

Clark College Board of Trustees Packet

December 14, 2009

Clark College
The Next Step

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

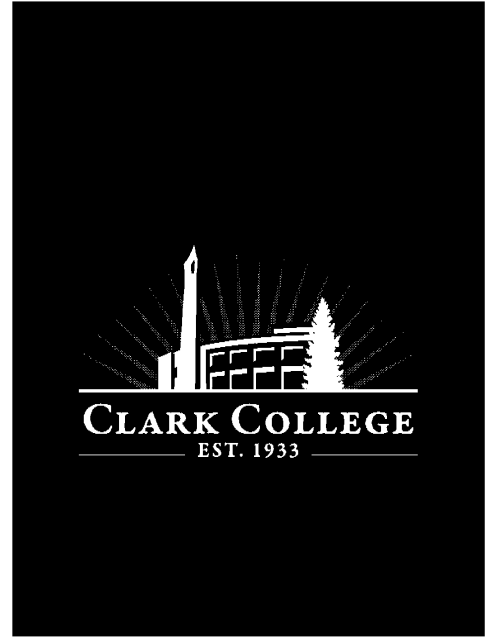
Strengthen partnerships with local K-12 institutions to support math and science initiatives.

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
December 14, 2009

Table of Contents

| | |
|----------------------------------|--------------|
| Clark College Vision/Mission | Page i |
| Board Agenda | Pages ii-iii |
| President's Report | Pages 1-5 |
| AHE | Pages 6-7 |
| WPEA | Page 8 |
| ASCC | Page 9 |
| Instruction | Pages 10-16 |
| Administrative Services | Pages 17-21 |
| Student Affairs | Pages 22-29 |
| Human Resources | Pages 30-34 |
| Planning & Effectiveness | Pages 35-37 |
| Corporate & Continuing Education | Pages 38-39 |
| Communications & Marketing | Pages 40-42 |
| Foundation | Pages 43-44 |
| First Reading | Pages 45-75 |
| Consent Agenda | Pages 76-81 |

CLARK COLLEGE BOARD OF TRUSTEES

Monday, December 14, 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 of College Scorecard

I. CALL TO ORDER

5:00 p.m.

EXECUTIVE SESSION

An Executive Session will be held under RCW 42.30.110(1) at 4:45 p.m. to discuss with legal counsel representing the agency matters relating to agency enforcement actions.

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

Pages 1-3

Student Success Presentation: TBD

Diversity Plan Update, Leann Johnson

Pages 4-5

State Budget

E. Association Reports

1. AHE

Pages 6-7

2. WPEA

Page 8

3. ASCC

Page 9

F. College Reports

1. Instruction

Pages 10-16

2. Administrative Services

Pages 17-21

3. Student Affairs

Pages 22-29

4. Human Resources

Pages 30-34

5. Planning & Effectiveness

Pages 35-37

Enrollment Update

6. Corporate & Continuing Education

Pages 38-39

7. Communications & Marketing

Pages 40-42

8. Clark College Foundation

Pages 43-44

III. CONSENT AGENDA

A. First Reading

- ♦ Gift Acceptance Pages 45-63
- ♦ Operating Agreement Pages 64-69
- ♦ Foundation Articles of Incorporation Pages 70-75

B. Consent Agenda

- ♦ Minutes from November 16, 2009 Board Meeting Pages 76-79
- ♦ 2010 Board Dates Pages 80-81
- ♦ CCAHE Agreement—Faculty Excellence Committee Carry until January 2010 vote
- ♦ Gift Acceptance See above
- ♦ Operating Agreement See above
- ♦ Foundation Articles of Incorporation See above

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 (January)
STEM (March)

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, January 19, 2010 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

An Executive Session will be held to discuss with legal counsel representing the agency matters relating to agency enforcement actions.

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report December 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 participated in a career explorations dinner with high school students from Vancouver School District. The purpose of the meeting was for community leaders to talk to students one on one about their careers and the preparation, education and training it took to get the job we currently hold. The President met with four different students.
- ❖ The President attended the faculty lecture given by Sally Tomlinson on art on concert posters in the 60s and 70s.

Expand Access

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

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

Progress

- ❖ The President attended a Healthy Communities Choices Leadership event hosted by Community Choices, a local non-profit organization which builds awareness of the overall health of the community, and works to guide and educate Clark County towards a more livable community.

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 provided a welcome and attended a couple of the Native American Heritage Month activities sponsored by the American Indian Student Council of Clark College and Multicultural Student Affairs.

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 the annual meeting of the Columbia River Economic Development Council. The focus of the meeting was a vision towards the economic future of the county. No significant economic recovery is expected until 2011 at the earliest
- ❖ The President, Vice President of Instruction, and the principals of LSW Architects met with the CEO of US Digital, who conducted a tour of the facility. The group discussed the college's STEM building and vision for the program and possible collaboration with US Digital in program development.

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

- ❖ President Knight met with college and community stakeholders to develop specific criteria by which former Larch Correctional inmates may be placed in the college's pilot housing project. A follow-up conference call finalized the agreements. Admission into the program will be contingent upon meeting the agreed upon criteria from all agencies.

- ❖ Along with Foundation representatives, the President continues to meet with community leaders to discuss the comprehensive campaign and invite the leaders to become involved with the committee leadership throughout the community.
- ❖ The NWCCU held a regional meeting in Portland to hear comments from stakeholders concerning the changes to the organization's accreditation standards. The President participated in the meeting and provided feedback from the college community for the commission's consideration as the standards are revised.
- ❖ The President met with board and foundation board representatives and members of the local congressional delegation concerning early childhood education needs in the community.
- ❖ The President held two faculty breakfasts in November and early December with 15 faculty members. The breakfasts have been overwhelmingly successful with good discussions occurring at them. Beyond the good discussions, another outcome is that faculty in different disciplines are getting to know one another better.

Robert Knight
President
December 3, 2009

Equity and Diversity/Implementation of the Diversity Plan Board Report December 2009

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: Implementation of the Diversity Plan

Shanda Diehl from Planning and Effectiveness has been facilitating a visioning process with the Cultural Pluralism Committee to ultimately arrive at measurable outcomes for the Diversity Plan. The visioning exercise specifically relates to the four goals of the plan:

Goal: Student Recruitment and Retention

Clark College will intentionally recruit and retain students from historically disadvantaged groups.

Goal: Diversity Education and Training

Clark College will provide comprehensive and continuing training and educational resources to help college employees work effectively in a diverse college community.

Goal: Curricular Transformation

Clark College will facilitate a collaborative process of discovery regarding the dynamics and implications of power, privilege and inequality in course offerings and in the learning environment.

Goal: Employee Recruitment and Retention

Clark College will recruit, hire, and retain a more diverse workforce with emphasis on underrepresented and historically disadvantaged groups.

The visioning process is an important step in the implementation of the plan. The following is a sample of some of the vision related ideas set forth during brainstorming sessions with Ms. Diehl on November 18th and December 2nd.

- Establish accountability around individual, professional development as it relates to the Diversity Plan
- Develop leadership that is active in diversity planning and diversity related issues
- Develop a funded, comprehensive college wide learning program on power, privilege and inequality to include ongoing support

- Develop a diversity hub or diversity resource center at the college
- Acknowledge, recognize and address disadvantage, advantage, power and privilege, as opposed to a *color-blind* approach
- Foster a safe environment in the classroom for cultural pluralism to flourish
- Foster an environment where people confront biases through critical self reflection

In June 2009 the Cultural Pluralism Committee held a forum for community members. The following is a sample of ideas brought forward by community members:

- Develop performance measures and accountability (individual and organizational)
- Develop leadership that can handle resistance and manage the cultural shift of the organization on a daily basis
- Establish strategic partnerships with the community to help students succeed
- Establish core competencies around diversity

At the November 16, 2009 Board of Trustees Work Session, Trustees asked that, in addition to updates regarding the implementation of the plan, examples of what is working and what may not be working be included in this quarterly report to the Trustees. Additionally there was encouragement to use the opportunity to educate and bring awareness. The following section is a narrative on these matters.

It will be important to look at the internal structures and systems that are necessary to best support the implementation of the plan and identify what resources are available to dedicate to education, awareness, and the development of a comprehensive and cohesive support system for diversity related learning and other efforts. Issues of power, privilege and inequality have a specific theoretical underpinning in diversity work. As discussed in the November work session, our work must get beyond the “going to an event” mentality. Clark College, as institution of higher education, has the responsibility to take diversity to deeper levels of education and understanding, address systems of power, privilege and inequality which impede success and progress, and focus on learning as the outcome.

Clark College demonstrated its ability to delve deeper with recent activities including Native American Indian Heritage Month, International Education Week and Disability Awareness Month. A focus on learning is reinforced daily with the instructors at Clark College who have chosen to integrate culture and diversity related elements into their curricula, recognizing the influence of dynamics of power, privilege and inequality. Several Clark College work teams have begun conversations on power and privilege. Some employees have attended learning activities such as the Faculty and Staff of Color Conference recently held in Spokane, or are reading the Tim Wise book, *White Like Me: Reflections on Race from a Privileged Son*. These are just a few of the examples that mark successes in understanding the depth and breadth of study and reflection required by the Clark College Diversity Plan.

We as an institution have a great deal to work with in terms of our talent. We need to garner these resources strategically and facilitate a broader and deeper involvement in this plan. In the spirit of the ethic of care, we must provide the opportunity for critical self reflection, personal responsibility and accountability, while providing support for both individual and organizational development.

**Clark College Association of Higher Education
Report to the Board of Trustees
December 2, 2009**

Facilitating communication

Dr. Roi and President Knight were scheduled to meet in November. The meeting was cancelled due to the president's illness.

Dr. Roi and Dr. Walsh are scheduled to meet with President Knight on December 8th.

Bargaining

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

A proposal was submitted in August by the 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 were informed by the administration that they are still awaiting a response from the skill center on the proposal.

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

Organizational activities

The AHE will hold a general membership meeting on December 7th at Town Plaza Center for faculty members at that campus.

Dr. Roi attended the WEA Riverside Council executive board meeting on December 2nd and discussed regional educational issues with other local presidents.

Dr. Roi attended the WEA Riverside Council meeting and discussed higher education legislative issues with WEA leadership.

Professors Don Gonser and Dwight Hughes attended the Labor Roundtable this month to represent the CCAHE.

Dr. Roi has applied for a WEA organizing grant and also a Community outreach grant from WEA for this year's activities and training needs.

The AHE leadership is currently coordinating with the WEA lobbyist and labor organizer in anticipation of the upcoming legislative session.

Membership

Seven new members joined this month

Contract maintenance Issues

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

Submitted by
Dr. Marcia Roi
President, CCAHE

WPEA/UFCW Local 365, Clark College Unit

Board Report for December 2009

SCHEDULED MEETINGS

- ❖ Job Rep Executive Council Meeting: **December 15th, 2009**
- ❖ Clark College Local Unit Meeting **December 16th, 2009**
- ❖ LMCC: (no meeting in December) Next meeting **January 21, 2009**

AGENDA TOPICS

- ❖ Local Unit meeting: **Nominations are being solicited for the 2011 – 2013 Collective Bargaining Team.**
- ❖ Job Reps: **Election of Chief Job Representative** (2 year term expires Dec 31, 2009), **topics for next LMCC meeting.**
 1. Radon testing/ FHL update
 2. Gaiser Hall HVAC update
 3. Threat and Violence Policy
 4. Time and Leave Reporting System
 5. Associate Vice President of Human Resources position

Clark College receives awards at the Annual WPEA/UFCW membership meeting in Olympia

Congratulations to **Billie Garner** recipient of the WPEA/UFCW 2009 All Star award for Outstanding Chapter President. Additionally, for our work during the last CURE food drive held during September - October, WPEA recognized: Clark College for the largest contribution of food. WPEA placed 3rd in donations only behind the Teamsters and the UFCW locals of the Puget Sound Area.

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: TBA |
|---|

Respectfully submitted by *Jennifer Wheeler*

ASCC December 2009 Board Report
Prepared By Ashley Schahfer - ASCC President

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

With our whole team complete, our first goal for winter quarter will be the implementation of our newly approved "Student Awareness Plan". We are all very proud and excited to get it started. As part of the plan, we submitted a Fund Balance Request to the Finance Committee for an informational flat screen monitor system we hope to have placed all around Clark's many campuses. Next on our Executive Council agenda is the "Green Plan", we are all very eager to get it completed and introduced to the student body as well.

- The **Activities Programming Board** has put on three events in the past few weeks, a movie showing of Howel's Moving Castle, Decade Dates Dance, and Penguin Pie Eating Contest (four officers including myself participated in an ASCC pie eating contest that was videotaped). All the events had a great turnout.
- **Vice President Lim** has all the institutional committees close to being filled.
- **Public Relations Director Hooper** is currently working on the next newsletter to be distributed winter quarter.
- **Club Committee** and Executive Council have now approved 41 club charters.
- **Finance Committee** is reviewing orientation packets and fund balance requests.
- The new **Executive Assistant** is going through training and attending committees.
- As **President**, I have been attending many committees and working with the team to prepare for winter quarter responsibilities.

Everyone is has been really busy getting things done all while getting ready for finals and trying to put together their winter quarter schedules. With all the time consuming stressors of student life we still managed to have a holiday potluck and gift exchange. While celebrating, we created handmade crafts for donation to an upcoming fundraising event to benefit local animal shelters. It was a great time for bonding and bringing our team closer.

Thank you for your time,

Your ASCC!



(Decade Dates dance event)

Instruction December 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

- ❖ On November 5 and 6, Pamela Dake, Izad Khormaei, and Tina Barsotti of the Engineering Department attended the Washington Council for Engineering and related Technology Education (WCERTE) conference at Everett Community College. This is an annual opportunity to connect with personnel from other community colleges and universities to make sure that Clark’s programs are staying up to date.
- ❖ On Monday December 7, Math and Science Teaching (MAST) Project participants met to review the work in Science and Math that was done this quarter. To recap this quarter’s accomplishments, each participant meets with their core group and presents two work samples of students. The core group evaluates the work samples, reflects and analyzes the work samples, then develops instructional strategies for next quarter. Seven STEM faculty members are engaged in this three-year grant-funded initiative with local school districts.
- ❖ The Math Division completed Round 1 of the national Student Math League competition on October 30. Sixty Clark students took the exam under the directorship of Kanchan Mathur and five other math faculty volunteers. The top five finishers in the school were Kuei-Ti Lu, Kuei-Hsuan Lu, Paul Osborne, Johnny Ung, and Vikram Kudva. Clark will have its first national and regional rankings in about a month.
- ❖ This fall, 20 tutors helped in 14 ESL classes and 17 tutors helped in 18 ABE classes held on main campus, at TPC and CCW.
- ❖ Professional development opportunities were provided for faculty and staff at Town Plaza Center (TPC). Employee Development provided training offerings including Microsoft Outlook, Office, and Excel.
- ❖ All Basic Education faculty and staff received training on the updated Student Code of Conduct policy.
- ❖ Instruction representatives participated in Scorecard Work Group meetings to help draft meaningful indicators for the Strategic Plan goals.

- ❖ Faculty work groups generated draft outcomes for the transfer AA degree. After further opportunities for faculty input, the Program Assessment subcommittee will submit a revised draft of the outcomes to the Instructional Planning Team in January.
- ❖ In support of the Retention Plan, 16 sections of HDEV 116—Motivation and Study Skills will be offered in spring 2010, including one online section. This is an increase of six sections over spring 2009.
- ❖ With the Clark College Foundation's receipt of the final matching funds for the Meyer Memorial Trust's Healthcare Core Curriculum (HCC) Grant, the eLearning multimedia production component of the project can now move forward. Clark College eLearning will begin facility modifications to the "eStudio" in anticipation of the acquisition of digital multimedia production equipment, which will be used to create rich-media assets to enhance the HCC online courses. eStudio cameras, lights, microphones and other devices will enable the capture of healthcare instructional content such as lectures, demonstrations and procedures. These will then be routed to switching, editing and distribution equipment to create online deliverable healthcare learning objects that promote student engagement, enhance course interactivity and support diverse learning styles. External funding sources secured for this grant is approximately \$290K.
- ❖ Clark College Library faculty and staff are collaborating with discipline faculty to evaluate the current VHS collection. In order to maintain a viable assortment of media for instruction, the collection is evaluated on both the physical condition of the item and the currency of the content. Librarian Roxanne Dimyan and Acquisitions Specialist Sally Demos have contacted vendors regarding availability of replacements and the cost to purchase selected titles in DVD. In addition, a subcommittee has been formed consisting of members from Technical Services, Circulation, Reference/Instruction, and ITS-Media to formulate a policy and a process for transferring VHS content to DVD.
- ❖ Eighteen faculty members participated in "Taking the Plunge," a 7 ½ hour faculty development institute offered through the TLC. This group met three times during fall quarter and worked collaboratively to learn more about designing and implementing learning centered curriculum.
- ❖ The TLC collaborated with eLearning to provide a 3-hour workshop for 18 faculty members focused on the basics of teaching an eLearning class through Blackboard.
- ❖ As part of Clark's Student Learning Communities grant with The Washington Center, Emily Lardner and Gillies Malnarich, co-directors of the Center, came to Clark on November 18 to observe the pilot linked-courses and to meet with participating faculty to discuss curriculum development. They also met with principals from Student Affairs to discuss the promotion, advising and registration procedures for the Student Learning Communities program.
- ❖ The TLC worked with faculty and Student Affairs to provide five linked courses for students in pre-college math and English. Each content course was paired with an HDEV 116 course and a cohort group of students enrolled in both courses. The teachers developed integrated learning assignments that incorporated their content area and effective learning methods. Assessment of the learning and student success will be part of this effort.
- ❖ To aid in the success of faculty participating in the Student Learning Communities, the TLC is facilitating a Faculty Learning Community focused on designing integrated learning assignments and activities. Through a grant received to support this effort, the TLC will be purchasing books for participating faculty who will be meeting and collaborating three times during winter and

spring quarters. Two meetings were held during fall quarter to organize efforts and develop a structure for the meetings.

- ❖ Twelve faculty members participated in Teaching Squares during fall quarter. Each square consisted of four faculty who observed in each other's classes and then met as a group to discuss what they learned. One of the Teaching Squares was a group of faculty who teach eLearning classes.
- ❖ The Faculty Fellows group met three times in fall quarter to discuss issues of interest to new faculty. Participation in this group is low and the TLC is considering changing the focus to interest additional faculty members in participating.
- ❖ The TLC continues to meet informally with others at the college to achieve the goal of providing some learning centered furniture in a couple of classrooms. One sample classroom should be up and running in winter quarter 2010 and a second classroom is planned for spring quarter. Participating faculty will teach their courses in this space, assess the student learning and how effectively the space facilitated learning. Clark will use this information to inform future decisions about furniture in new buildings and refurbishing older classrooms.
- ❖ The TLC coordinated two focus group discussions with new full-time faculty and Vice President of Instruction Rassoul Dastmozd. Faculty discussed their successes so far, obstacles they are facing and examples of what the college could do to support them in overcoming these obstacles.
- ❖ Gail Liberman, Associate Director of Faculty Development, attended the annual North American Council for Staff, Professional, and Organizational Development (NCSPOD). Gail is the NCSPOD Vice President for the Western Region and in that role participates at the board meetings and facilitated one of the workshops during the annual meeting.
- ❖ Gail Liberman attended the SBCTC Fall Assessment, Teaching and Learning Retreat in North Bend, Washington, which provided an opportunity for assessment liaisons and faculty development leaders from Washington State community colleges to convene and discuss common issues and collaborate on methods to address them.
- ❖ Using efficiencies in Instruction and with the commitment and support of Executive Cabinet, the increased workload in many departments was addressed by converting 19 part time faculty positions to full time temporary positions for winter and spring quarters.
- ❖ Upon recommendation from Instructional Planning Team (IPT) and through feedback received from faculty, the vice president of instruction has approved adding oral communication as a requirement of the general Associate of Arts transfer degree, effective Fall 2011 (the date coincides with the publication of the next catalog). Dr. Ray Korpi, Dean of DEECH, and Professor Roxane Sutherland, Division Chair, will work with IPT during winter quarter to identify courses to fulfill this requirement.

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

- ❖ New Anger Management classes are being offered at Larch Corrections Center during evening and weekend hours for employed workers.
- ❖ Community college and financial aid counseling sessions were offered at Larch Corrections Center using campus staff.
- ❖ In fall of 2009 a textbook option report was distributed to the Clark College faculty. One of the options highlighted in the report was using textbook rental through the Clark College Bookstore. An increasing number of faculty across the college are providing the option of rental textbooks for their courses. *The statistics will be provided at the upcoming meeting.* The rental program is limited to select textbooks (not workbooks) which may be new or used copies in good condition. Students may rent the textbook for one quarter and are required to return the textbook in good condition by the established deadline. The program has been available to students since fall 2008. Rental books typically can generate 60-65% savings compared to new book prices in the bookstore.
- ❖ The Nursing Program provided orientation to 48 incoming nursing students on November 20, 2009. Students were welcomed to the facility with tours and received a multi-faceted orientation from nursing students, faculty, administrators and staff. Welcome to class #110.
- ❖ Medical Radiography has added a new clinical site for the success of students in the program at the Salem Oregon Clinic. This clinic allows valuable learning experience for student success in the Medical Radiography program.
- ❖ Dr. Ray Korpi, Dean of DEECH, met with counselors and teachers from the Battle Ground HomeLink High School to have some initial discussions about possible College in the High School offerings at that institution.
- ❖ Forty students from Vancouver School District are participating in College in the High School classes at Fort Vancouver and Skyview High Schools. The courses being offered are English 101, English 130 and Math 151.
- ❖ Clark College is examining an affiliation with AHA International to offer students some additional Study Abroad opportunities. Currently, Dr. Korpi and the International Education Office are working with one student who is traveling to Italy with AHA, one student traveling to Australia with Green River Community College, and possible one student traveling with Gonzaga University.

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

- ❖ Danette Randolph, Interim Associate Dean of Workforce Education, Basic Education & Economic Development, attended the Washington State Faculty and Staff of Color Conference in Spokane on November 4-6, to network with staff and faculty across the state and learn about important issues on recruitment and retention of faculty and staff of color.
- ❖ Instruction representatives attended the Native American Heritage Month activities throughout the month of November. Thanks to the American Indian Students' Council of Clark College and the Student Life and Multicultural Student Affairs Office for coordinating the activities and events.
- ❖ Clark College at Columbia Tech Center hosted the SBCTC Instruction Commission statewide fall meeting on November 19-20.

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

- ❖ On Friday, November 13, Tina Barsotti and 12 members of the NERD Girls Club from Clark went to Discovery Middle School to do an outreach activity with 60 students in 6th, 7th and 8th grades. These students were considered those not strong in math and science, so during the activity the role of math and science in everyday life was stressed. (In this context, NERD stands for Not Even Remotely Dorky.)
- ❖ Keith Stansbury and Tina Barsotti went to Martin Luther King Elementary school on Friday, November 20, to do the Horizontal Bottle Rocket outreach activity with 75 5th graders. Keith gave a short introduction to aerodynamics, and then the students built and tested their water bottle rockets. Afterwards the principal stopped Tina to offer thanks and told her that this was the best event they have had come to the school. She invited Clark College to come back again in the spring. Approximately ten NERD Girls also participated in this event.
- ❖ Clark College again demonstrated its support for science and learning by hosting the 2009 Elementary Science Olympiad (ESO) at the college's main campus on Saturday, November 14.

Nearly 300 elementary students competed on 20 teams representing 17 different schools and 7 school districts. Each team participated in five events: aerodynamics (paper airplane design), barge building (tin foil boat design), bridge building, crime busters (finger print identification), and Gummi bear long jump (catapult design). Over 30 Clark students and faculty participated in the event under the coordination of primary organizer Tina Barsotti. (More details can be found in the December 7 edition of 24/7.)

- ❖ On Tuesday, November 24, the Engineering Club hosted a STEM pancake breakfast. Pancakes and sausage were served to over 90 students and faculty in the APH Tutoring Center, where they learned about the Physics of Pancakes, the Science of Syrup, and the One and Two Pancake Theorems.
- ❖ The Engineering Club held its quarterly Engineering competition “Pasta Tower” on Wednesday, December 2. Students must design and build the lightest pasta tower that will carry a given load and withstand wind loading before failure.
- ❖ On Monday, November 16, Dan Overbay and Tina Barsotti hosted a Clark College table at the Engineering Employment Symposium sponsored by the Southwest Washington Development Council. Tina also presented at one of the Education and Training sessions.
- ❖ Traverse-PC donated to the Surveying Department 20 seats of its surveying software to be installed on Clark College computers for the teaching of this application to surveying students. The donated cost for each seat is \$1,999 for a total of nearly \$40,000. This is a strong indication of the industry support for this program.
- ❖ Six Clark College STEM students—Zach Hayes, Luda Leksunkin, Jeff Mack, Mario Mitchell, Becca Podhora and Elina Tolmacheva—are working with area middle and high school students and teachers on the MESA Wind Power Challenge project in preparation for MESA Day this coming March. The Clark students help the middle and high school students design and build windmills that must perform a variety of tasks, and also teach the students math and physics principles that they must use to document the performance of their windmills.
- ❖ Clark College Foundation hosted the Southwest Washington Medical Center Board for their November 2009 meeting at CCW. The Nursing Department provided a tour of the Simulation Lab complete with a demonstration of patient simulation. Nursing students assisted with hosting. It was a pleasure to introduce the board members to the program and facility.
- ❖ The Nursing Pinning Ceremony was held on December 9, 2009, at Skyview Auditorium for the 103rd nursing class from Clark with 42 students graduating. Congratulations to students, faculty and staff!

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

- ❖ Starting December 14, Volunteer Literacy will welcome a full-time, 12-month VISTA (AmeriCorps) volunteer.
- ❖ Director of Allied Health Kathleen Lesley and Dean of BTEC Ted Kotsakis attended at the Health and Technology Training held Bellevue College on November 17 and 18.
- ❖ Lee Brand and Lisa Borho traveled to Highline Community College to attend the Washington State Community College Physical Education Association (WSCCPEA) annual business meeting. Lee Brand has been elected as President of the statewide association and will serve a two-year term. Thank you to Professor Brand for his statewide leadership and advocacy for health and physical education at Clark College.
- ❖ Rassoul Dastmozd and Jim Malinowski attended a Wind Synergy Summit on December 3 at The Renewable Energy Institute in Vancouver, WA. The focus of the meeting was to promote networking among various entities involved the Alternative Energy Initiative and Programming.

Rassoul Dastmozd, PhD
Vice President of Instruction
December 3, 2009

Administrative Services
December 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

- ❖ Pat Taylor, Network Systems Manager in IT Services, attended a three-day network security workshop sponsored by the Northwest Academic Computing Consortium. Participants discussed security issues that surfaced during the annual network security scans of member institutions and reviewed best practices in network security.
- ❖ Part-time and full-time Security Officers received nine hours of training from the Vancouver Police Department. The training included OC spray, handcuffing, control holds, and defensive tactics.
- ❖ Security provided a training opportunity for faculty/staff and certain students to attend a presentation provided by both the Vancouver Police Department and Clark County Sheriff's Department on the sex offender registration policy. Approximately 20 individuals attended.
- ❖ Security provided van driving recertification for basketball coaches.

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

- ❖ Andy Barsotti, Applications and Database Developer in Information Technology Services, is collaborating with developers from three Washington community colleges and the State Board Information Technology staff to develop the architectural framework for a data warehouse that will be used by Planning and Effectiveness staff and other college employees for institutional research and planning and assessment activities.
- ❖ The textbook rental program in the Clark College Bookstore is now expanded to 13 titles and consisting of more than 500 rentable textbook units. Steps have been taken to bring the rental program information to the Bookstore Web site in an informative format, heightening student awareness of the program, titles available, rental rates, and process information.
- ❖ Security provided a crime prevention presentation for the Model United Nation's trip to Seattle.

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 Clark College at Columbia Tech Center project team identified some uncommitted funds within the project and is working on the purchase of qualified items that were approved by the Executive Cabinet to support the building that will be funded by these funds.
- ❖ Facilities Services is reviewing, estimating, and recommending a priority for 30 plus Repair and Minor Improvement (RMI) requests from the College community. The recommended list of qualified items will be presented to Executive Cabinet in January for final prioritization and approval.
- ❖ Construction on gateway monument signs is nearing completion. Work continues to complete the reader board sign located adjacent to the Penguin Union Building, and this sign should be operational in January.
- ❖ After reviewing the responsibility criteria for the apparent low bidder on the Early Learning Center – Phase 1 project, this bidder was disqualified. Because costs associated with the next lowest bidder are greater than funds allotted for the project, the project team will review and revise the documents for value engineering opportunities and any possible reductions in the scope of the work. Once this is complete the project will be re-bid in January. After bids are received and a contractor identified, the construction schedule will be finalized.

- ❖ Programming and schematic design for the STEM Building continues on schedule.
- ❖ The College and the City of Vancouver have reached agreement on the City-funded installation of a High-Intensity Activated Crosswalk (HAWK) pedestrian crossing signal at the current crossing next to the entrances of the Red 1 and Yellow 1 parking lots on Fort Vancouver Way. This signal should provide a safer crossing by improving motorist stopping behavior. Construction on this crossing will start this winter.
- ❖ An audit of the College's Information Technology Security Program was performed in November by an independent information technology security auditing firm. The College was found to be in compliance with Washington State Department of Information Services policies and standards, and no findings or recommendations were issued. Washington State agencies are required to perform a comprehensive information technology security audit every three years.

Bob Williamson
Vice President of Administrative Services
December 3, 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/VPA | 2,012,200 | | | | | - |
| 846 Grants - Fin Aid | 306,017 | | | | | - |
| 849 Student Loans | 35,994 | | | | | - |
| 850 Workstudy (off-campus) | (21,695) | | | | | - |
| 860 Institutional Financial Aid 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 12/3/09

December's Budget Status Report will
be distributed at the December 14
board meeting.

Student Affairs
December 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

- ❖ 131 Running Start students have indicated they plan to complete a degree in June or August (subject to confirmation by the Credentials Department). All of these students have met with Running Start staff and have an educational plan in place.
- ❖ The Service Learning Coordinator provided consultation for 89 Running Start students on their community service projects that are required for their culminating projects. Running Start students are required to do 15 hours of community service in order to graduate from high school. In addition, she conducted two Running Start group orientations to a total of 77 RS students on October 14 and November 19 to discuss their culminating projects, required forms and procedures, and provided information on how to find a volunteer opportunity.

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 financial aid office has served 8,814 students and awarded \$39,330,086 through the end of November. This compares to 4,544 students that were awarded \$27,982,209 in November 2008.
- ❖ The Assessment Center utilized 1,126 COMPASS test units during the month of November compared to 752 units utilized in November 2008. In addition, staff administered GED testing services to 155 examinees during November 2009 compared to 131 in November 2008.
- ❖ The Running Start Associate Director assisted 41 RS students on November 5 and November 9 at Columbia Tech Center (CTC) with submitting their forecast forms for winter quarter.
- ❖ The Service Learning Coordinator led three *Penguins in the Community* volunteer activities with the Service & Leadership in the Community program for students on October 15 (Hazel Dell Community Garden), November 4 (Americans Building Community) and November 12 (Furry Friends). A total of 49 students participated in these service events. The program provided transport to the community organizations, offering an accessible volunteer experience.

Foster a Diverse College Community

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

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

Progress

- ❖ The Multicultural Retention Manager and the Peer Mentors contacted students of color who received Academic Early Warning (AEW) letters for fall quarter by telephone and email. Thirty-nine students of color received AEW letters during the third week of the quarter; 96 students received letters during the fourth week; and 67 students received letters during the fifth week.
- ❖ The Multicultural Retention Manager in coordination with the Native American Month Planning Committee conducted four events to celebrate the Native American Indian Heritage Month during the month of November. The month kicked off on November 2 with the opening ceremonies that featured songs and prayers by Sam Robinson and the Chinook Tribe along with the Northwest Indian Veterans Association (NIVA) presenting the colors. Approximately 30 people attended the event. On November 4, guest speakers Elaine Miles, Sam Robinson, and Larson Kalama, Sr. conducted a presentation on Cultural Living in an Urban Setting to approximately 150 participants. Continuing the month of events, Shanawa Littlebow gave a presentation of his poetry on November 12 to approximately 105 attendees and discussed his participation as a member of the Longest Walk that spanned from coast to coast to provide native American awareness. In addition, the Apache Crown Dancers of Chemawa School provided entertainment. As part of the closing ceremonies on November 30, Sam Robinson conducted a presentation on the Restoration of the Chinook Tribe followed by a fashion show of the POW WOW Regalia from the Native American Community, and NIVA retired the colors. Approximately 210 fried bread Indian tacos were served at this event.
- ❖ The Multicultural Retention Manager, along with five other Clark participants, attended the Faculty and Staff of Color Conference in Spokane on November 4-6. Highlights of the conference included a President of Color Panel, speaker presentations by damali ayo and Raymond Reyes, and multiple workshops to include an executive workshop for people of color, a session on becoming innovative, and a workshop to assist in the recruitment for students of color. There were approximately 200 conference participants from Washington.
- ❖ The Associate Director of Student Recruitment and the ESL/Latino Outreach Coordinator attended the 2nd Annual Latino College fair for the North Clackamas School District in Oregon on November 19. This event was conducted in both Spanish and English and was well attended by students and their families. In addition, the ESL/Latino Outreach Coordinator represented Clark College at the Commission on Hispanic Affairs meeting in Bellevue on November 13-14. The educational committee discussed strategic planning with local school districts to increase Latino enrollment and retention in public schools.
- ❖ The International Recruitment Manager traveled to Japan on a recruiting trip to visit schools, agents and potential students during November 2-12. She also presented dignitaries in Joyo City, Japan with invitations to Clark College's Sakura Festival to be held on April 22, 2010.
- ❖ The International Education Week Committee, sponsored by the Office of International Programs and Multicultural Student Affairs, celebrated International Education Week on November 16-20. Events included presentations by the following guest speakers: Susanne Peterson - Tibetan Nuns Project; Clark faculty Dr. Anita Fisher - A Journey to Turkey; Clark student Curtis Townsend -

Service Learning Abroad in Nicaragua; CEO and LEAD International Mike Blondino – Making Africa a Land of Opportunity; Clark international student from Senegal, West Africa Daniel Diatta – At Home in Two Worlds; and Clark faculty Dr. Julian Nelson – Studies in Berlin. The week long events also included entertainment performances from around the world, three film documentaries, and a Language Appreciation Day/International Organization Fair that was attended by over 300 students, staff, and community members.

- ❖ The Service Learning Coordinator facilitated an orientation for Students in Service Site Supervisors on October 13. The orientation provided an overview of the Students in Service program, required forms and procedures as well as their expectations as site supervisors. All eight attendees reported that the session was very useful. In addition, she coordinated the annual Make a Difference Day Nonprofit Volunteer Fair on October 22 which provided opportunities for students to learn about volunteering with local community-based organizations. Representatives from 28 non-profit agencies participated in the fair and 1,288 students attended the event.

Respond to Workforce Needs

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

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

Progress

- ❖ Student Recruitment and Career & Employment Services staff attended the Engineering Career Symposium on November 16 sponsored by the Southwest Washington Workforce Development Committee (SWWDC). Clark's participation further strengthened our relationship with SWWDC and opened possible partnerships in addition to the opportunity to network with conference attendees, employers and jobseekers in the engineering field.
- ❖ Career & Employment Services staff attended the quarterly Dialogue for Democracy event at Evergreen State College on November 20. The meeting brought service-learning staff together from four colleges within the shared Congressional District to discuss ways to collaborate on our efforts and report on successful projects coordinating on our respective campuses.

Enhance College Systems

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

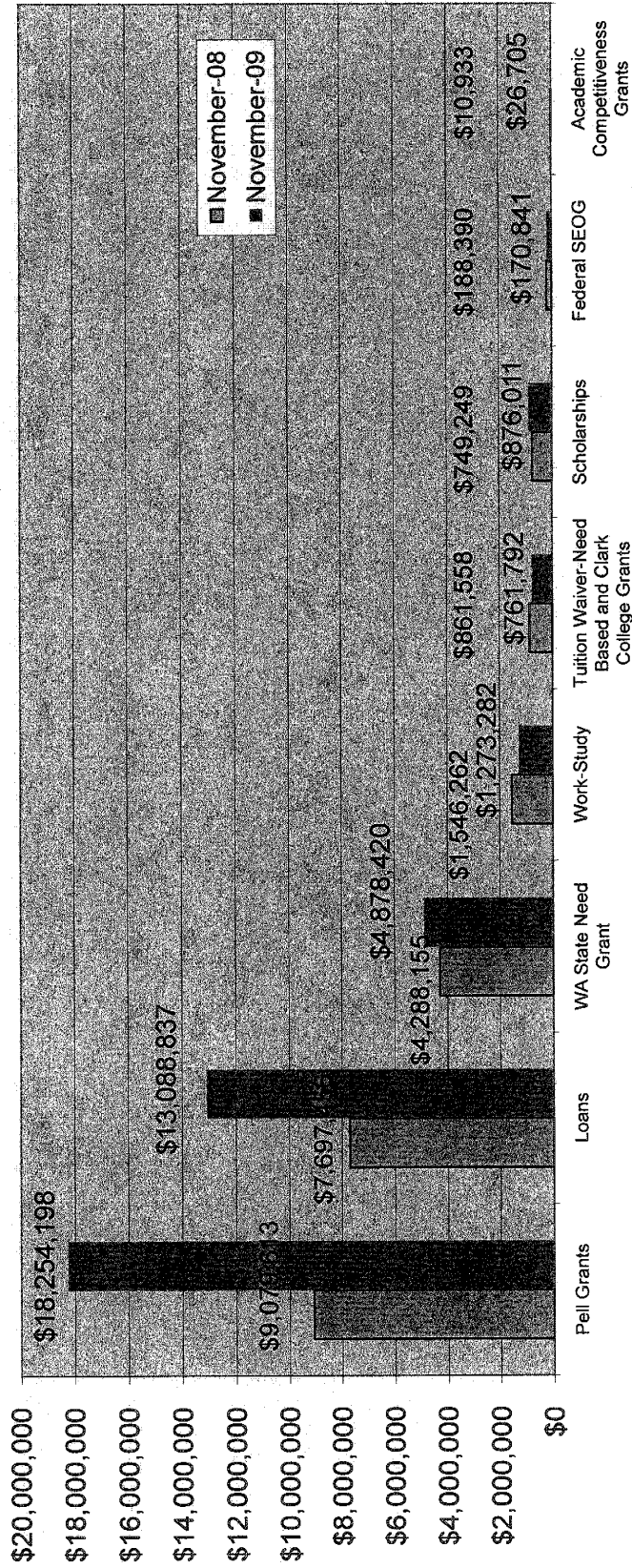
- Improve college infrastructure to support all functions of the college.
- Develop and implement an effective advising system to enhance student success.
- Seek alternate resources, such as grants, philanthropy, and partnerships to fulfill the college mission.
- Refine, communicate, and implement a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

Progress

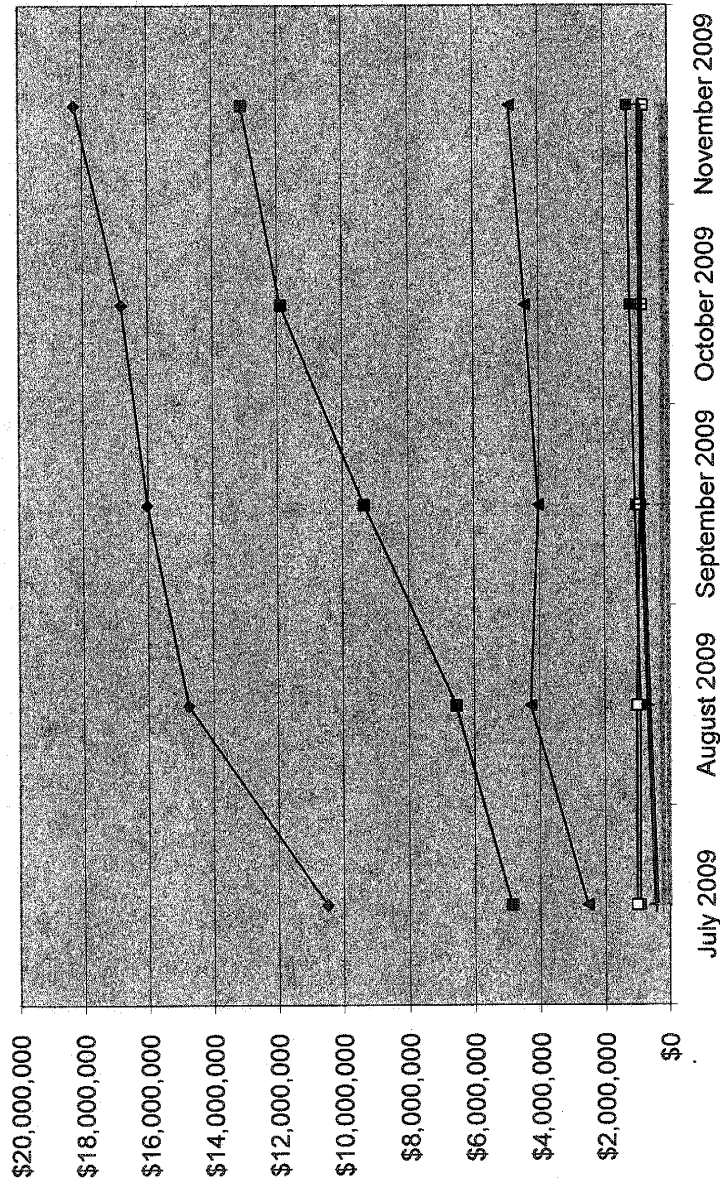
- ❖ The Student Life Program Manager met with the Student Affairs Generalist and Building Manager at CTC on November 10. The meeting offered an introduction to Student Life programs and how they can benefit the students at CTC. In addition, the Student Life Program Manager and the Human Resources Program Coordinator conducted an Environmental Health and Safety Building walk-through on November 25 designed to identify safety concerns in the Penguin Union Building, Gaiser Student Center and the Library.
- ❖ The Advising office surveyed 250 students to determine the quality of their advising experiences throughout November. In addition, 93 RS students have completed a survey about advising services in the RS office, similar to the survey completed in the Advising Center. The results of both surveys will be available in December.
- ❖ The Advising Department presented a restructuring proposal at the President's Executive Cabinet on October 27 and then shared it with Instructional Council on November 18. Both groups praised the proposal and indicated they felt it would improve advising services to students. The first phase of the departmental restructuring is scheduled to begin in January 2010.
- ❖ The Advising Task Force was reconvened on November 10 to continue working on the draft Advising Plan in hopes of finalizing it by the summer of 2010. The Task Force is comprised of individuals from across campus and focuses on the advising system for all Clark students.
- ❖ The Club for Social Action was successful in their yearlong effort to acquire environmentally responsible eating utensils in the college's cafeteria. EcoWare, provides an optional compostable and biodegradable alternative to plastic eating utensils. The Club for Social Action coordinated a Ribbon Cutting Ceremony on November 16 to introduce the new product where President Bob Knight, the Club for Social Action president Mina Han, and Culinary Arts instructor George Akau did the honors of cutting the ribbon.

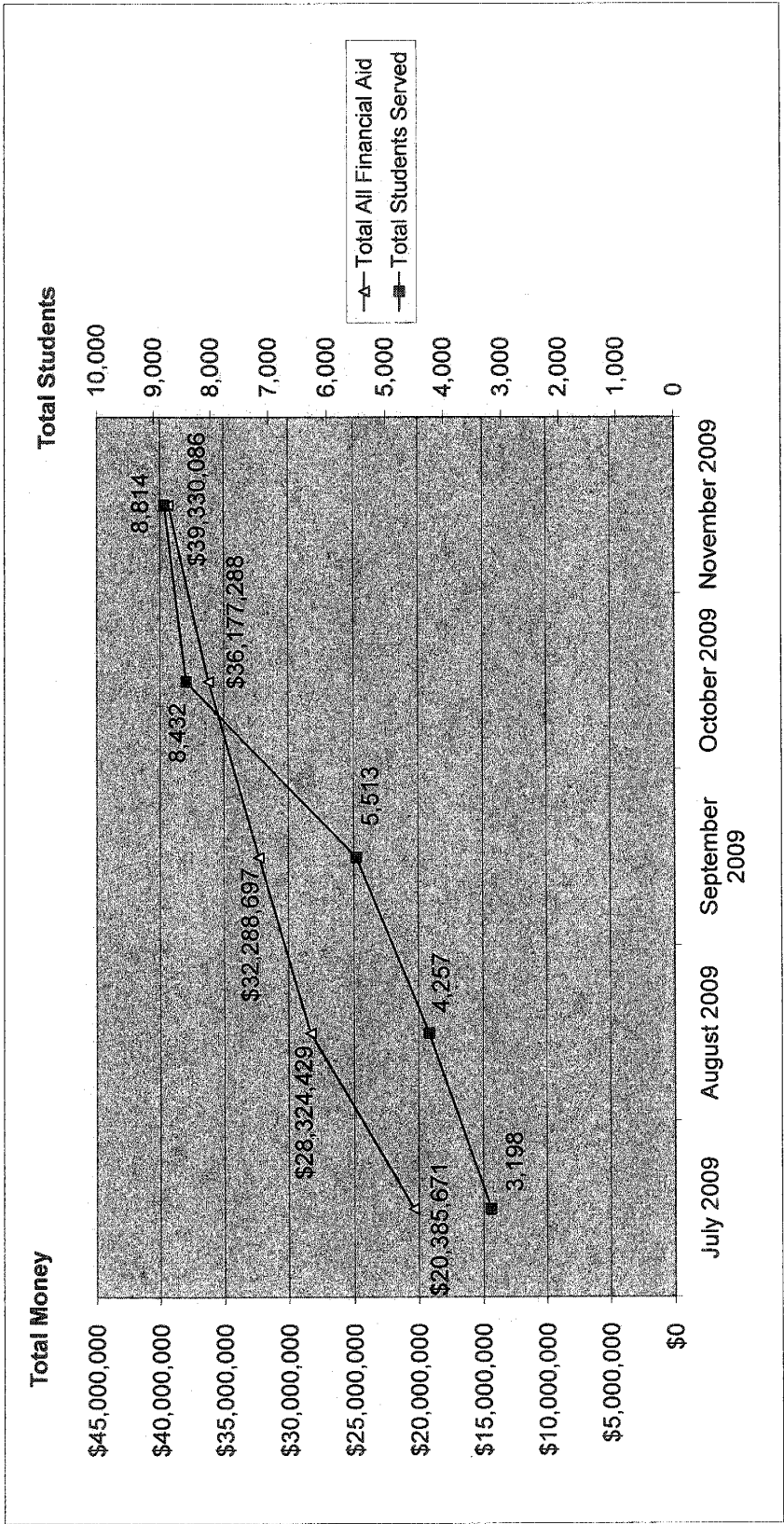
Ted Broussard, Interim Associate Vice President and Dean of Student Success & Retention
Alex Montoya, Interim Associate Vice President and Dean of Enrollment Services
December 3, 2009

**Comparison Chart
November**

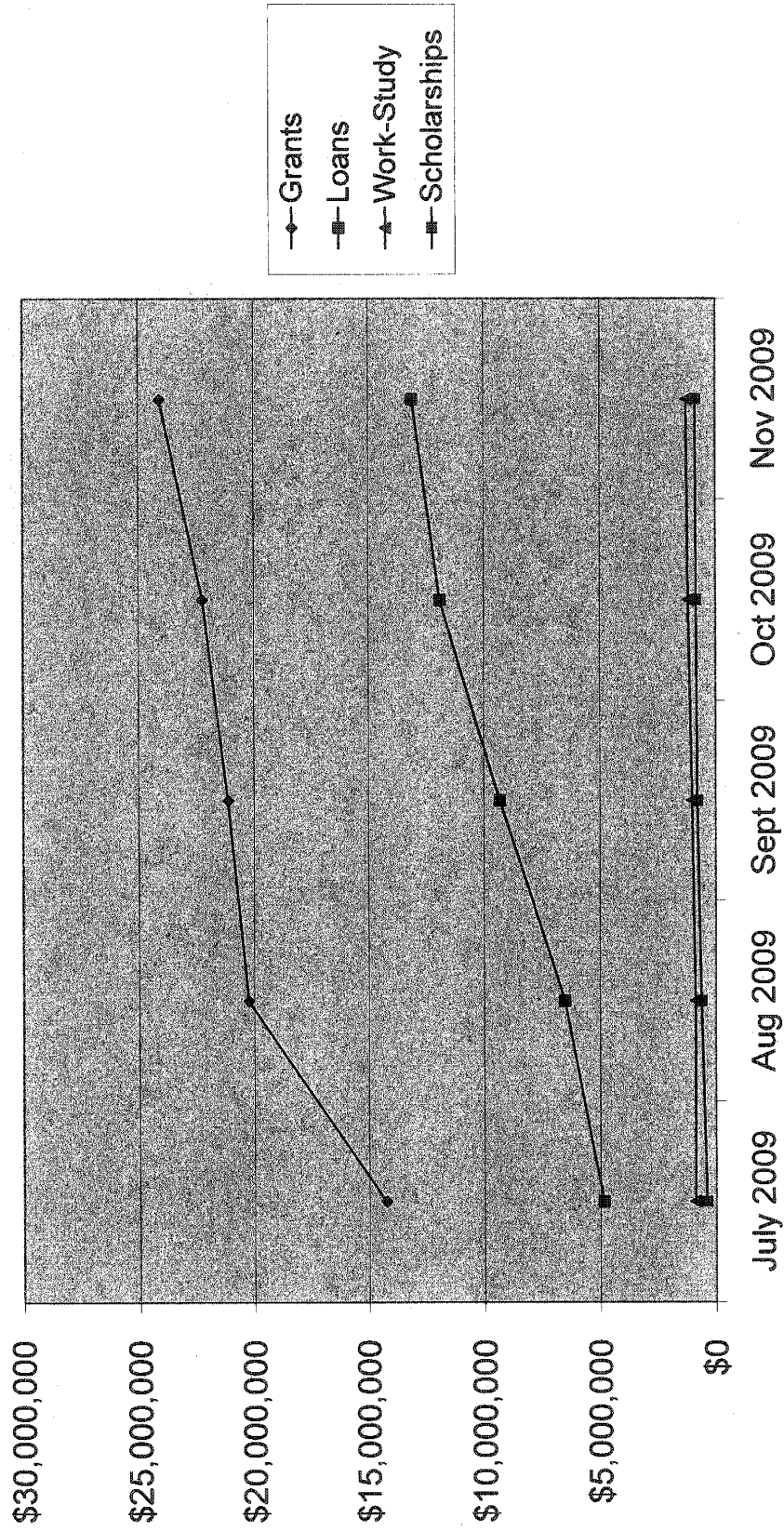


09-10 Financial Aid Stats





09-10 Funding Types



Human Resources Board Report December 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

- ❖ Through partnership with faculty member David Kosloski, Employee Development provided Public Speaking, Start to Finish! on 11/18/09.
- ❖ In November Employee Development served 92 employees by providing 412 contact hours of development. This included sessions on college processes, technology, supervision, leadership, and public speaking.

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

- ❖ Smart classroom training is now available online. This is in addition to implemented online Academic Early Warning training. Work has commenced on an online van training program.

Foster a Diverse College Community

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

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

Progress

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

Hannah Abraham-Shea was appointed to the full-time permanent administrative position as Associate Director of Basic Education effective December 16, 2009. Hannah has a BA and MA in English/Rhetoric from Northern Arizona University, and a PhD in Post Secondary Adult Education from Capella University. She has previous work experience with Trinidad State Junior College, Southwestern Oregon Community College and Clark College.

Kenneth Gifford was appointed to the full-time permanent classified position as Custodian 1 in Facilities Services effective November 9, 2009. Kenneth has an AAS in Math from Tacoma Community College and previous work experience with BP Oil, Papa Johns, Conoco Phillips, Dollar Tree, Cain Petroleum and Clark College.

Zachery Klausman was appointed to the full-time permanent classified position as Custodian 1 in Facilities Services effective November 8, 2009. Zachery has previous work experience with Securitas, U.S. Security Associates, Thunder Carwash, Kelly Services and Clark College.

Russell Reeder was appointed to the full-time temporary classified position as Custodian 1 in Facilities Services effective November 9, 2009. Russell has previous work experience with Daystar Windows and Doors, Alpha Iron, Ross Dress for Less and Clark College.

Nicole Rogers Marcum was appointed to the full-time permanent classified position as Budget Analyst 3 in the Office of Instruction effective December 7, 2009. Nicole has a BS in Business/Accounting from Western Oregon University and an MBA in Finance/Technology from Washington State University. She has previous work experience with Northcentral University, Clark College, Custom Edge, Inc., CTR Business Systems, and Western Oregon University.

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

- ❖ EHS worked with Environmental Health and Safety Committee representatives to conduct hazard identification inspections throughout the college. This work will continue through winter quarter.
- ❖ Proposals for college-wide glass recycling and composting were submitted to Facilities Services for review.
- ❖ EHS held a block foam recycling event that attracted over 300 participants and collected over 2000 pounds of block foam.
- ❖ WPEA Labor Management Committee met on November 19, 2009. Items discussed included: Radon update, Gaiser Hall HVAC, Threat and Violence Policy, Time and Leave Reporting, Associate Vice President of Human Resources position and Overtime-eligible Status.

- ❖ The Time and Leave Reporting System implementation is proceeding successfully. 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. The next phase of implementation is to add hourly employees to the system; this process will begin in January.

Katrina Golder
Associate Vice President of Human Resources
December 3, 2009

HUMAN RESOURCES EMPLOYEE REPORT
December-09

| Employee Name | Position | Effective Date | Department | Status | FT - PT % | New - Replacement |
|--------------------------------------|--|----------------|-----------------------------------|------------|---------------------|-------------------|
| APPOINTMENTS/REALLOCATIONS | | | | | | |
| Hannah Abraham-Shea | Associate Director of Basic Education | 12/16/09 | Basic Education | Admin | Full-time | Replacement |
| Christy Campbell | Fiscal Analyst 2 | 8/12/09 | Accounting Services | Classified | Full-time | Reallocation |
| Kenneth Gifford | Custodian 1 | 11/9/09 | Facilities Services | Classified | Full-time | New |
| Zachery Klausman | Custodian 1 | 11/8/09 | Facilities Services | Classified | Full-time | Replacement |
| Russell Reeder | Custodian 1 | 11/9/09 | Facilities Services | Classified | Full-time Temp | Replacement |
| Nicole Rogers-Marcum | Budget Analyst 3 | 12/7/09 | Office of Instruction | Classified | Full-time | Replacement |
| RETIREMENTS/RESIGNATIONS/SEPARATIONS | | | | | | |
| Rondi Felton | Administrative Assitant 2 | 11/4/09 | Operations and Auxiliary Services | Classified | Full-time | Resignation |
| Erica Schwenneker | Communications Specialist | 12/18/09 | Communications and Marketing | Classified | Full-time | Resignation |
| Bill Wheeler | Engineering Professor | 6/18/10 | Engineering | Faculty | Full-time | Retirement |
| VACANT POSITIONS RECRUITING | | | | | | |
| | Position | Closing Date | Department | Status | FT-PT % | New - Replacement |
| | Administrative Assistant 2 | 11/30/09 | Operations and Auxiliary Services | Classified | Full-time temporary | New |
| | 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 |
| | Bookstore Buyer | 12/17/09 | Bookstore | Classified | Full-time | Replacement |
| | 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 | FT Temp* | Student Affairs | Admin | Full-time | Replacement |
| Associate Dean of Nursing | | Instruction | Admin | Full-time | New |
| Chemistry Instructor | | STEM - Chemistry | Faculty | Full-time TT | Replacement |
| Computer Science Instructor | | STEM - Computer Science | Faculty | Full-time TT | Replacement |
| CTEC Instructor | | Business and Technology | Faculty | Full-time | Replacement |
| Director of Athletics | FT Temp* | Student Affairs | Admin | Full-time | Replacement |
| Director of Nursing | FT Temp* | Instruction | Admin | Full-time | Replacement |
| Electronics Instructor | | Business and Technology | Faculty | Full-time | Replacement |
| Fiscal Technician 3 | | Business Services | Classified | Full-time | Replacement |
| Health and Physical Education Instructor | FT Temp* | Health Sciences | Faculty | Full-time TT | Replacement |
| Information Technology Specialist 3 | | Computing Services-Telephone | Classified | Full-time | New |
| Instruction & Classroom Support Technician | | Culinary Arts | Classified | Full-time | Replacement |
| Nursing Instructor | FT Temp* | Health Sciences | Faculty | Full-time TT | Replacement |
| Vice President of Student Affairs | | Student Affairs | Admin | Full-time | Replacement |

*Position currently filled as full-time temp
 OUF-Open Until Filled TT = Tenure Track
 Clark College Human Resources
 12/04/09

Planning and Effectiveness December 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

- ❖ Due to the record enrollments this fall and questions about college preparedness, President Knight requested information about the level of withdraws this quarter as opposed to previous fall quarters. It was found that a higher proportion of enrollments withdrew from classes this fall (2009) than last fall (2008); however, a smaller proportion of enrollments withdrew this fall than in years previous to last year (2008).
- ❖ Assisted Student Life and Multicultural Student Affairs and Counseling with their operational plan.

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

- ❖ Provided unduplicated count of students benefitting from Adult Literacy Tutors (296).
- ❖ Provided the Math department with data to assist in schedule planning to ensure classes are being offered in the sequence needed by students.
- ❖ A discussion was held with Library and eLearning regarding Clark College’s involvement in the Washington Student Completion Initiative which consists of four individual projects. Following the meeting, a one-page information document each for the Open Course Library Project and for the Developmental Math project have been developed and distributed to the Deans. The Deans will circulate these documents to their faculty inviting them to participate in these two projects within the initiative.

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

- ❖ Facilitated two focus groups with the Cultural Pluralism Committee. The results of the focus groups will be used to develop measureable outcomes for the Diversity Plan.

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

- ❖ Projects are being negotiated and proposals are being developed for the next batch of ARRA (5809) money from Southwest Washington Workforce Development Council. Along with Instruction and Corporate and Continuing Education, we are currently exploring the possibility of developing approximately 8 to 10 proposals (6 from Instruction and 3 - 4 from C&CE.) The minimum amount of funding available is \$400,000.
- ❖ A workforce training proposal by Corporate and Continuing Education for the Department of Defense Manufacturing 21 grant has been reviewed and changes have been made according to the guidelines.
- ❖ Various workforce programs have requested and received data about job projections for the future, e.g. American Sign Language Interpreter.

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

- ❖ Significant progress was made on the scorecard report. The scorecard was presented and critiqued at Executive Cabinet (EC) meetings. In addition, feedback about the scorecard was solicited and received from the college community through email and survey at College Council. The Scorecard Workgroup was reconvened to recommend scores of each indicator presented on the scorecard. The product was presented to EC and preparations are being made to present the report to the Board of Trustees.
- ❖ Associate VP attended the Federal Funding Symposium and Grant Workshop hosted by Senators Cantwell and Murray.
- ❖ Associate VP attended the Northwest Commission on Colleges and Universities Accreditation Standards Revision Regional Meeting which provided an opportunity for discussion on the final version of the revised accreditation standards prior to a vote of the membership later this year.
- ❖ Associate VP attended the Governor's State Budget Presentation which included: the scope of current budget problems; issues that limit the Governor's flexibility developing budget alternatives; key statistics and information, including the Nov. 16th Revised Revenue Forecast; and information on the budget process
- ❖ Associate VP attended the annual Legislative Outlook Breakfast which provided the opportunity to meet with local legislators, learn about their priorities and ask questions.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
December 2009

Corporate & Continuing Education December 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

- ❖ Todd Oldham attended the DevLearn 2009 e-learning conference in San Jose, CA November 10 - 13, 2009. The four-day conference attended by over 1,300 e-learning professionals focused on design, development and management of corporate oriented e-learning programs.
- ❖ On December 15, JoAnn Ames, Polina Kozhemyakin, Janet Owens and Jennifer Ward are attending a one-day Business Writing Basics for Professionals workshop in Portland, OR.

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

- ❖ Corporate & Continuing Education’s winter quarterly class schedule “Explorations” was mailed to 122,000 residents of Clark County on December 1, an increase of 5,000 over 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

- ❖ Corporate & Continuing Education has submitted a \$75,000 proposal to Workforce Systems Inc. to fund Lean Six Sigma training for a consortium of six manufacturing companies in Southwest Washington and Portland. The competitive grant is to support organizations that are a part of the US Department of Defense supply chain.
- ❖ Corporate & Continuing Education has received an additional \$86,960 in American Recovery and Reinvestment Act (ARRA) stimulus funds through the Southwest Washington Workforce Development Council to develop and deliver two Project Management programs to begin winter quarter. Two additional ARRA programs have been proposed: Certified Six Sigma Black Belt Training Program and Health Informatics Training Program for IT Professionals.
- ❖ Forty students have successfully completed the prerequisite courses for the Physical Therapy Aide and Cardiovascular Tech programs funded through ARRA. The Cardiovascular Tech program began on November 30th and the Physical Therapy Aide program on December 7. Both programs are at maximum enrollment.
- ❖ The second Fire Academy cohort graduated 16 recruits on December 10, in the Corporate Learning Center at CTC.

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

- ❖ Todd Oldham and Randy Blakely CTC Building Administrator gave a presentation on Clark College programming at CTC at the East Vancouver Rotary luncheon on November 17.
- ❖ On November 18, Todd Oldham gave a presentation at the Southwest Washington Workforce Development Council board meeting on Corporate & Continuing Education's Dental Assisting and Weatherization programs funded through the American Recovery and Reinvestment Act.

Todd Oldham
Executive Director
Corporate & Continuing Education
December 3, 2009

Communications and Marketing December 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 winter quarter 2010 issue of *Clark College Connections* was delivered throughout the college’s service district on Nov. 14. In addition to offering information on Clark’s winter quarter class offerings, *Connections* included articles highlighting the college’s role in and future plans for STEM education in Southwest Washington, as well as its role in the Computer Reuse, Education and Marketing (CREAM) partnership; the opening of Clark College at Columbia Tech Center; and profiles of Clark’s 2009 Exceptional Faculty and Exceptional Classified Staff award recipients. Work is now underway on the spring 2010 issue of *Clark College Connections*, which is scheduled to be published on Feb. 16, 2010.
- ❖ At the Nov. 2 meeting of the Instruction/Marketing/Recruitment planning committee, Erica Schwenneker, Clark’s academic deans and the college’s recruitment director discussed considerations for reprinting the 2008-2010 academic catalog to extend its usage into the 2010-2011 academic year.
- ❖ Marketing Director Brian Scott and Communications Specialist Erica Schwenneker attended the Nov. 12 meeting of the Greater Portland Postal Customer Council. The session featured presentations by members of the Portland district of the United States Postal Service and included current information for postal customers and discussions of plans for the future.
- ❖ Webmaster Chris Concannon and Web Specialist Tahnya Huneidi completed a week of SharePoint training via webinar. In simple terms, SharePoint is an information portal that can be configured to run Intranet, Extranet and Internet sites. When implemented, it will allow individuals and teams across the college to collaborate and connect.

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

- ❖ Communications and Marketing team members coordinated the revision and update of information for winter quarter 2010 (admission and registration dates, evening class meeting schedule, final exam schedule and mail-fax registration form) on the college Web site.
- ❖ Marketing and recruitment efforts for winter quarter have begun under the guidance of Director of Marketing Brian Scott. Advertising has been placed for the following: the 2-day-a-week AA programs at CCW and CTC (the first time they have been jointly promoted), evening winter classes at CTC (the first time that college credit and CCE non-credit classes have been jointly promoted), and open registration for winter quarter which begins December 17. A new cable television and 30-second radio commercial have been developed in support of the CTC evening class promotion. They are scheduled to begin airing on December 7. The winter enrollment marketing campaign will run through the first week of January.
- ❖ Working with Director of Marketing Brian Scott, Lead Graphic Designer Wei Zhuang designed three separate newspaper ads to increase awareness of credit and non-credit courses available at Clark College at Columbia Tech Center. The ads will run in *The Columbian*, *The Oregonian*, and the *Camas-Washougal Post Record*.
- ❖ Print advertising to support the college's Financial Aid Information Night on December 2 ran in the *Columbian*, the *Camas-Washougal Post-Record* and the *Battle Ground Reflector* newspapers. Web advertising also appeared on the college's Web site home 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

- ❖ Barbara Kerr worked with Jody Shulnak and Lorraine Leedy to coordinate publicity efforts (media, Web, eNews alerts) for International Education Week activities. She also worked with the AIS student organization to support their publicity efforts for Native American Heritage Month activities at Clark College.
- ❖ Graphic designer Wei Zhuang designed the 48th Annual Jazz Festival Program.
- ❖ Erica Schwenneker attended events in support of Service Learning and International Education Week, including the unveiling of ecoware in the Clark food court, the Mental Health Monday presentation by Dr. Bounsang Khamkeo, and "At Home in Two Worlds: Senegal," a presentation by Clark student Daniel Diatta. She also attended the Columbia Writers Series event featuring Clark professor Dr. David Oates.

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

- ❖ Erica Schwenneker, Tahnya Huneidi, and Barbara Kerr met with Danette Randolph to discuss communication projects relating to Clark College at Town Plaza and Workforce Education. Planned projects include new Web areas, an article in the spring 2010 schedule, and fresh photographs for all new materials.
- ❖ Brian Scott attended the annual meeting of the Columbia River Economic Development Council (CREDC). CREDC reported that it successfully attracted seven major economic development investments during 2009. Their 2010 focus will include renewable energy and solar initiatives.

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

- ❖ Communications Specialist, Erica Schwenneker published two issues of *Clark 24/7*. Featured articles included: Clark's Weekend Degree program, the 2009-2010 Faculty Speaker Series, planning for the 2010 Noel-Levitz Student Satisfaction Inventory (SSI), the college's Community Pride Design Award (for CTC), suicide prevention among America's veteran population, and the college's participation in Make a Difference Day. She is currently writing and editing of articles for fall 2009 issue of *The Clark Journal*. Articles will highlight the college's update of its strategic plan and a look at what it means for Clark to be a multi-site college.
- ❖ Graphic Designer Pat McDonald continues work for the 2010 Women of Achievement ceremony. Projects under review are the invitation envelope, RSVP card, program design and Web ad.
- ❖ Partnering with Daniel Lee and Barbara Kerr, Wei Zhuang designed a brochure to help the foundation's fundraising efforts for Clark's Early Child Education program.

Barbara Kerr, APR
Executive Director of Communications and Marketing
December 3, 2009

Foundation
December 2009

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 Washington Higher Education Coordinating Board (HECB) and other organizations in the state have partnered together to bring The WashBoard to college students. This new website will allow students to create profiles and receive information and applications for scholarships for which they qualify. This free service will hopefully allow students to find more scholarships that they qualify for and help organizations advertise and receive more applications. As part of our expanded marketing efforts, the majority of the Foundation's scholarships will be posted on this site. Clark College was recognized as one of the first colleges in the state to begin loading our application. The site should be live for students in December.
- ❖ Giving thanks cards were mailed in November and featured the art of Clark College Art student Annie Knight. Annie states, "My piece, named 'Thanksgiving Harvest,' reflects my love for the changing colors that herald autumn's onset and my feelings of gratefulness for the abundance in my life." These cards were sent to over 1,500 individuals and many were personally signed by President Bob Knight and Foundation staff members.
- ❖ Volunteer support is critical to the success of any nonprofit entity and we are proud to announce that over 35 volunteers have invested nearly 1,000 hours with the Foundation during fiscal year 2009-10 to insure the various mailings are produced efficiently and cost effectively. These hours equate to roughly \$20,370 in valuable support (according to the independent sector, value of volunteer hour in WA is \$20.37)!
- ❖ Clark College's annual employee giving campaign began in November. To date, 109 employees (College and Foundation) have participated in the "Everybody Gives, Everybody Gains" campaign. Total giving is currently \$20,100 with more coming in every day. This number will continue to grow as many of the donations will be made throughout the year via payroll deduction. Our appreciation goes out to the twelve-member college committee, made up of faculty, staff and administrators, that created and supported this wonderful campaign.
- ❖ Cultivation activities continue to grow as over 530 substantive contacts have been made with donors and prospective donors this fiscal year. Activities are primarily focused on comprehensive one-on-one visits in an effort to maintain and strengthen the bonds with Clark College.

Upcoming activities:

Holiday gift deliveries – This November and December Foundation staff are visiting approximately 175 individuals and greeting them with “holiday bread” specially made for them by the Culinary Arts Bakery students.

End of Year Appeal – In early December, approximately 46,000 individuals will receive the end of year appeal via mail or e-mail. The appeal highlights the value of education and the difficulty in offering this opportunity when costs are rising and State support continues to decline. The need is compelling and the time is now to support a student’s life and our community’s future.

Lisa Gibert
Foundation President/CEO
December 3, 2009

FIRST READING

GIFT ACCEPTANCE POLICY

I. ACCEPTANCE OF GIFTS

Clark College Foundation may accept gifts which are in conformity with this Gift Acceptance Policy and are

- for programs, services and purposes consistent with its mission, purposes and priorities;
- compatible with the mission of the College and its individual programs;
- in compliance with the Internal Revenue Code, as amended, and other federal statutes, regulations, rulings, or court decisions that stipulate the conditions under which contributions can be tax favored;
- in compliance with the laws and regulations of the State of Washington; and compatible with the Foundation's tax-exempt status.

II. PERSONS AUTHORIZED TO ACCEPT GIFTS

The Foundation and the College are legally obligated to adhere to the terms and conditions of every gift. It is the responsibility of Foundation staff and Board members to critically evaluate every potential gift in relation to this Gift Acceptance Policy. The Foundation's Board of Directors shall, through the Foundation's President/CEO or other individuals as the Board may designate, accept all philanthropy to the Foundation, provided such gifts are in conformity with the Foundation's Gift Acceptance Policy, as approved by the College's Board of Trustees.

III. DEFINITIONS AND REQUIREMENTS

A. COMPLETED GIFTS

A gift is completed (for the purposes of this policy)¹ when the asset has been accepted and it is not subject to any split interest provisions. From this point, the gift is wholly charitable and the donor has no direct decision making power regarding the disposition of the gift (provided, any endowment or gift agreement between the donor and Foundation shall remain in effect). Such gift must be held for the exclusive benefit of the College or for payment of the reasonable administrative expenses of the Foundation (hereinafter "Exclusive Benefit Requirement").

Exception to the Exclusive Benefit Requirement:

- Donor advised funds that provide benefit for one or more other charities. Such gift must be at least \$100,000; 50% or more must benefit Clark College; and, when aggregated with other similar funds, must not exceed 10% of the total assets held by the Foundation.

¹ Different elements are used in determining completion of a gift for state law purposes or Internal Revenue Code purposes.

B. COMMITTED GIFTS

Committed gifts have been irrevocably dedicated to the ultimate benefit of charity, but are not yet wholly charitable. Such gifts are frequently referred to as split-interest gifts. Examples include a charitable remainder trust, charitable lead trust, charitable gift annuity, or irrevocable trust with a current non-charitable interest and a remainder charitable interest that does not meet the IRC split interest requirements for a charitable income tax deduction (hereinafter "irrevocable trust that does not meet the IRC split interest requirements").

By serving as the trustee or co-trustee of a committed gift, the Foundation is best able to maintain connection with the donor or other income beneficiary. If the Foundation is serving as trustee/co-trustee, the assets are property of the Foundation, but only in its fiduciary capacity. Management of the assets is governed by the trust document or charitable gift annuity contract and state law. Typically, a stream of payments will be paid to the current beneficiary until a specified event or term is completed. At that time, the gift will become completed, and the Exclusive Benefit Requirement (or the exception) will be satisfied.

In order for the Foundation to agree to serve as trustee/co-trustee of a committed gift:

- The original gift must be valued at least \$100,000;
- Clark College must be 50% or more remainder or lead beneficiary; and
- When aggregated with other similar funds, must not exceed 10% of the total assets of the Foundation

In order for the Foundation to enter into a charitable gift annuity contract:

- The charitable gift annuity provisions set forth in this policy (see Section VIII.E below) must be satisfied;
- The minimum amount of the charitable gift annuity contract must be at least \$5000, unless approved by the Executive Committee, and the remaining contract amount must satisfy the Exclusive Benefit Requirement after the annuity obligation is paid in full.

C. EXPECTANCIES IN TRUST OR OTHERWISE

Specific bequests in wills and revocable living trusts and beneficiary designations in a retirement plan, IRA, life insurance policy, or annuity, are examples of expectancies in trust or otherwise. Each arrangement is revocable and it will provide charitable benefit only upon a death or other event. The Foundation may serve as co-trustee with the donor (e.g. the trustor of a revocable living trust) or an institution that is authorized to provide fiduciary services, in accordance with the same limitations set forth above for serving as trustee of a committed gift, except the minimum dollar threshold is increased to \$1 million. While the plan is revocable, the Foundation does not recognize the gift. When the gift becomes complete, the Foundation records receipt of the assets and the Exclusive Benefit Requirement (or the exception) shall be satisfied. If an

Expectancy becomes a Committed Gift upon the occurrence of an event (e.g., death of donor), then the Exclusive Benefit Requirement will not be satisfied until the arrangement becomes a Completed Gift upon the occurrence of a subsequent event (e.g., death of a non-charity beneficiary).

D. SIMILAR FUNDS

The term "similar funds" shall mean the total of all assets that are in the following categories:

- Completed gifts that are exceptions to the Exclusive Benefit Requirement.
- Committed gifts when the Foundation is serving as trustee.

E. TERMS

- "Board" means the Foundation Board.
 - "Executive Committee" means the Foundation Executive Committee.
 - "President/CEO" means the Foundation President/CEO.
 - "IRC" means Internal Revenue Code of 1986, as amended.
 - "Completed Gift" means a transfer that is irrevocable, accepted by the Foundation and is used for wholly charitable purposes. Such gift may be outright, in trust or otherwise and may (or may not) be subject to terms and conditions.
 - "Committed Gift" means a transfer that is irrevocable, accepted by the Foundation and non-charitable and charitable beneficiaries each hold an interest (e.g., charitable remainder trust wherein a non-charitable beneficiary holds the present interest and the charitable beneficiary holds the remainder interest). In addition, such gift will be in trust or otherwise and will be subject to terms and conditions. Such gift will become a Completed Gift upon the occurrence of an event (e.g., death of a non-charitable beneficiary).
 - "Expectancy" means a revocable written plan to make a transfer to a charitable beneficiary in the future upon the occurrence of an event (e.g., death of the donor). Upon such event, the expectancy will become a completed gift or a committed gift.
- "Planned Giving Vehicle" means Committed Gift or an Expectancy.

IV. ACCEPTANCE PROCESS

This Gift Acceptance Policy shall be followed when a proposed gift is reviewed and a determination is made as to whether the Foundation should accept the gift and how the gift should be structured to maximize the benefit to both the donor and the College. Foundation staff shall refer proposed gifts to the Foundation Board through its Major and Planned Gifts or Executive Committee as set forth in this policy.

V. CONSIDERATION AND POSSIBLE DECLINATION OF A GIFT

Proposed gifts are to be evaluated regarding costs and resources required to administer the gift, feasibility of administration, fit within the intent and scope of the missions of the

Foundation and College, and potential adverse impact of acceptance. If any concerns arise about a potential gift, the Major and Planned Gifts Committee has a responsibility to identify its concerns when the gift is referred to the Executive Committee. The Executive Committee has authority to accept or decline gifts, refer the decision to the full Foundation Board, or refer the decision to the College Trustees.

VI. APPROVAL OF FOUNDATION SERVING AS TRUSTEE OR CO-TRUSTEE

The Board, through the Executive Committee, must approve all appointments of the Foundation to serve as trustee or co-trustee. Furthermore, any Expectancy in trust which is proposed to be accepted by the Foundation after the date of this Gift Acceptance Policy and in which the Foundation will serve as trustee or co-trustee must be approved by the College Trustees before they are accepted by the Foundation. Any irrevocable trust that does not meet the IRC split interest requirements (e.g., testamentary trust that provides discretionary distributions for lifetime of surviving spouse) and is proposed to be accepted by the Foundation after the date of this Gift Acceptance Policy and in which the Foundation will serve as trustee or co-trustee must be approved by the College Trustees before it is accepted by the Foundation.

VII. FEES

A. PROFESSIONAL FEES

It is the policy of the Foundation to seek such professional advice as appropriate for its own purposes to help ensure that it is properly managing aspects of various gifts and planned gift instruments.

Reasonable costs of gift acquisition, such as transaction costs and professional fees, will normally be borne by the donor. When appropriate, the Foundation may also engage legal and other professional counsel to draft documents for a donor's approval and signature when the President/CEO determines that this service is in the best interests of the Foundation. Each donor who receives estate planning documents from the Foundation will also be asked to acknowledge in writing that they have been advised in writing that the Foundation has a conflict of interest relating to the documents and that the donor should seek independent professional counsel to review all documents drafted on behalf of the Foundation.

If a donor secures independent legal or other professional counsel, it is generally inappropriate for the Foundation to pay for such professional services.

B. ADMINISTRATIVE FEES

The Foundation reserves the right to charge an administrative fee or trustee fee on endowment accounts and trusts, where appropriate. The fee schedule will be agreed upon by the donor at the time of the gift. Refer to Appendix III – Trust and Endowment Fee Schedule.

VIII. POLICIES FOR SPECIFIC ASSETS

A. CASH

Cash gifts may be accepted by Foundation staff regardless of the amount without prior approval unless the donor wishes to impose unusual restrictions.

Funds received by the Foundation come from two general sources: (a) donations and (b) payments for fees or merchandise designated for specified accounts. The Foundation agrees to be responsible for and account for, in its own records, all donations wherein the donor names the Foundation as recipient.

B. NON-CASH

1. EQUIPMENT AND TANGIBLE PERSONAL PROPERTY

College personnel who accept a gift that is made to the Foundation of equipment or tangible personal property that will be utilized by the College must adhere to College gift and donation acceptance procedures (Administrative Procedures 415.005) and submit an approved In-Kind Donation Form to the Foundation so the donor can be acknowledged. The property will be immediately distributed to the appropriate department for its use. Ownership of the property will be transferred from the Foundation to the College except for donated property requiring a license, such as autos.

Prior to Foundation acceptance of equipment or tangible personal property to be utilized and retained by the College, approval of the gift must be given by the College President or designee as approved by the President.

The Foundation may accept gifts of equipment or other tangible personal property valued under \$5,000 for its own use with the approval of the President/CEO or designee. Should acceptance create ongoing liabilities for the Foundation or the property be valued above \$5,000, the gift will be referred to the Board through the Major and Planned Gifts or Executive Committees for approval.

Offers of gifts of personal property with the following conditions attached are generally NOT accepted:

- a. Acceptance of the gift involves significant unbudgeted expenses for its present or future use or display, maintenance, transfer, insurance, fees or other costs. Such condition will not apply if the gift itself has the means to support these additional unbudgeted expenditures or if the College President or designee approves of acceptance.
- b. Burdensome academic, technical or service obligations or expenses will be incurred, unless agreed to be supported by the College President or designee.

- c. The gift is made on the condition or expectation that the items will be loaned back to the donor or the donor's designee for life or extended periods of time determined by the donor.
- d. Acceptance or utilization of the property would result in unrelated business income under the tax laws, unless the property can be liquidated favorably.
- e. The donor requires the Foundation to enter into an indemnification agreement.

A form 8283 will be provided to the donor as a courtesy for gifts valued over \$500. If the value of an item or group of like items exceeds \$5,000, the donor must obtain a qualified appraisal and submit an appraisal summary with their tax return to qualify for a deduction. If the Foundation sells, exchanges, or otherwise transfers the appraised property within two years of the date of receipt, a form 8282 will be filed with the Internal Revenue Service.

2. SECURITIES

Publicly-traded securities may be accepted by the Foundation without prior approval unless unusual restrictions are to be imposed by the donor. Closely held securities and restricted securities may be accepted only with approval from the Investment Committee after reviewing possible restrictions, marketability, and tax consequences.

Securities contributed to the Foundation will be turned over to the custodian for holding or selling in accordance with the Foundation's overall investment objectives unless conversion is restricted by the donor or issuer.

Donated marketable securities will be recorded at the average of the highest and lowest quoted selling price on the date received.

3. REAL PROPERTY TO BE HELD FOR EDUCATION RELATED PURPOSES

The Foundation may only accept gifts of real property for education related purposes with the written approval of the College President. Foundation staff shall refer to Appendix I: Real Estate Acceptance Checklist and to College personnel who are appointed by the College President for guidance on the engagement and review of real estate acceptance.

Prior to the acceptance of real property, the Foundation shall secure a qualified appraisal of the property, level I environmental assessment, and a title search. In the event that a level I assessment is not conducted, the President/CEO must indicate such to the Executive Committee. In each case, a preliminary site inspection must be performed by a representative of the Foundation and/or College. This inspection should include observations and evaluation of the adjacent

and surrounding area, and the preparation of a report evaluating the property. The cost of the environmental assessment and the title search may be borne by the donor, but the Foundation may reimburse those costs to the donor if the results of the assessment and search are favorable.

Determination of whether it is in the best interests of the College for title to the property to be held by the College or the Foundation will be made by the College President after consultation with the Foundation. Regardless of which entity retains ownership, once the property has been received, management of the property will be the responsibility of the College. If ownership remains with the Foundation, application will be filed to exempt it from property tax.

4. REAL PROPERTY FOR INVESTMENT PURPOSES

The Foundation may accept gifts of real property for investment purposes subject to the approval of the Board through the Investment or Executive Committees, with the advice of legal or other counsel as appropriate. Foundation staff shall refer to Appendix I: Real Estate Acceptance Checklist for guidance on the engagement and review of real estate acceptance.

Prior to the acceptance of real property, the Foundation shall secure a qualified appraisal of the property, a level I environmental assessment, and a title search. In the event that a level I assessment is not conducted, the President/CEO must indicate such to the Executive Committee. In each case, a preliminary site inspection must be performed by a representative of the Foundation and/or College. This inspection should include observations and evaluation of the adjacent and surrounding area, and the preparation of a report evaluating the property. The cost of the environmental assessment and the title search may be borne by the donor, but the Foundation may reimburse those costs to the donor if the results of the assessment and search are favorable.

Upon acceptance of real property, the Foundation may sell the property at its discretion or hold it until a future date.

5. LIFE INSURANCE

The Foundation may accept gifts of life insurance assets and/or future policy proceeds. The Foundation must be named as both beneficiary and irrevocable owner of a life insurance policy before a policy can be recorded as a gift.

In some cases, the donor may wish to contribute insurance to the Foundation even though the policy is not fully paid up. The donor can name the Foundation as beneficiary and owner, continue to maintain the policy, and receive a charitable tax deduction for the premiums he or she makes to keep the policy in force. If the donor fails to maintain such payments, the Foundation, at its discretion, may continue payments or cancel the policy and collect the surrender value.

IX. POLICIES FOR ACCEPTANCE OF COMPLETED GIFTS

The relevant provisions of Sections III and IV above shall apply to all Completed Gifts, including, but not limited to, donor advised funds that provide for benefit to one or more other charities.

A. OUTRIGHT GIFTS

The Foundation may accept outright gifts without prior Executive Committee approval if the gift complies with policies relating to its asset type and the donor has not imposed unusual restrictions.

B. PLEDGES

Pledges to give assets by a specific future date will be recorded as gifts after written confirmation has been received from the donor. The written confirmation will clearly spell out restrictions, if any, and time frame for the gift. A pledge reminder process that is friendly and personal will be used to maintain relations with the donor. Pledges of gifts-in-kind will not be recorded as pledges. Assets pledged must conform to applicable portions of this policy.

C. DONOR ADVISED FUND

A donor of a completed gift may establish a fund that is held and managed by the Foundation and serves as the “hub” of his or her charitable giving; such fund can provide benefit for charities in addition to the College. Provided, the gift to such fund must satisfy the exception to the Exclusive Benefit Requirement (see Section III.A above). Furthermore, such fund will also be subject to the other relevant provisions of this Gift Acceptance Policy.

- A donor advised fund will be managed in accordance with the agreement between the donor and the Foundation and applicable law.
- The donor advised fund may continue after the death of the donor and the donor may appoint one or more successor advisors.
- The donor will identify the other charities or the other charitable fields of interest and the donor may modify such directions as appropriate.

X. POLICIES FOR ACCEPTANCE OF COMMITTED GIFTS AND EXPECTANCIES

The relevant provisions of Sections III and IV above shall apply to all Committed Gifts and Expectancies.

A. WILLS AND BEQUESTS

Cash and non-cash bequests shall be subject to this policy as applicable. Donor restrictions on the disposal of or use of the property bequeathed shall supersede this policy if the gift is accepted by the Foundation. The Foundation reserves the right to refuse any gift made by a will or bequest.

Foundation staff, to the extent possible will assist donors and/or their advisers in developing language that will best accomplish the donor's objectives. In working with a donor, care should be taken to assure that the donor's bequest will provide meaningful options to the Foundation and/or College and preclude the possibility of having to decline acceptance of the bequeathed property due to overly restrictive conditions attached to the bequest or devise.

B. REVOCABLE TRUSTS

Due to individual circumstances, certain donors may be unable to commit their resources to an irrevocable trust arrangement. In such instances, the donor's objectives, as well as their potential need for capital assets, may be accomplished through the establishment of a revocable trust, which will become irrevocable upon the occurrence of some predetermined event, such as the death of the donor. The Foundation is authorized to act as co-trustee of revocable trusts, subject to the provisions set forth herein (see paragraph III.C and Section VI.

Where the Foundation has fiduciary responsibility for the investment of such trust assets, it shall comply with the general guidelines established for the investment and management of such trust assets. Further, extreme care should be taken to determine donor-specified investment requirements and/or restrictions, and such understanding shall be clearly stated in the fiduciary agreement and acknowledged by the donor. Generally, revocable trust investment policies, above all else, should provide for the preservation of trust corpus which may be needed or demanded at any time by the donor.

C. CHARITABLE GIFT ANNUITIES

A charitable gift annuity contract between the Foundation and a donor provides an opportunity for a senior adult donor to receive a payout (e.g. for lifetime) while also making a partial charitable gift and receiving a corresponding income tax deduction (approximately 50% of the face amount of the annuity contract will qualify as a charitable gift).

The financial obligation of the Foundation is established by the contract and it is paid from the general assets of the Foundation. This results in an arrangement that is simpler to administer than a trust and it is more beneficial and certain (albeit, less flexible) for the donor.

The Foundation may issue charitable gift annuity contracts in any state in which it is registered with the appropriate state agency and in compliance with all applicable rules and laws. The Foundation's obligation to pay the annuity amount is guaranteed and secured by all assets of the Foundation, not merely those exchanged for the annuity contract. Because of this guaranteed obligation, no gift annuity amount shall

be used for the intended charitable purpose and such assets shall remain available until the Foundation's obligation to make annuity payments has terminated.

The minimum amount required to establish a gift annuity contract shall be \$5,000, unless approved by the Executive Committee, and contracts shall be limited to two annuitants. Gift annuity rates are determined based upon the actuarial life expectancy of the named annuitant and shall be in accordance with the proposed rates adopted by the American Council on Gift Annuities. All financial and tax implications shall be delivered in writing to prospective donors prior to execution of the annuity contract.

Refer to Appendix II: Fiscal Management Policy for Charitable Gift Annuities.

D. DEFERRED GIFT ANNUITIES

A deferred gift annuity is identical to a regular charitable gift annuity in all respects except payment of the annuity amount commences at a predetermined future date and the donor's charitable income tax deduction is determined based upon the ages of the annuitants at the time the annuity payments are to begin. The same limitations and restrictions that apply to the regular gift annuity also apply to the deferred gift annuity.

Refer to Appendix II: Fiscal Management Policy for Charitable Gift Annuities.

E. SPLIT INTEREST TRUSTS THAT MEET THE IRC REQUIREMENTS FOR A CHARITABLE INCOME TAX DEDUCTION

See the requirements set forth at Sections III.B and IV.B above, if the Foundation is appointed to serve as a trustee or co-trustee.

1. CHARITABLE LEAD TRUSTS

The Foundation may accept designation as "lead" beneficiary of a Charitable Lead Trust as long as the restrictions on the income do not violate any sections of this policy.

The donor may appoint the Foundation to serve as the trustee or co-trustee. The lead term of the trust shall not be less than 5 years unless approved by the Executive Committee.

2. CHARITABLE REMAINDER TRUSTS

The Foundation may accept designation as "remainder" beneficiary of a Charitable Remainder Trust as long as the restrictions on the remainder do not violate any sections of this policy. The donor may appoint the Foundation to serve as trustee or co-trustee. In addition, the trust may not provide for non-charitable distributions that exceed the lives of two individuals.

The donor must agree to the fee schedule (see Appendix III) and Foundation legal

counsel must review the trust document. Although the non-charitable distribution is determined by the donor, it may not exceed the federally mandated maximum. It is within the President/CEO's scope of authority to reject the proposal following notification of the Executive Committee.

Types

- Charitable Remainder Annuity Trust (CRAT) provides a fixed dollar payment no less than annually.
- Charitable Remainder Unitrust (CRUT). Payment is based on a percentage of the valuation of the trust's assets (at least annually).
- Net Income Unitrust (NICRUT). The donor receives the lesser of the stated percentage payout or the net income earned.
- Net Income Unitrust with Makeup Provision (NIMCRUT). The donor receives the lesser of the stated percentage payout or the net income earned, but if net income is less in a year than the percentage payout, the difference is made up in following years when net income exceeds the payout percentage.
- Flip Unitrust. Donor receives the lesser of net income or the stated percentage payout until January 1 of the year following the triggering event set forth in the trust document, when the trust "flips" to a regular unitrust payout.

F. BARGAIN SALE

The Foundation may enter into a bargain sale agreement subject to approval by the Board through the Major and Planned Gifts or Executive Committees with the advice of legal counsel and subject to the policy regarding acceptance of real property, F.2.e. See Appendix I: Real Estate Acceptance Checklist.

G. RETAINED LIFE ESTATE

A donor can give real property to the Foundation and reserve use of that property for life or a term of years, and/or the lifetime of another resident beneficiary. It remains the responsibility of the donor to pay all expenses (i.e. maintenance fees, insurance, taxes, improvements, repairs, etc.) for the duration of the time that the donor continues to use such real property. The Board through the Major & Planned Gifts or Executive Committees must approve acceptance of all such gifts subject to the policy regarding acceptance of real property, above.

H. LOAN OF PROPERTY

The Foundation may accept loans of tangible personal property (books, paintings, etc.) from a donor for a specified period. The terms of the loan must be clearly stated and mutually agreed upon in a written agreement. An offer of a loan of personal property

to be located on College property will only be accepted with the approval of the College Trustees.

•

XI. GIFT ADMINISTRATION

A. ESTABLISHMENT OF INDIVIDUAL ACCOUNTS

Upon receipt of a completed gift, a separately managed account may be established for any worthwhile purpose that is within the Foundation's mission. A gift or endowment agreement signed by the donor and the President/CEO will be used to establish the account and ensure that it will be administered in accordance with the donor's wishes. Whenever possible, the donor's wishes should be stated in general terms to permit flexibility in distributions.

Several different types of accounts are available:

- Temporarily restricted account funds have donor restrictions that specify what the funds may be used for.
- Permanently restricted (endowed) account funds have restrictions that permit distributions according to the Foundation's Spending Policy, but typically not distribution of principal. Funds released from permanent restrictions are placed into temporarily restricted accounts.

B. ENDOWMENT POLICY

The minimum contribution necessary to establish a named endowment fund is \$25,000. A donor may establish a named endowment for less than \$25,000 providing that the minimum initial contribution is \$5,000 and that donor contributions equal \$25,000 within a five-year period from inception. No distributions will be made until endowment fund contributions total a minimum of \$25,000.

Upon the establishment of a named endowment, the Foundation will enter into a separate donor agreement outlining the intended use of the funds.

Endowment distributions will generally be made in the fiscal year following the establishment of the endowment fund unless the endowment agreement specifies otherwise.

In the event that contributions do not equal \$25,000, a donor may make a contribution to the Foundation's general endowment fund or scholarship endowment fund. As an alternative to endowing the contribution, the donor may direct that the contribution be expended for program support as a non-endowed temporarily restricted fund.

Exceptions to the endowment policy may be presented to the Major and Planned Gifts Committee for consideration on a case-by-case basis.

C. NAMING POLICY

The Foundation will follow the Clark College Campus Naming Policy and Clark College Philanthropic Naming Criteria. See Section VII of the Foundation Board Policy Manual.

D. ADMINISTRATION OF TRUSTS

The Foundation, as trustee, will ensure that all required accounting and reporting is completed. Each trust will have a Trust Investment Policy, as set forth in the Board Policy Manual. A professional trustee, such as a bank trust department, may be co-trustee or act in an agency capacity to administer trusts. The trustor may also be co-trustee with the Foundation.

XII. DONOR ACKNOWLEDGMENT

Gifts presented to Clark College Foundation are acknowledged in accordance with applicable state and federal laws. Further donor recognition shall be under the purview of the President/CEO.

A. GIVING LEVELS AND RECOGNITION/ GIVING SOCIETY

| | | | |
|-----------------------|----|-----------|--------------------------|
| \$1 | to | \$999 | Penguin Partner's Circle |
| \$1,000 | to | \$4,999 | Chime Tower Circle |
| \$5,000 | to | \$9,999 | Collegiate Circle |
| \$10,000 | to | \$24,999 | Dean's Circle |
| \$25,000 | to | \$49,999 | President's Circle |
| \$50,000 | to | \$99,999 | Trustee's Circle |
| \$100,000 | to | \$499,999 | 1933 Circle |
| \$500,000 | to | \$999,999 | Founder's Circle |
| \$1,000,000 and above | | | Benefactor's Circle |

Planned Giving

Visionary Society

B. NAMED SCHOLARSHIPS

Named scholarships may be established with annual gifts of \$500 or more. Foundation staff may use its discretion to offer named scholarships of less than \$500.

Appendix I

Real Estate Acceptance Checklist

ASSESSMENT

1. Physical inspection of premises
2. Receipt of independent appraisal
3. Level 1 and 2 environmental and geotechnical reports, if needed
4. Advice on necessary construction and/or improvements for intended use
5. Assurance against potential liability of current owner for environmental contamination or other damage to surrounding landowners, and cleanup

PRICE AND NEGOTIATION PROCESS

1. Major and Planned Gifts or Executive Committee recommends price range and other terms and conditions to Foundation staff
2. Major and Planned Gifts or Executive Committee approves terms for negotiation
3. Staff may be given authority to reach an agreement with the seller subject to the Major and Planned Gifts or Executive Committee's approval
4. Foundation staff will be responsible for communicating with seller/broker and the execution of documents for the Foundation, including earnest money contract

AGREEMENT IF PROPERTY WILL BE USED BY COLLEGE

1. The Executive Committee shall negotiate an agreement with the College governing use of, improvements to, maintenance of, financing of, and future interest in the property.
2. The Foundation Board shall enter into an agreement with the College regarding the above.

FINANCING

1. The Executive Committee shall advise Foundation staff on the negotiation of financing for the transaction, including possible financing package.
2. If the Foundation invests endowment funds in a transaction, the Investment Committee shall recommend such a revision in the Foundation's asset allocation.
3. The Foundation Board shall endorse financing.

FINAL APPROVAL

1. All documents shall be reviewed and approved by Foundation legal counsel.
2. The Executive Committee shall recommend removal of contingencies regarding the purchase.
3. The Foundation Board shall approve purchase.

Appendix II

Fiscal Management Policy for Charitable Gift Annuities

The Clark College Foundation will issue Charitable Gift Annuities (CGAs) in accordance with the following management policies:

1. CGA rates will be consistent with those adopted by the American Council on Gift Annuities whose Committee on Gift Annuities establishes an annuity rate schedule that is the accepted national standard for most nonprofit organizations.
2. Each CGA annuity contract will be approved by the President/CEO and will be individually recorded for accounting management and actuarial projections.
3. CGA policies and procedures adopted by the Foundation will be governed by requirements of the Office of the Washington State Insurance Commissioner, guidelines of the Committee on Gift Annuities and all other applicable federal and state regulations.
4. CGA funds will not be commingled with other Foundation assets for investment purposes, but will be held in an account separate from the Foundation's other funds and managed by the Foundation's investment manager.
5. Funds will not be transferred from the CGA fund to other Foundation funds until the liability for annuity payouts has terminated. The original CGA principal deposits may be used to make annuity payments, if necessary. Transfers to the CGA fund from other Foundation funds may be necessary as legally required in order to make annuity payments.
6. Except as provided in Section 5, the corpus of the CGA account may be pledged as collateral, loaned for Foundation projects or investments, or similarly used if recommended by the Investment Committee and approved by the Foundation Board.
7. Costs for administration and management of the CGA program, including but not limited to accounting and promotions, may be reimbursed to the Foundation operating fund at one percent of the fund value, in keeping with the Foundation's Investment Policies.

Appendix III Trust and Endowment Fee Schedule

Fees Associated with Trust Creation and/or Transfer

Clark College Foundation pays all costs associated with its required due diligence for gift acceptance, including legal document review and real property environmental site assessment fees. These fees are operating costs of the Foundation.

To avoid a conflict of interest, donors hire their own counsel for preparation of trust documents. Appraisals are the responsibility of the donor, since an appraisal is required for the donor's income tax charitable deduction.

Trustee Fees

When the Clark College Foundation serves as the trustee of a trust, an annual management fee is assessed according to the schedule below. The fee is collected quarterly. Actual expenses incurred for outside services such as trust legal, tax preparation, custodial, and investment and property management fees will also be billed to the trust.

| | "Cash" | "Real Property" |
|-------------------------------------|-------------------|-------------------|
| <u>Dec 31 Market Value of Trust</u> | <u>Annual Fee</u> | <u>Annual Fee</u> |
| First \$1 million | 1.0% | 1.25% |
| \$1 million to \$5 million | .75% | 1.0% |
| Over \$5 million | .50% | .75% |

Endowment Fees

Clark College Foundation assesses on June 30 each year an administrative fee of 1% of the average December 31 market value each of the last three years. The denominator used in calculating the Rolling Three Year Average is:

- 3 for endowments with three December 31 values
- 2 for endowments with two December 31 values
- 1 for endowments received during the prior calendar year.

Appendix IV

Disclosures to Donors when Foundation appointed to serve as Trustee of a Committed Gift

- The role of trustee is separate from the role of beneficiary. The Foundation will remain a beneficiary, but can be removed as trustee.
- Legal counsel for the donor must provide advice (to the donor) before the Foundation can commence service as trustee.
- The charitable deduction and other design features are subject to several factors and legal counsel for the donor must certify that the donor is voluntarily and intelligently executing the trust (or other arrangement).

FOUNDATION OPERATING AGREEMENT

AGREEMENT
between
CLARK COLLEGE
and
THE CLARK COLLEGE FOUNDATION

This Agreement is entered into by and between Clark College, Community College District No. 14 (“College”), and the Clark College Foundation, a Washington nonprofit corporation under RCW 24.03 (“Foundation”).

WHEREAS, the College, pursuant to RCW 28B.50.140(8), may receive such gifts, grants, conveyances, devises and bequests of real and personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out College programs; and

WHEREAS, the College has, from this express power to receive property, the implied power to solicit the same; and

WHEREAS, the College has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the Foundation as a tax-exempt nonprofit corporation is organized and operated to receive and administer property for the exclusive benefit of the College and to make contributions, grants, gifts, and transfers of property to the College; and

WHEREAS, the Foundation is empowered by the College to solicit and receive contributions, grants, gifts, and property in the name and on behalf of the College and receive property and to make contributions, grants, gifts and transfers of property to the College; and

WHEREAS, the Foundation and College agree that the Foundation may, under prescribed conditions, accept planned giving vehicles that have a primary purpose of benefiting the College; and

WHEREAS, the Articles of Incorporation of the Foundation set forth in Article 4 state the purpose of the Foundation to be as follows:

The Corporation is organized in order to: Operate exclusively for the purposes of promoting, supporting, maintaining, developing, increasing, and extending educational offerings and the pursuit thereof at or in connection with state community colleges operated by Clark Community College District No. 14, State of Washington, hereinafter referred to as ‘District No. 14’, except as provided in the Foundation Operating Agreement pertaining to Completed Gifts, Committed Gifts, and Expectancies; and, in furtherance of the foregoing, to conduct any and all scientific, literary, charitable, and educational activities permitted both to an organization exempt

under Section 501(c)(3) of the Internal Revenue Code, (hereinafter “Code”), or acts amendatory thereof or supplementary thereto, and by chapter 24.03 RCW, as now or hereafter amended.

The phrase “educational offerings” as used in this article shall be construed to mean and include all activities designed to: facilitate and/or enhance the cultural, educational, living, and operational conditions at District No. 14; establish, acquire, maintain, enlarge, and expand the curriculums, services, faculty, staff, and the real and personal properties of District No. 14; and, provide financial or other assistance to the students, faculty, and staff of District No. 14 in their efforts to acquire and/or provide an education.

The terms “Completed Gift, Committed Gift and Expectancy” shall be defined as follows:

1. “Completed Gift” means a transfer that is irrevocable, accepted by the Foundation and is used for wholly charitable purposes. Such gift may be outright, in trust or otherwise and may (or may not) be subject to terms and conditions.

2. “Committed Gift” means a transfer that is irrevocable, accepted by the Foundation and non-charitable and charitable beneficiaries each hold an interest (e.g., charitable remainder trust wherein a non-charitable beneficiary holds the present interest and the charitable beneficiary holds the remainder interest). In addition, such gift will be in trust or otherwise and will be subject to terms and conditions. Such gift will become a Completed Gift upon the occurrence of an event (e.g., death of a non-charitable beneficiary).

3. “Expectancy” means a revocable written plan to make a transfer to a charitable beneficiary in the future upon the occurrence of an event (e.g., death of the donor). Upon such event, the Expectancy will become a Completed Gift or a Committed Gift.

And;

WHEREAS, the Foundation and College recognize that close collaboration and cooperation is necessary to (a) appropriately serve the educational mission and priorities of the College; and (b) to avoid competition for funds or unproductive duplication of effort;

NOW, THEREFORE, the parties hereby agree as follows:

I. SEPARATE OBLIGATIONS

A. The Foundation shall:

1. Expend its best efforts to seek to accrue gifts, grants, conveyances, devises, and bequests of money and real and personal property for the benefit of the College. For this purpose, it will design and implement a Gift Acceptance Policy approved by the College Board of Trustees to solicit and receive such money and property and also to acquire such property by purchase, lease, exchange or otherwise, all to further the purposes of the educational mission of the College as determined by the Board of Trustees in stated goals, objectives, and priorities;

2. Comply with all applicable federal and state laws. For this purpose, the Foundation will establish rules and procedures for the management of all affairs of the Foundation in accordance with (a) the requirements for tax-exempt entities under the federal Internal Revenue Code, including its section 501(c)(3), and (b) the laws of the State of Washington applicable to the Foundation including, but not limited to, those governing charitable solicitations (e.g., RCW 19.09), nonprofit corporations (e.g., RCW 24.03), trusts holding property for charitable purposes, serving as Trustee (e.g., RCW 24.03.035(18) and RCW 11.36.021(1)(c)), and the authority of state agencies (e.g., RCW 11.110 and 43.09).

3. Tender to the College immediately all gifts and donations it may receive wherein the College is designated as recipient, and properly account and be responsible for all donations which designate the Foundation as recipient;

4. Accept, hold, administer, invest, disburse, and dispose of such funds and properties of any kind or character as from time to time may be given to it, in accordance with the terms of such gifts. However, any restricted or conditional gift which in any way obligates the College shall not be accepted by the Foundation unless acceptance is (a) consistent with the Gift Acceptance Policy previously approved by the College, or (b) approved in writing by the College President or other College official specifically delegated with written authority to approve such gifts on behalf of the College;

5. Make contributions, grants, gifts, and transfers of property, both real and personal, either outright or in trust, to or for the benefit of the College;

6. Use all assets and earnings of the Foundation for the exclusive benefit of the College or for payment of necessary and reasonable administrative expenses of the Foundation, except as provided in Section I.A.9 pertaining to planned giving vehicles. No part of such assets and earnings shall accrue to the benefit of any director, officer, member, or employee of the Foundation or of any other individual, except for appropriate payment of reasonable compensation for services actually rendered or reimbursement of reasonable expenses necessarily incurred;

7. Not merge, consolidate, or change the Foundation's Articles of Incorporation without the written consent of the College;

8. Act in cooperation with the College faculty and staff and Foundation staff shall conduct themselves in accordance with the College's operational policies and procedures as determined by the College Board of Trustees.

9. Notwithstanding any other provision of this Section I.A., may establish or accept and administer Completed Gifts, Committed Gifts, and Expectancies, subject to the applicable provisions of state law. Completed Gifts, Committed Gifts, and Expectancies will be accepted only pursuant to and consistent with a Gift Acceptance Policy adopted by the Foundation and approved in writing by the College Board of Trustees.

10. Except for funds described in Section III.G below, which shall be treated according to the terms of that Section, Foundation agrees that any funds held by the Foundation that do not meet the obligations of the Foundation set forth in Sections I.A.1. through I.A.9. above will be divested by the Foundation on June 30, 2010, or as otherwise agreed in writing.

B. The College shall:

1. Allow the Foundation to continue to use the College's name in fundraising activities providing that Foundation activities are consistent with the terms of this Agreement and with the Foundation's Articles of Incorporation, as now on file with the Secretary of State or as later amended, following approval of amended Articles of Incorporation by the College.

2. Assist the Foundation in providing services by making available to the Foundation directory information of those current and former students who have not opted out of disclosure of their directory information for the purpose of carrying out Foundation duties under this agreement. In addition, the Foundation shall be allowed access to student transcript and registration records (in accordance with a policy to be established by the College) for the purpose of verifying scholarship and other award eligibility. The Foundation agrees to manage student records obtained from the College in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 USCA §1232g, guidelines and will not disclose student records to third-party vendors for those entities' further commercial use of the information. The Foundation further agrees that employees accessing student records shall abide by the same policies that the College requires of its employees using similar student records.

3. Provide the Foundation with use of supplies and services as reasonably required for its operation, including but not limited to, computing services, publicity services, landscaping and maintenance, mail service, postage and meeting space.

4. So long as consistent with Collective Bargaining Agreements, access to all communication vehicles provided to College personnel in accordance with the College administration policies and procedures manual.

5. Make College employees available, as necessary and appropriate, to assist the Foundation in executing its development programs. The time allocated to services to the Foundation shall not be full-time for any College employee.

II. ACCOUNTING AND AUDITING

To provide proper accounting and auditing for the property and services provided by each party under Article I:

A. Accounting and fiscal functions for the Foundation are performed by the Foundation.

B. The Foundation is a separate entity from the College, and it shall be periodically audited by a reputable independent accounting firm.

C. The College is a state institution of higher education, and it shall be audited by the State Auditor's Office.

D. The Foundation shall annually confirm to the College (1) that it has fully complied with its obligations to expend its best efforts to seek to accrue gifts, grants, donations and endowments for the benefit of the College; and (2) that it has used all assets and earnings of the Foundation for the exclusive benefit of the College or the payment of necessary and reasonable administrative expenses of the Foundation, except funds held pursuant to Section I.A.9. For this purpose, the Foundation will list its accomplishments for the preceding year and share with the College its revenue and expense statements for the preceding year and its end-of-year balance sheet.

E. Notwithstanding the independent status of the Foundation and the College, the parties agree that in order to fully accomplish their respective missions, the Foundation and the College must cooperate and support each other. The Foundation and the College agree that each entity will provide the other with certain services, facilities, equipment, personnel, or other items of value. The value exchanged by the Foundation and the College constitute in part the consideration for this Agreement. The value of all space and equipment, supplies, personnel, and other services which the College provides to the Foundation shall not exceed the total amount of \$200,000 in any fiscal year. The College will regularly keep track of the space and equipment, supplies, personnel, and other services it is providing to assure that this maximum amount is not being exceeded. The College business office will annually prepare, and the Presidents of the Foundation and the College and/or their authorized designees will annually review, a post-closing summary of the transactions between the two parties to assure that the maximum of \$200,000 for services the College provides to the Foundation has not been exceeded.

F. The Foundation shall cooperate fully with any request for review of the Foundation financial records for the sole purpose of ensuring compliance with this Agreement, including permitting the College President or designee to inspect and copy financial records.

III. OTHER AGREEMENTS

A. Independent Capacity: At all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.

B. No Indemnification: Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

C. No Assignment: This agreement is not assignable, by either party, in whole or in part.

D. Governing Law and Disputes: This Agreement shall be governed by the laws of the State of Washington. Before instituting any legal action hereunder, a party, through its President, shall meet with the President of the other party and attempt in good faith to resolve the disagreement. Venue of any action hereunder shall be in Clark County Superior Court.

E. Entire Agreement: This constitutes the entire agreement of the parties, including all oral understandings, on the subject of their general and overall relationship. However, the parties may enter into other stand-alone agreements on specific subjects. All such other agreements shall also be in writing, signed by the parties, and approved as to form by the Attorney General or designee.

F. Modification: No alteration or modification of any term of this Agreement shall be valid unless made in writing, signed by the parties, and approved as to form by the Attorney General or designee.

G. Divesting Funds Held Pursuant to RCW 28B.50.835-.844: The Foundation and College previously agreed that the Foundation would accept, hold, invest, protect, administer, and disburse funds received from the State and other sources under the exceptional faculty awards program in accordance with RCW 28B.50.835-.844 and WAC 131-16-450. The Foundation agrees that on June 30, 2010, all exceptional faculty award funds held pursuant to that previous agreement, whether principal, interest, or otherwise return on funds held or invested pursuant to the exceptional faculty awards, shall be transferred from the Foundation to the College or a designee identified by the College in writing, together with an accounting of the returned funds. The Foundation will no longer hold any funds for the exceptional faculty awards following return of the existing funds.

H. Termination: This Agreement shall continue until terminated. It may be terminated by either party only at the end of a State fiscal biennium, upon written notice to the other party given at least ninety (90) days in advance. However this Agreement or a successor overall agreement with the College shall be necessary for the Foundation to operate.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties on this ____ day of _____, 20__.

| | |
|---|--|
| CLARK COLLEGE FOUNDATION | CLARK COLLEGE |
| By _____ _____ _____, Chair _____ Foundation Board of Directors | By _____ _____ _____, Chair _____ College Board of Trustees |
| | Approved as to form: _____ Assistant Attorney General |

ARTICLES OF AMENDMENT
OF
CLARK COMMUNITY COLLEGE DISTRICT NO. 14 FOUNDATION

Pursuant to the provisions of the Washington Nonprofit Corporation Act (this act as amended from time to time is referred to herein as the "Act"), and in particular RCW 24.03.170, the following Articles of Amendment of CLARK COMMUNITY COLLEGE DISTRICT NO. 14 FOUNDATION (the "Corporation") are submitted for filing:

ARTICLE 1

Name

The name of this Corporation is CLARK COMMUNITY COLLEGE DISTRICT NO. 14 FOUNDATION.

ARTICLE 2

The following amendments, which shall replace existing articles and add new articles, shall amend the existing Articles of Incorporation in their entirety:

ARTICLE 3

Existence

The Corporation is to exist perpetually.

Purposes

4.1 The Corporation is organized in order to: Operate exclusively for the purposes of promoting, supporting, maintaining, developing, increasing, and extending educational offerings and the pursuit thereof at or in connection with state community colleges operated by Clark Community College District No. 14, State of Washington, hereinafter referred to as 'District No. 14', except as provided in the Foundation Operating Agreement pertaining to Completed Gifts, Committed Gifts, and Expectancies; and, in furtherance of the foregoing, to conduct any and all scientific, literary, charitable, and educational activities permitted both to an organization exempt under Section 501(c)(3) of the Internal Revenue Code, (hereinafter "Code"), or acts amendatory thereof or supplementary thereto, and by chapter 24.03 RCW, as now or hereafter amended.

The phrase "educational offerings" as used in this article shall be construed to mean and include all activities designed to: facilitate and/or enhance the cultural, educational, living, and operational conditions at District No. 14;

establish, acquire, maintain, enlarge, and expand the curriculums, services, faculty, staff, and the real and personal properties of District No. 14; and, provide financial or other assistance to the students, faculty, and staff of District No. 14 in their efforts to acquire and/or provide an education.

4.2 In keeping with the requirements of RCW 68.20 and in order to allow the Corporation to accommodate the request of a donor to be buried upon property donated to the Corporation, the Corporation shall be authorized to own, maintain, manage, and operate a cemetery, so long as such activity is approved in writing by District No. 14.

ARTICLE 4

No Shares/Dissolution/501(c)(3) Provisions

4.1 The Corporation shall be a nonprofit corporation and shall not have or issue shares of stock. No dividends shall be paid, nor shall any part of its net earnings inure to the benefit of any private shareholder or individual.

4.2 Upon dissolution of the Corporation as provided for by law, all the remaining assets of the Corporation shall be distributed to any other corporation which satisfies the requirements of ARTICLE 4 and 5 hereof, and which also qualifies for exemption under the provisions of Section 501(c)(3) of the Internal Revenue Code, or acts amendatory thereto or supplementary thereto; or to District No. 14.

4.3 No substantial part of the activities of the Corporation shall consist of the propagandizing, or otherwise attempting, to influence legislation; nor shall the Corporation participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

4.4 Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not conduct or carry on activities not permitted to be conducted or carried on by: an organization exempt under Section 501(c)(3) of the Internal Revenue Code, or acts amendatory thereof or supplementary thereto; or, an organization, contributions to which are deductible pursuant to Section 170(c)(2) of the Internal Revenue Code, or acts amendatory thereof or supplementary thereto.

ARTICLE 5

Powers

The Corporation shall have, in furtherance of the purposes set forth in ARTICLE 4 hereof, all of the powers and authority which a nonprofit corporation formed and existing under the laws of the State of Washington may now or

hereafter lawfully exercise and possess, except as expressly limited by these Articles or by the By-Laws of the Corporation.

ARTICLE 6

Registered Agent

The address of the registered office of the Corporation is 1933 Ft. Vancouver Way, Vancouver, WA, 98663-3598; and the name of the current registered agent of the Corporation at such address is Lisa Gibert.

ARTICLE 7

Board of Directors

7.1 The management of the Corporation shall be vested in a Board of Directors consisting of not less than sixteen (16) nor more than twenty-four (24) members. The names and addresses of the current members of the Board of Directors are attached in Exhibit I.

7.2 The appointment of members of the Board of Directors and terms of office shall be as specified in the Bylaws of the Corporation.

7.3 Any member of the Board of Directors may be removed from office by a majority vote of all of the other Directors then serving whenever, in their judgment, the best interests of the Corporation would be served by such removal. Notice of such opposition and removal must be given to such Director intended to be removed at least ten (10) days prior to the date of the meeting at which time such removal is to be acted upon. Notice to such Director must state the cause for the proposed removal.

ARTICLE 8

Officers

The Officers of the Corporation shall consist of those Officers as specified in the By-Laws, each of whom shall be elected at such time and in such manner as may be prescribed in the By-Laws. The By-Laws shall also prescribe the qualifications for Officers and may provide that any two (2) or more offices may be held by the same person.

ARTICLE 9

Members

This Corporation may have auxiliary members with no voting rights. The Corporation and its auxiliary shall be governed by the Board of Directors.

ARTICLE 10

By-Laws

The authority to make, alter, amend, or repeal the By-Laws of the Corporation is vested in its Board of Directors, and such power may be exercised in either a regular or special meeting of the Board of Directors. The By-Laws may contain any provision for the regulation and management of the Corporation's affairs not inconsistent with law or these Articles of Incorporation.

ARTICLE 11

Amendment

The Corporation reserves the right to amend, alter, change, or repeal any provision contained within these Articles of Incorporation in a manner now or hereafter prescribed by the laws of the State of Washington.

ARTICLE 12

Limitation of Liability of Officers and Directors

No Director or Officer of the Corporation shall be personally liable to the Corporation and/or other Directors and/or Officers for damages for conduct as a Director or Officer, except for liability of that Director or Officer for his or her own (i) acts or omissions that involve intentional misconduct or a knowing violation of law, (ii) conduct in violation of RCW 23B.08.310, or (iii) any transaction from which he or she will personally receive a benefit in money, property, or services to which he or she is not legally entitled. If the Washington Nonprofit Corporation Act is amended to authorize corporate action further eliminating or limiting the personal liability of Directors or Officers, then the liability of a Director or Officer of the Corporation shall be eliminated or limited to the fullest extent permitted by the Washington Nonprofit Corporation Act, as so amended. Any repeal or modification of the foregoing paragraph shall not adversely affect any right or protection of a Director or Officer of the Corporation existing at the time of such repeal or modification.

ARTICLE 13

Indemnification of Directors, Officers, Employees, Volunteers, and Committee Members

13.1 To the fullest extent permitted under applicable law, the Corporation shall indemnify any Director, Officer, employee, volunteer, or committee member who is made a party to a proceeding because the individual is or was a Director, Officer, employee, volunteer, or committee member against liability incurred in the proceeding, including, without limitation, advancement of

expenses. Terms used in the preceding sentence and hereinafter used in this Article 14 are used with the meanings assigned to them in the Washington Nonprofit Corporation Act, as amended from time to time.

13.2 The indemnification provided by the preceding Section 14.1 of this Article 14 shall not be deemed exclusive of any other rights to which Directors, Officers, employees, volunteers, or committee members may be entitled under the Articles of Incorporation or By-Laws, any agreement, general or specific action of the Board of Directors, or otherwise, and shall continue as to an individual who has ceased to be a Director, Officer, employee, volunteer, or committee member and shall inure to the benefit of the heirs, executors, and administrators of such an individual.

13.3 The Corporation may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a Director, Officer, employee, volunteer, committee member, or agent of the Corporation, or who, while a Director, Officer, employee, volunteer, committee member, or agent of the Corporation is or was serving at the request of the Corporation as a Director, Officer, employee, volunteer, committee member, agent, partner, or trustee of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise. The Corporation may purchase and maintain the insurance even if the Corporation has no power to indemnify the individual against the same liability under the provisions of Section 14.1 of this Article 14 or applicable law.

ARTICLE 14

Committees

Subject to statutory limitation and all limitations set forth in the By-Laws of the Corporation, the Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees.

ARTICLE 15

Transactions Involving Officers or Directors

15.1 No contracts or other transactions between this Corporation and any other corporation, and no act of this Corporation shall in any way be affected or invalidated by the fact that any Director of this Corporation is pecuniarily or otherwise interested in, or is a Trustee, Director, or Officer of, such other corporation.

15.2 Any Director or Officer, individually, or any firm of which any Director or Officer may be a member, may be a party to, or may be pecuniarily or otherwise interested in, any contracts or transactions of the Corporation; provided, that the fact that such Director or Officer or such firm is so interested shall be

disclosed to or shall have been known by the Board of Directors or a majority thereof.

ARTICLE 16

These Amended Articles of Incorporation were adopted at a meeting of the Board of Directors held on _____. A quorum was present at the meeting and the amendment received at least _____ () of the votes which Board members present were entitled to cast.

IN WITNESS WHEREOF, I, the President of CLARK COMMUNITY COLLEGE DISTRICT NO. 14 FOUNDATION, have affixed my hand this _____ day of _____, 2005.

President

[6]
DRAFT

CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
November 16, 2009
Ellis Dunn Room GHL 213

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

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

Faculty: Dr. Marcia Roi, Mr. Keith Stansbury and Mr. Steve Walsh.

Others: Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Ms. Danette Randolph, Associate Dean of Workforce Education, Basic Education & Economic Development; Ms. Kris Barnum, Associate Director of WorkFirst & Career Pathways; Ms. Kristen Kautz, Interim Associate Director of Adult Basic Education; Mr. Howard Buck, Reporter, "The Columbian".

I. CALL TO ORDER

Chair, Jacobs, called the meeting to order at 5:04 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was accepted as presented. Chair Jacobs presented a quick synopsis of the topics of discussion at the work session which preceded the board meeting.

B. Statements from the Audience

Mr. Marcus Griffith addressed the board with his concerns about the college's disciplinary process.

C. Statements and Reports from the Board Members

Trustee White noted the passing of Clark alumni Ian Walz who was killed in Afghanistan. President Knight noted that the Veterans Club sent a letter and flowers to his family and the college is looking at ways to formally honor its veterans.

Trustee Sen Hoss congratulated Trustee Burkman on his election to the Vancouver City Council.

D. President's Report

Mr. Broussard introduced Jeffrey Rahal, who provided November's *Student Success* presentation.

President Knight reported to the board that he continues to look into the issue of service dogs-in-training. Neither of the local school K-12 districts and none of the other WA community colleges he has spoken with have policies allowing dogs on their campuses. He will continue to look into the subject and formally report back to the board.

The President met with the CCAHE senate in October to discuss how to improve relations between the college and the union. Although he did not receive feedback from the union, he sees this as a positive start and would like to meet regularly with the senate.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi reviewed her written report. Chair Jacobs requested her input on how the college constituencies can learn how to work together in light of the existing challenges and those to come with the additional budget cuts.

2. WPEA

There was no report from the WPEA this month and the report stands in its current form.

3. ASCC

ASCC President Ashley Schahfer introduced the new ASCC Programming Board members: William Adams, Tyler Adamson, Hannah Maki, and Gregor Theis. She also introduced ASCC Vice President Hana Lim, and new ASCC Executive Assistant, Aascot Holt.

President Schahfer distributed the new Student Awareness Plan to the board. The ASCC seeks to promote student involvement and foster a sense of community among students throughout the entire college community. The document lays out steps the ASCC officers will take to achieve their vision.

F. College Reports

1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd had no additions to his report and answered questions from the trustees. The board requested that the college track and report utilization on two new blogs: *Smart Penguin* and *East Side Story*. The board also complimented him on the success of the enhanced Academic Early Warning system which has helped identify students who are experiencing academic difficulties earlier so that corrective steps can be put in place to help them succeed.

Chair Jacobs commended Instruction on their very strong focus on the student which came through in the report. Dr. Dastmozd acknowledged the deans and chairs of the instructional units for their dedication to student success and to Ms. Barbara Miller for compiling such a wonderful report.

The *Faculty Presentation* covered the recent reorganization of programs at Clark College at Town Plaza Center. Presenters for the evening were: Ms. Danette Randolph, Associate Dean of Workforce Education, Basic Education & Economic Development; Ms. Kris Barnum, Associate Director of WorkFirst & Career Pathways; and Ms. Kristen Kautz, Interim Associate Director of Adult Basic Education. Ms. Randolph acknowledged each department of the college for their role in the reorganization as the process touched every unit and department at the college.

2. Administrative Services—Mr. Bob Williamson

Mr. Williamson distributed the budget status report and noted that it was a normal report indicating no anomalies for the month.

He provided an update on radon testing which is done routinely throughout the college. Most areas' radon levels fell well below Environmental Protection Agency levels. For those areas whose levels were higher, extra ventilation was provided. The college will be consulting with a radon consultant on how to treat those areas whose levels remain above EPA levels even with extra ventilation.

The college has been awarded an additional \$107,000 in student achievement funds, making it among the top four recipients in the state. The funds are being added to the base operating fund.

3. Student Affairs—Mr. Ted Broussard

Mr. Broussard highlighted his discussion with the implementation of new strategies to increase faculty participation in the Academic Early Warning system. The process appears to be a success as many more students are being identified for early intervention.

The Assessment Center has been overwhelmed with people coming in to take the COMPASS test and other assessment tools. The staff is doing the best they are able to keep the lines moving through the testing center and serving the students.

4. Human Resources—Ms. Katrina Golder

The board formally acknowledged the years of service and many contributions George Reese gave to the college in his role as Director of Instructional Planning & Innovation.

Ms. Golder discussed new contract language for the CCAHE agreement regarding the Faculty Excellence Committee and distribution of funds. This topic was included in the First Reading section to the board. It will be voted on at the January 2010 meeting after it has been ratified by the faculty.

5. Planning & Effectiveness—Ms. Shanda Diehl

Ms. Diehl reported that the college will not be participating in the collaborative proposal to the Department of Energy on electric power sector workforce development training for smart grid technology. The proposal timeline was too tight; grants of this type will be revisited at a later date.

Ms. Diehl made two corrections to typographical errors in the report.

6. Corporate & Continuing Education—Mr. Todd Oldham

Mr. Oldham did not have any additions to his written report and entertained questions from the trustees who congratulated him on his many successful bids this year for training of all types.

7. Communications & Marketing—Ms. Barbara Kerr

There was no oral report from the Communications & Marketing Department this month and the report stands in its current form.

8. Clark College Foundation—Ms. Lisa Gibert

Ms. Gibert announced that the foundation has developed a new procedure for sending out the cards of thanksgiving this year. Volunteers have been working in their office to ready 36,000 annual appeal letters and 3,000 thank you letters for mailing to donors.

III. CONSENT AGENDA

A. First Reading

- ◆ CCAHE Agreement—Faculty Excellence Committee

This topic will remain on the Consent Agenda until January 2010.

B. Consent Agenda

- ◆ Minutes from the October 19, 2009 Board Meeting

MOTION: Trustee White made a motion to approve the Consent Agenda. Trustee Parker seconded and the motion passed.

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 work session)
STEM (March)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, December 14, 2009 in the Ellis Dunn Room GHL 213.

VI. EXECUTIVE SESSION

The board convened an Executive Session under RCW 42.30.110(1) at 7:00 p.m. to review the performance of a public employee and to discuss with counsel litigation or potential litigation. The Executive Session lasted until 7:45 p.m. No final action was taken following this executive session.

VII. ADJOURNMENT

There being no further business, Chair adjourned the regular meeting at 7:45 p.m.

Addison Jacobs, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
November 23, 2009

BOT DATES 2010

Work session
Meeting

4:00 p.m.
5:00 p.m.

January

Tuesday 19th

4:00 work session
5:00 meeting

February

Tuesday 16th
Tenure 1st reading
Sabbatical 1st reading

4:00 work session
5:00 meeting

March

Tuesday 23rd
Tenure/Sabbatical Vote

4:00 work session
5:00 meeting

April

Tuesday 27th

4:00 tenure reception
5:00 meeting

May

Tuesday 25th

4:00 work session
5:00 meeting

June

Tuesday 22nd
Commencement June 17

4:00 work session
5:00 meeting

July

Tuesday 20th
Tuesday 27th

President's Evaluation
BOT Planning Session

| | | |
|-----------|--------------------------|-----------------------------------|
| August | Tuesday 24 th | 4:00 work session 5:00 meeting |
| September | Tuesday 28 th | 4:00 work session 5:00 meeting |
| October | Tuesday 26 th | 4:00 work session 5:00 meeting |
| November | Tuesday 23 rd | 4:00 work session 5:00 meeting |
| December | Tuesday 28 th | 4:00 work session 5:00 meeting |