

Clark College Board of Trustees Packet

August 24, 2010

Clark College
The Next Step

Board of Trustees Goals 2010-2011

Fiscal Responsibility

- Ensure college budget supports the institution's highest priorities, including serving students first, within the fiscal and regulatory constraints. *Enhance College Systems*

College Climate

- Strengthen the college climate¹ with special emphasis on historically disadvantaged populations encompassing the entire college community. *Enhance College Systems and Foster a Diverse College Community*

Shared Governance

- Oversee the refinement, communication, and implementation of the shared-governance system so that the role administrators, faculty, staff and students each play in the college decision-making process are defined. – *Enhance College Systems*

Diversity

- Monitor the implementation of the Diversity Plan, especially to increase recruitment, retention, and educational resources. – *Foster a Diverse College Community*

Student Achievement

- Enhance student achievement by supporting policy to improve academic support services, including advising, and ensuring a supportive learning environment is present throughout the entire college. – *Focus on Learning*

Responsibility for President

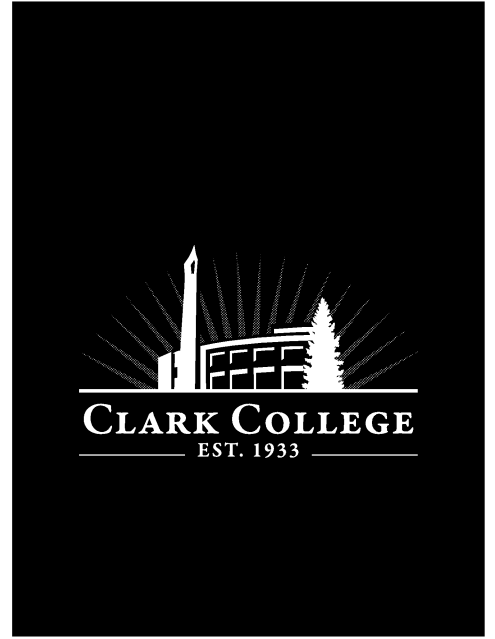
- Conduct quarterly and annual presidential evaluations. – *Enhance College Systems*

Building Partnerships and Representing Constituencies

- Strengthen partnerships with local K-12 institutions and local business and industry, including support in math and science initiatives. – *Focus on Learning and Respond to Workforce Needs*
- Cultivate relationships with community and college stakeholders. – *Respond to Workforce Needs and Enhance College Systems*

Provide Access

- Monitor the college's ability to meet the current and future demand for educational opportunities offered by the college. – *Expand Access*
-



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 24, 2010

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**BOARD OF TRUSTEES
PLANNING CALENDAR
2010-2011**

January

- Minutes from December
- CCAHE Agreement

February

- Minutes from January
- Consideration of Tenure (first reading)

March

- Minutes from February
- Consideration of Tenure (vote)
- Diversity Plan Update

April

- Minutes from March

May

- Minutes from April
- Proposed Academic Calendar (first reading)
- Sabbatical Requests (first reading)
- Foundation Funds Allocation Committee's Recommendations

June

- Minutes from May
- Sabbatical Requests (vote)
- Coming Year College Budget Approval
- Coming Year ASCC Budget Approval
- Coming Year Election of Board Officers (1 year terms)
 - Chair
 - Vice Chair
 - TACTC Legislative Committee Representative
 - Foundation Executive Committee Representative
 - Foundation Board of Trustees Representative
- Diversity Plan Update

July

Special BOT Retreat. President's Evaluation, BOT Strategic Planning, BOT Self-evaluation, other topics as needed.

August

Minutes from June
Minutes from July retreat
President's Contract
Board Dates for coming year

September

Minutes from August

October

Minutes from September

November

Minutes from October
CCAHE Agreement changes

December

Minutes from November

Board of Trustees Meeting Schedule

The Board of Trustees will considers its meeting schedule for the coming calendar year at the August 2010 meeting, taking action at the September 2010 meeting. The annual meeting schedules for all state agencies must be filed with the Code Reviser prior to December 31 each year.

The Board of Trustees generally holds its meetings on the fourth Tuesday of the month at 5 PM. The meeting schedule shown above follows that same schedule, with the possibility of meeting on the third Tuesday in January 2011 and the second Tuesday in December 2011.

CLARK COLLEGE BOARD OF TRUSTEES
Tuesday, August 24, 2010
Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

- | | |
|---|----------------|
| BOARD WORK SESSION, PUB 258C | 4:00-5:00 p.m. |
| ♦ Bookstore Tour (Running Start Open House); meet in 258C | 4:00-4:15 |
| ♦ Year-End Budget Review | 4:15-5:00 |
|
I. CALL TO ORDER |
5:00 p.m. |
|
II. BUSINESS MEETING | |
|
A. Review of the Agenda | |
|
B. Statements from the Audience | |
| <i>Members of the public are provided an opportunity to address the Board on any item of business. Groups and individuals are to submit their statements in writing to the President of the College whenever possible no less than two weeks prior to the meeting. The Board Chair reserves the right to determine time limits on statements and presentations.</i> | |
|
C. Statements and Reports from Board Members | |
| <i>Introduce Trustee Royce Pollard</i> | |
|
D. President's Report | |
| <i>Enrollment Update</i> | |
| <i>Student Success Presentation: Brian Chau</i> | |
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E. Association Reports | |
| 1. AHE | Pages 4-6 |
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F. College Reports | |
| 1. Instruction | |
| <i>Faculty Presentation: TBD</i> | |
| | Pages 9-13 |
| 2. Administrative Services | Pages 14-16 |
| 3. Student Affairs | |
| <i>Introduction: 2010-2011 ASCC Officers by Sarah Gruhler, Director of SLMSA</i> | |
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| 4. Human Resources | Pages 25-30 |
| 5. Planning & Effectiveness | Pages 31-33 |
| 6. Corporate & Continuing Education | Pages 34-35 |
| 7. Communications & Marketing | Pages 36-39 |
| 8. Clark College Foundation | Pages 40-42 |

III. ACTION ITEMS

First Reading

- ♦ Voluntary Retirement/Separation Plans Pages 43-57
- ♦ Proposed 2011 Board Meetings Pages 58-59
- ♦ President's Contract through August 31, 2013 Page 60

CONSENT AGENDA

- ♦ Minutes from June 15, 2010 Board Meeting Pages 61-64
- ♦ Minutes from July 27, 2010 Special Board Meeting Pages 65-68
- ♦ Consideration of Tenure—Tony Chennault

IV. FUTURE TOPICS

College Impact on Local Business
Partnerships (TBD)
Monitoring the Impact the College has
on the Local Community (TBD)
Diversity Operational Plan (Fall)
K-12 (ongoing)
Naming Policy (TBD)
Budget (ongoing)
Student Achievement Initiative (Oct.)

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, September 28, 2010 in the Ellis Dunn Community Room, GHIL 213.

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 2010

Focus on Learning

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

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

Progress

- ❖ The college celebrated commencement on July 17. Author Heidi Durrow was the featured speaker that evening and offered very inspirational remarks to the students which were very well received.
- ❖ GED/Adult High School graduation was celebrated on July 19 with students and faculty as speakers. As has always been the case, their stories were inspiring and they spoke of their dedication towards earning an education and improving their lives.
- ❖ Corporate & Continuing Education launched its first Center for Leadership Excellence Youth Leadership workshop. Local business leaders who assisted in the development of this program attended the opening ceremony of the session. The group also held a debriefing following the workshop to assess its impact and effectiveness. CCE expects to continue this workshop with future groups.
- ❖ Aspiring Presidents' Seminar-The President presented at an Aspiring President's Seminar on Aug 2 and 3 put on by Portland Community College.

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 college and foundation continue to work on cultivation of donors as the silent phase of the campaign proceeds.
- ❖ Over the summer, the president and associate vice president of planning and effectiveness have been holding legislative meetings. Although these meetings are held annually, they are taking on an increasingly urgent tone this year given the precarious state of the budget.

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

- ❖ For the second year in a row the Presidential Scholarship winner is a person 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

- ❖ The governor held a regional budget hearing at the college to hear from local citizens and constituents as to their views on what the state should be cutting from the state budget. The President had dinner with the Governor and a few select community leaders prior to the budget hearing. The President was able to voice his concern about the college taking its budget cuts while taking on huge enrollment increases. The President also voiced his concern about the legislative restrictions on remaining funds and that they are cumbersome and bureaucratic.

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 provided a revised board report format to the trustees at their annual retreat that is better aligned with the strategic plan.

Examples of Shared Governance

Progress

- ❖ The President relied on input from a committee and others across campus to determine the Presidential scholarship award winner.
- ❖ The decision to select Heidi Durrow as the graduation speaker was made through input across the campus and with final approval by the students.
- ❖ The selection of the new Vice President of Student Affairs was made using input from a college-wide screening committee, college forums, and individuals.

Robert Knight
President
August 6, 2010

Clark College Association of Higher Education
Report to the Board of Trustees
August 5, 2010

Facilitating communication

Dr. Roi and AHE VP Kimberly Sullivan met with President Knight in June. The AHE presented the administration with a formal letter stating that due to the erosion of the relationship between the Association and the administration during bargaining experiences the AHE will not be engaging in interest-based bargaining, (see attachment). We continued to offer PERC Labor-management training for the administration in an effort to begin to repair the relationship and work toward a relationship which will be able to utilize IBB as a productive bargaining format.

We are pleased that the president has agreed to participate in this effort. Arrangements are now in progress for this training for both the AHE leadership team as well as the administrative leadership team.

Bargaining

The AHE is still awaiting a response from the Clark County Skills center on our proposal submitted in Fall term. The AHE is upholding the subcontracting clause in the contract with regard to the Cosmetology program.

The AHE is still working toward a settlement on the retroactive COLA and revised salary schedule.

The AHE has submitted a formal request to bargain for the voluntary separation plan for faculty members.

The AHE has submitted a formal request to bargain for salary negotiations. We anticipate meeting on this topic prior to the commencement of the school year.

Organizational activities

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

Dr. Roi attended 3 days of WEA President's training in Seattle.

Dr. Roi continues to meet with Professor Cosimo Giovine, Membership chair to plan activities for the upcoming year

Dr. Roi and Kimberly Sullivan attended WEA Higher Education coordinated Bargaining in July.

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

Membership

2 new members joined this month. The AHE now has 297 members.

Contract maintenance Issues

The Association currently has four contract maintenance issues with the college. One of these issues is in settlement and one is scheduled for arbitration in November. We hope to resolve these issues with the administration soon.

Submitted by
Dr. Marcia Roi
President, CCAHE



-Your Faculty Association

Clark College Association of Higher Education

1933 Fort Vancouver Way, WA 98663-3598

President Bob Knight
Clark College
Vancouver, WA

June 17, 2010

Dear President Knight,

The AHE negotiating team appreciates efforts to engage in interest based bargaining (IBB) in the past and administration's willingness to examine issues in prior IBB sessions. However, since IBB is entirely dependent on trust and positive relationships, we regret that at this point we must take a more guarded approach and pursue a positional stance in order to best serve our members.

The AHE negotiation team arrives at this decision after much thought and intensive training. As we have been taught in WEA training, many of the past actions in the bargaining room could easily constitute unfair labor practices. Our hope is that the college will soon seek joint PERC Board labor- management training to better understand the legal obligations of AHE and the college, as well as the benefits of a long term, positive relationship to the students, institution, and community we all serve.

Sincerely,

Dr. Marcia Roi
AHE President

Professor Kimberly Sullivan
AHE Lead Negotiator

Cc: Dr. Darcy Rourk
Lisa Lewison

WPEA/UFCW Local 365, Clark College Unit

Board Report for July 2010

MEETINGS

- ❖ Job Rep Executive Council: 8/20/2010 – SHL 214
- ❖ WPEA/UFCW District 1: 8/18/2010 - 6:00p PUB 258C
- ❖ Clark College Local Unit : 8/18/2010 - SHL 214

AGENDAS

- ❖ **Clark College Local Unit:**
 - **No Higher Ed State Furlough:** OFM approved the plan submitted by the SBCTC concluding that no WPEA Higher Ed members would be furloughed. * Note: *(Clark College WPEA leadership acknowledges that President Knight had already made this commitment to the Clark Classified Staff prior to this decision).*
- ❖ **Job Rep meeting: FALL Employee BBQ & FOOD DRIVE**
 - The 2nd Annual WPEA/UFCW Fall Barbecue & Food Drive is scheduled for Thursday 09/16/10 as part of FALL ORIENTATION WEEK. The event is open to all Clark College employees. Clark WPEA Job Reps will collect food donations for local food banks. Donation bags will be made available in Gaiser Hall during President Knight's FALL welcoming address.

COMMUNICATION

2011-2013 Contract Negotiations Is Underway: WPEA's Higher Education bargaining team sat down with employer representatives on June 7 in Olympia to present initial proposals -negotiations will continue through August. Chief Job Rep. **Billie Garner** is our delegate for the Clark College Classified Staff. *David Sims* is presiding as Clark College WPEA Unit lead in his absence.

LMCC – [NO LMCC meeting in JULY]

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: 8/18/2010

Respectfully submitted by *Jennifer Wheeler*

There will be
no report from
the ASCC this
month.

Instruction
August 2010

Focus on Learning

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

- Identify, offer, and support teaching and learning strategies that enhance student success.
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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

- ❖ A measure of the high quality of instruction is the recent recognition of Physics/Astronomy faculty member, Dick Shamrell, through the University of Washington Computer Science and Engineering Department. Each year, students in that department are invited to nominate their single most “Inspirational Teacher” from either their high schools or community colleges – “teachers who shaped their perceptions of themselves as students.” Dick was among those so designated for 2010.
- ❖ Professor Nadine Fattaleh (chemistry) attended a June workshop focused on “Green Chemistry in Education.” While there, she learned from a presenter from the Rose-Hulman Institute (the undergraduate engineering institution ranked #1 by *U S News*) that the focus on green issues appeared to increase student interest and accomplishment. Specifically, their students’ average scores on the standardized ACS exam in organic chemistry rose from the 54th percentile to the 66th. Nadine was quietly pleased to note that Clark’s own organic students’ scores routinely average between the 70th and 72nd percentile of the same exam! Both Nadine and Professor Karl Bailey teach the organic sequence at Clark. These two great faculty members were also instrumental in the success that last June’s student presenter, Alyshia Saltman, described in her remarks to the Board.
- ❖ Planning for the 2010 Faculty Focus workshops which will be held during Fall Orientation is nearing completion. The theme for the two-day event is “Everything is Connected.” Four thematic quadrants ensure that faculty will experience a range of opportunities for professional development. The themes are:
 - 1) Power, Privilege and Inequality
 - 2) Technology and Learning
 - 3) Assessment of Learning
 - 4) Engaged Learners....Enriched Community
- ❖ The Teaching and Learning Center was awarded a \$5,000 grant from the SBCTC to fund a Faculty Learning Community which will focus on integrating technology into developmental education classes.

- ❖ Dental Hygiene students had a 100% pass rate on their first attempt of the National Boards. Their Regional Board result pass rates were also exemplary:
 - Anesthesia – 100% pass rate on first attempt.
 - Restorative – 96% pass rate on second attempt. (This was the nemesis for a number of programs in Washington and Oregon this year.)
 - Dental Hygiene Patient Treatment – 92% pass rate on first attempt.
- ❖ Approximately 25 students in the FT 262—Exercise Prescription III-Performance Training and PE 214—Triathlon Training classes participated in a capstone triathlon. Students swam 500 yards, biked 12 miles, and ran 3 miles.
- ❖ One MRAD student passed the mammography exam and is now employed as a Mammographer. This makes four (4) total Mammographers from the two (2) graduating cohorts.
- ❖ Professor Judy Alleman, Nursing faculty and former Interim Associate Dean of Nursing, is leading the undertaking this summer to coordinate the writing of the self-study report within the Nursing Program for the National League for Nursing. This collaborative effort involves all nursing faculty, who have been working on this wide-reaching document for more than six months.
- ❖ Four pilot sections of HDEV 102—New Student Seminar will be offered fall term. These course sections will provide up to 100 new students with an opportunity to learn about important college resources and earn academic credit.
- ❖ As of August 3, 194 students are enrolled in 15 fall term sections of HDEV 116—Motivation and Study Skills. Day 10 enrollment in this study skills course should significantly exceed the fall 2009 enrollment of 249.

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

- ❖ On Monday, June 14, Clark College and Concordia University signed an articulation agreement allowing students in Clark's Fitness Trainer Program to seamlessly transfer to Concordia's Exercise and Sport Science degree program. This is a win-win opportunity for Clark students who will now have an exercise science program available to them locally.
- ❖ The Nursing Department hosted a Nursing Information session for prospective nursing students with over 80 people in attendance. Presenters included: Linda Kruse, Interim Nursing Director;

Jean Donovan, Associate Dean of Health Sciences; Nancy Heidrick, Assistant Financial Aid Director; and Ginny Guido, Assistant Dean College of Nursing, WSUV.

- ❖ Four departments in the Social Sciences and Fine Arts Unit will offer fall term courses with low-cost textbook options (e.g., ebooks, textbook rentals, customized textbooks, instructor-developed materials).

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

- ❖ Fitness Trainer students in the FT 261—Exercise Prescription II-Special Populations class now have a small idea of what it would be like to be confined to a wheelchair (a very small idea!). As part of an experiential learning activity, students were assigned to use a wheelchair while they were on campus (2-4 hours average). As part of that experience, they had to go the Bookstore and back from O'Connell Sports Center. For a group of fit students, their arms were really tired by the end of the experience. They also noticed how fast elevators doors close and how steep the ramp is into Gaiser Hall.
- ❖ Faculty in the Social Sciences and Fine Arts Unit are collaborating with TLC Associate Director Andrew Apter to develop diversity training sessions for Faculty Focus in early September.

Respond to Workforce Needs

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

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

Progress

- ❖ As an ongoing part of Clark's participation and support of outreach to potential STEM Students, the college has once again been part of the partnership with Semi High Tech U. This is a long-standing foundation that connects students with high-tech industries and colleges or universities through three-day hands on workshops both on campuses and within real industry settings world-wide. This year Clark partnered with WaferTech and Hewlett-Packard to provide students with what often become life-changing experiences that draw them into STEM fields as a result.
- ❖ In late June, Interim STEM Dean Sylvia Thornburg attended an exploratory discussion of the IGNITE organization (Inspiring Girls Now In Technology Evolution) designed to encourage

young women in high school to consider high-tech careers. The session was initiated through the office of Representative Deb Wallace, Chair of the House Higher Education Committee, to see if it could be fostered within several local high schools. The local participants were glad to hear of a variety of Clark's outreach activities and emphasis via the Women in STEM and NERD Girls Club activities. They were also pleased to learn that the college has an unusually high proportion of women in the STEM faculty, many of whom have a track record of the sort of outreach presentations that the IGNITE program seeks.

- ❖ A search committee is in the final interview stage for a new STEM Faculty Coordinator as of the writing of this report. The person in this position will consolidate a number of roles formerly being performed by faculty in several STEM departments allowing the faculty members to return to full-time teaching. The position is intended to provide a more coordinated and focused effort to use STEM High Demand funding to recruit and support Clark's STEM students, as well as to promote STEM careers generally.
- ❖ Thirty-two students entered the first Group Fitness Instructor Certification. Students will take the ACE Group Fitness Instructor Exam hosted at Clark College on August 7, 2010.
- ❖ Plans for the Advisory Committee Member Recognition breakfast are underway. The event will be held on Friday, October 15, at 7:30 a.m. in the Student Center of Gaiser Hall. Janet McCann, Director Allied Health Center of Excellence, will be the speaker.
- ❖ An Advisory Committee webpage has been developed and will be ready for access beginning the fall 2010 quarter. The website, which is in the test development stage, will contain meeting agendas, minutes, supporting documentation, membership contact information and announcements.

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 Child and Family Services Division has been awarded a \$102,980 Department of Community Services contract to provide Developmental Disability services in the local community.
- ❖ Twelve instructional unit operational plans have been completed to support the Instructional Division operational plan. The Instructional Division operational and unit plans directly support the college's five-year goals.
- ❖ The Catalog Revision Committee members have been selected and work has started on this process. Dedra Daehn and Genevieve Howard will serve as co-chairs for the committee. In addition to the catalog revision, updates to program information and websites, as well as the development of career pathways, will be part of the process.

Other Highlights

- ❖ Clark College hosted Lab/Volt Corporation's Western region training and exhibit at CTC on July 13-15, 2010. This training included hands-on experience on many new and innovative trainers developed by Lab/Volt and incorporated emerging technologies in green power generation and controls. Participants from as far away as Georgia and South Carolina were in attendance. This was a great opportunity for Clark's instructors to network with other instructors and get cutting edge training on new technologies.

Rassoul Dastmozd, PhD
Vice President of Instruction
August 5, 2010

Administrative Services
August 2010

Expand Access

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

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- Expand learning options by offering courses and services in various modalities, timeframes, and locations.

Progress

- ❖ Traffic and sales in the Bookstore reached an all time high in the 2009-10 fiscal year. Sales at year-end are up 15% over the comparable period for fiscal year 2008-09. Transactions at year-end reached 143,362, an increase of 8.1% for the comparable year-to-date period in 2009-09.
- ❖ For fiscal year 2009-10, the Bookstore's Buyback Services netted Clark College students a return of \$804,222 in the "Cash for Books" program, exceeding the previous year's results by more than \$83,000.
- ❖ In August, the college will begin talks with HigherOne, the vendor selected by the State Board to provide electronic fund disbursement services (EFD) for students at community and technical colleges across the state. Upon implementation at Clark College, students receiving financial aid will have their disbursements deposited electronically into their accounts. This will greatly enhance the timing and efficiency of financial aid distribution for students.

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

- ❖ During the 2009-10 academic year, well over 90% of staff in Administrative Services completed training in diversity, either by using the on-line training module or by attending a face-to-face training session.

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

- ❖ Payroll staff successfully facilitated the conversion of student employees to using the on-line Time and Leave Reporting system for hours worked in July. The Payroll Supervisor provided a number of training opportunities for the supervisors of student employees who trained students to use the system. This will have a positive impact on the workload of Payroll employees.
- ❖ Business Services staff processed large volumes of transactions to close the 2009-10 fiscal year successfully and to meet State Board and Office of Financial Management deadlines. Staff are preparing the required year-end reports and are processing the 2010-11 budget to upload to the financial management system for use by college units.
- ❖ Construction on the Early Learning Center Phase 1 project continues on schedule for a substantial completion date of February 2011 and occupancy in summer 2011.
- ❖ Construction on a HAWK pedestrian signal on Fort Vancouver Way at the existing pedestrian crossing by the reader board sign was delayed by the City of Vancouver until August 9, 2010. This City of Vancouver project will provide a signalized pedestrian crossing that should be safer for pedestrians. Rather than flashing yellow lights, the HAWK signal turns red to stop the traffic.
- ❖ The college has scheduled interviews with representatives from three consulting firms that submitted proposals to assist the college in the development of an IT disaster recovery and business continuity plan. The planning work will begin in late summer/early fall 2010.
- ❖ The college's application for \$744,000 in grant funding from the Department of Education to support implementation of our emergency management response plan has passed through an initial screening. A request for more detailed budget information was submitted to DOE earlier this month. We take this as an encouraging sign, though final grant awards will not be announced until the end of September.

Bob Williamson
Vice President of Administrative Services
August 5, 2010
BW225

Clark College - Budget Status Report

6/30/2010 - Final

Sources of Funds (Revenues)	2009-10 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	31,361,635	31,360,447	1,188	100.0%
Tuition	13,323,332	12,267,364	1,055,968	92.1%
Running Start	5,204,310	4,845,874	358,436	93.1%
Excess enrollment	6,138,224	9,451,452	(3,313,228)	154.0%
Planned use of prior fund balance	856,764	-	856,764	0.0%
Dedicated, matriculation, tech, cont ed	3,236,978	3,693,709	(456,731)	114.1%
Total Operating Accounts	60,121,243	61,618,845	(1,497,602)	102.5%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	7,247,339	5,100,890	2,146,449	70.4%
Internal Support	1,304,146	1,032,896	271,250	79.2%
ASCC less PUB	1,678,518	1,605,772	72,746	95.7%
Bookstore	5,397,214	6,750,529	(1,353,315)	125.1%
Parking	259,969	466,023	(206,054)	179.3%
Auxilliary Services	1,564,510	1,484,261	80,249	94.9%
Financial Aid	41,677,886	43,142,132	(1,464,246)	103.5%
Total Other Accounts	59,129,582	59,582,503	(452,921)	100.8%
Total Sources of Funds	119,250,825	121,201,348	(1,950,523)	101.6%

Uses of Funds (Expenses)	2009-10 Budget	Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	1,003,237	785,255	217,982	78.3%
Vice President of Instruction	36,942,251	37,222,590	(280,339)	100.8%
Vice President of Administrative Services	11,085,541	10,979,206	106,335	99.0%
Vice President of Student Affairs	7,182,677	7,122,351	60,326	99.2%
Associate Vice President of Planning & Effectiven	438,336	438,830	(494)	100.1%
Executive Director of Corporate & Continuing Ed	1,039,282	743,178	296,104	71.5%
Executive Director of Communications	1,216,871	1,164,778	52,093	95.7%
Associate Vice President of Human Resources	1,213,048	1,037,831	175,217	85.6%
Total Operating Accounts	60,121,243	59,494,019	627,224	99.0%
<u>Other Accounts</u>				
Grants & Contracts less Running Start	7,247,339	5,504,500	1,742,839	76.0%
Internal Support Services	1,304,146	764,394	539,752	58.6%
ASCC less PUB	1,678,518	1,837,200	(158,682)	109.5%
Bookstore	5,397,214	6,152,927	(755,713)	114.0%
Parking	259,969	447,625	(187,656)	172.2%
Auxilliary Services	1,564,510	1,505,231	59,279	96.2%
Financial Aid	41,677,886	43,036,439	(1,358,553)	103.3%
Total Other Accounts	59,129,582	59,248,316	(118,734)	100.2%
Total Uses of Funds	119,250,825	118,742,335	508,490	99.6%
Difference - Excess (Deficiency)	-	2,459,013		
Transfer from Excess Enrollment to CIS equip reserve		(500,000)		
Net Difference		1,959,013		
Capital Projects - Revenues & use of fund bal	10,493,395	3,485,342	7,008,053	33.2%
Capital Projects- Expenses & Encumbrances	10,493,395	3,485,342	7,008,053	33.2%
Difference - Excess (Deficiency)	-	-	-	

Student Affairs
August 2010

Focus on Learning

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

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

Progress

- ❖ The Welcome Center, in partnership with Advising and Financial Aid, launched a revised New Student Orientation program in June 2010 to better serve new incoming fall students. The program covers college support resources, financial aid, and advising services, followed by an open registration lab and optional campus tour. The Orientation team has hosted 13 sessions since June 4, serving 954 new incoming students. An additional 11 sessions will be offered over the summer, with a final session on September 15.
- ❖ Academic Early Warning (AEW) was made available to faculty for summer session for the first time this year. Despite the significantly smaller number of instructors and students on campus and the abbreviated three-week reporting period, more than sixty instructors generated letters of concern to nearly three hundred students. Additionally, the AEW faculty liaison continued to work with the IT Application and Database Developer and the Associate Director of Adult Basic Education to prepare for the expansion of AEW to include ABE and GED instructors and students during fall term. The inclusion of ESL courses is under discussion for winter term.
- ❖ All Student Affairs departments have completed their assessment of 2009-2010 Departmental Operational plans and developed new operational plans for 2010-2011 with a focus on continuous improvement in alignment with the Student Affairs Unit Operational Plan.
- ❖ The Director of Advising, as president-elect of the Advising and Counseling Council (ACC), attended a planning development session in Ellensburg, WA, on June 18 to prepare for the 2010-2011 academic year. The ACC is a council of the Washington State Student Services Commission (WSSSC) and meets quarterly to share information and resources, discuss system wide issues and provide feedback to the WSSSC and SBCTC on policy matters.
- ❖ The Multicultural Retention Manager attended the Multicultural Student Services Directors Council (MSSDC) meeting at Columbia Basin Community College on July 28-30. The council discussed the planning of the Student of Color Conference, budgets, system-wide updates, and evaluated the 2009-2010 MSSDC work plan. Professional development workshops included *Challenges and Opportunities of Becoming a Hispanic Serving Institution* and *DREAMing From the Shadows: Working with HB 1079 Students*, co-presented by the Clark College Multicultural Retention Manager and a MSSDC colleague.
- ❖ Staff from Financial Aid attended the Washington Financial Aid Administrators (WFAA) 2010 Summer Workshop in Seattle on July 14. The workshop agenda included a Higher Education Coordinating (HEC) Board update, GI Bill/Veteran Benefits, Direct Loans and regulatory update from the Department of Education.

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

- ❖ Three advisors from the Advising Department visited Marylhurst University for Transfer Advisor Day on July 27 where they received general education and program information, learned about the university's mission and met with other advisors from around the region. In addition, the Transfer Advisor coordinated a table for representatives visiting Clark from WSU Pullman on July 7. Clark students were able to ask the representatives questions about the WSU Pullman admissions process and program information.
- ❖ The Assessment Center administered 3,458 COMPASS test units in June and July of 2010, compared to 3,340 test units administered during June and July of 2009.
- ❖ As of the end of July, the Financial Aid office has served 10,838 students and awarded approximately \$43.6 million dollars for the 2009-2010 award year. A total of 1,411 Financial Aid checks were issued for summer compared to 532 checks that were issued summer quarter 2009. To date, the Financial Aid office has processed over 4,000 files for the 2010-2011 award 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

- ❖ Career & Employment Services collaborated with Admissions to host approximately 250 students and student leaders from Self Enhancement Inc., a North Portland organization that works with youth of Black African and Caribbean heritage. Each Tuesday and Thursday throughout the month of July, middle school- aged students arrived on main campus to take a tour and to spend time in the Career Center exploring career options with an emphasis on relating that exploration to staying in school and continuing on to college.
- ❖ The Office of International Programs and the Japanese language department welcomed several dignitaries from Joyo, Japan to Clark College on June 15. They were given a campus tour, sat in on a Japanese Language class, and were guests at a reception downtown hosted by the Vancouver Rotary. The Office of International Programs also welcomed eight new students at International Student Orientation on June 24, for a total of 22 headcount for summer quarter 2010. In addition, the Office of International Programs has updated their marketing and promotional material, including a luggage tag, a bookmark with a link to the new e-brochure, a view book, and a description of Clark College in seven languages on the international website: www.clark.edu/international.
- ❖ The Admissions Office ESL-Latino Outreach Coordinator met with Lynne Gadbury, ELL Bilingual Education

- ❖ Specialist from the Vancouver School District, on June 3. They discussed VSD's two models of dual language and brainstormed ways that Clark College and VSD might be able to work together to help more ELL and ESL students. In addition, the ESL-Latino Outreach Coordinator attended a "Vancouver Cares for Kids: Sharing Responsibility for Student Success" symposium on June 7, 2010. Community representatives were invited to help define roles and responsibilities of stakeholders in building a high-quality education system in Vancouver. Parents, educators, businesses, students, governmental agencies, faith-based organizations, and not-for-profit groups provided ideas that will facilitate the creation of a plan that can be used as an advocacy and communication tool in the community.

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 Employment Specialist Coordinator in Career and Employment Services presented *Building Your Resume* to 48 high school age students in the Forestry Youth Success Program in Carson, WA, on July 28.
- ❖ Career & Employment Services continues to collaborate with WorkSource by assisting ARRA funded students in their job search activities through workshops and one-on-one employment preparation and job seeking skill building. In addition, Career & Employment staff assists in developing employers for networking events hosted for students in ARRA funded programs.

Enhance College Systems

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

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

Progress

- ❖ Running Start (RS) staff received training on the AdvisorTrac software on July 14 and is now able to keep consistent advising notes on all RS students who see a RS advisor. AdvisorTrac is now being used by several departments: the Advising Department, Career and Employment Services, Disability Support Services, Eligibility Programs, International programs and Running Start. Faculty will be provided the opportunity to use this tool during a training session at the fall orientation in September.
- ❖ The Advising Department now has bound and printed copies of the Clark College Advising Plan. The Plan has been communicated to campus constituencies and implementation of the Plan will begin in fall 2010. An important recommendation in the plan is for the establishment of an Advising Steering Committee to oversee the Advising Plan and make recommendations for continuous improvement.

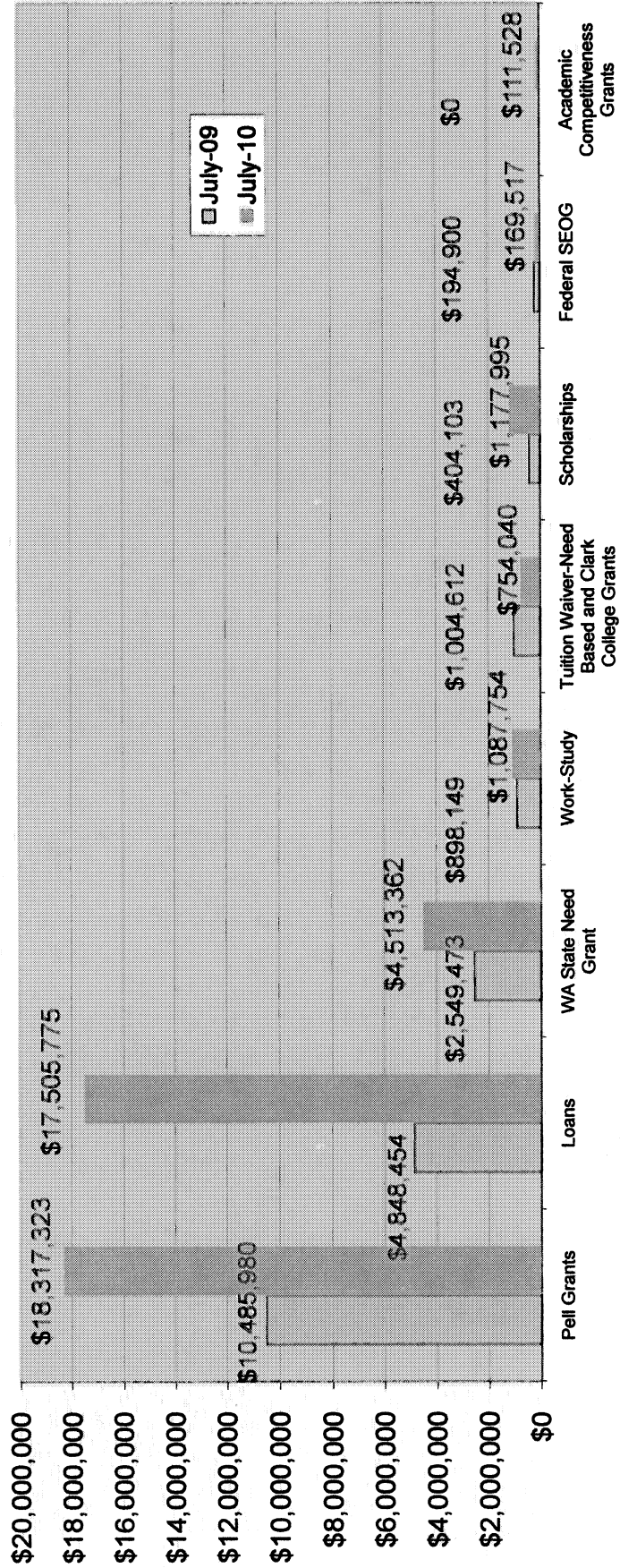
- ❖ The College has now received funds for the College Spark Grant to improve the Academic Early Warning (AEW) system to enhance persistence and success. The Dean of Student Success and Retention will serve as grant administrator and preliminary implementation has begun.

Other

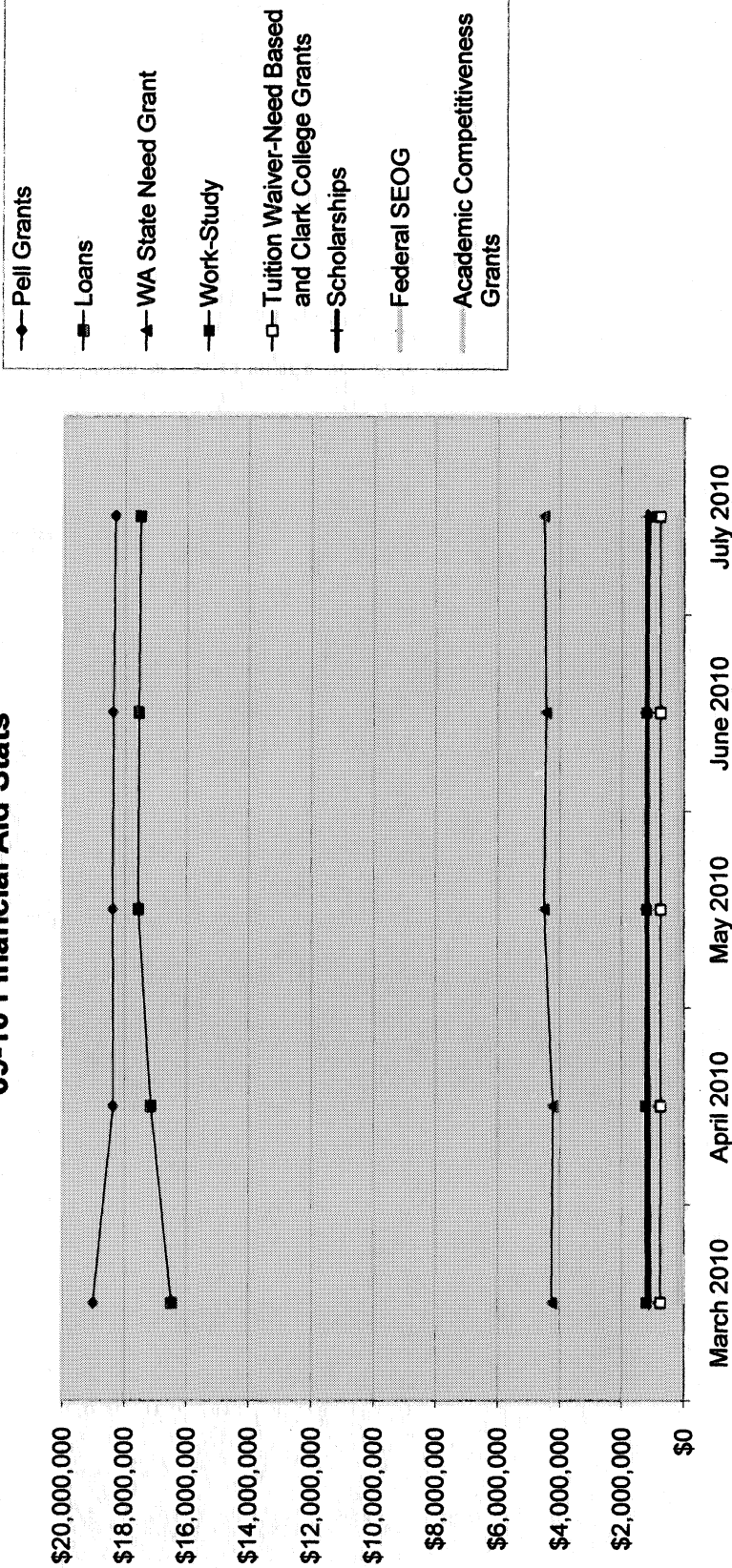
The Associated Students of Clark College (ASCC) student leadership positions for the 2010-2011 academic year have been filled with the exception of the Vice President position. ASCC Officers for this year include: President-Samson Ramirez; Finance Director-Ashley DeGrenier; Executive Assistant-Anna Shakina; Club Coordinator-Scott Houghton; Public Relations Director-Jared Cortnik; Activities Director-Nicholas Carlson. The ASCC Activities Programming Board includes Ed Schottmuller, Hannah Maki, Adrian Mendez and Dylan Fondren. Peer Mentors for 2010-2011 include Shaynne Goodwin, Kathy Jing, and Vicky Salas. Leadership training will begin at the end of August and continue into September.

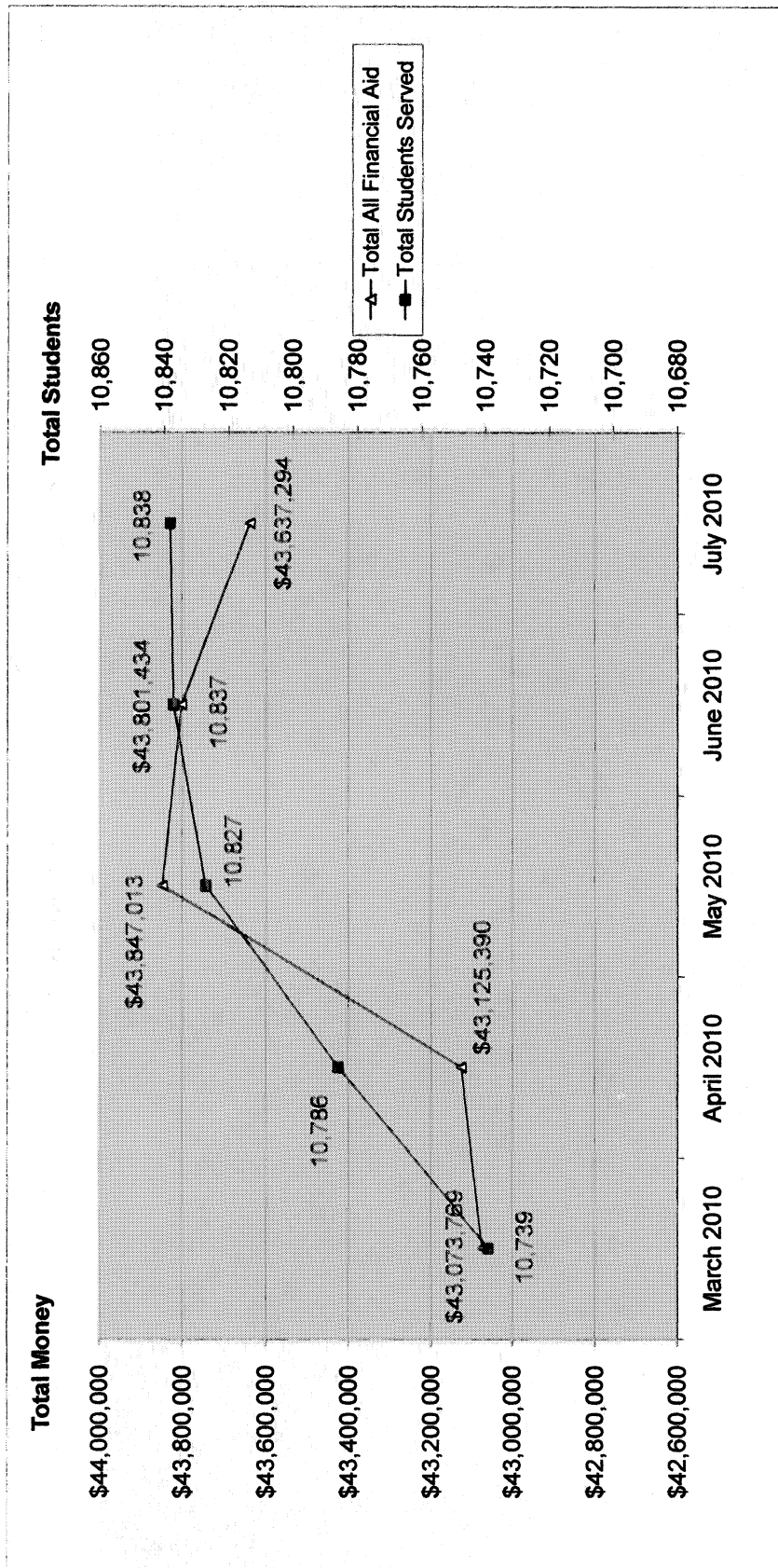
William Belden, Vice President of Student Affairs
August 5, 2010

Comparison Chart July

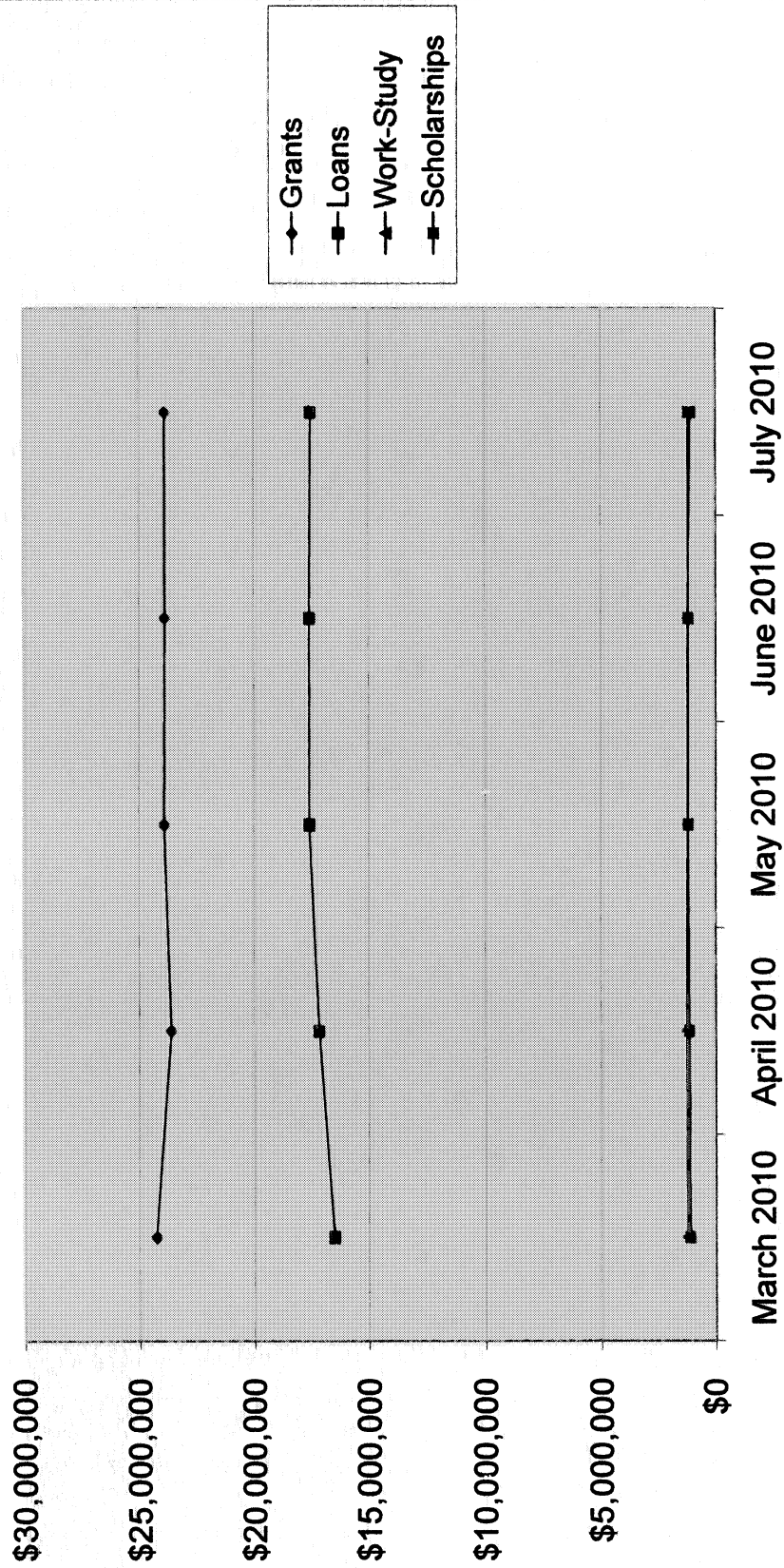


09-10 Financial Aid Stats





09-10 Funding Types



Human Resources August 2010

Focus on Learning

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

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- 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

- ❖ EHS conducted safety training on Heat Exposure, Fall Protection, Respiratory Protections, and Boom Lift Safety.
- ❖ A committee led by HR has been working on restructuring the format of Leadership Academy to include more focus on Clark College. This new format will be utilized for the 2010-11 Cohort.
- ❖ Supervisory Boot Camp is being reorganized with a focus on supervisory needs at Clark College, with changes to be implemented this upcoming year.
- ❖ The Associate Director of HR presented a workshop on interviewing strategies and skill building to the Life Transitions class.

Foster a Diverse College Community

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- 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

- ❖ See attached human resources employee report.
- ❖ Listed below is a summary of appointments and reallocations:.

Bill Belden was appointed to the full-time administrative position of Vice President of Student Affairs effective August 2, 2010. Bill has a Bachelor's degree in Business Administration from Eastern Washington University and a Master's degree in Student Personnel Administration from Western Washington University. He has previous work experience at Green River Community College and Northern Mariana's College.

Tim Carper was appointed to the full-time permanent classified position of Instruction and Classroom Support Technician 2 in Agriculture/Horticulture program effective July 6, 2010. Tim has a Bachelor's degree in Forest Products from University of Idaho and an Associate's degree in Landscape Technology from Clark College. He has previous work experience at Clark College and Longview Fibre Paper and Packaging Inc.

Marian Choquer was appointed to the full-time permanent classified position of Program Assistant in Corporate and Continuing Education effective August 2, 2010. Marian has coursework in Chemistry from Pacific University. She has previous work experience at Clark College, Choquer Industries, Stewart Title Company of Oregon, and Ticor Title Insurance Company.

Tracy Coble was promoted to the full-time permanent classified position of Program Coordinator in Dental Hygiene effective June 21, 2010. Tracy has previous work experience at Clark College, Southwest Region EMS & Trauma Care Council, Island Chevrolet, HPM Building Supply Corporate Office, Kamaaina Motors, and Bauer Jaguar.

Alicia Cordova was appointed to the full-time permanent classified position of Secretary Senior in Enrollment Services effective July 2, 2010. Alicia has attended Cypress Community College and Cerritos Community College, both located in California. She has previous work experience at Los Alamitos Unified School District and Redlands Unified School District.

Mark Gaither was appointed to the full-time exempt position of eLearning Instructional Designer and Moodle Administrator in Corporate and Continuing Education effective August 18, 2010. Mark is in a Master's program in Education at the University of Phoenix and has a Bachelor's degree in Science Education from Portland State University. He has previous work experience at KC Distance Learning, Pandora's Box Publishing, Serendipity Center, Inc. St. Helens School District, Open Meadow Alternative Schools, Portland Community College, and Clark College.

Roslyn Guerrero was appointed to the full-time permanent classified position of Administrative Assistant 4 in Workforce Development, Basic Education, and Economic Development effective August 9, 2010. Roslyn has previous work experience at CNMI Legislative Bureau and CNMI Youth Congress/CNMI Legislative Bureau, and Marianas Cable Vision, Inc.

Jason Herz was appointed to the full-time temporary position of Computer Technology Instructor effective September 8, 2010. Jason has an Associate's degree in Cisco Network Administration. He has previous work experience at Clark College, Underwriters Laboratories, and Sedona Group.

Sue Locke was appointed to the full-time temporary position of Nursing Instructor effective September 8, 2010. Sue has an Associate's degree in Nursing from Chemeketa Community College, a Bachelor's degree in Nursing and a Master's degree in Nursing Education, both from the University of Phoenix. She has previous work experience at Mount Hood Community College, Providence Portland Medical Center, Medical Staffing Network, Tuality Community Hospital, Legacy Emanuel Hospital, Salem Memorial Hospital, Northbank Surgical Center, and Kimberly Quality Care.

Stephanie Mack was appointed to the full-time permanent classified position of Program Coordinator in Workforce Development, Basic Education, and Economic Development at Town Plaza Center effective August 2, 2010. Stephanie has a Master's degree in Adult Education from Portland State University and a Bachelor's degree in Communications/ Foreign Language from Dakota Wesleyan University. She has previous work experience at Clark College, W.I.S.E. Clark County, INVISTA-STAINMASTER Carpet, Portland State University, Intel Corporation, OfficeMax, Kinko's, and the Japanese Exchange & Teaching Programme.

Suzanne Smith was appointed to the full-time exempt position of Student Learning Center Program Manager at Town Plaza Center effective June 25, 2010. Suzanne has a Bachelor's degree in Human Development from Washington State University and an Associate's degree from Utah Valley State College. She has previous work experience at Islamic Society of North American, Lower Columbia College, Washington State University, Vancouver, and Clark College.

Rebecca Timmons was appointed to the full-time permanent classified position of Program Coordinator in Eligibility Programs effective July 12, 2010. Rebecca is currently attending Clark College and has previous work experience at Clark College, All Seasons Kidstuff, and RiverView Construction.

Elizabeth Torgerson was appointed to the position of full-time tenure-track Nursing Instructor position effective September 8, 2010. Elizabeth has an Associate's degree from Clackamas Community College, a Bachelor's degree in Nursing from OHSU, and a Master's degree in Nursing from Washington State University. She has previous work experience from Clark College, Providence St. Vincent Medical Center, Pioneer Pacific College, and Trillium Family Services.

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

- ❖ EHS performed seven ergonomic consultations to identify and reduce risk factors for ergonomic injury.

Enhance College Systems

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

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

Progress

- ❖ EHS held a Block foam collection that had 222 participants and collected approximately 1000 pounds of foam.
- ❖ EHS assisted Facilities Services with CFS, APH and the Culinary remodel.
- ❖ Employee Development (ED) served 102 individuals at 9 professional development events that included the following topics: New Employee Success Training, Using Excel to Manage Budgets, Access, and Time and Leave Reporting.
- ❖ ED has developed online training to support the new automated time and leave reporting system for supervisors of student employees.
- ❖ Human Resources has begun the contract process to purchase NeoGov, a new online application system. It is anticipated that new system will be completely installed within 90 days.

Darcy Rourk
Associate Vice President of Human Resources
8/4/10

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Associate Director of Student Recruitment		Student Affairs	Admin	Full-time	Replacement
Chemistry Instructor		STEM - Chemistry	Faculty	Full-time TT	Replacement
Computer Science Instructor		STEM - Computer Science	Faculty	Full-time TT	Replacement
CTEC Instructor		Business and Technology	Faculty	Full-time-TT	Replacement
Director of Athletics	FT Temp*	Student Affairs	Admin	Full-time	Replacement
Fiscal Technician 3		Business Services	Classified	Full-time	Replacement
Health and Physical Education Instructor	FT Temp*	Health Sciences	Faculty	Full-time TT	Replacement
Information Technology Specialist 3		Computing Services-Telephone	Classified	Full-time	New
Instruction & Classroom Support Technician		Culinary Arts	Classified	Full-time	Replacement
Nursing Instructor	FT Temp*	Health Sciences	Faculty	Full-time TT	Replacement
Welding Instructor - suspended search	1/19/10	Business and Technology	Faculty	Full-time- TT	Replacement

TT = Tenure Track

VACANT POSITIONS ON HOLD

*Position currently filled as full-time temp
OUF-Open Until Filled
Clark College Human Resources
08/04/10

Planning and Effectiveness

August 2010

Focus on Learning

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

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

Progress

- ❖ Created automated reports for Athletics to aid in monitoring student success and athletic eligibility on a quarterly basis.
- ❖ Conducted an analysis of course success for Learning Communities pilot classes for 2009-10; 75% of the students reported they used what they learned to contribute to another class.
- ❖ Performed an evaluation of Nursing student cohorts to find the on-time graduation rate which is 79%.
- ❖ The Institutional Research staff spend the majority of the summer updating data tools and conducting comprehensive research studies. These tools and studies contribute to the continuous improvement process throughout the college. Currently, the projects include assessing the Retention Plan, creating the Career and Technical Education Graduate Report, Transfer Report, department assessment reports, program assessment, and the enrollment management system. Some results will be reported in future Board reports.

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 Executive Cabinet workgroup continues to manage college-wide enrollment and budget.

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

- ❖ Institutional Researchers found an increase in employees of color based on an Office of Instruction request. Employees of color increased from Fall 2008 to Fall 2009 by a total of 9.9% which includes an increase for full-time faculty from 11.3% to 12.3% and an increase for part-time faculty from 8.0% to 9.0%.

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

- ❖ Started planning for developing the framework for a proposal on Nursing Assistant Certification training. Coordinating meetings between Instruction (Nursing) and CCE to discuss a project plan including plan for sharing of resources to provide NAC training. Started collecting information and data to see the need for NAC training. Met with three local adult care/health organizations (CDM, Community Choice and SWAAD) and discussed their hiring needs for people with NAC certificate.
- ❖ In consultation with the Dean of BTECH and Director of Instructional Planning and Innovation, the proposals for Advanced Automotive Technician Training (Second Year) Program Design and Diesel Technician Training (Second Year) have been developed. The budgets for both of these proposals have been reviewed by the Director of Business Services. These proposals have been submitted to SWWDC for funding. If approved, both programs will start in Fall 2010 and will end in Spring 2011.

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

- ❖ Met with representatives from U.S Senator Maria Cantwell's office at CTC to inform them of Clark's plans for the STEM building as well as our proposal for the Title III grant.
- ❖ Met with several state legislators in-person or by conference call to discuss community college legislative issues particularly as they relate to Clark College.
- ❖ Participated in the National Community College Benchmarking Project (NCCBP). The data submitted for this project provides the College with metrics to compare to other colleges in the nation. These data are used in the Scorecard .
- ❖ Submitted the Strengthening Institutions - Title III grant to U.S. Department of Education. Clark College seeks the Title III grant to increase completion rates through implementation of educational program review and assessment, improvement of advising, and provision of enhanced teaching and learning innovations and support services. If funded, completion rates and student success will increase due to the tremendous improvements in educational programs, advising, and teaching and learning innovations and support services made possible by the funding. The strategies to make that happen pertain to 1) implementing continuous improvement processes especially within the degrees offered by the college, 2) strengthening the programming and infrastructure of key support services, and 3) implementing information technology solutions that will expand access, efficiencies, and effectiveness of processes and support services. All expenses funded by Title III funds are temporary to the grant period or build and institutionalize processes, faculty training resources, curriculum, and technological tools.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
August 2010

Corporate & Continuing Education August 2010

Focus on Learning

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- Provide all employees with opportunities for professional development.

Progress

- ❖ Continuing Education Program Manager Tracy Reilly Kelly attended the third Annual Plus 50 Conference at the American Association of Community Colleges July 7 & 8, 2010. This year's conference continued the focus on training and retraining needs for workers over 50 and highlighted the Peer-to-Peer Ambassador Program, a new initiative to facilitate mentoring between grantee colleges and prospective program participants. Clark College Corporate & Continuing Education has received additional funding to be a Peer Ambassador to LCC, Olympic, Centralia, South Puget Sound, Mt Hood, Clackamas and Umpqua Community Colleges.

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

- ❖ Corporate Education is delivering a customized Lean training program for 50 Boyd Coffee employees in key leadership and controller positions. This training will introduce targeted Lean principles throughout the company. The Southwest Washington Workforce Development Council is funding the \$51,525 training through the Workforce Innovation in Regional Economic Development (WIRED) Initiative and Engrossed Second Substitute Senate Bill (E2SSB) 5809 funding.
- ❖ nLight Photonics is augmenting the recent Lean training, through Corporate Education and funded through the WIRED initiative. The new program will provide 12 managers and 20 key leaders with Six Sigma training that will guide newly introduced Lean Processes. nLight Photonics will fund the \$69,400 Lean Six Sigma program with support from the SBCTC “Customized Training Program.”

- ❖ Corporate Education, in partnership with the Electronics Technology department, is offering a 40-hour Youth Boot Camp at CTC's electrical lab August 16 – August 27, 2010. As one of a summer series of boot camps sponsored through Corporate Education for ESD 112, selected youth will be given an opportunity to experience insights, hands-on labs and field trips designed to encourage interest in electrical technology as a trade pursuit.
- ❖ Corporate & Continuing Education has received an additional \$161,445 in American Recovery and Reinvestment Act stimulus funds through the Southwest Washington Workforce Development Council to develop and deliver three training programs in fall and winter quarters. An eight-hour Cisco Certified Network Associate (CCNA) exam prep class for 10 students, a 220-hour training for healthcare IT professionals for 20 students and a 255-hour Enhanced Nursing Assistant Certification (NAC) training program for 20 students.
- ❖ Corporate Education has submitted a proposal for a \$95,000 extension of the current Low-income Weatherization grant from the SBCTC. Funding will be used to provide upgraded training and industry certification to employees of Richart Family, Inc.
- ❖ Executive Director Todd Oldham and Dean of Health Sciences Blake Bowers met with Colleen Guest, Director of Clinical Education and Rich Gibler, Director of Educational Services for Southwest Washington Medical Center on June 18, 2010 to discuss future training programs for incumbent worker training.
- ❖ The East Vancouver Business Association held their monthly meeting in the Corporate Learning Center at CTC on June 19. President Bob Knight and Executive Director Todd Oldham gave presentations on how Clark College, CTC is supporting East Vancouver business.
- ❖ The Center for Leadership Excellence offered a "Legacy of Leadership" workshop with a youth focus on July 14, 2010. Twenty-five participants ranging from age 12 to 18 years from Clark County and the surrounding area attended the workshop held at the Marshall and O.O. Howard Houses at the Fort Vancouver National Site.
- ❖ On July 21, 2010, Executive Director Todd Oldham and Dean of Health Sciences Blake Bowers met with Chief Mason and Captain Stewart of the Clark County Fire and Rescue to discuss test certification and training programs for Clark County firefighters.
- ❖ The U.S. Department of Energy published an article "Clark County develops on-the-job-weatherization training program" in its June newsletter "Energy Empowers". The article was on the regional approach by Clark College and the Southwest Washington Workforce Development Council to fund on-the-job weatherization training for a local company "Richart Family, Inc" with American Reinvestment and Recovery Act funding.
- ❖ Executive Director Todd Oldham was interviewed for the Association of Washington Business (AWB) spring 2010 publication, "Washington Business." Todd discussed the potential for more collaboration between the College and AWB Institute.

Todd Oldham
Executive Director
Corporate & Continuing Education
August 5, 2010

Communications and Marketing August 2010

Focus on Learning

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

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

Progress

- ❖ At the July 12 meeting of the Instruction/Marketing/Recruitment planning committee, Marketing Director Brian Scott provided a progress report on the marketing campaigns for summer and fall quarters. Committee members requested that the fall 2010 enrollment campaign be moved from the planned August 21st start date to August 1 to better align with the college’s newly initiated fall enrollment cycle and to alert prospective students that classes are filling quickly.

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 college’s fall enrollment marketing campaign began August 1 and will run on an intermittent basis throughout August and into mid-September. Newspaper ads feature the college’s 2-day-a-week AA programs at CCW and CTC and additional programs and classes available this fall. The cable television schedule has been augmented with the production of two new 30-second commercials that will rotate with the commercials that were produced last year.
- ❖ Graphic Designer Wei Zhuang helped Sandra Solis of the Running Start program update their handbook to better serve incoming students.
- ❖ Communications Specialist Hannah Feldman and Graphic Designer Jenny Shadley continue to work on information related to Instructional program sheets.

- ❖ Graphic Designer Jenny Shadley is continuing work on the KROD event and Golf Tournament Marketing materials. Webmaster Chris Concannon created the registration application and sponsorship form complete with administrative back-end and database for the Penguin Nation Golf Tournament.
- ❖ Communications Specialist Hannah Feldman continues to develop Clark College's Facebook page, which has gone from having about 225 fans in March to approximately 650 fans today. Additionally, she continues to grow Clark College's Twitter feed, tweeting about college events, registration deadlines, and news stories about the college.

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

- ❖ Director of Marketing Brian Scott has teamed with Executive Director of Corporate and Continuing Education (CCE) Todd Oldham to produce a new cable television spot targeting mature learners and encouraging them to enroll in CCE's personal enrichment classes this fall.
- ❖ In creating the 2010-2011 Student Handbook, Communications Specialist Hannah Feldman and Graphic Designer Jenny Shadley spent hours researching the correct dates of multiple holidays so that the weekly calendar includes diverse cultural, religious and seasonal holidays. The handbook is complete and has gone to print.

Respond to Workforce Needs

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

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

Progress

- ❖ Graphic designer Jenny Shadley continues to work on "Pathways" materials related to specific Clark College career-based education programs.
- ❖ Director of Marketing Brian Scott is partnering with Corporate and Continuing Education on the production and scheduling of a radio spot targeting students for enrollment in CCE's professional development classes for fall 2010. This is a revision of a spot that aired last spring.

- ❖ Through writing and narration, Executive Director Barbara Kerr supported a CCE initiative to create online training for caregivers.

Enhance College Systems

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

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

Progress

- ❖ Communications Specialist Hannah Feldman, working with members of Instruction and Registration, finalized a new production timeline for the quarterly class schedule that both accommodates Clark College's new earlier registration dates and eliminates the overlap of schedule-creation duties that department chairs used to face in the winter each year.
- ❖ Web Specialist Tahnya Huneidi coordinated a number of projects in support of the college. She developed a web area for fall orientation, updated the Jazz Festival web site in preparation for 2011 Jazz Festival and rebuilt the Culinary Arts web site. She also developed online quizzes for students and supervisors participating in the Student Employment Program. These quizzes are used by Student Employment as a means to track who has completed the orientation. In addition, she built a section for Advisory Committees on our secure server. This section allows each of the advisory committees to post agendas, minutes and contact information as well as giving them a central place to post announcements. Tahnya completed an application for Event Services to track Customer Satisfaction. This consists of a front-end survey form and back-end database table. Upon submission, Event Services is notified by e-mail that there is a new survey result in the database. The e-mail contains a link to the results page. Tahnya also reorganized the ClarkNet Planning and Effectiveness pages and ensured placement of a non-discrimination notice on the Clark website.
- ❖ Webmaster Chris Concannon conducted first tests for Clark's planned RSS feeds. Chris also created QR codes (barcodes) for embedding contact information, web URL's, email addresses, geographic location, etc. These can be placed in e-mail messages, on the web, in brochures or printed materials in order to read information quickly into smart phones. In addition, Chris created an Android application for beta testing. The application would allow students to have a catalog app (which is constantly updated) on their Android smart phones.
- ❖ Graphic Designer Jenny Shadley worked with Kay Cooke of the Foundation to create a design template in support of fundraising efforts on behalf of for Early Childhood Education.

- ❖ Barbara Kerr completed work on comprehensive binders related to the opening of Clark College at Columbia Tech Center (CTC) as well as the CTC Community Open House. The binders – which detail the research, planning, execution and evaluation of each of those efforts – will be submitted for consideration in the 2010 Spotlight Awards of the Portland Metro Chapter of the Public Relations Society of America (PRSA). The completed binders ultimately become part of the college's historic archives. On July 21, the Portland PRSA chapter held a workshop on “How to Prepare a Winning [Spotlight Award] Entry.” Barbara was invited to be a guest speaker. She discussed the creation of the college's award-winning entry for Clark's 75th anniversary celebration.

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

Foundation
August 2010

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

❖ Development Update

Progress is being made in the area of connecting with and cultivating donors. Multi-faceted development efforts, improved delivery methods, and a more defined cycle of development have proven successful. The evidence is in the numbers. To date, the number of donors has increased 113 percent over goal, and contacts have doubled. We are seeing a large number of donors who have expressed their desire to support Clark College. Due to the economic climate, their support is now being reflected by including Clark College in their estate planning.

One notable area of development that we are extremely proud of is the employee campaign. In FY 2010, this internal campaign realized over \$40,600 in donations. Continued support by College employees, and the hard work done by the Employee Campaign Committee, is credited for this success. In addition to employee support, there was 100 percent participation in giving by the Board of Trustees, Foundation Board, and staff.

Final numbers for FY 2010 for Development will be available soon. Fiscal year-end activity, which includes the addition of several estate gifts, is not complete at this time. Preparations are underway for next month's Moss Adams auditor visit.

Clark Connect, a student-staffed call system designed to enhance the Foundation's database and identify potential new donors, was approved by the Foundation Board on June 8. Facilities Services have been phenomenal in making the upstairs storage space in the Foundation office ready for an October kickoff. Their time, attention to details, and diligence to this project is essential and very much appreciated.

The Foundation hosted the McClaskey Family Foundation Board meeting on July 19. The Foundation supports children, healthcare and education. A general overview of Clark College and a recap of a few specific projects (i.e., Dental Hygiene and the Early Childhood Education) were provided, and ended with a campus tour. The support of College Trustee Jack Burkman and student speaker, Christina Jensen, added impact and a means of portraying the real benefit of an investment made at Clark College. The event was very well received and we will follow up with materials requested for consideration.

Daniel Lee, Director of Major and Planned Gifts, presented a Clark College Foundation update to the Sunrise Rotary Club on July 23.

❖ Interesting and Noteworthy Gift Activity

1. A local family, who provides an annual \$3,000 scholarship, has recently added a \$25,000 endowment to their contribution. It is their goal to grow this endowment to \$100,000 so that a full scholarship award will be funded annually in perpetuity.
2. A local couple recently named Clark College Foundation a beneficiary in their will. A gift of approximately \$300,000 in unrestricted support would be received through their estate.
3. A recent contribution of four Persian rugs has been given to the Art Selection Committee to place/display at Clark. Proposed and recommended locations and will be sent to Executive Cabinet for appropriate approval.

To strengthen relationships with current and prospective donors, the Foundation has successfully used the following end-of-year college events as cultivation opportunities: Early Childhood Education year-end plays, the Alumni/Student dinner, Commencement, ABE/GED Graduation ceremonies, plus various department tours which included the impressive art and sculpture displays on College grounds.

The upcoming Visionary Society (legacy gift donors) event for fall 2010 includes hosting a panel of speakers who will talk about life at Clark College in the 1950s. All students of that era, for whom we have valid addresses, have been invited to attend and reconnect with classmates.

❖ Communications

The June and July eNewsletters were distributed via email to approximately 9,000 individuals each month. The eNewsletter is a monthly electronic communication that highlights Clark College events and achievements from the college's internal publication, 24/7. Articles for the eNewsletter are selected for their "external" interest and promotional value.

A news release was distributed about the Foundation's receipt of the CASE letter acknowledging Clark College Foundation as a 2010 WealthEngine Award winner for Educational Fundraising. The award is based on judges' analysis of three years of fundraising data. Judged against more than 1,000 institutions of higher education, the Foundation represents one of only two community colleges to be honored and recognized at "most improved."

❖ Scholarships

The 2010-2011 scholarship process has begun. The budget for fiscal year 2011 is **\$516,710**.

- Amount awarded to date: **Just over \$370,000**
- Number of applications processed to date: **423**
- Number of awards: **258**
- Average award amount: **\$1,450**
- Non-recipient letters mailed to date: **177**
- Award processes/selection committees: **18 unique processes**

The fall process will begin in August with additional funding through contributions, remaining unallocated funds, and tuition assistance (non-qualified governmental assistance for student of need). More department scholarships, as well as the quarterly Blair, Hall, and McCordic talent awards, will be presented to deserving and talented students. Success in securing named athletic scholarships increased the number and dollar amounts available for this fiscal year. Funding

continues to be evaluated as the need for scholarships grow in all programs, activities, and individual constituent groups.

In addition to new athletic scholarships, several other new scholarship opportunities have been established, including a \$3,000 award to be used for students in a technical or vocational field.

The scholarship process has several new and improved features which will be added during FY 2011. Most notably, the Foundation is working with Chris Concannon, Information Technology Specialist, in designing an online application that will significantly improve the student experience in seeking financial support. Program launch is anticipated for fall 2010.

❖ Foundation Funds

The Foundation Funds Allocation Committee hosted a special celebration for the recipients of this year's grants on Thursday, June 10. Faculty and staff were invited to join in on the congratulations. A total of \$454,486 was approved through 23 grants. Although many grants impact the College as a whole, 17 individual programs were directly benefitted.

❖ Community Events Attended

- MJ Murdock Charitable Trust Founder's Day Open House, June 25.
- Governor's Budget Forum, July 27.
- Seminar: *The Real Strategic Plan: An Authentic Story Will Engage the Right Donors*, July 29.

❖ Upcoming Events

- Visionary Society Luncheon, August 25, 2010, Student Fireside Lounge
"A Gathering to Remember the '50s"

FIRST READING

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Clark College

Voluntary Retirement Incentive (VRI) – TIAA/CREF Members

(Under the Provision of the State Voluntary Separation, Retirement and Downshifting Program)

Eligibility and Strategic Targeting

Any member of college's retirement plan invested with TIAA/CREF who has at least ten (10) years of continuous, permanent service with the college, is 55 years of age or older, and will have been eligible for normal retirement for at least 12 months by June 30, 2011 may apply for the Voluntary Retirement Incentive (VRI).

Participation in this offer is not an entitlement or a right automatically available to all persons who meet the eligibility criteria. The college will accept or deny applications for VRI based on budgetary needs and on the ability to maintain programs and services. Priority will be given based on the order in which individuals apply. Incentives shall not be targeted on the basis of individual or personal factors.

Incentive Amount and Method of Payment

The retirement incentive will be a lump sum payment in the amount of \$20,000 or the sum of \$20,000 plus \$1,000 for each full year of permanent service over 10 years, whichever is larger, but not to exceed \$30,000.

Employee may be eligible to defer taxes on the payment depending on individual circumstances.

Payments made to retiring employees will be subject to regular withholding of federal income tax and Social Security contributions. However, pursuant to WAC 131-16-011(7), payments do not qualify as "salary" for purposes of retirement plan contributions. The college cannot withhold employee contributions or make employer contributions to your retirement plan with respect to the amount of payment you receive.

The incentive benefits provided under this Plan are separate from and may not be combined with benefits provided under the Retirement/Resignation Early Notification Stipend option established in Article IV, Section G of the Faculty Agreement by and between Clark College and the Clark College Association for Higher Education.

Restrictions

Employees accepting a retirement incentive are ineligible for unemployment compensation.

Any employee receiving a retirement incentive who returns to state employment within five (5) years as an employee or contractor must repay the incentive.

Health Insurance Eligibility

Employees accepting a retirement incentive are eligible to purchase on-going retiree insurance.

An employee may elect to deposit all or part of his/her incentive payment into an account at the Health Care Authority (HCA) and the HCA will credit the monthly premium cost for health care coverage against that account. The monthly premium will be determined by the health care plan selected, the number of individuals covered, and the current insurance rates in effect for each month of coverage. This option will be covered by PEBB and/or COBRA rules, where applicable. Any excess monies will be returned to the employee by the Health Care Authority.

Limitations

The cost of the payments for all employees who are approved for voluntary separation of retirement regardless of employee type, must be recovered within two years of implementation of the program.

The college reserves the right to limit the total number of participants in order to preserve the viability of programs and services and the integrity of financial resources.

Provisions

The voluntary retirement incentive program will abide by the provisions set forth in the *Voluntary Separation, Retirement and Downshifting Incentive Program for State Employees, 2009-11 Biennium Guidelines*.

Written Agreement

The college will obtain a written agreement signed by the employee indicating their participation is entirely voluntary and that they have read, understand, and agree to abide by the provisions of the plan. The employee's signature will also indicate agreement to waiving any employment-related claims against the college, including but not limited to claims arising under the Age Discrimination in Employment Act. A copy of the agreement is attached.

Application Process and Timing

Those wishing to be considered for this offer must submit an application form to Human Resources no later than 5:00 PM on October 1, 2010. The employee must submit a copy of their application form to their dean and chair (faculty) or their supervisor (staff). The college will provide written notification of whether requests have been accepted or denied no later than 5:00 PM on November 15, 2010.

The effective date of a separation from employment must be no later than June 30, 2011. The effective date of retirement is the first day of the month following separation from employment.

The college reserves the right to initiate negotiations with certain applicants for a delayed separation date under this offer to ensure continuity of college operations.

All employee applications under this proposal require approval at the Cabinet Member level to ensure fair application of the programs, that participation meets a legitimate business need, and the accuracy of projected salary savings.

Rights

Attached to this Plan Description is the form of the Voluntary Separation/Retirement Incentive Application & Agreement that you will be required to sign as a condition of receiving plan benefits. Once notified of acceptance, you have 21 calendar days to consider this Agreement before signing it. You will have seven (7) calendar days after signing the Agreement to revoke the Agreement by providing written notice to Human Resources.

This is a Voluntary Separation/Retirement Incentive Plan. It is entirely up to you whether you choose to participate in the Plan or to continue your employment at the college. You have the right and are advised to consult with your attorney before signing the attached Voluntary/Separation Incentive Application & Agreement. You may also wish to consult with your tax advisor, retirement plan consultant, or other advisor.

Reporting

The college shall submit a report to the Office of Financial Management by June 30, 2011 documenting the outcomes (or anticipated outcomes) of incentives through this process. The report shall be in compliance with the OFM reporting requirement for these programs.

Clark College Coordinator

All questions regarding this plan should be directed to Human Resources at 360.992.2325.

k.wynkoop
7/20/10 DRAFT

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Clark College

Voluntary Retirement Incentive (VRI) –PERS and TRS System Members

(Under the Provision of the State Voluntary Separation, Retirement and Downshifting Program)

Eligibility and Strategic Targeting

Any member of PERS or TRS, retirement plans who has at least ten (10) years of continuous, permanent service with the college, is 55 years of age or older, and will have been eligible for normal retirement for at least 12 months by June 30, 2011 may apply for the Voluntary Retirement Incentive (VRI).

Participation in this offer is not an entitlement or a right automatically available to all persons who meet the eligibility criteria. The college will accept or deny applications for VRI based on budgetary needs and on the ability to maintain programs and services. Priority will be given based on the order in which individuals apply. Incentives shall not be targeted on the basis of individual or personal factors.

Incentive Amount and Method of Payment

The retirement incentive will be a lump sum payment in the amount of \$20,000 or the sum of \$20,000 plus \$1,000 for each full year of permanent service over 10 years, whichever is larger, but not to exceed \$30,000.

Employee may be eligible to defer taxes on the payment depending on individual circumstances.

Payments made to separating or retiring employees will be subject to regular withholding of federal income tax and Social Security contributions. However, pursuant to WAC 131-16-011(7), payments do not qualify as “salary” for purposes of retirement plan contributions. The college cannot withhold employee contributions or make employer contributions to your retirement plan with respect to the amount of payment you receive.

The incentive benefits provided under this Plan are separate from and may not be combined with benefits provided under the Retirement/Resignation Early Notification Stipend option established in Article IV, Section G of the Faculty Agreement by and between Clark College and the Clark College Association for Higher Education.

Restrictions

Employees accepting a retirement incentive are ineligible for unemployment compensation.

Any employee receiving a retirement incentive who returns to state employment within five (5) years as an employee or contractor must repay the incentive.

Health Insurance Eligibility

Employees accepting a retirement incentive are eligible to purchase on-going retiree insurance.

An employee may elect to deposit all or part of his/her incentive payment into an account at the Health Care Authority (HCA) and the HCA will credit the monthly premium cost for health care coverage against that account. The monthly premium will be determined by the health care plan selected, the number of individuals covered, and the current insurance rates in effect for each month of coverage. This option will be covered by PEBB and/or COBRA rules, where applicable. Any excess monies will be returned to the employee by the Health Care Authority.

Limitations

The cost of the payments for the all employees who are approved for voluntary separation of retirement regardless of employee type, must be recovered within two years of implementation of the program.

The college reserves the right to limit the total number of participants in order to preserve the viability of programs and services and the integrity of financial resources.

Provisions

The voluntary retirement incentive program will abide by the provisions set forth in the *Voluntary Separation, Retirement and Downshifting Incentive Program for State Employees, 2009-11 Biennium Guidelines*.

Written Agreement

The college will obtain a written agreement signed by the employee indicating their participation is entirely voluntary and that they have read, understand, and agree to abide by the provisions of the plan. The employee's signature will also indicate agreement to waiving any employment-related claims against the college, including but not limited to claims arising under the Age Discrimination in Employment Act. A copy of the agreement is attached.

Application Process and Timing

Those wishing to be considered for this offer must submit an application form to Human Resources no later than 5:00 PM on October 1, 2010. The employee must submit a copy of their application form to their supervisor. The college will provide written notification of whether requests have been accepted or denied no later than 5:00 PM on November 15, 2010.

The effective date of a separation from employment must be no later than June 30, 2011. The effective date of retirement is the first day of the month following separation from employment.

The college reserves the right to initiate negotiations with certain applicants for a delayed separation date under this offer to ensure continuity of college operations.

All employee applications under this proposal require approval at the Cabinet Member level to ensure fair application of the programs, that participation meets a legitimate business need, and the accuracy of projected salary savings.

Rights

Attached to this Plan Description is the form of the Voluntary Separation/Retirement Incentive Application & Agreement that you will be required to sign as a condition of receiving plan benefits. Once notified of acceptance, you have 21 calendar days to consider this Agreement before signing it. You will have seven (7) calendar days after signing the Agreement to revoke the Agreement by providing written notice to Human Resources.

This is a Voluntary Separation/Retirement Incentive Plan. It is entirely up to you whether you choose to participate in the Plan or to continue your employment at the college.

You have the right and are advised to consult with your attorney before signing the attached Voluntary/Separation Incentive Application & Agreement. You may also wish to consult with your tax advisor, retirement plan consultant, or other advisor.

Reporting

The college shall submit a report to the Office of Financial Management by June 30, 2011 documenting the outcomes (or anticipated outcomes) of incentives through this process. The report shall be in compliance with the OFM reporting requirement for these programs.

Clark College Coordinator

All questions regarding this plan should be directed to Human Resources at 360.992.2325.

k.wynkoop
7/20/10 DRAFT

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CLARK COLLEGE

**Voluntary Retirement Incentive
Application and Agreement
2010-2011**

This Agreement is made by and between Clark College (hereinafter referred to as the College), and <name>. The agreement is intended to compensate <name> for participation in the Voluntary Employee Retirement Plan, retiring from all College employment, and relinquishing all existing rights to employment. This agreement is also intended to settle and resolve all actual and potential disputes and claims that may arise from or relate to the employment relationship between the College and <name> and the termination of that relationship.

To be eligible for a *Voluntary Retirement Incentive* an employee must have had at least ten (10) years of continuous, permanent service with the college, be 55 years of age or older, and have been eligible for normal retirement for at least 12 months by June 30, 2011.

The parties hereby agree as follows:

1. <name> hereby retires from (his/her) position at Clark College at the close of business on <date> and the College hereby accepts <name>'s request to retire from all College employment and associated employment rights effective <effective date>.
2. This retirement shall be irrevocable once the agreement is signed and the seven (7) day period allowed for revocation has expired. <name> represents and certifies that (he/she) is making this agreement voluntarily and of (his/her) own free will.
3. In consideration of <name> giving up (his/her) employment rights and for the release and waiver of claims executed by <name>, the College will pay \$ _____. The employee will not be eligible for unemployment benefits.
4. The College will withhold federal income tax and Social Security tax contributions from the lump sum voluntary retirement payment under Paragraph 3. of this Agreement. Pursuant to WAC 131-16-011(7), the College shall make no retirement plan contributions with respect to such voluntary retirement incentive payments.
5. <name> hereby knowingly, voluntarily, and irrevocably WAIVES AND RELEASES each and every claim and right of every kind whatsoever, which (he/she) currently has against the College, or any trustee, officer, employee, or agent of the College. The claims and rights thus waived and released by <name> include, but are not limited to, every claim and right arising in tort or under any contract, including any individual employment contract or collective bargaining agreement, or under any statute, including every claims of race, gender, disability, protected activity, or otherwise. <name> makes and gives this waiver and release on the basis of all

current facts, known and unknown, and regardless of possible misunderstanding or undiscovered facts.

6. Without limiting the generality of Paragraph 5. <name> specifically waives and releases the College and any trustee, officer, employee, or agent of the College from liability for any claims arising under the Age Discrimination in Employment Act (ADEA), 29, U.S.C. §623 et seq.; Title VII of the Civil Rights Act of 1964, 20 U.S.C. §2000 et seq.; and the Washington Law Against Discrimination, chapter 49.60 RCW.
7. <name> will not grieve, or file for grievance-arbitration, nor institute a lawsuit in any court of the United States of any state against the College, its officers, employees or agents with respect to any claim or cause of action of any type arising or which may have existed at any time on or prior to the date of <name>'s separation from the College.
8. <name> agrees that (he/she) will not lodge or cause to be lodged any complaint or claim with any state agency wherein there is an allegation of any wrongdoing by the College, its officers, employees, or agents that might result in an award of damages against the College, its officers, employees, agents, or former employees.
9. <name> agrees that (he/she) has had full opportunity to consult with an attorney prior to executing this Agreement. <name> has been given a satisfactory period within which to consider this Agreement before signing it and <name> has been given at least 45 (forty-five) calendar days within which to consider this Agreement before signing it, and will have seven calendar days following such signing to revoke it and retain (his/her) College employment.
10. This Agreement constitutes the entire agreement between the parties, and supersedes any and all other agreements, understanding, and discussions, oral or written. No modification of waiver shall be valid or binding unless signed in writing by all parties.
11. This Agreement shall be executed as an Agreement governed by the laws of the State of Washington, and shall be binding upon and inure to the benefit of <name> and the College and, as applicable, their respective agents, representatives, assigns, heirs, executors, successors and administrators. Venue for any dispute under this contract shall be the relevant County Superior Court of the State of Washington.
12. If <name> has not accepted and delivered this offer to the Office of the President or his designee, prior to <closing date>, this offer will be deemed withdrawn and no longer valid.
13. This Agreement is intended to terminate all Individual Employment Contracts and the employer-employee relationship between the parties effective <effective date>. Except as otherwise incorporated in or consistent with the terms of this Agreement, upon the execution of this Agreement by all parties, all Individual Contracts, and all

rights and duties of the parties under the Contracts, shall be terminated and of no further force or effect.

14. >name>'s retirement and relinquishment of employment rights shall be irrevocable, subject only to <name>'s right as provided herein to revoke this Agreement no later than <date>. <name> represents and agrees that (he/she) is entering into this Agreement knowingly and voluntarily.

PLEASE READ CAREFULLY. **THIS IS A VOLUNTARY RETIREMENT AND FINAL RELEASE OF CLAIMS.** YOU HAVE THE RIGHT BEFORE SIGNING THIS AGREEMENT TO REVIEW IT WITH AN ATTORNEY OR OTHER ADVISORS.

FOR EMPLOYEE

DATE

FOR THE COLLEGE

ROBERT K. KNIGHT
President

DATE

Approved as to Form:

Date

DRAFT

DRAFT

DRAFT

DRAFT

Clark College

Voluntary Separation Incentive (VSI) – All permanent employees

(Under the Provision of the State Voluntary Separation, Retirement and Downshifting Program)

Eligibility and Strategic Targeting

Any employee of the college who has at least ten (10) years of continuous, permanent service with the college and is 55 years of age or older may apply for the Voluntary Separation Incentive (VSI).

Participation in this offer is not an entitlement or a right automatically available to all persons who meet the eligibility criteria. The college will accept or deny applications for VSI based on budgetary needs and on the ability to maintain programs and services. Priority will be given based on the order in which individuals apply. Incentives shall not be targeted on the basis of individual or personal factors.

Incentive Amount and Method of Payment

The separation incentive will be a lump sum payment in the amount of \$20,000 or the sum of \$20,000 plus \$1,000 for each full year of permanent service over 10 years, whichever is larger, but not to exceed \$30,000.

Employee may be eligible to defer taxes on the payment depending on individual circumstances.

Payments made to separating employees will be subject to regular withholding of federal income tax and Social Security contributions. However, pursuant to WAC 131-16-011(7), payments to do qualify as “salary” for purposes of retirement plan contributions. The college cannot withhold employee contributions or make employer contributions to your retirement plan with respect to the amount of payment you receive.

The incentive benefits provided under this Plan are separate from and may not be combined with benefits provided under the Retirement/Resignation Early Notification Stipend option established in Article IV, Section G of the Faculty Agreement by and between Clark College and the Clark College Association for Higher Education.

Restrictions

Employees accepting a separation incentive are ineligible for unemployment compensation.

Any employee receiving a separation incentive who returns to state employment within five (5) years as an employee or contractor must repay the incentive.

Members of PERS or TRS retirement plans may begin receiving a retirement income when they become eligible.

Members of the college's retirement plan invested in TIAA/CREF may access funds in their retirement savings upon separation. Such withdrawals may be subject to tax penalty for early withdrawal, depending on age. Those receiving a separation incentive payment are considered to be resigned, not retired and are not eligible for retirement income supplementation from the college.

Health Insurance Eligibility

Based on Health Care Authority determination, individuals separating from employment under this offer will be eligible to continue insurance coverage for up to 18 months under COBRA or may be eligible to purchase ongoing retiree coverage depending on the individual's retirement plan membership.

An employee may elect to deposit all or part of his/her incentive payment into an account at the Health Care Authority (HCA) and the HCA will credit the monthly premium cost for health care coverage against that account. The monthly premium will be determined by the health care plan selected, the number of individuals covered, and the current insurance rates in effect for each month of coverage. This option will be covered by PEBB and/or COBRA rules, where applicable. Any excess monies will be returned to the employee by the Health Care Authority.

Limitations

The cost of the payments for all employees who are approved for voluntary separation of retirement regardless of employee type, must be recovered within two years of implementation of the program.

The college reserves the right to limit the total number of participants in order to preserve the viability of programs and services and the integrity of financial resources.

Provisions

The voluntary separation incentive program will abide by the provisions set forth in the *Voluntary Separation, Retirement and Downshifting Incentive Program for State Employees, 2009-11 Biennium Guidelines*.

Written Agreement

The college will obtain a written agreement signed by the employee indicating their participation is entirely voluntary and that they have read, understand, and agree to abide by the provisions of the plan. The employee's signature will also indicate agreement to waiving any employment-related claims against the college, including but not limited to claims arising under the Age Discrimination in Employment Act. Copy of the agreement is attached.

Application Process and Timing

Those wishing to be considered for this offer must submit an application form to Human Resources no later than 5:00 PM on October 1, 2010. The employee must submit a copy of

their application form to their dean and chair (faculty) or supervisor (staff). The college will provide written notification of whether requests have been accepted or denied no later than 5:00 PM on November 15, 2010.

The effective date of a separation from employment must be no later than June 30, 2011.

The college reserves the right to initiate negotiations with certain applicants for a delayed separation date under this offer to ensure continuity of college operations.

All employee applications under this proposal require approval at the Cabinet Member level to ensure fair application of the programs, that participation meets a legitimate business need, and the accuracy of projected salary savings.

Rights

Attached to this Plan Description is the form of the Voluntary Separation/Retirement Incentive Application & Agreement that you will be required to sign as a condition of receiving plan benefits. Once notified of acceptance, you have 21 calendar days to consider this Agreement before signing it. You will have seven (7) calendar days after signing the Agreement to revoke the Agreement by providing written notice to Human Resources.

This is a Voluntary Separation/Retirement Incentive Plan. It is entirely up to you whether you choose to participate in the Plan or to continue your employment at the college.

You have the right and are advised to consult with your attorney before signing the attached Voluntary/Separation Incentive Application & Agreement. You may also wish to consult with your tax advisor, retirement plan consultant, or other advisor.

Reporting

The college shall submit a report to the Office of Financial Management by June 30, 2011 documenting the outcomes (or anticipated outcomes) of incentives through this process. The report shall be in compliance with the OFM reporting requirement for these programs.

Clark College Coordinator

All questions regarding this plan should be directed to Human Resources at 360.992.2325.

k.wynkoop
7/20/10 DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

CLARK COLLEGE

Voluntary Retirement Incentive Application and Agreement 2010-2011

This Agreement is made by and between Clark College (hereinafter referred to as the College), and **<name>**. The agreement is intended to compensate **<name>** for participation in the Voluntary Employee Retirement Plan, retiring from all College employment, and relinquishing all existing rights to employment. This agreement is also intended to settle and resolve all actual and potential disputes and claims that may arise from or relate to the employment relationship between the College and **<name>** and the termination of that relationship.

To be eligible for a *Voluntary Retirement Incentive* an employee must have had at least ten (10) years of continuous, permanent service with the college, be 55 years of age or older, and have been eligible for normal retirement for at least 12 months by June 30, 2011.

The parties hereby agree as follows:

1. **<name>** hereby retires from (his/her) position at Clark College at the close of business on **<date>** and the College hereby accepts **<name>**'s request to retire from all College employment and associated employment rights effective **<effective date>**.
2. This retirement shall be irrevocable once the agreement is signed and the seven (7) day period allowed for revocation has expired. **<name>** represents and certifies that (he/she) is making this agreement voluntarily and of (his/her) own free will.
3. In consideration of **<name>** giving up (his/her) employment rights and for the release and waiver of claims executed by **<name>**, the College will pay \$_____. The employee will not be eligible for unemployment benefits.
4. The College will withhold federal income tax and Social Security tax contributions from the lump sum voluntary retirement payment under Paragraph 3. of this Agreement. Pursuant to WAC 131-16-011(7), the College shall make no retirement plan contributions with respect to such voluntary retirement incentive payments.
5. **<name>** hereby knowingly, voluntarily, and irrevocably WAIVES AND RELEASES each and every claim and right of every kind whatsoever, which (he/she) currently has against the College, or any trustee, officer, employee, or agent of the College. The claims and rights thus waived and released by **<name>** include, but are not limited to, every claim and right arising in tort or under any contract, including any individual employment contract or collective bargaining agreement, or under any statute, including every claims of race, gender, disability, protected activity, or otherwise. **<name>** makes and gives this waiver and release on the basis of all

current facts, known and unknown, and regardless of possible misunderstanding or undiscovered facts.

6. Without limiting the generality of Paragraph 5. <name> specifically waives and releases the College and any trustee, officer, employee, or agent of the College from liability for any claims arising under the Age Discrimination in Employment Act (ADEA), 29, U.S.C. §623 et seq.; Title VII of the Civil Rights Act of 1964, 20 U.S.C. §2000 et seq.; and the Washington Law Against Discrimination, chapter 49.60 RCW.
7. <name> will not grieve, or file for grievance-arbitration, nor institute a lawsuit in any court of the United States of any state against the College, its officers, employees or agents with respect to any claim or cause of action of any type arising or which may have existed at any time on or prior to the date of <name>'s separation from the College.
8. <name> agrees that (he/she) will not lodge or cause to be lodged any complaint or claim with any state agency wherein there is an allegation of any wrongdoing by the College, its officers, employees, or agents that might result in an award of damages against the College, its officers, employees, agents, or former employees.
9. <name> agrees that (he/she) has had full opportunity to consult with an attorney prior to executing this Agreement. <name> has been given a satisfactory period within which to consider this Agreement before signing it and <name> has been given at least 45 (forty-five) calendar days within which to consider this Agreement before signing it, and will have seven calendar days following such signing to revoke it and retain (his/her) College employment.
10. This Agreement constitutes the entire agreement between the parties, and supersedes any and all other agreements, understanding, and discussions, oral or written. No modification of waiver shall be valid or binding unless signed in writing by all parties.
11. This Agreement shall be executed as an Agreement governed by the laws of the State of Washington, and shall be binding upon and inure to the benefit of <name> and the College and, as applicable, their respective agents, representatives, assigns, heirs, executors, successors and administrators. Venue for any dispute under this contract shall be the relevant County Superior Court of the State of Washington.
12. If <name> has not accepted and delivered this offer to the Office of the President or his designee, prior to <closing date>, this offer will be deemed withdrawn and no longer valid.
13. This Agreement is intended to terminate all Individual Employment Contracts and the employer-employee relationship between the parties effective <effective date>. Except as otherwise incorporated in or consistent with the terms of this Agreement, upon the execution of this Agreement by all parties, all Individual Contracts, and all

rights and duties of the parties under the Contracts, shall be terminated and of no further force or effect.

14. >name>'s retirement and relinquishment of employment rights shall be irrevocable, subject only to <name>'s right as provided herein to revoke this Agreement no later than <date>. <name> represents and agrees that (he/she) is entering into this Agreement knowingly and voluntarily.

PLEASE READ CAREFULLY. **THIS IS A VOLUNTARY RETIREMENT AND FINAL RELEASE OF CLAIMS.** YOU HAVE THE RIGHT BEFORE SIGNING THIS AGREEMENT TO REVIEW IT WITH AN ATTORNEY OR OTHER ADVISORS.

FOR EMPLOYEE

DATE

FOR THE COLLEGE

ROBERT K. KNIGHT
President

DATE

Approved as to Form:

Date

**PROPOSED BOT DATES
2011**

Work session	4:00 p.m.	
Meeting	5:00 p.m.	
January	Tuesday 18 th	4:00 work session 5:00 meeting
February	Tuesday 22 nd <i>Tenure 1st reading</i> <i>Sabbatical 1st reading</i>	4:00 work session 5:00 meeting
March	Tuesday 22 nd <i>Tenure/Sabbatical Vote</i>	4:00 work session 5:00 meeting
April	Tuesday 26 th	4:00 tenure reception 5:00 meeting
May	Tuesday 24 th	4:00 work session 5:00 meeting
June	Tuesday 14 th <i>Commencement June 16th</i>	4:00 work session 5:00 meeting
July	Tuesday 26 th	President's Evaluation BOT Planning Session

**PROPOSED BOT DATES
2011**

August	Tuesday 23 rd	4:00 work session 5:00 meeting
September	Tuesday 27 th	4:00 work session 5:00 meeting
October	Tuesday 25 th	4:00 work session 5:00 meeting
November	Tuesday 22 nd	4:00 work session 5:00 meeting
December	Tuesday 13 th	4:00 work session 5:00 meeting

ADDENDUM

STATE OF WASHINGTON
CLARK COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 14
EMPLOYMENT CONTRACT

This addendum to Robert K. Knight's employment contract extends the appointment on August 3, 2007 through midnight, August 31, 2013. The annual salary shall be one hundred and sixty-six thousand, two hundred and sixty dollars (\$166,260.00), subject to whatever increases may be provided by the Board periodically during the term of the contract.

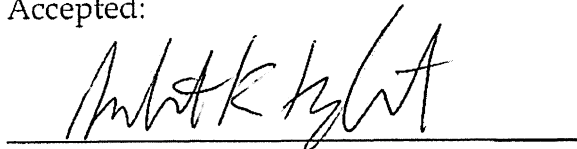
In addition, the President shall receive an additional three (3) days of vacation leave with full salary. Vacation leave shall accumulate to a maximum of thirty (30) days in accordance with RCW 43.01.040 and RCW 43.01.044 unless the President's request for leave is deferred by the Board. Vacation shall be taken at the convenience of the Board and may be paid as terminal leave in accordance with state law.

Executed this 3rd. day of August, 2010.



Jack Burkman, Chair, for and on behalf of,
Board of Trustees of Community College District 14

Accepted:



Robert K. Knight, President
Community College District 14

CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

June 15, 2010

Ellis Dunn Room GHJ 213

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

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

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

I. CALL TO ORDER

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

II. BUSINESS MEETING

A. Review of the Agenda

Chair Jacobs announced that there will be an executive session at the end of tonight's meeting to discuss personnel issues and litigation or potential litigation with counsel.

B. Statements from the Audience

There were no statements from the audience.

D. Statements and Reports from the Board Members

Vice Chair Burkman spoke about the Oswald Awards ceremony. There was phenomenal turnout of friends and family to see the 200 students who were recognized that evening.

Chair Jacobs praised Trustee White for his service, commitment and contributions to the college since board appointment in 2006. Tonight marked his last meeting as he is moving away from the service area and will no longer be eligible to serve as a trustee. Trustee White has been a member of the Strategic Planning Task Force, board representative to the International and TACTC Legislative Committees and he was also Vancouver's First Citizen in 2007. Trustee White thanked Chair Jacobs for her kind words and noted that his hardest decision about moving would be having to leave the college board.

The board then presented Trustee White with a gift of their appreciation and provided light refreshments to those attending the meeting.

E. President's Report

President Knight provided the spring final and summer/fall enrollment reports to the trustees. He discussed the new registration procedures which will allow students to register earlier and will skew the enrollment reports for a bit.

The evening's student success presentation was provided by Alyshia Saltman, ASCC Finance Director and this year's Penguin Award winner.

The President's had no additions to his report which stood as presented.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi clarified for the trustees why the AHE wants to tape their meetings with all college personnel.

2. WPEA

There were no additions to the WPEA report which stood as presented.

3. ASCC

ASCC Vice President Lim discussed the year-end events taking place at the college. She especially noted the 200 students who were recognized at the OSWALD awards. The Spring Thing attendance this year surpassed 350 people and the year ended on a high note. Chair Jacobs acknowledged the ASCC executive team, their decision to have a theme and a focus for their activities this year and all of their professional accomplishments.

Trustee Sen Hoss acknowledged Vice President Lim's leadership and Vice Chair Burkman told her how impressed he was with how many projects she was able to move forward this year.

President Knight acknowledged the ASCC executive team for staging good quality events this year and their success in staying together as a team during a very difficult year.

F. College Reports

1. Office of Instruction—Dr. Dastmozd

Dr. Dastmozd discussed a recent math competition among area high school students. Clark instructors gave the students college-level math problems to solve within a specific time limit. He was very impressed with their math ability and with the difficulty of the subject matter.

eLearning enrollment for the 2010-2011 year will amount to 10% of overall FTES.

Trustee White noted that he was very pleased to see that health benefits have been expanded to include adjunct faculty. Dr. Dastmozd concurred and acknowledged the deans, directors, and executive cabinet for their support of the part-time to full-time position conversions and benefit extensions.

The faculty presentation was conducted by the I-BEST faculty team: Ann Fillmore, Theresa Boyd, Laura Bolster, Kimberly Russell, Betty Barrows, and Kristin Kautz.

2. Administrative Services—Mr. Bob Williamson

Mr. Williamson had no additions to his report and it stood as presented.

3. Student Affairs—Mr. Ted Broussard

Mr. Broussard had no additions to his report and entertained questions from the trustees. Trustee White encouraged the college to continue with the Academic Early Warning system and complimented Student Affairs on their processing of the unusual amount of financial aid requests this year.

4. Human Resources—Dr. Darcy Rourk

Dr. Rourk reported that faculty positions continue to be filled. Trustee Sen Hoss asked how the new positions will impact finances. Dr. Rourk will have that information available at the August meeting.

5. **Planning & Effectiveness—Ms. Shanda Diehl**
Ms. Diehl expressed her appreciation to Trustee White for his participation on the Strategic Planning Task Force and how much she valued his counsel. She clarified information on the worker retraining student needs for pre-college subjects but had no other additions to her report and it stood as presented.
6. **Corporate & Continuing Education (CCE)—Mr. Todd Oldham**
Mr. Oldham noted that there was a 17% increase in enrollment in CCE classes during the spring quarter. He is unsure as to whether that level of enrollment will be sustained this coming year.
7. **Communications & Marketing—Ms. Barbara Kerr**
Ms. Kerr discussed the upcoming commencement ceremony and speaker Heidi Durrow, and the excitement around the college in anticipation of her speech.
8. **Foundation—Ms. Lisa Gibert**
There were no additions to the Foundation report which stood as presented.

III. FIRST READING

- ◆ **2011-2013 Proposed Academic Calendar**
MOTION: Trustee White moved to have the 2011-2013 Academic Calendar placed on the Consent Agenda. The motion was seconded by Trustee Parker and passed unanimously.
- ◆ **2010-2011 ASCC Budget**
MOTION: Trustee White moved to have the 2010-2011 ASCC Budget placed on the Consent Agenda. The motion was seconded by Trustee Parker and passed unanimously.
- ◆ **2010-2011 ASCC Services & Activities Fee**
MOTION: Trustee White moved to have the 2011-2013 ASCC Services & Activities Fee placed on the Consent Agenda. The motion was seconded by Trustee Sen Hoss and passed unanimously.
- ◆ **2010-2011 College Budget**
MOTION: Trustee Parker moved to have the 2010-2011 College Budget placed on the Consent Agenda. The motion was seconded by Vice Chair Burkman and passed unanimously.

Chair Jacobs and the other trustees complimented the college on the collaborative budget process this year which exemplified the practice of shared governance. Chair Jacobs noted that she appreciated the thoughtful communication around the budget that was expressed at the work session and she is very proud of the staff for all the work they have done this year.

CONSENT AGENDA

- ◆ Sabbatical Requests for 2010-2011 Academic Year—from May 2010
- ◆ Minutes from April 27, 2010 Board Meeting
- ◆ 2011-2013 Proposed Academic Calendar
- ◆ 2010-2011 ASCC Budget
- ◆ 2010-2011 ASCC Services & Activities Fee
- ◆ 2010-2011 College Budget

MOTION: Trustee White made a motion to approve the six items on the Consent Agenda. The motion was seconded by Trustee Parker and passed unanimously.

IV. BOARD OFFICER ELECTIONS

Chair Jacobs announced that she was pleased to have served as the Board Chair for the 2009-2010 academic year. She thanked Vice Chair Burkman for his service as well.

Trustee Parker moved to nominate the following individuals for 2010-2011 board officer positions. The motion was seconded by Trustee White seconded and passed unanimously.

♦ Chair	Jack Burkman
♦ Vice Chair	Rhona Sen Hoss
♦ TACTC Liaison	Will be voted upon at July 27 retreat
♦ TACTC Legislative Committee Representative	Will be voted upon at July 27 retreat
♦ Foundation Executive Committee Representative	Will be voted upon at July 27 retreat
♦ Foundation Board of Trustees Representative	Will be voted upon at July 27 retreat

IV. FUTURE TOPICS

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

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Tuesday, August 24, 2010 in the Ellis Dunn Room GHL 213.

The board will hold a special meeting retreat on Tuesday, July 27, 2010 in Room 335 at Clark College at Columbia Tech Center.

VI. EXECUTIVE SESSION

The board recessed for a short break at 6:35 p.m. and convened an executive session under RCW 42.30.110(1) at 6:45 p.m. to discuss personnel issues and litigation with legal counsel. The executive session ended at 7:00 p.m. No action was taken at the executive session. The regular meeting reconvened at 7:00 p.m.

VII. ADJOURNMENT

There being no further business, the meeting adjourned at 7:00 p.m.

Addison Jacobs, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
June 19, 2010

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14, CTC Room 335
July 27, 2010

Trustees Present:

Mmes. Addison Jacobs, Sherry Parker, and Rhona Sen Hoss. Mr. Jack Burkman.

Administrators:

Mr. Robert Knight, President, Mr. Bob Williamson, Vice President of Administrative Services, Ms. Darcy Rourk, Associate Vice President of Human Resources, Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness, Ms. Leigh Kent, Executive Assistant to the President.

Others:

Ms. Kimberly Sullivan, CCAHE

	TOPIC	DISCUSSION	ACTION
I.	Call to Order	<ul style="list-style-type: none"> Chair Burkman called the meeting to order at 8:10 a.m. The agenda was accepted as presented. 	
II.	Business Meeting		
		<ul style="list-style-type: none"> The trustees discussed each section of the 2009-2010 self-evaluation form and rated the board's performance on each topic by a consensus vote. They also discussed the board's strengths, accomplishments, goals for the coming year and areas for improvement. 	
II.1	Board Self-Evaluation		<ul style="list-style-type: none"> For the 2010-2011 evaluation, a section will be added to reflect the board's regular monitoring of the college's scorecard. Chair Burkman requested that the board policy and procedure manual be added to the college's website along with hotlinks to the RCWs and the SBCTC and TACTC websites. Trustee Jacobs requested that board use one of their monthly work sessions to review the policy and procedure manual once the new trustees are on board. Trustee Burkman suggested that the trustees view the manual from the perspective of a new trustee in order to determine whether it explains topics in a thorough manner. Under the <i>Future Topics</i> section of the agenda, add "Fostering Community Partnerships: How Local Businesses can Share with the College to Forge a Partnership".
II.2	Board Documents	<ul style="list-style-type: none"> 	

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14, CTC Room 335
July 27, 2010

TOPIC	DISCUSSION	ACTION
Board Documents	<ul style="list-style-type: none"> • Add to work session: Adequately Monitor the Impact the College has on the Local Community. 	<ul style="list-style-type: none"> • Add to work session: Adequately Monitor the Impact the College has on the Local Community.
	<ul style="list-style-type: none"> • Assignments for the year are as follows: <ul style="list-style-type: none"> o Chair: Jack Burkman o Vice Chair: Rhona Sen Hoss o Foundation Position #1: Jack Burkman o Foundation Position #2: Sherry Parker o Representative to TACTC o Legislative Action Cte.: Sherry Parker o Campaign Leadership Cte.: Rhona Sen Hoss o Campaign Mgmt. Cte.: Rhona Sen Hoss 	<ul style="list-style-type: none"> • These assignments will be revisited upon the appointment of two new trustees this year.
II.3 2010-2011 Board Assignments		<ul style="list-style-type: none"> • The agenda has been restructured as follows: <ul style="list-style-type: none"> o Association Reports will now be known as Constituent Reports and will be comprised of the: AHE, WPEA, ASCC, and Foundation. o The Constituent Reports will be provided to the board in a format chosen by the reporting organization. Written reports will not be included in the board packet but may be either distributed at the meeting or mailed in advance of the meeting by the president's office. o The President's Report will be the only written report included in the packet and will be compiled from material submitted from each of the Executive Cabinet members. Each heading in the report will reflect one of the college's strategic directions: Focus on Learning, Expand Access, Foster a Diverse College Community, Respond to Workforce Needs, Enhance College Systems. o The President will present the report to the board and may request Executive Cabinet participation. However, EC members will not present on a regular basis as they previously have. • The new board agenda and packet format will be used beginning with September 28, 2010 board meeting.
II.4 Board Packets/Meetings	<ul style="list-style-type: none"> • At the request of the board that the monthly meeting materials reflect the role of the board as a policy-making body, and the linking of the board's work to the college's strategic plan, Mr. Knight presented an updated format to the board meeting agendas and packets. 	

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14, CTC Room 335
July 27, 2010

TOPIC	DISCUSSION	ACTION
II.4 Board Packets/Meetings	<ul style="list-style-type: none"> Ms. Rourke and Mr. Williamson presented an overview of the proposed voluntary retirement/separation programs the college is planning to offer to the college in September 2010. South Puget Sound Community College has offered this plan and it was widely accepted and utilized by their faculty and staff. The plan must be approved by the Office of Financial Management and adhere to the savings structure required by the OFM before it may be implemented at the college. The savings to the college will not be realized until the 2012-2013 academic year. By implementing the plan this year, it may save some jobs in the future as more budget reductions are put into place. Up to 70 faculty and staff could be affected by this plan. The college reserves the right to approve or disapprove a voluntary retirement application depending upon the position of the incumbent requesting it. Prior to accepting a voluntary retirement application, the college will consult with the employees' supervisor. 	<ul style="list-style-type: none"> Trustee Jacobs requested that each month's agenda be projected onto the screen at the board meeting so that meeting attendees would be aware of the topics under discussion. This change will be implemented with the September meeting. The trustees requested that an annual board calendar be prepared to reflect each month's discussion topics and actions to be taken at the meetings in addition to the monthly event calendar that the president's office distributes.
II.5 Voluntary Retirement	<ul style="list-style-type: none"> The board and Mr. Williamson discussed the May 2010 work session concerning the future expansion of the college's North Central Site. 	<ul style="list-style-type: none"> The college will obtain OFM approval of the plan and present it to the board for approval in August. Once approved by the board, it will be offered to the college in September 2010. Mr. Williamson will modify some of the language in the documents and prepare a formal policy outlining the intent of the college to move forward with these programs.
II.6 North Central Site		

Minutes of the Special Meeting of the Board of Trustees
Clark College, District No. 14, CTC Room 335
July 27, 2010

TOPIC	DISCUSSION	ACTION
II.7 Succession Planning	<ul style="list-style-type: none"> The board discussed the explosive growth of the college and the need to look at the management structure of the college based upon its expected future growth and the effective utilization of the president's time. 	<ul style="list-style-type: none"> Human Resources will undertake an examination of the college structure and report their findings to the board.
	<ul style="list-style-type: none"> Ms. Diehl summarized how the board goals were created last year and reviewed the proposed 2010-2011 board goals with the trustees. She also reviewed legislative priorities that will be having an impact on the college this year and how to best address those issues with state legislators. 	<ul style="list-style-type: none"> The trustees made suggestions and additions to the list of goals, including the addition of a financial/budget goal. Ms. Diehl will provide an updated version to them by Friday, July 30. She will provide one or two recommended outcomes for each goal; the trustees will review them at the September work session. The board requested that Shanda provide a copy of the Strategic Plan to Mr. White. Ms. Diehl will draft a memo to TACTC Legislative Action Committee from the trustees concerning the college's issues and priorities.
II.8 Board Goals & Legislative Issues		
II.9 First Reading: Consideration of Tenure	<ul style="list-style-type: none"> The board reviewed the consideration of tenure for Tony Chennault. 	<ul style="list-style-type: none"> The consideration of tenure will be moved to the Consent Agenda at the August 2010 meeting.
		<ul style="list-style-type: none"> At 1:30 p.m. the board convened an Executive Session to review the performance of a public employee. The executive session was expected to last until 3:00 p.m. At 3:00 p.m., the board extended the session until 3:30 p.m. The executive session ended at 3:30 p.m. The special meeting reconvened at 3:30 p.m. No action was taken by the board during executive session. The special meeting adjourned at 3:30 p.m.
III. Executive Session	<ul style="list-style-type: none"> 	