off-campus)	(2,929)				-
860	Institutional Financial Aid Fun Reserves*	587,697				-
			6,197,763			(6,197,763)
	<b>Totals</b>	<b>21,678,863</b>	<b>9,269,209</b>	<b>195,963</b>	<b>2,771,071</b>	<b>104,411</b>

## Fund Balance Less Commitments

Available Fund Balance Before Commitments				9,269,209
Prior Year Commitments				
Date	as of July, 2012	Fund	Amount	Total
7/1/2011	Archer Gallery Director (12-13 50% self support, 13-14 100% self)	145	18,010	18,010
7/1/2010	Coding Position	148	18,500	
7/1/2010	Incident Command Post	148	17,772	
7/1/2011	Door Lock Project	148	6,056	
1/24/2012	LEAN Consultant	148	37,829	
3/1/2012	Salary Consultant	148	10,500	
4/18/2012	Custodial Equipment	148	9,815	
4/18/2012	TPC Rent Increase (12-13 amount)	148	48,946	149,418
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	28,535
Total Prior Commitments				195,963
New Commitments July 1, 2012 to present				
Date		Fund	Amount	Fund Total
7/1/2012	Remodeling for Diversity and Equity	145	37,000	
7/1/2012	Softball Field Improvements	145	170,000	
7/1/2012	T-Building remodel and TPC move	145	115,887	
7/31/2012 AS	Additional IT storage area for network capacity and an additional host n	145	18,000	
7/31/2012 AS	Additional server hardware for VDI conversion.	145	9,200	
7/31/2012 AS	Mower with broom attachment	145	66,000	
7/31/2012 AS	Aerial high lift work platform	145	7,773	
7/31/2012 AS	Flatbed electric cart	145	15,000	
7/31/2012 AS	Utilities locating equipment	145	8,000	
7/31/2012 AS	Corrugated waste baler	145	35,300	
7/31/2012 CCE	Mac Lab	145	75,485	
7/31/2012 CCE	Clark College Corporate Education exterior sign at WCB	145	12,000	
7/31/2012 CCE	AED	145	1,699	
7/31/2012 D & E	Office Furniture for Office of Diversity and Equity Staff	145	5,035	
7/31/2012 D & E	Mac Laptop	145	2,500	
7/31/2012 D & E	Cart for transporting items	145	100	
7/31/2012 D & E	Network Printer and Copier	145	1,500	
7/31/2012 HR	Scanner, ImageNow system	145	5,000	
7/31/2012 I	Student Support/Tutoring	145	50,000	
7/31/2012 I	Faculty Development Programs	145	10,000	
7/31/2012 I	Outcomes Assessment Projects	145	25,000	
7/31/2012 I	DH equipment consolidated from EC one time priorities list	145	150,000	
7/31/2012 I	Power Utilities Director	145	11,000	
7/31/2012 I	Decker Theater Sound system upgrade	145	30,000	
7/31/2012 I	Toyota T-Ten funding for EC approved Programmatic changes	145	112,457	
7/31/2012 P & E	Accreditation Self-Study Site Visit	145	20,000	
7/31/2012 SA	Maintenance of the O'Connell Sports Center Gymnasium Floor and Scor	145	7,000	
7/31/2012 SA	Scoreboard	145	20,000	
7/31/2012 SA	Purchase of a College Charter Bus	145	75,000	
7/31/2012 SA	AACRAO Strategic Enrollment Management Consultant	145	50,000	
7/31/2012 Gen	SMART GHL 215; BHL104	145	10,000	
7/31/2012 Gen	SMART SHL 214	145	5,000	
7/31/2012 Gen	Signage Changes for Music	145	10,000	1,170,936
7/1/2012	Student & Hourly Timesheets 6-30 payroll	148	5,091	
7/31/2012 AS	Emergency food and water supplies	148	9,800	
7/1/2012	Tenure Buyouts	148	360,035	
7/1/2012	Veba payoffs for tenure buy out costs	148	244,688	
7/1/2012	CCE Video Equipment	148	47,962	
7/1/2012	CTC Link Travel	148	20,000	
1/4/2013	North County Site Evaluation Services	148	10,000	
2/7/2013	Art Restoration	148	6,000	
2/7/2013	Hanna Lobby Furniture	148	29,000	732,576
7/1/2012	CIS Funds	443	867,559	867,559
Total New Commitments				2,771,071
Required Reserves				
10% of \$61,977,633				6,197,763
Fund Balance After Commitments and Required Reserves				104,411

## ACTION ITEMS



# MEMORANDUM

To: Robert K. Knight  
President

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

Date: February 14, 2013

Re: Consideration of Tenure

The tenure review committees have forwarded tenure recommendations on the following tenure-track faculty to me for consideration.

### **Faculty**

Marilyn Hale  
Tonia Haney  
Carol Hsu  
Honey Knight  
Michiyo Okuhara  
Patricio Sevier  
Elizabeth Torgerson

### **RIF Unit**

Business Technology  
Automotive Technology  
Engineering  
Dental Hygiene  
Japanese  
Machine Technology  
Nursing

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.

TC:abm

## ACTION ITEMS

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**January 23, 2013**  
**Ellis Dunn Room GHL 213**

**Trustees Present:**

Mmes. Jada Rupley, Sherry Parker, Rekah Strong, Messrs. Jack Burkman and Royce Pollard.

**Administrators:**

Mr. Robert Knight, President, Dr. Tim Cook, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Dr. Darcy Rourk, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Sirius Bonner, Special Advisor for Diversity & Equity; Ms. Leigh Kent, Executive Assistant to the President.

**Faculty:**

Prof. Kimberly Sullivan, AHE President; Prof. Garrett Gregor, Mathematics; Prof. Susan Brookhart, Chemistry.

**Others:**

Ms. Lisa Gibert, CEO, Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Mr. Ara Serjoie, Vice President of Development, Clark College Foundation; Mr. Ted Broussard, Dean of Student Success & Retention.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> <li>Chair Rupley called the meeting to order at 5:10 pm.</li> <li>The chair told the meeting attendees that the board convened an executive session this evening rather than a work session to review the performance of an employee and to discuss real estate issues. No decisions were made during the executive session.</li> </ul>	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> <li>The agenda was accepted as presented.</li> </ul>	
II. B	Statements from the Audience	<ul style="list-style-type: none"> <li>There were no statements from the audience.</li> </ul>	
II. C.	Constituent Reports	<ul style="list-style-type: none"> <li>Ms. Sullivan presented on behalf of the AHE. Everything is going well this term and the union is requesting mediation on salary and workload issues.</li> </ul>	
	1. AHE		
	2. WPEA	<ul style="list-style-type: none"> <li>The WPEA did not present a report this evening.</li> </ul>	
	3. ASCC	<ul style="list-style-type: none"> <li>The ASCC did not present a report this evening.</li> </ul>	

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**January 23, 2013**  
**Ellis Dunn Room GH1 213**

	TOPIC	DISCUSSION	ACTION
	<b>D. Foundation</b>	<ul style="list-style-type: none"> <li>Mr. Serjoie introduced new Foundation staff members Judy Ivey, Constance Greco, Milton Dennis, and Alf Langland. The Foundation is expanding their staff as they prepare to increase the pace of fundraising as a result of the strategic planning process and alignment with the college.</li> </ul>	
<b>II. D.</b>	<b>Statements &amp; Reports from Board Members</b>	<ul style="list-style-type: none"> <li>Trustee Parker stated how impressed she was hearing the life stories from the faculty and staff who spoke at the Student of Color Luncheon.</li> <li>Trustee Pollard complimented the President on the State of the College speech. He said that it was the most informative and best SOTC speech that President Knight has delivered. He said he learned a lot from and was extremely impressed with MLK Day speaker, PCC Professor Dr. Darryl Brice.</li> <li>Trustee Burkman has heard many positive comments from the local community about the SOTC speech. People are very surprised at how large the college is. She attended MLK Day and found Dr. Brice's lecture very educational and thought provoking.</li> <li>Trustee Burkman was very impressed that Dr. Brice is a community college faculty member.</li> <li>Trustee Strong attended her first SOTC and MLK Day events this year. She hopes that the college will be able to see Dr. Brice's speech on video and learn as much as she did. Trustee Strong enjoyed the Student of Color Luncheon and feels it is beneficial to connect the students with faculty members in that venue.</li> <li>Chair Rupley complimented the President on the SOTC event. She feels there is an amazing amount of good work going on at the college and is very excited about the next steps with the Foundation.</li> <li>Chair Rupley announced that the 2012 Presidential Scholarship winner, Inva Bergolli, has been nominated to receive one of five TACTC Transforming Lives awards. She will receive her award during the TACTC Winter Conference in Olympia.</li> </ul>	
<b>II. E.</b>	<b>President's Report</b>	<p><b>STUDENT PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Mr. Broussard introduced student Dennis Davis. Mr. Davis has returned to school after serving in the military and working in the IT field for more than 20 years. He is currently a work-study student in Financial Aid.</li> </ul> <p><b>FACULTY PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Dr. Cook introduced Profs. Garrett Gregor and Susan Brookhart who spoke about Process Oriented Guided Inquiry Learning (POGIL) and interactive learning method that is being piloted in the math, chemistry, and history departments.</li> </ul>	

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**January 23, 2013**  
**Ellis Dunn Room GH 213**

	TOPIC	DISCUSSION	ACTION
II. E.	<b>President's Report</b>	<p><b>PRESIDENT'S REPORT</b></p> <ul style="list-style-type: none"> <li>• Enrollment for winter quarter has dropped by 689 FTEs. This decline was expected and was built into the budget. Enrollment will continue to gradually decline over the next few years. Despite the loss, the college is still 2,500 FTEs over target.</li> <li>• The proposed legislative priorities for 2013 have been finalized based upon the college community and board input. The two priorities for 2013 are: <ul style="list-style-type: none"> <li>o Student Success and Workforce Readiness</li> <li>o Serving More Students with Less</li> </ul> </li> <li>• Prof. Keith Stansbury announced that Clark has been chosen by NASA as one of two community colleges in the US to submit their rocket project again for this year's engineering competition. Clark students will be competing with students from four-year universities, including MIT. This project is being developed entirely on the students' personal time.</li> <li>• President Knight noted that the college will continue to grow the International Program over the next few years. The Executive Cabinet has agreed to reinvest the students' tuition dollars in the program. Twelve new students enrolled in winter term, bringing the total to 71. The program brings much diversity to the college and the Vancouver community and the students are a very engaged group.</li> </ul>	<ul style="list-style-type: none"> <li>• Trustee Burkman commented on the increased use of the EvaluationKit program for online student class evaluations. Dr. Cook said as it has been made more available, more students are taking advantage of the opportunity to provide feedback.</li> <li>• Trustee Parker requested additional information on the number of student volunteer hours during the year through the Volunteer &amp; Service Learning program. Mr. Broussard will provide this information.</li> <li>• Trustee Strong requested information on training being used for employees to better meet the needs of our students. President Knight will address this in a future meeting.</li> </ul>
III.	<b>ACTION ITEMS</b>		
	<b>FIRST READING</b>		
	<ul style="list-style-type: none"> <li>• There was no First Reading this month.</li> </ul>		
	<b>CONSENT AGENDA</b>		
	<ul style="list-style-type: none"> <li>• Minutes from December 19, 2012 Board Meeting</li> </ul>	<b>MOTION:</b>	Trustee Burkman made a motion to approve the Consent Agenda. 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 23, 2013**  
**Ellis Dunn Room GHl 213**

	TOPIC	DISCUSSION	ACTION
IV.	<b>FUTURE TOPICS</b>		
	College Safety ( <i>added 12/2012</i> ) Columbia River Crossing Diversity Operational Plan Facility Plan GISS Student Completion Data Review of College Policies STEM Student Completion ( <i>added 12/2012</i> ) Workforce Development	Accreditation Work Session, winter quarter Service Learning ( <i>added 1/2013</i> ) K-12 Foundation Strategic Plan ( <i>added 12/2012</i> ) Visit WSUV Nursing Program ( <i>added 12/2012</i> ) Climate Survey Standard 2 Highlights Staff Training ( <i>added 1/2013</i> ) CLE Update	
	<b>DATE AND PLACE OF FUTURE MEETING</b>		
V.	<ul style="list-style-type: none"> <li>The next regular meeting of the Board of Trustees is currently scheduled for February 27, 2013 in the Ellis Dunn Community Room, GHl 213.</li> <li>The next work session of the Board of Trustees will be convened as an executive session and extended to two hours in length.</li> </ul>		
	<b>EXECUTIVE SESSION</b>		
VI.	<ul style="list-style-type: none"> <li>No additional Executive Session was held this evening.</li> </ul>		
	<b>ADJOURNMENT</b>		
VII.	<ul style="list-style-type: none"> <li>There being no further business, the meeting adjourned at 5:29 pm.</li> </ul>		

Leigh Kent, Recorder  
January 31, 2013

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Jada Rupley, Chair