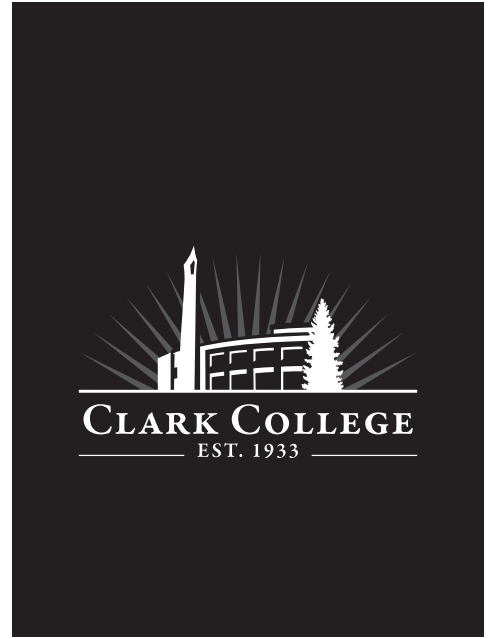


Clark College Board of Trustees



April 24, 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
April 24, 2013**

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CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, April 24, 2013
Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- ♦ College Scorecard—*Ms. Shanda Diehl* 4:00-4:25
- ♦ Bachelor of Applied Science Degree—*Dr. Tim Cook* 4:25-4:50

BUSINESS MEETING

I. CALL TO ORDER

5:00 P.M.

INTRODUCTION OF ALL-WASHINGTON ACADEMIC SCHOLARS

- II.** *Phi Theta Kappa Advisor Matthew Gallaher: Jennifer Campbell and Kathryn Gonzalez*

III. 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: Troy Poulsen

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- ♦ March 13, 2013 Board Meeting Minutes

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V. 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

VI. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, May 22, 2013 in the Ellis Dunn Room.

VII. EXECUTIVE SESSION

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

VIII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
APRIL 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 large group study rooms in Cannell Library continue provide much needed space for student learning activities. During winter quarter, library staff registered 118 groups (20 more than fall) into 242 bookings (23 more than fall) for a total of 397.5 hours (62 more hours than fall)! Students enrolled in Communications Studies (25 groups) and Biology (17 groups) courses used the rooms most. (OOI)
- On April 8, The LOFT debuted at CTC. Funded through a Technology Fee grant and sponsored by the Information Commons at CTC, the LOFT is a collaborative learning space where students can meet in groups, practice presentations and use leading edge technology. The LOFT promotes and supports the positive impact of the collaborative learning model and flexible work spaces that meet the changing needs of our students. It includes modular furniture, student access to netbooks, laptops, and LED projectors, and access to the student wireless network. The LOFT is located on the 3rd floor next to the Quiet Commons in room 330. (OOI)
- Program Coordinator Lorraine Leedy attended the Winter Assessment, Teaching and Learning Retreat hosted by SBCTC March 7 and 8. Pierce College representatives shared their experience with the college's New Faculty Learning Community program called *Getting Results*. Participation in the year-long program is stipulated in the job postings for new full-time faculty. Based on a series that was launched by PBS station WBGH in Boston, the program covers topics such as *Planning for Outcomes*, *Creating a Community of Learners*, and *Teaching with Technology*. Also covered at the retreat were discussions on disruptive technology, migration to the Canvas Learning Management System and other statewide initiatives and policy issues. (OOI)
- The New Adjunct Faculty Orientation was attended by 16 faculty on March 29. Ann Fillmore facilitated the four-hour presentation which covered everything from the basics of navigating the campus, the intranet and classroom technology to an overview of the Student Code of Conduct, Academic Early Warning and other policies. (OOI)

FOCUS ON LEARNING

- The Student Learning Center (SLC) has successfully made the transition from Town Plaza to its new location in TBG. Students, tutors, and peer mentors have settled in and are enjoying the new surroundings. In order to better serve Basic Education students whose classes are on the south end of campus, the SLC has opened an additional tutoring location in Cannell Library Room 101. (OOI)
- During Winter Quarter 2013, 191 students were served by Student Learning Center (SLC) tutors. Currently, the SLC has 66 active tutors, 29 of whom are serving in classrooms; the remainder serve in one-one-one partnerships or as small group tutors. Seventeen (17) tutors have two or more different assignments. (OOI)
- Naomi Kay attended NACADA's Global Community for Academic Advising Conference March 18-20, 2013. The conference focused on the integrative nature of advising—the collective efforts of student affairs professionals guide college students in maximizing opportunities, contributing to a successful academic career. Naomi gained information that will enhance her work as the primary advisor of online students at Clark College. The conference included an emphasis on strategies to improve student success and retention. (OOI)
- Kathy Chatfield and Scott Coffie collaborated with other WA state professionals March 28-29, 2013, in setting the direction of Canvas development, delivery, and support for Clark's upcoming integration and migration. The objectives were to share, support, implement and create best practices of Canvas LMS use in Washington State. (OOI)
- On April 17, the Clark College Libraries (Cannell Library and the iCommons at CTC) celebrated WA Library Snapshot Day. During the event visitors to the libraries were invited to share how the libraries have contributed to their success and to envision the libraries in 2020. Every half hour, a Clark College community member was featured in a READ poster. The READ posters and other photographs were also posted on the library's Facebook and Twitter pages. The gallery of posters is on view in Cannell and the iCommons until the end of April.

Libraries across the state participated in WA Library Snapshot Day by collecting statistics, comments, and photographs from a typical day. Library Snapshot Day is a project of Clark College Libraries, the Washington Library and Media Directors' Council, and the American Library Association (ALA). (OOI)

- Under the leadership of Clark faculty member Kanchan Mathur and Hudson's Bay faculty Eric Saueracker and Brian Graham, the Mathematics Division coached a group of Hudson's Bay High School students in preparation for the American Mathematics Competition Grade 10 and Grade 12 (AMC 10, AMC 12). Clark College Mathematics professors Kanchan Mathur and Tracy Nehnevaj administered the exam on February 20 with twenty-five Hudson's Bay students participating. (OOI)
- Math faculty Jennifer Ward, Murali Krishna (adjuncts), Paul Casillas and student Patricia Romero helped judge the annual MathCounts Middle School mathematics competition on February 23. Clark's Math Division has now participated in MathCounts for over twenty-five years! (OOI)

FOCUS ON LEARNING

- On March 8, eighty-one (81) Clark students participated in the annual American Mathematical Association of Two-Year Colleges (AMATYC) Student Math League competition. Mathematics faculty member Chris Lee ran a series of coaching sessions for the students in the weeks before the competition, and faculty members Kanchan Mathur, Chris Milner, Garrett Gregor, and Chris Lee administered and graded the exams. (OOI)
- Clark College Mathematics professor Kanchan Mathur is serving as a reviewer of the new elementary school mathematics teacher endorsement standards proposed by the Washington State Professional Educator Standards Board. (OOI)
- Security now has the Daily Crime Log and the Level 3 Sex Offender notification information on the Clark College Security web page. The Crime Log allows individuals to click on a specific date and find information on any crime incident reported on that day. The Level 3 Sex Offender information provides a photo and an information sheet about the offender. This information is available to staff and students. (AS)
- A total of 1,507 Academic Early Warning (AEW) reports were submitted by 210 faculty during winter quarter. All reported students received an email from the AEW system and 86% of them also received additional outreach from Student Affairs staff via phone, email and in-person. (SA)
- Twenty new mentees participated in the First Year Experience (FYE) Mentor Program during winter quarter. Some of the reported activities between mentors and mentees included visiting Archer gallery, attending student success workshops, researching scholarship options, encouragement to apply for work study positions, meeting for coffee, and making connections with Disability Support Services.

The following is a success story from the Mentoring Program:

“Shandell Vogel is a first generation college student. When Vogel first started at Clark College in fall 2012, she was nervous and unsure how to navigate the college system. She was matched with Sarah Weinberger (Career Services) in the First Year Experience Mentoring Program. Having a mentor and participating in FYE gave Vogel the confidence she needed to succeed at Clark. Starting in the spring quarter, Vogel will serve as a Student Ambassador to assist with conducting campus tours and represent Clark College at campus and community events. When she completes her studies at Clark, she plans on transferring to Eastern Washington University to study Social Work.” (SA)

- During winter term, 45 first-time Clark students successfully completed HDEV 102 - College Essentials: Intro to Clark. This is the First Year Experience course which introduces new students to Clark College and its resources. Additionally, seven students completed the same course as part of the Academic IBEST cohort. (SA)

FOCUS ON LEARNING

- Fifty Clark College volunteers (including students, faculty, and staff) read Dr. Seuss books to elementary school students on March 1 as part of the annual Read Across America event. This year volunteers read at Martin Luther King, Harney, and Fruit Valley elementary schools. Students in advanced Spanish language classes at Clark practiced their speaking skills to students at Harney, and students in the ASL Club utilized their sign language skills at Fruit Valley Elementary School. (SA)
- The Volunteer & Service-Learning (VSL) Program organized three service events during spring break to benefit the local community. Students volunteered at Friends of the Carpenter, Evergreen Habitat for Humanity, and Hazel Dell Community Garden. In total, 33 volunteers contributed 134 hours of community service. (SA)
- On March 29, 150 people attended a daylong Convocation to mark the 40th Anniversary of Clark College's Mature Learning program. The event, held at the Columbia Tech Center, featured 18 free "mini-courses" taught by favorite Mature Learning instructors, as well as a Keynote Address. The Keynote lecture, "Recent Advances in Repairing the Aging and Damaging Brain", was presented by Dr. Larry Sherman, Professor of Cell and Developmental Biology OHSU and researcher at the Oregon Primate Research Center. President Knight presented the "Mature Learning Volunteer of Year" award to Dr. Cleo Pass, who has donated 12 years of service to the program. Forty-two Mature Learning students and 20 instructors volunteered their time to the event. The event was picked up by several local newspapers including the Camas Post-Record dedicating a full page of coverage on the celebration in the "Hometown" section; the Columbian reporting in the Clark County section; and the Senior Messenger that will publish a one page tribute in the May edition. (CCE)
- Corporate & Continuing Education is participating in the #nextchapter city-wide reading program based on Douglas Rushkoff's book, "Program or be Programmed: Ten Commandments for a Digital Age". Mature learning ran a mini-class at the 40th Anniversary event in partnership with the Fort Vancouver Regional Library System and is currently running a full Mature Learning class on the book. CCE also facilitated Clark classes, participants receiving free copies of the books and securing seats for students at the live David Rushkoff event at WSU-Vancouver held on April 18, 2013. (CCE)
- Director of Marketing Brian Scott, Graphic Designer Jenny Shadley, and Web Specialist Tahnya Huneidi coordinated efforts to produce a web ad and multiple web content pages, including new admissions and course curriculum material, to announce and promote the newly-designed Clark College Phlebotomy certification program starting this fall. All phlebotomy courses will now be taught in specially configured classrooms and labs on the campus of Washington State University Vancouver in the college's health care instruction building. (C&M)
- Director of Marketing Brian Scott and Senior Graphic Designer Wei Zhuang produced a new web and new online flyer to promote Clark College's Electric Utility System Protection course offered this spring at CTC. The program was promoted to current professionals in the area as an opportunity for them to stay abreast of changes and to enhance their skills in the electrical utility industry. (C&M)

FOCUS ON LEARNING

- Director of Marketing Brian Scott and Senior Graphic Designer Wei Zhuang developed side by side ads to promote the 2013 Career Days and 2013 Career Clothing Closet which ran in the March issue of Clark College's Independent student newspaper. Director of Marketing Brian Scott and Multimedia Specialist Alison Pezanoski-Browne collaborated to produce a 30-second cable television spot that will air April 17-23 to promote Clark College's job fair. A three minute video has also been posted on Clark's YouTube Channel and highlights all the activities that are part of the 2013 Career Days. (C&M)
- The Office of Diversity and Equity hosted the Multicultural Festival on March 6, 2013. The goals of this event were to bring together students, promote multicultural awareness, recognize ESL students for their success, and encourage underrepresented students to continue studying at Clark College. The college welcomed Adult Basic Education students to main campus and ESL students were also invited to speak about their cultures in English. There were students from China, Eritrea, Mexico, Colombia, and Hong Kong who performed or gave a presentation. There were about 250 students and college employees that visited the exhibition. People wore traditional attire from Ethiopia and the Philippines. There was a nice welcome from President Knight. (ODE)
- The Diversity Outreach Coordinator attended the Latino Legislative meeting with the Commission on Hispanic Affairs at the Capitol in Olympia, WA on March 15 and 16, 2013. During the Latino Legislative Day, we had the opportunity to meet with the Governor to explain the education problems and concerns that people have in Clark County. There was also a meeting with Monica Stonier, the representative of 17th district, where she was asked for her support with different educational bills. There were many presentations from government offices such as: Licensing Office, Office of External Relations, Labor and Industry and DSHS. (ODE)
- The Diversity Outreach Coordinator attended the Washington State Educational Access Coalition for HB1079 students, Train the Trainers event on March 20, 2013, at Washington State University Vancouver. The training was to help the community, student, and staff awareness of HB1079, which will allow DREAMers students to enroll at colleges and universities in Washington state and pay in-state tuition. The training also focused on the impact that Deferred Action for Childhood Arrivals (DACA) has on DREAMers students regarding registration for colleges and universities. (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

- The Teaching and Learning Center web page now features an online calendar that includes all professional development opportunities that are offered by Faculty Development, Employee Development, eLearning, Outcomes Assessment and Information Technology Services. The Diversity Center and Environmental Health and Safety have also been invited to post events on the calendar. Clark employees will be able to see all training and development options in one location. (OOI)
- eLearning continues to grow despite declines in face-to-face enrollment and total FTES. (OOI)

	Fall 2012 – 10th Day	Winter 2013 – 10th Day	Spring 2013 – Day 1
Total FTES	9,427	9,064	8,663
eLearning FTES	1,136	1,321	1,438
eLearning % of Total	12%	15%	17%

*Source: *Clark College Enrollment Management Database*

- The Weekend Degree Program will have 14 students graduating June 2013. Also, two more students have already transitioned directly to Concordia and Warner Pacific to complete their bachelor's degrees. (OOI)
- This year the Pathways Peer Mentors Program has been instrumental in helping coordinate students in the FIND Your Path! Project. The project aims to help students set and achieve educational and career goals by helping them navigate the pathway to college. Pathways mentors help students explore degree and certificate options available at Clark and then provide support services and resources that help reduce procedural barriers making the dream of a college education more attainable for students who may not have considered it otherwise. (OOI)
 - Number of students year-to-date who have participated in FIND Your Path!: 75
 - Participating students (2012-13) who have transitioned to college level: 7
 - Number of students that participated in FIND 2011-2012: 74
 - 2011-12 Participating students who have transitioned to college level: 8

EXPAND ACCESS

- The Dental Hygiene Department received a Foundation grant last year that supported purchasing an intraoral camera (inVision). The unit was delivered last month and on March 25, full-time faculty and staff, along with Pat Taylor and Ben Cecka, received training from Chuck Copper from inVision on the camera's use for live demonstrations in the classroom, simulation lab, and the clinic. By using the inVision camera, the Dental Hygiene faculty will be able to create instructional videos to assist students in learning; additionally, the faculty and staff will be able to tape students working on various skills and techniques. The tapes will provide instructional feedback and assessments for student learning of clinical. The videos the program creates will be posted on the learning platform. (OOI)

- The Bookstore conducted an in-store satisfaction survey for the "Bookstore Rental Program" during the fall book return period, December 10 – December 14, 2012. The objectives were to measure awareness, understanding, ease of use and satisfaction, accept suggestions, and make improvements if/where identified from students who used the service in fall.

The Bookstore received 290 completed surveys. The results were very favorable with an "Overall Rating of the Program" returning a 91% favorable response (achieving a rating 8 or better on a scale of 1-10, 10 being the best). From the survey results we were also able to identify a preference for an improved reminder notification process. As a result, a new reminder process will be implemented beginning summer 2013. (AS)

- The Bookstore's year-to-date sales results through March continue to be on target with projections and are reflective of enrollment figures, down 5% year to date. (AS)
- In March, the Financial Aid Office received a State Need Grant supplement in the amount of \$36,459. This brings our total 2012-2013 allocation to \$8,484,668. (SA)
- The Financial Aid Office implemented the College Bound Scholarship program this fall. Funding to support this scholarship program is provided through the State Need Grant program and designated College Bound funds appropriated by the Legislature in 2007. The program promises four years of tuition and a small book allowance to 7th and 8th grade students who meet income standards, graduate from High School, and stay out of legal trouble. Clark College has \$1.7 million in reserve to support the 390 eligible students this year. (SA)
- The Admissions Office hosted approximately 300 students from twelve local high schools at Clark's annual Professional Technical Day on February 28. Students received a welcome from Dean Genevieve Howard then selected and attended two different program presentations from twelve professional technical departments. (SA)
- Six recruitment and outreach visits were conducted during the month of March: Heritage High School, Madison High School (OR), and Stevenson High School, and to GEAR UP students at Discovery Middle School, the Boys & Girls Club teen night, and a Partners in Careers fair. (SA)

EXPAND ACCESS

- The Admissions Office hosted the Washington Council for High School and College Relations' annual College Planning Days on March 28 for approximately 250 students from seven local high schools. Students were able to choose four of the presentations from the fourteen participating Washington colleges and universities. After the presentations, 60 students from Kalama High School also received a campus tour. (SA)
- New Student Orientations (NSO) for spring quarter were held in March. This marked the first quarter that ABE/GED students were also required to attend a general NSO session. A total of 588 students attended five sessions and 131 students attended four ESL-specific NSOs. (SA)
- The Admissions Office has created an insert for *Penguin Pathways: Steps to Becoming a Clark College Student* that lists all of the enrollment steps for Basic Education students. This insert has also been translated into Russian and Spanish text. (SA)
- The Assessment Center partnered with the Evergreen School District (ESD) to provide COMPASS testing on site to all juniors enrolled in pre-calculus or Intermediate III Mathematics. To date, Evergreen, Heritage, Mountain View, and Union high schools have received proctor training, and 335 tests have been administered. The project will be completed mid-May. (SA)
- Director of Marketing Brian Scott and Senior Graphic Designer Wei Zhuang collaborated to produce the college spring marketing campaign. The 3-week campaign was themed "Dare To" and featured multiple newspaper and web ads, "Dare To Be Your Best", "Dare To Explore" and "Dare To Realize Your Potential." The spring marketing program was supported with cable television and radio commercials. A new feature this spring was the addition of a spring marketing message on Clark College's YouTube Channel developed and coordinated by Multimedia Specialist Alison Pezanoski-Browne. (C&M)
- Working with Rhonda Morin from the Foundation, Senior Graphic Designer Wei Zhuang completed the design of the summer edition of Partners magazine. It's expected to be delivered the week of April 8. (C&M)
- Communications Specialist Hannah Erickson and Project & Workflow Coordinator Jennifer Kirby worked together to create and distribute news releases on behalf of the college, including the announcement that Byron Pitts will be Clark's Commencement speaker; Clark offering college-level courses in the Gorge; Clark's All-Washington Academic Team members; Clark's Arbor Day celebration and Tree Campus USA status; the 2013 Career Days; the award received by students from the Independent; and the Mature Learning 40th anniversary event. (C&M)
- Webmaster Chris Concannon completed the new Schedule Construction app. This new online system allows for more in depth schedule changes and streamlines the process and makes changes immediately visible in the app. (C&M)
- The Office of Diversity and Equity offered diversity training and IDI consultation to five departments and student groups. (ODE)

EXPAND ACCESS

- The Diversity Outreach Coordinator collaborated with different community groups such as the Latino Community Resource Group (LCRG), OneAmerica, LULAC, and the Commission on Hispanic Affairs to present a workshop about Secure Communities in Clark County on March 30, 2013. The workshop focused on the impacts of Deferred Action for Childhood Arrivals (DACA), DREAMER students and underrepresented communities. About 20 people from community attended this event. (ODE)
- Diversity Outreach Coordinator, Multicultural Retention Manager and seven Students attended the Latino Educational Achievement Project (LEAP) conference in Tacoma, and Olympia February-28-March 2, 2013. The Multicultural Retention Manager and Diversity Outreach Coordinator represented Clark College and gave a workshop to the education administration and staff attendees to this conference. Students attended different workshops in order to learn how to be a good leader, how to talk with their legislators, and how advocate for their rights. The team also visited Olympia to talk with the legislators of our area such as Jim Moeller, Sharon Wylie, and Annette Cleveland. There were over 500 in attendance. (ODE)

FOSTER A DIVERSE COLLEGE COMMUNITY

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

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

Progress

- The mission of Pathways Mentors is to help improve the retention and transition of Clark College's ABE/GED and ESL Students. Currently, there are three mentors serving students at both TPC and main campus. During winter 2013, Pathways Peer Mentors served 766 Basic Education students. Fifty-six (56) students were mentored directly while more than 700 others were served in an indirect capacity through classroom presentations, outreach events, campus orientation and registration assistance. (OOI)
- Six new international students from five countries are enrolled for spring quarter, for a total of 70 international students. Students come from countries as diverse as Saudi Arabia, Brazil, Thailand, Japan, and Yemen. (SA)
- As part of International Program's coordination of Study Abroad programs, English instructor Elizabeth Donley departed for Florence, Italy on March 18 where she will teach the Spring 2013 WCCCSA (Washington Community College Consortium for Study Abroad) program. Ms. Donley was selected through a competitive state-wide application process and will be teaching two English courses while in Florence for students from around the state. (SA)
- One way Career Services and Student Success Programs demonstrates a commitment to training in the areas of diversity and power, privilege and inequity is for each staff member to research and suggest training ideas at our staff meetings. This past month Michiyo Okuhara, Clark College Japanese Instructor, attended a meeting and provided staff with a beginning lesson in Japanese. The lesson was conducted in Japanese using pictures and written Japanese. This was a powerful exercise allowing us to better connect to the experience of ESL students we serve. (SA)
- Two advisors conducted diversity training on March 15 for advising, credentials, and career services support staff with the goal of helping employees develop and further enhance their ability to respond effectively to diverse students and their needs. The training focused on information about population sensitivity and the use of respectful language. (SA)
- Communications and Marketing supported the 2013 Iris Awards held on March 7 and attended by over 100 people. Marketing Director Brian Scott and Graphic Designer Jenny Shadley collaborated to produce an ad which ran in the *Vancouver Business Journal*, *the Columbian*, *The Daily Insider* and on the Clark website. Jenny Shadley created the programs for the event and provided the photography including headshots of the honorees and the cover photo for the *Vancouver Business Journal's Women in Business* issue. Multimedia Specialist Alison Pezanoski-Browne shot video for the event, including the testimonial videos which were part of the event presentation and post-event highlights which were shared on Clark's YouTube channel. In addition, the event was promoted through social media and with an article in Clark 24/7. (C&M)

FOSTER A DIVERSE COLLEGE COMMUNITY

- Under the leadership of Multimedia Specialist Alison Pezanoski-Browne, Clark College's YouTube Channel and Vimeo videos have received 12,641 video views as of April 4. This is an increase of 1,627 views since February. The YouTube Channel has 48 subscribers, an increase of nine subscribers since February. (C&M)
- As of April 4, Clark College's Facebook page has 4,872 fans. This is an increase of 143 from March 4. In March the page was used to support the Music Department, Athletics, the Exceptional Faculty Award nomination process, Student Life, and Clark Libraries, among other college programs and departments. (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

- Both the general automotive and the Toyota T-TEN automotive programs successfully passed the midpoint compliance review by the National Automotive Technicians Education Foundation (NATEF). (OOI)
- Automotive instructors Tonia Haney and Tom Curvat attended the Automotive Training Expo (ATE) on March 1 to 3 in Seattle, WA. Both instructors completed 20 hours of annual mandatory training presented by industry-leading technical trainers. (OOI)
- Adam Coleman, CTEC tenure track faculty, was recently the first at Clark to earn one of new Microsoft Technology Associate (MTA) certifications. Adam will now be adopting the content from this certification in Windows operating systems fundamentals into the introductory Windows course. Students will also have the opportunity to take this MTA certification exam after completing the class. (OOI)
- Fulltime CTEC faculty Robert Hughes and adjunct Lorelle VanFossen attended An Event Apart, an intensive, three-day conference in Seattle on April 2 to 4 that featured many of the web development leaders whose work inspired and developed the conceptual framework for Clark's new Web Development program that was approved last quarter by Instructional Planning Team and Curriculum Committee and will be offered beginning in Fall 2013. (OOI)
- On Saturday, February 2, Clark College Dental Hygiene faculty, staff, and students partnered with the Clark County Dental Society, Clark County Public Health, and the Free Clinic of Southwest Washington to provide Children's Dental Health Day. Dentists, dental hygienists, dental hygiene students, and dental assistants worked together to provide free dental care for low-income, uninsured children and teens during this event. During this day, dental health care professionals provided \$72,895 of free dental healthcare services.

Clark College faculty and students began working with Dr. Peter Lubisich and members of the Free Clinic and Public Health Department in October 2012, twice a month for four months, to make this a successful service to the community once again. (OOI)

- Career Services met with Daimler Trucks North America (DTNA) to create a new internship program for summer 2013. The internship will create opportunities for eight to ten students in the Computer Technology (CTEC) and Network Technology (NTEC) programs. Students will work full-time for three months at \$16/hour. After the summer internship, there may be an opportunity for students to

RESPOND TO WORKFORCE NEEDS

continue their employment with DTNA. An applicant pool will be selected by the CTEC and NTEC departments and Career Services will work with those students to develop their application materials and help them prepare for interviews. Career Services will also coordinate interviews with Daimler Internship Supervisors. This is an excellent opportunity for Clark students to gain experience and develop workforce skills at Daimler Trucks. (SA)

- Corporate & Continuing Education Associate Vice President Kevin Kussman and Director of Corporate and Community Partnerships Michelle Giovannozzi attended the second Columbia Gorge Forum in White Salmon, Washington, on March 18, 2013. The program was a success with a number of connections made with local businesses. The community members in attendance were interested, engaged, and enthusiastic at the prospect of Clark College offering classes in their region. Kussman and Giovannozzi will be meeting with Columbia Gorge Community College in April to discuss partnership opportunities—Clark College and Columbia Gorge Community College have already collaborated on one grant this year. (CCE)
- On March 20, 2013, Associate Vice President Kevin Kussman participated in a healthcare panel discussion at the Southwest Washington Workforce Development Council's board meeting in Longview to help the board better understand the changes and challenges to healthcare from a workforce perspective. (CCE)
- On March 22, 2013, Corporate & Continuing Education Associate Vice President Kevin Kussman and Director of Corporate and Community Partnerships Michelle Giovannozzi were invited to present at a recognition ceremony at SEH to mark the end of the Maintenance training program that Corporate Education partnered with the Mechatronics department to deliver. The training program included 60 hours of maintenance cross-training on a variety of Mechatronics topics and was attended by over 35 production and facilities technicians between October of 2012 and March of 2013. During the ceremony company executives thanked Clark for providing quality training and partnership with the company. (CCE)
- Clark College Corporate Education was awarded \$100,826 Customized Training Program funding from the State Board of Community and Technical Colleges to deliver training for Christensen Shipyards. The project will include Leadership and Electrical training, as well as development of a Trade Skills training program for Christensen craftsmen. In addition, contracts were finalized for Corporate Education to deliver a Welding/Machining Boot camp for youth through ESD 112 in April and Time Management training for WSU-V employees in May. (CCE)
- The Washington State Workforce Training and Education Coordinating Board awarded Clark College Corporate & Continuing Education \$55,000 to create a training program for Patient Health Advocates. Clark College Corporate Education will be working in partnership with PeaceHealth Medical Group, PeaceHealth Southwest Family Medicine, the Southwest Washington Regional Health Alliance, the Vancouver Housing Authority, the Southwest Washington Workforce Development Council and the Washington State Area Agency on Aging to deliver the program. (CCE)

RESPOND TO WORKFORCE NEEDS

- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
 - Southwest Washington Regional Health Alliance (SWRHA) steering committee meeting focused on the area healthcare workforce needs
 - Participated in meetings with City of Vancouver regarding city-wide reading event
 - Clark County Rotary weekly meetings
 - State of the City Address
 - Millwright/Maintenance training program focus group
 - Clark County Target Industry Workforce Strategies work group between Clark College, WorkSource and the SW WA Workforce Development Council to prioritize strategies for target industry training needs and address any barriers/obstacles to working collaboratively.
 - Presented Clark College capabilities at the Vancouver Downtown Association quarterly meeting
 - Northwest Interstate College Consortium (NICC) meeting for area Community Colleges to better serve the regions workforce and leverage resources
 - Employer visits included meetings with Cadet Manufacturing, the Southwest Washington Contractors Association, GiftTree, WaferTech, PeaceHealth, SEH America and Thompson Metal Fab. (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

- To better prepare the college for swift response to acts of violence and other dangerous situations, an emergency tips mouse pad was distributed to staff and faculty in April. The 8.5-inch by 7.5-inch mouse pad includes graphics and helpful text describing the college's established emergency procedures. It was developed by Administrative Services staff and designed by Communications and Marketing staff. (AS)
- Environmental Health and Safety staff conducted confined space training for 21 day Facilities Services staff and ladder safety training for 23 night Facilities Services staff. AED/CPR training was provided for 17 night Facilities Services employees. Lockout training was delivered to four welding and three machining employees. Two ergonomic consultations were performed. (AS)
- At the "Build a Disaster-Resilient College" workshop for local and state colleges and agencies, Emergency Manager Marilyn Westlake served as a member of the stakeholder's panel to discuss Clark College's emergency planning efforts and response plans. The March 26 event, sponsored by the Washington State Emergency Management Division, was attended by 32 people at Lower Columbia College. (AS)
- Personal preparedness, college emergency procedures, and Q&A about lockdown procedures were the focus of an emergency management presentation delivered to 16 Foundation staff at its March 7 staff meeting. (AS)
- The Production Print Shop, in partnership with the Bookstore, conducted a satisfaction survey for the printing services delivered to customers receiving orders during the fall October 2012 period. The objectives were to measure satisfaction of convenience, quality, accuracy, timeliness, helpfulness of staff and overall value, as well as identify areas of potential improvement through ratings on a scale of 1-10 (10 being the best) and from customer comments.

Eighty-two completed customer surveys were received. Results were very positive with service, quality and the "overall value" categories receiving scores of 92-100% favorable (obtaining 8 or higher rating). Additionally, comments such as, "Thank you for all you do. Production Printing is one of the most professional, organized and conscientious departments on campus" were numerous and summarize the sentiments expressed in the comment sections throughout the survey. From the results we also gleaned that additional promotion of services, options and pricing scale could benefit the department and its customers. (AS)

ENHANCE COLLEGE SYSTEMS

- The ctcLink Project is the implementation of a single, centralized suite of administrative software applications that will replace our 30-year-old legacy applications. ctcLink will offer a host of online functions to give students, faculty and staff anytime, anywhere access to a modern, efficient way of doing their college business.

The ctcLink Project is entering the Global Solution phase, where the colleges and SBCTC staff begin the process of aligning our system's core business processes with the Oracle PeopleSoft solution chosen for the project. In this phase, we must understand and define our existing business processes across all colleges, align them with the processes that already exist in the new software modules, and address any gaps or system-wide configuration necessary to meet our system's business needs. Next comes the actual building of the solution infrastructure and configurations. Finally, there will be intensive testing of the completed configurations, including all interfaces and modifications, configurations, and workflows prior to deployment at the pilot colleges. This work will continue through mid-summer, 2013 when implementation will begin at the pilot colleges. During the Global Solution phase, subject matter experts from Clark and other colleges will work closely with the project staff on the business process alignment.

Clark College has been chosen as a "first wave" college which means that Clark will be in the first implementation phase following the implementation at the pilot colleges. Formal implementation activities at Clark are scheduled to begin in August, 2014 and continue for one year. Because the success of the project depends heavily on the ability of college employees to adapt to new business processes, Clark will hire a change management professional to assist with this important administrative system transition. (AS)

- In support of the Culinary Task Force which is working to develop a proposal that outlines curricular, equipment and facilities enhancements to the Culinary Program, Administrative Services is working to provide food service options while the work of the task force continues. Three groups have been working to bring food cart vendors to campus beginning summer quarter: a food cart selection committee, a food cart site selection and coordinating committee, and a food tasting committee. The work has culminated in a recommendation to contract with three food cart vendors and to locate them between Gaiser Hall and the Central Mechanical Building. Meetings with the vendors will begin in April to work out the details so food services will not be interrupted as the work of enhancing the Culinary Program continues. (AS)
- In March, Advising and Admissions piloted a newly formatted face-to-face student orientation to address the needs of transitioning ABE/GED and ESL students. The pilot will be refined for summer quarter face-to-face orientations and align with our online orientation product that will be implemented soon. (SA)
- The Health Occupations Advising Division Manager and a Health Occupations Advisor presented an information session to approximately 15 prospective Clark Nursing program applicants on March 21. The primary goal of the session was to explain the recent changes to the Nursing application and selection process, and to help students understand how the changes impact them. The Advising team also shared resources for student support and success, and was available to answer questions. (SA)

ENHANCE COLLEGE SYSTEMS

- The work to develop the 2015-2020 Strategic Plan has just begun. The Planning and Accreditation Committee (P&AC) leads the process to develop the plan. The college affirms the Strategic Plan is the plan that does and will provide direction for the college and all other plans. However, there are many plans that provide the direction of college work. These include, but are not limited to, retention plan, facilities master plan, and a strategic enrollment management plan. Both the facilities master plan and the enrollment management plan are in the initial stages of development. Therefore, the information used to inform the development of these three plans, i.e., strategic plan, facilities master plan, and enrollment management plan, will be shared. The timeline for the development of the strategic plan is listed below:

February 2013

- College-wide Vision 2020 exercise (What will Clark College be in 2020?)

March 2013

- Planning and Accreditation Committee work to identify themes from the Vision 2020 exercise

April 2013

- Identify stakeholders
- Compose focus group questions
- Start facilities master plan process

May 2013

- Conduct internal focus groups
 - Classified staff
 - Administrator/Exempt
 - Faculty
 - Others (including department/unit meetings, AHE Senate, Instructional and Student Affairs Leadership, ASCC and student groups)
- Conduct Strength, Weaknesses, Opportunities, and Threat (SWOT) analysis

June 2013 – September 2013

- Continue to conduct Strength, Weaknesses, Opportunities, and Threat (SWOT) analysis
- Continue to conduct internal focus groups

Fall Quarter 2013

- Draft 2015-2020 Strategic Plan
- Draft enrollment management plan

Winter Quarter 2014

- Gather college-wide and Board of Trustee feedback for strategic plan
- Gather college-wide feedback for Enrollment Management Plan

Spring Quarter 2014

- Strategic plan revision
- Communicate with college community about the progress and rationale for changes
- Revision and finalize enrollment management plan

ENHANCE COLLEGE SYSTEMS

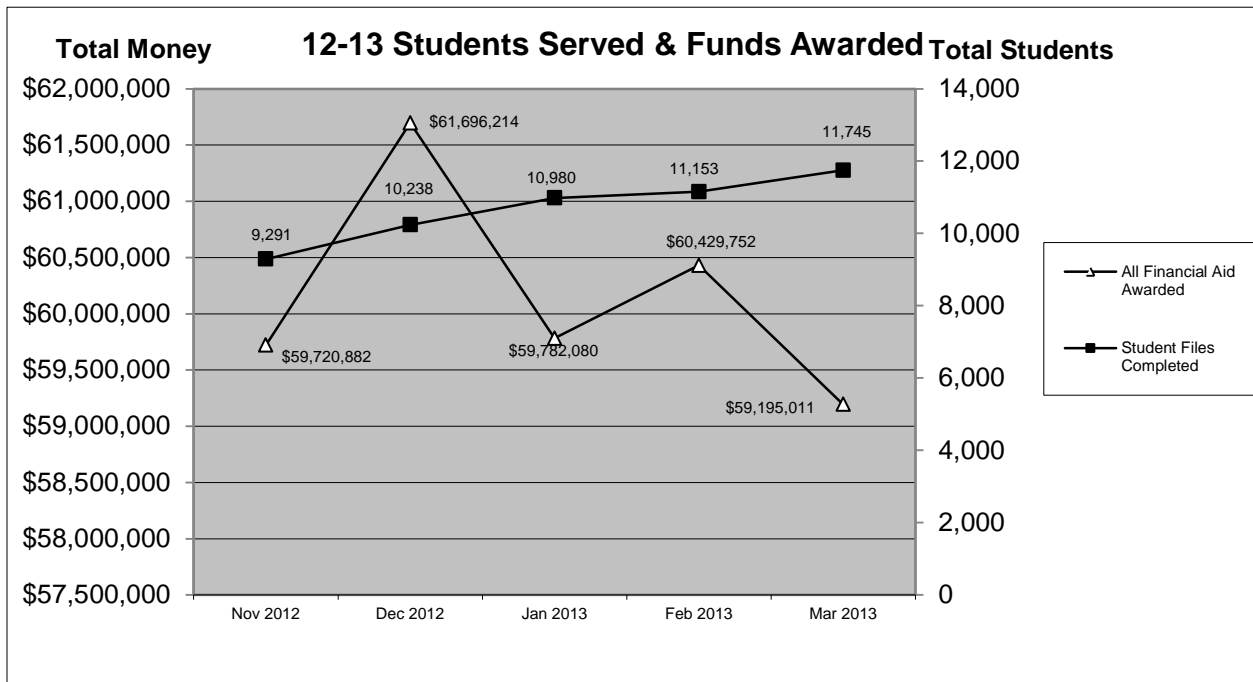
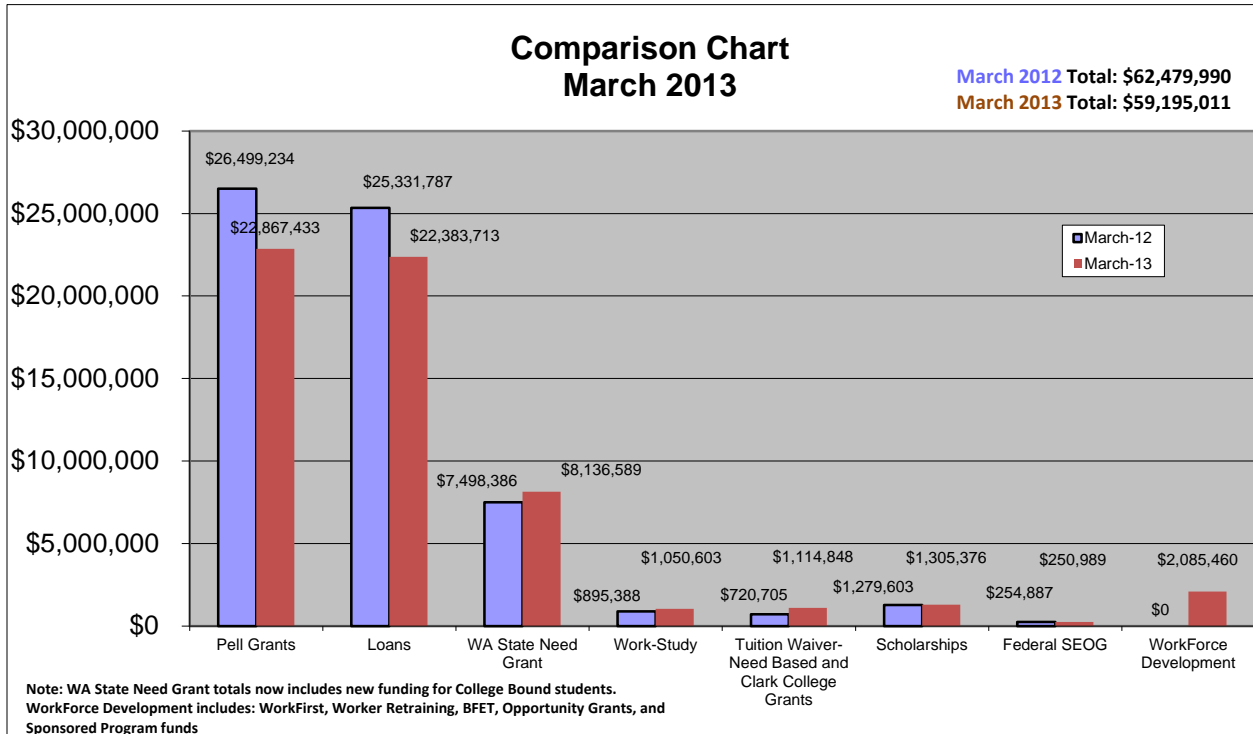
June 2014

- Adoption of the strategic plan
- Communicate with college community about the progress and rationale for changes
- Implementation of enrollment management plan

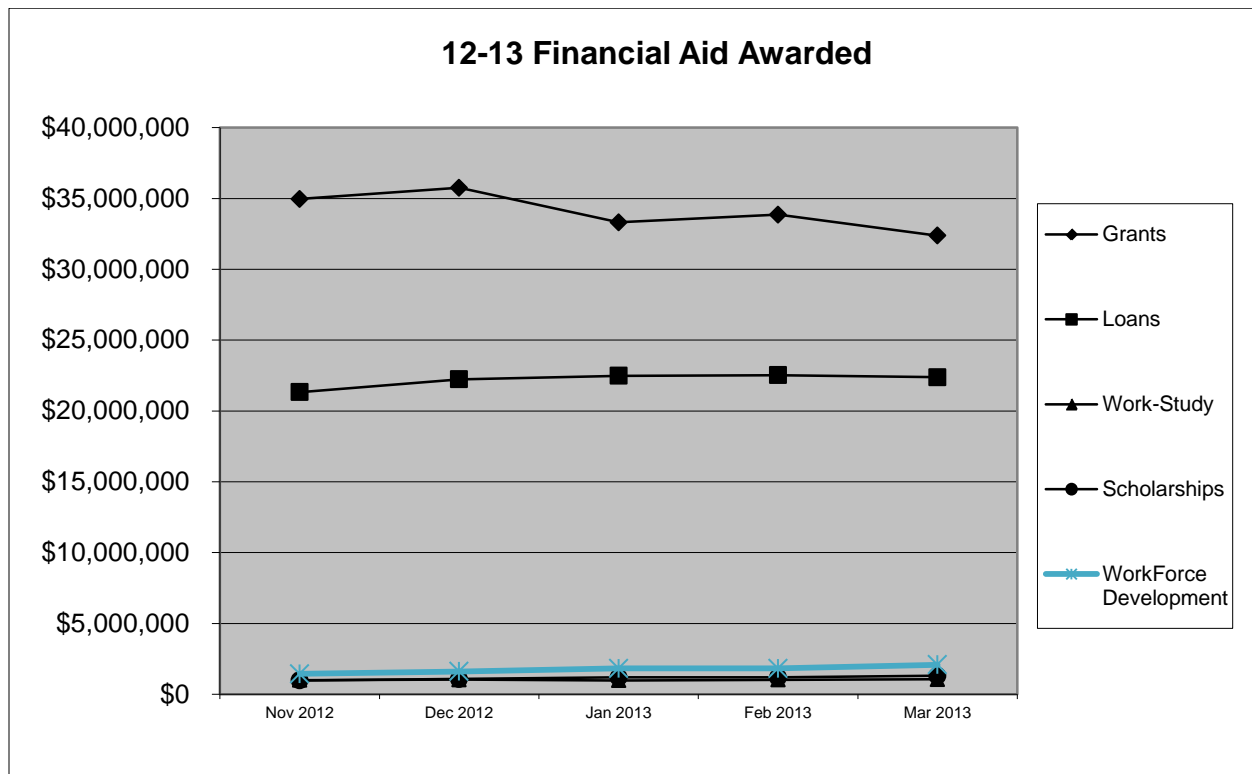
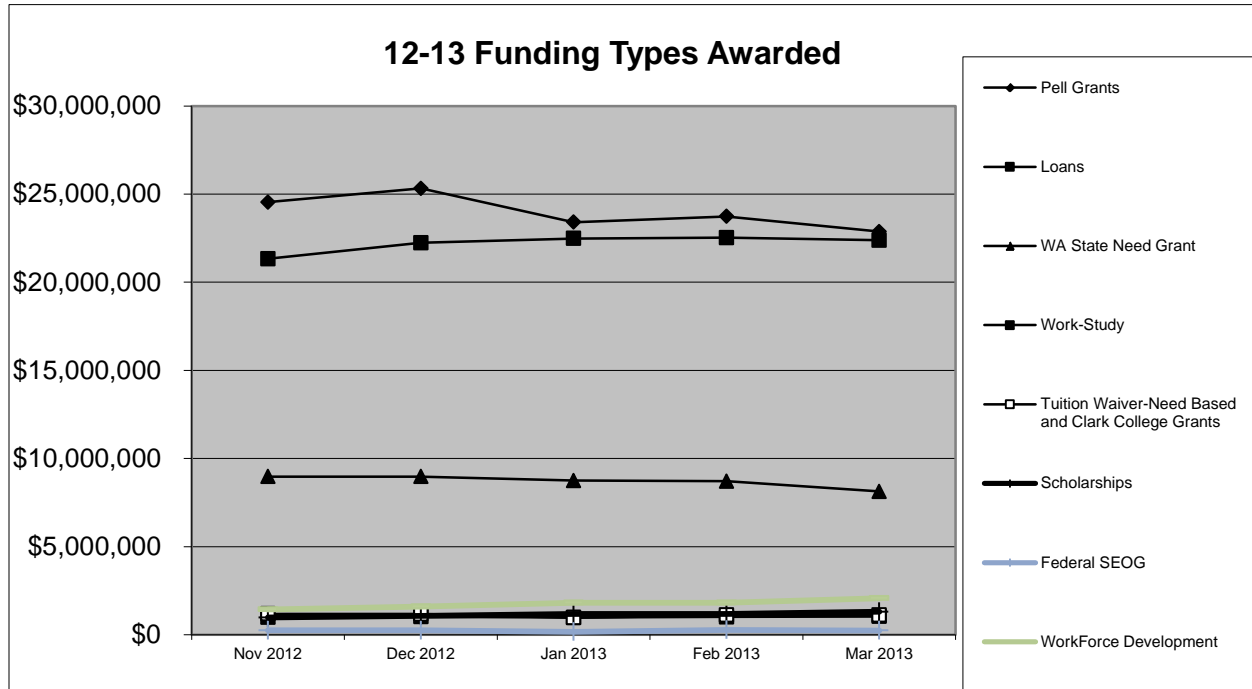
Thus far, the P&AC is on schedule: during the months of February and March, all college employees and a group of students were asked to participate in group discussions about their vision for Clark College in 2020. More than 35 groups across the college engaged in these discussions and submitted their notes to the P&AC. Committee members are in the process of identifying major themes. (P&E)

- The Northwest Commission on Colleges and Universities (NWCCU) has provided direction pertaining to reporting requirements regarding changes within educational programs, facilities, contractual relationships with other organizations, and locations of specific programs. This seems to be in response to the 2009 and 2011 regulation changes from the U.S. Department of Education, the agency that grants NWCCU authority to accredit an institution of higher learning for the northwest. NWCCU has made it clear that the emphasis for compliance is at the degree and certificate level, rather than classes. This is consistent with the national trend to focus on student success as measured by degree and certificate completion. (P&E)
- The college received a notification letter in March from NWCCU regarding the timeline for the Year 3, Standard 2 self-study. There will be three evaluators who will virtually evaluate the compliance with Standards One and Two. The commission must receive the final self-study from Clark College by September 16, 2013. Currently, the self-study evaluation of Clark College's compliance with standards one and two are drafted and undergoing revision. The college community will be asked over the next two months to review and suggest improvements to the self-study evaluation draft. (P&E)

STATISTICS



STATISTICS



Clark College - Budget Status Report March 31, 2013

Sources of Funds (Revenues)	2012-13 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	24,039,593	18,002,219	6,037,374	74.9%
Tuition & ABE	17,474,587	17,674,496	(199,909)	101.1%
Running Start	5,083,000	3,971,531	1,111,469	78.1%
Excess enrollment	11,756,173	8,342,000	3,414,173	71.0%
Planned use of prior fund balance	881,140	-	881,140	0.0%
Dedicated, matriculation, tech, cont ed	4,003,052	3,803,432	199,620	95.0%
Total Operating Accounts	63,237,545	51,793,678	11,443,867	81.9%
Other Accounts				
Grants & Contracts less Running Start	6,235,766	2,406,738	3,829,028	38.6%
Internal Support & Agency Funds	1,075,053	880,958	194,095	81.9%
ASCC less PUB	1,803,211	1,517,547	285,665	84.2%
Bookstore	5,443,122	4,491,221	951,901	82.5%
Parking	439,528	411,102	28,426	93.5%
Auxilliary Services	1,429,042	1,121,558	307,484	78.5%
Financial Aid	63,044,572	48,159,306	14,885,266	76.4%
Total Other Accounts	79,470,294	58,988,430	20,481,864	74.2%
Total Sources of Funds	142,707,839	110,782,108	31,925,731	77.6%

Uses of Funds (Expenses)	2012-13 Budget	Encumbrance & Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	1,499,233	571,022	928,211	38.1%
Associate Vice President of Planning & Effectiveness	460,951	348,929	112,022	75.7%
Special Advisor for Diversity & Equity	274,690	183,039	91,651	66.6%
Vice President of Instruction	39,034,977	26,276,961	12,758,016	67.3%
Vice President of Administrative Services	11,294,227	9,104,531	2,189,696	80.6%
Vice President of Student Affairs	7,481,303	5,248,621	2,232,682	70.2%
Associate Vice President of Corporate & Continuing Ed	811,798	738,119	73,679	90.9%
Executive Director of Communications	811,946	584,058	227,888	71.9%
Associate Vice President of Human Resources	1,568,420	981,431	586,989	62.6%
Total Operating Accounts	63,237,545	44,036,712	19,200,833	69.6%
Other Accounts				
Grants & Contracts less Running Start	6,235,766	3,713,501	2,522,265	59.6%
Internal Support & Agency Funds	1,075,053	908,592	166,461	84.5%
ASCC less PUB	1,803,211	1,181,728	621,483	65.5%
Bookstore	5,443,122	4,615,040	828,082	84.8%
Parking	439,528	316,358	123,170	72.0%
Auxilliary Services	1,429,042	925,285	503,757	64.7%
Financial Aid	63,044,572	48,211,014	14,833,558	76.5%
Total Other Accounts	79,470,294	59,871,517	19,598,777	75.3%
Total Uses of Funds	142,707,839	103,908,229	38,799,610	72.8%
Difference - Excess (Deficiency)	-	6,873,879		
Move running start to local capital project		(115,887)		
Net Difference		6,757,992		

Capital Projects- Expenses & Encumbrances	6,560,041	2,796,005	3,764,036	42.6%
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c. Bob Knight, Bob Williamson, Karen Wynkoop

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

Ron Hirt, Accounting-April 9, 2013

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

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

Fund Balance Less Commitments

Available Fund Balance Before Commitments	9,269,209
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Prior Year Commitments				
Date	as of July, 2012	Fund	Amount	Total
7/1/2011	Archer Gallery Director (12-13 50% self support, 13-14 100% self)	145	18,010	18,010
7/1/2010	Coding Position	148	18,500	
7/1/2010	Incident Command Post	148	17,772	
7/1/2011	Door Lock Project	148	6,056	
1/24/2012	LEAN Consultant	148	37,829	
3/1/2012	Salary Consultant	148	10,500	
4/18/2012	Custodial Equipment	148	9,815	
4/18/2012	TPC Rent Increase (12-13 amount)	148	48,946	149,418
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	28,535
Total Prior Commitments				195,963

New Commitments July 1, 2012 to present				
Date		Fund	Amount	Fund Total
7/1/2012	Remodeling for Diversity and Equity	145	37,000	
7/1/2012	Softball Field Improvements	145	170,000	
7/1/2012	T-Building remodel and TPC move	145	115,887	
7/31/2012 AS	Additional IT storage area for network capacity and an additional 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	1,170,936
7/1/2012	Student & Hourly Timesheets 6-30 payroll	148	5,091	
7/31/2012 AS	Emergency food and water supplies	148	9,800	
7/1/2012	Tenure Buyouts	148	360,035	
7/1/2012	Veba payoffs for tenure buy out costs	148	244,688	
7/1/2012	CCE Video Equipment	148	47,962	
7/1/2012	CTC Link Travel	148	20,000	
1/4/2013	North County Site Evaluation Services	148	10,000	
2/7/2013	Art Restoration	148	6,000	
2/7/2013	Hanna Lobby Furniture	148	29,000	732,576
7/1/2012	CIS Funds	443	867,559	867,559
Total New Commitments				2,771,071

Required Reserves		
10% of \$61,977,633		6,197,763
Fund Balance After Commitments and Required Reserves		104,411



MEMORANDUM

TO: Robert Knight, President

FROM: Tim Cook, Vice President of Instruction

DATE: April 17, 2013

RE: Sabbatical Requests for 2013-2014 Academic Year

Dr. Tim Cook

A summary of the sabbatical leave applications for the 2013-2014 academic year is attached. The Professional Placement and Advancement Committee (PPAC) met February 20, 2013 and recommended approval of the following applicants.

<u>Faculty Member</u>	<u>Quarters</u>	<u>Recommended Quarters</u>
Elizabeth Ubiergo	2	Fall 2013 and Winter 2014
Sensency Stokes	3	Fall 2013, Winter 2014 and Spring 2014
TOTAL	5	

I recommend that all of the applicants on this list be awarded sabbatical leave. My recommendation constitutes a total of five (5) quarters for 2013 – 2014. Please let me know if you have any questions or need any additional information.

Enclosures

TC: tc

Cc:

- file

ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees Clark College, District No. 14 March 13, 2013 Ellis Dunn Room GHJ 213

Trustees Present:

Mmes. Jada Rupley, Sherry Parker, and 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, Mr. Bill Belden, Vice President of Student Affairs; Dr. Darcy Rourke, Associate Vice President of Human Resources; 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:

Ms. Kimberly Sullivan, AHE President; Ms. Cynthia Foreman, Associate Director of eLearning.

Others:

Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Kim Witherspoon, Assistant Attorney General; Mr. Ryan Rutledge, ASCC President; Mr. Remick Kawawaki, Student.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Rupley called the meeting to order at 5:02 pm. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> President Knight added a letter to the Trustees regarding tenure candidate recommendations to the Board packet. 	
II. B	Statements from the Audience	<ul style="list-style-type: none"> There were no statements from the audience. 	
II. C.	Constituent Reports 1. ASCC	<ul style="list-style-type: none"> Mr. Rutledge reviewed his written report with the Trustees, highlighting student events that have taken place since the February Board meeting. There are now 35 chartered student clubs; the ASCC is looking for a new club coordinator to be appointed at the beginning of Spring Quarter. Applications for next year's officers have been distributed to the students. 	
	2. WPEA	<ul style="list-style-type: none"> The WPEA did not have a report this month. 	
	3. AHE	<ul style="list-style-type: none"> Ms. Sullivan reported that the AHE and college will be moving into mediation during the week of March 18 over salary and workload issues. There are differences of opinion over these issues, but they are being addressed respectfully by all parties involved. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March 13, 2013
Ellis Dunn Room GH L 213

	TOPIC	DISCUSSION	ACTION
	AHE	<ul style="list-style-type: none"> The union expressed its concern that tenure probationers are expected to participate in program and curricular work, taking valuable time away from their focus on their classroom work. The college and union are looking at streamlining the tenure process and working program and curricular work into the tenure process. 	
	4. Foundation	<ul style="list-style-type: none"> Ms. Gibert did not submit a written report this month; she shared <i>The Columbian's</i> most recent ad and played a "movie trailer" featuring this year's Savoring Excellence event. She asked Board members to add the Savoring Excellence event on May 15 to their calendars as there will be exciting news to share with guests that evening. 	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Trustee Parker has accepted an invitation by the TACTC board to participate on their budget and finance committee this year. Chair Rupley thanked her for taking on this activity on behalf of the Clark Trustees. Trustee Strong and President Knight attended the ACCT National Legislative Summit in Washington, DC in February. There is a lot of legislation working its way through the system that will impact community colleges, and Trustee Strong encourages the trustees and college community to follow the conversations. Trustee Strong and President Knight met with Sen. Murray and Rep. Herrera-Beutler and other legislators and discussed the Dream Act and Pell Grants and pending legislation. Sen. Murray is a supporter of higher education and veterans and is, herself, the recipient of a Pell Grant. Trustee Strong also found the Iris Awards an extremely inspiring event and enjoyed the community's recognition of women who are doing motivational and philanthropic work in the area. Chair Rupley asked President Knight to pass on the Board's thanks to Barbara Kerr for making a most memorable evening. Trustee Burkman attended the Iris Awards as well. Although he is acquainted with all of the honorees, he found there was much he didn't know about them and their community service until that evening. Trustee Pollard indicated that Southwest Washington is well-represented and supported in Congress by Sens. Murray and Cantwell. Sen. Murray comes from a military family and she has provided Vancouver tremendous veterans support over the years. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March 13, 2013
Ellis Dunn Room GH1 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> President Knight recognized and thanked Chief Communications Officer candidate Chato Hazelbaker for attending this evening's board meeting. There are other candidates who will be visiting the college this week. The Clark women's basketball team went to the NWAACC tournament for the very first time in early March and placed sixth in overall competition. This was a very commendable result and bodes well for next year when many of the women will be returning. He anticipates that the men's team will attend the tournament in 2014 as well. He and Trustee Pollard met with several community members about endowing the Kanagawa Japanese Scholarship. A goal of \$500,000 has been set to continue the scholarship into the future. SEH Executive Vice President Tatsuo Ito will host a fundraising event at his house on May 23 to raise money for the scholarship. A group from Clark will attend a second community forum in White Salmon, WA on March 18 in follow-up to the successful event in Carson in February. The college is gauging demand and needs for Clark services in those areas. A representative from WSUV will also be attending as a partner to Clark. The Trustees will discuss the results of the most recent climate survey at the April work session. Although there is still work to be done, President Knight was pleased with the results and feels the college is moving in the right direction. <p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> Mr. Belden introduced Remick Kawawaki, a Running Start student and tonight's student presenter. Mr. Kawawaki spoke about how much he appreciated the flexibility of the RS program in that he could continue to participate in his community and athletic activities and fit his classes around them. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Dr. Cook introduced Cynthia Forman, Associate Director of eLearning, who spoke about the college's migration to a new learning management system called <i>Canvas</i> that is being used throughout the state college system. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March 13, 2013
Ellis Dunn Room GH1 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> Mr. Belden discussed the new financial literacy software available to students. It has been integrated into both the First Year Experience and Student Success Workshops and helps students manage their financial lives as they attend college. If they are able to manage their finances, they will most likely stay in school. Data on students is being tracked so the software can be utilized in retention efforts. Student Affairs is looking at how to incorporate the First Year Experience across campus so that all students will eventually participate. The number of students applying for financial aid is declining but there is greater need among students who are applying. Sequestration may result in an impact of up to \$60,000 in aid to the college. There are students who are not able to access aid and they are backfilling their need through student loans. There are many reasons students are not eligible for aid, one of them being that they may apply too late. The federal government is proposing new programs for students to pay back their loans based upon their income. The loan amounts would be adjusted as their incomes change. Mr. Kussman announced that Corporate & Continuing Education would celebrate the 40th anniversary of the Mature Learning Program on March 29, from 9 am until 2 pm at Columbia Tech Center. Dr. Larry Sherman from the OHSU Primate Research Center will speak on repairing the damaged and aging brain. President Knight will present the volunteer of the year award at 11 am. There will also be 19 mini classes for attendees to visit to see what Mature Learning has to offer. President Knight and Ms. Gibert discussed the presentation today by students from the Aerospace Club who are in the NASA rocket competition. They brought the rocket to today's Rotary Club meeting to talk about the competition. Trustee Burkman noted that the new CCE signage on the West Coast Bank building is stunning; it is the first thing you see off of I-5 as you enter Washington. 	<ul style="list-style-type: none"> Trustee Pollard requested information on the number of students who are not able to access aid.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
March 13, 2013
Ellis Dunn Room GH 213

	TOPIC	DISCUSSION	ACTION														
II. E.	President's Report	<ul style="list-style-type: none">Chair Rupley thanked the Board for the hours they have put in on the tenure process this year. She thanked Dr. Cook for orchestrating the process and the deans for attending the meetings to answer questions. She recognized the wonderful support staff for their work in compiling the notebooks.															
III.	ACTION ITEMS																
	CONSIDERATION OF TENURE		<p>MOTION: Trustee Burkman made a motion that, the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committees at the March 11 executive session, award tenure to:</p> <table><tr><td>Marilyn Hale</td><td>Business Technology</td></tr><tr><td>Tonia Haney</td><td>Automotive Technology</td></tr><tr><td>Carol Hsu</td><td>Engineering</td></tr><tr><td>Honey Knight</td><td>Dental Hygiene</td></tr><tr><td>Michiyo Okuhara</td><td>Japanese</td></tr><tr><td>Patricio Sevier</td><td>Machine Technology</td></tr><tr><td>Elizabeth Torgerson</td><td>Nursing</td></tr></table> <p>effective at the beginning of Fall Quarter 2013.</p> <p>Trustee Strong seconded the motion and it was unanimously approved.</p> <p>President Knight will contact each of the tenure recipients to congratulate them.</p>	Marilyn Hale	Business Technology	Tonia Haney	Automotive Technology	Carol Hsu	Engineering	Honey Knight	Dental Hygiene	Michiyo Okuhara	Japanese	Patricio Sevier	Machine Technology	Elizabeth Torgerson	Nursing
Marilyn Hale	Business Technology																
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Elizabeth Torgerson	Nursing																
	CONSENT AGENDA		<p>MOTION: Trustee Burkman made a motion to approve the Consent Agenda. The motion was seconded by Trustee Strong and unanimously approved.</p>														
IV.	EXECUTIVE SESSION	<ul style="list-style-type: none">Assistant Attorney General Witherspoon requested an Executive Session under RCW 42.30.110.(1) at 6:15 pm to discuss a possible procedural issue. The Executive Session was expected to last for five minutes. Chair Rupley recessed the regular meeting; the Executive Session under RCW 42.30.110.(1) lasted until 6:20 pm. No final action was taken by the board. The regular meeting was reconvened at 6:20 pm.															

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	TOPIC	DISCUSSION	ACTION
V.	FUTURE TOPICS		
	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 Financial Aid Update— <i>possible individual meetings</i>	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 (<i>4/2013 work session</i>) Standard 2 Highlights Staff Training (<i>added 1/2013</i>) CLE Update	
VI.	DATE AND PLACE OF FUTURE MEETING • The next regular meeting of the Board of Trustees is currently scheduled for April 24th, 2013 in the Ellis Dunn Community Room, GHL 213.		
VII.	ADJOURNMENT • There being no further business, the meeting adjourned at 6:20 pm.		

Jada Rupley, Chair

Leigh Kent
Recorder
March 21, 2013