

# Clark College Board of Trustees

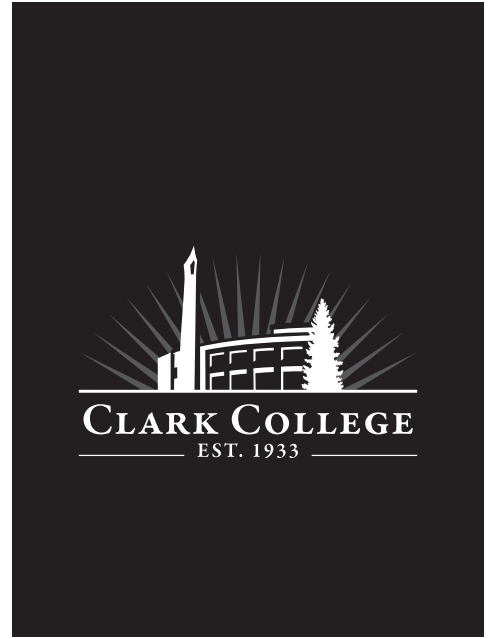


**October 26, 2011**

Clark College  

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*The Next Step*



# Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



# Mission Statement

Clark College provides opportunities for diverse learners to achieve their educational and professional goals, thereby enriching the social, cultural, and economic environment of our region and the global community.

**Clark College  
Board of Trustees Packet  
October 26, 2011**

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**CLARK COLLEGE BOARD OF TRUSTEES**  
**Wednesday, October 26, 2011**  
**Ellis Dunn Room, GHL 213**

**AGENDA**

All regular meetings of the Board are recorded.

**SPECIAL MEETING, EXECUTIVE SESSION**

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

- ♦ *The board will convene an executive session to consider the selection of a site or the acquisition of real estate by lease or purchase.*

**BUSINESS MEETING**

**I. CALL TO ORDER**

**5:00 P.M.**

**II. BUSINESS MEETING**

A Review of the Agenda

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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

No Report

D. Statements and Reports from Board Members

TACTC Report

President's Report

E. *Student Success Presentation: Ashley DeGrenier*

*Faculty Presentation: Mechatronics Program, Prof. Chris Lewis*

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### **III. ACTION ITEMS**

#### **First Reading**

- ♦ AHE Contract Tentative Agreement Pages 23-29
- ♦ AHE Salary and Load Tentative Agreement Pages 30-31

#### **Consent Agenda**

- ♦ Approval of Board's 2011-2012 Goals Page 32
- ♦ Minutes from September 28, 2011 Board Meeting Pages 33-38

### **IV. FUTURE TOPICS**

- ♦ Budget
- ♦ Diversity Operational Plan
- ♦ Multi-use Facility
- ♦ Review of College Policies
- ♦ North County Site Selection
- ♦ GISS Student Completion Data
- ♦ Naming Policy
- ♦ K-12
- ♦ CLE Update
- ♦ Climate Survey
- ♦ AHE Contract Ratification

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

*The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, November 30, 2011 in the Ellis Dunn Room.*

### **VI. EXECUTIVE SESSION**

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

### **VII. ADJOURNMENT**

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

**PRESIDENT'S BOARD REPORT  
OCTOBER 2011**

**FOCUS ON LEARNING**

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

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

*Progress*

- ❖ On October 4, college representatives and community members attended the reception for the Faculty Biennial Art Exhibition at the Archer Gallery. The work of fifteen Clark faculty members is on display until October 22. Students in many Art and Humanities classes will tour the exhibit and complete class assignments related to the work. (OOI)
- ❖ The Dental Hygiene Annual Reunion was held on October 1, 2011, with over 60 dental hygiene alumni in attendance. The day was filled with continuing education courses taught by local dentists, Dr. Munib Derhalli, Dr. Tyler Pritchard, and Dr. David Verschueren; a dental hygienist Brenda Walstead; and a dental product representative, Sue Dougherty. Clark College President Bob Knight and Clark College Foundation Vice President of Development Ara Serjoie shared the vision of the college for the dental hygiene program and the importance of alumni support to make this vision become a reality. (OOI)
- ❖ Sixteen full-time and adjunct nursing faculty received simulation training during workshops held August 2-3 and 10-11. A decrease in clinical site placements for students results in an increased need for simulation lab training. The training coincided with the recent acquisition of additional simulation equipment of SimBaby and SimMan. Thank you to nursing instructors Rosemary Sievila and BJ Brunner for providing this training. (OOI)
- ❖ The Office of International Programs held a New Student Orientation for nineteen (19) international students on September 22. The all-day event provided information on immigration status and policies needed to stay in compliance, academic advising, and materials on student clubs, followed by a campus tour. (SA)
- ❖ The International Programs Manager participated in a training webinar on September 29 intended for International Student Admissions and Advising professionals, called “Regulations for Issuing the I-20 to F-1 International Students”. The webinar was facilitated by Teman Training and Consulting and presentation materials were disseminated to all International Programs staff for review. (SA)

❖

## FOCUS ON LEARNING

- ❖ Career Services has prepared eighteen topics to be presented in the Fall Quarter Student Success Workshop series. Due to prioritization of services at last year's budget planning process, the Counseling Department decided to not play as active a role in presenting the majority of workshops as they have in the past. Career Services staff agreed to help fill the gap and will present some of the workshops this quarter including *Reading for College Success*, *Stress Management*, *Test-taking Tips* and *Time Management*. Librarians and staff from eLearning, Financial Aid and the Foundation will also lead workshops. A new workshop, *Resources for Academic Success*, will be presented by the Retention Program Specialist. (SA)
- ❖ During week one of fall quarter the Advising Department began implementing the 2011-2012 survey to measure student learning during advising sessions. As a result of the Advising Steering Committee feedback from 2010-2011, the survey now specifically measures the extent to which student outcomes identified in the Advising Plan are being met. In addition, the survey is now offered throughout the year rather than during specific periods. Results will be compiled at the end of the year. (SA)
- ❖ Student Leadership Training for incoming 2011-2012 student leaders including the Associated Students of Clark College Executive Council (7), the Activities Programming Board (4) and the Peer Mentors (4) was held September 6-23. During this training, the student leaders met with Clark College departments and personnel pertinent to their leadership positions to learn about resources, initiatives and overall college policies and procedures. Additional training elements included:
  - Participation in a two day Challenge Course at the Clark County Skills Center where the students developed teamwork skills such as trust, support, goal setting and understanding of individual leadership.
  - Attendance at the 2011 Conference on Peer- to-Peer Mentoring in Post-Secondary Education on September 16 at Portland State University. The theme of the conference was Supporting Student Success. Peer Mentors and the Multicultural Retention Manager attended workshops with the focus on mentoring.
  - Administration of the Intercultural Development Inventory (IDI) with group results reviewed by the Multicultural Retention Manager. The IDI Group Profile identifies the way the group collectively experiences cultural differences. These results will help the group proactively increase their own cultural "self-awareness" and better understand the group's 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)

## FOCUS ON LEARNING

- ❖ ASCC student leaders provided Welcome Week activities on September 26-30 to all four Clark College campuses. During this four-day event, the student leaders provided information on Clark resources and the ASCC gave out student handbooks/planners, school supplies, refreshments and other free promotional items. The event was a success in welcoming our new and returning students to a new school year at Clark. (SA)
- ❖ The Multicultural Retention Manager provided “How to be an Effective Peer Mentor” training to the five new Pathways Peer Mentors at Town Plaza Center on October 7. After training, the Peer Mentors and Pathways Peer Mentors had a networking lunch to discuss ways to work together. (SA)
- ❖ The Director of Student Life and Multicultural Student Affairs and the Student Life Program Coordinator attended the Council of Unions and Student Programs (CUSP) fall quarter meeting at Grays Harbor College on October 6-7. The meeting included a professional development presentation by Dr. Lucy Schaffer Croft on student leadership training and the use of the National Association of Campus Activities student leadership competencies assessment and training modules. It was also an opportunity to collaborate with colleagues across the state in regards to current budget issues and how their campuses are approaching the proposed cuts. (SA)
- ❖ Continuing Education hosted a free event on September 19th, combining a Fall Class Preview and health-related workshops; the event was attended by approximately 50 people. Several CCE instructors gave presentations or demos, including registered dietician Alison Ozgur, certified Reiki Practitioner Vivi Khamkeo, yoga instructors Catharine Mesich, Liz Suchinda and cooking instructor Edurne Andre. (CCE)
- ❖ Provided a report on Student’s Experiences of Learning in Learning Communities at Clark College 2010-11. Overall, almost all of the students in the learning communities report they are engaged in the activities which learning communities are designed to strengthen. (P&E)
- ❖ Clark College received the Title III, Strengthening Institutions, grant we submitted in 2010. The funding is assigned to do the following:
  1. Implement educational program review and assessment by identifying program outcomes and assessment strategies, faculty training and support, and use of appropriate technology applications.
  2. Improve the advising system by fully implementing the college-wide advising plan and department re-organization including advisor training, program specific advisors, technological enhancements, and development of online student services.
  3. Improve student completion through teaching and learning innovations and support services in developmental and transfer courses as well as student orientation and college-success courses, including expansion of learning communities, first-year experience seminar, etc. (P&E)



## FOCUS ON LEARNING

Over the next five years, the grant will provide the resources necessary to accomplish the following:

- Develop, pilot, and institutionalize Program Review and Assessment processes for 100% of certificate and degree-granting programs.
- Decrease in the proportion of students graduating with at least 25% more credits than they need from a baseline of 31% in 2008-2009.
- Increase students' levels of satisfaction with advising by reducing the gap between students' perception of the importance of advising and their satisfaction with Clark College's advising services.
- Increase the proportion of first-time, first-year, degree-seeking students completing within three years by 10%.

The College will receive the following amount of funding over the next five years to support a number of positions, professional development, and other opportunities associated with the three areas of the grant:

Year*	Award Amount
2011-2012	\$371,687
2012-2013	\$374,095
2013-2014	\$380,581
2014-2015	\$305,322
2015-2016	\$250,126

\* The funding is for the federal calendar year: October 1 – September 30. (P&E)

- ❖ Communications Specialist Hannah Feldman and Graphic Designer Jenny Shadley have nearly completed work on the winter 2012 schedule, which will go to the printer on Oct. 20. A feature article will focus on the Computer Graphics Technology program at the college and how those changes reflect the efforts by the college to keep up with ever-changing technology. The schedule will also feature a new map of the main campus. Created by Jenny Shadley, the new map includes information about the locations of bike racks, car pool areas, areas for handicapped parking, food and beverage providers, and the areas for Health Services, the Dental Hygiene clinic and Counseling.

## 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*

- ❖ The Computer Graphics Technology (CGT) and Fine Art (ART) Departments launched their new Graphic and Web Design curriculum this Fall 2011. New courses offered for the first time filled up quickly and include: Social Media Exploration, Graphic Design Exploration, Time-based Art and Design, Web Multimedia Content I, Graphic Design Technology I, and Graphic Design Studio II. These outcomes-based courses were developed collaboratively between the departments, who continue to minimize costs and maximize efficiency by sharing equipment, facilities, software, supplies and instructional resources. Recently, a master rubric template was developed that will be adopted by all faculty to facilitate consistent assessment methods and expectations across the curriculum. (OOI)
- ❖ eLearning continues to grow as reflected in a 10% increase in offerings from Fall 2010 to Fall 2011. This instructional option remains a popular choice for students as these are often the first classes to fill each quarter. (OOI)
- ❖ Nursing faculty Laurie Brown and Angie Marks conducted a 7-credit, two week LPN (Licensed Practical Nurse)—RN (Registered Nurse) Boot Camp during August. All seven boot camp students successfully completed the intensive 2-week course and have transitioned into 4<sup>th</sup> quarter (2<sup>nd</sup> year) of the ADN (associate degree nursing) program. (OOI)
- ❖ Clark College ADN (associate degree nursing) program graduates comprise 24 of the 31 BSN (Bachelors of Nursing) students registered at WSU-V this fall semester. The articulation agreement between Clark College and WSU-V (bachelors of nursing) programs is working as designed. (OOI)
- ❖ The Bookstore reports that more than 3,800 books and calculators were rented to Clark students during fall quarter. These rental items have netted Clark students a savings of over \$186,000.00 in just one quarter. (AS)
- ❖ The Admissions Office improved access to online application services in preparation for transition to an online-only application. In addition, the Admissions Office fully transitioned to sending electronic welcome letters to all new applicants. (SA)

## EXPAND ACCESS

- ❖ The Assessment Center is partnering with Larch Correctional Facility to maintain GED testing services for inmates during the mandatory training period for their new Chief GED Examiner. (SA)
- ❖ Members from the Advising Department visited the Allied Health Department meeting on September 21. The goal of the meeting was to increase collaboration between Student Affairs and Instruction. Members from the Advising Department spoke about the advising services and resources available to students, and outlined program information for the Phlebotomy and Pharmacy Technician programs. (SA)
- ❖ Corporate & Continuing Education's Instructional Designer Mark Gaither presented the new Acellus online learning system to Oregon K-12 schools on October 10th, including Rainier School District, Baker Web Academy and Clatskanie Middle High School. The schools are interested in working with CCE in an effort to recapture state tuition reimbursement and provide high quality instruction in an alternative format. (CCE)
- ❖ Pat McDonald designed posters, sandwich board signs, ads for the PUB screens and web, and fliers for the Nonprofit Fair being organized by Career Services. (C&M)
- ❖ Web specialist Tahnya Huneidi has spent much of the past month implementing web updates from units across the college. The high number of requests paralleled the beginning of the academic year. (C&M)
- ❖ The beginning of the academic year also sparked an increase in requests to Communications and Marketing to add information to the Clark reader board sign. (C&M)
- ❖ Webmaster Chris Concannon participated in two weeks of training on the creation of apps for mobile phones (Android and I-phones). Following discussions with IT, the focus for the college's first app will be class/schedule information. (C&M)
- ❖ Chris Concannon is also continuing to move databases from the college's web server to the college's SQL database. Additionally, based on requests from Instruction, Chris is refining the "Classes Today" data base to allow access for instructors to input their own class cancellation information. (C&M)
- ❖ The college's presence in social media continues to grow. Recent data indicates more than 4,300 visitors to the college's Facebook page, which is now "liked" by 2,672 people. The college has issued more than 880 "tweets" on Twitter. That site currently has 569 followers. Graphic Designer Jenny Shadley has taken the lead in establishing a YouTube channel for Clark College. The goal is to unveil that channel early in 2012. (C&M)

## FOSTER A DIVERSE COLLEGE COMMUNITY

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

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

### *Progress*

- ❖ The Director of Safety and Security gave a presentation on crime prevention and the services Security provides as part of an orientation for students in the Culinary program. The presentation also included a review of the College's tobacco free policy and a discussion of the public image created by Culinary students smoking on the sidewalk at Ft. Vancouver Way. (AS)
- ❖ During the first two weeks of fall quarter, an additional Security Officer was kept on the day shift at the main campus to assist new students in finding parking, respond to incidents, and communicate the College's seriousness about enforcing policies banning tobacco use and littering. Officers issued numerous verbal warnings to student smokers, as well as 16 citations. (AS)
- ❖ The International Programs Manager traveled to Medford, Oregon on September 27 to visit the Confucius Classroom at St. Mary's School along with the Clark College President, Vice President of Student Affairs, Vice President of Instruction, Director of Major and Planned Gifts, and the Associate Vice President of Corporate & Continuing Education. The group met with key staff at St. Mary's and Southern Oregon University to explore the Confucius Classroom model. (SA)
- ❖ The Office of International Programs hosted a Community Friends Potluck on September 29 in the Penguin Student Lounge. This program allows members of the community to share their American culture with our students from across the globe. Approximately 75 people attended the event, including community members, students, staff and faculty. (SA)
- ❖ Seventy-five (75) international students (FTE) from 23 countries enrolled for fall quarter representing countries as diverse as Qatar, France, Japan, Australia, Bhutan, Venezuela, Senegal and beyond. (SA)
- ❖ The Office of Multicultural Student Affairs, Disability Support Services, and the Washington School for the Deaf partnered to present the film *Versa Effect* on October 7. *Versa Effect* was produced by American Sign Language (ASL) Films, an independent, deaf owned and operated production company. The movie was presented to showcase Disability Awareness Month. Approximately 500 people attended the two showings. The entire film is presented in ASL with no sound track. A panel of staff members from the Washington School for the Deaf answered audience questions after the morning showing. (SA)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator conducted recruitment activities at Fort Vancouver High School on September 1-2. She spoke with approximately 100 parents and adults who were interested in Clark College programs. (SA)

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

- ❖ The Clark College Community Wide Diversity Events sponsored the Latino/a Youth Conference on October 8 at Clark College hosted by members of the Latino Community. Approximately 130 students and parents along with 50 volunteers/committee members were in attendance. Participants attended workshops on higher education, the history of the Latino community and civil engagement and a career panel of Latino professionals. (SA)
- ❖ Colleen Wack was appointed to the position of Program Coordinator in the Nursing Department effective September 1, 2011. Colleen has a Bachelor's degree in Mathematics from the University of Oregon. She has previous work experience at Clark College, Washington State University, Vancouver, and Vancouver School District. (HR)
- ❖ Nichole Maruca was appointed to the position of Office Assistant 3 in Admissions effective September 16, 2011. Nichole has a Bachelor's degree in Fine Art in Graphic Design from Western Washington University and an Associate's degree from Clark College. She has previous work experience at Clark College, Educational Service District 112, and PIP Printing. (HR)
- ❖ Gary Kay was appointed to the position of Program Support Supervisor 1 in the Assessment Center effective September 16, 2011. Gary has a Bachelor's degree in Psychology from Washington State University, Vancouver and an Associate's degree in Business Administration from Lower Columbia College. He has previous work experience at Clark College, Washington State University, Vancouver, Pac Paper Inc., and Lower Columbia College. (HR)
- ❖ Cassie Eckman was appointed to the position of Custodian 1 in Facilities Services effective September 19, 2011. Cassie has college coursework from Clark College. She has previous work experience at Micropump and Clark College. (HR)
- ❖ Bobbi Shook was appointed to the position of Custodian 1 in Facilities Services effective September 19, 2011. Bobbi has a degree in Business Software Specialist from Computer Career Institute. She has previous work experience at Clark College, 4 Absolute Health, and Prestique Roofing. (HR)
- ❖ Melissa Williams was appointed to the position of Office Assistant Lead in Registration effective September 23, 2011. Melissa has a Master's degree in History from Washington State University, Vancouver, a Bachelor's degree in History from the University of Washington, and an Associate's degree from Clark College. She has previous work experience at Clark College, Washington State University, Vancouver, and the Center for Columbia River History. (HR)

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

- ❖ Caitlin Ribera was appointed to the position of Program Assistant at Larch Corrections Center effective September 23, 2011. Caitlin has a Bachelor's degree in Humanities/History from Washington State University, Vancouver. She has previous work experience at FedEx, Language Fusion, and Washington State University, Vancouver. (HR)
- ❖ Brittany Brist was appointed to the position of Program Specialist 2 in Advising effective September 26, 2011. Brittany has a Master's degree in Educational Leadership and Policy and a Bachelor's degree in Sociology from Portland State University. She has previous work experience at Portland Community College, Grand Central Baking Company, and Kaplan Test Prep and Admissions. (HR)
- ❖ Kim Rogers was appointed to the position of Fiscal Technician 3 in the Accounting Department effective September 26, 2011. Kim has an Associate's degree in Business from Wenatchee Valley College. She has previous work experience at Clark College and SW Washington Medical Center. (HR)
- ❖ Jose Resendiz was appointed to the position of Custodian 1 in Facilities Services effective October 1, 2011. Jose has college coursework from Clark College. (HR)
- ❖ Sean McKinley was appointed to the position of Custodian 1 in Facilities Services effective October 1, 2011. Sean has college coursework from Portland State University. He has previous work experience at Clark College, Voice Curve, Adecco, Airefco, Key Mechanical, York/Johnson Controls, East County Recycling, and Emerald Staffing. (HR)
- ❖ Angela Laurance has transferred to the position of Office Assistant 3 in Registration effective October 3, 2011. Angela had previously been working in the Office of Instruction. (HR)
- ❖ Tasaday Turner was appointed to the position of Program Specialist 2 in Advising effective October 5, 2011. Tasaday has a Master's degree in Education from Portland State University, a Bachelor's degree in Human Development from Washington State University, Vancouver, and an Associate's degree in General Studies from Clark College. She has previous work experience at University of Western States, and Clark College. (HR)
- ❖ Tina St. George resigned from her position of Office Assistant 3 in Registration effective August 29, 2011. Tina was with the college since July 2005. (HR)
- ❖ Kristina Andrews resigned from her position of Program Coordinator in effective September 12, 2011. Kris had been in the position since April 2010. (HR)

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

- ❖ Sarah Granberg resigned from her position of Credentials Evaluator in Registration effective September 23, 2011. Sarah had been in the position since June 2011. (HR)
- ❖ Linda Campbell has submitted notice of retirement from her position of Secretary Supervisor in Develop Education effective October 31, 2011. Linda has been with the college since November 1981. (HR)
- ❖ Susan Harding has submitted notice of retirement from her position of Library & Archive Paraprofessional 4 in the Cannell Library effective December 31, 2011. Susan has been with the college since January 1983. (HR)
- ❖ Charles Epton has submitted notice of retirement from his position of Philosophy Professor effective April 8, 2012. Charles has been with the college since September 1969. (HR)
- ❖ Judy Alleman has submitted notice of retirement from her position of Nursing Professor effective June 22, 2012. Judy has been with the college 22 years. (HR)
- ❖ Rosemary Sievila has submitted notice of retirement from her position of Nursing Professor effective June 22, 2012. Rosemary has been with the college since September 1996. (HR)
- ❖ Laurits Dixon has submitted notice of retirement from his position of Nursing Professor effective June 22, 2012. Laurits has been with the college since June 1993. (HR)
- ❖ Martha Fujimoto has submitted notice of retirement from her position of Nursing Professor effective June 22, 2012. Martha has been with the college since April 2006. (HR)
- ❖ Nancy Johnson has submitted notice of retirement from her position of Nursing Professor effective June 22, 2012. Nancy has been with the college since September 1977. (HR)
- ❖ George Akau has submitted notice of retirement from his position of Culinary Arts Professor effective June 22, 2012. George has been with the college since September 1974. (HR)
- ❖ Katy Graham has submitted notice of retirement from her position of Dental Hygiene Professor effective August 24, 2012. Katy has been with the college since September 1979. (HR)

## **FOSTER A DIVERSE COLLEGE COMMUNITY**

- ❖ John Clausen has submitted notice of retirement from his position of Business Technology Professor effective August 24, 2012. John has been with the college since September 1987. (HR)
- ❖ Donna Wittmayer has submitted notice of retirement from her position of Dental Hygiene Professor and Program Director effective August 30, 2012. Donna has been with the college since March 1987. (HR)
- ❖ Graphic Designer Wei Zhuang worked with interim International Programs Manager Jody Shulnak to develop a series of posters, tabletop banners and other materials in Chinese and Korean as well as English to support her upcoming recruiting trip to Asia. Webmaster Chris Concannon also created a QR code for Jody's business cards. When scanned into mobile phones, the QR code provides Jody's contact information, including a link to the International Programs area of the Clark College website. (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 Power Utilities Technology Program has received a three year license for use of the Power Simulator software developed by Incremental Systems Corporation and PowerData Corporation as part of a Department of Energy Workforce Training for the Electric Power Sector grant. The goal of this grant is to make realistic real-time simulations available and affordable so that operators, engineers, and students can experience and learn to prevent major power system events such as the Northeast blackout of 2003. (OOI)

In addition, Power Utility Technology program staff is developing utility system protection laboratory equipment to support incorporation of this important technology into the program curriculum. System Protection systems use electromechanical and digital relays to continuously monitor high voltage electrical systems and operate protective devices in fractions of a second to prevent damage to equipment and personnel when equipment malfunctions or external events damage the system. Most of the equipment has been donated by Bonneville Power Administration, Clark Public Utilities and Schweitzer Engineering Laboratories. (OOI)

- ❖ The Career Services Director and the Job Developer attended the third quarter Columbia Economic Development Council (CREDC) luncheon on September 8. The topic was the proposed Clark County Economic Development Plan. Clark College plays a central role in the CREDC Development Plan; our presence was useful in meeting with employers over the course of the event. (SA)
- ❖ At the beginning of Fall Quarter, Career Services sent an email to faculty informing them that Career Services staff are available to come into classrooms to provide a five minute presentation about services and upcoming events such as the Non-Profit Fair and Employer panels. To date, 29 classroom visits have been completed or are scheduled for fall term. (SA)
- ❖ Several members from Clark College Student Affairs, Instruction, and Allied Health collaborated with members from Lower Columbia College on September 29 to increase and strengthen partnerships with the Medical Radiography program. Topics of discussion included advising program information, admission criteria, and program selection information. This ongoing partnership between the two colleges helps respond to workforce needs by increasing access to training for members in outlying services areas. Students from the Longview area have the ability to take Medical Radiography prerequisite classes at Lower Columbia College attend Clark's Medical Radiography program, and then return home to support the high-demand workforce needs of that service area. (SA)

## RESPOND TO WORKFORCE NEEDS

- ❖ On September 29th, 2011 Kevin Kussman Associate Vice President for Corporate & Continuing Education and Michelle Giovannozzi CCE Corporate Relations Manager attended “Business Innovation Workshop: Move the Dial. Innovate Your Business Today” held in the Corporate Learning Center at CTC. The workshop hosted by the Columbia River Economic Development Council (CREDC) focused on innovative solutions and strategies to support local business. The event was attended by over 50 business members. (CCE)
- ❖ Corporate & Continuing Education’s Instructional Designer Mark Gaither gave a presentation on Cultural Awareness for Healthcare Professionals to more than 100 members of the Interdent Dental Services Group of Oregon on Friday, October 7th. The content of the presentation was based on the eLearning course created by CCE earlier this year and addressed specific issues oral health care practitioners face when serving minority groups enrolled in both Medicaid and the Oregon Health Plan. (CCE)
- ❖ Lead Graphic Designer Wei Zhuang is working with Corporate & Continuing Education (CCE) to create the cover and exterior pages for the next issue of *Clark College Explorations*, the CCE schedule.

## 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 29, the college celebrated the dedication of the Oliva Family Early Learning Center. The dedication was heartfelt as the college came together with friends and colleagues from Clark and the extended communities to honor the important work that occurs here for children, families and ECE Students. The generous donors will truly be remembered far into the future. There are many people to thank, including the Board, the College, the Foundation, local legislators, community partners, and all colleagues in early learning. Each and every day is filled with wonder and anticipation as children, faculty, and staff explore and start to use the new building and outdoor play space. (OOI)
- ❖ The Medical Radiography program Dean and Director, along with Shelley Ostermiller, Health Occupations Advising Manager, and Barb Davenport, Program Support Supervisor (Credential Evaluations) met with representatives of Lower Columbia College (LCC) on September 29, 2011, to reaffirm the partnership between the institutions. Student selection and admission requirements were discussed as well as continuation of acceptance of four LCC students for the next cohort of Medical Radiography in January 2013. LCC representatives included Laura Brener, Vice President of Instruction, Karen Joiner, Dean of Instruction, Director of Nursing Programs, and Rhonda Meyers, Advising. (OOI)
- ❖ Student Nurses Association Clark College (SNACC) was recently approved for program status. SNACC will continue with a student focus to provide valuable opportunities and experiences to help develop skills and attitudes needed to succeed in the professional world. The first program meeting of the year was held October 3 with over 100 students in attendance. Terri Nosack (nursing faculty) is program advisor. Thank you to Sarah Gruhler, Director of Student Life & Multicultural Student Affairs, and the Associated Students Clark College staff for their support of the SNACC program. (OOI)
- ❖ The State Board for Community and Technical Colleges has launched the requirements definition phase of the ctcLink (ERP) project. The SBCTC project manager has solicited volunteers from the system colleges to participate in three days of workshops to identify essential requirements of the new administrative applications. The workshops will also help define the business process reengineering tasks that will need to be addressed as the project moves forward. Several Clark employees will participate in the workshops. The requirements definition phase will culminate in the development and release of a request for proposals for the new administrative systems. The RFP is expected to be released in late January or early February 2012. (AS)

## ENHANCE COLLEGE SYSTEMS

- ❖ Clark College participated in the State-wide earthquake drill and the first-phase test of the mass emergency notification system on Wednesday, September 21, at 10:15 a.m. Main campus and satellites sites were included in the drill. (AS)

Advance email notices were provided to support the safety message: “Drop/Cover/Hold.” At the appointed time, a pre-recorded message was delivered to phones (both audible and on screen) in offices and classrooms. Outdoor areas, Flash Alert and computer screens were not tested during this drill, but will be included in future drills. A second “all clear” message concluded the test. Over 90 employees provided feedback to IT to assist in identifying any errors in system functions. Future drills will be scheduled to ensure that all employees are familiar with the new emergency tones and instructions. (AS)

- ❖ On September 22 and 23, Clark College hosted 37 representatives from first responder agencies, hospitals, and other local colleges at an emergency management training focused specifically on higher education. Attendees included members of the Executive Cabinet and President Knight. The two-day session provided training on prevention, response, and recovery from campus emergencies and was delivered by four instructors from the Department of Homeland Security and Federal Emergency Management Agency (FEMA). (AS)
- ❖ The Emergency Management Planning Committee took receipt of an 8 x 24-foot tandem-axle trailer, which will be outfitted to serve as our mobile Incident Command Post. This critical equipment purchase is supported by the \$744,402 Department of Education Emergency Management in Higher Education grant. (AS)
- ❖ Environmental Health and Safety staff conducted regular College safety meetings and completed the following hands-on training: blood borne pathogen safety instruction for 38 employees; boom lift operation safety for five Facilities Services employees; and fire extinguisher use for three employees. (AS)
- ❖ Facilities Services has been working on a number of projects to expand parking on the main campus. First, temporary gravel parking and updated striping at the Silver Lot added about 50 new parking spaces for the start of fall term. Second, the temporary gravel parking lot west of the Purple Lot (north of the soccer field) was striped so the maximum number of vehicles can be parked there. Third, the contract for the demolition of the Star Building is in the final process of completion. When the Star Building is demolished temporary parking for approximately 100 vehicles will be added. These spaces will be available for winter term. Fourth, Facilities will be adding 16 parking spots north of the Athletics Annex. Lastly, Facilities is in the process of installing 28 parking meters in the Green, Red 3, and Orange 1 parking lots. (AS)
- ❖ Bob Williamson, Vice President of Administrative Services, is presenting Clark College on a task force convened by C-TRAN to explore bus rapid transit options for the Fourth Plain corridor. A recent survey conducted by C-TRAN clearly demonstrated high ridership from Clark College students on the routes that service Fourth Plain. The task force will submit recommendations to C-TRAN next year. (AS)

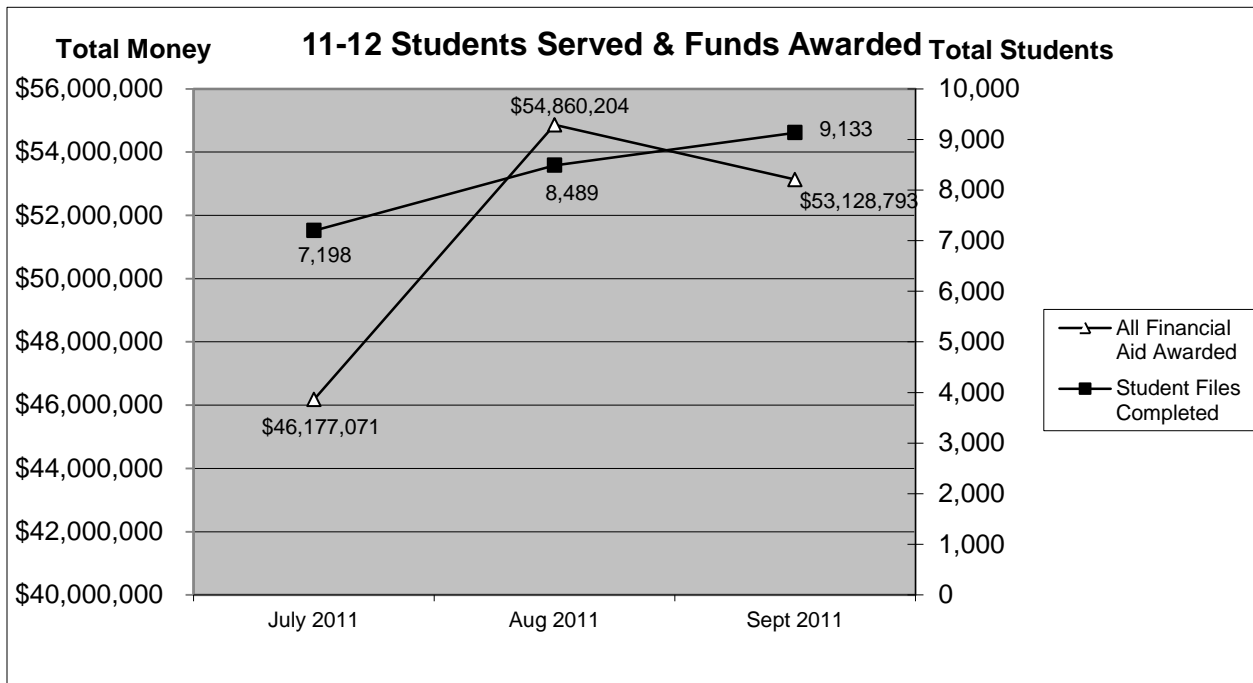
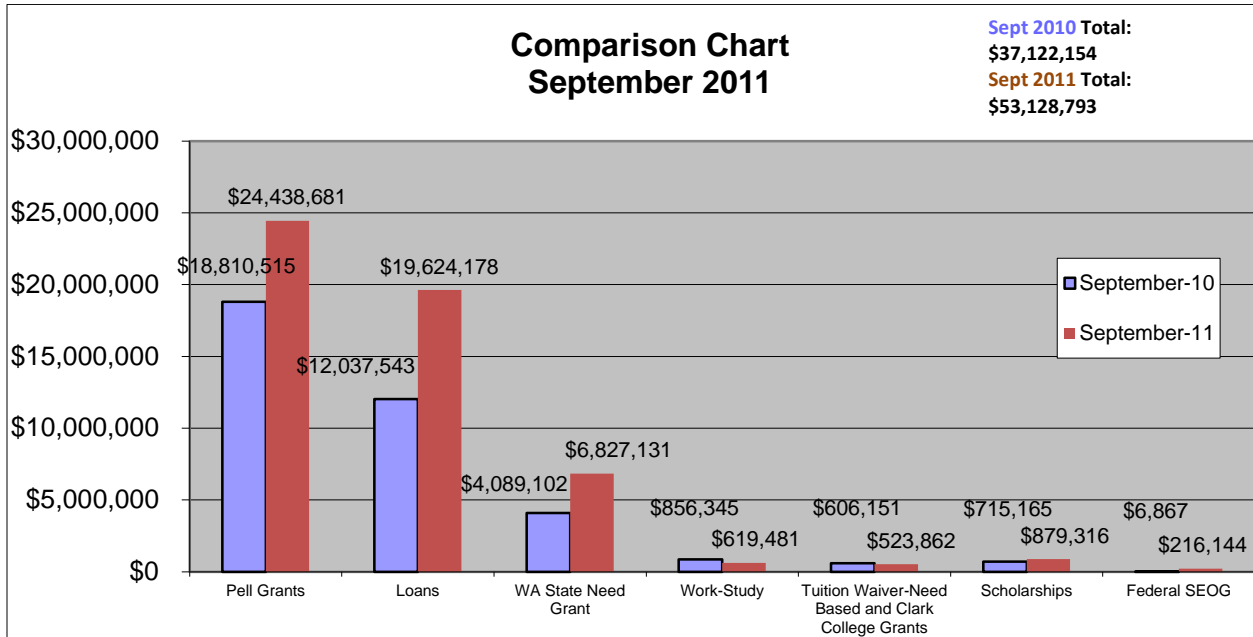
## ENHANCE COLLEGE SYSTEMS

- ❖ The Advising Department created and launched a comprehensive online training program for new advisors using Moodle technology. The blended training approach combines both face-to-face and technology-enhanced instruction to guide new members through the six to eight week training process. The training is organized into training modules and includes a variety of informative presentations, hands-on activities, practical assignments, and quizzes. The training program increases training effectiveness, provides consistency in the training process, and affords cost-saving benefits due to the reduced need for printed training materials. The training is being utilized by the new full-time advisors in the professional-technical advising division, as well as the new part-time advisor in health occupations and education. (SA)
- ❖ The Director of Advising and the Advising Professional-Technical Divisional Manager provided training to 25 new and returning faculty members as part of fall orientation on September 22. This training provided access to advising note-tracking technology, campus student record technology, and provided faculty an opportunity to hear about many of the 2011-2012 updates related to advising, registration, and financial aid. Faculty shared best practices and continue to use the technologies that are made available at these trainings. (SA)
- ❖ Corporate & Continuing Education recently launched their newly designed website at a new web address: <http://cce.clark.edu>. The new site features integrated search functionality that allows visitors to search for classes on any page of the site. Other features include instructor photos and bios, better integration of social media and a content-driven blog, written by CCE staff every week. (CCE)
- ❖ The Program Assessment and Review Transparency Instrument (PARTI) has been updated for the 2010-2011 academic year, with the exception of the retention rate. (Please see Statistics section.) Last year, 22,528 unduplicated students (headcount), equating to 10,988 Full-time Equivalent Students (FTES), were served in state-support classes. Of these students the following are true:
  - 16.7% are first-time, first-year students. Of these students the following percent assessed at college-level:
    - 64% in writing,
    - 85% in reading, and
    - 22% in math.
  - The average age was 29.5.
  - 57% were female.
  - 26% were students of color. (P&E)
- ❖ Graphic Designer Wei Zhuang worked with Terri Lunde of the Foundation to create invitations, postcards and notecards in support of the Early Learning Center dedication. (C&M)

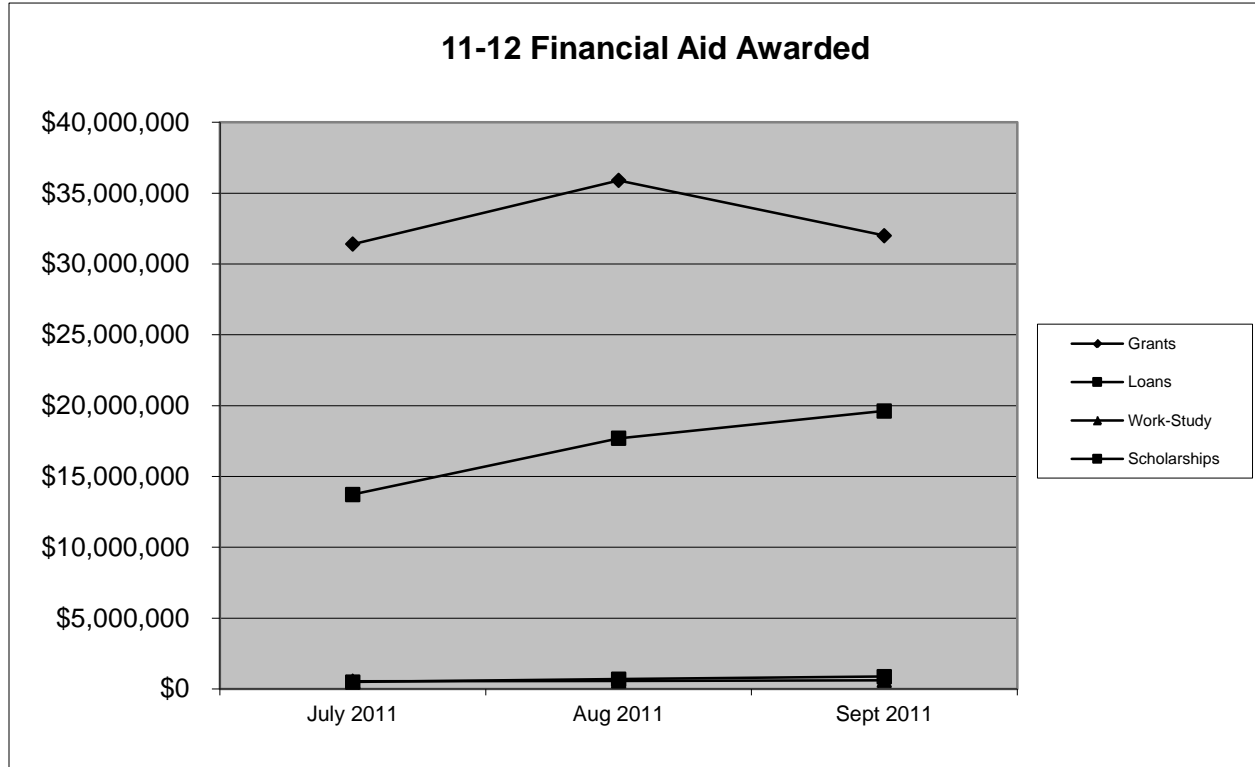
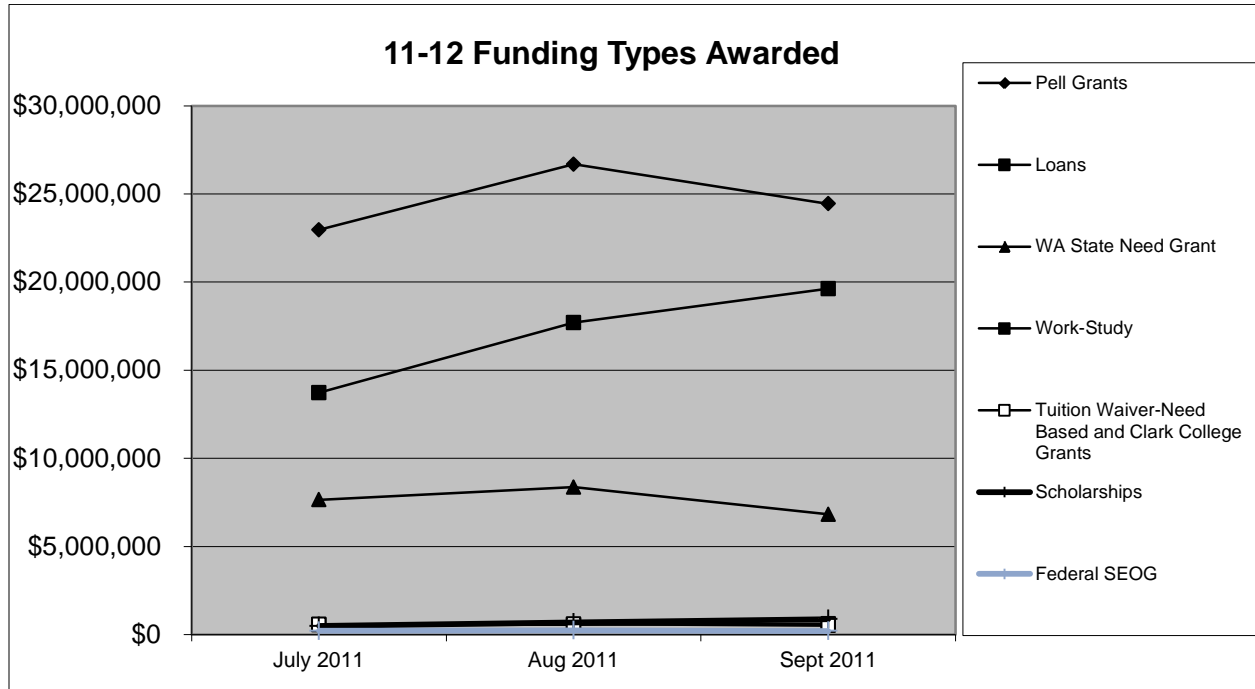
## ENHANCE COLLEGE SYSTEMS

- ❖ Executive Director of Communications and Marketing Barbara Kerr coordinated the ceremony marking the unveiling of the LEED gold certification plaque at Clark College at Columbia Tech Center (CTC). Additionally, in partnership with CTC Project Manager Jim Watkins, she created the text for a series of wall displays which showcase why the building received LEED certification. Lead Graphic Designer Wei Zhuang did the beautiful design work for those displays. (C&M)
- ❖ Executive Director of Communications and Marketing Barbara Kerr wrote and distributed news releases/media alerts on topics including the start of the 2011-2012 academic year, the dedication of phase one of the Oliva Family Early Learning Center, the ceremony for the unveiling of the LEED gold plaque at Clark College at Columbia Tech Center, the announcement of the Clark College Athletic Hall of Fame, the Mental Health Mondays series for fall 2011, and the Title III grant received by the college. News releases are sent to appropriate media outlets and posted on appropriate media blogs, posted on the college website, issued on the college's RSS news feed, and sent to subscribers to the college's eNews service. Currently, 932 individuals subscribe to that service. (C&M)
- ❖ For their work on behalf of the college, Clark's Communications and Marketing team received three Medallion Awards at the District 7 conference of the National Council for Marketing and Public Relations (NCMPR). In the media success story category, the college received the gold medallion for the 2011 State of the College address. The college received bronze medallions in the newsletter category for *Clark 24/7* and in the promotional video category for the 2010 Penguin Nation Holiday Sing-Along Video. The District 7 Medallion Awards competition recognizes outstanding achievement in communications at community and technical colleges in Washington, Oregon, Idaho, Montana, and Alaska as well as university colleges in the Canadian provinces of Alberta, British Columbia, Saskatchewan and the Yukon Territory. The awards were presented during the District 7 annual conference in Tacoma on Oct. 20. (C&M)

## STATISTICS



## STATISTICS





# Program Assessment and Review Transparency Instrument (PARTI)

Class Enrollments, Class Outcomes and Student  
Demographics in State-Funded Classes

## College Information

# 2010-2011

Unit: All

Division: All

Department: All

### Students, Enrollments, and Faculty

<b>Headcount</b>	<b>22,549</b>	<b>FTEs</b>	<b>10,988.4</b>	<b>FTEF</b>	<b>522.4</b>
<b>Enrollments (Seats)</b>	<b>134,509</b>	<i>Delivery Method</i>		<i>Delivery Method</i>	
Face-to-Face	81,334	Face-to-Face	6,351.4	Face-to-Face	310.1
Web enhanced	39,017	Web enhanced	3,473.7	Web enhanced	156.4
Online	11,332	Online	918.3	Online	47.2
Hybrid	2,415	Hybrid	225.3	Hybrid	12.8
Other	2,826	Other	269.1	Other	14.1
<b>Intent</b>		<i>FTEs Served by Employment Status</i>		<i>Employment Status</i>	
Academic (A or B)	42.0 %	Full-Time	4,124.8	Full-Time	198.1
CTE & Academic Transfer (M)	3.0 %	Moonlight	907.9	Moonlight	31.8
Career/Tech. (F)	8.7 %	Part-Time	5,796.0	Part-Time	290.8
Pre-Career/Tech. (G)	17.1 %	Contract	9.0	Contract	1.6
Apprentice (H)	0.4 %	Volunteer	159.4	Volunteer *	5.3
Upgrade Job Skills (J)	0.9 %	<i>FTEs by Fund Source</i>		<b>FTEs/FTEF Ratio</b>	
High School (D)	15.6 %	State	9,818.9	College (excl. Waiver & Volunteer)	21.0
Basic Skills (E)	0.1 %	Contract	1,169.5	Washington State	22.9
Other (K, L, X)	12.3 %	Waiver *	24.0	Difference	-1.9
		<i>FTEs by Selected Groups</i>		College (incl. Waiver & Volunteer)	20.9
		Running Start	1,169.5		
		International	63.3		
		Students of Color	2,836.2		
				* Not included in total	

### Student Demographics and Outcomes

Age	Number	Percent	New to Clark Students	Number	Percent
Average Age	29.5		First-time, first-year	3,767	16.7 %
Over 25	11,035	49.0 %	Transferred to Clark	1,464	6.5 %
<b>Sex</b>			<i>First-time, first-year students entering at college-level</i>		
Female	12,8536	57.1 %	Writing		63.5 %
Male	9,637	42.9 %	Reading		84.8 %
<b>Race</b>			Math		22.3 %
White	15,574	69.1 %	<b>Retention</b>		
Of Color	5,851	25.9 %	Degree-seeking students returned next fall		0.0 %
African American	634	2.8 %	All students returned next f		0.0 %
Asian/Pac. Is.	1,240	5.5 %	<b>Course Outcomes</b>		
Hispanic	2,228	9.9 %	Course Success (C or better)		80.4 %
Multi-Racial	1,112	4.9 %	GPA		2.89
Native American	192	0.9 %	<b>Completions (Number of Awards)</b>		
Other	445	2.0 %	Associate of Arts		959
Unknown	1,124	5.0 %	Associate of Science		51
<b>Selected Characteristics</b>			Associate of Business		8
Limited English	1,787	7.9 %	Associate of Nursing		0
International	95	0.4 %	Associate of Applied Science		426
Receiving DSS	512	2.3 %	Certificates		573
Running Start	1,692	7.5 %	Other workforce completions		228
			Apprenticeships		0
			High School		34
			GED		126

# Clark College - Budget Status Report

## September 30, 2011

Sources of Funds (Revenues)	2011-12 Budget	Revenues to Date	Difference	% Budget Received
<b>Operating Accounts</b>				
State Allocation	24,785,877	7,209,401	17,576,476	29.1%
Tuition	15,577,414	7,664,730	7,912,684	49.2%
Running Start	4,762,998	-	4,762,998	0.0%
Excess enrollment	9,886,504	2,940,000	6,946,504	29.7%
Planned use of prior fund balance	1,493,934	-	1,493,934	0.0%
Dedicated, matriculation, tech, cont ed	3,974,189	1,542,054	2,432,135	38.8%
<b>Total Operating Accounts</b>	<b>60,480,916</b>	<b>19,356,185</b>	<b>41,124,731</b>	<b>32.0%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	4,719,803	709,751	4,010,052	15.0%
Internal Support	644,495	143,598	500,897	22.3%
ASCC less PUB	1,600,480	688,760	911,720	43.0%
Bookstore	5,651,821	1,908,151	3,743,670	33.8%
Parking	469,228	176,490	292,738	37.6%
Auxilliary Services	1,830,408	382,864	1,447,544	20.9%
Financial Aid	53,483,805	21,059,960	32,423,845	39.4%
<b>Total Other Accounts</b>	<b>68,400,040</b>	<b>25,069,576</b>	<b>43,330,464</b>	<b>36.7%</b>
<b>Total Sources of Funds</b>	<b>128,880,956</b>	<b>44,425,761</b>	<b>84,455,195</b>	<b>34.5%</b>

Uses of Funds (Expenses)	2011-12 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<b>Operating Accounts</b>				
President	754,278	142,988	611,290	19.0%
Vice President of Instruction	37,258,450	7,212,766	30,045,684	19.4%
Vice President of Administrative Services	10,961,594	3,785,092	7,176,502	34.5%
Vice President of Student Affairs	7,960,765	1,728,693	6,232,072	21.7%
Associate Vice President of Planning & Effectiven	491,544	108,122	383,422	22.0%
Executive Director of Corporate & Continuing Ed	844,240	263,732	580,508	31.2%
Executive Director of Communications	967,628	278,733	688,895	28.8%
Associate Vice President of Human Resources	1,242,417	282,184	960,233	22.7%
<b>Total Operating Accounts</b>	<b>60,480,916</b>	<b>13,802,310</b>	<b>46,678,606</b>	<b>22.8%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	4,719,803	1,015,172	3,704,631	21.5%
Internal Support Services	644,495	376,115	268,380	58.4%
ASCC less PUB	1,600,480	300,581	1,299,899	18.8%
Bookstore	5,651,821	1,733,096	3,918,725	30.7%
Parking	469,228	124,658	344,570	26.6%
Auxilliary Services	1,830,408	392,142	1,438,266	21.4%
Financial Aid	53,483,805	22,175,424	31,308,381	41.5%
<b>Total Other Accounts</b>	<b>68,400,040</b>	<b>26,117,188</b>	<b>42,282,852</b>	<b>38.2%</b>
<b>Total Uses of Funds</b>	<b>128,880,956</b>	<b>39,919,498</b>	<b>88,961,458</b>	<b>31.0%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>4,506,263</b>		
<b>Move excess enrollment to local capital project</b>		<b>(485,000)</b>		
<b>Move CIS equip reserve to local capital project</b>		<b>(50,000)</b>		
<b>Net Difference</b>		<b>4,021,263</b>		

Capital Projects- Expenses & Encumbrances	6,886,034	572,483	6,313,551	8.3%
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c. Bob Knight, Bob Williamson, Karen Wynkoop  
e. Theresa Heaton, Cindi Olson, Nicole Marcum, Bill Belden  
Ron Hirt, Accounting-October 13, 2011

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

	<b>Fund Balance</b> (minus non-cash assets) <b>6/30/11</b>	<b>Cash Balance</b> (minus dedicated cash) <b>6/30/11</b>	<b>Required Reserves</b>	<b>Prior Commitments</b> (prior to 7/1/11)	<b>New Commitments</b> (2011/12)	<b>Total Available Cash</b>
<b>145 Grants and Contracts</b>						
<b>147 Local Capital</b>	3,103,448	2,922,903			574,155	2,348,748
<b>148 Dedicated Local</b>	(1,672)	(1,672)				(1,672)
<b>149 Operating Fee</b>	5,719,882	2,238,353		1,189,991	756,174	292,188
<b>440 Central Store (Catalog)</b>	485,592	50,323				50,323
<b>443 Data Processing</b>	51,625	51,625				51,625
<b>448 Print/Copy Machine</b>	915,869	910,348			910,348	-
<b>460 Motor Pool</b>	(155,860)	(155,860)				(155,860)
<b>522 ASCC</b>	29,738	29,738				29,738
<b>524 Bookstore</b>	1,644,576					-
<b>528 Parking</b>	2,882,248	2,882,248				2,882,248
<b>570 Other Auxiliary Enterprise</b>	287,216	287,216				287,216
<b>790 Payroll (clearing)</b>	931,090	396,105		28,535		367,570
<b>840 Tuition/VPA</b>	236,648					-
<b>846 Grants - Fin Aid</b>	5,593,419					-
<b>849 Student Loans</b>	(1,773,305)					-
<b>850 Workstudy (off-campus)</b>	36,069					-
<b>860 Institutional Financial Aid Fun</b>	(9,604)					-
<b>Reserves*</b>	533,887		5,946,611			(5,946,611)
<b>Totals</b>	<b>20,510,866</b>	<b>9,611,327</b>	<b>5,946,611</b>	<b>1,218,526</b>	<b>2,240,677</b>	<b>205,513</b>

S.SAND 10/5/11

## ACTION ITEMS

### AHE ratification items—9/6/11

#### Article I

##### B. Definitions

3. Adjunct - A temporary non-tenure track faculty member hired through an informal process, for whom no tenure-review committee is appointed. Teaches 80 percent or less of a full time load each quarter. Adjuncts assigned a multi-quarter contract may teach 90% or less of a full-time load each quarter or 90% of a full-time load averaged over the academic year. Employment in an adjunct faculty position is not applicable toward tenure, and notice of non-renewal is not required. Paid according to Appendix B.
  11. Division Chair – A faculty member granted release time to assume specified responsibilities for planning, leadership, ~~personnel and management~~ and operational functions in an academic division. Reports to and evaluated by the Unit Dean.
  18. Special Programs Faculty - A non-tenure track faculty appointment for more than 80 percent of a full-time load, funded by special purpose monies and not eligible for tenure under the laws of the State of Washington. Adjuncts assigned multi-quarter contracts are not defined as special programs faculty. Employment in a special programs faculty appointment is not applicable toward tenure, and notice of non-renewal is not required. Paid from the Full-Time Faculty Salary Schedule (Appendix A).
  19. Temporary Faculty - A non-tenure track faculty appointment for more than 80 percent of a full-time load, made in case of sabbatical leave, leave of absence, or emergency and/or unscheduled vacating of a faculty position. Adjuncts assigned multi-quarter contracts are not defined as temporary faculty. A temporary faculty appointment will not ordinarily exceed three (3) quarters, excluding Summer, or the length of the leave, if applicable. Employment in a temporary faculty appointment is not applicable toward tenure, and notice of non-renewal is not required. Paid from the Full-Time Faculty Salary Schedule (Appendix A).
  - New.** English Adjunct Coordinator—faculty member granted release time to coordinate hiring, scheduling, and evaluation of English adjunct faculty.
  - New.** Mathematics Scheduler—faculty member granted release time to coordinate hiring and scheduling of Mathematics adjunct faculty.
- ##### H. Instructional Planning Team (IPT)
2. Membership consists of two tenured faculty members from each instructional unit, appointed jointly by the Vice President of Instruction and the AHE President, serving three-year rotating terms; one adjunct, appointed jointly by the Vice President of Instruction and the AHE President, serving a one year term; up to two students appointed by ASCC serving a one year-term; the AHE President, or designee; ~~the Vice President of Instruction; five the~~ instructional Deans; the Registrar; and one additional administrator appointed by the Vice President of Instruction. For

purposes of faculty assignment to this committee, librarians and counselors are defined as members of the Social Sciences and Fine Arts Unit. The chair is elected from the membership; meetings are open and agendas and minutes published on the College intranet.

**New. L. Faculty Excellence Committee**

1. The Faculty Excellence Committee is responsible for reviewing applications, developing award criteria, and determining the annual recipients of exceptional faculty awards.
2. The individual award amounts are determined by the Board of Trustees. If the faculty excellence fund allocation exceeds the amount needed to fund the recipient awards in a given year, the unspent portion will be banked for use in future years, for future faculty excellence award recipients.
3. Any state faculty excellence funds matched by a donor with a specific intent will be used in accordance with the intent of the donor. The department or program faculty eligible for the use of these restricted funds will develop a process for allocating the funds. The Faculty Excellence Committee is composed of one faculty member from each unit (two year appointments), jointly appointed by the Vice President of Instruction and the AHE President; the Vice President of Instruction or designee (non-voting standing member); and an ASCC representative (one year appointment). The chair will be selected by the committee.

**M. Maintenance of Standards**

This Agreement cannot be modified without mutual agreement. The College will not change any policy or procedure directly relating to any provision of the Agreement or other mandatory subject of bargaining without first consulting with, and, if appropriate, negotiating with, the Association.

*Article III*

- I. 2. Faculty will be granted release time and stipends in the amount listed in Section J of this Article. Any adjustments to release time as contained in Section J will be determined by the parties to this Agreement.
  - a. Release time may be converted into dollars and applied to the specific Division Chair/department(s) as agreed upon by each division. Release time calculation will be based on the current replacement costs of 18 credit hours paid at the adjunct rate with final.
  - b. Stipends may be divided between departments within each division as appropriate based on the agreement of the affected department faculty.
- J. Change name of Electronics and CADD Industrial Tech Division to Industrial Tech; change name of Physical Sciences Division to Physical Sciences and Engineering; move CADD Technology from Electronics and CADD Industrial Tech to Physical Sciences and Engineering; add Mechatronics and Power Utilities to Industrial Tech; change English Composition Coordinator to English Adjunct Coordinator; add Services to Children & Families to Behavioral Sciences.

K.3.: **Insert:** A copy of the written consent shall be filed in the academic employee's personnel file, and a copy forwarded to the AHE President.

P. Adjunct Faculty Multi-Quarter Contract

AHE and the College agree that the College should (a) attract and retain high quality adjunct faculty, (b) increase job security for adjuncts and (c) formally recognize the crucial, necessary role that adjuncts fulfill at the College. As one strategy to achieve these interests, multiple quarter contracts, with the possibility of reassignment ("bumping") rights, may be offered to adjunct faculty.

The department head and/or division chair is responsible for assigning adjunct faculty and will consider the needs of the department, seniority, qualifications, evaluations, and availability in making those assignments. In the absence of department head/division chair the appropriate director or dean is responsible for assignment. Adjunct faculty ~~may be offered a multiple-quarter (2 or more) contract~~ may be assigned 80% a maximum of 90% of a full-time load/quarter or 90% of a full-time load averaged over the academic year. Contracts must be approved by the department head/division chair and unit dean.

The College is committed to offering as many multi-quarter contracts as possible. For 2011-12 and 2012-13, the College will offer multi-quarter contracts to at least 150 affiliates per year. Multi-quarter contracts may also be offered to non-affiliate adjuncts at the discretion of the department head/division chair and unit dean. ~~The Office of Instruction~~ The College will annually collect data on the number of multi-quarter contracts offered and this information will be provided in writing to shared with AHE.

While the employment specified in the contract of a multi-quarter contracted adjunct faculty member is subject to availability of classes, the faculty member may be offered reassignment where available at the discretion of the division chair and/or department heads.

The existing language in Article III.P. will sunset upon the expiration of the current AHE agreement. The College and AHE agree to bargain the conditions and terms of adjunct multi-quarter contracts before the current AHE agreement expires.

Article IV

D.3. **Insert:** Adjunct faculty are welcome to participate in appropriate departmental, division, and other college meetings and events. They will be paid at the Other Assignments rate per hour for attending meetings required by the College or for committee meetings in which the adjunct is a formally appointed member.

K. Class Cancellation

1. When continuing classes do not have the minimum enrollment, the Instructional Dean, after consulting with the division chair, will take into consideration the following criteria for exemptions.

A class will not normally be canceled if:

- a. the course is required for certificate or degree completion;
  - b. it is the continuation of required course sequence in major where cancellation would significantly curtail student progress or the continuation of a viable major program, or the academic component to a co-curricular activity;
  - c. the course is funded by grant or contract funding, experimental or start-up offerings;
  - d. the course is required in-load for a faculty member, other than adjunct, who cannot be switched to another section;
  - e. it is part of a sequential course offering.
2. In the event of class, section or program assignment cancellation within seven (7) calendar days from the scheduled start of the affected class, affiliate and adjunct academic employees (excluding full-time who are teaching moonlight) shall be compensated \$100 per class in addition to remuneration for any class time or contact hours actually performed.

*Article V*

H. Bereavement Leave

Up to three (3) days of paid bereavement leave will be granted for the death of any family member or household member as defined in this agreement that requires the employee's absence from work.

*Article VI*

- D. The Instructional Dean, Vice President of Instruction, the President (or designee) or others authorized to evaluate may observe classes. Faculty must be notified at least 24 hours before a formal class evaluation. Faculty members may authorize other visitors to observe a class.
- F.1. Add following department loads to table: MTX (18), ACCT (15), PWR (18), CGT (15). Delete GRCP. Change Foreign Languages to World Languages. Add ASL to World Languages list; delete Russian.
- F.6.: Add Negotiations on faculty load will occur in conjunction with salary negotiations.
- G. Moonlight Assignments
  1. Full-time faculty will be given priority for moonlight assignment. However, normally no faculty member will teach more than six (6) hours of moonlight assignments. With the exception of summer quarter, moonlight assignments over six (6) hours must be approved by the Unit Dean in consultation with the Division Chair.

I. Strike existing section I and insert following:

1. Advising interactions include any of the following: (a) informing students of program and completion requirements for their respective disciplines; (b) helping students gain knowledge about career and further education opportunities in their field; (c) developing comprehensive education plans with students; (d) providing appropriate transcript evaluations; (e) making accurate referrals to needed support services; (f) serving as content experts for students.
2. Academic employees who provide advising are expected to document the advice given to students in order to support college-wide advising efforts and use established college software and technologies. To support academic employee advisors, required training will be provided quarterly (fall, winter, spring) for new academic employee advisors. This training is required to be eligible for the faculty advising stipend. To continue to be eligible for the faculty stipend, returning faculty advisors will be required to attend a shorter annual advisor training session to be apprised of updates.
3. Contingent upon completion of the required advising training, full-time eligible academic employees will receive ten dollars (\$10) for each advisee in excess of twenty (20) per academic term. On the final day of classes each quarter the Director of Advising will identify the number of students as reported in advising tracking software.
4. At the discretion of the tenure committee, tenure probationers will receive advising training during the tenure process. However, the evaluation of advising during the probationary period will be limited to (b), (e), and (f) in section 1 above.

*Article VII*

D. Individual Faculty Development Allowance

1. In addition to professional development funds which might otherwise be budgeted by the College, the College will provide each faculty member, other than adjunct, an allowance for professional development expense of four hundred dollars (\$400) per academic year. Unused funds may be carried over for one (1) year within the biennium to finance professional development activities. Funds may not be rolled over to a new biennium.
- E.1. The College will provide a professional development fund for adjunct faculty in the amount of ~~\$15,000~~ \$20,000 annually. Adjunct faculty will request approval from the division chair and authorization by the dean, within the following guidelines: maximum individual expenditure: \$750; maximum unit expenditure \$5000. Adjunct faculty will be apprised of this fund during their initial orientation to the College.

*Article VIII*

- D.1. Matters subject to arbitration will be referred to the American Arbitration Association or the Federal Mediation and Conciliation Services under voluntary rules.



## Article IX

- C.1. Add following departments to RIF list: BMED, MTX, ACCT, PWR, CGT; delete GRCP and Russian.
- D.1. The President of the College shall immediately convene a Reduction in Force Committee ~~of eight, of which at least fifty percent (50%) shall be members appointed by the President of the AHE~~ comprised of five faculty appointed by the AHE President, three administrators appointed by the College President, and one student appointed by ASCC.

## Appendix C.A and C.E.

- 2. Teach assigned classes/labs incorporating college-wide abilities documented course and program level outcomes;

## Appendix C.A.

- 8. Advise students, as required, accurately and appropriately in accordance with the College's Advising Plan implemented as of 9/1/2011;

## Appendix C.D.

### 3. ~~Management~~ Operational Functions

## Appendix C. **New:**

### English Adjunct Coordinator job description

Reporting to the Unit Dean, the English Adjunct Coordinator has the following responsibilities:

- 1. Attend meetings of the English Department's Composition Committee and bring adjunct issues and concerns to the committee's attention
- 2. Coordinate scheduling of English adjunct instructors for classes each term, excluding Summer
- 3. Maintain timely and effective communication with Office of Instruction, the college bookstore and others about adjunct staffing of English Department courses
- 4. Coordinate recruitment, hiring, orientation, and evaluation of adjuncts
- 5. Provide mentoring and advice to adjuncts as needed
- 6. Maintain and organize department documents relevant to above duties

*Appendix C. **New:***

Mathematics Scheduler job description

Reporting to the Unit Dean, the Mathematics Scheduler has the following responsibilities:

1. Coordinate recruitment, hiring, and orientation of adjunct Mathematics instructors
2. Coordinate scheduling of adjunct instructors for all classes including number of sections, times offered, rooms and staffing assignments
3. Observe and evaluate adjuncts as needed

## AHE salary and load bargaining—tentative agreement, 10/6/11

AHE and the College agree to the following terms:

1. Full-time salary schedule adjustments as documented on attached sheet.
2. Increase in parking fee from \$22/year to \$32/year.
3. Increase in vocational stipend from \$250 to \$500.
4. *Full professor promotion.* Salary: Step G (new salary schedule) + \$2,690 (4% increase). Ten positions for 2011-12. Selection of faculty at Step G (new salary schedule) based on advancement credits earned and written acceptance of terms. If two faculty have the same number of advancement credits, priority will be determined by RIF list seniority. After three years of fulfilling the required duties, faculty will retain the full professor title if they choose to forego the duties. However, their pay will revert to the Step G salary level.

<b><i>Required duties</i></b>	<b><i>Outcomes</i></b>
Development and facilitation of faculty workshops/training  <i>or</i>  Peer mentoring	Facilitation of at least two Teaching and Learning Center faculty workshops/training sessions per year  <i>or</i>  Participation in at least one meeting per month with self-selected mentee
Coordination of one project or initiative that supports unit operational plan	Completion of initiative as documented in unit operational plan
Completion of year-end report	Submission of annual report summarizing completion of above assigned duties. Criteria for year-end report will be established by a committee with equal representation of faculty and administration.

5. *Associate faculty promotion.* Salary: affiliate rate + 9% (\$71.00/lecture hour). Twenty positions for 2011-12. Selection of affiliates based on quarters of seniority and written acceptance of terms.

<b><i>Required duties</i></b>	<b><i>Outcomes</i></b>
Program assessment	Participation in norming/interrater reliability sessions with other assessment project members; assessment of student work samples using program-specific rubrics and evaluation tools; submission of completed student work sample evaluations to assessment project coordinator
Committee assignment	Service on at least one standing college committee or search committee per year; excludes service on faculty search committees in Associate's own department
Participation in department meetings	Attendance at all required department meetings
Completion of year-end report	Submission of annual report summarizing completion of

<i>Required duties</i>	<i>Outcomes</i>
	above assigned duties. Criteria for year-end report will be established by a committee with equal representation of faculty and administration.

**Even % Spread among Salary Schedule**

<b>Revised Step</b>	<b>Old Salary</b>	<b>Revised Salary</b>	<b>Difference</b>	<b>2011-12 FTE</b>	<b>Cost</b>	
A (old A/B)	46,650	<b>46,650</b>	-	32	-	
B (old C)	49,555	<b>49,616</b>	61	17	1,043	6.358800%
C (old D)	52,645	<b>52,771</b>	126	17	2,149	6.358800%
D (old E)	55,889	<b>56,127</b>	238	10	2,380	6.358800%
E (old F)	59,393	<b>59,696</b>	303	18	5,454	6.358800%
F (old G)	63,096	<b>63,492</b>	396	25	9,899	6.358800%
G (old H)	67,058	<b>67,529</b>	471	58	27,335	6.358800%
				177		
					48,261	salary cost
<b>Benefits</b>					9,575	benefits
BA	7.65%				<b>57,836</b>	
BB Avg	8.64533%					
BF	0.03%					(4)
Available after 2010 Increments			110,560			
Less: Cost of Moving all A's to B's			(52,728)			
<b>Available</b>			<b>57,832</b>			

ss 10/7/11



## ***Board of Trustees Goals 2011-2012***

### ***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 Completion and Access***

- Prioritize student completion of educational goals in all decision-making, while continuing to balance the college's ability to meet the current and future demand for educational opportunities offered. – *Focus on Learning and Expand Access*

### ***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*

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**September 28, 2011**  
**Ellis Dunn Room GHL 213**

**Trustees Present:** Mmes. Sherry Parker Jada Rupley, and Mr. Royce Pollard.

**Administrators:** Mr. Robert Knight, President, Dr. Tim Cook, Interim Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Bill Belden, Vice President of Student Affairs; Dr. Darcy Rourk, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Leigh Kent, Executive Assistant to the President.

**Faculty:** Ms. Kimberly Sullivan, AHE President; Ms. Roxanne Dimyan, Librarian, Ms. Radmila Ballada, Technical Services & System Librarian, Ms. Kitty Mackey, Librarian, Mr. Pavel Popov, Information Technology Specialist 2.

**Others:** Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Ms. Michelle Bagley, Dean of Library Services, eLearning, Tutoring, & Faculty Development; Ms. Sarah Gruhler, Director of Student Life & Multicultural Student Affairs; Ms. Briel Cossette and Mr. Etan Cohen, students.

	TOPIC	DISCUSSION	ACTION
I.	<b>CALL TO ORDER</b>	<ul style="list-style-type: none"> <li>Vice Chair Rupley called the meeting to order at 5:05 p.m.</li> <li>She provided highlights of the trustees' tour of the Oliva Family Early Learning Center and explained how early childhood education truly personifies Clark's vision of "Extraordinary Education. Excellent Services. Engaged Learners. Enriched Community".</li> </ul>	
II.	<b>BUSINESS MEETING</b>		
II. A	<b>Review of the Agenda</b>	<ul style="list-style-type: none"> <li>The agenda was accepted with the addition of approval of the ASCC World Languages Program budget to the Consent Agenda.</li> </ul>	
II. B	<b>Statements from the Audience</b>	<ul style="list-style-type: none"> <li>Student Etan Cohen, who is associated with the Electrical/Computer Science and Engineering Clubs, addressed the Board concerning the re-chartering of clubs and lack of access to club funds prior to re-chartering.</li> <li>Ms. Gruhler explained that clubs are re-chartered each fall. Some clubs are managed students who do not return to Clark and are then deactivated. Clubs that want to remain active complete the re-chartering process during the first week of classes and generally receive approval and access to funds by the third week of the quarter.</li> </ul>	<ul style="list-style-type: none"> <li>President Knight encouraged Mr. Cohen to meet with the ASCC leadership about making exceptions to the re-chartering process and bring to the ASCC executive cabinet.</li> </ul>
II. C.	<b>Constituent Reports</b> <b>1. AHE</b>	<ul style="list-style-type: none"> <li>AHE President Sullivan report stood as submitted and she entertained questions from the trustees.</li> <li>She thanked President Knight for facilitating the AHE senator elections and looks forward to work with the college this year.</li> </ul>	
II. C.	<b>2. WPEA</b>	<ul style="list-style-type: none"> <li>There was no report from the WPEA this month.</li> </ul>	

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	TOPIC	DISCUSSION	ACTION
II. C.	3. ASCC	<ul style="list-style-type: none"> <li>Ms. Gruhler will introduce the new ASCC officers at the October meeting.</li> <li>Finance Director Ashley DeGrenier entertained questions from the trustees about the budget item being presented for this evening's approval. There were no questions.</li> </ul>	
II. C.	D. Foundation	<ul style="list-style-type: none"> <li>Ms. Gibert was very excited to announce the grand opening on Thursday, September 30, at 4:00 pm, of the Oliva Family Early Learning Center. The Olivas donated funds to match the state's contribution for the construction of the new center. Mrs. Oliva benefitted from Clark's childhood center in the 1970s and she is now gratefully giving back to the college what she received. The "Little Penguins' Garden" was the result of a donation from Kitty Welsh, honoring her late husband, Paul.</li> <li>Ms. Gibert was honored to have the opportunity to appear in the <i>Vancouver Business Journal's</i> "CEO Corner" interview where she discussed the positive impact by the college on the college's service area.</li> <li>The foundation was recently notified of large bequest on a donor's behalf. They expect to hear the details concerning the donor's wishes within the next few weeks.</li> </ul>	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> <li>Trustee Pollard pronounced the new Oliva Family Early Learning Center "marvelous". He said it exemplifies the college stepping up to serve the community and moving forward. The center is an excellent start for local children to begin their education.</li> <li>Vice Chair Rupley commented on how impressed she was with her first Opening Day. She and President Knight will also be serving on the foundation's strategic planning committee. A consultant was chosen this week to help the foundation set its planning goals.</li> </ul>	

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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p><b>STUDENT PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Briel Cossette was tonight's featured speaker. She was captain of last year's women's cross country team who were also the NWAACC champions and is serving this year as an assistant in the athletic department.</li> </ul> <p><b>FACULTY PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Dr. Cook introduced members of the library staff: librarians Roxanne Dimyan and Kitty Mackey; Technical Services &amp; System Librarian, Radmila Ballada; and Information Technology Specialist 2, Pavel Popov.</li> <li>The staff demonstrated the redesigned library web portal. Dr. Cook noted that the staff is extremely innovative and always looking to move the library to the next level.</li> </ul> <p><b>PRESIDENT'S REPORT</b></p> <ul style="list-style-type: none"> <li>President Knight introduced Tanya Kerr, the college's new internal auditor.</li> <li>President Knight, Interim Vice President Cook, Vice President Belden, Associate Vice President Kussman, Ms. Shulnak, and Mr. Lee travelled to Medford, OR on September 27. The group met with the president of Southern Oregon University and members of the Southern Oregon Educational Service District regarding the partnership between Medford and Zhengzhou University in Henan Province, China. The schools have entered into a Confucius Classroom relationship, an arrangement where Chinese instructors are placed in classrooms around the world and the Chinese culture is shared with those students. The visit was arranged by a Clark donor who serves on the board of SOU and splits his time between Medford and Vancouver. The possibilities for Clark are very exciting and will be helpful to Mr. Belden and Ms. Shulnak as they travel to China on a recruitment trip in October.</li> <li>Discussions continue on the financing and construction arrangements for the multi-use stadium. The college continues to maintain its stance that it will not contribute funding towards the stadium. In the meantime, several other cities have expressed interest in hosting the Yakima Bears should Vancouver decline.</li> <li>The fall sports season is well underway, and President Knight invited everyone to attend the games and cheer the Penguins on.</li> <li>Enrollment numbers continue to track close to last fall. There is significant excess enrollment and the college will serve well over 10,000 FTES, receiving funding for only 7,000. The class fill rate is the highest it has been in several years and new sections are opened only after 17 students are enrolled in a class.</li> <li>Running Start welcomed 1,770 students this year, an increase of 6% over 2010.</li> </ul>	



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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p><b>FOCUS ON LEARNING</b></p> <ul style="list-style-type: none"> <li>• Mr. Belden provided an update on a Title IX complaint the college received in regards to gender equity in sports.</li> <li>• The college had already begun recruiting for a new athletic director prior to a public records request regarding sports participation at the college being received. In addition, Mr. Belden had also proposed hiring an outside consultant to review programs at the college.</li> <li>• The person who made the public records request subsequently filed a complaint with the Office of Civil Rights about gender equity issues in sports. The OCR has provided the college with several options to respond to the complaint. These options are currently under review and consideration and a decision will be made soon on how Clark will approach the complaint.</li> <li>• Ms. Gruhler has been holding ASCC leadership training sessions over the past couple of weeks for all of the new ASCC officers and programming/club members. Mr. Belden recognized her efforts in improving the training and skills she brought to the office of Student Life &amp; Multicultural Affairs over the past year.</li> <li>• Dr. Rourk noted that the HR department has made significant changes to the new employee success training (NEST) program. The changes were made to ensure that all new staff members are fully trained and learn all they need to know to perform their jobs well.</li> <li>• Supervisors are expected to set aside time for all new staff members to participate in training exercises, both online and face to face. A new employee checklist has been developed with the expectation that all items on the list will be completed. Employees who complete the checklist will receive a prize when they return it to the HR department.</li> <li>• Ms. Diehl gave an accreditation update on progress made so far on recommendations the college received during the commission's onsite visit in 2008. She said she was privileged to submit the Standard 1 report. She thanked Professors Brenda Walstead and Jim Wilkins-Luton for all the work they did on behalf of developing program assessment and outcomes methodologies. Ms. Diehl believes the college will be fully compliant with Standard 1 in a very short time as a result of their work.</li> <li>• Standard 2 is a condensed version of the other former nine standards. The college must submit its report in 2013 and will receive a site visit once the report has been submitted.</li> </ul>	

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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p><b>EXPAND ACCESS</b></p> <ul style="list-style-type: none"> <li>Mr. Kussman announced that CCE has developed a partnership with Acellus, an online education system. The system is equipped to track individual progress and create an instruction plan for each student, depending upon their needs. The college will begin development of its own CCE online programs utilizing the Acellus software.</li> </ul> <p><b>ENHANCE COLLEGE SYSTEMS</b></p> <ul style="list-style-type: none"> <li>Mr. Williamson provided an update on the state budget and the college's parking situation.</li> <li>Revenues for the last quarter are down between \$1.4 and \$2 billion. The state board has asked colleges to begin preparation of reductions of between 5% and 10%, cautioning that double digit reductions are very likely. A 10% reduction translates into an additional \$2.4 million for Clark, on top of the \$10 million in cuts already taken.</li> <li>The governor has called a special session of the legislature beginning in November; Clark's final cuts may not be known until January 2012, which is halfway through the year.</li> <li>The college is now much more reliant on tuition and fees than on state support. Clark continues using austerity measures and will look to the ABC document again to make the next round of reductions. Executive cabinet members are assuming a 15% reduction to existing budgets and will manage to that level until final budget numbers are in.</li> <li>An additional 58 parking spaces were added in the silver lot. The Star Building will be demolished within the next two weeks to make way for the STEM building. Until construction begins on STEM, the area will be made into a temporary lot with 100 new spaces. In addition, there are six student carpool spots on the main campus, all of which have been taken.</li> <li>Mr. Williamson urged students to take advantage of the all-county C-TRAN bus pass which costs only \$17/quarter for students. The college shares the cost of the passes with the student, the college picking up 60% of the cost, students 40%. Passes may be purchased at the bookstore.</li> </ul>	

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	TOPIC	DISCUSSION	ACTION
III.	<b>ACTION ITEMS</b>		
	<ul style="list-style-type: none"> <li>• <b>Consent Agenda</b> <ul style="list-style-type: none"> <li>○ Minutes from August 24, 2011 Board Meeting</li> <li>○ 2012-2013 ASCC World Languages Program Budget</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• <b>MOTION:</b> Trustee Pollard made a motion to approve the minutes of the August meeting. The motion was seconded by Trustee Parker and unanimously approved.</li> <li>• <b>MOTION:</b> Trustee Pollard made a motion to approve the World Languages budget. The motion was seconded by Trustee Parker and unanimously approved.</li> </ul>
IV.	<b>FUTURE TOPICS</b>		
	Budget Diversity Operational Plan Baseball Review of College Policies GISS Student Completion Data North County Site Selection (Oct.) AHE Contract Ratification (Oct.)	Naming Policy K-12 CLE Update Climate Survey—continued follow-up. President noted that the AHE has indicated they will work with the college to improve the climate survey and have invited him to attend their Fall retreat where the topic will be under discussion.	
V.	<b>DATE AND PLACE OF FUTURE MEETING</b> <ul style="list-style-type: none"> <li>• The next regular meeting of the Board of Trustees is currently scheduled for October 26, 2011 in the Ellis Dunn Community Room, GHL 213. Trustee Rupley will chair the meeting that evening in Chair Sen Hoss' absence.</li> </ul>		
VI.	<b>EXECUTIVE SESSION</b> <ul style="list-style-type: none"> <li>• No Executive Session was held this evening.</li> </ul>		
VII.	<b>ADJOURNMENT</b> <ul style="list-style-type: none"> <li>• There being no further business, the meeting adjourned at 6:20 pm.</li> </ul>		

\_\_\_\_\_  
 Jada Rupley, Vice Chair

Leigh Kent  
 Recorder  
 September 30, 2011