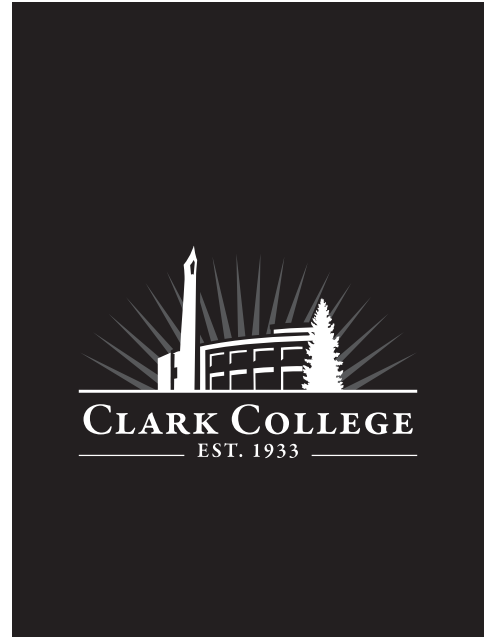


Clark College Board of Trustees



June 12, 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
June 12, 2013**

Table of Contents

Clark College Vision/Mission

Board of Trustee Goals

Table of Contents

Page i

Agenda

Pages ii-iii

Focus on Learning

Pages 1-4

Expand Access

Pages 5-7

Foster a Diverse College Community

Page 8

Respond to Workforce Needs

Pages 9-10

Enhance College Systems

Pages 11-13

Statistics

Pages 14-17

Action Items

Pages 18-28

CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, June 12, 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.

- | | |
|--------------------------|-----------|
| ♦ 2013-14 ASCC Budget | 4:00-4:10 |
| ♦ Board Retreat Planning | 4:10-4:25 |
| ♦ WISHA Findings | 4:25-4:50 |

BUSINESS MEETING

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

1. AHE
2. WPEA
3. ASCC
4. Foundation: Strategic Plan

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Cetara Davis

Faculty Presentation: There will be no faculty presentation this month.

Focus on Learning

Pages 1-4

Expand Access

Pages 5-7

Foster a Diverse College Community

Page 8

Respond to Workforce Needs

Pages 9-10

Enhance College Systems

Pages 11-13

Statistics

Pages 14-17

III. ACTION ITEMS

First Reading

- ♦ 2013-2014 Budget Resolution No. 139
- ♦ 2013-2014 ASCC Budget

Pages 18-19

Pages 20-23

Consent Agenda

- ♦ Consideration of Tenure
- ♦ Minutes from May 22, 2013 Board Meeting
- ♦ 2013-2014 Board Officer Elections

Page 24

Pages 25-28

IV. FUTURE TOPICS

Accreditation Work Session, winter quarter

CLE Update

Climate Survey *(4/2013 work session)*

College Safety *(added 12/2012)*

Columbia River Crossing

Diversity Operational Plan

Facility Plan

Financial Aid Update—*possible individual meetings*

Foundation Strategic Plan *(added 12/2012)*

GISS Student Completion Data

K-12

Review of College Policies

Service Learning *(added 1/2013)*

Staff Training *(added 1/2013)*

Standard 2 Highlights

STEM

Student Completion *(added 12/2012)*

Visit WSUV Nursing Program *(added 12/2012)*

Workforce Development

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, August 28, 2013 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
JUNE 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 Student Learning Center (SLC) tutoring program is thriving in its second quarter here on the main campus. During the month of May, 76 students have been served by Student Learning Center tutors in one-on-one and small group settings. Hundreds more have benefited from tutors serving in ABE/GED and ESL classrooms. Currently, the SLC has 70 active tutors. (OOI)
- The Clark College Orchestra has been selected as a semi-finalist for both the American Prize in Orchestral Performance and the American Prize in Orchestral Programming. Congratulations to Orchestra Director Don Appert and our talented orchestra ensemble students for this well-deserved recognition. (OOI)
- Art adjunct faculty Stephen Hayes’ artwork was selected for inclusion in the recently-published book *Painted Landscapes: Contemporary Views*. He is among sixty nationally-recognized landscape artists featured in the book. (OOI)
- From April 26 to May 7, internationally-known artist Shantell Martin served as Clark Artist in Residence. She participated in numerous art classes, collaborated with Clark jazz musicians in a multimedia performance at the Archer Gallery, and gave a Clark Art Talk on her development as an artist. Thanks go out to Art faculty Carson Legree and Senseney Stokes, and to the ASCC for making this great learning opportunity possible for our Art students.
- Executive Cabinet and College Council recently approved a new Credit for Prior Learning policy. This policy establishes the foundation for setting up a credit for prior learning program and brings the college in compliance with NWCCU Standard 2. (OOI)
- The Instructional Planning Team recently approved recommendations from the Program Improvement Screening Committee for follow-up actions resulting from the first year of implementation of the Program Improvement Process. This process is designed to provide a continuous quality improvement process for all technical and academic programs. The AA Transfer Program and 12 career and technical programs were reviewed for the 2012-13 academic year. Another set of transfer and career and technical programs will undergo a review, according to the process schedule, beginning fall 2013. (OOI)

FOCUS ON LEARNING

- Computer Graphic Technology User Experience Design course just completed a usability testing experience for Wacom, a developer of interactive pen displays and digital drawing tables, thus giving the class the first-hand experience of being a test user. (OOI)
- On May 9, at the Educational Opportunities for Children and Families Luncheon, Child and Family Services Director Laurie Corneilus and Early Childhood Program Specialist 3 Terri Haye were honored with Early Learning Champion awards. Congratulations to Laurie and Terri for this recognition of their important work with families and children in our community! (OOI)
- Mathematics faculty Kanchan Mathur, Kate Horton, Ralph Youtz, Kevin Rompala, and Carren Walker joined with mathematics faculty from the Evergreen School District to finish the fourth of a series of classroom observations as part of the Core to College grant. By June, these faculty will collaborate to create a series of lesson plans that represent the best practices for teaching particular subjects in intermediate algebra. The lesson plans will be tested in pre-college mathematics courses at both Clark College and in Evergreen high schools during the 2013-2014 school year. These lesson plans will also help to unify some course content between Math 093/095 (Clark) and algebra II (ESD) and the Common Course Standards, which are being implemented nationwide. (OOI)
- The 8th annual Fitness Trainer Student Triathlon took place on Sunday, May 19, starting at Kennedy Pool at the Washington State School for the Blind, and ending at the Clark College Campus. There were 16 students and two faculty members that participated. Fitness Trainer graduate, David Hart, and Clark College Professor Mike Arnold organized the event.

This Triathlon was a capstone experience designed to teach Fitness Trainer students what it is like to train for an endurance event and to gain a better understanding of training techniques. In addition they learn to better design exercise programs for future clients interested in training for an endurance event. (OOI)

- Clark College hosted Strategic Enrollment Management Consultants Christine Kerlin and Bob Bontrager on May 14 and 15 to conduct a series of information sessions and small group discussions to help inform their work on the development of a comprehensive Strategic Enrollment Management (SEM) plan for Clark. SEM is a crucial element of planning for new growth at a university or college as it concerns both academic program growth and facility needs. SEM focuses on what is best for student success while increasing enrollment numbers and stabilizing institutional revenues. (SA)
- Student Affairs staff hosted a group from Bellevue College on May 23 at their request to review our best practices in an effort to improve their efficiencies and enhance the student experience. (SA)
- The Volunteer and Service Learning program held their first “Serve on the 17th” monthly project. Eight students worked to clean the Luepke Center building on May 17 and will continue their work to connect with the community on June 17 at the Habitat for Humanity Store. (SA)

FOCUS ON LEARNING

- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Student Ambassadors, Pathway Peer Mentors and their respective advisors participated in the “*First Friday Leadership Development Series - StrengthsFinder Assessment & Interpretation*”, presented by the Operation Manager from Student Affairs. During this session, students explored their designated strengths as identified using the StrengthsFinder online assessment. Students then reflected on the development of these skills in their current positions and potential for future utilization and implications in working with others. (SA)
- Corporate & Continuing Education’s summer open enrollment class schedule “*Explorations*” will be sent to over 150,000 Southwest Washington residents on June 12, 2013. The summer schedule offers 129 classes in a variety of topics from walking tours to cooking classes. A new youth series of 12 classes will include classes on building rockets, cartooning, ladies/girls self-defense and family T’ai Chi. Workplace offerings include flagging certification training, social media marketing and classes for small businesses. (CCE)
- In May, 85% of CCE attended CPR/First Aid recertification training taught by Clark College instructor Steve DaMassa. (CCE)
- The Communications and Marketing social media team has had a very successful month. Recently, Clark’s Facebook page hit the 5,000-follower mark. To put this in perspective, WSU Vancouver’s Facebook page has fewer than 2,500 followers; Portland Community College, whose student population is more than quadruple that of Clark, has just over 6,500 followers on its Facebook page. We believe ComMark’s success is due to providing a winning combination of useful and fun material. On the “useful” side, we publicize college events and important deadlines. On the “fun” side, we create original content that students enjoy sharing. Recently we created a “Shout Out Day,” in which we offered students the opportunity to give a video thank-you to someone at Clark; according to Facebook Insights, that video was seen by almost 2,700 unique viewers, and many students shared or commented on the video with suggestions of their own favorite instructors. Furthermore, instructors who were mentioned in the video also shared it with their friends, creating a morale boost for employees during spring quarter, which can be a stressful time.

Additionally, the team has leveraged linking and tagging to expand our message. When Resident Artist Shantell Martin was at the college in late April, we publicized her work on Facebook, Flickr, Twitter, and YouTube—tagging her in each medium. As a result, Martin shared our content with her own followers. On May 17—the day that Martin shared photos from our Flickr site on her blog—our Flickr page saw its largest number of views of any day so far: 1,918. Due to Martin’s international following, those views came from 24 different countries, including Japan, the United Kingdom, Germany, Russia, and Argentina. We continue to look for opportunities to leverage the “social” part of social media to promote Clark’s reputation throughout not just our local community, but the global community as well. (C&M)

- The Communications and Marketing website team completed work on a new rotating ad display on the home page that can accommodate as many or as few ads as needed and allows for video content to display directly on the home page through links in the ads. The previous ad display held a

FOCUS ON LEARNING

fixed number of ads and did not allow video. This change is expected to increase the number of home page visits the website receives, which, in the month of May, was just over 37,000 for the month. In addition, a new events feed was added to the home page which displays upcoming events. Below these are links to the full academic calendar, events calendar and important dates and deadlines. This change will make it easier for students to be aware of events and deadlines at the college. (C&M)

- As of May 29, Clark College's YouTube Channel and Vimeo videos have received 17,853 lifetime views. From May 1 through 29, we had 3,491 views - an increase of 24.31%, the largest increase in views in a one-month period. This increase is due in part to five commercials produced by Communications and Marketing in coordination with SpykerMedia that have received a total 1,889 views from paid ad placement on YouTube. (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

- Computer Graphic Technology 106 class is collaborating with Clark College's library to identify best practices in regards to the library's implementation of Primo. Primo is a search resource that allows students to access Clark College library collections as well as the combined Orbis Cascade Alliance collections. (OOI)
- The Law Club held a silent auction and dinner at the Quay and raised just over \$6,000. These funds will help offset the costs of their summer trip to Washington DC where they will be visiting the US Supreme Court and other law related destinations. (OOI)
- Free range computing has arrived at the Clark College Libraries! Thanks to a Tech Fee grant, Clark students now have expanded access to netbooks at both Cannell Library and the iCommons at CTC. Cannell Library is piloting a long-term netbook check-out (students can borrow a netbook for 21 days) with 15 of these computers. In total, the Tech Fee Committee provided enough financial support to add 55 netbooks for student use.

New modular tables and chairs were also purchased with funding from this grant. These are located on the lower level of Cannell's first floor. With these improvements students have increased access to the resources and services that they need and we maximize use of the library's existing space. (OOI)

- The Pathways Peer Mentor Program has been instrumental in helping to coordinate students in the FIND Your Path! Project. The project aims to help students set and achieve educational and career goals by helping them to navigate the pathway to college. Pathways mentors help students to explore degree and certificate options available at Clark and then provide support services and resources that help to reduce procedural barriers, making the dream of a college education more attainable for students who may not have considered it otherwise.

Of the 74 Basic Education students who participated in FIND last year, eight transitioned to college level programs. This year, the number of students who have transitioned after participating in FIND is inconclusive; however tracking data has shown that overall retention rates are higher among those students who participate in the program than those who do not.

EXPAND ACCESS

It is exciting to see the progress of students served by Pathways Mentors. It is equally exciting to watch the progress of mentors themselves. Each is a former ABE, ESL, or first generation college student. Each has a story to tell of overcoming tremendous challenges to get to where they are today. We are particularly proud of two of our mentors whose success has gone above and beyond our greatest hopes for them. Casey Harrison, former ABE/GED student who published a children's book last year, has just won an award for an essay he wrote. Dena Brill, who dropped out of school almost 20 years ago then came back to Clark after sustaining a work-related injury, has excelled as a leader among her peers. She was just selected to become the next ASCC President! (OOI)

- International Business (BUS 105) was approved by the Curriculum Committee to begin Fall 2013. This three credit course has also been approved by three local school districts as part of the Running Start program. (OOI)
- The Bookstore's year-to-date sales results through April 2013 are down seven percent compared to the same period last year. This result is greater than originally projected but is in line with current enrollment figures which directly impacts store sales results. (AS)
- The Bookstore will host a memorabilia booth at this year's commencement at The Sleep Country Amphitheater scheduled June 20, 2013. The booth will have fresh flowers, leis, commencement ceremony DVD's, and Clark memorabilia available for purchase by graduates and their guests. (AS)
- Five recruitment and outreach visits were made in May, which included visits to the Fort Vancouver High School College Options Fair, the Youth Summer Job Fair, the Peninsula College Fair, the Roosevelt (OR) High School College Fair, and McLoughlin Middle School's GEAR-UP College Fair. (SA)
- The Admissions Office hosted the annual Educators Luncheon on May 10. This event is a "thank you" to our local high school counselors and career specialists for partnering with Clark College, as well as an opportunity to provide them with Clark updates about admissions, new orientation procedures, financial aid, advising, and the First Year Experience (FYE) program. (SA)
- Fifty students from the Clark County Skills Center visited Clark College on May 17, for an admissions presentation and a campus tour. (SA)
- The Advising Department hosted a campus wide training for Academic Advisors, Faculty Advisors, and Student Affairs staff on May 3 about the new transfer planning tool called "College Fish" in partnership with Phi Theta Kappa. CollegeFish.org is a highly interactive web-based platform aimed at improving community college students' planning for degree completion and transfer to senior institutions. The website profiles more than 2,000 senior colleges and provides information on over 3,000 transfer scholarships from a multitude of sources. The website is designed to support traditional transfer advising by providing students with planning tools and access to information that will allow them to plan and make informed transfer decisions. Access to CollegeFish.org is free of charge to all students at Clark College. (SA)

EXPAND ACCESS

- The Advising Department coordinated and hosted six university visits for the month of May to Portland State University, Washington State University Pullman, The Evergreen State College, Concordia University, and University of Western States, offering students individual transfer advising appointments or an opportunity to meet with an Admissions advisor on a drop-in basis. (SA)
- A total of 215 Running Start seniors will graduate with an associate's degree at the same time they graduate from high school compared to last year's total of 175 graduates. (SA)

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 Admissions Office hosted *Gateways: A Student of Color Open House* on May 2. Sixty students from five local high schools attended this event where they received a welcome from the Special Advisor for Equity and Diversity and attended admissions and financial aid presentations, visited a classroom, listened to a presentation on racial identity, and participated in discussions with a panel of current students of color at Clark. (SA)
- International Programs hosted their International Speaker's Bureau on May 9 with a presentation on the country of Turkey by student Mustapha Uzun. (SA)
- International Programs hosted a visit from Green River Community College professor Bruce Haulman on May 23-24. Professor Haulman talked to approximately 25 Clark students who were interested in attending a Study Abroad trip to Australia and New Zealand in winter 2014. This program is also one of the Study Abroad packages that Clark offers for credit. (SA)
- The Outreach Coordinator attended a meeting with the Commission on Hispanic Affairs at Eastern Washington University in Spokane, WA on May 17 and 18. Representatives of Spokane Falls Community College, representatives of school districts and the president of EWU were in attendance. The topic of the meeting was services that each school has for underrepresented students and a presentation from the president of NAACP. (ODE)
- On May 31, the Office of Diversity and Equity hosted a screening of the film *American Promise*. The film covers thirteen years in the lives of two African American boys as they try to navigate the education system. After the film, there was a Q&A with the filmmakers where they engaged with the audience and shared their perspective on the project. There were about 50 people in attendance. (ODE)

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

- As a part of their Dental Public Health course, students in their last quarter of the Dental Hygiene program organized a Free Dental Health Day on Saturday, April 27, for Veterans and homeless men and women in the local community. The goal for the day was to get as many patients out of pain as possible. Students asked dentists from the community to volunteer their time and skills. Dentists performed extractions and drilled out cavities; students anesthetized the patients and placed silver and composite restorations/fillings. Altogether, volunteer dental professionals, including students, provided \$31,027 worth of dentistry to the community. (OOI)
- Four instructors in the dental hygiene program volunteered their time to speak at one of four *Young Women in Action* programs every Wednesday during April. The following schools were a part of this program: Harney Elementary, Washington Elementary, Roosevelt Elementary, Marshall Elementary. We worked with sixth grade girls preparing for middle school. The purpose of the event was personal hygiene. (OOI)
- The Machining Department successfully placed three students in the Boeing summer internship program. Boeing traditionally only accepts two students from local area community college programs. In previous years the majority of interns were hired on fulltime at the end of the internship. (OOI)
- Corporate Education produced a ten-minute video to highlight the successes of the 18-month Workplace Based Learning grant that will be completed on June 29, 2013. The purpose of the video is to market Clark and Vancouver as innovative learning environments to access future grants. The video featured student success stories and testimonials on the positive affect the grant has had on their futures, as well as segments from CCE staff overseeing the grant, Clark College President Bob Knight and Associate Vice President Kevin Kussman, Vancouver Mayor Tim Levitt, Executive Director of the SW Washington Workforce Development Council Jeannie Bennett, and Director of Education Services and Organization Development at PeaceHealth SW Richard Gibler. CCE partnered with PeaceHealth SW to offer workplace training to over 50 of their employees. The video is posted on Workforce Training and Education Coordinating Board's website and on Vimeo <https://vimeo.com/65853865>. (CCE)

RESPOND TO WORKFORCE NEEDS

- Corporate Education is partnering with the Machining Department to offer 32-hours of Machine Fundamentals training to 10 WaferTech employees June 7–July 11, 2013. (CCE)
- On June 6, 2013 Corporate & Continuing Education's Associate Vice President Kevin Kussman and Director of Corporate & Community Partnerships Michelle Giovannozzi visited Bellevue College's Economic & Workforce Development department to observe the Occupational Life Skills (OLS) program, discuss best practices and partnership opportunities. (CCE)
- Corporate Education began training a pilot class of Patient Health Advocates on June 10, 2013—this is the first training of Patient Health Advocates in the region. CCE partnered with the Vancouver Housing Authority, PeaceHealth, WorkSource, the Washington State Workforce Board, and the Southwest Washington Workforce Development Council to develop and offer this training. It is significant that of the 15 candidates, we believe 14 have had offers of employment extended before they had even started the training. We already have demand to start another class, probably in September. (CCE)
- 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 and board meetings focused on the area healthcare workforce needs.
 - Participated in meetings with City of Vancouver and other Clark County companies on the IPZ (Innovation Partnership Zone) application to make Vancouver a statewide center of digital innovation.
 - Clark County Rotary weekly meetings.
 - 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.
 - Employer visits included meetings with Cadet Manufacturing, Church & Dwight, PeaceHealth and SEH America. (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

- The College has contracted with three food cart vendors to increase food service to the main campus while the work continues to enhance the Culinary Program's curriculum, facilities, and equipment. The three vendors are Chewy's Really Big Burritos, Foody Blues BBQ, and Mighty Bowl. The vendors will be phased in over the summer and early fall. Facilities staff is working to prepare sites for the food carts which, pending city approval, will be located east of the Hanna/Foster Hall complex. (AS)
- Emergency preparedness capstone exercises continued in May, highlighting plans, training, protocols—and illustrating equipment and supplies—that were developed or funded by the College's federal Emergency Management in Higher Education grant from the Department of Education.
 - a. A full evacuation exercise was conducted at all College campuses May 9. The mass notification system was employed. Students, faculty, and staff evacuated buildings to pre-determined assembly areas. The all-clear message was sounded after 10 minutes. Communications equipment was tested (radios, walkie-talkies). Drill objectives were met, including testing Emergency Building Coordinator capabilities to evacuate and securing buildings. A post-drill survey was distributed and is being evaluated by the Emergency Management Planning Committee to identify areas for further refinement.
 - b. An Area of Rescue demonstration was conducted May 9 in partnership with the Vancouver Fire Department. The exercise was conducted at the Cannell Library. It demonstrated how a person stranded in a wheelchair would be rescued from a second-story location during an evacuation. The College's Emergency Building Coordinators (EBCs) used the exercise to practice their communications duties with a disabled student, send internal rescue request messages with their walkie-talkies, and employ campus Security officers to direct rescuers to the scene. CVTV was hired to film the activity for use in future EBC training coursework and other College educational materials.
 - c. Seventeen members of the Emergency Management Planning Committee, which guides the College's emergency management efforts, completed a successful Incident Command System (ICS) tabletop exercise on May 8. The four-hour earthquake response exercise was directed by local emergency partners from Fire District 5 and the Clark Regional Emergency Services Agency. It focused on incident management to preserve life, safety, College facilities, and critical operations.

ENHANCE COLLEGE SYSTEMS

- d. A simulated pandemic treatment center exercise was conducted May 23 in the Student Center. The P.O.D. (Point Of Distribution) was set up by the Clark County Health Department in partnership with other groups including the Clark County Sheriff's Department and members of the Student Nurse Association of Clark College. In a pandemic, a P.O.D. is how authorities dispense life-saving medication to the community. College faculty, staff, and students participated in the event, which was part of the WASABE (Washington State Annual Bioterrorism Exercise). The drill was designed to test readiness among public agencies in the event of a terrorist attack with a biological agent such as anthrax. Clark College has a standing MOU with the health department as a pre-determined location for emergency medication dispersal. (AS)
- Environmental Health and Safety staff conducted Ladder Safety training for 19 employees at the day Facilities Services safety meeting. Two ergonomic consultations were also performed. With assistance from departments, EHS staff wrapped up abatement measures for the WISHA inspection started in December 2012. This inspection identified 32 areas needing correction. The College is contesting some of the findings. Depending on how many appeals are successful, the College will be required to pay fines of \$40,000 to \$50,000. (AS)
- In May, the College launched work on an update to the 2007 Facilities Master Plan. At its kickoff meeting, the Facilities Master Plan Committee reviewed a proposed timeline for the next eight to nine months covering such planning activities as collecting and analyzing demographic, economic, and enrollment data, identifying facility needs for instruction, student services, and administration, and studying best practices in design and use of space in higher education. Throughout the process there will be multiple opportunities for all of the College's constituent groups—students, faculty, staff, neighborhoods, and government agencies – to provide their input. It is expected that a draft plan will be available for Board review and discussion at the end of 2013.

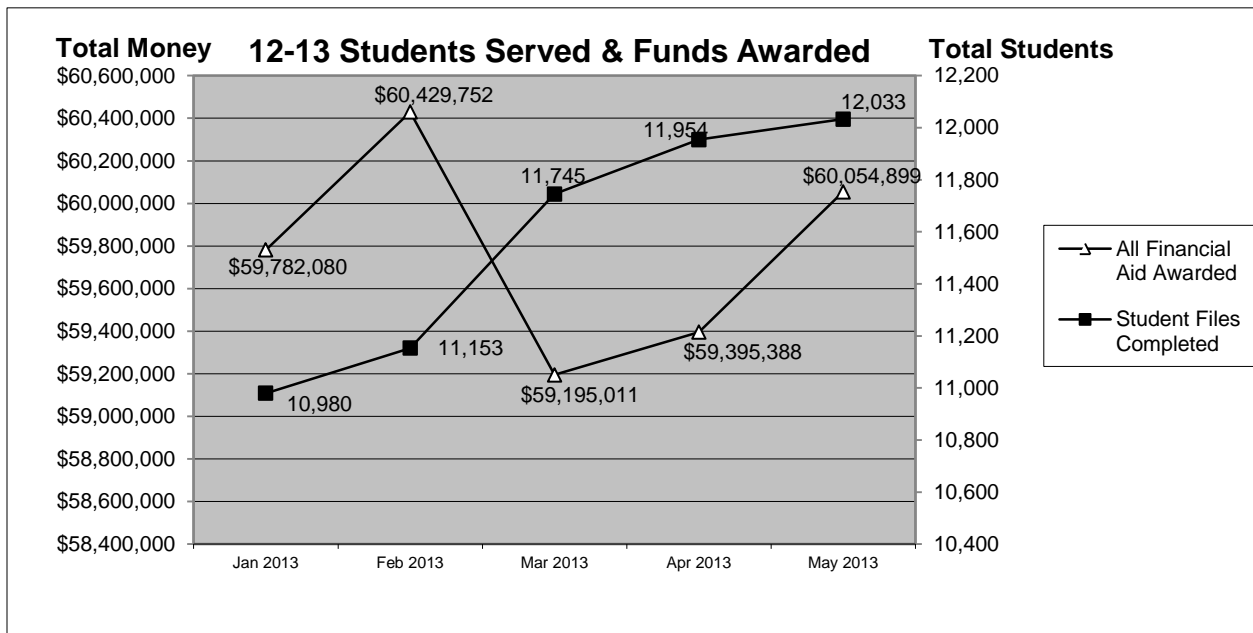
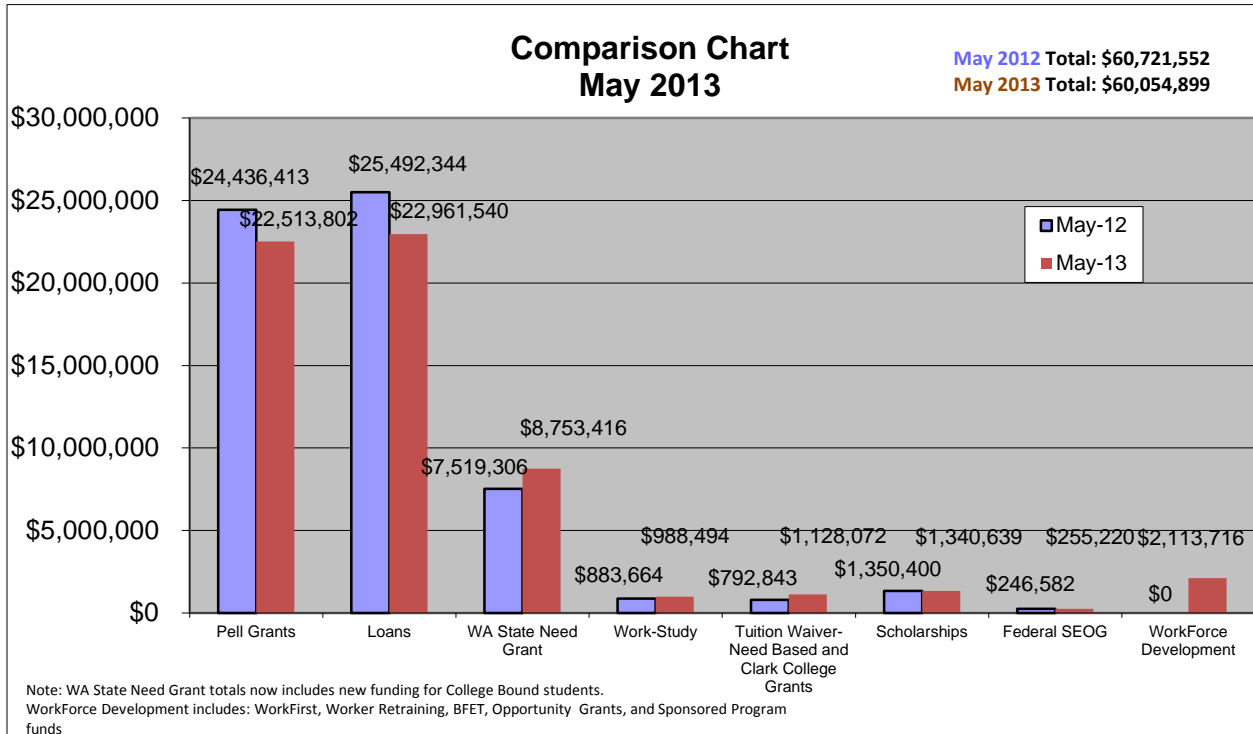
The Master Plan is a critical document for the College and will guide decisions on facility planning, acquisition, development, and construction for the next five years or so. Members of the Facilities Master Plan Committee include: Bob Williamson, VP of Administrative Services; Tim Cook, VP of Instruction; Bill Belden, VP of Student Affairs; Sherry Parker, Board of Trustees; Sirius Bonner, Office of Diversity and Equity; Darcy Rourk, Associate VP of Human Resources; Jennifer Kirby, Communications and Marketing; Susan Maxwell, Planning and Effectiveness; Janet Owens, Corporate and Continuing Education; Daniel Rogers, Clark College Foundation; Cassandra Asper, Clark College students; and Dwayne Harkness, state Department of Enterprise Services. The process is led by Doug DuCharme and Richard Higgins, architects with the firm BLRB. (AS)

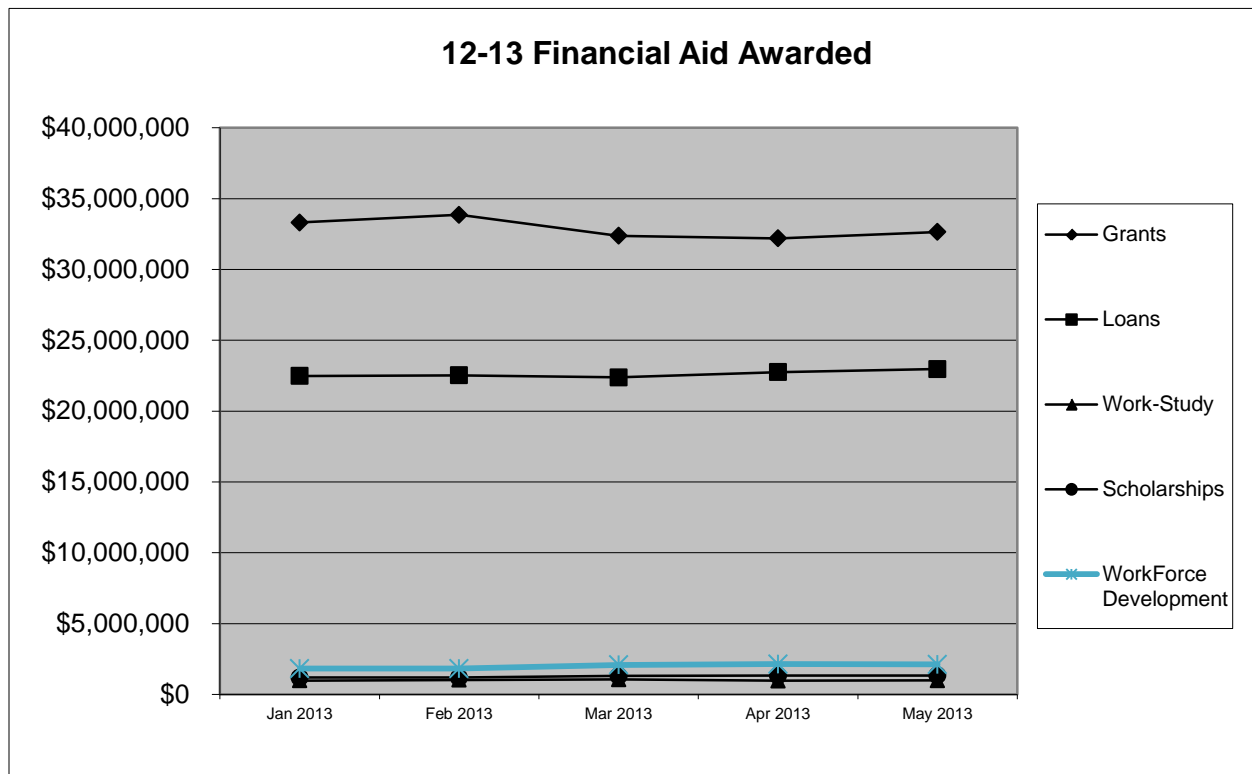
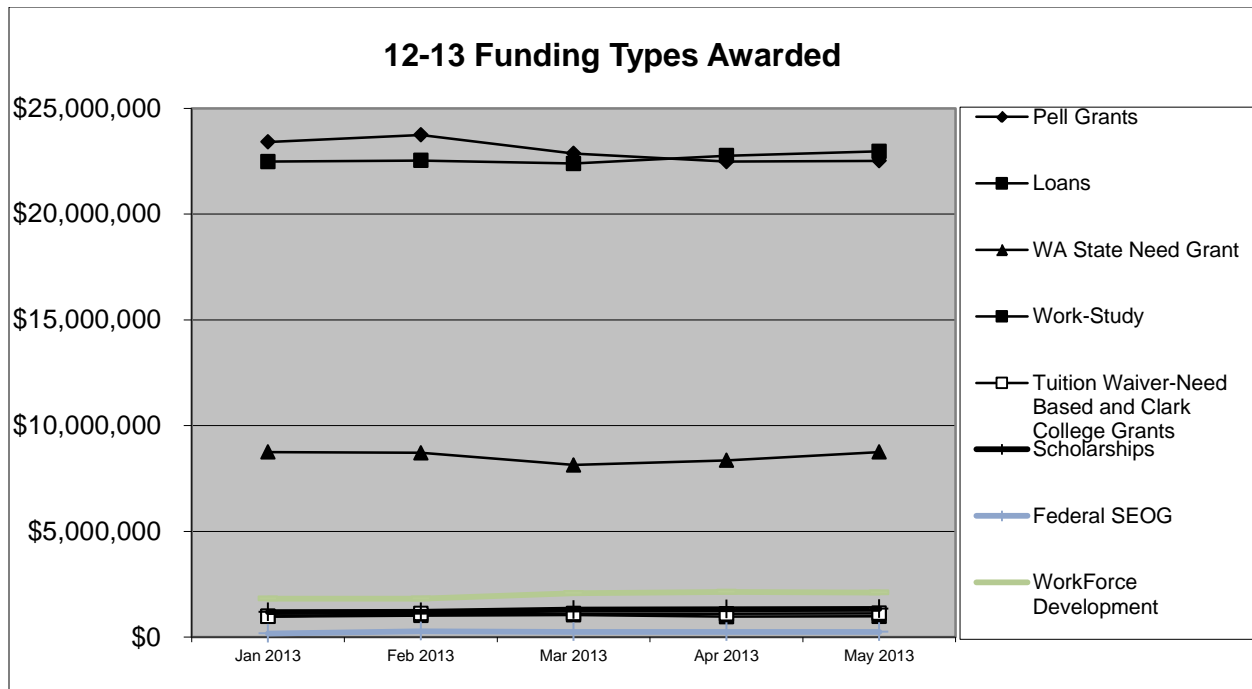
- ASCC approved one-time funding in the amount of \$23,830 to provide four water filtration stations on campus, with proposed locations consisting of Penguin Union Building, O'Connell Sports Center, Hannah Hall and Scarpelli Hall. This initiative was part of ASCC's 2012-2013 goal to educate and promote an environmentally friendly and sustainable lifestyle in the Clark community. The purchase of reusable water bottles was also included in the request to promote students' use of reusable versus disposable water bottles. (SA)

ENHANCE COLLEGE SYSTEMS

- Web Specialist Tahnya Huneidi completed work on the student complaint website working with Dianne Drebin, Dean of Student Enrollment & Completion. This web area contains the student complaint policy statement, the process for filing a complaint, and online and downloadable complaint forms as well as an FAQ section. Complaints submitted online are sent to a dedicated student complaint email address with a copy going to the filer's email address. This website was the result of updates to the Administrative Procedures Manual made to clarify and streamline the complaint process for students as well as for the staff who handle the complaints. (C&M)

STATISTICS





The Budget Status Report will be distributed at the June Board Meeting.

STATISTICS

The Fund Balance Report will be distributed at the June Board Meeting.

ACTION ITEMS—FIRST READING



MEMORANDUM

To: Clark College Board of Trustees

From: Robert K. Knight, President

Date: June 12, 2013

Subject: 2013-14 Budget

The typical schedule for Board of Trustees approval for the College's budget is June of each year. This is contingent on the Washington State legislature passing a budget in mid-spring for the Governor's signature. However, as you know, the legislature is still in special session and it does not appear as though a new biennial budget will be ready in time for the Board's June meeting.

Under these circumstances, the Board has typically approved a resolution authorizing the College to continue operating at current year budget levels until such time as a new budget is adopted. Therefore, I recommend that the Board approve the attached resolution authorizing expenditures equal to the 2012-13 budget. I anticipate that a 2013-14 budget will be available for the Trustees to approve at the August 2013 Board meeting.

RESOLUTION NO. 139

A RESOLUTION of the Board of Trustees of Clark College, Community College District 14, State of Washington, authorizing the expenditure of state and local funds in an amount equal to the 2012-13 budget, with one exception (see resolution below), to pay for general College expenses until a formal budget is adopted for 2013-2014.

WHEREAS Clark College District 14 has not finalized allocation decisions for the 2013-2014 fiscal year; and

WHEREAS it is necessary to provide continuity of College operations until allocation decisions are finalized; and

WHEREAS the ASCC Finance Committee has concluded its work and requires Board budget approval to continue summer services to students; and

WHEREAS final analysis and discussion will occur prior to the August 2013 Board meeting;

BE IT HEREBY RESOLVED that the Board of Trustees of Clark College, Vancouver, Washington authorizes:

- Expenditure of state and local funds in an amount equal to the 2012-2013 budget; and
- Approval of the ASCC 2013-14 budget to provide services for students during summer quarter.

ADOPTED by the Board of Trustees of Clark College at its regular meeting held June 12, 2013.

SIGNED AND APPROVED by the Chair of the Board and the President of Clark College this 12th day of June, 2013.

CLARK COLLEGE
COMMUNITY COLLEGE DISTRICT 14
By:

JADA RUPLEY
Chair, Board of Trustees

ATTEST:

Robert K. Knight
President, Clark College
Secretary, Board of Trustees

Proposed 2013-2014 ASCC Service and Activities Fees Budget

| Program | Current Budget | Amount Requested | Amount Approved | Difference | |
|-------------------------------|------------------------|------------------------|------------------------|----------------------------|-------------------|
| | | | | Current Year vs. Next Year | |
| Archer Gallery | \$ 24,964.00 | \$ 24,505.00 | \$ 21,941.00 | \$ | (3,023.00) |
| Athletic Administration | \$ 134,525.00 | \$ 134,525.00 | \$ 134,525.00 | \$ | - |
| Athletic Coaches | \$ 83,057.00 | \$ 83,057.00 | \$ 83,057.00 | \$ | - |
| Men's Athletic Team | \$ 78,499.00 | \$ 78,499.00 | \$ 78,499.00 | \$ | - |
| Women's Athletic Team | \$ 90,664.00 | \$ 90,664.00 | \$ 90,664.00 | \$ | - |
| Child and Family Studies | \$ 56,769.00 | \$ 57,649.00 | \$ 57,649.00 | \$ | 880.00 |
| Clark Art Talks | \$ 15,395.00 | \$ 16,095.00 | \$ 15,395.00 | \$ | - |
| Club Service funding | \$ 30,000.00 | \$ 30,000.00 | \$ 24,000.00 | \$ | (6,000.00) |
| College Box Office | \$ 10,000.00 | \$ 8,000.00 | \$ 8,000.00 | \$ | (2,000.00) |
| Counseling Health Center | \$ 73,557.00 | \$ 138,733.00 | \$ 138,733.00 | \$ | 65,176.00 |
| Independent, the | \$ 77,978.00 | \$ 83,688.00 | \$ 77,978.00 | \$ | - |
| Instrumental Music | \$ 47,747.00 | \$ 47,033.00 | \$ 47,033.00 | \$ | (714.00) |
| Intramurals | \$ 12,555.00 | \$ 14,400.00 | \$ 14,400.00 | \$ | 1,845.00 |
| Model United Nations | \$ 32,878.00 | \$ 45,317.00 | \$ 32,878.00 | \$ | - |
| Multicultural Student Affairs | \$ 18,837.00 | \$ 20,968.00 | \$ 20,968.00 | \$ | 2,131.00 |
| Orchestra | \$ 21,130.00 | \$ 22,859.00 | \$ 21,240.00 | \$ | 110.00 |
| Pathways Peer Mentors | \$ 25,602.00 | \$ 44,506.00 | \$ 25,602.00 | \$ | - |
| Penguin Cheer | \$ 13,468.00 | \$ 21,403.00 | \$ - | \$ | (13,468.00) |
| Pep Band | \$ 8,039.00 | \$ 8,039.00 | \$ 8,039.00 | \$ | - |
| Phi Theta Kappa | \$ 22,640.00 | \$ 39,920.00 | \$ 32,140.00 | \$ | 9,500.00 |
| Phoenix | \$ 35,343.00 | \$ 36,656.00 | \$ 35,456.00 | \$ | 113.00 |
| Service Learning | \$ 15,494.00 | \$ 15,494.00 | \$ 14,000.00 | \$ | (1,494.00) |
| Speech and Debate | \$ 37,728.00 | \$ 41,210.00 | \$ 37,728.00 | \$ | - |
| Student Ambassadors | \$ 11,085.00 | \$ 11,264.00 | \$ 11,264.00 | \$ | 179.00 |
| Student Enrichment | \$ 62,000.00 | \$ 101,663.00 | \$ 101,663.00 | \$ | 39,663.00 |
| Student Government | \$ 112,343.00 | \$ 92,007.00 | \$ 92,007.00 | \$ | (20,336.00) |
| Student Life | \$ 193,449.00 | \$ 181,449.00 | \$ 181,449.00 | \$ | (12,000.00) |
| SNACC | \$ 13,582.00 | \$ 16,902.00 | \$ 13,582.00 | \$ | - |
| Theatre | \$ 108,949.00 | \$ 113,403.00 | \$ 113,403.00 | \$ | 4,454.00 |
| Vocal Music | \$ 57,198.00 | \$ 69,122.00 | \$ 57,198.00 | \$ | - |
| French | | \$ 30,202.00 | \$ 21,327.00 | \$ | 21,327.00 |
| Japanese | | \$ 33,777.00 | \$ 33,777.00 | \$ | 33,777.00 |
| Discounted BackPass - NEW | | \$ 80,600.00 | \$ - | \$ | - |
| Engineering - NEW | | \$ 19,335.00 | \$ - | \$ | - |
| Fintness Center Pass - NEW | | \$ 8,200.00 | \$ - | \$ | - |
| STEM Nerd Girls - NEW* | | \$ 15,812.00 | \$ 28,822.00 | \$ | 28,822.00 |
| Total | \$ 1,525,475.00 | \$ 1,876,956.00 | \$ 1,674,417.00 | \$ | 148,942.00 |

*submitted originally separately, but resubmitted combined for approval

ASCC 2013-2014 S&A Fee Budget
ASCC Finance Director Ilana Brown

Archer Gallery

- Decrease in Salaries and Benefits: Gallery Monitor positions will be requested through Work-Study funds instead
- Increase in Travel for Gallery trip to preview art exhibit pieces

Athletic Administration

- None

Athletic Coaches

- None

Men's Athletics

- None

Women's Athletics

- None

Child and Family Studies

- Increase in Salaries and Benefits due to minimum wage increase

Clark Art Talks

- Increase in Goods and Services for promotional materials
- Decrease in Travel per program request; past balance unused.

Club Service Funding

- Decrease in Intra-Agency reimbursements for money that has previously been unspent.

College Box Office

- Decrease in Goods and Services per program request due to lower estimated expenditures

Health Services

- Increase in Salaries and Benefits for Nurse Practitioner

Independent, The

- Increase in Salaries and Benefits for minimum wage increase

Instrumental Music

- Decrease in Goods and Services for sheet music
- Increase in Travel for additional jazz festival event

Intramurals

- Increase in Salaries and Benefits due to minimum wage increase

Model United Nations (MUN)

- None

Multicultural Student Affairs (MSA)

- Increase in Travel for Students of Color Conference

Orchestra

- Increase in Salaries for Brass Coach

Pathway Peer Mentors

- None

Penguin Cheer

- Program defunct due to lack of participation.

Pep Band

- None

Phi Theta Kappa (PTK)

- Increase in Travel for International Convention

Phoenix

- Increase in Salaries and Benefits due to minimum wage increase

Service and Leadership in the Community (SLIC)

- Decrease in Goods and Services due to money previously unspent.

Speech and Debate

- None

Student Ambassadors

- Increase in Salaries and Benefits due to minimum wage increase

Student Enrichment (APB – Activities Programming Board)

- Increase in Salaries and Benefits due to the transfer of Activities Programming Board salaries from the Student Government Budget
- Increase in Goods and Services due to the transfer of quarterly lecture series and training costs from the Student Life Budget.
- Increase in Travel for National Association of Campus Activities (NACA) conference.

Student Government (ASCC)

- Decrease in Salaries and Benefits due to transfer of APB salaries to Student Enrichment budget.
- Increase in Goods and Services due to transfer of OSWALD Awards event funds from Student Life budget.
- Decrease in Travel due to transfer of APB travel to Student Enrichment budget.

Student Life

- Decrease in Goods and Services due to transfer of OSWALD Awards event funds to Student Government budget and transfer of quarterly lecture series to Student Enrichment Budget.

Student Nursing Association of Clark College (SNACC)

- None

Theatre

- Increase in Salaries and Benefits due to minimum wage increase
- Increase in Goods and Services for props storage

Vocal Music

- None

World Languages

- Increase in Goods and Services to cover costs of supplies for projects completed in Canada and Japan.
- Decrease in Travel due to \$1,250 travel cap per student per year.

STEM NERD Girls

- New program



MEMORANDUM

To: Clark College Board of Trustees

From: Robert K. Knight
President

Date: June 12, 2013

Re: Consideration of Tenure

The tenure review committee for Valerie Cline, a tenure-track faculty member in Nursing, has forwarded their tenure recommendation to me.

Faculty

Valerie Cline

RIF Unit

Nursing

Please note that the tenure administrative assistant is currently finalizing the tenure notebook for Ms. Cline. Once all of the tenure documents have been submitted to me, I will forward the tenure notebook to you.

RKK:lk

ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
May 22, 2012
Ellis Dunn Room GHL 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 Rourk, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Prof. Keith Stansbury, CADD; Prof. April Duvic, Music.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Ms. Edie Blakley, Director of Career & Employment Services; Daniel Carlson, Jonathan Gomes, Carlene Goodbody, Christopher Perry, Zachary Perry, Taylor Silagy, and Colton Sybots, engineering students.

| | TOPIC | DISCUSSION | ACTION |
|-------|------------------------------|---|--------|
| I. | CALL TO ORDER | <ul style="list-style-type: none">Chair Rupley called the meeting to order at 5:05 pm.The chair updated the attendees on the board work session discussions which included the topics of the climate survey and the ctcLink project. | |
| II. | BUSINESS MEETING | | |
| II. A | Review of the Agenda | <ul style="list-style-type: none">The agenda was accepted as presented. | |
| II. B | Statements from the Audience | <ul style="list-style-type: none">There were no statements from the audience. | |

| | TOPIC | DISCUSSION | ACTION |
|--------|--|--|---|
| II. C. | Constituent Reports 1. AHE | <ul style="list-style-type: none"> The AHE did not present an oral report this evening. | |
| | 2. WPEA | <ul style="list-style-type: none"> The WPEA did not present an oral report this evening. | |
| | 3. ASCC | <ul style="list-style-type: none"> ASCC Finance Director Ilana Brown listed the events that took place during the month of May. The ASCC has received over 20 applications for officers and boards for the next academic year. They will be choosing new members soon. There is a current opening for Public Relations Director and applications will be taken until May 31. | |
| | D. Foundation | <ul style="list-style-type: none"> Ms. Gibert distributed this month's <i>Columbian</i> advertising submission which featured Clark alumna Dr. Caroline Heldman. The foundation has been very busy since the last meeting, hosting Savoring Excellence and announcing the public phase of the campaign. Media coverage about the campaign has been tremendous and articles are appearing now in the <i>Oregonian</i>. Donations have been on the upswing since then; checks totaling \$175,000 were received today. Prof. Steven Clark and two of his students presented their DNA mapping project at Rotary Club today. These students were presenting on their actual life experiences and how they are making a difference already—and they were Running Start students. One of the Rotarians said it was among the top five presentations he has attended during his 27 years in the Club. Other Rotary Clubs are contacting Prof. Clark and asking him to speak at their meetings. The foundation board is holding a retreat on June 6 and 7; the college's board members are invited to opening events the evening of June 6 at the Heathman. | <ul style="list-style-type: none"> Dr. Heldman will be presenting a lecture on June 6 in GH 213 on women in politics to the students. Ms. Gibert will send information to the board on the event. Chair Rupley commented on the hard work that the foundation has been doing and they should be proud to look back to see how much they have accomplished and look forward to that which is yet to be done. |
| II. D. | Statements & Reports from Board Members | <ul style="list-style-type: none"> Trustee Parker attended the spring TACTC conference. She reported that TACTC has elected new officers for the 2013-14 year; they have approved their budget, given committee reports, and approved member colleges' dues. The trustees heard presentations from Boeing as well as healthcare and manufacturing groups on the skills gap they are seeing with retirements. Trustee Parker will be serving on the college's Facilities Master Plan committee this year. Trustee Burkman announced that the Shared Governance Oversight Committee recommendations for the college will be published very soon. He was very pleased with the good work that came out of the committee which was comprised of representatives from all across the college. | |

| | TOPIC | DISCUSSION | ACTION |
|--------|--------------------|---|--|
| II. E. | President's Report | <p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> • There were three student presentations this evening. • Prof. April Duvic introduced the students from the Concert Choir. The choir is Clark's flagship group and was founded in 1933, the same year as the college. There are between 40-60 members each year and they often perform with the college band. The choir will be traveling to Washington, DC on June 14 for their final concert at the anniversary of Dr. Martin Luther King's "<i>I Have a Dream</i>" speech. They performed two of the numbers they will sing at the concert. • Mr. Belden introduced Michael Wallace, Student Success presenter. Mr. Wallace is a student in the Army Reserve and he shared his experiences and insight as to how Clark might better support returning veteran students as they pursue their education. • Dr. Cook introduced Prof. Stansbury and the NASA Rocket Club engineering students. The students presented a slideshow of their recent trip to NASA in Huntsville, AL to participate in a college/university rocket project. Each student from the project team spoke about what the experience meant to them and what they learned from it. Each of them discussed the vast scope of the project and how they developed teamwork that enabled them to push through. Clark students competed against other institutions such as MIT, Cal Tech, University of Alabama, and Notre Dame. <p>PRESIDENT'S REPORT</p> <ul style="list-style-type: none"> • Ms. Blakley discussed this year's Career Services Week. She said it was a very successful event and she was extremely proud of the Career Services staff. It was a collaborative effort with community partners, WSU-Vancouver, Portland Community College, faculty and staff all participating. Career Clothing Closet received enough donations this year for full career outfits for 300 students. More than 900 people visited the career fair, which featured over 50 employers; there was a waiting list for employers this year. • President Knight noted that enrollment is declining somewhat more quickly than expected and the college is maintaining its budget. He has asked EC members to finish the year under budget and not spend down their funds. • <i>The Independent</i> has won top awards in WA for student newspapers this year; the students have done a fabulous job with this publication. | <ul style="list-style-type: none"> • President Knight and the trustees commended every one of the students and Prof. Stansbury for a wonderful presentation. President Knight would like the students to present to other college departments and local businesses about this project. He noted that despite the difficulty of the project and some setbacks, they never gave up and overcame every obstacle presented. • President Knight also recognized Ms. Gibert and the foundation for a wonderful <i>Savoring Excellence</i> event. |

| | TOPIC | DISCUSSION | ACTION |
|------|--|------------|--|
| III. | ACTION ITEMS FIRST READING <ul style="list-style-type: none"> Consideration of Tenure—Valerie Cline CONSENT AGENDA <ul style="list-style-type: none"> Minutes from April 24, 2013 Board Meeting | | <ul style="list-style-type: none"> MOTION: Trustee Pollard made a motion to move First Reading to the Consent Agenda. The motion was seconded by Trustee Burkman and unanimously approved. MOTION: Trustee Pollard made a motion to approve the Consent Agenda. The motion was seconded by Trustee Burkman and unanimously approved. |
| IV. | FUTURE TOPICS Accreditation Work Session, winter quarter CLE Update Climate Survey (4/2013 work session) College Safety (added 12/2012) Columbia River Crossing Diversity Operational Plan Enrollment Update (added 5/2013 for future work session) Facility Plan Financial Aid Update—possible individual meetings Foundation Strategic Plan (added 12/2012) GISS Student Completion Data K-12 Review of College Policies Service Learning (added 1/2013) Staff Training (added 1/2013) Standard 2 Highlights STEM Student Completion (added 12/2012) Veterans' Center Update (added 5/2013) Visit WSUV Nursing Program (added 12/2012) Workforce Development | | |
| V. | DATE AND PLACE OF FUTURE MEETING <ul style="list-style-type: none"> The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, June 12, 2013 in the Ellis Dunn Community Room, GHL 213. | | |
| VI. | EXECUTIVE SESSION <ul style="list-style-type: none"> No Executive Session was held this evening. | | |
| VII. | ADJOURNMENT <ul style="list-style-type: none"> There being no further business, the meeting adjourned at 6:30 pm. | | |