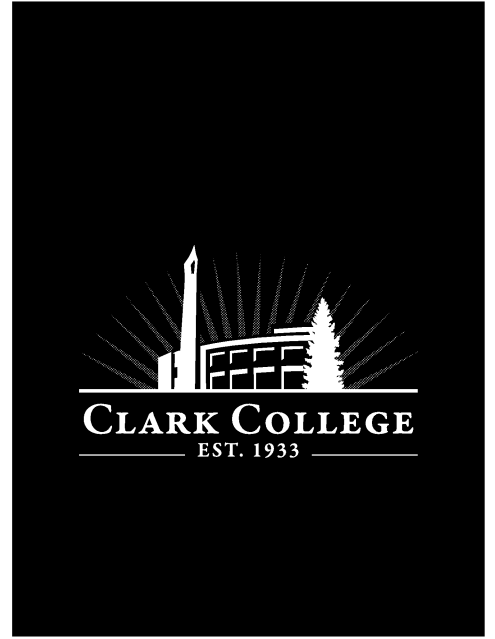


Clark College Board of Trustees Packet

August 31, 2009

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
August, 2009

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CLARK COLLEGE BOARD OF TRUSTEES

Monday, August 31, 2009

Ellis Dunn Room, GHJ 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- ♦ Prioritization of top five board goals
- ♦ Textbook Cost Reduction Work Group & Open Educational Resources/Textbooks.

4:00-4:30

4:30-5:00

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

- ♦ Presidential Performance & Board Goals
- ♦ Recognition of Mike Godson, 2009 Educator of the Year

D. President's Report

Pages 1-3

E. Association Reports

1. AHE
2. ASCC
3. WPEA

Pages 4-5

No written report

Page 6

F. College Reports

1. Instruction
2. Administrative Services
3. Student Affairs
4. Human Resources
5. Planning & Effectiveness
6. Corporate & Continuing Education
7. Communications & Marketing
8. Clark College Foundation

Pages 7-8

Pages 9-13

Pages 14-21

Pages 22-28

Pages 29-32

Pages 33-35

Pages 36-38

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III. CONSENT AGENDA

- ♦ Minutes of June 15, 2009 Board of Trustees Meeting
- ♦ Minutes of July 9, 2009 Special Board of Trustees Meeting
- ♦ Minutes of August 3, 2009 Special Board of Trustees Meeting

Pages 41-45
Page 46
Pages 47-50
Pages

IV. FUTURE TOPICS

North County Site
CLE/Workforce Development
K-12
Diversity Plan
Enrollment Plan
Instructional Plan
2010 Board Meeting Schedule (November)
Comprehensive Campaign
STEM

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Monday, September 21, 2009 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report August 2009

Focus on Learning

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

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

Progress

- ❖ The President met with the new ASCC President and the Director of Student Life to discuss preparations for leadership training for the new ASCC officers. The president will be conducting a leadership workshop for the new officers to ensure that they are prepared to execute the duties of their offices this year.
- ❖ The President has been engaged in conversations with the local congressional representative concerning funding for an enhanced STEM building. There is significant support for this project and dates are being considered for the congressman and representatives from the National Science Foundation to visit the college and discuss this project. The possibility exists for the building to be named an Advanced Technological Education (ATE) center.

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 continued to meet with prospective donors throughout the summer. Discussions took place concerning the upcoming Comprehensive Campaign.

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 participated with Clark College students on two trips to Larch Correction Facility in July and August to play basketball.
- ❖ The president presented the full ride WSUV presidential scholarship to a first generation Clark College student of diversity.

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

- ❖ Board meetings of the Southwest Washington Workforce Development Corporation continued through the summer in which the President participated. He also attended a reception hosted by the Columbia River Economic Development Council that was held in the honor of a potential large client who may be relocating to the area.

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, Chair Jacobs, and Trustee Sen Hoss have engaged as members in the Foundation's Campaign Leadership Committee which will oversee the strategic direction of the campaign. An internal committee, the Campaign Management Committee, has been formed and will assume

responsibility for oversight of the operational aspects of the campaign. Dr. Dastmozd and Ms. Kerr will be members of this group. Other members from the college community will be represented in this group as well.

- ❖ The President and Associate Vice President of Planning & Effectiveness conducted summer legislative meetings with all state congressional representatives from this district. These meetings are “summer tradition” in which the delegation renews its ties to the college and is updated on events taking place and issues facing the institution.

Robert Knight
President
August 12, 2009

**Clark College Association of Higher Education
Report to the Board of Trustees
August 30, 2009**

Facilitating communication

Dr. Roi and the President's office are in the process of scheduling monthly discussions with President Knight and Dr. Dastmozd for the 2009-2010 academic year.

Bargaining

The administration and AHE are still bargaining compensation to address the increased workload for online faculty which was unilaterally imposed by the Office of Instruction. AHE submitted a proposal in June and are awaiting a response from the administration.

AHE and the administration will reconvene bargaining the Faculty Excellence award processes again in the fall term.

A proposal has been submitted by AHE to resolve staffing issues of the 2-year Cosmetology program proposed by Clark College in conjunction with the Clark County Skills center. AHE and the administration have been bargaining this issue for the past 2 months.

AHE will be bargaining compensation with the college and are currently scheduling those sessions with the administration.

Organizational activities

AHE will be holding a general membership meeting on September 10th. WEA representatives will be in attendance. The topic of discussion will be capacity building.

The AHE Senate retreat will be held on September 14th at the Riverside Council. Senators will be receiving training in organizing, advocacy and labor law.

Dr. Roi attended the WEA Riverside Council president's retreat earlier this month at the Riverside Council.

Lisa Lewison is the new WEA Uniserve director for Clark College. Ms. Lewison brings in 15 years of WEA experience in advocacy, bargaining and organizing to AHE. Uniserve director Ms. Lynn Davidson will be working with other locals in the area, providing them with the same excellent service we here at Clark College have received. We thank Ms. Davidson for her valued assistance and professional expertise in assisting us in building and strengthening AHE to better serve our members.

Membership

4 new members have joined since June.

Grievances

Eight contract maintenance issues are currently filed with the college. The AHE Contract Maintenance Committee is working to resolve these issues with the administration.

Submitted by
Dr. Marcia Roi
President, CCAHE

WPEA/UFCW Local 365, Clark College Unit

Board Report for July 2009

Meetings and Activities

- Job Rep Executive Council Meeting: August 18th, 2009
- District 1 Meeting: August 18th Clark College – 6p
- Clark College Local Unit Meeting: August 19th
- LMCC: (no scheduled meetings for July and August)

Reports:

WPEA Unit and Job Rep Meeting Agenda:

- Fall Orientation Get Together BBQ
- AHE and WPEA “Get Together Sessions” for 2009-2010
- WPEA review of the 2009-2010 Clark College Budget

WPEA Highlights:

The WPEA Higher Education CBA was ratified by the membership with an overwhelming support of 97% voting in favor of the contract which takes effect on July 1, 2009. Hard copies of the new Contract were mailed to the membership in August.

On July 1st, Job Rep and former WPEA Chapter President *Jennifer Wheeler* stepped down from her Union leadership role to pursue other interests which include earning a B.A. degree in Digital Technology and Culture at WSUV. Both the local leadership and WPEA officers in Olympia thanked her for her dedicated service.

WPEA/UFCW withdraws from PERS 3 *Gain-sharing Lawsuit*. One of the main reasons WPEA dropped the lawsuit against the state was due to the potential conflict between PERS 2 and 3 members regarding the ERF (Early Reduction Factor) benefit tied to the law suit. Under the ERF clause plan members are eligible for full retirement benefits at age 62. The ERF's also provide an enhanced benefit for those who retire at age 55 with 30 years of service credit. The loss of this benefit along with the likelihood of a continued flat stock market convinced WPEA/UFCW that pursuing the lawsuit was redundant.

Job Rep Activity:

The WPEA leadership will host its first Fall Orientation Get Together BBQ for the membership on 9/16 just north of Scarpelli hall from noon to 1pm.

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: September 16 th , 2009
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Respectfully submitted by *Jennifer Wheeler*

Instruction August 2009

Focus on Learning

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

Progress

- ❖ Eight Mathematics faculty members attended MathFest in Portland on August 5 – 8, 2009. MathFest is the summer meeting of the Mathematical Association of America - the premier organization for collegiate mathematics education in the world. Sessions covered a range of topics including mathematical assessment, pedagogy, history, outreach, theory, applications, research, grant funding, and current educational trends. Clark attendees were: Paul Casillas, Mark Elliott, Jennifer Farney, Kanchan Mathur, Chris Milner, John Mitchell, Bill Monroe, and Tracy Nehnevaj. Student Rebecca Podhora also represented Clark at MathFest by serving 12 hours as a volunteer assisting with registration and logistics.

Tracy Nehnevaj was invited to attend a special day-long meeting of the "Women Count" project. The purpose of this project is to support outreach and interest high school girls to study and pursue careers in mathematics. The meeting included information on grants, descriptions of successful outreach projects led by colleges around the country, and sharing of outreach activities.

- ❖ On August 7, the IPT Program Assessment Subcommittee discussed strategies to document and measure program-level outcomes. The subcommittee's primary goal is to coordinate the development of outcomes and assessment methods for the general transfer AA program.
- ❖ To support retention goals, the number of HDEV 116—Motivation and Study Skills sections was increased from two in Fall 2008 to 10 in Fall 2009.
- ❖ This fall, Clark College will offer a calculus course in the College in High School format at Skyview High School.
- ❖ Professor David Kosloski, Speech, has been selected for the Community College Outstanding Educator for 2009 by the National Communication Association (NCA). The award recognizes an individual who has made outstanding contributions to education at a community college and exemplifies excellence in teaching, scholarship, and service to the speech communication profession.
- ❖ Professor Michael Godson, Automotive Technology, was named the 2009 Educator of the Year during the North American Council of Automotive Teachers (NACAT) Conference in July. Each year Mitchell 1 recognizes one of the nation's top teachers for excellence in automotive repair instruction. Godson was presented with a \$500 check and a recognition certificate.

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Progress

- ❖ To accommodate an expected surge in enrollment during fall quarter, the academic units are offering approximately 15% more sections than were offered in fall 2008.
- ❖ Clark College at Columbia Tech Center (CTC) begins offering classes for fall quarter; estimated annualized FTES are 462 at 100% fill rate, 347 at 75% fill rate, or 231 at 50% fill rate. *Please note: All "CTC" FTES are included as part of the college's total FTES projections for 2009-2010.*

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

- ❖ The college is partnering with AmeriCorps VISTA (Volunteers in Service to America) to host a VISTA volunteer in the Adult Literacy Program.
- ❖ Clark College is providing co-location offices within Student Affairs for two WorkSource representatives.

Rassoul Dastmozd, Ph.D.
Vice President of Instruction
August 21, 2009

Administrative Services July and August 2009

Focus on Learning

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- Provide all employees with opportunities for professional development.

Progress

- ❖ Security officers will obtain training in OC (Oleoresin Capsicum) spray and handcuffing through the Vancouver Police Department.
- ❖ Security has contacted the Vancouver Police Department to arrange training for Clark College employees regarding robbery situations.
- ❖ Business Services and Information Technology Services staff have collaborated to design and provide three sessions of “Budget Reconciliation Using Excel.” The first session was so successful that two more were added to the summer schedule.
- ❖ Fourteen Bookstore employees, including five full-time permanent and nine part-time temporary employees, attended a 1.5-hour, “Loss Prevention 101” Webinar Training Session in July and August. These sessions focused on informing employees of the basic definition and causes of shrinkage in the bookstore retail industry, how to identify and prevent loss, and helpful references to minimize shrinkage.

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- Expand online services across the college.
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Progress

- ❖ Information Technology Services recently completed an upgrade to the network bandwidth at Town Plaza Center. The new service has a capacity 16 times greater than the previous connection and will eliminate chronic network bottlenecks between the main campus and Town Plaza Center. A similar upgrade is underway at Clark College at WSU Vancouver.
- ❖ Information Technology Services, in collaboration with Student Affairs, the Office of Instruction, and Communications and Marketing, is developing a methodology for targeting specific segments of the student population for communications using the student e-mail system. This work is necessary to insure that students receive only relevant e-mail as the College prepares to require the use of e-mail for official communications between the College and students beginning winter quarter 2010.
- ❖ The Bookstore has begun work to coordinate course supply request information, in addition to textbooks, on a per course basis with faculty. This effort will enable the store to provide required course material costs to students four weeks before classes begin, as defined in HB1025. This service will provide students with course material cost information in advance in order to plan their educational budget needs.

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

- ❖ Leann Johnson presented diversity training, “How to Be an Ally,” to Business Services staff on August 13, 2009.

Enhance College Systems

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

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

Progress

- ❖ The Emergency Response Management Team has completed work on a NIMS-compliant, all-hazards emergency response plan. The plan was presented to the Executive Cabinet on August 11. EC members will be taking on-line NIMS training in preparation for a tabletop exercise in

mid-October. The Emergency Response Management Team is also working on a communication plan for the entire College community.

- ❖ Facilities Services filled three vacant positions: Paul Raines, Custodial Services Manager; Mark O'Brien, Grounds 4; and Linda Taylor, Grounds 2. Paul will be reviewing and enhancing the processes used by the Custodial team to improve their support to the College. With the addition of Mark and Linda, the Grounds group is now at full staff and will be working on enhancing the landscaping on the main campus and at the Columbia Tech Center.
- ❖ Facilities Services is now internally processing all work orders and maintenance requests using Megamation (a Computerized Maintenance Management System CMMS). The transitions to on-line entry of work orders will be occurring this fall.
- ❖ Columbia Tech Center construction is wrapping up, and preparation for the Open House on August 29th continues. The building is still on schedule for occupancy in early September with classes beginning on September 21st.
- ❖ The Early Learning Center Phase I construction project is out for bid. Bids are due in September, and construction is expected to start in October.
- ❖ Facilities Services is now publishing a monthly status report for all projects. This communication has helped inform the College community of all the activities and projects managed or coordinated by Facilities Services.
- ❖ Security has hired Jon Flick as the seventh full-time officer. Jon has been the full-time Emergency Communications Operator. Security received 143 job applications for the Security Officer position.
- ❖ Human Resources, Information Technology Services, and Payroll staff are working collaboratively to test a Time and Leave Reporting system and design training for September 2009. This system will allow staff to enter work schedules and leave activity in order to comply with State regulations.
- ❖ As part of established technology replacement plans, Information Technology Services has ordered and is currently installing 96 employee computers and 161 instructional lab computers on the main campus and at Clark College at WSU Vancouver. In addition, 170 new computers are being installed in labs and offices at Columbia Tech Center and 21 smart classrooms have been installed and are ready for fall classes.
- ❖ New contracts have been awarded to vending services. Healthy choice options will be included in products provided. The beverage contract will result in an estimated doubling of revenue over a five-year period.
- ❖ Business Services Payroll staff implemented on-line access to earnings statements as of the July 25, 2009 payroll. This change will result in savings in supplies and staff time. The implementation went smoothly with very few questions or problems.

Bob Williamson
Vice President of Administrative Services
August 19, 2009

Clark College - Budget Status Report

6/30/2009 Final

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	32,306,844	32,305,559	1,285	100.0%
Tuition	13,266,939	12,908,039	358,900	97.3%
Interest	80,000	-	80,000	0.0%
Excess enrollment	1,757,189	2,747,004	(989,815)	156.3%
Planned use of prior fund balance	549,176	-	549,176	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	2,964,271	(311,788)	111.8%
Total Operating Accounts	50,612,631	50,924,873	(312,242)	100.6%
Other Accounts				
Grants & Contracts	8,253,571	8,301,174	(47,603)	100.6%
Internal Support	1,319,391	768,209	551,182	58.2%
ASCC less PUB	1,703,116	1,604,375	98,741	94.2%
Bookstore	5,003,446	5,803,832	(800,386)	116.0%
Parking	757,267	362,978	394,289	47.9%
Auxilliary Services	1,626,412	1,545,266	81,146	95.0%
Financial Aid	26,000,000	26,007,872	(7,872)	100.0%
Total Other Accounts	44,663,203	44,393,706	269,497	99.4%
Total Sources of Funds	95,275,834	95,318,579	(42,745)	100.0%

Uses of Funds (Expenses)	2008-09 Budget	Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	818,551	695,365	123,186	85.0%
Vice President of Instruction	30,148,142	29,873,825	274,317	99.1%
Vice President of Administrative Services	9,686,064	9,216,539	469,525	95.2%
Vice President of Student Affairs	6,125,218	6,056,964	68,254	98.9%
Associate Vice President of Planning & Effectiver	488,280	483,829	4,451	99.1%
Executive Director of Corporate & Continuing Ed	890,493	807,532	82,961	90.7%
Executive Director of Communications	1,282,680	1,218,675	64,005	95.0%
Associate Vice President of Human Resources	1,173,203	1,096,469	76,734	93.5%
Total Operating Accounts	50,612,631	49,449,197	1,163,434	97.7%
Other Accounts				
Grants & Contracts	8,253,571	8,037,500	216,071	97.4%
Internal Support Services	1,319,391	735,378	584,013	55.7%
ASCC less PUB	1,703,116	1,772,660	(69,544)	104.1%
Bookstore	5,003,446	5,476,276	(472,830)	109.5%
Parking	757,267	382,346	374,921	50.5%
Auxilliary Services	1,626,412	1,517,626	108,786	93.3%
Financial Aid	26,000,000	25,860,520	139,480	99.5%
Total Other Accounts	44,663,203	43,782,307	880,896	98.0%
Total Uses of Funds	95,275,834	93,231,504	2,044,330	97.9%
Difference - Excess (Deficiency)	-	2,087,075		
Transfer from Excess Enrollment to CIS equip resr		(400,000)		
Net Difference		1,687,075		
Capital Projects - Revenue & use of fund bal	26,385,898	19,142,045	7,243,853	72.5%
Capital Projects- Expense less depr	26,385,898	19,142,045	7,243,853	72.5%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg

c. Karen Wynkoop, Sabra Sand

Ron Hirt, Accounting 7/27/09

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

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

s.sand 8/20/09

Student Affairs July and August 2009

Focus on Learning

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

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

Progress

- ❖ The part-time Retention Advisor mailed 405 letters the first week of July to students on academic probation as a result of spring quarter grades. In line with the 2008-2009 Retention Plan, the Retention Advisor has been working with probation students to develop success plans and assist them as they attempt to achieve good academic standing.
- ❖ The Director of Admissions worked with the Pharmacy Technician Program Review Committee this summer to evaluate current methodology for admission to the program. The Review Committee is actively exploring admission criteria that better reflects the programs learning outcomes and industry competencies.
- ❖ Service Learning staff co-led ten students on an environmental service project in Salt Lake City, Utah on July 17 and 18. In collaboration with a non-profit organization there, students worked on cleaning the park grounds and weeding, planting and mulching.
- ❖ Service Learning staff met with American Building Community, a Vancouver based non-profit, on July 1 to discuss a partnership with the volunteer program. As a result of the meeting, two volunteer dates for Clark College students were secured: October 24 for *Make a Difference Day* and November 5 as a volunteer work day. Service Learning staff also met with the Service-Learning Program Manager at Evergreen State College, on July 29 to discuss ways they can collaborate to strengthen service-learning in their district. Clark College and Evergreen State will both be hosting regional roundtable discussions during 2009-2010.
- ❖ All Career & Employment Services staff took the Myers Briggs Type Indicator Assessment on August 5 and attended a team oriented group interpretation provided by Dr. Tim Cook. The instrument was helpful in recognizing different work and communication styles.
- ❖ Alyssa Brown (Tutoring & Writing Center) conducted a presentation to Clark advisors on August 14 about how students can receive additional tutorial assistance online. Clark College is a member of the Northwest eTutoring Consortium where several institutions partner to offer additional help and online tutorial resources for students. With the information Alyssa provided, advisors can refer appropriate students to this service.

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 Running Start Office mailed information this summer about the new fee waiver to all Running Start students. RS students can have most Clark fees waived if they meet specific low-income criteria. RS staff also called to remind all continuing RS students who owe fees for fall that they must be paid by August 21, or provide documentation of eligibility for the fee waiver.
- ❖ The Veterans Office launched the new GI Bill educational benefit program, Chapter 33, on August 1. Eligible students will receive 36 months of education benefits to include 40%-100% tuition (depending on length of service), up to \$1,000 per year for books and supplies, and will be provided living expenses equivalent to an active duty service member E-5 with dependents.
- ❖ Health Services is working with 126 Health Occupations students to assure that all immunization and health screening requirements are met prior to the start of fall quarter.
- ❖ The Welcome Center Admissions Operations team has processed 7,428 applications for fall quarter, a 37.7% increase compared to fall 2008. In addition, the Welcome Center team is leading 46 New Student Orientations scheduled between July 13 and September 4. As of August 10, 370 new students and 77 guests have attended these sessions. The focus of the new orientation model is to provide students with information on campus support resources, academic success tips, online registration tools and class scheduling assistance.
- ❖ After a review of the Assessment Centers' placement testing processes, a change was made to allow student to receive their test results and further information from staff at the front counter. This improved efficiency allows the Assessment Center to accommodate a 12.8% increase in test usage over last year without increasing student wait time.
- ❖ Service Learning staff facilitated four *Students in Service* orientations on July 23 and August 7. *Students in Service* is a part-time AmeriCorps program where students can earn an Education Award in exchange for community service. Clark College has been allotted 30 *Students in Service* slots for this academic year.

Foster a Diverse College Community

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

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

Progress

- ❖ Student Affairs staff attended the Electronic Media training sponsored by the Disability Support Services Office on August 4. Oregon Health and Sciences University (OHSU) representatives conducted the training that focused on awareness of how electronic media impacts those with

visual disabilities. They also offered training to assist staff in the creation of electronic documents that are accessible to students with disabilities.

- ❖ Latino Outreach staff coordinated a two-day visit from the Mexican Consulate in Vancouver on June 6-7. The Mexican Consulate, based in Seattle, assisted many of Clark College's ESL students, as well as other

Mexican people, with renewing their Mexican passports and/or their identification cards (Matricula Consular). Approximately 250 people took advantage of the expedited service at this successful event.

- ❖ The Director of Career & Employment Services and Katrina Golder, Leanne Johnson and President Knight met with representatives from O'Neill & Associates and Trillium to discuss the possibility of enhancing Clark's workforce by hiring people with disabilities who are supported by these two service providers. They also discussed the possibility of looking at part-time positions as a potential avenue for hiring their clients.
- ❖ International Programs staff welcomed five new students at International Student Summer Orientation resulting in a total of 31 headcount for summer quarter. In addition, the International Programs staff established three new partnerships with educational consultants in China, Vietnam, and Korea.

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

- ❖ In collaboration with Work Source and financial resources from the federal stimulus package, two Work Source staff members will join the Student Affairs team on August 17 to provide services for dislocated workers attending Clark. The co-located staff will determine eligibility for WIA funds, assist students with job search and resume writing. They will also work with Eligibility Programs, Financial Aid and the Career Center staff to ensure that students have the resources necessary to successfully complete their retraining goals.
- ❖ Career & Employment Services provided work readiness training for over 100 Summer Youth Employment Program participants. Some of the training sessions included "Resume and Cover Letter Writing"; "Interviewing Skills and Practice Interviews"; and "Next Steps – Career Development and Education".

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.

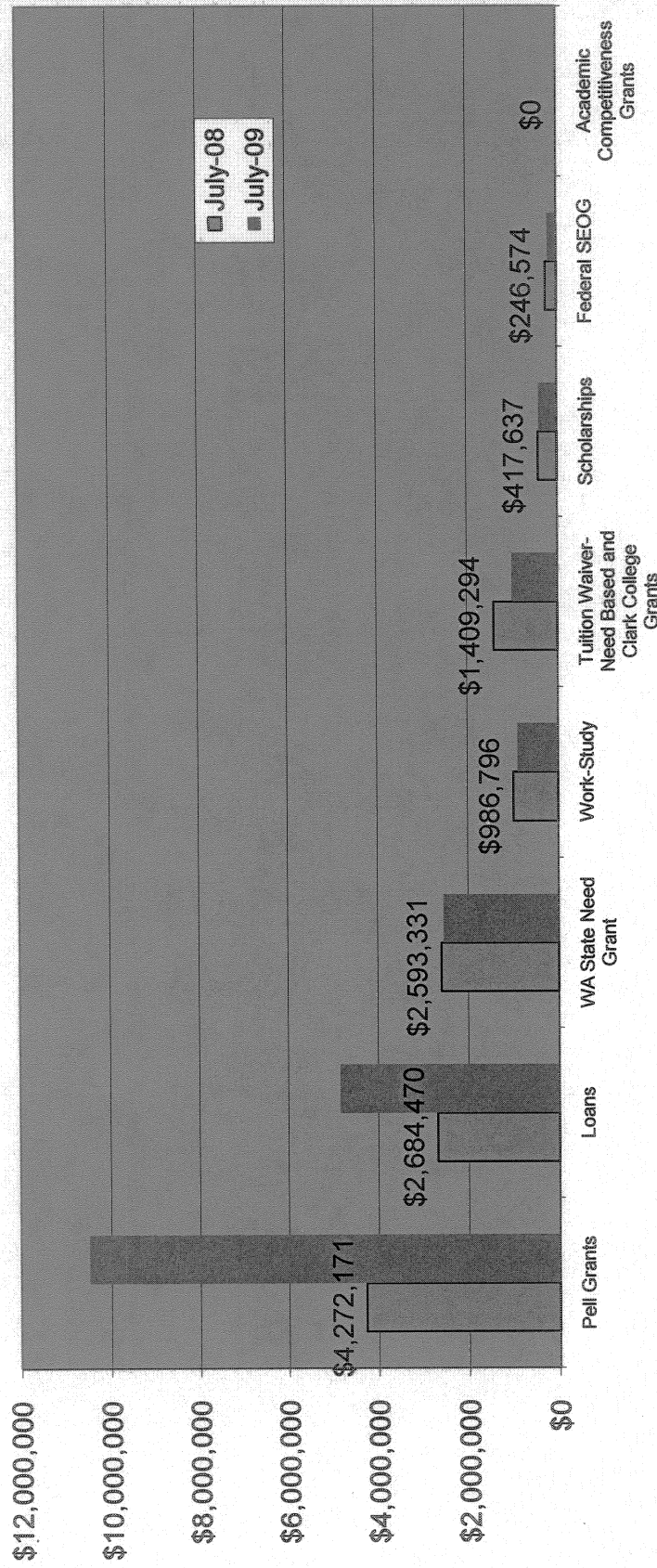
- Develop and implement an effective advising system to enhance student success.
- Seek alternate resources, such as grants, philanthropy, and partnerships to fulfill the college mission.
- Refine, communicate, and implement a shared governance system.
- Integrate environmental sustainability practices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

Progress

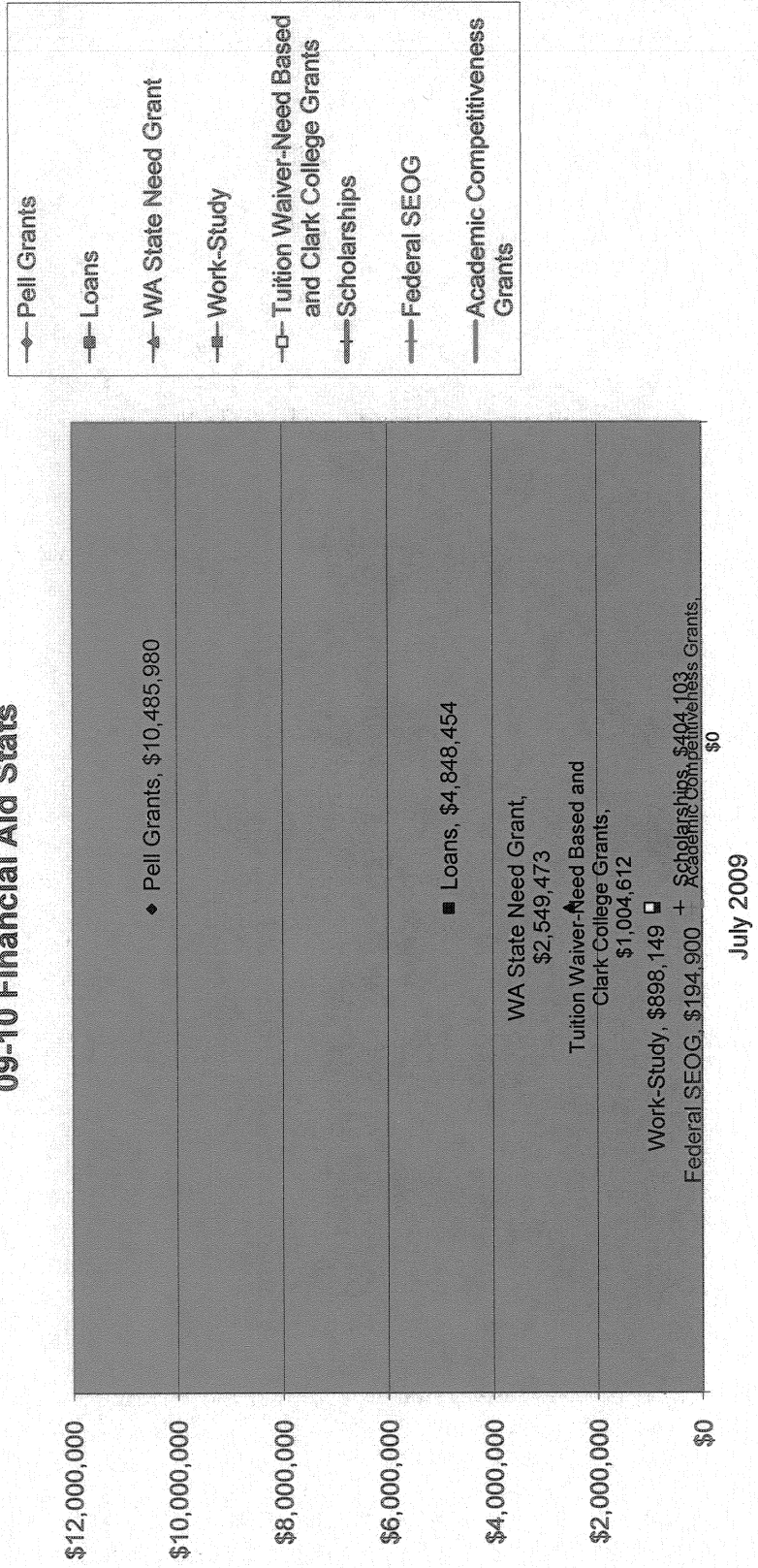
- ❖ The Advising office is exploring ways to improve efficiency for staff and students through the use of TutorTrac/AdvisorTrac software. Collaborating with eLearning and Employment and Career Counseling, the Advising office will continue to explore the feasibility of implementing this software. If feasible, the program should reduce wait times for students, allow advisors to keep electronic notes after each appointment, and provide reporting data that will help in planning future advising initiatives.
- ❖ The Financial Aid office will implement the Ford Federal Direct Loan Program in 2010-2011. The Financial Aid and Business offices have identified staff to manage the project. They visited the Community Colleges of Spokane in June to observe their Direct Loan business practices. Staff is scheduled to participate in Department of Education (DOE) webinars in August and October and plan to attend an Electronic Access Conference sponsored by the DOE, in December 2009.
- ❖ In partnership with the Clark College Foundation, the Welcome Center was successful in obtaining a \$2,500 grant from Umpqua Bank for youth outreach activities. These funds will be used to host a variety of events for our existing community partners in the upcoming year.
- ❖ To better support our community with college information, the campus switchboard transitioned to the Welcome Center in June 2009. This move has resulted in a 49% increase in call volume over the previous six months.

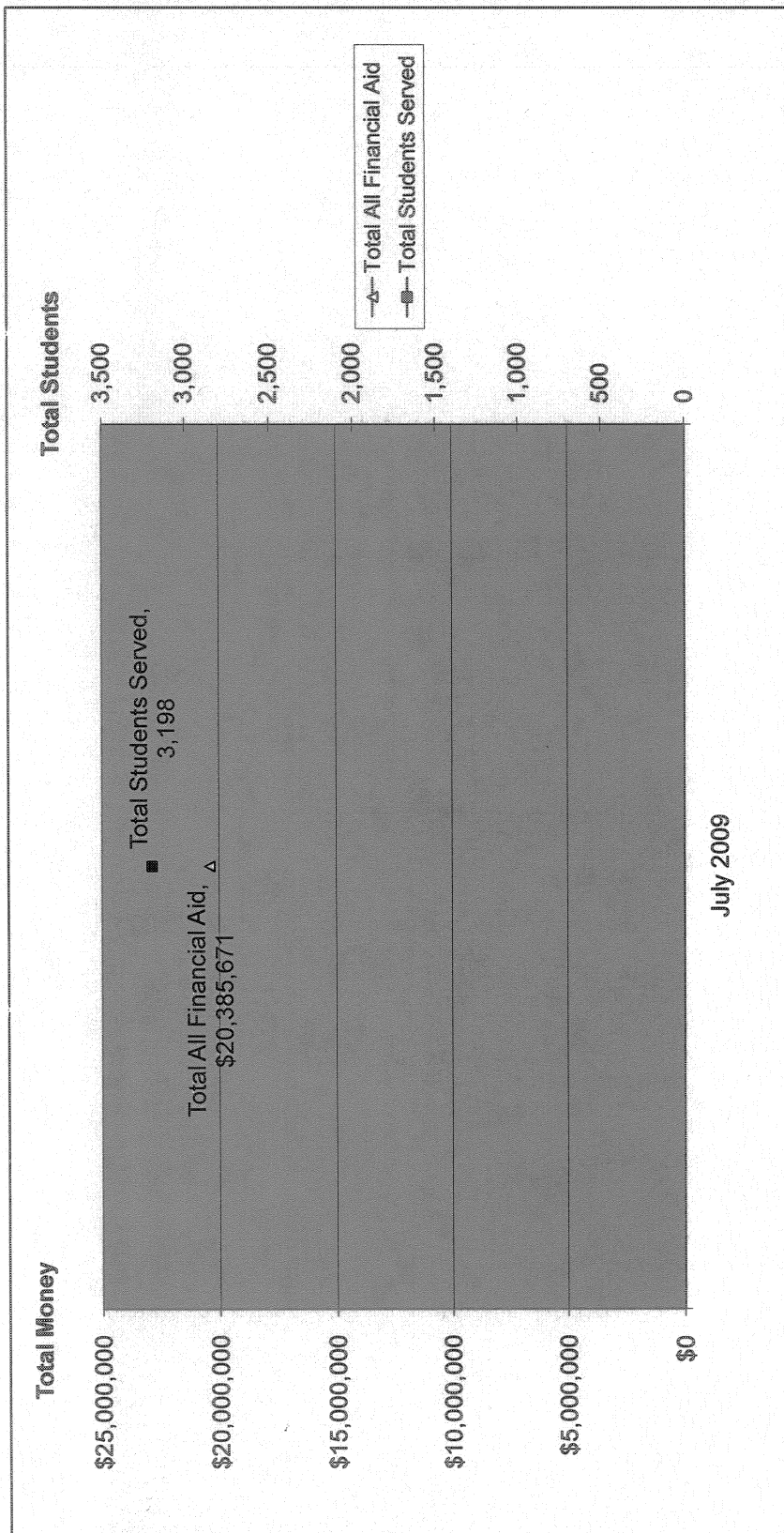
Ted Broussard
Interim Vice President of Student Affairs
August 20, 2009

Comparison Chart
July

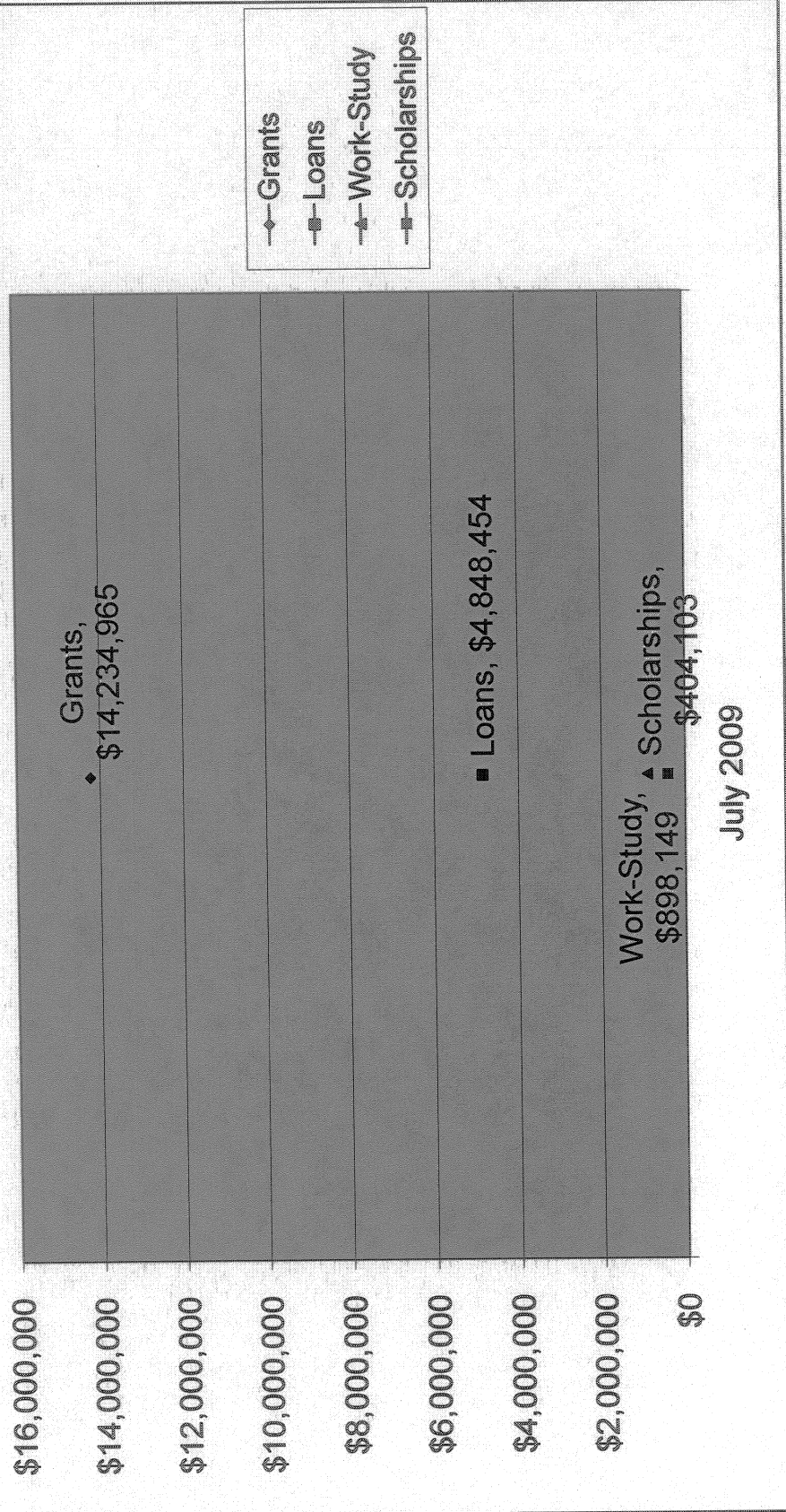


09-10 Financial Aid Stats





09-10 Funding Types



Human Resources Board Report August 2009

Focus on Learning

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

- Provide all employees with opportunities for professional development.

Progress

- ❖ Employee Development and Environmental Health and Safety at the Teaching and Learning Center have planned 2009-10 with over 350 training and development activities. Fall Orientation 2009 includes 65 events such as New Employee Success Training; Diversity activities such as "Divided We Fall", Safety training such as Lockdown/Evacuations, Lab Safety, Forklift Training, Accident Reporting; Computer training such as: Smart Classroom, Academic Early Warning, Managing Grades with Excel; College processes such as : work orders, electronic purchasing, phones and much more.

Foster a Diverse College Community

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

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

Progress

- ❖ The Director for Equity and Diversity has piloted a second training relating to the Diversity Plan called "Facilitating a Culture of Care at Clark College: How to be an Ally." This session was with the Business Services group earlier in August. A previous pilot was run with that same team on concepts of power and privilege.

The director also presented information in August at the 2009 Rites of Passage Program sponsored by the NAACP to 60 students ages 14 to 18. The focus was to promote higher education with youth and share information about the options at Clark College.

- ❖ Representatives from HR, Career and Employment Services and the President met with representatives from O'Neill and Associates and Trillium Employment Services. These organizations in partnership with Vancouver Rotary Club's Partners for Work program work to place individuals with developmental disabilities into meaningful employment opportunities.
- ❖ Attached is a summary of personnel actions including appointments, reallocations, resignations, retirements and position vacancies. The following appointments have been made:

Steven Baird was appointed to the full-time special programs faculty position as Adult Basic Education Instructor at Larch Corrections Center effective August 10, 2009. Steven has a BS in Language Arts and a MS in Secondary Education from Southern Oregon University. He has

previous work experience with Portland Public Schools – Clinton School, ESD 112, Crater High School and Ashland Adult Learning Center.

Corbett Bruntz was appointed to the full-time permanent classified position as Program Coordinator effective August 20, 2009. Corbett has an AA in Psychology from Aims Community College and a BA in Psychology from the University of Northern Colorado. He has previous work experience with First Health of the Carolinas-Moore Regional Hospital, Clackamas Community College, City University, Regis University and Aims Community College.

Cathi Byrd transferred to the full-time permanent classified position as Secretary Senior in Life Sciences. Cathi has been with the College since October 2003.

Tracy Coble was appointed to the full-time permanent classified position as Administrative Assistant 2 in Allied Health effective July 23, 2009. Tracy has previous work experience with Bauer Jaguar, Kamaaina Motors, HPM Building Supply, Island Chevrolet and Southwest Region EMS & Trauma Care Council.

Amanda Crochet was appointed to the full-time temporary faculty position as Chemistry Instructor effective September 9, 2009. Amanda has a BS in Biochemistry from Tulane University and a Ph.D. in Organic Chemistry from the University of California. She has previous work experience with Chemical Technologies, California State University, Portland Community College and Clark College.

Sharon Doty was appointed to the full-time temporary faculty position as Nursing Instructor effective September 9, 2009. Sharon has an AA in Nursing from Mt. Hood Community College and is working on a MSN in Nursing Education from Walden University. She has previous work experience with Asthma Allergy & Dermatology Associates, St. Charles Medical Center, Legacy Mt. Medical Center and Mt. Hood Community College.

Annie Ernst was appointed to the full-time permanent classified position as Program Assistant in Entry Services, Workforce Education at Town Plaza Center effective August 6, 2009. Annie has an AAS in Business from Clark College and previous work experience with Fred Meyer and Clark College.

Dee Anne Finken was appointed to the full-time temporary faculty position as Journalism Instructor effective September 9, 2009. Dee Anne has a BA in English from Washington State University, a BA in Journalism from California State University and an MFA in Writing from Portland State University. She has previous work experience with University of Portland, Washington State University, Independent Consultant writing for The Oregonian, Kaiser Permanente and Fresno Bee Newspaper.

Jonathan Flick was promoted to the full-time permanent classified position as Campus Security Officer in Security/Safety at Columbia Tech Center effective September 9, 2009. Jonathan has been with the College since July 2004.

Lena Leksunkin was appointed to the full-time permanent classified position as Office Assistant Lead in Financial Aid effective August 3, 2009. Lena has an AA from Clark College and is enrolled at Portland State University in the Bachelor of Science Criminology and Criminal Justice program. She has previous work experience with Federal Public Defense and Clark College.

Mark O'Brien was appointed to the full-time permanent classified position as Grounds and Nursery Services Specialist 4 in Facilities Services effective August 19, 2009. Mark has a BS in Horticulture from Temple University and previous work experience with the U.S. Coast Guard, The Urban Gardener, Breitenbush Hotspring Holistic Retreat Center, Morris Arboretum of the University of Pennsylvania, Sav-A-Tree, and Squirrel Heights Nursery.

Paul Raines was appointed to the full-time permanent exempt position as Custodial Services Manager effective July 27, 2009. Paul has a Diploma in Security from ACI and previous work experience with Estacada School District, Fremont School District, A Mark of Excellence Janitorial and Superior Cleaning.

Lynn Schinzing was transferred to the full-time permanent classified position as Secretary Senior at the Columbia Tech Center. Lynn has been with the College since January 1989.

Erin Staples was appointed to the full-time temporary faculty position as Health Education Instructor effective September 9, 2009. Erin has a BA in Business/Hospitality Management from the University of North Texas and an MPH in Health education from Portland State University. She has previous work experience with Kaiser Permanente, Oregon Office of Disability and Health, Bell Microproducts and Clark College.

Linda Taylor was appointed to the full-time permanent classified position as Grounds and Nursery Services Specialist 2 in Facilities Services effective August 25, 2009. Linda has a BS in Horticulture from the University of Nebraska and previous work experience with Al's Garden Center, Portland State University, and Multnomah County Parks Division.

Susan Tjahjadi was appointed to the full-time permanent classified position as Office Assistant 3 in Basic Education at Town Plaza Center effective August 20, 2009. Susan has an AA in Business Administration from Clark College, a BA in Business Administration from Washington State University and a Certificate of Chinese Proficiency from Beijing Language and Culture University. She has previous work experience with First Independent Bank.

Linda Valenzuela was appointed to the full-time temporary faculty position as Nursing Instructor effective September 9, 2009. Linda has an AS from the College of Sequoias, a BS in Nursing from California State University and an MPH in Health Management and Policy from Portland State University. She has previous work experience with Clark County Health Department and Southwest Washington Medical Center.

Lori Wamsley was appointed to the full-time temporary Reference and Instruction Library position at Columbia Tech Center and Cannell Library effective September 9, 2009. She has a BS in Management from the University of Portland, an MLS in Library Science from Emporia State University and an MS in Instructional Design and Technology from Emporia State University. She has previous work experience with Aon Risk Services, Granite Insurance Services, Colliers International, Portland Community College, Emporia State University, and Clark College.

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.
- Refine, communicate, and implement a shared governance system.

Progress

- ❖ Shared Governance is the topic for the Penguin Round Table scheduled for September 11, 2009. The objective is to build better understanding and communication around shared governance.
- ❖ Human Resources is working with Business Services/Payroll and IT to implement a web-based Time and Attendance Reporting system. The system was developed by Bellevue Community College in partnership with several other colleges and is now available to Clark College. The system is expected to improve efficiency, timeliness and accuracy of time and leave reporting processes, provide more accessibility to information for employees and supervisors, and comply with state and federal regulations regarding time reporting for employees. Implementation will begin in September.
- ❖ Clark College is one of thirteen community colleges who successfully negotiated a 2009-2011 Master Agreement with Washington Public Employees Association (WPEA). Katrina Golder, Associate Vice President of Human Resources, and Billie Garner, Maintenance Mechanic 3 in Facilities Services served on the negotiating teams at the state level. The two-year agreement is effective July 1, 2009 and is available on-line on the Clark Net: [http://intranet.clark.edu/College Information/policies procedures/WPEAagreement.pdf](http://intranet.clark.edu/College%20Information/policies%20procedures/WPEAagreement.pdf) or at the Office of Financial Management Labor Relations site: <http://www.ofm.wa.gov/labor/agreements/09-11/wpeahe/wpeahe.pdf>

The major changes in the 2009-2011 WPEA agreement include:

Article 2.5: Provision for diversity training

Article 3: New article on workplace behavior

Article 4: Contract language on hiring and appointments instead of WAC 357-19

Article 6.2: Clarification on use of performance evaluations

Article 7.1.H.: Ability to change work week

Article 7.3.G.: Clarification on home phone calls as work time

Article 7.8: Provision for reporting time (positive time reporting)

Article 9.6: Training on contract

Articles 12, 13, 14, 16, 18: Incorporation of Military Leave and Domestic Violence Leave throughout contract

Article 13.1.A and B: Align sick leave accrual language with annual leave as it pertains to leave without pay

Article 14.2: Added state of emergency and domestic violence as allowable for shared leave

Article 15: New article on Uniformed Services Shared Leave Pool

Article 17: Personal leave and up to three days of sick leave may be used during suspended operations

Article 18.1: Added domestic partner language for bereavement leave

Article 18.3: Military leave increased to 21 days

Article 18.11: Personal day provided for each fiscal year and use clarified

Article 21: Roles clarified for employees, College and safety committees; First Aid and CPR training provided

Article 22: Language revised to match OFM regulations; clarification on FMLA

Article 25: College President must approve investigation plan for electronic monitoring

Article 29: New article allows for presumption of resignation after three days of unauthorized leave

Article 30: Clarification on grievance processes and increase to 15 days for responses at each step

Article 31: College provides access to policies and procedures and notice of any substantive changes

Article 35: Changes on when leave without pay and layoff affects seniority; employees have 14 days to appeal seniority after posting seniority list

Article 36: Options for temporary reduction in hours and temporary layoff

Article 36: Employees laid off due to budget cuts may be on layoff list for 3 years rather than 2 years for life of contract

Article 38: New article on mandatory subjects of bargaining

Article 40.6 and 40.7: Changes to union bulletin boards, added provision for newsstands and distribution of materials

Article 40.11: Provides release time of 6 days for master agreement negotiations

Article 42.1: College to notify WPEA when a position is reallocated to a non-bargaining unit position

Article 43: No salary increases provided for in contract; employees still receive regular increments

Article 43.19: Clarification on salary overpayment-repayment option cannot exceed 5% of earnings

Katrina Golder
Associate Vice President of Human Resources
August 21, 2009

Clark College

The Next Step

HUMAN RESOURCES EMPLOYEE REPORT August-09

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Steven Baird	ABE Instructor	8/10/09	Larch Corrections	Faculty	FT Special Programs	Replacement
Corbett Bruntz	Program Coordinator	8/20/09	Testing and Assessment	Classified	Full-time	Replacement
Cathi Byrd	Secretary Senior	8/3/09	Life Sciences	Classified	Full-time	Replacement
Tracy Coble	Administrative Assistant 2	7/23/09	Allied Health	Classified	Full-time	Replace/Reorg
Amanda Crochet	Chemistry Instructor	9/9/09	Chemistry	Faculty	FT Temporary	Replacement
Sharon Doty	Nursing Instructor	9/9/09	Nursing	Faculty	FT Temporary	New
Annie Ernst	Program Assistant	8/6/09	Entry Services - Workforce TPC	Classified	Full-time	New
Dee Anne Finken	Journalism Instructor	8/9/09	Journalism	Faculty	FT Temporary	Replacement
Jonathan Flick	Campus Security Officer	9/9/09	Security - CTC	Classified	Full-time	New
Laura Likes	Human Resources Consultant Assistant 2	6/12/09	Human Resources	Classified	Full-time	Reallocation
John Maduta	Program Coordinator	5/21/09	Advising	Classified	Full-time	Reallocation
Lena Leksunkin	Office Assistant Lead	8/3/09	Financial Aid	Classified	Full-time	Replacement
Mark O'Brien	Grounds and Nursery Services Specialist 4	8/19/09	Facilities Services	Classified	Full-time	Replacement
Paul Raines	Custodial Services Manager	7/27/09	Facilities Services	Exempt	Full-time	Replacement
Lynn Schinzing	Secretary Senior	8/24/09	Columbia Tech Center	Classified	Full-time	New - Transfer
Erin Staples	Health and Physical Education Instructor	9/9/09	Health Sciences	Faculty	Full-time temporary	Replacement
Linda Taylor	Grounds and Nursery Services Specialist 2	8/25/09	Facilities Services	Classified	Full-time	Replace/New
Susan Tjahjadi	Office Assistant 3	8/20/09	Basic Education TPC	Classified	Full-time	Replacement
Darla Utter	Administrative Assistant 3	6/9/09	Instruction	Classified	Full-time	Reallocation
Linda Valenzuela	Nursing Instructor	9/9/09	Nursing	Faculty	Full-time temporary	Replacement
Lori Wamsley	Reference and Instruction Librarian	9/9/09	Library - CTC	Faculty	Full-time temporary	New

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Michael Scotto di Carlo	Computer Science Instructor	06/19/09	Computer Science	Faculty	Full-time	Resignation
Alyssa A. Hagen	Library and Archives Paraprofessional 2	07/21/09	Cannell Library	Classified	Full-time	Resignation
Kathleen Murphy	Dean of Science, Math, and Engineering	09/04/09	Instruction SMED	Admin	Full-time	Resignation
Susan Taylor Schultheis	Program Coordinator	12/31/09	Corporate and Continuing Education	Classified	Full-time	Retirement

VACANT POSITIONS RECRUITING

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Administrative Assistant 2	08/24/09	Operations and Auxiliary Services	Classified	Full-time temporary	New
Associate Director of Basic Education	09/22/09	Basic Education	Admin	Full-time temporary	Replacement
Associate Vice President of Human Resources	6/30/09	Human Resources	Admin	Full-time	Replacement
Communications Officer	8/31/09	Security and Safety	Classified	Full-time	Replacement
CTC Building Administrator	8/18/09	Columbia Tech Center (CTC)	Admin	Full-time	New
Custodian 1	7/28/09	Facilities Services	Classified	Full-time	Replacement
Custodian 1	7/28/09	Facilities Services	Classified	Full-time	new

VACANT POSITIONS

RECRUITING
continued

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Custodian 3	8/19/09	Facilities Services	Classified	Full-time	Replacement
Dean of Social Science and Fine Arts (SOFA)	9/21/09	Instruction	Admin	Full-time	Replacement
Instruction & Classroom Support Technician 2	8/20/09	Columbia Tech Center (CTC)	Classified	Part-time 50%	New
Library and Archives Paraprofessional 4	8/13/09	CTC Learning Commons	Classified	Full-time	New
Library and Archives Paraprofessional 2	8/13/09	Cannell Library	Classified	Full-time	Replacement
Mail Carrier Driver	7/20/09	Central Receiving	Classified	Part-time 50%	Replacement
Maintenance Custodian (2 positions)	7/30/09	Facilities Services CTC	Classified	Full-time	New
Program Specialist 2	8/10/09	Financial Aid	Classified	Full-time	Replacement
Program Specialist 2	8/17/09	CTC Student Affairs	Classified	Full-time	New
Workforce Pathways Manager	6/29/09	Workforce Education IPC	Exempt	Full-time temporary	Replacement

VACANT POSITIONS
ON HOLD

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

*Position currently filled as full-time temp
OUF-Open Until Filled TT - Tenure track
Clark College Human Resources
08/20/09

Planning and Effectiveness July and August 2009

Focus on Learning

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

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

Progress

- ❖ Met with various units in Instruction and departments in Student Affairs to develop the operational plans for the 2009-2010 academic year.
- ❖ Worked with Pharmacy Tech, Agriculture and Horticulture, and Management programs to develop instruments for program review (specifically student, employer, and practicum supervisor surveys) to receive feedback for curriculum review.
- ❖ Designed a reporting application that identifies enrollment, student characteristics, and employment outcomes by career and technical programs.
- ❖ Developed a plan to continue to build awareness about and implementation of the SBCTC’s Student Achievement Initiative.
- ❖ Participated in Portland State University’s Lumina Foundation Urban Transfer Research Network. The purpose of the study is to determine the most significant factors associated with transfer. Preliminarily, they have found students are more likely to transfer if they are full-time students, never leave their home community college, earn a transfer associates degree regardless of race, earn more lower-division college credits, among other factors.

Expand Access

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

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

Progress

- ❖ Provided data to STEM building planning team regarding current lab utilization to assist in developing future lab space.
- ❖ Worked with coding committee to develop an electronic form for collection of student intent and program codes from staff.
- ❖ Worked with the Textbook Cost Reduction committee to develop a methodology to college baseline data in order to measure cost reductions to students.
- ❖ Tracked FTES in state-support classes and projected FTES to determine precision of the projection.

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

- ❖ Assisted Corporate and Continuing Education in the development of the proposal for SEIU Healthcare NW Training Partnership: Delivery of Home Care Aide Instructor-Led Training for Washington Home Care Aides (HCA). The proposal has been approved by SEIU and Clark College has been awarded the training contract.
- ❖ Assisted Corporate and Continuing Education in the development of the proposal for SEIU Healthcare NW Training Partnership: Delivery of Vendor Designed Continuing Education Courses Relevant to the Career of Home Care Aides in Washington addressing not only the maintenance of competency in the profession, but also providing the tools and knowledge to reach the highest standards of practice.
- ❖ Participated in the monthly meeting with Southwest Washington Workforce Development Council (SWWDC) and discussed the possibility of Clark College's involvement as a partner/sub-contractor in various American Recovery and Reinvestment Act (ARRA) grants.
- ❖ Assisted Corporate and Continuing Education in the development and submission of a proposal to SWWDC (ARRA funds) focusing on training in three healthcare fields: Physical Therapy Aide, Cardiovascular Technician and Ophthalmic Medical Assistant.
- ❖ Assisted Instruction and Corporate and Continuing Education in the development of two ARRA grants with SWWDC:
 - Energy Training Partnership grant - SWWDC is partnering with Clark College and Lower Columbia College to train dislocated workers, underemployed adults, and incumbent workers in firms using sustainable processes and manufacturing sustainable products.

- Pathways Out of Poverty grant - Clark College is the single training partner that will provide training to unemployed workers living in high poverty areas of Clark County/City of Vancouver in occupations related to energy efficiency (Energy Auditor, Weatherization Professional).
- ❖ Developed a matrix that contains information about various ARRA grant opportunities and Clark College's involvement in each of the grants.

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

- ❖ Received a letter from the Northwest Commission on Colleges and Universities (NWCCU) stating that the College has made satisfactory progress regarding Recommendation 3 and has met the NWCCU's criteria for accreditation in this area.
- ❖ Met with state legislators individually throughout July and August. Meetings will continue through September.
- ❖ Began planning for conducting the Noel-Levitz Student Satisfactory Inventory in winter quarter.
- ❖ Met with Clark College Foundation staff to coordinate grant efforts with the Foundation's comprehensive campaign.
- ❖ Participated in discussions and meetings regarding Clark College STEM Center/Advance Technology Education Center. Two of these meetings provided important directions to the planning activities that Clark College should undertake in the near future.
- ❖ Attended a teleconference meeting with Dr. Ellen Kabat-Lensch who is the Executive Director of Resource procurement and Director of Advanced Technology Environmental Education Center at Eastern Iowa Community College District (EICCD).
- ❖ Attended the STEM Core Team Meeting where the discussion revolved around the college's priorities/vision/expectations regarding the outcomes of the STEM building and the vision for an ATE Center within the STEM building.
- ❖ Developed the STEM Center/ATE Center concept paper in partnership with the President and Vice President's of Administrative Services and Instruction.
- ❖ Attended the July meeting of the Strategic Grants Development Task Force where President Knight gave an overview of the model idea for the STEM Building as well as activities and funding to date. He requested that this Task Force designate the STEM building as one of its funding priorities since state dollars will not cover all of the costs. It was decided that from now on, the meetings of the Strategic Grants Development Task Force will be held quarterly instead

of monthly. A “how to” book that lists resources and the process for applying for grants will be developed and distributed throughout the college.

Shanda Diehl
Associate Vice President of
Planning & Effectiveness
August 21, 2009

Corporate & Continuing Education July and August 2009

Focus on Learning

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

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

Progress

- ❖ On August 4 & 5, the Corporate & Continuing Education staff attended CPR and First Aide Training taught by Clark College Health and Physical Education instructor Steve Damassa in preparation for overseeing and supporting CCE classes and events held at Columbia Tech Center on Fridays and Saturdays.

Expand Access

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

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

Progress

- ❖ Corporate & Continuing Education’s enrollment increased 10.4% in FY08-09 over FY07-08. CCE served 9,382 students in FY08-09, 52% attended corporate education classes and 48% attended open enrollment continuing education classes.
- ❖ On July 29 & 30, Executive Director Todd Oldham and Mature Learning Program Manager Tracy Reilly Kelly attended the Second Annual Plus 50 Initiative conference sponsored by the American Association of Community Colleges (AACC) in Washington DC. Clark College Plus 50 consultant and former Washington State Representative Val Ogden was invited to the conference to give a presentation “Volunteers a Business Proposition”. The AACC Plus 50 Initiative is a three-year effort to identify a pilot group of two-year institutions that will create or expand campus programs to engage the 50+ population in learning; training/re-training programs; and/or volunteer, civic, service activities.
- ❖ Corporate & Continuing Education’s fall quarterly class schedule “Explorations” was mailed to 116,796 residents of Clark County on August 8, an increase of 2,000 over fall 2008. The fall edition

of Explorations featured 82 classes that will be offered at the College's new building Columbia Tech Center (CTC). Twenty-eight new classes have been developed for CTC facilities including: Easy Vegetable Meals, Wine Chemistry, Kids Cooking Camps, Adobe CS4 Suite Deamweaver & InDesign, Google Unleashed, Pastel painting and Yoga for Everyone.

- ❖ On August 20, Todd Oldham, George Reese, Jim Watkins, and Jim Malinowski were interviewed by Joe Smith from KGW News Channel 8 for a "Your Money – Your Business" news segment on Clark College's new satellite campus, Columbia Tech Center. Joe Smith reported on the building's state of the art technology, the launching of the new Continuing Education Cooking and Wine school and the Corporate Learning Center.
- ❖ On August 21, eight major community partners including Clark College celebrated the signing of the Declaration of Cooperation outlining their efforts in coordinating and leveraging federal stimulus money in Vancouver. The Weatherization Project is the first program in this region that will be using ARRA dollars to help qualified low income and dislocated workers get on-the-job and classroom training and employment in the emerging weatherization industry. Todd Oldham represented Clark College at the event.
- ❖ Todd Oldham led a tour of the Corporate Learning Center at the new Columbia Tech Center building for City Manager Pat McDonald and Business Development Manager Alisa Pysvka on August 21.

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

- ❖ Clark College's Corporate & Continuing Education department has received a \$20,000 grant under the 2009 Community College Caregiver Training Initiative. The initiative, which is funded by MetLife Foundation, will expand home-based caregiving training capacity by making it accessible online to a greater audience and improving education and access to home-based learners.
- ❖ Clark College's Corporate & Continuing Education department has received \$182,729 in American Recovery and Reinvestment Act (ARRA) stimulus funds through the Southwest Washington Workforce Development Council (SWWDC) to develop and deliver an Energy Auditor and Weatherization Professional Training Program and a Dental Assisting Training Program. The 90-hour Energy Auditor and Weatherization Professional Training Program schedule to begin late fall will consist of 50 hours of classroom training, a 40-hour field/installation class and distance learning activities. The curriculum will support the standards and requirements of a wide variety of organizations involved in the building

performance industry. The 762-hour Dental Assisting Training program scheduled to begin September 21, will consist of 190 hours of interactive classroom instruction, 300 hours of dental laboratory work, 80 hours of hands-on patient clinical treatment and 192 hours of externship in local dental offices. The Dental Assisting Training program will prepare individuals for a broad range of clinical, laboratory and administrative duties.

- ❖ Corporate & Continuing Education has been selected by the Service Employees International Union (SEIU) Training Partnership as a Home Care Aide Basic Training provider. In 2010, CCE will deliver instructor-led mandatory training for new Washington Home Care Aides (HCA). The SEIU Training Partnership is expecting over 15,000 new HCAs in the State of Washington to access training from the partnership in calendar year 2010. SEIU is estimating approximately 1,350 (9%) of new HCAs will reside in Clark County. In FY08-09 CCE delivered caregiving training to 975 students.
- ❖ The State Board of Community and Technical College (SBCTC) awarded Corporate Education a \$27,300 Job Skills Program (JSP) grant for FY09-10. The grant will fund Six Sigma Green Belt for Manufacturing training to 16 employees from three Southwest Washington manufacturing companies: Logitech, Cadet, and Control Tech. In FY08-09 CCE delivered Lean JSP training to 312 students.
- ❖ The Washington State Department of Social & Health Services (DSHS) awarded a \$310,000 contract to Corporate Education for FY09-10 to provide Limited English Proficiency Training (LEP). LEP provides ESL training to immigrants new to the United States to assist them with their transition into employment. In FY08-09 CCE delivered LEP training to 191 students.
- ❖ In the first two months of the FY09-10 Corporate Education secured \$139,685 in customized training contracts and services agreements with 10 organizations.

Todd Oldham
Executive Director Corporate & Continuing Education
August 21, 2009

Communications and Marketing July 2009

Focus on Learning

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

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

Progress

- ❖ Final production and distribution of the fall 2009 issue of *Clark College Connections*, and the quarterly class schedule, was completed during the month of July. This is the first schedule to be broadly distributed that included class offerings at the new Clark College at Columbia Tech Center facility; it was distributed to the college’s full service district. Production of this issue also included a change in paper stocks and an increase in page quantity to accommodate additional class listings in support of Columbia Tech Center.
- ❖ The 2009-2010 student hand book has been designed, approved and sent to the printer.
- ❖ Construction of the program curriculum database was begun during the 2008-2009 year, with initial testing, data entry and modifications currently underway in partnership with the Office of Instruction.
- ❖ Executive Assistant Kathy Murphy and Webmaster Chris Concannon are working with Julio Appling of E-Learning to test live streaming technology. The goal: to share college events across multiple sites and, as appropriate, with the greater community.
- ❖ In support of the college’s employee development initiatives, the Communications & Marketing Department has subscribed to Lynda.Com, which features thousands of online tutorials such as creating fillable PDF forms, InDesign style sheets, Flash, and many more. Senior Designer Wei Zhuang has been taking part in online Adobe Creative Suite video training.

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

- ❖ Director of Marketing Brian Scott has developed and submitted a draft 2009-10 college marketing plan.
- ❖ The fall 2009 enrollment marketing campaign has been developed, and implementation is underway. The campaign duration is July 27 to September 24. The campaign utilizes multiple media and messages, including the reintroduction of CTC television spots and the development of two new college recruitment spots.
- ❖ Planning for the CTC Open House is in the final stages. It is scheduled for Saturday, August 29.

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

- ❖ Wei Zhuang created a brochure in Japanese targeting potential students in Japan. Created through a partnership with International Programs, a Japanese student and a college instructor, the brochure highlights six Japanese students' experiences at Clark. Executive Director of Communications and Marketing Barbara Kerr partnered with International Recruitment Manager Chanda Kroll to refine two additional documents that support international recruitment.

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 Graphic Design team is designing a PowerPoint presentation in partnership with George Reese and the Southwest Washington Development Council. The title: "Enhancing Regional Prosperity/Manufacturing Matters in Southwest Washington."
- ❖ Graphic Designer Jenny Shadley is creating new flyers for IBEST programs in ECE, Nursing, BTEC and Welding.

- ❖ Working in partnership with Dani Randolph, Associate Dean of Workforce Education, Basic Education & Economic Development, designer Wei Zhuang has created a new web template to enhance Town Plaza Center's web presence. The new Web area is scheduled to go online during fall quarter.

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

- ❖ Tahnya Huneidi developed a Web area for Student Right to Know, providing prospective students, current students and community members with information, facts and figures about Clark College. Facts about privacy, right-to-know, crime statistics, special services for disabled students, athletic participation and equity, and other institutional information is now available, as required by law.
- ❖ The Communications and Marketing workshop for fall orientation has been redesigned to more effectively demonstrate the ways in which Communications and Marketing staff members can assist faculty and staff in sharing information about programs, projects, and events.
- ❖ In support of the departmental and college sustainability efforts, Graphic Designer Pat McDonald created a method for tracking 2009-2010 initiatives related to paper usage. Results to date indicate that 16 projects have saved 822 trees and enough water to take 21,890 eight-minute showers. In addition, Pat has developed a form to track paper and ink savings through alternative printing styles and layouts. The department's fall orientation session will include a handout demonstrating the impact of using 30% PCW paper vs. 100% PCW paper.
- ❖ Web Specialist Tahnya Huneidi is working with Human Resources to enhance their information on the Clark College Web site. She is also creating Web pages for the Plus 50 program, Jazz Festival, and Sakura Festival. She completed the Web area to facilitate room rentals at Clark College at Columbia Tech Center.
- ❖ Designer Jenny Shadley redesigned the college newsletter, *Clark 24/7*. Reaction to the new design has been very favorable.
- ❖ Barbara Kerr is taking part in ongoing planning and discussions with the Clark College Foundation. The objective: a coordinated strategic communications plan in support of a comprehensive campaign.

Barbara Kerr
Executive Director of Communications and Marketing
August 14, 2009

Foundation
August 2009

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.

- Expand options to increase the overall affordability of education.
- Expand online services across the college.

Progress

- ❖ Shirley Schwartz attended a meeting hosted by the Community Foundation introducing a pilot online scholarship resource (WashBoard.org) for scholarship providers and students. The Washington Higher Education Coordinating Board (HECB) is one of several organizations partnering with the Washington Scholarship Coalition to launch this free program that matches students with valid scholarship opportunities. Washington State is the first state in the U.S. to pilot this matching-type program. The Foundation is proud to participate beginning this fall.

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.

- Establish, maintain, and expand partnerships that support workforce needs.

Progress

- ❖ Mallory Knutson and Jackie Rodriguez worked as research/project assistants at the Foundation through a 6-week Summer Youth Employment Program (SYEP), coordinated by the SW Washington Workforce Development Council (SWWDC). Mallory recently graduated from WSU-V and Jackie will be a student at Clark in the fall.

Enhance College Systems

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

- Seek alternate resources, such as grants, philanthropy, and partnerships to fulfill the college mission.

Progress

- ❖ The Foundation hosted its 18th Annual Clark College Foundation Charity Golf Tournament at Camas Meadows Golf Club on July 27. Net proceeds to date of approximately \$33,000 are

applied toward Clark student scholarships. Nearly \$500,000 in scholarship support has been awarded by the Foundation for the 2009-2010 academic year.

- ❖ The Foundation received \$65,000 in scholarship support from the Fred Eves estate, to be quasi-endowed. In addition, \$15,000 in life insurance proceeds will be received and applied to the Eleanor Femling scholarship endowment.
- ❖ Lisa Gibert was a contributing writer to a paper entitled, “The Development Assessment — The First Step to Creating a Comprehensive Institutional Advancement Program,” written and published by L. Pendleton Armistead, president of the Clements Group LLC.

Lisa Gibert
President & CEO
Clark College Foundation
August 20, 2009

CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
June 15, 2009
Ellis Dunn Room GHJ 213

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

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

Faculty: Dr. Marcia Roi.

Others: Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Ms. Alyshia Saltman, ASCC Finance Director; Mr. Pat Mehigan, ASCC President; Ms. Gail Liberman, Teaching & Learning Center Coordinator.

I. CALL TO ORDER

Chair Sherry Parker, called the meeting to order at 5:05 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

Election of board officers and committee assignments and adoption of the 2009-2014 Strategic Plan were added to the Consent Agenda.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from the Board Members

Trustee White spoke about the Columbia River Crossing work group which he facilitates. The work group members will spend the next three meetings discussing light rail integration and park and ride sites. He says it is very important for the president and college administration to connect with the CRC staff to ensure the college's interests are well represented. President Knight has a letter that was sent to the board last year outlining the concerns of the college which he will provide to the EC members. Once the CRC makes its recommendations, Trustee White will ask them to present to the board. He expects this to be in August.

Trustee Burkman attended the International Student Dinner. He thought it was a wonderful event and feels the international students bring so much to the college and to Vancouver. He received a letter from the SBCTC announcing a webinar on open textbooks. He wanted to bring it to the attention of the other trustees and suggested they attend if they are available. He will check with the SBCTC to see if the trustees can link in from remote sites.

Chair Parker attended the June 9 and 10 STEM Symposium. She noted it was a very exciting session and looks forward to keeping the momentum of the meeting going. The building will be a wonderful addition to the community.

D. President's Report

Mr. Broussard introduced Miranda Wall, this year's OSWALD winner, who offered the student success presentation.

President Knight reviewed the activities taking place throughout the college this month. June is historically an extremely busy month at the college, filled with choir and band concerts, recognition ceremonies, and end-of-year gatherings. The one thing all the events have in common is that they address student success throughout the college.

A VIP tour of the Columbia Tech Center building was conducted on May 21. The attendees were very impressed with the facility and there is a lot of excitement within the local community about the building's opening.

President Knight held his last faculty gathering of the year. Each month he takes a group of faculty members to breakfast for an open dialogue discussion. This month he took faculty members to lunch who were not available for breakfast this year due to their teaching schedules. He will be continuing these meetings next fall when classes are back in session.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi reviewed her quarterly meeting with President Knight and Dr. Dastmozd. She is also hopeful for a satisfactory resolution of AHE grievances against the college.

2. ASCC—Mr. Pat Mehigan

Mr. Mehigan addressed the board as outgoing president of ASCC and reviewed student activities for the past month. Election results for next year's officers are in the process of being reviewed. There should be resolution of the process by August. Chair Parker thanked Mr. Mehigan for his service to the college and acknowledged him for a job well done.

Ms. Saltman entertained questions from the board about the 2009-2010 ASCC budget which she presented at the June 11 budget work session.

3. WPEA—Mr. Billie Garner

There was no report from the WPEA this month.

F. College Reports

1. Instruction—Dr. Rassoul Dastmozd

Trustee Jacobs discussed the K-12 partnership and indicated the need to continue the joint board meetings next year. The board will discuss this topic at their August retreat. She requested that Dr. Dastmozd provide two or three key policy initiatives that should be discussed by the school and college leadership.

A report from the textbook work group will be presented to the board at their regular August meeting.

Ms. Liberman presented a review of the Teaching & Learning Center and learning college roadmap. The board members requested Ms. Liberman provide them with ideas on how they can help support the TLC efforts.

2. Administrative Services—Mr. Bob Williamson

Mr. Williamson provided the trustees with the budget status report through May. There was an increase in financial aid of 50% this year which is not unusual given the state of the economy.

When Columbia Tech Center opens, the college will be managing and operating 150 smart classrooms. Mr. Sheehan indicated that the college is in the top percentage of community colleges in the state with this number of smart classrooms, necessitating a significant maintenance and replacement budget.

Fee increases will be communicated to the students through various means when fall quarter starts.

3. Student Affairs—Mr. Ted Broussard

Mr. Broussard introduced Andrew Long, new Director of Advising and thanked Ms. Linda Calvert for her role as Interim Director of Advising over the past year.

Spring quarter ended with enrollment being up by 21.76% over 2007. Summer and fall registrations are looking particularly strong, with summer being up by 41% not including ABE or GED students. Trustee Sen Hoss commented on the work being done to serve the community and keeping the college flexible at the same time.

Mr. Broussard discussed the Academic Early Warning system and plans to widen its use next year. He is gathering comments and input from both faculty who use the system and from those who do not. He has plans in place to integrate efforts to have the system used throughout the college.

4. Human Resources—Ms. Katrina Golder

Trustee Jacobs commented on the success of the Leadership Academy over the past couple of years.

Ms. Johnson presented an overview of the Diversity Plan and a discussion of next steps in implementing the plan. The creation of the plan has been in process since 2006 when the Cultural Pluralism Committee formed. The process has been ongoing to create strategies to help socially disadvantaged students succeed. This year, competencies will be developed for all to meet that will ensure that the college environment is inclusive. Trustee White complimented the committee on their work and President Knight applauded Ms. Johnson's leadership of the committee. The board requested that she provide updates to them on a quarterly basis going forward.

5. Planning & Effectiveness—Ms. Shanda Diehl

Ms. Diehl recapped activities from the year including the strategic planning process. President Knight acknowledged her efforts, the completed strategic plan and next year's plan to develop a scorecard for the college to measure its progress against the strategic plan.

6. Corporate & Continuing Education—Mr. Todd Oldham

Mr. Oldham reviewed his written report and entertained questions from the board members.

7. **Communications & Marketing—Ms. Barbara Kerr**
The Communications & Marketing Department is looking forward to the August 29 Columbia Tech Center public open house. Marketing for fall classes has started. The college will have articles in the paper each day this week leading up to commencement on June 18. Ms. Kerr credited Mr. Montoya and the Credentials Department for their efforts to assist a community member graduate from the college. World War II veteran, Wilbert Kalmbach will receive his diploma Thursday evening, 40 years after what would have been his graduation in 1969.
8. **Clark College Foundation—Ms. Lisa Gibert**
Ms. Gibert had no additions to her report. The foundation has received \$2,500 in support of the College is Possible plan from a local bank.

III. CONSENT AGENDA

A. First Reading

- ♦ 2009-2010 Sabbatical Requests
- ♦ 2009-2010 College Budget
- ♦ 2009-2010 ASCC Budget

Trustee Sen Hoss moved to nominate the following individuals for 2009-2010 board officer positions. Trustee Burkman seconded and the motion passed unanimously.

- ♦ Board Officer Elections

Chair	Addison Jacobs
Vice Chair	Jack Burkman
TACTC Liaison	Sherry Parker
Strategic Planning Task Force Representative	John White
TACTC Legislative Committee Representative	John White
Foundation Executive Committee Representative	Rhona Sen Hoss
Foundation Board of Trustees Representative	Sherry Parker

- ♦ 2009-2014 Strategic Plan Adoption

Trustee Sen Hoss moved to have the items in the First Reading moved to the Consent Agenda. Trustee Burkman seconded and the motion passed unanimously.

B. Consent Agenda

- ♦ Minutes from May 18, 2009 Board Meeting
- ♦ 2009-2010 Sabbatical Requests
- ♦ 2009-2010 College Budget
- ♦ 2009-2010 ASCC Budget
- ♦ Board Officer Elections

Chair	Addison Jacobs
Vice Chair	Jack Burkman
TACTC Liaison	Sherry Parker
Strategic Planning Task Force Representative	John White
TACTC Legislative Committee Representative	John White
Foundation Executive Committee Representative	Rhona Sen Hoss
Foundation Board of Trustees Representative	Sherry Parker

- ♦ 2009-2014 Strategic Plan Adoption
Trustee White moved to approve the items on the Consent Agenda. Trustee Jacobs seconded and the motion passed unanimously.

IV. FUTURE AGENDA ITEMS

WORK SESSION

2010 Board meeting dates
ANGEL and Pooled Enrollment
Budgeting During Times of Economic Turmoil
Center for Leadership Excellence—Historic Reserve
Columbia River Crossing Recommendations
EMSI Final Report: Investment, Innovation & Impact
of Community Colleges
How Board of Trustees can assist the Teaching &
Learning Center
K-12 Board Meetings
Naming Policy
North County Site
Open Textbooks
Postsecondary Success
Running Start vs. AP Classes
Strategic Technology Plan
Summer Retreat

BOARD MEETING

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, August 31, 2009 in the Ellis Dunn Room GHL 213.

VI. EXECUTIVE SESSION

There was no Executive Session this month.

VII. ADJOURNMENT

There being no further business, Chair Parker adjourned the regular meeting at 6:55 p.m.

Sherry Parker, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
June 23, 2009

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

July 9, 2009

Board Room, Homewood Suites

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

Administrators: Robert Knight; President; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness;

I. CALL TO ORDER

Chair, Addison Jacobs, called the meeting to order at 1:06 p.m.

II. EXECUTIVE SESSION

In accordance with RCW 42.30.110(1), the board convened an Executive Session to discuss the performance of a public employee. The Executive Session adjourned at 4:51 p.m.

VII. ADJOURNMENT

There being no further business, Chair Jacobs adjourned the regular meeting at 4:51 p.m.

Addison Jacobs, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
July 23, 2009

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

August 3, 2009

Board Room, Homewood Suites

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

Administrators: Robert Knight; President; Leigh Kent, Executive Assistant to the President

I. CALL TO ORDER

Chair, Addison Jacobs, called the meeting to order at 1:03 p.m.

II. EXECUTIVE SESSION

In accordance with RCW 42.30.110(1), the board convened an Executive Session to discuss potential litigation with legal counsel. The Executive Session ended at 2:15 p.m. and the regular session reconvened at 2:30 p.m.

III. WORK SESSION

♦ Board Self-Evaluation. The board members conducted their annual self-evaluation. As a group, they discussed changes in ratings on the items in each segment of the evaluation from the 2008 results. In certain areas, they rated their performance better than in 2008 while other areas were rated lower. Their 2009-2010 focus will be on continuing to move the college forward, balancing needs even while the economy remains in a precarious position.

They discussed the format of the upcoming 2009-2010 board meetings and changes that could be made to the board packet format from a design standpoint as well as the feasibility of going paperless or continuing with a paper format. The packet design will now contain the formal policy material in the front of the packet while the unit operational reports will be included in an addendum at the back of the booklet. The unit reports will be changing in format as well, focusing on each unit's attainment of the college's strategic goals vs. the formerly-reported unit operational goals.

The board agreed that the board meetings have greatly improved with the inclusion of the monthly student and faculty presentations. The work sessions have also been helpful in that in-depth discussions are held during these sessions, thus allowing policy discussions to take place during the board meetings which greatly adds to the efficiency and organization of the meetings.

The board discussed the rewording of several of the goals in the evaluation to better reflect the activities the board is involved in.

Under the "Policy Role" section of the evaluation, the board will now review board policies and procedures on an annual basis.

Under "Community Relations", the board discussed how responses to community input at

the board meetings should be handled. Oftentimes, they are unable to provide specific feedback to community members on a topic being addressed due to the legal aspects of the topics being commented upon. They agreed that it would be helpful to acknowledge that they are listening to community members' concerns but are unable to respond at that time.

Under "Institutional Performance", the board agreed to revise the entire category and develop new questions that reflect the strategic plan of the college.

Under "Board Leadership", wording for the item pertaining to positive stakeholder relationships will be revised.

Under "Board Education", the senior board member will be designated to act as a mentor to new appointees.

Under the "Open Ended Questions" section, the board reviewed and updated the list from 2008.

At the August 31 work session, the board will prioritize their top five goals for 2009-2010. The board goals will also go in the front of each month's board packet, directly behind the mission/vision statement.

Jack Burkman will lead the effort to reword the above items.

- ♦ **Board Protocols/Communications.** The board discussed the most efficient and effective ways to circulate information among the college and the board members. It was agreed that all information will be sent to the President's Office for dissemination to the group.

The board members will notify the President's Office by phone or e-mail of their intent to attend a college event. The President's Office will keep a record of who will be attending the events and the record will be included on the board's event calendar. The President's Office will research other electronic options for keeping track of this information.

Chair Jacobs asked the trustees to be mindful of the board's budget when planning their event attendance.

- ♦ **Board Travel.** The board reviewed the TACTC and ACCT meeting schedules for 2009-2010. Rather than all trustees attending these events, one trustee will attend and report back to the other members.

As TACTC liaison, Trustee Parker will attend the Fall and Winter Conferences and Spring Convention. Trustee Sen Hoss will attend the ACCT Annual Congress in October. The college will not have a representative attend the ACCT Legislative Summit in February. The college has very close relationships with its congressional delegation and holds regular meetings with senators and representatives locally every year. It is more efficient and cost effective to hold the meetings in this manner rather than travelling to Washington, DC and meet only congressional staff rather than the representatives personally.

- ♦ **Board Policies.** The board will set aside a work session to discuss board policies and procedures. Each trustee will take a section and discuss it in-depth with the full group of trustees and executive cabinet in attendance.

- ♦ Board Master Calendar. The annual calendar of meeting agenda items was presented in a draft format. Chair Jacobs asked that trustees please review and provide their thoughts and suggestions to her. They agreed that it is helpful to be able to see the agenda items laid out in a monthly format in that it provides a “road map” for the meetings throughout the year.

- ♦ 2009-2010 Board Meetings. The board will further discuss next year’s meeting schedule after the fall elections. Chair Jacobs requested the President’s Office let her know of other meetings which take place at the college that are dependent upon when the board meetings are scheduled.

- ♦ Board/President Relations. This topic is addressed in the board self-evaluation document. The board and President will continue to keep all lines of communication open and the board will make sure the President has everything he needs to operate the college effectively and efficiently.

- ♦ Board Packets. The President’s Office has samples of board packets from other colleges for review by the trustees should they like to see them.

Comprehensive Campaign. The campaign is currently in its silent phase and the President continues to meet with local donors and prospects during this cultivation period in order to obtain their thoughts and suggestions about the campaign. Due to the economy, the campaign is not expected to gain momentum for another 18 months.

- ♦ The board is very supportive of the foundation and the campaign and expects the President and Trustee Sen Hoss, the trustee liaison, to stay in close contact with the foundation during the entire process.

The college and foundation boards will meet jointly on September 10 to discuss the campaign. The foundation will also offer training to the trustees and executive cabinet concerning their respective roles in the campaign.

- ♦ STEM Update. President Knight provided an update on the STEM building planning process. He has met with Congressman Baird who is fully supportive of the project. He will be bringing representatives from the National Science Foundation to the college to discuss the project and the possibility of the building being designated an Advanced Technology Education Center (ATE).

Funding for the building could come from three sources:

1. State funding in 2011 for the basic 70,000 sq. ft. building;
2. Private donations between \$2-\$5 million for an enhanced STEM-active learning addition to the building;
3. NSF funding for an additional 5,000 sq. ft., as well as funds for mentoring and teacher training.

Since option 1 has been committed, the college is actively pursuing options 2 and 3.

The kick-off meeting of the STEM core group last week was extremely well attended. There is a very large number of faculty members involved in the project and a lot of excitement connected around it and what it will mean to the community and the region. The building will provide an excellent opportunity to connect the K-12 students to the college.