

Clark College Board of Trustees Packet

August 25, 2008

Clark College

The Next Step



Vision Statement

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

Mission Statement

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

Clark College
Board of Trustees Packet
August 25, 2008

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CLARK COLLEGE BOARD OF TRUSTEES

Monday, August 25, 2008

Gaiser Hall Community Room 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, Room PUB 258C

4:00-5:00 p.m.

♦ Tour of Gaiser Building

4:00-4:20 p.m.

♦ Accreditation Update

4:20-4:25 p.m.

♦ Instructional Plan

4:25-4:45 p.m.

♦ Board Member Orientation

4:45-5:00 p.m.

I. CALL TO ORDER

5:00 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

President's Evaluation

D. President's Report Pages 1-2

Governor's Message

E. Association Reports

1. AHE Pages 3-4

2. ASCC No Report

Introduction of New Officers: Pat Mehigan

3. WPEA No Report

F. College Reports

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Debt Policy

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Enrollment Update

New Staff Introductions

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<i>President's Salary</i>	
5. Planning & Institutional Effectiveness	Pages 33-35
6. Corporate & Continuing Education.....	Pages 36-37
7. Communications & Marketing	Pages 38-40
8. Clark College Foundation	Pages 41-42
75 th Anniversary	

III. CONSENT AGENDA

A. First Reading

- ♦ President's Salary
- ♦ Debt Policy Pages 43-46
- ♦ 2009 Board Dates..... Pages 47

B. Consent Agenda

- ♦ President's Salary
- ♦ Debt Policy Pages 44-47
- ♦ 2009 Board Dates..... Pages 48
- ♦ Minutes from the June 16 Board Meeting..... Pages 50-56
- ♦ Minutes from the July 29 Special Board Meeting..... Pages 57-58

IV. FUTURE AGENDA ITEMS

WORK SESSION

Retention Plan (Sept.)

BOARD MEETING

75th Anniversary (Sept.)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, September 22, 2008 in the Gaiser Community Room 213.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report August 2008

Focus on Learning

Progress to date:

- ◆ The College conducted three successful graduation ceremonies on June 19-21, 2008. The graduation at the amphitheater on June 19 was for AA degree recipients and Sherman Alexie was the keynote speaker. The graduation held at Larch Corrections Facility on June 20 was for GED and certificate recipients. Graduation for GED and Adult High School diploma recipients was held in the O'Connell Gym on Saturday June 21.

Access to Education

Progress to date:

- ◆ The executive cabinet met with representatives of the Washington State Patrol on July 29th to receive and update on the emergency mapping project at the college.

Broad-Based Partnerships

Progress to date:

- ◆ The college and foundation held two meetings with the Weber Trustees on July 7 and August 11 to facilitate the return of the Weber property back to the Weber trustees.
- ◆ The College participated in and was a minor sponsor of the Nautilus FitJam held on July 11-13. Representatives of the college manned a table and handed out information about Clark College and our future CTC facility. Our soccer team also participated in the soccer tournament.
- ◆ The president had a get acquainted lunch meeting with the governor's husband and southwest Washington representative on July 18.
- ◆ The president and reps from the Office of Instruction met on August 14 with Evergreen Public Schools and Representative Deb Wallace at a roundtable to discuss potential healthcare education alliances. A follow-up meeting will be conducted that will include representatives from the healthcare industry.
- ◆ The president and the executive director of corporate and continuing education met with the CEO of Colonial Williamsburg to discuss potential collaboration on our Center of Leadership Excellence.

Respect for Differences

Progress to date:

- ◆ The president, along with several former and current Clark basketball team members, travelled to Larch Corrections Facility on July 1 and July 21 to play the offenders in

basketball. It was a great experience for all involved. We are planning more games in the future.

- ◆ The president met with Vanessa Gaston, Community Services Director for Clark County, on July 17 to discuss opportunities to increase diversity in hiring pools.

Workforce Development

Progress to date:

- ◆ The president had a lunch meeting on July 11 with Bob Lewis, CEO of Columbia Vista, to discuss possible workforce training opportunities

Management Excellence

Progress to date:

- ◆ The college held its annual ice cream social on July 1 in appreciation for our classified employees.
- ◆ The associate vice president of human resources and the president visited and had lunch with Ellis Dunn on July 10. We notified Mr. Dunn that the college will be naming the new community room in his honor.

Bob Knight
President
August 15, 2008

**Clark College Association of Higher Education
Board Report
August 25, 2008**

Facilitating communication

No meetings were scheduled with administrators for July or August when faculty are off-contract. Future monthly sessions for the academic year have been scheduled.

Bargaining

AHE and the college continue to meet to discuss salary and conditions of contract bargaining. The next bargaining session is scheduled for August 28, 2008.

Organizational activities

Dr. Roi attended the WEA Leadership Academy in August and attended sessions on advanced grievance procedures.

Dr. Steve Walsh and Mr. Dave Duback received WEA scholarships to attend the WEA Leadership Academy in August and attended sessions on advanced bargaining and organizing locals.

AHE received a \$1,500 Local Organizing grant in July from the WEA Riverside Council to facilitate organizational activities. We are grateful for Riverside Council for this gift to assist us in organizing our local.

Professor Roxane Sutherland has been appointed as AHE Treasurer and Professor Sally Keely has been appointed as AHE Secretary.

Dr. Steve Walsh was elected unanimously by the membership as AHE VP in June.

AHE membership voted to create an Executive Committee. AHE Executive Committee consists of the President, VP, treasurer and Secretary.

AHE Senate retreat and training is scheduled for September 15th at the NW Fire Training Center.

AHE General Membership meeting is scheduled for September 18th.

The July edition of the AHE News was released to keep members informed of current AHE developments.

AHE bylaws were amended by the membership in June to create a Political Action Committee to facilitate communication with our elected officials. Dr. Anita Fisher has been appointed as chair of this committee. We welcome her extensive expertise in this area.

AHE has moved into our new office in TBC 311. We are in the process of organizing the office for business by the start of Fall term.

Dr. Roi will attend the WEA Riverside Executive committee meeting on August 19th and Board retreat and training on August 20th.

Dr. Walsh is communicating with Ms. Gibert to discuss on how AHE will participate in celebrating Clark's 75th anniversary, as 2009 marks AHE's 35th year as WEA affiliate on Clark College campus.

Membership

One member joined AHE this month.

Grievances

The ruling for the arbitration was ruled in the affirmative for the Association. Award was granted in part and denied in part. We will be working with administration to satisfy the conditions of this ruling within the timelines set forth.

An Unfair Labor Practice is awaiting disposition.

One grievance is in the informal stage and will continue the process upon resumption of contract days.

Community Connections

Dr. Roi addressed the Labor Roundtable with WPEA member Eugene Carroll in August and updated the Roundtable on AHE-PAC organizational activities. An informal discussion of WEA legislative priorities was held.

AHE and WPEA are co-sponsoring the second and third in the series of Meet the Candidates forums for September and October. Candidates are currently being scheduled in cooperation with their campaign managers.

Dr. Roi and Dr. Fisher attended a WEA Political Action Committee meeting in Longview in August to discuss the upcoming elections.

Respectfully submitted by,

Dr. Marcia Roi
CCAHE President

Instruction Report August 2008

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

Focus on Learning

- ◆ Provide human resources to adequately support current and new offerings.

Progress to date:

- The Women's Studies Department has hired Archer Parr as a temporary full-time instructor. The hiring process for the permanent tenure-track position should be completed by the end of the 2008-2009 academic year.
- Long-time Japanese language adjunct Michiyo Okuhara has been hired to the full-time Japanese position on a temporary basis for 2008-2009. A full search will occur during the course of the academic year.
- The position description for the Weekend College Manager has been written and reviewed by Instructional Council. A job classification review is being conducted by Human Resources. The position is slated to be filled in November. Job duties for this position focus on student support, faculty support, and the development and maintenance of eLearning degree and certificate programs.
- Thomas King has been hired as the full-time temporary Medical Radiography (MRAD) Clinical Coordinator for 2008-2009. Recruitment for a permanent MRAD Director is in progress. Legacy funding balance will support the MRAD Director salary through 2008-2009 and into the 2009-2010 academic year.
- The Health Occupations Senior Secretary position was increased to a full-time position (1.0 FTE) in July 2008 to provide additional support to faculty and students.
- Two tenure-track faculty positions (Sarah Buttrell and Debra Hendrickson) and four temporary full-time faculty positions (Chris Bothwell, Angie Marks, Susan Nieman, and Karen Steinke) have been filled in the Nursing program. These positions will begin in September 2008.

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

Progress to date:

- John Runcie has been chosen to be the lead ESL adjunct in the proposed I-BEST Welding program.
- A conspicuous and direct link to eTutoring is on the Blackboard portal for all students taking online, hybrid, or web-enhanced classes.
- Barbara Neely, formerly the Director of Health Services for Multnomah Educational Services District, will begin work as the Nursing Student Success Specialist (full-time, temporary faculty position) in September 2008.

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

Progress to date:

A New Full-Time Faculty Orientation and Retreat will be held on September 2-5. The orientation will connect new faculty with the secretary seniors and their department and/or division heads to ensure the new faculty members' immediate needs to begin teaching are met. The retreat will provide new faculty with time for developing course syllabi, assessment tools, and learning centered activities that they will include in their courses. Both activities will also allow new faculty to network with each other.

The 2008 fall orientation activities include the *Faculty Focus on Teaching and Learning*, a two-day workshop that will look at exploring how we all learn.

Access to Education

- ♦ Improve access to information and educational planning tools for students.

Progress to date:

Plan for Weekend College and online AA degree has been drafted, reviewed by Instructional Council and will be presented to Executive Council September 2, 2008.

- ♦ Increase enrollment in high demand Science, Technology, Engineering and Math (STEM) disciplines by hiring a full-time faculty/academic advising coordinator.

Progress to date:

A STEM Coordinator position (0.5 FTE faculty) will be filled by the end of August 2008. This position will be responsible for developing and implementing a strategic plan for STEM outreach, recruitment, and retention. FTES for 2007-2008 were at 97% of target without such a plan, so the 2008-2009 FTES target is well within reach.

Respect for Differences

- ♦ Develop a "Women in Science, Technology, Engineering, and Mathematics" recruitment and retention initiative.

Progress to date:

In 2007-2008, Kristine Barker (Math faculty) researched best practices and developed an initial plan for a Women in STEM initiative. In 2008-2009, Ms. Barker will recruit other STEM faculty to participate in the implementation of this plan.

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

Progress to date:

Steve Hanamura conducted an all-day diversity training for administrators, faculty, and staff on August 5; the Vice President of Instruction and members of Instructional Council attended. Mr. Hanamura will conduct a follow-up meeting with the Cultural Pluralism Committee on September 4.

Broad-based Partnerships

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

Progress to date:

On September 12, 2008, Clark College will host a statewide workgroup that will evaluate the Biology Major Related Pathway. This workgroup will have representatives of biology departments from public four-year universities, private four-year universities, and community colleges from around the state. The goal will be the development of more efficient transfer mechanisms for community college biology students.

In partnership with the Southwest Washington Workforce Development Council, Clark College funded a survey of STEM-related activities in our community. The product, which will be completed by the end of August 2008, will include an inventory of Southwest Washington STEM education providers and support organizations along with a list of best practices for STEM outreach and recruitment. The next step will be a meeting of these STEM-related organizations with the anticipated goal of developing a community-wide effort to improve STEM education.

Management Excellence

- ◆ Establish online faculty evaluation system for students.

Progress to date:

The current process for online faculty evaluations is being reviewed; several vendor products are being assessed for cost-effectiveness, confidentiality, and reliability.

- ◆ In accordance with accreditation standards, conduct a study of adjunct faculty use policies at community colleges that are comparable to Clark College.

Progress to date:

The Adjunct Faculty Affairs Committee is gathering information about adjunct faculty use policies at comparable colleges. The committee will submit a best practices report to Instructional Council in winter 2009.

Additional Highlights

- ♦ The nine students in the Clark College Fitness Trainer graduating class of 2008 had a 100% pass rate on the National Strength and Conditioning Association Certified Personal Trainer exam (NSCA-CPT). This exam is accredited by the National Commission for Certifying Agencies (NCCA) and the current international pass rate is 56.19%.
- ♦ The remodel of the Materials Science/Metallurgy lab has been completed.
- ♦ With the restructuring of the Health Sciences (HS, formerly known as SHAPE) and Science, Technology, Engineering, and Math (STEM, formerly known as MPSE) units, the Computer Aided Design and Drafting (CADD) program has moved from the Business and Technology unit to the STEM unit.
- ♦ Instructional Designer Kathy Chatfield presented a three-hour workshop entitled *Hybrid Development Strategies to Engage, Amaze, and Enhance* at the Annual Conference on Distance Teaching and Learning in Madison, Wisconsin, on August 6, 2008.
- ♦ Electronics Technology instructors Chris Lewis and Jim Malinowski attended training at Lab-Volt, Ltd. in Quebec, Canada.

Rassoul Dastmozd, PhD
Vice President of Instruction
August 15, 2008

Administrative Services Board Report August 2008

Staff members in Administrative Services departments are hard at work this summer preparing the College for the influx of students in fall quarter. The redesign and repaving project on the Red 3 (Hanna) parking lot is nearing completion and will provide a new “front door” to the College and the Welcome Center. The Gaiser Student Center enhancement project is progressing nicely and will be ready for the College’s 75th Anniversary activities. This project will provide much needed infrastructure and aesthetic improvements to the only facility at the College that can accommodate large gatherings.

Focus on Learning

- ◆ Install smart classroom technology in 30 classrooms.

Progress to Date:

The rooms to be included in Phase 3 (final phase) of the smart classroom project have been identified, and equipment orders have been placed.

- ◆ Deploy Microsoft Office 2007 by fall 2008.

Progress to Date:

To date, approximately 50 percent of the College has migrated to Office 2007.

Access to Education

- ◆ Provide training opportunities for members of the Security Department (shift coverage, tuition fees, travel.)

Progress to Date:

A full-time Security Officer is presently attending the Washington Association of Campus Law Enforcement Administrators Security/Officer Training Academy.

- ◆ Provide staffing to increase network and telecommunication support.

Progress to Date:

An Information Technology Specialist position has been posted to increase support in Network Services.

- ◆ Provide staffing support to develop infrastructure for managing data and data warehouses used College-wide for data-driven decision making. (Developing a data-driven model for decision making is an IT Plan priority.)

Progress to Date:

The College is currently recruiting for an Application Developer/Database Administrator.

- ◆ Support for the College’s growing need for Internet bandwidth due to growth of the College, increased use of eLearning and Blackboard, webinars, and wireless Internet access.

Progress to Date:

Completed. College Internet bandwidth increased by 100 percent.

- ♦ Evaluate and select an appropriate platform and provider to allow all students access to a uniform e-mail system.

Progress to Date:

Student e-mail system implemented. The College selected the Google G-mail system.

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

Progress to Date:

Construction for the Clark College at CTC building continues on budget and on schedule for an opening in fall 2009.

Pre-design for the Child and Family Studies match project has started. The project will be designed and constructed in phases to accommodate building site constraints and program needs.

Broad-based Partnerships

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

Progress to Date:

Work continues on the development of the College Emergency Management Plan. New response protocols have been developed and tested for fire alarms and hazardous material spills/exposures. College first responders in Security/Safety and Plant Services have received training on these response protocols. Staff will complete and submit a self study of emergency preparedness to the State Board by October 30 as required by SB 6328.

Members of the Executive Cabinet and the Emergency Management Plan Committee attended an orientation session on July 29 describing the activities and timelines associated with the Critical Incident Planning and Mapping System (CIPMS) initiative mandated by HB 2507. First responder personnel from the College and Vancouver police and fire departments attended a pre-plan tactical meeting on August 13 in preparation for the CIPMS mapping project site visit. Plant Services staff is assisting state personnel with facilities data gathering in support of the project.

Management Excellence

- ♦ Provide appropriate staffing, equipment and materials to insure high quality facilities maintenance as the College expands operations in the "T" Building, TPC, and the Gaiser Hall and O'Connell Sports Center renovations.

Progress to Date:

The recruitment process for the new Custodian 1 and Maintenance Mechanic 2 positions was started. These new positions address facilities expansion in Gaiser Hall and the "T" Building and will enable the College to maintain high-quality facilities.

- ♦ Complete an assessment of the College's financial health to support decision-making.

Progress to Date:

An analysis of the 2007-08 financial activity has been completed, shared with the President, and is included in this Board packet.

- ◆ Provide financial management support for individuals managing grants and contracts.

Progress to Date:

The Administrative Procedures Manual has been updated to include a description of support provided by Business Services staff. Staff in Business Services have developed and implemented processes to support current grants.

- ◆ Provide an effective transportation system for College groups.

Progress to Date:

A purchase order for two replacement vehicles has been issued: a 12-passenger van and an 8-passenger mini-van. These vehicles will replace aging vehicles and reduce the risk associated with the current 15-passenger vans.

- ◆ Continue development and implementation of Enterprise Risk Management Plan.

Progress to Date:

The College has begun the task of identifying risks in each area of College operation. A Risk Register will be completed in early fall.

Additional Highlights

- ◆ Plant Services hired an Assistant Facilities Designer to fill the vacancy created by the retirement of the College architect. The person selected will increase the diversity of the department.
- ◆ Business Services staff successfully closed the 2007-08 fiscal year and provided the 2008-09 budget book on CD's saving 45 reams of paper and 30 costly notebooks.

Philip Sheehan
Interim Vice President of Administrative Services
August 15, 2008
PS200

Clark College - Budget Status Report

6/30/2008 - Final

Sources of Funds (Revenues)	2007-08 Budget	Revenue to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	31,338,916	31,307,032	31,884	99.9%
Tuition	12,841,018	12,642,531	198,487	98.5%
Interest	180,000	335,088	(155,088)	186.2%
Excess enrollment	99,960	549,830	(449,870)	550.1%
Planned use of prior fund balance	410,305		410,305	0.0%
Dedicated, matriculation, tech, cont ed	3,252,179	3,071,223	180,956	94.4%
Total Operating Accounts	48,122,378	47,905,704	216,674	99.5%
Other Accounts				
Grants & Contracts	8,446,485	8,125,309	321,176	96.2%
Internal Support	1,314,011	673,256	640,755	51.2%
ASCC less PUB	1,930,962	1,401,792	529,170	72.6%
Bookstore	4,875,590	5,333,603	(458,013)	109.4%
Parking	755,234	320,312	434,922	42.4%
Auxilliary Services	1,452,622	1,573,175	(120,553)	108.3%
Financial Aid	15,724,887	19,196,179	(3,471,292)	122.1%
Total Other Accounts	34,499,791	36,623,626	(2,123,835)	106.2%
Total Sources of Funds	82,622,169	84,529,330		102.3%

Uses of Funds (Expenses)	2007-08 Budget	Expense to Date	Difference	% Budget Spent
Operating Accounts				
President	716,452	722,461	(6,009)	100.8%
Vice President of Instruction	27,969,688	27,943,513	26,175	99.9%
Vice President of Administrative Services	9,350,163	9,286,357	63,806	99.3%
Vice President of Student Affairs	5,661,619	5,683,578	(21,959)	100.4%
Executive Dean of Planning & Advancement	568,181	470,277	97,904	82.8%
Executive Director of Corporate & Continuing Ed	1,447,755	1,043,471	404,284	72.1%
Executive Director of Communications	1,176,804	1,114,166	62,638	94.7%
Associate Vice President of Human Resources	1,231,716	1,210,399	21,317	98.3%
Total Operating Accounts	48,122,378	47,474,221	648,157	98.7%
Other Accounts				
Grants & Contracts	8,446,485	8,123,735	322,750	96.2%
Internal Support Services	1,314,011	659,715	654,296	50.2%
ASCC less PUB	1,930,962	1,906,128	24,834	98.7%
Bookstore	4,875,590	5,233,660	(358,070)	107.3%
Parking	755,234	394,021	361,213	52.2%
Auxilliary Services	1,452,622	1,478,357	(25,735)	101.8%
Financial Aid	15,724,887	19,124,043	(3,399,156)	121.6%
Total Other Accounts	34,499,791	36,919,659	(2,419,868)	107.0%
Total Uses of Funds	82,622,169	84,393,881	(1,771,712)	102.1%
Difference - Excess (Deficiency)		135,450		
Transfer from Dedicated to Grants & Local Capital		(963,138)		
Net difference - (deficiency)		(827,689)		
Capital Projects - Revenue & use of fund bal	20,776,999	21,858,598	(1,081,599)	105.2%
Capital Projects- Expense less depr	20,776,999	21,858,598	(1,081,599)	105.2%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 7/28/08

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

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

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

s.sand 8/15/08

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	1,856,353		-	70,500	1,785,853
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*			4,870,992			(4,870,992)
Totals	20,467,636	15,075,646	4,870,992	8,061,669	970,500	1,172,485

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

s.sand 6/9/08

Highlights of Cash Balance Activity

Balance, July 1, 2007	1,172,485
Balance, July 1, 2008	<u>292,607</u>
Decrease in available cash balance	<u>879,878</u>

Significant uses of cash balance*

Increase in required reserves (10%)

One-time requests approved in 08-09 goal and budget development process

Installation of interior door locks (campus safety initiatives)

Replacement of 2 motor pool vans

Use of fund balance for IT Plan initiatives

*There are multiple impacts on available cash balance.

The items listed above are the significant items that resulted in a decrease.

k.wynkoop 8/15/08

To: Clark College Board of Trustees

From: Bob Knight, President

Date/Ref: August 11, 2008/RK292

Subject: Debt Policy

Background

Over the last several years, the College has considered capital projects that would be funded through Certificates of Participation and require local funds for debt payments. Prior to last year's revision, the Board Policies document included a general statement which authorized the Board of Trustees to borrow money in compliance with RCW 28B.10.300 through 28B.10.330. The current Board Policy document includes a brief statement in 100.B70 (11), Board Duties and Responsibilities: "Authorize borrowing money and the issuance and sale of revenue bonds." In light of the College's desire to expand throughout our service area, it is prudent to establish a more specific debt policy, including limits, to guide our work.

Recommendation

I recommend approval of the attached debt policy and its inclusion in the Board Policies under Miscellaneous Policies of the Board.

College administrators have researched policies adopted by other institutions within our system and have developed this policy specific to Clark which provides two not mutually exclusive options for debt.

Debt supported by general and operating revenues:

The annual payment for principal and interest is limited to three percent of the average general operating revenues, less earmarked funds. The current limit would be \$1.4 million in annual principal and interest payments based on an analysis of the last three fiscal years.

Debt supported by other revenues:

The debt is supported by a stable funding source other than the College's state allocation, tuition, or dedicated fee revenues and must be sufficient to cover normal operating expenses of the unit plus anticipated annual debt service over the life of the debt.

Historically, the College has rarely used debt. In 1984, the College borrowed \$650,000 to add parking spaces and improve sidewalks, lighting, and signage. In fiscal year 2004-05, the College incurred a small, no interest debt in order to secure a community development block grant to fund a major renovation of the Child Care Play Space. A small balance of less than \$4,000 remains and will be paid in 2009. In that same year, the College borrowed \$5.7 million to fund the Penguin Union Building after students voted to tax themselves to repay the loan. Student fees provide adequate funding each year for repayment. The current balance is \$4,195,000.

Approval of this policy recommendation will provide guidance and assist in the College's long-term planning process.

Thank you.

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Attachment

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

100.F10 PRESENTATION AND ADOPTION OF POLICY

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

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

100.F20 PARLIAMENTARY AUTHORITY

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

100.F30 AMENDMENTS OF BOARD POLICIES

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

100.F40 BOARD OFFICES

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

This office shall be open during normal business hours.

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

100.F50 COLLEGE DEBT

The College, in accordance with Chapter 28B.50.140(6), may, with the approval of the State Board for Community and Technical Colleges (SBCTC) borrow money and issue and sell revenue bonds in accordance with the provision of RCW 28B.10.300 through 28B.10.330, where applicable, for the purchase of high cost fixed assets and equipment.

It is the policy of the College to effectively manage the appropriate level of debt to ensure adequate resources are available to meet debt service requirements to spread the cost of high cost fixed assets and equipment over the useful life of the assets. Debt service may be funded using two different methods and both can be in effect at the same time depending on the debt needs of the College.

100.F50 COLLEGE DEBT (CONTINUED)

Debt supported by general and operating revenues:

The College shall not incur debt or borrow money which will cause the aggregate debt obligation by the College to exceed that amount for which payments of principal and interest in any fiscal year would require the College to expend more than three percent of the average general operating revenues, less earmarked funds, for the three immediately preceding fiscal years. General operating revenues include state allocations, tuition, interest, and Enterprise and Internal Service funds.

Debt supported by other revenues:

Debt services by other revenues will be supported by a stable funding source other than the College's state allocation, tuition, or dedicated fee revenues. The other revenue source must be sufficient to cover normal operating expenses of the unit (if any) plus the anticipated annual debt service costs over the life of the debt schedule.

August 2008

Student Affairs Report August 2008

Focus on Learning

Support annualized institutional enrollment goals.

Progress to date:

- ◆ Chanda Kroll (International Recruitment Manager) traveled to Vancouver B.C. during the summer quarter to establish relations with school representatives and agents at English Language Schools in an effort to recruit international students.
- ◆ The magazine titled, Study in the USA, was published in July 2008 with ads for Clark College for the following targeted countries: Northeast Asia, Southeast Asia, Japan (in Japanese), and the USA. Over 150,000 copies of the summer issue were distributed to attract potential international students.
- ◆ As of August 11th, a total of 365 Running Start FTES have been generated for fall quarter. These are continuing RS students who will be seniors in the fall. The new RS students will enroll online beginning August 25.

Support retention initiatives to achieve institutional retention goals.

Progress to date:

- ◆ The Financial Aid Packaging Policy has been revised and implemented to ensure that students enrolled in summer quarter classes have sufficient financial aid for the academic year. Historically, Clark College funded students 3 of 4 quarters in the academic year. Funding continues to be offered on a first come first serve basis. Students that enroll winter quarter will receive Pell and State Need Grants based on their eligibility, however, supplemental funds will be limited due to the addition of the 4th quarter offering.
- ◆ An ITV training session on Academic Early Warning (AEW) was presented on August 12th to a group of Student Affairs and Instructional staff, faculty and administrators to provide an overview of the new AEW tool. This new system that will be implemented this fall will be used by faculty to inform students of their progress in a course of study in time to address problems that they may experience. Ted Broussard (Dean of Student Success and Retention) will take the lead in this project as one of the goals identified in the Retention Plan.

Access to Education

Expand online support services that provide increased access.

Progress to date:

- ◆ The new International Programs website was launched on July 21st with drop down menus that offer more complete information to prospective and current students.
- ◆ Janet Turner (Assistant Financial Aid Director) met with representatives from the Higher Education Board on July 23rd to discuss the implementation of a system called Washington Financial Aid Exchange (WAFAX). This new system will allow institutions to electronically exchange student level data that is required to fund co-enrolled students with the appropriate level of financial aid. Our goal is to implement the system in spring quarter 2009. Clark will be able to

exchange information with participating Washington and Oregon border colleges and universities to determine financial aid eligibility for students.

- ◆ Kelly Benson (Welcome Center Manager) in collaboration with Marketing and Communications, has created an online registration process for New Student Welcome Day that will be held on September 19th. This year, over 4,000 invitations have been mailed to new students. A full day of events that include over 25 different sessions will be offered to students.

Respect for Differences

Provide educational activities that foster a global perspective.

Progress to date:

- ◆ The Office of International Programs and the International Club participated in the Port of Vancouver's International Festival on July 27th. The Office of International Programs shared a booth with the ABE/ESL office of outreach. A Pre Hispanic dance was performed by staff from TPC and International Club members participated in a cultural fashion show.
- ◆ In collaboration with the Clark College History Club, Service-Learning staff participated in a 3-week study abroad and cross-cultural service-learning project in Egypt on June 30- July 21. Fourteen Clark College History Club students experienced the legacy of civilization in the epicenter of the ancient world: Egypt. Students gained valuable insight into the cultures and customs of the ancient and modern-day Egyptians. Clark College students facilitated an English summer camp at the St. John American School, a K-12 school on the outskirts of Cairo, with the goal of improving English conversation skills among Egyptian students and cross-cultural exchange.

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

- ◆ Ted Broussard (Dean of Student Success & Retention), Chanda Kroll (International Programs), Felisciana Peralta and Carrie Weikel-Delaplane (Student Life) attended the Diversity Retreat sponsored by the Cultural Pluralism Committee on August 5th. The facilitator discussed the need to define the different stages of diversity: tolerance, understanding, managing, valuing, and celebrating. Components of this training session will be provided to additional staff in Student Affairs throughout the year.
- ◆ Carrie Weikel-Delaplane, Felisciana Peralta, Grace Farmer and Pachia Thao (Student Life) attended the three day "Stop the Hate" training at Portland Community College Rock Creek campus. All four participants are now certified facilitators on hate crime and bias crime awareness and prevention.

Workforce Development

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

Progress to date:

- ◆ During July, the Career & Employment Services staff assisted 64 students in their search for on-campus employment, and 40 students and community members with resume critiques, job search strategies and mock interviews.

- ♦ Career & Employment Services hosted an HDEV 116 Motivation and Study Skills class for 15 students on July 23rd. Additionally, 247 individual visitors signed in to use computer and library resources for occupations research, career assessment and job search during the month of July.
- ♦ Suzanne Thayer (Program Coordinator, Career & Employment Services) provided workshop sessions on resume development and job search strategies in July for students who are interested in enrolling in the Co-op Education Work Experience program. Suzanne placed five current co-op students in positions with employer partners. Barbara Jo Ivey (Employment Specialist) conducted three classroom sessions for HDEV Professional Development; Work Study Work Shop and the Displaced Homemakers (DH) class. Online career exploration resources were demonstrated and the occupational search process was discussed.

Broad-based Partnerships

Increase community outreach activities and partnerships from 2008 to 2009.

Progress to date:

- ♦ Staff from the YWCA, DSHS, WSUV, Community Youth Services, and Clark's Eligibility Programs and Financial Aid attended a Foster Care to College meeting on July 23rd at Clark. Attendees reviewed the numerous resources available to Foster Care Youth and strategized how to coordinate resources to fully support the population as they pursue their higher education goals. This group will meet on a quarterly basis to share program updates and events.
- ♦ Three Clark advisors (Diane Divittorio, Shelley Ostermiller, and Regina Arellano) visited Pacific University in Forest Grove on July 29 to learn more about their pre-professional programs and course equivalencies for Physical Therapy, Occupational Therapy, Physician Assistant, and other professional health programs.
- ♦ Barbara Jo Ivey (Career Center) conducted a three-hour workshop on job searching tips, resumes and interviewing techniques to the Skamania County Forest Youth Program in Carson City in August.
- ♦ Dan Overbay (Associate Director of Student Recruitment) successfully coordinated the schedule for employee volunteers to staff the Clark College booth at the 2008 Clark County Fair on August 1 – 10.

Management Excellence

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

Progress to date:

- ♦ Financial Aid staff participated in the Professional Judgment Webcast training on July 29th. As a result, the Financial Aid office revised and expanded the Professional Judgment procedures to include the consideration of using academic year income to establish eligibility when a student and/or family member has experienced a loss of income in the base year.
- ♦ The Athletics Department held a retreat for coaches and athletics staff on July 30 to assess progress on the 2007-08 Athletics Operational Plan and to formulate new goals for the 2008-09 Plan. The longer term draft Athletic Business Plan was also reviewed. The group was welcomed by President Knight and Vice President Ruiz and Mr. Denny Huston, the Interim Director of Athletics was officially introduced to the coaches.

- ♦ The Service-Learning Advisory Board met on August 4th to discuss the direction of the Clark College Service-Learning program for the upcoming 2008-2009 academic year and to review the Service-Learning Fellows applications. The advisory board consists of Clark College faculty, staff, students and community partners. The program plan is forthcoming.
- ♦ Jody Shulnak (Service Learning) attended the Dialogue for Democracy: Community Based Service Learning workshop at Evergreen State College on August 11th. The workshop activity provided excellent networking opportunities as well as an overview of the legislative landscape in support of the Service Learning program.
- ♦ Suzanne Thayer (Career Services) attended the Cooperative Education & Internship Association (CEIA) 7th Annual Cooperative Education and Internship Training on June 18-21. Topics included improving the growth and viability of a co-op program and organization by capitalizing on both internal and external partnerships, supporting students' academic goals, and maintaining academic credibility.
- ♦ Cath Keane (Career Services) attended the Robert F. Kennedy Keynote Presentation and the Legislative Committee on Economic Development & International Relations (LCEDIR) meeting during the SW WA Sustainability Conference at Vancouver Hilton on July 10th.
- ♦ Clark College Admissions and Assessment staff hosted and participated in the Two-Year Recruitment, Orientation and Outreach (TYROO) conference on July 21-22. Over 50 participants enjoyed the conference and toured the campus.
- ♦ Student Life staff hosted the Washington Community College Multicultural Student Services Directors Council on August 7-8. Over 25 directors attended the 2 day session to discuss strategies to increase the retention rate for students of color.

Other

The Veterans Affairs office completed a successful audit that was conducted by The Higher Education Coordinating on July 21st.

Personnel Highlights in August

Eden Isenstein, the new part-time retention counselor, was hired to mentor and support faculty who will participate in the Early Academic Warning (AEW) system program.

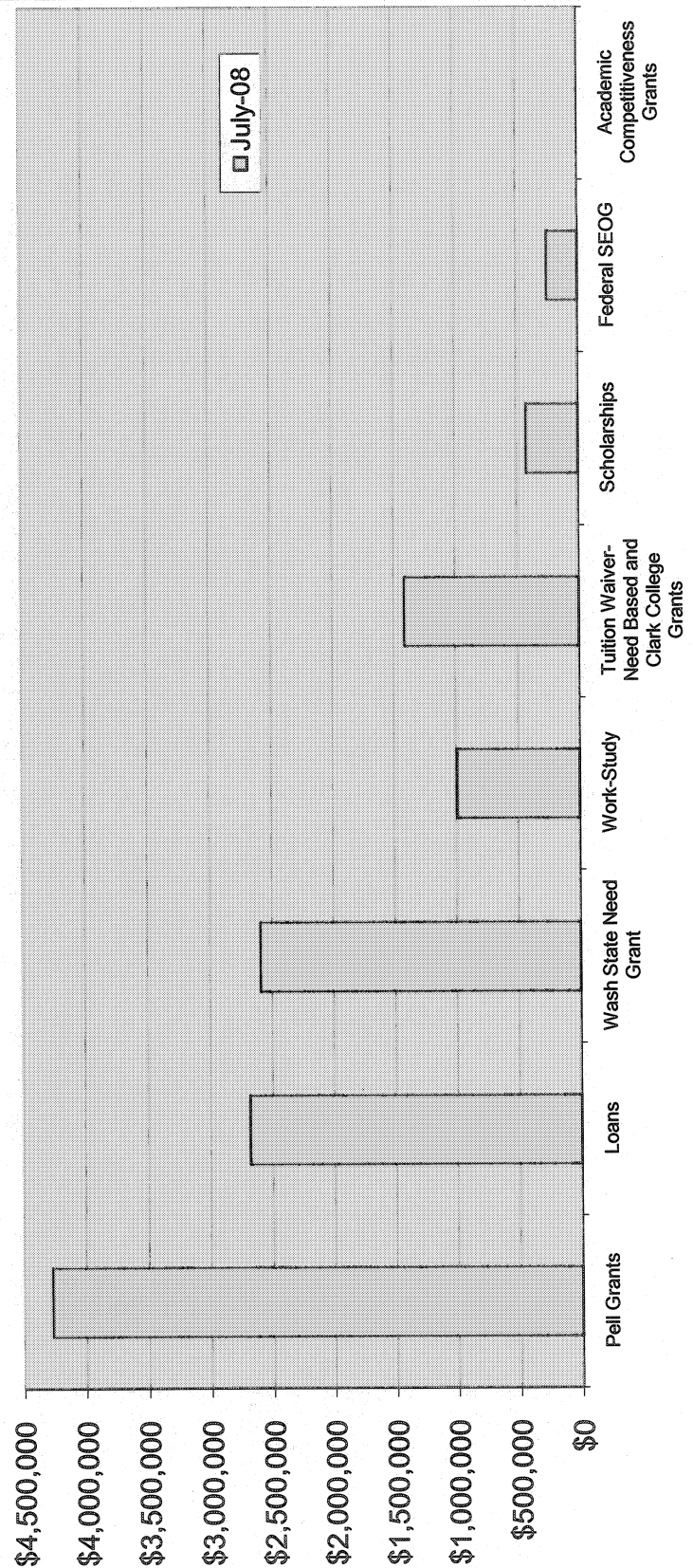
Felisciana Peralta, the new full-time Multicultural Retention Manager, was hired to mentor and support the retention of students of color and international students. She will be housed in the Office of Student Life.

Saundra Solis, the new full-time Running Start Program Coordinator, was hired and will begin her new duties on October 1st after her current position is filled. This position supports the retention and academic success of RS students.

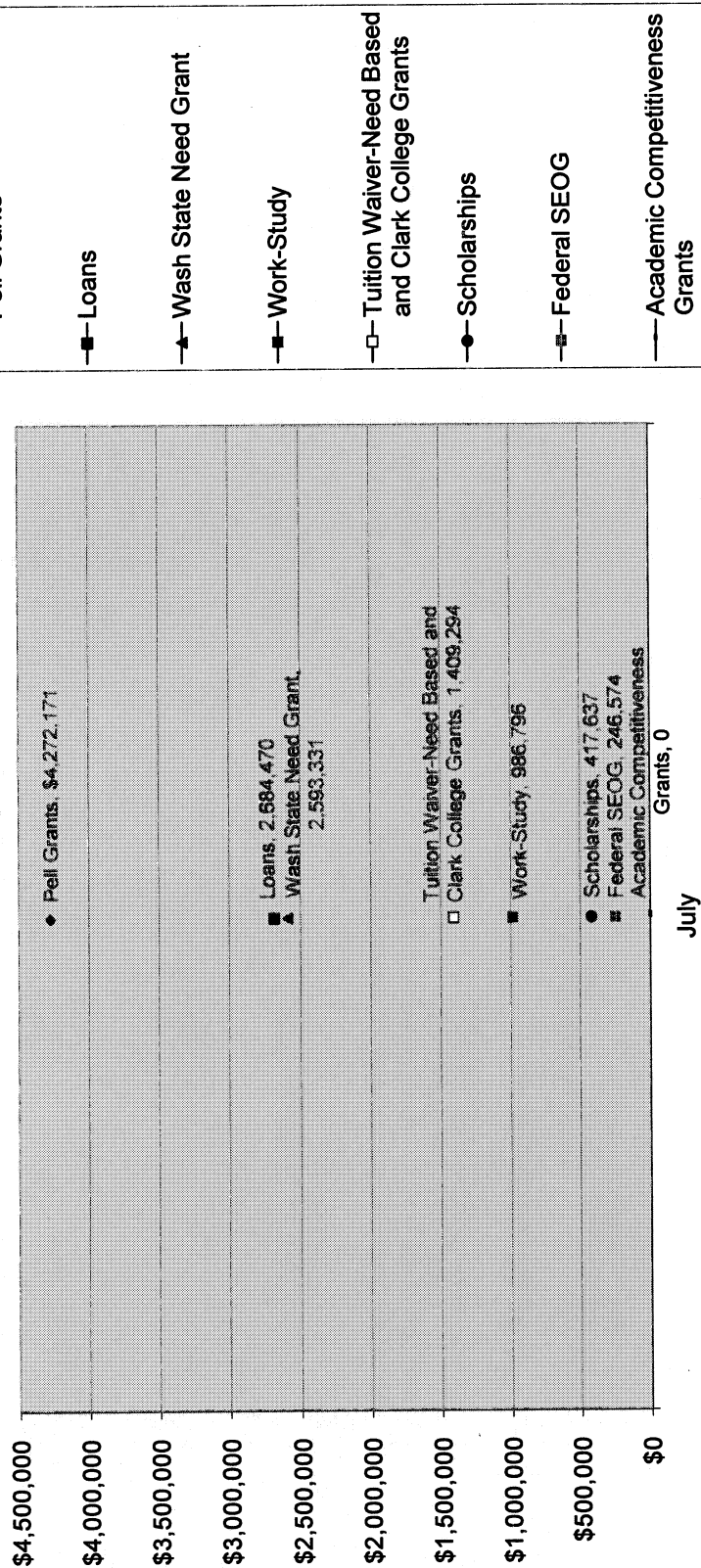
Kimberly Marshall, the new full-time Registrar, was hired in August. Our sincere appreciation and thanks to Ms. Lorraine Seiffert who returned to Clark on a temporary contract to assist us in a very smooth transition during the Registrar hiring process.

Rachel Ruiz, Ph.D.
Vice President of Student Affairs
August 15, 2008

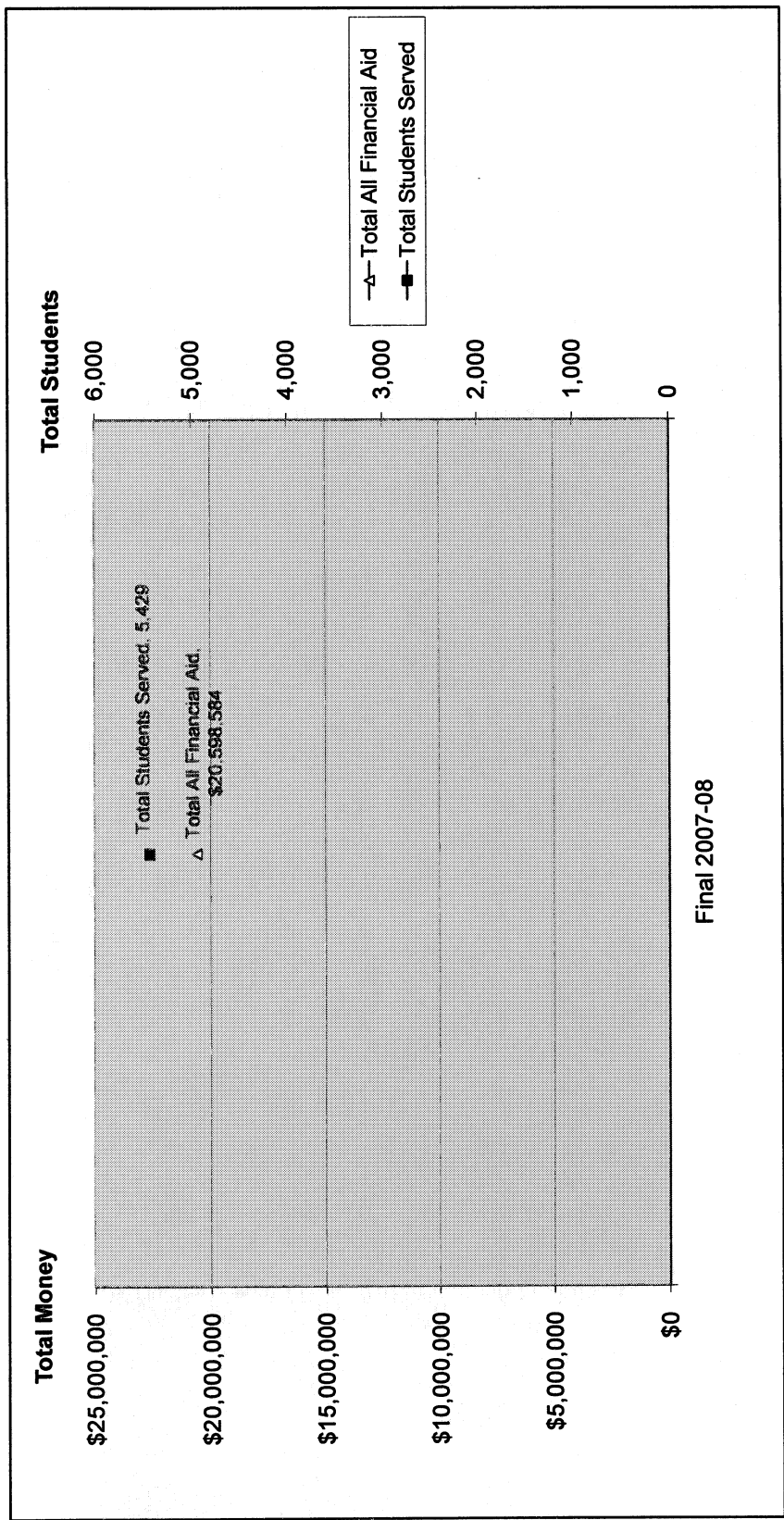
Comparison Chart July 2008



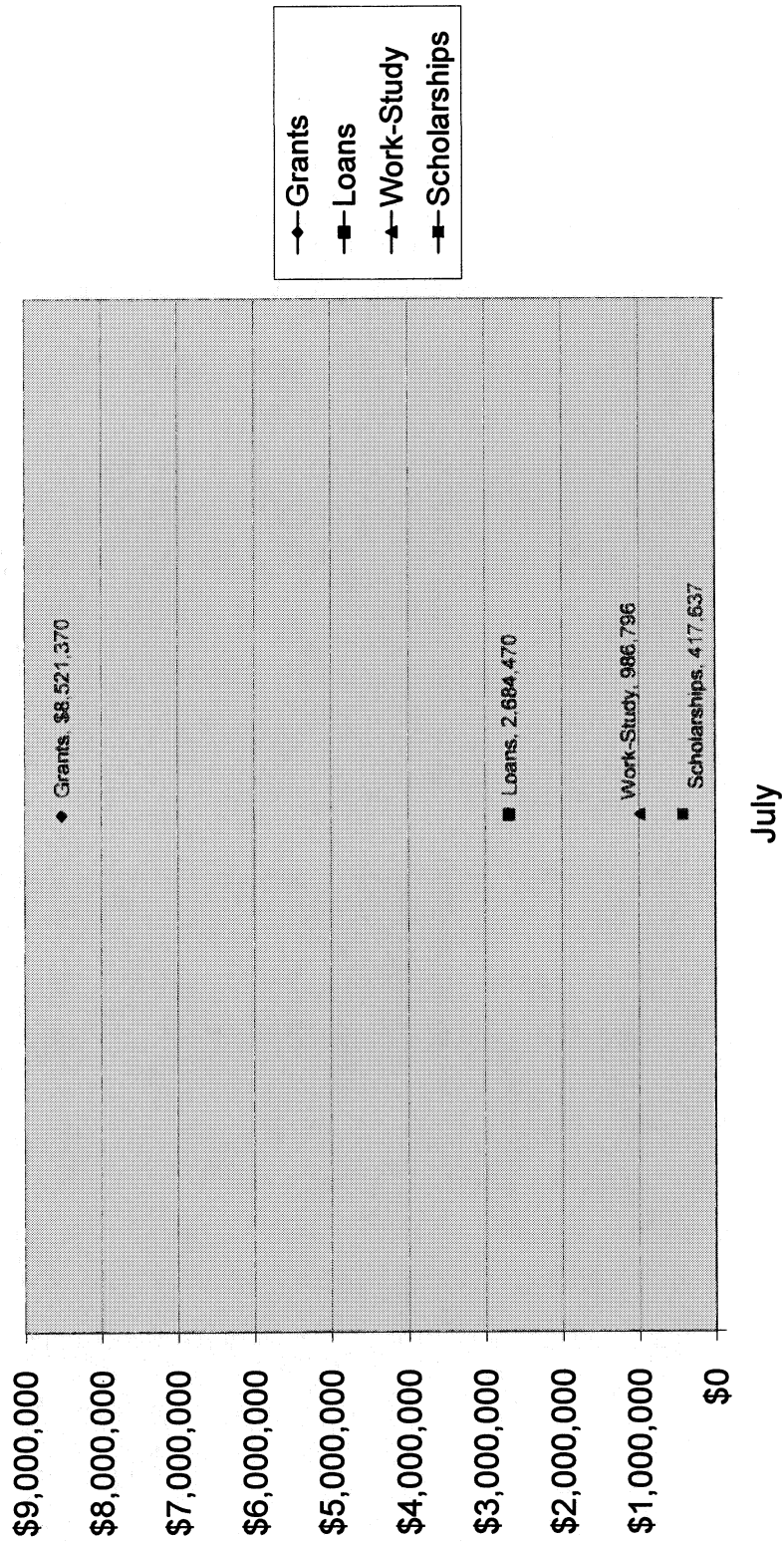
08-09 Financial Aid Stats



July



08-09 Funding Types



Human Resources Board Report August 2008

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

Focus on learning

- ◆ Expand partnership and support growth of Teaching and Learning Center

Progress to date:

Funding has been identified and recruitment is underway for a part-time Information Technology Technician position to support computer training and an open lab for faculty and staff in the Teaching and Learning Center

Respect for Differences

- ◆ Create a diversity plan that addresses retention, recruitment, and diversity education and awareness among faculty, staff and students.

Progress to date:

The Director for Equity and Diversity conducted a training for Foundation Staff.

On August 5th, 30 Clark College employees, including the Executive Cabinet, the Cultural Pluralism Committee, Deans and some directors and managers participated in an all day session on Diversity and Leadership at the college. The day ended with action plan steps that will be incorporated into the Diversity plan draft this fall.

- ◆ Lead and promote diversity initiatives and intentions in hiring and training

Progress to date:

The Director for Equity and Diversity attended the Learning College Summit in June along with Gail Liberman. The college was also an official partner in this year's International Festival.

Management Excellence

- ◆ Provide leadership to IBB process and implementation of CCAHE agreement

Progress to date:

Bargaining is underway for both full-time and part-time faculty salaries.

- ◆ Provide leadership to WPEA labor management and implementation of WPEA CBA

Progress to date:

The Associate Vice President of Human Resources is a member of the governor's WPEA Higher Education bargaining team for the 2009-11 negotiations.

- ◆ Ensure compliance and performance in Environmental Health and Safety programs and expand EHS programs

Progress to date:

EHS Program Coordinator position has been funded and Rebecca Benson was hired. This full-time position will contribute to ensuring the College is in compliance in areas of health and safety, regulatory reporting, accident investigation and updating of EHS programs.

Additional Highlights

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

Richard Bartell was appointed to the full-time permanent classified position as Warehouse Operator 3 in Bookstore effective August 18, 2008. Richard has previous work experience with Gem Top Manufacturing, Warn Industries and Caddis Sports Inc.

Rebecca Benson was appointed to the full-time permanent classified position as Program coordinator in Environmental Health and Safety effective July 23, 2008. Rebecca has an AA from Clark College and a BS in Biology from Washington State University and previous work experience with the Department of Ecology and Clark College.

Deanna Conrad was appointed to the full-time permanent classified position as Custodian 1 in Plant Services effective July 13, 2008. Deanna has previous work experience with Club 99, Icehouse Bar and Grill and Clark College.

Grace Farmer was appointed to the full-time permanent classified position as Program Assistant in Student Life effective July 29, 2008. Grace has previous experience with Community Housing Resource Center, Goodwill Industries of the Columbia Willamette, and City of Vancouver.

Vernon "Skip" Jimerson was appointed to the full-time permanent exempt position as Grounds Manager in Plant Services effective July 1, 2008. Skip has been with the College since 1990.

Tatyana Khudyy was appointed to the full-time permanent classified position as Program Assistant in Financial Aid effective July 3, 2008. Tatyana has an AA from Clark College in General Studies and Business Administration and previous work experience with Clark College, LaCamas Community Credit Union and IQ Credit Union.

Polina Kozhemyakin was promoted to the full-time permanent classified position as Program Assistant in Corporate and Continuing Education effective July 21, 2008. Polina has an AA from Clark College and most recently worked in Registration at Clark College.

Donna LaPerle was appointed to the full-time permanent classified position as Mail Carrier-Driver in Central Services effective August 1, 2008. She has an AA from Clark College and previous work experience with Johnstone Supply, Associate Global Systems Gallagher Transport International, US Natural Resources, Homebase, and Boise Cascade Corporation.

Kimberly Marshel was appointed to the full-time permanent administrative position as Registrar effective August 18, 2008. Kimberly has a BS in Psychology from Portland State University, a WSCT certificate in Women's Studies from Portland State University and an MS in Education from Portland State University. She has previous work experience with Everest College and American Eagle Outfitters.

Peggy Oliver-McVay was appointed to the full-time permanent classified position as Program Support Supervisor 2 in ABE/ESL at Town Plaza Center effective June 19, 2008. Peggy is attending the University of Phoenix and has previous work experience with Family Physicians Group, Columbia River Mental Health Services, NW Asthma Allergy and Senior Connections, and Sodexo USA/Marriott.

James Meeks was promoted to the classified position as Information Technology Specialist 4 in Computing Services effective August 1, 2008. Jim has been with the College since August 2007.

Barbara Neely was appointed to the full-time temporary faculty position as Nursing Student Success Specialist effective September 20, 2008. Barbara has a Registered Nursing Diploma from Capital City School of Nursing, a BS in Nursing from Oregon Health Science University and a Master's in Public Affairs with a Health Policy and Administration Concentration from Washington State University. She has previous work experience with Multnomah Education Services District and hospital nursing.

Felisciana Peralta was appointed to the full-time permanent exempt position as Multicultural Retention Manager effective July 16, 2008. Felisciana has a BA in Psychology and Spanish from Central Washington University and an M.Ed. in Counseling from Heritage University. She has previous work experience with College Success Foundation, Yakima School District and Central Washington University.

Danette Randolph was appointed to the full-time administrative position as Director of Workforce Education and Economic Development effective August 1, 2008. Danette has a BS in Workforce Education Training and Development from Southern Illinois University and an MA in Organizational Leadership from Gonzaga University. She has previous work experience with Highline Community College, Bellevue Community College, Green River Community College, and Bureau of Education and Research.

Jennifer Shadley was appointed to the full-time permanent classified position as Graphic Designer in Communications and Marketing effective July 14, 2008. Jennifer has an AAS in Graphic Design from Portland Community College and a BA in Fine Arts/Art History from Purdue University. She has previous work experience with Hanlon Brown Design, Russell Street Bar-B-Que, Sharon Senter, and Pastaworks.

Anna Schmasow was appointed to the full-time permanent classified position as Office Assistant 3 in Admissions effective August 18, 2008. Anna has previous work experience with Ridgefield School District, Evergreen Public Schools and Clark College.

Jacquelynn Wells was appointed to the full-time permanent classified position as Office Assistant 3 in the Mathematics Department effective July 7, 2008. Jacquelynn has a BS in Speech Communications from Oregon State University and previous work experience with New Edge Networks, LBR Marketing, Pacific Paper Trading.

Katrina Golder
Associate Vice President of Human Resources
8/15/2008

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Richard Bartell	Warehouse Operator 3	8/18/08	Bookstore	Classified	Full-time	Replacement
Rebecca Benson	Program Coordinator	7/23/08	Environmental Health & Safety	Classified	Full-time	New
Blake Bowers	Dean of Health Sciences	8/1/08	Instruction	Admin	Full-time	Replacement
LeRoy Crouch	Custodian 1	7/14/08	Plant Services	Classified	Full-time	Replacement
Deanna Conrad	Custodian 1	7/14/08	Plant Services	Classified	Full-time	Replacement
Grace Farmer	Program Assistant	7/29/08	Student Life and MSA	Classified	Full-time	Replacement
Vernon "Skip" Jimerson	Grounds Manager	7/1/08	Plant Services	Exempt	Full-time	Replacement
Tatyana Khudy	Program Assistant	7/3/08	Financial Aid	Classified	Full-time	Replacement
Donna LaPerle	Mail Carrier Driver	7/1/08	Central Receiving	Classified	PT 50%	New
Kim Marshal	Registrar	8/18/08	Student Affairs	Admin	Full-time	Replacement
Debbie Maurina	Program Specialist 2	4/24/08	Financial Aid	Classified	Full-time	Reallocation
Peggy Oliver-McVay	Program Support Supervisor 2	6/19/08	Town Plaza Center	Classified	Full-time	Replacement
James Meek	Information Technology Specialist 4	8/1/08	Computing Services	Classified	Full-time	Replacement
Barbara Neely	Nursing Student Success Faculty Specialist	9/10/08	Nursing	Faculty	FT Temp	Replacement
Kathy Ostermiller	Secretary Senior	9/2/08	Office of Instruction	Classified	Full-time	Replacement
Jane Patrick	Program Coordinator	6/26/08	Basic Ed-Student Achievement	Classified	Full-time	Replacement
Danette Randolph	Director of Workforce Ed & Economic Dev	8/1/08	Workforce Education	Admin	Full-time	Replacement
Polina Kozhemyakin	Program Assistant	7/21/08	Corporate and Continuing Ed	Classified	Full-time	Replacement
Jennifer Shadley	Graphics Designer	7/14/08	Communications and Marketing	Classified	Full-time	new
Anna Schmasow	Office Assistant 3	8/18/08	Admissions	Classified	Full-time	new
Jacquelyn Wells	Office Assistant 3	7/7/08	Mathematics	Classified	Full-time	new
RETIREMENTS/RESIGNATIONS/SEPARATIONS						
Verna Goll	Program Coordinator	7/21/08	Corporate and Continuing Ed	Classified	Full-time	Resignation
Christi Grossman	Program Coordinator	7/18/08	Career and Employment Services	Classified	Full-time	Separation
Cristin Rigney	Program Assistant	6/13/08	Admissions	Classified	Full-time	Resignation
Kerry Rogers	Administrative Assistant A	7/18/08	Nursing	Classified	Full-time	Resignation
Christy Zillman	Early Childhood Specialist 3	8/1/08	Child & Family Studies	Classified	Full-time	Resignation

VACANT POSITIONS

HUMAN RESOURCES EMPLOYEE REPORT
August-08

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Administrative Assistant 3	7/29/08	Nursing	Classified	Full-time	Replacement
Assistant Facilities Designer	5/23/08	Plant Services	Classified	Full-time	Replacement
Associate VP of Planning/Institutional Effect.	6/20/08	Planning and Advancement	Admin	Full-time	Replacement
Automotive Instructor-T-Ten Coordinator	7/31/08	Instruction	Faculty	FT-temp	Replacement
Credentials Evaluator 3	7/9/08	Student Affairs	Classified	Full-time	New
Custodian 3	7/28/08	Plant Services	Classified	Full-time	Replacement
Dean of e-Learning	9/23/08	Instruction	Admin	Full-time	Replacement
Director of Career and Employment Services	6/25/08	Student Affairs	Exempt	Full-time	Replacement
Early Childhood Specialist 2	8/1/08	Child and Family Studies	Classified	FT 9 mo	Replacement
Early Childhood Specialist 3	8/1/08	Child and Family Studies	Classified	PT 75% 9 mo	Replacement
Early Childhood Education/Family Life Instruc.	6/30/08	Instruction	Faculty	PT 80%	New
Electric Systems and Control Technologies Inst.	7/31/08	Instruction	Faculty	Full-time	New-temp
Fiscal Specialist 2	6/16/08	Corporate & Continuing Ed	Classified	Full-time	Replacement
Grounds and Nursery Specialist 4	8/18/08	Plant Services	Classified	Full-time	Replacement
Grounds and Nursery Specialist 1	7/24/08	Plant Services	Classified	Full-time	Replacement
Human Resource Consultant Assistant 2	8/13/08	Human Resources	Classified	FT-seasonal	Replacement
Information Technology Specialist 3	7/23/08	Computing Services	Classified	Full-time	Replacement
Information Technology Specialist 3	8/24/08	Computing Services-Telephone	Classified	Full-time	Replacement
IT Applications and Data Base Developer	8/28/08	Computing Services	Exempt	Full-time	New
Medical Radiography Instructor/Coord	3/17/08	Health Occupations	Faculty	Full-time	New
New Programs/I-BEST Manager	8/11/08	Instruction	Exempt	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	New
Office Assistant Lead	8/12/08	Registration TPC	Classified	Full-time	Replacement
Program Coordinator	7/14/08	Advising	Classified	Full-time	New
Program Coordinator	7/9/08	Running Start	Classified	Full-time	New
Secretary Senior	8/7/08	Admissions	Classified	Full-time	Replacement

Clark College Human Resources
08/15/08

Planning & Institutional Effectiveness Report August 2008

Access to Education

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

Progress to date:

- ◆ Met with new Multicultural Retention Manager and provided her with retention and course success data for students.
- ◆ Jointly with Clark College Foundation, developed a proposal for Meyer Memorial Trust. The proposal, submitted in mid-July, focused on two goals: (i) Developing a region-wide Healthcare Core Curriculum (HCC) that will serve as an educational launching point towards numerous health career pathways; (ii) developing an online Pharmacy Technician Certification (PTC) Review Course to prepare students for the national certification examination.
- ◆ Working with Student Affairs for developing a proposal for upcoming federal TRIO Student Support Services grant. The main purpose of the grant is to achieve a higher retention, academic standing and graduation/transfer rate for low income, first generation and students with disabilities.

Respect for Differences

Assess the level of satisfaction of stakeholders and communicate results to college community. (Satisfaction surveys completed, including 2008 PACE, 2008 Noel Levitz, Graduate Survey and Employer Survey, and results communicated to college.)

Progress to date:

- ◆ 2008 PACE completed, and results posted to intranet
- ◆ 2008 Noel Levitz completed, reports posted to intranet

Support an inclusive environment where mutual respect and equity are encouraged and valued. (Employees participated in at least one presentation, workshop, conference, or activity on diversity.)

Progress to date:

- ◆ Working with the Director of Student Life and Multicultural Student Affairs for developing a proposal for the Pride Foundation. The target population for our proposed project is our LGBTQ student community and it will strive to advance our efforts for education, advocacy and outreach of this community.

- ◆ Susan Maxwell participated in a one day Diversity Session with Steve Hanamura on August 5th, as a member of the Cultural Pluralism Committee.

Workforce Development

Provide data and grant support for instructional planning and preparation of workforce grants. (Workforce and economic data provided; grant assistance to instruction and workforce provided, where appropriate.)

Progress to date:

- ◆ None

Broad Based Partnerships

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

Progress to date:

- ◆ Barbara Kerr coordinated the visit to campus on August 5th by Senator Murray and Congressman Baird to discuss equity in student loans and tour Culinary Arts.
- ◆ With financial help from Student Affairs, Clark College has become a member of the Council for Opportunities in Education (COE) which is a lobby and advocacy organization for federal appropriations and grants for higher education. The COE has worked tirelessly for the last 42 months to implement some positive changes in the Higher Education Act of 1965. This momentous piece of legislation which has finally been authorized by President Bush on August 14, 2008, ushers in a host of positive changes to benefit low income, first generation and students with disabilities in higher education institutions.

Management Excellence

Facilitate completion of self study and a successful 2008 accreditation. (Self study completed; site visit facilitated; process requirements addressed.)

Progress to date:

- ◆ The Clark College Self Study for the 10 year accreditation visit was completed through the efforts of all the staff in the Office of Planning and Institutional Effectiveness, accreditation co-chairs Charlene Montierth and Tim Cook, and our new Accreditation Liaison Sylvia Thornburg. The report was sent to the printer August 11th.
- ◆ We are continuing to organize exhibits in the exhibit storage room (BRD 122) and have reserved the exhibit rooms started preparations for the visit.

Coordinate development and implementation of strategic planning processes. (2009-2014 Strategic Plan developed; Year 5 of 2004-2009 Operational Plan completed and reports submitted to Board.)

Progress to date:

- ◆ The 2008-2009 Operational Plan has been completed and submitted to the Board of Trustees.
- ◆ The Final Report for the 2007 – 2008 Operational Plan is being submitted to the Board of Trustees in August.
- ◆ Developing a strategic grants development process in order to establish a consistent, coordinated and continuing grant development process which will become institutionalized and part of the overall operational plan of the college.

Provide data and research support for Key Performance Indicators of the strategic plan. (KPIs and core indicators updated and communicated; Balanced Scorecard developed and communicated.)

Progress to date:

- ◆ Have begun updating Key Performance Indicators

Susan J. Maxwell
Interim Director of Planning and Institutional Effectiveness
August 14, 2008

Corporate & Continuing Education Report August 2008

Corporate and Continuing Education has finalized production of three self-paced online trainings. Topics include diversity and generation mix in the workplace, presentation skills, and communication skills. The modules will be streamed to Clark & Cowlitz County WorkSource offices in support of their clientele. Additionally, the modules will be used in support of the department's future contract training projects.

Respect for Differences

Continue diversity training initiatives and intentions in hiring and training.

Progress to date:

- ◆ Over the summer Corporate and Continuing Education hired two employees from Eastern Europe. A registration program assistant Polina Kozhemyakin and Maria Baja a part-time program assistant for Mature Learning. Both Polina and Maria's language skills have improved the department's communication with students.

Workforce Development

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

Progress to date:

- ◆ Corporate Education has been awarded a \$230,000 Job Skills Program (JSP) grant for the 2008-09 fiscal year. The grant will fund Lean & Six Sigma for Healthcare training to approximately 200 employees from six Southwest Washington healthcare facilities including: Southwest Washington Medical Center, Columbia River Mental Health Services, LifeLine Connections, Vancouver Radiologists, NW Cancer Specialist and Peacehealth Saint John Medical Center in Longview. In addition to the training provided through JSP funding Peacehealth Saint John Medical Center has contracted with Corporate Education for an additional \$15,500.00 in training for its employees.
- ◆ In FY08-09 Corporate Education has secured training contracts with 13 local companies for combined projected revenue of \$61,424.50

Board-based Partnerships

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

Progress to date:

- ♦ Executive Director Todd Oldham and President Bob Knight have facilitated three advisory board meetings for developing a Clark College Center for Leadership Excellence in partnership with the Vancouver National Historic Reserve Trust. Outcomes have included drafting of a vision, mission and goals document and beginning to outline a pilot curriculum. A pilot cohort is tentatively targeted for fall 2009.

Management Excellence

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

Progress to date:

- ♦ The Corporate & Continuing Education quarterly schedule has been redesigned for 2008-09. With creative consultation from the Communication & Marketing department the schedule has a new heading "Explorations" and a four color cover. On August 16, the fall CCE quarterly schedule was mailed to 115,284 residents of Clark County.
- ♦ Nineteen, 40-second instructor video clips have been added to the Corporate & Continuing Education website for fall 2008. The video clips give students an opportunity to get an overview of our classes directly from the instructor. Video clips added to the website this fall include art, language and technology classes. More video clips are planned for winter 2009.

Todd Oldham
Executive Director
August 18, 2008

Communications and Marketing Report

August 2008

Focus on Learning

Progress to date:

- ♦ To enhance the college's Enrollment Management Plan, create and implement a marketing campaign in support of Weekend College, with scheduled opening in Winter Quarter 2009.
Preliminary discussions are underway in anticipation of an approved Weekend College plan and start dates from Instruction.

Access to Education

Progress to date:

- ♦ Pre-market Clark College at Columbia Tech Center.
Plans are being developed to start marketing support. Obtaining cost estimates. Marketing flyer developed.
- ♦ Establish and implement distribution plan for quarterly class schedule in support of educational offerings at Clark College at Columbia Tech Center.
Initial conversations have taken place to coordinate with the overall CTC marketing effort and determine deadlines relative to the schedule production processes.
- ♦ In partnership with the Office of Instruction, determine highest priorities (tier one, tier two, tier three) for new sections on the Clark College Web site.
Theatre, English, iBest, and Nursing Web areas have been completed. HDEV and Fitness Training sections are in progress.

Respect for Differences

Progress to date:

- ♦ Support the successful and inclusive celebration of Clark College's 75th anniversary through targeted and broad-based marketing initiatives as well as college publications including *Clark 24/7*, *The Clark Journal* (as appropriate) and *Clark College Connections*.
Clark College's 75th anniversary was the feature article and cover of the fall 2008 issue of *Clark College Connections*. The article provided an historical overview of the college, highlighted major events for the 75th anniversary kick-off celebration in October, and detailed the origins of the college's mascot, Oswald. Initial 75th anniversary marketing support and costing provided. Layout and design of a commemorative book for the 75th anniversary is nearly complete. The books are scheduled to be distributed as part of the celebration event on the evening of October 1.

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

With other members of the Executive Cabinet, the college's Cultural Pluralism Committee and the Instructional Council, Executive Director Barbara Kerr took part in the August 5 session, "Leading Diversity and Inclusion Initiatives at Clark College."

Workforce Development

Progress to date:

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

Marketing support was provided for Corporate and Continuing Education's new quarterly class schedules, created for fall 2008. Media and marketing support was provided for the department's new Laser Hair Removal Technician program to begin at Clark College in fall 2008.

Broad-based Partnerships

Progress to date:

- ◆ **In partnership with YWCA Clark County, successfully plan and host the 25th Women of Achievement celebration in 2009.**

Preliminary meetings have been held for the 2009 Women of Achievement celebration, which is scheduled for Monday, March 23 at the Hilton Vancouver Washington. The theme: 25 years. 200 women. One sensational silver celebration. Plans are also underway for a proposed reunion event honoring all 200 honorees at Clark College on Tuesday, March 24.

Management Excellence

Progress to date:

- ◆ **Fully implement a new graphic design project management system across the college.**
A Beta version 2 of this project, named DesignLine, is now being tested. Meetings continue to refine the system. User interface features are being added to streamline navigation and ease the learning curve for users.

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

Printing bids for both the *Clark College Connections* and the 2008-2010 Clark College academic catalog have included paper specifications for use of post-consumer recycled content. The schedule (newsprint) portion of the fall 2008 issue of *Connections* was printed on minimum 50% post-consumer recycled content newsprint. Initial work on researching, developing and including statements related to the use of recycled paper content has also begun and is targeted for inclusion in the winter 2008 issue of *Clark College Connections*.

Additional highlights for Communications and Marketing:

- ♦ Writing, editing, production and distribution of the fall 2008 *Clark College Connections*/quarterly class schedule, including articles on student e-mail, Welcome Center, the reopening of Gaiser Hall and O'Connell Sports Complex, Cannell Library and Service Learning. Also appearing in this issue for the first time were a revised main campus map and a newly developed page highlighting program offerings available at Town Plaza.
- ♦ Three issues of *Clark 24/7* – June, July and August – covering such major college events.
- ♦ Ongoing editing and revising of the 2008-2010 Clark College academic catalog, in partnership with the Office of Instruction and Registration.
- ♦ Editing, layout, and file submission for production of the 2008-2009 student handbook, in partnership with the Office of Student Life & Multicultural Student Affairs.
- ♦ **Photography support**, including retiree photos, Electronics student capstone project, Town Plaza student photos, Gaiser Hall reopening, Spring Thing and the annual ice cream social.
- ♦ **Fall Quarter 2008 Marketing Programs:** Fall TV commercials (via CVTV)–done and airing; video footage (for HD applications)–second phase done; radio commercials–done (to be sent week of August 18); print ads–scheduled; started running week of August 11; Banners–to be posted week of 9/1
- ♦ **FITJAM08 (Nautilus):** Sponsorship completed for July 11-13 event.
- ♦ **CTC:** Building banner – done; flyer – done; local community/business CTC presentation team – in process; event schedule – in process; presentation – in process
- ♦ **Welcome Day (Friday, Sept. 19):** Marketing materials – in process; postcard mailing – planned for 8/15
- ♦ **Accreditation:** Communications and Marketing designers created the cover and tab pages for the accreditation packets and the department partnered to ensure that public notices appeared in local newspapers on schedule.

Barbara Kerr
Executive Director of Communications and Marketing
August 15, 2008

Foundation Report July 2008

Management Excellence

Progress to date: The Clements Group feasibility study agreement

The Foundation Board has budgeted for and agreed to proceed with the feasibility study regarding established fundraising priorities at Clark College. The Foundation seeks College support in proceeding with this work. The study has been defined, and key meeting dates have been tentatively set. The lead consultant in the arrangement will be Mr. Al Hove, a resident of Gig Harbor, who is very familiar with the schools in the State of Washington. The dates identified so far are as follows:

- ♦ **August 26, 2008 – Visit #1:** Parties involved include Trustees Sen Hoss and Jacobs, President Knight, Vice President Dastmozd, President Gibert, a Foundation Board member and Foundation staff. The first visit is to set the tone for what will happen throughout the study and determine who will be responsible for completing the tasks.
- ♦ **September 29, 2008 – Visit #2:** Case of support is developed and needs assessment completed. List of interviewees is finalized and internal forums established. Participants in visit #2 will include President Knight, Foundation Board and College Trustee members, President Gibert, and Foundation staff.
- ♦ **October 20 – November 7, 2008 - Visit #3:** Mr. Jim Selby and his wife Betty (local residents) will be our Clements Group interviewers. Foundation staff will be in charge of setting all interview appointments and scheduling of internal forums. No other participant involvement is anticipated during this period unless otherwise scheduled for an interview.
- ♦ **November 24, 2008 – Visit #4:** Final report issued during a two-hour luncheon meeting of the Foundation Board, College Trustee members, Executive Cabinet, and Foundation staff.

The Foundation looks forward to this “next step” in our long-term development plans. We are excited to facilitate this project and look forward to your active participation.

Additional Highlights

Through budget and goal setting exercises for this fiscal year, the Foundation staff has agreed to pursue funding for the following projects as identified by the College

- ♦ **Mechatronics** –Updating of the existing electronics program at Clark College will require new equipment to accommodate the changes anticipated in the curriculum. The program is scheduled to be housed at Clark College at Columbia Tech Center. Estimated value of equipment needed: \$1,600,000.
- ♦ **Dental Hygiene** – The dental hygiene program is currently operating with outdated work stations and dental equipment. The plan is to replace current stations with 30 updated stations that are more comparable to workstations in dental practices. In addition, the plan

includes upgrading the x-ray technology to digital from film format. Work has already begun to solicit support from a local granting agency. The Foundation has been formally asked to submit a letter of inquiry on this project. Estimated value of stations, additional equipment, and facility renovation: \$1,200,000 - \$1,750,000.

- ♦ **E-Learning/Health Sciences/Pharmacy Technology** – this project is intended to assist in the development of the Healthcare Core Curriculum (HCC). Consisting of 7 to 10 courses, HCC will focus on basic competencies and knowledge required in numerous health care occupations. The curriculum will be deliverable through multiple settings including traditional college classrooms, online, and in high schools. HCC courses will be pre-requisite for several health care programs that will prepare students for a variety of health care career paths when completed. Work has already begun to solicit support from a local granting agency. A letter of inquiry has been remitted to determine interest. Estimated cost of project: \$400,000.
- ♦ **College is Possible** – Approximately three years ago, the College started the CIP program to introduce higher education possibilities to grade school and middle school students. The program has been exceedingly successful but remains significantly under-funded. The College has estimated that a minimum of \$25,000 in annual support is necessary to continue the program at its current level. In an effort to expand the reach, staff support would be necessary, increasing the estimated annual needs to \$100,000. An advisory committee has been established to assist in the creation of a long-term plan for this program. Project value for current year: \$25,000.
- ♦ **Soccer Field** – In an effort to solidify support for athletic scholarships, it has been determined that building a turf soccer field could provide support while filling a need at Clark. The field could represent a revenue source (after maintenance costs) to support athletic scholarships while satisfying a community and Clark College need of turf availability in Clark County. Estimated cost of field: \$1,000,000 - \$1,200,000.
- ♦ **Chemistry** – The faculty of the Chemistry department have already secured funding through an NSF Grant toward the purchase of equipment that is vital to the laboratory work performed by students in the first year series. However, an upgrade to this equipment would allow further use and additional modalities, necessitating an extra: \$35,000.
- ♦ **75th Anniversary** - general support for 75th anniversary celebration activities. Estimated support: \$150,000.
- ♦ **Annual Giving** – Raising funds from a wide range of donors toward specific academic programs, the library, and student services, as well as unrestricted funds is slated for: \$400,000.

Lisa Gibert
President
August 15, 2008

Consent Agenda
First Reading

FIRST READING

To: Clark College Board of Trustees

From: Bob Knight, President

Date/Ref: August 11, 2008/RK292

Subject: Debt Policy

Background

Over the last several years, the College has considered capital projects that would be funded through Certificates of Participation and require local funds for debt payments. Prior to last year's revision, the Board Policies document included a general statement which authorized the Board of Trustees to borrow money in compliance with RCW 28B.10.300 through 28B.10.330. The current Board Policy document includes a brief statement in 100.B70 (11), Board Duties and Responsibilities: "Authorize borrowing money and the issuance and sale of revenue bonds." In light of the College's desire to expand throughout our service area, it is prudent to establish a more specific debt policy, including limits, to guide our work.

Recommendation

I recommend approval of the attached debt policy and its inclusion in the Board Policies under Miscellaneous Policies of the Board.

College administrators have researched policies adopted by other institutions within our system and have developed this policy specific to Clark which provides two not mutually exclusive options for debt.

Debt supported by general and operating revenues:

The annual payment for principal and interest is limited to three percent of the average general operating revenues, less earmarked funds. The current limit would be \$1.4 million in annual principal and interest payments based on an analysis of the last three fiscal years.

Debt supported by other revenues:

The debt is supported by a stable funding source other than the College's state allocation, tuition, or dedicated fee revenues and must be sufficient to cover normal operating expenses of the unit plus anticipated annual debt service over the life of the debt.

Historically, the College has rarely used debt. In 1984, the College borrowed \$650,000 to add parking spaces and improve sidewalks, lighting, and signage. In fiscal year 2004-05, the College incurred a small, no interest debt in order to secure a community development block grant to fund a major renovation of the Child Care Play Space. A small balance of less than \$4,000 remains and will be paid in 2009. In that same year, the College borrowed \$5.7 million to fund the Penguin Union Building after students voted to tax themselves to repay the loan. Student fees provide adequate funding each year for repayment. The current balance is \$4,195,000.

Approval of this policy recommendation will provide guidance and assist in the College's long-term planning process.

Thank you.

th

Attachment

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

100.F10 PRESENTATION AND ADOPTION OF POLICY

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

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

100.F20 PARLIAMENTARY AUTHORITY

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

100.F30 AMENDMENTS OF BOARD POLICIES

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

100.F40 BOARD OFFICES

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

This office shall be open during normal business hours.

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

100.F50 COLLEGE DEBT

The College, in accordance with Chapter 28B.50.140(6), may, with the approval of the State Board for Community and Technical Colleges (SBCTC) borrow money and issue and sell revenue bonds in accordance with the provision of RCW 28B.10.300 through 28B.10.330, where applicable, for the purchase of high cost fixed assets and equipment.

It is the policy of the College to effectively manage the appropriate level of debt to ensure adequate resources are available to meet debt service requirements to spread the cost of high cost fixed assets and equipment over the useful life of the assets. Debt service may be funded using two different methods and both can be in effect at the same time depending on the debt needs of the College.

100.F50 COLLEGE DEBT (CONTINUED)

Debt supported by general and operating revenues:

The College shall not incur debt or borrow money which will cause the aggregate debt obligation by the College to exceed that amount for which payments of principal and interest in any fiscal year would require the College to expend more than three percent of the average general operating revenues, less earmarked funds, for the three immediately preceding fiscal years. General operating revenues include state allocations, tuition, interest, and Enterprise and Internal Service funds.

Debt supported by other revenues:

Debt services by other revenues will be supported by a stable funding source other than the College's state allocation, tuition, or dedicated fee revenues. The other revenue source must be sufficient to cover normal operating expenses of the unit (if any) plus the anticipated annual debt service costs over the life of the debt schedule.

August 2008

Proposed 2009 Board Meeting Dates

Monday, January 26, 2009

Monday, February 23, 2009

Monday, March 16, 2009
Tenure candidates & Sabbatical requests

Monday, April 27, 2009

Monday, May 18, 2009

Monday, June 15, 2009

Monday, August 17, 2009

Monday, September 21, 2009

Monday, October 19, 2009

Monday, November 16, 2009

Monday, December 14, 2009

CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
June 16, 2008
Gaiser Community Room 213

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

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

Faculty: Dr. Marcia Roi

Others: Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Mr. Pat Mehigan, ASCC President;

Absent: None

I. CALL TO ORDER

Chair, Rhona Sen Hoss, called the meeting to order at 5:05 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

Board elections and new committee assignments for the 2008-2009 academic year was moved to the end of the meeting after the consent agenda.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from the Board Members

Trustee Parker attended the recent opening of the new Gaiser Hall and ribbon cutting ceremony. She offered her congratulations to everyone involved in the remodeling of the

building and said it is wonderful to be able to have all student services available in one location.

She brought the audience up to date on discussions that took place in the work session concerning the president's evaluation. A formal evaluation by the board will take place annually during a summer work session. During the second year of the contract, a community outreach will be done to obtain input from the college and local communities concerning the president's performance. An outreach process will be developed in late 2008 to be used in 2009. The evaluation will be done this year on July 29 during the board's annual retreat.

D. President's Report

President Knight's report touched upon the year end activities around the campus and the upcoming vote on June 24 by the Columbia River Crossing task force concerning new bridge construction and proposed mass transit systems. Mr. Sheehan will represent the college at this meeting. The college will be submitting a position paper to the task force addressing the concerns and issues the college has with a proposed Clark College rail terminus. President Knight will be meeting this week with city officials about the vote. He is confident the task force has heard and understands the college's position and they will address these issues appropriately.

Dr. Ruiz introduced Blayne Amson, who is presenting this month's Student Success story. Mr. Amson acknowledged Tami Jacobs, Disability Support Services Manager, Maley Brancaccio, his mentor, and the Clark College Foundation for their assistance and support in helping him achieve success at Clark College and in his life.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi and Roxane Sutherland spoke about spring term CCAHE activities. Officers for the year are: Dr. Roi, President; Steve Walsh, Vice President; Sally Kelly, Secretary; Roxane Sutherland, Treasurer.

Mr. Knight commented on the CCAHE candidate forum that took place in May. He noted that if a public forum is held, all candidates for public office must be invited to the forum regardless of their party affiliation. He requested that a process be put into place to ensure this happens for future events and would like to discuss the process and its implementation with the union.

2. ASCC—Mr. Pat Mehigan

Mr. Mehigan reported on the students' end of quarter activities. All officers and program positions have been filled for next year.

James Owens, ASCC Finance Director, presented the 2008-2009 budget to the board for their review and consideration.

Chair Sen Hoss thanked all the graduating officers for their service to the college.

3. WPEA—Mr. Billie Garner

N/A.

F. College Reports

1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd reported on the Tutor Celebration that took place at the end of May at Town Plaza. Over 8,900 tutoring hours were provided to Clark students over the past year with some very good results. He will be bringing the Instructional Plan to the board for approval after the faculty has had a chance to review and provide their comments.

2. Administrative Services—Mr. Phil Sheehan

Mr. Sheehan provided a summary of the activities and timeline for the Columbia River Task Force. Over the course of the summer, Town Plaza Center deferred maintenance will be done. The owners of the building are working with Plant Services to plan the maintenance so that it will be complete by early fall. Mr. Sheehan met with the facilities directors of the Vancouver Public Schools in early June to discuss coordination of activities to make sure everyone is aware of the equipment in all of the locations. The college will be expanding the textbook rental program in the fall quarter. Mr. Sheehan also reviewed the 2008-2009 budget which is on the consent agenda this month and acknowledged the Business Services staff for working so hard to finalize it for this meeting.

3. Student Affairs—Dr. Rachel Ruiz

Spring enrollment is above target by 6.65% and above summer target so far by 3.7%. Commencement will take place this Thursday, June 19, at the Clark County Amphitheater. The Larch Corrections Center GED graduation will be on Friday,

June 20, and the GED Ceremony is on Saturday, June 20 in the O'Connell Sports Center. She encouraged everyone to attend and share in celebration of the past year.

4. Human Resources—Ms. Katrina Golder

Ms. Golder presented a request from the CCAHE to extend their contract to March 31, 2009 in order to complete negotiations after the summer break. The updated contract will then be brought to the board for approval in early 2009. Ms. Golder requested the addition of an MOU for the president to grant release time to faculty be added to First Reading and the Consent Agenda. Trustee Jacobs commented on the Leadership Academy and asked the cohort to address the board at a future meeting.

5. Planning and Advancement—Ms. Candy Bennett

As this was Ms. Bennett's last board meeting, Chair Sen Hoss recognized her and spoke about the 20 years of generous service she provided to Clark College and noted the achievements she has made. The board presented Ms. Bennett with a crystal vase in honor of her retirement and celebrated with beverages and a blue and white cake decorated with penguins.

In her report, Ms. Bennett provided the quarterly summary document of all the grant funding the college is currently receiving. The document is organized by the year the grant dollars are received, not by when the grant was submitted.

Mr. Tim Cook and Dr. Charlene Montierth gave an update on the status of the accreditation project. They are in the process of taking the drafts written by the subcommittees and comments from the college community and combining them for submission to the editors. The compilation will be completed by the end of July in preparation for the evaluators' visit on October 8-10, 2008. They stressed that accreditation is a college-wide process with contributions from over 100 individuals.

Ms. Bennett reported that the Strategic Planning Task Force gathered for its last meeting on June 6 and prepared a draft of their work for the board's review which she walked them through. Final "tweaks" will be done in the fall. Ms. Bennett said this was a culmination of only four months of work and it was remarkable how much work was completed in so short a time. The board will provide their input to the document during their September work session.

She then reviewed highlights of the PACE and Running Start surveys. Both surveys have improved consistently each year they have been done; the complete reports are on the intranet for the board's review.

6. Corporate and Continuing Education—Mr. Todd Oldham

Mr. Oldham distributed a list summarizing the last two years of worker training program grants. The department has received over \$703,000. President Knight recognized Mr. Oldham for the successful awards CCE has received and for his presentation at the WSUV economic trade panel on June 10. President Knight has been receiving positive feedback from community business leaders on the quality of the training their organizations have been receiving from CCE.

He and President Knight are currently on a task force to develop a leadership Center of Excellence in partnership with the Vancouver Historical Trust. The Center would provide leadership training based upon iconic American leaders who served at The Reserve. The curriculum would be modeled on the leadership qualities, philosophy and characteristics of Gen. George Marshall. The format of the curriculum is still being conceptualized

Mr. Barry Waatti, of Ammico, an injection mold company, participated in ISO training offered by CCE for his company and employees. His company is global and competes for business with organizations all over the world. As a result of one of his clients' suggestions that Ammico obtain ISO certification, Ammico now has the ability to compete for additional business.

7. Communications and Marketing—Ms. Barbara Kerr

Ms. Kerr did not have additions to her written report. She indicated that Communications and Marketing are ready for and looking forward to Commencement on Thursday.

8. Clark College Foundation—Ms. Lisa Gilbert

Ms. Gilbert acknowledged Ms. Kerry for her fabulous appearance as emcee at the recent Savoring Excellence event. The Clements Group's Dr. O'Hara will be returning to the college on June 18 to meet with the Foundation and college boards. He will be assisting in aligning activities between both organizations to move towards a feasibility study and the capitol campaign.

III. CONSENT AGENDA

A. First Reading

- ♦ 2008-2009 ASCC Budget
- ♦ 2008-2009 College Budget
- ♦ CCAHE Agreement Extension
- ♦ CCAHE Memorandum of Understanding—Release Time

Trustee Jacobs made a motion, seconded by Trustee Peery, to move the First Reading to the Consent Agenda. The motion was approved.

B. Consent Agenda

- ♦ 2008-2009 ASCC Budget
- ♦ 2008-2009 College Budget
- ♦ CCAHE Agreement Extension
- ♦ CCAHE Memorandum of Understanding—Release Time

Trustee Peery made a motion, seconded by Trustee Parker, to approve the Consent Agenda. The motion was approved.

C. Election of Officers

Terms of office for Chair and Vice Chair are for one year, July 1, 2008 through June 30, 2009.

- ♦ Chair 2008-2009: Sherry Parker
- ♦ Vice Chair 2008-2009: Addison Jacobs

Clark College Foundation Board of Directors (two positions) are appointed by the chair:

- ♦ Foundation Representative #1: Rhona Sen Hoss
- ♦ Foundation Representative #2: Addison Jacobs

Representative to Trustees Association of Community and Technical Colleges (TACTC)

Legislative and Committee and Board of Directors are appointed by the chair:

- ♦ John White, Legislative
- ♦ Sherry Parker, Board of Directors

Classified Awards Committee is appointed by the chair:

- ♦ Kim Peery

Faculty Excellence Awards Committee is appointed by the chair:

- ♦ Kim Peery

IV. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, August 25, 2008 in the Gaiser Community Room.

V. EXECUTIVE SESSION

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

VI. ADJOURNMENT

There being no further business, Chair Sen Hoss adjourned the meeting at 6:50 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder
July 17, 2008

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
July 29, 2008
Heathman Lodge, Vancouver, WA
Board Room

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

Administrators: Mr. Robert Knight, President; Ms. Katrina Golder, Associate Vice President of Human Resources;

Others: Ms. Bonnie Terada, Assistant Attorney General; Ms. Leigh Kent, Executive Assistant to the President; Dr. Marcia Roi; Mr. James Craven; Ms. Lynn Davidson.

I. CALL TO ORDER

Chair, Sherry Parker, called the work session to order at 2:05 p.m.

II. BOARD STRATEGIC PLAN & INSTITUTIONAL GOALS 2008-2009

Today's board retreat was scheduled for the purpose of the board discussing the college's 2008-2009 institutional goals, review of the president's 2007-2008 goals, and the evaluation of the president for his first contract year. The board adjourned into executive session for the 2007-2008 goal review and evaluation portion of the meeting.

The board reviewed the 2008-2009 institutional goals and discussed each in detail. The board requested that the goal outcomes be specifically worded so they are measurable. Other comments:

Focus on Learning

Goal	Board Comments
Develop a roadmap for Clark College as a "Learning College".	Determine the learning college model the college wants to adopt. This will determine what new facilities will be built.
Implement Enrollment Management and Instructional Plans	Split out implementation of the Enrollment and Institutional Plans so that they become separate goals.

Access to Education

Goal	Board Comments
Complete substantial construction of Clark College at Columbia Tech Center on time and within budget.	The board requested that the college remain cognizant of the many modes of access students will use in the future (especially distance learning) so that the building may be utilized for maximum benefit to the community.

Workforce Development

Goal	Board Comments
In collaboration with community partners, including CREDC and Workforce Development Council, increase the number of services delivered	The president will meet with the Executive Director of Corporate & Continuing Education to set metrics on the number of services delivered.

Broad-based Partnerships

Goal

Provide outreach to community groups to raise awareness and community support of Clark College.

Board Comments

Types of outreach should be defined, whether face-to-face, print, or electronic. Metrics to be set for appropriate amount and quality of the outreach activities by the President and Vice Presidents of Instruction and Student Affairs.

The Diversity Plan will be implemented during the 2008-2009 academic year. The Cultural Pluralism Committee will meet in the fall to complete the plan, formally define diversity at the college, and begin implementation.

The President will meet with local CEOs during the course of the year to hear their input about their workforce educational needs and determine how the college can work with their companies to meet those needs.

The college and foundation will continue to strengthen their relationship as the capital campaign feasibility study is developed and vetted by the college community. The prioritized fundraising list will be finalized even if the capital campaign timetable is adjusted to account for the difficulty the economy is experiencing at the moment.

The President has received calls from other colleges and national community college organizations regarding Clark's decision to go tobacco-free and, as a result, is now in the national forefront of this movement

The board discussed various strategies to involve the outlying school districts in facilitating student transitions to higher education. The college will continue its semi-annual meetings with the Vancouver and Evergreen Public School Districts.

The President will be sending the accreditation executive summary to the board for their review within the next week.

III. ADJOURNMENT

There being no further business, Chair Parker adjourned the special meeting at 3:05 p.m. and moved into executive session for two hours. The executive session adjourned at 5:00 p.m.

Sherry Parker
Chair

Respectfully submitted,

Leigh Kent, Recorder
August 7, 2008