

Clark College Board of Trustees



September 25, 2013

Clark College
The Next Step



2013-2014 Institutional Goals

Focus on Learning

- Engage in innovative teaching and learning strategies and services to support student success and retention. *Executive Cabinet (EC) Lead: Tim Cook*
- Increase the number of employees engaged in professional development opportunities. *EC Leads: Darcy Rourk and Tim Cook*
- Engage the college community in what it means to be a learning college to align continuous improvement activities with educational program assessment. *EC Leads: Shanda Diehl and Tim Cook*

Foster a Diverse College Community

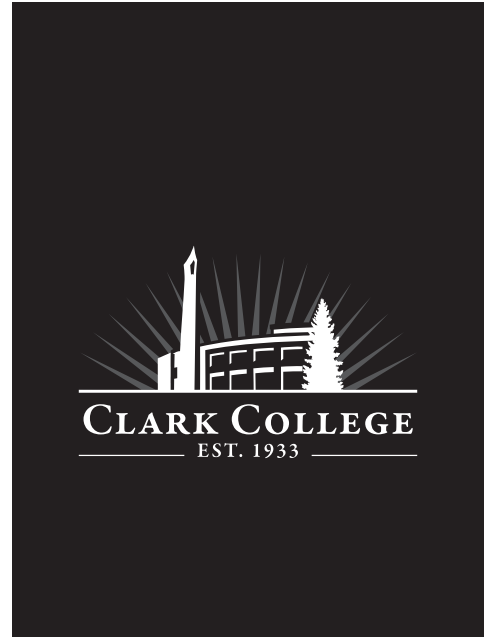
- Increase the percentage of historically disadvantaged communities represented at each level of the hiring process. *EC Leads: Sirius Bonner and Darcy Rourk*
- Increase participation among all employees and students in educational opportunities related to power, privilege, and inequity to support student, staff and faculty retention and success. *EC Leads: Sirius Bonner, Darcy Rourk, and Tim Cook*

Enhance College Systems

- Monitor and ensure continued improvement with the advising plan. *EC Lead: Bill Belden*
- Evaluate and reorganize the committee structure to ensure effectiveness of committees in decision-making processes, greater collaboration institution-wide, and broader cross-section of representation. *EC Lead: Shanda Diehl*
- Consistent with the College's decision-making process¹, gather input from and then communicate the decision rationale to faculty, staff, and students. *EC Leads: Bob Knight and Chato Hazelbaker*
- Develop an environmental sustainability plan. *EC Lead: Bob Williamson*
- Promote a culture of safety by addressing deficiencies identified by WISHA and developing a proactive safety and health compliance plan.² *EC Lead: Bob Williamson*

¹ The College's decision-making process is outlined in the Shared Governance Subcommittee Report to the Clark College Council.

² The basis of this goal originated with the WISHA findings rather than the Scorecard.



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 25, 2013**

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CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, September 25, 2013
Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- | | |
|--|-----------|
| ♦ President's Contract | 4:00-4:05 |
| ♦ 2013-2014 Budget, <i>Mr. Williamson, Ms. Wynkoop</i> | 4:05-4:20 |
| ♦ Board Goals | 4:20-4:25 |
| ♦ Culinary Arts, <i>Dr. Cook, Ms. Howard</i> | 4:25-4:45 |

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

<i>Introduction:</i>	<i>Jane Walster, Director of International Programs</i>
<i>Student Success Presentation:</i>	<i>Ilana Brown</i>
<i>Faculty Presentation:</i>	<i>Ryan Kustus, Biology Instructor, Small World Initiative</i>
<i>Enrollment Report</i>	

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III. ACTION ITEMS

First Reading

- ♦ 2013-2014 Budget
- ♦ President's Contract One-year Rollover

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Consent Agenda

- ♦ Minutes from August 16, 2013 Special Meeting
- ♦ Minutes from August 16, 2013 Regular Meeting

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IV. FUTURE TOPICS

College Safety (*added 12/2012*)
Facility Plan
K-12
PPI Certificates
Review of College Policies (work plan)
Service Learning (*added 1/2013*)
Standard 2 Highlights

WATCH LIST

Accreditation
GISS Student Completion
STEM

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, October 23, 2013 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

An Executive Session will be convened to consider the selection of a site or the acquisition of real estate by lease or purchase.

VII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
SEPTEMBER 2013**

FOCUS ON LEARNING

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

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

Progress

- The Workforce & Career Technical Education (WCTE) unit sent five faculty members to the week long Career and Technical Educators Bootcamp offered through the State Board. The Bootcamp is aimed at providing new(er) technical faculty members with the teaching skills they will need to develop and deliver curriculum offered within their departments. This is a challenging week for faculty, as the learning outcomes are significant. However faculty always return energized and excited about implementing what they have learned in their classes. (OOI)
- The Clark College Orchestra won third place in the 2013 American Prize in Orchestral Performance—community orchestra for the March 14, 2012 concert. Congratulations to the Orchestra for this well-deserved recognition. (OOI)
- Clark College continues to make good progress in the transition to the Canvas Learning Management System (LMS). The eLearning tech team have been testing and resolving integration issues as they arise, posting solutions on the SmartPenguin blog. During Fall Quarter, Clark will have a mix of Moodle and Canvas courses for students. To limit confusion, faculty have been advised to communicate with students regarding the instructor’s LMS choice via student email. We currently have 11 Canvas Certified Online Instructors—they have successfully completed Canvas 201. Seventy eLearning instructors have completed Canvas 101. (OOI)
- Implementation is moving forward to open the Tech Hub at the beginning of Fall Quarter. This project is a collaborative effort between eLearning, Cannell Library, tutoring and Information Technology Services (ITS). The goal of the project is to provide comprehensive technical support to Clark College students in a highly visible central location. Today’s college students are required to access a wide range of web-based tools on a regular basis, creating an increasing need for broad-based technical support on campus. The Tech Hub will be a single stop for students needing wireless set-up, email or basic login issues, LMS, and Gmail support, among others. (OOI)

FOCUS ON LEARNING

- Approximately 15 people participated in the “Helping Veterans Succeed in College” webinar on July 23, 2013. The seminar centered on reintegrating veterans into college and the workforce, how online services play a major role in helping service members succeed in higher education, and how providing a more veteran-friendly campus can help boost the overall success and retention rates of service members and their families. (OOI)
- eLearning hosted their annual Weekend Degree Program (WDP) Orientation. Seven (7) new students were advised and registered in courses after learning more about what the WDP offers. Two (2) Clark WDP graduates were recognized and presented with the Dr. Seuss book “Oh, the Places You’ll Go”. (OOI)
- The Tutoring and Writing center had a 10% increase in the number of students served in 2012-13 (3,313 in 2012-13 compared with 2,949 in 2011-12). (OOI)
- The Student Affairs Expanded Leadership Team met on August 7 to discuss strategic planning and to engage our leadership team in staff development activities. The expanded leadership team was established two years ago to engage supervisors in decision making. (SA)
- Advising staff attended an informational session presented by Linfield College’s Adult Degree Program on August 27. Participants received information about the various transfer programs and opportunities at Linfield for Clark College students. (SA)
- Advising Services provided access to four Clark College employees to work through the Advisor Training Academy. Topics in the online training program include Clark College resources and support services available to students; Student Affairs programs and supports; Clark College degree and program requirements; and how to effectively work with students. To date, there are 70 participants with access to the training from various Instructional Units and Student Affairs Departments. (SA)
- Two Everett Community College employees visited the Campus Visits Office on August 20 to learn about Clark’s successful Student Ambassador Program. Clark’s Admissions Program Manager and Student Recruiter met with the Everett employees and discussed how the program started, the goals of the program, and future opportunities. (SA)
- Tools were developed by the staff of Planning and Effectiveness to help faculty plan and management their outcomes assessment work; these tools include the assessment project report and the yearly assessment plan. (P&E)
- On September 10, 2013, the Mature Learning program held a Fall Preview to highlight classes and introduce instructors. The event was attended by over 40 people and 12 instructors. Mature Learning is offering 15 new classes fall quarter. (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

- Three courses are being offered this Fall at the new Wind River location in Carson. The courses are: U.S. History, English 101, and Environmental Biology. Discussions are occurring with local leaders regarding additional courses and programs for this location. (OOI)
- The Bookstore's year-to-date sales results through August 2013 are up 4%, compared to the same period last year. This result is greater than projected and can be largely attributed to the shift in summer start date this year. (AS)
- The Bookstore's summer quarter final rental results were 1,315 units rented. These rentals saved Clark students \$52,993 compared to the purchase of new books. (AS)
- Advising staff participated in a New Student Orientation for new Clark College student athletes on August 10. The advisors facilitated a small group orientation session, discussing educational planning, time management, campus resources, and strategies for success. Each small group was comprised of approximately 25 new student athletes. Following the small group session, students received assistance from Student Affairs representatives with registration for fall quarter classes in a computer lab. (SA)
- Advising facilitated three Academic Intervention Workshops. Goals for the workshop included increasing student understanding of the Academic Standards Policy (ASP) and what it means to be at the Academic Intervention stage; helping students identify the academic and personal obstacles impeding their ability to be successful; and increasing awareness of the many resources and supports available at Clark College. From those workshops they created a plan that included both their short and long term goals. (SA)
- All degrees have been updated in Degree Audit for the 2013-2014 catalog. Students are able to view program progress by accessing Degree Audit. (SA)
- Approximately 200 Running Start students and parents attended a Bookstore Open House for RS students on August 27. Students were able to talk to faculty, buy textbooks, learn about book rentals, online resources and student life, and go on campus tours. The Bookstore staff organizes this event each year as a welcome to the RS students. (SA)

EXPAND ACCESS

- Running Start enrollment for fall quarter is 5% more than this time last year as of September 6. A total of 1,401 RS FTES and 1,714 RS headcount are now enrolled compared 1,332 RS FTES and 1,688 RS headcount this time last year. (SA)
- Enrollment Services partnered with Advising and the Automotive Department to facilitate an orientation session for the T-TEN program on August 12. Seven incoming T-TEN students attended and received orientation and advising sessions, registered for classes, and ended the day with a T-TEN program-specific orientation. (SA)
- Staff from across Student Affairs participated in the First Annual Vancouver Sunday Streets Alive event on August 18. (SA)
- Enrollment Services provided Admissions, Assessment, and Registration services to nineteen students enrolled in the ITECH Preparatory magnet program as part of a partnership to offer college-level English and mathematics coursework to these students at the Washington State University-Vancouver site. (SA)
- Corporate & Continuing Education expanded its professional certification testing center from three stations to six during summer quarter. A total of 413 tests were administered summer quarter, 256 more tests than summer 2012, an increase of 163%. Corporate & Continuing Education's new location offers students easy access from I-5 and the new testing center's climate controlled and sound proof rooms offer a comfortable testing environment. This fall, testing hours will be extended to 7:00 PM two nights a week to accommodate additional testers. (CCE)
- On September 6, 2013 Corporate & Continuing Education hosted an open house at their newest location in downtown Vancouver. The event promoted new offerings in personal enrichment, professional development, healthcare and social media, as well as its continuing dedication to providing mature learners with opportunities to exercise their minds and bodies. Demonstrations were held in the computer lab and art studio, and a Writer's Reading and Open Mic was facilitated by CCE instructor and Vancouver's Poet Laureate, Christopher Luna. The open house was also held in conjunction with the Vancouver Business Association's First Friday Artwalk to promote the CCE student art gallery. (CCE)

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

- On August 18, 2013, the Not Even Remotely Dorky (N.E.R.D.) Girls Club participated in the Sunday Streets Alive community event. They had a table and provided outreach activities for the participating bicyclists and walkers. (OOI)
- Eight International Peer Mentors were selected for the new International Peer Mentor Program. The program pairs international students with current Clark College students to foster cross-cultural understanding and to assist international students in their academic and cultural transition. International Peer Mentors will help international students acclimate to life at Clark College and in the U.S. by inviting them to activities and social events, introducing them to many of the College traditions such as sporting events, theatre productions, Spring Thing, International Education Week and the Sakura Festival. (SA)
- Two visitors from Nihon Fukushi University in Japan visited Clark on September 6 to propose a short-term language study program for NFU students and future partnership opportunities. (SA)
- International Programs and the Office of Diversity and Equity are researching available space for a meditation room to accommodate the new Muslim student population and any student who needs a quiet space. Staff will review common practices at colleges throughout the U.S. (SA)
- The Director of Enrollment Services and Diversity Outreach Specialist represented Clark at the Washington State Multicultural Students Services Directors Committee (MSSDC) on August 27 at Skamania Lodge. They presented on Clark's DREAMers Taskforce and its efforts to create a more inclusive environment and improved processes at Clark College. (SA)

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

- WCTE unit is a founding partner in the newly formed Clark County CTE Consortium, which is a general advisory board for all CTE programs in both Vancouver and Evergreen school districts. The purpose of this advisory board is to provide the school districts, Clark College, WSUV, WDC and businesses with an overview and a voice in the direction that CTE programs are taking in the K-12 system. We will be having our first meetings this year and Clark College is excited to be a part of this important connection. (OOI)
- In the spring the Mechatronics department, Corporate and Continuing Ed, WDC, WorkSource and the CREDC held a Mechatronics open house for industry partners and K-12 career counselors as a way to highlight the program and connect graduates with industry. The Open House was well attended and is a model that will be replicated with the Machining Department in the Fall. (OOI)
- The Machining, Mechatronics and Welding departments have been working with an industry skills panel pulled together by Corporate and Continuing Education to develop new degree and certificate options in Industrial Maintenance Technician. This area has recently surfaced as an area of high demand among our local employers and will capitalize on curriculum currently available in these three areas. (OOI)
- Representatives from Financial Aid, WorkSource, Department of Social and Health Services (DSHS) and Partners in Careers (PIC) participated in a LEAN event during the week of August 26. The LEAN value stream mapping process was designed to identify gaps or overlapping activities, focus on customer engagement, and increase participation and consistency between partners. The process resulted in several solutions for streamlining processes that will be implemented in December 2013. (SA)
- On August 28, Corporate Education and four Clark College faculty involved in the delivery of the customized Trades Skills training program for Kapstone (formerly Longview Fibre) met with twelve major stakeholders at the Longview plant to discuss past and future curricula. A four-year training for ten Kapstone journeymen has been in progress since November 2012; a second group of journeymen will start the program in January 2014. The goal of the program is to provide this workforce the technical skills necessary to support the maintenance and repairs of the Kapstone plant. The meeting reinforced a mutually beneficial relationship between the two organizations. Clark College was honored with very positive feedback from the students of the first class. (CCE

RESPOND TO WORKFORCE NEEDS

- Corporate & Continuing Education and its new downtown location were profiled in the Greater Vancouver Chamber of Commerce Visions magazine in the September/October Corporate Training and Education edition. The electronic version of the GVCC article on CCE can be found at http://issuu.com/vancouverusa/docs/gvcc_vancouvervoicemagazineseptoct2 on page 13. (CCE)
- Michelle Giovannozzi, Director of Corporate & Community Partnerships wrote an Opinion Editorial for the Vancouver Business Journal “Any Company Can Give and Gain” published on September 13, 2013. (CCE)
- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
 - Interviewed finalist for Southwest Washington Workforce Development Council Employer Services and Communications position.
 - Met with City of Vancouver and WSUV to discuss opportunities for City of Vancouver and Higher Education collaboration.
 - Met with Russell Brent, owner of Mill Creek Pub in Battle Ground and Alameda Brewing Company, regarding the culinary program and a possible brewery program.
 - Participated in meetings with City of Vancouver and Clark County companies on the IPZ (Innovation Partnership Zone) application to make Vancouver a statewide center of digital innovation.
 - Attended Southwest Washington Human Resource Management Association monthly meeting.
 - Attended Clark County Rotary weekly meetings.
 - Participated in Machining Industry Panel planning meeting with Southwest Washington Workforce Development Council.
 - Participated in Clark County Target Industry Workforce Strategies work group between Clark College, WorkSource and the SW WA Workforce Development Council to prioritize strategies for target industry training needs and address any barriers/obstacles to working collaboratively.
 - Attended Southwest Washington Regional Health Alliance (SWRHA) steering committee & board meetings focused on area healthcare workforce needs.
 - Conducted employer visits to potential training projects including meetings with Columbia Machine, Vancouver Public Schools, SEH America, Thompson Metal Fab, PeaceHealth, Rebound Orthopedic & Neurosurgery Clinic, Kapstone, CP Medical, Impact NW, and United Natural Foods Inc. (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.

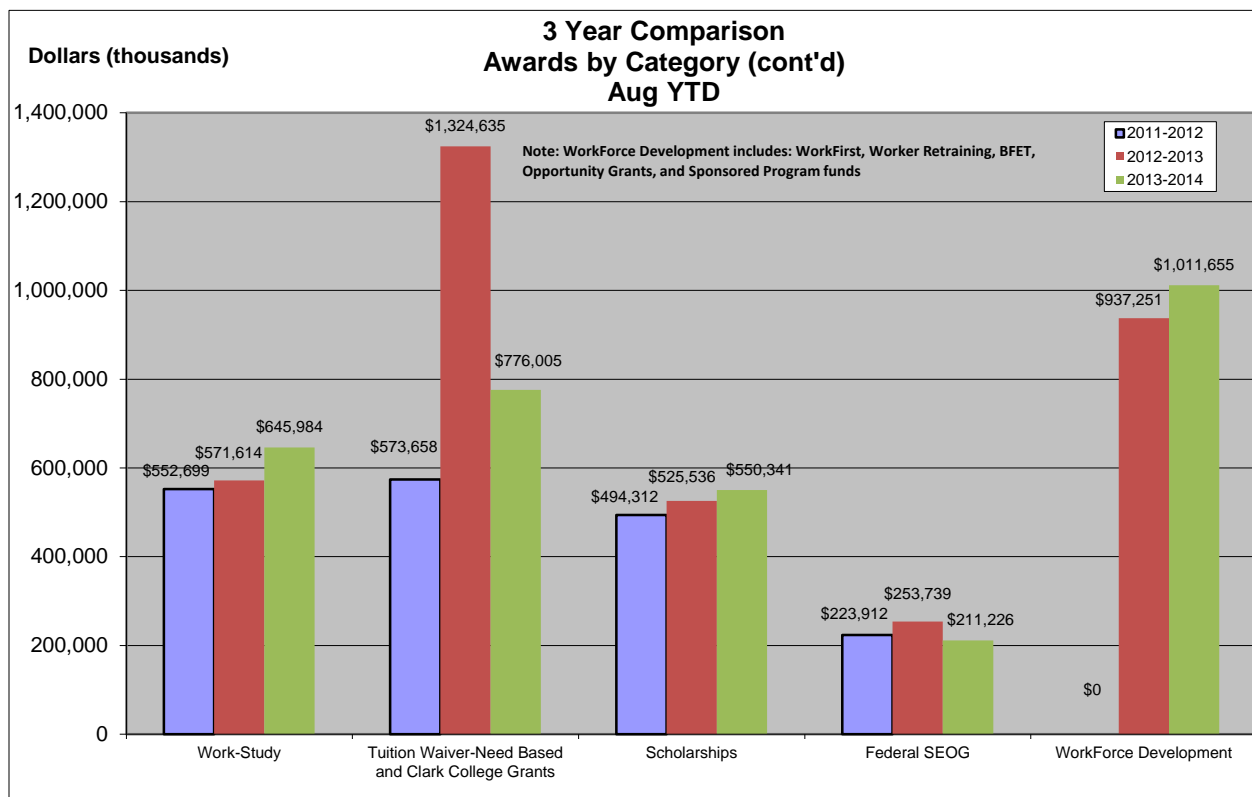
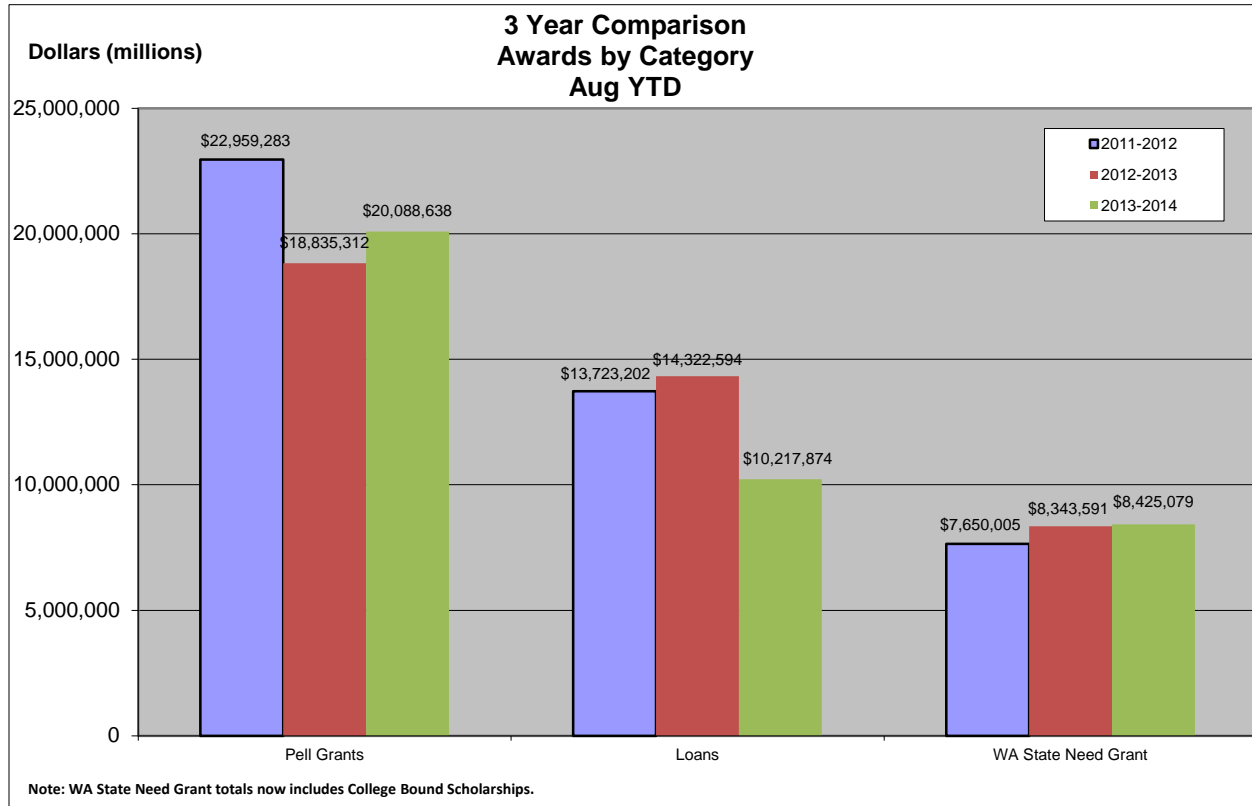
Progress

- On September 3, 2013 Tina Barsotti, Chair, Physical Science and Engineering, and Peter G. Williams, Dean, STEM, made a presentation titled, “Get Your STEM On!” to the Clark College Foundation Board Meeting. The presentation provided an overview of the STEM Unit, explained why STEM education is critical to workforce needs, provided an update on the STEM Building, including budget and timeline, and discussed the vision for a Clark College Science Exploration Center and Planetarium. The State has reduced funding to all capital projects, so part of the emphasis of the presentation concerned equipment needs for the STEM building, including laboratory equipment and furnishings, classroom technology, and specialized scientific equipment. (OOI)
- Environmental Health and Safety staff conducted Accident Prevention training for 22 employees at the day Facilities Services safety meeting. They also conducted Confined Space Entry training for eight staff, and Fall Protection Access training for 24 Facilities employees. The Bloodborne Pathogens Needle Stick Program for the college was redrafted. A hazardous waste collection activity for the main campus involved waste from four participating departments. WISHA Comprehensive Safety Assessments are underway at all campuses to promote a safer college environment. (AS)
- Over the summer, a collaborative agreement was reached between College Counseling staff and the Emergency Management office to jointly deliver training for Crisis Intervention Management Team members, and others as needed. Work includes conducting an annual spring term refresher on basic tenants of Psychological First Aid. The goal of the training will be to strengthen the ability of College faculty and staff (laypersons) to support emergency mental health needs following a significant incident at the college such as a major earthquake or active shooter event. The concept of providing a team of trained people to deliver “psychological first aid” in traumatic circumstances is considered a best practice in emergency management. (AS)
- Personnel are actively participating in the new Safety, Security and Emergency Management Council of the Washington State Board for Community and Technical Colleges. Using iTV, Security Director Ken Pacheco and Emergency Manager Marilyn Westlake were virtual attendees at the August 12 council meeting, featuring discussions on the Clery Act and a new membership survey instrument. (AS)
- Three summer facility improvement projects are nearing completion on time and under budget. These projects include roof repairs at Bauer and Baird Halls and upgrades to the mechanical and electrical systems at the O’Connell Sports Center. (AS)

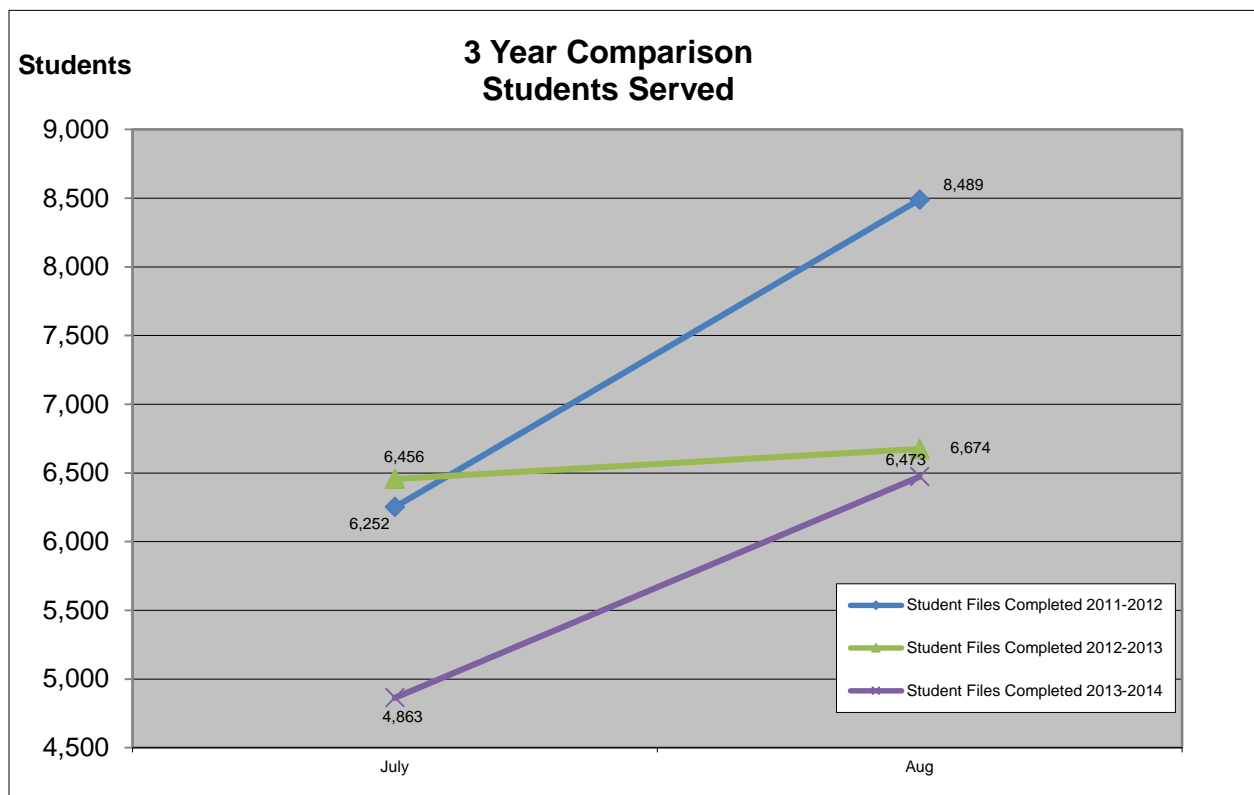
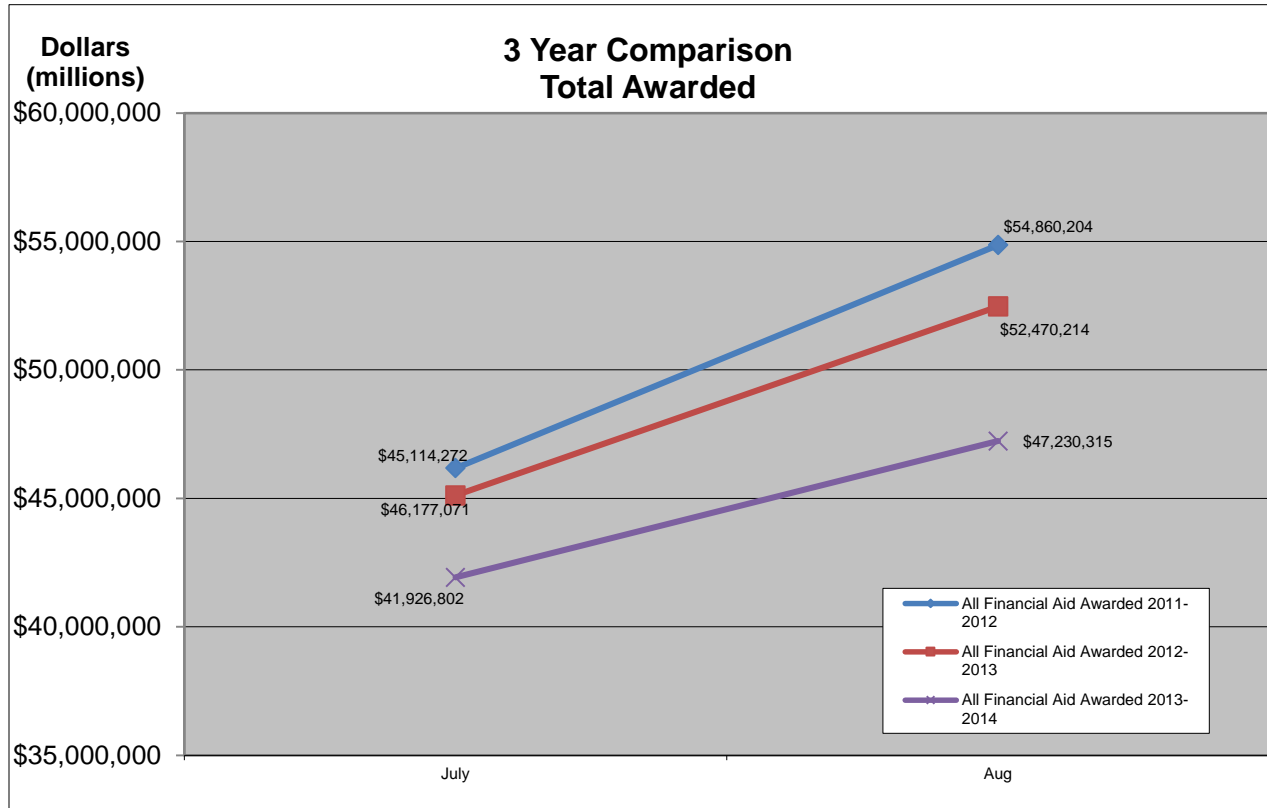
ENHANCE COLLEGE SYSTEMS

- Vancouver-based Team Construction has been awarded the contract for the remodel of the Dental Hygiene clinic. Work commenced on September 12. (AS)
- The Year 3 Accreditation Report was submitted to the Northwest Commission on Colleges and Universities and to the evaluators on September 12, 2013. The evaluation will be conducted primarily through a virtual visit. The evaluators have chosen September 25, 26, and 27 as “alert” days, where members of the college community may be asked for additional information and to answer questions. On October 4, the college will be visited by the evaluator reviewing Clark College’s compliance with standard 2.G – Facilities and Technology Infrastructure. The Clark College Year 3 Accreditation Report is available online. (P&E)
- Opening day of the 2013-2014 academic year officially and successfully kicked off the development of the *Clark College 2015-2020 Strategic Plan*. The college community broke out into approximately 55 groups of 10-12 people to talk about student learning today and what it should be by year 2020. These groups will come together four more times throughout the academic year to discuss and vision a different aspect of student learning. (P&E)
- A National Endowment for the Humanities Bridging Cultures at Community Colleges grant proposal was submitted on August 28. This project is a partnership between Clark College, Columbia Gorge Community College, and the Confluence Project that will result in the development of learning communities that offer place-based learning along the Columbia River and that will focus on Native American and Pacific Northwest culture and history. The total grant request is \$119,870 with Clark College proposed to receive \$41,031. (P&E)
- On September 9, a Core-to-College grant proposal was submitted to the SBCTC. This proposal will fund the second year of a two-year project that brings Clark College Math faculty together with Math faculty from Evergreen Public Schools. The goal of this project is for College and High School faculty to gain a better understanding of national mathematics assessment tools and to develop and implement curricular changes that improve student readiness for college-level math courses. The total grant request is \$20,000 with Clark College proposed to receive \$10,514. (P&E)
- Communications and Marketing helped support the success of Opening Day 2013. Alley Pezanoski-Browne produced the video with Instruction, and Jenny Shadley developed the graphics which helped introduce people to the exercises which took place as part of the strategic plan.

STATISTICS



STATISTICS





To: Robert Knight, President
From: Bob Williamson, Vice President of Administrative Services
Date: September 11, 2013
Subject: 2013-14 Budget

Background:

Development of the 2013-14 budget was more challenging than usual. First, the legislature did not pass a state budget until June 30. Second, due to uncertainty about enrollment, the College did not reach agreement on annualized FTE projections for the year until September. Lastly, even after settling on a target of 8,500 state support FTEs and 1,350 Running Start FTEs, the College still had to close a revenue shortfall of \$819,129.

After extensive Cabinet discussions, and feedback from the Budget and Finance Advisory Committee, a balanced budget has been prepared and is now ready for you to present to the Board of Trustees on September 25. Key elements of this budget include the following:

- The legislature did not authorize a tuition increase for 2013-14. This, combined with declining enrollment, greatly impacted our revenue;
- The legislature did appropriate \$18.5 million in additional funding for the community and technical college system in 2013-14. Clark's share is \$866,732;
- This funding did not offset the absence of a tuition increase, leaving the College with a revenue shortfall to address. To close the gap, base budgets for each department reflect a 1.4% reduction in allocations;
- At this time, departments are not being asked to identify specific cuts; rather as a general rule we are asking departments to hold the line on spending similar to 2012-13.

It will be imperative to closely watch enrollment throughout the year. Future budget adjustments may be necessary. If specific, targeted spending efficiencies and reductions must be made, the college community will be fully engaged as in years past.

Recommendation:

I recommend approval of the College's 2013-14 operating budget per the attached documents:

- Page 1.** State Allocation & Projected Revenue: total budget of \$180,684,877 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. 2013-14 Budget by Area of Responsibility illustrates the allocation of resources among the divisions of the College.

CLARK COLLEGE
2013-14
STATE ALLOCATION & PROJECTED REVENUE

	Funded FTE's	2012-2013 Base Budget	Funded FTE's	2013-14 Base Budget
STATE ALLOCATION				
General Fund	6,527	21,184,116	6,527	23,351,911
ABE Enrollments	37	223,850	37	223,850
Apprenticeship	9	37,350	9	37,350
University Contracts	15	85,693	15	85,693
Growth	-	-	-	-
STEM	14	122,449	14	122,449
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	231	1,112,964	201	1,053,948
	6,979	24,039,593 *	6,949	26,148,372
TUITION & OTHER				
Tuition		17,432,087		18,192,718
Excess Enrollment	2,519	11,756,173	1,566	7,308,444
Enterprise Interest		-		-
Interest (101/149)		-		-
Running Start (145)	1,150	5,083,000	1,350	6,372,655
Use of Fund Balance (145)				
	3,669	34,271,260	2,916	31,873,817
DEDICATED FUNDS				
Matriculation Fee		400,000		434,809
Continuing Education Fees		567,393		646,698
Resale Charges		507,620		507,620
Class Fees		973,039		1,006,048
Tech Fee		1,200,000		1,100,000
GED Testing Fees		66,000		66,000
Career Center Fees		6,000		5,000
Admissions Fee		160,000		160,000
Admissions Fee - Accounting		14,000		14,000
Testing		24,000		24,000
Health Occupation Admissions		30,000		30,000
Transcript Services		55,000		55,000
		4,003,052		4,049,175
Subtotal (Operating)		62,313,905		62,071,364
OTHER FUND SOURCES				
Grant & Contracts		2,902,487		4,054,853
Internal Support Services		590,744		552,313
ASCC & Clubs		1,601,511		1,674,417
Bookstore		5,417,182		5,291,502
Parking		441,173		462,894
Auxiliary Enterprises		1,892,272		1,504,400
Student Financial Aid		54,698,459		62,203,393
Capital Projects		3,811,535		42,869,741
Subtotal		71,355,363		118,613,513
TOTAL COLLEGE BUDGET		133,669,268		180,684,877

* Adjusted Base

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9/11/2013

Clark College
2013-14
FTES (For Budget Purposes)

	2012-13	FTES 2013-14	Change	% Change
State Allocation				
State Basic	6,527	6,527	-	0.0%
ABE Enrollments	37	37	-	0.0%
Apprenticeship	9	9	-	0.0%
University Contracts	15	15	-	0.0%
Stem	14	14	-	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	231	201	(30)	-13.0%
State Allocation Sub-total	6,979	6,949	(30)	-0.4%
Excess				
Excess Enrollment - Base	2,519	1,566	(953)	-37.8%
Total Budgeted FTES	9,498	8,515	(983)	-10.3%
Other				
Running Start	1,150	1,350	200	17.4%
Total Contractual Programs	1,150	1,350	200	17.4%
Total FTES	10,648	9,865	(783)	-7.4%

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Clark College
2013-14
Funding from FTES

	Funding			
	2012-13	2013-14	Change	% Change
State Allocation				
State Basic	21,184,116	23,351,911	2,167,795	10.2%
ABE Enrollments	223,850	223,850	-	0.0%
Apprenticeship	37,350	37,350	-	0.0%
University Contracts	85,693	85,693	-	0.0%
Stem	122,449	122,449	-	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	1,112,964	1,053,948	(59,016)	-5.3%
State Allocation Sub-total	24,039,593	26,148,372	2,108,779	8.8%
Tuition & Excess				
Tuition From State FTE's	17,432,087	18,192,718	760,631	4.4%
Excess Enrollment - Base	11,756,173	7,308,444	(4,447,729)	-37.8%
Total Budgeted FTES	53,227,853	51,649,534	(1,578,319)	-3.0%
Contractual Programs				
Running Start	5,083,000	6,372,655	1,289,655	25.4%
Total Contractual Programs	5,083,000	6,372,655	1,289,655	25.4%
Total FTES	58,310,853	58,022,189	(288,664)	-0.5%

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**Clark College
2013-14
By Area of Responsibility**

	2012-13 Operating Base*	2013-14 Operating Base w/ Adj	Change	% Change	Other Accounts	2013-14 Total By Area
President						
Operating	704,687	753,938	49,251	7.0%		753,938
Special Advisor for Diversity and Equity	274,691	268,396	(6,295)	-2.3%		268,396
Vice President of Administrative Services						
Operating	10,971,793	11,036,893	65,100	0.6%		
Internal Support Services					552,313	
Bookstore					5,291,502	
Parking					462,894	
Auxilliary Services					1,504,400	
Capital Projects					42,869,741	61,717,743
Vice President of Instruction						
Operating	38,965,040	38,573,061	(391,979)	-1.0%		38,573,061
Vice President of Student Affairs						
Operating	7,865,456	8,066,687	201,231	2.6%		
ASCC					1,674,417	
Financial Aid					62,203,393	71,944,497
Associate Vice President of Planning and Effectiveness						
Operating	442,452	444,193	1,741	0.4%		444,193
Associate Vice President of Corporate & Continuing Ed						
Operating	763,836	844,327	80,491	10.5%		
Grants & Contracts					802,228	1,646,555
Executive Director of Communications						
Operating	811,945	822,324	10,379	1.3%		822,324
Associate Vice President of Human Resources						
Operating	926,400	961,845	35,445	3.8%		961,845
Other						
Grants & Contracts					3,252,625	3,252,625
Contingency	587,604	299,700	(287,904)			299,700
Total	62,313,904	62,071,364	(242,540)		118,613,513	180,684,877

*Ending

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CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2013

		Fund Balance (minus non-cash assets) 6/30/13	Cash Balance (minus dedicated cash) 6/30/13	Required Reserves	Prior Commitments (prior to 7/1/13)	New Commitments (2013/14)	Total Available Cash
145	Grants and Contracts*	3,446,329	2,207,932		106,356		2,101,576
147	Local Capital	239,184	-				-
148	Dedicated Local	3,953,821	(16,701)		65,229	126,545	(208,475)
149	Operating Fee	245,759	36,114				36,114
440	Central Store (Catalog)	52,107	52,107				52,107
443	Data Processing*	1,556,666	1,556,666			1,556,666	-
448	Print/Copy Machine	(23,824)	(23,824)				(23,824)
460	Motor Pool	47,148	47,148				47,148
522	ASCC	2,285,472					-
524	Bookstore	3,538,129	3,538,129				3,538,129
528	Parking	300,945	300,945				300,945
570	Other Auxiliary Enterprise	1,182,642	495,286		28,535		466,751
790	Payroll (clearing)	210,454					-
840	Tuition/VPA	3,699,586					-
846	Grants - Fin Aid	(1,535,778)					-
849	Student Loans	36,069					-
850	Workstudy (off-campus)	(3,793)					-
860	Institutional Financial Aid Fur Reserves*	635,418		6,207,136			(6,207,136)
Totals		19,866,334	8,193,802	6,207,136	200,120	1,683,211	103,335

* Fund balance moved after year end

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Fund Balance Less Commitments

Available Fund Balance Before Commitments	8,193,802
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Prior Year Commitments

Date	as of July, 2013	Fund	Amount	Total
7/31/2012 SA	AACRAO Strategic Enrollment Management Consultant	145	50,000	
6/30/2013 SA	AACRAO Strategic Enrollment Management Consultant	145	23,410	
7/31/2012 Gen	SMART CLASSROOMS	145	7,544	
7/31/2012 AS	Facilities Carryforward	145	25,402	
				106,356
7/31/2012 AS	Emergency food and water supplies	148	9,800	
1/24/2012	LEAN Consultant	148	21,270	
2/7/2013	Hanna Lobby Furniture	148	29,000	
6/30/2013	Institutional Furniture	148	5,159	
				65,229
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	
				28,535
Total Prior Commitments				200,120

New Commitments July 1, 2013 to present

Date		Fund	Amount	Fund Total
7/22/2013	STEM Grant	148	50,000	
7/22/2013	Bus Wrap	148	1,545	
9/5/2013	Instructional Load Changes	148	75,000	
				126,545
7/1/2013	CIS Funds	443	1,556,666	
				1,556,666
Total New Commitments				1,683,211

Required Reserves

10% of \$62,071,364	6,207,136
Fund Balance After Commitments and Required Reserves	103,335

**THE BUDGET STATUS
REPORT WILL BE
AVAILABLE ONCE
ALLOCATIONS ARE
APPROVED.**

ACTION ITEMS—FIRST READING

ADDENDUM TO CONTRACT

This addendum to Robert K. Knight's employment contract extends the appointment on August 3, 2007 through midnight, August 31, 2016.

Executed this _____ day of _____, 2013

Royce Pollard, Chair, for and on behalf of,
Board of Trustees of Community College District 14

Accepted:

Robert K. Knight, President
Community College District 14

ACTION ITEMS

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14
August 16, 2013
CCE Room 217

Trustees Present: Mmes. Sherry Parker, Rekah Strong, and Jada Rupley; Messrs. Jack Burkman and Royce Pollard.

Administrators: Mr. Robert Knight, President, Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Mr. Toby Peterson, Outcomes Assessment Liaison.

Others: Ms. Bonnie Terada, Assistant Attorney General; Mr. Bob Sable, Mackay & Sposito.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none">Chair Pollard called the meeting to order at 8:35 am.President Knight reviewed the agenda and plans for the day. The agenda was accepted as presented.	<ul style="list-style-type: none">The board's self-evaluation will be completed during an extended work session of the regular August 28 meeting.IDI and diversity training will also be completed at that time.Ms. Diehl introduced Mr. Peterson, Outcomes Assessment Liaison, who will be discussing outcomes assessment and strategic planning with the trustees today.
II.	Strategic Planning	<ul style="list-style-type: none">Strategic planning for the 2015-2020 time period will take at least a year to complete. The college is undertaking initiatives around strategic enrollment management and accreditation during the same time period.The process is being designed to be very intentional and thorough. President Knight felt that although the last strategic planning process was good, it was not thorough enough. The college did not achieve buy in from all constituencies throughout the community. An outside consultant led the process and the intent now is to do it from within. The college will obtain input from the campus and the community to make sure everyone understands what the process is about and ensure complete buy in.The goal of the process is that every person at the college will understand their role in student learning.There will be a subtle but substantive shift on opening day from "it's all about the student" to "it's all about student learning". Breakout sessions are scheduled to address what is meant by student learning so that everyone will understand their own role in relation to student learning.Mr. Peterson has been working on outcomes assessment over the past year. Faculty members are very supportive and there has been a huge improvement in program successes during that time.	

	TOPIC	DISCUSSION	ACTION
II.	Strategic Planning	<ul style="list-style-type: none"> Ms. Diehl and Mr. Peterson took the board through a visual timeline of the strategic planning process over the next year and a half and engaged in an interactive exercise using the following questions. <ol style="list-style-type: none"> What kind of people do you want your children and grandchildren to be? What kind of society do you want them to live in? How can we best shape our institutions to nurture those kinds of people and that kind of society? What do these things have in common? What would it take to achieve them? For any of the changes to be made, student learning has to take place. Learning is the key that will drive visions for the future, so student learning must be the focus of the next strategic plan. Learning is powerful although invisible and it varies from student to student. People tend to focus on what is tangible and the work that is in front of them. This focus has made Clark a first rate institution and given experiences to students. The result of the experiences is student learning. Through the strategic planning process, everyone in the college community will be on the same page, working together to change the focus of the college to enable students in our charge to learn and go out in the world to make the changes we want to see. Mr. Peterson noted that the college will articulate what's in it for staff and faculty. This rational connection will help them see the payoff down the line and this is what we want to articulate to everyone at Clark. Everyone will see how our work fits together and how it all comes together to produce student learning and thus a better world. By the middle of winter quarter, the college will have a better idea of activities and initiatives that will be postponed during the strategic planning process. A number of task forces will be convened over the coming year to assist in strategic planning. A communications task force is already underway. This group's primary purpose is to make sure the college community knows what is occurring and how their input and feedback is being used so that everyone will feel engaged in the process. 	<ul style="list-style-type: none"> Trustee Burkman requested that the college determine what actions/initiatives will not take place during the strategic planning process and highlight those to the staff so they don't feel the workload will be more overwhelming. Trustee Rupley suggested a section on scorecard that the trustees should be looking at. What indicators could be used to show the college is doing well or needs improvement? Chair Pollard said there could even be several indicators and that trustees could shift their focus periodically.

	TOPIC	DISCUSSION	ACTION
II.	Strategic Planning	<ul style="list-style-type: none"> • A SWOT (strengths, weaknesses, opportunities, threats) task force will gather all of the information from fall and winter and formulate questions and focus groups to answer the questions. It will be a large task force with two or three people assigned to each question. • A mission, vision, core themes (and maybe values) task force will be formed and draft the college's mission by October of 2014. Five core theme teams will draft the themes for 2015-2020. 	<ul style="list-style-type: none"> • One of the measurements that will be used to gauge the success of the strategic plan will be that every college staff member is able to see how their work impacts student learning and how they make learning possible. • Once the strategic plan is completed, a new scorecard will be developed that will measure progression of the plan. • The trustees requested that a monthly update be provided in the board report. The trustees will provide comments which will be taken back to the task forces. • The new strategic plan activities will be kicked off on opening day, September 11. President Knight invited each board member to attend if their schedules allowed.
II.	Lean	<ul style="list-style-type: none"> • President Knight discussed the recent Lean project that was undertaken by the executive cabinet. Several departments (Student Affairs, HR, and Instruction) have conducted their own Lean process events and the cabinet focused theirs on having more efficient cabinet meetings and decision making processes. Cabinet looked at how decisions are made at the college, and how items are brought to cabinet for decision-making. There is still work to be done on college committees, which are decision-making or which are advisory, and how their work is filtered to the cabinet. • He walked the trustees through the current and proposed processes. He acknowledged that, in some cases, decisions take longer to reach at the college due to shared governance. The concepts of shared governance and lean are actually at odds with each other. Lean seeks to streamline, reduce steps, and make processes more efficient; shared governance requires input from various constituencies. There are inherent challenges in wide-ranging communications and solicitation of input when you are trying to be efficient. • The lean process is one of continuous improvement; the group will look at the processes and ask if more changes are necessary as time goes on. 	<ul style="list-style-type: none"> • The trustees requested an update at their January work session on how the new process is working.

	TOPIC	DISCUSSION	ACTION
III.	Climate Survey	<ul style="list-style-type: none"> President Knight and Ms. Diehl reviewed the results of this year's climate survey. The college has made great strides in diversity and the survey revealed significant improvements, but it is still a concern. The Diversity Center opened, training throughout the college has increased and more leadership groups are taking the intercultural development inventory. Last year, the college determined that candidate hiring pools must be 25% diverse in order to move forward with a search. If not, the search is failed. During 2012-2013, 25% of new permanent hires were from diverse communities and more reflective of the student body. Diversity in each unit is included in executive cabinet evaluations and what the units are doing to support it. Clark was one of the few colleges in the state that took a 3% salary cut from all employee classifications. The cuts were reinstated on July 1, 2013. Cabinet had set aside some funds for salary increases based upon a salary survey conducted by an independent consultant. The college is taking a hard look at this survey and plans to add some additional vacation time to the administrative/exempt employees, as Clark provides the fewest number of vacation days in the state. When salary increases are given, they will be based upon the local labor market and comparative positions throughout the state system. Some positions will receive increases and some won't, but the college wants to be a competitive employer and attract and keep good people. Classified staff and faculty receive built-in increases contractually as well as when the state provides cost of living increases. Administrators do not have built in increases and have not received any increases in five years. This information will be communicated to the college using data and explained that the college wants to bring these employees up to a competitive level as an equity issue. Classified employees will receive additional funding for professional development. The food service operation will be closed at the end of the year. It may be two years before it is started again and the college has not identified funding to renovate the space and the culinary program. The Skills Center has requested permission to use the existing space as they have a large number of students in their program and require an overflow location. Food carts will be coming to the main campus in a couple of weeks. The City of Vancouver is optimistic that this will attract more food carts to town. 	<ul style="list-style-type: none"> Vice Chair Strong requested that the survey demographics be broken out so that racial diversity and those with disabilities are in separate categories.
IV.	Executive Session	<ul style="list-style-type: none"> At 10:30 am, Chair Pollard announced that, in accordance with RCW 42.30.110(1), the board would recess into executive session to consider the selection of a site or the acquisition of real estate by lease or purchase and to evaluate the performance of the President for two hours. At 12:30 pm, Chair Pollard announced that the executive session ended; the board reconvened the special meeting. No action was taken by the board during the executive session. The special meeting was adjourned at 12:30 pm. 	

Royce Pollard
Chair

Leigh Kent
Recorder
August 28, 2013

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
August 28, 2013
Ellis Dunn Room GHL 213

Trustees Present: Mmes. Sherry Parker, Jada Rupley, and Rekah Strong; Messrs. Jack Burkman and Royce Pollard.

Administrators: Mr. Robert Knight, President, Dr. Tim Cook, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Bill Belden, Vice President of Student Affairs; Dr. Darcy Rourk, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Mr. Chato Hazelbaker, Chief Communications Officer; Ms. Sirius Bonner, Special Advisor for Diversity & Equity; Ms. Jane Beatty, Director of Change Management; Ms. Leigh Kent, Executive Assistant to the President.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; 2013-2014 ASCC Officers;

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Pollard called the meeting to order at 5:08 pm. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> The agenda was accepted as presented. 	
II. B	Statements from the Audience	<ul style="list-style-type: none"> LucyAnn Kendall, President of the Addiction Counseling Education Students (ACES) spoke about their service club and the community services it provides to those in need, both on campus and in the community. Sean Chavez, Coordinator of the PREVENT! Coalition of Clark County also spoke in support of the ACES club. His organization works closely with them. Both are encouraging expansion of these programs at Clark. 	

	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports		
	1. AHE	<ul style="list-style-type: none"> There was no AHE report this evening. 	
	2. WPEA	<ul style="list-style-type: none"> There was no WPEA report this evening. 	
	3. ASCC	<ul style="list-style-type: none"> There was no ASCC report this evening. 	
	D. Foundation	<ul style="list-style-type: none"> Ms. Gibert reported that the campaign is progressing very well. Since June, \$1.1 million has been raised and the foundation is applying to the Kresge Foundation for support. The Kresge Foundation donates only to those foundations who are invited to apply; Ms. Gibert wrote expressing that the college be included on their invitation list and they responded that they will consider Clark. A grant request would be made for STEM funds. She distributed three new brochures that highlight the campaign focus: The Penguin Promise, STEM, and The TLC (Excellence Fund for Teaching and Learning). This portion of the campaign will be completed as of June 30, 2014. The STEM faculty and Administrative Services will give a presentation to the foundation board at their September 3 meeting. 	<ul style="list-style-type: none"> President Knight asked Ms. Gibert to convey his thanks to The Murdock Trust for the generous donation to Dental Hygiene.
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> There were no statements from the board this evening. 	

	TOPIC	DISCUSSION	ACTION																						
II. E.	President's Report	STUDENT PRESENTATION <ul style="list-style-type: none">Ms. Gruhler introduced the 2013-2014 incoming ASCC officers. Each of them introduced themselves and their position to the board members. <u>Officers</u> <table><tr><td>ASCC President</td><td>Dena Brill</td></tr><tr><td>ASCC Vice President</td><td>Gabrielle Roscher</td></tr><tr><td>ASCC Finance Director</td><td>Wilson Halimuddin</td></tr><tr><td>ASCC Executive Assistant</td><td>Coralee Bauer</td></tr><tr><td>ASCC Club Coordinator</td><td>Rachel Redjou</td></tr><tr><td>ASCC PR Director</td><td>Matt Brown</td></tr><tr><td>ASCC Activities Director</td><td>Hannah Swift</td></tr></table> <u>Activities Programming Board</u> <table><tr><td>Family Events Coordinator</td><td>Karen Morrison</td></tr><tr><td>Social Events Coordinator</td><td>Kevin Nguyen</td></tr><tr><td>Educational Events Coordinator</td><td>Kristina Gavrilin</td></tr><tr><td>Cultural Events Coordinator</td><td>Fatoumata Diabate</td></tr></table>	ASCC President	Dena Brill	ASCC Vice President	Gabrielle Roscher	ASCC Finance Director	Wilson Halimuddin	ASCC Executive Assistant	Coralee Bauer	ASCC Club Coordinator	Rachel Redjou	ASCC PR Director	Matt Brown	ASCC Activities Director	Hannah Swift	Family Events Coordinator	Karen Morrison	Social Events Coordinator	Kevin Nguyen	Educational Events Coordinator	Kristina Gavrilin	Cultural Events Coordinator	Fatoumata Diabate	
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Social Events Coordinator	Kevin Nguyen																								
Educational Events Coordinator	Kristina Gavrilin																								
Cultural Events Coordinator	Fatoumata Diabate																								
		PRESIDENT'S REPORT <ul style="list-style-type: none">President Knight introduced Jane Beatty, Director of Change Management. Ms. Beatty will be leading the college through the ctcLink project.The college will offer four classes in Skamania County at Wind River Middle School in the fall: English, History, Biology, and Phys Ed. Each class has capacity for 25 students; at this time, enrollment is currently low but Instruction is trying to reach the 12-15 student level. (Dr. Cook)At the request of a community partner who wanted to know what courses Corporate & Continuing Education had available for their employees, CCE developed a mobile application for local businesses to look for professional development opportunities for their staffs. (Mr. Kussman)Mr. Williamson presented the 2012-2013 year end budget report. With a drop of approximately 800 FTES, the college still reached 97% of its revenue target and exceeded its Running Start target. As expected, the enterprise accounts were negatively affected due to the smaller number of students attending. President Knight asked all units to underspend by 1% and final numbers came in at 2.5% underspent. (Mr. Williamson)	<ul style="list-style-type: none">Mr. Kussman will provide a link to the application for the board members' review.Chair Pollard said that the board will complete the IDI assessment and Ms. Bonner will schedule it for them.The board will look at the future topics list and delete those that they no longer wish to discuss.Ms. Diehl will send the GISS data in advance of the ACCT meeting in October.																						

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> Corporate & Continuing Education is nearly an entirely a self-supporting unit and uses very limited state funds. Because they generate revenue, they spend that revenue and want to make sure they cover their expenses and provide a positive contribution to margin. Because they were able to contract with more employers than initially budgeted, the unit margin was 24% above budget. Although their budget figures look as if the department overspent, it was a good year. <i>(Mr. Kussman)</i> Mr. Belden introduced Matthew Rygg, new Dean of Success & Retention. He has a background in counseling, disability, career counseling, student life, and health services and is pursuing a Ph.D. in Strategic Enrollment Management. 	<ul style="list-style-type: none"> The NERD girls had an entry in the Rose Festival Milk Carton Boat Race in Portland. The trustees requested that they be informed as to where the team placed in the race. The 2013 Accreditation self-study report will appear on the intranet and will be copied to the board as well.
III.	ACTION ITEMS		
	FIRST READING <ul style="list-style-type: none"> Proposed 2014 Board of Trustee Meeting Dates 		<ul style="list-style-type: none"> MOTION: Trustee Burkman made a motion to move the First Reading item to the Consent Agenda. The motion was seconded by Trustee Parker and unanimously approved.
	CONSENT AGENDA <ul style="list-style-type: none"> Minutes from the June 11, 2013 Board Meeting 		<ul style="list-style-type: none"> MOTION: Trustee Burkman made a motion to approve the Consent Agenda. The motion was seconded by Trustee Parker and unanimously approved.

	TOPIC	DISCUSSION	ACTION
IV.	FUTURE TOPICS		
	Accreditation Work Session, winter quarter CLE Update Climate Survey (4/2013 work session) College Safety (added 12/2012) Columbia River Crossing Diversity Operational Plan Facility Plan Financial Aid Update— <i>possible individual meetings</i> Foundation Strategic Plan (added 12/2012) GISS Student Completion Data K-12 Review of College Policies Service Learning (added 1/2013) Staff Training (added 1/2013) Standard 2 Highlights STEM Student Completion (added 12/2012) Visit WSUV Nursing Program (added 12/2012) Workforce Development		
V.	DATE AND PLACE OF FUTURE MEETING <ul style="list-style-type: none"> The next regular meeting of the Board of Trustees is currently scheduled for September 25, 2013 in the Ellis Dunn Community Room, GHL 213. 		
VI.	EXECUTIVE SESSION <ul style="list-style-type: none"> No Executive Session was held this evening. 		
VII.	ADJOURNMENT <ul style="list-style-type: none"> There being no further business, the meeting adjourned at 5:25 pm. 		

Royce Pollard, Chair

Leigh Kent
Recorder
September 3, 2013