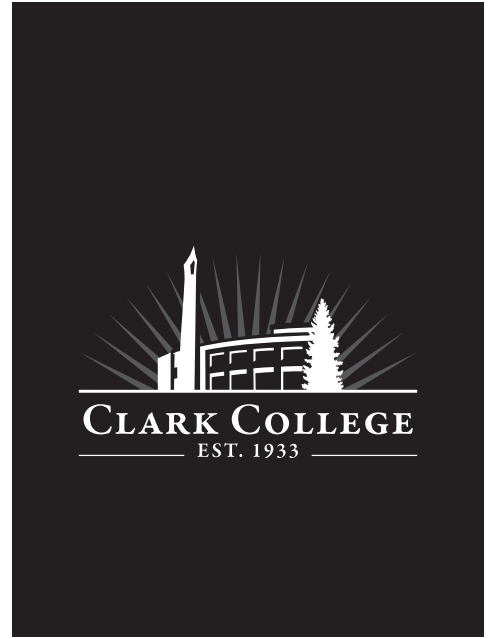


# Clark College Board of Trustees



**October 24, 2012**

Clark College  
*The Next Step*



# Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



# Mission Statement

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

**Clark College  
Board of Trustees Packet  
October 24, 2012**

**Table of Contents**

Clark College Vision/Mission

Table of Contents Page i

Agenda Pages ii-iii

Focus on Learning Pages 1-6

Expand Access Pages 7-9

Foster a Diverse College Community Pages 10-12

Respond to Workforce Needs Pages 13-14

Enhance College Systems Pages 15-17

Statistics Pages 18-21

Action Items Pages 22-28

**CLARK COLLEGE BOARD OF TRUSTEES**  
**Wednesday, October 24, 2012**  
**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.**

- ♦ Completion Initiative

4:00-4:50

**BUSINESS MEETING**

**I. CALL TO ORDER**

**5:00 P.M.**

**II. BUSINESS MEETING**

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

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

D. Statements and Reports from Board Members

E. President's Report

*Student Success Presentation: Cathy McCanta*

*Dir. Student Life, Sarah Gruhler, Introduce new ASCC Officers*

*Faculty Presentation: Professor Dwight Hughes, "Datacenter Cloud Computing"*

Focus on Learning

Pages 1-6

Expand Access

Pages 7-9

Foster a Diverse College Community

Pages 10-12

Respond to Workforce Needs

Pages 13-14

Enhance College Systems

Pages 15-17

Statistics

Pages 18-21

### **III. ACTION ITEMS**

#### **First Reading**

- ♦ Proposed 2012-2013 Faculty Salary Schedule

Page 22

#### **Consent Agenda**

- ♦ September 26, 2012 Meeting Minutes

Pages 23-28

### **IV. FUTURE TOPICS**

- ♦ Accreditation Work Session, winter quarter
- ♦ CLE Update
- ♦ Climate Survey
- ♦ Columbia River Crossing
- ♦ Diversity Operational Plan
- ♦ Facilities Plan
- ♦ GISS Student Completion Data
- ♦ K-12
- ♦ New CCE offices
- ♦ Nursing Facilities Tour
- ♦ Review of College Policies
- ♦ Standard 2 Highlights, winter quarter
- ♦ STEM
- ♦ Student Achievement/Completion
- ♦ Workforce Development

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

*The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, November 28, 2012 in the Ellis Dunn Room.*

### **VI. EXECUTIVE SESSION**

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

### **VII. ADJOURNMENT**

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

## **PRESIDENT'S BOARD REPORT OCTOBER 2012**

### **FOCUS ON LEARNING**

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

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

#### *Progress*

- Under the guidance of faculty member Erin Harwood, a STEM Running Start student is conducting an afterschool program at Harney Elementary School focusing on math and chess. The program runs every Tuesday from 3-4 p.m. from October 9 through November 13. The elementary students will have the opportunity to learn to play chess, while also reviewing and learning key math concepts via the game. (OOI)
- On Saturday, October 6, nearly 25 local teachers and parents attended the Elementary Science Olympiad (ESO) Coaches’ Clinic, sponsored by Clark College STEM and SW WA Science Olympiad. The clinic provided teachers and parents who coach local ESO teams with a hands-on opportunity to run through the five events that will make up this fall’s ESO tournament (slated for November 10). Presenters included faculty Paul Casillas and Erin Harwood, along with volunteers from SW WA Science Olympiad. (OOI)
- Last year the Math Department developed a pilot program, Math Academy, designed to test the effectiveness of linking a pre-college math course to a lab dedicated to that course. The dedicated lab provides three types of support: (1) activities that will build on the lessons taught in the class; (2) filling in the “gaps” in math knowledge and skills; and, (3) building positive learning attributes. This summer the Math Academy recruited a cohort of 26 students who were eligible to take this sequence. This year these students will take the three-course sequence and dedicated labs by taking one class and linked lab per term.

Effectiveness will be measured by: (a) tracking student pass rates within the sequence and in college level math; and, (b) performance on assessments of math skill and conceptual understanding. The cohort will be compared with students who take same course during the same term without the dedicated lab. The lessons learned from this activity are intended to inform future efforts to increase student success in pre-college mathematics. (OOI)

## FOCUS ON LEARNING

- Professor Emeritus Gail Liberman led the 2012-2013 Full Time Faculty Program, “Thinking, Creating, Learning.” An average of 15 participants attended each three- to four-hour session. The workshops covered Learner-Centered Teaching , Intersection of the Learning-Centered Syllabus and the Clark College Diversity Plan , Active Learning , and Authentic Learning and How to Assess It. (OOI)
- Ann Fillmore facilitated two New Faculty Orientation sessions; 15 new faculty members attended the evening session on September 13 and 25 attended the morning session on September 14. During the orientation, faculty who are new to Clark received Smart classroom training as well as an overview of key services, policies, and procedures at the college. (OOI)
- On September 17 and 18, more than 160 Clark College faculty were welcomed back to campus to examine key initiatives and explore future trends in higher education during Faculty Focus. (OOI)
  - Day one consisted of conference-style roundtable discussions facilitated by teams of recognized experts in a variety of topics. In keeping with Clark College’s key initiative, Vision 2020, the focus of each session was with an eye to the future and what the academic needs and expectations of a college might be eight years from now.
  - Day two provided faculty the opportunity to further refine their department and program Outcomes Assessment objectives. During Tuesday’s opening session, Toby Peterson and Ann Fillmore, Clark’s Outcomes Assessment Liaisons, spoke about their roles in supporting faculty in assessment of their programs, and provided an update on the new Outcomes Assessment Faculty Lead positions at the college.
- Clark Music professor and Orchestra Director Don Appert has been awarded a 2012 ASCAP Plus award for performances of his orchestral compositions in Slovakia, Italy, and the United States. Congratulations to Dr. Appert for once again being recognized by ASCAP for his outstanding work as an orchestral composer. (OOI)
- The Assessment Center has been chosen as one of three sites in Washington to pilot the computer-based version of the General Education Development (GED) test. Offering the computer-based version will expand access to testing services, transition test registration services online, and provide access to test results immediately following completion of an exam. (SA)
- The 2012-2013 Student Ambassadors began their positions in September and attended seven days of training that focused on learning ambassador job skills, college tour routes, and meeting with directors in Student Affairs to learn department information. The eight new Ambassadors will provide event assistance to the college’s Opening Day, the First Year Experience (FYE) Mentor/Mentee Orientation, and New Student Orientations. (SA)
- Student Leadership Training for incoming 2012-2013 student leaders and Peer Mentors was held September 4–21. During this training, the 14 student leaders participated in teambuilding, skill development and networking opportunities to learn about Clark College students and resources and initiatives to better serve students. Additional training elements included:

## FOCUS ON LEARNING

- Online Moodle and Higher Ed Works training containing important information, assignments and quizzes on college policies, procedures, mission, goals and strategic direction.
- Participation in a one-day Challenge Course at the Clark County Skills Center where the students developed teamwork skills such as trust, communication and goal setting.
- A tour of all Clark campuses where they learned about the various student populations and academic programs offered at each site and developed a better understanding of the programming and support desired at each campus. (SA)
- Student Life hosted the annual Advisor Luncheon for all ASCC Program and Club Advisors on September 19. The luncheon provided approximately 50 advisors with key updates on ASCC policies and procedures to support learning outside of the classroom to enhance student success. (SA)
- ASCC student leaders provided Welcome Week activities, September 24-27, 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 ASCC Executive Council, Activities Programming Board, Peer Mentors, Student Ambassadors and their respective advisers participated in the October offering of the *First Friday Leadership Development Series, Experiential Learning*, presented by Elizabeth Phinney, leadership and teambuilding consultant. During this session students were challenged to work together and utilize their leadership skills through experiential learning activities. Students then reflected on the challenges and interactions they faced in each activity providing them greater insight into their own personal leadership skills and ability to work in a group. (SA)
- An Admissions representative from Washington State University-Vancouver visited the Office of International Programs on October 4 to meet with international students to discuss their transfer options. Students had the option of scheduling an individual appointment or attending a group information session to learn about WSU-V's academic programs and admissions process. WSU-V is one of eight of Clark's 2 + 2 University Transfer partners which offer a seamless pathway for Clark College international students. (SA)
- The Academic Early Warning (AEW) faculty liaison led a breakout session entitled "AEW and Pedagogy" during Faculty Focus in September. The session was well attended by approximately 30 faculty members and focused on providing early feedback to students to increase retention and progression. Faculty discussed both their use of the AEW system and their best practices for creating assignments that could be assigned and assessed quickly early in the term in order to help students self-diagnose their weaknesses and access crucial support systems in time to chart a course toward success. (SA)



## FOCUS ON LEARNING

- The Diversity Outreach Coordinator attended the Washington State Educational Access Coalition for HB1079 at WSU-V on September 11, 2012. HB 1079 is the House bill that allows undocumented students, under certain conditions, to attend college. This was a “train the trainers” event. This training was meant to help our community become aware of House Bill 1079. There is a lot of misinformation regarding the bill not only in the community but also in education institutions within the state of Washington (ODE)
- Diversity Outreach Coordinator attended the Mini-Leadership Advocacy Training at YWCA on September 15, 2012. The Children’s Alliance presented training about how to communicate with lawmakers, get their messages in the media, and build relationships with the community in order to get others involved. Although, this organization focuses on children, the skills can be applied to any educational level or educational institution. (ODE)
- Diversity Outreach Coordinator attended the Community Transformation Regional Coalition at North Pacific Union Conference of the Seventh-Day Adventist Church on September 20, 2012. The objectives of the meetings were to give updates on work activities across Clark County, present updates on state prevention alliance work, provide input on the future work plan of the community with the support of different organizations such as members of minority groups, and receive and provide information about Preventive Health Services (ODE)
- The Employee Development Department offered the following training sessions during Fall Orientation 2012, serving a total of 93 Clark employees:
  - *Drug-Free Workplace* training presented by the Department of Enterprise Services.
  - *Leading from the Middle - Leadership Development* training presented by The ASSOCIATION.
  - *Performance Development Plan (PDP)* training presented by Sue Williams, Associate Director of Human Resources.
  - *How to Prevent Grievances* training presented by Darcy Rourk, Associate VP of Human Resources; Sue Williams, Associate Director of Human Resources; and Kathleen Otto from WPEA.
  - *New Employee Welcome* for employees hired in 2012. (HR)
- Employee Development supports the required WPEA Supervisor training presented by Darcy Rourk, Associate VP of Human Resources. This training covers all of the new changes to the WPEA contract and is required for all administrators and any person who supervises a classified employee. Sixty-one Clark employees have attended recent trainings, with forty-nine employees scheduled to attend upcoming sessions. (HR)

## FOCUS ON LEARNING

- The Higher Ed Works (the newly-implemented online training system for employees) deadline has passed for both faculty and staff. After completing an initial audit, Employee Development is pleased to announce an 85% completion rate for full-time faculty and an 87% completion rate for administrative/exempt, classified, and temporary hourly staff. This is based on the most recent reports from Higher Ed Works and includes data for 711 active staff and 209 active full-time faculty. Additional audits will be conducted as we move toward our goal of a 100% completion rate for required trainings.
- Employee Development continues to work with Clark College departments to create and/or post Clark specific online training modules for Higher Ed Works. The following are trainings that have recently been added to the Clark College catalog. Those with an account log in can access these trainings here: <https://www.publicschoolworks.com/Pages/login.asp?di=423&dia=8rkm3>
  - 10 Compliance Mistakes - Student Mental Health: FERPA, HIPAA, ADA & More
  - Identity Theft Prevention
  - Mandatory Reporting of Child Abuse and Neglect
  - New Advisory Committee Member Training
  - Student Employment Supervisor Training
  - Tenure Committee Training (1st Year)
  - Tenure Committee Training (2nd and 3rd Year)
  - Using Verbal De-escalation
- The Employee Development Department implemented a revised new orientation process for administrative/exempt, classified, and temporary hourly employees in December 2011. This process consists of an interactive New Employee Success Training (NEST) binder which employees work through their first week of employment. As of the end of September 2012, 66 new employees have been given a NEST binder and an evaluation form to rate the value of this process. We have received positive feedback overall and will continue to look for ways to improve and expand in order to streamline the new hire process.

Here are a few of the positive comments we have received so far:

- *"So much fun and a great way to get to know the campus!"*
- *"The NEST binder is a very comprehensive tool."*
- *"I thought the NEST binder was wonderful. No other job has so well-prepared me from the outset."*

Suggestions for improvement:

- *Print on both sides for a more environmentally friendly option.*
- *Extend the timeframe to 30 days.*
- *Incorporate additional online tutorials onto Higher Ed Works.*

## FOCUS ON LEARNING

- The Office of Planning and Effectiveness, with the support of the IT Department and the Title III funds, developed a tool, the Virtual Notebook, to use in the Program Improvement Process. “The purpose of the program improvement and assessment processes at Clark College is to improve and enhance student learning through continuous improvement of instructional programs.” The Virtual Notebook is an interactive tool that presents enrollment, outcome, completion, labor market, and a lot more information related to instructional programs. (P&E)
- Continuing Education Program Manager Tracy Reilly Kelly represented the American Association of Community Colleges Plus 50 Initiative at the Rural Community College Alliance national conference in Dubuque, Iowa September 26-28, 2012. Tracy gave a presentation in an effort to recruit new colleges for the Plus 50 Colleges Encore Completion grant program. Tracy will be evaluating and supporting assigned colleges using a matrix system and many resources available on the Plus 50 website. Her first assigned college is Owens Community College in Toledo, Ohio. (CCE)

## EXPAND ACCESS

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

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

### *Progress*

- Mathematics professor Sally Keely ran a hands-on math activity class for home-educated students at the Fisher's Landing Grange Hall on September 4. Fourteen middle school students attended the class, which was titled, "The Fib and the Phi: Math's in Nature, Art, and Engineering." (OOI)
- eLearning currently represents 12% of FTES (source Enrollment Management Database). Fall eLearning course enrollments are down slightly from winter and spring 2012, however the college is still experiencing growth in the number of online and hybrid course offerings. (OOI)
- Although SBCTC figures show a decline in eLearning enrollment during the summer, Clark College has experienced increased course offerings, class seats and enrollment over the past three summers. (OOI)

Clark College	Summer 2010	Summer 2011	Summer 2012
# eLearning courses	140	136	146
# seats	3,464	3,463	3,757
10th day enrollments	2,756	3,025	3,156
Last day enrollments	2,609	2,911	3,059
% of FTE (10th day)	18%	19%	22%

Source: Enrollment Management Database

- The Bookstore's year-to-date sales results through September 2012 are (-8%). This trend is in line with the reduced registration figures and estimated projections for the fall 2012 quarter. Rental books continue to grow: 4,682 books have been rented to date in fall 2012, an increase of more than 800 additional rented books compared to last fall. These rental books saved students \$188,569 when compared to the Bookstore's purchase prices of the rented books. (AS)
- New Student Orientations for fall quarter ended in September. Twenty orientation sessions were held serving just under 2,800 new students. (SA)

## EXPAND ACCESS

- Clark hosted the Washington Council for High School and College Relations (WCHSCR) Fall Counselor Workshop on September 17 at the Clark Center at WSU-V. Approximately 100 high school counselors from SW Washington were provided updates on the public and private universities in WA as well as Clark College information. (SA)
- A new Online New Student Orientation software (Cynosure) was purchased in September. The core project team had its initial planning meeting with the company to begin the development process. The product is scheduled to launch during the summer 2013 new student orientation cycle as an additional in-person option for new students. (SA)
- The Professional-Technical Divisional manager in Advising finalized Medical Assistant (MA) selection and 39 qualified candidates have been identified as clinical hopefuls. The MA program has historically only allowed 30 students to progress into clinical coursework; however, with coordinated efforts between faculty and the Medical Assistant selection committee, the BMED director has agreed to take on nine additional students for Winter 2013 clinical courses. This will potentially allow for an increased number of graduates from this program. (SA)
- Clark College served a record number of Running Start (RS) students in fall 2012. There are 1,822 RS students enrolled in classes as of October 8. This number represents a nine percent increase from the previous high total in fall 2011 when Clark College served 1,768 RS students. (SA)
- Clark College welcomed Maho Muto as the first Dr. Kanagwa Scholarship student recipient from Japan this fall. Maho was selected through a competitive application process facilitated by SEH-America and the Office of International Programs. The scholarship provides full tuition and fees for one academic year and was set up through the Clark College Foundation by President Knight. (SA)
- The Financial Aid Office launched the College Bound Scholarship program this fall. A total of 115 students were determined to be eligible and have been awarded \$208,702 for the 2012-2013 academic year. Funding for this scholarship program was appropriated by the Legislature in 2007. The program promised seventh and eighth grade students tuition (at public institution rates) and a small book allowance if they met income standards based on free or reduced priced lunch criteria, graduated from high school, and stayed out of legal trouble. (SA)
- The official federal student loan cohort default rates were published at the end of September. Clark's default rate is 11.7%, up from 9.5% a year ago. Although our default rate is lower than the national average of 13.4%, the increase is cause for concern and the College is taking action steps to reduce the rate. (SA)
- Clark has contracted with the American Student Assistance organization to offer students a financial literacy program. All students can participate in the program that offers online course modules in selecting a bank, budgeting, credit cards, credit scores, financial goals, identity theft, student loan borrowing, and repayment. In addition, the company offers borrower outreach that targets students at risk of going into delinquency or defaulting on their federal student loans. (SA)

## EXPAND ACCESS

- The Diversity Outreach Coordinator conducted outreach activities at Chief Umtuch Middle School on September 13, 2012 at the Parents Night event. She encouraged attendees to enroll in Clark College programs. The event was very well attended; approximately 10 people showed interest in Clark College Programs. (ODE)
- Diversity Outreach Coordinator collaborated with different community groups such as OneAmerica, LULAC, and Commission on Hispanic Affairs to set up a legal clinic for Dreamers on September 26, 2012 at Gaiser Hall, Clark College. The goal of this event was to serve the community in general orientation and education about Deferred Action. Deferred Action for Childhood Arrivals (DACA) is an executive order to help Dreamers (undocumented immigrants). This order gives a two-year reprieve for Dreamers who enter to this country as children and are students. We screened students who meet the requirements for the Deferred Action and gave them appointments for individual consulting sessions. During the event, the Diversity Outreach Coordinator explained to the attendees the services and programs that Clark College has for the community. The free event was very well attended with about 150 people. (ODE)

## 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*

- Mathematics professor Paul Casillas taught a one-hour session at MESA's (Mathematics, Engineering, and Science Achievement) Academic Excellence Workshop for the Summer Mathematics Scholars students on Saturday, September 8. MESA represents underrepresented students in Washington State so students are able to achieve their full potential and to contribute in the fields of mathematics, engineering, and science.
- Paul spoke to 30 students and their parents about how to do well in high school math courses. He included topics such as attitude, study skills, planning a student's four-year high school math class sequence, how and where to get extra help, and how parents can help their students succeed. (OOI)
- Mathematics instructor Joan Zoellner taught a one-hour session for the middle school and high school MESA teachers detailing the grading scheme that will be used in the new MESA day challenge that began on Saturday, September 22. This year's grading scheme has some complicated aspects, so the group discussed how grades would be awarded and possible strategies that teams could employ to improve their scores. (OOI)
- On three consecutive Saturdays (September 15, 22, and 29), Mathematics instructor Kate Horton taught three sessions of SAT Math prep for MESA to a group of 11 students from several local high schools. The class included test-taking strategies specific to the SAT format, reviewed relevant algebra and geometry topics, and worked through real SAT questions. Students also took and scored practice tests to see their progress. (OOI)
- Nursing capped the year-long 50<sup>th</sup> Anniversary celebration by hosting the third Hilma Speights' Distinguished Lecture on Saturday, September 15, at the Dengerink Administration Building at the WSU-V campus. Prior to the morning session, Nursing alumni, current faculty and students, and community nursing professionals enjoyed a continental breakfast and slideshow presentation chronicling the 50 years of Clark College Nursing program. Welcoming remarks came from Cindy Myers, Director of Nursing (Class #50), President Bob Knight, Dr. Tim Cook, Vice President of Instruction, and Ara Serjoie, Vice President of Development, Clark College Foundation. Lunch was held at Clark Center between morning and afternoon sessions, allowing attendees to visit the home of the Clark College Nursing program. National nursing keynote speaker, Kathleen Bartholomew, MN, RN, presented, "Starting with Ourselves: Building Community in the Nursing Profession," during morning and afternoon lectures. Ms. Bartholomew was nominated in 2012 by Health Leaders Media as one of the top 20 people changing healthcare in America. She has authored several books about and speaks poignantly to the issues that affect nurses today. Attendees were awarded contact hours (continuing education credit) through partnership with PeaceHealth. (OOI)

## FOSTER A DIVERSE COLLEGE COMMUNITY

- Kelli Faust, a sixth Quarter Nursing student, represented Clark College Nursing at “The Promise of Nursing for Washington” reception on October 10 in Seattle, WA. The event raised funds to address the critical nursing shortage by providing scholarship opportunities for nursing education. As a sixth quarter student taking classes in nursing leadership, Kelli had the opportunity to network with nurse leaders from across the State of Washington, participate in the celebration of nurses and hear about their contributions to local communities. (OOI)
- A staff member from the Advising Department shared information learned at the Washington State Educational Access Coalition (WSEAC) For HB1079 Students Train the Trainer event on September 11. The training was held on the WSU-Vancouver campus and was created to help increase community awareness of House Bill 1079 that was signed into law effective May 2003, allowing undocumented students who have lived in Washington State for three years or more to be considered “residents” but only for purposes of paying tuition fees at Washington colleges and universities. (SA)
- There are 92 international students from 25 countries enrolled for fall term compared to 75 students from 23 countries last year at this time. Students come from countries as diverse as Qatar, Latvia, Japan, Ivory Coast, Indonesia, Sri Lanka, Senegal and beyond. (SA)
- The Office of International Programs hosted a Community Friends Potluck on September 27 in the Penguin Student Lounge. This event 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)
- The International Programs Manager traveled to Vancouver B.C. on September 21–23 to recruit international students. She attended an Education Fair at the Vancouver Convention Centre sponsored by Recruit in Canada and conducted site visits to two English Language Institute partners, ELS Language Center and Kaplan Aspect. (SA)
- The Intercultural Development Inventory (IDI) was administered by one of our own trained assessors to the incoming ASCC student leaders and the Peer Mentors and the group results were 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)
- The ASCC student leaders and Peer Mentors participated in SafeZone training on September 14 as part of their Leadership training. SafeZone training provides student leaders with information and resources around inclusive language, sexual identity, issues of coming out, transgender issues and how to be an effective ally. (SA)



## FOSTER A DIVERSE COLLEGE COMMUNITY

- The Office of Diversity and Equity hosted a SafeZone training as part of the Student Leadership training on October 14. The facilitators, John Kellermeier and Dian Ulner, presented on creating a safe climate for students that identify as Queer. There were 35 students, staff and faculty present. (ODE)
- The Office of Diversity and Equity presented "Serving a Diverse College Community- or- How Not to be the Last Point of Contact" training during the Faculty and Staff Fall Orientation on September 19. The purpose of the training was to give faculty and staff understanding and resources on how to work with historically underrepresented students to support retention. There were 32 faculty and staff present. (ODE)
- On September 25, Clark College opened the Diversity Center. The event featured remarks from President Knight, Board Chair Rupley, Associated Students of Clark College President Rutledge, and Special Advisor for Diversity and Equity, Sirius Bonner. There was a ribbon cutting and a reception to view the new Diversity Center. The event was well attended with over 150 visitors that day and many community leaders. (ODE)
- On Tuesday, October 9, the Office of Diversity and the Cultural Pluralism Committee hosted a Community Forum in the Diversity Center. The purpose of the forum was to discuss the recent Chair Lynching in Camas, WA. This forum offered an opportunity for the community to share their thoughts, ideas, and feelings about the incident through facilitated dialogue. This followed-up media coverage of the incident and an Open Dialogue about the incident on October 4. (ODE)

## 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 Dental Hygiene Alumni hosted a continuing education course on October 6. The speaker, Dr. JoAnn R. Gurenlian, is an internationally known speaker, educator, and author, as well as a dental hygienist with a doctoral degree in educational leadership. Dr. Gurenlian taught two, three-hour classes, Women with Cancer and Autoimmune Diseases. Participating dentists and dental hygienists earned six continuing education credits. She was fantastic! (OOI)
- The Paralegal program is currently pursuing American Bar Association (ABA) accreditation. This work is twofold: (1) ABA approval provides a third party validation of the quality of the Paralegal program, and (2) it ensures that graduates from Clark's Paralegal program will qualify to pursue a Limited License Legal Technician (LLLT) certification. Washington is the first state to implement the LLLT certification which states that an individual must graduate from an ABA-approved program, have previous law work experience and have passed the examination. This new technician will have the ability to assist civil litigants navigate the court system by completing court approved legal forms, informing clients of procedures and timelines, reviewing and explaining pleadings, and identifying additional documents that might be needed in court. (OOI)
- GiftTree has contracted with Corporate Education to provide Sales and Leadership training beginning in mid-October. In addition, two new organizations Partners in Careers and Mid-Columbia Medical Center located in The Dalles, OR have requested customized training proposals. (CCE)
- The State Board of Community and Technical Colleges (SBCTC) have awarded Corporate Education a \$58,153 Job Skills Program (JSP) grant. The grant will fund Lean and Lean English Essentials for employees of ControlTek. (CCE)
- The Workforce Training and Education Coordinating Board has increased Corporate & Continuing Education's Workplace-Based Learning Grant \$30,000. The additional funding will be used to develop an online workshop that will introduce students to online learning opportunities and processes. In addition to development, the funding will support the enrollment of 150 workshop participants and continued access for any interested individuals through the end of the 2014 academic year. (CCE)

## RESPOND TO WORKFORCE NEEDS

- Corporate Relations Manager Michelle Giovannozzi participated in a four-day Lean project with SBCTC staff in Olympia. The project included Value Stream Mapping for the Job Skills Program and Customized Training Program to assist in streamlining the grant/funding processes and making the programs more user friendly for Washington community colleges. (CCE)
- In October, Corporate & Continuing Education offered a supervisory essentials class in an open enrollment format for the first time. The class was originally developed as a customized training for a specific client; by changing the format to open enrollment, clients from a variety of businesses were able to take advantage of the training. Companies participating included nLight, Columbia Vista, Corwin Beverage and Clark Public Utilities. (CCE)
- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
  - John McDonagh with the Vancouver Business Journal to discuss business models and collaboration.
  - Clark County Rotary weekly meeting.
  - Vancouver Housing Authority bi-monthly meetings to support training needs of dislocated or low-wage workers through grant funding.
  - Longview Fibre tour of Clark College Mechatronics lab
  - Workplace-Based Training grant quarterly meeting with PeaceHealth to discuss mentoring activities with staff and students.
  - Columbia River Economic Development Council education committee meeting focused on how Higher Ed can help with economic development in the region.
  - Southwest Washington Regional Health Alliance steering committee meeting focused on the area healthcare workforce needs. (CCE)

## ENHANCE COLLEGE SYSTEMS

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

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

### *Progress*

- Anatomy and Physiology students are now involved in eight separate Study Strategy sessions during their first quarter of the year-long sequence. Led by biology professor Mark Bolke, these sessions promote good study techniques, positive behavior change and anxiety reduction to facilitate student success. (OOI)
- Biology Instructor Steven Clark served as a volunteer researcher for the USGS Pika Project in the Columbia Gorge. Steven helped identify pika population locations and secures access to the sites for ongoing monitoring and study. (OOI)
- For the past three years, Child and Family Services has been awarded a CCAMPIS (Child Care Access Means Parents in School) grant. This federal program subsidizes the cost of child care services for low-income college students with children. To date, this grant has helped 71 student families and 82 children to gain access to the Clark's outstanding child care program. Students participating in the program have an average GPA of 3.1 and a course success rate of 85%. (OOI)
- Tenant improvements for Corporate and Continuing Education (CCE) at the 500 Broadway Building have been completed, and CCE has been relocated to their new location. Facilities has started work in the 200 wing at the T Building to make that space ready for the relocation of programs from Town Plaza in December. (AS)
- Members of the Emergency Management Planning Committee completed an analysis of College safety needs and designed custom safety training materials for College employees. Training will be delivered via the Higher Ed Works system, which tracks employee access and completion of training modules. Completed subjects include verbal de-escalation, Active Shooter, and armed robbery response. Suspicious items/package training will be completed by the end of the year. (AS)
- As part of orientation week activities, Active Shooter training was delivered September 12 to over 100 faculty members. Staff included Ken Pacheco and Jen Grove. (AS)
- On September 26, Clark College was granted a one-year, no-cost extension to complete its Emergency Management in Higher Education grant activities. Accomplishments to date have helped to incrementally alter the College's preparedness profile. However, additional time is needed to complete the Continuity of Operations Plan, Incident Command System training, the capstone drill, and to fully implement National Incident Management System (NIMS) requirements. (AS)

## ENHANCE COLLEGE SYSTEMS

- During the past month, Environmental Health & Safety staff conducted bloodborne pathogen training for 21 employees at the day Facilities Services safety meeting; hazardous materials transportation training for the Grounds Team; and one ergonomic consultation. During Fall Orientation, three training sessions were completed, including fire extinguisher hands-on training (six people); forklift training (four people); and an introduction to the College's new incident investigation form (16 people). (AS)
- The Credential Evaluations Manager gave a presentation to faculty about the new online electronic substitutions and waivers database and submission process. This system will ensure that students are receiving appropriate credit to achieve certificate or degree completion. The new system will streamline substitution and waiver requests and record them in a systematic manner. (SA)
- As part of the fall orientation, the Advising Department offered faculty training to new and returning faculty advisors on September 20. The training provided access for faculty members to use online tools and resources, and showcased new advising developments for fall. In addition, faculty advisors were able to ask questions and share best practices amongst each other. (SA)
- The Advising Department partnered with the Division of Business and Health Sciences to participate in a college roundtable during the welcome back orientation for faculty. The Director of Advising and department managers provided Business and Health Science faculty with updates and information for fall quarter including the new waiver and substitution process from Credentials, resources available on the Advising Department website, and an explanation of the Advising-Credential merger that occurred over the summer. (SA)
- Evaluation of the October 9 Evacuation drill. 93% of respondents indicated they feel prepared to respond to an evacuation emergency. (P&E)
- Received notification from the Northwest Commission on Colleges and Universities that the Year 5, Standards 3 and 4 report has been rescinded. The new reporting schedule for Clark College is:
  - 2011 Year One Report – Standard One
  - 2013 Year Three Report and Visit - Standard Two
  - 2017 Year Seven Report and Visit - Standards Three, Four, and Five

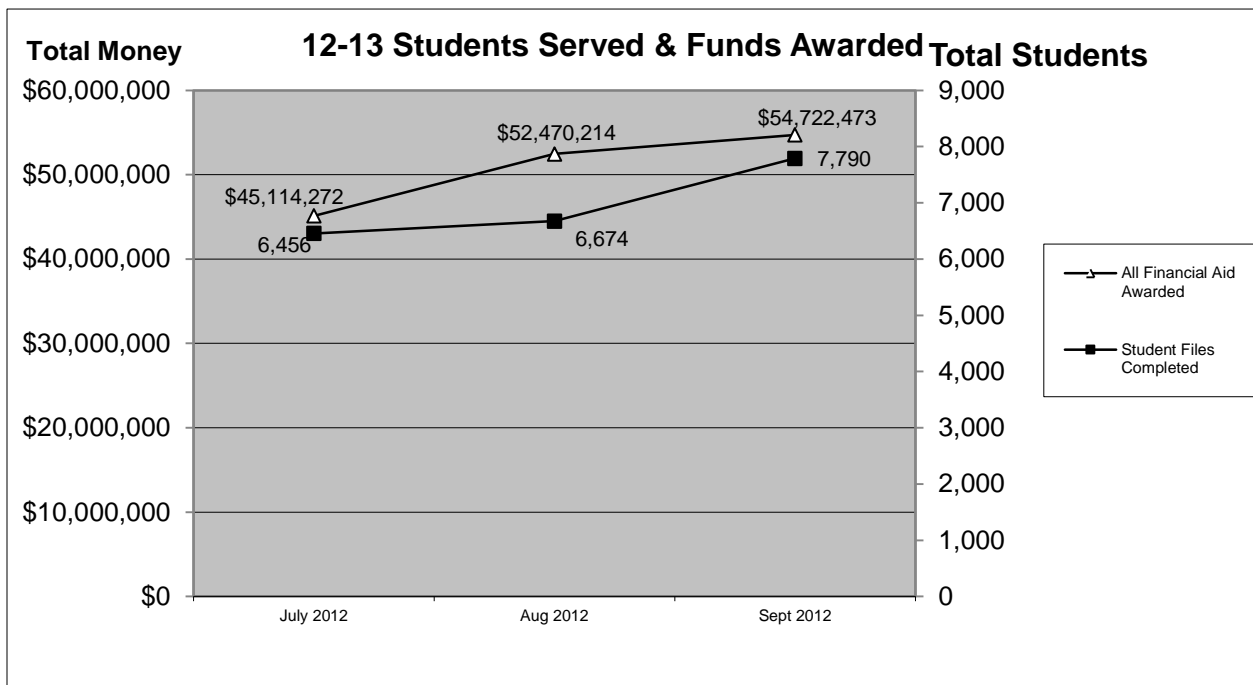
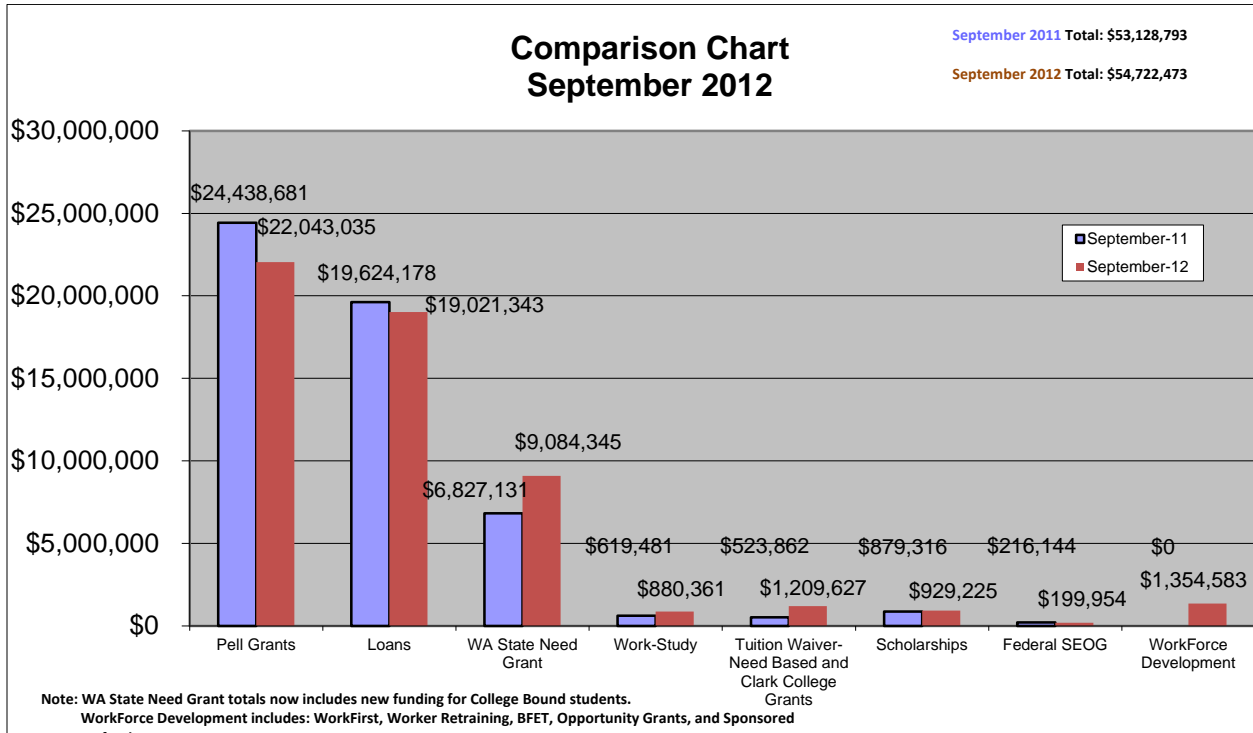
The current accreditation process has five standards. Before the Year Five report was rescinded, a self-study for each standard was due every other year. Each reporting year included an update on the previous standard(s) submitted as well as the self-study for the current reporting-year standard. Therefore the negative consequence to this change is that Standards Three and Four (previously the Year Five Report) will only be reviewed once during Year Seven. (For your information, Standard

## **ENHANCE COLLEGE SYSTEMS**

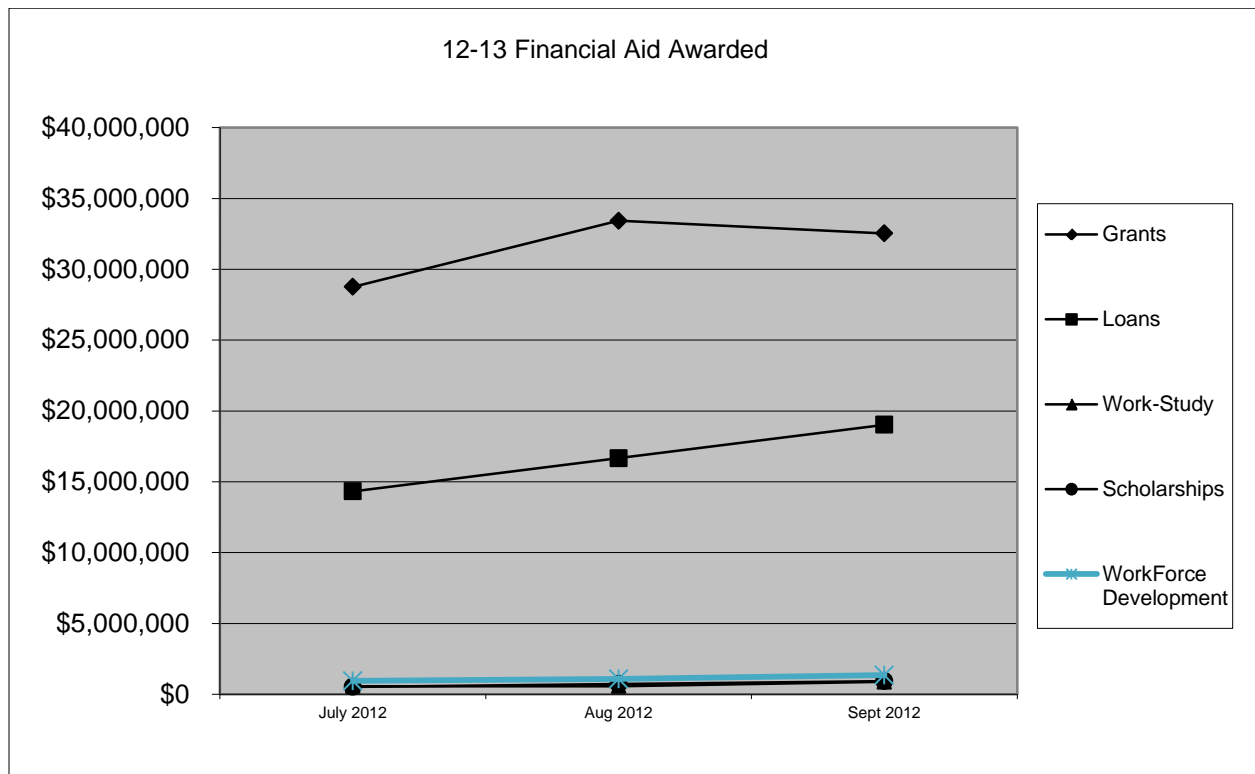
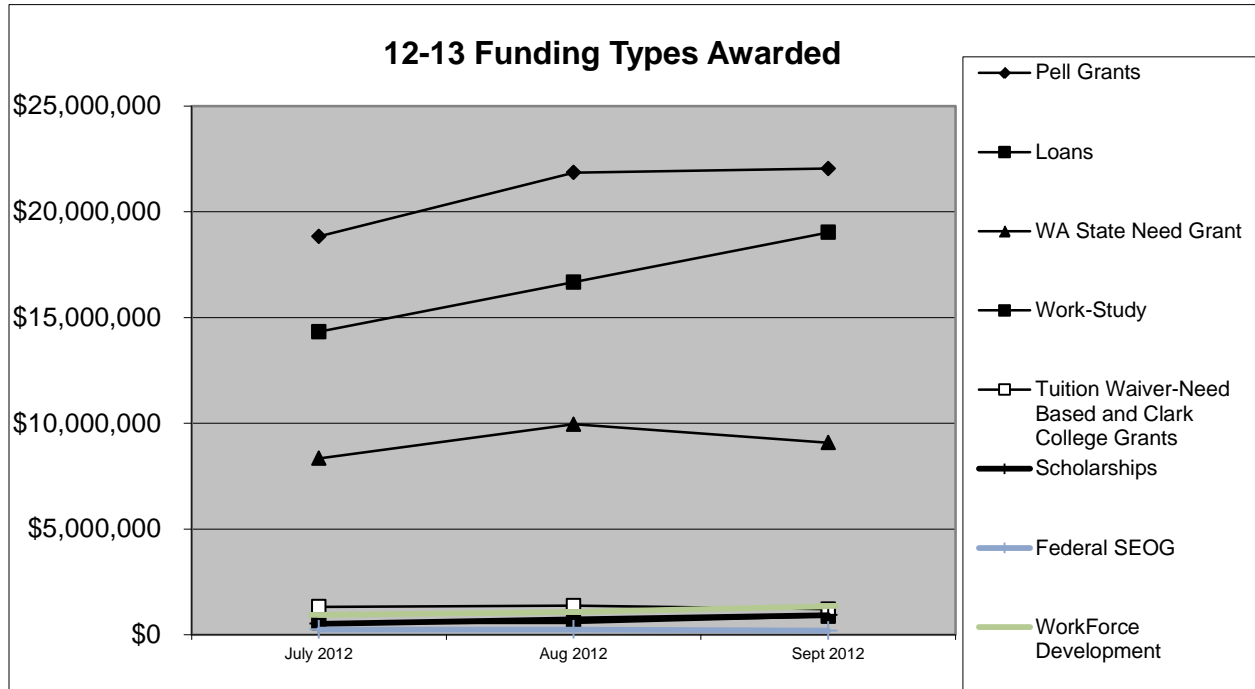
Five is the culmination of all previous four standards; therefore it would have been beneficial to have a chance to revise Standards Three and Four before the Year Seven visit). (P&E)

- The Planning and Accreditation Committee developed exercises (activities) for department leads to use with the employees they supervise to become more aware of the components of the strategic plan and identify how their work supports it. (P&E)

## STATISTICS-- FINANCIAL AID



## STATISTICS—FINANCIAL AID





## Clark College - Budget Status Report September 30, 2012

Sources of Funds (Revenues)	2012-13 Budget	Revenues to Date	Difference	% Budget Received
<b>Operating Accounts</b>				
State Allocation	23,813,685	6,604,287	17,209,398	27.7%
Tuition & ABE	17,474,587	8,460,924	9,013,663	48.4%
Running Start	5,083,000	4,204	5,078,796	0.1%
Excess enrollment	11,756,173	2,940,000	8,816,173	25.0%
Planned use of prior fund balance	836,140	-	836,140	0.0%
Dedicated, matriculation, tech, cont ed	4,003,052	1,468,243	2,534,809	36.7%
<b>Total Operating Accounts</b>	<b>62,966,637</b>	<b>19,477,658</b>	<b>43,488,979</b>	<b>30.9%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	5,671,979	365,456	5,306,523	6.4%
Internal Support & Agency Funds	1,075,053	434,716	640,337	40.4%
ASCC less PUB	1,735,447	568,845	1,166,602	32.8%
Bookstore	5,443,122	1,876,449	3,566,673	34.5%
Parking	439,528	167,753	271,775	38.2%
Auxilliary Services	1,429,775	243,815	1,185,960	17.1%
Financial Aid	57,665,572	22,346,253	35,319,319	38.8%
<b>Total Other Accounts</b>	<b>73,460,476</b>	<b>26,003,286</b>	<b>47,457,190</b>	<b>35.4%</b>
<b>Total Sources of Funds</b>	<b>136,427,113</b>	<b>45,480,944</b>	<b>90,946,169</b>	<b>33.3%</b>

Uses of Funds (Expenses)	2012-13 Budget	Encumbrance & Expenditures to Date	Difference	% Budget Spent
<b>Operating Accounts</b>				
President	1,510,128	214,551	1,295,577	14.2%
Associate Vice President of Planning & Effectiveness	473,560	95,097	378,463	20.1%
Special Advisor for Diversity & Equity	301,096	61,215	239,881	20.3%
Vice President of Instruction	38,814,002	7,400,418	31,413,584	19.1%
Vice President of Administrative Services	11,257,601	3,993,709	7,263,892	35.5%
Vice President of Student Affairs	7,401,027	1,678,581	5,722,446	22.7%
Associate Vice President of Corporate & Continuing Ed	811,798	304,384	507,414	37.5%
Executive Director of Communications	826,593	212,182	614,411	25.7%
Associate Vice President of Human Resources	1,570,832	583,701	987,131	37.2%
<b>Total Operating Accounts</b>	<b>62,966,637</b>	<b>14,543,836</b>	<b>48,422,801</b>	<b>23.1%</b>
<b>Other Accounts</b>				
Grants & Contracts less Running Start	5,671,979	1,167,362	4,504,617	20.6%
Internal Support & Agency Funds	1,075,053	467,639	607,414	43.5%
ASCC less PUB	1,735,447	301,751	1,433,696	17.4%
Bookstore	5,443,122	1,890,129	3,552,993	34.7%
Parking	439,528	167,410	272,118	38.1%
Auxilliary Services	1,429,775	342,378	1,087,397	23.9%
Financial Aid	57,665,572	22,651,715	35,013,857	39.3%
<b>Total Other Accounts</b>	<b>73,460,476</b>	<b>26,988,384</b>	<b>46,472,092</b>	<b>36.7%</b>
<b>Total Uses of Funds</b>	<b>136,427,113</b>	<b>41,532,220</b>	<b>94,894,893</b>	<b>30.4%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>3,948,724</b>		
<b>Move running start to local capital project</b>		<b>(115,887)</b>		
<b>Net Difference</b>		<b>3,832,837</b>		
<b>Capital Projects- Expenses &amp; Encumbrances</b>	<b>8,509,077</b>	<b>1,364,621</b>	<b>7,144,456</b>	<b>16.0%</b>

c. Bob Knight, Bob Williamson, Karen Wynkoop  
e. Thersa Heaton, Cindi Olson, Nicole Marcum Bill Belden, Sabra Sand  
Ron Hirt, Accounting-October 9, 2012

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

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

## Fund Balance Less Commitments

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

**ACTION ITEMS**

**DRAFT**

APPENDIX A

PROPOSED FULL-TIME FACULTY SALARY SCHEDULE

2012-2013 Academic Year Salary

<b>RANGE</b>	<b>2011-12 CURRENT</b>	<b>PROPOSED SALARY</b>
A	\$46,650	\$46,796
B	\$49,618	\$49,773
C	\$52,775	\$52,940
D	\$56,133	\$56,308
E	\$59,705	\$59,891
F	\$63,504	\$63,702
G	\$67,544	\$67,755

Vocational Certificate \$500

Earned Doctorate \$900

10/8/2012

## ACTION ITEMS

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**September 26, 2012**  
**Ellis Dunn Room GHL 213**

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

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

**Faculty:** Professor Dawn Shults, Pharmacy Tech Department Head; Instructor Heidi Fay, Pharmacy Tech Department; Professor Randy Givens, Nursing.

**Others:** Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General. Rekah Strong-Incoming Trustee

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> <li>Chair Rupley called the meeting to order at 5:00 pm.</li> <li>She reviewed the agenda and announced that the board and guests will honor our most senior trustee, Rhona Sen Hoss, who has reached her term limit, following the statements from the audience.</li> <li>Chair Rupley introduced new trustee Rekah Strong who will come on board October 1. She then recognized the governor's representative and Trustee Sen Hoss' husband, Schuyler Hoss, who attended today's meeting as a surprise for Trustee Sen Hoss.</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> </ul>	
II. B	Statements from the Audience	<ul style="list-style-type: none"> <li>Professor Randy Givens thanked the Board on behalf of the Nursing Program for visiting CCW. They are not always able to attend the Board meetings on the main campus and appreciated that the meeting was held on the WSU-Vancouver campus this evening. He introduced the nursing faculty to the Board.</li> <li>President Knight thanked two of the nursing faculty members, Cindy Myers, Director of Nursing, and Rosemary Sievila, Nursing Lab Coordinator, who conducted a tour for gubernatorial candidate Jay Inslee earlier today.</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Sen Hoss suggested holding future Board meetings at the college's satellite locations.</li> </ul>

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**September 26, 2012**  
**Ellis Dunn Room GHL 213**

	TOPIC	DISCUSSION	ACTION
II. C.	Special Program	<ul style="list-style-type: none"> <li>• The Trustees, the President and Executive Cabinet members each offered their comments and thanks to Trustee Sen Hoss for her 10 years of devoted service to the college.</li> <li>• Trustee Parker spoke of Trustee Sen Hoss' strength of mentoring others and doing the hard work of bringing the Foundation and Clark Boards to the same page. She has deep connections to the community and the school districts. Trustee Parker appreciates all the Trustee Sen Hoss has done for Clark.</li> <li>• Trustee Pollard said Trustee Sen Hoss was a significant contributor to the forward focus of the college. She served during very difficult times and her contributions ripple through the entire Vancouver community. He recognized Mr. Hoss as a great contributor to the City of Vancouver who was instrumental in bringing the Japanese Garden to the college. They make a great team! Trustee Sen Hoss is a great person and he is happy to have worked with her over the years.</li> <li>• Trustee Sen Hoss was instrumental in helping Trustee Burkman learn about the college. She has a deep knowledge and is a powerful mentor. Her fingerprints are on things throughout the college that people don't even know about. She works so well with others that there are few people at the college and in the community who don't know her.</li> <li>• President Knight knew Trustee Sen Hoss prior to his coming to the college. She is easy to work with and she can work through any issue that arises. She always has a positive attitude and her passion for students demonstrates who she is and what she is about. He is pleased that they will continue to work together as partners through her position at WSU-Vancouver. She will be hard to replace and he will miss her.</li> <li>• Chair Rupley quoted Maya Angelou: "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel". This, in essence, is Trustee Sen Hoss. She spoke of how Trustee Sen Hoss has helped countless people over the years through her talents as a teacher and mentor. She is sorry to see her leave the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• President Knight presented Trustee Sen Hoss with a quilt made from Clark College t-shirts. Trustee Sen Hoss read a statement thanking everyone and spoke about what the college has meant to her over the years. She and Mr. Hoss are now planning to start working on a list of items and trips that they have wanted to do and take over the years.</li> </ul>

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**September 26, 2012**  
**Ellis Dunn Room GHL 213**

	TOPIC	DISCUSSION	ACTION
II. D.	<b>Constituent Reports</b>		
	1. AHE	<ul style="list-style-type: none"> <li>There was no report from the AHE this evening.</li> </ul>	
	2. WPEA	<ul style="list-style-type: none"> <li>There was no report from the WPEA this evening.</li> </ul>	
	3. ASCC	<ul style="list-style-type: none"> <li>There was no report from the ASCC this evening.</li> </ul>	
	D. Foundation	<ul style="list-style-type: none"> <li>Ms. Gibert thanked Trustee Sen Hoss for her support over the years.</li> <li>She distributed samples of advertising that has been donated by <i>The Columbian</i>. The ads feature Clark alumni and highlight all the college services.</li> <li>The East Vancouver Business Association (EVBA) donated scholarship funds to the college last week. They regularly support Clark, WSU-Vancouver, and the Evergreen Foundation.</li> <li>The college is launching an Honors Program this year. Students in the program will be eligible for an Honors Foundation Scholarship. The Foundation is excited to be involved in the program and work with the students involved.</li> </ul>	<ul style="list-style-type: none"> <li>Chair Rupley requested that the Foundation Strategic Planning document have each separate initiative listed individually for ease of reading.</li> </ul>
II. E.	<b>Statements &amp; Reports from Board Members</b>	<ul style="list-style-type: none"> <li>Trustee Parker reported that she attended the annual audit meeting of the TACTC Legislative Action Committee meeting last week.</li> <li>Trustee Pollard congratulated Ms. Bonner on hosting the successful opening of the Diversity Center. It was a pleasure for him to have attended and he was very impressed by the number of college and community members showing their support.</li> <li>Trustee Burkman concurred with Trustee Pollard. Trustee Burkman attended the EVBA program. He complimented Shirley Schwartz on her acceptance of the donation.</li> <li>Trustee Sen Hoss discussed how impressed she was with the iTech Prep tour and presentation. The students representing the program are of such a high caliber and aspire to such lofty goals that she knows the program will be a success and will have a great impact on the community.</li> <li>Chair Rupley greatly enjoyed this year's opening day. She said the year got off to a great, positive start. She, trustees Parker and Strong and President Knight will be attending the TACTC Fall Conference which will focus on student achievement. She is looking forward to meeting the SBCTC's new Executive Director Marty Brown and Legislative Coordinator Kim Tanaka, both of whom recently moved over from the Washington Governor's Office.</li> </ul>	

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**September 26, 2012**  
**Ellis Dunn Room GHL 213**

	TOPIC	DISCUSSION	ACTION
	<p style="text-align: center;"><b>II. E.</b> <b>President's Report</b></p>	<p><b>STUDENT PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Tonight's presentation was offered by Kim Brewer, who returned to Clark and is now a Student Ambassador.</li> </ul> <p><b>FACULTY PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Dr. Cook presented Professor Dawn Shults of the Pharmacy Tech Department who discussed their new program location and a health informatics grant that the college was recently awarded. Clark's Pharm Tech Program will be used as a national template for other US pharm tech programs.</li> </ul> <p><b>PRESIDENT'S REPORT</b></p> <ul style="list-style-type: none"> <li>President Knight distributed the enrollment report. As expected, enrollment has dropped by five percent from the same time last year, but the college is still within target for the budget. There was a nine percent increase in the number of Running Start students—there are more than 1,800 students (1,400 FTES) the largest in the state.</li> </ul> <p><b>FOCUS ON LEARNING</b></p> <ul style="list-style-type: none"> <li><i>The Independent</i> and <i>The Columbian</i> have begun a partnership whereas student journalist articles are now appearing in the local paper. The students are very excited and proud of this new venture (<i>Dr. Cook</i>).</li> </ul> <p><b>RESPOND TO WORKFORCE NEEDS</b></p> <ul style="list-style-type: none"> <li>Corporate &amp; Continuing Education has officially moved from TBG to the West Coast Bank building downtown. Classes have begun and the staff is forming closer relationships with the Southwest Washington Development Corporation, the Chamber of Commerce, and the Vancouver Business Association. They are right where they need to be now. The move has allowed the first group of TPC folks to move over to the TBG and they are very excited to be on the main campus. The new offices will be opened for tours during the second week of November and a Board meeting will be scheduled there at a future date (<i>Mr. Kussman</i>).</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Sen Hoss asked if a Running Start ceiling had been considered. Mr. Belden said that numbers have not risen to a point that would create difficulties. The college is discussing opening CTC to five days per week which would serve East County students. Student Affairs is working diligently to keep the RS students focused and engage as college students.</li> </ul>



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

	TOPIC	DISCUSSION	ACTION
II. E.	<b>President's Report</b>	<ul style="list-style-type: none"> <li>President Knight said that the new academic year could not have started off any better than it has. The students are excited and eager to learn. He then listed all of the activities taking place around the college so far this month: the opening of the Diversity Center was historic and a proud moment for the college. The Beacock Music Building will be dedicated this coming Friday. Grant opportunities are coming through, the college is receiving excellent coverage in the local media, and the year is moving in a positive direction. An additional new 91 parking spots has helped relieve some of the parking issues. One of the gubernatorial candidates visited CCW and the other has been invited. The partnership between Clark, the Vancouver Schools, and WSUV for iTech Prep will be used as a model around the state. Mature Learning is celebrating its 40<sup>th</sup> anniversary. The Nursing Program is celebrating its 50<sup>th</sup> anniversary. CCE is celebrating 30 years and Running Start is 20. The college will celebrate its 80<sup>th</sup> anniversary in 2013.</li> </ul>	
III.	<b>ACTION ITEMS</b>		
	<b>FIRST READING</b> <ul style="list-style-type: none"> <li><b>Parent Ed Waiver</b> Up until July of 2012, this waiver was mandated for the colleges by the state. Any student using the childcare facilities on campus had to take parenting classes and would receive 85% off the cost of child care services. The state has pushed the waiver to the local level and each college will decide whether to offer the waiver at its own campus. Board action is needed in order to continue or discontinue this waiver. The faculty encourages it be continued and it would be a hardship for students and staff alike not to have it available to them.</li> </ul>	<b>MOTION:</b> Trustee Burkman made a motion to edit the last sentence of the second paragraph to read "...the board recommends the establishment of an 85% parent education waiver". The motion was seconded by Trustee Pollard and unanimously approved.  <b>MOTION:</b> Chair Rupley made a motion to move the Parent Ed Waiver with modifications to the Consent Agenda. The motion was seconded by Trustee Burkman and unanimously approved.	
	<b>CONSENT AGENDA</b> <ul style="list-style-type: none"> <li>Minutes from August 22, 2012 Board Meeting</li> <li>Parent Ed Waiver</li> </ul>	<b>MOTION:</b> Trustee Burkman made a motion to approve the Consent Agenda. The motion was seconded by Trustee Parker and unanimously approved.	

	TOPIC
IV.	<b>FUTURE TOPICS</b>
	<ul style="list-style-type: none"> <li>• Accreditation Work Session, winter quarter</li> <li>• CLE Update</li> <li>• Climate Survey</li> <li>• Columbia River Crossing</li> <li>• Diversity Operational Plan</li> <li>• Facilities Plan</li> <li>• GISS Student Completion Data</li> <li>• K-12</li> <li>• New CCE offices</li> <li>• Nursing Facilities Tour</li> <li>• Review of College Policies</li> <li>• Standard 2 Highlights, winter quarter</li> <li>• STEM</li> <li>• Student Achievement/Completion</li> <li>• Workforce Development</li> </ul>
V.	<b>DATE AND PLACE OF FUTURE MEETING</b> <ul style="list-style-type: none"> <li>• The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, October 24, 2012 in the Ellis Dunn Community Room, GHJ 213.</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 6:30 pm.</li> </ul>

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Jada Rupley, Chair

Leigh Kent  
Recorder  
October 4, 2012