

Clark College Board of Trustees Packet

January 19, 2010

Clark College
The Next Step

*Clark College Board of Trustees
2009-2010 Goals*

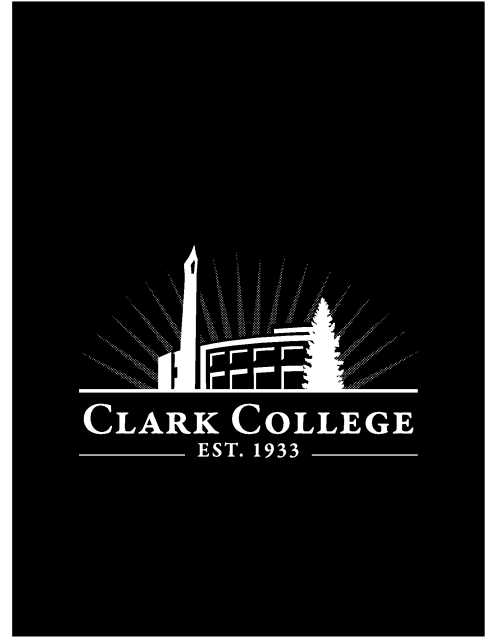
Strengthen partnerships with local K-12 institutions to support math and science initiatives.

Establish partnerships throughout the service area in the design and building of the STEM (Science, Technology, Engineering, and Math) facility and STEM initiatives.

Oversee the refinement, communication, and implementation of a shared governance system.

Cultivate relationships with community and college stakeholders.

Conduct quarterly and annual presidential evaluations.



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
January 19, 2010

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CLARK COLLEGE BOARD OF TRUSTEES

Tuesday, January 19, 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.

- ♦ Advising Update 4:00-4:20
- ♦ CCE Marketing & Operations Plan 4:20-4:40
- ♦ Retention Plan 4:40-5:00

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. Statements and Reports from Board Members

D. President's Report

Student Success Presentation: Jose Resendiz

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E. Association Reports

1. AHE

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F. College Reports

1. Instruction

Faculty Presentation: Model United Nations, Professor Michael Ceriello

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2. Administrative Services

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5. Planning & Effectiveness

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Enrollment Update

6. Corporate & Continuing Education

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7. Communications & Marketing

Pages 33-35

8. Clark College Foundation

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III. CONSENT AGENDA

A. First Reading

- ♦ There are no First Reading items for January 2010

B. Consent Agenda

- ♦ Minutes from December 14, 2009 Board Meeting
- ♦ CCAHE Agreement—Faculty Excellence Committee

Pages 37-41

Pages 42-43

IV. FUTURE TOPICS

Budget (February)
Comprehensive Campaign Update (quarterly; February)
Enrollment Plan (Spring 2010)
K-12 (ongoing)
North County Site (February)
Presidential Quarterly Review (April)
Sabbatical (March)
STEM (March)
Tenure (March)

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, February 16, 2010 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

An Executive Session will be held to review the performance of a public employee and to discuss litigation with legal counsel.

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report January 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

- ❖ State of the College address was conducted by the President with a focus on enrollment increases while preparing for additional budget cuts.

Expand Access

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

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

Progress

- ❖ The President met with members of the Governor's Cabinet concerning the state budget. The Cabinet members were visiting business leaders throughout the state to have candid conversations about revenue expectations during the next biennium.
- ❖ Trustee Burkman, Foundation Board Member, Jan Oliva, the President, and faculty members met with Rep Tim Probst and Senator Craig Pridemore to provide an update concerning funding for the Early Childhood Education Center.
- ❖ The college and foundation continue their exploration of a partnership with the Boys and Girls Club and I have a Dream to provide scholarships for vulnerable students. No commitments by the college have been made.

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

- ❖ The President authorized the use of the college event manager to support the four institutional diversity events (MLK Jr. Celebration, Sakura Festival, Latino Heritage Event & Native American Indian Heritage Event).

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 President continues his participation as a member of the Southwest Washington Workforce Development Council. He sat as a panel member at the January meeting for a discussion on the changes in education as a result of legislation and budget cuts.

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 President attended the quarterly International Student Orientation event and met with some of the college's new international students. The college has enrolled 57 international students, representing 18 countries, this winter quarter.

Robert Knight
President
January 4, 2010

**Clark College Association of Higher Education
Report to the Board of Trustees
January 7, 2010**

Facilitating communication

President Knight and Katrina Golder met with Dr. Walsh and Dr. Roi. The meeting was somewhat productive.

President Knight appeared quite agitated and related that he disagreed with the accuracy of the ratified AHE Senate minutes chronicling his visit at the AHE senate meeting in November. He stated he would write a rebuttal to those minutes.

Ms. Golder noted that the relationship had become unproductive between the faculty and administration and suggested some sort of neutral ground in which to build a relationship with AHE. President Knight continued to lobby to attend senate meetings and did not accept Dr. Roi's explanation that AHE has priorities other than their relationship with him. President Knight asserted that the relationship with him preceded any other organizational priorities. The president called into question Dr. Roi's representation of faculty and stated he has only heard complaints from one or two faculty members and her since he has been president. He stated that his breakfasts yielded no complaints.

Dr. Roi noted president Knight's lack of higher education background and that the administration would be replacing Katrina as well as other bargaining team members, and that this would be an opportune time to train both bargaining teams and leaders. She stated that AHE is willing to arrange PERC labor-management training for the new administration team as well as the AHE team. She noted that this would fulfill Ms. Golder's suggestion of a neutral ground. The president suddenly became angry and asserted that Dr. Roi was telling what training he needed to fulfill his role as president. He calmed down when Dr. Roi revealed she was planning to attend the training and welcomed any opportunity for training. Dr. Roi and Dr. Walsh then requested the president consider the offer and inform us of his decision. The AHE endorses this training as a useful solution to making the relationship more productive.

Bargaining

The AHE is in the process of scheduling meetings to continue bargaining compensation for the online course faculty whose loads which were unilaterally increased in winter term.

AHE is awaiting a response from the administration regarding the Cosmetology proposal presented to the Clark College Skills Center.

The AHE and the administration are bargaining the terms of the Teaching and Learning Center director's compensation and employment status.

Organizational activities

The AHE held a general membership meeting at Town Plaza Center for faculty members at that campus. Twenty- five members of that campus attended. Issues of adjunct seniority and employment security were discussed.

The AHE applied for and was awarded a \$500 Community Outreach grant from WEA. The grant will be used to help our students purchase school supplies.

Professors Don Gonser and Mike Godson attended the Labor Roundtable this month to represent the AHE.

Dr. Roi applied for and was awarded an organizing grant to help cover our organizing and training needs for the year.

Representative Tim Probst will discuss legislative issues with select AHE members in January.

Higher Education Chair Dr. Nat Hong will address the AHE senate on legislative issues this month.

The AHE is coordinating with WEA to send bargaining team members as well as bargaining support team members to training in Federal Way in January.

Membership

One new member joined this month

Contract maintenance Issues

The Association currently has three contract maintenance issues with the college. The AHE Contract Maintenance Committee is working to resolve these issues with the administration.

Submitted by
Dr. Marcia Roi
President, CCAHE

There is no
report from
the WPEA for
January 2010

ASCC Board Report
January 2010
Prepared By Ashley Schahfer - ASCC President

ASCC goals: Student Oriented, Passionate, Efficient, Eco-friendly Leaders!

During winter break the team mainly focused on vacation, but we managed to make it in as a team for an Executive Council meeting and work session. The team put together the "Green Plan" and approved fund balance requests from the Finance Committee. We are now prepared to vote on the plan at our first meeting and to put it into action this quarter.

During the first week of classes, we held Welcome Week on the main campus, CTC, WSUV, and TPC. The team walked around these campuses with snacks and flyers welcoming the students and providing information.



TO BE CONTINUED....

Thank you for your time, see you soon!

Your ASCC

Instruction
January 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

- ❖ The STEM High Demand grant is supporting the second full year of tutoring operations as of Fall Quarter with refined record keeping systems now in place to document tutoring activities in Math, Biology, Physics and Engineering. This grant was proposed in large part for the support of tutoring and outreach for current and future STEM students. The scope of the Fall tutoring effort included 1,984 scheduled hours, six locations (including CCW), 6,713 total student sign-ins, 43 tutors (paid and volunteer), at a total cost of \$40,110. This data will constitute the baseline for future terms and future years of similar activity.
- ❖ Jennifer Farney of the Math Department has been awarded the Instructional Technology Council's national award for creation of an “Outstanding Blended Course” (hybrid) for “Math in Society.” The award is granted to exemplary eLearning courses that demonstrate “excellent overall plan of instructional design throughout the course presentation, content, activities, evaluation, and course management. The course must be designed with the highest level of interactivity, multimedia, communication, and variety of instructional and course management strategies.” Jennifer will be offered the opportunity to receive her award in person in February at the National ITC *eLearning 2010* conference in Fort Worth, Texas.
- ❖ The Tutoring & Writing Center provided one-on-one tutoring (by appointment and drop-in) and support services in a wide range of disciplines throughout Fall term. Services were provided in five locations, including the newly opened Columbia Tech Center, as well as online (www.eTutoring.org). To summarize, 47 tutors (paid, volunteer and credit-earning) assisted 1,089 students 6,942 times. Of the 1,089 students, 216 students visited our Accounting tutor who is housed in the Center but is paid through the Business Division. The online tutoring platform was accessed 483 times throughout the term by 190 students. In addition to providing tutoring, our Centers proctored 413 make-up exams and supervised over 300 student-athlete study hall hours. Total personnel costs for fall term were approximately \$26,450.

In comparison, the figures from Fall 2008 show that tutoring and other support services were offered online and in 5 campus locations including the Clark Center at WSUV; 96 students logged 204 eTutoring sessions, and 43 tutors assisted 805 students 4,220 times in Clark's various campus locations. Of the 805 students, 156 worked with the Accounting tutor. These figures reflect increases of 98% and 137% in online students and student usage respectively and 35.5% and 64.5% in campus students and usage respectively for fall 2009. The centers proctored 181

exams during Fall 2008 and supervised roughly 200 student-athlete study hall hours. Total personnel costs were approximately \$28,000.

- ❖ To promote the offerings for a 2-year online AA program, the eLearning Department sent 450 e-mails in December 2009 to Exclusively Online students; there have been 30 replies to date. Eighteen of these students are definitely pursuing their AA degree online and would greatly appreciate any assistance the college can provide with advising and course availability. Seven indicated they had simply chosen to take as many courses as possible online for convenience, flexibility, and to save money on transportation.
- ❖ During December 2009, Clark TPC Pathways Learning Center served a total of 566 students compared to 200 students in December 2008.
- ❖ The number of students enrolled in HDEV 116—Motivation and Study Skills increased from 187 in Winter 2009 to 318 in Winter 2010 (a 70% increase).

Expand Access

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- Expand learning options by offering courses and services in various modalities, timeframes, and locations.

Progress

- ❖ The DEECH unit added sections right up until New Year's Eve in an attempt to meet student demand. Professor Marylynne Diggs (English) should be especially lauded for her hard work during Christmas break in assistance of Clark's students.
- ❖ Instruction has converted a number of part-time faculty members to full-time status allowing for a total of 30 new full-time temporary faculty positions for Winter Quarter. This allowed the addition of approximately 810 additional seats for students or 270 FTES for the quarter. These conversions ensure consistency in teaching and support the college's commitment to teaching and learning excellence.
- ❖ Seven additional students have registered for Weekend Degree Program courses during Winter Quarter. The new students come from participants in last quarter's Weekend Degree Program math course and from students who were waitlisted for online courses. The eLearning Department called students who were waitlisted for online sections of Women's Studies, English 102, and Health 100 and explained the Weekend Degree Program format of approximately 80% online instruction with 20% face-to-face in a once a month mandatory class session. English 102 has 15 students; Women Studies has 17; and Health 100 has 22 students. Since roughly 90% of the students in English and Women Studies are the same, the instructors are planning to utilize some exciting projects linking the two courses.

- ❖ With the exception of the BTEC unit, eLearning FTES increased in all units for Winter 2010 in comparison to Winter 2009.

Unit	Winter 2009	Winter 2010	% Change
BTEC*	127.7	116.8	-8.5%
DEECH	124	139	12.1%
HS	50.5	67.01	32.7%
SOFA	154.6	190.33	23.1%
STEM	146.6	146.87	0.2%

**BTEC streamlined its online offerings.*

- ❖ Clark College Librarians provided more than 212 hours of library and information literacy instruction during Fall 2009 (a 22.6% increase over Fall 2008). This included 60 hours of instruction for students attending classes at CTC.
- ❖ The number of tutoring hours in Basic Skills classrooms increased 35% from Fall 2008 to Fall 2009, reflecting the Adult Literacy Program's goal to reach more students by placing more tutors in classrooms.

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Progress

- ❖ As an ongoing part of planning for the new STEM building, Professor April Mixon visited the Innovative High Technology High School in San Diego, CA, in December. Innovative design and instructional ideas illustrated in this high school that may contribute to Clark's plans include:
 - Using comprehensive, real applications as a means to deliver content.
 - Incorporating student projects as an ongoing, flexible part of the building displays and décor to foster a sense of ownership and cohesion.
 - Creating sustainable partnerships with surrounding businesses to tie in education with the "real world."
 - Creating sustainable internships with surrounding businesses to give students the ability to receive their classroom education and use it immediately in a workplace setting.
 - Creating learning environments and learning cohorts that see students working together across several disciplines/classroom environments (e.g., projects that span across a math class, physics class and chemistry class).
- ❖ In partnership with the SWWDC, Clark College received the Opportunity Partnership Grant to provide mentors and other career related learning activities to low-income students pursuing professional/technical programs at the colleges.

- ❖ Enrollment in Basic Skills is up over 18% from 2008.

Enhance College Systems

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- 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.
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Progress

- ❖ Clark College's first Volunteers in Service to America (VISTA) member joined the Adult Literacy Program on December 14 and will be with the program full-time for a year, helping to increase and improve support to students and tutors. The VISTA volunteer will be developing the student library/resource center at TPC and moving both Basic Education and Adult Literacy services resources and materials online.
- ❖ Clark College has applied for ARRA stimulus dollars to support the development and implementation of four new instructional programs.
- ❖ Hannah Abraham-Shea was hired as the Associate Director of Basic Education. Hannah has been a Clark College adjunct faculty in the English Department for over five years and brings a tremendous amount of experience to her new role. She is known for her leadership in transitional education both locally as the Director of Transitional Education at Southwestern Community College in Oregon and nationally for her work on learning standards.

Hannah earned her bachelor's and master's degrees in English/Rhetoric from Northern Arizona University. She earned her PhD in Post Secondary and Adult Education from Capella University. In addition to Clark College, Hannah has previous work experience with Southwestern Oregon Community College and Trinidad State Junior College.

- ❖ Maureen Witters was hired as the new Administrative Assistant 4 for WEBEED. She has been serving as the Program Assistant in the Adult Literacy Program at Town Plaza Center since May 2008. Prior to joining Clark, Maureen worked as a Program Coordinator for the 4-H Youth Development Program at Washington State University Extension and Program Manager for the Clark County Department of Community Services. Maureen received her Bachelor of Arts degree from Marquette University in Milwaukee, Wisconsin.

Rassoul Dastmozd, PhD
Vice President of Instruction
January 7, 2010

Administrative Services
January 2010

Focus on Learning

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Progress

- ❖ The Director of Security provided a van training class which was attended by nine staff/faculty/volunteers on December 28th.
- ❖ The Director of Security and Program Support Supervisor provided a security presentation to new faculty/staff at CTC on December 30th.

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Progress

- ❖ Participation in the STEPP program has increased significantly this year. We enrolled 1,597 students for fall quarter after 868 for last spring. As of 12/31/09, 773 were enrolled for winter quarter. We expect the final number to be significantly more.
- ❖ Installation of hardware and software to capture lectures/presentations in Corporate and Continuing Education facilities at Clark College at Columbia Tech Center is complete. The system will capture the presenter on video in addition to other program material such as computer applications being used by the presenter. The “lecture capture” system allows the recorded session to be streamed live over the Internet or stored for later playback on a demand

basis. Lecture capture systems are becoming increasingly important as an eLearning technology and the experience gained at CTC will inform future technology initiatives in this area.

- ❖ Demand for Bookstore services and products continue to rise in conjunction with increased enrollment. All departments of the store are up year-to-date through December.
 - Total sales year-to-date through December are up 14% over last year.
 - In-store transactions through December total 66,764...an increase of 8% over last year.
 - Winter Website orders/requests totaled 1128...an increase of 223 or 24% for the quarter.
 - Rental and Financial Aid-Book Hold services continue to be popular among Clark students.

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- Refine, communicate, and implement a shared governance system.
- Integrate environmental sustainability practices into all college systems.

Progress

- ❖ Trustee Chair Addison Jacobs and College administrators met with representatives from the State Auditor's Office in an audit exit interview. The auditors congratulated the College for a clean audit with no findings or management letters. The auditors made several recommendations, some of which have already been implemented. The College will research the additional recommendations and consider implementation. The official audit report will be made public within the month.
- ❖ Construction on gateway monument signs was completed. A new walkway has been aged between East McLoughlin Blvd. and the Orange Parking Lot near Joan Stout Hall. Work continues to complete the reader board sign located adjacent to the Penguin Union Building, and this sign should be operational in January.
- ❖ Work to prepare documents for re-bidding the Early Learning Center – Phase I project continues. The project will be re-bid in late winter or early spring. After bids are received and a contractor identified, the construction schedule will be finalized.
- ❖ Programming and schematic design for the STEM Building continues on schedule.
- ❖ Facilities Services, working with Athletics, purchased and installed new basketball hoop assemblies in the O'Connell Sport Center gym in time to support the winter tournament.

Bob Williamson
Vice President of Administrative Services
January 7, 2010

CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2009

	Fund Balance (minus non-cash assets) 6/30/09	Cash Balance (minus dedicated cash) 6/30/09	Required Reserves	Prior Commitments (prior to 7/1/09)	New Commitments (2009/10)	Total Available Cash
145 Grants and Contracts	3,674,441	3,071,563			816,775	2,254,788
147 Local Capital	30,110	30,110				30,110
148 Dedicated Local	4,043,491	2,483,013		64,740	132,961	2,285,312
149 Operating Fee	420,111	(61,787)				(61,787)
440 Central Store (Catalog)	48,490	48,490				48,490
443 Data Processing	1,326,829	1,326,829		1,326,829		-
448 Print/Copy Machine	(209,486)	(209,486)				(209,486)
460 Motor Pool	7,633	7,633				7,633
522 ASCC	964,901					-
524 Bookstore	1,557,115	1,557,115				1,557,115
528 Parking	141,744	141,744				141,744
570 Other Auxiliary Enterprise	983,899	270,452				270,452
790 Payroll (clearing)	167,432					-
840 Tuition/VPA	2,012,200					-
846 Grants - Fin Aid	306,017					-
849 Student Loans	35,994					-
850 Workstudy (off-campus)	(21,695)					-
860 Institutional Financial Aid Fur	435,843					-
Reserves*			5,734,764			(5,734,764)
Totals	15,925,069	8,665,676	5,734,764	1,391,569	949,736	589,607

s.sand 1/6/10

Clark College - Budget Status Report

December 31, 2009

Sources of Funds (Revenues)	2009-10 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	30,236,186	12,756,142	17,480,044	42.2%
Tuition	13,323,332	9,402,248	3,921,084	70.6%
Running Start	5,204,310	1,544,298	3,660,012	29.7%
Excess enrollment	5,447,535	4,700,000	747,535	86.3%
Planned use of prior fund balance	856,764	-	856,764	0.0%
Dedicated, matriculation, tech, cont ed	3,240,478	2,149,027	1,091,451	66.3%
Total Operating Accounts	58,308,605	30,551,715	27,756,890	52.4%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	4,522,791	1,559,616	2,963,175	34.5%
Internal Support	1,304,146	346,750	957,396	26.6%
ASCC less PUB	1,567,764	870,802	696,962	55.5%
Bookstore	5,397,214	2,925,377	2,471,837	54.2%
Parking	259,969	254,440	5,529	97.9%
Auxilliary Services	1,564,510	669,533	894,977	42.8%
Financial Aid	36,732,205	24,307,889	12,424,316	66.2%
Total Other Accounts	51,348,599	30,934,406	20,414,193	60.2%
Total Sources of Funds	109,657,204	61,486,121	48,171,083	56.1%

Uses of Funds (Expenses)	2009-10 Budget	Encumbrances & expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	874,420	271,185	603,235	31.0%
Vice President of Instruction	36,233,678	15,198,759	21,034,919	41.9%
Vice President of Administrative Services	10,158,402	5,907,356	4,251,046	58.2%
Vice President of Student Affairs	7,171,182	3,422,871	3,748,311	47.7%
Associate Vice President of Planning & Effectiver	438,336	215,632	222,704	49.2%
Executive Director of Corporate & Continuing Ed	1,033,846	494,361	539,485	47.8%
Executive Director of Communications	1,184,871	763,847	421,024	64.5%
Associate Vice President of Human Resources	1,213,870	543,003	670,867	44.7%
Total Operating Accounts	58,308,605	26,817,014	31,491,591	46.0%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	4,522,791	2,285,132	2,237,659	50.5%
Internal Support Services	1,304,146	553,329	750,817	42.4%
ASCC less PUB	1,567,764	609,346	958,418	38.9%
Bookstore	5,397,214	3,359,271	2,037,943	62.2%
Parking	259,969	168,635	91,334	64.9%
Auxilliary Services	1,564,510	673,265	891,245	43.0%
Financial Aid	36,732,205	24,154,551	12,577,654	65.8%
Total Other Accounts	51,348,599	31,803,529	19,545,070	61.9%
Total Uses of Funds	109,657,204	58,620,543	51,036,661	53.5%
Difference - Excess (Deficiency)	-	2,865,578		
Capital Projects - Revenues & use of fund bal	11,474,195	2,637,900	8,836,295	23.0%
Capital Projects- Expenses & Encumbrances	11,474,195	2,637,900	8,836,295	23.0%
Difference - Excess (Deficiency)	-	-	-	

c. Bob Knight, Bob Williamson, Karen Wynkoop
e. Theresa Heaton, Cindi Olson, Sylvia Thornburg
Ron Hirt, Accounting 1/12/10

Student Affairs January 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

- ❖ Through a concerted effort from the Running Start staff, the percentage of Running Start students on academic probation fell 2% from 12.8% in fall 2008 to 10.8% in fall 2009. All students that received negative Academic Early Warning (AEW) reports were contacted by RS staff that created educational plans, discussed college success strategies, and recommended appropriate resources.
- ❖ The Executive Cabinet has allocated \$10,000 from Student Achievement Initiative (SAI) funds to the Retention Committee to develop and implement activities related to increasing momentum points as defined by the Student Achievement Initiative. The Retention Committee has identified the following priority areas for SAI funding: learning communities, Academic Early Warning, support for new students and support for Basic Education students.
- ❖ The men’s basketball team hosted two tournaments in the month of December. The first was the Army Crossover tournament from December 18 thru 20. This event was made up of eight teams; two from each of the four NWAACC regions—Clark finished in 2nd place after losing in the finals to Clackamas, the 2nd highest rated team in the NWAACC. Grant Ziegler and Derrick Thurston were named on the All Tournament Team. The second tournament was the Bi-Mart Clark College Invitational on December 12 thru 30. Again, eight teams competed but unfortunately, Clark lost both games. However, in the dunk contest, Clark did exceptionally well. The judges for the dunk event were President Knight, Oswald the Penguin, Alex Montoya (Interim Associate Vice President of Student Affairs), and Brian Witherspoon (Assistant Basketball Coach). They did a great job of scoring this big event that concluded the three-day tournament.

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

- ❖ Through the end of December 2009, the Financial Aid office has served 9,280 students. This is an increase of 87% over last year at this time. \$42.2 million has been awarded as compared to \$25.4 through the end of December 2008. Many traditional forms of financial aid funding are exhausted. Eligible students may still qualify for Pell Grant, Work First, Worker Retraining, Opportunity Grant and Student Loans.
- ❖ The International Recruitment Manager travelled to five countries (Canada, China, Japan, Korea, and Vietnam) during the fall quarter of 2009 to recruit international students. She participated in two international educational fairs, visited nine educational agents, and established relationships with seven English language school partners. She also met with three USA government organizations and conducted nine seminars (four at high schools). In addition, she met with and provided information to 12 potential students and their families. She also established several networks in Japan. In Mihama, she met with representatives from the Mihama Policy and Planning Section and Nihon Fukushi University to establish a short-term exchange relationship with Clark College. In Joyo, she established a relationship with representatives from the Kyoto Prefecture Assembly, Kyoto Prefectural Government International Affairs Division, Kyoto Prefecture International Center, Joyo City Cultural Center, Joyo City International Exchange Association, Joyo City Board of Education, and Joyo City Council, which allowed her to visit high schools and English language schools in the area and distribute promotional material. Finally, she provided up to date information on Clark to each new and current educational agent in the five countries so that they can present the information to potential students in their areas.
- ❖ The Office of International Programs held the winter international student orientation on December 30, welcoming five of the six new international students. In addition, the First Annual International Holiday Party was held for the staff and students on December 18 at Community Friends member, Rose Funk's home. They were provided a wonderful dinner complete with "American" goodies and watched the holiday ships on the Columbia River.
- ❖ The Assessment Center administered 935 COMPASS tests during the month of December 2009 compared to 762 tests in December 2008. In December 2009, the Assessment Center provided General Educational development testing to 139 examinees compared to 110 during December 2008.
- ❖ As of fall quarter 2009, colleges were permitted to charge Running Start students for most fees, as long as a fee waiver procedure was in place. As a result, the number of RS students who provided proof of eligibility for free and reduced-price lunch (the criteria for fee-waiver eligibility) has more than doubled.
 - Spring 09 – 161 RS students provided proof of eligibility for book funding. (This was the last quarter that RS students paid fewer fees.)
 - Fall 09 – 341 RS students provided proof of eligibility for book funding and the fee waiver
 - Winter 10 – 402 RS students provided proof of eligibility for book funding and the fee waiver

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

- ❖ The Admissions Office ESL-Latino Outreach Coordinator attended a Posada program event for “Entre Mujeres” (Among Women) at Sara J. Anderson on December 17. Activities for high school students, middle school students, and their mothers were provided. Information about the American education system was also presented.

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 Office of Admissions hosted a group of over 200 students from the Clark County Skills Center on December 1. The students were provided presentations from two Advising Program Coordinators in the Business Technology and HEOC areas. In addition, they toured the Automotive, Diesel, and Engineering departments and were given a snapshot of some of the professional certificate and degree programs that Clark has to offer in the medical technology department.

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.

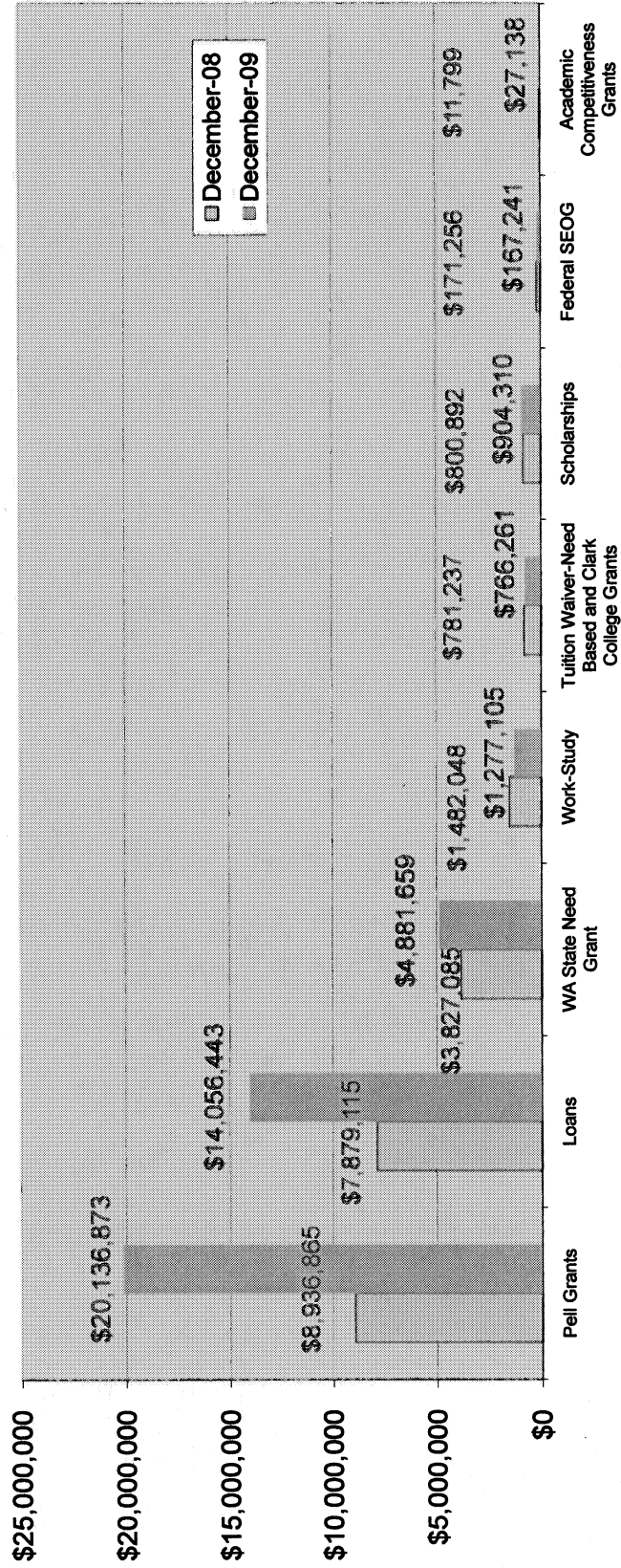
Progress

- ❖ College Spark Foundation has approved the Letter of Interest submitted by Planning and Effectiveness and invited us to submit a full proposal for grant funding to support our Academic Early Warning initiatives. This proposal supports the work and direction of the Retention Committee and will enhance and improve a critical project that supports student success and achievement.
- ❖ Beginning winter quarter 2010, Clark College will be sending important information and news like registration dates and financial aid deadlines to student e-mail accounts instead of hard copy letters. Student Affairs has implemented and collaborated on several strategies to inform students about the new student e-mail initiative being implemented through this year.

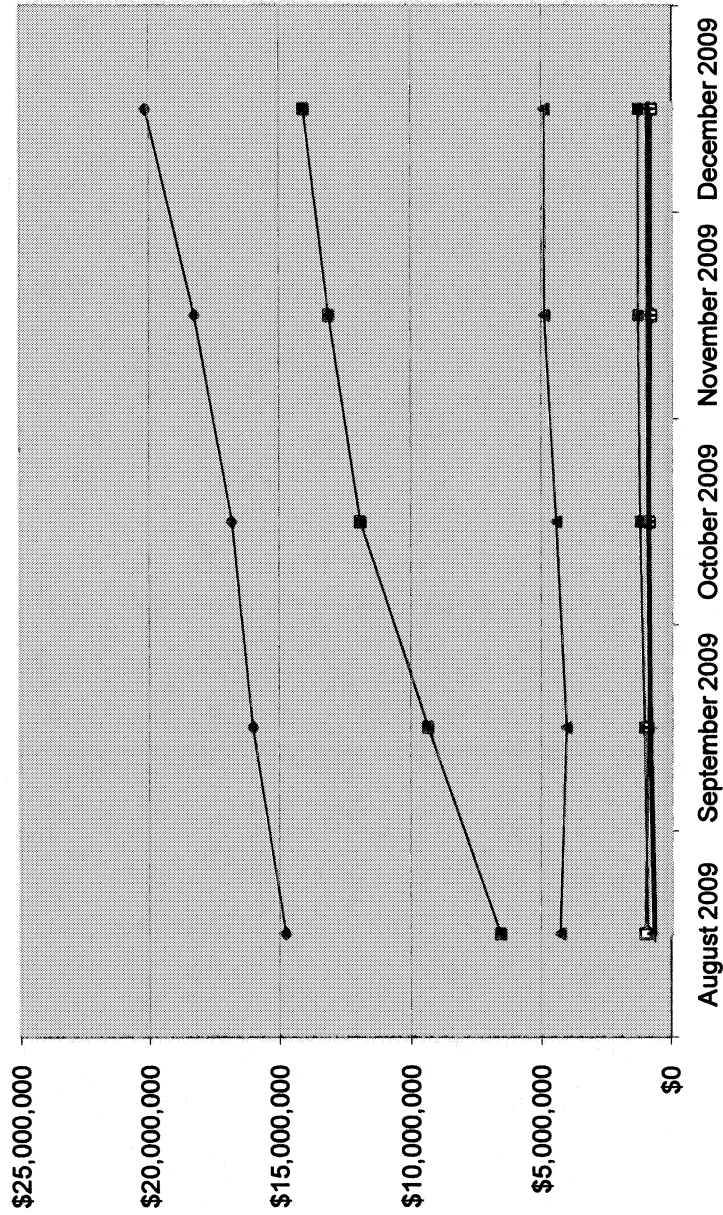
- Submitted information for article in the Independent introducing student e-mail
- Listed student email as a quick link on the Clark website
- Printed card sized handouts of directions to activate accounts and distributed in all SA offices
- Posted colorful posters throughout main campus and at satellite campuses reminding students to activate their accounts
- Updated the website to simplify directions to activate account
- Identified the most recent Registration mailing as the last hard copy communication students will receive from them
- Posted the link in the Blackboard student portal view and eLearning website and blogs for accessing the student Gmail sign-up page
- Directed SA staff to actively instruct and remind students to activate their accounts

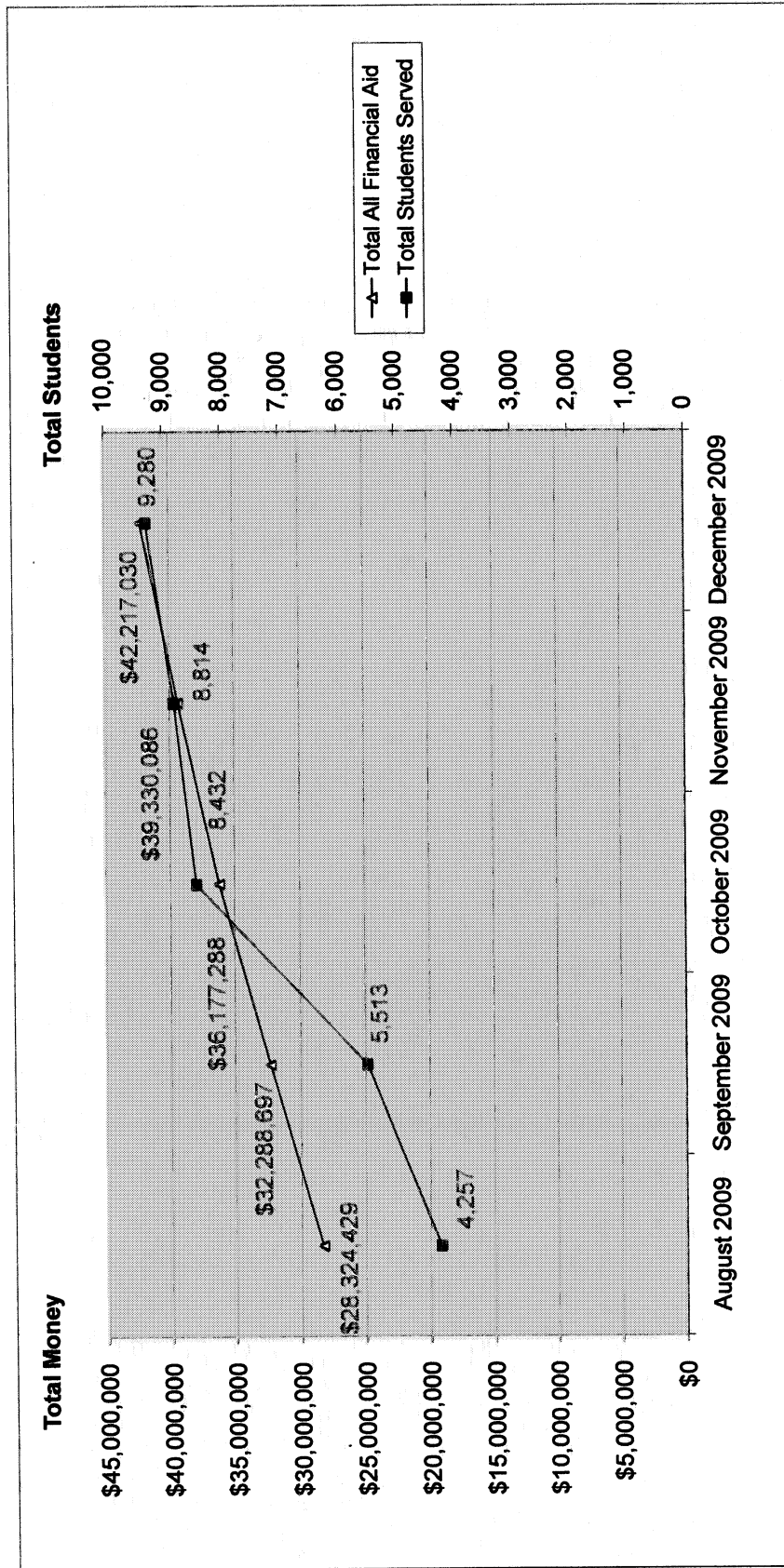
Ted Broussard, Interim Associate Vice President and Dean of Student Success & Retention
Alex Montoya, Interim Associate Vice President and Dean of Enrollment Services
January 7, 2010

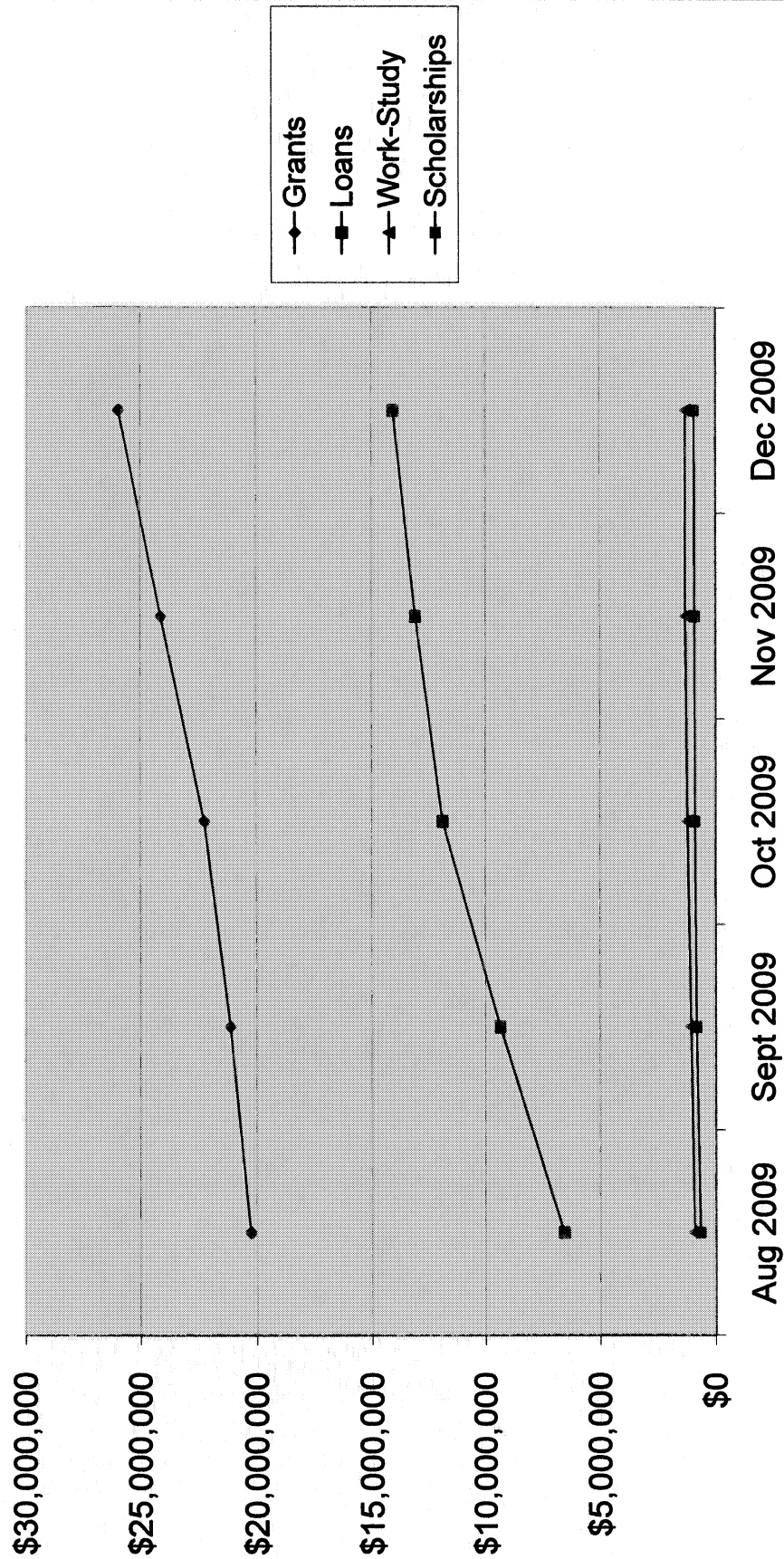
**Comparison Chart
December**



09-10 Financial Aid Stats







Human Resources Board Report January 2010

Focus on Learning

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- Provide all employees with opportunities for professional development.

Progress

- ❖ To support employees at all college locations, Employee Development conducted Smart Classroom Training Sessions and held a Microsoft Excel training session for Instructors at Town Plaza Center. More Employee Development sessions at CTC, WSU-V and TPC are planned.

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

- ❖ Attached is a summary of personnel actions including appointments, resignations, retirements, and position vacancies. The following appointments have been made:

Anita Bonar was transferred to the full-time permanent classified position as Secretary Senior in Computer Technology. Anita has been with the college since April 2006.

Hannah Feldman was appointed to the full-time permanent classified position as Communications Consultant 2 in Communications and Marketing. Hannah has previous work experience with Imbibe Magazine, Portland Monthly Magazine, and Baltimore Magazine. Hannah has a BA in International Studies from Macalester College in Minnesota.

Miles Jackson was appointed to the full-time permanent administrative position of Dean of Social Sciences and Fine Arts effective December 10, 2009. Miles has been serving as the Interim Dean since December 2006 and has taught at the college since 1995.

Angela Laurance was appointed to the full-time permanent classified position as Office Assistant 3 in the Office of Instruction effective December 10, 2009. Angela has previous work experience with Newport Bay, Duffy, Kekel, Jones, & Bernard, and JFD Enterprises.

Cody Reed was appointed to the full-time permanent classified position as Grounds and Nursery Specialist 2 in Facilities Services effective December 17, 2009. Cody has previous work

experience with Tyler West Landscape Maintenance, Oregon State University, and Portland Meadows.

Darcy Rourk was appointed to the full-time permanent administrative position of Associate Vice President of Human Resources effective January 25, 2010. Darcy has previous work experience at Northwest Regional ESD, the Canby School District, and Manhattan School District in Kansas. Darcy has a BS in Elementary Education, an MS in Curriculum and Instruction, and a Ph.D. in Educational Administration, all from Kansas State University.

Maureen Witters was promoted to the full-time permanent classified position of Administrative Assistant 4 in Workforce Education, Basic Education, and Economic Development. Maureen has been working as a Program Assistant in Adult Literacy since May 2008.

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- Refine, communicate, and implement a shared governance system.
- Integrate environmental sustainability practices into all college systems.

Progress

- ❖ Human Resources will soon launch Rainshadow, an online application system. Human Resources staff has been testing the system and plans to start posting open positions on the site in January. This system will streamline and improve the application process for applicants and improve the screening process for staff and screening committees.
- ❖ Environmental Health and Safety held a block foam and electronic waste collection that had over 700 participants, collected 3500 cubic feet of Block Foam, and collected 1400 cubic feet of electronics. This effort was in partnership with the City of Vancouver and Clark College Solid Waste programs.
- ❖ Rebecca Benson, EHS coordinator, worked with a representative from Washington Association of Sheriffs and Police Chiefs to start the CTC facilities mapping process for our Emergency Response first responder information database Rapid Responder.
- ❖ Employee Development developed an online Van Training module as an alternative delivery option for faculty and staff to improve safety.
- ❖ Employee Development started planning migration and training strategies to Windows 7 with ITS.
- ❖ Employee Development is launching an online registration system to make it easier to register and find the right session out of the more than 300 sessions offered each year.

Leann Johnson
Director for Equity and Diversity, on behalf of Human Resources
January 19, 2010

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Anita Bonar	Secretary Senior	12/14/09	Computer Technology	Classified	Full-time	Transfer
Miles Jackson	Dean of Social Sciences and Fine Arts	12/10/09	Social Sciences and Fine Arts	Admin	Full-time	Replacement
Angela Laurance	Office Assistant 3	12/10/09	Office of Instruction	Classified	Full-time	Replacement
Cody Reed	Grounds and Nursery Specialist 2	12/17/09	Facilities Services	Classified	Full-time	New/Reorg
Darcy Rourke	Associate Vice President of Human Resources	1/25/10	Human Resources	Admin	Full-time	Replacement
Maureen Witters	Administrative Assistant 4	1/4/10	Workforce, Basic Ed, Econ.Dev	Classified	Full-time	Replacement
Hannah Feldman	Communications Consultant 2	1/14/10	Communications & Marketing	Classified	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

George Reese	Dir of Instructional Programming & Innovation	12/18/09	Office of Instruction	Admin	Full-time	Resignation
Katrina Golder	Assoc Vice President of Human Resources	12/18/09	Human Resources	Admin	Full-time	Retirement
Suzie Taylor	Program Manager	12/31/09	Corporate & Continuing Ed	Classified	Full-time	Retirement
Mark McLean	Assoc Director of Basic Education	8/21/09	Basic Education	Admin	Full-time	Retirement
Janet Harveson	Secretary Senior	12/1/09	Computer Technology	Classified	Full-time	Retirement

VACANT POSITIONS RECRUITING

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Administrative Assistant 2	11/30/09	Operations and Auxiliary Services	Classified	Full-time temporary	New
Associate Director of Instructional Operations	10/28/09	Instruction	Admin	Full-time	Replacement
Advising Divisional Manager	12/23/09	Advising/Student Affairs	Exempt	Full-time	New
Bookstore Buyer	12/17/09	Bookstore	Classified	Full-time	Replacement
Dir of Instructional Programming & Innovation	1/11/10	Instruction	Admin	Full-time	Replacement
Director of Student Life & Multicultural Affairs	2/1/10	Student Affairs	Admin	Full-time	Replacement
Information Technology Specialist I	1/11/09	eLearning	Classified	Full-time temporary	new
Dental Hygiene Instructor/Clinical Coordinator	1/25/10	STEM	Faculty	Full-time	Replacement
Machining Technology Instructor	1/29/10	Business and Technology	Faculty	Full-time	Replacement
Anthropology Instructor	1/21/10	Social Sciences	Faculty	Full-time	Replacement
Business Technology Instructor	2/24/10	Business and Technology	Faculty	Full-time	new
Automotive Instructor	2/10/10	Business and Technology	Faculty	Full-time	replacement
Japanese Instructor	1/21/10	Basic Ed, English, Comm, Hum	Faculty	Full-time	new
Engineering Instructor	1/28/10	STEM	Faculty	Full-time	Replacement
Women's Studies Instructor	1/27/10	Social Sciences	Faculty	Full-time	New
Welding Instructor	1/19/10	Business and Technology	Faculty	Full-time	Replacement

VACANT POSITIONS
ON HOLD

Associate Director of Student Recruitment		Student Affairs	Admin	Full-time	Replacement
Associate Dean of Nursing	FT Temp*	Instruction	Admin	Full-time	New
Chemistry Instructor		STEM - Chemistry	Faculty	Full-time TT	Replacement
Computer Science Instructor		STEM - Computer Science	Faculty	Full-time TT	Replacement
CTEC Instructor		Business and Technology	Faculty	Full-time	Replacement
Director of Athletics	FT Temp*	Student Affairs	Admin	Full-time	Replacement
Director of Nursing	FT Temp*	Instruction	Admin	Full-time	Replacement
Electronics Instructor		Business and Technology	Faculty	Full-time	Replacement
Fiscal Technician 3		Business Services	Classified	Full-time	Replacement
Health and Physical Education Instructor	FT Temp*	Health Sciences	Faculty	Full-time TT	Replacement
Information Technology Specialist 3		Computing Services-Telephone	Classified	Full-time	New
Instruction & Classroom Support Technician		Culinary Arts	Classified	Full-time	Replacement
Nursing Instructor	FT Temp*	Health Sciences	Faculty	Full-time TT	Replacement
Vice President of Student Affairs		Student Affairs	Admin	Full-time	Replacement

*Position currently filled as full-time temp
 OUF-Open Until Filled
 Clark College Human Resources
 01/06/10

Planning and Effectiveness January 2010

Focus on Learning

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- Provide all employees with opportunities for professional development.

Progress

- ❖ The Student Satisfaction Inventory by Noel-Levitz will be conducted the 5th and 6th weeks of Winter quarter (February 1 thru 13). Over 200 faculty will administer the survey to students during class time, in addition to an on-line version for eLearning students. Over 4,000 students will be surveyed.
- ❖ Under the leadership of the Director of eLearning, on-going planning discussions have begun for Clark College’s involvement in the Washington Student Completion Initiative. The Math and the Developmental Education departments are interested in submitting an application for the Re-Thinking Pre-College Math project which is one of the four projects in the initiative. In January, a core team of five members from the college’s Math, Developmental Education and Adult Basic Education departments will participate in a retreat to gather information and to learn more about the project.
- ❖ As a part of the college’s continuous improvement process, the last indicator of the scorecard was developed and scored. The indicator measures total grants and contract funding expended and Clark College Foundation philanthropic contributions received in the biennium. The dollar amount in 2007-2009 biennium (\$7,788,396) has increased from the 2005-2007 biennium (\$6,564,923).
- ❖ College Council used the scorecard to identify the priorities for the 2010-2011 academic year at the January 6, 2010 meeting. These priorities will be used to create the one-year institutional goals:
 - Climate and Shared Governance;
 - Diversity;
 - Advising;
 - Environmental Sustainability; and
 - Student Achievement as it relates to academic support services and a supportive learning environment.
- ❖ The College Spark application to re-engineer and enhance the Academic Early Warning(AEW) system is being prepared. The proposal will seek funding to redesign the technology system to be integrated into the college information technology system. In addition, the user-interface will be improved so that faculty will be more likely to use it. The integration of AEW into the

college's IT system will allow for a more comprehensive linkage between students and academic support services. These improvements will increase the number of students impacted and will improve retention rates and course success rates.

- ❖ Operational and strategic plans for departments, units, and initiatives are being developed at all levels of the college, especially in Student Affairs and Instruction. Planning and Effectiveness has met with and assisted in the development of some of the plans, including Library and eLearning, Student Life and Multi-Cultural Student Affairs, Counseling, and College-wide Advising.

Expand Access

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- Expand learning options by offering courses and services in various modalities, timeframes, and locations.

Progress

- ❖ Information from the Library Services and eLearning Fall 2009 Student User Survey was provided to the Director of Library Services and eLearning, along with IT related issues forwarded to ITS. The number one reason to visit the library is to study, followed by use the computer lab. Most respondents (88%) report basic course information (syllabi, calendar) in Blackboard as very beneficial or beneficial to success in an online, hybrid, or web-enhanced class. The primary dissatisfaction with the library was the overcrowding and subsequent noise.
- ❖ Data was provided to the Scholarship Task Force regarding placement test results for new students under the age of 20 who already had their GED or high school diploma. Of this group, 82% entered at college-level reading; 61% entered at college-level English; and 19% entered at college-level math.

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

- ❖ To date, twelve proposals from Clark College have been approved and the college has secured the highest amount of the ARRA workforce funding of all the colleges in Washington State. A total of \$1,102,779 has been so far granted by the Southwest Washington Workforce Development Council for the following proposals by Instruction and by Corporate and Continuing Education: Instruction: Automotive Technician, Networking Associate Certification (CCNA), Manual Machining Technician and Basic Diesel Technician; Corporate and Continuing Education: Energy Auditor, Dental Assisting, Ophthalmic Med Assistant, Physical Therapy Aide, Cardiovascular Technician, Project Management, Six Sigma and Health Informatics.
- ❖ In December, four more proposals have been developed and submitted to the Southwest Washington Workforce Development Council for additional ARRA funding. By submitting these proposals, the Office of Instruction has asked for funds: to develop the curriculum for a comprehensive Mechatronics Associate's Degree program offering (\$62,485); to develop curriculum for the second year of the Power Utilities Technology Associate's Degree Program (\$61,785); to develop curriculum for a Licensed Practical Nurse (LPN) Immersion Program (\$39,647); and, to deliver a short-term, competency based Electric/Electronics Core training (\$94,374).
- ❖ Clark College has received the news that the Department of Labor has approved the Energy Training Partnership application that was submitted by a bi-state partnership consortium. The consortium includes SWWDC as the lead of SW Washington and Clark College as one of the training partners. This project will bring a minimum of \$220,659 to Clark College Corporate and Continuing Education for providing training on Lean Ecology and Sustainable Manufacturing Certificate Program (primarily incumbent workers) and Enhanced - Lean Enterprise Certification Program (primarily incumbent workers).
- ❖ Involved in the discussions and meetings organized by the Corporate and Continuing Education for developing a proposal on SBCTC's Low-Income Weatherization Training Program. The training program will be developed in partnership with local businesses, Clark County and public utilities. Also, reviewed the proposal and provided input in the final proposal.

Enhance College Systems

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

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- 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

- ❖ Information from the Fall 2009 Running Start Advising Survey was provided to Running Start (n=98). Over 90% of respondents indicated advisors and front desk staff are very polite and very helpful. Comments were very positive and noted the care and commitment of the RS staff.
- ❖ The application for designation as an eligible institution for fiscal year 2010 for Title 3 and 5 has been submitted to the Department of Education. The percentage of Clark College federal PELL

grant recipients (43.5%) exceeds the median percentage at similar institutions (24.4%) among degree-seeking students enrolled in six or more credits. The average educational and general expenditures per FTE students (\$8694) is less than the average (\$11,023).

- ❖ With the help of the Instructional Council, proposal development for the SBCTC 2009 Special Equipment Grant was initiated and an application for funding has been submitted to purchase equipment for two of the college's high demand programs of study: Data Networks and Telecommunications (DNET) and Medical Radiography (MRAD). The funding request is for a total of \$99,313.57, \$60,583.57 for DNET & \$38,730 for MRAD.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
January 7, 2010

Corporate & Continuing Education January 2010

Focus on Learning

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- Provide all employees with opportunities for professional development.

Progress

- ❖ 1,811 students registered for open enrollment Continuing Education classes in fall 2009, an increase of 25% over fall 2008. 117 students attended the new cooking school at Columbia Tech Center.

Expand Access

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Progress

- ❖ Corporate & Continuing Education classes can now be found at TeachStreet.com, a website dedicated to connecting learners to the classes they are looking for while promoting classes, workshops and events for schools and teachers.
- ❖ The Lecture Capture System has been installed in the Corporate Learning Center at Columbia Tech Center. The Lecture Capture System allows users to capture, edit, and stream audio and video via the Web and provides indexing and archiving capabilities as well. Captured materials can be searched, linked, and annotated through the software, and recorded materials can be embedded in course management systems.

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- Identify and support high-demand workforce needs.
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- Establish, maintain, and expand partnerships that support workforce needs.

Progress

- ❖ The Southwest Washington Workforce Development Council (SWWDC) has awarded Corporate & Continuing Education \$220,659 over the next two-years for incumbent worker training in Lean Ecology, Sustainable Manufacturing and Enhanced Lean. The funding is part of a Southwest Washington and bi-state partners five million dollar green jobs grant. The SWWDC received \$959,000 of the grant for worker training and “lean green” assessments for local area manufacturers.
- ❖ Corporate & Continuing Education was awarded \$76,600 by Worksystems Inc. and three other area Workforce agencies for a consortium of six manufacturing companies in Southwest Washington and Portland that are in the Department of Defense supply chain.
- ❖ Corporate & Continuing Education has received an additional \$184,135 in American Recovery and Reinvestment Act stimulus funds through the Southwest Washington Workforce Development Council to develop and deliver Certified Six Sigma Black Belt Training Program and Health Informatics Training Program for IT Professionals.
- ❖ On December 17, Todd Oldham attended a Capturing the Recovery 2010 CREDC Business Expansion Team meeting. The team has been formed to help the local Workforce Development Council and Economic Development Councils align their resources.

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Progress

- ❖ The kitchen classroom at Columbia Tech Center has been inspected by the Clark County Public Health Department and perfect score was received.

Todd Oldham
Executive Director
Corporate & Continuing Education
January 7, 2010

Communications and Marketing December 2009

Focus on Learning

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- Provide all employees with opportunities for professional development.

Progress

- ❖ At the Dec. 7 meeting of the Instruction/Marketing/Recruitment planning committee, Marketing Director Brian Scott provided a progress report on the college’s winter quarter marketing campaign and presented samples of newspaper ads that jointly promoted credit and non-credit evening classes available for winter at Clark College at Columbia Tech Center.

Expand Access

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- 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

- ❖ A marketing campaign promoting Corporate & Continuing Education (CCE) classes at CTC ran from December 14 through January 8. The program consisted of a series of Web and newspaper ads that highlighted the broad offering of classes—computer, professional development, cooking, dance and fitness—now conveniently available at CTC through CCE. The series was designed by Graphic Designer Pat McDonald.
- ❖ In a project done in partnership with Dr. Marcia Roi, Director of Marketing Brian Scott and Graphic Designer Pat McDonald completed redesigning and producing a 20-page student handbook in support of the Clark College’s Addiction Counselor Education program. The handbook has been printed and is now available to students.

- ❖ Director of Marketing Brian Scott and Graphic Designer Pat McDonald have met with Program Coordinator - Outreach/Scholarship Coordinator Lizette Drennan (Financial Aid) to create marketing support to promote College Goal Sunday, which will be hosted by the college in the O'Connell Sports Complex on the afternoon of Sunday, January 31. The expected attendance is 800-1,200. Banner and newspaper advertising are underway and a Web content page providing complete details about the event, a question-and-answer section and a listing of all of the area colleges and institutions of higher learning that plan to participate are scheduled to be posted during the week of January 11.

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

- ❖ Graphic Designer Pat McDonald is working with Multicultural Retention Manager Felis Peralta to provide posters, fliers, a Web ad and invitations for the college's 2010 MLK Celebration.

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

- ❖ Executive Director of Communications and Marketing Barbara Kerr worked with Executive Director of Corporate and Continuing Education Todd Oldham to create a news release about AARA grants that the college received during 2009 and the training that will be available to students through those grants. The news release received pick-up in the *Daily Insider*, *The Columbian's Business Today* electronic newsletter, and the *Vancouver Business Journal*.

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

- ❖ Webmaster Chris Concannon worked with Human Resources staff members to implement alterations to RainShadow, an online job application system that archives applicant information for two years. When the system is “live,” Human Resources will be able to cross-reference the skill set of applicants and guide them to other jobs that become available at the college.
- ❖ CAPTCHA (image recognition filter to deter automated bots from submitting spam or malicious inquiries) has been added to the Columbia Tech Center room request inquiry form. The program enhances security for the Web form.
- ❖ E-mail templates were created by Web Specialist Tahnya Huneidi for the Athletics Department. The templates provide ease of use and ensure consistent format for e-mails that announce athletic events. Tahnya also completed the new Archer Gallery Web site which is now available at http://www.clark.edu/news_events/archer/index.php
- ❖ Webmaster Chris Concannon and Executive Assistant Kathy Murphy developed the 2009 Clark College holiday e-card, which was shared with the college community and posted on the Clark College Web site. The card included highlights from the past year.
- ❖ Planning for the 2010 Women of Achievement celebration is ongoing at Clark College and YWCA Clark County. Jenny Shadley has completed photographing all of the honorees. In addition, the honorees have reviewed and approved their written biographies. The photos and bios will be included in a news release announcing the 2010 event as well as in the event program. Currently, the news release is scheduled to be issued on January 22.
- ❖ Graphic Designer and Photographer Jenny Shadley assisted the Office of Instruction in updating their Career and Technical Advisory Committee Handbooks with new updated photos and content provided by them. Senior Secretary Shigemi Nakamura sent a message to Jenny, thanking her for her excellent work.

Barbara Kerr, APR
Executive Director of Communications and Marketing
January 6, 2010

Foundation
January 2010

Enhance College Systems

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- Integrate environmental sustainability practices into all college systems.

Progress

- ❖ A recruitment plan has been developed for replacement of our Chief Financial Officer. TJ & Associates will assist in the initial leg work and ads for the position have been placed. We are hopeful that this position will be filled by the end of February.
- ❖ Lisa Gibert and Ara Serjoie have received their Certified Fundraising Executive (CFRE) recertification.
- ❖ Articles of Incorporation have been filed with the State of Washington.
- ❖ Employee giving so far in FY10 has generated nearly \$26,000 in generous gifts from 137 employees. It is noteworthy that the “Everybody Gives. Everybody Gains” campaign is a year-long activity and will continue through June 2010. Special thanks to the committee for their efforts and all of the donors for their thoughtful support.
- ❖ Clark College Foundation staff made personal visits and delivered holiday gifts from the Clark College Bakery department (especially prepared and packaged for this occasion) to about 175 donors that have given more than a particular amount (either in the past year or cumulatively).
- ❖ All constituents (about 50,000) received the Partners magazine in the mail (or email) in mid-December 2009.
- ❖ In the month of December, thanks to the success of the end of year appeal, over \$107,000 was donated to support various programs, departments, scholarships, and area of greatest need (unrestricted) at Clark College. Online giving in December 2009 was up by 14 percent compared to December 2008.
- ❖ The Clark College Alumni page is live on Facebook! Please spread the word and become a friend by visiting clarkcollegefoundation.org and click on the Facebook icon.

Lisa Gibert
Foundation President/CEO
January 7, 2010

CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

December 14, 2009

Ellis Dunn Room GHL 213

Trustees Present: Mmes. Addison Jacobs; Rhona Sen Hoss, Sherry Parker; Messrs. Jack Burkman and John White.

Administrators: Robert Knight; President; Dr. Rassoul Dastmozd, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services; Ms. Katrina Golder, Associate Vice President of Human Resources; Mr. Todd Oldham, Executive Director of Corporate & Continuing Education; Ms. Leann Johnson, Director for Equity & Diversity; Mr. Alex Montoya, Dean of Enrollment Services; Mr. Ted Broussard, Dean of Student Success & Retention; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Dr. Marcia Roi.

Others: Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General.

I. CALL TO ORDER

Chair Jacobs called the meeting to order at 5:00 p.m.

II. EXECUTIVE SESSION

The board convened an Executive Session to discuss agency matters relating to agency enforcement actions with legal counsel. The Executive Session was to last until 5:15 p.m. The board extended the Executive Session to 5:20 p.m. and then to 5:25 p.m. The regular board meeting reconvened at 5:30 p.m. after a short break.

III. BUSINESS MEETING

A. Review of the Agenda

The agenda was accepted as presented.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from the Board Members

Trustee Burkman participated in the TACTC Legislative Committee ITV on November 23. As expected, the entire discussion centered on the state's deficit. The message from the committee was for the colleges to meet with their legislators and ask not to be cut further; there is no possibility of any college receiving additional funding this coming biennium; the most that can be hoped for is a reduction in the amount of budget cuts. The colleges were encouraged to meet one-on-one with legislators, provide editorials to local papers and have other staff in the colleges do the same. It is expected that unemployment will remain higher for the next three to four years. The unemployment rate for veterans in Washington State now stands at 20%.

Chair Jacobs thanked Trustee Burkman for participating in the ITV in her and Trustee Parker's absences.

Chair Jacobs acknowledged Ms. Golder's retirement effective December 18. The trustees presented her with flowers and a gift of their appreciation for her contribution to the college for the past 30 years!

D. President's Report

This evening's Student Success presentation was offered by Sheila Hendrickson.

Ms. Johnson provided the quarterly update of the college's Diversity Plan. She introduced and thanked members of the Cultural Pluralism Committee who participated in the development of the plan: Mr. Miles Jackson, Ms. Edie Blakely, and Ms. Felisciana Peralta. She also introduced and acknowledged the participation of the community members who sat on the committee:

Chair Jacobs thanked everyone involved with the development of the Diversity Plan. She noted that the college will do business differently going forward and will nurture a learning environment for all. The board will ensure the effort is sustained.

President Knight updated the board on information from the December WACTC meetings. The presidents learned that the community colleges will be absorbing another 6.3% operating budget reduction in the coming year. This will amount to an additional \$2 million reduction to Clark. There will be another seven percent tuition increase and the possibility of worker retraining funds. The tuition increase will greatly affect lower income students as they will not be able to afford the increase and state need grants have been cut by the governor.

The STEM building construction will probably be postponed for one or two biennia (two to four years); more information will be available in January once the legislature reconvenes.

President Knight participated in two faculty breakfasts in late November and December. He noted that he really enjoys these monthly meetings and the groups have great discussions. He receives lots of feedback during the meetings and faculty from different units are provided the opportunity to meet each other.

A formal pilot program between the college and Larch Correctional Institution that was launched last spring recently expanded. The college partnered with several local agencies to provide subsidized housing for up to 10 former inmates while they take courses at the college. Currently there are two offenders in housing and three are taking courses. It remains to be seen what the outcome of the program will be once a final decision has been made by the governor on the future of Larch.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi had no additions to her written report. Trustee White asked if she had had the opportunity to attend the Chamber of Commerce legislative breakfast to participate in the discussion concerning the state's budget situation. Dr. Roi reported that she did not attend.

2. WPEA

There was no additional report from the WPEA this month.

3. ASCC

Vice President Hana Lim and Programming Board member Tyler Adamson presented the ASCC's December report. The officers and members will be working on winter quarter welcome week events during the holiday break. Focus for the coming year will be on outreach to the satellite campuses. Student representatives have been assigned to all the tenure committees. They are planning to have student activities announced at all campuses through TVs at each campus.

F. College Reports

1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd announced that Mr. Miles Jackson has been appointed permanent Dean of SOFA after a nationwide search to fill the position. He also announced that the Office of Instruction Budget Analyst position has been filled by Ms. Nicole Marcum. Hannah Abraham-Shea has been appointed Associate Director of Basic Education.

Dr. Dastmozd will be providing information to the board regarding the college's new blogs. This information was requested at the November 2009 meeting.

Trustee Burkman asked how the number of tutors this year compares to last year. Dr. Dastmozd will provide this information to the trustees.

The bookstore has been collecting data on rental textbooks and he will be able to provide an update to the board with their information in the near future.

Medical radiography clinical practice sites will be expanded into Salem, OR. A couple of Clark students come from that area and having sites in their home area will assist them in managing their class and work schedules.

Winter 2010 enrollment will be as strong as or stronger than fall enrollment. Instruction is adding between 35-50 sections to accommodate new students.

2. Administrative Services—Mr. Bob Williamson

Mr. Williamson distributed the November budget report to the board. The board asked why interest income was no longer a listed line item—unfortunately, no interest was earned during 2009.

Mr. Williamson will be talking with the Veterans Administration about land for additional parking spaces. Student carpool spots will be added on a pilot basis during winter term in answer to a request from students.

3. Student Affairs—Mr. Ted Broussard

Mr. Broussard had no additions to his written report. He and the board discussed the point at which the college will determine if all available capacity has been filled. Mr. Broussard noted that 250 people attended the recent Financial Aid Night; over 50% of current students are receiving aid.

Student Affairs is conducting an advising survey in concert with Planning & Effectiveness. This survey will be done quarterly and results so far are favorable.

4. Human Resources—Ms. Katrina Golder

Ms. Golder noted that the search for a new Associate Vice President of Human Resources is winding down and will be finalized in the next few days. In the interim, Ms. Johnson, Ms. Sue Williams, and Ms. Rebecca Wale will be assuming the AVP duties.

5. Planning & Effectiveness—Ms. Shanda Diehl

Ms. Diehl reported that Planning & Effectiveness has been working on ARRA grants and the last four were submitted to the Southwest Washington Workforce Development Corporation today.

6. **Corporate & Continuing Education—Mr. Todd Oldham**
Mr. Oldham entertained questions from the trustees concerning conference technology. He noted that the college could perform 80% of the work outsourced during CCE sessions with the purchase of certain software applications.
7. **Communications & Marketing—Ms. Barbara Kerr**
Ms. Kerr announced that Ms. Erica Schwenneker will be leaving the college and noted that the college is better off for her having been here. She had no other additions to her report.
8. **Clark College Foundation—Ms. Lisa Gibert**
Ms. Gibert acknowledged the college's support for the annual campaign. She asked the board and college community to please emphasize to others how important the scholarship program is in light of all the student financial aid cuts taking place.

IV. **CONSENT AGENDA**

A. **First Reading**

◆ **Gift Acceptance**

In reviewing the Consent Agenda, Chair Jacobs noted that the review and ratification of the Foundation documents has been a long time in process. She commended foundation counsel Randy Grove and college counsel Assistant Attorney General Michael Shinn for their tireless efforts in bringing the agreement to fruition.

MOTION: Trustee Burkman moved that the Board of Trustees provide written consent to the Gift Acceptance Policy of the Foundation, effective at such time as the revised Operating Agreement has been finalized by signature of all parties and approval as to legal form by the Attorney General's Office. The motion was seconded by Trustee White.

◆ **Operating Agreement**

MOTION: Trustee Parker moved that the Board of Trustees provide authorization to Addison Jacobs as the Board Chair to sign the revised Foundation Operating Agreement, including any non-substantive updates, at such time as the foundation provides a conformed copy of Articles of Incorporation reflecting that the Articles of Incorporation have been filed with the Secretary of State's Office. The motion was seconded by Trustee Burkman.

◆ **Foundation Articles of Incorporation**

MOTION: Trustee Sen Hoss moved that the Board of Trustees provide the written consent of the college to the filing of the Foundation Articles of Incorporation with the Secretary of State. The motion was seconded by Trustee Burkman.

MOTION: Trustee Sen Hoss moved that all items on First Reading be moved to the Consent Agenda. The motion was seconded by Trustee White.

B. **Consent Agenda**

- ◆ Minutes from November 16, 2009 Board Meeting
- ◆ 2010 Board Dates
- ◆ CCAHE Agreement—Faculty Excellence Committee (*this topic will be carried until January 2010*)
- ◆ Gift Acceptance
- ◆ Operating Agreement
- ◆ Articles of Incorporation

MOTION: Trustee White moved that all items on the Consent Agenda be approved in their entirety. The motion was seconded by Trustee Sen Hoss. The motion carried and all items were approved.

V. FUTURE TOPICS

Topics for January 2010 include:

- Advising Update
- CCE Marketing & Operations Plan
- Retention Plan

Items for future meetings include:

- Comprehensive Campaign Update (quarterly, February)
- Demographics
- Enrollment Plan (Spring 2010)
- Instructional Plan (November)
- K-12 (ongoing)
- North County Site (February)
- Quarterly Presidential Evaluation
- STEM (March)

VI. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Tuesday, January 19, 2010 in the Ellis Dunn Room GHL 213. Trustee Burkman will chair this meeting in Chair Jacobs' absence.

VII. ADJOURNMENT

There being no further business, the meeting adjourned at 7:00 p.m.

Addison Jacobs, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
January 4, 2010



November 3, 2009

To: Robert K. Knight, President
Board of Trustees

From: Katrina Golder, Associate Vice President of Human Resources

Re: Proposed CCAHE Contract Language – Faculty Excellence Committee

Attached is proposed contract language for the CCAHE agreement regarding the Faculty Excellence Committee.

In 2000 the Board approved the “Distribution and Utilization of Faculty Excellence Endowment Funds” which incorporated the faculty excellence award, funding for release time for projects and various professional activities, and additional support for faculty on sabbatical. There was no contract language bargained at that time.

In 2007, the Faculty Excellence Committee made some recommendations for revising and revamping the process. The topic was referred to the bargaining table to comply with RCW 28B.50.843 which defines that the process for determining local awards is subject to collective bargaining.

The proposed language provides for a committee to establish criteria and determine the awards. It also provides for utilizing faculty excellence dollars which were obtained through a donor match. The amount of the award is determined by the Board of Trustees.

The AHE will be taking the proposed language to the faculty for ratification. The College is requesting Board of Trustee approval for the proposed contract language regarding the Faculty Excellence Committee.

Thank you for your consideration.

Attachment

Article I (new section)

K. Faculty Excellence Committee

1. The Faculty Excellence Committee is responsible for establishing process, reviewing applications, developing award criteria, and determining the annual recipients of exceptional faculty awards.
2. The individual award amounts are determined by the Board of Trustees. If the faculty excellence fund allocation exceeds the amount needed to fund the recipient awards in a given year, the unspent portion will be banked for use in future years, for future faculty excellence award recipients.
3. Any state faculty excellence funds matched by a donor with a specific intent will be used in accordance with the intent of the donor. The department or program faculty eligible for the use of these restricted funds will develop a process for awarding the funds.
4. The Faculty Excellence Committee is composed of one faculty member from each unit (two year appointments), jointly appointed by the Vice President of Instruction and the AHE President; the Vice President of Instruction or designee (non-voting standing member); and an ASCC representative (one year appointment). The chair will be selected by the committee.

Re-letter remaining article sections:

K. L. Adjunct Faculty Affairs Committee

L. M. Management Rights

~~M.~~ N. Maintenance of Standards

TA'd 10/26/09

Clark College/CCAHE