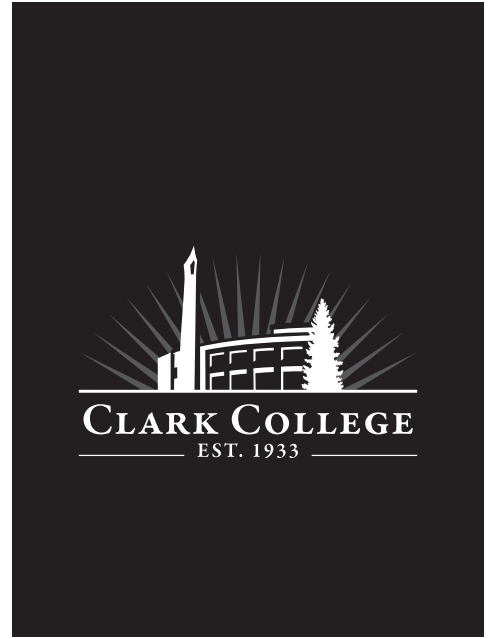


Clark College Board of Trustees



December 14, 2011

Clark College
The Next Step



Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



Mission Statement

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



Board of Trustees Goals 2011-2012

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 Completion and Access

- Prioritize student completion of educational goals in all decision-making, while continuing to balance the college's ability to meet the current and future demand for educational opportunities offered. – *Focus on Learning and Expand Access*

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*

**Clark College
Board of Trustees Packet
December 14, 2011**

Table of Contents

Clark College Vision/Mission

Board of Trustee Goals

Table of Contents

Page i

Agenda

Pages ii-iii

Focus on Learning

Pages 1-5

Expand Access

Pages 6-7

Foster a Diverse College Community

Pages 8-9

Respond to Workforce Needs

Pages 10-11

Enhance College Systems

Pages 12-14

Statistics

Pages 15-18

Action Items

Pages 19-23

CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, December 14, 2011
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.

- ♦ Campaign Strategic Plan
- ♦

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

No Report

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Carol Irwin

Faculty Presentation: Service Learning—Dental Hygiene Projects—Melody Scheer

Focus on Learning

Expand Access

Foster a Diverse College Community

Respond to Workforce Needs

Enhance College Systems

Statistics

Pages 1-5

Pages 6-7

Pages 8-9

Pages 10-11

Pages 12-14

Pages 15-18

III. ACTION ITEMS

Consent Agenda

- ♦ Minutes from November 30, 2011 Board Meeting

Pages 19-23

IV. FUTURE TOPICS

- | | |
|--------------------------------|---------------------------|
| ♦ Budget (1/25 work session) | ♦ CLE Update |
| ♦ Diversity Operational Plan | ♦ Columbia River Crossing |
| ♦ GISS Student Completion Data | ♦ K-12 |
| ♦ Multi-use Facility | ♦ Workforce Development |
| ♦ Review of College Policies | ♦ Climate Survey |

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, January 25, 2012 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
DECEMBER 2011**

FOCUS ON LEARNING

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

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

Progress

- ❖ The fourth annual Elementary Science Olympiad Invitational Tournament was held at Clark College on Saturday, November 19, 2011. The tournament included five different events for 270 students competing on 19 teams from 18 different schools in seven different school districts. More than 70 volunteers from the Clark College community, including faculty, staff, and students, provided outstanding assistance for the event. (OOI)
- ❖ Professor Keith Stansbury is leading Clark Aerospace, a student team involved in the NASA University Student Launch Initiative (USLI) competition that challenges university-level students to design, build and launch a reusable rocket with a scientific or engineering payload to one mile above ground level, or AGL. The project engages students in scientific research and real-world engineering processes with NASA engineers. (OOI)

The Clark team recently submitted its Preliminary Design Review (PDR) to NASA Marshall Space Flight Center. The PDR is available on the team website at www.clarkaerospace.com. The design is progressing reasonably well under the leadership of two core team students: Keane Diffenbaugh, team lead, and Robert Mitchum, team mentor. (OOI)

More information about the USLI program and a list of all participating colleges and universities is available on the [NASA USLI web page](#). (OOI)

- ❖ On November 17, the Student Learning Center (SLC) and Pathways Peer Mentors helped coordinate a food fair for students to learn about nutrition and sustainable food practices. Students were also encouraged to donate non-perishables food items for the local food bank, and decorate and sign holiday cards for seniors in the Loaves and Fishes program. (OOI)
- ❖ During the months of November and December, the theme at the SLC is Student Success. Tutors and mentors have been encouraged to engage in dialog with their students and to discuss some of the key factors that lead to success in school, at work and at home. Many students have written and posted their responses on the SLC bulletin board to help encourage other students to start making positive changes in their lives. (OOI)

FOCUS ON LEARNING

- ❖ Michelle Bagley, Radmila Ballada, Susie Harding, Sally Demos, Pavel Popov, and Cheryl Davenport attended the Orbis Cascade Alliance Collaborative Technical Services Symposium on December 8. The one-day workshop was developed to help the Alliance move forward on defining key elements of collaborative technical services within the organization and its member libraries and to assist Alliance member libraries in the transition to a shared library system. (OOI)
- ❖ “Plazm: 20 years of Art and Design” is on exhibit at the Archer Gallery from November 8 to December 10. Plazm is an influential arts magazine recognized for innovative design, art and writing. At the Clark Art Talk on November 15, Joshua Berger, one of the co-founders of Plazm, discussed his role in the development of the magazine. Clark students from various art courses attended these events to complete class assignments. (OOI)
- ❖ The eLearning Department is rolling out the Moodle Mentor Project, which is a one year project funded by a statewide Perkins Leadership grant. Faculty mentors have been identified in multiple disciplines across the college to provide support for faculty interested in learning basic Moodle learning management system as well as best practice curriculum design for online, hybrid and web-enhanced courses. (OOI)

The goal of this project is to demonstrate how effective Learning Management System (LMS) usage across the college can lead to a more engaging quality educational experience for Clark College students. Grant success will measure the correlation between mentoring, improved quality of digital materials, and increased student success and retention. Data will be tracked from documentation provided by each Moodle Mentor and each faculty mentored and will be tabulated throughout the project year. The Moodle Mentors are: (OOI)

- Loni Bramson, HIST
 - Adam Coleman, CTEC
 - Elizabeth Donley, ENGL
 - Sam Erickson, ENGL
 - Jennifer Farney, MATH
 - Cynthia Foreman, ECON/BUS
 - Marina Frost, MATH
 - Carole Mackewich, HDEV
 - Kitty Mackey, LIBR
 - Teri Miller, MATH
 - Erika Nava, SPAN
 - Fred Rosenzweig, ESL/ENL
 - Elizabeth Torgerson, NURS
-
- ❖ Director of Security/Safety Ken Pacheco provided active shooter response training to Health Occupations staff, and lockdown procedure information to Student Affairs staff. (AS)

FOCUS ON LEARNING

- ❖ The Director of Advising presented at the FIND (Focused Interests, New Direction) orientation on November 21. The orientation assists students as they transition from Basic Education classes to college level and degree and certificate courses and provides them with a variety of student support services. Students also received specific information regarding advising requirements, educational plans, and registration information. (SA)
- ❖ The International Programs Manager and the International Student Curriculum Advisor attended a Washington Community College Consortium for Study Abroad meeting (WCCCSA) on November 18 at Edmonds Community College. WCCCSA is a group of community colleges that have joined together to provide Study Abroad programs for two-year college students. Clark College is working to increase study abroad opportunities for our students. (SA)
- ❖ The Career Center serves as a learning lab for several Human Development (HDEV) classes and other instructional areas. In fall quarter there were forty-nine class visits serving 634 students. The Career Center Program Manager delivers curriculum for topics such as investigating occupations, assessing interests and skills, exploring occupational pathways, researching labor statistics, utilizing job search resources, and professional development. Departments recently served include Business Technology, Reading, Health Occupations, and Human Development. Special group visits included Displaced Homemaker Program, ESL Medical Language, ESL Service Learning, Vancouver School District Gate Program, and the Battle Ground High School Futures Program. In addition, the Clark College athletes utilized the Career Center for their new Athletic Study Hall requirement on Thursday nights. (SA)
- ❖ The Dental Hygiene department faculty and staff have partnered with the Assessment Center to transition from the ASSET test to the HESI A2 exam, developed by the vendor Elsevier, as the means of assessing applicants. (SA)
- ❖ Academic Early Warning (AEW) closed in November for fall reporting with its highest numbers to date: 209 distinct instructors reported on 1463 students--an increase of over 60% in the number of instructors reporting over last fall. More than 600 of the students who received AEW emails also received an additional contact from Student Affairs staff. (SA)
- ❖ ASCC President, ASCC Vice President, ASCC Public Relations Director and SLMSA Director attended the fourth annual Council of Unions and Student Programs Student Legislative Academy in Olympia on November 18-19. This two day academy provides students an opportunity to learn how best to interact with their local and state legislators, gain a better understanding of government processes and collaborate with other community and technical colleges to create a unified voice and advocacy plan. (SA)
- ❖ ASCC President, ASCC Vice President, ASCC Finance Director, APB Family Events Coordinator and SLMSA Director attended a student rally in Olympia on November 28. The rally was an opportunity for students to demonstrate their concerns to the legislators regarding greater cuts to higher education. The group was able to share a united voice with other community colleges, as well as meet with local representatives. (SA)

FOCUS ON LEARNING

- ❖ A Penguin Roundtable was held for all administrators, exempt and classified supervisors on November 16. The purpose of the meeting was to launch the New Employee Success Training (NEST) as well as the Higher Ed Works Training. The NEST process will provide all new employees with a notebook of interactive tasks to introduce them to Clark College. New employees will be introduced to the various departments, will take an on-line scavenger hunt, and will learn about the various Clark College procedures. Included in the NEST training will be an introduction to Higher Ed Works, which will provide on-line training for mandatory subjects such as Sexual Harassment, Discrimination, and important Clark College Policies. All new employees will be using the new NEST process by December 14. (HR)
- ❖ Clark College hosted the Human Resources Management Commission quarterly meeting in early November. The commission meets every quarter to address critical human resource issues that affect the colleges. HR vice presidents and directors from 30 colleges were present. It was the consensus of the group that Clark College has one of the prettiest campuses of all 35 colleges. Everyone appreciated the warm hospitality at Clark College. (HR)
- ❖ The Association held their winter conference “Leading From the Middle – HR Module” at Clark College on Friday, December 2. Several supervisors from Clark College were in attendance. The focus of the conference was management and supervision, recruiting, and labor relations. (HR)
- ❖ Planning and Effectiveness is preparing to administer the Noel Levitz Student Satisfaction Inventory winter quarter to approximately 4,000 students. More than 200 classes will be randomly selected for the survey, including online classes. The selection of classes is designed to provide a balance of morning, afternoon, evening, and weekend; career and technical and academic; pre-college; 100, and 200 level classes; delivery mode; and campus.

This information is important in measuring our progress toward fulfilling the Strategic Plan, improving retention, and many other initiatives across the college. Already we have improved retention efforts (e.g., implementation of the academic early warning system) and advising (e.g., design and implementation of the advising plan), informed by our students’ perceptions as measured by the Noel Levitz Student Satisfaction Inventory. We will be seeing more of these results as they are integrated into our college-level continuous improvement processes.

In 2010, we found that more than 80% of our students reported that Clark College was their first choice in higher education; most students (80%) were satisfied with their experiences at Clark College; and 85% said they would enroll at Clark College, if they had to do it all over again.

Also measured in 2010, more than 70% of Clark College students reported in 2010 that they believe faculty care about them individually; this is especially important to monitor because even classic research describes that one key factor associated with retention is the positive relationship between students and faculty, especially during the students’ first year. (Tinto, Vincent. *Leaving College: Rethinking the Causes and Cures of Student Attrition*. Chicago, IL: University of Chicago Press, 1987. Print.) (P&E)

FOCUS ON LEARNING

- ❖ Community Education enrollment increased by 17% in fall 2011 over fall 2010 enrollment numbers. This increase was due to high enrollment in dance, computer & photography classes, as well as new classes such as The Edible Gardening series, Acrylic: Open Studio and Introduction to Screenwriting. (CCE)
- ❖ Corporate & Continuing Education held a “Cyber Monday” sale after Thanksgiving weekend on continuing education classes. This one-day sale garnered 205 registrations, which is 17% more than last year’s sale. The sale was promoted via email marketing, Facebook and Twitter. CCE is continuing to take an online consumer promotion approach to marketing non-credit classes as it has proven effective in recent campaigns. The next promotion will be The 12 Days of Deals, beginning December 12th – 23rd. (CCE)
- ❖ Through the efforts of Communications Specialist Hannah Erickson and Graphic Designer Jenny Shadley, the winter 2012 class schedule was delivered to the college and post office on Nov. 14. A feature article focused on how changes in the Computer Graphics Technology program at the college reflect the efforts by the college to keep up with ever-changing technology. The schedule also featured a new map of the main campus. Created by Jenny Shadley, the new map includes information about the locations of bike racks, car pool areas, areas for handicapped parking, food and beverage providers, and the areas for Health Services, the Dental Hygiene clinic and Counseling. Hannah Erickson also worked with Oregon Lithography to significantly reduce the cost of both mailing and printing the schedule. As a result, the cost to mail and print the winter 2012 issue was approximately \$24,800 less than that for the winter 2011 issue. (C&M)
- ❖ Ushering in a new look and era on Clark’s website, the Art Department and the Computer Graphics Technology (CGT) departments announced a new focus—and new degree offerings—starting with winter quarter. The degrees include the Associate of Fine Arts Degree in Graphic Design and an Associate of Applied Technology (AAT) in Web and Graphic Design. New classes are also being added and include Creativity & Concept, Time-based Art, Intro to Social Media and Graphic Design Technology. Professors Kathrena Halsinger and Kristal Plinz, Marketing Director Brian Scott, Designer Pat McDonald and Web Specialist Tahnya Huneidi combined to create the new web content material and web ad to introduce the CGT changes and additions. (C&M)
- ❖ Web Specialist Tahnya Huneidi posted information/instructions on the Clark website for this year’s student submissions for the *Phoenix*. (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

- ❖ Keith Stansbury, Izad Khormaee, Carol Hsu, and Tina Barsotti attended the WCERTE (Washington Council for Engineering and Related Technology Education) meeting on December 1-2 at St. Martins in Lacey, WA. (OOI)
- ❖ The Advising Department coordinated a visit from Western Governor's University (WGU) representatives on November 17. WGU offers a variety of Bachelor's and graduate degrees. WGU specifically focuses on non-traditional student populations, especially working adults, by offering competency based course assessments in a distance learning format. (SA)
- ❖ The Weekend Degree Program academic advisor was available for individual advising for students on the evening of November 16. Five students attended, and received face-to-face advising in preparation for winter registration. The remaining Weekend Degree students (approx. 45) were contacted by phone or e-mail in preparation for winter quarter 2012. (SA)
- ❖ COMPASS retesting will now be available at the Columbia Tech Center, as part of an effort to enhance services at the CTC campus. (SA)
- ❖ The Admissions Office presented information on Clark College at four college fairs during the month of November: Camas High School, Hudson's Bay High School, Washington Council Transfer Fair, and at the Portland National Association of College and Admissions Professionals (NACAC) where Clark was one of 300 schools from all over the world to attend. (SA)
- ❖ Corporate & Continuing Education extended their professional certification testing hours fall quarter resulting in a 10% increase in students served over the previous quarter. CCE will continue to offer extended hours in order to serve the continuing need for morning and afternoon testing availability. (CCE)
- ❖ Corporate & Continuing Education has been approved by Apple to be an official Apple iOS Developer. As such, CCE will be developing apps for Apple devices including the iPhone and iPad. Unlike the iOS Developer Program for Higher Education, the iOS development conducted by CCE will be available through the Apple App Store. CCE is currently planning development two apps, one for distribution as an eBook on the iPad and a second public safety application for distribution on the iPhone. (CCE)

EXPAND ACCESS

- ❖ Communications Specialist Hannah Erickson initiated Clark's first Facebook contest to promote the Theatre Department's fall production of "Moon Over Buffalo." Almost 600 individuals viewed the post, and 21 of them shared the link to the play's event page with their friends, leading potentially thousands of views of the event posting (source: Facebook Insights). The Clark College Facebook page is now followed by more than 2,800 individuals, and that number is rising on a daily basis. (C&M)
- ❖ Web Specialist Tahnya Huneidi rebuilt the Science Olympiad volunteer sign-up on the Internet, providing an easy method for people to volunteer to help during the event. (C&M)
- ❖ Webmaster Chris Concannon and web Specialist Tahnya Huneidi rebuilt the Clark College Forum feedback application to conform to the college's heightened security requirements. This allows the college community to once again leave feedback for job contenders through an online form rather than on paper. (C&M)
- ❖ Web Specialist Tahnya Huneidi relocated the Policies and Procedures manuals from ClarkNet to the Intranet. Access is available from either location. (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

- ❖ During November, Pathways Peer Mentors assisted in a community service project for Loaves and Fishes. Mentors joined other volunteers in serving a Thanksgiving meal to seniors at the Luepke Center in Vancouver. (OOI)
- ❖ International Education Week (IEW) was held on November 14-18 in the Penguin Student Lounge, Foster Auditorium and in Gaiser Student Center. IEW offered fourteen diverse events for the college community and the community at large. Activities included documentary films, presentations by students, staff and faculty, art exhibits, international musical performances, and student panel discussions. The events were coordinated by the Office of International Programs, Multicultural Student Affairs, ASCC and the World Languages Abroad program. (SA)
- ❖ Thao Nguyen, a student from Vietnam, presented a lecture as part of the International Speakers' Series entitled "At Home in Two Worlds" on November 17. She narrated a Power Point presentation about her homeland and her experience in the U.S. and at Clark College. Each academic quarter, one international student has the opportunity to share information about their home country and practice his or her public speaking skills. (SA)
- ❖ The Volunteer & Service-Learning (VSL) program in Career Services held a "Non-Profit Fair" on November 9. This is the fourth annual volunteer fair, though in the past it was called "Make a Difference Day." Thirty-five local non-profit organizations hosted tables for approximately 630 attendees, making it the largest volunteer/non-profit fair to date. According to an employer feedback survey, 90% of employers were satisfied with the number of non-profit organizations represented and 100% of the organizations rated their satisfaction as good or very good, were satisfied with the diversity of non-profit organizations, and are interested in participating at the next Clark College Non-Profit Fair. (SA)

Note from a current Clark College student: 'I wanted to let you know that I volunteer at the Free Clinic of Southwest WA. Today after the Non-Profit fair, I heard raving reviews about how wonderful the event was. One of the people that attended was so impressed she could hardly stop talking about it. In this world where we don't hear a lot of positive things from time to time I wanted to be sure you knew what others thought of your efforts. I was not able to attend but I heard what a great job you all did!!' (SA)

- ❖ The ESL-Latino Outreach Program Coordinator attended the Latino Summit with the Commission on Hispanic Affairs at Edmonds Community College in Lynwood, WA on November 11-12. Seminars focused on enrollment, generational differences, and available services to the Latino

FOSTER A DIVERSE COLLEGE COMMUNITY

community. In addition, the ESL-Latino Outreach Program Coordinator attended the *Muevete!* (Move) Clark County meeting on November 18. First Lady Michelle Obama's initiative on children's health was discussed, and strategies to assist minorities to learn about health and education were identified. (SA)

- ❖ Clark College's newest transfer degree program, Health Informatics Information Technology (HIIT), was officially launched on the college's website on November 21. In addition to web communication, the introduction includes mobile and online advertising and traditional newspaper support to attract student interest. The program is designed for students to transfer to Oregon Institute of Technology's (OIT) Portland campus to earn a bachelor's program in Health Informatics IT. Clark's HIIT program provides for up to 140 total transfer credits to OIT, more than any other participating regional community college. A news release about the degree program was issued on Nov. 29. The launch team consisted of Dean of Health Sciences Blake Bowers, Prof/Tech Advising Divisional Manager John Maduta, Consultant and Adjunct Faculty member Bonnie Altus, Marketing Director Brian Scott, Designer Pat McDonald and Web Specialist Tahnya Huneidi. (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

- ❖ On November 16, Clark hosted the Department of Early Learning regional meeting at the Early Learning Center. Early learning coalitions from five counties attended the meeting. (OOI)
- ❖ The Career Services Job Developer met with the Marketing Manager at Burgerville Headquarters on November 8 to discuss establishing an internship program. The internships will be for students interested in business, marketing, and restaurant management. (SA)
- ❖ The Career Center Job Developer and Clark Professors Izad Khormaei (Computer Science & Engineering) and Professor Mark Smith (Computer Technology) met with Darin Nelson, CEO of iSupport Software and his top programming architect on November 9 to discuss developing a partnership with Clark College. As a result, three jobs were developed and the CEO of iSupport Software was invited to participate on the Clark College Computer Program Development Advisory Committee. Future communications will ensue to develop the partnership and generate additional jobs and internships. (SA)
- ❖ The Combined Fund Drive team, headed by Human Resources, had a kick-off on November 2nd in the Fireplace Lounge and added eight new donors over the course of a week to make 77 donors in all. All donors were entered into several drawings to win one of 30 gift cards. The 2011 Combined Fund Drive was deemed a success. (HR)
- ❖ The open enrollment period for benefits ended November 30, 2011. There were several changes to the benefit packages and HR staff was very busy during the month of November providing employees with information so that they could make decisions about their benefits. (HR)
- ❖ On December 1, 2011 Corporate Education in partnership with the Mechatronics department hosted Insitu for a tour of the Mechatronics lab at CTC. A second Mechatronics tour with SEH America was scheduled on December 6, 2011. Both companies are interested in working with the Corporate Education and the Mechatronics department to provide training for their maintenance and technical workers. (CCE)

RESPOND TO WORKFORCE NEEDS

- ❖ As part of the college-wide budget process, Web Specialist Tahnya Huneidi is posting current budget information on ClarkNet as soon as it becomes available. (C&M)
- ❖ Senior Graphic Designer Wei Zhuang worked with Clark College Foundation Vice President of Development Ara Serjoie to complete the designs for the fall edition of “Partners” magazine. It is expected to be delivered in mid-December. (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

- ❖ The Student Learning Center has hired an AmeriCorps VISTA (Volunteers in Service to America) who will focus on projects that will: (OOI)
 - Enhance and build capacity for the tutoring mentor programs.
 - Research alternative sources of support, and develop funding sources for long-term sustainability.
 - Help establish a network of educational support and literacy programs in the local region.
- ❖ Facilities Services continues to work closely with the City of Vancouver in support of their management of the Japanese Garden on our main campus. This project will be completed in early winter 2012 and will be officially opened as part of the 2012 Sakura Festival. The City has been diligent in monitoring the contractor's work and in ensuring that the construction schedule is followed as approved. (AS)
- ❖ Facilities Services continues to work on a number of projects to expand parking on the main campus. An additional 16 parking spaces will be installed in the Silver Lot as weather allows, but before the start of winter quarter. The installation of 28 parking meters in the Green, Red 3, and Orange 1 parking lots has also been impacted by weather, but will be done by start of winter quarter as well. The demolition of the Star Building is on schedule. Once the site has been cleared, work will begin on adding 100 new temporary parking spaces. (AS)
- ❖ Work continues on the SBCTC project (dubbed ctcLink) to replace the community and technical college system's legacy administrative system with a modern suite of enterprise applications. The SBCTC has contracted with an IT consulting firm, Gartner Inc., to guide the system through the planning and implementation phases of the project. This fall, Gartner and the ctcLink project team invited staff from the 34 system colleges to participate in a series of functional and technical requirements workshops to help develop the Request for Proposals (RFP) for the replacement administrative system. More than 600 employees from colleges across the state participated. The next step in the project timeline is to create individual ctcLink college teams consisting of subject matter experts in each of the application areas (student information system, financial system, HR, etc.) SBCTC staff will meet with Clark's team in January to help team members solidify their roles and to provide tools and best practices for College-wide involvement and communication. The SBCTC anticipates releasing the RFP for a new suite of administrative systems in February 2012. (AS)

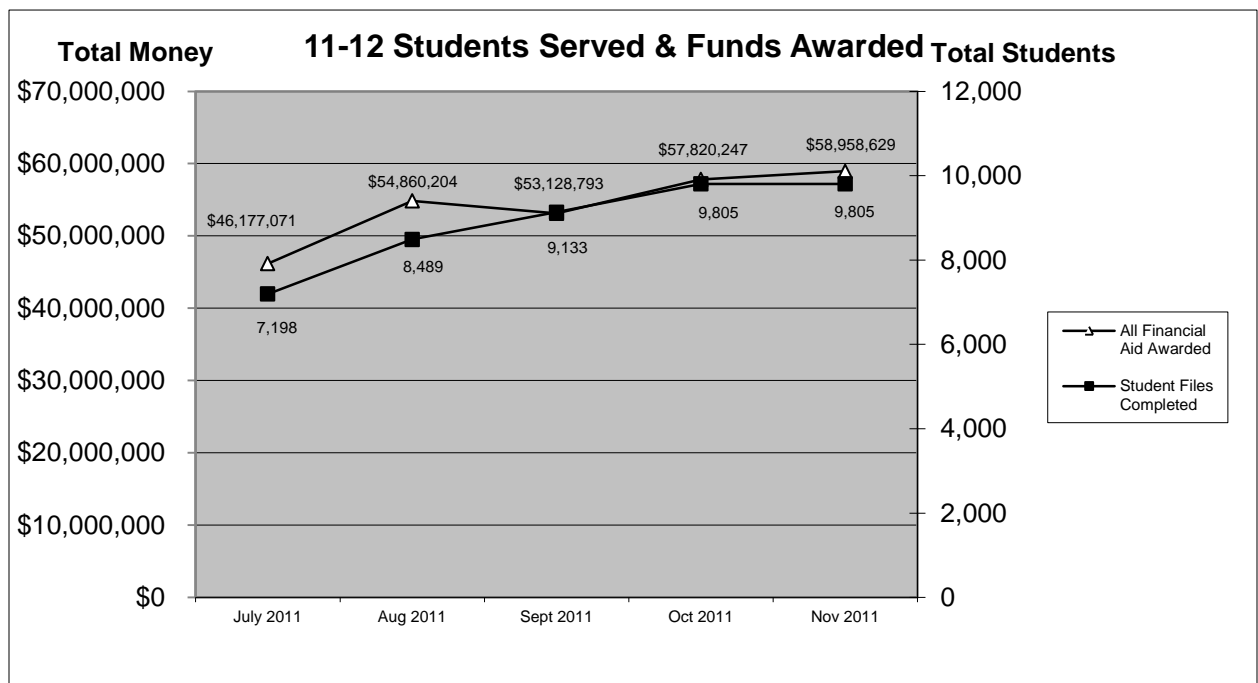
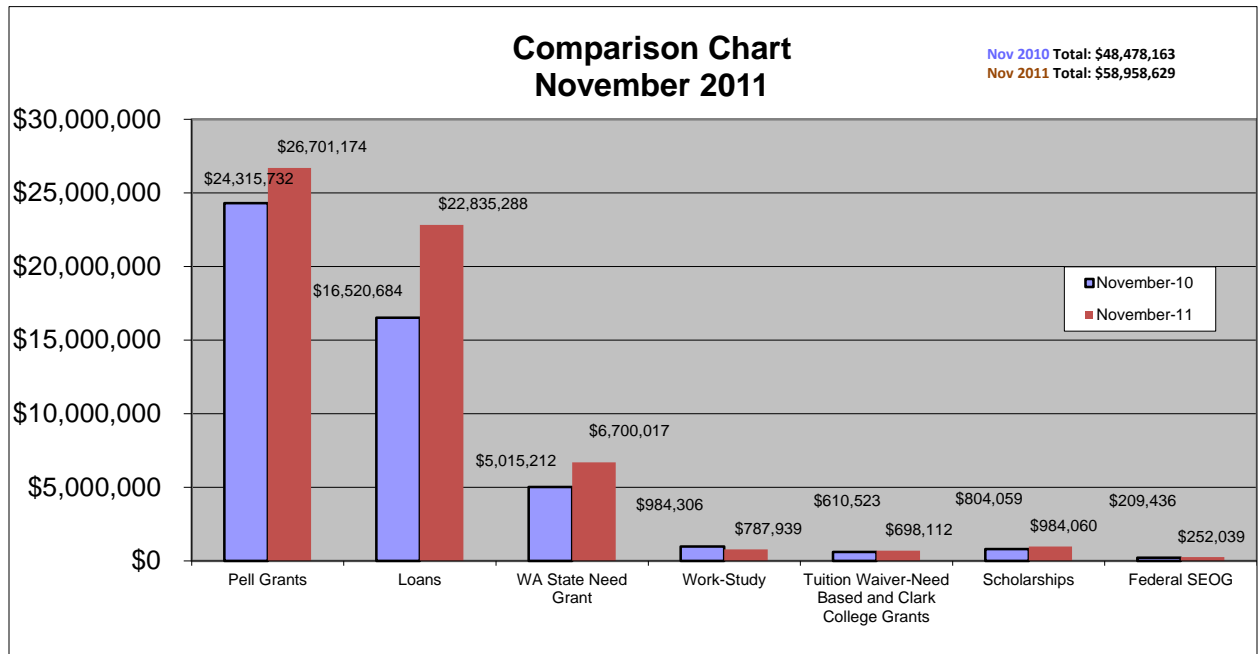
ENHANCE COLLEGE SYSTEMS

- ❖ Director of Security/Safety Ken Pacheco attended the regional FBI/Metro Security Directors meeting regarding issues on campus safety. (AS)
- ❖ As part of our emergency management grant, the College has recruited 56 Emergency Building Coordinators (EBCs). These will have a designated role on every floor of every College building to help execute emergency response protocols that protect life, safety, property, and the environment. After an online training program is created and completed, the EBCs will help insure that emergency protocols (lockdowns, evacuations, shelter-in-place) are conducted efficiently and safely. The EBCs are an integral component to execution of the Clark College Emergency Operations Plan. (AS)
- ❖ A mock earthquake and fire disaster drill was conducted with over 75 Student Affairs staff on November 18. The exercise was followed by a safety talk focusing on evacuation and lockdown procedures. After action items include revisions to the Assembly Area map and scheduling of an Active Shooter safety presentation. A safety update was also provided to 39 faculty and staff from Health Sciences and Business on November 15, and a program detailing activities related to the Emergency Management in Higher Education grant was delivered to Library staff on November 18. (AS)
- ❖ Environmental Health and Safety staff continued the fall 2011 hazard assessment. Twenty-six of 30 buildings are now completed. Staff conducted two Facilities Services safety meetings, including one on our Drug-Free Workplace policy, and four OSHA trainings for five employees on Respiratory Protection, Hazardous Materials, Lockout, and Confined Space. (AS)
- ❖ A new all-hazards emergency poster was approved by the Emergency Management Planning Committee November 23. It will replace the current lockdown poster at all College locations. (AS)
- ❖ During the first two weeks of fall quarter, the College processed 6,288 disbursements of financial aid for a total of \$9.7 million through HigherOne. The HigherOne ATM in the PUB has been the busiest machine across the country which indicates students' preference for removing cash from their HigherOne account rather than using it as a true checking account. In response to this information, the College:
 - Has provided workshops about using the account facilitated by HigherOne staff;
 - Is developing financial literacy training for students; and
 - Has arranged for a second ATM to be installed before the beginning of winter quarter.(AS)
- ❖ The final phase of the updated Bookstore Windows-based Inventory Control and Point of Sale system installation was successfully completed on November 10. All systems have been converted, and staff has been trained to perform core services via the new program. The new system offers improved security, increased reporting features, and provides enhanced reporting options for operation analysis. (AS)

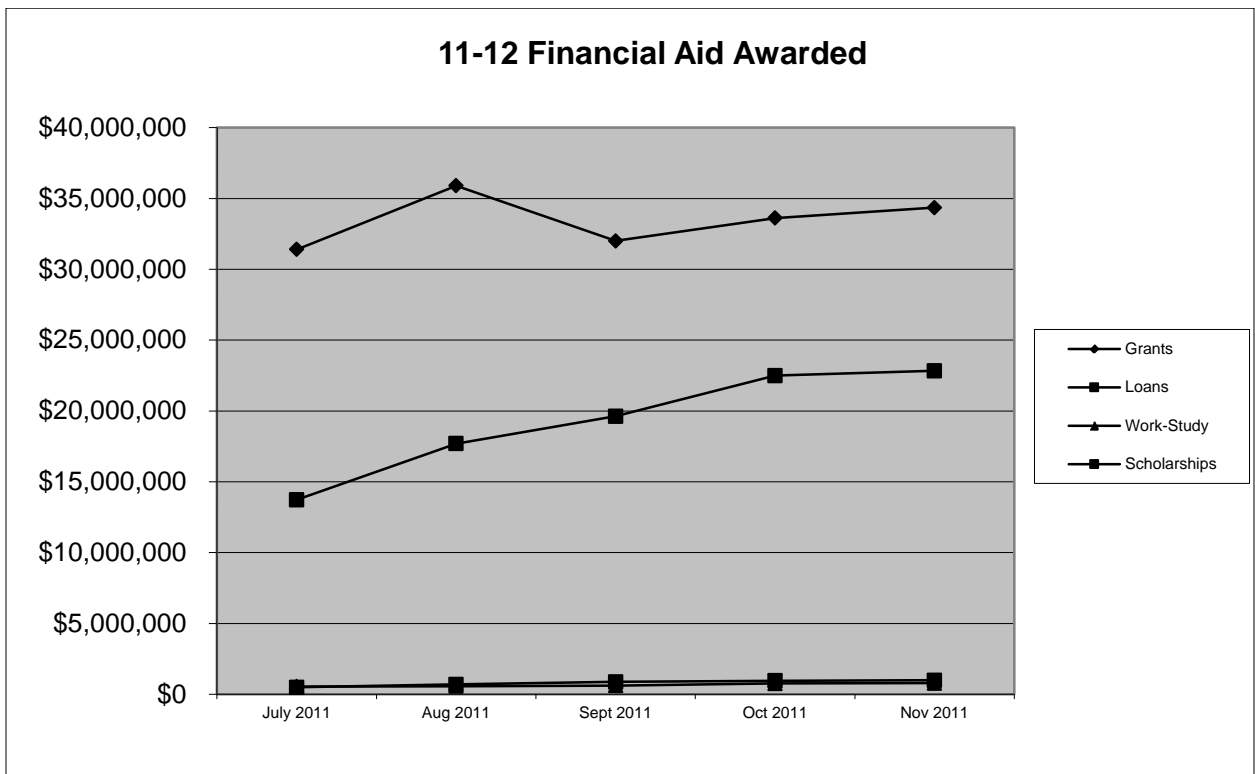
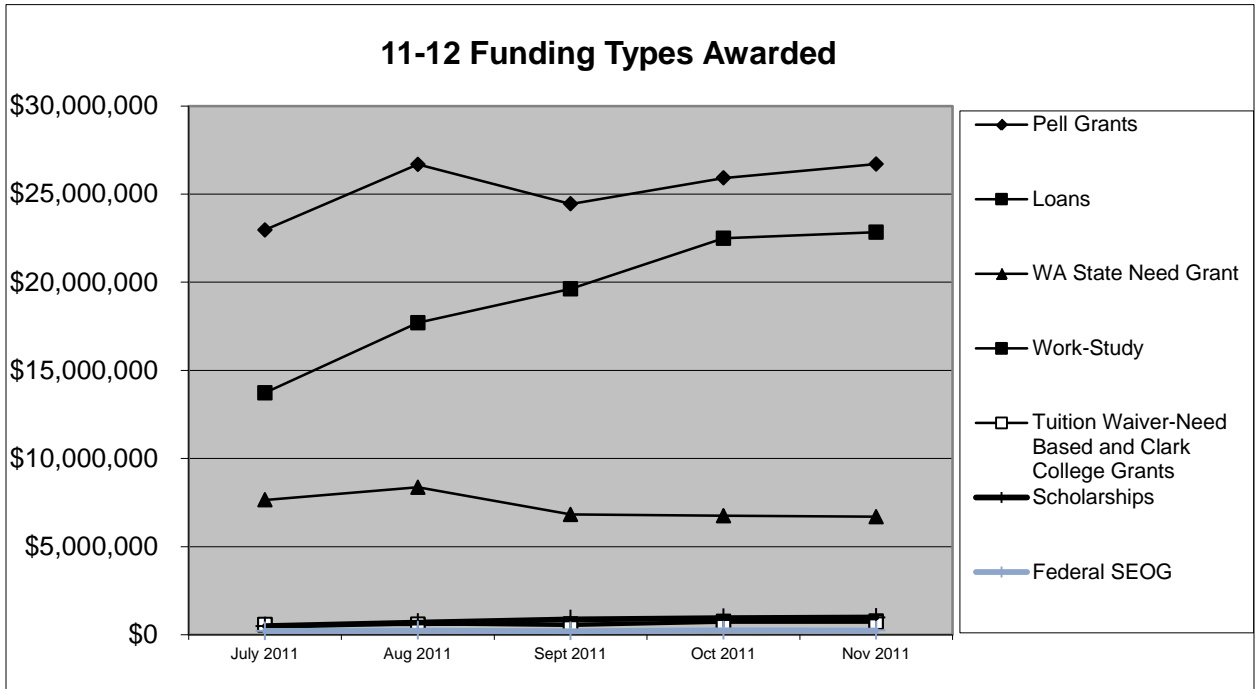
ENHANCE COLLEGE SYSTEMS

- ❖ The Advising Steering Committee (ASC) held their fall quarter meeting on November 10 to review the Advising Department operational plan, the Advising Department 2011-2012 student survey, effective faculty advisor communication, and the role of the ASC as a steering committee for the advising portion of the new Title III grant. Objectives for the 2011-2012 year will include analyzing data from the student survey and making adjustments as necessary, communicating the 2012 updated advising department website and online resources to faculty, and providing oversight and guidance towards Title III advising outcomes. (SA)
- ❖ Representatives from Bellevue College, Olympic College, and Shoreline Community College, who are in the planning stages of developing their own welcome centers, visited the Admissions Office on October 28 to see the Clark College Welcome Center in action. In addition, a representative of Everett Community College visited the Clark College Admissions Office on November 10 to learn about the Student Ambassador Program. (SA)

STATISTICS



STATISTICS



CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2011

	Fund Balance (minus non-cash assets) 6/30/11	Cash Balance (minus dedicated cash) 6/30/11	Required Reserves	Prior Commitments (prior to 7/1/11)	New Commitments (2011/12)	Total Available Cash
145 Grants and Contracts						
147 Local Capital	3,103,448	2,922,903			574,155	2,348,748
148 Dedicated Local	(1,672)	(1,672)				(1,672)
149 Operating Fee	5,719,882	2,238,353		1,189,991	778,439	269,923
440 Central Store (Catalog)	485,592	50,323				50,323
443 Data Processing	51,625	51,625				51,625
448 Print/Copy Machine	915,869	910,348			910,348	-
460 Motor Pool	(155,860)	(155,860)				(155,860)
522 ASCC	29,738	29,738				29,738
524 Bookstore	1,644,576					-
528 Parking	2,882,248	2,882,248				2,882,248
570 Other Auxiliary Enterprise	287,216	287,216				287,216
790 Payroll (clearing)	931,090	396,105		28,535		367,570
840 Tuition/VPA	236,648					-
846 Grants - Fin Aid	5,593,419					-
849 Student Loans	(1,773,305)					-
850 Workstudy (off-campus)	36,069					-
860 Institutional Financial Aid Fun	(9,604)					-
Reserves*	533,887		5,946,611			(5,946,611)
Totals	20,510,866	9,611,327	5,946,611	1,218,526	2,262,942	183,248

S.SAND 12/1/11

Clark College - Budget Status Report

November 30, 2011

Sources of Funds (Revenues)	2011-12 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	24,961,155	11,809,878	13,151,277	47.3%
Tuition	15,577,414	6,531,112	9,046,302	41.9%
Running Start	4,762,998	1,212,603	3,550,395	25.5%
Excess enrollment	9,886,504	4,704,000	5,182,504	47.6%
Planned use of prior fund balance	1,498,934	-	1,498,934	0.0%
Dedicated, matriculation, tech, cont ed	3,974,189	1,755,911	2,218,278	44.2%
Total Operating Accounts	60,661,194	26,013,504	34,647,690	42.9%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	4,757,363	1,448,157	3,309,206	30.4%
Internal Support	644,495	256,678	387,817	39.8%
ASCC less PUB	1,600,480	602,184	998,296	37.6%
Bookstore	5,651,821	2,365,267	3,286,554	41.8%
Parking	469,228	172,788	296,440	36.8%
Auxilliary Services	1,830,408	706,453	1,123,955	38.6%
Financial Aid	53,440,805	24,798,381	28,642,424	46.4%
Total Other Accounts	68,394,600	30,349,907	38,044,693	44.4%
Total Sources of Funds	129,055,794	56,363,411	72,692,383	43.7%

Uses of Funds (Expenses)	2011-12 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	728,024	230,317	497,707	31.6%
Vice President of Instruction	37,454,704	14,261,680	23,193,024	38.1%
Vice President of Administrative Services	11,100,018	5,420,363	5,679,655	48.8%
Vice President of Student Affairs	7,967,457	2,910,993	5,056,464	36.5%
Associate Vice President of Planning & Effectiven	491,544	205,975	285,569	41.9%
Executive Director of Corporate & Continuing Ed	844,240	397,521	446,719	47.1%
Executive Director of Communications	967,628	472,304	495,324	48.8%
Associate Vice President of Human Resources	1,107,579	361,732	745,847	32.7%
Total Operating Accounts	60,661,194	24,260,884	36,400,310	40.0%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	4,757,363	1,881,629	2,875,734	39.6%
Internal Support Services	644,495	490,975	153,520	76.2%
ASCC less PUB	1,600,480	572,103	1,028,377	35.7%
Bookstore	5,651,821	2,689,663	2,962,158	47.6%
Parking	469,228	156,769	312,459	33.4%
Auxilliary Services	1,830,408	672,582	1,157,826	36.7%
Financial Aid	53,440,805	24,678,798	28,762,007	46.2%
Total Other Accounts	68,394,600	31,142,518	37,252,082	45.5%
Total Uses of Funds	129,055,794	55,403,402	73,652,392	42.9%
Difference - Excess (Deficiency)	-	960,009		
Move excess enrollment to local capital project		(485,000)		
Move CIS equip reserve to local capital project		(50,000)		
Net Difference		475,009		

Capital Projects- Expenses & Encumbrances	7,291,489	1,068,413	6,223,076	14.7%
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ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 30, 2011
Ellis Dunn Room GHL 213

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

Administrators: Mr. Robert Knight, President, Dr. Tim Cook, Interim Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Ted Broussard, Dean of Student Success & Retention, 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. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Ms. DeeAnne Finken, Instructor; Dr. Katherine Sadler, Professor.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Ms. Annalise Servin, student; Messrs. Jackson Zeiner and Kevin Dowdell, *The Independent*.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none">Chair Sen Hoss called the meeting to order at 5:07 pm.	
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">There were no statements from the audience.	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 30, 2011
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> Ms. Finken reported in Ms. Sullivan's absence this evening. She extended Ms. Sullivan's thanks to Trustee Pollard for his participation in local Veterans' Day events and supporting the visiting eagles who played a large part in the events. 	
	2. WPEA	<ul style="list-style-type: none"> There was no report from the WPEA this evening. 	
	3. ASCC	<ul style="list-style-type: none"> Ms. Ferguson reported on the formation of the ASCC Communication Plan. The students are currently developing a process to effectively communicate with the student body and college community. The ASCC has implemented an after-event survey so that students may provide feedback immediately following an event. ASCC has a monthly column in <i>The Independent</i> which updates students on the work the officers are performing, announcing upcoming events, etc. They are also finding new ways to connect with students including face-to-face contact, flyers, and monthly calendars. 	
	D. Foundation	<ul style="list-style-type: none"> The Foundation has undertaken a strategic planning process so that their activities are more closely aligned with the needs of the college. Today the Foundation Board and planning committee members participated in a full-day retreat to kick off the process. 	<ul style="list-style-type: none"> Ms. Gibert extended her appreciation to President Knight, Trustee Rupley, and Ms. Diehl for their participation in today's strategic planning session.
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Trustee Pollard reported on the recent TACTC Legislative Action Committee meeting. The committee laid the groundwork for the strategies the trustees will use while addressing the budget situation with the state legislators. The trustees' message to the legislature will be that while budget cuts may be necessary, it is important to allow the colleges to choose where make the cuts rather than the legislature directing them. Chair Sen Hoss thanked President Knight, Mr. Williamson, and Ms. Kerr for their hard work on behalf of the college to bring a multi-use stadium to Vancouver. Although the proposal was vetoed, the college will continue to support its teams with the existing facilities. Trustee Pollard concurred with Chair Sen Hoss in his disappointment that the multi-use stadium will not be built and feels that this is a great loss to the community. Trustee Rupley is a member of the Foundation Strategic Planning Committee and attended today's meeting. The committee will be meeting once per month. The plan will focus from the next five years and 2023. She is very impressed with Pivot Strategies, a nationally recognized consulting firm, which is assisting the Foundation with this work. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 30, 2011
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> Ms. Annalise Servin, a full-time Running Start student, was this evening's presenter. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Dr. Katherine Sadler, History Professor, provided an overview of her Women in U. S. History online class. <p>PRESIDENT'S REPORT</p> <ul style="list-style-type: none"> Dr. Cook and Mr. Belden updated the Board on the evening automotive program termination that was mentioned at last month's meeting. Despite much research, they were not able to confirm where this information originated. Mr. Belden noted that all student issues are taken seriously and receive follow-up from the appropriate areas. He said that they were unable to find out the student's name who was apparently told the program was being cancelled and are therefore not able learn of any other details. The matter is considered closed. President Knight said that the college will be publishing an op-ed piece with the local media informing the local community about budget reductions and their implications. President Knight recognized Ms. Jennifer Grove, Director of Operations & Auxiliary Services, for leading the emergency management grant process. Ms. Grove recently sponsored an emergency certification program for the Southwest Washington region and the instructors sought President Knight out afterwards to let him know how pleased they were with the program. Ms. Grove thanked President Knight and recognized and thanked Ms. Marilyn Westlake, Emergency Management Program Manager and Ms. Julie Cleveland, Administrative Assistant 3 for their assistance with the grant. Mr. Belden and Ms. Jody Shulnak, Interim International Programs Manager, visited China, Japan, South Korea, and Vietnam in October through the English Language Center in Portland. The purpose of the trip was to learn about international 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 30, 2011
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p>Student recruitment, meet with prospective students, and learn best practices from colleges that currently have mature international programs so that Clark can effectively grow its own program. <i>(Mr. Belden)</i></p> <ul style="list-style-type: none"> They also met with U.S. embassy vice consuls who are also involved in the recruiting process from a governmental standpoint. Mr. Belden and Ms. Shulnak met with several student recruiting agencies and their agents to begin building personal relationships between organizations. The college seeks to increase the number of international students from 71 to greater than 200 over the next five years. <i>(Ms. Shulnak)</i> <p>FOCUS ON LEARNING</p> <ul style="list-style-type: none"> Several Student Affairs staff members attended workshops at the SBCTC in November for a discussion on the ctcLink technical requirements and representing the college's interests in the design of the new system. <i>(Mr. Belden)</i> <p>RESPOND TO WORKFORCE NEEDS</p> <ul style="list-style-type: none"> Corporate & Continuing Education (CCE) recently hosted two focus groups comprised of local manufacturers. Several local manufacturers have approached CCE requesting customized training for their employees. In preparation for the training, CCE will host tours of the college for these companies to ensure that they are fully aware of all the services that the college can provide to them and their employees. Mr. Kussman continues his outreach to local companies, solidifying relationships and building partnerships with the college. He has met with the Vancouver Downtown Business Association, Christensen Shipyards, and SEH America, among others. <p>EXPAND ACCESS</p> <ul style="list-style-type: none"> Enrollment for full-time equivalent students (FTES) has increased by approximately 100 from this time last year. The headcount is slightly lower, but students are taking more classes, thus increasing FTES. 	<ul style="list-style-type: none"> Chair Sen Hoss recognized Ms. Kerr for receiving, on behalf of the college, the 2011 Spotlight Award from the Portland Chapter of the Public Relations Society of America in October. She strongly believes that positive stories need to be told and celebrated during these difficult times. Trustee Rupley commended students in the college's journalism program. Three former journalism students are now working in the field in various capacities. Two are writing locally for <i>The Columbian</i> and <i>Oregonian</i>; one other student is an intern for a national news organization in Washington, DC.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 30, 2011
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
III.	ACTION ITEMS		
	CONSENT AGENDA <ul style="list-style-type: none"> Minutes from October 26, 2011 Board Meeting 		<ul style="list-style-type: none"> MOTION: Trustee Pollard made a motion to approve the Consent Agenda. The motion was seconded by Trustee Rupley and unanimously approved. At the October Board meeting, Trustee Rupley requested that the evening automotive program instructor provide information on the employment rate of program graduates in the industry. She asked again for this information to be provided.
IV.	FUTURE TOPICS		
	Budget (1/25 work session) Diversity Operational Plan Workforce Development Review of College Policies GISS Student Completion Data Campaign Strategic Plan (12/2011 work session)	Columbia River Crossing K-12 CLE Update Climate Survey—continued follow-up. President noted that the AHE has indicated they will work with the college to improve the climate survey and have invited him to attend their Fall retreat where the topic will be under discussion.	
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 January 25, 2012 in the Ellis Dunn Community Room, GHL 213. 		
VI.	EXECUTIVE SESSION <ul style="list-style-type: none"> No Executive Session was held this evening. 		
VII.	ADJOURNMENT <ul style="list-style-type: none"> There being no further business, the meeting adjourned at 6:05 pm. 		

Rhona Sen Hoss, Chair

Leigh Kent
 Recorder
 December 6, 2011