

Clark College Board of Trustees Packet

December 15, 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
December 15, 2008

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CLARK COLLEGE BOARD OF TRUSTEES
Monday, December 15, 2008
Ellis Dunn Room

AGENDA

All regular meetings of the Board are recorded.

- 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.
- Presentation from Dr. Rita Carey and Editors of The Phoenix*
- C. Statements and Reports from Board Members
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 Student Success Presentation: Rhonda Hansen-Boyle
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 Faculty Presentation: "Sixteen Students Spend One Month at the Universidad de Valladolid, Spain: Some Insights". Elizabeth Ubiergo
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III. CONSENT AGENDA

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IV. FUTURE AGENDA ITEMS

WORK SESSION

BOARD MEETING

Fundraising (December)
Budget (December, January)
Legislative Agenda (December)
Accreditation (January)

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Tuesday, January 20, 2009 in the Ellis Dunn Room.

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 December 2008

Access to Education

Progress to date:

- ◆ The state's economic and budget situations were President Knight's main focus during the month of November.
- ◆ The State Board of Community & Technical Colleges hosted an emergency meeting of all the community and technical college presidents on November 25 to discuss the budget and develop a common message to convey the urgency of the situation to the state legislators. The governor also spoke with the presidents at this meeting.
- ◆ President Knight met with Reps. Fromhold and Zarelli and Sen. Pridemore after his return from Olympia. He will be speaking with Reps. Wallace and Probst in the upcoming weeks.
- ◆ The SBCTC held their board meeting at Clark College on December 3 and 4. Clark's trustees and various staff and faculty members attended the work session and business meeting. The president made a presentation to the SBCTC board on December 4 concerning the budget implications to all the colleges should the deep budget cuts be implemented.
- ◆ The president attended the new International Student Luncheon and met with some of the college's new students.

Broad-Based Partnerships

Progress to date:

- ◆ President Knight met with the new president of Portland State University and toured the campus with him.
- ◆ The college continues to move forward with foundation on the feasibility study for the upcoming comprehensive campaign.
- ◆ The president hosted a joint board meeting with the college's trustees and school board members from the Evergreen, Camas, LaCenter, Ridgefield, Washougal, and Washington State School for the Deaf school boards and discussed common matters and moving forward on joint ventures.
- ◆ President Knight attended the fall Principals' Luncheon and met with many of the local principals.
- ◆ The president attended the Workforce Development Reception on December 8 that was designed to bring the various local agencies together who serve our students at Clark College at Town Plaza Center. This is the first time that all the agencies have come together to learn about what each do to serve our ABE/ASL/GED students and how they might better coordinate going forward.

Management Excellence

Progress to date:

- ◆ Interviews continue for a new Vice President of Administrative Services. A decision is expected by December 15.
- ◆ The president welcomed new faculty members to the college at the new faculty reception on November 17.
- ◆ The Strategic Planning Task Force has reconvened and will be completing work on the college's strategic direction and five-year goals.

Robert Knight
President
December 10, 2008

**Clark College Association of Higher Education
Board Report
December 15, 2008**

Facilitating communication

Dr. Roi met with President Knight in an unscheduled meeting in November. Dr. Roi is scheduling to meet with Dr. Dastmozd and President Knight in December .

Bargaining

AHE and the college completed bargaining for this term. Bargaining sessions will resume in Winter term.

Organizational activities

Dr. Roi attended the WEA Coordinated Bargaining conference in Vancouver this month with various school district bargaining teams, as well as WEA representatives.

Dr. Roi attended the WEA Riverside executive council meeting this month.

AHE has scheduled to attend Lobbying sessions with WEA in February. AHE will send 3 members to Olympia for this effort.

AHE has committed to sending 3 people to the WEA/AFT Joint bargaining conference in April.

Dr. Roi will attend the WEA Riverside Council meeting in December.

Dr. Roi attended the SBCTC meetings with Dr. Nathaniel Hong of WEA.

AHE is organizing the AHE Roundtable to gain information of member's concerns and comments in regards to their positions at Clark College.

Dr. Roi attended the Labor Roundtable this month.

Membership

AHE gained one new member this month.

Grievances

Two grievances have been filed with the college and are in Step I process.

Respectfully submitted by,
Dr. Marcia Roi, CCAHE President

December Board Report ASCC

Student Government

The ASCC Executive Council and Activities Programming Board have had a very productive fall term. We would like to say how excited we are about the number of students attending our events and how more and more students are getting involved with the ASCC and the college community. We are coming to the close of the fall quarter and are looking forward to the winter quarter of 2009. Here are some highlights from the month of December:

- ♦ **Cindi Lou Kunkle, ASCC Club Coordinator**, has been conducting club service training for our forty six clubs and she continues to chair the weekly club committee.
- ♦ **Alyshia Saltman, ASCC Finance Director**, has been very active with the ASCC Finance Committee and their efforts to continue to review program orientation packets and fund balances.
- ♦ **Maria Laguna, ASCC Public Relations Director**, has finished her first edition of the ASCC Newsletter. Laguna continues to make PR flyers and posters for the Activities Programming Board.
- ♦ **Jasmine Buhllar, ASCC Executive Assistant**, Held a very successful Vendor Fair on Wednesday November 12th and 13th, 2008 in the Gaiser Student Center from 8a.m. to 3p.m.

**Respectfully Submitted,
Pat Mehigan,
ASCC President**

There will be
no WPEA
report for the
month of
December
2008

Instruction Report December 2008

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

Focus on Learning

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

Progress to date:

Ten new full-time faculty (first and second year) have participated in the *Faculty Fellows* program during fall quarter. The program is a cohort-based professional learning community designed to meet the needs of new faculty.

Six faculty completed the first quarter of the “*Active Learning*” Professional Learning Community.

Increasingly faculty have been coming to the TLC to utilize the resource library. Twenty five books promoting teaching, learning and assessment have been checked out of the resource library during fall quarter.

Eight faculty completed the fall quarter *Teaching Squares* program.

Five faculty completed the *Teaching for Learning* web-based professional development program.

Access to Education

- ◆ Establish one, three and five year plans for CTC, CCW and the STEM building.

Progress to date:

The SOFA Division chairs and the Dean developed a tentative annual course schedule of social science and fine arts courses for Columbia Tech Center (CTC). An adequate variety of courses was scheduled to ensure that students can earn an AA degree at the CTC site.

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:

Tina Barsotti, STEM Outreach Coordinator, and other STEM faculty and students helped Clark College sponsor the first Elementary Science Olympiad for grades 3-6 on November 8, 2008. There were over 200 students from fifteen elementary schools who participated in five different science events. Students, coaches, and parents all gave the event rave reviews.

Bob MacKay, Physics Instructor, recently gave a presentation to a Lego Robotics Team. Bob met with a dozen fourth, fifth and six grade students who are home schooled. Bob asked and answered questions about climate issues impacting our communities both from a solutions and challenges perspective. Bob commented that the students' enthusiasm, vocabulary and basic knowledge of greenhouse gases and climate change issues was much better than he would have expected from 4th, 5th, and 6th graders.

Management Excellence

- ◆ 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 met on Nov. 25 to discuss adjunct faculty use policies at comparable colleges. The committee will meet again to generate a best practices document during winter term.

Additional Highlights

- ◆ The 2008 *Phoenix* won not only a "First Place with Special Merit" award, but "Best College Literary-Art Magazine" nationally from American Scholastic Press Association. Kudos to Rita Carey and the students who created and contributed to this publication!
- ◆ In response to Trustee Parker's comments about classes being held at homeless shelters: Clark's ABE/GED program has been running a program at Open House Ministries for about the last two years. This outreach operation was spearheaded by faculty member Anita Lundy and has been quite successful as an alternative program, being one of our strongest off-site programs. Classes are held Monday through Thursday in the afternoon.
- ◆ The 47th annual Clark College Jazz Festival will be held on January 29-31, 2009, in Gaiser Hall. Forty-eight jazz bands and 24 vocal jazz ensembles from high schools in Washington and Oregon are scheduled to perform.

Rassoul Dastmozd, PhD
Vice President of Instruction
December 5, 2008

Administrative Services Board Report December 2008

Access to Education

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

Progress to Date:

The six full-time officers recently completed their Campus Community Emergency Response Training (CCERT).

The Foundation provided funding for the purchase of three Automated External Defibrillators (AED's). Training will be provided for up to 15 individuals on CPR and AED's.

- ◆ 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 work at CTC continues on schedule.

Broad-based Partnerships

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

Progress to Date:

The first phase of a project to upgrade door lock mechanisms in several buildings on the main campus will commence during the quarter break. The ability to lock doors from the inside without a key is necessary to be able to implement a lockdown procedure. Other building door locks will be retrofitted prior to June 2009.

Campus Community Emergency Response Training (CCERT) has been completed by a number of first responder personnel in Security and Plant Services. Additional employees will be trained in January.

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:

Completed.

Additional Highlights

- ◆ Deferred maintenance at Town Plaza Center will be completed during winter break.
- ◆ Remodel and Minor Improvement (RMI) projects for this biennium have been estimated and ranked. It is anticipated that all will be completed by the end of this fiscal year.

- ◆ The Bookstore is a barrel donation site for Salvation Army Toy and Food Drive. Barrels will be located near the store entrance to collect donations of toys and non-perishable foods through December 17. Store staff has supported this event for five years through personal donation, in addition to extending this community support opportunity campus wide.
- ◆ A vendor has been selected and remodeling is in progress to re-open the Hanna Hall coffee service beginning winter quarter.
- ◆ Purchasing staff have received training to convert to an upgraded purchasing system which will include an on-line purchase requisition approval process. College units will begin conversion in January 2009.
- ◆ The College has submitted extensive financial documentation to negotiate a federal indirect cost rate with the Department of Health and Human Services. Once negotiated, the rate will be used to request overhead reimbursements in grant proposals to federal agencies.

Philip Sheehan
Interim Vice President of Administrative Services
December 8, 2008
PS242

Clark College - Budget Status Report

November 30, 2008

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	32,375,042	12,847,103	19,527,939	39.7%
Tuition	13,266,939	5,737,522	7,529,417	43.2%
Interest	180,000	51,788	128,212	28.8%
Excess enrollment	309,309	300,000	9,309	97.0%
Planned use of prior fund balance	270,676	-	270,676	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	1,232,830	1,419,653	46.5%
Total Operating Accounts	49,054,449	20,169,242	28,885,207	41.1%
<u>Other Accounts</u>				
Grants & Contracts	7,546,073	2,186,590	5,359,483	29.0%
Internal Support	1,350,402	751,277	599,125	55.6%
ASCC less PUB	1,642,361	621,976	1,020,385	37.9%
Bookstore	5,003,446	2,244,388	2,759,058	44.9%
Parking	757,267	131,257	626,010	17.3%
Auxilliary Services	1,626,412	590,938	1,035,474	36.3%
Financial Aid	17,592,090	8,849,548	8,742,542	50.3%
Total Other Accounts	35,518,051	15,375,974	20,142,077	43.3%
Total Sources of Funds	84,572,500	35,545,217	49,027,283	42.0%

Uses of Funds (Expenses)	2008-09 Budget	Expense/Encum to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	739,486	252,510	486,976	34.1%
Vice President of Instruction	29,219,965	10,808,242	18,411,723	37.0%
Vice President of Administrative Services	9,328,379	4,570,810	4,757,569	49.0%
Vice President of Student Affairs	5,941,293	2,438,649	3,502,644	41.0%
Executive Dean of Planning & Advancement	503,255	225,227	278,028	44.8%
Executive Director of Corporate & Continuing Ed	875,126	446,393	428,733	51.0%
Executive Director of Communications	1,320,846	651,594	669,252	49.3%
Associate Vice President of Human Resources	1,126,099	466,027	660,072	41.4%
Total Operating Accounts	49,054,449	19,859,451	29,194,998	40.5%
<u>Other Accounts</u>				
Grants & Contracts	7,546,073	2,817,305	4,728,768	37.3%
Internal Support Services	1,350,402	611,407	738,995	45.3%
ASCC less PUB	1,642,361	630,573	1,011,788	38.4%
Bookstore	5,003,446	2,439,241	2,564,205	48.8%
Parking	757,267	520,251	237,016	68.7%
Auxilliary Services	1,626,412	598,179	1,028,233	36.8%
Financial Aid	17,592,090	8,768,485	8,823,605	49.8%
Total Other Accounts	35,518,051	16,385,442	19,132,609	46.1%
Total Uses of Funds	84,572,500	36,244,893	48,327,607	42.9%
Difference - Excess (Deficiency)	-	(699,676)		
Capital Projects - Revenue & use of fund bal	23,315,899	10,162,121	13,153,778	43.6%
Capital Projects- Expense less depr	23,315,899	10,162,121	13,153,778	43.6%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 12/09/08

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/VPA	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 12/08/08

Student Affairs Report December 2008

Focus on Learning

- ◆ Support annualized institutional enrollment goals.

Progress to date:

The Welcome Center staff sent emails to more than 2,000 perspective students who applied for fall quarter, but did not enroll. These students were encouraged to reapply for winter term and invited to contact the Welcome Center for assistance with the entry process.

A total of 859 Running Start FTES have enrolled online for winter quarter. These are all continuing RS students. A total of 104 new RS students are eligible for winter quarter and will begin to enroll on December 10.

Chanda Kroll (International Programs) marketed a short-term, 10 day Language and Cultural Studies program currently offered at Clark during her recruiting trip across Asia in October resulting in requests for bids from four Japanese institutions. Budget, staffing, and scheduling proposals have been offered for their consideration and approval.

- ◆ Support retention initiatives to achieve institutional retention goals.

Progress to date:

The Retention Committee has begun their work to monitor progress on 2008-2009 Retention Plan goals and to explore areas for goal development for the 2009-2010 plan.

The Cultural Pluralism Committee is partnering with the Retention committee to develop a goal related to socially disadvantaged groups as a follow-up to our commitment in the 2008-2009 plan.

- ◆ Define and establish methods to support the Learning College model.

Progress to date:

Edie Blakley, Director of Career & Employment Services, is chairing the Learning Communities Committee in collaboration with the Teaching Learning Center. Their stated goal is "to develop a structure for learning communities to be implemented Fall 2009 and embedded in the institutional fabric of Clark College in its move toward becoming a learning college."

Jody Shulnak and Jaiden Athanassias (Service Learning) co-facilitated the Reflection Session for Students in Service AmeriCorps meeting for members and site supervisors at the Clark County Skills Center on November 3. The group of eight participants engaged in various group work activities, including a high ropes course, and reflected on their service experiences.

Access to Education

- ◆ Expand online support services that provide increased access.

Progress to date:

David Sims (System and Network Administrator) and Mirranda Saari (Assessment Center) collaborated to develop and implement a process to enable COMPASS test scores to electronically upload into the HP3000 system. The success of this project has drastically reduced the amount of staff resources previously required for manual test data entry by the Assessment Center staff.

Viktoriya Camp and Miranda Saari (Assessment Center) in collaboration with the Prairie High School Bridge Program administered COMPASS tests to 37 high school students on November 24 and 25 as part of a math pre- and post-test project initiated by Paul Casillas (Math Department).

Respect for Differences

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

Progress to date:

Students and staff from the Welcome Center and Student Life/Multicultural Student Affairs attended a performance by the Apache Crown Dancers at Bonneville Power Administration on November 24 as part of Native American History Month. This activity provided the opportunity to hear presentations from essay award winners on the topic of saving Mother Earth, as well as learn about the history and cultural significance of these sacred dances to the Apache people.

- ◆ Provide educational activities that foster a global perspective.

Progress to date:

The Office of International Programs in collaboration with the Office of Student Life and Multicultural Student Affairs held numerous educational workshops and events to celebrate International Education Week on November 17-21. The week long events included an International Program Open House, Penguins Go Abroad, Passport Fair, Korean Cultural Workshop, Student of Color Luncheon, and Diversity Day with Eric Davis. The speaker for the Student of Color Luncheon was Carol Gusten Lopez, a Clark College Alum and past recipient of the President's Award. 74% of students surveyed reported the sessions were "very useful" and gave them an increased understanding of study abroad opportunities at Clark College as well as effective ways to communicate across cultures.

The International Speaker's Bureau began their first presentation to the Mature Learning class, titled "The Romance of World Languages," on November 21. Students, Masayo Murato and Rie Sugii, worked together with Susan Taylor (International Programs) and Japanese Language Instructor, Akiko Kamei to present information on the Japanese culture to the class.

Workforce Development

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

Progress to date:

Employment Services staff processed 40 referrals assisting 13 students in their search for student employment. Twenty three students/job seekers secured employment through NextJob employment opportunities and student employment. Staff also assisted 39 job seekers with employment services including resume critiques, mock interviews and job search assistance. In addition, four workshops were conducted in November providing techniques on interviewing and resume building, along with two workshops on career transition strategies.

The Career Center provided career exploration, career assessments, skills assessments and information about resume and job search resources to 11 instructional classes in November including Professional Development, Displaced Homemakers, IBEST Business Technology and several sections of Career & Life Planning and Career Exploration. The Career Center also hosted a class from the Evergreen School

District CHOICE program, and the Career Transition Strategies and Career Center Orientation Student Success Workshops.

Career & Employment Services staff hosted the Disney College Program recruiting visit in November. The visit resulted in double the number of interview participants from their last visit and resulted in 16 program internships for Clark students in summer 2009.

Suzanne Thayer (Career & Employment Services) facilitated the placement of 16 Clark students as math and science tutors in the Vancouver and Evergreen School Districts. These placements are funded by the High Demand Opportunity Grant work study program through June 2009.

Broad-based Partnerships

- ◆ Increase community outreach activities and partnerships from 2008 to 2009.

Progress to date:

Multicultural Student Affairs hosted State Representative Deb Wallace for a Conversation with Deb Wallace event on December 3. This program provided an opportunity for students, faculty and staff to hear Rep. Wallace's perspective on higher ed in her role as the Higher Education Committee Chair and to express their concerns and questions regarding higher education in Washington.

Dan Overbay and Jennifer Reeves (Student Recruitment) hosted the second annual Gateways: Students of Color Program on November 14. This event provided an opportunity for high school students of color to visit the campus, partake in various activities and obtain information about attending college after high school. Approximately 200 students from throughout the SW Washington and Portland metro area participated. Linda Calvert presented to approximately a dozen high school counselors who accompanied the students on Running Start, Advising, and Counseling.

Jody Shulnak (Service Learning) met with Jan Redding of the Vancouver School District Foundation on November 12 to discuss Clark College becoming a sponsor site for "Operation Fairy Godmother", an initiative that collects gently used formal and semi-formal dresses to be donated to high school students in need of a prom dress. The Club for Social Action has agreed to head this up at Clark College.

Jody Shulnak met with Jacob Berkey from the Evergreen State College's Service Learning Program and Kate McPherson of Vancouver Project Service Leadership on November 18 to discuss ways to collaborate on various Learn & Serve America grant initiatives that both colleges are currently funded for.

Jody Shulnak met with President Knight and Terry Babin, Special Olympics Regional Coordinator for SW Washington, on December 1 to discuss formalizing a partnership between Clark College and the Special Olympics.

Jody Shulnak enrolled a total of 31 new students in the WA Campus Compact Service Learning program during fall quarter. Over the next two years, these students will complete 17,850 hours of community service and earn up to \$49,232 in AmeriCorps educational scholarships.

Management Excellence

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

Progress to date:

Welcome Center, Student Life, and Career & Employment Services staff attended the professional development session on Constructive Confrontation hosted by the Teaching and Learning Center on November 21. Staff learned to identify situations of emotional drama and practiced techniques on how to positively approach and resolve issues of conflict.

Broad-based Partnerships

- ♦ Increase student/staff participation in health and wellness activities.

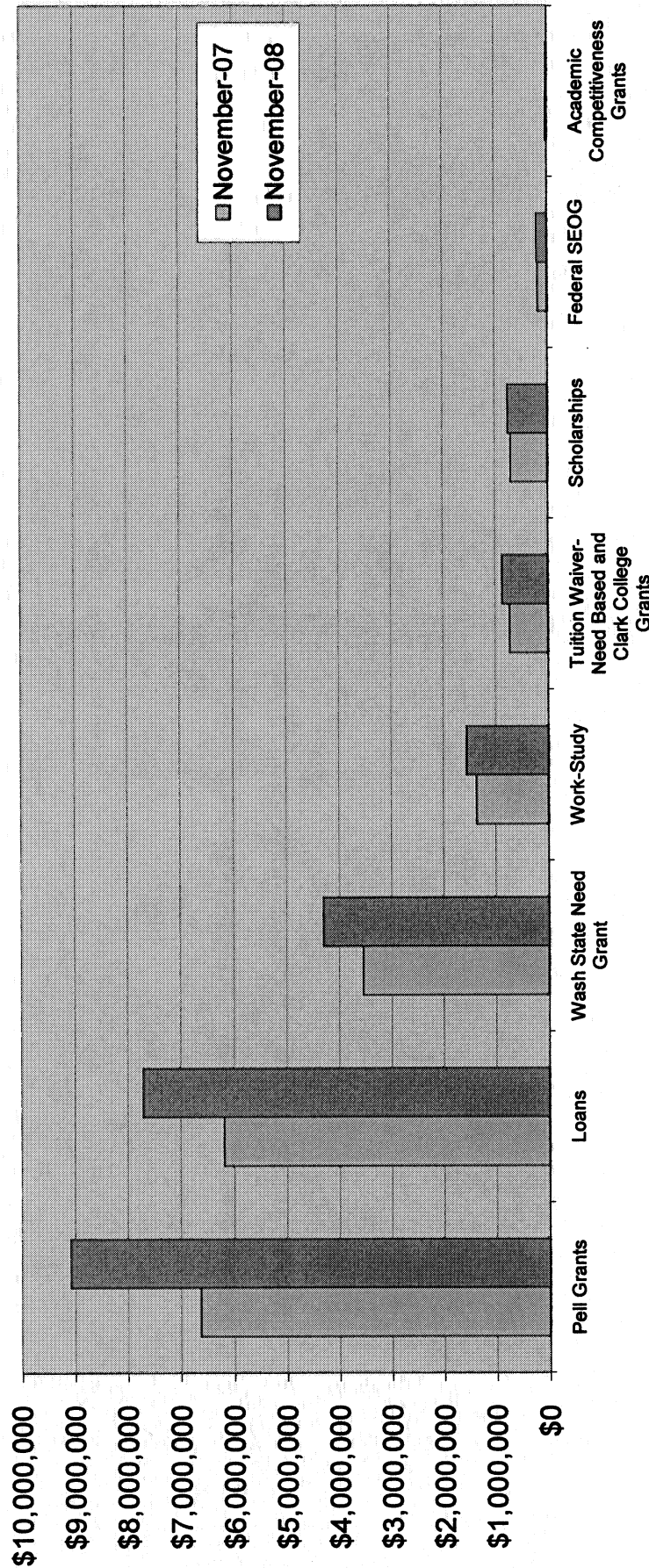
Progress to date:

Counselor Judy Van Patten's "Mental Health Monday" series featured Dr. James Sardo of the Portland V.A. Medical Center on November 17. The program focused on the mental health implications of war and was also featured in an article in The Columbian.

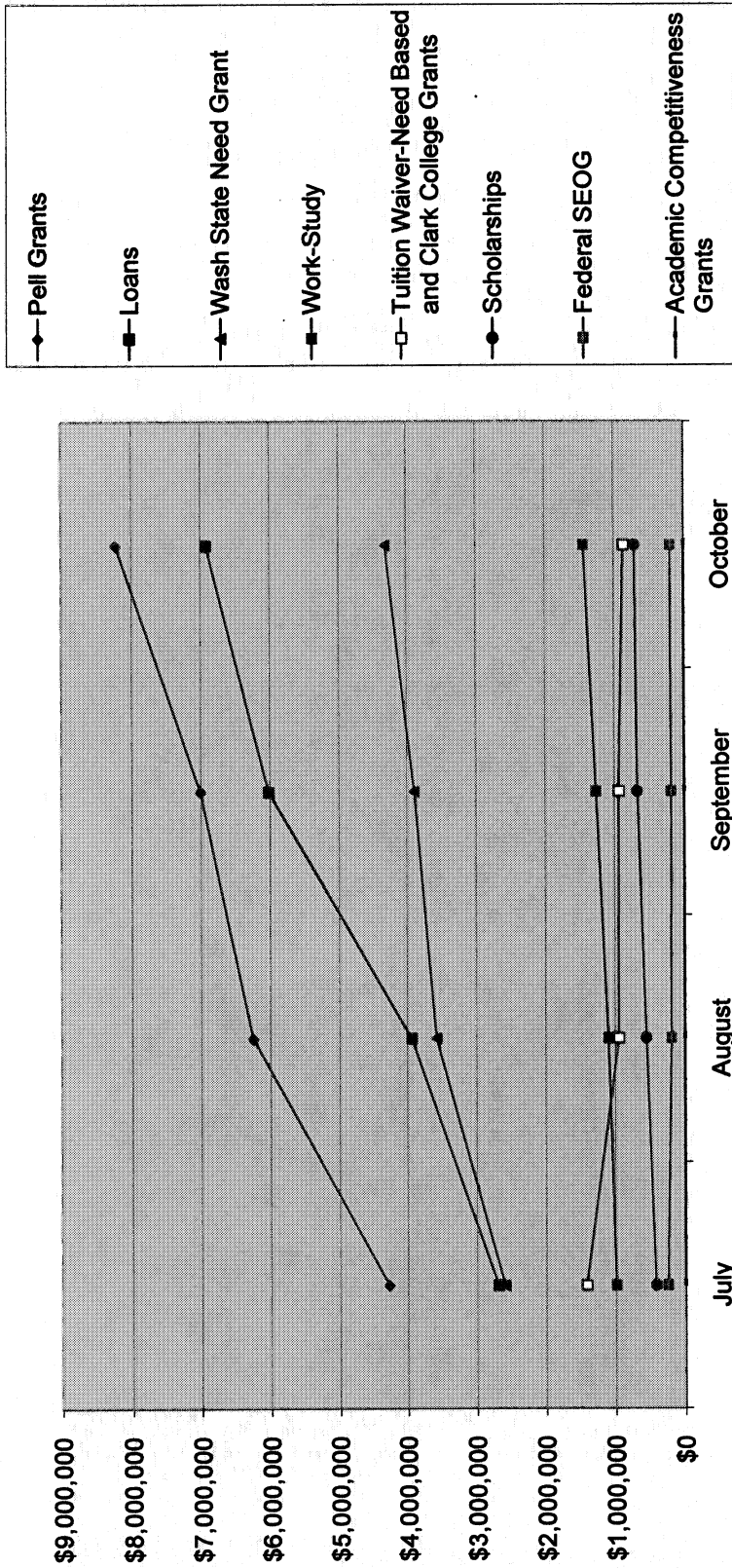
Mary Deal (Health Services) administered flu shots at CCW and TPC in November. To assist in translations, a Spanish speaking and a Russian speaking work study student joined her.

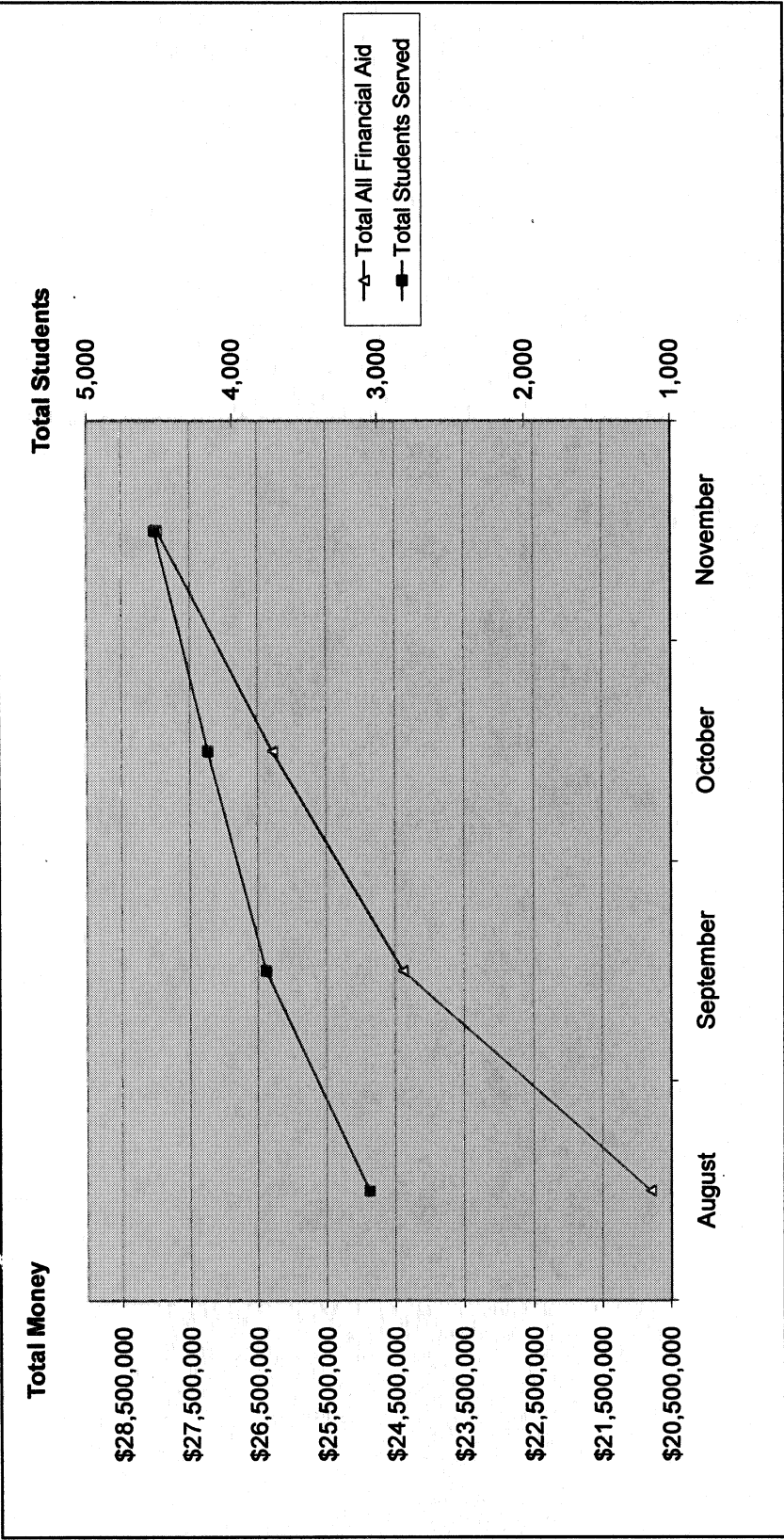
Ted Broussard
Dean of Student Success and Retention
December 5, 2008

Comparison Chart **October**

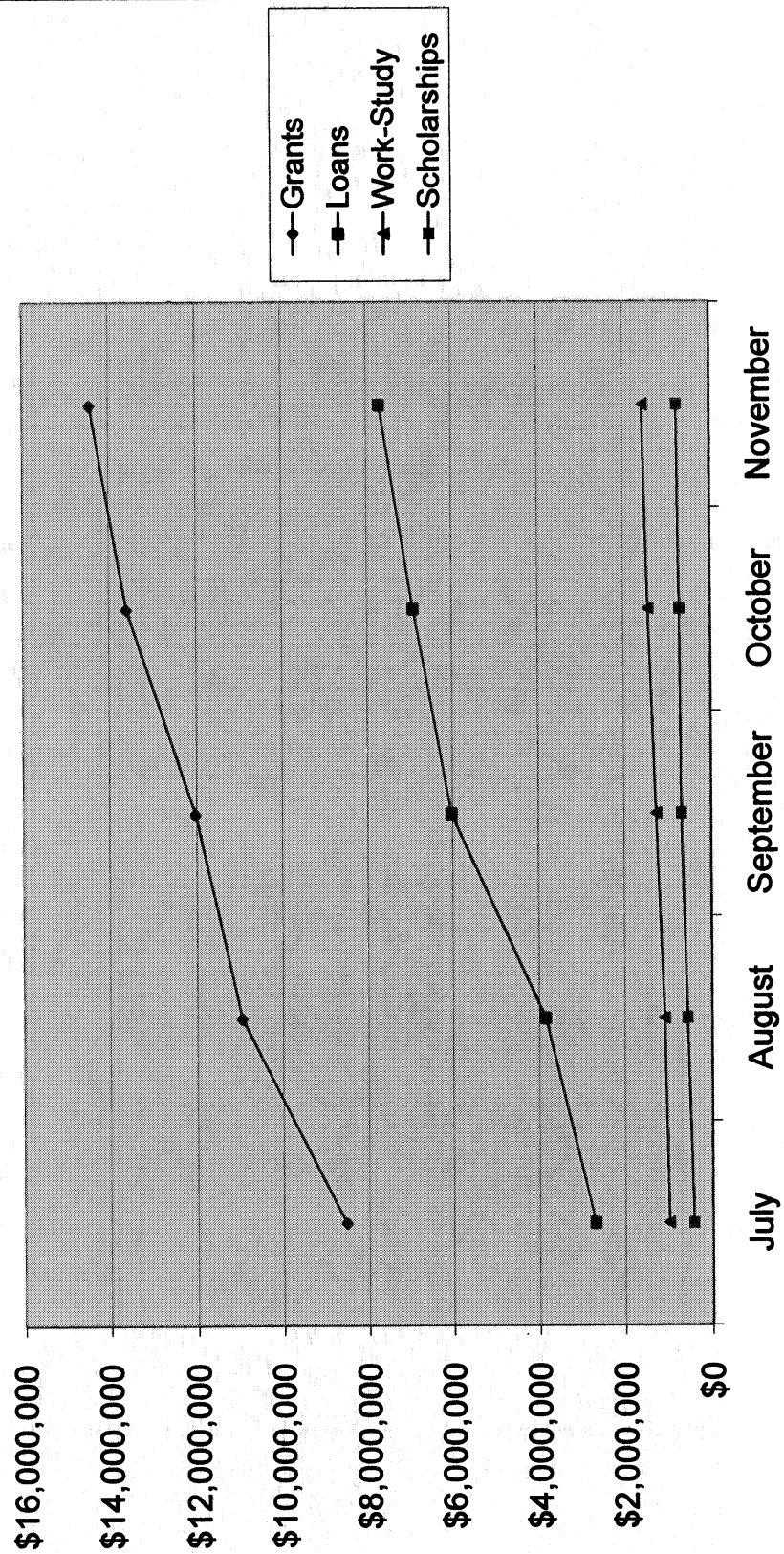


08-09 Financial Aid Stats





08-09 Funding Types



Human Resources Board Report December 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:

Employee Development offered 10 sessions to employees focusing on: technology, leadership and cultural competencies.

Dan Miller returned to present to employees on: “Constructive Confrontations,” as a follow-up to last month’s workshop “Escaping the Drama Triangle. The training sessions are offered to the College community in conjunction with the leadership academy cohort.

Respect for Differences

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

Progress to date:

The Director for Equity and Diversity has conducted presentations for second year Dental Hygiene students, a Career and Life Planning class, the Health and Sciences Unit, and Town Plaza Center staff.

The Cultural Pluralism Committee has completed a draft of goals and strategies for the diversity plan.

Employee Development offered the final class of “Introduction to Spanish with a Focus on Assisting Students” allowing employees to better communicate with students as well as co-workers.

Management Excellence

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

Progress to date:

Negotiations for faculty salary increases were completed with proposed changes ratified by the faculty and approved by the Board at the November Board meeting. Implementation of salary increases is underway to be applied to faculty paychecks on December 24. This effort requires teamwork from Instruction, Human Resources and Payroll.

Negotiations will be resumed in January.

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

Progress to date:

WPEA Labor Management Committee met on November 20, 2008. Topics discussed included; restroom signage and unisex restrooms; safety committee; alternate schedules; and soft hiring freeze. The next meeting of the LMC is scheduled for January 15, 2009.

- ◆ Ensure compliance and expand Environmental Health and Safety Programs (EHS)

Progress to date:

Two EHS trainings were conducted: Lockout and Energized Electrical.

The college boilers were tested and reports sent to SWCAA (Southwest Clear Air Agency) the week of November 3-7, 2008.

The college held the Do It Yourself Fair sponsored by Clark County and the City of Vancouver. The event included a block foam, electronic waste, and political sign collection event. The collection resulted in 182 participants, 340 pounds of foam, 4,455 pounds of electronic waste, and 100 signs.

EHS conducted a waste audit of the main campus garbage on November 21, 2008. The findings concluded that 50% of college garbage is actual garbage, 35% is compostable materials, and 15% is may be included in the current recycling stream.

Additional Highlights:

Attached is a summary of personnel actions including appointments, reallocations, resignations, retirements and position vacancies.

Katrina Golder
Associate Vice President
Human Resources
December 8, 2008

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Marci Wedemeyer	Instruction Classroom Support Technician 3	9/2/08	Dental Hygiene	Classified	Full-time	Reallocation

RETIREMENTS/RESIGNATIONS/SEPARATIONS						
Vicki Nye	Fiscal Technician 3	12/31/08	Accounting Services	Classified	Full-time	Retirement 31 yrs
Vicki Presley	Administrative Assistant 4	12/31/08	Health Science Instruction Unit	Classified	Full-time	Retirement 30 yrs

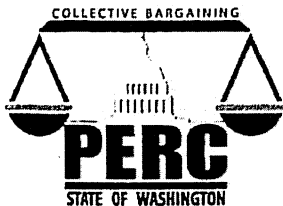
**VACANT POSITIONS
 RECRUITING**

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Administrative Assistant 4	11/4/08	Basic Ed, English, Communic., Hum.	Classified	Full-time	Replacement
Administrative Assistant 2	11/17/08	Nursing	Classified	Full-time	Replacement
Assistant Financial Aid Dir. Program Specialist 3	11/10/08	Financial Aid	Classified	Full-time	Replacement
Associate Dean of Nursing	11/25/08	Nursing	Admin	Full-time	New
Automotive Instructor	01/23/09	Automotive	Faculty	Full-time	Replacement
Computer Science Instructor	1/23/09	Business & Technology	Faculty	Full-time	Replacement
Dean of Science, Technology, Engineering & Math	1/23/09	STEM - Instruction	Admin	Full-time	Replacement
Credentials Evaluator 3	8/25/08	Student Affairs	Classified	Full-time	New
Director of Advising and Counseling	9/12/08	Student Affairs	Admin	Full-time	Replacement
Director of Nursing	1/15/09	Nursing	Admin	Full-time	Replacement
ECE Specialist 3	OUF	Child and Family Services	Classified	PT 75% 9 month	Replacement
ECE Specialist 2	12/15/08	Child and Family Services	Classified	Full-time 9 month	Replacement
Health Occupations Instructor	12/9/08	Health Sciences	Faculty	FT - temp	Replacement
Maternal-Child Nursing Instructor	1/15/09	Nursing	Faculty	Full-time	New
Medical-Surgical Nursing Instructors (2)	1/15/09	Nursing	Faculty	Full-time	Replacement/new
Medical Radiography Instructor	1/15/09	Health Sciences	Faculty	Full-time	New
Music Instructor	1/23/09	Social Science and Fine Arts	Faculty	Full-time	Replacement
Pharmacy Tech Instructor	11/25/08	Health Sciences	Faculty	Full-time	Replacement
Program Coordinator	11/18/2008	ABE/GED	Classified	Full-time	Replacement
Program Manager A	10/8/08	eLearning	Classified	Full-time	New
Psychiatric-Mental Health Nursing Instructor	1/15/09	Nursing	Faculty	Full-time	Replacement
Vice President of Administrative Services	10/31/08	Administrative Services	Admin	Full-time	Replacement

VACANT POSITIONS
ON HOLD

Associate Director of Student Recruitment		Student Affairs	Admin	Full-time	Replacement
Vice President of Student Affairs		Student Affairs	Admin	Full-time	Replacement
Director of Athletics	FT Temp*	Student Affairs	Admin	Full-time	Replacement
Dean of e-Learning	FT Temp*	Instruction	Admin	Full-time	Replacement
Dean of Social Science and Fine Arts (SOFA)	FT Temp*	Instruction	Admin	Full-time	Replacement
Fiscal Technician 3		Business Services	Classified	Full-time	Replacement
Grounds and Nursery Specialist 4		Plant Services	Classified	Full-time	Replacement
Information Technology Specialist 3		Computing Services-Telephone	Classified	Full-time	New
Instruction & Classroom Support Technician		Culinary Arts	Classified	Full-time	Replacement
Office Assistant 2		Security/Safety	Classified	Full-time	Replacement
Program Assistant		Financial Aid	Classified	Full-time	Replacement
CTEC		Business and Technology	Faculty	Full-time	Replacement
Electronics Instructor		Business and Technology	Faculty	Full-time	Replacement
Business Technology Instructor	FT Temp*	Business and Technology	Faculty	Full-time	New
Japanese Instructor	FT Temp*	Communications & Humanities	Faculty	Full-time	New
Women's Studies	FT Temp*	Social Science	Faculty	Full-time	New
Welding Instructor	FT Temp*	Business and Technology	Faculty	Full-time	Replacement

*Position currently filled as full-time temp
OUF-Open Until Filled
Clark College Human Resources
12/05/08



PUBLIC EMPLOYMENT RELATIONS COMMISSION

NOTICE TO EMPLOYEES

THE WASHINGTON PUBLIC EMPLOYMENT RELATIONS COMMISSION CONDUCTED A LEGAL PROCEEDING IN WHICH ALL PARTIES HAD THE OPPORTUNITY TO PRESENT EVIDENCE AND ARGUMENT. THE COMMISSION RULED THAT COMMUNITY COLLEGE DISTRICT 14 - CLARK COLLEGE COMMITTED UNFAIR LABOR PRACTICES IN VIOLATION OF STATE COLLECTIVE BARGAINING LAWS, AND ORDERED US TO POST THIS NOTICE TO EMPLOYEES:

WE UNLAWFULLY interfered with employee rights in violation of RCW 28B.52.073(1)(a) and refused to bargain in violation of RCW 28B.52.073(1)(e) by failing to provide information requested by the Clark College Association of Higher Education (CCAHE) in connection with potential discipline of an employee.

TO REMEDY OUR UNFAIR LABOR PRACTICES:

WE WILL acquire all documents relevant to the investigation of employee Jim Craven in 2007 and 2008 and provide the documents to CCAHE upon their request.

WE WILL NOT, in any other manner, interfere with, restrain, or coerce our employees in the exercise of their collective bargaining rights under the laws of the State of Washington.

DATED: 12-3-08

Clark College

BY: Katrina Elder
Authorized Representative

THIS IS AN OFFICIAL NOTICE AND MUST NOT BE DEFACED BY ANYONE.

This notice must remain posted for 60 consecutive days, and must not be altered or covered by any other material. Questions about this notice or compliance with the Commission's order may be directed to the Public Employment Relations Commission (PERC), 112 Henry Street NE, Suite 300, PO Box 40919, Olympia, Washington 98504-0919. Telephone: (360) 570-7300. The full decision will be published on PERC's web site, www.perc.wa.gov.

Planning & Effectiveness Report
December 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:

Held discussion with V.P. of Foundation and the Dean of Social Sciences about the feasibility of applying for a history program grant which will require us to raise matching funds. Researched grants for Center for Leadership Excellence, Adult Literacy and Service Learning. Wrote outlines on and approached relevant faculty/staff regarding three upcoming grant opportunities (Nutrition, Environment and Distance Learning). Provided assistance to faculty member with on-line proposal development, data and budget for a project. Provided faculty with advice and required documentation in order to participate in a collaborative project with other institutions. Worked with Student Affairs to develop a database to create standard reports for Academic Early Warning and eliminate duplication of efforts. Completed follow-up of CCAMPIS students to four-year schools for 36 month report.

Respect for Differences

- ◆ Assess the level of satisfaction of stakeholders and communicate results to college community.
- ◆ Support an inclusive environment where mutual respect and equity are encouraged and valued.

Progress to date:

Two staff members attended the Mental Health Implications of War presentation by Dr. Jim Sardo on November 17. Continued participation on the Cultural Pluralism Committee. Continued participation on the subgroup that is addressing recruitment and retention of students from historically disadvantaged groups.

Workforce Development

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

Progress to date:

Following AACC's request, gathered and collated information from Instruction and Corporate and Continuing Education about our existing short-term training programs.

Developed an information grid and submitted it to AACC. Two of our programs, Nursing Assistant and Dental Front Office made AACC's main list.

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:

Met individually with Representative Fromhold and Senator Zarelli in November to discuss Clark College legislative issues. Scheduled to meet individually with all other legislators from the 17th, 18th, and 49th legislative districts in December.
Attended the Clark County Governmental Roundtable on November 17.
Provided data to local high school principals at Annual Luncheon including student enrollment, placement results, and pre-college course taking patterns.

Management Excellence

- ◆ Facilitate completion of self study and a successful 2008 accreditation.
- ◆ Coordinate development and implementation of strategic planning processes.
- ◆ Provide data and research support for Key Performance Indicators of the strategic plan.

Progress to date:

Reconvened the Strategic Planning Task Force to continue work on the 2009-2014 Strategic Plan.
Continued participation in coding group to review codes at Clark College.
Worked with Webmaster to create on-line data collection system for students registering for classes via web registration. This will allow for quarterly collection of student intent and data needed for grants and measures of effectiveness.
Created electronic library where all documents used to support the accreditation process will be stored. This will allow for regular data gathering and updating.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
December 5, 2008

Corporate & Continuing Education Report December 2008

Workforce Development

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

Progress to date:

- ◆ Executive Director Todd Oldham, Director of Instructional Programming and Innovation George Reese, the Workforce department and Southwest Washington Workforce Development Council partnered to submit a proposal for a High Skills and High Wages grant. Funding would provide regional manufacturing companies with training opportunities for employees to address their skills needs, now and in the future as retirements loom.
- ◆ Corporate & Continuing Education and Health Sciences are collaborating to develop non-credit continuing education classes in the Medical Radiography field. Topics to include CT, MRI and Sonography.
- ◆ On December 5 Executive Director Todd Oldham attended the Business Technology leadership meeting to explore ways to creatively develop non-credit training programs that complement current Business Technology programs.
- ◆ In FY08-09 Corporate Education has secured training contracts with 18 local companies for combined projected revenue of \$206,216.

Board-based Partnerships

Create funding base for operations support for Mature Learning program in partnership with Clark College Foundation.

Progress to date:

- ◆ On November 26 the Clark College Foundation sent an annual funding appeal letter to 2,799 current & former students, on behalf of Mature Learning. Additionally, an email was sent to 500 individuals. The appeal letter described the need for funding the operational overhead for the program's administrative expenses, as well as for scholarships. Volunteers from the Mature Learning program prepared the mailing.
- ◆ Mature Learning volunteers are assisting the Foundation in a number of fundraising support tasks and services. This new collaboration benefits both the Foundation and the Mature Learning program, as the Volunteers desire to support the College and keep busy at meaningful tasks.

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:

- ◆ On December 2 the Corporate & Continuing Education winter quarterly schedule "Explorations" was mailed to over 115,000 residents of Clark County.

Additional Highlights for Corporate & Continuing Education

- ♦ Executive Director Todd Oldham attended a Digital Workplace-Based Learning Meeting on December 2 at South Seattle Community College. The objective of the meeting was to understand the potential of learning at the workplace with a digital component as an approach to expanding access to training and education for working adults and to co-create a template for its implementation in Washington State.
- ♦ Clark College's Corporate & Continuing Education department has been recognized as a leader among community colleges in the use of the CampusCE registration and student management system. As a result, several Washington community colleges look the department for support in using CampusCE. On December 3, staff from Spokane Community College's Institute for Extended Learning traveled to Clark College to spend the day training with Corporate & Continuing Education Program Coordinator Jennifer Ward to understand the full potential of the system.
- ♦ Suzie Taylor, Customized training program coordinator completed an 18 hour emergency response training to become a part of the Campus Emergency Response Team (CERT).

Todd Oldham
Executive Director
December 5, 2008

Communications and Marketing Report December 2008

Focus on Learning

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

Progress to date:

The weekend college cohort program is featured in an article about new Clark College degree options in the fall 2008 issue of *The Clark Journal*. The issue, which is scheduled to be distributed on December 8, also highlights Clark's new academic early warning system, student e-mail and the progress of construction and instructional program planning for Clark College at Columbia Tech Center. *The Clark Journal* is issued on a quarterly basis during fall, winter and spring quarters. It documents college programs, policies and practices as well as institutional progress and support of goals, strategic initiatives, and the college's mission and vision.

Access to Education

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

Progress to date:

The development of interior sketches has been completed for use with our second round of marketing, advertising, Web and presentational materials for Clark College at CTC. A video and PowerPoint presentation are also being created to showcase the new facility. As noted above, the fall 2008 issue of *The Clark Journal* includes an update on progress and planning for Clark College at CTC.

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

Progress to date:

With work ongoing on the new Clark College Intranet (scheduled to be unveiled in January), instructional Web work has focused on continuing efforts (Workforce Education and eLearning) as well as proposed new sites (Child and Family Studies).

Respect for Differences

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

Progress to date:

The Nov. 17 issue of Clark 24/7 continued the monthly feature highlighting the history of Clark College by focusing on the decade of the 1940s. The series will conclude in May 2009 with an article focusing on the current decade.

Workforce Development

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

Progress to date:

Executive Director of Communications and Marketing Barbara Kerr is working with Executive Director of Corporate and Continuing Education Todd Oldham as he writes his next guest column for the *Vancouver Business Journal (VBJ)*. The article is scheduled to appear in the January 9th edition of the paper. Oldham has been asked to write two guest columns during 2009. The second column is scheduled to appear in the VBJ's July 10th edition.

Broad-based Partnerships

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

Progress to date:

A committee of respected and diverse community members has selected the 2009 Women of Achievement and Young Women of Achievement honorees. On December 4, Clark hosted a photography and interview session for the honorees in the Penguin Student Lounge.

Management Excellence

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

Progress to date:

As department members explore options in terms of ongoing "green" work practices, the department is also designing and providing a variety of Web and print materials for Clark's participation in the second National Teach-In on Global Warming on Feb. 5, 2009.

Additional highlights for Communications and Marketing:

- ◆ In partnership with the Office of Instruction, instructional program brochures are being revised and updated to reflect changes resulting from the implementation of common course numbering.
- ◆ As part of a college-wide student e-mail activation initiative, videos have been produced to educate students about the new service availability and benefits. A Web ad to promote the service is also in

place. In partnership with Student Affairs and Administrative Services, new welcoming e-mail messages and updated guidelines are being developed.

- ◆ A Web ad and web content have been launched to inform students about the college's new Academic Early Warning (AEW) program.
- ◆ Web advertising and information to announce the new start times for winter afternoon classes was completed and scheduled.
- ◆ Web advertising to promote Clark College's online degree program was completed and is scheduled to run in mid-December.
- ◆ The newly rebuilt college Intranet was unveiled on a limited basis for beta testing. The Intranet is scheduled to be unveiled to the college community in January. User orientation sessions have been scheduled for January at the Teaching and Learning Center.

- ◆ Preparations are being made in support of the next State of the College event, which is scheduled for January 15, 2009. Materials designed by the department include a printed invitation, online invitation, program and signage.
- ◆ A Web page, Web ad and poster were developed to communicate information and solicit feedback regarding a Japanese garden which has been proposed for Clark College. The garden would be a gift from an anonymous donor to the city of Vancouver.
- ◆ Graphic Designer Jenny Shadley is serving on the college's art selection committee.
- ◆ Executive Assistant Kathy Murphy and Webmaster Chris Concannon developed the annual electronic holiday card which was shown at the employee holiday reception in the Gaiser Student Center on December 2 and is now available on the Clark Web site at www.clark.edu/holiday

Barbara Kerr
Executive Director of Communications and Marketing
December 5, 2008

Foundation Report
December 2008

Broad-based Partnerships

Progress to date:

- ◆ Following the Thanksgiving holiday, the Foundation sent 1,900 “giving thanks” cards to donors and other significant supporters of Clark College. Personally signed by College Trustees, Foundation Board members, the College President, and Foundation personnel, these cards thanked Clark College constituents for their past, present, and future loyalty. Numerous appreciative comments have been received back about Clark’s practice of investing time with and attention to Clark College constituents. Shortly thereafter, the annual year-end appeal was mailed or electronically sent to 48,400 people requesting their annual support.
- ◆ The third estate planning luncheon, hosted by Major & Planned Gifts Director Daniel Lee, was held on the Clark campus on November 13. Following President Bob Knight’s welcome, Dr. Anita Fisher spoke to guests about her teaching of History at Clark College and her recent enlightening adventures though Egypt with a group of Clark students. Bob Ives, a local attorney experienced in estate planning and a Clark alumnus, was also on hand to share his understanding of the benefits of philanthropy. He emphasized that through generous donor support, innovation can continue at Clark College to create relevant and challenging educational experiences for students.
- ◆ This week, the Foundation sent out an inaugural issue of an eNewsletter to 6,000 households that highlighted 75th Anniversary activities. Immediately, we began to receive favorable comments. One gentleman currently living in Madison Wisconsin mentioned, “This is the first communication I have had from Clark College since my time there. I am glad to see the ongoing success of the college.” His attendance in Clark College was in the early 60s, and Clark inspired him to go on to receive his bachelor degree from the University of Wisconsin. Responses like these remind the Foundation that the “lost alumni” project is succeeding in reaching out throughout the country to re-engage past students to Clark College today.

Lisa Gibert
President
December 5, 2008

CONSENT AGENDA

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
November 17, 2008
PUB 258C

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

Administrators: Robert Knight, President

Others: Mr. Michael Shinn, Assistant Attorney General and Ms. Bonnie Terada, Assistant Attorney General.

I. CALL TO ORDER

Chair, Sherry Parker, called the meeting to order at 3:30 p.m.

II. EXECUTIVE SESSION

The trustees convened an Executive Session at 3:35 p.m. where, in accordance with RCW 42.10.110(1), they discussed with legal counsel representing the agency matters relating to agency enforcement actions, litigation, or potential litigation.

III. ADJOURNMENT

Chair Parker adjourned the Executive Session at 4:35 p.m. She then adjourned the special meeting at 4:40 p.m.

Sherry Parker, Chair
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder
November 24, 2008

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

November 17, 2008

Gaiser Community Room

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

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

Faculty: Dr. Marcia Roi, Mr. Paul Casillas.

Others: Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Mr. Pat Mehigan, ASCC President; Ms. Sue Fratt, CEO, American Lung Association Oregon Chapter, Mr. Andrew Epstein, American Lung Association Oregon Chapter.

I. CALL TO ORDER

Chair, Sherry Parker, called the meeting to order at 5:05 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was accepted as presented.

B. Statements from the Audience

Ms. Fratt and Mr. Epstein made a presentation to Clark College from the Oregon Lung Association for being the first college on the west coast to become completely tobacco-free. Mr. Epstein recognized Ms. Rebecca Wale and Ms. Mary Deal for their efforts in collaborating with the Association to assist Metro Portland colleges in becoming tobacco-free.

C. Statements and Reports from the Board Members

Chair Parker discussed her attendance at the ACCT Annual Leadership Congress. The theme of this year's conference was "combating poverty through education and the role of community college trustees". She attended several sessions that dealt with the importance of providing access and outreach to students who might not otherwise consider college as an option.

Chair Parker also participated in the joint meeting between the TACTC Board of Trustees and the TACTC Legislative Steering Committee. The committee will be considering community colleges' missions 10-20 years in the future, budget forecasting, and creating an opportunities program.

She also addressed Clark trustees' intent to lead the college through the current economic crisis by reducing their own budget and finding creative ways to stay in touch with local legislators to alleviate unnecessary travel.

D. President's Report

President Knight recognized Dr. Rachel Ruiz who will be leaving the college at the end of the week to return to her home state of Texas and a new position at the University of Texas. She has devoted the past three years to the students at Clark College and he announces her resignation with very mixed feelings—he is sorry to lose her but understanding her desire to be closer to her family. He wished her all the best and thanked her for her service to the college.

President Knight discussed the continued grim state budget outlook. The college must identify reductions of up to 20% of its budget in order to meet the expected revenue forecast that the state will release on November 19. No economic crisis has had this much impact on the college since the recessions of the early 1980s. He expects that the situation will remain bleak through the 2009-2011 biennium.

He also reported on the Flag Pole Ceremony, which took place just before Veterans' Day. The students arranged a program in which the old flagpole outside of the Baird Building was decommissioned and a new flagpole outside of the Gaiser Building was dedicated. Several local officials and dignitaries attended and spoke during the ceremony.

The SBCTC board of trustees will be holding their next meeting at the college on December 3 and 4.

Arwa Salti, an international student from Jordan, gave tonight's student presentation.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi had no additions to her written report. She announced that the membership ratified the recently bargained salary package that is on the consent agenda for board approval this evening. If approved, salary adjustments will be included in the December 24 paychecks.

2. ASCC—Mr. Pat Mehigan

Mr. Mehigan reported on the Flag Pole Ceremony and noted that the student government has been very busy this fall. Attendance at events continues to be very high. He encouraged the college community to attend this week's International Week festivities that includes presentations from students about their trips abroad last summer. The ASCC quarterly report will be presented to the board at the December meeting.

3. WPEA

There was no report from the WPEA this month.

F. College Reports

1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd did not have additions to his report but did entertain questions from the trustees. Trustee White's questions centered on the college collaborating with local organizations to alleviate the need for further hiring. Dr. Dastmozd noted that hiring additional staff in the nursing department was required since the positions in need are directly related to the nursing program receiving accreditation. He also discussed the concept of "momentum points" and how the community colleges would receive partial funding based upon the number of "momentum points" earned. At this time, it is not clear as to how much funding will be allocated through "momentum points" and how much will be allocated through FTEs.

Chair Parker noted that she was very pleased with the college's outreach to the Stevenson and White Salmon areas. These areas have unique needs and the college will expand programs to these locations as much as possible.

Paul Casillas, math professor and division chair, provided the faculty presentation. “Initiatives to Ensure Math Readiness”. He will provide copies of “College Readiness Mathematics Standards” to the trustees.

2. Administrative Services—Mr. Phil Sheehan

Mr. Sheehan discussed the conceptual drawings for the proposed Japanese Garden that has been offered to the City of Vancouver by an anonymous donor and which the city would like to site on the main campus. He is currently soliciting input about the designs from the college community via the college’s website. The Communications & Marketing Department developed a lovely web page that illustrates the proposed garden and provides for input directly from the web page. The design choices will be forwarded to the anonymous donor for review.

Mr. Sheehan discussed the development of criteria the college will use in its budget cuts. The entire college community will be asked for their input. He expects that the state will release the revenue forecast on November 19 and he will keep the board informed as data and information become available.

3. Student Affairs—Dr. Rachel Ruiz

Dr. Ruiz was pleased to announce that enrollment still is 4% above 2007. She had the honor to speak at a Young Professionals group last Saturday evening and thanked Ms. Kerr for her assistance in the preparation of remarks.

Dr. Ruiz thanked the board and President Knight for their kind words and said that student affairs will remain in good hands with the oversight of Alex Montoya, Dean of Enrollment Services, and Ted Broussard, Dean of Student Success & Retention during the interim period. She said she will miss everyone at Clark, has enjoyed the time she spent here, and has very mixed feelings about leaving.

4. Human Resources—Ms. Katrina Golder

Ms. Golder reviewed the faculty salary package in detail noting that excess turnover dollars will be used to fund increments rather than rolling into the operating fund. She had no other additions to her written report.

5. Planning & Effectiveness—Ms. Shanda Diehl

Ms. Diehl reported that the draft accreditation report was received in early November. It was reviewed for factual errors and corrections made. The final report will arrive in early January and the college will then appear before the NWCCU and receive formal

accreditation. She noted that the Planning & Effectiveness department is ready to assist the college departments in handling any recommendations made in the report.

6. Corporate & Continuing Education—Mr. Todd Oldham

Mr. Oldham entertained questions from the trustees and clarified that a demonstration of the CCE department's new software will be made at the January board meeting.

7. Communications and Marketing—Ms. Barbara Kerr

Ms. Kerr noted that a reporter from The Columbian was at the college today writing a story on Student Affairs' *"Mental Health Mondays"*. The story will appear in Wednesday's paper.

8. Clark College Foundation—Ms. Lisa Gilbert

Ms. Gilbert noted that the foundation has launched the Employee Campaign, *"Everyone Gives, Everyone Gains"*, and they are looking forward to a very successful campaign this year.

III. CONSENT AGENDA

A. First Reading

- ♦ CCAHE Agreement

Trustee Jacobs made a motion to move the item from First Reading to Consent Agenda. Trustee White seconded the motion. There was no discussion and the motion was unanimously approved.

B. Consent Agenda

- ♦ Minutes from the October, 2008 board meeting.

Trustee Jacobs made a motion to approve the Consent Agenda. Trustee White seconded the motion. There was no discussion and the Consent Agenda was unanimously approved.

IV. FUTURE AGENDA ITEMS

WORK SESSION

Fundraising (December)
Budget (December)
Legislative Agenda (December)
Legislative Breakfast (December 12. President Knight will provide talking points to the trustees in advance of the meeting)
Accreditation (January)

BOARD MEETING

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, December 15, 2008 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

In accordance with RCW 42.30.110(1), the board convened an Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase from 6:45 to 7:00 p.m. The board took no further action at this session.

VII. ADJOURNMENT

There being no further business, Chair Parker adjourned the regular meeting at 6:15 p.m.

Chair Parker convened the board in Executive Session for 15 minutes. The board adjourned from Executive Session at 7:00 p.m.

Sherry Parker, Chair
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder
November 24, 2008