

Clark College Board of Trustees



November 20, 2013

Clark College
The Next Step



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

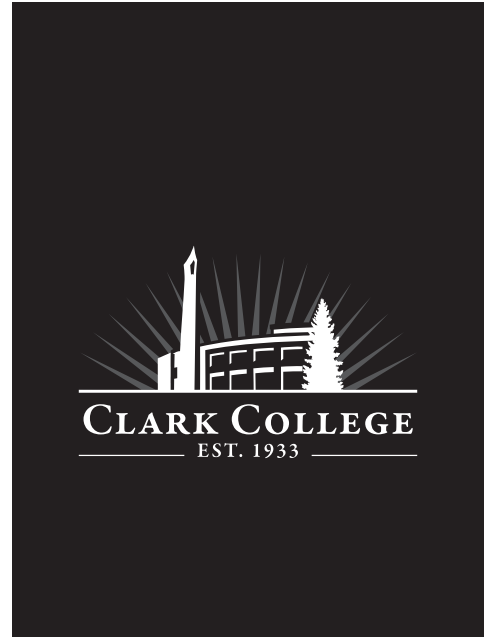
- Increase the percentage of historically disadvantaged communities represented at each level of the hiring process. *EC Leads: Sirius Bonner and Darcy Rourk*
- Increase participation among all employees and students in educational opportunities related to power, privilege, and inequity to support student,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



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 20, 2013**

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CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, November 20, 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.

- ♦ Bachelors of Applied Science Degree—Dental Hygiene

4:00-4:50

BUSINESS MEETING

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

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

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Darryl Ramsey

Faculty Presentation: Paralegal Program, Professor Paralegal

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III. ACTION ITEMS

- ♦ Selection of Hearing Examiner
- ♦ Bachelor of Applied Sciences Degree

Consent Agenda

- ♦ Minutes from October 23, 2013 Board of Trustees Meeting Pages 18-22
- ♦ Minutes from November 5, 2013 Special Board of Trustees Meeting Pages 23-24

IV. FUTURE TOPICS

- | | |
|--------------------------------|---------------------------|
| ♦ Climate Survey | ♦ Columbia River Crossing |
| ♦ CLE Update | ♦ Facility Plan |
| ♦ GISS Student Completion Data | ♦ K-12 |
| ♦ Review of College Policies | ♦ Workforce Development |
| ♦ STEM | ♦ |

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, December 18, 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
NOVEMBER 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

- On October 12, the Automotive Department attended a Technology Educators of Oregon (TEO) Conference. Instructor Tonia Haney led a workshop at that conference on developing lab sheets for automotive instructors. This presentation draws on the curriculum development work the department has been engaged in to become a fully certified Toyota T-TEN program. (OOI)
- Automotive Instructors Tonia Haney and Jason Crone were the first college instructors to be invited to and complete the week long Toyota Level I Instructor Training in Kansas City, paid by Toyota. This was such a positive experience that they have been invited to attend the Level II Instructor Training later this year. (OOI)
- *The Independent's* student staff members are continuing their efforts to make the publication more reader-friendly and reader-focused, both in terms of more frequent updates to the website (www.clarkcollegeindependent.com) and a new format for its print publication. Readers are responding positively to the new design, saying they like the handiness of the size and the opportunity to get more in-depth coverage. Online, the website continues to draw growing numbers of readers, viewers, and listeners with a wide collection of written, video, and audio reports, including Indy podcasts and interviews. Traffic to the website continues to grow, with the one-day high of 1,400 visitors on September 26, 2013. (OOI)
- Over the Summer quarter, the Business, Economics, Accounting, and Management (BEAM) Division revamped all of its degrees and certificates. The division created a model that will make it easier for students to select their certificates or degrees as well as for the Advising and Credentials departments to track and offer support to students. The changes are anticipated for implementation starting Summer 2015. (OOI)
- NERD (Not Even Remotely Dorky) Girls & the Engineering Department have been holding student study sessions every Monday and Friday from 2-4 pm. Each study session has been packed with students. (OOI)

FOCUS ON LEARNING

- A group of Computer Science and Engineering students are participating in the Science Play & Research Kit (SPARK) competition. This competition is designed to develop a STEM (Science, Technology, Engineering, & Mathematics) science kit for ages 8 to 13. See <http://www.reimaginechemset.org/> for more information. (OOI)
- The SURV 202 class, Boundary Surveys, went on a field trip to the south slopes of Mt. St. Helens on Sunday, October 20. Their goal was to search for and update original Public Land Survey System corner monuments that were originally established in 1904. The class was split into teams and was accompanied by two volunteer professional land surveyors to assist. Two original corners which had never been recovered were found and brought up to current standards. There are many professional land surveyors who had been unable to do what these students accomplished. (OOI)
- As part of the effort to increase Financial Literacy across campus and in our community, Career Services added several Financial Literacy workshops to the Student Success Workshop inventory. They include Budgeting Basics, Banking 101, and Understanding Your Credit Score. Career Services is currently partnering with local financial institutions to assist with the workshops. Jen Vera, Marketing Coordinator for iQ Credit Union, conducted a Banking 101 workshop on October 17. Participants were highly engaged and expressed their appreciation for the workshop. (SA)
- Career Services and iQ Credit Union hosted *An Evening with Steve and Annette Economides* for approximately 150 community members and Clark students on October 23. The Economides are authors and speakers who are recognized for America's Money Smart Family presentations. They have appeared on numerous national news and feature programs and are regularly quoted in national publications about their expertise in budgeting and household finances. (SA)
- Enrollment Services staff collaborated in preparing for and presenting a training workshop entitled "Dealing with Difficult Students" which was open to the campus community. This workshop, which was offered for the second time on October 15, is designed to help coach employees who find themselves in tense situations with students. It offered useful tools, 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)
- The Mature Learning program partnered with the National Park Service to offer a one-day excursion to Fort Clatsop. Dr. Doug Wilson, Head Archaeologist for Fort Vancouver and the Northwest region, escorted the group to Fort Clatsop with stops at Fort George in Astoria and Chinook village sites at the mouth of the Columbia River to learn about artifacts and historical discoveries. The group traveled in the Clark College Bus. (CCE)

FOCUS ON LEARNING

- On October 14, 2013, Gene Christian of the Clark College Foundation presented Estate Planning Workshops at the Corporate & Continuing Education downtown Vancouver and Columbia Tech Center locations. The Foundation invited alumni and mature learning students to a free workshop to learn helpful information on developing a tax-efficient and estate distribution plan. Participants also learned about current and future Mature Learning classes. Approximately 35 people attended each session. (CCE)
- On October 17, 2013, the kitchen classroom at Columbia Tech Center was inspected by the Clark County Health Department. For the fourth year, the score received was zero (perfect) for sanitation, program procedures and mechanical measurements. (CCE)
- Associate Vice President Kevin Kussman and Michelle Giovannozzi, Director of Corporate & Community Partnerships for Corporate & Continuing Education, attended the Learning 2013 Conference November 3 – 6, 2013. The four-day conference included workshops on benchmarking and sharing learning content, context, and community on key and emerging issues. The diverse, exceptional presenters included keynote speaker Secretary Hillary Rodham Clinton, George Takei on "Social Media & Storytelling," Professor Betsy Sparrow on Knowledge in the Age of Google, Open University Head Martin Bean on "MOOC's and Open Learning," journalist Jane Pauley on "Boomers in the Workplace," and over 170 other sessions led by learning leaders for learning colleagues. (CCE)
- Diversity Outreach Coordinator attended a training with Instituto Nacional para la Educacion de los Adultos INEA at Chemeketa Community College on October 7-8, 2013. The training was focused on how to reduce the achievement gap in the adult Latino Community. They explained the new agreements that Latin American countries have with United Nations Educational Scientific and Cultural Organizations (UNESCO). They gave information about different programs and resources that people can use if they want to help students to improve their skills. (ODE)
- The Office of Diversity and Equity Staff attended the North West Public Employees Diversity Conference on October 15, 2013 at the Oregon Convention Center along with faculty and staff from different areas of the college. The conference keynote was done by Dr. Caprice Hollins and there were many excellent workshops that provided great tools and information. (ODE)
- Diversity Outreach Coordinator attended the Award Event at the Mexican Consulate on October 24, 2013. During this event the selection committee for scholarships for Oregon and Washington (Clark College is a member of this committee) from the Mexican Consulate and Instituto de los Mexicanos en el Exterior (IME) awarded to Faces of America, Downtown Language, UNETE, NOWIA, Newberg School District and Catholic Charities. (ODE)
- There were nine employees that attended the Faculty and Staff of Color Conference on October 30, 31, and November 1, 2013 in Spokane. There were many workshops as well as keynote speakers; Michael Benietz Jr., Roz Edison, and Alicia Woods. Monica Wilson from Advising presented a workshop called "Say It Like You Mean It: Meaningful Conversations About Oppression." Those in attendance from Clark College: Felisciana Peralta, Rosalba Pitkin, Amy Tam, Monica Wilson, Lena Leksunkin, Degundrea Harris, Roslyn Guerrero, Lizette Drennan and Edie Honesto. (ODE)

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

- Automotive Instructor Tonia Haney, gave an automotive maintenance and care presentation to the Girl Scouts' annual NW Girl Fest at the Portland Expo Center. This event brings in approximately 5,000 Girl Scouts to see presentations and exhibitions on a number of different topics. The presentation given by Tonia Haney helped participants toward achieving their auto badges. (OOI)
- Paralegal student Scott Fischer, won first prize in an essay contest for the Oregon Paralegal Association. As a reward for this accomplishment Scott will receive full funding to attend the annual state wide conference for this group. (OOI)
- To serve students on the east side of our service district, two Winter term online courses have been reserved for students who live in the Carson/Stevenson area: Engl& 102—English Composition II and Hist& 147—U. S. History II. (OOI)
- NERD (Not Even Remotely Dorky) Girls & GEEKS (Gentleman Engineering Enthusiast Kindred Spirits) provided outreach to children at Vancouver Housing Authority's RISE & STARS Community Center on October 31. (OOI)
- The Bookstore's sales, year-to-date through October 2013, are up 3% compared to same period last year. Transactions in the store, year-to-date, are down 2%. (AS)
- After a successful Spring Quarter test, the Bookstore will continue to offer Textbook Buy-Back service at the Columbia Tech Center (CTC). The service is available for one day only from 10 a.m. to 2 p.m., but is a well-received addition to our satellite support services. (SA)
- A Health Occupations and Education Programs advisor met with students from the 'On-Ramp to I-BEST' class on October 7 to share program information about students' programs of interest. The advisor shared information to a group of four students about the Nursing program's preliminary requirements, application and selection processes, estimated costs, and also provided general information on steps to begin as a new student at Clark such as placement testing and Financial Aid. (SA)

EXPAND ACCESS

- Staff from Larch Corrections Center, including two Clark College employees and a Department of Corrections employee, visited Career Services to meet with the Career Center Manager on October 8. Members of the Larch staff gathered a variety of resources and advice for use in assisting offenders with their professional development and community reentry skills. (SA)
- The Student Ambassadors conducted nine tours in October, assisting nine individuals and one group tour for 25 students enrolled in COLL 101. In addition, they assisted with two college events: Student Involvement Fair and the Holiday Season Job Fair. (SA)
- Fifteen recruitment visits were conducted in October: Boys & Girls College Fair, Fort Vancouver High School; Boys & Girls Club, Prairie High School; Heritage High School College Fair; Ridgefield High School; Camas High School College Fair; Burma Refugees Admissions Presentation, Heritage High School; Covington Middle School, GEAR UP FAFSA Presentation; Kyocera College Fair; Mountain View High School College Bound; and the Washington Council College Fair. (SA)
- The Communication and Marketing Office has finished a new advertisement to be launched on Spanish language television in October. Rosalba Pitkin of the Office of Diversity and Equity is featured in the spot. (C&M)
- Diversity Outreach Coordinator attended the healthy Living Collaborative of Southwest Washington meeting on October 10, 2013 at the Ridgefield Fire Station in Ridgefield, WA. This is a diverse group of partners from Clark, Cowlitz, Skamania, and Wahkiakum counties that work to reduce and prevent chronic disease by promoting policy, systems, and environmental changes that help and support healthy communities. The coordinator represented Clark College and the Latino community at this meeting. (ODE)
- Diversity Outreach Coordinator and Peer Mentors of the Office of Diversity and Equity participated at the commercial spot for Clark College on October 16, 2013 at the Diversity Center. It was a new and great experience. (ODE)

FOSTER A DIVERSE COLLEGE COMMUNITY

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

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

Progress

- The newly formed Saudi Student Club conducted their first event on October 22 to celebrate the Eid Aladha holiday. Approximately 50 people participated in the event that included a video on how people may view Saudi life contrasted with the reality of contemporary life in Saudi Arabia. The Saudi Student Club represents the 27 international students from Saudi Arabia currently enrolled at Clark. (SA)
- Twenty one international and local students participated in an excursion to Multnomah Falls in Portland on October 26. The excursion is part of International Program's retention plan. (SA)
- The Multicultural Student Affairs Program hosted the Fall Student of Color Luncheon on October 24, 2013. The guest speaker was faculty member Priscila Martins-Read that spoke about how she built community while being in a different country for her education. There were 95 were in attendance for the event. (ODE)
- Clark College's Native American Celebration Committee held the Educating for the 7th Generation event celebrating indigenous cultures on November 1, 2012. The event began with a Welcome Address by President Knight and Board of Trustee Jack Burkman followed by Isaac Trimble playing the flute while Indian fry bread tacos were served. Open Ceremonies began at 6:00 p.m. for the Pow Wow. There were 15 vendors and organizations present. Closing Ceremonies began at 10:00 p.m. There were around 500+ college community and community at large in attendance. (ODE)

RESPOND TO WORKFORCE NEEDS

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

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

Progress

- Computer Graphics Technology (CGT) students continue to serve our local community by providing graphic & web design work for local non-profits, associations, campus organizations, and small businesses. Illustrator students designed logos for Vancouver Urban Forestry's TreeCAP program, SW WA Early Learning (SWEL) Regional Coalition and Vancouver Summer Adventure. Students also designed the website for Vancouver Summer Adventure (<http://vancouversummeradventure.com/about>). CGT Web Design students developed an interactive Arboretum Map and printable map for Clark College's Tree Advisory Committee (<http://54.243.57.9/arboretum/>). They also designed websites for Mongkolchai Thai Restaurant, Kitchen Culture Kits and Open Door Photo Ministry. (OOI)
- Two of the three Machining students placed in Boeing's summer internship program were hired on full-time. The third was still progressing through his course work and has returned to school to finish his program. (OOI)
- On October 22, 2013, Corporate Education partnered with Dean Howard, Machining faculty, and the Southwest Washington Workforce Development Council to organize and lead a Machining Summit. The Summit was attended by representatives from Boeing, Columbia Machine, SAPA, Church and Dwight, Linear Technology and Innovative Composite Engineers. The focus of the event was local manufacturers' current and future needs for machinists and machining skills. The group also provided input to future curriculum and scheduling of machining classes and contract training. (CCE)
- In partnership with Career and Technical Education (CTE) faculty, English full-time faculty Toby Peterson received a Perkin's Grant to develop PTWR 135—Professional and Technical Writing. In this class, different final projects will be assigned to students in three different cohorts: heavy trades, customer service, and computer services. Research on student completion has demonstrated these types of contextualized writing courses help CTE students develop effective writing skills. The class will be offered Fall 2014. (OOI)
- The Medical Radiography program recently received a c-arm (x-ray equipment) with funds from a Foundation grant. The c-arm will be used in the lab in simulating operating room procedures and fluoroscopy. (OOI)
- The Business Advisory Committee approved forms A & B of the BAS in Management at their October 8 meeting. The next step is to present it to the Instructional Council for their approval before submitting to Executive Cabinet. (OOI)

RESPOND TO WORKFORCE NEEDS

- On October 26, the Addiction Counseling Education Students (ACES) Club participated in a prescription drug take back in collaboration with the Clark County PREVENT! Coalition and the sheriff's department. This annual community health initiative helps prevent the misuse of prescription drugs and ensures that unused drugs are safely disposed. (OOI)
- On October 17 at 10:17 a.m. Clark College participated in the statewide "Great Shake Out" earthquake preparedness exercise. Its purpose was to increase safety awareness and College readiness for an earthquake by encouraging Drop-Cover-Hold response. Mass notification about the one-minute exercise was broadcast in classrooms and offices at all campuses. Informational materials were distributed via email to students, faculty, and staff and included safety advice for modified participation by people with physical limitations. They were urged to think about the safest place to take refuge, and to note hazards such as ceiling fixtures, shelves, and nearby glass. Wheelchair users were advised to practice locking their wheels and protecting their head and neck with their arms, a book, or other available cover. Clark College was among 49 Washington colleges and universities participating in the exercise – along with over 24 million people worldwide. (AS)
- Environmental Health and Safety staff conducted a variety of safety training and monitoring activities in October. Key activities included: Respiratory protection training for 28 people at the Facilities Services safety meeting; open enrollment biohazard handling and disposal training (8); scissor lift training (10); forklift training (9); and safety awareness training (1). They assisted with the Child and Family Studies annual fire marshal visit. Staff is in the process of implementing changes to the College Safety Committee, including building representative elections. They conducted noise monitoring for two Facilities Services employees and performed six ergonomic consultations. (AS)
- Members of Risk Management Services continued a series of meetings with the building administrator and key staff at Columbia Tech Center to review the building's emergency preparedness and security capabilities. Follow-up actions have included on-site training for Emergency Building Coordinators, an evaluation of the public address system, trouble-shooting emergency walkie-talkie equipment, and refinement and customization of emergency response protocols. (AS)
- A number of facility projects are either near completion or moving ahead as planned. Roof repair for the Haag Building is finished. Baird Hall's roof repair is in the punch list phase. Work on the Dental Hygiene clinic remodel project is proceeding on schedule. Upgrade of the HVAC system in Gaiser Hall is also progressing as planned, with an expected completion date of January 2014. (AS)
- Three open forums for faculty, staff, and students were held during the week of October 28 – November 1 to solicit college-wide input into the updated Facilities Master Plan. This feedback will be shared and discussed with the Facilities Master Plan Steering Committee on November 8. A first draft of the new plan is expected to be completed later this month. The final plan is on schedule to be presented in February 2014. (AS)

RESPOND TO WORKFORCE NEEDS

- Tim Petta has been hired as the new Director of Facilities Services. Tim comes to us with extensive experience in facilities management at the University of California Los Angeles. As part of UCLA's facilities management team, Tim has been responsible for supporting 175 on-campus and 100 off-campus buildings. He has been involved in a number of large new construction projects – from design and document review to building commissioning. Tim is a plumber by trade with a background in electrical, HVAC and concrete as well. (AS)
- Associate Vice President Kevin Kussman met with Lower Columbia Community College, Southwest Washington Workforce Development Council, and WorkSource to plan for Washington State's Work Ready initiative. As part of the participation, Corporate & Continuing Education will become a National Career Readiness Certificate (NCRC) test site. (CCE)
- The Regional Healthcare Alliance (RHA) Board held a retreat in Portland, OR on October 25 and 26, 2013. The RHA board planned the future vision and structure of the organization. The retreat also included presentations from the Washington Healthcare Authority, Health Share and Family Care. Michelle Giovannozzi and Kevin Kussman represented Clark College, Corporate & Continuing Education. (CCE)
- Associate Vice President Kevin Kussman was a panelist at the Washington State Health Advocates Association (WASHAA) first annual meeting Health Advocacy: State of the Industry. The meeting was held in Seattle, on November 1, 2013. Panelists discussed what the growing field of health advocates means for patients, providers, academic institutions and advocates working in the field. Corporate & Continuing Education was invited to join the national group setting the standards for Health Advocate coordinating. Clark College was the first college in the State to offer Patient Health Advocate training. Four other colleges are planning to offer the training. (CCE)
- Corporate Education and the Machining Department partnered with the Southwest Washington Workforce Development Council (SWWDC) and the Columbia River Economic Development Council (CREDC) to host a Machining Open House on November 12, 2013. Faculty and students from Clark College's machining program showcased machining technology, innovation, and partnerships for executive leaders from local businesses. Participants were invited to explore resources and creative solutions to training and staffing needs in machining, as well as tour the machining laboratories with live demonstrations from students. (CCE)
- Corporate & Continuing Education staff met with the following organizations and attended events to promote college corporate and community relations:
 - Attended the Columbia Gorge Education Summit, a forum of education and workforce development leaders including the Chief Education Officer for the state of Oregon.
 - Participated in strategic planning session for Vancouver Public Schools, joining district leadership and over 100 community stakeholders in developing the district's next 5-year strategic plan.

RESPOND TO WORKFORCE NEEDS

- Met with Dave Voeller from Voeller & Associates and Kelman Acers from Smith and Green to discuss equipment cost and brewery development.
- Attended Southwest Washington Regional Health Alliance (SWRHA) steering committee & board meetings focused on area healthcare workforce needs.
- Attended Columbia River Economic Development Council (CREDC) education committee.
- Attended Clark County Rotary weekly meetings.
- Met with representatives from Edmonds Community College and Lake Washington Institute of Technology to discuss a Washington only TAACCT (Trade Adjustment Assistance Community College and Career Training) grant application on healthcare.
- Conducted employer visits with Cadet Manufacturing, Clark Public Utilities, Kuni Automotive, Rebound Orthopedics and SEH America to discuss potential training projects. (CCE)

ENHANCE COLLEGE SYSTEMS

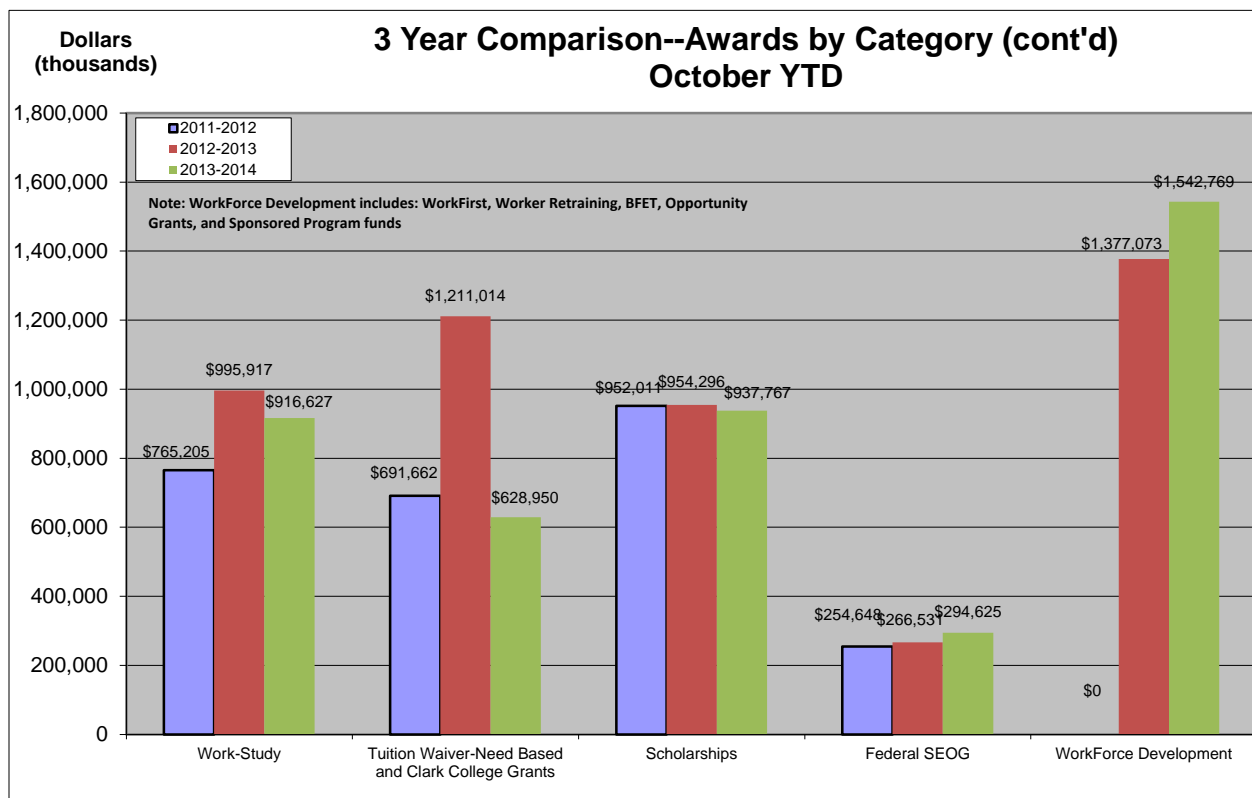
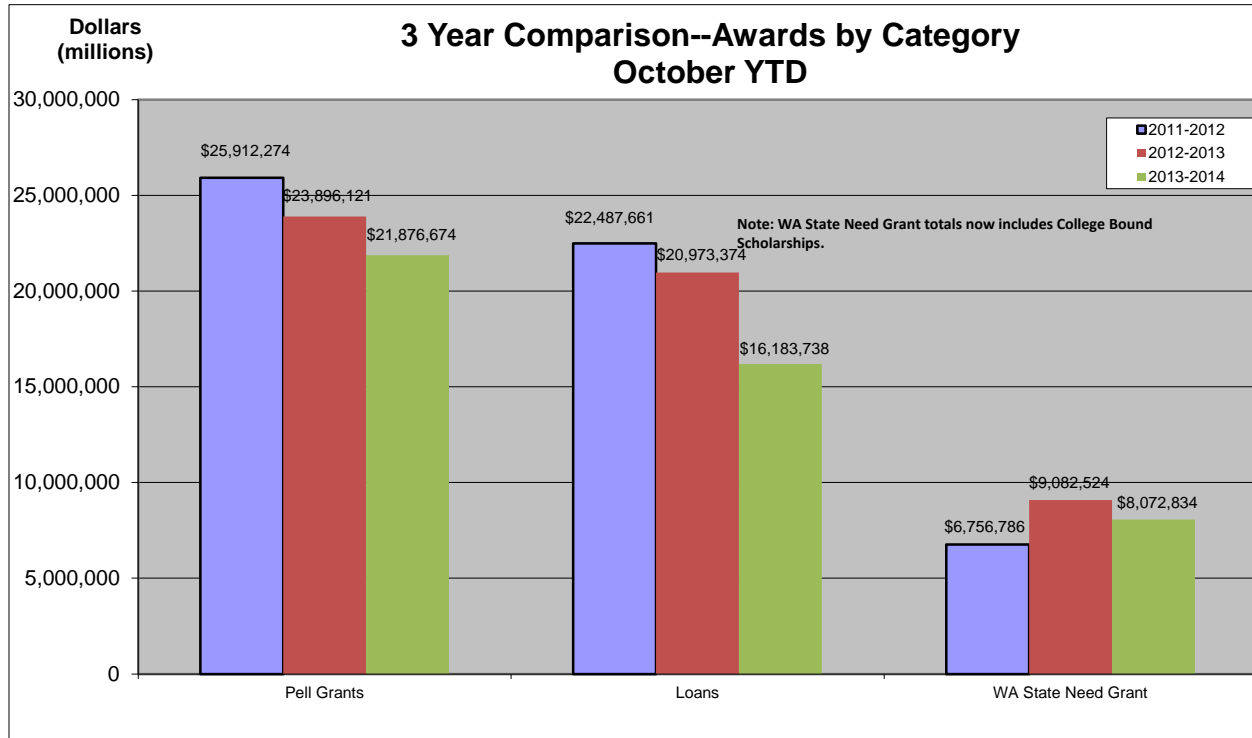
The College will continually assess, evaluate, and improve college systems to facilitate student learning.

- 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.

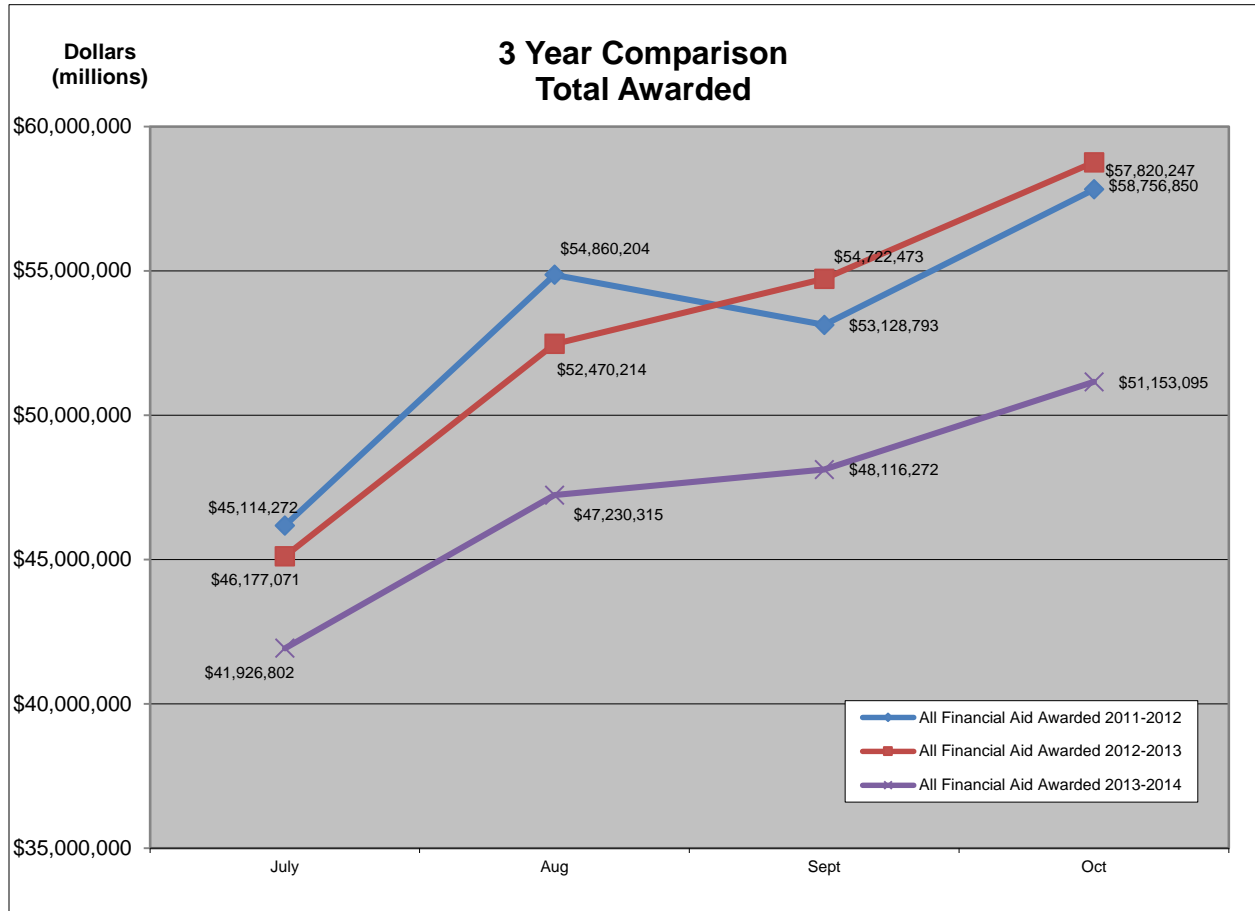
Progress

- IT Services has collaborated with the Cannell Library staff and the Tech Fee Committee to implement the TechHub, a one-stop IT Help Desk for Clark students. The TechHub consolidates the help desk services of multiple departments to provide students with a single point of contact for questions and assistance related to IT services. This concept was identified as an activity in the College's IT Plan. The TechHub is physically located in the Cannell Library to provide a highly visible and convenient spot for drop-in customers. The TechHub can also be reached on the Web (<http://library.clark.edu/?q=content/techhub-0>) or by telephone at 360-992-2012. Help Desk services that have been consolidated under TechHub include assistance with the learning management system (Canvas/Moodle), student network accounts, student email, wireless network access, legacy systems online services and eTutoring. The TechHub is staffed from 8 am – 8 pm M-Th and 8 am – 5 pm on Friday. (AS)
- IT Services has introduced a new online IT Help Center (www.clark.edu/ithelp) for College employees. Faculty and staff may now request services using a convenient online form or by contacting the Help Desk by phone. In addition, the IT Help Center provides a description of services provided by IT Services, an FAQ that addresses popular questions, a knowledge base of common IT topics at the College, and a resources page containing useful information for faculty and staff. An "IT Help" icon has been placed on all employee computer desktops to provide a convenient shortcut to the IT Help Center. (AS)
- The Director of Security participated in BITA presentation during the fall orientation. (AS)
- On October 25 the college successfully launched a new look for the website: www.clark.edu. The site is one of the first in the state to be completely mobile friendly. It resizes for any screen size from a phone to a computer screen. It is also completely ADA accessible, and is a one good step toward getting the campus ready for ctcLink. (C&M)

STATISTICS

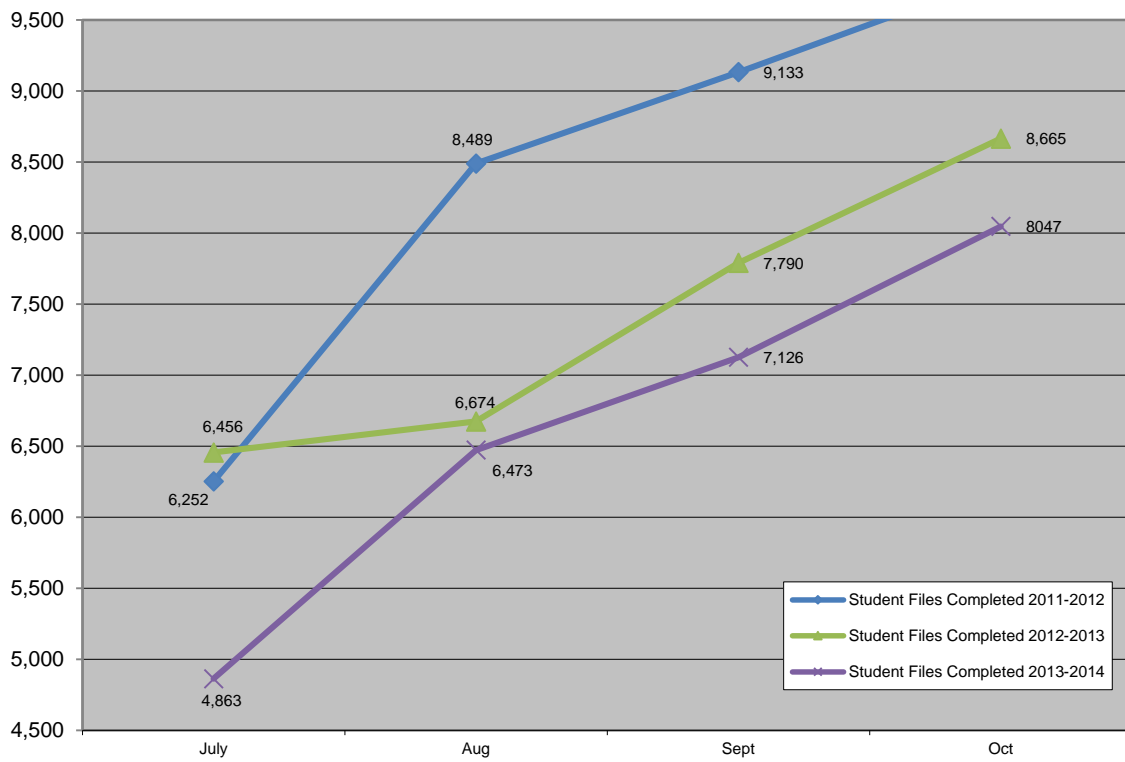


STATISTICS



Students

3 Year Comparison--Students Served



Clark College - Budget Status Report October 31, 2013

Sources of Funds (Revenues)	2013-14 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	26,172,774	8,395,006	17,777,768	32.1%
Tuition & ABE	18,192,718	8,764,463	9,428,255	48.2%
Running Start	6,372,656	555,328	5,817,328	8.7%
Excess enrollment	7,308,444	1,823,600	5,484,844	25.0%
Planned use of prior fund 148 balance	192,774	-	192,774	0.0%
Dedicated, matriculation, tech, cont ed	4,054,274	1,526,278	2,527,996	37.6%
Total Operating Accounts	62,293,640	21,064,675	41,228,965	33.8%
Other Accounts				
Grants & Contracts less Running Start	3,750,533	1,019,789	2,730,744	27.2%
Planned use of prior fund 145 balance	106,356	-	106,356	0.0%
Internal Support & Agency Funds	573,735	564,969	8,766	98.5%
ASCC less PUB	1,864,247	589,027	1,275,220	31.6%
Bookstore	5,294,351	2,081,258	3,213,093	39.3%
Parking	462,894	180,375	282,519	39.0%
Auxilliary Services	1,541,717	346,513	1,195,204	22.5%
Financial Aid	60,090,577	20,565,026	39,525,551	34.2%
Total Other Accounts	73,684,410	25,346,957	48,337,453	34.4%
Total Sources of Funds	135,978,050	46,411,632	89,566,418	34.1%

Uses of Funds (Expenses)	2013-14 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	749,803	202,361	547,442	27.0%
Associate Vice President of Planning & Effectiveness	455,107	170,732	284,375	37.5%
Special Advisor for Diversity & Equity	274,409	87,946	186,463	32.0%
Vice President of Instruction	38,786,692	10,301,676	28,485,016	26.6%
Vice President of Administrative Services	11,286,600	5,208,902	6,077,698	46.2%
Vice President of Student Affairs	8,096,797	2,607,499	5,489,298	32.2%
Associate Vice President of Corporate & Continuing Ed	844,327	283,110	561,217	33.5%
Executive Director of Communications	823,818	301,781	522,037	36.6%
Associate Vice President of Human Resources	976,087	360,695	615,392	37.0%
Bank & credit card fees		89,946		
Total Operating Accounts	62,293,640	19,614,649	42,768,937	31.5%
Other Accounts				
Grants & Contracts less Running Start	3,856,889	2,152,777	1,704,112	55.8%
Internal Support & Agency Funds	573,735	513,073	60,662	89.4%
ASCC less PUB	1,864,247	514,808	1,349,439	27.6%
Bookstore	5,294,351	2,090,788	3,203,563	39.5%
Parking	462,894	103,401	359,493	22.3%
Auxilliary Services	1,541,717	549,287	992,430	35.6%
Financial Aid	60,090,577	20,695,279	39,395,298	34.4%
Total Other Accounts	73,684,410	26,619,414	47,064,996	36.1%
Total Uses of Funds	135,978,050	46,234,063	89,743,987	34.0%
Difference - Excess (Deficiency)	-	177,569		
Capital Projects- Expenditures	42,461,569	1,996,303	40,465,266	4.7%

c. Bob Knight, Bob Williamson, Karen Wynkoop

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

Ron Hirt, Accounting-November 12, 2013

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	2,207,932		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	6,207,136	200,120	1,534,211	102,335

* Fund balance moved after year end

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
October 23, 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. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Jane Beatty, Director of Change Management; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Ms. Kimberly Sullivan, AHE President; Ms. Rachele Bakic, Health e-Workforce Program Manager; Prof. Dawn Shults, Pharmacy Tech Department Head; Ms. Adriana Ghan, Instructional Support Student Navigator;

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Ms. Dena Brill, ASCC President.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Pollard called the meeting to order at 5:10 pm. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> Chair Pollard announced that, at the end of the meeting, the board will convene in Executive Session under RCW 42.30.110(1) to consider the selection of a site or the acquisition. 	
II. B	Statements from the Audience	<ul style="list-style-type: none"> Mr. Gary Schuler of Dick Hannah Toyota addressed the board concerning a possible partnership between the dealership and the college's T-Ten Program. Mr. Gene Biby, Theater Instructor, invited the board members to attend the college's three theater productions this year. Mr. Jared Sanford and Ms. Lynette Tracy, of Lifeline Connections, spoke in support of a Bachelors in Applied Sciences in Addiction Counselor Education Department (ACED). 	
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> Ms. Sullivan reported that salary negotiations with the faculty union will be starting shortly. She was pleased that the union was able to settle a grievance before it was formally filed. She has been hearing anecdotally that the students are starting to wonder when the cafeteria will be back online. They like the food carts, but are missing having their own place to congregate. 	
	2. ASCC	<ul style="list-style-type: none"> As a result of the students' water refill/filter stations, the college has saved 11,000 bottles of water as of October 8. Water bottles can be picked up at the student life center. The students are working on a project where the flags of the nations represented by our international students would be permanently displayed. The ASCC is working with facilities to consider installation of electric hand dryers in rest rooms that would replace paper towels. 	

	TOPIC	DISCUSSION	ACTION
II. C.	3. WPEA	<ul style="list-style-type: none"> There was no report from the WPEA this evening. 	
	4. Foundation	<ul style="list-style-type: none"> Ms. Gibert noted that the scholarship reception on October 18 was very well attended and at standing room only capacity. She has been receiving positive feedback from community members about the television and radio commercials featuring Sam Elliott. Since the ads began, the foundation has received a new \$100,000 Penguin Promise commitment although she cannot confirm that the donation came as a result of the ads. 	
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Trustee Burkman is looking forward to attending the Student of Color Luncheon on October 24. Vice Chair Strong attended the ACCT Annual Leadership Conference in Seattle in early October. Bill Gates, the keynote speaker, spoke about the values of equity and diversity in supporting students at the place they are in their lives. She felt the most valuable session was concerning a developmental education cohort model. Students in this model enroll in developmental education and college level classes which are held simultaneously. She is very interested in the model and would like to see if it is one that can be used at Clark. Trustee Rupley also attended the conference and was most interested in sessions concerning student completion and outcome rates. She also felt changes in developmental education are very exciting as there is a need to move these students along quickly, successfully, and with as little debt as possible. Trustee Parker commended Trustee Rupley, President Knight, and Ms. Diehl for their presentation on data-driven decisions. The attendees were very impressed with the amount and type of data that Clark possesses to assist in the decision-making process. She was struck by one college's presentation on financial aid; the college held a fair that showed students what their financial aid would look like and the types of available jobs that would allow them to pay their loans back before they become deeply indebted. 	
II. E.	President's Report	<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> The student scheduled to speak this evening was sick and will be asked to return to a future meeting. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Dr. Cook introduced the faculty consortium working on the Health e-Workforce grant (HEW): Rachele Bakic, Health e-Workforce Program Manager; Professor. Dawn Shults, Pharmacy Tech Department Head; and Ms. Adriana Ghan, Instructional Support Student Navigator. Each faculty member spoke about how the grant is benefitting nursing and pharmacy technology students. 	

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> Mr. Belden discussed the new financial aid shopping sheet which will help students to calculating the actual cost of their attendance at the Clark. Colleges throughout the United States were mandated by an Executive Order from the White House to supply this shopping sheet or risk losing federal funds. The intent of the Order was to create a standard financial aid format across the country so students could use the form at each college they applied to. Clark implemented the changes ordered and agreed to the terms of the Executive Order; at this time only 300 schools have adopted the mandate. Students are provided access to the shopping sheet as soon as they submit their FAFSA paperwork. The college does not have data as to the number of students viewing the sheet, and the Clark award notification letters are still being sent out. The college will survey the students at a later date to see if they understand the shopping sheet. The college will be hosting a Veterans' Day event on November 7 and Mr. Belden invited the trustees to attend as their schedules allowed. The event is in line with an effort to provide enhanced veterans' services to our returning community members. Student Affairs is forming a coordinating council that will hold monthly veteran events and start a veterans' center on campus. The November student success story has traditionally been a veteran and this year will continue the practice. President Knight and Mr. Kussman met with Rep. Sharon Wylie on starting a veterans' truck driving program. Rep. Wylie is extremely supportive of the concept and will be working with the Dept. of Licensing to implement it; it appears that a program can be launched over the next six months. Ms. Diehl discussed the results of the recent accreditation review and retention data with the trustees. Clark's retention rate of first time, first year students appears to be 12% higher than the national average. There is a disparity among certain populations of students but it is clear where efforts can be focused. The rate had declined over the past three years but is again on the upswing. Retention data in community colleges is much more difficult to determine since there are so many different types of students, but it is clear that part-time students are much less likely to return to school than are full-time. 	

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> The college is reviewing the draft accreditation report from the NWCCU for "errors in fact". The college received one commendation and one recommendation from the reviewing body. Ms. Diehl is very proud of the results since, for the first time since 1998, there were no recommendations to improve shared governance or strategic planning. All of the 34 colleges received recommendations to undergo annual, independent financial audits and the state board is currently discussing this recommendation with the NWCCU. President Knight reviewed the enrollment report. As expected, headcount has dropped on FTES, but the number of Running Start students are offsetting the drop. The budget is being adjusted continually to make sure it is in alignment with enrollment projections. Fall is the strongest quarter so enrollment should continue to decline through the remainder of the 2013-14 year. The drop is typical and attributable to people returning to work as the recession lessens. Student Affairs did an incredible amount of work to bring students back this year. More students are requesting online courses and the college is looking into accommodating their requests. 	<ul style="list-style-type: none"> Trustee Rupley congratulated the college on the accreditation report results. Trustee Burkman noted that appreciates the change in financial aid reporting to compare the past three years rather than two years.
III.	ACTION ITEMS		
	FIRST READING <ul style="list-style-type: none"> There were no first reading items this month. 		
	CONSENT AGENDA <ul style="list-style-type: none"> Minutes from the September 25, 2013 Board Meeting 		<ul style="list-style-type: none"> MOTION: Trustee Parker made a motion to approve the Consent Agenda. The motion was seconded by Trustee Burkman and unanimously approved.

	TOPIC	DISCUSSION	ACTION
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
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 November 20, 2013 in the Ellis Dunn Community Room, GHJ 213. 	
VI.		<ul style="list-style-type: none"> The Board convened an Executive Session under RCW 42.30.110(1) at 6:25 pm for 20 minutes to consider the selection of a site or the acquisition of real estate by lease <u>or</u> purchase. The Executive Session ended at 6:45 pm and the regular meeting was reconvened at 6:45 p.m. No 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 6:45 pm. 	

Royce Pollard, Chair

Leigh Kent
Recorder
October 30, 2013

Minutes of Special Meeting of the Board of Trustees
Clark College, District No. 14
November 5, 2013
President's Conference Room

Trustees Present: Mmes. Sherry Parker.
Trustees Present by Phone: Mmes. Rekah Strong and Jada Rupley; Mr. Royce Pollard.
Absent: Mr. Jack Burkman

Administrators: Mr. Robert Knight, President

Other: Ms. Bonnie Terada, Assistant Attorney General; Mr. David Caldwell; Ms. Susan Parrish.

	TOPIC	DISCUSSION	ACTION
I.	Call to Order	<ul style="list-style-type: none"> Chair Pollard called the meeting to order at 5:10 pm. 	
II.	Executive Session	<ul style="list-style-type: none"> At 5:10 pm, Chair Pollard announced that the board would convene in executive session under RCW 42.30.110 to discuss with legal counsel representing the college litigation or potential litigation to which the college is or is likely to become a party and will reconvene at 5:20 pm to take action on authorizing the defense and approving indemnification of a college employee. 	
III.	General Session	<ul style="list-style-type: none"> At 5:20 pm, Chair Pollard announced that the executive session under RCW 42.30.100 has ended and the special meeting was reconvened. Ms. Terada discussed the particulars of the case: <ul style="list-style-type: none"> During a Men's Health class on January 29, 2013, instructor David Caldwell asked for a volunteer for a class demonstration on posture awareness. Plaintiff Feil volunteered and claims that he suffered an abdominal tear when the instructor touched his abdomen. The instructor states that he touched Feil's clothing around the abdomen area when Feil talked about putting on some weight in that area. Feil left the class, reported that he had spit up blood and bile. The instructor and the Facilities crew did not find any blood or other fluids in the bathroom, nor did anyone observe any blood or fluid on Feil's face or clothing when he returned to the class. Ken Pacheco, Director of Security investigated Mr. Feil's claim. Seven (7) students in the class were interviewed. None of the students or the Facilities crew corroborated Mr. Feil's allegations. 	

	TOPIC	DISCUSSION	ACTION
III.	General Session	<ul style="list-style-type: none"> ○ On October 16, 2013, Mr. Feil filed a Small Claim against Mr. Caldwell. • Mr. Caldwell, as an employee of Clark College is entitled to request and has requested defense of this claim and indemnification by the College. Ms. Terada has approved the request for defense and is requesting the board to authorize the defense and indemnification. • Trustee Parker offered the following resolution : Following discussion of the claim brought by former student Christopher Feil against instructor David Caldwell, I offer the following resolution: <p>WHEREAS, a legal action, as designated below, has been commenced involving David Caldwell, an employee of Clark College; and</p> <p>WHEREAS, David Caldwell has requested the Board to authorize his defense under RCW 28B.10.842; and</p> <p>WHEREAS, the Board has made a determination that David Caldwell was acting in the performance of his duties and in good faith; Now Therefore</p> <p>BE IT RESOLVED that the Board of Trustees hereby specifically finds that David Caldwell acted within the scope of his authority and in good faith with regard to the conduct alleged by the plaintiff to be wrongful, and the Board specifically authorizes his defense and approves his indemnification by the State pursuant to RCW 28B.10.842.</p>	<p>MOTION: Chair Pollard made a motion to approve the resolution which was seconded by Trustee Strong. There was no discussion and the motion was unanimously approved.</p> <ul style="list-style-type: none"> • In Chair Pollard's absence, Trustee Parker signed the resolution as his proxy.
IV.	Adjournment	<ul style="list-style-type: none"> • There being no further business, the meeting adjourned at 5:25 pm. 	

Royce Pollard, Chair

Leigh Kent
Recorder
November 6, 2013