

Clark College Board of Trustees Packet

November 16, 2009

Clark College
The Next Step

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

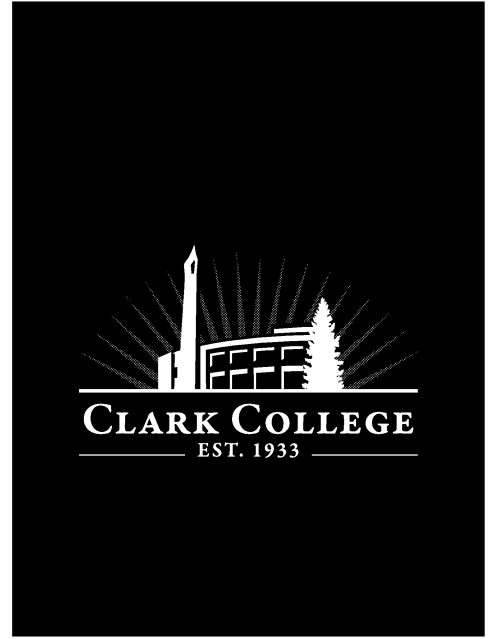
Strengthen partnerships with local K-12 institutions to support math and science initiatives.

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
November 16, 2009

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CLARK COLLEGE BOARD OF TRUSTEES

Monday, November 16, 2009

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.

- ◆ Review Draft of Code of Student Conduct Revisions 4:00-4:15
- ◆ Instructional Plan 4:15-4:30
- ◆ Diversity Plan Implementation 4:30-4:45
- ◆ 2010 Proposed Board Dates 4:45-5:00

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. President's Report

Student Success Presentation: Sheila Henrikson

Pages 1-3

E. Association Reports

1. AHE
2. WPEA
3. ASCC

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F. College Reports

1. Instruction

Faculty Presentation: TPC Reorganization, Danette Randolph, Kris Barnum, Kristin Kautz

Pages 9-13

2. Administrative Services

Pages 14-17

3. Student Affairs

Enrollment Update

Pages 18-25

4. Human Resources

CCAHE Agreement—Faculty Excellence Committee

Pages 26-31

5. Planning & Effectiveness

Pages 32-34

6. Corporate & Continuing Education

Pages 35-36

7. Communications & Marketing

Pages 37-40

8. Clark College Foundation

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III. CONSENT AGENDA

A. First Reading

- ♦ CCAHE Agreement—Faculty Excellence Committee

Pages 42-43

B. Consent Agenda

- ♦ Minutes from October 19, 2009 Board Meeting

Pages 44-48

IV. FUTURE TOPICS

Advising Update (January)
Budget (December)
CCE Marketing & Operations Plan (January)
Columbia River Crossing (December)
Comprehensive Campaign Update (quarterly; February)
Diversity Plan (December)
Enrollment Plan (Spring 2010)
K-12 (ongoing)
North County Site (February)
Retention Plan (December/January)
Scorecard (December)
STEM (March)

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Monday, December 14, 2009 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

An Executive Session will be held to review the performance of a public employee.

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report November 2009

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 was interviewed by students for two articles in *The Independent* concerning the 2009-2011 budget situation and its implications for the college as well as issues of animals in training at the college. The President continues to gather information from local school districts and other colleges around the state on their policies concerning animals in training.
- ❖ The President and Associate Vice President of Planning & Effectiveness conducted a mentoring lunch with the ASCC president. Executive Cabinet members are cultivating mentoring relationships with the ASCC officers this year in order to enhance the students' leadership opportunities and professional development.

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 boards of the college and Vancouver School District met at their semi-annual fall meeting. The main topic of discussion was the STEM program. The school district is considering the establishment of a new high school entirely devoted to STEM. This could provide an ideal opportunity for the school district and the college to develop a seamless transition so that local high school students may continue their education locally after graduation.
- ❖ The President continues to meet with community leaders in preparation for the comprehensive campaign effort. He met with the Clark County Executives Group as well as travelling to Forest Grove, OR to meet with Pacific University's President. She had previously held the position of

academic dean at Oregon Health Sciences University and is deeply involved with regional health care issues.

- ❖ The President and Foundation representatives participated in a meeting with members of the I Have a Dream Foundation and the Boys & Girls Clubs to discuss creation of a potential partnership between the three organizations to provide a pathway to college for underprivileged youth in our community. The group will continue in discussions and participate in data collection with the expectation to provide a full report at a future date. The conversations are in early conceptual phase. No commitments have been made by any of the participating organizations. [Note: A variation on this item also appeared in the Enhance College Systems section. I would recommend leaving it here and deleting it below.]

Foster a Diverse College Community

The college will provide programs and services to support the needs of diverse populations.

- Recruit, retain, and support a diverse student population and college workforce.
- Provide comprehensive training and educational resources to help all members of the college community interact effectively in a diverse world.

Progress

- ❖ The President celebrated Native American Heritage Month as a participant in the opening ceremonies with students and community members. Other Native American events are planned throughout the month of November to which the community is invited.
- ❖ Leann Johnson, Director of Equity and Diversity, conducted a workshop for the President's office staff on creating a Culture of Caring at the college.

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 attended a workshop for local business leaders at Southwest Washington Medical Center. The president of their medical staff spoke with the leaders and took their questions concerning the national health care debate as well as how it is affecting the local system.
- ❖ The Vancouver Rotary held their October meeting at Clark College at Columbia Tech Center. Both the President and Mr. Oldham spoke to the Rotarians about the college and programs offered at CTC. Afterwards, the President and Project Manager, Jim Watkins conducted a tour of the building for the guests

Enhance College Systems

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

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

Progress

- ❖ College Council held its first meeting of the year. The Council's main focus this year will be in working with the President on shared governance as well as revisions to policies concerning nepotism, weapons, and revised Code of Student Conduct.
- ❖ On November 2, the President met with the AHE Senate, by invitation, for the first time in more than a year. The purpose was to discuss ways to improve relations between the Senate and the Administration. While disappointed that there were no suggestions from the Senate on how to do that, the President is hopeful that ideas will be forthcoming. He has offered to meet more regularly with the AHE Senate to discuss college issues firsthand.

Robert Knight
President
November 4, 2009

**Clark College Association of Higher Education
Report to the Board of Trustees
November 5, 2009**

Facilitating communication

Dr. Roi and Dr. Fisher met with Dr. Dastmozd and Dean Kotsakis to discuss faculty issues regarding instruction. The meeting was minimally productive.

President Knight met with the AHE senate. The topic of discussion the president presented was improved relations between the administration and the AHE senate. Despite repeated questioning by the senators, the president did not offer any useful suggestions. The meeting was deemed minimally productive by the senate.

Bargaining

AHE will be scheduling meetings to continue bargaining compensation for the online course faculty whose loads which were unilaterally increased in winter term. The most recent proposal offered by AHE was rejected by the administration.

AHE and the administration have agreed to bank last year's turnover dollars as well as this year's turnover dollars in an MOU which will be presented to the senate next term.

AHE and the administration have agreed on a procedure for the selection of the Faculty Excellence Award. This amended contract language will be presented to the senate for ratification and approval of the membership next term.

A proposal was submitted in August by AHE to attempt to resolve the staffing issues regarding the 2-year Cosmetology program proposed by Clark College in conjunction with the Clark County Skills center. We are still awaiting a response for this proposal.

Organizational activities

AHE held a general membership meeting on October 27th in conjunction with information on the VEBA program. AHE held a vote of the general membership for participation in the VEBA program. Approximately 70% of the faculty of the members participated in the vote.

Dr. Roi participated in the WEA Higher Education quarterly meeting in October in Federal Way.

Dr. Roi attended the joint AFT-WEA bargaining conference in Seattle in October.

Dr. Roi met with labor organizer Gary Mc Neil this month to review current organizing activities and goals for AHE.

Professor Mike Godson attended the Labor Roundtable this month to represent AHE.

Dr. Anita Fisher and Dr. Roi attended the Clark County election results in downtown Vancouver on November 3rd.

Membership

Eleven new members joined in October.

Contract maintenance Issues

AHE and the administration are negotiating one contract maintenance issue presently. Three contract maintenance issues have been dropped “without prejudice” and referred to the AHE bargaining team. One has been resolved with the college agreeing to the timelines, and three others remain to be resolved. 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 November 2009

MEETINGS

- ❖ Job Rep Executive Council Meeting: **October 20th, 2009**
- ❖ District 1 Meeting: **November 15, 2009** (to be held at Clark College)
- ❖ Clark College Local Unit Meeting: **date: October 21st, 2009**
- ❖ LMCC: **date: October 22nd, 2009**

AGENDA TOPICS

- ❖ Local Unit meeting: The success of the Food Drive, HVAC concerns and the upcoming Annual WPEA Membership-Meeting Nov. 7th in Tumwater, Washington
- ❖ Job Reps: Campus Communication
- ❖ LMCC : Radon testing/ FHL update. , GHL HVAC update (OSC too). Communications, Alternate Work Schedules/Holidays.

COMMUNICATION

The Classified Staff met with President Knight in the quarterly Classified Staff Open Forum on Oct 13 to discuss concerns regarding recent promotions/reallocations of Managerial exempt positions, the status of the hiring of a new HR Assoc. Director, budget for CTC, 2010 Washington State budget, campus room scheduling and the hiring procedures of classified staff positions.

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: November 7th, 2009, which is the All-member meeting in Tumwater at the Olympic Flight Museum
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Respectfully submitted by *Jennifer Wheeler*

ASCC November 2009 Board Report
Prepared By Ashley Schahfer - ASCC President
ASCC Team Vision: Student Oriented, Passionate, Efficient and Eco-friendly Leaders.

We are already half way through the quarter and the team is moving along smoothly and getting things done. We have hired four members for the Activities Programming Board (APB) positions. The whole team is working great together; it feels like they have been with us from the beginning. The new APB members are: Hannah Maki, William Adams, Tyler Adamson, and Gregor Theis.

Our **Activities Director** is doing a great job getting APB trained and prepared for events. The Activities Programming Board is not hesitating at all, they seem as if they have all done the job before and I am very impressed. For their first event as a team they went throughout campus with candy promoting “Zombie Awareness Days”. Everyone in the office dressed up and APB went around campus training people on “Zombie Awareness”. Upon completion they gave out certificates with candy, it was a hit and the students loved it! The team is very involved and motivated in planning some great events; they definitely have the right frame of mind for the position.

Executive Council is working hard on the “plans”. We were getting a little overwhelmed with trying to get both of them completed at the same time so we created a timeline and are focusing on the “Student Awareness Plan” first. During our last meeting we came up with some ideas and are busy putting them together into a solid plan to present at the next meeting for approval and then implementation. We put a hold on the “Green Plan” for another week at the most until we can present it to EC. We are working to have both plans approved by November 30th.

Club Committee is working on getting clubs chartered. We officially have 29 clubs approved and chartered through EC. The clubs range from Tea Club to Engineering Club with many other fun and creative clubs in between. Rebecca is working hard to get the club information posted on our Club Board outside the office so students can join the club of their choice with ease.

Finance Committee began with full student participation. Alyshia is working with members to go through program orientations and to get them approved; they have also begun discussing Fund balances requests. Aside from the committee she is working on an elaborate video for our “Student Awareness Plan”.

Our **Vice President** is busy interviewing students for committee participation and so far we have a total of 38 students approved through EC. She is also working on scheduling interviews for the **Executive Assistant** position; we are hoping to have a decision and a new EA by November 13th.

Our **Public Relations Director** is working on posters and flyers for the new APB members events. She finished the ASCC newsletter and will distribute it on campus soon. She is also updating information on all of the campuses boards, talking to students, and handing out flyers for various events and activities going on in and around the campus community.

As **President**, I have been working with students on concerns and ideas. I have been attending the College Council committee, chairing our EC, and working on getting the PUB committee formed. I have also been talking with other campus student governments hoping to set up meetings to compare and give each other ideas for improving our teams.

All in all the team is doing great! They are all embracing their jobs and flying with them. There have been some setbacks, but our team and Advisors have done an AMAZING job supporting each other fully in the process. We are all looking forward to getting a new SLMSA Director; I am especially excited to be a part of the hiring committee!

Thank you for your time and support, it is greatly appreciated!

A handwritten signature in black ink that reads "Ashley Schahfer". The script is fluid and cursive, with the first letter of each name being capitalized and prominent.

Instruction November 2009

Focus on Learning

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- Provide all employees with opportunities for professional development.

Progress

- ❖ The TLC received a \$5,000 grant from the SBCTC to facilitate a nine-month Faculty Learning Community focused on developing curriculum designed around integrated learning.
- ❖ Seventy-five faculty and employees attended the New Faculty Reception on October 16, 2009. This was an opportunity to connect new faculty with key personnel who can help them with teaching and student success.
- ❖ eLearning continued to provide support for teaching and learning with the goal of enhancing student success. This was accomplished by providing ongoing faculty development sessions both one-on-one with Kathy Chatfield, Senior Instructional Designer, and in groups. A special ePlus training program was provided for full-time and adjunct faculty in the English department. A new round of faculty training to develop hybrid courses was launched, many of which will be used for the Weekend Degree Program. The group will participate in three Saturday workshops modeled after the Weekend Degree format, interact with fellow participants online, and complete several hours of course development on their own.
 - The group includes: Gail Robinson-English; Rebecca Martin-Biology; Carlos Castro-Sociology; Sally Tomlinson-Art; John Labrasca-Astronomy; and Arlie Peyton-English.
 - Additional faculty members have been identified to receive support to modify specific courses for online and hybrid delivery format. These courses are in the area of Health Occupations, Science, and Foreign Language.
- ❖ Two new blogs were launched by the Library Services & eLearning department.
 - eLearning launched *Smart Penguin*: <http://www.smartpenguin.org/eLog/>
This site will be used to communicate new developments in eLearning with an emphasis on resources and opportunities coming to Clark College through the State Board of Community and Technical Colleges (SBCTC). The blog will be a dynamic source of information with regular updates by the eLearning team.
 - The Information Commons at CTC launched *East Side Story*:
<http://www.clark.edu/Library/ctcblog/>

This site will provide information and updates on activities and services in the CTC Information Commons.

- ❖ In order to provide equal research instruction to all English 102 students, Clark College Reference & Instruction librarians are working with English 102 instructors to deliver research instruction using a combination of online modules (IRIS) and interaction with a librarian.
- ❖ Librarian Kitty Mackey moderated an Elluminate session (web conferencing software) for Washington SBCTC Librarians who want to modify the IRIS (information literacy) tutorials for use at their colleges.
- ❖ Under leadership from Ms. Melissa Favara, Academic Early Warning (AEW) Faculty Liaison, faculty generated 1,463 letters to struggling students during October using the AEW system. This is an increase of 85% compared to fall quarter 2008, when 791 letters were generated. Though total faculty participation is still being confirmed, early numbers indicate that in fall 2009, 149 faculty used AEW compared to 88 faculty in fall 2008.
- ❖ Instruction representatives participated in Strategic Plan Scorecard meetings to draft meaningful indicators of the College's five-year strategic planning goals.
- ❖ Faculty workgroups were convened to draft program outcomes for the transfer AA degree. Draft outcomes will be shared with the college community in late November.
- ❖ In support of the College's Retention Plan, the total class capacity in HDEV 116—Motivation and Study Skills was increased by 50 students from winter 2009 to winter 2010. As reported by Planning and Effectiveness, the quarterly GPA of students on probation in winter 2009 was statistically significantly higher if they participated in a HDEV 116 course the same term.
- ❖ A two-day (13 hour) Women in STEM Open House was offered on October 21 and 22 to specifically encourage female math students to stop by for extra math help, study sessions, refreshments, and an opportunity to be especially welcomed into the wonderful world of STEM. The open house, organized by Kristine Barker and Jacquie Wells and supported by multiple tutors, was a great way to advertise the help available through Women in STEM.
- ❖ The vice president of instruction traveled to Washington DC on October 19-23 to attend the AACC MentorLinks Project Meeting and NSF ATE Conference.

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

- ❖ Online services provided by eLearning continued to expand in October with additional face-to-face instructors requesting Blackboard shells for their courses. Face-to-Face Blackboard (392 sections of 562 total sections) use is the fastest growing area of service provided.
- ❖ There are currently over 8,815 unique Blackboard users at Clark College. Anywhere from 600 to 800 of those users are faculty and staff, leaving approximately 8,000 Clark College students accessing Blackboard. With total Clark College enrollment reaching 16,000 students, eLearning now provides vital online service to at least 50% of all students.
- ❖ The Cannell Library has worked with instructors to make course textbooks available on reserve in the library. This fall, the library has 153 copies of 99 different textbooks for 76 courses available on reserve. These have enabled students to do their coursework in the library and save on books. Students have embraced this opportunity: since the start of summer quarter in July through October 15, reserve materials in total have been checked out by students 1,485 times. This represents an enormous savings to students, dramatically reducing what has traditionally been one of the most significant ancillary costs of college education.
- ❖ The library's laptop loan program is becoming an increasingly popular service for Clark students. During fall quarter the loan period was increased from 2 hours to 3 hours. Total check-outs for fall 2008 were 144; as of week 3 of fall 2009 the eight laptops in the Cannell Library circulated 265 times (an increase of 45.67%). Eight laptops are also available for check-out at the Information Commons at CTC. Laptops provide access to the student wireless network as well as Microsoft Word, PowerPoint, and other MS applications.
- ❖ Students are finding their way to the Information Commons at CTC. Student numbers in the i-Commons have increased from 12-17/hour during the first 2 weeks of fall 2009 to a consistent 12-19/hour during peak class times; the i-Commons has 12 computer workstations and seating for 32 learners. Kitty Mackey, Librarian, and Connie Anderson, Access Services Specialist, have averaged 145 student contacts per week. The support provided ranges includes research assistance, password log-in assistance and software troubleshooting. Additionally, Professor Mackey has taught 2-3 library instruction sessions each week since the beginning of the fall quarter. CTC students, faculty, and staff are now able to access the Clark College library catalog and Summit catalog to request books and other research materials. Library materials are delivered approximately twice a week via Clark College or Orbis Cascade Alliance courier.
- ❖ Winter quarter offerings scheduled at Clark College at CTC number more than 160 classes, including 91 credit classes (including 3 ABE and 3 ESL), 13 mature learning classes, 52 continuing education classes and 8 classes from Corporate Education.
- ❖ SOFA faculty are developing hybrid-format Art and Sociology courses for inclusion in the Weekend Degree program.
- ❖ Nursing hosted a pre-nursing information session related to new admission criteria on October 8; approximately 100 people participated in one of two sessions offered.
- ❖ Mark Elliott, Math Department scheduler, has tracked data with the aid of Planning and Effectiveness Office personnel to predict the percentages of students moving successfully from one math course into the next, the numbers of students likely to repeat a course, and the influx of new students, as he determines the numbers of sections needed at each level for winter (and

shortly, spring) quarter class schedule. The results indicate a need for 83 sections accommodating 2,388 students in the six specific pre-college level math courses. It is anticipated that these predictors will allow a more accommodating schedule for students who need math, especially at the pre-college level, to progress in their program choices.

- ❖ Instruction will offer sufficient course sections in winter 2010 to meet the same FTES level experienced in fall 2009.

Respond to Workforce Needs

The college will provide educational services that facilitate the gainful and meaningful employment for students seeking training, retraining or continuing education. College programs and services will meet the economic needs of the community.

- Identify and support high-demand workforce needs.
- Identify and support emerging workforce needs, including technology training and green industry skills.
- Establish, maintain, and expand partnerships that support workforce needs.

Progress

- ❖ As part of the new Early Childhood Education Building planning and design process, Director of Child and Family Services Laurie Cornelius has met in recent weeks with members of the Foundation, community leaders, and a representative of the Fort Vancouver Regional Library.
- ❖ The Nursing Advisory Meeting convened October 28, 2009. Elections were held with Colleen Guest elected as chair. The Nursing Department expresses its gratitude to Pat McClure, outgoing chair, who is Clark's representative from the Washington State Nurses Association.
- ❖ Eleven Dental Hygiene students and four faculty attended the Washington State Dental Hygiene House of Delegates in Lake Chelan, Washington, on October 24 and 25. Students also participated in and observed the legislative process of the Washington Dental Hygienists Association.
- ❖ Four graduates of the Medical Radiography class of summer 2009 received employment at Southwest Washington Medical Center. The relationship between SWMC and Clark faculty and staff continues to be valuable and mutually beneficial.
- ❖ The Pharmacy Technician program and instructor Heidi Fay allowed two high school students to sit in on the Pharmacy Records Management class and lab this week to help them determine their future career paths.
- ❖ As part of ongoing efforts to promote interest in STEM in the "pipeline" of students who may come to Clark, Dr. Peter Ritson from the Chemistry Department, in partnership with Dr. Christine Portfors of WSUV, gave their sixth annual presentation on bats on Halloween. Their program is designed to intrigue and interest youngsters and their parents in an aspect of science about which myths abound. A lively crowd estimated at over 130 took part in question and answer exchanges, a slide show, "batty" crafts and visits with the real thing.
- ❖ Keith Stansbury of the CADD Department worked with a group of disadvantaged high school students enrolled in the "Gear Up" program at Fort Vancouver High School on October 31. He

provided a discussion of basic aerodynamic stability and then coached students through the process of designing, building, and launching their own “pop” bottle rocket. This work was coordinated through Kelly Benson of the Welcome Center.

- ❖ On Friday, October 30, math instructors Jennifer Farney, Jennifer Ward, Ricardo Pitts, Renee Murakami and Paul Casillas staffed two sessions at the annual MESA Math and Science day held at CCW. The two Jennifers played math games with the students while Ricardo, Renee and Paul had a hands-on demonstration involving calculating forces and then breaking concrete beams in a hydraulic press. Approximately 120 middle school students attended Math and Science day.
- ❖ Members of the NERD Girls Club (Not Even Remotely Dorky) went to Image Elementary School on October 23 for outreach to over 50 fifth grade students.
- ❖ On October 20, Tina Barsotti of Engineering held a Student Success Workshop for about 10 students on “What’s all this fuss about STEM” regarding why students need to be scientifically literate no matter what field they go into.
- ❖ Clark’s STEM Unit coordinated a coaches’ clinic for the Science Olympiad on October 24. Ten Clark faculty members ran the training sessions for the middle school and high school coaches (about 30 participants) to prepare their students for the regional event next spring.
- ❖ Steven Clark and Kathleen Perillo of Clark’s Biology Department are co-investigators and authors on a Western Pond Turtle paper just published in the *Journal of Wildlife Management*. Their project, “Survival and Causes of Mortality of Head-Started Western Pond Turtles on Pierce National Wildlife Refuge, Washington,” looked at the survivability of released western pond turtles.

Rassoul Dastmozd, PhD
Vice President of Instruction
November 5, 2009

Administrative Services
November 2009

Focus on Learning

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- Provide all employees with opportunities for professional development.

Progress

- ❖ On November 16, the Vancouver Police Department’s Community Policing Specialist, Judy Stewart, will provide a one-hour training to the Bookstore staff on Risk of Robbery and the Four Phases, along with Personal Safety. Attendees include all part-time temporary staff and permanent staff as they are available. This training is intended to increase employee awareness, preparedness, and inform staff of actions to take for personal safety. This session will be recorded for future use. Staff in Cashiering will also be invited to attend.

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

- ❖ Business Services is coordinating the biennial audit from the State Auditor’s Office. The President, the Vice President of Administrative Services, and the Director of Business Services met with the audit team in an entrance meeting on October 28. Once the audit is complete, members of the Board of Trustees will be invited to participate in an exit meeting.
- ❖ Ninety-four percent of classified staff required to record time worked submitted time sheets through the newly implemented on-line Time and Leave Reporting system for the initial payroll period. Payroll staff will be sending emails to remind staff and supervisors to enter necessary information into the system.

- ❖ The College met the required deadlines for submitting reports to the Federal Government for the portion of Federal Work Study Program that is funded by the American Recovery and Reinvestment Act.
- ❖ Clark College at Columbia Tech Center project team continues work to close out the project and transition to a functional and operational building. CTC received a Community Pride Design Award on November 13th.
- ❖ Facilities Services has received a number of Repair and Minor Improvement (RMI) requests from the College community. Facilities Services will screen the requests to determine if they qualify, provide cost estimates for each request, and submit a proposed project list to Executive Cabinet for prioritization and approval.
- ❖ Construction on gateway monument signs continues. Foundations have been placed for the new signs, and work is still on schedule for completion by the first of 2010. This work is the final phase of the “College Wayfinding” project.”
- ❖ Bids for the Early Learning Center – Phase 1 project were received from eighteen contractors. Qualification of the apparent low bidder continues. Construction will be scheduled once this process is completed and, weather permitting, should commence in December.
- ❖ Programming for the STEM Building continues with faculty and administration actively working with the project team to develop the details needed to start schematic design. The programming team is also looking at integrating aspects of interactive learning and Advanced Technology Education (ATE) into the programming so that, if funded, they will be integrated into the building design and construction.
- ❖ On November 2, the Vancouver City Council approved entering an interlocal agreement with the College for development of the Japanese Garden project. The City will launch a Request for Proposal process shortly. The College will participate in the selection of a contractor. Construction is expected to begin in spring 2010 and be substantially completed by September. Ribbon cutting will take place in April 2011, when the cherry blossoms are in bloom. The Garden will be located on the main campus east of the music building. The College will be responsible for maintenance of the garden. Maintenance costs will be funded through an endowment and will not impact the College’s general fund or divert money from other ongoing maintenance needs.

Bob Williamson
Vice President of Administrative Services
November 5, 2009

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/NPA	2,012,200					-
846 Grants - Fin Aid	306,017					-
849 Student Loans	35,994					-
850 Workstudy (off-campus)	(21,695)					-
860 Institutional Financial Aid Fun	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 11/5/09

THE YEAR-TO-
DATE BUDGET
WILL BE
DISTRIBUTED
AT THE
BOARD
MEETING

Student Affairs November 2009

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 Academic Early Warning (AEW) Faculty Liaison has implemented several strategies to increase faculty participation in AEW: Expanding the reporting schedule, allowing instructors to report any time from the beginning of week three to the beginning of week six, raising AEW's profile through reminder emails to instructors and flyers posted in department and adjunct offices around campus, and reaching out to new instructors at the New Faculty Welcome event.
- ❖ The Director of Athletics reported that the following Clark athletes were chosen for the Northwest Athletic Association of Community Colleges (NWAACC) All Academic Team: Volleyball: Nicole Gross, Nursing, GPA 3.51 and April Dobrinski, Nursing, GPA 3.27; Cross Country: Brandi Eloff, Exercise Physiology, GPA 4.0 and Shane Weldon, Business, GPA 3.85; and Soccer: Natalie Mendoza, Electrical Engineering, GPA 3.54. To qualify for this award students must be in a sophomore status, have completed 36 credits and achieved a minimum GPA of 3.25.
- ❖ The Director of Advising met with the ASCC officers and peer mentors on October 20 to discuss student advising needs. The group talked about how advisors can best assist students and what are some challenges that students face as a continuous improvement strategy.
- ❖ The Multicultural Retention Manager attended the Multicultural Student Services Directors Council (MSSDC) meeting at Green River Community College on October 7-9. The council discussed the budgets, diversity work, retention of students of color strategies, professional development, and continued planning for the annual Students of Color Conference next spring.
- ❖ The Director of Advising attended the fall 2009 quarterly meeting for the State Advising and Counseling Council (ACC) at the Redmond campus of Lake Washington Technical College on October 29-30. This meeting was an opportunity to connect with colleagues from around Washington and discuss upcoming initiatives and advising related developments.

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

- ❖ Running Start testing for winter quarter entry concluded on October 16. A total of 136 new RS students qualified for winter 2010, compared to 104 new students for winter 2009. Approximately 200 new students and parents, RS staff, and Math and Engineering faculty attended an orientation meeting on the evening of October 29 in the Student Center. In addition, the Associate Director of Running Start presented RS information to approximately 75 students and parents at the New Heights Church “College Night” on October 19.
- ❖ The Office of Admissions received 10,198 applications in fall 2009 compared to 7,753 in fall 2008. This equates to a 31.5% increase, or a total of 2,445 additional applications. The overall yield rate for the fall 2009 quarter is at 50.6%, which is 4.9% less than the fall 2009 rate, due to the large jump in applications received.
- ❖ The Assessment Center administered 523 Writing, 500 Reading, and 477 Mathematics COMPASS placement tests to potential students and Running Start applicants in October 2009. Each segment shows clear increase in test administrations from October 2008: 296 Writing, 276 Reading and 276 Mathematics.
- ❖ The Associate Director of Recruitment attended two adult student-oriented college fairs, as well as five traditional student college fairs, including the Portland National College Fair in October. Additionally, fifteen high school visits were conducted. A combination of these efforts resulted in over 600 prospective students learning more about Clark College.
- ❖ The Weekend Degree advisor met with Weekend Degree students October 23 during their LIBR 115 class. By meeting with them at one of their scheduled classes, the advisor was able to assist these distance learning students with registration PINS, discuss remaining program requirements, and connect with them to reduce procedural barriers to enrollment.
- ❖ Financial Aid staff has served 8,432 students and awarded \$36,177,288 through the end of October 2009. This compares to 4,171 students that were awarded \$26,279,981 in October 2008.
- ❖ To include Clark College students at our satellite campuses, Health Services staff provided seasonal flu shots at CTC and TPC in addition to main campus during the month of October.

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

- ❖ Student Life and Multicultural Student Affairs and Disability Support Services staff co-sponsored a presentation by nationally acclaimed author, filmmaker, and motivational speaker, Mark Wellman on October 16. A two-time Paralympian and former Yosemite Park Ranger, Mark is best known for the first historic paraplegic ascents of the sheer granite faces of El Capitan and Half Dome, in Yosemite National Park. The event focused on themes of empowerment and perseverance and over 90 students, staff, faculty, and community members attended.

- ❖ The Multicultural Student Affairs Manager, Director of Equity and Diversity, and Jay Atwood from the YWCA was invited to attend Dian Ulner's Women Studies class on October 15 to talk about racism. The presenters answered student's questions about racism issues and shared their experiences.
- ❖ The Office of International Programs and Multicultural Student Affairs staff attended and assisted in hosting the NAFSA: Association of International Educators Region I conference in Vancouver on October 21-24. Fifteen students from Clark volunteered at the event and Clark's jazz trio was featured for the main auction and reception.
- ❖ International Programs staff organized two specific workshops for international students. The "Street Smart" workshop, conducted by the Director of Security and Safety on October 8, focused on the law and safety. The International Speaker's Bureau training workshop, presented by one of Clark's speech professors on October 14, focused on public speaking skills that will be needed for students participating in the International Speakers' Series.
- ❖ The Latino Outreach Coordinator represented Clark at the Latino Summit at Bellevue Community College on October 16-17. The goal of this event was to encourage Latino leaders to continue their efforts in working with other Latinos to become involved in the educational process.

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 Director of Career and Employment Services and the Career Specialist presented "Career-Building: Where to Begin?" to approximately 80 employees at the Safeway Women's Network event at The Phoenix Inn on the night of October 8.
- ❖ The Internship Co-op Coordinator, in collaboration with financial aid, staffed an informational recruiting table in Gaiser Hall to promote the High Demand Tutoring work study jobs that are available through a grant from the state. Two students were recruited for the tutoring positions and a future informational recruiting table is being planned.

Enhance College Systems

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

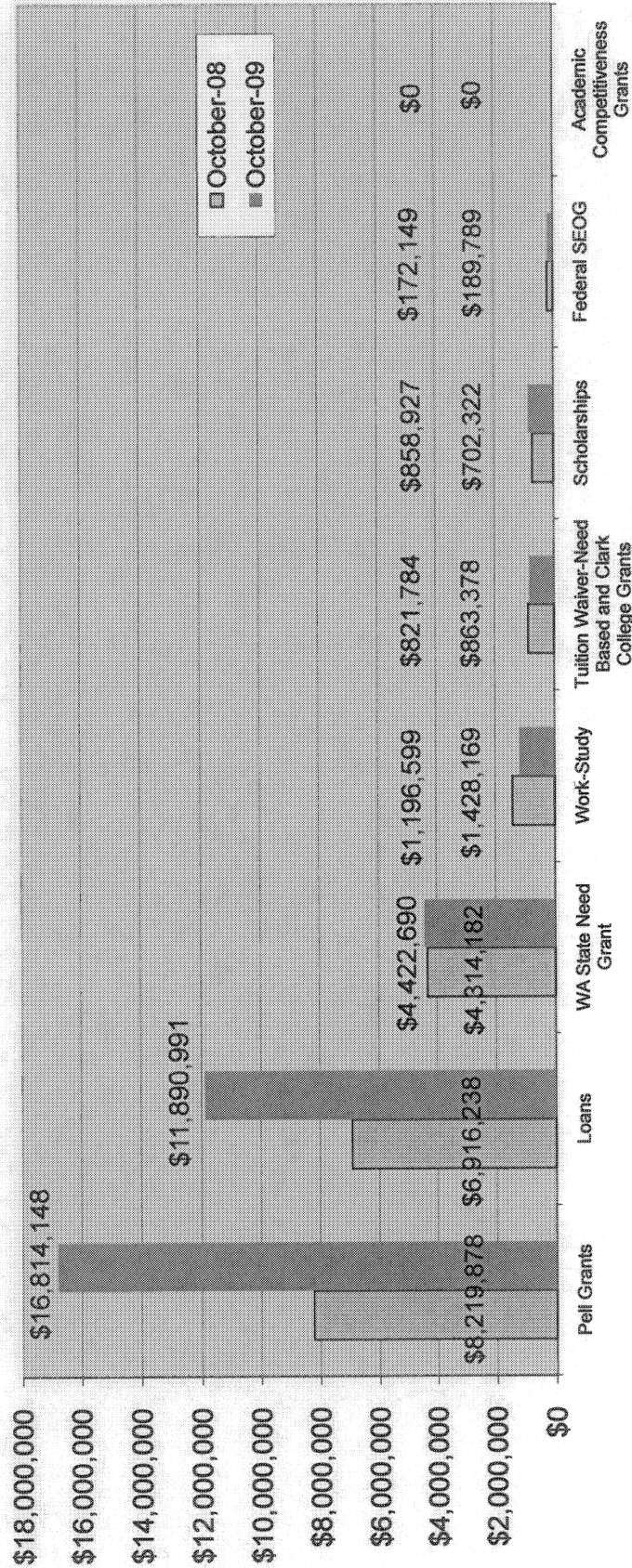
- Improve college infrastructure to support all functions of the college.
- Develop and implement an effective advising system to enhance student success.
- Seek alternate resources, such as grants, philanthropy, and partnerships to fulfill the college mission.
- Refine, communicate, and implement a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

Progress

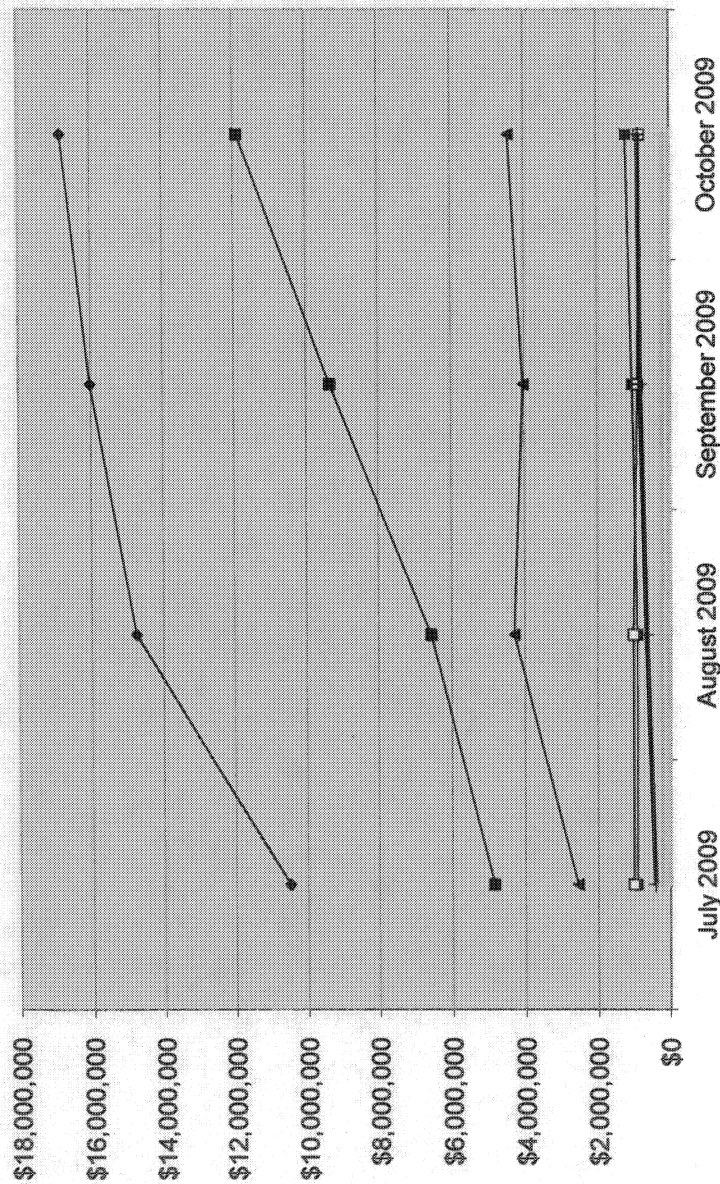
- ❖ The Running Start office mailed a letter along with a graduation tracking form to 284 students who are Running Start seniors currently enrolled in 12 credits or more, and who had earned at least 30 college-level credits at Clark before fall quarter. The letter encourages these students to make advising appointments in the RS office if they are seeking a degree and to meet the graduation application deadline in the Credentials Evaluation office. The RS office will use this database to advise students in their progress towards a degree.
- ❖ Seven advisors as well as the Associate Director for Running Start and the Running Start Program Coordinator attended the WSU Vancouver Transfer Counselor Breakfast Workshop held on October 13. This annual event allows Clark advisors and Running Start staff to connect with their counterparts at WSU Vancouver and learn more about the WSUV baccalaureate and graduate programs as part of ongoing training for advisors.
- ❖ Health Services staff is collaborating with Clark County Public Health to inform our Health Occupations students about the need for immunization against the Influenza A H1N1 and to inform them about vaccination clinic dates, times and location. In light of the CDC guidelines for health care workers to receive priority for H1N1 vaccination, this partnership with Public Health connects our students' education with their chosen career field.

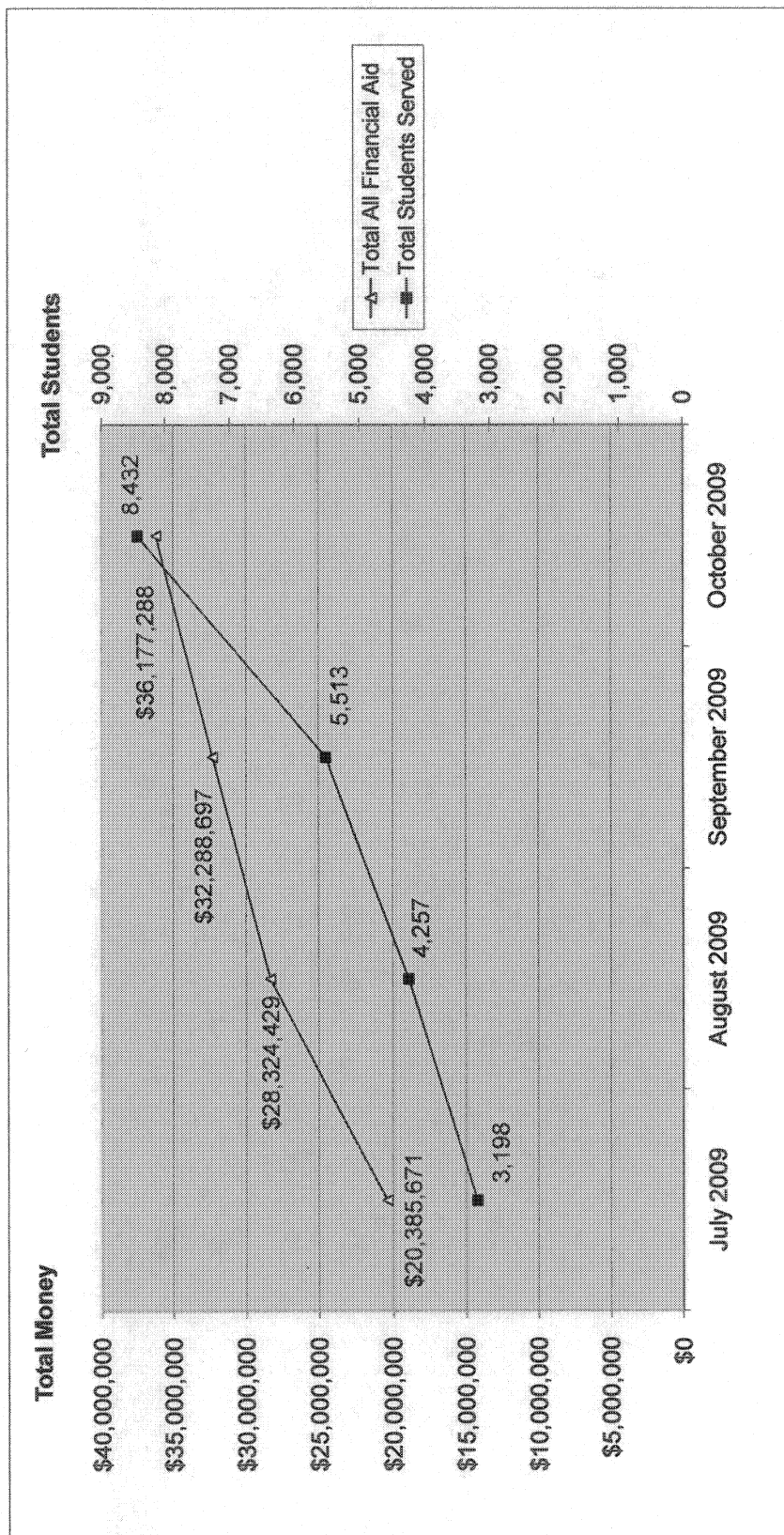
Ted Broussard, Interim Associate Vice President and Dean of Student Success & Retention
Alex Montoya, Interim Associate Vice President and Dean of Enrollment Services
November 5, 2009

**Comparison Chart
October**

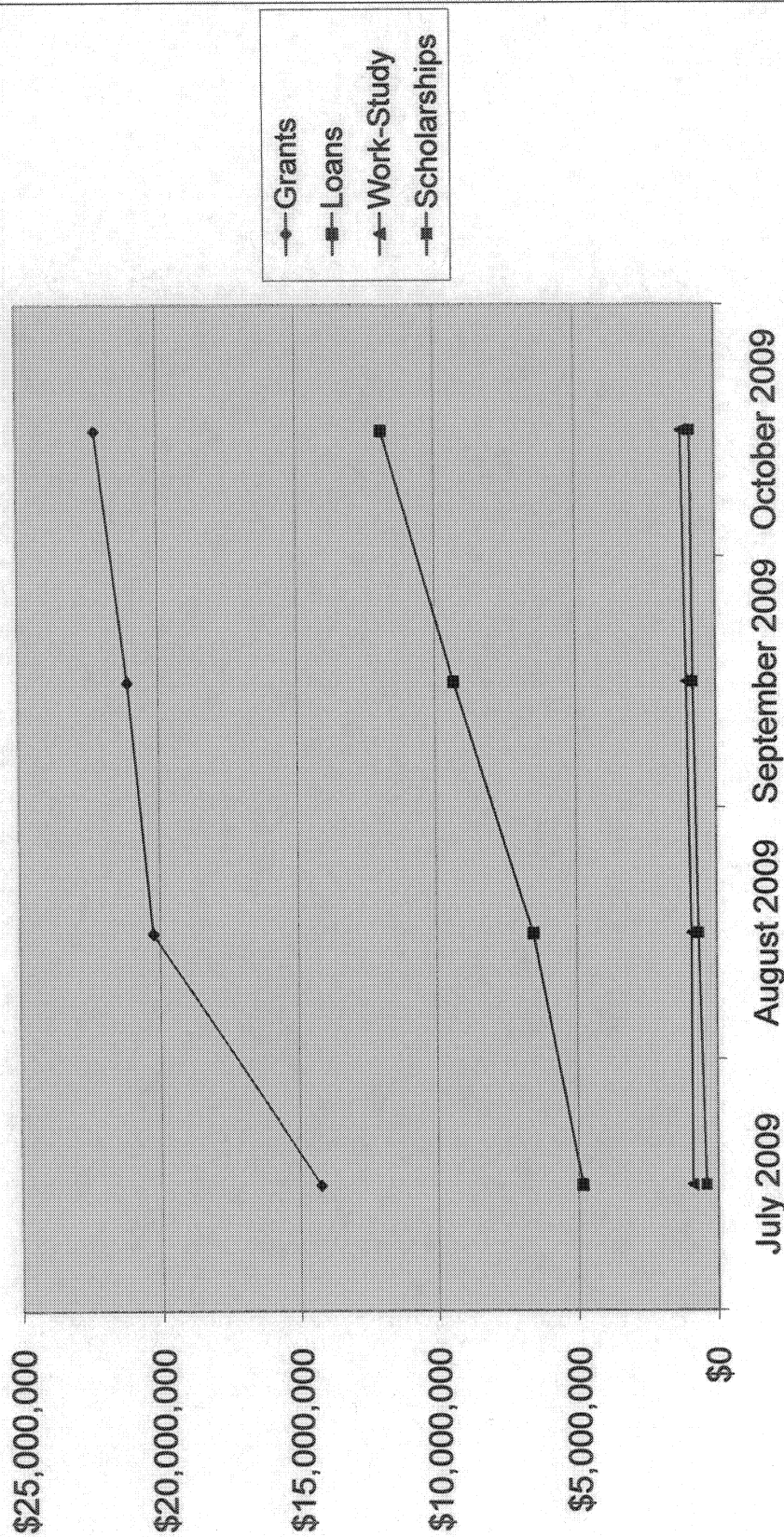


09-10 Financial Aid Stats





09-10 Funding Types



Human Resources Board Report November 2009

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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- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ Employee Development in the Teaching and Learning Center continues to offer development opportunities in the following areas: Time and Leave Reporting, Planned Fair Use & Web 2.0, Exploring Photoshop, Classroom Response Systems, Paperless Solutions, ArtStor for Everyone , Writing Effective Email, Websites w/ Microsoft Front Page, Universal Design & Podcasting,
- ❖ Environmental Health and Safety provided training in the following areas: Ladder Safety, Forklift, Confined Space, and Lockout; Hazardous Materials Receiving at CTC and Main Campus
- ❖ The Director for Equity and Diversity participated in two all day diversity training events in October , one with the City of Vancouver and one with Child and Family Studies.

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 Director for Equity and Diversity presented cultural awareness trainings to three separate classrooms of students, as well as training for the staff of the President’s Office.
- ❖ She has also assisted in the planning of events, led by the student club and multicultural student affairs, for Native American Indian Heritage month, which included a visit to Vancouver City Council to support the Clark students receiving a proclamation from the Mayor of Vancouver.
- ❖ Attached is a summary of personnel actions including appointments, reallocations, resignations, retirements and position vacancies. The following appointments have been made:

Rebecca Dillmon was appointed to the full-time permanent classified position as Office Assistant 2 in Security/Safety effective November 2, 2009. Rebecca has previous work experience with APS, Gaylord Security, Alpha Ecological Pest Control, Beall Trailers of Oregon, RS Medical, and Clark College.

Lisa Manske was appointed to the full-time permanent classified position as Early Childhood Specialist 2 in Child and Family Studies effective October 26, 2009. Lisa has an AA in ECE from Clark College and previous work experience with Vancouver Housing Authority and Clark College.

Enhance College Systems

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- Improve college infrastructure to support all functions of the college.
- Refine, communicate, and implement a shared governance system.
- Integrate environmental sustainability practices into all college systems.

Progress

- ❖ WPEA Labor Management Committee met on October 22, 2009. Items discussed included: Radon update, Gaiser Hall HVAC, Communications, and Alternate/Holiday Schedules.
- ❖ The College met with AHE and reached tentative agreement on new contract language related to the Faculty Excellence Committee. A separate memo regarding this topic is included in the Board report.
- ❖ The College also reached tentative agreement with AHE regarding the banking of turnover dollars in the amount of \$100,862 to be used to fund faculty increments when the College is able to implement increments.
- ❖ The Time and Leave Reporting System was successfully launched in October. Human Resources has been working with Payroll and IT Services to implement the Time and Leave Reporting (TLR) system. The purpose of the TLR system is to improve the efficiency, timeliness and accuracy of time and leave reporting processes, provide more accessibility to information for employees and supervisors, and comply with state and federal regulations regarding time reporting for over-time eligible employees. In addition, it contributes to the College's efforts to go green by saving paper. Overtime-eligible classified employees, classified over-time exempt, and administrative/exempt employees are now using the system. Hourly employees, students and faculty will begin using the system at a later date.
- ❖ A tobacco-free college summit was held at Clark College on October 15, 2009. Leaders from seven colleges and a representative from the American Lung Association participated in a policy roundtable. Clark College has been a leader and example for other colleges in establishing the college as tobacco-free.

Katrina Golder
Associate Vice President of Human Resources
November 4, 2009



November 3, 2009

To: Robert K. Knight, President
Board of Trustees

From: Katrina Golder, Associate Vice President of Human Resources

Re: Proposed CCAHE Contract Language – Faculty Excellence Committee

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

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

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

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

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

Thank you for your consideration.

Attachment

Article I (new section)

K. Faculty Excellence Committee

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

Re-letter remaining article sections:

~~K.~~ L. Adjunct Faculty Affairs Committee

~~L.~~ M. Management Rights

~~M.~~ N. Maintenance of Standards

TA'd 10/26/09

Clark College/CCAHE

HUMAN RESOURCES EMPLOYEE REPORT
 November-09

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Rebecca Dillmon	Office Assistant 2	11/2/09	Security/Safety	Classified	Full-time	Replacement
Lisa Manske	Early Childhood Specialist 2	10/26/09	Child and Family Studies	Classified	FT 9 month	Replacement
Janet Novak	Corporate Education Manager	11/2/09	Corporate and Continuing Ed	Exempt	Full-time	Replacement
RETIREMENTS/RESIGNATIONS/SEPARATIONS						
Janet Harvison	Secretary Senior	12/1/09	Computer Technology	Classified	Full-time	Retirement
George Reese	Director of Instructional Planning & Innovation	12/18/09	Instruction	Admin	Full-time	Resignation

**VACANT POSITIONS
 RECRUITING**

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Administrative Assistant 4	10/12/09	Workforce, Basic Ed, Econ.Dev	Classified	Full-time	Replacement
Associate Director of Basic Education	9/22/09	Basic Education	Admin	Full-time temporary	Replacement
Associate Director of Instructional Operations	10/28/09	Instruction	Admin	Full-time	Replacement
Associate Vice President of Human Resources	10/22/09	Human Resources	Admin	Full-time	Replacement
Budget Analyst 3	10/14/09	Instruction	Classified	Full-time	Replacement
Custodian 1	10/7/09	Facilities Services	Classified	Full-time	Replacement
Custodian 1	10/7/09	Facilities Services	Classified	Full-time	Replacement
Custodian 1	10/7/09	Facilities Services CTC	Classified	Full-time	New
Dean of Social Science and Fine Arts (SOFA)	9/21/09	Instruction	Admin	Full-time	Replacement
Director of Student Life & Multicultural Affairs	10/26/09	Student Affairs	Admin	Full-time	Replacement
Grounds and Nursery Specialist 2	9/17/09	Facilities Services	Classified	Full-time	New/Reorg
Office Assistant 3	10/26/09	Office of Instruction	Classified	Full-time	Replacement

VACANT POSITIONS
ON HOLD

Associate Director of Student Recruitment		Student Affairs	Admin	Full-time	Replacement
Associate Dean of Nursing	FT Temp*	Instruction	Admin	Full-time	New
Automotive Instructor		Business & Technology	Faculty	Full-time TT	Replacement
Business Technology Instructor	FT Temp*	Business and Technology	Faculty	Full-time	New
Chemistry Instructor		STEM - Chemistry	Faculty	Full-time TT	Replacement
Computer Science Instructor		STEM - Computer Science	Faculty	Full-time TT	Replacement
CTEC Instructor		Business and Technology	Faculty	Full-time	Replacement
Director of Athletics	FT Temp*	Student Affairs	Admin	Full-time	Replacement
Director of Nursing	FT Temp*	Instruction	Admin	Full-time	Replacement
Dean of e-Learning	FT Temp*	Instruction	Admin	Full-time	Replacement
Electronics Instructor		Business and Technology	Faculty	Full-time	Replacement
ECE Specialist 2		Child and Family Services	Classified	Full-time 9 month	Replacement
ECE Specialist 3		Child and Family Services	Classified	PT 75% 9 month	Replacement
Fiscal Technician 3		Business Services	Classified	Full-time	Replacement
Health and Physical Education Instructor		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
Japanese Instructor	FT Temp*	Communications & Humanities	Faculty	Full-time	New
Nursing Instructor		Health Sciences	Faculty	Full-time TT	Replacement
Office Assistant 2		Security/Safety	Classified	Full-time	Replacement
Vice President of Student Affairs		Student Affairs	Admin	Full-time	Replacement
Women's Studies	FT Temp*	Social Science	Faculty	Full-time	New
Welding Instructor	FT Temp*	Business and Technology	Faculty	Full-time	Replacement

*Position currently filled as full-time temp
 OUF-Open Until Filled TT - Tenure track
 Clark College Human Resources
 11/05/09

Planning and Effectiveness

November 2009

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 Research Analysts went to three days of training on MS Reporting Services to update skills as the college is transitioning to SQL database systems and reporting services.
- ❖ Institutional Research supported the technology and reporting system for the Academic Early Warning system.

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

- ❖ Represented Clark College at the Clark College Governmental Affairs Roundtable. As Clark College’s number one priority, we ask that the community and technical college system not take another budget cut. Clark College cannot withstand another budget cut and continue to support the additional educational opportunities and new skills needed to support our changing economy as it begins to turn around. Since 2001-2002, the proportion of the college’s operational budget supported by state funding has declined more than ten percentage points. (2001-2002 it was 67.8% and in 2009-2010 it is 57.6%). Access to education will be at risk if the college is forced to make additional budget cuts.

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

- ❖ Redesigned the Career and Technical Student Follow-up survey. Currently administering survey to 2008-09 grads and leavers from summer and fall.

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 Scorecard Workgroup continues to meet to decide on indicators to evaluate each Strategic Direction. Feedback is being gathered from the campus community as the indicators for each strategic direction is completed. The expected completion date is November 24, 2009, when it will be presented to EC.
- ❖ The Northwest Commission on Colleges and Universities has notified Clark College that the accreditation evaluation date for Recommendations 1, 2, 4, and 5 will be April 26, 2010.
- ❖ Institutional Research projected FTES in state-support classes for the 2010-2011 academic year to begin budget planning. The number of FTES expected, based on the current service district information (e.g. unemployment rate, population, etc.) is 9,654; a number smaller than the FTES the college expects to serve in 2009-2010.
- ❖ Submitted the Washington State Quality Award Requirements (WSQA) update outlining the progress Clark College has made pertaining to the NWCCU accreditation recommendations to the Washington State Board for Community and Technical Colleges.
- ❖ The grants grid which contains information on all grants received or submitted by Clark College including stimulus (ARRA) grants has been updated.

- ❖ Clark College is participating in a regional discussion to develop a collaborative proposal on electric power sector workforce development training that relates specifically to smart grid technology. This proposal which will be submitted to Department of Energy, is being led by WorkSource Oregon and the partnership may include community colleges (Clark, Clackamas and possibly PCC), and regional utility companies such as BPA, PGE, Pacific Corp.
- ❖ Under the guidance of the Vice President of Instruction, discussion has been initiated at the Instructional Council meeting on Washington Students Completion Initiative which includes four distinct projects. The Instructional Administrators will assess the feasibility of all four projects and will make their final selection by end of November.
- ❖ Based on the discussion with various departments, information is being gathered to expand and update the page on grants on the Intranet.
- ❖ Presented code book to data users in various college departments including Students Affairs, eLearning, and Information Technology.
- ❖ Assisted with various surveys to help departments review their effectiveness: library, advising, Children and Family Services (CFS) staff.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
November 2009

Corporate & Continuing Education November 2009

Focus on Learning

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- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ As part of the ASCC Plus 50 Initiative, Clark College is the mentor College to Western Dakota Technical Institute (WDI) to offer perspective and guidance to best practices for program development and managing. Continuing Education Program Manager Tracy Reilly Kelly traveled to WDI in late October to consult on their successful program to prepare and train persons age 50 and above for second careers with the National Park Service (NPS). WDI has a partnership with Mount Rushmore, the Badlands, the Minuteman Missile Site and two other national parks. Students prepare for a variety of jobs with the NPS, particularly for Interpretive Ranger positions. NPS staff provides the training using detailed curricula from the Interpretive Development Program, a customized, outcome-based employee development program.

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

- ❖ Corporate Education has delivered 20 customized trainings for 10 local companies in FY09-10, serving 178 students and generating \$43,329 in revenue. Training topics included; Excel, Word, Childhood Development, Welding, Supervisory, Leadership, Conflict Resolution, Problem Solving, Metallurgy and Phlebotomy.
- ❖ Three additional American Recovery and Reinvestment Act programs have been proposed: Project Management and Project Leadership Certification, Security Professional Training with Fire Arms Training License and Enhanced NAC Training.
- ❖ Corporate Education has been awarded its fourth Job Skills Program (JSP) grant by the State Board of Community and Technical Colleges for FY09-10. The \$29,700 grant will provide Lean

training to 40 employees of Columbia River Mental Health Services (CRMHS). The expected outcome of the training is that attendees will improve operational efficiency and preserve the 250 workforce at CRMHS. Corporate Education has been awarded a total of \$201,600 in JSP funding for FY09-10.

- ❖ On October 22, Todd Oldham attended a strategic planning session for the Columbia River Economic Development Center (CREDC). Information collected at focus groups held in September to identify trends, opportunities and obstacles to local job growth and development was reviewed and discussed. The CREDC strategic plan will be refreshed and revised on the information collected from focus group sessions and concepts driving the local economy forward from the current recession.
- ❖ Todd Oldham met with the Clark County Building Industry Association (BIA) remodelers on Nov. 2, to discuss an opportunity Clark College, the Southwest Washington Workforce Development Council (SWWDC), and WorkSource have to provide short term training (up to six months) to help dislocated construction workers regain employment as the industry rebounds. In collaboration with the SWWDC and WorkSource a survey was developed to collect data on the need for certifications in green building/construction to be included in the BIA monthly newsletter sent to 900 members and posted to the BIA website.

Enhance College Systems

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

Progress

- ❖ The Vancouver Rotary held their weekly meeting in the Corporate Learning Center at CTC on October 21; over 100 Rotarians attended the meeting. President Knight gave a presentation on the College's strategic plan, budget and increased enrollment. Todd Oldham gave a presentation on Corporate & Continuing Education, the Corporate Learning Center and the technology at CTC.
- ❖ Columbia Tech tenants Infinity Internet Human Resources Coordinator and Client Services Manager toured Corporate Learning Center at CTC on October 28.

Todd Oldham
Executive Director
Corporate & Continuing Education
November 4, 2009

Communications and Marketing November 2009

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

- ❖ Marketing Director Brian Scott is serving on the 2009-10 Retention Committee, now in its third year. The committee researches, monitors and implements the Clark College retention plan.
- ❖ Final writing, design and editing of the winter 2010 issue of *Clark College Connections* was completed by Erica Schwenneker. The publication will be distributed to all residents of the college’s service district and to the college community by November 16, 2009.
- ❖ Communications & Marketing will consult with instructional deans to address needs related to the extension of the 2008-2010 catalog for an additional academic year.
- ❖ Communications and Marketing supported the Faculty Speakers Series fall event, which will feature art professor Dr. Sally Tomlinson discussing psychedelic rock posters. Pat McDonald designed the poster and program for the fall Faculty Speakers Series. Barbara Kerr issued a news release and eNews message to subscribers.
- ❖ This has been a busy month in terms of professional development. The Communications and Marketing team hosted 42 college communicators from across the Pacific Northwest during the 2009 National Council on Marketing and Public Relations (NCMPR) District VII regional conference on October 22-23. Responsibilities included planning the program for the two-day event, recruiting speakers for subjects ranging from research and evaluation to social media and sustainability, coordinating materials, and hosting an evening awards reception. Barbara Kerr, Erica Schwenneker and Brian Scott attended the conference. Kathy Murphy and Chris Concannon arranged video recordings of the event. During an awards banquet, Clark College received 10 of 66 awards. The college earned awards for college newsletter (gold medallion for *Clark 24/7*), catalog (silver), schedule (bronze), photography (gold for a student photo and silver for a photo of the main campus), television advertisements (gold for fall enrollment spots and silver for spots in support of Clark College at Columbia Tech Center), annual report (gold), media success for Clark’s 75th anniversary (gold), and the nifty and thrifty award for Clark’s commencement clickers (silver).
- ❖ The college also hosted (in person and through ITV) Washington college communicators during the fall 2009 SBCTC Public Information Conference.

- ❖ During the annual awards ceremony of Portland Chapter of the Public Relations Society of America on November 4, Barbara Kerr was among those recognized for earning their Accreditation in Public Relations (APR) designation during the past year. In addition, the college earned awards in three categories. In the speech category, the college received an award of merit for the 2009 State of the College address. In the publications category, the college received an award of merit for *Voices and Dreams*, the college's 75th anniversary commemorative book. The college earned a Spotlight Award (top honors) in the events/observance category for its 75th anniversary celebration. Out of 70 entries, 16 earned no award; 34 earned awards of merit. Just 20 Spotlight Awards were presented to organizations including Clark College, Portland General Electric, Legacy Health, Providence Health and Services, and entries from eight of the region's top public relations firms. One speaker described the Spotlight Awards as the "top communications award" in the region, given annually for excellence.

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 Clark College Web site home page is currently featuring ads in support of the Academic Early Warning (AEW) program for Clark College students and the winter priority application deadline for Quick Step applications.
- ❖ Marketing and recruitment efforts are underway for the winter quarter of 2010 under the guidance of Director of Marketing Brian Scott. Advertising will focus on CTC evening classes and Monday-Wednesday day classes to strengthen their fill rates. Marketing support efforts for winter also include the following programs: the 2-day-a-week AA programs at CCW and CTC, the weekend degree program, online degree program, CCE winter classes and CTEC winter classes. The winter enrollment marketing campaign begins the week of November 23 and will run through the week of January when winter classes begin.
- ❖ Pat McDonald developed banners, print ads and a Web ad to raise awareness and generate attendance for Clark's Financial Aid Night event. Lead Graphic designer Wei Zhuang created a winter registration postcard for the registrar's office, reminding students about priority registration dates.
- ❖ Web specialist Tahnya Huneidi developed a comprehensive online site for the nursing program. It allows instructors to list information sessions and students to sign up online. A confirmation e-mail is sent to the student and instructor. Tahnya also created the Center for Leadership

Excellence Web page, an e-mail template for athletics to announce volleyball games, a Clark Art Talks Web page and the Elementary Science Olympiad Web page.

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

- ❖ Working with Advising, Wei Zhuang created a guide to assist high school students in preparing for their Professional and Technical program of study at Clark College.
- ❖ Partnering with International programs office, Wei Zhuang created a poster, Web ads, postcard and table tents to help advertise the International Education Week event. Barbara Kerr issued a news release on behalf of International Education Week and created a new Web page for the event.
- ❖ Members of the Communications and Marketing team successfully organized and executed Clark's 2009 Combined Fund Drive which included daily e-mail messages to the college community, distribution of "pay it forward" balloons and distributing gift baskets and gift cards to recipients. As of Nov. 2, donations from members of the college community had increased by more than 3% from 2008.

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

- ❖ Graphic Designer Pat McDonald collaborated with the Clark College Foundation to support the Dental Hygiene Discovery Tour. She developed posters, a pamphlet/handout and displays of the proposed upgrades to the dental hygiene area. Twelve dentists attended from Southwest Washington and Portland.

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Progress

- ❖ Jenny Shadley completed design work on a case statement document for the Clark College Foundation. The document has gone to the printer. Copies are scheduled to arrive on Nov. 13.
- ❖ Communications and Marketing staff members have successfully migrated to Clark's new electronic time and leave system. Executive Assistant Kathy Murphy and Executive Director Barbara Kerr have participated in online training for the new Procure+ purchasing system.
- ❖ Kathy Murphy and Barbara Kerr continue to partner with YWCA Clark County in planning for the 2010 Women of Achievement celebration, which will be held on Friday, March 19, 2010 at the Hilton Vancouver Washington. Graphic designer Pat McDonald created two invitation samples and the committee has approved a design.

Barbara Kerr, APR
Executive Director of Communications and Marketing
November 5, 2009

Foundation
November 2009

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Progress

- ❖ On November 9th, the Foundation's annual employee giving campaign begins with College-wide deliveries of apples courtesy of Joe's Place in Vancouver, Washington. Mr. Joe Beaudoin is a Clark College Alumni, class of 1962. The theme of "Everybody Gives, Everybody Gains" has been advocated by a twelve member college committee made up of faculty, staff and administrators from the College. For the next seven days, the campus will receive messages from respective committee members explaining why they give. The goal of 130 college personnel participating in the campaign would present a 19.2% increase over actual prior year participation. To date, 48 employees are already contributing.
- ❖ On November 3, 2009, the Foundation's executive committee met and reviewed the status and recent changes to the Foundation Articles of Incorporation, the Operating Agreement, and Gift Acceptance Policy. The committee was extremely pleased and agreed conceptually to the terms included therein. The recommendation was for counsel to solidify contract verbiage and present to the Foundation board on December 8th, 2009.
- ❖ On October 29, the independent accounting firm, Moss Adams LLP met with the audit committee to review the fiscal year 2009 audited financial statements. The Foundation received an unqualified or "clean" opinion recognizing no significant deficiencies, no material weaknesses and no questioned costs. The financial statement presentation adopted two new accounting pronouncements involving nonprofit organizations including SFAS #157 "Fair Value Measurements" and FAS #117 - 1 "Endowments of Not-For-Profit Organizations: Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act and Enhanced Disclosures." The result of adopting these pronouncements is to significantly enhance the footnote disclosures surrounding the handling and recording of investment vehicles and donor contributions. Financial statement copies are available upon request.

Upcoming activities:

- ❖ Giving Thanks cards to be sent on November 16, 2009.
- ❖ End of Year Appeal to begin approximately December 1, 2009

Lisa Gibert
Foundation President/CEO
November 5, 2009

FIRST READING



November 3, 2009

To: Robert K. Knight, President
Board of Trustees

From: Katrina Golder, Associate Vice President of Human Resources

Re: Proposed CCAHE Contract Language – Faculty Excellence Committee

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

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

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

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

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

Thank you for your consideration.

Attachment

Article I (new section)

K. Faculty Excellence Committee

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

Re-letter remaining article sections:

~~K.~~ L. Adjunct Faculty Affairs Committee

~~L.~~ M. Management Rights

~~M.~~ N. Maintenance of Standards

TA'd 10/26/09

Clark College/CCAHE

CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

October 19, 2009

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. Katrina Golder, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Mr. Todd Oldham, Executive Director of Corporate & Continuing Education; Ms. 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, Mr. Layne Russell.

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

I. CALL TO ORDER

Chair, Jacobs, called the meeting to order at 5:15 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was accepted as presented.

B. Statements from the Audience

Four individuals spoke this evening in response to the college enforcing its policy on service animals. Each of the guests spoke in support of allowing guide dogs in training to be allowed at the college. They were: Kaitlyn Cooper, Jaiden Athanaissas, Mike Giffins, and A. G. Flynn. They represented the college as students, student employees, and community members, respectively.

President Knight acknowledged that the training of guide dogs is very important work; the Executive Cabinet researched the issue and looked at the college's administrative policy from several different perspectives before determining that service animals in training (not trained service animals) will continue to be barred from the college.

The board requested the college to continue to look into the issue, talk with the students, and continue the conversation.

C. Statements and Reports from the Board Members

Trustee Sen Hoss reported on her recent visit to the ACCT annual meeting. She will forward detailed information about the conference to the college and will follow up with Ms. Gibert about national foundation updates the conference provided. She noted that two big takeaways from this national meeting were the emphasis being placed on student success and the fact that community colleges will increasingly have to look to the private sector for support rather than from their respective state funding agencies.

Trustee Burkman attended the foundation Scholarship Reception. He was very pleased at the turnout—there was standing room only for the guests that evening. He also acknowledged President Knight for representing the college at the Chamber of Commerce *No Business After Hours* event. The college was highlighted at the event with approximately 500 local business leaders in attendance.

Trustee Parker attended the fall TACTC conference in early October. A main topic for discussion was the cost of textbooks and the SBCTC's strategies for helping find alternate sources that would help lower the cost of these materials for students. Student leaders presented papers on their issues of concern, among them, cost of tuition and textbooks, and their desire for student representation on community college boards.

Chair Jacobs complimented the college on the successful opening of CTC and the foundation on the scholarship reception. She noted that she and President Knight escorted Congressman Brian Baird on a tour of CTC; the congressman continues his strong support of the college and its programs.

D. President's Report

Mr. Broussard introduced Joe Turner, who provided the October *Student Success* presentation.

President Knight was pleased to announce that the CCAHE has dropped five of its eight current grievances against the college. He sees this as a very positive movement in the college and union relationship and wanted to publicly acknowledge this.

The College Council will soon start its fall schedule of meetings. Shared governance is one of the highlighted topics of discussion this year as are updates of the weapons and nepotism policies.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi reviewed her written report. Trustee Burkman asked her how the college administration could help make the monthly union and president meetings more productive. Dr. Roi thought that the college and union needed to determine how to better conduct business together; she acknowledged that the AHE is willing to do this.

2. WPEA

The WPEA did not have a report this month.

3. ASCC

Vice President Hanna Lim reported in President Schahfer's absence. All activity board members have been hired. The executive assistant resigned due to class workload issues and the position is being reopened for a replacement. She also reviewed the success of the ASCC Green Event and noted that there are now 27 approved and chartered clubs at the college. Chair Jacobs complimented the ASCC on their report this month and the themes they are setting for the year.

F. College Reports

1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd introduced the faculty presenter, Professor Layne Russell, who discussed the college's paralegal and legal assistant programs.

Dr. Dastmozd recognized Dr. Don Appert, Music Professor, for being honored with an exemplary status award, for the fourth time, from the Washington Community College Humanities Association. Dr. Appert thanked the college and foundation for their support over the years. He also invited the board to attend the college's concerts

currently scheduled for December 2009 and March 2010.

Dr. Dastmozd noted that two classes have passed the state criteria to be considered open source classes. Instruction is working with Planning & Effectiveness and eLearning to secure a Gates Foundation grant for this project.

He entertained questions from the board members concerning the number of faculty members who attended the two day faculty development program (95% of tenured faculty attended) and the demand on the nursing program—how many students have applied and how many are being admitted. He will provide this information to the board members later this week. Many nurses in the local area are returning to work after having left the work force; recent graduates have had to leave the area due to the scarcity of jobs in the greater metropolitan area. Once the recession is over, it is expected that the experienced nurses will once again leave the work force, making room again for the graduates.

2. Administrative Services—Mr. Bob Williamson

Mr. Williamson did not have additions to his report and took questions from the board concerning radon testing, the STEP payment program, and the early childhood center. Radon testing is done on a regular basis and should it be necessary, Facilities will adjust the ventilation in areas that register levels above acceptable EPA levels of exposure. There has been a 30% increase in the use of the STEP payment program this year. This program allows students to pay their tuition over a set number of months and has proven wildly successful since its inception two years ago. Groundbreaking for the new ECE building is scheduled to take place in December. Administrative Services is undertaking due diligence on the construction firm that has come in at the bidding level. Once that is complete, groundbreaking can be scheduled.

3. Student Affairs—Mr. Ted Broussard

Mr. Broussard also had no additions to his report and answered questions from the board members. Chair Jacobs asked about the PIN Number Task Force; Mr. Broussard noted that the college is studying ways to streamline the need for students to have two PIN numbers, one for advising and one for registration. Trustee Parker asked about the cost of flu shots (\$15 for the seasonal and \$0 for H1N1). He noted that the Student Code of Conduct has not been updated since 1997 and the process is underway now to do this with the draft to be presented at the November board work session. The process is in the public comment phase and will come up for final board vote in January.

4. Human Resources—Ms. Katrina Golder

Ms. Golder had no additions to her written report. She noted that since the hiring freeze was lifted, the college has been able to recruit very strong candidates for available positions and she is looking forward to them staying with the college once the economy improves. New positions that have opened up have been primarily to staff CTC; replacement positions have been made available with the hiring thaw and most of them are at the main campus.

5. Planning & Effectiveness—Ms. Shanda Diehl

Ms. Diehl discussed student demographics at Clark College compared with other community colleges. Chair Jacobs requested that this information be reviewed again at the beginning of 2010.

6. Corporate & Continuing Education—Mr. Todd Oldham

Mr. Oldham had no additions to his report. The board acknowledged the success of CCE and encouraged him to continue his present course.

7. Communications & Marketing—Ms. Barbara Kerr

Ms. Kerr announced that the college will be welcoming communications professionals from throughout the Northwest this week as the NCMPR will be holding its regional conference in PUB. For those members who were not able to attend, the college will try streaming video for them to watch at their computers. She also discussed options for recycling hard copies of the college schedule with the board.

8. Clark College Foundation—Ms. Lisa Gibert

Ms. Gibert discussed the first Athletic Fundraising Event that took place last weekend. Professional baseball players and sportscasters were among those in attendance. They spoke to the meaning of athletics in life and the values that they teach. The event was very successful and a significant amount of funds were raised for the sports that hosted the event. She noted that there was a huge amount of support for Clark baseball at this event and she was very excited to have been part of it.

III. CONSENT AGENDA

- ♦ September 21, 2009 Board Minutes

MOTION: Trustee White made a motion to accept the Consent Agenda which was seconded by Trustee Burkman. The motion passed unanimously.

IV. FUTURE TOPICS

2010 Board Meeting Schedule (November)
Advising Update (January)
Budget (December)
CCE Marketing & Operations Plan (January)
Columbia River Crossing (December, separate meeting)
Comprehensive Campaign Update (quarterly, February)
Demographics
Diversity Plan (November work session, December meeting)
Enrollment Plan (Spring 2010)
Instructional Plan (November)
K-12 (ongoing)
North County Site (February)
Quarterly Presidential Evaluation
Retention Plan (December/January)
Scorecard (December)
STEM (March)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, November 16, 2009 in the Ellis Dunn Room GHL 213.

VI. EXECUTIVE SESSION

The board convened an Executive Session under RCW 42.30.110(1) at 6:45 p.m. to receive and evaluate complaints or charges brought against a public officer or employee and to discuss with legal counsel representing the agency matters relating to agency enforcement actions or, litigation or potential litigation. The Executive Session lasted until 7:30 p.m. No final action was taken following this executive session.

VII. ADJOURNMENT

There being no further business, Chair adjourned the regular meeting at 7:30 p.m.

Addison Jacobs, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
October 27, 2009