Clark College

Board of Trustees Work Session Packet

Wednesday, October 16, 2024, at 3:30 p.m.

Location: PUB 258-C

Virtual Option:

[Zoom Link](#)

Meeting ID: 831 3722 6333

Passcode: 418803

Dial in: (253) 215-8782

Board of Trustee Work Session Packet, October 16, 2024, at 3:30 pm

I. Call to Order/Agenda Review – Chair Gideon

II. Public Comment – Chair Gideon
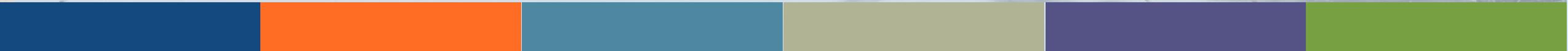Public comments will be limited to two minutes each.

III. Fall Student Profile
Presented by Dr. Martin and Dr. Cruse

IV. Board Policy Review Calendar
Presented by Dr. Martin

V. College Policy Review
Presented by Brad Avakian

VI. Adjournment – Chair Gideon

Fall 2024 Student Profile

Clark College

Clark College Fall Quarter Undergraduate Enrollment Trend, 2022, 2023, 2024

	Fall 2022*	Fall 2023**	Fall 2024**	%Change 22-24
Headcount	7,410	8,181	8,651	16.7
FTES	5,355	5,890	6,164	15.1

Enrollment and Tuition/Revenue for Community, Continuing Education and Customized Training, Fall 2024

	Fall 2024
CCE Enrollment	794
Tuition/Revenue	$135,973
Contract Training Revenue	$38,200
Ed2go Career Training enrollment	233
Tuition/Revenue	$17,886
PearsonVue Test count	3,429
Tuition/Revenue	$44,009

Congratulations!
Clark College awarded $80,759 Job Skills Grant

Training 19 people in 8 local businesses (Boyd Corporation, Gillaspie Manufacturing, Columbia Machine, Church & Dwight, Controltek, Glen Dimplex Americas, nLight)

Enrollment Report Fall 2024

- **ALL State FTES**: Fall quarter enrollment is at **4,462** and currently **99%** of our state enrolled and budgeted target. Our fall quarter budgeted enrollment target is **4,493** FTES. *This number is inclusive of the BAS, International FTEs listed below.*

- **BAS:** Fall quarter enrollment is **188** and currently at **121%** of our BAS enrolled and budgeted target. Our fall quarter BAS enrollment target is **155** FTES.

- **International:** Fall quarter enrollment is **56** and currently at **109%** (no change from last report) of our International enrolled and budgeted target. Our fall quarter International enrollment target is **51** FTES.

- **Running Start:** Fall quarter we have **1,695** Running Start students and currently at **101%** of our RS enrolled and budgeted target. Our fall quarter RS enrollment target is **1,676** FTES.

College established targets
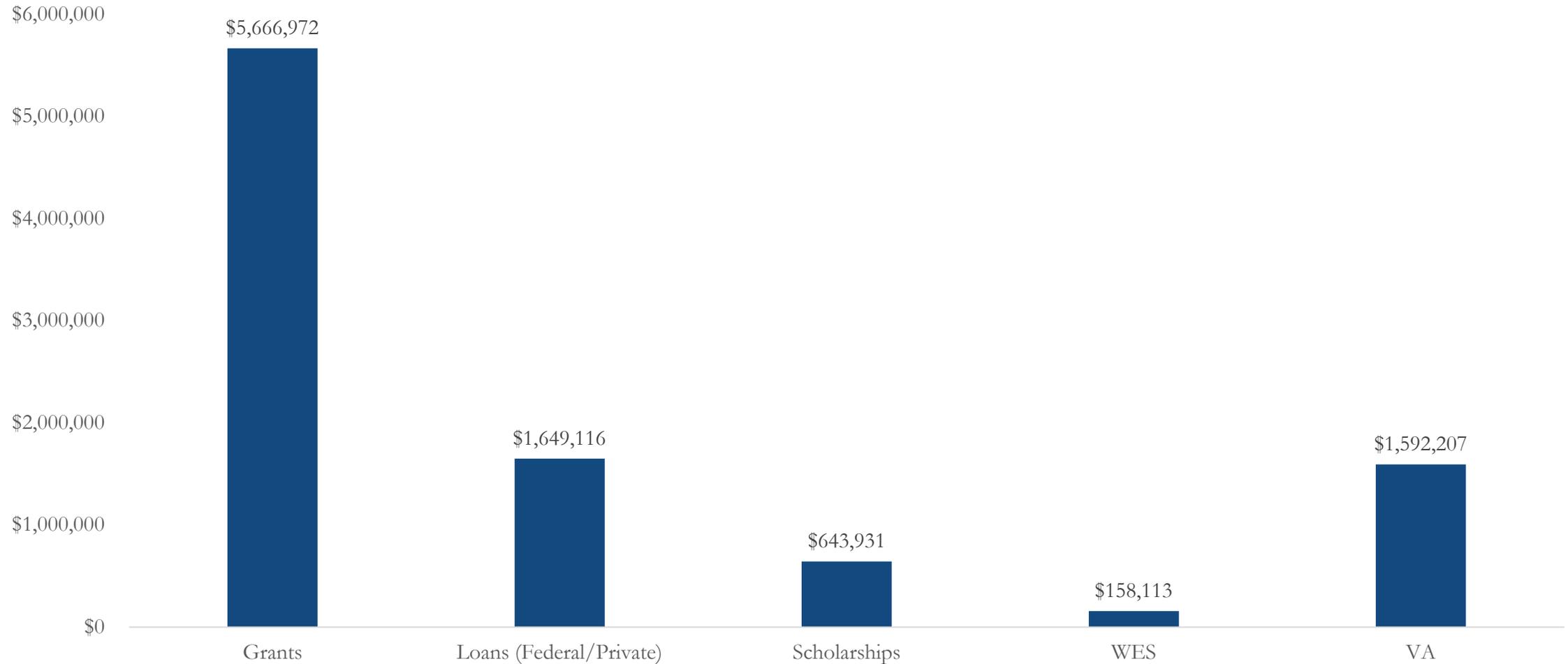
Data collected through 10.7.2024

Disability Access Center (DAC)

529 students as the 10th day of the term

- **Common class accommodations for Fall:** extended time on exams, quiet room testing, assistive technology training in screen reader tools, accessible format of textbooks (e-text for audio format, braille, & large print), GLEAN notetaking app for audio recording/transcripts, summary lecture notes from instructor or peer student, flexible deadlines some 48hour extensions, flexible attendance, ASL sign language interpreters, closed captioning of video materials, use of specialized technology in the classroom, recording of lecturers, preferred seating, adjustable chairs or tables, sighted aid assistance for lab class, reader software on tests, and medical alter for seizures. There are additional accommodations, each plan is individualized to the student.

- **Testing Accommodations are still the highest type**, with over 79% of students having at least one type of testing accommodation, such as extended testing time. For in person exams, proctoring is available in our DAC Testing Center.

These 529 students with disabilities are those who have reached out to DAC and are registered for at least one class this Fall. This number includes those who are using class accommodations by 10th day, others who are eligible and will request later in the term, students who have a scheduled Access meeting, and some students who are engaging with us for other out of class supports: Examples: loaning out equipment, priority registration access, physical access support, and check in meetings for disability consultations as relates to programs, classes, or college processes from staff member or peer mentor.

Data collected through 9.14.23

Number of Students Receiving VA Benefits
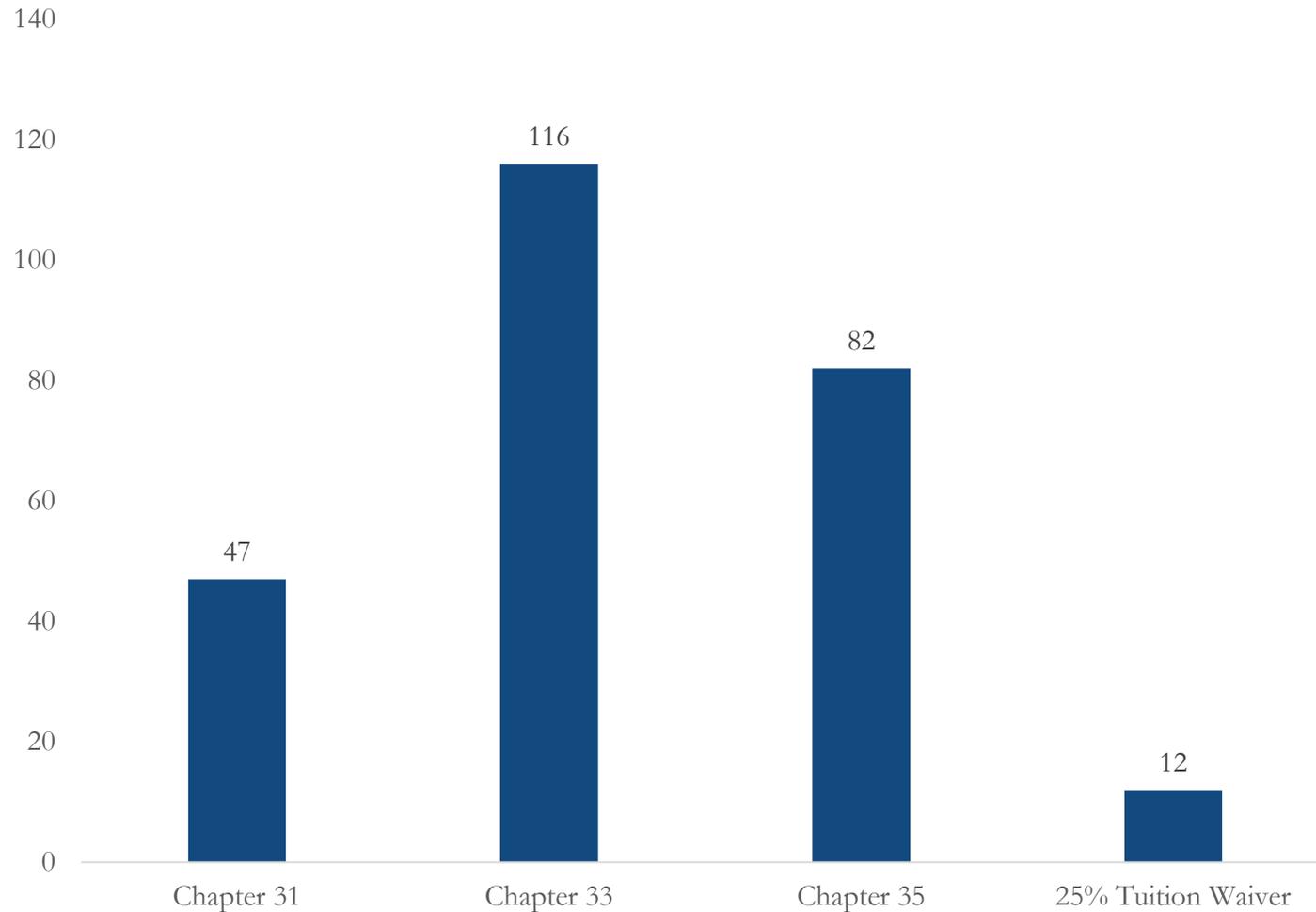
Chapter 31: Vocational Rehab and Employment

Chapter 33: Post 9/11 GI Bill

Chapter 35: Dependent Education Act/100% tuition waiver

25% Veteran Tuition Waiver: Honorably Discharged Veterans with no other benefits

Data collected through 10.7.2024

Number of Athletics
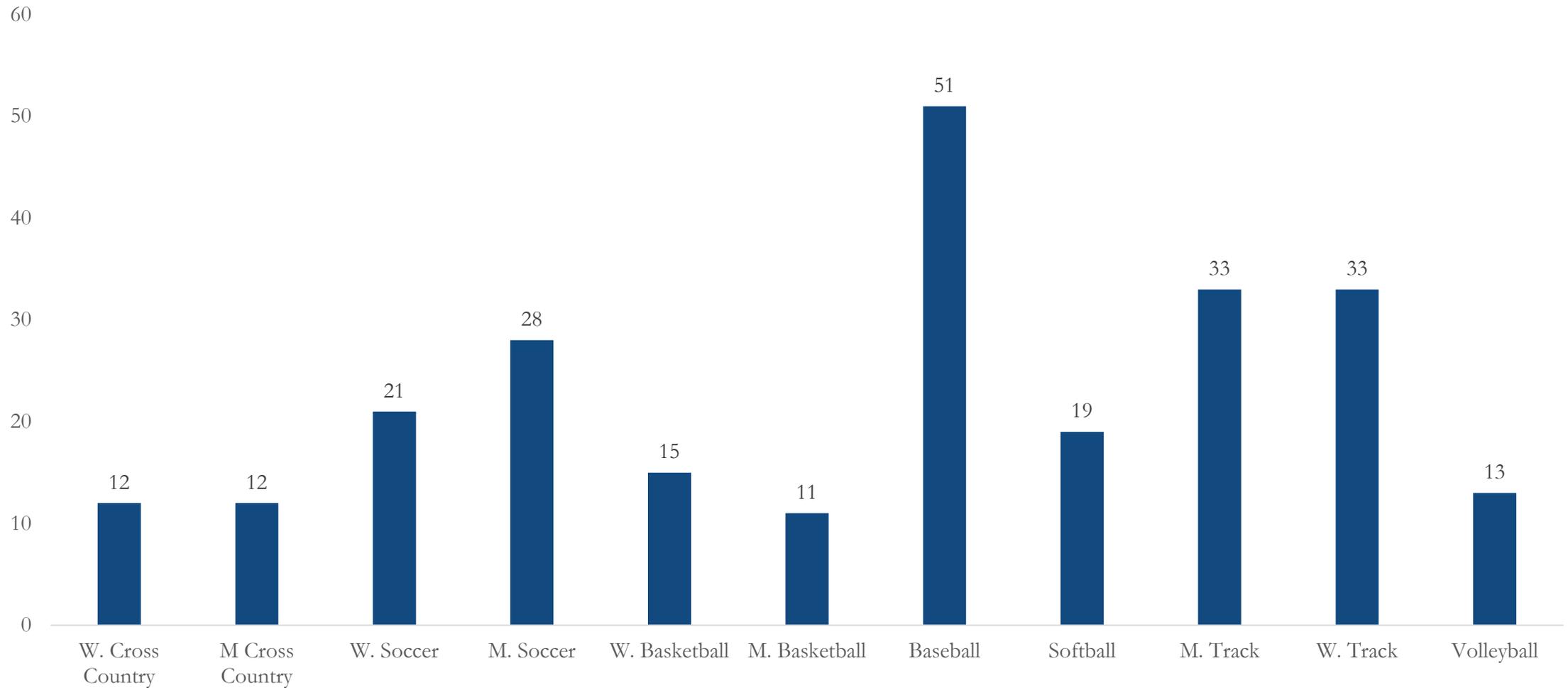
Data collected through 10.7.2024

Race/Ethnicity of Clark Students, Fall 2024*
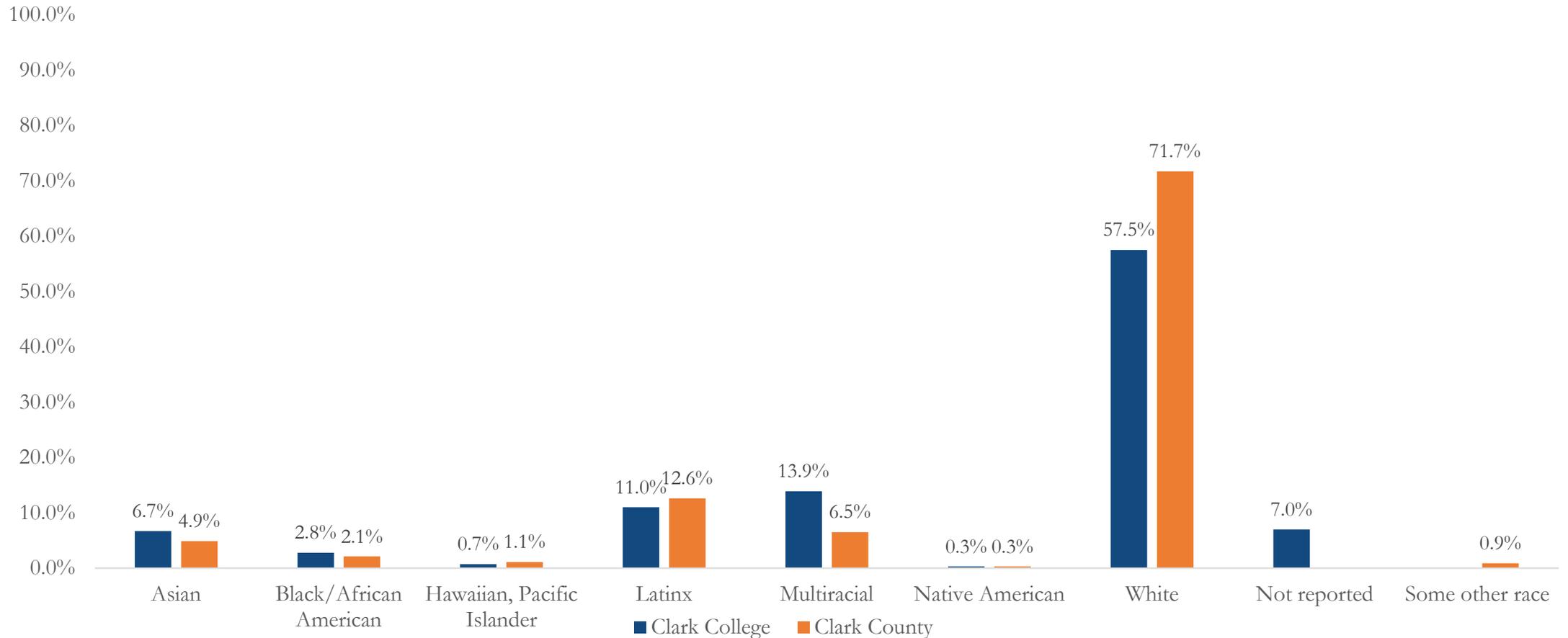
*Data collected through 10/7/2024; Source: ctcLink

Gender of Clark Students, Fall 2024*
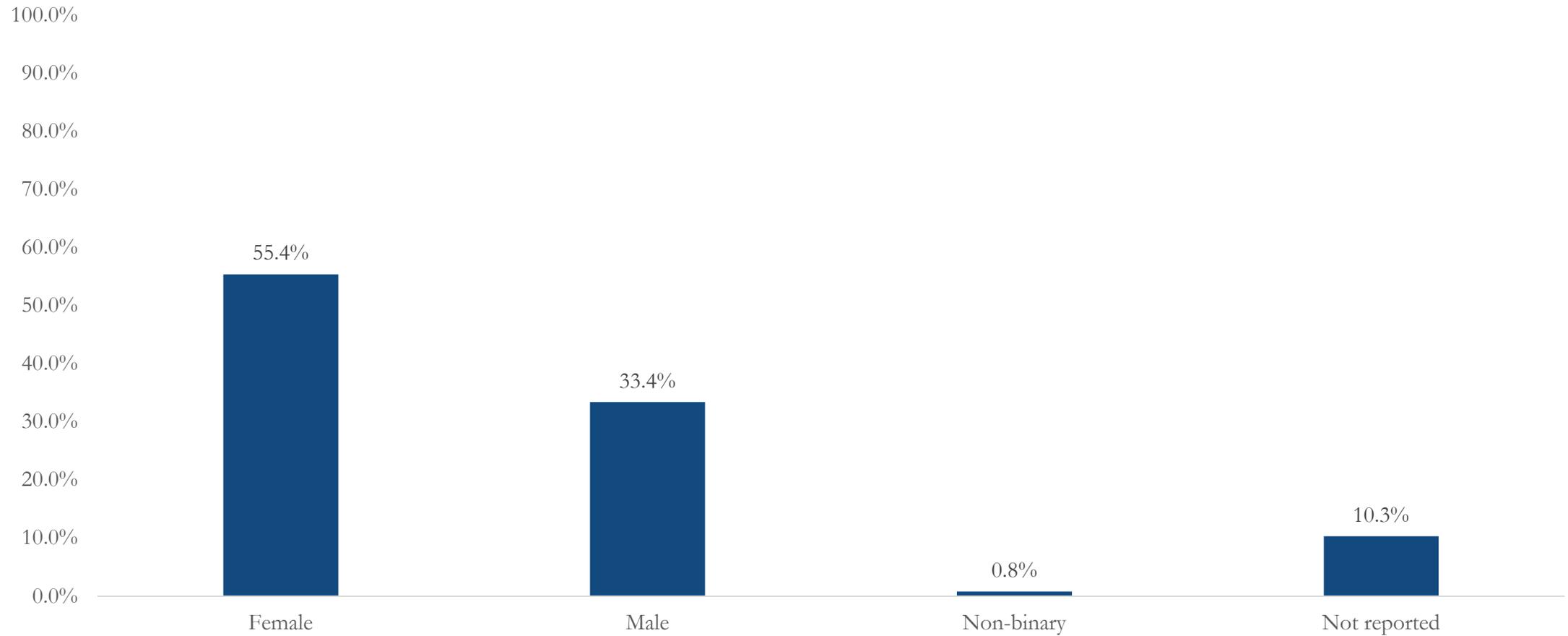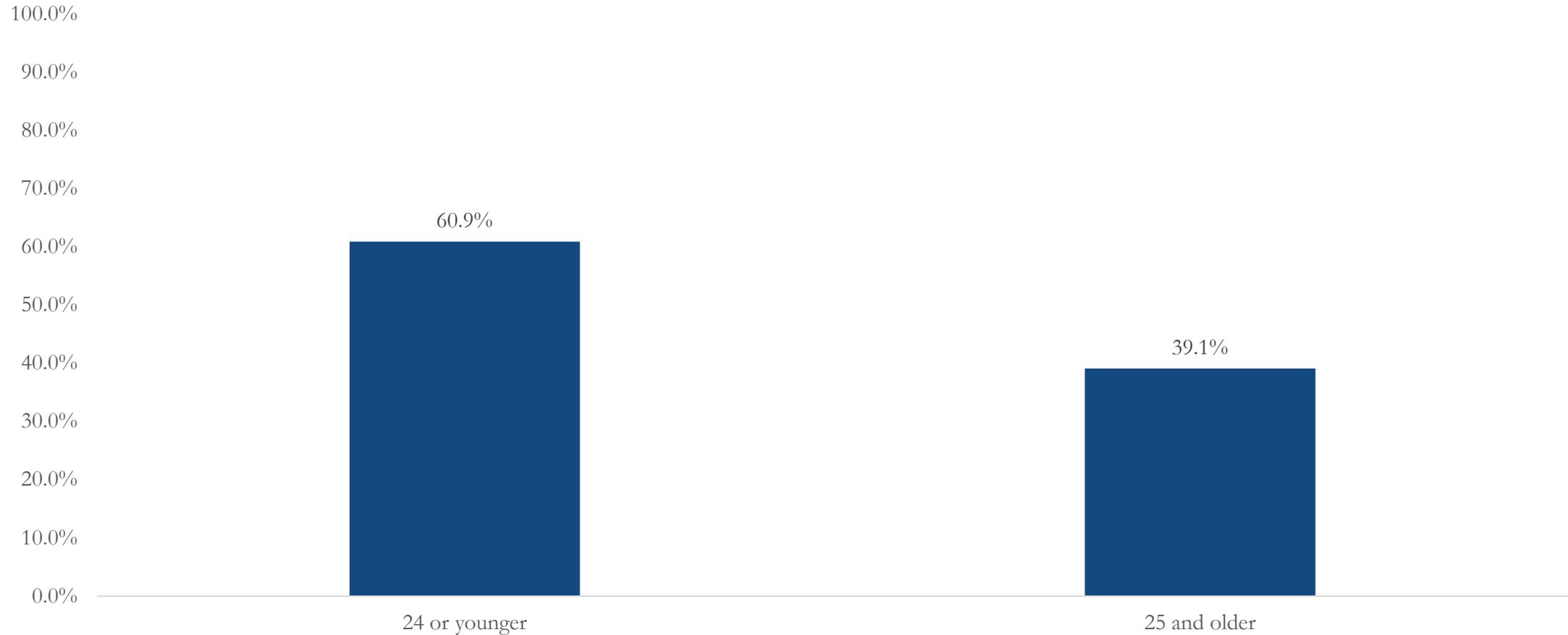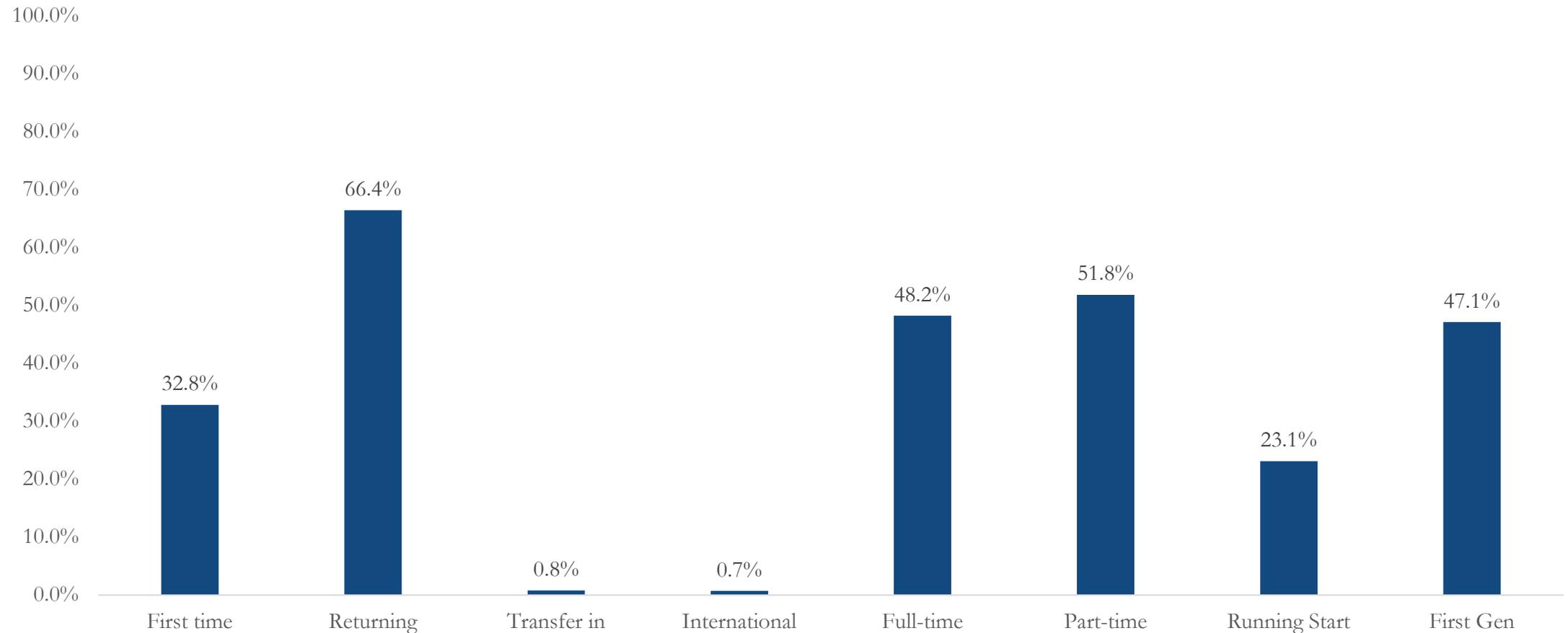
*Data collected through 10/7/2024; Source: ctcLink

Residence of Clark Students, Fall 2024*
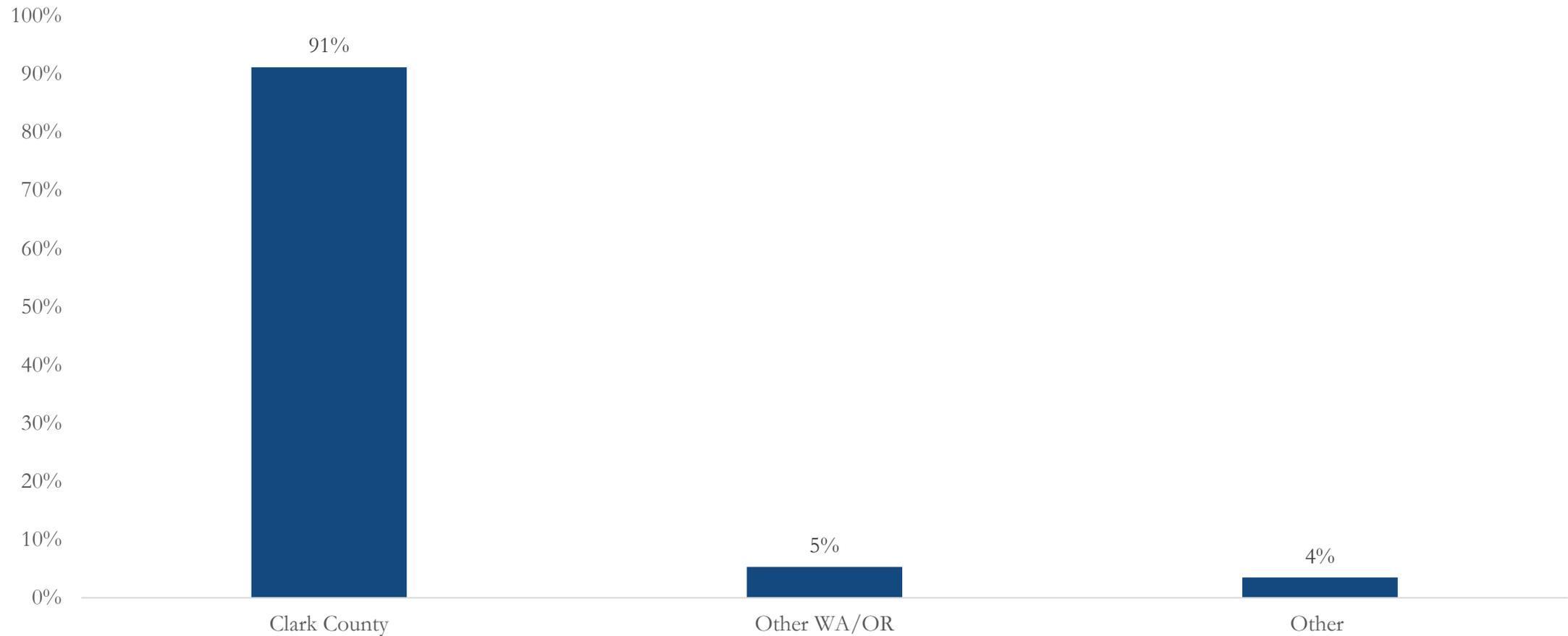
Bar chart showing residence of Clark students: Clark County 91%, Other WA/OR 5%, Other 4%
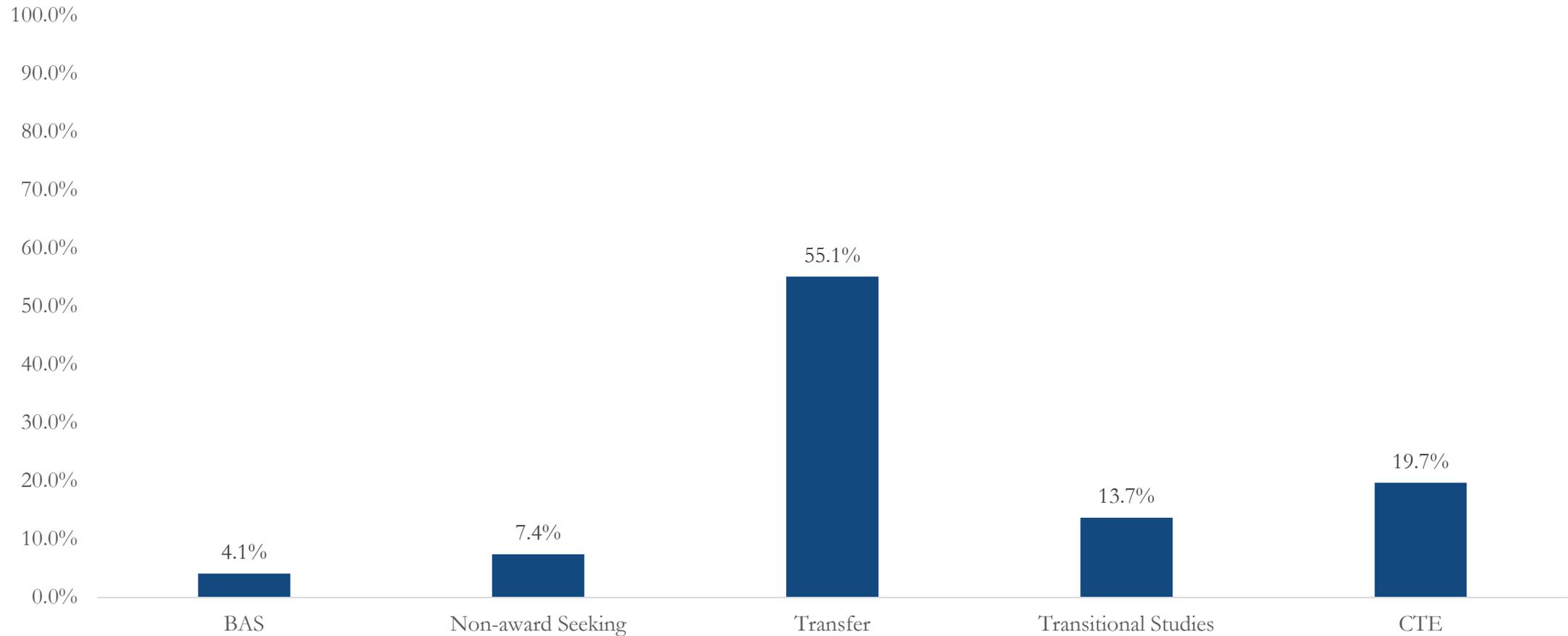
*Data collected through 10/7/2024; Source: ctcLink

Enrollment by Modality*, Fall 2024**

*Duplicated Headcount; **Data collected through 10/7/2024;
Source: https://tableau.sbctc.edu/#/site/ClarkCollege/views/Beta-enrollmentManagementforScheduling/ActiveEnrollment?:iid=1
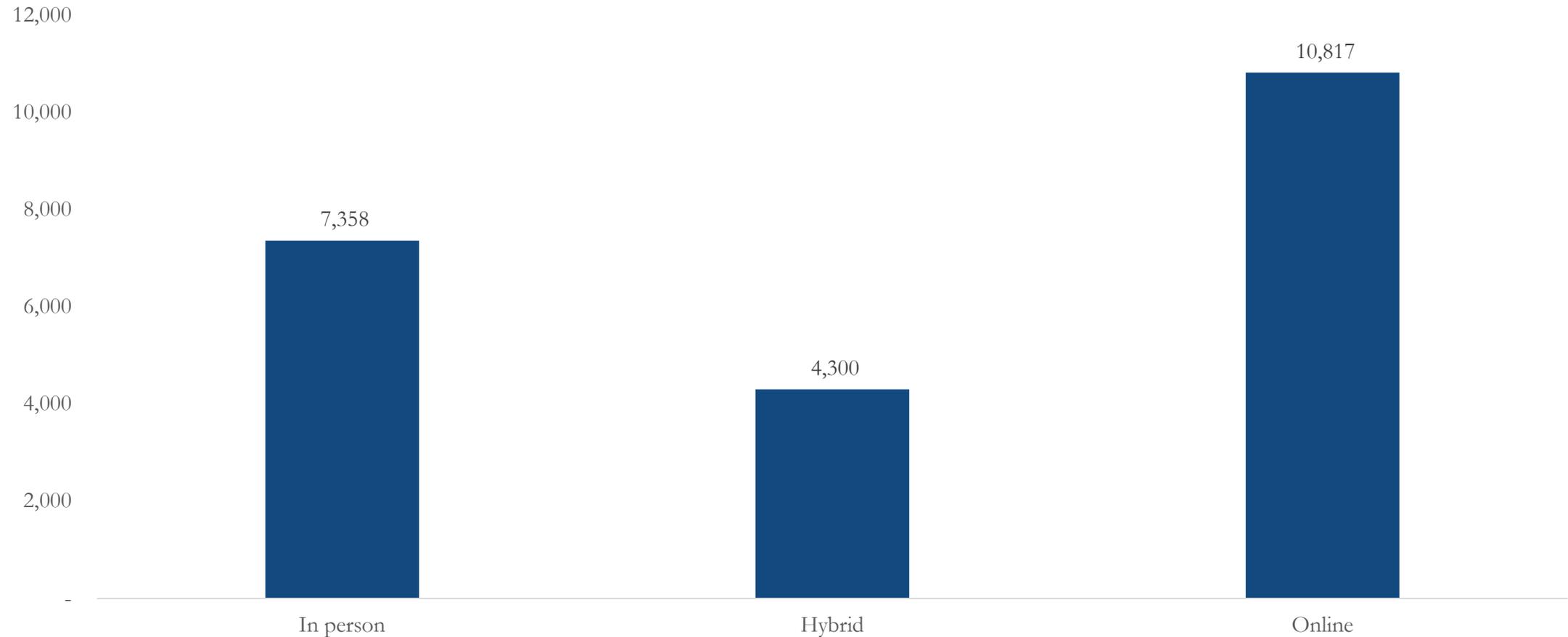
Enrollment* by Location, Fall 2024**

Location	#
Clark, Columbia Tech	364
Clark, WSU Vancouver	829
Clark, Main	10,262
Offsite	204
Online	10,817

*Duplicated Headcount; **Data collected through 10/7/2024;
Source: https://tableau.sbctc.edu/#/site/ClarkCollege/views/Beta-enrollmentManagementforScheduling/ActiveEnrollment?:iid=1

Running Start Enrollment
Top 5 Districts, Fall 2023, Winter 2024, Spring 2024

DISTRICT	Fall 2023	%	Winter 2024	%	Spring 2024	%	Fall 2024	%
Vancouver	511	25.7	474	25.2	433	26.7	504	23.0
Evergreen	447	22.5	430	22.9	360	22.2	533	24.4
Battle Ground	373	18.8	350	18.6	316	19.5	442	20.2
Camas	220	11.1	209	11.1	191	11.8	224	10.2
Washougal	106	5.3	103	5.5	83	5.1	124	5.7

*Data collected on 10/8/2024;
Source: PeopleSoft query

Total Classroom Hours Used by Building, Fall 2024*

Building Name	Number of Classrooms	Mean % Time Used	Std. Deviation	Median % Time Used
AA1	1	36.92		36.92
AA2	4	31.92	16.15	32.31
AA4	17	28.09	22.35	21.54
AA5	10	30.85	30.16	27.69
Anna Pachanec Hall	3	11.11	5.77	9.74
Bauer Hall	7	23.92	6.25	21.79
Beacock Music Hall	3	56.84	38.77	71.79
Columbia Tech Center	15	9.02	10.26	9.23
Diesel	2	26.16	2.17	26.16
Foster Hall	1	36.15		36.15
Frost Arts Center	9	34.28	24.67	30.77
Gaiser Hall	10	18.98	17.19	20.00
Hanna Hall	16	28.30	11.50	28.85
Hawkins Hall	2	31.41	44.42	31.41
Health Sciences	5	16.46	18.09	18.46
Joan Stout Hall	10	19.40	9.11	20.77
O'Connell Sports Center	7	27.99	23.22	22.05
Penguin Union Building	2	26.86	30.73	26.86
Scarpelli Hall	13	26.10	27.60	16.92
Science Building	10	10.92	11.08	6.15
STEM Building	21	31.31	15.21	26.15
T Building	10	28.98	11.88	33.85
WSU-V	23	9.04	9.63	6.41
Total	**201**	**23.33**	**19.56**	**20.26**

*Data collected on 10.4.2024; Report for 10.7.2024-10.11-2024, 8:00 a.m. – 9:00 p.m.; Monday-Friday for total hours possible of 65 hours; Source: 25Live

Equity Update

First-Time Ever in College, Fall-to-Fall Retention, 2019-2022 Cohorts by Race/Ethnicity
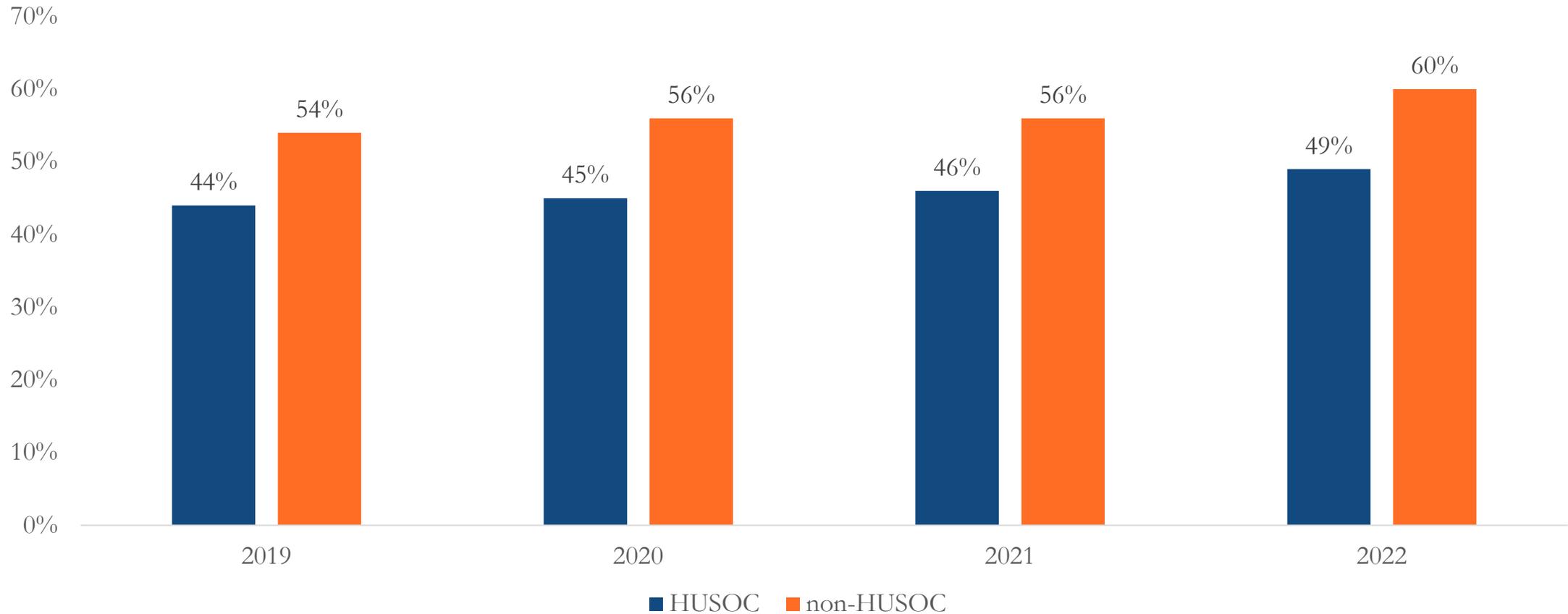
First-Time Ever in College, Fall-to-Fall Retention, 2019-2022 Cohorts by Need-Based Aid Status
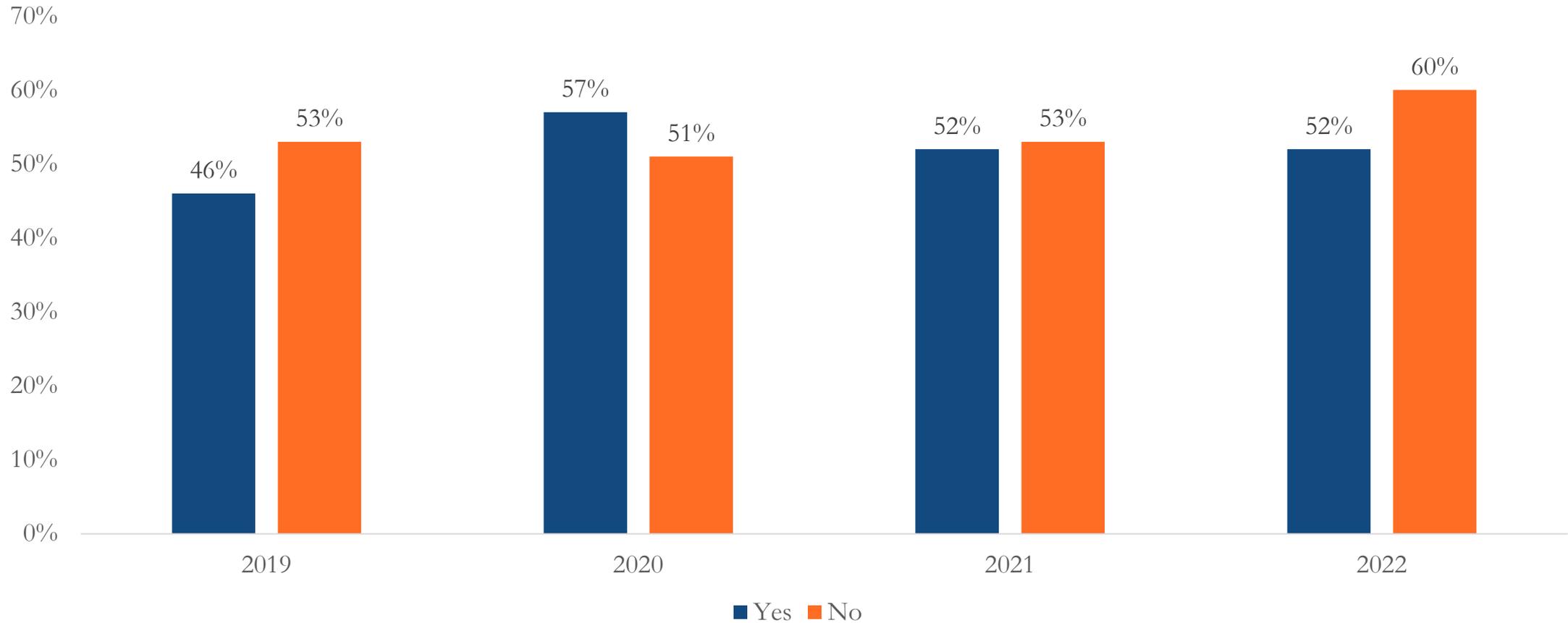
First-Time Ever in College, Fall-to-Fall Retention, 2019-2022 Cohorts by Age Group
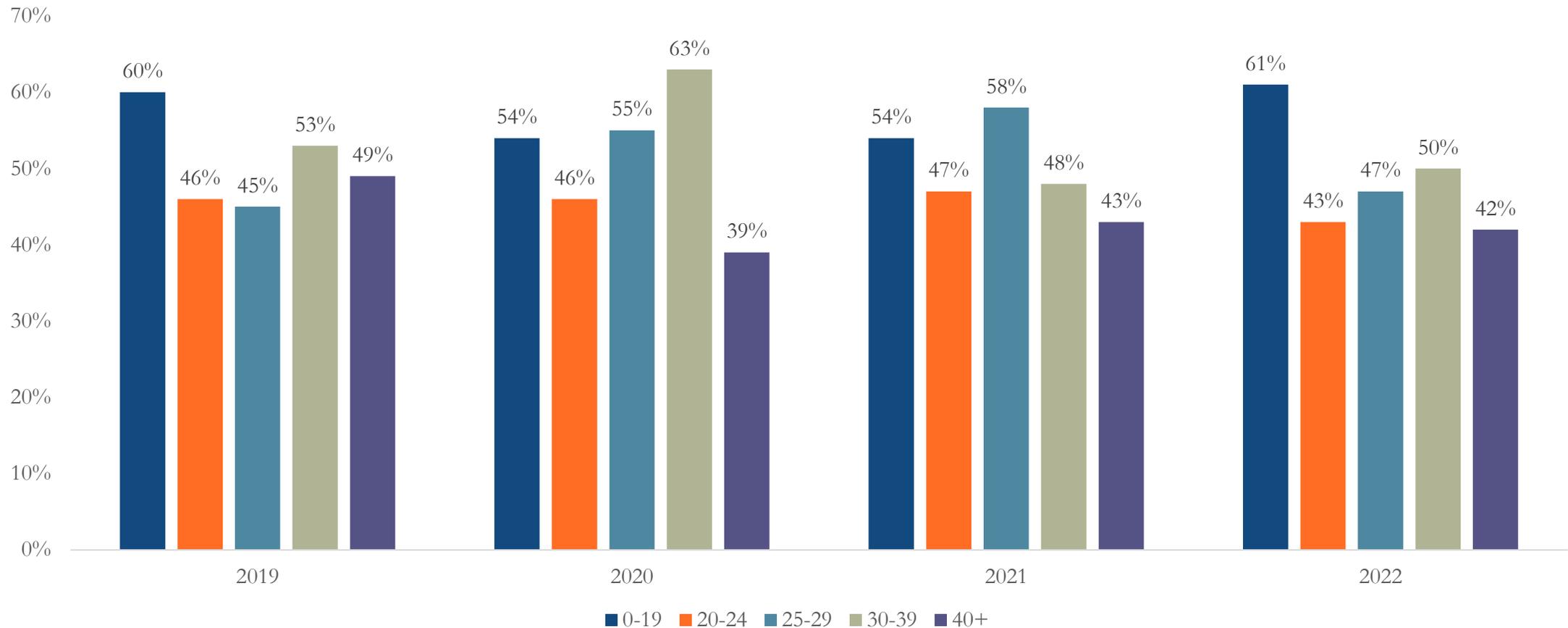
First-Time Ever in College, 3 Year Completion Rates, 2017-2020 Cohorts by Race/Ethnicity

Source: https://www.sbctc.edu/colleges-staff/collegeaccess/research-data/first-time-entering-student-outcomes-dashboard
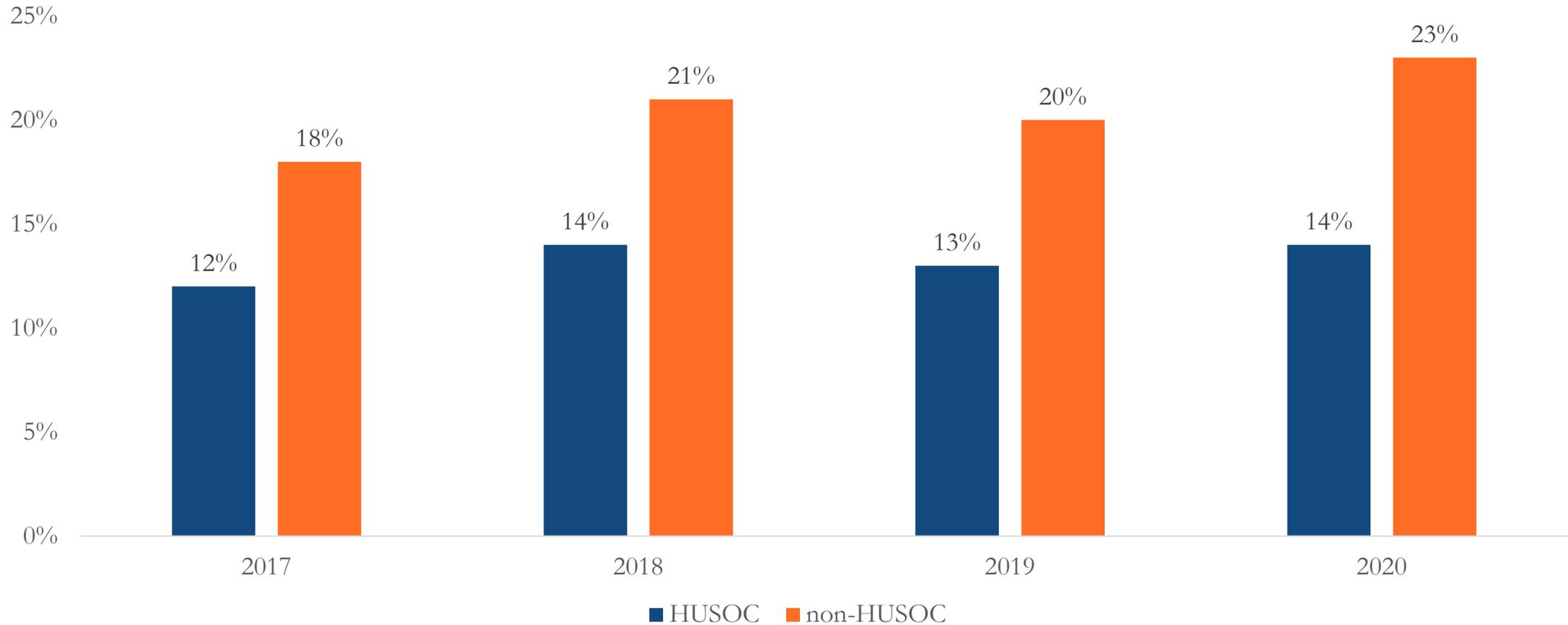
First-Time Ever in College, 3 Year Completion Rates, 2017-2020 Cohorts by Economic Status
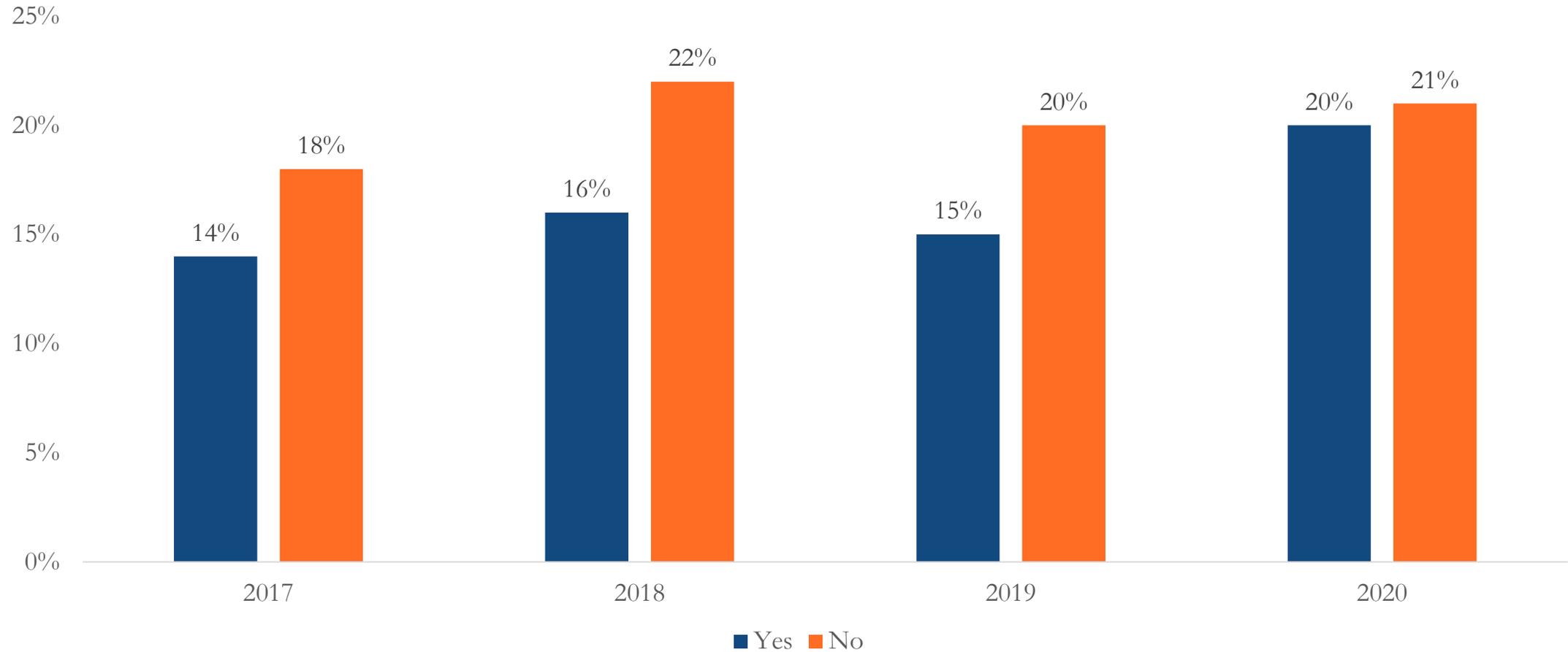
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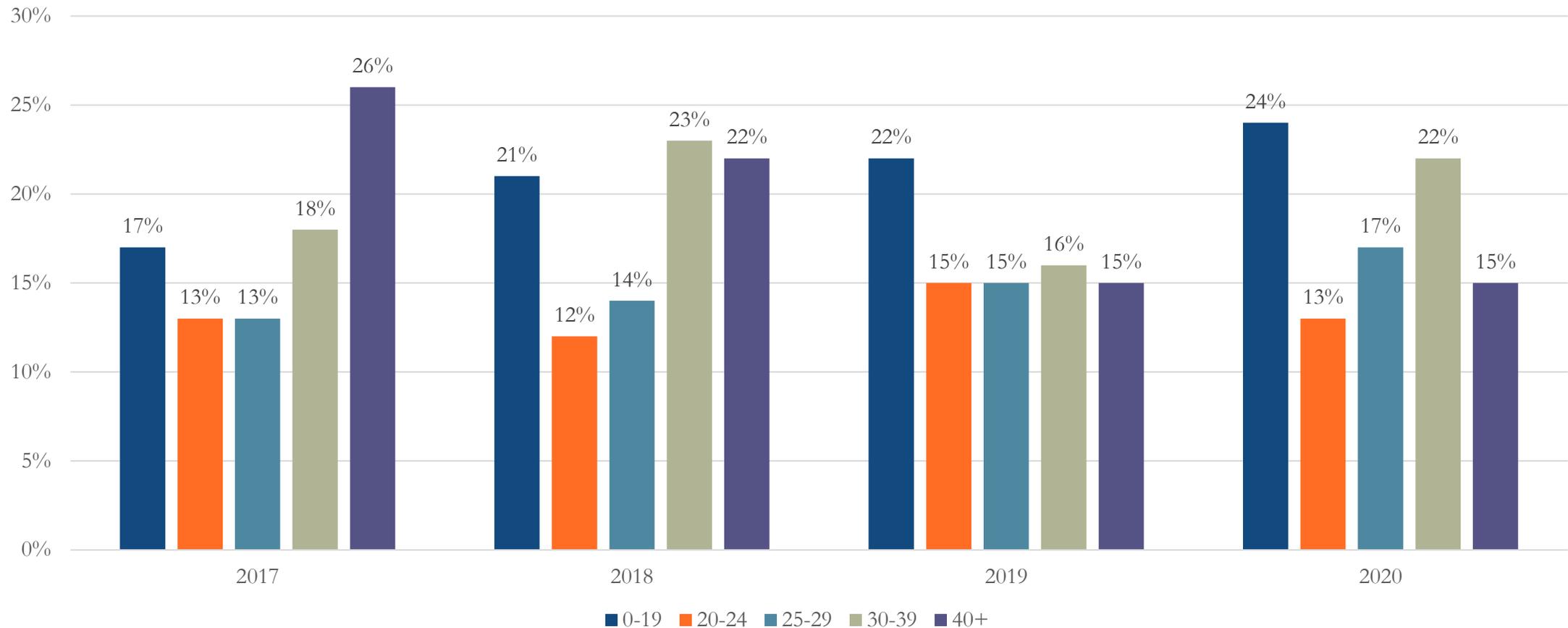
Board of Trustees Policies and Procedures Proposed Addition

100.XXX   Board Policy Review Calendar

The review process occurs bimonthly over a two-year period from September to July. The schedule is included as Appendix A. This structured approach ensures timely policy updates and ensures the Board maintain policies that align with the institution's current and future needs.

Rationale for the Update:

A Board calendar for reviewing institutional and board policies and procedures is required evidence for NWCCU Standard 2.A.1 (listed below).

The institution demonstrates an effective governance structure, with a board(s) or other governing body(ies) composed predominantly of members with no contractual, employment relationship, or personal financial interest with the institution. Such members shall also possess clearly defined authority, roles, and responsibilities. Institutions that are part of a complex system with multiple boards, a centralized board, or related entities shall have, with respect to such boards, written and clearly defined contractual authority, roles, and responsibilities for all entities. In addition, authority and responsibility between the system and the institution is clearly delineated in a written contract, described on its website and in its public documents, and provides the NWCCU accredited institution with sufficient autonomy to fulfill its mission.

This standard is part of the six-year report to NWCCU - Policies, Review, and Financial Review.

Board Policies Review Calendar	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Year 1											
100.A00 Legal Status of the Board											
100.A10 Legal Status and Authority of the Board	X										
100.A20 Official Name of District	X										
100.A30 Official College Title	X										
100.A40 Official Board Title	X										
100.A50 District Seal	X										
100.A60 Physical Boundaries of the District	X										
100.A70 College Mission Statement			X								
100.A80 College Vision Statement			X								
100.B00 Governance											
100.B10 Composition of the Board					X						
100.B15 Student Board Members					X						
100.B20 Vacancies					X						
100.B21 Onboarding of New Board Members					X						
100.B22 Committees of the Board					X						
100.B25 Equity Statements							X				
100.B30 Statement of Ethics							X				
100.B35 Ethical Values and Principles in Public Services							X				
100.B40 Tenets of Governing									X		
100.B50 Training and Development									X		
100.B70 Board Duties and Responsibilities											X

Board Policies Review Calendar	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Year 2											
100.C00 Officers of the Board											
100.C10 Titles	X										
100.C20 Manner of Election and Term of Office	X										
100.C30 Chair of the Board	X										
100.C40 Vice-Chair of the Board	X										
100.C50 Secretary of the Board			X								
100.C61 Delegation to the President			X								
100.C65 President			X								
100.E00 Meetings of the Board											
100.E05 Regular Meetings					X						
100.E10 Special Meetings					X						
100.E15 Executive Session					X						
100.E20 Open Meetings					X						
100.E25 Appearances Before the Board					X						
100.E28 Interruptions					X						
100.E30 Quorum							X				
100.E35 Required Vote							X				
100.E40 Agenda							X				
100.E45 Board Materials and Information							X				
100.E50 Minutes and Meetings							X				
100.F00 Miscellaneous Policies of the Board											
100.F10 Presentation and Adoption of Policy									X		
100.F20 Parliamentary Authority									X		
100.F30 Amendments of Board Policies									X		
100.F40 Board Offices									X		
100.F50 College Debt											X
100.F60 College Interfund Loans											X
100.G00 Foundation Policy Statement											X
100.H00 Reimbursement and Per Diem											X

How Ideas Become Policy

Brad Avakian, Vice President of Human Resources

Policy Process

Creator Completes:

Administrative Policies and Procedures Review Form and Racial Equity Tool Form

Proposed Policy submitted to EC Representative for Sponsorship

Proposed Policy Submitted to APPC by EC Representative

Proposed Policy forwarded to EC for:

Final Approval

Returned for revision

Denied

Policy Process - Cont.

Creator completes:

Administrative Policies and Procedures Review form

Racial Equity Tool Form

Proposed policy submitted to EC representative for sponsorship

Proposed policy submitted to APPC by EC representative

Proposed policy forwarded to EC for Final approval, returned to initiator, or denied.

If **approved by EC**, the Vice President of Operations will update the Administrative Policies and Procedures Manual and communicate all changes to the college community.

If **returned**, the proposed revision or creation of a policy or procedure may be returned to the originator and sponsoring EC member for additional consideration.

If **denied**, all forms will be returned to originator and EC member with the reason for not adopting the requested revision or creation.
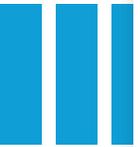
Upcoming Policy Process Changes

200.001 Administrative Policies and Procedures –Approved by APPC 3/14/2024

- Each policy is assigned an EC Sponsor
- Policy sponsor in conjunction with EC develops a review schedule
- The College's policies and procedures must be reviewed at least once every five years, unless a more frequent review of a specific policy is required by law.
- Policy review will also include review of associated procedures
- Review Policy using equity based Policy Review Rubric *see handout

300.000 - Instruction Administrative Policies and Procedures	Owner(s)	Date created	Latest Date Amended	Update?
305.000 - Academic Freedom	VPI			
305.001 - Academic Freedom				
315.000 - General Academic Regulations and Procedures				
315.005 - Adoption of Academic Calendar	VPI	5/27/2014		
315.015 - Privacy of the Classroom	VPI			
315.016 - Unregistered Persons	VPI			
315.020 - Changes to Class Meeting Time or Location for Quarterly Schedule	VPI			
Location	VPI	5/27/2014		
315.025 - Use of Pagers and Cell Phones in Classroom	VPI	5/27/2014		yes
315.035 - Attendance at Graduation	VPI			
315.040 - Field and Related Trips	PRE, VPI, VPHR			yes
	VPI, VPO	1/16/2014	5/12/2015	yes
320.000 - General Instruction				
320.001 - Credit Hour and Credit Load	VPI	8/27/2013	6/13/2017	
320.017 - Class Size	VPI			
320.025 - Examinations and Schedules	VPI	5/14/2013	1/15/2019	

Review and Update Tracking

- Many thanks to Cecelia Martin, Traneesa Frazier and Heather Adams!!!

New Policies

- 440.070 Acquisition of Accessible Hardware and Software Products

    Approved by EC 12/5/2023- Accessible software

- 455.050 Accessible Technology

    Approved by EC 10/24/2023- Technological infrastructure to support instruction, administration and student support services

- 615.017 Drug Free Workplace

    Approved by EC 10/24/2023- College commitment to a drug and alcohol-free workplace to create productive work environment

- 710.060 Students With Disabilities

    Approved by EC 4/9/2024- Students with documented disabilities may request disability related course substitutions

Updated Policies

- 635.030 Vacation Leave for Administrative and Exempt Employees
  - Number of hours increased from 240 to 280
- 635.035 Vacation Leave for Classified Employees
  - Number of hours increased from 240 to 280
- 808.000 Administrative Policies and Procedures Committee
  - Membership of committee updates

Proposed Policies in the Queue

Accreditation Committee

Policy Statement

The Accreditation Committee will oversee institutional accreditation processes and ensure compliance with Northwest Commission on Colleges and Universities (NWCCU) standards. The committee will meet at least once a quarter during the Fall, Winter, and Spring quarters and members will serve a 3-year term.

Institutional Effectiveness Committee

Policy Statement

The Institutional Effectiveness Committee (IEC) is responsible for monitoring and assessing Clark College's progress towards mission fulfillment. The IEC promotes institutional effectiveness by aligning the college's planning, budgeting, and assessment processes with its strategic plan, accreditation standards, and relevant federal, state, and local requirements. Committed to fostering a culture of diversity, equity, and inclusion, the IEC supports continuous quality improvement in student achievement, outcomes, and unit activities through evidence-based inquiry and action.

The committee will meet at least once a quarter during the Fall, Winter, and Spring quarters and members will serve a 3-year term.

A Great Example of Shared Governance!
Administrative Policies
and Procedures Committee (APPC)

STANDING MEMBERS:

1. Director of Labor and Compliance in Human Resources

2. The Associate Vice President of Planning and Effectiveness or the Accreditation Liaison Officer (vice chair: ensures policies align with accreditation process)

3. One representative from Operations (appointed by Vice President of Operations)

4. One representative from Instruction (appointed by Vice President of Instruction)

5. One representative from Student Affairs (appointed by Vice President of Student Affairs)

6. One representative from Information Technology Services (appointed by Vice President of Information Technology)

7. One representative from the Office of Diversity, Equity and Inclusion (appointed by Vice President of Diversity, Equity and Inclusion)

8. One student representative (appointed by ASCC)

9. One WPEA representative (appointed by WPEA)

10. One AHE representative (appointed by AHE)

11. One member-at-large (appointed by the President of the College)