

**Clark College  
Board of Trustees**

**October 19, 2010**

Clark College  
*The Next Step*

**Clark College**  
**Board of Trustees Goals**  
**2010-2011**

***Fiscal Responsibility***

- Ensure college budget supports the institution's highest priorities, including serving students first, within the fiscal and regulatory constraints. *Enhance College Systems*

***College Climate***

- Strengthen the college climate with special emphasis on historically disadvantaged populations encompassing the entire college community. *Enhance College Systems and Foster a Diverse College Community*

***Shared Governance***

- Oversee the refinement, communication, and implementation of the shared-governance system so that the role administrators, faculty, staff and students each play in the college decision-making process are defined. – *Enhance College Systems*

***Diversity***

- Monitor the implementation of the Diversity Plan, especially to increase recruitment, retention, and educational resources. – *Foster a Diverse College Community*

***Student Achievement***

- Enhance student achievement by supporting policy to improve academic support services, including advising, and ensuring a supportive learning environment is present throughout the entire college. – *Focus on Learning*

***Responsibility for President***

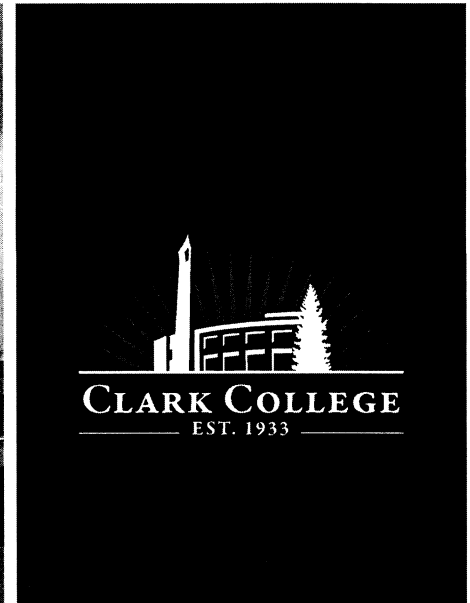
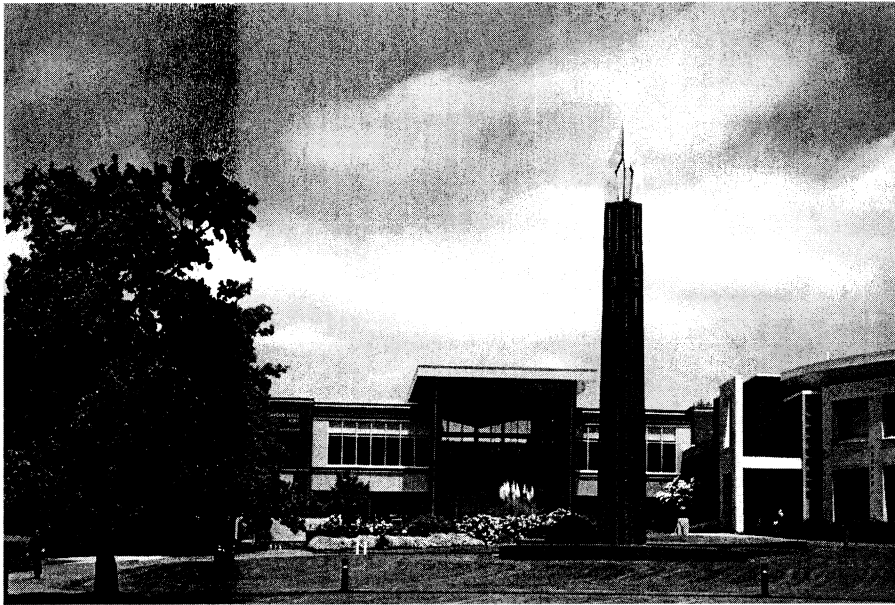
- Conduct quarterly and annual presidential evaluations. – *Enhance College Systems*

***Building Partnerships and Representing Constituencies***

- Strengthen partnerships with local K-12 institutions and local business and industry, including support in math and science initiatives. – *Focus on Learning and Respond to Workforce Needs*
- Cultivate relationships with community and college stakeholders. – *Respond to Workforce Needs and Enhance College Systems*

***Provide Access***

- Monitor the college's ability to meet the current and future demand for educational opportunities offered by the college. – *Expand Access*



# 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  
October 19, 2010**

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**CLARK COLLEGE BOARD OF TRUSTEES**

**Tuesday, October 19, 2010**

**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.**

- ♦ Enhancing Business Partnerships—What can the Board be Doing? 4:00-4:15
- ♦ Diversity Operational Plan Update 4:15-4:35
- ♦ CTC Mechatronics Update 4:35-4:50

**I. CALL TO ORDER**

**5:00 P.M.**

**II. BUSINESS MEETING**

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

1. AHE
2. WPEA
3. ASCC
4. Foundation

D. Statements and Reports from Board Members

E. President's Report

*Student Success Presentation: Liqin Fu*

*Faculty Presentation: Dwight Hughes, Professor Division Chair Computer Technology; Topic: Data Networks & Telecommunications (DNET)*

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### **III. ACTION ITEMS**

#### **A. Consent Agenda**

- ♦ Voluntary/Retirement/Separation Plans ..... Pages 21-35
- ♦ Minutes from September 28, 2010 Board Meeting..... Pages 36-41

### **IV. FUTURE TOPICS**

- ♦ Budget (ongoing)
- ♦ K-12 (ongoing)
- ♦ North Central Site (July)
- ♦ Adequately Monitor the Impact the College has on the Local Community
- ♦ College's Impact on Local Business
- ♦ Partnerships
- ♦ Student Achievement Initiative

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

*The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, November 23, 2010 in the Ellis Dunn Room.*

### **VI. EXECUTIVE SESSION**

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

### **VII. ADJOURNMENT**

*Time and order are approximate and subject to change.*

## Focus on Learning

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**PRESIDENT'S BOARD REPORT  
OCTOBER 2010**

**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*

- ❖ On September 17, a half-day new adjunct faculty orientation was held, which attracted nearly 40 part-time faculty. (001)
- ❖ The Fall two-day Faculty Focus panels and workshops held on September 13-14 offered programming directly related to the Clark College strategic goals. (001)

The entire first morning was devoted to "Power, Privilege, and Inequality." Professor Debra Jenkins provided the context for a discussion that was facilitated by 14 volunteers who have been engaged in moving forward with the college's diversity plan. Response to the workshop was very positive, as reflected in these selected quotes from assessments: (001)

*"The most important outcome of this session is a renewed awareness that my students are individuals from various backgrounds and a renewed commitment to getting to know my students and make them more comfortable in the classroom and here at Clark."*

*"I became aware of the privileges I have and how those privileges may affect my students. I learned from the others at my table as well – having classroom stories and ways to help students."*

*"The session was thought provoking and provided an opportunity for ALL faculty to participate in discussion related to privilege. I hope the discussion continues and gets deeper."*

The second morning was devoted to Program Assessment. Professors Brenda Walstead and Jim Wilkins-Luton, newly appointed Outcomes Assessment faculty liaisons, provided an engaging and informative presentation on the history of program assessment at Clark College and outlined how the college will address satisfying the accreditation standards for program assessment. (001)

## FOCUS ON LEARNING

Panels for the afternoon sessions were organized into themes essential to the success of Clark College. On Monday, all afternoon sessions focused on technology and learning. Faculty were able to select from a range of programs, all facilitated by peers. Offerings included core issues such as students not having the basic computer skills to succeed and students who are limited in their ability to access technology, as well as panels which addressed ways to sharpen pedagogic approaches to using technology in the classroom. Additionally, panels focused on the challenges of distance learning and offered valuable advice on best practices. (OOI)

Tuesday afternoon's sessions related to the college vision of "engaged learners/enriched community." Offerings emphasized Clark's commitment to learner-centered education and included panels on both student learning communities and faculty learning communities. These panels were truly inspiring. (OOI)

A new feature of this year's Faculty Focus was informal break-out groups at the end of each day, designed to "sustain momentum" so that the learning remains part of the faculty's practice throughout the year. A follow-up session on the Digital Divide, hosted by Professors Bob Hughes and Chris Wilkins, attracted a dozen faculty and staff who are committed to overcoming this barrier to Clark student success. Informal gatherings on other topics are also scheduled throughout fall quarter. (OOI)

- ❖ In order to stabilize and to help grow the learning communities currently existing in the linked classes (described by emeritus Professor Gail Liberman at the May 2010 board meeting), a part-time position has been filled by Andra Spencer. Andra will help create systems which ensure proper listing of linked classes and better tools for advisors to share with prospective students. (OOI)
- ❖ New training is being delivered to the two Transition Advisors at Clark College at TPC to increase the ESL to ENL student transition. (OOI)
- ❖ Professor Jackie Allen-Bond presented a 3-hour workshop as professional development for interested ESL faculty (full and part time faculty were invited) in teaching to the Washington State ESL Adult learning standards determined by state and federal funding agencies to enhance student success. (OOI)
- ❖ Professor Sara Gallow is implementing a pilot service-learning class for ESL students in the hope of providing supportive learning strategies that will enhance ESL student understanding and use of English beyond the classroom. (OOI)
- ❖ ESL-ABE transition classes are being piloted to include transitioning ESL students into ABE, GED and/or I-BEST programs. (OOI)
- ❖ The Student Learning Center Program Manager and ESL faculty hosted new tutor orientation and training September 17-18, 2010. Post-training evaluations showed very positive feedback as well as good suggestions for future improvements. (OOI)

## FOCUS ON LEARNING

- ❖ The newly hired Interim Director of Nursing Assistant Certified (NAC) Program, Patti Berglund, is working with I-BEST and Corporate and Continuing Education staff to redesign the admission process to better meet student needs and facilitate enrollment in the NAC class. (OOI)
- ❖ The Fitness Trainer Program offered the Group Fitness Instructor classes during summer 2010. Twenty-five students earned their Certificates of Completion. (OOI)
- ❖ The Physical Education (PE) department will be offering a new class called World Dance in winter 2011. Each class will feature a different type of cultural dance. Hula will be the offering for winter 2011. (OOI)
- ❖ *WHIGOH* event (What the Heck Is Going On Here?) - Throughout the day on Tuesday and Wednesday, October 4 and 5, a wide variety of math instructors and students staffed a central table in Bauer Hall between classes to advertise all the great resources offered by the Math Division with a special focus on academic support available through the math help sessions. This eye-catching event spread not only specific and helpful information, but also the good will and supportive climate of the math faculty. (OOI)
- ❖ The eLearning percentage of quarterly FTES increased from 8.4% in fall 2009 to 10% in fall 2010. (OOI)
- ❖ The Weekend Degree Program has officially entered its second year. This fall there are five courses being offered in the Weekend Degree format: English, Health, Math, Psychology, and Spanish. This year, the total enrollment in the Weekend Degree program is 45 students; 11 of these students are male and 34 of the students are female. In 2009-2010, one student graduated with an AA degree and two students transitioned to four-year colleges (Warner Pacific and Concordia). Five Clark College employees are anticipating completion of their associates degrees by joining the Weekend Degree Program. (OOI)

Faculty who will be teaching English, Women's Studies, and Internet Research in the Weekend Degree Program in winter 2010 are developing integrated course materials and assignments. This pilot learning community should enhance student learning and support program retention and completion. (OOI)

- ❖ The eLearning department continues to experience increasing demand for Learning Management System (LMS) usage. For fall 2010, there are 38 hybrid sections, 159 online sections and 440 face-to-face sections that are web-enhanced using Blackboard. From last fall, hybrid sections increased by 36% (from 28 sections to 38 sections), online sections increased by 12% (from 142 sections to 159 sections), web-enhanced sections increased by 15% (from 381 sections to 440 sections), and overall active Blackboard users increased by 13% (from 8,452 users to 9,515 users). (OOI)
- ❖ As part of the LMS transition from Blackboard to Moodle Joule, there are six faculty members teaching a total of nine pilot Moodle online courses involving approximately 200 students. The courses are: (OOI)

## FOCUS ON LEARNING

- ECON& 202—Macroeconomics
  - Health 100—Food & Your Health
  - HDEV 123—Relationships
  - HEOC 100—Anatomy & Physiology
  - Math 089—Algebra I
  - Math 095—Intermediate Algebra
  - Math 111—College Algebra
  - Math 151—Calculus I
  - PSYC 100—General Psychology
- 
- ❖ Under the leadership of Professors Brenda Walstead and Jim Wilkins-Luton, faculty Outcomes Assessment Liaisons, the Outcomes Assessment Committee is overseeing the development of program outcomes in at least 12 Career and Technical Education programs this fall term. (OOI)
  - ❖ The fifth-annual Northwest eLearning Community Conference will be taking place Thursday and Friday, October 21-22, 2010, at the Corporate Learning Center located at Clark College at Columbia Tech Center (CTC). A number of Clark College faculty and/or staff will be presenting, including Zachary Grant, Sue Kusch-Tepper, Kitty Mackey, Ann Virtu Snyder, and Lori Wamsley. The keynote speaker will be Alec Couros, Ph.D., an influential scholar and advocate of openness in distributed learning environments. Dr. Couros has spoken, blogged, and given workshops on topics such as openness in education, social/networked learning, instructional design, digital citizenship, and critical media literacy. The NW eLearning Community Conference is a cost-effective, high-quality regional conference which will include an online option for some of the sessions for those who can't make it due to travel or budget difficulties. (OOI)
  - ❖ Security Director attended the Portland Metro Campus Security Director meeting (9/16/2010) that was held at Portland State University. (AS)
  - ❖ The Service Learning Coordinator facilitated a workshop on September 14 during Fall Faculty Focus entitled: *Energizing Student Engagement through Service Learning*. The workshop included a variety of models that have been applied at Clark, with faculty panelists across disciplines discussing the rewards of Service Learning and the way Service Learning increases student success. (SA)
  - ❖ The Associated Students of Clark College (ASCC) student leaders and Peer Mentors partnered to provide Welcome Week activities at all four Clark College campuses. During this week-long event, the student leaders provided information on resources and distributed student handbooks/planners, school supplies, refreshments and other promotional items. The event focused on welcoming our new and returning students. (SA)
  - ❖ Several Student Affairs offices hosted informational tables at the Fall Orientation Fair. Career & Employment Services, Service Learning Program and the Co-op/ Internship program offered resources and provided changes to several requirements for Co-op Internship instructors. (SA)

## FOCUS ON LEARNING

- ❖ Student Leadership Training for incoming 2010-2011 student leaders: ASCC Executive Council, the Activities Programming Board and the Peer Mentors was held the week September 13-17. During this last week of their three week training, student leaders prepared promotional materials for upcoming fall events such as Student Committee Applications, ASCC Vice President Applications and Welcome Week. In addition, the 2010-2011 Student Ambassadors completed training and are prepared to serve current and prospective students. (SA)
- ❖ The Welcome Center has successfully hosted 23 New Student Orientations for fall quarter, serving 2,092 new incoming students. This program is designed to provide students with pertinent information to help them succeed at Clark. This group will be tracked in future quarters as part of the campus-wide retention efforts. (SA)
- ❖ Employee Development served 162 employees with 21 events. The events totaled 39.5 instructional hours and provided participants with 350 contact hours. This is in addition to the 432 employees served during Fall Orientation. Sessions included were New Employee Success Training, College Processes, and Technology Training. (HR)
- ❖ Employee Development IT trainer Julio Appling assisted Faculty Development by presenting “Visual Learning the Easy Way” for Fall Faculty focus which emphasized designing learning experiences which engage all types of learners He also assisted and advised with the development of the Faculty Development Blog. (HR)
- ❖ EHS met and counseled eight students concerned with hazardous material exposures in instructional labs. (HR)
- ❖ EHS provided Lockout, Forklift, Fire Extinguisher, Fall Protection and Bloodborne Pathogen training. (HR)
- ❖ Provided data for each instructional department for the annual review as a part of the Instructional Plan. Met with the Deans and then the committee to review the data. (P&E)
- ❖ Provided an on-line resource to Athletics which allows them to monitor athletes’ progression towards earning credits. This report also simplifies the required reporting process. (P&E)
- ❖ Three weeks into fall 2010 quarter, the Cooking and Wine School enrollments already match total enrollments during summer 2010 quarter and overall enrollment is 30% higher than the inaugural quarter. Popular classes include: ethnic cooking, skill building and holiday-related topics. (CCE)
- ❖ Professional Development enrollment has increased 56% in fall 2010 over fall 2009. (CCE)
- ❖ Corporate and Continuing Education is in the process of organizing and filming a commercial that will be used to promote the department. This commercial is the second for the department and will focus on corporate education and customized training with a theme of reaching for new heights; the latter commercial’s focus was on continuing education. Both commercials also

## FOCUS ON LEARNING

highlight the state-of-the-art facilities at Clark College at Columbia Tech Center, while continuing to drive viewers to the department's online registration. The commercial will air locally on Comcast cable channels during winter, spring and summer quarters, with an emphasis on frequency during key enrollment timeframes. (CCE)

- ❖ Communications Specialist Hannah Feldman continues to support retention efforts through finding and posting answers to student questions asked on the Clark College Facebook page. She also posts information on important dates and deadlines to help remind students of when to register, add or drop classes, etc. The page, which had less than 250 fans when Feldman began administering it in March 2010, now has more than 900 fans and is expected to have at least 1,000 by the end of the year. (C&M)
- ❖ In partnership with Professor Tina Barsotti, Web Specialist Tahnya Huneidi and Senior Designer Pat McDonald developed a web site for STEM. The site explains and promotes STEM programs, lists all upcoming STEM events and help sessions, and provides links to Clark's Science Olympiad web area. (C&M)



## EXPAND ACCESS

The college will offer programs and services that are affordable and accessible to students of the community. Students will be provided flexible options for learning in locations that are accessible and resources that help make their education affordable.

- Provide appropriate support services and reduce procedural barriers to help students enroll in college.
- Expand options to increase the overall affordability of education.
- Expand online services across the college.
- Expand learning options by offering courses and services in various modalities, timeframes, and locations.

### *Progress*

- ❖ Eight student-mentors have been recruited and trained for the Retention Project/Pathways Mentors. Recruiting of student-mentees is currently underway. (OOI)
- ❖ Three new information sessions and workshops on applying for financial aid were delivered at Clark Town Plaza in September 2010. The workshops are designed to help potential students start their financial preparation for college success and will be offered several times every month at the Pathways Center. The workshops are facilitated by Kris Andrews, full-time Eligibility Programs and Work First Coordinator/Coach at Town Plaza. The sessions offered are: (OOI)
  - **Financial Aid Info** – This is an informational session that explains the basics of the financial aid forms. It explains what a Pell Grant, Work Study and FAFSA are and how a student can avail of financial aid.
  - **FAFSA Applications Workshop** – This two hour workshop is designed to assist students applying for financial aid. With this workshop, students are able to sit at computers and complete their FAFSA applications with staff assistance.
  - **Tuition Assistance Programs** – This session informs potential and current students about the other funding sources such as Worker Retraining, Opportunity Grant and WorkFirst Financial Aid available through Clark College and other community agencies.
- ❖ Over 100 potential applicants attended the Nursing Information Session at the CCW campus on September 14. The session provided them with necessary steps for admission into the Associate Nursing Degree Program as well as exposing them to the array of other Health Occupations that are needed in this area and are available at Clark College. (OOI)
- ❖ Over 1,700 students have enrolled in the Student Tuition Easy Payment Plan for fall quarter. Often the number of STEPP students is highest in fall quarter when students have not met deadlines for applying for financial aid. This program provides students who have made a recent decision to enroll a means of paying for their education until they can apply for and receive aid. (AS)
- ❖ As a partner with Financial Aid, Business Services staff processed and distributed over 4,000 financial aid checks to students the first week of fall quarter. (AS)



## EXPAND ACCESS

- ❖ Fall quarter Bookstore sales were up 3.9% over last year for the comparable period. Transactions are 40,319 year to date, an increase of 7.3% for the comparable period. (AS)
- ❖ The bookstore had 100% rent through of its rental books and calculators for fall quarter. This represents more than 1,000 books and 75 calculators. (AS)
- ❖ Bookstore sold 192 E-books - priced at 35 -50% less than a new text - in fall quarter 2010. This is a 300% increase since the introduction of this program in fall 2008. (AS)
- ❖ The College was notified that a Level 3 Sex Offender has registered for classes fall quarter. As per procedure, Security forwarded the notice to The Independent, which published the information on October 6. (AS)
- ❖ Running Start provided book funding to 233 eligible students for one book each totaling \$23,500. Book funding ended after two days, as there was more demand than supply. Books will be returned to the RS office after finals week and winter book funding will occur during the quarter break. (SA)
- ❖ At the end of September 2010, the Financial Aid office processed 10,842 students and awarded \$43.6 million for the 2009-2010 award year. The FA office received 9262 applications for the 2010-2011 award year and has processed over 7000 of those files awarding \$37.1 million. A total of 3,380 financial aid checks were disbursed on September 20. Beginning September 7, the FA office implemented limited service hours two days a week to allow staff to focus on projects and keep pace with the record number of applicants. (SA)
- ❖ The Internship and Job Developer began recruiting and hiring work study students for the high demand Math and Science Tutor/Teacher's Aid Project. Five students have been placed in the Vancouver School District and two students at Evergreen High School. We anticipate that twenty students will be placed during the academic year. The goal of the project is to increase grades in Math and Science by tutoring and mentoring high school students. The tutors also serve as role models, encouraging students to continue their education after high school. (SA)
- ❖ The Service Learning Coordinator facilitated a *Students in Service* AmeriCorps Orientation on September 29 to provide program information and to disseminate enrollment packets. As of September 30, the Service-Learning Program has filled 24 students of the 35 available positions. Over the next two years, these students will complete 17,850 hours of community service and earn up to \$49,232 in AmeriCorps educational scholarships. (SA)
- ❖ Corporate & Continuing Education is promoting showcase eLearning courses in an effort to attract new projects. Current showcase courses include: Basics of Home Healthcare, Lean Healthcare Methods, Workplace Diversity and Generational Mix. These courses highlight an array of multimedia elements such as avatars, indexed lecture capture material, interactive game modules, and flash presentations. (CCE)

## EXPAND ACCESS

- ❖ Following suggestions and discussions with colleagues from across the college, a new home page was unveiled on the Clark College website as fall quarter began. A new link was added for “Current Students.” It guides them to a vibrant new page created by Webmaster Chris Concannon and Web Specialist Tahnya Huneidi. The page allows students to access secure online services, (and a few non-secure convenient ones), from one central, self-explanatory location. After logging in once, students are able to access all services that require student login. (C&M)
- ❖ In addition, the newly-redesigned home page provides links for faculty and staff to easily access ClarkNet (the Clark College Intranet) as well as links to the college’s RSS feeds for news and events and the college’s Facebook and Twitter sites. (C&M)
- ❖ Now that the Instructional Database has moved to the implementation phase, Webmaster Chris Concannon has created an application to display all program information in such a way that faculty members, deans, and Instructional staff can begin the program review process for the online catalog. Users will be able to browse to a program, choose a degree, and review the information, and send suggested changes for review. (C&M)

# Foster a Diverse College Community

## FOSTER A DIVERSE COLLEGE COMMUNITY

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

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

### *Progress*

- ❖ The Pathways Center at Clark Town Plaza (WEBEED) delivered 39 workshop/informational sessions to 274 participants during the month of September 2010. While 121 of those participants (44%) were among Clark's WorkFirst students, the remaining 153 (56%) were non-WorkFirst students in ABE, GED, ESL and main campus programs, as well as many referred customers of other Town Plaza workforce agency partners. (OOI)
- ❖ In September, Dr. Jean Donovan, Associate Dean of Health Sciences, participated in the local chapter meeting of the National Association of Hispanic Nurses in an effort to increase their awareness of Clark College's interest in recruiting minority students and faculty. (OOI)
- ❖ The first *Women in STEM* Open House of the year took place on Wednesday, October 6. This event provided a welcome (including food and prizes) to the tutoring services designed especially for women and available in Bauer Hall. (OOI)
- ❖ International Programs welcomed 17 new students from France, Mexico, Portugal, Japan, Korea, Canada, Vietnam and Romania. A total of 71 students from 22 countries are registered for fall quarter. In addition, approximately 75 people including six host families attended a Community Friends Potluck in honor of the new international students on September 18. (SA)
- ❖ The Office of Equity and Diversity administered the Intercultural Development Inventory (IDI) to the incoming student leaders, Associated Students of Clark College (ASCC) and Peer Mentors on August 31. The IDI Group Profile identifies the way a group collectively experiences cultural differences. These results can help groups proactively increase their own cultural "self-awareness" and better understand the unique experiences around cultural differences and commonalities. The students will further utilize the tool through one-on-one review of the individual profiles in order to further develop their understanding and future areas of growth surrounding cultural competence. (SA)
- ❖ The Association of Students at Clark College (ASCC) hosted Dave Hilliard formerly of the Black Panthers for a talk on October 13<sup>th</sup> about racial divisions in America today. (SA)
- ❖ The Multicultural Retention Manager attended the Chief of Police Diversity Task Force Meeting on September 28. The meeting participants, comprised of representatives from the local communities of color, met to discuss community issues. The Clark College Community Wide Diversity Events application process was discussed and given to the representatives. (SA)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator attended a meeting in Seattle with the Mexican Consul on September 30. The new Consul, Alejandro Garcia Moreno, provided an overview of the work he is doing in Washington State and to encourage Latino students to

## FOSTER A DIVERSE COLLEGE COMMUNITY

continue their education, he offered to make presentations at Clark College and other institutions. (SA)

- ❖ Listed below is a summary of appointments and reallocations:

Wendy Clark was appointed to the full-time permanent classified position of Library & Archives Paraprofessional 2 in the Cannell Library effective October 11, 2010. Wendy has a Bachelor's degree in Philosophy from Lewis & Clark College and a Master's degree in Information Studies from the University of Brighton. She has previous work experience at King County Library System, WSCC Library and Information Services, Brighton Bookstack Blockbuster, JET Programme, For Vancouver Regional Library, and Seattle Literacy\* AmeriCorps. (HR)

Karmel Baldwin was appointed to the full-time permanent classified position of Secretary Senior in Life Sciences effective September 27, 2010. Karmel has a Certificate of Proficiency, Secretary, from Clark College. She has previous work experience at Clark College and Cascade Title Company. (HR)

Cath Keane was reallocated to Program Manager A in the Career Center. Cath has been with the College since May 2005. (HR)

Jenny Schrock resigned her position as Program Support Supervisor 1 in Admissions effective September 27, 2010. Jenny has been with the College since March 2001. (HR)

Sarah Mueller has resigned her position as Nursing Instructor effective June 17, 2010. Sarah has been with the College since September 2008. (HR)

- ❖ A web ad has been developed to support the college's new job search support group, which meets every Monday during fall quarter (and following quarters) through Clark College Career & Employment Services. The program is free to students and provides tips and resources for productive job searches during these challenging economic times. There have been discussions relating to possible media coverage, but that would be dependent upon the wishes of those participating in the support group. (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 Clark College WorkFirst Advisory Committee met in early October at Clark Town Plaza. Representatives from Department of Social and Health Services, WorkSource, Partners in Careers and other workforce partners reviewed the current delivery of Clark's WorkFirst programs and services and provided input on future priorities in light of potential additional budget cuts. (OOI)
- ❖ The Washington State Center of Excellence for Energy Technology held their quarterly meeting at Clark College at CTC and toured the new Power Utilities facility. (OOI)
- ❖ Dr. Jean Donovan, Associate Dean of Health Sciences, met with members of the Workforce Development Council to discuss collaboration regarding ways to promote the seamless movement of Licensed Practical Nurses into the Associate Degree Nursing Program. Discussions are underway regarding how to expand access to this important bridge program. (OOI)
- ❖ The college's National Strength and Conditioning Association (NSCA) Education Recognition was renewed in June for another three years. It includes discounts on the national exam and a spot on the NSCA website for Clark's program (plus the endorsement, of course). (OOI)
- ❖ As an ongoing part of the college's partnership in support of MESA (Mathematics Engineering Science Academy), Professor Paul Casillas of the Mathematics Department gave a presentation on the mathematics of wind energy to a group of 15 area middle and high school teachers at a Southwest Washington MESA teacher training workshop on September 25. The goal of the workshop was to help the teachers prepare their students for the MESA *Wind Energy Challenge* competition that is held as part of the annual MESA Day event. The presentation covered power and energy calculations and their role in the design of windmill improvements. The State Director of MESA curriculum was present at the presentation and has asked Professor Casillas to help develop some teacher training materials that will be used state-wide. (OOI)
- ❖ An early part of Clark's involvement in the Elementary and High School Science Olympiads is a coaches' clinic set for Saturday, October 9. The coaches' clinic provides guidance for the leaders of eventual teams of students participating in the Olympiads. Six Clark faculty members, plus members of the Engineering Club, will be discussing key elements for the competition from disciplines such as physics, engineering, botany, chemistry, microbiology, molecular biology, environmental science, and aeronautics. It is anticipated that 30 to 35 Olympiad coaches will be in attendance. This will be the first event coordinated by Erin Harwood, STEM's new faculty coordinator, who will be leading a variety of activities furthering the partnerships with area

## RESPOND TO WORKFORCE NEEDS

schools and businesses to market and recruit for future students in STEM programs and careers. (OOI)

- ❖ The Internship and Job Developer an employer speaker's panel on job and industry trends. Approximately thirty students attended the event and the panel provided excellent information for job seekers. (SA)
- ❖ Environmental Health and Safety (EHS) performed five ergonomic consultations to remove risk factors for injury. (HR)
- ❖ Corporate Education has submitted an \$84,000 proposal to the Southwest Washington Workforce Development Council (SWWDC) to fund cultural awareness for healthcare professionals at Southwest Washington Medical Center in conjunction with WSUV. The hybrid curriculum will focus on cultural awareness as related to patient safety. (CCE)
- ❖ Corporate Education has submitted a proposal to the SBCTC for \$41,388 to provide Lean training to 24 employees of Xtremez Paintball Online, Inc. of Vancouver. Lean training will reduce costs by identifying and removing waste in Xtremez's warehouse and office operations, helping them to become more profitable. (CCE)
- ❖ On September 29, Corporate & Continuing Education hosted a Business Service Partners meeting at the Corporate Learning Center at CTC: Clark County's Economy - Now & the Future. (CCE)
- ❖ On September 24, Highline Community College's Continuing Education Executive Director Judy Perry and Program Manager Jorga Gunderson visited Clark College to review Corporate & Continuing Education's business model and the department's marketing and operations plan. (CCE)
- ❖ The Center for Leadership Excellence (CLE) sub-committee met on October 1, to identify and implement a structure of how the CLE move forward. (CCE)
- ❖ Todd Oldham gave a presentation to the Fort Vancouver National Trust's education committee on the activities and future structure of the CLE on October 5. (CCE)
- ❖ On October 7, Todd Oldham met with SWWDC and WorkSource to discuss possible short-term training programs to fund as part of the remaining ARRA funding available to Southwest Washington. (CCE)
- ❖ Representing Clark College, Todd Oldham met with the Small Business Growth Team on October 7. The team is developing a website to link the resources of Clark College, the City of Vancouver, Vancouver SCORE Chapter, SWWDC and Washington State Small Business Development Center. (CCE)
- ❖ Communications and Marketing team members are coordinating a number of initiatives in support of the new Associate of Applied Technology degree in Pharmacy Tech. A feature article



## RESPOND TO WORKFORCE NEEDS

will appear in the winter 2011 issue of *Clark College Connections* (Clark's class schedule). In addition, a web ad, web content and testimonials from employed former Clark students who are now employed in the field are being coordinated. The material will be disseminated during winter quarter to recruit students for the program's first cohort, beginning spring quarter of 2011. (C&M)

- ❖ A newspaper ad and web ad for the college website home page are in development to recognize this year's college advisory committees and participating committee members. Clark's annual advisory member recognition event is scheduled to be held on Friday, October 15 in the Gaiser Student Center. A media alert will be issued several days before the event. (C&M)



## ENHANCE COLLEGE SYSTEMS

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

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

### *Progress*

- ❖ On September 13, 2010, Lou Sager from the SBCTC visited the Clark College Basic Education program at Town Plaza Center to review WABERS reporting, a program developed by the SBCTC to facilitate data collection and reporting of student enrollments in adult education programs, and National Reporting System (NRS) compliance for the upcoming Federal SBCTC site visit. (OOI)
- ❖ Two full-time faculty members, Carol Beima and Nancy Novak, joined the recently developed WEBEED Leadership Team. The WEBEED Leadership Team was formed to bring sections of the unit together to update, share and discuss ways to improve the WEBEED unit. (OOI)
- ❖ Dr. Rassoul Dastmozd, Vice President of Instruction, attended the Clark County Superintendents monthly meeting on October 1, 2010. Topics discussed included the role of a math summit between Clark County public schools and Clark College, and the College in the High School (CiHS) initiative. (OOI)
- ❖ Construction of the Early Learning Center Phase 1 Project continues on schedule with substantial completion in February 2011 and occupancy in summer 2011. (AS)
- ❖ Joan Stout Hall emergency repairs will be completed before the conclusion of fall quarter 2010. (AS)
- ❖ Facilities Services continues to train the College community in the use of Megamation, the on line work order system. This system supports more efficient processing of work orders and provides better communication to requestors regarding work order status. (AS)
- ❖ A food service vendor, Coffee Lounge, has opened its second location on the main campus with an October 11th opening in Bauer Hall. Coffee Lounge will provide drinks, pastries, and various types of sandwiches. Staff in Facilities and Business Services worked collaboratively and quickly to provide an attractive and workable space for this service. (AS)
- ❖ Security has forwarded the Clery Act crime statistics to the Department of Education and updated stats are on the Security web page. (AS)
- ❖ Security Director will meet this month with the Vancouver Police Department as part of our ongoing efforts to coordinate and collaborate with local law enforcement. (AS)

## ENHANCE COLLEGE SYSTEMS

- ❖ Thirty- five faculty advisors were provided training by the Advising Department as part of the fall orientation welcome back week. Faculty advisors were given advisor manuals with resource information, provided technological support and login accounts for Advisortrac and pertinent SMS screens, and had a chance to discuss and ask questions about the Clark College Advising Plan. Feedback from faculty indicated that the session was extremely informative and will assist them in working with students. (SA)
- ❖ The Advising Department offered group advising for students seeking the general AA degree. The sessions provide students an overview of advising services and provide a completed educational plan showing all remaining degree requirements. Students completed a pre and post workshop questionnaire. Every student indicated they gained knowledge and understanding as a result of the workshop. The group sessions will be offered throughout the quarter. (SA)
- ❖ The Health Occupations and Education Advising Division has updated all Health Occupation Worksheets in response to the implementation of core curriculum changes. (SA)
- ❖ Academic advisor, Todd Nashiwa, participated in a fall orientation faculty discussion titled “Bridging the technology divide”. Led by Bob Hughes from Computer Technology and Data Networks, the session focused on how some students lack the required technological knowledge to be successful at Clark and in the workplace. Todd was able to illustrate how these challenges affect students that seek to navigate campus online services in advising, registration, financial aid, and other areas. The session brought awareness to the issues and Bob plans to lead other efforts later in the year. (SA)
- ❖ Employee Development worked with Faculty Development to leverage online registration system for e-Learning Moodle training sessions. (HR)
- ❖ Convened a Climate Survey Workgroup to develop an employee Climate Survey that will be administered during winter quarter 2011. The workgroup is comprised of a representative group from throughout the college. The Climate Survey is more important now than ever. The College uses the data in the Scorecard, specific initiative strategic plans, as well as department/units’ operational plans. In collaboration with AHE, the decision was made to change the methodology this year for a few reasons. Two of these reasons include 1) receiving responses to questions/statements that are more pertinent to Clark College and 2) saving money. In the past we have used the Personal Assessment of the College Environment (PACE) survey. The College does not use many items on the PACE survey and it costs state resources to administer this survey. Therefore, the College is in the process of developing its own climate survey. Once the instrument is developed, the survey will be administered to Clark College employees online by the Community Colleges of Spokane, using SNAP survey software. (P&E)
- ❖ Completed review and documentation of the processes used at the college to identify, code, and notify students who are on probation or suspension or who return to good academic standing. Automated the grade checking process freeing up staff resources and ensuring consistent and accurate information. (P&E)

## ENHANCE COLLEGE SYSTEMS

- ❖ The Office of Planning and Effectiveness participated in the Clark College Orientation Fair. Personnel provided information about the office and handouts on all aspects of our area of responsibility. (P&E)
- ❖ Clark College became aware it was not a recipient of the fiscal year 2011 Title III, Strengthening Institutions funds. The Director of Grants Development is seeking other grant opportunities to fund the activities and positions stated in the Title III proposal. (P&E)
- ❖ Executive Director of Communications and Marketing Barbara Kerr and Facilities Services Director Jim Green met with representatives of the City of Vancouver to discuss additional communications and safety efforts related to the installation of the new HAWK traffic signal on Fort Vancouver Way. (C&M)



# Clark College - Budget Status Report

## September 30, 2010

Sources of Funds (Revenues)	2010-11 Budget	Revenues to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	30,353,978	6,239,419	24,114,559	20.6%
Tuition	13,305,428	6,453,638	6,851,790	48.5%
Running Start	5,173,331	151,358	5,021,973	2.9%
Excess enrollment	8,910,414	3,000,000	5,910,414	33.7%
Planned use of prior fund balance	1,340,676	-	1,340,676	0.0%
Dedicated, matriculation, tech, cont ed	3,266,765	1,359,300	1,907,465	41.6%
<b>Total Operating Accounts</b>	<b>62,350,592</b>	<b>17,203,715</b>	<b>45,146,877</b>	<b>27.6%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts less Running Start	4,127,558	748,220	3,379,339	18.1%
Internal Support	1,342,004	160,606	1,181,398	12.0%
ASCC less PUB	1,619,870	610,101	1,009,769	37.7%
Bookstore	6,081,489	2,059,796	4,021,693	33.9%
Parking	261,252	141,893	119,359	54.3%
Auxilliary Services	1,741,883	372,718	1,369,165	21.4%
Financial Aid	40,690,183	15,377,110	25,313,073	37.8%
<b>Total Other Accounts</b>	<b>55,864,239</b>	<b>19,470,444</b>	<b>36,393,795</b>	<b>34.9%</b>
<b>Total Sources of Funds</b>	<b>118,214,831</b>	<b>36,674,159</b>	<b>81,540,672</b>	<b>31.0%</b>

Uses of Funds (Expenses)	2010-11 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	796,696	157,275	639,421	19.7%
Vice President of Instruction	38,308,017	7,489,690	30,818,327	19.6%
Vice President of Administrative Services	11,320,124	3,881,217	7,438,907	34.3%
Vice President of Student Affairs	8,042,986	1,826,012	6,216,974	22.7%
Associate Vice President of Planning & Effectiven	513,471	146,717	366,754	28.6%
Executive Director of Corporate & Continuing Ed	807,030	294,770	512,260	36.5%
Executive Director of Communications	1,200,838	415,372	785,466	34.6%
Associate Vice President of Human Resources	1,361,430	301,205	1,060,225	22.1%
<b>Total Operating Accounts</b>	<b>62,350,592</b>	<b>14,512,258</b>	<b>47,838,334</b>	<b>23.3%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts less Running Start	4,127,558	1,674,700	2,452,858	40.6%
Internal Support Services	1,342,004	380,964	961,040	28.4%
ASCC less PUB	1,619,870	259,512	1,360,358	16.0%
Bookstore	6,081,489	1,948,803	4,132,686	32.0%
Parking	261,252	50,048	211,204	19.2%
Auxilliary Services	1,741,883	349,854	1,392,029	20.1%
Financial Aid	40,690,183	15,921,304	24,768,879	39.1%
<b>Total Other Accounts</b>	<b>55,864,239</b>	<b>20,585,185</b>	<b>35,279,054</b>	<b>36.8%</b>
<b>Total Uses of Funds</b>	<b>118,214,831</b>	<b>35,097,443</b>	<b>83,117,388</b>	<b>29.7%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>1,576,716</b>		
<b>Transfer from Excess Enrollment to CIS equip reserve</b>		<b>(300,000)</b>		
<b>Net Difference</b>		<b>1,276,716</b>		
Capital Projects - Revenues & use of fund bal	10,504,759	497,626	10,007,133	4.7%
Capital Projects- Expenses & Encumbrances	10,504,759	497,626	10,007,133	4.7%
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>-</b>		

c. Bob Knight, Bob Williamson, Karen Wynkoop

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg, Nicole Markum, Bill Belden

Ron Hirt, Accounting 10/8/10

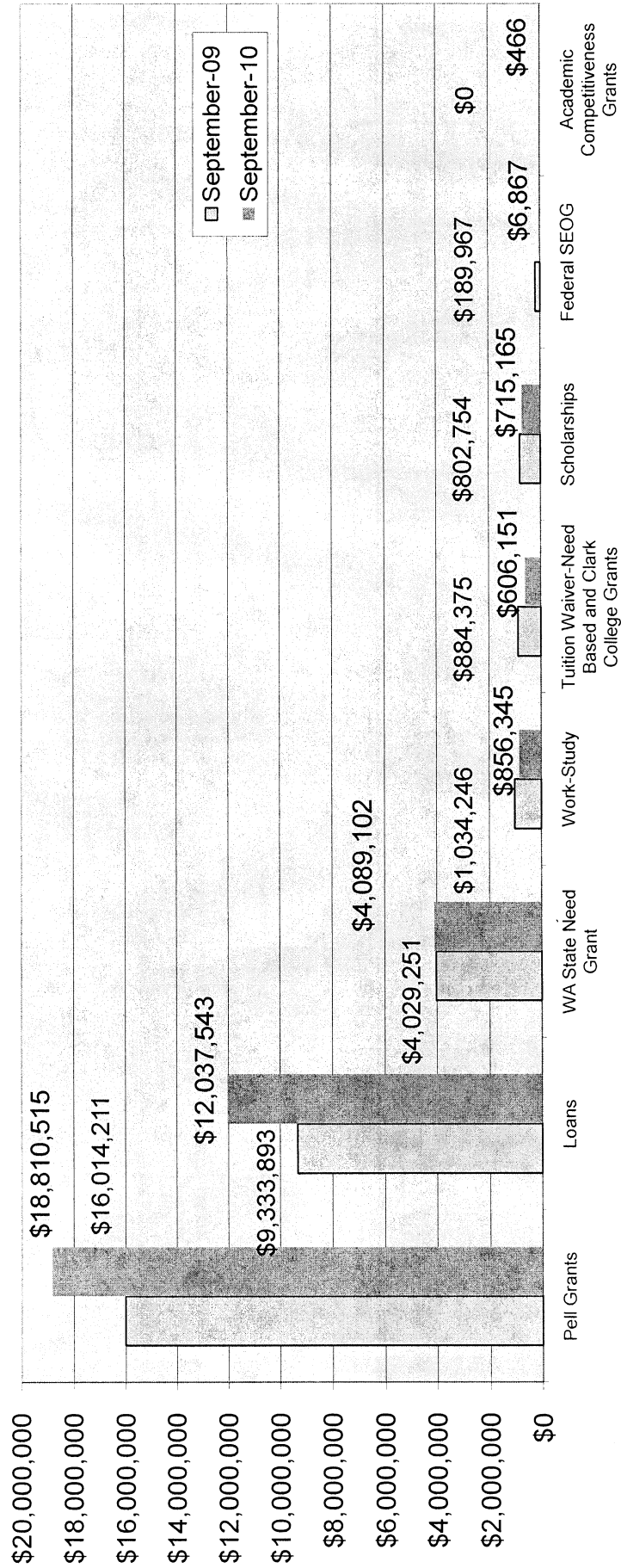
**CLARK COLLEGE**  
**Fund and Cash Balances**  
as of July 1, 2010

	Fund Balance (minus non-cash assets) 6/30/10	Cash Balance (minus dedicated cash) 6/30/10	Required Reserves	Prior Commitments (prior to 7/1/10)	New Commitments (2010/11)	Total Available Cash
145 Grants and Contracts	3,038,635	3,047,849		116,675		2,931,174
147 Local Capital	31,225	31,225				31,225
148 Dedicated Local	5,908,732	3,319,127		-	2,169,444	1,149,683
149 Operating Fee	528,443	(17,755)				(17,755)
440 Central Store (Catalog)	50,128	50,128				50,128
443 Data Processing	1,830,348	1,830,348		830,348	1,000,000	-
448 Print/Copy Machine	(171,925)	(171,925)				(171,925)
460 Motor Pool	19,347	19,347				19,347
522 ASCC	1,167,668					-
524 Bookstore	2,278,768	2,278,768				2,278,768
528 Parking	246,522	246,522			250,000	(3,478)
570 Other Auxiliary Enterprise	972,587	325,711			28,535	297,176
790 Payroll (clearing)	215,643					-
840 Tuition/VPA	4,223,889					-
846 Grants - Fin Aid	(1,146,105)					-
849 Student Loans	36,069					-
850 Workstudy (off-campus)	(19,166)					-
860 Institutional Financial Aid Fun	536,344					-
Reserves*			6,088,749			(6,088,749)
Totals	19,747,152	10,959,345	6,088,749	947,023	3,447,979	475,595



## Comparison Chart September

September 2009 Total: \$32,288,697  
September 2010 Total: \$37,122,154





## Clark College

### Voluntary Retirement Incentive (VRI) – TIAA/CREF Members

(Under the Provision of the State Voluntary Separation, Retirement and Downshifting Program)

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#### **Eligibility and Strategic Targeting**

Any member of college's retirement plan invested with TIAA/CREF who has at least ten (10) years of continuous, permanent service with the college, is 55 years of age or older, and will have been eligible for normal retirement for at least 12 months by June 30, 2011 may apply for the Voluntary Retirement Incentive (VRI).

***Participation in this offer is not an entitlement or a right automatically available to all persons who meet the eligibility criteria.*** The college will accept or deny applications for VRI based on budgetary needs and on the ability to maintain programs and services. Priority will be given based on the order in which individuals apply. Incentives shall not be targeted on the basis of individual or personal factors.

#### **Incentive Amount and Method of Payment**

The retirement incentive will be a lump sum payment in the amount of \$20,000 or the sum of \$20,000 plus \$1,000 for each full year of permanent service over 10 years, whichever is larger, but not to exceed \$30,000.

Payments made to retiring employees will be subject to regular withholding of federal income tax and Social Security contributions. However, pursuant to WAC 131-16-011(7), payments do not qualify as "salary" for purposes of retirement plan contributions. The college cannot withhold employee contributions or make employer contributions to the employee's retirement plan with respect to the amount of payment received through this plan.

The incentive benefits provided under this Plan are separate from and may not be combined with benefits provided under the Retirement/Resignation Early Notification Stipend option established in Article IV, Section G of the Faculty Agreement by and between Clark College and the Clark College Association for Higher Education.

#### **Restrictions**

Employees accepting a retirement incentive are ineligible for unemployment compensation.

Any employee receiving a retirement incentive who returns to state employment within five (5) years as an employee or contractor must repay the incentive.

#### **Health Insurance Eligibility**

Employees accepting a retirement incentive are eligible to purchase on-going retiree insurance.

An employee may elect to deposit all or part of his/her incentive payment into an account at the Health Care Authority (HCA) and the HCA will charge the monthly premium cost for health care coverage against that account. The monthly premium will be determined by the health care plan selected, the number of individuals covered, and the current insurance rates in effect for each month of coverage. This option will be covered by PEBB and/or COBRA rules, where applicable. Any excess monies will be returned to the employee by the Health Care Authority upon request.

### **Limitations**

The cost of the payments for all employees who are approved for voluntary separation of retirement regardless of employee type must be recovered within two years of implementation of the program.

The college reserves the right to limit the total number of participants in order to preserve the viability of programs and services and the integrity of financial resources.

### **Provisions**

The voluntary retirement incentive program will abide by the provisions set forth in the *Voluntary Separation, Retirement and Downshifting Incentive Program for State Employees, 2009-11 Biennium Guidelines*.

Participation in the program by any employee covered by collective bargaining agreements is subject to the provisions of those agreements.

### **Written Agreement**

The college will obtain a written agreement signed by the employee indicating their participation is entirely voluntary and that they have read, understand, and agree to abide by the provisions of the plan. The employee's signature will also indicate agreement to waiving any employment-related claims against the college. A copy of the agreement is attached.

### **Application Process and Timing**

Those wishing to be considered for this offer must submit an application form to Human Resources no later than 5:00 PM on December 1, 2010. The employee must submit a copy of their application form to their dean and chair (faculty) or their supervisor (staff). The college will provide written notification of whether requests have been accepted or denied no later than 5:00 PM on January 7, 2011.

The effective date of a separation from employment must be no later than June 30, 2011.

The college reserves the right to initiate negotiations with certain applicants for a delayed separation date under this offer to ensure continuity of college operations.

All employee applications under this proposal require approval at the Cabinet Member level to ensure fair application of the programs, that participation meets a legitimate business need, and the accuracy of projected salary savings.

**Rights**

Attached to this Plan Description is the Voluntary Separation/Retirement Incentive Application & Agreement that the employee will be required to sign as a condition of receiving plan benefits. Once notified of acceptance, the employee will have 45 calendar days to consider this Agreement before signing it. The employee will have seven (7) calendar days after signing the Agreement to revoke the Agreement by providing written notice to Human Resources.

This is a Voluntary Separation/Retirement Incentive Plan. It is entirely up to the employee whether they choose to participate in the Plan or continues employment at the college. The employee has the right and is advised to consult with an attorney before signing the attached Voluntary/Separation Incentive Application & Agreement. The employee may also wish to consult with a tax advisor, retirement plan consultant, or other advisor.

**Reporting**

The college shall submit a report to the Office of Financial Management by June 30, 2011 documenting the outcomes (or anticipated outcomes) of incentives through this process. The report shall be in compliance with the OFM reporting requirement for these programs.

**Clark College Coordinator**

All questions regarding this plan should be directed to Human Resources at 360.992.2325.

# Clark College

## Voluntary Retirement Incentive (VRI) –PERS and TRS System Members

(Under the Provision of the State Voluntary Separation, Retirement and Downshifting Program)

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### **Eligibility and Strategic Targeting**

Any member of PERS or TRS, retirement plans who has at least ten (10) years of continuous, permanent service with the college, is 55 years of age or older, and will have been eligible for normal retirement for at least 12 months by June 30, 2011 may apply for the Voluntary Retirement Incentive (VRI).

***Participation in this offer is not an entitlement or a right automatically available to all persons who meet the eligibility criteria.*** The college will accept or deny applications for VRI based on budgetary needs and on the ability to maintain programs and services. Priority will be given based on the order in which individuals apply. Incentives shall not be targeted on the basis of individual or personal factors.

### **Incentive Amount and Method of Payment**

The retirement incentive will be a lump sum payment in the amount of \$20,000 or the sum of \$20,000 plus \$1,000 for each full year of permanent service over 10 years, whichever is larger, but not to exceed \$30,000.

Payments made to separating or retiring employees will be subject to regular withholding of federal income tax and Social Security contributions. However, incentive payments do not qualify as “salary” for purposes of TRS and PERS retirement plans and will not be included in the calculation of the employee’s pension benefit. The college cannot withhold employee contributions or make employer contributions to the employee’s retirement plan with respect to the amount of payment received through this plan.

The incentive benefits provided under this Plan are separate from and may not be combined with benefits provided under the Retirement/Resignation Early Notification Stipend option established in Article IV, Section G of the Faculty Agreement by and between Clark College and the Clark College Association for Higher Education.

### **Restrictions**

Employees accepting a retirement incentive are ineligible for unemployment compensation.

Any employee receiving a retirement incentive who returns to state employment within five (5) years as an employee or contractor must repay the incentive.

### **Health Insurance Eligibility**

Employees accepting a retirement incentive are eligible to purchase on-going retiree insurance.

An employee may elect to deposit all or part of his/her incentive payment into an account at the Health Care Authority (HCA) and the HCA will charge the monthly premium cost for health care coverage against that account. The monthly premium will be determined by the health care plan selected, the number of individuals covered, and the current insurance rates in effect for each month of coverage. This option will be covered by PEBB and/or COBRA rules, where applicable. Any excess monies will be returned to the employee by the Health Care Authority upon request.

### **Limitations**

The cost of the payments for the all employees who are approved for voluntary separation of retirement regardless of employee type, must be recovered within two years of implementation of the program.

The college reserves the right to limit the total number of participants in order to preserve the viability of programs and services and the integrity of financial resources.

### **Provisions**

The voluntary retirement incentive program will abide by the provisions set forth in the *Voluntary Separation, Retirement and Downshifting Incentive Program for State Employees, 2009-11 Biennium Guidelines*.

Participation in the program by any employee covered by collective bargaining agreements is subject to the provisions of those agreements.

### **Written Agreement**

The college will obtain a written agreement signed by the employee indicating their participation is entirely voluntary and that they have read, understand, and agree to abide by the provisions of the plan. The employee's signature will also indicate agreement to waiving any employment-related claims against the college. A copy of the agreement is attached.

### **Application Process and Timing**

Those wishing to be considered for this offer must submit an application form to Human Resources no later than 5:00 PM on December 1, 2010. The employee must submit a copy of their application form to their supervisor. The college will provide written notification of whether requests have been accepted or denied no later than 5:00 PM on January 7, 2011.

The effective date of a separation from employment must be no later than June 30, 2011.

The college reserves the right to initiate negotiations with certain applicants for a delayed separation date under this offer to ensure continuity of college operations.

All employee applications under this proposal require approval at the Cabinet Member level to ensure fair application of the programs, that participation meets a legitimate business need, and the accuracy of projected salary savings.

**Rights**

Attached to this Plan Description is the Voluntary Separation/Retirement Incentive Application & Agreement that the employee will be required to sign as a condition of receiving plan benefits. Once notified of acceptance, employee will have 45 calendar days to consider this Agreement before signing it. The employee will have seven (7) calendar days after signing the Agreement to revoke the Agreement by providing written notice to Human Resources.

This is a Voluntary Separation/Retirement Incentive Plan. It is entirely up to the employee whether they choose to participate in the Plan or continue employment at the college. The employee has the right and is advised to consult with an attorney before signing the attached Voluntary/Separation Incentive Application & Agreement. The employee may also wish to consult with a tax advisor, retirement plan consultant, or other advisor.

**Reporting**

The college shall submit a report to the Office of Financial Management by June 30, 2011 documenting the outcomes (or anticipated outcomes) of incentives through this process. The report shall be in compliance with the OFM reporting requirement for these programs.

**Clark College Coordinator**

All questions regarding this plan should be directed to Human Resources at 360.992.2325.



## Clark College

### Voluntary Separation Incentive (VSI) – All permanent classified and exempt employees

(Under the Provision of the State Voluntary Separation, Retirement and Downshifting Program)

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#### **Eligibility and Strategic Targeting**

Any employee of the college who has at least ten (10) years of continuous, permanent service with the college may apply for the Voluntary Separation Incentive (VSI).

***Participation in this offer is not an entitlement or a right automatically available to all persons who meet the eligibility criteria.*** The college will accept or deny applications for VSI based on budgetary needs and on the ability to maintain programs and services. Priority will be given based on the order in which individuals apply. Incentives shall not be targeted on the basis of individual or personal factors.

#### **Incentive Amount and Method of Payment**

The separation incentive will be a lump sum payment in the amount of \$10,000 or the sum of \$10,000 plus \$1,000 for each full year of permanent service over 10 years, whichever is larger, but not to exceed \$30,000.

Payments made to separating employees will be subject to regular withholding of federal income tax and Social Security contributions. However, pursuant to WAC 131-16-011(7), payments do not qualify as “salary” for purposes of TIAA/CREF retirement plan contributions. Nor are these incentive payments “salary” for purposes of TRS and PERS retirement plans and will not be included in the calculation of the employee’s pension benefit. The college cannot withhold employee contributions or make employer contributions to the employee’s retirement plan with respect to the amount of payment received through this plan.

#### **Restrictions**

Employees accepting a separation incentive are ineligible for unemployment compensation.

Any employee receiving a separation incentive who returns to state employment within five (5) years as an employee or contractor must repay the incentive.

Members of the college’s retirement plan invested in TIAA/CREF may access funds in their retirement savings upon separation if they qualify. Such withdrawals may be subject to tax penalty for early withdrawal, depending on age. Those receiving a separation incentive payment are considered to be resigned, not retired and are not eligible for retirement income supplementation from the college.

#### **Health Insurance Eligibility**

Based on Health Care Authority determination, individuals separating from employment under this offer will be eligible to continue insurance coverage for up to 18 months under

COBRA or may be eligible to purchase ongoing retiree coverage depending on the individual's retirement plan membership.

An employee may deposit all or part of his/her incentive payment into an account at the Health Care Authority (HCA) and the HCA will charge the monthly premium cost for health care coverage against that account. The monthly premium will be determined by the health care plan selected, the number of individuals covered, and the current insurance rates in effect for each month of coverage. This option will be covered by PEBB and/or COBRA rules, where applicable. Any excess monies will be returned to the employee by the Health Care Authority upon request.

### **Limitations**

The cost of the payments for all employees who are approved for voluntary separation of retirement regardless of employee type, must be recovered within two years of implementation of the program.

The college reserves the right to limit the total number of participants in order to preserve the viability of programs and services and the integrity of financial resources.

### **Provisions**

The voluntary separation incentive program will abide by the provisions set forth in the *Voluntary Separation, Retirement and Downshifting Incentive Program for State Employees, 2009-11 Biennium Guidelines*.

Participation in the program by any employees covered by collective bargaining agreements is subject to the provision of those agreements.

### **Written Agreement**

The college will obtain a written agreement signed by the employee indicating their participation is entirely voluntary and that they have read, understand, and agree to abide by the provisions of the plan. The employee's signature will also indicate agreement to waiving any employment-related claims against the college. Copy of the agreement is attached.

### **Application Process and Timing**

Those wishing to be considered for this offer must submit an application form to Human Resources no later than 5:00 PM on December 1, 2010. The employee must submit a copy of their application form to their supervisor. The college will provide written notification of whether requests have been accepted or denied no later than 5:00 PM on January 7, 2011.

The effective date of a separation from employment must be no later than June 30, 2011.

The college reserves the right to initiate negotiations with certain applicants for a delayed separation date under this offer to ensure continuity of college operations.

All employee applications under this proposal require approval at the Cabinet Member level to ensure fair application of the programs, that participation meets a legitimate business need, and the accuracy of projected salary savings.

**Rights**

Attached to this Plan Description is the Voluntary Separation/Retirement Incentive Application & Agreement that the employee will be required to sign as a condition of receiving plan benefits. Once notified of acceptance, the employee has 45 calendar days to consider this Agreement before signing it. The employee will have seven (7) calendar days after signing the Agreement to revoke the Agreement by providing written notice to Human Resources.

This is a Voluntary Separation/Retirement Incentive Plan. It is entirely up to the employee whether they choose to participate in the Plan or continue employment at the college. Employees have the right and are advised to consult with an attorney before signing the attached Voluntary/Separation Incentive Application & Agreement. Employees also may wish to consult with a tax advisor, retirement plan consultant, or other advisor.

**Reporting**

The college shall submit a report to the Office of Financial Management by June 30, 2011 documenting the outcomes (or anticipated outcomes) of incentives through this process. The report shall be in compliance with the OFM reporting requirement for these programs.

**Clark College Coordinator**

All questions regarding this plan should be directed to Human Resources at 360.992.2325.

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**September 28, 2010**  
**Ellis Dunn Room GH L 213**

Trustees Present:

Mmes. Addison Jacobs, Sherry Parker, and Rhona Sen Hoss. Messrs. Jack Burkman and Royce Pollard

Administrators:

Mr. Robert Knight, President, Dr. Rassoul Dastmozd, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Bill Belden, Vice President of Student Affairs; Dr. Darcy Rourke, Associate Vice President of Human Resources, Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness, Barbara Kerr, Executive Director of Communications & Marketing; Ms. Leigh Kent, Executive Assistant to the President.

Others:

Ms. Bonnie Terada, Assistant Attorney General, Ms. Lisa Gibert, President/CEO Clark College Foundation; Prof. Kimberly Sullivan; Ms. Sarah Gruhler, Director of Student Life & Multicultural Student Affairs.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> <li>Chair Burkman called the meeting to order at 5:00 p.m. He reviewed today's work session with the assembled audience.</li> </ul>	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> <li>The agenda was accepted as presented.</li> <li>There were no statements from the audience.</li> <li>President Knight introduced the Clark College Cross Country team and coach to the board.</li> </ul>	
II. B	Statements from the Audience		
	Constituent Reports A. AHE B. WPEA C. ASCC D. Foundation	<ul style="list-style-type: none"> <li>Prof. Kimberly Sullivan reviewed the AHE report.</li> <li>The WPEA did not have an oral report this evening.</li> <li>Ms. Sarah Gruhler introduced the 2010-2011 ASCC officers and club leaders to the trustees.</li> <li>Ms. Gibert announced that the foundation has raised \$3.1 million during the current phase of the comprehensive campaign and has recently received a \$500,000 bequest for student scholarships.</li> <li>She thanked The Columbian for the donation of a full page in the paper announcing all Clark College scholarship winners.</li> <li>The K-Rod run took place Sunday, September 26 and the scholarship reception will be coming soon. The reception is an opportunity to recognize the donors and allows them to meet the recipients of their scholarships.</li> </ul>	
II. C.			

Minutes of the Business Meeting of the Board of Trustees  
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Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
		<ul style="list-style-type: none"> <li>Chair Burkman offered a tribute to Trustee Jacobs. After ten years on the board, her term is ending and this will be her last meeting. He spoke of her many accomplishments on the board and announced that the governor has appointed her to the Higher Education Coordinating Board (HECB), and thanked her for the service she has provided to the college.</li> <li>Trustee Sen Hoss noted that it has been both an honor and a privilege to have had the opportunity to service with Trustee Jacobs and that she will miss her very much</li> <li>President Knight read a statement from former Trustee John White in honor of Trustee Jacobs. He spoke of what she has meant to the college and her legacy going forward.</li> <li>Trustees Parker and Pollard offered their memories, thanks, and best wishes.</li> <li>Trustee Jacobs thanked everyone and said it had been an honor to service the college with the board, faculty, staff, and administration. She noted that the college has grown up over the past ten years and is maturing as an organization.</li> <li>The board presented her with a going-away present and the meeting broke for a celebration and refreshments. During the break, President Knight presented the student video, <i>"On a Tour"</i>.</li> </ul>	
II. D.	Statements and Reports from Board Members	<ul style="list-style-type: none"> <li>Tonight's Student Success Presentation was provided by Cheri Walz, who was introduced by Mr. Belden.</li> <li>President Knight reported that this fall's enrollment is virtually the same as fall 2009. Running Start has increased by 50 and state FTES have decreased by 50. He referred to the enrollment graph which shows that growth has been much steadier this year. With the changes made in the registration process, things should be much more efficient for students this year. He thanked Student Affairs for the development of the new processes.</li> <li>EC has been spending considerable time on the budget, ensuring that the college is spending their resources wisely.</li> <li>He also called attention to the new board format which was decided upon during the summer retreat. Rather than the agenda being arranged by unit, it is now arranged by strategic initiative. President</li> </ul>	
II. E.	President's Report		

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August 24, 2010  
Ellis Dunn Room GH 213

TOPIC	DISCUSSION	ACTION
<p style="text-align: center;"><b>President's Report</b></p>	<p>Knight called upon EC members to discuss specific items in the president's report.</p> <p><b>Focus on Learning</b></p> <ul style="list-style-type: none"> <li>○ Dr. Dastmozd expanded upon the college's participation, as one of eight colleges in the state, in the "Reforming Developmental Mathematics" portion of the Student Completion Initiative. The project is to determine what should be taught to deepen the understanding of math among students in order to improve retention and success rates. The project has received funding from the Gates Foundation and is purely faculty driven.</li> <li>○ Mechatronics will be launched at CTC on October 26. The electronics program had a decline in enrollment and Dean Ted Kotsakis began to development of Mechatronics which integrates electrical and mechanical computer and process systems. The program is modular in nature, with new modules every five weeks. Students work at their own pace and can complete the modules on their own. This allows them flexibility and the opportunity to enter/exit the program more quickly. The college has partnered with Southwest Washington Workforce Development Corp. (SWWDC) and received ARRA (stimulus) funding in order to offer this program. Instruction (OOI) is also working with Corporate &amp; Continuing Education (CCE) to deliver the program on weekends or online. Dr. Dastmozd thanked Deans Kotsakis and Korpi for working with the state to get the program approved and Ms. Kerr for marketing it to our community.</li> <li>○ Ms. Diehl reported on the annual transfer/career and technical report. Of those students reporting, 79% became employed in their field of study within six months of leaving the college.</li> </ul>	

Minutes of the Business Meeting of the Board of Trustees  
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Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
	<p style="text-align: center;"><b>President's Report</b></p>	<p><b>Expand Access</b></p> <ul style="list-style-type: none"> <li>○ Mr. Williamson reported that the bookstore is saving students \$81,000 per quarter with the textbook rental program. This is a very successful collaboration between the Office of Instruction (OOI) and the bookstore. The two areas will continue to collaborate to find more innovative ways for students to save on textbooks.</li> <li>○ Mr. Belden noted that the college has awarded \$36 million to 6,000 applicants in financial aid so far this year. The sheer magnitude of the work the financial aid department is doing is unprecedented; he commended the staff for continuing at the pace at which they have been working all year.</li> <li>○ Ms. Kerr described how the Communications &amp; Marketing department recently assisted in an upgrade of the online testing system for the Assessment Center. By further automating the testing system, it will enable more students to take assessments as well as free staff up for other strategic activities.</li> <li>○ Dr. Rourk will be taking on the duties of the Director for Equity and Diversity while she and Mr. Belden work to redesign the processes in that area and determine the appropriate structure for the Diversity/International areas. They will present a recommendation in the next few weeks.</li> </ul> <p><b>Enhancing Systems</b></p> <ul style="list-style-type: none"> <li>○ Mr. Williamson announced that the college has received a grant from the Dept. of Education in the amount of \$744,000 for expansion of emergency management efforts. Only \$9 million was awarded throughout the country, so this is a significant award. It will enable the college to implement a fully compliant NIMS (National Incident Management System) program within the next two years.</li> <li>○ Ms. Diehl discussed accreditation and the steps being taken to</li> </ul>	

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	TOPIC	DISCUSSION	ACTION
		<p><b>Enhancing Systems</b> bring the college into further compliance on program review and assessment. The OOI has done significant work bringing these areas into compliance and a formal report will be submitted in September 2011 with a formal review visit in January 2012.</p> <ul style="list-style-type: none"> <li>○ There will be a change in accreditation standards in January 2011 which have not yet been released.</li> <li>○ Ms. Diehl also discussed steps taken with local legislators to obtain more flexibility on the part of the college to manage its own budgets.</li> <li>○ President Knight reported that the alumni association sponsored this week's successful Random Assistance event. Twenty-five dollar gift certificates for the bookstore were given to students for use towards their classroom supplies.</li> <li>○ He also announced that the WA community and technical college presidents (WACTC) will be here on October 7 and 8 for their monthly meeting. He invited the board members to stop by if their schedules would allow.</li> </ul>	<ul style="list-style-type: none"> <li>• The board will have a work session on accreditation in early 2011.</li> <li>• Ms. Diehl will develop a metric to keep the board informed as to how many instructional programs are in compliance with the standards. The metric will also include expected outcomes; she will report to the board on this information on a regular basis in 2011.</li> <li>• The president's office will send the WACTC agendas to the board.</li> </ul>
III.	<b>ACTION ITEMS</b>		
	<b>CONSENT AGENDA</b>		
	♦ Voluntary Retirement/Separation Plans		Deferred to October.
	♦ Minutes from August 24, 2010 Board Meeting		<b>MOTION:</b> Trustee Pollard made a motion to approve the Consent Agenda. Trustee Jacobs seconded the motion and it was unanimously approved.
IV.	<b>FUTURE TOPICS</b>		
	Budget (ongoing) K-12 (ongoing) North Central Site College's Impact on Local Business	Monitoring the Impact the College has on the Local Community Partnerships Student Achievement Initiative	



Minutes of the Business Meeting of the Board of Trustees  
 Clark College, District No. 14  
 August 24, 2010  
 Ellis Dunn Room GH L 213

	DATE AND PLACE OF FUTURE MEETING
V.	<ul style="list-style-type: none"> <li>The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, October 19, 2010 in the Ellis Dunn Community Room, GH L 213.</li> </ul>
	<b>EXECUTIVE SESSION</b>
VI.	<ul style="list-style-type: none"> <li>The board did not conduct an executive session this evening.</li> </ul>
	<b>ADJOURNMENT</b>
VII.	<ul style="list-style-type: none"> <li>There being no further business, the meeting adjourned at 6:45 p.m.</li> </ul>

Jack Burkman, Chair  
 Clark College Board of Trustees

Respectfully submitted,  
 Leigh Kent, Recorder  
 October 4, 2010



## **BOT PLANNING CALENDAR 2010-2011**

### **July 2010**

- Special BOT Retreat.
- President's Evaluation
- President's Contract
- BOT Strategic Planning
- BOT Self-evaluation
- Consideration of tenure for faculty member who is off-cycle (first reading)

### **August 2010**

- Minutes from June
- Minutes from July retreat
- President's Salary
- Board Dates for 2011
- Voluntary Retirement/Separation Plans (first reading)
- Consideration of tenure for faculty member who is off-cycle (consent)

### **September 2010**

- Naming Policy (work session)
- Fostering Community Partnerships: How Local Businesses can Share with the College to Forge a Partnership (work session)
- Minutes from August
- Voluntary Retirement/Separation Plans (consent)

### **October 2010**

- Minutes from September
- Voluntary Retirement/Separation

### **November 2010**

- Minutes from October

### **December 2010**

- Minutes from November

### **January 2011**

- Minutes from December
- CCAHE Agreement

### **February 2011**

- Minutes from January
- Consideration of Tenure (first reading)

### **March 2011**

- Minutes from February
- Consideration of Tenure (vote)

## Diversity Plan Update

### **April 2011**

Minutes from March

### **May 2011**

Minutes from April

Proposed Academic Calendar (first reading)

Sabbatical Requests (first reading)

Foundation Funds Allocation Committee's Recommendations

### **June 2011**

Minutes from May

Sabbatical Requests (vote)

Coming Year College Budget Approval

Coming Year ASCC Budget Approval

Coming Year Election of Board Officers (1 year terms)

Chair

Vice Chair

TACTC Legislative Action Committee Representative

Foundation Executive Committee Representative

Foundation Board of Trustees Representative

Foundation Leadership Committee Representative

Foundation Management Committee Representative

Diversity Plan Update

Minutes from November

### **Work Session Topics 2010-2011**

BOT Policy & Procedures Manual Review

Fostering Community Partnerships: How Local Businesses Can Share with the College to Forge Partnerships

Adequately Monitor Impact College has on the Local Community

Budget

Diversity Operational Plan

K-12

Naming Policy

North Central Site

### **Board of Trustees Meeting Schedule**

The Board of Trustees considers its meeting schedule for the coming calendar year at its August meeting, taking action in either August or September. The annual meeting schedules of all state agencies must be filed with the Code Reviser prior to December 31 each year.

The Board of Trustees currently holds its meetings on the fourth Tuesday of the month at 5 pm, with a work session at 4 pm, except in the months of January, June, and December.

# Board of Trustee Calendar of Events

September 2010						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
October 2010						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
October 19	4:00 pm	Board Meeting/Work Session	258C & GHIL 213	X		
October 27-29		WA Faculty & Staff of Color Conference	Vancouver Hilton		FYI	
November 2010						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
November 2-4	TBD	Nursing Accreditation Visit	TBD		FYI Only	
November 4	4:00 pm	Faculty Speaker Series: Charlene Montierth	Foster Auditorium		X	
November 23	4:00 pm	Board Meeting/Work Session	258C & GHIL 213	X		
December 2010						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
December 14	4:00 pm	Board Meeting/Work Session	258C & GHIL 213	X		

## January 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
January 18	4:00 pm	Board Meeting/Work Session	258C & GH 213	X		
January 19	5:00 pm	MLK Celebration	TBD			
January 20	10:00 am	State of the College Address	Student Center	X		
January 23-25	Full Day	New Trustee Orientation	Red Lion		X	
		TACTC Winter Conference	Olympia			

## February 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
February 22	4:00 pm	Board Meeting/Work Session	258C & GH 213	X		

## March 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
March 22	4:00 pm	Board Meeting/Work Session	258C & GH 213	X		

## April 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
April 26	4:00 pm	Tenure Reception	258C	X		
April 26	5:00 pm	Board Meeting	GH 213	X		

May 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
May 18	5:30 pm	Savoring Excellence	Student Center		Invitation Only	
May 23	7:00 pm	Phi Theta Kappa Induction Ceremony	Student Center		X	
May 24	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
June 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
June 6	6:00 pm	OSWALD Awards	Student Center		X	
June 14	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
June 16	5:30 pm	Commencement	Amphitheatre	X		
June 18	11:00 am	GED/HS Diploma Event	O'Connell	X		
June 26-28	TBD	TACTC Spring Training (Conference)	TBD		X	
July 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
July 26	TBD	Annual Retreat	TBD	X		
August 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
August 23	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
				X		

## September 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
September 27	4:00 pm	Board Meeting/Work Session	258C & GHIL 213	X		

## October 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
October 25	4:00 pm	Board Meeting/Work Session	258C & GHIL 213	X		
				X		

## November 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
November 22	4:00 pm	Board Meeting/Work Session	258C & GHIL 213	X		
41				X		

## December 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
December 13	4:00 pm	Board Meeting/Work Session	258C & GHIL 213	X		
				X		