

Clark College Board of Trustees Packet

April 27, 2009

Clark College

The Next Step



Vision Statement

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

Mission Statement

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

Clark College
Board of Trustees Packet
April 27, 2009

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CLARK COLLEGE BOARD OF TRUSTEES

Monday, April 27, 2009

Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

TENURE RECEPTION, PUB 258 B&C

4:00-5:00 p.m.

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. President's Report

Student Success Presentation: Dora Hernandez

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E. Association Reports

1. AHE

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3. WPEA

N/A

F. College Reports

1. Instruction

Pages 9-13

Faculty Presentation: STEM Activities, Tina Barsotti & Kristine Barker

2. Administrative Services

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3. Student Affairs

Enrollment Update

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4. Human Resources

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Recommendation on Collective Bargaining Option for Classified

Employees—Interagency Agreement

5. Planning & Effectiveness

Pages 46-48

6. Corporate & Continuing Education

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7. Communications & Marketing

Pages 51-53

8. Clark College Foundation

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III. CONSENT AGENDA

A. First Reading

- ♦ Recommendation on Collective Bargaining Option for Classified Employees—Interagency Agreement Page 56
- ♦ Technology Fee Proposal Pages 57-61
- ♦ Identity Theft Prevention Program Pages 62-68

B. Consent Agenda

- ♦ Minutes from the March 16, 2009 Board Meeting Pages 69-75

IV. FUTURE AGENDA ITEMS

WORK SESSION

Budget (Standing Agenda Item)
Budget Update (May)
Budgeting During Times of Economic Turmoil
Open Textbooks
ANGEL and Pooled Enrollment
Running Start vs. AP Classes
E MSI Final Report: Investment, Innovation &
Impact of Community Colleges
Postsecondary Success
Strategic Technology Plan

BOARD MEETING

President's Evaluation Process (April)
Programs at CTC (May)

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Monday, May 18, 2009 at Clark College at Columbia Tech Center.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report April 2009

Focus on Learning

Progress to date:

- ♦ The President and Vice President of Instruction continue to meet with faculty candidates for tenure track positions. Interviews are expected to continue through mid-June.
- ♦ The Clements Group held an afternoon-long training session for individuals who will be involved with the upcoming comprehensive campaign. Among the participants in the session were the Presidents of the college and the foundation.

Broad-Based Partnerships

Progress to date:

- ♦ Meetings with the participants from the Foundation's feasibility study have commenced; the President and representatives from the Foundation will be visiting with the participants over the next several months to share the results of the study and provide an executive summary to those individuals. The President will be meeting with the participants through the spring and concluding the visits at the end of June.
- ♦ Clark College, the Vancouver Housing Authority, Second Step Housing, and Community Services Northwest have entered into a pilot prisoner re-entry program for the provision of supportive services to formerly incarcerated individuals. The Clark portion of the program will be administered by Ms. Becky Merritt, Eligibility Programs & Advising Support Manager.
- ♦ The YWCA and Clark College hosted the 25th Anniversary of the Women of Achievement Celebration on March 23. On March 24, a reception was held at the college for the 200 women who have been honored with the award over the past 25 years. There was a very good turnout and this event continues as one of Vancouver's premier local celebrations.
- ♦ The President signed a Memorandum of Agreement with City University which offers 20 scholarships valued at \$10,800 each to students that graduation with an AA degree from Clark College.

Access to Education

Progress to date:

- ♦ As the state's budget situation continues to remain fragile, the legislators are negotiating three budget proposals put forth from the governor, senate and house. The President has met with all of the local legislators concerning the college's budget as well as the need to move forward with the Health and Advanced Technology (STEM) building despite the possibility of construction being postponed for a biennium.

- ◆ As a member of the WSUV Advisory Committee, the President participated in an interview with WSUV's accreditation team as part of their ten-year evaluation.
- ◆ The President met with SBCTC board member, Tom Koenninger; they discussed specific needs of the college and how the state board could specifically be of help to the college during this economic crisis.
- ◆ Dr. John Sygielski, the new president of Mt. Hood Community College, visited the college and met with Mr. Knight as part of his introduction to the Vancouver-Portland area. The community college system in Oregon is facing similar challenges to those in Washington.
- ◆ Mr. Knight was also in contact with Portland Community College—Cascade Campus president, Dr. Algie Gatewood, concerning articulation agreements, the sharing of students, and programming.

Respect for Differences

Progress to date:

- ◆ The annual Sakura Festival celebration took place on April 17. State and local dignitaries attended and offered their comments on the relationship between Vancouver and sister city, Jojo, Japan. Afterwards, there was a demonstration of the Japanese Tea Ceremony and exhibits from the college and the community. The cherry trees have started to bloom and, happily, the weather cooperated for the event.
- ◆ The Nez Perce Ceremony at the Historic Reserve and International Discovery Walk took place during the last weekend of April. The President participated in both events and hosted a group of international students at his home.

Management Excellence

Progress to date:

- ◆ The Executive Cabinet conducted six open budget forums during the month of April to gather comments and suggestions from faculty, staff, and students on how the college might address budget reduction issues. The entire college community, including Clark College at Town Plaza Center and WSUV, participated in the forums and many good suggestions were offered. All of the comments and suggestions were collected and reviewed during the EC's budget work session on April 20 and 21.
- ◆ The President met with the Instructional Council this month. He meets quarterly with the IC to discuss various topics relevant to curriculum issues and to answer questions they may have about college business.

Robert K. Knight
President
April 16, 2009

TRANSFER SCHOLARSHIP PARTICIPATION AGREEMENT

This participation agreement is between City University of Seattle (CUoS) and Clark College (the College).

Purpose

The purpose of this Agreement is to establish the opportunity for graduates of Clark College to transfer to City University of Seattle to pursue the completion of a bachelor's degree in one of the following areas:

- B.A. in Applied Psychology
- B.A. in Management
- B.S. in Accounting
- B.S. in Business Administration
- B.S. in Communications
- B.S. in Information Systems
- B.S. in Marketing

City University of Seattle will make available to Clark College twenty (20) City University of Seattle Transfer Scholarships in the amount of \$10,800 per scholarship for students beginning programs in the academic year 2009/10. Scholarships will be for tuition only.

Transfer Scholarship Program

Minimum Selection Criteria

The minimum selection criteria for a City University of Seattle Transfer Scholarship Award are below.

Students must:

- Be a Washington state resident.
- Have earned an associate's degree from the College between July 1, 2008 and September 30, 2009.
- Display academic promise and the ability to complete and earn a bachelor's degree.
- Meet all admissions criteria for the City University of Seattle declared program of study at the time of scholarship selection.

Scholarship Rules

Students accepting a City University of Seattle Transfer Scholarship agree to:

- Attend full-time a minimum of three quarters per year for two consecutive years. Full-time is defined as 15 quarter hour credits per quarter.
- Maintain satisfactory academic progress. Academic suspension will result in loss of the Transfer Scholarship.

University and College Responsibilities

City University of Seattle

- CUoS will designate a Point of Contact (POC) who will coordinate with the designated college POC in the awarding of the Transfer Scholarship(s).
- CUoS will guarantee twenty (20) Transfer Scholarships in the total amount of \$10,800 per scholarship to be disbursed in the amount of \$1800 per quarter for six consecutive enrollment quarters. Awardees are permitted two non-consecutive vacation quarters during attendance.

- CUoS will provide a University Application that must be completed as part of the Transfer Scholarship selection process. CUoS will waive the required application fee of \$50.
- CUoS will coordinate and/or participate in public relations and marketing activities where appropriate with the College regarding the Transfer Scholarship Program.
- CUoS agrees to re-distribute scholarships not awarded by August 1st to Colleges who have exhausted their award pool but still have eligible candidates they would like to award.

Clark College

- The College will designate a Point of Contact (POC) who will coordinate with CUoS POC in the awarding of the Transfer Scholarship(s).
- The College agrees to promote the Transfer Scholarship Program to transfer students directly and to its general campus community as appropriate.
- The College will award designated scholarships to students meeting the minimum criteria set forth by CUoS above. Additional selection criteria may be established by the College upon approval of CUoS.
- The College will award all City University of Seattle Transfer Scholarships no later than August 1, 2009. All non-awarded or non-accepted scholarships will revert back to City University of Seattle.
- The College will coordinate all public relations activities with CUoS regarding the Transfer Scholarship Program.

Duration

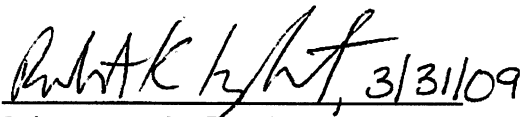
The initial term of this renewable Participation Agreement is for one year, effective upon signature and ending March 1, 2010.

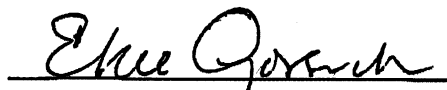
Each year City University of Seattle will establish the number of Transfer Scholarships to be made available for the following academic year.

Conclusion

Both parties mutually agree to review renewal of this participation agreement annually in January for the following academic year.

Both parties mutually agree to support the terms and conditions outlined in this agreement.


Robert K. Knight, President
Clark College


Lee Gorsuch, President
City University of Seattle

City University of Seattle subscribes to the principles and laws of the State of Washington and the federal government, including applicable Executive Orders that pertain to civil rights, equal opportunity and affirmative action. City University of Seattle policy prohibits discrimination on the basis of race, sex – including sexual harassment – religion, age, color, creed, national or ethnic origin, sexual orientation, and status as a Vietnam-era or disabled veteran, in the recruitment and admission of students, the operation of all university programs, scholarships, loans, activities, and services. Inquires regarding compliance and/or grievance procedures may be directed to the University's Affirmative Action Coordinator, Office of Human Resources, City University, 11900 NE First Street, Bellevue, WA 98005, 800.426.5596.

**Clark College Association of Higher Education
Board Report
April 27, 2009**

Facilitating communication

Dr. Roi and Professor Fulbright met with Dr. Dastmozd and President Knight. The meeting was fairly productive.

Bargaining

The administration and AHE have agreed to bargain the increased workload in online courses unilaterally imposed by the Office of Instruction. We tentatively have a bargaining session scheduled for May 1.

Organizational activities

Dr. Roi, Dr. Walsh and Professor Sullivan attended a joint WEA-AFT bargaining conference in Bremerton.

Dr. Roi graduated from the NEA Emerging Leaders Academy in March.

Dr. Roi, Dr. Walsh. And Professor Torres attended the NEA higher education conference in March.

Dr. Hong the Higher education Chair for WEA sent a letter to Clark College Board of trustees documenting the WEA HE position on the denial of tenure for Instructor Christina Kopinski.(see attachment).

Membership

Two faculty members joined AHE this month.

Grievances

Four grievances are filed with the college. One is in abeyance for a year, one is on step one, two are on step two.

The AHE senate grievance committee continues to work with the administration toward a satisfactory resolution of all of these issues.

Community Connections

Dr. Roi attended the Riverside Council meeting and executive board meeting this month.

Submitted by
Dr. Marcia Roi
President, CCAHE

From: nhong@oc.ctc.edu
Sent: Thursday, April 16, 2009 11:37 AM
To: Roi, Marcia
Subject: How Student Journalism and Probationary Journalism Professor were Treated at Olympic College

A brief description of the situation at Olympic College:

Our student newspaper ran a small ad for a Bremerton strip club (Toys Topless) that raised the ire of a few people and gave the owner of the club the bright idea to buy 6 full-page ads for the club in subsequent issues. That, predictably, raised a more substantial ruckus, including a small student demonstration and a special meeting of the Board of Trustees to reign in the newspaper with the establishment of a "community board" overseeing the editorial process.

The Journalism instructor/advisor was early on in his tenure process and could have folded on First Amendment issues, pedagogical integrity, and chosen to protect his job, but he did not. The faculty union went to bat for the students and professor on the basis of freedom of expression, academic freedom, the independence of student journalism, and teaching and learning.

Our Board responded thoughtfully and appropriately. Our college community had an energetic discussion about the issues involved (objectification of women, free speech, running military recruiting ads, etc.). We engaged in more speech, not suppressing speech. The result: no "community board" was imposed. The newspaper proceeded with its independence intact, and the probationary journalism faculty member maintained his professional standards and academic freedom. The faculty member just received tenure with high praise all around, despite ruffling some feathers in the community and in the administration. The integrity of the journalism program and the independent role of the press was preserved.

The situation at Clark seems at wide variance to our experience at Olympic College, since the tenure committee process gave the journalism instructor high marks and a unanimous, enthusiastic recommendation. It inevitably raises the question of what was the real reason for denying tenure and does it lie somewhere else other than teaching competence, academic merit, or meeting professional standards? The appearance certainly is that the teacher at Clark seems to have run into an administration that values other things above the college's educational mission and that is a major diminishment of the college's character and reputation.

While I can only speculate, it appears that the desire for control of information and message, and the defense of administrative power and prerogatives have trumped running a good, robust journalism program. Imagine if the same values were interjected into the teaching of science or a college president's insecurities intruded on conducting a creative writing class. There is more than a whiff of misuse of power in the sad, shortsighted, inappropriate actions of the Clark administration and trustees.

Dr. Nathaniel Hong
Olympic College WEA HE President
State Chair, WEA HE

April Board Report ASCC

Student Government

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

- ◆ **Cindi Lou Kunkle, ASCC Club Coordinator**, has reconvened the weekly Club Committee that is on Friday afternoons from 2:00pm to 3:00pm in PUB 258. We have 43 clubs currently with more chartering. Next week, Wednesday April 23rd, 2008 will be our spring quarter Club fair from 9:00am to 2:00pm in the Gaiser Student Center. The Club fair is where clubs can showcase and sign up new members for the respected clubs.
- ◆ **Derrick Streng, ASCC Vice President**, has formed his ASCC Elections Committee and has available the applications for the 2008-2009 ASCC Officers. He is currently filling the vacant campus committees due to student's changes in schedules.
- ◆ **James Owens, ASCC Finance Director**, and members of the ASCC Finance Committee have finished the first round of the budget process.
- ◆ **Pat Mehigan, ASCC President**, has been attending several ASCC and Campus Committees and has started the PUB Committee this quarter with 11 members in attendance. Mehigan will welcome guest to the Clark College Alumni Student Dinner on Wednesday April 16, 2008.
- ◆ **Janet Sanchez, ASCC Activities Director**, and the ASCC Activities Programming Board have several exciting events in store for the students, faculty, staff, administration, and community.
 - *Secretary of State, Sam Reed*, is coming to the Clark College campus on Friday April 18th, 2008 from 12:15 to 1:00pm in the Penguin Student Lounge. ASCC President, Pat Mehigan put in a request to have Mr. Reed come and discuss legislative issue affecting community colleges in the state of Washington. ASCC Activities Programming Board Member, Kim Lagen is working with Mehigan to provide lunch for the students attending this event.

- *Music Notes*, will be held on Monday April 21st, 2008 from 11:00am to 1:00pm in the Penguin Student Lounge. This is ASCC Activities Programming Board Member, JB Wheelon's, first event of the spring quarter. The singer/songwriter Jerin Falkner will entertain the students for this great event.
- *La Fete de la Musique*, will be held on Wednesday April 30th, 2008 from 11:00am to 4:00pm in the Gaiser Student Center. This music festival is ASCC Activities Programming Board Member, Alyshia Saltman's first event of the quarter. There will be food and beverages for all in attendance.

Programs and Clubs

- ◆ **The German Klub** will be attending its quarterly Vietnam Memorial clean up at the Memorial Gardens on Sunday April 20th, 2008. The Clark History Club and PTK are helping with this worth while event.
- ◆ **Model United Nations** will be attending the National Model United Nations Conference in New York City. The MUN Program has attended three very successful conferences for Clark College and is one of the few community colleges to attend the National conference at competing with such universities as Harvard, Princeton, Stanford, MIT, etc.
- ◆ **Horticulture Club** has volunteered to provide the centerpieces for the Student Alumni Dinner on Wednesday April 16, 2008. This club worked very hard on the centerpieces and they turned out beautiful.
- ◆ **The French Club and Clark History Club** cosponsored a French breakfast at the end of winter quarter with over 50 students in attendance.

Respectfully submitted,
Pat Mehigan
ASCC President

Instruction Report April 2009

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

Focus on Learning

Increase student success in accordance with Student Achievement Initiative (SAI) goals.

Progress to date:

- ◆ During February, the daily user count for the Pathways Learning Center (PLC) at Town Plaza Center was 1,060; this is the highest usage volume to date. Users of the PLC are engaged in skill building on computers, including keyboarding/typing, basic office computer applications, basic skills and GED preparation, career pathway and occupational research. Students build confidence and make skill progression outside of and in enhancement of their classroom experience at Clark Town Plaza Center.
- ◆ Adult Basic Education produced a new DVD, Better Skills, Better Jobs, Better Lives, which is available on the College Web site. The DVD features two former Adult Basic Education students who have continued on their career pathways to better lives. Michelle Pugh is now working full time for Clark County and attending the evening automotive program. Bin Wang is now working at WaferTech. The third section of the DVD featured the ESL class taught at First Aid Only, where Human Resources Director Lynn Miller praised Clark College for its efforts to partner with their business. The DVD was sent to Senator Patty Murray's office by staff at the State Board to represent how Basic Education prepares adults for tomorrow's emerging workforce.
- ◆ There are now four I-BEST programs at Clark College. Two are new as of spring quarter 2009:
 - Business Technology: I-BEST Office Clerk Level 1 Certificate of Completion
 - Nursing: I-BEST Nursing Assistant Certification
 - Welding(*new spring 2009*): I-BEST Certificate of Achievement in Wire Feed and Advanced Arc Welding Processes
 - Early Childhood Education (*new spring 2009*): I-BEST Initial Child Care Certificate of Achievement

Enrollment in these programs is very strong, with waiting lists formed for NAC and Welding. As an example, more than 45 people attended an information session for the Welding program, competing for just 16 seats in the program.

Provide and maintain innovative, learner-centered programs supported by adequate training for all involved in such programs.

Progress to date:

- ◆ During winter quarter, the Teaching and Learning Center (TLC) provided a variety of learner-centered activities, including the following:
 - Continued promotion of Student Learning Communities at Clark by actively participating in the design of a pilot Student Learning Community program slated to launch September 2009. The TLC paid for two faculty teams to attend the Curriculum Planning Retreat at Rainbow Lodge in N. Bend, WA, on February 19 and 20. During this

retreat, Clark faculty designed integrative learning experiences for students who will be enrolled in their linked or paired courses. The focus for this pilot Student Learning Communities program is precollege math or English courses linked with a corresponding HDEV college success course. The TLC is hosting a program facilitated by the Washington Center on April 28, 2009, that will include the faculty teams from the Week-End College, Math, English, HDEV and employees from Student Affairs.

- Three faculty completed the Teaching Squares Program for eLearning instructors.
- Eight faculty completed the "Teaching for Learning" course provided by the TLC. This course was 24 hours in length and the content was delivered online.
- Thirty three faculty completed the 10-hour "Engaging Students through Collaborative Learning" institute sponsored by the TLC. Follow-up sessions and a Blackboard shell were set up to continue faculty engagement through collaborative learning.
- The TLC sponsored the Faculty Speaker Series with Laurie Brown presenting on "The Breast Cancer and the Ovarian Cancer Gene-Are you at Risk?" Sixty two members of the college community attended.
- Ten faculty have participated in the Faculty Fellows program which meets for 2 ½ hours once a month. Gail Liberman leads these discussions focusing on teaching at its best.
- Gail Liberman provided a New Faculty Orientation for six new part-time faculty on April 3.
- Forty faculty completed the 15-hour Spring Break institute on March 24 and 25. This institute was facilitated by Gail Liberman and Brenda Walstead with an emphasis on learning-centered teaching and assessment. Follow-up sessions and a Blackboard shell were set up to continue faculty engagement through collaborative learning.
- Several mini one and two-hour workshops were provided during the quarter.
- Gail Liberman participated in the development and facilitation of the Penguin Roundtable session introducing the Cultural Diversity Pluralism Plan to the management team at Clark.

Implement the Student Success and Retention Plan.

Progress to date:

- ♦ In response to its original charge from Executive Cabinet, the Retention Committee developed the 2008-2009 Retention Plan to "focus, coordinate, share and enhance college wide efforts in a systematic way and to foster a college culture that deliberately and routinely engages in retention thinking in decision-making at all levels." Three initiatives in particular have been underway and continue to grow in developing a culture of retention. These consist of systematic communications with the college community sharing readings, local initiatives, and student reports that highlight variables that have helped their own success at Clark. At this point, there is an accumulation of eight "Retention Readings," four accounts of "Student Voices of Success" and 33 stories of "Student Success in Action." These items may be viewed on the ClarkNet (http://intranet.clark.edu/college_information/reports/committee_reports/).
- A total of 201 students are enrolled in nine sections of HDEV 116—Study Skills and Motivation being offered in spring term.

Access to Education

Improve access to information and educational planning tools for students.

Progress to date:

- ◆ Math Help Sessions continue to be successful as more and more students take advantage of the free tutoring offered 7 days a week from qualified Mathematics faculty who volunteer their time to assist our students. Details about the help sessions are available at <http://web.clark.edu/math/helpsess.htm>.
- ◆ Happy Math Awareness Month! Starting Tuesday, April 14, the Mathematics Department began celebrating this special month by hosting the seventh annual "DO MATH FOR A BUCK." At random times throughout the week, students (plus faculty and staff) were invited by Paul Casillas, Math Department Division Chair, and other math faculty members to stop by the Math Department Office in Bauer Hall to solve a math problem and get a buck!

Respect for Differences

Support an inclusive environment where mutual respect and equity are encouraged and valued.

Progress to date:

- ◆ On April 15, Interim Dean of eLearning and Women's Studies Instructor Ann Snyder was a panelist in a YWCA discussion entitled "Women and the Economy: Equal Pay."
- ◆ Staff from the Office of Instruction have participated in some of the online *Preventing Employee Discrimination and Preventing Sexual Harassment* trainings.

Broad-based Partnerships

Foster partnerships with K12 and university levels to enhance transitions from high school through Clark and on to baccalaureate levels.

Progress to date:

- ◆ Paul Casillas, Mathematics Division Chair, spoke to hundreds of students and their parents at Prairie High School on April 9 for their 8th Grade Parent Night.
- ◆ Clark College will host the Washington Statewide Science Olympiad on April 18, for hundreds of middle and high school students representing 40 schools from around the state.
- ◆ Pamela Dake, CSE faculty member, is a partner in an NSF grant, Northwest Distributed Computing Science, which joins a consortium of small computer science departments at universities. A current project in the grant is creating 2-day to 5-week course modules that can be shared. Pamela has developed an Airport Simulation project that she assigns in her Data Structures class. The Clark CSE students are involved in a cross-campus project with Pacific University to develop this simulation. The students work on the project via web conferencing, email, and texting. This project gives them a true industry-like experience, with the same kinds of challenges experienced by teams in industry who work in cross-state software development. This project and the student experiences are going to be written up and submitted to the *Computer Science Education Journal*.
- ◆ Dr. Peter Ritson, Chemistry faculty, was involved with the 9th Annual Critter Count of amphibians and reptiles organized by the Vancouver Water Resources Education Center and staffed by volunteer scientists and naturalists on Saturday, April 11, 2009. Dr. Ritson said the volunteer citizen monitoring group he leads had recently found 20 red-legged frog egg masses in a 15-by-20-foot pond nearby. Although no frogs chose to reveal themselves on Saturday, the unseen tree frogs filled the air with their croaking. Additional information can

be found in the article that appeared in *The Columbian*:

<http://www.columbian.com/article/20090412/NEWS02/704129952>.

- ◆ “Do the Math Engineering Day” scheduled for April 24 is a partnership with WSUV and local engineering firms. Hundreds of high school students are expected to take part in this event that provides information, career advice, and the opportunity to meet with engineering faculty and staff.
- ◆ On March 19-21, Nadine Fattaleh, Peter Ritson and Sean Hawes (a former Clark student and current a temporary employee) traveled to Moses Lake, WA, to participate in the Washington Science Teachers Association (WSTA) conference and network with over 300 science educators and administrators. With assistance from Hawes and Ritson, Fattaleh lead a workshop titled, 'Implementing Green Chemistry in the Laboratory;' participants received hands-on experience with four different green lab experiments framed with a high school context and selected to maximize student interest, green chemistry principles and content-specific concepts and to minimize waste and cost. Participants were also given content and materials to take back to their classrooms. Ritson also presented, 'The Scientific Method: Fact or Fiction,' which explained how to overcome major obstacles students encounter when asked to perform independent science investigations. Also, in his role as a member of the Board of Directors of WSTA, Ritson is spearheading greater higher education participation. In addition to presenting, the group also attended several sessions including an update on the new Washington state K-12 science standards to better understand the needs of K-12 partners.

Additional Highlights

- ◆ The Medical Radiography program has added a new clinical site in partnership with Willapa Harbor Community Hospital.
- ◆ Clark College has become the second Medical Radiography program in the state of Washington for which Oregon will grant students temporary licenses.
- ◆ Clark College is hosting the Washington State Community College Physical Education Association (WSCCPEA) Conference on May 1, 2009.
- ◆ Adult Literacy trained 18 new ESL tutors and 15 new ABE tutors in February. Three new tutors were also recruited and trained for the Battle Ground Adult Literacy Program, which increased the number of students that can be served in that community.
- ◆ The Adult Literacy Program staff attended a two-day Learning Standards Workshop and in March, 13 tutors and staff attended an all-day Portland Literacy Conference.
- ◆ Adult Basic Education offers ESL and ABE/GED Preparation at a total of 13 different locations throughout the Clark College service area; two new ESL classes were added for winter 2009 which are continuing for spring quarter:
 - Fruit Valley Elementary – the class meets in the Fruit Valley Community room (which is part of the school building); 14 students are enrolled for spring quarter.
 - Sara J. Anderson Elementary – a second class was added as part of a community partnership with the family literacy coordinator at Vancouver School District. Family literacy offers evening child care for their adult evening classes at SJA, including the two Clark ESL classes. There are 24 Level 1-2 students and 22 Level 3-5 students enrolled.
- ◆ On March 31, the Cannell Library's Technical Services staff hosted a technology round table. Members of the Library and eLearning department, as well as members of the eLearning Committee, shared some of the technology tools they have recently been experimenting with. The group provided demonstrations on a variety of utilities including a plagiarism quiz developed for the IRIS research tutorials, Drupal (a web-based content management system), Moodle (an open source course management system), Second Life, advanced Excel

techniques, and Captivate (an electronic teaching tool which can be used for screencasts, podcasts, and converting Microsoft PowerPoint presentations to the Adobe Flash format). This is part of an ongoing professional development initiative at the Library that provides the staff with the opportunity to share their knowledge and learn from each other.

- ◆ An exhibition of the work of seven mixed media artists, "Expanded Narrative: The Photographic Image in Mixed Media Constructions," is on display at the Archer Gallery from April 7 to May 2.
- ◆ The Theater Department's spring production, "Blythe Spirit," runs from May 8 to May 23 in Decker Auditorium.
- ◆ Tina Barsotti, Engineering faculty, was awarded Release Time (mini-sabbatical) by the Foundation Faculty Excellence Award Committee for winter and spring quarters to do STEM Outreach.
- ◆ Danette Randolph, Director of Workforce Education & Economic Development, attended the 89th Annual AACC (American Association of Community Colleges) Convention in Phoenix, AZ, from April 4-7.
- ◆ Professor Karla Sylwester of the Dental Hygiene Department has been selected as a recipient of the 2009 Anna Sue McNeill Teaching, Learning and Assessment Award. Awards will be presented to honorees on May 7 during the 2009 Pacific Northwest Higher Education Teaching and Learning Conference being held in Wenatchee, WA.

Rassoul Dastmozd, PhD
Vice President of Instruction
April 16, 2009

Administrative Services Board Report April 2009

Focus on Learning

- ◆ Install smart classroom technology in 30 classrooms.

Progress to Date:

Twelve smart classrooms installed at the Town Plaza satellite were operational for spring quarter.

Access to Education

- ◆ Effectively manage the design and construction phases of capital projects to provide state-of-the-art, flexible facilities to support the mission of the College.

Progress to Date:

Construction at CTC remains on schedule and is expected to open fall 2009.

Programming and design of the Phase 1 Child and Family Studies facility is continuing on schedule.

Broad-based Partnerships

- ◆ Develop and implement state-mandated Emergency Management Plan.

Progress to Date:

For progress related to safety, security, and emergency management, please refer to the attached e-mail from President Knight dated Wednesday, April 8, 2009, "Message from the President: Safety and security update."

Additional Highlights

- ◆ 2009-10 Budget
Phase III – Engaging the College in the budget development process is now complete. The Executive Cabinet will be meeting in a work session on April 21 to review feedback from the College, identify major themes, and develop a set of budget priorities. Vice President of Administrative Services Bob Williamson will provide a full update on our budget development process, including likely reduction scenarios from the State legislature, at the April 27 Board of Trustees meeting.
- ◆ Identify Theft Policy
Included in the Board packet is a proposed policy on Identity Theft. This policy ensures compliance with the Federal Trade Commission's Red Flags Rules, specifically Section 114 of the Fair and Accurate Credit Transactions Act of 2003. Karen Wynkoop, Director of Business Services, will be available to answer any questions about the policy.
- ◆ Technology Fee
Included in the Board packet is a recommendation from the Technology Fee Committee to increase the Technology Fee from \$2.00 to \$3.00 per credit. This recommendation has been approved by the ASCC Executive Committee and endorsed by the Executive Cabinet. It will be put to a vote of the student body in May. Phil Sheehan, Director of Computing Services, will be available to answer any questions about the proposed fee increase.

- ◆ **Bookstore Sales Activity**
Bookstore fiscal year sales activity year-to-date through March, compared to the same time last year, reflects an increase of 13.3%.
- ◆ **Bookstore Transactions**
Store transactions are up by more than 30,000 year-to-date, a total of 102,629 July through March, compared to same time last year. During the month of March 2009, the store has averaged 538 transactions per day.
- ◆ **Book Buyback Results**
March 2009 Book Buyback total produced a 30% increase in dollars paid to students during the buy; the highest single buyback to date. The total books bought back from students in March were 7,697 units, an increase of 1,505 books over last year. High student participation results are due to many factors, including on-time text adoptions from faculty, aggressive buy planning by buyers, improved marketing, and more. 2008-2009 Book Buyback totals are expected to exceed \$600,000.
- ◆ **75th Anniversary Event – “Oswald on Spring Break”**
The Bookstore’s 75th Anniversary event, **Oswald on Spring Break – Photo Contest**, is now accepting votes for Best Picture. Fifty-six photos submitted for this event by faculty, staff, and students are on display in the Bookstore. Judging will be open for the College community to vote for the winners, first through fourth place, April 12 – April 23.
- ◆ **Award Recognition**
The “Hubbie Award” was presented to the Clark College Bookstore by their website vendor, Campus Hub, for the category of Best Website Graphics. This award is voted on by Campus Hub customers, comprised of more than 650 university and college bookstore peers, and presented annually in six categories. The Bookstore site was presented this award based on graphic quality, use, frequency of updates, and ties to other marketing and College activities.

Fifteen “2009 Connection Awards” were presented at the CAMEX National Trade and Education Show, March 2009, by Connect 2 One, a purchasing alliance with 750 members. Clark College Bookstore was the top performer of three recipients among stores sized 1-3 million in annual sales. The award criteria were based on the store’s participation with vendor partners and total overall savings/rebates earned utilizing available resources. This is the second time the Clark College Bookstore has received this award. Recipients may not receive the award more than one time in three years. Our last award was in 2006. Our store’s staff and buying team’s maximized savings for our customers is made possible through this program.
- ◆ STEPP (Student Tuition Easy Payment Plan) enrollment as of the third day of spring quarter was well over 800 students.
- ◆ Business Services staff processed and distributed over 2,200 financial aid checks to students in support of the work of Financial Aid staff to award aid to students.
- ◆ Two College units are using the upgraded Purchasing system, including the on-line approval feature.
- ◆ Business Services staff researched and developed the Identity Theft Prevention Program that will be presented for approval at the April meeting.

- ◆ Plant Services, along with several other departments, completed training to use and maintain the Prepared Response Rapid Responder Critical Incident Planning and Mapping System (CIPMS). This system is now on-line and available to all local emergency response teams.
- ◆ The project to install new and improved pathway lighting is now essentially complete. This lighting will enhance visibility and safety on the campus after dark.
- ◆ Plant Services completed a number of Repair and Minor Improvement (RMI) projects over the spring break.
- ◆ The Director of Security and the Security/Safety Program Support Supervisor attended the Critical Incident Planning and Mapping System data entry training.
- ◆ The Director of Security provided security training for the Culinary Arts students on April 9 2009.
- ◆ The Director of Security attended the Clark County Security Directors' meeting on April 9, 2009.
- ◆ The Director of Security will be conducting the Commute Trip Reduction survey. State law and local ordinances require Clark College to survey our employees every two years regarding our commuting practices. State and local governments use this data to make decisions about transportation investments. The survey is distributed to "CTR affected employees." An affected employee is defined as anyone 1) who works at least 35 hours a week, 2) whose commute to work is between 6:00 – 9:00 a.m., and 3) who works twelve months a year. The survey applies to any affected employee no matter how they commute to work. At least 70% affected employee participation is required. The survey will be distributed the week of April 20th, and will attempt to gather information from the participant's preceding April 13th to 17th work week. Survey participants will be given an information sheet that will explain the survey questions.
- ◆ Computing Services staff members have been diligently working on the technology infrastructure at Clark College at CTC, including network connectivity, telephone system integration, and smart classrooms. The work is proceeding on schedule.

Bob Williamson
Vice President of Administrative Services
March 16, 2009
BW32



MEMORANDUM

To: Clark College Board of Trustees

From: Robert K. Knight, President

Date/Ref: April 16, 2009/RK296

Subject: Technology Fee Proposal

The attached proposal to increase the student technology fee was endorsed by the Executive Cabinet at the April 14, 2009 meeting. The proposal received prior endorsement from the Technology Fee Committee and the ASCC Executive Committee. The technology fee is a voluntary student fee in that students must vote to impose the fee on the student body. Increases in the fee that exceed five percent are also subject to a vote of the students. Because the College provides assistance with the collection and administration of the technology fee, the Board of Trustees must also approve the increase. It is appropriate to request this approval prior to placing the proposal on the ballot in the upcoming ASCC election.

In response to several questions posed by the Executive Cabinet related to the proposal, and anticipating that the Trustees may have similar questions, I have provided in the paragraphs below a summary of key issues pertaining to technology-related student fees, including the technology fee.

1. The technology fee is used to fund the operation and upkeep of instructional computer labs including equipment replacement, general purpose software, consumable supplies and lab assistant wages. Other technology-related fees that students may be required to pay include eLearning course fees for online and hybrid courses and dedicated course fees for a limited number of courses that have extraordinary expenses for specialized equipment, software or supplies.

There was recent discussion in Executive Cabinet about consolidating the technology-related fees in order to produce a more equitable fee environment, but it is recognized that this issue is too complex to resolve in time for the student election in May. The Executive Cabinet has recommended that this issue be addressed by an IT planning task force that will be assembled to refresh the College's IT Plan next year.

2. The technology fee has not been increased since its inception in the fall of 1999.
3. The intent of the proposed increase is to address the rising costs of labor and consumable supplies, and to partially fund the replacement costs of new instructional computer labs associated with growth at satellite facilities. We also anticipate the need

for additional support services to address student IT initiatives including email and a student portal. Assuming that the scope of technology fee expenditures remains the same, the proposed fee increase should meet the needs of the College for the next three to four years.

4. In the absence of new revenues from the technology fee, the College has addressed rising costs and growth in instructional technologies in the following ways:
 - The Technology Fee Committee voted to increase the replacement interval for instructional computer labs from three years to four years. The savings resulting from this move has allowed the College to include the replacement costs of instructional computer labs at WSUV into the Instructional Computer Replacement Plan.
 - The Technology Fee Committee is considering the consolidation of open computer labs to reduce the cost of equipment replacement and lab assistant payroll.
 - The Technology Fee Committee is investigating print management solutions to help control the cost of consumable supplies.
 - An update of the College's technology plan in 2009-10 will include a comprehensive review of the institution's technology requirements and funding models.
5. A poll of other colleges in the WACTC system revealed that other colleges are struggling with the same issues related to technology funding and that no approach has been identified that might be considered a "best practice." Funding technology remains a key issue identified by college and university CIO's nationwide.

Attachment

Proposal to Increase Technology Fee

Requested Action

To keep pace with the current and future technology demands, the Technology Fee Committee is **recommending a 50 percent increase in the fee (additional \$1.00 per credit)**. This increase would generate approximately \$275,000 in new Technology Fee revenue annually (based on historical revenues of \$580,000). The Technology Fee Committee believes that this amount will allow the College to adequately support growth by including newer investments in computing infrastructure in the Instructional Computer Replacement Plan, and to expand support services to encompass satellite facilities and student technology initiatives such as email and a student portal. Additional revenues would also allow the College to restore the one-year operating reserve specified in the Technology Fee Committee bylaws. The ASCC Executive Committee supports this fee increase and is ready to take this proposal to the student body for approval.

Statement of the Problem

The cost of operating the College's instructional computer labs has increased significantly in the past five years due to increased demand for services and rising costs for consumable supplies. In addition, the number of new computer labs has increased sharply with the addition of satellite facilities at WSUV and the Columbia Tech Center. Meanwhile, Technology Fee revenues have not increased appreciably in the eight years since the fee was implemented. Current Technology Fee revenues are insufficient to cover operating expenses that include lab assistant wages, computer hardware and software, and consumable supplies. At the current revenue levels, the College will be unable to accommodate growth in student computing facilities or technology services. In addition, the College has invested in approximately 150 smart classroom installations in the past three years which will require periodic equipment upgrades. It is unlikely that the College operating budget will be able to address all of these needs. Therefore, the Technology Fee Committee recommends that the Technology Fee be increased.

Brief History of the Technology Fee

In the spring of 1998 a task force comprised of faculty, staff, a student representative, and an outside consultant was formed to develop a strategic plan for information technology for the College. One of the strategic goals identified by the IT Strategic Planning Task Force (ITSPTF) entitled "Funding the College IT Infrastructure," states that *"Clark College will establish a stable and predictable funding mechanism that recognizes that investment in its IT infrastructure is not an option but a necessary part of the operating cost of the institution."* In

this context infrastructure is defined as the equipment, software, networks, training and support services associated with information technology on campus.

While addressing the instructional component of the IT funding goal, members of the ITSPTF began discussions with the ASCC officers to explore the possibility of implementing a universal technology fee to help fund student computing resources at the College. The task force members knew that providing a permanent funding source for instructional computing would require a team effort. The model that emerged was referred to as the “three-legged stool” approach, where instructional computing expenses would be funded by a combination of technology fee revenues, an annual grant from the Clark College Foundation, and state funds derived from the institution’s operating budget. The institutional commitment involves providing full-time technical support staff, facilities, and network infrastructure. The Technology Fee funds lab assistant wages, general-purpose software, a portion of the cost of equipment replacement, and consumable supplies. Foundation funds are used to fund a portion of the cost of equipment replacement.

Revenues from the Technology Fee are intended to provide a base level of support for computer labs at the College. This support includes the wages of lab assistants who operate open computer labs, equipment replacement, general-purpose software, and consumable supplies such as paper and toner cartridges. Prior to the Technology Fee, operating expenses were covered in part by dedicated fees attached to each computer-related class. Equipment replacement and the operating costs of dedicated instructional labs was the responsibility of the department supporting the lab. Foundation funds were used to replace certain labs in vocational programs.

The ITSPTF recommended that dedicated fees attached to courses using computer technology be reduced or eliminated entirely if the Technology Fee was approved. After the Technology Fee was voted in by the ASCC, dedicated fees were removed from those courses where the fees funded basic services as defined in the previous paragraph. In some cases, dedicated fees were retained to cover extraordinary expenses associated with certain computer technology courses. Extraordinary expenses were defined as expenses for supplies and materials that are specific to a course and do not fit the definition of base level support. Examples include the cost of course specific software licenses (e.g., AutoCAD, Adobe Creative Suite, etc.) and color ink cartridges used in quantity in certain Art classes. The decision to retain dedicated fees for extraordinary expenses was driven by two considerations: 1) it was not certain that the revenues derived from the Technology Fee would be sufficient to cover both the base level expenses and extraordinary expenses, and 2) it was felt that expenses for supplies and materials that benefited a limited number of students should be borne by the students enrolled in the class where the extraordinary expense was incurred.

Financial Picture

Despite the growth in FTEs in the years since the Technology Fee was implemented, fee revenue has not grown commensurately; in fact, Technology Fee revenue has declined 2 percent on average from the high of \$594,015 in 2003-2004. While revenue has remained stagnant, operating costs have risen sharply. Paper costs alone have increased almost 40 percent in the past five years, and other supplies have seen similar increases. The minimum wage for student lab assistants has increased by 24 percent since the inception of the Technology Fee, as has the amount of student workers necessary to cover the increased demand for expanded lab hours.

In the past five years, steady growth at the College has placed additional burdens on the Technology Fee revenues. After the Technology Fee was implemented, the Instructional Computer Replacement Plan (ICRP) was developed and funded in part by Technology Fee revenue. The initial equipment replacement cost for labs was determined by taking a snapshot of the instructional computing environment at the time the Technology Fee was established. The funding model did not include a mechanism for accommodating growth. When Clark College at WSUV opened in winter quarter, 2006, the College added approximately 100 computers to the ICRP at an annual replacement cost of approximately \$42,000. Clark College at CTC will open in fall, 2009 and will introduce approximately 120 new computers to the ICRP and will require an investment of \$40,000 annually to fund equipment replacement costs. In addition to increased equipment replacement costs, the computer labs at satellite facilities also increase operating costs associated with lab assistant wages and consumable supplies.

In order to keep up with these growth demands, the Technology Fee Committee voted to lengthen the ICRP replacement interval from three to four years for all labs. Working with the committee, Computing Services has also streamlined some of the lab hours and number of people necessary to staff the labs. The Technology Fee Committee is also investigating ways to cut down on printing volume and waste by establishing print quotas and/or implementing pay-as-you-print software.

RK296A
4/16/09



MEMORANDUM

To: Clark College Board of Trustees

From: Robert K. Knight, President

Date/Ref: April 16, 2009/RK297

Subject: Identity Theft Prevention Program

Background

In 2007, the Federal Trade Commission (FTC) and Federal banking agencies issued a regulation known as the Red Flags Rules intended to reduce the risk of identity theft. In July 2008, the FTC issued guidance that non-profit and government entities that deter payment for goods or services are subject to these rules. Therefore, effective May 1, 2009, the College is required to implement an identity theft prevention program pursuant to the FTC's Red Flags Rules which implements Section 114 of the Fair and Accurate Credit Transactions Act.

College staff have participated in system-wide conversations and a National Association of College and University Business Officers webinar in preparation for program development. They have researched the requirements and reviewed a number of sample policies to develop the attached program.

Proposal

The program is designed to detect, prevent, and mitigate identity theft in connection with "covered" accounts which are consumer accounts that involve multiple payments or transactions.

Per the regulations, the College's program must include reasonable policies and procedures to:

- Identify relevant red flags (a pattern, practice, or specific activity that could indicate identity theft) and incorporate them into the Program.
- Detect red flags that are part of the Program.
- Respond appropriately to any red flags that are detected.
- Ensure the Program is updated periodically to address changing risks.

Clark College Board of Trustees
Page 2
April 16, 2009

In addition, the regulations require initial Board of Trustees' approval and delegation to a senior management employee the responsibility to oversee the implementation and administration of the program and to insure training for appropriate staff.

Recommendation

I recommend approval of the attached Identity Theft Prevention Program to be effective immediately. We will begin implementation activities immediately and assure initial training is completed by the end of spring quarter.

Attachment

Clark College

Identity Theft Prevention Program

I. PROGRAM ADOPTION

Clark College developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flags Rules, which implement Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with oversight and approval of the Clark College Board of Trustees. After consideration of the size and complexity of the College's operations and account systems, and the nature and scope of the College's activities, the program was presented to the Clark College Board of Trustees for consideration on April 27, 2009.

II. DEFINITIONS AND PROGRAM

A. Red Flags Rules Definitions Used in this Program

"Identity Theft" is a "fraud committed or attempted using the identifying information of another person without authority."

A "Red Flag" is a "pattern, practice, or specific activity that indicates the possible existence of Identity Theft."

A "Covered Account" includes all student accounts or loans that are administered by the College including, but not limited to:

- a. Student Tuition Easy Payment Plan
- b. Emergency Loans
- c. Student Refunds
- d. Student Financial Aid
- e. Payment agreements for the repayment of Financial Aid funds

"Program Administrator" is the individual designated with primary responsibility for oversight of the program. See Section VI below.

"Identifying information" is "any name or number that may be used, alone or in conjunction with any other information, to identify a specific person," including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address or routing code.

Fulfilling Requirements of the Red Flags Rules

Under the Red Flags Rules, the College is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

III. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with Identity Theft. The College identifies the following Red Flags in each of the listed categories:

A. Suspicious Documents

Red Flags

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing student information; and
4. Application for service that appears to have been altered or forged.

B. Suspicious Personal Identifying Information

Red Flags

1. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address in student records);
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);

5. Social security number presented that is the same as one given by another student;
6. A person fails to provide complete personal identifying information on an application when reminded to do so; and
7. A person's identifying information is not consistent with the information that is on file for the student.

C. Suspicious Covered Account Activity or Unusual Use of Account

Red Flags

1. Change of address for an account followed by a request to change the student's name;
2. Payments stop on an otherwise consistently up-to-date account;
3. Account used in a way that is not consistent with prior use;
4. Mail sent to the student is repeatedly returned as undeliverable;
5. Notice to the College that a student is not receiving mail sent by the College;
6. Notice to the College that an account has unauthorized activity;
7. Breach in the College's computer system security; and
8. Unauthorized access to or use of student account information.

D. Alerts from Others

Red Flag

1. Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

IV. DETECTING RED FLAGS

A. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

Detect

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
2. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification or original passport or visa for international students), to the extent allowed by law.

B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account:

Detect

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event College personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent and Mitigate

1. Continue to monitor a Covered Account for evidence of Identity Theft;
2. Contact the student or applicant;
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;
5. Provide the student with a new student identification number;
6. Notify the Program Administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File or assist in filing a Suspicious Activities Report ("SAR"); or
9. Determine that no response is warranted under the particular circumstances.

Protect Student Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to Covered Account information are password protected;

4. Avoid use of social security numbers;
5. Only release student information to the student in compliance of FERPA laws, unless a consent form has been completed by the student;
6. Ensure computer virus protection is up to date; and
7. Require and keep only the kinds of student information that are necessary for College purposes.

VI. PROGRAM ADMINISTRATION

A. Oversight

Responsibility for developing, implementing and updating this Program lies with the Vice President for Administrative Services. The Program Administrator will be responsible for ensuring appropriate training of College staff on the Program, reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

B. Staff Training and Reports

College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected.

C. Program Updates

The Administrator will periodically review and update this Program to reflect changes in risks to students and the soundness of the College from Identity Theft. In doing so, the Administrator will consider the College's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Administrator will update the Program.

*RK297A
April 9, 2009*

Clark College - Budget Status Report

March 31, 2009

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	31,246,925	23,597,635	7,649,290	75.5%
Tuition	13,266,939	13,312,469	(45,530)	100.3%
Interest	180,000	76,838	103,162	42.7%
Excess enrollment	1,485,889	1,601,721	(115,832)	107.8%
Planned use of prior fund balance	549,176	-	549,176	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	2,600,030	52,453	98.0%
Total Operating Accounts	49,381,412	41,188,692	8,192,720	83.4%
Other Accounts				
Grants & Contracts	8,207,287	3,477,608	4,729,679	42.4%
Internal Support	1,319,391	471,230	848,161	35.7%
ASCC less PUB	1,702,116	1,453,485	248,631	85.4%
Bookstore	5,003,446	4,232,443	771,003	84.6%
Parking	757,267	300,209	457,058	39.6%
Auxilliary Services	1,626,412	1,075,097	551,315	66.1%
Financial Aid	17,667,540	22,353,825	(4,686,285)	126.5%
Total Other Accounts	36,283,459	33,363,898	2,919,561	92.0%
Total Sources of Funds	85,664,871	74,552,590	11,112,281	87.0%

Uses of Funds (Expenses)	2008-09 Budget	Encumbrance Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	703,282	423,856	279,426	60.3%
Vice President of Instruction	29,790,890	20,955,497	8,835,393	70.3%
Vice President of Administrative Services	9,148,966	7,201,221	1,947,745	78.7%
Vice President of Student Affairs	6,005,220	4,454,274	1,550,946	74.2%
Associate Vice President of Planning & Effectiver	488,280	385,185	103,095	78.9%
Executive Director of Corporate & Continuing Ed	883,761	676,740	207,021	76.6%
Executive Director of Communications	1,284,880	971,997	312,883	75.6%
Associate Vice President of Human Resources	1,076,133	736,988	339,145	68.5%
Total Operating Accounts	49,381,412	35,805,758	13,575,654	72.5%
Other Accounts				
Grants & Contracts	8,207,287	5,086,072	3,121,215	62.0%
Internal Support Services	1,319,391	730,247	589,144	55.3%
ASCC less PUB	1,702,116	1,120,051	582,065	65.8%
Bookstore	5,003,446	4,490,548	512,898	89.7%
Parking	757,267	626,896	130,371	82.8%
Auxilliary Services	1,626,412	1,107,411	519,001	68.1%
Financial Aid	17,667,540	22,496,443	(4,828,903)	127.3%
Total Other Accounts	36,283,459	35,657,667	625,792	98.3%
Total Uses of Funds	85,664,871	71,463,425	14,201,446	83.4%
Difference - Excess (Deficiency)	-	3,089,164		
Capital Projects - Revenue & use of fund bal	24,315,898	17,399,132	6,916,766	71.6%
Capital Projects- Expense less depr	24,315,898	17,399,132	6,916,766	71.6%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg
c. Bob Knight, Bob Williamson, Karen Wynkoop
Ron Hirt, Accounting 4/9/09

CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2008

	Fund Balance (minus non-cash assets) 6/30/08	Cash Balance (minus dedicated cash) 6/30/08	Required Reserves	Prior Commitments (prior to 7/1/08)	New Commitments (2008/09)	Total Available Cash
145 Grants and Contracts	3,012,945	2,945,489		-	-	2,945,489
147 Local Capital	1,175,540	1,175,540		1,175,571		(31)
148 Dedicated Local	2,877,296	1,468,887		-	445,676	1,023,211
149 Operating Fee	675,865	212,113				212,113
440 Central Store (Catalog)	45,646	45,646				45,646
443 Data Processing	922,808	922,808		922,808		-
448 Print/Copy Machine	(152,771)	(152,771)				(152,771)
460 Motor Pool	43,589	43,589			42,000	1,589
522 ASCC	884,852					-
524 Bookstore	1,352,229	1,352,229				1,352,229
528 Parking	498,414	498,414		500,000		(1,586)
570 Other Auxiliary Enterprise	977,257					-
790 Payroll (clearing)	172,397					-
840 Tuition/VPA	1,215,717					-
846 Grants - Fin Aid	258,920					-
849 Student Loans	35,778					-
850 Workstudy (off-campus)	(15,518)					-
860 Institutional Financial Aid Fun	306,680					-
Reserves*			5,133,282			(5,133,282)
Totals	14,287,644	8,511,944	5,133,282	2,598,379	487,676	292,607

* Increase in Required Reserves due to additional Growth allocations from SBCTC

s.sand 4/13/09

From: Knight, Robert
Sent: Wednesday, April 08, 2009 6:20 PM
To: College Master List
Subject: Message from the President: Safety and security update
Importance: High

College community,

I want to update you on the many steps that the college has taken to foster a secure environment for our students, faculty and staff.

In the spring of 2007, we established a Security Assessment Task Force at the college. The findings of that task force provided the basis for our planning and the actions over the past two years.

As part of that process, we added new signage (including building identification signs) on the main campus. That signage is critically important to emergency responders since they must be able to easily identify locations of any reported incidents.

Here are some of the additional actions that we have taken -- and continue to take.

Communication

- The college has joined the FlashAlert system, which provides emergency information to subscribers by e-mail, text messages and Twitter.
- We have successfully tested sharing messages through desk computers and phone pages.
- We also have standardized emergency planning language in syllabi (including information about FlashAlert, inclement weather, fire alarm and parking lot identifiers).
- An emergency communication plan is being crafted and will be completed by the end of spring quarter.

Emergency Planning, Response and Training

- Clark – and all of Washington’s colleges and universities – are now required to comply with NIMS (National Incident Management System) standards for emergency planning, training and response.
- A task force headed by Rebecca Wale has been formed to develop our NIMS-compliant plan. This plan, which is to be completed by the end of June 2009, will address potential natural and man-made hazards and emergencies. Executive Cabinet members have begun NIMS training.
- Because everyone at the college has a role and a responsibility in emergency planning, response and training, the NIMS plan will be posted on the Intranet.
- We will then launch a regular training program to engage students, faculty and staff in participating in emergency response exercises. We will probably start small with a few drills but will eventually expand to include full-scale exercises involving some of our partner agencies. This training will help all of us better understand and perform our role as emergency responders.
- Three staff members attended an emergency response planning conference.
- All Clark full-time security officers, Environmental Health & Safety, and additional campus employees (a total of 18) have been trained in C-CERT (Campus Community Emergency Response Training). Additional staff members are registered for the next training session. (These sessions are offered twice per year.) C-CERT backpacks have been distributed to participants. The equipment in those backpacks includes first aid kits, hard hats and more.

Equipment

- Automatic External Defibrillators (AEDs): The college has increased the number of AEDs at the college. (AEDs are portable automatic devices that restore normal heart rhythm in patients in cardiac arrest.) On the main campus, AEDs are available in plant services, in dental hygiene and near our security offices. There is also an AED at Clark College at Town Plaza. AEDs are available at WSU Vancouver, providing coverage for Clark College at WSUV. Members of our security staff have been trained in the use of AEDs and have also received CPR training.

- Radios: We have purchased new radios for our Environmental Health and Safety (EHS) staff. The radios are the handheld kind that Plant and Security staff members use. The radios would enable EHS staff members to better respond and communicate during an emergency.

Lighting

- One of the recommendations that we received most often involved better lighting on the main campus. Work on this effort was completed during spring break.
- Additional lighting was added along the campus pathways to make it safer and easier for people to find their way after dark. The new lighting provides better overall clarity and visibility. It's also more energy efficient.

Locks

- We installed interior locks on roughly half of our classrooms during phase one of the project. Phase II, covering the other half, is now underway. We believe it will be completed during spring quarter.
- Once all of the locks are installed, posters outlining our lockdown procedures will be mounted across the college.

Mapping project

- As part of our ongoing efforts to ensure that Clark is a safe and secure facility for our students, faculty and staff, representatives of Prepared Response, Inc. came to our main campus, Clark College at Town Plaza, and Clark College at WSU Vancouver to do a comprehensive mapping project -- both outdoors and indoors.
- As a result, we now have important information about our buildings, hallways, classrooms and offices – information that could be needed by the emergency responders who are our partners in providing a safe environment.
- Training began on March 17 for Clark staff and local law enforcement representatives who will use the data.
- In addition to the mapping project efforts, Clark College at Columbia Tech Center will have integrated building monitoring systems that include security functions.

Partnerships

- The Vancouver Police Department is an important partner in emergency planning at the college and on security issues throughout the year. The Vancouver Police Department has utilized Clark College property for SWAT and canine training.
- Clark College and Hudson's Bay High School have established a verbal reciprocal agreement to notify each other on school lockdowns.

Reports

- A Campus Safety and Security Report has been submitted to the State Board.
- A safety compliance survey was submitted to the Washington State Patrol as required by the State Board.
- The college has established response protocols in compliance with Washington Industrial Safety and Health Act (WISHA) regulations.

Questions

If you have additional questions about any of these efforts to assess and update our emergency procedures and security measures – or would like to know more about how you can support these efforts -- please contact Environmental Health and Employee Development Program Manager Rebecca Wale at 992-2251 or by e-mail at rwale@clark.edu.

Please know that our efforts are ongoing and that we are committed to providing a safe and secure environment for our college and our community.

Bob Knight
President

**Student Affairs Report
April 2009**

Focus on Learning

Support annualized institutional enrollment goals.

Progress to date:

- ♦ The Welcome Center provided information and basic entry services to more than 5,000 people during the month of March. Of this number, 3,399 were served by phone; 1,563 were served in-person; and 285 were served by email. In addition, the Student Ambassadors conducted more than 250 tours, serving approximately 1,600 new and prospective students during this academic year.
- ♦ Rosalba Pitkin (Outreach), in partnership with ESD-112 "Parents as Teachers" program, conducted a presentation to Russian, Asian, and Latino parents of new elementary students geared toward parents coming back to school. The presentation was made at the Latino Reading and Play program at Hazel Dell Elementary School on March 18.
- ♦ Financial Aid received an average of 100 new 2008-2009 applications each week through the months of February and March. To date, 11,346 applications have been received and 5,989 students have qualified for aid. In addition, 2,838 applications have been received for the 2009-2010 school year. Since 97% of Financial Aid students communicate with the Department of Education via email, the FA department has made the commitment to send 2009-2010 requests for documentation and award letters to students by email. The new Financial Aid Management (FAM) system will identify email bounce backs so the office can follow up with students by using traditional forms of communication to those who do not have access to email correspondence.
- ♦ Pell Grant eligibility for 2009-2010 has been expanded. Students will be able to receive up to \$7,133 for four quarters of full-time enrollment compared to maximum eligibility of \$4,731 in the current academic year. The Academic Competiveness Grant will now be available to students pursuing an AAS degree and to students who enroll less than full-time. Previously, only full-time AA transfer students were considered for eligibility. Educational tax credits have also been expanded to benefit middle income students and their families.
- ♦ Roberta Roche (Sponsored Programs) conducted a presentation regarding Trade Act funding and Clark's eligible programs to 20 employees who lost their job due to a plant closure in Stevenson on March 10. The financial aid office has received 33 new Trade Act contracts this spring quarter. 158 students have been served in 2008-2009, up 20% from 2007-2008.

Support retention initiatives to achieve institutional retention goals.

Progress to date:

- ♦ The Welcome Center hosted thirteen New Student Orientation sessions for incoming spring 2009 students during the month of March. Approximately 105 students attended the sessions and learned about campus resources; time management and study skills; online schedule planning and registration tools; and toured the campus. Following the sessions, students received assistance with class scheduling from faculty and general advisors.
- ♦ To support academic success of International students, Karen Matz (Advising) will now be located in the Office of International Programs each Friday beginning in April to provide these students with academic advising and retention services. In addition, a spring quarter International Student Orientation was conducted on April 2 welcoming eight new international students representing seven countries.

Define and establish methods to support the Learning College model.

Progress to date:

- ♦ Jody Shulnak (Service-Learning) co-led 12 students on a *Penguins in the Community* service project at the Portland Habitat ReStore on March 6. Participants worked for three hours organizing warehouse

inventory of building materials and household items. Jody also co-led a group of nine students on the Alternative Spring Break trip to Bozeman, Montana from March 21-29. The group dedicated one week of their spring break to help construct a duplex in the area.

Access to Education

Expand online support services that provide increased access.

Progress to date:

- ◆ Catharine Keane (Career Specialist) worked with Library staff to list six Career Center subscription databases under the Cannell Library online database system. Students can now log in at the library using their student ID, scroll down to "Career Information Center Online" and get onto CIS, WOIS, Bridges, Chronicle Career Library, Reality Check and Vocational Biographies.

Respect for Differences

Provide increased educational activities that support an inclusive environment where mutual respect and equity are encouraged and valued.

Progress to date:

- ◆ Leann Johnson (Equity and Diversity) and Felisciana Peralta (Multicultural Retention) hosted a Diversity Plan Student Forum on behalf of the Cultural Pluralism Committee to approximately 35 students on March 5th in an effort to gain the student perspective regarding the proposed Diversity Plan.

Provide educational activities that foster a global perspective.

Progress to date:

- ◆ Jody Shulnak attended the New Perspectives on Service-Learning Conference at Portland State University on February 17th. The conference was sponsored by the International Partnership for Service-Learning (IPSL) and focused on new developments in the service-learning field emphasizing an intercultural perspective for higher education providers of service-learning and their partners.
- ◆ Suzanne Thayer (Coop Internship) and Susan Taylor (International Programs) conducted an International Employment workshop on March 10. Twenty-two students were given resources for finding on-campus employment, internships, and work after graduation. Of those who participated, 90% found the workshop very useful.

Workforce Development

Integrate career awareness opportunities throughout departments that facilitate meaningful and gainful employment for students.

Progress to date:

- ◆ Suzanne Thayer, Coop/Internship Coordinator, developed fourteen new co-op internships in March. These efforts provide Clark students with the following work experience opportunities: U.S. Senator Patty Murray, U.S. Senator Maria Cantwell, Bonneville Power Administration, Blue Heron Paper Company, Virtual Connections, Entercom, Mount St. Helens Institute, The Stoller Group, Affordable Community Environments, Columbia Slough Watershed Council, Enoch Manufacturing, and Camus Computer Clinic.
- ◆ Three hundred-seven individuals used Career Center computers and library resources to research occupations, industries and employment trends, or to conduct resume and job search activities. Visitors self-reported as having characteristics that potentially indicate they represent traditionally underrepresented groups as follows: 69 Minority, 79 English Language Learners, 72 Financial Aid Recipient, 24 Disabled, 48 Work First, and 53 TANF recipients.

- ♦ The Career Clothing Closet opened for its 5th year on March 11-12 to outfit over 315 Clark students with professional and career clothes. The donations of men's and women's suits, shoes and accessories were received from faculty, staff and community members.

Broad-based Partnerships

Increase community outreach activities and partnerships from 2008 to 2009.

Progress to date:

- ♦ Suzanne Thayer (Coop/Internship) attended the East Vancouver Business Association meeting on March 27. This event provided opportunities for employer relations and networking with local Business Members. Mayor Pollard was the speaker and provided information on the growth of Vancouver, along with future plans which helps Career & Employment Services better understand the opportunities and areas of growth for Clark student future employment.
- ♦ Edie Blakley and Suzanne Thayer (Career & Employment Services) attended the Columbia River Economic Development Council (CREDC) quarterly meeting on March 27. This event provided opportunities for employer development and networking with local business people as well as members of the City government. Speaker Arun Raha, Executive Director and Chief Economist of the Economic and Revenue Forecast Council, provided an explanation of the Economic and Revenue Forecast Council and an overview of the economic and revenue activity and outlook.
- ♦ Mike Gibson (Veterans) attended a Veterans Services meeting hosted by the Clark County Department of Community Services on March 25. Approximately 50 people representing federal, state and county organizations that work with Veterans participated in the event. Donald Lachman, a consultant with the Washington Department of Veterans Affairs, moderated a discussion on how to communicate more effectively together to serve Veterans in our community. The meeting resulted in the formation of sub-committees that will target specific areas of need for Veterans in our community.
- ♦ Nancy Heidrick (Financial Aid) and Mike Gibson represented Clark College at the first Vancouver Asset Building Coalition meeting on March 12. The purpose of the Coalition is to promote economic security for working families in our community.

Management Excellence

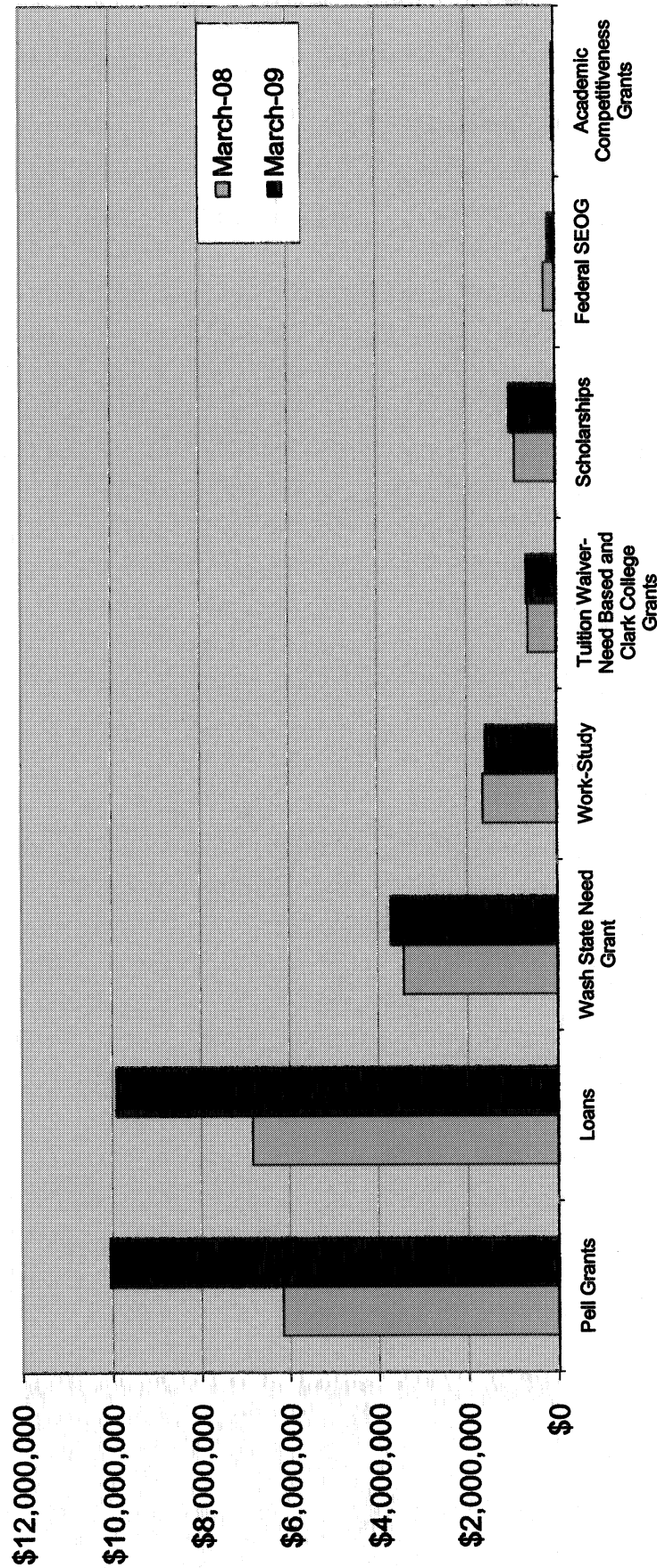
Provide a positive work environment that promotes effective communication through training, meetings, workshops & conferences.

Progress to date:

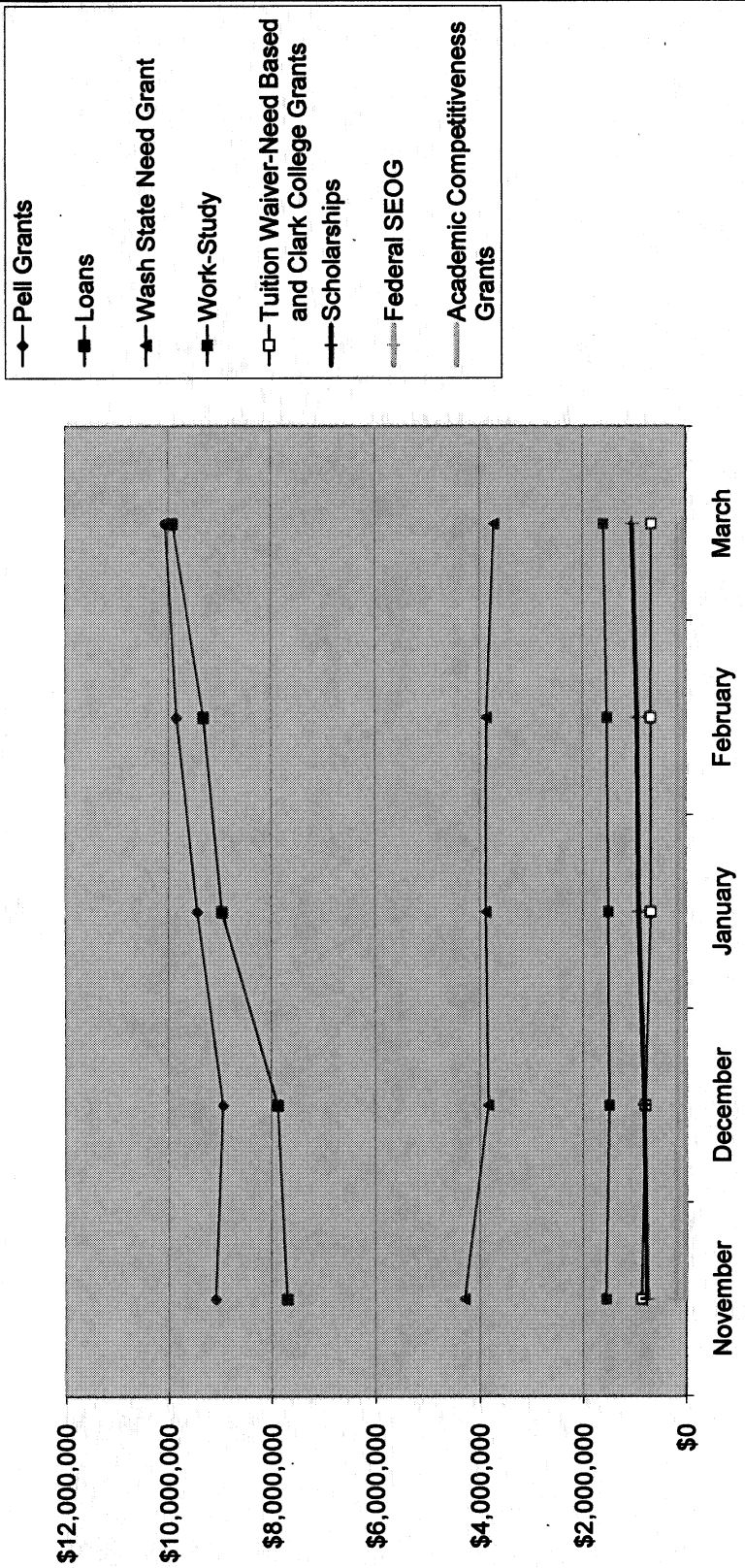
- ♦ Tanya Khudyy (Financial Aid) was featured as the Career of the Month for March by the Career Center. Tanya graduated from Clark with an AA in Business Administration and started her career as a work study student in the Admissions Office. Tanya was hired as a part-time office assistant in Financial Aid and now works as a Program Assistant determining eligibility and awarding students their financial aid.
- ♦ The Washington Financial Aid Association (WFAA) sponsored Karen Driscoll's travel to Washington DC, to attend the National Association of Student Financial Aid Administrators (NASFAA) Leadership Training on March 8-10. Karen is also the State President-Elect and will assume the presidency on June 5, to represent Washington state college and university organization members at regional and national financial aid events.

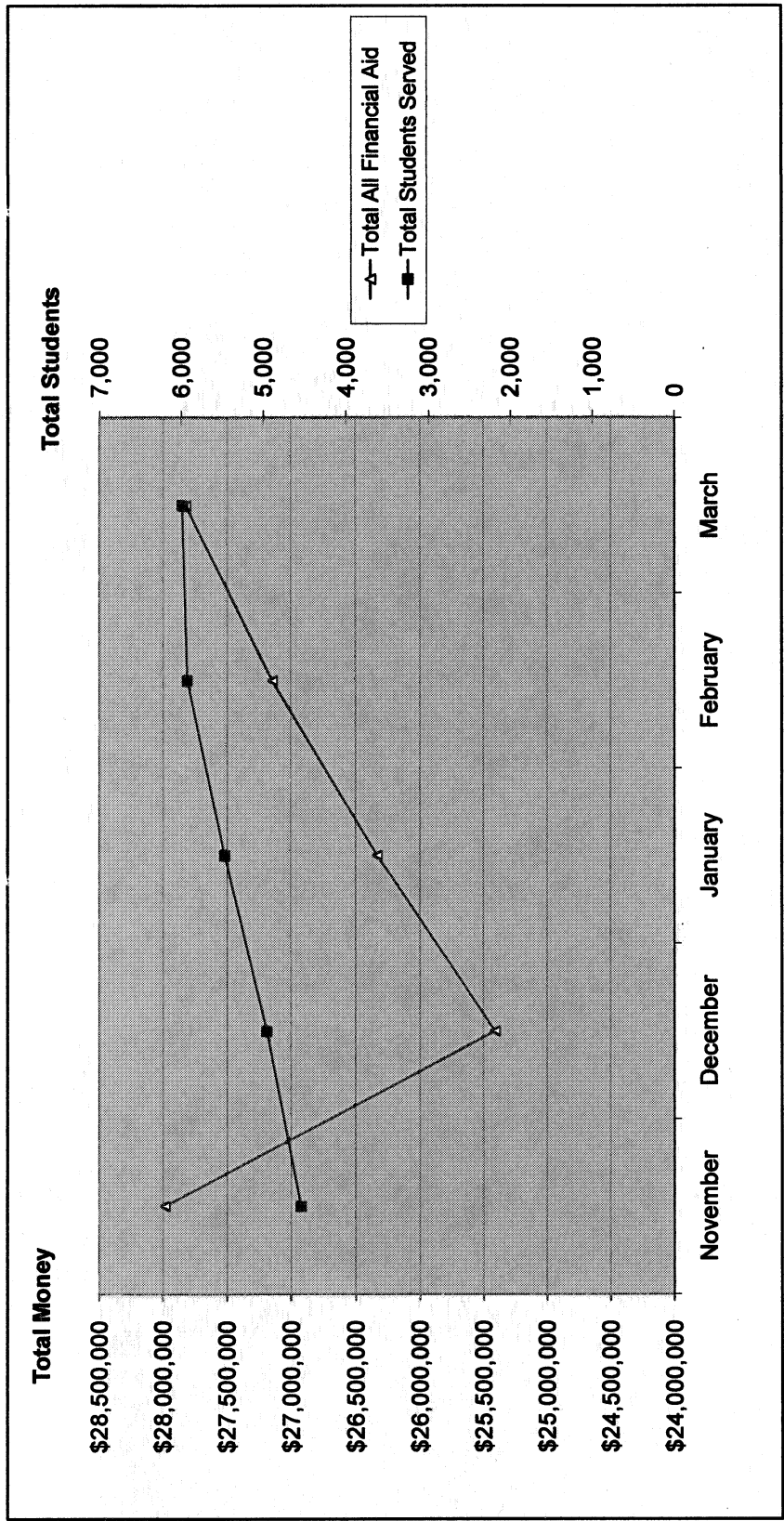
Ted Broussard
Interim Associate Vice President of Student Affairs
Dean of Student Success and Retention

Comparison Chart **March**



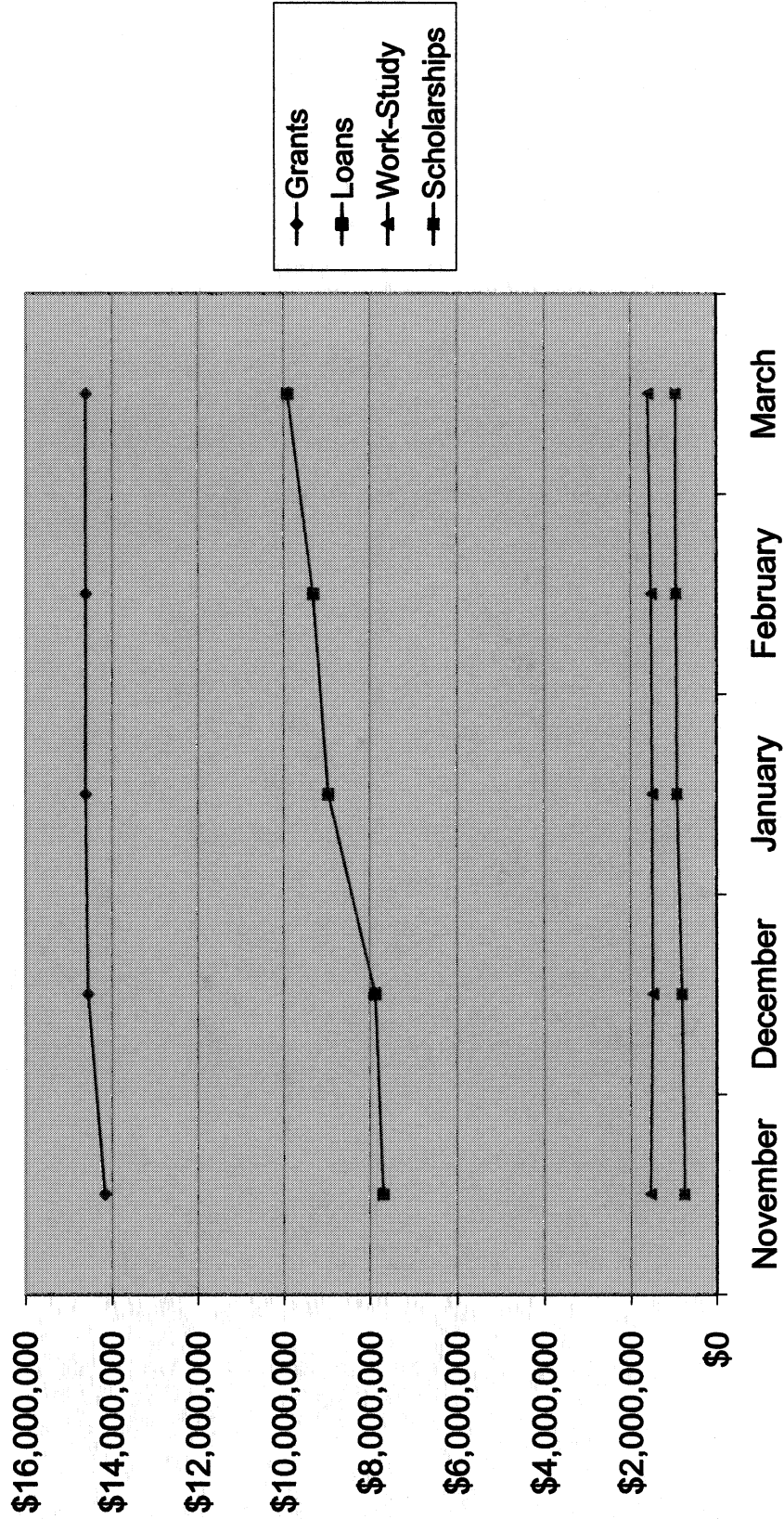
08-09 Financial Aid Stats





Note: December "Total All Financial Aid" decline is due to the cancellation of student aid. 398 students did not meet Satisfactory Academic Progress and their aid was suspended. Students have the right to appeal suspension. Financial Aid will be reinstated if the student's appeal is approved. Additionally, work study awards canceled for students that did not accept the funds.

08-09 Funding Types



Human Resources Board Report April 2009

The following progress has been made in Human Resources in support of the Mission Imperatives and goals for 2008—09:

Focus on Learning

Expand partnership and growth of the Teaching and Learning Center.

Progress to date:

- ◆ Sixteen employee development sessions were offered to 159 employees covering topics including: Smart Classrooms; Supervisory, Leadership and Computer Training; and Retirement Plans.

Access to Education

Develop flexible learning options for employees through the Teaching and Learning Center.

Progress to date:

- ◆ A Smart Classroom training was conducted at Town Plaza Center for the first time to better serve faculty and staff at that location.
- ◆ Audio conferences are being offered this quarter on Conflict Management, Conflict and Confrontation Skills for Women, How to Handle Emotionally Charged Situations in the Workplace, The Supervisors' Guide to Giving On-Target Directions, Helpful Feedback and Constructive Criticism, Creating Balance and Letting Go of Stress for Women, Going Green at Work, How to Plan Successful Events, and Time Management Tips.

Respect for Differences

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

Progress to date:

- ◆ The Director for Equity and Diversity convened, at the request of the Student Retention Committee, the Diversity Subcommittee to develop diversity related goals for the Student Retention Plan. The director also accompanied 18 students to the Student of Color Conference in Yakima along with the Multicultural Retention Manager.
- ◆ More than 80 employees have now taken and passed the online training modules on Preventing Harassment and Preventing Employee Discrimination.

Finalize diversity plan

Progress to date:

- ◆ The Cultural Pluralism Committee continues work on the draft diversity plan with feedback from the recent forums. A forum will also be held with community members. The committee will compile and review all the feedback in order to finalize the plan.

Management Excellence

Provide leadership to IBB process and implementation of CCAHE agreement

Progress to date:

- ◆ Human Resources is compiling the changes to the CCAHE agreement and will provide new printed copies and provide access via the ClarkNet. Human Resources also met with Instructional Council to review the changes.

Provide leadership to WPEA labor management and implementation of WPEA CBA

Progress to date:

- ◆ The Labor Management committee meeting was held on March 19, 2009. Topics discussed included: Radon testing, Hiring Freeze Update, Bargaining through the Governor, Moving operations in Frost Art Center during remodel. The next Labor Management Committee meeting is scheduled for May 21, 2009.

Ensure compliance and performance in Environmental Health and Safety (EHS) programs and expand programs

Progress to date:

- ◆ EHS provided training to 55 employees in: Fall Protection, Respiratory Protection and Accident Prevention; 193 individuals participate in recycling events. Audits and inspections were conducted on fire extinguishers and recycling. EHS staff participated in training and community meetings including: CERT training for emergency preparedness; Critical Incident Prevention Mapping System; Incident Command Training.

Additional Highlights:

Attached is a summary of personnel actions including appointments, reallocations, resignations, retirements and position vacancies. The following appointments have been made:

- ◆ Sarah Buttrell was appointed to the full-time tenure track faculty position as Maternal-Child Nursing Instructor effective September 9, 2009. Sarah is currently in a tenure track Nursing position and has an AS Degree in Nursing from Lower Columbia College, and a BS and MA in Nursing from Washington State University. She has previous work experience with Clark College, Bethel Training Center for the Blind, Washington State School for the Blind, and St. John's Hospital-Peacehealth.

- ◆ April Duvic was appointed the full-time tenure track faculty position as Music Instructor effective September 9, 2009. April has a BA in Music from Whitman College and an MST in Music from Portland State University. She has previous work experience with Portland Civic Theatre, Washougal High School, Sunset Presbyterian Church, St. Mary's Academy, Gordon Russell Middle School, Concordia University and Clark College.
- ◆ Marilyn Hale was appointed to the full-time temporary faculty position as Business Technology Instructor effective September 9, 2009. Marilyn has a BS in Business Education and English from the University of Montana and a ME in Adult and Higher Education from Montana State University. She has previous work experience with Hash, O'Brien & Bartlett; Moore, O'Connell & Refling; Montana Rehabilitation & Clinical Consultants; Clackamas Community College; Columbia College of Business; Eastern Washington University; and Clark College.
- ◆ Jenefer King was appointed to the full-time tenure track faculty position as Medical Radiography Instructor/Clinical Coordinator effective September 9, 2009. Jenefer has a Diploma in Radiography from ChristChurch School of Radiography and previous work experience with Southwest Washington Medical Center, General Electric Medical Systems, and Stanford University Medical Center.
- ◆ Angie Marks was appointed to the full-time tenure track faculty position as Medical-Surgical Nursing Instructor effective September 9, 2009. Angie has a BSN in Nursing and MSN in progress at Washington State University. She has previous work experience at Sacred Heart Medical Center, Southwest Washington Medical Center, Intercollegiate College of Nursing, and Clark College.
- ◆ Meredith Moore was appointed to the full-time tenure-track faculty position as Psychiatric-Mental Health Nursing Instructor effective September 9, 2009. Meredith has an ADN in Nursing from Carl Sanburg College, a BSN and an MN in Nursing from Oregon Health & Sciences University. She has previous work experience with Oregon Health Sciences University, Columbia Community Mental Health, Portland Veterans Administration, Linfield College and Clark College.
- ◆ Todd Nashiwa was appointed to the full-time permanent classified position as Program Coordinator in Advising for DVED/ESL/ENL/ABE effective March 30, 2009. Todd has a BA in English from the University of Hawaii at Manoa and previous work experience with Argosy University and the University of Hawaii.
- ◆ Susan Nieman was appointed to the full-time tenure track faculty position as Psychiatric Mental Health Nursing Instructor effective September 9, 2009. Susan has an ADN in Nursing from Clark College, a BSN in Nursing from Washington State University and is in progress for an MN at Washington State University. She has previous work experience with Adventist Medical Center, Concordia University and Clark College.
- ◆ Olga Zalevskaya was appointed to the full-time permanent classified position as Program Assistant in Financial Aid effective April 1, 2009. Olga has an AA in Accounting from Clark College and previous work experience with Clark College.

Katrina Golder
Associate Vice President of Human Resources
April 2009

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Sarah Buttrill	Maternal Child Nursing Instructor	9/9/09	Nursing	Faculty	Full-time	Replacement
April Duvic	Music Instructor	9/9/09	Music	Faculty	Full-time	Replacement
Marilyn Hale	Business Technology Instructor	9/9/09	Business & Technology	Faculty	Full-time temp	New
Jenefer King	Medical Radiography Instructor	9/9/09	Health Sciences	Faculty	Full-time	New
Andrew Long	Director of Advising	6/1/09	Advising	Admin	Full-time	Replacement
Angie Marks	Medical Surgical Nursing Instructor	9/9/09	Nursing	Faculty	Full-time	New
Peggy McClellan	Program Support Supervisor 2	12/16/08	Office of Instruction	Classified	Full-time	Reallocator
Meredith Moore	Psychiatric Mental Health Nursing	9/9/09	Nursing	Faculty	Full-time	Replacement
Todd Nashwa	Program Coordinator	3/30/09	Advising-DVED/ESI/ENL/ABE	Classified	Full-time	Replacement
Susan Nieman	Medical Surgical Nursing Instructor	9/9/09	Nursing	Faculty	Full-time	New
Olga Zalevskeya	Program Assistant	4/1/09	Financial Aid	Classified	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Alireza Aliabadi	Chemistry Instructor	06/19/09	Chemistry	Faculty	Full-time	Resignation
Donna LaPerle	Mail Carrier Driver	03/13/09	Central Services	Classified	Full-time	Separation
Tim Majoros	Grounds & Nursery Specialist 1	03/26/09	Plant Services	Classified	Full-time seasonal	Resignation
Nancy Moreno	Secretary Senior	03/27/09	Admission	Classified	Full-time	Resignation

VACANT POSITIONS RECRUITING

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Administrative Assistant 2	04/02/09	Nursing	Classified	Full-time	Repl./Reorg
Archer Gallery Curator/Manager	02/26/09	Art	Exempt	PT 49% 10 mo	Replacement
Associate Director of eLearning	2/17/09	Instruction	Admin	Full-time	Replacement
Chemistry Instructor	5/11/09	STEM - Chemistry	Faculty	Full-time temporary	Replacement
Dean of Science, Technology, Engineering & Math	1/23/09	STEM - Instruction	Admin	Full-time	Replacement
Health Occupations Instructor	12/9/08	Health Sciences	Faculty	Full-time temporary	Replacement
Health and Physical Education	5/5/09	Health Sciences	Faculty	Full-time temporary	Replacement
Instruction & Classroom Support Technician 2	4/3/09	Baking	Classified	PT 80%	Replacement
Nursing Instructor	5/20/09	Nursing	Faculty	Full-time temporary	Replacement
Program Assistant	4/13/09	Workforce Education TPC	Classified	Full-time	Replace/Reorg
Program Support Supervisor 1	4/13/09	Workforce Education TPC	Classified	Full-time	Replace/Reorg
Secretary Senior	4/9/09	Admissions	Classified	Full-time	Replacement

Associate Director of Student Recruitment		Student Affairs	Admin	Full-time	Replacement
Associate Dean of Nursing	FT Temp*	Instruction	Admin	Full-time	New
Automotive Instructor		Business & Technology	Faculty	Full-time TT	Replacement
Business Technology Instructor	FT Temp*	Business and Technology	Faculty	Full-time	New
Chemistry Instructor		STEM - Chemistry	Faculty	Full-time TT	Replacement
Computer Science Instructor		STEM - Computer Science	Faculty	Full-time TT	Replacement
CTEC Instructor		Business and Technology	Faculty	Full-time	Replacement
Custodial Services Manager		Plant Services	Exempt	Full-time	Replacement
Director of Athletics	FT Temp*	Student Affairs	Admin	Full-time	Replacement
Director of Nursing	FT Temp*	Instruction	Admin	Full-time	Replacement
Dean of e-Learning	FT Temp*	Instruction	Admin	Full-time	Replacement
Dean of Social Science and Fine Arts (SOFA)	FT Temp*	Instruction	Admin	Full-time	Replacement
Electronics Instructor		Business and Technology	Faculty	Full-time	Replacement
ECE Specialist 2		Child and Family Services	Classified	Full-time 9 month	Replacement
ECE Specialist 3		Child and Family Services	Classified	PT 75% 9 month	Replacement
Fiscal Technician 3		Business Services	Classified	Full-time	Replacement
Grounds and Nursery Specialist 4		Plant Services	Classified	Full-time	Replacement
Health and Physical Education Instructor		Health Sciences	Faculty	Full-time TT	Replacement
Information Technology Specialist 3		Computing Services-Telephone	Classified	Full-time	New
Instruction & Classroom Support Technician		Culinary Arts	Classified	Full-time	Replacement
Japanese Instructor	FT Temp*	Communications & Humanities	Faculty	Full-time	New
Nursing Instructor		Health Sciences	Faculty	Full-time TT	Replacement
Office Assistant 2		Security/Safety	Classified	Full-time	Replacement
Vice President of Student Affairs		Student Affairs	Admin	Full-time	Replacement
Women's Studies	FT Temp*	Social Science	Faculty	Full-time	New
Welding Instructor	FT Temp*	Business and Technology	Faculty	Full-time	Replacement

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April 16, 2009

To: Robert K. Knight, President
Board of Trustees

From: Katrina Golder, Associate Vice President of Human Resources

Re: Recommendation on Collective Bargaining Option for Classified Employees

Background

Under the Personnel System Reform Act of 2002 (PSRA) collective bargaining with classified state employees changed allowing bargaining with the governor over salary and benefits. At that time the College had the option to work with the Office of Fiscal Management to bargain at the governor level or to bargain locally. Previous to this change the College had bargained locally.

In 2003 the Board approved an Interagency Agreement with the Office of Financial Management (OFM) Labor Relations Office to represent the College in negotiations between the governor and Washington Public Employees Association (WPEA). It is now time to reaffirm this decision or to elect to bargain locally.

WPEA represents 282 classified employees at the College. In 2003 there were many unknowns as to how the process would work and what would be in the best interests of the College and the employees. In 2009 we have the experience of two full contracts 2005-07 and 2007-09 that have been negotiated and implemented and the contract for 2009-11 which has recently been completed. We discussed the topic with Labor Management Committee and there is general consensus that bargaining at the state level has worked fairly well both from management and employee perspectives. Both management and employee representatives from the College have had the opportunity to participate in negotiations at the state level and are satisfied with the outcome.

Bargaining at the state level allows employees to be covered under one master contract, which provides consistency locally and with the state system. It is also widely accepted that governor bargaining sets the standard for the system and it is advisable to be a part of that process. The costs associated with this bargaining is expected to be approximately \$14,000 per year for Clark College.

Recommendation:

It is recommended that Clark College elect bargaining by the governor with Washington Public Employees Association and that the Board of Trustees authorize the President to sign an interagency agreement with the Office of Fiscal Management.

Planning & Effectiveness Report April 2009

Access to Education

Support student success, retention and enrollment through data and grant proposals.
(Related grants identified and submitted. Data supplied for grants and college planning efforts.)

Progress to date:

- ◆ Completed the preliminary draft of the progress report for Retention Plan and met with co-chairs to discuss progress. Course success rates have increased by 2% for fall. Retention rates for degree-seeking students on probation increased by almost 5% fall to winter, over last year.
- ◆ Completed an analysis for eLearning of students who started class after the first day. For eLearning classes students who enroll before the second class day are 1.5 times more likely to successfully complete by earning a C or better than those who enroll on the second day or later. In traditional classes these students are 1.2 time more likely to successfully complete by earning a C or better.
- ◆ Completed program review and enhancement and outcomes assessment analyses for multiple departments.
- ◆ Analyzed the association between college level reading ability and course success within the sixteen most commonly enrolled courses. College level readers are significantly more likely to successfully complete a class than below college level readers. However, the findings indicate that while reading is a factor in course success, other stronger factors also influence course success within these sixteen courses collectively.
- ◆ Analyzed effectiveness of the Academic Early Warning (AEW) system in terms of grades earned in the instructors' classes who participated in AEW. Instructors who participated in AEW Fall 2008 had slightly higher class grades in Fall 2008 (2.83 GPA) than class grades earned in these same instructors' classes in Fall 2007 (2.77 GPA).
- ◆ Continue working on proposal development for TRIO grant with Student Affairs and developed the draft text for the needs and objective sections of the proposal. These sections have been submitted to the Vice Presidents of Student Affairs for their review. The research analyst of Planning and Effectiveness is working on the data necessary for the need section of the proposal.

Respect for Differences

Assess the level of satisfaction of stakeholders and communicate results to college community.

Support an inclusive environment where mutual respect and equity are encouraged and valued.

Progress to date:

- ◆ Data was provided to the Retention subcommittee researching retention and diverse populations. In the non-running start degree seeking population by the end of Fall 2008, the proportion of students of color on probation is similar to the proportion of white students on probation (9.3% compared to 9.0%).

Workforce Development

Provide data and grant support for instructional planning and preparation of workforce grants.

Progress to date:

- ◆ Participated in a Health Information Technology College Planning Meeting via Elluminate. Bellevue Community College's Center of IT Excellence organized this meeting with the goal of establishing a core group of colleges that have existing health informatics related programs, and colleges that have expressed interest in developing health IT related programs to work on developing and implementing a statewide work plan on Health Information Technology addressing the federal economic stimulus initiative. A brief overview of the college's Health IT related program(s) and the potential HIT programs in future have been discussed.

Broad Based Partnerships

Facilitate state and federal advocacy for issues impacting Clark College. (Agenda and issues communicated; college tours and updates completed; events organized and executed.)

Progress to date:

- ◆ Participated in Education Conference Calls with President Knight and Rep. Tim Probst on March 2 and March 30.
- ◆ Participated in a ESD 112 organized coalition planning session on Youth Build project on behalf of Clark College. Discussed the potential involvement of Clark College, its role, level of our participation and expectations with the group.
- ◆ Finalized the draft Letter of Intent for the Center for Leadership Excellence which has been distributed to the advisory committee members. The plan is to incorporate the inputs from the committee members into the Letter of Intent and finalize it before the next meeting of CLE on the 15th of May.

Management Excellence

Facilitate completion of self study and a successful 2008 accreditation.

Coordinate development and implementation of strategic planning processes.

Provide data and research support for Key Performance Indicators of the strategic plan.

Progress to date:

- ◆ Met with the Accreditation Steering Committee on March 16 to gather input for the 2008 Fall Institutional Comprehensive Evaluation Survey which was completed and submitted to the NWCCU on March 26.
- ◆ Hosted the “NWCCU Changes in Accreditation” ITV on March 20 in which 22 colleges participated.
- ◆ Assisted units and individuals in preparing their 2009-2010 Operational Plans to prepare for the Executive Cabinet work session to plan for the 2009-2010 academic year.
- ◆ Met with the Strategic Planning Task Force on March 13 to further develop the 2009-2014 Strategic Plan. The task force is in the process of finalizing the five-year college goals. All contents of the 2009-2014 Strategic Plan will go out to the college community for comment and feedback.
- ◆ Members of the Strategic Grants Development Task Force reviewed the list of needs found in the Instructional Plan (including the Recruitment, Retention, and Marketing Plans) and the Master Facilities Plan. Based on their review, members then discussed and set the following priorities for grant opportunities: **Healthcare, IT – including eLearning and Library & Green energy/programs.**

The Task Force members decided to start working on the Healthcare priorities and developing a matrix for grant opportunities from the following categories in both Instruction and Corporate and Continuing Education: Home Healthcare Pathway, Nursing Pathway, Dental Hygiene, HIT (Health Information Technology) and Other. At the next meeting, the Task Force will determine what the needs are for each item/area.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
April 2009

Corporate & Continuing Education Report April 2009

Corporate & Continuing Education has made the following progress toward 2008-09 goals in the six Mission Imperative areas:

Access to Education

Create programming plan for Columbia Tech Center

Progress to date:

- ◆ Corporate & Continuing Education will offer 69 classes at Columbia Tech Center (CTC) next fall. Of the 69 classes offered, 34 are newly developed for the space at CTC. New classes include: "Cooking with Celebrity Chef Rick Brown", "Pastel Painting", "Adobe In-Design & Dreamweaver CS4", "Computer Security" and "Yoga for Everyone".

Workforce Development

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

Progress to date:

- ◆ The State Board has increased Corporate Education's Healthcare Consortium Job Skills grant by \$10,000, increasing the FY08-09 grant amount from \$245,460 to \$255,460. The increase will fund an "Intro. to Lean Methodology" e-learning course.
- ◆ Corporate & Continuing Education is partnering with Pearson Air Museum to offer an eight-week "Ground Flight School" fall quarter. The course will cover the aerodynamics of flight, aircraft structure and systems, flight instruments and manuals, meteorology and flight planning, along with many other subjects necessary in becoming a private pilot and passing the FAA written exam. Upon completion of the course, students will receive an endorsement certifying them to sit for the FAA exam and become one very important step closer to becoming a Private Pilot.
- ◆ On March 30, Todd Oldham and Judy Alleman meet with Cheri Meyerhofer, Vice President of Human Resources, Colleen Guest, Clinical Education Director and Cheryl Snodgrass, Clinical Education Coordinator with Southwest Washington Medical Center (SWMC) to discuss SWMC training needs including future nursing continuing education.
- ◆ Todd Oldham met with Dennis Osborne, Battle Ground City Manager and representatives from three Battle Ground manufacturing companies; Oldcastle Glass, Trail Tech, and Delta Computer Systems on April 15, to discuss a possible Lean training consortium in FY09-10.
- ◆ In FY08-09 Corporate Education has secured training contracts with 22 local companies for combined revenue of \$305,648.

Broad-based Partnerships

Develop the concept of a Clark College Center for Leadership working in partnership with the Vancouver National Historic Reserve.

Progress to date:

- ♦ On March 11, the Center for Leadership Excellence (CLE) Advisory Board met to review the CLE sub-committee's progress for the past 11 months. The board supports the sub-committee's recommendations to pursue funding to develop youth focused curriculum and to offer a pilot program "Legacy of Leadership" developed by the George C. Marshall Foundation in fall 2009. The Advisory Board will continue to oversee the sub-committee's work to develop the center.

Management Excellence

Develop and deploy on a quarterly basis marketing strategies through CampusCE and the CCE website to recruit and retain students

Progress to date:

- ♦ In April, three email campaigns were sent to over 10,200 current and past Corporate and Continuing Education students to promote spring open enrollment classes. The campaigns had a combined response rate of 26% resulting in a 32% increase in the enrollment of the classes promoted. Classes included a professional development leadership and management workshop, mature learning computer training and a series of community education gardening workshops.
- ♦ Corporate & Continuing Education in partnership with Marketing and Communications have developed a new URL for the department CampusCE website: www.clark.edu/mycce.

Additional Highlights for Corporate & Continuing Education

- ♦ Corporate & Continuing Education open enrollment registrations have increased 9% spring quarter 2009 over winter quarter 2009.

Todd Oldham
Executive Director
April 16, 2009

Communications and Marketing Report April 2009

Focus on Learning

Create and implement a marketing campaign in support of the introduction of the Weekend College.

Progress to date:

- ◆ The introductory Weekend College marketing campaign has been completed.

Access to Education

Establish and implement a distribution plan for the quarterly class schedule in support of educational offerings at Clark College at Columbia Tech Center.

Progress to date:

- ◆ Both the summer and early fall 2009 schedules include a page featuring directions, map and general program information on Clark College at Columbia Tech Center. In addition, the early fall issue will include the first list of classes scheduled at Columbia Tech Center. Production and distribution of the summer 2009 schedule has been expanded to include residential postal patrons in the eastern portion of Clark College's service district.

Pre-market Clark College at Columbia Tech Center (CTC).

Progress to date:

- ◆ Print and direct mail components of the May-June CTC marketing campaign are in development. CTC marketing materials to support the high school counselor luncheon to be held at Clark College on Friday, May 8 are in development.

In partnership with the Office of Instruction, determine highest priorities (tier one, tier two, tier three) for new sections on the Clark College Web site.

Progress to date:

- ◆ A new eLearning Web area is complete. The new area will be launched on the Clark College Web site during the third week of spring quarter.

Respect for Differences

Support the successful and inclusive celebration of Clark College's 75th anniversary through targeted and broad-based marketing initiatives, as well as college publications including *Clark 24/7*, *The Clark Journal* (as appropriate) and *Clark College Connections*.

Progress to date:

- ◆ The college's 2008 annual Report to the Community featured a "then and now" format in honor of the college's 75th anniversary. (See also "Management Excellence" below.) In addition, *Clark 24/7* features one article each month focusing on a different decade of Clark history. That article

compliments items on display in the Cannell Library. During April, the article and items focus on the 1990s. During May, the article and items will focus on the current decade. In addition, Communications and Marketing Executive Director Barbara Kerr has been working with the 75th anniversary planning committee to obtain items for the college's 75th anniversary time capsule, which will be dedicated on May 12. During that celebration, the college's 50th anniversary time capsule will be unsealed.

Workforce Development

Provide communications and marketing support to Corporate and Continuing Education's 2008-2009 business plan.

Progress to date:

- ◆ A brochure, marketing letter, pricing inserts and room layout graphics are in development to support Corporate Education's room rentals at Clark College at Columbia Tech Center. When those materials have been completed, the information will be used to create Web pages featuring room rental information.

Broad-based Partnerships

In partnership with YWCA Clark County, successfully plan and host the 25th Women of Achievement (WOA) celebration in 2009.

Progress to date:

- ◆ The 2009 Women of Achievement celebration was held on Monday, March 23 at the Hilton Vancouver Washington. With anchor Laural Porter of KGW Newschannel 8 serving as emcee, the event, which was the 25th Women of Achievement celebration, had over 620 attendees. Communications and Marketing staff members were responsible for photography, invitations, biographies, biography boards, programs, a PowerPoint presentation featuring all 200 honorees over the 25 years of the event, video clips of the nominators, video greetings from Gov. Chris Gregoire and Senators Maria Cantwell and Patty Murray, a proclamation from Vancouver Mayor Royce Pollard, a special presentation by WOA founder Pat Watne, and Clark-Vancouver Television (CVTV) coverage of the event. In addition, with support from the Clark College Foundation, Clark College and YWCA Clark County hosted a reunion event for WOA honorees on March 24 in the Gaiser Student Center.

Management Excellence

Assess departmental operations to determine sustainability options relating to the printing of Clark College publications (e.g., schedule, newsletters and brochures) and other practices to foster a "green" environment in the department.

Progress to date:

- ◆ Initiated by Senior Graphic Designer Pat McDonald, an effort is now underway to compile samples and information regarding "greener" paper selection usage for various print projects developed by the Communications and Marketing department. In partnership with the Clark College Foundation, Communications and Marketing created and disseminated the 2008 Report to the Community in electronic format only. The report, which pays tribute to the college's 75th anniversary, is available in

interactive PDF and Flash versions which were posted on the college Web site (www.clark.edu/annualreport).

Additional highlights for Communications and Marketing:

- ◆ Communications Specialist Erica Schwenneker wrote and edited the winter 2009 issue of *The Clark Journal*, which featured articles on the state and college budgets, accreditation and the 2009 State of the College address.
- ◆ Graphic Designer Pat McDonald worked with ABE/ESL Program Coordinator Rosalba Pitkin to create six flyers providing information about the range of classes available at local churches and elementary schools for individuals who are interested in learning English.
- ◆ Director of Marketing Brian Scott has completed the Pathways to Your Future Career Fair advertising and promotional schedule, marketing materials and program. He is currently developing a new handbook for the college's addiction counselor program. It is expected to be unveiled for fall quarter 2009. In partnership with Instruction, Brian has also begun work on the college's summer enrollment marketing campaign.
- ◆ Web Specialist Tahnya Huneidi developed an application allowing Instruction faculty and staff to enter unexpected class /meeting cancellations for display on the Clark College Web site. Tahnya and Webmaster Chris Concannon have now finalized that application.
- ◆ Webmaster Chris Concannon finished a "Contact Me" Web application for International Programs. Students who want to be contacted simply fill out the form on the page. In addition, he is developing an extensive back-end application to serve this Web page and others. (A "back-end" application is used for doing tasks to produce valuable information. A "front-end" is the page (or pages) used to gather data and insert the information into a database.) The Clark application will replace the Versation database (an external service) which International Programs has been using to collect data from prospective students throughout the world. With the new database, once an interested student answers a few questions, he/she can be monitored as they move from a "lead" to "applied" to "accepted" to "registered." The database will allow the college to track users, send newsletters, create photo galleries, monitor statistics, and utilize other ways to serve international students.
- ◆ The Sakura Festival, celebrating spring and international partnerships, is one of this year's "diamond" events as part of the college's 75th anniversary celebration. Working with Lorraine Leedy and Chanda Kroll of the International Programs office, Graphic Designer Wei Zhuang designed the postcards, posters, programs, and Web ads to help promote the event.
- ◆ The college's athletics media guides for 2007-2008, created through a partnership between athletics and Communications and Marketing, received top honors in the sports brochure category in the annual competition from the National Council for Marketing and Public Relations (NCMPR), the organization of communications professionals at community and technical colleges in the United States, Canada and other countries.

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

Foundation Report April 2009

Broad-based Partnerships

- ◆ **Foundation Funds Allocations Committee (FFAC)** – The FFAC has done exceptional work reviewing 55 new grant proposals and 6 permanent proposals valued at over \$2 million. Funding has been limited this year due to the performance of the endowment funds. Approximately \$85,000 is available in unrestricted funding and \$426,000 in restricted funding. Discussions have centered on how to best utilize the funds to maintain current program needs while jump starting new program initiatives taking place at Clark College at Columbia Tech Center (CTC). The committee should be commended for the thoughtfulness of their work and their diligence in making the best decisions for the College as a whole. A final recommendation, anticipated in the next week, will be forwarded to the Executive Cabinet for approval and then will be placed on the May Board of Trustees agenda.

- ◆ **Donor Connections**

Feasibility Study Executive Summary – Foundation staff continues to deliver the executive summary of the feasibility study results to participants involved in the interviews and email survey conducted by the Clements Group in the fall. To date 55 visits have been made and 26 are scheduled.

Campus Tours – During the past 30 days, Clark College and the Foundation have hosted a number of campus tours that showcased Clark College to representatives of prominent corporations and institutions. Among corporate leaders participating in the tours were Dr. George Brown, Legacy Health System CEO and Mr. Tom Aschenbrener, Northwest Health Foundation president.

Women of Achievement – It was a pleasure to participate in the 25th Anniversary celebration of the 2009 Women of Achievement. Honoring two of Clark College's own distinguished women, trustee Addison Jacobs and faculty member Debi Jenkins, made the event even more special. The Foundation was thrilled to host a table for a wonderful group of women who joined us to celebrate the contributions of this year's honorees.

- ◆ **CRD Conference** – Lisa Gibert participated in the annual Council for Resource Development (CRD) Region X conference in SeaTac, Washington, on March 11 – 13. The presentation by the keynote speaker from Indiana's Ivy Tech Community College led to significant dialogue among community college peers from Oregon, Washington, and Idaho. Discussions centered on furthering the community college's role in this difficult economic environment. Consensus was that resource development activities are more critical now than ever before, and although the challenges will be significant, it is important to be delivering the message throughout the community, seeking natural alliances, and obtaining support where available.
- ◆ **Clark Baseball** – At a March 26 informational night gathering, the Penguin Athletic Club, the Clark College Athletics department, and avid community supporters put forward the desire to bring baseball back to Clark College. Retired professional pitcher Randy Myer challenged the dedicated group of community baseball enthusiasts in attendance by providing a matching opportunity for financial support. This project will require a limited amount of initial capital support (approximately \$31,000), a steady operating budget (an estimated \$25,000), and local community interest by baseball youth. Efforts are underway and with the excitement demonstrated, it will only be a matter of time before we will once again hear the cry of "Play Ball!"

Management Excellence

- ♦ **The Clements Group** –Recent visits with Mr. Jim Selby of the Clements Group have provided assistance in strengthening internal reporting systems, relationship management processes, and development training. Mr. Selby met with President Bob Knight to review his role in working with key constituents to further the vision of Clark College.
- ♦ **2009-2010 Budget** – The Foundation has completed initial construction of the FY 2010 budget. Not unlike state challenges, the Foundation has also experienced declining investment returns, placing a limit on endowment distributions for next year. As a result, cost-cutting measures are being employed at the Foundation to streamline operations and gain efficiencies while retaining the core objective to build resources on behalf of Clark College. The Foundation budget will be presented to the Foundation Board in June.

Access to Education

- ♦ **Scholarships** - The scholarship application period closed on April 10, and the work of the respective committees will commence quickly. Applications for 242 students (148 continuing and 94 incoming high school students) will be assessed for a range of scholarship opportunities offered through the Clark College Foundation. In addition, 62 applications were received for the annual Alumni Association scholarship (three times more than received last year), and 99 applications (52 continuing and 47 entering students) were received for the newly created 75th Anniversary scholarship program. This scholarship opportunity is sponsored by Arnerich Massena and Associates, an investment consulting firm in Portland, Oregon. Over \$500,000 is available to be awarded through various processes.

Respectfully submitted,

Lisa Gibert
President/CEO
April 16, 2009

FIRST READING



April 16, 2009

To: Robert K. Knight, President
Board of Trustees

From: Katrina Golder, Associate Vice President of Human Resources

Re: Recommendation on Collective Bargaining Option for Classified Employees

Background

Under the Personnel System Reform Act of 2002 (PSRA) collective bargaining with classified state employees changed allowing bargaining with the governor over salary and benefits. At that time the College had the option to work with the Office of Fiscal Management to bargain at the governor level or to bargain locally. Previous to this change the College had bargained locally.

In 2003 the Board approved an Interagency Agreement with the Office of Financial Management (OFM) Labor Relations Office to represent the College in negotiations between the governor and Washington Public Employees Association (WPEA). It is now time to reaffirm this decision or to elect to bargain locally.

WPEA represents 282 classified employees at the College. In 2003 there were many unknowns as to how the process would work and what would be in the best interests of the College and the employees. In 2009 we have the experience of two full contracts 2005-07 and 2007-09 that have been negotiated and implemented and the contract for 2009-11 which has recently been completed. We discussed the topic with Labor Management Committee and there is general consensus that bargaining at the state level has worked fairly well both from management and employee perspectives. Both management and employee representatives from the College have had the opportunity to participate in negotiations at the state level and are satisfied with the outcome.

Bargaining at the state level allows employees to be covered under one master contract, which provides consistency locally and with the state system. It is also widely accepted that governor bargaining sets the standard for the system and it is advisable to be a part of that process. The costs associated with this bargaining is expected to be approximately \$14,000 per year for Clark College.

Recommendation:

It is recommended that Clark College elect bargaining by the governor with Washington Public Employees Association and that the Board of Trustees authorize the President to sign an interagency agreement with the Office of Fiscal Management.



MEMORANDUM

To: Clark College Board of Trustees

From: Robert K. Knight, President

Date/Ref: April 16, 2009/RK296

Subject: Technology Fee Proposal

The attached proposal to increase the student technology fee was endorsed by the Executive Cabinet at the April 14, 2009 meeting. The proposal received prior endorsement from the Technology Fee Committee and the ASCC Executive Committee. The technology fee is a voluntary student fee in that students must vote to impose the fee on the student body. Increases in the fee that exceed five percent are also subject to a vote of the students. Because the College provides assistance with the collection and administration of the technology fee, the Board of Trustees must also approve the increase. It is appropriate to request this approval prior to placing the proposal on the ballot in the upcoming ASCC election.

In response to several questions posed by the Executive Cabinet related to the proposal, and anticipating that the Trustees may have similar questions, I have provided in the paragraphs below a summary of key issues pertaining to technology-related student fees, including the technology fee.

1. The technology fee is used to fund the operation and upkeep of instructional computer labs including equipment replacement, general purpose software, consumable supplies and lab assistant wages. Other technology-related fees that students may be required to pay include eLearning course fees for online and hybrid courses and dedicated course fees for a limited number of courses that have extraordinary expenses for specialized equipment, software or supplies.

There was recent discussion in Executive Cabinet about consolidating the technology-related fees in order to produce a more equitable fee environment, but it is recognized that this issue is too complex to resolve in time for the student election in May. The Executive Cabinet has recommended that this issue be addressed by an IT planning task force that will be assembled to refresh the College's IT Plan next year.

2. The technology fee has not been increased since its inception in the fall of 1999.
3. The intent of the proposed increase is to address the rising costs of labor and consumable supplies, and to partially fund the replacement costs of new instructional computer labs associated with growth at satellite facilities. We also anticipate the need

for additional support services to address student IT initiatives including email and a student portal. Assuming that the scope of technology fee expenditures remains the same, the proposed fee increase should meet the needs of the College for the next three to four years.

4. In the absence of new revenues from the technology fee, the College has addressed rising costs and growth in instructional technologies in the following ways:
 - The Technology Fee Committee voted to increase the replacement interval for instructional computer labs from three years to four years. The savings resulting from this move has allowed the College to include the replacement costs of instructional computer labs at WSUV into the Instructional Computer Replacement Plan.
 - The Technology Fee Committee is considering the consolidation of open computer labs to reduce the cost of equipment replacement and lab assistant payroll.
 - The Technology Fee Committee is investigating print management solutions to help control the cost of consumable supplies.
 - An update of the College's technology plan in 2009-10 will include a comprehensive review of the institution's technology requirements and funding models.
5. A poll of other colleges in the WACTC system revealed that other colleges are struggling with the same issues related to technology funding and that no approach has been identified that might be considered a "best practice." Funding technology remains a key issue identified by college and university CIO's nationwide.

Attachment

Proposal to Increase Technology Fee

Requested Action

To keep pace with the current and future technology demands, the Technology Fee Committee is **recommending a 50 percent increase in the fee (additional \$1.00 per credit)**. This increase would generate approximately \$275,000 in new Technology Fee revenue annually (based on historical revenues of \$580,000). The Technology Fee Committee believes that this amount will allow the College to adequately support growth by including newer investments in computing infrastructure in the Instructional Computer Replacement Plan, and to expand support services to encompass satellite facilities and student technology initiatives such as email and a student portal. Additional revenues would also allow the College to restore the one-year operating reserve specified in the Technology Fee Committee bylaws. The ASCC Executive Committee supports this fee increase and is ready to take this proposal to the student body for approval.

Statement of the Problem

The cost of operating the College's instructional computer labs has increased significantly in the past five years due to increased demand for services and rising costs for consumable supplies. In addition, the number of new computer labs has increased sharply with the addition of satellite facilities at WSUV and the Columbia Tech Center. Meanwhile, Technology Fee revenues have not increased appreciably in the eight years since the fee was implemented. Current Technology Fee revenues are insufficient to cover operating expenses that include lab assistant wages, computer hardware and software, and consumable supplies. At the current revenue levels, the College will be unable to accommodate growth in student computing facilities or technology services. In addition, the College has invested in approximately 150 smart classroom installations in the past three years which will require periodic equipment upgrades. It is unlikely that the College operating budget will be able to address all of these needs. Therefore, the Technology Fee Committee recommends that the Technology Fee be increased.

Brief History of the Technology Fee

In the spring of 1998 a task force comprised of faculty, staff, a student representative, and an outside consultant was formed to develop a strategic plan for information technology for the College. One of the strategic goals identified by the IT Strategic Planning Task Force (ITSPTF) entitled "Funding the College IT Infrastructure," states that *"Clark College will establish a stable and predictable funding mechanism that recognizes that investment in its IT infrastructure is not an option but a necessary part of the operating cost of the institution."* In

this context infrastructure is defined as the equipment, software, networks, training and support services associated with information technology on campus.

While addressing the instructional component of the IT funding goal, members of the ITSPTF began discussions with the ASCC officers to explore the possibility of implementing a universal technology fee to help fund student computing resources at the College. The task force members knew that providing a permanent funding source for instructional computing would require a team effort. The model that emerged was referred to as the “three-legged stool” approach, where instructional computing expenses would be funded by a combination of technology fee revenues, an annual grant from the Clark College Foundation, and state funds derived from the institution’s operating budget. The institutional commitment involves providing full-time technical support staff, facilities, and network infrastructure. The Technology Fee funds lab assistant wages, general-purpose software, a portion of the cost of equipment replacement, and consumable supplies. Foundation funds are used to fund a portion of the cost of equipment replacement.

Revenues from the Technology Fee are intended to provide a base level of support for computer labs at the College. This support includes the wages of lab assistants who operate open computer labs, equipment replacement, general-purpose software, and consumable supplies such as paper and toner cartridges. Prior to the Technology Fee, operating expenses were covered in part by dedicated fees attached to each computer-related class. Equipment replacement and the operating costs of dedicated instructional labs was the responsibility of the department supporting the lab. Foundation funds were used to replace certain labs in vocational programs.

The ITSPTF recommended that dedicated fees attached to courses using computer technology be reduced or eliminated entirely if the Technology Fee was approved. After the Technology Fee was voted in by the ASCC, dedicated fees were removed from those courses where the fees funded basic services as defined in the previous paragraph. In some cases, dedicated fees were retained to cover extraordinary expenses associated with certain computer technology courses. Extraordinary expenses were defined as expenses for supplies and materials that are specific to a course and do not fit the definition of base level support. Examples include the cost of course specific software licenses (e.g., AutoCAD, Adobe Creative Suite, etc.) and color ink cartridges used in quantity in certain Art classes. The decision to retain dedicated fees for extraordinary expenses was driven by two considerations: 1) it was not certain that the revenues derived from the Technology Fee would be sufficient to cover both the base level expenses and extraordinary expenses, and 2) it was felt that expenses for supplies and materials that benefited a limited number of students should be borne by the students enrolled in the class where the extraordinary expense was incurred.

Financial Picture

Despite the growth in FTEs in the years since the Technology Fee was implemented, fee revenue has not grown commensurately; in fact, Technology Fee revenue has declined 2 percent on average from the high of \$594,015 in 2003-2004. While revenue has remained stagnant, operating costs have risen sharply. Paper costs alone have increased almost 40 percent in the past five years, and other supplies have seen similar increases. The minimum wage for student lab assistants has increased by 24 percent since the inception of the Technology Fee, as has the amount of student workers necessary to cover the increased demand for expanded lab hours.

In the past five years, steady growth at the College has placed additional burdens on the Technology Fee revenues. After the Technology Fee was implemented, the Instructional Computer Replacement Plan (ICRP) was developed and funded in part by Technology Fee revenue. The initial equipment replacement cost for labs was determined by taking a snapshot of the instructional computing environment at the time the Technology Fee was established. The funding model did not include a mechanism for accommodating growth. When Clark College at WSUV opened in winter quarter, 2006, the College added approximately 100 computers to the ICRP at an annual replacement cost of approximately \$42,000. Clark College at CTC will open in fall, 2009 and will introduce approximately 120 new computers to the ICRP and will require an investment of \$40,000 annually to fund equipment replacement costs. In addition to increased equipment replacement costs, the computer labs at satellite facilities also increase operating costs associated with lab assistant wages and consumable supplies.

In order to keep up with these growth demands, the Technology Fee Committee voted to lengthen the ICRP replacement interval from three to four years for all labs. Working with the committee, Computing Services has also streamlined some of the lab hours and number of people necessary to staff the labs. The Technology Fee Committee is also investigating ways to cut down on printing volume and waste by establishing print quotas and/or implementing pay-as-you-print software.

RK296A
4/16/09



MEMORANDUM

To: Clark College Board of Trustees

From: Robert K. Knight, President

Date/Ref: April 16, 2009/RK297

Subject: Identity Theft Prevention Program

Background

In 2007, the Federal Trade Commission (FTC) and Federal banking agencies issued a regulation known as the Red Flags Rules intended to reduce the risk of identity theft. In July 2008, the FTC issued guidance that non-profit and government entities that deter payment for goods or services are subject to these rules. Therefore, effective May 1, 2009, the College is required to implement an identity theft prevention program pursuant to the FTC's Red Flags Rules which implements Section 114 of the Fair and Accurate Credit Transactions Act.

College staff have participated in system-wide conversations and a National Association of College and University Business Officers webinar in preparation for program development. They have researched the requirements and reviewed a number of sample policies to develop the attached program.

Proposal

The program is designed to detect, prevent, and mitigate identity theft in connection with "covered" accounts which are consumer accounts that involve multiple payments or transactions.

Per the regulations, the College's program must include reasonable policies and procedures to:

- Identify relevant red flags (a pattern, practice, or specific activity that could indicate identity theft) and incorporate them into the Program.
- Detect red flags that are part of the Program.
- Respond appropriately to any red flags that are detected.
- Ensure the Program is updated periodically to address changing risks.

Clark College Board of Trustees
Page 2
April 16, 2009

In addition, the regulations require initial Board of Trustees' approval and delegation to a senior management employee the responsibility to oversee the implementation and administration of the program and to insure training for appropriate staff.

Recommendation

I recommend approval of the attached Identity Theft Prevention Program to be effective immediately. We will begin implementation activities immediately and assure initial training is completed by the end of spring quarter.

Attachment

Clark College

Identity Theft Prevention Program

I. PROGRAM ADOPTION

Clark College developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flags Rules, which implement Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with oversight and approval of the Clark College Board of Trustees. After consideration of the size and complexity of the College's operations and account systems, and the nature and scope of the College's activities, the Clark College Board of Trustees determined that this Program was appropriate for the College, and therefore approved this Program on April 27, 2009.

II. DEFINITIONS AND PROGRAM

A. Red Flags Rules Definitions Used in this Program

"Identity Theft" is a "fraud committed or attempted using the identifying information of another person without authority."

A "Red Flag" is a "pattern, practice, or specific activity that indicates the possible existence of Identity Theft."

A "Covered Account" includes all student accounts or loans that are administered by the College including, but not limited to:

- a. Student Tuition Easy Payment Plan
- b. Emergency Loans
- c. Student Refunds
- d. Student Financial Aid
- e. Payment agreements for the repayment of Financial Aid funds

"Program Administrator" is the individual designated with primary responsibility for oversight of the program. See Section VI below.

"Identifying information" is "any name or number that may be used, alone or in conjunction with any other information, to identify a specific person," including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address or routing code.

B. Fulfilling Requirements of the Red Flags Rules

Under the Red Flags Rules, the College is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

III. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with Identity Theft. The College identifies the following Red Flags in each of the listed categories:

A. Suspicious Documents

Red Flags

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing student information; and
4. Application for service that appears to have been altered or forged.

B. Suspicious Personal Identifying Information

Red Flags

1. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address in student records);
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);

5. Social security number presented that is the same as one given by another student;
6. A person fails to provide complete personal identifying information on an application when reminded to do so; and
7. A person's identifying information is not consistent with the information that is on file for the student.

C. Suspicious Covered Account Activity or Unusual Use of Account

Red Flags

1. Change of address for an account followed by a request to change the student's name;
2. Payments stop on an otherwise consistently up-to-date account;
3. Account used in a way that is not consistent with prior use;
4. Mail sent to the student is repeatedly returned as undeliverable;
5. Notice to the College that a student is not receiving mail sent by the College;
6. Notice to the College that an account has unauthorized activity;
7. Breach in the College's computer system security; and
8. Unauthorized access to or use of student account information.

D. Alerts from Others

Red Flag

1. Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

IV. DETECTING RED FLAGS

A. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

Detect

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
2. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification or original passport or visa for international students), to the extent allowed by law.

B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account:

Detect

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event College personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent and Mitigate

1. Continue to monitor a Covered Account for evidence of Identity Theft;
2. Contact the student or applicant;
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;
5. Provide the student with a new student identification number;
6. Notify the Program Administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File or assist in filing a Suspicious Activities Report ("SAR"); or
9. Determine that no response is warranted under the particular circumstances.

Protect Student Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to Covered Account information are password protected;

4. Avoid use of social security numbers;
5. Only release student information to the student in compliance of FERPA laws, unless a consent form has been completed by the student;
6. Ensure computer virus protection is up to date; and
7. Require and keep only the kinds of student information that are necessary for College purposes.

VI. PROGRAM ADMINISTRATION

A. Oversight

Responsibility for developing, implementing and updating this Program lies with the Vice President for Administrative Services. The Program Administrator will be responsible for ensuring appropriate training of College staff on the Program, reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

B. Staff Training and Reports

College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected.

C. Program Updates

The Administrator will periodically review and update this Program to reflect changes in risks to students and the soundness of the College from Identity Theft. In doing so, the Administrator will consider the College's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Administrator will update the Program.

*RK297A
April 9, 2009*

CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

Monday, March 16, 2009

Ellis Dunn Room GHL 213

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

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

Faculty: Dr. Marcia Roi, Dr. Kathy Bobula.

Others: Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Mr. Pat Mehigan, ASCC President, Mr. George Reese, Director of Instructional Programming & Innovation; Ms. Tonya Lawrence, Tech Prep Program Manager.

Absent:

I BOARD EXECUTIVE SESSION/CALL TO ORDER

Chair, Sherry Parker, called the meeting to order at 4:00 p.m. The board convened an executive session to review the performance of a public employee (president's evaluation and faculty tenure).

The executive session was adjourned at 5:05 p.m. Chair, Sherry Parker, reconvened the board meeting at 5:10 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

Consideration of tenure was moved from the Consent Agenda to an Action Item, placed between Items E. and F. on the agenda.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from the Board Members

Trustee Sen Hoss attended the ASCC executive committee meeting on March 5. She was pleased with having had the opportunity to get to know the ASCC leadership and learn more about their processes and discuss budget issues with them.

Chair Parker received a request from the State Board for the college to support the Engrossed Second Substitute Senate Bill 5809. This bill would allow the college to provide education to more than twice the number of worker retraining students than were served last year. She sent a letter to the two local Republican senators asking their support of this bill; she has received notification that both senators voted in favor of the bill.

In February, the Board voted to support a pilot program in which a Clark College student would be permitted to serve a one-year term on the college's Board of Trustees. The board drafted a letter to the Senate Committee of Higher Education voicing their support of this bill. The bill did not make it out of committee and Chair Parker offered to send a copy of the letter to the ASCC so that they would have it for their files. Mr. Mehigan indicated that he would like a copy of the letter and it will be forwarded to him.

D. President's Report

Mr. Broussard introduced Curtis Townsend, who provided this evening's Student Success Presentation.

President Knight indicated that the college continues to focus on the state's budget issues.

He and representatives from the Foundation are in the process meeting with all of the donors who participated in the feasibility study conducted by the Clements Group. Various sessions and visits are being scheduled so that the college has every opportunity to meet with the participants and thank them for taking part in the study.

President Knight complimented the Cultural Pluralism Committee for their work in preparing the new Diversity Plan. He spoke about feeling fortunate to have been able to spend time with the committee last week and discussing the plan.

Trustee Sen Hoss asked about the new local leadership group in which the President is participating. It is an informal group of local leaders who are gathering on a periodic basis to discuss leadership issues in the context of providing viewpoints to the group's facilitator for his Ph.D. dissertation

All of the community and technical college presidents have been asked to remain "on call" and be ready to meet with legislators in Olympia as the budget discussions move forward. President Knight expects that many of the presidents will be called to Olympia over the next few weeks.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

The new contract was ratified on March 4 and sent to the membership for vote by March 12. The contract passed.

Trustee White requested that Dr. Roi further elaborate in her reports on the productivity of the meetings she attends with administration. He would like to have context around her remarks concerning non-productivity. Dr. Roi agreed to provide this information.

Trustee White also asked about the WEA budget strategy and how the union is assisting the state in providing their expertise with budget reduction suggestions. He requested that the trustees be apprised of the WEA budget activities and Dr. Roi agreed to provide this information to the trustees as well.

2. **ASCC—Mr. Pat Mehigan**

Mr. Mehigan thanked Trustee Sen Hoss for attending the ASCC Executive Council meeting. He invited each trustee to attend the council meetings next quarter so that the student officers could meet each trustee and get to know them better. Trustee Sen Hoss answered student questions about board activities and processes.

The students are planning spring quarter welcome back week and officer elections are slated to be held in May. Spring is historically a very busy quarter at Clark.

Trustee Jacobs commented upon how impressed she is with the amount and depth of ASCC activities and for their deep focus on student success. She sees a change in the sense of school spirit among the students this year. Because of the engagement of the ASCC, she feels the students are receiving a true “student experience” at the college. Chair Parker complimented Mr. Mehigan on ASCC’s reaching out to students at Clark College at WSUV and Clark College at Town Plaza Center and making them feel included and part of the school.

3. **WPEA**

There was no report from the WPEA this month.

III. ACTION ITEMS

MOTION: Trustee Jacobs moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the tenure review committee, grant tenure to:

Karl Bailey
Susan Brookhart
Carlos Castro
Geneva Chao
Jill Darley-Vanis
M. Gail Fujimoto
Zachary Grant
Tani McBeth
S. Layne Russell
Brenda Knutson Walstead

MOTION: The motion was seconded by Trustee Burkman and was unanimously approved. Trustee Jacobs moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the tenure review committee, deny tenure to:

Christina Kopinski

Trustee Jacobs further moved that the Board of Trustees direct the President to notify Christina Kopinski as soon as possible of the decision that her contract for the academic year 2009-2010 will not be renewed.

The motions were seconded by Trustee Burkman and both were unanimously approved.

MOTION: Trustee Jacobs moved that the Board of Trustees continue the decision on tenure for Alireza Aliabadi for consideration at a special meeting to be held on Monday, March 23, 2009 at 7:30 a.m. in this location.

The delay on this decision was precipitated by Mr. Alizbadi's resignation dated March 6, 2009 and a letter rescinding his resignation received this evening, resulting in the Board not having an opportunity to fully consider the recommendation of his tenure review committee.

The motion was seconded by Trustee Burkman and was unanimously approved.

F. College Reports

1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd had no additions to his report and entertained questions from the trustees.

Trustee Jacobs recognized the math faculty members who are working on outreach activities with local K-12 students and math faculty. She was extremely impressed with the number of students who received contact from the college and the extra efforts put forth by the faculty to introduce students to the type of math they will be exposed to in college.

Trustee Sen Hoss acknowledged the new articulation agreement with Concordia University for a BA in Early Child Education, in collaboration with Lower Columbia, Centralia and Clark's Early Childhood Education Department.

Dr. Dastmozd noted the passing of Phil Robinson on March 13. Mr. Robinson was a tenured faculty member in the welding department. Tonight's presentation, "*Tech Prep and University Programs at Clark College*" was dedicated to Mr. Robinson.

Ms. Tonya Lawrence, Tech Prep Program Manager, and George Reese, Director of Instructional Programming & Innovation, presented a discussion on university partnerships, co-admission and articulation agreements.

2. Administrative Services—Mr. Bob Williamson

Mr. Williamson answered questions from the trustees concerning various topics, among them the pedestrian crosswalk on Ft. Vancouver Way and whether funding for it might come under the federal stimulus package. Mr. Williamson will provide the board with a copy of the original proposal.

Mr. Burkman asked about a request made by the fire marshal. The request concerns a covered area between AA4 and AA5 that needs a sprinkler installed if combustible materials are stored in the area (combustible materials are not stored in this area). The college will work with the fire marshal to correct any item which may be in question.

Trustee Jacobs asked Mr. Williamson about an incident concerning racist graffiti in a classroom. He indicated that Security is working closely with Diversity & Equity and conducting an investigation of the incident. President Knight sent a college-wide e-mail reminding everyone of the policy concerning respect, the college's mission, and appropriate treatment of each other as individuals.

Trustee Sen Hoss asked about the budget process activities at the college. President Knight continues the dialogue with College Council and the college community. Open budget forums have been planned so that everyone in the community has an opportunity to provide input on the 2009-2010 budget process. Managers, supervisors, and deans are being encouraged to hold unit meetings and gather input from their staffs. A link has been placed on the website for the college to provide ideas and suggestions as well. The Executive Cabinet will meet for two days in April to review the feedback from the college, review the strategic plan, and identify budget priorities for next year. This information will be shared with the college and it is expected that the budget will be presented to the Board at the June meeting. Trustee Sen Hoss requested that the forum dates be provided to the trustees. She also requested that an update on the process be presented at the April board meeting.

3. Student Affairs—Mr. Ted Broussard

Mr. Broussard distributed the enrollment report as of Friday, March 13. Enrollment is up 12.79% over this same time last year while spring quarter enrollment is up 26% over last year. Planning & Effectiveness and Student Affairs are collaborating on spring enrollment projections and updating those projections several times per week. There may come a point that it will not be economically feasible to open any more sections, however, that point has not yet been reached. Trustee Sen Hoss and Trustee Burkman thanked faculty and staff for all the extra work they are doing to serve students and wanted them to know that the community deeply appreciates it.

Trustee Parker asked about Running Start enrollment projections for 2009-2010. The college is expecting a 20% increase over last year's enrollment.

Trustee Parker asked about the outcome of faculty outreach visits to the county jail and if any of the inmates register at the college. Mr. Broussard will provide this information to the trustees.

4. Human Resources—Ms. Katrina Golder

Ms. Golder reported that the State Board has denied the college's request for a replacement Custodial Manager position. This vacancy will continue to have a significant impact on the custodial department as there are 20 employees over three shifts affected by the vacancy.

Ms. Leann Johnson reported on the college's new Diversity Plan. A draft of the plan has been presented to faculty and student forums and the Cultural Pluralism Committee has received positive feedback from them. Revisions and updates will be made to the plan during the spring quarter, finalized by the end of the spring quarter and then launched during the fall 2009-2010 quarter. Trustee Jacobs appreciates the time and effort involved to complete the process. Trustee Burkman said he attended one of the forums and enjoyed the feedback and discussions of the group.

5. Planning & Effectiveness—Ms. Shanda Diehl

The trustees appreciated the demographic information provided by Ms. Diehl that illustrated the large percentage of Clark students who are low income and first generation. This reinforces the deep need for scholarships, financial aid, and student support services.

6. Corporate & Continuing Education—Ms. Tracy Reilly-Kelly

Ms. Reilly-Kelly reported in Mr. Oldham's absence. The CCE department is currently focusing time and resources on programming at the new Clark College at Columbia Tech Center. Meetings have been conducted with area vintners and students to discuss potential culinary courses for the Columbia Tech Center kitchen classroom. Ms. Reilly Kelly is working with health ed and culinary faculty to offer healthy cooking classes and chocolate baking classes, possibly taught by Clark students.

The May 18 board meeting will be held at Columbia Tech Center building with a building tour for the trustees prior to the meeting.

The CCE department is making great strides towards self-sufficiency. Mr. Oldham undertook a major reorganization and budget reduction process before the rest of the college began the process. He reduced his budget by 29% and is now operating the department with a very lean staff. They are actively pursuing grant opportunities to support and offer programming.

7. Communications & Marketing—Ms. Barbara Kerr

Marketing Director, Brian Scott, continues to work with the Career Center to promote Pathways to Your Future Career Fair, being held on April 23 from 11:00-4:00 p.m. at the Vancouver Hilton. There is a huge drop in the number of vendors planning to attend this year. Last year's event attracted 70 vendors and so far this year, 20 have expressed their intent to attend. This is consistent with what other career fair organizers are seeing in this area. They are anticipating a large turnout of job seekers.

The department is also working with Professor Ian Titterton on developing a mold of the college logo from which chocolate bars can be made for future college events. Ms. Kerr extended an invitation to the Board to e-mail her with items that they think might be appropriate to include in the 75th Anniversary time capsule which will be dedicated on May 12. Suggested items are being submitted to the 75th Anniversary Planning Committee. The 25th annual Women of Achievement event will take place on March 23. This is a very special celebration this year and a reception honoring all of the 200 Women of Achievement will be held at the college the evening of March 24.

The trustees discussed marketing with Ms. Kerr and how it takes approximately three years to cultivate a prospective client. A down economy warrants a strong marketing program since a client will be in a position to take advantage of a product once the economy turns around.

8. Clark College Foundation—Ms. Lisa Gibert

The foundation's current focus is getting out into the community to meet people one-on-one—faculty, staff, and community members. Foundation staff and President Knight are meeting with every single person who participated in the feasibility study.

Efforts are also being made to bring prospective donors to the college for tours. The comments received by the participants have been very favorable and for those who have never visited the campus, are surprised and pleased at what the college offers. Forging these relationships now will help the college and the foundation when the economy turns around.

IV. CONSENT AGENDA

A. First Reading

- ♦ CCAHE Agreement—Proposed Changes
Trustee Jacobs made a motion to move the CCAHE Agreement to the Consent Agenda. Trustee White seconded the motion. There was no discussion and the motion was unanimously approved.

B. Consent Agenda

- ♦ CCAHE Agreement—Proposed Changes
- ♦ Minutes of February 23, 2009 Board Meeting
Trustee Jacobs made a motion to approve the Consent Agenda. Trustee White seconded the motion. There was no discussion and the Consent Agenda was unanimously approved

V. FUTURE AGENDA ITEMS

WORK SESSION

Budget Update (May)
Budgeting During Times of Economic Turmoil
Open Textbooks
ANGEL and Pooled Enrollment
Running Start vs. AP Classes
EMSI Final Report: Investment, Innovation & Impact of Community Colleges
Postsecondary Success
Strategic Technology Plan

BOARD MEETING

President's Evaluation Process (April)
Programs at CTC (May)

VI. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, April 27, 2009 in the Ellis Dunn Room GHL 213.

VII. EXECUTIVE SESSION

In accordance with RCW 42.30.110(1), the board convened an Executive Session at 6:30 p.m. to review the performance of a public employee and to discuss with legal counsel representing the agency matters relation to agency enforcement actions or litigation or potential litigation. The Executive Session ended at 7:40 p.m. and no action was taken.

VIII. ADJOURNMENT

There being no further business, Chair Parker adjourned the regular meeting at 7:40 p.m.

Sherry Parker, Chair
Clark College Board of Trustees

Respectfully submitted,
Julie Taylor, Recorder, March 16, 2009