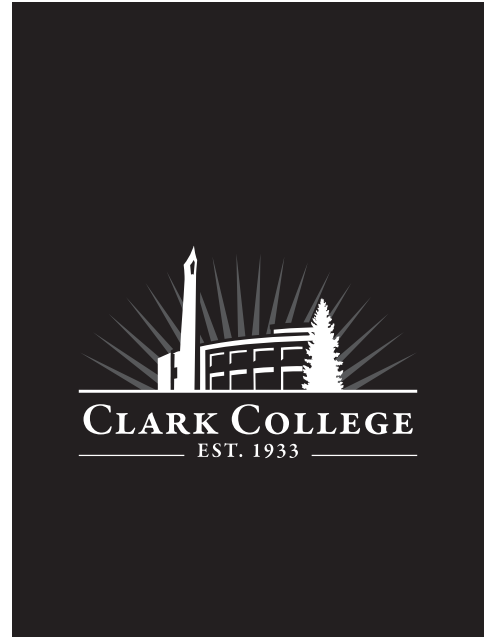


Clark College Board of Trustees



October 23, 2013

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.



2013-2014 Institutional Goals

Focus on Learning

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

Foster a Diverse College Community

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

Enhance College Systems

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

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

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

**Clark College
Board of Trustees Packet
October 23, 2013**

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CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, October 23, 2013
Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- ♦ Transforming Lives Student Testimonials

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

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Cassandra Knutson

Faculty Presentation: Department of Labor Grant Update, Rachele Bakic, Allied Health

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III. ACTION ITEMS

First Reading

- ♦ There are no First Reading items this month.

Consent Agenda

- ♦ Minutes from September 25, 2013 Board Meeting

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IV. FUTURE TOPICS/WATCH LIST

College Safety (added 12/2012)

Facility Plan

K-12

PPI Certificates

Review of College Policies (work plan)

Service Learning (added 1/2013)

Standard 2 Highlights

Accreditation

GISS Student Completion

STEM

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, November 20, 2013 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 2013**

FOCUS ON LEARNING

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

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

Progress

- Several faculty assisted the bookstore at the Running Start Open House by helping students choose the correct textbooks and answered general questions courses. (OOI)
- Math faculty organized a workshop through the Core to College grant, which seeks to develop a set best teaching practices for teachers at Clark College and the Evergreen School District who prepare students for college-level mathematics. The speaker for the workshop was Prof. Kris Lindeblad, from Western Washington University, who talked about the Common Core Standards that have been adopted by 45 states (including Washington), and had the participants do activities similar to the ones students will be expected to do in the high schools. (OOI)
- STEM Fest – Clark College hosted the first annual STEM Fest in Gaiser Student Center, in partnership with the SW WA Workforce Development Council (SWWWDC), on Saturday September 21 from 9 am to 2 pm. Faculty Erin Harwood worked with Mary Brown of SWWWDC to coordinate 13 organizations from the region to provide hands-on activities for the community and engage students and parents in STEM (Science Technology, Engineering, and Math). Organizations included US Geological Survey, Mt. St. Helen’s Institute, Berger ABAM, Kittleson & Associates, Evergreen Robotics, Washington State Patrol, OMSI, and others. Professor Tina Barsotti, along with ten volunteers from NERD (Not Even Remotely Dorky) Girls and GEEKS (Gentleman Engineering Enthusiasts Kindred Spirits), presented three hands-on activities including engineering lip balm, gummy bear launch, and Newton’s Third Law Balloon Propeller. It is estimated that 400 people visited the event, based on the completed passports from the event. Attendees were provided a passport to complete to enter to win a basket of Clark College items along with items donated from participating organizations. (OOI)
- Elementary Science Olympiad Coaches Clinic – Clark College hosted the annual ESO (Elementary Science Olympiad) coaches’ clinic on Saturday September 28 from 8 am to 11 am. The clinic provides an opportunity for coaches to learn cooperatively from each other and knowledgeable presenters about the basic science concepts behind the five events their students will participate in

FOCUS ON LEARNING

at the ESO tournament in early November. Faculty coordinated and led the event in partnership with the SW WA Science Olympiad regional board. Twenty one elementary teachers from around the county participated in the hands-on activities which included Green Eggs Go Bam! (an egg drop), Buoyant Barges, Benthic Bugs, Tug-O-War Gunk, and Chopper Challenge. (OOI)

- Pre-Quarter Math Review Seminars – Six mathematics faculty provided free review instruction on September 18 and 19 to 56 students to help prepare them for the upcoming quarter. These seminars provide students with six hours of face-to-face time with Clark Math faculty in an effort to help them transition from lower level math classes to college level classes, including Math 11: College Algebra, Math 113: Trigonometry, and Math 151: Calculus I. (OOI)
- More than 200 Clark College educators gathered for Faculty Focus on September 16 and 17 to explore student learning from the perspective of the “Aha Moment.” Day One was held at Clark College Columbia Tech Center, giving many faculty members a first glimpse at the East County location. Following a welcome address and discussion of the “Aha Moment” by Tim Cook, Vice President of Instruction, nine instructors explained their perspectives on the barriers to student learning and how their programs may contribute to student learning. Kitty Mackey, Librarian, talked about the variety of resources and volume of learning moments in the Library; Sara Gallow, ESL (English as a Second Language), spoke about Fast Track, a career exploration program for ESL and Basic Ed students, followed by Felis Peralta, Multicultural Retention manager, who described simple, but powerful, steps to establish equity and acceptance in the classroom. Mike Godson, Automotive Technology, addressed the teaching and learning framework for his department’s program; Kristin Sherwood, Human Development, described First Year Experience and this year’s new College 101 course. Ray Korpi, English, talked about the work going on in various learning communities and Erika Nava, Spanish, recounted her year teaching a fully online Spanish class from Mexico. Kathy Chatfield brought the group up-to-date on the benefits and achievements of those participating in Quality Matters and Chris Lewis, Mechatronics, presented his department’s cohort model. After the morning presentations, the assembled group broke into smaller interdisciplinary cohorts to reflect and share best practices with the goal of engendering student learning.

Day Two began with remarks from President Bob Knight who then introduced four students who each had a different perspective on their learning experience at Clark. Dena Brill, ASCC president, described her return to school as an adult learner; Casey Harris spoke of his success in Basic Ed; Lulu Chen talked about the support she receives as an international student navigating unfamiliar customs, cultures and education systems; and Jordan Robertson shared his experience in the Weekend Degree program. Inspired by the student presentations, faculty then convened with their respective departments to continue their work in outcomes assessment. (OOI)

- A retreat for new tenure-track and full-time faculty was held at Columbia Tech Center during Fall Orientation Week. Representing a wide variety of disciplines, 23 faculty members attended a rigorous and rewarding event September 19 and 20. Modeled after the textbook, *Teaching At Its Best*, and facilitated by Ann Fillmore, Outcomes Assessment Liaison, the retreat included topics including learning-centered course planning, classroom civility, teaching methodologies, universal design, the interactive classroom and assessing student learning. Presenters included Tiffany

FOCUS ON LEARNING

Williams, Workforce and Career Pathways; Carole Mackewich, Human Development /Counseling & Health Services; Bevyn Rowland, Human Development /Counseling & Health Services; and Katy Washburne, Adult Basic Education. (OOI)

- New Faculty Orientation was facilitated by Ann Fillmore, Outcomes Assessment Liaison, September 13. Twelve new part-time and full-time faculty attended this event which is held at the beginning of each academic quarter. Everything from Clark policies and resources to parking permits and office keys was covered. Susan Muir, Student Affairs, explained the Student Code of Conduct and Behavioral and Threat Assessment (BITA); Mel Favara, English & AEW Faculty Liaison, outlined the Academic Early Warning (AEW) program; and Gracie White, IT Services, provided training on the SMART Classroom podium. (OOI)
- One of the four institutional goals of the 2012-15 IT Plan is to “develop and maintain an IT infrastructure that supports emerging technologies and provides seamless access to instructional programs and college services.” Among the activities that were identified in the plan to help achieve this goal is, “implement next generation wireless technology that will support new and emerging technical standards, and will scale to meet increasing demand for coverage and bandwidth.” Over the summer IT Services researched solutions and selected equipment to upgrade the institution’s wireless network. During fall and winter quarters, IT Services staff will install the new equipment that will improve the performance of the wireless service and increase the coverage to better serve students and employees. At the request of students, wireless access will be extending to more open areas of the college including the larger parking lots and athletic fields. (AS)
- A Student Navigator was hired last spring as part of the Health e-Workforce Consortium grant. The purpose of the grant is to infuse health informatics into the curriculum in the pharmacy technician and nursing programs. The role of the navigator is to provide academic, life, and career support for these programs. During fall quarter, the Student Navigator conducted weekly study hall assistance for students attending classes at CCW and provided coach training as a professional development opportunity to Career Services staff and Pathways Peer Mentors. (SA)
- Career Services staff worked with the College 101 (COLL 101) Coordinator to make an “Introduction to Career Services” video for online students. The COLL 101 course curriculum includes a visit to the Career Services Career Center. The video replaces the face-to-face visit by demonstrating the department website as an online orientation to Career Services resources. (SA)
- The Volunteer & Service-Learning Coordinator provided faculty an overview of the program and how it can be integrated into courses to support students in their classes. (SA)
- Eight students volunteered at the Clark County Food bank on September 17 as part of the Volunteer & Service Learning Program *Serve on the 17th* activity. (SA)

FOCUS ON LEARNING

- Students who were notified they had been placed on Academic Intervention (AI) for fall quarter were provided additional outreach by phone and/or e-mail by Student Success Program staff. These students are encouraged to meet with the retention specialist in addition to the requirement of attending an Academic Intervention Workshop or enrolling in either a HDEV 116 -Motivation & Study Skills or HDEV 117-College Success course. (SA)
- Student Life staff, ASCC student government, and Activities Programming Board members attended the Council for Unions and Student Programs (CUSP) Student Activities and Leadership Institute on September 4-6 in Wenatchee, Washington. Students who participated in the Leadership Institute were given the opportunity to connect learning to student programming environments, build respect and understanding of diversity and multiculturalism, network with their counterparts from other Washington Community Colleges, and develop an understanding of their campus roles through education sessions, cohort themed group discussions, and intentional networking opportunities. Additionally, they gained information regarding the newly formed Washington Community and Technical College Student Association (WACTCSA) and how they can work together to better voice their opinions through coordinated efforts. (SA)
- Student Leadership Training for incoming 2013-2014 student leaders including the Associated Students of Clark College Executive Council, the Activities Programming Board, Peer Mentors, and Pathway Peer Mentors was held September 3–20. During this training, the twenty student leaders participated in teambuilding, leadership skill development, goal setting, and Clark resource training to enable them to better serve Clark students. Additional training elements included:
 - Attending online Moodle and Higher Ed Works training containing important information, assignments and quizzes on college policies, procedures, mission, goals and strategic direction.
 - Participating in a tour of all Clark campuses to include main campus, CCW and CTC. During the tour they learned about the various student populations and academic programs offered at each site, areas available to connect with students and developed a better understanding of the programming and support desired at each campus.
 - Participating in a one-day Challenge Course at the Clark County Skills Center where the students continued to develop teamwork skills such as trust, communication and goal setting. (SA)
- Student Life hosted the annual ASCC Program Director Luncheon on September 18. Approximately 40 program advisors attended the luncheon that provided an overview of services and activities fees, as well as updates on ASCC policies, purchasing and travel procedures, and event planning tools and resources. (SA)
- ASCC student leaders provided Welcome Week activities to all three Clark College campuses September 23 through 26. During this four-day event, student leaders provided information on Clark resources, 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)

FOCUS ON LEARNING

- Student Life and ASCC partnered to host the first Student Involvement Fair on October 2. The event was an expansion of Clark's previous Club Fair, offering students information on how to engage in ASCC clubs and programs, as well as become familiar with the many resources and services available to them. Fifty-nine clubs, programs and resources were in attendance, serving approximately 300+ students. After review of initial feedback this event may be offered quarterly. (SA)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Pathway Peer Mentors, Student Ambassadors and their respective advisors participated in the *First Friday Leadership Development Series: Leadership in Service* at Columbia Springs in Vancouver on October 4. This event offered the 25 student leaders an opportunity to learn the purpose of the organization and was challenged to complete a variety of indoor and outdoor tasks as a team. These tasks also helped Columbia Springs prepare for upcoming visits from the Vancouver and Evergreen school districts. (SA)
- Two members of the College Prep & Transfer division represented Clark College at the Central Washington University (CWU) and Eastern Washington University (EWU) Admissions Presentation on September 27. Advising representatives from CWU and EWU in addition to community college advisors from across Washington and Oregon participated to discuss how prospective students can successfully apply for transfer admissions to these institutions. There was also training on the Western Undergraduate Exchange program, a program that allows eligible students to qualify for in-state tuition at a variety of partner institutions in over 15 states across the country. (SA)
- Institutional Research supplied retention data to the Retention Committee to help identify specific areas to focus on for the year. The report is included in the Statistics section of the Board report. Specific highlights are noted below for the **Fall 2012 cohort of first-term, first-time, degree-seeking students**:
 - who tested below college level in writing, reading, and math are statistically significantly less likely to return Fall 2013;
 - who were not successful in their English, math, and precollege math class are statistically significantly less likely to return Fall 2013;
 - who enrolled in 12 or more credits were more likely to return Fall 2013 than those who enrolled in less than 12 credits;
 - who returned Winter 2013, 88.9% returned Spring 2013 and 71.0% returned Fall 2013 – statistically significantly higher than the overall fall-to-fall retention of this cohort. (P&E)
- Continuing Education's new evening program "Lifelong Learning" was highlighted in the Clark County Section of the Columbian on September 22, 2013. The program is similar to the long-running Mature Learning program "Afternoon Academics" but is designed for students of all ages. A variety of classes will be offered fall quarter, from classes on the history of Ireland to political cartoons that changed history. Enrollment in the program increased after the story was published. (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

- The Business & Health Sciences unit offered BUS 105 (Introduction to International Business) this Fall for the first time. It is offered online and the class is full. Next quarter, the unit will experiment with offering the class face-to-face to capture students who prefer that modality. (OOI)
- In response to the demand for more Econ 101 courses at Columbia Tech Center (Clark), the number of offered courses has been expanded from one to three. (OOI)
- The Clark Tutoring and Writing Center has successfully staffed the Accounting & Business Lab, Main Tutoring Lab, eTutoring, and tutoring at Columbia Tech Center. Schedules have been posted in various locations and on-line. Fliers for services have been delivered to ASCC for distribution and also emailed directly to math and science faculty. Service information was also provided during the Fall Orientation Fair and the Student Involvement Fair. A steady stream of students has visited the various locations including e-Tutoring in just this first week of classes alone.

HKH (Hawkins Hall) 102: Tutoring is available in most levels of Math from 021 to Calc IV and many in between, all levels of English, Psychology, Anthropology, Biology, Anatomy & Physiology, Chemistry, Physics, CTEC (Computer Technology), CSE (Computer Science), HTML, ASL, Japanese, Logic, Philosophy, Genetics, HEOC (Health Occupations), Physical Science, Organic Chemistry, History, and Engineering. This center is staffed by 45 employees with combined hours of 420 hours a week

AA4 106: Tutoring is available in all levels of Accounting, Business Stats, Finite, Business Math, and Economics. This center is staffed by one FTE (Jeanette Steinmueller paid through the business department) and 6 Tutoring/Writing Center employees with combined hours of 45 each week.

CTC (Columbia Tech Center) 336: Tutoring is available in Math 111 & below, English 105 & below, Business Stats, Business Math, Economics, Anatomy & Physiology, Biology, Micro-Biology and Chemistry. This location is staffed by three tutors for a total of 38 hours each week.

eTutoring: Per our contractual agreement, Clark currently provides 20 hours of tutoring services each week to eTutoring.org. 15 hours a week are provided by a student tutor and 5 hours each week are provided by adjunct faculty. Within the first four days of operation 16 students had already utilized the service. (OOI)

EXPAND ACCESS

- In its first week of operation the TechHub in Cannell Library served over 300 students seeking assistance with their Clark log-ins, Canvas and Moodle LMS (Learning Management Systems), and a variety of other technical questions. The service area was only staffed 20 hours during the week. As more staff are hired and trained, hours will expand to 8 am to 8 pm, Monday through Thursday, 8 am to 4:30 pm, Friday and 1 to 5 pm, Saturday and Sunday. More details are available here - <http://library.clark.edu/?q=content/techhub-0>. (OOI)
- Students continue to benefit from the technology provided through the Clark College Libraries. Below is a January to September summary of the use equipment provided through the *Free Range Computing* Technology Fee grant:

	Short Loan Netbooks	Extended Loan Netbooks *only available since May 2013	Wireless Mice	LED Projectors
Cannell Library	1051	127	182	n/a
iCommons	46	n/a	1	14
Totals	1097	127	183	14

(OOI)

- The Bookstore's year-to-date sales through September 2013 are up 2% compared to same period last year. Year-to-date transactions are down 2%. (AS)
- The Security Department submitted the 2012 Crime Statistics to the Department of Education as required by the Clery Act. Following an audit of Clery reporting conducted by the College's Internal Auditor, this year's report has been edited and amended to ensure compliance with federal regulations. The full report is available on the College's web site. Additionally, students were notified of the availability of the report through a message on the student email system and through the school newspaper "The Independent". The Security department also has posted notification of the report on its bulletin board. (AS)
- A letter from Undersecretary Martha Kanter regarding the adoption of the Financial Aid Shopping Sheet has been sent to President Knight. Notification has been sent to the Department of Education and the Veterans Administration to confirm that our Shopping Sheet is now available to all prospective students that apply for Federal Financial Aid at Clark College. This new consumer tool was designed by the Department of Education to provide financial aid information in a standardized format to prospective students and their families so they can easily compare institutional costs and financial aid offered. All institutions that are authorized to certify Veterans Educational Benefits or participate in Active Military Tuition Assistance programs are required to adopt the Shopping Sheet. Students can access the Shopping Sheet on the FA Student Portal once their FAFSA has been loaded into the Clark financial aid system. (SA)
- Career Services staff developed a social media plan to increase virtual student engagement with Career Services. (SA)

EXPAND ACCESS

- As of October 1, Running Start (RS) FTES are up 7% compared to last fall on the same date. There are 1,510 RS FTES enrolled for fall 2013 compared to 1,406 last fall. A record number of 1,907 RS headcount are enrolled this fall, compared to 1,826 last fall. Three hundred seventy one low-income RS students have received one free textbook compared to 348 last fall. The procedure for distributing RS book vouchers was improved, resulting in no lines for students. (SA)
- Advising Services, in partnership with Phi Theta Kappa (PTK), hosted campus training on September 16 for faculty and staff on CollegeFish.org, a new online transfer resource which is available fall quarter. CollegeFish.org is a free database and transfer planning tool for community college students developed and maintained by PTK, the honor society for two-year colleges. Clark College is one of several colleges in Washington partnering with PTK to roll out CollegeFish access. Staff and faculty will soon receive an email with some basic information about CollegeFish.org, as well as an opportunity to attend additional training sessions to learn more about the functionality. Transfer-intent students will receive an email in October alerting them of the resource with instructions on how to set-up their profiles. (SA)
- Four recruitment visits were made in September: Native American Youth Center Fair, Hockinson High School, Partners in Careers Fair, and Union High School. (SA)
- Student Orientations for fall quarter ended in September. Students were required to complete a two-step orientation process. Step one was to complete the new online orientation module; 4,322 students completed the online orientation (summer and fall). Step two was to complete a face-to-face advising session; 2,841 students completed this face-to-face orientation session. Additionally, 163 English as a Second Language (ESL) students completed their orientation process. (SA)
- Sixty students from R.A. Long High School in Longview visited Clark and received a campus tour on September 20. (SA)
- Student Ambassadors assisted with five (5) college events in September: Opening Day, FYE Mentor Program Meet and Greet, First Days, the President's Council Meeting, and the Pharmacy Naming Ceremony. In addition, they conducted thirteen tours in September, assisting sixteen individuals. (SA)
- Faculty counselors have been conducting brief informational presentations about Clark's Counseling and Health Center services per professor requests during fall quarter classes. Twenty-six presentations have been conducted between September 23 and October 7. Anecdotal statements daily from students show that this process is acting as a successful referral mechanism. (SA)

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 Health e-Workforce Consortium Student Navigator collaborated with Trade Act representatives through WorkSource to recruit TAA eligible students to apply for Pharmacy Technician and Nursing programs for the 2014-2015 academic year. (SA)
- The Intercultural Development Inventory (IDI) was administered to the ASCC, Peer Mentors, and Pathway Peer Mentors in August. The group results were reviewed on September 10 by the Multicultural Retention Manager and the Diversity Outreach Specialist. The IDI Group Profile identifies the way a 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 their one-on-one review of individual profiles in order to further develop an understanding and future areas of growth surrounding their cultural competence. (SA)
- ASCC, Peer Mentors and Pathway Peer Mentors participated in SafeZone training on September 13 as part of their leadership training. SafeZone training provides information and resources around inclusive language, sexual identity, issues of coming out, transgender issues and how to be an effective ally. A panel of current and past Clark students provided the student leader’s insight into the LGBTQI experience on our campus. (SA)
- The 2013-2014 Student Ambassadors started their term in September. Student Ambassadors are student leaders on campus who assist prospective students with the enrollment process, current students with questions and act as a resource for both. There are ten Student Ambassadors this year ranging in age from 18-60 and from a variety of diverse backgrounds and life experiences. (SA)
- Enrollment Services staff collaborated to present a Fall Orientation training workshop entitled “Dealing with Difficult Students.” The workshop was offered on September 19 and designed to help coach employees who find themselves in tense situations with students by offering them useful tools. The workshop utilized scenarios to work through situations, provided information on campus resources and allowed networking with fellow employees so that front line staff might feel more comfortable navigating their way through difficult conversations. (SA)
- Staff from Enrollment Services and Diversity Center provided a fall orientation training session entitled “Dreaming from the Shadows - Working with HB 1079 Students” on September 18. Clark College is exploring innovative ways to improve the educational system to be inclusive for DREAMers (undocumented students). A taskforce has been assembled to help reduce enrollment barriers for this population as well as promote an inclusive environment. The session informed faculty and staff what is being done and how they can contribute to the success of our DREAMers population. (SA)

FOSTER A DIVERSE COLLEGE COMMUNITY

- Thirty-two new international students, eight new International Peer Mentors, as well as twenty faculty, staff, host families and friends participated in the fall quarter International Student Orientation on September 19. The International Peer Mentors welcome new international students at orientation, offer friendship and help to guide international students to Clark resources during their first term. (SA)

RESPOND TO WORKFORCE NEEDS

The college will provide educational services that facilitate the gainful and meaningful employment for students seeking training, retraining or continuing education. College programs and services will meet the economic needs of the community.

- Identify and support high-demand workforce needs.
- Identify and support emerging workforce needs, including technology training and green industry skills.
- Establish, maintain, and expand partnerships that support workforce needs.

Progress

- Two Career Services staff attended the Vancouver Division of Vocational Rehabilitation (DVR) staff meeting on September 5. They provided a presentation on Clark College services and resources for career exploration, employment search, coop and internship, volunteer and service learning, and general admissions to twelve DVR staff including vocational rehabilitation counselors who work with customers who have disabilities who are seeking employment. DVR serves individuals with disabilities who want to work and need vocational rehabilitation services to overcome barriers to employment that result from a disability. (SA)
- The Health e-Workforce Consortium Student Navigator collaborated with faculty to create a plan for executing career presentations, activities, and Moodle discussions during fall quarter. (SA)
- In an effort to expand the opportunities for connecting students and employers, Career Services coordinates recruiting tables in the main corridor of Gaiser Hall. The Boys and Girls Club of Southwest Washington hosted a table to recruit volunteers on September 24; FedEx Ground hosted a table to recruit for part-time Package Handlers at their Troutdale location on September 26; and Vector Marketing hosted a table to recruit for sales representative positions on September 30. (SA)
- The annual Career and Technical Student Follow-up has been completed and the report made available to the college community at http://www.clark.edu/about_clark/planning/documents/CareerandTechnicalStudentFollow2011-12.pdf
 - 85% of all respondents felt they accomplished their primary goal during their time at Clark College.
 - 87% of graduates reported that Clark College prepared them for employment in their field of study.
 - 96% of graduates reported feeling that Clark College prepared them in a manner consistent with current industry standards.
 - 79% of graduates were employed.
 - 75% of graduates were satisfied or very satisfied with their current employment situation.
 - 40% of employed graduates earned more than \$19.25 an hour when surveyed.
 - 74% of employed graduates were employed in their field of study. (P&E)
- Director of Corporate & Community Partnerships Michelle Giovannozzi partnered with Mechatronics instructor Chris Lewis to give a lab tour and presentation of the Mechatronics program for Kokusai America's training team. (CCE)

RESPOND TO WORKFORCE NEEDS

- Corporate Education participated in the Columbia-Willamette Manufacturing Workforce Summit held on October 4, 2013 to celebrate National Manufacturing Day. Over 150 educators, as well as workforce development, economic development and business leaders, met to review the regional Manufacturing Workforce Plan. Michelle Giovannozzi, Director of Corporate & Community Partnerships, facilitated discussion on the area's workforce training needs, the regional manufacturing plan and how the companies and partners plan to engage the plan. (CCE)
- Two representatives from Corporate & Continuing Education attended the Continuing Education Council Conference in Edmunds, Washington, on October 10 and 11, 2013. The Continuing Education Council of Washington is the professional council that represents the continuing education mission across the community and technical college system. Clark College joined other community colleges from around the state to discuss best practices in corporate and continuing education and the implementation of ctcLink. (CCE)
- Clark College Corporate Education hosted an orientation and reception for the 2014 class of Leadership Clark County at Columbia Tech Center. Approximately 80 business people attended to welcome the new class. In addition, Corporate and Continuing Education sponsored the City Council candidate debate put on by the East Vancouver Business Association and the League of Women Voters at the Columbia Tech Center on October 10, 2013. (CCE)
- Michelle Giovannozzi, Director of Corporate & Community Partnerships, wrote an article for the Vancouver Business Journal entitled "Leadership in the Digital Age." It was published in the October 11, 2013 edition. (CCE)
- Dean Genevieve Howard and Kevin Kussman worked closely with a team lead by the City of Vancouver, to submit an application for designation as the Applied Digital Accelerator Innovation Partnership Zone for Washington State. We received word on October 1 that we were awarded the designation, so we are now one of 18 Innovation Partnership Zones in Washington State. The designation is intended to serve as a platform to accelerate both the development of digitally based businesses (e.g. advanced web applications, social media) and a workforce with the skills to fuel that growth. WSU-Vancouver, the City of Camas, and the CREDC were also on the team. Geographically, the core area extends from downtown Vancouver to the City of Camas. (CCE)
- Kevin Kussman, Associate Vice President of Corporate & Continuing Education, developed and delivered leadership training, based on Gallup's in-depth research, for the 27 managers of Rebound Clinic, including the CEO and COO. This is the first leadership program Clark has delivered for Rebound. Healthcare is one of Corporate and Continuing Education's key target industries. (CCE)
- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
 - Met with Jeanne Bennett, Executive Director of the Southwest Washington Workforce Development Council, to discuss collaboration between organizations;
 - Attended the Gorge Technical Alliance meeting on the "Unmanned Aerospace System Support Initiatives in Washington and Oregon";

RESPOND TO WORKFORCE NEEDS

- Met with Brent Russell of Mill Creek Pub and Kurt Widmer of Widmer Brothers brewery regarding culinary & brewery programs;
- Met with the area's Workforce Development Council, Columbia River Economic Council, State Board of Community & Technical Colleges and Washington Department of Commerce to discuss grant programs, including the new Work Start Program. The Work Start program is a grant through the Department of Commerce for training, specifically targeted at businesses that are new, relocating to the state or experiencing significant employee growth/hiring;
- Attended Southwest Washington Regional Health Alliance (SWRHA) steering committee & board meetings focused on area healthcare workforce needs;
- Met with Atlantic & Pacific Freight Ways to discuss the need for truck driver training;
- Attended Clark County Rotary weekly meetings;
- Attended Greater Portland Area 6th Annual Economic Summit;
- Attended American Society for Training and Education conference;
- Participated on Clark College Business Advisory Committee;
- Conducted employer visits with Farwest Steel, Kapstone, PeaceHealth, and SEH America to discuss potential training projects. (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

- Beginning September 23, all accounting and business tutoring relocated to the annex tutoring location in AA4, Room 106. All drop-in tutoring previously contained there has moved up to the main tutoring location in Hawkins Hall, room 102. Tutoring is still available in a drop-in or appointment based format but is now housed in one location. To date, this change has been well received by the faculty and students affected. (OOI)
- The TWC (Tutoring and Writing Center) has successfully completed Canvas training and rolled out a new training site for tutoring personnel to train at and to coordinate important updates and information for staff. (OOI)
- The Emergency Management for Higher Education (EMHE) federal grant period concluded September 30, 2013. Over the three-year performance period, the \$744,402 Department of Education grant successfully supported expansive steps to create a safer College environment for students, personnel, and guests. Grant-funded activities were overseen by highly-engaged members of the Emergency Management Planning Committee. Key accomplishments include staff development, support and training; equipment and supply selection and acquisition; and creation of detailed plans such as the Emergency Operations Plan and draft Continuity of Operations Plan. During the grant period the College accomplished all seven grant objectives. In its summation, the independent third-party evaluation team, “found Clark College’s efforts to fulfill the intent and requirements of the EMHE grant to be exemplary. The College took its commitment to the Department of Education seriously and has found a way to overcome each obstacle that surfaced throughout the grant period. Not only did Clark College meet the goals and objectives of its integrated emergency program under the EMHE grant, in the opinion of the third-party evaluation team they exceeded them.” (AS)
- A video entitled “Clark College: Development of a Community College Emergency Management Program (2010-2013)” was produced by emergency management staff. The project was developed as a “show-and-tell” piece for both contemporary and historical use and to share with other community and technical colleges. Key components of Clark College’s emergency program are featured in the 3:43 piece, which illustrates program building blocks, personnel contributions and the related college culture shift that has occurred. It is open-captioned for accessibility. EMHE grant-funding allowed staff to hire local government CVTV to film the video. It can be viewed on You Tube at <http://youtu.be/oZpJIMqVkJI> (AS)

ENHANCE COLLEGE SYSTEMS

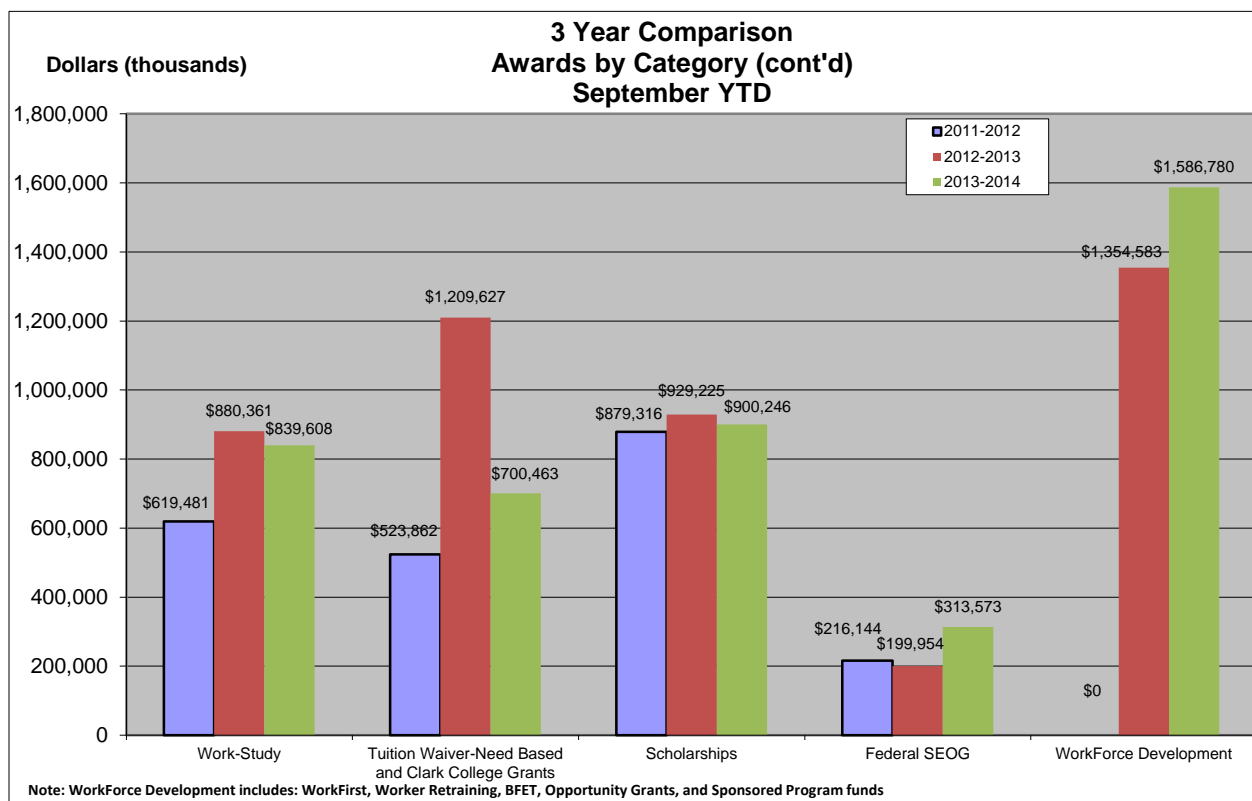
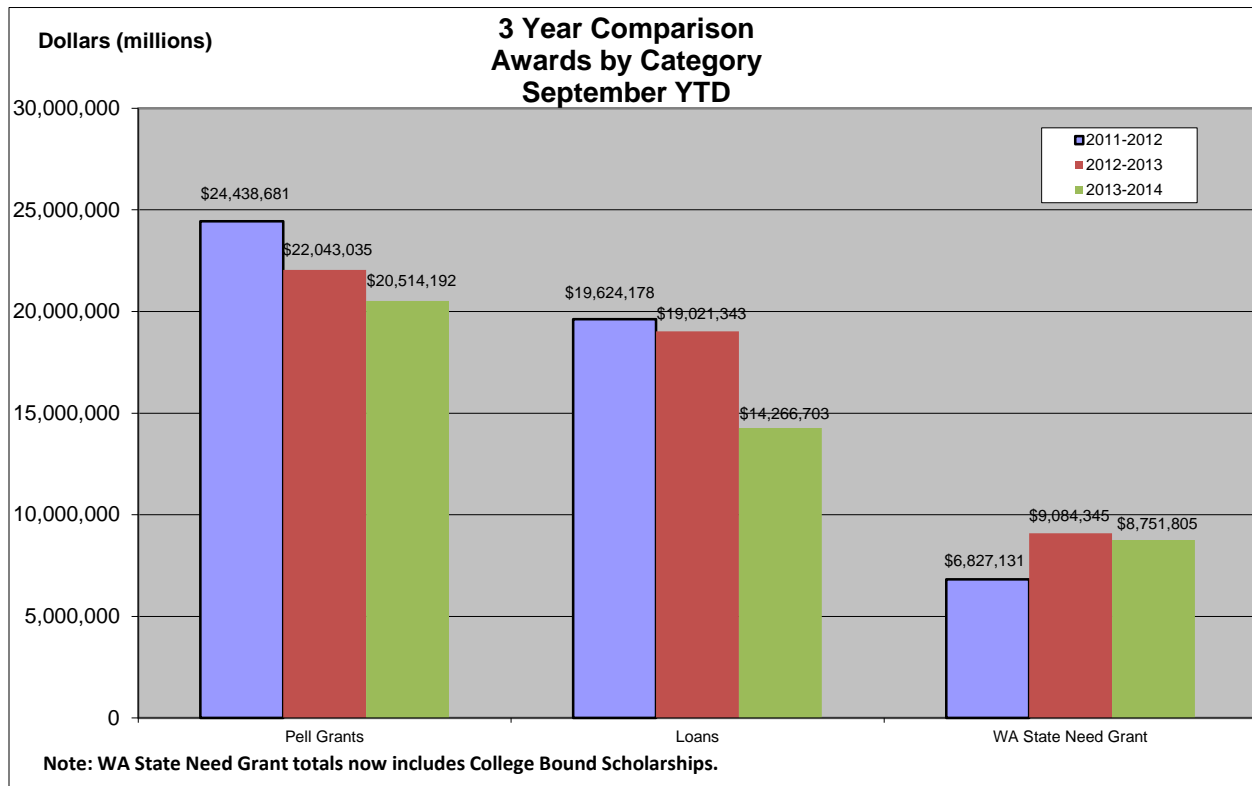
- A new Emergency Response Guide was completed and distributed in October. The bright yellow, spiral-bound 24-page guide serves as a detailed desk reference on college emergency procedures. The guide was revised and enhanced to reflect the content of the College's Emergency Operations Plan. The \$3,300 cost was paid by the federal Emergency Management for Higher Education grant. Distribution was handled by Environmental Health and Safety staff and student employees, and includes all work sites throughout the College. An electronic version is also available on ClarkNet. (AS)
- Environmental Health and Safety (EHS) staff conducted blood borne pathogen needle stick training for 28 employees at the day Facilities Services safety meeting. During Fall Orientation in early September, EHS delivered the following: incident reporting discussion for 12 people, hazard communication training for three, blood borne pathogen needle stick training for 23, forklift training for 10, fire extinguisher training for seven. EHS staff met with units to discuss how EHS can support a safe workplace. Two ergonomic consultations were conducted. (AS)
- The new ASCC Executive Council requested a presentation on the College's emergency management program at its September 30 meeting. Student Body President Dena Brill and council members learned about emergency procedures, assembly areas, and emergency notification options. The meeting concluded with a lively Q&A session. (AS)
- As a follow-up to the WISHA inspection that resulted in monetary fines, Environmental Health and Safety staff completed a comprehensive safety assessment of all Clark facilities. Deficiencies were documented and are being compiled into detailed reports so that each department can develop a corrective action plan. A report will be provided to the Executive Cabinet that includes results of the assessment and the corrective action plan. Follow-up assessments will be performed in three to six months to check the status of the corrective action plans. (AS)
- The College has awarded a new banking services contract to Bank of America. Business Service staff issued an RFP in July and met with bank representatives to answer questions. Five proposals were received by the due date of August 2, 2013. After extensive analysis of the proposals staff made a recommendation to Vice President Bob Williamson to award the contract to Bank of America. Proposals were evaluated on the following criteria:
 - Completeness of RFP;
 - Ability to provide Mandatory Requirements (MR);
 - Ability to provide Optional Services (OS);
 - Price of services, income proposed or foregone;
 - Length of time the Bank's proposal prices are guaranteed;
 - Creativity and initiative in proposing services to the College;
 - All mandatory requirements and services must be able to be installed and operating on the first day of the Bank contract;
 - References from current clients of the Bank;

ENHANCE COLLEGE SYSTEMS

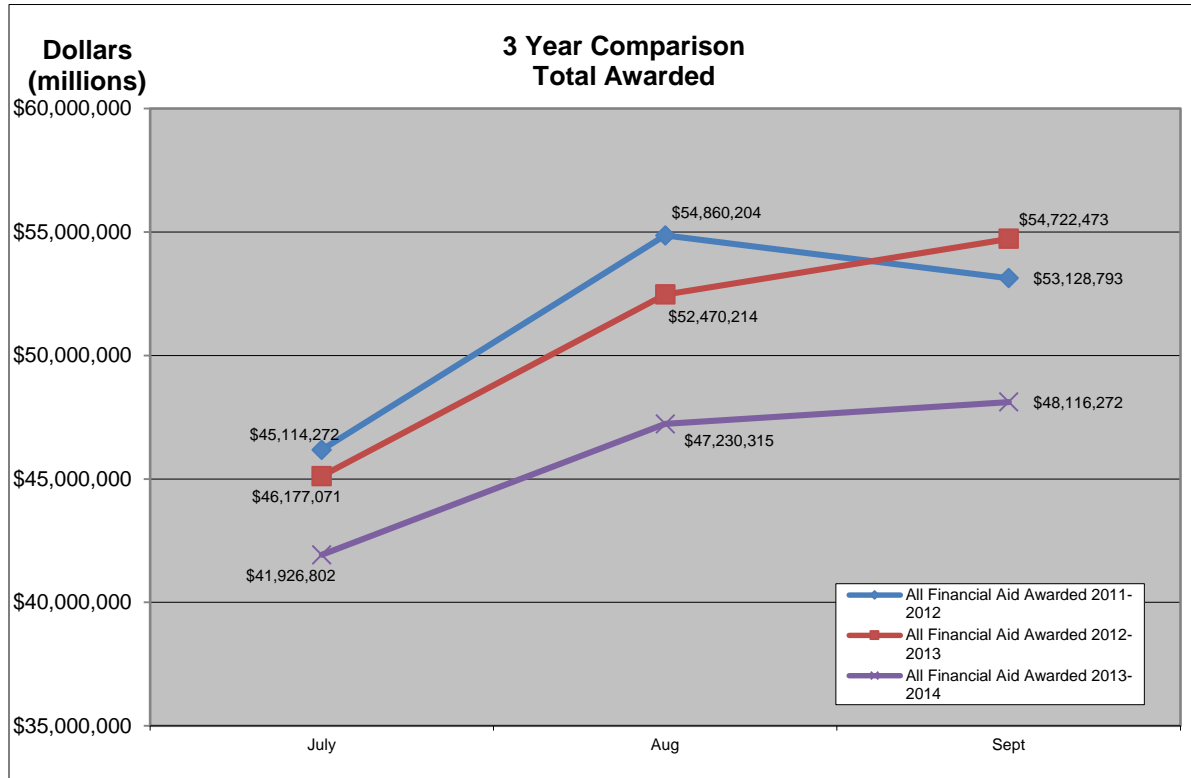
The most significant part of the total expense is by far the credit card processing fees. Although the difference was small, Bank of America proposed lower fees and awarded a larger incentive. This contract is for two years with the option to renew for two additional two-year periods. The College has typically renewed the contract for the additional periods. (AS)

- Two food carts have been delivered and are providing food service to the College's main campus as the culinary program continues the process of updating curriculum and facilities. A third food cart will be operational in the near future. So far the response from students and employees has been positive and the owners of the carts are pleased with the amount of sales. The three carts are:
 - Chewy's Really Big Burritos
 - Foody Blues BBQ
 - Mighty Bowl (AS)
- Security contacted the City of Vancouver's Transportation Department and was able to have a speed trailer placed on Fort Vancouver Way during the week prior to and the first week of fall quarter. The trailer detects the speed of oncoming vehicles and will flash the speed if a vehicle is going over the posted speed. Use of these trailers typically has the effect of slowing down vehicle speed, which is an ongoing concern on Ft. Vancouver Way. (AS)
- Work on the Baird Administration Building roof repair is winding down into the final details of installing metal flashing, panels, and gutters. Installation of an access ladder and Solatubes on the Bauer Hall roof is expected to be completed the week of October 14. All work on both roofs is scheduled to be finished within the next two weeks. Punch list activity is slated for October 23. (AS)
- Primary work on the HVAC upgrade project at the O'Connell Sports Center is completed. The units have been balanced and programmed, and are operational. Punch list items are being corrected. (AS)
- Staff in Facilities Services is preparing for the state's Facilities Condition Survey, scheduled for the week of November 4. This survey, which is conducted every two years at each of the 34 community and technical colleges in the state, assesses the condition of each facility and identifies and ranks deficiencies. The results are then used as the basis for allocating state minor works repairs dollars in the upcoming biennium. (AS)
- Tim Petta has been hired as the new Director of Facilities Services. Tim comes to Clark with extensive facilities experience in higher education, including the last 10 years at UCLA. Tim's first day at Clark is November 4. (AS)
- Advising Services provided Faculty Advisor Training on September 19. The session offered information on advising tools, resources, and information. Topics also included contact and referral information, advising technologies, educational plans, strategies for working with students in academic difficulties, and other advising related issues. It also provided the necessary information to utilize AdvisorTrac, which is the system we use to track advising appointments and take notes, as well as information on degree audits and SMS. (SA)

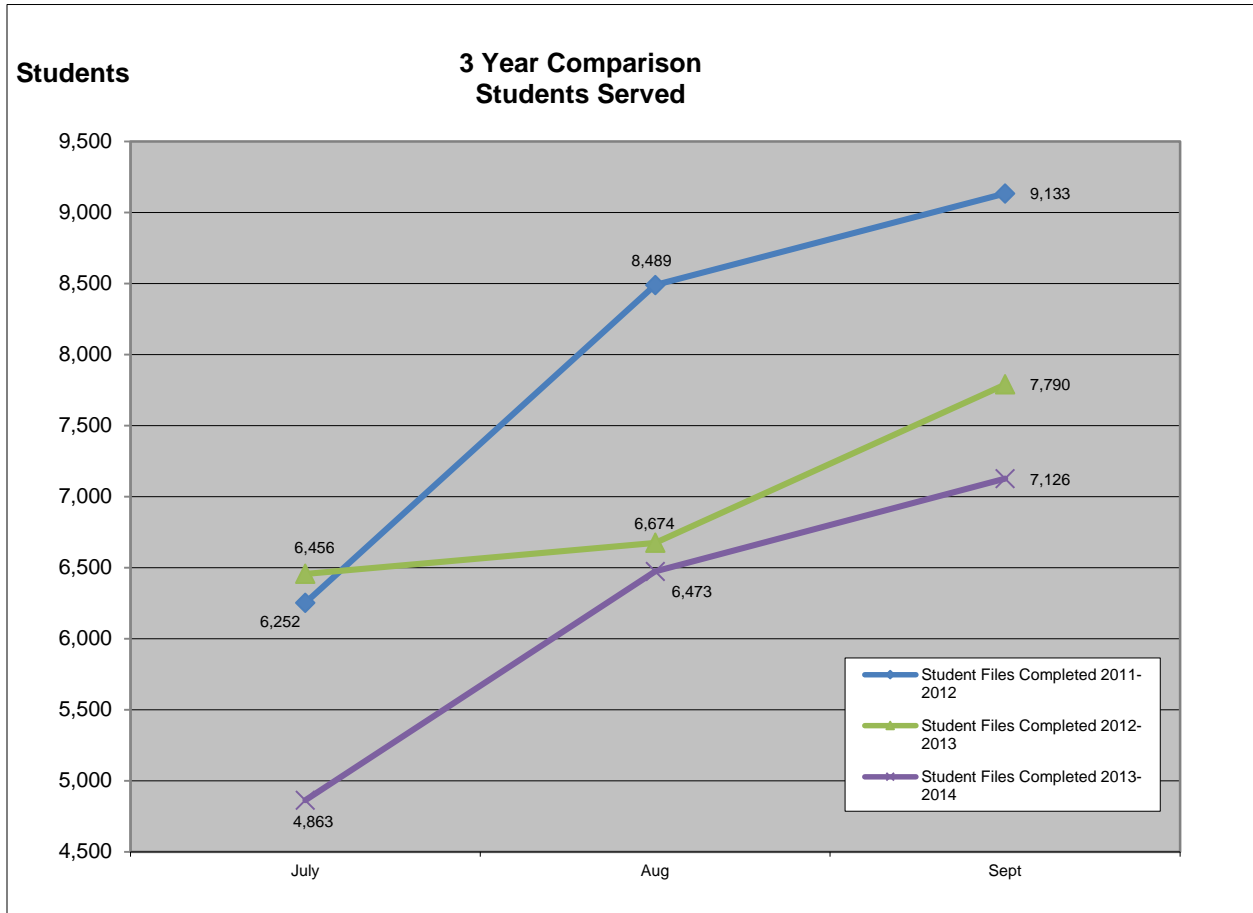
STATISTICS



STATISTICS



STATISTICS



Retention Rates for Fall 2012 Cohort, by Student Demographics

Fall 2012 Cohort of First-Term, First-Time, Degree-Seeking Students

	Percent of Cohort	Retention Rate Fall 2012 - Winter 2013 (%)	Retention Rate Fall 2012 - Fall 2013 (%) <small>*unofficial data</small>
Overall Retention Rates		84.3%	61.6%
Under Age 25 years (n=2,222)	91.6%	85.7%	63.8%
Age 25 years or older (n=203)	8.4%	69.5%	41.4%
Females (n=1,288)	53.1%	87.3%	65.8%
Males (n=1,137)	46.9%	80.9%	57.5%
Students of Color (n=652)	26.9%	79.1%	58.1%
White Students (n=1,693)	69.8%	86.3%	63.0%
Low Income (n=755)	41.0%	84.8%	59.9%
Not Low Income (n=1,085)	59.0%	89.3%	66.4%
First Generation Student (n=1,292)	64.0%	86.3%	61.1%
Non-First Generation Student (n=726)	36.0%	90.6%	69.0%
Residents of WA (n=2,278)	93.9%	85.4%	63.3%
Non-Residents (n=147)	6.1%	67.3%	40.1%
Eligible for DSS (n=55)	2.3%	74.5%	45.5%
Not eligible for DSS (n=2,370)	97.7%	84.6%	62.3%
Recent HS Graduates (n=979)	40.4%	82.4%	57.0%
Not Recent HS Graduates (n=1,446)	59.6%	85.6%	65.2%
Running Start Students (n=998)	41.2%	94.5%	76.1%
Not a Running Start Students (n=1,427)	58.8%	77.2%	52.0%
All College Level (n=775)	35.2%	94.2%	78.8%
Not All College Level (n=1,428)	64.8%	79.5%	53.7%
Pre-College Math (n=1,358)	61.6%	79.1%	52.9%
College-Level Math (n=845)	38.4%	93.6%	78.1%
Pre-College Writing (n=604)	25.2%	73.2%	48.0%
College-Level Writing (n=1,797)	74.8%	88.1%	66.7%
Pre-College Reading (n=275)	11.5%	71.6%	45.1%
College-Level Reading (n=2,114)	88.5%	86.0%	64.3%

*Enrollment in Fall 2013 is unofficial report until the SBCTC Data is available. Updated 10/7/2013.

All **bolded statistics** indicate a lower retention rate that is statistically significant ($p < 0.05$), compared to comparison group.

NOTE: Some sociodemographics are not available for all students in the cohort. In these instances (race/ethnicity, household income, first generation status, precollege level), the analysis is among students with a valid response.

Retention Rates for Fall 2012 Cohort, by Student Academic Progress

Fall 2012 Cohort of First-Term, First-Time, Degree-Seeking Students

	Percent of Cohort	Fall 2012 Student Course Success Rate*	Retention Rate Fall 2012-Winter 2013 (%)
Did NOT Take ENGL in Fall 2012 (n=537)	22.1%	76.1%	75.0%
Took ENGL in Fall 2012, Not Successful (n=387)	16.0%	28.4%	58.1%
Took ENGL in Fall 2012, Successful (n=1,501)	61.9%	94.2%	94.4%
Did NOT Take MATH in Fall 2012 (n=1,313)	54.1%	79.9%	82.5%
Took MATH in Fall 2012, Not Successful (n=307)	12.7%	42.1%	66.8%
Took MATH in Fall 2012, Successful (n=805)	33.2%	94.7%	94.0%
PreCollege Math: Did NOT Take MATH in Fall 2012 (n=710)	52.3%	74.1%	77.2%
PreCollege Math: Took MATH in Fall 2012, Not Successful (n=165)	12.2%	27.2%	47.9%
PreCollege Math: Took MATH in Fall 2012, Successful (n=483)	37.5%	93.3%	92.5%
Did NOT Take COLL 101 in Fall 2012 (n=2,344)	96.7%	80.2%	84.6%
Took COLL 101 in Fall 2012, Not Successful (n=16)	0.7%	22.8%	18.8%
Took COLL 101 in Fall 2012, Successful (n=65)	2.7%	89.4%	89.2%
Did NOT participate in Mentor Program (n=2,395)	98.8%	80.1%	84.2%
Participated in Mentor Program Fall 2012 (n=30)	1.2%	84.2%	93.3%
Did NOT receive an AEW Fall 2012 (n=2,137)	88.1%	84.8%	87.0%
Received an AEW Fall 2012 (n=288)	11.9%	44.8%	64.2%

Credit Load for Fall 2012 Quarter

Less than 6 credits (n=224)	9.2%	80.4%	63.8%
7-8 credits (n=216)	8.9%	78.9%	79.2%
9-11 credits (n=568)	23.4%	77.5%	84.3%
12-14 credits (n=853)	35.2%	78.9%	84.9%
15+ credits (n=564)	23.3%	85.0%	93.6%

GPA for Fall 2012 Quarter

Less than 2.0 GPA (n=544)	22.4%		53.7%
2.0-2.99 GPA (n=605)	24.9%		91.9%
3.0-3.49 GPA (n=574)	23.7%		93.0%
3.5-4.0 GPA (n=702)	28.9%		94.4%

*Fall 2012 Withdraw Rate is defined here as a student who Withdrew from all courses during Fall 2012.

*Course Success defined here as the proportion of courses in which a student has received a C or higher (among classes not W).

Retention Rates for Fall 2012 Cohort, by Quarter to Quarter Persistence

Fall 2012 Cohort of First-Term, First-Time, Degree-Seeking Students

Percent of students who enrolled in subsequent terms based upon previous term enrollment

	Fall 2012 Enrollment (%)	Retention Rate Fall 2012 - Winter 2013 (%)	Retention Rate Fall 2012 - Spring 2013 (%)	Retention Rate Fall 2012 - Fall 2013 (%) *unofficial data
Enrolled in Fall 2012	100.0%	84.3%	76.8%	61.6%
Enrolled in Winter 2013 ¹		100.0%	88.9%	71.0%
Not Enrolled in Winter 2013 from Fall 2012		0.0%	11.1%	12.9%
Enrolled in Spring 2013 ²			100.0%	77.2%
Not Enrolled in Spring 2013 ³			0.0%	11.7%

*Enrollment in Fall 2013 is unofficial report until the SBCTC Data is available. Updated 10/7/2013.

¹ Of the Fall 2012 cohort of first-term, first-time, degree-seeking students who returned Winter 2013, 88.9% returned Spring 2013 and 71.0% returned Fall 2013.

² Of the Fall 2012 cohort of first-term, first-time, degree-seeking students who returned Spring 2013, 77.2% returned Fall 2013.

³ Of the Fall 2012 cohort of first-term, first-time, degree-seeking students who did NOT return Spring 2013, 11.7% returned Fall 2013.

Clark College - Budget Status Report

September 30, 2013

Sources of Funds (Revenues)	2013-14 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	26,172,774	6,301,732	19,871,042	24.1%
Tuition & ABE	18,192,718	8,987,355	9,205,363	49.4%
Running Start	6,372,655	42,090	6,330,565	0.7%
Excess enrollment	7,308,444	1,000,000	6,308,444	13.7%
Planned use of prior fund balance	192,774	-	192,774	0.0%
Dedicated, matriculation, tech, cont ed	4,049,174	1,479,615	2,569,559	36.5%
Total Operating Accounts	62,288,539	17,810,791	44,477,748	28.6%
Other Accounts				
Grants & Contracts less Running Start	3,655,533	289,808	3,365,725	7.9%
Planned use of prior fund balance	106,356			
Internal Support & Agency Funds	573,735	469,636	104,099	81.9%
ASCC less PUB	1,863,841	680,131	1,183,710	36.5%
Bookstore	5,291,502	1,821,475	3,470,027	34.4%
Parking	462,894	160,452	302,442	34.7%
Auxilliary Services	1,530,757	194,416	1,336,341	12.7%
Financial Aid	60,090,577	18,595,399	41,495,178	30.9%
Total Other Accounts	73,575,195	22,211,317	51,257,522	30.2%
Total Sources of Funds	135,863,734	40,022,108	95,735,270	29.5%

Uses of Funds (Expenses)	2013-14 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	1,075,972	199,205	876,767	18.5%
Associate Vice President of Planning & Effectiveness	444,195	112,988	331,207	25.4%
Special Advisor for Diversity & Equity	268,397	60,835	207,562	22.7%
Vice President of Instruction	38,733,313	7,253,853	31,479,460	18.7%
Vice President of Administrative Services	11,101,423	4,220,100	6,881,323	38.0%
Vice President of Student Affairs	8,030,893	1,829,541	6,201,352	22.8%
Associate Vice President of Corporate & Continuing Ed	844,327	222,191	622,136	26.3%
Executive Director of Communications	822,324	227,317	595,007	27.6%
Associate Vice President of Human Resources	967,695	296,506	671,189	30.6%
Bank & credit card fees		61,793		
Total Operating Accounts	62,288,539	14,484,328	47,866,003	23.3%
Other Accounts				
Grants & Contracts less Running Start	3,761,889	1,651,065	2,110,824	43.9%
Internal Support & Agency Funds	573,735	377,395	196,340	65.8%
ASCC less PUB	1,863,841	371,686	1,492,155	19.9%
Bookstore	5,291,502	1,555,925	3,735,577	29.4%
Parking	462,894	91,754	371,140	19.8%
Auxilliary Services	1,530,757	400,067	1,130,690	26.1%
Financial Aid	60,090,577	18,590,682	41,499,895	30.9%
Total Other Accounts	73,575,195	23,038,574	50,536,621	31.3%
Total Uses of Funds	135,863,734	37,522,902	98,340,832	27.6%
Difference - Excess (Deficiency)	-	2,499,206		
CIS equip reserve net move to/from		(1,200,000)		
Net Difference		1,299,206		

Capital Projects- Expenditures	42,530,086	1,462,837	41,067,249	3.4%
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CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2013

	Fund Balance (minus non-cash assets) 6/30/13	Cash Balance (minus dedicated cash) 6/30/13	Required Reserves	Prior Commitments (prior to 7/1/13)	New Commitments (2013/14)	Total Available Cash
145	Grants and Contracts*	3,446,329		106,356		2,101,576
147	Local Capital*	389,184				-
148	Dedicated Local	3,953,821	(16,701)	65,229	127,545	(209,475)
149	Operating Fee	245,759	36,114			36,114
440	Central Store (Catalog)	52,107	52,107			52,107
443	Data Processing*	1,406,666	1,406,666		1,406,666	-
448	Print/Copy Machine	(23,824)	(23,824)			(23,824)
460	Motor Pool	47,148	47,148			47,148
522	ASCC	2,285,472				-
524	Bookstore	3,538,129	3,538,129			3,538,129
528	Parking	300,945	300,945			300,945
570	Other Auxiliary Enterprise	1,182,642	495,286	28,535		466,751
790	Payroll (clearing)	210,454				-
840	Tuition/VPA	3,699,586				-
846	Grants - Fin Aid	(1,535,778)				-
849	Student Loans	36,069				-
850	Workstudy (off-campus)	(3,793)				-
860	Institutional Financial Aid Fur Reserves*	635,418	6,207,136			(6,207,136)
	Totals	19,866,334	8,043,802	200,120	1,534,211	102,335

* Fund balance moved after year end

S.SAND 10/9/13

Fund Balance Less Commitments

Available Fund Balance Before Commitments	8,043,802
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Prior Year Commitments

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

New Commitments July 1, 2013 to present

Date		Fund	Amount	Fund Total
7/22/2013	STEM Grant	148	50,000	
7/22/2013	Bus Wrap	148	1,545	
8/13/2013	Sunday Streets Alive	148	1,000	
9/5/2013	Instructional Load Changes	148	75,000	
				127,545
7/1/2013	CIS Funds	443	1,406,666	
				1,406,666
Total New Commitments				1,534,211

Required Reserves

10% of \$62,071,364	6,207,136
Fund Balance After Commitments and Required Reserves	102,335

ACTION ITEMS

**Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
September 25, 2013
Ellis Dunn Room GHL 213**

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

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

Faculty: Ms. Kimberly Sullivan, AHE President; Mr. Ryan Kustusich, Biology.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Ms. Jane Walster, Director of International Programs; Ms. Amy Waite, WPEA representative; Ilana Brown, Student.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Pollard called the meeting to order at 5:10 pm. All trustees were present. He reviewed the board work session discussions that took place from 4:00-5:00 today. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> The agenda was accepted as presented. 	
II. B	Statements from the Audience	<ul style="list-style-type: none"> Clark alumni Jimmy Evans spoke on behalf of expanding the addictions counseling program into an Applied Bachelor's degree program. 	
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> Ms. Sullivan reported that college and union relationships are going along very smoothly for the first time in a while. Faculty salary negotiations will be starting soon. The bargaining unit worked through the summer on the tenure process. 	
	2. WPEA	<ul style="list-style-type: none"> Ms. Waite entertained questions on her written report. She was pleased to report that 150 classified staff member attended the annual WPEA barbeque last week. The WPEA has a new contract and negotiations are adjourned for the next two years. A new step M has been added for classified staff who have not received a raise for the past six years. Now that negotiations are concluded, WPEA staff are looking at improvements that can be made at Clark. 	

	TOPIC	DISCUSSION	ACTION
II. C.	3. ASCC	<ul style="list-style-type: none"> The ASCC did not submit a written report this month. New President Dena Brill reported on opening week activities. ASCC leaders are visiting classrooms to recruit students for club/activities involvement and to introduce them to the ASCC. The water filtration stations will be monitored to determine if the program should be expanded to other campus locations. ASCC members are also looking at the installation of hand dryers in the rest rooms instead of paper towels and at the expansion of the recycling and composting programs. They will be conducting open forums to get student feedback and, in response to student requests, are looking into obtaining flags of international students' countries to display on campus. 	
	4. Foundation	<ul style="list-style-type: none"> Ms. Gibert announced that actor Sam Elliott, a Clark graduate, will be doing voiceovers for four Clark College commercials that will appear on CVTV. The foundation has been invited to submit a \$525,000 grant proposal to the Meyer Memorial Trust in support of STEM. The grant has a six-week turnaround time, so they are working diligently to meet the timeline. 	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> The trustees spoke about the wonderful opening day activities. Trustee Burkman enjoyed having the college community together as a great way to start the year. Vice Chair Strong noted the energy of the day and felt it was great to have staff members acknowledged publicly. Chair Pollard and Trustee Rupley both had commitments that did not allow their attendance that day but were happy to hear about the day and were pleased that the staff who make the college run were acknowledged for their work. Trustee Parker is chairing the TACTC Audit Committee this year; she has chaired this committee for several years and is sad that this will be her last opportunity to participate. Chair Pollard is sitting on the Facilities Management Committee; this group is just starting out on updating the master plan for the next 10 years. 	
II. E.	President's Report	<ul style="list-style-type: none"> Mr. Belden introduced Jane Walster, the new Director of International Programs. Ms. Walster has held this position at Centralia College, within the state university system, and also at Portland Community College. PCC has over 800 international students this year. Clark has increased the number of international students this year by 38% with 106 students from 31 countries. The college has invested heavily in this program's expansion and it is already beginning to show positive results. <p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> Mr. Belden introduced Ms. Ilana Brown, this evening's student success speaker. Ms. Brown served as the ASCC finance director last year. 	

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Dr. Cook introduced Instructor Ryan Kustus who is engaging Clark students in the Small World Initiative in cooperation with Yale University. The Small World Initiative is an effort to interest students in STEM careers by providing them with practical ways to find new antibiotics in soil samples. <p>PRESIDENT'S REPORT</p> <ul style="list-style-type: none"> President Knight continues to hold regular meetings with WSU-V chancellor Mel Netzhammer. They have developed a good working relationship and the colleges are forming partnerships in various areas that will strengthen ties to each other. The college and Vancouver Business Journal will host a mayoral candidates' debate on October 2. Chief Communications Officer Chato Hazelbaker will introduce the candidates. Mr. Belden discussed IRS penalties that are being levied upon colleges throughout the country, including Clark. Clark has received an IRS penalty of \$310,000 for failing to provide social security numbers of 3,100 students. The college cannot legally require students who receive financial aid to provide their social security numbers upon registration, however, we can encourage them to do so in order for them to receive their tax forms at year end. The IRS is now fining colleges who have not collected the social security numbers. Many of Clark's students are not required to provide their numbers because they do not receive financial aid, but they are included in the list anyway (due to the antiquated SMS system that cannot differentiate student status). Clark has attempted to obtain the social security numbers for two years and has chosen to challenge the penalties; Mr. Belden distributed a copy of the letter that is being sent to the IRS. President Knight contacted the state board and found that states are leaving resolution up to the individual colleges even though it is a national issue. He is requesting a discussion of this topic at the upcoming WACTC meeting on September 26 and 27; he is seeking a collective state response to the IRS and is ready to approach both Washington's state and federal legislators to assist. Dr. Cook discussed the partnership between Clark, WSU-V, and Vancouver Public Schools around the iTech Prep High School. The high school is starting its second year in the CCW building. Last year, the three organizations began consideration of an early college model (modeled after one at Ohio State) at iTech Prep where freshmen and sophomore students could receive college credit. This year, 15 students are taking English 101 and Pre-calculus. WSU-V has agreed to pilot a broader array of subjects for these students. We are currently the only institution in the state considering this model and will look at legislation that will formalize it. 	<ul style="list-style-type: none"> The trustees directed President Knight to contact our federal legislators about the IRS penalties. He will notify the WACTC presidents that Clark will be taking legislative action and will request a quick resolution from them.

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> This is a great opportunity for the students to become involved in iTech; they pay only student fees and books but tuition is waived. Ms. Diehl reported on the timeline for the accreditation review taking place next week. Clark will receive the NWCCU's draft evaluation report on October 21 and the final on November 1. The focus of this year's review is mission fulfillment and the college's capacity to fulfill the mission. They will be visiting the college on October 4 for a facilities and IT infrastructure review. Mr. Williamson will spend the day with the evaluator. President Knight noted that the accreditation process has been especially challenging this year as requirements and criteria change continuously as the reviews progress. Ms. Diehl has done a great job preparing the college and the trustees for this accreditation. 	
III.	ACTION ITEMS		
	FIRST READING <ul style="list-style-type: none"> 2013-2014 Budget President's Contract—One-year Rollover 		<ul style="list-style-type: none"> MOTION: Vice Chair Strong made a motion to move First Reading items to the Consent Agenda. The motion was seconded by Trustee Burkman and unanimously approved.
	CONSENT AGENDA <ul style="list-style-type: none"> President's Contract—One-year Rollover 2013-2014 Budget Minutes from August 16 Special Board Meeting Minutes from August 28 Board Meeting 		<ul style="list-style-type: none"> MOTION: Trustee Burkman made a motion to approve the President's Contract One-year Rollover. The motion was seconded by Trustee Parker and unanimously approved. MOTION: Trustee Burkman made a motion to approve the rest of the Consent Agenda. The motion was seconded by Trustee Rupley and unanimously approved.
IV.	FUTURE TOPICS		WATCH LIST
	College Safety (<i>added 12/2012</i>) Facility Plan K-12 PPI Certificates Review of College Policies (work plan) Service Learning (<i>added 1/2013</i>) Standard 2 Highlights		Accreditation GISS Student Completion STEM

	TOPIC	DISCUSSION	ACTION
V.	DATE AND PLACE OF FUTURE MEETING		
	<ul style="list-style-type: none"> The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, October 23, 2013 in the Ellis Dunn Community Room, GHJ 213. 		
VI.	EXECUTIVE SESSION		
	<ul style="list-style-type: none"> The board convened an Executive Session under RCW 42.30.110(1) at 6:17 pm to consider the selection of a site or the acquisition of real estate by lease or purchase. The Executive Session ended at 7:00 pm; the regular meeting was reconvened at 7:00 pm. No final action was taken by the Board during Executive Session. 		
VII.	ADJOURNMENT		
	<ul style="list-style-type: none"> There being no further business, the meeting adjourned at 7:00 pm. 		

Royce Pollard
Chair

Leigh Kent
Recorder
October 3, 2013