

Clark College Board of Trustees Packet

December 10, 2007

Clark College

The Next Step

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

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Vision Statement

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

Mission Statement

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

CLARK COLLEGE BOARD OF TRUSTEES

Monday, December 10, 2007

Penguin Union Building

Room 258 B & C

All regular meetings of
the Board are recorded

AGENDA

4:00pm

BOARD WORK SESSION, Room 258 A

4:00 – 4:30 p.m. Major Fundraising Priorities

4:30 – 5:00 p.m. Agenda for Special Board Meeting w/ Evergreen School
District, 12/17

5:00pm

I. CALL TO ORDER

II. BUSINESS MEETING, Room 258 B & C

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. President's Report#1-2
Student Success Presentation: Gaylen Dewey

E. Association Reports

1. AHE#3-4

2. ASCC#5-6

3. WPEA#7

F. College Reports

1. Instruction.....#8-10
Faculty Presentation: Donna Wittmayer, RDH, MS, Dental Hygiene Program

2. Administrative Services.....#11-14
Budget Status Report will be distributed at the board meeting

3. Student Affairs.....#15-20
Enrollment Update
4. Human Resources.....#21-25
5. Planning and Advancement.....#26-27
6. Corporate & Continuing Education.....#28
7. Communications and Marketing#29-31
8. Clark College Foundation#32-33

II. CONSENT AGENDA

- A. Consent Agenda
 - ◆ Minutes from November 19, 2007 Meeting#34-41

III. FUTURE AGENDA ITEMS

WORK SESSION

Education Symposium (Jan.)
Board Self-Evaluation (Feb.)
Board Policies (Jan./Feb.)
Strategic Plan with Foundation Board
(Jan./Feb. may change based upon
current Clements meetings)
Key Performance Indicators
Scorecard(Feb.)

BOARD

Real Estate Options (Jan., Executive
Session)

IV. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, January 28, 2008 in the Penguin Union Building 258 B & C.

V. EXECUTIVE SESSION

- *The Board will go into Executive Session to discuss a personnel matter pursuant to RCW 42.30.110(1)(f).*

VI. ADJOURNMENT

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

President's Board Report December 2007

Focus on Learning

Progress to date:

- ♦ The President met with Deena Bisig and made the selection for the two All Washington Academic scholarships for Phi Theta Kappa. The winners will be named at an appropriate date and time.

Broad Base Partnerships

Progress to date:

- ♦ Dr. Dastmozd and President Knight met with Representative Bill Fromhold to discuss our partnership with the Skills Center and our efforts to further improve our partnership. Rep. Fromhold informed us that there was some pending draft legislation coming our way. We received a draft copy and sent it to SBCTC for further review. The draft legislation appears to place more of a mandate to the community colleges to work more closely with the Skills Center in their areas.
- ♦ Dr. Dastmozd and President Knight met with Dr. Roi and Lynn Davidson, WEA rep for quarterly update and discussion. Dr. Roi asked for release time for all faculty IBB negotiators. The President informed Dr. Roi that he was unwilling to grant funding for additional release time other than the 49% provided in the AHE faculty contract for the President of the AHE. President Knight suggested to Dr. Roi that funding for the other faculty IBB negotiators release time be obtained through faculty dues.
- ♦ Clark College trustees, President Knight and Dr. Dastmozd met with the Vancouver School District Board on November 26th to discuss common topics of interest. The meeting was very productive with a commitment to continue meeting and to establish a regional educational task force to work on common issues with K-12 and higher education.
- ♦ Interim VP of Admin Services, Phil Sheehan, and President Knight, along with trustees Jacobs and Parker attended the December 4th Foundation Board meeting. Interim VP Sheehan provided a facility master plan update to the Foundation Board. The Foundation Board also approved funding up to \$150,000 of the Gaiser Student Center remodel pending ASCC funding approval of the final 1/3 of the cost of remodel.

Respect for Differences

Progress to date:

- ♦ President Knight participated in a Cultural Pluralism Committee Forum on December 5th. The forum was well attended and attendees spoke very openly and candidly about issues and experiences surrounding diversity.

Management Excellence

Progress to date:

- ◆ President Knight met with Veronica Brock, Mary Deal and two work study students on November 27th to discuss the vision of the healthy Penguin Nation and future events and incentives.

Access to Education

Progress to date:

- ◆ President Knight attended WACTC which was held at Cascadia CC and Microsoft headquarters on November 28 & 29. Microsoft is offering to partner with SBCTC. A task force of presidents will convene to determine how we can best partner with Microsoft.

Workforce Development

Progress to date:

- ◆ The college has provided input to SWWDC on its strategic plan which includes Clark College's role in the strategic plan.

Robert Knight
President
December 5, 2007

**Clark College Association of Higher Education
Board Report
December 10, 2007**

Facilitating communication

Dr. Roi and Lynn Davidson met with Dr. Dastmozd and Mr. Knight to discuss issues regarding bargaining and general communication on campus between faculty and administration.

Communication on the campus still appears to be a challenge. The PACE survey noted this as well as the Campus climate committee. Several other indicators were discussed at this meeting.

The meeting was minimally productive.

Interest-Based Bargaining issues

The bargaining teams are scheduled for training on December 5 and 6.

Bargaining times have not been scheduled due to faculty workload as bargaining constitutes an excessive workload for faculty members in addition to their other duties.

Organizational activities

AHE held a bargaining forum on Tuesday November 27.

AHE members were informed of the upcoming WPEA meeting on December 19th and encouraged to attend if they are on campus.

Membership

One new member joined AHE this month.

Grievances

Three grievances have been filed with the college. One is awaiting reply, one has gone to Step two and one is at Step three. The demand for arbitration was filed with the American Arbitration Association on October 8, 2007. Arbitration has been set for May 15, 2008.

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

Community Connections

Otto Schlumpf testifies at a state Senate committee hearing in Olympia on the status of adjunct salary and benefits in community colleges. He has received much positive feedback for his presentation. We thank Otto for his time and efforts in representing Clark College adjuncts.

Representative Jim Moeller will visit the senate in January to discuss items of mutual concern.

Dr. Roi will attend the Legislative breakfast in December.

Submitted by
Dr. Marcia Roi
President, CCAHE
December 5, 2007

December Board Report ASCC

Student Government

The ASCC Executive Council and ASCC Activities Programming Board are heading into the final weeks of the fall quarter. Our Executive Council has been very productive in addressing student's wants and needs to ensure student success. We are looking forward to the winter quarter and continuing our work serving the students of Clark College and the Penguin Nation.

- ◆ **Cindi Lou Kunkle, ASCC Club Coordinator**, has had a well-attended and successful quarter with her Club Committee. There are now thirty-seven chartered clubs and more to come next quarter. The leadership training Kunkle has provided for her clubs has included topics ranging from information on purchasing and travel to how to program club events on campus.
- ◆ **Janet Sanchez, ASCC Activities Director**, and the Activities Programming Board have sponsored excellent events this quarter.
 - *Use Your Noodle Family Pasta Night* was an evening event that was geared towards students and their families. The event featured opportunities for participants to make crafts at pre-planned craft tables. There was a magician and pasta dinner and participants were placed in a drawing to win bikes.
 - *Viva Las Vegas* was an evening event that featured family fun card games and an Elvis impersonator.
 - We have two events left for the quarter; *World Aids Awareness Day, Friday, November 30th from 1pm to 4pm* and *our Holiday Festival on Tuesday, December, 4 from 11am to 1pm in the Gaiser Student Center*.
- ◆ **James Owens, ASCC Finance Director**, and members of the ASCC Finance Committee have had a busy fall quarter hearing fund balance requests, reading over the budget handbook, and forming a diverse team.
- ◆ **Pat Mehigan, ASCC President**, has been attending several ASCC and Campus Committees, and chairs the ASCC Executive Council meetings. Mehigan had the pleasure of attending the groundbreaking ceremony at Clark College at Columbia Tech Center on Monday November, 19th.

Student Clubs

- ◆ The German Klub had a wonderful trip to the German town of Leavenworth, WA which is a town that is reminiscent of a Bavarian village to celebrate the beginning of the holiday season. They were entertained with a holiday parade and a children's choir performance.

- ◆ The French Club presented their summary of the French Study Tour of Paris and Switzerland from last summer. Five of the French class students presented a slide show and a lecture of their experience.

Respectfully submitted,
Pat Mehigan
ASCC President

**WPEA/UFCW Local 365, Clark College Unit
Board Report December 10, 2007**

UNIT ACTIVITIES

- ◆ WPEA/UFCW Clark College Unit meeting will be held December 19, 2007 in BHL 109.
- ◆ Job Representative Council meeting will be held December 20, 2007 in SHL 214.
- ◆ WPEA/UFCW Local 365 District 1 quarterly meeting was held November 20, 2007 in PUB 258B.
- ◆ Eugene Carroll attended the Southwest Washington Labor Roundtable in November.

COMMITTEE REPORTS

- ◆ These are our 2007 Job Representatives:
- ◆ Eugene Carroll – ext. 2416, Billie Garner – ext. 2336,
- ◆ Mark Owsley – ext. 2141, Jean Roniger – ext. 2336, David Sims – ext. 2132,
- ◆ David Stephan – ext. 2661, Jennifer Wheeler – ext. 2146
- ◆ LMCC meeting was held October 25, 2007.
- ◆

COMMUNICATION

- ◆ The Clark College WPEA/UFCW Unit meetings will now be held in BHL 109 the third Weds of each month at noon and quarterly at 6:00 AM.
- ◆ Labor Management Committee meeting was held on November 29, 2007 with a focus on the PACE Survey, creating a drug free workplace and bringing current Clark Policies & Procedures in alignment with the Collective Bargaining Agreement.
- ◆ WPEA/UFCW and AHE continue to meet regularly fostering open communication and promote a positive working environment.
- ◆ WPEA/UFCW is beginning to prepare for Bargaining in 2008 for the 2009 to 2011 contract.
- ◆ Clark College WPEA/UFCW Unit is preparing a list of members interested in Job Representative training.
- ◆ On Thursday, April 19, 2007 Governor Gregoire signed SHB 2361. This bill will provide Higher Education exempt status employees the choice to have union representation. SHB 2361 will affect thousands of workers throughout Washington State.

The next WPEA/UFCW Membership meeting will be on December 20, 2007

Submitted by:

Billie Garner, Chief Job Representative – November 29, 2007

Instruction Board Report December 2007

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

Focus on Learning

♦ Develop a retention plan.

Progress to date:

The Retention Committee held its third meeting of the year and completed the next stage of its SWOT (strengths, weaknesses, opportunities, & threats) analysis. Two sub-groups are underway: one will draft possible goals and outcomes around the issue of Advising; the other is examining data needs and currently available data to better define student progress and tracking issues. At the December meeting we expect to propose some tentative goals and outcomes for the plan, some of which may be suitable to target in the time remaining this year, but most of which are anticipated to be a part of the next strategic planning cycle. *(Submitted on behalf of the entire Retention Committee representing areas from across the college.)*

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

Progress to date:

Workforce Education is currently conducting employer surveys within the transportation/distribution/logistics industries.

A request for qualifications (RFQ) has been developed to assess the technical training capabilities of private schools for truck driver training. A potential partnership would provide the College the ability to address critical driver shortages in the region, and provide training that is in high-demand and provides family-wage income potential.

Access to Education

♦ Increase select AT/DT/Weld program capacity while maintaining a safe work environment.

Progress to date:

The Welding program will be adding several new multi-purpose welding machines to be able to safely expand the program.

♦ Improve online access to departmental websites and course materials.

Progress to date:

The SOFA unit has prioritized department and program web site needs.

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

Progress to date:

The Women's Studies department is piloting a Weekend College hybrid format WS 101 course spring term.

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

Progress to date:

Clark's compliance with the statewide Common Course Numbering (CCN) initiative is moving forward. The list of 146 common courses that will change number, title, and/or prefix (plus other courses where changes are required to avoid conflicts with common numbers) has been forwarded to the Curriculum Committee as an information item and to Registration staff to begin the needed alterations to the course database in preparation for schedules and the new catalog. Our adherence to the CCN system will begin as of summer quarter 2008. Planning is in process to ensure that students are fully aware as possible of all changes to minimize confusion and facilitate registration into the courses they need.

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

Progress to date:

Work has begun on new I-BEST programs in Early Childhood Education, which is being developed by Michelle Mallory (ECE) and Laura Bolster (ESL), and in Business Technology, which is being developed by Scott Morris (ABE/GED) and Marilyn Hale (BTECH).

Workforce Development

- ♦ **Completed Labor Market Analysis & Economic Forecast.**

Progress to date:

Joe Renouard, Director of Workforce Education, is working in concert with the Southwest Washington Workforce Development Council, and a national consulting firm (Scruggs and Associates) in assisting the Port of Vancouver in developing a Master Workforce Plan. This two-phase projects will include: (1) a needs assessment of tenants to identify workforce issues and gaps or opportunities in the service delivery of workforce programs, and (2) the development of targeted strategies to address the workforce needs of tenants and the Port including specific roles/services that can be provided by the Port and ways to better coordinate or broker services with regional workforce partners.

Management Excellence

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

Progress to date:

Parts I, II, and III of the Instructional Plan were approved for recommendation to the Vice President of Instruction at the Instructional Planning Team meeting on November 14. The Vice President is continuing to solicit input from faculty to fine-tune the document, and a

timeline is being developed for implementation within the current budget and planning cycle. The final planning framework will be brought to the Board of Trustees early in the New Year for approval or as an information item.

Additional Highlights

- ◆ The Business and Technology unit has begun preliminary talks to develop an automotive program at the Larch facility.
- ◆ Joe Renouard, Director of Workforce Education, and George Reese, Director of Academic Services, attended the Workforce and Economic Development 2007 Leadership Conference in Tacoma. This year's themes, "Sector Strategies: Building Washington's Workforce, Industry by Industry," continues the intersection between economic development and workforce development by emphasizing policies and programs that implement effective sector strategies, expand the workforce pipeline, benefit employers and employees, and create opportunities for individuals with barriers to career success.
- ◆ Ray Korpi, Dean of BEECH, attended the Conference on Information Technology, sponsored by the League for Innovation, in Nashville, TN, November 10-14. He found it an eye-opening experience to see how far instructional technology has gone in just a few years.
- ◆ Paul Casillas, Rassoul Dastmozd, and George Reese attended the Washington State Board of Education's community meeting held in Vancouver on November 29 which addressed improving graduation requirements to better prepare students for life after high school.

Rassoul Dastmozd, PhD
Vice President of Instruction
November 30, 2007

Administrative Services Board Report December 2007

Focus on Learning

- ◆ Install smart classroom technology in 30 classrooms.

Progress to Date: Plant Services has completed the construction activities necessary to implement Phase 2 of the smart classroom project. Equipment installation has commenced, and fifteen of the thirty classrooms identified in Phase 2 will be completed by the beginning of winter quarter.

Access to Education

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

Progress to Date: Bids for this project were opened on November 13th. The successful bidder is Todd Construction, Inc. from Tigard, Oregon with a base bid of \$19,231,000. Official groundbreaking occurred on November 19th. The contractor and construction team will be mobilizing at the CTC site in December.

- ◆ Complete the Facilities Master Plan Update Draft.

Progress to Date: Completed. Document submitted to Communications and Marketing for final formatting prior to publication.

Respect for Differences

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

Progress to Date: Plant Services has improved the diversity of its maintenance group by a recent new hire.

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

Progress to Date: The Director of Security continues to disseminate crime prevention information received from the Vancouver Police Department and the Clark County Sheriff's Department.

Broad-based Partnerships

- ◆ Update College Emergency Management Plan.

Progress to Date: Several College employees received training in November in preparation for the work involved in updating the Emergency Management Plan. Key employees

involved with the project attended a Campus Community Emergency Response training seminar and the American Society of Safety Engineers Crisis Management Symposium.

Additional Highlights

- ◆ Board of Trustees Chair Sen Hoss, Trustee White, and College administrators met with representatives from the State Auditors Office in an audit exit interview. The auditors congratulated the College for a clean audit with no findings or management letters. The auditors made four recommendations that the College will research and consider for implementation. The official audit report will be made public within two weeks. The auditors also issued a “no finding” audit report which evaluated the College’s liquidation procedures for the Federal Perkins Loan program for fiscal year 2007. This report is required to finalize the closing of the Perkins Loan program.
- ◆ Preparation of capital project requests for two projects for the 2009-11 biennium has been completed. The capital submission included a replacement project for the Foster-Hawkins Complex and a growth project requesting a 70,000 sq. ft. facility to be located at an existing or future building site in the east county.
- ◆ Plant Services continues to work with staff at Town Plaza to have the leasing agent complete the deferred maintenance items that were identified in the last lease negotiation. Work is being scheduled to complete these items as quickly as possible with minimal impact to the students, faculty, and staff at TPC.
- ◆ Plant Services worked with a team of local sixth graders to perform an energy audit as part of the First Lego League Competition. Information regarding Joan Stout Hall was provided, and the group was given a tour of JSH and Central Plant to assist them in understanding how Clark College heats and cools its many buildings.
- ◆ Clark College Bookstore’s Discovery Book Club, open to everyone, is now in its sixth year and reads eight selections each academic year. Meetings are lead by a guest discussion leader, and the focus of the books is cultural diversity from around the globe.

November’s book: *Working Parts*

Discussion leader: Madeleine VonLaue, Clark College’s Literacy Program Director

Culture studied: America’s illiterate population

Marti Earhart, Buyer and coordinator of this club, shared her most recent meeting experience, “Our discussion of the book *Working Parts* was a jumping off point to discuss the problem of illiteracy in Clark County. Madeleine explained how great a need exists for more volunteer tutors at Town Plaza Center to work with illiterate individuals and also to help ESL students in the classroom. She invited the book club members to observe a tutoring session or ESL class if they were interested. Four members expressed they wanted more information about volunteer opportunities, and one member requested an application to attend a ten-hour tutor training session with the promise to volunteer four hours each week!”

- ♦ The Bookstore co-sponsored an Author Discussion and Book Signing Event, November 6, for former senator, education advocate and author Al Bauer Jr. and his new book *Fairview to Salmon Creek: A Community Spirit*. Mr. Bauer addressed approximately 45 attendees in the Penguin Student Lounge and then signed books. This event was a part of the election night coverage in cooperation with the Communications Department.

Phil Sheehan
Interim Vice President of Administrative Services
November 30, 2007
PS119

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 12/3/07

Student Affairs Board Report December 2007

Student Affairs continues to make progress in support of the Mission Imperatives. Some of the highlights in November include winning NWAACC Championships for the first in many years, expansion of our recruitment activities, designing strategies to improve our advising services, and meeting with various partners in the Vancouver community.

Focus on Learning

◆ Collaborate with Stakeholders to implement the Recruitment Operational Plan.

Progress to Date:

Dan Overbay and Jennifer Reeves (Student Recruitment) and Caitlin Richardson (Student Ambassador) participated in the annual Portland National College Fair held at the Oregon Convention Center on November 2 and 3. This was the 25th year the college fair was held. Colleges and universities from around the world attend this fair to recruit students from Oregon and Southwest Washington. This year over 350 students and their families stopped by the Clark College table.

The Office of Student Recruitment hosted the seconded annual Principals Appreciation Luncheon on November 9. President Knight, Dr. Ruiz, Professor Casillas, of the mathematics department and Dan Overbay welcomed and addressed the 10 area principals in attendance. As a result of the luncheon, 6 new partnership agreements were signed with more to follow.

◆ Increase student satisfaction with advising by developing and implementing new advising strategies throughout the year.

Progress to Date:

The Advising Task Force (ATF) has been convened and meets on a regular basis. Through a strategic planning process, the ATF will formulate Project Action Plans that are designed to develop and to implement the overall Advising Plan for Clark College. The planning and implementation of the Advising Plan will utilize a "phase-in" approach that will follow a defined timeline in order to address the multi-faceted nature of academic advising at Clark.

◆ Transfer Program Coordinator conducts faculty Transfer Advising Dialogues to enhance communication and improve student advising.

Progress to Date:

The Advising department has met with the engineering, music, and the business and technology units to update various transfer agreements. Credentials staff will disseminate updated transfer information to advisor/coordinators to improve student advising.

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

Progress to Date:

The Office of International Programs held numerous educational workshops and events to celebrate International Education Week from November 13-16. The U.S. Department of State and the U.S. Department of Education have declared this week in observance of the many important contributions international education makes to our nation. These

contributions include Study Abroad programs, foreign language studies, citizen and scholarly exchanges, foreign students on U.S. campuses and global approaches to U.S. education. 73% of students surveyed reported the sessions were “very useful” and provided them with an increased understanding of study abroad opportunities as well as effective ways to communicate across cultures.

Students from the Nursing Assistant Certified class visited the Career Center for an orientation to Career and Employment Services and a career exploration session on November 8. Evaluations were collected with an average score of “Very Useful”.

The Office of Student Life and Multicultural Affairs sponsored a quarterly Student of Color Luncheon on November 14. The event celebrated Native American Heritage Week and featured Professor Gerard Smith. Some students volunteered to share their compelling stories about their personal journeys as students of color. Over 100 students attended this engaging event.

Broad-Based Partnerships

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

Progress to Date:

The College Is Possible (CIP) program reestablished its partnership with the Boys & Girls Club of Southwest Washington. Jennifer Reeves met with John Anderson, Club Director on November 8 to discuss activities that will be mutually beneficial. As a result of the conversation, one activity will be planned each quarter to bring students to the college to meet with faculty.

Kelly Benson (Welcome Center) participated in a Dine for Success event with the Vancouver School District GEAR-UP (Gaining Early Awareness and Readiness of Undergraduate Programs) group on November 17 as part of the established College Is Possible (CIP) partnership. The focus of the event was to teach the students proper table etiquette in a formal setting. Approximately 30 students and 10 community members participated. In addition, Ms. Benson met with staff from the Vancouver School District GEAR-UP program on November 19 to establish a calendar of partnership activities through June 2008. Initial campus visits will focus on specific professional/technical programs for the months of January, February and May.

Susan Taylor (International Programs) met with 20 members of the Vancouver Women’s Club on November 27 to discuss the international program. Potential scholarship support and mentor volunteer opportunities were discussed in order to support international student retention.

- ◆ **Form collaboration between Health Services, Instruction, Auxiliary Services, and Community Choices (STEPS) to identify ways to increase healthy food and beverage options in school cafeteria, vending machines, student stores and event concessions.**

Progress to Date:

The launch of the Healthy Penguin Nation will occur on January 17 at the annual “State of the College” address. Pedometers will be distributed to all interested employees along with instructions for participation in the first HPN activity. This program will provide employees with incentive to make healthier choices in their daily activities.

Management Excellence

- ◆ **Develop Athletics Operational Plan including program goals and activities and measurable outcomes.**

Progress to Date:

Dr. Ruiz and Ted Broussard meet with the Athletic Department for their quarterly strategy meeting on November 29. A draft of the Athletic Operational Plan was presented to the coaches for their review and input. Final revisions will be made in December.

- ◆ **Implement an online academic plan for use by faculty and advisors.**

Progress to Date:

Bill Van Dusen (Advising and Counseling) continues an ongoing dialogue and IT planning and preparation for the installation of the Educational Plan software tool that was purchased from Walla Walla Community College. Due to the delay in Rehosting, it is possible that a delay in the implementation of this tool may occur.

- ◆ **Enhance the educational preparedness and social connection of TPC students with main campus by providing advising, financial aid and career orientations, and student life activities.**

Progress to Date:

Jennifer Reeves conducted two Admissions 101 presentations at Clark College at Town Plaza on November 15. These sessions are conducted once a month and are intended to assist students in their transition from TPC to main campus by informing them of instructional programs and support services.

Additional Highlights

The Men's Soccer Team have won the NWAACC Regional Championship. Banners to congratulate the team will be placed in strategic areas around campus. In addition, the Women's Volleyball Team have achieved 6th place in the NWAACC Championships.

Justin St. Pierre, men's soccer and Kristina Landon, women's soccer were named the Les Schwabb *October* Student Athletes' of the Month.

Renee Stoll (DSS Staff Interpreter) has earned the Deaf National Interpreter Certification. Congratulations to Renee.

The Step Ahead to winter quarter early orientation and registration project was led by Kelly Benson. The purpose of this program is to provide new incoming students with a knowledge base focused on student success steps. Students participating in the event received individual advising assistance and registered for winter classes.

Rosalba Pitkin (ESL and Latino Outreach) lead English as a Second Language (ESL) informational activities for parents of the English Language Learners (ELL) program at Heritage High School on November 19. The possibility of offering ESL classes for adults at the high school was discussed.

Rosalba Pitkin and Sheryl Anderson (Admissions and Assessment) met with Teresa David-Turner, principal of Washington Elementary school on November 27. Developing a College Is Possible Latino Family group at the school was the main topic of conversation. Expansion of

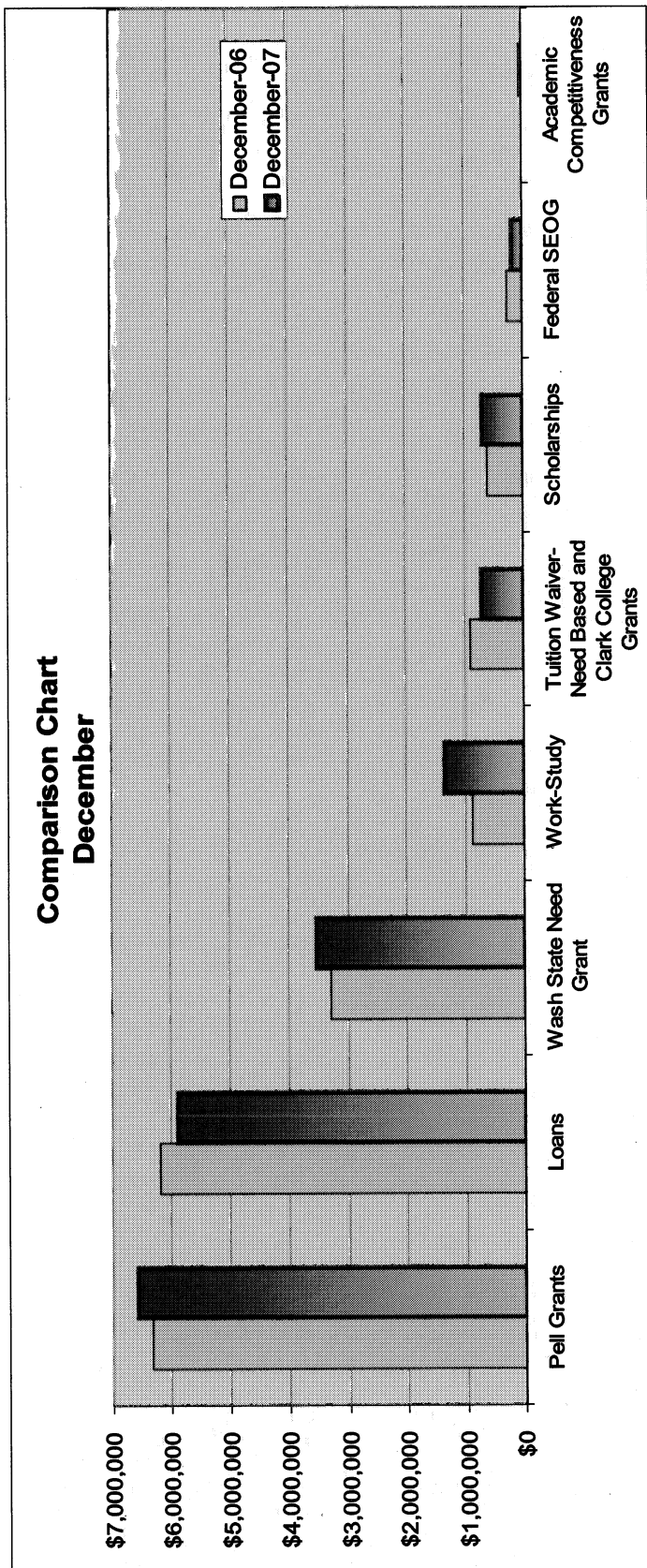
adult classes offered at the school was also discussed. Currently, Clark is successfully offering adult ESL classes at Washington Elementary and the principal would like to explore offering Adult Basic Education (ABE) courses to parents as well.

Janet Turner and Nancy Heidrick (Financial Aid) will be working with Alyson Galloway of WSUV as partners in College Goal Sunday on January 27. College Goal Sunday is a nationwide initiative to “get the financial aid word” out to students and parents. In this one session, families can learn how to access funds for college using federal, state, institutional and private sources.

The Office of Student Life and Multicultural Affairs offered and led a trip on Wednesday, November 28th to Lower Columbia College for interested students to attend their presentation of Debating Race with Dr. Michael Eric Dyson. Dyson has been named by Ebony as one of the hundred most influential Black Americans. Dr. Dyson is a professor of Theology, English and African American Studies at Georgetown University. The purpose of the trip was to provide Clark College students with the opportunity to hear a dynamic speaker address issues of diversity.

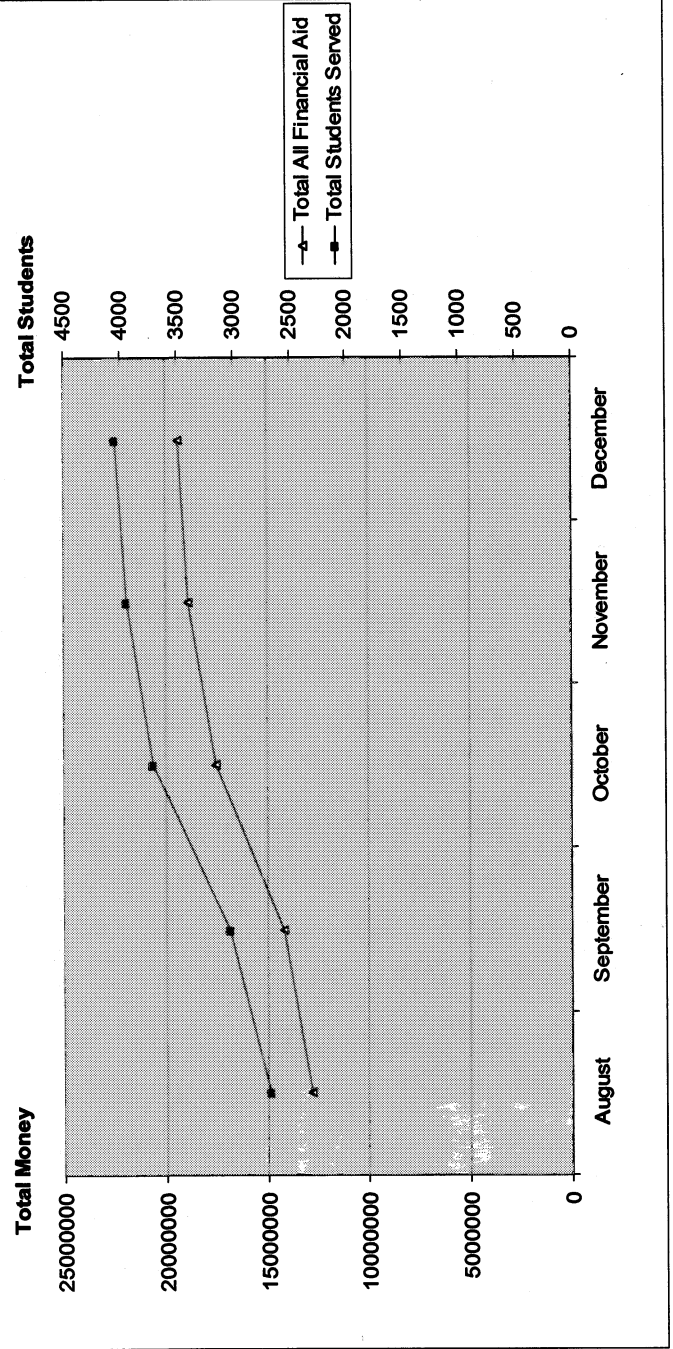
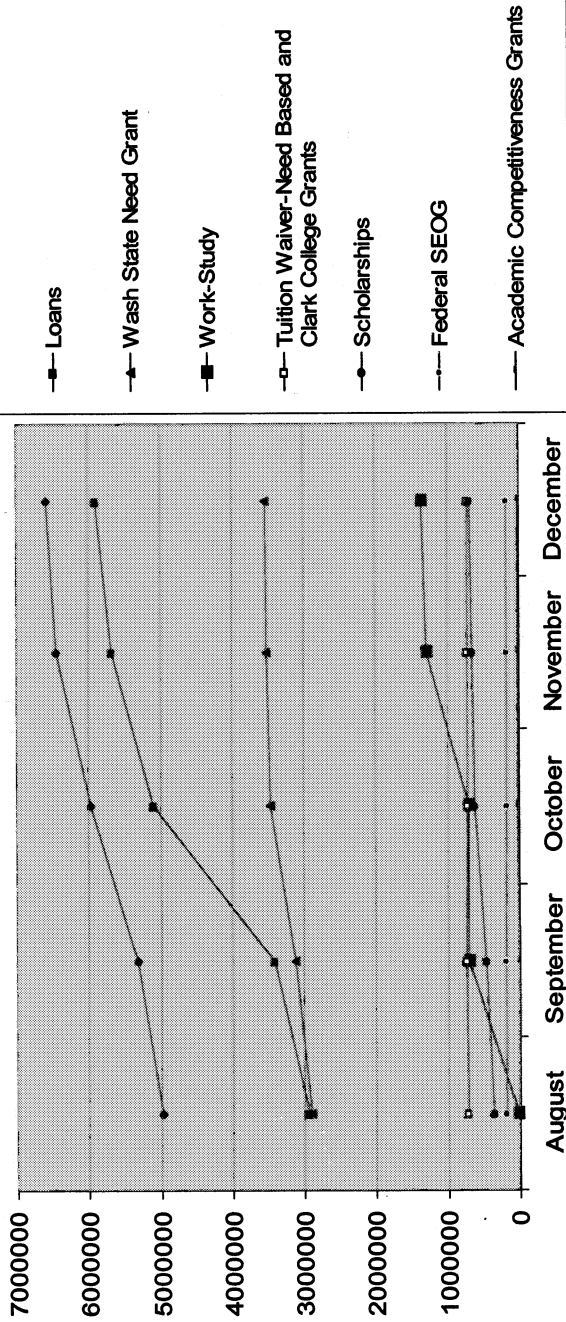
Dr. Rachel Ruiz
Vice President of Student Affairs

Financial Aid Comparison December Board Report



At this time there are no significant increases or decreases affecting each of our programs. As noted previously, we have received \$30,000 in supplemental allocations for the State Work Study program. The small increases in our grant programs can be attributed to (1) higher initial allocations and (2) higher annual capacity per student.

07-08 Financial Aid Stats



Human Resources Board Report December 2007

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

Respect for Differences

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

Progress to date:

The Director for Equity and Diversity conducted several training and discussion sessions on diversity related topics. "The Contemporary Evolution of Civil Rights" was presented to two ESL classes; "Engaging in a Diverse Learning Environment" was presented to two Career Success classes. The director also presented "Discrimination and Harassment Policies and Procedures" at Clark's New Faculty Institute for Adjunct instructors and "Respect for Differences" to staff at Plant Services. Additional sessions are planned with Plant Services, Computing Services, Business Services and the Instructional Council.

- ◆ Finalize diversity plan

Progress to date:

The Cultural Pluralism Committee received feedback from the consulting team, Tools for Diversity, hired to review the preliminary information compiled from the diversity survey by the committee. The consultants applauded these first steps in development of a diversity plan, cautioned not to draw statistical inferences from the data gathered, and encouraged the committee to lead the development of a more specific definition of diversity for the institution. A college-wide forum on December 5th will be the first of several forums and focus groups sponsored by the committee, focusing on survey information. A more extensive list of next steps and Winter Quarter events will be released in the survey report.

- ◆ Enhance involvement with local emergency response officials

Progress to date:

As part of the emergency planning process, Rebecca Wale, Ken Pacheco and Jennifer Grove attended a Campus Emergency Response Teams train the trainer seminar sponsored by the Department of Homeland Security. The college will now be able to utilize this curriculum as part of the training that will be necessary to be better prepared for emergencies.

Rebecca Wale, Phil Sheehan and Ken Pacheco, attended a Crisis Management conference in Houston, Texas. The sessions focused on the importance of planning and practicing before emergencies occur.

Management Excellence

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

Progress to date:

Training on the IBB process is scheduled for the IBB teams on December 5 and 6.

- ◆ Provide leadership to WPEA labor management and implementation of WPEA agreement.

Progress to date:

The WPEA Labor Management Committee met on November 29, 2007 and will meet monthly throughout the year. Topics included: College climate/PACE survey, supervisory training, promotional processes for classified employees, use of College Master List, updating college policies and procedures, status of custodial survey, 403-b plans; Drug and Alcohol Free Workplace; Performance Development Plan, testing in Baird Administration Building, and trailers near Diesel. The LMC provides a good venue for communication and problem solving. The next meeting is scheduled for January 24.

Additional Highlights

Changes to the IRS 403-b plan regulations have prompted colleges in the system to consider the 403-b plan options that are offered to employees. Currently the College offers to employees the option to participate in the TIAA/CREF 403-b plan or participate in several other insurance companies' 403-b plans. In addition, there is the state deferred compensation plan which is a 457-b plan. Under the new regulations if the College wants to continue offering all of the current 403-b plans we would need to develop our own plan document and take on more responsibility for oversight of the funds, how they are transferred, loans on the funds, and insure that all IRS regulations are met. The State Board for Community and Technical Colleges has a plan document in place which covers the whole system and we have been advised that if we want to continue utilizing TIAA/CREF as a plan option then we would be unable to offer the other plans because of the requirement to have just one plan document. The majority of employees participate in TIAA/CREF or the state deferred compensation plan, with only 14 employees participating in other plans. Because of the fiduciary responsibility that the College would take on to manage a 403-b plan document, the College has decided to limit 403-b plan options to TIAA/CREF. Affected employees have been notified and advised of their options. The state deferred compensation plan would also be an option.

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

Vickie Girk was appointed to the full-time permanent classified position as Custodian 1 in Plant Services effective November 12, 2007. Vickie has previous work experience with Lexington House, Northwest Quality Care, River Ridge, Evergreen School District and Clark College.

Theresa Gwaltney was appointed to the full-time permanent classified position as Custodian 1 in Plant Services effective November 12, 2007. Theresa has previous experience with Lake Merwin's Campers Hideaway, Paradise Quick Stop, Rocky's Pizza and Clark College.

Barbara Ivey was appointed to the full-time permanent classified position as Program Coordinator in Career and Employment Services effective November 26, 2007. Barbara has an AA from Clark College and a BS in Social Science from Washington State University-Vancouver and previous work experience with SL Start, Personal PaperWorks, Old Town History Project and The Pet Hospital, TransDataNet Corporation and WSU Vancouver.

Polina Kozhemyakin transferred to the full-time permanent classified position as Office Assistant 3 in Registration, Town Plaza Center effective December 12, 2007. Polina has been with the College since January 2005.

David McDonald was appointed to the full-time permanent classified position as Custodian 1 in Plant Services effective November 25, 2007. David has previous work experience with H&G Industries, Cascade Container Fab, and David McDonald Janitorial.

Stephen Moos was appointed to the full-time permanent classified position as Custodian 1 in Plant Services effective November 18, 2007. Stephen has previous work experience with Hilton Homewood Suites, The ARC of Clark County, and Educational Services District 112.

Francisco Ramos-Medrano was promoted to the full-time permanent classified position as Maintenance Mechanic 1 effective November 19, 2007. Francisco has been with the College since February 1996.

Heidi Ramos-Medrano was appointed to the full-time permanent classified position as Custodian 1 in Plant Services effective December 9, 2007. Heidi has previous experience with Washington State University and BP Oil.

Gayla Shanahan was promoted to the full-time permanent classified position as Grounds and Nursery Specialist 2 effective November 12, 2007. Gayla has been with the College since July 2007.

Victoria Wood was appointed to the full-time permanent classified position as Warehouse Operator 2 effective November 9, 2007. Victoria has previous experience with Fred Meyer and Clark College.

Katrina Golder
Associate Vice President of Human Resources
11/ 8/07

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Vickie Girk	Custodian 1	11/12/07	Plant Services	Classified	Full-time	New
Theresa Gwaltney	Custodian 1	11/12/07	Plant Services	Classified	Full-time	Replacement
Barbara Ivey	Program Coordinator	11/26/07	Career & Employment Services	Classified	Full-time	Replacement
Polina Kozhemyakin	Office Assistant 3	12/12/07	Registration, TPC	Classified	Full-time	Replacement
David McDonald	Custodian 1	11/25/07	Plant Services	Classified	Full-time	Replacement
Francisco Ramos-Medrano	Maintenance Mechanic 1	11/19/07	Plant Services	Classified	Full-time	Replacement
Heidi Ramos-Medrano	Custodian 1	12/9/07	Plant Services	Classified	Full-time	Replacement
Stephen Moos	Custodian 1	11/18/07	Plant Services	Classified	Full-time	Replacement
Gayla Shanahan	Grounds and Nursery Specialist 2	11/12/07	Plant Services	Classified	Full-time	Replacement
Victoria Wood	Warehouse Operator 2	11/9/07	Central Services	Classified	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Candy Bennett	Executive Dean-Planning & Advancement	06/30/08	Planning and Advancement	Admin	Full-time	Retirement
Glen Jenewein	Director of e-learning	12/14/07	e-learning - Instruction	Admin	Full-time	Resignation
Adeline Martinez	Program Coordinator	01/04/08	Corporate and Continuing Ed	Classified	Full-time	Resignation
Amber Martinell-Sterling	Program Coordinator	11/29/07	Workforce Development	Classified	Full-time	Resignation
Liliya Meshalkin	Secretary Senior	12/02/07	Developmental Education	Classified	Full-time	Resignation

VACANT POSITIONS

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Anatomy & Physiology Instructor	10/22/07	Biology	Faculty	Full-time	Replacement
Campus Security Officer	10/19/07	Security-Safety	Classified	Full-time	New
Curriculum Advisor	11/13/07	Advising-Business	Classified	Full-time	Replacement
Custodian 3	12/17/07	Plant Services	Classified	Full-time	Replacement
Director of Library Services	9/27/07	Cannell Library	Admin	Full-time	Replacement
Office Assistant 3	12/3/2007	Financial Aid	Classified	Full-time	Replacement
Office Assistant Lead	10/15/07	Admissions	Classified	Full-time	Replacement
Office Assistant 3	10/31/07	ABE/ESL/GED	Classified	Full-time	Replacement
Pharmacy Technician Instructor	10/12/07	Health Occupations	Faculty	Full-time	Replacement
Program Assistant	10/29/07	Assessment-Testing	Classified	Full-time	New
Program Assistant	10/29/07	Adult Literacy	Classified	Full-time	New
Program Coordinator	12/7/07	Workforce Operations	Classified	Full-time	Replacement
Program Coordinator	11/5/07	Student Achievement-TPC	Classified	Full-time	New
Vice President of Administrative Services	11/1/07	Administrative Services	Admin	Full-time	Replacement

Planning and Advancement Board Report December 2007

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

Respect for Differences

- ◆ **Communicate results of 2007 PACE survey.**

Progress to date:

An email was sent to the college community from President Knight announcing the posting of the full 2007 PACE survey report on the intranet and highlighting progress made in ratings over 2006.

Broad-based Partnerships

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

Progress to date:

As a follow-up to the distribution of K-12 data at the Principal's Luncheon, P&A responded to a request for additional COMPASS data for Hudsons's Bay High School.

Management Excellence

- ◆ **Coordinate implementation of Year 4 of Strategic Plan.**

Progress to date:

Executive Cabinet met on November 13 to discuss evaluations collected from their areas focusing on ways to improve the goal and budget development process. Additional discussion and evaluation of the goal and budget development process will take place at the January 18 Penguin Roundtable (formerly Management Team) meeting.

Final drafts were developed for the eight core key performance indicators and data was collected for 34 out of the 67 key performance indicators.

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

Progress to date:

P&A held a work day in November with database developed to work out final programming for the Enrollment Management Database.

Additional Highlights

- ◆ Research analysts assisted faculty and staff in projects including providing data to the English Department for design of an annual planning model for literature courses; assisting Biology Department faculty in an analysis of pre-requisites for Biology 240;

and assisting Corporate and Continuing Education staff with development of a survey of corporate education training.

- ◆ College Classification of Instructional Program (CIP) codes were updated and a crosswalk created to Standard Occupational Codes (SOC) that will facilitate the development of career pathways for students.
- ◆ Susan Maxwell is leading a subgroup to review data needs and definitions for the college Retention Plan.

Candy Bennett
Executive Dean of Planning and Advancement
November 30, 2007

Corporate and Continuing Education Board Report December 2007

Introductory Statement

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

Focus on Learning

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

Progress to Date:

Focus on offerings in arts, technology and world culture has increased enrollments and reduced class cancellations. Fall 2007 Continuing Education enrollments are up 28% over fall 2006 and class cancellations have been reduced to 16% from 25% in fall 2006.

Workforce Development

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

Progress to date:

In FY07-08 Corporate Education has secured training contracts with 12 local companies for combined projected revenue of \$84,692.

Broad-based Partnerships

- ♦ **Expand partnership with the Foundation to garner financial support for Mature Learning program.**

Progress to date:

Tracy Reilly Kelly, Interim Director of Continuing Education met with Daniel Lee, Director of Major and Planned Gifts, Susie Kasper, Director of Annual Giving, and Chris Mildner, Director of Prospect Research from the Clark College Foundation to discuss identifying community donors to support the Mature Learning Program. As a result of the meeting, the Foundation sent out a special letter soliciting funds for the Mature Learning Program to over 3,000 current and former Mature Learning students as part of their End-of Year appeal. All funds received through this mailing will be doubled through a very generous matching gift provided by an anonymous donor.

Todd Oldham
Executive Director
Corporate and Continuing Education
11/30/07

Communications and Marketing Report December 2007

As 2007 comes to a close, activities are well underway leading into projects and events in 2008 – and beyond.

Focus on Learning

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

Progress to date:

Lead Graphic Designer Wei Zhuang and Publications Designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work for mid-November and December include the November 19 edition of *Clark 24/7*, winter enrollment advertisements (for *El Hispanic News*, *The Portland Observer*, *The Asian Reporter* and *The Skanner*), Columbia Tech Center groundbreaking postcard and informational handout, worker retraining program advertisements, design for Pathways career fair materials (advertisements, Web and programs etc.), GED December and January schedules, Clark on the Road Fruit Valley session Web/print advertisements, Jazz Festival program, Corporate and Continuing Education folder and Web template, healthy penguin graphic (brochure and flyer), 2007 annual report, Running Start program material updates, Career & Employment Services PDF forms and design for the 2008 Women of Achievement materials.

Communications Specialist Erica Schwenneker and Publications Graphic Designer Pat McDonald are working on the winter media guide, featuring men's and women's basketball.

Additionally, Communications Specialist Erica Schwenneker met with Veronica Brock and fitness trainer program students regarding the development of the Penguin Paths maps.

Access to Education

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

Progress to date:

Completed. Planning and production on the spring 2008 issue of *Clark College Connections*/quarterly schedule is underway and maintains the current class schedule production standard.

Additional publication highlights include:

- Revision of the spring, early fall and summer schedule production timelines is underway and reflects the adoption of an additional round of reviewing through the schedule preview database.
- Winter quarter 2008 *Clark College Connections* was delivered to the college community and mailed to Clark County residents on November 16 and 17.

- Development of catalog changes summary, documenting program changes that occurred from 2005-2007 academic catalog to 2007-2008 academic catalog, is underway. Creation of this summary is in support of the college's educational plan.
- Publication of the single largest issue of *Clark 24/7* to date which included stories on the groundbreaking for Clark College at Columbia Tech Center, the men's soccer team winning the NWAACC championship, the results of the college's joint presidential debate bid, David Gergen's visit as Distinguished Lecturer, Marshall Award and Accomplished & Under 40 honorees, the Culinary Arts students' gingerbread creation and new employees in Advising and the Clark College Foundation.

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

Progress to date:

Director of Marketing Brian Scott has worked on the following winter quarter marketing projects: revised radio and cable television spots developed; and Quick Step newspaper advertisements completed.

Additional marketing projects include: development of Financial Aid Night and ad schedule completed and approved by Student Affairs; Worker Retraining December/January advertisement schedule completed and approved, display and classified print advertisements in development and Web contact fulfillment in development; eLearning advertisement completed and posted on Washington Online (WAOL) Web site; holiday Web and print advertisements in development and schedule developed; Clark College at Columbia Tech Center newspaper and Web advertisements in development, scheduled to run in the December 21 edition of the Vancouver Business Journal; and 2008 Pathways career fair new online registration form completed, target exhibitor prospects completed, exhibitor calling lists in development and advertisement plan in development.

◆ **Revise/redesign program sheets.**

Progress to date:

Publications Graphic Designer Patricia McDonald coordinated the revision of 10 program sheets.

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

Progress to date:

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi continue to enhance the college's Internet site. A number of focus areas have been determined for 2007-2008. Their work includes: the redevelopment of the Teaching and Learning Center Web pages; development of a electronic form and database for the Teaching and Learning Center faculty lecture series; Archer Gallery flash Web feature developed to enable more than two images from the current exhibit to display on the Archer Gallery Web page; annual electronic college Christmas card developed; and Contribute software training session is scheduled for early December.

Management Excellence

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

Progress to date:

A list of questions for consideration regarding the transition to electronic-only distribution of the newsletters has been developed. A summary of the budget expenditures for paper distribution of the newsletters in FY 2006-2007 is also being developed.

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

Progress to date:

The October 2007 issue of SBCTC's tech e-zine "IT Matters" mentions the development of a catalog application as part of the Competitive Advantage Reclamation (CAR) project. The description cites that it will, "support an application interface that gives colleges the flexibility to export electronic data to their print format of choice."

- ◆ **Complete the redesign (all phases) of the Clark College Intranet.**

Progress to date:

Arrangement of file hierarchy and content is underway, utilizing the input from a cross-section of staff from throughout the college. This task is scheduled to be completed by the end of November. Feedback from stakeholders from a cross-section of the college has been invaluable in this process.

Additional Highlights for Communications & Marketing

- ◆ The Communications and Marketing Department is assisting NCMPR (the National Council for Marketing & Public Affairs) in coordinating the annual judging of communications work done by community colleges across the country and in Canada. The national Paragon awards for excellence will be presented next March at the annual NCMPR conference in Savannah, Georgia.
- ◆ Executive Director Barbara Kerr and Executive Assistant Marta Dragomir in partnership with YWCA Clark County are currently planning for the 2008 Women of Achievement event scheduled for March 13, 2008. The women of achievement and young women honorees have been selected. In preparing for production of publications, a photography and biography event has been scheduled for December 6 to photograph and interview the women.
- ◆ The groundbreaking for Columbia Tech Center on November 19 was successful and received positive media coverage.
- ◆ The Commission on Presidential Debates (CPD) announced their 2008 site selections on November 19. The joint bid by Clark College and MERC was not successful. Both groups are beginning to discuss strategies for the 2011 debate bid process.

Barbara Kerr
Executive Director of Communications and Marketing
November 30, 2007

Foundation Report to the Board of Trustees December 2007

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

Respect for Differences

- ♦ **Demonstrate a respect for differences and an appreciation of multiple perspectives.**

Progress to date: The Foundation's Director of Prospect Research, Chris Mildner, forwarded a recommendation of *Culture Vision* software to Travis Kibota and Kathleen Murphy. *Culture Vision* is geared specifically toward helping healthcare professionals understand the cultural values and traditions that affect how people who are not of European-American descent perceive their bodies, illness, and healthcare. The software was created in response to the demographic predictions about the increase in cultural plurality in the U.S. and the need to implement diagnoses and treatment for culturally and ethnically diverse patients in accordance with appropriate cultural values and framework.

Broad-based Partnerships

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

Progress to date: Donors were recognized in the Foundation's 2nd quarter newsletter, *Partners*, which was released at the end of November. For a second time this year, The Columbian donated a full-page advertisement recognizing Clark scholarship recipients and their donors. The first donated advertisement was published on the first day of fall quarter classes. Donor rolls were also posted on the Foundation website, as well as membership rolls of the three highest Penguin Athletic Club (PAC) levels. The capability for making pledges and authorizing recurring gifts were improvements made this month to the online giving form.

An annual gift appeal was sent out in a mailing totaling 22,000 letters to eleven constituency groups. In addition, curiosity across the campus was heightened over a 3-week period with weekly mysterious teasers carrying a "credit" theme, which was concluded in week four with a campus-wide ask for an annual gift. Donors of \$100+ gifts received thank-you letters signed by President Bob Knight.

With the much appreciated help of volunteers, 2,500 Clark College patrons received Giving Thanks cards personally signed by board members, College administration, and Foundation staff.

Development staff discussions to solidify research policies and information gathering criteria are in progress. Lists are being developed for major and planned giving prospects and, at the College's request, for alumni for the 75th Anniversary celebration activities.

Work continues on the Lost Alumni project with 4,500 letters mailed to former Clark students in November. Forty responses have been received to date.

◆ **Strengthen relationships between Clark College and the Foundation**

Progress to date: The College campus and members of the College and Foundation boards were invited guests to the Foundation's Meet & Greet reception for new development professionals Daniel Lee, Director of Major & Planning Gifts, Susie Kasper, Director Annual Giving, and Chris Mildner, Director of Prospect Research. This month, the Foundation's new development professionals began familiarizing themselves with Clark's campus by touring the Nursing, Adult Literacy, and Mature Learning programs. Foundation staff is collaborating with the College's grants development personnel in sharing research on granting information related to the major and minor fundraising needs of the College.

By invitation, Donna Wittmayer, Director of Dental Hygiene, presented program information at a November Foundation staff meeting. Also in November, Foundation staff participated in several College committees and meetings including Executive Cabinet, College Council, and the Board of Trustees meetings; Foundation Funds Allocation, College Climate, 75th Anniversary, College is Possible Advisory, and Mature Learning Advisory committees. The Foundation is participating on the VP of Administrative Services search committee. In addition, Foundation staff participated in the Accomplished & Under 40 event, the Clark at Columbia Tech Center groundbreaking ceremony, the Gergen reception and lecture, and Senator Al Bauer's lecture and book signing.

Management Excellence

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

Progress to date: Recommendations for restructuring the Foundation Board committees are being implemented, with new committee descriptions being written and committee chairs solicited. Following a series of written and oral exchanges with both Bob Knight and Lisa Gibert with The Clements Group consultant, the next meetings with The Clements Group, involving several different groups, are scheduled for December 6 and 7. This visit will provide all necessary background and establish the platform to proceed.

◆ **Become an effective fundraising staff**

Progress to date: The expanded development staff is revisiting the development calendar and planning development tasks. Staff attended various workshops and meetings to complement current skill sets, including grant, donor capacity rating, and accounting for estates & trusts workshops, Estate Planning Council, Raiser's Edge Users annual meeting, and Clark sponsored Leadership Academy.

Lisa Gibert
President
November 30, 2007

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

November 19, 2007

Penguin Student Union Building Room 258 B & C

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

Absent: None absent.

Administrators: Robert Knight, President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Mr. Phil Sheehan, Interim Vice President of Administrative Services; 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; Mr. Todd Oldham, Executive Director Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications; Mr. Alex Montoya, Dean of Enrollment Services; Dr. Sylvia Thornburg, Interim Dean of Instructional Operations; Ms. Lisa Quednow-Bickler, Director of Athletics; Mr. Miles Jackson, Interim Dean of Social Sciences and Fine Arts; Dr. Travis Kibota, Interim Dean of Science, Health & Physical Education and Math, Physical Science & Engineering; Ms. Lynn Chmelir, Interim Director of Library Services; Ms. Kathleen Murphy, Interim Associate Dean of Allied Health; Ms. Karen Wynkoop, Director of Business Services; Mr. Jim Green, Director of Plant Services; Ms. Carrie Weikel-Delaplane, Director of Student Life & Multicultural Student Affairs; Ms. Jennifer Grove, Administrative Services Operations Manager.

Faculty: Dr. Marcia Roi, Ms. Kitty Mackey, Librarian.

Staff: None present.

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

I. CALL TO ORDER

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

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was reviewed and accepted as presented.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from Board Members

Chair Sen Hoss thanked the Bank of Clark County, Clark College Foundation, and the staff and faculty of the college for sponsoring, supporting, and hosting the David Gergen Distinguished Lecture on November 7. Without these types of support from the local and the college communities, the college would not be able to present events of this caliber.

Ms. Sen Hoss presented Ms. Gibert with a donation towards the foundation's Annual End of Year Appeal. She also distributed letters to each trustee and encouraged their involvement in the appeal so that board participation would reach 100% for the year. There is a challenge grant associated with the Appeal this year in that a donor will match all contributions dollar for dollar up to a maximum of \$100,000.

Ms. Jacobs attended the book signing and presentation by Sen. Al Bauer on November 7 prior to the Gergen lecture. She acknowledged his statesmanship, career and contributions to the state of Washington and country. Ms. Jacobs also attended a meeting today with Mmes. Bennett and Grove and Mr. Peery in order to further develop and update existing board policies; she was very happy to report significant progress on the project. She expects that a draft will be ready shortly after the first of the year and is scheduled to be discussed at the board's January work session.

Mr. Peery reviewed the recent ITV session that he and Ms. Parker attended with the TACTC and SBCTC legislative representatives to formulate the agenda that will be submitted to the legislature from the SBCTC.

D. President's Report

Mr. Knight discussed the Gergen lecture and the high quality speakers Clark has been fortunate to attract due to the support of both the Foundation and the community. He is looking forward to continuing this caliber of speaker in future lecture series.

He highlighted the November events that promoted the college's mission imperative of respect for differences. The Student of Color luncheon was so well attended that there was standing room only. The event has grown greatly from previous years. Students provided their own testimonies and Gerard Smith of the college's English Department spoke to the students and read from his own writings. The college also hosted a faculty member from Portland State University's Japanese Studies Department who performed a Japanese farce in the Gaiser Student Center.

Mr. Knight received word today that the college was not chosen as a 2008 presidential debate site. However, the debate committee will continue working to bring a debate to the community in 2011 for the 2012 election. No site in the western part of the country was chosen this year and the Northwest continues to be the only region in the U.S. which has not yet hosted a presidential debate.

Special Recognition—Mr. Knight recognized and congratulated the men's soccer team's winning season at the NWAACC 2007 championships on November 18. The team was in attendance to hear Mr. Knight note how very impressed he was with their ability to play together and support each other in every game, never faltering even while facing tougher teams. The team gave their best effort all year long in every game and came out on top. Mr. Knight acknowledged them for representing Clark College so well and announced that the college would provide championship rings to the team. Mr. Knight introduced the coaches: head coach, Biniam Afenegus, and assistant coach, Sean Janson and Athletic Director, Lisa Quednow-Bickler. The board celebrated the team's accomplishments with cake and refreshments.

This month's student success story was presented by Sean McCready. Coincidentally, Mr. McCready is a member of the Clark men's soccer team and was MVP of the championship game.

E. Association Reports

1. AHE – Dr. Marcia Roi

Dr. Roi announced that the AHE Senate met with Rep. Deb Wallace today to discuss state priorities, Wallace's visions for education, and AHE's faculty issues and their visions for Clark College. Rep. Wallace is visiting various locations throughout the state and speaking about higher education. On November 20, the AHE will be hosting a bargaining issues question and answers forum. AHE bargaining issues were given to the Senate today from the membership; there were 63 issues identified; the Senate will review the issues and prioritize them. The IBB team has been identified, and IBB training will occur during the first week in December.

Ms. Jacobs asked Dr. Roi to expand upon her comments in the written report concerning faculty morale. Dr. Roi noted that morale issues are specific to certain faculty members and do not necessarily represent faculty opinions across the board. Dr. Roi said her discussions with Mr. Knight centered around handling those issues with the specific faculty members.

2. ASCC – Mr. Patrick Mehigan

Mr. Mehigan highlighted two student events held last week. The first was a Sidesplitting Comedy Event and a Viva Las Vegas event for the evening students. Both events were well attended.

Mr. Mehigan had the honor of introducing David Gergen at the student forum on November 7. He and the other students who attended were very excited to have been able to have had the opportunity for direct interactions with Mr. Gergen. Mr. Mehigan also participated in today's groundbreaking at the Clark College at Columbia Tech Center event.

3. WPEA – Mr. Billie Garner

There was no report presented this evening.

F. College Reports

1. Instruction – Dr. Rassoul Dastmozd

Mr. White asked about Vancouver Clinic's donation of a sensitometer to the health program and asked how the college acknowledges such donations. The department will either acknowledge gifts directly or the Foundation will send formal acknowledgement letters. Mr. White was very happy to hear that the business relationships are proactively cultivated. Dr. Kibota is compiling a list of all the health program partners so that there is a central location where information about business relationships and donations to the Instruction Department can be housed.

Mr. White also asked if the college's librarians are in contact with the regional librarians concerning the new downtown library and if there is a need for the college to be involved with this project. Dr. Dastmozd will provide additional information on this question at a later date.

Dr. Dastmozd reported that the Workforce Development Structure committee, headed by Dr. Kibota, will have recommendations on the department restructuring in December.

Tonight's faculty presentation was provided by Ms. Kitty Mackey, Librarian, who spoke about current happenings in the Cannell library, where the library is headed technologically, and future plans for empty spaces in the building. Dr. Dastmozd acknowledged the Foundation for their support of the library and Ms. Lynn Chmelir, for acting as the interim director.

2. Administrative Services – Mr. Phil Sheehan

Mr. Sheehan had no additions to his written report.

There will be an audit exit interview on Monday, November 26 with the state auditors, members of the administration, and two board members. Mr. Sheehan thanked Ms. Wynkoop and her staff for a successful audit; there are not expected to be any findings in the exit interview.

The budget status report currently shows a deficit position for the month of October. This is primarily a timing issue due to furniture expenditures in the bookstore and to grants and contracts related to delayed billings.

3. Student Affairs – Dr. Rachel Ruiz

Dr. Ruiz was pleased to report that enrollment is holding steady at 3.4% above target as of November 16. The Student Affairs Leadership Team is researching this trend and expects to have a report prepared for the board by January as to the reasons for the continued upward trending.

She reported on the November 9 Principals' Luncheon where the principals were informed about the extensive amount of resources available to students who would like to attend Clark. Many of the principals were unaware of these resources and Dr. Ruiz was pleased that they are now aware of this and can share the information with their students and counselors.

Dr. Ruiz also touched upon many of the student activities taking place in November celebrating Native American Month and International Education Week.

Ms. Sen Hoss requested the enrollment figures be presented in a graphic form so that it will be easier to see both monthly and annual variances.

Ms. Jacobs commended the Healthy Penguin Nation concept and looks forward to seeing it develop.

4. Human Resources – Ms. Katrina Golder

Ms. Golder is pleased to report that all five open custodial positions have been filled and Plant Services is now fully staffed in that unit. She acknowledged those who hold these positions as the "unsung heroes" of the college and encourages everyone to show them their appreciation for keeping the college operating.

The Administrative Exempt Salary Schedule has been updated and is being presented for board approval today. Although there are no changes to administrative salaries at this time, the college was becoming less competitive at the starting salary levels. This update brings the college back to market levels.

5. Planning and Advancement – Ms. Candy Bennett

Ms. Bennett announced that a new research analyst, Kael Godwin, has been hired into the Planning & Advancement department.

The college applied for an \$119,000 NSF grant last spring in a course curriculum and laboratory improvement (CCLI) proposal for a spectrometer. The college is being considered favorably for this funding and should hear final news in the next couple of weeks.

6. Corporate & Continuing Education – Mr. Todd Oldham

Mr. Oldham reported that the college, as part of a regional consortium of community colleges, applied for an \$850,000 contract to train county employees throughout the state. The training will encompass new hire training as well as leadership training. Any surplus of funds will be distributed among the consortium and Mr. Oldham expects Clark College to realize between \$75,000 and \$125,000 over the next year and a half.

7. Communications and Marketing – Ms. Barbara Kerr

Ms. Parker acknowledged the groundbreaking at Columbia Tech Center. Ms. Kerr acknowledged Ms. Michelle Golder for the enormous amount of work she did to execute this event. She also acknowledged Ms. Bennett for the large number of our congressional delegation who attended; it acts as a testament to the positive relationships she has cultivated with them over the years.

The Women of Achievement luncheon event is moving ahead on schedule. The honorees will visit the college on December 6 for a photo shoot and biographical session. The luncheon will be held in March.

Ms. Kerr also discussed some of the ideas being discussed for events by the 75th Anniversary Committee.

8. Clark College Foundation – Ms. Lisa Gibert

Ms. Gibert noted that the Foundation is sending out their cards of thanksgiving this week. She thanked the trustees for coming in to personally sign the cards as these cards mean so very much to our donors.

Ms. Gibert also acknowledged Ms. Jacobs who, during the Foundation Golf Tournament and fundraiser, won an Iranian dinner cooked by Ara Serjoie, Vice President of Development. Ms. Jacobs praised Mr. Serjoie's culinary skills and was very pleased with the meal she and her guests enjoyed.

Ms. Gibert invited the trustees to see the gingerbread creations created by the college's culinary students that will be displayed at the Hilton during the Festival of Trees. The creations are part of a partnership between the Festival of Trees and the college's Alumni Association.

Dr. Len O'Hara of the Clements Group will be visiting the college in early December. She and Mr. Knight will be meeting with Dr. O'Hara to strategize the next steps in moving the Foundation towards the development of a strategic plan that is in alignment with the college's strategic processes. Ms. Gibert will be in touch with the trustees to schedule time for them to meet with Dr. O'Hara.

III. CONSENT AGENDA

A. First Reading

- ♦ Proposed Revision to Administrative/Exempt Salary Schedule

On a motion made by Ms. Jacobs and seconded by Mr. White, the items in the First Reading were moved to the Consent Agenda.

B. Consent Agenda

- ♦ Proposed Revision to Administrative/Exempt Salary Schedule
- ♦ Minutes from October 22, 2007 Meeting

Trustee Peery moved that the Consent Agenda be approved and the motion was seconded by Ms. Jacobs. Both items in the Consent Agenda were approved.

IV. FUTURE AGENDA ITEMS

WORK SESSION

Major Fundraising Priorities (Dec.)
Board Policies (Jan.)
Board Self Evaluation (Feb.)

BOARD

Special Board Meeting w/ Evergreen
Public Schools, Dec. 17
Major Fundraising Priorities (Jan.)
Board Policies (Feb.)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. December 10, 2007 in the Penguin Union Building 258 B & C.

A work session will be held immediately preceding the board meeting from 4:00-5:00 p.m. in the Penguin Union Building 258 A.

VI. EXECUTIVE SESSION

The Board held an Executive Session until 7:30 p.m. to discuss real estate options pursuant to RCW 42.30.110(1)(b), to evaluate an employee pursuant to RCW 42.30.110(1)(f), and to discuss with legal counsel a matter relating to potential litigation pursuant to RCW 42.30.110(1)(i).

VII. ADJOURNMENT

There being no further business, Ms. Sen Hoss adjourned the meeting at 6:30 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Leigh Kent, Recorder
November 19, 2007