

# **Clark College Board of Trustees Packet**

**May 18, 2009**

Clark College  
*The Next Step*



## Vision Statement

"Clark College, a respected leader in Southwest Washington, will be nationally recognized for our commitment to student success and excellence in teaching, empowering learners to enrich the social, cultural and economic vitality of our region and the global community."

## Mission Statement

"Clark College provides opportunities for individuals from diverse backgrounds to pursue their educational goals. The College offers accessible, comprehensive education; provides services to support student success; and fosters community partnerships that enhance student learning. The College focuses on professional/technical training, academic transfer, pre-college and basic skills, personal development, and cultural enrichment."

Clark College  
Board of Trustees Packet  
May 18, 2009

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CLARK COLLEGE BOARD OF TRUSTEES  
SPECIAL MEETING  
Monday, May 18, 2009  
Columbia Tech Center Multipurpose Rooms 144-146

AGENDA

All regular meetings of the Board are recorded.

- |   |                |
|---|----------------|
| BOARD REVIEW OF 2009-2014 STRATEGIC PLAN  | 2:00-4:00 p.m. |
| BOARD TOUR OF COLUMBIA TECH CENTER BUILDING   | 4:00-5:00 p.m. |
| I. CALL TO ORDER  | 5:00 p.m.      |
| II. BUSINESS MEETING  |                |
| A. Review of the Agenda   |                |
| E. Statements from the Audience   |                |
| <i>Members of the public are provided an opportunity to address the Board on any item of business. Groups and individuals are to submit their statements in writing to the President of the College whenever possible no less than two weeks prior to the meeting. The Board Chair reserves the right to determine time limits on statements and presentations.</i> |                |
| C. Statements and Reports from Board Members  |                |
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### III. CONSENT AGENDA

- A. First Reading
  - ♦ Foundation Funds Allocation Committee Recommendations Pages 39-42
- B. Consent Agenda
  - ♦ Minutes of April 27, 2009 Board Meeting Pages 43-48

### IV. FUTURE AGENDA ITEMS

#### WORK SESSION

Budgeting During Times of Economic Turmoil  
Open Textbooks  
ANGEL and Pooled Enrollment  
Running Start vs. AP Classes  
EMSI Final Report: Investment, Innovation &  
Impact of Community Colleges  
Postsecondary Success  
Strategic Technology Plan  
Strategic Planning  
Foundation Allocation Funds

#### BOARD MEETING

### V. DATE AND PLACE OF FUTURE MEETING

*The next regular meeting of the Board of Trustees is currently scheduled for Monday, June 15, 2009 in the Ellis Dunn Room.*

### VI. EXECUTIVE SESSION

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

### VII. ADJOURNMENT

*Time and order are approximate and subject to change.*



## President's Report May 2009

### Focus on Learning

#### Progress to date:

- ◆ The Nursing Department hosted a recognition event on May 7th in honor of Hilma Speight, a donor who provided a bequest to the department several years ago in support of nursing faculty. A VIP reception and tour of the nursing simulation lab was hosted and professor Laurie Brown lectured on the risks of the breast and ovarian cancer gene.
- ◆ The Board of Trustees met this month with the P-12 boards of the Evergreen and Vancouver school districts to continue their ongoing dialogue about math transition, budget cuts and Running Start. The boards also discussed Clark College at Columbia Tech Center.

### Broad-Based Partnerships

#### Progress to date:

- ◆ The President and Executive Director of Communications & Marketing met with representatives of the YWCA to discuss the future look of the Women of Achievement event. It was decided that we would move forward with next year's luncheon but take a long term look at sponsorships for the event. There will not be a reception as part of next year's event. We will look to do a reception every five years.
- ◆ The President continues to meet with prospective Foundation donors to discuss the completed feasibility study executive summary. These meetings will be ongoing through the summer.

### Access to Education

#### Progress to date:

- ◆ The President and the 75<sup>th</sup> Anniversary Committee have selected the recipients for two new scholarships which are being offered for the 2009-2010 academic year. The scholarships are available to one incoming student and to one continuing student at the college who must take a minimum of 10 credits in order to qualify for the awards. The recipients will receive \$3,000 to be used toward one year's tuition and \$750 towards books and supplies. The scholarships are available due to the generous donation of Arnerich, Massena & Associates, Inc.
- ◆ On May 2, the President welcomed students to the college who were attending an event sponsored by the College Bound Scholarship program. Mayor Royce Pollard also addressed the students and their parents encouraging them in their academic endeavors.
- ◆ The state legislature has tentatively agreed on a budget for 2009-2010. The college is extremely fortunate that excess enrollment and running start will save the college from further budget cuts this academic year. Should the economy rebound and enrollment drop, the funds generated by the excess enrollment and running start will drop correspondingly and future cuts might be necessary. It is expected that the college will implement some of

the budget reduction suggestions put forward by the college community. The college will continue to look for efficiencies and streamlining in all areas.

## Respect for Differences

### Progress to date:

- ♦ The Spanish Club hosted a Cinco de Mayo Celebration on May 5 in the Gaiser Student Center. Celebratory events were scheduled from noontime through the evening and included a presentation on the meaning of the holiday, craft making, traditional Mexican food and drink, dancing and a children's musical concert. A tamale dinner was served, a film shown and there was more music and dancing provided through the evening.
- ♦ The President and representatives of YW Housing (soon to be Second Step Housing) met to discuss the transitional housing event on May 14. The college will be entering into an agreement with Second Step Housing, the Vancouver Housing Authority, and Community Services Northwest to implement a pilot housing program helping offenders from the Larch facility re-enter the community.

## Management Excellence

### Progress to date:

- ♦ The Strategic Planning Task Force met on May 8 to review the discussions that took place at the Penguin Roundtable on May 7. The task force will compile the executive cabinet and intranet feedback from the college community and use it to review and revise the mission and vision statements of the college. The task force's work should be completed by the middle of June.

Robert K. Knight  
President  
May 4, 2009



**Clark College Association of Higher Education  
Board Report  
May 18, 2009**

**Facilitating communication**

Dr. Roi and Professor Sullivan met with President Knight and Katrina Golder to discuss the E-learning program and budget concerns. The meeting was fairly productive.

Dr. Roi and Professor Walsh met with President Knight and Dr. Dastmozd. The meeting was somewhat productive.

**Bargaining**

The administration and AHE have agreed to bargain the increased workload for online faculty unilaterally imposed by the Office of Instruction. The AHE bargaining team has met twice with the administration to bargain the involuntary increase in workload imposed on the online faculty during spring term. At this time there is little consensus on a solution for compensation.

**Organizational activities**

Dr. Roi will be attending the WEA Representative Assembly in Spokane in May as a delegate for Clark College.

Dr. Roi attended WEA Riverside's mock RA to discuss WEA business items.

Dr. Roi has been selected to represent Clark College and WEA as a delegate to attend the NEA Representative Assembly in San Diego in July.

AHE and WPEA held the first *Solidarity Forum* on April 28<sup>th</sup>. Thirty five members were in attendance. Both organizations pledged to work together to uphold the values of our respective contracts and recognized the right of each organization to advocate for their respective members. Common issues were discussed and ideas for addressing those issues were proposed. A solidarity charter is being proposed in Olympia by WPEA leadership to formalize our relationship. Future *Solidarity Forums* will be held to continue the collaboration between each union.

**Membership**

Four new members joined last month.

**Grievances**

Eight grievances are filed with the college. One is in abeyance, four are on Step one, three are on Step two. We continue to work toward a satisfactory solution of these issues.

Submitted by  
Dr. Marcia Roi  
President, CCAHE





## May Board Report ASCC

### Student Government

The ASCC Executive Council and Activities Programming Board has had a very productive winter term and we are off to a great start of the spring quarter. We are very pleased with the number of students attending our events and how more and more students are getting involved with the ASCC and the college community.

- ♦ **Cindi Lou Kunkle, ASCC Club Coordinator**, continues to chair the weekly club committee, and she is gearing up for Club Service Training where all of the clubs will gain valuable leadership skills to bring back to their members.
- ♦ **Alyshia Saltman, ASCC Finance Director**, has been continuing to guide the ASCC Finance Committee and their mission to review the Clark College program budgets. The committee has finished the budget process and are now preparing for appeals if any are requested.
- ♦ **Jasmine Bhullar, ASCC Executive Assistant**, will be holding her quarterly at the beginning of June. Clubs will have the opportunity to bring vendors from around the Clark community to the campus for their fellow students. This event will be held outside if weather permits.
- ♦ **Letizia Askland, ASCC Vice President**, has continued her duties as Chair of the ASCC Constitution and Bylaws Review Committee. The committee has been working through the amendment process of the ASCC Bylaws. Askland will soon be starting the ASCC Elections committee and preparing for the ASCC Elections, which will be the week of May 18<sup>th</sup> through May 22<sup>nd</sup>, 2009.
- ♦ **Pat Mehigan, ASCC President**, continues to Chair the ASCC Executive Council and the ASCC PUB Committee. Mehigan has been working with Vice President Askland on the ASCC Elections and will be hosting the second Candidate Forum on May 14<sup>th</sup>, 2009.
- ♦ **Kim Largen and the ASCC Activities Programming Board**, Have several exciting events planned for this month including, *Financial skills for the Real world with Kyle Shelley*, on May 1<sup>st</sup>. a *relaxation event* on May 13<sup>th</sup>, a screening of the cult film *Twilight* on May 14<sup>th</sup>, and a concert from *Violet Isle*. On May 15<sup>th</sup>.

Respectfully Submitted,

Patrick Mehigan  
ASCC President



## **WPEA/UFCW Local 365, Clark College Unit**

### **Board Report May 08, 2009**

#### ***Meetings and Activities***

- The Unit membership meeting was held on: April 15, 2009
- Job Rep Executive Council met : April 20, 2009
- WPEA / AHE Solidarity Meeting met : 4/28/09

#### ***Committee Reports***

**LMCC:** As remedy to rescind the recently filed WPEA Health and Safety Radon Grievance, the college agreed to test the lower levels of the main campus buildings and to adequately ventilate those areas where the readings rose above the 4.0 picocurie EPA action level. Radon Test results done between Oct 2008 – Jan-2009 revealed that levels in APH, BHL and FHL fell between the ranges of 5-10. (Report findings: Certified Environmental Consulting Inc, Vancouver)

#### **WPEA/AHE UNION MEETING**

A joint meeting between the AHE and WPEA membership was held on 4/28/09. Union Employee State Representatives Lynn Davidson from NEA and Eddie Rosen from WPEA were also present. The intent of the forum and future meetings is to present a united front, identifying mutual concerns, foster open communication between the two employee groups and to provide support for each other.

#### **New WPEA Staff newsletter**

A WPEA staff newsletter was launched in April with important budget information, legislative news and issues specific to the local unit. The Clark WPEA newsletter was distributed to the Clark College Classified staff through the WPEA Olympia office.

#### **Communication**

Local Job Reps met in April with staff regarding working conditions, health and safety concerns, and employee relations concerns, bringing unresolved issues to Employee Specialist Eddie Rosen to discuss with HR.

#### **CURRENT WPEA LEADERSHIP: -**

**Eddie Rosen** Employee Relations Specialist

<b>Billie Garner</b> – Chief Job Rep	<b>David Sims</b> – Asst Chief Job Rep		
<b>Scarlett Knight</b>	<b>Mark Owsley</b>	<b>Sam Osaki</b>	<b>Jean Roniger</b>
<b>Gayla Shanahan</b>	<b>David Stephen</b>	<b>Amy Waite</b>	<b>Jerry Weber</b>
<b>Jennifer Wheeler</b>			

***The next WPEA/UFCW Membership meeting is scheduled for May 20<sup>th</sup>, 2009***



## Instruction Report May 2009

Since the last board meeting, the following progress has been made in support of the Mission Imperatives and goals.

### Focus on Learning

Increase student success in accordance with Student Achievement Initiative (SAI) goals.

Progress to date:

- ◆ An open entry ABE class started in April targeting Workforce students and providing students an opportunity to immediately engage in Clark College

Provide and maintain innovative, learner-centered programs supported by adequate training for all involved in such programs.

Progress to date:

- ◆ The new Automotive Program at Larch Corrections Center has proven to be successful with a full class of 12 students since it launched in winter quarter. The 16 credit program includes 240 hours of instruction on automotive service and brake systems. Students are engaged and excited to have the opportunity to begin a career pathway.

### Respect for Differences

Develop a “Women in Science, Technology, Engineering, and Mathematics” recruitment and retention initiative.

Progress to date:

- ◆ Women in STEM held a series of open houses the week of April 29, 2009, to introduce the campus to the activities supported by the STEM High Demand Grant.

### Broad-based Partnerships

Foster partnerships with K12 and university levels to enhance transitions from high school through Clark and on to baccalaureate levels.

Progress to date:

- ◆ The Clark College Tech Prep program mailed postcards to parents of area high school students to market articulation and transition between high school and college.
- ◆ The Mathematics and Science Teacher Project with WSUV, ESD 112 and six local school districts begins July 1, 2009. Clark College is sending eight Mathematics and Science faculty

to participate in this three year commitment to mentor and work with 8<sup>th</sup> and 9<sup>th</sup> grade teachers. The kickoff event was held on May 5 at ESD 112.

- ◆ On May 13, SEMI High Tech U is going to sponsor 36 Clark College students in a three day event that is cosponsored by Underwriter Laboratories in Camas, WA. Clark is the first college ever to be selected by this organization in Washington State. Selected students who are nominated by their teachers will attend sessions with STEM faculty in Computer Science, Electrical projects and Civil/Mechanical Engineering.

## Management Excellence

Articulate model career pathways.

Progress to date:

- ◆ Nine programs of study have been created in areas such as construction, health science, education and technology.

Enhance Tech Prep data analysis and reporting.

Progress to date:

- ◆ The Tech Prep manager has worked with the office of Planning and Effectiveness to establish a method of data collection for the Tech Prep annual report.

## Additional Highlights

- ◆ Clark College hosted the Washington State Community College Physical Education Association (WSCCPEA) conference at Clark on Friday, May 1. President Knight, Vice President Dastmozd and Dean Bowers participated in the event as well. The key note speaker was Dr. Kent Thornburg from OHSU; his topic was "Womb to Tomb: Womb Health and Future Adult Diseases."
- ◆ On Saturday, April 25, dental care was provided to 19 homeless men by dental hygiene students (19 second year and 9 first year), six dentists, five dental hygienists (faculty members) and two dental assistants who volunteered their time. The care included restorative (fillings) and extractions, which would have cost \$14,962 if these men had been treated in a dental office.
- ◆ 100 percent of the graduating dental hygiene students passed the national board examination on the first attempt. The Clark College tradition is still holding that all dental hygiene students who have graduated from the Clark Dental Hygiene program since the first class in 1970 have passed the national board examination on the first attempt.
- ◆ Eleven dental hygiene faculty attended the NW Educators Conference on May 1 and 2. The speakers focused on how to increase cultural diversity in dental hygiene programs.

- ◆ The Clark College DNET program will be hosting a regional CISCO internet security training in August.
- ◆ The Art Student Annual will be on display at Archer Gallery from May 13 to June 9. This exhibit highlights artwork created by students in Clark Art Department courses.
- ◆ The Clark Orchestra will perform June 7 at 7:30 p.m. at the Royal Durst Theatre, and the Clark Concert Band and Concert Choir will perform June 10 at 7:30 p.m. at the Royal Durst Theatre.
- ◆ The Worker Retraining, WorkFirst and Perkins plans have all been submitted to the State Board. One of the new initiatives for the Perkins 2009-2010 fiscal year includes \$10,000 for curriculum development funds of activities focused on green and sustainable practices. The college's Federal Perkins budget took a \$52,000 cut and the WorkFirst budget a \$270,000 cut requiring some difficult planning decisions to be made.
- ◆ The Basic Education, Civics and Adult Literacy grants will be submitted on May 13. The Basic Education Federal grants also took a cut this year close to \$25,000. The integration of the Basic Education and Workforce departments allows services to be blended and minimizes the impact of the budget cuts.
- ◆ Conversations are underway with WorkSource as the college prepares for the American Recovery and Reinvestment Act (ARRA) stimulus dollars. With the strong working relationship between the two, the community should have great success providing services to adults and dislocated workers.
- ◆ Danette Randolph, Director of Workforce Education and Economic Development, will be attending the ARRA event in Seattle on May 12.
- ◆ Adult Literacy at TPC hired a part-time temporary program coordinator who will implement CASAS testing in the Battle Ground Adult Literacy Program and schedule and proctor the tests, as well as coordinate the move of the literacy program into the new Battle Ground Library that is being opened this month. The work this person will be doing supports Focus on Learning and Access to Education.
- ◆ Kathleen Murphy has accepted the permanent Dean of Science, Technology, Engineering, and Math (STEM) effective July 1, 2009. Kathleen has been employed at Clark College since 2006 and served as the Associate Dean of Health Sciences & Physical Education prior to serving as the Interim Dean of STEM unit this year. Kathleen was instrumental in developing and establishing our Medical Radiography program. Prior to joining Clark, Kathleen worked as the program Director Diagnostic Medical Ultrasound with Maricopa Community College District (Gateway College). She also worked with Siemens Medical Systems, Inc. as the Manager of Education and Training. Kathleen holds an MBA from University of Phoenix. As the Dean of STEM, Kathleen will continue to provide leadership and oversight for the Mathematics, Natural Science, Engineering, and Computer Science disciplines.

Rassoul Dastmozd, PhD  
Vice President of Instruction  
May 7, 2009





**Administrative Services Board Report  
May 2009**

**Focus on Learning**

**Install smart classroom technology in 30 classrooms.**

**Progress to Date:**

- ◆ No additional smart classrooms have been installed since the April Board Report, but we are still scheduled for completion by the end of spring quarter.

**Access to Education**

**Provide Microsoft Vista Training for 14 technicians in Computing Services. Vista is a new version of Microsoft's desktop operating system.**

**Progress to Date:**

- ◆ Completed. Partial funding provided by a grant from the Clark College Foundation allowed five technicians to attend a three-day training course. Those employees who received the training will work to transfer the knowledge to those who were unable to attend due to funding limitations.

**Effectively manage the design and construction phases of capital projects to provide state-of-the-art, flexible facilities to support the mission of the College.**

**Progress to Date:**

- ◆ CTC has received substantial completion, a significant milestone. Completion of construction punch lists and commissioning continue as well as procurement of furniture and equipment. The project is on schedule to be open in fall 2009.

The 50 percent design documents for the Phase I Child and Family Studies project are being reviewed to support a start of construction in late summer 2009.

**Broad-based Partnerships**

**Develop and implement state-mandated Emergency Management Plan.**

**Progress to Date:**

- ◆ The Director of Security and the College's Risk Manager attended the Vulnerability and Threat Assessments and Campus Safety and Preparedness training sponsored by the Pierce College Center of Excellence for Homeland Security on April 23 and April 24 at Lower Columbia College.

**Additional Highlights**

- ◆ North County Site. Representatives from LSW Architects will provide a brief update on the status of Planning for a potential growth facility in north Clark County.

- ◆ The savings from a reduction in the cost of the College's Internet service will allow the institution to expand the capacity of the network circuit linking the main campus and Town Plaza Center. This long-awaited upgrade will allow improved access to the Internet and other College network services for the College's programs and services at Town Plaza.
- ◆ Payroll staff are working to provide on-line access to payroll earnings statements for employees who choose payroll direct deposit. Communications and Marketing staff have designed the access site and formatted the on-line statement. PIN numbers for access are being assigned, and instructions are being communicated to employees. The College will have transitioned to on-line access by the end of July 2009, thus saving paper, printing, and staff processing time.
- ◆ Business Services staff will be coordinating the College's annual State Board Operations Review when State Board auditors visit the campus on May 19, 20, and 21, 2009.
- ◆ The final number of students who enrolled in the STEPP plan for spring quarter is 868.
- ◆ Plant Services, working with Instruction and others, is finalizing plans for a symposium for the STEM project. The symposium will gather input from a broad group of College, community, and business stakeholders to provide a basis for the design team when they start design this summer.
- ◆ Plant Services custodial department continues to transition to "green" cleaning supplies. In addition to being environmentally friendly, they are safer to use and in many cases more effective than the chemicals they replace.
- ◆ Plant Services grounds department is working with the City of Vancouver to make Clark College a Tree Campus USA college, the first in the northwest. Tree Campus USA is a program of the Arbor Day Foundation. This program recognizes excellence in campus tree management, something that Clark College has been doing for a number of years.
- ◆ Plant Services, in response to the swine flu potential, provided disinfectant to approximately 30 areas, made sure all soap and towel dispensers were well stocked, focused extra efforts to disinfecting counters, door handles, etc., and posted wash your hands posters (provided by Health Services) in all restrooms.
- ◆ The Director of Security provided a crime prevention/security briefing on April 22<sup>nd</sup> to the welding instructors and students who attended a seminar in Orlando, Florida, a crime prevention/security department training to two ESL classes on May 4<sup>th</sup>, a van training session on May 6<sup>th</sup>, and assisted in presenting the Drugs in the Workplace training on May 6<sup>th</sup>.
- ◆ The Bookstore fiscal year sales activity year-to-date through April, compared to the same time last year, is an increase of 13.5 percent.
- ◆ Bookstore transactions year-to-date are 123,766 July through April, an increase of more than 35,000 compared to the same time last year. During the first day of spring classes, the store processed 3008 transactions.

Bob Williamson  
Vice President of Administrative Services  
May 8, 2009

**CLARK COLLEGE**  
**Fund and Cash Balances**  
as of July 1, 2008

	Fund Balance (minus non-cash assets) 6/30/08	Cash Balance (minus dedicated cash) 6/30/08	Required Reserves	Prior Commitments (prior to 7/1/08)	New Commitments (2008/09)	Total Available Cash
145 Grants and Contracts	3,012,945	2,945,489		-	-	2,945,489
147 Local Capital	1,175,540	1,175,540		1,175,571		(31)
148 Dedicated Local	2,877,296	1,468,887		-	445,676	1,023,211
149 Operating Fee	675,865	212,113				212,113
440 Central Store (Catalog)	45,646	45,646				45,646
443 Data Processing	922,808	922,808		922,808		-
448 Print/Copy Machine	(152,771)	(152,771)				(152,771)
460 Motor Pool	43,589	43,589			42,000	1,589
522 ASCC	884,852					-
524 Bookstore	1,352,229	1,352,229				1,352,229
528 Parking	498,414	498,414		500,000		(1,586)
570 Other Auxiliary Enterprise	977,257					-
790 Payroll (clearing)	172,397					-
840 Tuition/VPA	1,215,717					-
846 Grants - Fin Aid	258,920					-
849 Student Loans	35,778					-
850 Workstudy (off-campus)	(15,518)					-
860 Institutional Financial Aid Fun Reserves*	306,680		5,133,282			(5,133,282)
<b>Totals</b>	<b>14,287,644</b>	<b>8,511,944</b>	<b>5,133,282</b>	<b>2,598,379</b>	<b>487,676</b>	<b>292,607</b>

\* Increase in Required Reserves due to additional Growth allocations from SBCTC

s.sand 5/8/09

# Clark College - Budget Status Report

## April 30, 2009

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	31,341,540	25,910,072	5,431,468	82.7%
Tuition	13,266,939	13,801,245	(534,306)	104.0%
Interest	180,000	84,677	95,323	47.0%
Excess enrollment	1,657,189	2,601,721	(944,532)	157.0%
Planned use of prior fund balance	549,176	-	549,176	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	2,804,874	(152,391)	105.7%
<b>Total Operating Accounts</b>	<b>49,647,327</b>	<b>45,202,589</b>	<b>4,444,738</b>	<b>91.0%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	8,223,030	4,025,994	4,197,036	49.0%
Internal Support	1,319,391	525,409	793,982	39.8%
ASCC less PUB	1,703,116	1,480,876	222,240	87.0%
Bookstore	5,003,446	5,211,636	(208,190)	104.2%
Parking	757,267	338,319	418,948	44.7%
Auxilliary Services	1,626,412	1,182,376	444,036	72.7%
Financial Aid	17,651,797	25,034,262	(7,382,465)	141.8%
<b>Total Other Accounts</b>	<b>36,284,459</b>	<b>37,798,871</b>	<b>(1,514,412)</b>	<b>104.2%</b>
<b>Total Sources of Funds</b>	<b>85,931,786</b>	<b>83,001,460</b>	<b>2,930,326</b>	<b>96.6%</b>

Uses of Funds (Expenses)	2008-09 Budget	Encumbrance Expenditures to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	699,063	461,316	237,747	66.0%
Vice President of Instruction	29,987,884	23,288,164	6,699,720	77.7%
Vice President of Administrative Services	9,151,846	7,748,462	1,403,384	84.7%
Vice President of Student Affairs	6,099,218	4,919,488	1,179,730	80.7%
Associate Vice President of Planning & Effectiver	488,280	427,047	61,233	87.5%
Executive Director of Corporate & Continuing Ed	883,761	744,629	139,132	84.3%
Executive Director of Communications	1,282,680	1,073,483	209,197	83.7%
Associate Vice President of Human Resources	1,054,595	793,933	260,662	75.3%
<b>Total Operating Accounts</b>	<b>49,647,327</b>	<b>39,456,522</b>	<b>10,190,805</b>	<b>79.5%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	8,223,030	5,930,841	2,292,189	72.1%
Internal Support Services	1,319,391	777,660	541,731	58.9%
ASCC less PUB	1,703,116	1,261,525	441,591	74.1%
Bookstore	5,003,446	5,057,005	(53,559)	101.1%
Parking	757,267	647,720	109,547	85.5%
Auxilliary Services	1,626,412	1,237,268	389,144	76.1%
Financial Aid	17,651,797	25,077,902	(7,426,105)	142.1%
<b>Total Other Accounts</b>	<b>36,284,459</b>	<b>39,989,921</b>	<b>(3,705,462)</b>	<b>110.2%</b>
<b>Total Uses of Funds</b>	<b>85,931,786</b>	<b>79,446,443</b>	<b>6,485,343</b>	<b>92.5%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>3,555,017</b>		
Capital Projects - Revenue & use of fund bal	24,315,898	19,024,550	5,291,348	78.2%
Capital Projects- Expense less depr	24,315,898	19,024,550	5,291,348	78.2%
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg  
c. Bob Knight, Bob Williamson, Karen Wynkoop  
Ron Hirt, Accounting 5/8/09



# MEMORANDUM

To: Robert Knight, President

From: Bob Williamson, Vice President of Administrative Services *BW*

Date/Ref: May 8, 2009/BW43

Subject: Foundation Funds Allocation - Recommendations

Each year, the Clark College Foundation provides money to the College. Funding requests, which originate with College departments and programs, are reviewed by the College's Foundation Funds Allocation Committee, which in turn makes recommendations to the President. The Committee recommendations are included on the attached spreadsheet.

These funds include the restricted Roy G. Andersen Endowment established to support vocational programs as well as unrestricted Foundation funds. That designation is reflected on the attached list.

The Foundation Funds Allocation Committee has completed its work and recommends the attached list to you and the Board for approval. A total of \$521,821 is recommended, of which approximately 83% is restricted Andersen Endowment funds. A total of 61 requests for \$2,049,500 were reviewed; 9 are recommended for funding.

The Committee worked with the departments to fund the highest priorities and the most important elements of the requests. There is a general feeling on campus that the Committee process is open and fair. The credit for this goes to the Chair, Don Gonser, and the rest of the Committee members who put in a great deal of effort on this recommendation.

Members of the Committee include:

- Don Gonser, Chair - Vocational-at-Large
- Rebecca Benson - Classified Staff
- Ted Broussard - Vice President of Student Affairs
- Barbara Chen - Foundation Staff
- Rassoul Dastmozd - Vice President of Instruction
- Larry Easter - Foundation Board
- Kimberlie Lee - Foundation Staff
- Kathleen Lesley - Director of Medical Radiography
- Kanchan Mathur - Math, Physical Science and Engineering
- Gary Phillips - Developmental Education
- Ashley Schahfer - ASCC Programming Board #4
- Edward Schottmuller - ASCC Finance Committee Member

Robert Knight

Page 2

May 8, 2009

- Phil Sheehan – Interim Vice President of Administrative Services
- Mitch Sott – Classified Staff
- Senseney Stokes – Social Science and Fine Arts
- Bruce Wells – Machining Technology

The Committee's recommendation has been reviewed and endorsed by the Executive Cabinet and is submitted to you and the Board of Trustees for approval. If approved, the request will be forwarded to the Foundation for their review and approval. Please let me know if you have any questions.

th

Attachment

cc: Committee Members

**Foundation Funds Allocation Committee  
2009 - 2010 Recommendations**

<b>Department</b>	<b>Proposal Name</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Project Description</b>
<b>Permanently Funded Grants</b>				
Health Services	Emergency Medical Fund	\$500	\$500	To provide medications and supplies to students who either have inadequate insurance or have no insurance.
Human Resources	Faculty Development	\$32,550	\$13,950	To allow each division development funds to enhance divisional/departmental goals. The funds will provide for curriculum development, training, and skills upgrading, research, enhancement of instructional programs, technical development and other items not funded by the institutional budget.
Human Resources	Staff Development	\$24,500	\$10,500	To fund continuing staff training and development for classified, administrative, and exempt employees. The intent of the continued development is to enhance job knowledge, technical skills, team efforts, career development, health and safety in the workplace, communication skills, supervisory skills, and customer service to the campus community and public.
Human Resources	Staff Excellence Awards	\$1,125	\$1,125	To provide two \$1,000 awards to classified staff in recognition of performing their job above and beyond their normal duties.
Computing Services	Computer Replacement	\$18,400	\$73,600	To replace the computers in various student labs in accordance with the College's three-year replacement plan.
Student Services	Displaced Homemaker Center	\$800	\$800	To provide emergency funds for students in the Displaced Homemaker Program who are in job skills training.
		<b>\$ 85,117</b>	<b>\$ 436,704</b>	<b>\$521, 821 Total Funds Available</b>

Foundation Funds Allocation Committee  
2009 - 2010 Recommendations

Department	Proposal Name	Unrestricted	Restricted	Project Description
Career and Employment Services	Service-Learning Faculty Fellows Program	\$7,242	\$ -	To continue providing faculty/instructors with the tools to develop meaningful service-learning based courses and launch year two of the Service-Learning Faculty Fellows program, based on a faculty train-the-trainer model, to promote service-learning amongst Clark College faculty.
Electric Systems & Controls Technology	Power Utilities Technology Laboratory Equipment Purchase	\$ -	\$285,400	To purchase required equipment for the new Power Utilities Technology Program Power Laboratory at the Clark College satellite campus at Columbia Tech Center.
Health Sciences/Corporate & Continuing Education - Various Departments	Health Core Curriculum Development	\$ -	\$50,829	To develop a Healthcare Core Curriculum (HCC), deliverable through a variety of modalities, focusing on basic competencies and knowledge required in various health occupations.
<b>Contingency Funding</b>				
Data Networks & Telecom	Equipment for New DNET Lab at Clark CTC Campus	\$ -	\$ -	\$50,829 Restricted Funds - If Health Core Curriculum Development project fails to launch. To provide for the purchase of essential equipment data networking and telecommunications equipment needed to begin offering courses at the new DNET lab at the Clark Technology Center (CTC).





## Student Affairs Report May 2009

### Focus on Learning

Support annualized institutional enrollment goals.

Progress to date:

- ♦ Fall Running Start testing for new students has ended resulting in a total of 1,182 qualified new students, compared to 1,138 this time last year. A total of five (5) evening orientations were held on April 27, 28, 29, 30, and May 4 for the newly eligible RS students. Approximately 2,000 people (students plus parents) attended 1 of the 5 identical orientations.
- ♦ Dan Overbay (Student Recruitment) participated in the North Clackamas School District Junior College Day held at Milwaukie High School on April 7. Approximately 200 juniors from the North Clackamas school district attended presentations on financial aid, scholarships, essay writing, and information on community and four year colleges.
- ♦ Rosalba Pitkin (Latino Outreach) conducted presentations at Battle Ground High School on April 9 and Fort Vancouver High School on April 23. Information about Clark programs was distributed to prospective students and their parents. Parents were also encouraged to enroll in ABE/GED/ESL programs offered through Clark College and available at both high schools. In addition, Rosalba conducted eight (8) Adult/GED/ESL and Spanish campus tours to 31 students in April.
- ♦ Chanda Kroll (International Programs) met with Jennifer Woods, the International Trade Specialist from the U.S. Commercial Service, U.S. Department of Commerce, on April 15 to discuss data, markets, and resources for the recruitment of international students to Clark.

Support retention initiatives to achieve institutional retention goals.

Progress to date:

- ♦ The Welcome Center hosted six (6) New Student Orientation sessions for incoming summer 2009 students during the month of April. Attendees learned about campus resources, time management and study skills, online schedule planning and registration tools in addition to touring the campus. Sessions for summer quarter will run through June 11.
- ♦ Rosalba Pitkin (Latino Outreach) conducted a variety of Advising and orientation sessions for ABE, GED, ESL students throughout the month of April. A total of 207 ABE/GED/ESL students were advised and assisted in planning programs of study.
- ♦ Susan Taylor (International Programs) and Karen Matz (Advising) conducted a Transferring Workshop for international students on April 30 to present key information about how to prepare and transfer to a U.S. university. 100% of attendees said the workshop was very useful.
- ♦ The Financial Aid office has been emailing tracking letters to students requesting required documents needed to complete their files. A sample of the response rate shows that 96% of students are responding to the email requests. Those students that have not responded to the email will be mailed a letter.

## Define and establish methods to support the Learning College model.

### Progress to date:

- ♦ Jody Shulnak (Service-Learning) led ten students on a *Penguins in the Community* service project on April 29 at the Portland Sunshine Division Food Bank, through the Service & Leadership in the Community Program. The group sorted through canned goods and itemized food into large barrels, and organized clothing donations.
- ♦ Jody Shulnak facilitated the Seeds of Service bulb planting activity in honor of Earth Day on April 22. Over forty (40) students participated in the activity, including Terry Hayes's kindergarten class. Participants planted dahlia bulbs near Gaiser Hall along with a wish or goal written on biodegradable paper.

## Respect for Differences

Provide increased educational activities that support an inclusive environment where mutual respect and equity are encouraged and valued.

### Progress to date:

- ♦ Felisciana Peralta (Multicultural Student Affairs) and Leann Johnson (Equity and Diversity) chaperoned sixteen (16) Clark students to the *19th Annual Students of Color Conference* on April 16-18 in Yakima, WA. Over 600 community college and university students attended sessions on leadership skills and career development.

Provide educational activities that foster a global perspective.

### Progress to date:

- ♦ Clark's Fourth Annual Sakura Festival was held on April 17 to honor the Japanese culture and the strong, close friendship that we share with our sister city: Joyo, Japan. Highlights included a special message of international friendship from Japan's Deputy Consul General of Oregon and Idaho: Hirofumi Murabayashi, Vancouver Mayor: Royce Pollard, Former Mayor: Bruce Hagenson, Clark College President: Robert Knight, and SEH America's Executive Vice President: Tatsuo Ito. In addition, the Clark's Women's Choral Ensemble, Manga and Anime Club, International Club, Japanese Club, the Associated Students of Clark College, and International Students from Japan (and other countries) shared their contributions of the Japanese culture in various manners.

## Workforce Development

Integrate career awareness opportunities throughout departments that facilitate meaningful and gainful employment for students.

### Progress to date:

- ♦ During April, three hundred thirty-eight (338) individuals used the Career Center computers and library resources to research occupations, industries and employment trends, or to conduct resume and job search activities. In addition, two hundred thirteen (213) jobs were processed and made available through NextJob (our online database); one hundred seventy-eight (178) students/jobseekers logged

into the database at least once; and thirty-four (34) job seekers secured employment through student employment and NextJob opportunities.

## Broad-based Partnerships

Increase community outreach activities and partnerships from 2008 to 2009.

Progress to date:

- ◆ Over 1,100 people attended the *22nd Annual Pathways to Your Future Career Information & Job Fair* event at the Vancouver Hilton on April 23. A planning committee comprised of participants of Clark College, WSUV, The Columbian and area employers coordinated a highly successful event. Whether looking for a first job or taking the next step from a previous job or layoff, participants received information about career trends, high demand job skills and strategies to create a successful career path. In addition, workshops were held to assist attendees with their interview and networking skills and help to develop a targeted resume and job campaign. Admissions, advising and financial aid representatives from Clark College and WSUV were also available to assist participants.
- ◆ Clark student athletes are participating in the *Walk-About Program* at Washington Elementary School during the month of May. Athletes walk with the students during lunch hours and assist in handing out tickets as they complete laps. The school is working on a goal to include cardio-vascular exercise in lunch time programs.
- ◆ Welcome Center staff Kelly Benson, Jenny Schrock, Michelle Mussen, Ermiyas Weldu and Anna Schmasow attended the *Community College Advisor Luncheon* at Concordia University on April 23. Staff learned about new programs at Concordia University, toured the campus, and networked with faculty and staff from various departments. Concordia University is one of our co-admissions partners.

## Management Excellence

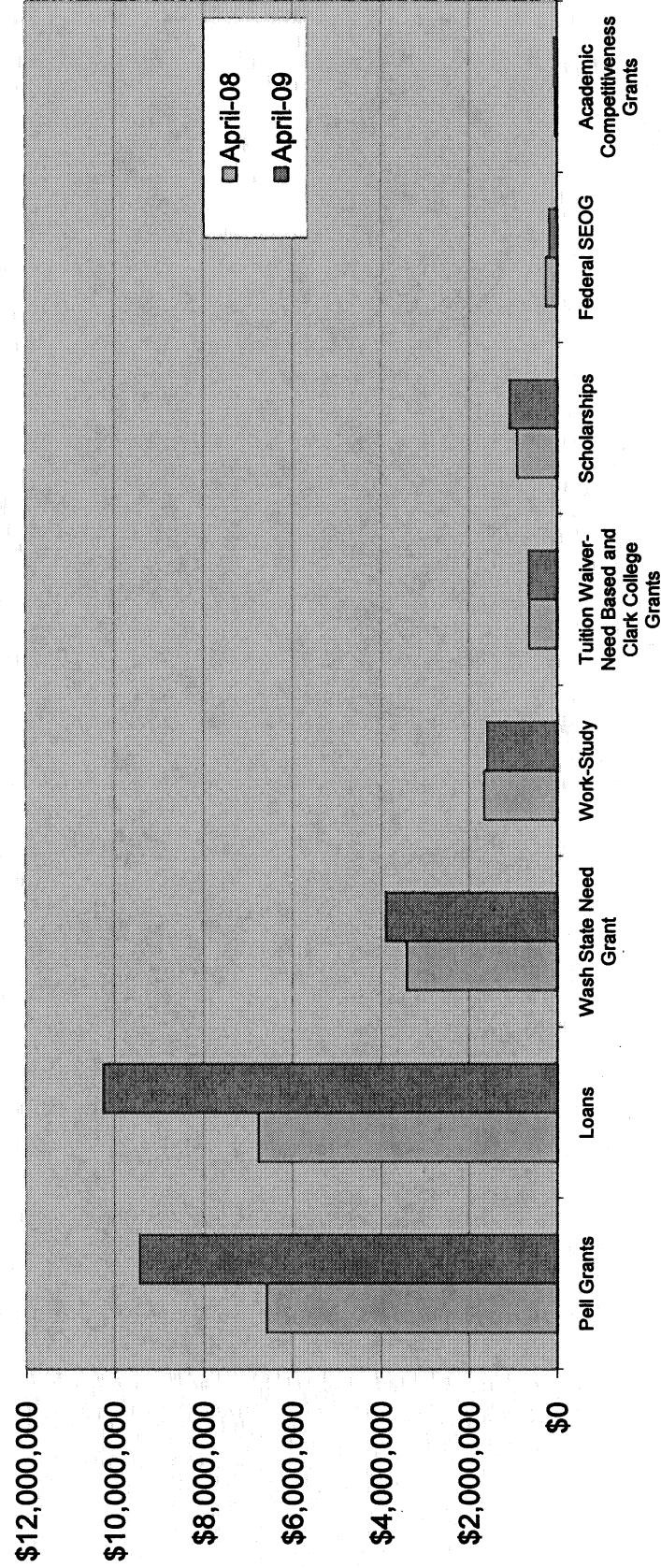
Provide a positive work environment that promotes effective communication through training, meetings, workshops & conferences.

Progress to date:

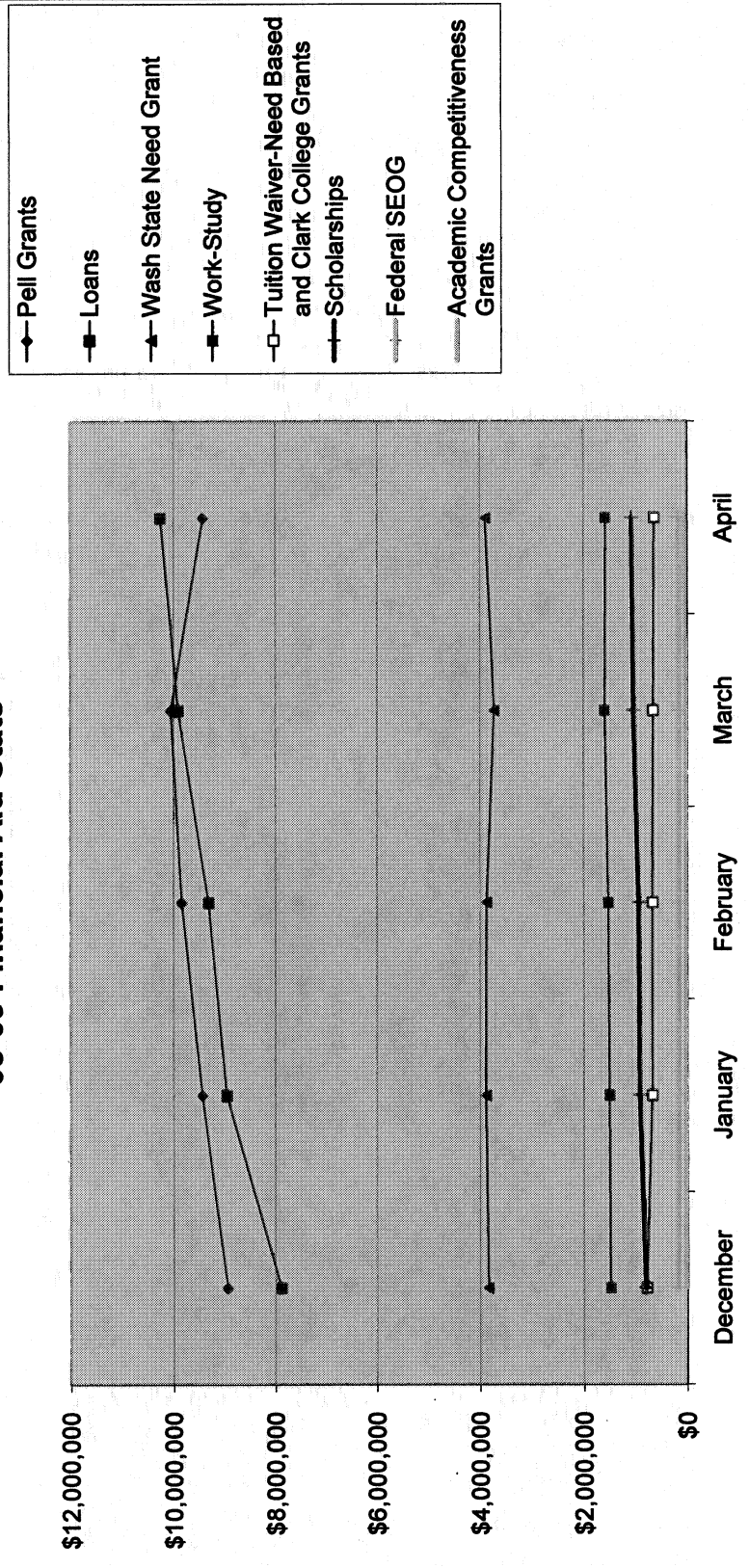
- ◆ Staff from the Veterans Office, Financial Aid, Welcome Center, Registration, Admissions, and the Office of the Vice President of Student Affairs attended the *Veterans Summit Workshop* at WSU Vancouver on April 17. The workshop covered information on the new GI Bill, how to better serve veterans returning from war, and general information about the issues veterans face as they reintegrate into civilian life.
- ◆ Samantha Lelo (Student Life) and Chanda Kroll (International Programs) attended the *How to Handle Emotionally Charged Situations in the Workplace* on April 14 at Clark. This audio conference was packed with essential how-to's needed to identify and disarm emotionally charged situations in the early stages — before tensions escalate out of control at work.

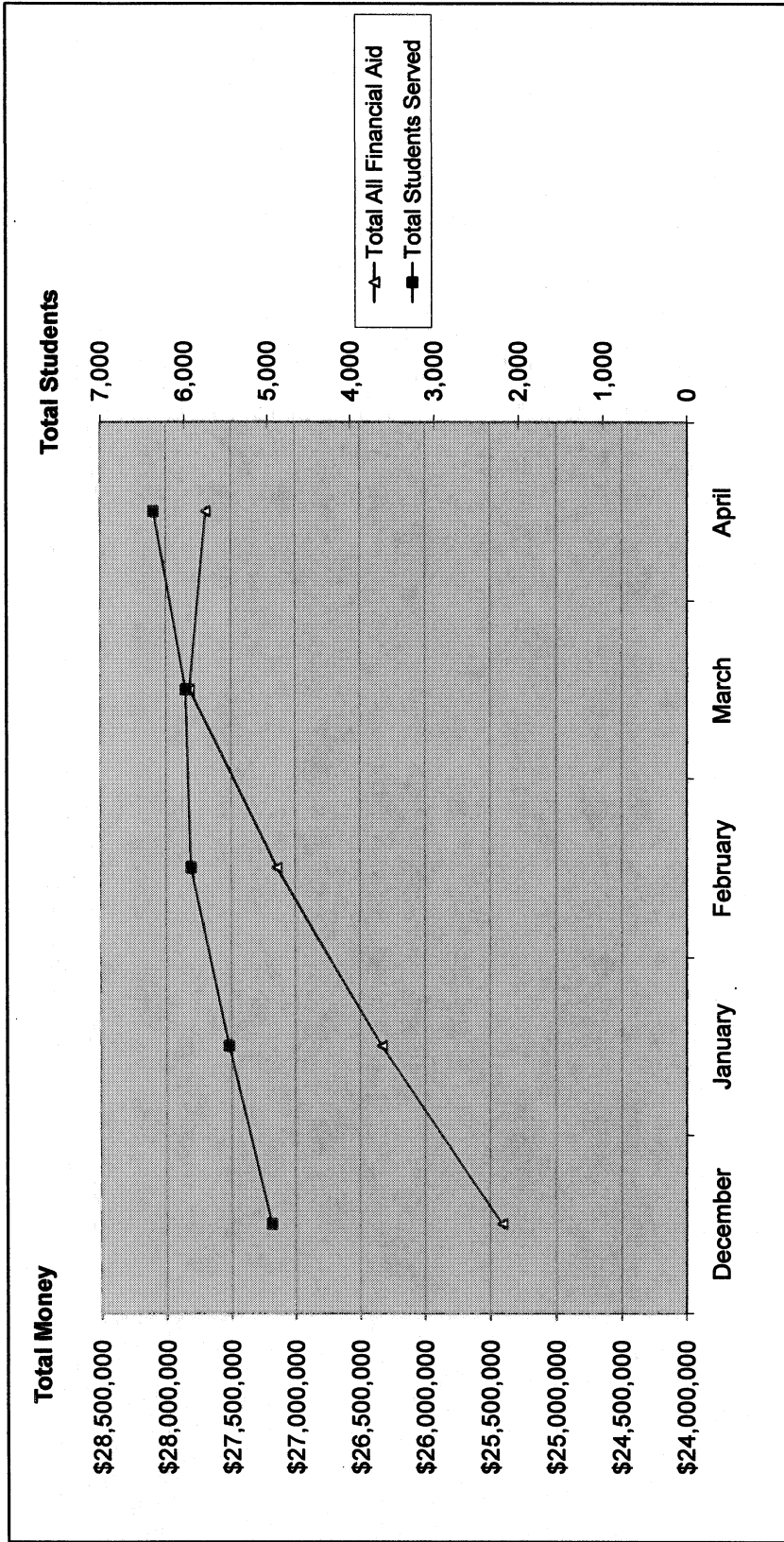
Ted Broussard  
Interim Associate Vice President of Student Affairs  
Dean of Student Success and Retention  
May 7, 2009

**Comparison Chart  
April**



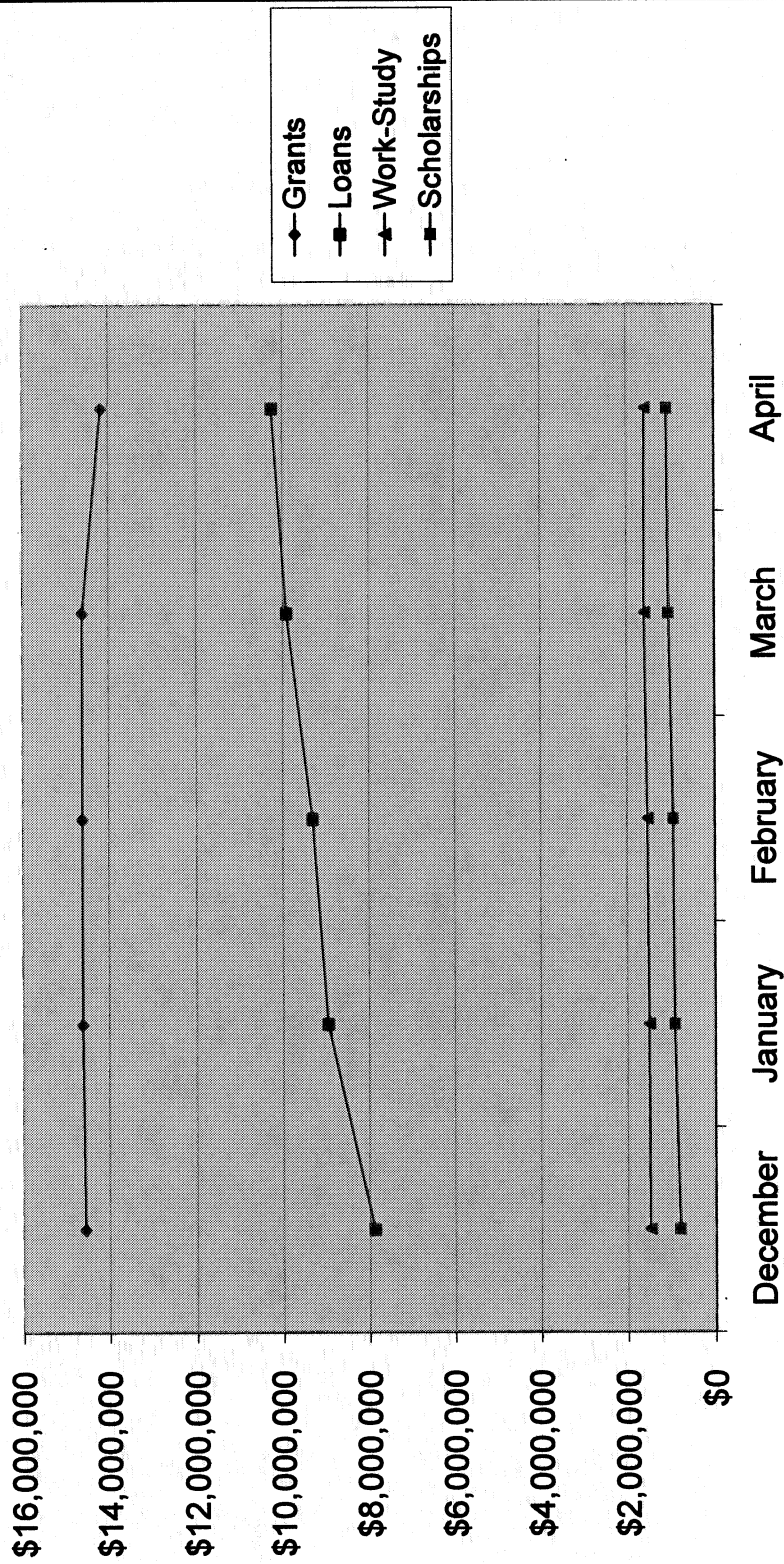
# 08-09 Financial Aid Stats





**Note:** December "Total All Financial Aid" decline is due to the cancellation of student aid. 398 students did not meet Satisfactory Academic Progress and their aid was suspended. Students have the right to appeal suspension. Financial Aid will be reinstated if the student's appeal is approved. Additionally, work study awards canceled for students that did not accept the funds.

# 08-09 Funding Types







## Human Resources Board Report May 2009

The following progress has been made in Human Resources in support of the Mission Imperatives and goals for 2008—09:

### Focus on Learning

#### Expand partnership and growth of the Teaching and Learning Center

##### Progress to date:

- ◆ The Teaching and Learning Center worked with Planning and Institutional Effectiveness on the May 7, 2009 Penguin Round Table program. The PRT discussed and provided input on the strategic planning process and how it relates to college-wide continuous improvement.

#### Evaluate Leadership Academy and continue implementation

##### Progress to date:

- ◆ Applications are open for the 2009-10 Leadership Academy which provides advanced leadership development for all faculty, classified, exempt, and administrative staff who would like to expand their roles as leaders. In conjunction with the Academy six skill building sessions are offered throughout the year. The cohort attends these sessions, but also has access to a professional coach all year. Applications for the 2009-2010 cohort are due by May 22, 2009.

### Respect for Differences

#### Finalize diversity plan

##### Progress to date:

- ◆ The Cultural Pluralism Committee continues work on the draft diversity plan with feedback from the recent forums. A forum will also be held with community members. The committee will compile and review all the feedback in order to finalize the plan.

### Management Excellence

#### Provide leadership to WPEA labor management and implementation of WPEA CBA

##### Progress to date:

- ◆ The Labor Management committee continues to meet and communicate regarding various issues. The next Labor Management Committee meeting is scheduled for May 21, 2009.

Ensure compliance and performance in Environmental Health and Safety (EHS) programs and expand programs

Progress to date:

- ◆ EHS is working with a College task force in response to the recent flu outbreak.

Additional Highlights:

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

- ◆ Alison Dolder was appointed to the part-time (80%) permanent 10-month classified position as Instruction and Classroom Support Technician 2 in Baking effective May 1, 2009. Alison attended Clackamas Community College and Clark College and has previous work experience with Pearl Bakery, Jean's Pastry Shop, Gap Mountain Breads, Franklin Pierce College, Barbara's Cake Emporium, I.G.A. Bakery, and Clark College.
- ◆ Toni Fulkerson was promoted to the full-time permanent classified position as Administrative Assistant 2 in Nursing effective May 1, 2009. Toni has been with the College since November 1999 and has worked in Nursing and Assessment and Testing.
- ◆ Kathleen Murphy was appointed to the full-time permanent administrative position as Dean of Science, Technology, Engineering and Math. Kathleen has an AS in Radiologic Technology from City College of San Francisco, a BEd in Vocational Education from the University of Hawaii and an MBA from the University of Phoenix. She has been with the College since January 2006 in Diagnostic Imaging and STEM.

Katrina Golder  
Associate Vice President of Human Resources  
May 7, 2009

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Alison Dolder	Instruction and Classroom Support Tech 2	5/1/09	Baking	Classified	PT 80%	Replacement
Toni Fulkerson	Administrative Assistant 2	5/1/09	Nursing	Classified	Full-time	Replacement
Kathleen Murphy	Dean of Science, Technology, Engineering & Math	7/1/09	STEM	Admin	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS						

VACANT POSITIONS  
 RECRUITING

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Administrative Assistant 2	5/11/09	Allied Health	Classified	Full-time	Replace/Reorg
Archer Gallery Curator/Manager	2/26/09	Art	Exempt	PT 49% 10 mo	Replacement
Associate Director of eLearning	2/17/09	Instruction	Admin	Full-time	Replacement
Chemistry Instructor	5/11/09	STEM - Chemistry	Faculty	Full-time temporary	Replacement
Custodial Services Manager	5/18/09	Plant Services	Exempt	Full-time	Replacement
Health Occupations Instructor	12/9/08	Health Sciences	Faculty	Full-time temporary	Replacement
Health and Physical Education Instructor	5/5/09	Health Sciences	Faculty	Full-time temporary	Replacement
Nursing Instructor-Medical-Surgical	5/20/09	Nursing	Faculty	Full-time temporary	Replacement
Program Assistant	4/13/09	Workforce Education TPC	Classified	Full-time	Replace/Reorg
Program Specialist 2	5/26/09	Financial Aid	Classified	Full-time	Replacement
Program Support Supervisor I	4/13/09	Workforce Education TPC	Classified	Full-time	Replace/Reorg
Secretary Senior	4/9/09	Admissions	Classified	Full-time	Replacement

VACANT POSITIONS  
ON HOLD

Associate Director of Student Recruitment			Student Affairs	Admin	Full-time	Replacement
Associate Dean of Nursing	FT Temp*		Instruction	Admin	Full-time	New
Automotive Instructor			Business & Technology	Faculty	Full-time TT	Replacement
Business Technology Instructor	FT Temp*		Business and Technology	Faculty	Full-time	New
Chemistry Instructor			STEM - Chemistry	Faculty	Full-time TT	Replacement
Computer Science Instructor			STEM - Computer Science	Faculty	Full-time TT	Replacement
CTEC Instructor			Business and Technology	Faculty	Full-time	Replacement
Director of Athletics	FT Temp*		Student Affairs	Admin	Full-time	Replacement
Director of Nursing	FT Temp*		Instruction	Admin	Full-time	Replacement
Dean of e-Learning	FT Temp*		Instruction	Admin	Full-time	Replacement
Dean of Social Science and Fine Arts (SOFA)	FT Temp*		Instruction	Admin	Full-time	Replacement
Electronics Instructor			Business and Technology	Faculty	Full-time	Replacement
ECE Specialist 2			Child and Family Services	Classified	Full-time 9 month	Replacement
ECE Specialist 3			Child and Family Services	Classified	PT 75% 9 month	Replacement
Fiscal Technician 3			Business Services	Classified	Full-time	Replacement
Grounds and Nursery Specialist 4			Plant Services	Classified	Full-time	Replacement
Health and Physical Education Instructor			Health Sciences	Faculty	Full-time TT	Replacement
Information Technology Specialist 3			Computing Services-Telephone	Classified	Full-time	New
Instruction & Classroom Support Technician			Culinary Arts	Classified	Full-time	Replacement
Japanese Instructor	FT Temp*		Communications & Humanities	Faculty	Full-time	New
Nursing Instructor			Health Sciences	Faculty	Full-time TT	Replacement
Office Assistant 2			Security/Safety	Classified	Full-time	Replacement
Vice President of Student Affairs			Student Affairs	Admin	Full-time	Replacement
Women's Studies	FT Temp*		Social Science	Faculty	Full-time	New
Welding Instructor	FT Temp*		Business and Technology	Faculty	Full-time	Replacement

\*Position currently filled as full-time temp  
 OUF-Open Until Filled TT - Tenure track  
 Clark College Human Resources  
 05/07/09



## Planning & Effectiveness Report May 2009

### Access to Education

Support student success, retention and enrollment through data and grant proposals.  
(Related grants identified and submitted. Data supplied for grants and college planning efforts.)

#### Progress to date:

- ◆ Provided information about enrollment, course success, progress toward degree for a variety of Instructional departments and initiatives, such as Math, Biology, Chemistry, the Program Action Team, and outcomes assessment.
- ◆ Planning and Effectiveness is supporting the Online Class Capacity Task Force by conducting a research study that measures the difference in instructional time between online classes and face-to-face classes. The instructors selected for the study are currently keeping time logs.
- ◆ The CCAMPIS grant was submitted by Child and Family Services. Planning and Effectiveness provided data and information specifically for the evaluation and needs section of the grant. The purpose of the grant is to increase student progress toward educational goals. Clark College was awarded the CCAMPIS grant in the past and found that of those students who used CCAMPIS child care services, 81% returned the next academic year compared to 60% of other low-income parents.

### Respect for Differences

Assess the level of satisfaction of stakeholders and communicate results to college community.

Support an inclusive environment where mutual respect and equity are encouraged and valued.

#### Progress to date:

- ◆ Two staff members completed college-sponsored online diversity and harassment training module.

### Workforce Development

Provide data and grant support for instructional planning and preparation of workforce grants.

Progress to date:

- ◆ Members of the Strategic Grants Development Task Force decided to focus on Health Information Technology (HIT) as a new initiative and discussed the possibility of developing a project on HIT to include partnerships with other higher educational institutions in southwest Washington and in Portland. Since HIT is an emerging field, Task Force members within their roles at Clark will facilitate the relationships/partnerships to determine the feasibility of the program. It was also decided that the steps we have been taking in developing the HIT initiative could be used as a model for developing new programs that will require funding.

The Task Force also discussed the development of an IT matrix that would identify the key areas for funding, the growing need for technology infrastructure in eLearning and online resources and how IT would leverage other activities/programs.

- ◆ Participated in a state discussion to determine how to identify students affected by American Recovery Reinvestment Act (ARRA, also known as the Stimulus Package) and the SB 5809, Revising Unemployment Compensation and Workforce Training Provisions. Both pieces of legislation will provide funding to the local Workforce Development Councils (WDCs) to contract with higher education (community and technical colleges) to offer both new training and to increase the capacity in existing programs. Both legislations require colleges to track outcomes of the students, i.e. measure their employment success such as wages and employment status.

Broad Based Partnerships

Facilitate state and federal advocacy for issues impacting Clark College. (Agenda and issues communicated; college tours and updates completed; events organized and executed.)

Progress to date:

- ◆ Sent the April 2009 issue of *The Clark Journal* to all district legislators as well as the Southwest Washington regional representatives from Congressman Baird and Senators Cantwell and Murray's local offices.
- ◆ Letters were sent to district legislators thanking them for their support during the 2009 legislative session.

Management Excellence

Facilitate completion of self study and a successful 2008 accreditation.  
Coordinate development and implementation of strategic planning processes.  
Provide data and research support for Key Performance Indicators of the strategic plan.

Progress to date:

- ◆ The Strategic Planning Task Force has been actively working on drafting the goals and sending them out to the college for review and feedback. The task force is also working on reviewing feedback for the vision and mission and, if needed, making revisions.



- ◆ The draft 2009-2014 Strategic Plan was reviewed at the Penguin Roundtable on Thursday, May 7<sup>th</sup>. Specifically, the attendees were asked to link up all of their departments/divisions/units/areas broad and major functions or roles they perform. Then they were asked to match those functions and roles with the drafted five-year college goals. The outcome of this exercise identified some areas that were not covered by the goals such as compliance, budget stability or fiscal management, and public confidence. The Strategic Planning Task Force took these suggestions and made revisions to the goals at the May 8<sup>th</sup> meeting.
- ◆ Planning and Effectiveness is working toward “automating” most of the ongoing and regular reports. Three have been developed thus far and were demonstrated to various groups on campus. They are almost ready to go out to the entire college.
  - EMD – Enrollment Management Database – This application allows users to choose what enrollment numbers (FTES, headcount, or class seats) they want to see by departments, units, college total. Users can also see enrollments by types of students such as Running Start, State-Support, and other funding sources. In addition, it provides historical comparisons.
  - PARTI – Program Assessment and Review Transparency Instrument – This application allows users to track the annual trends of full-time equivalent students and faculty; students’ educational intent; and students’ preparedness, and demographic outcomes in state-support classes at the department, division, unit, and college levels.
  - ED – Effectiveness Database (Two modules – Fish Count and Enrollments in eLearning) – ED currently consists of two completed modules, Enrollments in eLearning (EEL) and Fish Count (Quarterly FTES by Department). The Fish Count module identifies the total number of FTES by quarter, department, division, and unit. The Enrollments in eLearning (EEL) module identifies a variety enrollment, demographic, and characteristic information pertaining to students enrolled in online classes. ED will continue to grow with a new module coming online about once each month, and will eventually provide most of our reporting services, including Course Outcomes Data (COD) and SEA (Student Entrance Assessments).
  - The Director of Grants Development attended a two-week intensive Resource Development Specialist Training offered by the Council for Resource Development (CRD). The Specialist Training curriculum included essential components of private and public fundraising with a focus throughout the program on the development of skills common to both public grant seekers and private fundraisers. This year, the week-one training was split between the campuses of Central Piedmont Community College in Charlotte, NC, serving approximately 70,000 students per year on its six campuses and York Technical College in Rock Hill, SC with approximately 15,000 students. Week two in Washington DC focused on public funding sources such as the National Science Foundation, U.S. Department of Education, Health Resources and Service Administration, and many others.

Four issues dominated all training sessions, follow-up discussions and meeting with federal representatives and federal program directors:

1. All stakeholders are recognizing the instrumental role of community colleges in taking a lead in regional economic development at a time of economic downturn.

2. The lead role of community colleges in high unemployment areas in workforce development and in creating partnerships with industry, workforce development boards/councils and the county/city.
3. Community colleges should be proactive in addressing the market demand and coming up with new training initiatives and thus, reinventing a new manufacturing community and reducing the unemployment rate.
4. Community colleges should plan to begin initiatives in new areas such as renewable energy and green jobs with stimulus money.

The training emphasized that community colleges must develop and maintain a steady relationship with their federal representatives and the federal funding sources to access federal funds. Another primary message was that in order to acquire both public and private/leveraged funds, it is important to engage college leadership in revenue generation.

Shanda Diehl  
Associate Vice President, Planning and Effectiveness  
May 2009



## Corporate & Continuing Education Report May 2009

Corporate & Continuing Education has made the following progress toward 2008-09 goals in the six Mission Imperative areas:

### Access to Education

Create programming plan for Columbia Tech Center

Progress to date:

- ◆ Southwest Washington Convention & Visitors Bureau CEO Kim Bennett and three staff members along with Morgan Thompson, Director of Sales for the Marriott Springhill Suites hotel toured Columbia Tech Center on May 8. Both the Visitor's Bureau and Marriott hotel will be promoting Corporate Learning Center facility rentals for the College.

### Workforce Development

Secure funding sources that support innovative training programs for targeted populations meeting local labor market demand.

Progress to date:

- ◆ Through the Workforce Innovation in Regional Economic Development (WIRED) initiative Mt. Hood Community College has contracted with Corporate Education to offer a 72-hour SolidWorks, Cosmos, and PDM Works CAD training to American Aerospace Engineering (AAE). AAE is an engineering company located in White Salmon that provides product development from proof of concept through to product design, prototyping and production release.
- ◆ On April 29, Todd Oldham met with Ray Hoyt, Director of Customized Training and Development with Clackamas Community College and Pam Clem, Program Coordinator, to review a \$130,000 training proposal for a "Supervisory Leadership Academy for Manufacturing" in Southwest Washington. The program is designed to enhance leadership skills for first line supervisors. The program includes 90 hours of classroom instruction and 648 hours of cooperative work experience. This training will be funded through the Workforce Innovation in Regional Economic Development (WIRED) initiative.
- ◆ Corporate Education has been awarded an additional \$130,000 by DSHS for the FY08-09 Limited English Proficiency Training (LEP). The additional funding increases the contract total for FY08-09 from \$202,500 to \$332,500. LEP provides ESL training to immigrants new to the United States to assist them with their transition into employment. Approximately 250 students have participated in LEP training this year.
- ◆ Washington Manufacturing Services (WMS) and Corporate Education are exploring a Lean Enterprise manufacturing consortium for Clark and Skamania Counties. Mike Schneider with WMS and Todd Oldham met with two manufacturing companies in Skamania County on May 6: Custom Interface in Bingen and Innovative Composite Engineering in White

- ◆ Salmon. Both companies have interest in participating in a Lean Enterprise manufacturing consortium.
- ◆ Twenty-two fire fighters graduated from the first “Clark County Regional Fire Academy” presented by Clark College Corporate Education, Vancouver Fire Department, Clark County Fire District 6, and Camas Fire Department on May 6. Graduates received 374 hours of training in search and rescue, safety, hazardous materials, physical fitness and other specialized training. A second cohort is planned for fall of 2009.
- ◆ Enrollment in Corporate Education’s Fundamentals of Caregiving and Continuing Education for Caregivers classes has increased 48% in FY08-09. An additional 12 classes have been offered, an increase of 33%, training 435 more students this year. As of May 7, a total of 1,342 caregivers have received training in FY08-09.
- ◆ In FY08-09 Corporate Education has secured customized training contracts with 24 local companies for combined revenue of \$309,740

#### Additional Highlights for Corporate & Continuing Education

- ◆ The Corporate & Continuing Education quarterly class schedule “Explorations” has been redesigned for summer to a smaller four-page format. The summer “Explorations” highlights Clark College at Columbia Tech Center and new programming in fall 2009. Summer “Explorations” was mailed to 114,433 Clark County residents the week of May 11, 2009.

On May 7, Tracy Reilly Kelly, Mature Learning Program Manager and Todd Oldham met with Neal Naigus, Assistant to Portland Community College District President to discuss collaboration between Clark College’s Plus 50 initiative and PCC’s Life by Design Norwest program. Both programs support Baby Boomers as they transition to the next phase of their life.

Todd Oldham  
Executive Director  
May 7, 2009



## Communications and Marketing Report May 2009

### Access to Education

Establish and implement a distribution plan for the quarterly class schedule in support of educational offerings at Clark College at Columbia Tech Center.

#### Progress to date:

- ◆ Complete. Mailing of the spring 2009 and summer 2009 quarterly schedules was expanded to include residential postal patrons in the eastern portion of Clark College's service district. In preparation for the 2009-2010 fiscal year, schedule production considerations will include expanding distribution of *Clark College Connections* to the college's full service district.

### Pre-market Clark College at Columbia Tech Center (CTC).

#### Progress to date:

- ◆ The CTC marketing campaign that includes cable TV (promoting both the building and classes offered) will also include print ads (promoting the two-day-a-week degree program to be offered at CTC) and direct mail (postcards to 65,000 households in east Vancouver, Stevenson and White Salmon). The overall purpose of the campaign is to build awareness of the new facility's opening in the fall and to begin to develop a student enrollment pipeline that includes parents of high school graduates, returning students from other colleges and adults seeking additional education. Students will be directed to go to CTC web content about classes and services at CTC or to call the 360-699-NEXT phone line. Student Affairs and Instruction have received updated information about the campaign as part of ongoing planning for the opening of CTC.
- ◆ Work has begun on the development of a marketing campaign and materials in support of the CTC Open House scheduled for Saturday, August 29 from 10 a.m. to 2 p.m. The campaign is scheduled to run from August 17-29.

In partnership with the Office of Instruction, determine highest priorities (tier one, tier two, tier three) for new sections on the Clark College Web site.

#### Progress to date:

- ◆ Web Assistant Tahnya Huneidi built and launched a new Web site for eLearning (<http://www.clark.edu/academics/eLearning>). The page explains the requirements and benefits of taking an eLearning class. Links guide students to information regarding registration, financial aid and other important information.

### Respect for Differences

Support the successful and inclusive celebration of Clark College's 75th anniversary through targeted and broad-based marketing initiatives, as well as college publications including *Clark 24/7*, *The Clark Journal* (as appropriate) and *Clark College Connections*.

#### Progress to date:

- ♦ Executive Director Barbara Kerr has coordinated communications efforts for the college's 75<sup>th</sup> anniversary celebration events on May 12. She has served as the 75<sup>th</sup> anniversary planning committee liaison with artist Beth Heron, who is creating the sculpture which will house the time capsule. She has also coordinated items which may be included in the time capsule. She is also coordinating the program for the event featuring the opening of the 50<sup>th</sup> anniversary time capsule and the dedication of the 75<sup>th</sup> anniversary time capsule.

#### Workforce Development

Provide communications and marketing support to Corporate and Continuing Education's 2008-2009 business plan.

#### Progress to date:

- ♦ A brochure, marketing letter, pricing inserts and room layout graphics are nearing completion to support Corporate Education's room rentals to be offered at CTC. The next phase of the project is the development of Web content pages that will include an online room booking system.

#### Broad-based Partnerships

In partnership with YWCA Clark County, successfully plan and host the 25th Women of Achievement (WOA) celebration in 2009.

#### Progress to date:

- ♦ President Bob Knight, Barbara Kerr and representatives from the YWCA Clark County met to assess the 2009 Women of Achievement (WOA) celebration and discuss steps to ensure the success of future WOA events. On behalf of both organizations, YWCA Clark County will solicit additional feedback from targeted members of the general community, including past WOA honorees.

#### Management Excellence

Assess departmental operations to determine sustainability options relating to the printing of Clark College publications (e.g., schedule, newsletters and brochures) and other practices to foster a "green" environment in the department.

#### Progress to date:

- ♦ Erica Schwenneker attended the college sustainability committee meeting, the Mental Health Monday forum on ecopsychology, and "Going Green at Work" audio conference offered by Employee Development. She is continuing to gather information to help the Communications and Marketing unit shrink its carbon footprint. On May 20, 2009, Jill Sughrue, a Sustainability Consultant, will meet with the Communications and Marketing staff to discuss current and best use practices for sustainability within the department.



Establish and utilize e-mail distribution method for college newsletters (carryover from FY 2007-2008 operational plan goals).

Progress to date:

- ◆ Complete. The transition to e-mail distribution of *Clark 24/7* and *The Clark Journal* to requesting retirees was completed during winter quarter 2009. In April 2009, the college distribution of printed copies for employee use was updated and revised. These two actions taken together have resulted in the reduction of 194 copies of each newsletter being printed, saving paper and printing expenses, as well as mailing costs.

#### Additional highlights for Communications and Marketing:

Communications and Marketing staff members provided a wide array of services in support of the college's Enrollment Management Plan and units across the college:

- ◆ The summer 2009 enrollment marketing campaign began on May 4 and will run through June 11. The campaign includes cable TV, print ads (promoting the start of Open Registration for summer on May 7) and radio. While the campaign is geared towards summer enrollment, it also starts the fall student enrollment pipeline process.
- ◆ To support those efforts, graphic designer Wei Zhuang created open registration newspaper ads for *The Columbian*, *The Oregonian*, the *Battle Ground Reflector* and the *Camas-Washougal Post Record*, as well as a Web ad for the eLearning program.
- ◆ In partnership with Instruction, Communications Specialist Erica Schwenneker continues to revise, update and post corrected program sheets to reflect common course numbering and program changes.
- ◆ Erica Schwenneker is managing the coordination, printing and distribution of the early fall and summer 2009 *Clark College Connections* quarterly class schedules. She assisted Student Affairs with the development and distribution of a news release announcing the reopening of Running Start testing. In partnership with Instruction, she also updated two-day AA degree program Web pages.
- ◆ Graphic Designer, Jennifer Shadley created a Web ad for the Washington Science Olympiad, as well as a program to be handed out to coaches. She also attended the community event to take photographs. Graphic Designer Pat McDonald designed the t-shirts for the event.
- ◆ In support of the Foundation's effort to increase participation in this year's K-Rod Run/Walk event, graphic designer Wei Zhuang created a Save the Date postcard and poster.
- ◆ Ongoing production support was provided by Erica Schwenneker for the proposed 2009-2010 Clark College Student Handbook. Working in partnership with Director of Student Life & Multicultural Student Affairs Carrie Weikel-Delaplane, Erica researched printing quotes and consideration of in-house versus external production options.
- ◆ Barbara Kerr, Kathy Murphy and Erica Schwenneker continue their work for the college's 2009 commencement and GED/high school completion ceremonies. Projects include programs and publications for both events, video segments for commencement, and the scripts for both ceremonies.
- ◆ Based on a request from Instruction, a new program was created by Web assistant Tahnya Huneidi. It allows authorized faculty and staff members to enter information regarding unexpected class/meeting cancellations for display on the Clark College Web site.
- ◆ Webmaster Chris Concannon created an online payment form for the Clark College Foundation. The program has functionality to track and archive information about payments for items or events.

- ◆ Graphic Designer Pat McDonald developed a poster, program and Web ad to generate interest and attendance in the spring 2009 Faculty Speaker Series event featuring physicist and astronomer Dick Shamrell.
- ◆ To communicate that STEM (Science, Technology, Engineering, and Math) has free help sessions for students enrolled in math, astronomy, chemistry, physics and more, Senior Graphic designer Wei Zhuang designed a Web ad and Web Assistant Tahnya Huneidi created a Web page with links to each area. That page makes it easier for the student to find information about specific help sessions.
- ◆ Director of Marketing Brian Scott has started to develop marketing materials to support the Environmental Science program for fall 2009.

Barbara Kerr  
Executive Director of Communications and Marketing  
May 7, 2009



## Foundation Report May 2009

### Management Excellence

The Foundation's development staff continues to connect with current and potential donors through campus tours as well as delivery of the feasibility study executive summary during face-to-face visits.

Considerable emphasis has been placed on utilizing and enhancing technology to support fundraising activities. Online contributions, a new donations avenue for the Foundation, have increased by 178% so far this fiscal year. We are confident this trend will continue. Total contributions received through nine months ended March 30, 2009 totals approximately \$1.1 million. Areas of support include scholarships, athletics, and multiple academic programs.

The Foundation's current year's goal of 480 substantive cultivation contacts has been exceeded by 45%. The stewardship contacts goal of 180 has been surpassed by 134%.

Sixty-nine major gift and sponsorship proposals have been submitted to various foundations and organizations this fiscal year. While 16 were declined (primarily due to economy concerns) 28 have been accepted and 25 are pending.

Current contribution activity is critical for the success of the Foundation's goals to support Clark College. However, planned gifts secure the future. Currently, Clark College Foundation has confirmed 30 planned gifts with an additional 21 prospective planned gifts in various stages of consideration.

### Other Highlights—Upcoming Events

- ◆ Savoring Excellence—Thursday, May 20, 2009, 5:30 p.m., Gaiser Hall Student Center
- ◆ Alumni Student Dinner—Tuesday, June 2, 2009, 6:00 p.m., Gaiser Hall Student Center

Respectfully submitted,

Lisa Gibert  
President/CEO  
May 7, 2009





# MEMORANDUM

To: Robert Knight, President

From: Bob Williamson, Vice President of Administrative Services *BW*

Date/Ref: May 8, 2009/BW43

Subject: Foundation Funds Allocation - Recommendations

Each year, the Clark College Foundation provides money to the College. Funding requests, which originate with College departments and programs, are reviewed by the College's Foundation Funds Allocation Committee, which in turn makes recommendations to the President. The Committee recommendations are included on the attached spreadsheet.

These funds include the restricted Roy G. Andersen Endowment established to support vocational programs as well as unrestricted Foundation funds. That designation is reflected on the attached list.

The Foundation Funds Allocation Committee has completed its work and recommends the attached list to you and the Board for approval. A total of \$521,821 is recommended, of which approximately 83% is restricted Andersen Endowment funds. A total of 61 requests for \$2,049,500 were reviewed; 9 are recommended for funding.

The Committee worked with the departments to fund the highest priorities and the most important elements of the requests. There is a general feeling on campus that the Committee process is open and fair. The credit for this goes to the Chair, Don Gonser, and the rest of the Committee members who put in a great deal of effort on this recommendation.

Members of the Committee include:

- Don Gonser, Chair - Vocational-at-Large
- Rebecca Benson - Classified Staff
- Ted Broussard - Vice President of Student Affairs
- Barbara Chen - Foundation Staff
- Rassoul Dastmozd - Vice President of Instruction
- Larry Easter - Foundation Board
- Kimberlie Lee - Foundation Staff
- Kathleen Lesley - Director of Medical Radiography
- Kanchan Mathur - Math, Physical Science and Engineering
- Gary Phillips - Developmental Education
- Ashley Schahfer - ASCC Programming Board #4
- Edward Schottmuller - ASCC Finance Committee Member

Robert Knight  
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- Phil Sheehan - Interim Vice President of Administrative Services
- Mitch Sott - Classified Staff
- Senseney Stokes - Social Science and Fine Arts
- Bruce Wells - Machining Technology

The Committee's recommendation has been reviewed and endorsed by the Executive Cabinet and is submitted to you and the Board of Trustees for approval. If approved, the request will be forwarded to the Foundation for their review and approval. Please let me know if you have any questions.

th

Attachment

cc: Committee Members

**Foundation Funds Allocation Committee  
2009 - 2010 Recommendations**

<b>Department</b>	<b>Proposal Name</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Project Description</b>
<b>Permanently Funded Grants</b>				
Health Services	Emergency Medical Fund	\$500	\$500	To provide medications and supplies to students who either have inadequate insurance or have no insurance.
Human Resources	Faculty Development	\$32,550	\$13,950	To allow each division development funds to enhance divisional/departmental goals. The funds will provide for curriculum development, training, and skills upgrading, research, enhancement of instructional programs, technical development and other items not funded by the institutional budget.
Human Resources	Staff Development	\$24,500	\$10,500	To fund continuing staff training and development for classified, administrative, and exempt employees. The intent of the continued development is to enhance job knowledge, technical skills, team efforts, career development, health and safety in the workplace, communication skills, supervisory skills, and customer service to the campus community and public.
Human Resources	Staff Excellence Awards	\$1,125	\$1,125	To provide two \$1,000 awards to classified staff in recognition of performing their job above and beyond their normal duties.
Computing Services	Computer Replacement	\$18,400	\$73,600	To replace the computers in various student labs in accordance with the College's three-year replacement plan.
Student Services	Displaced Homemaker Center	\$800	\$800	To provide emergency funds for students in the Displaced Homemaker Program who are in job skills training.
		<b>\$ 85,117</b>	<b>\$ 436,704</b>	<b>\$521, 821 Total Funds Available</b>



**Foundation Funds Allocation Committee  
2009 - 2010 Recommendations**

<b>Department</b>	<b>Proposal Name</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Project Description</b>
Career and Employment Services	Service-Learning Faculty Fellows Program	\$7,242	\$ -	To continue providing faculty/instructors with the tools to develop meaningful service-learning based courses and launch year two of the Service-Learning Faculty Fellows program, based on a faculty train-the-trainer model, to promote service-learning amongst Clark College faculty.
Electric Systems & Controls Technology	Power Utilities Technology Laboratory Equipment Purchase	\$ -	\$285,400	To purchase required equipment for the new Power Utilities Technology Program Power Laboratory at the Clark College satellite campus at Columbia Tech Center.
Health Sciences/Corporate & Continuing Education - Various Departments	Health Core Curriculum Development	\$ -	\$50,829	To develop a Healthcare Core Curriculum (HCC), deliverable through a variety of modalities, focusing on basic competencies and knowledge required in various health occupations.
<b>Contingency Funding</b>				
Data Networks & Telecom	Equipment for New DNET Lab at Clark CTC Campus	\$ -	\$ -	\$50,829 Restricted Funds - If Health Core Curriculum Development project fails to launch. To provide for the purchase of essential equipment data networking and telecommunications equipment needed to begin offering courses at the new DNET lab at the Clark Technology Center (CTC).



**MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES**  
**Clark College, District No. 14**  
**April 27, 2009**  
**Ellis Dunn Room GHL 213**

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

**Administrators:** Robert Knight; President; Dr. Rassoul Dastmozd, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services; Ms. Katrina Golder, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Mr. Todd Oldham, Executive Director of Corporate & Continuing Education; Mr. Ted Broussard, Dean of Student Success & Retention, Ms. Leigh Kent, Executive Assistant to the President.

**Faculty:** Dr. Marcia Roi; Prof. Tina Barsotti; Prof. Kristine Barker; Prof. James Craven.

**Others:** Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Mr. Pat Mehigan, ASCC President; .

**Absent:** Ms. Leann Johnson, Director of Equity & Diversity;

**I. CALL TO ORDER**

Chair, Sherry Parker, called the meeting to order at 5:08 p.m.

**II. BUSINESS MEETING**

**A. Review of the Agenda**

An executive session was added to the agenda to discuss, with legal counsel representing the College, litigation or potential litigation to which the College, the Board, or a member acting in an official capacity, or is likely to become, a party. There will be no action taken by the board at the executive session.

**B. Statements from the Audience**

Prof. Jim Craven and student Audrey McDougal made statements to the board. Prof. Craven served the board, through Assistant Attorney General Terada, with an unfair labor practice complaint that he said he will file with the Public Employment Relations Commission

**C. Statements and Reports from the Board Members**

Trustee Sen Hoss updated the board and guests concerning the Presidential evaluation project she and Trustee White have been working on. They provided a review of the process and project timeline along with samples of the college community survey, the community survey, and community constituents who will be asked to provide input. The surveys will be available on Survey Monkey for a period of two weeks. Anyone with internet access will be able to participate in the survey; all comments are completely anonymous. Results of the survey will be discussed at the June 15 board meeting.

Trustees Sen Hoss and White thanked Ms. Golder and Ms. Diehl for their assistance in developing the survey. Trustee Jacobs thanked Trustees Sen Hoss and White for taking on the project; Trustee Burkman noted the survey questions are very solid which will provide solid, relevant feedback.

Trustee Burkman noted that he and Chair Parker attended one of the open budget forums moderated by Mr. Williamson. Trustee Burkman acknowledged Mr. Williamson for facilitating these meetings and compiling the comments offered concerning budget reductions.

Trustee Sen Hoss recognized those involved with planning and hosting this year's Sakura Festival. Trustee Burkman noted that he was very pleased to see that so many students attended Sakura this year.

**D. President's Report**

This evening's student presentation was provided by Dora Hernandez.

President Knight announced that the college has entered into a pilot program with Second Step Housing (formerly YW Housing), the Vancouver Housing Authority, and Community Services Northwest, to provide re-entry housing for individuals who are being released from the Larch Correctional facility. The program will assist people who do not have any support resources to help their transition into the community after they leave prison. Ms. Becky Merritt, Eligibility Programs and Advising Support Manager, will manage the program. Trustee White requested periodic updates be presented to the trustees once the program is fully underway.

The college has signed a transfer agreement with City University of Seattle. The agreement offers 20 scholarships from City University for transfer students in the amount of \$10,800 each. This will cover approximately 40 percent of a student's tuition at City University.

President Knight reviewed the open budget forum process that took place through the first two weeks of April. Members of the college community provided their comments and suggestions toward budget reductions and the resulting document of compiled suggestions was 22 pages long. He thanked everyone in the college community for participating in this process. There were many good suggestions and the executive cabinet will be reviewing them to determine those which could be implemented based upon the college's strategic priorities.

Trustee Jacobs asked for information as to how the process for the seven percent tuition increase would work. The SBCTC is responsible for voting on tuition increases and the community and technical colleges are responsible for implementing them. Tuition increases are not determined by the individual colleges' boards.

**E. Association Reports**

**1. CCAHE—Dr. Marcia Roi**

Dr. Roi reviewed her written report. She noted that meetings with the administration seem to be improving incrementally.

**2. ASCC—Mr. Pat Mehigan**

Mr. Mehigan distributed an updated April 2009 board report and the ASCC winter quarterly report. He noted that the Earth Week Club Fair was a great success. Secretary of State Sam Reed, Oregon Secretary of State Kate Brown, and CVTV were

also guests of the ASCC during the week.

Applications for ASCC officers have been distributed to the student body. Many students are interested in the president/vice president positions for next year. Mr. Mehigan is having students interested in the presidential position shadow him so that they can experience the position to see if they want to pursue the electoral process further.

3. **WPEA**

There was no report from the WPEA this month.

F. **College Reports**

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

Dr. Dastmozd had one addition to his report. A new Textbook Work Group has been formed which is charged with looking at ways to maintain the quality of instruction while finding innovative ways of reducing the cost of textbooks to students. This is a faculty-driven group which will make a recommendation in late May and be reported to the Board in June.

Dr. Dastmozd will have more information at the May meeting on Student Achievement quality points.

Trustee Burkman thanked Ms. Ann Snyder for her presentation and fine representation of Clark College at a recent YWCA event he attended. Trustee Jacobs acknowledged the Teaching Learning Center for having such phenomenal outcomes in such a short time period.

Professors Tina Barsotti and Kristine Barker, and Dean Kathleen Murphy provided the faculty presentation on STEM activities and the initiatives that promote student participation and achievement in those programs. Dr. Dastmozd acknowledged Professor Paul Casillas for the proactive work he is doing at the college and in the local community to help students with math.

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

Mr. Williamson distributed a budget development status report on the statewide and local processes the college is currently engaged in. The executive cabinet met on April 20 and 21 to develop the 2009-2010 budget and determine next year's priorities. On April 25, the House and Senate adopted a budget that called for a 10.7% reduction to the college, or approximately \$3.5 million. Of that amount, the college has already reduced expenses by \$1.3 million, leaving a \$2.2 million cut that most likely will be made up through increased tuition dollars from excess enrollment and running start. These are soft monies and are not guaranteed to continue. There is also no guarantee that further reductions will not be necessary and the college must wait until firm budget numbers are provided before making plans to move forward. The executive cabinet will continue to look for long-term efficiencies to build into the system that could alleviate further reductions.

Trustee Sen Hoss recognized all the work that has gone into the budget process and noted that it has been a monumental task. She questioned the dollar amount that a seven percent tuition increase would translate into; the amount is \$6 per credit or \$270 per year for a student taking 15 credits per term. Although there has been a financial aid increase for low income families, middle class families who do not qualify for financial aid will be the hardest hit with the tuition increase. Trustee Sen Hoss

will send information on tax credits to Mr. Williamson that may assist students in affording the tuition increase.

Mr. Williamson noted that a new electronic purchasing approval system has been implemented and is being rolled out to the units across the college. All units are expected to be online within the next six months.

Mr. Williamson discussed the two initiatives he is bringing to the Board for approval. The Technology Fee Proposal is requesting an increase in technology fees from \$2 per credit to \$3 per credit. This initiative will be on the student ballot in May; this is the first increase being requested in this fee category since 1999. The ASCC has the option to increase this fee annually by five percent without student ballot approval.

The ID Theft Prevention Program is being mandated by the Federal Trade Commission. The college is already practicing many of the procedures the FTC is mandating, but the adoption of policies and procedures will operationalize these practices.

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

Mr. Broussard provided updated enrollment numbers—spring quarter is up by 20.83% over last year. At this time last year, there were 750 Running Start students compared to 957 now and the college estimates that there will be a total of 1,225 in 2009-2010. The college is in the process of determining how many more Running Start students can be admitted and Mr. Broussard feels the 1,225 is probably the maximum or close to the maximum number that can be accommodated. Student Affairs and the Office of Instruction are collaborating on finding scheduling efficiencies so that more students may be accommodated.

**4. Human Resources—Ms. Katrina Golder**

Ms. Golder announced that all open tenure-track faculty positions have been filled for 2009-2010.

Ms. Golder included a recommendation in her report that the college elect bargaining by the governor with the Washington Public Employees Association and that the Board authorize the President to sign an interagency agreement with the Office of Fiscal Management for the classified staff.

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

Ms. Diehl reported that the Strategic Planning Task Force is finalizing the college goals. The next meeting on May 8 will cover editing of the mission and vision of the college for the future. The college goals will be sent out to the college community this week and the final document will come to the Board for approval at the June meeting. A separate Strategic Plan work session will be added to the Board's May schedule.

**6. Corporate & Continuing Education—Mr. Todd Oldham**

Mr. Oldham did not have any additions to his report and entertained questions from the trustees. The CCE unit has conducted a very successful e-mail campaign advertising their course offerings. They are using the results of the mailing to benchmark enrollment rates and are studying the feasibility of marketing their new programs next year in this way. Once the electronic templates are developed, marketing the courses is essential without cost. President Knight noted that CCE is financially stable and will be covering its own costs this year with virtually no financial support from the college.

7. **Communications & Marketing—Ms. Barbara Kerr**

Ms. Kerr reported that Communications & Marketing will soon be handling the summer enrollment push as well as the Clark College at CTC opening within the next three weeks. This has been a year-long collaboration with George Reese, Brian Scott, and Todd Oldham.

Ms. Kerr thanked everyone who attended the Women of Achievement events. She was pleased that the Governor and both Washington State Senators provided congratulatory videos for the event and the Mayor and Governor both offered proclamations honoring the women. She also thanked the Foundation, without whose support, the reception event could not have happened.

The board discussed the mailing of hard copies of the college's class schedule to Clark County households. It appears that this is a very cost effective way of telling the community about Clark and the college is looking at ways to lessen the cost of the production of the schedule either through fewer pages or in the quality of the paper used. They are also researching the possibility of providing the schedule in an electronic-only format.

8. **Clark College Foundation—Ms. Lisa Gibert**

Ms. Gibert was pleased to announce that the Foundation has received \$25,000 for scholarships and a \$20,000 bequest within the past week.

The Foundation has also been working closely with Communications & Marketing on the class schedule to look at the viability of combining the Foundation's newsletter with the college schedule.

III. **CONSENT AGENDA**

A. **First Reading**

- ♦ Recommendations on Collective Bargaining Option for Classified Employees—Interagency Agreement
- ♦ Technology Fee Proposal
- ♦ Identity Theft Prevention Program

Trustee White moved to move all of the items on First Reading to the Consent Agenda. Trustee Jacobs seconded and the motion passed unanimously.

B. **Consent Agenda**

- ♦ Minutes from the March 16, 2009 Board Meeting
- ♦ Trustee Jacobs moved to approve all of the items the Consent Agenda. Trustee Sen Hoss seconded and the motion passed unanimously.

#### IV. FUTURE AGENDA ITEMS

##### WORK SESSION

Budget (standing item)  
Budget Update (May)  
Budgeting During Times of Economic Turmoil  
Open Textbooks  
ANGEL and Pooled Enrollment  
Running Start vs. AP Classes  
EMSI Final Report: Investment, Innovation &  
Impact of Community Colleges  
Postsecondary Success  
Strategic Technology Plan  
Strategic Planning  
Foundation Allocation Funds

##### BOARD MEETING

Programs at CC-CTC (May)

Trustee Sen Hoss requested that the Chair prioritize the list of future work session agenda topics.

#### V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, May 18, 2009 in the Multipurpose Room 144-146 at Clark College at Columbia Tech Center.

#### VI. EXECUTIVE SESSION

In accordance with RCW 42.30.110(1), the board convened an Executive Session at 7:22 p.m. to discuss with legal counsel representing the College, litigation or potential litigation to which the College, the Board, or a member acting in an official capacity, or is likely to become, a party. There was no action taken by the board at the executive session. The Executive Session adjourned and the regular meeting reconvened at 7:45 p.m.

#### VII. ADJOURNMENT

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

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Sherry Parker, Chair  
Clark College Board of Trustees

Respectfully submitted,  
Leigh Kent, Recorder  
May 4, 2009