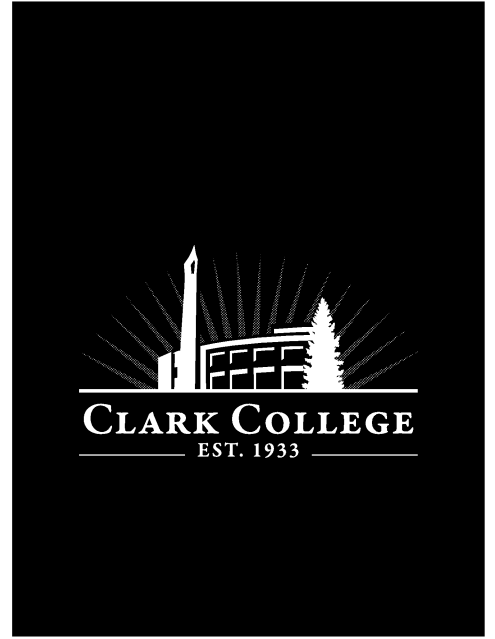


Clark College Board of Trustees Packet

June 15, 2010

Clark College

The Next Step



Vision Statement

Extraordinary Education ❖ Excellent Services ❖ Engaged Learners ❖ Enriched Community



Mission Statement

Clark College provides opportunities for diverse learners to achieve their educational and professional goals, thereby enriching the social, cultural, and economic environment of our region and the global community.

Clark College
Board of Trustees Packet
June 15, 2010

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CLARK COLLEGE BOARD OF TRUSTEES

Tuesday, June 15, 2010
Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

- | | |
|---|--|
| BOARD WORK SESSION, PUB 258C | 4:00-5:00 p.m. |
| ♦ 2010-2011 ASCC Budget | 4:00-4:15 |
| ♦ 2010-2011 Clark College Budget | 4:15-5:00 |
| I. CALL TO ORDER | 5:00 p.m. |
| II. BUSINESS MEETING | |
| A. Review of the Agenda | |
| B. Statements from the Audience | |
| <i>Members of the public are provided an opportunity to address the Board on any item of business. Groups and individuals are to submit their statements in writing to the President of the College whenever possible no less than two weeks prior to the meeting. The Board Chair reserves the right to determine time limits on statements and presentations.</i> | |
| C. Statements and Reports from Board Members | |
| D. President's Report | |
| Enrollment Update | |
| Student Success Presentation: | Alyshia Saltman |
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| E. Association Reports | |
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| F. College Reports | |
| 1. Instruction | |
| Faculty Presentation: | Ann Fillmore, Kristin Kautz, "What is I-BEST"? |
| | Pages 8-14 |
| 2. Administrative Services | Pages 15-19 |
| 3. Student Affairs | Pages 20-27 |
| 4. Human Resources | Pages 28-32 |
| 5. Planning & Effectiveness | Pages 33-34 |
| 6. Corporate & Continuing Education | Pages 35-36 |
| 7. Communications & Marketing | Pages 37-39 |
| 8. Clark College Foundation | Pages 40-41 |

III. FIRST READING

- ♦ 2011-2013 Proposed Academic Calendar Page 42
- ♦ ASCC Budget Pages 43-51
- ♦ ASCC Services & Activities (S&A) Fees Pages 52-53
- ♦ College Budget Pages 54-59

CONSENT AGENDA

- ♦ Minutes from May 25, 2010 Board Meeting Pages 60-63
- ♦ Sabbatical Requests for 2010-2011 Academic Year N/A
(included in May packet)

IV. BOARD OFFICER ELECTIONS

V. FUTURE TOPICS

- Board Retreat (July)
- Budget (ongoing)
- Diversity Operational Plan (Fall)
- K-12 (ongoing)
- Naming Policy (TBD)
- North Central County (July)

VI. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, July 27, 2010 in the Columbia Tech Center Room 335

VII. EXECUTIVE SESSION

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

VIII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report June 2010

Focus on Learning

The College will focus on learning as the foundation for decision making with respect to planning, technology, location, instructional methods and successful outcomes. Learners will receive high-quality, innovative education and services that foster student success in achievement of their goals.

- Identify, offer, and support teaching and learning strategies that enhance student success.
- Increase the retention and progression of all students, with emphasis on first-generation students.
- Refine and implement continuous improvement planning consistent with the "learning college" model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ The President had the honor of presenting this year's OSWALD award to ASCC Finance Director Alysia Saltman. Alysia has devoted considerable time and attention to the ASCC budget function, streamlining and improving processes during her three-year ASCC tenure.
- ❖ The President completed his online NIMS training and received his Certificate of Completion.
- ❖ The President attended the Alumni-Student dinner where student success was demonstrated via the entertainment and the recipient of the Outstanding Alumni Award, Rico Selga.
- ❖ The President participated in a mentoring session BBQ for Gear-up students with other CEOs and business leaders.

Expand Access

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

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

Progress

- ❖ The President joined a group of local educators from Portland and SW Washington in a meeting with the U.S. Navy to discuss how the region's educational system can partner with the Navy to offer opportunities to active duty and veterans in the area.

- ❖ The President, who is chair of the statewide Running Start Task Force, met via ITV with educators from across the state to develop recommendations for the legislature on how to deal with the funding issues of Running Start costs. Both K-12 and colleges, 2 and 4 year, are getting hurt via the current funding model. One final meeting is to be scheduled in late summer to finalize our recommendations.

Foster a Diverse College Community

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

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

Progress

- ❖ The President attended the Student of Color Luncheon. Ara Serjoie was the speaker and spoke about his life in Iran and the issues he dealt with transitioning to Europe and then the U.S.

Respond to Workforce Needs

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

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

Progress

Enhance College Systems

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

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

Progress

- ❖ The President approved the five recommendations of the Shared Governance Sub-committee of College Council for implementation. The five recommendations are listed below:
 - a. Implement a shared governance decision-making process;
 - b. Establish a shared governance oversight committee;
 - c. Establish a budget and finance committee;
 - d. Build an interactive organizational schematic charting how stakeholders participate in the decision-making process; and
 - e. Include shared governance information in new employee training.

Shared Governance Examples Over the Past 30 Days:

- 1) College Council accepted the Sub-Committee recommendations on shared governance which the President later approved.
- 2) The President continues to meet with all directors and managers to foster closer communication with managers and to provide the managers an opportunity for input directly to the president.
- 3) The selection of our graduation speaker, Heidi Durrow, was vetted through the college and College Council with final decision made by our students.
- 4) The selection of a potential Clark College student/veteran monument is being led by our student Veteran's Club with assistance from college staff as needed.
- 5) The President solicited input from several college staff on the selection for the recipient of the Presidential scholarship for WSU Vancouver.
- 6) The President met with a couple of retiring employees as part of the exit process to solicit input on improving the college and to thank them for their service.

Robert Knight
President
June 3, 2010

**Clark College Association of Higher Education
Report to the Board of Trustees
June 3, 2010**

Facilitating communication

Dr. Roi and Dr. Anita Fisher met with Dr. Dastmozd to discuss labor/management issues. Dr. Dastmozd terminated the meeting after 7 minutes. He refused the meeting to be audio taped. Meeting with the administration and the AHE are audio taped per AHE policy. Dr. Fisher and Dr. Roi left.

Dr. Roi and Senator Sullivan are scheduled to meet with President Knight later this month.

Dr. Dastmozd has requested select members of the AHE bargaining team meet with he and Dean Randolph. The subject appears to be the drafting of an MOU relating to the WEEDBE unit which is not designated as a unit. The AHE has informed Dr. Dastmozd that only the entire AHE bargaining team will meet to discuss issues which appear to be subject to mandatory bargaining. We wish to discuss issues which would assist our faculty in performing the mission of the college, however we also insist on transparency in our negotiations.

Bargaining

The AHE is still awaiting a response from the Clark County Skills center on our proposal submitted in Fall term.

The AHE is still working toward a settlement on the retroactive COLA and revised salary schedule. WEA Research is calculating the retroactive pay scale at this time with the historical information supplied

The AHE Senate has ratified a Memorandum of Understanding regarding the course capacities for online classes which were set at the inception of the e-Learning program. Since this MOU does not change contract language, it does not require an entire membership vote.

The AHE has agreed to an MOU regarding the Teaching and Learning Center position. This will go to the AHE Senate on June 7 for ratification and voted on by the entire membership later in the week as it changes contract language.

Organizational activities

Dr. Roi attended the Riverside Executive Council meeting to discuss area training needs for the district.

AHE elected Kimberley Sullivan as the new Vice President for the AHE.

Dr. Fisher and Dr. Roi are scheduled to attend the Jefferson- Jackson dinner with the Riverside Council board in June

The AHE will hold a general membership meeting and luncheon in June to celebrate the end of the school year.

Mike godson and Senator Don Gonser are attending the Clark County Labor Roundtable each month to represent the AHE in the community.

Membership

2 new members joined this month

Contract maintenance Issues

The Association currently has three contract maintenance issues with the college. Two of these issues are scheduled for arbitration. We hope to resolve these issues with the administration soon.

Submitted by
Dr. Marcia Roi
President, CCAHE

WPEA/UFCW Local 365, Clark College Unit

Board Report for June 2010

MEETINGS

- ❖ Job Rep Executive Council **June 15, 2010 – 12:00**
- ❖ Clark College Local Unit : **June 16, 2010 – 12:00**
- ❖ LMCC: **June 24, 2010 – 2:00p**

Upcoming AGENDAS

- ❖ **The Local Unit:** Election: College Council Administrative Services Classified position.
- ❖ Fall Orientation Unit meeting with barbeque and food drive.
- ❖ PDP review process.
- ❖ **Job Rep meeting:** Fall Orientation Fair information table request.
- ❖ Labor Management Communication Committee topics.
- ❖ Chief Job Rep Billie Garner's CBA bargaining schedule summer 2010

COMMUNICATION

May 3, 2010. Bob Williamson, Vice President of Administrative Services contacted the local Union leadership regarding a classified opening on College Council.

May 17, 2010. President Bob Knight held his quarterly Classified Staff open forum. A variety of topics were discussed, Budget information, early retirement, and employee morale.

LMCC – April 20, 2010 The Labor Management Communication Committee discussed with Management:

1. Blood Borne Pathogen Training | WISHA Hepatitis A & B shots – (mandated exception waiver not offered to Clark employees)
2. Employee Classification. Article 42 of the current CBA.
3. Welcome Center Dress Code.
4. Insurance liability for use of state owned vehicles.
5. Follow up of IT/Media LMCC discussions
6. Removal of public pay phones on campus.
7. Calendar Committee recommendations.

Current Leadership

Eddie Rosen Employee Relations Specialist

Billie Garner – Chief Job Rep **David Sims** – Asst Chief Job Rep

Scarlett Knight Mark Owsley Sam Osaki Jean Roniger

Gayla Shanahan David Stephen Amy Waite Jerry Weber

| |
|---|
| The Next WPEA/UFCW meeting is scheduled for: June 16, 2010 |
|---|

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

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

We are so close to the end of the quarter with only a few weeks left! I am happy to say we have succeeded in the goals that we set and feel confident that we made the impact we were hoping for. We created goals and accomplished what we could; now we are working to prepare the next team to continue our vision.

Alyshia, our Finance Director, had a successful year with the Finance Committee approving fund balances and the 2010-2011 Services and Activities Fee Budget. Her big achievement this year was the ASCC Program Directors Manual that outlines how to be a productive ASCC funded program.

Rebecca, our Club Coordinator, has successfully held Club Committee all year long. She has updated many documents to be more efficient and user friendly while making an impact on the environment by condensing the information in ways that allow us to use less paper.

Adriana, Hannah, Tyler, Will and Gregor, our Activities Programming Board Members, successfully coordinated educational, thoughtful and engaging events on the main campus, TPC, CCW, and CTC. Combined, they held around 30 events this year.

Angie, our Public Relations Director, successfully designed all the ASCC advertisements and developed the ASCC quarterly newsletter.

Hana, our Vice President, successfully found students for committees all over campus, chaired the Constitution and Bylaws Review Committee, and coordinated this year's ASCC elections.

As President, I attended numerous college committees including College Council, Shared Governance, Tobacco Free Task Force, Tech Fee Committee, Constitution and Bylaws and chaired the ASCC Executive Council and PUB Committee. In PUB Committee, we are still working on hanging student art in the PUB Lounge and finding a space for students to feel at home in an official lounge just for them. My biggest task for this year has been researching and creating a proposal for the College's ASCC Monitor System. The monitor system will allow our office and clubs to post information about events, resources, and important college dates at main and satellite campuses. The system was approved by the Finance Committee and we are working with Information Technology to have the system up and running for fall quarter 2010.

Thank you for your support and enthusiasm this whole year. We really appreciate the encouragement that helped us through the year.

Instruction June 2010

Focus on Learning

The College will focus on learning as the foundation for decision making with respect to planning, technology, location, instructional methods and successful outcomes. Learners will receive high-quality, innovative education and services that foster student success in achievement of their goals.

- Identify, offer, and support teaching and learning strategies that enhance student success.
- Increase the retention and progression of all students, with emphasis on first-generation students.
- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ Instruction has fully allocated the annual \$15,000 Adjunct Faculty Development Fund. For 2009-2010, 63 adjuncts used these funds for a variety of professional development activities and materials (e.g., conferences, workshops, journal subscriptions, and technology training).
- ❖ The Archer Gallery had many noteworthy successes in 2009-2010. Attendance was improved overall, with reception attendance increasing over three times. Student involvement was increased and broadened educationally. For example, art students were able to work with Alison Owen as an artist-in-residence through collaboration with the Clark Art Department and the Visiting Artist Committee. This allowed over fifty students the unique opportunity to be part of the creation of the art in addition to hearing Owen lecture and viewing the exhibition. Clark’s Early Childhood Education Department and English Department both created class assignments around exhibitions at the Archer Gallery.

The programming involved artists from many other educational institutions and galleries in the area, such as University of Oregon, Pacific Northwest College of Art, Elizabeth Leach Gallery, PDX Contemporary Art, and Tilt Export; thus creating the opportunity for Clark students to make connections for their future educational and professional plans. The programming for the year was very exciting for students and the larger community, in particular the exhibition Vantage received international press on the esteemed Artforum website and brought in fieldtrips from Oregon College of Art and Craft and WSU’s Digital Technology and Culture Department. Vantage had 900 attendees view the exhibit and 143 attending the reception. The Archer’s partnerships within multiple disciplines of study at Clark and with other institutions in the region make the gallery not only a place to view exceptional artwork, but also an opportunity to broaden the education of Clark students and connect them to opportunities for the future.

- ❖ For the first time, the Clark College Model United Nations (MUN) program participated in the Big 3 MUN conferences in the same year:
 - In February, a delegation went to the Harvard National Model United Nations (HNMUN) conference in Boston.
 - In March, fourteen student delegates participated in the National Model United Nations conference in New York City. This premier conference included more than 4,500 participants from over 150 colleges and universities on five continents.

- In April, eleven student delegates attended the Model United Nations of the Far West Conference in San Francisco, which included delegates from colleges and universities across the western US and large delegations from colleges in the Philippines and Russia.

Participation in the Big 3 MUN conferences is testimony to both the hard work of the student delegates—most of whom have been in the program since fall quarter—and the support for the Model UN program from everyone at Clark College. The program extends its thanks to the Clark College administration and staff, the ASCC for its financial support of the program, and the faculty for working with those student delegates who missed classes to attend a conference and for again helping our delegates be among the best prepared, most motivated, and most dedicated delegates at each conference. The program year was capped off by Clark College hosting a conference for its new delegates, high school students and regional colleges and universities on Saturday, May 15.

- ❖ From June 22 to 28, the Clark Concert Band, Women's Chorale Ensemble, and Vocal Jazz Ensemble will tour Washington, DC, to perform in a variety of venues. Clark music ensemble directors Rich Inouye, April Duvic, and Janet Reiter thank ASCC for supporting this wonderful learning opportunity for Clark music students.
- ❖ Student success is surely demonstrated by Clark College's math students' results in the 2009-2010 annual Student Math League competition sponsored by the American Mathematical Society of Two-Year Colleges. This competition consists of two 20-question rounds (fall and winter) of very challenging questions. Of 189 colleges competing, Clark finished 13th in the nation and had the top scoring female in the Northwest division, Kuei-Ti Lu (now completing Linear Algebra with mathematics professor Kanchan Mathur).
- ❖ More locally, the second annual Tournament of Antiderivatives (TOAD) will take place in the Mathematics Department on June 4 in two action-packed rounds of Integral Calculus competition. Entry fees for competitors consist of items for the Clark County Food Bank Coalition, solicited from sponsors, i.e., Clark employees.
- ❖ Engineering students have been given a number of applied learning opportunities this spring in non-classroom settings, including:
 - Tours of the Clark Public Utilities Lower River Road power plant, Tapani Underground facilities, and Underwriters Lab.
 - A trip to Eastern Washington University to compete in the "Human Powered Paper Vehicle Competition," where they won the spirit award!
 - End-of quarter engineering competitions featuring designs for Vertical Axis Wind Turbines.
- ❖ The Math and Science Teaching (MAST) project is winding down for the year with final small group meetings and a joint sharing event including all participants and principals from participating schools scheduled on June 3. Clark participants have treasured the time spent sharing highly detailed analyses of their students' work in terms of their own professional development. Following a summer workshop, next year's agenda will evolve to include Clark faculty working with middle and high school teachers to help bridge gaps in students' science and math knowledge.
- ❖ Basic Education created ESL Level 5 and 6 transition classes which require students to attend all four days and prepares ESL students for academic work not currently part of the ESL curriculum.

Susan Torres and Shula Karr developed the curriculum and teach the courses. Paul Vasquez is writing a new curriculum designed to assist ESL student's transition to ABE/GED classes.

- ❖ I-BEST piloted a new College Transition course with 12 students; enrollment should increase in summer term.
- ❖ Usage of the TPC Student Learning Center Library has increased steadily this spring; 402 items were checked out in January, 329 in February and 495 in April (the library was closed in March).
- ❖ New initiatives from the TPC Student Learning Center include workshops offered on topics such as Job Search Basics, Reading to Children, Intro to Computers and Creative Writing. More than 50 students attended the five workshops that were offered in April and May.
- ❖ Professor Ian Titterton's delectable work was featured at the Clark County Historical Museum annual fundraising event held on May 22. Professor Titterton, former Head Chocolatier for Moonstruck Chocolates, created chocolate masterpieces replicating a variety of artifacts, including a lantern, a beaded bag, and a 20 inch statue of a human figure. All of his recreations, which were auctioned to raise funds for the museum, were accompanied at the event by the original museum artifacts. A feature article from *The Columbian*, including photos, can be accessed at http://www.clark.edu/news_events/documents/ChocolateHistoryColumbian05-08-10.pdf.
- ❖ On May 12, the Clark College Nursing Department hosted the 2nd annual Hilma Speights Distinguished Lecture with keynote speaker Dr. Ginny Guido, JD, MSN, RN, FAAN. Dr. Guido, Regional Director of Nursing Programs and Assistant Dean at Washington State University – Vancouver, presented the lecture, "Nursing and Ethics: A Legacy from Florence Nightingale" in honor of National Nurses Week and Florence Nightingale's birthday. Continuing education credits were provided to nurse attendees through a cooperative agreement of WSU-V & Clark College.
- ❖ On behalf of students, faculty and staff, the Nursing Program expresses gratitude for the generous gift of Glenn and Betty Tribe through the establishment of the Frances Tribe Memorial Nursing Scholarship for Clark's nursing students. Frances Tribe was a member of the first graduating class of Clark's Nursing Program. Their gift is administered through the Community Foundation for Southwest Washington.
- ❖ Professor Rosemary Sievila and her faculty continue to host tours of the Nursing Simulation Lab. Tours have been conducted for community college faculty from Spokane, guests of Clark College Foundation and members of our community. Planning is underway to host MESA students this summer for a Simulation Experience.
- ❖ The Nursing Department would like to acknowledge our sixth quarter nursing students who are providing service learning hours in the Simulation Lab. Their assistance as peer mentors and learning guides is invaluable.

Expand Access

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

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

Progress

- ❖ ABE/GED and ESL now offer Saturday classes on the main campus and attendance is growing. Also added are 7:00 a.m. ABE/GED Jumpstart classes that are running at capacity for spring term with a waiting list.
- ❖ BTEC 100—Business Technology, a foundational keyboarding class, was offered at Clark College Town Plaza Center for the first time in spring quarter. Fifteen students, just one short of the computer lab capacity, were enrolled. The vast majority of students, about 80%, were funded through WorkFirst completing their first college-level credit coursework. Clark College at TPC hopes to offer more college level classes onsite to encourage student transition.
- ❖ Over 300 Basic Education students participated in the 2010 Campus Tour held on May 25. Students were introduced to the main campus and were able to experience tours in Culinary, Welding, Business Technology, Computer Science and Diesel. Through this event, TPC advisors have seen an increase of Basic Education students interested in transitioning to college level courses.

Foster a Diverse College Community

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

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

Progress

- ❖ ECE Professor Debi Jenkins attended an Intercultural Development Inventory (IDI) qualifying seminar May 13-15; she is now a qualified IDI Administrator. The Cultural Pluralism Committee is developing strategies for using the IDI to support the College's Diversity Plan.

Respond to Workforce Needs

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

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

Progress

- ❖ Professor Kathleen Perillo of the Biology Department has been invited to be a member of the 78th Street Heritage Farm Site Technical Advisory Team. A long-term proponent of sustainable agriculture, Kathleen will represent Clark professionally as well as have her eye out for opportunities for Clark's students and programs.
- ❖ As a part of efforts to provide the workforce with STEM related graduates, the outreach activities continue unabated in a variety of contexts and with a variety of participants. Here is a partial list of events and participants in the recent past and near future (as of the submission of this report):
 - Professor Tina Barsotti (Engineering) presented STEM information to students in the Gateways Program.
 - Professors Paul Casillas, Chris Milner, Bill Wheeler, Izad Khormaei and Tina Barsotti attended and met with students at the Running Start Orientation sessions.
 - John Arand and Professor Tina Barsotti staffed the STEM table at Clark's 2010 Career Days event.
 - NERD Girls completed outreach activities with 35 second graders at Ben Franklin Elementary and with 25 fifth graders at Washington Elementary.
 - Professor Tina Barsotti attended Portland State University's transfer meeting.
 - WSU Pullman Engineering Professor Kirk Reikins visited current engineering classes to help pave the way for successful transfers to Bachelor's of Science programs.
- ❖ Clark College ARRA 5809 contracts were extended through September 30, which will allow the college additional time for the delivery of programs.

Enhance College Systems

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

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

Progress

- ❖ Participating in the Evergreen School District's planning committee for the Health and BioScience Academy, Genevieve Howard, Director of Instructional Planning and Innovation, and representatives from the STEM and the Health Sciences units, are serving on various planning committees to ensure a solid pipeline connection.
- ❖ On April 27-28 and May 3-4, the two leading open source vendors, Moodlerooms (Moodle Joule) and rSmart (Sakai) visited the college and provided demonstrations of their Learning Management Systems (LMS). Faculty, students, and staff attended both informational and

hands-on sessions to gather information about the two systems and then had an opportunity to provide feedback to the eLearning Committee.

The eLearning Committee met on May 18 to review the feedback from the Open Source vendor presentations. Based upon this feedback and other technical aspects, Moodle Joule hosted by Moodlerooms was determined to be the LMS that best meets the needs of Clark College. The members of the eLearning Committee endorse the one year transition from Blackboard to Moodle.

There were several key areas that received mention in the evaluation of Moodle Joule:

- Learning outcomes can be linked to assessments through the grade book.
- Faculty workflow simplified; batch downloading of student work and one click access to the “student view.”
- Performed better with JAWS screen reading software than the other systems (Blackboard and Sakai).
- Used in other areas of the College; DNET and Corporate & Continuing Education.
- ePortfolio feature available to students that is transferrable, shareable, doesn’t require an additional investment from the college, and can be maintained by the student after leaving Clark College for a minimal cost of \$15 a year.
- Integration with other instructional technologies, e.g., TurnItIn and Elluminate.

The timeline for implementing the new LMS is as follows:

| Month | Activity |
|-----------------------------|--|
| May 2010 | LMS Selection |
| July 2010 through June 2011 | Two Learning Management Systems, Moodle and Blackboard, will be maintained throughout the academic year. |
| Summer 2010 | Training for early adopters of Moodle. |
| Fall 2010 | eLearning Faculty Training; early adopters begin instruction. |
| Winter 2011 | Block 1 migrates; ongoing eLearning Faculty training. |
| Spring 2011 | Block 2 migrates; eLearning & F2F Faculty training. |
| Summer 2011 | Migration to Moodle complete; training moves to sustained model. |

- ❖ The institution’s commitment to teaching and learning excellence has been supported by instruction’s successful searches for new tenure-track faculty in a multitude of disciplines. Due to the efforts of the Human Resources Department and the search committee for each position, the following tenure-track positions have been filled for 2010-2011:

- Automotive Technology – Ms. Tonia Haney
- Business Technologies – Ms. Marilyn Hale
- Dental Hygiene – Ms. Honey Knight
- Engineering – Ms. Carol Hsu
- Japanese – Ms. Michiyo Okuhara
- Machining – Mr. Patricio Sevier
- Women Studies – Ms. Ann Virtu-Snyder

- ❖ A final review of the 2009-2010 Instructional Operational Plan has been completed and documentation supporting the goals and outcomes has been compiled. Unit plans that were completed for the 2009-2010 academic year were: Office of Instruction, WEBEED, SOFA, eLearning, and Library Services. Nine instructional units have been identified and are developing unit plans for 2010-2011 which will be completed by June 30.
- ❖ In response to the college's unprecedented enrollment for the current academic year, the instructional leadership team has requested funding to convert 35 part-time faculty positions full-time for 2010-2011. Various funding sources, including Worker Retraining, Running Start, one-time funding provided by Executive Cabinet, and efficiencies achieved within each academic unit were combined to implement these conversions.

This year, 2,044 months of health benefits were allocated for adjunct faculty members. The academic leadership team also advocated for an additional 275 months of health benefits for the upcoming year (beyond this year's 2,044). Given the college's unprecedented enrollment this year and its expected continuation next year, instruction will be doing its best to advocate for more months of health benefits for Clark's valued adjunct faculty members and more Part-Time to Full-Time faculty conversions.

Rassoul Dastmozd, PhD
Vice President of Instruction
June 3, 2010

Administrative Services June 2010

Expand Access

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

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

Progress

- ❖ Sales year-to-date through May are up 15% over last year for the comparable period. Transactions year-to-date through May reached 143,362. This is an increase of 8.1% for the comparable year-to-date period.

Foster a Diverse College Community

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

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

Progress

- ❖ Event Services personnel have successfully completed the College's online diversity training.

Enhance College Systems

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

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

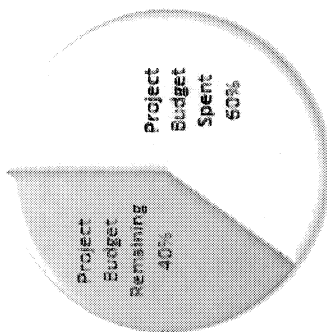
Progress

- ❖ Four units in Administrative Services successfully piloted the use of the Time and Leave Reporting System to submit and approve hourly staff time-sheets. The on-line system uploads to the payroll system to process payroll records and disbursement. Student employees will begin using the automated system in July. All temporary hourly employees will transition to the system over summer and fall quarters.
- ❖ The Emergency Management Planning Committee submitted a grant application to the Department of Education to support further development and implementation of the College's emergency management response plan. The project proposal includes an innovative game-based learning feature; online, one-on-one training; and supports the development of a continuity of operations plan. The requested award amount is \$744,000.
- ❖ Construction on the Early Learning Center Phase 1 project will begin June 21, 2010. JWC Construction is the contractor. The project should be substantially completed in February 2011 and ready for occupancy in summer 2011.
- ❖ Construction on a HAWK pedestrian signal on Fort Vancouver Way at the existing pedestrian crossing by the reader board sign will begin June 21, 2010. This City of Vancouver project will provide a signalized pedestrian crossing that should be safer for pedestrians. Rather than flashing yellow lights, the HAWK signal turns red to stop the traffic.
- ❖ Consistent with our new policy and procedure development process, the following new or revised policies have been adopted and were shared with College via email on May 10:
 1. **Inventory of Equipment – 535.040.** Policy was updated to provide clarification on receipt of donated equipment to the Foundation and assignment of responsibility for equipment used off college property.
http://intranet/college_information/policies_procedures/admin_procedures/500.pdf#inventory
 2. **Institutional Furniture and Equipment – 535.045.** Policy was modified to include an updated list of items defined as “institutional” and items that are not considered “institutional”.
http://intranet/college_information/policies_procedures/admin_procedures/500.pdf#furniture equip
 3. **Equipment Use Off College Property – 535.055.** Policy was updated to provide clarification on what is considered “off College property”, as well as who is ultimately responsible for equipment used off college property (it's the department that's been assigned the equipment and the authority to loan it out) and what happens in the event loaned equipment is lost or stolen.
http://intranet/college_information/policies_procedures/admin_procedures/500.pdf#equip off property
 4. **Arrests/Search Warrants, Criminal Investigations, and Emergency Notification – 527.065.** Policy was updated to include new language regarding how the College will respond when a student is caught shoplifting or engaged in theft.
http://intranet/college_information/policies_procedures/admin_procedures/500.pdf#arrest search

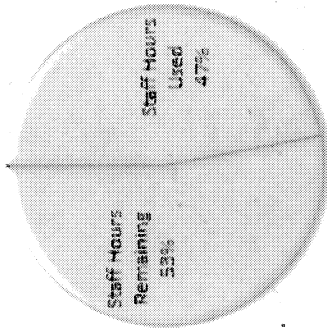
5. **Selection of Art, Markers and Monuments – 510.085.** This is a new policy and was developed to define the process the College will use when considering requests to acquire and/or install art, markers or monuments on College property.
<http://intranet/college information/policies procedures/admin procedures/500.pdf#art selection>
 6. **Drug Free Work Place – 615.017.** Policy was updated to reflect changes in staff position titles and the location of the testing site.
<http://intranet/college information/policies procedures/admin procedures/600.pdf#drug free>
 7. **Retiree Return to Work – 610.060.** This is a new policy and was developed to define conditions and terms for rehiring employees who have retired (“retired” being defined by whatever retirement system the employee was in).
<http://intranet/college information/policies procedures/admin procedures/600.pdf#retiree return>
 8. **Art Selection Committee – 807.000.** The committee’s charter was updated to include responsibility for considering requests to acquire and/or install markers and monuments, as well as art (see new policy 510.805 above).
<http://intranet/college information/policies procedures/admin procedures/800.pdf#art select committee>
 9. **Campus Tree Advisory Committee – 820.000.** This is a new policy and was developed to define the charter and membership of a committee required as part of the College’s recently adopted “Campus Tree USA” program.
<http://intranet/college information/policies procedures/admin procedures/800.pdf#tree advisory>
 10. **Freedom of Access to Education – 710.000.** This policy was updated to align with language in the new Code of Student Conduct, changes in FERPA regulations, and best practices.
<http://intranet.clark.edu/college information/policies procedures/admin procedures/700.pdf#higher ed access>
 11. **Administrative Staff Position Descriptions – 200.000.** This policy section was updated to reflect new position titles and the decision to move associate director positions from exempt to administrative.
<http://intranet/college information/policies procedures/admin procedures/position descriptions/>
- ❖ The project undertaken by the SBCTC to migrate the WCTC system’s legacy administrative applications from the obsolete HP3000 hardware platform to a more modern platform is proceeding on schedule and on budget. This project, dubbed “Lift and Shift” is approaching the 50 percent completion milestone with a target implementation in early summer 2011. The project will not result in any significant expansion of functionality in our administrative applications but the move to a supported hardware platform will buy the time needed to explore a permanent solution in the next five years.

Bob Williamson
Vice President of Administrative Services
June 3, 2010
BW195

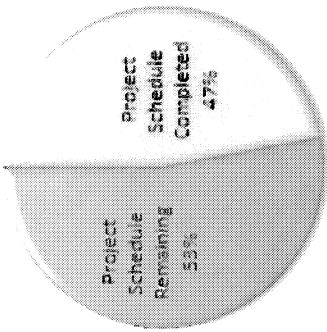
LnS Project Budget vs Spent



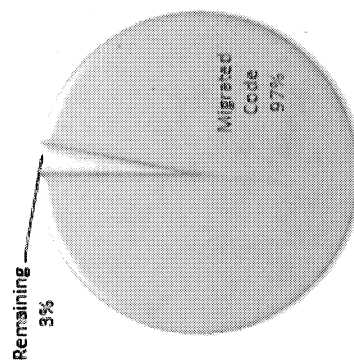
LnS Project Resource Utilization



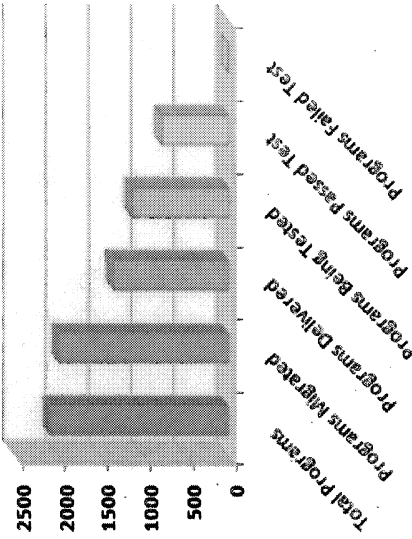
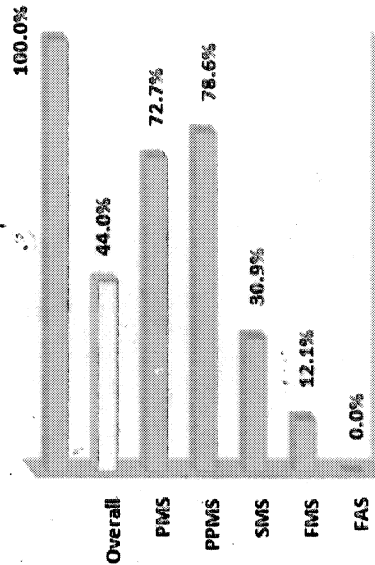
LnS Overall Project Schedule



LnS % Code Migrated



LnS Functional Testing



| | | | |
|------------------|---|----------------------|---|
| Scope | No major deviation from original plan/schedule | Acceptance Testing | SBCTC testing Code Drops #3, 4 and 5 (SMS) |
| Schedule | Overall project schedule is 47% complete | Architecture | No change to systems architecture |
| Budget | Project remains within budget. 85% committed. 60% spent | Dev/Test Environment | Environments currently managed by SPW for their work |
| Resources | Over 20 ITD staff now performing functional testing | Testing | FT "pass rates": Drop #2 is 99%- Drop #3 is 78%- Drop #4 is 29% |
| Communications | New communications to colleges re: Tech Impact | Defect Reporting | Defect rate is very low at .3% |
| Risks | Transact product used with FMS a higher risk- Looking at mitigation | Production System | Additional Infrastructure work underway at DIS Data Center |
| Governance | Next Project Steering Committee meeting - June 3rd | DX Reporting | SBCTC has tested 90% of 600 DX reports delivered by Speedware |
| Vendor Relations | Staffs continuing to work well together | Application Issues | No items to report with migrated applications |
| Development | ITD Dev staff fully assigned to testing/data migrations | Pilot Colleges | Still planning for 2-3 colleges to be use as pilots |
| Code Migrations | All COBOL/JCL now migrated- 97% of total codebase | Full Deployment | Targeted for May 2011 |
| Deliverables | Code Drop #5 (SMS) delivered May 20th | Support | Knowledge transfer by SPW now 45% complete |

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

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

s.sand 6/03/10

Student Affairs
June 2010

Focus on Learning

The College will focus on learning as the foundation for decision making with respect to planning, technology, location, instructional methods and successful outcomes. Learners will receive high-quality, innovative education and services that foster student success in achievement of their goals.

- Identify, offer, and support teaching and learning strategies that enhance student success.
- Increase the retention and progression of all students, with emphasis on first-generation students.
- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ The month of May marked a very successful chapter in Academic Early Warning's (AEW) usage. 161 instructors used AEW this term, more than double the number who reported last spring and our greatest number of participants to date. We are currently exploring piloting AEW for eight-week summer courses with the intention of introducing it to three and five week courses next year. Additionally, the AEW Faculty Liaison is in talks with the ABE and GED programs to introduce a modified version of AEW to ABE and GED courses fall term.
- ❖ The Running Start office individually contacted 201 students that received Academic Early Warning reports from their instructors spring quarter. The RS advisor worked with the students to identify the cause of academic difficulty as well as discuss strategies and solutions for future success. Similarly, the Retention Advisor contacted regularly enrolled Clark students who were placed on academic probation and those at risk of academic probation to offer resources and support to either return to or maintain good academic standing.
- ❖ The Admissions office will begin offering New Student Orientations for fall quarter this month. Twenty-three (23) sessions have been scheduled from June 4 through September 15.
- ❖ The Service-Learning Program Manager met with the five (5) Service-Learning Faculty Fellows on May 21 to discuss their project updates, brainstorm ideas, and request any additional support they may need to implement service projects during the remainder of spring quarter. In addition, the Service-Learning Program Manager coordinated a Dialogue for Democracy event on May 14. Approximately twenty (20) Service-Learning professionals from campuses across Congressional District 3 were present as well as colleges from the greater Portland area. The event provided an opportunity for service-learning staff to connect on key issues such as how to creatively utilize our resources during this tough economic time and also to formally recognize the AmeriCorps VISTA's serving on our campuses.

Expand Access

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

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

Progress

- ❖ Through the end of May 2010, the Financial Aid office has served 10,827 students. This compares to 6774 students served at the same time last year. \$43.8 million has been awarded as compared to \$27.2 through the end of May 2009. In addition, the Federal Direct Loan Program, mandated by law, has been implemented for students who wish to borrow loans for the 2010-2011 school year. With direct lending now in place, the Financial Aid office stopped processing loans for the 2009-2010 school year and exited the Federal Family Education Loan Program (FFELP) on May 28.
- ❖ Clark College hosted representatives from thirty-five (35) colleges and universities on May 3 as part of the Spring College Fair. Students were able to speak to representatives from a variety of colleges and universities to explore programs and receive information.
- ❖ Approximately 200 students and parents attended the Running Start reception on the evening of June 1. 150 RS students will earn an associate degree at the same time that they graduate from their high school. This is the largest number of RS graduates, exceeding the 91 students that graduated last year. Three of the RS graduates have perfect 4.0 GPA's.
- ❖ Admissions and Assessment staff provided transition information and testing services to students at the Clark County Skills Center on May 25. COMPASS testing on-site was added this year to the list of services provided to the students. Additionally, the Tech-Prep Manager spoke to the students regarding Tech-Prep credits and how they will apply to programs at Clark.
- ❖ The Assessment Center administered 1623 COMPASS test units in May compared to 1314 offered this time last year. Assessment staff also provided COMPASS test services on site at Woodland High School and Fort Vancouver High School in May.
- ❖ The Service-Learning Program Manager led two *Penguins in the Community* volunteer activities with the Service & Leadership in the Community program for students on May 5 to the Habitat ReStore and May 13 to Columbia Springs Environmental Education Center. A total of sixteen (16) students participated in these service events. In addition, the Service-Learning Manager led a Weekend Service Expedition with the Service & Leadership in the Community program on May 21-23. The group of eleven (11) students, partnered with the Washington State Park system to clean up a stretch along the Washington coast and Cape Disappointment on the Long Beach Peninsula.
- ❖ The Service-Learning Program Manager also coordinated the annual Service-Learning Recognition Ceremony on May 26 where faculty, students and community partners who participated in Clark College's Service Learning program during the 2009-2010 academic year were honored. Vancouver City Council member, Bart Hansen, provided opening remarks that focused on the value of service and community. Attendees received awards of appreciation for their participation in the program.

Foster a Diverse College Community

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

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

Progress

- ❖ The Latino Event Committee hosted the third Celebración de Mi Gente, Latino Celebration Event Peña Folklórica on May 13. Approximately 115 college and community members attended the event that included poetry readings from Spanish Language students and Sociology professor, Carlos Castro. Additionally, traditional dances were performed by students and singing was performed by Hugo Nava and Spanish professor, Erika Nava.
- ❖ The Multicultural Retention Manager and Peer Mentors contacted 276 students of color that received Academic Early Warning letters during spring quarter to provide additional resources and support.
- ❖ The Multicultural Retention Manager and the International Recruitment Manager were part of a Clark team that attended the Intercultural Development Inventory (IDI) Qualifying Seminar sponsored by the Office of Equity and Diversity on May 13-15 in Portland. Participants learned how to use an assessment tool that measures Intercultural Competence in groups or individuals and gives feedback on how to move along the Development Continuum to reach Intercultural Competence.
- ❖ The Office of Student Life and Multicultural Student Affairs hosted a Luau to approximately 500 college and community members on May 28. Entertainment was provided by musician Brother Nolan from Hawaii.
- ❖ Staff from Admissions and Pamela Dake, Computer Science and Engineering, held a graduation ceremony on May 4 for twenty-two (22) 4th and 5th grade students who participated in the four-week Computer Science Camp at Sarah J. Anderson Elementary School.
- ❖ The Admissions Office ESL-Latino Outreach Coordinator attended a meeting with Steven Webb, Vancouver School District Superintendent, on May 27 to discuss support for Latino K-12 students including student success, community outreach, and partnering with Clark College to enhance their experiences.

Respond to Workforce Needs

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

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

Progress

- ❖ Admissions staff hosted the Annual Spring Educator's luncheon on May 12 to approximately sixty-five (65) High School and Community Educators. The annual luncheon served as an update for Clark's programs and services in addition to showcasing the new Columbia Tech Center (CTC) building along with all of the programs available.
- ❖ Career & Employment Services sponsored the first-ever Clark College *Career Days 2010* on May 4, 5, and 6. In response to changing economic trends and the needs of employers, the Pathways Career Information and Job Fair, which previously has been held at the Vancouver Hilton, was suspended. To better meet the needs of our students and the job seeking community, the most successful elements of our last Pathways

Fair were moved to a multi-day format on the Clark campus. Over 2000 students and community members participated in *Career Days 2010* events, which were featured on the KGW-TV evening news. Day 1 presented "Learning the Basics: A Variety of Workshops to Sharpen your Job Seeking Tools" that offered eight (8) workshops including Job Search Tools, Resume Building, Career Exploration, Interview Techniques, Networking, and Career Days Best Practices. Day 2 presented "Skill Building: Preparing for a Successful Career Search" that involved faculty and staff volunteers providing resume critiques and practice interviews, and Day 3 presented "Networking: Local Industry Leaders Share Information and Trends with Students and Jobseekers" that included representatives from 36 businesses. Three 90-minute Industry Speaker Panel presentations on STEM (Science, Technology, Engineering and Math), Business and Finance, and Variety offered employers' perspectives about current trends and opportunities in the working world. Panelists from local companies described careers in their industries, what they look for in candidates and potential hiring opportunities. Concurrently, Industry Trends & Networking roundtables invited students to meet business leaders face-to-face to discuss labor market, industry trends, and ways to prepare for career and employment opportunities.

Enhance College Systems

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

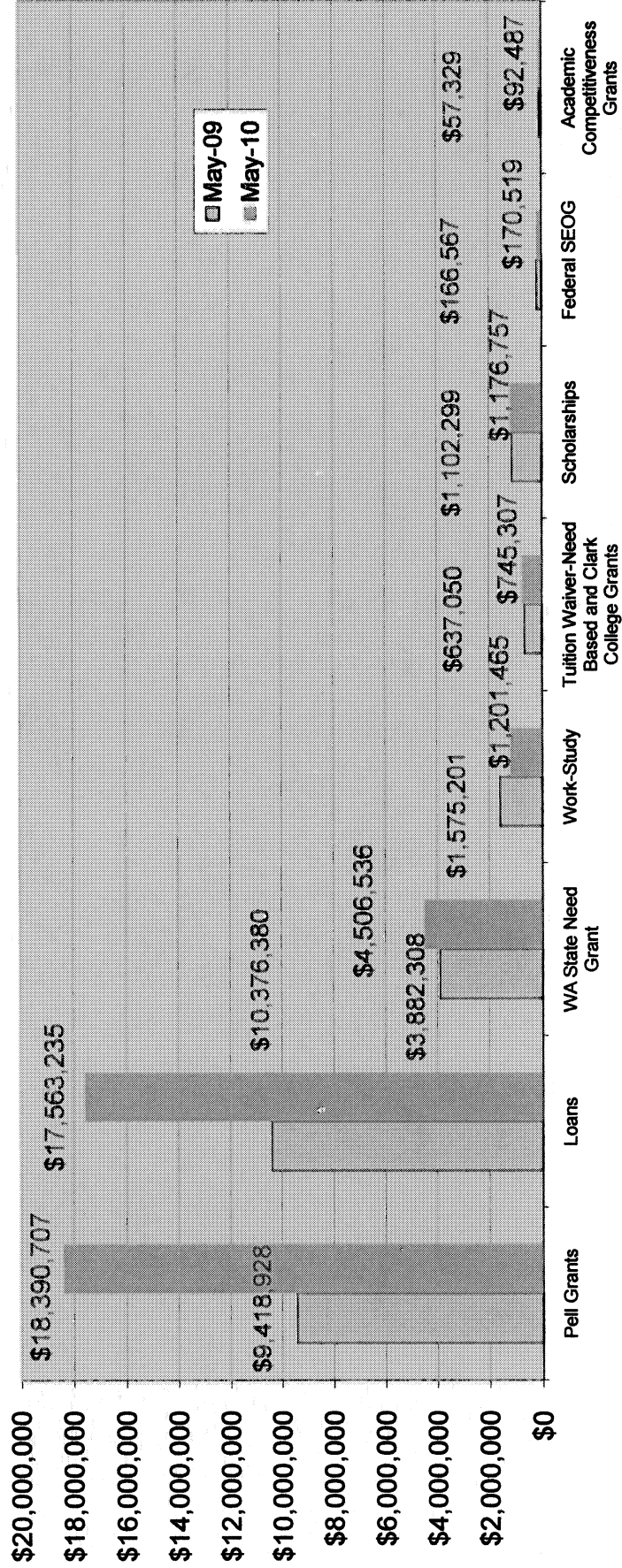
- Improve college infrastructure to support all functions of the college.
- Develop and implement an effective advising system to enhance student success.
- Seek alternate resources, such as grants, philanthropy, and partnerships to fulfill the college mission.
- Refine, communicate, and implement a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

Progress

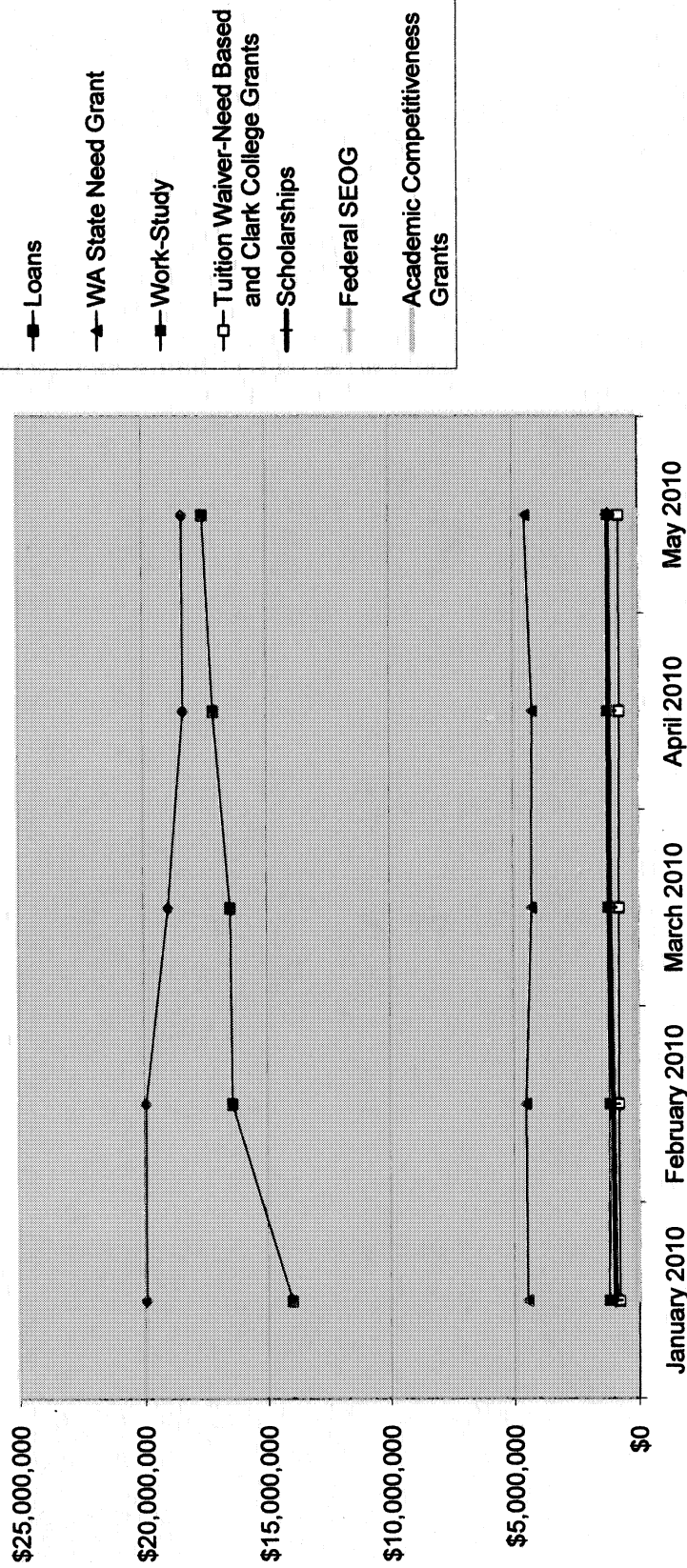
- ❖ The Executive Cabinet approved the Clark College Advising Plan on May 18. The Advising Plan guides and supports the work of all individuals that advise at Clark and is the product of collaboration between professional advisors, faculty advisors, administration, and the Office of Planning and Effectiveness. It will be communicated to the appropriate campus entities to for the remainder of the spring quarter and implemented fall 2010.

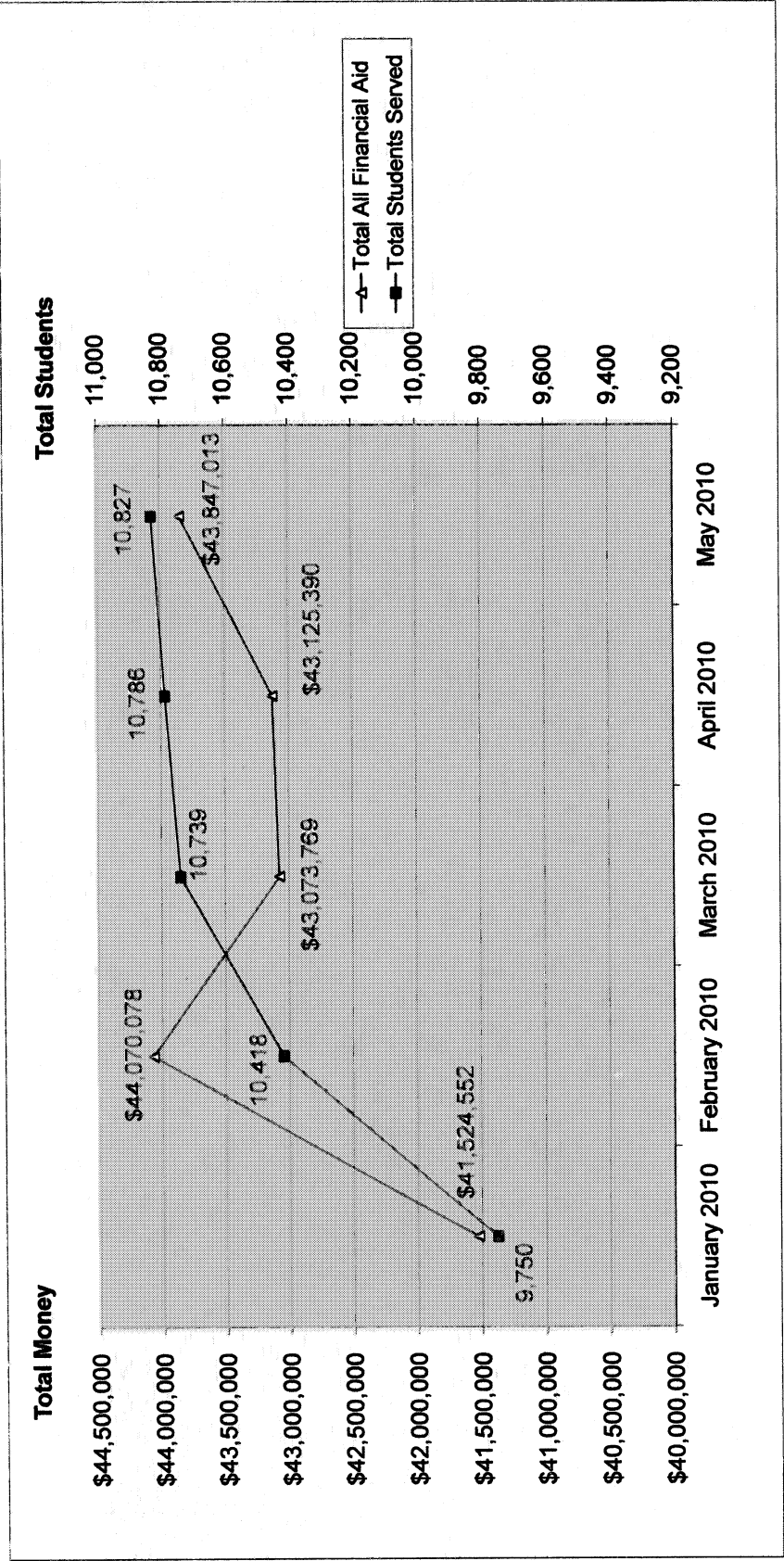
Ted Broussard, Interim Associate Vice President and Dean of Student Success & Retention
Alex Montoya, Interim Associate Vice President and Dean of Enrollment Services
June 3, 2010

Comparison Chart May

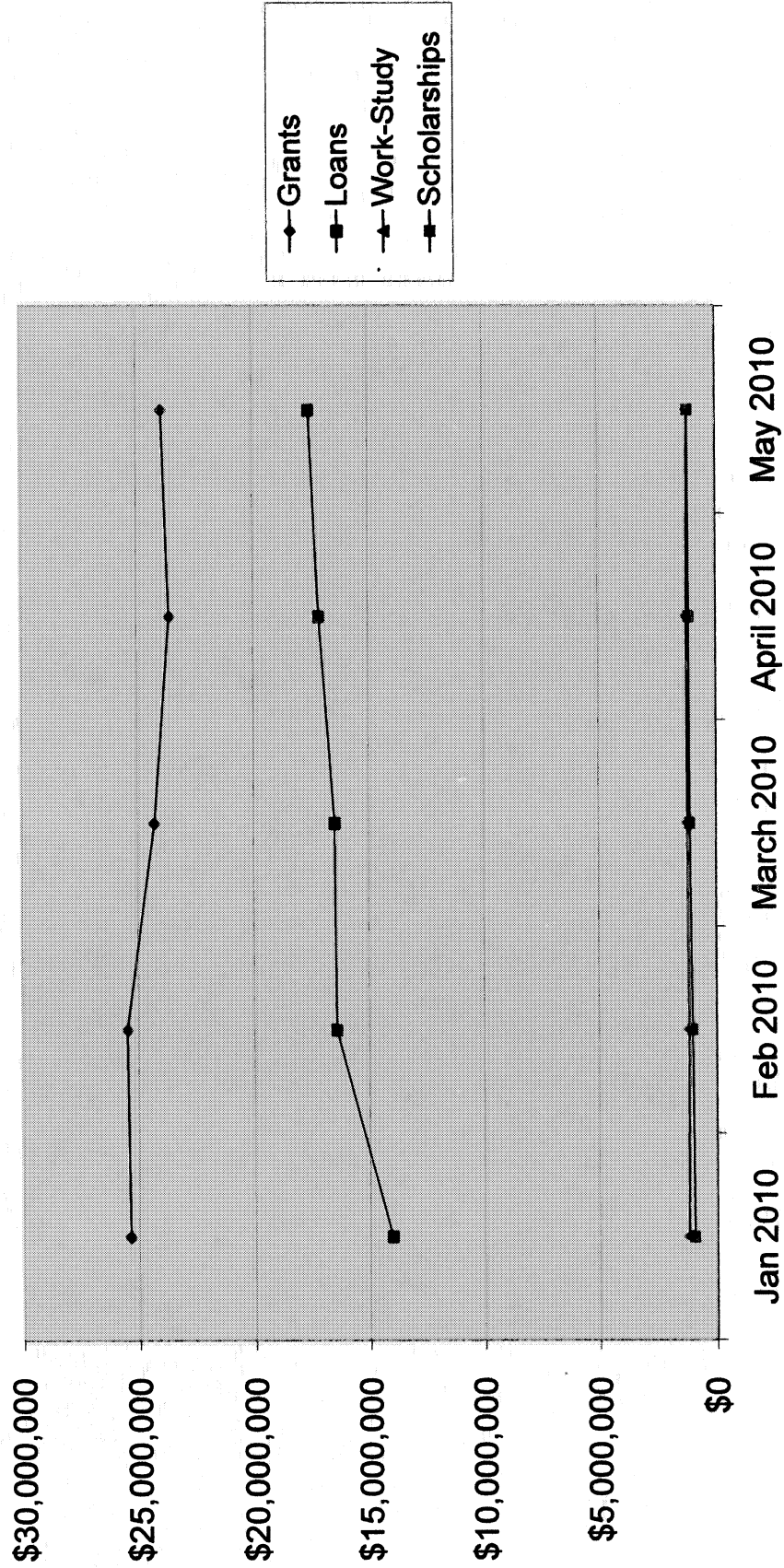


09-10 Financial Aid Stats





09-10 Funding Types



Human Resources
June 2010

Focus on Learning

The College will focus on learning as the foundation for decision making with respect to planning, technology, location, instructional methods and successful outcomes. Learners will receive high-quality, innovative education and services that foster student success in achievement of their goals.

- Identify, offer, and support teaching and learning strategies that enhance student success.
- Increase the retention and progression of all students, with emphasis on first-generation students.
- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ The 09-10 Leadership Academy cohort successfully completed their leadership development program. This brings the number of graduates to 52 at the conclusion of its fourth year.
- ❖ Employee Development served 116 individuals at 17 events.
- ❖ The Associate Director of Human Resources presented two workshops on interviewing strategies to a Human Development class and Life Transitions class.

Expand Access

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

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

Progress

- ❖ Employee Development is working towards providing more employee training in an on-line format. Vendors have been identified who can provide this service to the College in a clear and accessible format. This change should be in place by the beginning of the upcoming school year.

Foster a Diverse College Community

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Progress

- ❖ Debra Jenkins, Leann Johnson, Chanda Kroll, Felisciana Peralta and Rebecca Wale have formed the Intercultural Development Inventory (IDI) Team. All five college employees earned the designation of Qualified Administrator for the instrument, having completed three days of intensive training with IDI developer, Dr. Mitchell Hammer. The IDI is an assessment tool that measures cultural competency.
- ❖ Listed below is a summary of appointments and reallocations.

Tonia Haney was appointed to a full-time tenure-track Automotive instructor position effective September 8, 2010. Tonia has an Associates' degree in Automotive Technology and a Bachelor's degree in Advanced Technical Studies from Southern Illinois University. She has previous work experience at Linn-Benton Community College, TLC Automotive and Recreational Repair, and General Motors Corp.

Carol Hsu was appointed to a full-time tenure-track Engineering instructor position effective September 8, 2010. Carol has a Bachelor's and a Master's degree in Mechanical Engineering from the University of Texas at Austin. She has previous work experience at Pioneer Pacific College, Rejuvenation, and Hewlett-Packard.

Honey Knight was appointed to a full-time tenure-track Dental Hygiene instructor position effective September 8, 2010. Honey has a Bachelor's degree in Dental Hygiene from Eastern Washington University. She has previous work experience at Clark College, Oregon Health Sciences University, Richard Knight, DMD, PC. and John Chirgwin, DMD, PC.

Michiyo Okuhara was appointed to a full-time tenure-track Japanese instructor position effective September 8, 2010. Michiyo has an Associate's degree from Clackamas Community College, a Bachelor's degree in Sociology from Portland State University, and a Master's degree in Japanese Teaching from Portland State University. She has previous work experience at Clark College, Lewis and Clark College, Portland Public Schools, Portland Japanese School, Independent Interpretation and Translation, and Alpus.

Patricio Sevier was appointed to a full-time tenure-track Machining Technology instructor position effective September 8, 2010. Patricio has attended Angelo State University, and has coursework in the Machining Technology program at Clark College. He has previous work experience at Clark College, Tosoh Quartz, and the U.S. Navy.

Ann Snyder was appointed to a full-time tenure-track Women's Studies instructor position effective September 8, 2010. Ann has a Bachelor's degree in Psychology from Rutgers University and a Master's degree in Women's Studies and Communication from Oregon State University. She has previous work experience at Clark College, Oregon State University, Chemeketa Community College, Independent Contractor, Merex Corporation, Oregon Recreation and Park Association, and International Business Machines.

Lynn Schinzing was reallocated to Administrative Assistant 3 effective March 17, 2010. Lynn has been with the college since January 1989.

Debra Robinson was reallocated to Administrative Assistant 3 effective March 24, 2010. Debra has been with the college since September 2001.

Respond to Workforce Needs

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

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

Progress

- ❖ See attached human resources employee report

Enhance College Systems

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

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

Progress

- ❖ The Human Resources department is reviewing online application systems to replace the current Rain Shadow system with a more efficient and comprehensive system. Three different vendors will be presenting their on line systems to the HR staff in early June. The goal is to replace the current system by the beginning of this next school year.

Darcy Rourk
Associate Vice President of Human Resources
June 3, 2010

| Employee Name | Position | Effective Date | Department | Status | FT - PT % | New - Replacement |
|---|--|----------------|-----------------------------------|------------|-----------------------|-------------------|
| APPOINTMENTS/REALLOCATIONS | | | | | | |
| Carol Hsu | Engineering Instructor | | | | | |
| Honey Knight | Dental Hygiene Instructor/Clinical Coordinator | 9/8/10 | STEM | Faculty | Full-time | Replacement |
| Patricio Sevier | Machining Technology Instructor | 9/8/10 | STEM | Faculty | Full-time - TT | Replacement |
| Marilyn Hale | Business Technology Instructor | 9/8/10 | Business and Technology | Faculty | Full-time - TT | Replacement |
| Tonia Hancy | Automotive Instructor | 9/8/10 | Business and Technology | Faculty | Full-time - TT | new replacement |
| Michiyo Okuhara | Japanese Instructor | 9/8/10 | Basic Ed, English, Comm, Hum | Faculty | Full-time - TT | new |
| Ann Snyder | Women's Studies Instructor | 9/8/10 | Social Sciences | Faculty | Full-time - TT | New |
| Lynn Schinzing | Administrative Assistant 3 | 3/17/10 | Instruction - CTC | Classified | Full-time | Reallocation |
| Debra Robinson | Administrative Assistant 3 | 3/24/10 | Instruction - CCW | Classified | Full-time | Reallocation |
| RETIREMENTS/RESIGNATIONS/SEPARATIONS | | | | | | |
| Shan Kingston | Administrative Assistant 4 | 6/18/10 | WEBEED | Classified | Full-time | Resignation |
| Judy Lex | Secretary Senior | 10/1/10 | Bookstore | Classified | Full-time | Retirement |
| VACANT POSITIONS RECRUITING | | | | | | |
| | Position | Closing Date | Department | Status | FT-PT % | New - Replacement |
| | Program Assistant | 6/7/10 | Corporate and Continuing Ed | Classified | Full-time | Replacement |
| | Secretary Senior | 5/14/10 | Student Affairs - Enrollment Svcs | Classified | Full-time | Replacement |
| | eLearning Instructional Designer | 5/21/10 | Corporate and Continuing Ed | Exempt | Full-time temporary | New |
| | Director of Nursing - reopened | 6/9/10 | Instruction | Admin | Full-time | Replacement |
| | Vice President of Student Affairs | 4/19/10 | Student Affairs | Admin | Full-time | Replacement |
| | Adult Literacy Program Manager | 4/8/10 | Workforce Education | Exempt | Full-time | Replacement |
| | CTEC Instructor | 5/3/10 | Business and Technology | Faculty | Full-time - 1-yr temp | Replacement |
| | Nursing Instructors - 3 positions | until filled | Nursing | Faculty | Full-time - TT | Replacements |
| | Welding Instructor - suspended search | 1/19/10 | Business and Technology | Faculty | Full-time- TT | Replacement |

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

VACANT POSITIONS
ON HOLD

TT = Tenure Track

Planning and Effectiveness

June 2010

Focus on Learning

The College will focus on learning as the foundation for decision making with respect to planning, technology, location, instructional methods and successful outcomes. Learners will receive high-quality, innovative education and services that foster student success in achievement of their goals.

- Identify, offer, and support teaching and learning strategies that enhance student success.
- Increase the retention and progression of all students, with emphasis on first-generation students.
- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ 1st Generation course success rate was calculated for the instructional operational plan. First-generation students had a lower course success rate of 82.2% compared with non-first-generation students who had a course success rate of 83.6%. The difference in course success rates between first-generation and non-first-generation students is statistically significant ($p=.002$). However, course success rates for both groups are high at over 80%.
- ❖ The Basic Education transition rate for WEBEED was calculated; 5.5% of Basic Ed students from 2008-09 had transitioned to credits classes (excluding basic skills) at Clark College in 2009-10.
- ❖ Worker retraining students (87%) need at least one pre-college subject at a higher rate compared to degree seeking non-worker retraining students (73%).

Expand Access

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

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

Progress

- ❖ Financial Aid Fact Sheet 2008-09 completed. 38% of full-time, first-time, degree-seeking undergraduate students received grant or scholarship aid in 2008-09; \$5,148 average aid. Average aid for students with family incomes of less than \$48,000 covered the cost of tuition and books/supplies with some aid left over to go towards room and board.
- ❖ While satisfaction levels of financial aid remained stable, students rated the importance of financial aid higher in 2010 than in previous years according to the results of the Noel Levitz's Student Satisfaction Inventory.

Respond to Workforce Needs

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

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

Progress

- ❖ Employment demand assessed for Web Development, Computer Programmers, HIT, Cyber Security, and Web & Multimedia AAT.
- ❖ Currently, the Corporate and Continuing Education, with the help of P&E (Grants Development Office), is developing a proposal on Home Care Aide Instructor-Led Continuing Training to be submitted to SEIU in June.

Enhance College Systems

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

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

Progress

- ❖ Three proposals have been submitted by Clark College in response to SBCTC's request for proposals on Faculty Learning Community: (i) Advancing Integrative Learning Through Technology, with a focus on I-BEST students success; (ii) Expanding and Deepening Awareness of Power, Privilege, and Inequality, focusing across campus; and (iii) Transition Team Development, with a focus on adult basic education. If approved, SBCTC will provide \$5,000 dollars for each project for professional development activities in order to create and/or enhance Faculty Learning Communities.
- ❖ The grant development process has been revised to prioritize the activities pertaining to preparing plans for programs, services, infrastructure, etc. that could be supported by grant funding. The plans will contain the majority of the information needed for grant proposals. These plans will allow the college to be more strategic in the grant opportunities it pursues as well as be more efficient and deliberate about the work that goes into grants proposals.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
June 2010

Corporate & Continuing Education June 2010

Focus on Learning

The College will focus on learning as the foundation for decision making with respect to planning, technology, location, instructional methods and successful outcomes. Learners will receive high-quality, innovative education and services that foster student success in achievement of their goals.

- Identify, offer, and support teaching and learning strategies that enhance student success.
- Increase the retention and progression of all students, with emphasis on first-generation students.
- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ In spring quarter 2010, Continuing Education increased open enrollment class offering 25 % over spring quarter 2009. As a result, Continuing Education enrollment has increased 17% in spring 2010. Additional programming was possible because of an increase in dedicated space available to Corporate & Continuing Education at CTC.
- ❖ On May 22, Corporate & Continuing Education staff in partnership with Brain Scott in Communications and Marketing participated in filming at CTC for a 30-second TV commercial to promote open enrollment programming. A second commercial will be filmed in July to promote corporate education programming. Both TV commercials will begin airing on cable TV in fall quarter 2010 and will continue to run through spring quarter 2011 to market the department.
- ❖ Corporate Relations Manager Michelle Giovannozzi attended the International American Society for Training Conference May 16-19. She attended workshops put on by training experts such as Ken Blanchard, Jack Phillips and Donald Kirkpatrick. Michelle gathered knowledge and resources to share with the Corporate and Continuing Education team. She networked with over 8,500 adult learning professionals from 70+ countries and compared notes on best practices.

Expand Access

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- Expand options to increase the overall affordability of education.
- Expand online services across the college.
- Expand learning options by offering courses and services in various modalities, timeframes, and locations.

Progress

- ❖ On June 4, 7, and 10, Corporate Education filmed 17 video vignettes that will be incorporated into 10 home healthcare online learning modules. Modules were filmed at CTC and Park Lido, a senior assisted living center in Vancouver. The modules will be ready to BETA test in July. Funding for this project was made possible by a grant from Metropolitan Life that was awarded to Corporate & Continuing Education by the International Longevity Center.

Respond to Workforce Needs

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

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

Progress

- ❖ The Vancouver SCORE chapter of small business counselors held their monthly meeting in the Corporate Learning Center at CTC on June 4. Todd Oldham gave a presentation on Corporation & Continuing Education, the Corporate Learning Center and the technology at CTC.
- ❖ As of June 5th, 18 Corporate Education students will have completed a 9-month, 18 module Leadership Academy program based on the Development Dimensions International (DDI) curricula. The training, held in cooperation with a Workforce Innovation in Regional Economic Development (WIRED) initiative grant offered through Clackamas Community College, consisted of three cohort phases:
 - Cohort 1 (Fall Quarter) – Communication, change management, conflict resolution and decision making characteristics of strong leaders
 - Cohort 2 (Winter Quarter) – Teamwork, motivation, diversity, empowerment and training approaches for team management
 - Cohort 3 (Spring Quarter) – Adaptive leadership, enabling/measuring strong team performance, and achieving maximum leadership potential for effective leadership
- ❖ Educational Service District 112 has contracted with Corporate Education to deliver a 60-hour “A+ Computer Fundamentals” class for credit. This class will be offered in collaboration with the DNET department July 26 – August 6.
- ❖ Corporate Education has submitted a proposal to the Southwest Washington Workforce Development Council (SWWDC) to offer a five-week welding certification program to be held summer quarter. This customized program will be offered in cooperation with Educational Service District 112 as a follow-up to a welding boot camp taught in spring quarter.

Todd Oldham
Executive Director
Corporate & Continuing Education
June 3, 2010

Communications and Marketing June 2010

Focus on Learning

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- Identify, offer, and support teaching and learning strategies that enhance student success.
- Increase the retention and progression of all students, with emphasis on first-generation students.
- Refine and implement continuous improvement planning consistent with the “learning college” model.
- Provide all employees with opportunities for professional development.

Progress

- ❖ In support of the college’s annual celebrations of student success, Communications Specialist Hannah Feldman and Graphic Designer Jenny Shadley have provided announcements, scrolls, invitations and programs for the college’s commencement and GED/HS graduation ceremonies. Executive Assistant Kathy Murphy is working on the student video for commencement (see below: “Foster a Diverse College Community”). Executive Director Barbara Kerr is working on the scripts for both ceremonies. Director Brian Scott is developing a newspaper ad saluting this year’s graduates. It will run in three regional newspapers (*The Columbian*, *Camas-Washougal Post-Record* and *The [Battle Ground] Reflector*).
- ❖ Also in support of student success, Executive Director Barbara Kerr issued a news release announcing that Rico Selga is the recipient of the 2010 Clark College Outstanding Alumni Award. The announcement received coverage in *The Daily Insider* and is slated to result in a story in *The Columbian* in June. The award was presented during the annual Alumni-Student Dinner on June 2. News coverage of the dinner will appear in an upcoming issue of *Clark 24/7*.
- ❖ Webmaster Chris Concannon and Web Specialist Tahnya Huneidi completed five days of training for Microsoft Visual Studio C#. In addition, Chris recently received a certificate reflecting his participation in the 2009-2010 Clark College Leadership Academy.
- ❖ Executive Director Barbara Kerr and Communications Specialist Hannah Feldman attended the 2010 Portland Communicators Conference on May 12. Additionally, they attended the SBCTC Public Information Officers annual meeting via ITV on May 14. Both sessions focused on best practices for sharing information with stakeholders.

Expand Access

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- Provide appropriate support services and reduce procedural barriers to help students enroll in college.

- Expand options to increase the overall affordability of education.
- Expand online services across the college.
- Expand learning options by offering courses and services in various modalities, timeframes, and locations.

Progress

- ❖ Communications Specialist Hannah Feldman has initiated planning for the 2011-13 college catalog. She has drafted a production schedule as a first step in the planning process. Hannah and Graphic Designer Jenny Shadley have also completed most of the work on a preliminary layout of the 2010-2011 Student Handbook. In addition, they continue to work on information related to Instructional program sheets.
- ❖ Graphic Designer Wei Zhuang created Web ads – and a newspaper ad – to promote summer classes at Clark College at Columbia Tech Center (CTC). Director of Marketing Brian Scott is developing several marketing projects that will support the college's fall 2010 enrollment campaign.
- ❖ Director of Marketing Brian Scott and Graphics Designer Pat McDonald developed a Web site ad and a newspaper ad for the Weekend Degree Program to generate additional enrollments for the fall of 2010 class cohort. In addition, an e-mail blast was sent to human resource administrators at companies and public agencies in Clark County from a list prepared by Career and Employment Services.
- ❖ Graphic Designer Jenny Shadley is continuing to work with the Welcome Center to update some of their orientation materials: application, maps, folders and postcards.
- ❖ Graphic Designer Jenny Shadley is working on marketing materials to support the annual KROD Run and the Penguin Nation Golf Tournament. Webmaster Chris Concannon has completed the Clark College Golf Tournament online sponsorship and registration pages. Both events support student scholarships.

Foster a Diverse College Community

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

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

Progress

- ❖ Graphic Designer Wei Zhuang, working with International Recruitment Manager Chanda Kroll, updated the International Viewbook and poster. In addition, Graphic Designer and Photographer Jenny Shadley took student photos to update the International Programs brochure.
- ❖ Executive Assistant Kathy Murphy interviewed graduating students at the City of Vancouver Television (CVTV) studio for a video segment to be shown during the college's 2010 Commencement ceremony. With support from leaders in Student Affairs, Disability Support Services, and Running Start, we were able to interview students who reflect the diversity of the student body. The video documents their success stories.

Respond to Workforce Needs

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

Progress

- ❖ Director of Marketing Brian Scott is partnering with Executive Director of Corporate and Continuing Education (CCE) Todd Oldham on video spots and other materials in support of CCE.

Enhance College Systems

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- Seek alternate resources, such as grants, philanthropy, and partnerships to fulfill the college mission.
- Refine, communicate, and implement a shared governance system.
- Integrate environmental sustainability practices into all college systems.

Progress

- ❖ Web Specialist Tahnya Huneidi rebuilt the Orientation Registration pages and database so that students can more easily determine which sessions are appropriate for them to attend (by term). Tahnya also completed an online supervisor training quiz for Employment Services. Supervisors enter their name and e-mail and take the quiz. Upon completion, the administrator of the program receives notification that the quiz has been taken and the quiz results.
- ❖ Following discussions with Associate Vice President of Planning & Effectiveness Shanda Diehl and her team, Director of Marketing Brian Scott coordinated a community assessment survey. The external data gathering was done by Market Decisions Corporation and Directions Marketing. Based on data from 200 telephone surveys conducted in Clark County between April 29, 2010 and May 11, 2010, Clark had the highest unaided recognition of all educational institutions in the region. Nearly half (49%) of respondents had a high overall opinion of Clark College. The most commonly cited strengths of Clark College are the “motivational/supportive staff,” “variety of class choices,” and the fact that it is “open to the community.” The full data will be utilized to support and focus Clark’s communications efforts during the next biennium.

Barbara Kerr, APR
Executive Director of Communications and Marketing
June 3, 2010

Foundation June 2010

Enhance College Systems

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

Progress

❖ Development Update

The Foundation Board is looking at its array of activities and is exploring options to enhance relationships with constituents. As a result, pursuant to board action on June 8, 2010, Clark Connect, a student-staffed call system will be implemented. This significant addition to the Foundation development tool set should foster relationships and provide information to enhance the Foundation's database and identify potential new donors. The additional data will allow us to closely segment our constituents for more targeted information exchange and increased solicitation results. Clark Connect is an investment in the strategic development capability for the Foundation.

❖ Major and Planned Gifts

In the last quarter, the following gifts were reported:

1. \$100,000 scholarship fund for the nursing program. The fund is being managed by the Community Foundation for Southwest Washington.
2. \$100,000 endowment for the nursing program coming from an estate through the Vancouver Private Client Group (U.S. Bank). We expect to receive the funds within 60 days.
3. \$500,000 bequest which will fund an endowment for scholarships and faculty professional development.
4. \$50,000 pledge for eLearning (\$10,000 from the donor, with \$40,000 in matching gifts).
5. Four Persian rugs, valued at \$29,000, have been received. The Clark College Art Committee will determine the best location for these beautiful antique rugs.
6. \$125,000 was donated by a family foundation, including \$25,000 for Mature Learning and \$100,000 towards Health Sciences. The use of the money is to be determined by the College.

❖ Communications

The May eNewsletter was distributed, via email, to -8,500 individuals. The eNewsletter, comprised of selected articles and photos from the College's May editions of 24/7, is a monthly electronic communication designed to maintain a create visibility for Clark College students and programs to external constituents. This communication is another fine example of the joint partnership between the Foundation and the College which has created additional awareness of Clark within Southwest Washington.

Savoring Excellence was held May 19 with approximately 130 members of the Circle of Excellence (\$1,000+ annual donors, planned giving donors, and Presidential Award winners) in attendance. A champagne reception in the Archer Gallery highlighted student art. Afterwards, guests proceeded to elegantly decorated Gaiser Student Center featuring foliage donated by Frontier Landscaping. The program was interspersed with talent acts by students, including an amusing rendition of "I Know an Old Lady Who Swallowed a Fly," that involved a child from the ECE program and professor Debbie Jenkins. Other acts included an exchange student from Korea who entertained the audience with a traditional Korean drumming number and three incredible vocalists from the nursing program, the music department, and Running Start. Dinner was served by Vibrant Table, including a dessert prepared by Clark College bakery students. Many positive comments have been received calling it the event "not to be missed."

Several news releases were distributed this month. One, announcing the appointment of two new foundation board members, Jeanne Firstenburg and Rene Nutter, and another announcing the Presidential Award recipients, Bess Christensen of Lompoc, California and Jim and Pat Fencil, of Vancouver, WA. Thus far, the announcement ran in the *Lompoc Record*.

Student art selections have been made for FY 2011 foundation greeting cards. The students have been notified, permission to use their art has been received, and they are ecstatic about the honor of having their art featured through this project.

The *annual report* issue of *Partners* was mailed to -39,000 constituents in the foundation database; an electronic version was sent to -8,500 individuals. It is also being distributed across campus to all faculty, staff, and administrators. The 16-page issue was produced in collaboration with the college communications and marketing department. Again, this is a wonderful example of the College and the Foundation working together to leverage resources while enhancing outreach within the community.

❖ Alumni/Penguin Athletic Club Events

1. **Student-Alumni Dinner, June 2, 2010.** This annual event, sponsored by Riverview Bank, allows students to network with community leaders and alumni in anticipation of workforce/career transitions. The event also honors the 2010 Outstanding Alumni award recipient, Rico Selga.
2. **Athletic Banquet, June 5, 2010.** This annual banquet honors and celebrates the accomplishments of all student athletes for the year. It also honors next year's student athletes with named scholarship awards. When possible, the awards are actually presented by the donors who generously provide funding for these awards. This program has seen great success with individual scholarship awards increasing from \$12,030 in FY 2009 to \$22,100 in FY 2010.

❖ Community Events Attended

1. Community Foundation for Southwest Washington Annual Luncheon, May 12, 2010
2. Community Ribbon Cutting for O.K. Clubhouse & Teen Center, May 12, 2010
3. Vancouver Chamber of Commerce First Citizen Awards, June 3, 2010

Lisa Gibert
Foundation President/CEO
June 3, 2010

FIRST READING

Has not yet been approved by the Board of Trustees

**Clark College
2011-2013 Academic Calendar - DRAFT**

| | 2011 - 2012 | 2012 - 2013 |
|---|----------------------------------|----------------------------------|
| SUMMER QUARTER | | |
| Classes Begin | June 27 (M) | July 2 (M) |
| Independence Holiday | July 4 (M) | July 4 (W) |
| End of 1 st 5-week Session | July 29 (F) | August 3 (F) |
| 2 nd 5-week Session Begins | August 1 (M) | August 6 (M) |
| Last day of 8-week Session | August 19 (F) | August 24 (F) |
| End of 2 nd 5-week Session | September 2 (F) | September 7 (F) |
| | | |
| FALL QUARTER | | |
| Labor Day Holiday | September 5 (M) | September 3 (M) |
| Faculty Workdays, Orientation Registration, Advising | September 14-23 (8 days) | September 12-21 (8 days) |
| Classes Begin | September 26 (M) | September 24 (M) |
| Faculty Workday | October 14 (F) | October 12 (F) |
| Veteran's Holiday | November 11 (F) | November 12 (M) |
| No Evening Classes | November 23 (W) | November 21 (W) |
| Faculty Workday | November 23 (W) | November 21 (W) |
| Thanksgiving Holiday | November 24-25 (Th-F) | November 22-23 (Th-F) |
| Last Day of Classes | December 9 (F) | December 7 (F) |
| Final Exams | December 12-15 (M-T-W-Th) | December 10-13 (M-T-W-Th) |
| Faculty Workday | December 16 (F) | December 14 (F) |
| Christmas Holiday | December 26 (M) | December 25 (T) |
| | | |
| WINTER QUARTER | | |
| New Year's Day Holiday | January 2 (M) Holiday observed | January 1 (T) |
| Classes Begin | January 9 (M) | January 7 (M) |
| Martin Luther King Holiday | January 16 (M) Holiday observed | January 21 (M) Holiday observed |
| President's Day Holiday | February 17 (F) Holiday observed | February 15 (F) Holiday observed |
| Last Day of Classes | March 19 (M) | March 18 (M) |
| Final Exams | March 20-23 (T-W-Th-F) | March 19-22 (T-W-Th-F) |
| Faculty Workday | March 26 (M) | March 25 (M) |
| | | |
| SPRING QUARTER | | |
| Classes Begin | April 9 (M) | April 8 (M) |
| Memorial Day Holiday | May 28 (M) | May 27 (M) |
| Last Day of Classes | June 15 (F) | June 14 (F) |
| Final Exams | June 18-21 (M-T-W-Th) | June 17-20 (M-T-W-Th) |
| Graduation | June 21 (Th) | June 20 (Th) |
| Faculty Workday | June 22 (F) | June 21 (F) |

| | <u>F</u> | <u>W</u> | <u>Sp</u> | <u>F</u> | <u>W</u> | <u>Sp</u> |
|--------------------|----------|----------|-----------|----------|----------|-----------|
| Instructional Days | 50 | 49 | 49 | 50 | 49 | 49 |
| Exam Days | 4 | 4 | 4 | 4 | 4 | 4 |
| Faculty Workdays | 11 | 1 | 1 | 11 | 1 | 1 |
| | 65 | 54 | 54 | 65 | 54 | 54 |

The Calendar Committee recommends that Summer quarter 2013 begins July 1

President Approved:

Board of Trustees Approved:



2010-2011 Services and Activities Fee Budget Form Option 2

Process Checklist:

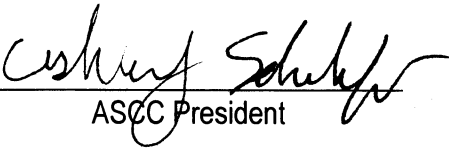
- ☐ Budget approved by ASCC Finance Committee; form signed by ASCC Finance Director
- ☐ Budget approved by ASCC Executive Council; approval form signed by ASCC President
- ☐ Budget forwarded to Vice President of Student Affairs; form signed by VP of Student Affairs
- ☐ Budget forwarded to President of Clark College; form signed by President
- ☐ Budget forwarded to Board of Trustees; form signed by BOT Chair

Approved by Finance Committee:

ASCC Finance Director

Date

Approved by Executive Council:



ASCC President



Date

Approved by VP of Student Affairs:



VP of Student Affairs



Date

Approved by College President:



President



Date

Approved by Board of Trustees:

Board of Trustees Chair

Date

ASCC Executive Council
Approved Budget

Proposed 2010-2011 ASCC Services and Activities Fees Budget

| Program | Current Budget | Amount Requested | Amount Approved | Difference (Approved vs. Current) |
|-------------------------------|------------------|------------------|------------------|-----------------------------------|
| Archer Gallery | 20,540 | 24,639 | 20,540 | - |
| Athletics Administration | 112,504 | 118,039 | 118,039 | 5,535 |
| Basketball, Men's | 25,658 | 25,658 | 25,658 | - |
| Basketball, Women's | 25,658 | 25,658 | 25,658 | - |
| Child and Family Services | 51,911 | 53,632 | 53,632 | 1,721 |
| Club Service Funding | 31,562 | 31,562 | 31,562 | - |
| College Box Office | 10,000 | 10,000 | 10,000 | - |
| Cross Country, Coed | 18,099 | 18,099 | 18,099 | - |
| Health Services | 65,212 | 66,699 | 66,699 | 1,487 |
| Independent, The | 69,818 | 76,625 | 71,020 | 1,202 |
| Instrumental Music | 46,306 | 49,788 | 46,306 | - |
| Intercollegiate Baseball | - | 26,802 | 14,109 | 14,109 |
| Intramurals | 12,555 | 12,555 | 12,555 | - |
| Model United Nations | 63,918 | 108,613 | 63,918 | - |
| Multicultural Student Affairs | 13,696 | 15,669 | 15,669 | 1,973 |
| Orchestra | 24,483 | 28,232 | 24,483 | - |
| Pep Band | 6,239 | 7,339 | 6,239 | - |
| Phi Theta Kappa | 36,815 | 38,475 | 36,815 | - |
| Phoenix | 33,981 | 34,884 | 34,884 | 903 |
| Science Consortium | 15,288 | 13,360 | 13,360 | (1,928) |
| SLIC | 21,005 | 21,005 | 18,000 | (3,005) |
| Soccer, Men's | 27,356 | 27,506 | 27,506 | 150 |
| Soccer, Women's | 27,356 | 27,356 | 27,356 | - |
| Softball, Women's | 26,797 | 28,096 | 26,797 | - |
| Speech and Debate | 39,443 | 49,304 | 39,443 | - |
| Student Ambassadors | 23,970 | 25,370 | 23,970 | - |
| Student Enrichment | 68,000 | 87,685 | 68,000 | - |
| Student Government | 145,910 | 184,333 | 145,910 | - |
| Student Life | 164,738 | 171,195 | 168,052 | 3,314 |
| Theatre | 134,334 | 137,353 | 134,334 | - |
| Track, Coed | 43,378 | 43,378 | 43,378 | - |
| Vocal Music | 65,474 | 65,004 | 65,004 | (470) |
| Volleyball, Women's | 20,455 | 20,455 | 20,455 | - |
| World Languages | 40,717 | 98,371 | 40,717 | - |
| Total | 1,533,176 | 1,772,739 | 1,558,167 | 21,991 |

| | | | |
|-----------------|---|--------|---|
| SNACC | - | 22,652 | - |
| Clark Art Talks | - | 13,920 | - |

NOTE- Fund Balance given in the amount of 2,500 for next year to continue art lectures

** New Program **



BUDGET ALLOCATION APPEAL FORM

Today's Date: May 21, 2010

Program Name: Baseball

Program Director Name: Dennis Huston

Program Director Phone: 360.992.2268

Budget Decision Being Appealed:

I am appealing the ASCC Finance Committee's decision not to approve the funding of the 2010-11 Baseball program.

Rationale for Appeal:

There were approximately 25 players that took part in the baseball club this spring. These are student athletes that have transferred from other community colleges or were already students at Clark. One of their primary reasons for choosing to attend Clark College is to play baseball. Many of the transferred students are local residents and have saved money by being able to live at home with their parents.

Clark students and the community have shown a great deal of support and interest in having a Baseball program. The financial support that we have received from the community for baseball in the two fund raisers was extremely positive. The community is also helping us revamp our existing field to bring it up to NWAACC standards without financial assistance from Clark College.

I propose that we cut our original proposal from \$26,802 to \$14,109. This would pay coaches salaries and needed baseball equipment. The baseball program would then be responsible to raise funds for their travel expenses. If funded at this level we would also make an effort to refund this amount through our baseball committee's fund raising efforts.

Archer Gallery

Items Increased:

- N/A

Items Not Funded or Decreased:

- Goods and Services increase in the amount of \$2,750 for communications, printing services, and purchased services.
- Travel increase in the amount of \$1,349 for exhibition selection.

Athletics Administration

Items Increased:

- Increase in Rentals in the amount of \$3,000 to rent the softball fields from Hudson's Bay High School.
- Increase in Goods and Services in the amount of \$1,035 for dues and membership fees to NWAAC.
- Increase in Goods and Services in the amount of \$4,000 for officials' compensation.

Items Not Funded or Decreased:

- Goods and Services decrease in the amount of \$2,500 for communications.

Men's Basketball

Items Increased:

- N/A

Items Not Funded or Decreased:

- N/A

Women's Basketball

Items Increased:

- N/A

Items Not Funded or Decreased:

- N/A

Child and family studies

Items Increased:

- Increase in Salaries and Wages in amount of \$1,721 for an increase in student help hours.

Items Not Funded or Decreased:

- N/A

Club Service Funding

Items Increased:

- N/A

Items Not Funded or Decreased:

- N/A

College box office

Items Increased:

- N/A

Items Not Funded or Decreased:

- N/A

Contingency Fund

Items Increased:

- N/A

Items Not Funded or Decreased:

- N/A

Cross Country, Coed

Items Increased:

- N/A

Items Not Funded or Decreased:

- N/A

Health Services

Items Increased:

- Increase in Salaries and Wages in the amount of \$2,550 for an increase in counseling hours.
- Increase in Benefits in the amount of \$169 to correspond with the increase in Salaries and Wages.

Items Not Funded or Decreased:

- Decrease in Goods and Services in the amount of \$232 for communications, and membership fees to the American College Association.
- Decrease in Travel in the amount of \$1,000.

The Independent

Items Increased:

- Increase in Goods and Services in the amount of \$1,202 for supplies and printing.

Items Not Funded or Decreased:

- Increase in Goods and Services in the amount of \$5,346 for reporter stipends.

Instrumental Music

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Travel in the amount of \$3,408 for increased travel costs.

Intramurals

Items Increased:

- N/A

Items Not Funded or Decreased:

- N/A

Intercollegiate Baseball

New Items Funded:

- Salaries and Wages in the amount of \$7,401.
- Benefits in the amount of \$962.
- Goods and Services in the amount of \$5,746.

Model United Nations

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Goods and Services in the amount of \$75 for supplies and materials.
- Increase in Travel in the amount of \$43,361 for additional tournaments.
- Increase in Salaries and Wages in the amount of \$1,092 for a director stipend increase.
- Increase in Benefits in the amount of \$167 to correlate with

Multicultural Student Affairs

Items Increased:

- Increase in Travel in the amount of \$1,973 for increasing costs associated with travel.

Items Not Funded or Decreased:

- N/A

Orchestra

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Goods and Services in the amount of \$3,749 for CVTV recordings.

Pep Band

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Grants and Subsidies in the amount of \$1,100 for increased performer stipends.

Phi Theta Kappa

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Goods and Services in the amount of \$680 for communications and printing.
- Increase in Travel in the amount of \$980 for increases in the cost of travel.

Phoenix

Items Increased:

- Increase in Salaries and Wages in the amount of \$790 for director stipend increases.
- Increase in Benefits in the amount of \$113 to reflect the change in Salaries and Wages.

Items Not Funded or Decreased:

- N/A

Science Consortium

Items Increased:

- N/A

Items Not Funded or Decreased:

- Decrease in Travel in the amount of \$1,928 for decreased travel costs.

Service and Leadership In the Community

Items Increased:

- N/A

Items Not Funded or Decreased:

- Decrease in Travel in the amount of \$2,005.
- Decrease in Goods and Services in the amount of \$1,000.

Men's Soccer

Items Increased:

- Increase in Travel in the amount of \$150 for increase in travel costs.

Items Not Funded or Decreased:

- N/A

Women's Soccer

Items Increased:

- N/A

Items Not Funded or Decreased:

N/A

Women's Softball

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Travel in the amount of \$1,299 to attend a conference.

Speech and Debate

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Travel in the amount of \$9,861 for travel to the International Debate Tournament.

Student Ambassadors

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Goods and Services the amount of \$1,400 for education and training.

Student Enrichment

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Goods and Services in the amount of \$19,000 to increase event programming.
- Increase in Travel in the amount of \$685 for increased travel to satellite campuses.

Student Government

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Salaries and Wages in the amount of \$9,000 for additional positions.
- Increase in Goods and Services in the amount of \$3,000 for education and training.
- Increase in Travel in the amount of \$21,647 to travel to a national leadership conference.
- Increase in Grants and Subsidies in the amount of \$4,393 for honorariums for proposed additional positions.

Student Life

Items Increased:

- Increase in Salaries and Wages in the amount of \$1,926 for mandatory increase in salaries.
- Increase in Benefits in the amount of \$1,388 for mandatory increase in benefits.

Items Not Funded or Decreased:

- Increase in Salaries and Wages in the amount of \$8,269 for an increase in hours.
- Increase in Benefits in the amount of \$1,220 to correspond with the increase in Salaries and Wages.
- Increase in Goods and Services in the amount of \$38,000 for printing, communications, as well as supplies and materials.

Theatre

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Goods and Services in the amount of \$3,255 for purchased services.
- Declined the proposed decrease in Benefits in the amount of \$236.

Track, Coed

Items Increased:

- N/A

Items Not Funded or Decreased:

- N/A

Women's Volleyball

Items Increased:

- N/A

Items Not Funded or Decreased:

- N/A

Vocal Music

Items Increased:

- Increase in Goods and Services in the amount of \$5,945 for purchased services.

Items Not Funded or Decreased:

- Decrease in Benefits in the amount of \$470.

World Languages

Items Increased:

- N/A

Items Not Funded or Decreased:

- Increase in Travel in the amount of \$54,932 for increased price of travel.
- Increase in Salaries and Wages in the amount of \$2,033 for director stipend increase.
- Increase in Benefits in the amount of \$689 to correlate with the increase in stipends.



Services and Activities Fees Level Increase Approval Form

Process Checklist:

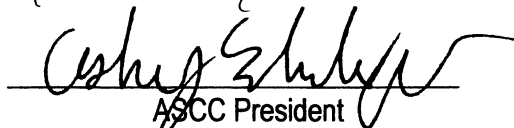
- ☒ Proposal approved by ASCC Finance Committee; Signed by ASCC Finance Director
- ☐ Proposal approved by ASCC Executive Council; Signed by ASCC President
- ☐ Proposal approved by Vice President of Student Affairs; Signed by Vice President of Student Affairs
- ☐ Proposal approved by the President of Clark College; Signed by President
- ☐ Proposal approved by the Board of Trustees; Signed by the Board of Trustees Chair

Approved by Finance Committee:


ASCC Finance Director

5/24/10
Date

Approved by Executive Council:


ASCC President

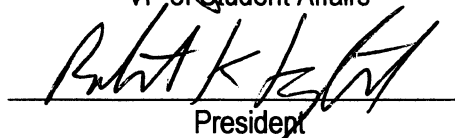
5/24/10
Date

Approved by VP Student Affairs


VP of Student Affairs

6/7/10
Date

Approved by Clark College President


President

6/7/10
Date

Approved by Board of Trustees

Board of Trustees Chair

Date

Services and Activities Fee Level Increase


Proposal

| | 1 to 10 | 11 to 18 | Per Quarter | Per Year |
|---------------------|---------|----------|-------------|-----------|
| Current Level | \$ 7.20 | \$ 2.00 | \$ 82.00 | \$ 246.00 |
| Proposed Level | \$ 7.45 | \$ 2.40 | \$ 86.50 | \$ 259.50 |
| Difference in Level | \$ 0.25 | \$ 0.40 | \$ 4.50 | \$ 13.50 |

This will Bring roughly \$60,000 to the ASCC Budget for next year. This is a significant amount of money and will be needed to cover inflationary costs for next year. The rate equals the maximum rate set by the State Board for the 2006-07 academic year. Increase would be implemented in Winter 2011.



To: Robert Knight, President

From: Bob Williamson, Vice President of Administrative Services 

Date/Ref: June 8, 2010 BW/204

Subject: 2010-2011 Budget

Background

As with the development of the current year's budget, the College's budget process has been significantly different from what was utilized prior to the 2009-2010 fiscal year. Rather than engaging in a request process to fund new goals, we engaged in a process to:

- Review the 2009-2010 budget and adjust for necessary zero-sum changes;
- Calculate and fund changes mandated by the State;
- Engage the college in a review of budget reduction strategies developed last year;
- Identify and fund items necessary to serve the estimated FTES for 2010-2011; and
- Identify and fund one-time items that will address shortages caused by the high enrollment and other items that address operational needs of the College.

As a result of a 7% tuition increase across all credits and continued high enrollment we are able to absorb all but \$168,983 of a \$2.1 million reduction in state funds. This shortage will be covered by the College's fund balance. In addition, \$2,431,869 of fund balance will be used to fund one-time commitments.

Recommendation:

I recommend approval of the College's 2010-11 operating budget per the attached documents:

- Page 1.** State Allocation & Projected Revenue: total budget of \$120,300,299 for all funds.
- Page 2.** FTES (For Budget Purposes) illustrates the Student FTES supported by the proposed budget.
- Page 3.** Funding from FTES illustrates the revenue associated with each of the FTE components.
- Page 4.** 2010-11 Budget by Area of Responsibility illustrates the allocation of resources among the divisions of the College.
- Page 5.** One-time commitments.

Clark College *The Next Step*

**CLARK COLLEGE
2010-11 BUDGET
STATE ALLOCATION & PROJECTED REVENUE**

| | Funded FTE's | 2009-2010 Base Budget | Funded FTE's | 2010-2011 Base Budget |
|------------------------------|-----------------|-----------------------------|-----------------|-----------------------------|
| STATE ALLOCATION | | | | |
| General Fund | 6,554 | 27,661,292 | 6,554 | 26,912,152 |
| ABE Enrollments | 37 | 223,850 | 37 | 223,850 |
| Apprenticeship | 9 | 37,350 | 9 | 37,350 |
| University Contracts | 15 | 94,500 | 15 | 94,500 |
| Growth | - | - | - | - |
| I-Best | 16 | 156,000 | 16 | 156,000 |
| High Demand | 98 | 862,771 | 98 | 862,771 |
| Workforce High Demand | 24 | 210,000 | 24 | 210,000 |
| Early Ed, Math & Science | 8 | 44,400 | 8 | 44,400 |
| Worker Retraining | 200 | 946,023 | 335 | 1,568,508 |
| | 6,961 | 30,236,186 * | 7,096 | 30,109,531 |
| TUITION & OTHER | | | | |
| Tuition | | 13,259,317 | | 13,305,428 |
| Excess Enrollment | 1,387 | 5,005,683 | 2,361 | 8,910,414 |
| Enterprise Interest | | - | | - |
| Interest (101/149) | | - | | - |
| Running Start (145) | 1,225 | 5,204,310 | 1,200 | 5,173,331 |
| Use of Fund Balance (145) | | 659,063 | | 168,983 |
| | 2,612 | 24,128,373 | 3,561 | 27,558,156 |
| DEDICATED FUNDS | | | | |
| Matriculation Fee | | 302,000 | | 315,000 |
| Continuing Education Fees | | 795,321 | | 568,494 |
| Resale Charges | | 530,000 | | 530,000 |
| Class Fees | | 540,409 | | 540,409 |
| Tech Fee | | 900,000 | | 1,100,000 |
| GED Testing Fees | | 66,000 | | 66,000 |
| Career Center Fees | | 5,000 | | 5,000 |
| Health Services Fees | | 32,000 | | 32,000 |
| Testing | | 19,000 | | 24,000 |
| Health Occupation Admissions | | 42,250 | | 44,000 |
| Tech Prep | | 5,000 | | 6,000 |
| | | 3,236,980 | | 3,230,903 |
| Subtotal (Operating) | | 57,601,539 | | 60,898,590 |
| ENTERPRISE ACCOUNTS | | | | |
| Grant & Contracts | | 3,468,466 | | 3,849,538 |
| Internal Support Services | | 1,295,147 | | 734,560 |
| ASCC & Clubs | | 1,524,750 | | 1,544,150 |
| Bookstore | | 5,525,000 | | 5,525,000 |
| Parking | | 257,968 | | 292,500 |
| Auxiliary Enterprises | | 1,564,308 | | 1,698,217 |
| Student Financial Aid | | 32,209,052 | | 40,955,674 |
| Capital Projects | | 4,625,000 | | 4,802,000 |
| Subtotal | | 50,469,691 | | 59,401,639 |
| TOTAL COLLEGE BUDGET | | 108,071,230 | | 120,300,229 |

* Adjusted Base

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**Clark College
2010-11 BUDGET
FTES (For Budget Purposes)**

| | FTES | | | |
|-----------------------------------|--------------|---------------|--------------|--------------|
| | 2009-10 | 2010-11 | Change | % Change |
| State Allocation | | | | |
| State Basic | 6,554 | 6,554 | - | 0.0% |
| ABE Enrollments | 37 | 37 | - | 0.0% |
| Apprenticeship | 9 | 9 | - | 0.0% |
| University Contracts | 15 | 15 | - | 0.0% |
| Growth | - | - | - | 0.0% |
| I-Best | 16 | 16 | - | 0.0% |
| High Demand | 98 | 98 | - | 0.0% |
| Workforce High Demand | 24 | 24 | - | 0.0% |
| Early Ed, Math & Science | 8 | 8 | - | 0.0% |
| Worker Retraining | 200 | 335 | 135 | 67.5% |
| State Allocation Sub-total | 6,961 | 7,096 | 135 | 1.9% |
| Excess | | | | |
| Excess Enrollment - Base | 1,387 | 2,361 | 974 | 70.2% |
| Total Budgeted FTES | 8,348 | 9,457 | 1,109 | 13.3% |
| Other | | | | |
| Running Start | 1,225 | 1,200 | (25) | -2.0% |
| Total Contractual Programs | 1,225 | 1,200 | (25) | -2.0% |
| Total FTES | 9,573 | 10,657 | 1,084 | 11.3% |

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**Clark College
2010-11 BUDGET
Funding from FTES**

| | Funding | | | |
|-----------------------------------|-------------------|-------------------|------------------|--------------|
| | 2009-10 | 2010-11 | Change | % Change |
| State Allocation | | | | |
| State Basic | 27,661,292 | 26,912,152 | (749,140) | -2.7% |
| ABE Enrollments | 223,850 | 223,850 | - | 0.0% |
| Apprenticeship | 37,350 | 37,350 | - | 0.0% |
| University Contracts | 94,500 | 94,500 | - | 0.0% |
| Growth | - | - | - | #DIV/0! |
| I-Best | 156,000 | 156,000 | - | 0.0% |
| High Demand | 862,771 | 862,771 | - | 0.0% |
| Workforce High Demand | 210,000 | 210,000 | - | 0.0% |
| Early Ed, Math & Science | 44,400 | 44,400 | - | 0.0% |
| Worker Retraining | 946,023 | 1,568,508 | 622,485 | 65.8% |
| State Allocation Sub-total | 30,236,186 | 30,109,531 | (126,655) | -0.4% |
| Tuition & Excess | | | | |
| Tuition From State FTE's | 13,259,317 | 13,305,428 | 46,111 | 0.3% |
| Excess Enrollment - Base | 5,005,683 | 8,910,414 | 3,904,731 | 78.0% |
| Total Budgeted FTES | 48,501,186 | 52,325,373 | 3,824,187 | 7.9% |
| Contractual Programs | | | | |
| Running Start | 5,204,310 | 5,173,331 | (30,979) | -0.6% |
| Total Contractual Programs | 5,204,310 | 5,173,331 | (30,979) | -0.6% |
| Total FTES | 53,705,496 | 57,498,704 | 3,793,208 | 7.1% |

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Clark College
2010-11 BUDGET
By Area of Responsibility

| | 2009-10 Operating Base* | 2010-11 Operating Base w/ Adj | Change | % Change | Other Accounts | 2010-11 Total By Area |
|--|-------------------------------|-------------------------------------|------------------|-------------|-------------------|-----------------------------|
| President | | | | | | |
| Operating | 838,307 | 741,907 | (96,400) | -13.0% | | 741,907 |
| Vice President of Administrative Services | | | | | | |
| Operating | 10,000,664 | 10,841,427 | 840,763 | 7.8% | | |
| Internal Support Services | | | | | 734,560 | |
| Bookstore | | | | | 5,525,000 | |
| Parking | | | | | 292,500 | |
| Auxiliary Services | | | | | 1,698,217 | |
| Capital Projects | | | | | 4,802,000 | 23,893,704 |
| Vice President of Instruction | | | | | | |
| Operating | 35,987,234 | 38,022,803 | 2,035,569 | 5.4% | | 38,022,803 |
| Vice President of Student Affairs | | | | | | |
| Operating | 7,174,786 | 7,236,603 | 61,817 | 0.9% | | |
| ASCC | | | | | 1,544,150 | |
| Financial Aid | | | | | 40,955,674 | 49,736,427 |
| Executive Dean of Planning and Advancement | | | | | | |
| Operating | 438,336 | 438,336 | - | 0.0% | | 438,336 |
| Executive Director of Corporate & Continuing Ed | | | | | | |
| Operating | 795,321 | 568,494 | (226,827) | -39.9% | | |
| Grants & Contracts | | | | | 500,000 | 1,068,494 |
| Executive Director of Communications | | | | | | |
| Operating | 1,184,871 | 1,184,871 | - | 0.0% | | 1,184,871 |
| Associate Vice President of Human Resources | | | | | | |
| Operating | 1,182,018 | 1,210,018 | 28,000 | 2.3% | | 1,210,018 |
| Other | | | | | | |
| Increments classified | | 194,788 | | | | |
| Healthcare (classified/admin exempt) | | 377,890 | | | | |
| Pers/L & I Increase | | 81,453 | | | | |
| Grants & Contracts | | | | | 3,349,538 | 4,003,669 |
| Total | 57,601,537 | 60,898,590 | 2,642,922 | | 59,401,639 | 120,300,229 |

*Ending

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Clark College
2010-11 BUDGET
Fund Balance One Time Commitments

| Item | Amount |
|--|---------------------|
| Temporary/Hourly Staffing | \$ 266,282 |
| Coding Position | 13,000 |
| Instructional & Student Affairs Support | 308,150 |
| Training Materials Conversion | 16,000 |
| Incident Command Post | 52,000 |
| Strategic Planning Online System | 53,000 |
| Part-time IT Support | 22,000 |
| Video Security Equipment | 18,800 |
| Tutoring Expansion | 36,000 |
| Additional TPC Staffing | 20,000 |
| E-mail Archiving System | 85,000 |
| Part-time Library Staff | 16,500 |
| Continuation of IT PT 1050 | 16,065 |
| Telephone/Mass Notification System | 1,000,000 |
| CTC Equipment Enhancement | 3,872 |
| Unemployment Costs Contingency | 60,000 |
| Finish door lock project at TPC and CCW | 40,000 |
| Summer Lab Setup - Mechatronics | 5,200 |
| Risk Management Contingency | 150,000 |
| Parking Maintenance and Repair | 250,000 |
| Total Commitments from Fund Balance | \$ 2,431,869 |

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CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

May 25, 2010

Ellis Dunn Room GHL 213

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

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

Others: Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Ms. Hana Lim, ASCC Vice President.

I. CALL TO ORDER

Chair Jacobs called the meeting to order at 5:10 p.m. She reviewed today's board session for those individuals who were not able to attend.

II. BUSINESS MEETING

A. Review of the Agenda

The Foundation report was moved to the beginning of the agenda so that Ms. Gibert could leave for a Foundation committee meeting.

B. Statements from the Audience

There were no statements from the audience.

D. Statements and Reports from the Board Members

Trustee Parker reported on the Spring TACTC meeting which she, Chair Jacobs, and Vice Chair Burkman attended and was held in Wenatchee, WA. Chair Jacobs received the TACTC Trustee Leadership award in recognition of the 10 years she has spent leading and serving Clark College. In addition to the TACTC meeting, the trustees attended a dinner event at Wenatchee Valley College where they were entertained by students in the music department and sampled an apple tasting hosted by the agricultural students.

Trustee White congratulated the staff of *The Independent* for the journalism awards they recently received and commented on the paper's improvement and reporting this year. He finds the paper this year is great reading and the articles very informative.

E. President's Report

President Knight distributed the enrollment report to the trustees which continued to illustrate the unprecedented enrollment numbers.

Mr. Broussard introduced Hana Lim, ASCC Vice President. Ms. Lim shared her Student Success story with the trustees and assembled guests.

AAG Terada introduced AAG Kim Witherspoon who is new to the Vancouver office and will act as backup to AAG Terada. Chair Jacobs welcomed AAG Witherspoon to the college.

Ms. Johnson provided a quarterly update on the Diversity Plan and Cultural Pluralism Operational Plan. She thanked Ms. Diehl for her assistance in developing the reports and the Teaching and Learning Center for partnering with the committee to develop college-wide activities in the plan.

Ms. Johnson and others from the college recently attended a training session on an Intercultural Development Inventory (IDI). This is an instrument which helps assess individual cultural competencies. IDI will assist the college with data concerning cultural competency.

Chair Jacobs noted how impressed she was with this plan and how concise the outcomes and specific steps were outlined to reach the stated outcomes. She commended Ms. Johnson and the Cultural Pluralism Committee on their work. Vice Chair Burkman and Trustee Sen Hoss also commented on how pleased they are with the plans.

President Knight reported that he and Dr. Dastmozd have been devoting many hours interviewing faculty candidates. He said the pool of candidates has been extremely qualified and he is pleased so many great people want to teach at the college.

The presidents' meetings continue to be primarily about the budget. The state system is preparing for a very difficult biennium.

Mr. Williamson, Mr. Green, and the President traveled to Olympia to meet with the state board concerning the capital growth projects and the overall underfunding of the college.

The Dental Hygiene department had a very successful two-day accreditation process and the accreditors pronounced the program "outstanding". President Knight acknowledged the faculty and staff of the department for their hard work and dedication.

Mr. Williamson will be meeting with members of the soccer consortium who commented at last month's board meeting. The board requested that this group meet with the local community neighborhoods about their proposals as this has not yet been done.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi acknowledged the Information Technology department for their work in clarifying the appropriate members on the faculty email lists.

2. WPEA

There were no comments this evening and no additions to the written report.

3. ASCC

Ms. Lim announced that ASCC elections took place the week of June 17 and winners will be announced on May 27. ASCC officers are in the process of developing transition manuals for the new officers, the budget has been finalized and approved. One new program was approved which was baseball. Baseball will be an official NWAACC sport next year.

F. College Reports

1. Foundation—Ms. Lisa Gibert

Ms. Gibert acknowledged Chair Jacobs for her leadership and service to the college and well-deserved TACTC Leadership Award.

Once again, Savoring Excellence was a beautiful event which showcased the depth of student talent and the importance of the local community's embrace of the college.

Today, an anonymous donor gave \$50,000 to the eLearning program, ensuring access to the next generation of students.

2. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd was pleased to announce that, under the direction of Michelle Bagley, Director of Library Services and eLearning, the college was able to purchase an additional 16 laptop computers for students.

Ms. Gail Liberman, who will be retiring in June, provided this evening's Faculty Presentation on Learning Communities.

Dr. Dastmozd said that it has been a pleasure to work with Ms. Liberman through the years and as she developed the Teaching and Learning Center (TLC). She has provided class and finesse to the college as the TLC Director. Chair Jacobs said that Ms. Liberman has been an inspiration and brought a culture of innovation in teaching at the college and thanked her for her service to Clark.

3. Administrative Services—Mr. Bob Williamson

Mr. Williamson had no additions to his written report. He answered questions from Trustee White concerning the budget. Trustee White noted that the budget process is a prime example of shared governance within the college as all departments have the opportunity to provide input.

4. Student Affairs—Mr. Ted Broussard

Mr. Broussard spoke about Fall 2010 enrollment already being 1,552 above Fall 2009 during this same time period. He was pleased that Student Affairs' message to students to apply early has been taken to heart

He also reported that the usage rate of the Academic Early Warning system continues to improve among faculty. For 2009-2010, 467 faculty members used it compared with 247 in 2008-2009. Improvement of the system will continue as part of the Title III grant will be used for this process.

5. Human Resources—Dr. Darcy Rourk

Dr. Rourk reported that there is significant recruiting activity in Instruction and for the Vice President of Student Affairs position. The VPSA committee expects to provide recommendations to the President by June 11. She also commented that she is very impressed with the college's recruitment process. She said it is a very clean and equitable process and she feels the committees are identifying great candidates.

6. Planning & Effectiveness—Ms. Shanda Diehl

Ms. Diehl discussed the work being done by the College Council's Shared Governance Sub-committee. The final accreditation report will be sent to the college within the next couple of weeks. Chair Jacobs commended Ms. Diehl on the published college Scorecard and Trustee White's participation on the committee which helped on its development.

7. Corporate & Continuing Education (CCE)—Mr. Todd Oldham

Mr. Oldham discussed incumbent worker training that the CCE provides to local employers for current employees and the Fort Vancouver National Trust programs, all of which are self-supporting.

8. **Communications & Marketing—Ms. Barbara Kerr**
Ms. Kerr highlighted the KGW TV business segment and Dr. Dastmozd's recent interview on Oregon Public Broadcasting radio. The local *Daily Insider* also featured *The Independent's* journalism awards.

III. FIRST READING

- ◆ 2011-2013 Proposed Academic Calendar—was removed from First Reading and will be resubmitted at the June 2010 board meeting.
- ◆ Sabbatical Requests for 2010-2011 Academic Year
MOTION: Trustee White moved to have the Sabbatical Requests for 2010-2011 Academic Year placed on the Consent Agenda. The motion was seconded by Vice Chair Burkman and passed unanimously.

CONSENT AGENDA

- ◆ Minutes from April 27, 2010 Board Meeting
Trustee White made a motion to approve the item on the Consent Agenda.
MOTION: The motion was seconded by Trustee Parker and passed unanimously.

IV. FUTURE TOPICS

Board Annual Evaluation (July)
Board Goal Setting (July)
Budget (June work session)
K-12 (ongoing)
Naming Policy (TBD)
North County (August work session—full hour)
Presidential Annual Evaluation (July)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Tuesday, June 15, 2010 in the Ellis Dunn Room GHL 213.

VI. EXECUTIVE SESSION

There was no Executive Session this evening.

VII. ADJOURNMENT

There being no further business, the meeting adjourned at 6:45 p.m.

Addison Jacobs, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
March 31, 2010