

Clark College Board of Trustees Packet

April 28, 2008

Clark College

The Next Step



Vision Statement

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

Mission Statement

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

**Clark College
Board of Trustees Packet
April 28, 2008**

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CLARK COLLEGE BOARD OF TRUSTEES

**Monday, April 28, 2008
Penguin Union Building
Room 258 B & C**

All regular meetings of
the Board are recorded

AGENDA

4:00pm FACULTY TENURE RECEPTION, PUB Lounge

5:00pm I. CALL TO ORDER

II. BUSINESS MEETING, Room 258 B & C

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. President's Report#1-2
ASCC Capital Fund Transfer#66-67
Student Success Presentation: Cozette Tyler

E. Association Reports

1. AHE#3-4
2. ASCC#5-6
3. WPEA#7

F. College Reports

1. Instruction.....#8-13
Faculty Presentation: Joe Renouard, Kris Barnum, WorkFirst Programming
Activities
Academic Calendar#14
2. Administrative Services.....#15-20
3. Student Affairs#21-24
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4. Human Resources.....#26-29
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5. Planning and Advancement.....#32-34
6. Corporate & Continuing Education.....#35-37
7. Communications and Marketing#38-40
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II. CONSENT AGENDA

- A. First Reading
 - ◆ Academic Calendar 2009-2010..... #14
 - ◆ Board Policy Manual.....#44-65
 - ◆ ASCC Capital Fund Transfer#66-67
- B. Consent Agenda
 - ◆ Minutes from the March 10, 2008 Meeting#68-74
 - ◆ Minutes from the March 17, 2008 Special Meeting.....#75-76
 - ◆ Minutes from the March 27, 2008 Special Meeting..... #77

III. FUTURE AGENDA ITEMS

WORK SESSION

President's Evaluation Process (May)
Tour of Gaiser Hall (May)
CRC Recommendation (May)
Joint School Board Work Session (June 2)
Instructional Plan (June)
Larch Tour & Graduation (June 20)

BOARD

Board Appointments Committee (June)

IV. DATE AND PLACE OF FUTURE MEETING

- ◆ *The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, May 19, 2008 in the Penguin Union Building 258 B & C.*

V. EXECUTIVE SESSION

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

VI. ADJOURNMENT

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

President's Report April 2008

Focus on Learning

Progress to date:

- ◆ Several members from the college, including the President, Trustee Sen-Hoss, Trustee Peery, Foundation President, Lisa Gibert, Vice President of Student Affairs, Rachel Ruiz, Foundation Board Vice Chair, Bruce Davidson and faculty member, Bob Hughes attended the national AACC conference in Philadelphia and a visit to Cumberland Community College in Vineland, NJ. The visit to Cumberland CC allowed the college to take a good look at a scholarship program they are offering to their high school students.

Broad Based Partnerships

Progress to date:

- ◆ Clark College co-sponsored the annual Women of Achievement luncheon at the Hilton on March 13th. Four women who had direct connections to Clark College were among the honorees.
- ◆ The President provided a college update to the Camas-Washougal Rotary Club on March 27th.
- ◆ The President provided a college update to the men's group of the 1st Congregational Church on April 19th.
- ◆ The President met, one on one, with Chancellor Dengerink on April 22nd to discuss common interests between Clark College and WSUV.

Management Excellence

Progress to date:

- ◆ The Clark College men's soccer team was presented their NWAACC championship rings at a ceremony in the Penguin Student Center on March 12th.
- ◆ A celebration of the life of Joy Varney, office assistant in Athletics, was held in the Penguin Student Lounge on March 12th.

- ◆ The college met with the Weber property trustees to inform them that the College was unable to find a use for the property and will be turning the property back to them. The college committed to maintaining the property until the Weber trustees found another organization willing to accept the property.
- ◆ A celebration of the life of Karen Brown, former Director of Student Life, was held in the Penguin Student Center on April 18th.
- ◆ The president hosted two faculty breakfasts, with five faculty each, at the Hilton on March 17th and April 7th respectfully. The purpose of the breakfasts is to hold open discussions with faculty on any topic they wish to talk about.
- ◆ The executive cabinet conducted a 2008/9 goal and budget work session on April 14-15. 2008/9 goals were finalized, a draft Foundation fundraising list was prioritized and a 2008/9 FTE target was tentatively set.
- ◆ The update of the strategic planning process is well underway. The strategic planning task force has met three times and the college has held 4 internal focus groups and three external focus groups to gather input on the strategic plan.

Robert Knight
President
April 23, 2008

**Clark College Association of Higher Education
Board Report
April 28, 2008**

Facilitating communication

Dr. Roi is scheduled to meet with Dr. Dastmozd on April 25th.

Bargaining

The AHE bargaining team met with the college team for the first collective bargaining session of the Master Agreement. The college has honored our request in providing facilitation for these sessions in order to maximize our productivity. The session was very productive. We anticipate a mutually beneficial outcome from this endeavor.

Organizational activities

We continue to support WPEA in their activities and communicate regularly with our counterparts from the classified union.

AHE held a social for senate members and guests on St. Patrick's Day which was well attended.

The March AHE newsletter was sent out to members to keep them apprised of activities during bargaining.

Dr. Roi has been selected to interview for the NEA Emerging Leadership Academy at NEA headquarters in Washington D.C. on April 22nd.

Dr. Roi attended the Riverside council meeting in April and was re-elected as the Higher Education Representative for the council.

Dr. Roi attended the WEA-Higher Education meeting on April 25th at WEA headquarters to discuss merger with AFT, and lobbying efforts for the next legislative session, among other topics.

AHE members continue to maintain contact with their colleagues through the *Listening Seasons* efforts.

Community Connections

Representative Jim Moeller was a guest of the AHE senate in March and discussed the importance of lobbying efforts for community college faculty in Olympia.

Grievances

One grievance has been filed and is in Step I.

Two requests for Arbitration with the American Arbitration association have been filed. The first Arbitration date has been set for May 15.

WEA has filed an Unfair Labor Practice on behalf of AHE

Membership

One new member joined this month.

Submitted by,
Dr. Marcia Roi, AHE president

April Board Report ASCC

Student Government

The ASCC Executive Council and ASCC Activities Programming Board has had a productive start to the spring quarter by addressing student's wants and needs to ensure success. We are looking forward to a great quarter and continuing our work to ensure our students receive a wonderful and fulfilling college experience.

- ◆ **Cindi Lou Kunkle, ASCC Club Coordinator**, has reconvened the weekly Club Committee that is held on Friday afternoons from 2:00p.m. to 3:00p.m. in PUB 258. We have 43 clubs currently with more chartering. On Wednesday April 23rd we will hold our spring quarter Club Fair from 9:00a.m. to 2:00p.m. in the Gaiser Student Center. The Club Fair is a quarterly event where clubs showcase their activities and recruit new members.
- ◆ **Derrick Streng, ASCC Vice President**, has formed his ASCC Elections Committee and applications are available to apply for an 2008-2009 ASCC Officer position. He is also busy filling vacant campus committees with student representatives.
- ◆ **James Owens, ASCC Finance Director**, and members of the ASCC Finance Committee have finished the first round of the budget process. The final budget decisions will be made in May.
- ◆ **Pat Mehigan, ASCC President**, has been attending several ASCC and campus committee meetings and has reconvened the PUB Usage Committee this quarter with 11 members in attendance. Mehigan will welcome guests to the Clark College Alumni Student Dinner on Wednesday April 16th.
- ◆ **Janet Sanchez, ASCC Activities Director**, and the ASCC Activities Programming Board have several exciting events in store for the students, faculty, staff, administration, and community.
 - *Secretary of State, Sam Reed* is coming to the Clark College campus on Friday April 18th from 12:15p.m. to 1:00p.m. in the Penguin Student Lounge. ASCC President, Pat Mehigan requested that Mr. Reed discuss legislative issues that affect community colleges in the state of Washington. ASCC Activities Programming board member Kim Largen is working

with Mehigan to plan a luncheon for the students attending this event.

- *Music Notes* will be held on Monday April 21st from 11:00a.m. to 1:00p.m. in the Penguin Student Lounge. This is ASCC Activities Programming board member, JB Wheelon's first event of the spring quarter. The singer/songwriter Jerin Falkner will entertain the students for this great activity.
- *La Fete de la Musique* is an event that will showcase local musicians. It will be held on Wednesday April 30th from 11:00a.m. to 4:00p.m. in the Gaiser Student Center. This music festival is ASCC Activities Programming Board Member, Alyshia Saltman's first event of the quarter. There will be food and beverages for all in attendance.

Programs and Clubs

- ◆ **The German Klub** will be coordinating it's quarterly Vietnam Memorial clean up at the Memorial Gardens on Sunday April 20th. The Clark History Club and PTK are helping with this worthwhile event.
- ◆ **The Model United Nations** will be attending the National Model United Nations Conference in New York City. The MUN Program participants have attended three very successful conferences. Clark College and is one of the few community colleges to compete at the National conference at competing with such universities as Harvard, Princeton, Stanford, MIT, etc.
- ◆ **The Horticulture Club** has volunteered to provide the centerpieces for the Student Alumni Dinner on Wednesday April 16. This club worked very hard on the centerpieces and they were a beautiful addition to the event.
- ◆ **The French Club and Clark History Club** co-sponsored a French breakfast at the end of winter quarter with over 50 students in attendance.

Respectfully submitted,
Pat Mehigan
ASCC President

**WPEA/UFCW Local 365, Clark College Unit
Board Report April 28, 2008**

UNIT ACTIVITIES

- ◆ WPEA/UFCW Clark College Unit meeting was held on April 16, 2008 in BHL 109.
- ◆ Job Representative Council meeting was held April 17, 2008 in JSH 244.
- ◆ WPEA/UFCW Local 365 District 1 quarterly meeting will be held May 15, 2008 in PUB 258B.
- ◆ Nominations will be held to represent the WPEA at the UFCW International Convention in Montreal, Canada on April 30, 2008 from 4:00 PM to 7:00 PM in BHL 109.

COMMITTEE REPORTS

- ◆ These are our 2008 Job Representatives:
Eugene Carroll – ext. 2416, Billie Garner – ext. 2336, Mark Owsley-ext. 2141, Jean Roniger – ext. 2336, David Sims – ext. 2132, David Stephan- ext2661, Jennifer Wheeler-ext 2146

COMMUNICATION

- ◆ The Clark College WPEA/UFCW Unit meetings will now be held in BHL 109 the third Weds of each month at noon and quarterly at 6:00 AM.
- ◆ Labor Management Committee last met on February 28, 2008. There was no meeting in March.
- ◆ Billie Garner attended the Strategy meeting for 2009/2011 Collective Bargaining Agreement on April 5, 2008.
- ◆ WPEA/UFCW and AHE continue to meet regularly fostering open communication and promote a positive working environment. David Sims attended the last AHE meeting in March.

The next WPEA/UFCW Membership meeting will be on May 21, 2008

Submitted by:

Billie Garner, Chief Job Representative – April 17, 2008

Instruction Board Report April 2008

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

Focus on Learning

♦ Hire new faculty members.

Progress to Date:

The Adult Basic Education (ABE), Communication Studies, and Spanish committees completed their work prior to spring break and offers were made to and accepted by Katy Washburne (tenure-track ABE), Deena Bisig (tenure-track Communication Studies), Suzanne Southerland (special programs Communications Studies), Erika Nava (tenure-track Spanish), and Elizabeth Ubiergo (tenure-track Spanish). The aggressive timelines used by these committees ensured that we were able to hire the best candidates.

♦ Increase number of benefited adjunct faculty members.

Progress to date:

To date, an additional 45 months of benefits have been provided to adjunct faculty members in Instruction in comparison to 2006-2007.

♦ Conduct strategic dialogue and training, to promote a learner-centered approach for Instruction.

Progress to date:

The Teaching and Learning Center and Outcomes Assessment completed the following activities:

- *Enhancing Learning through Effective Teaching Institute* was attended by 26 faculty members.
- *Faculty Lecture Series* kicked off on March 5 featuring Joel Pitkin, who addressed 30 faculty, staff, and community members. The second series with Kathleen Perillo will be held on April 25.
- *Teaching Squares* had six faculty participants who observed each other in the classroom during winter quarter.
- *Enhancing Learning through Collaboration Institute* was attended by 23 faculty members.
- *Faculty Fellows Learning Community* of eleven first year faculty completed their second quarter.
- *Teaching and Assessment Workshop* emphasized collaborative and active learning with 35 faculty members and three facilitators participating.
- *English Norming Session* involved 26 English 101 instructors scoring 158 final essay papers for an outcomes assessment project. Data will be forward to Planning & Advancement for analysis.
- *Listening Salons* allowed 40 participants to get training on the art of listening and provided them an opportunity to practice their listening skills.

- *New Faculty Orientation* was held for eleven new full-time and part-time faculty members.
- *SMART Classroom Training* was provided to 55 faculty members.

♦ **Develop a retention plan.**

Progress to date:

Definitions, baselines, targets and action plans for student success and retention have been established, and funding requests to support specific strategies for attaining those targets have been submitted through the goal and budget request process.

Ted Broussard and Sylvia Thornburg, co-chairs of the Retention Committee, donned aprons to make a presentation at the Washington State Student Services Commission conference on April 10, in Yakima, WA. Approximately 70 people from community colleges throughout the state attended their session entitled, "The Joy of Retention Planning: One College's Recipe for Getting Started and Producing a College-Wide Retention Plan." The lively discussion of the process Clark has used in moving this initiative forward was seasoned generously with references to committees that needed to be "mixed well," "ingredients" for the process that could be selected from resources already "in the pantry," and a need to adapt plans to the "tastes" at each college.

♦ **Continue to work with Computing Services to implement classroom technology upgrades.**

Progress to date:

As of early April, the WorkFirst Program, with assistance from Computing Services, has a new resource for the community at our Town Plaza Center. The *Pathways Learning Center* provides a 15-station computer lab that will expand services and access for WorkFirst Students, ABE/ESL students, and unemployed workers.

♦ **Create at least two new CJST training options: based on current labor market analysis and employer "advisory committee" concurrence.**

Progress to date:

New offerings in development and/or underway will include the following Customized Jobs Skills Training options: Office Clerk (spring quarter), Peer Support Certification (spring), Truck Driver Training (spring/summer), and Warehousing, Distribution and Logistics (spring/summer).

Access to Education

♦ **Improve online access to departmental websites and course materials.**

Progress to date:

Dr. Kathy Bobula has created a web site devoted to research about brain development, <http://www.developingbrains.org>.

- ♦ **Provide students with diverse learning opportunities.**

Progress to date:

SOFA faculty are developing online versions of the following courses: HIST 131 – U. S. History, WS 210 – Women’s Culture, ART 222 – Art History: Baroque-Modern, ECE 137 – Child Development: Prenatal through Age Eight, and ECE 138 – Child Development: School Age through Adolescence.

- ♦ **Increase enrollment in professional/technical programs through marketing and recruitment.**

Progress to date:

The annual *Pathways to your Future: Career Information and Job Fair* was held on April 15 at the Hilton Vancouver. Over \$20,000 from Worker Retraining resources was used for marketing and promoting the high-profile event.

- ♦ **Implement identified common course numbers for our 2008 Catalog.**

Progress to date:

The statewide common course numbering system is now in use in the schedules for early fall and summer posted on the web and to be available in print at the end of April.

- ♦ **Explore expanding I-BEST (for credit) programming for WorkFirst students.**

Progress to date:

WorkFirst (WF) students are being successfully integrated into Integrated Basic Education Skills Training (I-BEST) programs. Kris Barnum deserves much of the credit for this. We will be working to balance I-BEST and WF offerings for 2008-2009. The current results of integrating WF students into IBEST programming has resulted in the following: Winter I-BEST Nursing Assistant Certified (NAC) – 10 WF students completed; Spring I-BEST NAC – 8 WF students enrolled; Spring I-BEST Business Technology – 5 WF students enrolled. With the development of new career pathways, the WorkFirst Program is projecting an increase of 20% for participation in 2008-2009.

- ♦ **Increase the transition rate of recent high school Tech Prep graduates by 5%.**

Progress to date:

The Tech Prep marketing video to be used with students, parents, and educators has been completed. The video can be accessed at

http://www.cityofvancouver.us/cvtv/cvtvarchive/Community_Features/Tech_Prep_3-26-07.wmv.

Respect for Differences

- ♦ **Establish and implement internal communication strategies for disseminating information about department and unit goals, objectives, and programs.**

Progress to date:

Each administrator in Instructional Council has specifically informed all those in their units who provided submissions to the 2008-2009 goal and budget request process regarding the current status of those submissions.

- ♦ **Continue efforts and discussions to incorporate multicultural awareness across Instruction and within curriculum.**

Progress to Date:

The pilot course for Multicultural American Literature, to be offered winter 2009, has received approval from the Vancouver School District to be applied as a high school graduation requirement.

The Clark Concert Band, the Women's Choral Ensemble, and the Vocal Jazz Ensemble have accepted an invitation to perform at Dankook University in Yongin, Gyeonggi, South Korea, in June. Music faculty members Rich Inouye, April Duvic, and Janet Reiter are coordinating the trip, which will include 90 students and 10 chaperones. The Music faculty thank the ASCC and Foundation for their generous financial support.

Workforce Development

- ♦ **Explore the viability of expanding apprenticeship training.**

Progress to date:

The State Board released the 2008-2009 application process for Apprenticeship Growth Funding. Currently the College is limited to 9 FTES (1.4%) of the 628 available FTES. The application deadline for 2008-2009 is May 29, 2008. The Office of Instruction's Workforce Education Unit, in consultation with area employers, Organized Labor and the Washington State Labor and Industries Department, will determine a target for new growth in the next few weeks. Initial projections have estimated possible new growth at 6 additional FTES.

Management Excellence

- ♦ **The Instructional Plan Framework will be completed in time to implement fully in the next round of operational planning.**

Progress to date:

The Instructional Plan is complete and implementation for 2008-2009 will begin this summer in accordance with the annual cycle of activities in support of instructional planning.

Additional Highlights

- ♦ Instructional Planning Team approved the creation of a Technical Studies major within our career-technical education programs on April 12. This program allows for advisor-driven educational planning for those students who find themselves faced with a major change while in the midst of their academic program. Future planning with this degree will focus on allowing non-traditional credits (military experience and apprenticeship) as a major focus of the degree.

- ◆ Kathy Chatfield, of eLearning, has been reclassified from an Instructional Designer (IT2) to a Senior Instructional Designer (IT3).
- ◆ eLearning has met with Linda McGeachy, the Associate Superintendent for Instruction and Learning for Vancouver School District, to discuss College in the High School opportunities.
- ◆ Five small group study rooms and one meeting room upstairs in the Cannell Library were sound proofed over spring break. In addition to the sound proofing, a chair rail was installed to reduce scuffs and scratches on the walls. This was an RMI project.
- ◆ The Worker Retraining Program is experiencing a particularly robust enrollment and Clark College (through winter quarter) has achieved 84.2% goal attainment which exceeds the average state system rate of 66.3%. Additionally, the College has received its initial planning numbers (194 FTES) for creating the 2008-2009 Worker Retraining Plan.
- ◆ In support of Clark College's June commencement speaker, Sherman Alexie, the Cannell Library has added most of Mr. Alexie's published works. Additionally, the Library purchased copies of films derived from his works *Smoke Signals* and *The Business of Fancy Dancing*.
- ◆ The Cannell Library received \$10,000 from College Council to purchase e-books from the Gale Virtual Reference Library. These books are heavily used by our students. Some of the titles added to the Library's collection are:
 - Women in World History
 - Biotechnology: Changing Life Through Science
 - Encyclopedia of American Immigration
 - Encyclopedia of Anthropology
 - Encyclopedia of Disability
 - Encyclopedia of Race and Racism
 - Encyclopedia of Sex and Gender
 - Gale Encyclopedia of Diets
- ◆ The Library has added these major reference sets: Grove Art Online - Full text of The Dictionary of Art (34 volumes), and The Oxford Companion to Western Art; and Grove Music Online which includes the full text of The New Grove Dictionary of Music and Musicians (29 volumes), The New Grove Dictionary of Opera, and The New Grove Dictionary of Jazz (includes sound examples). These are now ready to use via the Cannell Library Web site.
- ◆ Dr. Sylvia Thornburg has been appointed to serve as the Dean of Instructional Planning and Operations in the Office of Instruction. Since joining the college as the Dean of SOFA in 2000, Sylvia has served in several positions, including Interim Dean of BTEC and Acting Vice President of Instruction.
- ◆ Gail Liberman has been selected by the SBCTC to receive the 2008 Anna Sue McNeill Teaching, Learning, and Assessment Award. This award is bestowed to individuals in recognition of outstanding contributions to teaching, student learning and assessment, and commitment to supporting and providing educational opportunities for all students.
- ◆ The first cohort of Medical Radiography (MRAD) students graduated on March 7. To date, 100% of those who have taken the American Registry of Radiologic Technologists Registry examination have passed. The MRAD graduates are accepting jobs in Southwest Washington and beyond.
- ◆ Glen Jenewein, Director of eLearning, and George Reese, Director of Instructional Programming and Innovation, attended the League for Innovations 2008 Innovations Conference which was held in Denver, CO, in March.
- ◆ The BTEC Unit continues to work on the redesign of the electronic program. The program will consist of a core curriculum that is common to all career tracks within the discipline.

There will be four defined career tracks and one option that will allow the student to custom design their program. Because of the modular design of the curriculum, a student will be able to stop in or stop out at any point and then easily pick up when they return. This new paradigm will allow students complete flexibility in their educational endeavors.

- ◆ The Welding program has reached an all time high in enrollment. A new entry class was offered winter term and continued spring term. The outlook for welding graduates continues to be bright.
- ◆ Bob Hughes, division chair of computer technology, had the opportunity to join President Knight and others at the AACCC 2008 Convention. Upon his return, Bob expressed his delight over the chance to participate in this activity.

Rassoul Dastmozd, PhD
Vice President of Instruction
April 18, 2008

**** D R A F T ****
Clark College
2009-2011 College Calendar

	2009-2010	2010-2011
SUMMER QUARTER		
Classes Begin	June 29 (M)	June 28 (M)
Independence Holiday	July 3 (F)	July 5 (M)
End of 1 st 5-week Session	July 31 (F)	July 30 (F)
2 nd 5-week Session Begins	August 3 (M)	August 2 (M)
Last day of 8-week Session	August 21 (F)	August 20 (F)
End of 2 nd 5-week Session	September 4 (F)	September 3 (F)
FALL QUARTER		
Labor Day Holiday	September 7 (M)	September 6 (M)
Faculty Workdays, Orientation Registration, Advising	September 9-18	September 8-17
Classes Begin	September 21 (M)	September 20 (M)
Faculty Workday	October 9 (F)	October 8 (F)
Veteran's Holiday	November 11 (W)	November 11 (Th)
Faculty Workday	November 25 (W)	November 24 (W)
No Evening Classes	November 25 (W)	November 24 (W)
Thanksgiving Holiday	November 26-27 (Th-F)	November 25-26 (Th-F)
Last Day of Classes	December 4 (F)	December 3 (F)
Final Exams	December 7-10 (M-Th)	December 6-9 (M-Th)
Faculty Workday	December 11 (F)	December 10 (F)
Christmas Holiday	December 25 (F)	December 24 (F)
WINTER QUARTER		
New Year's Day Holiday	January 1 (F)	December 31 (F)
Classes Begin	January 4 (M)	January 3 (M)
Martin Luther King Holiday	January 18 (M) Holiday observed	January 17 (M) Holiday observed
President's Day Holiday	February 15 (M) Holiday observed	February 21 (M) Holiday observed
Last Day of Classes	March 15 (M)	March 14 (M)
Final Exams	March 16-19 (T-F)	March 15-18 (T-F)
Faculty Workday	March 22 (M)	March 21 (M)
SPRING QUARTER		
Classes Begin	April 5 (M)	April 4 (M)
Memorial Day Holiday	May 31 (M)	May 30 (M)
Last Day of Classes	June 11 (F)	June 10 (F)
Final Exams	June 14-17 (M-Th)	June 13-16 (M-Th)
Graduation	June 17 (Th)	June 16 (Th)
Faculty Workday	June 18 (F)	June 17 (F)

The Calendar Committee recommends that Summer quarter 2011 begins June 27

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

President Approved:
Board of Trustees Approved:

Administrative Services Board Report April 2008

As the Gaiser Hall and O'Connell renovation projects are nearing completion, activity is ramping up on the College's new satellite facility at the Columbia Tech Center. The project manager is working closely with faculty and staff from the Office of Instruction on final planning details. With steel columns and beams rising on the site, Clark College at CTC is beginning to look like a building! Congratulations are in order for faculty and staff members who collaborated on the submission of a state energy grant. The College was awarded \$50,000 to install solar panels and two wind turbines at the CTC facility.

In addition, the College architect and Plant Services staff are hard at work preparing the pre-design document for the Triangle Property growth project to be submitted to the State Board staff in June.

Work continues on the 2008-09 Goal and Budget Development process. Executive Cabinet members attended a two-day retreat in early April to review goal and budget requests in preparation for our May priority-setting session.

Focus on Learning

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

Progress to Date:

Phase 2 of the smart classroom installations is 85 percent complete.

- ♦ **Continue training in R25 for four members of implementation team.**

Progress to Date:

Completed. Due to cost constraints, only two members from the implementation team attended the vendor training. These employees will provide training to other staff members as needed.

Access to Education

- ♦ **Meet College's need for increased data storage capacity, including increased e-mail box sizes, larger home and department directories, digital media repositories, and future data warehouse.**

Progress to Date:

Hardware and software for an enterprise storage solution has been ordered. System installation will occur during spring quarter.

- ♦ **Develop a comprehensive IT security, disaster recovery and business continuity plan to ensure access in the event of a crisis.**

Progress to Date:

Goal to be addressed in the context of the campus-wide emergency management planning effort. (See Broad-Based Partnerships.)

- ♦ **Use remote tools and automate manual processes to keep up with growing College computer support issues.**

Progress to Date:

Remote desktop computer management system (Altiris) installed, and system testing is underway.

- ♦ **Increase student enrollment in the tuition payment plan.**

Progress to Date:

593 students are enrolled in the STEPP program for spring quarter, the highest number of participants since the implementation of the program.

- ♦ **Complete construction of the Gaiser Hall Renovation.**

Progress to Date:

Construction is complete, except for some punch list activities. Employees from Student Affairs, Security and Safety, and the Teaching and Learning Center are preparing to move into the renovated space. These moves will continue into May. The main entrance to the Bookstore is now open.

- ♦ **Effectively manage early phases of construction of Clark College at CTC.**

Progress to Date:

Construction continues on schedule. The parking lot has been paved, and building steel is being erected on schedule.

- ♦ **Complete construction of OSC Remodel.**

Progress to Date:

Construction activities are in the final stage of completion, but a number of punch list items remain to be resolved. The building is now occupied. Faculty and staff are in their offices, and classrooms are in use.

- ♦ **Provide additional educational resources for the College community on campus security and safety issues and crime prevention.**

Progress to Date:

The Director of Security gave a presentation (4/10/08) on crime prevention and security issues to Culinary Arts students.

Respect for Differences

- ♦ **Include diversity and respect for differences as staff development activities in all Administrative Services departments.**

Progress to Date:

Production Printing staff members have begun the second course in a series on sign language.

- ♦ **Provide on-campus training in conflict resolution among coworkers in Administrative Services.**

Progress to Date:

Auxiliary Services staff has completed a two-part training in conflict resolution.

- ♦ **Establish and implement internal communication strategies for disseminating information about departmental and unit goals, objectives, and programs.**

Progress to Date:

Plant Services has implemented a standard protocol for construction-related communications to ensure that the College community is aware of upcoming activities in a timely manner.

Broad-Based Partnerships

- ♦ **Update College Emergency Management Plan.**

Progress to Date:

Work to update the College Emergency Management Plan will begin in May and continue throughout the summer. C-CERT (Campus Community Emergency Response Team) training program proposal is under review.

Management Excellence

- ♦ **Increase staffing support in Central Receiving.**

Progress to Date:

Funding for a half-time permanent mail room driver has been approved, and recruitment is underway.

- ♦ **Upgrade/replace Reality procurement application software.**

Progress to Date:

The system-wide project to reissue an RFP for a purchasing system has been placed on hold until CIS completes an assessment of the Re-Hosting Project.

- ♦ **Increase staff support in Event Services to meet current service demand and anticipated growth in scheduled events.**

Progress to Date:

Completed. A three quarter-time permanent Program Coordinator for Event Services has been hired. Welcome Cheryl McClain.

- ♦ **Renovate the Gaiser Hall Student Center in preparation for the College's 75th anniversary and to enhance the facility for College and community events.**

Progress to Date:

Funding for the project has been secured (Foundation - \$150,000, ASCC - \$135,000, President's Contingency - \$135,000). Planning and design are underway, with construction activities scheduled to commence in June and continue throughout the summer.

- ♦ **Provide parcel shipping services through the Bookstore to meet the needs of the College community.**

Progress to Date:

Completed. Roll-out to be implemented when vacant buyer position is filled.

- ♦ **Develop framework for an Enterprise Risk Management plan.**

Progress to Date:

Enterprise Risk Management training has begun campus-wide.

Additional Highlights

- ♦ The Bookstore continues to thrive in its new location in the renovated Gaiser Hall. Year-to-date sales have exceeded \$4M, up nearly \$100,000 over the same period last year. A grand opening celebration will be held on April 23 from 9 AM - 1 PM.

Philip Sheehan
Interim Vice President of Administrative Services
April 22, 2008
PS155

Clark College - Budget Status Report

March 31, 2008

Sources of Funds (Revenues)	2007-08 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	30,338,560	22,392,758	7,945,802	73.8%
Tuition	12,841,018	11,752,868	1,088,150	91.5%
Interest	180,000	288,744	(108,744)	160.4%
Excess enrollment & use prior fund bal	335,265	-	335,265	0.0%
Dedicated, matriculation, tech, cont ed	3,252,179	2,635,089	617,090	81.0%
Total Operating Accounts	46,947,022	37,069,460	9,877,562	79.0%
<u>Other Accounts</u>				
Grants & Contracts	8,107,073	4,069,479	4,037,594	50.2%
Internal Support	1,314,011	958,067	355,944	72.9%
ASCC less PUB	1,930,962	1,403,664	527,298	72.7%
Bookstore	4,875,590	3,967,074	908,516	81.4%
Parking	755,234	262,224	493,010	34.7%
Auxilliary Services	1,452,622	1,060,595	392,027	73.0%
Financial Aid	15,724,887	16,629,201	(904,314)	105.8%
Total Other Accounts	34,160,379	28,350,304	5,810,075	83.0%
Total Sources of Funds	81,107,401	65,419,763	15,687,638	80.7%

Uses of Funds (Expenses)	2007-08 Budget	Expense/Encum to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	557,243	474,548	82,695	85.2%
Vice President of Instruction	27,814,803	19,711,298	8,103,505	70.9%
Vice President of Administrative Services	8,741,666	7,024,089	1,717,577	80.4%
Vice President of Student Affairs	5,631,977	4,140,529	1,491,448	73.5%
Executive Dean of Planning & Advancement	551,466	350,402	201,064	63.5%
Executive Director of Corporate & Continuing Ed	1,447,755	927,843	519,912	64.1%
Executive Director of Communications	1,177,129	950,101	227,028	80.7%
Associate Vice President of Human Resources	1,024,983	674,741	350,242	65.8%
Total Operating Accounts	46,947,022	34,253,551	12,693,471	73.0%
<u>Other Accounts</u>				
Grants & Contracts	8,107,073	5,071,114	3,035,959	62.6%
Internal Support Services	1,314,011	809,039	504,972	61.6%
ASCC less PUB	1,930,962	1,276,148	654,814	66.1%
Bookstore	4,875,590	4,780,677	94,913	98.1%
Parking	755,234	271,506	483,729	35.9%
Auxilliary Services	1,452,622	1,080,935	371,687	74.4%
Financial Aid	15,724,887	16,649,879	(924,992)	105.9%
Total Other Accounts	34,160,379	29,939,297	4,221,082	87.6%
Total Uses of Funds	81,107,401	64,192,848	16,914,553	79.1%
Difference - Excess (Deficiency)	-	1,226,915		
Capital Projects - Revenue & use of fund bal	20,776,999	15,730,349	5,046,650	75.7%
Capital Projects- Expense less depr	20,776,999	15,730,349	5,046,650	75.7%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sabra Sand
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 4/10/08

Student Affairs Board Report
April 2008

Focus on Learning

- ◆ **Increase recognition of students and community partners through a formal recognition process (e.g. certificate, event, reception, etc.)**

Progress to Date:

A Service-Learning newsletter was disseminated to the college community on April 7th to highlight special events. The newsletter recognized faculty, students and community partners as well as to draw attention to co-curricular activities during the winter quarter.

- ◆ **Conduct content specific workshops in Student Affairs areas to increase student learning.**

Progress to Date:

Lizette Drennan, Paloma Llanos (Financial Aid) and Dan Overbay (Student Recruitment) attended the Cesar Chavez Leadership Conference at Western Oregon University on March 7th. Approximately 1,500 Latino high school students from across the region attended this one day conference. Academic program materials as well as financial aid information were presented. Paloma, a work study student, shared her personal experience at Clark College and inspired several of the attendees. In addition, Ms. Drennan, a superb role model for students made a special presentation to about 45 Latino students from Vancouver High School on March 18th. She presented a variety of financial aid options available to students as well as to speak about her personal and educational background.

Lizette Drennan and Karen Driscoll (Financial Aid) hosted the quarterly Bill Gates Achievers Scholarship Luncheon on March 21st in the PUB Lounge. Three of the 25 students who attended, graduated at the end of winter quarter and will all transfer to universities in the state of Washington. Mr. Peter Ruelas, from the College Success Foundation, opened the event and spoke to the students about the importance of persistence to achieve their ultimate goals. He stated that the current ten year scholarship program is in its 8th year and the continuation of the program will be based on the success of the current participants. The program agenda also included presentations about the importance of advising by Emily Earhart and scholarships and financial aid options were presented by Ms. Drennan.

- ◆ **Collaborate with Instruction to create a Retention Plan to improve student success.**

Progress to Date:

Ted Broussard and Sylvia Thornburg, co-chairs of the Retention Committee, were presenters at the Washington State Student Services Commission Conference on April 10, in Yakima. The session was titled, Joy of Retention Planning: One College's Recipe for Getting Started and Producing a College-Wide Retention Plan. The lively workshop included topics in how to create interest and engagement in retention and student success as a college-wide goal. Of special interest was the discussion of college-wide definitions and terms identified to track student's progress and success. Over 70 participants from community colleges throughout the state attended this interactive workshop.

- ◆ **Collaborate with stakeholders to implement the Recruitment Operational Plan.**

Progress to Date:

The Student Recruitment team travelled to Stevenson High School on March 4th to host a "Clark on the Road" event. Prospective students and high school counselors were provided information regarding the admissions and financial aid application process for the spring quarter. In addition, the team hosted the 2nd Annual Multicultural Educators Appreciation Luncheon on March 6th. Community and high school partners from Clark County and the Portland area attended this event. Dr. Ruiz and Dr. Dastmozd welcomed guests; Ms. Drennan presented information about scholarship opportunities and Ms. Cozette Tyler, a current Clark College student presented her compelling experience at Clark.

Jennifer Reeves (Student Recruitment) participated in the Panasonic Rapid Response Event which was held on March 13th. Approximately, 90 employees are projected to be laid off over the course of this year from the plant located in Vancouver. In partnership with members of WorkSource, Ms. Reeves presented information about the many training and degree programs that are available to returning students at Clark.

Vanessa Watkins (Welcome Center) coordinated the annual Washington Council's Spring Tour at Clark College on March 24th. The purpose of this event is to provide a one-stop opportunity for local high school students to learn about Washington State's higher education options; to raise student awareness about the accessibility and affordability of post secondary education; and to encourage students to persist with their educational goals. Over 500 students and 16 university representatives participated in this activity. Students were given the option to attend 4 university presentations of their choice.

Access to Education

- ◆ **Increase access for placement testing services by extending number of available hours and locations.**

Progress to Date:

The Assessment Center conducted over 1,900 COMPASS tests and in some cases, retests with potential Running Start students for fall admission. In order to accommodate the high demand for these services, the testing hours in the Assessment Center were temporarily increased.

- ◆ **Develop a Student Life online community for eLearning students to participate in Student Life/Multicultural Student Affairs programs and activities.**

Progress to Date:

Members from the Office of Student Life and Multicultural Affairs and ASCC met with faculty members from eLearning to discuss the creation of a student life website through Blackboard. A timeline and implementation plan for an enhanced and interactive website will be developed.

Respect for Differences

- ◆ **Student Affairs staff will participate in training opportunities to enhance their awareness of diversity.**

Progress to Date:

Rahel Weldu (Financial Aid) attended the Eliminating Racism workshop presented by YWCA Clark County on March 18th. Samantha Lelo (Student Life) attended the Washington State Board for Community and Technical Colleges Multicultural Student Services Directors Council quarterly meeting January 30th through February 1st at Highline Community College.

- ◆ **Increase awareness of multicultural diversity by producing quarterly exhibits in display case located outside of Student Life Office.**

Progress to Date:

The Office of Student Life and Multicultural Affairs created an exhibit to celebrate and educate the college community on issues related to Women's History Month. One hundred percent of the students who responded to an evaluation survey reported their increased understanding of women's historical struggle for equity from the information displayed in the exhibit.

Workforce Development

- ◆ **Provide educational programs that inform students about career opportunities.**

Progress to Date:

The 21st Annual Pathways to Your Future Career Information & Job Fair was held on April 15th at the Vancouver Hilton. A 13-person planning committee comprised of participants of Clark College, WSUV, The Columbian and area employers coordinated a highly successful event. Over 70 employers attracted hundreds of job seekers to the fair. Whether looking for a first job or taking the next step from a previous job or layoff, information was provided to participants about career trends, high demand job skills and in how to create a successful career path. In addition, workshops were held to assist attendees with strategies used to fine tune their interview and networking skills and to receive tips about developing a targeted resume and job campaign. Admissions, advising and financial aid representatives from Clark College and WSUV were also available to assist participants.

Broad-Based Partnerships

- ◆ **Expand external community partnerships to support future grant opportunities.**

Progress to Date:

President Knight approved Clark's application to participate in a new scholarship program called *Passport to College Promise*. The program is a 6 year pilot that was created to serve current or former foster youth who wish to attend college. Staff from Financial Aid, Eligibility Programs and DSHS will coordinate the program activities. The *Passport to College Promise* program will allow students to receive \$6,900 per year that may be used for housing, transportation and other personal expenses. Staff members are scheduled to receive program training in May. The state funded scholarship program will be effective beginning fall 2008.

Dan Overbay hosted the College Is Possible (CIP), Native American Indian Education group for an orientation of the Engineering and Computer Science program areas on March 17th. Pamela Dake, Computer Science faculty member, provided beneficial and motivational information to the young children and their parents about the value that a secondary

education can make in a person's life. In addition, Jennifer Reeves hosted the CIP group from the SW Washington Boys & Girls Club for a Computer Science focused visit on March 24th. Pamela Dake, provided a hands on computer writing orientation to the students.

Kelly Benson (Welcome Center) and Rachel Ruiz met with Carol Jacobson, Director of GEAR UP at the Vancouver School District, on March 3rd to discuss the expansion of partnership activities for 2008-2009.

Management Excellence

- ♦ **Provide Quality Service Training to staff and faculty in coordination with Human Resources.**

Progress to Date:

Samantha Lelo (Student Life) participated in a Quality Service Training sponsored by Human Resources held on April 17th, 2008.

Staff members from Career Services, Advising, and Student Life attended Steven Covey's "A Day with the Coveys" at the Oregon Convention Center on April 10. The presentations by both father and son were informative, emphasizing the 13 Behaviors of a High Trust Leader that include: *talk straight, demonstrate respect, create transparency, right wrongs, show loyalty, deliver results, get better, confront reality, clarify expectations, practice accountability, listen first, keep commitments and extend trust.*

- ♦ **Student Affairs staff will enhance their job skills by attending professional development offerings.**

Progress to Date:

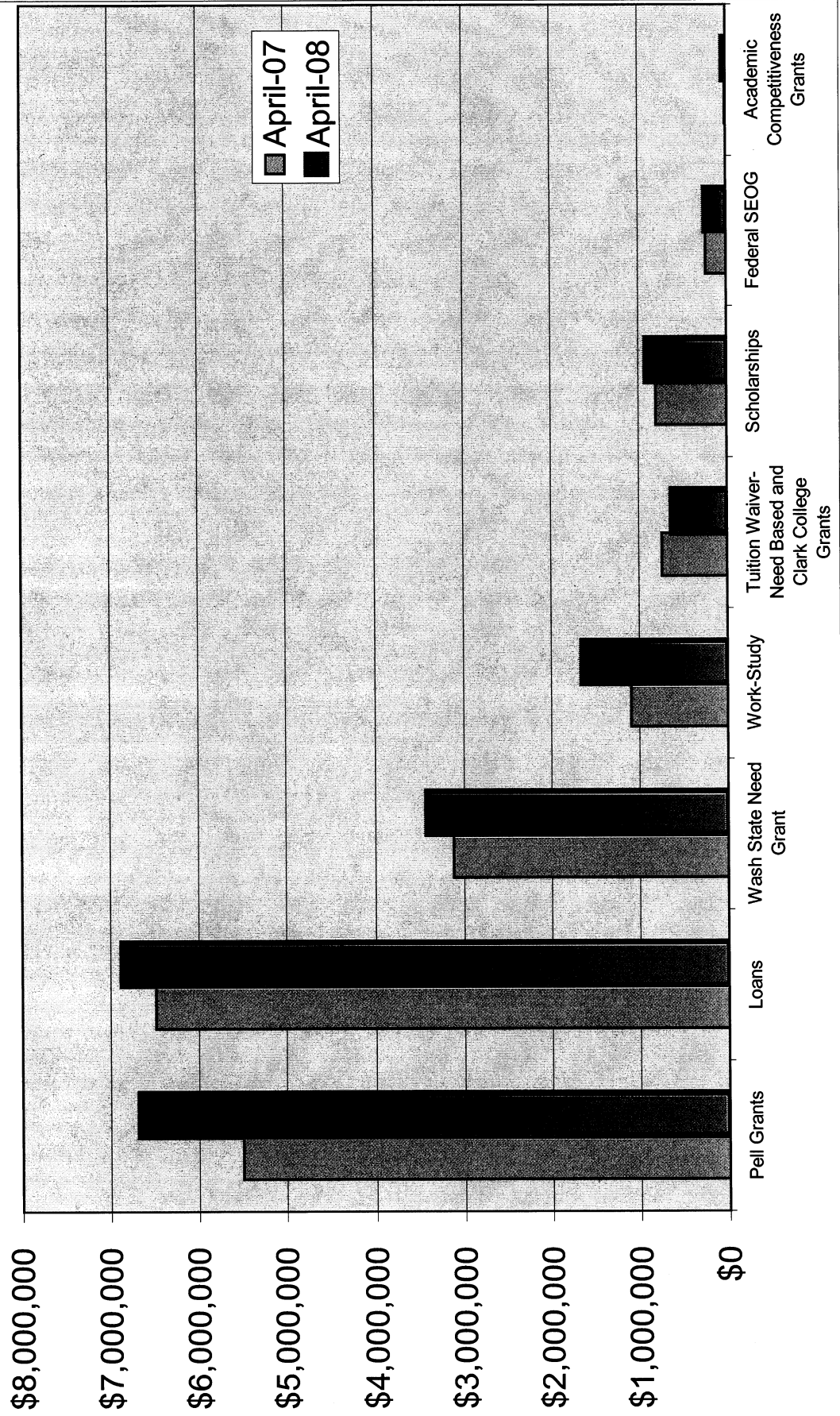
Sheryl Anderson (Admissions) conducted a presentation on the College Is Possible (CIP) program at the Washington State Student Services Commission Conference on April 10th in Yakima. The presentation focused on how Clark College has created a youth development program targeting underserved youth and their families. Approximately 50 people were in attendance. In addition, Jody Shulnak (Service Learning) conducted a presentation on Service Learning and emphasized the *Partnership for Service in Schools Project* and in how to create sustainable community partnerships. Twelve members from Clark College attended the conference and our program best practice sessions were highly visible and well attended. Over 400 Washington student service participants attended the 3-day conference.

Additional Highlights

Dan Overbay, Kelly Benson, Vanessa Watkins and the Student Ambassadors volunteered at Columbia Springs Environmental Education Center to remove non-native vegetation and to plant native plants on March 8th. In addition, through a collaborative initiative with Eastern Washington University, Jody Shulnak (Service Learning) co-led a group of eight students on an alternative spring break trip, Habitat for Humanity's *Collegiate Challenge* in Sedro Woolley, Washington. The students participated in the construction of two new homes.

Dr. Rachel Ruiz
Vice President of Student Affairs

Comparison Chart April



Human Resources Board Report April 2008

The following progress has been made in Human Resources in support of the Mission Imperatives and goals for 2007–08:

Focus on learning

♦ Expand partnership and support growth of Teaching and Learning Center

Progress to date: Environmental Health and Safety and Employee Development are preparing for the move to the new location of the Teaching and Learning Center in Gaiser Hall. They will be co-located with Faculty Development and Outcomes Assessment. It will be the same great programs in a new location.

The annual Supervisory Boot camp was completed with 29 participants. This 5-day training provides managers and supervisors training in supervisory skills including performance management, performance planning, interpersonal communication, employee motivation and change management.

A training plan for the new Drug free Workplace policy has been developed. Sessions will be held for supervisors at the end of May and June.

♦ Provide training on WPEA Collective Bargaining Agreement (CBA)

Progress to date: The third training of the year on the WPEA CBA was held on April 11, 2008. Trainings for supervisors and managers are held quarterly.

♦ Conduct needs assessment for employee development programs

Progress to date: A comprehensive employee development needs assessment has begun to evaluate the evolving development needs of the campus. This includes leadership, supervision, technology and a wide variety of topics. This data will be used for programming college development events in the future.

Respect for Differences

♦ Lead and promote diversity initiatives and intentions in hiring and training

Progress to date: The Director for Equity and Diversity is currently working with New Media Learning to develop online training modules for the college community on preventing discrimination and sexual harassment. A pilot is scheduled to launch during summer quarter.

Workforce Development

♦ Evaluate Leadership Academy and Continue Implementation

Progress to date: Applications are now being accepted for the 2008-09 Leadership Academy. This is the third year of the academy which provides leadership training through seminars and coaching to promote leadership skills throughout employee groups of the College. Applications are due May 2nd.

Broad Based Partnerships

- ♦ **Establish and enhance linkages with community organizations whose mission is to promote diversity and inclusion**

Progress to date: Human Resources staff participated in the Career Fair held at the Hilton on April 15, 2008.

- ♦ **Expand recycling efforts**

Progress to date: In recognition of Clark College's commitment and support of Earth Day recycling events, Rebecca Wale was proud to accept an Earth Day proclamation from the Clark County Board of Commissioners on April 15th. A household hazardous waste, block styrofoam and electronic waste recycling event was held April 19th to continue the proud tradition of supporting recycling events through a partnership with Clark County.

Management Excellence

- ♦ **Provide leadership to IBB process and implementation of CCAHE agreement**

Progress to date: IBB began April 17, 2008. The teams have identified interests and are working on housekeeping items in the agreement and part-time faculty issues. The teams are facilitated by two representatives from Options for the Workplace.

- ♦ **Provide leadership to WPEA labor management and implementation of WPEA CBA**

The Associate Vice President of Human Resources is a member of the governor's WPEA Higher Education bargaining team for the 2009-11 negotiations. Planning is underway for upcoming negotiations which are scheduled to begin May 21, 2008.

- ♦ **Expand recycling efforts**

Progress to date: Recycling containers have been deployed in OSC and Gaiser as part of the recycling enhancement project.

Additional Highlights

Attached is a summary of personnel actions including appointments, reallocations, resignations, retirements and position vacancies. Following are new employee appointments:

Judy Alleman was appointed to the Interim Dean of Nursing effective April 10, 2008. Judy has a BS in Nursing from California State University, a Certificate in Psychiatric-Mental Health Nursing from the University of California and an MS in Nursing from Oregon Health Sciences University. She has been with the College since 1987 and has been a tenured faculty nursing instructor and Interim Director of Nursing.

Derwin Barba was appointed to the full-time permanent classified position as Bookstore Buyer in the Bookstore effective April 28, 2008. Derwin attended Brigham Young University in Hawaii and has previous work experience with Sears Holdings Corporation and Sears.

Deena Bisig was appointed to the tenure-track faculty position in Communications Studies effective September 10, 2008. Deena has a BA in Organizational communications from Dana College and an MS in Communication Studies and Journalism from South Dakota State University. She has previous work experience with Cosmos Technology, South Dakota State University, and Clark College.

Anthony "Tony" Chennault was appointed to the full-time tenure-track faculty position as Biology Instructor effective April 7, 2008. Tony has a BA in Physical Education from the University of Puget Sound and an MS in Biology from Portland State University. He has previous work experience with Portland State University, Ashmead College, the University of Puget Sound, and Olympic Physical Therapy.

Rex Hevelone was appointed to the full-time permanent classified position as Custodian 3 in Plant Services effective March 24, 2007. Rex has previous work experience with ASM Janitorial Services, Pacific Breeze, Washington State School for the Deaf, and Clark County Rental Maintenance.

Sandra Jensen was appointed to the part-time 75% permanent classified position as Fiscal Technician 1 in Accounting/Cashiering effective April 14, 2008. Sandra attended the ECE program at Clark College and has previous work experience with Washman Auto Spa, Ovations Food Services, and Clark College.

Erika Nava was appointed to the tenure-track faculty position in Spanish effective September 10, 2008. Erika has a BA in Liberal Studies from Oregon State University and an MA in Spanish from the University of Oregon. She has previous work experience with Oregon State University, Linn-Benton Community College, University of Oregon, and Universidad Blas Pascal.

Steven Neeley was appointed to the full-time permanent classified position as Office Assistant 3 in Nursing effective April 1, 2008. Steven has an AA in Journalism from Mt. Hood Community College and a BA in Social Science from WSU Vancouver. He has previous work experience with the Department of Veterans Affairs, WSU Extension Unit, and the US Coast Guard.

Heidi Scott was appointed to the part-time, 75 percent, permanent classified position as ECE Specialist 3 in the Child and Family Studies Department effective March 27, 2008. Heidi has an AA in Education from Clark College, BA in Early Childhood Education and a MIT in Education from Washington State University. She has previous work experience with school districts in

Battle Ground, Ridgefield, Evergreen and Vancouver, Little Acorn Preschool, Hand In Hand Child Development Center, Washington State University, and Gardner School.

Sylvia Thornburg was appointed to the Dean of Instructional Planning and Operations effective April 17, 2008. Sylvia has a BS in Physical Science, an MA in Educational Psychology, and a Ph.D. in Educational Psychology from the University of Illinois. Sylvia has been with Clark College since 2000 as Dean of Social Science and Fine Arts, Acting Vice President of Instruction, and Acting Dean of Instructional Operations.

Elizabeth Ubiergo was appointed to the tenure-track faculty position in Spanish effective September 10, 2008. Elizabeth has a BA and MA in Spanish from the University of Oregon and previous work experience with the University of Portland, Portland Community College, Chapman & Silva Translation Services, University of Oregon and Clark College.

Katy Washburne was appointed to the full-time tenure-track faculty position in Adult Basic Education effective September 10, 2008. Katy has a BA in Behavioral Science from California Polytechnic State University and an MA in Education from the United States International University. She has previous work experience with Portland Community College, Coosa Valley Technical College, Palomar Community College, Carlsbad Flower Fields, and Clark College.

Katrina Golder
Associate Vice President of Human Resources
4/18/2008

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Judy Alleman	Interim Associate Dean of Nursing	4/10/08	Nursing	Admin	Full-time	New
Michelle Bagley	Director of Library Services	4/1/08	Instruction - Cannell Library	Admin	Full-time	Replacement
Derwin Barba	Bookstore Buyer	4/28/08	Bookstore	Classified	Full-time	Replacement
Deena Bisig	Communications Studies Instructor	9/10/08	Communications Studies	Faculty	Full-time	Replacement
Tony Chennault	Anatomy & Physiology Instructor	4/7/08	Biology	Faculty	Full-time	Replacement
Kathy Chatfield	Information Technology Specialist 3	10/4/08	e-Learning	Classified	Full-time	Reallocation
Peggy Halferty	Fiscal Specialist 2	01/15/08	Child and Family Studies	Classified	Full-time	Reallocation
Rex Hevelone	Custodian 3	3/24/08	Plant Services	Classified	Full-time	Replacement
Sandra Jensen	Fiscal Technician 1	4/14/08	Cashiering	Classified	PT 75%	New
Erika Nava	Spanish Instructor	9/10/08	Spanish	Faculty	Full-time	Replacement
Steven Neeley	Office Assistant 3	4/1/08	Nursing	Classified	Full-time	New
Heidi Scott	ECE Specialist 3	03/27/08	ECE Lab School	Classified	PT 75%	Replacement
Sylvia Thornburg	Dean of Instructional Planning and Oper	04/17/08	Instruction	Admin	Full-time	Replacement-Reorg
Elizabeth Ubiergo	Spanish Instructor	9/10/08	Spanish	Faculty	Full-time	Replacement
Katy Washburne	Adult Basic Ed Instructor	9/10/08	ABE	Faculty	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Jaiden Athanassias	Program Assistant	04/04/08	Student Life	Classified	Full-time	Resignation
Patricia Cross	Program Assistant	04/11/08	Financial Aid	Classified	Full-time	Resignation
Catherine Schurian	Secretary Senior	03/31/08	Instruction	Classified	Full-time	Resignation
Ann Hansen	Secretary Senior	06/30/08	Mathematics	Classified	Full-time	Retirement

VACANT POSITIONS

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Chemistry Instructor	2/28/08	Chemistry	Faculty	Full-time	Replacement
Dean of Science/Technology/Engineering/Math	4/4/08	Instruction	Admin	Full-time	Replacement
Dean of Health Sciences	4/4/08	Instruction	Admin	Full-time	Replacement
Dean of eLearning	2/7/08	Instruction	Admin	Full-time	Replacement
Director of Grants Development	2/21/08	Planning & Advancement	Admin	Full-time	Replacement
Director of Workforce Ed & Economic Dev	3/17/08	Workforce Education	Admin	Full-time	Replacement
Family Life/Early Childhood Ed Instructor	1/30/08	Family Life and Early Childhood	Faculty	Full-time	Replacement
Grounds Manager	4/8/08	Plant Services	Exempt	Full-time	Replacement
Medical Radiography Instructor/Coord	3/17/08	Health Occupations	Faculty	Full-time	New
Multicultural Retention Manager	3/26/08	Student Affairs	Exempt	Full-time	New
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	New
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	New
Office Assistant 3	1/14/08	Admissions	Classified	Full-time	Replacement
Office Assistant 3	3/24/08	Business Services	Classified	Full-time	Replacement
Pharmacy Technician Instructor	10/12/07	Health Occupations	Faculty	Full-time	Replacement
Physics Instructor	2/28/08	Physics	Faculty	Full-time	Replacement
Program Assistant	3/17/08	Adult Literacy	Classified	Full-time	Replacement
Program Assistant	4/7/08	Student Life	Classified	Full-time	Replacement
Program Coordinator	4/18/08	Career & Employment Services	Classified	Full-time	Replacement
Program Coordinator	4/2/08	Corporate and Continuing Ed	Classified	Full-time	Replacement
Program Coordinator	5/5/08	Student Achievement TPC	Classified	Full-time	Replacement
Program Support Supervisor 2	3/3/08	Basic Education TPC	Classified	Full-time	Replacement
Registrar	4/4/08	Student Affairs	Admin	Full-time	Replacement
Secretary Senior	4/14/08	Office of Instruction	Classified	Full-time	Replacement
Secretary Senior	4/2/08	Athletics	Classified	Full-time	Replacement
Technical Services and Systems Librarian	2/29/08	Library	Faculty	Full-time	Replacement
Vice President of Administrative Services	2/28/08	Administrative Services	Admin	Full-time	Replacement
Warehouse Operator 3	3/31/08	Bookstore	Classified	Full-time	Replacement

Clark College Human Resources

04/18/08

Planning and Advancement Board Report April 2008

Planning and Advancement has made the following progress towards 2007-08 goals in the six Mission Imperative areas in the brief time period since the February Board Report.

Focus on Learning

- ◆ **Provide professional development opportunities for P&A staff.**

Progress to date:

Susan Maxwell and Kael Godwin attended the spring conference of Washington Association of Research and Planning on March 27 and 28.

Access to Education

- ◆ **Conduct and report findings to the college community of the 2008 Noel Levitz Student Satisfaction Survey**

Progress to date:

The Noel Levitz is currently being administered by faculty members to 2,500 students in classes. Closing date is May 2.

- ◆ **Identify and submit grants that support student enrollment and retention.**

Progress to date:

A work group is currently developing a Title III grant application for submission to the U. S. Department of Education in May. The grant proposal, designed to parallel the components of the state Student Achievement Plan, is being developed under the leadership of Travis Kibota and Gail Liberman. We have contracted with Joyce Malin to serve as the grantwriter for the Title III grant.

Respect for Differences

- ◆ **Conduct the 2008 PACE survey.**

Progress to date:

The 2008 PACE survey received more than 280 responses. Results are currently under analysis by NIHLE, who will forward the full report before the end of the academic year.

Broad-based Partnerships

- ◆ **Expand awareness of state legislators of college issues and related needs for resources.**

Progress to date: Clark College student government hosted Washington State Secretary Sam Reed on April 18 as part of Civics Week.

- ◆ **Expand federal advocacy locally and nationally on issues impacting Clark college**

Progress to date:

Clark College collaborated with Senator Maria Cantwell's staff to make arrangements for the Senator's community forum at WSU Vancouver, focusing on labor needs of the region's employers. VPI Rassoul Dastmozd served as a member of the 9-person panel of leaders from higher education and the business community.

- ◆ **Share information with K-12 partners about their district student enrollments and transitions to Clark College.**

Progress to date:

Research analysts responded to a request from Vancouver School District to share placement test data for their district.

P&A completed the 2006-07 high school reports and placement test reports, which will be disseminated by May 1.

- ◆ **Support Running Start Program Manager in biennial Running Start High School Senior Survey.**

Progress to date:

The draft report has been reviewed and approved by the Running Start Manager. A final version will be available by May 1.

Management Excellence

- ◆ **Develop code book for the college's database systems FAS, FMS, PPMS and SMS to include all data elements, their associated tables, and a data**

Progress to date:

Design is underway of the database for a college code book

- ◆ **Facilitate and provide administrative support for 2008 accreditation.**

Progress to date:

The Self-study editor has completed the latest revisions and updates have been returned to the standards chairs for review and posted on the intranet. Feedback is requested by May 9. The Accreditation Steering Committee met on April 17 to discuss the process for collection of exhibits and final editing. Discussion was held with Communications and Marketing on the design and layout of the final document.

♦ **Coordinate implementation of Year 4 of Strategic Plan.**

Progress to date:

Members of Executive Cabinet completed an initial draft of goals and budget requests for the final year of the 2004-2009 Strategic Plan. The 2008-09 goals were the topic of a two-day retreat, which will be followed by a discussion on May 13 to prioritize all budget requests.

Seven focus groups have been held to date to gather feedback on the 2009-2014 Strategic Plan, including four for college faculty staff, administrators and students, and two for business leaders and representatives of labor, government and agencies. Two remaining focus groups are scheduled, one for K-12 and Higher Education leaders, and one for representatives of the diverse groups in our community.

The Strategic Planning Task Force held meetings on April 11 and April 21, producing revised drafts of the Mission and Vision statements for review by the college community. The drafts have been shared with College Council and distributed to the college community on the email master list. The Task Force has been reviewing environmental scanning documents in preparation for future discussions.

Progress of the Strategic Planning Task Force can be tracked via a college intranet site and web page.

Additional progress:

- ♦ The Spring IPEDS reports have been completed and submitted to the U.S. Department of Education.
- ♦ Comprehensive environmental scanning reports from Economic Modeling Specialists Inc. (EMSI) were demonstrated for Instructional Council and SALT.
- ♦ Results of the Withdrawal Survey were discussed with EC and IC.
- ♦ All baseline data for the Retention Plan has been finalized.
- ♦ A final draft of the Key Performance Indicator data has been completed.
- ♦ A Graduate Survey has been completed and is being piloted with this year's graduates.

Candy Bennett
Executive Dean of Planning and Advancement
April 18, 2008

Corporate and Continuing Education Board Report April 2008

Introductory Statement

Corporate & Continuing Education has made the following progress toward 2007-08 goals in the six Mission Imperative areas:

Focus on Learning

- ♦ **Expanded program offerings in Continuing Education focused on arts, technology and world culture offerings.**

Progress to Date:

Mature Learning participated in this year's Senior Expo, held at the Vancouver Hilton on April 13. An Art Show featured the works of Mature Learning artists, and the booth at the Expo was busy with interested community members and potential instructors

Workforce Development

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

Progress to date:

In FY07-08 Corporate Education has secured training contracts with 18 local companies for combined projected revenue of \$173,949.

On April 23, Corporate Education applied for a Job Skills grant for FY08 with the State Board for Community and Technical Colleges (SBCTC) in the amount of \$191,189. If approved, the grant will fund Lean & Six Sigma for Healthcare training to incumbent workers from six local healthcare facilities including: US Oncology, Vancouver Radiology, Southwest Washington Medical Center, Columbia River Mental Health, Lifeline Connections and Family Physicians Group.

Broad-based Partnerships

- ♦ **Prioritize workforce training for healthcare, manufacturing and government:**

Progress to date:

In partnership with Workforce Education and the Interim Dean of Science, Health & Physical Education and Math, Physical Science & Engineering, Corporate & Continuing Education developed three new specialty healthcare classes as a follow-up to the I-Best curriculum. The three new classes: Nurse Delegation, Dementia, and Mental Health were offered in March to 42 students.

♦ **Enhance relationships with institutional partners (CREDC, SWWDC, SBDC)**

Progress to date:

On March 20, Todd Oldham, Executive Director of Corporate & Continuing Education met with Bruce Romanish, Vice Chancellor of Academic Affairs at WSUV to discuss the re-establishment of a joint Center for Continuing Education. The purpose of this initiative would be to better serve the continuing & professional education needs of SW Washington residents with the capabilities and combined resources provided by both a two-year and four-year institution.

The first Center for Leadership Excellence advisory board meeting was held on April 2, at the General O. O. Howard House. Eighteen community members attended the meeting including President Bob Knight. The group shared their ideas of what they would like a Center for Leadership Excellence to look like including curriculum, program format, the audience and possible resources. A sub-committee was formed to form pilot curriculum and initiate discussions with foundations. The sub-committee will meet in mid May.

The first workshop in a new Small Business Success series offered in partnership with the Vancouver Business Journal, Paul Winter Associates and Clark College Corporate & Continuing Education was held on April 9, at the "T" building. The workshop "Strategic Marketing" was attended by over 40 community members.

♦ **Partner / subcontract with certified travel agencies to provide travel tours.**

Progress to date:

The Travel Studies program brought 10 continuing education students to Vancouver's Sister city, Joyo, and Kyoto, Nara and Osaka, Japan, from April 3-13. Travel agency Dairiki Tourist Company, of Osaka, Japan, and the Joyo International Exchange Association (JIEA) collaborated to provide students with "a trip of a lifetime". Activities included time with Mayor Hashimoto and the City Council and extensive time with Joyo residents. The Joyo Cultural Association presented experiences including the Tea ceremony, Ikebana, Taiko drumming, folk dancing and others. Tracy Reilly Kelly, Continuing Education / Mature Learning Program Manager, presented student packets from Clark College's International Programs to JIEA and the Oasis International School. Residents were interested in an ongoing relationship with Clark College, and represented the high ideals of hospitality that the Japanese are known for.

Management Excellence

♦ **Integrate the full functionality of CampusCE into department operations to increase efficiency and customer service.**

Progress to date:

37% of winter 08 open enrollments students registered online using the CampusCE registration system.

♦ **Review and redesign department website.**

Progress to date:

A redesigned Corporate & Continuing Education website went live on March 26. The Marketing and Communications department designed the new site. The new site has a shorter address www.clark.edu/cce and there is now a dedicated link for the department on the College's main web page.

Todd Oldham
Executive Director
Corporate and Continuing Education
4/18/08

Communications and Marketing Report April 2008

Marketing efforts in support of enrollment and special events – and institutional support for common course numbering -- are the highlights of this month's report.

Focus on Learning

- ♦ **Provide design service and consultation for the college community.**

Progress to date:

Lead Graphic Designer Wei Zhuang and Publications Designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work included early fall and summer 2008 schedules, 75th Anniversary materials (including Web ad, t-shirts and book design), Pathway Career Fair materials (including ads, programs and postcards), Accreditation Manual designs (tab/cover/inside page design and manual template), Teaching & Learning Center diagram posters and t-shirt design, Corporate and Continued Education's pocket folder and cover design, tenure reception invitations, Advisory Breakfast invitations and envelopes, program sheet re-design project, "Turn your passion into a career" full-page *Columbian* ad, Clark County map ad, Workforce Education project "Road Less Gravelled" (postcards, poster, homepage Web ad, and Web registration banner), and completion of Athletics spring media guide, Bookstore grand opening materials, and completion (printing and delivery) of the 2007 Annual Report.

Access to Education

- ♦ **Maintain class schedule production standard.**

Progress to date:

Design production of the early fall 2008 and summer 2008 quarterly class schedules is complete; print production of both schedules is currently underway. Both schedules were expanded by four pages to accommodate an explanation and a "crosswalk" of Clark College classes impacted by common course numbering (a list of what the numbers were for impacted classes and what they are now). The "crosswalk," which was developed in partnership with the Office of Instruction, has also been posted on the college Intranet and will be included on the Clark College Web site as a reference for current and prospective students.

- ♦ **Revise/redesign program sheets.**

Progress to date:

A total of 21 different program sheets were reprinted in late March and early April. Initial conversations and template development have begun to provide greater flexibility for updating and reprinting program sheets.

♦ **Increase marketing in support of the college-wide 2007-2008 marketing plan.**

Progress to date:

- Director of Marketing Brian Scott is currently working on marketing for summer and fall quarters. Highlights include: direct mail, radio survey (for summer, under discussion), and a pilot text messaging (for fall, under discussion).
- In support of the 2008 "Pathways to Your Future" Career Fair, marketing initiatives included: Columbian advertising, Oregonian advertising, direct mail, Craig's List ad, program guide, banners and interior signage, and signage for free parking. Feedback was positive. The number of companies and individuals who participated was strong, which is especially notable in light of current economic challenges.
- An Advisory Recognition Breakfast ad is in development for placement on May 23.
- Sponsorship for FitJam 2008 (an event coordinated by Nautilus to be held July 11-13) is committed.
- A Gaiser Hall walk-through was held on April 3. Plans are underway to videotape the Gaiser Hall grand opening.

♦ **Improve the look and function of the Web site. Provide templates for specific Web areas (Archer Gallery, International Programs etc.).**

Progress to date:

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi continue to enhance the college's Internet site. Their work includes: completion of a new Web area for theatre department materials (including placement of new contents, development of image gallery and audition page), completion of an online poll for Service Learning with database to collect results and administrative interface for viewing results in a variety of ways, completion of the new Corporate and Continued Education Web site and Commencement 2008 web pages, refining a graduate survey for Planning and Advancement, ongoing posting of accreditation and student retention reports, designing and implementing a new face for MRAD tracking system, and departmental beta testing of graphic work request form.

♦ **Respond to Internet and Intranet update requests in one week or less on most projects.**

Progress to date:

The majority of requests have been completed within 24 to 72 hours.

Respect for Differences

♦ **Planning and creation of historic and promotional materials (e.g. commemorative booklet and video) for the college's 75th anniversary.**

Progress to date:

Interviews with alumni, staff, faculty and students for the commemorative book have been completed and initial drafts of chapters have been submitted. Working with CVTV, initial interviews are being scheduled for the commemorative video.

Workforce Development

- ♦ **Improve Corporate Education branding initiatives, integrating Web site solutions to increase the volume of business, schedule quarterly mailings, and track bookings.**

Progress to date:

As noted above, Webmaster Chris Concannon and Web assistant Tahnya Huneidi have completed and launched the initial phases of the new Corporate and Continued Education Web site.

Broad-based Partnerships

- ♦ **Establish a faculty lecture series.**

Progress to date:

A news release, Web ad and e-news message were created and disseminated; supporting print and electronic materials have been prepared in advance of the Faculty Speaker Series event for spring 2008, which will be held on April 25.

Management Excellence

- ♦ **Establish and utilize e-mail distribution method for college newsletters.**

Progress to date:

A meeting was held on March 25 with members of the Clark College Foundation staff to discuss the possibility of partnering for the distribution of newsletter content to former and retired employees of the college. Development of an implementation plan and timeline, to be shared between the Foundation and Communications & Marketing, will be completed by June 2008.

Additional Highlights for Communications & Marketing

- ♦ Graphic Designers Pat McDonald and Wei Zhuang and Web assistant Tahnya Huneidi attended a regional two-day training seminar on Photoshop and Illustrator.
- ♦ The college successfully hosted the 2008 Women of Achievement celebration luncheon held on March 13 at the Hilton Vancouver Washington.
- ♦ Staff members included a number of regional and national developmental conferences including: "A Day with the Coveys," a workshop held at the Oregon Convention Center on April 10; the National Council for Marketing and Public Relations (NCMPR) annual conference in Savannah, GA, from March 9-12; the Counselors to Higher Education conference held by the Public Relations Society of America in Washington, DC from April 16-18; and, at Clark College, and the March 7 Leadership Academy session, "Leading When Not in Charge."

Barbara Kerr
Executive Director of Communications and Marketing
April 18, 2008

Foundation Report to the Board of Trustees April 2008

The following progress has been made in support of the mission imperatives and goals of Clark College.

Broad-based Partnerships

♦ Increase number of donors and consistency of giving by 15%

Progress to date: Ongoing efforts to increase numbers of donors and consistency of giving involved 136 substantive cultivation and 147 substantive stewardship contacts made by Development staff in March.

A \$500,000 bequest to the Foundation for Nursing has been confirmed (20% of donor's estate). A fourth charitable remainder trust agreement with a dedicated donor has been signed. Proceeds for this trust will be applied to support of business and international students. The Foundation is a confirmed beneficiary for a planned gift through a trust designed for full-tuition, renewal scholarships. March receipts included \$17,000 in major gifts (\$5,000+), \$2,000 for the Displaced Homemakers program, and a \$50,000 pledge for scholarships. A \$60,000 corporate proposal for support was submitted and \$25,000 in golf tournament sponsorship was solicited.

Invitations for the first estate planning luncheon, scheduled for April 29, were sent to 200 constituents. Save-the-Date cards for Savoring Excellence were mailed to those who qualify for membership in the Circle of Excellence members by naming CCF as a beneficiary through a charitable gift plan, contributing a minimum of \$1,000 in the current fiscal year, or having a lifetime giving total of \$25,000 or more.

♦ Strengthen relationships between Clark College and the Foundation

Progress to date: The Foundation is collaborating on the development of the College's major/minor fundraising projects list. A taskforce was formed to address dollar values to naming rights associated with the College's naming policy.

Staff and Board volunteers are participating in the 75th anniversary planning process. Several staff members attended strategic planning forums, the Women of Achievement luncheon, and continue to be involved in the College Climate Taskforce, Executive Cabinet, College Council, and meetings of the Board of Trustees.

Laurie Cornelius, Director of Services for Children and Families, spoke to staff about Child and Family Services programs and needs.

Management Excellence

◆ Finalize restructure of the Foundation to be an effective fundraising organization

Progress to date: Confirmation of committee chairs and membership is complete for the Annual Giving, Board Relations, Major/Planned Gifts, and Prospect Research Committees. Both board and non-board members sit on the majority of committees.

Management Excellence (*cont.*)

◆ Become an effective fundraising staff

Progress to date: Staff was involved in planning the region X Council for Resource Development (CRD) annual conference held in Vancouver. Development staff attended the conference featuring national keynote speaker Penelope Burk who trained on various communication tools. Chris Mildner, Director of Prospect Research, and Ara Serjoie were also conference workshop presenters.

Staff attended a Willamette Valley Development Officers (WVDO) presentation on donor financial planning trends, and met with OHSU Foundation Relations regarding tips and trends in foundation prospect research and proposals.

◆ Complete planning process

Progress to date: The Foundation Board approved the Mission, Vision, and Values statement, which is attached. Ensuring fiscal transparency, an RFP for investment services was initiated. Seven responses were received for screening and two firms will be interviewed.

Lisa Gibert
President
April 28, 2008

Clark College Foundation Mission, Vision, and Values

Our Mission:

Clark College Foundation inspires the joy of philanthropy in support of student success and program excellence at Clark College.

Our Vision

Philanthropic support developed and stewarded by Clark College Foundation will make exceptional educational opportunities accessible to all who seek them at Clark College.

Our Values:

Clark College Foundation holds these core values:

- **Philanthropy** – Recognition of philanthropy as the cornerstone in building a successful higher education environment.
- **Integrity** – Adherence to professional ethics and assuming responsibility for one's actions while maintaining high standards and consistent performance.
- **Innovation** – Support of new ideas, entrepreneurship, and continuous improvement at Clark College to transform lives and strengthen our community.
- **Stewardship** – Demonstration of sound management of philanthropic resources for the good of the College, its students, and the community.
- **Service** – Creation of an altruistic environment in which service to others is the guiding principle.
- **Diversity** – Demonstration of a deep respect for differences by actively seeking, celebrating, and creating opportunities for individuals from diverse backgrounds.
- **Teamwork** – Respect for and embracing of the strengths, perspectives, and talents of every individual by promoting an environment of cooperation, trust, and open communication.



Clark College

Board of Trustees

Policies & Procedures Manual

Approved April 2008

BOARD POLICIES & PROCEDURES

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100.000

BOARD OF TRUSTEES

100.A00

LEGAL STATUS OF THE BOARD

100.A10 LEGAL STATUS AND AUTHORITY OF THE BOARD

By authority contained in the Community College Act of 1967 and as appointed by the Governor of the State of Washington, the Clark College Board of Trustees shall serve the educational needs of Community College District 14 and shall be responsible for developing the policies of Community College District 14 under which Clark College operates. The Board of Trustees derives its authority from RCW 28B.50.140, as now written or later amended. The Board will delegate certain responsibilities to the president or designee.

Individual members of the Board have power and authority only when acting formally as members of the Board in session at regular or special meetings.

100.A20 OFFICIAL NAME OF DISTRICT

The official name of the District, established under and by virtue of the laws of the State of Washington, shall be "Community College District 14".

Within the Board Policies and Administrative Procedures Manual, the terms "District" and "College" both refer to Clark College or Community College District 14.

100.A30 OFFICIAL COLLEGE TITLE

The official name of the College shall be "Clark College". The College name shall be used in all instances except where the statutory name of the District is legally required, e.g., in publication of legal notices and in the execution of contracts and other legal documents.

100.A40 OFFICIAL BOARD TITLE

The Board of Trustees shall be known as the "Board of Trustees of Clark College" (herein referred to as the "Board").

100.A50 DISTRICT SEAL

The District shall have a seal, the form and design of which shall be adopted by the Board and the custody of which shall be with the secretary of the Board. The seal shall have inscribed upon it the name of the College as shown:



100.A60 BOUNDARIES OF THE DISTRICT

The fourteenth district shall encompass the counties of Clark, Skamania, and that portion of Klickitat county not included in the sixteenth district as defined by RCW 28B.50.040.

100.A70 COLLEGE MISSION

MISSION STATEMENT

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

100.B00 **GOVERNANCE**

100.B10 COMPOSITION OF THE BOARD

The Board consists of five members appointed by the Washington State Governor and confirmed by the Washington State Senate.

Every trustee shall be a resident and qualified elector of the District. No trustee may be an employee of the community college system, a member of the board of directors of any school district, or a member of the governing board of any public or private educational institution.

The Board shall organize itself by electing a chair from its members. The Board shall adopt a seal and may adopt such resolutions, rules and regulations as it deems necessary for its own government. The president of the College shall serve as, or may designate another person to serve as, the secretary of the Board, who shall not be deemed to be a member of the Board. (per RCW 28B.50.100)

100.B20 VACANCIES

Any vacancy occurring in the Board shall be filled by appointment by the governor of the State of Washington and confirmed by the Senate. If the vacancy occurs prior to the expiration of any term, the new Board member shall be appointed only for the remainder of the term. When the vacancy occurs at the end of a term, the new Board member shall be appointed for a term of five years. (per RCW 28B.50.100)

100.B21 ORIENTATION OF NEW BOARD MEMBERS

Orientation of new Board members is a responsibility of the chairman of the Board who may call upon other members of the Board or staff to assist in this orientation. This will be undertaken immediately after the appointment of a new member and will provide all needed

needed information as to the basic purpose of the Board, its sources of authority, its responsibilities and duties, and the policies and procedures adopted and followed by this Board for the conduct of its meetings and performance of its duties.

100.B22 COMMITTEES OF THE BOARD

For the enhancement of its work, the Board may create Board Committees as necessary to research and report on specific issues to the Board. These committees do not speak on behalf of the Board except when the Board delegates such a responsibility to that committee.

100.B30 STATEMENT OF ETHICS

Washington Ethics Law:

The Washington Ethics Law, Revised Code of Washington, Chapter 42.52, applies to all state employees. It governs the actions and working relationships of members of the Board and of all employees at Clark College. Board members and employees shall perform in accordance with this law in their dealings with fellow employees, suppliers, government representatives, the media, and other individuals with whom they have professional relationships that are associated with their responsibilities at Clark College.

Conflicts of Interest:

The Board adheres to Chapter 42.52 RCW, "Ethics in Public Service", see <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.52> for statutes and <http://apps.leg.wa.gov/wac/default.aspx?cite=292> for the rules of the Executive Ethics Board.

Each member of the Board and all employees of Clark College are expected to place the interests of the college above his or her self-interests. Board members and employees are expected to resolve issues in favor of good, ethical judgment, and in keeping with the basic principle that their position of trust may not be used for personal gain or private advantage.

In resolving issues regarding conflicts of interest, the following statements from state law shall be considered:

- Board members and college employees may not have a financial interest or engage in any activity that is in conflict with the proper discharge of their official duties.
- Board members and college employees may not use their official position to secure special privileges for themselves or any other person.
- Board members may not receive compensation from any person, except the State of Washington, for performing their official duties.

100.B35 ETHICAL VALUES AND PRINCIPLES IN PUBLIC SERVICE

To promote individual development and the common good, trustees will strive to promote basic values of conduct. The following values represent a shared ideal that permeates the institution and constitute a primary responsibility for trustees to uphold and honor: honesty, integrity, fairness, respect, citizenship, excellence, accountability, and protection of public trust.

100.B40 TENETS OF GOVERNING

On behalf of the citizens in Clark College's multi-county service area, the Board will strategically provide stewardship and leadership. The continual focus will be on the needs of the community as reflected in the Mission and the improvement of the College's capability, while demonstrating the highest level of integrity.

The board process will:

- emphasize outward vision rather than an internal preoccupation,
- consistently encourage a diversity of perspectives,
- provide strategic leadership more than administrative detail,
- maintain clear distinction between board and staff roles,
- forward collective rather than individual decisions,
- focus on the future rather than the past or present, and
- remain proactive rather than reactive.

The Board functions as the authorized link between the college and citizens of the college's service district. The Board's responsibility to the citizens is to ensure quality, relevant education while providing responsible stewardship of public resources.

The Board will remain vigilant to its role as "steward" for the college by consistently seeking ways to improve its capability and functioning.

Board members will adhere to a code of conduct which includes:

- speaking with one voice;
- demonstrating the role of "steward" for the college;
- supporting consensus and majority rule decision making processes;
- committing to the resolution of conflict in appropriate arenas;
- committing to meeting attendance and preparedness;
- respecting the role of the Chairperson as the communication link with the college president; and
- maintaining a focus on strategic, forward-thinking leadership.

100.B70 BOARD DUTIES AND RESPONSIBILITIES

The Board, responsible to the citizens of Community College District 14 and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in the District. The formulation and

adoption of written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the District.

Without limiting the powers granted to the Board by the state, and subject to lawful and applicable rules and regulations, Board responsibilities are as follows:

1. Select and appoint a president, and set salary, terms and conditions of employment;
2. Evaluate the president annually;
3. Determine the broad general policies that guide the operation of the College, and review them annually;
4. Delegate responsibility for decisions concerning appointments, retention, or dismissal of faculty, administrators, and classified personnel; provided however, the Board does not delegate its appointing authority on issues relating to the granting or denial of tenure, the dismissal of a tenured faculty member, or the dismissal of a probationer during the term of his or her contract;
5. Function as the legislative and policy making body, leaving the executive functions to the president;
6. Utilize the services of the attorney general of the State of Washington and cooperate fully with officers of the state attorney general;
7. Authorize lawsuits and recommend legal defense;
8. Approve the college Facilities Master Plan;
9. Review and approve an annual budget to finance the operation of the District in accordance with the statutes of Washington and lawful and applicable regulations;
10. Delegate to the president the authority to approve the expenditures of all funds and let all contracts;
11. Authorize borrowing money and the issuance and sale of revenue bonds;
12. Name college facilities, landmarks, and other outdoor features, programs, institutes or centers;
13. Recognize the right of the duly elected employee organizations to negotiate employee rights and benefits within the tenets of the respective Collective Bargaining Acts;
14. Consider communications and requests from citizens and organizations of the District on matters of District policy at regularly scheduled board meetings;

15. Adopt and periodically review a statement of philosophy, mission, and goals which clarifies basic educational beliefs and educational responsibilities of the District;
16. Establish a yearly planning cycle that links the Board's agenda with the College's Strategic Plan;
17. Annually review and evaluate progress towards the goals in the College's Strategic Plan through a variety of measures;
18. Appraise the efficiency and effectiveness of District operations and the educational programs and services of the College;
19. Refer all matters concerning the District directly to the president for study and recommendation before such matters are considered by the Board, except where immediate action is deemed necessary by the Board;
20. Inform the public concerning the progress and needs of the District, the educational programs, and the financial status of the District;
21. Conduct an annual self-evaluation and determine a corrective course of action as necessary; and
22. Act in the best interest of the College pursuant to various authorizations granted in the Community College Act of 1967 or in the rules and regulations of the State Board for Community and Technical Colleges;

100.C00 **OFFICERS OF THE BOARD**

100.C10 TITLES

The officers of the Board shall be a chair and a vice-chair who shall be members of the Board. The president of Clark College shall serve as secretary of the Board as specified by state law.

100.C20 MANNER OF ELECTION AND TERM OF OFFICE

At the last regular meeting of the Board each fiscal year (June), the Board shall elect, from its membership, a chair and vice-chair to serve for the ensuing year.

The chair and vice-chair of the Board shall be elected to such offices by the Board for a term of one year and assume office on July 1st, and shall hold office until their respective successors shall be elected and assume the office.

100.C30 CHAIR OF THE BOARD

Responsibilities and duties shall include, but are not limited to the following:

1. Preside at all meetings when present and decide on questions of order;
2. Appoint members of the Board to serve on special committees as approved by the Board;
3. Execute all contracts approved by the Board and other official documents legally requiring the signature of the chair of the Board, such as resolutions, general obligations, and revenue bonds;
4. Call special meetings of the Board as required;
5. Represent, when possible, the Board at meetings of trustee organizations to which the District belongs; and
6. Perform any other duty formally assigned by the Board, or by state statute.

100.C40 VICE-CHAIR OF THE BOARD

Responsibilities and duties shall include, but are not limited to the following:

1. Perform all duties of the chair of the Board in the absence or disability of the chair; and
2. Discharge such other functions as the chair of the Board may request from time to time.

100.C50 SECRETARY OF THE BOARD

Responsibilities and duties of the Secretary or designee shall include, but are not limited to the following:

1. Provide for the written notification to all concerned of regular and special meetings of the Board;
2. Transmit the Board agenda and a copy of the minutes of the previous meeting to the Board and such other persons as the Board may designate and post at the District offices prior to an ensuing meeting;
3. Record, prepare, sign, and distribute to all members of the Board the minutes of all regular and special meetings of the Board;
4. Act as custodian of the official seal of the District; affix it to official documents and attest the same by signature;
5. Prepare and maintain for the Board an indexed compilation of all resolutions, a copy of the policies of the Board of Clark College, and all amendments thereto;

6. Advise the Board of any communications which require consideration and action by the Board; and
7. Give such public notices of Board action as may be required by statutes, or resolutions of the Board.

100.C61 DELEGATION TO THE PRESIDENT

All Board authority delegated to staff is delegated through the President. All authority and accountability of staff is considered to be the authority and accountability of the President. The Board delegates appointing authority for classified staff to the person now holding or subsequently appointed to the positions of President, and the chief Human Resources officer. The Board delegates appointing authority for all other staff and faculty to the President or the President's designee.

1. The President is authorized to develop and implement all administrative policies, decisions, actions, practices, and activities. The President will base decisions on the annual goals of the college and responsibilities defined in the president's job description.
2. Only decisions of the Board acting as a body are binding upon the President.
 - a. Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
 - b. If Board members or Board committees request information or assistance without Board authorization, the President can refuse such requests that, in the President's judgment, require a material amount of staff time or funds or are disruptive.
3. The President shall apply to the Board for a waiver of a Board Policy if the President deems a waiver is in the best interest of the College

100.C65 PRESIDENT

The president of the District shall be the executive officer through which the Board implements its policies. The president may delegate to subordinates of the District such of his/her powers as he/she may be authorized to delegate and deem desirable to be exercised under the president's supervision and direction. Responsibilities and duties in addition to those outlined in the President's job description and presidential contract include but are not limited to the following:

1. Inform the Board of all significant actions taken under authority granted by it and respond in a timely manner to Board requests for information;
2. Perform all executive functions for the Board, such as:

- a. Prepare the agenda for Board meetings.
 - b. Conduct official correspondence of the Board.
 - c. Issue its orders.
 - d. Prepare all documents as directed by the Board and execute all documents pursuant to authority granted to the president by the Board.
 - e. Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection.
3. Advise the Board in all areas of policy and make recommendations on all matters that affect the District before action is taken by the Board;
 4. Determine qualifications for, appoint, manage, supervise, and discharge all employees of the College, including fixing their salaries and the terms and conditions of individual contracts as applicable, provided that the procedures established in the tenure laws of the State of Washington, when appropriate, and/or the statutes, rules and regulations of the Washington Personnel Resources Board shall be followed;
 5. Appoint, manage, supervise, and discharge administrative personnel, including fixing their salaries and the terms and conditions of their individual contracts;
 6. Prepare and submit to the Board an annual budget and administer the Board approved budget;
 7. Formulate all reports as may be required by the Board and by local, state, and national agencies;
 8. Formulate and promulgate rules, regulations and procedures to implement Board policies;
 9. Represent the District to the community by interpreting the policies to the public, the press, and community organizations;
 10. Approve the expenditure of all budgeted funds and execute all contracts consistent with the budget adopted by the Board and in compliance with Board rules and all applicable state and federal laws and regulations;
 11. Prepare and submit to the Board an Annual Operational Plan Final Report as part of the Strategic Plan;
 12. Act as the chief administrator and educational leader of the District, responsible for the organizational structure of the District and for all executive and administrative duties in connection with the operation of the District;
 13. Propose long-range direction and scope of District programs, recommending to the Board from time to time such changes in programs and services as he or she deems desirable to fulfill the philosophy and goals of the District;
 14. Establish District objectives consistent with Board philosophy and goals; determine the

the need for and qualifications of all positions within the District, and provide for evaluation of all personnel and programs;

15. Recommend to the Board site location and site utilization and direct the development of the college building program;
16. Participate in community college programs at the local, state and national level by representing the District at meetings of organizations to which the District belongs and others as approved by the Board;
17. Review legislation affecting the District and report the substance thereof to the Board;
18. Attend Board meetings;
19. Designate an administrative officer of the District to serve as acting president in the president's place and stead during absences. Absences over three weeks duration are subject to Board approval; and
20. Perform such other duties as may be assigned or granted by the Board or required by law.

100.E00

MEETINGS OF THE BOARD

100.E05 REGULAR MEETINGS

The Board shall hold regular monthly meetings according to a schedule including place, time and date filed with the Washington State Register, pursuant to RCW 42.30.075. All meetings of the board, regular and special, shall be hold in conformance with the Open Public Meetings Act, Chapter 42.30 RCW.

A regular meeting may be canceled by action of the Board or the Board chair. A special meeting may, however, be set for another date and time. When a special meeting is scheduled, notice thereof will be given in conformance with the notice requirements for special meetings contained in RCW 42.30.080.

Board meetings shall be held in Gaiser Hall, 1933 Fort Vancouver Way, Vancouver, WA, or at such other places as the Board shall determine.

100.E10 SPECIAL MEETINGS

Special meetings may be called by the chair, or by request of three Board members, and they shall be conducted in conformance with Washington State law. Only those items published on the agenda shall be considered at a special meeting. (per RCW 42.30.080)

100.E15 EXECUTIVE SESSION

The Board may hold an executive session during a regular or special meeting. Executive sessions will be held in conformance with Washington State law. (per RCW 42.30.110)

100.E20 OPEN MEETINGS

All regular and special Board meetings are open to the public; however, the chair may call an executive session when permitted by Washington State law at which a member of the general public shall not be present unless invited. (per RCW 42.30.030)

Public votes and public records shall be open to the public for inspection and duplication.

100.E25 APPEARANCES BEFORE THE BOARD

Each regular meeting of the Board shall provide members of the public an opportunity to address the Board on any item of business. The Board encourages groups to designate a spokesperson to address the Board on their behalf.

The chair of the Board reserves the right to determine time limits on statements and presentations. The intent of the Board shall be to provide equal time for both pro and con presentations. The chair also maintains the right to regulate the subject matter of that which may be presented or discussed at the open meeting including, but not limited to, matters which are the subject of current or pending grievances or adjudicative or disciplinary proceedings. Matters for consideration, discussion, and/or debate will be limited to the extent allowed by the Open Public Meetings Act, Chapter 42.30 RCW.

The president of the College shall be given an opportunity, whenever possible, to examine and evaluate each matter of business and to recommend a course of action prior to a decision by the Board.

100.E28 INTERRUPTIONS

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (per 42.30.050)

100.E30 QUORUM

Three trustees shall constitute a quorum for the transaction of business at regular and special meetings. A number fewer than a quorum may call the roll, record the names of absentees, and adjourn to meet at a specified future time. (per RCW 28B.50.130)

100.E35 REQUIRED VOTE

An affirmative vote of at least three trustees (for approval) shall be required for adoption of any matter upon which the Board votes.

The chair of the Board, or other presiding officer, shall have a vote upon all questions and may engage in general discussion.

A member abstaining from voting on any matter shall voice such abstention for recording in the minutes.

100.E40 AGENDA

The agenda shall be prepared by the president in consultation with the Chair of the Board and its contents presented by the president for Board consideration at each meeting.

100.E45 BOARD MATERIALS AND INFORMATION

Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to the trustees prior to each meeting. The chair or president may present a matter of urgent business received too late for inclusion on the agenda if, in his or her judgment, the matter is of an emergency nature.

All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the secretary with copies.

100.E50 MINUTES OF MEETING

Minutes of regular and special meetings are public records. Minutes are open to inspection and made available for viewing in the Cannell Library, and kept on file in the Office of the President as a permanent official record of all transactions of the Board.

The minutes shall record the name of the trustee making a motion, the name of the trustee seconding it, and the vote, attributing each "yea" and "nay" vote or abstention to the individual trustee. The voting shall be by voice, except that a roll call may be required for resolutions and all other questions whenever requested by a trustee. A trustee may also have the reasons for his or her vote recorded in the minutes if he/she so requests at the time of voting.

A permanent record of all District Board resolutions shall be published on the Clark College web site.

100.F00 **MISCELLANEOUS POLICIES OF THE BOARD**

100.F10 **PRESENTATION AND ADOPTION OF POLICY**

Every effort shall be made to present, in writing, recommendations for changes in policy at least one meeting in advance of the meeting at which adoption is requested.

The adoption of policy requires the affirmative vote of at least three trustees (Addendum #3: Resolutions).

100.F20 **PARLIAMENTARY AUTHORITY**

Except as they may be in conflict with the resolutions heretofore set forth, Robert's Rules of Order, newly revised, shall constitute the parliamentary guide of the Board.

100.F30 **AMENDMENTS OF BOARD POLICIES**

These policies, or any part or parts thereof, may be revised, repealed, or added to by an affirmative vote of at least three trustees at any meeting of the Board. They shall become effective immediately upon approval.

100.F40 **BOARD OFFICES**

The Board shall maintain an office at 1933 Fort Vancouver Way, Vancouver, WA, 98663-3598, where all records, minutes, and the official College seal shall be kept.

This office shall be open during normal business hours.

Correspondence or other business for the Board shall be sent to the secretary of the Board, who is located in this office.

100.G00 **FOUNDATION POLICY STATEMENT**

In recognizing the Clark College Foundation as a separate, nonprofit corporation, the Board is both supportive and appreciative of the Foundation's role in assisting the College. The Board understands that the primary mission of the Foundation is to obtain financial and other direct support and benefit for the College. The use of funds and other resources will be for physical and capital improvements, student financial assistance, Foundation operations, and other purposes as designated by donors and accepted by the College. The relationship is further defined by the terms of the current Quid Pro Quo agreement. The Board will be provided with regular financial reports, minutes of meetings, and other appropriate documents of the Foundation.

ADDENDUM #1 – Resolutions

Clark College Board of Trustee Resolutions		
NUMBER	TITLE	DATE APPROVED
133	Authorize expenditure of state and local funds in an amount equal to the 2006-07 budget.	6/25/2007
132	Authorize expenditure of state and local funds in an amount equal to the 2005-06 budget.	6/26/2006
131	In Appreciation - Bill Fromhold	5/24/2004
130	Authorize expenditure of local funds until a formal budget is adopted for 2003-04.	6/23/2003
129	In Appreciation - Holly Solie	12/16/2002
128	In Appreciation - Tony Birch	6/24/2002
127	Facilities Master Plan	4/23/2001
126	In Appreciation - Sally Schaefer	12/18/2000
125	Pre-design study - Clark Center	9/25/2000
124	In Appreciation - Vic Clausen	9/23/1998
123	Endorse WA Endowment for Higher Ed proposal	7/17/1997
122	Authorize participation in Local Government Investment Pool effective 6/6/96	5/22/1996
121	Support TV ETC funding proposal	2/28/1996
120	Fund 147 to be reserved for acquisition of buildings or land.	8/23/1995
119	In Appreciation - Bill Jesse	4/26/1995
118	Locate light rail east of I-5	12/31/1994
117	In Appreciation - Georgia-Mae Gallivan	10/26/1994
116	In Appreciation of C-Tran's C-PASS program	9/26/1994
115	In recognition of receiving Faculty Excellence Award/Wayne Colony	9/25/1993
114	In recognition of receiving Faculty Excellence Award/Laurie Cornelius	9/25/1993
113	Achievement of the Endowment Fund Campaign	5/26/1993
112	Re-establishment of agreement with WSUV on use of facilities	8/25/1993
111	Summarizing long-range plans to accommodate growth in District	8/25/1993
110	Honor Orv Iverson for receiving Phi Rho Pi Distinguished Service Award	4/28/1993

109	Honor speech and debate team	4/28/1993
108	Observance of Public Service Recognition Week	4/28/1993
107	Honor women's basketball team for winning NWAACC Championship	4/28/1993
106	Honor David Yang for service as a trustee	12/16/1992
105	Honor Shirley Sackman upon retirement	11/18/1992
104	Endorse SMART campaign strategic plan	11/18/1992
103	Appreciation for donation of flowering cherry trees by John Kageyama and America Kotobuki Electronics Inc	4/25/1990
102	In support of Central Park location for WSUV	9/27/1989
101	In appreciation of service/Richard Schwary	8/23/1989
100	In appreciation of the Evergreen State College (Vancouver) faculty and staff	8/23/1989
99	Honor Ellis Dunn upon retirement	1/25/1989
98	Resolution in support of community college system operating budget request	10/26/1988
97	Adopt policy on indexing public records	10/26/1988
96	Honor Pete Pierson upon retirement	5/25/1988
95	Honor Bill Nelson upon retirement	5/25/1988
94	Honor Lew Sander upon retirement	5/25/1988
93	Honor Joan Henson upon retirement	5/25/1988
92	Agreement between institutions regarding WSUV branch campus	5/25/1988
91	Adopt policy in appreciation of Plant Services staff	1/27/1988
90	Adopt policy on commercial activities	11/18/1987
89	Commendation for Yvonne Montchalin	10/28/1987
88	Designate Lewis D. Cannell as Dean of the College emeritus	5/20/1987
87	Statement supporting continuation of federal vocational ed funding	2/25/1987
86	Statement endorsing AACJC position on nursing titling and licensure	2/25/1987
85	Statement opposing BPA rate and budget increase	1/28/1987
84	Commendation for Dianne Frichtl	1/28/1987
83	Commendation for Randy Ferguson	1/22/1986
82	Statement endorsing the joint community college/common school proposal for vocational education administration (SBCCE-SPI proposal re CVE)	12/18/1985
81	Commendation for Thomas Hagley	11/20/1985

80	Authorize President's signature on "Tools for Schools" loan agreement	10/23/1985
79	Make Clark College Nuclear-Free Zone (was not approved)	6/26/1985
78	Commendation for Lynn Degerstedt	6/26/1985
77	Transfer responsibilities of trustee to certain trusts to Clark College Foundation	1/27/1985
76	Support of State's Efforts to Strengthen Small Business Assistance	11/28/1984
75	Borrowing of Funding for Parking Facilities	8/17/1984
74	Delegation of Personnel Actions to Administration (replaces resolution #37)	7/25/1984
73	Delegation to President for all personnel actions (replaces resolution #37)	7/25/1984
72	Invitation to TACC for annual 1987 convention	4/25/1984
71	Commendation for MarCine Miller Miles	10/26/1983
70	Authorization of Attorney General to initiate transfer of funds/property from Clark College to the Clark College Foundation	6/22/1983
69	Acknowledgement of gift from Williams estate	3/23/1983
68	Acknowledgement of gift from Cox Cable Company	1/12/1983
67	Recognition of the gift from the Masters Estate	10/19/1982
66	Commendation for The Reverend Stuart V. Goude	8/17/1982
65a	Commendation for Ellis F. Dunn	6/11/1982
65	Statement supporting Independence of Trustees Association	4/20/1982
64	Statement of endorsement of request from Murdock Charitable Trust for focus on Mature Learning Grant	11/17/1981
63	Commendation for James W. Caley	11/17/1981
62	Declaration of Financial Emergency	9/23/1981
61a	Appointment of Donna S. Wolther as Treasurer of Community College District #14	9/15/1981
61	Commendation for Richard A. Jones	6/16/1981
60	Request to Legislature to consider increase in taxes rather than reduction in Community College Services	3/17/1981
59	Request for Referendum 37 funds for Parent Ed. Bldg.	2/17/1981
58	Commendation for Gary M. Olson	12/16/1980
57	Commendation for Ronald O. Keil	11/20/1979
56	Agreement with Central Park Concept	2/20/1979
55	Authorization of defense in Greenen case (Jones)	12/19/1978

54	Authorization of defense in Greenen case (Benson)	12/19/1978
53	Commendation for Betty J. Mage	11/21/1978
52	Comprehensive Community College Campus Resolution for support of 1978-81 Operating Budget	11/21/1978
51	Comprehensive Community College Campus Resolution for support of Funding for Facilities	11/21/1978
50	Authority of President to set nonstandard fees	10/17/1978
50a	Amendment to resolution #37	9/19/1978
49	Request for emergency funding for 23 acres	12/13/1977
48	Category for Community Capital Projects	
47	Appointment of Patricia Wirth Treasurer of Clark College	10/18/1977
46	Authority of President to set miscellaneous fees	6/21/1977
45	Honor Skeet O'Connell	5/17/1977
44	Honor Walt Langlois	5/17/1977
43	Delegation of Authority/Emergency situation - STRIKE	5/11/1977
42	Spirits to conduct Instructional Programs	5/17/1977
41	Senate Bill 3051	4/12/1977
40	Commendation for Dianne Frichtl	4/12/1977
39	Commendation for Yvonne Monltahn	2/15/1977
38	Authorization to evaluate Loore agreement for federal equipment	2/15/1977
37	Delegation of authority to employ, suspend, discipline, discharge, lay off and non renew. Rescinded by resolution #73. Amended September 19, 1978	6/16/1976
36	Commendation for Clarence Irwin	3/23/1976
35	Cooperation in creation of Center for Cultural Arts	2/10/1976
34	Vancouver Veterans Administration Hospital Retention	1/20/1976
33	Commendation for Richard Lawton	5/20/1975
32	Funding Assistance for Outdoor Rec. Project (reaffirmed by Board Action February 10, 1976)	4/22/1975
31	Re: 12% salary increase	3/18/1975
30	Capital Improvement Model (CAM)	11/19/1974
29	Support of Project Central Park concept	10/8/1974
28	Authorizing defense in Smithwick Case	8/21/1974

27	Changes to administrative order no. 74-5	3/5/1974
26	Delegation of authority to the President	2/19/1974
25	Land Trade - Fourth Plain & Stapleton and property adjacent to College	12/11/1973
24	Budgetary Allocations	12/11/1973
23	Filing of applications for Federal Funds	10/16/1973
22	Application for AIDP, Title II, Funds	10/16/1973
21	Commitment to meet SBCCE Guidelines for Student programs and activities	9/26/1973
20	Application for Surplus Property	9/11/1973
19	Participation in inter-district cooperative vocational education program	6/5/1973
18	Retirement Resolution - Robert Gates	9/19/1972
17	Emergency to repair snack bar in Student Center	9/19/1972
16	Administrative Procedures Act for Higher Education	9/19/1972
15	Deferred Compensation Program provided by Clark County School Employees Credit Union	6/6/1972
14	Community and Neighborhood Service Center Concept Resolution	5/16/1972
13	Retirement Resolution - Marian Wood	3/28/1972
12	Affirmative Action policy regarding non-discrimination and civil rights	1/18/1972
11	Designation of Dr. Hakanson as authority to set fees for non-credit courses at a maximum rate of \$8.30 per credit-hour equivalent on a self-support basis	10/19/1971
10	Authority to president of college to make application for the transfer of property declared surplus to the Veterans Administration to Clark College	8/24/1971
9	Health Insurance Program Contribution	6/9/1971
8	South American Expedition	5/18/1971
7	Retirement Resolution - Faculty	5/18/1971
6	Establishment of Adult Student Housing, Inc project (dormitories)	4/26/1971
5	Retirement Resolution - Frances Hall	
4	Designation of Dr. Hakanson as registered agent for Clark College	
3	Surplus Property Agreement (Adopted July 20, 1967, Revised October 15, 1970	
2	Designation of Depository for College Funds (Adopted June 27, 1967, revised May 20, 1969, superseded by Board action at may 18, 1971 meeting. Revised March 18, 1975)	
1	Authority to employ College personnel - delegation to the President (rescinded by resolution #73)	7/20/1967



MEMORANDUM

Date : April 23, 2008
Ref : PS156
Re : Approval For ASCC Capital Projects Fund

From : Philip Sheehan, Interim Vice President of Administrative Services

A handwritten signature in black ink, appearing to be "P. Sheehan", written over the "From" line.

To : Robert Knight, President

Attached is information regarding a request from the Associated Students of Clark College (ASCC) for the use of the ASCC Capital Fund for the Gaiser Student Center Enhancement Project.

It is requested that consideration be given to this request at the Board of Trustees' meeting of April 28, 2008.

Thank you.

th

Attachment

INTEROFFICE MEMORANDUM

TO: RACHEL RUIZ, VICE PRESIDENT
FROM: TED BROUSSARD
SUBJECT: APPROVAL FOR ASCC CAPITAL PROJECTS FUND
DATE: APRIL 3, 2008

We are requesting Board of Trustees approval for \$135,000 from the ASCC Capital Fund account to be applied to the Gaiser Student Center Enhancement Project. A majority of students voted to approve the use of these funds for that purpose in a special election in January, 2008. Existing policy guidelines/documentation requires board approval as noted below:

- ASCC Finance Code, Article VII – Capital Projects Fund states that Board of Trustees authorization must be given prior to any expenditure from this fund.
- Minutes of the Business Meeting of the Board of Trustees, Clark College, District No. 14 dated November 25, 2002, reflects that Scott Morgan, Vice President of Administrative Services, recommended that approval of fund balance requests be delegated to the vice presidents of administrative services and student development instead of Board of Trustees. Given the omission of naming Capital Projects Fund requests in this recommendation, we are assuming that the ASCC Finance Code directive would apply.

By this memo, we are requesting that this item be brought forward to the Board of Trustees at their April 28, 2008, seeking their approval to allow the transfer to be made.

Thank you for your assistance.

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
March 10, 2008
Penguin Student Union Building Room 258 B & C

Trustees Present: Chair Rhona Sen Hoss; Mmes. Addison Jacobs, and Sherry Parker;
Messrs. Kim Peery and John White.

Administrators: Robert Knight, President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Ms. Candy Bennett, Executive Dean of Planning and Advancement; Ms. Leann Johnson, Director of Equity and Diversity; Ms. Katrina Golder, Associate Vice President of Human Resources; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Mr. Todd Oldham, Executive Director of Corporate & Continuing Education; Mr. Phil Sheehan, Interim Vice President of Administrative Services.

Faculty: Dr. Marcia Roi; Ann Snyder, Dian Ulner.

Others: Ms. Karen Wynkoop, Director of Business Services, Ms. Bonnie Terada, Assistant Attorney General; Ms. Lisa Gibert, Foundation President; Mr. Pat Mehigan, ASCC President; Ms. Zeinab Goudiaby.

Absent: Ms. Bonnie Terada, Assistant Attorney General.

I. CALL TO ORDER

Chair, Rhona Sen Hoss, called the meeting to order at 5:10 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

As there are still items under discussion, the approval of the Board Policy Manual was removed from the Consent Agenda and will be tabled until the April meeting so that the trustees may review the policies and prepare a final edit.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from Board Members

Trustee White discussed his attendance at the Chancellor's Lecture Series at WSUV concerning research based universities. One of the topics discussed concerned how much a greater impact is made upon a city or town by its local community college than by a large university in the same locale due to the wide array of services and offerings to the entire community. He commended the outreach that Clark has into the Vancouver community and noted that it is evident in the material that the board receives regularly.

Chair Sen Hoss participated in the recent Council for Resource Development conference at the Hilton on March 6 and 7 sponsored by the Foundation. She was pleased to be included in the event and was pleased for the opportunity to learn more about comprehensive campaigns and community college development activities.

D. President's Report

Dr. Rachel Ruiz, Vice President of Student Affairs, introduced Bryan Martin, Running Start student, the evening's first presenter.

President Knight also spoke about his attendance at the Council for Resource Development conference. He came away with new knowledge concerning a president's role in a comprehensive campaign and was very appreciative of having the opportunity to address the group.

President Knight attended the first MRAD graduation ceremony. There were 12 students and a larger number will follow them in the next term. There have been four strategic planning forums so far. They have all been well attended and many good comments and insights have come from staff and faculty. President Knight continues to have monthly meetings with Hal Dengerink, Chancellor of WSUV.

E. Association Reports

1. AHE - Dr. Marcia Roi

Dr. Roi reported that the bargaining team has finalized their interest statements and presented them to the senate. The team will be meeting with the college representatives on March 6 to present the interests and finalize the ground rules for this spring's bargaining.

2. ASCC – Mr. Pat Mehigan

Mr. Mehigan reported that there are two student-sponsored events remaining before spring break. Elections are coming up for open ASCC positions and applications will be accepted on April 7, the first day after break. A student survey is currently underway concerning Columbia Tech Center which will be presented to the College Council. Mr. Mehigan has received letters of support from the community to bring baseball to Clark College; he has forwarded them to the ASCC Finance Committee for consideration.

3. WPEA

There was no report for March.

F. College Reports

1. Instruction – Dr. Rassoul Dastmozd

Dr. Dastmozd expanded upon the MRAD graduation, acknowledging Kathleen Murphy, Kathleen Lesley, Terry Anderson and Dr. Travis Kibota for hosting an Oscar-worthy event. The Faculty Lecture Series has started; Dr. Dastmozd invited the board to attend the April lecture which will take place at the noon hour on a date soon to be determined. George Reese is currently working with a group from across the college community to focus on the type of programs to be housed at the CTC.

Trustee Parker asked about the college's power utility program. A local apprenticeship program will be looking at this program to determine how to indenture future graduates into their program as a way to help them become fast-tracked into the union local. This is a very successful, one-person program/department.

In celebration of Women's History Month, Dr. Dastmozd introduced tonight's faculty presenters, Ann Snyder and Dian Ulner from the Women's Studies Department. They presented an overview of their program and comments from the students as to how the program has affected their lives and outlook.

2. Administrative Services – Mr. Phil Sheehan

Mr. Sheehan discussed a request by the board for a tour of the new Gaiser and O'Connell Sports Complex facilities. The May board meeting is expected to be held in the new Community Room and a tour could be scheduled as part of the work session for that month.

The budget status report contains normal activity and there were no unexpected variances for the month.

3. Student Affairs – Dr. Rachel Ruiz

Dr. Ruiz was pleased to report that enrollment remains healthy at just under 4% above target.

A nursing and health care fair was held at WSUV last week with approximately 20 local employers and 150 students in attendance. Clark promoted the Healthy Penguin Nation concept and served healthy snacks to the attendees. Employers were asked to complete an opinion survey after the fair was over and a very large majority indicated that they would attend again in 2009.

The second Multicultural Educators Luncheon was held last week; this event promotes the College's relationships and contacts with multicultural educators and non-profit agencies.

The soccer team championship rings will be presented to the students and coaches on March 12 at 6:00 p.m. in the Student Center.

4. Human Resources – Ms. Katrina Golder

Ms. Golder had no additions to her written report. She introduced Leann Johnson, Director for Equity & Diversity. Ms. Johnson spoke to the group about the highlights of the Diversity Report and next steps.

Ms. Johnson acknowledged the Cultural Pluralism Committee and its members in attendance this evening, Ms. Dian Ulner and Mr. Miles Jackson. She highlighted key points of the survey that were of note to the committee, survey findings, and how these findings have led to the implementation of the next steps of the diversity plan.

The diversity survey was taken during the winter of 2006 to gain information from the college community concerning diversity in general and the diversity climate at the college in order to begin the development of a meaningful diversity plan at the college that would enhance students' success. The survey was made available to the entire college community. The committee did not want to make broad assumptions about diversity issues from the results of the survey, but they are taking concerns that appeared from more than one source and will investigate those comments further through a series of focus groups comprised of specific communities of students in the spring. The committee wants to gain more information from these groups of students about their experiences in the college community.

The committee would like additional forums and training concerning the definition of diversity so that candid discussions can occur in the college community around the interpretation of the definition. Another topic the committee would like to investigate further is how to conduct discussions concerning religion and politics in a respectful and civil manner.

The board applauded the committee's work and offered their support of the efforts to create a meaningful diversity plan and educational initiatives.

5. Planning and Advancement - Ms. Candy Bennett

Ms. Bennett reviewed this year's legislative session which will adjourn on March 13. There are some bills that are still in discussion allowing technical Colleges to offer transfer degrees; expanding applied bachelor's degree to three more pilot schools; funds to go to local law enforcement agencies to map campuses for security; and money to expand matching funds for child care. Initiative 960, the intent to vote on every fee increase for all state government, remains a concern. This could result in a \$10 million cut to the higher education system if colleges lose the ability to increase their fees.

The strategic planning task force and focus groups are a source of excitement throughout the college community. Over 100 employees have attended sessions so far. The student focus group was not as large, but they were very perceptive and provided a lot of feedback to the task force. The remarks from all groups will be compiled and put on the intranet for everyone to review. There will be a place on the website for people to add their comments and ideas to the strategic planning process. The next task force meeting will be on April 11 with focus groups taking place on April 3 and April 21.

6. Corporate & Continuing Education - Mr. Todd Oldham

Mr. Oldham entertained comments and questions from the board. Trustee Jacobs commented that her own organization is looking into Corporation & Continuing Education courses for their employees and she is very proud that they are actively considering using the college to train their staff!

7. Communications and Marketing - Ms. Barbara Kerr

Ms. Kerr reminded the board that the annual Women of Achievement celebration will be held on March 13 at the Hilton. She is pleased to report that they are

expecting at least 450 people in attendance. Anna Song of KATU will be the emcee of the event. This event began at Clark College under the Women's Studies program. In 2009, the event will celebrate its 25th celebration in concert with the College's 75th anniversary.

Ms. Kerr also spoke about the initiative to automate the college catalog and have it available over the internet to students and staff. As the project progresses she will report further and ask Erica Schwenneker, Communications Consultant, to provide a demonstration to the board.

8. Clark College Foundation – Ms. Lisa Gibert

Ms. Gibert acknowledged Chair Sen Hoss and Trustee White for attending a Clements Group visit with Dr. Len O'Hara and the CRD conference last week. The Foundation is moving forward with their strategic planning and she thanked the College's trustees for their support of the Foundation's work.

III. CONSENT AGENDA

A. First Reading

- ◆ Board Policy Manual will remain on First Reading until the April 28 board meeting at which time a vote will be taken to approve the revised manual.

B. Consent Agenda

- ◆ Minutes from February 25, 2008 meeting.

Trustee White moved that the Consent Agenda be approved. Trustee Jacobs approved the motion and the February 25 minutes were approved as submitted.

IV. FUTURE AGENDA ITEMS

WORK SESSION

Strategic Planning Task Force
Update (March-June)
Tenure Reception in Lieu of Work
Session (April)
Joint Board Meetings w/ Battle
Ground, Ridgefield, Camas,
Washougal (TBD)

BOARD

Tenure Recommendations (March 17)
Sabbatical Recommendations (March 24)
Board Policies (March)
Diversity Survey (March)
Larch Update (April)
Strategic Plan in Conjunction with
Resource Development Plan (TBD)

V. DATE AND PLACE OF FUTURE MEETINGS

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. Monday, April 28, 2008 in the Penguin Union Building 258 B & C.

A faculty tenure reception will be held immediately preceding the board meeting from 4:00-5:00 p.m. in the PUB Lounge.

A special meeting of the Board of Trustees will be scheduled for March 17, 2008 at 2:00 p.m. to take action on tenure and sabbatical recommendations.

A special meeting of the Board of Trustees will be scheduled for March 27 at 10:00 a.m. in Bauer Room 109 so that the board may hear a presentation from the Columbia River Crossing staff on the proposed I-5 highway project. No action will be taken at this meeting.

VI. EXECUTIVE SESSION

The board adjourned into executive session until 7:15 pm to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. No action will be taken. The board will reconvene at 7:15 pm in order to adjourn the meeting.

VII. ADJOURNMENT

There being no further business, Chair Sen Hoss adjourned the meeting into executive session at 6:40 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder
March 27, 2008

CLARK COLLEGE BOARD OF TRUSTEES

**Special Board Meeting
Monday, March 17, 2008
Penguin Union Building
Room 258 A**

All regular meetings of
the Board are recorded

AGENDA

2:00pm

I. CALL TO ORDER

Chair Sen Hoss called the meeting to order at 2:00 p.m.

II. EXECUTIVE SESSION

The board went into executive session at 2:00 p.m. to consider the award or denial of tenure to seven probationary faculty members (i.e., review performance of public employees) and reconvened at 2:25 p.m. at which time it took action regarding the award or denial of tenure to seven probationary faculty members.

III. ACTION ITEM

Upon returning to open session, Chair Sen Hoss moved that the board of trustees, after having given reasonable consideration to the recommendations of the tenure review committee, grant tenure to:

Faculty Member

Department

Lori Ellerbroek
Dr. Kanchan Mathur
April Mixon
Dr. Julian Nelson
Dr. Katherine Sadler
Nancy Sheppard
Ian Titterton

Nursing
Mathematics
Chemistry
German
History
Nursing
Culinary Arts

Trustee Peery seconded the motion. The motion was approved.

Chair Sen Hoss moved that the board of trustees, after having given reasonable consideration to the recommendations of the sabbatical committee, grant sabbatical to:

<u>Faculty Member</u>	<u>Recommended Quarters</u>
Dan Anderson	Fall 2008
Joan Carey	Fall 2008
Randy Givens	Fall 2008
Carson Legree	Fall 2008
	Winter 2009
	Spring 2009
Rebecca Martin	Fall 2008
Joe Pitkin	Fall 2008
	Winter 2009
	Spring 2009
Gail Robinson	Fall 2008
	Winter 2009
	Spring 2009
Mark Smith	Fall 2008
	Winter 2009
	Spring 2009
Karla Sylwester	Spring 2009

Trustee Pery seconded the motion. The motion was approved.

IV. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. Monday, April 28, 2008 in the Penguin Union Building 258 B & C.

A faculty tenure reception will be held immediately preceding the board meeting from 4:00-5:00 p.m. in the PUB Lounge.

A special meeting of the Board of Trustees will be scheduled for March 27 at 10:00 a.m. in Bauer Room 109 so that the board may hear a presentation from the Columbia River Crossing staff on the proposed I-5 highway project. No action will be taken at this meeting.

V. ADJOURNMENT

There being no further business, Chair Sen Hoss adjourned the meeting at 2:30 p.m.

CLARK COLLEGE BOARD OF TRUSTEES
Special Board Meeting
Thursday, March 27, 2008
Penguin Union Building
Room 109

All regular meetings of
the Board are recorded

AGENDA

2:00pm

I. CALL TO ORDER

Chair Sen Hoss called the meeting to order at 10:00 a.m.

II. PRESENTATION BY COLUMBIA RIVER CROSSING

Ron Anderson and Bob Dethlefs, CRC project staff, provided the trustees with an overview of the proposed bridge replacement, addition of light rail into Clark County, and possibility of a park and ride lot at the far west end of the Clark College campus.

No action was taken at this meeting.

III. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. Monday, April 28, 2008 in the Penguin Union Building 258 B & C.

A faculty tenure reception will be held immediately preceding the board meeting from 4:00-5:00 p.m. in the PUB Lounge.

V. ADJOURNMENT

There being no further business, Chair Sen Hoss adjourned the meeting at 11:40 a.m.