

# Clark College Board of Trustees Packet

February 2007

Clark College  

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*The Next Step*

**Clark College  
Board of Trustees Packet  
February 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, February 26, 2007**  
**Penguin Student Union**  
**Rooms 258 B & C**

All regular meetings of  
the Board are recorded

**AGENDA**

**5:00 p.m. I. CALL TO ORDER**

**II. BUSINESS MEETING**

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. Institutional Report..... #1  
    -Workforce Development Task Force Update

E. Association Reports  
    1. AHE ..... #3  
    2. ASCC ..... #4  
    3. WPEA ..... #6

F. College Reports  
    1. Instruction ..... #7  
        -Sabbaticals Recommendations  
        -Sabbaticals Report  
    2. Administrative Services..... #12  
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    3. Student Affairs ..... #23  
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    4. Human Resources ..... #47  
    5. Planning and Advancement ..... #51

6. Workforce Development & Continuing Education ..... #59
7. Communications and Marketing ..... #62
8. Clark College Foundation ..... #67

### **III. CONSENT AGENDA**

- A. First Reading ..... # 68
  - Tenure Recommendations
  - Sabbatical Requests for 2007-2008
  - Clark College 2007-2009 Academic Calendar
- B. Consent Agenda
  - Minutes from 1-29-2007 Meeting ..... #75

### **IV. FUTURE AGENDA ITEMS**

1. Tenure (March)
2. Tuition Waivers (March)
3. Presidential Search (March 19) Board/EC Work Session
4. Nursing Program (March 26) Board/EC Work Session
5. Instructional Plan (March 26) Board/EC Work Session
6. Enrollment Management Plan (March 26) Board/EC Work Session
7. Board Policies (March 26) Board/EC Work Session
8. Presidential Search Update (April)
9. Clark College at Columbia Tech Center (May 14) Board/EC Work Session
10. IT Plan (May)
11. School District Board Meetings (TBD)

### **V. DATE AND PLACE OF FUTURE MEETING**

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, March 12, 2007 in the Penguin Student Union Rooms 258 B & C.

### **VI. EXECUTIVE SESSION**

Personnel Update

*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.*

Institutional Report  
February 2007

- Nursing Program: All thirteen Nursing students who took the NCLEX test successfully passed this test. The Nursing program at Clark College continues to turn out first class graduates.
- State of the College Address: The annual State of the College Address was held on January 31. The focus of the address was the strength and stability of the college during a time of leadership change.
- Washington D.C. Legislative Summit: Trustees Kim Peery and Addison Jacobs along with Interim President Bob Knight, Vice President of the Office of Instruction, Rassoul Dastmozd and Executive Dean of Planning and Advancement, Candy Bennett attended the National Legislative Summit hosted by the Association of Community and Technical Colleges (ACCT). We were able to meet with the staff of Congressman Baird, Senator Murray and Senator Cantwell during the conference.
- Jazz Festival: The 45<sup>th</sup> annual Clark College Jazz Festival drew talented vocal and instrumental groups from high schools across Washington and Oregon. Fifty-two jazz bands and 24 vocal jazz ensembles representing schools ranging in size from class A to class AAAA competed for trophies and bragging rights.
- Completion of the move of Student Affairs to the "T" Building: With the move of the Financial Aid Department to the "T" Building in early February, the last of the Student Affairs staff have been relocated and the demolition of the Central Gaiser area has begun in earnest. The staff of Student Affairs has done a great job of communicating office moves to students and they have maintained a high level of service to students during this complex transition.
- Martin Luther King Celebration: There were 150 people that attended our Martin Luther King Jr. Celebration on February 19 featuring keynote speaker damali ayo. damali gave an entertaining and thought provoking presentation entitled "Every Day Kings: Taking the Struggle to End Racism into Your Own Hands", offering strategies and tools each of us can use in our daily lives. Mayor Royce Pollard delivered a proclamation from the City of Vancouver and the Community AME Zion Church gave a rousing musical presentation. Feedback from those who attended has been overwhelmingly positive.
- VICA USA/ Skills Machining and Welding Competition: Automotive Technology, Machining Technology and Welding competitions were held on campus during the months of January and February. Students from several public schools across our region participated in the Automotive Technology, Machining, and Welding competitions. Local businesses provided the contest

judges, awards and donations for these competitions. Top finishers will compete in the State and National competitions.

- Culinary Arts Program: In the Culinary Arts program, students from Fort Vancouver High School (a magnet Culinary Art program) competed against one another in the areas of baking, culinary and table service at Clark College. Clark College Culinary Arts students judged these competitions.

**AHE Board Report**  
**February 26, 2007**

- **Legislative Contacts.** Marcia Roi attended the WEA lobbying events in Olympia and contacted Senators Pridemore, and Representatives Dunn, Wallace, Fromhold, Chandler, Honeyford and Moeller to discuss WEA's legislative priorities.
- **Meetings with college administrators.** Marcia Roi and Miles Jackson met with Rachael Ruiz to discuss enrollment management, advising and registration policies.
- Marcia Roi met with Rassoul Dastmozd to discuss personnel matters. Roxane Sutherland presented him with information from a statewide meeting to brief him on the discussion of Common Course Numbering among other institutions.
- Marcia Roi met with Robert Knight to discuss personnel matters, the campus climate committee mission and composition, and issues surrounding accreditation.
- **Common Course numbering.** The AHE faculty senate forwarded a statement of concern to Robert Knight, Rassoul Dastmozd, and Sylvia Thornburg on this matter. The recommendation from AHE is that Clark College suspend the implementation of CCN until all of the ramifications of this provision are evident.



## Associated Students of Clark College Board Report February 2007

### ASCC Student Government

- ◆ *The ASCC Executive Council* has continued to design their student concern form, work with the college administration, attend numerous committees, and remain active on campus. Currently, we have hired Alyshia Saltman as the ASCC Interim Public Relations Director and we have re-opened the search for a permanent ASCC Public Relations Director for this year. Additionally, the ASCC Executive Council will begin interviews early next week for the Activities Programming Board Position #1, due to the resignation of LaQuinta White.
- ◆ *Amanda Mayoral, ASCC President*, introduced Interim President Robert Knight at the State of the College address, spoke on higher education at the Joint Legislative Committee in Olympia, and attended a lobbying trip to Olympia with the college Executive Cabinet and members of the Board of Trustees.
- ◆ *Andrew Kartchner, ASCC Vice President*, began the ASCC Constitution and Bylaws Review Committee, directed the recent hiring processes, and continued to appoint students to committees.
- ◆ *Lauren O'Lenic, ASCC Executive Assistant*, is pleased with the results of the recent Vendor Fair, with 12 vendors in attendance and many students attending.

### ASCC Activities Programming Board

- ◆ *The ASCC Activities Programming Board* has been holding well attended events including the following:
  - WSUV/Clark College Flag Football Tournament was held on the Clark College soccer field. Seven (7) teams participated with 60+ students from both colleges in attendance.
  - "Will you be my Valentine" included activities for students to make Valentines Day cards, cupcakes and participate in the "How well do you know your partner?" game. There were approximately 60 students in attendance.
- ◆ *Upcoming Events*
  - Baller's Paradise Dance: February 17, 2007 from 7-11p.m. in the upstairs gym of the O'Connell Sports Complex. The dance is an incentive for students to attend the Women's and Men's Basketball games earlier in the day. (Women's game begins at 1p.m; Men's game begins at 3 p.m.) Admission to both the game and dance is free to students.
  - Mardi Gras Party: February 20, 2007 from 6-9 p.m. in the Gaiser Student Center. The event includes music, dancing and food.

**Lastly,** The ASCC would like to welcome Alyshia Saltman, ASCC Interim Public Relations Director and Samantha Lelo, Program Coordinator to our office. Additionally, we would like to show our gratitude to Lindsey Walling and LaQuinta White, for their time and support as they leave our office.

*Amanda Mayoral*  
ASCC President  
February 15, 2007

# **ASCC and Student Life and Multicultural Student Affairs Winter 2007 Events**

## **First Annual Clark College vs. WSU-V Flag Football Tournament Saturday, February 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> and March 3<sup>rd</sup> @ 10:00am to 12:00pm Located at the Clark College Soccer Fields**

ASCC proudly presents the first annual coed flag football tournament. This tournament is building ties between Clark College and Washington State University – Vancouver (WSUV).

The First Annual Coed Flag Football Tournament is a four week long event and a great opportunity for Clark College to show WSUV the teamwork and sportsmanship of our students. The tournament is free to anyone that wants to play. Sign up with Sarah Simpson at the Student Life office PSU 160B at Clark College.

## **ComedySportz at Clark College Monday, February 26<sup>th</sup> @ 11:00am to 1:00pm Gaiser Student Center**

Join ASCC for pizza and a performance by the Portland Comedy Sportz Team. ComedySportz Portland performs fast-paced, hilarious and clean improv comedy.

Now in their 14th season, ComedySportz is Portland's longest-running show. ComedySportz is fast-paced, family-friendly improvisational comedy, played as a sport. Two teams take turns making up scenes, playing games and singing songs and the audience votes on which team they like the best. It's all presided over by a referee, who keeps things moving, calls the ComedySportz fouls and takes suggestions shouted out by the audience before each game. Doors will open at 11 a.m. and close at 1 p.m. The performance will begin at 11:30 a.m. and run until 12:30 p.m. Additional information about the comedy performance can be found at <http://www.portlandcomedy.com/>.

## **Clark College Irish Festival Thursday, March 1<sup>st</sup> @ 11:00am to 2:00pm Gaiser Student Center**

Irish eyes will be smiling as ASCC hosts the Clark College Irish Festival with two traditional live Irish bands, dancers, food and a lecture. Kell's Irish Bag Pipe and drums band and Johnny Connolly will be the featured entertainment. Additional information about the band can be located at <http://www.kellspipesanddrums.com/>.

**Black History Month**  
**A Survivor of Genocide Celebrates Humanity**  
**Friday, March 2<sup>nd</sup> @ 11:00am to 1:00pm**  
**Gaiser Student Center**

On March 2, Clark College will welcome African musical artist Jean Paul Samputu as part of the college's celebration of Black History Month. A winner of the prestigious Kora Award (the "African Grammy") in 2003, Samputu travels the world as a cultural ambassador for Rwanda, bringing to his audiences not only traditional African singing, dancing, and drumming, but also a message of peace and reconciliation. Additional information about the artist can be found at [www.samputu.com](http://www.samputu.com).

**College Feud**  
**Tuesday, March 6<sup>th</sup> @ 2:00pm to 5:00pm**  
**Gaiser Student Center**

Sponsored by ASCC, this fun game show will feature teams of Clark College students competing against each other to see who can think most like the general public. College Feud is based on the popular fast-paced TV game show Family Feud™. Try to guess what 100 people said when they answered our survey questions. Pass, Play, Steal and Strike. There will be six teams of five students competing for prizes. Light refreshments will be provided.

**Clark College Live Concert**  
**Jerin Falkner and Jonathan Kingham**  
**Wednesday, March 7<sup>th</sup> @ 12:00pm to 2:00pm**  
**Penguin Student Lounge**

Clark College proudly welcomes singer-songwriters Jerin Falkner and Jonathan Kingham. Falkner and Kingham, who both hail from Seattle, will join together for a two-hour set. ASCC will also provide Mediterranean food as refreshments.

**Stress Relief Day**  
**Monday, March 12<sup>th</sup> @ 10:00pm to 1:00pm**  
**Penguin Student Lounge**

Are the thoughts of finals stressing you out? Would you like the weight lifted off your shoulders? Then please come and allow us to relieve some of your stress. ASCC will be providing massage therapists to the Clark College campus in Hanna, Scarpelli, Baird, and PSU. Lattes will be provided from the coffee cart in Hanna. In the Penguin Student Lounge, the ASCC will be offering soothing music and a meditation circle. Relaxing gift baskets will be offered as door prizes. Come see what these amazing massage therapists can do for you.

**WPEA/UFCW Local 365, Clark College Unit  
Board Report February 26, 2007**

**UNIT ACTIVITIES**

- ◆ Membership meeting was held on February 21, 2007.
- ◆ LMCC meeting was held on February 15, 2007.
- ◆ Job Representative Council meeting was held on February 20, 2007.
- ◆ WPEA/UFCW Local 365 District 1 meeting is on February 20, 2007.
- ◆ WPEA/UFCW Local 365 Union members are participating in the Accreditation Standards Teams.
- ◆ Job Representative Gene Carroll went to the Labor Round Table meeting. He will be going to Olympia on February 19, 2007 to lobby for worker rights.

**COMMITTEE REPORTS**

- ◆ These are our 2007 Job Representatives:  
**Beverly Brosius** – ext. 2000, **Eugene Carroll** – ext. 2416, **Billie Garner** – ext. 2336,  
**Melissa Heiskari** – ext. 2336, **Loren Hogue** – ext. 2336, **Roselyn Lasater-Blair** – ext. 2391,  
**Mark Owsley** – ext. 2141, **Jean Roniger** – ext. 2336, **David Sims** – ext. 2132,  
**David Stephan** – ext. 2661, **Jennifer Wheeler** – ext. 2146
- ◆ Labor/Management Communication Committee met on February 15, 2007. Topics included training for staff on the PDP, updating the policies and procedures to align with the Bargaining Contract, closures and notifications of the institution in adverse weather conditions.
- ◆ Health/Safety Committee met on February 22, 2007.

**COMMUNICATION**

- ◆ Bob Knight, Chief Representative Billie Garner, Assistant Chief Representative David Sims and Job Representative David Stephan met on January 30, 2007.
- ◆ Our WPEA Staff Representative Alan Jacobson has started servicing our area now.
- ◆ Grievances at Clark College since the beginning of this two year contract: 17 total and disbursed as follows: Open Grievances: 4 (1 seen at arbitration), and Closed Grievances: 13.
- ◆ College Committee Meeting Minutes are not up to date on the Intranet and our membership is asking about them.
- ◆ Congratulations to Cathlin Raney for winning the \$25 WPEA restaurant gift certificate! Her name was drawn from the Union Member Action Surveys done statewide by WPEA/UFCW. See [http://www.wpea.org/library\\_WPEA%20Today\\_Jan-Feb%202007.pdf](http://www.wpea.org/library_WPEA%20Today_Jan-Feb%202007.pdf) (Page 14) for the results.

*The next WPEA/UFCW Membership meeting will be on March 21, 2007*

Submitted by:

Billie Garner, Chief Job Representative – February 15, 2007

**Instruction Board Report  
February 2007  
Goals for 2007-08**

**Focus on Learning**

- ♦ Examine the effectiveness of the institution's alignment of ABE, ESL, and GED courses to student needs.

**Progress to Date:**

Kris Barnum, Career Pathways Coordinator, did initial research on the ESL-Health Occupations bridge transition. The data shows that 44 of 63 students who participated between Fall 2005 and Fall 2006 went on to take additional Clark courses, both credit and non-credit. This shows the viability of I-BEST.

**Access to Education**

- ♦ Develop a Retention Plan

**Progress to Date:**

The Welding Program has concluded the early Continuing Student "batch" registration process for spring '07 with outstanding student retention results. Fifty-six continuing welding students registered for 141 class seats for the spring '07 quarter, representing 76% of the welding seats available for the quarter. The new system has resulted in a seamless progression for the welding students toward their certificate and degree goals.

- ♦ Increase enrollment (e.g. Clark Center, Distance Learning, Summer Session, ABE/ESL)

**Progress to Date:**

Helping to boost ESL enrollment are initiatives within ESL to allow registration at the midpoint of the quarter into classes with space.

**Respect for Differences**

- ♦ Re-establish study abroad opportunities for students and faculty.

**Progress to Date:**

Doug Mrazek (French) held orientation sessions on January 28 for this summer's trip to Paris and Lausanne, Switzerland.

- ♦ Initiate discussion and efforts to incorporate multicultural awareness across Instruction.

**Progress to Date:**

Lauren Calderera (Service Learning), Elizabeth Ubierno (Spanish), and Donna Wittmayer (Dental Hygiene) collaborated to organize a Health Interpreter/Translator Workshop held on February 2nd. Sixty-two members of the college and surrounding community attended the workshop.

**Broad-based Partnerships**

- ♦ Define the scope, policies and procedures for higher education partnerships.

**Progress to Date:**

A grant proposal that Cannell Library submitted with the libraries at Shoreline and Whatcom Community Colleges has been funded by the Distance Learning Council. Shoreline is the lead institution and the grant is for \$14,990. Librarians from each of the three schools, including Kitty Mackey from Clark, will collaborate to create three online interactive information literacy tutorials that can be used by all the Washington Community and Technical Colleges in distance classes across a broad range of disciplines.

The Clark College Jazz Festival was held on January 25 - 27. Over 50 Washington and Oregon high schools participated in the vocal jazz and/or instrumental jazz band ensemble competitions. Commendations to Dave Parker, an adjunct faculty member in the Clark Music department, for his oversight of the Festival this year. Proceeds from the Festival will support scholarships and student travel in the Clark Music program.

The work of nationally recognized glass artist David Schwarz will be shown at the Archer Gallery from February 13 - March 13. An artist's reception will be held on February 14<sup>th</sup> from 4:00 - 7:00 p.m. in the Archer Gallery. The artist will also do a lunchtime presentation on fine-art glass making on February 21st at noon in the Penguin Student Lounge. Thanks to Marjorie Hirsch for coordinating this impressive exhibition.

The Clark College Theater production of *The Will Rogers Follies: A life in review* will run for three weekends, February 16 - 17, February 23 - 24 and March 1 - 3, in Gaiser Student Center. The February dates are dinner theater productions, with dinner scheduled for 6:00. Showtime for all performances is 7:30 p.m.

On January 26th, history professor Dr. Katherine Sadler gave a presentation about South Africa entitled "The Freedom Charter: A Dream Deferred?" at Portland State University. The well-attended presentation was hosted by the World Affairs Council of Oregon as part of their "Great Decisions" lecture series.

- ♦ Continue to increase faculty participation in outreach activities (e.g. MESA, CIP, WSU Vancouver)

**Progress to Date:**

On February 10th, the Clark College Dental Hygiene Clinic hosted the First Annual Children's Dental Health Day, sponsored by the Clark County Dental Society. More than 300 children from low-income families received free dental care.

The Student Nurses Association at Clark College conducted glucose screenings for the community for Sea Mar as volunteers for the WSU community outreach extension program.

Mark Bolke, Biology Professor, attended the winter meeting of the Board of Directors of the Human Anatomy and Physiology Society. Professor Bolke is the Secretary of this national organization.

On January 25th, chemistry faculty members Nadine Fattaleh and Ali Aliabadi, staffers Karina Gress and Rebecca Benson, and chemistry student Tiffani Young attended a lecture on green chemistry given by Terry Collins, professor at Carnegie Mellon University. The lecture, sponsored by the Oregon Environmental Council as part of the "Healthy Environment" series,

highlighted historical and modern environmental concerns and the imperative for the green chemistry movement.

On February 6<sup>th</sup>, Culinary Arts hosted 21 high school contestants for the regional Skills USA (VICA) competitions in culinary for the local area high schools. Ian Titterton worked with the bakery contestants and Daryl Oest worked with the cooking students. Glenn Lakin coordinated the entire competition and worked with the instructors from the high school programs. Clark's culinary students helped with the judging and learned a great deal. The contestants did an excellent job and the outcomes were exceptional.

The Auto Department - HIGH SCHOOL CONTEST - was held on February 2<sup>nd</sup>. Forty-four students from the Clark County Vocational Skills Center (CCVSC), Prairie High School, Battle Ground High School and RA Long High School all converged in the Clark College Auto Shop for the SkillsUSA Regional Automotive Skills Competition. Both first and second year students displayed their abilities in a contest that involved brakes, electrical, steering suspension and engine performance areas. The contest was supported by the CCVSC Automotive Advisory Committee, Vancouver Ford, Gaynor's Automotive, Les Schawb Tires, Casey's Independent Auto Inc., and Clark College Automotive. The winners are eligible to participate in the state wide contest in Tacoma, April 12 - 14.

On Saturday, January 27<sup>th</sup>, the Clark Welding Program successfully hosted the 30<sup>th</sup> annual SkillsUSA/VICA Regional High School Welding Contest in the AA2 Welding Complex. Five high schools (Battle Ground, Centralia, Evergreen, Mountain View, and Prairie) sent 24 contestants (the maximum allowed) with their instructors to the contest. Clark was represented by Interim President Bob Knight, Vice President of Instruction Rassoul Dastmozd, Dean of Business and Technology Alice Phillips, Vocational Director George Reese, Welding Advisory Committee Chairman Ronald Renner, and welding faculty members Patrick Gonzales and Kenny Snyder. Welding student Melissa Tilley served as the welding program student technical support for the contestants. All of the contestants were successful, and Brandon Newton from Battle Ground High School received top honors.

- ♦ Build partnerships with K-12 and universities to enhance transitions within math, science, and English.

**Progress to Date:**

Bill Wheeler, Engineering faculty member and Engineering advisor, attended the WSU Vancouver Transfer Counselor Conference Tuesday, January 30<sup>th</sup> at WSU Vancouver.

Izad Khormaei has received a grant from Washington's Distance Learning Council for electrical and computer engineering, ECSE, Access Project course development. Clark will lead the development of one course in Electrical Engineering and one course in Computer Engineering in partnership with several other community colleges and support from four-year engineering schools. These courses will be available to students across the state.



- ◆ Increase the number of tech/prep students matriculating into related Clark programs.

**Progress to Date:**

Philip Robertson, Toyota T10 Program Coordinator with Clark College's Automotive Program, recently completed an articulation agreement with the Clark County Skills Center. This process was supported by Tonya Lawrence, Tech Prep Manager with the Workforce Development area.

Welding faculty members Patrick Gonzales and Kenny Snyder are finalizing an Articulation/Direct Credit agreement with the Battle Ground School District for the entry WELD 111 and WELD 112 classes (13 credits). With support from Tech Prep Manager Tonya Lawrence, this Articulation/Direct Credit agreement has been structured as a template for every high school in the Clark College district.

**Management Excellence**

- ◆ Utilize Advisory Committees and other constituent groups to evaluate and make recommendations on equipment, curriculum and program options.

**Progress to Date:**

On January 19th, Bill Monroe from mathematics and on January 26th, Nadine Fattaleh from chemistry attended common course numbering (CCN) work sessions sponsored by the SBCTC. Faculty members from across the state worked with SBCTC facilitators to assign numbers to the various courses, and cross-reference these numbers to catalog descriptions of community college mathematics and chemistry courses.

- ◆ Develop and implement a plan with budget to shorten recruitment times.

**Progress to Date:**

In anticipation of a high number of applications (153 were received last year), the English hiring committee met with Sue Williams to set up a timeline for application review. This will include an effort on the part of HR to process applications as they come in so that faculty can get a jump start on reading applications in advance of the heavy reading workload at quarter's end. Our goal is to identify candidates for interviewing prior to the faculty leaving for Spring Break with interviews in Weeks 1 and 2 of Spring Quarter.

**Other Significant Happenings**

The first cohort of twenty-two enthusiastic students began classes this quarter in Eastern Washington University's Bachelor's of Arts in Social Work program at Clark College. The program is one of three pilots created by the Legislature to increase access to baccalaureate education in Washington State. Clark College receives state funding for the program and contracts with EWU to offer the program on our campus. The BASW serves place bound adults and provides a pathway to EWU's Master's of Social Work program that is also offered on our campus.

Thirteen Clark College Nursing graduates sat for the most recent session of the National Council Licensure Examination for Registered Nurse. Once again, 100% of our graduates passed on their first attempt.

Robin Terjeson attended the Running Start Information night on February 6th.

Nadine Fattaleh and Robin Terjeson attended the American Chemical Society dinner on Thursday, February 8th. The speaker was from Intel, talking about nanotechnology and circuit fabrication.

#### Culinary Arts

Ian Titterton's bakery students are gearing up for the Valentine chocolate sale and are heavily involved with the dinner theatre desserts and display centerpieces.

Glenn Lakin and Daryl Oest are working with the cooking students preparing for four nights of dinner theatre with 225 guests each night.

On Wednesday, February 21st, Chris Huessy, world famous ice sculpture artist, will be helping 16 of our management students carve ten 300 pound blocks of ice. The best carvings will be selected for the dinner theatre presentation.

Rassoul Dastmozd  
Vice President of Instruction

## Administrative Services Board Report February 2007

During February, the last of the moves of Student Affairs staff from Gaiser Hall to the "T" Building were accomplished. This was a huge undertaking, and I want to commend the staff of Plant Services and Computing Services for their exceptional performance during this difficult project. Thanks too are in order to all of the Student Affairs staff for their hard work, patience, and understanding during the moves.

The design and programming work for Clark College at CTC is well underway. Representatives from the Office of Instruction, Student Affairs, Workforce Development, and instructional programs worked with the architects and Plant Services staff to identify program requirements and incorporate "lessons learned" from Clark College at WSU-V. This collaboration will help insure a successful project that will create new learning opportunities for students in the heavily populated east county.

### Focus on Learning

- ♦ Implement classroom technologies in 75 percent of classrooms over three years (~90 classrooms).

**Progress to Date:** Smart Classrooms have been installed in ten Stout Hall classrooms and the Teaching and Learning Center. Work has begun on Hanna Hall classrooms and the "T" Building.

- ♦ Implement IT infrastructure for the "T" Building and West Gaiser Hall/PSU (excludes Gaiser Central and East renovation).

**Progress to Date:** The directional bore beneath Fort Vancouver Way has been completed. Wiring is completed for full connectivity between the "T" Building and the main campus. Telephones and data are switched over from wireless to direct connection.

- ♦ Provide ongoing training opportunities for all staff in: 1) budget and planning; 2) financial management; 3) purchasing and travel, and 4) payroll.

**Progress to Date:** The Accounting Services Supervisor provided training to 20 fiscal staff on technical aspects of the financial system to support financial management activities.

- ♦ Help ASCC Finance Committee improve efficiency of budget projection processes.

**Progress to Date:** The Director of Business Services participated in a meeting with the ASCC Financial Chair, Dean of Student Success and Retention, Dean of Business and Technology, and Dean of Social Sciences and Fine Arts to share concerns about the ASCC budget process packet and develop strategies for streamlining the required information.

### Access to Education

- ♦ Maintain 2005-2006 revenue levels for the Bookstore during Central Gaiser remodeling.

**Progress to Date:** Bookstore management continues to work closely with Plant Services and attends weekly construction meetings. Efforts are being coordinated by Bookstore staff to maintain safe access, implement effective signage, maintain services in an ever-changing environment, and develop campus marking programs to maintain student traffic.

Currently, a four-month Apple promotion has been rolled out to help our campus community overcome confusion or fear potentially associated with construction noise, equipment, and fencing by encouraging them to participate in this event during the construction process.

- ♦ Design and begin Gaiser Hall renovation.

**Progress to Date:** Demolition continues at Gaiser Hall. All personnel have been relocated from the construction area. The project is on schedule for a completion in early 2008.

- ♦ Complete design for the construction of Clark Center East (Clark College at Columbia Tech Center).

**Progress to Date:** Design continues for Clark College at CTC. Design Development is almost complete. The project is on schedule to bid in early summer (contingent upon legislative approval of funding). An ADA review was successfully completed in Olympia.

- ♦ Design and construct the O'Connell Sports Complex Match Project.

**Progress to Date:** Bids were opened on February 8. Par-Tech Construction is the apparent low bidder, and the responsibility criteria are being evaluated as other contract documents are assembled. It is anticipated that the contract will be awarded and construction will commence in March 2007 for a completion by the end of the year.

- ♦ Manage the development of the Triangle Property projects including the funding source and design of the Fort Vancouver Way crossing.

**Progress to Date:** Renovation of the "T" Building is complete. All moves except for Workforce Development are complete.

- ♦ Establish Signage Master Plan for main campus and implement signage.

**Progress to Date:** The signage package for permanent parking entrance signs is ready for bid. Work to develop the building ID, campus maps ("you are here" signs), and regulatory signage has started. Preliminary work with the City of Vancouver regarding the "gateway" signs has started.

- ♦ Improve traffic safety on campus.

**Progress to Date:** The quarterly Security/Parking Advisory Committee met and discussed parking and safety issues that affect Clark College. Temporary handicapped parking spaces (3) will be created in the Hanna Lot until that lot has been remodeled. It was recommended that faculty/staff parking spaces be created in the "T" Building and Star Building parking lots. Security provided parking and traffic control for the 2007 Jazz Festival.

- ♦ Increase awareness of available campus parking spaces.

**Progress to Date:** Monthly New Employee Success Training (NEST) informs new employees of parking availability issues on campus.

- ♦ Develop crime prevention awareness plan.

**Progress to Date:** Monthly New Employee Success Training (NEST) informs new employees of crime prevention issues on campus.

- ♦ Develop a comprehensive IT infrastructure plan to support the growing student population.

**Progress to Date:** A team of engineering consultants met with Computing Services staff in February to review network upgrade plan and wireless network design and implementation. Preliminary cost estimates were reviewed. Hardware for the network upgrade will be ordered in February.

- ♦ Research and recommend a tuition and fee payment plan.

**Progress to Date:** Completed.

### **Respect for Differences**

- ♦ Increase understanding of how to include diversity and respect for differences in all of our decision making.

**Progress to Date:** Administrative Services directors and managers have urged staff members to participate in the Cultural Pluralism and Diversity Survey.

Business Services staff participated in diversity training, including information about the College's Discrimination and Harassment Grievance Procedures on February 21, 2007. Security Department personnel attended the most recent cultural diversity training.

- ♦ Minimize physical barriers on campus.

**Progress to Date:** As a result of a recommendation by the Security/Parking Advisory Committee, additional handicapped parking spaces will be created in the vicinity of Hanna Hall on a temporary basis until the west parking lot is reconfigured next summer.

- ♦ Survey all students to determine availability of home technology resources.

**Progress to Date:** Questions related to this goal will be included in a campus-wide survey being developed by Planning and Advancement to support the College's accreditation work. The survey will be administered in late February or early March 2007.

### **Broad-based Partnerships**

- ♦ Increase facility rentals through our partnership with Southwest Washington Convention Bureau and by cultivating additional external partnerships.

**Progress to Date:** Event Services has had to temporarily scale back active promotion of facilities rentals due to the many construction projects underway on campus at this time.

- ♦ Develop partnerships with College instructional programs to promote learning opportunities for students and cross-collaboration between the department and the instructional program.

**Progress to Date:** The Security Department has added a Co-op Work Experience student from the Business Technology Program. Plant Services is working with the head of the CADD program to explore opportunities for students to assist Plant Services in updating CADD drawings.

- ♦ Strengthen the effectiveness of the IT Council governance by clarifying roles and expectations, and by promoting active member participation.

**Progress to Date:** The IT Council has identified subcommittees, and work is proceeding on the issues of Web Portals, Media Repositories, and developing a storage area network.

### **Management Excellence**

- ♦ Remodel food services facilities.

**Progress to Date:** Stout Hall project completed. Funding is not currently available for other proposed remodeling projects.

- ♦ Greater utilization and efficiency of space allocated. (R25 – Resource 25 Room and Event Scheduling Software)

**Progress to Date:** The R25 Committee has completed testing for new users and is investigating Web access capabilities of the room and event scheduling software.

- ♦ Reduce cost; improve efficiency in copying and duplicating.

**Progress to Date:** The Interim Vice President of Administrative Services, the Director of Business Services, and copier program staff met with a representative from Pacific Office Automation on February 14, 2007 to analyze a proposal to replace a number of machines to improve quality and reduce the costs of the program. Further analysis and consultation is required before making final decisions. Production Printing has met with a representative from Xerox Corp. to research efficiency and cost- reduction opportunities.

- ♦ Create a maintenance management position to oversee all aspects of building operations.

**Progress to Date:** Blue Linden started in this position on February 19.

- ♦ Establish standard level of services in events planning.

**Progress to Date:** Research is being conducted to characterize the types of events historically supported by the College prior to developing service levels.

- ♦ Evaluate and implement automated technologies to increase the efficiency of Computing Services support staff.

**Progress to Date:** The research phase of this goal is complete. Because funding for the implementation phase was not approved in the 2006-07 budget, a request for implementation funds will be submitted during the 2007-08 goal and budget development process.

- ♦ Install data center safety equipment including high capacity Uninterruptible Power Supply (UPS) and non-destructive fire suppression system.

**Progress to Date:** A high capacity UPS has been purchased and is awaiting installation in the data center.

- ♦ Research and make a recommendation about implementing an electronic time slip process.

**Progress to Date:** The Payroll Supervisor has reviewed the functionality of a system developed at the Spokane District and has talked with Payroll Supervisors at other colleges to assess the suitability of the system for use at Clark College. Technical requirements for implementing the application have been confirmed via contact between Clark and the Spokane District.

- ♦ Research and make a recommendation about converting to a new purchasing system.

**Progress to Date:** An inter-institutional committee has evaluated the vendor responses to a Request for Information initiated by the community and technical college consortium. The committee is scheduled to meet again on February 21, 2007 to discuss next steps.

Phil Sheehan  
Interim Vice President of Administrative Services  
February 15, 2007  
PS21

# Clark College - Budget Status Report

## January 31, 2007

Sources of Funds (Revenues)	2006-07 Budget	Actual Rev to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	26,882,161	12,518,547	14,363,614	46.6%
Tuition, interest	11,839,754	8,249,269	3,590,485	69.7%
Excess enrollment	1,346,128	500,000	846,128	37.1%
Dedicated, matriculation, tech, cont ed	3,498,258	2,061,792	1,436,466	58.9%
<b>Total Operating Accounts</b>	<b>43,566,301</b>	<b>23,329,608</b>	<b>20,236,693</b>	<b>53.5%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	6,914,915	3,134,690	3,780,225	45.3%
Internal Support Services	777,579	481,145	296,434	61.9%
ASCC	1,325,524	1,422,113	(96,589)	107.3%
Bookstore	4,553,862	3,269,442	1,284,420	71.8%
Parking	237,704	213,227	24,477	89.7%
Auxilliary Services	1,330,134	688,702	641,432	51.8%
Financial Aid	17,785,302	12,704,298	5,081,004	71.4%
Capital Projects	19,637,277	3,576,605	16,060,672	18.2%
<b>Total Other Accounts</b>	<b>52,562,297</b>	<b>25,490,222</b>	<b>27,072,075</b>	<b>48.5%</b>
<b>Total Sources of Funds</b>	<b>96,128,598</b>	<b>48,819,830</b>	<b>47,308,768</b>	<b>50.8%</b>

Uses of Funds (Expenses)	2006-07 Budget	Actual Exp/Encum to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	766,470	553,179	213,291	72.2%
VP of Instruction	24,880,976	12,819,017	12,061,959	51.5%
VP of Administrative Services	8,008,396	4,896,059	3,112,337	61.1%
VP of Student Affairs	5,025,216	2,761,078	2,264,138	54.9%
Executive Dean Planning & Advancement	433,851	195,562	238,289	45.1%
Executive Dean Workforce Development	2,279,873	943,779	1,336,094	41.4%
Executive Director of Communications	1,066,878	665,941	400,937	62.4%
Associate VP of Human Resources	1,104,641	480,779	623,862	43.5%
<b>Total Operating Accounts</b>	<b>43,566,301</b>	<b>23,315,394</b>	<b>20,250,907</b>	<b>53.5%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	6,914,915	3,639,878	3,275,037	52.6%
Internal Support Services	777,579	629,883	147,696	81.0%
ASCC	1,325,524	1,081,853	243,672	81.6%
Bookstore	4,553,862	3,298,480	1,255,382	72.4%
Parking	237,704	165,851	71,853	69.8%
Auxilliary Services	1,330,134	700,220	629,914	52.6%
Financial Aid	17,785,302	12,690,211	5,095,091	71.4%
Capital Projects	19,637,277	4,643,953	14,993,324	23.6%
<b>Total Other Accounts</b>	<b>52,562,297</b>	<b>26,850,327</b>	<b>25,711,970</b>	<b>51.1%</b>
<b>Total Uses of Funds</b>	<b>96,128,598</b>	<b>50,165,721</b>	<b>45,962,877</b>	<b>52.2%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>(1,345,891)</b>		

e. Theresa Heaton, Cindi Olson, Sabra Sand  
c. Bob Knight, Phil Sheehan, Karen Wynkoop  
Ron Hirt 2/14/07



**CLARK COLLEGE**  
**Fund and Cash Balances**  
as of July 1, 2006

		<b>Fund Balance</b> (minus non-cash assets) <b>6/30/06</b>	<b>Cash Balance</b> (minus dedicated cash) <b>6/30/06</b>	<b>Required Reserves</b>	<b>Prior Commitments</b> (prior to 7/1/06)	<b>New Commitments</b> (2006/07)	<b>Total Available Cash</b>
<b>145</b>	<b>Grants and Contracts</b>	2,764,793	3,179,334		587,721	-	<b>2,591,613</b>
<b>147</b>	<b>Local Capital</b>	7,140,935	7,140,935		7,101,142		<b>39,793</b>
<b>148</b>	<b>Dedicated Local</b>	3,592,280	2,203,793		829,994	750,000	<b>623,799</b>
<b>149</b>	<b>Operating Fee</b>	1,122,398	1,122,398		190,000	300,000	<b>632,398</b>
<b>440</b>	<b>Central Store (Catalog)</b>	35,251	35,251				<b>35,251</b>
<b>443</b>	<b>Data Processing</b>	1,755,185	1,755,185		1,755,185		<b>-</b>
<b>448</b>	<b>Print/Copy Machine</b>	31,624	31,624				<b>31,624</b>
<b>460</b>	<b>Motor Pool</b>	47,916	47,916				<b>47,916</b>
<b>522</b>	<b>ASCC</b>	1,610,337					<b>-</b>
<b>524</b>	<b>Bookstore</b>	1,647,802	1,647,802			100,000	<b>1,547,802</b>
<b>528</b>	<b>Parking</b>	533,711	533,711				<b>533,711</b>
<b>570</b>	<b>Other Auxiliary Enterprise</b>	824,916					<b>-</b>
<b>790</b>	<b>Payroll (clearing)</b>	141,913					<b>-</b>
<b>840</b>	<b>Tuition/VPA</b>	81,385					<b>-</b>
<b>846</b>	<b>Grants - Fin Aid</b>	30,161					<b>-</b>
<b>849</b>	<b>Student Loans</b>	188,169					<b>-</b>
<b>850</b>	<b>Workstudy (off-campus)</b>	(10,566)					<b>-</b>
<b>860</b>	<b>Long Term Loan</b>	221,777					<b>-</b>
	<b>Reserves</b>			4,286,261			<b>(4,286,261)</b>
<b>Totals</b>		<b>21,759,987</b>	<b>17,697,949</b>	<b>4,286,261</b>	<b>10,464,042</b>	<b>1,150,000</b>	<b>1,797,646</b>

To: Clark College Board of Trustees  
From: Bob Knight, Interim President  
Date/Ref: February 20, 2007/RK284  
Subject: College Reserve Policy/Administrative Procedure

**Background**

In 2004, the Board of Trustees adopted a revised “Reserve Policy” that:

- Established a minimum of five percent and a maximum total of ten percent of its General Operating Budget as reserves to allow for fluctuation in revenue and/or expenditure amounts in any given fiscal year.
- Included definitions for *General Operating Budget, Dedicated Fund Balances, and Discretionary Fund Balances*.

As a result of this policy, the Administration developed a fund balance report that is shared with the Board of Trustees at each meeting.

At the January 8, 2007 work session, Board Members and the Administration reviewed the policy and discussed options for use of discretionary fund balances that exceed the ten percent maximum. The Administration agreed to update the College’s administrative procedure to incorporate the 2004 reserve policy and to provide clarifying language regarding the expenditure authority for discretionary fund balances.

**Key Points In Updated Procedure**

The attached revision to Administrative Procedures 450.070 includes:

- The reserve policy developed in 2004;
- A requirement to review the reserves and fund balances with the Board of Trustees on an annual basis;
- Maintenance of language that allows for an increase in the required reserves in the event of likely budget cuts; and
- Authorization for the Administration to use excess fund balances for expenditures that support the vision and mission of the College.

Thank you.

th

Attachments

# Reserve Policy

Clark College will maintain a minimum of 5% and a maximum total of 10% of its *General Operating Budget* within its *discretionary fund balances* as a “Reserve” to allow for fluctuations in revenue and/or expenditure amounts in any given fiscal year. *Dedicated fund balances* will not be included in the College “Reserve”.

## **Definitions:**

The *General Operating Budget* is composed of the state allocation (Fund 101), tuition and operating fees (Fund 149), and dedicated revenues (Fund 148). This budget is considered to represent the basic ongoing operations of the college.

*Dedicated Fund Balances* are those portions of the fund balances that are committed or accounts with fund balances that are not discretionary due to their funding source or purpose. Fund 145 - Grants and Contracts, Fund 147 - Local Capital, Fund 148 - Lab Fees, Continuing Education, and Resale, Fund 149 - Tuition and Fees, Fund 522 - ASCC, Fund 570 - Auxiliary Enterprises, Fund 790 - Payroll, Fund 840 - Trust and Agency Funds, Fund 846 - Financial Aid Grants, Fund 849 - Student Loans, Fund 850 – Work study, and Fund 860 - Long Term Student Loans represent funds in this category.

*Discretionary Fund Balances* are those portions of the fund balances that have been generated by College operations and have not been committed to specific projects. The primary funds and activities in this category are Fund 145 - International Programs, Running Start, and Grant Overhead, Fund 147 - Local Capital (not yet obligated), Fund 148 - Excess Enrollment, Fund 440 - Central Stores, Fund 443 -Data Processing, Fund 448 - Printing/Copy Machine, Fund 460 - Motor Pool, Fund 524 - Bookstore, and Fund 528 – Parking

450.070 CONTINGENCIES RESERVES AND FUND BALANCES

~~Institutional fund balances fall into two categories: dedicated and discretionary. The dedicated category includes an operating fee balance (Fund 149), replacement funds on account at the Computer Information Services (CIS), the Operating Budget Contingency, and a discretionary fund (President's Contingency).~~

~~The second category of fund balances is discretionary in nature. Fund source areas included in the discretionary fund balance category are: Excess Enrollment (enrollments realized above the allocation and above budgeted expense), International Education, Running Start, Grants and Contracts (Fund 145), Interest and Matriculation (Fund 148), and Interest on Operating Fee (Fund 149). These balances are used to meet unanticipated commitments, such as to cover expenses during budget reductions, pay for facility related costs, fund accreditation, fund contract negotiations, and pay for Board expenses (consultants, retreats).~~

Clark College will maintain a minimum of five percent and a maximum total of ten percent of its General Operating Budget within its Discretionary Fund Balances as a "Reserve" to allow for fluctuations in revenue and/or expenditure amounts in any given fiscal year. Dedicated Fund Balances will not be included in the College "Reserve."

**Contingency Policy**

~~The President is expected to start each fiscal year with contingencies and fund balances of at least five percent of the total of the General Operating Budget.~~

~~These contingency funds may be comprised of monies budgeted in the General Operating Budget, plus discretionary fund balances in other College funds.~~

~~Contingencies Reserves~~ and fund balance levels will be reviewed each year with the ~~Chair of the~~ Board of Trustees.

If future state-level budget cuts appear likely, it may be appropriate to bring the balances to a higher level, allowing the College to maintain valuable infrastructure during reduction periods.

~~Following the annual fund balance review, if~~ The administration is authorized, provided there are ~~demonstrated sufficient~~ discretionary fund balances, to ~~transfer use~~ excess fund balances ~~to the local capital fund to meet defined facilities and capital/equipment needs of the College for expenditures that support the vision and mission of the College.~~

**Definitions**

The General Operating Budget is composed of the state allocation (Fund 101), tuition and operating fees (Fund 149), and dedicated revenues (Fund 148). This budget is considered to represent the basic ongoing operations of the College.

Dedicated Fund Balances are those portions of the fund balances that are committed or accounts with fund balances that are not discretionary due to their fund source or purpose. Fund 145 – Grants and Contracts; Fund 147 – Local Capital; Fund 148 – Lab Fees, Continuing Education, and Resale; Fund 149 – Tuition and Fees; Fund 522 – ASCC; Fund 570 – Auxiliary Enterprises; Fund 790 – Payroll; Fund 840 – Trust and Agency Funds; Fund 846 – Financial Aid Grants; Fund 849 – Student Loans; Fund 850 – Work Study; and Fund 860 – Long Term Student Loans represent funds in this category.

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450.070 RESERVES AND FUND BALANCES

Clark College will maintain a minimum of five percent and a maximum total of ten percent of its *General Operating Budget* within its *Discretionary Fund Balances* as a “Reserve” to allow for fluctuations in revenue and/or expenditure amounts in any given fiscal year. *Dedicated Fund Balances* will not be included in the College “Reserve.”

Reserves and fund balance levels will be reviewed each year with the Board of Trustees.

If future state-level budget cuts appear likely, it may be appropriate to bring the balances to a higher level, allowing the College to maintain valuable infrastructure during reduction periods.

The administration is authorized, provided there are discretionary fund balances, to use excess fund balances for expenditures that support the vision and mission of the College.

**Definitions**

*The General Operating Budget* is composed of the state allocation (Fund 101), tuition and operating fees (Fund 149), and dedicated revenues (Fund 148). This budget is considered to represent the basic ongoing operations of the College.

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*September 2002...Revised February 2007*

## **Student Affairs Board Report February 2007**

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

### **Focus on Learning**

- ◆ Develop and implement a one-credit new student seminar course for low-income or first generation students who are in their first year of college study.

#### **Progress to Date:**

Clark College received a one-year grant from College Spark, Washington to create a one credit orientation class (HDEV 102) that would help low-income and first-generation college students transition to college, learn about the campus and various student resources, and create a long range academic plan. One hundred and seventeen students registered for fall 2006 quarter and 75 students successfully completed the class. Of the 75 students that successfully completed the class, 92% are currently enrolled for winter 2007.

- ◆ Develop and pilot an online workshop for students on academic probation.

#### **Progress to Date:**

This winter quarter, three classes of HDEV 102: New Student Seminar was offered specifically to probation and suspension students. One section was taught in the traditional classroom format and two were offered in the hybrid online/classroom format. Currently, 38 students are enrolled (12 classroom, 13 and 13 for each of the online hybrids.) While a final report will be completed by the project manager in June, currently the traditional classroom format seems to be preferred by this group of students.

- ◆ Identify and recommend an operational system to support student success.

#### **Progress to Date:**

The Advising staff is very interested in getting faculty input regarding current academic advising services. Since the faculty bring expertise in professional and workplace guidance and in academic transfer planning it is important to hear from them as we strive to improve our services. To this end, we have been invited to participate in the VPI Faculty Forums to gather their feedback. In addition to these forums, we will also send an online survey to adjunct faculty who are not able to attend these scheduled sessions.

### **Access to Education**

- ◆ Increase the number of students who enroll online.

#### **Progress to Date:**

As of February 8, the number of students who enrolled online for winter 2007 has increased by 11% over the previous winter quarter. The Registration staff mailed all winter enrolled students who did not utilize online registration a reminder that included a newly designed wallet card listing Online Registration Steps. These materials will reach this group of continuing students prior to the spring registration period. In fall 2006 there were 2,637 students who were mailed online registration wallet cards. Over sixty percent of those students registered for winter 2007, a total of 1607 students. Of these 1607 students fifty-three percent, a total of 853 used the online registration method.

- ◆ Increase enrollment of students from the Displaced Homemaker Programs.

**Progress to Date:**

The New Student Seminar Course: HDEV 102 is being offered to all winter quarter Displaced Homemaker (DH) students as a one-credit class. The emphasis of this class is on professional/technical programs and will also explain various available support services. The projected outcome of this class is to increase these students' retention and success rates while at Clark.

- ◆ Increase usage of online Admissions applications.

The Running Start (RS) webpage added an online application that RS applicants can complete. The new application is an abbreviated version of the standard application that traditional students use. This new form will be ready for use in March when new RS students apply for fall quarter entry.

**Respect for Differences**

- ◆ Promote diversity awareness for students.

**Progress to Date:**

Disability Support Services facilitated a very successful presentation on January 31 by Clark students who are blind or low vision. Approximately 25 students, staff, faculty, and administrators attended the event. The students on the panel each gave some background about their vision disabilities and how blindness has impacted their education.

International Programs hosted Dr. Bounsang Khamkeo, Clark College alum, to speak about his new book I Little Slave and offered a book signing on January 22. Dr. Khamkeo shared his experiences as a political prisoner in a Laotian prison which was the topic of his recently published book.

Black History Month activities include the Winter 07 Student of Color Luncheon featuring Clark professor Debi Jenkins and the rescheduled Martin Luther King, Jr. Celebration featuring damali ayo. In addition, a display case exhibit in the PSU is used as a venue to stimulate thought and to promote tolerance of diversity. Information on WSU-V Black History Month activities was also included in the publicity.

- ◆ Increase staff participation in diversity awareness.

**Progress to Date:**

Tanya Potter (Eligibility Programs) attended the Blind Students Panel Presentation on January 31 and a workshop for Health Interpreters on February 2.

**Workforce Development**

- ◆ Increase the number of co-ops and internships in under-enrolled professional technical programs.

**Progress to Date:**

The following employers listed new internships during January: nLight – Machinist, Beltone Hearing Center – *Office Assistant Intern*, Reliance Electric – Machinist & Welder Internships, WUSATA (Western United States Agricultural Trade Association) – *Office Assistant Interns*, State Farm Insurance/Kathy Landers Agency – *Marketing & Administrative Assistant Intern*, and Union Pacific Railroad, *Field Recruitment Manager*.

## **Broad-Based Partnerships**

- ◆ Increase percentage of Temporary Assistance for Needy Families (TANF) recipients that enroll in Clark College courses.

### **Progress to Date:**

Since March 2006, over 2400 TANF recipients have met with a Clark College advisor at Town Plaza Center as part of the Governor's initiative to introduce education as an option for them. Student enrollments will be monitored in all college classes and a final report will be provided at the end of the year.

Eligibility Program advisors have mailed over 700 postcards to adults who have been counseled at Town Plaza Center. In addition, approximately 1,360 post cards have been sent to prospective adult students. A more comprehensive packet of materials will be mailed that includes an application for admissions, Steps to Success insert, and a Financial Aid brochure. As part of the recruitment collaborative process, a list of new students is regularly sent to the Office of Recruitment.

- ◆ Represent the college to community groups.

### **Progress to Date:**

Sheryl Anderson (Director of Admissions and Assessment) attended the Medical Radiography Advisory Committee meeting that was held on January 25. The partners in this new committee include Legacy Hospital, Southwest Washington Medical Center, Portland Adventist Hospital and Vancouver Radiology. The Committee members toured the new MRAD facility in the T Building, major equipment was demonstrated, and safety features were discussed. Some of the advantages in attending this meeting are to respond to local workforce demands, explore corporate donations to the program and increase clinical placement opportunities for Clark College Medical Radiography students.

Mary Deal (Health Services Officer) was elected as the Chairperson of the Tobacco Free Coalition of Clark County. In addition, Ms. Deal served on the planning committee for the fifth annual Women's Resource Fair held on February 3. This is a partnership with the YMCA, the YWCA, and other community partners. Jennifer Reeves (Recruiter) also attended the fair, providing Clark College information to attendees.

Approximately 1,000 sophomores, juniors, and their parents attended the annual Running Start Information Night on February 6 in the College gym. This was the "kick-off" meeting for those who are interested in learning more about Running Start and fall quarter entry requirements. Linda Calvert and two current RS students, Amanda Mayoral and Christina Jenkins, presented a stimulating description of the advantages and lessons learned about Running Start to the audience.

- ◆ Create a College Is Possible (CIP) Advisory Committee to provide oversight and explore growth and future grant opportunities.

### **Progress to Date:**

On January 24, Rosalba Pitkin (Outreach Coordinator) and Kelly Benson (Welcome Center Manager) presented an informational session to the Latino College Is Possible families about the GEAR-UP ROCKET program at Jason Lee Middle School. GEAR-UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a national youth development grant program that



is administered through the Vancouver School District. The evening session focused on the importance of education and the various options available at Clark College. Ms. Pitkin offered the session in Spanish and also discussed education issues from the Latino perspective. The event was very successful with 60 people in attendance (25 parents/35 students).

### **Management Excellence**

- ◆ Provide Quality Service Training to staff and faculty in coordination with Human Resources.

#### **Progress to Date:**

Nancy Heidrick (Assistant Director of Financial Aid), Rahel Weldu (Office Assistant III in Financial Aid), and Mira Stelmakh, (Scanning Technician Specialist in Financial Aid), attended "Leading When You're Not in Charge." This class, held on January 19, was sponsored by Clark College Human Resources and is part of the Clark College Leadership Series. Topics discussed in the class included difficulties faced when trying to lead when not in charge, strategies for self-development, coaching, and learning to communicate with candor.

#### **Additional Highlights:**

The Assessment Center provided placement testing services to 63 potential Running Start students applying for admission for spring quarter.

Kate Jacky (Worker Retraining Coordinator) and Jennifer Reeves (Recruitment) attended information sessions for soon to be laid-off union workers from the Camas Georgia Pacific plant. Over 246 workers attended the session, sponsored by WorkSource, and all received valuable information about the programs offered at Clark.

Sixty-two students attended the Interpretation & Translation Workshop at Clark College on February 2. The workshop was organized by Lauren Caldarera, Elizabeth Ubiergo, Travis Kibota, Sara Gallow, and Donna Wittmayer. The goal was to prepare Spanish 203 students to be effective volunteer translators for the Free Dental Day in February and inform students, faculty and staff about careers, skills, and ethics of translation/interpretation.

Suzanne Thayer (Career & Employment Services) coordinated the Nursing Job Fair at Clark College at WSUV on February 12. Approximately 150 Clark College nursing and CNA students attended. Shelly Quint, Nursing provided tours of the lab facilities at Clark Center at WSUV to the following employers: SW WA Medical Center, Avamere, Marquis Companies, Kaiser Permanente, Adventist Medical Center, Cascade Heart, P.S., Legacy Health System, Ft. Vancouver Convalescent, US Army ROTC, Emerald City Medical Staffing, Clark College Advising, and WSUV Nursing Department.

Numerous volunteers from across the college community assisted Financial Aid staff in disbursing over 1,500 grant, loan, and scholarship checks to students on January 2 and 3 for winter quarter.

The Clark College Foundation hosted the annual Clark College Scholarship Night on January 30. Several Financial Aid and Student Affairs staff participated in this event. The Scholarship Workshops included sessions titled Creating Award Winning Essays, Making the Right Contacts and Making the Connection. In addition, students were provided with a list of over one hundred scholarship opportunities and tips for completing the Clark College 2007-2008 Scholarship and FAFSA applications.

Dr. Rachel Ruiz  
Vice President of Student Affairs

Financial Aid Stats  
February 2007

<b>PROGRAMS</b>	<b>As of February 9, 2006</b>	<b>As of February 09 2007</b>
Pell Grant	\$6,327,902	\$6,161,022
Federal College Work Study	296,012	375,232
State College Work Study	358,454	608,169
Federal SEOG	179,215	245,747
Washington State Need Grant	3,299,484	3,260,677
Tuition Waiver-Need Based & Clark College Grant	505,792	799,158
Stafford Loans	6,762,579	6,323,825
Academic Competitiveness Grant	-0-	6,665
Scholarships	783,179	733,325

Total Students processed to date	4,858	4,730
Total Aid awarded from all programs to date:	\$18,821,032	\$18,892,175

## Clark College

### Daily Registration HC/FTE Report

*Quarterly head count and FTE comparison*

Winter 2006			Winter 2007			State FTE	Date
Head Count	Total FTE	State FTE	Head Count	Total FTE	State FTE	% of change	
** 1083	99	73	945	80	77	5.48%	11/14/2006
Continuing Student Access Day 1	1535	368	1345	298	295	-11.41%	11/15/2006
2	2179	807	1885	671	666	-12.94%	11/16/2006
3	2759	1214	2371	1036	1032	-11.49%	11/17/2006
4	3406	1705	2966	1462	1455	-11.44%	11/20/2006
5	3903	2073	3455	1784	1772	-11.49%	11/21/2006
6	4227	2302	3690	1921	1902	-14.63%	11/22/2006
7	4783	2665	4133	2231	2212	-13.96%	11/27/2006
8	5377	3103	4699	2624	2604	-13.29%	11/28/2006
9	6085	3598	5262	2992	2963	-15.05%	11/29/2006
10	6533	3898	5705	3285	3255	-13.96%	11/30/2006
11	6795	4034	5954	3425	3389	-13.46%	12/1/2006
Re-entry/Tr students	7245	4312	6496	3785	3748	-10.31%	12/4/2006
Re-entry/Tr students	7572	4511	6804	3963	3920	-10.30%	12/5/2006
Re-entry/Tr students	7842	4675	7120	4156	4113	-9.19%	12/6/2006
Re-entry/Tr students	8075	4818	7430	4321	4273	-8.40%	12/7/2006
New students	8322	4981	7680	4446	4394	-8.91%	12/8/2006
New students	8665	5201	7971	4636	4581	-9.11%	12/11/2006
New students	8959	5384	8232	4803	4749	-9.01%	12/12/2006
Re-entry/Tr students	9191	5510	8414	4887	4827	-9.62%	12/13/2006
New students	N/A	N/A	8557	4970	4910	N/A	12/14/2006
No access times	N/A	N/A	8695	5019	4957	N/A	12/15/2006
Open Day 1	9502	5591	9048	5171	5107	-5.74%	12/18/2006
2	9693	5709	9213	5257	5192	-6.16%	12/19/2006
snow closure 2005	N/A	N/A	9345	5303	5231	N/A	12/20/2006
4	9828	5777	9449	5354	5281	-5.61%	12/21/2006
5	9929	5815	9531	5389	5314	-5.53%	12/22/2006
6	10012	5861	9616	5425	5350	-5.58%	12/26/2006
CIS-closed & didn't run prod.jobs 7	N/A	N/A	9812	5482	5402	N/A	12/27/2006
8	10173	5951	9993	5492	5409	-6.04%	12/28/2006
9	10303	5965	10158	5563	5477	-5.05%	12/29/2006
10	10406	6038	N/A	N/A	N/A	N/A	no open this yr
11	10573	6116	N/A	N/A	N/A	N/A	no open this yr
Class Day 1	10879	6279	10410	5702	5613	-7.33%	1/2/2007
2	11073	6361	10612	5765	5670	-7.53%	1/3/2007
3	11188	6350	10725	5923	5770	-5.61%	1/4/2007
4	11249	6359	10838	5930	5771	-5.66%	1/5/2007
5	11285	6313	10924	5928	5766	-4.93%	1/8/2007
10	11565	6303	11124	5986	5791	-4.09%	1/18/2007
15	11531	6327	11282	5994	5750	-4.85%	1/23/2007
4th week	11740	6413	11393	6013	5754	-4.58%	1/26/2007
ABE/GED continuing-2nd 5weeks/5th wk	11837	6452	11647	6126	5853	-3.10%	2/2/2007
ABE/GED new-2nd 5weeks/6th wk	11997	6530	11873	6234	5927	-3.00%	2/9/2007
7th week	12087	6542					2/16/2007
8th week	12159	6560					2/23/2007
9th week	12237	6570					3/2/2007
10th week	12315	6586					3/9/2007
11th week	12359	6586					3/16/2007
<b>MIS Final 3/28/05</b>	<b>12382</b>	<b>6627</b>	<b>6135</b>				

# RUNNING START

Linda Calvert

[www.clark.edu/runningstart](http://www.clark.edu/runningstart)

# What is Running Start?

- Dual credit opportunity for juniors & seniors
- College-level skills required
- Courses taught by college professors in classroom or online (eLearning)
- Students pay for books, not tuition
- Can be part-time or full-time at college

## BENEFITS TO STUDENTS

- Expanded educational choices
- Learning environment
- Savings in time to degree
- Mix of student ages
- Greater time flexibility
- Free tuition

# STATEWIDE GROWTH

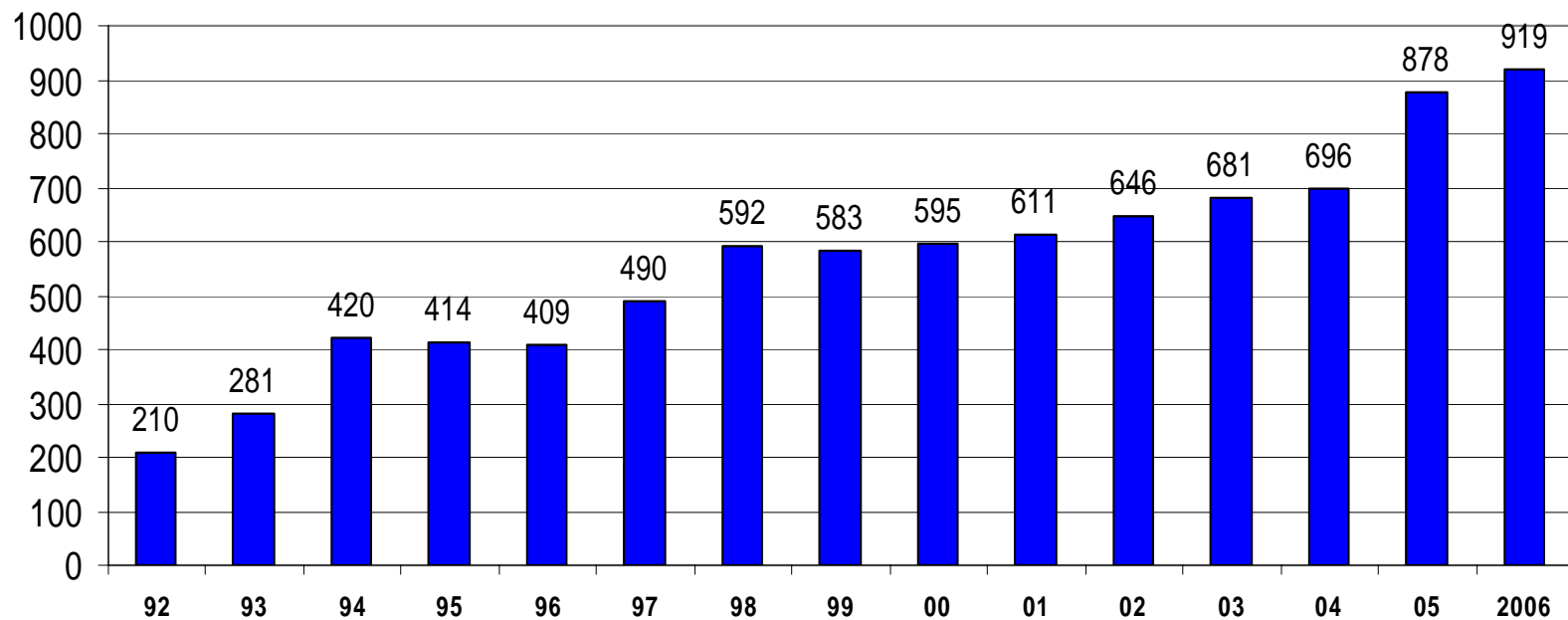
- Piloted in 1990 at five community colleges
- Statewide in 1992 at 34 community & technical colleges
- Statewide: 16,540 RS students last year
- Now serves 10% of state's juniors and seniors
- Clark is third largest RS enrollment in state

# CLARK COLLEGE GROWTH

## Running Start Headcount

(Fall Quarter 1992 - 2006)

Source: SBCTC Fall Reports





## RUNNING START FTES

- Fall 2004 = 467 FTES
- Fall 2005 = 586 FTES
- Fall 2006 = 649 FTES

## WINTER QUARTER 2007

- 935 RS students at Clark
- 669 FTES
- Average 11 credits per student

# COMMON COURSES

- Social Sciences
- English
- Humanities

## FUNDING

- Standard reimbursement rate
- Annual academic RS FTE retained by Clark = \$4,089

2006-07 RS Annual Academic FTE	= \$4,397
minus 7% retained by high school	<u>- 308</u>
retained by Clark	\$4,089

- Regular state-funded FTE state allocation = \$4,525

## RS REVENUE

- Adds new class sections
- Adds additional faculty
- Adds support staff
- Contributes to fees for facilities, matriculation, PSUB, Tech, and S&A
- Benefits all Clark students

## RETENTION

- 90% of Fall 2006 RS students enrolled Winter 2007
- Approx. 10% higher retention rate than other students for the same time period

## GRADE PERFORMANCE

- RS students average GPA 3.0
- Non-RS students avg. GPA 2.7
- 60% of RS grades A's or B's
- 56% of non-RS grades were A's or B's

## 2005-2006 DEMOGRAPHICS

- 12% RS students of color
- 42% attended Clark full-time
- 17% enrolled in eLearning online courses
- 60% remain connected to HS activities
- 59 students earned A.A. degrees June 2006



## LOW-INCOME STUDENTS

- 101 received book funding last year, represents 10% of all RS students helped with books
- 18% of RS seniors said they were eligible for free or reduced-price lunch
- 46% of Vancouver School District elementary students qualify for free or reduced-price lunch
- 37% of Washington's K-12 students qualify

## SECOND GENERATION

A higher percentage of RS students have a parent with a bachelor's degree than other students.

- 57% of RS students
- 33% of other Clark students

# PARTNER SCHOOLS

- Ten school districts total in Clark's service area
- VSD is largest district Clark serves
  - 28% of total RS students
  - 6 high schools
- 11% of Clark RS students are “home-schooled”

# AFTER GRADUATION

- 46% transfer to university in fall
- 34% continue at Clark, earn degree, then transfer
- 9% continue at Clark to earn voc/tech degree
- 11% undecided or work

# FUTURE

- More access and opportunities for students
- More courses offered at Clark Center at WSUV
- Future courses at Columbia Tech Center
- More online courses through Clark's eLearning department
- Greater collaboration between HS & Clark
- Seamless pathways for students
- Perhaps College in the High School?

## Human Resources Board Report February 2007

The following progress has been made in Human Resources in support of the Mission Imperatives and goals for 2006–07:

### Respect for Differences

- Conduct diversity audit and develop diversity plan

**Progress to date:** The Cultural Pluralism Committee's on-line diversity survey closed on February 19<sup>th</sup>; final participation numbers will be reported when available. The Committee has invited the college community to their meeting on February 21.

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

**Progress to date:** The Director for Equity and Diversity continues to lead sessions on respect for differences and discrimination and harassment. Two sessions were held in February at the Teaching and Learning Center and sessions were also held for Business Services and the Office of Instruction.

**Progress to date:** The Director for Equity and Diversity partnered with representatives from the City of Vancouver, Hewlett Packard, and Leadership Clark County to develop the Leadership Clark County session on diversity which was held February 2nd at Hewlett Packard.

### Management Excellence

- Provide leadership to WPEA labor management and WPEA agreement implementation

**Progress to Date:** The Labor Management Committee met on February 15, 2007, and has scheduled monthly sessions through June. Topics discussed included: training on employee development plan, updating administrative procedures and closure procedure for satellite sites, use of automated phone line during closures, telecommuting policy, and providing dues report.

The Associate Vice President attended a training session on the proposed WPEA bargaining agreement with the state that would be in affect July 1, 2007 pending legislative approval of the financial provisions.

- Update HR web page and develop on-line application

**Progress to Date:** Human Resources has purchased an on-line application software program and is working with the vendor to implement the software with a target date of July 1. The program will provide easier access and application for potential applicants, a more efficient record keeping system for application materials, and easier access to application materials for screening committees.

**Progress to Date:** Human Resources Environmental Health and Safety (EHS) has updated the College Intranet with valuable information for employees. Thanks to

Manager Rebecca Wale and assistant Rebecca Benson, employees have easy access to the following information and HR invites the Board and employees to review what is available at:

[http://intranet.clark.edu/departments/executive/personnel/envIRON\\_health.shtm](http://intranet.clark.edu/departments/executive/personnel/envIRON_health.shtm)

- College Tobacco Policy
- Confined Spaces, including evaluation, entry permit and procedures
- EHS training calendar
- Fall protection work plan and procedures
- Hazardous Spill Procedures
- Indoor Air Quality investigation information
- Lock-out-tag out procedures and checklists
- Material Safety Data Sheet Search
- Non-employee accident report
- Regulatory compliance consultant information
- Reporting damaged insulation
- Schedule an ergonomic consult
- Workman's Compensation Accident Report

#### **Broad-based Partnerships**

- Promote environmental conversation and develop emergency response partnership

**Progress to date:** EHS sponsored a block Styrofoam collection event partnering with the City of Vancouver and Clark County. The event was hugely successful and the partners are considering continuing the event on a monthly basis.

EHS also coordinated a hazardous waste collection for College generated waste. Waste from Chemistry, Printing, and Machining was disposed of safely.

#### **Appointments/Reallocations/Resignations/Retirements**

Kay Beauliere was appointed to the part-time (75%) cyclic permanent classified position as early Childhood Program Specialist 3 in Child and Family Studies effective January 2, 2007. Kay has an AA from Clark College and a BS in Human Development and Family Studies from Warner Pacific College. She has previous work experience with Alberta Park Learning Center, YMCA, Campfire, Caribbean View Home for Children and Clark College.

Esperanza DeMarco was promoted to the full-time permanent classified position as Buyer 1 in Purchasing effective February 12, 2007. Esperanza has been with the College since November 2005.

Billie Garner was reallocated to the permanent classified position as Maintenance Mechanic 3 effective September 29, 2006. Billie has been with the college since June, 1999.

Sarah Granberg was appointed to the full-time permanent classified position as Office Assistant 3 in Registration effective January 26, 2007. Sarah has an AA in General Studies from Clark College and previous work experience with Associate Grocers, FedEx, and Clark College.

Leona Grieve has resigned from her position as Office Assistant 3 in Registration effective January 18, 2007. Leona has been with the College since December 2006.

Kelly Davis has resigned from her position as Fiscal Specialist I in the Workforce Development Department effective February 7, 2007. Kelly has been with the College since January 2005.

Laura Likes was promoted to the full-time permanent classified position as Human Resource Assistant in Human Resources effective February 8, 2007. Laura has an AA in General Studies from Clark College and previous work experience with Clark College, Wizards of the Coast, Slattery Ground Services, and Arcadia Drilling.

Samantha Lelo was appointed to the full-time permanent classified position as Program Coordinator in Student Life effective February 14, 2007. Samantha has an AA in Criminal Justice from Portland Community College and previous work experience with Portland Community College, Clark County Amphitheater and Beaches Restaurant.

**Vacant Positions**

College Community Events Manager, full-time temporary exempt position in Student Affairs; closing date: January 16, 2007.

Dean of Business and Technology, full-time permanent administrative position in Instruction; closing date: March 21, 2007.

Dean of Enrollment Services, full-time permanent administrative position in Student Affairs; closing date: March 8, 2007.

Dean of Math, Physical Science and Engineering/Computer Science; full-time permanent administrative position in Instruction; closing date: February 12, 2007; extended: open until filled.

Fiscal Specialist I, full-time permanent classified position in Workforce Development; closing date: January 22, 2007.

Office Assistant 3, full-time permanent classified position in Purchasing; closing date: January 18, 2007.

Program Assistant, full-time permanent classified position in Financial Aid; closing date: February 4, 2007.

Secretary Senior, full-time permanent classified position in Health Services; closing date: January 11, 2007.

Secretary Senior, full-time permanent classified position in Student Affairs; closing date: March 5, 2007.

Warehouse Operator 3, full-time permanent classified position in the Bookstore; closing date: February 4, 2007.



Faculty positions:

Art-Photography, closing date: January 11, 2007  
Art History, closing date: February 22, 2007  
Biology Instructor, closing date: March 8, 2007  
Computer Science, closing date: February 27, 2007  
Economics, closing date: January 30, 2007  
English Instructors (1 tenure track; 1 non-tenure track): closing date: February 28, 2007  
Health Occupations: open until filled  
Mathematics, closing date: January 11, 2007  
Music, closing date: February 22, 2007  
Nursing, 2 positions; closing date: February 22, 2007  
Political Science, closing date: January 11, 2007

**Additional highlights:**

Human Resources EHS is participating in the planning for Clark College at CTC attempting to address the needs relative to instructional labs and hazardous material management.

The year-long Leadership Academy training series continues with a training session "Escape the Drama Triangle" attended by thirty-three employees. The leadership cohort of ten employees attends each session and works with an individual coach on leadership strategies.

Blood borne Pathogen training was conducted for custodians this month and a review of the Blood borne Pathogen Exposure Control program has been initiated.

The OSHA 300 log outlining the number of employee accidents has been completed and posted in Human Resources, and a notice reminding employees about accident reporting was included in employee paychecks this month.

Katrina Golder

Associate Vice President of Human Resources

2/15/07

## **Planning and Advancement Report**

### **February 2007**

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

#### **Focus on Learning**

- ♦ **Provide professional development opportunities for college faculty and staff in the area of grants development.**

##### **Progress to date:**

On February 22, Grants Development will offer a second GRANTS 101 workshop for faculty and staff. The first grants workshop was held during the 2006 Fall Orientation.

#### **Access to Education**

- ♦ **Identify and submit technology and distance education grants.**

##### **Progress to date:**

Two Clark College divisions received funding for distance learning grants through the SBCTC's Distributed Learning Grants competition: (1) The Diagnostic Imaging Program grant received \$30,000 to develop an online clinical tracking model and (2) The Electrical Engineering, Computer Science & Engineering Department received \$28,565 to design and implement an online set of shared electrical circuit and digital logic design courses/labs, and increase STEM transfer to 4 year universities in Washington.

Clark College's e-Learning department submitted a general purpose grant to Meyer Memorial Trust on February 7, requesting \$150,000 over three years to assist in the creation of a Licensed Practical Nurse (LPN) distance learning program by providing technological infrastructure, support, and training for LPN faculty and staff.

#### **Access to Education**

- ♦ **Develop data sets supporting the Enrollment Development Plan.**

##### **Progress to date:**

Data sets have been identified for the following college plans: (1) Facilities Master Plan; (2) Marketing Plan; (3) Recruitment Plan; (4) Retention Plan; (5) Instructional Plan; and (6) Diversity Plan. Our research analysts have begun interviewing key staff to define data needed and its purpose.

#### **Respect for Differences**

- ♦ **Seek out and apply for grant funding to support diverse populations across all college units**

##### **Progress to date:**

Clark College's Student Life and Multicultural Affairs department submitted a \$5,000 grant to the PRIDE Foundation (Seattle, WA) on January 19, requesting general operating support for the Lesbian, Gay, Bisexual and Transgender (LGBT) conference that Clark College plans to host in April 2008. This conference will provide learning opportunities and leadership development for the LGBT community.

- ♦ **Develop framework to support diversity initiatives at the college.**

**Progress to date:**

The diversity survey was made available to the campus between January 23 and February 15, 2007. Over 100 foreign language versions were administered in ESL classes and the accessible version of the survey has been used by a number of students. Members of the Cultural Pluralism Committee have been trained by Susan Maxwell on how to look at the data in meaningful ways, and work collaboratively to develop the report.

**Workforce Development**

- ♦ **Develop resource guide to locate demographic and labor market information to assist in projections of enrollment and economic impacts.**

**Progress to date:**

Resources are being gathered and documented for the guide and a draft of the population section has been completed.

Anita Kay has been attending meetings of the Region 2 Workforce Investment Board (Portland) Research & Evaluation Committee, whose collaboration is providing the college with good resources for workforce data and allowing us to include SW Washington data in Portland Metro workforce analysis. We are working with George Reese on this project and the Clark County Consortium of Career and Technical Education (CTE) Directors in Southwest Washington to develop a comprehensive audit of our professional technical programs – the pipeline in through high schools, and the pipeline out to specific jobs in the community or four year degrees.

**Broad-based Partnerships**

- ♦ **Inform college community of issues affecting the institution to support our legislative agenda.**

A web page, “Legislative Issues,” has been added to the Clark College web site, and students and community members are now able to access the legislative information from off-campus locations.

- ♦ **Expand communications with state legislators to increase awareness and acquisition of resources.**

**Progress to date:**

Seven of our legislators joined trustees and college representatives at a very successful legislative dinner in Olympia on January 22. Interim President Knight and Candy Bennett have been maintaining regular contacts with our state legislative delegation – tracking the progress of our legislative agenda.

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

**Progress to date:**

Congressman Brian Baird met with representatives from Clark College and WSUV on January 25 to discuss the scope of responsibilities of his new appointment as Chair of the Subcommittee on Research and Science Education and gather ideas about ways to expand the involvement of community colleges in the National Science Foundation funding process. A follow-up meeting has been scheduled for March 16 with a broader group of educators and business representatives.

Trustees Kim Peery and Addison Jacobs, Bob Knight, Rassoul Dastmozd and Candy Bennett attended the AACC/ AACT National Legislative Summit in Washington D.C. on February 12-14, 2007 where members of Congress and the U.S. Department of Education spoke about the current environment in Congress and the status of current bills and policy issues relating to higher education. Meetings were held with the offices of Senators Maria Cantwell and Patty Murray, Congressman Brian Baird, and the U. S. Department of Transportation.

**Management Excellence**

- ♦ **Facilitate and provide administrative support for 2008 accreditation.**

Seven college representatives attended the Self Study workshop in February and returned to the college with renewed enthusiasm and commitment to our self study process. Standards committees are continuing their data-gathering and will provide updates to the co-chairs in late February.

- ♦ **Coordinate implementation of Year 4 of the Strategic Plan.**

**Progress to date:**

Mid-term reports for 2006-07 have been completed by all units and will be distributed to the Board at the February 26 meeting. All new goal and budget development requests for 2007-08 have been submitted to the respective Cabinet members and will be prioritized by March 15. A Cabinet retreat will be scheduled in early April to review the prioritized requests.

Candy Bennett  
Executive Dean of Planning and Advancement  
February 15 2007

**CLARK COLLEGE GRANTS AND STATUS  
2004-2005**

<b>SUBMIT DATE</b>	<b>ANTICIPATED FUND DATE</b>	<b>NAME OF GRANT</b>	<b>AMOUNT REQUESTED</b>	<b>PRIMARY MISSION IMPERATIVE</b>	<b>FUNDING AGENCY</b>	<b>CLARK PI &amp; DEPT</b>	<b>STATUS</b>
Jun-05	Funded July 2005	2005-06 High Demand Grant-Diagnostic Imaging for Southwest Washington	\$189,000	Workforce Development	SBCTC	Lisa Edwards/ WF Dev & Cont Ed	<b>FUNDED - \$189,000</b>
Jun-05	Funded July 2005	2005-06 Tech Prep Allocation Funds	\$88,676	Workforce Development	SBCTC	Lisa Edwards/ WF Dev & Cont Ed	<b>FUNDED - \$88,676</b>
Jun-05	Funded July 2005	2005-06 Adult & Family Literacy Staff Development Plan	\$2,350	Management Excellence	SBCTC	Ray Korpi/ BEECH	<b>FUNDED - \$2,350</b>
May-05	Funded July 2005	Cannell Library - Request for 10 TV/DVD/VCR and workstations	\$18,311	Access to Education	Vancouver Rotary Foundation	Amy Waite/ Cannell Library	<b>FUNDED - \$18,311</b>
May-05	Funded July 2005	State Workstudy Incentive Grant	\$5,000	Workforce Development	HECB	Maxine Mitchell/ Employment Services	<b>FUNDED - \$5,000</b>
Mar-05	Funded July 2005	2005 - 2007 Displaced Homemaker Grant	\$104,500	Access to Education	SBCTC	Becky Merritt/ Sponsored Programs	<b>FUNDED - \$104,500</b>
Mar-05	Funded July 2005	2005-06 WorkFirst Block Grant	\$634,513	Workforce Development	SBCTC	Lisa Edwards/ WF Dev & Cont Ed	<b>FUNDED - \$634,513</b>
Feb-05	Funded July 2005	2005-06 Job Skills Program - Insitu Group	\$71,313	Workforce Development	SBCTC	Lisa Edwards/ WF Dev & Cont Ed	<b>FUNDED - \$71,313</b>
Jan-05	Funded March 2005	Grant: Diagnostic Imaging for Southwest Washington (Medical Radiography)	\$70,000	Workforce Development	Legacy	Lisa Edwards/ WF Dev & Cont Ed	<b>FUNDED - \$70,000</b>
Dec-04	Funded July 2005	Explorations, Navigations: The Resonance of Place	\$8,500	Focus on Learning	Community Fnd. Of SW Washington	Lisa Conway/ Frost Arts Center	<b>FUNDED \$5,000</b>
Oct-04	Funded January 2005	Regional Service Learning Workshops	\$2,000	Focus on Learning	AACC	Maxine Mitchell/ Employment Services	<b>FUNDED - \$2,000</b>
Jun-04	Funded July 2004	2004-05 High Demand Grant	\$248,750	Workforce Development	SBCTC	Lisa Edwards/ WF Dev & Cont Ed	<b>FUNDED - \$248,750</b>
May-04	Funded July 2004	2004-05 WorkFirst Employment Initiative Grant - ESL Training Partnership	\$59,896	Workforce Development	SBCTC	Lisa Edwards/ WF Dev & Cont Ed	<b>FUNDED - \$8,000</b>

**CLARK COLLEGE GRANTS AND STATUS**  
**2004-2005**

May-04	Funded July 2004	2004-05 Best Practices Grant- Workplace Skills for English-Limited Learners	\$10,000	Workforce Development	SBCTC	Lisa Edwards/ WF Dev & Cont Ed	<b>FUNDED - \$10,000</b>
Apr-04	Funded July 2004	2004-05 WorkFirst Block Grant	\$567,611	Workforce Development	SBCTC	Becky Merritt/Sponsored Programs	<b>FUNDED - \$567,611</b>

## **Workforce Development & Continuing Education**

### **February 2007**

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

#### **Focus on Learning**

- ◆ Increase relevant course and program offerings that meet the needs of the community.

##### **Progress to Date:**

Continuing Education in partnership with International Programs will be offering an ESL Cultural Education Short Stay program for six students and their escort Dr. Nakajima from Yamaura Gakuen College from February 27 – March 8, 2007. Students will visit Early Childhood Education, Japanese Language, and ESL programs at Clark College and WSUV. All host families are Clark College employees.

Continuing Education has reduced the class cancellation rate by 45% dropping from 20% in Winter 2006 to 11% in Winter 2007.

#### **Access to Education**

- ◆ Cross-list credit courses within the Professional Development quarterly schedule.

##### **Progress to Date:**

Professional Development is cross listing one Data Networking and Telecommunications (DNET) class, two Graphic Communications/Printing classes and six Computer Technology classes in the Spring 2007 quarterly schedule.

- ◆ Create new Tech Prep articulation agreements in high-wage/high-demand programs.

##### **Progress to Date:**

Tech Prep and Computer Aided Drafting and Design (CADD) staff hosted a Faculty Sharing Session on February 1, 2007 attended by school partners from 12 area high schools. High school faculty and Career & Technical Education Directors received information on industry trends within CADD, as well as labor market analysis and specific information on the College's CADD program and Tech Prep articulation processes.

On February 9, 2007 the Tech Prep manager met with eight high school Career & Technical Education Directors to discuss new articulation agreements in Computer Technology, Medical Careers, Welding and Machining.

- ◆ Provide high school students with quality advising about Tech Prep programs

**Progress to Date:**

On February 6 & 7, 2007, Tech Prep staff reached over 150 students during classroom visits at two local high schools. Tech Prep presentations were made including information on the new online registration system and informational folders handed out to students and teachers.

**Workforce Development**

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

**Progress to Date:**

In January, Customized Training secured training contracts with eight local companies generating \$26,960 in gross revenue.

**Board-based Partnerships**

- ◆ Increase awareness of career and earning potential in Professional Technical fields

**Progress to Date:**

On February 23, 2007, Tech Prep staff will participate in Clark College's Professional Technical Day where over 300 high school students will receive information on Clark College Professional/Technical degree programs and how Tech Prep can help prepare them for admission to the College.

**Management Excellence**

- ◆ Collaborate with the Executive Director of Communications to expand marketing and communication efforts to target audiences.

**Progress to Date:**

On January 30, 2007 the Travels Studies program was featured in the Camas-Washougal, Washington Post-Record. The article "Students of the World" highlighted upcoming and previous trips including photos of the programs trip to Italy in May 2006.

- ◆ Increase retention of professional staff.

**Progress to Date:**

Workforce Development & Continuing Education hired Amy Leisher as a Fiscal Specialist I. Amy has recently relocated to Vancouver with her husband from Champaign IL. Amy has experience working as an Administrative Services Coordinator for the University of Illinois and has a Bachelor degree in Finance from the University of Illinois.



**Additional Highlights**

- ◆ Professional Development offered a Franklin Covey “Focus: Achieving Your Highest Priorities” seminar on February 9, 2007. Participants included employees from Clark County, Evergreen School District, First Independent Bank, Merix Corp., Hewlett Packard, Gift Services, Inc., Waste Connections Inc., Gulf Services, Inc. and Clark College. The seminar generated \$3,175 in revenue.
- ◆ Three Southwest Washington Agency on Aging (SWAA) classes ran in January serving 65 students and generating \$2,303 in net revenue. Two classes are scheduled for February.
- ◆ Nursing Assistant Certified (NAC) class started on January 11 – February 11, 2007 served 20 students and generated \$1,546.80 in net revenue. The next training will be February 22 – March 23, 2007 and is anticipated to have 20 students.
- ◆ Chemical Dependency Training Consortium (CDTC) had their annual consortium-sponsored training serving 65 people.

Todd Oldham  
Interim Executive Dean  
Workforce Development & Continuing Education

## Communications and Marketing Report

### February 2007

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

#### Focus on Learning

- ◆ Bring all admissions-related materials under one design umbrella. Revise and enhance college program sheets (two-color).

##### **Progress to date:**

Program sheet storage has been relocated to the Admissions office. Mid-year revision & updating of program sheets has begun for those whose supply has been exhausted or whose program has undergone significant changes.

- ◆ Establish a process and procedures that identify the design and quality level of print materials at Clark College.

##### **Progress to date:**

Graphic designer Wei Zhuang and our new publications designer Pat McDonald continue to coordinate this project. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print materials, their work has included updates to existing program sheets and creation of new ones, design and layout for the February *Clark Journal*, phase two of the process to create a new logo for the college, Diversity Luncheon invitation, Pathways Career Fair flyers (two versions) and postcard, Science Olympiad t-shirt design and signage, revisions to the *Clark College Catalog*, redesign of *Clark 24-7*, revisions to the campus crime statistics brochure, 2006 Annual Report to the Community, Women of Achievement celebration materials, a students of color postcard for Admissions, Student-Alumni dinner invitation, and promotional materials for Career & Employment Services.

- ◆ Increase online registration at Clark College.

##### **Progress to date:**

Efforts for summer online registration have begun. They include a registration postcard and an advertisement in the spring issue of *Clark College Connections*. The messages for summer online registration will echo those from summer registration in 2006.

## Access to Education

- ◆ Complete redesign and rebuilding of Clark College Internet and Intranet sites (design and navigation).

### **Progress to date:**

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi have nearly completed phase two of the Internet redesign, working with the college community to migrate all pages into the new look and onto the new site. Their work includes the redesign of the athletics section of the Web site. This project is on target. Athletics is currently supplying information and text for the new section. If their process continues on schedule, the new Athletics pages should be online by mid-March.

In addition to ongoing updates to both the Internet and Intranet sites, progress includes development of legislative news Web pages (located in the News & Events section of the Web site) and rebuilding of the Tech Prep Web pages including revisions to content and migrating existing Web pages from the Cold Fusion server. Major revisions to the following sections of the Web site have been completed: college visit request Web page, incorporation of the new college address (all sections), department locations to reflect recent relocations, reposting of athletic team member photographs to existing athletic Web pages and revisions to Admissions Web pages to include upcoming quarter information.

Additional Web highlights include:

- Compression process for images (to retain quality) for the home page ad rotation was reassessed and revised.
  - Establishment of Internet and Intranet redesign timelines have been completed.
- ◆ Redesign schedule sections of *Clark College Connections* to provide easier access to information for students.

### **Progress to date:**

The completion date for this goal has been modified to spring 2007 as part of the mid-year goals update process. Changes in staffing in our graphic design area, as well as the production timeline and process for the spring schedule, have impacted the dates initially set forth for this process. The revised timeline will carry the project from February through late April/early May 2007.

## Respect for Differences

- ◆ Partner with the YWCA to sponsor the 2007 Women of Achievement luncheon; discuss, with the Foundation, possibilities for an annual reunion event for Women of Achievement honorees.

### **Progress to date:**

Meetings with the YWCA steering committee are ongoing to coordinate and plan the 2007 Women of Achievement Luncheon, which will be held on March 6, 2007 at the Vancouver Hilton. As work continues on event publications (including the program and display boards), photographs and biographies of the honorees have been completed and design work is on schedule. New for this year's program, CVTV coverage of the event will be closed-captioned (both at the event and for broadcast). In addition, CVTV has recorded video clips of each of the nominators discussing why they nominated their "Woman of Achievement."

- ◆ College communications products (internal and external) will reflect our diversity goals in faculty, staff and student recruitment and retention.

### **Progress to date:**

The spring 2007 issue of *Clark College Connections* features a cover photograph of students from the Clark College International Club. The related story focuses on two programs that specifically address issues of diversity at the college – international education and disability support services – with a sidebar on the college's Cultural Pluralism Committee. Recent issues of *Clark 24/7* have included stories on the International Club's first year and the cultural pluralism and diversity evaluation.

The spring quarter enrollment advertising plan is in development and will include diversity publications as follows: *The Skanner*, *El Hispanic News* and *The Asian Reporter*. Spring quarter print advertisements, similar to those that ran during the winter quarter, featured diverse students in an effort to attract readers of similar diversity. In addition, the cable television spot for Clark College that ran as part of winter quarter marketing efforts will be revised and will continue to showcase diverse students at the college.

## Workforce Development

- ◆ In partnership with Workforce Development, expand Corporate Education marketing and communication efforts to target audiences.

### **Progress to date:**

Director of Marketing Brian Scott participated in a Demand Engine (Atlanta, GA) online presentation to evaluate the company's e-mail marketing capabilities for Clark College's Corporate Education initiatives as well as the college as a whole. Corporate Education is arranging a similar online presentation that will focus on Web trends through an online e-mail marketing company located in Portland.

## **Broad-based Partnerships**

- ◆ Expand learning opportunities outside the classroom through creation of a Distinguished Lecture series.

### **Progress to date:**

An offer has been extended to a potential speaker for an event in mid- to late April.

## **Management Excellence**

- ◆ Begin implementation of a high-level marketing plan and expand throughout the institution in support of Enrollment Development and in support of the college brand.

### **Progress to date:**

The spring quarter enrollment campaign, currently in development, will include a media mix of cable TV, radio, newspaper advertising and direct mail. The campaign schedule will start the week of March 12, with initial messages focusing on admissions and transfers, and a later focus on student registration. The media schedule will run from March 12 to April 2.

Director of Marketing Brian Scott has been working on the following marketing projects. Except as noted, they have all been completed.

- Computer Technology (CTEC) Recruitment Marketing –
  - Spring emphasis will be on high school visits in March, and in April CTEC is hosting a college recruiting event on Saturday, May 12.
  - Eastern Washington University (EWU) Bachelor of Science in Technology (BST) Program Marketing – Web program description material is being developed.
  - Web Development – Working with Tyler Chen of Instruction to design a new CTEC Web component consistent with the design standards of the new Clark College Web site. Chen has constructed and diagramed the Web development overview template.
- Vocational Marketing Plan
  - Group Meetings – completed
  - Marketing/Budget Plan – plan written and budget request submitted
  - Meeting w/Machining – being planned
  - Meeting w/Electronics/Power Utilities – completed; awaiting information for Web and direct mail projects from Shoshanna Porter.
  - Culinary Arts – direct mail letter completed; to be mailed by Jennifer Reeves of Admissions.
  - Automotive – being planned
  - Welding – scheduled for February 23
  - Diesel – scheduled for February 23

- Clark on the Road
  - Firstenburg Community Center confirmed for an outreach enrollment services session on March 14 from 1-7 p.m. A meeting of Marketing and Admissions staff to determine schedule, accountabilities, budget etc. was held February 15.
- 2007 Pathways to the Future Career Fair
  - Creative materials presentation – completed
  - Columbian print advertisement schedule – overview and plan completed
  - Advertising plan -
    - Web ad to employers - completed
    - Craig's List - completed
    - Direct mail – Vancouver Business Journal inserts – being printed, scheduled for delivery by February 28.
    - Postcard- in process
- Student Tuition Easy Payment Plan (STEPP)
  - Web Description/Q&A – completed and posted
  - Direct mail letter – in progress
  - Direct mail postcard- in progress
  - Direct mail lists- completed
  - Press release- in progress
  - Web ad – in progress
- Field Survey Technician Program –
  - Photography – 1<sup>st</sup> round completed; second round with students to be scheduled
  - Draft Web description- completed
  - Draft program brochure- completed
- Enrollment Management Plan
  - Draft executive summary- in progress
  - Draft sections- in progress

### **Additional Highlights:**

- ◆ Completion of the spring quarter 2007 class schedule, *Clark College Connections*.
- ◆ Coordination of biographies and photos of Clark's 2007 All-Washington Academic Team members, Sue Corey and Max Holloway, for the statewide awards luncheon in Olympia in March.
- ◆ Executive Director Barbara Kerr, Communications Specialist Erica Schwenneker and Webmaster Chris Concannon are continuing their participation on the standard 9 committee in preparation for Clark's 2008 accreditation visit.
- ◆ Communications Specialist Erica Schwenneker is serving as the departmental representative to the academic calendar committee.
- ◆ Executive Assistant Marta Dragomir is serving as the departmental representative to the facilities master plan update committee.
- ◆ Webmaster Chris Concannon was among those honored as a nominee for the Quarterly Classified Staff award for the fall quarter of 2007.

Barbara Kerr  
 Executive Director of Communications and Marketing  
 February 15, 2007

## **Foundation Report to Board of Trustees**

### **February 2007**

The following progress has been made in support of the Mission Imperatives and goals.

#### **Broad Based Partnerships**

- Increase number of donors and obtain consistency in giving.

##### **Progress to Date:**

1. Foundation staff have conducted 40+ substantive visits
  2. 2006/07 PAC membership appeal was mailed to 133 local businesses
  3. 2007 Alumni membership appeal was mailed to 9,126 alumni
  4. An appeal mailing was sent to all donors who provided a gift last year but not yet this year (approximately 300)
  5. Planning has begun for the 2007 Clark College Foundation Annual Charity Golf Tournament (July 30, 2007)
  6. Concluded the first phase of the Giving Circle recognition process with the first written public recognition exhibited in the Partners winter newsletter
  7. Planning has begun for Savoring Excellence (May 31, 2007)
- Strengthen relationship between the College and the Foundation

**Progress to Date:** The Foundation staff is actively engaged in campus life. The Foundation participates regularly in the Instructional Council meetings, College Council, Executive Cabinet, and serves on numerous other campus based taskforces and committees. The VP of Development is visiting with each of the academic units to better understand the needs of those units and to answer any questions with regard to the Foundation.

- Improve and increase volunteer participation

**Progress to Date:** Highlighted in the most recent 24/7, Foundation Board members, staff and volunteers had the honor of presenting Faculty and Staff at Clark with certificates of appreciation for their support of the Foundation's end of year appeal. The certificate program was well received and our volunteers had a wonderful opportunity to meet the exceptional people at Clark College.

#### **Management Excellence**

- Improve administrative processes.

**Progress to Date:** The Foundation's 2007 – 2008 goals are currently in the draft stage. With this goal setting and budget development exercise being conducted in coordination with the College, it is providing great opportunities to better utilize our resources for the betterment of Clark and the Foundation. All sorts of interesting propositions are beginning to emerge thanks to this coordination which should provide a level of efficiency and effectiveness for both the College and the Foundation. These partnership alignments are happening with Student Affairs, Instruction, Business Services, Workforce Development and Mature Learning.

Lisa Gibert  
President/CEO  
February 15, 2007

# **CONSENT AGENDA FIRST READING**



Date: February 15, 2007  
To: Robert K. Knight, Interim President  
From: Rassoul Dastmozd, Vice President of Instruction  
Re: Tenure Recommendations

The tenure committees have forwarded the following recommendations to me for consideration. I will review the tenure documents and provide my recommendations to you.

**Faculty**

Gothard Grey  
Sandy Haigh  
Susan Link  
John Mitchell  
Bill Wheeler

**RIF Unit**

Physics  
Biology  
Nursing  
Math  
Engineering

RD:jem

DATE: January 26, 2007  
RE: **Sabbatical Requests for 2007-2008 Academic Year**  
FROM: Rassoul Dastmozd, Vice President of Instruction  
TO: Robert Knight, Interim President, Clark College

Attached are sabbatical leave applications for the 2007-2008 academic year. The Professional Placement and Advancement Committee (PPAC) met January 19, 2007 and recommended approval of the following applicants. My recommendations are as follows:

<b>Faculty Member</b>	<b>Quarters</b>	<b>Recommended Quarters</b>
Don Erskine	1	Fall 2007
Mary Evens	1	Winter 2008
Kathrena Halsinger	3	Fall 2007, Winter 2008 and Spring 2008
Kitty Mackey	2	Winter 2008 and Spring 2008
Melanie Mooney	3	Fall 2007, Winter 2008 and Spring 2008
David Oates	3	Fall 2007, Winter 2008 and Spring 2008
Wes Orser	1	Spring 2008
Marcia Roi	1	Winter 2008
Richard Shamrell	1	Fall 2007
Dennis Watson	1	Winter 2008
<b>TOTAL</b>	<b>17</b>	

As stated in the Clark College Administrative Policies and Procedures, sabbatical leaves shall not be granted in excess of four percent of full-time faculty based upon the previous contract year. In accordance with the above policy, Human Resources has calculated the number of quarters available for 2007 – 2008 sabbatical leave as **nineteen (19), based on 162** faculty positions. The above recommendations constitute a total of **seventeen (17) quarters** for 2007 – 2008.

Enclosures  
RD: tc

Cc:

- file
- PPAC Chairperson
- Human Resources

# DRAFT

## Clark College 2007-2009 College Calendar

	2007-2008	2008-2009
<b>SUMMER QUARTER</b>		
Classes Begin	June 25 (M)	June 30 (M)
Independence Holiday	July 4 (W)	July 4 (F)
End of 1 <sup>st</sup> 5-week Session	July 27 (F)	August 1 (F)
2 <sup>nd</sup> 5-week Session Begins	July 30 (M)	August 4 (M)
Last day of 8-week Session	August 17 (F)	August 22 (F)
End of 2 <sup>nd</sup> 5-week Session	August 31 (F)	September 5 (F)
<b>FALL QUARTER</b>		
Labor Day Holiday	September 3 (M)	September 1 (M)
Faculty Workdays, Orientation Registration, Advising	September 12-21	September 10-19
Classes Begin	September 24 (M)	September 22 (M)
Faculty Workday	October 12 (F)	October 10 (F)
Veteran's Holiday	November 12 (M)	November 11 (T)
No Evening Classes	November 21 (W)	November 26 (W)
Faculty Workday	November 21 (W)	November 26 (W)
Thanksgiving Holiday	November 22-23 (Th-F)	November 27-28 (Th-F)
Last Day of Classes	December 7 (F)	December 5 (F)
Final Exams	December 10-13 (M-Th)	December 8-11 (M-Th)
Faculty Workday	December 14 (F)	December 12 (F)
Christmas Holiday	December 25 (T)	December 25 (Th)
<b>WINTER QUARTER</b>		
New Year's Day Holiday	January 1 (T)	January 1 (Th)
Classes Begin	January 7 (M)	January 5 (M)
Martin Luther King Holiday	January 21 (M) Holiday observed	January 19 (M) Holiday observed
President's Day Holiday	February 18 (M) Holiday observed	February 16 (M) Holiday observed
Last Day of Classes	March 17 (M)	March 16 (M)
Final Exams	March 18-21 (T-F)	March 17-20 (T-F)
Faculty Workday	March 24 (M)	March 23 (M)
<b>SPRING QUARTER</b>		
Classes Begin	April 7 (M)	April 6 (M)
Memorial Day Holiday	May 26 (M)	May 25 (M)
Last Day of Classes	June 13 (F)	June 12 (F)
Final Exams	June 16-19 (M-Th)	June 15-18 (M-Th)
Graduation	June 19 (Th)	June 18 (Th)
Faculty Workday	June 20 (F)	June 19 (F)

***The Calendar Committee recommends that Summer quarter 2009 begins June 29***

	<u>F</u>	<u>W</u>	<u>Sp</u>	<u>F</u>	<u>W</u>	<u>Sp</u>
Instructional Days	50	49	49	50	49	49
Exam Days	4	4	4	4	4	4
Faculty Workdays	<u>11</u> 65	<u>1</u> 54	<u>1</u> 54	<u>11</u> 65	<u>1</u> 54	<u>1</u> 54

President Approved:  
Board of Trustees Approved:

# **CONSENT AGENDA**

**MINUTES OF THE BOARD OF TRUSTEES**  
**Clark College, District No. 14**  
**January 29, 2007**  
**Penguin Student Union Building Rooms 258B & C**

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

Administrators: Bob Knight, Interim President; Rassoul Dastmozd, Vice President of Instruction; Phil Sheehan, Interim Vice President of Administrative Services; Rachel Ruiz, Vice President of Student Affairs; Katrina Golder, Associate Vice President of Human Resources; Candy Bennett, Executive Dean of Planning and Advancement; Barbara Kerr, Executive Director of Communications and Marketing; Wonder Baldwin, Executive Assistant to the President; Leann Johnson, Director for Equity and Diversity; Lisa Edwards, Executive Dean of Workforce Development and Continuing Education; Travis Kibota, Interim Dean of Science, Health & Physical Education; Sylvia Thornburg, Interim Dean of Instructional Operations; Karen Wynkoop, Director of Business Operations; Jennifer Grove, Administrative Services Operations Manager; Alex Montoya, Interim Dean of Enrollment Services; Ted Broussard, Dean of Student Success and Retention/ Acting Director of Student Life and Multicultural Student Affairs; Joe Renouard, Interim Director of Workforce Education; Tracy Reilly-Kelly, Program Manager for Mature Learning/Travel Studies; Robin Terjeson, Dean of Math, Physical Sciences and Engineering; Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Lynn Chmelir, Interim Director of Library Services; Glen Jenewein, Director of Distance Learning; David Daugherty, Interim Director of Computing Services; Todd Oldham, Director of Corporate Education; Tonya Lawrence, Tech Prep Apprenticeship Program Manager; Miles Jackson, Interim Dean of Social Science and Fine Arts; George Reese, Interim Director of Instructional and Vocational Services; Kitty Brokaw, Director of Grants Development; Shih-Han Lu, Internal Auditor

Faculty: Miles Jackson, Marcia Roi

Staff: Billie Garner

Students: Amanda Mayoral, David McCabe, Anatoliy Bilyle, Mikhaie Kreshxin, Yevgeuiy Kroshkin, Pablo Soto, Raychel Berdinner, Mark Oldaleer, Chelsey Albert, Chantal Davison, Mick Lordkoen, Judy M. Comb, Elizabeth Gold, Robby Robinson, Johnny Baskes, Paul Clare, Carroll Dodd, Ji Um, Elizabeth Hawkins, Jacob A. Perry, Marshall Rogers

Others: Michael Shinn, Assistant Attorney General; Lisa Gibert, Foundation President; Barbara Chen, Lehman Holder, Dwight Stewart-Woop, Donald Mattison, Linell Arbuckle

**I. CALL TO ORDER:**

The meeting was called to order by Chair Rhona Sen Hoss at 5:07 p.m.

**II. BUSINESS MEETING**

**A. Review of the Agenda**

Chair Sen Hoss reviewed and approved the agenda. She stated that statements from those that are speaking be made at the podium or microphone. Chair Sen Hoss requested that when making statements please state your name and association. She noted that minutes are being submitted without any verbatim information, but the recorder will note your name and association affiliation.

**B. Statements from the Audience**

Mr. Lehman Holder, Chair of the Mature Learning Advisory Committee at Clark College asked the Board to consider reducing the course fees for the mature learning program. Trustee Addison Jacobs asked the status of mature learning waiver. Chair Sen Hoss stated that the Executive Cabinet is reviewing the overall tuition policy and noted that the Board will be ready at the March board meeting to discuss all of the tuition waivers. President Knight stated that the Executive Cabinet will present the outcomes regarding the tuition waivers at the March board meeting. Another mature learning participant asked that all of the classes be reviewed when determining the fees for the mature learning program. Chair Sen Hoss thanked the participants for their comments and attending the board meeting.

**C. Statements and Reports from the Board Members**

Trustee John White requested that the discussion for the meeting with the local school boards be listed in the future agenda items.

**D. Institutional Report –** President Knight introduced and welcomed Ms. Shih-Han Lu as the Internal Auditor for Clark College. He also displayed a plaque of Clark College at Washington State University Vancouver that the college received as a community Zion award. He noted that this plaque was awarded by the community for the price line award and congratulated all those that were involved in the process and noted that the plaque will be hung promptly at Washington State University Vancouver.

President Knight stated he has scheduled a meeting the Evergreen and Vancouver school district superintendents, regarding a joint meeting with their Board Members and the Clark College Board of Trustees. He stated that after the meeting he will bring back the agenda to the next board meeting. Chair Sen Hoss stated that the board has agreed to review the agenda for this meeting with the school districts board members and include the high school report from Clark College and some of the information from the state board

from the January Legislative conference that focused on ways K-12 can partner with Clark College. Chair Sen Hoss stated that this meeting would be in late spring. President Knight stated that he met with Congressman Brian Baird on January 24, 2007 to assist Clark to become a better recipient of the National Science Foundation and research project funds. President Knight stated that Senator Craig Pridemore's office is moving forward on the submission of the feasibility study for \$100,000 for the crossing of Fort Vancouver Way. He stated that the Interim President's 2007 - 2008 Goals that are listed in the packet are for the Board to review and that the 2006 - 2007 Goals will be discussed at a later date. Chair Sen Hoss stated that the board will review the Interim President goals for the current year this month and meet in an executive session in February to discuss them.

#### **E. Association Reports**

1. **AHE** – Ms. Marcia Roi highlighted events from her report.
2. **ASCC** – Ms. Amanda Mayoral congratulated the Men's Basketball Team on their victory win on Saturday, January 27 and invited the Board to the Wednesday and Saturday basketball games. Ms. Mayoral stated that she will be introducing Interim President Robert Knight at the State of the College Address that will be held on Wednesday, January 31 at 11:00 a.m. in Gaiser Hall Student Center. She also stated that State Representative Deb Wallace invited her to speak on behalf of the students regarding initiating the Washington Learns Project.
3. **WPEA** – Mr. Billie Garner highlighted events from his report.

#### **F. College Reports**

1. **Instruction** – Mr. Rassoul Dastmozd reviewed the increase of enrollment in ABE/ESL and GED. Trustee Jacobs asked what a Blackboard is and how does it work which is described in his report. Mr. Dastmozd stated that the blackboard is the software that is used to offer the online courses and noted that Mr. Glen Jenewein, the Director of eLearning will discuss the progress of eLearning and its relationship to the blackboard. Mr. Dastmozd stated that the Office of Instruction will be adding a number of faculty positions, he stated that they are replacing seven retirees positions that are tenure track, with the exception of the position at the Larch Correction Facility, this position will not be a tenure position. He stated that the Office of Instruction is recruiting for six faculty positions, but noted that four of these positions at the Office of Instruction will be funded next year. Mr. Glen Jenewein, the designer of the distance education, conducted a presentation on the past, present and future of eLearning at Clark College. Chair Sen Hoss raised a question about the GoArmyEd. President Knight answered that Clark College will soon have courses offered to students anywhere in the country. Trustee Parker

raised a question of the students that are using eLearning. Mr. Jenewein noted that currently this is a small percentage but that there are opportunities on the eLearning website for students to assist them in being more prepared to take an on-line class. He stated that he has been assisting and educating the faculty on eLearning to become proficient on-line instructors. President Knight stated that the College is fortunate to have Mr. Jenewein on staff and that he and his expertise is noted throughout the state of Washington and around the region.

2. **Administrative Services** – Mr. Phil Sheehan gave an update of Clark College's "T" Building. Trustee White raised a question on the budget and recommendations of the IT Council. Mr. Sheehan stated that the IT Council has a budget and will be submitting recommendations to the Executive Cabinet. Trustee Jacobs raised questions regarding an update of the timeframe of implementing the IT Plan. President Knight stated that several of the projects are addressed in the goals for this year and that the Executive Cabinet will update the board in what has been achieved. Mr. Sheehan reviewed the Clark College Budget Status Report for December. Mr. Sheehan gave a brief update on the "T" Building. He noted that the Student Affairs office has been moved to the "T" Building. The Financial Aid offices will be moving soon and the Workforce Development department is scheduled to move in the spring or early winter.
3. **Student Affairs** – Dr. Rachel Ruiz stated that there is a decline in the enrollment for winter; she noted that the latest figure is -4.58% but noted that the Student Affairs office has an aggressive spring registration campaign as a plan to increase the numbers of enrollment for spring. Dr. Ruiz recognized and acknowledged Mr. Ted Broussard, Dean of Student Success and Retention and acting Director of Student Life has been doing an excellent job working with the students. Trustee White acknowledged her YWCA board election of Community Choices 2010. He raised a question regarding the number of low income Running Start students. Dr. Ruiz stated that there is a significant number of students enrolled in the running start program that are low income. She also stated that Clark College has a good relationship with the local high schools and the principals and they are aware of the program that is offered at Clark and send students to Clark. President Knight stated that Ms. Linda Calvert, the Manager for the running start program does a wonderful job in helping the students be successful in running start and encourages them to continue their higher education at Clark College. Chair Sen Hoss requested that the total financial dollar amount on the financial aid stats sheet be added at the end of each column. Trustee Peery raised a question of reviewing the data of Clark's enrollment trend with the community colleges in the region. He noted that this data may explain the reason for the declining enrollment at Clark College. Dr. Ruiz stated that the College has developed strategies such as the packaging of the



classes, offering more short-term classes that can be taken within 5-6 weeks. Dr. Ruiz stated that she will bring back the data from the colleges in the region with the comparison to Clark College; President Knight stated that he will bring back data on the actual cost for running start access to be discussed at a future board meeting.

4. **Human Resources** – Ms. Katrina Golder stated the multi-cultural pluralism committee developed a diversity survey in support of the diversity audit. She stated that the survey is offered on-line to all employees. Employees have been encouraged to participate. The survey closes on February 15. Ms. Leann Johnson stated that the committee hopes for a response of 1200 participants in the survey.
5. **Planning and Advancement** – Ms. Candy Bennett reviewed follow-up information listed in her report regarding grants that have been submitted. Ms. Bennett introduced Ms. Kitty Brokaw, Director of Grants Development. She also acknowledged the efforts of the Accreditation Co-Chairs, Dr. Tim Cook and Ms. Charlene Montierth. She stated that the co-chairs are assisting the accreditation standards committee with collecting information and also preparing an accreditation survey for the college.

She added that several college representatives will be attending the 2007 Self Study workshop in Seattle to gain more information on accreditation. Ms. Bennett stated from her report that she and President Knight will host the Southwest Washington Senators Cantwell and Murray and Representative Brian Baird on February 8. She noted that the visit will include a tour of the campus and a discussion of issues impacting the colleges at the local and federal level.

6. **Workforce Development** – Chair Sen Hoss on behalf of the board thanked Dr. Lisa Edwards for her service to the college as Executive Dean of Workforce Development and Continuing Education and wished her well on her next adventure. Dr. Lisa Edwards introduced Ms. Tonya Lawrence, Tech Prep and Apprenticeship Program Manager to present an overview of the tech prep performance. The College benefits from the program because the students have already taken their entry level or prerequisite courses and will hopefully transition to Clark to earn their Clark College degree. She stated that the college is serving 17 high schools representing 10 different districts. Ms. Lawrence stated that this is a professional technical program which is more focused than the running start program, which focuses on academics. President Knight stated that as the students take the tech prep courses, they earn college credit towards their GPA. Trustee Jacobs raised a question regarding the funding of this program. Ms. Lawrence stated that the students are funded through the Perkins Act of 1990 which comes directly to Clark College. Chair Sen Hoss commented that this report would be a resource tool to distribute to the K-12 board members.

Dr. Lisa Edwards presented a performance report update on the Workforce Development and Continuing Education Department. She stated that in Fall 2004 the board authorized the use of \$1 million to launch the Workforce Development and Continuing Education Department as a revenue generating enterprise. She stated that from July 2004 to December 2006, \$1,222,000 has been generated from the Workforce Development and Continuing Education Department.

Dr. Edwards stated that to date there are 4 training proposals that were generated from the call center campaign that was conducted December 2006. Mr. Todd Oldham, Director of Corporate Education stated that this is a 6-month process. Dr. Edwards stated that the goal for this campaign was to contact key people so that the department could create a list of e-mail addresses to start marketing, promoting and building relationships with the business industries. She stated that through the campaign it allowed the department to generate 250 e-mail addresses.

Trustee Peery raised a question regarding the apprenticeship funding. Dr. Edwards stated that this dollar amount is prorated out and is on a formula that is out-dated; she noted that everyone gets an allocation FTE. Dr. Edwards explained that this is a grandfathered FTE allocation and noted that the labor council is asking for the formula to be revisited. Dr. Edwards explained that part of the 55% infrastructure piece is getting the department moved forward with proper technology infrastructure to do massive marketing, online registration, financial snapshots; she noted that the department needs daily snapshots to operate like a business. In doing this Mr. Oldham spent a significant amount of his time working to acquire and to develop a CampusCE program which is the infrastructure piece that the department had to have to operate in a position to generate revenue.

Dr. Edwards concluded with the recommendations from the Workforce Development and Continuing Education Department as a revenue generating enterprise at Clark College.

Chair Sen Hoss mentioned that the financial performance statement is through December which indicates that the department is under budgeted. Dr. Edwards stated that the department is close to being on budget for a 4-year timeline, which the department has 1 more year to generate revenue. Interim President Knight stated that the department has \$164,000 to use from the fund balance account for next year. Trustee Parker asked Dr. Edwards if she foresees the department reaching the goal of being self sufficient in the fifth year. Dr. Edwards stated that the timeline is taking longer than the department anticipated, due to the infrastructure that had to put in place for the department to be in a position to generate revenue. President Knight stated that he will ask Ms.

Karen Wynkoop, Business Manager to develop a task force to analyze the current infrastructure of the department. The timeframe he gave was 60 days which would be by the end of March or early April. President Knight also stated that any revenue generated would be through the corporate education program.

7. **Communications and Marketing** – Ms. Barbara Kerr announced that Wednesday, January 31 is the State of the College address. President Knight will greet the employees and students at Town Plaza at 9:00 a.m. and talk about the state of the college. She stated that at 11:00 a.m. he will speak to the employees and noted that Clark Vancouver television (CVTV) will show the presentation live and will be broadcasting the speech several times to the community between February 2 – 16. Then in the afternoon President Knight will greet the employees and students at Clark College at WSUV at 1:00 p.m. to again speak on the state of the college. Ms. Kerr stated that one of the announcements that President Knight will be making during his address is that Thursday, February 1, 2007 is the official day of the college's physical new address, which is 1933 Fort Vancouver Way. She also stated that President Knight will also be sending a message via e-mail to the college community on tomorrow, January 30 reminding staff of the new address. Also, in the President's State of the College address, he will give an update on the logo. Ms. Kerr stated that the commitment to the college community regarding the logo was to review the feedback from the college community and bring the outcomes from the survey back to the college community at a later time. She stated that the department is taking advantage of the new expertise that has been added to the communications and marketing department and will present a logo update at the end of February or late March.
8. **Clark College Foundation** – Ms. Lisa Gibert stated that the foundation has had a very successful end of year appeal. She stated that the Clements Group began an evaluation of the Foundation operations on January 22. She noted that Dr. Pend Armistead from the Clements Group spent a day and a half meeting with Clark's Board of Trustees, Foundation board members, Alumni and Pac representatives, Clark College Executive Cabinet and the foundation staff. She mentioned that the goal for his visit is to review how the Foundation is structured and how the Foundation can best work with the College. Ms. Gibert noted that Dr. Armistead will be returning for a retreat this spring, when a date has been determined, she will notify the board.

### III. CONSENT AGENDA

- First Reading - There was no first reading.

#### **IV. Consent Agenda**

- December 11, 2006 Board of Trustees Minutes

Trustee Jacobs moved to approve the consent agenda. Trustee Peery seconded the motion. Motion carried. The consent agenda was approved unanimously.

#### **V. Future Agenda Items**

Discussion: The IT Plan will be added to the future agenda items and will be discussed at the May board meeting. President Knight stated the tuition waivers that the college reviewed three years ago will be discussed at the March board meeting.

1. Tenure (March)
2. Nursing Program (March 19) Board/EC Work Session
3. Instructional Plan (March 19) Board/EC Work Session
4. Enrollment Management Plan (March 19) Board/EC Work Session
5. Board Policies (March 19) Board/EC Work Session
6. Presidential Search Update (April)
7. Triangle/East County Property (May 14) Board/EC Work Session
8. IT Plan Update (May)

#### **VI. Date and Place of Future Meetings**

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, February 26, 2007 in the Penguin Student Union Building Conference Rooms 258 B & C.

#### **VII. Executive Session**

Chair Sen Hoss announced that the Board will not hold an Executive Session.

#### **VIII. Adjournment**

The meeting was adjourned at 7:35 p.m.

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Rhona Sen Hoss, Chair  
Clark College Board of Trustees

Wonder Baldwin, Recorder