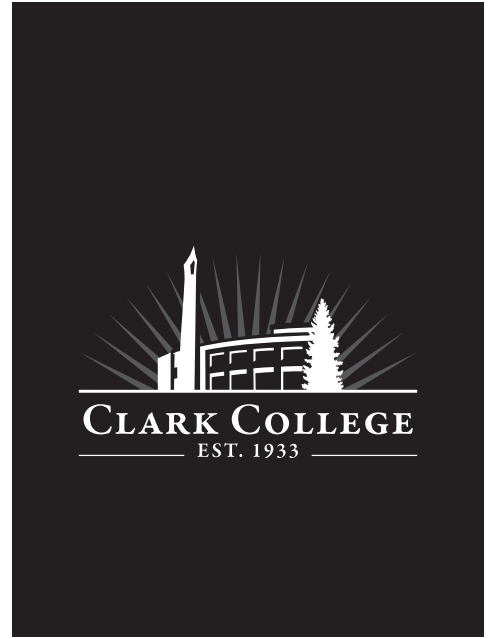


Clark College Board of Trustees



August 22, 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
August 22, 2012**

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CLARK COLLEGE BOARD OF TRUSTEES
Wednesday, August 22, 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.

- | | |
|--|-----------|
| ♦ Cash & Fund Balance Report, Final 2012-2013 Budget | 4:00-4:30 |
| ♦ Visit Diversity Center | 4:30-4:50 |

BUSINESS MEETING

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

- A. Review of the Agenda
- B. Public Hearing on First Amendment Activities

Statements from the Audience

- C. *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.*

D. Constituent Reports

- 1. AHE
- 2. WPEA
- 3. ASCC
- 4. Foundation: Strategic Plan

E. Statements and Reports from Board Members

F. President's Report

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IV. ACTION ITEMS

First Reading

- ♦ 2013-2015 Academic Calendar Pages 21-24
- ♦ WAC 132N-153—First Amendment Activities Pages 25-41
- ♦ Proposed 2013 Board of Trustee Meeting Dates Page 42

Consent Agenda

- ♦ June 13, 2012 Meeting Minutes Pages 43-47
- ♦ 2013-2015 Academic Calendar
- ♦ Proposed 2013 Board of Trustee Meeting Dates
- ♦

V. FUTURE TOPICS

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

VI. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, June 13, 2012 in the Ellis Dunn Room.

VII. EXECUTIVE SESSION

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

VIII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
AUGUST 2012**

FOCUS ON LEARNING

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

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

Progress

- The Clark College Orchestra is a finalist for the American Prize in Orchestral Performance, 2012-Community Orchestra Division for the March 9, 2011, concert which included Lutoslawski - Variations for Orchestra, Suk – A Fairy Tale and featured Italian pianist Antonio DiCristafano performing the Shostakovich Piano Concerto No. 2. In addition, Professor Don Appert is a finalist for both the American Prize in Conducting – Orchestra Division 2012, Community and The American Prize in Orchestral Programming - Vytautas Marijosius Memorial Award (for the Oregon Sinfonietta). For more details and to see the announcement of winners, go to <http://theamericanprize.blogspot.com/>. (OOI)
- During summer quarter 2012, 30 Basic Education students have been tutored in a one-on-one capacity receiving between two and three hours of instruction per week. Currently the Student Learning Center (SLC) has 35 active tutors serving as classroom aides, as small group tutors or assisting students one-one-one. (OOI)
- Two students enrolled in Clark College eLearning programs received Oswald awards. (OOI)
 - **Kevin Armstrong** completed his AA Online degree while supporting fellow Veterans and promoting a positive student experience. His hard work and dedication were a great example of both educational and personal success.
 - **Jordan Robertson** completed the coursework for the AA-DTA in the Weekend Degree this spring. He is a role model for young students, balancing work and education, demonstrating dedication, self-advocacy, and support for Clark College, the Weekend Degree program and his fellow students.
- eLearning represents 22% of FTES for summer 2012, with eLearning courses continuing to show strong growth. For summer 2012, the college has 767 – FTES (22% of enrollments). Current projections for fall 2012 are 967.4 FTES (Fall 12, -54). This is a 7% growth in enrollments over fall 2011 at the same point in the registration cycle. (OOI)

FOCUS ON LEARNING

- The eLearning department put several courses through the Quality Matters review and certification process during June and July.
 - CMST&210: Interpersonal Communication, developed by Amy Bratton
 - BTEC 149: Computer Applications Essentials, developed by Kathy Chatfield
 - HI 201: Introduction to US Health Care System, developed by Bonnie Altus
 - HI 202: Introduction to Health Care Quality, developed by Bonnie Altus
 - ENGL&130: Introduction to Literature, developed by Lynne Nolan
 - ENGL&101: English Composition I, developed by Lynne Nolan (currently in the review process, anticipated completion and subsequent certification before the end of August)
The certification of Lynne's ENGL 101 course will mark Clark College's 21st course to be acknowledged as an exemplary online course. Upon official certification, each of these courses can use the Quality Matters logo for identification and advertising purposes. (OOI)
- Roughly 20 students competed in the annual TOAD (Tournament of Anti-Derivatives) competition on June 1. Students participated first in a written test, and then a one-on-one competition until a winner was crowned. Each participant was required to get a faculty or staff sponsor who made a food donation for the Clark County Food Bank. Results: (OOI)
 - Champion: Jin Kang (sponsor: Frankie Tetreault)
 - 2nd Place: Jack Martin (sponsor: Wes Orser)
 - 3rd Place: Laura Kartashev (sponsor: John Mitchell)
- The Math Department sponsored several presentations at the end of spring quarter: (OOI)
 - Mathematics tutor Matthew Hoyt presented "Polynomials and Such" on May 31; seven students and three faculty attended.
 - David Liu's, an instructor at Central Oregon Community College who is currently on sabbatical, presented, "Math Education in China" on June 8. Roughly 25 students and faculty attended.
 - Professor John Mitchell presented, "Prove it! How do Mathematicians Know What They're Talking About?" on June 14. Nine students and three faculty attended.
- Physics adjunct instructor Jose Vazquez-Bello provided hands-on exercises in his Astronomy 101 class. The exercises were for the retrieval of real DATA from top of the art observatories like Hubble Space Telescope, Hipparcos Mission, NASA remote observing, and others of the same kind. Students also monitored the SUN for weather cast or sun spot analysis with images as old as a few hours. In other instances, they can map the Milky Way hydrogen content to infer the spiral shape of the Galaxy. (OOI)

FOCUS ON LEARNING

- The Computer Graphics Technology (CGT) department has developed a "learning partnership" with Clark's Corporate and Continuing Education eLearning team. Several CGT students have been placed as eLearning interns. The student interns design content and integrate media into online training systems and help develop curriculum solutions for eLearning clients. This partnership has provided successful interns an opportunity to continue their work as part-time employees with Corporate and Continuing Education. (OOI)
- On August 1, 2012, Toyota Technician Education Network T-TEN announced that they are in the final stages of forming the first T-TEN Instructor Community Association. Mike Godson, Automotive department chair, was instrumental in organizing the efforts of the T-TEN programs around the country in the development of not only the association, but of a database that will house, support and manage all T-TEN curriculum developed. This marks a monumental change for the T-TEN community and will provide numerous opportunities for the sharing of ideas, mentoring and continuous improvement of curriculum. (OOI)
- The Student Affairs Council (SAC) and departmental supervisors participated in a leadership retreat on July 25. The group reviewed the College's vision and mission statements, one-year institutional goals, strategic plan. They also worked on creating a draft vision and purpose statement for Student Affairs. (SA)
- Clark College hosted the Washington State Student Services Commission (WSSSC) summer quarter meeting on July 18. Topics included discussions on student achievement, diversity, professional development, the 2014 Student Services Conference and an update from SBCTC. (SA)
- Clark College hosted The Association's (state professional development organization for community colleges) summer conference on July 19-20. Community College administrators and exempt staff from Washington State received professional development training from Shann Ferch, Professor of Leadership, Gonzaga University - *Topic: APPRECIATIVE INQUIRY: The Courage to Listen, The Courage to Lead*; Lois Ruskai Melina, Chair of Ethical and Creative Leadership, Union Institute & University - *Topic: ARCHETYPES AT WORK*; Lynell James, Sr. Vice President, Human Resources, TIAA-CREF - *Topic: PERSONAL WELL BEING*; and Craig Zablocki - *Topic: HUMOR IN THE WORKPLACE*. The organization also celebrated their 30th anniversary. (SA)
- The Higher Ed Works online training system has been fully implemented for full-time faculty, administrative, exempt, classified and temporary hourly staff. There are seven required compliance trainings to complete, and Employee Development is working with several college departments to add additional Clark specific trainings, based on departmental needs. (HR)
- Employee Development received the results from a recent Needs Assessment survey administered by the Office of Planning and Effectiveness. The results will help guide the planning practices for 2012-2013 training events. (HR)

FOCUS ON LEARNING

- To celebrate Community Education's 30th anniversary, 30 community education classes were offered at a 30% discount summer quarter (30 for 30% sale). Community Education summer 2012 enrollment is up 75% over summer 2011. Of the 615 enrollments 229 were for sale classes (37%). (CCE)
- Corporate & Continuing Education (CCE) now offers a Clark College CCE branded DiSC personality assessment tool and three members of the CCE team have been certified in DiSC behavioral assessments. The assessment will be woven into supervisory development, leadership development, team building and coaching solutions. The tool helps people understand themselves, understand other perspectives/needs, improves communication and improves team performance. CCE has successfully used the tool in two team building events, one with a mixed team of the Southwest Washington Workforce Development Council and CCE personnel and in a second event for the Instructional Council at Clark College. (CCE)
- The continuing education cooking school program applied for and received a grant donation of \$500 from Walmart's regional store donation program. The funds will be used to support cooking classes for families and children. CCE's plan to offer cooking classes for children and their parents aligns with Walmart's national initiative to promote good nutrition and reduce obesity in children.
- Communications Specialist Hannah Erickson and Graphic Designer Jenny Shadley successfully completed creating a print-ready version of the 2012-2013 Academic Catalog. Webmaster Chris Concannon successfully completed his work on the online version of the catalog. (C&M)
- Marketing Director Brian Scott teamed with the Dean of Health Sciences, the Directors of Nursing and Dental Hygiene and the Advising Department to develop an online Question-and-Answer (Q&A) web content page. The purpose of the content is to help facilitate student inquiries and questions regarding new program fees for the nursing and dental hygiene programs. (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

- In May, the Student Learning Center (SLC) hosted two tours of main campus for TPC students. The tours consisted of an orientation to campus locations, services and resources available, as well as information on the I-BEST program. Seventeen students attended the tours. As of May 31, the SLC has received confirmation that three of these students had plans to enroll in college-level courses in either summer or fall 2012. (OOI)
- The Clark College Retention Committee has approved partial funding to continue the FIND Project (Focused Interests, New Directions). In fall 2012, the SLC will pilot the new FIND *Your Path!* Project, an expanded version of FIND that includes larger involvement by Pathways Peer mentors. The FIND *Your Path!* Project is designed to assist Basic Education students in exploring college level opportunities and to increase the number of students transitioning into college level courses. Pathways Peer mentors, in collaboration with the Program Coordinator, will: (OOI)
 - a) Provide an orientation to college program options.
 - b) Arrange meetings with advisors, instructors and peers within students' identified interest areas.
 - c) Conduct campus tours including an in-depth orientation of the "how-tos" of the college admissions process, financial aid, registration and advising.These approaches will provide students with a greater sense of confidence and security in the transition process and ultimately result in increased retention of students who transition from pre-college level programs. With access to Pathways Peer mentor support through the FIND *Your Path!* Project, students can begin to envision a future that includes a college education. (OOI)
- Seven students in the Weekend Degree program and 28 students in the AA Online program completed their course work during the 2011-2012 academic year. (OOI)
- The Admissions Office conducted three group tours in June and July including 12 students on June 18 from Lyle High School; 15 students on July 13 from Parkrose High School (OR); and three students from the Juvenile Recovery Court on July 25. Each group received an admissions presentation as well as a campus tour. (SA)

EXPAND ACCESS

- The Admissions Office (Recruitment) completed five recruiting events in June and July to talk with potential students about attending Clark College: Gear-Up event at McLoughlin Middle; Columbia River High School; Kelso High School; Hayes Freedom High School; and a panel discussion at the Multnomah Educational Service District. (SA)
- The Student Ambassadors continued to build partnerships with offices across campus by assisting with events in June and July. Events included the Retiree Reception and Alumni Dinner, the Health Careers Job Fair, and Commencement. (SA)
- The Assessment Center is in the process of becoming a Pearson VUE test site as part of the certification requirements for the college to continue providing General Educational Development (GED) Test services. By contracting with Pearson VUE the college can now transition from paper to online testing beginning in 2013. (SA)
- The Admissions office partnered with Information Technology to purchase and install four kiosks within the Welcome Center to support the use of online resources. The transition from utilizing a paper-based application to online admissions was implemented on July 11. (SA)
- The Admissions office collaborated with Business Services, Information Technology and Marketing & Communications to develop and implement the ability to pay the admissions fee online beginning July 23. To date, 145 new students have utilized the service. (SA)
- Kiosks at the Columbia Tech Center were upgraded in July and are now available for potential students to complete their online admissions application. After completion of their application at the kiosk, Student Services staff are available to assist them with web admission processing. (SA)
- The Registrar's Office has implemented online transcript request functionality through a partnership with the National Student Clearinghouse. Students are now able to order an official Clark College transcript online 24/7. Since implementing this new feature, 1,091 official transcripts have been ordered online. (SA)
- Latino Outreach Coordinator attended the meeting with the Mexican Consulate on June 7th. During this meeting the Mexican Consulate informed that the Secretaria de Relaciones Exteriores (SRE) and Instituto de los Mexicanos en el Exterior Becas (IME) that they had created a selection committee who is going to designate scholarships to educational institutions in Oregon and Washington. Clark College was invited to participate as a member of this committee. This is the first year that the Mexican Consulate created scholarship funds. There were seven applicants. The educational institutions who received these funds were Portland State University, Catholic Charities, Plaza Poder and the Center for Farmers Workers. (ODE)
- Latino Outreach Coordinator attended the information session with the US Citizenship and Immigration Services (USCIS) Wednesday, June 13, 2012. This agency conducted a national Spanish language session that informs attendees about the law changes and processes that are going to

EXPAND ACCESS

affect young students who were brought to the United States as infants. This office wanted to prevent 1,079 students from being misinformed about the Deferred Action Plan. Also, USCIS wants to build partnerships not just with the community but with schools in order to give a better orientation to these students. (ODE)

- Latino Outreach Coordinator attended the meeting with the principal and other decision makers from Fort Vancouver High School on June 18, 2012. The goal of this meeting was to expand the ESL classes to this high school for Tuesdays and Thursdays. It is important to have classes in this school because ESL classes from TPC are going to move to main campus so, students who live close to this area could be able to continue with their classes. (ODE)
- Latino Outreach Coordinator conducted outreach activities at Compassion Vancouver event on July 21, 2012 at Washington Elementary. The goal of this event is to serve neighbors and community in general through medical, and community services. During the event she explained to the attendees the services and programs that Clark College has for the community. The event was very well attended over 700 people showed up. (ODE)
- Multicultural Retention Manager and the Outreach Counselor/Scholarship Coordinator attended the Community forum presented by La Causa on August 1st. The forum was designed to inform people regarding the new Immigration Deferred Action policy. We spoke to families regarding the benefits of attending Clark College, the House Bill 1070 and our open door policy. (ODE)
- Latino Outreach Coordinator supports student success and retention by conducting 8 Adult and Spanish campus tours for 18 students on the main campus. Most of these are first generation students who need information about the registration procedures to start taking College classes. Also, she helped students and their parents to understand the American school system, in order to facilitate their transition to college. In Addition she conducted a variety of orientations to a total of 180 students from different countries and backgrounds. (ODE)
- Marketing Director Brian Scott, Web Specialist Tahnya Huneidi and Executive Assistant Kathy Murphy conducted a website input session on July 25th with 15 ABE/ESL student volunteers at Town Plaza Center. The volunteers provided valuable input about their current use of the website. They also provided assistance with the identification of improvements that they would find beneficial. The input will aid in the redesign of the Clark website planned for next year. (C&M)
- Marketing Director Brian Scott teamed with the Dean of Health Sciences to implement a program to announce and advise Pharmacy Technology students that the program location would move from Clark's main campus to the Washington State University Vancouver campus for fall 2012. Web content information and a web ad were created and posted on the website in early July. (C&M)
- Working with Laurie Cornelius, graphic designer Wei Zhuang created a brochure for the Child and Family Studies Program. The brochure consists of a map Wei created from scratch and information regarding the program. (C&M)

EXPAND ACCESS

- Marketing Director Brian Scott is in the process of developing the college's fall enrollment marketing campaign planned to begin in mid-August and continue on a flighted basis until the start of classes on September 24th. (Flighted campaigns run for short, specific periods of time.) The marketing campaign consists of a mix of web, online, newspaper, radio and TV advertising and promotion. The cable television schedule will be targeted to southwest Washington viewers and households. Ads will be featured on a variety of new cable programming for fall. (C&M)
- Recent events and programs that Communications Specialist Hannah Erickson and Graphic Designer Jenny Shadley have promoted through social media (Facebook, Twitter, YouTube, and Flickr) include: revised summer hours, the US Department of Education's new financial aid website, Clark's new financial aid portal, new online transcript ordering, Degree Audit, new funding for military veterans' tuition, the Clark Dining Room, Student Life's blood donation program, and changes to the way financial aid is disbursed in summer quarter. Currently Clark College's Facebook page has more than 3,898 followers, and, according to Facebook Insights, had a weekly "total reach" (the number of unique individuals who have seen any content associated with the page between July 24 and July 30) of 11,353. (C&M)
- Communications Specialist Hannah Erickson and Webmaster Chris Concannon successfully worked with Credential Evaluations Manager Rhianna Derscheid to create a Web page on clark.edu explaining the new Degree Audit system, as well as to update the main Credentials page and to create a way to access Degree Audit from Clark's Current Students page. Hannah also supported the Degree Audit system through promotional posts on Facebook and Twitter. Graphic Designer Wei Zhuang created an ad for Clark's home page promoting the new system. (C&M)
- Web Specialist Tahnya Huneidi completed the rebuild of the entire advising web site. This has been a long process with a tremendous amount of preparation/organization put in by the advising team. The site, which was launched the first week of June, is already proving to be successful. From April 1 – May 31, the former advising site had 6,987 views; the advising site home page had 620 views. From June 1 – July 17, the new advising site had 15,312 views; the advising home page had 8,895 views. Part of the significant increase can be attributed to the corresponding web ad that we ran on the home page of the college website. Analytics show that 5,720 visits originated from the home page ad. (C&M)
- Web Specialist Tahnya Huneidi completed a new web site area for the First Year Experience initiative. The area was developed as a full site area to allow easy and quick additions and changes. (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

- History Professor Dr. Katherine Sadler has been selected as the instructor for the Washington Community College Consortium for Study Abroad program in Cape Town, South Africa, fall term 2013. This program provides students from a variety of Washington community colleges an exceptional international education experience. Thanks to Dr. Sadler for her ongoing support for international education and her dedication to teaching students about African history. (OOI)
- The SLC hosted a computer literacy workshop designed for ESL students. The 34 students in attendance were introduced to basic computer skills and learned helpful technology related vocabulary. (OOI)
- The Pathways Peer Mentor Program added a fifth mentor to the team: Casey Harrison, a GED student who possesses a strong desire to help others. Casey is the 'writer in residence' as he has recently published his first book, a children's interactive story about diversity and acceptance. Casey will be a valuable member of the team because of his ability to relate well to the challenges that Basic Education students face. (OOI)
- In June 2012, the Pathways Peer Mentor program attained permanent status at Clark, which will enable the program to continue to work toward the college objective of increasing retention and transition rates of some of Clark's most at-risk students. Peer mentoring is a crucial component to student success. (OOI)
- During 2011/2012, Pathways Peer mentors directly supported 93 ABE and ESL students. Of these students, 53% remained in school for two or more quarters, and four have transitioned to higher level programs. The SLC anticipates an increase in the number of students assisted by Pathways Peer mentors as word continues to spread about the excellent support received. (OOI)
- Two Clark College faculty were selected to teach on Study Abroad Programs in 2013 through the Washington Community College Consortium for Study Abroad (WCCCSA). English Instructor Elizabeth Donley will be teaching in Florence, Italy in winter 2013 and History Instructor Katherine Sadler will be teaching in Cape Town, South Africa in Fall 2013. (SA)

FOSTER A DIVERSE COLLEGE COMMUNITY

- On June 6th, the Office of Diversity and Equity hosted the Community Reading Group. May's topic was the Achievement Gap and Benjamin Moll, faculty member in music, presented and co-facilitated the conversation. Fifteen students, faculty, and staff participated. (ODE)
- Latino Outreach Coordinator collaborated with the organization of the International Festival on July 14, 2012. This is the 3rd annual festival where business, community services, nonprofit organizations, neighborhood association and local government work together in order to revitalize the 4th Plain Corridor. Clark College is a member of this network that wants to strengthen our community by celebrating the international diversity, economic development and crime reduction. Attendees took advantage of tasting delicious food from different countries. Also, they enjoyed a variety of multicultural music and Middle Eastern, Vietnamese and Mexican dance performances. This event brought people from different ethnic groups in Vancouver. The event was a success and Clark college information was made available to all these people. (ODE)
- On July 18, Multicultural Retention Manager was invited to talk to a Women Studies classes to talk about Racism. There were 15 students present. As a presenter, we were able to answer students question about racism and share our experiences. (ODE)
- Latino Outreach Coordinator attended the Latino Community Resource Group meeting. As a member of this group Clark College is helping to organize the second annual resource fair. This fair is going to be hold at SEAMAR on August 11, 2012. (ODE)
- Marketing Director Brian Scott met with Professor Marcia Roi and Graphic Designer Jenny Shadley to revise and reprint an Addiction Counselor Handbook for fall classes. Brian Scott also developed a classified advertising plan to enroll new students in the Addiction Counselor Program this fall. The effort will focus on culturally diverse media outlets. It is funded by grant dollars obtained by Dr. Roi. (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 June 24, Clark hosted a Child and Family Services program tour for the North American Reggio Emilia Association conference. Conference participants from England, Italy, France, the Bahamas, Japan, India, Canada and the U. S. toured the program facilities and interacted with faculty, staff, ECE students and families. Special thanks to Laurie Cornelius, Director of Child and Family Services, for her program presentation and event coordination. (OOI)
- The Assessment Center and Corporate & Continuing Education have partnered to provide COMPASS test services at Peace Health Hospital in Vancouver as part of a training program offered at their site beginning August 10. (SA)
- Corporate & Continuing Education has developed and launched an organizational team building program, the *Team Cooking Challenge*, using cooking as an engaging team event to build teamwork and better communication using DiSC principles. On June 29, 2012 the Southwest Washington Workforce Development Council and CCE personnel went through the program—building teamwork together while successfully piloting the program. Clark College’s Instructional Council also went through the program on July 30, 2012. (CCE)
- Clark College Corporate Education was featured in the July 29, 2012 edition of the Vancouver Business Journal. Corporate relations manager Michelle Giovannozzi was interviewed for the article. Giovannozzi sees an increasing demand for training by local businesses. Corporate Education is prepared to meet this demand through four primary trainings areas: leadership training, technical training, process improvement training and healthcare. Also highlighted was corporate education’s partnership with PeaceHealth Southwest, grant opportunities, online learning and closing the skills gap through customized training. (CCE)
- Robert Bates, director for research and graduate education at WSU-Vancouver and Kevin Kussman, associate vice president of Corporate & Continuing Education have submitted the final design of the business and higher education brochure to the Education Committee of the Columbia River Economic Council (CREDC). This collaborative effort will highlight the resources Clark College and WSU-Vancouver bring to the business community in Clark County. The primary use of the brochure will be as an aid for partners, such as the Southwest Washington Workforce Development Council and CREDC, to help businesses to understand the value higher education can provide. (CCE)

RESPOND TO WORKFORCE NEEDS

- Corporate relations manager Michelle Giovannozzi worked with Insitu, Custom Interface, American Aerospace Engineering, and Innovative Composite Engineering to develop a United Aerospace Workers grant request to the State Department of Commerce for Electrical, Project Management and Supply Chain Management training. (CCE)
- In July, Corporate Education delivered the last contracted training of an 18-month *Effective Team Dynamics* program for employees of Insitu. Insitu is situated in multiple locations in the Hood River area and is experiencing tremendous growth. The company has now extended their training plan to include five more *Effective Team Dynamics* trainings to be delivered through December 2012. In addition, Corporate Education has been invited by Insitu to take part in a tri-college consortium to deliver a manager skills program. This program is now confirmed and is in the planning stages. Corporate Education will deliver three of the five identified topics for 100+ Insitu employees in 2012-2013. (CCE)
- Corporate & Continuing Education staff met with the following organizations to promote College corporate and community relations:
 - Corporate Education worked with the Welding Department, Southwest Washington Workforce Development Council, and WorkSource to plan welding consortium training to meet current hiring needs of local employers.
 - Team managers from nLight toured Corporate & Continuing Education's eLearning studio located in the Brown House.
 - Corporate Education hosted maintenance team from Linear Technology for a tour of the Mechatronics laboratory with Chris Lewis.
 - Corporate relations manager Michelle Giovannozzi made four client visits to discuss companies' training needs: Ajinomoto Frozen Foods, Christensen Shipyards, nLight and SEH America.
 - Southwest Human Resource Management Association monthly meeting.
 - Columbia River Economic Development Council education committee meeting focused on how Higher Ed can help with economic development in the region.
 - CCE met with Northwest Regional Training Center to discuss a partnership to offer NAC training.
 - Clark County Rotary weekly meeting.
 - Southwest Washington Regional Health Alliance steering committee meeting focused on the area healthcare workforce needs. (CCE)
- The Hilma Speights Lecture for the nursing department led to several communications projects: Web Assistant Tahnya Huneidi reworked the nursing area webpage to include a new portal and a new site for the Speights lecture. Communications Specialist Hannah Erickson provided content for the portal page. Webmaster Chris Concannon created a web registration page for the event. Graphic Designer Jenny Shadley created a postcard and evite (electronic invitation) for the event. (C&M)
- Communications Specialist Hannah Erickson programmed the college's HootSuite account to automatically post notices of each of the Career Center's summer quarter Student Success workshops on Clark's main Twitter account, which currently has nearly 1,000 followers. (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

- On July 25, as part of the college's Emergency Management Planning Committee, two dozen faculty, staff and students worked together to erect the college's 18'x32'x15' disaster relief emergency tent. This activity is part of the federal Emergency Management in Higher Education grant and shows the college's investment in the safety of students, faculty and staff. (OOI)
- The Student Learning Center (SLC) is in the process of writing five grant proposals to enhance the SLC's resource base. Funds are being sought from outside philanthropic institutions for the following projects: (OOI)
 - Volunteer tutor training - Development of an online training resource (most likely Tegrity or a similar product)
 - Volunteer tutor recruitment/outreach
 - Pathways Peer Mentor professional development (conference and travel)
 - FIND *Your Path!* Project materials/supplies
 - FIND *Your Path!* campus tour refreshments
- Clark College faculty using Moodle will receive increased support staffing hours via Tech Ticket, the college site run in partnership with AeLearn Solutions. The Tech Ticket/AeLearn Solutions site has been providing student support since March 2012; because of the success of this pilot, the same Tech Ticket coverage has been extended to faculty. (OOI)
- Clark eLearning tech support staff provide email and/or phone responses during weekday hours, and AeLearn covers basic Tier 1 support after-hours and weekends with emailed responses. The combined staffing provides coverage 7 days/week, from 8 AM until midnight (Pacific Time). AeLearn will continue to escalate issues higher than basic support to the Clark eLearning Tech Support team. (OOI)
- On May 23, 2012, Clark College conducted its first full-scale evacuation drill, the product of four months of planning; training and orientation of special teams; equipment deployment; and extensive personnel communications and facility preparations. The Emergency Management Planning Committee (EMPC) guided the process. An estimated 3,000 students, faculty and staff were on the main campus when the mass notification system was activated at 10:40 a.m. People evacuated out of buildings to designated Assembly Areas around the central campus greenway. Simultaneously the Clark College at WSU Vancouver site was evacuated to their rally point,

ENHANCE COLLEGE SYSTEMS

consistent with the policies of WSU; faculty, staff and students at Columbia Tech Center and Town Plaza Center also followed their evacuation routes to Assembly Areas, with leadership from onsite faculty, staff, Emergency Building Coordinators (EBCs) and Campus CERT. Immediately following the drill, two surveys were distributed by email to gather information to measure participation and educational effectiveness. Several survey respondents said they did not hear the All-Clear signal because they were no longer in proximity to their office and classroom phones. There were misunderstandings about expectations for use of the new walkie-talkies, which several EBCs mentioned in their survey responses. These, and other issues, will be addressed by the EMPC. Overall, though, the drill was a huge success. (AS)

- Walkie-talkie equipment, purchased with Emergency Management in Higher Education (EMHE) grant funds, has been provided to Emergency Building Coordinators (EBC) on the main campus, plus the Columbia Tech Center and Town Plaza Center sites. The purpose is to enhance emergency communications capability during a disaster incident. EBCs and College CERT (Community Emergency Response Team) members have received walkie-talkie training, and ongoing monthly radio equipment checks have been conducted to help insure the effectiveness of this component of our emergency program. (AS)
- In coordination with Region IV Homeland Security, the College hosted an Emergency Operations Center (EOC) Operations and Planning course June 19-21. Forty members of law enforcement, the fire service and emergency management attended, along with Professor Bruce Wells, representing the College's EMPC. The three-day course let participants practice EOC activities in a large-scale incident coached by instructors from the National Emergency Response and Rescue Training Center. (AS)
- Two dozen faculty, staff and students worked together on July 25 to erect the College's new 18'x32'x15' disaster relief emergency tent in the grassy area west of Scarpelli Hall. It was purchased with EMHE grant funds. In a significant emergency event, the tent will be used to provide shelter for emergency operations such as mass casualty medical care or an incident command post. Students and other passersby watched with curiosity as the team assembled parts, poles and eventually swathed the structure in its sturdy PVC vinyl fabric. Coordinating the effort was EMPC member Professor Bruce Wells, assisted by students from his Machine Technology class. (AS)
- Environmental Health and Safety (EHS) staff conducted the following training for College staff:
 - In May, ladder safety training for 41 employees at two Facilities Services safety meetings; hazardous materials transport training for Central Receiving staff; scissor lift training for two Facilities Services employees.
 - In June, heat exposure training for 21 employees at the day Facilities Services safety meeting; and forklift training for five employees in the Workforce Career and Technical Education division.
 - In July, fall protection training for 18 employees at the day Facilities Services safety meeting; supplemental ladder safety training for eight night Facilities Services employees; and accident prevention training for a new HVAC intern in Facilities Services including hazardous materials, ladder safety, hearing conservation, confined space and lockout.

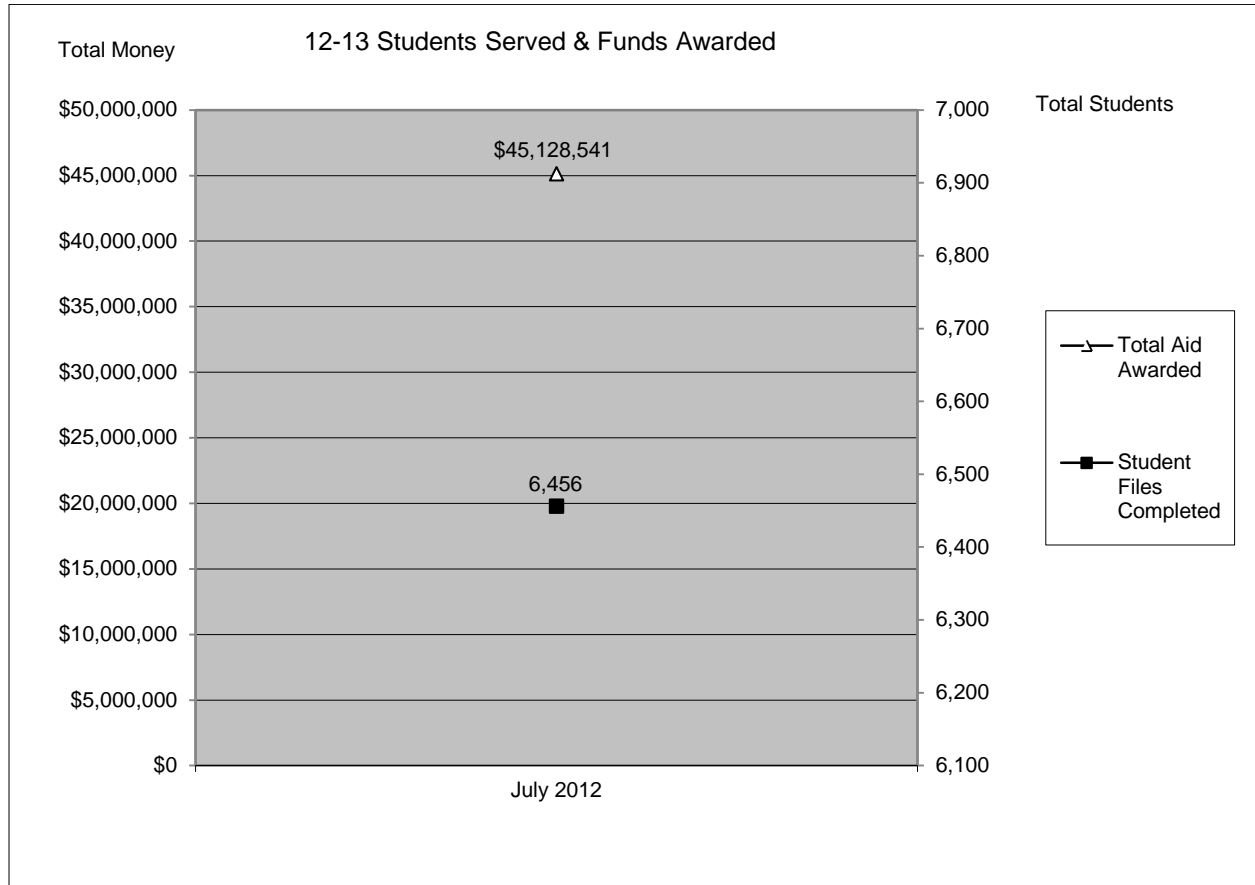
ENHANCE COLLEGE SYSTEMS

- Tactical information about Columbia Tech Center and the new Oliva Family Early Learning Center was collected and added to the First Responder mapping database. The information (maps and photographs) is available for police, fire and medical responders during an emergency. Work was performed by staff in Risk Management Services. (AS)
- The ctcLink project, spearheaded by the SBCTC, is progressing on schedule. This project will provide a new technology foundation to replace our outdated 30-year-old administrative computer applications with modern services--available anytime, anywhere--for the students, faculty and staff of Washington's community and technical colleges. The Request for Proposal (RFP) for the ctcLink project was released to the public in April 2012 and interested vendors had until the end of June to submit their proposals. The 100+ members of the system-wide evaluation team evaluated and scored the proposals received. Three vendors (Oracle, Ciber and CedarCreststone) have been invited to demonstrate their products over a three week period beginning in August. More than 100 volunteer evaluators from colleges throughout the community and technical college system will be attending the live demonstrations and providing critical feedback. Clark College employee Susan Maxwell, from Planning and Effectiveness, is serving on the ctcLink vendor evaluation and selection team – a huge time commitment. Seven other Clark employees are serving as subject matter experts during the evaluation process. It is expected that a vendor for ctcLink will be selected and a contract negotiated by October. (AS)
- Facilities Services is monitoring the tenant improvements at the West Coast Bank building – the new home for Corporate and Continuing Education - and is coordinating tenant improvements at Clark College at WSUV and the T Building as well. All of these projects are to support the move of instructional programs from Town Plaza Center to the T Building by the end of fall term. (AS)
- Construction work is set to commence to complete the asphalt cap/parking lot for temporary parking at the site of the Star Building. All issues with the initial General Contractor have been resolved. The additional parking is expected to be ready for the start of fall quarter. (AS)
- Long term (90-day) testing has been completed to evaluate the radon mitigation system recently installed in Baird, Bauer, and Anna Pechanec Halls. All areas, except one section of Bauer, tested below the EPA residential unit limit of 4.0 picocurie (there are no EPA standards for commercial or office buildings). The higher level system has been adjusted and will be retested to confirm that this area is within EPA's residential limits. (AS)
- Design development for the STEM building has been completed and the design team is starting the Construction document phase in anticipation of funding for construction in 2013-15. (AS)
- The yearend Bookstore revenue results were slightly better than projected, down just 4% rather than expected 5%. Transactions in the store reached 173,503, a reduction of only 0.1% from last year. (AS)
- The Bookstore Student Rental program rented 1,353 units for summer quarter. These rentals netted Clark students \$51,814 in savings from their comparable purchase price. (AS)

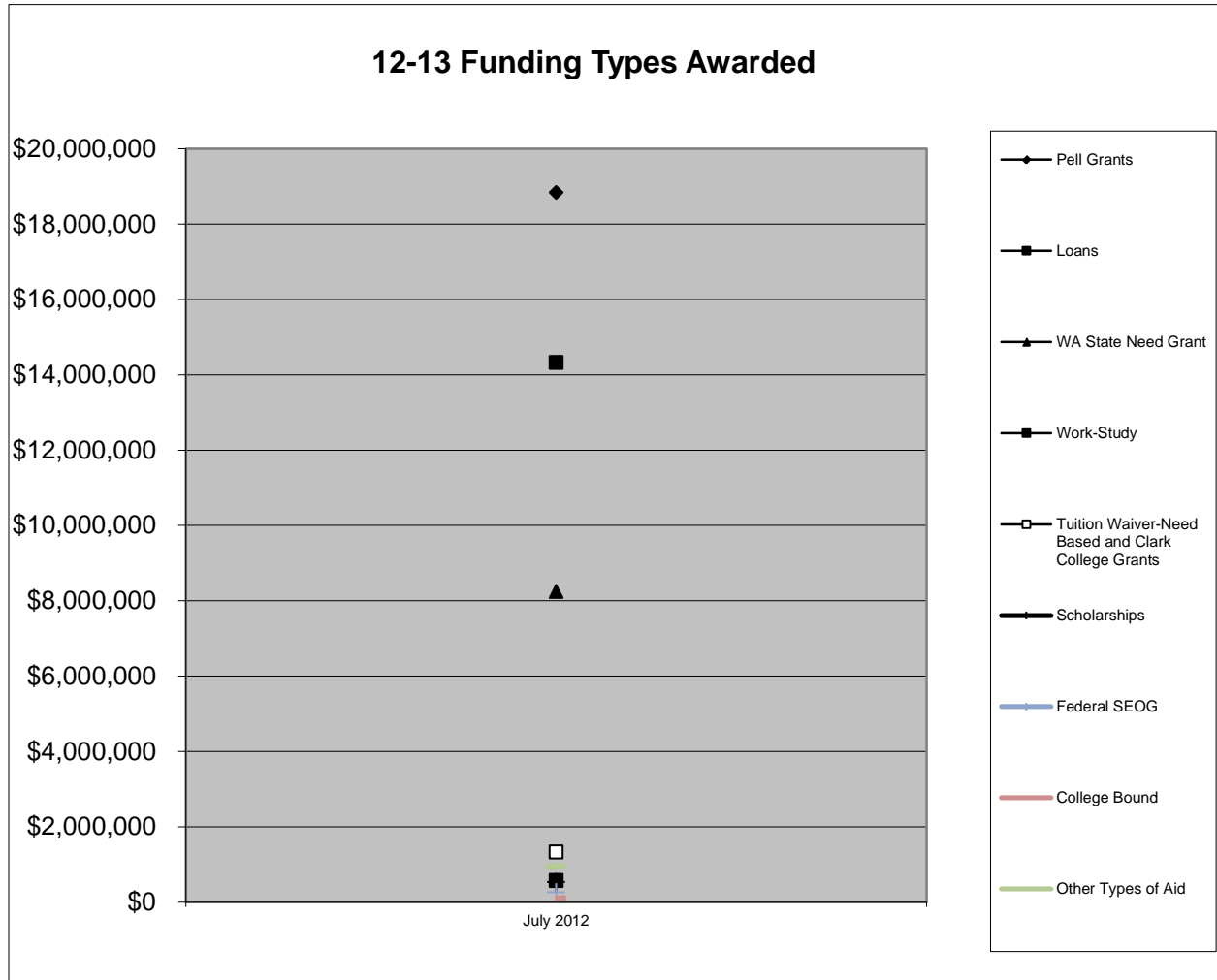
ENHANCE COLLEGE SYSTEMS

- Through “Lean” methodology, value stream mapping has been completed for the transcript evaluation process. Greater efficiencies will be realized from this work. Recommendations from the mapping are being implemented in August and will result in facilitated staff cross training, streamlined processes for students and positive impact to successful student completion rates. A team of staff from Admissions, Financial Aid, Advising and Registration accomplished this work with the assistance of a Lean facilitator. (SA)
- A member of Planning and Effectiveness is serving as one of twelve people in the state on the Vendor Evaluation Selection Team (VEST) for the ctcLink project, i.e., the new information technology management system for all Washington State community and technical colleges. Members read all proposals and scored them, selected the top vendors and will spend August watching vendor demonstrations. Three solutions were selected and will be presented to VEST members and Subject Matter Experts (SMEs). Clark College has seven SMEs reviewing specific functional components of the vendor demonstrations. (P&E)
- From July 1, 2011 through June 30, 2012, the college’s media relations program reflected the creation and dissemination of 49 news releases and the tracking of 581 news stories about Clark College. Of those news stories, 507 were positive or extremely positive in tone; 61 were somewhat positive or neutral in tone; only 13 (2.5%) could be described negative in tone. The cumulative audience (potential reach) of the news coverage was 15,853,058. The estimated advertising value of that coverage was \$516,166.47. (C&M)
- Executive Director of Communications and Marketing Barbara Kerr, APR served as an on-air host for CVTV’s primary election coverage on August 8. On August 9, she was the initial presenter/business expert in the Greater Vancouver Chamber of Commerce’s new “Resource Network” series of morning information and networking sessions. The topic: “Traditional Media. Social Media. Making the Connection! Today, news traditionally breaks online – and on social media. That’s where reporters are. In a competitive business environment, that’s where you should be too!” She also continues to serve as Vice President of Member Communications for the Portland Metro Chapter of the Public Relations Society of America (PRSA). In that role, she oversaw the creation and launch of a new chapter website as well as a new member newsletter. On July 12, she was a presenter at a workshop on how to create a winning entry in the chapter’s annual Spotlight Awards. (C&M)

STATISTICS



STATISTICS



Clark College - Budget Status Report

6/30/2012 - Final

| Sources of Funds (Revenues) | 2011-12 Budget | Revenues to Date | Difference | % Budget Received |
|---|--------------------|---------------------|--------------------|----------------------|
| Operating Accounts | | | | |
| State Allocation | 25,631,030 | 25,621,433 | 9,597 | 100.0% |
| Tuition & ABE | 15,627,414 | 15,573,990 | 53,424 | 99.7% |
| Running Start | 4,762,998 | 5,548,510 | (785,512) | 116.5% |
| Excess enrollment | 11,386,504 | 11,270,000 | 116,504 | 99.0% |
| Planned use of prior fund balance | 2,119,828 | - | 2,119,828 | 0.0% |
| Dedicated, matriculation, tech, cont ed | 3,974,189 | 4,289,088 | (314,899) | 107.9% |
| Total Operating Accounts | 63,501,963 | 62,303,021 | 1,198,942 | 98.1% |
| Other Accounts | | | | |
| Grants & Contracts less Running Start | 5,155,247 | 4,906,443 | 248,804 | 95.2% |
| Internal Support | 644,495 | 633,294 | 11,201 | 98.3% |
| ASCC less PUB | 1,642,919 | 1,742,327 | (99,408) | 106.1% |
| Bookstore | 5,651,821 | 6,190,794 | (538,973) | 109.5% |
| Parking | 469,228 | 535,198 | (65,970) | 114.1% |
| Auxilliary Services | 1,830,408 | 1,712,824 | 117,584 | 93.6% |
| Financial Aid | 60,025,823 | 61,116,430 | (1,090,607) | 101.8% |
| Total Other Accounts | 75,419,941 | 76,837,311 | (1,417,370) | 101.9% |
| Total Sources of Funds | 138,921,904 | 139,140,332 | (218,428) | 100.2% |

| Uses of Funds (Expenses) | 2011-12 Budget | Expenditures to Date | Difference | % Budget Spent |
|--|--------------------|-------------------------|------------------|-------------------|
| Operating Accounts | | | | |
| President | 952,410 | 814,768 | 137,642 | 85.5% |
| Vice President of Instruction | 39,703,184 | 39,345,813 | 357,371 | 99.1% |
| Vice President of Administrative Services | 11,697,653 | 11,332,852 | 364,801 | 96.9% |
| Vice President of Student Affairs | 7,905,109 | 7,395,430 | 509,679 | 93.6% |
| Associate Vice President of Planning & Effectiver | 491,544 | 444,729 | 46,815 | 90.5% |
| Executive Director of Corporate & Continuing Ed | 885,030 | 841,531 | 43,499 | 95.1% |
| Executive Director of Communications | 967,628 | 901,856 | 65,772 | 93.2% |
| Associate Vice President of Human Resources | 899,405 | 855,951 | 43,454 | 95.2% |
| Bank & credit card fees | | 382,961 | | |
| Total Operating Accounts | 63,501,963 | 62,315,891 | 1,569,033 | 98.1% |
| Other Accounts | | | | |
| Grants & Contracts less Running Start | 5,155,247 | 4,601,397 | 553,850 | 89.3% |
| Internal Support Services | 644,495 | 575,180 | 69,315 | 89.2% |
| ASCC less PUB | 1,642,919 | 1,856,422 | (213,503) | 113.0% |
| Bookstore | 5,651,821 | 5,771,940 | (120,119) | 102.1% |
| Parking | 469,228 | 505,841 | (36,613) | 107.8% |
| Auxilliary Services | 1,830,408 | 1,705,437 | 124,971 | 93.2% |
| Financial Aid | 60,025,823 | 61,055,084 | (1,029,261) | 101.7% |
| Total Other Accounts | 75,419,941 | 76,071,301 | (651,360) | 100.9% |
| Total Uses of Funds | 138,921,904 | 138,387,192 | 917,673 | 99.6% |
| Difference - Excess (Deficiency) | - | 753,140 | | |
| Move excess enrollment to local capital project | | (485,000) | | |
| Move CIS equip reserve to local capital project | | (50,000) | | |
| Net Difference | | 268,140 | | |
| Capital Projects- Expenses & Encumbrances | 8,925,043 | 2,513,163 | 6,411,880 | 28.2% |

c. Bob Knight, Bob Williamson, Karen Wynkoop
e. Theresa Heaton, Cindi Olson, Nicole Marcum, Bill Belden
Ron Hirt, Accounting-July 30, 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 | 1,175,554 | 2,722,357 |
| 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 | 2,730,689 | 144,793 |

Fund Balance Less Commitments

| | |
|--|------------------|
| Available Fund Balance Before Commitments | 9,269,209 |
|--|------------------|

| 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 | 65,000 | |
| 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 P & E | SPOL Training | 145 | 4,618 | |
| 7/31/2012 SA | Maintenance of the O'Connell Sports Center Gymnasium Floor and Sc | 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 | 1,175,554 |
| 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 | | | | 2,730,689 |

Required Reserves

| | |
|---------------------|-----------|
| 10% of \$61,977,633 | 6,197,763 |
|---------------------|-----------|

| | |
|---|----------------|
| Fund Balance After Commitments and Required Reserves | 144,793 |
|---|----------------|

Program Assessment and Review Transparency Instrument (PARTI)

Class Enrollments, Class Outcomes and Student
Demographics in State-Funded Classes

College Information

2011-2012

Unit: All

Division: All

Department: All

Students, Enrollments, and Faculty

| | | | | | |
|-----------------------------|----------------|---|-----------------|------------------------------------|--------------|
| Headcount | 21,647 | FTEs | 10,888.4 | FTEF | 510.4 |
| Enrollments (Seats) | 131,591 | <i>Delivery Method</i> | | <i>Delivery Method</i> | |
| Face-to-Face | 71,734 | Face-to-Face | 5,632.3 | Face-to-Face | 269.5 |
| Web enhanced | 43,232 | Web enhanced | 3,878.7 | Web enhanced | 177.3 |
| Online | 13,001 | Online | 1,058.5 | Online | 50.9 |
| Hybrid | 3,258 | Hybrid | 295.1 | Hybrid | 16.7 |
| Other | 366 | Other | 40.7 | Other | 17.8 |
| Intent | | <i>FTEs Served by Employment Status</i> | | <i>Employment Status</i> | |
| Academic (A or B) | 51.5 % | Full-Time | 3,433.2 | Full-Time | 173.1 |
| CTE & Academic Transfer (M) | 2.6 % | Moonlight | 778.1 | Moonlight | 26.0 |
| Career/Tech. (F) | 11.1 % | Part-Time | 6,536.5 | Part-Time | 311.0 |
| Pre-Career/Tech. (G) | 17.0 % | Contract | 2.6 | Contract | 0.3 |
| Apprentice (H) | 0.5 % | Volunteer | 138.0 | Volunteer * | 5.1 |
| Upgrade Job Skills (J) | 0.4 % | <i>FTEs by Fund Source</i> | | FTEs/FTEF Ratio | |
| High School (D) | 13.1 % | State | 9,637.1 | College (excl. Waiver & Volunteer) | 21.3 |
| Basic Skills (E) | 0.0 % | Contract | 1,251.3 | Washington State | 22.2 |
| Other (K, L, X) | 3.8 % | Waiver * | 16.9 | Difference | -0.8 |
| | | <i>FTEs by Selected Groups</i> | | College (incl. Waiver & Volunteer) | 21.2 |
| | | Running Start | 1,251.3 | | |
| | | International | 74.0 | | |
| | | Students of Color | 2,980.9 | | |

* Not included in total

Student Demographics and Outcomes

| Age | Number | Percent | New to Clark Students | Number | Percent |
|---------------------------------|---------|---------|--|--------|---------|
| Average Age | 28.9 | | First-time, first-year | 3,658 | 16.9 % |
| Over 25 | 10,341 | 47.8 % | Transferred to Clark | 1,456 | 6.7 % |
| Sex | | | <i>First-time, first-year students entering at college-level</i> | | |
| Female | 12,4626 | 57.7 % | Writing | | 63.2 % |
| Male | 9,135 | 42.3 % | Reading | | 84.2 % |
| | | | Math | | 22.3 % |
| Race | | | Course Outcomes | | |
| White | 14,922 | 68.9 % | Course Success (C or better) | | 79.5 % |
| Of Color | 5,980 | 27.6 % | GPA | | 2.86 |
| African American | 691 | 3.2 % | Completions (Number of Awards) | | |
| Asian/Pac. Is. | 1,120 | 5.2 % | Associate of Arts | | 985 |
| Hispanic | 2,239 | 10.3 % | Associate of Science | | 55 |
| Multi-Racial | 1,198 | 5.5 % | Associate of Business | | 14 |
| Native American | 180 | 0.8 % | Associate of Nursing | | 1 |
| Other | 552 | 2.6 % | Associate of Applied Science | | 436 |
| Unknown | 745 | 3.4 % | Certificates | | 583 |
| Selected Characteristics | | | Other workforce completions | | 0 |
| Limited English | 1,537 | 7.1 % | Apprenticeships | | 0 |
| International | 103 | 0.5 % | High School | | 29 |
| Receiving DSS | 586 | 2.7 % | GED | | 175 |
| Running Start | 1,774 | 8.2 % | | | |

ACTION ITEMS



MEMORANDUM

TO: Dr. Tim Cook, Vice President of Instruction

FROM: Calendar Committee

DATE: May 18, 2012

SUBJECT: Recommendation for 2013-15 Academic Calendar

The Calendar Committee has finalized its recommendation for the 2013-15 academic calendar which is attached.

In our discussions, there were several issues that have been—and continue to be—challenging in developing the academic calendar. We thought it would be helpful as the 2013-15 recommended calendar is forwarded to College Council and Executive Cabinet, to highlight the challenges and impacts.

| Challenges | Impacts |
|---|---|
| Summer quarter start date –July 1or after | <ul style="list-style-type: none">• Because of the impact of students receiving their financial aid and the work load on various offices in student affairs and administrative services, the summer schedule needs to begin after July 1. Our current system does not allow us to efficiently distribute financial aid for two academic years within one fiscal year.• The ending date of the summer quarter overlaps with the start date of the fall semester at WSU-V. This can impact several students particularly in STEM who want to attend classes in the summer at Clark and fall classes at WSU-V. This could also impact adjunct faculty who teach at both Clark and WSU-V.• According to the AHE contract, full-time faculty may (with VPI approval) elect to work a full load during the summer in lieu of fall, winter or spring quarter. To do this, the faculty member works at least 10 weeks in the summer. There may be some conflict with the time they need to finish the summer term and when orientation week begins. |

| Challenges | Impacts |
|---------------------------------------|--|
| Two Monday holidays in winter quarter | <ul style="list-style-type: none"> • Two Monday holidays require the need to schedule the last day of regular classes on Monday during the same week as final exams. • If classes are held on Monday (the official Presidents Day holiday) it could cause hardships for students/families with children in K-12 schools which are closed in observance of that holiday. • Two Monday holidays impact the Monday evening classes most significantly because the last day of Monday classes is also the Monday evening classes final exam time (i.e. they lose significant instructional time). The suggested solution is to schedule Monday evening classes for a longer period of time to adjust for the missed time). • There was a lengthy discussion about observing the two Monday holidays versus observing President's Day on Friday. The following issues were considered: <ul style="list-style-type: none"> ○ Payroll issues were a concern if we observe the holiday on Friday (the Friday before President's day is a state-mandated payday). ○ There has been confusion by the public about the holiday status of the college which was deemed significant enough to keep Monday as the observed President's day. ○ Having classes on a government holidays impacts bus users due to modified holiday bus schedules. |
| Graduation date | <ul style="list-style-type: none"> • Rehearsal and graduation ceremony is currently scheduled while finals are in session (Wednesday afternoon, Thursday evening). Impacts student and faculty scheduling to make-up final exams for students wanting to attend graduation. |

The Calendar Committee recommends the following beginning fall 2012:

- The new Academic Calendar members be appointed and established.
- The Academic Calendar Committee develops a set of guiding principles or criteria to use when developing future academic calendars to ensure consistency.

Thank you for your consideration of the recommended 2013-15 academic calendar

Clark College
2013-2015 Academic Calendar
Draft

| | 2013-14 | 2014-15 |
|--|------------------------------|------------------------------|
| <i>SUMMER QUARTER</i> | | |
| July 4 th Holiday | July 4 (Th) | July 4 (F) |
| Classes begin | July 8 (M) | July 7 (M) |
| End of 1 st 4-week session | Aug. 2 (F) | Aug. 1 (F) |
| 2 nd 4-week session begins | Aug. 5 (M) | Aug. 4 (M) |
| Last day of 2 nd 4-week session | Aug. 30 (F) | Aug. 29 (F) |
| Last day of 8-week session | Aug. 30 (F) | Aug. 29 (F) |
| | | |
| <i>FALL QUARTER</i> | | |
| Labor Day Holiday | Sept. 2 (M) | Sept. 1 (M) |
| Faculty Workdays, Orientation, Registration, Advising | Sept. 11-20 (8 days) | Sept. 10-19 (8 days) |
| Classes Begin | Sept. 23 (M) | Sept. 22 (M) |
| Faculty Workday | Oct. 11 (F) | Oct. 10 (F) |
| Veterans Holiday | Nov. 11 (M) | Nov. 11 (T) |
| No Evening Classes | Nov. 27 (W) | Nov. 26 (W) |
| Faculty Workday | Nov. 27 (W) | Nov. 26 (W) |
| Thanksgiving Holiday | Nov. 28-29 (Th-F) | Nov. 27-28 (Th-F) |
| Last Day of Classes | Dec. 6 (F) | Dec. 5 (F) |
| Final Exams | Dec. 9 -12 (M-T-W-Th) | Dec. 8-11 (M-T-W-Th) |
| Faculty Workday | Dec. 13 (F) | Dec. 12 (F) |
| Christmas Holiday | Dec. 25 (W) | Dec. 25 (Th) |
| | | |
| <i>WINTER QUARTER</i> | | |
| New Year's Day Holiday | Jan. 1 (W) | Jan. 1 (Th) |
| Classes Begin | Jan. 6 (M) | Jan. 5 (M) |
| Martin Luther King Holiday | Jan. 20 (M) Holiday Observed | Jan. 19 (M) Holiday Observed |
| Presidents Day Holiday | Feb. 17 (M) Holiday Observed | Feb. 16 (M) Holiday Observed |
| Last Day of Classes | Mar. 17 (M) | Mar. 16 (M) |
| Final Exams | Mar. 18-21 (T-W-Th-F) | Mar. 17-20 (T-W-Th-F) |
| Faculty Workday | Mar. 24 (M) | Mar. 23 (M) |
| | | |
| <i>SPRING QUARTER</i> | | |
| Classes Begin | Apr. 7 (M) | Apr. 6 (M) |
| Memorial Day Holiday | May 26 (M) | May 25 (M) |
| Last Day of Classes | June 13 (F) | June 12 (F) |
| Final Exams | June 16-19 (M-T-W-Th) | June 15-18 (M-T-W-Th) |
| Graduation | June 19 (Th) | June 18 (Th) |
| Faculty Workday | June 20 (F) | June 19 (F) |

| | <u>Fall 13</u> | <u>Winter14</u> | <u>Spring14</u> | <u>Fall14</u> | <u>Winter 15</u> | <u>Spring15</u> |
|--------------------|----------------|-----------------|-----------------|---------------|------------------|-----------------|
| Instructional Days | 50 | 49 | 49 | 50 | 49 | 49 |
| Exam Days | 4 | 4 | 4 | 4 | 4 | 4 |
| Faculty Workdays | 11 | 1 | 1 | 11 | 1 | 1 |
| | 65 | 54 | 54 | 65 | 54 | 54 |

NOTE: For classes that fall on a Monday holiday, instructors will need to adjust schedule to accommodate for instructional time.

ACTION ITEMS



MEMORANDUM

To: Robert K. Knight, President

From: Bob Williamson, Vice President of Administrative Services

Date/Ref: August 9, 2012/BW475

Subject: Washington Administrative Code – First Amendment Activities

As you know, last year I led a task force with the purpose of completing a new policy and value statement on free expression and diversity. The resulting policy is attached (Administrative Procedure 501.020 Use of College Facilities, Property and Grounds for First Amendment Activities). Based on a template written by the state's Attorney General's Office, the new policy defines the time, place and manner of free expression activities such as rallies, speeches and the distribution of flyers on College property.

Upon the recommendation of the Attorney General's Office, the College is seeking to codify this policy as law in the Washington Administrative Code (WAC).

Attached also is the CR-102 form and draft narrative required for filing with the Office of the Code Reviser. The process calendar for subsequently getting this policy incorporated into the WAC is proposed as follows:

| | |
|---|-----------------|
| Filed CR-102 Proposed Rule Making with the Office of Code Reviser. | July 12, 2012 |
| Notice of Hearing via Student Email, Clark 24/7, and The Columbian. | August 13, 2012 |
| First Review by Trustees. | August 22, 2012 |
| Hearing/Consider for Adoption. | August 22, 2012 |
| File with the Office of the Code Reviser. | Thereafter |

Please note the need to designate a time at the Board of Trustees' meeting of August 22, 2012 to hold a public hearing on the proposed new WAC.

Attachments



PROPOSED RULE MAKING

CR-102 (June 2012)

(Implements RCW 34.05.320)

Do NOT use for expedited rule making

Agency: Community College District 14

☒ Preproposal Statement of Inquiry was filed as WSR 12-07-050 ; or

☐ Expedited Rule Making--Proposed notice was filed as WSR _____; or

☐ Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1).

☒ Original Notice

☐ Supplemental Notice to WSR _____

☐ Continuance of WSR _____

Title of rule and other identifying information: (Describe Subject) First Amendment Activities For Community College District 14

Hearing location(s): Ellis Dunn Community Room, Gaiser Student center, Clark College, 1933 Ft. Vancouver Way, Vancouver WA, 98663

Date: August 22, 2012

Time: 5:00 P.M.

Submit written comments to:

Name: Mr. Bob Williamson, Vice President of Administrative Services

Address: Clark College MS BRD 159, 1933 Ft. Vancouver Way, Vancouver WA 98663

e-mail bwilliamson@clark.edu

fax (360) 992-2884 by (date) August 17, 2012

Assistance for persons with disabilities: Contact

Tami Jacobs by August 17, 2012

TTY (360) 992-2835 or (360) 992-2580

Date of intended adoption: August 22, 2012

(Note: This is NOT the effective date)

Purpose of the proposal and its anticipated effects, including any changes in existing rules: The proposed new code clarifies the "time, place and manner" of First Amendment activities such as rallies, speeches and the distribution of flyers on College property and in College facilities consistent with what has been deemed acceptable by the courts.

Reasons supporting proposal: Last year, the College adopted an official policy on the subject of First Amendment activities using a template prepared by the state's Attorney General's office. This policy balances the rights given under the First Amendment with the College's responsibility to provide a safe and orderly environment in which to learn and work. The College is seeking to codify the policy as a new rule.

Statutory authority for adoption: RCW 28B.50.140

Statute being implemented: RCW 28B.50.140

Is rule necessary because of a:

Federal Law?

Federal Court Decision?

State Court Decision?

If yes, CITATION:

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

DATE

July 11, 2012

NAME (type or print) Robert D. Williamson

SIGNATURE

TITLE Vice President of Administrative Services

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: **July 12, 2012**

TIME: **8:48 AM**

WSR 12-15-031

(COMPLETE REVERSE SIDE)

Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters:

Name of proponent: (person or organization)

☐ Private
☐ Public
☒ Governmental

Name of agency personnel responsible for:

| Name | Office Location | Phone |
|------------------------------------|---|----------------|
| Drafting..... Bob Williamson | Clark College MS BRD 159, 1933 Ft. Vancouver Way, Vancouver WA 98663 | (360) 992-2289 |
| Implementation..... Bob Williamson | See Above | See Above |
| Enforcement..... Bob Williamson | See Above | See Above |

Has a small business economic impact statement been prepared under chapter 19.85 RCW or has a school district fiscal impact statement been prepared under section 1, chapter 210, Laws of 2012?

☐ Yes. Attach copy of small business economic impact statement or school district fiscal impact statement.

A copy of the statement may be obtained by contacting:

Name:

Address:

phone () _____

fax () _____

e-mail _____

☒ No. Explain why no statement was prepared. Not required—there will be no impact on small business if the proposed code is adopted.

Is a cost-benefit analysis required under RCW 34.05.328?

☐ Yes A preliminary cost-benefit analysis may be obtained by contacting:

Name:

Address:

phone () _____

fax () _____

e-mail _____

☒ No: Please explain: Costs associated with implementing and enforcing these rules are already accounted for in the College's budget.

501.020 USE OF COLLEGE FACILITIES, PROPERTY AND GROUNDS FOR FIRST AMENDMENT ACTIVITIES

This policy defines the use of Clark College facilities, property and grounds by College groups and non-college groups for First Amendment activities.

The College recognizes and supports the rights of groups and individuals to engage in First Amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the College to fulfill its mission as a state educational institution of Washington.

First Amendment Activities and Bias-Based Incidents/Hate Crimes

Free speech requirements protect many forms of “hateful” and intolerant speech and expressive conduct, including that which occurs during such common College activities as debates, speeches, arguments, conversations, classroom discussions, lectures, distribution of flyers and displaying of posters.

In certain contexts, courts have found speech and expressive conduct to be protected that many in our College community would find repugnant, including such things as display of the Confederate flag, Nazi symbols, cross burning, and flag burning. Such speech and expressive conduct, however, may be inconsistent with the College’s community values and thus may present an opportunity for open dialogue, debate and better understanding of the scope of protected speech and the role of tolerance in our community. *(Based on “Hate Crimes and Bias-Based Incidents Protocol from Pomona College)*

Any member of the College community who feels threatened, harassed or intimidated by any form of speech, expression or behavior should immediately notify either Security or the Director of Equity and Diversity using the Incident Response Protocol found at http://www.clark.edu/about_clark/policies/documents/ClarkCollegeBiasBasedIncidentProtocol.pdf

Definitions

For the purposes of this policy non-college groups shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of Clark College or who are not officially affiliated or associated with a recognized student organization or a recognized employee group of the College.

For purposes of this policy, College groups shall mean individuals who are currently enrolled students or current employees of Clark College or who are affiliated with a recognized student organization or a recognized employee group of the College.

The College is a limited public forum for non-college groups. The limited public forum does not include College buildings, walkways or athletic fields. College buildings, rooms, and athletic fields may be rented in accordance with the College's facilities use policy.

Statement of purpose

Clark College District 14 is an educational institution provided and maintained by the people of the state of Washington. The public character of the College does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-college groups. While said buildings, facilities and grounds are not available for unlimited use by College groups, it is recognized that Clark College students and employees should be accorded opportunity to utilize the facilities and grounds of the College to the fullest extent possible. The purpose of these time, place and manner

501.020 USE OF COLLEGE FACILITIES, PROPERTY AND GROUNDS FOR FIRST AMENDMENT ACTIVITIES (CONTINUED)

regulations is to establish procedures and reasonable controls for the use of College facilities for both non-college and College groups. It is intended to balance the College's responsibility to fulfill its mission as a state educational institution of Washington with the interests of non-college groups or College groups who wish to use the College for purposes of constitutionally protected speech, assembly or expression.

Request for use of facilities

Subject to the regulations and requirements of this policy, College or non-college groups may use the College limited forums for those activities protected by the First Amendment. Examples of First Amendment activities would include, but not necessarily be limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, mass protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

Non-college groups that intend to be at the College to engage in First Amendment activities (hereinafter "the event") shall provide notice to and register with the Security office no later than forty-eight hours prior to the event along with the following information:

1. The name, address and telephone number of the individual, group, entity or organization sponsoring the event (hereinafter "the sponsoring organization"); and
2. The name, address and telephone number of a contact person for the sponsoring organization; and
3. The date, time and requested location of the event; and
4. The nature and purpose of the event; and
5. The type of sound amplification devices to be used in connection with the event, if any; and
6. The estimated number of people expected to participate in the event.

Policies established by the College regarding the use of facilities for events include: **535.001 – Bulletin Boards/Posting of Signs and Flyers; 535.015 – Sites for Distribution of Public Information Materials; and 535.035 – Sale or Distribution of Materials.** Additional guidelines established by the College regarding the use of facilities, property or grounds for First Amendment activities include the following:

1. Signs shall be no larger than three feet by five feet (3' x 5') and no individual may carry more than one sign.
2. On the College's main campus, the event must be held in the open lawn area south and east of the Chime Tower, north and west of the Chime Tower to include the Fountain area, or east of the O'Connell Sports Center. The designated free speech area at Clark College at the Columbia Tech Center is the circle pad west of the main entry door. The designated areas at the Clark Center at WSU Vancouver are determined by WSU Vancouver policy. Clark College at the Town Plaza Center is located on private property and all proposed First Amendment activities must be approved by the property owner. Please contact the Vice President of Administrative Services for more information.
3. The use of sound amplification devices is restricted to the limited public forum area as long as the sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled College event or activity.

501.020 USE OF COLLEGE FACILITIES, PROPERTY AND GROUNDS FOR FIRST AMENDMENT ACTIVITIES (CONTINUED)

4. College groups are encouraged to notify Security no later than forty-eight hours in advance of an event. However, unscheduled events are permitted so long as the event does not interfere with any other function occurring at or around the facility, property or grounds.
5. First Amendment activities at the College's main campus and at the Columbia Tech Center shall not last longer than five hours from beginning to end.
6. Information may be distributed as long as it does not advocate unlawful conduct. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. To avoid excessive littering of the College and/or greatly increased work requirements for College employees, groups are asked to cooperate with the College in limiting the distribution of information leaflets or pamphlets to the limited public forum site. In addition, material cannot be forced upon any member of the College community, including visitors, nor may individuals verbally or physically harass or intimidate anyone into accepting their material.
7. Speech that does no more than propose a commercial transaction shall not occur in connection with the event.
8. The limited public forum used by the group should be cleaned up and left in its original condition and may be subject to inspection by a representative of the College after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.
9. All fire, safety, sanitation or special regulations specified for the event are to be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of First Amendment activities conducted pursuant to this policy.
10. The event must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the College, or to College buildings or facilities, or to College activities or events.
11. The event must not create safety hazards or pose unreasonable safety risks to College students, employees or invitees to the College.
12. ADA compliance of the facilities is the responsibility of the College, however, accommodations related to the event and any materials distributed are the responsibility of the sponsoring organization, as required by state and federal law.
13. The event must not interfere with educational activities inside or outside any College building or otherwise prevent the College from fulfilling its mission and achieving its primary purpose of providing an education to its students.
14. The event must not materially infringe on the rights and privileges of College students, employees or invitees to the College.
15. The event must also be in accordance with any other applicable College policies and regulations, local ordinances and/or state or federal laws.

501.020 USE OF COLLEGE FACILITIES, PROPERTY AND GROUNDS FOR FIRST AMENDMENT ACTIVITIES (CONTINUED)

Additional requirements for non-college groups

The limited public forum may not be used on the same date as any previously scheduled College event or activity at the site (aside from regularly scheduled classes) where it is reasonably anticipated that more than five hundred people will attend the College event or activity.

The role of the president in First Amendment decisions

The president of the College or designee may authorize First Amendment activities which are reasonably determined not to cause disruption of College activities despite a literal violation of this policy statement. Such determinations shall be made without consideration of the content or message of the First Amendment activities.

The president of the College or designee may at any time, terminate, cancel or prohibit the event if it is determined, after proper inquiry, that the event does constitute or will constitute imminent and incendiary danger to the College's orderly operation.

Criminal trespass

Any person determined to be violating these regulations is subject to an order from Security to leave the College. Persons failing to comply with such an order to leave the College are subject to arrest for criminal trespass.

Posting of a bond and hold harmless statement

When using College buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the College against cost or other liability in accordance with the College's facility use policy.

When the College grants permission to a College group or non-college group to use its facilities, it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

Disclaimer

Groups or individuals who are invited or permitted to engage in First Amendment activities at the College do not represent an endorsement by Clark College or the Board of Trustees.

New Policy/Procedure Approved by Executive Cabinet
May 3, 2011

Chapter 132N-153 WAC

FIRST AMENDMENT ACTIVITIES FOR COMMUNITY COLLEGE DISTRICT 14

NEW SECTION

WAC 132N-153-010 Title. WAC 132N-153-010 through 132N-153-090 shall be known as use of Community College District 14 facilities by college groups and non-college groups for first amendment activities.

NEW SECTION

WAC 132N-153-020 Statement of purpose. Clark College District 14 is an educational institution provided and maintained by the people of the state of Washington. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the college's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-college groups. While said buildings, facilities and grounds are not available for unlimited use by college groups, it is recognized that Clark College students and employees should be accorded opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The purpose of these time, place, and manner regulations is to establish procedures and reasonable controls for the use of college facilities for both non-college and college groups. It is intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of non-college groups or college groups who wish to use the college for purposes of constitutionally protected speech, assembly, or expression.

NEW SECTION

WAC 132N-153-030 Definitions. College facilities - All buildings, structures, grounds, office space, and parking lots.

College groups - Individuals who are currently enrolled students or current employees of Clark College or who are affiliated with a recognized student organization or a recognized employee group of the college.

First amendment activities - Include, but are not necessarily limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, mass protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

Limited public forum areas - Those areas of each campus that the college has chosen to open as places for expressive activities protected by the first amendment, subject to reasonable time, place and manner. Limited public forum does not include college buildings, walkways or athletic fields. College buildings, rooms, and athletic fields may be rented in accordance with the college's facilities use policy.

Non-college groups - Individuals, or combinations of individuals, who are not currently enrolled students or current employees of Clark College or who are not officially affiliated or associated with a recognized student organization or a recognized employee group of the college.

NEW SECTION

WAC 132N-153-040 Request for use of facilities. (1)

Subject to the regulations and requirements of this policy, college or non-college groups may use the college limited forums for those activities protected by the first amendment.

(2) Non-college groups that intend to be at the college to engage in first amendment activities (hereinafter "the event") shall provide notice to and register with the security office no later than forty-eight hours prior to the event along with the following information:

(a) The name, address, and telephone number of the individual, group, entity or organization sponsoring the event (hereinafter "the sponsoring organization").

(b) The name, address, and telephone number of a contact person for the sponsoring organization.

(c) The date, time, and requested location of the event.

(d) The nature and purpose of the event.

(e) The type of sound amplification devices to be used in connection with the event, if any.

(f) The estimated number of people expected to participate in the event.

(3) Policies established by the college regarding the use of facilities for events include: Clark College Administrative Policies and Procedures Manual 501.010 - Violation and/or Termination of Agreement (WAC 132N-150-270 Violation and/or

termination of facilities use agreement); Clark College Administrative Policies and Procedures Manual 535.001 - Bulletin Boards/Posting of Signs and Flyers (WAC 132N-150-100 Bulletin boards); Clark College Administrative Policies and Procedures Manual 535.015 - Sites for Distribution of Public Information Materials (WAC 132N-150-090 Commercial use/solicitation); Clark College Administrative Policies and Procedures Manual 535.035 - Sale or Distribution of Materials (WAC 132N-150-090 Commercial use/solicitation); Clark College Administrative Policies and Procedures Manual 510.056 - Overnight Use (WAC 132N-150-200 Overnight use); and Clark College Administrative Policies and Procedures Manual 510.057 - Temporary Structures (WAC 132N-150-210 Temporary structures). Additional guidelines established by the college regarding the use of facilities, property or grounds for first amendment activities include the following:

(a) Signs shall be no larger than three feet by five feet and no individual may carry more than one sign.

(b) On the college's main campus, the event must be held in the open lawn area south and east of the Chime Tower, north and west of the Chime Tower to include the Fountain area, or east of the O'Connell Sports Center. The designated free speech area at Clark College at the Columbia Tech Center is the circle pad west of the main entry door. The designated areas at the Clark Center at WSU Vancouver are determined by WSU Vancouver policy.

All proposed first amendment activities that are at locations other than Clark College must first be approved by the property owner. Please contact the vice-president of administrative services for more information.

(c) The use of sound amplification devices is restricted to the limited public forum area as long as the sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.

(d) College groups are encouraged to notify security no later than forty-eight hours in advance of an event. However, unscheduled events are permitted so long as the event does not interfere with any other function occurring at or around the facility, property or grounds.

(e) First amendment activities at the college's main campus and at the Columbia Tech Center shall not last longer than five hours from beginning to end.

(f) Information may be distributed as long as it does not advocate unlawful conduct. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. To avoid excessive littering of the college and/or greatly increased work requirements for college employees, groups are asked to cooperate with the college in limiting the distribution of information leaflets or pamphlets to the limited public forum site. In addition, material cannot be forced upon any member of the college

community, including visitors, nor may individuals verbally or physically harass or intimidate anyone into accepting their material.

(g) Speech that does no more than propose a commercial transaction shall not occur in connection with the event.

(h) The limited public forum used by the group should be cleaned up and left in its original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.

(i) All fire, safety, sanitation or special regulations specified for the event are to be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of first amendment activities conducted pursuant to this policy.

(j) The event must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events.

(k) The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.

(l) ADA compliance of the facilities is the responsibility of the college; however, accommodations related to the event and any materials distributed are the responsibility of the

sponsoring organization, as required by state and federal law.

(m) The event must not interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students.

(n) The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.

(o) The event must also be in accordance with any other applicable college policies and regulations, local ordinances and/or state or federal laws.

NEW SECTION

WAC 132N-153-050 Additional requirements for non-college groups. The limited public forum may not be used on the same date as any previously scheduled college event or activity at the site (aside from regularly scheduled classes) where it is reasonably anticipated that more than five hundred people will attend the college event or activity.

NEW SECTION

WAC 132N-153-060 The role of the president in first amendment decisions. The president of the college or designee may authorize first amendment activities which are reasonably determined not to cause disruption of college activities despite a literal violation of this policy statement. Such determinations shall be made without consideration of the content or message of the first amendment activities.

The president of the college or designee may at any time, terminate, cancel or prohibit the event if it is determined, after proper inquiry, that the event does constitute or will constitute imminent and incendiary danger to the college's orderly operation.

NEW SECTION

WAC 132N-153-070 Criminal trespass. Any person determined to be violating these regulations is subject to an order from security to leave the college. Persons failing to comply with such an order to leave the college are subject to arrest for criminal trespass.

NEW SECTION

WAC 132N-153-080 Posting of a bond and hold harmless statement. When using college buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the college against cost or other liability in accordance with the college's facility use policy.

When the college grants permission to a college group or non-college group to use its facilities, it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

NEW SECTION

WAC 132N-153-090 Disclaimer. Groups or individuals who are invited or permitted to engage in first amendment activities at the college do not represent an endorsement by Clark College or the board of trustees.



CLARK COLLEGE

PROPOSED 2013 BOARD MEETING DATES

JANUARY 23

FEBRUARY 27

MARCH 13 (early due to spring break)

APRIL 24

MAY 22

JUNE 12 (early due to commencement)

JULY 24

(SPECIAL BOARD WORK SESSION/RETREAT)

AUGUST 28

SEPTEMBER 25

OCTOBER 23

NOVEMBER 20 (early due to Thanksgiving)

DECEMBER 18 (early due to Christmas)

| | | |
|----------------|---------|----------|
| Work Sessions: | 4:00 pm | PUB 258C |
| Meetings: | 5:00 pm | GHL 213 |

ACTION ITEMS

**Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
July 13, 2012
Ellis Dunn Room GHL 213**

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

Administrators: Mr. Robert Knight, President, Dr. Tim Cook, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services, Mr. Bill Belden, Vice President of Student Affairs; 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. Kimberly Sullivan, AHE President;

Others: Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Ms. Kathleen Otto, WPEA Staff Representative.

| | TOPIC | DISCUSSION | ACTION |
|--------|-------------------------------------|--|--------|
| I. | CALL TO ORDER | <ul style="list-style-type: none"> Chair Sen Hoss called the meeting to order at 5:05 pm. | |
| II. | BUSINESS MEETING | | |
| II. A | Review of the Agenda | <ul style="list-style-type: none"> Chair Sen Hoss modified this evening's agenda as follows. The Board Officer Elections were removed from the Consent Agenda and included as a separate item in the Action Items section of the agenda. The Foundation Funds Grant Allocations were placed under First Reading. The next regular board meeting will be held on August 22. There will be no July meeting and the trustees will hold their annual retreat in early August. | |
| II. B | Statements from the Audience | <ul style="list-style-type: none"> Ms. Kathleen Otto, WPEA Staff Representative, read a statement from the union charging several of the community colleges, including Clark, with an unfair labor practice for not renegotiating the 3% salary reduction for classified staff. | |
| II. C. | Constituent Reports | <ul style="list-style-type: none"> Dr. Cook reported that there would be no report from AHE this evening as the English Department is holding an event for their retiring faculty members that Ms. Sullivan is attending. | |
| | 2. WPEA | <ul style="list-style-type: none"> Ms. Waite said that the WPEA and the colleges' negotiating teams will be taking a break until the system's year-end financial reports are complete. Negotiations have been proceeding very slowly but are very respectful and civil in tone. | |

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
June 13, 2012
Ellis Dunn Room GHL 213

| | TOPIC | DISCUSSION | ACTION |
|--------|--|--|---|
| II. C. | Constituent Reports 3. ASCC | <ul style="list-style-type: none"> Ms. Ferguson introduced next year's ASCC president, Ryan Rutledge. She invited the trustees and college community to Spring Thing which will be held on June 15 from 9 am-1 pm by the chime tower. She thanked everyone for their support this past year. | <ul style="list-style-type: none"> Vice Chair Rupley commended Ms. Ferguson on her leadership and said she was an exemplary president. President Knight praised her leadership and thanked her for making sure the ASCC budget was shared with as many students as was possible. He appreciates all she has done and wished her the best in the future. |
| | 4. Foundation | <ul style="list-style-type: none"> Ms. Gibert spoke on the success of this year's Alumni Student Dinner. It was very well attended and the students were able to begin their networking careers with Clark alumni. She is proud to celebrate the naming of Jim Martin, Chief Investment Officer of the Murdock Trust, as this year's Outstanding Alumni Award. Barbara Sauer, a former student, community leader, and employee of Clark, was also named Outstanding Alumni. Ms. Gibert introduced Rick Takach, Chair, and Greg Wallace, Vice Chair of the Clark College Foundation. Mr. Takach discussed the Foundation's new strategic plan and outlined the process used in its development. The college and foundation have aligned their directions and priorities, ensuring that both organizations are moving towards the same goals. The foundation worked with a renowned strategic planning organization that is helping both organizations place the college in the market so that it is first in the minds of local and alumni donors. The college will require \$100 million over the next 10 years in order to maintain current levels of service and programs; this amount does not represent endowment needs. Mr. Wallace is responsible for the implementation of the strategic plan and leadership of the foundation is taking the organization to the next level of operations. | <ul style="list-style-type: none"> President Knight thanked Messrs. Takach and Wallace for their remarks. He noted that this is the first time the chair and vice chair of the foundation board has formally addressed the college's board of trustees. |
| II. D. | Statements & Reports from Board Members | <ul style="list-style-type: none"> Chair Sen Hoss addressed the audience in her last meeting as chair. She will be leaving the board shortly as she will reach her term limit on September 30. She noted that it has been a joy to work on behalf of the college and called the progress she has seen over the past 10 years "phenomenal". | <ul style="list-style-type: none"> The trustees all praised her service as an outstanding ambassador for the college, the students, the faculty, and the college system. |

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
June 13, 2012
Ellis Dunn Room GHL 213

| | TOPIC | DISCUSSION | ACTION |
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| II. E. | President's Report | <p>STUDENT PRESENTATION</p> <ul style="list-style-type: none"> Mr. Belden introduced Diane Robinson, this month's student success speaker. Diane has been an active member on many college and student committees and served as a peer mentor. Clark provided her with the opportunity to realize her potential and achieve her goals. <p>FACULTY PRESENTATION</p> <ul style="list-style-type: none"> Math instructors Carren Walker and Joan Zoellner presented on the program they have developed to help students learn math. They are hoping to transform it into a pilot program over the next few months that can be shared with other colleges. The program allows students to supplement their class time with self-paced exercises in a math lab. <p>PRESIDENT'S REPORT</p> <ul style="list-style-type: none"> In response to the trustees' questions from May concerning student loans, Financial Aid Director Karen Driscoll presented loan data from the past four years for Clark and other colleges in the state and U.S. Students are borrowing in order to meet their everyday living expenses (not necessarily on tuition) as they often cannot find work to either pay for or supplement their education. Because they are often not prepared to do college-level work, it can take longer than two years to complete their degrees/certificates. The college is hiring a consultant to provide financial literacy education to the students and staff are tracking and working closely with the students who falling behind in their payments. Counseling will be enhanced as needed and online modules on financial literacy will be made available to first-year students. President Knight distributed the year-end enrollment report; enrollment for the year was 38% over the amount that the state allocates to the college. <p>FOCUS ON LEARNING</p> <ul style="list-style-type: none"> English instructor Elizabeth Donley applied to teach in Florence, Italy during spring 2013 through a study abroad consortium. She will be teaching two courses for students from Washington. <i>(Dr. Cook)</i> | |

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| II. E. | President's Report | RESPOND TO WORKFORCE NEEDS <ul style="list-style-type: none"> The college was invited to develop a non-credit, certificate training program and also a credit-based degree program for trained healthcare advocates/patient navigators. The positions are an integral part of the Healthcare Reform Act and help patients manage their care and reduce healthcare costs. | |
| III. | ACTION ITEMS | | |
| | FIRST READING <ul style="list-style-type: none"> C-TRAN Resolution The resolution was presented at the May meeting to request support from the trustees for revitalization of the Fourth Plain Transit Improvement Local Alternative. Trustees are being asked for their endorsement of the project. 2012-2013 ASCC Budget 2012-2013 College Budget Foundation Funds Grant Allocations | MOTION: Trustee Pollard made a motion to move the C-TRAN resolution to the Consent Agenda. The motion was seconded by Trustee Burkman and unanimously approved. MOTION: Trustee Burkman made a motion to move the 2012-2013 ASCC Budget to the Consent Agenda. The motion was seconded by Trustee Parker and unanimously approved. MOTION: Trustee Burkman made a motion to move the 2012-2013 College Budget to the Consent Agenda. The motion was seconded by Trustee Pollard and unanimously approved. MOTION: Trustee Burkman made a motion to move the Foundation Funds Grant Allocations to the Consent Agenda. The motion was seconded by Trustee Pollard and unanimously approved. | |
| | CONSENT AGENDA <ul style="list-style-type: none"> C-TRAN Resolution 2012-2013 ASCC Budget 2012-2013 College Budget Minutes from May 23, 2012 Board Meeting | MOTION: Trustee Burkman made a motion to approve the Consent Agenda. The motion was seconded by Trustee Parker and unanimously approved. | |

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| III. | BOARD ELECTIONS <ul style="list-style-type: none"> Vice Chair Chair | MOTION: MOTION: | Trustee Parker nominated Trustee Pollard as Vice Chair of the Clark College Board of Trustees for the 2012-2013 year. The nomination was seconded by Trustee Burkman and unanimously approved. Trustee Burkman nominated Vice Chair Rupley as Chair of the Clark College Board of Trustees for the 2012-2013 year. The nomination was seconded by Trustee Pollard and unanimously approved. |
| IV. | FUTURE TOPICS | | |
| | <div style="display: flex; justify-content: space-between;"> <div> CLE Update Climate Survey Columbia River Crossing/Bus Rapid Transit GISS Student Completion Data Review of College Policies STEM </div> <div> Workforce Development Facility Plan K-12 </div> </div> | | |
| V. | DATE AND PLACE OF FUTURE MEETING <ul style="list-style-type: none"> The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, August 22, 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 6:27 pm. | | |

Jada Rupley, Chair

Leigh Kent
Recorder
July 23, 2012