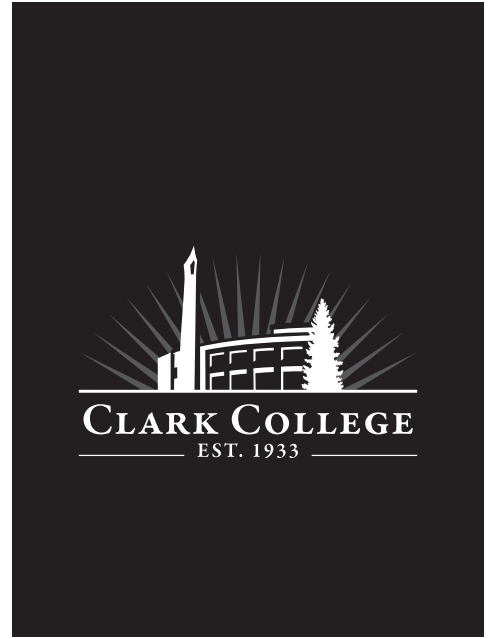


# Clark College Board of Trustees



**September 28, 2011**

Clark College  
*The Next Step*



# Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



# Mission Statement

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

**Clark College  
Board of Trustees Packet  
September 28, 2011**

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**CLARK COLLEGE BOARD OF TRUSTEES**  
**Wednesday, September 28, 2011**  
**Ellis Dunn Room, GHL 213**

**AGENDA**

All regular meetings of the Board are recorded.

**BOARD WORK SESSION, PUB 258C**

**4:00-5:00 p.m.**

- ♦ Tour of Early Childhood Learning Center

4:00-4:50

**I. CALL TO ORDER**

**5:00 P.M.**

**II. BUSINESS MEETING**

A. Review of the Agenda

B. Statements from the Audience

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

C. Constituent Reports

1. AHE

2. WPEA

3. ASCC

4. Foundation

No Report

D. Statements and Reports from Board Members

E. President's Report

*Student Success Presentation: Briel Cossette*

*Faculty Presentation: New Library Website, Radmila Ballada, Kitty Mackey, Pavel Popov*

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### **III. ACTION ITEMS**

#### **Consent Agenda**

- ♦ Minutes from August 24, 2011 Board Meeting

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### **IV. FUTURE TOPICS**

- |                              |                  |
|------------------------------|------------------|
| ♦ Budget                     | ♦ Naming Policy  |
| ♦ Diversity Operational Plan | ♦ K-12           |
| ♦ Multi-use Facility         | ♦ CLE Update     |
| ♦ Review of College Policies | ♦ Climate Survey |

### **V. DATE AND PLACE OF FUTURE MEETING**

*The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, October 26, 2011 in the Ellis Dunn Room.*

### **VI. EXECUTIVE SESSION**

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

### **VII. ADJOURNMENT**

*Time and order are approximate and subject to change.*

**PRESIDENT'S BOARD REPORT  
SEPTEMBER 2011**

**FOCUS ON LEARNING**

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

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

*Progress*

- ❖ This fall Basic Education will be offering a new 6 credit course in career exploration and preparation courses for ESL students: Food Service/Nutrition. These courses are designed to improve English and assist students who are working toward careers in the "green" sector or food service. These courses also have a service learning component. (OOI)
- ❖ There are three new course offerings for ABE/GED students this fall. A pair of linked intensive Reading and Writing classes have been developed for ABE level 1 and 2 students to help them progress through curriculum. A weekly writing intensive for ABE Level 3 and above is offered as well as a weekly Math intensive for Level 3 and above. (OOI)
- ❖ Kathy Chatfield, eLearning Senior Instructional Designer, will be offering the next phases of Moodle training; advanced topics will include Gradebook, Discussions and Tests. (OOI)
- ❖ Several eLearning faculty participated in Quality Matters reviews of their online/hybrid courses; all achieved national Quality Matters recognition for their courses: (OOI)
  - Dr. Ericha Clare (BMED and HEOC), online courses, BMED 110 and BMED 111—Medical Terminology I and Medical Terminology II.
  - Kathy Chatfield (BTEC), online course MGMT 126—Project Management.
  - Erika Nava (SPAN), hybrid course SPAN 123—Spanish III.
  - Elizabeth Donley (ENGL), online course ENGL 102—English Composition II.
  - Loni Bramson (HIST), online course HIST 148—United States History III.
- ❖ Amanda Brown and Cheryl Davenport (Library Services) attended the Northwest Interlibrary Loan and Resource Sharing Conference on September 15 & 16. This conference was designed for staff in libraries of all types and sizes to: (OOI)
  - Discuss the future of resource sharing and Interlibrary Loan
  - Obtain practical information for a variety of resource sharing operations
  - Discuss issues and solutions with colleagues from the Northwest and beyond
  - See demonstrations of resource sharing tools, including free resources

## FOCUS ON LEARNING

- ❖ MESA Summer Math Scholars Program was a three week, 5-day-a-week program with 25 students. The students are 2011 incoming high school freshmen who will be enrolled in Algebra I or Integrated I. The material included review and new concepts that students need to know to be ready for their fall math classes. Most of the material came from an outline designed by Seattle MESA. Students worked in teams of 4 or 5 and each team had its own tutor. With one exception, tutors were college students who are studying engineering, sciences or education. The tutors will follow the students throughout the upcoming school year. (OOI)

In addition to math instruction, the program included games and ongoing contests, guest speakers (including Ricardo Pitts and Izad Khormaei from Clark), field trips (including a trip to WSUV, Clark College - Tina Barsotti and bottle rockets - and the Evergreen Aviation and Space Museum), and a closing ceremony (with lots of parents!) on the last Friday. Pre- and post-testing showed that over 95% of the students improved their math skills. (OOI)

- ❖ The biology department welcomed Dr. Philip Jones as a full-time faculty member in September. Philip has worked at Clark College part time for the past three years after completing his doctorate degree at Portland State University. (OOI)
- ❖ Biology professor Kathleen Perillo team taught a research based environmental science class on Mt. St. Helens with Geology professor Charlene Montierth. The 23 students in the course completed team research projects on the mountain throughout their week-long stay. Professionals from the US Geological Survey assisted the students. The course concluded with a student symposium. (OOI)
- ❖ One of Clark's microbiology instructors, Roberto Anitori, spent a month in Antarctica studying microbes in the ice last winter. (OOI)
- ❖ The Office of International Programs held a planning retreat on August 19. The retreat focused on annual and strategic planning for 2011-2012, updating their program mission statement, and staff development. (SA)
- ❖ The Advising Division Manager for Health Occupation and Education Programs created an Advising Session Feedback Form for students to offer feedback to the advisor about their experience during the advising session. This information will be used by supervisors to identify areas of strength as well as provide opportunities to enhance student success with academic advisors going through the formal advisor training or during their annual evaluation period. (SA)
- ❖ The Advising Division Manager for Health Occupation and Education Programs participated in a Moodle training session on August 15, facilitated by the e-Learning Department. This training was in preparation to begin transitioning the formal new-advisor training program from a face-to-face format to a blended learning environment utilizing Moodle as the learning platform. (SA)
- ❖ Career Services staff members facilitated two workshops for newly hired ASCC students on September 6. One presentation on professionalism, terms of employment and harassment in the workplace. The other presentation was on networking, making introductions and

## FOCUS ON LEARNING

conversational skills. These workshops were adapted for the audience and to fit their upcoming events; and are an illustration of the collaborative work we do with other departments. (SA)

- ❖ Eleven new ASCC student government members attended the Council for Unions and Student Programs Student Activities and Leadership institute on September 7-9 in Wenatchee, Washington. The conference offered an opportunity to develop an understanding of their campus roles and governing documents as well as to develop skills in planning and implementing initiatives and events on their campuses. They also gained information regarding the upcoming Legislative Academy series and how to better voice their opinions through collaborated efforts with other community and technical colleges in the system. (SA)
- ❖ Employee Development has been working hard to implement changes to the New Employee Success Training process. The first NEST event for new employees will be a coffee which will be held on September 21. The purpose of the coffee is to welcome new employees to Clark College and introduce them to key leaders at the college. Coffees for new employees will be scheduled on a monthly basis. New employees will also be introduced to a new process/checklist that will be required of all new employees during their first week of employment at the college. (HR)
- ❖ The Career and Technical Student Follow-up report was updated for 2009-10 graduates and leavers. The purpose of the report is to measure the students' perception of how well Career and Technical Education (CTE) programs prepare them for their career. The college level report indicates that 79% of students feel that Clark College prepared them in a manner consistent with current industry standards and 72% of employed graduates were employed in their field of study. Individual CTE programs receive results from their students about their employment situation and comments about the program and how well it prepared students. (P&E)
- ❖ Planning and Effectiveness annually conducts a review of transfer students who left Clark College during the previous year. Among transfer-ready students who left Clark College in 2009-2010, 51.1% transferred to a four-year university within one year of leaving Clark College (N=1,472). These students can be divided into two groups: graduates (N=834) and transfer-ready leavers (N=638). There was a statistically significant difference in the percentage of graduates who transferred (60.1%) and the percentage of transfer-ready leavers who transferred (38.6%;  $t=8.411$ ,  $p<0.001$ ) within one year. (P&E)
- ❖ The Year One, Standard One self-study was submitted to the peer evaluators and Northwest Commission on Colleges and Universities on Tuesday September 13, 2011. The self-study updated the Commission on its compliance with Standards 1.A.1, 1.A.2, 1.B.1, and 1.B.2 – which require the use of mission, mission fulfillment, core themes, goals, and measures of effectiveness. An excerpt of the conclusion follows: "Clark College's mission statement is rooted in the tradition of providing excellent learning opportunities, improving the economic vitality of the region, and enhancing access to all learners with special emphasis to those from diverse communities. The college's five core themes are the components within the mission that strategically focus and unite the college's activities toward a common purpose. Each core theme is further articulated by a set of 18 objectives. Each objective is measured by one or more indicators and benchmarked for success by desired outcomes. The desired outcomes have



## FOCUS ON LEARNING

been carefully selected by a college-represented group to push the college toward excellence, while balancing the limitations in the measurements and the college's authority and ability to affect change. Mission fulfillment is, therefore, that at least 80% of the indicators have reached the desired outcome for each core theme."

The report also required a response to the 2010 focused interim recommendation related to the out-of-compliance finding for program assessment and review. The response describes the substantial progress that has been made to ensure all Clark College education programs have or will immediately demonstrate(d) that students who complete their degree or certificates have achieved the learning outcomes associated with the programs (i.e., degrees or certificates). Over the past year, the college has invested in two full-time faculty assessment liaisons to work with other faculty members throughout all college educational programs to ensure that learning outcomes, sound assessment methodologies, and evaluative data exist. In addition, the liaisons consult with faculty members to ensure improvement strategies to enhance student learning are developed and implemented based on the assessment findings. Moreover, the college has invested in software to help institutionalize assessment activities for all educational programs, relating it to the college's strategic plan and resource prioritization process. The work has been successful as faculty and administrators work in partnership with each other to effectively build a culture of assessment and evidence. (P&E)

- ❖ Corporate Relations Manager Michelle Giovannozzi has been selected to participate in Leadership Clark County's class of 2012. The 10-month program is an intense community leadership program designed to develop effective leaders to serve our community. (CCE)
- ❖ E-Learning Instructional Designer Mark Gaither recently completed a four-day training to become an Acellus representative to offer their online training programs. Mark established contacts with both the Acellus development team and the International Academy of Science. (CCE)
- ❖ Webmaster Chris Concannon participated in a week long training session that discussed designing applications for the Android phone technology. Chris will now have the tools to make the Clark web page easier to navigate on Android phones. (C&M)
- ❖ Designers Jenny Shadley and Pat McDonald completed a workshop at WSUV titled: WordPress 101 to expand their knowledge of blogging via this popular content management system. (C&M)
- ❖ Communications Specialist Hannah Feldman, with support from Graphic Designer Jenny Shadley and Executive Assistant Kathy Murphy, continues to provide important information about dates, deadlines, policy changes, etc. to students through social media. Currently, the college's Facebook page has more than 2,500 followers; its Twitter feed has 530. Both media have proven to be effective alternative forms of reaching students, some of whom may not be checking their student e-mail accounts during the summer. (C&M)

## **FOCUS ON LEARNING**

- ❖ Marketing Director Brian Scott attended the Columbia River Economic Development Council's presentation of their proposed economic development plan for Clark County. The plan was authored by TIP Strategies of Austin, Texas. Clark College was mentioned a number of times for its high importance in the area's revitalization efforts and its educational and retraining opportunities. (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*

- ❖ Phoebe Daurio, ESL Instructor, held a workshop for students in summer term to learn computer skills and vocabulary. She coordinates these monthly hour-long workshops at TPC through the Student Learning Center. (OOI)
- ❖ During August 2011, the Pathways Center at Town Plaza served 861 visitors to assist current and potential students to connect with Clark programs, career information and financial aid. (OOI)
- ❖ Pathways Center conducted three ESL tours and three GED tours to orient students to the services in the Pathways Center. (OOI)
- ❖ Suzanne Smith, Program Manager of the Student Learning Center (SLC) at Town Plaza Center, has received approval for an AmeriCorps VISTA project. The staff member provided through this partnership will allow the SLC to explore and develop strategies to enhance existing programs, to identify areas of potential growth and partnership as well as to develop more long-term, sustainable program funding. The project goals are: (OOI)
  - The AmeriCorps VISTA will enhance the SLC's tutoring and mentoring programs and help the SLC to better serve students who struggle with basic reading, writing, and English speaking skills. The Student Learning Center Program Manager will work with the VISTA to enhance and build capacity for the SLC's programs.
  - The Student Learning Center Program Manager will work with the VISTA to establish a network of educational support and literacy programs in the local community. Together they will identify potential partners within the local area, develop working relationships with community partners, and play an active role in the coordination of community partnerships.
  - The VISTA will help research potential foundation and community sources of support, and develop funding sources for long-term sustainability. (OOI)
- ❖ eLearning's Smart Penguin blog received national recognition on moodlenews.com identifying Clark as a school that has, "...gone Moodle." The blog features a helpful tutorial page for students; it can be accessed at <http://www.smartpenguin.org/eLog/>. (OOI)

## EXPAND ACCESS

- ❖ The Bookstore Rental Program has been substantially increased, making access even better for Clark students in fall 2011. Last year the Bookstore offered 21 text titles for rent (1200 rentable books). The expanded program for fall 2011 will provide 180 textbook titles and 75 TI-84 calculators to Clark students. We estimate more than 3,000 books will be rented based on our summer trial period. These rental options net Clark students an average savings of 41% - and as much as 70% - from retail prices. (AS)
- ❖ The Advising Department coordinated table visits with the Art Institute of Portland on August 19, 24, and 29 to provide information to students exploring the possibility of transferring after completing their studies at Clark. (SA)
- ❖ The Weekend Degree Program academic advisor participated in an orientation session hosted by eLearning on August 20 for five newly admitted Weekend Degree students for the 2011-2012 academic year. The advisor facilitated a presentation on understanding the AA degree, advising and registration processes, and student resources. (SA)
- ❖ The Running Start Department and the Clark College Bookstore collaborated to hold the annual Running Start Bookstore Open House on August 30 for new and continuing Running Start students taking fall classes. Approximately 200 students and parents attended the event where they purchased their books, and had an opportunity to meet and engage with faculty about their upcoming courses. (SA)
- ❖ The Assessment Center staff members have been certified to administer the Ability to Benefit (ATB) COMPASS test to students without high school completion. Successful examinees are eligible to apply for financial aid. (SA)
- ❖ The Financial Aid department has awarded 54.8 million dollars to 8489 students. This compares to 36.2 million dollars to 6160 students last year. Federal Pell and Loans and the State Need Grant are the largest sources of funding. (SA)
- ❖ Employee development will be introducing the new on-line learning system to all employees during the month of September. This system will allow a much more efficient method of delivering required training to staff. (HR)
- ❖ Human Resources staff will be attending a national training conference for NeoGov, our on-line application system. This system, which has been in place for 8 months, has improved the hiring process significantly by allowing screening committees to access applications electronically. Applicants have reported that the system is much more user friendly than the previous system used by the college. (HR)
- ❖ Corporate & Continuing Education established a partnership with Acellus, an online education system providing students with traditional courses in Science, English, Social Studies and Mathematics. This learning management system also utilizes innovative diagnostics to track and

## EXPAND ACCESS

create customized personal instruction for each student. CCE is currently piloting a high school credit recovery program at Clatskanie Middle and High Schools in Clatskanie, Oregon, with 32 students enrolled in 54 online classes. (CCE)

- ❖ Pat McDonald created a web ad to announce the new Clark College Library website which has been redesigned. (C&M)
- ❖ In collaboration with the Foundation, Pat McDonald designed a Scholarship Workshop postcard. The print quantity of 10,000 is expected to reach a large number of students. (C&M)
- ❖ Working with Kay Cooke, Graphic Designer Wei Zhuang completed *Partners* summer edition for the Foundation. (C&M)
- ❖ Web Specialist Tahnya Huneidi updated the Running Start web area to draw attention to, and inform students of, the new changes to the Running Start program. (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*

- ❖ New ESL student orientation classes include a component to assist students in cross-cultural adjustment and expectations of a US college environment. All new student orientations are designed to improve student retention by exploring student and college expectations, maintaining and improving motivation and setting both short and long-term educational goals. (OOI)
- ❖ Business Services staff and the Vice President of Administrative Services participated in diversity training that focused on privilege using material from Allan G. Johnson's *Privilege, Power, and Difference* and included (AS):
  1. Definitions of difference, privilege, oppression, and power;
  2. Understanding that privilege:
    - Is systemic, not personal
    - Doesn't necessarily mean happiness
    - May have disadvantages that don't outweigh the benefits
    - May exist for a person at the same time s/he is oppressed.
- ❖ The International Programs Manager and the Director of Career Services facilitated a diversity training session at the Student Affairs Council (SAC) planning retreat on September 7 at CTC. The session focused on multicultural identifiers and how it impacts our work with a diverse student population. (SA)
- ❖ A Health Occupations and Education Advisor presented an overview of the Health Occupations programs and Advising services available at Clark to approximately 20 students in the IBEST NAC support class at Town Plaza Center on August 3. Goals of the presentation included increasing students' awareness of health occupations opportunities available to them at Clark, as well as encouraging students to access Advising services. (SA)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator and President Bob Knight attended the first League of United Latin American Citizens (LULAC) organizational meeting at WSU-Vancouver on August 13. LULAC was founded 82 years ago and is the largest and oldest Latino organization in the United States. LULAC advances the economic condition, educational attainment, health and civic rights of Latino Americans through councils operating nationwide. (SA)
- ❖ The Admissions Office ESL-Latino Outreach Coordinator and the Multicultural Retention Manager attended a planning session for the Clark County Latino/a Youth Conference on August 30 at Fort Vancouver High School. The purpose of this conference, which will be held at Clark

## FOSTER A DIVERSE COLLEGE COMMUNITY

College on October 8, is to encourage and motivate youth to pursue higher education and/or technical trade opportunities. (SA)

- ❖ The Office of Student Life and Multicultural Student Affairs, ASCC, and Peer Mentor Program attended Safe Zone Training on September 12, as part of the Student Leadership Training. John Kellermier, a professor at Tacoma Community College and Dian Ulner, a Women's Studies professor at Clark College, served as Safe Zone Trainers. The training included a Lesbian Gay Bisexual Transgender (LGBT) panel of Clark College students, information on power and privilege and ideas on how to be an ally to the LGBT communities. (SA)
- ❖ Service awards were presented to 94 employees on September 14. Awards were given for every five years of service to the college beginning at 5 years. It was especially exciting to see that Clark College had three employees, Philip Sheehan, Gene Johnson and Randy Wulff, who have been at the college for 35 years. (HR)
- ❖ Corporate and Continuing Education established a new award to annually honor an outstanding volunteer of the Mature Learning program. The Don Mattison Award, aptly named after the first recipient, Don Mattison, was presented by President Knight in an event on September 7, 2011 in Foster Auditorium. Don has served the program in many roles for more than 10 years. The event featured a number of Mature Learning instructors who showcased stories and recollected the recipient's service over the years. The event was attended by approximately 75 people and will be held annually in early September. (CCE)
- ❖ Web specialist Tahnya Huneidi updated the Jazz Festival pages and put up fillable PDF forms in preparation for opening registration for the 50<sup>th</sup> anniversary of the Clark College Jazz Festival. The editable PDFs, developed by Jenny Shadley, will help streamline registration for the festival. (C&M)
- ❖ Marketing Director Brian Scott produced two radio commercials targeted to "older" adults to inform them about fall educational opportunities at Clark College. Radio station KNRK-FM (94/7 Alternative FM) and KFXX-AM (The Fan) ran the 30-second commercials and 10-second promotion spots. (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*

- ❖ The Higher Education Coordinating Board has formally approved the Bachelor of Science Early Childhood Education articulation between Concordia University and Clark College, Centralia College, and Lower Columbia College. Thanks in particular to Laurie Cornelius for serving as the Clark lead on this articulation initiative. (OOI)
- ❖ Summer Nursing Assistant Certified (NAC) I-BEST had 17 students enrolled for summer quarter and 16 finished for a 94% completion rate. (OOI)
- ❖ On August 25, Portland Community College administrators, faculty, facility services personnel, and architects visited the Clark Child and Family Services program. They are preparing for a building bond and were interested in touring the entire program, viewing Clark's new early learning center and understanding the lab, parent involvement components and services provided by Clark's program. (OOI)
- ❖ A Health Occupations and Education Program Specialist advisor participated in the Nursing Information Session on August 25 at CCW. The advisor provided a presentation to approximately 100 prospective Nursing students on advising services, educational planning, and student success tips. (SA)
- ❖ The dates have been selected for *Career Days 2012* to include a two- day Career Clothing Closet on April 19-20; Career preparation workshops/clinics on April 23-24; the Career Fair on April 25; and the College Transfer Fair on April 26. This marks the first year that Career Services and Advising will collaborate to incorporate a college transfer component with the Career Days events. (SA)
- ❖ The Career Center renewed the Clark College site licenses for Oregon Career Information System (CIS), Washington Career Information System (WOIS) and Bridges Choices Explorer and Choices Planner. These programs provide detailed descriptions, local labor statistics and links to training resources for over 700 occupations. They also provide students with career self-assessment tools and job search techniques; information about careers, industries, self-employment, apprenticeships, schools and programs of study; and streaming videos and real world interviews. (SA)



## RESPOND TO WORKFORCE NEEDS

- ❖ The federal government implemented new legislation, Gainful Employment Program Disclosure, that requires the college to publicly disclose cost, debt, employment outlook, and length of time to complete for any certificate program that requires study of more than one year. Clark College has collected this information and posted it on the web site for students, per federal regulations. (P&E)
- ❖ Kevin Kussman, Corporate & Continuing Education Associate Vice President & Michelle Giovannozzi, CCE Corporate Relations Manager met with Representative Tim Probst and Representative Larry Seaquist, members of the House Committee on Higher Education, to discuss lean manufacturing training during their legislative visit on August 31, 2011. (CCE)
- ❖ Corporate Education projects in August included two contracts: Train the Trainer for Interdent (\$6,280) and Six Sigma for Manufacturing 21 (\$60,124). An ISO 9001 consortium was launched in partnership with Impact Washington under the RENEW NW – Energy Training Partnership grant. Three companies will be trained under the grant, Columbia Machine, Heraeus Shin-Etsu America and US Digital. (CCE)
- ❖ Brian Scott initiated and Pat McDonald designed a series of online projects to support Mechatronics Technology and Survey & Geomatics programs. This consisted of: The Columbian website leader banner, home page ads on the Clark Website, Columbian mobile splash pages and mobile pop up banner ads, and newspaper ads. (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 eLearning Department received a \$16,000 Perkins Leadership Grant for *Moodle Mentors*. The objective for the grant is for faculty to provide support for their peers within the academic units across the college. eLearning will identify experienced eLearning faculty who can assist with providing Moodle training for web-enhanced course faculty. Experienced eLearning Moodle users will be embedded within each of the academic units to provide basic training and support to the larger group of web-enhanced instructors who did not complete training during the Learning Management System (LMS) migration year. These experienced eLearning faculty will become a cadre of Moodle Mentors. They will share best practices in LMS usage for online, hybrid and web-enhanced courses. Through this project, the eLearning Department hopes to demonstrate a correlation between mentoring, improved quality of online materials, and increased student success and retention. (OOI)
- ❖ eLearning was awarded a \$5,000 SBCTC Faculty Learning Community (FLC) grant. “Tool Up! Use of Technology in eLearning courses to Engage Students and Increase Learning” will increase engagement and a high level of learning for students in eLearning courses taught by the FLC faculty. FLC members will advance the expertise that already exists within the group members, research with current journal articles on the topic, practice and experimentation, and borrow ideas from what others are doing. The focus will be on implementing innovative ways to create human connection in eLearning courses between the instructor and each student, and among students themselves. The outcome of the grant is for each member of the group to become individually competent with the hardware and software, as well as knowledgeable in pedagogical/best practice application of emerging technologies. (OOI)
- ❖ eLearning received \$4,400 Clark College Foundation Funds Allocation grant—Mobile Tegrity Video Capture Kit. eLearning and Library Services staff met with Scott Dennis on August 9 to receive Tegrity training. The initial staff training will allow the eLearning Department to provide training throughout the year for faculty so that they can create video recordings to enhance their online and hybrid courses. (OOI)
- ❖ IT Services employees have been busy this summer installing new computers funded through the College’s established Instructional Computer Replacement Plan and Employee Computer Replacement Plan. Under these plans, computer equipment is replaced on a four-year cycle with 25 percent of the machines replaced each year. Approximately 350 computers have been

## ENHANCE COLLEGE SYSTEMS

replaced this year. These replacement plans insure that our computer technology is current and meets the needs of instructional programs and the business units of the College. Regular replacement also insures that technology initiatives can be planned and executed with the knowledge that the computing environment is sufficiently standardized to support these initiatives. (AS)

- ❖ Jennifer Grove presented at the University Risk Management and Insurance Association national conference on “Campus Threat Assessment and Management in 2011: What Risk Managers Need to Know Now.” The learning objectives of this presentation for the 200+ participants were:
  1. Establish processes for creating a behavioral intervention/threat assessment team in a “grass roots”, low cost manner.
  2. Assist campus threat assessment and management teams in determining whether they are following best practices.
  3. Describe key concepts, evidence-based research, and available resources to help reduce your campus’s risk of harm and legal liability in higher education institutions. (AS)
- ❖ Facilities Services is completing a project to mitigate radon in Anna Pechanec Hall, Baird Administration Building, and Bauer Hall. The installation will evacuate radon saturated air from the soil immediately beneath the floor slabs in these three buildings. Completion of this project before the start of fall quarter will allow the College to maintain all buildings with radon levels below the action point. This project also responds to concerns raised in the Climate Survey. (AS)
- ❖ Work has started on the Japanese Garden. This project, which is 100% donor funded, is being administrated by the City of Vancouver Parks And Recreation. Colf Construction is performing the work. Much of the Japanese Garden will be completed by the start of fall quarter, although some additional work will continue at non-peak times after the start of classes. The garden will be formally dedicated at the 2012 Sakura Festival. (AS)
- ❖ The Professional Technical Advising Division Manager, in partnership with the Credentials Department and the Business Administration Division Chair, developed a process to facilitate course evaluations and substitutions for students transferring in Accounting, Business, Economics and Management classes. This streamlined process allows students to receive evaluations more efficiently as they map out their degrees and certificates. (SA)
- ❖ Through collaborative efforts with Automotive faculty, professional-technical advisors in the Advising Department now evaluate a student’s eligibility to enter the Automotive program in the fall and then grant registration access codes to all qualified candidates throughout the summer, when faculty are on summer break. (SA)
- ❖ The two Advising Divisional Managers in the Advising Department developed and facilitated a training presentation for note taking in AdvisorTrac on August 18. Members from Career Services, Financial Aid, and Advising participated in the training. This presentation included important information about the need for documentation within the AdvisorTrac program,

## ENHANCE COLLEGE SYSTEMS

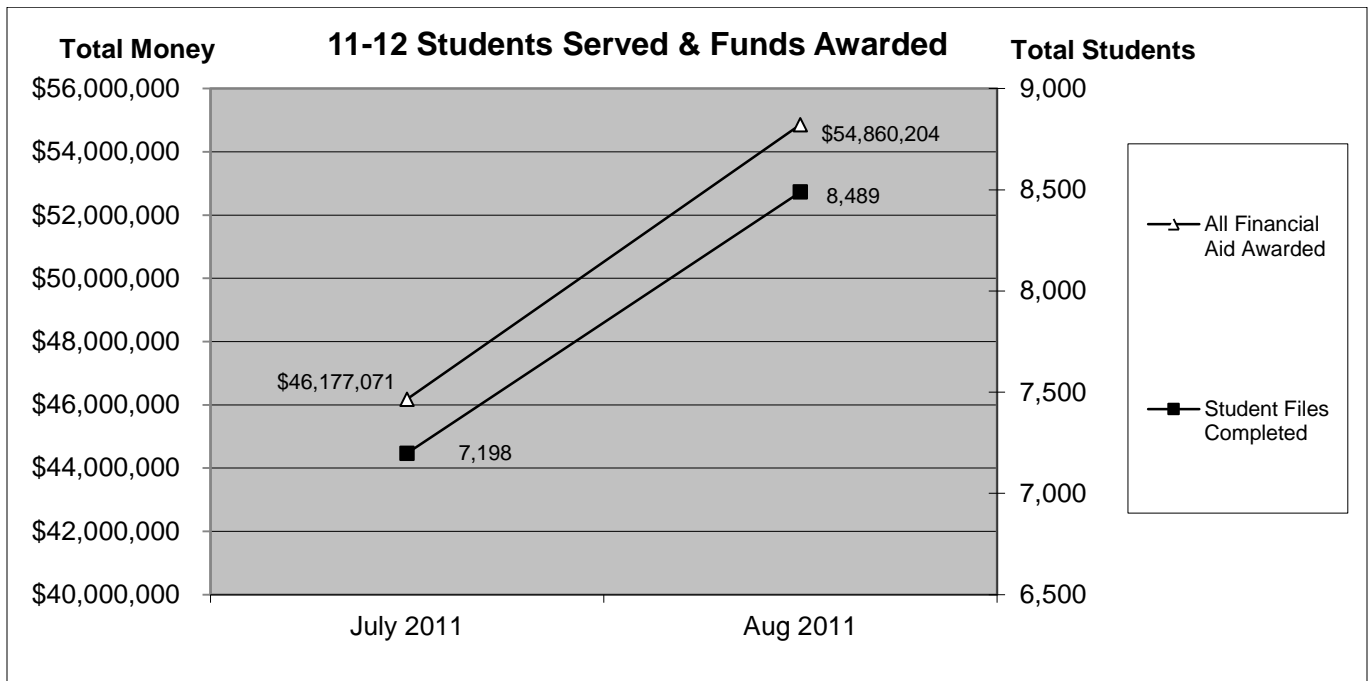
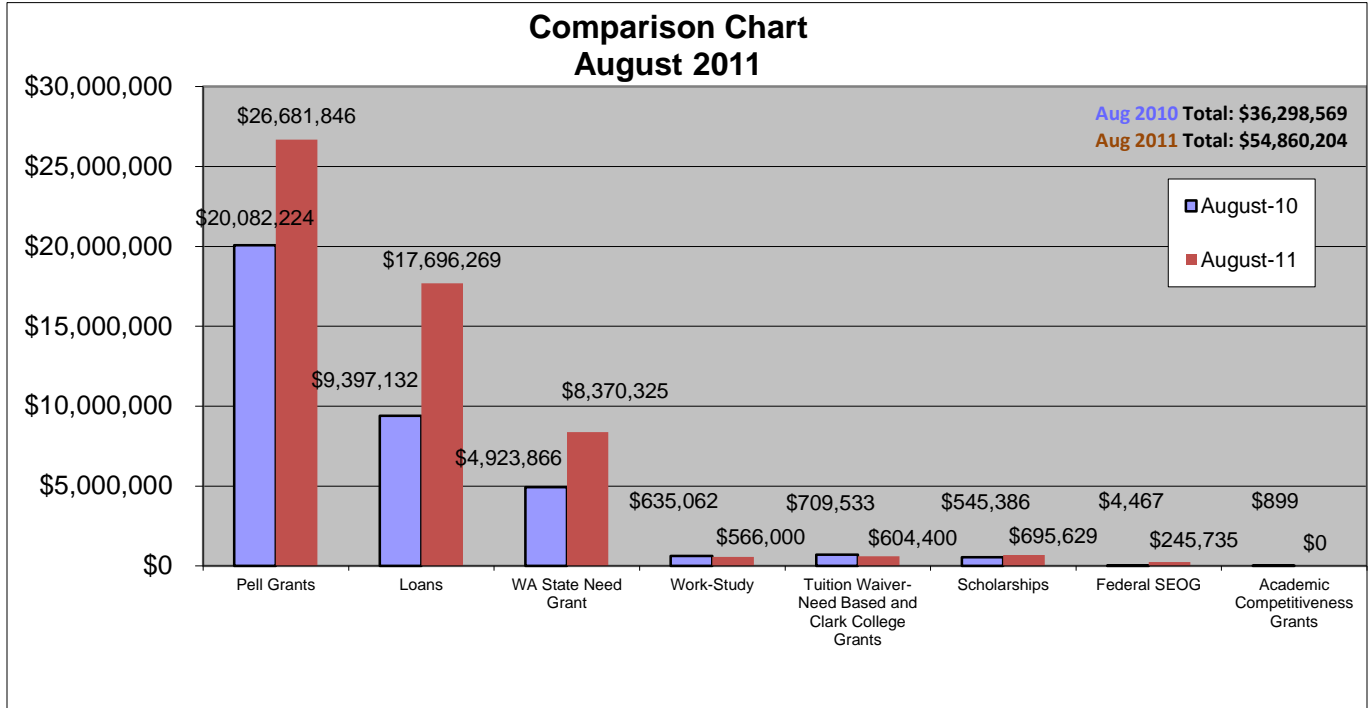
while also providing participants clear guidelines on the things that can and cannot be included when compiling notes. (SA)

- ❖ As part of the new Running Start legislation Clark College is required to collect Running Start “Enrollment Verification Forms” to identify the number of credits students will be taking between their High School and Clark. As of September 9, the Running Start Department had collected 1489 forms of 1787 enrolled Running Start students. The Running Start staff will continue to collect forms up until the first day of fall classes. In addition, the Running Start office relocated to the first floor in Gaiser Hall, next to the Registration counter, on September 1. This new location is more easily accessible to Running Start students, provides more waiting area space, and staff and students alike have reported that they really appreciate the new location. (SA)
- ❖ Admissions is currently preparing for converting to a fully web-based application system. Procedures are being developed to support an online-only environment. The first group to be converted will be the Winter 2012 Running Start applicants in October 2011. This conversion will improve the accuracy and efficiency of processing. (SA)
- ❖ Representative Seaquist, Chair of State House Committee on Higher Education, came to visit Clark College on August 31<sup>st</sup> and September 1<sup>st</sup>. Representative Seaquist was joined by Representative Probst and began their tour of Clark College at WSU-V, learning about partnerships with WSU-V and local school districts; the nursing program and facilities; Corporate and Continuing Education’s Lean program; and Science, Technology, Engineering, and Math (STEM) programs. Representative Seaquist visited the Clark College main campus and received a tour, highlighting the programs and services offered by the college at that location. President Knight discussed the growth at Clark College, student need, need to hire more full-time instructors and staff, and the following legislative priorities:
  - Stabilize state funding at existing levels.
  - Reallocate the state’s funding per FTES to ensure high-growth colleges are sufficiently funded.
  - Return Running Start enrollment to 2.0 FTES.
  - Allow more local decision making on implementing budget reductions. For example, instead of mandating wage cuts of 3%, the state should simply give the institution a target reduction level to achieve and leave the decision making to the local leadership. (P&E)
- ❖ Corporate & Continuing Education has been recognized as a leader among community colleges in the use of the CampusCE web-based registration and student management system. As a result, CampusCE looks to Jennifer Ward CCE Program Specialist 2 as an advisor to other colleges currently using the system or looking to use the system in the future. On August 22, CampusCE President Loren Pace and VP of Client Services Dan Herda arranged for staff from Mt Hood Community College, Economic & Workforce Development department to meet with Jennifer and CCE Communications & Marketing Manager Tara Cox to review CampusCE's registration and student management benefits and CCE's relationship with CampusCE. (CCE)

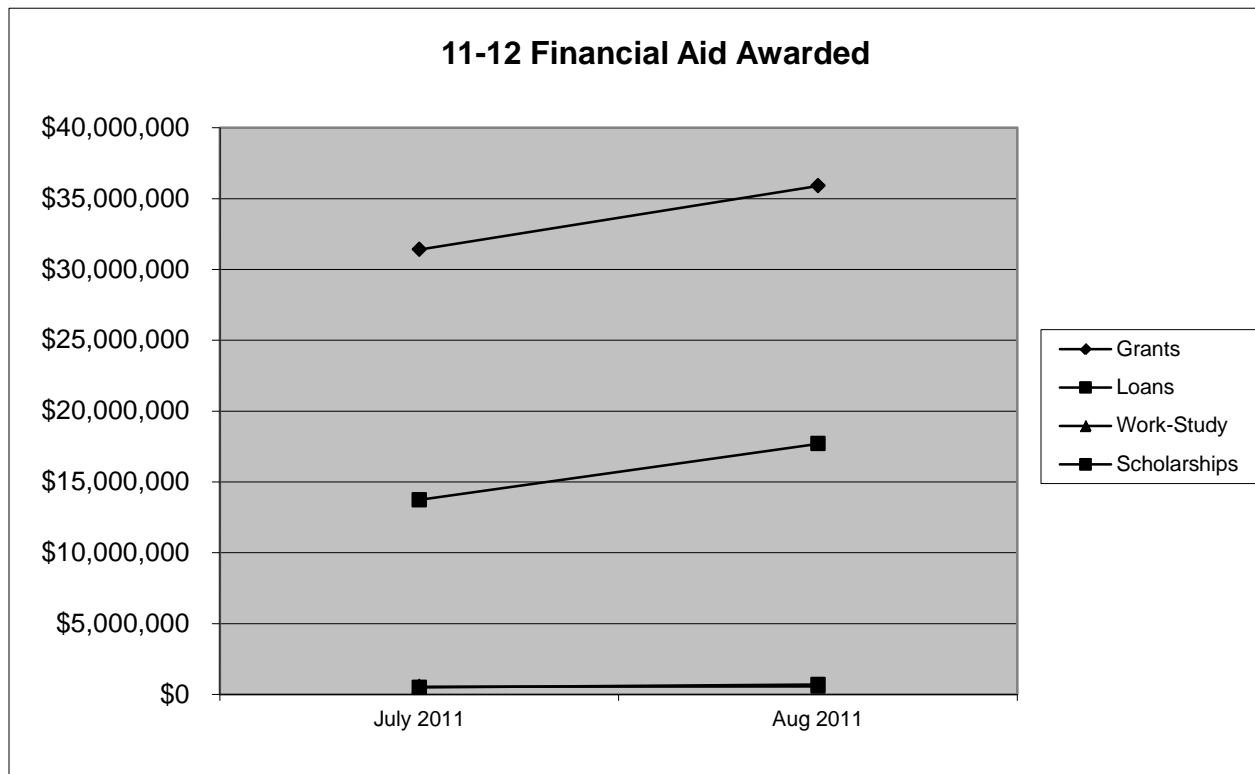
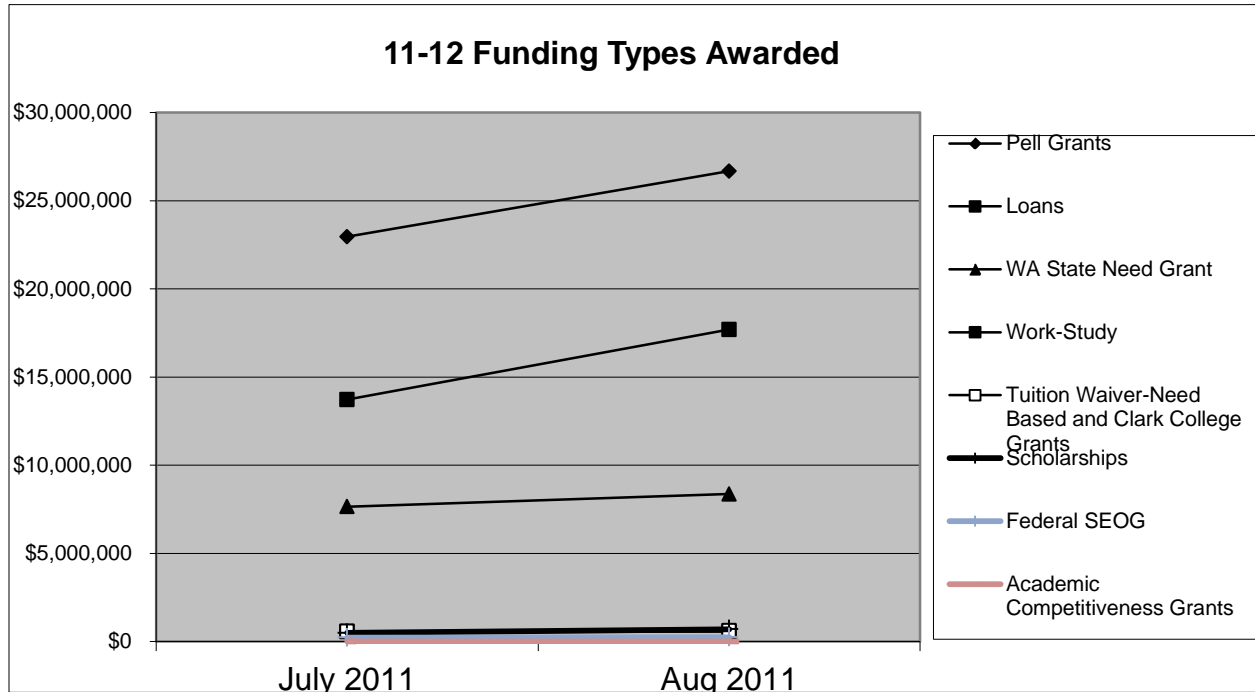
## ENHANCE COLLEGE SYSTEMS

- ❖ Web specialist Tahnya Huneidi (with Claire Rourk-Skinner) developed an Intranet area for Records Management and Preservation. This area provides easy access to guidelines for the college records management and preservation plan. (C&M)
- ❖ Communications Specialist Hannah Feldman and Graphic Designer Jenny Shadley have begun work on the winter 2012 issue of *Clark College Connections* (the class schedule). Working with Student Affairs and Instruction, they have reduced the page count of the schedule by 16 pages, thereby reducing both printing and postage costs. (C&M)

## STATISTICS



## STATISTICS



# Clark College - Budget Status Report

## August 31, 2011

Sources of Funds (Revenues)	2010-11 Budget	Revenues to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	24,735,877	5,410,851	19,325,026	21.9%
Tuition	15,577,414	8,076,228	7,501,186	51.8%
Running Start	4,762,998	-	4,762,998	0.0%
Excess enrollment	9,886,504	-	9,886,504	0.0%
Planned use of prior fund balance	1,489,926	-	1,489,926	0.0%
Dedicated, matriculation, tech, cont ed	3,974,189	1,169,498	2,804,691	29.4%
<b>Total Operating Accounts</b>	<b>60,426,908</b>	<b>14,656,577</b>	<b>45,770,331</b>	<b>24.3%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts less Running Start	4,715,729	665,067	4,050,662	14.1%
Internal Support	644,495	86,184	558,311	13.4%
ASCC less PUB	1,600,480	737,922	862,558	46.1%
Bookstore	5,651,821	320,859	5,330,962	5.7%
Parking	469,228	119,658	349,570	25.5%
Auxilliary Services	1,830,408	260,429	1,569,979	14.2%
Financial Aid	53,483,805	12,604,581	40,879,224	23.6%
<b>Total Other Accounts</b>	<b>68,395,966</b>	<b>14,794,699</b>	<b>53,601,267</b>	<b>21.6%</b>
<b>Total Sources of Funds</b>	<b>128,822,874</b>	<b>29,451,277</b>	<b>99,371,597</b>	<b>22.9%</b>

Uses of Funds (Expenses)	2010-11 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	754,278	93,898	660,380	12.4%
Vice President of Instruction	37,208,450	4,505,780	32,702,670	12.1%
Vice President of Administrative Services	10,957,586	3,076,196	7,881,390	28.1%
Vice President of Student Affairs	7,960,765	1,152,848	6,807,917	14.5%
Associate Vice President of Planning & Effectiven	491,544	71,969	419,575	14.6%
Executive Director of Corporate & Continuing Ed	844,240	147,301	696,939	17.4%
Executive Director of Communications	967,628	227,699	739,929	23.5%
Associate Vice President of Human Resources	1,242,417	214,820	1,027,598	17.3%
<b>Total Operating Accounts</b>	<b>60,426,908</b>	<b>9,490,509</b>	<b>50,936,399</b>	<b>15.7%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts less Running Start	4,715,729	467,499	4,248,230	9.9%
Internal Support Services	644,495	365,498	278,997	56.7%
ASCC less PUB	1,600,480	170,711	1,429,769	10.7%
Bookstore	5,651,821	891,544	4,760,277	15.8%
Parking	469,228	111,876	357,352	23.8%
Auxilliary Services	1,830,408	257,370	1,573,038	14.1%
Financial Aid	53,483,805	12,497,669	40,986,136	23.4%
<b>Total Other Accounts</b>	<b>68,395,966</b>	<b>14,762,166</b>	<b>53,633,800</b>	<b>21.6%</b>
<b>Total Uses of Funds</b>	<b>128,822,874</b>	<b>24,252,675</b>	<b>104,570,199</b>	<b>18.8%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>5,198,602</b>		
<b>Move excess enrollment to CIS equip reserve</b>		<b>(425,000)</b>		
<b>Net Difference</b>		<b>4,773,602</b>		
Capital Projects - Revenues & use of fund bal	6,886,034	431,574	6,454,460	6.3%
Capital Projects- Expenses & Encumbrances	6,886,034	431,574	6,454,460	6.3%
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>-</b>		

c. Bob Knight, Bob Williamson, Karen Wynkoop  
e. Theresa Heaton, Cindi Olson, Nicole Marcum, Bill Belden  
Ron Hirt, Accounting-September 13, 2011



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

	<b>Fund Balance</b> (minus non-cash assets) <b>6/30/11</b>	<b>Cash Balance</b> (minus dedicated cash) <b>6/30/11</b>	<b>Required Reserves</b>	<b>Prior Commitments</b> (prior to 7/1/11)	<b>New Commitments</b> (2011/12)	<b>Total Available Cash</b>
<b>145 Grants and Contracts</b>						
<b>147 Local Capital</b>	3,103,448	2,922,903			574,155	2,348,748
<b>148 Dedicated Local</b>	(1,672)	(1,672)				(1,672)
<b>149 Operating Fee</b>	5,719,882	2,238,353		1,189,991	752,166	296,196
<b>440 Central Store (Catalog)</b>	485,592	50,323				50,323
<b>443 Data Processing</b>	51,625	51,625				51,625
<b>448 Print/Copy Machine</b>	915,869	910,348			910,348	-
<b>460 Motor Pool</b>	(155,860)	(155,860)				(155,860)
<b>522 ASCC</b>	29,738	29,738				29,738
<b>524 Bookstore</b>	1,644,576					-
<b>528 Parking</b>	2,882,248	2,882,248				2,882,248
<b>570 Other Auxiliary Enterprise</b>	287,216	287,216				287,216
<b>790 Payroll (clearing)</b>	931,090	396,105		28,535		367,570
<b>840 Tuition/VPA</b>	236,648					-
<b>846 Grants - Fin Aid</b>	5,593,419					-
<b>849 Student Loans</b>	(1,773,305)					-
<b>850 Workstudy (off-campus)</b>	36,069					-
<b>860 Institutional Financial Aid Fun</b>	(9,604)					-
<b>Reserves*</b>	533,887		5,946,611			(5,946,611)
<b>Totals</b>	<b>20,510,866</b>	<b>9,611,327</b>	<b>5,946,611</b>	<b>1,218,526</b>	<b>2,236,669</b>	<b>209,521</b>

S.SAND 9/15/11

## ACTION ITEMS

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
**August 24, 2011**  
**Ellis Dunn Room GHL 213**

**Trustees Present:** Mmes. Sherry Parker, Jada Rupley, and Rhona Sen Hoss. Mr. Royce Pollard. Mr. Jack Burkman recused himself from the baseball discuss and joined the meeting for the discussion of the trustee retreat and the college budget.

**Administrators:** Mr. Robert Knight, President, Dr. Tim Cook, Interim 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:** Dr. Travis Kibota, Professor; Dr. Ericha Clare, NP; Ms. Dawn Shults, Instructor; Ms. Carrie Duffy, Skills Center; Ms. Tonya Lawrence, Tech Prep Program Manager.

**Others:** Ms. Lisa Gibert, CEO Clark College Foundation; Ms. Bonnie Terada, Assistant Attorney General; Blake Bowers, Dean of Health Sciences; Mr. Scott Coffie, .IT Specialist 4—eLearning Systems Administrator.

	TOPIC	DISCUSSION	ACTION
I.	CALL TO ORDER	<ul style="list-style-type: none"> <li>Chair Sen Hoss called the meeting to order at 5:00 p.m.</li> </ul>	
II.	BUSINESS MEETING		
II. A	Review of the Agenda	<ul style="list-style-type: none"> <li>The agenda was accepted as presented.</li> <li>Chair Sen Hoss reviewed the topics covered during the work session: baseball, the trustee July retreat, and the 2011-2012 college budget.</li> </ul>	
II. B	Statements from the Audience	<ul style="list-style-type: none"> <li>There were no statements from the audience.</li> </ul>	
II. C.	Constituent Reports 1. AHE	<ul style="list-style-type: none"> <li>There was no report from the AHE this month.</li> </ul>	
II. C.	2. WPEA	<ul style="list-style-type: none"> <li>There was no report from the WPEA this month.</li> </ul>	
II. C.	3. ASCC	<ul style="list-style-type: none"> <li>There was no report from the ASCC this month.</li> </ul>	
II. C.	D. Foundation	<ul style="list-style-type: none"> <li>With great sadness, Ms. Gibert announced that foundation trustee emeritus, Harriet Wilson, recently passed away. The foundation will hold a Celebration of Life on August 27 in the Student Center at 2 pm, to which she invited the trustees attend if they are able. Ms. Wilson set the standard for giving back to her community and Ms. Gibert was honored to have known her. She led the Title III Challenge Grant which was a great success and increased the foundation's \$2 million endowment to over \$8 million.</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Rupley asked Ms. Gibert what goal the foundation would like to set with the college over the coming year. Ms. Gibert would like support in the areas of fundraising, long- and short-range strategic planning through the 50<sup>th</sup> anniversary, and synchronizing foundation systems with the college</li> </ul>

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
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	TOPIC	DISCUSSION	ACTION
II. D.	Statements and Reports from Board Members	<ul style="list-style-type: none"> <li>Chair Sen Hoss discussed the June TACTC GISS Conference and the July board retreat. She thanked Ms. Diehl and Dr. Rourk for compiling all the statistical information used during the trustees' June conference. The TACTC conference was completely funded by the Bill &amp; Melinda Gates Foundation and its message was to refocus the colleges on student completion during the coming year. Completion has become both a state and national issue.</li> <li>Vice Chair Rupley noted that Clark has done a great job of providing educational access to students and it is now time to look at the other end of the equation (completion) so that the students will ultimately succeed in their careers.</li> <li>The Gates Foundation chose five states to pilot the GISS program. Washington had already started focusing on completion and is further ahead of many states and is seen as a leader in the nation. The Gates foundation wants to see everything data driven, which can be a new concept to higher ed leaders in many other states in the country.</li> <li>Trustee Pollard said that the July retreat was one of the best he has ever attended and thanked everyone involved. He noted that the staff was prepared and shared very good information with the trustees.</li> <li>Trustee Burkman commented that the development of measurements for completion may be a nationwide challenge as "completion" means different things to different people.</li> <li>Chair Sen Hoss said that a 360 presidential evaluation will take place during Spring 2012. A 360 evaluation is done during the second year of each of the president's three-year contracts.</li> <li>Chair Sen Hoss listed the board representatives to various committees this year: <ul style="list-style-type: none"> <li>Foundation Strategic Planning Committee: Jada Rupley</li> <li>Foundation Executive Committee Rep: Jada Rupley</li> <li>Foundation Board Representative: Sherry Parker</li> <li>TACTC Legislative Action Committee: Royce Pollard</li> <li>Sherry Parker, alternate</li> <li>CRC Liaison: Jack Burkman</li> <li>Workforce Education Liaison/Rep: Sherry Parker</li> </ul> </li> <li>Chair Sen Hoss announced that the trustees would discuss the proposed multi-use stadium facility; she said that Trustee Burkman has recused himself from all discussions relating to the stadium due to his role as a city council member. He left the room for the duration of the discussion.</li> <li>Trustee Pollard said that he has received many questions and comments from community members concerning the stadium and that the community's current perception of the board is that the trustees are indifferent towards and/or do not care about the stadium because there has not yet been a public comment from the board.</li> </ul>	<ul style="list-style-type: none"> <li>The board will tour the new Childhood Early Learning Center during the September 28 work session. The ECE will host its grand opening on September 29.</li> </ul>

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
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	TOPIC	DISCUSSION	ACTION
		<ul style="list-style-type: none"> <li>The community wants to know where the board stands. Trustee Pollard believes that the City Council and County Commissioners are on the verge of rejecting the proposal before the full process has been completed.</li> <li>He will put his support behind the stadium if the community agrees that it is a good project for the city. He believes that it will provide a huge economic boost to the area and he encouraged the board members to publicly support the stadium as long as financing is achieved.</li> <li>Trustee Pollard agreed that a stadium is not the number one priority for the college, but it has the potential to be an outstanding asset to both the college and the community.</li> <li>Trustee Rupley said that a joint public/private partnership is an exciting opportunity and she hopes that it is the first of many to be offered to Vancouver.</li> <li>Trustee Parker also is excited about the opportunity and she wanted to stress that the college did not initiate the conversation with the owners; they approached the college and the city. If the college and community concerns can be mitigated, this is not a project that should be lost and has the potential to be an economic driver to the area.</li> <li>Chair Sen Hoss said that the board has not been formally approached as a group and been asked to support the project by its backers. She said the president has represented the board's views well in the community and the board cannot fully support the initiative until funding has been determined and the college and community concerns are addressed and mitigated. Chair Sen Hoss then read the following statement into the record:  "Following a process that solicited feedback from the full college community including students, faculty and staff and based on the positive feedback that was received..."   Making it clear that no college dollars are to be used to build or maintain the proposed facility...   If the ongoing discussions between the college and Short Season LLC result in a positive conclusion on all outstanding issues...   We, the Clark College Board of Trustees, believe that a multi-use community facility, proposed to be built at Clark College, could offer new and exciting opportunities for our students, the college and other community organizations.   Let's play ball"! </li> </ul>	<ul style="list-style-type: none"> <li>Trustee Pollard requested that this statement be drafted into a letter format and shared with the mayor and county commissioners.</li> <li><b>MOTION:</b> Trustee Parker made a motion to move that the statement read by Chair Sen Hoss is the current position of the Clark College Board of Trustees. The motion was seconded by Trustee Rupley and was approved by the four board members with Trustee Burkman abstaining due to his recusing from the baseball discussion.</li> <li>President Knight said that he will read this statement at the public meetings he attends regarding the stadium.</li> <li>The board will</li> </ul>

**Minutes of the Business Meeting of the Board of Trustees**  
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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<p><b>STUDENT PRESENTATION</b></p> <ul style="list-style-type: none"> <li>There was no Student Presentation this evening.</li> </ul> <p><b>FACULTY PRESENTATION</b></p> <ul style="list-style-type: none"> <li>Dean Bowers introduced the new Healthcare Core Curriculum and the faculty, staff, and community members responsible for creating it. This project was a joint effort to develop a curriculum which would allow students to obtain entry level positions in various healthcare jobs and provide them with career-focused upward mobility. By taking one core set of classes, students would then be able to branch off into different health care specialties, such as phlebotomy, pharmacy technician, or other allied health industries. The project was funded by a generous grant from the Meyer Memorial Trust.</li> </ul> <p><b>PRESIDENT'S REPORT</b></p> <ul style="list-style-type: none"> <li>Mr. Belden introduced Charles Guthrie, Athletic Director.</li> <li>Dr. Cook introduced Dr. Peter Williams, Dean of STEM; Ms. Genevieve Howard, Dean of Workforce, Career, and Technical Education; Ms. Debra Ortiz, Director of Allied Health.</li> </ul> <p><b>FOCUS ON LEARNING</b></p> <ul style="list-style-type: none"> <li>Dr. Cook announced that music professor Don Appert was awarded the 2011 American Prize in Orchestral Programming, the Vytatuas Marijousius Memorial Award. There will be additional recognition of Dr. Appert when school resumes in the fall.</li> <li>Mr. Belden was pleased to announce that the new Financial Aid Satisfactory Academic Progress Policy was implemented on July 1 in alignment with new federal regulations. Students must now make a 65% cumulative pace of progression towards their degree or risk losing their financial aid.</li> <li>He addressed the fact that there is a lot of activity occurring at the federal level regarding financial aid. At this time last year, \$26 million in aid had been awarded to students; as of July 2011, \$46 million had been awarded. There has been a significant increase in Pell Grants as well as aid from the Clark College Foundation. Mr. Belden noted how fortunate the college is to have such a wonderful foundation to help support its students.</li> <li>The financial aid office is now caught up on all aid paperwork with the exception of those files which are missing student documentation. The staff has greatly increased their efficiency with fewer staff members over the past year.</li> </ul>	<ul style="list-style-type: none"> <li>The board offered all new staff members their congratulations and welcomed them to the college.</li> </ul>

**Minutes of the Business Meeting of the Board of Trustees**  
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	TOPIC	DISCUSSION	ACTION
II. E.	President's Report	<ul style="list-style-type: none"> <li>Mr. Belden reported that a record 1,725 Running Start students have registered for fall classes. RS students are now limited to taking 1.2 FTE classes and it is up to the college to track their enrollment both at the college and at their respective high schools. In addition, all RS students will need to be apprised of how much they will now be required to pay should they take over 15 credits. It is a very labor intensive process and the college is closely partnering with the local high schools to accomplish this goal.</li> <li>Dr. Cook said that a considerable amount of work of work has been done at Town Plaza (TPC) over the summer advising students about the Peer Mentors Program. This program provides resources and tools to students and helps them overcome barriers to success.</li> <li>A demonstration of the new online college catalog will be held at the September board meeting. This is the first year the catalog has been entirely online. Dr. Cook acknowledged Ms. Genevieve Howard for leading this effort.</li> <li>Mr. Kussman distributed the new Corporate &amp; Continuing Education catalog which was recently sent to local households. He thanked Chair Sen Hoss and Trustee Pollard for their help in connecting him with the local business population as he develops partnerships within the college's service district.</li> <li>President Knight distributed the fall enrollment report. The numbers are tracking very closely to Fall 2010 and it looks to be another year of record enrollment. Ms. Diehl took the board through the 2010-2011 comparisons and noted that enrollment during summer 2011 was higher than summer 2010.</li> </ul>	

**Minutes of the Business Meeting of the Board of Trustees**  
**Clark College, District No. 14**  
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	TOPIC	DISCUSSION	ACTION
III.	<b>ACTION ITEMS</b>		
	<ul style="list-style-type: none"> <li>• <b>Consent Agenda</b> <ul style="list-style-type: none"> <li>○ 2011-2012 College Budget</li> <li>○ Minutes from June 14, 2011 Board Meeting</li> <li>○ Minutes from June 22, 2011 Special Board Meeting</li> <li>○ Minutes from July 27, 2011 Special Board Meeting</li> <li>○ Proposed 2012 Board Meeting Dates</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• <b>MOTION:</b> Trustee Rupley made a motion to approve the five items on the Consent Agenda. The motion was seconded by Trustee Burkman and was unanimously approved.</li> </ul>
IV.	<b>FUTURE TOPICS</b>		
	Budget Diversity Operational Plan Baseball Review of College Policies GISS Student Completion Data	Naming Policy K-12 CLE Update Climate Survey—continued follow-up. President noted that the AHE has indicated they will work with the college to improve the climate survey and have invited him to attend their Fall retreat where the topic will be under discussion.	
V.	<b>DATE AND PLACE OF FUTURE MEETING</b> <ul style="list-style-type: none"> <li>• The next regular meeting of the Board of Trustees is currently scheduled for September 28, 2011 in the Ellis Dunn Community Room, GHL 213. Trustee Rupley will chair the meeting that evening in Chair Sen Hoss' absence.</li> </ul>		
VI.	<b>EXECUTIVE SESSION</b> <ul style="list-style-type: none"> <li>• No Executive Session was held this evening.</li> </ul>		
VII.	<b>ADJOURNMENT</b> <ul style="list-style-type: none"> <li>• There being no further business, the meeting adjourned at 6:25 pm.</li> </ul>		

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Rhona Sen Hoss, Chair  
 Clark College Board of Trustees

Leigh Kent  
 Recorder  
 August 29, 2011