

Clark College Board of Trustees



December 14, 2010

Clark College
The Next Step

Clark College
Board of Trustees Goals
2010-2011

Fiscal Responsibility

- Ensure college budget supports the institution's highest priorities, including serving students first, within the fiscal and regulatory constraints. *Enhance College Systems*

College Climate

- Strengthen the college climate with special emphasis on historically disadvantaged populations encompassing the entire college community. *Enhance College Systems and Foster a Diverse College Community*

Shared Governance

- Oversee the refinement, communication, and implementation of the shared-governance system so that the role administrators, faculty, staff and students each play in the college decision-making process are defined. – *Enhance College Systems*

Diversity

- Monitor the implementation of the Diversity Plan, especially to increase recruitment, retention, and educational resources. – *Foster a Diverse College Community*

Student Achievement

- Enhance student achievement by supporting policy to improve academic support services, including advising, and ensuring a supportive learning environment is present throughout the entire college. – *Focus on Learning*

Responsibility for President

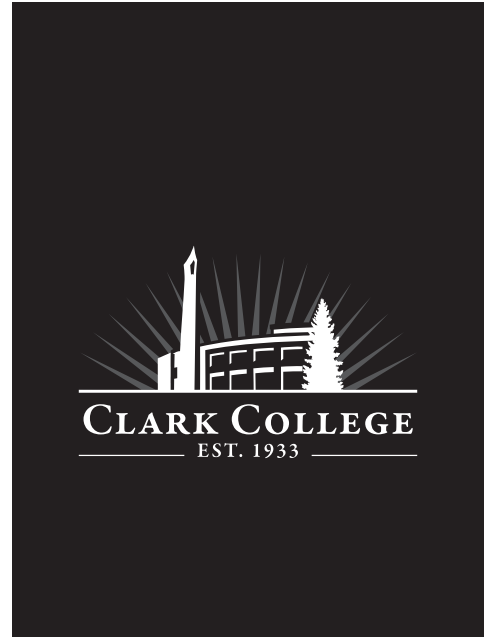
- Conduct quarterly and annual presidential evaluations. – *Enhance College Systems*

Building Partnerships and Representing Constituencies

- Strengthen partnerships with local K-12 institutions and local business and industry, including support in math and science initiatives. – *Focus on Learning and Respond to Workforce Needs*
- Cultivate relationships with community and college stakeholders. – *Respond to Workforce Needs and Enhance College Systems*

Provide Access

- Monitor the college's ability to meet the current and future demand for educational opportunities offered by the college. – *Expand Access*



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
December 23, 2010**

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CLARK COLLEGE BOARD OF TRUSTEES

Tuesday, December 14, 2010

Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

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: Anu Elkinton

Faculty Presentation: STEM Website—Erin Harwood & Tina Barsotti

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III. ACTION ITEMS

A. Consent Agenda

- ♦ Minutes from November 23, 2010 Board MeetingPages 17-21

IV. FUTURE TOPICS

- ♦ Budget (ongoing)
- ♦ K-12 (ongoing)
- ♦ North Central Site (July)
- ♦ Adequately Monitor the Impact the College has on the Local Community
- ♦ College's Impact on Local Business
- ♦ Partnerships
- ♦ Student Achievement Initiative

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, January 18, 2011 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

PRESIDENT'S BOARD REPORT DECEMBER 2010

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

- ❖ Professor Cindy Myers was selected by the National League for Nursing as one of 20 nursing faculty across the nation to participate in an innovative, year-long Leadership Development program to begin in January 2011. This program is designed *for nurse educators in emerging faculty and administrative leadership roles* and involves a variety of activities, including participation in webinars and conference calls, completing group projects, and engaging with other emerging nursing leaders. It will assist Cindy in recognizing the important developments in nursing education that are occurring nationally so that she can help to lead nursing faculty in strengthening teaching and learning at Clark College. (OOI)
- ❖ Nursing faculty participated in a national webinar on November 30, 2010, on *The Future of Nursing: Leading Change, Advancing Health*. Nursing and nursing education in the U.S. are undergoing unprecedented review and a call for change by important health care experts, including the Institute of Medicine. Nursing education leaders across the country are participating in this on-going discussion regarding the changes in nursing education that are needed to remain relevant to the rapidly evolving health care world. In order to ensure that Clark College's nursing graduates continue to meet the needs of patients and regional health care providers, Clark's nursing faculty are keeping abreast of these issues. (OOI)
- ❖ On Friday, November 12, in collaboration with Multi-Cultural Student Affairs, the Teaching and Learning Center hosted a ninety minute panel consisting of students who identify as Gay, Lesbian, Bisexual, Transgender or Queer. The discussion offered vital insight into the experience of power, privilege, and inequality from the student's perspective. Key points that were made during the event included:
 - A strong recommendation that all syllabi contain the college's anti-discrimination statement, and that teachers emphasize the importance of this statement when they discuss course objectives.
 - Awareness that when the teacher remains silent in instances of off-hand negative statements, the impact has huge significance; it implicitly endorses the biased remark. This

FOCUS ON LEARNING

reality demonstrates that creating safe learning environments is an issue in every classroom at the college. Faculty must learn to deal with their discomfort when these situations arise, and make it clear that such behavior is unacceptable.

- Marginalized students are very sensitive to how they are being judged by faculty. Panelists expressed genuine concern that their grade could be affected if they were perceived negatively by the teacher.
- When engaging students in small group work, teachers are urged not to have students self-select. Marginalized students feel especially anxious in such situations, worrying that they will be excluded because of how they are perceived by fellow students.

Three additional panels of students representing marginalized groups are scheduled for winter quarter. (OOI)

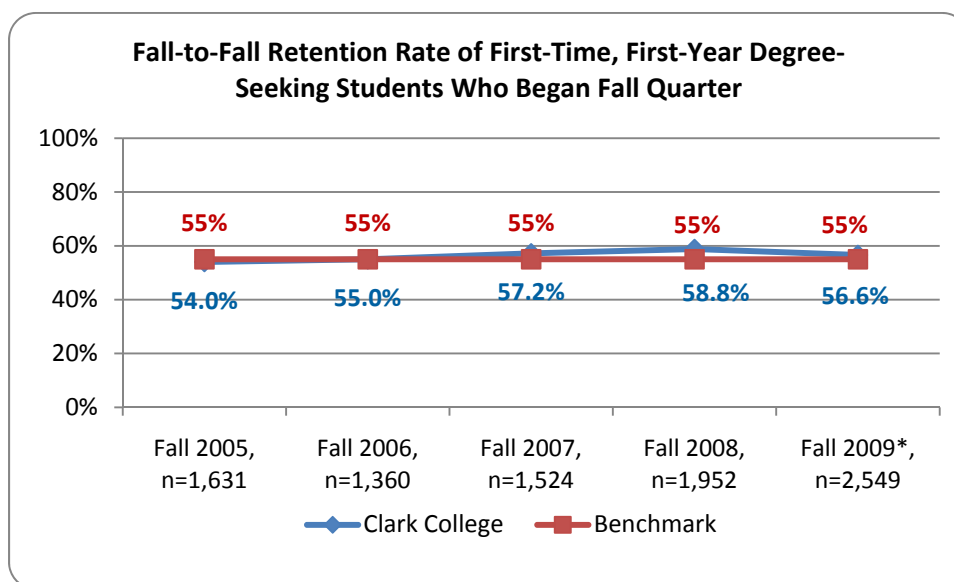
- ❖ As an example of innovative educational opportunities, on November 30 over 100 Clark engineering students participated in teams to design and build a crane, made only out of a phone book and adhesive. A total of 31 entries in the competition each represented unique and creative designs. The students followed a set of rigorous rules to build their cranes to specifications that allowed testing. Cranes were tested for strength, by taking their mass in kg and dividing it by the mass the crane could hold (in kg) squared. The winning crane was only 42 grams, and held in excess of 2 kg. The students had a great time applying the theory they learn in the classroom to a hands-on problem. (OOI)
- ❖ In support of the Retention Plan, the Human Development department is increasing the number of HDEV 116—Motivation and Study Skills sections from 12 in winter 2010 to 14 in winter 2011. This will allow 50 additional students to take this helpful college success course. (OOI)
- ❖ The SBCTC supported Faculty Learning Community on Transition led by Ann Fillmore is developing transitions and mapping processes that will assist Basic Education students, faculty, advisors and campus student services, in building strong pathways for transitioning students. Eight Basic Education staff and faculty are participating in the project. (OOI)
- ❖ The Integrative Learning Community Technology grant project has sixteen faculty from across campus and is focusing on critical technology skills that students need to succeed in college. (OOI)
- ❖ Curriculum redesign for offsite Basic Education (ABE/GED/ESL) locations from traditional to content and project based curriculum is underway. Fifteen adjunct faculty are revising off-site multilevel, multi subject curriculum to better serve students and increase retention and gains. The ABE/GED offsite curriculum project team is being led by Debbie Moore and Caron Byrd and includes Barbara Bair, Linnea Jaeger, and Pamela Ritzenthaler. The ESL offsite curriculum project team is being led by Teresa Boyd and Kimberly Russell and includes Rebecca Boyer, Allen Chalfen, Ben Fillmore, Kenzo Gardner, Laura Koonce, Paul Vasquez, and Candace White-Souphanthong. (OOI)

FOCUS ON LEARNING

- ❖ Clark College sent a cross-campus team of four to the statewide conference on Transforming Pre-College Education held on November 15-16. Sponsored by the Gates Foundation, this conference highlighted the huge discrepancies across the community college system in pre-college education and the need for reform. Clark College will form a Transforming Pre-College Education taskforce to address the issues locally. (OOI)
- ❖ Student Learning Center computer usage as of November 23, 2010: (OOI)
 - 25.14% usage (up from 21%)
 - 190 visits in November (up from 158)
 - 84 unique visitors served
- ❖ The Student Learning Center Program manager and Basic Education faculty facilitated a second tutor orientation and training. Fourteen new tutors were trained and a math component was added to the Adult Basic Education portion of the training. (OOI)
- ❖ The Clark College Foundation has secured funds to provide scholarships for the Honors Program. Formation of an Honors Program work group is currently underway. (OOI)
- ❖ Five Bookstore team members have attended professional development sessions provided by the College or the Continuing Education Department aimed at improving work results related to their roles and responsibilities. (AS)
- ❖ The Health Occupations and Education Advisor facilitated two group advising sessions to Weekend Degree students on November 9 and 12. Six students attended the first evening session, and eight students attended the second evening session. The goals of the group advising sessions were to increase students' understanding of the general AA degree requirements; expand their knowledge of on-campus and online college resources; and prepare them to register for the winter quarter. Students indicated high levels of satisfaction and reported they understood their program and requirements better as a result of attending an advising session. (SA)
- ❖ Academic Early Warning (AEW) closed its fall session on November 3rd with continued strong numbers. The College Spark Grant Implementation Team continued work throughout the month on building and refining our new in-house early alert system, which will be ready to pilot for Winter, a full academic term ahead of schedule. The AEW cohort leaders and the faculty liaison worked with the system development team to refine the new system in response to faculty and cohort leader requests. The AEW faculty liaison is currently assembling a team of 25 instructors to participate in the winter 2011 pilot session. (SA)
- ❖ Dean of Student Success and Retention attended the Northwest Commission on Colleges and Universities (NWCCU) Accreditation Evaluator Training in Portland on December 3. This training focused on preparing peers to serve as evaluators under the new NWCCU standards and review process. (SA)

FOCUS ON LEARNING

- ❖ Employee Development served 62 employees with 25 events. The events totaled 45 instructional hours and provided participants with 190 contact hours. Sessions included were New Employee Success Training, College Processes, and Technology Training. (HR)
- ❖ EHS met and counseled six students concerned with hazardous material exposures in instructional labs. (HR)
- ❖ The Scorecard has been updated for 2009-2010 to reflect the most current data available. This information will be used to evaluate the progress toward meeting the 2009-2014 Strategic Plan. (P&E)
- ❖ Analyzed retention data to work with the Retention Committee to identify strategies for this academic year to improve retention. Although the numbers will not be final until mid-January of 2011, the retention rate declined slightly from the prior year. However, this should be taken into context in terms of extreme growth in enrollment with no additional dollars, two-thirds of the student population are first generation, and increased utilization of support services. (P&E)



*Numbers will not be final until mid-January 2011.

- ❖ Marketing Director Brian Scott attended the Annual Meeting of the Columbia River Economic Development Council (CREDC). It was reported at the meeting that CREDC was successful in attracting increases in area economic development investments in 2010. However, Clark County is experiencing a far slower recovery compared to prior recessions. Job creation will continue to be a major challenge in 2011, coupled by the state's worsening budget outlook. This information informs departmental decision-making. (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

- ❖ Town Plaza Center Advising served 1,134 students fall quarter 2010 and 470 students registered with their advisors. Beginning winter quarter, advising will be available until 8:00 p.m. the first two weeks of the quarter and will increase drop-in advising sessions to eight in December to better serve students. (OOI)
- ❖ Bookstore's year-to-date sales transactions continue to climb and are up by 8% through November. Sales dollars are even for the year. (AS)
- ❖ Business Services is continuing contract negotiations with Higher One to bring electronic fund disbursement services to financial aid applicants and recipients at the College. This new program is expected to roll out in Spring Quarter 2011.
- ❖ Information Technology Services recently completed replacement of pay phones with courtesy phones on the main campus. These phones allow students to make local calls – including to extensions at all College facilities – at no cost. (AS)
- ❖ During the month of November, various admissions staff represented Clark at seven recruitment events, including high school visits to Prairie, La Center, and Woodland; college fairs at Camas High School and employees of Wells Fargo. In addition, they traveled to Milwaukie High School in Oregon to attend the annual Latino Family Night and participated in the Portland National College Fair where they spoke with more than 300 prospective students and their families. (SA)
- ❖ Seven New Student Orientation (NSO) sessions are scheduled as of November 5. Of the seven sessions, five are filled to capacity with a total of 903 prospective new students for winter quarter. (SA)
- ❖ The Service-Learning Program Manager co-led two *Penguins in the Community* volunteer activities with the Service & Leadership in the Community program. Activities took place on November 12 to the Habitat ReStore and on November 19 to the Oregon Food Bank. (SA)
- ❖ Corporate & Continuing Education is expanding e-learning course offerings by utilizing lecture capture technology at the Columbia Tech Center. Online materials including lecture videos of Cooking and Wine School courses Vintner's Chemistry, Wines of the Rhone Valley of France and Viticulture are available for enrolled students. Planning for similar e-learning projects is

EXPAND ACCESS

underway for Corporate & Continuing Education courses in Community Education, Mature Learning, Professional Development and Small Business. (CCE)

- ❖ Continuing Education enrollment numbers received a significant boost from a new promotional e-mail sent to current and past students on “Cyber Monday”, giving anyone who signed up for classes on Monday a 10% discount. The promotion created 175 new class registrations, with many students registering for more than one class. (CCE)
- ❖ Professional development is working on new ways to market a professional-level Cisco certification course, which includes direct mail to former Clark students, an e-mail blast and potential advertising in industry e-zines and e-newsletters. (CCE)
- ❖ Corporate Education is working with Clark’s Communication and Marketing graphic designers to create cohesive and up-to-date marketing collateral, which includes tradeshow materials and pitch sheets. (CCE)
- ❖ Communications and Marketing team members supported winter quarter enrollment efforts through the creation of newspaper ads and web ads. Separate messages have been developed to promote the personal enrichment and professional development winter classes offered by the Corporate and Continuing Education Department. Mechatronics Technology and the new Pharmacy Technology degree programs each received additional marketing support including the production of high resolution photography and web content material to raise student interest and increase applications. (C&M)
- ❖ The team also supported the college’s Financial Aid Information Night on December 1st by creating and disseminating a banner, web ad for the Clark website and newspaper ad that ran in the *Columbian*, the Camas/Washougal *Post-Record* and the Battle Ground *Reflector* newspapers. (C&M)

FOSTER A DIVERSE COLLEGE COMMUNITY

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

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

Progress

- ❖ The Nursing Program held an Orientation for all newly accepted nursing students who will begin the program in January. This class of incoming students has the largest contingent (25 percent) of men of any previous nursing class, with 12 males out of 48 students. Nationally, only 5.8 percent of nurses are male. In Washington state, the percent of male nurses with an active license is 8.1 percent. (OOI)
- ❖ Faculty Randy Wulff and Karen Swallow developed the Town Plaza Center Art Enhancement project. Art was donated by staff, faculty and volunteers and hung in the hallways of Clark College at Town Plaza Center. More activities are scheduled for winter quarter including a staff, faculty and student mural. (OOI)
- ❖ In support of International Education Week, November 15-19, the Student Learning Center hosted the Voices art project, a creative opportunity for students to make a representation of an important part of their culture. Students created art projects, collages, and posters with art supplies donated from various individuals and departments from the Clark community. Items then became part of a roving exhibit of student work. Student pieces traveled from TPC, to CTC, to CCW and to the main campus for everyone to appreciate and enjoy! (OOI)
- ❖ Eight Bookstore team members have attended one or more diversity training and awareness opportunities provided by the College year-to-date. (AS)
- ❖ In December, the Administrative Services Leadership Team will be taking the Intercultural Developmental Inventory. (AS)
- ❖ Ten Stevenson High School students from their Special Education class visited Clark on November 18. Students received an admissions presentation, a Disability Support Services presentation, a culinary arts tour, a general campus tour and completed their visit by having lunch in the cafeteria. (SA)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator attended a meeting on November 19 with representatives from the City of Vancouver, the City of Battle Ground, Clark County leaders, Washington State University-Vancouver, and commissioners from The Governor's Commission on Hispanic Affairs. The group is creating a Community Cultural Group in Clark County to address discriminatory incidents in schools, workplaces, and the community. (SA)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ Clark celebrated International Education Week on November 15-19. This year's theme, *Voices of the World*, offered a variety of seventeen diverse events and activities for the college community and the community at large including cross-cultural events, entertainment, lectures and exhibits. Activities included documentaries, presentations, art exhibits, international musical performances, and an international vendor fair. (SA)
 - ❖ Members of the Cultural Pluralism Committee have recently completed the Intercultural Development Inventory (IDI). The committee will meet soon to review the group IDI data and discuss how the data can be practically applied to support committee initiatives. (HR)
 - ❖ Employee Development facilitated the Intercultural Development Inventory assessment for the Administrative Services Leadership Team. (HR)
 - ❖ Jennifer Coiteux was appointed to the full-time Program Coordinator position in the Nursing Department effective December 13, 2010. Jennifer has a Bachelor's degree in Psychology and Exercise Science from Eastern Washington University and is currently in the MPA program at Washington State University. She has previous work experience at the Washington Department of Health. (HR)
 - ❖ Melisa Otrugman was appointed to the full-time Program Support Supervisor 1 position in Admissions effective December 1, 2010. Melisa has a Bachelor's degree in Sociology from Washington State University. She has previous work experience at Clark College, Nordstrom, Evergreen Disposal Service, and Waste Connections. (HR)
- #
- ❖ Katy Constable has resigned from her position of Program Specialist 2 in Advising effective November 23, 2010. Katy has been with the college since September 2010 (HR)
 - ❖ Valerie Malinosky has resigned from her position of Program Coordinator in Employee Development effective November 26, 2010. Valerie has been with the college since July 2007. (HR)
 - ❖ Bruce Moulton has resigned from his position as Mail Carrier-Drive in Central Receiving effective November 15, 2010. Bruce has been with the college since September 2007. (HR)
 - ❖ Susan Muir was reallocated to Administrative Assistant 3 in Student Affairs effective September 3, 2010. Susan has been with the college since March 2007. (HR)
 - ❖ Contract training activity in November included partnering with Impact Washington to conduct an ISO 9001 gap analysis for Columbia Machine (\$3,500), and delivering Basic Maintenance training for Columbia Vista (\$3,722). Additionally, a contract was signed to deliver Project Management training for New Edge Networks in December (\$5,112). (CCE)
 - ❖ Corporate Education has submitted a \$14,840 training proposal to Educational Service District 112 (ESD 112) to provide specialty certifications and CPR classes to healthcare providers. Topics include: nurse delegation, dementia care, mental health, speech & physical rehabilitation and CPR for healthcare providers. (CCE)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ On November 23, Suzanne Luttrell with WorkSource, Nelson Kee with the Southwest Washington Workforce Development Council, CADD instructor Keith Stansbury and Associate VP of Corporate & Continuing Education Todd Oldham met to discuss future training programs in Computer Numeric Control (CNC) endorsement training and Certified Management Accountant training. (CCE)
- ❖ The spring 2011 class schedule will feature a cover story on Clark's role in the national American Association of Community Colleges (AACC) Plus 50 program and the college's overall commitment to welcoming and supporting older students. (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

- ❖ Advising, Early Childhood Education (ECE), and various Student Affairs representatives participated in a meeting between Clark College and Concordia University on November 10 to support the needs of the new ECE Bachelor of Arts Degree in that will begin August 2011. (SA)
- ❖ Clark's Job Developer organized and facilitated an Employer Speaker Panel held on November 18. The focus was Manufacturing and Logistics: Supply Chain Management. The panel included representatives from Boeing, Port of Vancouver, Columbia Machine, and United Natural Foods, Inc. (UNFI). Approximately forty-two students attended including two members of the community. Panel members offered excellent advice on resumes, interviewing, and career paths in their industry. (SA)
- ❖ After review for appropriateness and based upon employee requests, EHS performed six ergonomic consultations to ensure that there were no risk factors for injury. (HR)
- ❖ A proposal is being developed for the Federal Motor Carrier Safety Administration's Commercial Motor Vehicle Operator Safety Training grant to be submitted by the Clark College Corporate and Continuing Education Department. Working with the Western Pacific Trucking School as the primary training provider, Clark College will propose to provide well-rounded training to 40 students in a twelve month period. This proposed 190-hour program will include: 160 hours of Class A Commercial Driver's License (CDL) training, 8-hours of Forklift Operator training, 8-hour Traffic & Safety Flagger Certification, 4-hour First Aid/CPR, and Occupational Health and Safety Administration (OSHA) 10 Hour Construction Safety. (P&E)
- ❖ Communications and Marketing team members supported Corporate and Continuing Education (CCE) through the creation of new video spots, the establishment of a Google Analytics system to track CCE's efforts, and exploratory meetings regarding new media and marketing initiatives. (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

- ❖ Workforce Education at Town Plaza Center has been working with WorkSource to increase efficiencies and streamline services between the state agencies. (OOI)
- ❖ Town Plaza Center Advising is implementing Educational Plans for each student to map progress and support transition into college level coursework. (OOI)
- ❖ Construction of the Early Learning Center Phase 1 Project continues however scheduled substantial completion has slipped from February 2011 to April 2011 due to weather (two weeks) and construction issues (seven weeks). Construction issues are primarily related to a delay in receiving the construction permit (the project team thought the permit had been issued when the notice to proceed was provided to the Contractor, but it was not issued for three weeks) and site issues because of the location of several trees in the construction zone (the consultant missed identifying several trees that interfered with the building foundation. Trees were removed and the foundation had to be redesigned because of difference in elevation for a combined impact of four weeks). The project is still on schedule for occupancy in summer 2011.
- ❖ Joan Stout Hall emergency repairs continue with completion planned by start of winter quarter 2011. One of the two impacted classrooms has been reopened and the building restrooms are now open. (AS)
- ❖ Design for the STEM building continues despite the fact that construction funding has been delayed until at least 2013. The core team, consisting of architects, consultants, instructional, and other College staff has been making good use of the additional time without adversely affecting the cost to refine the program needs and to develop a sound schematic design. This has included the start of a Value Engineering process. (AS)
- ❖ An additional fall faculty advisor training session was offered for faculty advisors on November 24 by the Director of Advising and an academic advisor. Nine faculty members received training and now have access to the advising tools and note-tracking software currently being used across campus. Faculty members indicated high levels of satisfaction with the training. Clark students will benefit from this training and subsequent adoption of advising resources through a more consistent and accountable advising experience. A total of 46 faculty advisors have participated in training during the fall 2010 quarter. (SA)

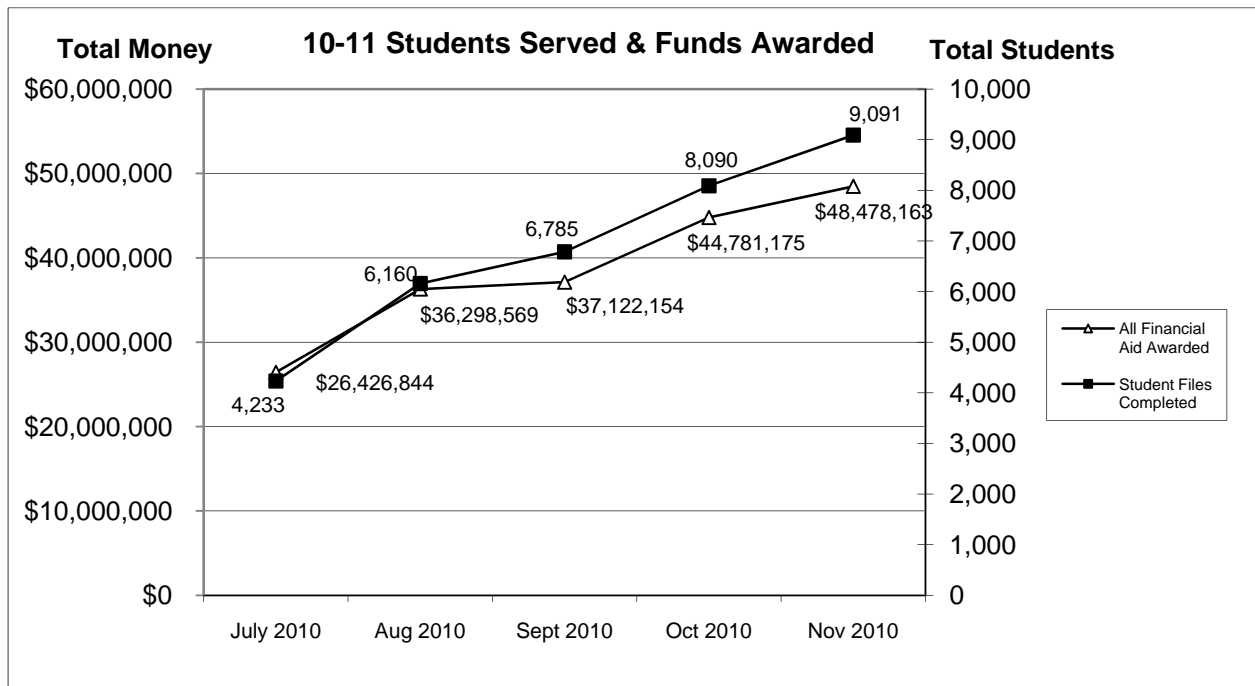
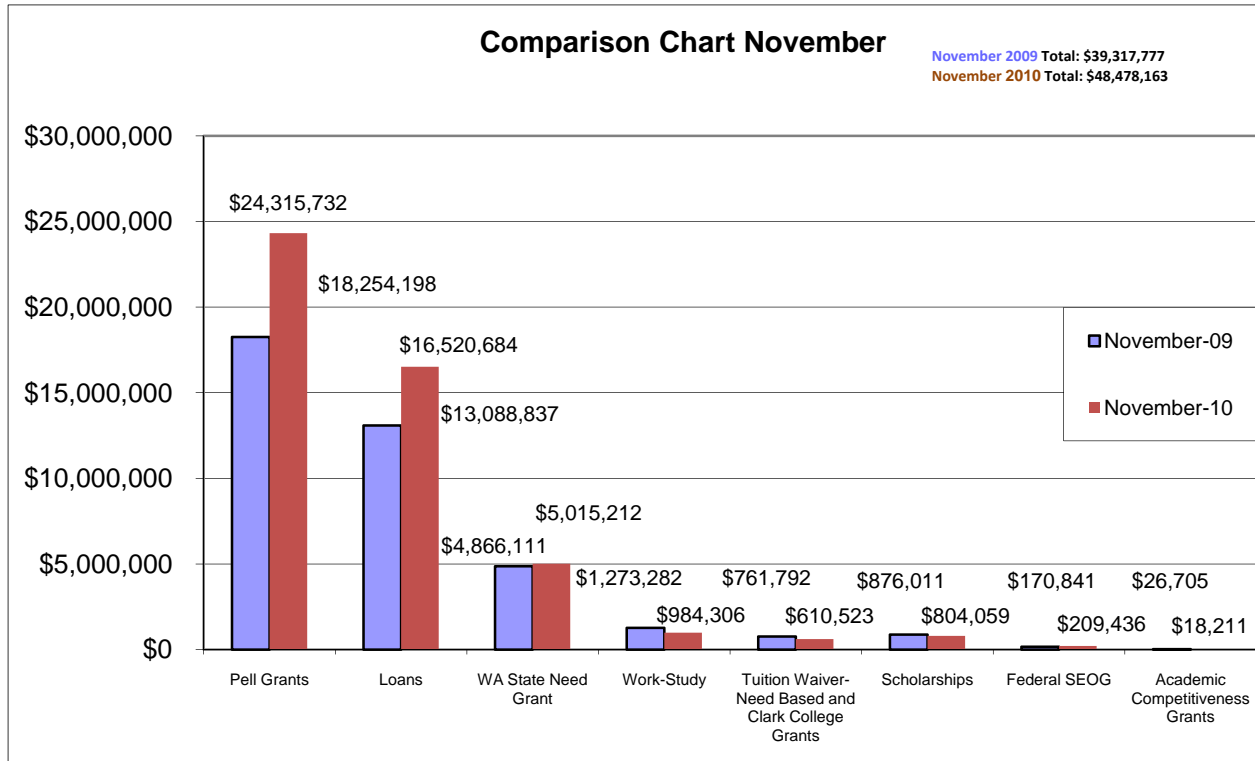
ENHANCE COLLEGE SYSTEMS

- ❖ An online learning management system was selected by Employee Development to automate required training and facilitate regulatory compliance. It will be implemented during Winter quarter. (HR)
- ❖ The Planning and Accreditation Committee was convened and met for the first time. The Committee evaluated the indicators of the 2009-2010 Scorecard. This evaluation will be sent to College Council early in January for them to identify themes that will become the 2011-2012 institutional goals. The Committee was also introduced to the changes in the accreditation standards that will take place on January 1, 2011. (P&E)
- ❖ The Climate Survey has been developed by the Climate Survey workgroup. The Office of Planning and Effectiveness with the support of the College administration and AHE decided to develop a climate survey instrument internally and use other resources available to administer and distribute the survey to the college. The survey will be conducted during the first full two weeks of February 2011. (P&E)
- ❖ The AVP of Planning and Effectiveness attended the accreditation evaluators training. This training will provide the opportunity for her to be a peer evaluator for the new standards at other institutions. (P&E)
- ❖ In partnership with Information Technology Services, Planning and Effectiveness has been working to establish training and user groups for the new and significantly improved querying and report generating technology offered by the implementation of Operational Data Store (ODS). (P&E)
- ❖ Planning and Effectiveness is administering surveys. One survey asks all students registered in Fall 2010 to identify the resource they primarily use to identify and register for classes. The Office is also working with eLearning to survey Moodle migration participants to evaluate the training and migration process. This will occur during winter quarter. (P&E)
- ❖ Connected with Representative Probst about legislation to remove restrictions related to operational business, e.g., out of state travel, hiring, personal services contracts, use of private facilities. (P&E)
- ❖ Clark College is planning to pursue the earmark funding to fulfill the need for equipment for the Mechatronics Program. The Regional Directors of both Senator Maria Cantwell and Senator Patty Murray were invited to meet with the Dean of Business and Technology and the Director of Grants Development to explore the earmark funding process. A presentation about the Mechatronics program was made to the Regional Directors which was followed by a tour of the lab at CTC. Beginning in 2011, Clark College plans to submit an application for earmark funding for Mechatronics Program to all three federal legislators representing this region: Rep. Jaime Herrera, Sen. Maria Cantwell and Sen. Patty Murray. (P&E)
- ❖ Communications and Marketing team members used both Facebook and Twitter to communicate during the recent inclement weather before Thanksgiving.

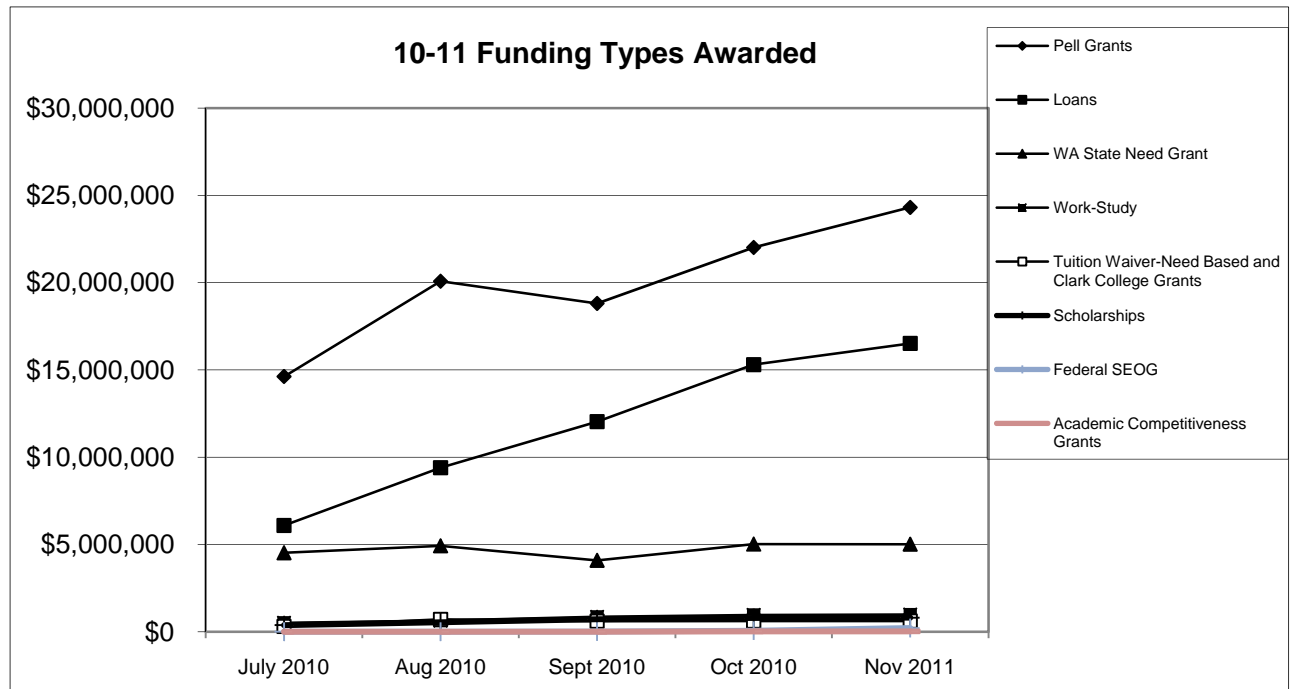
ENHANCE COLLEGE SYSTEMS

- ❖ Communications and Marketing team members continue to work on production of the 2011-2013 course catalog. Hannah Feldman has edited the College Services section of the book. Webmaster Chris Concannon, created a web-based application which enables faculty to submit and review course information online. This will be the first online-only edition of a Clark College catalog. A limited number of copies will be available in binders at targeted areas at the college.

STATISTICS



STATISTICS



CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2010

		Fund Balance (minus non-cash assets) 6/30/10	Cash Balance (minus dedicated cash) 6/30/10	Required Reserves	Prior Commitments (prior to 7/1/10)	New Commitments (2010/11)	Total Available Cash
145	Grants and Contracts	3,038,635	3,047,849		116,675		2,931,174
147	Local Capital	31,225	31,225				31,225
148	Dedicated Local	5,908,732	3,319,127		-	2,169,444	1,149,683
149	Operating Fee	528,443	(17,755)				(17,755)
440	Central Store (Catalog)	50,128	50,128				50,128
443	Data Processing	1,830,348	1,830,348		830,348	1,000,000	-
448	Print/Copy Machine	(171,925)	(171,925)				(171,925)
460	Motor Pool	19,347	19,347				19,347
522	ASCC	1,167,668					-
524	Bookstore	2,278,768	2,278,768				2,278,768
528	Parking	246,522	246,522			250,000	(3,478)
570	Other Auxiliary Enterprise	972,587	325,711			28,535	297,176
790	Payroll (clearing)	215,643					-
840	Tuition/VPA	4,223,889					-
846	Grants - Fin Aid	(1,146,105)					-
849	Student Loans	36,069					-
850	Workstudy (off-campus)	(19,166)					-
860	Institutional Financial Aid Fun Reserves*	536,344		6,088,749			(6,088,749)
Totals		19,747,152	10,959,345	6,088,749	947,023	3,447,979	475,595

s.sand 12/6/10

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 23, 2010
Ellis Dunn Room GHL 213

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

Administrators: Mr. Robert Knight, President, Dr. Rassoul Dastmozd, 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. Todd Oldham, Associate Vice President of Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Leigh Kent, Executive Assistant to the President.

Others: Ms. Bonnie Terada/Kim Witherspoon, Assistant Attorney General, Ms. Lisa Gibert, President/CEO Clark College Foundation; Dr. Marcia Roi; Mr. Samson Ramirez;

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Burkman called the meeting to order at 5:00 p.m. He reviewed today's work session with the assembled audience: Mr. Kotsakis provided an update on the college's Mechatronics program. Ms Grove gave a presentation about the college's emergency management plan and recent grant award that will help in the plan's implementation. Mr. Oldham discussed the Corporate & Continuing Education (CCE) department's efforts in working with local companies to provide training to their workforces. 	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> The agenda was accepted as presented. 	
II. B	Statements from the Audience	<ul style="list-style-type: none"> Dr. Marcia Roi, CCAHE president, spoke about the college's financial situation and the union's desire to have faculty recognized for their efforts during the state's budget crisis. Ms. Kimberly Sullivan, CCAHE lead negotiator, told the audience why the union had suspended negotiations with the college and what the union would like to see happen with turnover dollars and any funds that are left at year-end. Mr. Cosimo Giovine requested President Knight and the board to attend a bargaining session sometime in the next two weeks. 	

Minutes of the Business Meeting of the Board of Trustees

Clark College, District No. 14
November 23, 2010
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. B	Statements from the Audience	<ul style="list-style-type: none"> Ms. Susan Torres asked President Knight and the board to attend a bargaining meeting. Mr. Don Appert asked for honesty and respect toward the faculty. Mr. Roy Jennings, SWWA Labor Council, asked the administration to support and respect the faculty. Mr. Doug Mranzak requested good faith efforts by the administration to get the faculty cost of living raises and find incremental dollars. Mr. Willy Cushwa wanted to see the relationship between the faculty and administration improve, that personalities and pride be put aside. 	<ul style="list-style-type: none"> Chair Burkman requested copies of the signs that faculty members were holding up during the meeting. Dr. Roi agreed to do so.
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> Dr. Roi discussed union activities that have taken place over the past month; her disappointment that the college and AHE will be meeting quarterly this year rather than monthly; that the AHE voted not to offer the faculty the voluntary retirement plan the college is offering to all other employees; and expressed her disappointment that the AHE report is no longer part of the board packet. 	<ul style="list-style-type: none"> Chair Burkman discussed the new board packet format and why it was implemented. The change was publicly announced during the August meeting. He assured her that the minutes would reflect the topics discussed in the constituent reports.
II. C.	2. WPEA	<ul style="list-style-type: none"> There was no oral report from the WPEA this month. The union's written report discussed contract negotiations, Labor Management Committee discussions, the President's Open Forum, and update on their food drive. 	
II. C.	3. ASCC	<ul style="list-style-type: none"> Mr. Ramirez discussed the ASCC's recent Open Forum where students voiced their concerns over the recent flier incident. He invited the board to attend three upcoming events: a Russian Tea and a "Where's Waldo?" event. Samantha Smith has been chosen as the new ASCC vice president; she will be introduced at the next board meeting. He thanked the president, foundation, CCAHE, and WPEA, for allowing him to meet with them and to speak at the board meetings. 	
II. C.	4. Foundation	<ul style="list-style-type: none"> Ms. Gibert announced that the employee campaign had significant participation this year and there have been 30 new donors identified so far. Clark Connect is off to a good start and the foundation is enjoying working so closely with the students who are contacting past alumni. She invited the board members to visit the office and observe the students as they forge new relationships for the college. 	

Clark College, District No. 14
November 23, 2010
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. D.	Statements and Reports from Board Members	<ul style="list-style-type: none"> There were no statements from the board members this evening. 	
II. E.	President's Report	<p>Student Success Presentation</p> <ul style="list-style-type: none"> Mr. Broussard introduced the staff of The Independent. The students offered a slideshow and tour of the new website to the board that illustrated how <i>The Independent's</i> new format of the paper came into being and how the newspaper will be delivered to the college community in the future. Ms. Finken spoke on the significance of the college's journalism program and the students' commitment to accurate, timely, and responsible journalism. <p>Faculty Presentation</p> <ul style="list-style-type: none"> Ms. Judy Van Patten discussed the college's counseling department and the many facets of a student's life in which they are involved including career development, college success, and personal mental health. 	
	President's Report	<p>Enrollment</p> <ul style="list-style-type: none"> President Knight reported that enrollment is on target for the year. The total number of students mirrors that of last year. <p>Focus on Learning</p> <ul style="list-style-type: none"> Dr. Dastmozd reported that the nursing accreditation went very well and the college received a nearly flawless report. As a result, the college received an eight-year accreditation. He thanked Jean Donovan, Blake Bowers, and Judy Alleman for their great work on the accreditation. Mr. Broussard reported that Student Affairs had three attendees at the Faculty & Staff of Color in Higher Education Conference at the Vancouver Hilton. Felisciana Peralta, Multicultural Retention Manager, taught a session on student success. Ms. Diehl announced that, between 2008-2010, the college had the largest gain in student achievement points in the Washington community college system due to the increase in enrollment. The college will eventually receive additional funding for these points once the state funding recovers. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 23, 2010
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
	President's Report	Expand Access <ul style="list-style-type: none"> Ms. Kerr noted that a partnership between Communications & Marketing and Student Affairs lead to the development of a new home page that included a link for current students to access their accounts. At this site, they can access any information or service that they need at the college. The website has received thousands of hits already. 	
	President's Report	Foster a Diverse College Community <ul style="list-style-type: none"> Mr. Williamson reviewed the college's new Incident Response Protocol. The college fast-tracked development in light of the recent incidents at the main campus. The protocol is a work in progress and will be fine tuned as needed. 	
	President's Report	Enhance College Systems <ul style="list-style-type: none"> Dr. Rourk announced that the college will be replacing its outdated employee application system with a new online application called NEOGOV. NEOGOV is used by the City of Vancouver as well as other public organizations. It has the facility to collect and report data in whatever format the college needs. The project was lead by Laura Likes, Human Resources Consultant Assistant. Dr. Rourk expects to launch the application in the next couple of weeks. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 23, 2010
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
	President’s Report	Statistics <ul style="list-style-type: none">Financial aid amounts awarded have greatly increased this year. The total amount from 2009-2010 has already been awarded through October of 2010.	
III.	ACTION ITEMS		
	CONSENT AGENDA		
	◆ Minutes from October 19, 2010 Board Meeting		MOTION: Trustee Sen Hoss motioned for the consent agenda to be approved. The motion was seconded by Trustee Parker and passed unanimously.
IV.	FUTURE TOPICS		
	Budget (ongoing) K-12 (ongoing) North Central Site College’s Impact on Local Business	Monitoring the Impact the College has on the Local Community Partnerships Student Achievement Initiative	
	DATE AND PLACE OF FUTURE MEETING		
V.	<ul style="list-style-type: none">The next regular meeting of the Board of Trustees is currently scheduled for December 14, 2010 in the Ellis Dunn Community Room, GHL 213.		
	EXECUTIVE SESSION		
VI.	<ul style="list-style-type: none">The board did not conduct an executive session this evening.		
	ADJOURNMENT		
VII.	<ul style="list-style-type: none">There being no further business, the meeting adjourned at 6:30 p.m.		

Jack Burkman, Chair
Clark College Board of Trustees

Leigh Kent, Recorder
December 1, 2010

Board of Trustee Calendar of Events

December 2010						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
December 14	4:00 pm	Board Meeting	GHL 213	X		
January 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
January 4	4:00	Meeting w/ Vancouver Public Schools	2901 Falk Rd.	X		
January 6	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		This is being rescheduled
January 7	2:00	Monthly Meeting w/ Jada	Bob's Office	X		
January 7	3:00	Monthly Meeting w/ Royce & Sherry	Bob's Office	X		
January 13	5:30 pm	Meeting w/ Evergreen Public Schools	13501 NE 28 th St.	X		
January 18	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
January 19	5:00 pm	MLK Celebration	TBD			
January 20	10:00 am	State of the College Address	Student Center	X		
January 23-25	Full Day	New Trustee Orientation TACTC Winter Conference	Red Lion Olympia		X	

Board of Trustee Calendar of Events

February 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
February 3	2:00	Monthly Meeting w/ Sherry	Bob's Office	X		
February 3	3:00	Monthly Meeting w/ Jada & Royce	Bob's Office	X		
February 7	11:30	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
February 22	4:00 pm	Board Meeting/Work Session	258C & GH 213	X		
March 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
March 2	9:00	Monthly Meeting w/ Jada	Bob's Office	X		
March 3	9:00	Monthly Meeting w/ Sherry & Royce	Bob's Office	X		
March 3	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
March 22	4:00 pm	Board Meeting/Work Session	258C & GH 213	X		
April 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
April 7	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
April 7	2:00	Monthly Meeting w/ Jada & Sherry	Bob's Office	X		
April 7	3:00	Monthly Meeting w/ Royce	Bob's Office	X		
April 26	4:00 pm	Tenure Reception	258C	X		
April 26	5:00 pm	Board Meeting	GH 213	X		

Board of Trustee Calendar of Events

May 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
May 4	10:00	Monthly Meeting w/ Royce	Bob's Office	X		
May 5	11:00	Monthly Meeting w/ Jada & Sherry	Bob's Office	X		
May 9	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
May 12	5:30	Meeting w/ Evergreen Public Schools	13501 NE 28 th St.	X		
May 18	5:30 pm	Savoring Excellence	Student Center		Invitation Only	
May 23	7:00 pm	Phi Theta Kappa Induction Ceremony	Student Center		X	
May 24	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
May 26	10:30	Monthly Meeting w/ Jack & Rhona (for June)	Bob's Office	X		
June 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
June 6	2:00	Monthly Meeting w/ Jada	Bob's Office	X		
June 6	3:00	Monthly Meeting w/ Sherry & Royce	Bob's Office	X		
June 6	6:00 pm	OSWALD Awards	Student Center		X	
June 14	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
June 7	4:00 pm	Meeting w/ Vancouver Public Schools	2901 Falk Rd.	X		
June 16	5:30 pm	Commencement	Amphitheatre	X		
June 18	11:00 am	GED/HS Diploma Event	O'Connell	X		
June 26-28	TBD	TACTC Spring Training (Conference)	TBD		X	

Board of Trustee Calendar of Events

July 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
July 11	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
July 26	TBD	Annual Retreat	TBD	X		
August 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
August 8	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
August 23	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
September 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
September 12	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
September 27	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
October 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
October 10	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
October 25	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

Board of Trustee Calendar of Events

November 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
November 7	12:00	Monthly Meeting w/ Jack & Rhona	Bob's Office	X		
November 22	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
November 28	12:00	Monthly Meeting w/ Jack & Rhona (for December)	Bob's Office	X		
December 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
December 13	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
				X		

BOT PLANNING CALENDAR 2010-2011

July 2010

Special BOT Retreat.
President's Evaluation
President's Contract
BOT Strategic Planning
BOT Self-evaluation
Consideration of tenure for faculty member who is off-cycle (first reading)

August 2010

Minutes from June
Minutes from July retreat
President's Salary
Board Dates for 2011
Voluntary Retirement/Separation Plans (first reading)
Consideration of tenure for faculty member who is off-cycle (consent)

September 2010

Naming Policy (work session)
Fostering Community Partnerships: How Local Businesses can Share with the College to
Minutes from August
Voluntary Retirement/Separation Plans (consent)

October 2010

Minutes from September
Voluntary Retirement/Separation

November 2010

Minutes from October
Business Partnerships (work session)
Mechatronics (work session)
Emergency Management (work session)

December 2010

Minutes from November

January 2011

Minutes from December
CCAHE Agreement

February 2011

Minutes from January
Consideration of Tenure (first reading)

March 2011

Minutes from February
Consideration of Tenure (vote)
Diversity Plan Update

April 2011

Tenure reception, no work session
Minutes from March

May 2011

Minutes from April
Proposed Academic Calendar (first reading)
Sabbatical Requests (first reading)
Foundation Funds Allocation Committee's Recommendations

June 2011

Minutes from May
Sabbatical Requests (vote)
Coming Year College Budget Approval
Coming Year ASCC Budget Approval
Coming Year Election of Board Officers (1 year terms)
Chair
Vice Chair
TACTC Legislative Action Committee Representative
Foundation Executive Committee Representative
Foundation Board of Trustees Representative
Foundation Leadership Committee Representative
Foundation Management Committee Representative
Diversity Plan Update
Minutes from November

Work Session Topics 2010-2011

BOT Policy & Procedures Manual Review
Adequately Monitor Impact College has on the Local Community
Budget
Diversity Operational Plan
K-12
Naming Policy
North Central Site
Cultural Pluralism Committee quarterly updates

Board of Trustees Meeting Schedule

The Board of Trustees considers its meeting schedule for the coming calendar year at its August meeting, taking action in either August or September. The annual meeting schedules of all state agencies must be filed with the Code Reviser prior to December 31 each year. The Board of Trustees currently holds its meetings on the fourth Tuesday of the month at 5 pm, with a work session at 4 pm, except in the months of January, June, and December.