

Clark College Board of Trustees Packet

April 23, 2007

Clark College

The Next Step

**Clark College
Board of Trustees Packet
April 2007**

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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

Monday, April 23, 2007

Penguin Student Union

Rooms 258 B & C

All regular meetings of
the Board are recorded

AGENDA

4:00 – 4:30pm "T" BUILDING TOUR

4:30 – 5:15pm TENURE RECEPTION – PENGUIN STUDENT LOUNGE

5:15pm I. CALL TO ORDER

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members
 -Presidential Search

D. Institutional Report.....#1
 -College Climate Committee

E. Association Reports

1. AHE.....#2
2. ASCC.....#3
3. WPEA.....#4

F. College Reports

1. Instruction.....#5

2. Administrative Services#11

3. Student Affairs#18

4. Human Resources#25
 -Faculty Excellence Award

5. Planning and Advancement.....#29
 -Accreditation Update

6. Workforce Development & Continuing Education#32

7. Communications and Marketing.....#35
-Logo Discussion

8. Clark College Foundation#42

III. CONSENT AGENDA

A. First Reading

B. Consent Agenda

-Minutes from 3-12-2007 Meeting.....#44

-Minutes from 3-26-2007 Meeting.....#53

IV. FUTURE AGENDA ITEMS

1. Budget/Land Acquisition (May 14) Board/EC Work Session 4-6:00pm
2. Stout Hall Tour (May) 4-4:45pm
3. IT Plan (May)
4. Meeting with High School Board Members (TBD)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, May 21, 2007 in the Penguin Student Union Rooms 258 B & C.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

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

Institutional Report
April 2007

- ◆ College Climate Task Force. The College Climate Task Force has been formed and is comprised of the following 12 members representing faculty, classified staff, administrative/exempt employees, students and the Foundation: Linda Calvert, Tyler Chen, Miles Jackson, Lori Jimerson, Adeline Martinez, Marcia Roi, Ara Serjoie, Suzanne Southerland, Pacia Thao, Rebecca Wale, Bill Wheeler, and Randy Wulff.
- ◆ Security Task Force. A security task force will be assembled to assess the status of security on campus to ensure Clark College has measures in place to deter an incident such as the one that occurred at Virginia Tech and to communicate a response quickly and systematically if an incident occurs on one of our college campus locations. The City of Vancouver will provide a police officer to be on the task force.
- ◆ MRAD. Our new MRAD program passed the Washington State Radiation Protection Inspection with 100% compliance of the X Ray lab in the T-building.
- ◆ Workforce Meeting with SEH. Todd Oldham and Bob Knight attended a meeting with Mayor Pollard, City Manager McDonnell, SEH CEO, Mr. Ito and two other SEH representatives to discuss the development of a fast track course to train much needed new employees in math and science skills. Workforce Development is working with SEH to develop this fast track course by the beginning of summer if not sooner.
- ◆ Science Olympiad. Clark College hosted the Science Olympiad on April 14. 44 Teams participated in the event.
- ◆ AACC National Conference. Rassoul Dastmozd and Bob Knight attended the national conference for the American Association of Community Colleges on April 14-17.
- ◆ Goal Work Session. The executive cabinet completed a grueling two day off-site work session finalizing goals for the 07/08 academic and budget year. A prioritization of the budget requests supporting the goals will occur at the end of April.
- ◆ MESA Day. Clark College hosted MESA Day for 125 middle school students on March 24. The focus for the event is on Math, English and Science education and competition.
- ◆ O'Connell Sports Center Construction (OSC). Construction has begun on OSC and is scheduled to be completed by the end of 2007.

AHE Board Report April 23, 2007

Meetings with College Administrators

- Dr. Roi met with Dr. Dastmozd on March 14th and March 15th to discuss issues associated with Accreditation self-study notebooks and release time for faculty to complete these self-study notebooks. The question of compensation for faculty arose also as the work falls outside the scope of the faculty job description.
- The April 13th meeting with President Knight was rescheduled for April 24th.

Workload issues

- On April 16th the AHE Senate directed Dr. Roi to submit a demand to bargain letter to the administration for the self-study accreditation notebooks. The interests that were discussed with Dr. Dastmozd surrounding this issue are to:
 1. Maintain the level of morale among faculty, staff and administrators.
 2. Using accreditation notebooks to emphasize the story on how faculty are teaching and assisting our students at Clark College.
 3. Protecting part-time faculty, contract faculty and probationary faculty in their contractual needs surrounding their issues in completing the accreditation notebooks.
 4. Produce quality accreditation notebooks that will reflect the pride of all parties involved in the Clark College mission.

AHE is optimistic that this issue will be resolved quickly so that the college can proceed with this work.

Conferences

- Dr. Roi attended a joint WEA/ Higher Education-AFT Bargaining conference in Federal Way on April 13th and 14th. Among the topics presented was the integration of Distance Education and technology as college bargaining issues. Issues such as control of intellectual property, definitions of institutional support, and repeated use of materials in this realm were presented.
- Dr. Roi is in the process of assembling bargaining teams for this term's salary bargaining as well as next year's contract bargaining.

**Associated Students of Clark College Board Report
April 2007**

ASCC Student Government

- ◆ *The ASCC Executive Council* met over spring break to discuss the following topics: ASCC Executive Council Winter Quarter Report, proposed student concern form, goals for spring quarter, ASCC Elections, and transition process between outgoing officers this year and incoming officers for next year.
 - Additionally, the ASCC Executive Council has approved a mission statement and forwarded the document to the student run ASCC Constitution and Bylaws Review Committee for review. If successful, this document would become an addendum to the ASCC Constitution after a student vote during this year's elections.
 - The ASCC Executive Council also had the opportunity to meet with Representative Deb Wallace, Chair of the House Higher Education Committee in a "virtual town hall meeting". During the discussion, we discussed budgets, academic transfers between community colleges and universities, tuition and fees, and various issues the Higher Education Committee is currently studying. This meeting was held electronically via ITV at three different sites. In addition to the Clark College and Olympia sites, students and faculty from Washington State University at Vancouver also participated in our discussion.
 - Lastly, the ASCC Executive Council would like to announce the hiring of Sue Quick, ASCC Public Relations Director, who was confirmed by the ASCC Club Committee during finals week.
- ◆ *Valerie Vest, ASCC Club Coordinator*, held Club Fair on Wednesday April 11th, 2007 from 10-2pm. Club Fair is a quarterly event held by the ASCC Club Committee. It is a wonderful opportunity for individual clubs to advertise and recruit members.
- ◆ *Andrew Kartchner, ASCC Vice President*, continues to chair the ASCC Constitution and Bylaws Review Committee. Besides committee work, Kartchner has released applications for all of next year's ASCC offices which are due May 2nd. With elections coming in May, the ASCC Election committee will be convening regularly this quarter to make this year's elections great.

Respectfully,

Amanda Mayoral
ASCC President

**WPEA/UFCW Local 365, Clark College Unit
Board Report April 23, 2007**

UNIT ACTIVITIES

- ◆ Membership meeting was held on April 18, 2007.
- ◆ Job Representative Council meeting was held on April 17, 2007.
- ◆ WPEA/UFCW Local 365 District 1 meeting will now be held quarterly. Next one is on May 15, 2007.
- ◆ Job Representative Gene Carroll went to the Clark County Labor Round Table meeting.
- ◆ The Job Representative Annual Meeting of the WPEA/UFCW Local 365 Union was held on March 17, 2007 at the Hyak Lodge in Northern Washington. Job Representatives from our campus were in attendance.

COMMITTEE REPORTS

- ◆ These are our 2007 Job Representatives:
Beverly Brosius - ext. 2000, **Eugene Carroll** - ext. 2416, **Billie Garner** - ext. 2336,
Loren Hogue - ext. 2336, **Roselyn Lasater-Blair** - ext. 2391,
Mark Owsley - ext. 2141, **Jean Roniger** - ext. 2336, **David Sims** - ext. 2132,
David Stephan - ext. 2661, **Jennifer Wheeler** - ext. 2146
- LMCC meeting was held on April 19, 2007.

COMMUNICATION

- ◆ WPEA Staff Representative Alan Jacobson is now servicing our area.
- ◆ Grievances at Clark College since the beginning of this two-year contract: 17 total and disbursed as follows: Open Grievances: 3 and Closed Grievances: 14.
- ◆ Job Representative Committee met with concerned Classified staff regarding various concerns in their working environment.

The next WPEA/UFCW Membership meeting will be on May 16, 2007

Submitted by:

Billie Garner, Chief Job Representative - April 13, 2007

**Instruction Board Report
April 2007
Goals for 2006-07**

Focus on Learning

- ◆ Advance, through strategic dialogue and training, a learner-centered approach for Instruction.

Progress to Date:

Engineering held its quarterly design competition March 12, a rubber band powered ATV. Approximately 40 students participated in the competition.

April is Math Awareness Month. The math department has numerous activities planned including math puzzles, henna tattoos, a poetry contest and the always popular "Do Math for a Buck!"

Students in the math department completed the final round of the 2006 – 2007 national community college Student Math League competition. Clark's two top finishers were Hannah Choi and William Scheibner. Both students were awarded gift certificates from the bookstore. Math faculty member Ray Burns is the facilitator for this event at Clark.

During Clark College's spring break, a two-day faculty development workshop was held for 38 full and part-time faculty members representing 24 different departments. Co-facilitated by Gail Liberman, Teaching & Learning Center Director, and Rebecca Martin, Outcome Assessment Liaison, and sponsored by Outcomes Assessment, the training emphasized innovative teaching strategies and classroom and program level assessment techniques. The goal of this workshop was to promote learner-centered education at Clark College at the classroom level. The workshop began with a focus on defining learner-centered teaching and course outcomes. This was followed by an exploration of instructional strategies that promote student engagement in the classroom presented by Clark faculty in our Automotive, Communications Studies, and Math Departments. On our second day we focused on a range of assessment strategies to evaluate student learning and engagement. Four faculty presenters from English, Dental Hygiene, Theater, and Communication Studies shared strategies for assessment from their disciplines.

Access to Education

- ◆ Examine the effectiveness of the institution's alignment of ABE, ESL and GED courses to student needs.

Progress to Date:

A further review of the ESL-Health Occupations Bridge shows that 77% of students who have taken the bridge in the past two years have signed up for classes beyond ESL at Clark. The pre-IBEST bridge seems to be an effective step in getting students to pro-tech classes at Clark.

George Reese and Mark McLean represented Clark at an ITV conference on April 10. The purpose of the conference was an orientation to the preliminary planning for a state Basic Ed Career Pathways conference in June. More federal and state grants are requiring career pathways connections, and we are excited to be part of the planning for this effort.

- ◆ Pursue funding opportunities supporting student success

Progress to Date:

eLearning's grant submission to the Meyer Memorial Fund has been accepted and the final request has been submitted. This grant is in support of the LPN online program. It will support the infrastructure and equipment to produce the program. The amount is \$150,000.00.

Nursing received a grant award in March from the Washington Center of Nursing of \$13,387 to conduct a feasibility study and curriculum development for a Licensed Practical Nurse program. The study will conclude this summer.

- ◆ Increase enrollment (e.g. Clark Center, Distance Learning, Summer Session, ABE/ESL)

Progress to Date:

ENL enrollment on Day 1 for spring was up 81% over last spring (29 FTES up from 16). ABE and ESL intake in Weeks 1 and 2 suggested that growth for Basic Ed would continue, a good sign in spring when seasonal jobs become available.

- ◆ Develop course & program schedules and patterns that increase the flexibility of student learning options.

Progress to Date:

Tina Barsotti visited 12 Clark math classes to talk about the new Survey Tech program, with an additional 18 classes having received information on the program to be distributed by the instructor (4 were online classes).

A successful start to the program included enrollments of 14, 15, and 10 in the courses offered. The discussions began last June, and the program is up and running this spring. Tina Barsotti should be acknowledged for her key role and significant effort for the success of the program's start-up.

Respect for Differences

- ◆ Develop strategies for recruitment of diverse candidates.

Progress to Date:

With the help of Tami Jacobs from Disability Support Services, we were able to interview three candidates for an adjunct position in American Sign Language. Two of the interviews were done via videophone in order to accommodate travel and communications needs.

- ◆ Initiate discussion and efforts to incorporate multicultural awareness across Instruction.

Kerry Rogers and Carol Bisbee (Nursing) and Travis Kibota (SHAPE) attended the Diversity Summit on April 13. According to Ms. Rogers, “What I came away with was the key word ‘opportunity’... are we giving our ESL students that ‘opportunity’ they need to succeed in our program and build a successful life?”

On March 21, Japanese students from the Osaka Sekei Girls High School Guitar Mandolin Club performed for children, parents, staff, and teachers in the Clark Child and Family Services Program. Thanks to Family Life—Parent/Child adjunct faculty member Indu Sood for organizing the event.

A collection of screen prints by Harlem Renaissance artist Jacob Lawrence, *The Legend of John Brown*, is currently on display at the Archer Gallery. The prints depict a visual narrative of the life and struggles of abolitionist John Brown. On April 10, Susan Platt presented a lecture on the collection; on April 12, Pancho Savery presented a lecture on the Harlem Renaissance. Thanks to Marjorie Hirsch for coordinating all these activities. The exhibition will run from April 3-29.

Workforce Development

- ◆ Develop a strategic plan for the school of health and human services.

Progress to Date:

On April 4, Travis Kibota gave a College Council presentation on a plan for the structure of healthcare programs.

Broad-based Partnerships

- ◆ Continue to increase faculty participation in outreach activities (e.g. MESA, CIP, WSU Vancouver)

Progress to Date:

Clark co-hosted the second “Do the Math 2007” Engineering Day March 9, with industry and WSU Vancouver partners. Approximately 300 high school students from various districts attended. Some of the activities occurred in the Clark College @ WSUV building with Izad Khormae, Bill Wheeler, and Tina Barsotti from Engineering leading activity groups. Dan Overbay presented Clark student information and Robin Terjeson welcomed students and helped with logistics.

Clark hosted the 2nd annual MESA Day on March 24. Math and engineering faculty members Jennifer Farney, Chris Milner, Paul Casillas, Kanchan Mathur and Tina Barsotti, students from math education classes and the Engineering Club, and several “friends of Clark College” assisted in building equipment for, and organizing and running, the competition for approximately 125 middle school students and some parents.

- ♦ Build partnerships with K-12 and universities to enhance transitions within math, science, and English.

Progress to Date:

Paul Casillas, Robin Terjeson, Ray Korpi, and Travis Kibota met with administrators from Evergreen and Vancouver School Districts to discuss transitions in math, science, and English. As a result of these meetings, College Science faculty have begun developing college-ready standards that will be discussed with the school districts.

eLearning has identified a date for the initial first meeting in regards to College in the High Schools through contacts at the schools of interest.

Robin Terjeson and Clark chemistry faculty member Nadine Fattaleh along with about 10 students attended the American Chemical Society Portland Section talk by Dr. Paul Tratnyek from Oregon Graduate Institute/Oregon Health and Science University. His presentation was on "Nanoparticles in the Environment: Implications ranging from Molecular-Scale Processes to Public Policy".

On March 8th Bill Wheeler participated in the Evergreen School District Applied Engineering Advisory Committee.

Travis Kibota, Robin Terjeson, and Ray Korpi met with representatives from Vancouver and Evergreen School Districts on March 28 to discuss college-ready standards for high school students. We agreed to provide information on these standards to the school districts by June 8.

Management Excellence

- ♦ Develop customer service standards and provide opportunities for training and evaluation.

Progress to Date:

Kathy Chatfield, eLearning's Instructional Designer, has developed, and is currently teaching, a 60 hour PPAC approved eLearning certificate course. Several faculty are currently participating in this training.

Other Significant Events

Les Rivera, Sheryl Anderson, and Jean Watson presented "Life After English as a Second Language Bridge to Health Occupations" at the International TESOL conference March 24. This is the fourth conference at which these faculty have presented on their innovative bridge program. They have been asked to submit a proposal for publication on their program by TESOL.

Sara Gallow led a discussion group at TESOL called "Integrate Service Learning into your ESL Curriculum." The discussion focused on adding service learning elements to ESL classes as part of the EL Civics initiative. Sara credits Lauren Calderera with much support as she has made this move within her curriculum.

MaryJean Williams of Communication Studies presented a paper called "Freedom and the Power to Pause: A Literature Review on Silence, Cognition, Culture and Communication" at the Northwest Communications Association in Coeur d'Alene, Idaho. The paper won honorable mention for graduate level work from the association, and MaryJean had the honor of presenting the paper at the President's Panel as a result.

Cannell Library recently added its 10,000th electronic book to the click library collection. E-books are available to all Clark College students, faculty and staff through home or college computer access, 24 hours a day, seven days a week, through the library's Web site: www.clark.edu/library. Searching the library's online catalog provides online access to reference and research materials from a range of providers, including:

- Gale Virtual Reference Library (GVRL) – electronic versions of more than 50 reference books in the humanities and social sciences.
- NetLibrary – more than 3,000 e-books covering more than 30 academic subject areas, including medicine, social sciences, technology, computers and education.
- Oxford Reference Collection – more than 150 Oxford University Press dictionaries and reference titles.
- AccessScience – fully-illustrated articles from the latest edition of the *McGraw-Hill Encyclopedia of Science & Technology*, research updates from the *McGraw-Hill Yearbooks*, and the latest *Science News* headlines, biographies and more.

Students in Clark's Interface Design and Interactivity class (GRCP 210) recently collaborated with Clark College librarians for the sixth year in a row to conduct a usability study of online modules offered through Cannell Library. This year's usability study focused on "Plagiarism: What Clark College Students Need to Know," a Web-based interactive learning module designed by Cannell librarians in response to faculty requests. Students responded enthusiastically to the challenge, and the insights they provided over the three-session activity demonstrated their deep level of involvement with and understanding of usability issues. Not only did students earn valuable experience, but their input will result in many improvements to the online module.

During spring quarter, Cannell Library is celebrating the one millionth Summit loan. Summit is a Web-based library cooperative catalog and borrowing service of 33 academic libraries in Washington and Oregon. The Summit catalog includes library holdings for more than 26 million books, DVDs, videotapes, sound recordings, government documents and other resources. Materials requested through Summit are delivered by courier to participating libraries and are usually available for check out within 2 to 3 business days.

Medical Radiography passed (with no violations) the WA State Radiation Protection Inspection of the MRAD energized X Ray lab in TBG 102. This inspection shows that we are 100% in compliance with the WA State Radiation Protection requirements to operate our labs. Our thanks to everyone who helped make possible this successful inspection. The inspector commented on the excellent layout, size and state of the art equipment that is available for the students.

On March 27-29, Shelly Quint and Rosemary Sievila conducted a Nursing Simulation Workshop. 36 nursing educators from around the nation attended. The Columbian highlighted this workshop in its March 30 edition.

On March 24, Clark hosted the sixth annual Early Childhood Tapestry Conference. The special focus of the conference, attended by over 300 people, focused on how caregivers of children can best help children reach their full potential. The keynote address, "Shall we dance? Supporting the social brain" was presented by Clark Psychology/ECE professor Dr. Kathy Bobula.

Rassoul Dastmozd
VP of Instruction

Administrative Services Board Report April 2007

Members of the Plant Services and Computing Services staff were busy during the spring break with smart classroom construction in addition to their usual full schedule of activities. The messy and disruptive work of cutting trenches in floors, opening wall cavities, and installing electrical and data circuits in 25 classrooms was completed during the two-week break. The remaining work to install equipment will be performed throughout the quarter. I want to acknowledge the yeoman's effort of our staff during the break.

The Student Tuition Easy Payment Plan (STEPP) that was piloted during winter quarter has proven to be a huge success. 224 students are enrolled in the STEPP tuition and fee payment plan for spring quarter, up from 32 winter quarter. 66 of these students did not attend winter quarter. Many thanks to Karen Wynkoop and Sabra Sand for their efforts to get this program underway.

The Gaiser Hall renovation is proceeding on schedule. Structural steel can be seen being erected in the Central Gaiser area, and the Bookstore addition is rapidly taking shape. The new Bookstore is scheduled to be occupied and ready to serve students arriving for classes in the fall. Construction activities have also begun on the O'Connell Sports Complex remodel.

Installation has begun on a major upgrade to the College's core network infrastructure. The upgrade will provide a modern network infrastructure that insures that the College will be able to meet the demands of rapidly evolving information technologies over the next six to eight years. Included in the upgrade is wireless access throughout the campus.

Focus on Learning

- ◆ Implement classroom technologies in 75 percent of classrooms over three years (~90 classrooms).

Progress to Date: Rough construction work was completed on 25 classrooms during spring break. Work is to continue installing equipment in the classrooms throughout spring quarter. The Instructional Council is selecting the next 30 classrooms to be upgraded during Phase II of the project in 2007-08. Smart classroom technology installations in new facilities, including Stout Hall and the "T" Building, are complete.

- ◆ Define desired information technology needs for the various employee groups at the College and develop appropriate training opportunities.

Progress to Date: Staff Development and Computing Services are developing strategies to identify desired information technology training opportunities. The IT Council will address this issue as well during spring quarter meetings.

- ◆ Define and communicate the IT services that the College will provide for students.

Progress to Date: Web delivery of information to students is being reviewed by Computing Services. Other methods of communication will be addressed by the IT Council and Computing Services.

- ◆ Provide ongoing training opportunities for all staff in: 1) budget and planning; 2) financial management; 3) purchasing and travel; and 4) payroll.

Progress to Date: Business Services staff offered budget report training on April 18, 2007.

- ◆ Help ASCC Finance Committee improve efficiency of budget projection processes.

Progress to Date: Business Services staff is in the process of consolidating all of the budget requests into one document and projecting benefits for all positions funded by ASCC.

Access to Education

- ◆ Maintain 2005-2006 revenue levels for the Bookstore during Central Gaiser remodeling.

Progress to Date: Despite promotional efforts, foot traffic in the Bookstore continues to be low. While textbook sales remain steady, overall sales are down 7.5 percent in March. The Bookstore Management continues to attend weekly construction progress meetings and is in communication with the Plant Services Project Manager to proactively address potential services issues. The Bookstore staff will continue to explore opportunities to bolster sales. The new Bookstore addition is scheduled to be completed in August of 2007.

- ◆ Design and begin Gaiser Hall renovation.

Progress to Date: Demolition and construction continues in Gaiser Hall. Work to complete Phase I (the Bookstore addition) continues, and this area should be ready for the Bookstore to move into in early August. The total project is on schedule for completion in early 2008.

- ◆ Complete design for the construction of Clark College at Columbia Tech Center.

Progress to Date: Construction documentation is being developed. The Value Engineering has been completed and some opportunities to reduce cost have been identified (without reducing functionality). The project is on schedule to bid in summer.

- ◆ Design and construct the O'Connell Sports Complex Match Project.

Progress to Date: Construction started in March and is scheduled to be completed by the end of 2007. Major disruptions necessary to complete the project are scheduled for the summer to minimize the impact on the College community.

- ♦ Establish Signage Master Plan for main campus and implement signage.

Progress to Date: The bid package for the parking lot signs has been prepared. Work will be completed this summer. Work on the building identification, "you are here," and regulatory signs is in the design phase.

- ♦ Improve traffic safety on campus.

Progress to Date: Security provided temporary signage in the area of the O'Connell Sports Complex construction.

- ♦ Increase awareness of available campus parking spaces.

Progress to Date: Director of Security briefings to the Culinary Arts students and the New Employee Success Training (NEST) included discussion of available parking areas on campus.

- ♦ Develop crime prevention awareness plan.

Progress to Date: Recent crime prevention meetings conducted by the Director of Security are: 1) ASCC Northwest Christian Ministries before traveling to Los Angeles to help the homeless in the Skid Row area; 2) Model United Nations group before traveling to New York City to attend a convention there; 3) Culinary Arts student orientation; 4) Two briefings for an ASCC ski trip to Mt. Hood Meadows; and 5) New Employee Success Training (NEST).

- ♦ Develop a comprehensive IT infrastructure plan to support the growing student population.

Progress to Date: Computing Services has begun the installation of equipment involved in the network upgrade and wireless networking initiative. Work on the upgrade will continue through June 2007.

Respect for Differences

- ♦ Survey all students to determine availability of home technology resources.

Progress to Date: The survey is finalized and will be sent out by early May 2007.

Broad-based Partnerships

- ♦ Maintain existing and expand external law enforcement and Department of Corrections partnerships.

Progress to Date: The Director of Security has joined the Clark County Sheriff's Department Security Managers Association and attended a recent meeting. The Director of Security received information on two Level III sex offenders, who plan to attend Clark College, from the Clark County Sheriff's Department and the Washington Department of Corrections.

- ◆ Benchmark the College's performance metrics for computer support against other organizations.

Progress to Date: Computing Services is gathering information from other colleges on performance standards and service levels.

Management Excellence

- ◆ Greater utilization and efficiency of space allocated. (R25 – Resource 25 Room and Event Scheduling Software)

Progress to Date: The R25 room and event scheduling software application is now accessible from the Web, and testing and troubleshooting is underway. Plant Services has been added to R25 and is developing procedures for HVAC based on room utilization data accessed through R25. Media Services has completed training on R25.

- ◆ Improve customer service and efficiency through implementation of Computerized Maintenance Management System (CMMS).

Progress to Date: Megamation has been selected as the state-wide supplier for the CMMS. Work has started to set up the system; work orders will start being processed in the system by the end of summer.

- ◆ Establish standard level of services in events planning.

Progress to Date: Research on Event Services history is complete, and a system for tracking has been established with support from Business Services.

- ◆ Create a systematic approach for the approval of events to be officially sponsored by the College.

Progress to Date: A proposed policy on sponsorship is being drafted for review by Executive Cabinet.

- ◆ Create a comprehensive approach to risk management.

Progress to Date: The Associate Vice President of Human Resources, Director of Computing Services, Administrative Services Operations Manager, and Administrative Services Executive Assistant attended "E-Discovery: Legal Obligations and Practical Realities," a one-day training opportunity sponsored by the Office of Financial Management Risk Management Division and held in Olympia on March 9, 2007.

- ◆ Develop a comprehensive set of written IT standards and policies.

Progress to Date: Computing Services is gathering information from other colleges on their IT standards and support levels. Standards are being developed around smart classroom installation and network infrastructure.

- ♦ Install data center safety equipment including high capacity Uninterruptible Power Supply (UPS) and non-destructive fire suppression system.

Progress to Date: UPS is installed, and fire suppression bids are being sought for new data center remodel.

- ♦ Research and develop options for more timely access to financial information.

Progress to Date: Six Accounting staff have used the FMS query system to assess for accuracy and usefulness. A plan has been developed to install the program for fifteen more staff college-wide to assist in monitoring for year-end closing.

- ♦ Research and make a recommendation about implementing an electronic time slip process.

Progress to Date: Complete. The electronic time slip program will be piloted over the summer with plans for full implementation beginning fall quarter.

Phil Sheehan
Interim Vice President of Administrative Services
April 15, 2007
PS43

Clark College - Budget Status Report

March 31, 2007

Sources of Funds (Revenues)	2006-07 Budget	Actual Rev to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	26,882,161	19,189,616	7,692,545	71.4%
Tuition, interest	11,839,754	10,979,165	860,589	92.7%
Excess enrollment	1,346,128	500,000	846,128	37.1%
Dedicated, matriculation, tech, cont ed	3,498,258	2,688,805	809,453	76.9%
Total Operating Accounts	43,566,301	33,357,585	10,208,716	76.6%
<u>Other Accounts</u>				
Grants & Contracts	7,138,006	4,125,330	3,012,676	57.8%
Internal Support Services	777,579	675,437	102,142	86.9%
ASCC	1,390,803	1,297,858	92,945	93.3%
Bookstore	4,553,862	3,762,283	791,579	82.6%
Parking	237,704	275,225	(37,521)	115.8%
Auxilliary Services	1,330,134	894,129	436,005	67.2%
Financial Aid	17,858,302	16,111,128	1,747,174	90.2%
Capital Projects	19,637,277	5,119,322	14,517,955	26.1%
Total Other Accounts	52,923,667	32,260,711	20,662,956	61.0%
Total Sources of Funds	96,489,968	65,618,296	30,871,672	68.0%

Uses of Funds (Expenses)	2006-07 Budget	Actual Exp/Encum to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	746,749	637,259	109,490	85.3%
VP of Instruction	24,880,976	17,115,516	7,765,460	68.8%
VP of Administrative Services	8,028,117	6,087,564	1,940,553	75.8%
VP of Student Affairs	5,025,216	3,585,407	1,439,809	71.3%
Executive Dean Planning & Advancement	433,851	265,668	168,183	61.2%
Executive Dean Workforce Development	2,279,873	1,334,737	945,136	58.5%
Executive Director of Communications	1,066,878	748,453	318,425	70.2%
Associate VP of Human Resources	1,104,641	617,075	487,566	55.9%
Total Operating Accounts	43,566,301	30,391,677	13,174,624	69.8%
<u>Other Accounts</u>				
Grants & Contracts	7,138,006	4,648,085	2,489,921	65.1%
Internal Support Services	777,579	673,422	104,157	86.6%
ASCC	1,390,803	871,447	519,356	62.7%
Bookstore	4,553,862	4,197,661	356,201	92.2%
Parking	237,704	227,966	9,738	95.9%
Auxilliary Services	1,330,134	936,298	393,836	70.4%
Financial Aid	17,858,302	16,625,007	1,233,295	93.1%
Capital Projects	19,637,277	6,557,467	13,079,810	33.4%
Total Other Accounts	52,923,667	34,737,354	18,186,313	65.6%
Total Uses of Funds	96,489,968	65,129,031	31,360,937	67.5%
Difference - Excess (Deficiency)	-	489,265		

e. Theresa Heaton, Cindi Olson, Sabra Sand
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt 4/10/07

CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2006

	Fund Balance (minus non-cash assets) 6/30/06	Cash Balance (minus dedicated cash) 6/30/06	Required Reserves	Prior Commitments (prior to 7/1/06)	New Commitments (2006/07)	Total Available Cash
145 Grants and Contracts	2,764,793	3,179,334		587,721	-	2,591,613
147 Local Capital	7,140,935	7,140,935		7,101,142		39,793
148 Dedicated Local	3,592,280	2,205,771		829,994	750,000	625,777
149 Operating Fee	1,122,398	1,122,398		190,000	300,000	632,398
440 Central Store (Catalog)	35,251	35,251				35,251
443 Data Processing	1,755,185	1,755,185		1,755,185		-
448 Print/Copy Machine	31,624	31,624				31,624
460 Motor Pool	47,916	47,916				47,916
522 ASCC	1,610,337					-
524 Bookstore	1,647,802	1,647,802			100,000	1,547,802
528 Parking	533,711	533,711				533,711
570 Other Auxiliary Enterprise	824,916					-
790 Payroll (clearing)	141,913					-
840 Tuition/VPA	81,385					-
846 Grants - Fin Aid	30,161					-
849 Student Loans	188,169					-
850 Workstudy (off-campus)	(10,566)					-
860 Long Term Loan	221,777					-
Reserves			4,286,261			(4,286,261)
Totals	21,759,987	17,699,927	4,286,261	10,464,042	1,150,000	1,799,624

s.sand 4/10/2007

Student Affairs Board Report

April 2007

The following progress has been made in support of the Mission Imperatives and Goals:

Focus on Learning

- ◆ Conduct workshops in areas such as Financial Aid, Health Services, and International Programs, etc. to increase student learning.

Progress to Date:

Lizette Drennan, Karina Sanchez, and Mira Stelmakh (Financial Aid) presented information on financial aid options to students in the GEAR UP program, a College Is Possible partner, at Roosevelt Elementary School on March 27. The sessions were offered in three different languages: Spanish, English and Russian. The group made contact with approximately 130 students and their families. In addition, Lizette conducted the following workshops in March: a financial aid presentation at the Washington State School for the Blind, and a scholarship presentation with Shirley Schwartz, Clark College Foundation, at Stevenson High School.

- ◆ Develop and pilot an Early Alert Program.

Progress to Date:

In winter quarter the Early Alert program was piloted with Developmental Math faculty. Five students were identified as needing interventions and were contacted by counseling staff to provide appropriate services. The pilot will be repeated for spring quarter.

- ◆ Provide quarterly educational workshops for Washington State Achiever recipients.

Progress to Date:

Lizette Drennan (Financial Aid) conducted individual meetings with current Achievers to assess students' progress for winter 2007 and reports the current retention rate at 80%. In addition, Lizette hosted an Achievers Luncheon to celebrate the end of winter quarter on March 19. The guest speaker was Maxine Mitchell, Director of Career and Employment Services at Clark College, who spoke about careers, transferring after Clark College and options for the future.

- ◆ Develop and pilot an online workshop for students on academic probation.

Progress to Date:

Thirty-nine students enrolled in HDEV 102 designed for students on academic probation during winter quarter. Twenty of these students successfully completed the course (8 from the online/hybrid sections, and 12 from the traditional classroom format section).

In addition, Thirty-three students have enrolled in the HDEV 102 probation sections for spring 2007.

- ◆ Foster civic engagement outside the classroom by conducting a Service Learning Project during spring break.

Progress to Date:

The Club for Social Action completed their 5-day Alternative Spring Break trip to Wenatchee, WA to learn about farm worker housing. As part of the trip students met with the Chelan County Commissioners, Wenatchee Housing Authority, and the WA Dept for Community Trade and Economic Development. Two major service projects were conducted during the

trip that included 1) painting a kitchen facility used by migrant workers during the harvesting season, and 2) staffing the NW Mariachi Festival

- ◆ Develop and implement a one-credit new student seminar course for low-income or first generation students who are in their first year of college study.

Progress to Date:

One hundred and sixteen students registered *winter* quarter for the New Student Seminar course and 84 students successfully completed the class. Of these 84 students, 83% have enrolled for spring regular courses.

In addition, for *spring* quarter, fifty eight students are currently enrolled in HDEV 102, with an additional 73 worker retraining students projected to enroll in May.

Respect for Differences

- ◆ Promote diversity awareness for students.

Progress to Date:

Jennifer Reeves (Student Recruitment) hosted 11 multicultural educators from the local area high schools and community organizations on campus at a Multicultural Educators Appreciation Luncheon on March 6. The purpose of this luncheon was to better establish our relationships and partnerships with those who work with diverse populations in our high schools and community. Alex Montoya (Interim Dean of Enrollment Services) and Rachel Ruiz, (Vice President of Student Affairs) spoke about the excellent educational opportunities and resources we have for diverse populations at Clark College. In addition, three current diverse Clark College students spoke about their experiences and how Clark has helped them to achieve their educational goals.

- ◆ Increase staff participation in diversity awareness.

Progress to Date:

Saundra Solis (Running Start) and Pam Dunnick (Health Services) attended the "Diversity Summit 2007: From Global Vision to Local Action" held in Portland at the Oregon Convention Center on April 10. Keynote speakers were John Quinones from ABC news program *Primetime* and author Amy Tan. Jerry Horn (Health Services) received diversity training through new employee training (NEST). As of today, 100% of Health Services staff has received diversity training.

- ◆ Increase enrollment of International students.

Progress to Date:

As of the 5th day of spring quarter 2006-2007, the international program is currently at 63 FTEs which is higher than its been for any quarter within the past 10 years and represents a 103% increase over 2005-06 final spring enrollment.

Workforce Development

- ◆ Increase the number of co-ops and internships in under-enrolled professional technical programs.

Progress to Date:

The following employers listed new internships during March: Law Office Gavin Flynn – Administrative Assistant, Oregon Zoo - *Office Assistant Internship*, Office of U.S. Senator Maria

Broad-Based Partnerships

- ◆ Increase percentage of Temporary Assistance for Needy Families (TANF) referred recipient's transition into Clark College courses.

Progress to Date:

A preliminary report, before the end of the year, has been completed. The Governor's directive states that all persons applying for TANF at DSHS must also see a college advisor to discuss educational opportunities. Since March 2006, the results below have been reported for Town Plaza clients:

Spring Qtr 2006 – TANF intake 613 and 23.8% enrolled in college courses
Summer Qtr 2006 – TANF intake 527 and 15.9% enrolled in college courses
Fall Qtr 2006 – TANF intake 1,267 and 15.1% enrolled in college courses
Winter Qtr 2007 – TANF intake 409 and 2% enrolled in college courses
Total – TANF intake 2,816 and 15.2% enrolled in college courses

- ◆ Represent the college to community groups.

Progress to Date:

Becky Merritt (Eligibility Programs) spoke at the Vancouver Rotary Club on March 14 regarding Eligibility Programs to provide information about programs available for students. She also shared some antidotal comments from students who have benefited from their experience in these programs.

Rosalba Pitkin (Latino Outreach) attended the second annual Latino Resources Fair at St. John's Catholic Church, in Vancouver, on March 25. Twenty-six prospective Latino students along with several parents stopped by the Clark table to learn more about our programs. Sixty parents attended a presentation about opportunities that the Commission on Hispanic Affairs offers. Mayor Royce Pollard, Jim Jacks, Southwest Washington representative for Governor Chris Gregoire; and Uriel Iñiguez, Director of the Commission on Hispanic Affairs; greeted the participants at the fair. Karina Sanchez (Financial Aid), assisted in staffing the Clark College information table by providing handouts and answering questions on scholarships and financial aid.

Dan Overbay and Jennifer Reeves (Student Recruitment) along with members of Financial Aid and other Clark staff and administrators held an information session at Firstenberg Community Center on March 14. The session was designed to educate and inform residents of east Clark County about Clark College. During this pilot event, 25 interested people attended and received information about the college. Several prospective students were interested in attending fall 2007 quarter.

Lizette Drennan (Financial Aid) participated in the 17th Annual Cesar E. Chavez Leadership Conference on March 9 at Western Oregon University. The purpose of this conference is two-fold: to provide Latino students with college and career information; and to give Latino students the opportunity to meet role models and discuss strategies to make them competitive in today's workforce.

Management Excellence

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

Progress to Date:

Nancy Heidrick and Rahel Weldu (Financial Aid) attended "Using Agreements to Escape the Drama Triangle - Part Two" on March 2. The session was sponsored by Clark College Human Resources as part of the Clark College Leadership Series.

Suzanne Thayer (Job Developer), and Dawneva Sasse, Lizette Drennan, and Rahel Weldu (Financial Aid) attended a Leadership Training Session sponsored by Clark College Human Resources titled "Moving Beyond Conflict" on March 23. Topics discussed in the class included becoming more aware of signs of workplace conflict; recognizing the negative impact conflict has on everyone, and recognizing the benefit in resolving conflicts when they occur.

Additional Highlights:**Students**

Three Displaced Homemaker participants received assistance through the program. Two students received a \$2000 scholarship from Camas Soroptimists and one received an emergency grant in the amount of \$225 from the Foundation to keep her from being evicted from her house. She will graduate in June with an AAS in Paralegal.

Staff

Suzanne Thayer and Maxine Mitchell (Career & Employment Services), and Clark advisors and administrators met with Georgia Pacific representatives to discuss how Clark College can respond to laid off and displaced workers. As a result, various strategies have been planned, one of which will be to set up a Resource Room at the upcoming *Pathways to Your Future* Job Fair at the Hilton on May 2. Specialists will be on hand at the fair to answer questions about returning to college and how Clark's various programs, employment and career services can assist them in redirecting their career search.

Maxine Mitchell met with Beth Quartarolo, president of the Greater Vancouver Chamber of Commerce, to discuss Clark's career and employment services, including the co-op and internship program. Beth was interested in setting up a partnership to include opportunities for students in the computer technology areas.

Kelly Benson (Welcome Center), Mirranda Saari (Assessment Center), Terri Kaufman (Registration), and Vanessa Watkins (Student Recruitment) visited the Edmonds Community College and Everett Community College campuses on March 26-27. The group met with staff members at both institutions to review best practices on alternative ways to offer entry services. New strategies will be considered as the Welcome Center operational plan is developed.

Traci Woll (Admissions) and Vanessa Watkins attended the Washington Association of Collegiate Registration and Admissions Officers (WACRAO) in Lacey on March 16. The meeting provided an opportunity to meet with other Admissions professionals from across the state and discuss common issues.

Rosalba Pitkin led ten Spanish campus tours for ESL Students from TPC.

Sheryl Anderson (Admissions and Assessment), Les Rivera (ESL Instructor), and Jean Watson (Health Occupations Instructor) presented a workshop at the Teachers of English to Speakers of

Other Languages (TESOL) National Conference in Seattle on March 23. The presentation was titled "Life after ESL Bridge to Health Occupations". The session was well attended and received.

Nancy Heidrick and Eugene Carroll (Financial Aid) attended the quarterly meeting of the Financial Aid Council (FAC) at Rainbow Lodge on March 14-16. Staff from the Department of Education, Higher Education Coordinating Board, State Board for Technical and Community Colleges, and the Center for Information Services provided updates on various pieces of legislation and reviewed the status of re-hosting and other financial aid projects.

Program

Lauren Caldarera (Service Learning & Internship Manager) completed the winter 2006 Service-Learning Report. Highlights include: 305 students participated in 3297 hours of service to complete a required or optional service-learning course component; 12 faculty have adopted the service-learning component as a teaching/learning methodology; and 61 community partners representing environmental, health, social services, educational and youth service organizations have supported student's service-learning projects. In addition, she attended a national Cooperative Education and Internships conference in Dallas, TX, bringing back the latest trends in behavioral interviewing, internships abroad and assessing college services.

The Running Start program has exceeded its FTE target this year. While this program (like International Programs) does not generate FTE that can be included in excess, the additional FTE from Running Start does add to the overall income generated by enrollments. Our Running Start FTE enrollment is currently 105 annual FTE over the budgeted number of 550.

Mike Gibson (Veterans' Affairs) and his staff are to be congratulated on another perfect VA audit performed by the State of Washington Higher Education Coordinating Board on February 15. The ending comments included "...no discrepancies were noted in the files." In addition, the Veteran's Affairs program was audited by the State Approving Agency for the Workforce Training and Education Coordinating Board on March 29. The audit resulted in "no discrepancies found" and "no corrective actions needed." Mike is to be acknowledged for his continuing personal and dedicated service to the veterans and other students at Clark College."

Financial Aid received a \$100,000 supplement to our **Washington State Need Grant** program. These funds will produce new grants to students who were not served in the initial phase of awarding. The total funding for this program for the 2006-07 academic year is \$3,311,356.

In addition, Financial Aid also received a new supplemental **State Work Study** allocation on March 31 in the amount of \$100,000 from the Higher Education Coordinating Board. This brings the total State Work Study allocation for 2006-07 to \$638,902.

Rachel Ruiz attended the annual Institute of International Education (IIE) Student Recruitment Workshop in conjunction with the 2nd Annual IIE Best Practices Conference to gain information on expanding the International Program. Best Practices such as reinstating the Internal Advising Committee, holding an end of the year recognition event for students, and holding student focus groups to inform how the Operational Plan for next year will be implemented. In addition, the recruiter will focus on Japan and Korea. The hiring process for the International Recruiter position is currently being held and should be completed by June 1.

Dr. Rachel Ruiz
Vice President of Student Affairs

Report prepared on 4/9/07

(Reflects Headcount & FTE numbers from end of business day 4/6/07)

Clark College

Daily Registration HC/FTE Report

Quarterly head count and FTE comparison

Spring 2006			Spring 2007			State FTE	Date
Head Count	Total FTE	State FTE	Head Count	Total FTE	State FTE	% of change	
** 1047	96	68	1051	99	94	38.24%	2/21/2007
Continuing Access Registration Day 1 1543	360	324	1352	269	257	-20.68%	2/22/2007
2 2096	712	672	1736	527	514	-23.51%	2/23/2007
3 2732	1131	1085	2220	852	838	-22.76%	2/26/2007
4 3360	1577	1526	2761	1246	1228	-19.53%	2/27/2007
5 3801	1894	1836	3158	1523	1502	-18.19%	2/28/2007
6 4210	2155	2093	3487	1742	1723	-17.68%	3/1/2007
No registration access times 4439	2293	2225	3656	1855	1833	-17.62%	3/2/2007
7 4902	2636	2564	4047	2134	2108	-17.78%	3/5/2007
8 5348	2941	2863	4413	2425	2396	-16.31%	3/6/2007
9 5699	3230	3110	4769	2666	2631	-15.40%	3/7/2007
10 6099	3531	3377	5165	2911	2868	-15.07%	3/8/2007
11 6381	3689	3529	5459	3094	3044	-13.74%	3/9/2007
12 6660	3861	3691	5888	3337	3271	-11.38%	3/12/2007
No registration access 2007 6983	4050	3876	N/A	N/A	N/A	N/A	N/A
Re-entry/Transfer students 7437	4316	4129	6313	3567	3489	-15.50%	3/13/2007
Re-entry/Transfer students 7907	4602	4405	6632	3747	3667	-16.75%	3/14/2007
Re-entry/Transfer students 8202	4758	4552	7106	4047	3955	-13.12%	3/15/2007
Re-entry/Transfer students 8532	4940	4728	7338	4189	4097	-13.35%	3/16/2007
New students 8934	5158	4940	7646	4334	4232	-14.33%	3/19/2007
New students 9152	5277	5053	7938	4527	4398	-12.96%	3/20/2007
New students N/A	N/A	N/A	8146	4560	4428	N/A	3/21/2007
Re-entry/Transfer students N/A	N/A	N/A	8373	4666	4530	N/A	3/22/2007
Open Registration Day 1 9674	5509	5278	8887	4858	4701	-10.93%	3/23/2007
2 9833	5558	5323	9136	4983	4818	-9.49%	3/26/2007
3 10029	5651	5408	9343	5086	4914	-9.13%	3/27/2007
4 10203	5707	5459	9566	5162	4965	-9.05%	3/28/2007
5 10332	5755	5505	9800	5265	5055	-8.17%	3/29/2007
6 10481	5803	5543	10054	5404	5192	-6.33%	3/30/2007
No Open Registration day 2007 10612	5871	5603	N/A	N/A	N/A	N/A	N/A
Class Day 1 10750	5938	5663	10239	5512	5301	-6.39%	4/2/2007
2 10943	5966	5692	10523	5577	5347	-6.06%	4/3/2007
3 11000	5981	5708	10600	5607	5374	-5.85%	4/4/2007
4 11023	5977	5692	10685	5623	5383	-5.43%	4/5/2007
5 11092	5956	5668	10756	5630	5376	-5.15%	4/6/2007
10 11425	6019	5695				-100.00%	4/13/2007
15 11611	6017	5649				-100.00%	4/20/2007
4th week 11766	6029	5642				-100.00%	4/27/2007
ABE/GED continuing-2nd 5weeks/5th wk 11743	6119	5688				-100.00%	5/4/2007
ABE/GED new-2nd 5weeks/6th wk 11893	6174	5736				-100.00%	5/11/2007
7th week 11959	6181	5739				-100.00%	5/18/2007
8th week 12023	6186	5734				-100.00%	5/25/2007
9th week 12097	6195	5735				-100.00%	6/1/2007
10th week 12180	6205	5737				-100.00%	6/8/2007
11th week 12209	6214	5737				-100.00%	6/15/2007
12th week 12206	6236	5740				-100.00%	6/22/2007
MIS Final 12206	6236	5740				-100.00%	

**Includes FML, AE and Disability Support Services registrations.

Financial Aid Stats
As of April 11, 2007

PROGRAMS	As of April 11, 2006	As of April 11, 2007
Pell Grant	\$6,344,181	\$5,848,565
Federal College Work Study	283,850	404,228
State College Work Study	372,973	659,472
Federal SEOG	212,194	242,481
Washington State Need Grant	3,232,616	3,280,043
Tuition Waiver-Need Based & Clark College Grant	530,967	737,983
Stafford Loans	6,739,843	6,317,180
Academic Competitiveness Grant	-0-	6,165
Scholarships	913,855	806,175

Total Students processed to date	5,297	5,032
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Total Aid awarded from all programs to date:	\$19,151,650	\$18,813,450
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Human Resources Board Report April 2007

The following progress has been made in Human Resources in support of the Mission Imperatives and goals for 2006–07:

Focus on learning

- Provide training on processing investigations, complaints, and grievances, including harassment and discrimination

Progress to date: A training session on processing investigations, complaints, and grievances will be held at the College on May 4, 2007. Employees can register through Employee Development.

Respect for Differences

- Conduct diversity audit and develop diversity plan

Progress to date: The Cultural Pluralism Committee is reviewing the results of the diversity audit and will prepare a report to the college community by the end of spring quarter.

- Promote positive communication and college environment

Progress to date: The following six employees were nominated for the Winter Quarter 2007 classified excellence award:

- Nancy Abel, Production Printing
- Susan Harding, Library
- Lenore Kennedy, Plant Services
- Joan Raney, English
- Sandra Solis, Running Start, Student Affairs
- Susan Taylor, International Programs

The award winner will be announced at a reception to be scheduled the end of April.

Broad-based Partnerships

- Promote environmental conservation and develop emergency response partnership

Progress to date: Environmental Health and Safety partnered with community organizations on three major recycling events in April as part of Earth Month celebration. The events were held at Clark College and invited recycling of Styrofoam, hazardous materials, computers and other electronic equipment.

Appointments/Reallocations/Resignations/Retirements

Lauren Caldarera has resigned from the position as Program Manager A in Service Learning and Internship Program effective June 1, 2007. Lauren has been with the College since October 2005.

Michael Ceriello was appointed to the full-time tenure track faculty position as Political Science Instructor effective September 12, 2007. Michael has a BA in Political Science from

the University of California, Santa Barbara, and an MA in Political Science from Western Washington University. He has previous work experience with Central Lakes College, Skagit Valley College, Whatcom Community College, Shoreline Community College, and the US Forest Service. He also did his student teaching with Clark College in 1993.

Rebecca Ellis was appointed to the full-time tenure track faculty position as Nursing Instructor effective September 12, 2007. Becky has a BSN in Nursing from the University of Alabama and an MN in Nursing Education from Washington State University. She has previous work experience with the US Army, Brackenridge Hospital, Children's Hospital of Austin, North Austin Medical Center, and Clark College.

John Fite was appointed to the full-time tenure-track faculty position as Economics Instructor effective September 12, 2007. John has a BS in International Affairs from the U.S. Air Force Academy and an MA in Economics from Georgetown University. He has previous work experience with the U.S. Air Force, United Airlines, Air Command and Staff College, and Clark College.

Sarah Earhart was promoted to the full-time permanent classified position as Warehouse Operator 3 in the Bookstore, effective March 1, 2007. Sarah has been with the College since March 1999.

Terry Gibson retired from his position as Custodian in Plant Services effective March 7, 2007. Terry has been with the College since August 1987.

Michelle Golder was appointed to the full-time temporary exempt position as College Community Events Manager effective March 19, 2007. Michelle has a BS in Communications from the University of Portland and previous work experience with Soiree and Gap.

Jerry Horn was appointed to the full-time permanent classified position as Secretary Senior in Health Services effective March 5, 2007. Jerry has an AA from Clark College and a NAC from the Clark County Skills Center. He has previous work experience with Fircrest Manor Apartments, Stonebridge Memory Care and Clark College.

Elizabeth Mathews resigned from the position as Maintenance Mechanic 3 in Plant Services effective January 3, 2007. Elizabeth has been with the College since December 2004.

Chris Milner was appointed to the full-time tenure-track faculty position as Mathematics Instructor effective September 12, 2007. Chris has a BS in Mathematics from the University of Puget Sound and an MS in Mathematics from Oregon State University. He has previous work experience with Portland Community College, Vintage Books, and Clark College.

Cynthia Myers was appointed to the full-time tenure track faculty position as Nursing Instructor effective September 12, 2007. Cynthia has an AS in Nursing from Clark College, a BSN in Nursing from Washington State University and will complete her MSN with Washington State University in December 2007. She has previous work experience with Kaiser Permanente, Southwest Washington Medical Center, Vancouver Clinic, Olsten Kimberly Quality Care, Providence Medical Center and Clark College.

Janet Owens was reallocated to the position as Administrative Assistant B in Workforce Development and Continuing Education effective February 6, 2007. Janet has been with the College since April 1996.

Darci Paz was appointed to the full-time permanent classified position as Office Assistant 3 in Purchasing effective March 12, 2007. Darci has training in Cosmetology from Phagen's Beauty School and previous work experience with Ciber Inc., Tecom Inc, and Perfect Look.

Amy Pearson has resigned from the position as Workforce Programs Manager in Workforce Development and Continuing Education effective March 15, 2007. Amy has been with the College since December 2005.

Nicole Phipps was appointed to the full-time permanent classified position as Program Assistant in Financial Aid effective March 23 2007. Nicole has a BA in English from Western Washington University and previous work experience with Western Washington University and Baskin Robbins.

Susan Reiter was appointed to the full-time permanent classified position as Secretary Senior in Student Affairs effective April 23, 2007. Susan has an AA from Crafton Hills College and a BA from Western Washington University. She has previous work experience with Redlands Unified School District, Fontana Unified School District and Oregon University System.

Kate Poffenroth was appointed to the full-time permanent classified position as Office Assistant 3 in Disability Support Services effective April 2, 2007. Kate has previous work experience with RegNow, Carl Compton Inc. and Bader & Olson Inc.

Vacant Positions

Campus Security Officer, full-time permanent classified position in Security/Safety; closing date: April 19, 2007.

Custodian, two full-time permanent classified positions in Plant Services; closing date: March 22, 2007.

Dean of Business and Technology, full-time permanent administrative position in Instruction; closing date: March 21, 2007.

Dean of Enrollment Services, full-time permanent administrative position in Student Affairs; closing date: March 8, 2007.

Dean of Math, Physical Science and Engineering/Computer Science; full-time permanent administrative position in Instruction; closing date: February 12, 2007; extended: open until filled.

Director of Advising and Counseling, full-time permanent administrative position in Student Affairs; closing date: April 4, 2007.

Executive Assistant to the Vice President of Instruction; full-time permanent exempt position in Instruction; closing date: May 7, 2007.

Fiscal Specialist 2, full-time permanent classified position in Plant Services; closing date: April 16, 2007.

International Recruitment Manager, full-time permanent exempt position in Student Affairs; closing date: March 29, 2007.

Offset Printer Operator Supervisor, full-time permanent classified position in Production Printing; closing date: April 23, 2007.

Program Support Supervisor 1, full-time permanent classified position in Admissions; closing date: April 30, 2007.

Retail Clerk II, Part-time, 50%, permanent classified position in the Bookstore; closing date: April 9, 2007.

Workforce Development Program Manager; full-time permanent exempt position in Workforce and Continuing Education; closing date: April 2, 2007.

Faculty positions:

ABE Instructor, Full-time Special Programs, Larch Corrections; closing date: May 7, 2007
Art-Photography, closing date: January 11, 2007
Art History, closing date: February 22, 2007
Biology Instructor, closing date: March 8, 2007
Computer Science, closing date: February 27, 2007
English Instructors (1 tenure track; 1 non-tenure track): closing date: February 28, 2007
ESL Instructor; closing date: February 28, 2007
Health Occupations: open until filled
Music, closing date: February 22, 2007

Additional highlights:

Employee Development and Human Resources continue to offer and sponsor a variety of training opportunities including: New Employee Success Training, Computer Training, Forklift Training, Leadership Academy, Developing Competencies, an audio conference on "Why Older Workers Get Injured in the Workplace-and What you Can do to Prevent it", and a number of College employees attended the Diversity Summit 2007: From Global Vision to Local Action, with high profile speakers including: Amy Tan (*The Joy Luck Club* author), John Quinones (correspondent for *20/20* and *PrimeTime Live* co-anchor), Bruce Tulgan (*HOT Management* author).

Katrina Golder
Associate Vice President of Human Resources
4/13/07

Planning and Advancement Report

April 2007

Planning and Advancement has made the following progress towards goals in the six Mission Imperative areas:

Focus on Learning

- ♦ **Support professional development opportunities for P&A staff.**

Progress to date:

Research Analyst Anita Kay and Candy Bennett attended the spring workshop of the Washington Association of Research and Planning. Information sessions were provided on state-wide topics including a proposed new performance accountability system, results of a 2006 Socioeconomic study (SES) of students who attend community and technical colleges, and coding for the DataWarehouse.

Access to Education

- ♦ **Develop reporting format for area school districts regarding students who attend Clark College.**

Progress to date:

A report template has been developed and approved. The data and report forms have been created and data collection is underway.

- ♦ **Develop data sets supporting the Enrollment Development Plan.**

Progress to date:

Data sets have been provided for the now-completed Draft Enrollment Management Plan. Data sets have also been identified for the following college plans: Facilities Master Plan, Marketing Plan, Recruitment Plan, Retention Plan, Instructional Plan, and Diversity Plan.

Respect for Differences

- ♦ **Seek out and apply for grant funding to support diverse populations across all college units**

Progress to date:

Clark College Health Services submitted a \$75,000 grant to the Nick Traina Foundation in March 2007 to support the expansion of mental health services for students in early onset or at risk for bipolar illness, early psychosis and suicide.

Clark College Student Affairs submitted a \$109,999 grant to SBCTC in early April 2007, to support continuation of the Displaced Homemaker program for 2007 - 2009.

- ♦ **Develop framework to support diversity initiatives at college.**

Progress to date:

The Cultural Pluralism Committee is collaboratively reviewing the survey data by section. Susan Maxwell's sections have been completed.

Workforce Development

- ◆ **Develop resource guide to locate demographic and labor market information to assist in projections of enrollment and economic impacts.**

Progress to date:

Web and print guides have been completed. This document is posted on both the web site and the intranet. Information about this resource will be shared with the college community.

http://www.clark.edu/about_clark/planning/Data%20from%20outside%20sources%20chart.pdf

- ◆ **Collaborate with Workforce and Instruction to identify funding opportunities in workforce areas.**

Progress to date:

The Clark College Nursing Department received a \$13,387 grant in April 2007 from The Promise of Nursing for Washington Nursing School Grant program, administered by the Foundation of the National Student Nurses' Association. This grant will allow the Nursing department to develop and conduct a needs assessment for a Licensed Practical Nursing (LPN) program for Southwest Washington.

The Chemistry Department is working on a Course, Curriculum and Laboratory Improvement (CCLI) proposal to the National Science Foundation for approximately \$143,000 over two years. This proposal would allow Clark to develop hands-on experiences in Nuclear Magnetic Resonance (NMR) spectroscopy for students, to revise existing experiments in organic and general chemistry curriculum, and to obtain an Anasazi Instruments, Inc. EFT 60 MHz NMR spectrometer for student use. The grant is due May 9, 2007.

Faculty from BEECH and SHAPE departments are working on a \$25,000 proposal to the International Longevity Center to support IBEST/NAC training. IBEST NAC instructors would deliver an "enhanced" version of the Fundamentals of Care-giving class by developing a basic skills curriculum to be combined with the NAC curriculum. This class is targeted to home-care providers (including family caregivers), which are the focus groups for training for this grant funding. The grant is due May 8, 2007.

- ◆ **Communicate results of Community Needs survey to decision-makers.**

Progress to date:

Results of the spring 2006 telephone survey of a sample of 400 residents of Clark College's service district to help assess current and future needs for education were shared with Executive Cabinet. Highlights of the survey, conducted by Robinson Research of Spokane, are included in the Board packet and have been posted on the college intranet.

Broad-Based Partnerships

- ♦ **Expand communications with state legislators to increase awareness and acquisition of resources.**

Progress to date:

We continue to track progress of legislation impacting Clark College and the community and technical college system, and communicate with our legislative delegation on key issues. The session is anticipated to adjourn by April 23.

- ♦ **Expand federal advocacy locally and nationally on issues impacting Clark College.**

Progress to date:

The College hosted a productive and informative math and science education policy summit on March 16, convened by Congressman Brian Baird. Dr. Cora Marrett, Assistant Director of the National Science Foundation Directorate for Education and Human Resources was a special guest. Other guests joining Clark College representatives included community leaders from K-12, Lower Columbia College, WSUV; Rep. Deb Wallace; Jim Jacks (Governor's Office), Bob Dingethal (Senator Cantwell's Office); and executives from Isonics, Underwriters Laboratory and SEH America. We are continuing the conversation about potential funding in the Science, Technology, Engineering and Math (STEM) areas with Congressman Baird's office.

Management Excellence

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

Progress to date:

Standards committees continue their work in gathering documentation and assessing college progress in meeting the standards set forth by the Commission on Colleges. Co-chairs Tim Cook and Charlene Montierth will present an update at the April 23 Board meeting.

- ♦ **Create and distribute electronic grants newsletter to college community.**

Progress to date:

The Grants Development newsletter was distributed electronically to all faculty and staff in March 2007.

- ♦ **Coordinate implementation of Year 4 of the Strategic Plan**

Progress to date:

New goal and budget development requests for 2007-08 were completed and prioritized by all college units and reviewed by members of Executive Cabinet at a work session on April 10 and 11. A follow-up work session will be scheduled in May to review new funding made available by the 2007 Legislature and prioritize funding of new budget requests.

Candy Bennett

Executive Dean of Planning and Advancement

April 13, 2007

Workforce Development & Continuing Education

April 2007

The following progress has been made in support of the Mission Imperatives and Goals:

Focus on Learning

- ♦ Develop and implement a target marketing initiative based student enrollment database that directly informs what classes we offer and where and when classes occur.

Progress to Date:

Continuing Education did direct mailing and e-marketing to over 600 students to promote Dance, Language and Travel course offerings for Spring.

On March 30, 2007 Continuing Education hosted a dance in the Gaiser Student Center to promote spring dance classes. Instructors demonstrated ballroom dance, west coast swing, salsa and meringue dances. The dance was attended by over 65 people ranging in age from 10 – 70. More than 20 enrollments were taken that night and the next week as a result of this promotional event.

Over 40 people attended the passport session at the April 7, 2007 Travel Studies Open House and 14 enrollments were generated for Fall 2007 trips. The General Marshall Tour, Oct 4 -14, 2007 will be escorted by Elson Strahan the president and CEO of the Vancouver National Historic Trust and historian Patrick Hinchy. The Washington DC trip, Sept. 15 -22, 2007 will be escorted by Dan and Val Ogden, and is full at 38 students.

- ♦ Evaluate all training and learning opportunities provided to ensure quality outcomes have been achieved.

Progress to Date:

The Mature Learning Advisory Committee wishes to give heartfelt thanks to the Board for the 70% tuition fee waiver. The Committee will broaden its effort to contact the senior community to ensure that new and returning students learn about this supportive policy.

Access to Education

- ♦ Create new Tech Prep articulation agreements in high-wage/high-demand programs.

Progress to Date:

The welding articulation with Battle Ground High School has been approved, students meeting the requirements will be able to receive college credit for welding in the 2006-07 school year. The machining articulation with Prairie High School has been reinstated for the 2006-07 school year, students meeting the requirements will be able to receive college credit for machining. The Tech Prep program currently partners with 18 high schools and has 109 articulation agreements in place.

- ◆ Provide high school students with quality advising about Tech Prep programs.

Progress to Date:

In March 2007, Tech Prep staff conducted outreach activities to over 300 students at Fort Vancouver and Camas High Schools. Presentations were made in classrooms to both students and teachers.

Respect for Differences

- ◆ Develop & implement enrollment strategies for attracting diverse populations to courses and programs.

Progress to Date:

Tracy Reilly Kelly, Interim Director of Continuing Education and JoAnn Ames, Continuing Education Program Manager, attended the "Diversity Summit 2007: From Global Vision to Local Action", on April 10, 2007 at the Oregon Convention Center. Tracy met with Vancouver School District employees and the Latin News to obtain information and strategies to attract Hispanic and African American persons to Continuing Education courses and events.

Workforce Development

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

Progress to Date:

In March, Customized Training secured new training contracts with nine local companies for combined projected revenue of \$30,368.

Corporate Education applied for a Job Skills grant for FY07 and was approved by the State Board for Community and Technical Colleges (SBCTC) in the amount of \$22,989 for International Standards Organizations (ISO) Certification with Columbia Machine Inc. Corporate Education also received a \$2,500 increase in the Job Skills Grant for International Standards Organizations (ISO) Certification with Attbar Inc. that was awarded in June 2006. The grant now is \$51,250.

- ◆ Identify and develop new programs/ services to address marketing and technologies in Continuing Education for Healthcare Providers.

Progress to Date:

In collaboration with the Interim Dean of Life Science, Health & Physical Education Corporate Education secured a training contract with Kaiser Permanente for Pharmacy Technician Certification classes.

Broad-based Partnerships

- ◆ Partner with private organizations to deliver high quality training to niche markets.

Progress to Date:

In partnership with Corning Cable *FTTP: Introduction to Products & Tools* was taught in April for Verizon employees, generating \$17,545 in projected revenue.

- ◆ Convene and lead quarterly Workforce Education Advisory Committee Meetings

Progress to Date:

Over 35 community members were invited to the April 19, 2007 Workforce Education Advisory Committee.

Management Excellence

- ◆ Implement a comprehensive Department Program Management System to increase customer service, streamline staff workflow and increase the overall efficiency of registration, performance/financial reporting, and marketing communications.

Progress to Date:

Corporate and Continuing Education staff have begun training in the implementation of the CampusCE on-line registration and program management system.

Additional Highlights

- ◆ Clark College has received an additional 45 FTEs from the State Board for Community and Technical Colleges (SBCTC) for 2006-07. This allocation provides \$148,995 for enrollment support.
- ◆ Professional Development partnered with the Nursing Department to offer a three-day nursing simulation workshop for healthcare educators and specialists March 27 - 29, 2007. The workshop was held at the new state of the art high technology simulation lab at WSUV and was attended by 34 healthcare professionals. Participants included College Nursing Faculty, Lab Preceptors and Directors from California, Idaho, Nevada, Oklahoma, Texas and Indiana. This workshop generated \$7,300 in net revenue.
- ◆ On April 16, 2007 a celebration of the cherry trees that were donated to the City of Vancouver and planted at Clark College, from American Kotobuki and our Sister City of Joyu, Japan was held at the Clark College Plaza and underneath the trees. In the traditional Japanese way, the celebration included music, costumes and a cherry crisp dessert from Culinary Arts. This event was sponsored by Continuing Education, International Programs, the Japanese club and the Vancouver Rotary.
- ◆ The Tech Prep website has been re-designed and updated to reflect the changes in the Tech Prep program.
- ◆ Five SWAA classes ran in March serving 156 students and generating \$4,957.72 in net revenue. Five classes are scheduled for April.

Todd Oldham

Interim Executive Dean

Workforce Development & Continuing Education

Communications and Marketing Report

April 2007

The following progress has been made in support of the Mission Imperatives and Goals:

Focus on Learning

- ◆ Bring all admissions-related materials under one design umbrella. Revise and enhance college program sheets (two-color).

Progress to date:

Revision and updating of program sheets continues in partnership with the Office of Instruction. Participated in meeting with and drafted production timeline for recruiters regarding development of adult viewbook targeting the student population that is age 25 or older.

- ◆ Establish a process and procedures that identify the design and quality level of print materials at Clark College.

Progress to date:

Graphic designer Wei Zhuang and publications designer Pat McDonald continue to coordinate this project. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print materials, their work for April includes the Advisory Recognition Breakfast materials (invitation, envelope and program), ABE/ESL/GED brochures, updated Baird Administration lobby news clips, 2007-08 *Clark College Catalog*, (2) issues of *Clark 24/7*, Teaching & Learning Center café project materials (invitation, program and e-mail reminder), CTEC materials (invitation, postcard, flyer and registration form), Leadership Academy brochure, summer registration package (flyer, online newsletter, inquiry card and postcard), tenure faculty reception invitation and envelope, (2) Pathways to your Future career fair Web advertisements, Distinguished Lecture Series package (poster, invitation, admission ticket and flyer), Distance Learning advertisement, Continuing Education Travel Studies summer flyer, Assessment Center brochure, Sakura Festival flyer, Columbia Writer Series flyer, creative direction for Diesel program photography shoot, regional and state Science Olympiad materials (poster, signage and program), 2007 Commencement package (embossed announcements, program, VIP invitation and Web ad), basketball program advertisement, various program sheets (fitness trainer, medical radiography, CADD, welding tech, welding tech AA, women's studies, construction and medical billing), spring Quick Step advertisement campaign, spring advertisements promoting diversity, Field Surveyor program promotion package (printed ads and Internet/Intranet ads), fall registration postcard, "Clark on the Road" postcard geared towards adults, Quick Dial phone list graphic, summer quarter advertisement and summer 2007 registration home page advertisement.

In addition to their ongoing graphic design work, graphic designers Wei Zhuang and Pat McDonald are embarking on phase two of the proposed college logo redesign. During April, they are presenting eight logos (two from phase one, five new designs and the current logo) at college forums for input from the college community. Two will be held at our main campus, one at the Clark College at Town Plaza and another at Clark College at Washington State University Vancouver. In addition, starting on April 19, students, faculty, staff and administrators will be invited to share feedback online. We will be reviewing the feedback obtained from the forums, online feedback forms and additional discussions with college groups including the College Council, Executive Cabinet and Board of Trustees. If a new logo is adopted, the goal will be to design product templates (e.g. letterhead, envelopes and business cards) to be ready for use for the new academic year.

- ◆ Increase online registration at Clark College.

Progress to date:

Online registration is the key focus and message of the summer media campaign. Open registration starts for all students on May 9. There will also be an emphasis for summer to increase online admissions, e.g. Quick Step, through print advertisements with an effort to increase online registrations as well.

Access to Education

- ◆ Input the Clark College academic program curriculum into a database which can be updated by Instruction.

Progress to date:

Clark College Webmaster Chris Concannon has developed a database with a Web-based interface for input of program curriculum. Information from the current program sheets is being inputted as part of the testing and ongoing database development.

- ◆ Redesign schedule sections of *Clark College Connections* to provide easier access to information for students.

Progress to date:

Feedback on the suggested changes has been gathered from individuals involved in the schedule development process. Feasibility of each suggestion based on the feedback, as well as possible implementation suggestions, will be established.

- ◆ Complete redesign and rebuilding of Clark College Internet and Intranet sites (design and navigation).

Progress to date:

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi have nearly completed phase two of the Internet redesign, working with the college community to migrate all pages into the new look and onto the new site. Their work includes an initial meeting with Marjorie Hirsch to discuss the Archer Gallery Web site redesign.

In addition to ongoing updates to both the Internet and Intranet sites, progress includes migrating existing Web pages from the Cold Fusion server and completion of the new Teaching and Learning Center (TLC) Web site. Additional highlights include an employee database and search feature, the quick dial phone list and database construction, an e-mail listserv for people who want to receive information/publications about news & events completed and launched, and the redesign of the Service Learning Volunteering Programs Web pages & database for increased functionality.

- ◆ Assess the feasibility of providing the Clark College catalog in electronic form only.

Progress to date:

Completed. It has been determined, and shared both with the College Council and Executive Cabinet, that it is not feasible at this time to offer the Clark College catalog in electronic form only. Catalog revision and update continues for publication of a one-year (2007-2008) catalog.

Respect for Differences

- ◆ College communications products (internal and external) will reflect our diversity goals in faculty, staff and student recruitment and retention.

Progress to date:

Recent issues of *Clark 24/7* have included stories on the multicultural educational partners luncheon, the Women of Achievement luncheon, the Jacob Lawrence exhibit at Archer Gallery, and the annual visit by students of Yamamura Gakuen College in Japan.

El Hispanic News will produce a special Cinco de Mayo issue on May 3, in which Clark College will have a presence. Summer quarter registration advertisements will run in local diversity publications which include *The Skanner*, *The Portland Observer*, *El Hispanic News* and *The Asian Reporter*. Advertisements promoting new programs for Field Survey Technology, Medical Radiography and Nursing Certified Assistant will reflect diverse students. New literature in development for ABE/GED and ESL will also represent the diversity of Clark College.

Workforce Development

- ◆ In partnership with Workforce Development, expand Corporate Education marketing and communication efforts to target audiences.

Progress to date:

New classified worker retraining advertisements have been developed to run in *The Columbian*, *The Battle Ground Reflector* and the *Camas Post-Record*, they will be geared at the displaced workers in Southwest Washington.

Broad-based Partnerships

- ◆ Expand learning opportunities outside the classroom through creation of a Distinguished Lecture series.

Progress to date:

Richard Clarke, counterterrorism czar and author of "Against All Enemies," will be the second speaker in the Clark College Distinguished Lecture Series. He will speak on May 7 in the Gaiser Hall Student Center at 7:00 p.m.

Management Excellence

- ◆ Begin implementation of a high-level marketing plan and expand throughout the institution in support of Enrollment Development and in support of the college brand.

Progress to date:

The enrollment campaign for summer and fall quarters, will include a media mix of cable television, radio, newspaper advertising and direct mail. The summer quarter schedule is planned to run in two flights: (1) in late April, April 23 & April 30 and (2) from June 4 to June 25. The first messages will focus on online admissions via Quick Step and open registration on May 9. The second flight will occur after Memorial Day and coincide with high school commencements. The second flight will also feature new programs.

Director of Marketing Brian Scott has been working on the following marketing projects. Except as noted, they have all been completed.

- Computer Technology (CTEC) Recruitment Marketing
 - Spring emphasis is on high school visits in April, to be followed by a Saturday, May 12 main campus recruiting event hosted by CTEC and Student Affairs.
 - Web Development- Working with Tyler Chen who has drafted an initial design for the new CTEC Web pages to be consistent with the college's Web design. The new design is expected to be implemented by June.
 - Bachelor of Science in Applied Technology Program- New Web page content drafted and in development; new flyer and recruitment letter in development; and student success stories in process.

- Vocational Program Marketing
 - Machine Technology- New Web page content drafted and in development; new flyer and recruitment letter in development; and student success stories in process.
 - Diesel- New photography taken, new Web page content drafted and in development; new flyer and recruitment letter in development; and student success stories in process.
 - Welding- New Web page content drafted and in development; new flyer and recruitment letter in development; and student success stories in process.
- “Clark on the Road” Program
 - Wy’East Middle School confirmed for Tuesday, May 1.
 - Flyer- currently being designed
 - Postcard- in design, mails to 3,500 households on April 23
 - Newspaper advertisement- in development
- 2007 Pathways to the Future Career Fair
 - *The Columbian* schedule- final advertisements in development
 - *The Oregonian* schedule- currently being developed, based on exhibitor signups
 - Postcard- currently being developed, based on exhibitor signups
- Advisory Recognition Event
 - New day and time confirmed for Friday, May 11.
 - Invitation- completed and at printer
 - Program- awaiting keynote speaker information
- Nursing Assistant Certified Program
 - Initial planning for fall introduction underway
 - Marketing campaign to be identified
- Biology Fall Class Change
 - Initial planning for fall introduction underway
 - Marketing campaign to be identified

Additional Highlights

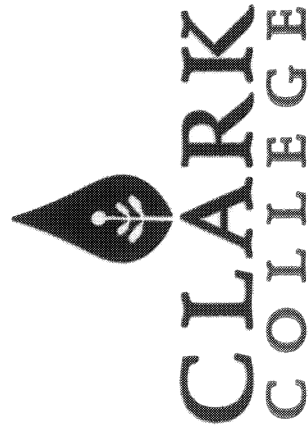
- Communications Specialist Erica Schwenneker is contributing to the development of the 2007-2008 student handbook.
- Communications Specialist Erica Schwenneker is participating in the 2007 commencement and completion ceremonies planning, including publication timeline development and coordination.
- Communications & Marketing and Student Affairs staff met to start planning for the Clark College booth at the 2007 Clark County Fair which will be held at the Clark County Fairgrounds from August 3-12, 2007.

Barbara Kerr
 Executive Director of Communications and Marketing
 April 13, 2007

- > designed in 1985
- > Evergreen tree: Pacific Northwest & main campus as an arboretum
- > flowing script: Clark College fine arts and progressive approach to academics
- > cooperation
- > direction
- > guidance
- > clarity
- > adventure
- > tradition



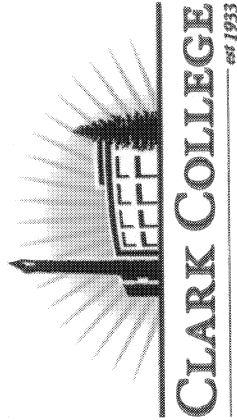
- > academia: tip of a pen, connection to Chime Tower
- > enrichment: raindrop, water, symbol of life & nourishment
- > growth: the plant contained within the raindrop & pen
- > education
- > growth
- > contemporary
- > connection
- > support
- > cooperation



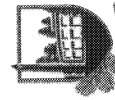
- growth
- contemporary
- connection
- vision



- bright future
- relates to our mission
- reference to the past (1933)
- depicts important college landmarks

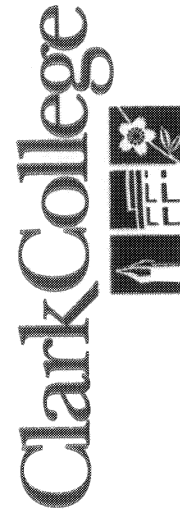


- pine branch: symbolic of "Northwest"
- sense of history



Clark College

- creates a sense of place (specific to Clark College)
- Chime Tower: recognizable landmark
- library: learning & education
- cherry blossom: growth, beauty of the campus



Foundation Report to Board of Trustees April 2007

The following progress has been made in support of the Mission imperatives and goals.

Broad-based Partnerships

- ◆ Increase number of donors and obtain consistency in giving.

Progress to Date: Approximately 2,000 constituents received one of three appeals mailed for support of Clark's BEECH (*Basic Education, English, Communications, & Humanities*), BTECH (*Business & Technology*), and SHAPE (*Sciences, Health, & Physical Education*) units. To date, of the 40 businesses that received requests for corporate sponsorship, 32 have confirmed their support for the 2007 tournament. In addition, the Foundation presented three corporate proposals to area businesses for support. A three-year commitment proposal was remitted for the K-Rod Run/Kalani Rodrigues Memorial Scholarship. Lastly, over 1,500 constituents 70½ and older received an appeal offering the opportunity to make tax-free charitable IRA rollover contributions.

The Foundation staff connected with 237 donors throughout March in the form of personal visits, meetings, tours; phone calls; email contacts, or personal notes by mail.

- ◆ Strengthen relationship between the College and the Foundation

Progress to Date: Over the course of the month, staff met with the Chemistry Division Chair, Interim Dean of Social Sciences & Fine Arts, the Acting Director of Student Life & Multicultural Student Affairs, and Nursing Faculty to become more informed about program needs. Foundation staff members participated in Clark's Business Advisory Committee, Foundation Funds Allocation Committee, Facilities Master Plan Steering Committee, College Council, Instructional Council, College Cabinet, and Board of Trustees meetings.

Following each New Employee Success Training (N.E.S.T.), Foundation staff sends a "welcome" email to all new Clark faculty and staff members, which reinforces the message that their donations will make a difference. In addition, a monthly email offering faculty and staff the opportunity to support College programs is sent campus-wide.

Management Excellence

- ◆ Improve administrative processes

Progress to Date: The Foundation is looking closely at memberships and their associated benefits. Committees from the PAC and Alumni Association are working on aligning these fees.

The Prospect module of Raiser Edge was purchased to enable better management of the Foundation's contacts with current and prospective donors.

- ◆ Become cohesive fundraising staff.

Progress to Date: Professional development included staff participation in the Council for Resource Development (CRD) Region X Annual Conference, classes on Marketing, Networking, Stewardship, the Internet, Donor Gift Agreements, Raisers Edge Advanced Reporting, Clark-sponsored Leadership Academy seminars, and Computing Services classes.

Lisa Gibert
President
April 13, 2007

MINUTES OF THE BOARD OF TRUSTEES
Clark College, District No. 14
March 12, 2007
Penguin Student Union Building Rooms 258B & C

Present: Rhona Sen Hoss, Chair; Addison Jacobs, Vice Chair; Sherry Parker, Kim Peery, John White

Administrators: Bob Knight, Interim President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Katrina Golder, Associate Vice President of Human Resources; Candy Bennett, Executive Dean of Planning and Advancement; Barbara Kerr, Executive Director of Communications and Marketing; Wonder Baldwin, Executive Assistant to the President; Travis Kibota, Interim Dean of Science, Health & Physical Education; Dr. Sylvia Thornburg, Interim Dean of Instructional Operations; Karen Wynkoop, Director of Business Services; Jennifer Grove, Operations Manager for Administrative Services; Alex Montoya, Interim Dean of Enrollment Services; Ted Broussard, Dean of Student Success and Retention/ Acting Director of Student Life and Multicultural Student Affairs; Joe Renouard, Interim Director of Workforce Education; Tracy Reilly-Kelly, Program Manager for Mature Learning/Travel Studies; Dr. Robin Terjeson, Dean of Math, Physical Sciences and Engineering; Dr. Ray Korpi, Dean of Basic Education, English, Communications and Humanities; David Daugherty, Interim Director of Computing Services; Todd Oldham, Interim Executive Dean of Workforce Development & Continuing Education; Miles Jackson, Interim Dean of Social Science and Fine Arts; Jim Green, Director of Plant Services

Faculty: James Craven, Marcia Roi

Staff: Billie Garner

Students: Amanda Mayoral

Others: Michael Shinn, Assistant Attorney General; Lisa Gibert, Foundation President; Lehman Holder, John Barker, Linell Arbuckle, June Dunn, Vivian Jarosek, Doug Dwyre, Christine Huff

I. CALL TO ORDER:

The meeting was called to order by Chair Rhona Sen Hoss at 5:07 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

Chair Sen Hoss reviewed the agenda and stated there are no adjustments to the agenda. She announced that the Board of Trustees will hold an executive session after the Board meeting to discuss personnel and property acquisition issues. She asked that those making statements from the audience provide their name and association. She also noted that comments will not be recorded verbatim in the minutes; the recorder will note only their name and association. Chair Sen Hoss requested the audience keep their statements to two minutes in order to provide adequate time for everyone to speak.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from the Board Members

The Stout Hall Tour will be held on Monday, May 21 from 4:00 – 4:45 p.m. The “T” Building Tour will be held on Monday, April 23, 2007 from 4:00 – 4:45 p.m. Chair Sen Hoss stated that everyone will meet at 4:00 p.m. in the Penguin Student Building Conference rooms 258B & C on Monday, April 23 for the “T” Building Tour. Trustee Sherry Parker is unable to attend the April 23 Board meeting and Trustee John White is unable to attend the May 21 Board meeting.

D. Institutional Report – Interim President Knight congratulated Dr. Rassoul Dastmozd on completing his doctorate’s degree.

Interim President Knight stated that he and Dr. Rassoul Dastmozd met with the ESD 112 School Superintendents. The Superintendents have agreed to tentatively hold a meeting here at Clark College on June 1, 2007. Interim President Knight also stated that he met with Mr. John Deeder, Superintendent of Evergreen Public Schools and Mr. John Erickson, Superintendent of the Vancouver School District, and they have agreed upon an agenda for the joint board meeting. The scheduling for the joint board meetings with the Vancouver School District and Evergreen Public Schools will be in April or May. He noted that the agenda for the meeting will be discussed with the Clark College Board of Trustees.

Interim President Knight stated that on March 8 the State Board for Community and Technical Colleges reviewed the Clark College Machine Program. They will provide a written report to the College when the findings have been completed. Interim President Knight will provide an update to the Board of Trustees on the outcome of the report.

E. Association Reports

1. **AHE** – Ms. Marcia Roi stated that Dr. Rassoul Dastmozd attended the AHE Faculty Senate meeting on March 5 to discuss the practical aspects of the accreditation notebooks. Fifty notebooks have been distributed to various departments in Instruction to comply with the College's accreditation. The timelines and concerns regarding the excessive workload have been discussed with administration. Dr. Dastmozd and the Deans have agreed to work with the union in coming up with a transparent model to address Faculty concerns. The Faculty wants to tell their story to the accreditation team and what they have been doing, but also understand they have a responsibility to the students at the College. Ms. Roi noted that with these competing priorities, they are working together and she is confident this can be done.

Ms. Roi reported that she will be attending a conference on collective bargaining. Ms. Roi met with Interim President Knight to discuss personnel issues, improving College climate and improving College morale. She noted the Faculty supports establishing a College Climate committee to monitor and find a way to improve the College climate. Trustee John White asked the number of people on the College Climate committee. Interim President Knight stated that he is in the process of discussing names that have been submitted to serve on the committee with the Executive Cabinet. Ms. Roi stated that a variety of staff from the College Community will be represented on this committee.

2. **ASCC** – Ms. Amanda Mayoral stated that the ASCC offered “stress relief” amenities to students in various areas of the campus in support of the students to relieve stress for final's week. The first 40 students at each location received a gift card to the bookstore. Model United Nations will attend a one-week conference in New York. Ms. Mayoral also reported that there will be two events in athletics, on April 6 is the women's softball home game and April 14 is the track and field home event at Hudson's Bay High School and invited the board to attend these activities. She gave an update on the “Women in History” event which was attended by approximately 120 students. She also noted that the ASCC has developed a student survey that will address the name change for the Penguin Student Union Building, student government, and other activities. The student survey will be conducted this week.

Trustee White acknowledged Ms. Mayoral's nomination for the Marshall Leadership Award.

3. **WPEA** – Mr. Billie Garner had nothing to add to his report.

F. College Reports

1. **Instruction** – Dr. Rassoul Dastmozd had no additions to his report. Trustee Addison Jacobs made a comment on Clark students attending the Western Washington Student Mathematics Conference on February 24. Dr. Robin Terjeson reported that this was the first time that there has been a conference where community college students could present papers and fully participate. This was the first time Clark participated with two faculty members and students.

Trustee Sherry Parker asked about the SOFA Division Chair. Dr. Dastmozd stated that this is the Social Sciences and Fine Arts Division. Mr. Miles Jackson is the Interim Dean of Social Sciences and Fine Arts Division.

Dr. Dastmozd provided an update on the Jazz Festival income and revenue; the income for this year is \$15,503, expenses are \$8,783 for a net profit of \$6,720. The dollars are used to sponsor scholarships, which are important to attract quality and talented students to Clark College.

Chair Sen Hoss had a question on page 7 regarding the articulation partnership between local community colleges and City University to develop a 2 + 2 Early Childhood Education baccalaureate program. This is the College's first partnership with a private entity. Dr. Dastmozd stated that City University approached Clark College a year ago to begin partnering in certain areas such as Childhood Education. He noted that the College has been working with City University on a co-admission articulation. He said that it would be nice as we look at a facility master plan, to have a University Center here at Clark College. Part of our access mission imperative is to provide a gateway to four-year colleges.

2. **Administrative Services** – Mr. Phil Sheehan stated that due to the early date of the Board meeting the financial report was not included in the written report. He distributed the most current financial report at the Board meeting. He noted the "gap" in the middle of central Gaiser Hall due to construction and reported that the project is on track. Trustee Jacobs raised a question on page 11 regarding the update on the Triangle Property. Mr. Sheehan stated that they are doing the finishing touches to move the Workforce Development and Continuing Education department into the building in May. Interim President Knight stated that the Purchase and Sale agreement is in the final stages and that the county has accepted the College's abrogation payments. Chair Sen Hoss raised a question regarding when the official name for Clark Center East will change to Clark College at Columbia Tech Center. Interim President Knight stated that the name has changed officially to Clark College at Columbia Tech Center.

Mr. Sheehan presented a summary and analysis of recommendations for the tuition waivers, noting the status and the action taken since 2004. He noted that the recommendations are intended to be implemented in the fall 2007. He stated that the College is recommending that the 30% rate for the tuition for Mature Learning be reinstated. He asked that the reevaluation of veteran's waivers be delayed given the amount of activity at the state level and recommendation that will be forthcoming on these waivers. He stated that the College will review the impact of this waiver and come back with a recommendation for the veteran's waivers. It is also recommended that the 90-day waiting period for the high school non-resident, refugee, and non-resident differential be eliminated. Trustee White asked the purpose of this recommendation. Mr. Sheehan explained that the reciprocity agreement with Oregon had a 90-day waiting period and Clark wanted to be consistent. Chair Sen Hoss agreed that Oregon did have a 90-day waiting period and this was why Clark put this waiting period in place. Interim President Knight stated that he reviewed this with the State Board and reported that the state has no 90-day waiting period requirement. Trustee Jacobs stated that Clark implemented this for a purpose. Chair Sen Hoss stated the purpose was to serve Clark's constituency first. Mr. Sheehan stated that this was one of the factors. Interim President Knight stated that this was an access issue, and the College did not want to hinder access. Trustee Peery stated that they have been talking about pursuing agreements with Oregon community colleges and noted that this would break down some potential barriers and eliminate the need to have to go back and put in specific waivers to this policy. The Board of Trustees supported the recommendations to the high school non-resident, refugee and non-resident differential and the over 18 credits - vocational residents and non-residents. Chair Sen Hoss asked for clarification on the Mature Learning waiver with the original waiver at 70% and now at 50% with a resulting loss of FTE's. Interim President Knight confirmed that when the College implemented the reduced tuition waiver, the College lost 30% in FTE's, so any revenue that the College was going to make by reducing the tuition waiver was lost in FTE's. Interim President Knight further stated that the State Board encouraged the College to look at waivers as a remedy to budget cuts and noted that once this was reviewed, the College has not gained any revenue on reducing the tuition waivers. Chair Sen Hoss noted the community interest on the Mature Learning waiver and the College's recommendation to revert back to the original 70%. Trustee Peery raised a concern about the negative revenue and what was being taken in was not enough to pay for the instructors class time and overhead on the class; the College is subsidizing that cost fairly heavily, and he asked if the College is anticipating a significant increase of FTE's and how it could impact the budget.

Interim President Knight wanted to acknowledge that this is not going to be a money making operation, but other revenue such as Corporate Education will help counter this. Trustee Peery asked if the College is expecting a significant increase in FTE's and does not want to have to revisit this again. Ms. Tracey Reilly-Kelly, Interim Director of Continuing Education clarified that she believes the College will have more students per class; the existing number of classes that is being offered will not change, but the number of enrollment per class will change. Trustee Peery requested this be monitored closely. Mr. Sheehan reviewed the recommendation for the last two waiver categories, the vocational resident (credits over 18), vocational non-residents (credits over 18). The recommendation is to keep the same policy that was developed in 2004, charging 100% tuition for credits over 18. There are a few programs that are impacted by this but this policy will be consistent with the equal payment per credit that the State Board has recommended.

3. **Student Affairs** – Dr. Rachel Ruiz added to her report that March 6 was the first time that the College's recruitment office hosted a Multicultural Educators Appreciation Luncheon to continue to strengthen relationships with the Vancouver School District, Vancouver Housing Authority, the NAACP and the City of Vancouver. Clark students spoke about their experiences as diverse students at Clark College. This was an engaging and positive luncheon and we hope to continue this in the future. Dr. Ruiz also mentioned that Ms. Tracy Reilly-Kelly from Continuing Education and Ms. Susan Taylor, from International Programs hosted a farewell dinner for students from Yakamura, Japan. This was a true teaching and learning experience of how their host families helped them learn about the American culture and Clark College. These were very positive events to increase understanding of diversity and to create a more welcoming environment for diverse students.
4. **Human Resources** – Ms. Katrina Golder added that Ms. Rebecca Wale, Environmental Health and Safety and Employee Development Manager, presented at The League for Innovation Conference in New Orleans on the College's tobacco free policy and stated that over 50 people attended each of her sessions. She offered her assistance to the Board of Trustees with the March 19 Presidential Search presentation by the State Board Representatives.
5. **Planning and Advancement** – Ms. Bennett stated that Congressman Baird's event is on Friday, March 16 and noted that several dignitaries have been invited. She noted that this is a 3-hour session from 2:00 – 5:00 p.m. Trustee White asked Ms. Bennett about the specific objective for the meeting that the College is seeking. Interim President Knight stated that the College hopes to receive funding for STEM – Science and Math Education. He noted that he and Dr. Dastmozd have been developing information to present to Congressman Baird at the meeting.

Trustee Jacobs raised a question about the language change to emphasize more funding for community colleges and noted that this is something that she would assume that Congressman Baird is supporting strongly and that the College can assist him in supporting this. Ms. Bennett responded that he will use the results of the roundtable to build language for the NSF Authorization Act and also for the Higher Education Authorization Act. Interim President Knight noted that this is to increase ATE funding which is National Science Foundation Funding that comes to the Community Colleges rather than the four-year colleges. Dr. Dastmozd stated that they are working on providing funding for six more ATE Centers, trying to increase the funding for Community Colleges. Also some of the monies can be used for scholarships to provide access for under served students. He noted that Congressman Baird was very receptive when they met with him and with the superintendents. Dr. Dastmozd said this would be a budgetary issue at the moment and currently there is one ATE Center in the state of Washington. Trustee Jacobs stated that this is an opportunity to increase the pool of funds and opportunities. Dr. Dastmozd also mentioned it would be an opportunity to speak about seamless curriculum between high schools, two- year colleges and four-year colleges.

6. **Workforce Development** – Mr. Todd Oldham had no additions to his report. Trustee Jacobs commented that Workforce Development has enhanced the monthly schedule of Job Seeker Seminars to include evenings and weekends and noted that this is when people are available. Chair Sen Hoss asked about an update on the task force review of the structure of the Workforce Development and Continuing Education department. Interim President Knight stated that he will provide more details regarding the task force at the April 23 Board of Trustees meeting.
7. **Communications and Marketing** – Ms. Barbara Kerr had no additions to her report. Interim President Knight thanked Ms. Kerr and her staff for having Clark College recognized as an equal partner at the Women of Achievement event. It was noted that the event was televised by CVTV. Ms. Kerr added that the “next step” would be to include video profiles of the women being honored in their workplace.

Chair Sen Hoss asked Ms. Wonder Baldwin to add the Advisory Recognition Event tentative date of Thursday, May 3 from 7:30 – 9:00 a.m. to the Board of Trustees’ Calendar.

8. **Clark College Foundation** – Ms. Lisa Gibert had no additions to her report.

Chair Sen Hoss raised a question regarding the athletic scholarships and if the College had sufficient funding for the spring sports to recruit students.

Ms. Gibert answered that the Foundation is actively engaging in donors for the upgraded scholarships levels that need to be provided for athletics. She noted that every dollar that comes in today is actually going toward next year's scholarship program. The Penguin Athletic Club has come forward and underwritten the scholarship needs for the current year. Ms. Gibert noted that as the Foundation goes into the next year, the commitment level goes from about \$30,000 - \$35,000 to over \$100,000 if the entire scholarship program is funded for athletes. She noted that the Foundation is making an active push to come up with the \$100,000, but they also recognize that this is a huge increase and you have coaches and an athletic director who need to prepare recruitment letters now and once the commitment is made, it should be honored. Recently the Foundation went to the Foundation's Finance committee to ask them to underwrite the program to the extent that the scholarships will not be able to be raised from donor dollars. This is going to be a major push and a priority for the Foundation to actually look for athletic scholarship funding, but she notes that they also know that the Foundation does not want the College to be put in a situation where the College cannot be competitive.

III. CONSENT AGENDA

A. First Reading

- a. Tuition Waivers: Trustee Jacobs moved the Tuition Waivers to Consent Agenda.

IV. Consent Agenda

- a. Tuition Waivers
- b. Minutes from 2-26-2007 Meeting

Trustee Jacobs made a motion to approve the consent agenda. Trustee Peery seconded the motion. Motion carried.

V. Future Agenda Items

Discussion: The Stout Hall Tour was rescheduled to Monday, May 21, 2007 from 4:00 - 4:45 p.m. and the "T" Building Tour will be held on Monday, April 23, 2007 from 4:00 - 4:45 p.m.

1. Presidential Search Presentation (March 19) Board/EC Work Session
2. Tenure Recommendations (March 26) Board/EC Work Session
3. Nursing Program (March 26) Board/EC Work Session
4. Instructional Plan (March 26) Board/EC Work Session
5. Enrollment Management Plan (March 26) Board/EC Work Session
6. Board Policies (March 26) Board/EC Work Session
7. Presidential Search Update (April)

8. IT Plan Update (May)
9. Clark College at Columbia Tech Center (May 14) Board/EC Work Session

VI. Date and Place of Future Meetings

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, April 23, 2007 in the Penguin Student Union Building Conference Rooms 258 B & C.

VII. Executive Session

Chair Sen Hoss announced at 6:07 p.m. that the Board will enter into an Executive Session pursuant of RCW 42.30.110. The Board will conduct an Executive Session for the following purposes:

1. To consider the selection of a site acquisition of real estate for lease or purchase.
2. To review the performance of a public employee.
3. To discuss the legal counsel litigation to which the agency is or is likely to become a party.

The Executive Session will be concluded or extended at 7:00 p.m.

VIII. Adjournment

The Board reconvened in open session at 7:00 p.m. With no further business, the meeting was adjourned.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Wonder Baldwin, Recorder

MINUTES OF THE BOARD OF TRUSTEES
Clark College, District No. 14
March 26, 2007
Penguin Student Union Building Rooms 258B & C

Present: Rhona Sen Hoss, Chair; Addison Jacobs, Vice Chair; Sherry Parker, Kim Peery, John White

Administrators: Bob Knight, Interim President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Katrina Golder, Associate Vice President of Human Resources; Leann Johnson, Director for Equity and Diversity; Phil Sheehan, Interim Vice President of Administrative Services; Candy Bennett, Executive Dean of Planning and Advancement; Barbara Kerr, Executive Director of Communications and Marketing; Todd Oldham, Interim Executive Dean of Workforce Development & Continuing Education; Wonder Baldwin, Executive Assistant to the Interim President; Travis Kibota, Interim Dean of Science, Health & Physical Education; Dr. Sylvia Thornburg, Interim Dean of Instructional Operations; Jennifer Grove, Operations Manager for Administrative Services; Alex Montoya, Interim Dean of Enrollment Services; Dr. Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Miles Jackson, Interim Dean of Social Science and Fine Arts; Lynn Chmelir, Interim Director of Library

Faculty: Marcia Roi

Others: Michael Shinn, Assistant Attorney General by Conference Call; Lisa Gibert, Foundation President; Barbara Chen

I. CALL TO ORDER:

The meeting was called to order by Chair Rhona Sen Hoss at 4:10 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

Chair Sen Hoss noted that the meeting will be an abbreviated Board meeting and a Board of Trustees work session will begin immediately after this meeting. She announced that Assistant Attorney General Michael Shinn will attend the Board meeting by conference call. She reviewed the agenda as stated.

III. CONSENT AGENDA

A. First Reading - There was no First Reading.

IV. Consent Agenda

Trustees Sherry Parker and Addison Jacobs appreciated the arrangements of the tenure notebooks and thanked Ms. Trink Schurian for her efforts.

a. Tenure Recommendations

b. Sabbatical Requests for 2007-2008

Trustee Kim Peery made a motion to approve the consent agenda.
Trustee Addison Jacobs seconded the motion. Motion carried.

V. Future Agenda Items

Discussion: The Stout Hall tour will be held on Monday, May 21, 2007 from 4:00 – 4:45 p.m. The “T” Building tour will be held on Monday, April 23, 2007 from 4:00 – 4:45 p.m.

1. Tenure Reception (April 23 – 4:30 p.m.)
2. Clark College at Columbia Tech Center (May 14) Board/EC Work Session
3. Stout Hall Tour (May 21) 4:00- 4:45 p.m.
4. IT Plan Update (May)
5. Meeting with High School Board Members (TBD)

VI. Date and Place of Future Meetings

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, April 23, 2007 in the Penguin Student Union Building Conference Rooms 258 B & C.

Discussion: Chair Sen Hoss announced at 4:13 p.m. that the Board will hold an Executive Session in April or May to discuss possible Real Estate acquisitions. Interim President Knight invited Mr. Phil Sheehan to participate in the session.

Discussion: The “T” Building tour will be held on Monday, April 23, 2007 from 4:00 – 4:30 p.m. and the Tenure Reception will be from 4:30 – 5:00 p.m. The Board of Trustees will meet in the Penguin Student Union Conference rooms 258B & C for the tours at 4:00 p.m. Trustee Sherry Parker stated that she will not be available to attend the April 23 Board of Trustees meeting. Ms. Wonder Baldwin will notify Trustee John White of the revised agenda for the April 23 Board of Trustees meeting. Chair Sen Hoss inquired about the status of the meeting of the Board of Trustees with the high school Board members. Interim President Knight stated that Ms. Wonder Baldwin is in the process of scheduling a date for this meeting.

VII. Executive Session

There was no Executive Session.

VIII. Adjournment

The Board adjourned the meeting at 4:15 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Wonder Baldwin, Recorder