

Clark College Board of Trustees Packet

March 23, 2010

Clark College
The Next Step

***Clark College Board of Trustees
2009-2010 Goals***

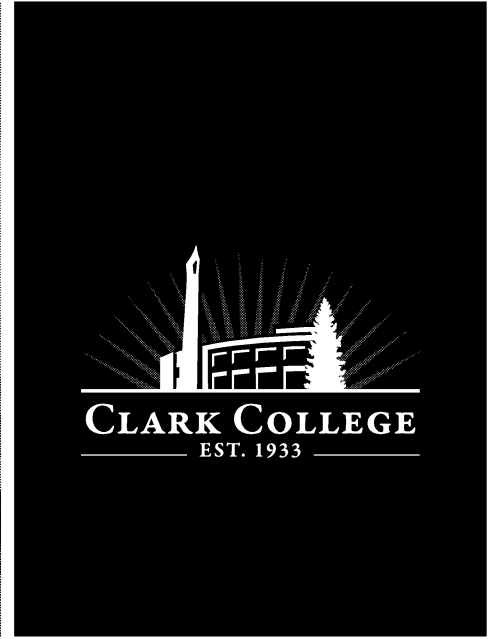
Strengthen partnerships with local K-12 institutions to support math and science initiatives.

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
March 23, 2010

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CLARK COLLEGE BOARD OF TRUSTEES

Tuesday, March 23, 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. |
| ♦ Enrollment Trends | 4:00-4:45 p.m. |
| ♦ Admissions Fee | 4:45-5:00 p.m. |
|
I. CALL TO ORDER |
5:00 p.m. |
|
II. BUSINESS MEETING | |
| A. Review of the Agenda | |
| B. Statements from the Audience | |
| <i>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.</i> | |
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IV. FUTURE TOPICS

Budget (April)
K-12 (ongoing)
North County (TBD)
Presidential Quarterly Review (April)
Tenure Reception (April)

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, April 27, 2010 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report March 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 president participated in biweekly conference calls with Rep. Probst and other local educational leaders. In light of the severe budget issues crippling the state, the representative wants to remain in close contact with the schools his district and discuss specific bills that are moving through legislation that affect or impact education.
- ❖ The President attended the 104th Nursing graduation ceremony held at Skyview HS auditorium.

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 is participating in a series of Running Start Finance Study meetings with the state board, and other community college and university presidents and staff. This study was mandated by the state Legislature for institutions that participate in Running Start and the Office of Superintendent of Public Instruction to identify, assess, and report on alternatives for providing sustainable support for the RS program. The results of the study must be provided to the governor and legislative committees by September 1, 2010.
- ❖ The spring meetings with the college's board of trustees and local school districts have begun. This season's focus will be on STEM and math transitions. The board met with the Vancouver School District and upcoming meetings are scheduled with the Washougal, Camas, and Evergreen school boards.
- ❖ The President and Foundation folks met with local military leaders to discuss the establishment of a military scholarship for family members of active duty military serving in Iraq and Afghanistan.

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

- ❖ Black History Month was celebrated in February and the President attended a presentation and gathering of the First Families of Vancouver.
- ❖ The President's monthly meetings with faculty have been so successful that he has expanded the concept to include directors and managers. He will now be meeting individually with each unit manager or director over the course of the year to discuss any topic of their choice. The meetings he has had so far have been very enlightening and enjoyable and he looks forward to continuing them throughout the rest of the year.

- ❖ The President attended the Student of Color luncheon where VP Dastmozd gave the keynote speech and did a wonderful job.

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 participated on a subcommittee of the Workforce Development Council (WDC) to review and respond to a statewide Governor's report on recommended changes to the way WDCs function with Employment Security Divisions.

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 first Executive Awareness session scheduled by the Foundation to increase the awareness of the comprehensive campaign among influential local leaders. The meetings are informal in nature and are held in the home of selected individuals. The first meeting focused on health occupational program needs. He looks forward to participating in more of these meetings and visiting informally with our local leaders.
- ❖ With the addition of several new members to Executive Cabinet over the past 15 months and a complete turnover in EC over the past five years, EC held a retreat on Feb. 18 led by an outside facilitator. During the first part of the session, EC members completed the Myers-Briggs Type Indicator (MBTI) assessment, which is used by many organizations to provide a framework for understanding individual differences. The second part of the session focused on ways in which EC members can use that knowledge to foster teamwork and positive methods of problem-solving and decision-making.
- ❖ The President attended the State of the City addresses for both Vancouver and Battle Ground.

Robert Knight
President
March, 2010

**Clark College Association of Higher Education
Report to the Board of Trustees
March 16, 2010**

Facilitating communication

Dr. Roi and President Knight did not meet in February or March. Both meetings were cancelled by the administration.

Dr. Roi met with Dr. Dastmozd once in March with Ms. Lewison from WEA. The meeting was regarding electronic communication and legislative issues. The meeting was somewhat productive.

In response to the president's request for suggestions to improve labor-management relations, the AHE senate agreed with the president's suggestion during the January labor-management meeting that audio taping meetings would be a solution to eliminate any future misunderstandings. In the interest of improving these relations and moving forward, the AHE Senate implemented this policy on March 1, 2010, and informed all stakeholders of the policy as well as the intent of this policy.

Much to our dismay we now find the administration refusing to comply with AHE's policy. We are perplexed, as this was in response to the administration's suggestion. We will thus be forced to bargain this policy. AHE leadership continues to endeavor to work to facilitate a more respectful communication with the administration.

AHE has not yet received an answer to our offers to arrange labor-management training through the PERC board as a solution to improve the relationship between labor and management at Clark. We are hopeful this solution will be viewed as viable.

Bargaining

The AHE is in the process of discussing a settlement on the online bargaining faculty. We have submitted a proposal and are awaiting a reply.

AHE continues to await a response from the administration regarding the Cosmetology proposal presented to the Clark College Skills Center. Our proposal was submitted in October.

The AHE and the administration have agreed on a tentative settlement for the Teaching and Learning Center director's compensation and employment status. We are awaiting a reply from the administration.

Organizational activities

AHE held a General Membership meeting in February. Twenty-five members attended and future activities were planned.

AHE is currently holding a general membership drive and informational sessions for adjunct faculty to address their issues.

Dr. Roi, Dr. Walsh and professor Van Patten will be attending the NEA higher Education conference in San Jose CA.

Dr. Roi attended the Riverside executive council meeting in March and discuss council training needs.

Dr. Roi will attend the Riverside Council general membership meeting in March and discuss region-wide legislative issues.

Dr. Roi continues to work with WEA higher education Chair, Dr. Nat Hong, labor organizer, Gary Mc Neil and Ms. Lisa Lewison, regarding AHE organizing activities.

Membership

Six new members 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

WPEA/UFCW Local 365, Clark College Unit

Board Report for March 2010

MEETINGS

- ❖ Job Rep Executive Council: 03/16/10
- ❖ WPEA/UFCW District 1: 03/16/10
- ❖ Clark College Local Unit : 03/17/10
- ❖ LMCC: 02/21/10 and 03/18/10

AGENDAS

- ❖ **The Local Unit:** Lock down procedure, SSB6503-“the furlough bill”, Communications with members, Upcoming Collective Bargaining topics.
- ❖ **Job Rep meeting:** SSB 6503-“the furlough bill”, LMCC report and upcoming agenda, Committee reports, Shared Governance, Workplace issues, grievance resolution.

COMMUNICATION

- ❖ Billie Garner had lunch with President Bob Knight on Campus discussing current events and concerns relating to Classified Staff. (02/18/10)
- ❖ Jean Roniger represented the WPEA at the College Council.
- ❖ The opening topic at the Open Dialogue for Classified Staff on 3/3/10 with President Knight was SSB 6503 and how Clark would implement the closing of the college on specific days if passed. WPEA Specialist Eddie Rosen said that the bill is getting negative responses from the Unions which will likely delay its passage. Other items discussed included the possibility of a web portal for staff to access staff-only related information on the Internet as well as the Intranet, smoking receptacles on the perimeter of the campus grounds, the lack of reserved parking for events, and a lock-down procedural guide for staff. Darcy Rourke from HR attended.

LMCC

The Labor Management Communication Committee discussed with Management:

1. Standard Level of service for media events.
2. Radon upgrade progress in FHL, APH & BHL
3. HVAC update for OSC
4. Lock Down Policy
5. Facilities Communication
6. Classified Employee temp. upgrade

Current Leadership

Eddie Rosen Employee Relations Specialist
Billie Garner – Chief Job Rep **David Sims** – Asst Chief Job Rep
Scarlett Knight Mark Owsley Sam Osaki Jean Roniger
Gayla Shanahan David Stephen Amy Waite Jerry Weber

The Next WPEA/UFCW meeting is scheduled for: March 17, 2010
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Respectfully submitted by *Jennifer Wheeler*

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

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

Things are now on a roll in the ASCC as we are about to complete another quarter. We officially know our jobs at this point and our rhythm is going well and we are more productive than ever.

In Executive Council, we are discussing our green plan unveiling, reviewing club charter requests along with committee applications and fund balance requests from Finance Committee. We have decided to hold the unveiling during next quarter's Club Fair when we have a solid flow of students.

Finance Committee continues reviewing the fund balance requests and making decisions every meeting, although we are coming to the end of the requests. Alyshia has started working on a program manual that will consist of everything a program will need to know about the Finance Committee.

In Club Committee, there are still club charters coming in. They have also decided to take on a new project dealing with the club room as the students would like to have a place that only clubs can rent out and have for equipment storage. You can find the list of clubs at http://www.clark.edu/student_life/clubs/list.php.

The Activities Programming Board is nearly done with events. They have successfully held events at satellite campuses; one that went really well was "Be a Kid Day" held at WSUV. There have been many other successful events on the main campus each with great student attendance and participation. Now that the year is coming to an end they have started the planning for "Spring Thing", our big end of the year party for the student body. Our new Program Coordinator is fitting in great and assisting APB and clubs each day. She is also keeping up on the Facebook account that we have and updating students; our friend count is at 172.

If you have any questions or concerns, feel free to contact me at ascpt@clark.edu.

Thank you for your time, see you soon!

Your ASCC,

At the student rally... 22 Clark students!!!



Instruction March 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.

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- Provide all employees with opportunities for professional development.

Progress

- ❖ Associate Director of eLearning Cynthia Foreman attended an eLearning Conference in Fort Worth, TX, to learn about the latest developments in online and hybrid education. This conference was put on by the Instructional Technology Council, an affiliated council of the American Association of Community Colleges. Clark College received the following recognition at the conference:
 - Outstanding Blended Course: Math in Society taught by Jennifer Farney
 - Distinguished eLearning Educator: Carole Mackewich, Counselor and Faculty in Human Development.
- ❖ The Social Sciences and Fine Arts unit has drafted unit-level objectives, activities and outcomes in support of the college’s Strategic Plan. Assessment of the unit-level outcomes will occur in June 2010.
- ❖ Math faculty member Chris Milner provided the organization to take a total of eight students to the Western Washington Community College Student Math Conference at Edmonds Community College on February 27. Two Clark students, James Mattson and Matt Hoyt, gave impressive presentations as a part of this extraordinary learning opportunity for all participants. Math faculty members Nathan Lazar and Renee Murakami helped these students prepare their presentations.
- ❖ Tina Barsotti and six of her STEM students visited Portland State University on March 8 to hear Dr. Henry Petroski of Duke University deliver his views on the current and future needs for more engineers. He offered an informative contrast between science and engineering, promoting in particular the need for engineers to help advance the economy through new technological developments and industries.
- ❖ The Teaching and Learning Center (TLC), under the direction of TLC Associate Directors Andrew Apter and Gail Liberman, coordinated the following faculty development activities:
 - The TLC provided a 10-hour faculty development institute, “Engaging Students through Collaborative Learning,” for twenty-five faculty members. This institute met four times during winter quarter, allowing faculty to learn collaboratively how to design and implement learning centered curriculum that promotes deep learning.

- The TLC collaborated with eLearning to provide two 3-hour workshops for twenty faculty members focused on the basics of teaching an online class through Blackboard.
- As part of Clark's Student Learning Communities grant with The Washington Center, Emily Lardner and Gillies Malnarich, co-directors of the Center, meet monthly via telephone conference calls with Gail Liberman, Clark's lead for this Sparks Grant initiative. Gillies and Emily have collaborated with Gail to develop the Spring Break Workshop to be held March 23 and 24 and will facilitate the second day of the workshop.
- The TLC continues to work with faculty and Student Affairs to provide five linked-courses for students in pre-college math and English. Each content course is paired with a Human Development 116 course and a cohort group of students is enrolled in both courses. The teachers have developed integrated learning assignments that incorporate their content area and effective learning methods. Plans for assessing the pilot student learning and communities are part of this effort. Each cohort group has completed an on-line survey: *Students Experiences of Learning in Learning Communities*.
- The Integrative Learning Faculty Learning Community, facilitated by Gail Liberman, has been meeting once a month to learn how to design curriculum that incorporates learning and college success strategies in pre-college courses and I-BEST programs. As part of the learning community, participating faculty will be attending one of two upcoming retreats sponsored by the Washington Center at The Evergreen State College, as well as the SBCTC's Pacific Northwest Teaching, Learning and Assessment Conference being held in Vancouver, WA, on April 28-30, 2010.
- As part of evaluating learning spaces, Gail Liberman continues to meet informally with Jim Green, Director of Facilities Services, and others on campus to provide some learning centered furniture in a sample classroom. One sample classroom was furnished during winter quarter 2010 and a second classroom will be furnished in spring quarter. Participating faculty teach in these spaces and assess how the space facilitated learning. Clark will use this information to inform future decisions about furniture in new buildings and refurbishing older classrooms.
- Gail Liberman attended the SBCTC Winter Assessment, Teaching and Learning Retreat in N. Bend, WA. This was an opportunity for assessment liaisons and faculty development leaders from Washington State community colleges to convene and discuss common issues and collaborate on methods to address them.
- The TLC is working with the Retention Committee sub-committee to provide two Retention Brown Bag informational sessions to discuss retention strategies with the broader college community.
- Andrew Apter is meeting with a TLC sub-committee to develop the TLC's goals and strategies for the 2010-2011 academic year. These goals will be aligned with Instruction's operational plan and will guide TLC planning and programming.

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.

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Progress

- ❖ Cannell Library is cataloging the books and materials in the ABE/ESL Literacy Library at Town Plaza Center. As of March 5, 2010, 431 titles and 857 items have been cataloged. Susie Harding, Cataloging Specialist, has included reading level specifications with each title so that instructors, tutors and students can find all materials for a specific reading level with one simple keyword search in the online catalog (e.g., “Reading Level 3”).
- ❖ Circulation of laptops and library materials continue to increase at the Information Commons at CTC. Since the i-Commons opened in September, eight laptops have been checked out 101 times.
- ❖ Applications are arriving for the Weekend Degree Program for next year while students continue to join this year’s cohort. There are currently 22 students in the Weekend Degree Program.
- ❖ Soc& 101—Introduction to Sociology will be offered spring term as a hybrid Weekend Degree Program course.
- ❖ Courses offerings at CTC for summer 2010 stand to generate 325 FTES at a 90% fill rate, 348 FTES at a 95% fill rate, or 360 FTES at a 100% fill rate.
- ❖ The Clark Math Department web site is a wealth of information for students. Constantly maintained by Professors Sally Keely and Chris Milner, the site provides such things as course descriptions, a faculty directory, schedules, math studying tips, tutoring services, advice for managing college costs, links to other cool math sites, and advice on purchase and use of various calculators including a tutorial on the TI-84 graphing calculator. This is only a partial list of what can be found at web.clark.edu/math/. For faculty, the site includes various policies and procedures, resources and other services available.
- ❖ Clark College will be offering Business Technology computer classes at TPC starting spring 2010. These classes are intended to assist Basic Education and Workforce students with computer literacy skills prior to transitioning to main campus.
- ❖ On March 1, 2010, the Medical Radiography Program (MRAD) was proud to induct eight (8) students into the National Radiologic and Imaging Sciences Honor Society—Lambda Nu (LN). MRAD Clinical Coordinator and tenure track faculty member Jenefer King, who is serving as the chapter club advisor, would like to thank the following:
 - Vice President of Instruction Rassoul Dastmozd for speaking at the ceremony.
 - John Mosley for his financial support of the chapter fee.
 - Dick Shamrell, Physics Professor, for his coordination efforts.
 - MRAD student Peggy Keith for initiating the process of establishing this chapter (LN) of recognition.

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

- ❖ Dr. Rassoul Dastmozd was the featured speaker at the winter 2010 Student of Color Luncheon held on March 2, 2010.
- ❖ Engineering students in four engineering courses (about 100 students in all) competed on March 8 in the Engineering Club competition for the Wheel Chair Accessible Storage device. This competition was judged in four parts from 9 a.m. to 2 p.m. Ease of use and adaptability, appearance, safety, and the feasibility of attachment were all part of the judging, carried out not only by the faculty, but also by students who actually use wheelchairs. The students competing commented that this was one of the most interesting, valuable and exciting projects they have worked on.
- ❖ In support of the institutional goal to “Implement the diversity plan through the college,” the Teaching and Learning Center will offer two workshops during spring quarter on the topic of “Creating a Safe Environment in the Classroom for Diversity and Cultural Pluralism.”

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

- ❖ Terry Haye, ECE Specialist III in Child and Family Services (CFS) and a member of SELF (Support for Early Learning and Families Collaborative) Ready Schools Strategy Group, presented CFS transition activities and program updates to the collaborative. Local school districts and early learning partners are working together to help prepare children and families for success in school when they transition from early learning to public school systems.
- ❖ As a part of sustaining a partnership, as well as providing applications of classroom material, Susan Mangin teaching in our CADD program has developed a student project to provide a multi-sheet drawing set for a residence. This residence will actually be built by the Evergreen Habitat for Humanity organization for a family already identified.
- ❖ As part of their ongoing mentoring of Women in STEM, Pamela Dake and Tina Barsotti of Engineering escorted four NERD Girls to the Women in Science and Engineering Conference at the University of Washington on February 20. Some of the most valuable sessions dealt with the issues confronting women in a largely male workforce as well as some exciting opportunities shared by women who have entered that world successfully.

- ❖ Tim Kent (Surveying), Bill Wheeler and Tina Barsotti (Engineering) plus a group of interested Clark students participated in Engineering Week on February 17 at the Doubletree Hotel near Lloyd Center in Portland, meeting with high school students from the Portland/Vancouver area, and joining other participants in a banquet following. In a similar vein, Tina and Tim took part in Professional Technical Day on campus on February 23. They met with roughly 50 visiting high school students and spoke with them about careers in engineering and surveying.
- ❖ Math faculty Jennifer Farney, Marina Frost, and Rene Murakami helped with the Middle School *MathCounts* competition February 20, running the Count Down Round that determined the overall first through third place finishers. Clark has helped with this project now for 26 years. Over 40 students competed this year.
- ❖ On March 8, 2010, Clark College started the Electronics/Electrical program funded by the ARRA (American Recovery and Reinvestment Act) 5809 funds.

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

- ❖ In order to meet the increased demands for student and faculty support, the eLearning Department was able to hire a full-time Instruction Technology Specialist. Brendan Pust, a Camas High School graduate, earned his AAS in Computer Network Administration at Clark College. Brendan will be assisting with Blackboard system administration and providing technical support for students. There are currently 631 total courses using Blackboard with a total of 9,813 unique or individual users.
- ❖ To facilitate the smooth progression of students completing math classes or sequences, Professor Kristine Barker organized faculty advising visits to sections of Math 030, 093 and 095. This represents over 40 sections this quarter, nearly all of which were visited to help students choose wisely as they move to their next appropriate levels.
- ❖ On March 5, 2010, Robert Jeffers led the WEBEED staff, full-time faculty and several part-time faculty through a communications workshop at Town Plaza Center. After the integration of Workforce Education and Basic Skills last year, much of the infrastructure at TPC has been enhanced and/or improved. This workshop allowed for healthy conversations between faculty, staff and administrators about how to build and sustain the student focused mission of WEBEED. This activity was a positive demonstration of shared governance.

Rassoul Dastmozd, PhD
Vice President of Instruction
March 11, 2010

Administrative Services
March 2010

Focus on Learning

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- Provide all employees with opportunities for professional development.

Progress

- ❖ On March 5, permanent Bookstore staff member Liz Martinez attended the full-day session, “Moving Beyond Conflict,” part of the Leadership Academy Program, open to all College staff.
- ❖ Security Officer Richard Sakaida was recertified in First Aid/CPR and AED.

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 Director of Information Technology Services is participating on a SBCTC vendor evaluation and selection team to select a vendor for a lecture capture system for use by higher education institutions in Washington. The team assisted SBCTC staff in the development of a request for proposal (RFP) and will evaluate vendor responses in March.
- ❖ Bookstore staff, in partnership with Service Learning, successfully exceeded its 2nd Annual Book Drive goal and collected more than 70 books for donation to Fruit Valley Elementary School in February. The objective of this literacy event, *Seuss – A – Palooza*, was to provide one copy of

“The Cat in the Hat Spanish/English Edition” for each Fruit Valley Elementary School kindergartner. Books collected by the Store were delivered to the school on Tuesday, March 2, on *Read Across America Day*. This drive was so well received by the College community during the 75th Anniversary that it is now an annual activity.

- ❖ Bookstore staff continues to meet the demand for increased services and activities as a result of increased enrollment. Sales year-to-date through February are up 13.6% over last year.

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

- ❖ Newly-hired Security Officer Pete Ghormley received certificates of completion for “Preventing Employment Discrimination” and “Preventing Sexual Harassment.”

Enhance College Systems

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- Improve college infrastructure to support all functions of the college.
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Progress

- ❖ Information Technology Services has performed a number of upgrades to the network infrastructure to increase storage capacity and improve backup performance. The storage capacity of the storage area network (SAN) has been increased to approximately 20 terabytes (1 TB = 1000 GB). The primary data backup server has also been increased in capacity to support up to 20 TB of backup data. These improvements will satisfy the demand for increased storage over the next several years.
- ❖ Information Technology Services is wrapping up efforts to assess the impact of a planned migration to the Windows 7 desktop operating system. In addition, a number of employees have been upgraded to Windows 7 as part of a pilot project to assess software compatibility issues. Few obstacles have been encountered and the planned migration will take place over the summer months.

- ❖ A new Time and Effort Reporting policy, which is required by Federal Regulations, has been developed and approved for use by employees who are fully or partially paid through federal grants. Forms have been developed and posted on the College's ClarkNet, and units impacted by the new policy have been notified to begin using the forms.
- ❖ The Early Learning Center – Phase I project will be re-bid in March. Construction is expected to begin in June with completion in June 2011.
- ❖ Programming and schematic design for the STEM Building continues on schedule.
- ❖ The 2009-11 Repair and Minor Improvement (RMI) list has been approved by Executive Cabinet with 45 projects. All projects can be accommodated with the \$400,000 allotted by the State. Work to complete these projects will start this spring break and continue until summer 2011.
- ❖ On February 24, the Emergency Management and Planning Committee participated in a two-hour table top exercise conducted by the Clark Regional Emergency Services Agency (CRESA). This exercise involved an earthquake on the main campus and allowed committee members to practice Incident Command System roles as they would be carried out in an actual emergency.

Bob Williamson
Vice President of Administrative Services
March 11, 2010
BW162

Clark College - Budget Status Report

February 28, 2010

Sources of Funds (Revenues)	2009-10 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	30,236,186	17,326,742	12,909,444	57.3%
Tuition	13,323,332	10,188,558	3,134,774	76.5%
Running Start	5,204,310	2,787,252	2,417,058	53.6%
Excess enrollment	5,447,535	7,400,000	(1,952,465)	135.8%
Planned use of prior fund balance	856,764	-	856,764	0.0%
Dedicated, matriculation, tech, cont ed	3,236,978	2,785,758	451,220	86.1%
Total Operating Accounts	58,305,105	40,488,310	17,816,795	69.4%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	5,186,922	2,336,197	2,850,725	45.0%
Internal Support	1,304,146	449,407	854,739	34.5%
ASCC less PUB	1,614,250	1,065,015	549,235	66.0%
Bookstore	5,397,214	4,368,451	1,028,763	80.9%
Parking	259,969	335,304	(75,335)	129.0%
Auxilliary Services	1,564,510	883,273	681,237	56.5%
Financial Aid	36,732,204	28,488,789	8,243,415	77.6%
Total Other Accounts	52,059,215	37,926,437	14,132,778	72.9%
Total Sources of Funds	110,364,320	78,414,747	31,949,573	71.1%

Uses of Funds (Expenses)	2009-10 Budget	Encumbrances & expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	874,420	356,112	518,308	40.7%
Vice President of Instruction	36,250,983	21,614,080	14,636,903	59.6%
Vice President of Administrative Services	10,158,402	7,247,857	2,910,545	71.3%
Vice President of Student Affairs	7,182,677	4,517,485	2,665,192	62.9%
Associate Vice President of Planning & Effectiver	438,336	290,577	147,759	66.3%
Executive Director of Corporate & Continuing Ed	1,033,922	583,135	450,787	56.4%
Executive Director of Communications	1,184,871	875,579	309,292	73.9%
Associate Vice President of Human Resources	1,181,494	684,731	496,763	58.0%
Total Operating Accounts	58,305,105	36,169,558	22,135,547	62.0%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	5,186,922	3,259,597	1,927,325	62.8%
Internal Support Services	1,304,146	708,330	595,816	54.3%
ASCC less PUB	1,614,250	873,419	740,831	54.1%
Bookstore	5,397,214	4,242,381	1,154,833	78.6%
Parking	259,969	196,680	63,289	75.7%
Auxilliary Services	1,564,510	940,801	623,709	60.1%
Financial Aid	36,732,204	30,992,655	5,739,549	84.4%
Total Other Accounts	52,059,215	41,213,864	10,845,351	79.2%
Total Uses of Funds	110,364,320	77,383,422	32,980,898	70.1%
Difference - Excess (Deficiency)	-	1,031,325		
Capital Projects - Revenues & use of fund bal	11,474,195	3,229,348	8,244,847	28.1%
Capital Projects- Expenses & Encumbrances	11,474,195	3,229,348	8,244,847	28.1%
Difference - Excess (Deficiency)	-	-	-	

c. Bob Knight, Bob Williamson, Karen Wynkoop
e. Theresa Heaton, Cindi Olson, Sylvia Thornburg
Ron Hirt, Accounting 3/10/10

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 3/11/10

Student Affairs
March 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

- ❖ In December 2009, Executive Cabinet allocated \$10,000 to the Retention Committee to develop strategies or activities that directly increase the SAI (Student Achievement Initiative). The Retention Committee set clear criteria and approved the following proposals:
 - **Increasing Faculty Participation in Academic Early Warning**--- provide contests and incentives to increase faculty participation in Academic Early Warning.
 - **New Part Time Faculty Orientation Workshop**--- pilot an additional two hour orientation session to new part-time faculty (30 participants) on April 2, 2010, to focus on information and core strategies that will help adjuncts be better prepared to support student success, e.g. awareness of college processes and resources that support student needs, classroom management strategies, expanded understanding of AEW, understanding course policies and avoiding plagiarism.
 - **Student Learning Communities Planning**--- pilot providing 100 hours of planning meetings during Spring term for 6-8 adjunct instructors to develop course curriculum and common course assignments related to student learning community course offerings.
 - **New Student Seminar (HDEV 102) Summer sections**--- pilot offering four sections (25 students per section = 100 students) of an expanded orientation program providing students with accurate information regarding course selection, campus resources, development of an academic plan and the opportunity to develop an authentic relationship with a faculty or staff instructor.
- ❖ Academic Early Warning (AEW) closed for the winter term session on February 17. Participation was slightly higher than fall term and twice as many instructors used AEW this winter as they did last winter. In addition, two new measures to support AEW were introduced: a series of informational emails sent to faculty bi-monthly and a series of brown bag lunches at the Teaching and Learning Center.
- ❖ The Health Occupations and Education Advisor along with the Director of Advising spoke to students taking the Life Transitions course (formerly known as Displaced Homemakers) on February 8. Students asked questions about advisement at Clark and were provided with information related to college success skills and academic planning.
- ❖ The Transfer Advisor attended a workshop at Western Washington University on February 11 to learn more about admission and program requirements and various student services. The information gathered from the workshop was presented at the weekly advisor meeting on February 26. In addition, she coordinated appointments for a visiting Portland State University (PSU) advisor on February 10 and 24. The PSU advisor served 20 Clark College students.

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

- ❖ A total of 1812 Running Start test appointments have been booked for fall 2010 entry compared to 1742 test appointments in fall 2009. In addition to testing at the main campus, 76 students were tested at the Columbia Tech Center and 29 students were tested at Stevenson High School. The testing for fall entry to Running Start began on January 19 and will continue until March 26.
- ❖ The Health Occupations and Education Advising division offered a Dental Hygiene Information Session on February 11 to approximately 13 prospective students. Each of the evaluation forms received provided positive feedback with 100% reported feeling that the session was very useful.
- ❖ The Office of Admissions hosted the annual Professional Technical Day student recruitment event on February 23. This event hosted more than 300 students as well as their chaperones from nine local high schools. Thirteen professional/technical departments from Clark participated in this year's program.
- ❖ As of March 10, the Financial Aid office has awarded \$44 million dollars to 10,418 students. This represents a 76% increase in the number of students served over last year at this time.
- ❖ The Office of Admissions received 4812 applications for winter quarter 2010 compared to 3799 for winter quarter 2009. This equates to a 26.7% increase, or a total of 1,013 additional applications. The overall yield for the winter quarter 2010 is at 45%, which is 1% less than the winter 2009 rate, due once again to the large number of applications received.
- ❖ The Assessment Center utilized 6077 testing units between January 1 and March 5 compared to 5779 units that were administered during the same time period in 2009.
- ❖ Health Services provided H1N1 vaccinations to 28 people at Town Plaza Center during the month of February in addition to vaccinations administered on the main campus.

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 Multicultural Student Union and the Office of Multicultural Student Affairs hosted the Black History Month Celebration on February 19. The event included light refreshments, speakers from the First Families Project and three local high school students' dramatic readings of stories from the first African-American families in Vancouver.
- ❖ The Office of Student Life and Multicultural Student Affairs hosted the Winter Student of Color Luncheon on March 2. Dr. Rassoul Dastmozd, Vice President of Instruction, spoke about his experience coming to America as a student and his journey in higher education to becoming a Vice President at Clark College. Approximately 120 students, staff and faculty attended.

- ❖ Advising and International Programs arranged for representatives from three four-year universities to speak with potential transferring international students: Oregon State University on January 29; Washington State University on February 3; and Portland State University on February 12.
- ❖ International Programs has implemented a new recruitment series called “Campus Visit Program.” Potential students are welcome each Friday to visit Clark College for an opportunity to tour the campus, visit a class, and meet with the international club and others as appropriate. Visits during the month of February included: five students from an agent from Japan; five students from the Portland ELS Language Center; six students from LeGrand Connections; and two students from Kaplan Aspect in Portland.
- ❖ The Admissions Office ESL-Latino Outreach Coordinator hosted a visit from the Mexican Consulate at St. John’s Catholic Church from February 19-21. The Mexican Consulate was able to meet with approximately 300 Mexican persons to renew their Mexican Passport and/or identification card. Clark College ESL students and the Latino community took advantage of this service. Having current documents increases access to basic education and credit-bearing classes at Clark. Clark’s educational program information was also distributed during this event.
- ❖ The Multicultural Retention Manager and Peer Mentors successfully contacted 234 out of the 301 students of color who received Academic Early Warning (AEW) reports in winter quarter. The intervention included a review of available college resources and specific advice about how to address the issues noted in the AEW report.
- ❖ The Director of Advising spoke to a HDEV class on March 2 to discuss and promote the value of student study abroad experiences. Several students expressed an interest in exploring this possibility and expanding their learning into another country.
- ❖ Student Affairs staff attended diversity training at the quarterly student affairs staff meeting on February 4. Alex Montoya, Interim Associate Vice President of Student Affairs, presented an interactive session that focused on generational differences, building a strong team and how those concepts are related to serving students.
- ❖ Cathy Boucher from Clackamas Community College attended the weekly advisor meeting on February 26 and spoke about “Workforce Improvement with Immigrant Nurses”. Cathy was able to provide information and answer questions about this program that provides assistance to nurses from other countries to become qualified to work as RN’s in the United States.

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 Advising Department participated in an IBEST Faculty Advising Workshop February 19. The workshop was designed to help increase the awareness and support system for faculty teaching under the IBEST instructional model. Topics in the workshop included educational pathways, services and resources, and best practices to support the diverse needs of the IBEST students.

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

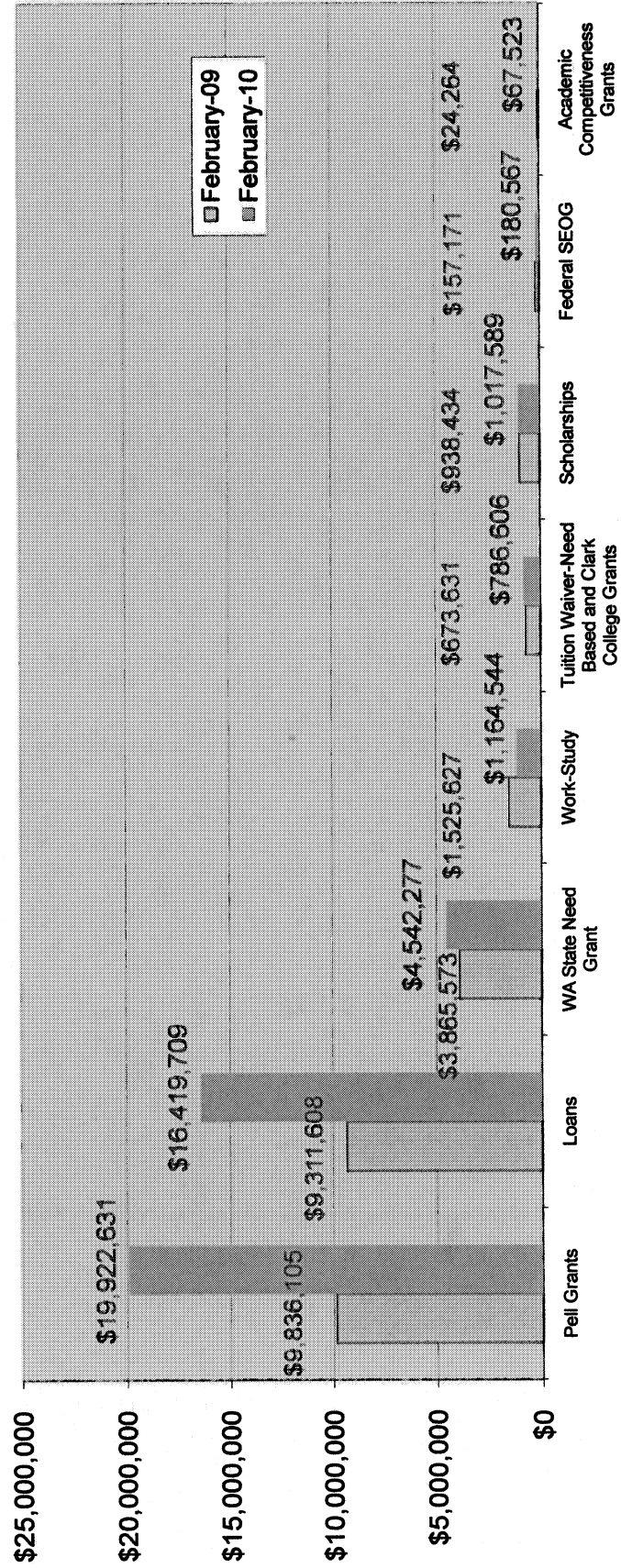
- ❖ The position of Health Occupations and Education Advising Divisional Manager has been filled as part of the first organizational restructuring underway in the Advising Department. This position supervises advisors working with students in Health Occupations and Education programs and is an important liaison for instructional departments and faculty.
- ❖ The Director of Advising and the Dean of Student Success and Retention are part of a task force coordinated by the Office of Planning and Effectiveness to submit an application for a Title III grant. In addition to a focus on improving institutional effectiveness, other major components are related to improving and formalizing the college-wide advising process and improving retention and delivery of academic and support services.

Additional Highlights:

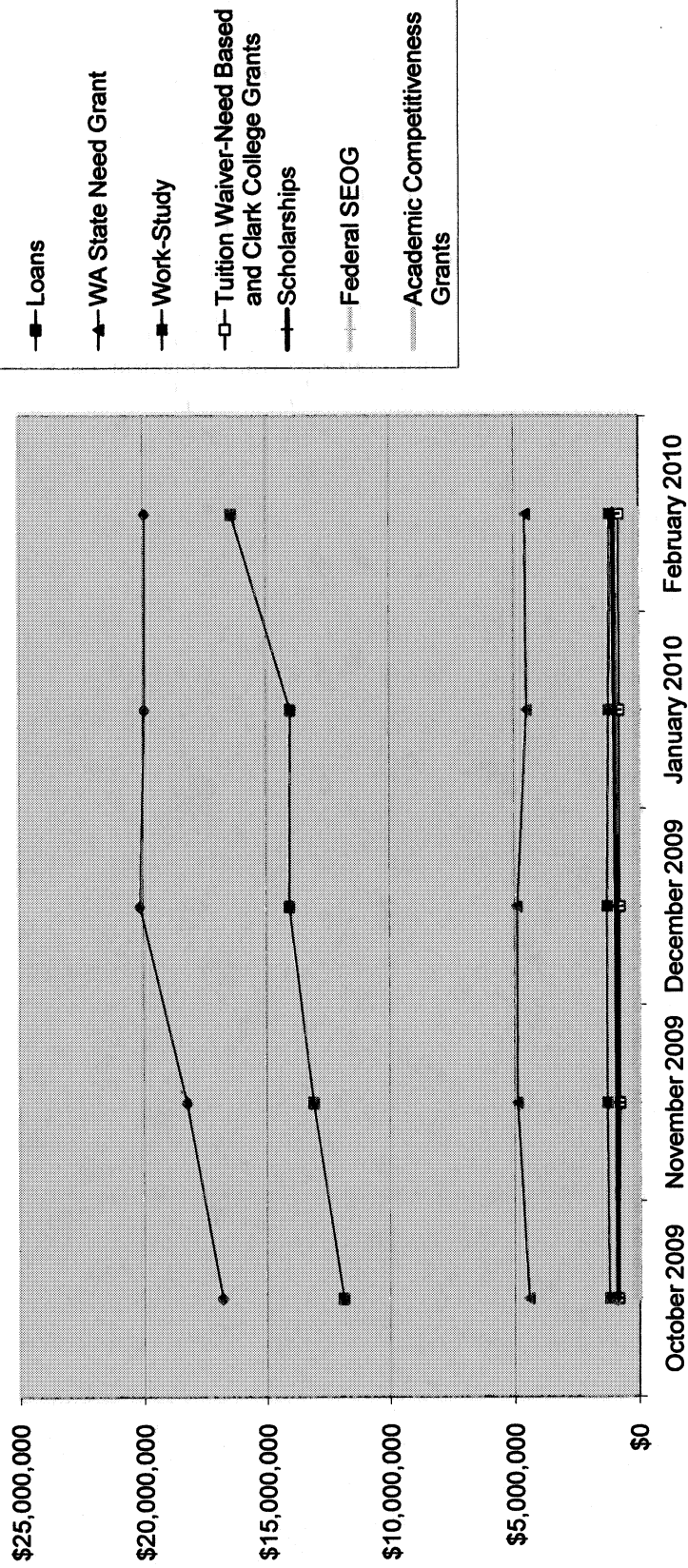
- ❖ A Running Start student, Lindsey Elhart, was selected for the Marshall Youth Leadership Award, which will be awarded at a reception on March 17 at 4 p.m. at the Marshall House. Lindsey is a senior from Hudson's Bay High School.
- ❖ The Lady Penguins (Women's Basketball) played in the NWAACC tournament this past week in Kennewick as part of the sixteen team NWAACC Tournament. On March 6, Clark beat Bellevue 58-56 advancing them to the winners' bracket. On March 7, they played Clackamas, the Southern Region Champion but unfortunately lost 77-70 after a big comeback effort. On March 8, the Lady Penguins lost to Everett 72-62 resulting in elimination. Coach Nancy Boone was quite pleased with this year's team with 4 starting freshman going into next season with tournament experience. Clark's Women's Softball Team played the University of Oregon Club team on February 27 and won both games of a double header and then travelled to Eugene and won two more games against the same club team on March 6. New Track and Field Coach, Amber Moore, reports that 12 Track and Field athletes are now qualified for the NWAACC Championship in May. The new Baseball Club team began their first competition by playing Bellevue CC, the 2009 NWAACC champions, in a double header on February 27. A gallant effort was made but they lost both games 3-0 and 13-1. On February 28, they played Seattle University's Baseball Club team and split a double header. Finally, they played and lost a single game to Concordia's Junior Varsity team on March 3. There are about 30 players on the club team and the majority of them are from Clark County.

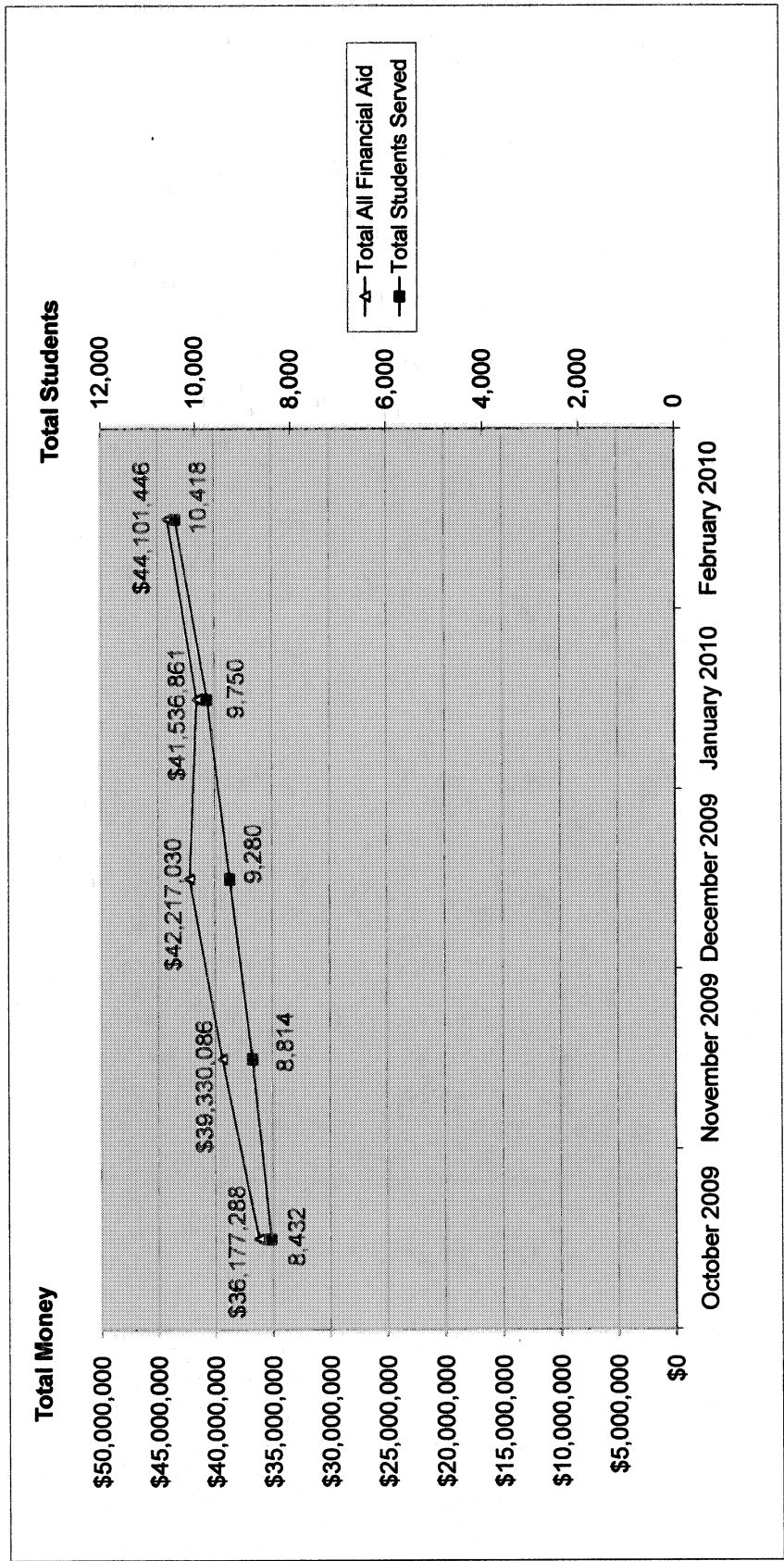
Ted Broussard, Interim Associate Vice President and Dean of Student Success & Retention
Alex Montoya, Interim Associate Vice President and Dean of Enrollment Services
March 11, 2010

**Comparison Chart
February**

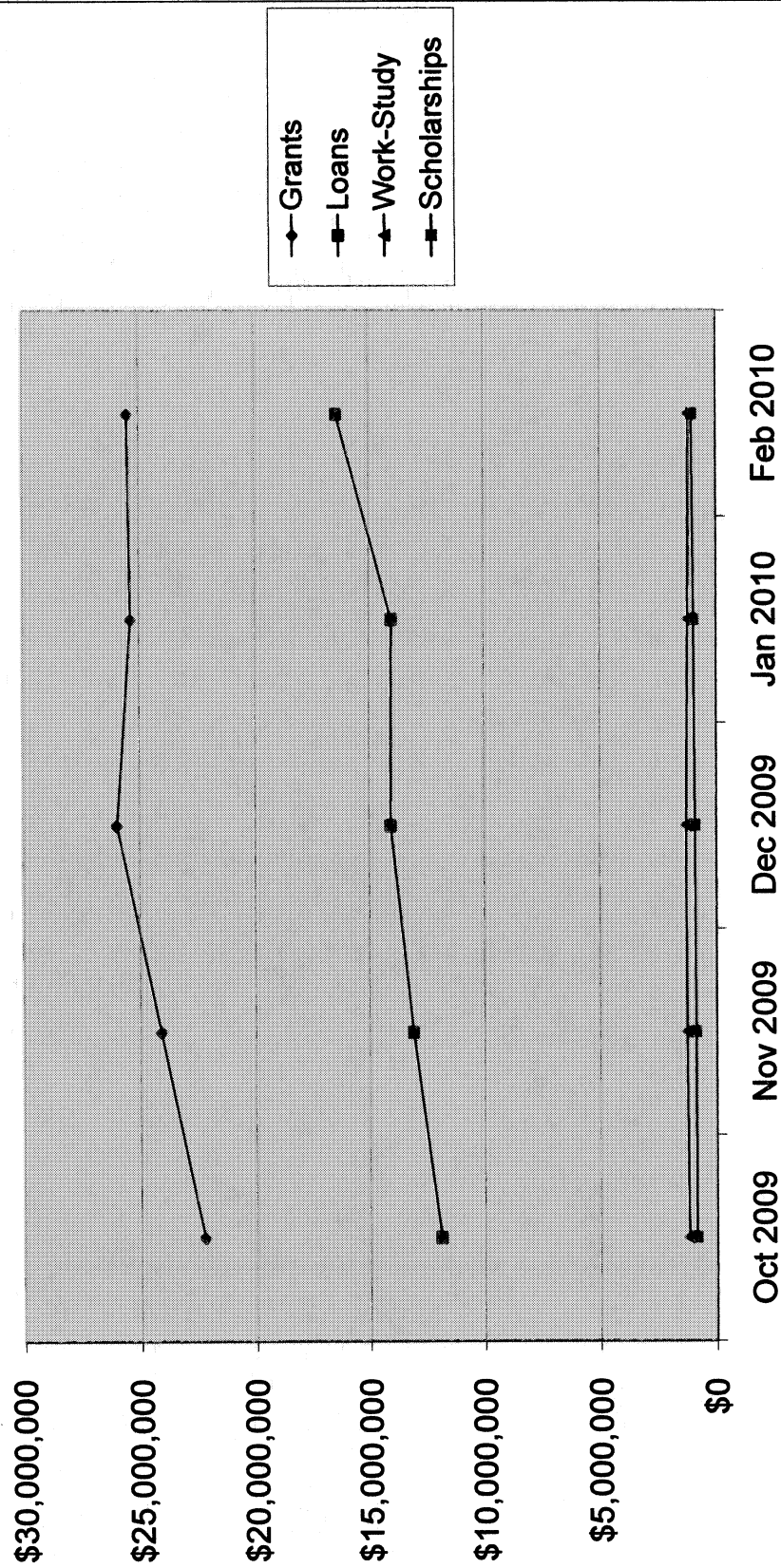


09-10 Financial Aid Stats





09-10 Funding Types



Human Resources March 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

- ❖ Employee Development served 294 college employees during 37 sessions providing 997 contact hours of development. The topics included College Processes, Cultural Competency, Technology Integration, Leadership, New Employee Success Training, Serving Students, Smart Classrooms, Microsoft Access and Supervision.
- ❖ Employee Development has started a series of teleconferences and webinars on a wide variety of topics that is very low cost due to a flat-fee program.
- ❖ A new workshop entitled “A Crash Course in Deaf Culture” has been scheduled for spring quarter. This will be held both at TPC and Main Campus.
- ❖ A Spanish language series took place where employees could learn a little Spanish from a native speaker to better assist Spanish speaking students.
- ❖ EHS taught 10 safety courses to identify hazards and reduce accidents and injuries on topics that included Hearing Conservation, Forklift Operation, Scissor Lift Operation, Energized Electrical Hazards, Confined Space Entry, Lockout, Using Hazardous Materials, and Respiratory Protection.
- ❖ Rebecca Benson, EHS made a presentation to the Night Auto Class about Accident Prevention in the Automotive Industry.
- ❖ Rebecca Benson, EHS attended ICS-300, a course that looks at expanding the Incident Command System during an emergency situation.
- ❖ Sue Williams, Associate Director of Human Resources, presented workshops to the Life Transition class and Human Development class.

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

- ❖ Employee Development met with instructional tech and provided advice on the development of a departmental news & updates blog for their unit.
- ❖ Employee Development facilitated Adobe Contribute Training Session to support the further development of the I-Best Clark Web page. A follow-up session was scheduled for March to support the development of individual faculty web pages.
- ❖ Employee Development began research on in-house version of Sexual Harassment Prevention online module.

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 Cultural Pluralism Committee has drafted an operational plan to include activities and outcomes that support the goals and objectives of the Strategic Plan and the framework of the Diversity Plan. A more detailed narrative will be presented to the Board of Trustees at the April meeting as part of Equity and Diversity's quarterly report to the board.

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

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

Gail Conners-Junker was appointed to the part-time permanent position of Secretary Senior in Business and Technology effective February 22, 2010. Gail has an AAS from Clark College and previous work experience at Clark College, Washington State University, Vancouver, and B & G Signs and Graphics.

Dedra Daehn was appointed to the full-time administrative position of Associate Director of Instructional Operations effective February 25, 2010. Dedra has a BS in Business Education from Kansas State University and a MS in Business Education from Fort Hays State University. She has previous work experience at Pratt Community College, Western Kansas Community Services Consortium, and EduKan.

Peter Ghormley was appointed to the full-time permanent classified position of Campus Security Officer effective February 16, 2010. Peter has previous work experience at Clark College, Hilton Inn, Washington State University, Vancouver, Global Spectrum, Hyatt Regency, and the US Army.

Tahnya Huneidi was reallocated to Information Technology Specialist 3 in Communications and Marketing effective December 9, 2009. Tahnya has been at the College since 2005.

Emily Earhart was reallocated to Program Specialist 2 in Advising effective January 4, 2010. Emily has been at the College since 2006.

John Maduta was reallocated to Program Specialist 2 in Advising effective January 4, 2010. John has been at the College since 2006.

Shelley Ostermiller was appointed to the full-time exempt position of Advising Divisional Manager in Student Affairs effective February 10, 2010. Shelley has an AA in Social Sciences from Clark College and a BA in Human Development from Washington State University, Vancouver. She has previous work experience at Clark College.

Brendan Pust was appointed to the full-time temporary classified position as Information Technology Specialist 1 position in eLearning effective February 16, 2010. Brendan has an AS in Network Administration from Clark College and previous work experience at Clark College and the City of Camas.

Beverly Vogler was reallocated to Program Coordinator in Advising effective January 4, 2010. Beverly has been at the College since 1987.

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

- ❖ Rainshadow, an online application system, is now live. The Human Resources recruitment team conducted the first training for system users. This system will streamline and improve the application process for applicants and improve the screening process for staff and screening committees.
- ❖ EHS and Facilities worked together to create policy for Air Emission reporting.
- ❖ Completed Van Training online training module as an alternative delivery option for faculty and staff. Distributed to Purchasing Services.
- ❖ Continued development of CampusCE registration portal to enable online ED/EHS course registration and catalog. Plan to test run at the beginning of Spring term.

Darcy Rourk
Associate Vice President of Human Resources
March 8, 2010

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Dedra Daehn	Associate Director of Instructional Operations	2/25/10	Instruction	Admin	Full-time	Replacement
Shelley Ostermiller	Advising Divisional Manager	2/10/10	Student Affairs	Exempt	Full-time	New
Peter Chormley	Campus Security Officer	2/16/10	Security/Safety	Classified	Full-time	Replacement
Brendan Pust	Information Technology Specialist 1	2/16/10	eLearning	Classified	Full-time temporary	new
Gail Conners-Junker	Secretary Senior	2/22/10	Business & Technology	Classified	Part-time permanent	Replacement
Tahnya Huneidi	Information Technology Specialist 3	12/9/09	Marketing & Communications	Classified	Full-time	Reallocation
John Maduta	Program Specialist 2	1/4/10	Advising	Classified	Full-time	Reallocation
Emily Earhart	Program Specialist 2	1/4/10	Advising	Classified	Full-time	Reallocation
Bev Vogler	Program Coordinator	1/4/10	Advising	Classified	Full-time	Reallocation
RETIREMENTS/RESIGNATIONS/SEPARATIONS						

Madeleine von Laue	Adult Literacy Program Manager	6/30/10	Workforce Education	Exempt	Full-time	

VACANT POSITIONS RECRUITING	Position	Closing Date	Department	Status	FT-PT %	New - Replacement
	Program Specialist 2	1/28/10	Advising	Classified	Full-time	Replacement
	Bookstore Buyer	12/17/09	Bookstore	Classified	Full-time	Replacement
	Director of Nursing	FT Temp*	Instruction	Admin	Full-time	Replacement
	Associate Dean of Nursing	FT Temp*	Instruction	Admin	Full-time	New
	Dir of Instructional Programming & Innovation	1/11/10	Instruction	Admin	Full-time	Replacement
	Director of Student Life & Multicultural Affairs	2/11/10	Student Affairs	Admin	Full-time	Replacement
	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
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
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 TT - Tenure Track
 Clark College Human Resources
 03/04/10

Planning and Effectiveness March 2010

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

- ❖ Planning and Effectiveness continues to work with Student Affairs, Instruction, and Administrative Services to manage enrollment.
- ❖ Conducted a survey of all full- and part-time faculty regarding their no-show drop policies for students who never attend a class. This data is being used by one of the Retention Sub-Committees to determine the feasibility of creating a consistent policy for the college. Over 50% of faculty responded to the survey.

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

- ❖ In February, Clark College submitted the following three proposals in response to the *Washington Student Completion Initiative*: (i) Re-Thinking Pre-College Math project developed by a team of faculty members from Math, Developmental Education and Adult Basic Education (\$119,628.25 for 3 years); (ii) Open Course Library - Instructional Designers Grant developed by the Cathy Chatfield of eLearning Department (instructional designer) and the Business Technology Unit (teaching) (\$14,930.80 for 3 years); (iii) Open Course Library - Faculty Course Designer Grant for BIOL& 260: Microbiology developed by Travis Kibota, Professor, Biology Department (\$16,000 for 3 years).
- ❖ Participated in two education conference calls hosted by Representative Tim Probst.
- ❖ Compiled a report in support of the College Spark grant application proposal that found 50% of students taking precollege classes in Fall 2009 were low income students, a higher proportion than credit students overall.

- ❖ Continue to work on coding issues:
 - Created a report to allow registration to quickly and easily identify courses with coding errors, enabling efficient data correction.
 - Assisted the Corporate and Continuing Education Department in developing procedures to identify students enrolled in job-skills training programs and report program completion details to SBCTC.
 - Continue to regularly attend Coding Team meetings to assist in developing consistent data collection processes.
- ❖ The College will be pursuing the Department of Education's Title III – Strengthening Institutions grant this year. P&E has brought a group together from various units of the College (Student Affairs, Advising, IT, Instruction and Business Services) and formed a taskforce to plan for the Title III proposal. The main purpose of Department of Education's Title III grant is to provide funding to improve our systems over a five-year period. The three areas of focus for our Title III grant are:
 - (i) Improve institutional effectiveness;
 - (ii) Improve and formalize the college-wide advising process; and
 - (iii) Improve retention and delivery of academic and support services.

A weekly meeting has been scheduled for the taskforce to meet and to prepare the application.
- ❖ The Grant Office of P&E is holding a weekly meeting with the Director of Operations & Auxiliary Services for proposal development on Emergency Management for Higher Education (EMHE) grant program. The grant will be announced at the end of March and will be due the beginning of May. The EMHE program supports institutions of higher education to develop, or review and improve, and fully integrate campus-based all-hazards emergency management planning efforts.
- ❖ The Shared Governance Sub-committee of College Council continues to meet. In 2004, a thorough report was prepared that documented shared governance at Clark College and identified how it could be improved. The report still has real relevance today. The sub-committee is working on updating the report to include recommended decision-making models and mapping organizational methods by which shared governance does and should occur at the College. The sub-committee expects to submit the report to College Council by the end of April 2010.
- ❖ The accreditation progress report and documentation for Recommendations 1, 2, 4, and 5 is currently being prepared. The accreditation visit will occur on Monday, April 26, 2010. The four recommendations that will be reviewed to determine progress are:
 - Institutional planning and evaluation;
 - Program review and assessment of educational programs;
 - Advising; and
 - Shared governance.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
March 2010

Corporate & Continuing Education March 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

- ❖ Corporate & Continuing Education’s spring quarterly schedule “Explorations” has been mailed to 122,000 residents of Clark County and surrounding areas. New classes in spring include:
 - Be There And Be Square: Square Foot Gardening
 - From Wizards to Vampires: Writing Fantasy Stories
 - French Cooking
 - Men CAN Cook: Appetizers
 - Building Performances Institute (BPI) Certification and PTCS Duct Sealing Training
 - Private Investigator Training
- ❖ To highlight the Cooking and Wine School Program at the CTC Kitchen classroom, a special event open to the public will be held on Saturday, March 27th. This event will include short demonstrations from Cooking school instructors and a “Meet the Farmers” area to highlight the Community Supported Agriculturists of SW Washington. The focus will be “Fresh Foods, Fresh Ideas and Finesse”.
- ❖ On February 19th, Corporate & Continuing Education held a half-day all staff training “Managing Up: Screaming Monkeys and Hula Hoops”. Staff focused on calibrating their expectations with their managers in the areas of initiatives, ownership and urgency. Participants also learned best practices in communication skills.

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 Plus 50 Initiative Conference held at CTC on February 10, was the first all day event to utilize the building's Lecture Capture System. The entire conference will be packaged and made available nationwide through the AACC Plus 50 website www.aacc.nche.edu. This innovation will allow the best practices that were presented to the group of 65 educators, program managers, aging and labor specialists to be broadcast as a link.
- ❖ The Communications and Marketing department has designed a new website for the Plus 50 Initiative, incorporating the college look and materials from AACC. The website was launched at the Plus 50 Conference.

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

- ❖ Through the Workforce Innovation in Regional Economic Development (WIRED) initiative, the Southwest Washington Workforce Development Council has awarded \$20,400 in grant funding to Corporate Education to deliver 80-hours of Project Management training. This training fulfills the education requirements that must be satisfied prior to taking Project Management Institute's Project Management Professional (PMP) and Certified Associate Project Management (CAPM) exam certifications.
- ❖ On February 22nd, Todd Oldham met with representatives from Impact Washington, Southwest Washington Workforce Development Council and other regional partners to share ideas on implementing the recently awarded regional grant *Renewable Northwest (Renew)*. This project is expected to preserve and create 1,734 jobs in the renewable energy industries (electric power and biofuels) across the region.
- ❖ The Southwest Washington Workforce Development Council has awarded \$23,150 in American Recovery and Reinvestment Act 5809 incentive funds to Corporate Education. These funds will be used to assist AIMMco an Injection Mold Manufacturing facility located in Woodland, WA expand their ISO 9001 certification to include their molding operations.

Todd Oldham
Executive Director
Corporate & Continuing Education
March 11, 2010

Communications and Marketing March 2010

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- 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

- ❖ Clark College won a silver award in the 25th Annual Educational Advertising Awards, sponsored by Higher Education Marketing Report, for its fall 2009 enrollment television series. It was the first time that the college had submitted an entry in the competition. The Educational Advertising Awards is the largest educational advertising awards competition in the country and includes colleges, universities and secondary schools. Judging was done by a national panel of higher education marketers, advertising creative directors, marketing and advertising professionals and the editorial board of Higher Education Marketing Report.
- ❖ Team members continue to pursue professional development opportunities through electronic tools (Web and teleconference). Executive Director of Communications and Marketing Barbara Kerr and Communications Specialist Hannah Feldman took part in two teleseminars on Feb. 25. One focused on “Building Community Relationships” while the other offered insights on “Leveraging Social Media within Your Institution.” Senior Graphic Designer Pat McDonald completed two Lynda.com Online Training courses: Kit Hinrichs/Creative Inspirations and Web Site Strategy and Planning. Graphic Designer Jenny Shadley learned about photo file management in LightRoom on Lynda.com and took part in a photo printing class to learn more about preparing images for print and using Photoshop to show images as they will appear in print form.

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

Progress

- ❖ Web Specialist Tahnya Huneidi completed the college's Center for Leadership Excellence Web site, updated the Commencement Ceremony and GED graduation Web areas, developed Web sites for Clark College at Town Plaza and the college's Plus 50 initiative, and continued work on Facilities Services Web request form. In addition, she added specialized links (called destinations) to text areas that have been updated in the college's Administrative Procedures manuals. Those links can be shared by e-mail, making it easy for administrators, faculty and staff to find the updated areas.
- ❖ The college's spring enrollment marketing campaign is underway and runs through the first week of April. Newspaper advertising features the college's 2-day-a-week AA programs at CCW and CTC day and evening classes at CTC. A series of radio commercials has also been developed to promote spring Corporate and Continuing Education classes; they will begin airing during the week of April 15. That campaign is also supported by radio, cable television and Web advertising.
- ❖ Senior Graphic Designer Pat McDonald has developed a series of newspaper ads, a Web ad and a marketing flyer to promote a Community Open House to be held by Clark College's Cooking and Wine School on Saturday, March 27 from 10 a.m. to 2 p.m. in the kitchen classroom at Clark College at Columbia Tech Center. The open house – with its theme of “Fresh food, fresh ideas and finesse” – is being held to attract area residents to visit CTC and to learn about spring classes. The open house will feature appetizer and dessert demonstrations on the hour. In addition, a “Meet the Farmer” area showcasing community supported agriculture will run throughout the event. Executive Assistant Kathy Murphy is working with Tracy Reilly Kelly, Mature Learning & Travel Studies Program Manager, to promote diverse programs for the future. She will also be staffing an exhibit table at the event.

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

- ❖ Communications Specialist Hannah Feldman attended two “Spanish with a Focus on Serving Students” classes.
- ❖ Graphic designer/photographer Jenny Shadley is working on materials for the 2010 Sakura Festival. She also created poster for two upcoming music events: Jazz for all Ages and Lift Ev'ry Voice and Sing.

Respond to Workforce Needs

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- 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

- ❖ Plans are in development for communications efforts to support 2010 Clark College Career Days in early May. The new event, which is sponsored by Career and Employment Services, will feature free career exploration, career skills building and career networking opportunities for Clark College students. This event will provide opportunities for job seekers, the unemployed and others who are interested in enhancing their job search skills (e.g. resume, interviewing). Activities will take place in Gaiser Hall and the Gaiser Student Center on the main campus.
- ❖ Executive Director of Communications and Marketing Barbara Kerr supported media efforts on behalf of Future Tech, the auto repair competition for high school students from Washington and Oregon. The event received coverage on KGW-TV and in the *Daily Insider*. Graphic Designer/Photographer Jenny Shadley photographed the event. She also photographed an ice sculpting class for Culinary Arts.

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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

- ❖ Planning has begun for materials for the 2010 Commencement ceremony and for the 2010-11 Student Handbook.
- ❖ Communications Specialist Hannah Feldman is leading an effort to craft a new timeline for class schedule production that minimizes overlapping work on separate schedules.
- ❖ Pat McDonald has designed a brochure series and naming handout to support Clark College Foundation efforts in areas including eLearning and Health Sciences.
- ❖ Lead Graphic Designer Wei Zhuang created a “special events” Web site to provide information about signature events that are held annually at the college.

- ❖ Lead Graphic Designer Wei Zhuang has partnered with the Clark College Foundation to design the 2009 *Report to the Community*. The report consists of an eight-page insert that will appear in the Foundation's *Partners* spring newsletter.
- ❖ Planning for the 2010 Women of Achievement celebration is ongoing at Clark College and YWCA Clark County as the ceremony approaches. KOIN-TV news anchor Kelley Day has confirmed her participation as emcee. Executive Director of Communications and Marketing Barbara Kerr is writing the script. CVTV has recorded video segments with individuals who nominated this year's honorees. Final editing of those segments is in progress, and Executive Assistant Kathy Murphy is transcribing the videos for closed captioning. The program, bio boards, and signage – all designed by Senior Graphic Designer Pat McDonald – have been sent to the printer. YWCA Clark County is handling the final preparations of gift wrapping, name badges and table signs. The full committee and volunteers will be at the Hilton Vancouver Washington early on March 19 to set up the room before the luncheon.

Barbara Kerr, APR
Executive Director of Communications and Marketing
March 11, 2010

Foundation
March 2010

Enhance College Systems

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- Integrate environmental sustainability practices into all college systems.

Progress

❖ CFO Recruitment Status

Clark College Foundation is pleased to announce the placement of Mr. Daniel Rogers, CPA, as the new Chief Financial Officer! Mr. Rogers will begin his employment on March 17, 2010. A Clark College alumnus, Daniel continued his education by earning his Bachelor of Science degree in accounting (summa cum laude) from Washington State University, Vancouver. He obtained his accounting certification while employed at Moss Adams, LLP, where he has been an audit specialist with expertise in nonprofit and higher education clients. Most notably, Mr. Rogers has been an active participant in the Clark College Foundation's independent audit team for the past seven years.

❖ Visionary Society Luncheon

A Visionary Society luncheon was held on February 19, 2010. The Foundation welcomed 18 senior citizens to Columbia Tech Center's demonstration kitchen to experience the magic of chocolate from Culinary Arts professor Ian Titterton. In addition, Bob Ives, alumnus and local attorney, shared the many reasons individuals engage in philanthropic endeavors. A newly established Clark College Foundation program (see brochure), the Visionary Society is a select association of individuals who have chosen to support Clark College through their charitable and estate plans. Through the Visionary Society, the college honors this rich history of philanthropy and affirms the close affiliation our alumni and friends have built with Clark College. The Visionary Society brings together and recognizes individuals who are so dedicated to Clark College that they have committed to it a share of the legacy of their wealth.

❖ Executive Awareness Session – Emphasis: Healthcare

On March 4, 2010, Clark College Foundation board member Greg Wallace and his wife Kirsten welcomed invited guests to their home to hear about Clark College's role in the healthcare field. Members of the community learned about Clark College's vision in enhancing the academic experience of healthcare students. To date, two tours have been scheduled with attendees to broaden their understanding of Clark's healthcare programs.

❖ Development Update

Clark College's oldest known living alumna established a scholarship endowment of \$25K in February. In addition, the Foundation realized the gift of stock pledged earlier this year. The stock's gift value, slightly more than \$107,000, will support \$10,000 in scholarships. The remaining balance will be use for creating a garden within the ECE Phase I building project. Of special note, a recent gift of \$12,400 was obtained to support scholarships. Interestingly enough, it was noticed in the database that the donors were loyal supporters. They gave small, yet consistent donations over the past several years. A telephone call and a campus tour later, students will now be able to obtain their opportunity to pursue an education based upon the investment made by these wonderful donors. Lastly, final distribution from the Estate of Hilma Speights was recognized adding an additional \$78,000 in support for nursing education at Clark College.

Lisa Gibert
Foundation President/CEO
March 23, 2010

CONSENT AGENDA



MEMORANDUM

To: Board of Trustees

From: Robert K. Knight
President

Date: March 23, 2010

Re: Consideration of Tenure

The following probationary faculty members are presented to the Board of Trustees for consideration of award or denial of tenure:

Faculty

Michael Ceriello
Rebecca Ellis
John Fite
Richard Inouye
Catherine Johnston
Jody McQuillan
Chris Milner
Cynthia Myers
Senseney Stokes
Nancy Thompson
Sally Tomlinson

RIF Unit

Political Science
Nursing
Economics
Music
ESL
ABE/GED
Mathematics
Nursing
Art
English
Art

cc: R. Dastmozd

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
February 16, 2010
Ellis Dunn Room GHJ 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. Darcy Rourk, 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; Ms. Jennifer Farney.

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

I. CALL TO ORDER

Chair Jacobs called the meeting to order at 5:05 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was accepted as presented.

B. Public Hearing

A public hearing was held in order for the public and other interested parties to provide comment to the board concerning the proposed Revised Code of Student Conduct. There were no comments from the audience nor did Mr. Broussard receive written comments prior to the deadline of February 12, 2010.

MOTION: Trustee Parker made a motion to adopt the Revised Code of Student Conduct. Trustee White seconded and the motion was unanimously approved and adopted in the revised form.

C. Statements from the Audience

There were no statements from the audience.

D. Statements and Reports from the Board Members

Chair Jacobs noted that she attended recently the meeting in which the audit of the college by the State Auditor's office was presented. She was very pleased with the outcome—the college received a clean audit and the auditors provided glowing remarks about the staff and the availability of requested documents. She then read the auditor's statement and acknowledged the staff for their work with the auditors.

As she was not present at the January meeting, Chair Jacobs also provided her comments regarding the State of the College address and noted that she received many positive comments from local community members.

Chair Jacobs attended the January 25 TACTC conference and legislative reception. She was very pleased with the turnout by students and college staff. Having the students attend and meet with the legislators sent a very powerful message and she thanked them

for taking the time to attend and provide their input at the meeting.

Trustee Parker reported on the TACTC conference and also announced that she has been formally reappointed to serve on Clark College's board for a second five-year term. The college and trustees offered their congratulations and look forward to working with her into the future. Legislation to reduce financial aid is still working its way through committee in Olympia. She encouraged everyone at the college to contact their legislators and request they find an alternate method of balancing the budget. Additional financial aid cuts will not enable Washington to recover its economic health.

Trustee Burkman acknowledged students and staff who participated in Dental Hygiene Day on February 6. He noted that by noon that day over 350 people were in attendance. He acknowledged everyone involved and the fact that it is a model of a great partnership between local agencies where the entire community benefits.

E. President's Report

President Knight formally introduced Ms. Darcy Rourk, Associate Vice President of Human Resources to the board. Darcy has been with the college for almost a month and he noted how happy everyone was now that she is on board.

This evening's Student Success presentation was offered by Leigh Fetter.

President Knight reported that he, Dr. Dastmozd and Mr. Paul Casillas, Mathematics Division Chair, recently met with Evergreen Superintendent Deeder to discuss math transition to college. Mr. Casillas is developing additional ideas to help prepare students and will report when he has completed the project.

The President and Dr. Dastmozd also met with a local high-tech CEO regarding the STEM program. He is very excited about the college's plans and will help provide resources to launch the program. President Knight asked the college community to please let legislators know that funding for STEM is imperative.

He reviewed the monthly Enrollment Report which continues to reinforce the college's over enrollment—Clark is now more over enrolled than any other college in the state. There is a rules change before the SBCTC that, after the economic recovery, would assist those colleges who are having trouble reaching their enrollment targets. This change could adversely affect Clark College since underfunding by the state has put the college in a difficult position. This rules change could actually take further funding from the college to help other colleges who cannot meet their enrollment targets.

The college has nearly reached its capacity now and the trustees discussed what the next steps might be should enrollment surge again in the spring. President Knight noted that waiting lists may have to be extended for classes and the fewer staff members serving students continue to be stretched. The March work session will be devoted entirely to enrollment.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi reported that members of the CCAHE attended the student rally in Olympia on February 15 and met with legislators to discuss the student need grant. She noted that faculty members are also stretched very thin with the increased number of students they are teaching now. She thanked Dr. Anita Fisher for representing the faculty at the TACTC conference.

2. **WPEA**

The WPEA did not present a report this month.

3. **ASCC**

Club Coordinator Rebecca Montoril announced that the ASCC now has 38 chartered clubs and two new clubs have just received their charter. ASCC activities continue to be held at all the college locations—the ASCC had a table at the Town Plaza Center health fair; Columbia Tech Center also held a “Be a Kid Day” in February. The ASCC is very pleased with the interest and passion surrounding the clubs and activities this year.

Twenty-two students attended the student rally in Olympia on February 15. The ASCC plans to work more closely with faculty and staff for increased participation at future events of this type.

F. **College Reports**

1. **Instruction—Dr. Rassoul Dastmozd**

Dr. Dastmozd recognized Dr. Rita Carey, literary advisor to *The Phoenix*, for the award the publication recently received as the best student art and literary magazine in the country (for junior/community colleges of more than 2,501 students). The award was presented by the American Scholastic Press Association and 2009 is the second year in a row *The Phoenix* has received this honor.

Dr. Dastmozd answered trustees’ questions concerning nursing accreditation and grant opportunities from the National Science Foundation and the meeting the NSF held at the college in early February. It was a very fruitful meeting and representatives from many colleges attended. The meeting laid the groundwork for future collaboration among the northwest colleges for grants applications.

Tonight’s faculty presentation was provided by Ms. Jennifer Farney and highlighted her course, *Math in Society*.

2. **Administrative Services—Mr. Bob Williamson**

Mr. Williamson entertained questions from the trustees on the current budget and consultants who will be assisting the college with a public records project.

3. **Student Affairs—Mr. Ted Broussard**

Mr. Broussard discussed the lack of funding available to help Running Start purchase books during spring quarter. The Running Start office is in communication with all the students to let them know what their options will be.

Chair Jacobs noted that it was very helpful to have the financial aid graphs available when speaking to the legislators at the TACTC reception.

4. **Human Resources—Dr. Darcy Rourk**

Dr. Rourk thanked and acknowledged Mmes. Johnson, Williams, and Wale for their assistance in managing the department prior to her arrival. She discussed the upcoming hiring freeze and intention to fill as many open positions as possible before the freeze is implemented on March 15.

5. **Planning & Effectiveness—Ms. Shanda Diehl**

Ms. Diehl requested that trustees provide their comments directly to her on the NWCCU survey. The Shared Governance sub-committee has been formed and will be defining decision making roles at the college. An outline is expected by mid-April and she will provide trustees with a progress report at that time.

6. **Corporate & Continuing Education—Mr. Todd Oldham**
Mr. Oldham discussed the Industry Engagement Team planning meeting; local agencies are discussing alignment of resources around their services as the economy recovers so that they can work together in the region's economic development.
7. **Communications & Marketing—Ms. Barbara Kerr**
Ms. Kerr was absent this evening and there were no additions to the Communications & Marketing report.
8. **Clark College Foundation—Ms. Lisa Gibert**
Ms. Gibert reported that the foundation funds process is underway. Many fine proposals have been received from the college and the foundation is determining what funds will be available this year. The allocation committee is comprised of faculty from each unit, classified staff, and vice presidents from the units. Mr. Don Gonser is the chair this year.

III. CONSENT AGENDA

A. First Reading

- ◆ Consideration of Tenure
Prospective candidates for tenure were presented to the board. Tenure notebooks will be available for trustee review during the first week of March and an executive session will be held to discuss candidates prior to the March 23 regular meeting.

B. Consent Agenda

- ◆ Minutes from the January 19, 2010 Board Meeting
Trustee Burkman requested that the minutes be corrected to reflect that the executive session concluded at 6:35 p.m. on January 19.
- ◆ CCAHE Agreement—Faculty Excellence Committee
- ◆ Revised Code of Student Conduct was stricken from the Consent Agenda as it was voted upon during the Public Hearing Portion of the agenda.
MOTION: Trustee White moved to approve the first two items on the agenda with corrections to the minutes. Trustee Sen Hoss seconded and the motion was approved unanimously.

IV. FUTURE TOPICS

Accreditation and Shared Governance (TBD)
Budget (April)
Enrollment Access (March)
Enrollment Plan (TBD)
K-12 (ongoing)
North County (TBD)
Presidential Quarterly Review (April)
Sabbatical (March)
Running Start (TBD)
STEM (March)
Tenure (March)
Tenure Reception (April)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Tuesday, March 23, 2010 in the Ellis Dunn Room GHL 213.

VI. EXECUTIVE SESSION

An executive session was convened to evaluate complaints or charges brought against a public officer or employee. The board recessed at 6:31 p.m. The executive session was convened at 6:40 p.m. and was expected to last until shortly before 7:00 p.m. At 7:00 p.m., the executive session was extended until 7:07 pm.

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 7:07 p.m.

Addison Jacobs, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
February 23, 2010