

# **Clark College Board of Trustees Packet**

**September 21, 2009**

Clark College  
*The Next Step*

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

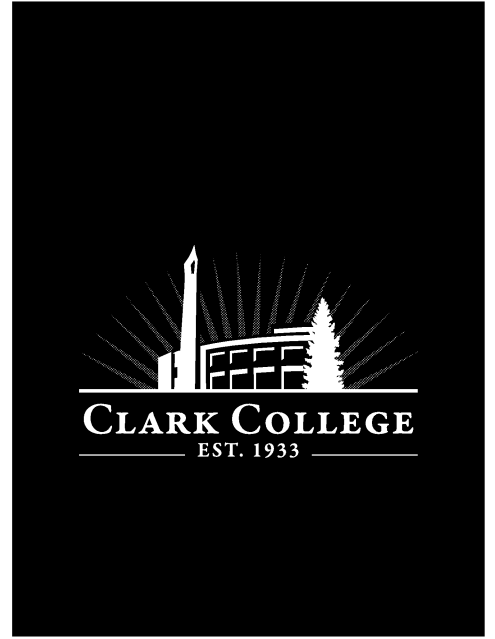
*Strengthen partnerships with local K-12 institutions to support math and science initiatives.*

*Establish partnerships throughout the service area in the design and building of the STEM (Science, Technology, Engineering, and Math) facility and STEM initiatives.*

*Oversee the refinement, communication, and implementation of a shared governance system.*

*Cultivate relationships with community and college stakeholders.*

*Conduct quarterly and annual presidential evaluations.*



# Vision Statement

Extraordinary Education ♦ Excellent Services ♦ Engaged Learners ♦ Enriched Community



# Mission Statement

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

Clark College  
Board of Trustees Packet  
September 21, 2009

Table of Contents

Clark College Vision/Mission	Page i
Agenda	Pages ii-iii
President's Report	Pages 1-3
AHE	Pages 4-5
WPEA	Page 6
ASCC	Page 7
Instruction	Pages 8-10
Administrative Services	Pages 11-15
Student Affairs	Pages 16-22
Human Resources	Pages 23-26
Planning & Effectiveness	Pages 27-28
Corporate & Continuing Education	Pages 29-30
Communications & Marketing	Pages 31-34
Foundation	Page 35
Consent Agenda	Pages 36-40





# CLARK COLLEGE BOARD OF TRUSTEES

Monday, September 21, 2009

Ellis Dunn Room, GHL 213

## AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C	4:00-5:00 p.m.
♦ Center for Leadership Excellence	4:00-4:20
♦ STEM Building	4:20-4:40
♦ Enrollment Data	4:40-5:00
I. CALL TO ORDER	5:00 P.M.
II. BUSINESS MEETING	
A. Review of the Agenda	
B. Statements from the Audience	
<i>Members of the public are provided an opportunity to address the Board on any item of business. Groups and individuals are to submit their statements in writing to the President of the College whenever possible no less than two weeks prior to the meeting. The Board Chair reserves the right to determine time limits on statements and presentations.</i>	
C. Statements and Reports from Board Members	
D. President's Report	
Student Success Presentation	Pages 1-3
E. Association Reports	
1. AHE	4-5
2. WPEA	Page 6
3. ASCC	Page 7
<i>Introductions of ASCC Officers 2009-2010</i>	
F. College Reports	
1. Instruction	
Faculty Presentation: eLearning Initiatives—Michelle Bagley and Cynthia Foreman	Pages 8-10
2. Administrative Services	Pages 11-15
3. Student Affairs	
Enrollment Update	Pages 16-22
4. Human Resources	Pages 23-26
5. Planning & Effectiveness	Pages 27-28
6. Corporate & Continuing Education	Pages 29-30
7. Communications & Marketing	Pages 31-34
8. Clark College Foundation	Page 35

**III. CONSENT AGENDA**

**Consent Agenda**

- ♦ August 31, 2009 Board Minutes

Pages 36-40

**IV. FUTURE TOPICS**

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

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

*The next regular meeting of the Board of Trustees is currently scheduled for Monday, October 19, 2009 in the Ellis Dunn Room.*

**VI. EXECUTIVE SESSION**

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

**VII. ADJOURNMENT**

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



## President's Report September 2009

### Focus on Learning

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

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

### *Progress*

- ❖ The President is engaging in discussions with Administrative Services staff as the project planning phase begins for the STEM facility project.
- ❖ The President attended the annual retreat of Communications and Marketing to share his vision of the coming year with the unit staff. After his remarks, he conducted a question and answer session and listened to issues of concern of the staff members.
- ❖ A leadership workshop was facilitated by the President with the new ASCC officers. He and the Executive Cabinet will be mentoring the officers and working closely with them this year to provide structure and accountability to the student leadership.

### Expand Access

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

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

### *Progress*

- ❖ The President met with a retired faculty member to discuss how he may be of service to the college and assist in developing new opportunities for students. He and the President agreed to continue their discussions and keep their lines of communication open.

- ❖ The President continues to meet with local legislators as they conclude their summer visits to their districts. They fully understand and are receptive to the needs of the college although their ability to provide additional resources is severely limited right now.
- ❖ The President met with Mary Granger (*I Have a Dream* program) and Ara Serjoie to discuss a possible partnership with *I Have a Dream* program and Clark 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*

- ❖ As part of the Opening Day events on September 9, the President announced the implementation of the college's Diversity Plan this fall. Sessions and events concerning diversity will be showcased during Orientation Week with opportunities provided to all staff and faculty to become actively engaged in the plan and the process.
- ❖ The President participated in a retreat with staff from the Larch Correctional Facility to discuss the offender re-entry program that was implemented last year through a partnership with the college, the Vancouver Housing Authority, Community Services Northwest, and 2<sup>nd</sup> Step Housing.

### Respond to Workforce Needs

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

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

#### *Progress*

- ❖ The President addressed the members of the local chapter of the Washington Dental Society at their September meeting and spoke of the needs of the college's dental program. A representative from the faculty and the Foundation were also in attendance that evening and it is expected that contact will continue between the college and the membership in the local chapter.

- ❖ The college and foundation boards and the Executive Cabinet took part in a combined meeting to discuss the resource needs of the college and kick off the silent phase of our comprehensive campaign.

### 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 and Foundation staffs are in close contact discussing partnership opportunities with a local health care organization for significant support of the college's health programs and facilities.
- ❖ The President and Foundation staff continue their meetings with local community leaders about the private support needs of the college.

Robert Knight  
President  
September 10, 2009





**Clark College Association of Higher Education  
Report to the Board of Trustees  
September 21, 2009**

**Facilitating communication**

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

**Bargaining**

The administration has rejected the AHE proposal to compensate the online faculty for the unilateral increase in their workload. AHE will schedule further sessions to discuss this issue. We are hopeful we will be able to resolve this issue through the bargaining process.

AHE and the administration have met to discuss salary issues and will reschedule further sessions to continue to discuss compensation for the faculty.

A proposal was submitted in August by AHE to resolve the staffing issues regarding the 2-year Cosmetology program proposed by Clark College in conjunction with the Clark County Skills center. AHE is awaiting a response from the administration on this proposal.

**Organizational activities**

AHE held a general membership meeting on September 10<sup>th</sup>. Gary McNeil, WEA labor organizer facilitated this meeting. Mr. McNeil comes to us with over 20 years of labor organizing experience including 16 years at the Saul Alinsky Institute. Discussion topics included organizing activities and increasing capacity. Sixty members attended this meeting. Members expressed a desire for more organizational meetings. The senate will be accommodating this request this year.

Elections were held for new senators. Joining the AHE Senate this year are; Senators Judy Van Patten, Eugene Johnson, Izad Korhamee, Nathan Lazar, and Julian Nelson. We are proud to welcome our new senators to the 2009-2010 AHE Senate.

The AHE Senate retreat was held at Riverside Council on September 14<sup>th</sup>. The entire AHE Senate attended for the all day retreat and training. Annual goals were identified and training in advocacy, organizing and labor law was accomplished by Ms. Lisa Lewison, the Clark College Uniserve representative. The training and retreat was very well received.

**Membership**

One new member joined in August.

**Grievances**

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

Submitted by  
Dr. Marcia Roi  
President, CCAHE



The WPEA  
will not be  
submitting a  
written report  
this month



## September Board Report

### ASCC

#### Student Government

The ASCC Executive Council has been hired this summer, and we have made progress on the hiring of Activities Programming Board members. We started leadership training as of August 31<sup>st</sup>; we have participated in the Orchards Park Ropes Course to build skills for developing strong team work and trust. We have also gone through a two day Leadership Intensive workshop with Robert Jeffers where we focused on learning each other's communication styles and how to best communicate with one another to maintain a healthy work environment. Throughout the training we have been learning about our job duties and getting familiar with other department and programs.

- Ashley Schahfer, ASCC President
- Hana Lim, ASCC Vice President
- Rebecca Montoril, ASCC Club Coordinator
- Alyshia Saltman, ASCC Finance Director
- Summer Heasley, ASCC Executive Assistant
- Angela Hooper, ASCC Public Relations Director
- Adriana Bordea, ASCC Activities Director

A handwritten signature in black ink that reads "Ashley Schahfer". The signature is written in a cursive, flowing style.

ASCC President



## Instruction September 2009

### Focus on Learning

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

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

### *Progress*

- ❖ During the September 2009 Faculty Focus, Karla Sylwester and Donna Wittmayer will be leading presentations to share learning strategies they acquired while attending the American Dental Educators Association annual session in March 2009.
- ❖ The Nursing Program, as part of its retention strategies, began offering a pilot immersion class to LPN students returning to complete their RN education. The class is four days in length. Nursing will track the students’ retention and success rates.
- ❖ A one-day Training Workshop was conducted in August in the use of Simulation in nursing education for new faculty.
- ❖ Based upon nursing student feedback and needs, nursing faculty have worked this summer on the implementation of a new computerized testing system. The system provides testing and immediate remediation for students to enhance academic success.
- ❖ Laurie H. Brown, Professor of Nursing at Clark College, has been honored in the Washington State University Vancouver’s Nursing Program’s Alumni Spotlight for 2008-2009. This honor is awarded once a year and recognizes Laurie’s passion for and contributions to nursing and nursing education.
- ❖ Fourteen MRAD students celebrated their graduation on August 28, 2009. Six students have taken the national exam so far and have passed with an average of 92% on the exam. Eight graduates have jobs.
- ❖ Blake Bowers (Dean of Health Sciences), April Duvic (Music), Heidi Fay (Pharmacy Technology), Jenefer King (Medical Radiography), Susan Neiman (Nursing), Stephanie Robinson (Allied Health), Dawn Shults (Pharmacy Technology), and Erin Staples (Health & Physical Education) attended the SBCTC sponsored 2009 New Faculty Institute in Kirkland on September 11.
- ❖ As part of Clark’s participation in the Spark Grant, five faculty members attended a three-day retreat, Reaching College Readiness, offered through The Washington Center at The Evergreen



State College. This retreat is part of the TLC's student learning communities' initiative. The retreat focused on enhancing faculty repertoire for designing engaging, relevant, integrative curriculum aimed at improving key academic skills.

- ❖ Twelve faculty attended a New Faculty Orientation on August 31, 2009, that also included Smart Classroom training.
- ❖ Twenty faculty attended a three-day New Faculty Retreat September 1-3, 2009. The focus of this retreat was improved student success through the learning centered environments and curriculum that actively engage the student and build on students' experience and knowledge.
- ❖ The number of students enrolled in HDEV 116—Motivation and Study Skills increased from 48 in Fall 2008 to 274 in Fall 2009.
- ❖ At instructional unit meetings held on September 10, faculty were encouraged to participate in the Academic Early Warning System.
- ❖ The Math and Science Teaching (MAST) project got underway in earnest in July with a meeting of seven math and physics teachers from Clark plus science and math teachers from five local school districts. Clark's participants included STEM faculty Tina Barsotti, Gothard Grey, April Mixon, Amanda Crochet, Nicoleta Sharp, Carren Walker and Jennifer Farney. This three-year project is funded through the Office of Superintendent of Public Information. Teams of teachers in 8<sup>th</sup> grade, 9<sup>th</sup> grade and high school will be working together with Clark faculty throughout each school year plus summer workshops to develop curriculum and expertise in Collaborative Inquiry Teams (CIT) with a goal of increasing the levels of achievement of math and physics students in the schools involved. Clark will be hosting the one week teacher training project next summer to help increase physics and math knowledge among teachers and translate that ultimately into more sophisticated student mastery.
- ❖ Rassoul Dastmozd and Professor Travis Kibota attended the Washington STEM Initiative Design meeting at WSUV on September 10. The goal of this project is to provide a blueprint for pathways for K-20 students in STEM.

### 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

- ❖ Karla Sylwester and Brenda Walstead will be teaching courses in the new Dental Assisting Program offered through Corporate Education in collaboration with Health Sciences. Shelley

Guinn, an adjunct faculty, has accepted the position as Director of the Dental Assisting Program. This program is funded by ARRA (American Recovery and Reinvestment Act) stimulus funds.

- ❖ The Nursing Program held two information sessions, in the spring and summer, for students interested in pursuing a nursing degree. The sessions were jointly conducted by Clark's Nursing Program, Student Services staff, and WSUV's RN to Bachelor's Degree Program.\
- ❖ The textbook workgroup, led by Michelle Bagley, Director of Library Services and eLearning, completed its work and summarized its findings, offering a dozen alternatives to textbook-business as usual. The final report from the workgroup is available on ClarkNet at <http://intranet.clark.edu/departments/information/instruction/office/index.cfm> (located under Resources and Related Sites).
- ❖ The following CTC course sections are at 100% capacity: HIST& 146—U.S. History, HDEV 116—Motivation and Study Skills, PSYC& 100—General Psychology, SOC& 101—Introduction to Sociology, CMST&210—Small Group Communication, CMST&220—Public Speaking, CMST&230—Interpersonal Communication, ENGL098—Writing Fundamentals, ENGL&101—English Composition (four sections are full), one section of ENGL&102—Composition II, and SPAN&121—Spanish I.
- ❖ Basic Education at Town Plaza Center (TPC) has implemented online CASAS testing. In the first five days of online testing, 336 students were tested for fall quarter.

## 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

- ❖ Nursing Assistant- Certified (NAC) courses are in high demand and nursing has secured a new clinical facility for both RN and Nursing Assistant education. The clinical site, Highland Terrace, will allow an expansion of course offerings for NA-C students in the fall through Corporate and Continuing Education.

Rassoul Dastmozd, PhD  
Vice President of Instruction  
September 10, 2009



Administrative Services  
September 2009

### Focus on Learning

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

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

### Progress

- ❖ Business Service Staff provided training...
  - For Student Affairs staff in Managing Budgets with Excel.
  - During orientation on the new electronic purchasing system.
  - During orientation on new electronic payroll features to access payroll and leave information and to report leave taken.
- ❖ Eight members of the Information Technology Services staff participated in a three-day on-site training class in September on how to more fully utilize an enterprise software deployment tool. This tool will allow Information Technology Services personnel to work more efficiently and provide more flexible solutions for instructional labs.
- ❖ The Director of Security will be involved in the New Employee Success Training orientation on September 15<sup>th</sup>.
- ❖ The Director of Security will be providing Van Training for the college on September 17<sup>th</sup>.

### 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*

- ❖ Information Technology Services has consolidated two open computer labs on the main campus to provide expanded access for students, reduce operating expenses, and provide much-needed general classroom space. Twenty computers have been moved from an open lab in Bauer Hall to a larger open lab in Scarpelli Hall. This lab is more centrally located and has extended operating hours.
- ❖ The Bookstore's textbook rental program for fall 2009 now offers eleven textbook titles, totaling 438 rental units available to Clark students plus 40 calculators. The textbook rental program anticipates a continued 100% rent-through (all titles rented in a quarter). This service currently saves Clark students more than \$28,000.00 per quarter (fall, winter, spring) when compared to the purchase price of new books and more than \$3,300.00 quarterly in calculator savings.

### **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*

- ❖ Information Technology Services has collaborated with Corporate and Continuing Education to develop a specification for a lecture (video) capture system that will be piloted at Columbia Tech Center. This system will record lecture/presentations and related media content that can be delivered via the internet in real time or on demand. The system will offer Corporate and Continuing Education an alternate delivery methodology to provide students more flexible access to instructional materials.

### **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 Fund and Cash Balances report in the Board packet is based on balances as of July 1, 2009. The Total Available Cash Balance of \$589,607 reflects 2008-09 financial activity and 2009-10 budget decisions including:
  - Results of 2008-09 operating fund activity.

- Decisions to fund various technology and equipment needs in support of instruction.
  - Completion of security initiatives.
  - Changes in non-operating fund accounts (i.e. Bookstore, Parking, Auxiliary Services, etc.).
  - Use of fund balance to balance the 09-10 budget.
  - Increase in reserves required to maintain a 10% reserve balance.
- ❖ Facilities Services is converting space in the T Building into two classrooms as well as preparing several offices for faculty to support the increased enrollment. Additionally, former lab space in AA4 and Bauer has been converted to general purpose classrooms.
- ❖ Work to have Columbia Tech Center ready for the first day of classes continues at a steady pace. Faculty moved into the building in early September, and several significant events have been held to celebrate the successful completion of this project. The Columbia Tech Center building also received a Community Pride Design Award which will be presented in November.
- ❖ Bids for the Early Learning Center Phase 1 project will be opened in September, and work will commence in October with an expected completion in August 2010.
- ❖ Work will begin on new gateway signage at East McLoughlin and Fort Vancouver Way as well as at East McLoughlin and East Reserve. The new signage will be similar to the Clark College entrance sign at Columbia Tech Center. This work will also include the installation of a reader board sign on Fort Vancouver Way by the Penguin Union Building (PUB).
- ❖ Facilities Services is completing several smaller projects to support the start of fall quarter, including parking lot maintenance and other minor improvements across the main campus.
- ❖ Information Technology Services personnel have developed an application that allows media technicians to monitor smart classroom equipment from a remote location. With approximately 150 smart classrooms to maintain in four locations, this application is a critical tool that media technicians will use to control, troubleshoot, and schedule preventative maintenance on smart classroom equipment from any Internet-connected computer.
- ❖ The Office of Records and Code Management within Administrative Services is working on several projects including:
- Assisting Student Affairs with managing the revision of the Code of Student Conduct, which involves formally amending portions of the college's Washington Administrative Code (WAC).
  - Coordinating significant revisions of the 400 and 500 sections of the Administrative Procedures Manual. These revisions will be presented to Executive Cabinet for approval.
  - Managing a substantial public records request that involves multiple departments within the college.
- ❖ Executive Cabinet recently approved recommendations from a college-wide task force to improve and clarify how basic events (including Board meetings) are scheduled, funded and supported throughout the institution. An events handbook will be distributed to the college this fall to provide a uniform, consistent set of rules, rates, and guidelines for holding and hosting events.

Bob Williamson  
Vice President of Administrative Services  
September 10, 2009

# Clark College - Budget Status Report

## August 31, 2009

Sources of Funds (Revenues)	2009-10 Budget	Revenue to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	30,438,277	4,337,424	26,100,853	14.2%
Tuition	13,259,316	4,380,203	8,879,113	33.0%
Running Start	5,863,371	67,827	5,795,544	1.2%
Excess enrollment	5,005,683	-	5,005,683	0.0%
Dedicated, matriculation, tech, cont ed	3,172,900	706,529	2,466,371	22.3%
<b>Total Operating Accounts</b>	<b>57,739,547</b>	<b>9,491,982</b>	<b>48,247,565</b>	<b>16.4%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	3,489,377	136,609	3,352,768	3.9%
Internal Support	1,304,146	95,521	1,208,625	7.3%
ASCC less PUB	1,548,721	323,673	1,225,048	20.9%
Bookstore	5,397,214	356,974	5,040,240	6.6%
Parking	259,969	67,154	192,815	25.8%
Auxilliary Services	1,564,510	224,290	1,340,220	14.3%
Financial Aid	30,779,988	3,524,931	27,255,057	11.5%
<b>Total Other Accounts</b>	<b>44,343,925</b>	<b>4,729,151</b>	<b>39,614,774</b>	<b>10.7%</b>
<b>Total Sources of Funds</b>	<b>102,083,472</b>	<b>14,221,133</b>	<b>87,862,339</b>	<b>13.9%</b>

Uses of Funds (Expenses)	2009-10 Budget	Encumbrance Expenditures to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	838,309	92,422	745,887	11.0%
Vice President of Instruction	35,763,650	3,840,578	31,923,072	10.7%
Vice President of Administrative Services	10,169,863	2,446,432	7,723,431	24.1%
Vice President of Student Affairs	7,170,232	999,502	6,170,730	13.9%
Associate Vice President of Planning & Effectiver	438,336	64,976	373,360	14.8%
Executive Director of Corporate & Continuing Ed	966,266	199,026	767,240	20.6%
Executive Director of Communications	1,184,871	403,198	781,673	34.0%
Associate Vice President of Human Resources	1,208,020	182,803	1,025,217	15.1%
<b>Total Operating Accounts</b>	<b>57,739,547</b>	<b>8,228,936</b>	<b>49,510,611</b>	<b>14.3%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	3,489,377	503,580	2,985,797	14.4%
Internal Support Services	1,304,146	246,417	1,057,729	18.9%
ASCC less PUB	1,548,721	128,638	1,420,083	8.3%
Bookstore	5,397,214	758,512	4,638,702	14.1%
Parking	259,969	43,573	216,396	16.8%
Auxilliary Services	1,564,510	209,485	1,355,025	13.4%
Financial Aid	30,779,988	3,458,401	27,321,587	11.2%
<b>Total Other Accounts</b>	<b>44,343,925</b>	<b>5,348,606</b>	<b>38,995,319</b>	<b>12.1%</b>
<b>Total Uses of Funds</b>	<b>102,083,472</b>	<b>13,577,543</b>	<b>88,505,929</b>	<b>13.3%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>643,590</b>		
Capital Projects - Revenue & use of fund bal	9,801,250	817,325	8,983,925	8.3%
Capital Projects- Expense less depr	9,801,250	817,325	8,983,925	8.3%
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

c. Bob Knight, Bob Williamson, Karen Wynkoop  
e. Theresa Heaton, Cindi Olson, Sylvia Thornburg  
Ron Hirt, Accounting 9/10/09

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

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

s.sand 8/20/09





Student Affairs  
September 2009

### Focus on Learning

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

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

### Progress

- ❖ The Health Services Officer has proposed an action plan to the Emergency Response Team for a proactive response to the expected H1N1 outbreak this fall. Plans include the following: collaboration with Communications and Marketing to create a web presence about H1N1, creation of a twitter account to follow Health Services for H1N1 updates, e-mails to student, faculty and staff distribution lists, flyers posted highlighting flu prevention, hand washing reminder signs placed in all restrooms, and installation of hand sanitizer stations near computer labs and other places people congregate.
- ❖ The Academic Early Warning (AEW) Faculty Liaison has implemented the following strategies to increase faculty participation in AEW: Met with Instructional Administrators to support inclusion of language about AEW in faculty syllabi, planned and presented two training sessions for faculty during orientation, created and mailed a letter geared toward increasing adjunct faculty participation, presented two Welcome Day sessions for students about AEW and general success tips and implemented specific changes to the system requested by faculty who used AEW last year.
- ❖ Students placed on academic probation after Spring quarter were contacted by letter, phone call and/or e-mail to meet with the Retention Advisor as part of the Retention Plan goal on probation. As of this writing, over 41 Academic Success Plans were created with a commitment for follow up with the Retention Advisor. The Advising Department has also created a system that will track the success of the students on academic probation that have met with the Retention Advisor and compare their success rates to those students on academic probation that did not follow through.
- ❖ The Multicultural Retention Manager attended the Multicultural Student Services Directors Council meeting in Bellevue on August 5-7. The council discussed the budgets, diversity work, retention of students of color strategies, professional development, and began planning for the annual Student of Color Conference.
- ❖ Student Life and Multicultural Student Affairs staff conducted leadership training with the 2009-2010 Associated Students of Clark College (ASCC) student government and the Peer Mentors on August 31-September 18. The sessions included team building activities, a ropes course, job responsibilities and expectations, building relationships around campus, and how to be an effective leader.

### 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*

- ❖ At this point, Clark College has the largest RS headcount in the state and nearly all of these students registered online. A total of 213 RS students have qualified for the new fee waiver which was approved by the Legislature last spring. Students who qualify for either free or reduced-price lunch at their high schools can provide proof to the RS office and receive a fee waiver for some or all of the fees associated with their classes.
- ❖ Staff from Advising, Running Start, Admissions, Financial Aid and Career & Employment Services participated in the Clark College at Columbia Tech Center (CTC) Open House on August 29. All departments represented there assisted the approximately 1100 community members by providing information about programs and resources available and enrolling those ready to sign up.
- ❖ Seven additional New Student Orientations were added to the schedule between August 24 and September 4 to accommodate the surge of incoming fall students. This addition increased capacity by 140 seats. Students who were unable to attend an orientation session are being referred to the New Student Welcome Day on September 18.

#### **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*

- ❖ This summer, the Office of International Programs updated several promotional materials including the International Programs view-book, electronic brochure, bookmark, and application form. In addition, they created a new Japanese collateral piece highlighting messages from Japanese students, an international banner, and a poster to be used in the offices of educational consultants, advisors, and schools.
- ❖ The International Recruitment Manager and President Knight met with 30 citizens of Mihama, Japan and their mayor on August 27 at the Fort Vancouver Historic Reserve to create a relationship with Clark College. As a result, the IP Recruitment Manager was invited to Mihama City in November to meet the Mayor and several professors from Nagoya, Japan. In addition, International Programs staff has secured a discount with Extended Stays Hotel in Vancouver to accommodate international students who desire furnished apartments.
- ❖ The ESL and Latino Outreach Coordinator and Danette Randolph (Workforce Education, Basic Education & Economic Development) met with Father Armando and staff from St. John the Evangelist Catholic Church on August 20 to discuss possible ESL class offerings at the church during the 2009-2010 academic year.

- ❖ The ESL and Latino Outreach Coordinator conducted a total of 15 presentations from August 24-31 to approximately 165 adult Asian, Russian, Arabic, and Latino prospective students during the Vancouver School District English Language Learners intake at Fort Vancouver High School. Over 80 parents were advised regarding enrollment in English as a Second Language (ESL), General Educational Development (GED), and Adult Basic Skills (AB) programs, as well as Integrated Basic Education Skills Training (IBEST).
- ❖ Two Clark students were hired as Peer Mentors through Multicultural Student Affairs (MSA) and they are currently in training with ASCC officers. Peer Mentors help students navigate the college system and assist with MSA retention efforts. A third student was also hired as the MSA Assistant to help promote and support diversity events on campus.

### Enhance College Systems

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

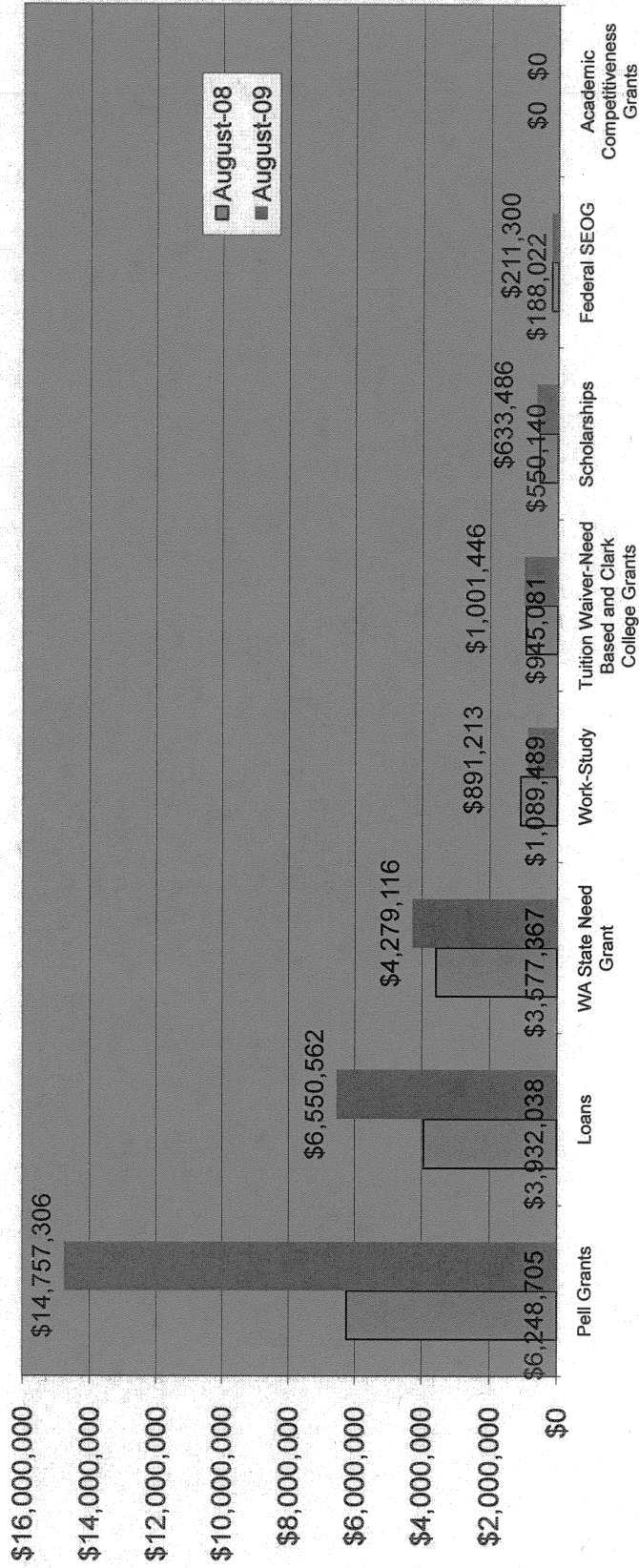
- Improve college infrastructure to support all functions of the college.
- Develop and implement an effective advising system to enhance student success.
- Seek alternate resources, such as grants, philanthropy, and partnerships to fulfill the college mission.
- Refine, communicate, and implement a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

### Progress

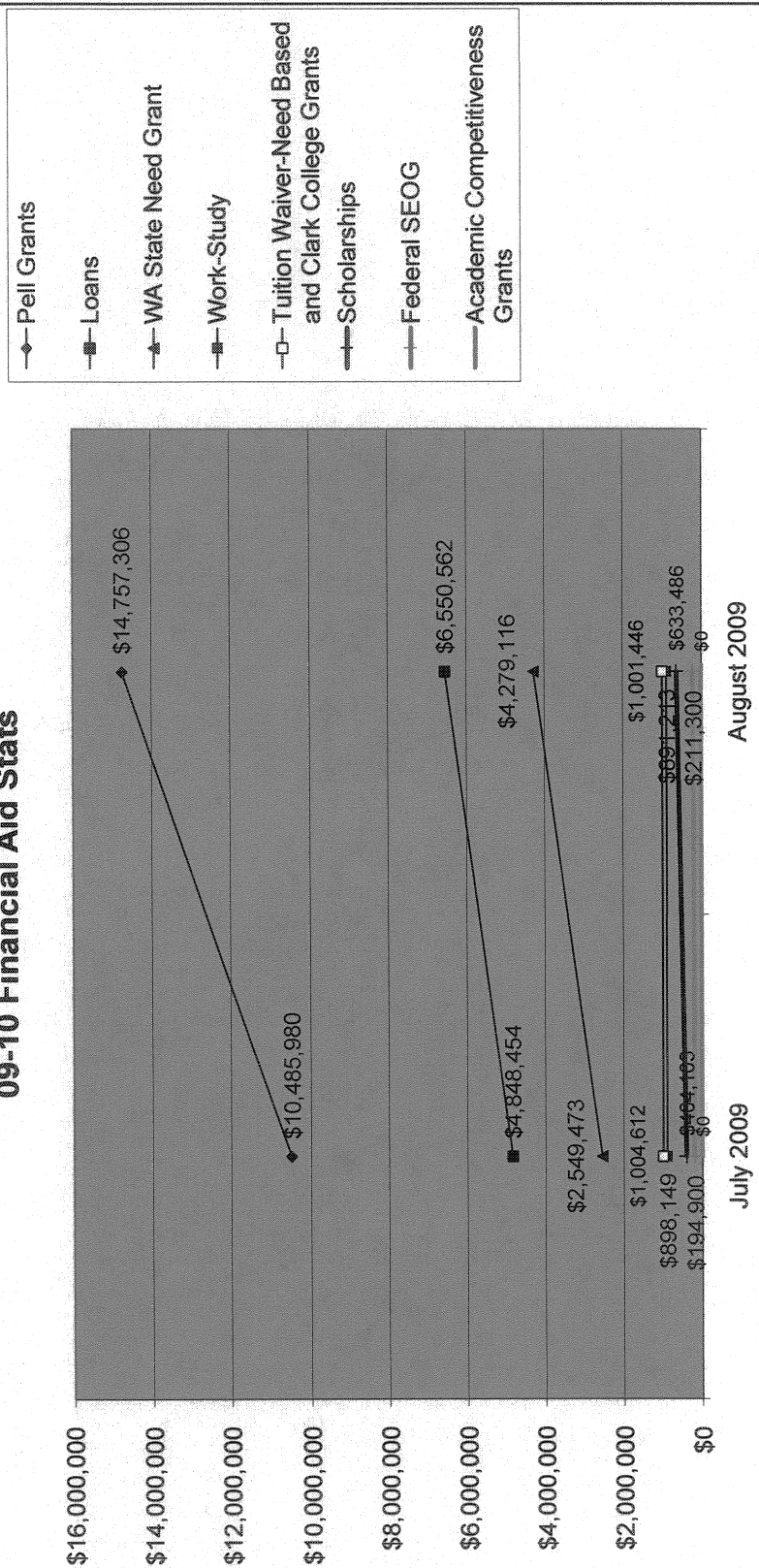
- ❖ The Advising office assisted 551 new students registering for classes on the first two days of New Student Registration. To prepare for the high demand for advising services at that point in the cycle, advisors carefully planned and put in place the following procedures: group advising sessions, color-coded sign-in slips, assistance from Career and Employment Services to take phone calls, and additional computers for students to register. The result of these efforts was better efficiency and reduced wait times for students. During this time frame last year, advisors indicated wait times of up to two hours due to high demand, but with the new procedures in place this year, the typical wait time for new students was no more than 15-20 minutes.

Ted Broussard  
Interim Vice President of Student Affairs  
September 10, 2009

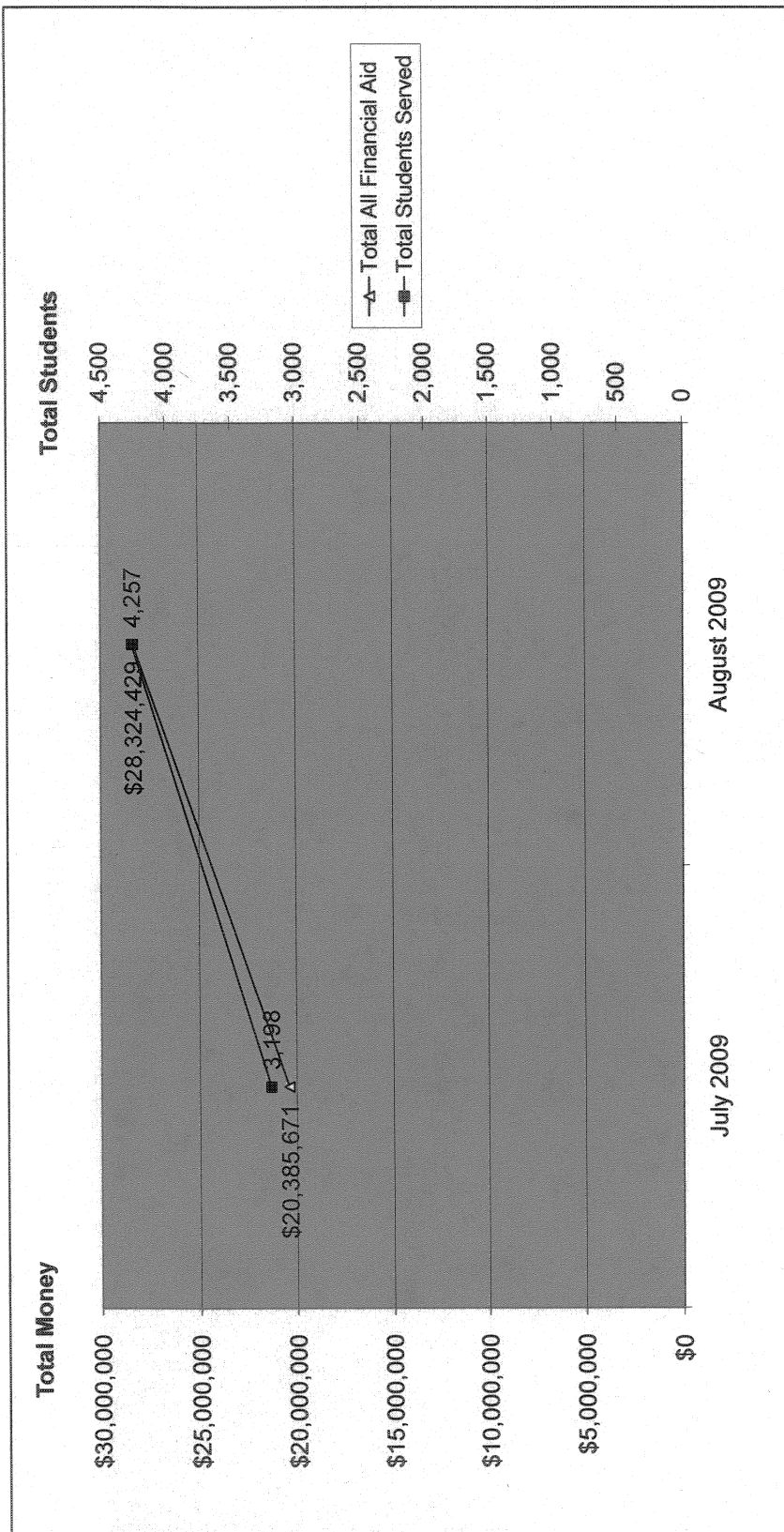
# Comparison Chart August



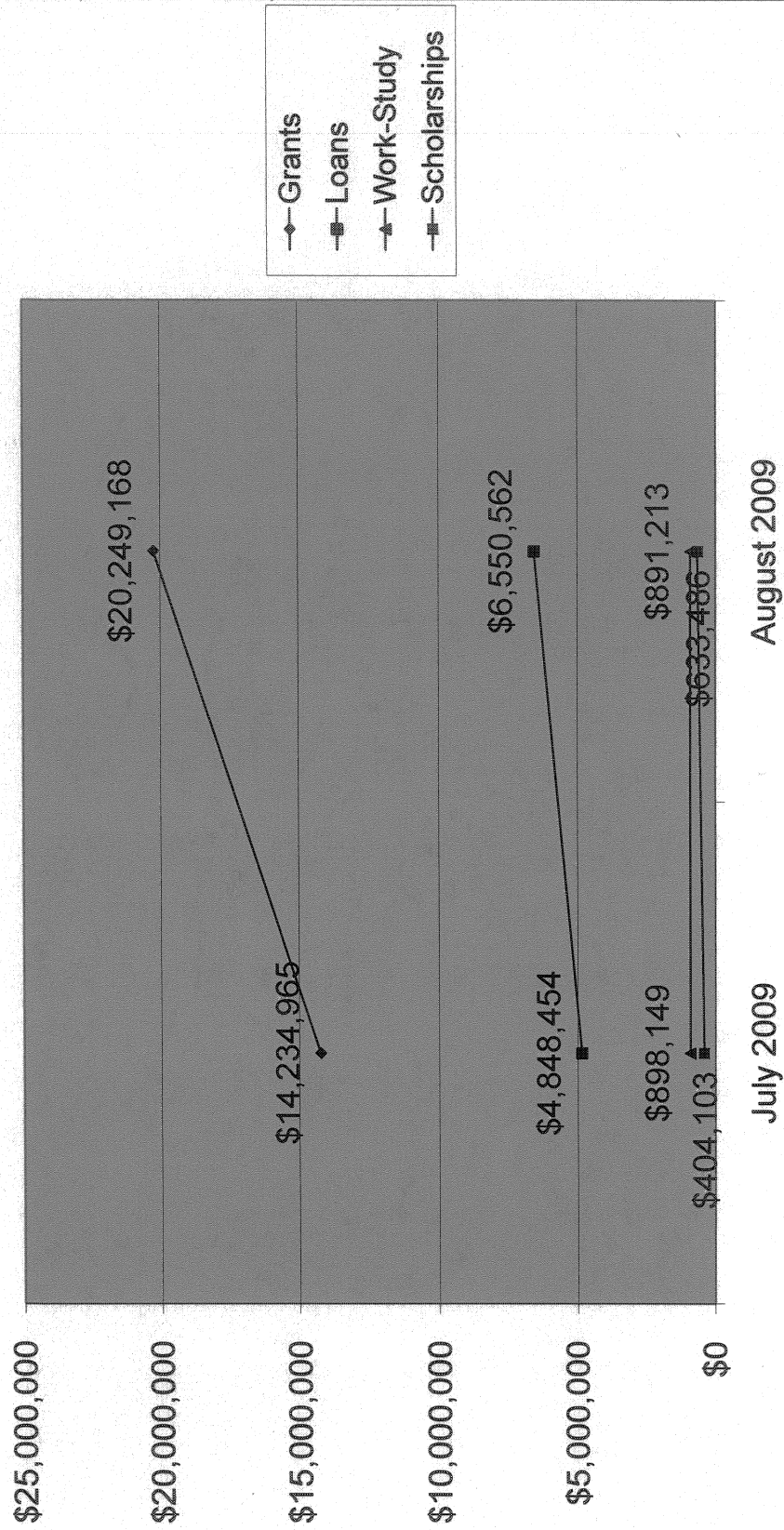
## 09-10 Financial Aid Stats







## 09-10 Funding Types







## Human Resources Board Report September 2009

### Foster a Diverse College Community

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

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

#### *Progress*

- ❖ The Director for Equity and Diversity presented information on the diversity plan to the college community during the fall orientation opening day program.
- ❖ Numerous diversity-focused trainings are incorporated into fall orientation including: Learning from ESL Mentors, Penguins from all Nations, Academic Early Warning, Retention Committee update, ADA accommodations, Dynamic Delivery for Innovative Learning, Faculty Focus on Teaching and Learning, What staff Can Do To Help ABE Students Navigate Clark's Systems, Divided We Fall, and the Cultural Pluralism Committee discussion on power and privilege
- ❖ Excellence awards were distributed to faculty and staff at the Fall Orientation program. Scott Root, Information Technology Services, was the recipient of the Summer Quarter 2009 Classified recognition award; Jim Meek, Information Technology Services, and May Jolly, Bookstore, were recipients of the Annual Classified Excellence Award. Faculty excellence awards were presented to: Priscila Martins-Read, ENL; Katherine Sadler, History; and Lisa Staley, Art. Service awards were presented to 68 employees including George Akau, Culinary Arts with 35 years of service and Chuck Epton, Philosophy, 40 years of service.
- ❖ Attached is a summary of personnel actions including appointments, reallocations, resignations, retirements and position vacancies. The following appointments have been made:

Connie Anderson was appointed to the full-time permanent classified position as Library and Archives Paraprofessional 4 at Columbia Tech Center effective September 9, 2009. Connie has a BA in Home Economics from Washington State University and previous work experience with Nordstrom and Battle Ground School District

Bruce Moulton was appointed to the part-time 50% permanent classified position as Mail Carrier-Driver in Central Services effective September 21, 2009. Bruce has a BA in History/Education from Adams State College and an MAT in Education from Colorado College. He has previous work experience with Colorado College, Lockheed-Martin, Kaman Sciences, PRC and Infotec Development.

Geal Polf was appointed to the full-time permanent classified position as Maintenance Custodian in Facilities Services at Columbia Tech Center effective September 15, 2009. Geal has an AA in Automotive Mechanics from Arizona Automotive Institute and previous work experience with Fineline Pacific, Bax Global/Intel, Aloha Properties and Orowheat Company.

Tiffany Williams was appointed to the full-time temporary exempt position as Workforce Pathways Program Manager in Workforce and Basic Education effective September 21, 2009. Tiffany has a BS in Communications from East Carolina University and previous work experience with Mediation Center of Eastern Carolina, The Instant Web companies and Wilson Community College.

## Enhance College Systems

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

- Improve college infrastructure to support all functions of the college.
- Refine, communicate, and implement a shared governance system.

### *Progress*

- ❖ Shared Governance is the topic for the Penguin Round Table scheduled for September 11, 2009. The objective is to build better understanding and communication around shared governance. Andrew Apter from the Teaching and Learning Center is the facilitator for the event.
- ❖ Human Resources is working with Business Services/Payroll and IT to implement a web-based Time and Attendance Reporting system. The system was developed by Bellevue Community College in partnership with several other colleges and is now available to Clark College. The system is expected to improve efficiency, timeliness and accuracy of time and leave reporting processes, provide more accessibility to information for employees and supervisors, and comply with state and federal regulations regarding time reporting for employees. Payroll and Human Resources has met with a work group and departments to review the system and develop a plan for implementation.

Katrina Golder  
Associate Vice President of Human Resources  
September 10, 2009

HUMAN RESOURCES EMPLOYEE REPORT  
September-09

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
<b>APPOINTMENTS/REALLOCATIONS</b>						
Connie Anderson	Library and Archives Paraprofessional 4	9/9/09	Columbia Tech Center (CTC)	Classified	Full-time	New
Bruce Moulton	Mail Carrier Driver	9/21/09	Central Receiving	Classified	Part-time 50%	Replacement
Geal Polf	Maintenance Custodian	9/15/09	Columbia Tech Center (CTC)	Classified	Full-time	New
Tiffany Williams	Workforce Pathways Manager	9/21/09	Workforce Education TPC	Exempt	Full-time temporary	Replacement

**RETIREMENTS/RESIGNATIONS/SEPARATIONS**

Jill Caughman	Program Assistant	10/8/09	Larch Corrections	Classified	PT 80%	Resignation
Gail Liberman	Associate Director TLC/DH Instructor	9/18/10	TLC and Dental Hygiene	Faculty	Full-time	Retirement
John Lundy	Anthropology Instructor	9/18/10	Anthropology	Faculty	Full-time	Retirement
Linda Taylor	Grounds and Nursery Services Specialist 2	8/28/09	Facilities Services	Classified	Full-time	Resignation

**VACANT POSITIONS  
RECRUITING**

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Administrative Assistant 2	8/24/09	Operations and Auxiliary Services	Classified	Full-time temporary	New
Associate Director of Basic Education	9/22/09	Basic Education	Admin	Full-time temporary	Replacement
Associate Vice President of Human Resources	6/30/09	Human Resources	Admin	Full-time	Replacement
Communications Officer	8/31/09	Security and Safety	Classified	Full-time	Replacement
Corporate Education Manager	9/16/09	Corporate and Continuing Ed	Exempt	Full-time	Replacement
CTC Building Administrator	8/18/09	Columbia Tech Center (CTC)	Admin	Full-time	New
Custodian 1	7/28/09	Facilities Services	Classified	Full-time	Replacement
Custodian 1	7/28/09	Facilities Services	Classified	Full-time	New
Custodian 1	TBD	Facilities Services CTC	Classified	Full-time	New
Custodian 3	8/19/09	Facilities Services	Classified	Full-time	Replacement
Early Childhood Specialist 2	9/14/09	Child and Family Studies	Classified	FT 9 month	Replacement
Dean of Social Science and Fine Arts (SOFA)	9/21/09	Instruction	Admin	Full-time	Replacement
Grounds and Nursery Specialist 2	9/17/09	Facilities Services	Classified	Full-time	New/Reorg
Instruction & Classroom Support Technician 2	8/20/09	Columbia Tech Center (CTC)	Classified	Part-time 50%	New
Library and Archives Paraprofessional 2	8/13/09	Cannell Library	Classified	Full-time	Replacement
Office Assistant 2	9/14/09	Safety and Security	Classified	Full-time	Replacement
Program Specialist 2	8/10/09	Financial Aid	Classified	Full-time	Replacement
Program Specialist 2	8/17/09	CTC Student Affairs	Classified	Full-time	New

VACANT POSITIONS  
ON HOLD

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

\*Position currently filled as full-time temp  
 OUF-Open Until Filled TT - Tenure track  
 Clark College Human Resources  
 09/10/09



## Planning and Effectiveness September 2009

### Focus on Learning

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

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

### Progress

- ❖ Provided data to nursing program to identify first and second year students who dropped out during 2008-09, which were 5.7% of the students. The purpose for this data was to identify potential needs to help students be more successful.
- ❖ Completed the annual transfer report that measures the transfer rate among transfer ready students (i.e. students with an intent to transfer and completed 45 credits or completed an AA degree) who left in 2007-2008 and did not return in 2008-2009. Overall, 56.6% of transfer-ready students who left Clark College during the 2007-08 academic year transferred to a four-year university within one year of leaving Clark College. These students can be divided into two groups: graduates and transfer-ready leavers (i.e. students with an intent to transfer and completed 45 credits). There was a statistically significant difference in the proportion of graduates who transferred (64.0%) and the proportion of transfer-ready leavers who transferred (45.9%), with graduates being 2.3 times more likely to transfer than transfer-ready leavers ( $p < .001$ ).

Additionally, other specific student characteristics increased the odds of the likelihood all students in the study transferred after accounting for the differences between graduates and transfer-ready leavers:

- Male students were 1.6 times more likely to transfer than female students ( $p < .001$ ).
  - Students who did not start their college careers at Clark College (i.e. nonnative students) were 1.5 times more likely to transfer than those who began their college career at Clark College (i.e. native,  $p < .01$ ).
  - Running Start students were 2.9 times more likely to transfer than other students ( $p < .001$ ).
  - No statistically significant relationship existed between race, disability status, or age and transfer rate.
- ❖ Presented the Student Achievement Initiative to Instructional Unit meetings and Student Affairs. The purpose of the presentation was to capitalize on Clark’s collective commitment to student success by using the student achievement measurement system in our continuous improvement processes where appropriate.

- ❖ Presented a workshop about continuous improvement and strategic planning. The purpose of the workshop was to introduce the continuous improvement process that will occur at all levels of Clark College through operational planning and how its relationship to the strategic plan and the accreditation process.
- ❖ Presented a workshop about making data informed decisions. The purpose of the workshop was to identify questions college employees may have about effectiveness and offer data sources and methods to determine the effectiveness of strategies to support student success.
- ❖ Presented a workshop about grants development at Clark College. The purpose of the workshop to inform the college community about the grants development process and provide information, directions, and resources needed to develop proposals.

### 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

- ❖ Completed and distributed the Career and Technical Survey. The intent of the survey is to identify what students are doing after they leave or graduate from a Clark College career and technical program. One in five students (21%) responded to the survey (n=151). Of those students:
  - 89% feel they accomplished their primary goals for attending Clark College.
  - 73% of the respondents are currently employed. 77% of employed students are employed within their field of study.
  - 53% of respondents who reported wage information reported earning \$16.00 or more.
  - 30% of respondents who reported wage information reported earning \$18.00 or more.

Shanda Diehl  
Associate Vice President, Planning and Effectiveness  
September 10, 2009





## Corporate & Continuing Education September 2009

### Expand Access

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

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

### Progress

- ❖ Corporate & Continuing Education delivered “Exploring Welding 108” to nine young men and one young lady from the ESD 112 Youth Workforce Program. The two-week class taught by Clark College welding instructor John Kuhn was concentrated into a “boot camp” to mirror a fulltime welding job.
- ❖ Corporate & Continuing Education (CCE) staff, 14 CCE instructors and 25 CCE volunteers participated in the August 29th Open House at CTC. Instructors volunteered their time to promote Tai Chi, dancing, painting, technology, and cooking classes. As of September 10, CCE has processed 448 registrations for fall continuing education classes at CTC.

### Respond to Workforce Needs

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

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

### Progress

- ❖ On September 10, Todd Oldham and Fire Academy Program Manager Brian Stewart traveled to Bates Technical College in Tacoma to observe a day in their Fire Academy. The second Corporate Education Fire Academy cohort will begin on October 12, with trainees from the Vancouver Fire Department and Clark County Fire & Rescue.
- ❖ Corporate Education has been awarded a second Job Skills Program (JSP) grant by the State Board of Community and Technical College (SBCTC) for FY09-10. The \$85,000 grant will fund a Lean Enterprise Certification program to 34 manufacturing employees from Clark County and Klickitat County.

- ❖ Clark College's Corporate & Continuing Education department has received an additional \$166,776 in American Recovery and Reinvestment Act (ARRA) stimulus funds through the Southwest Washington Workforce Development Council (SWWDC) to develop and deliver four new programs: Energy Auditor Professional, Ophthalmic Medical Assistant, Physical Therapy Aide, and Cardiovascular Technician. All four programs are scheduled to begin in late fall, early winter.
- ❖ Through the Workforce Innovation in Regional Economic Development (WIRED) initiative, Clackamas Community College has contracted with Clark College Corporate Education to offer a Leadership Academy that will run from October of 2009 through June of 2010. The academy consists of leadership and mentor training, as well as a significant Cooperative Work Experience component. There are 23 leadership trainees and 13 mentors from 8 companies, including Anderson Dairy, Columbia River Carbonates, Frito Lay, Liberty Steel, Linear Technologies, nLIGHT, and Xerox.

Todd Oldham  
Executive Director  
Corporate & Continuing Education  
September 10, 2009



## Communications and Marketing September 2009

### Focus on Learning

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

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

### Progress

- ❖ Work on the winter 2010 issue of *Clark College Connections* is now underway. Articles under consideration include stories on the college’s STEM initiatives, this year’s Exceptional Faculty and Classified Staff honorees and an update on the opening of Clark College at Columbia Tech Center.
- ❖ The 2009-2010 student handbook was delivered as scheduled on September 1, 2009.
- ❖ Data entry of program curriculum into the program curriculum database continues in the Office of Instruction.
- ❖ Erica Schwenneker participated in a catalog timeline planning meeting, chaired by Dean Ray Korpi, to establish the revision process and deadlines for the 2010-2012 catalog. An expanded timeline including production dates (including photography planning, bid timelines and page template layouts) will also be developed.
- ❖ The Communications and Marketing team held a daylong strategic planning session focusing on goals and objectives for the coming year as well as ways to enhance departmental processes for customer relations and communication. Follow-up planning is now underway.
- ❖ The community open house for Columbia Tech Center was held Saturday, August 29. Marketing Director Brian Scott coordinated the creation of promotional materials, signage and advertising. Many departments across the college were instrumental in planning and staffing the successful event which attracted more than 1,100 people and gained advance news coverage

### 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 Access, cont'd.

- 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 fall 2009 enrollment marketing campaign continues through the week of September 21.
- ❖ Two new television spots, targeted to millennials, are airing in September. In the last week of the fall enrollment marketing efforts, the new spots will rotate with the three television spots that were created last year.
- ❖ In September, newspaper advertising will promote the new 2-day-a-week AA program at Clark College at Columbia Tech Center. It will also promote the Addictions Counselor Education program for fall.
- ❖ Brian Scott, Director of Marketing, coordinated and participated in joint meeting of Athletics and Communications & Marketing staff members to discuss athletic publications and Web content featuring sport-specific information for 2009-2010 academic year.
- ❖ Communications Specialist Erica Schwenneker wrote and edited a tuition and fees reminder message that was distributed through student e-mail. She also created the text for a new Clark Web page with updated information about tuition and fees, financial aid, and STEPP. Graphic Designer Jenny Shadley created a fresh Web ad that guides students to that page.
- ❖ Brian Scott and Pat McDonald partnered with Dr. Marcia Roi in support of the college's Addictions Counselor Education program. They identified the target audience (40+ people with previous life experience in addictions), developed and designed the home page Web ad and Web page with additional information (links to be expanded at a later date), a 24-page student handbook, newspaper ads and a flier. Dr. Roi reported a significant increase in inquiries regarding the program.

#### Foster a Diverse College Community

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

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

### *Progress*

- ❖ Tahnya Huneidi, Kathy Murphy, Erica Schwenneker and Barbara Kerr continue their service on the 2009 CFD Planning Committee. Erica Schwenneker, Communications Specialist created the initial draft, design and layout of Combined Fund Drive flier in support of 2009 CFD campaign. Kathy Murphy coordinated and staffed an information table on opening day of fall orientation.
- ❖ Erica Schwenneker provided editing review and support for the revision of the International Programs view book and application.
- ❖ Wei Zhuang created an International Speakers Bureau and Community Friends brochure for International Programs. The brochure is intended to foster the exchange of ideas and experiences between Clark's international students and the community at large.
- ❖ With support from talented individuals in a number of college departments and staff of Clark-Vancouver Television (CVTV), Communications and Marketing Executive Director Barbara Kerr coordinated a new penguin nation music video to launch the 2009-2010 academic year. "Penguins Want to Have Fun" was unveiled on opening day of fall orientation. It's now available on the Clark College Web site: [http://www.clark.edu/video/penguins\\_want\\_to\\_have\\_fun/](http://www.clark.edu/video/penguins_want_to_have_fun/)

### **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 Wei Zhuang created a Center for Leadership Excellence Web template for Corporate and Continuing Education. The Center for Leadership Excellence is a collaborative project of Clark College, the Fort Vancouver Historic Trust, and other community partners.
- ❖ Barbara Kerr is working with Todd Oldham in support of an information session at CTC for Columbia Tech Center businesses. The session, which will showcase corporate training opportunities at the new facility, is scheduled for October 14.
- ❖ Web Specialist Tahnya Huneidi developed the Corporate Learning Center Room rental page which is linked from the CTC site area. It includes images of facilities/rooms in CTC, floor plans correlating with a table listing room details, and an inquiry form which inserts information into a database and then sends the inquiry via e-mail.

## 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*

- ❖ Designer Jenny Shadley created a new brochure for Facilities Services. The brochure outlines their work order process.
- ❖ Kathy Murphy and Barbara Kerr continue to partner with YWCA Clark County in planning for the 2010 Women of Achievement celebration. The event will be held on Friday, March 19, 2010 at the Hilton Vancouver Washington.

Barbara Kerr, APR  
Executive Director of Communications and Marketing  
September 10, 2009





## Foundation September 2009

### Expand Access

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

- 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*

- ❖ In an effort to address scholarship needs, the Foundation has established a pilot program for part- and full-time students to apply for tuition assistance for winter and spring quarters 2010. It is designed to reach students who do not qualify for financial aid or sponsored programs, but who still have financial need. Typically, these are students working to pay their way through school. We have partnered with the Financial Aid staff for their assistance in determining who will qualify for the awards. The funds being used were given through a bequest for scholarships, and we hope to offer the program again next year.

### 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*

- ❖ Members and guests of the Foundation Board of Directors, the College Board of Trustees, the College Executive Cabinet, and Foundation staff met on September 10 at Clark College at Columbia Tech Center to discuss private support for Clark College. While at CTC, the approximately 50 people who attended the work session also enjoyed a tour of the newly opened facility.
- ❖ Auditors from Moss Adams, LLP performed their on-site work for the Foundation's annual independent audit Sept 8 – 18. One area of focus is compliance with recent accounting pronouncements regarding endowment management and recordkeeping.

Lisa Gibert  
President/CEO Clark College Foundation  
September 10, 2009



# CONSENT AGENDA

# MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

June 15, 2009

Ellis Dunn Room GHJ 213

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

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

**Faculty:** Dr. Marcia Roi.

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

## I. CALL TO ORDER

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

## II. BUSINESS MEETING

### A. Review of the Agenda

There were no changes to the agenda as presented.

### B. Statements from the Audience

There were no statements from the audience.

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

Chair Jacobs reported the highlights of the board's two special meetings held over the summer. In July, the board evaluated the president and, in August, conducted their annual strategic planning and goal setting session and also conducted a self-evaluation.

The board announced that they are very pleased with the president and management team's performance this year, especially considering the current state of the economy. Very large strides were made on the college's strategic plan, educational goals, and the moving forward of community partnerships.

The board used feedback from an online survey that was made available to the college and local communities. One of the issues raised in the survey was shared governance a topic which the college and board have been working with for some time and which is in the list of priorities for the board to address this coming year.

Trustee White noted that the college worked diligently this year to keep finances in check despite the economic crisis in the state and subsequent budget cuts. He believes that Clark was the only community college in the state to come through the reductions without any layoffs and this was due to the entire college working as a team to find innovative ways to save money. If there are further reductions this year, it is not known if layoffs may be necessary.

The board set their priorities for the coming year that align with the college's strategic plan.

Their focus will be on the development of the STEM facility and partnerships, math/science readiness, and shared governance along with fostering community relationships.

Chair Jacobs recognized Mike Godson, professor in the automotive department, who was named 2009 Educator of the Year by the North American Council of Automotive Teachers. Professor Godson addressed the board and noted that he feels privileged to be able to teach at the college as it helps so many students with their careers. He was very appreciative of the recognition from the board.

Trustee Sen Hoss added an additional board officer position for election for the 2009-2010 year.

**MOTION:** Trustee Sen Hoss nominated Trustee Burkman as the board representative for the Exceptional Faculty and Classified Staff Committees. Trustee White seconded and the motion passed unanimously.

**D. President's Report**

President Knight thanked the board for their confidence in the college and acknowledged the entire management and supervisory teams for working together to lead the college through a turbulent year. The college would not be as successful as it was without them.

President Knight announced that Barbara Kerr, Executive Director of Communications & Marketing has earned her Accredited in Public Relations designation, the highest honor a public relations professional can achieve. The board congratulated Ms. Kerr on her achievement.

President Knight met with the new ASCC president over the summer to discuss the Executive Cabinet and ASCC officers working closely together this year. He and Ms. Diehl also met with most of the local Southwest Washington legislators. Those meetings that did not take place over the summer will be held when the legislature is back in session during the fall. The legislators were very supportive and excited about the STEM building but were not able to offer new information about the budget.

Chair Jacobs congratulated the college on the successful open house at Clark College at Columbia Tech Center on August 29. It was an overwhelmingly successful event and the building was filled with community members. President Knight indicated that there is significant demand to use the building and he expects students will fill it rapidly.

**E. Association Reports**

**1. CCAHE—Dr. Marcia Roi**

Dr. Roi reviewed her written report with the board.

**2. ASCC**

There were no written or verbal reports from the ASCC this month as the students are still on summer break.

**3. WPEA**

There was no verbal report from the WPEA this month although they did provide a written report which was included in the packet.

## **F. College Reports**

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

Dr. Dastmozd announced that STEM Dean Kathleen Murphy will be leaving the college. He thanked her for her service to and support of the college over the past several years and wished her the best in her future endeavors. Dr. Sylvia Thornburg will be named Interim Dean of STEM, as of September 4, for one year. The Office of Instruction will be realigning duties and a replacement Dean of STEM has been put on hold for the time being.

Ms. Bagley introduced the new Associate Director of eLearning, Cynthia Foreman.

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

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

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

Mr. Broussard provided the most recent enrollment figures which showed that summer enrollment was 25.87% over summer 2008 and current fall enrollment stands at 34.29% over fall 2008—and open enrollment has not yet begun. Student Affairs will be better able to gauge where final enrollment will fall once open enrollment ends on September 18.

There is currently a waiting list in the assessment center for students who wish to take placement testing which has never occurred previously. As of today, Running Start has 1,584 enrolled students (1,184 FTEs) with an average credit load of 11.2. This is the highest Running Start total in the state. It was also noted that more students are returning to Clark College from four-year universities to continue their educations.

Student Affairs worked with Planning & Effectiveness to determine the faculty participation rate in the new Academic Early Warning program. The rate was 42% of full-time faculty and 14% of those who are part-time. A plan is being implemented to increase the participation rate in both categories.

Mr. Montoya also discussed the Ford Federal Direct Loan Program with the board members.

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

Ms. Golder reviewed the college's very large number of open positions that have come about as a result of the hiring freeze being lifted, the need for new CTC staff and adjunct faculty needed to cover the new class sections being opened up due to the enrollment increase.

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

Ms. Diehl announced that the college successfully met the recommendation on accreditation standard #3 and student records are now stored in fireproof cabinets.

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

Mr. Oldham was pleased to announce that the CCE department ended the year with both a 10.4% increase in enrollment as well a profit. They have also received \$349,000 in American Recovery & Reinvestment Act stimulus funds for weatherization programs.

7. **Communications & Marketing—Ms. Barbara Kerr**  
Ms. Kerr thanked the board members for attending the open house on August 29 and thanked the planning team for their efforts. The Women of Achievement process is underway and the event is scheduled for March 19, 2010.
8. **Clark College Foundation—Ms. Lisa Gibert**  
Ms. Gibert was pleased to announce that the Foundation received a new scholarship endowment from a local women's group. She was also very excited to announce that the Greater Vancouver Chamber of Commerce will be hosting a "No Business After Hours" event on October 8 from 5:00-7:00 p.m. at Koplan's Furniture. The college has been named the Charity of Choice for that event. Chair Jacobs will represent the college that evening.

### III. **CONSENT AGENDA**

- ♦ Minutes of June 15, 2009 Board of Trustees Meeting
- ♦ Minutes of July 9, 2009 Special Board of Trustees Meeting
- ♦ Minutes of August 3, 2009 Special Board of Trustees Meeting
- ♦ Trustee White moved to approve the items on the Consent Agenda. Trustee Sen Hoss second the motion and it was approved unanimously.

### IV. **FUTURE TOPICS**

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

This is a partial list and no dates have been set for discussion. The board continues to capture topics of discussion to address in the coming year. Trustees will notify the president's office and Chair Jacobs if they have additional topics they would like to include. Chair Jacobs asked the trustees to please also review the annual planning calendar.

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

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, September 21, 2009 in the Ellis Dunn Room GHL 213.

### VI. **EXECUTIVE SESSION**

There was no Executive Session this month.

### VII. **ADJOURNMENT**

There being no further business, Chair adjourned the regular meeting at 6:10 p.m.

---

Addison Jacobs, Chair  
Clark College Board of Trustees

Respectfully submitted,  
Leigh Kent, Recorder  
September 2, 2009