

Clark College Board of Trustees Packet

September 28, 2010

Clark College
The Next Step

Clark College
Board of Trustees Goals
2010-2011

Fiscal Responsibility

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

College Climate

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

Shared Governance

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

Diversity

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

Student Achievement

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

Responsibility for President

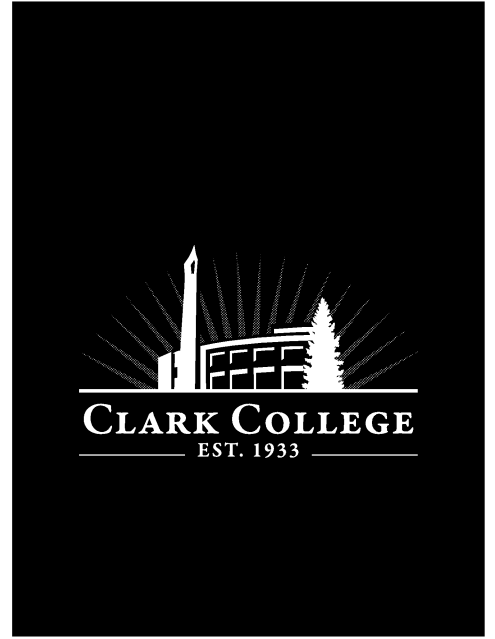
- Conduct quarterly and annual presidential evaluations. – *Enhance College Systems*

Building Partnerships and Representing Constituencies

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

Provide Access

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



Vision Statement

Extraordinary Education ♦ Excellent Services ♦ Engaged Learners ♦ Enriched Community



Mission Statement

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

**Clark College
Board of Trustees Packet
September 28, 2010**

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CLARK COLLEGE BOARD OF TRUSTEES

Tuesday, September 28, 2010

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.

- ♦ Budget 4:00-4:15
- ♦ Naming Policy 4:15-4:35
- ♦ Enhancing Business Partnerships—What can the Board be Doing? 4:35-5:00

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

1. AHE
2. WPEA
3. ASCC

Introduction: 2010-2011 ASCC Officers by Sarah Gruhler, Director of SLMSA

4. Foundation

D. Statements and Reports from Board Members

E. President's Report

Student Success Presentation: Cherri Walz

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III. ACTION ITEMS

A. Consent Agenda

- ♦ Voluntary/Retirement/Separation Plans From August Meeting
- ♦ Minutes from August 24, 2010 Board Meeting Pages 25-30

IV. FUTURE TOPICS

- ♦ Budget (ongoing)
- ♦ Diversity Operational Plan (Fall)
- ♦ K-12 (ongoing)
- ♦ North Central Site (July)
- ♦ Adequately Monitor the Impact the College has on the Local Community

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, October 19, 2010 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

**PRESIDENT'S BOARD REPORT
SEPTEMBER 2010**

FOCUS ON LEARNING

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

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

Progress

- ❖ Basic Education will offer a new ESL to ABE transition class this fall to assist students as they transition to academic classes and meet their academic goals. (OOI)
- ❖ I-BEST enrollment is at an all time high due to the recruiting efforts led by Ann Fillmore and I-BEST welcome sessions offered by the Pathways Center. The newly implemented I-BEST transitions course offered during summer quarter has increased I-BEST enrollment as well. (OOI)
- ❖ Two hundred seventy potential students attended Welcome Sessions at Clark College at Town Plaza Center, providing them with clear direction for their immediate educational goals. These short, friendly and informative sessions are offered six times each week; three times each for ABE/GED and for ESL programs. (OOI)
- ❖ The Teaching and Learning Center (TLC) hosted two events for new full-time faculty. A half-day session consisting of basic orientation and smart classroom training was attended by four new appointees and the three-day retreat attracted fifteen participants. For the first time, both sessions included information and activities related to fulfilling the college’s strategic goal to “foster a diverse college community.” Evaluations of the retreat indicated a high level of satisfaction/learning from the participants. (OOI)
- ❖ In 2010, Clark College was selected as one of eight colleges to participate in the “Reforming Developmental Mathematics” portion of the Washington State Student Completion Initiative. Clark is eligible to receive \$120,000 over the three-year grant period. The goal of the project is to improve student retention and success; current success rates are not acceptable. Faculty members want students to succeed and are motivated to do something to improve the success rates in these troublesome areas of the curriculum. (OOI)

FOCUS ON LEARNING

- ❖ As an extra service to support and encourage student success in Math, six review seminars (three morning and three evening) were offered the week before fall classes started for students who were enrolled in Trigonometry, College Algebra and Calculus I. A total of 161 students signed up for these sessions. The instructors providing this extra boost to students were Paul Casillas, Mark Elliott, Chris Milner, Renee Murakami, Carren Walker and Joan Zoellner. These early, free seminars have been well attended in the past; this year marks the first time such sessions have been offered for trigonometry students. (OOI)
- ❖ IT Services has hired a new application developer to assist the College with the development of a new Academic Early Warning (AEW) system. This system will further the College's student retention efforts by providing a mechanism for faculty to identify at-risk students and for staff to intervene with appropriate resources and support services. This developer position is funded with a grant from Washington College Spark, a foundation that funds programs that help low-income students become college-ready and earn their degrees. (AS)
- ❖ Student Leadership Training for incoming 2010-2011 ASCC student leaders and Multicultural Student Affairs Peer Mentors was held August 30-September 10. During this training, the student leaders met with Clark College departments and personnel pertinent to their leadership positions to learn about resources, initiatives and overall college policies and procedures, participated in a two-day Ropes Challenge Course, and attended the Student Leadership Institute in Wenatchee, WA. The conference focused on providing student leadership curriculum including ethics, communication, diversity and leadership development, as well as the opportunity to preview and recruit speakers and entertainment for student programming. (SA)
- ❖ The Welcome Center has successfully hosted 21 New Student Orientation sessions through the month of August, serving 1,527 new students. Another five sessions are scheduled for September. (SA)
- ❖ The Cultural Pluralism Committee (CPC) partnered with the Teaching and Learning Center, led by Andrew Apter, to develop a session for Faculty Focus on power, privilege and inequality. The session was delivered by Professor Debra Jenkins who presented elements of her research on social construction. Small group discussions were facilitated by members of the CPC and other employees from the college community. (HR)
- ❖ Employee Development has focused on supporting Fall Orientation, which include a Orientation Fair as a new format for providing information to employees. (HR)
- ❖ Excellence awards were distributed to faculty and staff at the Fall Orientation program. Susan Maxwell and Peggy McClellan, were recipients of the Annual Classified Excellence Award. Faculty excellence awards were presented to Nadine Fattaleh, Dr. Anita Fisher, and Karen Swallow. Service awards were presented to 85 employees including Linda Fifarek, with 30 years of service and Dennis Watson, 35 years of service. (HR)
- ❖ Started the planning work for Digital Humanities Start-up grant by the National Endowment for Humanities and held discussions with the Director of Library and eLearning. The Library would like to create a virtual learning commons which will connect scholars, both students and faculty,

FOCUS ON LEARNING

to primary research in the humanities as well as serve as a repository to preserve humanities research projects for future and current use. Based on the suggestion of the agency Program Officer, we plan to submit the proposal in February 2011. (P&E)

- ❖ Attended a Strategic Grant Proposal Writing Workshop at North Seattle Community College from September 13 to 15, 2010. (P&E)
- ❖ The 2008-09 Transfer Report was completed. (P&E)

Report Highlights

- Overall, 57% of the cohort transferred to a four-year college within one year.
 - Graduates were 1.8 times more likely to transfer than transfer-ready leavers.
 - Students who had successfully completed 5 college-level credits were 1.7 times more likely to transfer than student who had none. Students who had successfully completed 15 math credits were 1.8 times more likely to transfer than students who had only 5 credits, and 2.3 times more likely to transfer than students who had no college-level math credits.
 - Students under age 25 were 1.3 times more likely to transfer than students who were over age 25.
- ❖ Continuing Education staff has worked with Brian Scott in Communications and Marketing to develop a 30-second cable commercial to promote Continuing Education programming. The commercial will air, locally only, on Comcast the weeks of September 6th, 13th and 20th, in support of fall programming. The Corporate Education staff is exploring creating a similarly themed 30-second spot to promote Corporate Education programming. (CCE)
- ❖ Two events were held at the Corporate Learning Center at CTC on September 16, 2010. The first event, the Second Annual Aging Readiness Forum sponsored by the Southwest Washington Agency on Aging was attended by 150 people. The second event, a workshop held by Clark County's new Aging Readiness Task Force was attended by 125 local residents, seeking public ideas and professional expertise about the community's current situation and future needs regarding housing. (CCE)
- ❖ Corporate & Continuing Education in partnership with the Northwest eLearning Community will be hosting the 2010 eLearn Conference. The conference will be October 21 & 22, 2010 at the Corporate Learning Center at CTC. (CCE)
- ❖ At the July 12 meeting of the Instruction/Marketing/Recruitment planning committee, Marketing Director Brian Scott provided a progress report on the marketing campaigns for summer and fall quarters. Committee members requested that the fall 2010 enrollment campaign be moved from the planned August 21st start date to August 1st to better align with the college's newly initiated fall enrollment cycle and to alert prospective students that classes are filling quickly. (C&M)
- ❖ The college will launch its new Mechatronics Technology program in September. Emphasizing classes offered during the fall quarter of 2010, Communications & Marketing support included

FOCUS ON LEARNING

newspaper ads, a new web page, news release information and an ad for the home page on the Clark website. (C&M)

- ❖ Working with Professor Tina Barsotti, Senior Graphic Designer Pat McDonald created a website for the STEM Department. The comprehensive information includes specific links to: Overview, Outreach, Degrees & Certificates, STEM Events/Help Sessions, and Departments. (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

- ❖ Back by popular demand, Basic Education has restarted the online GED *i* program. GED *i* is an online GED preparation course that allows students to study and prepare, at their own pace, for the GED test via their personal computer. Students in the program are supported by a faculty member who can assist in student progression. (OOI)
- ❖ Five new full-time temporary faculty have been welcomed to the Basic Skills department for 2010-2011(OOI):
 - Teresa Boyd – ESL
 - Caron Byrd - ABE/GED
 - Amber Folland – DEV ED/ABE
 - Debbie Moore – ABE/GED
 - Kimberly Russell – ESL
- ❖ The Student Learning Center hosts Workshops for ABE/GED and ESL students which aim to enhance student learning for both academic and personal pursuits. The goal for these workshops is to assist students with their educational and employment goals. Workshop topics include(OOI):
 - *Study Skills*
 - *Introduction to Computers*
 - *Creative Writing*
 - *Reading to Children*
 - *Internet Job Searching*
 - *Filling Out Forms and Applications* ~~(OOI)~~
- ❖ Town Plaza Center delivers credit level coursework to increase student transition and assist with access. One current example is BTEC 100, which was offered this past summer quarter and will continue to be offered again this fall. (OOI)
- ❖ Clark College is again partnering with Vancouver School District to offer College in the High School courses. This fall, the following are being offered: English 130 at Columbia River, Skyview, and Fort Vancouver High School; English 101 at Fort Vancouver High; Math 151 at Columbia River High; and Math 111 at Skyview High. Additionally, Math 103 will be offered at Skyview in spring 2011. (OOI)

EXPAND ACCESS

- ❖ IT Services is busy replacing obsolete network wiring in several buildings at the College. The majority of the work will be completed by the contractor before the start of fall quarter classes. This work is needed to provide adequate network bandwidth to meet the demands of new applications and to prepare the College for a new telephone system that will be installed this year. (AS)
- ❖ The bookstore rental program reached a significant milestone in fall quarter. The rental program now provides 21 titles with more than 1,000 rentable textbook units available. These, along with 75 TI-84 calculators, will save Clark students an estimated \$81,000 per quarter when compared to the cost of purchasing new. (AS)
- ❖ The Bookstore hosted a very successful Running Start Open House event on Tuesday, August 24. An estimated 250 new running start students attended this event, most accompanied by their supporters. The evening included assistance in locating needed materials for classes, overview of store services, ASCC programs and services, e-learning introduction, demonstrations, campus tours, and \$250.00 in bookstore gift cards. (AS)
- ❖ A record number of Running Start students have enrolled for fall quarter. A total of 386 RS students provided proof of eligibility for either free or reduced-price lunch at their high schools, thus qualifying for the RS fee waiver. These students will be eligible for textbook assistance for one book. (SA)
- ❖ The Financial Aid office has processed 6,160 files awarding \$36,298,569 for the 2010-2011 award year. (SA)
- ❖ The Assessment Center administered 2,058 COMPASS test units in August compared to 1,334 in August 2009. In addition, the Assessment Center provided training to Student Services staff at Columbia Tech Center (CTC) to administer COMPASS testing services at this location. (SA)
- ❖ The Service-Learning Program began enrolling students into the *Students in Service* AmeriCorps program beginning August 2. Clark College will enroll a total of 35 students into the program during 2010-2011; 18 have been enrolled to date. Over the next two years, these students will complete 17,850 hours of community service and earn up to \$49,232 in AmeriCorps educational scholarships. These figures are calculated based on the term the student is enrolled in (i.e.: 300 hours= \$1,000, 450 = \$1,250 or 900= \$2,362). (SA)
- ❖ The Service-Learning Program has received a \$5,000 grant from Washington Campus Compact for the Learn & Serve/Northwest Sustainability Initiative (NWSI). Funding will be used to increase service-learning initiatives within the Science, Technology, Engineering, and Math (STEM) disciplines through our existing Service-Learning Faculty Fellows program, and to convene our Sustainability Action Team. (SA)
- ❖ Graphic Designer Jenny Shadley created a tri-fold brochure for the eLearning department regarding Moodle training. Moodle is the program that will replace the current e-learning program, Blackboard. (C&M)

EXPAND ACCESS

- ❖ Web Specialist Tahnya Huneidi developed an online test registration system for the Assessment Center. The system includes a “backend” administration section that allows Assessment staff members to use a calendar to schedule test days and times. Test times are stored in a database and displayed on a calendar for students to choose the time when they want to be tested. Registrations are stored in the database. A confirmation e-mail is generated and sent automatically when a student registers. (C&M)
- ❖ Senior Designer Pat McDonald and Director of Marketing Brian Scott worked together to create/redesign Financial Aid Information Night campaign to generate attendance and awareness of this important event which helps students with FAFSA, work-study, grants, loans, and scholarships. (C&M)
- ❖ A fall enrollment marketing program for the Corporate and Continuing Education (CCE) Department began September 5. The program is themed “You Never Know” and brings attention to the wide variety of fall 2010 personal enrichment classes offered by CCE. In addition, Senior Graphic Designer Wei Zhuang designed a pocket-sized facts card for CCE. (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

- ❖ Clark College has obtained a grant through Campus Compact & AmeriCorps to establish a new mentoring project involving at risk students (Pathways Mentors).
 - A Project Coordinator began work on the project on August 2. Students have been recruited and the process of reviewing applications for fall 2010 student mentors is underway.
 - The Project Coordinator will monitor the time student mentors spend with mentees and record progress to determine if retention and transition goals are being met. (OOI)
- ❖ On the recommendation of Director for Equity and Diversity Leann Johnson, the Intercultural Development Inventory (IDI) has been administered to a number of instructional administrators and staff. The IDI is an assessment tool that identifies a person's level of intercultural competence skills and provides developmentally appropriate strategies for improving intercultural competence. (OOI)
- ❖ The new ENL program is debuting this fall. This program has redefined and re-established entrance requirements for international students so the college can better predict the placement of incoming students. A faster track for students to move into English courses that count toward degrees has been identified and an academic-track for ESL will be implemented over the course of 2010-2011 to further fill the ENL courses and provide better transition. (OOI)
- ❖ The Office of International Programs has updated their marketing and promotional material, including a luggage tag, a bookmark with a link to the new e-brochure, a view book, and a description of Clark College in seven languages on the international website: www.clark.edu/international. (SA)
- ❖ The Staff of Health Services completed the program "Cultural Competency in Health Services and Care: A Guide for Health Care Providers", provided by Washington State Department of Health. In addition, Health Services has identified and implemented two vaccine patient assistance programs, providing needed immunizations to low income students at no cost. (SA)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator facilitated activities and provided translation services at the Latino Resource Fair at Esther Short Park on August 22. Approximately 350 people were provided information about educational resources, health screening and social and health services. The event is sponsored by the Latino Community Resource Group (LCRG), with assistance from Clark College. (SA)

FOSTER A DIVERSE COLLEGE COMMUNITY

- ❖ The Director for Equity and Diversity administered the Intercultural Development Inventory (IDI) for the ASCC Officers and Peer Mentors. Each student took the assessment and a composite profile was provided to the team by the director. The students expressed interest in also receiving their individual IDI profiles. (HR)
- ❖ Listed below is a summary of appointments and reallocations:.

Abby Burnett was promoted to the position of Fiscal Technician Supervisor – Accounts Payable effective September 7, 2010. Abby has been with the college since July 1996. (HR)

Katy Constable was appointed to the full-time temporary position of Program Specialist 2 in Advising effective September 16, 2010. Katy has a Bachelor's degree in Social Work from Concordia University and a Master's degree in Social Work from Portland State University. She has previous work experience at Clackamas Community College, Youth Employment Center, Camp Fire USE, Health Steps Women's and Children's Clinic, Portland, State University, Clark County Adult Protective Services, and Columbia River Mental Health. (HR)

Tara Cox was appointed to the full-time permanent position of Marketing and Communications Manager in Corporate and Continuing Education effective September 7, 2010. Tara has a Bachelor's degree in Journalism/Advertising from the University of Oregon. She has previous work experience at Jason Enterprises, Portland Public Schools, Glimcher Realty Trust, Babcock & Jenkins, and the University of Oregon Career Center. (HR)

Erin Harwood was appointed to the full-time non-tenure track position of Science, Technology, Engineering, and Math Coordinator effective September 8, 2010. Erin has an Associate's degree in General Science from Clark College, a Bachelor's degree in Environmental Science from Western Washington University, and a Master's degree in Environmental Management from Portland State University. She has previous work experience at the University of Phoenix, WSU Clark County Extension, Portland State University, and Nooksack Salmon Enhancement Association. (HR)

Leah Skeen was appointed to the full-time permanent position of Secretary Senior in the Bookstore effective September 13, 2010. Leah has previous work experience at Kaiser Permanente and has coursework at Port Actor's Conservatory. (HR)

Amy Tam was appointed to the full-time permanent position of Program Specialist 2 in the Workforce Education, Basic Education, and Economic Development Unit effective August 16, 2010. Amy has a Bachelor's degree in Communications/Political Science from the University of Washington. She has previous work experience at Clark College, Community Coalition for Environmental Justice, Macy's NW, and Southwest Washington Medical Center. (HR)

Christine Taylor was appointed to the full-time temporary position of Information Technology Technician 2 in eLearning effective September 7, 2010. Christine has an Internet Programming Certificate from the University of British Columbia, a Digital Media Arts Diploma from the

FOSTER A DIVERSE COLLEGE COMMUNITY

Vancouver Training institute, a Computer Science Certificate from Quebec University, and a Computer Programming/Analyst Certificate from Vanier College. She has previous work experience at PTT Global, Clark College, Fisheries & Oceans Canada, Educarentre College, French Association of British Columbia, Douglas College, and British Columbia French Society for Economic Development in British Columbia. (HR)

Sarah Thorsen was appointed to the full-time permanent position of Administrative Assistant 2 in Allied Health effective September 1, 2010. Sarah has a Bachelor's degree in Business from Evergreen State College. She has previous work experience at Evergreen State College, TOGETHER of Thurston County, Olympia School District, and Battleground School District. (HR)

Dawn Van Seggen was appointed to the full-time non-tenure track position of Chemistry Instructor position effective September 13, 2010. Dawn has a bachelor's degree in Chemistry from Colgate University, and a Ph.D. in Inorganic Chemistry from Colorado State University. She has previous work experience at Western Digital, Portland Community College, Student Conservation Corp., OMG Group, and Colorado State University. (HR)

Jason Wiscarson was appointed to the full-time temporary position of Software Applications Developer effective September 13, 2010. Jason has a Bachelor's degree in Computer Science from the University of Texas. He has previous work experience at NEC Unified Solutions, and Thyssen Krupp Elevator. (HR)

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

- ❖ As required by its WorkFirst agreement, Clark College offered summer break activities for students who need to continue educational activities during school breaks. A total of 17 different workshops were offered at Town Plaza Center in late August. In preparation for fall quarter, 28 additional workshops are currently being offered at Town Plaza. Workshops cover topics such as *Thought Patterns for a Successful Career*, *Budgeting for Abundance*, and a variety of computer skills training courses. (OOI)
- ❖ Career & Employment Services staff attended a meeting with the Aerospace Joint Apprenticeship Committee, Boeing Seattle, and Boeing Portland at the Machining and Welding Departments on September 9. The purpose of the meeting was to discuss a possible partnership with Clark College to provide training and programs to support Boeing's workforce needs. (SA)
- ❖ Started working on developing a career pathway proposal on advanced manufacturing (Mechatronics). We plan to submit this proposal to the Department of Labor in response to their Career Pathways Innovation Fund which is expected to be announced sometime in 2011. (P&E)
- ❖ The 2008-09 Career and Technical Student Follow-up report was posted and made available to the college community. Individual department reports were made available to faculty in career and technical departments. (P&E)

Report Highlights

- 90% of students feel they accomplished their primary goal during their time at Clark College.
 - 79% of students had found employment within X months of leaving Clark College.
 - 38% of employed graduates earned more than \$18 an hour when surveyed.
 - 78% of employed graduates were employed in their field of study.
 - 89% of students reported that Clark College prepared them in their program of study.
 - 90% of students reported feeling that Clark College prepared them in a manner consistent with current industry standards.
 - 78% of graduates were satisfied or very satisfied with their current employment situation.
- ❖ The Southwest Washington Workforce Development Council (SWWDC) has awarded Corporate & Continuing Education an additional \$212,750 in Energy Training Partnership Grant (ETPG) funds to deliver incumbent worker training in Lean and Sustainable Manufacturing in support of the renewable energy industry. The funding is part of a Southwest Washington and bi-state partners five million dollar green jobs grant. Total EPTG funds awarded to Corporate & Continuing Education is \$433,409. (CCE)

RESPOND TO WORKFORCE NEEDS

- ❖ The SBCTC has increased Corporate & Continuing Education's Low-Income Weatherization Training Program grant by \$91,010, increasing the grant amount from \$103,210 to \$194,220. The increase will fund additional upgrade training and industry certification to employees of Richart Family, Inc. (CCE)
- ❖ Executive Director Todd Oldham was interviewed by the Columbian for an article "Training funds benefit 200 in county" published on September 3, 2010. The article focused on the results of the worker training programs funded by federal stimulus dollars. (CCE)
- ❖ Working with Suzanne Thayer of Career and Employment Services, Senior Graphic Designer Wei Zhuang designed a series of templates to help share information about upcoming events at the college. (C&M)
- ❖ In partnership with Financial Aid, Graphic Designer Jenny Shadley updated a flyer for Worker Retraining. (C&M)

ENHANCE COLLEGE SYSTEMS

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

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

Progress

- ❖ The Student Learning Center (SLC) and Cannell Library are almost complete with the cataloging of the SLC library. (OOI)
- ❖ Ms. Amy Tam has been hired as the new full-time Lead Transition Advisor for WEBEED. Ms. Tam previously worked as a part-time Program Coordinator, Pathways Coach with WEBEED at Town Plaza Center. Her position will align advising efforts at Town Plaza Center with main campus advising initiatives. Clark Town Plaza advisors are working diligently with the Advising Department and Basic Education faculty to support transition-ready students. (OOI)
- ❖ The Child and Family Services Division collaborated with the Foundation to support the successful fundraising for the construction of the Early Learning Center. The new Center will benefit both students in the Early Childhood Education program and families in the community. (OOI)
- ❖ IT Services staff have been busy installing approximately 350 new computers in instructional computer labs and on employee desktops. This activity is part of the College's established computer replacement plans where computer equipment is replaced on a four-year rotation. The Instructional Computer Replacement Plan insures that our students will work on current technology in their instructional programs. (AS)
- ❖ On Wednesday, September 15th, the College held its first earthquake drill as part of an annual state-wide exercise for K-12 and higher education institutions. This drill tested emergency communications and provided an educational opportunity on earthquake response for employees and 200+ students. (AS)

Clark College was awarded \$744,402.00 (October 2010 –September 2012) from the Department of Education to support emergency management efforts. Only \$9 million in grants were awarded nationwide. The EMHE (Emergency Management for Higher Education) grant will be supported extensively by local first responder agencies and city government. The project will achieve full National Incident Management System (NIMS) compliance, and complete and implement an emergency operations plan. Objectives also include continuity of operations planning, including addressing the campuses' extensive information technology infrastructure to withstand crises. The EMHE project will provide for the inclusion of special needs groups, advanced behavioral threat assessment training, College-wide training that will be available through social networks and on the College website, as well as live drills that will prepare the main campus and three off-site locations. (AS)effort was lead by Jennifer Grove, Director of

ENHANCE COLLEGE SYSTEMS

Operations and Auxiliary Services, and supported by the other members of the Emergency Management Planning Committee: Joy Horning, Bruce Wells, Phil Sheehan, Mary Deal, Rebecca Wale, Rebecca Benson, Pam Teti, Randy Blakely, Jim Green, Ruby Moore, Leann Johnson, Barbara Kerr, Carey Woolley, Susan Nieman, and Bob Williamson. Special thanks to the Office of Planning and Effectiveness and Shelley Das. (AS)

- ❖ The Bookstore successfully completed the search to fill a full-time permanent position, Secretary Senior, and welcomes Leah Skeen. Leah will fill the position vacated by the pending retirement of Judy Lex, effective October 1. (AS)
- ❖ The College Foundation hosted a successful ground breaking for the Early Learning Center project. Construction on the Early Learning Center Phase 1 project continues on schedule for a substantial completion date of February 2011 and occupancy in summer 2011. (AS)
- ❖ Construction on a HAWK pedestrian signal on Fort Vancouver Way at the existing pedestrian crossing by the reader board sign has been completed. This City of Vancouver project will provide a signalized pedestrian crossing that should be safer for pedestrians. Rather than flashing yellow lights, the HAWK signal turns red to stop the traffic. (AS)
- ❖ Work related to emergency repairs at Joan Stout Hall continues and will be completed during fall 2010. This work is required to correct a broken sewer line and stabilize foundations for the building. (AS)
- ❖ During the month of August, the Advising Center assisted 2,113 students and conducted 2,318 advising sessions. We are now able to track and report more exact data through the AdvisorTrac software implemented in March 2010. (SA)
- ❖ The Director of Advising met with the ASCC officers and Student Peer Mentors on September 7, as well as the new Student Ambassadors on September 9 to discuss the Clark College Advising Plan, advising information, and answer any questions or concerns the students may have as we approach the start of the new academic year. (SA)
- ❖ The Retention Specialist position and the Database Developer position funded by the one-year College Spark Grant have been filled. The focus of this grant is to redesign the Academic Early Warning (AEW) tool and to plan, research and implement a system of effective interventions for AEW. (SA)
- ❖ Employee Health Services (EHS) partnered with Clark County Solid Waste and held a Block foam and electronic waste collection that had 321 participants, 74 contributing electronic waste specifically. The event collected 1500 pounds of foam and a truck full of electronic waste. (HR)
- ❖ Completed documentation of college coding and notification procedures for probation and suspension of students who do not meet academic standards. Created reports for registration which automate the process of checking for repeat grades. (P&E)

ENHANCE COLLEGE SYSTEMS

- ❖ Received notification from the Northwest Commission on Colleges and Universities (NWCCU) in August formalizing reaffirmation of accreditation and that the college continues to be out of compliance on program review and assessment. Upon receiving further clarification regarding the out-of-compliance determination from Dr. Elman, President of NWCCU, the college must make substantial progress over the next year in the area of program review and assessment. The College is poised to do just that. Dr. Rassoul Dastmozd has released two full-time faculty 100% to work on program review, assessment, and outcomes. A timeline has been implemented and the needed resources have been assigned. The College will submit a report to NWCCU on September 1, 2011 documenting the progress made during the 2010-2011 academic year. The Commission will review the College's report in January 2012 and make a determination if the progress has been substantial; therefore warranting a decision of either in-compliance but in need of improvement or a continuation of out-of-compliance. (P&E)
- ❖ The President and Associate Vice President of Planning and Effectiveness have been meeting with state legislators. One of the key messages of these meetings pertains to giving community and technical colleges the ability to manage the resources they have after taking the budget cuts. In the last year, multiple bills have passed that have limited Clark's ability to strategically manage state resources. All legislators were supportive of reducing these limitations. A couple of legislators suggested drafting a bill to eliminate or reduce these limitations. A staff member of the House's Education Committee is currently drafting a bill. (P&E)
- ❖ Corporate & Continuing Education nominated their FY10-11 Marketing & Operations Plan in consideration for a Learning Resources Network (LERN) international award in the best practice in management category. (CCE)
- ❖ On September 8th, Todd Oldham demonstrated the lecture capture system to the Career & Employment Services staff. (CCE)
- ❖ Executive Director of Communications & Marketing Barbara Kerr coordinated external communications efforts related to groundbreaking for Clark's new Early Learning Center. Working with Bookstore Manager Monica Knowles, she also coordinated a story on KGW-TV regarding the book rental program at the college. (C&M)
- ❖ Graphic Designer Jenny Shadley created a two-year calendar poster highlighting that will be distributed to faculty and staff during the fall orientation table fair. It includes three easy-to-follow tips on sustainability and creating a "green office." (C&M)

OTHER HIGHLIGHTS

- ❖ Michelle Bagley, Director of Library Services and eLearning, will be serving as Secretary for the Library & Media Directors Council for 2010-2011. (OOI)
- ❖ Deena Bisig has been selected to serve as the Regional Coordinator for Phi Theta Kappa's Greater Northwest Region. Deena has served as Advisor of the Alpha Sigma Phi Chapter at Clark College in since 2004. Additionally, she has served as a Faculty Scholar for Phi Theta Kappa's Honors Institute in 2007 and 2009 and she has provided leadership training for the Greater Northwest Regional Officers in recent years. In assuming the role of Coordinator, Deena's commitment to the Phi Theta Kappa organization is significant. (OOI)
- ❖ Approximately 145 golfers and 50 student athletes attended the Penguin Nation Charity Golf Tournament sponsored by the Penguin Athletic Club (PAC) and the Athletic Department at Royal Oaks Country Club on August 30. All proceeds will support athletic programs and scholarships.

Clark College - Budget Status Report

August 31, 2010

Sources of Funds (Revenues)	2010-11 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	31,517,579	4,020,328	27,497,251	12.8%
Tuition	13,305,428	7,403,919	5,901,509	55.6%
Running Start	5,173,331	163,302	5,010,029	3.2%
Excess enrollment	8,910,414	-	8,910,414	0.0%
Planned use of prior fund balance	116,675	-	116,675	0.0%
Dedicated, matriculation, tech, cont ed	3,251,765	1,106,767	2,144,998	34.0%
Total Operating Accounts	62,275,192	12,694,316	49,580,876	20.4%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	4,124,441	515,297	3,609,144	12.5%
Internal Support	1,342,004	88,665	1,253,339	6.6%
ASCC less PUB	1,635,218	614,988	1,020,230	37.6%
Bookstore	6,081,489	397,526	5,683,963	6.5%
Parking	261,252	114,522	146,730	43.8%
Auxilliary Services	1,741,883	277,222	1,464,661	15.9%
Financial Aid	40,973,665	9,145,268	31,828,397	22.3%
Total Other Accounts	56,159,952	11,153,487	45,006,465	19.9%
Total Sources of Funds	118,435,144	23,847,803	94,587,341	20.1%

Uses of Funds (Expenses)	2010-11 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	796,696	109,696	687,000	13.8%
Vice President of Instruction	38,247,617	4,540,561	33,707,056	11.9%
Vice President of Administrative Services	11,320,124	2,617,235	8,702,889	23.1%
Vice President of Student Affairs	8,027,986	1,138,593	6,889,393	14.2%
Associate Vice President of Planning & Effectiven	513,471	68,198	445,273	13.3%
Executive Director of Corporate & Continuing Ed	807,030	221,983	585,047	27.5%
Executive Director of Communications	1,200,838	358,526	842,312	29.9%
Associate Vice President of Human Resources	1,361,430	198,442	1,162,988	14.6%
Total Operating Accounts	62,275,192	9,253,235	53,021,957	14.9%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	4,124,441	1,037,627	3,086,814	25.2%
Internal Support Services	1,342,004	266,541	1,075,463	19.9%
ASCC less PUB	1,635,218	160,972	1,474,246	9.8%
Bookstore	6,081,489	1,065,204	5,016,285	17.5%
Parking	261,252	15,084	246,168	5.8%
Auxilliary Services	1,741,883	248,470	1,493,413	14.3%
Financial Aid	40,973,665	9,089,076	31,884,589	22.2%
Total Other Accounts	56,159,952	11,882,974	44,276,978	21.2%
Total Uses of Funds	118,435,144	21,136,209	97,298,935	17.8%
Difference - Excess (Deficiency)	-	2,711,594		
Capital Projects - Revenues & use of fund bal	10,207,759	390,296	9,817,463	3.8%
Capital Projects- Expenses & Encumbrances	10,207,759	390,296	9,817,463	3.8%
Difference - Excess (Deficiency)	-	-		

c. Bob Knight, Bob Williamson, Karen Wynkoop

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg, Nicole Markum, Bill Belden

Ron Hirt, Accounting 9/10/10

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

	Fund Balance (minus non-cash assets) 6/30/10	Cash Balance (minus dedicated cash) 6/30/10	Required Reserves	Prior Commitments (prior to 7/1/10)	New Commitments (2010/11)	Total Available Cash
145 Grants and Contracts	3,038,635	3,047,849		116,675		2,931,174
147 Local Capital	31,225	31,225				31,225
148 Dedicated Local	5,908,732	3,319,127		-	1,869,444	1,449,683
149 Operating Fee	528,443	(17,755)				(17,755)
440 Central Store (Catalog)	50,128	50,128				50,128
443 Data Processing	1,830,348	1,830,348		830,348	1,000,000	-
448 Print/Copy Machine	(171,925)	(171,925)				(171,925)
460 Motor Pool	19,347	19,347				19,347
522 ASCC	1,167,668					-
524 Bookstore	2,278,768	2,278,768				2,278,768
528 Parking	246,522	246,522			250,000	(3,478)
570 Other Auxiliary Enterprise	972,587	325,711			28,535	297,176
790 Payroll (clearing)	215,643					-
840 Tuition/VPA	4,223,889					-
846 Grants - Fin Aid	(1,146,105)					-
849 Student Loans	36,069					-
850 Workstudy (off-campus)	(19,166)					-
860 Institutional Financial Aid Fur Reserves*	536,344		6,088,749			(6,088,749)
Totals	19,747,152	10,959,345	6,088,749	947,023	3,147,979	775,595

s.sand 7/29/10

Local Capital - Prior Commitments

as of July, 2010	Fund	Amount	Fund Total
Use of Funds Balance in Running Start	145	116,675	116,675
CIS Reserve Funding	443	830,348	830,348
Total Prior Commitments			947,023

New Commitments

as of July, 2010	Fund	Amount	Fund Total
Temporary/Hourly Staffing	148	266,282	
Coding Position	148	13,000	
Summer Lab Setup - Mechatronics	148	5,200	
Instructional & Student Affairs Support	148	308,150	
Training Materials Conversion	148	16,000	
Incident Command Post	148	52,000	
Strategic Planning Online System	148	53,000	
Part-time IT Support	148	22,000	
Video Security Equipment	148	18,800	
Tutoring Expansion	148	36,000	
Additional TPC Staffing	148	20,000	
E-mail Archiving System	148	85,000	
Part-time Library Staff	148	16,500	
Continuation of IT PT 1050	148	16,065	
CTC Equipment Enhancement	148	3,872	
Unemployment Costs Contingency	148	60,000	
Finish door lock project at TPC and CCW	148	40,000	
Risk Management Contingency	148	177,000	
Online Application System	148	10,000	
Rescue Retrieval Pulley System	148	2,000	
4 Way Gas Meter	148	2,700	
Door Between PUB 013/014	148	1,000	
Gaiser Hall Seating, 2nd floor	148	20,000	
T Building Window Shades	148	5,360	
PT Instructional Techs	148	75,000	
Contingency for PUB principal & interest payment	148	544,515	1,869,444
Telephone/Mass Notification System	443	1,000,000	1,000,000
Parking Maintenance and Repair	528	250,000	250,000
Basic Events	570	18,535	
Government Events	570	10,000	28,535
Total New Commitments			3,147,979

Required Reserves

10% of \$60,887,489	6,088,749
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During 2009-2010 a record 1,361 students, more than double the number from last year, attended 92 student success workshops. In terms of Career & Employment - Career Center services:

FY 2009 to FY 2010 Comparison

Type of service	2008 – 2009	2009 – 2010	% Increase
Career Center visits – grand total	5,963	7,948	33%
Individual “walk-in” visits	3,823	4,652	22%
Classes & groups visits	99	152	54%
Student count from classes/groups:	2,140	3,296	54%
Career Information Specialist instruction to groups	43	63	47%
Career Information Specialist 1-on-1 by appointment*	36	168	465%
CIS (Oregon Career Information System) logins	5,616	6,818	21%
WOIS (Washington Career Information System)	14,505	22,109	52%
Occupation Descriptions viewed			
Myers-Briggs and Strong Assessments	1,631	2,173	35%

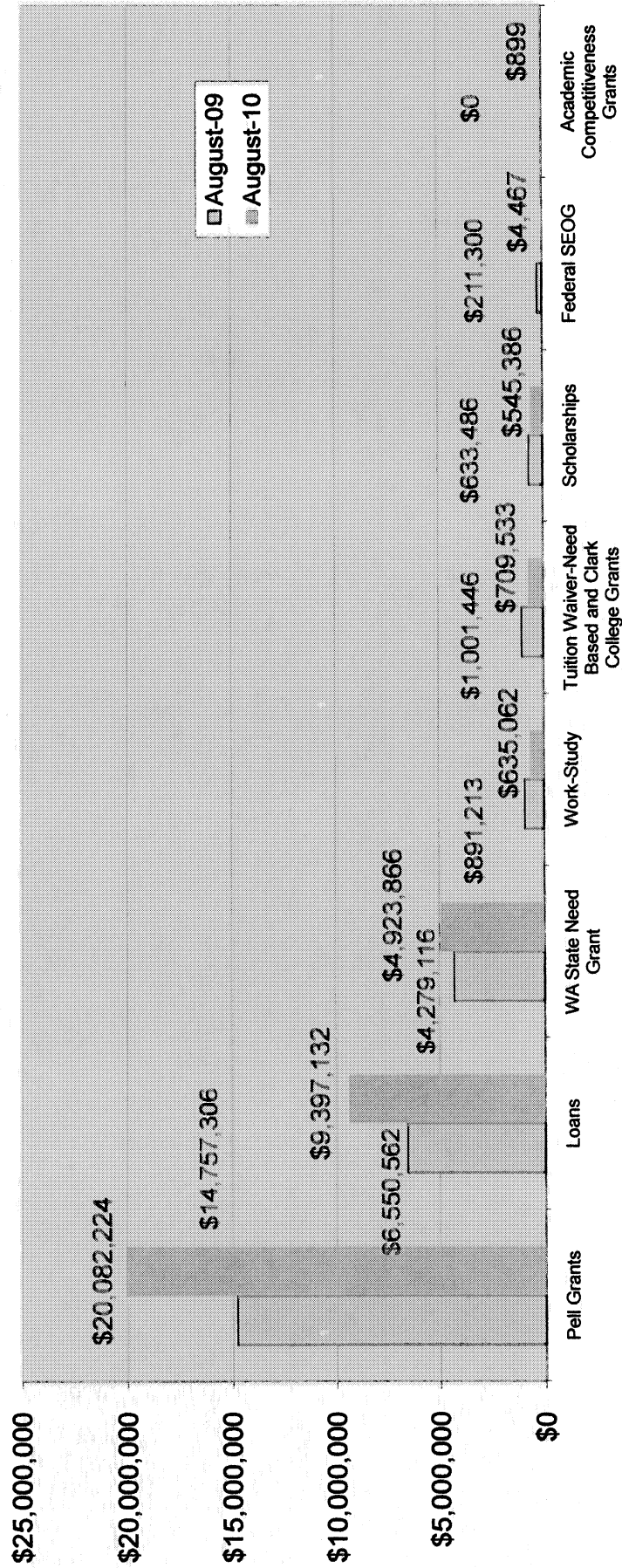
*drop in services & Career Center Assistants' services not included

Five Year Overview

Type of service	2005- 2006	2006 – 2007	2007 – 2008	2008 – 2009	2009 – 2010
Career Center visits – grand total	5,521	4,334	3,612	5,963	7,948
Individual “walk-in” visits	2,938	2,070	1,376	3,823	4,652
Classes & groups visits	111	112	105	99	152
Student count from classes/groups:	2,583	2,264	2,236	2,140	3,296
Career Information Specialist instruction to groups	17	32	32	43	63
Career Information Specialist 1-on-1 by appointment*	-	-	-	36	168
CIS (Oregon Career Information System) logins	2,405	3,047	4,032	5,616	6,818
WOIS (Washington CIS) Occupation Descriptions viewed	5,183	7,505	Not available	14,505	22,109
Myers-Briggs and Strong Assessments	Not available	Not available	1,346	1,631	2,173

*drop in services & Career Center Assistants' services not included

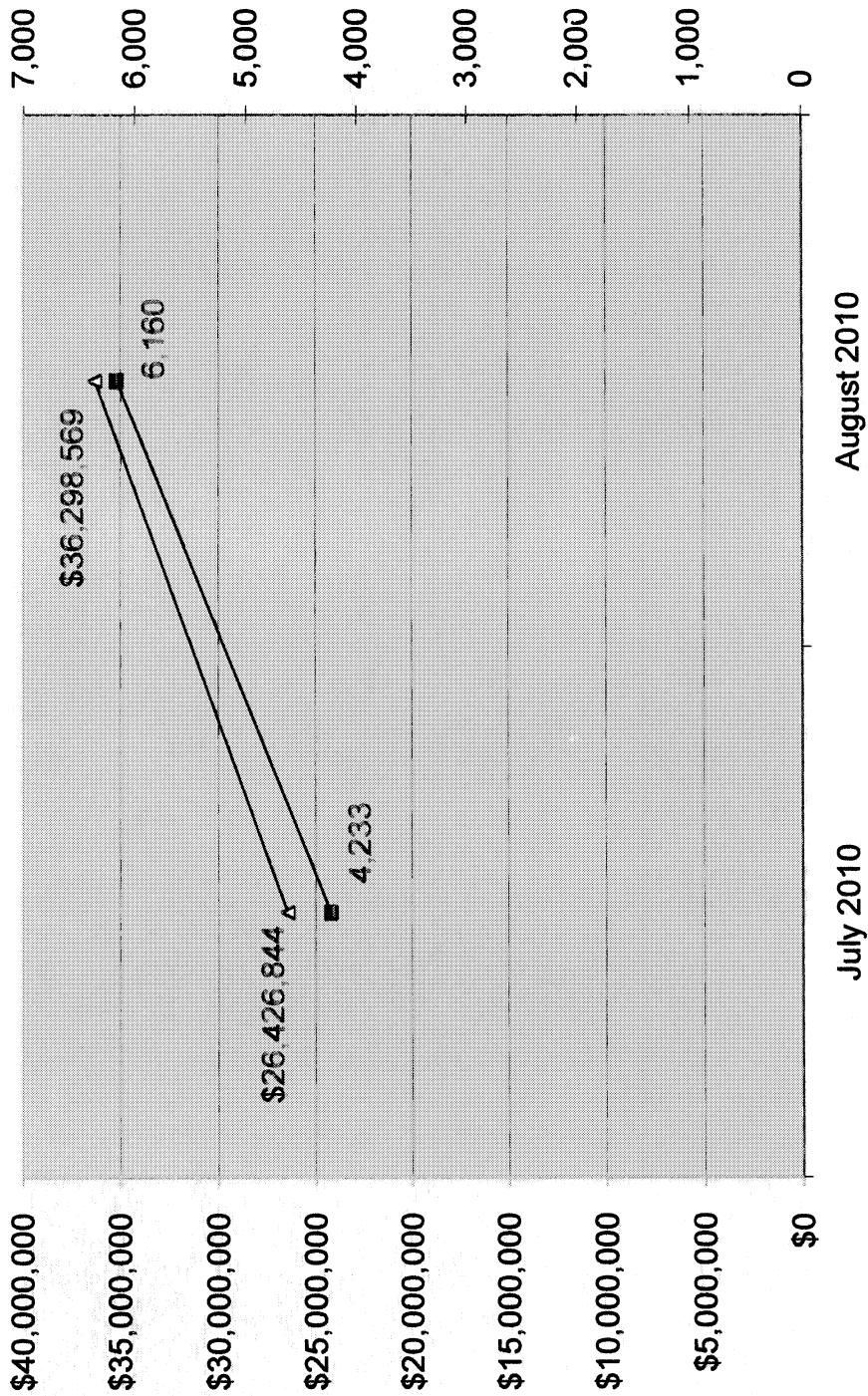
**Comparison Chart
August**



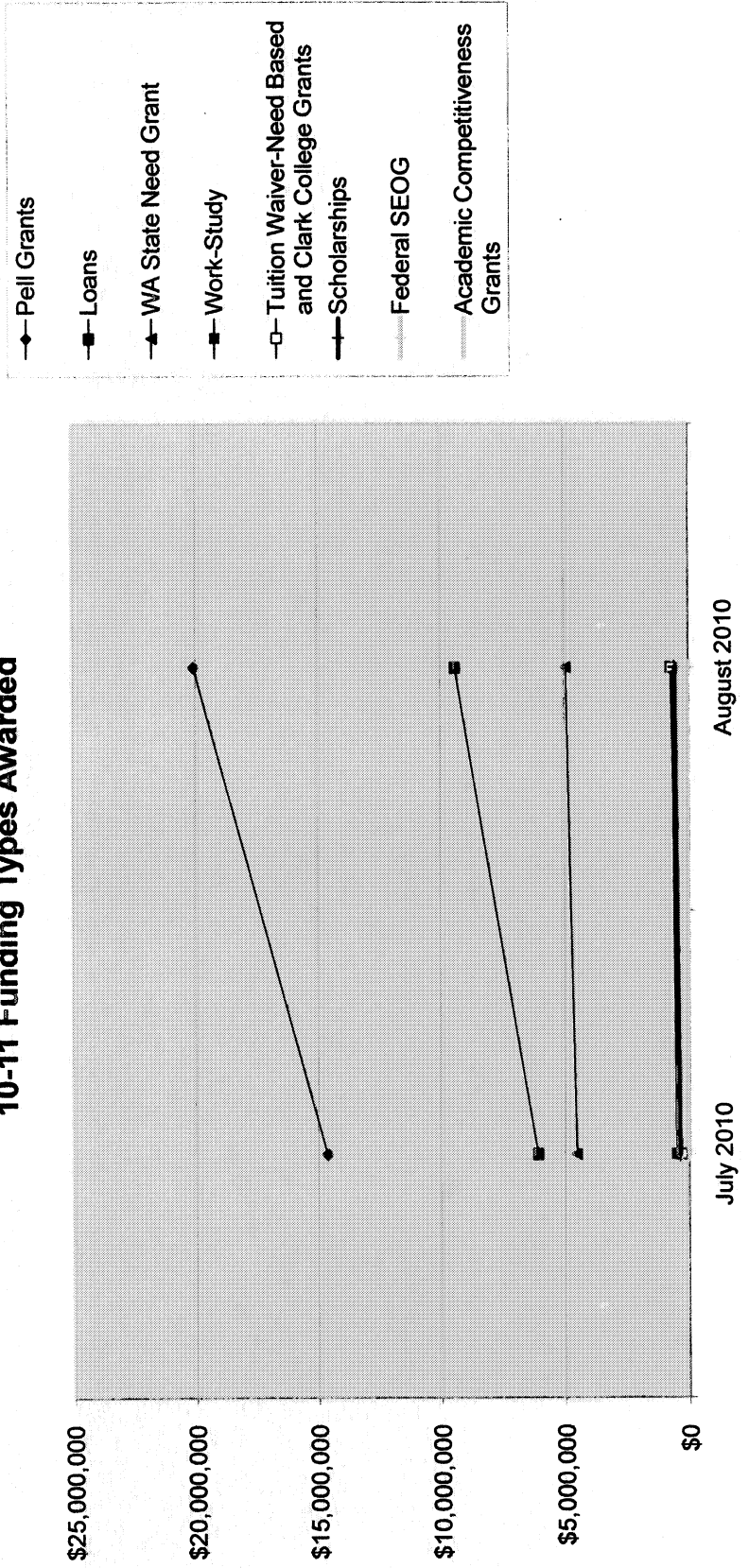
10-11 Students Served & Funds Awarded

Total Students

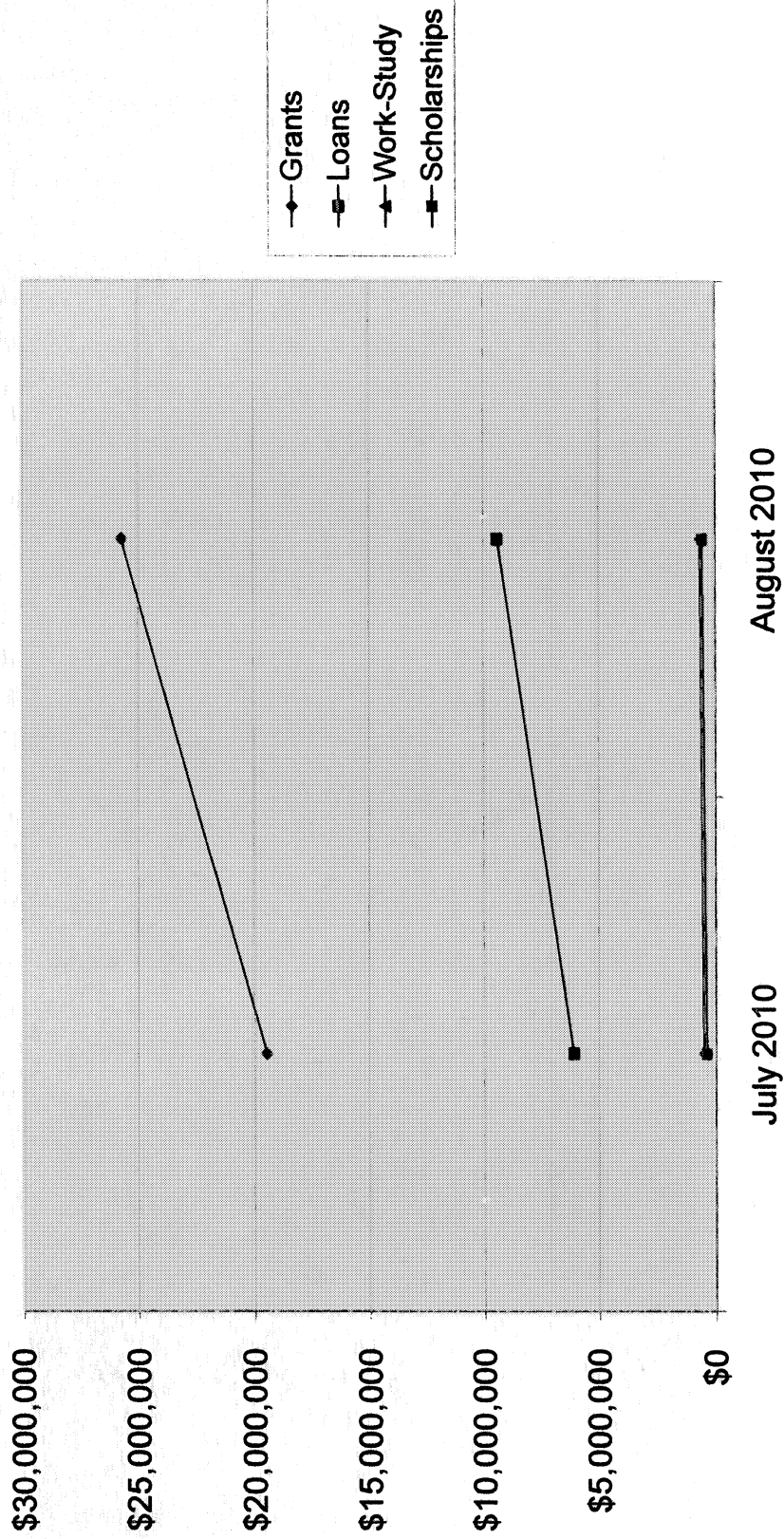
Total Money



10-11 Funding Types Awarded



10-11 Financial Aid Awarded



Minutes of the business Meeting of the Board of Trustees
Clark College, District No. 14
August 24, 2010
Ellis Dunn Room GHJ 213

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

Administrators: Mr. Robert Knight, President; Dr. Rassoul Dastmozd, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services; Mr. Bill Belden, Vice President of Administrative Services; Dr. Darcy Rourke, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Mr. Todd Oldham, Executive Director of Corporate & Continuing Education; Ms. Leigh Kent, Executive Assistant to the President.

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

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> Chair Burkman called the meeting to order at 5:05 p.m. He spoke about today's tour of the Bookstore by the trustees and reviewed the budget discussion that took place at the work session. 	
II.	BUSINESS MEETING		
II.A	Review of the Agenda	<ul style="list-style-type: none"> Edited pages to the voluntary retirement documents were introduced. 	<ul style="list-style-type: none"> The trustees will vote on these edited pages during the Consent Agenda portion of the meeting.
II.B	Statements from the Audience	<ul style="list-style-type: none"> There were no statements from the audience. 	
II. C.	Statements and Reports from Board Members	<ul style="list-style-type: none"> Chair Burkman introduced newly appointed trustee, Royce Pollard. Mr. Pollard remarked how honored he was to have been named a trustee and he is pleased for the opportunity to help move the college forward. President Knight reviewed the enrollment numbers for the summer and fall quarters. Enrollment continues to trend above budget as it has all year. The method of tracking enrollment has changed and students are being registered earlier. True enrollment numbers will be available for fall on the tenth day of the term. President Knight introduced Bill Belden, the new Vice President of Student Affairs. Brian Chau offered today's <i>Student Success Presentation</i>. 	
II.D.	President's Report		

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
August 24, 2010
Ellis Dunn Room GHL 213

	TOPIC	DISCUSSION	ACTION
		<ul style="list-style-type: none"> President Knight and Ms. Diehl met with district legislators during the summer break and reiterated the message to each of them about the need for flexibility on the part of the college to manage its own budget. The college has taken necessary budget reductions as mandated by the state. However, the state continues to put further restrictions on spending, hindering the college's ability to operate appropriately. The president also discussed this directly with the governor when she hosted a budget hearing at the college. 	
	President's Report		
	Association Reports		
II.E.		<ul style="list-style-type: none"> Dr. Roi reviewed her written report. She highlighted the joint labor management training that the college and the union will be taking and facilitated by the Public Employment Relations Commission. 	
	1. AHE		
	2. WPEA	<ul style="list-style-type: none"> The WPEA written report stood. 	
	3. ASCC	<ul style="list-style-type: none"> The ASCC did not have a report this month. 	
	College Reports		
II.F.		<ul style="list-style-type: none"> Dr. Dastmozd asked the trustees to attend the October 15 Advisory Breakfast. The Office of Instruction hosts this breakfast annually to thank local businesses and organizations for offering support and advice to the instructional unit. He announced that the college catalog will be completely online shortly. Dean Jackson and the Social Sciences and Fine Arts (SOFA) faculty are looking at ways to reduce the course material costs for students. They have identified many options and will be reporting their findings shortly. Dr. Dastmozd introduced Suzanne Smith, new Student Learning Center (SLC) Program Manager at Clark College at Town Plaza Center. He highlighted programs that Ms. Smith will be expanding for students there. 	
	1. Instruction		

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
August 24, 2010
Ellis Dunn Room GH1 213

TOPIC	DISCUSSION	ACTION
	<ul style="list-style-type: none"> The <i>Faculty Presentation</i> was provided by Ms. Bagley and Ms. Foreman who gave an update on the college's migration from Blackboard to Moodle Jole open source learning management system. Clark is leading the way for other community colleges throughout the state with this migration. 	
1. Instruction	<ul style="list-style-type: none"> Mr. Williamson's written report stood and he entertained questions from the trustees concerning the large increase in bookstore sales this year. 	
2. Administrative Services	<ul style="list-style-type: none"> Mr. Belden provided updates on the new student orientation/registration/advising process. So far, over 1,400 have been completed and another 800 are expected. The magnitude of the work involved in revamping this system speaks to the dedication of the college's exceptional student affairs team. The new Advising Plan was implemented during the fourth quarter. This is a significant step in the college meeting recommendations from the accreditation process. He thanked the student affairs staff and faculty for their help in bringing the plan to fruition. Usage of the Academic Early Warning system continues to expand among faculty and is working as planned. 	
3. Student Affairs	<ul style="list-style-type: none"> Dr. Rourke answered questions concerning the hiring freeze. The freeze does not apply to faculty, health, safety, security, or counseling positions. All positions for hire are reviewed and voted upon by the executive cabinet. All temporary positions are being filled with one-time, excess funding and for only one year terms. 	
4. Human Resources		

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
August 24, 2010
Ellis Dunn Room GH1 213

TOPIC	DISCUSSION	ACTION
5. Planning & Effectiveness	<ul style="list-style-type: none"> Ms. Diehl was pleased to report that the strategic planning software (SPOL) will be delivered during September. The college is applying for a Title III grant to support the informational infrastructure of the college. 	<ul style="list-style-type: none"> Ms. Diehl will provide Trustee Parker with a copy of the legislative document prepared for and discussed at the board retreat. Trustee Parker will be attending the TACTC Legislative Action Committee meeting at the end of August and will present the college's document. Ms. Diehl will also provide information to Trustee Parker regarding the National Science Foundation (NSF) grant for the STEM building.
6. Corporate & Continuing Education	<ul style="list-style-type: none"> Mr. Oldham participated in a conference call with President Knight and Dr. Dastmozd with Insitu. The Center for Leadership Excellence's completed their first workshop at the Reserve. 	<ul style="list-style-type: none"> They will be visiting with the company in October to discuss possible partnerships between Insitu and the college. Mr. Oldham will provide an update on the work shop at a future board work session.
7. Communications & Marketing	<ul style="list-style-type: none"> There was no oral report from C&M this evening. 	
8. Foundation	<ul style="list-style-type: none"> Ms. Gibert noted that the foundation has had a very busy summer with campaign activities. The foundation has filled their Annual Giving position and the new hire will begin in October. The new student calling program, <i>Clark Connect</i>, is on track. Ms. Gibert noted that she may call upon the trustees to help in training the students on telephone calls. Donations towards scholarships have been coming in regularly and the foundation has been the recipient of two sizable bequests in the past week. 	
III. ACTION ITEMS		
FIRST READING		
♦ Voluntary Retirement/Separation Plans—insert edited pages from work session	MOTION: Trustee Sen Hoss made a motion to move all three forms in First Reading to the Consent Agenda. Trustee Jacobs seconded the motion and it was unanimously approved.	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
August 24, 2010
Ellis Dunn Room GHL 213

	TOPIC	ACTION
	♦ Proposed 2011 Board Meetings	MOTION: Trustee Jacobs made a motion to move 2011 Proposed Board Dates from First Reading to the Consent Agenda. Trustee Parker seconded the motion and it was unanimously approved.
	♦ President's Contract through August 31, 2013	MOTION: Trustee Jacobs made a motion to move the President's Contract Renewal in First Reading to the Consent Agenda. Trustee Parker seconded the motion and it was unanimously approved.
	CONSENT AGENDA	
	♦ Voluntary Retirement/Separation Plans—inserted edited pages from work session	MOTION: Trustee Jacobs made a motion to approve all of the items on the Consent Agenda. Trustee Sen Hoss seconded the motion and it was unanimously approved.
	♦ Proposed 2011 Board Meetings	
	♦ President's Contract through August 31, 2013	
IV.	FUTURE TOPICS	
	Budget (ongoing) Center for Leadership Excellence Update College Impact on Local Business Diversity Operational Plan (Fall) K-12 (ongoing)	Monitoring the Impact the College has on the Local Community Naming Policy (TBD) Partnerships (TBD) Student Achievement Initiative (Oct.)
	DATE AND PLACE OF FUTURE MEETING	
V.	The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, September 28, 2010 in the Ellis Dunn Community Room, GHL 213.	

Minutes of the Business Meeting of the Board of Trustees
Clark College, District No. 14
August 24, 2010
Ellis Dunn Room GHL 213

	EXECUTIVE SESSION
VI.	<ul style="list-style-type: none">• The Board Convened an Executive Session under RCW 42.30.110(1) at 6:30 p.m. to discuss with legal counsel representing the agency matters relating to agency enforcement actions, litigation, or potential litigation. The Executive Session ended at 7:00 p.m. No action was taken by the Board during Executive Session.• There being no further business, the Board meeting adjourned at 7:00 p.m.

Jack Burkman, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
September 13, 2010

BOT PLANNING CALENDAR 2010-2011

July 2010

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

August 2010

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

September 2010

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

October 2010

- Minutes from September

November 2010

- Minutes from October

December 2010

- Minutes from November

January 2011

- Minutes from December
- CCAHE Agreement

February 2011

- Minutes from January
- Consideration of Tenure (first reading)

March 2011

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

April 2011

Minutes from March

May 2011

Minutes from April

Proposed Academic Calendar (first reading)

Sabbatical Requests (first reading)

Foundation Funds Allocation Committee's Recommendations

June 2011

Minutes from May

Sabbatical Requests (vote)

Coming Year College Budget Approval

Coming Year ASCC Budget Approval

Coming Year Election of Board Officers (1 year terms)

Chair

Vice Chair

TACTC Legislative Action Committee Representative

Foundation Executive Committee Representative

Foundation Board of Trustees Representative

Foundation Leadership Committee Representative

Foundation Management Committee Representative

Diversity Plan Update

Minutes from November

Work Session Topics 2010-2011

BOT Policy & Procedures Manual Review

Fostering Community Partnerships: How Local businesses Can Share with the College to Forge Partnerships

Adequately Monitor Impact College has on the Local Community

Budget

Diversity Operational Plan

K-12

Naming Policy

North Central Site

Board of Trustees Meeting Schedule

The Board of Trustees considers its meeting schedule for the coming calendar year at its August meeting, taking action in either August or September. The annual meeting schedules for all state agencies must be filed with the Code Reviser prior to December 31 each year.

The Board of Trustees currently holds its meetings on the fourth Tuesday of the month at 5 PM, with a work session at 4 pm, except in the months of January, June, and December.

Board of Trustee Calendar of Events

September 2010						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
September 28	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
October 2010						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
October 5	Est. 9:00-11:00 am	White House Summit on Community Colleges	Student Center		X	
October 7 & 8	Full Day	WA Community & College Presidents' Monthly Meeting	Various		FYI Only	
October 15	7:30 am	Office of Instruction Advisory Committee Recognition Breakfast	Student Center		X	
October 15	3:00 pm	Scholarship Reception	Student Center		X	
October 19	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
October 27-29		WA Faculty & Staff of Color Conference	Vancouver Hilton		FYI	

November 2010

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
November 2-4	TBD	Nursing Accreditation Visit	TBD		FYI Only	
November 4	4:00 pm	Faculty Speaker Series: Charlene Montierth	Foster Auditorium		X	
November 23	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

December 2010

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
December 14	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

January 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
January 18	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
January 19	5:00 pm	MLK Celebration	TBD			
January 20	10:00 am	State of the College Address	Student Center	X		
January 23-25	Full Day	TACTC Winter Conference	Red Lion Olympia		X	

February 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
February 22	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

March 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
March 22	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

April 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
April 26	4:00 pm	Tenure Reception	258C	X		
April 26	5:00 pm	Board Meeting	GH 213	X		

May 2011

DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
May 18	5:30 pm	Savoring Excellence	Student Center		Invitation Only	
May 23	7:00 pm	Phi Theta Kappa Induction Ceremony	Student Center		X	
May 24	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

June 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
June 6	6:00 pm	OSWALD Awards	Student Center 258C & GHL 213		X	
June 14	4:00 pm	Board Meeting/Work Session		X		
June 16	5:30 pm	Commencement	Amphitheatre	X		
June 18	11:00 am	GED/HS Diploma Event	O'Connell	X		
July 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
July 26	TBD	Annual Retreat	TBD	X		
August 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
August 23	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		
				X		
September 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
September 27	4:00 pm	Board Meeting/Work Session	258C & GHL 213	X		

October 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
October 25	4:00 pm	Board Meeting/Work Session	258C & GHJ 213	X		
				X		
November 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
November 22	4:00 pm	Board Meeting/Work Session	258C & GHJ 213	X		
				X		
December 2011						
DATE	TIME	EVENT	LOCATION	REQUIRED	OPTIONAL	CONFIRMED
December 13	4:00 pm	Board Meeting/Work Session	258C & GHJ 213	X		
				X		