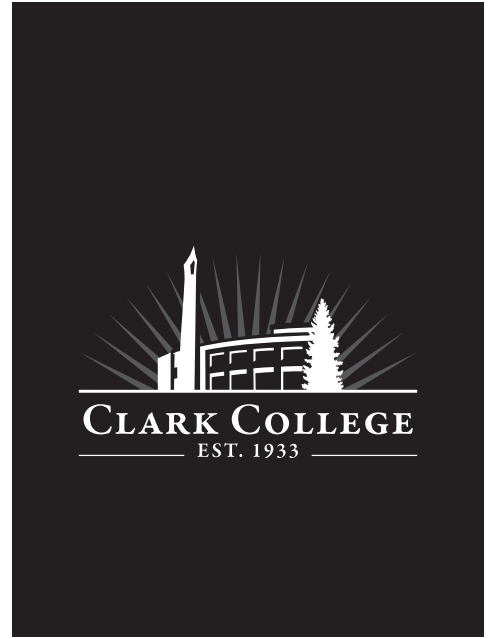


# Clark College Board of Trustees



**September 26, 2012**

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  
September 26, 2012**

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**CLARK COLLEGE BOARD OF TRUSTEES**  
**Wednesday, September 26, 2012**  
**Rooms 20/122 Clark College Building at WSU Vancouver**

**AGENDA**

All regular meetings of the Board are recorded.

**BOARD WORK SESSION, PUB 258C**

**4:00-5:00 p.m.**

- ♦ Tour of Vancouver iTech Preparatory

4:00-4:50

**BUSINESS MEETING**

**I. CALL TO ORDER**

**5:00 P.M.**

**II. BUSINESS MEETING**

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

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

D. Statements and Reports from Board Members

E. President's Report

*Student Success Presentation: Kim Brewer*

*Faculty Presentation: Dawn Shults, Pharmacy Tech*

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### **III. ACTION ITEMS**

#### **First Reading**

- ♦ Parent Ed Waiver

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#### **Consent Agenda**

- ♦ August 22, 2012 Meeting Minutes

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### **IV. FUTURE TOPICS**

- |                                              |                                         |
|----------------------------------------------|-----------------------------------------|
| ♦ Accreditation Work Session, winter quarter | ♦ K-12                                  |
| ♦ CLE Update                                 | ♦ Review of College Policies            |
| ♦ Climate Survey                             | ♦ Standard 2 Highlights, winter quarter |
| ♦ Columbia River Crossing                    | ♦ STEM                                  |
| ♦ Facility Plan                              | ♦ Diversity Operational Plan            |
| ♦ GISS Student Completion Data               | ♦ Workforce Development                 |

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

*The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, October 24, 2012 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  
SEPTEMBER 2012**

**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*

- ❖ A cohort of 16 students has been admitted to the Transfer AA Honors Program for fall. Students in the Honors Program have the opportunity to take intellectually enriching Honors courses with other outstanding students, work closely with a faculty mentor, and complete an independent capstone project relevant to their area of interest. Thanks to a generous donor and the help of the Foundation, the Honors Committee was able to grant scholarship awards to all of the students in the fall cohort. For more information about the program, visit <http://www.clark.edu/honors>. (OOI)
- ❖ Tani McBeth co-facilitated a fully online Quality Matters Workshop, “Applying the Quality Matters Rubric” (APPQMR), during July and August with Kathy Bright from Olympic College. Six Clark College faculty successfully completed the workshop. (OOI)
- ❖ Cynthia Foreman, Associate Director of eLearning, has received Quality Matters (QM) Master Reviewer status. QM is a faculty-centered, peer review process that is designed to certify the quality of online and blended courses. QM processes benefit both individual faculty and their institutions through improved student learning outcomes and retention, adoption of a systematic and comprehensive continuous quality assurance process that includes faculty training, course development, and course revisions that are aligned with accreditation standards and an opportunity to engage in benchmarking activities with peer institutions. (OOI)
- ❖ Donna Wittmayer and Katy Graham, two full-time Dental Hygiene instructors, retired this summer. To help prepare for their new teaching roles, Kristi Taylor and Theresa Marks, the Dental Hygiene Program’s two new tenure-track instructors, attended and successfully completed the SBCTC’s 2012 Washington State Boot Camp for New Professional Technical Instructors. The boot camp is an intensive look at teaching and learning styles, processes, and applications. Not only did they learn a lot, but they also had an opportunity to meet and collaborate with each other and faculty from other institutions. (OOI)

## FOCUS ON LEARNING

- ❖ The Dental Hygiene program ordered the Invision camera system, which is a portable unit that will be used for live demonstrations in the lab, clinic, and classroom. Instructors will be able to record specific skill demonstrations and post them to Moodle for students to access as tutorials. The lab is also being outfitted with computers at each station to allow students to follow along during demonstrations and individual practice sessions. (OOI)
- ❖ One hundred percent (100%) of the 2012 Dental Hygiene graduates passed the National Dental Hygiene Board Exam. (OOI)
- ❖ Ten new ASCC student government members attended the Council for Unions and Student Programs (CUSP) Student Activities and Leadership Institute September 5 -7 in Wenatchee, Washington. The conference offered an opportunity to develop an understanding of their campus roles and governing documents as well as develop skills in planning and implementing initiatives and events on their campuses. Additionally, they gained information regarding the upcoming Legislative Academy series and the newly formed Washington Community and Technical College Student Association (WACTCSA) and how they can work together to better voice their opinions through collaborated efforts with other community and technical colleges in the system. (SA)
- ❖ Approximately 200 Running Start students and parents attended the annual Bookstore Open House for RS students on August 28. Students were able to learn about textbook affordability options, book rentals, technology and software, web services and social media, ASCC, Running Start, and tutoring services. Faculty from several academic departments were on hand to help students find their books and answer questions about classes at Clark. (SA)
- ❖ In the spirit of shared governance, we have created an expanded leadership council in Student Affairs to engage middle managers in strategic planning and professional development. This leadership group will help bridge the gap between front line services and our administrative team. The council has met twice this summer resulting in a new vision and purpose statement for Student Affairs and active involvement in continuous improvement related to the Student Affairs strategic plan. We will meet quarterly to discuss progress toward established goals and to engage in leadership training. (SA)

Student Affairs Vision Statement: Highly engaged staff delivers leading edge services to ensure that all students achieve their goals.

Student Affairs Purpose Statement: Clark College Student Affairs creates opportunities for students to be successful. We serve and educate our diverse community through professional expertise, innovation and collaboration.

- ❖ Latino Outreach Coordinator conducted a presentation for students who are taking ESL classes at Partners in Career program (PIC). PIC is a non-profit organization who runs different programs such as Refuge program for Russians and Micronesians and help people who are in DSHS programs to find a job. Clark College students in this program are in higher levels of ESL classes and ready to transfer to college level. (ODE)

## FOCUS ON LEARNING

- ❖ Latino Outreach Coordinator attended a meeting with the Commission on Hispanic Affairs meeting at Mt. Vernon on Aug 17 and 18, 2012. During this meeting she helped to develop the strategic plan for 2012-2015, including targeting ways to decrease the achievement gap from K-12 to college for Latino students. The Commission will soon engage Clark in discussions on this issue in partnership with local school districts and Washington State University. (ODE)
- ❖ Mature Learning is celebrating its 40th anniversary this fall by featuring seven new classes taught by Clark adjunct instructors in the fall schedule. Courses and instructors include: Andrew Foeller: "Myth, Man or Monster"; Jason Stiffler, "20th Century Short Stories"; Otto Schumlpf, "Introduction to Greek Philosophy"; Jeffrey Tatum, "Famous Trials in History"; Donna Whitehouse, "Under the Microscope: Chronic Disease"; Aaron Whelchel, "The B-Side: Seldom-told Stories of New Imperialism"; and Terri Kelly, "Journey of our Food". (CCE)
- ❖ The fall 2012 Continuing Education class schedule was mailed to more than 150,000 Vancouver households on September 6, 2012. The schedule featured information about the Corporate & Continuing Education building move, as well as an Early Bird sale promotion, which ran from August 27 – September 14, 2012. (CCE)
- ❖ Corporate & Continuing Education (CCE) cooking & wine school staff promoted the CCE fall class schedule by participating in the Camas Farmers Market "Chef Demo Stage" on September 12, 2012. The staff demonstrated recipes and handed out schedules to market goers. (CCE)



## 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*

- ❖ Clark College's eLearning department welcomed new students and celebrated the success of seven graduates in the Weekend Degree Program at an event held on August 18. New students participated in a program orientation that included a general overview of the Weekend Degree Program, information about Financial Aid, Academic Advising, and specific course information from Math and Spanish faculty. A number of current Weekend Degree students and recent graduate Jordan Robertson joined the event at lunch time and shared first-hand their challenges and successes. The Weekend Degree Program requires on-campus attendance only three weekends per quarter, integrating classroom and online instruction. Completion of the Weekend Degree Program earns students an Associate of Arts—Direct Transfer Agreement degree preparing students to transfer to many bachelor degree programs at four-year institutions in Washington and Oregon. (OOI)
- ❖ The Bookstore's year-to-date sales results through August 2012 are up 21%. This is largely due to the shift in the start of the 2012 academic quarters. Transactions in the store through August are break even, which is a positive trend when compared to the reduced fall "to-date" enrollment figures. (AS)
- ❖ The Financial Aid Office has received 2012-2013 State Need Grant (SNG) funding in the amount of \$8,448,209. This compares to \$7,551,320 allocated to Clark for 2011-2012. Funding allocations are based on tuition costs and the number of students that are eligible to receive the grant. Student quarterly grant amount increased from \$1,085 in 2011-2012 to \$1,232 in 2012-2013. (SA)
- ❖ Latino Outreach Coordinator made announcements about the programs and services that Clark Colleges are provided to the Latino community at UNIVISION Spanish media on Aug 06, 2012. (ODE)
- ❖ Latino Outreach Coordinator conducted outreach activities at the second Latino Resource Fair on Aug 11, 2012 at SEAMAR. The goal of this event is to serve neighbors and community in general though education, medical, and community resources. During the event she explained to the attendees the services and programs that Clark College has for the community. The event was very well attended by over 150 people.

## **EXPAND ACCESS**

- ❖ On September 17, Corporate & Continuing Education's (CCE) relocated their operations, corporate education and registration staff, testing facilities and classroom to the West Coast Bank Building, in time for classes to begin on September 24, 2012. The remaining CCE staff will move in phase II sometime in mid-October. CCE's new location will provide a modern location for our Continuing Education students for lifelong learning. Moving Corporate Education will allow CCE to better support the business community. Both Facilities and IT have been extremely helpful with the making the move a smooth transition for CCE. (CCE)
  
- ❖ Clark's social media outlets reached two milestones during the past month – with Facebook passing the 4,000 follower mark and Twitter passing the 1,000 follower mark. As of September 13: Clark's Facebook site had 4,027 followers; Clark's Twitter site had 1,016 followers; Clark's Flickr site featured 486 photos and has received 25,705 views; and Clark's YouTube channel has received 2,430 views. (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*

- ❖ Three international students will play on the Clark College Basketball team in 2012-2013. The students come from Denmark, Latvia and France and have begun training with the team this fall. (SA)
- ❖ The International Program Manager gave a recruitment presentation and met with the Principal at Nadi International School on August 3, a private high school in Nadi, Fiji. Eighteen students attended the presentation. (SA)
- ❖ On August 13<sup>th</sup>, the Special Advisor for Diversity and Equity and faculty member, Carlos Castro attended a meeting with administrative and faculty representatives from Washington State University Vancouver, Lewis and Clark College, and Reed College. The purpose of the meeting was to develop a regional social network to help recruit and retain faculty of color. The group identified a series of gatherings and educational opportunities to take place throughout the academic year. The first will be in early November. In addition to the institutions mentioned above, Portland State University, Portland Community College, and University of Oregon have all agreed to participate. (ODE)
- ❖ Latino Outreach Coordinator collaborated with the Mexican Consulate in the organization of the Labor Rights Fair on Aug 26, 2012. This is the second annual festival where educational institutions, community services, nonprofit organizations, and local government work together in order to educate the community about their labor rights. Attendees took advantage of these resources. This event brought people from different ethnic groups in Vancouver. The event was a success and Clark College information was made available to all these people. (ODE)
- ❖ The Communications and Marketing team completed their work in support of the announcement of Rekah Strong as a new member of the Clark College Board of Trustees. Materials included a news release, photos, and a video for Clark's YouTube channel. To date, the announcement has been shared in regional media outlets including The Columbian, Vancouver Business Journal, The Reflector and OregonLive.com's My Vancouver blog as well as nationally in the Community College Times. (C&M)

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

- ❖ The Communications and Marketing team completed their work in support of the Celebration of Life for Skeet O'Connell. Projects included organizing the speakers and program, a news release, research of historic materials (college and media), videos and PowerPoint presentations for the event, and the printed program. They also captured photos and video of the event. This event was also strongly supported by Athletics and the Clark College Foundation. (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*

- ❖ The Dental Hygiene Program installed two new radiology units this summer. In the future, the units will be converted to digital radiography units, a definite necessity to respond to workforce needs. (OOI)
- ❖ The Credential Evaluations Manager and the Health Occupations and Education Divisional Manager met with the Director of the Fitness Trainer Program. The discussions focused on strengthening the program through identified employment possibilities, streamlined transfer options, and refined entry processes. The team has agreed to meet throughout 2012-2013 to continue to develop ideas to improve the program. (SA)
- ❖ In September, Corporate Education started two training projects for companies in the Columbia Gorge, the Tri-College Consortium and the Unmanned Aerospace Vehicle Consortium. For the first program, Corporate Education will team with Columbia Gorge Community College and Mount Hood Community College to deliver Communication and Team Development training to employees of Insitu, for a contracted amount of \$33,939. For the second project, under a \$63,000 grant from the Washington State Department of Commerce Corporate Education will deliver Project Management, MS Project, Electronics 101, Supply Chain Management and Inventory Control training to employees from Insitu, Innovative Composite Engineering, Custom Interface, American Aerospace Engineers, Zephyr, and Sagetech. Additional corporate education projects launched in September include Basic Welding Certification training delivered in partnership with and funded by the Southwest Washington Workforce Development Council and WorkSource (\$43,656), Phlebotomy training for Legacy Salmon Creek (\$7,524), Personal Skills training for TetraPak (\$5,340), and Statistical Process Control and Mechatronics training for a local high tech manufacturer (\$54,852 /\$29,810). Corporate Education project pipeline has dramatically increased over the last three months and currently contains 26 more projects in development. (CCE)
- ❖ Corporate Relations Manager Michelle Giovannozzi has been asked by the Assistant Director of the State Board for Community and Technical Colleges to serve on the interview panel for hiring a new Program Administrator for the Workforce Division. Serving on the committee will give Michelle an opportunity to inform and support the agency that administers and funds Job Skills Programs (JSP) and Customized Training Programs (CPT). (CCE)
- ❖ Corporate & Continuing Education (CCE) program assistant Russell Costa has designed and developed an app to promote corporate education training services to the areas business community. CCE corporate relations staff can use the app as a presentation tool when speaking with prospective clients. The app, which provides information on training services, is currently in beta

## RESPOND TO WORKFORCE NEEDS

testing and will be submitted to Apple for inclusion in the App Store once completed. Once fully deployed, the app will also be available on the CCE website for client download. (CCE)

- ❖ Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
  - Southwest Human Resource Management Association monthly meeting.
  - Clark County Rotary weekly meeting.
  - Met with Alisa Pyszka, Business Development Management with the City of Vancouver and the Vancouver Downtown Association to integrate CCE activities with downtown events.
  - Vancouver Housing Authority bi-monthly meetings to support training needs of dislocated or low-wage workers through grant funding.
  - Southwest Washington Workforce Development Council Board Meeting
  - Columbia River Economic Development Council Third Quarter Event
  - Southwest Washington Regional Health Alliance steering committee meeting focused on the area healthcare workforce needs. (CCE)

## ENHANCE COLLEGE SYSTEMS

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

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

### *Progress*

- ❖ The final draft of the College's Emergency Operations Plan (EOP), including extensive appendices, will be presented to Executive Cabinet for formal adoption on September 25. The plan was finalized over a one-year period. Its purpose is to support a safe and secure environment for students, faculty, and staff. It comprehensively details all necessary steps in the emergency response cycle, including prevention, preparedness, response, and recovery activities. The EOP provides guidelines, assigns responsibilities and anticipates both man-made and natural emergencies occurring on one or more of the campuses or in the local community. The EOP will guide response in a timely, calm, and organized manner, with a well thought-out compilation of support materials that may be used in emergency response. (AS)
- ❖ Environmental Health and Safety (EHS) conducted accident prevention training for 20 employees at the monthly Facilities Services (day shift) safety meeting; and boom lift training for four Facilities Services employees. Also during August, EHS staff assisted with Child and Family Services' Emergency Response online training and an Active Shooter online training; annual fire extinguisher maintenance for the College; and development of a fall protection plan for the Early Learning Center roof work. Two ergonomic consultations were conducted. (AS)
- ❖ Clark College people and places are featured in a new eight-minute video that illustrates the College's three primary emergency procedures – evacuation, lockdown, and drop-cover-and-hold (earthquake). Production was coordinated with local government CVTV, and funded by the federal Emergency Management in Higher Education (EMHE) grant. This basic safety video will be added to the Higher Ed Works program, and used to support annual safety training for most College employees. The Training Subcommittee of the Emergency Management Planning Committee also developed online training content for Child and Family Services emergency response, and on armed robbery in response to requests from staff. (AS)
- ❖ Throughout the course of the EMHE grant period, Clark College has developed and strengthened its communication and collaborative activities with local emergency response partners. In August, the College completed four formal memoranda of understanding (MOUs) signed by Vice President Bob Williamson, and the leaders of each participating agency. The original emergency response community partners include the City of Vancouver, Vancouver Police Department, Clark Regional Emergency Response Agency, and Clark County Public Health. Per the grant, a new partner is required and the College found that partner in the American Red Cross of Southwest Washington. This new relationship was commemorated with an MOU that highlights the capability of the local chapter to assist with emergency planning efforts and drill planning and execution. (AS)

## ENHANCE COLLEGE SYSTEMS

- ❖ With membership of 53 faculty and staff, Clark College supports the largest Community Emergency Response Team (Campus CERT) group in Southwest Washington. On September 6, a group of 18 CERT members turned out to participate in an emergency training course focused on refreshing their medical triage skills. In an emergency, volunteer Campus CERT members are trained and equipped to provide emergency aid. To support sustainability for its ongoing CERT training needs, CERT members and the Risk Management Services team collaboratively developed in-house CERT training materials. Future training will focus on light search and rescue, the Incident Command System and emergency communications. (AS)
- ❖ The Washington State Board for Community and Technical Colleges (SBCTC) has authorized a new state council on Safety, Security, and Emergency Management. Clark College Director of Security and Safety Ken Pacheco and Emergency Management Program Manager Marilyn Westlake attended a two-day planning retreat in Federal Way, where they participated in formation of the group. The purpose of the new group is to share best practices, assist institutions by providing information and guidance, and promote full compliance with Federal and State laws regarding safety and security in higher education. (AS)
- ❖ Facilities Services has started the first of two phases to move Corporate and Continuing Education from the main campus to space in the West Coast Bank building. Improvements in the T Building are on schedule to accommodate the relocation of some adult basic education classes from the Town Plaza Center (TPC) for the start of fall quarter. The remaining instructional programs at TPC will be moved to the T Building in time for the start of winter quarter. Finally, tenant improvements at Clark College at WSU Vancouver to accommodate the relocation of Pharmacy Tech and Phlebotomy are complete and space is functional for the start of quarter. (AS)
- ❖ Construction work for the asphalt cap/parking lot to provide temporary parking at the site of the Star Building is in progress and is scheduled for completion by the start of fall quarter. (AS)
- ❖ Work to replace the Cannell Library storefront and to upgrade several access areas with a more secure reader card entry system was completed by the start of fall term. (AS)
- ❖ Staff in Business Services and Information Technology is currently replacing most of the leased copy machines used by the College. This replacement will allow us to decrease our costs by a small amount but more importantly will improve service to users and save time for staff that monitor and manage copiers. All machines will have scanning and color copying features. The machines no longer require a copy code; users will log in with their College user name and password (the same you use with your College computer) via a keyboard. Users will be able to copy on any leased copier within the College and all monitoring and updating will be completed electronically - saving staff time and providing more efficient management of copying expenses and services. (AS)
- ❖ The ctcLink project undertaken by the State Board for Community and Technology Colleges (SBCTC) will replace our legacy administrative software applications with a modern suite of applications to better serve our students. Vendor demonstrations have been completed for the ctcLink Project and

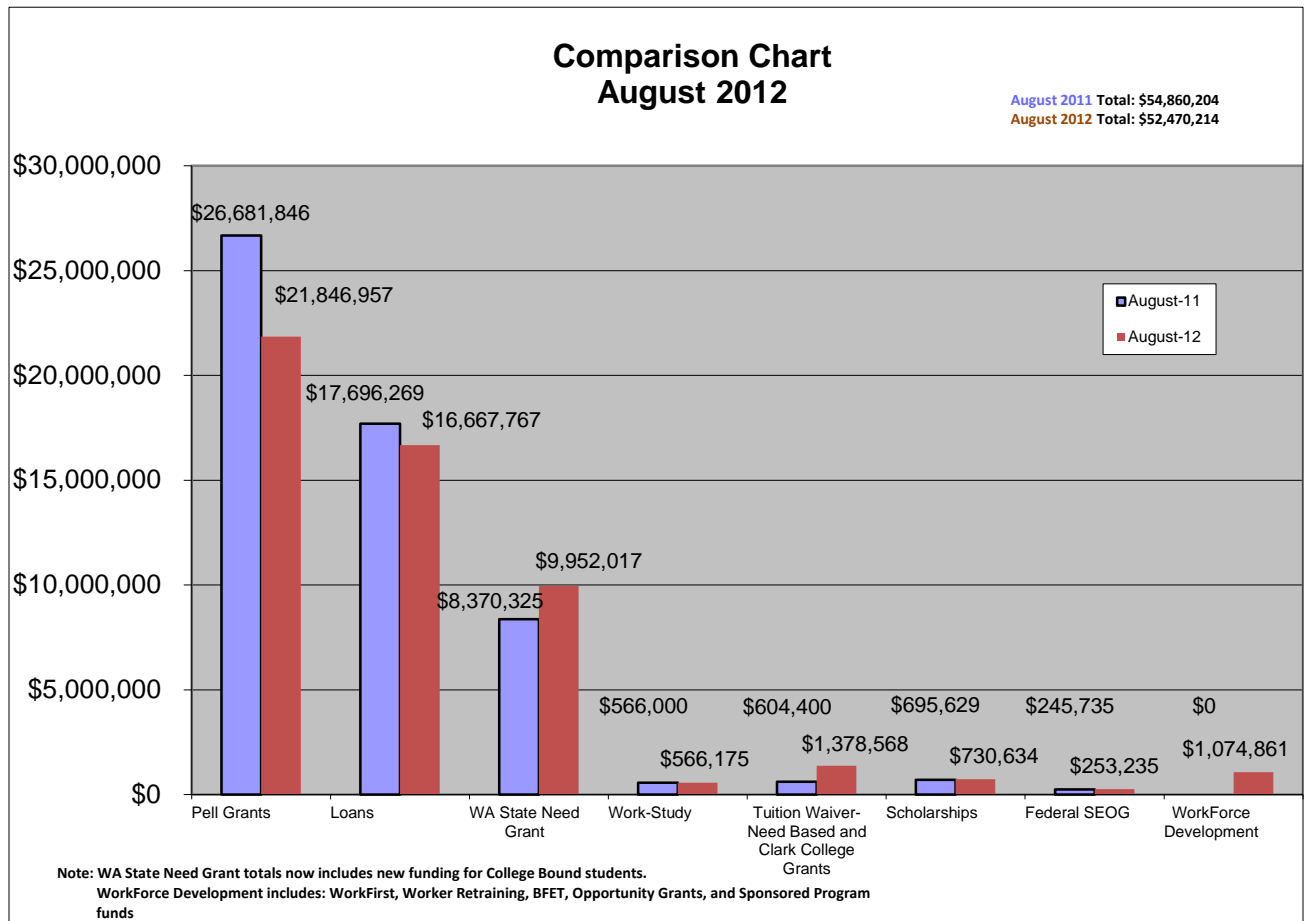


## ENHANCE COLLEGE SYSTEMS

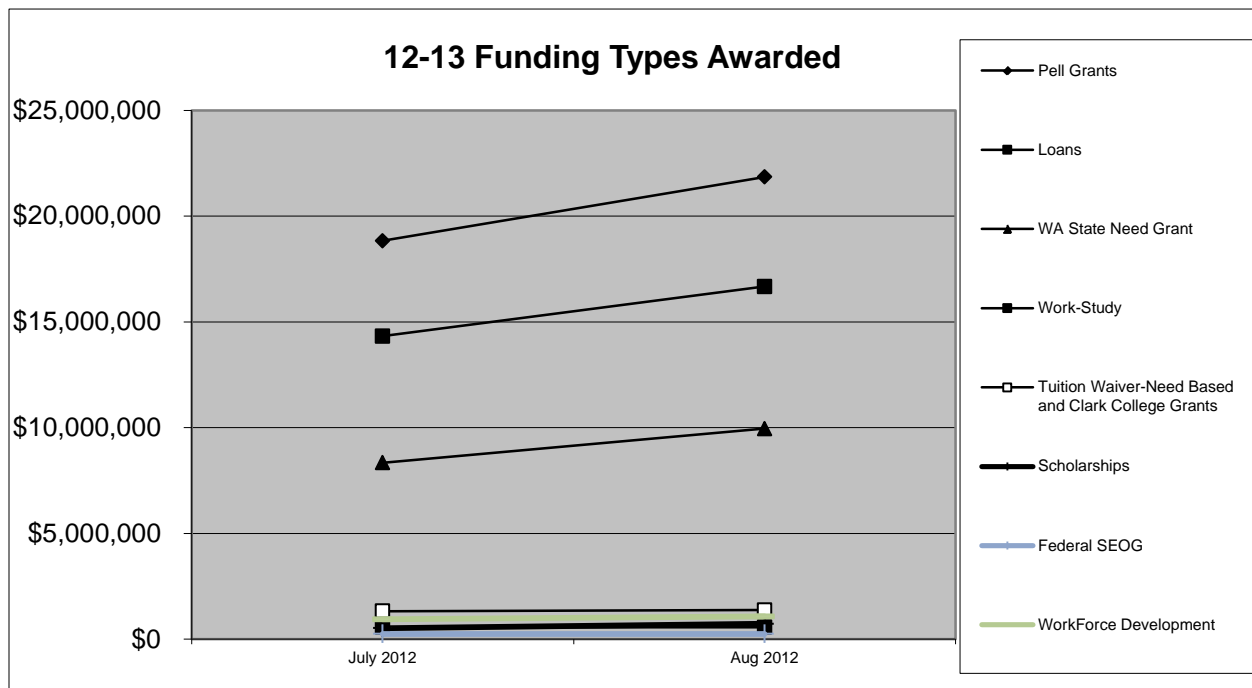
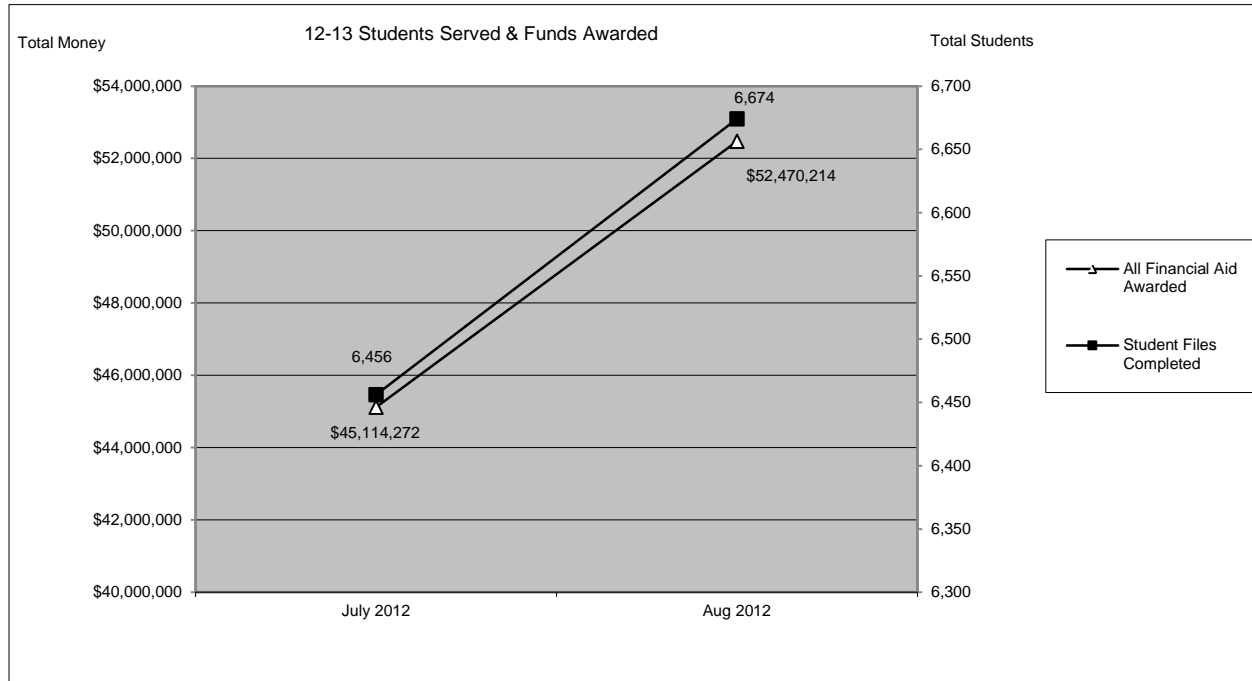
the SBCTC will begin contract negotiations with the two top-scoring vendors – Ciber and Oracle. The SBCTC will negotiate separate contracts concurrently with both Ciber and Oracle and award the project to the one determined to have the best overall solution for the CTC system at the appropriate cost. Both vendors have proposed the PeopleSoft suite of core applications for student information system, finance, and HR/payroll, but the vendor proposals differ significantly in terms of implementation strategy, proposed project timelines, and third-party software enhancements to the core applications. The contract negotiation phase is expected to take between 60 to 90 days. (AS)

- ❖ IT Services will implement two production computer labs this fall using virtual desktop infrastructure (VDI) technology - the 48-station Nursing testing lab at Clark College at WSU Vancouver and the 63-station open computer lab in the Cannell Library. In a virtual desktop environment, application programs are run on a server rather than the desktop PC as occurs in a traditional lab environment. PCs are replaced by so-called “thin client” computers that are simpler and cheaper. VDI reduces the cost of a lab environment and creates efficiencies for the technical staff who manage the labs. In addition to the two computer labs, a small group of Administrative Services employees will pilot the use of VDI as a replacement for office PCs. Where appropriate, VDI technology will replace lab and office PC across the College in a phased deployment over the next three years. (AS)
- ❖ The Admissions Program Manager, Director of Advising, and Registrar participated as members of the Clark College ctcLink team. This commitment required frequent trips to Bellevue, WA throughout the month of August to view and evaluate student management software and vendors. (SA)
- ❖ The Credential Evaluations Manager visited Bellevue, South Seattle, and Edmonds Community Colleges from August 20-22 to identify best practices and efficiencies. At Edmonds Community College they were introduced to the GATE-Graduation Application and Transcript Evaluation program that allows online submission of graduation and credit evaluations. Clark is pursuing adoption of these efficiencies. (SA)
- ❖ The Credentials Department relocated to space in the Advising Department on August 10. The relocation was one of the recommendations made earlier in the year to provide enhanced services to students and create more efficient processes associated with transcript evaluations. Since the relocation, reception staff has received cross-training to establish a front desk that can respond to multiple student needs. (SA)
- ❖ The Advising Department completed all 2012-2013 fillable degree and certificate advising worksheets. Students, staff, and faculty, can access these worksheets via the advising webpage and use them as educational tools to ensure timely graduation and accurate course selection. (SA)

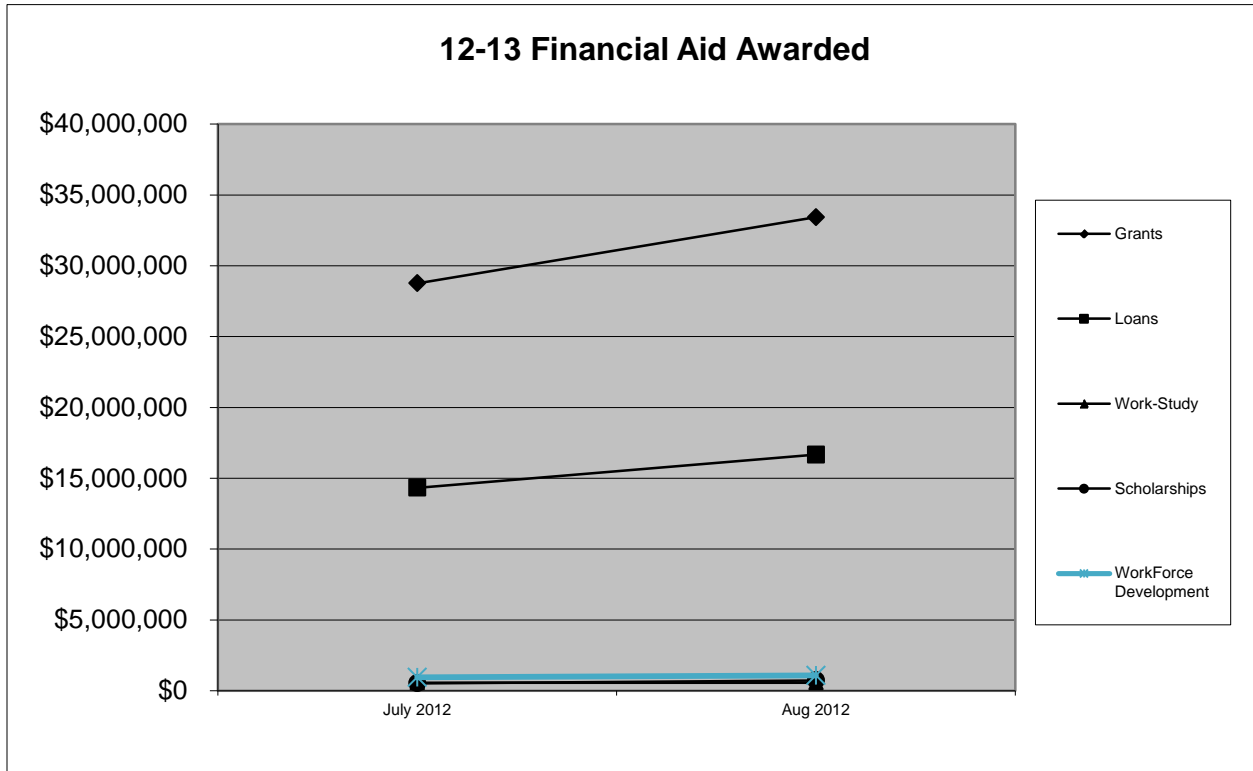
## STATISTICS



## STATISTICS



## STATISTICS



# Clark College - Budget Status Report

## August 31, 2012

Sources of Funds (Revenues)	2012-13 Budget	Revenues to Date	Difference	% Budget Received
<b>Operating Accounts</b>				
State Allocation	23,813,685	5,086,299	18,727,386	21.4%
Tuition & ABE	17,474,587	8,787,199	8,687,388	50.3%
Running Start	5,083,000	4,204	5,078,796	0.1%
Excess enrollment	11,756,173	-	11,756,173	0.0%
Planned use of prior fund balance	836,140	-	836,140	0.0%
Dedicated, matriculation, tech, cont ed	4,003,052	1,235,950	2,767,102	30.9%
<b>Total Operating Accounts</b>	<b>62,966,637</b>	<b>15,113,652</b>	<b>47,852,985</b>	<b>24.0%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	5,825,662	170,103	5,655,559	2.9%
Internal Support	606,329	74,051	532,278	12.2%
ASCC less PUB	1,735,447	649,769	1,085,678	37.4%
Bookstore	5,443,122	590,791	4,852,331	10.9%
Parking	439,528	124,930	314,598	28.4%
Auxilliary Services	1,898,499	271,213	1,627,286	14.3%
Financial Aid	57,665,572	12,787,444	44,878,128	22.2%
<b>Total Other Accounts</b>	<b>73,614,159</b>	<b>14,668,300</b>	<b>58,945,859</b>	<b>19.9%</b>
<b>Total Sources of Funds</b>	<b>136,580,796</b>	<b>29,781,952</b>	<b>106,798,844</b>	<b>21.8%</b>

Uses of Funds (Expenses)	2012-13 Budget	Encumbrance & Expenditures to Date	Difference	% Budget Spent
<b>Operating Accounts</b>				
President	1,311,038	88,592	1,222,446	6.8%
Associate Vice President of Planning & Effectiveness	473,560	58,527	415,033	12.4%
Special Advisor for Diversity & Equity	274,690	34,110	240,580	12.4%
Vice President of Instruction	38,751,539	4,826,406	33,925,133	12.5%
Vice President of Administrative Services	11,274,126	3,151,916	8,122,210	28.0%
Vice President of Student Affairs	7,710,466	1,168,834	6,541,632	15.2%
Associate Vice President of Corporate & Continuing Ed	811,798	188,969	622,829	23.3%
Executive Director of Communications	811,946	165,984	645,962	20.4%
Associate Vice President of Human Resources	1,547,474	511,644	1,035,830	33.1%
<b>Total Operating Accounts</b>	<b>62,966,637</b>	<b>10,194,982</b>	<b>52,771,655</b>	<b>16.2%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	5,825,662	685,693	5,139,969	11.8%
Internal Support Services	606,329	176,902	429,427	29.2%
ASCC less PUB	1,735,447	222,974	1,512,473	12.8%
Bookstore	5,443,122	1,048,247	4,394,875	19.3%
Parking	439,528	150,906	288,622	34.3%
Auxilliary Services	1,898,499	335,570	1,562,929	17.7%
Financial Aid	57,665,572	12,546,388	45,119,184	21.8%
<b>Total Other Accounts</b>	<b>73,614,159</b>	<b>15,166,679</b>	<b>58,447,480</b>	<b>20.6%</b>
<b>Total Uses of Funds</b>	<b>136,580,796</b>	<b>25,361,662</b>	<b>111,219,134</b>	<b>18.6%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>4,420,290</b>		
<b>Move running start to local capital project</b>		<b>(115,887)</b>		
<b>Net Difference</b>		<b>4,304,403</b>		
<b>Capital Projects- Expenses &amp; Encumbrances</b>	<b>8,647,677</b>	<b>1,197,079</b>	<b>7,450,598</b>	<b>13.8%</b>

c. Bob Knight, Bob Williamson, Karen Wynkoop  
e. Thersa Heaton, Cindi Olson, Nicole Marcum Bill Belden, Sabra Sand  
Ron Hirt, Accounting-September 18, 2012

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

		<b>Fund Balance</b> (minus non-cash assets) <b>6/30/12</b>	<b>Cash Balance</b> (minus dedicated cash) <b>6/30/12</b>	<b>Required Reserves</b>	<b>Prior Commitments</b> (prior to 7/1/12)	<b>New Commitments</b> (2012/13)	<b>Total Available Cash</b>
145	Grants and Contracts	4,168,307	3,915,921		18,010	1,175,554	<b>2,722,357</b>
147	Local Capital	(45,594)	(45,594)				<b>(45,594)</b>
148	Dedicated Local	4,385,002	589,666		149,418	687,576	<b>(247,328)</b>
149	Operating Fee	(9,531)	(14,531)				<b>(14,531)</b>
440	Central Store (Catalog)	52,107	52,107				<b>52,107</b>
443	Data Processing	867,559	867,559			867,559	<b>-</b>
448	Print/Copy Machine	(78,264)	(78,264)				<b>(78,264)</b>
460	Motor Pool	37,286	37,286				<b>37,286</b>
522	ASCC	1,978,205					<b>-</b>
524	Bookstore	3,181,701	3,181,701				<b>3,181,701</b>
528	Parking	341,281	341,281				<b>341,281</b>
570	Other Auxiliary Enterprise	974,127	422,077		28,535		<b>393,542</b>
790	Payroll (clearing)	220,777					<b>-</b>
840	Tuition/VPA	6,885,571					<b>-</b>
846	Grants - Fin Aid	(1,900,508)					<b>-</b>
849	Student Loans	36,069					<b>-</b>
850	Workstudy (off-campus)	(2,929)					<b>-</b>
860	Institutional Financial Aid Fun Reserves*	587,697		6,197,763			<b>(6,197,763)</b>
<b>Totals</b>		<b>21,678,863</b>	<b>9,269,209</b>	<b>6,197,763</b>	<b>195,963</b>	<b>2,730,689</b>	<b>144,793</b>

## Fund Balance Less Commitments

Available Fund Balance Before Commitments				9,269,209
Prior Year Commitments				
Date	as of July, 2012	Fund	Amount	Total
7/1/2011	Archer Gallery Director (12-13 50% self support, 13-14 100% self)	145	18,010	18,010
7/1/2010	Coding Position	148	18,500	
7/1/2010	Incident Command Post	148	17,772	
7/1/2011	Door Lock Project	148	6,056	
1/24/2012	LEAN Consultant	148	37,829	
3/1/2012	Salary Consultant	148	10,500	
4/18/2012	Custodial Equipment	148	9,815	
4/18/2012	TPC Rent Increase (12-13 amount)	148	48,946	149,418
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	28,535
Total Prior Commitments				195,963
New Commitments July 1, 2012 to present				
Date		Fund	Amount	Fund Total
7/1/2012	Remodeling for Diversity and Equity	145	37,000	
7/1/2012	Softball Field Improvements	145	170,000	
7/1/2012	T-Building remodel and TPC move	145	115,887	
7/31/2012 AS	Additional IT storage area for network capacity and an additional host	145	18,000	
7/31/2012 AS	Additional server hardware for VDI conversion.	145	9,200	
7/31/2012 AS	Mower with broom attachment	145	66,000	
7/31/2012 AS	Aerial high lift work platform	145	7,773	
7/31/2012 AS	Flatbed electric cart	145	15,000	
7/31/2012 AS	Utilities locating equipment	145	8,000	
7/31/2012 AS	Corrugated waste baler	145	35,300	
7/31/2012 CCE	Mac Lab	145	75,485	
7/31/2012 CCE	Clark College Corporate Education exterior sign at WCB	145	12,000	
7/31/2012 CCE	AED	145	1,699	
7/31/2012 D & E	Office Furniture for Office of Diversity and Equity Staff	145	5,035	
7/31/2012 D & E	Mac Laptop	145	2,500	
7/31/2012 D & E	Cart for transporting items	145	100	
7/31/2012 D & E	Network Printer and Copier	145	1,500	
7/31/2012 HR	Scanner, ImageNow system	145	5,000	
7/31/2012 I	Student Support/Tutoring	145	50,000	
7/31/2012 I	Faculty Development Programs	145	10,000	
7/31/2012 I	Outcomes Assessment Projects	145	25,000	
7/31/2012 I	DH equipment consolidated from EC one time priorities list	145	150,000	
7/31/2012 I	Power Utilities Director	145	11,000	
7/31/2012 I	Decker Theater Sound system upgrade	145	30,000	
7/31/2012 I	Toyota T-Ten funding for EC approved Programmatic changes	145	112,457	
7/31/2012 P & E	Accreditation Self-Study Site Visit	145	20,000	
7/31/2012 P & E	SPOL Training	145	4,618	
7/31/2012 SA	Maintenance of the O'Connell Sports Center Gymnasium Floor and Sc	145	7,000	
7/31/2012 SA	Scoreboard	145	20,000	
7/31/2012 SA	Purchase of a College Charter Bus	145	75,000	
7/31/2012 SA	AACRAO Strategic Enrollment Management Consultant	145	50,000	
7/31/2012 Gen	SMART GHL 215; BHL104	145	10,000	
7/31/2012 Gen	SMART SHL 214	145	5,000	
7/31/2012 Gen	Signage Changes for Music	145	10,000	1,175,554
7/1/2012	Student & Hourly Timesheets 6-30 payroll	148	5,091	
7/31/2012 AS	Emergency food and water supplies	148	9,800	
7/1/2012	Tenure Buyouts	148	360,035	
7/1/2012	Veba payoffs for tenure buy out costs	148	244,688	
7/1/2012	CCE Video Equipment	148	47,962	
7/1/2012	CTC Link Travel	148	20,000	687,576
7/1/2012	CIS Funds	443	867,559	867,559
Total New Commitments				2,730,689
Required Reserves				
10% of \$61,977,633				6,197,763
Fund Balance After Commitments and Required Reserves				144,793

## ACTION ITEMS

TO: Robert Knight, President

FROM: Tim Cook, Vice President of Instruction

DATE: September 13, 2012

SUBJECT: Parenting Education Tuition Waiver

The information below is language sent by the State Board in July related to the Parent Education Waiver. The elimination of this waiver would be detrimental to students, faculty, and staff who utilize the childcare services through the Early Childhood Education program. The Office of Instruction is recommending the establishment of a local waiver for Parenting Education Tuition.

### State Board memo from July 9, 2012

The State Board approved changes to WAC 131-28-026 (Tuition Charges for Certain Ungraded Courses; see attached) on June 21, 2012 after taking public testimony. Under the revised WAC, colleges may establish the amount of tuition waiver for parenting education associated with a preschool, as well as other parenting education courses and programs.

The current statewide mandatory 85 percent tuition waiver for parenting education will no longer exist after the revised WAC takes effect on July 22, 2012. Colleges need to be able to demonstrate they have taken some action to validly establish any tuition waiver offered for parenting education. Methods for establishing a local waiver include such things as a prior local Board of Trustees (BOT) resolution memorializing the current 85 percent tuition waiver; a prior BOT resolution delegating waiver-setting authority to the college president; or a new action taken by the BOT establishing a tuition waiver for parenting education.

To summarize, when the changes to WAC 131-28-026 took effect on July 22, 2012:

1. There will no longer be a mandatory tuition waiver of 85 percent for parent education associated with preschool programs.
2. Colleges will be allowed to establish the amount of tuition waiver for parenting education.
3. The definition of parenting education will include not only programs associated with cooperative preschool programs, but all other parenting education courses and programs as well.
4. Colleges will need to demonstrate that any tuition waiver offered for parenting education has been validly established.



## ACTION ITEMS

**Minutes of the Business Meeting of the Board of Trustees  
Clark College, District No. 14  
August 22, 2012  
Ellis Dunn Room GHL 213**

**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, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Bill Belden, Vice President of Student Affairs; Dr. Darcy Rourk, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Sirius Bonner, Special Advisor to the College Community for Diversity & Equity; Ms. Leigh Kent, Executive Assistant to the President.

**Faculty:** N/A

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

	TOPIC	DISCUSSION	ACTION
I.	<b>CALL TO ORDER</b>	<ul style="list-style-type: none"> <li>Chair Rupley called the meeting to order at 5:00 pm.</li> </ul>	
II.	<b>BUSINESS MEETING</b>		
II. A	<b>Review of the Agenda</b>	<ul style="list-style-type: none"> <li>The agenda was accepted as presented.</li> <li>Chair Rupley reported that the board reviewed the Cash &amp; Fund Balance Report at the work session and toured the new Diversity Center today. She thanked Ms. Bonner for sharing her vision and plans for the Center.</li> <li>The board spent the day on August 21 with the foundation board of directors discussing the foundation strategic plan. This was the first time the two boards have met together in quite a while. It was a great experience and everyone was able to meet and interact with new people they may not have ever met.</li> </ul>	
II. B	<b>Public Hearing—First Amendment Activities</b>	<ul style="list-style-type: none"> <li>Chair Rupley recessed the meeting at 5:05 pm for the purpose of taking public comment on new rules regarding First Amendment activities and the time, place, and manner of activities taking place at the college campus. It is being placed into the Washington Administrative Code in order to have the force of law. The policy was adopted by the Executive Cabinet in May 2011.</li> <li>The public hearing was adjourned at 5:10 pm and the regular meeting was called back into regular session.</li> </ul>	<ul style="list-style-type: none"> <li>There were no comments from the audience.</li> <li>A student requested the text of the policy which Mr. Williamson gave prior to the meeting. There were no comments from the student.</li> </ul>

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**August 22, 2012**  
**Ellis Dunn Room GHL 213**

	TOPIC	DISCUSSION	ACTION
II. C.	Statements from the Audience	<ul style="list-style-type: none"> <li>There were no statements from the audience.</li> </ul>	
II. D.	Constituent Reports		
	1. AHE	<ul style="list-style-type: none"> <li>There was no report this month.</li> </ul>	
	2. WPEA	<ul style="list-style-type: none"> <li>The written report stood as submitted and there were no additional statements.</li> </ul>	
	3. ASCC	<ul style="list-style-type: none"> <li>There was no report this month.</li> </ul>	
	D. Foundation	<ul style="list-style-type: none"> <li>Ms. Gibert provided copies of advertising that <i>The Columbian</i> has donated to the Foundation. Each ad refers to some aspect of Clark College and why students choose to attend while highlighting alumni in the ads.</li> <li>She also distributed the latest edition of <i>Partners</i> magazine. The Foundation partnered with Communications &amp; Marketing on the new look to the magazine and everyone is very proud of the new look and feel to the copy.</li> <li>Ms. Gibert also highlighted the partnership between the Foundation and Student Affairs to offer enhanced services and better physical space to veterans as they return to college.</li> <li>President Knight said the retreat was a significant milestone for the two organizations in that both are working together to supply resources for student success</li> </ul>	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> <li>The trustees discussed yesterday's strategic plan meeting with the foundation and felt it very worthwhile. It is important that both organizations learn how to support each other and work together for common goals.</li> </ul>	

**Minutes of the Business Meeting of the Board of Trustees  
Clark College, District No. 14  
August 22, 2012  
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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p><b>PRESIDENT'S REPORT</b></p> <ul style="list-style-type: none"> <li>Mr. Belden highlighted the LEAN process that Student Affairs applied to the college's credentials evaluation process. It previously took a very long period between the time a student provided their transcript and the time it was formally evaluated for transfer credit. Dean of Enrollment Services, Diane Drebin, has a background in LEAN processes and she facilitated a project with partners from Clackamas Community College. The LEAN group identified three ways to speed up the process and were able to eliminate several steps in the initial process. Assessment can now be done during the first quarter, thus eliminating the chance that a student will take the wrong class or level. It facilitates student completion and reduces production time on staff. He thanked the work team which also included students.</li> <li>The next LEAN process rollout will be for the new student entry process in which enrollment will be streamlined and services will be aligned. Departments may very well move so that students can have a better experience. This process will take many months to complete and a LEAN consultant will assist in helping staff to find better ways to do their jobs with reduced resources.</li> <li>Over \$45 million in financial aid has been awarded this year. The need never goes away. Financial Aid has been meeting student needs with no increase in the number of staff serving. There will be a new position added in the 2012-13 year that will help with new federal legislation.</li> <li>President Knight encouraged the college to attend the welcome reception on August 30, at 4:30 pm at the Vancouver Barracks for new WSU-V Chancellor Mel Netzhammer. President Knight was a member of the search committee and he was very pleased that Dr. Netzhammer accepted the position. He is a wonderful addition to the Vancouver community and as a new educational partner.</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Burkman requested that Dr. Cook provide the percentage of eLearning students during summer enrollment of 2011-12.</li> </ul>

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**August 22, 2012**  
**Ellis Dunn Room GHL 213**

	TOPIC	DISCUSSION	ACTION
III.	<b>ACTION ITEMS</b>		
	<b>FIRST READING</b> <ul style="list-style-type: none"> <li>WAC 132N-153—First Amendment Activities</li> <li>2013-2015 Academic Calendar</li> <li>Proposed 2013 Board of Trustee Meeting Dates</li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION:</b> Trustee Burkman made a motion to move the Public Hearing on First Amendment Activities to the Consent Agenda for adoption. The motion was seconded by Trustee Pollard and was unanimously approved.</li> <li><b>MOTION:</b> Trustee Burkman made a motion to move the 2013-2015 Academic Calendar and proposed 2013 Board of Trustee Meeting Dates to the Consent Agenda. The motion was seconded by Trustee Parker and was unanimously approved.</li> </ul>	
	<b>CONSENT AGENDA</b> <ul style="list-style-type: none"> <li>WAC 132N-153—First Amendment Activities</li> <li>2013-2015 Academic Calendar</li> <li>Proposed 2013 Board of Trustee Meeting Date</li> <li>Minutes from June 13, 2012 Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION:</b> Trustee Rupley made a motion to approve the Consent Agenda. The motion was seconded by Trustee Pollard and was unanimously approved.</li> </ul>	
IV.	<b>FUTURE TOPICS</b>		
	Columbia River Crossing Diversity Operational Plan Workforce Development Review of College Policies GISS Student Completion Data Campaign Strategic Plan (12/2012 work session)  <i>Trustee Sen Hoss requested that the Board visit the new Vancouver iTech High School and take a tour of the facility on September 26.</i> <i>Chair Rupley requested additional information on the college scorecard prior to the TACTC/GISS conference on October 18-19, 2012.</i>	K-12 CLE Update Climate Survey—continued follow-up. President noted that the AHE has indicated they will work with the college to improve the climate survey and have invited him to attend their Fall retreat where the topic will be under discussion.	

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
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	TOPIC	DISCUSSION	ACTION
V.	<b>DATE AND PLACE OF FUTURE MEETING</b> <ul style="list-style-type: none"><li>The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, September 26, 2012 in the Rooms 122/124 at the Clark College Building at Washington State University-Vancouver.</li></ul>		
VI.	<b>EXECUTIVE SESSION</b> <ul style="list-style-type: none"><li>An Executive Session was held to review the performance of a public employee.</li><li>The board meeting recessed at 5:38 pm and the Executive Session was expected to last for 30 minutes.</li><li>At 6:08 pm, an announcement was made that the Executive Session would be extended to 6:26 pm.</li><li>The Executive Session ended at 6:26 pm and the regular board meeting was reconvened.</li><li>No final action was taken at the Executive Session.</li></ul>		
VII.	<b>ADJOURNMENT</b> <ul style="list-style-type: none"><li>There being no further business, the meeting adjourned at 6:27 pm.</li></ul>		

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Jada Rupley, Chair

Leigh Kent  
Recorder  
August 31, 2012