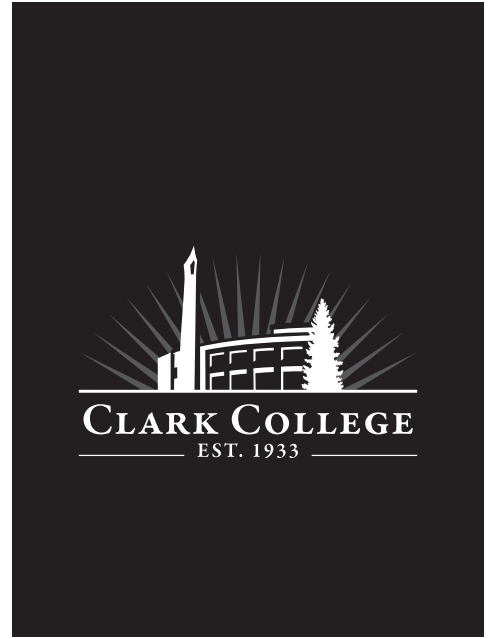


Clark College Board of Trustees



November 28, 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
November 28, 2012**

Table of Contents

Clark College Vision/Mission

Board of Trustee Goals

Table of Contents

Page i

Agenda

Pages ii-iii

Focus on Learning

Pages 1-7

Expand Access

Pages 8-10

Foster a Diverse College Community

Pages 11-14

Respond to Workforce Needs

Pages 15-17

Enhance College Systems

Pages 18-20

Statistics

Pages 21-25

Action Items

Pages 26-30

CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, November 28, 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.

- | | |
|---|-----------|
| ♦ College Priorities/Vision | 4:00-4:45 |
| ♦ Sand Mandala Demonstration in Cannell Library | 4:45-5:00 |

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 | No Written Report |
| 3. ASCC | |
| 4. Foundation | No Written Report |

D. Statements and Reports from Board Members

E. President's Report

<i>Student Success Presentation:</i>	<i>Andrew Nguyen</i>
<i>Faculty Presentation:</i>	<i>Academic I-BEST, Jill Darley-Vanis and Ann Fillmore</i>
	<i>Student Loan Default Rates, Karen Driscoll, Director of Financial Aid</i>
<i>Student Affairs Presentation:</i>	<i>Diane Drebin, Dean of Student Enrollment & Completion</i>

Focus on Learning	Pages 1-7
Expand Access	Pages 8-10
Foster a Diverse College Community	Pages 11-14
Respond to Workforce Needs	Pages 15-17
Enhance College Systems	Pages 18-20
Statistics	Pages 21-25

III. ACTION ITEMS

First Reading

- ♦ There are no First Reading items for consideration this month

Consent Agenda

- ♦ October 24, 2012 Meeting Minutes

Pages 26-30

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, December 19, 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 NOVEMBER 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

- The week of October 21 was National Chemistry week. NERD (Not Even Remotely Dorky) Girls made “slime” at the Clark College main campus in Gaiser Student Center on Tuesday, October 23, with Physical Science and Engineering Division Chair Tina Barsotti, Chemistry Instructor Ruth Trejo, and Engineering instructor Carol Hsu to celebrate National Chemistry week. (OOI)
- Physical Science and Engineering Division Chair Tina Barsotti, Chemistry Instructor Ruth Trejo, Engineering instructor Carol Hsu, and Chemistry adjunct Dawn Van Seggen, along with STEM students, volunteered at OMSI (Oregon Museum of Science and Industry) on October 21 and 27 for National Chemistry Week – Nanotechnology. (OOI)
- Members of the eLearning department attended the NW eLearn Conference, October 17-19, at Portland State University. NW eLearn promotes building community with faculty, administrators, and support staff to share best practices in pedagogy, instructional design, system and program management for the advancement of electronic teaching and learning. eLearning Associate Director Cynthia Foreman serves as a member of the NW eLearn Leadership Council. (OOI)
- NERD Girls screening of *Miss Representation* was held on Tuesday, November 6, in PUB 161. *Miss Representation* explores the under-representation of women in positions of power and influence in America, and challenges the media’s limited portrayal of what it means to be a powerful woman. The Engineering Department hosted the Fall WCERTE (Washington Council for Engineering and Related Technology Education) on Thursday and Friday, November 8-9, at CTC. Engineering educators from across the state and Oregon were in attendance. (OOI)
- Nearly 300 local elementary students visited Clark College on Saturday, November 10, as part of the annual Elementary Science Olympiad tournament. Clark hosts the only elementary school event like this in Washington state. Students competed in five different STEM related events, all hands-on activities relating to engineering, aeronautics, biology, environmental science, and chemistry. There were 20 teams of 15 students each, representing 17 schools and 6 school districts from Clark County. More than 10 faculty and 75 students from Clark College assisted with the event. (OOI)

FOCUS ON LEARNING

- Peter Williams, Dean of STEM, attended the 2012 STEMtech conference in Kansas City, MO, on October 28-31. The STEMtech conference is an international convening that emphasizes increasing student success in science, technology, engineering, and mathematics (STEM) at all levels. Over 400 sessions focus on improving STEM education, better aligning educational systems with each other and local workforce needs, and exploring technology's role in the teaching and learning processes. College and university faculty members, K-12 teachers, administrators, government officials, community and business/industry representatives, and others involved in STEM education and information technology were invited to explore research, best practices, and other ideas with their colleagues from across the country and around the world. (OOI)
- *Effective Communication = Priceless*, a monthly, lunchtime workshop series sponsored by Communication Studies and Faculty Development, was launched Wednesday, October 10. Professor Deena Bisig presented "Working with Personality," based on the personality profile developed by Taylor Hartman. Thirty-five participants completed a self-evaluation and Professor Bisig discussed the four key personality traits of the profile and how to communicate effectively with each one. Topics to be presented for the remainder of fall quarter include "Emotional Intelligence" by Molly Lampros and "Listening" by Chris Kernion. (OOI)
- Network Technology Professor Dwight Hughes presented the first in the quarterly Faculty Speaker Series for 2012-2013 on October 17. *Cybersecurity: A Nation at Risk*, drew an audience of more than 60 students, staff, faculty and community members. Professor Hughes shared the results of his sabbatical research into the fast-growing field of cyber security and his vision for a cybersecurity program at Clark that would involve partnerships with four-year colleges and universities. (OOI)
- *Techtoberfest*, a two-hour event held October 24, featured Clark faculty members from across disciplines who shared a variety of technologies being used in the classroom.
 - Radmila Ballada demonstrated SmarterMeasure and the Library website
 - Elizabeth Donley demonstrated her use of VoiceThread in her English class
 - Katherine Sadler demonstrated advanced Moodle techniques in History
 - Lisa Borho demonstrated her use of the iPad in the Fitness Training Program
 - Amy Blades demonstrated YouTube and Moodle video for ASL
 - Kitty Mackey shared the versatility of Google+ for Library
 - Nadine Fattaleh demonstrated Educreations in Chemistry

Based on the success of the event and suggestions following *Techtoberfest*, a weekly workshop featuring one technology at a time is currently being organized. *Tech Bytes* will be offered on different days and at different times to accommodate varying faculty schedules. (OOI)

FOCUS ON LEARNING

- The eLearning Committee has identified key initiatives to discuss and research during the 2012-2013 Academic Year: (OOI)
 - Learning Management System (LMS) Considerations – This group will evaluate the merits of Canvas and Moodle. If deemed necessary this group will develop a timeline and process for change.
 - Student Processes – This group will focus on providing feedback on Clark College’s current student support and services to ensure that the college meets the accreditation standard of providing parallel support and services to students who live at a distance or may be unable to come to campus during regular office hours.
 - Online & Hybrid Degree & Certificate Offerings – The goal of this group will be to identify the extent to which specific Clark College certificates and degrees are currently available through alternate modes of delivery. The group will also determine courses needed for expansion of Online and Hybrid programs.
- eLearning Program Specialist Naomi Kay completed her bachelor’s degree requirements in the Warner Pacific Adult Degree Program while working fulltime. She has been a role model for Clark College students, encouraging them to continue their higher education. (OOI)
- During October and early November, the Student Learning Center (SLC) led seven campus tours to help orient Basic Education students to the Main Campus. Fifty-four students participated in tours led by Pathways Peer Mentors and ASCC Student Ambassadors. (OOI)
- The SLC provided a comprehensive training and orientation to new and existing literacy and English language tutors. Twelve tutors attended and received certification bringing the total number of SLC tutors to 63. During the month of October, SLC tutors collectively donated 591 service hours to students in Clark’s Basic Education program. (OOI)
- The Pathways Peer Mentor program aims to help improve retention of students as well as transition to higher educational opportunities through a variety of ways: (OOI)
 - Individual on-on-one mentoring
 - Follow-up and support of students in AEW status (referred by the retention advisor)
 - Welcome sessions, class presentations and SLC orientation meetings
 - Campus tours

The program is currently in its third year and has made tremendous progress toward serving more students. During the first two months of the program year, mentors have already served 94% as many as they did in the year previous. Likewise, mentors have served 70% as many students through indirect services such as welcome sessions, class presentations and SLC orientation meetings. (See following table)

FOCUS ON LEARNING

	Number of Peer Mentors	Students Served in a Direct Capacity	Students Indirectly Served
2010-2011	7	84	386
2011-2012	6	93	1,831
2012-2013 (YTD)	5	88	1,296

- The newly piloted FIND Your Path! project aims to support students who need guidance in gaining a vision of their educational and career potential. Through the support of Pathways Peer Mentors and a team of Student Support Services staff, students explore the pathway to college and vocational program opportunities at Clark. During fall quarter, 33 Basic Education students have participated in the project's interactive exploration of future opportunities at Clark. The SLC's goal is that at least 20% of these students will transition to college level programs within two quarters of program participation. (OOI)

Suzanne Smith, SLC Program Manager, presented on the FIND Your PATH! project and the Pathway Peer Mentor program on October 30, 2012, at the WA SBCTC Best Practices Exchange. More than a dozen representatives from colleges around the state attended the presentation to get details on the history and goals of each program, the positive impact peer mentors are making with Basic Education students, and the exciting increase in transition rates among students who participate in the FIND Your Path! project. So far, data collected show that student who have participated in either program have been more likely to stay in school and to continue on to higher learning opportunities. (OOI)

- Librarian Kim Read attended the 2012 ACRL Oregon and Washington Joint Conference at the Menucha Retreat and Conference Center on October 25-26. The conference, *Libraries Out Loud: New Narratives of Enduring Values*, explored the relevance and value of libraries within higher education. Barbara Fister, coordinator of instruction at the Gustavus Adolphus College Library, gave the keynote, "Librarians as Agents of Change" and Char Booth, Instruction Services Manager and E-Learning Librarian at the Claremont Colleges, closed the conference with reflections on "Revaluing Libraries: Content, Container, or Concept?" (OOI)
- Clark College hosted the first annual Fall Choral Festival on November 3. Local high school chamber choirs, concert choirs, and vocal jazz ensembles participated in the event. In addition, the Clark College Vocal Jazz Ensemble and the Clark College Concert Choir performed in the evening showcase concert. Thanks to Clark Music faculty April Duvic for coordinating this event. (OOI)
- Campus part-time and full-time Security Officers received eight hours of training from the Vancouver Police Department on Pepper Spray, Defensive Tactics, and Handcuffing. (AS)
- Director of Security Ken Pacheco and Program Support Supervisor Lynn VanHoomissen received eight hours of training in Threat Assessment. Ken Pacheco also received four hours in Title IX Sexual Violence. (AS)

FOCUS ON LEARNING

- The International Programs Manager, International Student Academic Advisor and the International Student Advisor attended the NAFSA: National Association of Foreign Student Affairs regional conference in Tacoma on November 8-10. The team received updates from national and regional international education partners on trends and best practices which will be considered for continuous improvement. (SA)
- The Career Services Volunteer & Service Learning Coordinator and the Job Developer presented at the Annual Nonprofit Network of SW Washington conference on October 17. The presentation focused on the learning model Career Services uses to help students gain work experience and develop job opportunities in nonprofit agencies. Career Services staff work closely with students helping them gain clarity about career choices through their volunteer work experience; and coach them on developing an effective network for future job search activities. (SA)
- Eighteen students who were placed on Academic Concern or Intervention status attended Academic Intervention workshops. Students learned about strategies for success in the classroom to assist them in raising their GPA above 2.0 to support their progression to good academic standing. (SA)
- A total of 1,547 students in college level and ABE classes received Academic Early Warning (AEW) e-mails notifying them of concern by their instructor through week seven of fall quarter. More than 80% (up from 61% last fall) of those students who received the AEW email were contacted to offer resources and support services. (SA)
- The ASCC Executive Council, Activities Programming Board, Peer Mentors, Student Ambassadors and their respective advisers all participated in the *First Friday Leadership Development Series: Leadership in Service* activity at Columbia Springs in Vancouver, WA on November 2. This event, organized by the Volunteer and Service Learning (VSL) Program, offered 28 student leaders the opportunity to work together as a team for a much larger purpose. The students learned the function of the organization and helped to prepare for their upcoming Family Field Trip Day where the community can participate in hands-on learning stations, craft projects and nature hikes for the whole family. (SA)
- Diversity Outreach Coordinator and Multicultural Retention Manager assisted with the planning and general set up of speakers for the Clark County Latino/a Youth Conference on October 13, 2012 at Clark College, funded by the Community Wide Diversity Events Fund. In addition, we gave a presentation to the attendees (approximately 40 parents) regarding the American School System. Later we gave a presentation to middle school students, focusing on the steps that they need to follow in order to prepare for entrance into college or university. A running start student was a panelist for this presentation. The successful event had about 150 students, parents and community members present, mostly from Evergreen and Vancouver School districts. (ODE)
- On November 9, the Office of Diversity and Equity with Student Affairs and the Risk Management Department hosted a Title IX training. The training was provided by Margolis Healy & Associates, a leading firm around issues of higher education and the law. The training provided a framework for understanding Title IX violations and our obligations as employees of the college as well as prevention and response strategies. The training was attended by 23 faculty and staff members. (ODE)

FOCUS ON LEARNING

- The first session in the ***Human Resources Training series*** was held on November 8, 2012. The topic was Temporary Hourly Benefits Thresholds and was presented in a Q & A format. Nineteen employees attended. (HR)
- Employee Development revised the Drug Free Workplace Intranet page with updated forms and information. This page is located on the Human Resources Intranet site at http://www.clark.edu/student_services/human_resources/drug_free/ (HR)
- Community Education enrollment for fall quarter 2012 remains high, slightly surpassing fall quarter 2011. A decline in enrollment was anticipated due to moving several classes from main campus to Corporate & Continuing Education's new location in downtown Vancouver. Nineteen new community education classes will be offered in winter 2013. New classes include: InDesign for Mac users, iPhone and iPad instruction, Four Seasons Hiking and Backpacking, Arm Chair Travel, Landscape Design for Newbies and a Beginning Percussion class to accompany the Community Band and Jam Session classes. Registration for winter classes begins on December 3, 2012. (CCE)
- On November 7, 2012, Corporate & Continuing Education Associate Vice President Kevin Kussman facilitated the first of two focus groups for the Mature Learning program. A group of 22 students from all course areas of the program met at the Columbia Tech Center to discuss the current structure of the program and its future. The funding structure of the program and support from the College and Foundation was explained. Participants offered a variety of marketing ideas and felt expanding the program to East County has been a strong asset to the program. A second focus group is scheduled in early December at CCE new location in downtown Vancouver. (CCE)
- ~~Kevin Kussman, Corporate & Continuing Education Associate Vice President attend a two-day Incident Command System (ICS) 400 training in Tacoma, WA on November 13 and 14, 2012. (CCE)~~
- Under the leadership of Communications Specialist Hannah Erickson and Graphic Designer Jenny Shadley, work on the winter-spring 2013 issue of "Clark Today" – the biannual overview of information about programs and services Clark College – has been completed and has gone to the printer. This issue should be available to students and the community during the first week of December. (C&M)
- The Communications & Marketing team has provided support for the new AA Transfer Honors Program through information on the Clark website, a new web ad, and an ad that appears on the back cover of "Clark Today." (C&M)
- The Communications & Marketing team completed their work in support of the Faculty Speaker Series event featuring Professor Dwight Hughes. Support included print materials, photos, video (advance and event), and news release. In addition to media outreach, the event was promoted on the Clark website and through Facebook, Twitter, YouTube and Flickr. (C&M)

FOCUS ON LEARNING

- Executive Director of Communications & Marketing Barbara Kerr, Multimedia Web Content Specialist Alison Pezanoski-Browne, Director of Marketing Brian Scott, and Graphic Designer Jenny Shadley took part in professional development at the NCMPR (National Council for Marketing & Public Relations) District 7 Fall Conference, held at Chemeketa Community College's Eola Northwest Viticulture Center on Oct. 18 and 19. The two-day conference featured presentations about communications by organizations as varied as Portland State University and the Portland Timbers. It was highlighted by an awards ceremony to showcase outstanding District 7 college communications and marketing programs. Clark 24/7 received the silver medallion for excellence in the newsletter category. (C&M)
- Executive Director of Communications & Marketing Barbara Kerr attended the 2012 Public Relations Society of America (PRSA) International Conference. With a theme of "The Future Starts Now," keynote speakers included Biz Stone, co-founder of Twitter, *and* Tim Westergren, founder of Pandora. Sessions included a daylong seminar on communications measurement. Barbara has been nominated to serve as president-elect of the Portland Metro Chapter of PRSA in 2013. She would then serve as president in 2014. (C&M)

EXPAND ACCESS

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

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

Progress

- The Bookstore's year-to-date sales results through October 2012 remain down by 5% compared to this same point last year. This trend is in line with the decrease in enrollment for fall quarter. Anticipating this decline, the Bookstore adjusted its revenue projections. Numbers through October 31 are in line with this revised estimate. (AS)
- The Assessment Center, in collaboration with Information Technology Services, GEDTS (General Educational Development Testing Service) and SBCTC, is serving as one of three Washington state pilot sites for the implementation of the computer-based version of the General Education Development (GED) test. GED testing will eventually move to only being offered via computer, which places Clark College at the forefront of this change. (SA)
- Three college group tours were conducted in the month of October: YWCA brought a group of 10 students; Gaiser Middle School GEAR-UP brought 50 students who received an admissions presentation, ate lunch on campus and were provided a campus tour; and approximately 50 TPC students were brought to the main campus on three different days to begin the transition of becoming familiar with the location of services on the main campus. (SA)
- The College Prep & Transfer division of the Advising Department hosted two College Fairs on October 24 and 25. Over twenty colleges and universities from across the region participated in this event and served hundreds of high school and Clark College students interested in transferring. (SA)
- Academic advisors collaborated with the Basic Education department during the "Find Your Path" event, an interactive visit for ABE/GED/ESL students that connects them with support services and provides them with college transition information. Advisors provided the transition students with information and advice to assist them as they seek to transfer to degree and certificate programs after completing their basic education classes. (SA)
- A Health Occupations and Education Programs advisor met with four students from the 'On-Ramp to I-BEST' class on October 8 to share information about the Nursing Program. The advisor explained the program's preliminary requirements, application and selection processes, estimated costs, and general information on steps to begin as a new student at Clark College, such as placement testing and Financial Aid. (SA)

EXPAND ACCESS

- The Diversity Outreach Coordinator attended the Latino Education Policy Forum in Seattle on October 5, 2012 to represent the interests of Clark College. This forum focused on shaping education policies for Washington State to expand access to students and bridge the achievement gap for Latino students. A legislative panel was invited to respond to the policy proposals. In addition to legislators, a representative of the State Board of Education, State Board for Community and Technical Colleges, the League of Education Voters OSPI and representatives of several Washington colleges attended. Dr. Luis Fraga, Associate vice provost at the University of Washington, was the keynote speaker. (ODE)
- The Diversity Outreach Coordinator collaborated with different community groups such as OneAmerica, LULAC, and the Commission on Hispanic Affairs to set up a legal clinic for Dreamers (undocumented immigrants) on Oct 6, 2012 in Gaiser Hall at Clark College. The goal of this event is to serve neighbors and the community in general through orientation and education about Deferred Action. Deferred Action for Childhood Arrivals (DACA) is an Executive Order to help Dreamers. This order gives a two-year reprieve for Dreamers who enter to this country as children and are students. We helped students who met the requirements to fill out the Deferred Action paperwork with guidance from attorneys. The event was completely free for these students. During the event the Diversity Outreach Coordinator explained to the attendees the services and programs that Clark College has for the community. The event was very well attended with about 150 students and community members. (ODE)
- Webmaster Chris Concannon and Web Specialist Tahnya Huneidi developed an online drop/withdraw application (online form that auto populates with student's current classes, auto emails and backend database and admin area for registration). (C&M)
- Webmaster Chris Concannon completed more filtering options for the online class schedule. The new filtering allows students to display all filtered classes or classes by specified department. (C&M)
- Efforts for the development of the winter enrollment marketing program are in place under the leadership of Director of Marketing Brian Scott. The program includes online, newspaper, radio and cable television advertising support. It will run from the week of December 3 through the week of December 17. (C&M)
- Director of Marketing Brian Scott and Lead Graphic Designer Wei Zhuang have completed their collaboration with Financial Aid Director Karen Driscoll and Scholarship Program Specialist Lizette Drennan to produce an email flyer to high school counselors, a web ad for placement on the college home page and a newspaper advertisement to support the college's Financial Aid Information Night on Wednesday, December 5. (C&M)
- Graphic Designer Jenny Shadley completed her work with Admissions to create a new At-A-Glance Brochure. It was printed this quarter and will be used at college fairs and for mailing to prospective students. The document now has more accurate information and a more engaging format. (C&M)

EXPAND ACCESS

- From July 1 through November 14, 2012, www.clark.edu had 1,395,458 visits and 4,808,861 page views from 474,480 visitors. Users visited an average of 3.45 pages per visit; of those, 69.12% were returning visitors and 30.88% were new visitors. The highest percentage of foreign visitors was from China (.10% /1,351) followed by Japan (.08% / 1,058); 978,168 visits were from users in Washington state and 286,528 from Oregon. (C&M)
- Between July 1 through November 14, 2012, Clark web ads generated 126,060 page visits. (C&M)

FOSTER A DIVERSE COLLEGE COMMUNITY

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

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

Progress

- A Clark College international student alumnus, Thao Nguyen, represented the college in a student recruitment fair with Capstone-Vietnam in her hometown of Ho Chi Minh City, Vietnam on October 6 and 7. Ms. Nguyen participated in facilitated high school visits and represented Clark College at the Study USA Community College Fair. (SA)
- A delegation from China visited Clark College on October 22 and attended a meeting with representatives from the Northwest Athletic Association of Community Colleges (NWAACC), the Office of International Programs, Athletics and Health & Physical Education. The group of educators from China was sponsored as part of the World Affairs Council's International Visitor Leadership Program and focused their visit on access to sports and physical education in the United States. (SA)
- Staff from several Student Affairs departments represented Clark College at the Faculty & Staff of Color Conference in Bellingham, WA on October 31 through November 2. This professional development experience provided an opportunity to network and collaborate closely with other community college and university representatives to develop greater awareness and visibility of policies and plans designed to enhance the institutional climate, access, and educational quality of higher education in Washington State. (SA) & (ODE)
- The Office of Diversity & Equity and the Office of Disability Support Services hosted comedian Keith Wann as the speaker for Disability Awareness Month on October 18, 2012. As a hearing Child of Deaf Adults (CODA), Wann is an original breakthrough performing ASL artist, and one of the most highly regarded interpreters across the nation. There was a day and a night event in the Gaiser Student Center. There were 350+ students, faculty, staff and community members present. (ODE)
- On October 26, the Office of Diversity and Equity hosted an Open House for community leaders. The purpose of the event was to connect with community leaders and show them the new Diversity Center. (ODE)
- The Clark College Native American Celebration Committee held the Educating for the 7th Generation, celebrating indigenous cultures on November 9, 2012. The event began with a welcome address by Board of Trustees member Jack Burkman and Special Advisor on Diversity and Equity followed by a flute performance, dinner, and traditional Pow Wow activities. There were 20 vendors and organizations present, and 400+ college community and community at large in attendance. (ODE)
- Communications & Marketing team members have completed their work in support of college events including: the inaugural Fall Choral Festival (web area, posters, photography, Facebook, Twitter, *Clark 24/7*); Educating for the Seventh Generation (news release, web ads for the Clark

FOSTER A DIVERSE COLLEGE COMMUNITY

website and the Daily Insider, photographs for Flickr and Facebook, a video for YouTube, article in *Clark 24/7*; Nonprofit Fair (all print materials and web ad were updated, event was promoted on Facebook and Twitter, Flickr album shared, article in *Clark 24/7*); and the Clark theatre department production of “Who’s Afraid of Virginia Woolf?” (news release, photos, YouTube video, web ads for the Clark website and the Daily Insider, promotion on Facebook, Twitter, YouTube and Flickr). Additionally, website information for the 2013 Clark College Jazz Festival is now in place. (C&M)

- Phase one of communications support for the 2013 Iris Awards has been completed. A news release was issued; the nomination form is available on the Clark website; the web area on the Clark website has been updated; online ads are running on the Clark website and on the Daily Insider. Nominations are due by Nov. 30 at 5 p.m. KGW Newschannel 8 news anchor Laural Porter will emcee the event, which will be held on Thursday, March 7, 2013 in the Gaiser Student Center. (C&M)
- Alison Pezanoski-Browne, Hannah Erickson and Jenny Shadley help keep students and the Clark community informed and involved with close attention to the Facebook, Twitter, Flickr, and YouTube pages. (C&M)
- Since Alison Pezanoski-Browne joined Clark College three months ago as Multimedia Web Content Specialist, we’ve had 3,990 new views to our YouTube Channel and 7,277 estimated minutes watched. (In total, we have experienced 6,031 video views and gained 23 subscribers.) Our most successful videos during this three-month timeframe have been: (C&M)

Video	Views ↓
1. The Guardian Knight: Penguins Never Panic - Clark C...	429
2. Clark College WA Network Technology - New Data Ce...	332
3. Clark College WA - Emergency Preparedness	298
4. Rekah Strong, New Board of Trustees Member - Clark...	250
5. Faculty and Staff Opening Day 2012 - Clark College WA	249
6. Clark College WA Student First Day - What are you e...	221
7. Embodying the Strategic Plan - Clark College WA	207
8. How to Get Ready for College with Running Start - Cla...	184
9. Clark College Faculty Speaker Series: Cybersecurity ...	155
10. Clark College WA - Who's Afraid of Virginia Woolf?	132

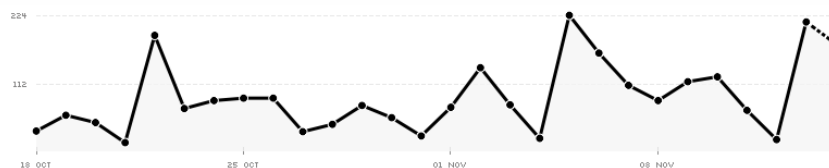
FOSTER A DIVERSE COLLEGE COMMUNITY

Beyond number of views, the videos that have the most engagement are:

Video Geography Date			
Video	Likes	Dislikes	Total engagement ↓ ?
1. Clark College WA Network Technology - New Data Ce...	3	0	
2. Clark College WA - Who's Afraid of Virginia Woolf?	2	0	
3. The Guardian Knight: Penguins Never Panic - Clark C...	1	0	
4. Rekah Strong, New Board of Trustees Member - Clark...	2	0	
5. J.R. Martinez shares words of wisdom - Clark College...	3	0	
6. Royce Pollard Japanese Friendship Garden Slideshow	0	0	
7. Embodying the Strategic Plan - Clark College WA	3	0	
8. Clark College Holiday Card 2011	2	0	
9. Clark College WA - 2011 Commencement	1	1	
10. First Year Experience (FYE) Mentor Program - Clark ...	2	0	
Only top 10 videos available.			

- Alison Pezanoski-Browne took the lead in creating “FAQ Thursdays” in which Clark College student leaders answer questions from their fellow students via video every other Thursday. Video projects that are underway or nearing completion focus on Basic Education, Student Learning Center, Pathway Peer Mentors, Advising, Library Services and eLearning, Career Services, Financial Aid, Tutoring and Writing Center, STEM/Math Help Centers, STEM department, and Student Life. (C&M)
- From July 1-November 14, 2012, under Jenny Shadley’s leadership, we experienced 40,093 views on Flickr.

Daily aggregate views on your account

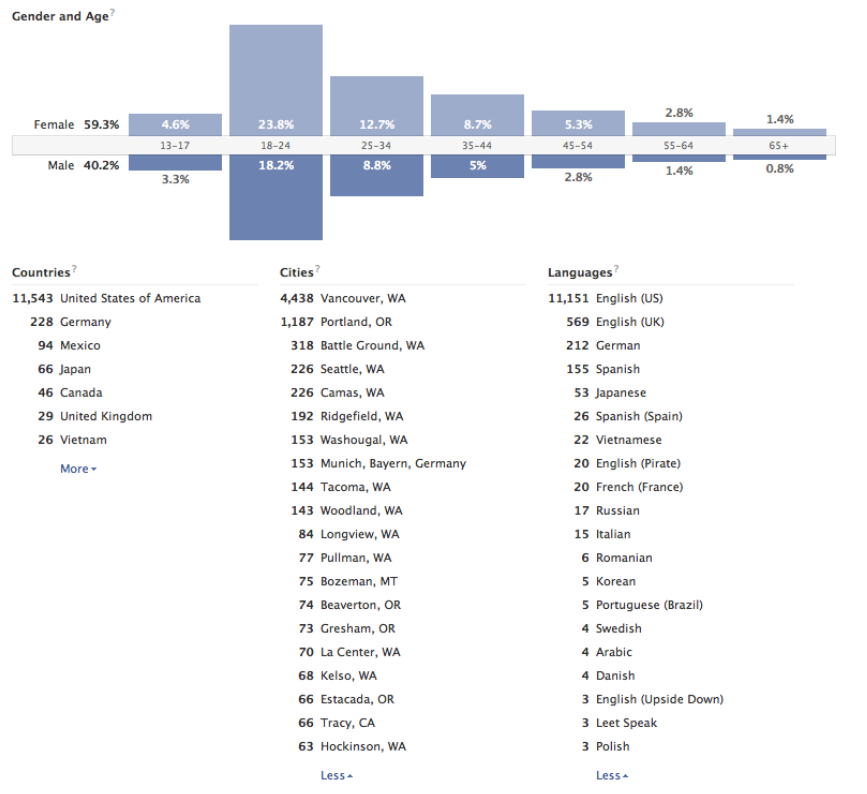


View counts

	So far today	Yesterday	All time
Photos and Videos	113	169	31,810
Photostream	49	18	5,908
Sets	16	27	2,325
Collections	0	0	1
Galleries	0	0	49
	178	214	40,093

FOSTER A DIVERSE COLLEGE COMMUNITY

- Our Twitter presence continues to be strong. As of November 15, our Twitter site had issued 2,403 tweets and had 1,108 followers. Since July 1, 2012, we have been mentioned approximately 140 times. (C&M)
- Our Facebook site demonstrates positive trends each month. As of Nov. 15, we had 4,295 likes (about 150 new likes in the past month) and a weekly total reach of 15,225 (up 6.36% in the past week). Our “People Are Talking About Us” stars are up 11.27% in the past week. Those are all positive trends. (C&M)
- The demographic information for our Facebook site also demonstrates the global reach of our page. (As one example, we have 153 likes from Munich, Germany, which is nearly twice as many as from Longview, WA.) (C&M)



RESPOND TO WORKFORCE NEEDS

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

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

Progress

- Four Dental Hygiene students attended the House of Delegates in Bremerton, WA, on October 13 and 14. This was an opportunity for students to learn about current legislative processes and what the Washington State Dental Hygiene Association is proposing for registered dental hygienists in the state. (OOI)
- On Monday, October 22, Director of Academic Services Dedra Daehn conducted a workshop for advisory committee chairpersons. Twenty-five advisory committee chairs and vice-chairs, along with 25 division chairs and administrators, attended this event. The focus of the workshop was to provide training on how to run effective and productive advisory committee meetings, clarify the roles and responsibilities of the chairperson, and provide an overview of changes that Clark is making to ensure adequate support for advisory committee chairpersons and members. (OOI)
- A small group of Engineering and Environmental Science students are working on developing an entry for the EPA (Environmental Protection Agency) Campus Rainworks Challenge. The Campus Rainworks Challenge is for undergraduate and graduate students. Student teams are invited to create an innovative green infrastructure design for a site on their campus showing how managing stormwater at its source can benefit the campus community and the environment. Winning teams will earn a cash prize, as well as research funds for their faculty advisor to conduct research on green infrastructure. (OOI)
- In October, Biology Instructor Steven Clark and several students did field research on the little rock dwelling member of the rabbit family, the pika. The research analyzed the DNA of pika in the Columbia River Gorge. The students and Instructor Clark set out hair-snag traps then collected the hair samples for later DNA analysis. The students are in Instructor Clark's biology majors' class. In the labs portion of the class, students analyzed DNA of a bacterium. (OOI)
- The Early Childhood Education department participated in a Department of Early Learning initiative to establish statewide common course numbers for many popular ECE courses and implement statewide certificates that are aligned with the Washington State Career Lattice for Early Learning professionals. The implementation of these curriculum changes this winter will provide Clark ECE students with access to dedicated scholarship funds from the Department of Early Learning. Thanks to our ECE faculty for their implementation of this important statewide initiative on a very compressed timeline. (OOI)

RESPOND TO WORKFORCE NEEDS

- The Career Services Volunteer and Service Learning Program hosted a very successful Non-Profit Fair on November 7. It was the largest Non-Profit Fair to date with 39 organizations present and many opportunities for members of Clark College to connect with community organizations. Approximately 585 people attended the fair to explore civic engagement opportunities. (SA)
- Corporate Relations Manager Michelle Giovannozzi accompanied Machining instructor Bruce Wells and Mechatronics instructor John Reynolds on a tour of Longview Fibre's pulp and paper plant on November 1, 2012. The tour was in preparation for the first phase of a four-year contract training program Corporate Education is delivering for Millwrights and Pipefitters at Longview Fibre. The initial training will consist of 13 days of classes in trade math, materials science, welding, machining, and mechatronics delivered on the main campus. The class of 10 Longview Fibre employees will tour Clark College's main and CTC campuses, learn research skills in the library, and otherwise experience campus as Clark students. (CCE)
- Associate Vice President Kevin Kussman and two Corporate & Continuing Education staff met with the Eleni Papadakis, Executive Director of the Workforce Training and Education Coordinating Board, members of Director Papadakis' staff and three other Washington State colleges to report on the progress of the Workplace Learning Laboratory Grants at South Seattle Community College on November 6, 2012. The successes and challenges of the grants as well as the evaluation process that will take place at the end of the grant were discussed. Clark College has partnered with PeaceHealth Southwest Medical Center to provide 37 employees a learning laboratory that increases the skills of low wage employees and takes them to a "tipping point" where they could have the option of pursuing additional training, including a college degree. (CCE)
- Corporate Education was featured in an article that ran in the Vancouver Business Journal, entitled "Investing in the Business Community." The article focused on programs and services Clark College provides to meet the needs of local businesses and the college's efforts to be aware of and respond to current workforce skill demands. Also mentioned was Corporate & Continuing Education move to downtown Vancouver to be more accessible to business. (CCE)
- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
 - Participated in an orientation and VIP tour of the Clark County Skills center to better understand areas of potential partnership.
 - Represented higher education in a Leadership Clark County event in order to help the leadership students better understand the role of higher education in the community.
 - Participated in the Columbia Willamette Collaborative meeting to set the groundwork for future Greater Portland education collaboration, especially as it relates to workforce development.
 - Participated in planning sessions with Worksource to develop education programs to support the workforce development needs of the Vancouver Housing Authority's Housing Works Grant.
 - Clark County Rotary weekly meeting.
 - Vancouver Housing Authority bi-monthly meetings to support training needs of dislocated or low-wage workers through grant funding.

RESPOND TO WORKFORCE NEEDS

- Vancouver Business Journal's Accomplished Under 40 event
 - Southwest Washington Human Resource Management Association
 - Organizational meeting for Leadership Clark County
 - Southwest Washington Regional Health Alliance (SWRHA) steering committee meeting focused on the area healthcare workforce needs.
 - Symbol of Freedom Luncheon at Pearson Air Museum. (CCE)
-
- Partnering with Career Services, Lead Graphic Designer Wei Zhuang and Marketing Director Brian Scott have completed phase one of their efforts in support of Career Days 2013. A web ad on the Clark home page announces the fair to employers who are prospective participants. An online registration form is now available and can be accessed from the web ad. The job fair is scheduled to be part of Clark's Career Clothing Closet, Transfer Fair and Career Days events, running from Thursday, April 18 through Thursday, April 25, 2013. (C&M)

ENHANCE COLLEGE SYSTEMS

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

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

Progress

- An evacuation drill was conducted at the main campus and all satellite sites October 9 at 1:40 p.m. The College's InformaCast mass notification system was used to alert people and distribute the evacuation order via phones in all offices and classrooms, active computer screens, Smart Classroom screens and common area speakers. All buildings were evacuated and secured. Campus CERT and Emergency Building Coordinators (EBCs) delivered on-the-ground leadership, conducted safety sweeps, and exercised walkie-talkie communications. President Knight supported the exercise by communicating his expectations to faculty, staff, and students via advance College-wide email messages. To assist with accurate and impartial evaluation, 16 volunteer community observers were posted throughout the College; they submitted observer notes. A post-exercise survey was immediately distributed. The survey was condensed, which is believed to be responsible for increasing the response rate from 18% (May, 2012) to 31%. The most common complaint by survey respondents was regarding audibility of the notification. Sites with identified concerns have been forwarded to IT for follow-up assessment. Other questions and concerns are being addressed by members of the Emergency Management Planning Committee. (AS)
- In October, Environmental Health and Safety staff conducted respiratory protection training for 23 employees at the day Facilities Services safety meeting. In partnership with Facilities Services, staff added Culinary and ASCC to the successful composting program which was launched in August. Two ergonomic consultations were performed. (AS)
- On October 18, Clark College participated in the national "Great Shake Out" activity. Its purpose was to increase safety awareness and College preparedness for an earthquake by encouraging the Drop-Cover-Hold response. Clark College was among 42 Washington State colleges and universities participating in the exercise, involving 158,880 faculty, staff, and students. The College's mass notification system was used to announce the one minute drill that began at 10:18 a.m. (AS)
- In preparation for the May 9, 2013 emergency grant capstone exercise, Emergency Management Planning Committee members began monthly training sessions and table-top practices to develop and refine Incident Command System (ICS) capabilities. The trainer, Dave Sauerbrey, was retained from Clark County Fire District 5. Funding is from the Emergency Management in Higher Education (EMHE) grant. (AS)

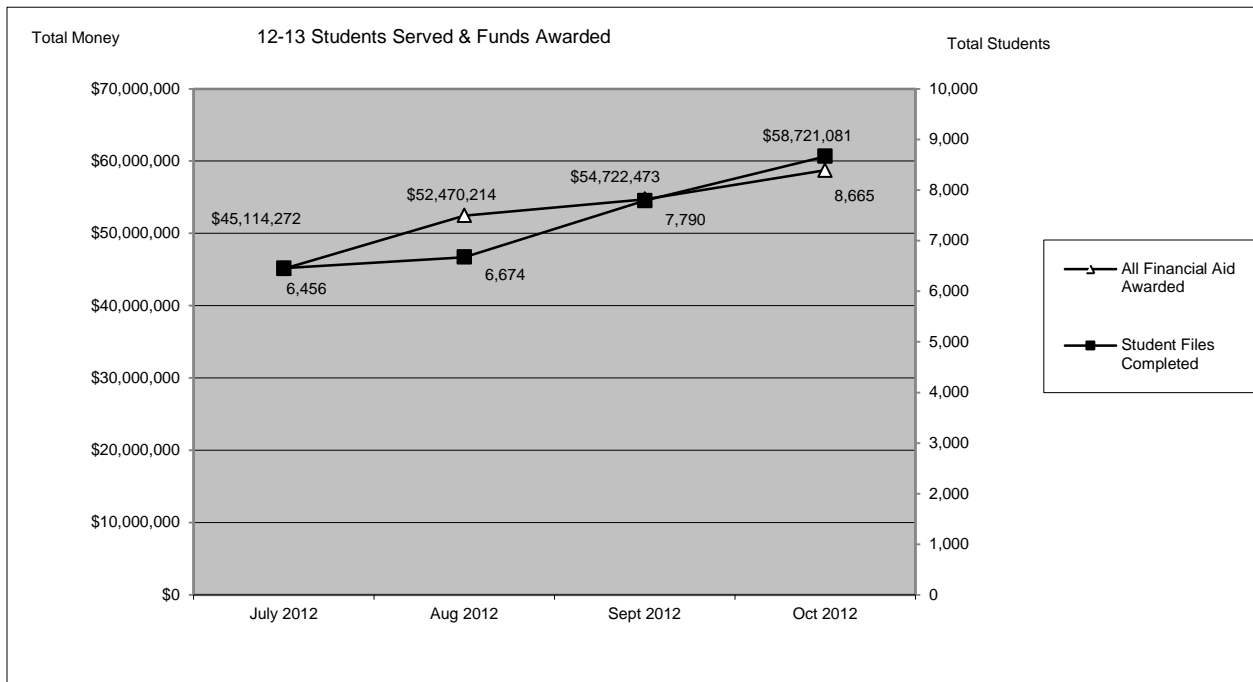
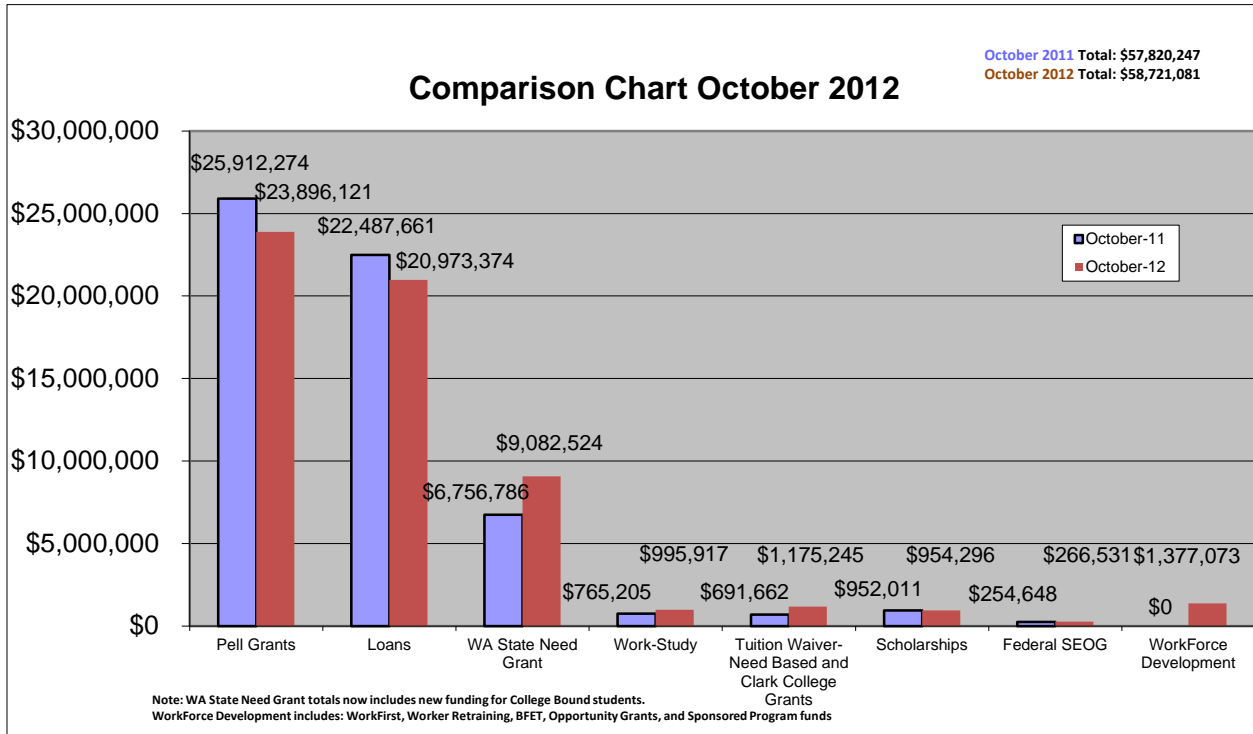
ENHANCE COLLEGE SYSTEMS

- EMHE funds are also being used to hire a project manager to assist with the development of a Continuity of Operations Plan (COOP) for the College. The project manager has begun meeting with representatives from the organizational units of the College to assist them with the preparation of department-specific COOP plans. This activity involves identifying essential services and the critical resources necessary to deliver those resources during an emergency event or natural disaster. Once the department-specific plans are completed, they will be combined to create the overarching institution COOP. Upon completion, the COOP will become part of the College Emergency Operations Plan and will be updated and exercised annually. (AS)
- The Bookstore is preparing to go live with a new Point of Sale Credit Card Authorization system, Shift4. This new system will enable an even higher level of credit card number protection for our students and customers and is expected to generate efficiencies in the management of PCI compliance within the IT department. (AS)
- Facilities Services will be completing renovation work in the 200 wing at the T Building and will be continuing the relocation of programs from the Town Plaza Center (TPC). This work continues on schedule and TPC will be vacated by the end of December. (AS)
- To enhance safety on the main campus, Security has used new, permanent funding approved by Executive Cabinet, to hire a third full-time officer to work the day shift. (AS)
- Advisors from the College Prep & Transfer division of the Advising Department presented an overview of advising services and strategies for success in several First Year Experience (FYE) HDEV 102 - Human Development Classes. A total of four presentations took place in October reaching approximately 70 students. The advisors, instructors, and students engaged in positive discussions on the pre-college sequence and degree transition, educational planning, and time management strategies. (SA)
- Two members of the Health Occupations and Education Advising Division presented at the 2012 Pacific Association of Collegiate Registrars and Admissions Offices (PACRAO) Conference in San Diego, California on November 6. Approximately 40 guests attended the presentation that showcased the formal training program for the Advising Department that was created within the online learning management system, Moodle. Topics included the history of advisor training at Clark College, the process the Advising department took to create a formal training program, best practices in online learning and employee training, a video demonstration of the training program as well as user testimonials from Clark's advising and credentials staff. (SA)
- The Credential Evaluations Manager met with Information Technology staff to begin development of the online graduation application and database system. IT staff anticipate offering a preliminary version of the new tool in winter 2013. Credentials staff will be asked for input as the project continues. (SA)

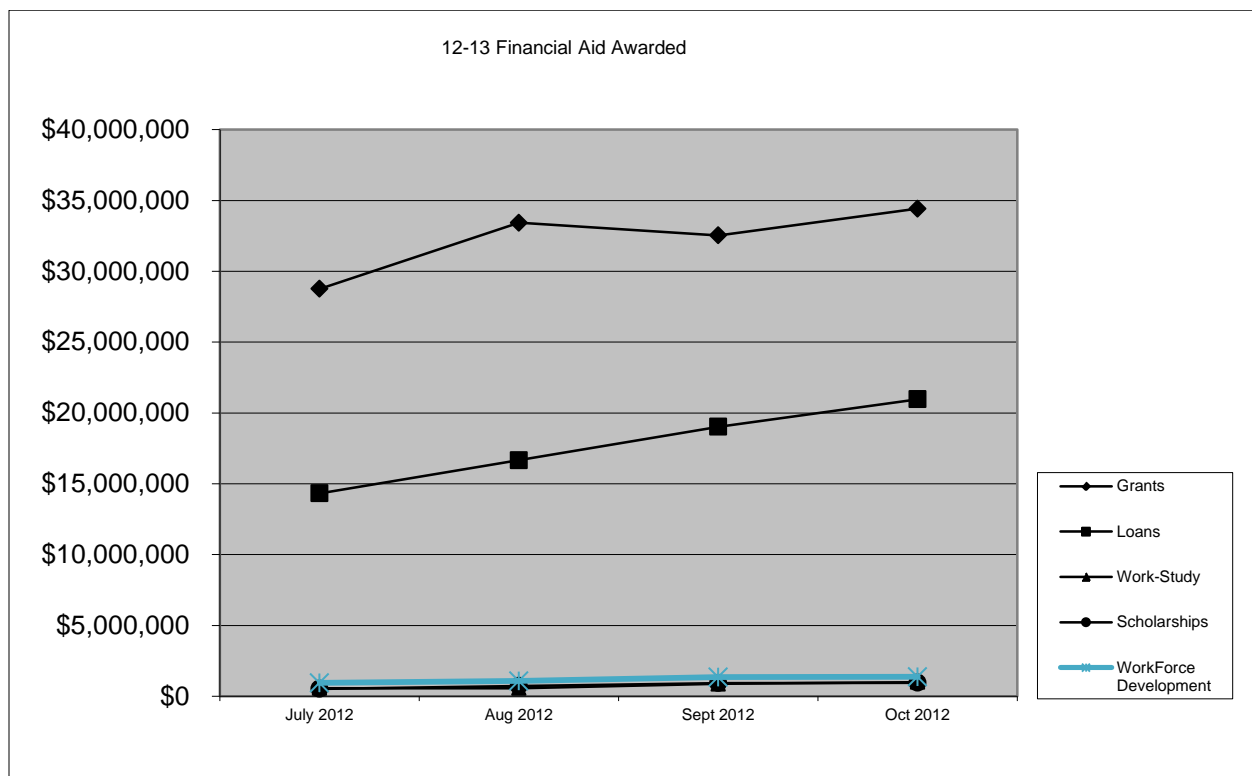
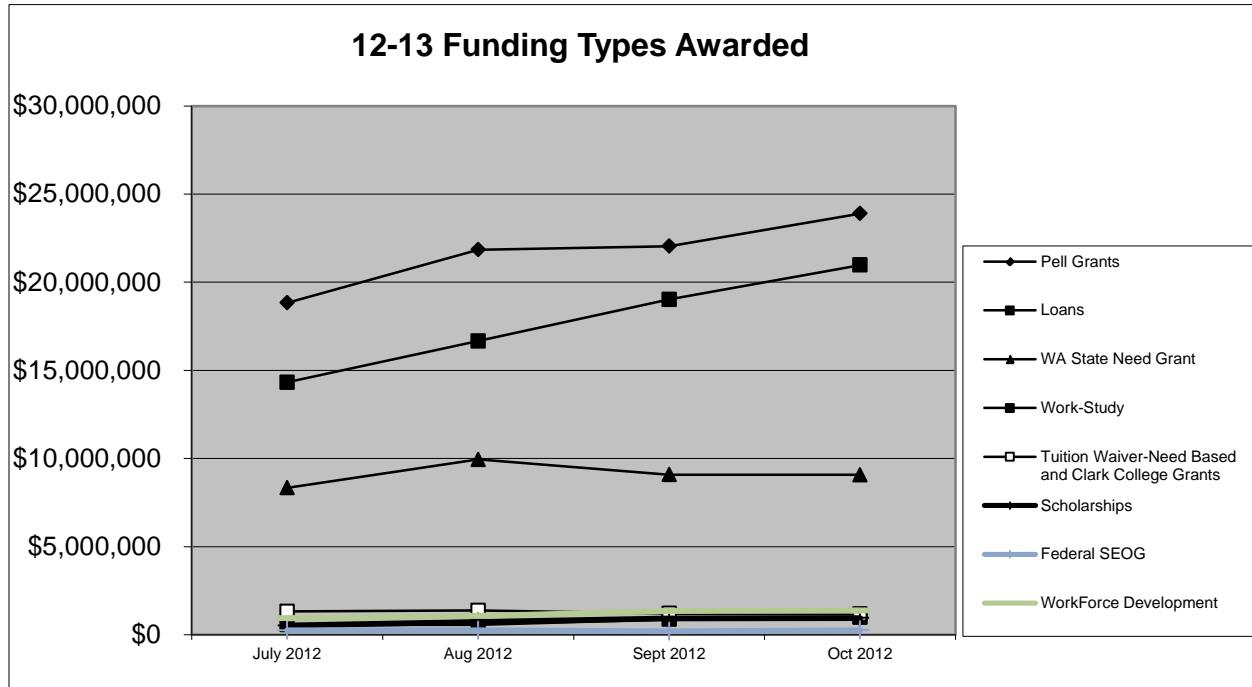
ENHANCE COLLEGE SYSTEMS

- Web specialist Tahnya Huneidi rebuilt the Security area on the Clark website, pulling all the content into one area and formatting content to meet legal requirements. (It had been divided between “About Clark” and “Support and Services”). (C&M)
- Communications Specialist Hannah Erickson, with the help of Graphic Designer Jenny Shadley and former Executive Assistant Kathy Murphy, conducted the first quarterly meeting of Clark College’s social media administrators on August 14. In addition to sharing information about best practices, threat reporting procedure, third-party software, and potential risks, Hannah proposed creating a college-wide set of guidelines and policy for official use of social media. This proposal was greeted with general acceptance, and it was agreed that a working group would craft a draft that could be sent forward for consideration by Executive Cabinet and College Council. The group’s next meeting is scheduled for November 27. (C&M)
- From July 1 through November 16, 2012, 133 news stories featured or referenced Clark College. In terms of tone, 90% were positive or extremely positive and 6% were neutral or somewhat positive. The cumulative circulation/audience was 4,309,128.

STATISTICS



STATISTICS



Clark College - Budget Status Report

October 31, 2012

Sources of Funds (Revenues)	2012-13 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	23,813,679	8,574,891	15,238,788	36.0%
Tuition & ABE	17,474,587	8,596,530	8,878,057	49.2%
Running Start	5,083,000	619,102	4,463,898	12.2%
Excess enrollment	11,756,173	2,910,000	8,846,173	24.8%
Planned use of prior fund balance	836,140	-	836,140	0.0%
Dedicated, matriculation, tech, cont ed	4,003,052	1,603,939	2,399,113	40.1%
Total Operating Accounts	62,966,631	22,304,462	40,662,169	35.4%
Other Accounts				
Grants & Contracts less Running Start	5,734,479	863,292	4,871,187	15.1%
Internal Support & Agency Funds	1,075,053	501,246	573,807	46.6%
ASCC less PUB	1,735,707	600,942	1,134,765	34.6%
Bookstore	5,443,122	2,400,579	3,042,544	44.1%
Parking	439,528	189,648	249,880	43.1%
Auxilliary Services	1,421,374	347,333	1,074,041	24.4%
Financial Aid	57,665,572	24,334,731	33,330,841	42.2%
Total Other Accounts	73,514,835	29,237,771	44,277,064	39.8%
Total Sources of Funds	136,481,466	51,542,233	84,939,233	37.8%

Uses of Funds (Expenses)	2012-13 Budget	Encumbrance & Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	1,507,528	275,756	1,231,772	18.3%
Associate Vice President of Planning & Effectiveness	473,560	143,038	330,522	30.2%
Special Advisor for Diversity & Equity	301,096	85,005	216,091	28.2%
Vice President of Instruction	39,037,772	10,802,227	28,235,545	27.7%
Vice President of Administrative Services	11,030,313	4,585,053	6,445,260	41.6%
Vice President of Student Affairs	7,407,139	2,297,113	5,110,026	31.0%
Associate Vice President of Corporate & Continuing Ed	811,798	370,097	441,701	45.6%
Executive Director of Communications	826,593	270,920	555,673	32.8%
Associate Vice President of Human Resources	1,570,832	663,754	907,078	42.3%
Total Operating Accounts	62,966,631	19,492,963	43,473,668	31.0%
Other Accounts				
Grants & Contracts less Running Start	5,734,479	1,647,923	4,086,556	28.7%
Internal Support & Agency Funds	1,075,053	549,451	525,602	51.1%
ASCC less PUB	1,735,707	434,107	1,301,600	25.0%
Bookstore	5,443,122	2,492,955	2,950,167	45.8%
Parking	439,528	213,839	225,689	48.7%
Auxilliary Services	1,421,374	417,758	1,003,616	29.4%
Financial Aid	57,665,572	24,306,804	33,358,768	42.2%
Total Other Accounts	73,514,835	30,062,836	43,451,999	40.9%
Total Uses of Funds	136,481,466	49,555,799	86,925,667	36.3%
Difference - Excess (Deficiency)	-	1,986,434		
Move running start to local capital project		(115,887)		
Net Difference		1,870,547		
Capital Projects- Expenses & Encumbrances	9,171,190	1,640,760	7,530,430	17.9%

c. Bob Knight, Bob Williamson, Karen Wynkoop

e. Thersa Heaton, Cindi Olson, Nicole Marcum Bill Belden, Sabra Sand

Ron Hirt, Accounting-November 8, 2012

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

		Fund Balance (minus non-cash assets) 6/30/12	Cash Balance (minus dedicated cash) 6/30/12	Required Reserves	Prior Commitments (prior to 7/1/12)	New Commitments (2012/13)	Total Available Cash
145	Grants and Contracts	4,168,307	3,915,921		18,010	1,170,936	2,726,975
147	Local Capital	(45,594)	(45,594)				(45,594)
148	Dedicated Local	4,385,002	589,666		149,418	687,576	(247,328)
149	Operating Fee	(9,531)	(14,531)				(14,531)
440	Central Store (Catalog)	52,107	52,107				52,107
443	Data Processing	867,559	867,559			867,559	-
448	Print/Copy Machine	(78,264)	(78,264)				(78,264)
460	Motor Pool	37,286	37,286				37,286
522	ASCC	1,978,205					-
524	Bookstore	3,181,701	3,181,701				3,181,701
528	Parking	341,281	341,281				341,281
570	Other Auxiliary Enterprise	974,127	422,077		28,535		393,542
790	Payroll (clearing)	220,777					-
840	Tuition/VPA	6,885,571					-
846	Grants - Fin Aid	(1,900,508)					-
849	Student Loans	36,069					-
850	Workstudy (off-campus)	(2,929)					-
860	Institutional Financial Aid Fun Reserves*	587,697		6,197,763			(6,197,763)
Totals		21,678,863	9,269,209	6,197,763	195,963	2,726,071	149,411

Fund Balance Less Commitments

Available Fund Balance Before Commitments	9,269,209
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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 SA	Maintenance of the O'Connell Sports Center Gymnasium Floor and Sci	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	1,170,936
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				2,726,071

Required Reserves

10% of \$61,977,633	6,197,763
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Fund Balance After Commitments and Required Reserves	149,411
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ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
October 24, 2012
Ellis Dunn Room GHL 213

Trustees Present: Mmes. Jada Rupley and Sherry Parker; 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; Shanda Diehl, Associate Vice President of Planning & Effectiveness; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Sirius Bonner, Special Advisor to the College Community for Diversity & Equity; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Professor Kimberly Sullivan, AHE President; Professor Dwight Hughes, Data Networks & Telecommunications.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Ms. Amy Waite, WPEA Representative; Ms. Sarah Gruhler, Director of Student Life; Ms. Cathy McCanta, student.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Rupley called the meeting to order at 5:10 pm. She discussed today's work session on student success and completion tying it in to the state and national conferences the trustees recently attended. 	<ul style="list-style-type: none"> She will be looking into incorporating student success information into the month board reports over the next few months.
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> Add: President's Evaluation and Contract under First Reading. 	MOTION: Trustee Pollard made a motion to add President's Evaluation and Contract to First Reading. Trustee Burkman seconded the motion and it was unanimously approved.
II. B	Statements from the Audience	<ul style="list-style-type: none"> There were no statements from the audience. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
October 24, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> Professor Sullivan discussed ongoing salary and workload negotiations. Meetings on adjunct negotiations will begin the week of October 29. Clark faculty is in process of voting on the salary schedule for the next contract period that is appearing in today's First Reading. 	<ul style="list-style-type: none"> Chair Rupley said topics from today's work session and the recent conferences will be shared with Professor Sullivan.
	2. WPEA	<ul style="list-style-type: none"> Ms. Waite announced that the 2013-2015 WPEA contract has been ratified but healthcare is still being negotiated. 	
	3. ASCC	<ul style="list-style-type: none"> Ms. Gruhler introduced the new ASCC officers: Ilana Brown, Finance Director; Caitlin Rouse, Vice President; Alex Van Dinter, Family Events Coordinator; Anthony Bittner, Social Events Coordinator; Anja Kubiniec, Educational Events Coordinator. Each student spoke and provided their long-term educational and career plans. This year's focus will be to raise awareness of the ASCC and student involvement. So far, 29 clubs have been chartered for the year and 21 students signed up for clubs at the ASCC Club Fair. 	<ul style="list-style-type: none"> Ms. Brown will give ASCC reports at this year's meetings since ASCC President Ryan Rutledge has evening classes on Wednesdays.
	D. Foundation	<ul style="list-style-type: none"> Ms. Gibert distributed new advertisements from <i>The Columbian</i>. Implementation of the strategic plan is going well and they are being aggressive about tackling activities and timelines. Certain timelines may be adjusted based on the length of time tasks can be completed. Ms. Gibert has been chosen by the CASE national advisory board to act as a mentor for other foundations around the country sharing what Clark has learned over the years. She also discussed the foundation's recent volunteer celebration. 	<ul style="list-style-type: none"> Trustee Pollard commended the foundation's volunteer event and praised the countless hours the volunteers give to the college. He also enjoyed the Scholarship Reception and noted that it was standing room only crowd. President Knight said the Scholarship Event is always wonderful as it connects the students directly to donors and encourages a Culture of Connection.
	Statements & Reports from Board Members	<ul style="list-style-type: none"> Trustee Parker discussed the national and state trustee conferences and the focus on student success and completion. She is very proud that Clark is further ahead than many colleges and has come a long way over the past nine years. Trustee Burkman attended the Diversity Center's first community conversation on chair lynching. He was very impressed that over 40 people attended, representing both the college and the local community. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
October 24, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. E. President's Report		<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> Mr. Belden introduced Cathy McCanta as tonight's <i>Student Success</i> speaker. Ms. McCanta is pursuing a degree in education. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Dr. Cook introduced Professor Dwight Hughes, Chair of DNET, who spoke on cloud computing and Clark's new technical server certificate. <p>PRESIDENT'S REPORT</p> <ul style="list-style-type: none"> President Knight noted that enrollment has dropped this term by four percent while Running Start enrollment has increased by nine percent. These levels were expected and the college remains on budget. Mr. Belden outlined Student Affairs' Lean process addressing the new student entry experience. Diane Drebin, Dean of Student Enrollment & Completion is leading this activity which is looking to streamline a student's first point of contact with the college through the end of their first quarter. Representatives from each Student Affairs department are involved and Clackamas Community College facilitators are assisting. The staff is very ready to make changes and they have made seven recommendations on changes in the new student model, processes, and spaces. Changes will begin by this summer and staff and resources will be reallocated based upon recommendations that are put into effect. <p>FOCUS ON LEARNING</p> <ul style="list-style-type: none"> GED testing will now be available online as well as on paper at Clark as the college has been chosen to take part in a pilot test. The state is mandating this be completed by October 2013 but the college will transition next week. Testing results will be available immediately. <i>(Mr. Belden)</i> <p>EXPAND ACCESS</p> <ul style="list-style-type: none"> To help decrease the student loan default rate, the college has implemented a financial literacy program for those receiving financial aid. Students receive counseling and take online modules that address all types of financial issues. The students will be followed after graduation to help keep them in compliance with their loan repayments. 	<ul style="list-style-type: none"> Ms. Drebin and Karen Driscoll, Director of Financial Aid, will further discuss student loan debt at the November board meeting.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
October 24, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> President Knight said he was pleased that Clark has made great strides in moving toward national benchmarks on student completion. He believes that creating a <i>Culture of Connection</i> and engaging the students early in their time at the college will help even more succeed. President Knight recently conducted a campus tour for a prospective donor. The guest commented on how warm and welcoming everyone was. President KnightHe attended the opening and closing sessions of the lean event and spoke with the Clackamas facilitator who commented how open Clark was to lean. Although there is still much to be done and improvements to be made, he is very pleased that people feel so comfortable when they visit the college and meet students, faculty, and staff. 	
III.	ACTION ITEMS FIRST READING <ul style="list-style-type: none"> Proposed Full-time Faculty Schedule Turnover dollars of faculty who have left the college will be distributed into the new faculty schedule if approved by the faculty and board. President's Evaluation & Contract Chair Rupley announced that the President's evaluation was completed at the August retreat and his job description was updated to reflect additional foundation work that he is taking on. The board would like to extend the President's appointment and enter into a rolling contract through August 31, 2015. Five additional vacation days were added to the President's contract. 		MOTION: Trustee Burkman made a motion to move the Proposed Full-time Faculty Schedule to Consent. Trustee Parker seconded the motion and it was unanimously approved. MOTION: Trustee Pollard made a motion to extend the President's appointment from 2007-2015. Trustee Burkman seconded the motion and it was unanimously approved with the deletion of a footnote on the job description. MOTION: Trustee Pollard made a motion to add five additional vacation days to the President's contract. Trustee Parker seconded the motion and it was unanimously approved. MOTION: Trustee Burkman made a motion to move all four items to the Consent Agenda. Trustee Pollard seconded the motion and it was unanimously approved.
	CONSENT AGENDA <ul style="list-style-type: none"> Minutes from August 22, 2012 Board Meeting Proposed Full-time Faculty Schedule President's Evaluation & Contract Five additional vacation days were added to the President's contract 		MOTION: Trustee Burkman made a motion to approve the Consent Agenda. The motion was seconded by Trustee Pollard seconded the motion and it was unanimously approved.

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	TOPIC
IV.	FUTURE TOPICS
	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, November 28, 2012 in the Ellis Dunn Community Room, GHL 213.
VI.	EXECUTIVE SESSION <ul style="list-style-type: none"> • No Executive Session was held this evening.
VII.	ADJOURNMENT <ul style="list-style-type: none"> • There being no further business, the meeting adjourned at 6:35 pm.

Jada Rupley, Chair

Leigh Kent
Recorder
November 1, 2012