

Clark College Board of Trustees Packet

August 27, 2007

Clark College

The Next Step

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

Table of Contents

Clark College Vision/Mission	Page i
August Board Agenda	Pages ii-iii
Institutional Report	Page 1
AHE	Page 2-3
ASCC (no written report this month)	
WPEA	Page 3a
Instruction	Pages 4-7
Administrative Services	Pages 8-21
Student Affairs	Pages 22-28
Human Resources	Pages 29-33
Planning and Advancement	Pages 34-36
Corporate & Continuing Education	Pages 37-38
Communications and Marketing	Pages 39-42
Foundation	Pages 43-44
First Reading (Budget/Adult HS Program)	Pages 45-54
Consent Agenda (June Minutes)	Pages 55-59

Vision Statement

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

Mission Statement

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

CLARK COLLEGE BOARD OF TRUSTEES

Monday, August 27, 2007

Penguin Union Building

Room 258 B & C

All regular meetings of
the Board are recorded

AGENDA

4:00pm

BOARD WORK SESSION, Room 258 A

- 4:00-4:10 pm Board Travel and Reimbursement Information—handouts may be provided at meeting; Sherri Meadors and Lisa Nelson
- 4:10-4:20 pm Minor Fundraising List—handouts to be provided at meeting
- 4:20-4:25 pm President's Assistant and Executive Assistant Responsibilities—no handouts
- 4:25-5:00 pm 06/07 Budget and 07/08 Budget Discussion—Phil Sheehan, included in Administrative Services Section, page 14

5:00pm

I. CALL TO ORDER

II. BUSINESS MEETING, Room 258 B & C

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

- August 3 Board Retreat

D. Institutional Report.....#1

E. Association Reports

1. AHE.....#2

2. ASCC.....No Report

3. WPEA.....No Report

F. College Reports

1. Instruction.....#4

Gail Liberman—Teaching Learning Center, 10 minutes

2. Administrative Services	#8
3. Student Affairs	#22
Becky Merritt, Ray Korpi--Adult High School Diploma	
4. Human Resources	#29
5. Planning and Advancement.....	#34
6. Corporate & Continuing Education	#37
7. Communications and Marketing.....	#39
8. Clark College Foundation	#43

II. CONSENT AGENDA

- A. First Reading
 - 07/08 Budget.....#45
 - Adult High School Diploma#53
- B. Consent Agenda
 - Minutes from June 25, 2007 Meeting.....#55
 - Minutes from August 3, 2007 Meeting.....#60

III. FUTURE AGENDA ITEMS

- 1. Facility Master Plan (September)
- 2. President's 07/08 Goals (September)
- 3. Capital Budget Requests (October)
- 4. Real Estate Options (November)
- 5. Major Fundraising Priorities (December)

IV. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, September 24, 2007 in the Penguin Union Building 258 B & C.

V. EXECUTIVE SESSION

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

VI. ADJOURNMENT

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

Institutional Report

-Meetings with Southwest Washington Legislators. The President and Candy Bennett hosted Representatives Curtis, Fromhold, Mueller, and Wallace along with Senator Zarelli, in separate meetings at the College to bring them up to date with Clark College. Meetings with Representative Dunn and Senator Benton are scheduled for later this summer.

-Fred Meyer Property. Key staff and LSW architects conducted a walk thru of the Fred Meyer facility on July 10. The College is attempting to enter into a non-binding agreement to have first right of purchase on the property should the College decide to purchase the property after conducting its due diligence.

-Executive Assistant to the President Hiring. Leigh Kent, the new executive assistant to the president, began working at the College on August 20th. Leigh was formerly the executive assistant to the CEO of a medical managed care company in Portland.

-Rotary Presentations. The President made presentations on Clark College at the Greater Vancouver and Lewis River Rotary Clubs in July.

-Foundation Golf Tournament. The Clark College Foundation Golf Tournament was held on July 30th at the Royal Oaks Golf Course. By all accounts, the event was very successful.

-International Program planning meeting. A planning meeting was held on Aug 3rd with Trustee White, Hooja Kim, the President, the Vice President of Student Affairs, our International Recruiter and the Registrar. The purpose of the meeting was to plan for moving the International Program forward and creating an International Advisory Committee.

-Meeting with the President of City University of Seattle. The President met with the President of City University of Seattle. The discussion centered around a potential articulation agreement and a request for some rental space in our new campus at CTC. No commitments were made, but a follow up discussion will occur in the fall.

**Clark College Association of Higher Education
Board Report
August 27, 2007**

Facilitating communication

Dr. Roi met with Bob Knight and Rassoul Dastmozd in August to discuss issues surrounding the accreditation self-study notebooks as well as plans for the upcoming school year. Bob Knight has requested permission to attend an AHE faculty senate meeting in fall term. His request will be brought forward by the AHE president.

Interest-Based Bargaining issues

The bargaining committee sent a proposed MOU to the AHE senate regarding the self-study notebooks for approval in July. The proposal was rejected by 12-2 margin. The bargaining committee was directed by the senate to resume bargaining to produce an acceptable proposal. Bargaining for this issue will resume on August 27.

Bargaining sessions are scheduled for salary negotiations also before the start of the school year.

Bargaining sessions for the conversion of tenured positions will be scheduled at the start of the school year.

The Master Agreement will be re-opened for bargaining with the beginning of Fall term. A target date for AHE to complete negotiation of that agreement is June 1, 2008.

It is in the interest of AHE to conduct productive, mutually beneficial agreements on all of these issues.

Grievances

Three grievances have been filed with the college. Two are awaiting reply and one is at Step three. AHE is working with WEA in preparing for the arbitration which constitutes Step three. The demand for arbitration will be filed with the American Arbitration Association within the deadlines of the contract days. The AHE senate grievance committee has been working in conjunction with WEA this summer on the disposition of these grievances.

Meetings with WPEA

Dr. Roi attended a WPEA meeting in August and discussed common interests of both organizations.

Training

Dr. Roi attended the WEA Leadership Academy in July.

Dr. Roi attended WEA Riverside Council's retreat in August to plan activities for the upcoming year for both AHE and the Council

Community Connections

WEA Riverside Council has established a permanent Higher Education position as part of that organization's executive committee. Currently, Dr. Roi fills that position.

CCAHE, as a member of the Riverside Council has become a member of the Vancouver Chamber of Commerce and will begin attending those meetings.

Submitted by
Dr. Marcia Roi
President, CCAHE
August 21, 2007

WPEA/UFCW Local 365, Clark College Unit Board Report August 27, 2007

UNIT ACTIVITIES

- ♦ Membership meeting was held on July 18, 2007.
- ♦ Job Representative Council meeting was held on July 20, 2007.
- ♦ WPEA/UFCW Local 365 District 1 meeting was held August 21, 2007.
- ♦ WPEA/UFCW Annual meeting was held August 11, 2007 in Yakima, WA.
- ♦ Eugene Carroll attended the Southwest Washington Labor Roundtable on August 17, 2007.
- ♦ The Clark College Unit does not hold meetings during August for Membership or Job Rep Council.

COMMITTEE REPORTS

- ♦ These are our 2007 Job Representatives:
Eugene Carroll - ext. 2416, Billie Garner - ext. 2336,
Mark Owsley - ext. 2141, Jean Roniger - ext. 2336, David Sims - ext. 2132,
David Stephan - ext. 2661, Jennifer Wheeler - ext. 2146
- LMCC meeting was not held this month.

COMMUNICATION

- ♦ Rose Lasater-Blair, a great asset as a Job Representative, has resigned her position at Clark College. We thank her for her years of selfless service in supporting the Classified Staff while employed here.
- ♦ Job Representative Committee continued to meet with concerned Classified staff regarding various issues in their working environment.
- ♦ WPEA/UFCW and AHE continue to meet regularly fostering open communication and promote a positive working environment.
- ♦ On Thursday, April 19, Governor Gregoire signed SHB 2361. This bill will provide Higher Education exempt status employees the choice to have union representation. SHB 2361 will affect thousands of workers throughout Washington State.

The next WPEA/UFCW Membership meeting will be on Sept 19, 2007

Submitted by:

Billie Garner, Chief Job Representative - August 24, 2007

Instruction Board Report August 2007

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

Focus on Learning

- ◆ Hire new faculty members.

Progress to date:

The following tenure-track faculty members will begin teaching courses fall 2007:

Adult Basic Education – Jody McQuillan	HEOC – Lisa Watts
Art History – Sally Tomlinson	Math – Chris Milner
Art Photography – Senseney Stokes	Music – Richard Inouye
Economics – John Fite	Nursing – Cindy Myers
English – Nancy Thompson	Nursing – Becky Ellis
ESL – Catherine Johnston	Political Science – Michael Ceriello

In addition, the following non-tenure track, special funding positions have also been filled:

Computer Science – Pamela Dake	Math – Jennifer Farney
Larch Correction Center – Margaret Spenser	

- ◆ Develop a retention plan.
 - a) Definitions, baselines, and targets for student success and retention will be established, and first year targets will be achieved.

Progress to date:

Ted Broussard, Dean of Student Success and Retention, and Sylvia Thornburg, Interim Dean of Instructional Operations, are co-chairing the Retention Steering committee, established for preliminary work during the summer on Clark's retention initiative. The committee is drafting its charge for approval by Executive Cabinet in August, defining the content and outcomes for the fall Management Team meeting which will focus on Retention, and expanding the committee to include faculty and staff upon returning to campus in September.

- b) Selected best practice literature for student success and retention will be assembled and distributed across the campus.

Progress to date:

The Library has developed a URL that includes best practice for student retention.
<http://oswald.clark.edu/search/r?SEARCH=Instructional+Council>

- ◆ Continue to work with Computing Services to implement classroom technology upgrades.

Progress to date:

Phase II classroom upgrades have been identified.

- ♦ Improve the pathways by which ABE, ESL, and GED students can access Clark classes and services leading to Career Pathway Ladder or high paying jobs.
 - a) Establish a process map for ABE, ESL, and GED transitions and place resources (human and capital to improve this process).

Progress to date:

Thanks to the hard work of Mark McLean and Kris Barnum, a process map has been created for ABE, ESL, GED, and WorkFirst students. Gaps have been identified and we are working to remedy them.

- b) Establish educational plans for students while they are still in ABE, GED, or ESL.

Progress to date:

Clark College is a recipient of a \$250,000 Opportunity Grant from SBCTC. Representatives from Instruction (including Workforce), Student Affairs, Planning and Advancement, and Administrative Services collaborated on the submission of our application. This annual grant will fund tuition and direct services to help low income students develop an educational plan leading to a certificate or degree and high wage, high demand employment.

Access to Education

- ♦ Improve access in the Adult Literacy programs.

Progress to date:

Adult Literacy has a temporary Program Assistant so that we have better staff coverage while we transition into new space in TPC 107. The materials for forming offices for the Adult Literacy Program Manager and an ESL faculty member have been drawn up.

- ♦ Provide students with diverse learning opportunities.

Progress to date:

Faculty in SOFA have developed three new eLearning courses for fall 2007: HIST 132 – United States History (online format), HDEV 102 – Relationships (online format), and WS 101 – Introduction to Women’s Studies (hybrid format). Classes are currently at 100%, 85% and 50% capacity respectively. In addition, development is underway for new hybrid and online offerings in the Early Childhood Education program.

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

Progress to date:

A table showing all BEECH courses affected by common course numbering and recommending actions or changes has been drawn up and will be reviewed by faculty in September. SOFA faculty have agreed to implement common course numbers for courses in the following departments: Anthropology, History, Theatre, Music, Psychology, Sociology, Political Science, and Education. The specific course number changes will be presented to Curriculum Committee as an informational item during the 2007-2008 academic year. MPSE and SHAPE made progress with common course numbering last year.

Respect for Differences

- ◆ Consolidate and institutionalize practices that have contributed to increased diversity in candidate pools within instruction.

Progress to date:

Advertisements to fill the permanent position of Director of Library Services have been placed on several listservs maintained by librarians from a variety of ethnic minority groups. The announcement has also been sent to an estimated 400 Spectrum Scholars, librarians from minority groups who have received educational assistance from a grant program of the American Library Association. Historically Black Colleges and Universities have all been notified of this vacancy.

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

Progress to date:

Cannell Library has placed its Faculty Handbook on its Website to provide faculty a handy place to review library services, policies, and procedures.

http://www.clark.edu/Library/Resources/library_faculty_handbook.php

Workforce Development

- ◆ Develop new/innovative programs or expand capacity in programs that will meet local workforce needs and contribute to economic development by moving students from high school and basic education to work and transfer institutions.

Progress to date:

Early Childhood Education, Business Technology, and Welding have been prioritized for I-BEST program development in the coming academic year. Laurie Cornelius, Director of Child and Family Services, is planning to target child care providers in the Slavic and Latino communities as potential I-BEST program participants. The nursing high demand grant has been funded and will provide 16 FTE for 2007-2008 and 24 FTE for 2008-2009. Many thanks to Dr. Travis Kibota and Ms. Shelly Quint for their efforts with this grant.

Management Excellence

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

Progress to date:

Work continues incorporating the feedback from the final Instructional Planning Team meetings of May and June and revising the draft into a unified and streamlined document. Slated for completion by September 1, the draft will be shared with IPT in early Fall Quarter so that final revisions may be incorporated before the document goes to College Council for information, Executive Cabinet for approval and final approval by the Board of Trustees.

Additional Highlights

- ♦ A 2007 graduate of the fitness trainer program who moved to Arizona recently sent a note to one of his instructors which included the following:

With the AA-S degree and NSCA certification, I was able to get a job at LA Fitness. With my degree and experience, I started as an assistant manager and was promoted to fitness director/weekend general manager, and my vice president anticipates I will become a General Manager and run my own operation within the next 6 months. I wanted to let you all know that I am doing great and thanks for all your teaching wisdom!

Rassoul Dastmozd
Vice President of Instruction
August 17, 2007

Administrative Services Board Report August 2007

I wish to acknowledge all of the dedicated work performed by the staff in Administrative Services departments over the summer months. Plant Services and Computing Services have completed the planning work for the next round of thirty smart classrooms. Maintenance and Grounds crews have been busy preparing campus buildings and grounds for the return of students in the fall. Business Services staff members have been busy preparing the 2007-2008 budget, and Purchasing Services staff have worked their way through a mountain of procurement paperwork.

Major milestones that have been achieved over the summer include the completion of the new Bookstore, finalizing the purchase of the Triangle Property, and executing a new five-year lease at Town Plaza.

The Facilities Master Planning Committee has completed the draft update to the Facilities Master Plan. An updated plan is crucial to the competitiveness of the College during the upcoming 2009-2011 capital project submissions to the State Board.

Current capital projects, including the Gaiser Hall Renovation and the O'Connell Sports Center (OSC) Remodel, are shaping up nicely and remain on schedule. Work is nearly complete on the bid package for Clark College at CTC, and groundbreaking will take place this fall. The pre-design work on the Health and Advanced Technology Building has also gotten underway.

Focus on Learning

- ♦ Install smart classroom technology in 30 classrooms.

Progress to Date: Bid requests are out for smart classroom equipment and cabinets. Design criteria developed for the first 15 classrooms. Construction activities will commence in late August.

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

Progress to Date: Complete. Due to cost constraints, only two members from the implementation team attended the CollegeNET training. The most valuable lessons learned included problem solving with other system users, shortcuts for room scheduling, and technical troubleshooting.

Access to Education

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

Progress to Date: Computing Services staff has researched vendor solutions and is developing hardware specifications.

- ♦ Increase critically needed network systems support personnel.

Progress to Date: Computing Services is interviewing candidates this month.

- ♦ Implement Bookstore move and prepare for service to students and the campus community in new store location.

Progress to Date: The Bookstore has moved and resumed operations in its new location in Gaiser Hall.

- ♦ Investigate options for Web Portal System for students, faculty, and staff.

Progress to Date: The IT Council has split into sub-groups, one of which will investigate portal systems.

- ♦ Complete construction of the Gaiser Hall Renovation.

Progress to Date: Construction continues at Gaiser Hall. Phase 1, the Bookstore, has been completed; and the Bookstore opened on August 17. Construction is still on schedule for completion in early 2008.

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

Progress to Date: Construction documentation for Clark College at CTC nears completion. The project will be put out to bid in early September, and bids should be opened by the beginning of October.

- ♦ Complete construction of OSC Remodel.

Progress to Date: Construction continues for the OSC Remodel. Phase 1, the new addition to the west (includes a training room/classroom) will be completed in November. Phase 2, the lobby and upstairs offices, will be completed in mid-October. Phase 3, minor modifications for the team room, will be completed in January 2008. The contractor will be decreasing the staging area in the parking lot by start of fall classes.

- ♦ Implement signage according to Signage Master Plan.

Progress to Date: Phase 1 signs are complete except for three entrance signs on Fort Vancouver Way. These signs and light pole identification provide a straightforward means to identify parking lots relative to a person's final destination. Phase 2 (building identification, "you are here" signs, and regulatory signs) is out for bid, and construction will start in the fall.

- ♦ Complete the Facilities Master Plan Update Draft.

Progress to Date: The Facilities Master Plan Update Draft has been prepared and circulated for comments. It has been reviewed by Executive Cabinet, and a copy will be provided to the Board for comments. Comment meetings for the campus and the community are planned for September.

- ♦ Improve the efficiency and reliability of the student/staff ID card software system and C-TRAN BackPASS Program.

Progress to Date: ID cards/BackPASSes will be available starting August 20.

- ♦ Improve the efficiency/reliability of the data base system used by the Security Department for incident reporting and parking information.

Progress to Date: A new system has been implemented, and campus security officers are being trained.

Respect for Differences

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

Progress to Date: Recent new employee hires in Production Printing and Security contribute to the College goal of becoming a more diverse community.

Broad-based Partnerships

- ♦ Update College Emergency Management Plan.

Progress to Date: Beginning fall quarter, students, parents, staff, and community members will be able to register with Flash/Alert.net and receive campus emergency communications via text message and e-mail.

Thanks to collaborative efforts between Administrative services and the Office of Instruction, all syllabi will contain standard language regarding emergency response information to include: inclement weather, fire alarm, and communications.

Rebecca Wale and the Environmental Health and Safety Department are completing the installation of updated evacuation maps in all campus buildings.

Management Excellence

- ♦ Upgrade/replace Reality procurement application software.

Progress to Date: College administrators and staff have conducted several conference calls with the College's current purchasing system vendor to determine the cost and feasibility of upgrading the current obsolete system. On a parallel track, an inter-institutional group assessing purchasing system requirements is in the process of reviewing proposals submitted in the RFP process for a system-wide purchasing system solution.

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

Progress to Date: Reclassification of Event Coordinator position is complete, and recruitment for a permanent position will begin in early fall.

- ♦ Provide backup support for implementation of Computerized Maintenance Management System (CMMS).

Progress to Date: Plant Services has hired a part-time temporary office person to help support CMMS. Much of the initial system set-up data has been entered, and staff is trained. Field testing will begin in September.

- ♦ Fully implement an electronic time-sheet system.

Progress to Date: The College has purchased the required software from Spokane Community Colleges; Computing Services staff have begun review of the code in anticipation of installation and implementation.

- ♦ Upgrade departmental copy machines to reduce cost and provide increased quality, reliability, and functionality.

Progress to Date: A current list of machines has been developed and confirmed; consultation with College departments regarding needs is in progress. Current lease agreements are being reviewed.

- ♦ Provide cost effective, secure document shredding for the College.

Progress to Date: The document shredding contract is out for quote. A plan for communicating how to use the service more efficiently is being developed.

- ♦ Restructure the asset inventory process.

Progress to Date: During year-end inventory, Accounting Services staff began the process of identifying items purchased for the College by the Foundation. Located items are being transferred from the Foundation's inventory to the College inventory.

- ♦ Plan and implement vending and food services for new facilities: "T" Building and CTC.

Progress to Date: The Coffee Shop at Clark College at CTC has been designed and equipment identified; space for vending machines is included in building design.

- ♦ Establish standard level of service in Plant Services.

Progress to Date: Training for Plant Services staff on R25 continues, and internal procedures for Custodial Services shift scheduling are under development.

- ♦ Evaluate Production Printing operation.

Progress to Date: An initial review of company store products and pricing has begun.

- ♦ Fully implement Resource 25 room and event scheduling software.

Progress to Date: All data for future events has been moved from the old calendar system to R25. The R25 Implementation Team continues to create the Web viewer presentation through collaborative efforts of Computing Services and the Center for Information Services.

Phil Sheehan
Interim Vice President of Administrative Services
August 21, 2007
PS82

CLARK COLLEGE
Fund and Cash Balances
as of July 1, 2007


	Fund Balance (minus non-cash assets) 6/30/07	Cash Balance (minus dedicated cash) 6/30/07	Required Reserves	Prior Commitments (prior to 7/1/07)	New Commitments (2007/08)	Total Available Cash
145 Grants and Contracts	2,953,707	3,277,809		388,946	400,000	2,488,863
147 Local Capital	5,637,881	5,637,881		6,159,736		(521,855)
148 Dedicated Local	3,169,886	1,857,241		-	70,500	1,786,741
149 Operating Fee	906,539	511,356				511,356
440 Central Store (Catalog)	41,449	41,449				41,449
443 Data Processing	1,512,987	1,512,987		1,512,987		-
448 Print/Copy Machine	(68,424)	(68,424)				(68,424)
460 Motor Pool	43,528	43,528				43,528
522 ASCC	1,690,089					-
524 Bookstore	1,735,371	1,735,371			-	1,735,371
528 Parking	527,335	527,335			500,000	27,335
570 Other Auxiliary Enterprise	847,173					-
790 Payroll (clearing)	159,451					-
840 Tuition/VPA	970,936					-
846 Grants - Fin Aid	77,315					-
849 Student Loans	65,227					-
850 Workstudy (off-campus)	(27,821)					-
860 Long Term Loan	225,006					-
Reserves			4,783,526			(4,783,526)
Totals	20,467,636	15,076,534	4,783,526	8,061,669	970,500	1,260,838

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MEMORANDUM

To: Robert K. Knight, President

From: Philip Sheehan, Interim Vice President of Administrative Services 

Date/Ref: August 17, 2007/PS78

Subject: 2007-2008 Budget

Background:

Over the last six months, the President and the Executive Cabinet have worked with College units, and as a Cabinet, to develop a budget proposal for the 2007-2008 fiscal year. The goals of this process were to:

- Increase participation at every level.
- Clarify the process and make it transparent.
- Expand communication.
- Use the President's goals as the framework.
- Connect goals and resource allocation.
- Advance the timeline to allow for early input.
- Make progress in coordinating all requests for funding, inclusive of all funding sources.

In addition to the process of developing goals and related budget requests:

- The 2006-2007 base budget has been reviewed and adjusted for College mandated increases.
- Costs of changes mandated by the State have been calculated and funded in the 2007-2008 budget.

At your June meeting, you passed a resolution which included approval for:

- Expenditure of State and local funds in an amount equal to the 2006-2007 budget.
- The ASCC budget to provide services for students during summer quarter.

Robert K. Knight
Page 2
August 17, 2007

Recommendation:

I recommend that the 2007-2008 operating budget and the supporting documentation listed below be forwarded to the Board of Trustees for review and approval.

- State Allocation & Projected Revenue. Total budget of \$98,423,931, for all funds.
- FTES (For Budget Purposes). Illustrates the Student FTES supported by the proposed budget.
- Funding from FTES. Illustrates the revenue associated with each of the FTE components.
- 2007-2008 Budget by Area of Responsibility. Illustrates the permanent allocation of resources among the divisions of the College.

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Attachments

**CLARK COLLEGE
2007-08 BUDGET
STATE ALLOCATION & PROJECTED REVENUE**

	2006-2007		2007-2008	
	Funded FTE's	Base Budget	Funded FTE's	Base Budget
STATE ALLOCATION				
General Fund	6,228	24,987,518	6,250	27,108,359
ABE Enrollments	-	-	19	114,950
Apprenticeship	10	38,550	9	37,350
University Contracts	8	50,400	15	94,500
Growth	22	99,550	115	563,500
High Demand	54	477,771	54	477,771
Workforce Training	158	752,361	156	752,361
		<u>26,406,150</u>		<u>29,148,791</u>
TUITION & OTHER				
Tuition		11,659,754		11,830,257
Excess Enrollment	404	1,346,128	132	439,824
Enterprise Interest		100,000		100,000
Interest (101/149)		80,000		80,000
Running Start (145)	550	2,069,753 *	650	2,444,163
International Education (145)	35	403,905 *	62	544,050
		<u>15,659,540</u>		<u>15,438,294</u>
DEDICATED FUNDS				
Matriculation Fee		290,000		278,000
Continuing Education Fees		1,417,058		1,190,048
Resale Charges		525,000		586,430
Class Fees		529,200		476,700
Tech Fee		600,000		580,000
GED Testing Fees		42,000		42,000
Career Center Fees		6,000		6,000
Health Services Fees		32,000		32,000
Health Occupation Admissions		49,000		49,000
Tech Prep		8,000		8,000
		<u>3,498,258</u>		<u>3,248,178</u>
Subtotal (Operating)		45,563,948		47,835,263
ENTERPRISE ACCOUNTS				
Grant & Contracts		4,393,644		4,427,905
Internal Support Services		758,883		714,011
ASCC & Clubs		1,300,524		1,450,774
Bookstore		4,553,861		4,705,000
Parking		237,705		255,234
Auxiliary Enterprises		1,377,216		1,369,963
Student Financial Aid		18,690,479		16,888,782
Capital Projects		19,637,277		20,776,999
Subtotal		50,949,589		50,588,668
TOTAL COLLEGE BUDGET		96,513,537		98,423,931

* Adjusted Base

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8/9/2007

Clark College
2007-2008 BUDGET
FTES (For Budget Purposes)

	FTES			
	2006-07	2007-08	Change	% Change
State Allocation				
State Basic	6,228	6,250	22	0.4%
ABE Enrollments	-	19	19	
Apprenticeship	10	9	(1)	-10.0%
University Contracts	8	15	7	87.5%
Growth	22	115	93	422.7%
High Demand	54	54	-	0.0%
Worker Retraining	158	156	(2)	-1.3%
State Allocation Sub-total	6,480	6,618	138	2.1%
Excess				
Excess Enrollment - Base	404	132	(272)	-67.3%
Total Budgeted FTES	6,884	6,750	(134)	-1.9%
Contractual Programs				
International Programs	35	62	27	77.1%
Running Start	550	650	100	18.2%
Total Contractual Programs	585	712	127	21.7%
Total FTES	7,469	7,462	(7)	-0.1%

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**Clark College
2007-2008 BUDGET
Funding from FTES**

	Funding			
	2006-07	2007-08	Change	% Change
State Allocation				
State Basic	24,987,518	27,108,359	2,120,841	8.5%
ABE Enrollments	-	114,950	114,950	
Apprenticeship	38,550	37,350	(1,200)	-3.1%
University Contracts	50,400	94,500	44,100	87.5%
Growth	99,550	563,500	463,950	466.0%
High Demand	477,771	477,771	-	0.0%
Worker Retraining	752,361	752,361	-	0.0%
State Allocation Sub-total	26,406,150	29,148,791	2,742,641	10.4%
Tuition & Excess				
Tuition From State FTE's	11,659,754	11,830,257	170,503	1.5%
Excess Enrollment - Base	1,346,128	439,824	(906,304)	-67.3%
Total Budgeted FTES	39,412,032	41,418,872	2,006,840	5.1%
Contractual Programs				
International Programs	403,905	544,050	140,145	34.7%
Running Start	2,069,753	2,444,163	374,410	18.1%
Total Contractual Programs	2,473,658	2,988,213	514,555	20.8%
Total FTES	41,885,690	44,407,085	2,521,395	6.0%

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Clark College
2007-2008 Budget
By Area of Responsibility

	2006-07 Operating Base	2007-08 Operating Base w/ Adj	Change	% Change	FTE Generating Funds				Other Accounts	2007-08 Total By Area
					2007-08 Operating Base	Running Start	International Ed	Total FTE Generating		
President Operating	619,296	581,314	(37,982)	-6.5%	581,314	-	-	581,314		581,314
Vice President of Administrative Services Operating	7,806,081	8,441,851	635,770	7.5%	8,441,851	130,672	34,202	8,606,725	714,011 4,705,000 255,234 1,369,963 20,776,999	
Internal Support Services Bookstore Parking Auxiliary Services Capital Projects										
Vice President of Instruction Operating	24,999,483	25,928,717	929,234	3.6%	25,928,717	1,922,071	313,348	28,164,136		28,164,136
Vice President of Student Affairs Operating ASCC Financial Aid	4,891,692	5,025,973	134,281	2.7%	5,025,973	389,443	196,500	5,611,916	1,450,774 16,888,782	23,951,472
Executive Dean of Planning and Advancement Operating	408,744	465,261	56,517	12.1%	465,261	-	-	465,261		465,261
Executive Dean of Workforce Development Operating Workforce Grants & Contracts	2,234,775	2,014,525	(220,250)	-10.9%	2,014,525	-	-	2,014,525	2,164,783	4,179,308
Executive Director of Communications Operating	1,047,203	1,080,391	33,188	3.1%	1,080,391	-	-	1,080,391		1,080,391
Associate Vice President of Human Resources Operating	1,084,966	1,096,851	11,885	1.1%	1,096,851	-	-	1,096,851		1,096,851
Other Holding Account Grants & Contracts	(1,946)	212,167	214,113	100.9%	212,167	1,977	-	214,144	2,263,122	2,477,266
Total	43,090,294	44,847,050	1,756,756		44,847,050	2,444,163	544,050	47,835,263	50,588,668	98,423,931

**Clark College - Budget Status Report
6/30/2007 - Final**

Sources of Funds (Revenues)	2006-07 Budget	Actual Rev to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	27,340,515	27,340,515	0	100.0%
Tuition	11,719,754	11,574,278	145,476	98.8%
Interest	180,000	370,408	(190,408)	205.8%
Excess enrollment	1,346,128	506,620	747,508	44.5%
Use of Fund 148 prior balance	318,980		318,980	0.0%
Dedicated, matriculation, tech. cont ed	3,498,257	3,177,048	321,209	90.8%
Total Operating Accounts	44,401,614	43,060,867	1,340,747	97.0%
Other Accounts				
Grants & Contracts	7,199,812	6,796,665	402,927	94.4%
Internal Support & Fund 443 prior bal.	1,377,579	708,774	668,805	51.5%
ASCC less PUB	1,508,450	1,420,939	87,511	94.2%
Bookstore	4,553,862	5,007,937	(454,075)	110.0%
Parking	237,704	319,794	(82,090)	134.5%
Auxiliary Services	1,330,134	1,369,712	(39,578)	103.0%
Financial Aid	17,922,400	17,245,690	676,710	96.2%
Total Other Accounts	34,129,941	32,869,731	1,260,210	96.3%
Total Sources of Funds	78,531,555	75,930,598	2,600,957	96.7%

Uses of Funds (Expenses)	2006-07 Budget	Actual Exp to Date	Difference	% Budget Spent
Operating Accounts				
President	634,655	619,978	14,677	98.2%
VP of Instruction	24,971,081	24,796,370	174,711	99.3%
VP of Administrative Services	8,439,470	8,110,006	329,464	96.1%
VP of Student Affairs	6,047,036	4,974,844	72,192	98.8%
Executive Dean Planning & Advancement	433,851	369,804	64,047	85.2%
Executive Dean Workforce Development	2,495,299	2,036,827	458,472	81.6%
Executive Director of Communications	1,066,878	933,642	133,236	87.5%
Associate VP of Human Resources	1,113,344	988,852	124,492	88.8%
Network upgrade/wireless	-	472,563	(472,563)	
Total Operating Accounts	44,401,614	43,502,886	898,728	98.0%
Other Accounts				
Smart classroom	600,000	600,000	-	100.0%
Grants & Contracts	7,199,812	6,460,105	739,707	89.7%
Internal Support Services	777,579	652,243	125,336	83.9%
ASCC less PUB	1,508,450	1,331,050	177,400	88.2%
Bookstore	4,553,862	4,831,649	(277,787)	106.1%
Parking	237,704	326,604	(88,900)	137.4%
Auxiliary Services	1,330,134	1,335,337	(5,203)	100.4%
Financial Aid	17,922,400	17,673,013	249,387	98.6%
Total Other Accounts	34,129,941	33,210,090	919,851	97.3%
Total Uses of Funds	78,531,555	76,712,976	1,818,579	97.7%
Difference - Excess (Deficiency)	-	(782,378)		
Planned use of prior fund balance		916,960		
Net difference - excess		134,582		
Capital Projects - Revenue	19,637,277	8,993,810	10,653,467	45.7%
Capital Projects- Expense less depr	19,637,277	10,071,723	9,565,554	51.3%
Difference - Excess (Deficiency)	-	(1,087,913)	1,087,913	

e. Theresa Heaton, Chnd Olson, Sabra Sand
o. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 8/10/07

2006-07 Final Budget Status Report

Operating Accounts (Funds 101, 148, and 149)

- Fund 149 (Local Operating Revenue Fund: Records tuition from State-funded enrollments)
 - We received \$145,478 less in tuition revenue than originally budgeted as a result of the mix of waivers, credit hours, and resident/non-resident students.
- Fund 148 (Local Dedicated Fund: Records tuition from excess enrollments)
 - We received \$747,508 less in excess FTE tuition revenue than originally budgeted because of a drop in enrollment.
- We received \$347,504 more in revenue from all sources (including State allocations) than we spent in Funds 001, 148 and 149 for *budgeted operational activities*. In addition:
 - We spent \$472,564 for Network Upgrade and Wireless technology, recorded in Fund 148.
 - We used \$316,900 of fund balance to cover Dr. Branch's contract, Strategic Goal allocations, and assessment activities.
- Overall we under-spent our operating budget, which compensated for the decrease in tuition revenue.

Running Start and International (Fund 145)

- International
 - We received \$149,980 more in revenue than originally budgeted and recorded a profit for the year of \$226,661. We enrolled 59 FTE vs. the 38 FTE we budgeted.
- Running Start
 - We received \$401,363 more in revenue than originally budgeted and recorded a profit from *Running Start activity* for the year in the amount of \$409,785. We enrolled 652 FTE vs. the 550 FTE we budgeted.
 - We transferred \$613,296 from Running Start fund balance to cover College Council allocation expenditures for the last 2 years.

Other Accounts

- Smart classroom/Technology
 - We spent a total of \$600,000 out of our CIS Reserve for Smart Classrooms.
- ASCC revenue exceeded expenditures by \$89,889. However, this balance will be used by allocations made by the Finance Committee for two summer international trips.
- The Bookstore's revenue and expenditures exceeded budget projections which were conservative in anticipation of decreased activity while under construction.
- Parking
 - Revenue exceeded budget because of unbudgeted revenue in Parking Meters, C-Tran passes, and ID receipts.
 - Expenditures exceeded budget estimates because of increased temporary security officer costs, C-Tran passes, parking lot maintenance, and unbudgeted expenditures in a new account, Security Reception, formerly accounted for in ASCC funds.
- Financial Aid expenditures exceeded Revenue as a result of the return of cash and receivables associated with the termination of the Perkins and Nursing Loan programs.

Karen Wynkoop
8/23/07
PS79

Student Affairs Board Report August 2007

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

Focus on Learning

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

Progress to Date:

Administrators and staff from Instruction and Student Affairs attended a one-day regional training presented by Noel-Levitz titled, Effective Retention Planning from A-Z in Portland on July 26. The Retention Steering Committee, co-chaired by Ted Broussard and Sylvia Thornburg has met twice and has accomplished the following specific outcomes related to the training: (1) have determined the membership structure, (2) have invited faculty to join the expanded Retention Committee to be formed in September, and (3) are currently preparing the introduction about retention that will be discussed at the first Management Team meeting that is scheduled on September 12.

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

Progress to Date:

Lizette Drennan (Financial Aid) has conducted financial aid information presentations to ESL students on July 11 and to the Displaced Homemaker class on July 23. The students were provided specific procedures used in applying for financial aid.

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

Progress to Date:

The Recruitment Team (Dan, Jennifer & Vanessa), in partnership with Marketing and Communications, developed an Adult View Book to distribute to prospective adult students. Congratulations to our graphic designer, Wei Zhuang who received national recognition for the design of this publication.

Access to Education

- ◆ Pending grant approval implement eligibility processes for the Opportunity Grant.

Progress to Date:

The Opportunity Grant has been approved in the amount of \$250,000. Eligibility staff has begun to develop preliminary eligibility policies and procedures. One full-time Program Coordinator will be hired to enroll and monitor eligible students who will be served with this grant.

- ◆ Increase the number of WorkFirst work study students on campus.

Progress to Date:

A new full-time Program Coordinator will be hired in September who will monitor academic requirements, attendance reporting and educational plans for Work First work study students.

Respect for Differences

- ◆ Increase enrollment of International students.

Progress to Date:

Chanda Kroll has been hired as the new International Recruitment Manager and will travel to Korea and Japan in October to begin recruitment activities in Asia. In cooperation with the English department, ENL courses were offered for the first time during summer quarter. A total of 34 international students enrolled in summer courses (11 in the ENL course) and generated 21 FTE which is a 75% increase over the 12 FTE generated in summer 2006. The reinstated International Education Committee that is composed of faculty and staff will convene in September. Trustee J.D. White and community member Mrs. Hooja Kim have agreed to serve on this committee.

Broad-Based Partnerships

- ◆ Develop and implement a College Is Possible program for adult populations who are underrepresented in higher education.

Progress to Date:

Approximately 160 ninth grade "Gaining Early Awareness and Readiness for Undergraduate Programs" (GEAR-UP) students were hosted for a day of "College Is Possible" (CIP) activities focused on personal development on July 13. The highlight was a presentation by President Robert Knight who spoke to the group about leadership and the importance of making positive personal choices.

- ◆ Visit Instructional Units to build awareness of the Welcome Center and gain input on how the Center can best serve the students and faculty.

Progress to Date:

As a new recruitment strategy, the Welcome Center staff and recruiters held the "Step Ahead" event. Approximately 1200 invitations were sent to new students who were admitted for fall 2007 quarter. This pilot event was limited to the first 200 students who responded and were provided with advising and early registration. All 200 positions were reserved by July 30. Approximately 80 FTE were generated from this event.

Management Excellence

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

Progress to Date:

During the summer months there were many opportunities for staff to attend a variety of workshops and conferences to ensure that they remain current and innovative in their field.

Janet Turner (Financial Aid) along with other college staff attended the Technical Assistance Workshop for the Opportunity Grant at the SBCTC on July 13. The workshop was designed to assist in preparing the grant Request for Proposal. In addition, Janet participated in the WEB Dialogue for the Washington House Committee on Higher Education on July 23. The members of the Higher Education Committee invited a broad cross-section of Washingtonians and subject-area experts to join them in a web-based dialogue designed to both provide information and receive input in strategies to expand access to higher education.

Samantha Lelo (Student Life) attended the CUSP (Council of Unions and Student Programs) Resource Meeting on August 6 that emphasized best practice strategies to use when planning leadership training for students.

Maxine Mitchell and Katherine Buhr (Career and Employment Services) attended a conference in Indianapolis to become acquainted with the features of the new version of the NextJob online database software.

Catharine Keane and Suzanne Thayer (Career and Employment Services) attended a company tour and information session at SEH America. The session was to inform them about the latest cutting-edge technology in silicon wafer manufacturing and the employment opportunities for Clark graduates.

Dan Overbay and Vanessa Watkins (Recruitment & Outreach) attended the Two-Year Recruitment, Orientation and Outreach Conference (TYROOC) on July 22-24, at Central Oregon Community College in Bend, Oregon. At this regional conference, best practices in new student orientation programs were examined.

Additional Highlights:

Eugene Carroll (Work-Study Coordinator) has submitted and has been awarded a grant from the Higher Education Coordinating Board titled, the 2007-08 Washington State Work Study/Leveraging Educational Assistance Partnership Community Service, Discover Vancouver's Historical Reserve. The purpose of this project is to provide expanded opportunities for financially needy students to serve their communities while earning money to complete their education. Data will be evaluated on job satisfaction and the influence of community service on academic and career choice. The grant award in the amount of \$33,475 will be used for project student salaries and training to serve as ambassadors to the Vancouver Historic Reserve. Eligible students will receive forty hours of training in the history of the Reserve and will become tour guides, historical interpreters and community service ambassadors. They will be involved in events such as the upcoming "Campfires and Candlelight" tour on Saturday, September 15 from 4:00PM to 10:00PM at Fort Vancouver.

In addition, the State Work-Study Award for 2007-08 is **\$400,460** and is the largest ever received from the Washington State Higher Education Coordinating Board. The work-study program is growing, benefiting the students of Clark College and the community service organizations that depend on student workers.

New Staff Hired:

Bill Van Dusen accepted the position as the Director of Advising and Counseling beginning August 6. Bill has a JD Law degree and a MA degree in Philosophy with over 20 years experience in academic advising and student services. Bill formerly held the positions as the Assistant Director/ Associate Professor for the Undergraduate Advising Department and as Interim Director of Advising and Student Services at Regis University, School for Professional Studies in the State of Colorado. He has experience in creating and implementing advising delivery systems that assist students with the completion of their degrees and educational goals. As Interim Director of Advising, he was responsible to monitor and assess delivery systems to ensure that students achieved successful learning outcomes. He worked closely with Front Range Community College to plan and implement a long-range educational plan

model that community college students could use as a pathway to complete a four year degree. Additionally, Bill has taught philosophy, ethics, and criminal justice classes at Regis and at Metropolitan State College of Denver and ABE, ESL, and GED classes for the Community College of Denver. Bill has also served as Small Colleges and Universities Commission chair for the National Academic Advising Association (NACADA) and brings with him a commitment to collaboration and to support student success.

Chanda Kroll accepted the position as the International Recruitment Manager beginning August 6. Chanda received her MA in TESOL from the School for International Training in Brattleboro, Vermont and has been working in the field of international education since 1998. She studied abroad in Germany, Vienna & Mexico and lived and worked in both Japan and Korea. Most recently, Chanda has been working with International Programs & Services at the University of the Pacific in Stockton, California where she was involved with international student programming and recruitment. She has visited over 25 countries around the world and has successfully recruited students in Asia and in the Middle East.

Carrie Weikel-Delaplane accepted the position as the Director of Student Life and Multicultural Student Affairs beginning August 13. Carrie has a MS degree in Counseling with an emphasis on Student Development. She relocated to Portland earlier this year from Vermont where she held the position as the Associate Dean of Students at Marlboro College. In previous positions there, she also served as the Director of Career Development and Community Service Programs and as the Director of Student Activities where she planned campus events to improve retention. Carrie has also taught Human Growth and Development at the Community College of Vermont and brings with her outstanding interpersonal communication skills and a commitment to creating an accessible and supportive environment.

Jody Shulnak accepted the position as the Volunteer Program Manager for Service Learning on July 16. Jody earned a Bachelor of Science degree in Parks and Recreation Management from Northern Arizona University, graduating *magna cum laude*. Jody cultivated her passion for service-learning while serving both as an AmeriCorps conservation program leader in southern Arizona and as a program leader for a cross-cultural service-learning organization in the British Virgin Islands, each encompassing a variety of diverse projects with local masons, carpenters, farmers, and environmentalists. Additionally, Jody continued to pursue her enthusiasm for international service by organizing a two-year community service venture around-the-world, spanning 30 countries over 6 continents. Her expansive volunteer work includes tsunami relief efforts in south India, outreach for orphans in Bolivia and teaching English as a second language in the Himalayas. Jody is eager to apply her eclectic experience in community engagement, experiential education, international service and teaching to further develop the service-learning program at Clark College.

We are pleased to welcome our new leaders to Student Affairs.

Dr. Rachel Ruiz
Vice President of Student Affairs

Financial Aid Stats
As of August 13, 2007

PROGRAMS	As of August 13, 2006	As of August 13, 2007
Pell Grant	\$5,231,660	\$4,970,377
Federal College Work Study	242,419	4,000
State College Work Study	331,632	6,000
Federal SEOG	235,416	190,731
Washington State Need Grant	3,252,447	2,896,612
Tuition Waiver-Need Based & Clark College Grant	825,376	721,293
Stafford Loans	3,909,022	2,942,231
Academic Competitiveness Grant	-0-	1,616
Scholarships	351,217	367,633

Total Students processed to date	3,079	2,675
Total Aid awarded from all programs to date:	\$14,420,013	\$12,809,789

Date: August 27, 2007

To: Bob Knight, President

From: Rachel Ruiz, VP of Student Affairs, Becky Merritt, Manager of Eligibility Programs and Ray Korpi, Dean of Basic Education, English, Communications & Humanities

Re: **Request for Board Approval:** Adult High School Diploma Program (AHDP)
Clark College Plan for Compliance

As of July 1, 2007, all new Clark Adult High School Diploma students must comply with the revised state policy requirements for high school completion. A committee representing Instruction and Student Affairs was formed to define and make recommendations to the Board of Trustees that address the new state requirements for the Adult High School Diploma Program.

The purpose of this memo is to recommend the Clark College Plan for Compliance to meet the new requirements listed below as items 1, 2 & 3. We will continue to comply with item 4 as stated in our current procedure, and in item 5, students who are under 21 years of age will be referred to their local high school to take the WASL test.

Clark College Plan for Compliance:

1. **Culminating Project** - Require students to complete two courses to fulfill this requirement (four credits minimum). *Note: these credits may also count towards their elective requirements, or, if electives are not required, will be in addition to the 19 credit requirement.*
 - a. Career Exploration: HDEV 100 or 101 (2-3 credits);
 - b. College Success: HDEV 116 or 117 (2-3 credits)
2. **High School and Beyond Plan (HSAB)**
Require students to complete one course to fulfill this requirement: *Note: the credit may also count towards their elective requirements, or, if electives are not required, it will be in addition to the 19 credit requirement.*
 - a. Portfolio Development: HDEV 198 (1 credit);
 - b. Recommend adding HDEV Service Learning as an option once it is approved by Curriculum Committee, as an alternative to HDEV 198
3. **Increased Rigor and College Ready Requirement:** In addition to the new requirements, SBCTC has stated: "Students who graduate from college high school programs (i.e. receive a diploma from the college) should be **college-ready**. This may require increased rigor, additional credits, targeted instruction, and/or higher grade point averages." *Michael Tate, State Program Administrator, SBCTC, May 2007.* To meet this directive, the committee recommends the following:
 - a. Use the Certificate of Proficiency requirements as a guideline to gauge what level of classes are considered to be "college ready." This is in line with a one-year certificate, the important tipping point for education.

b. Students must be eligible to take MATH030 and/or ENG097 if they have not met their English or Math requirements at their former high school. The COMPASS test will be used to determine placement level and additional DVED classes may be required to achieve the Math030 and ENG097 eligibility. Each class has a grade requirement of a "C" or better in order to progress.

c. Classes below the MATH030 and/or ENG097 may count towards elective credits or extra Math or English credit requirements, if needed.

4. **Current minimum of 19 required high school credits**

5. **Certificate of Achievement i.e., WASL (is not applicable for students over 21 years of age).**

Authority for Revised State Policy:

"School districts are responsible for determining the guidelines for and overseeing student progress with the (a) High School and Beyond Plan, (b) the Culminating Project and (c) the credit requirement; the state oversees student progress with the Certificate of Academic Achievement/Certificate of Individual Achievement." Preparing students for life and work, Office of Superintendent of Public Instruction, May 2006

Board of Trustees Approval

According to the WAC listed below, each School Board must approve their definitions of the above new requirements. ***The Clark College Board of Trustees is considered to be the School Board for the Adult High School Diploma program.***

WAC 180-51-015

Application of chapter to approved private schools and community colleges. High school diplomas granted by approved private schools and by community colleges shall meet the requirements of this chapter. References within this chapter to the board of directors of a school district shall apply to the governing board of the approved private school or the community college district affected. References within this chapter to school district shall refer to the approved private school or community college district. References within this chapter to high school shall refer to each approved private school or each community college.

Summary:

The Adult High School Diploma Program Committee has developed the Clark College Plan for Compliance to ensure that all new students, regardless of age will meet the revised high school completion requirements, i.e. Culminating Project, the High School and Beyond Plan and 19+ credits. Currently, only students under 21 will be required to pass the WASL and they will be referred to their local high school to complete the requirement. Clark College transcripts will show completed classes to meet these requirements. In addition, by having a definition of "increased rigor and college ready", and having transcripts and COMPASS tests to show compliance, Clark will be able to comply with audit requirements and students will be ready to continue in college programs.

**Human Resources Board Report
August 2007**

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

Focus on Learning

- Expand partnership and support growth of Teaching and Learning Center

Progress to date: Human Resources continues to partner with Instruction in developing and enhancing the Teaching Learning Center. Rebecca Wale and Gail Liberman have been working closely on guiding the construction phase and ordering furniture and equipment for the Center which will be housed in the newly renovated Gaiser Hall. They are also collaborating on programming and supported the development of the Fall Orientation schedule which comprises over 70 training activities.

- Provide Training on July 2007 WPEA Collective Bargaining Agreement

Progress to date: Training for supervisors and managers on the 2007 WPEA Collective Bargaining Agreement was held on August 23 and additional sessions are scheduled each quarter throughout the year.

Management Excellence

- Provide leadership to IBB process and implementation of CCAHE agreement

Progress to date: The College has been negotiating with AHE on the work related to accreditation notebooks for Standard 2. Negotiations will continue on this topic in addition to salaries and faculty positions at Larch Corrections Center. Time has also been scheduled during Fall Orientation to work on accreditation activities.

- Expand recycling efforts

Progress to date: The Environmental Health and Safety Unit of Human Resources, in partnership with Plant Services, has expanded recycling efforts on campus including placing recycling containers in classrooms. Rebecca Wale and Rebecca Benson with the assistance of 3 volunteer interns are distributing and labeling the recycling containers. The implementation plan includes signage, labeling and flyers. This effort was also financially supported by ASCC.

Appointments/Reallocations/Resignations/Retirements

Carrie Anderson was appointed to the part-time, 50%, permanent classified position as Retail Clerk II in the Bookstore effective July 23, 2007. Carrie has an AA in Art History and Accounting from Clark College and previous work experience with B Dalton Bookstore, Hidden House Restaurant, Carlton Cards, Regal Cinemas, and Clark College.

Andrew Elliott was appointed to the full-time permanent classified position as Campus Security Officer in Security and Safety effective July 9, 2007. Andrew has previous work

experience with Oak Harbor Freight Lines, Pacific Paintball Supply, Sports Unlimited, Inc., and Clark College.

Lori Jimerson was appointed to the full-time permanent classified position as Fiscal Specialist 2 in Plant Services effective July 16, 2007. Lori has been with the College since December 1993, most recently in Central Receiving.

Terri Kaufman was appointed to the full-time permanent classified position as Program Support Supervisor 2 in Registration effective July 24, 2007. Terri has been with Clark College since May 1994, most recently as a Program Assistant in Registration.

Leigh Kent was appointed to the full-time permanent administrative position as Executive Assistant to the President effective August 13, 2007. Leigh has an AAS in Liberal Studies/Executive Secretarial from Holyoke Community College, and previous work experience with FamilyCare, Inc., The Pet Hospital, and Cooley Dickinson Hospital.

Ted Kotsakis was appointed to the full-time permanent administrative position as Dean of Business and Technology effective July 31, 2007. Mr. Kotsakis received an AA degree in Automotive Technology from Columbia Basin College, a BA in Education Metallurgy from Central Washington University and a Masters degree in Adult Education from Oregon State University. He has also completed course work in fulfillment of his doctorate degree from Oregon State University. He most recently worked for the State of Oregon as a Program Manager for the Department of Environmental Quality, Instructor/Division Chairman at Lower Columbia College and a Division Administrator of the Mechanical Technologies Division at Lane Community College

Chanda Kroll was appointed to the full-time permanent exempt position as International Recruitment Manager effective August 6, 2007. Chanda has a BA in Humanities/Modern Languages from Pacific University and an MA in Teaching English to Speakers of Other Languages from the School of International Training. She has previous work experience with University of the Pacific, Pacific University, University Autoroma Dei Eslado De Hidalgo, Howard C. Reiche Community School, Linfield College and Yonsei University.

Rose Lasater-Blair has resigned from the position as Program Coordinator in Employment Services effective August 24, 2007. Rose has been with the College since July 2001.

Valerie Malinosky was appointed to the full-time permanent classified position as Program Coordinator for Employee Development in Human Resources effective July 30, 2007. Valerie has a BA in Liberal Arts from Vermont College of Norwich University and previous work experience with Cool Costumes, Graphica Design, Tuck School of Business at Dartmouth College and Norwich University.

Ann (Barbara) Miller has been appointed to the full-time permanent exempt position as Executive Assistant to Vice President of Instruction position in Instruction effective July 18, 2007. Barbara worked as the Director of Corporate Giving, Communication and Campaign Manager, and Executive Assistant with the Clark College Foundation. Prior to joining Clark College, Barbara served as the Executive Assistant with Trillium Family Services in Portland and Office Manager with Strong and Associates in Portland, Oregon.

Colette Morse retired from her position as Computer Science Instructor effective August 31, 2007. Colette has been with the College since January 1989.

Sophia Pacias was appointed to the full-time permanent classified position as Printing and Duplication Specialist 2 in Production Printing effective July 10, 2007. Sophia has an AAS degree in Printing from Highline Community College and previous work experience with Print Place, Daybreak Family Home and Sundstrand Data Control Inc.

Denise Rotellini was promoted to the full-time permanent classified position as Secretary Senior in the English Department effective July 16, 2007. Denise has been with the College since March 2006, most recently as a Program Assistant in Basic Education.

Dawneva Sasse resigned from her position as Program Support Supervisor I in Financial Aid effective August 1, 2007. Dawneva has been with the College since March 1998.

Jenny Schrock was appointed to the full-time permanent classified position as Program Support Supervisor 1 in Admissions effective August 15, 2007. Jenny has been with the College since March 2002, most recently as a Program Coordinator in Advising.

Gayla Shanahan was appointed to the full-time classified 6 month seasonal position as Grounds and Nursery Specialist 1 in Plant Services effective July 2, 2007. Gayla has an AAS in Landscaping from Portland Community College and previous work experience with Washington School for the Deaf, Oswego Lake County Club and Shanahan's Pub.

Jody Shulnak was appointed to the full-time permanent classified position as Program Manager A in Service Learning and Volunteer Programs effective July 16, 2007. Jody has a BS in Parks and Recreation Management from Northern Arizona University and recent previous work experience with Matt Keller, Attorney/CPA, Center for Cultural Interchange, Youth Corps of Southern Arizona and VISIONS Service Adventures.

Bill VanDusen was appointed to the full-time permanent administrative position as Director of Advising and Counseling effective August 6, 2007. Bill has a JD Law degree from the University of Denver, a BA and MA in Philosophy from the University of Colorado. He has previous work experience with Regis University, Metropolitan State College of Denver, Community College of Denver and Front Range Community College.

Jim Walker has given notice that he will retire from his position as Grounds Manager effective September 15, 2007. Jim has been with the college since March 1993.

Carrie Weikel-Delaplane was appointed to the full-time permanent administrative position as Director of Student Life and Multicultural Student Affairs effective August 13, 2007. Carrie has a BA in Geography from the University of North Carolina and an MS in Counseling from South Dakota State University. She has previous work experience with Marlboro College and South Dakota State University.

Vacant Positions

ABE Instructor, Full-time Special Programs, Larch Corrections; closing date: May 7, 2007

Anatomy & Physiology Instructor, full-time tenure-track faculty position in Biology; closing date: October 22, 2007.

Central Services Supervisor 1, full-time permanent classified position in Administrative Services; closing date: July 30, 2007.

Credentials Evaluator 3, full-time permanent classified position in Student Affairs; closing date: August 6, 2007.

Director of Financial Aid, full-time permanent administrative position in Student Affairs; closing date: June 21, 2007; extended open until filled.

Early Childhood Specialist 3, part-time (75%) permanent classified position in Child and Family Studies; closing date: August 22, 2007.

Information Technology Specialist 3, full-time permanent classified position in Computing Services; closing date: July 30, 2007.

Instruction and Classroom Support Technician 2, part-time (80%) classified position in Computer Technology; closing date: August 29, 2007.

Library and Archives Paraprofessional 2, full-time permanent classified position in the Library; closing date: August 20, 2007.

Maintenance Mechanic 2, full-time permanent classified position in Plant Services; closing date: August 8, 2007.

Office Assistant 3, full-time permanent classified position in Basic Education, Town Plaza Center; closing date: August 16, 2007.

Pharmacy Technician Instructor, full-time tenure-track faculty position in Health Occupations; closing date: October 12, 2007.

Program Assistant, full-time permanent classified position in Registration; closing date: August 15, 2007.

Program Assistant, part-time (64%) permanent classified position in Student Life; closing date: July 23, 2007.

Program Coordinator, full-time permanent classified position in Advising, Student Affairs; closing date: August 21, 2007.

Program Coordinator, full-time classified position in Workfirst, Student Affairs; closing date: August 23, 2007.

Program Coordinator, full-time permanent classified position in Career and Employment Services; closing date: August 20, 2007.

Program Support Supervisor 1, full-time permanent classified position in Financial Aid;
closing date: August 6, 2007.

Research Analyst 3, full-time permanent classified position in Planning and Advancement;
closing date: August 20, 2007.

Additional highlights:

The Public Employees Benefit Board has identified health care plans and rates for 2008. The plans available in the Clark County area (with employee contribution rates) include:

	<u>Subscriber</u>	<u>Subscriber /Spouse</u>	<u>Subscriber /Children</u>	<u>Full Family</u>
Aetna Public Employee Plan	\$104.00	\$218.00	\$182.00	\$296.00
Kaiser Permanente Classic	\$101.00	\$212.00	\$177.00	\$288.00
Kaiser Permanente Value	\$ 59.00	\$128.00	\$103.00	\$172.00
Uniform Medical Plan PPO	\$ 28.00	\$ 66.00	\$ 49.00	\$ 87.00

A concern over the past several years has been that the Uniform Plan has not contracted with Southwest Washington Hospital and some major medical clinics in Vancouver. A meeting was held in the spring at WSU-Vancouver with legislators, medical providers, the Health Care Authority and interested colleges and agencies. While it is unsure at this time if the state will contract with these providers in 2008, there are efforts underway to alleviate this problem. A benefit fair is scheduled to be held at Clark College on November 2, 2007.

Katrina Golder
Associate Vice President of Human Resources
8/17/07

Planning and Advancement Board Report August 2007

Planning and Advancement has made the following progress towards 2007-08 goals in the six Mission Imperative areas:

Focus on Learning

- ◆ Provide professional development opportunities for college faculty and staff in grants development.

Progress to date:

Director of Grants Development Kitty Brokaw is offering three Grants workshops in 2007-08 – the first one, Grants 101, is scheduled in October.

Access to Education

- ◆ Identify and submit grants that support campus technology and eLearning.

Progress to date:

Discussion is underway with the eLearning department about pursuing a John D. and Catherine T. MacArthur Foundation grant in Digital Media and Learning Competition. The grant supports learning entrepreneurs and builders of new digital environments for informal learning. Due: October 15, 2007.

Respect for Differences

- ◆ Identify and submit grants that support college diversity.

Progress to date:

Service Learning will submit a Washington Campus Compact Learn and Serve America grant on August 27 requesting \$10,000 to strengthen service-learning initiatives for Clark students and two elementary schools in the Vancouver School district (Harney and Fruit Valley). Emphasis is on improving academic achievement of disadvantaged youth, and increasing the opportunity for Clark College students to develop an understanding of civic responsibility.

- ◆ Expand P&A staff awareness of diversity and respect for differences.

Progress to date:

Candy Bennett participated with members of Executive Cabinet in a workshop focused on diversity on June 25 and will attend the August 27 audioconference on multicultural recruitment and retention.

- ◆ Communicate results of 2007 PACE survey.

Progress to date:

We are eagerly awaiting the results of the 2007 PACE survey from the National Initiative for Leadership and Institutional Effectiveness, which should arrive shortly.

Workforce Development

- ◆ Collaborate with Instruction to identify funding opportunities in high demand workforce areas.

Progress to date:

- 1) Clark and four community college partners received a National Science Foundation – Advanced Technological Education grant in the amount of \$833,000 over three years. The grant will fund a pilot project that partners community colleges with industry to increase research experiences for community college students in Science, Technology, Engineering and Mathematics (STEM) disciplines. Bellevue Community College is the lead institution, and Clark will receive approximately \$115,000 over three years as an implementing institution.
- 2) Clark College has been awarded a High Demand Grant for 2007-08 and 2008-09 from SBCTC to expand its nursing program. This will allow an additional 16 FTE for 2007-08 (\$140,000) and 24 FTE for 2008-09 (\$210,000). Expansion will be accomplished by adding evening course options to the current daytime offerings.
- 3) Clark College is the recipient of an Opportunity Grant from SBCTC for \$250,000 in 2007-08 to provide resources and services to eligible students in 7 career pathways. Each pathway prepares students for high-demand, high-wage jobs for which skills gaps are projected over the next five years in the Vancouver WA/Portland OR metropolitan area. Three populations of students will be targeted: transition-ready Basic Skills and developmental education students, students of color, and non-traditional students (based on gender).
- 4) An ABE Career Connections grant will be submitted by September 5 to the Workforce Strategy Center in New York. This grant competition would provide funding to five ABE programs of up to \$75,000 to support the development and implementation of new or improved approaches that build upon institution's current involvement in career pathways.

Broad-based Partnerships

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

Progress to date:

President Knight and Candy Bennett met with seven of the nine members of our legislative delegation and have scheduled times with the remaining two members in the next few weeks. These conversations provided an opportunity to express our thanks for their support in the last session and identify projects and activities under way. Rep. Wallace, House Higher Education Chair, met with all members of Executive Cabinet.

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

Progress to date:

Meetings were held with two of Senator Maria Cantwell's staff members during the August break – Legislative Director Courtney Gregoire and Legislative Assistant Livia Lam, to discuss higher education and workforce issues. Candy Bennett participated in the meeting of ICC Governmental Roundtable members to discuss regional needs with Jeff Bjornstein, Chief of Staff in Senator Patty Murray's office.

Management Excellence

- ◆ Obtain full permanent funding for Director of Grants Development.

Progress to date:

Full permanent state funding of the Director of Grants Development position was approved at August 14 meeting of Executive Cabinet.

- ◆ Facilitate and provide administrative support for 2008 accreditation.

Progress to date:

Co-chairs Tim Cook and Charlene Montierth met regularly with Candy Bennett over the summer months to plan for the fall activities relating to accreditation. September 14 and 17 have been designated as "writing days" for the nine standards committees with an informational "accreditation fair" on the morning of September 18 where college employees will hear initial commendations and recommendations from the standards committees.

- ◆ Coordinate Year 4 of Strategic Plan.

Progress to date:

The final Year 4 Operational Plan will be distributed to the Board of Trustees at the August Board meeting. Units have begun to implement 2007-08 goals. Proposed goals that are not yet funded will remain on a prioritized list until resources become available.

- ◆ Collaborate with Student Affairs to implement new Enrollment Management Database.

Progress to date:

Susan Maxwell has been collaborating with Student Affairs and staff from Green River Community College to shape the customization of the database to meet the needs of Clark College. Target operational date is Fall 2007.

Other highlights:

- ◆ The 2006-07 Annual Program Data is being disseminated to the college and posted on the intranet.
- ◆ A Prospectus for Substantive Change for the Clark College eLearning program was submitted to the Northwest Commission on Colleges and Universities to expand the scope and geographic area of the college via eLearning delivery options.

Candy Bennett

Executive Dean of Planning and Advancement

August 17, 2007

Corporate & Continuing Education

August 2007

Focus on Learning

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

Progress to date:

The fall 2007 Continuing Education class schedule features 57 new classes: 22 Professional Development classes, 20 Continuing Education classes, and 15 Mature Learning classes. The fall schedule was mailed to all Clark County residents the week of August 20, 2007.

Respect for Differences

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

Progress to date:

Corporate Education is sponsoring a second Cultural Simulation Workshop entitled "Bafa Bafa" to be held in partnership with the Office for Equity & Diversity on Sept. 27, 2007. This simulation will help participants identify diversity issues, including how stereotypes are developed and barriers created within an organization. This workshop is being marketed to local businesses, community agencies and employees of Clark College.

Broad-based Partnerships

- ◆ Enhance relationships with institutional partners (CREDC, SWWDC, SBDC).

Progress to date:

Corporate Education launched a new website (bestpracticeseries.com) to promote The Business Best Practice series sponsored by Clark College, Columbia River Economic Development Council (CREDC), iQ Credit Union, Southwest Washington Workforce Development Council (SWWDC), Washington State Small Business Development Center (SBDC) and the Vancouver Business Journal. The third session will be held on October 10, 2007 from 7:30 – 11:30 AM in our new space at the "T" building.

Management Excellence

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

Progress to date:

This summer the Corporate & Continuing Education staff worked hard to implement their new registration system, CampusCE. This new enrollment management system launched on August 23, 2007 for students to register for fall classes.

Additional Highlights

- ◆ In July and August Todd Oldham, Executive Director and Tom Barrows, Customer Relations Manager met with the Executive Director and Computer Operations Manager for the National Electrical Contractors Association-International Brotherhood of Electrical Workers (NECA-IBEW) to discuss training and e-learning opportunities in conjunction with the College's E-Learning department.
- ◆ Corporate Education staff participated at the Qwest / Communications Workers of America (CWA) Education Fair on August 9, 2007.
- ◆ On August 10, 2007, the Columbian published an article on the front page of the business section featuring the \$244,000 in Job Skills Program grants awarded to the Corporate Education department. These grants will benefit 188 Clark County workers through production quality and lean manufacturing training. Over two years Corporate Education has been awarded \$407,859 in Job Skills Program grants.
- ◆ Student response to lower Mature Learning fees has been grateful and positive. Enrollment through August 15, 2007 is 20% higher than at this time last year.
- ◆ Todd Oldham, Executive Director and Tracy Reilly Kelly, Interim Director of Continuing Education attended the National Council for Continuing Education and Training (NCCET) Northwest Alliance Conference at Tacoma Community College on August 16 & 17, 2007. Tracy Reilly Kelly presented at the conference on Innovative Learning for Baby Boomers and Seniors.
- ◆ Corporate Education offered a two-day Workshop *The 7 Habits of Highly Effective People Signature Program* to 30 Clark College employees on August 22 & 23, 2007. The two-day workshop is based on the best-selling Franklin Covey book by the same name.

Todd Oldham
Executive Director
Corporate & Continuing Education
August 21, 2007

Communications and Marketing Report

August 2007

The following progress has been made in support of the Mission Imperatives and draft 2007-08 goals:

Focus on Learning

- ◆ Provide design service and consultation for the college community.

Progress to date:

Lead graphic designer Wei Zhuang and publications designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work for July through mid-August includes a Metal Arts and Jewelry design flyer, Corporate Education brochure, letterhead and e-mail templates for the Clark College Early Learning luncheon, Fall Orientation booklet, eLearning brochure, Clark College Adult (25+) Viewbook, Penguin Athletic Club brochure, International Programs binder design, Foundation newspaper advertisement, Web site advertisement for International Programs, Financial Aid newsletter, Students of Color invitation, Student Affairs relocation flyer update, fall back-to-school advertisements, 'Clark on the Road' Lewisville postcard and advertisement, admissions advertisements, updates to registration forms, *2007-08 Clark College Catalog*, fall *Clark College Connections*, *Clark 24/7* (July & August), Web advertisement updates (Welding, Machining, Diesel Technology and Automotive), Clark College at WSU Vancouver biology flyer, early registration Web advertisement and fall quarter advertisements (*The Asian Reporter*, *El Hispanic News*, *The Observer*, *The Skanner*).

Access to Education

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

Progress to date:

Currently, the majority of requests are completed within 72 hours.

- Complete redesign of institutional materials featuring the new college logo.

Progress to date:

Graphic designers Wei Zhuang and Pat McDonald have designed "bright future" logo templates (e.g. letterhead, envelopes and business cards). Their work also includes a Logo Identity Style Guide to guide the college in appropriate usage of the new "bright future" logo. The Logo Identity Style Guide and all product templates are available on the Intranet. They continue to provide consultation services to the college community in support of new logo and design standards.

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

Progress to date:

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi continue to make progress on the Internet redesign, working with the college community to migrate all pages into the new look and onto the new site. Their work includes creating Web templates for Athletics, Instruction and the Teaching & Learning Center. The employee directory now features the new design standards as well.

In addition to ongoing updates to both the Internet and Intranet sites, their progress includes an online registration form with a calendar feature for Running Start students to register for COMPASS testing, a computer application for Instruction and Student Affairs to preview and suggest changes to upcoming class schedules, work with the Teaching & Learning Center to improve the presentation and organization of their Web content, rebuilding of the question & answer section for Diesel Technology, rebuilding the Central Receiving Intranet site and the reorganization of the Planning & Advancement Intranet site.

To assist the college community in updating their Internet web pages, the Web department will conduct a training session on Contribute (content management software currently being used at the college to update the Web pages). This session will also allow the opportunity for the college to become familiar with the Web site design standards.

Working in partnership with Communications Specialist Erica Schwenneker, Joanne Savage and Peggy McClellan of the Office of Instruction, and Kathy Mitchell in Registration, Webmaster Chris Concannon developed and implemented a schedule preview database. The database provides a Web-based interface that allows faculty, administrators and staff to electronically submit suggested changes for course offerings during the schedule construction process. It will allow for shorter review periods per round, greater access and participation in schedule construction, and less need for paper-based drafts of course offerings.

Workforce Development

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

Progress to date:

The fall direct mail campaign has been completed. The Pharmacy Technician letter has been written. Oregon vendor licensing for Clark College Corporate Education is in progress.

Management Excellence

- ♦ Review and evaluate the feasibility of implementing catalog management software.

Progress to date:

Two companies have been identified that provide catalog management solutions for colleges. Further research will be conducted to identify additional providers (if any); all identified providers will be contacted to provide product information and demonstrations.

- ♦ Establish student geographic and demographic database. Improve student enrollment mapping, profiling, targeting and tracking.

Progress to date:

Student geographic enrollment maps have been generated for the 2007-08 Clark College marketing plan.

Additional Highlights for Communications & Marketing

- ♦ Executive Assistant Marta Dragomir worked in partnership with Recruiters Dan Overbay and Jennifer Reeves on the college's outreach and recruitment effort at the Clark County Fair. Executive Assistant Marta Dragomir played a leading role in coordinating the Communications & Marketing department's participation, including booth arrangements, giveaway arrangements, booth set-up and more. The Clark College booth attracted nearly 5,300 visitors during the 10 days of the fair, a 15% increase from last year.

Communications Specialist Erica Schwenneker has worked on the following projects:

- ♦ Development, production, printing and delivery of fall 2007 *Clark College Connections* quarterly class schedule, including implementation of reorganized non-class listing information.
- ♦ Final editing, production, printing and delivery of the 2007-2008 academic catalog.
- ♦ Final revisions, editing, formatting and posting of Communications & Marketing Writing and Punctuation Style Guide.
- ♦ Drafting of development timelines and advertising specifications for proposed athletic media guides for fall, winter and spring.

Director of Marketing Brian Scott has worked on the following marketing projects:

- ♦ 2007-2008 Marketing Plan and Marketing Calendar- completed
 - Incorporation of student database mapping for Clark County and Portland
- ♦ Fall Quarter 2007 Marketing
 - Media placement and scheduling
 - Cable TV- starting September 3
 - Radio- starting September 10
 - Newspaper- started August 1
 - *The Columbian* Community Partnership Advertising (through Foundation) starting September 5.
 - Media production

- Cable TV Spot- :30
- Radio- :30/:15/:10/streaming internet spots
- Newspaper advertisements- 4cx12, 5cx5, 3cx8, 4cx5, 2cx5
- Web advertisements- Quick Step, Registration, Specific Programs (Welding, Diesel, Field Survey Tech, Machining, American Sign Language, I-BEST Nursing Assistant Certified)
- Registration banner reposting

Executive Director of Communications and Marketing Barbara Kerr has worked on the following projects:

- ◆ The college has issued news releases and provided information and interviews on media stories as diverse as the college's 2007 Exceptional Faculty honorees, new classes for fall, job skills grants for corporate education, scholarship and financial aid availability, and the experiences of students attending college for the first time.
- ◆ Planning and writing for the college's 2007 annual report is underway. The goal is to distribute the annual report at the 2008 State of the College event, scheduled for January 17.
- ◆ Working with the office of the President, invitations have been extended to individuals to serve on the honorary steering committee for the college's 75th anniversary. Planning committees will be established during fall quarter. A commemorative video and book are among the projects underway for the anniversary.
- ◆ With support from the office of the President and office of Planning and Advancement, the packet for the Clark College-MERC (Metropolitan Exposition Recreation Commission) presidential debate bid was submitted on time. Washington dignitaries serving on the debate steering committee include Clark College President Bob Knight, Vancouver Mayor Royce Pollard, Congressman Brian Baird, and Jim Jacks, Southwest Washington Representative for Governor Chris Gregoire. A support letter on behalf of the regional bid was submitted by George R. Boggs, President and CEO of the American Association of Community Colleges (AACC). In addition, the college received a letter of support for the bid, signed by all nine members of the state legislative delegation for Southwest Washington. Two contenders - Ohio State and Arizona State/City of Tempe - have withdrawn from the bid selection process. That means that there are now 16 applicants instead of 18. It also means that Clark College-MERC and WSU Spokane are the only bid applicants from west of the Mississippi. The Commission on Presidential Debates is expected to announce their host site selections in mid-to-late October.

Barbara Kerr
Executive Director of Communications and Marketing
August 21, 2007

Foundation Report to the Board of Trustees August 2007

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

Broad-based Partnerships

- ◆ Increase number of donors and consistency of giving by 15%.

Progress to date: 144 individuals participated in the 16th annual Clark College Foundation Charity Golf Tournament on July 30. An additional 30 guests attended the auction and dinner afterward. Several college staff members, student ambassadors, and student athletes volunteered at this event.

A system to rate donor prospects was devised. 40 substantive cultivation contacts were made. All \$100+ donors received a personal thank-you phone call.

A complimentary alumni membership mailing was sent to approximately 600 new graduates. In addition, all 2007 Clark graduates received a \$20.07 appeal requesting a contribution in honor of individuals who helped with their education at Clark College.

Sent the *Clark College Foundation Partners* publication to over 22,000 individuals and organizations.

- ◆ Strengthen relationships between Clark College and the Foundation.

Progress to date: Continued work to facilitate restatement of the Foundation's Articles of Incorporation. A draft of an operating agreement between the Foundation and the College is in process and will be presented to the Articles subcommittee this fall.

Attended Athletics Retreat to discuss ideas for better fundraising and donor relations with reference to Athletics at Clark College.

Management Excellence

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

Progress to date: Significant progress has been made at both staff and board levels. Roles and responsibilities are being clarified, and specific tasks are being defined and assigned. In an effort to further clarify roles and responsibilities, Memos of Understanding were drafted and presented to the Alumni Association and PAC Boards for discussion.

- ◆ Become an effective fundraising staff.

Progress to date: Job openings for new positions of Director of Major and Planned Gifts, Director of Planning Gifts, and Director of Prospect Research were posted on nine websites beginning in July.

Facilitated a one-day staff communications training with Robert Jeffers, communications consultant.

- ◆ Complete strategic planning process.


Progress to date: A mission, vision, and values statement was drafted and circulated for input prior to review by the Foundation Executive Committee in September and by the Foundation Board in early October.

Lisa Gibert
Foundation President



MEMORANDUM

To: Robert K. Knight, President

From: Philip Sheehan, Interim Vice President of Administrative Services 

Date/Ref: August 17, 2007/PS78

Subject: 2007-2008 Budget

Background:

Over the last six months, the President and the Executive Cabinet have worked with College units, and as a Cabinet, to develop a budget proposal for the 2007-2008 fiscal year. The goals of this process were to:

- Increase participation at every level.
- Clarify the process and make it transparent.
- Expand communication.
- Use the President's goals as the framework.
- Connect goals and resource allocation.
- Advance the timeline to allow for early input.
- Make progress in coordinating all requests for funding, inclusive of all funding sources.

In addition to the process of developing goals and related budget requests:

- The 2006-2007 base budget has been reviewed and adjusted for College mandated increases.
- Costs of changes mandated by the State have been calculated and funded in the 2007-2008 budget.

At your June meeting, you passed a resolution which included approval for:

- Expenditure of State and local funds in an amount equal to the 2006-2007 budget.
- The ASCC budget to provide services for students during summer quarter.

Robert K. Knight
Page 2
August 17, 2007

Recommendation:

I recommend that the 2007-2008 operating budget and the supporting documentation listed below be forwarded to the Board of Trustees for review and approval.

- State Allocation & Projected Revenue. Total budget of \$98,423,931, for all funds.
- FTES (For Budget Purposes). Illustrates the Student FTES supported by the proposed budget.
- Funding from FTES. Illustrates the revenue associated with each of the FTE components.
- 2007-2008 Budget by Area of Responsibility. Illustrates the permanent allocation of resources among the divisions of the College.

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Attachments

**CLARK COLLEGE
2007-08 BUDGET
STATE ALLOCATION & PROJECTED REVENUE**

	2006-2007		2007-2008	
	Funded FTE's	Base Budget	Funded FTE's	Base Budget
STATE ALLOCATION				
General Fund	6,228	24,987,518	6,250	27,108,359
ABE Enrollments	-	-	19	114,950
Apprenticeship	10	38,550	9	37,350
University Contracts	8	50,400	15	94,500
Growth	22	99,550	115	563,500
High Demand	54	477,771	54	477,771
Workforce Training	158	752,361	156	752,361
		<u>26,406,150</u>		<u>29,148,791</u>
TUITION & OTHER				
Tuition		11,659,754		11,830,257
Excess Enrollment	404	1,346,128	132	439,824
Enterprise Interest		100,000		100,000
Interest (101/149)		80,000		80,000
Running Start (145)	550	2,069,753 *	650	2,444,163
International Education (145)	35	403,905 *	62	544,050
		<u>15,659,540</u>		<u>15,438,294</u>
DEDICATED FUNDS				
Matriculation Fee		290,000		278,000
Continuing Education Fees		1,417,058		1,190,048
Resale Charges		525,000		586,430
Class Fees		529,200		476,700
Tech Fee		600,000		580,000
GED Testing Fees		42,000		42,000
Career Center Fees		6,000		6,000
Health Services Fees		32,000		32,000
Health Occupation Admissions		49,000		49,000
Tech Prep		8,000		8,000
		<u>3,498,258</u>		<u>3,248,178</u>
Subtotal (Operating)		45,563,948		47,835,263
ENTERPRISE ACCOUNTS				
Grant & Contracts		4,393,644		4,427,905
Internal Support Services		758,883		714,011
ASCC & Clubs		1,300,524		1,450,774
Bookstore		4,553,861		4,705,000
Parking		237,705		255,234
Auxiliary Enterprises		1,377,216		1,369,963
Student Financial Aid		18,690,479		16,888,782
Capital Projects		19,637,277		20,776,999
		<u></u>		<u></u>
Subtotal		50,949,589		50,588,668
TOTAL COLLEGE BUDGET		96,513,537		98,423,931

* Adjusted Base

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8/9/2007

Clark College
2007-2008 BUDGET
FTES (For Budget Purposes)

	FTES			
	2006-07	2007-08	Change	% Change
State Allocation				
State Basic	6,228	6,250	22	0.4%
ABE Enrollments	-	19	19	
Apprenticeship	10	9	(1)	-10.0%
University Contracts	8	15	7	87.5%
Growth	22	115	93	422.7%
High Demand	54	54	-	0.0%
Worker Retraining	158	156	(2)	-1.3%
State Allocation Sub-total	6,480	6,618	138	2.1%
Excess				
Excess Enrollment - Base	404	132	(272)	-67.3%
Total Budgeted FTES	6,884	6,750	(134)	-1.9%
Contractual Programs				
International Programs	35	62	27	77.1%
Running Start	550	650	100	18.2%
Total Contractual Programs	585	712	127	21.7%
Total FTES	7,469	7,462	(7)	-0.1%

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Clark College
2007-2008 BUDGET
Funding from FTES

	Funding			
	2006-07	2007-08	Change	% Change
State Allocation				
State Basic	24,987,518	27,108,359	2,120,841	8.5%
ABE Enrollments	-	114,950	114,950	
Apprenticeship	38,550	37,350	(1,200)	-3.1%
University Contracts	50,400	94,500	44,100	87.5%
Growth	99,550	563,500	463,950	466.0%
High Demand	477,771	477,771	-	0.0%
Worker Retraining	752,361	752,361	-	0.0%
State Allocation Sub-total	26,406,150	29,148,791	2,742,641	10.4%
Tuition & Excess				
Tuition From State FTE's	11,659,754	11,830,257	170,503	1.5%
Excess Enrollment - Base	1,346,128	439,824	(906,304)	-67.3%
Total Budgeted FTES	39,412,032	41,418,872	2,006,840	5.1%
Contractual Programs				
International Programs	403,905	544,050	140,145	34.7%
Running Start	2,069,753	2,444,163	374,410	18.1%
Total Contractual Programs	2,473,658	2,988,213	514,555	20.8%
Total FTES	41,885,690	44,407,085	2,521,395	6.0%

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Clark College
2007-2008 Budget
By Area of Responsibility

	2006-07 Operating Base	2007-08 Operating Base w/ Adj	Change	% Change	FTE Generating Funds				Other Accounts	2007-08 Total By Area
					2007-08 Operating Base	Running Start	International Ed	Total FTE Generating		
President										
Operating	619,296	581,314	(37,982)	-6.5%	581,314	-	-	581,314		581,314
Vice President of Administrative Services										
Operating	7,806,081	8,441,851	635,770	7.5%	8,441,851	130,572	34,202	8,606,725	714,011	
Internal Support Services									4,705,000	
Bookstore									255,234	
Parking									1,369,963	
Auxiliary Services									20,776,999	
Capital Projects										36,427,932
Vice President of Instruction										
Operating	24,999,483	25,928,717	929,234	3.6%	25,928,717	1,922,071	313,348	28,164,136		28,164,136
Vice President of Student Affairs										
Operating	4,891,692	5,025,973	134,281	2.7%	5,025,973	389,443	196,500	5,611,916	1,450,774	
ASCC									16,888,782	23,951,472
Financial Aid										
Executive Dean of Planning and Advancement										
Operating	408,744	465,261	56,517	12.1%	465,261	-	-	465,261		465,261
Executive Dean of Workforce Development										
Operating	2,234,775	2,014,525	(220,250)	-10.9%	2,014,525	-	-	2,014,525	2,164,783	4,179,308
Workforce Grants & Contracts										
Executive Director of Communications										
Operating	1,047,203	1,080,391	33,188	3.1%	1,080,391	-	-	1,080,391		1,080,391
Associate Vice President of Human Resources										
Operating	1,084,966	1,096,851	11,885	1.1%	1,096,851	-	-	1,096,851		1,096,851
Other										
Holding Account	(1,946)	212,167	214,113	100.9%	212,167	1,977	-	214,144	2,263,122	2,477,266
Grants & Contracts										
Total	43,090,294	44,847,050	1,756,756		44,847,050	2,444,163	544,050	47,835,263	50,588,668	98,423,931

**Clark College - Budget Status Report
6/30/2007 - Final**

Sources of Funds (Revenues)	2006-07 Budget	Actual Rev to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	27,340,515	27,340,515	0	100.0%
Tuition	11,719,754	11,574,276	145,478	99.8%
Interest	180,000	370,408	(190,408)	205.8%
Excess enrollment	1,348,128	598,620	747,508	44.5%
Use of Fund 148 prior balance	318,980		318,980	0.0%
Dedicated, matriculation, tech, cont ed	3,498,257	3,177,048	321,209	90.8%
Total Operating Accounts	44,401,614	43,060,867	1,340,747	97.0%
Other Accounts				
Grants & Contracts	7,199,812	6,796,885	402,927	94.4%
Internal Support & Fund 443 prior bal.	1,377,579	708,774	668,805	51.5%
ASCC less PUB	1,508,450	1,420,939	87,511	94.2%
Bookstore	4,563,862	5,007,937	(444,075)	110.0%
Parking	237,704	319,794	(82,090)	134.5%
Auxiliary Services	1,330,134	1,369,712	(39,578)	103.0%
Financial Aid	17,922,400	17,245,690	676,710	96.2%
Total Other Accounts	34,129,941	32,869,731	1,260,210	96.3%
Total Sources of Funds	78,531,555	75,930,598	2,600,957	96.7%

Uses of Funds (Expenses)	2006-07 Budget	Actual Exp to Date	Difference	% Budget Spent
Operating Accounts				
President	634,655	619,978	14,677	98.2%
VP of Instruction	24,971,081	24,796,370	174,711	99.3%
VP of Administrative Services	8,439,470	8,110,006	329,464	96.1%
VP of Student Affairs	5,047,036	4,974,844	72,192	98.6%
Executive Dean Planning & Advancement	433,851	369,504	64,347	85.2%
Executive Dean Workforce Development	2,495,299	2,036,527	458,472	81.6%
Executive Director of Communications	1,068,878	933,642	133,236	87.5%
Associate VP of Human Resources	1,113,344	988,552	124,492	88.8%
Network upgrade/wireless	-	472,563	(472,563)	
Total Operating Accounts	44,401,614	43,502,886	898,728	98.0%
Other Accounts				
Smart classroom	600,000	600,000	-	100.0%
Grants & Contracts	7,199,812	6,460,105	739,707	89.7%
Internal Support Services	777,579	652,243	125,336	83.9%
ASCC less PUB	1,508,450	1,331,050	177,400	88.2%
Bookstore	4,563,862	4,831,649	(277,787)	106.1%
Parking	237,704	326,694	(88,990)	137.4%
Auxiliary Services	1,330,134	1,335,337	(5,203)	100.4%
Financial Aid	17,922,400	17,673,013	249,387	98.6%
Total Other Accounts	34,129,941	33,210,090	919,851	97.3%
Total Uses of Funds	78,531,555	76,712,976	1,818,579	97.7%
Difference - Excess (Deficiency)		(782,378)		
Planned use of prior fund balance		916,960		
Net difference - excess		<u>134,582</u>		
Capital Projects				
Capital Projects - Revenue	19,837,277	8,983,810	10,853,467	45.7%
Capital Projects- Expense less depr	19,837,277	10,071,723	9,665,554	51.3%
Difference - Excess (Deficiency)		(1,087,913)	1,087,913	

e. Theresa Heston, Chrl Olson, Sabra Sand
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 8/10/07

2006-07 Final Budget Status Report

Operating Accounts (Funds 101, 148, and 149)

- Fund 149 (Local Operating Revenue Fund: Records tuition from State-funded enrollments)
 - We received \$145,478 less in tuition revenue than originally budgeted as a result of the mix of waivers, credit hours, and resident/non-resident students.
- Fund 148 (Local Dedicated Fund: Records tuition from excess enrollments)
 - We received \$747,508 less in excess FTE tuition revenue than originally budgeted because of a drop in enrollment.
- We received \$347,504 more in revenue from all sources (including State allocations) than we spent in Funds 001, 148 and 149 for *budgeted operational activities*. In addition:
 - We spent \$472,564 for Network Upgrade and Wireless technology, recorded in Fund 148.
 - We used \$316,900 of fund balance to cover Dr. Branch's contract, Strategic Goal allocations, and assessment activities.
- Overall we under-spent our operating budget, which compensated for the decrease in tuition revenue.

Running Start and International (Fund 145)

- International
 - We received \$149,980 more in revenue than originally budgeted and recorded a profit for the year of \$226,661. We enrolled 59 FTE vs. the 38 FTE we budgeted.
- Running Start
 - We received \$401,363 more in revenue than originally budgeted and recorded a profit from *Running Start activity* for the year in the amount of \$409,785. We enrolled 652 FTE vs. the 550 FTE we budgeted.
 - We transferred \$613,296 from Running Start fund balance to cover College Council allocation expenditures for the last 2 years.

Other Accounts

- Smart classroom/Technology
 - We spent a total of \$600,000 out of our CIS Reserve for Smart Classrooms.
- ASCC revenue exceeded expenditures by \$89,889. However, this balance will be used by allocations made by the Finance Committee for two summer international trips.
- The Bookstore's revenue and expenditures exceeded budget projections which were conservative in anticipation of decreased activity while under construction.
- Parking
 - Revenue exceeded budget because of unbudgeted revenue in Parking Meters, C-Tran passes, and ID receipts.
 - Expenditures exceeded budget estimates because of increased temporary security officer costs, C-Tran passes, parking lot maintenance, and unbudgeted expenditures in a new account, Security Reception, formerly accounted for in ASCC funds.
- Financial Aid expenditures exceeded Revenue as a result of the return of cash and receivables associated with the termination of the Perkins and Nursing Loan programs.

Karen Wynkoop
8/23/07
PS79

Date: August 27, 2007

To: Bob Knight, President

From: Rachel Ruiz, VP of Student Affairs, Becky Merritt, Manager of Eligibility Programs and Ray Korpi, Dean of Basic Education, English, Communications & Humanities

Re: **Request for Board Approval:** Adult High School Diploma Program (AHDP)
Clark College Plan for Compliance

As of July 1, 2007, all new Clark Adult High School Diploma students must comply with the revised state policy requirements for high school completion. A committee representing Instruction and Student Affairs was formed to define and make recommendations to the Board of Trustees that address the new state requirements for the Adult High School Diploma Program.

The purpose of this memo is to recommend the Clark College Plan for Compliance to meet the new requirements listed below as items 1, 2 & 3. We will continue to comply with item 4 as stated in our current procedure, and in item 5, students who are under 21 years of age will be referred to their local high school to take the WASL test.

Clark College Plan for Compliance:

1. **Culminating Project** - Require students to complete two courses to fulfill this requirement (four credits minimum). *Note: these credits may also count towards their elective requirements, or, if electives are not required, will be in addition to the 19 credit requirement.*
 - a. Career Exploration: HDEV 100 or 101 (2-3 credits);
 - b. College Success: HDEV 116 or 117 (2-3 credits)
2. **High School and Beyond Plan (HSAB)**
Require students to complete one course to fulfill this requirement: *Note: the credit may also count towards their elective requirements, or, if electives are not required, it will be in addition to the 19 credit requirement.*
 - a. Portfolio Development: HDEV 198 (1 credit);
 - b. Recommend adding HDEV Service Learning as an option once it is approved by Curriculum Committee, as an alternative to HDEV 198
3. **Increased Rigor and College Ready Requirement:** In addition to the new requirements, SBCTC has stated: "Students who graduate from college high school programs (i.e. receive a diploma from the college) should be **college-ready**. This may require increased rigor, additional credits, targeted instruction, and/or higher grade point averages." *Michael Tate, State Program Administrator, SBCTC, May 2007.* To meet this directive, the committee recommends the following:
 - a. Use the Certificate of Proficiency requirements as a guideline to gauge what level of classes are considered to be "college ready." This is in line with a one-year certificate, the important tipping point for education.

b. Students must be eligible to take MATH030 and/or ENG097 if they have not met their English or Math requirements at their former high school. The COMPASS test will be used to determine placement level and additional DVED classes may be required to achieve the Math030 and ENG097 eligibility. Each class has a grade requirement of a "C" or better in order to progress.

c. Classes below the MATH030 and/or ENG097 may count towards elective credits or extra Math or English credit requirements, if needed.

4. **Current minimum of 19 required high school credits**

5. **Certificate of Achievement i.e., WASL (is not applicable for students over 21 years of age).**

Authority for Revised State Policy:

"School districts are responsible for determining the guidelines for and overseeing student progress with the (a) High School and Beyond Plan, (b) the Culminating Project and (c) the credit requirement; the state oversees student progress with the Certificate of Academic Achievement/Certificate of Individual Achievement." Preparing students for life and work, Office of Superintendent of Public Instruction, May 2006

Board of Trustees Approval

According to the WAC listed below, each School Board must approve their definitions of the above new requirements. ***The Clark College Board of Trustees is considered to be the School Board for the Adult High School Diploma program.***

WAC 180-51-015

Application of chapter to approved private schools and community colleges. High school diplomas granted by approved private schools and by community colleges shall meet the requirements of this chapter. References within this chapter to the board of directors of a school district shall apply to the governing board of the approved private school or the community college district affected. References within this chapter to school district shall refer to the approved private school or community college district. References within this chapter to high school shall refer to each approved private school or each community college.

Summary:

The Adult High School Diploma Program Committee has developed the Clark College Plan for Compliance to ensure that all new students, regardless of age will meet the revised high school completion requirements, i.e. Culminating Project, the High School and Beyond Plan and 19+ credits. Currently, only students under 21 will be required to pass the WASL and they will be referred to their local high school to complete the requirement. Clark College transcripts will show completed classes to meet these requirements. In addition, by having a definition of "increased rigor and college ready", and having transcripts and COMPASS tests to show compliance, Clark will be able to comply with audit requirements and students will be ready to continue in college programs.

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
June 25, 2007
Penguin Student Union Building Room 258 B & C

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

Administrators: Bob Knight, Interim President; Rassoul Dastmozd, Vice President of Instruction; Phil Sheehan, Vice President of Operations, Candy Bennett, Executive Dean of Planning and Advancement; Leann Johnson, Director of Equity and Diversity; Katrina Golder, Executive Director of Human Resources; Todd Oldham, Interim Dean of Workforce Development and Continuing Education; Barbara Kerr, Executive Director of Communications; Alex Montoya, Dean of Enrollment Services; Tracy Reilly Kelly, Director of Continuing Education; Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Miles Jackson, Interim Dean of Social Science and Fine Arts; Jim Green, Director of Plant Services; Glen Jenewein, Director of eLearning; Travis Kibota, Interim Dean of Life Science, Health & Physical Education; Ted Broussard, Dean of Student Success and Retention/Acting Director of Student Life and Multicultural Student Affairs; Julie Taylor, President's Office.

Faculty:
Marcia Roi

Staff:
Jennifer Wheeler, David Sims, Billie Garner, Jean Doniger, Paul Casillas

Students: Pat Mehigan, Derrick Streng, James Owens, Nicole Porter, Amanda Mayoral, Heather Clarno, Cynthia Kunkle

Others: Bonnie Terada, Assistant Attorney General; Lisa Gibert, Foundation President; Don Mattison

I. CALL TO ORDER

Chair, Rhona Sen Hoss, opened the meeting at 5:05 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

Chair Sen Hoss added Board Survey to item #C

B. Statements from the Audience

Billie Garner read a letter from Eugene Carroll, Program Support Supervisor from the Financial Aid department.

C. Statements and Reports from Board Members

Trustee Parker announced that she attended the Clark College Foundation Board meeting and the Alumni reception.

There was discussion regarding Trustee committee assignments. Trustee Parker will continue to serve on the Classified Excellence Awards Committee and the Faculty Excellence Awards Committee. Trustees Jacobs and Parker will serve on the Foundation Board; Trustee Parker will serve on the Executive Foundation Committee, and Trustee Jacobs will attend the quarterly meetings. Trustees White and Peery will co-chair on the Legislative Committee.

Trustee Jacobs moved to have Trustee Sen Hoss continue another year as the Chair, and Trustee Parker serve as the Vice Chair; the motion was seconded by Trustee White, voted and carried.

Trustee Parker announced that the Board survey will be done at the August Board retreat. This is a self evaluation done by each board member.

D. Institutional Report

Bob had no additions to his report. Chair Sen Hoss suggested having joint Board meetings with other school districts such as Battle Ground, Washougal and Camas.

E. Association Reports

1. AHE – Dr. Marcia Roi

Marcia Roi had no additions to her report. Marcia read a letter to the Board on behalf of the Association of Higher Education faculty at Clark College. The letter was not in the Board packet or given to any Board member beforehand, therefore, the board was not prepared to comment.

2. ASCC – Amanda Mayoral and Pat Mehigan

Amanda introduced the new ASCC Officers elected for the 2007-08 year; Pat Mehigan, ASCC President; Derrick Streng, ASCC Vice President; Cynthia Kunkle, ASCC Club Coordinator; James Owens, ASCC Finance Director; Heather Clarno, ASCC Executive Assistant. Nicole Porter, ASCC Finance Director, went over the 2007-08 ASCC Services and Activities Fee Budget Summary. Trustee Jacobs complimented Nicole and everyone who was involved in putting the transparent, easy to read Budget Summary together.

3. WPEA – Mr. Billie Garner

Billie had no additions to his report. Trustee Jacobs reiterated the phrase “working together” in his report and stated she is looking forward to everyone working together as a team. Billie agreed.

F. Campus Reports

1. Instruction – Dr. Rassoul Dastmozd

Rassoul had no additions to his report. Rassoul stated that there are 20 projected Nursing Assistant Certification (NAC) students. Trustee Jacobs asked for clarification of the Clark II/RAP Committee. Clark II is for the Professional Development funds for curriculum development and RAP stands for research and performance for travel exhibitions, conferences and studies abroad.

2. Administrative Services – Mr. Phil Sheehan

Phil had no additions to his report. Trustee White asked about a tour of the “smart classrooms”. A tour will be scheduled for him as he missed an earlier tour that the Board members have already taken.

Trustee Jacobs complimented the clear, easy to read signs on campus.

Phil pointed out Resolution No. 133 is in the packet for the Board members to approve. This resolution authorizes the expenditure of state and local funds in an amount equal to the 2006-07 budget and approval of the ASCC budget to provide services for students during summer quarter. The budget priorities have been established and can be viewed on the web.

3. Student Affairs – Dr. Rachel Ruiz

Rachel had no additions to her report. She thanked the ASCC outgoing team; and welcomed the new ASCC officers. She also thanked Karen Wynkoop for all of her help with the Finance Committee and Ted Broussard for his help this year.

Trustee Jacobs commented on her disappointment with the report on the final annual TANF (Temporary Assistance for Needy Families) evaluation. Students must now attend school in conjunction with work or job search activities. Trustee Jacobs asked if a letter could be sent to our legislature to express concern with this new policy. Rachel agreed and stated that Becky is also looking at alternative ways to help these students.

4. Human Resources – Ms. Katrina Golder

Katrina Golder submitted a request to bargain regarding faculty work related to the program/department accreditation notebooks. The notebooks are associated with Standard 2 of the accreditation process and provide the opportunity for faculty to contribute information about their department or program. Any changes to the CCAHE agreement require Board action. Since the Board is not scheduled to meet again until August 27, 2007, she is requesting that the Board consider authorizing Interim President Knight to enter into an agreement with the CCAHE regarding the accreditation notebooks should the College and CCAHE come to an agreement.

5. Planning and Advancement – Ms. Candy Bennett

Candy had no additions to her report.

6. Workforce Development – Mr. Todd Oldham

Todd announced that he was informed by the State Board that the last part of the JSP grant has been approved bringing the total amount to \$247,000 for the next fiscal year. Chair Sen Hoss noted that the Clark County Skills Center will celebrate their 25th anniversary in 2008. She suggested that the College start thinking of a way to commemorate this milestone.

7. Communications and Marketing – Ms. Barbara Kerr

Barbara Kerr announced that her department is getting ready to work the Clark College booth at the Clark County Fair in August.

Chair Sen Hoss asked for clarification of a student viewbook. Barbara explained that a viewbook is a booklet that is put together that shows what a college has to offer and why it is a good college for you. It goes beyond a brochure, but much smaller than a catalog.

8. Clark College Foundation – Ms. Lisa Gibert

Lisa had no additions to her report.

Chair Sen Hoss asked for clarification of the Big Dream Café. Lisa explained that this was an event put on by the Teaching and Learning Center that opened up a lot of discussion through TLC in small group discussions.

III. CONSENT AGENDA

A. First Reading

1. Trustee Peery moved to have the items under Consent Agenda First Reading be moved to Consent Agenda Action; Trustee Jacobs seconded the motion and the Board unanimously approved.

B. Consent Agenda

1. ASCC budget
2. Resolution No. 133
3. Authorizing Interim President Knight to enter into an agreement with the CCAHE regarding the accreditation notebooks should the College and CCAHE come to an agreement.
4. May 21, 2007 meeting minutes

IV. Future Agenda Items

1. July 9 Board Work Session will be cancelled.

2. The Board Retreat will be scheduled sometime in August to review the President's goals and Board policies. Julie will schedule a date.
3. Follow up meetings with Vancouver and Evergreen School Board as well as the other school districts in the area.

V. Date and Place of Future Meetings

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, August 27, 2007 at 5:00 p.m. in the Penguin Union Building Room 258 B & C.

Chair Sen Hoss announced at 6:30 p.m. that the Board will go into Executive Session for 1 hour to discuss the contract of a public employee and real estate. She stated that the Board will be taking no action as a result of the Executive Session. Chair Sen Hoss re-opened the meeting at 7:30 p.m. to announce that the Board would go back into Executive Session for 1 hour. At 8:30 p.m., Chair Sen Hoss re-opened the meeting to announce that the Board would need an additional 30 minutes for Executive Session. The Board came out of Executive Session at 9:00 p.m.

VI. Adjournment

Trustee White made a motion to adjourn at 9:00 p.m., Trustee Jacobs seconded; and the Board unanimously approved.

Rhona Sen Hoss, Chair
Clark College Board of Trustees