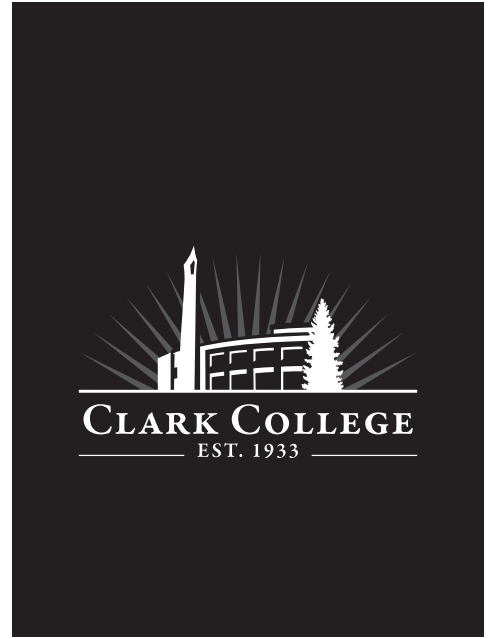


# Clark College Board of Trustees



**March 13, 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  
March 13, 2013**

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**CLARK COLLEGE BOARD OF TRUSTEES**  
**Wednesday, March 13, 2013**  
**Ellis Dunn Room, GHL 213**

**AGENDA**

All regular meetings of the Board are recorded.

**BOARD WORK SESSION, PUB 258C**

*The Clark College Board of Trustees will not hold a Work Session this month.*

**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: Strategic Plan

D. Statements and Reports from Board Members

E. President's Report

*Student Success Presentation: Remick Kawawaki*

*Faculty Presentation: Cynthia Foreman, Associate Director of eLearning, "Canvas" Learning Management System*

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### **III. ACTION ITEMS**

#### **First Reading**

- ♦ Consideration of Tenure

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#### **Consent Agenda**

- ♦ Minutes from February 27, 2013 Board Meeting

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### **IV. FUTURE TOPICS**

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

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

*The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, April 24, 2013 in the Ellis Dunn Room.*

### **VI. EXECUTIVE SESSION**

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

### **VII. ADJOURNMENT**

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

**PRESIDENT'S BOARD REPORT  
MARCH 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*

- The NASA University Student Launch Initiative team has partnered with a student in the Machining program who will be machining the necessary parts according to the team’s specifications. (OOI)
- Mike Godson, Automotive Department Chair, attended the Northwestern Automotive Teachers Conference at the Sno-Isle Tech Skills Center to discuss the new NATEF (National Automotive Technicians Education Foundation) Accreditation Maintenance & Light Repair Model. The changes to the NATEF standard will necessitate complete curricular revamp for all general automotive programs within the next couple of years. (OOI)
- Jim Malinowski, Power Utilities Instructor, took his Power Utilities students on tours of the River Road Generating Plant, Bonneville Dam-Corps of Engineers and the Ross substation. (OOI)
- The final winter quarter presentation of Effective Communication = Priceless, a monthly, lunchtime workshop series sponsored by Communication Studies and Faculty Development, featured Instructor Susanna Weinstein speaking on “Conflict Management” on March 13. This immediately followed a three-hour workshop on the same topic which is hosted by Employee Development. (OOI)
- During Engineering Week (February 19-23), several activities took place. Three clubs, ECES (Engineering Computer Science), ENGR (Engineering), and NERD girls (Not Even Remotely Dorky), toured the Nuclear Reactor at Reed College. The Engineering Club held their Galactic Griddle Cake Pancake Breakfast at Clark’s main campus on February 22. (OOI)
- NERD girls hosted/is hosting held several outreach events: (OOI)
  - “Dinner with a Chemist”, featuring faculty member Ruth Trejo, was held on Thursday, February 28.
  - On March 5, NERD girls volunteered at the Boys and Girls Club. They will volunteer again on March 19.
  - NERD girls invite everyone for pie to celebrate pi day on Thursday, March 15.
  - NERD girls will meet with Vancouver Mayor Tim Leavitt on Engineering and Politics on Friday, March 15.

- **FOCUS ON LEARNING**

- Engineering professors Tina Barsotti and Carol Hsu took nine students to the University of Washington campus on Saturday, March 2, for the Women in Science & Engineering conference. Devoted to celebrating women in engineering academics and careers, the conference offers educational and professional enrichment, bringing pre-college, undergraduate and graduate students together with faculty, administrators, and professional women. (OOI)
- STEM Camp was held at Harney Elementary on Thursday, March 7. (OOI)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Student Ambassadors, and their respective advisers participated in the *First Friday Leadership Development Series - Leadership Panel* on March 1. The panel consisted of Genevieve Howard, Dean of Workforce, Career and Technical Education; Peter Williams, Dean of STEM; Diane Drebin, Dean of Student Enrollment and Completion; Shelley Ostermiller, Advising Divisional Manager; and Sally Tomlinson, Art History Professor. Students were able to ask questions about each leader's experiences, hear lessons learned and the path each took to be in the positions they are today. (SA)
- Career Services developed and presented a Student Success workshop designed to increase student financial literacy. The presentation included an introduction to Student Affairs Leadership Team (SALT), the on-line Financial Literacy software offered at Clark, highlighting the free account and the financial management resources and tools. The workshop focused on the basics of budgeting and provided a hands-on budgeting exercise. This presentation will be offered twice next quarter due to the positive feedback offered by the attendees. (SA)
- Clark College Student Athletes from five (5) fall sports were recently honored by the Northwest Athletic Association of Community Colleges for their excellence in academics. Each of these student athletes earned the fall 2012 Academic Leadership Award. Recipients are second year participants who have a minimum GPA of 3.50. The Clark student athletes honored include: Borce Atanasov (Men's Soccer), Myriah Dombrowsky (Volleyball), Lindsey McKim (Volleyball), Marissa Tyler (Women's Soccer) and Alexis Wonnacott (Women's Soccer). (SA)
- The Women's Basketball team finished the regular season 13-3 in league (15-11 overall), which qualified them for second place in the final West Region standings. The women placed 6<sup>th</sup> in the NWAACC Championship Tournament which ran Saturday, March 2 through Tuesday March 5 at the Toyota Center in Kennewick, WA. (SA)
- The Women's Basketball team had three players honored this season. Sophomore Dominique Johnson was named to the West Region's First Team. Dominique led Clark in scoring, averaging 21.63 points per game in league. Freshman Toni Doroha was named to the Second Team. Doroha was second in the West for assists per game averaging 4.75. She also averaged 11 points per game. Sophomore Ashlie Nguyen was named to the All-Defensive team. (SA)
- Online registration for spring continuing education classes began on March 4, 2013 and the print schedule, "Explorations", is scheduled to be mailed to over 150,000 Southwest Washington residents on March 15, 2013. (CCE)

## FOCUS ON LEARNING

- Community Education is offering 110 classes spring quarter with an emphasis on outdoor/activities with movement. A new golf series is offered with specialty workshops in putting, chipping and full swing. Additionally, to promote outdoor activities and the Northwest, classes are being offered in hiking, map and compass reading, and fly fishing. (CCE)
- Mature Learning will be celebrating its 40th Anniversary with a free Convocation honoring its original program; this will be held at Columbia Tech Center on March 29, 2013. The Convocation will feature a Keynote Address from Dr. Larry Sherman on, "How the Brain Repairs Itself in Aging". In addition to Dr. Sherman, favorite past and present Mature Learning instructors will offer more than 30 "mini-classes" on a wide variety of subjects. The Convocation will also offer an opportunity to highlight the longstanding volunteer program with the "Volunteer of the Year" award and will feature recognition of the gifts of donors to the Clark College Foundation. (CCE)
- The Office of Diversity and Equity hosted diversity training on February 22 for 31 faculty, staff, and students. The workshop was facilitated by colleagues from Oregon State University trained in the National Coalition Building Institute model. The training provided opportunities for participants to understand some of the dynamics of oppression and how to interrupt oppressive behavior. (ODE)



## 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*

- Concept Reality, a local business, has donated approximately \$2,000 of modeling foam to the Machining Department for use on the CNC machines. (OOI)
- Open Education Resource Week was March 11-15 and observed at Clark on Tuesday, March 12, with an information session and light lunch for administrators, staff and faculty. Quill West, Open Educational Resources Project Director for Tacoma Community College, presented an overview of Open Educational Resources and the Open Course Library project in Washington State. Following the information session, faculty members convened for an afternoon workshop with West and Dr. Travis Kibota, Clark College biology professor. They covered strategies for adopting open educational resources in course curricula to free students of the high cost of textbooks and free faculty to collaborate on best practices and help bring down the high cost of education. (OOI)
- On February 5, the eLearning Committee Learning Management System (LMS) workgroup recommended that Clark College move to the Canvas LMS by the end of 2013, and has the endorsement of Instructional Council and the Vice President of Instruction. The recommendation was emailed to the college community on February 8. A forum was created for general discussions on the intranet.

Associate Director of eLearning Cynthia Foreman has presented the recommendation to the Executive Cabinet, Quarterly Instructional Leadership, STEM, BHS, and College Council. The eLearning department is currently developing an implementation timeline and a training plan for transitioning to the new LMS. (OOI)

- Recruitment visits were made in February to Fort Vancouver High School, Mountain View High School, the Clark County Skills Center, Gaiser Middle School, and David Douglass High School (OR). In addition, visits were made to the Ellsworth Elementary School Pride Night and the Hood River Valley High School College Fair. (SA)
- The Admissions Office co-hosted the annual Open House and Scholarship Workshop on February 5. Approximately 150 people were provided information about academic and student affairs departments and tips on how to complete a dynamic scholarship application. (SA)

## EXPAND ACCESS

- The Admissions Office hosted three group visits to Clark's main campus: thirty (30) students from McLoughlin Middle School received a college presentation, ate lunch and toured the campus on February 1; thirty (30) students from Summit View High School visited Clark and received a campus tour on February 27; and the Admissions Office, in conjunction with the Theater Department, hosted students from the Boys & Girls Club on February 21. The students observed a dress rehearsal of *RENT* and attended a Q&A session with the actors after the play. (SA)
- The Admissions Office hosted the annual Professional Technical Day on February 28. Approximately 300 students from eight local high schools were able to select and attend two different program presentations from ten (10) of Clark's professional technical departments. (SA)
- The Advising Department coordinated and hosted eight University visits for the month of February. Universities from Washington and Oregon visited Clark College, offering individual transfer advising appointments or an opportunity to meet with an Admissions Advisor on a drop-in basis. (SA)
- The Career Center Program Manager was the Community Speaker for an event held in the SHARE Orchards Apartments Community Room on January 17. Thirty members of the Share A.S.P.I.R.E. Singles Group, ranging in ages 30 to 59 years old, and SHARE staff attended. The 60-minute presentation and Q&A session addressed strategies for choosing a career, attending college, job search and specific Clark College student and career services. (SA)
- Members of the Clark College Men's Basketball and Men's Soccer teams visited the Boys & Girls Clubs of Southwest Washington on February 22 to assist with their annual "College Day Fair" which exposed over 650 local 1<sup>st</sup>-5<sup>th</sup> grade youth to college and engaged them in conversations with current college students. The Clark College Athletic Department also partnered with the *Epikos Church* in Vancouver, WA to recycle our athletic uniforms that are no longer in service. These uniforms were provided to a secondary school in Ntandi, Uganda. (SA)
- The new, 27 foot long, lighted, "Clark College Corporate Education" sign is up on the city parking garage that is attached to the new campus at the West Coast Bank Building. The sign is visible on I-5 northbound and SR-14 westbound. With over 140,000 vehicles using the bridge a day, this is a great tool for generating awareness for Clark College and Clark College Corporate Education. (CCE)

## 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*

- Clark College STEM will host MESA (Math, Engineering, Science, Achievement) Day on Saturday, March 23. This regional competition for students from middle and high schools in southwest Washington includes students testing their prosthetic arms in several challenges, as well as on-site engineering build activities, and a Math Olympiad. Clark students and faculty will provide support to the event throughout the day. MESA is national organization with a focus on encouraging under-represented students to engage in STEM learning and activities. (OOI)
- In the fall, the college welcomed Matthew Dickman as the first speaker of the Columbia Writer Series' 2012-2013 season. Dickman spoke and did readings for about 40 students, faculty and community members on November 30. His second book of poems, *Mayakovsky's Revolver*, had just been published by Norton. His first book, *All-American Poem*, won the *American Poetry Review* First Book Award in 2008. Dickman is one of the most exciting young poets whose work has been extremely well received by critics, but is also very accessible. After the reading, some of his answers to student questions during the Q & A period helped demystify poetry and writing for them.
- On February 13, nationally recognized fiction-writer Charles D'Ambrosio's reading was even better attended. A native of Seattle, D'Ambrosio is the author of two short story collections, *The Point* and *The Dead Fish Museum*, as well as the essay collection *Orphans*. His work has either won or been a finalist for some of the most prestigious writing awards in the country, including the PEN/Faulkner Award and a Whiting Writers' Award. Once again, following his reading, there was a lively Q & A period that students found illuminating and inspiring. (OOI)
- The International Programs Manager participated in an ELS Recruitment Tour in Asia from January 16-31. She visited a total of seven cities in five countries: China, Taiwan, South Korea, Indonesia and Vietnam. The tour included (4) student recruitment fairs, (6) counseling agent workshops and (2) international market briefings. In addition, she met with two Clark College alum, one current and one prospective agent partner, a manager of Zinch China, and prospective students interested in attending Clark College. (SA)
- The International Education Committee welcomed new committee member Elie Kassab at the January 22 meeting. Mr. Kassab joins the committee as a community member and supporter of international education. (SA)
- A representative from Bangor University in Wales visited Clark on January 8 and 10 to discuss the options of studying abroad at Bangor and/or transferring to Bangor after graduating from Clark College to pursue a Bachelor's degree. During her visit she held two information sessions and drop-in advising sessions. (SA)

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

- Speaker Andrea Luzak, a student from Germany, presented a lecture for the International Speakers' Series entitled "At Home in Two Worlds" on February 26. She narrated a Power Point presentation about her homeland and her experiences in the U.S. and at Clark College. Each academic quarter, one international student has the opportunity to practice his or her public speaking skills and make a presentation through International Programs' International Speaker's Bureau. (SA)
- Clark College completed re-certification with the Student & Exchange Visitor Program (SEVP). This certification allows the college to receive F-1 international & M-1 non-immigrant students. (SA)

## 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*

- Eleven *Independent* staff members and their adviser traveled to San Francisco from February 28 to March 3 for the annual Associated Collegiate Press convention. They attended workshops and training sessions on topics that include journalism ethics, digital story-telling, photography, design, editing, multimedia news, and newsroom management. Their adviser, Dee Anne Finken, was a panelist in a workshop on assessing student work in a learning laboratory. Editor-in-chief Kyle Yasumiishi, meanwhile, was on tap to be a panelist in a workshop on student management of a staff of a two-year college news operation. (OOI)
- Faculty and staff from the Workforce & Career Technical Education (WCTE) and STEM units toured Farwest Steel's new Port of Vancouver facility on February 20. The tour was part of the college's ongoing efforts to foster a partnership with Farwest Steel, whose new facility will employ approximately 150 individuals in the local area. This partnership will benefit not only to Clark graduates, but could provide internship possibilities, facility tours, customized training opportunities, and participation on program advisory committees. (OOI)
- A photographer from the Southwest Washington Workforce Development Council (SWWDC) came to CTC to photograph the Mechatronics and Power Utility Labs so that the images can be used in SWWDC's strategic planning documents, annual reports, and website. (OOI)
- Environmental Club has partnered with Friends of Trees to be crew leaders at the organization's regular tree plantings. Nine members of the club attended a special training session in the fall to become crew leaders, enabling them to assist Friends of Trees in their valuable work planting trees in the greater Portland-Vancouver Metro area for three Saturdays in March: the 2<sup>nd</sup>, 16<sup>th</sup> and 30<sup>th</sup>. (OOI)
- Student journalists from the *Independent* and two sections of Introduction to Journalism heard in mid-February from Columbian Trail Blazers beat reporter and columnist Candace Buckner about the joys and challenges of covering an NBA team. Ms. Buckner, who graduated from the University of Missouri, one of the nation's top journalism schools, before first going to work for the Kansas City Star, also shared her insights about how to prepare for a career in news reporting. Speaking in the *Independent* newsroom, she told students there are jobs to be had in the dramatically shifting industry, but wannabe journalists must arm themselves with a multitude of skills to be successful. (OOI)

## RESPOND TO WORKFORCE NEEDS

- The Career Services Job Developer and Director have attended a number of Advisory Board Meetings in order to further develop relationships with employers and faculty. Career Services actively recruits employers to make sure Clark students have direct access to employment opportunities. Attending Advisory Board Meetings is one way we keep informed of emerging workforce needs in order to focus our employer development efforts. It also helps us prepare students for a successful job search. Advisory Board Meetings we have attended to date include Mechatronics, Diesel Technology, Culinary Arts, Early Childhood Education, Business Education and Automotive. (SA)
- Associate Vice President Kevin Kussman wrote an article titled, “Healthcare – a Changing Industry”, for the March 1, 2013 edition of the *Vancouver Business Journal*. The article’s focus was on how the healthcare industry has started restructuring itself using innovative programs to achieve better patient outcomes, healthier populations, and lower costs for everyone. (CCE)
- Corporate Education was awarded a \$36,273 grant to fund a Six Sigma Green Belt Job Skills Program (JSP) by the State Board of Community and Technical Colleges. The training will be delivered to a consortium of manufacturers including Adalis, nLight, Sagetech, SEH America, and Smith Root. These companies will learn process improvement methods aimed at increasing production, decreasing waste and improving delivery times and customer satisfaction. The grant also includes a second training for SEH on Failure Mode Effect Analysis. As of July 2009 Corporate & Continuing Education has been awarded 46 grants for a total of \$3,666,734.00 in funding. (CCE)

## 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*

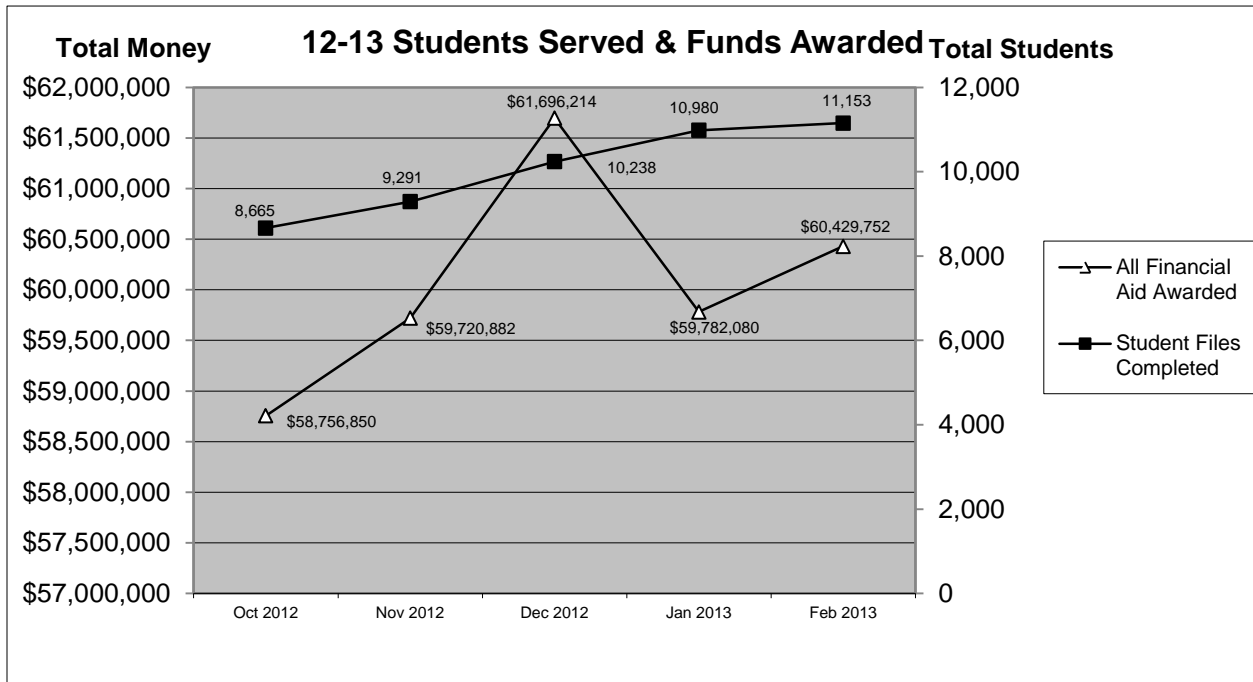
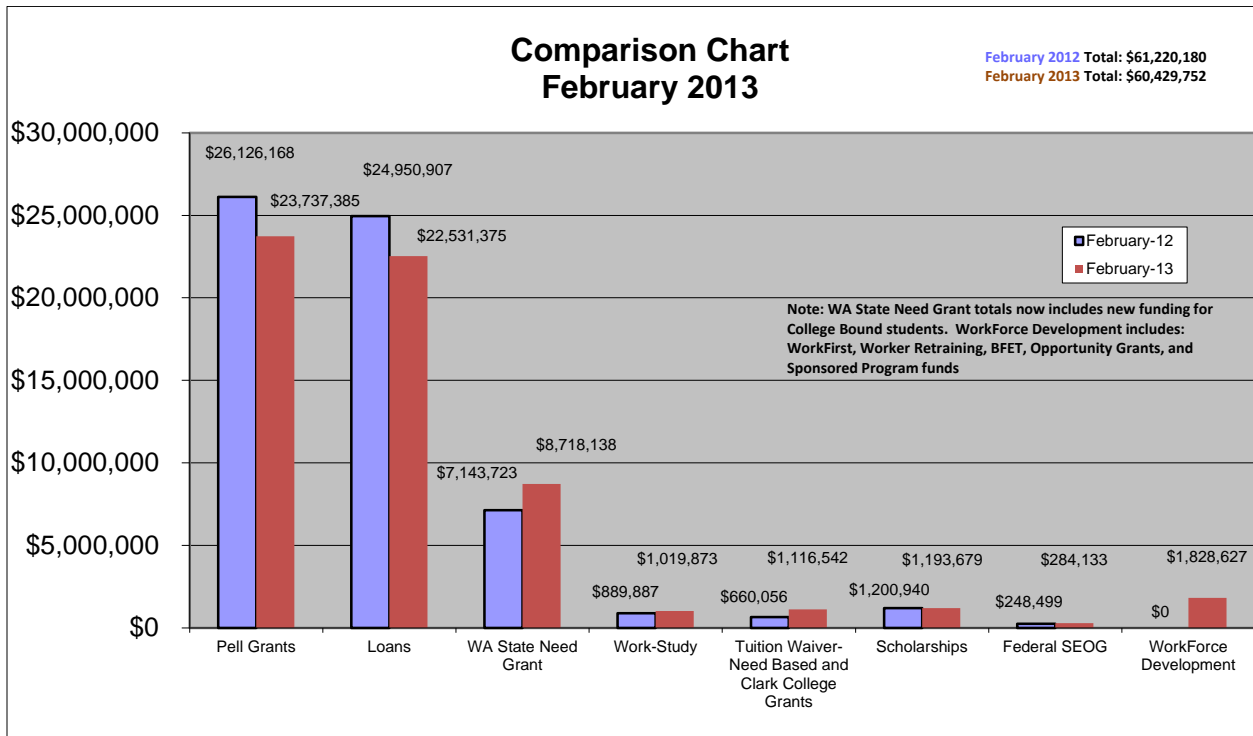
- Environmental Health and Safety staff is evaluating the current approach to injury management in order to improve the college's Workers Compensation management process and to make the process of reporting injuries more efficient. The goal is to eliminate employee on-the-job injuries. EHS is also looking for ways to reduce the severity of accidents and provide more timely assistance to injured employees and get them back to work. (AS)
- Emergency management staff delivered a presentation about college emergency response procedures to 22 Adult Basic Education students on February 11. (AS)
- In February, staff conducted Hearing Conservation training for 23 employees at the day Facilities Services safety meeting. Work also included conducting forklift training for two Bookstore employees. (AS)
- Improvements to the new softball field are near completion. The field will be ready in time for opening day, satisfying one of the Title IX compliance requirements. (AS)
- The Dental Hygiene Project Team has begun the design development and construction document phase of this significant remodel project. It is expected that the new clinic will be fully operational by November 2014. (AS)
- Three Advising Managers and one Academic Advisor represented Clark College at the National Academic Advising Association (NACADA) Administrator's Institute on February 6-9 in Savannah, GA. The conference participants created an action to enhance advising services. This action plan includes an assessment of resources and advising processes/procedures to increase student self-reliance in the advising process. In addition, the plan includes educating all campus stakeholders on the profession of academic advising and their role in enhancing student success, retention, and completion. (SA)
- Communication and Marketing provided support to the Clark Theater production *Rent*. Multimedia Specialist Alison Pezanoski-Browne shot video for YouTube and edited student video for the production itself. Graphic Designer Jenny Shadley provided photography and web ads to promote the production on the Clark website and *The Daily Insider*. The production was also promoted through social media. (C&M)

## ENHANCE COLLEGE SYSTEMS

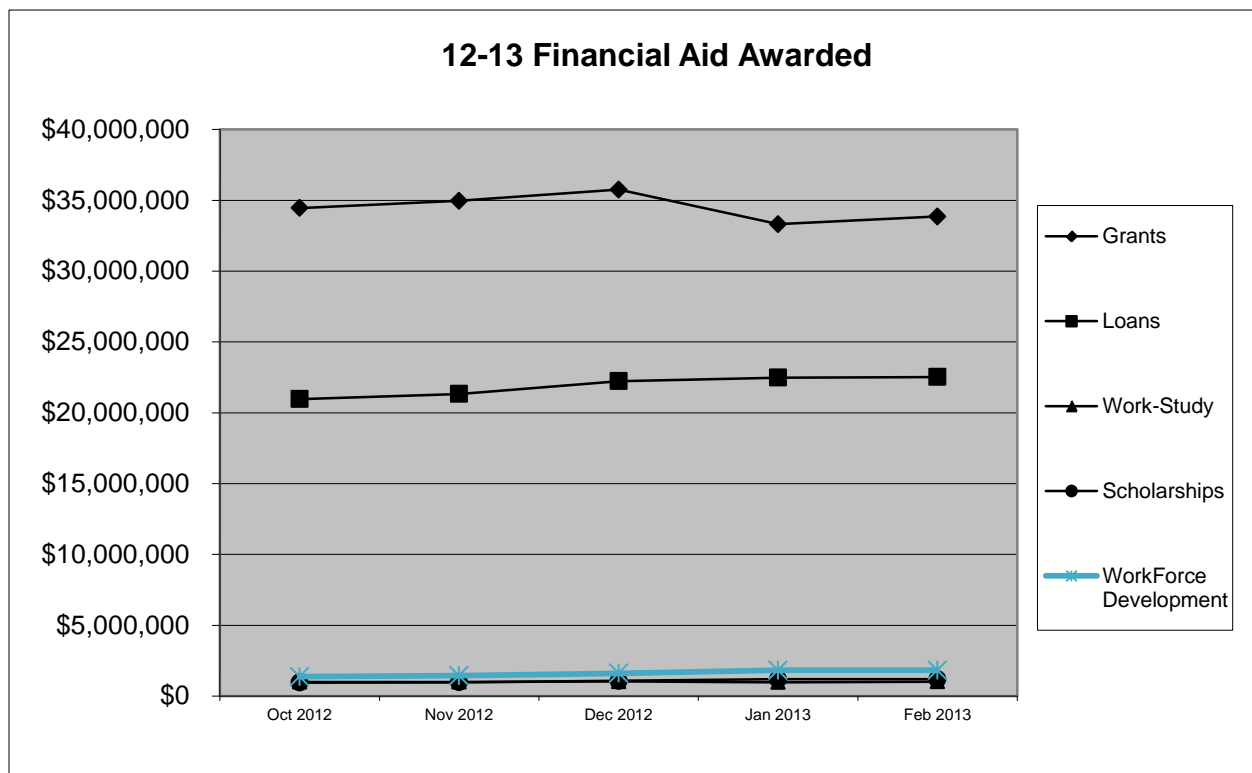
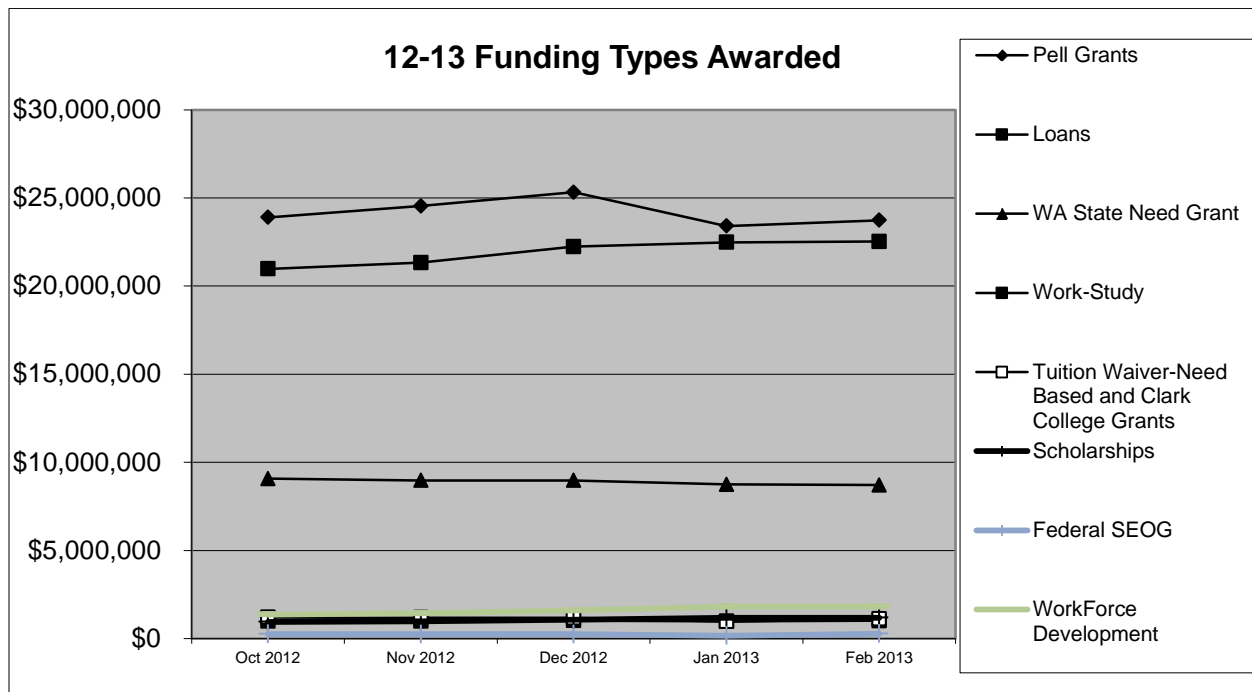
- As of February 26, the Clark College Flickr page has 62,798 total views. The greatest single day views in Clark's Flickr page history totaled 2,774 which occurred on Sunday, February 24, in the album of photos for the theater department's production of RENT. This spike in views was in part a result of the social media efforts of the Communications and Marketing department on Facebook and Twitter. (C&M)
- Our Japanese Garden is getting noticed on Pinterest. Several people have pinned the aerial photos of the garden, with the most popular of the collection getting a total of 402 views. (C&M)
- Web specialist Tahnya Huneidi worked with the Student Learning Center to complete a new area of the Clark website that will provide additional information and increase functionality for students. Additionally, working with Instruction, she created an area on the Intranet to provide materials specific to instructors teaching at CCW. (C&M)



## STATISTICS



## STATISTICS



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

## Fund Balance Less Commitments

<b>Available Fund Balance Before Commitments</b>	<b>9,269,209</b>
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<b>Prior Year Commitments</b>				
<b>Date</b>	<b>as of July, 2012</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>
7/1/2011	Archer Gallery Director (12-13 50% self support, 13-14 100% self)	145	18,010	
				<b>18,010</b>
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	
				<b>149,418</b>
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	
				<b>28,535</b>
<b>Total Prior Commitments</b>				<b>195,963</b>

<b>New Commitments July 1, 2012 to present</b>				
<b>Date</b>		<b>Fund</b>	<b>Amount</b>	<b>Fund Total</b>
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 hos	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 Sr	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	
				<b>1,170,936</b>
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 payouts 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	
				<b>732,576</b>
7/1/2012	CIS Funds	443	867,559	
				<b>867,559</b>
<b>Total New Commitments</b>				<b>2,771,071</b>

### Required Reserves

10% of \$61,977,633 **6,197,763**

<b>Fund Balance After Commitments and Required Reserves</b>	<b>104,411</b>
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## 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  
February 27, 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. Elizabeth Ubiergo, Spanish; Ms. Sarah Weinberg, Program Specialist 2.

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

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"><li>Chair Rupley called the meeting to order at 5:05 pm.</li><li>Prior to the Board meeting, the Trustees held an executive session to review the performance of an employee. No decisions were made during the executive session. There will be an executive session following the meeting to discuss real estate issues.</li><li>The President was pleased to recognize the Clark Women's Basketball Team this evening. The team will be playing in this weekend's NWAACC championship tournament in Kennewick, WA. He said that the team members are tireless competitors and he looks forward to presenting them championship rings at a future meeting. The team members then introduced themselves to the assembled guests.</li><li>Athletic Director Charles Guthrie noted that the college is very excited to have the women's team representing Clark this weekend. All the players are doing well both on the court and in the classroom, as well as volunteering in the community. Mr. Guthrie thanked Mr. Belden for his support and advocacy of the program. Trustee Pollard saw the team play last week and he complimented them as great student athletes.</li><li>Coach Aldrich is pleased with the progress the team made this year. He feels they are peaking at the right time and their next goal is to move forward through all four days of the NWAACC tournament.</li></ul>	

	TOPIC	DISCUSSION	ACTION
II.	<b>BUSINESS MEETING</b>		
II. A	<b>Review of the Agenda</b>	<ul style="list-style-type: none"> <li>There were no other changes to the agenda.</li> </ul>	
II. B	<b>Statements from the Audience</b>	<ul style="list-style-type: none"> <li>There were no statements from the audience.</li> </ul>	
II. C.	<b>Constituent Reports</b> 1. AHE	<ul style="list-style-type: none"> <li>Ms. Sullivan presented on behalf of the AHE. She has been spending a considerable amount of time in Olympia meeting with legislators. The AHE has some concerns about probationary faculty doing curriculum and program improvement work this year. Negotiations this year have included the streamlining of tenure evaluations to make the process more consistent.</li> </ul>	
	2. WPEA	<ul style="list-style-type: none"> <li>Ms. Waite said the WPEA spent a day in Olympia talking with legislators. The union's focus this year is full funding of the contract that was negotiated this past summer. The union is also supporting a bill that would assign a representative from labor to the board of each WA community college.</li> </ul>	
	3. ASCC	<ul style="list-style-type: none"> <li>Mr. Rutledge discussed Welcome Week and other events that took place during January. The ASCC is working with Facilities to determine how to provide filtered water to the main campus. The composting bins are being used but they have available capacity; the students are looking at ways to spread the word around campus so that they are utilized more.</li> </ul>	
	4. Foundation	<ul style="list-style-type: none"> <li>Ms. Gibert announced that the Foundation scholarship applications will now be online. This is something they have desired for a long time and she thanked the IT department and programming staff for making it happen.</li> </ul>	
II. D.	<b>Statements &amp; Reports from Board Members</b>	<ul style="list-style-type: none"> <li>There were no reports from the Trustees.</li> </ul>	
II. E.	<b>President's Report</b>	<ul style="list-style-type: none"> <li>President Knight spoke about the community forum that recently took place in Carson, WA. Almost 200 people from the area attended to voice their support for a new Clark satellite campus in their area. The College plans to have one course and a computer lab available by April. They are very interested in having computer labs available to the community. President Knight feels that the area is ready for the college and success is waiting to happen out there. It will be advantageous to have a campus out there, especially in winter, to capture Gorge residents when they are not able to travel to Vancouver during the winter.</li> <li>Another session will be held in White Salmon on March 18.</li> <li>At the last meeting, the Trustees requested additional information on Service Learning, Employee Development, First Year Experience, and the Diversity Plan. Information will be presented this evening on each of these topics.</li> </ul>	<ul style="list-style-type: none"> <li>Chair Rupley is very excited about expansion to that area and is pleased that the college is reaching out to the Far East County as a region.</li> </ul>



**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
II. E.	President's Report	<p><b>STUDENT PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Mr. Belden introduced student Jack Martin. Mr. Martin is an engineering student who was a Running Start student, and is now President of the Engineering Club and participates in volunteer service throughout the community.</li> </ul> <p><b>FACULTY PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Dr. Cook introduced Prof. Elizabeth Ubiergo and Program Specialist 2 Sarah Weinberg who gave a joint presentation on Service Learning. Prof. Ubiergo utilizes Service Learning in her Spanish classes; Ms. Weinberg manages the Service Learning Program. Ms. Weinberg provided an overview of the program from the Student Affairs perspective and Prof. Ubiergo told how the program works in practice and the benefits the students derive through their participation.</li> <li>Dr. Rourk presented an overview of the College's Employee Development program. The college is very committed to providing professional development options to staff. There is one part-time staff member who manages the program and she has been able to develop a wide variety of offerings over the course of one year. The foundation completely funds the Employee Development efforts and the college deeply appreciates their support. An Employee Assistance Program will be rolled out on March 1 providing various types of assistance for all staff members. Employee Development meets regularly with the Teaching &amp; Learning Center to discuss how to merge both staff and faculty training opportunities.</li> <li>Ms. Diehl discussed the First Year Experience program that is offered to students who arrive at college underprepared for the work. If the students make it through their first quarter and their first year, they are more likely to transfer to a four-year college or become work ready.</li> <li>Ms. Bonner provided a Diversity Plan update and will do a full debrief to the Trustees during spring quarter. The Plan is divided into four subject areas: student recruitment/retention, diversity education and training, curriculum transformation, and employee recruitment and retention. The Cultural Pluralism Committee has three sub-committees doing work in each of these areas. She expects a great deal of progress in these areas this year.</li> </ul>	<ul style="list-style-type: none"> <li>The Trustees requested a work session on the GISS data.</li> </ul>

**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
II. E.	<b>President's Report</b>	<ul style="list-style-type: none"> <li>Enrollment continued to decline below projections, but the budget projections are on target. Opening up Far East County could help bring the levels back up. The Trustees asked if tuition increases could have been a contributing factor; Mr. Belden feels that the drop in available financial aid has affected enrollment more and is restricting access to education for our local community.</li> </ul>	
III.	<b>ACTION ITEMS</b>		
	<b>FIRST READING</b> <ul style="list-style-type: none"> <li>Consideration of Tenure <div> <div>Marilyn Hale</div> <div>Business Technology</div> </div> <div> <div>Tonia Haney</div> <div>Automotive Technology</div> </div> <div> <div>Carol Hsu</div> <div>Engineering</div> </div> <div> <div>Honey Knight</div> <div>Dental Hygiene</div> </div> <div> <div>Michiyo Okuhara</div> <div>Japanese</div> </div> <div> <div>Patricio Sevier</div> <div>Machine Technology</div> </div> <div> <div>Elizabeth Torgerson</div> <div>Nursing</div> </div> </li> </ul>		<ul style="list-style-type: none"> <li>The Trustees will review the tenure notebooks and make a decision at the March 13, 2013 meeting.</li> </ul>
	<b>CONSENT AGENDA</b> <ul style="list-style-type: none"> <li>Minutes from January 23, 2013 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	
V.	<b>DATE AND PLACE OF FUTURE MEETING</b> <ul style="list-style-type: none"> <li>The next regular meeting of the Board of Trustees is scheduled for March 13, 2013 in the Ellis Dunn Community Room, GHL 213.</li> </ul>		
VI.	<b>EXECUTIVE SESSION</b> <ul style="list-style-type: none"> <li>An Executive Session was held under RCW 421.30.110(1) to consider the selection of a site or the acquisition of real estate by lease or purchase. The Trustees recessed the regular meeting and convened an Executive Session at 6:35 pm.</li> <li>The Executive Session ended at 6:50 p.m. No final action was taken.</li> </ul>		
VII.	<b>ADJOURNMENT</b> <ul style="list-style-type: none"> <li>The regular meeting was reconvened at 6:50 p.m.</li> <li>There being no further business, the meeting adjourned at 6:51 pm.</li> </ul>		

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Jada Rupley, Chair

Leigh Kent, Recorder  
February 28, 2013