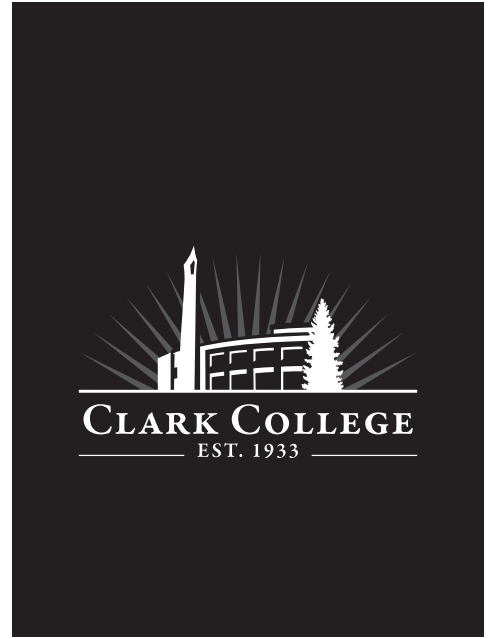


Clark College Board of Trustees



August 24, 2011
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
August 24, 2011

Table of Contents

Clark College Vision/Mission

Board of Trustee Goals

Table of Contents

Page i

Agenda

Pages ii-iii

Focus on Learning

Pages 1-5

Expand Access

Pages 6-8

Foster a Diverse College Community

Pages 9-13

Respond to Workforce Needs

Pages 14-15

Enhance College Systems

Pages 16-19

Statistics

Pages 20-24

Action Items

Pages 25-41

CLARK COLLEGE BOARD OF TRUSTEES

Wednesday, August 24, 2011

Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- | | |
|--|-----------|
| ♦ Budget | 4:00-4:20 |
| ♦ Trustee Retreat—Goals, Strategic Plan, 360 Presidential Evaluation | 4:20-4:40 |
| ♦ Baseball letter | 4:40-4:50 |

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

- | | |
|---------------|-----------|
| 1. AHE | |
| 2. WPEA | No Report |
| 3. ASCC | No Report |
| 4. Foundation | |

D. Statements and Reports from Board Members

E. President's Report

Faculty Presentation: Healthcare Core Curriculum—Dean Blake Bowers, Stephanie Robinson, Tonya Lawrence, Kari Duffy (Skills Ctr.)

- | | |
|------------------------------------|-------------|
| Focus on Learning | Pages 1-5 |
| Expand Access | Pages 6-8 |
| Foster a Diverse College Community | Pages 9-13 |
| Respond to Workforce Needs | Pages 14-15 |
| Enhance College Systems | Pages 16-19 |
| Statistics | Pages 20-24 |

III. ACTION ITEMS

Consent Agenda

- ♦ 2011-2012 College Budget Pages 25-29
- ♦ Minutes from June 14, 2011 Board Meeting Pages 30-34
- ♦ Minutes from June 22, 2011 Special Board Meeting Pages 35-36
- ♦ Minutes from July 27, 2011 Special Board Meeting Pages 37-41
- ♦ Proposed 2012 Board Meeting Dates Page 42

IV. FUTURE TOPICS

- ♦ Budget
- ♦ Diversity Operational Plan
- ♦ Baseball
- ♦ Review of College Policies
- ♦ Naming Policy
- ♦ K-12
- ♦ CLE Update
- ♦ Climate Survey

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, September 28, 2011 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

PRESIDENT'S BOARD REPORT AUGUST 2011

FOCUS ON LEARNING

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

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

Progress

- ❖ Clark Orchestra Director Don Appert has been selected for the 2011 American Prize in Orchestral Programming—Vytautas Marijosius Memorial Award. Congratulations to Professor Appert for this prestigious recognition. (OOI)
- ❖ The Retention Committee allocated Student Achievement Initiative funds to support the development of college-level learning community courses in 2011-12. Learning communities (linked courses) are an empirically validated strategy for increasing course success, retention, and program completion. (OOI)
- ❖ Headcount in HDEV 116—Study Skills and Motivation increased from 991 in 2009-10 to 1066 in 2010-11 (a 7.6% increase). (OOI)
- ❖ Michelle Bagley, Lori Wamsley, Andrea Bullock, and Sue Phelps (Library Services) attended a two and a half day retreat at the Pack Forest Conference Center. The retreat was designed and facilitated by faculty of American College and Research Libraries National Immersion program. “A Dip into ACRL Immersion” was funded through a four-year Library Services and Technology Act (LSTA) grant, “Library as Instructional Leader.” The plenary session focused on program design and planning. Two tracks were offered:

Student Centered Teaching which included sessions on student-centered learning and classroom activities, designing instruction with a full range of learners in mind (the Kolb learning cycle), assessment of student learning, teaching to outcomes, and managing content;

Program Planning which focused on the on the components of a plan, assessment of the current library/information literacy plan, cultural change in higher education and what the library needs to do to adapt. Also discussed were leadership, advocacy, and utilization of student learning assessment data at the program level to tell the library's story. (OOI)

FOCUS ON LEARNING

- ❖ On July 12-14, nine Library Services faculty and staff attended the Orbis Cascade Alliance summer meeting. The meeting combined annual committee meetings in one location and provided Alliance library staff with an opportunity to learn about several key initiatives the consortium is pursuing including: demand driven ebook acquisitions, a shared library system, collaborative technical services, institutional repositories, search and discovery, and digital preservation. (OOI)
- ❖ The Tutoring/Writing Center (TWC) continued to provide academic support to Clark students, with the aim of enhancing student success and increasing progression and retention of students. The TWC added Saturday hours in Hawkins Hall each term (fall, winter and spring), focusing on adding math, statistics and chemistry tutors. During spring term, the TWC added several evening tutors who were available from 5-7 p.m., again focusing on math, statistics, and chemistry. Additionally, CTEC tutors were added in SHL labs to assist with some of the programming courses. The Tutoring Center is one of the primary referrals for students receiving AEW letters. The Tutoring Work Group began the process of formulating metrics and methods for measuring the effect of tutoring on student success and retention, a process that will continue during the 2011-12 academic year. (OOI)
- ❖ During summer quarter at the Student Learning Center, 24 students were tutored in a one-on-one capacity receiving between two and three hours of instruction per week. Classroom tutors assisted approximately 210 ABE and ESL students. Twenty one (21) students received help with math from group tutoring sessions, receiving up to 19.5 hours of instruction over the course of the quarter; four students received help in writing, receiving up to nine hours of assistance; 12 students participated in workshops; and 18 ESL students attended summer conversation groups each receiving up to 10 hours of instruction in English speaking and listening. (OOI)
- ❖ The Student Learning Center (SLC) is gearing up for volunteer tutor orientation and training. This seven-hour training consists of four components covered in two sessions:
 1. Understanding adult learners
 2. Strategies and tips for tutoring in the classroom
 3. Best practices and techniques for tutoring individuals and small groups
 4. Goal setting and lesson planning strategies

The training has been marketed on several volunteer websites and through Volunteer Connections, Vancouver. (OOI)

- ❖ Professor Tina Barsotti worked with students from the Vancouver Housing Authority Rise & Stars program. The Vancouver STARS Mentoring Program is housed at the VHA's RISE & STARS Community Center and is made possible by grants from the Clark County Department of Community Services and HUD. Vancouver STARS matches caring adults in one-on-one mentoring relationships with students in the fifth through eighth grades. Matches are made based on common interests, proximity, cultural background, and gender. On July 20, the students built bottle rockets; on July 27, the students tested the rockets; and on August 10 the students will create engineering lip balm. On August 3, Professor Barsotti also worked with a group of middle school MESA (Mathematics, Engineering, Science, and Achievement) students building and testing water bottle rockets. (OOI)

FOCUS ON LEARNING

- ❖ Director of Allied Health, Debra Ortiz, is in the process of obtaining initial programmatic accreditation for the Medical Radiography program with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Preliminary accreditation timeline for approval by JRCERT would be Fall 2014.
- ❖ Town Plaza Center advisors served nearly 1,700 students during June and July. In addition, advisors met with 324 students during the 12 ESL and ABE Welcome Sessions offered during these months.
- ❖ Town Plaza Center advisors hosted the summer quarter NAC Orientation meeting for forty (40) new NAC for-credit and IBEST students in late June. (OOI)
- ❖ IT Services staff, in collaboration with Student Affairs and Instruction, has completed the development work on the College's Academic Early Warning system. AEW is an important tool that allows faculty to flag at-risk students so that the College can intervene with appropriate resources to improve student success. This project was funded with a Washington College Spark grant. (AS)
- ❖ Two Health Occupations and Education Advisors attended a presentation on July 6 at the University of Washington School of Pharmacy about the requirements for the PharmD program. The presentation included information on admissions criteria, selection statistics, tips for applying, and a review of the program's application materials. The information will assist prospective Pharmacy students at Clark develop a plan to complete the required prerequisite courses and help them achieve their goals by effectively preparing for the program's competitive application process. (SA)
- ❖ Career Services developed and implemented online training modules for students and supervisors who participate in Student Employment (Work Study and Institutional Hire). For students, the training is a new requirement. For supervisors, the online system is a welcome change over the previously required classroom sessions. (SA)
- ❖ The new Financial Aid Satisfactory Academic Progress Policy was implemented on July 1. Federal regulations now require students to make 65% cumulative pace of progression toward their degree. All attempted credits are calculated into this percentage. In addition to the new Federal requirement, State aid requires that students complete all credits within their enrollment level (full-time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, less a $\frac{1}{2}$ time). The 2.00 GPA requirements is the same as Clark's Academic Standards Policy. (SA)
- ❖ The Office of Student Life and Multicultural Student Affairs hired student leadership positions for the 2011-2012 academic year. Leadership training is scheduled for September 6-23. (SA)

Student Life - ASCC

President- Ruth Ferguson

Vice President – Rachael McKinzie

Finance Director- Ryan Burchett

Executive Assistant- Shellie Onstead

Club Coordinator- Trina Wing

FOCUS ON LEARNING

Public Relations Director- Caitlin Weingarz

Activities Director- Hannah Nye

Activities Programming Board- Pierre Boissin, Neal Iverson, Austin Theis, Stephanie VanVolkinburg

Multicultural Student Affairs – Peer Mentor Program

Peer Mentors -Kathy Jing, Samuel Rezene, Diane Robinson, Chia-Hui (Jennifer) Chiu

- ❖ Karen Ferguson, Employee Development Program Coordinator, has been working with HigherEdWorks, to implement the new online delivery system that Clark College will be using for all mandatory training beginning in September 2011. The system will be introduced to employees during Fall Orientation. (HR)
- ❖ Leading from the Middle is a training opportunity for supervisors that is offered by The Association through the SBCTC. This training will be held at Clark College during Fall Orientation Week. The training helps develop supervisory skills in all aspects of human resources. (HR)
- ❖ P & E worked with Communication Studies faculty to assess two courses: Small Group Communication and Interpersonal Communication. (P&E)
- ❖ P & E provided Quick Facts on Course Success in Online and Face-to-Face Classes during July 2011 to the college community: The success rate in online classes at Clark College is comparable to the success rate in face-to-face courses (74% for online classes; 75% for face-to-face classes). The difference is not statistically significant. (P&E)
- ❖ Assessed the HDEV 102 New Student Orientation Fall 2010. The results of the assessment were inconclusive due to no control group (e.g. self-selection bias). (P&E)
- ❖ P & E worked with Student Affairs to provide an update to College Spark regarding the implementation of the new AEW tool. The technology was piloted in Spring 2011 and full implementation will occur 2011-2012 academic year. Institutional research staff will be evaluating the impact AEW has on college success during this academic year. (P&E)
- ❖ Corporate & Continuing Education Fall class schedule “Explorations” will mail to Vancouver-area households the week of August 22nd. CCE increased their overall mailing to reach approximately 26% more households. The fall Explorations focuses on a healthcare theme, highlighting new classes such as Department of Social and Health Services (DSHS) Specialty Training, Cultural Awareness for Healthcare Professionals and ICD-10 online classes. (CCE)
- ❖ Corporate Relations Manager Michelle Giovannozzi attended the 63rd Society for Human Resource Management’s annual conference and exposition June 27 – June 29. She volunteered at the conference as well as participated in several relevant sessions in order to bring up-to-date information back for the staff on the topics of workforce development, corporate training, and leadership development. She also networked with current and future clients of Corporate Education. (CCE)

FOCUS ON LEARNING

- ❖ Mature Learning Program Manager, Tracy Reilly Kelly, attended the fourth annual conference for the American Association of Community Colleges (AACC) Plus 50 Initiative in Washington, D.C. July 14 - 15. The conference featured 45 representatives of 28 colleges from across the country who discussed strategies and best practices for successful 50 Plus programming. The conference marked the completion of the original cohort of three-year grantees, which included Clark College. Tracy Reilly Kelly also gave a well-received presentation at the conference entitled “Learning Environment for the PLUS 50 Learner”. She has since been contacted by a college in Hazard, KY to give a repeat presentation in February 2012. (CCE)
- ❖ Marketing Director Brian Scott, Graphic Designer Pat McDonald and Web Specialist Tahnya Huneidi met with Program Advisor Tim Kent about revising marketing and website material for the college’s restructured survey program. The program has been renamed and is now titled, Surveying & Geomatics. The new material will be used to recruit students beginning in fall quarter. (C&M)
- ❖ Marketing Director Brian Scott and Graphic Designer Pat McDonald have developed a series of mobile online ads to promote Mechatronics Technology for fall quarter. The ads are currently running on the Vancouver *Columbian* newspaper’s online mobile sports updates. Ads were developed in three different formats to address the specifications of popular mobile phone displays, including the iPhone. (C&M)
- ❖ Graphic Designer Jenny Shadley and Communications Specialist Hannah Feldman have completed a final draft of the 2011-2012 Student Handbook. This document will provide students with important information on student services, policies, the Student Code of Conduct, and important dates in the academic year. (C&M)
- ❖ In partnership with Tara Cox of Corporate & Continuing Education (CCE), Lead Graphic Designer Wei Zhuang has completed his work on the cover of the fall issue of CCE’s class schedule, “Explorations.” (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

- ❖ In response to student demand, ACED course offerings were expanded in 2010-11. As a result, annual FTE in the ACED program increased from 27.7 in 2009-10 to 33.1 in 2010-11 (a 19% increase). (OOI)
- ❖ The TWC continued to participate in the Northwest eTutoring Consortium (NWETC), providing 24/7 access to synchronous and asynchronous tutoring in a number of subjects. The NWETC responded to students' and institutions' needs by expanding the number of subjects represented on the platform and by increasing coverage for high-demand subjects.
- ❖ The TWC continued to respond to students' academic support needs by adjusting hours and locations of operation, and concentration of tutoring available in high-demand subjects.
- ❖ In order to serve more students, the Student Learning Center (SLC) has expanded its drop-in tutoring services in writing and math. Over 25 students who had previously been wait-listed for individual one-one-one tutoring services were served on a drop-in basis.
- ❖ The SLC has offered a long-term workshop in basic math skills that helps students build a stronger understanding of math facts and concepts. The aim of these long-term workshops is to lay a strong foundation and develop a deeper understanding of subjects learned.
- ❖ In July, the Student Learning Center hosted a one-day introduction to computer skills workshop for ESL students. This workshop is designed to help ESL students learn basic computer skills and computer-related vocabulary that will help them gain the skills they need to become more successful in courses that require a higher level of computer literacy. The workshop was so well-received and the demand so great that the SLC will be hosting a second session in August.
- ❖ International Programs implemented a new process beginning spring quarter that will allow new and eligible International Students to register at Clark before they enter the United States. (SA)
- ❖ The Admissions Office hosted five group visits during the month of July. Four of the visits were from Self Enhancement, Inc., in Portland, who brought approximately 30 middle school students to campus during each visit along with Juvenile Recovery Court who brought an additional 12 students. Each group received a presentation on admissions to the college and a campus tour. (SA)

EXPAND ACCESS

- ❖ As of August 8, 1,725 Running Start students have enrolled for fall quarter. This is a record number compared to 1,665 that were enrolled at the same time last year. RS FTES were also up from 1,310 for fall 2011 compared to 1,247 fall 2010. (SA)
- ❖ The Running Start office emailed and mailed information to all Running Start students explaining the new maximum enrollment limit approved by the Legislature and signed by the Governor which takes effect fall quarter 2011. For students who are co-enrolled at both the high school and the college, they cannot exceed the combined enrollment maximum of 1.2 FTE. Information has also been added to the RS website at www.clark.edu/runningstart detailing the maximum enrollment combinations which equal 1.2 FTE. In addition, the maximum number of credits that RS students can take tuition-free is 15 credits per quarter as of fall 2011 (subject to the combined enrollment limit). Prior to this fall, RS students did not incur tuition costs until they exceeded 18 credits per quarter. (SA)
- ❖ The Health Occupations and Education Advisor presented in Displaced Homemaker classes on July 25 and 28. The advisor provided information about various degree programs, spoke about the importance of educational planning, and explained college procedures associated with registration and records. In addition, an Academic Advisor represented the Health Occupations and Education Division at the nursing information session held by the Nursing Department on July 26. At this session the advisor discussed admissions requirements, how to access advising services and educational planning, and information related to various student services at Clark. (SA)
- ❖ The Financial Aid Office completed another record breaking year. During the 2010-2011 academic year, 12,312 students received \$54.44 million compared to \$44.6 million dispersed in 2009-2010. In addition, Financial Aid disbursed \$22.7 million in Federal Pell Grant and students borrowed \$20.8 million in federal and private student loans during 2010-2011. Volume continues on an upward trend in 2011-2012 as employment rates remain sluggish. (SA)
- ❖ HR staff will be attending advanced training for NeoGov, our online application system. This system has improved the hiring process for applicants as well as for HR staff. (HR)
- ❖ Completed a survey of students who were eligible to participate in Title IX athletics and presented the report to Student Affairs. The data did not indicate a large number of students with both ability and interest in sports that we do not currently offer. The Athletic department followed up with almost one hundred students who provided contact information and were interested in participating in intercollegiate athletics. (P&E)
- ❖ Corporate & Continuing Education has established a partnership with the Pacific Northwest Tax School to offer online basic Federal and Oregon State tax preparation classes. The Internal Revenue Service implementation of new mandatory testing, registration and education requirements for paid tax preparers who are not CPAs will increase demand for tax education programs. (CCE)

EXPAND ACCESS

- ❖ The 2011-2012 college catalog is now available online. This is the first year that the college has not printed the catalog in the traditional sense. Limited copies have been produced to support Student Affairs, Advising, Instruction and others who need to be able to access a paper version. With support from Webmaster Chris Concannon and Communications Specialist Hannah Feldman, Graphic Designer Jenny Shadley created a printable PDF and arranged for a bulk print order that was purchased for significantly less than the original price estimates. (C&M)
- ❖ Graphic Designer Pat McDonald has developed a new web ad for the college website to announce that the Weekend Degree Program is now enrolling students for fall quarter. A companion ad appeared on The Daily Insider. (C&M)

FOSTER A DIVERSE COLLEGE COMMUNITY

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

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

Progress

- ❖ The Pathways Mentor Program was piloted last fall to help improve the retention and transition of Clark College's ABE/GED and ESL students who face a diversity of challenges. Pathways Peer Mentors are vital advocates for students at Clark College. Mentors offer individualized support to help students reach their academic goals, as well as provide tools to overcome personal barriers. (OOI)
- ❖ Over the course of summer quarter, over 90 students were informed about services and other resources available to them through the Pathways Peer Mentor program. (OOI)
The Student Learning Center (SLC) is gearing up for a successful rollout of the 2011-12 Pathways Mentor Program. Mentors will be trained to provide resources and tools to students and help them learn how to overcome barriers to college access and success. (OOI)
- ❖ The SLC in conjunction with CVTV recently finished production of short promotional film that markets the Pathways Peer Mentor Program and provides information and outreach to students interested in getting involved in the program. The production will be regular feature of weekly SLC orientations as well as the annual Clark College Fall Orientation Fair. The production will also be linked to the SLC's web page. (OOI)
- ❖ Town Plaza Center Advisors represented Clark College at the Fourth Plain International Food Festival on July 9, 2011. (OOI)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator sponsored a Clark recruitment table at the Second Annual International Festival on July 9. The festival offered businesses, community services, nonprofit organizations, neighborhood associations, and local government a chance to work together to revitalize the Fourth Plain Corridor. (SA)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator conducted recruitment activities at the Compassion Vancouver event at Washington Elementary School on July 23. The goal of this event was to provide medical and community services to neighbors and community members. Attendees who were interested in pursuing their education were provided in-depth information about Clark College's services and programs. (SA)
- ❖ A Health Occupations and Education Advisor presented an overview to approximately 20 students at Clark's IBEST NAC support class at Town Plaza Center on August 3. Goals of the presentation included increasing students' awareness of health occupations opportunities available at Clark as well as encouraging students to access advising services. (SA)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ Michelle Bagley was appointed to the position of Dean of Library Services, eLearning, Tutoring and Faculty Development effective July 20, 2011. Michelle has a Master's degree in Library Science from Emporia State University and a Bachelor's degree in Business Administration from Minot State University. She has previous work experience with Clark College, Western Culinary Institute, Powell's, B.Dalton Bookseller, and Pier 1 Imports. (HR)
- ❖ Dedra Daehn was appointed to the position of Director of Academic Services effective July 18, 2011. Dedra has a Master's degree in Business Education from Fort Hays State University and a Bachelor's degree in Business Education from Kansas State University. She has previous work with Clark College, CSU-Global campus, EduKan, Western Kansas Community Services Consortium and Pratt Community College. (HR)
- ❖ Mallory Graves was appointed to the position of Program Coordinator in Financial Aid effective June 5, 2011. Mallory has an Associate's degree in Business Administration from Clark College. She has previous work experience at Clark College and Twilight Pizza. (HR)
- ❖ Charles Guthrie was appointed to the position of Director of Athletics effective August 8, 2011. Charles has a Master's degree in Education Administration and Policy Studies from the University of Albany and a Bachelor's degree in Political Science from Syracuse University. He has previous work experience with MKG Strategic Communications, California State University-Los Angeles, California State University-San Marcos, University of California-San Diego, Columbia University, Colgate University, and the Eastern College Athletic Conference. (HR)
- ❖ Genevieve Howard was appointed to the position of Dean of Workforce, Career, and Technical Education effective August 10, 2011. She has a Master's degree in Anthropology and a Bachelor's degree in Anthropology/History from California State University-Bakersfield. She has previous work experience with Clark College, Portland Community College, Santa Barbara Business College, Allan Hancock College, and the United States Air Force. (HR)
- ❖ Kevin Kussman was appointed to the position of Associate Vice President of Corporate and Continuing Education effective July 1, 2011. Kevin has a MBA from the University of Michigan Graduate School of Business and Bachelor's degrees in Anthropology and Business Administration from the University of Washington. He has previous work experience with Hewlett-Packard, Drypers Corporation, Pope & Talbot, Tree Top, Curtis Burns, and Kimberly-Clark. (HR)
- ❖ John Maduta was appointed to the position of Divisional Advising Manager effective July 1, 2011. John has a Bachelor's degree in Public Relations/Journalism from Western Washington University. He has previous work experience with Clark College, Curtiss Electronics Inc., Evergreen School District, City of Vancouver, Whatcom Volunteer Center and Florin's Auto Service and Repair. (HR)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ Silvia Marinova was appointed to the position of Instruction and Classroom Support Technician 2 effective July 1, 2011. Silvia has an Associate's degree in Medical Office Specialist from Clark College. She has previous work experience with Comfort Dental, Clark College, and Sunrise Bagels. (HR)
- ❖ Lyn-Mara Eggleston was appointed to the position of Office Assistant Lead effective July 5, 2011. Lyn-Mara has a Bachelor's degree in Technical and Creative Writing from Evergreen State College. She has previous work experience with Clark College, Willamette Dental, Check Into Cash, Helzberg Diamonds, Zales, and Evergreen State College. (HR)
- ❖ Claire Rourk-Skinner was appointed to the position of Administrative Assistant 3 effective June 6, 2011. Claire has previous work experience with Clark College, Columbia River Bank and American Independent Mortgage. (HR)
- ❖ Peter Williams was appointed to the position of Dean of Science, Technology, Engineering, and Mathematics effective July 1, 2011. Peter has a Doctorate in Education from Oregon State University, a Master's degree in Environmental Science from Washington State University and a Bachelor's degree in Environmental Studies from the University of Vermont. He has previous work experience with Gonzaga University, Spokane Community College, Webster University, and Whitman College. (HR)
- ❖ Hannah Abraham-Shea has resigned from her position of Associate Director of Basic Education effective June 15, 2011. She has been with the college since December 2009. (HR)
- ❖ Corbett Bruntz has resigned from his position of Program Support Supervisor 1 effective August 5, 2011. He has been with the college since August 2009. (HR)
- ❖ Mary Deal has resigned from her position of Health Services Officer effective June 30, 2011. She has been with the college since November 1992. (HR)
- ❖ Jean Donovan has resigned from her position of Associate Dean of Health Sciences effective September 15, 2011. She has been with the college since May 2010. (HR)
- ❖ Richard McClain has retired from his position of Executive Director for the Northwest Athletic Association of Community Colleges effective October 31, 2011. He has been in this position since July 1994. (HR)
- ❖ Sheriff Sama has resigned from his position of Custodian 1 effective August 11, 2011. He has been with the college since October 2008. (HR)
- ❖ Monica Wilson has resigned from her position of Office Assistant 3 in Registration. She has been with the college since December 2008. (HR)
- ❖ Sarah Granberg was appointed to the Credentials Evaluator 3 position in the Credentials Department effective June 1, 2011. Sarah has an Associate of Arts degree from Clark College and previous work experience at Clark College, FedEx Express, and Associated Grocers Inc. (HR)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ Michelle Mussen was appointed to the Program Support Supervisor 1 position in Admissions effective May 16, 2011. Michelle has previous work experience at Clark College, Southern CA College of Optometry, J.C. Penny, Browne Child Development Center, and Garside Florist. (HR)
- ❖ Davorin Skoko was appointed the Campus Security Officer position in Security effective April 18, 2011. Davorin has coursework from Clark College and previous work experience at Clark College, Fred Meyer, Jantzen Beach Mall, and Target. (HR)
- ❖ Goran Stefanovic was appointed to the Custodian 1 position in Facilities Services effective May 2, 2011. Goran has coursework from Western Business College and previous work experience at Clark College, J & N Trucking Company, PAJA Trucking Company, and Kamenko Express Inc. (HR)
- ❖ Rassoul Dastmozd has resigned from his position of Vice President of Instruction effective July 1, 2011. Rassoul has been with the college since 2006. (HR)
- ❖ Laura Elwood-Klein has retired from her position of Human Resources Consultant Assistant 1 in Human Resources effective June 30, 2011. Laura has been with the college since 1991. (HR)
- ❖ Tatyana Khdyi has resigned from her position of Program Coordinator in Financial Aid effective April 25, 2011. Tatyana has been with the college since 2007. (HR)
- ❖ Ted Kotsakis has retired from his position of Dean of Business and Technology effective August 31, 2011. Ted has been with the college since 2007. (HR)
- ❖ Mike Mabry has retired from his position of Information Technology Specialist 3 in the Information Technology Services Department effective June 30, 2011. Mike has been with the college since 1991. (HR)
- ❖ Melanie Mooney has retired from her position of Business Technology Instructor effective June 17, 2011. Melanie has been with the college since 1979. (HR)
- ❖ Herb Orange has retired from his position of Agriculture/Horticulture Instructor effective June 17, 2011. Herb has been with the college since 1978. (HR)
- ❖ Cheryl Poppe has retired from her position of Instruction and Classroom Support Technician 2 position in the Business Technology Division effective June 30, 2011. Cheryl has been with the college since 1987. (HR)
- ❖ Rebecca Wale has resigned from her position of Associate Director of Employee Development and Environment Health and Safety effective June 3, 2011. Rebecca has been with the college since 2005. (HR)
- ❖ Linda Healy was reallocated to Program Support Supervisor 1 in Advising effective March 11, 2011. Linda has been with the college since 2005. (HR)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ Race Fact Sheet revised.
 - In Fall 2010 Clark College was 24% Students of Color compared to Clark County's 17% people of color.
 - Fall 2010 students
 - 42% low income
 - 66% first generation
 - 31% both low income and first generation (P&E)
- ❖ Data provided to Disability Support Services (DSS) regarding the differences between DSS students and non DSS students on GISS student Achievement data. For the most part, there were no statistically significant differences between the two groups. The exception was in workforce students as DSS students did better than non DSS students in SA point achievement. (P&E)
- ❖ Communications Specialist Hannah Feldman worked with Multicultural Student Affairs and outside sources to develop the most diverse calendar yet for the 2011-2012 Student Handbook. The calendar includes major holidays for more than 10 faiths and cultural traditions. (C&M)
- ❖ Recent issues of *Clark 24/7* have included stories on President Knight's goodwill trip to Japan and on the college's participation in the Fourth Plain International Festival. (C&M)
- ❖ By mid-August, ComMark will have finalized and issued news releases related to: 1) the arrival of Charles Guthrie as Clark's new director of athletics, 2) the arrival of Ty Singleton and Ted Buck as the college's new softball coaches, and 3) the 2011 K-Rod Run/Walk. (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

- ❖ During the months of June and July, the Pathways Center at Town Plaza Center served over 2,700 visitors. Of these visitors, 1,109 were WorkFirst clients. (OOI)
- ❖ Sixty-three workshops and sessions were offered by the Pathways Center at Town Plaza Center during June and July. Over 500 individuals attended these workshops. (OOI)
- ❖ The Pathways Center staff conducted eight tours for 103 ESL students during June and July; eight tours for 121 GED students during this same time period. (OOI)
- ❖ Throughout the summer, the Career Services Job Developer/Internship Coordinator conducted one-on-one sessions to assist students with coop or internship planning and preparation for the new academic year. The Coordinator also attended the Coop/Internship Information Workshop on August 2 for ideas on connecting classroom learning with hands-on experience in the workplace. (SA)
- ❖ Corporate education has been awarded \$60,124 in Manufacture 21 grant funding by WorkSystems Inc., a Portland workforce agency to deliver Lean Six Sigma training to a consortium of five Oregon manufacturing companies: InFocus Corporation, Leopold & Stevens, Pacific Scientific, PECO Manufacturing, and Selmet. The Department of Defense funds the Manufacturing 21 grant to enhance and/or streamline manufacturing operations of companies that are a part of the U.S. Defense Logistics Supply Chain, ultimately benefitting the U.S. military. Corporate education has been awarded a total of \$214,735 to fund Lean training for 16 Southwest Washington and Portland manufacturing companies. (CCE)
- ❖ The Washington State Department of Social & Health Services (DSHS) awarded a \$242,713 contract to Corporate Education for FY11-12 to provide Limited English Proficiency Training (LEP). LEP provides ESL training to immigrants new to the United States to assist them with their transition into employment. In FY10-11 CCE delivered LEP training to 165 students. (CCE)
- ❖ Marketing efforts have put Corporate & Continuing Education in the media repeatedly in the last month. From a new tax preparation certification online course, to the Corporate Learning Center space being utilized for a Lab Volt conference, to the announcement of the new Associate Vice President, CCE has been mentioned in the Columbian, The Daily Insider and Vancouver Business Journal. (CCE)

RESPOND TO WORKFORCE NEEDS

- ❖ Communications and Marketing supported multiple communications efforts related to the 2011 Advanced Products & Energy Concepts Conference held at Clark College at Columbia Tech Center. A media alert was issued to targeted regional outlets. The event was covered by The Columbian, The Columbian Business Today newsletter, the Vancouver Business Journal and KGW Newschannel 8. Media impressions: 203,630. Additionally, the August 8 of *Clark 24/7* included a story on the conference, which focused on cutting-edge training in the burgeoning field of sustainable energy. (C&M)

ENHANCE COLLEGE SYSTEMS

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

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

Progress

- ❖ Town Plaza Center advisors presented one Clark College workshop and hosted a booth at the “Road to Employment” event at the Clark County Community Health Center on June 24, 2011. There were fifteen attendees at the workshop and fifty students sought information from the Clark College booth. (OOI)
- ❖ In July, IT Services implemented the College’s new Cisco VoIP telephone/mass notification system. The implementation went smoothly with no major issues. Initial training activities were conducted with the aid of an online video tutorial. Additional training activities will be offered in the fall for returning faculty. (AS)
- ❖ The State Board has officially closed the Lift and Shift project. While numerous minor issues remain, the system is fully operational and stable. (AS)
- ❖ With barely enough time to catch their breath, State Board staff members have commenced work on the project to replace our legacy administrative systems with a modern Enterprise Resource Planning (ERP) system. The project has been dubbed “CTCLink” after a statewide competition to name the ERP project. The Gartner Group has been selected to guide the project through the requirements definition phase, RFP development, vendor selection and business process realignment. CTCLink is a vital next step in our effort to better serve our students and create efficiencies in our administrative processes. (AS)
- ❖ Work to open the Early Learning Center Phase 1 is in the final stages of completion. Construction is complete, preparation for licensing has been done, and a number of other activities are well underway to support the successful opening of the building and a dedication on September 29th. (AS)
- ❖ Work has restarted on a project to demolish the Star Building and replace it with construction parking. This work will be completed in fall 2011. (AS)
- ❖ Facilities will be adding approximately 50 temporary parking spaces in the Silver Lot (Athletic Annex) in time for fall term. (AS)
- ❖ Facilities Services will begin work on the 34 Repair and Minor Improvement (RMI) projects by Executive Cabinet for the 2011-13 biennium. The College was allocated \$425,000 from the state capital budget for these projects. (AS)

ENHANCE COLLEGE SYSTEMS

- ❖ Facilities is working to complete a radon mitigation project in Pechanec Hall, Baird Administration Building, and Bauer Hall prior to start of fall term to address concerns about radon levels in these buildings. (AS)
- ❖ In support of downsizing for efficiency and effectiveness, Risk Management/Emergency Management staff (Jennifer Grove, Marilyn Westlake and Julie Cleveland) completed their move from Baird Administration Building to Gaiser Hall where they merged with Environmental Health and Safety (Rebecca Benson) into one cohesive unit. (AS)
- ❖ Staff secured a special commitment from the Department of Homeland Security and Federal Emergency Management Agency (FEMA) and Clark Regional Emergency Services Agency to deliver a free executive training course, MGT-324, at the main campus on September 22 and 23. This two-day training focuses on prevention, response and recovery from campus emergencies. With a limited enrollment of 45, seats are in high demand by college leaders, local law enforcement and other first responders, and invited personnel from regional colleges. The course addresses campus emergencies associated with a spontaneous event requiring organized response by college officials, emergency responders, elected officials and other community stakeholders. (AS)
- ❖ Under the direction of the 16-member interdisciplinary Emergency Management Planning Committee (EMPC), to date, 16 key staff completed 65 separate FEMA courses on the Incident Command System (ICS). This focused preparation supports the College's ability to respond effectively in an emergency, and to work seamlessly with local first responders to protect life, property, and College operations. (AS)
- ❖ Work continues to accomplish key objectives of the \$744,402 Department of Education Emergency Management in Higher Education grant. College officials have attended command staff meetings with local fire department and law enforcement leaders, and sought their participation in plan development, drills and other practical exercises. On August 10, 2011, the regional Department of Homeland Security representative conducted a tabletop training with key college staff, presenting a realistic emergency scenario to test the mettle of the EMPC members. (AS)
- ❖ Staff from the Running Start office have been leading group Advising 101 workshops for Running Start students on Wednesdays in July and August. The purpose of the workshop is to provide advising to students who are planning to earn an associate degree from Clark. New students must attend one of these workshops prior to scheduling an individual advising appointment. Students receive important advising information designed to ensure degree success. In addition, the group sessions allow Running Start staff to serve students more effectively and efficiently. (SA)
- ❖ The Business Technology Department Chair, Mary Evens, gave a presentation on July 29 to the Advising Department, Running Start, and Eligibility Programs staff on BTEC course sequencing and other program information. The information will be used by advisors as they work with students seeking business technology degrees and certificates. In addition, David Paglia from

ENHANCE COLLEGE SYSTEMS

the Art Institute of Portland also presented information on how to assist students seeking to transfer to AIP. (SA)

- ❖ Completed the Library Services Spring 2011 Employee User Survey. A total of 129 employees responded to the survey. The results of this survey provide feedback to the Dean of Library Services, E-Learning, Tutoring & Faculty Development about how the library is used in employees' work and satisfaction with the services provided. (P&E)
- ❖ Prepared to launch EMDv2 on September 1, 2011. Made presentations to IC, SAC, Administrative Services and EC. Continuing to respond to requests for new reports and modifications to existing reports. The August Summary Enrollment Management Report for the Board will come from the new EMD. (P&E)
- ❖ Provided Quick Facts; Public, 2-year School Cost Comparisons July 2011: How does Clark College compare to other 2-year public schools?
 - Tuition
 - Clark College \$3,008
 - National Average \$2,527
 - Net Price
 - Clark College \$5,278
 - National Average \$6,780 (P&E)
- ❖ Planning and Effectiveness is working with departments and units throughout the college to implement the new strategic planning software titled Strategic Planning Online (SPOL). SPOL has four modules: planning, budget, assessment, and accreditation. It is expected that the planning module will be fully implemented and operational by the end of October 2011. Currently, the assessment faculty liaisons and instructional administrators are working to implement the assessment module. This will be the repository for all assessment activity as well as the medium to encourage program faculty to engage in the activities of assessment (i.e. continuous improvement). EC is currently exploring ways that the budget module may be utilized to prioritize one-time funding opportunities. The Planning and Accreditation Committee and the Planning and Effectiveness staff will use the accreditation module as a management system for obtaining needed information for accreditation self-studies as well notify areas of the connection between their work and the accreditation standards. (P&E)
- ❖ The Planning and Accreditation Committee decided that the college needed to relook at the Scorecard. The committee formed a subcommittee, named the scorecard subcommittee. The group has begun to meet. It is expected that the work will be completed by the end of Fall 2011. (P&E)
- ❖ Planning and Effectiveness, with the expert editing skills of Mitzi Schrag, professor of English, has been writing and finalizing the Year One report for the Northwest Commission on Colleges and Universities. The Year One report is a self-study response to Standard One: Mission, Core Themes, and Expectations. It will be submitted prior to September 15, 2011. Standard One reads: *The institution articulates its purpose in a mission statement, and identifies core themes that comprise essential elements of that mission. In an examination of its purpose,*

ENHANCE COLLEGE SYSTEMS

characteristics, and expectations, the institution defines the parameters for mission fulfillment. Guided by that definition, it identifies an acceptable threshold or extent of mission fulfillment.

1.A – Mission

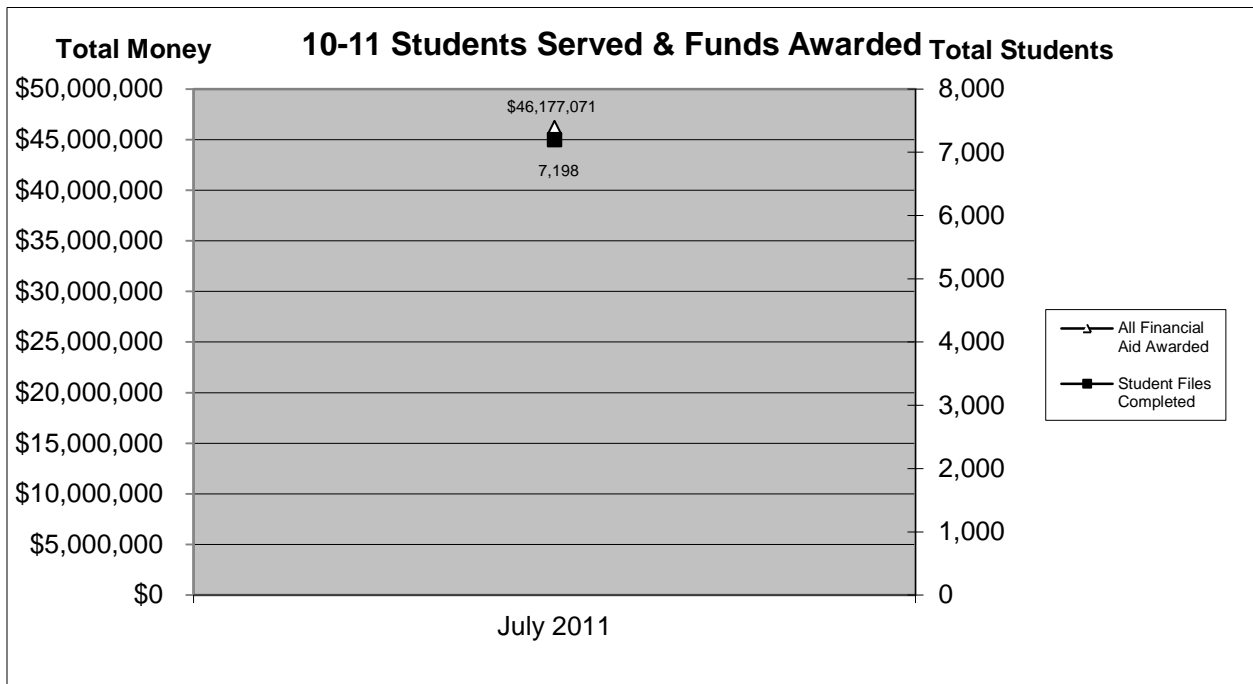
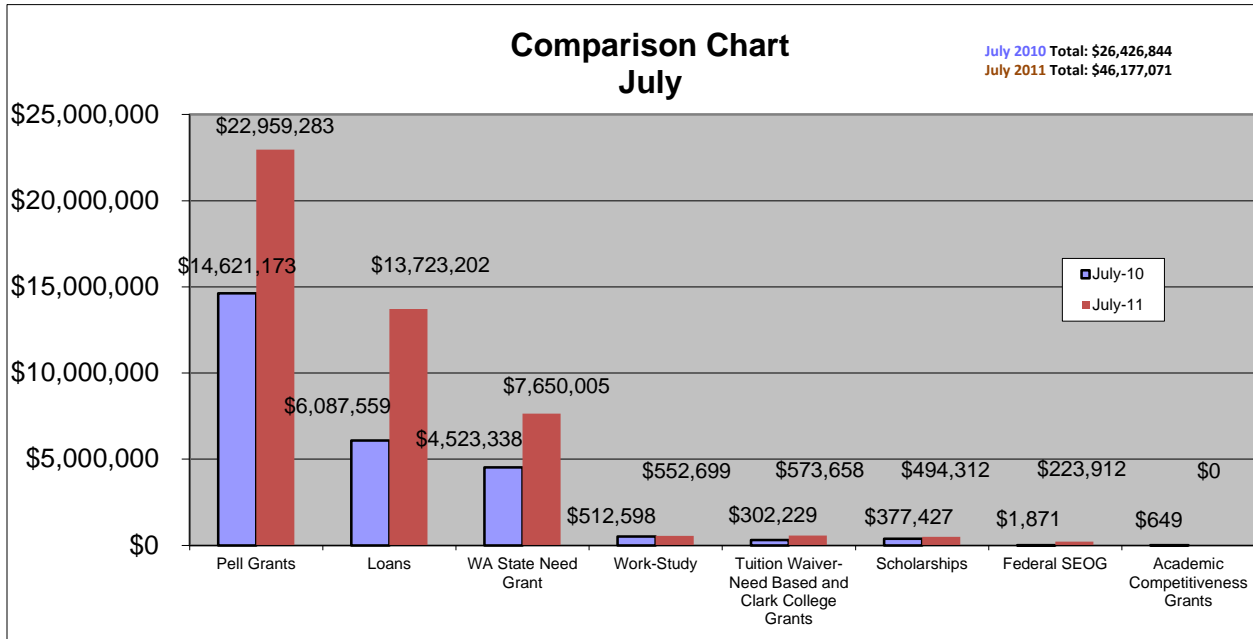
- *1.A.1 The institution has a widely published mission statement—approved by its governing board—that articulates a purpose appropriate for an institution of higher learning, gives direction for its efforts, and derives from, and is generally understood by, its community.*
- *1.A.2 The institution defines mission fulfillment in the context of its purpose, characteristics, and expectations. Guided by that definition, it articulates institutional accomplishments or outcomes that represent an acceptable threshold or extent of mission fulfillment.*

1.B – Core Themes

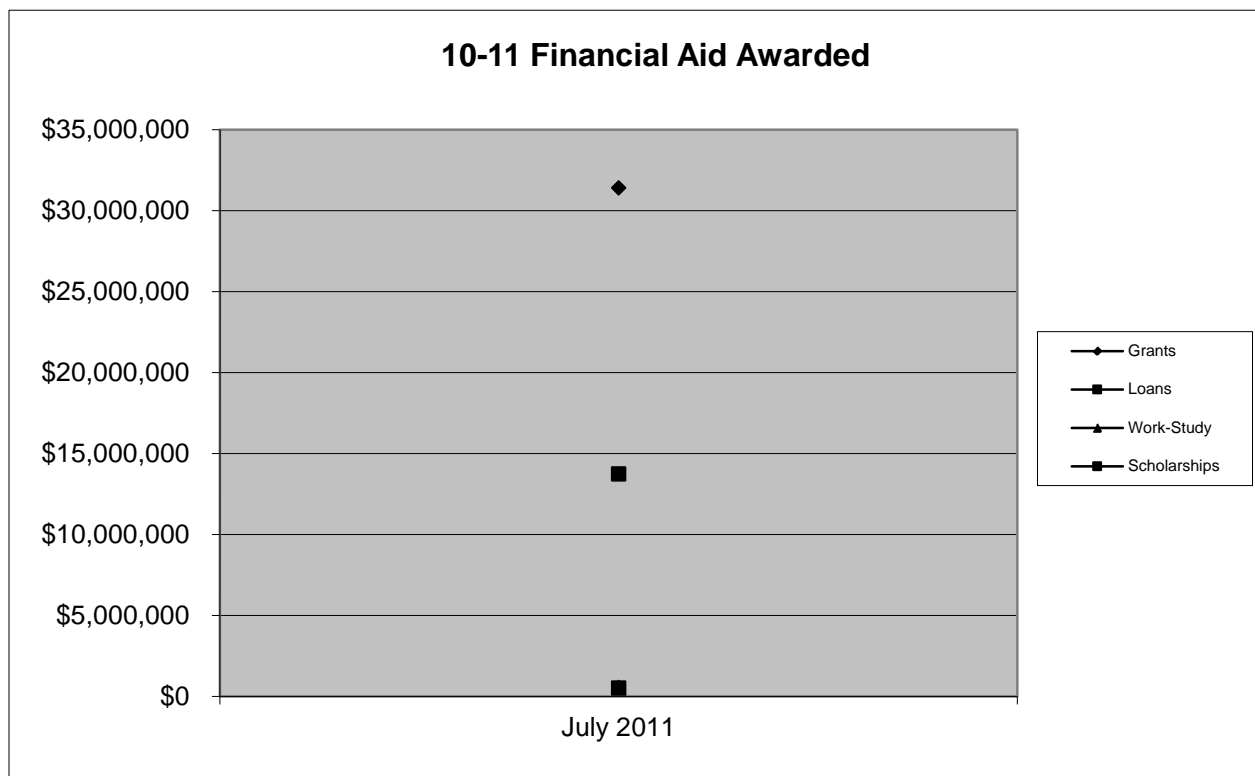
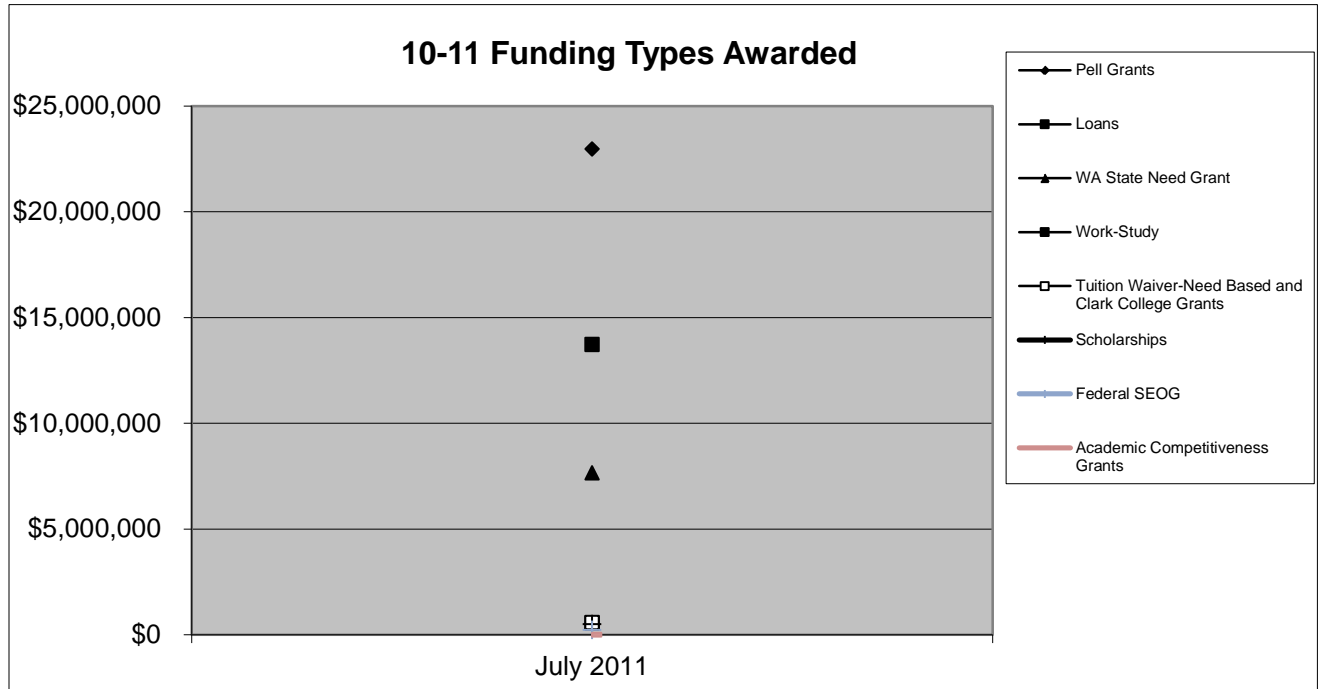
- *1.B.1 The institution identifies core themes that individually manifest essential elements of its mission and collectively encompass its mission.*
- *1.B.2 The institution establishes objectives for each of its core themes and identifies meaningful, assessable, and verifiable indicators of achievement that form the basis for evaluating accomplishment of the objectives of its core themes. (P&E)*

- ❖ Web Specialist Tahnya Huneidi updated the Environmental Health & Safety Intranet pages and relocated them to Admin. Services. She also developed a Public Records Request area in the About Clark\Public Disclosure area of the Clark website. (C&M)
- ❖ Marketing Director Brian Scott, Graphic Designer Pat McDonald and Web Specialist Tahnya Huneidi are working with the Department of Planning & Effectiveness on a survey to learn more about current student perceptions of the college website. The survey is scheduled to be conducted in fall quarter 2011. The information will be used to help plan for a redesign of the college website, to be unveiled in fall 2013. (C&M)
- ❖ Executive Director of Communications and Marketing Barbara Kerr was a featured presenter in a panel discussion titled “This is Not Your Father’s Marketing and Research Strategy.” The event, which was held on August 16 and sponsored by the Portland Metro Chapter of the Public Relations Society of America (PRSA), explored questions related to social media and market research. (What are social media analytics tools that are both quantitative and qualitative? What do social media analytics definitely not do?) (C&M)

STATISTICS



STATISTICS



Clark College - Budget Status Report

6/30/2011 Final

Sources of Funds (Revenues)	2010-11 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	29,878,160	29,878,111	49	100.0%
Tuition	13,365,828	14,140,003	(774,175)	105.8%
Running Start	5,189,331	5,204,129	(14,798)	100.3%
Excess enrollment	8,910,414	10,239,490	(1,329,076)	114.9%
Planned use of prior fund balance	3,151,331	-	3,151,331	0.0%
Dedicated, matriculation, tech, cont ed	3,266,767	3,306,484	(39,717)	101.2%
Total Operating Accounts	63,761,831	62,768,217	993,614	98.4%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	5,927,818	5,729,405	198,413	96.7%
Internal Support	1,342,004	753,339	588,665	56.1%
ASCC less PUB	1,623,887	1,737,395	(113,508)	107.0%
Bookstore	6,081,489	6,428,331	(346,842)	105.7%
Parking	261,252	485,204	(223,952)	185.7%
Auxilliary Services	1,741,883	1,660,377	81,506	95.3%
Financial Aid	52,531,605	51,874,413	657,192	98.7%
Total Other Accounts	69,509,938	68,668,463	841,475	98.8%
Total Sources of Funds	133,271,769	131,436,680	1,835,089	98.6%

Uses of Funds (Expenses)	2010-11 Budget	Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	957,010	797,554	159,456	83.3%
Vice President of Instruction	39,236,553	39,835,337	(598,784)	101.5%
Vice President of Administrative Services	11,590,826	11,303,445	287,381	97.5%
Vice President of Student Affairs	8,027,632	7,603,458	424,174	94.7%
Associate Vice President of Planning & Effectiven	513,471	502,985	10,486	98.0%
Executive Director of Corporate & Continuing Ed	807,030	770,001	37,029	95.4%
Executive Director of Communications	1,200,838	1,038,867	161,971	86.5%
Associate Vice President of Human Resources	1,428,471	1,365,473	62,998	95.6%
Total Operating Accounts	63,761,831	63,217,120	544,711	99.1%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	5,927,818	5,839,052	88,766	98.5%
Internal Support Services	1,342,004	702,647	639,357	52.4%
ASCC less PUB	1,623,887	1,718,782	(94,895)	105.8%
Bookstore	6,081,489	5,800,312	281,177	95.4%
Parking	261,252	499,263	(238,011)	191.1%
Auxilliary Services	1,741,883	1,655,393	86,490	95.0%
Financial Aid	52,531,605	51,841,528	690,077	98.7%
Total Other Accounts	69,509,938	68,056,975	1,452,963	97.9%
Total Uses of Funds	133,271,769	131,274,095	1,997,674	98.5%
Difference - Excess (Deficiency)	-	162,584		
Net transfer Excess Enrollment - CIS equip reserve		920,000		
Net Difference		1,082,584		
Capital Projects - Revenues & use of fund bal	7,380,582	3,588,254	3,792,328	48.6%
Capital Projects- Expenses & Encumbrances	7,380,582	3,588,254	3,792,328	48.6%
Difference - Excess (Deficiency)	-	-		

c. Bob Knight, Bob Williamson, Karen Wynkoop
e. Theresa Heaton, Cindi Olson, Nicole Marcum, Bill Belden
Ron Hirt, Accounting-July 29, 2011

CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2011

		Fund Balance (minus non-cash assets) 6/30/11	Cash Balance (minus dedicated cash) 6/30/11	Required Reserves	Prior Commitments (prior to 7/1/11)	New Commitments (2011/12)	Total Available Cash
145	Grants and Contracts	3,103,448	2,922,903			574,155	2,348,748
147	Local Capital	(1,672)	(1,672)				(1,672)
148	Dedicated Local	5,719,882	2,238,353		1,203,918	700,391	334,044
149	Operating Fee	485,592	50,323				50,323
440	Central Store (Catalog)	51,625	51,625				51,625
443	Data Processing	915,869	910,348			910,348	-
448	Print/Copy Machine	(155,860)	(155,860)				(155,860)
460	Motor Pool	29,738	29,738				29,738
522	ASCC	1,644,576					-
524	Bookstore	2,882,248	2,882,248				2,882,248
528	Parking	287,216	287,216				287,216
570	Other Auxiliary Enterprise	931,090	396,105		28,535		367,570
790	Payroll (clearing)	236,648					-
840	Tuition/VPA	5,593,419					-
846	Grants - Fin Aid	(1,773,305)					-
849	Student Loans	36,069					-
850	Workstudy (off-campus)	(9,604)					-
860	Institutional Financial Aid Fun Reserves*	533,887		5,946,611			(5,946,611)
Totals		20,510,866	9,611,327	5,946,611	1,232,453	2,184,894	247,369

Prior Year Commitments

Date	as of July, 2011	Fund	Amount	Fund Total
7/1/2010	Temporary/Hourly Staffing	148	266,282	
7/1/2010	Coding Position	148	26,000	
7/1/2010	Summer Lab Setup - Mechatronics	148	5,200	
7/1/2010	Student Affairs Support	148	48,150	
7/1/2010	Instructional Support	148	260,000	
7/1/2010	Part-time IT Support	148	22,000	
7/1/2010	Tutoring Expansion	148	36,000	
7/1/2010	Additional TPC Staffing	148	20,000	
7/1/2010	Part-time Library Staff	148	16,500	
7/1/2010	Continuation of IT PT 1050	148	16,065	
7/1/2010	PT Instructional Techs	148	75,000	
7/1/2010	Incident Command Post	148	51,815	
7/1/2010	Strategic Planning Online System	148	10,485	
	Door Lock Project	148	100,421	
From April 2011 List				
2	Continued Increasing Cost of Back Ground Checks	148	20,000	
4	DBA Position	148	85,000	
8	Dental Hygiene Lab	148	60,000	
33	Development & integration of CCE website & student Mgmt System (C	148	10,000	
40	2011-2012 Dues & Memberships	148	45,000	
43	Replacement of O/S Trash Cans	148	30,000	
				1,203,918
	Basic Events	570	18,535	
	Government Events	570	10,000	
				28,535
Total Prior Commitments				1,232,453

New Commitments July 1, 2011 to present

Date	as of July, 2011	Fund	Amount	Fund Total
One Time Funding Decisions on Budget Cut Document				
	Director of Grants (11-12 One time funds, 12-13 50% self support, 13-1	145	82,772	
	Archer Gallery Director (11-12 One time funds, 12-13 50% self support,	145	36,383	
8/15/2011	Silver Parking Lot Renovation	145	30,000	
8/9/2011	Move Fund Balance to CIS	145	425,000	
				574,155
	Use of Funds Balance	148	167,865	
	.5 FTE Nurse Practitioner (11-12 One-time funds)	148	57,526	
8/9/2011	Demolition of Star Building	148	475,000	
				700,391
	Mechatronics Equipment	443	475,000	
8/9/2011	Move Fund Balance to CIS	443	(425,000)	
	CIS Funds	443	860,348	
				910,348
Total New Commitments				2,184,894

Required Reserves


10% of \$59,466,106

5,946,611



MEMORANDUM

To: Robert Knight, President

From: Bob Williamson, Vice President of Administrative Services 

Date/Ref: August 15, 2011/BW384

Subject: 2011-2012 Budget

Background

During the 2010-11 fiscal year the College engaged in a budget development process designed to identify cost savings and budget cutting options in anticipation of additional budget reductions from the legislature. To prepare for responding to the final allocations, we engaged in a process to:

- Review the 2010-11 budget and adjust for zero-sum changes;
- Calculate and fund changes mandated by the State;
- Develop a reduction plan with opportunities for the college community to provide input;
- Identify and fund items necessary to serve the estimated FTES for 2011-12; and
- Identify and fund items that address operational needs of the College.

As a result of a 12% tuition increase and continued high enrollment we are able to balance the 2011-12 budget by reducing budgets for a total of \$1,811,873, using \$167,865 of fund balance and using \$435,000 in one-time savings from the Instructional unit. In addition, \$3,250,482 of fund balance will be used to fund one-time commitments. These items are listed as an attachment to the Fund Balance Report.

Recommendation:

I recommend approval of the College's 2010-11 operating budget per the attached documents:

- Page 1.** State Allocation & Projected Revenue: total budget of \$131,220,544 for all funds.
- Page 2.** FTES (For Budget Purposes) illustrates the Student FTES supported by the proposed budget.
- Page 3.** Funding from FTES illustrates the revenue associated with each of the FTE components.
- Page 4.** 2011-12 Budget by Area of Responsibility illustrates the allocation of resources among the divisions of the College.

**CLARK COLLEGE
2011-12 BUDGET
STATE ALLOCATION & PROJECTED REVENUE**

	Funded FTE's	2010-2011 Base Budget	Funded FTE's	2011-2012 Base Budget
STATE ALLOCATION				
General Fund	6,554	27,213,838	6,554	21,925,857
ABE Enrollments	37	223,850	37	223,850
Apprenticeship	9	37,350	9	37,350
University Contracts	15	94,500	15	94,500
Growth	-	-	-	-
I-Best	16	156,000	16	156,000
High Demand	98	862,771	98	862,771
Workforce High Demand	24	210,000	24	210,000
Early Ed, Math & Science	8	44,400	8	44,400
Worker Retraining	335	1,568,508	235	1,107,408
	7,096	30,411,217 *	6,996	24,662,136
TUITION & OTHER				
Tuition		13,305,428		15,577,414
Excess Enrollment	2,361	8,910,414	2,365	9,886,504
Enterprise Interest		-		-
Interest (101/149)		-		-
Running Start (145)	1,200	5,173,331	1,100	4,763,000
Use of Fund Balance (145)		116,675		602,863
	3,561	27,505,848	3,465	30,829,781
DEDICATED FUNDS				
Matriculation Fee		315,000		325,000
Continuing Education Fees		557,393		633,103
Resale Charges		530,000		537,620
Class Fees		572,374		800,466
Tech Fee		1,100,000		1,200,000
GED Testing Fees		66,000		66,000
Career Center Fees		5,000		6,000
Admissions Fee		-		220,000
Health Services Fees		32,000		132,000
Testing		24,000		24,000
Health Occupation Admissions		44,000		30,000
Tech Prep		6,000		-
		3,251,767		3,974,189
Subtotal (Operating)		61,168,832		59,466,106
ENTERPRISE ACCOUNTS				
Grant & Contracts		3,849,538		3,500,862
Internal Support Services		734,560		625,789
ASCC & Clubs		1,544,150		1,597,003
Bookstore		5,525,000		5,725,000
Parking		292,500		439,229
Auxiliary Enterprises		1,698,217		1,951,906
Student Financial Aid		40,955,674		54,134,179
Capital Projects		4,802,000		3,780,470
Subtotal		59,401,639		71,754,438
TOTAL COLLEGE BUDGET		120,570,471		131,220,544

* Adjusted Base

**Clark College
2011-12 BUDGET
FTES (For Budget Purposes)**

	FTES			
	2010-11	2011-12	Change	% Change
State Allocation				
State Basic	6,554	6,554	-	0.0%
ABE Enrollments	37	37	-	0.0%
Apprenticeship	9	9	-	0.0%
University Contracts	15	15	-	0.0%
Growth	-	-	-	0.0%
I-Best	16	16	-	0.0%
High Demand	98	98	-	0.0%
Workforce High Demand	24	24	-	0.0%
Early Ed, Math & Science	8	8	-	0.0%
Worker Retraining	335	235	(100)	-29.9%
State Allocation Sub-total	7,096	6,996	(100)	-1.4%
Excess				
Excess Enrollment - Base	2,361	2,365	4	0.2%
Total Budgeted FTES	9,457	9,361	(96)	-1.0%
Other				
Running Start	1,200	1,100	(100)	-8.3%
Total Contractual Programs	1,200	1,100	(100)	-8.3%
Total FTES	10,657	10,461	(196)	-1.8%

**Clark College
2011-12 BUDGET
Funding from FTES**

	Funding			
	2010-11	2011-12	Change	% Change
State Allocation				
State Basic	27,213,838	21,925,857	(5,287,981)	-19.4%
ABE Enrollments	223,850	223,850	-	0.0%
Apprenticeship	37,350	37,350	-	0.0%
University Contracts	94,500	94,500	-	0.0%
Growth	-	-	-	0.0%
I-Best	156,000	156,000	-	0.0%
High Demand	862,771	862,771	-	0.0%
Workforce High Demand	210,000	210,000	-	0.0%
Early Ed, Math & Science	44,400	44,400	-	0.0%
Worker Retraining	1,568,508	1,107,408	(461,100)	-29.4%
State Allocation Sub-total	30,411,217	24,662,136	(5,749,081)	-18.9%
Tuition & Excess				
Tuition From State FTE's	13,305,428	15,577,414	2,271,986	17.1%
Excess Enrollment - Base	8,910,414	9,886,504	976,090	11.0%
Total Budgeted FTES	52,627,059	50,126,054	(2,501,005)	-4.8%
Contractual Programs				
Running Start	5,173,331	4,763,000	(410,331)	-7.9%
Total Contractual Programs	5,173,331	4,763,000	(410,331)	-7.9%
Total FTES	57,800,390	54,889,054	(2,911,336)	-5.0%

Clark College
2011-12 BUDGET
By Area of Responsibility

	2010-11 Operating Base*	2011-12 Operating Base w/ Adj	Change	% Change	Other Accounts	2011-12 Total By Area
President						
Operating	749,342	641,859	(107,483)	-16.7%		641,859
Vice President of Administrative Services						
Operating	11,118,688	10,813,716	(304,972)	-2.8%	625,789	
Internal Support Services					5,725,000	
Bookstore					439,229	
Parking					1,951,906	
Auxiliary Services					3,780,470	23,336,110
Capital Projects						
Vice President of Instruction						
Operating	37,996,105	37,222,506	(773,599)	-2.1%		37,222,506
Vice President of Student Affairs						
Operating	7,738,659	7,599,634	(139,025)	-1.8%	1,597,003	
ASCC					54,134,179	63,330,816
Financial Aid						
Associate Vice President of Planning and Advancement						
Operating	447,470	372,287	(75,183)	-20.2%		372,287
Executive Director of Corporate & Continuing Ed						
Operating	797,798	834,240	36,442	4.4%		
Grants & Contracts					625,056	1,459,296
Executive Director of Communications						
Operating	1,200,840	917,356	(283,484)	-30.9%		917,356
Associate Vice President of Human Resources						
Operating	1,119,930	1,064,508	(55,422)	-5.2%		1,064,508
Other						
Grants & Contracts					2,875,806	2,875,806
Total	61,168,832	59,466,106	(1,702,726)		71,754,438	131,220,544

*Ending

s.sand
8/15/2011

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

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

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

Faculty: Dr. Marcia Roi, AHE President; Prof. Radmila Ballada, Technical Services & Systems Librarian; Dr. Tim Cook, Division Chair, Behavioral Sciences.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Burkman called the meeting to order at 5:05 p.m. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> The agenda was accepted as presented. Chair Burkman offered his condolences to the family and friends of Dean of Enrollment Alex Montoya. Mr. Montoya suffered fatal injuries in an auto accident on June 11 and the college is in mourning. President Knight led a moment of silence for Mr. Montoya and discussed the outpouring of grief from the college family that has followed this horrific incident. The accident has been a tragedy for the college and staff and students have been coming together to share their stories of Alex. It is especially difficult due to commencement being two days away and many of the students graduating have been especially close to him. 	
II. B	Statements from the Audience	<ul style="list-style-type: none"> Three community members spoke about the multi-use sports complex being proposed on the college's existing baseball fields. Ms. Ann McInerny-Ogle, Chair of the Shumway Neighborhood Association, voiced her opposition to the use of public funds to build the stadium. Ms. Barbara Ford of the Arnada Neighborhood voiced her opposition to the possibility of parking issues, garbage, and alcohol arising from large numbers of game attendees. Mr. Dick Malin, President of the Central Park Neighborhood, indicated that residents have not yet come to a consensus on whether they will support the stadium. He said there seems to be a disconnect between what the local newspaper is reporting and what they are hearing from the college and team officials. A fourth resident, who did not give her name, shared her opposition and her belief that the proposed space is the wrong place for a stadium. 	

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

	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> Dr. Roi cited calendar conflicts in scheduling monthly meetings with President Knight. Both of their calendars have been full necessitating the rescheduling of the meetings through the year. The bargaining teams continue to meet with the college on Office of instruction reorganization and work load issues. The AHE will be reorganizing temporarily. Ms. Kimberly Sullivan was elected internal AHE president. Dr. Roi will be the external president and working on outside activities. The job has become too large for one person to do. 	<ul style="list-style-type: none"> Chair Burkman thanked her for her service as president this past year.
II. C.	2. WPEA	<ul style="list-style-type: none"> There was no report from the WPEA this evening. 	
II. C.	3. ASCC	<ul style="list-style-type: none"> Mr. Ramirez and Ms. DeGrenier presented their final report to the board. The ASCC bylaws have been updated and will be effective next year. Several clubs were not rechartered for 2011-12 as they did not meet club criteria. Mr. Ramierz complimented Ms. DeGreiner on her thoroughness in preparing next year's budget, which was a very difficult task. 	<ul style="list-style-type: none"> Chair Burkman thanked Mr. Ramierz and Ms. DeGrenier for their service and asked them to share some of the things they learned as ASCC officers this year. Both agreed that time management, public speaking, and meeting preparedness were among the most valuable things they are taking from their experience. President Knight also congratulated them and expressed his anticipation to see both of them walk at commencement.
II. C.	D. Foundation	<ul style="list-style-type: none"> Ms. Gibert announced that, in honor of Alex Montoya, the Foundation is honored to offer a full scholarship to an incoming Latino student. Applications are currently under review and a recipient will be announced soon. 	
II. D.	Statements and Reports from Board Members	<ul style="list-style-type: none"> There were no reports from the board members. 	

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

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> This evening's Student Success presentation was offered by Gabrielle Sharratt, a dental hygiene student. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Prof. Radka Ballada featured a project the library undertook this past year. They were able to digitize Clark's early student newspaper, <i>Penguin Progress</i>, editions from 1959-1962 through a generous grant from the ASCC. The physical newspapers were in danger of disintegrating and the library was able to preserve them electronically before they literally disappeared. The library recently received a generous donation of copies of the papers from the 1940s and will continue the digitization process with these. Because of Mr. Montoya's passing, President Knight reported that Dr. Dastmozd asked that a farewell reception scheduled in his honor be cancelled. Dr. Dastmozd is leaving Clark to assume the presidency of St. Paul College in Minneapolis, MN. President Knight said Dr. Dastmozd has been his right hand person over the past five years and characterized him as a humble leader with the highest integrity and passion. He has helped move the college to a student-centered focus while facing very tough issues and situations. President Knight appreciates everything Dr. Dastmozd has done and the college is better for having him been here. Chair Burkman noted the explosive growth in enrollment during Dr. Dastmozd's tenure increasing from 11,500 to 16,500 in only five years. Dr. Dastmozd has shown tremendous leadership and dedication to students and Chair Burkman is very excited for him to take on his own presidency. Dr. Dastmozd spoke about the great journey he has been on at Clark and the fun he has had. He praised President Knight as a great mentor and thanked his deans and directors for the great work they have accomplished. He looks forward to returning to the Vancouver community to retire here someday. He then introduced Dr. Tim Cook, who is taking the position of Interim Vice President of Instruction until a replacement is hired. 	

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

	TOPIC	DISCUSSION	ACTION
II. E.	President’s Report	<ul style="list-style-type: none">President Knight announced that there will be no formal reports this evening from the Executive Cabinet. The college community is in mourning and he knows that everyone wants to be with their families and friends this evening so the report portion of the meeting will be eliminated.	
III.	ACTION ITEMS		
	<ul style="list-style-type: none">Board Officer Elections Board policy 100.C20 states that in June of each year the board shall elect from its membership a chair and vice-chair to serve for the ensuing year. The chair and vice-chair of the board are elected for a term of one year and assume office on July 1.<ul style="list-style-type: none">Trustee Parker moved to nominate Rhona Sen Hoss as chair for the 2011-2012 year. The motion was seconded by Trustee Rupley and unanimously approved.Trustee Pollard moved to nominate Jada Rupley as vice-chair for the 2011-2012 year. The motion was seconded by Trustee Parker and unanimously approved.<p>The committee appointments will be made at the August 2011 meeting.</p>First Reading<ul style="list-style-type: none">2011-2012 College Budget Resolution 138—to set the upcoming budget to 2010-2011 levels until the 2011-2012 budget has been completed by the Legislature.2011-2012 Additional Sabbatical—Sally KeelyConsent Agenda<ul style="list-style-type: none">Minutes from May 24, 2011 Board Meeting	<ul style="list-style-type: none">MOTION: Trustee Pollard made a motion to move Resolution 138 to the Consent Agenda. The motion was seconded by Vice Chair Sen Hoss and unanimously approved.MOTION: Trustee Pollard made a motion to move the Additional Sabbatical to the Consent Agenda. The motion was seconded by Vice Chair Sen Hoss and unanimously approved.MOTION: Trustee Pollard made a motion to approve the three items on the Consent Agenda. The motion was seconded by Trustee Rupley and unanimously approved.	

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

	TOPIC	DISCUSSION	ACTION
IV.	FUTURE TOPICS		
	Budget	Naming Policy (August)	
	Diversity Operational Plan	K-12	
	North Central Site Executive Session	CLE Update	
	Review of College Policies	Baseball Update	
	Light Rail Update		
	DATE AND PLACE OF FUTURE MEETING		
	<ul style="list-style-type: none"> There will be a special meeting on Wednesday June 22, 2011 to hear presentations on the college's 2011-2012 budget and an update on the Columbia River Crossing project in Bauer Hall, Room 109. The board will hold its annual work session retreat on Tuesday, July 26 in Room 335 at the Columbia Tech Center. The next regular meeting of the Board of Trustees is currently scheduled for August 23, 2011 in the Ellis Dunn Community Room, GHL 213. 		
V.			
	EXECUTIVE SESSION		
VI.	<ul style="list-style-type: none"> No Executive Session was held this evening. 		
	ADJOURNMENT		
VII.	<ul style="list-style-type: none"> There being no further business, the meeting adjourned at 6:10 pm. 		

Jack Burkman, Chair
Clark College Board of Trustees

Leigh Kent
Recorder
June 30, 2011

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
June 22, 2011
BHL 109

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

Administrators: Mr. Robert Knight, President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Darcy Rourk, Associate Vice President of Human Resources; Dr. Ray Korpi, Dean of Developmental Education, English, Communications & Humanities; Ms. Karen Wynkoop, Director of Business Services; Ms. Leigh Kent, Executive Assistant to the President.

Others: Ms. Bonnie Terada, Assistant Attorney General; Mr. Wesley King, CRC Deputy Transit Manager; Thayer Rorabaugh, City of Vancouver Transportation Policy Director; Jeff Hamm, C-TRAN CEO/Executive Director; Mandy Putney, CRC Communications.

	TOPIC & DISCUSSION	ACTION
I.	<ul style="list-style-type: none"> CALL TO ORDER 	
	<ul style="list-style-type: none"> Chair Burkman called the meeting to order at 4:00 p.m. and the attendees introduced themselves and their roles in the Columbia River Crossing project structure. 	
II.	COLUMBIA RIVER CROSSING PROJECT OVERVIEW	
	<ul style="list-style-type: none"> The trustees questioned the CRC project managers on a timeline for the college to make a final decision to formally support the crossing project. A list of questions and concerns was submitted to the CRC one year ago. The CRC provided background on the project to bring everyone up to date. The study process has been ongoing since 2001 and the CRC was formally organized in 2005; in 2008, a project sponsors council and community advisory groups were developed and are working through this phase of the project. C-TRAN will be responsible for the physical assets of the project will enter into a contract with Trimet to run and maintain the rail equipment. The original plan called for bus rapid transit, but the focus changed to light rail due to rail's lower operational costs and ability to carry more passengers than buses can. Rail will also negate the need to transfer from bus to train at the Expo Center. Funding is not yet in place for the project and staging for the eventual construction build outs has not yet begun. Construction and staging discussions are expected to begin in early 2012. The planned bridge will encompass three through lanes, two auxiliary lanes, and two shoulders in the north/south directions for a total of 14 lanes. In addition, seven interchanges will be reconstructed and a lid will be placed over the freeway at Evergreen Boulevard, connecting both sides of the Vancouver downtown area. Agreements will need to be made with various city, county, and state agencies on both sides of the river. 	<ul style="list-style-type: none"> The CRC will send a copy of the college's letter to the trustees along with their response to it and a list of decisions that still need to be made. Wesley King will provide information to the trustees on the size of the Central Park parking structure. The rendering of the building is approximately two city blocks. The CRC acknowledged that they may request a board resolution stating that the trustees are in favor of the project and endorse the proposed construction locations for delivery to Olympia. They will advise when the resolution will be needed and expect it will be sometime in 2012. They will also advise how the state will be involved in the project in order to move it forward. President Knight will also talk with the state board staff about their role in the process.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
June 22, 2011
BHL 109

	TOPIC & DISCUSSION	ACTION
	<ul style="list-style-type: none"> There was discussion about the fit of the new Central Park parking structure with the multi-use stadium proposed for the western side of the Clark College campus. 	<ul style="list-style-type: none"> The CRC will send the college a copy of the final Environmental Impact Statement when it is received. CRC is meeting with the Vancouver City Council on June 27 to discuss the details of the project.
III.	<ul style="list-style-type: none"> 2011-2012 COLLEGE BUDGET 	
	<ul style="list-style-type: none"> Ms. Wynkoop shared that the state board of trustees are meeting today and will pass the budget for the community colleges for the 2011-2012 year. The governor has signed the state's 2011-2012 budget with vetoes included. The budget situation continues to deteriorate throughout the state with associated difficulties at the colleges. For this coming year, the college will tightly manage enrollment, holding class minimums to 17 students. Should enrollment fall below minimums, the class will be cancelled. Changes to Running Start, including charging students for credits taken above 15, are expected to somewhat negatively impact enrollment, although it is not yet known to what extent. The college has budgeted 100 fewer RS FTES in 2011 in anticipation of these changes. Over the past three years, the college budget has been reduced by \$6 million with another \$4.3 million overall reduction expected in 2011-2012. The college now receives less than 50% of its support from the state thus underscoring the importance of the foundation's support. There will be a mandatory 3% salary cut in 2012-2013 for classified employees; the college expects all employee classifications will share in this cut. The state is also mandating changes in the retirement plans. Previously, for employees over age 50, the college matched 10% of their contributions, but the state will now only match 6% and expects the individual colleges to make up the additional 4% on their own. Clark's mix of part-time to full-time students is different from many of the other colleges; part-time students make up 80% of Clark's population with full-time accounting for only 20%. The college still needs to cut an additional \$350,000 to balance next year's budget and are hopeful that excess funds remaining from 2010-2011 will be enough to close the gap. The reserve accounts have not yet been touched. 	
VII.	ADJOURNMENT <ul style="list-style-type: none"> There being no further business, the meeting adjourned at 5:50 pm. 	

Jack Burkman, Chair, Clark College Board of Trustees

Leigh Kent
Recorder, July 6, 2011

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
July 26, 2011
Columbia Tech Center Room 144

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

Administrators: Mr. Robert Knight, President; Dr. Tim Cook, Interim Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services; Mr. Ted Broussard, Dean of Student Success & Retention; Dr. Darcy Rourk, Associate Vice President of Human Resources; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Leigh Kent, Executive Assistant to the President.

Others: Ms. Bonnie Terada, Assistant Attorney General; Ms. Kimberly Sullivan, AHE President; Mr. Jim Wilkins-Luton, AHE Vice President; Dr. Marcia Roi, AHE; Mr. Dave Halme, LSW Architects.

	TOPIC & DISCUSSION	ACTION
I.	<ul style="list-style-type: none">CALL TO ORDER	
	<ul style="list-style-type: none">Chair Sen Hoss called the meeting to order at 9:05 a.m.The meeting agenda was accepted as presented.Chair Sen Hoss reviewed the minutes of the July 2010 board work session to set the framework for this year’s meeting.Chair Sen Hoss also reported on the trustees’ committee assignments for 2011:<div><div>ChairRhona Sen Hoss</div><div>Vice ChairJada Rupley</div><div>Foundation Board of Directors (#1 Board Rep)Sherry Parker</div><div>Foundation Board of Directors (#2 Exec Rep)Jada Rupley</div><div>Foundation Strategic Planning Committee RepJada Rupley</div><div>TACTC Legislative CommitteeRoyce Pollard</div><div>TACTC Legislative Committee AlternateSherry Parker</div><div>Columbia River Crossing Liaison/RepJack Burkman (new position)</div><div>Workforce Education Liaison/RepSherry Parker (new position)</div></div>	
II.	CLIMATE SURVEY REVIEW	
	<ul style="list-style-type: none">Ms. Diehl provided a review of the Climate Survey results followed by a discussion of the results by the trustees. She reviewed the methodology used to determine areas for improvement.The questions in the survey were based upon a scale of 1 through 7 with 4 being the midpoint. The researchers flagged any response which fell either 0.75 above or 0.75 below 4.0 and identified it as an area of weakness. Themes for areas of improvement were then were then identified from the quantitative data collected.	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
July 26, 2011
Columbia Tech Center Room 144

	TOPIC & DISCUSSION	ACTION
	<ul style="list-style-type: none"> In past years, the PACE survey had been conducted but the college found that the questions were not relevant to its needs. The Planning & Effectiveness unit, in concert with the AHE, convened a committee that developed the climate survey to measure the college's strategic initiatives. The results of the survey were not a surprise to the administration or to the committee involved with its development. The themes identified as areas of concern included: <ul style="list-style-type: none"> Relations between college groups Employee voice in the decision-making process (shared governance) Workload Physical work environment Diversity Communication Food Strategic planning President Knight told the group that shared governance has appeared as an issue in surveys dating from 1998. The college is committed to improving the shared governance structure and will remain on a steady course with the reforms already implemented. Food has been an issue as well, with both the quality and availability receiving unfavorable comments. The trustees agreed that this is an operational and programmatic issue rather than a policy issue and does not warrant board intervention. Ms. Diehl addressed each of the themes and identified steps the executive cabinet has taken to address them and the plans for moving forward. The trustees expressed their appreciation at having accurate data available to them. As a policy board, the trustees discussed how their role in the climate survey should evolve. As the board cannot become involved in operational issues, they still need and want to remain connected to the college. They agreed that the trustee role should be explained to the college community to help everyone understand what the trustees do and do not do. They shared some of their experiences with community residents when they have been approached in public about an issue at Clark. Community college trustees are appointed by the governor to represent the larger community's interest at the colleges. Community members sometimes will approach a trustee at a local event and ask them about an issue at the college. Many times their questions are of an operational nature and the trustee may not be able to provide an answer and the community member may not understand why their question cannot be answered immediately, thus presenting an awkward situation. The trustees pointed out that the larger community may not understand or even agree with the trustee's role so it is sometimes a difficult role to hold. This type of discussion is being held at the national level by trustee organizations as well. 	<ul style="list-style-type: none"> The role of the board members will be discussed at the August 24, 2011 board meeting, the first of the 2011-12 academic year. The board will address the climate survey issues at each board meeting and will build them into their 2011-12 board goals.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
July 26, 2011
Columbia Tech Center Room 144

	TOPIC & DISCUSSION	ACTION
III.	BOARD SELF-ASSESSMENT	Deferred to future date.
IV.	GISS CONFERENCE DATA REVIEW—COMPLETION DISCUSSION	
	<ul style="list-style-type: none"> In June, Chair Sen Hoss and Trustees Parker and Rupley attended the Governance Institute for Student Success (GISS) conference. The event was jointly sponsored by the GISS and Gates Foundation. The cost of conference registration and lodging was paid for by the Gates Foundation and mileage to and from the meeting was paid by TACTC. There was no cost to the college. The full board completed a self-assessment in advance of the meeting. The responses were compiled and sorted into college-specific, graphed results. Chair Sen Hoss reviewed those results with the meeting attendees. The trustees discussed the themes that appeared through the results. Student completion was one of the themes in the forefront as future funding could depend upon this. Unfortunately, there is not a consistent definition of completion throughout the community college environment, as students are not all attending classes with the intention of obtaining a degree. The Gates Foundation is driving the national completion conversation and it is of concern to colleges and trustees. The trustees strongly agreed that Clark College will need to become more nimble and responsive to environmental changes quickly. The bureaucratic approach of years of study of an issue and process discussion will no longer be feasible given the competition for funding and changes facing higher education. Ms. Diehl discussed Clark's Student Achievement Initiative with the trustees. Data from this project was submitted to GISS, combined with the trustee responses, and developed into the final report. The WA community colleges do not all use the same coding or count their enrollment numbers in the same way, thus comparisons between their completion numbers are not valid. The GISS also used one year of a student cohort (2006) at Clark to gauge completion numbers. They did not take into account succeeding years that illustrated an improvement in the cohorts studied. So while the information provided in the report is a starting point, it does not provide a totally accurate picture of what is taking place in the WA community college system. 	
V.	INTERCULTURAL DEVELOPMENT CONTINUUM	
	<ul style="list-style-type: none"> Dr. Rourk provided an in-depth review of the Intercultural Developmental Inventory. The college has committed to getting as many employees as possible assessed by the IDI. The trustees are in support of taking the assessment as well. 	<ul style="list-style-type: none"> Ms. Terada will look into public records disclosure issues surrounding the assessment. President Knight will bring options for the trustees to the August 24 work session.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
July 26, 2011
Columbia Tech Center Room 144

	TOPIC & DISCUSSION	ACTION
VI.	BOARD GOALS	
	<ul style="list-style-type: none"> Ms. Diehl explained the strategic plan indicators and how they are measured under the college scorecard. They are an assessment of the whole college and the top issues that need attention. The Strategic Planning Committee has rated each indicator and placed those indicators into similar themes. From these themes, the college's one-year Institutional Goals, and the units' one-year Operational Goals are developed. The 2011-2012 Institutional Goals are similar to those of 2010-2011. The board's goals 2011-2012 should be similar to their 2010-2011 goals as well. Thus, all goals at all levels will align to the strategic plan. Board goals will include: <ul style="list-style-type: none"> Fiscal Responsibility College Climate Shared Governance Diversity Responsibility for President Building Partnerships and Representing Constituencies Provide Access and Completion (replaces Student Achievement) Of note, college donors are asking for the success rates of certain programs. As the college becomes more reliant on private donations than state funding, it will be important to have solid data available to donors and the ability to obtain answers quickly in order to get ahead of other schools that will be looking for the same funding. Ms. Diehl then discussed the new SPOL software (Strategic Planning Online) that will allow all college goals to be tracked electronically. The board will evaluate the president based upon SPOL data. SPOL will allow assessment to take place all year long and will allow everyone in the college to see how their role fits into the college's strategic plan. 	<ul style="list-style-type: none"> Ms. Diehl will compile a draft of the 2011-2012 board goals along with the accompanying guiding statements and submit them to the trustees for their review.
	EXECUTIVE SESSION	
	<ul style="list-style-type: none"> At 1:15 pm, the board recessed for a 15-minute break. At 1:30, the board convened in Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase and to review the performance of a public employee. The Executive Session was expected to last until 4:00 pm. No final action will be taken during the Executive Session. At 4:00 pm an announcement was made that Executive Session would be extended to 4:15 pm. At 4:15 pm, the Executive Session ended. The special work session reconvened at 4:15 pm. No action was taken by the board during Executive Session. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
July 26, 2011
Columbia Tech Center Room 144

	TOPIC & DISCUSSION	ACTION
VII.	ADJOURNMENT <ul style="list-style-type: none">• There being no further business, the meeting adjourned at 4:15 pm.	

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Leigh Kent
Recorder
July 27, 2011

PROPOSED 2012 BOARD MEETING DATES

JANUARY 25

FEBRUARY 22

MARCH 28

APRIL 25

MAY 23

JUNE 13

JULY 25

(SPECIAL BOARD WORK SESSION/RETREAT)

AUGUST 22

SEPTEMBER 26

OCTOBER 24

NOVEMBER 28

DECEMBER 19