

Clark College Board of Trustees



April 26, 2011

Clark College
The Next Step

Clark College
Board of Trustees Goals
2010-2011

Fiscal Responsibility

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

College Climate

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

Shared Governance

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

Diversity

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

Student Achievement

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

Responsibility for President

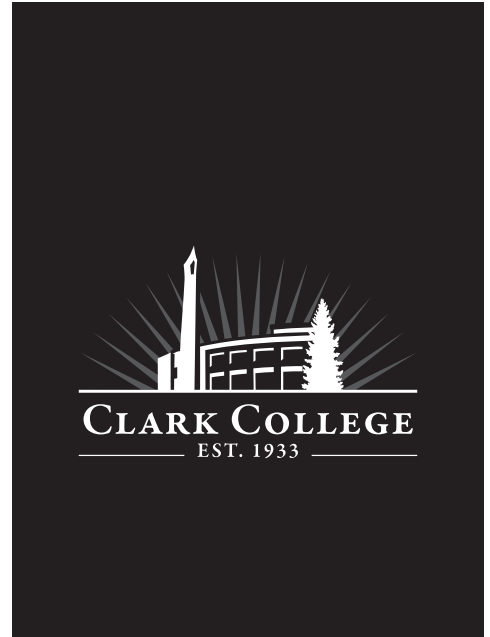
- Conduct quarterly and annual presidential evaluations. – *Enhance College Systems*

Building Partnerships and Representing Constituencies

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

Provide Access

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



Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



Mission Statement

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

**Clark College
Board of Trustees Packet
April 26, 2011**

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CLARK COLLEGE BOARD OF TRUSTEES

Tuesday, April 26, 2011

Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- | | |
|----------------------|-----------|
| ♦ Instructional Fees | 4:00-4:15 |
| ♦ HigherOne Report | 4:15-4:30 |
| ♦ Scorecard | 4:30-4:40 |
| ♦ Climate Survey | 4:40-4:50 |

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

1. AHE

2. WPEA

3. ASCC

4. Foundation

No Report

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Phil Kenyon

Faculty Presentation: Bill Monroe and Faculty from DVED and ABE, "Transitions Math Project"

Student Affairs Presentation: Edie Blakley, "Career Days 2011"

Focus on Learning

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Statistics

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III. ACTION ITEMS

First Reading

- ♦ Sabbatical Requests for 2011-2012 Academic Year

Pages 21-22

Consent Agenda

- ♦ Minutes from March 22, 2011 Board Meeting

Pages 23-29

IV. FUTURE TOPICS

- ♦ Budget
- ♦ Diversity Operational Plan
- ♦ North Central Site Executive Session
- ♦ Naming Policy
- ♦ K-12
- ♦ CLE Update

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, May 24, 2011 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
APRIL 2011**

FOCUS ON LEARNING

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

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

Progress

- ❖ Cynthia Foreman presented on Clark College’s LMS transition and Scott Coffie and Brendan Pust presented on Tech Support 2.0 at the NW/MET (Northwest College and University Council for Management of Educational Technology) conference at Skamania Lodge on Monday, April 11. (OOI)
- ❖ Weekend Degree Program Class retention for winter 2010 was an average of 83.5%. Class retention for all quarters of the program since fall 2009 averages 93.4%. (OOI)
- ❖ In preparation for spring quarter, the eLearning staff provided 23 student orientations to a total of 50 students. (OOI)
- ❖ Forty-seven faculty attended the March 21, 2011, Spring Assessment Institute which was conducted by Jim Wilkins-Luton and Brenda Walstead. The institute focused on three outcomes: (1) measuring student learning in the learner-centered college environment, (2) examination and small group work on how CTEC programs and general education courses are linked in the assessment process, and (3) completion of the Kolb Learning Style Inventory to learn about different learning styles and the need to consider various assessment methods to support student learning. This institute is an effort to ensure that outcomes assessment is student-focused and becomes an integral part of the institutional culture. (OOI)
- ❖ In fall quarter, Basic Education added one section of ENL/ESL Level A/B Writing and Oral Communications and one section of GED 094 Writing Basics (a mirror class of ENG 094). Spring quarter, two sections of ENL/ESL Level A/B Writing and Oral Communications and one section of GED 092 Writing (a mirror class of Reading 081) are being offered. The purpose for offering these classes is to increase student transition to college level classes for English as a Second Language (ESL) students as well as help them reduce the number of developmental educational classes they need to take and save financial aid. (OOI)

FOCUS ON LEARNING

- ❖ Basic Education students complete educational plans in orientation which mirror Clark College educational plans, using these plans throughout their courses of study. (OOI)
- ❖ In March 2011, Entry Services at Town Plaza Center (TPC) served 2,394 customers at the welcome window and on the main phone line. (OOI)
- ❖ During March 2011, TPC Advisors served 1,132 students and met with 399 potential students during 27 ESL and ABE Welcome Sessions. Two ESL classes about transition options were also held. (OOI)
- ❖ The Student Learning Center (SLC) computers provide educational software that helps boost progress toward academic goals. Over the course of winter quarter, computer use increased to almost 600 hours. (OOI)
- ❖ The Student Learning Center Program Manager and four ABE and ESL faculty members facilitated two tutor orientations/trainings. Twenty-two new volunteers attended and gave favorable reviews. The seven-hour training consisted of four components, covered in two sessions:
 1. Understanding adult learners
 2. Strategies and tips for tutoring in the classroom
 3. Best practices and techniques for tutoring individuals and small groups
 4. Goal setting and lesson planning strategies

Currently, the SLC has 75 active tutors, 33 are serving in classrooms; the remainder are serving in one-on-one partnerships or as small-group tutors. (OOI)

- ❖ Michelle Bagley (Director of Library Services and eLearning) has been elected to a seat as a Member at Large for the Orbis Cascade Alliance Board of Directors. This is a two-year appointment. (OOI)
- ❖ On April 12, Cannell Library and the Information Commons at CTC participated in, "Snapshot: a Day in the Life of Washington's Libraries." During the day, library faculty and staff collected statistics, comments, and photographs from a typical day in order to demonstrate the impact that libraries have on the Clark College community. (OOI)
- ❖ As part of Mathematics Awareness month, the Mathematics Department presents a number of activities designed to attract attention to doing math in fun and innovative ways. The ninth annual "Do Math for a Buck!" activity during the week of April 18–22 is one of several examples. As students pass through the lobby in Bauer Hall, they are asked to "do math for a buck." Participating students are asked a math question from the course that is one level below their current math courses. Those who answer the questions correctly get a dollar! Students who give it a whirl but come up short are given a piece of candy for trying. Typically 100 to 120 students take the challenge; about a third of them win the cash. The purpose of the activity is to give students a chance to have some fun. Who says math doesn't pay? (OOI)

FOCUS ON LEARNING

- ❖ In support of the Retention Plan, six learning community courses consisting of precollege Math or English class and a college study skills class will be offered in fall 2012. (OOI)
- ❖ The Director of Security/Safety attended the monthly meeting of the Clark County Security Directors and also attended a monthly meeting with Cpl. Duane Boynton, Neighborhood Police Officer. (AS)
- ❖ Security Officer Mary Welch's last work day will be April 14, and she has been replaced by Davorin Skoko, who has been a part-time security officer at Clark for the past five years. (AS)
- ❖ The percentage of Running Start students on academic probation/suspension after winter quarter 2011 is 9.0%. This is the lowest percentage of the last two winter quarters (9.1% winter 2010 and 10.55% winter 2009), and also a smaller percentage than fall quarter (9.7%). The percentage of students on academic probation has steadily declined since the college implemented specific retention interventions after fall 2008. These improvements have occurred despite record Running Start enrollments. (SA)
- ❖ This month the AEW faculty liaison hosted six one-hour drop-in training sessions sharing the new Academic Early Warning (AEW) tool with faculty in accordance with the College Spark grant. Additional sessions will be offered throughout April and full implementation begins with the first reporting period at the third week of the quarter. (SA)
- ❖ ASCC student leaders provided Welcome Week activities, April 4-8, to all four Clark College campuses. During this week-long event, the student leaders travelled to a different satellite campus each day and provided information on the ASCC and Clark resources, as well as distributed student refreshments and other free promotional items. (SA)
- ❖ The Service-Learning Program Manager and the STEM Faculty Coordinator collaborated to host a STEM Webinar for faculty on March 10. The webinar, *How Partnerships Strengthen Science Education*, was facilitated by University of California, Berkeley and focused on providing students hands-on laboratory experience under the guidance of faculty mentors. This webinar complimented the Northwest Sustainability Initiative grant administered by the Service-Learning Program. (SA)
- ❖ The Students in Service (SIS) Program was audited on March 24. The Grant Manager from Washington Campus Compact visited the SIS program office to audit our Students in Service member files and take our 2007-08 member files for archival. A video clip was also conducted of an interview with a current Clark College student SIS member reflecting on her SIS service, to be used as program marketing on the Washington Campus Compact and national Students in Service website. (SA)
- ❖ The Service & Leadership in the Community Program led a group of eight (8) students on the Alternative Spring Break trip to Bellingham, Washington from March 27–April 2. The group dedicated one week of their spring break helping to construct a home in Whatcom County through Habitat for Humanity's Collegiate Challenge program. (SA)

FOCUS ON LEARNING

- ❖ Implementation of Student Affairs Friday morning closures began in February and has allowed our staff the opportunity for uninterrupted staff time, which helps us to communicate better as a department and be more available to students during operation hours. Examples of efficiencies include dedicated time for: (SA)
 - processing of applications, documentation, and other official documents
 - staff meetings and departmental collaborations
 - staff training and cross-training of employees
 - enhancing resources and services for students
- ❖ Rebecca Benson in EHS trained at the Facilities Safety Meetings (Confined Space). (HR)
- ❖ Rebecca Benson in EHS coordinated AED/CPR for Facilities Services late shift employees. (HR)
- ❖ Employee Development coordinated 18 professional development sessions that included technology, leadership, and time management topics. (HR)
- ❖ The Associate Vice President for Human Resources attended the Labor and Employment Relations Association (LERA) Collective bargaining and Arbitration Conference April 14 and 15. (HR)
- ❖ Presented Governance Institute for Student Success (GISS) data to Executive Cabinet, Instructional Council, and Administrative Services leadership teams. Discussed using data to document student progress and the qualitative information which is needed to accompany this qualitative data. (P&E)
- ❖ Began implementation of operational plans into the Strategic Planning Online software application. This application will allow us to identify activities and outcomes throughout the college directly related to the college's strategic plan. (P&E)
- ❖ Three of Corporate & Continuing Education's staff attended the Franklin Covey Focus training on March 28. CCE Marketing & Communications Manager Tara Cox, eLearning Instructional Designer Mark Gaither, and Registration Program Assistant Marian Choquer learned new time management and organizational skills. (CCE)
- ❖ The Mature Learning creative writing class has successfully published their work in a book titled "Elderberry Wine – Vintage 2010". The project, which is entirely underwritten by a generous donor to the Clark College Foundation, features the work of 21 Mature Learning students and will be available in an on-demand print format through the Clark College Bookstore. An author event is planned for June 24th. (CCE)
- ❖ Designer Jenny Shadley and Communications Specialist Hannah Feldman oversaw the production of the Summer 2011 issue of *Clark College Connections* and its delivery to the printer. The cover focuses on educational options for summer. The back cover features information about the revised fall priority admissions deadline. (C&M)

FOCUS ON LEARNING

- ❖ The Communications and Marketing department supported the 2011 Washington State Science Olympiad. Contributions included graphic design support (print items and t-shirts) to web and media support and more. (C&M)
- ❖ Lead Graphic Designer Wei Zhuang and Executive Director of Communications and Marketing Barbara Kerr supported the library's Snapshot event through the creation of display items and by reaching out to Vancouver Mayor Tim Leavitt to secure his participation. Photos of his participation – and a video clip of the mayor – have been shared with the library. A story about his appearance at the event ran in The Daily Insider on April 13. Coverage of the event is scheduled to appear in the May 2 issue of *Clark 24/7*. (C&M)

EXPAND ACCESS

The college will offer programs and services that are affordable and accessible to students of the community. Students will be provided flexible options for learning in locations that are accessible and resources that help make their education affordable.

- Provide appropriate support services and reduce procedural barriers to help students enroll in college.
- Expand options to increase the overall affordability of education.
- Expand online services across the college.
- Expand learning options by offering courses and services in various modalities, timeframes, and locations.

Progress

- ❖ Eight 2009-2010 Weekend Degree program students and 29 AA Online students are eligible for graduation in June. (OOI)
- ❖ eLearning is recruiting for the 2011-2012 Weekend Degree program cohort; five applications have been submitted to date. Advertising efforts were coordinated with the Communications and Marketing Department; program information was posted on the reader board, in *The Columbian*, and on posters displayed on the college campuses and in the community. (OOI)
- ❖ There are a total of 182 students who have identified themselves as pursuing their AA degree fully online. Through summer 2010, 106 students were identified as actively pursuing their AA online. During winter 2011, Naomi Kay sent an email to students from fall 2010 and winter 2011 who were flagged as possibly pursuing an online degree. Of the 105 students who responded to the email so far, 76 are interested in pursuing their AA online and would like further support to do so. (OOI)
- ❖ In order to serve more students, the Student Learning Center (SLC) has expanded its workshop offerings. Starting spring quarter, in addition to regular one-to-two hour seminar style workshops, SLC will offer several longer class-style workshops spanning several days. These workshops will include topics in creative writing, basic math skills and strategies, and civics. The aim of these workshops is to lay a strong foundation and develop a deeper understanding of subjects learned. (OOI)
- ❖ During winter quarter, 27 students participated in SLC workshops; 40 students were tutored in a one-on-one capacity receiving between two and three hours of instruction per week. Classroom tutors assisted approximately 143 ABE and ESL students. Twelve students received help with math from group tutoring sessions, receiving up to 12 hours of instruction over the course of the quarter. Ten students received help in writing, receiving up to 14 hours of assistance. Finally, ESL students attended conversation and pronunciation groups, receiving up to 56 hours of instruction in English speaking and listening. (OOI)
- ❖ The Pathways Center at Town Plaza Center had 1,318 visitors in March; 630 of the visitors were WorkFirst clients. The Pathways Center held 23 workshops and sessions in March. There were 158 attendees at these sessions; 25 were WorkFirst clients. (OOI)

EXPAND ACCESS

- ❖ Through a grant from the ASCC and under the leadership of Radmila Ballada, Technical Services and Systems Librarian, the Cannell Library has digitized Volumes 1-3 (Fall 1958-Spring 1961) of the *Penguin's Progress*, the first student newspaper at Clark College. The name of the paper later changed to *The Progress* and then to *The Independent*. The issues are keyword searchable and may be viewed online at: http://contentdm.clark.edu/custom/ccsn_index.html . (OOI)
- ❖ Financial Aid and Business Services partnered in the implementation of electronic disbursement of financial aid to students for spring quarter:
 - 8,838 debit cards were mailed to students
 - 5,922 or 67% of the cards were activated as of April 12
 - 4,388 (74%) students chose to receive their aid through an account with Higher One
 - 603 (10%) students requested a check be sent to their home address
 - 927 (16%) students chose to ACH their funds to another financial institution
 - Over \$8.8 million, net of tuition, fees, and other charges was refunded to students between April 1 through 12
 - The first two days of the quarter staff from both offices provided information and one-on-one assistance to students on the main campus who had questions about their aid/or the Higher One process. (AS)
- ❖ Bookstore sales results for the month of March were up 5.4% compared to March 2010. (AS)
- ❖ Bookstore sales results year to date, July through March, are down -1.6% compared to same time last year. Transactions in the store continue to be strong and are up nearly +10,000 over last year, an increase of +8.9% year to date through March. (AS)
- ❖ As of April 1, there are 1,312 new Running Start students eligible for entry into fall quarter 2011. This is 190 more new students eligible than one year ago on the same date. In addition, as of April 1, a total of 494 RS students (33% of the RS population) qualified for the fee waiver, as determined by eligibility for free or reduced-price lunch at their high schools. (SA)
- ❖ The Admissions Office hosted a group of 50 students from the T-WOLF Academy at Heritage High School on March 3. These students received information on admissions, eLearning and health occupations, and concluded with a campus tour. In addition, a group tour for students transitioning from Town Plaza Center was also provided on March 10. (SA)
- ❖ Approximately 754 new students scheduled to begin spring quarter classes at Clark attended seven New Student Orientation (NSO) sessions during the month of March. (SA)
- ❖ The Assessment Center administered the Asset test and writing sample as part of the selection process for prospective dental hygiene students on March 4. In addition, the Assessment Center staff completed COMPASS testing on March 31 for Running Start students interested in applying for admission for fall quarter 2011. (SA)

EXPAND ACCESS

- ❖ The Service-Learning Program Manager met with the President of Portland-based International Partnership for Service Learning & Leadership to discuss possible service abroad opportunities for Clark College students. The mission of the International Partnership for Service-Learning and Leadership is to engage students, educators, and community members in the union of service and learning, so that all may become more civically engaged, interculturally literate, internationally aware, and responsive to the needs of others. (SA)
- ❖ The Cooking & Wine School Open House & Green Resource Event held on Saturday, March 19th received coverage in the Columbian, The Camas-Washougal Post-Record, the Battle Ground Reflector, and the Oregonian's Clark County edition. As a result, an estimated 200 people stopped by and advertised classes received 20 new enrollments the following week. (CCE)
- ❖ Continuing Education has seen a strong start to spring quarter with enrollments totaling 1,288 within the first month, compared to 952 in spring 2010. This is a 35% increase. (CCE)
- ❖ Mature Learning Program Manager Tracy Reilly Kelly has partnered with the Clark College Foundation to create an education outreach campaign, targeting those impacted by budget cuts. The campaign, called "Every Mature Learner Gives", involves Kelly personally visiting every Mature Learning class to create an open dialog with the students and to distribute specially created envelopes for donation. Kelly has already reached more than 210 students in 10 classes, with plans to continue class visits throughout spring quarter. This campaign also helps the Foundation by expanding their donor base. (CCE)
- ❖ A Weekend Degree newspaper ad developed by Director of Marketing Brian Scott and Graphic Designer Pat McDonald ran in The Columbian, Camas/Washougal Post-Record, and Battle Ground Reflector newspapers during the week of March 28. The ad provided changes to the program for fall and announced the fall quarter application deadline of Friday, April 15th. (C&M)
- ❖ In partnership with Instruction, Web specialist Tahnya Huneidi completed work on two new web areas: Counseling Services -- <http://www.clark.edu/cc/counseling> -- and the paralegal program -- <http://www.clark.edu/cc/paralegal>. (C&M)

FOSTER A DIVERSE COLLEGE COMMUNITY

The college will provide programs and services to support the needs of diverse populations.

- Recruit, retain, and support a diverse student population and college workforce.
- Provide comprehensive training and educational resources to help all members of the college community interact effectively in a diverse world.

Progress

- ❖ The Pathways Mentor Program at Town Plaza Center (TPC) is aimed at the retention and transition of Clark College's ABE/GED and ESL students who face myriad challenges. Pathways Peer Mentors are vital advocates for students at Clark College. Mentors offer individualized support to help students reach their academic goals, as well as provide tools to overcome personal barriers.
 - During March, three additional student mentors were recruited for the program.
 - Over the course of winter quarter 2011, approximately 49 students were directly involved with mentors, (up 61% from fall quarter). It is anticipated that the number of one-on-one mentor partnerships will more than double next quarter as more mentors have joined the team and word is spread to other students by those who have benefited from the program.
 - During winter quarter, approximately 435 students were contacted by mentors in a general capacity through ABE and ESL welcome sessions, class presentations, and other Student Learning Center orientations. Students were provided information about the Pathways Mentor Program and other resources available to Basic Education students.
 - Pathways Mentors are involved in service learning activities and encourage students to get involved as well. During winter quarter, mentors assisted in college events, such as:
 - Citizenship Day, held February 5, 2011
 - Campus Health Fair, held February 18, 2011
 - International Women's Day, held March 5, 2011
 - Main Campus Tour, sponsored by Pathways Mentors, held March 10, 2011
 - Creative Writing Workshop, held March 15-17, 2011 (the Pathways Mentors played an invaluable role as translators for ESL students)

Currently, there are seven mentors serving students at TPC and main campus. (OOI)

- ❖ For spring term, the Teaching and Learning Center has scheduled two student panels on power and privilege in the classroom. These panels will offer faculty the opportunity to learn more about the specific needs and experiences of migrant/refugee students and students of color. (OOI)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ The Admissions Office ESL-Latino Outreach Coordinator, in her role as Commissioner for the Governor's Council on Hispanic Affairs, attended the Latino Legislative Day Study Session in Olympia on March 5, representing Clark College in the meeting of the Education Committee. The study session reviewed the effects of the agency's biennial budget proposal and discussed policy recommendations. (SA)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator participated in the Latino Resource Fair on March 27 at St. John the Evangelist Catholic Church. In addition to staffing a booth at the fair with Clark College information, she coordinated and conducted activities with dignitaries and translated during the event. Schuyler Hoss, representing the Governor's office; Larry Smith, representing Mayor Tim Levitt; and Lilian Cordova, Mexican Consul from Seattle, welcomed the attendants. This is the sixth annual event, and it is the only public fair directed toward the Latino community in the Vancouver area. (SA)
- ❖ Four individuals will be interviewing in April for the Director or Equity and Diversity position. (HR)
- ❖ Joe Jenkins was appointed to the Program Specialist 2 position in the Advising Department effective April 1, 2011. Joe has a Bachelor's degree in Human Development from Washington State University-Vancouver. He has previous work experience in both the Advising and Financial Aid offices here at Clark College, Land America, NormanDeau Associates and Mount Hood Community College. (HR)
- ❖ Christine Lewis was appointed to the Fiscal Technician 2 position in the Accounts Payable Department effective March 24, 2011. Christine has a Bachelor's degree in Criminal Justice from Portland State University. She has previous work experience with Cowlitz County, Renaissance Corporate Services, and Lucky Distributing. (HR)
- ❖ Shih-Han Lu has resigned from her position of Internal Auditor in the President's Office effective March 18, 2011. Shih-Han has been with the college since November 2006. (HR)
- ❖ Claudia Fife has resigned from her position of Custodian 1 in Facilities Department effective April 1, 2011. Claudia has been with the college since April 1994. (HR)
- ❖ Sylvia Thornburg has submitted her letter of retirement from her position as Dean of STEM (Science, Technology, Engineering and Mathematics) effective May 24, 2011. Sylvia has been with the college since July 2000. (HR)
- ❖ Carey Woolley was reallocated to Program Manager A in Workforce Education effective February 7, 2011. Carey has been with the college since May 2009. (HR)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ Created a customized report in the Climate survey assessing the difference in responses between employees who are from a historically disadvantaged group and those who are not. There were 48 statements with differences in responses between the two groups which were statistically significant. These results will be presented to the Cultural Pluralism Committee. (P&E)
- ❖ On March 18th, Blake Bowers, Interim Associate Vice-President and Mark Gaither, eLearning Instructional Designer for Corporate & Continuing Education met with representatives from PeaceHealth and Southwest Washington Workforce Development Council to outline the development of an online training program for ICD-10 medical coding. Mark will be working directly with PeaceHealth to develop an online training program that meets the coding needs of more than 200 incumbent PeaceHealth employees as they move their headquarters to Vancouver. In addition, Mark will work with Allied Health faculty and staff to enhance the current Medical Coding program to include ICD-10 training. All health care providers, medical services vendors, and billing/reimbursement agencies in the United States must convert to the new ICD-10 CM/PCS medical coding matrix for patient diagnostic and procedural services by October 2013. (CCE)
- ❖ On March 25th, corporate education provided six 1.5 hour trainings to 40 Vancouver Public Schools employees for their semi-annual Paraeducator Series. This year's topics included: Intro to Excel, Intro to Word, Written Communications, Interpersonal Communications, Russian Speaking Culture, & Spanish Speaking Culture. (CCE)
- ❖ The Communications and Marketing department supported the Sakura & Arbor Day ceremony, which was held on April 14. A newspaper ad, web ad, and media support were among the contributions. The newspaper ad ran in The Columbian, Camas/Washougal Post-Record, and Battle Ground Reflector newspapers. (C&M)

RESPOND TO WORKFORCE NEEDS

The college will provide educational services that facilitate the gainful and meaningful employment for students seeking training, retraining or continuing education. College programs and services will meet the economic needs of the community.

- Identify and support high-demand workforce needs.
- Identify and support emerging workforce needs, including technology training and green industry skills.
- Establish, maintain, and expand partnerships that support workforce needs.

Progress

- ❖ Four full-time WorkFirst Life Skills students participated in and hosted a Life Skills Reception on March 23, 2011, at TPC for DSHS and WorkSource staff. The interactive activities were led by students based on skill building activities they had learned in class during the first month of the two month course. The students wanted to show appreciation for being referred to the program and demonstrate a sampling of some of the activities that are making a positive difference in their lives. Approximately 15 agency staff attended. (OOI)
- ❖ One of the year's largest activities of the STEM Unit for outreach in support of STEM careers will be held on April 16, when the Washington State Science Olympiad is held at Clark throughout the day. It is anticipated that roughly 800 middle and high school students will be on campus, competing in over 50 different events. Just imagine the logistics of such an operation! STEM's faculty coordinator, Erin Harwood, is the Tournament Director in charge of coordinating these events with the help of approximately 50 Clark student volunteers and 50 community volunteers. In addition, 12 STEM faculty members, both full-time and part-time, have volunteered their time writing tests and designing events, and will be proctoring exams, grading, scoring, etc., during the day. Other support in the form of staff, supplies and equipment is being provided through additional partners, Clark Public Utilities, Bonneville Power Administration, and Hewlett Packard. (OOI)
- ❖ From spring 2010 to spring 2011, enrollment in Early Childhood Education I-BEST courses has increased from 45 to 53 students (18% increase). (OOI)
- ❖ EHS performed six ergonomic consultations.
- ❖ Human Resources currently has ten part-time and full-time positions posted. Seventeen faculty positions are currently in recruitment.
- ❖ The entire Communications and Marketing department supported the Clark Career Clothing Closet and Career Days 2011. Newspaper ads, banners, program hand-outs, web support, and media coverage were among the contributions. The Career Fair was attended by 38 exhibitors in the Gaiser Student Center and provided more career opportunities than last year's event. The Career Clothing Closet drew positive media coverage from The Oregonian, Battle Ground Reflector, Camas-Washougal Post-Record, and the Daily Insider. Career Days drew positive media coverage in The Columbian (a preview article on April 10 and a front-page article about

RESPOND TO WORKFORCE NEEDS

the event on April 12), the Columbian's Business Today newsletter, the Vancouver Business Journal and KGW-TV. The projected cumulative audience for the news coverage is 206,206 with a monetary ad value of \$11,180.67. That would translate into an estimated publicity value of \$33,542.01. Additionally, Web Specialist Tahnya Huneidi partnered with the Career Services team to rebuild their website: www.clark.edu/cc/careerservices and worked with them to keep the Career Days area updated: www.clark.edu/cc/careerdays. (C&M)

ENHANCE COLLEGE SYSTEMS

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

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

Progress

- ❖ Made possible by a donation to eLearning from Jim and Kym Martin, the front office area of the eLearning Department was remodeled during spring break to provide a higher level of service. In previous quarters, students would have a difficult time coming into the department if there was already a student seeking services because of the way the front service area was arranged. Now, students can come in and leave plenty of space for additional support seekers to make their way into the department. (OOI)
- ❖ To date, 117 Moodle training sessions (Phases I, II, and III) have been offered to faculty. Of 135 identified eLearning faculty, 126 (93%) have completed Phase I; 108 (80%) have completed Phase II; 71 (53%) have completed Phase III. Of the non-eLearning faculty, 130 have completed Phase I; 81 have completed Phase II; 21 have completed Phase III and 21 have completed Web Enhanced training. (OOI)
- ❖ In spring term, there are 185 class sections in Moodle with 3,500 unique users and 403 class sections and 7,500 unique users in Blackboard. After spring quarter, Moodle will be the only Learning Management System (LMS) in use at Clark College. (OOI)
- ❖ Construction of the Early Learning Center (ELC) Phase 1 Project continues with the revised substantial completion date of April 2011, representing no change from what was reported in March. Planning has starting for the grand opening ceremony on September 29, 2011. Feedback from several tours of the building by guests of the Foundation has been very positive. (AS)
- ❖ With continued uncertainty regarding the timing of funding for construction of the STEM building the project team is focusing on design enhancements identified in Value Analysis and site specific actions, such as demolition of the former county public health building to simplify the future construction process and provide for temporary parking. (AS)
- ❖ Facilities Services completed five repair and minor improvement (RMI) projects as scheduled during spring break and is completing the planning of all remaining 2009-11 RMI projects for completion by end of June. (AS)
- ❖ Information Technology Services has completed a major upgrade to the employee email system. The College now uses Microsoft Exchange 2010, the most current version of the server application. (AS)

ENHANCE COLLEGE SYSTEMS

- ❖ The Emergency Management Planning Committee will host a site visit from the Department of Education, Office of Safe & Drug Free Schools, as part of the Emergency Management in Higher Education (EMHE) grant April 25th, 2011. Partner agencies including the Vancouver Police Department, Vancouver Fire Department, Clark County Public Health, the City of Vancouver, and Clark Regional Emergency Services Agency (CRESA) will gather to receive a training update to the electronic mapping system presented by the Washington Association of Sheriffs and Police Chiefs. (AS)
- ❖ Eight faculty members participated in the faculty advisor training offered by the Advising department on March 21. The training provided access to advising technology and tools, an opportunity for faculty members to ask questions, and to also better understand college-wide systems and processes. A total of 52 faculty members have received faculty advisor training this academic year. (SA)
- ❖ EHS started a college wide hazardous materials inventory. (HR)
- ❖ EHS held a Block foam and electronic waste collection that had over 300 participants. (HR)
- ❖ EHS met with three students concerned with hazardous materials used on campus and provided safety and health information. (HR)
- ❖ Hosted a “Changes in Accreditation Standards & Assessment Workshop” on March 21, 2011. Attendees included over 50 representatives from the Executive Cabinet, the Planning & Accreditation Committee, Instructional Council, Student Affairs Council, Instructional Planning Team, Curriculum Committee, and the Outcomes Assessment Committee. (P&E)

The Northwest Commission on Colleges & Universities (NWCCU) recently revised the accreditation standards and submission calendar. Clark will need to submit a Year One accreditation report in fall 2011 under the new standards. (P&E)

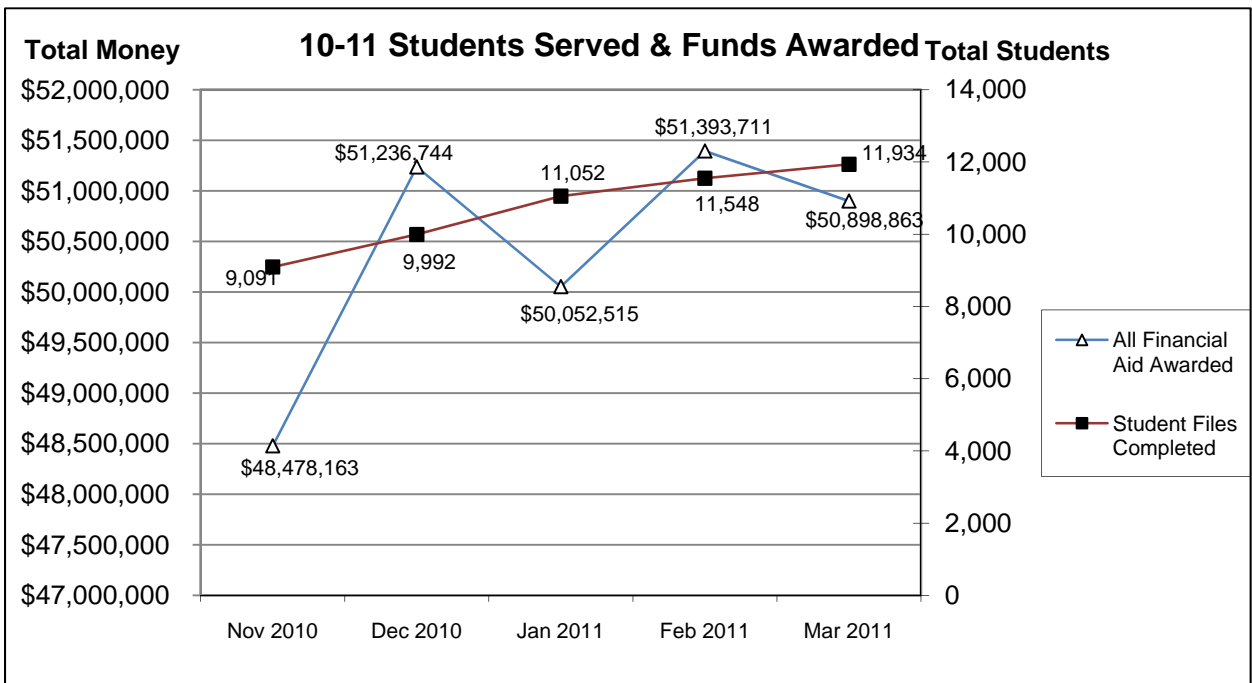
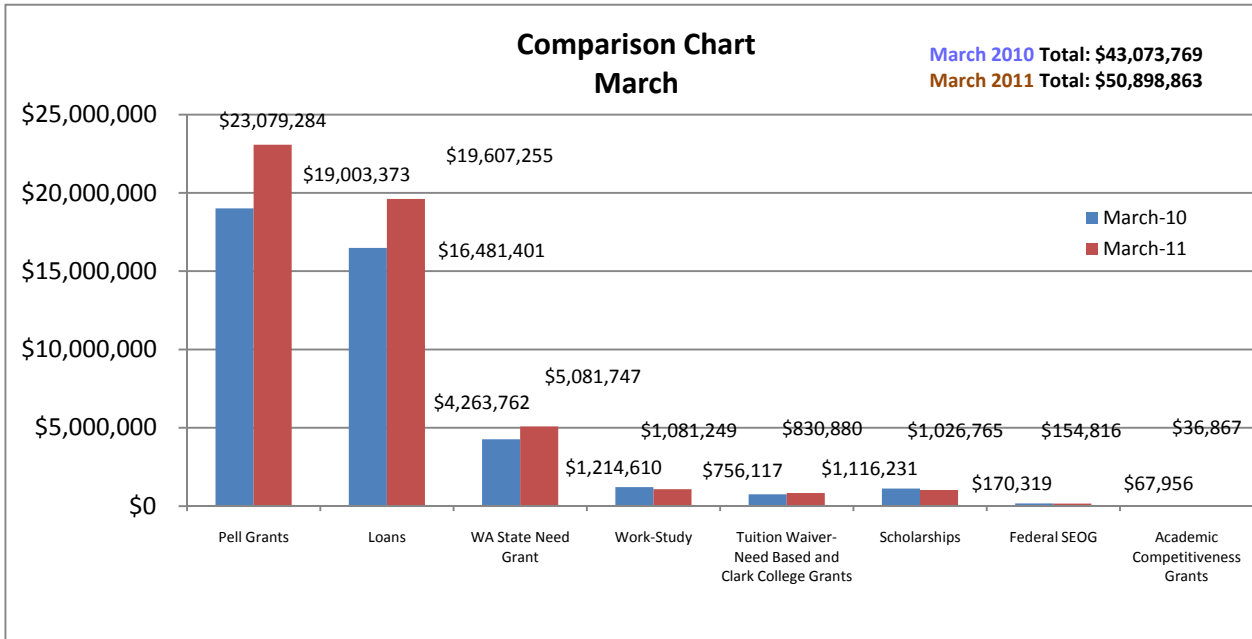
Two Washington state community colleges participated in the pilot for the new NWCCU standards. Columbia Basin College (CBC) is one of the colleges that participated in the pilot. The pilot colleges have gone through the self-study process under the new standards. Joe Montgomery, CBC’s Dean for Institutional Effectiveness/Research and Planning & Assessment, shared with us information about the self-study process for the new standards. The presentation focused on 1) Mission Fulfillment, 2) Core Themes, and 3) Educational Assessment and how all of these are related. (P&E)

- ❖ Completed the report for the Registration survey from fall 2010. The majority of students are using online resources (89%), including the schedule planner or online schedule of classes, to plan their classes. Online is the number one choice for “most important” tool. One third of the students indicated that online is the only information they use when registering. Only 9% of students register exclusively using *Clark College Connections*. (P&E)
- ❖ Released the initial quantitative data from the Spring Climate Survey. There were 632 respondents to the survey. A total of 281 respondents (44%) provided at least one comment in the eight sections. (P&E)

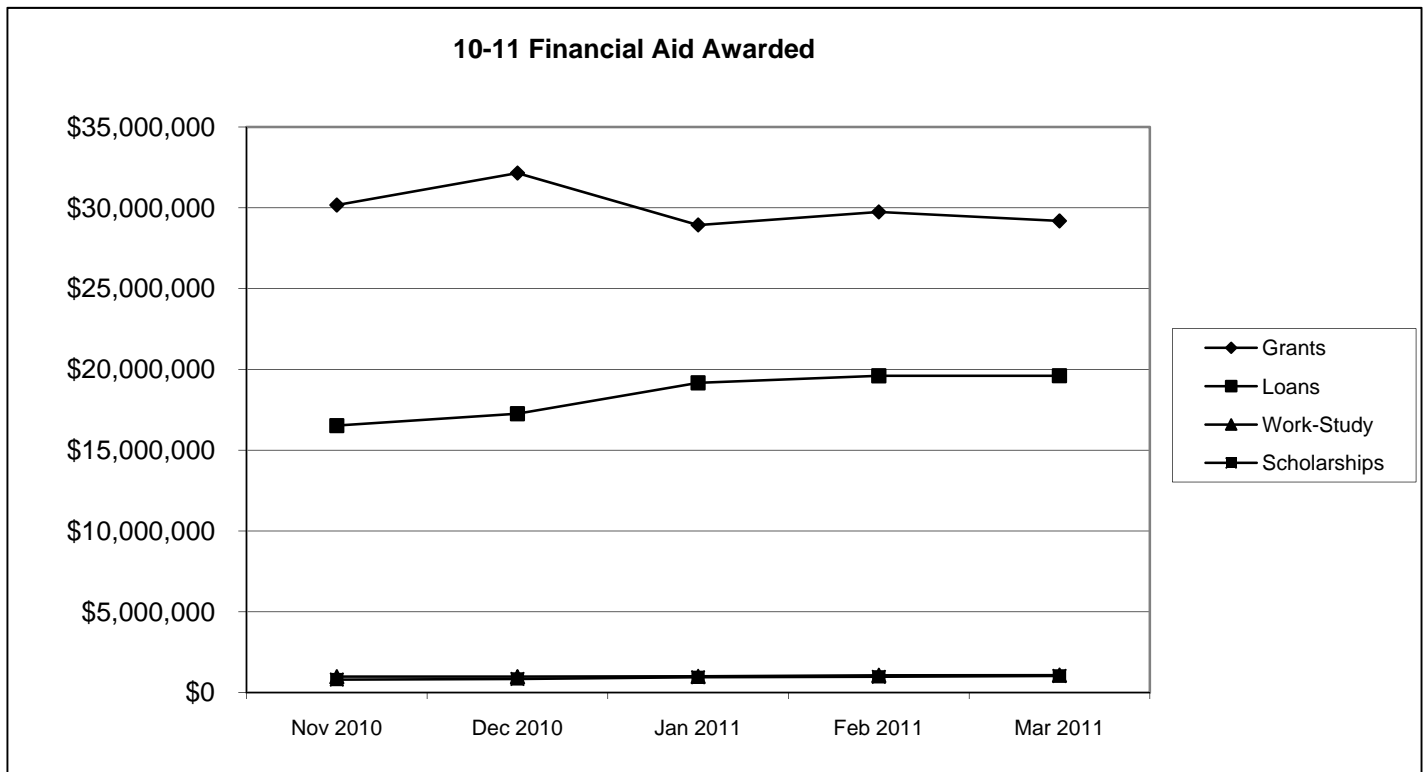
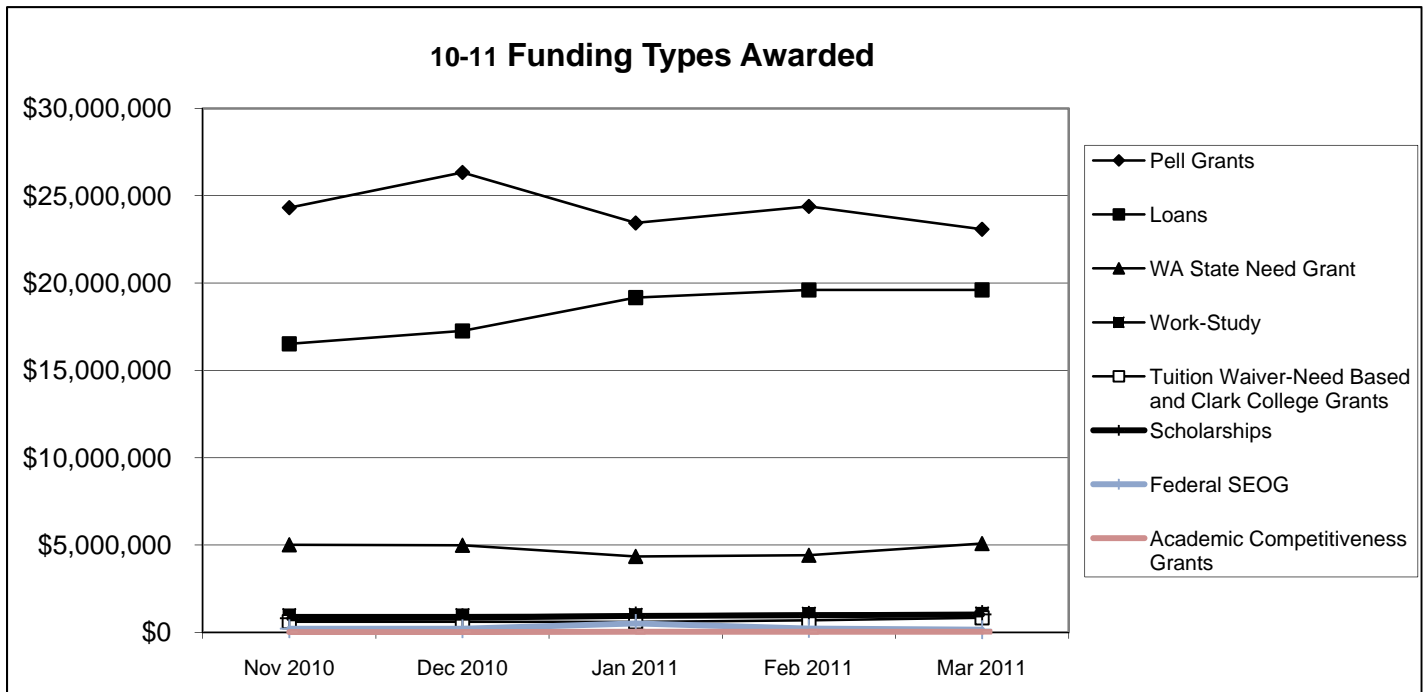
ENHANCE COLLEGE SYSTEMS

- ❖ Lead Graphic Designer Wei Zhuang and Executive Director of Communications and Marketing Barbara Kerr completed their work on the “2010 Report to the Community,” which was created through the ongoing partnership between the college and the Clark College Foundation. The Foundation sends the annual report to alumni and supporters as a special issue of their “Partners” magazine, which is coordinated by Foundation Communications Manager Kay Cooke. Copies of the annual report are also being distributed to faculty and staff. The theme of this year’s annual report is “Reach.” A complementary website was also created: www.clark.edu/cc/ar2010. It features a PDF version of the annual report as well as video clips of several of the alumni who are profiled in the report. (C&M)
- ❖ The Communications and Marketing Department unveiled a new web area which pulls together the wide-ranging elements requested by web visitors – including journalists. The Clark News & Media Center includes news releases and news stories about Clark, information about award recipients, Clark’s Faculty Resource Guide, a media kit, publications and videos, and information about college events, facts, and history. The News Center is available at http://www.clark.edu/news_center/. (C&M)

STATISTICS



STATISTICS



Clark College - Budget Status Report

March 31, 2011

Sources of Funds (Revenues)	2010-11 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	29,155,563	21,530,698	7,624,865	73.8%
Tuition	13,365,828	13,636,991	(271,163)	102.0%
Running Start	5,173,331	3,436,227	1,737,104	66.4%
Excess enrollment	8,910,414	9,800,000	(889,586)	110.0%
Planned use of prior fund balance	2,596,331	-	2,596,331	0.0%
Dedicated, matriculation, tech, cont ed	3,266,767	2,873,080	393,687	87.9%
Total Operating Accounts	62,468,234	51,276,995	11,191,239	82.1%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	6,042,590	2,852,169	3,190,421	47.2%
Internal Support	1,342,004	532,068	809,936	39.6%
ASCC less PUB	1,608,592	1,415,892	192,700	88.0%
Bookstore	6,081,489	4,673,119	1,408,370	76.8%
Parking	261,252	421,815	(160,563)	161.5%
Auxilliary Services	1,741,883	1,194,860	547,023	68.6%
Financial Aid	41,682,524	41,053,858	628,666	98.5%
Total Other Accounts	58,760,334	52,143,781	6,616,553	88.7%
Total Sources of Funds	121,228,568	103,420,776	17,807,792	85.3%

Uses of Funds (Expenses)	2010-11 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	687,513	416,831	270,682	60.6%
Vice President of Instruction	38,591,254	27,355,642	11,235,612	70.9%
Vice President of Administrative Services	11,170,907	8,640,526	2,530,381	77.3%
Vice President of Student Affairs	8,051,544	5,657,476	2,394,068	70.3%
Associate Vice President of Planning & Effectiven	513,471	366,933	146,538	71.5%
Executive Director of Corporate & Continuing Ed	807,030	613,355	193,675	76.0%
Executive Director of Communications	1,200,838	971,256	229,582	80.9%
Associate Vice President of Human Resources	1,445,677	923,744	521,933	63.9%
Total Operating Accounts	62,468,234	44,945,762	17,522,472	71.9%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	6,042,590	4,132,902	1,909,688	68.4%
Internal Support Services	1,342,004	681,293	660,711	50.8%
ASCC less PUB	1,608,592	1,094,642	513,950	68.0%
Bookstore	6,081,489	4,875,732	1,205,757	80.2%
Parking	261,252	351,926	(90,674)	134.7%
Auxilliary Services	1,741,883	1,215,385	526,498	69.8%
Financial Aid	41,682,524	40,810,081	872,443	97.9%
Total Other Accounts	58,760,334	53,161,961	5,598,373	90.5%
Total Uses of Funds	121,228,568	98,107,723	23,120,845	80.9%
Difference - Excess (Deficiency)	-	5,313,053		
Net transfer Excess Enrollment - CIS equip reserve		(40,000)		
Net Difference		5,273,053		
Capital Projects - Revenues & use of fund bal	7,140,582	2,573,048	4,567,534	36.0%
Capital Projects- Expenses & Encumbrances	7,140,582	2,573,048	4,567,534	36.0%
Difference - Excess (Deficiency)	-	-		

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

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

S.SAND 4/8/11

ACTION ITEMS



MEMORANDUM

TO: Robert Knight, President

FROM: Rassoul Dastmozd, Vice President of Instruction

DATE: April 14, 2011

RE: Sabbatical Requests for 2011-2012 Academic Year

A summary of the sabbatical leave applications for the 2011-2012 academic year is attached. The Professional Placement and Advancement Committee (PPAC) met March 1, 2011 and recommended approval of the following applicants.

Faculty Member	Quarters	Recommended Quarters	Year of Last Sabbatical	Start Date in Tenure Track/ Special Programs	VPI's Recommendation
Chris Wilkins	2	Fall 2011 and Spring 2012	NA	9/12/02	Approved
Dwight Hughes	2	Winter 2012 and Spring 2012	NA	9/10/03	Approved
Charles Epton	1	Fall 2011	2003-2004 (F,W,SP)	9/14/70	Approved
Jill Darley-Vanis	2	Fall 2011 and Winter 2012	NA	9/6/04	Approved
Marylynne Diggs	2	Fall 2011 and Winter 2012	2004-2005 (F)	9/10/98	Not Approved
Sally Keely	1	Fall 2011	2004-2005 (SP)	9/11/96	Not Approved

TOTAL 10

Earlier this year, I informed the Professional Placement and Advancement Committee that the college will only allocate \$50,000 for faculty sabbaticals during the 2011-2012 academic year. Therefore, as noted above, I am only recommending the approval of sabbatical activities for Professors Chris Wilkins, Dwight Hughes, Charles Epton, and Jill Darley-Vanis. I am not recommending the sabbatical activities for Professors Diggs and Keely for approval.

Please let me know if you have any questions or need any additional information.

2011-2012 Sabbatical Applications Summary

Applicant	Sabbatical Proposal	Quarters Requested
Charles Epton	I plan to design and produce my own info-base editions of representative works of three major philosophers: David Hume, William James, and Bertrand Russell.	Fall 2011
Chris Wilkins	Create a Penguin Video Tutoring Academy site to upload tutorial videos and then create the videos for students.	Fall 2011 Spring 2012
Dwight Hughes	Perform the ground work for bringing a new Cyber Security program/curriculum to Clark College. To include: obtaining new relevant industry certifications in cyber security for myself, developing contacts with academic, industry, and government entities related to cyber security, and basic program outcome and curriculum development activities.	Winter 2012 Spring 2012
Jill Darley-Vanis	In keeping with the college's strategic directions (focus on learning and expanding access) and mission (serving the needs of diverse learners), my task is to research recent scholarship on the needs of basic writers and, later, based on my findings, to create a hybrid pre-college writing (ENGL 098) course, a course which we do not currently offer at Clark. The number of students in developmental writing courses here at Clark continues to grow, and at the same time, hybrid courses, according to a recent Department of Education study (Means et al. 2009), offer great promise for student success. The intersection of the two is worthy of our attention.	Fall 2011 Winter 2012
Marylynne Diggs	I will recalibrate my approach to the writing process, the teaching of writing, and collaborative work on campus by doing research on creativity and attending creativity workshops as well as working outside the genre of academic writing to complete one article and make progress on the draft of a book. This work will enable me to revise materials for English 102, a course taken by many students in a variety of programs at Clark. Revisions to these materials will help students write better in all of their classes at Clark and provide them with creative problem solving insights crucial to the workplace of the future.	Fall 2011 Winter 2012
Sally Keely	Goal: Improve first-week retention and overall success in online mathematics classes. (1) Create a "pre-review session" for online mathematics classes. (2) Add to the math online website examples of discussion questions and assignments from math online classes and samples of substantive student replies. (3) Create "just in time" lessons for students needing a quick review of a particular topic from arithmetic or algebra.	Fall 2011

ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March, 22, 2011
Ellis Dunn Room GHL 213

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

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

Faculty: Dr. Marcia Roi, AHE President; Mr. Mike Godson, Professor.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Mr. Samson Ramirez, President, ASCC; Mr. Trevone Roberson, student.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Burkman called the meeting to order at 5 p.m. and announced that the board would recess into an Executive Session until 5:15 pm to review the performance of a public employee. The regular meeting reconvened at 5:20 pm. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> Chair Burkman asked for a motion to strike the <i>First Reading Consideration of Tenure</i> item and convert it to an <i>Action Item</i>. 	MOTION: Trustee Parker made a motion to strike the <i>First Reading-Consideration of Tenure</i> item and convert it to <i>Action Item-Consideration of Tenure</i> . Vice Chair Sen Hoss seconded the motion and it was unanimously approved.
II. B	Statements from the Audience	<ul style="list-style-type: none"> Professor Mike Godson addressed the board. He thinks that the administration is bargaining salary reductions with the faculty on an individual basis. He requested that the board handle the situation and said he and other faculty members would like to see the college adhere to the collective bargaining process. He suggested that the board talk to the faculty directly to get solutions to the college's budget issues. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March, 22, 2011
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> Dr. Roi addressed the comment in the President's Report concerning an investigation into the accusation from the AHE President that Dean Kotsakis had threatened discipline to faculty who encouraged students to speak at the January board meeting. She said she was misrepresented by that comment and she was not accusing anyone of disciplining a faculty member. She cited the Weingarten Act in which employees are permitted to request union representation at a meeting if they feel the meeting will be disciplinary in nature. She requested that the AHE Report section of the February minutes be changed to read, "The union continues to bargain with the college for salary increments and turnover dollars" rather than "...salary increases and turnover dollars". Dr. Roi discussed all of the AHE organizing activities and their participation in events held in support of other teachers' unions throughout the county. She reiterated Professor Godson's comments about talking directly to the faculty if they have questions on improvements at the college. 	<ul style="list-style-type: none"> The minutes had already been edited to reflect this change based upon a conversation with the president prior to the board meeting.
	2. WPEA	<ul style="list-style-type: none"> There was no report from the WPEA this evening. 	
	3. ASCC	<ul style="list-style-type: none"> Mr. Ramirez discussed the ASCC legislative efforts and corrected the ASCC report section that spoke to legislative efforts. He and Dr. Roi met with Sen. Pridemore and Rep. Jacks, not Rep. Probst, on March 12. He requested the legislators' support to fund child care services with left-over lottery funds at the state colleges. Some students are circulating a parking petition but have not turned it in to the ASCC yet. The petition asks that commuting students be assessed parking and fees, and that they not be charged to students who do not come to the main campus for classes. ASCC elections are scheduled for April 4-6. ASCC continues to survey students on a number of different issues. Mr. Ramirez also discussed plans for Welcome Week, notably that Oswald will be dressed in western garb to greet returning students. 	<ul style="list-style-type: none"> Chair Burkman requested a copy of the petition; Mr. Ramirez will provide a copy of the petition to the president when the ASCC receives it. It will then be shared with the board.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March 22, 2011
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
	D. Foundation	<ul style="list-style-type: none"> Ms. Gibert discussed the CASE survey on college foundations which she provided to the board members earlier this month. She was struck by the fact that although college foundations vary structurally, there is great need for private support as state support for colleges declines. Clark College Foundation (CCF) is one of the national leaders in community college foundations. In order to continue to grow and thrive, the foundation is beginning a strategic planning process that will position them through the year 2023. The strategic planning task force will be comprised of college, foundation, and community representatives. All are very excited to be engaged in this process. Ms. Gibert highlighted the foundation's recent successes: a recent \$100,000 pledge for eLearning; development of a partnership with a local bank that pledged \$10,000 for middle school art; and a \$60,000 pledge for the dental hygiene department. 	<ul style="list-style-type: none"> Vice Chair Sen Hoss noted that the survey was very extensive and the board thanked Ms. Gibert for her comments in the survey that helped put the data into context.
II. D.	Statements and Reports from Board Members	<ul style="list-style-type: none"> There were no statements from board members. 	
II. E.	President's Report	<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> This evening's presentation was offered by Travone (Tray) Roberson, who spoke about his journey to Clark; he thanked the staff members who have helped him while he has been here and expressed his appreciation to them. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Due to spring break, there was no faculty presentation this evening. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March 22, 2011
Ellis Dunn Room GH1 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>FOCUS ON LEARNING</p> <ul style="list-style-type: none"> • Dr. Dastmozd discussed a visit that students in the Fitness Trainer Program took to Concordia University. The colleges have a 2+2 articulation agreement which allows students a pathway to a four-year degree. This year's class will be the second class to attend Concordia for this program; there are four Clark graduates from 2010 currently attending Concordia. • Dr. Dastmozd also highlighted the faculty-driven Outcomes Assessment program. The Outcomes Assessment Committee was completely revamped after the 2010 accreditation and faculty members are now leading the process to bring outcomes assessment into compliance with the accreditation standards. The committee has approved 42 career and technical degrees and certificate programs, and 40 more are in process. This will be an ongoing effort. <p>EXPAND ACCESS</p> <ul style="list-style-type: none"> • In anticipation of Spring term registration, the math faculty have been visiting pre-college math classes to advise the students on the sequence of courses they should be taking as they move through the math sections. (Dr. Dastmozd) • Mr. Belden noted that over 200 students attended the Admissions Open House prior to the Scholarship Workshop night. This is the fourth year that Admissions has hosted this event in which scholarship opportunities are presented to new and returning students. <p>FOSTER A DIVERSE COLLEGE COMMUNITY</p> <ul style="list-style-type: none"> • Tami Jacobs, Director of Disability Support Services, organized and led a statewide council to review open course library courses. Each course was reviewed for accessibility and the task force feedback was provided to the state board, the managers of the project. The faculty course developers will use the task force feedback as they modify the courses for full accessibility. (Mr. Belden) 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March 22, 2011
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>RESPOND TO WORKFORCE NEEDS</p> <ul style="list-style-type: none"> An Early Education articulation agreement was signed by the presidents of Clark, Lower Columbia, Centralia, and Concordia University in February. The agreement facilitates BA completion for Early Childhood Education students and supports the region's workforce needs. (Dr. Dastmozd) <p>ENHANCE COLLEGE SYSTEMS</p> <ul style="list-style-type: none"> Beginning with the Spring quarter, students will now receive their financial aid electronically from financial services company, HigherOne. Students will receive a debit card that they will activate to receive funds. Once the card is activated, they may choose to receive their funds through a HigherOne checking account, transfer the funds to their existing account, or receive a paper check. Business Services staff will be available in the Student Center the first two days of the quarter to assist financial aid students with any questions they may have. Clark is the first community college to migrate to HigherOne and is fine-tuning the process for the other colleges to follow suit. The state board spent several years researching the best option for Washington students and found HigherOne to be the best match. Local financial institutions are aware of this changeover and are prepared to assist students with the new arrangements. Ms. Diehl announced that the climate survey preliminary results are currently being analyzed and reports will be generated during the first week of April. The results will be published as the reports are finalized. The response rate was the best the college has ever received on such a survey. She thanked the faculty and administration for partnering to ensure the high response rate. Ms. Kerr was pleased to announce that the college was the recipient of a Gold Paragon Award for media coverage of the Columbia Tech Center by the National Council for Marketing & Public Relations (NCMPR). The NCMPR represents 650 two-year colleges throughout the United States. 	<ul style="list-style-type: none"> Mr. Belden will provide an update next month on the program implementation. Vice Chair Sen Hoss will work with Ms. Diehl to compile climate information for the board.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March 22, 2011
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION																
II. E.	President’s Report	STATISTICS <ul style="list-style-type: none">There was no additional information regarding statistics included in the board packet.President Knight announced that Mr. Blake Bowers, Dean of Health Sciences, will be acting as Interim Associate Vice President of Corporate & Continuing Education while a search for a new Associate Vice President is underway. President Knight thanked Mr. Bowers for assisting the college during such a busy time. Mr. Bowers noted that he is pleased to help the college and commended Mr. Oldham for leaving such a great legacy.																	
III.A.	ACTION ITEMS																		
	<ul style="list-style-type: none">Consideration of Tenure Chair Burkman announced that a Tenure Reception honoring this year’s recipients will take place on Monday, April 25, 2011 in the Student Center. Tenure recipients, their family members, and their guests are invited to be honored by the board, the president, and their peers. Invitations will be extended to the entire college community in early April.	MOTION: Vice Chair Sen Hoss made a motion that, the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committees at the March 17 special executive session, grant tenure to <table><tr><td>Radmila Ballada</td><td>Library</td></tr><tr><td>Deena Bisig</td><td>Communication Studies</td></tr><tr><td>Deb Hendrickson</td><td>Nursing</td></tr><tr><td>Michelle Mallory</td><td>Early Childhood Education</td></tr><tr><td>Erika Nava</td><td>Spanish</td></tr><tr><td>Nicoleta Sharp</td><td>Physics</td></tr><tr><td>Elizabeth Ubiergo</td><td>Spanish</td></tr><tr><td>Katy Washburne</td><td>Adult Basic Education</td></tr></table> effective at the beginning of Fall Quarter 2011. Trustee Rupley seconded the motion and it was unanimously approved.		Radmila Ballada	Library	Deena Bisig	Communication Studies	Deb Hendrickson	Nursing	Michelle Mallory	Early Childhood Education	Erika Nava	Spanish	Nicoleta Sharp	Physics	Elizabeth Ubiergo	Spanish	Katy Washburne	Adult Basic Education
Radmila Ballada	Library																		
Deena Bisig	Communication Studies																		
Deb Hendrickson	Nursing																		
Michelle Mallory	Early Childhood Education																		
Erika Nava	Spanish																		
Nicoleta Sharp	Physics																		
Elizabeth Ubiergo	Spanish																		
Katy Washburne	Adult Basic Education																		
III.B.	CONSENT AGENDA																		
	<ul style="list-style-type: none">Minutes from February 22, 2010 Board Meeting	MOTION: Trustee Pollard made a motion to accept the minutes of the February meeting; the motion was seconded by Trustee Parker and it was unanimously approved.																	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March 22, 2011
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
IV.	FUTURE TOPICS		
	Budget (ongoing) K-12 (ongoing) North Central Site College Scorecard	Student Achievement Initiative Monitoring the Impact the College has on the Local Community College's Impact on Local Business Governance Institute for Student Success (GISS)	
	DATE AND PLACE OF FUTURE MEETING		
V.	<ul style="list-style-type: none"> The next regular meeting of the Board of Trustees is currently scheduled for April 26, 2011 in the Ellis Dunn Community Room, GHL 213. 		
	EXECUTIVE SESSION		
VI.	<ul style="list-style-type: none"> The trustees adjourned into Executive Session from 6:20 to 7:00 pm to discuss the performance of a public employee and to consider the selection of a site or the acquisition of real estate by lease or purchase. 		
	ADJOURNMENT		
VII.	<ul style="list-style-type: none"> The Executive Session ended at 7:00 and the regular meeting was reconvened. There being no further business, the meeting adjourned at 7:00 p.m. 		

Jack Burkman, Chair
Clark College Board of Trustees

Leigh Kent
Recorder
March 25, 2011