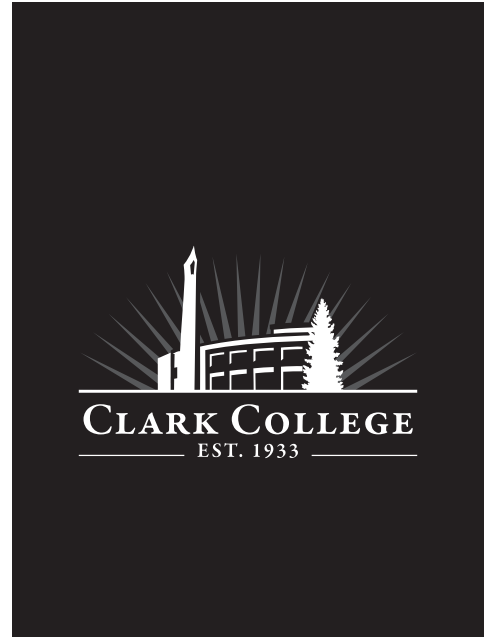


Clark College Board of Trustees



December 19, 2012

Clark College
The Next Step



Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



Mission Statement

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

**Clark College
Board of Trustees Packet
December 19, 2012**

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CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, December 19, 2012
Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- ♦ East District Campus, *Mr. Knight* 4:00-4:20
- ♦ Legislative Agenda, *Mr. Knight, Ms. Diehl* 4:20-4:50

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: Strategic Plan

D. Statements and Reports from Board Members

E. President's Report

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III. ACTION ITEMS

First Reading

- ♦ There are no First Reading items this month

Consent Agenda

- ♦ November 28, 2012 Meeting Minutes

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IV. FUTURE TOPICS

- | | |
|--|---|
| ♦ Accreditation Work Session, winter quarter | ♦ K-12 |
| ♦ CLE Update | ♦ Review of College Policies |
| ♦ Climate Survey | ♦ Standard 2 Highlights, winter quarter |
| ♦ Columbia River Crossing | ♦ STEM |
| ♦ Facility Plan | ♦ Workforce Development |
| ♦ GISS Student Completion Data | |

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, January 23, 2013 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
DECEMBER 2012**

FOCUS ON LEARNING

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

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

Progress

- On Friday, November 2, Dedra Daehn, Rhianna Derscheid, Diane Drebin and Tonya Lawrence attended the Credit for Prior Learning workshop in Seattle. Representatives from the American Council on Education (ACE), Council for Adult and Experiential Learning (CAEL), and the College Level Examination Program (CLEP) spoke at the meeting. Several colleges presented the Credit for Prior Learning processes and procedures in a poster board session. Diane, Dedra, Tonya and Rhianna currently serve on the Credit for Prior Learning workgroup to revise Clark’s current policy and procedures to ensure compliance with state and accreditation requirements. (OOI)
- An afterschool STEM Chess Camp at Harney Elementary finished on December 4. Twenty students from grades 4 and 5 participated throughout the six-week camp, which was run after school on Tuesdays by a Clark College Running Start STEM student. Harney students learned basic chess skills, as well as math skills as they relate to chess. The camp is part of a partnership between Harney Elementary and the Clark STEM unit, which provides afterschool activities related to science, technology, engineering, and mathematics each quarter for underrepresented students at the elementary school. (OOI)
- Cynthia Foreman represented Clark College at the Northwest Academic Computing Consortium Annual Roundtable held in Portland, OR, on November 14 – 16. At the roundtable, instructional technologists from the region shared their experiences and resources in improving support for educational technologies, discuss new technologies and planning for the future. (OOI)
- *Effective Communication = Priceless*, a monthly lunchtime workshop series sponsored by Communication Studies and Faculty Development, featured Molly Lampros discussing “Emotional Intelligence” on Wednesday, November 14. The event was rated very highly by 26 survey respondents. “Listening in the Educational Context” by Chris Kernion will be the final fall quarter presentation on December 5. (OOI)
- The Bookstore’s year-to-date sales results through November 2012 are down 5% compared to last year. This trend is in line with enrollment figures and the Bookstore’s projected revenue estimate. (AS)

FOCUS ON LEARNING

- The Office of International Programs, Multicultural Student Affairs, ASCC and the World Languages Abroad program partnered to coordinate events for International Education Week (IEW) during November 13-16 at Clark College. IEW offered a variety of seventeen diverse events for the college community and the community at large. Approximately 600 people attended the activities that included study abroad sessions, presentations by students, staff and faculty, student exhibitions, international musical performances, and a Japanese Tea Ceremony. (SA)
- The Assessment Center staff attended the annual General Educational Development (GED) test training conducted by the State Board for Community and Technical Colleges on November 30. Staff representatives provided a panel presentation to provide information on implementation of the computer-based version of the GED test. (SA)
- Diversity Outreach Coordinator attended the United States Hispanic Leadership Institute USHLI Norwest conference in Portland, OR on November 10, 2012. The goal of this conference was to promote education, civic participation, and leadership development for Latino students. This conference brought colleges, universities, and high school students from Oregon State. Approximately 300 people attended to this conference. Students, teachers, and speakers received information about Clark College during breaks or network time. (ODE)
- Diversity Outreach Coordinator attended the 40th anniversary of the Commission on Hispanic Affairs at the Museum of Flight in Seattle WA on Nov 09, 2012. During the event legislators expressed how important is to support and improve the education for minority community. (ODE)
- Employee Development hosted a Toastmasters Introductory Meeting on November 16, 2012. Toastmasters International is a non-profit organization that has been teaching public speaking and leadership skills since 1924, and this session introduced Clark employees to a typical meeting led by seasoned Toastmasters. Twenty-five Clark employees attended the meeting, with nineteen registered for a Clark College Toastmasters group scheduled to begin January 2013. (HR)
- The College Community reviewed and provided feedback to improve the Scorecard. The results of a College Council discussion made the following recommendations for changes to improve its readability:
 - Change the wording of one indicator within Foster a Diverse College Community;
 - Put the benchmark within each indicator statement; and
 - Provide an introduction that explains how to read the Scorecard and provide examples using data from the Scorecard.

FOCUS ON LEARNING

Of the people who reviewed the Scorecard and responded to the question, “Please rate the ease of use of the scorecard,” 87% reported it was very or somewhat easy. Most of the critique centered around not having the details of each indicator and benchmark. The details will be provided when the Scorecard is finalized and released. (P&E)

- STEM Coordinator, Erin Harwood, and Biology Professor, Kathleen Perillo, are preparing a grant proposal to the National Institute of Food and Agriculture (NIFA). This \$25,000 grant will enable Clark faculty to bring together faculty and staff from WSU and local K-12 districts to examine the current pathways for STEM students interested in environmental and agricultural sciences. The project will include locating gaps and barriers for students graduating from high school, transitioning to Clark and then transferring to WSUV and WSU in Pullman. The team will work together to create a functional plan facilitating seamless transfer between institutions and also meet the demand for graduates with a strong science emphasis who also have knowledge of biological systems within agriculture. The due date for this grant proposal is January 18, 2013. (P&E)
- Corporate & Continuing Education (CCE) has dedicated 128 running feet of common area wall space to a student art gallery in their new location in downtown Vancouver. The first showing features 48 watercolor and acrylic paintings by community education and mature learning students. Artwork will rotate quarterly to display a variety of CCE student talent. The current show will be displayed through the end of March 2013. (CCE)
- Continuing Education’s Cooking & Wine School is partnering with PeaceHealth Southwest Medical Center to offer “New Year’s Resolution” classes on weight loss, diabetic and low carb cooking winter quarter. Classes will be taught by PeaceHealth diabetic educator Kate Hohenbring and the Head Chef of PeaceHealth’s employee Café Karen Lasher. The goal of the partnership is to encourage healthy lifestyle by healthy cooking at home. (CCE)

EXPAND ACCESS

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

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

Progress

- The Business Department has received approval from two school districts, Evergreen and Washougal, to add Introduction to International Business to their Social Science requirements for the Running Start program. The department is still waiting to hear back from additional school districts. (OOI)
- The Assessment Center, in partnership with Adult Basic Education staff, began administering the Comprehensive Adult Student Assessment System (CASAS) exam on November 28. CASAS is used for assessing adult basic reading, math, listening, writing, and speaking skills to help all potential students entering into adult literacy education, GED preparation, or English as a Second Language. Services will be provided on a walk-in basis. (SA)
- Entry services staff from Town Plaza Center have joined the Admissions team on the main campus as part of the establishment of liaison services for students enrolling in Adult Basic Education/GED coursework. (SA)
- Four group tours were conducted during November: approximately 50 people from Discovery Middle School GEAR-UP program who also received an admissions presentation; four high-level ESL students who will transition to main campus; ten students from the Washington State School for the Blind; and 15 students from Longview, WA who are enrolled in a Corporate and Continuing Education Apprenticeship program. (SA)
- Twelve recruitment visits were made in November: Cleveland High School (OR), Chehalis Reservation College Fair, Woodland High School, David Douglas High School (OR), Hudson's Bay High School, Kelso High School College, Columbia River High School, Lewis and Clark High School, Jason Lee Middle School, Sunset High School (OR), Prairie High School, and Battle Ground High School. (SA)
- DNET Professor, Dwight Hughes, is working to prepare a proposal to the US Department of Agriculture for a Rural Utilities Services grant that would fund the development of a fully online Certificate of Achievement in CISCO Network Technology. This would provide access to technology education for people in the rural portions of the Clark College service district. Grant funds would be used to purchase and install distance education and CISCO simulation equipment that would provide online students with hands on lab experiences and web conferencing with classroom instructors and classmates. The USDA should begin soliciting grant proposals in Spring 2013. (P&E)

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

- Six dental hygiene students, accompanied by instructor Theresa Marks, participated in Vancouver Public School's Gateway to Adult Transition Education (GATE) program. GATE teaches 18- to 21-year-olds with developmental disabilities skills for everyday living and skills to be productive in the work place. Clark's dental hygiene students worked with the individuals to teach them basic oral hygiene skills. This was a service requested by the school district. (OOI)
- In preparation for Children's Dental Health Day, which will be held on February 2, 2013, Clark dental hygiene students and faculty members will work with community dentists to prescreen 50 to 100 children. Students and faculty will be taking x-rays on children and assisting dentists with exams. This will take place in the Clark College Dental Hygiene Clinic on January 12 and 26, 2013, between 8 am and noon. This is the first year that the prescreening will take place in Clark's clinic. Last year, children were provided with over \$100,000 worth of patient care at Children's Dental Health Day. (OOI)
- Amy Xiao, a student from China, presented a lecture for the International Speakers' Series entitled "At Home in Two Worlds "on November 13. Approximately 12 people attended the presentation about her homeland and her experience in the U.S. and at Clark College. One international student has the opportunity each quarter to practice his or her public speaking skills through the International Programs' International Speaker's Bureau. (SA)
- A group of six Tibetan Buddhist monks from South India visited Clark College from November 26-29 to construct a Sand Mandala in Cannell Library. The program, sponsored by the Office of International Programs, Office of Diversity and Equity, Cannell Library, and the Japanese Language Department, included sand mandala construction, opening and closing ceremonies, and a presentation by Venerable Geshe Tenphel about the history and meaning of the Sand Mandala within the Tibetan Buddhist tradition. All events produced large turnouts from both the college and general communities. (SA)
- On November 27, the Office of Diversity and Equity provided training on increasing diversity in the hiring process to the Executive Cabinet. As an outcome of the training, Human Resources and the Office of Diversity and Equity will work together to bring forward ideas on structural and cultural changes to increase the diversity of our workforce. (ODE)
- Diversity Outreach Coordinator collaborated with different community groups such as OneAmerica, LULAC, and the Commission on Hispanic Affairs to give orientation and education in general about Deferred Action on Nov 30, 2012. Deferred Action for Childhood Arrivals (DACA) is an executive order to help Dreamers. Many HB 1079 students want to apply to the Deferred Action in order to attend Clark College. (ODE)

FOSTER A DIVERSE COLLEGE COMMUNITY

- Multicultural Student Affairs Program hosted the Fall 2012 Student of Color Luncheon on December 6th with guest speakers Melissa Sinclair, Monica Wilson, Ardith Feroglia, Narek Daniylyan, who spoke about their experience of being a person of color and their journey. The speakers are from Student Affairs. There were 170 students, staff, community members, board of trustees and faculty present. (ODE)

RESPOND TO WORKFORCE NEEDS

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

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

Progress

- Culinary Arts-Baking program student Charles Sallihee, interning at Cedar Creek Grist Mill, a National Historic Landmark and working museum, so impressed the management of the non-profit group that they are awarding him with a \$1,500 scholarship to continue his education. In addition, the group has offered to accept additional interns from the Baking program. (OOI)
- On November 28, Bill McCormick, Chairman Emeritus of McCormick & Schmick's Seafood Restaurants, provided a guest lecture to Culinary Arts students and the larger college community. The talk provided insight into the ever changing culinary industry and advice about what to look for when searching for positions within the industry. (OOI)
- On November 9, the first of two annual meetings was held for the Worker Retraining Advisory Committee. Dedra Daehn provided an overview of the Worker Retraining grant and the expectations of the Worker Retraining Advisory Committee. Rebecca Timmons provided information on financial aid. Attendees from business and industry included: Rich Gibler, Director of Education, Peace Health Southwest; Michelle Thor, V.P. Business Development, Columbia Credit Union; and Jennifer Dahl, Employment Specialist, WorkSource. (OOI)
- On November 2, a group consisting primarily Environmental Biology students took part in a campus tree planting event sponsored by the Campus Tree Advisory Committee. The City of Vancouver Urban Forestry provided three outstanding specimen trees for the event (new species for the campus). Jessica Antoine, Urban Forestry outreach coordinator, Nick Redmond, assistant Urban Forester, and Ian Bonhma, Friends of Trees/AmeriCorps member, instructed the group in the correct techniques of assessing tree root viability, planting depth and spacing, and final stabilization. In addition, Jessica Antoine provided relevant information regarding the value of trees in the urban landscape and encouraged the group to participate in upcoming tree planting events to be held in Vancouver in January, February and March, 2013.

With the addition of three trees previously donated, a total of six new trees have been added to the Clark College landscape. In addition to the students, Campus Tree Advisory Committee members Melissa Favara, Academic Early Warning Faculty Liaison, and Tim Carper, Physical Sciences and Life Sciences Instructional & Classroom Support Technician, participated in the event. (OOI)

RESPOND TO WORKFORCE NEEDS

- The Clark College Fitness Trainer program has just finalized a program articulation and transfer agreement with Portland State University (PSU). Students who earn a Fitness Trainer Associate of Applied Science (AAS) degree from Clark College will now be able to transfer directly into the Physical Activity/Exercise Concentration within PSU's Community Health bachelor's degree program. By forging this agreement with PSU, students in the Fitness Trainer program are able continue their education locally at three universities with three different career paths: PSU-Bachelor's in Science *Community Health*; CWU (online)-Bachelors of Applied Science in *Information Technology and Administrative Management*; and Concordia University-Bachelor of Arts in *Exercise and Sport Science*. (OOI)
- The Fitness Trainer Program is progressing with Tech Prep articulation in local school district programs to include coursework at the high schools that can count toward the FT 150-Fundamentals of Fitness requirement for the Fitness Trainer AAS degree. (OOI)
- The Clark College Medical Radiography program will graduate 18 students on December 14 who will be eligible to take their national certification with the American Registry of Radiologic Technologists. (OOI)
- The Business Division held an advisory committee meeting and approved offering the following courses: eBusiness, Entrepreneurship, and International Business. The committee also discussed *Vision 2020* for the Division and the offering of a 4-year management degree at Clark. (OOI)
- AUTO Professor, Mike Godson, is working to establish a consortium of community colleges that will collaborate on major revisions to Automotive Technology curricula in response to changes in accreditation standards being issued by the National Automotive Technicians Education Foundation (NATEF). These new standards will reflect changes in the automotive repair industry--more focus on automobile maintenance and less on major diagnosis and repair--that are resulting from the production of new cars that have greater reliability. This consortium plans to submit a grant proposal for a Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant through the US Department of Labor. TAACCCT grant solicitation is expected to be issued in Spring 2013, with consortium awards ranging from \$5 million to \$15 million (based on 2012 grant awards). (P&E)
- Corporate Education client visits this month included Longview Fibre, Mid-Columbia Medical Center, Sagetech, and Ascension Software. Several companies new to Corporate Education have recently inquired about training, including Rubber and Plastics, Inc., Shearer and Associates, Great Western Malting, and Ascension Software. An additional \$15,000 in grant funds from the Washington Department of Commerce was awarded for Corporate Education and Mechatronics to deliver a second Electronics 101 class for the Unmanned Aerospace Consortium in the Columbia Gorge. (CCE)
- The Vancouver Business Journal (VBJ) has asked CCE Associate Vice President Kevin Kussman and Corporate Relations Manager Michelle Giovannozzi to write several articles for them in 2013. Topics will include innovation, healthcare and leadership with a focus on education and workforce development. (CCE)

RESPOND TO WORKFORCE NEEDS

- On November 30, 2012 Kevin Kussman, Associate Vice President of Corporate & Continuing Education participated in the College delegation, which included President Knight, Vice President

Cook and Vice President Belden that met with community, business and school leaders in Stevenson, Washington, to discuss the possibility of providing education in the local community. The meeting was very positive with local support for Clark College. The next step will be to participate with the College in community forums in late January/early February to understand the level of interest and characterize that interest for continuing education, mature learning and professional development. In addition, the local business and economic development leaders will set up a separate meeting, set to coincide with the community visit, with the local businesses to discuss their corporate training needs. CCE already provides corporate training to some of the local businesses in the Columbia Gorge and is interested in expanding that to other businesses in the area. (CCE)

- Clark College Corporate and Continuing Education joined Lower Columbia Community College, Mount Hood Community College, Clackamas Community College and Portland Community College to form a new consortium. The consortium will be focused on working with the three area workforce organizations (Southwest Washington Workforce Development Council, WorkSystems and Workforce Investment Council) to better meet the needs of our regional workforce initiatives by coordinating activities and development. (CCE)
- Corporate & Continuing Education staff met with the following organizations and attended events to promote College corporate and community relations:
 - Met with Worksystems, Inc. to discuss customized healthcare training in the region.
 - Participated in networking event sponsored by Miller Nash, Southwest Washington Human Resource Management Association and the Greater Chamber of Commerce to promote Corporate Education and Clark College.
 - Participated in meetings with City of Vancouver regarding city-wide reading event.
 - Legislative Outlook Breakfast
 - Clark County Rotary weekly meeting. (CCE)

ENHANCE COLLEGE SYSTEMS

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

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

Progress

- Three open forums were held on November 15, 16, and 19 to discuss the block scheduling proposal. Faculty, instructional staff, and student affairs personnel attended the forums. (OOI)
- A Lean event was held on November 26, 27, and 28 to focus on the class scheduling process and input into the SMS system. The core team consisted of representatives from Instruction, Registration, Advising, Planning and Effectiveness, Corporate and Continuing Education, and Business Services. The core team came forth with five recommendations to enhance the process. An executive summary and next steps will be discussed by college leadership. (OOI)
- The Bookstore is in the final stages of updating its antiquated security camera system, in accordance with recommendations from the Internal Auditor. The new cameras will be integrated with the same system the College uses in other locations. (AS)
- New Director of Risk Management Services, Mark Fennell, started November 26. Mark brings extensive experience to the director position, including most recently seven years as Manager of Risk Management and Safety at Portland Community College. Mark's department oversees contracts, risk assessment, the enterprise risk management program, insurance, tort claims, policies and procedures, emergency management, and environmental health and safety. (AS)
- In November, Environmental Health and Safety staff conducted fall prevention training for 16 employees at the day Facilities Services safety meeting. EHS staff also conducted fire extinguisher training for the automotive night class, with 24 participants. One ergonomic consultation was performed. (AS)
- As part of the College's sustainability effort, Environmental Health and Safety is supporting the replacement of disposable white board markers with refillable markers in several math and science classes. These markers reduce waste (one refillable marker replaces more than 20 disposable ones) and use less toxic chemicals, specifically xylene. The goal is to convert the entire College to refillable markers within the next 12 months. (AS)
- Campus CERT (Community Emergency Response Team) welcomed nine new members last month, raising the College's CERT team total to 59. These Penguin volunteers completed a 20-hour course of

ENHANCE COLLEGE SYSTEMS

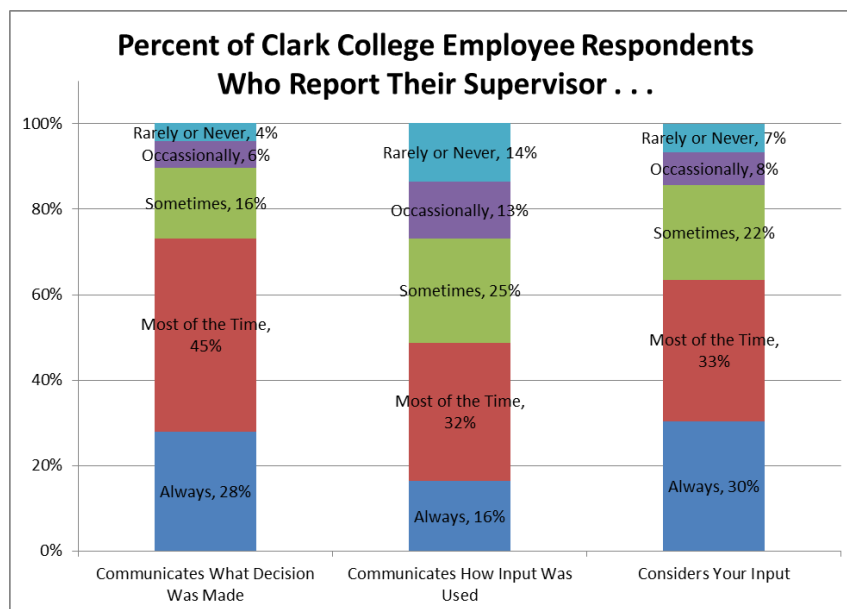
instruction delivered by local fire agencies. Training subjects included medical triage, light search and rescue, and disaster preparedness. CERT members are an important asset because they are trained to help others in an emergency when first responders may be delayed or unavailable during a regional emergency. Participants are offered a mini-scholarship to cover the \$30 fee, and receive a CERT emergency kit to keep at their work site. (AS)

- During a competitive selection process, computer science students from the Engineering Department at Portland State University chose a Clark College emergency response proposal as the subject of an educational game development project. Students will create a graphics-rich gaming feature as their capstone project. The game is intended to help teach emergency protocols to Clark College students, and will meet an objective of Clark's Emergency Management in Higher Education grant. The gaming feature is scheduled to be completed in May. (AS)
- Through a combination of funding from The Office of Diversity and Equity, Student Affairs, and primarily the Emergency Management in Higher Education grant, a one-day Advanced Campus Threat Assessment training was conducted November 8. Participants included Clark College representatives from Security and Safety, Emergency Management, Human Resources, Counseling Services and Student Affairs. There was also a representative from WSU-Vancouver Student Affairs and Lower Columbia College Counseling Services. The same presenters (Margolis Healy & Associates) also conducted a half-day Title IX training November 9. (AS)
- Facilities Services has completed renovation work in the 200 wing at the T Building and will be completing the relocation of programs from the Town Plaza Center to the T Building. This work continues on schedule and Town Plaza will be vacated by the end of December. (AS)
- Facilities Services, along with Environmental Health and Safety, represented the College at "Tobacco-Free College Campuses: Promoting a Culture of Health" in Tacoma as part of a networking and educational event for college staff and students, public health professionals, and community partners. (AS)
- In partnership with Athletics, Facilities Services installed new scoreboards and shot clocks at the O'Connell Sports Center. (AS)
- Catharine Keane, Program Manager in the Career Center, serves on the college sustainability committee. As a result of her continued commitment, we now have one of the first departmentally located compost bins and glass recycling bins in the kitchen area shared by Career Services, Advising and Financial Aid. Her efforts to help departments think with environmental consciousness helps Clark College begin to integrate environmental sustainability practices across college. (SA)
- Susan Maxwell has been appointed as a Co-chair of the Washington State Data Governance Committee sponsored by the Research and Planning Commission. This committee will work with other commissions to focus on how decisions are made about system data and how to monitor and

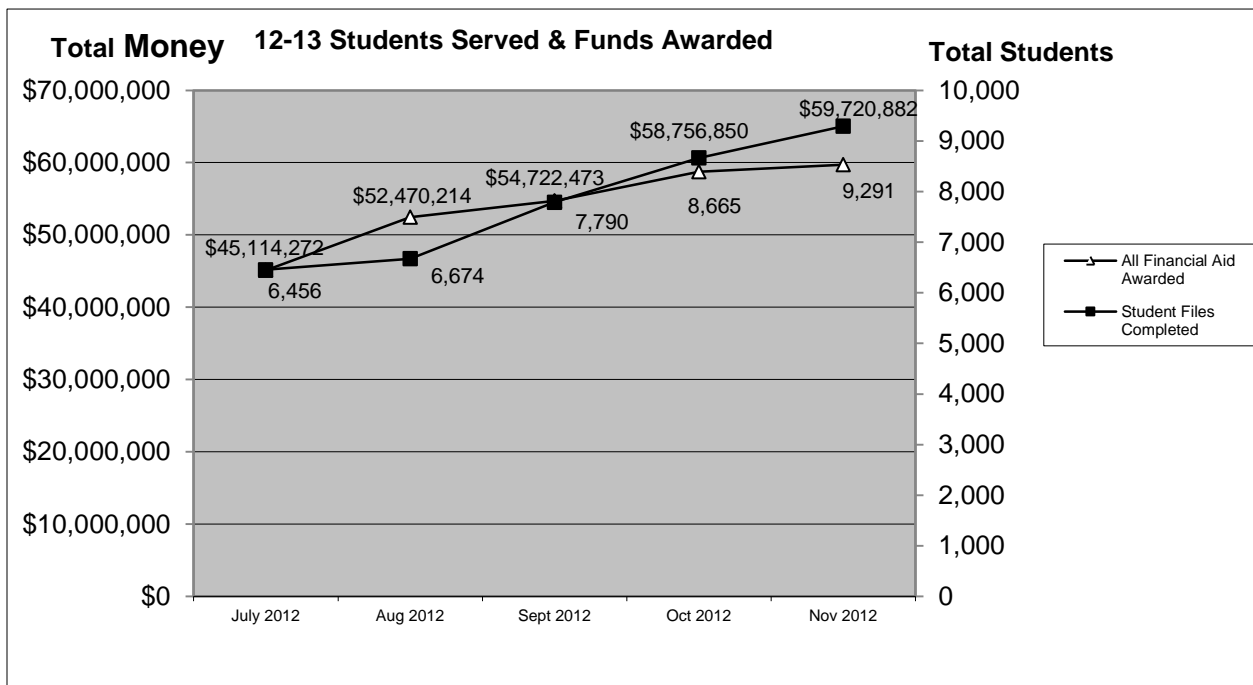
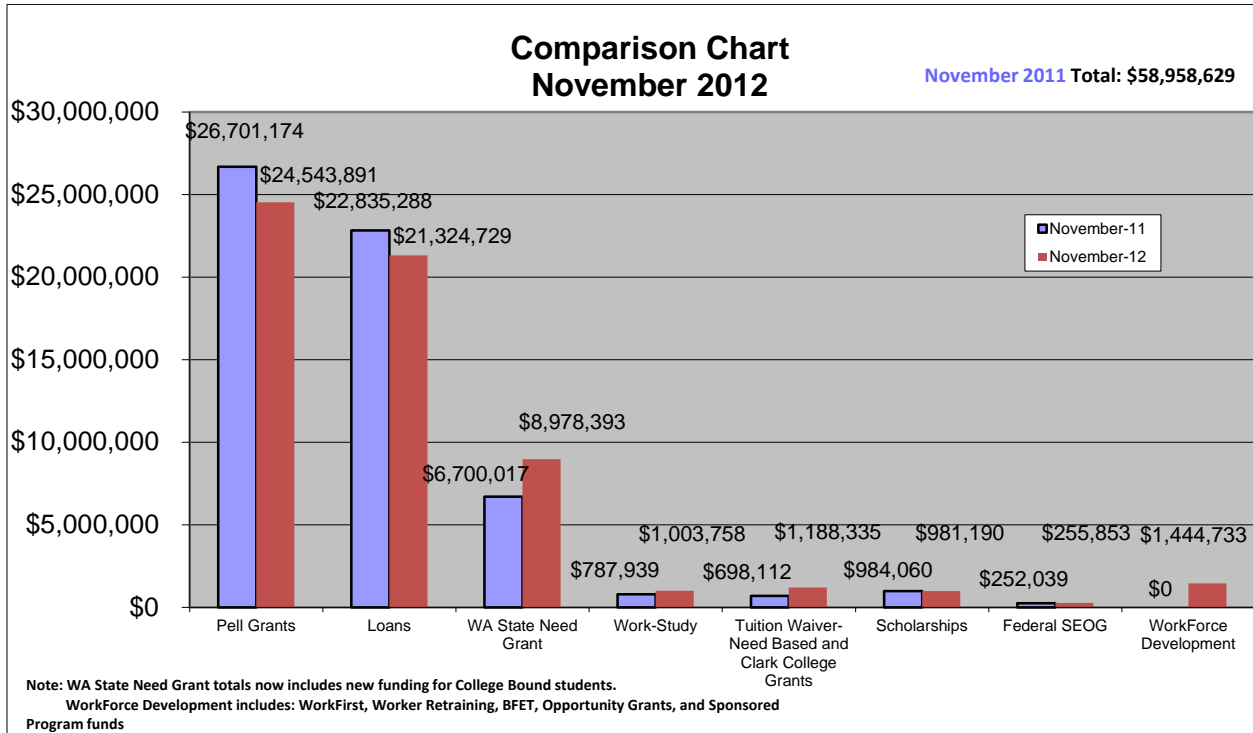
ENHANCE COLLEGE SYSTEMS

ensure data integrity and consistency. This committee will work with the ctcLink project staff to help ensure broad college representation in decisions about data and help to build a repository for data which will benefit the entire system in addition to Clark College. (P&E)

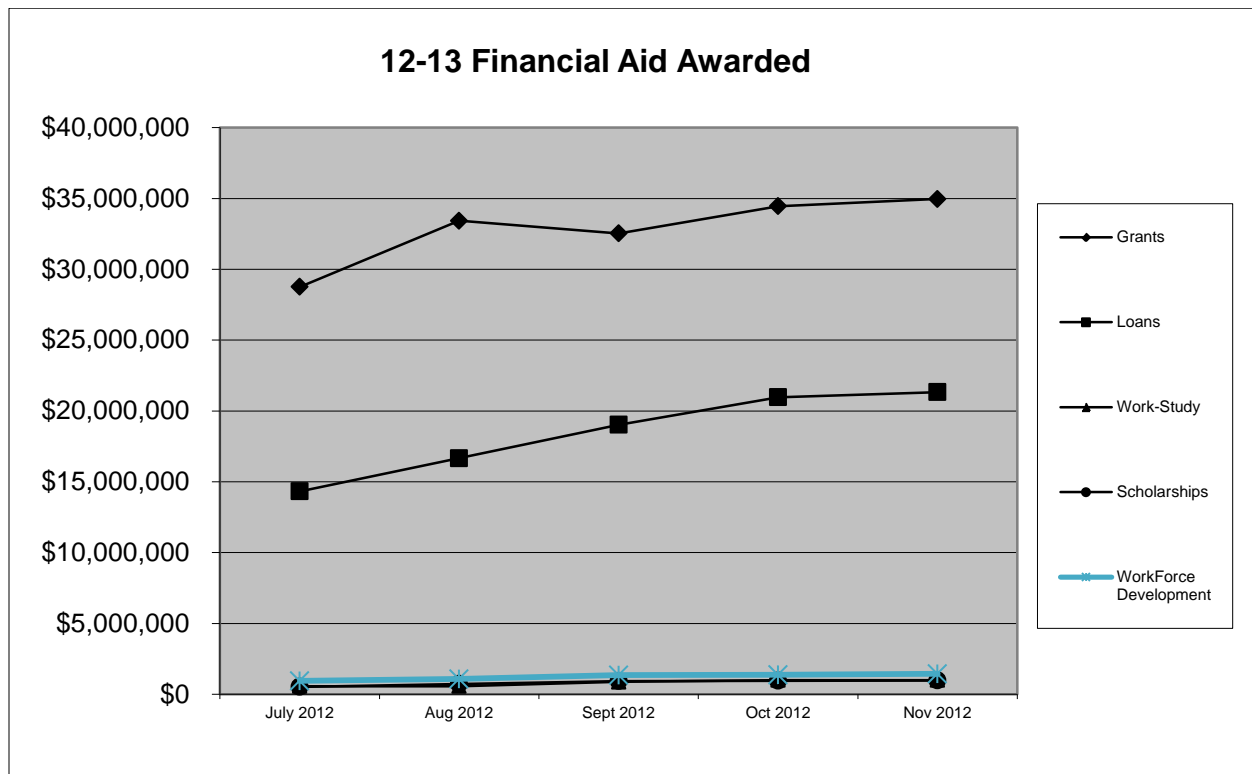
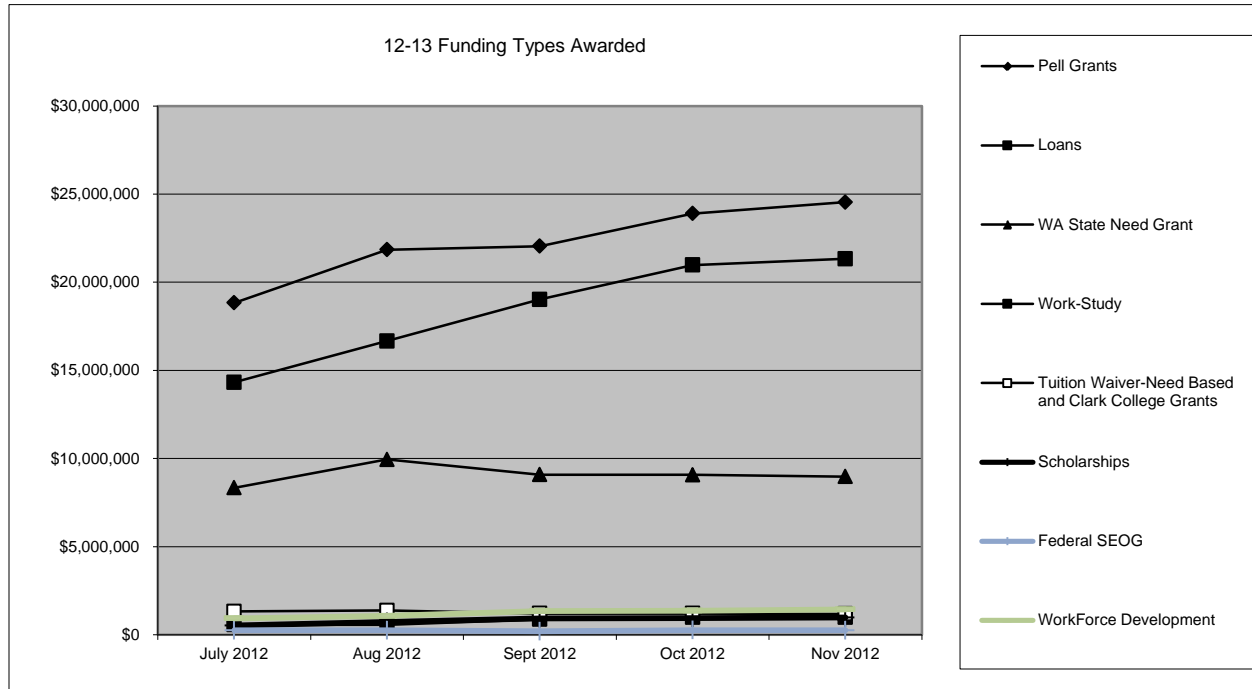
- The Grants Development Office (Office of Planning and Effectiveness) has drafted a Grants Development Handbook. The purpose of this handbook is to establish a grants development process that is proactive, is based on college need rather than simple reaction to announcements of grant opportunities, and that provides a grant development timeline that allows broad input and multiple checks for feasibility and alignment with strategic priorities. Implementation of this proactive grant development process can be seen in the work of DNET Professor, Dwight Hughes (see Expand Access), and AUTO Professor, Mike Godson (see Respond to Workforce Needs). Both initiated the grant proposal development process more than six months before their respective grant solicitations are expected to be issued. (P&E)
- Planning and Effectiveness developed and administered a Communication in Shared Governance Survey in support of the Shared Governance Oversight Committee. The survey was given to employees of the college during October. Almost three hundred employees participated in the survey, representing all areas of the college. The purpose of the survey was to measure how well employees feel that the communication methods are working in the shared governance system. The Shared Governance Oversight Committee plans to use the survey results to recommend improvements in communication with shared governance. (P&E)



STATISTICS



STATISTICS



Clark College - Budget Status Report

November 30, 2012

Sources of Funds (Revenues)	2012-13 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	23,813,684	10,546,635	13,267,049	44.3%
Tuition & ABE	17,474,587	10,870,053	6,604,534	62.2%
Running Start	5,083,000	1,147,287	3,935,713	22.6%
Excess enrollment	11,756,173	4,850,000	6,906,173	41.3%
Planned use of prior fund balance	836,140	-	836,140	0.0%
Dedicated, matriculation, tech, cont ed	4,003,052	2,067,893	1,935,159	51.7%
Total Operating Accounts	62,966,636	29,481,867	33,484,769	46.8%
Other Accounts				
Grants & Contracts less Running Start	5,770,030	1,200,704	4,569,326	20.8%
Internal Support & Agency Funds	1,075,053	570,737	504,316	53.1%
ASCC less PUB	1,737,907	797,080	940,827	45.9%
Bookstore	5,443,122	2,488,560	2,954,562	45.7%
Parking	439,528	238,896	200,632	54.4%
Auxilliary Services	1,421,374	521,186	900,188	36.7%
Financial Aid	57,665,572	29,589,903	28,075,669	51.3%
Total Other Accounts	73,552,586	35,407,065	38,145,521	48.1%
Total Sources of Funds	136,519,222	64,888,932	71,630,290	47.5%

Uses of Funds (Expenses)	2012-13 Budget	Encumbrance & Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	1,507,485	344,169	1,163,316	22.8%
Associate Vice President of Planning & Effectiveness	460,951	177,624	283,327	38.5%
Special Advisor for Diversity & Equity	301,096	112,886	188,210	37.5%
Vice President of Instruction	38,835,712	13,832,491	25,003,221	35.6%
Vice President of Administrative Services	11,255,227	5,734,069	5,521,158	50.9%
Vice President of Student Affairs	7,383,271	2,839,846	4,543,425	38.5%
Associate Vice President of Corporate & Continuing Ed	811,798	467,344	344,454	57.6%
Executive Director of Communications	826,593	334,763	491,830	40.5%
Associate Vice President of Human Resources	1,584,503	710,676	873,827	44.9%
Total Operating Accounts	62,966,636	24,553,868	38,412,768	39.0%
Other Accounts				
Grants & Contracts less Running Start	5,770,030	1,995,545	3,774,485	34.6%
Internal Support & Agency Funds	1,075,053	684,562	390,491	63.7%
ASCC less PUB	1,737,907	622,428	1,115,479	35.8%
Bookstore	5,443,122	2,763,182	2,679,940	50.8%
Parking	439,528	203,902	235,626	46.4%
Auxilliary Services	1,421,374	552,621	868,753	38.9%
Financial Aid	57,665,572	29,628,376	28,037,196	51.4%
Total Other Accounts	73,552,586	36,450,616	37,101,970	49.6%
Total Uses of Funds	136,519,222	61,004,484	75,514,738	44.7%
Difference - Excess (Deficiency)	-	3,884,448		
Move running start to local capital project		(115,887)		
Net Difference		3,768,561		
Capital Projects- Expenses & Encumbrances	9,171,190	1,871,705	7,299,485	20.4%

c. Bob Knight, Bob Williamson, Karen Wynkoop
e. Thersa Heaton, Cindi Olson, Nicole Marcum Bill Belden, Sabra Sand
Ron Hirt, Accounting-December 10, 2012

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

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

Fund Balance Less Commitments

Available Fund Balance Before Commitments	9,269,209
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Prior Year Commitments				
Date	as of July, 2012	Fund	Amount	Total
7/1/2011	Archer Gallery Director (12-13 50% self support, 13-14 100% self)	145	18,010	18,010
7/1/2010	Coding Position	148	18,500	
7/1/2010	Incident Command Post	148	17,772	
7/1/2011	Door Lock Project	148	6,056	
1/24/2012	LEAN Consultant	148	37,829	
3/1/2012	Salary Consultant	148	10,500	
4/18/2012	Custodial Equipment	148	9,815	
4/18/2012	TPC Rent Increase (12-13 amount)	148	48,946	149,418
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	28,535
Total Prior Commitments				195,963

New Commitments July 1, 2012 to present				
Date		Fund	Amount	Fund Total
7/1/2012	Remodeling for Diversity and Equity	145	37,000	
7/1/2012	Softball Field Improvements	145	170,000	
7/1/2012	T-Building remodel and TPC move	145	115,887	
7/31/2012 AS	Additional IT storage area for network capacity and an additional host	145	18,000	
7/31/2012 AS	Additional server hardware for VDI conversion.	145	9,200	
7/31/2012 AS	Mower with broom attachment	145	66,000	
7/31/2012 AS	Aerial high lift work platform	145	7,773	
7/31/2012 AS	Flatbed electric cart	145	15,000	
7/31/2012 AS	Utilities locating equipment	145	8,000	
7/31/2012 AS	Corrugated waste baler	145	35,300	
7/31/2012 CCE	Mac Lab	145	75,485	
7/31/2012 CCE	Clark College Corporate Education exterior sign at WCB	145	12,000	
7/31/2012 CCE	AED	145	1,699	
7/31/2012 D & E	Office Furniture for Office of Diversity and Equity Staff	145	5,035	
7/31/2012 D & E	Mac Laptop	145	2,500	
7/31/2012 D & E	Cart for transporting items	145	100	
7/31/2012 D & E	Network Printer and Copier	145	1,500	
7/31/2012 HR	Scanner, ImageNow system	145	5,000	
7/31/2012 I	Student Support/Tutoring	145	50,000	
7/31/2012 I	Faculty Development Programs	145	10,000	
7/31/2012 I	Outcomes Assessment Projects	145	25,000	
7/31/2012 I	DH equipment consolidated from EC one time priorities list	145	150,000	
7/31/2012 I	Power Utilities Director	145	11,000	
7/31/2012 I	Decker Theater Sound system upgrade	145	30,000	
7/31/2012 I	Toyota T-Ten funding for EC approved Programmatic changes	145	112,457	
7/31/2012 P & E	Accreditation Self-Study Site Visit	145	20,000	
7/31/2012 SA	Maintenance of the O'Connell Sports Center Gymnasium Floor and Sci	145	7,000	
7/31/2012 SA	Scoreboard	145	20,000	
7/31/2012 SA	Purchase of a College Charter Bus	145	75,000	
7/31/2012 SA	AACRAO Strategic Enrollment Management Consultant	145	50,000	
7/31/2012 Gen	SMART GHL 215; BHL104	145	10,000	
7/31/2012 Gen	SMART SHL 214	145	5,000	
7/31/2012 Gen	Signage Changes for Music	145	10,000	1,170,936
7/1/2012	Student & Hourly Timesheets 6-30 payroll	148	5,091	
7/31/2012 AS	Emergency food and water supplies	148	9,800	
7/1/2012	Tenure Buyouts	148	360,035	
7/1/2012	Veba payoffs for tenure buy out costs	148	244,688	
7/1/2012	CCE Video Equipment	148	47,962	
7/1/2012	CTC Link Travel	148	20,000	687,576
7/1/2012	CIS Funds	443	867,559	867,559
Total New Commitments				2,726,071

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

ACTION ITEMS

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 28, 2012
Ellis Dunn Room GHL 213

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

Administrators: Mr. Robert Knight, President, Dr. Tim Cook, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Bill Belden, Vice President of Student Affairs; Dr. Darcy Rourk, Associate Vice President of Human Resources; Mr. Kevin Kussman, Associate Vice President of Corporate & Continuing Education; Ms. Sirius Bonner, Special Advisor to the College Community for Diversity & Equity; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Ms. Ann Fillmore, Outcomes Assessment; Prof. Jill Darley-Vanis, English.

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Diane Drebin, Dean of Student Enrollment & Completion; Ms. Karen Driscoll, Director of Financial Aid; Mr. Tom Angier, Assistant Attorney General; Mr. Andrew Nguyen, Student.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Vice Chair Pollard called the meeting to order at 5:05 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. 	
II. C.	Constituent Reports	<ul style="list-style-type: none"> President Knight reported in Ms. Sullivan's absence. The AHE will not be presenting this evening as there are no new developments the union needs to discuss with the trustees. The relationship with the college is progressing well. 	<ul style="list-style-type: none"> Vice Chair Pollard congratulated the AHE and the president for moving forward in a way that benefits the entire college.
	2. WPEA	<ul style="list-style-type: none"> Ms. Waite had no additions to the WPEA's written report. Classified staff are very encouraged by the progress made on guidelines for supervisors to allow classified staff to attend college events. The guidelines set a very positive and she looks forward to working with the supervisors to facilitate classified attendance at events. 	<ul style="list-style-type: none"> Vice Chair Pollard thanked Ms. Waite and the classified staff for providing wonderful service and support to the college.
	3. ASCC	<ul style="list-style-type: none"> Ms. Brown reported that the ASCC has completed staffing of the budget committee. There are now 35 chartered clubs. ASCC will be hosting a motivational speaker and a coffee event at the CTC campus in the upcoming weeks. 	<ul style="list-style-type: none"> The ASCC executive cabinet and college executive cabinet met in their quarterly meeting this past week. Vice Chair Pollard looks forward to another fantastic year with the ASCC and students.

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
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	TOPIC	DISCUSSION	ACTION
	4. Foundation	<ul style="list-style-type: none"> Ms. Gibert and the foundation are working through four areas of significance in their strategic plan: defining priorities, board engagement, staffing and recruitment, and staff training and development. The foundation board vice chair is reaching out to their members to see how to help enhance their participation in the organization and throughout the college. The foundation also expects to be fully staffed by the beginning of 2013. Ms. Gibert thanked President Knight for asking her to join him at today's lunch and lecture by Bill McCormick of McCormick & Schmick's restaurants. Foundation staff are out on holiday visits to donors presenting them with raspberry tortes made by Clark culinary students. The foundation has received pledges for eight full-ride scholarships and a Penguin Promise endowment since the last meeting. 	<ul style="list-style-type: none"> Vice Chair Pollard praised the great foundation staff and thanked the community members who so generously gave of themselves to ensure future student success.
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Trustee Parker attended the trustees' association Legislative Action Committee meeting at Highline Community College. She participated in a panel discussion on legislative engagement and spoke about Clark's annual legislative dinners which the college hosts in Olympia. Clark County legislative races have not all been decided thus holding up the state's setting of committees and other boards which require legislative participation. There will be an all-trustees meeting in Olympia in January and the trustees are hopeful that they will be able to connect with all of the legislators at that time. Vice Chair Pollard was honored to have been asked to attend today's lunch and lecture by Bill McCormick. Mr. McCormick was a former U.S. ambassador to New Zealand and very successful businessman following his ambassadorship. He spoke with the students about how he started and his ideas on the restaurant industry. He is very supportive of education and the arts and has been actively engaged in both in Portland. He has offered to provide assistance to Clark as the culinary program is expanded. President Knight said that Mr. McCormick is using his success to change the world. He has agreed to speak to Clark students annually; he and his wife have been engaged in providing water wells in rural Kenya and Mrs. McCormick will speak at Clark in February in concert with a visit of Masai warriors. President Knight looks forward to strengthening the friendship with the McCormick family. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 28, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. D.	Statements & Reports from Board Members	<ul style="list-style-type: none"> Barbara Kerr, Executive Director of Communications and Marketing, is leaving the college after eight years of service. Vice Chair Pollard and each of the trustees honored her this evening thanking her for her devoted service to Clark College, students, faculty and staff. They spoke of her great professionalism and skills, and the exceptional talent she brought to furthering the college's abilities in communication, social media, and marketing. Her departure is a tremendous loss to the college. She has set the bar tremendously high for anyone who follows. President Knight read an "Ode to Barbara Kerr" and presented her with a presidential coin. He said that of all his original executive cabinet members, she is the one he can least afford to lose. There is no one in the state of Washington as skilled in this field as Barbara. She has touched every part of the college and will be sorely missed. 	
II. E.	President's Report	<p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> Mr. Belden introduced Andrew Nguyen, tonight's <i>Student Success</i> presenter. Andrew plans to study mechanical engineering. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Dr. Cook introduced Ms. Fillmore and Ms. Darley-Vanis who spoke of the expansion of the I-BEST program into the new Academic I-BEST program that integrates basic skills with academic programs. Student Deena Brill spoke about what this new program has meant to her. <p>PRESIDENT'S REPORT</p> <ul style="list-style-type: none"> Ms. Drebin and Ms. Driscoll presented updated information on student loan default rates and new federal regulations pertaining to these loans. The college is taking proactive steps to mitigate potential penalties that could be incurred should default rates increase to 15%. Should the default rate go over 15%, a college will be required to delay loans to first year borrowers. If the rate rises to 30%, a default task force must be put in place and prevention plan submitted to the Department of Education. Should the rate reach 40%, a college will lose direct loan eligibility for one year. Clark students under financial aid are required to participate in awareness counseling upon entrance and exit counseling if they default or drop out. Students may get out of loan default by making six consecutive loan payments; they will then become eligible for aid again. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 28, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> Beginning in the fall, loans will be limited to 150% of the length of the program students are taking. A six-year time limit to complete the programs will be put in place as well. Dr. Cook provided an overview of the lean process being undertaken by the Office of Instruction that addresses class scheduling. This is currently a very labor- and paper-intensive process. There are 3,000 classes offered per quarter being managed by fewer staff than were in place 20 years ago when 2,000 classes were scheduled. The process was mapped on Monday and they found that scheduling includes more than 60 steps from beginning to end. If the plan is implemented, most of the paper will be eliminated and the processing time will be cut by several months. The staff is understandably very excited about the possible outcome. Mr. Kussman discussed the impact of the move of Corporate & Continuing Education from the T-Building to the West Coast Bank building. The move has impacted several mature learning art classes and he has been working with the students to help them through the changes in location and the new environment. He has held open forums with the students to hear of their concerns and work through the issues. The classes were offered this fall with a money-back guarantee; only 11 people left the classes and they were immediately filled from waiting lists. The student artwork is now being displayed in the new building and this seems to have helped them settle in and feel part of their new space. Mr. Williamson was notified by a Seattle law firm that there is a possibility of a tort claim being filed through the state of Washington against the college on behalf of a student whose child became ill after the student participated in a microbiology class. Trustee Burkman asked why the number of peer mentors has been falling. It has been very difficult over the past few years to fund the program. A new source of funding is being provided through the ASCC and the college is hopeful that this will be sufficient to sustain the program. 	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
November 28, 2012
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
III.	ACTION ITEMS		
	FIRST READING		
	<ul style="list-style-type: none"> There are no items for first reading this evening. 		<ul style="list-style-type: none">
	CONSENT AGENDA		
	<ul style="list-style-type: none"> Minutes from October 24, 2012 Board Meeting 		<ul style="list-style-type: none"> MOTION: Trustee Burkman made a motion to approve the Consent Agenda. The motion was seconded by Trustee Strong and unanimously approved.
IV.	FUTURE TOPICS		
	Columbia River Crossing Diversity Operational Plan Workforce Development Review of College Policies GISS Student Completion Data Campaign Strategic Plan (12/2011 work session)	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 December 19, 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 6:30 pm. 		

Royce Pollard, Vice Chair

Leigh Kent
Recorder
November 30, 2012