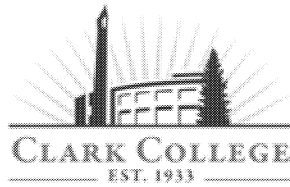


Clark College Board of Trustees Packet

February 25, 2008

Clark College
The Next Step



Vision Statement

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

Mission Statement

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

**Clark College
Board of Trustees Packet
February 25, 2008**

Table of Contents

Clark College Vision/Mission	Page i
December Board Agenda	Pages ii-iii
President's Report	Pages 6-7
AHE	Pages 8-9
ASCC	Pages 10-11
WPEA	Page 12
Instruction	Pages 13-18
Administrative Services	Pages 19-25
Student Affairs	Pages 26-33
Human Resources	Pages 34-46
Planning and Advancement	Pages 47-49
Corporate & Continuing Education	Pages 50-51
Communications and Marketing	Pages 52-55
Foundation	Pages 56-57
First Reading	
♦ CCAHE Agreement Page	Page 39
♦ Tenure Recommendations	Page 12
♦ Sabbatical Requests for 2008-2009	Page 13
Consent Agenda (January Minutes)	Pages 58-64

CLARK COLLEGE BOARD OF TRUSTEES

Monday, February 25, 2008

Penguin Union Building

Room 258 B & C

All regular meetings of
the Board are recorded

AGENDA

BOARD WORK SESSION, Room 258 A

4:00-4:15 p.m.	Fundraising List
4:15-4:30 p.m.	Columbia River Crossing
4:30-4:45 p.m.	Strategic Planning in Conjunction w/ Resource Development Plan
4:45-5:00 p.m.	Board Self Evaluation

5:00pm

I. CALL TO ORDER

II. BUSINESS MEETING, Room 258 B & C

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members
Board Self-Evaluation

D. President's Report#1-2
Student Success Presentation: Zeinab Goudiaby

E. Association Reports
1. AHE#3-4
2. ASCC#5-6
3. WPEA#7

F. College Reports
1. Instruction.....#8-69
Tenure Recommendations.....#12
Sabbatical Requests for 2008-2009.....#13-69
Faculty Presentation: Julian Nelson, International Travel Presentation

2. Administrative Services.....#70-76

3. Student Affairs#77-84
Enrollment Update
4. Human Resources.....#85-97
5. Planning and Advancement.....#98-100
6. Corporate & Continuing Education.....#101-102
7. Communications and Marketing#103-106
8. Clark College Foundation#107-108

III. CONSENT AGENDA

- A. First Reading
 - ◆ CCAHE Agreement.....#89-90
 - ◆ Tenure Recommendations..... #12
 - ◆ Sabbatical Requests for 2008-2009.....#13-69
 - ◆
- B. Consent Agenda
 - ◆ Minutes from the January 28, 2008 Meeting..... #109

IV. FUTURE AGENDA ITEMS

WORK SESSION

Fundraising List
Columbia River Crossing
Strategic Planning in Conjunction w/
Resource Development Plan
Board Self Evaluation
Tenure Reception (Apr)
Joint Board Meetings/ Battle Ground,
Ridgefield, Camas, Washougal (TBD)

BOARD

Tenure Recommendations (March)
Sabbatical Requests 2008-2009 (March)
Larch Correctional Facility (March)
Board Policies (March)
Diversity Survey (under HR in March)

V. DATE AND PLACE OF FUTURE MEETING

- *The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, March 10, 2008 in the Penguin Union Building 258 B & C.*

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

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

President's Report February 2008

Focus on Learning

Progress to date:

- ◆ The President participated in the Jan 31st Global Warming and Sustainability teach-in. An open forum was held in the student lounge and many good ideas were brought forth. A college wide task force on sustainability will be formed to help move the college forward on sustainability.

Broad Base Partnerships

Progress to date:

- ◆ The President met, one-on-one, with Chancellor Dengerink in late January and early February to discuss common interests between Clark College and WSUV. We will continue monthly meetings.
- ◆ The President provided a college update to the Sunrise Rotary Club in Salmon Creek.
- ◆ The President attended a welcome reception for the President of WSU at the Historic Reserve.

Respect for Differences

Progress to date:

- ◆ President Knight attended the Obo Addy drum and cultural presentation as part of the MLK celebrations.

Management Excellence

Progress to date:

- ◆ President Knight participated in the out brief with the LERN consultant concerning the assessment of Corporate and Continuing Education. The consultant recommended restructuring and downsizing of Corporate and Continuing Education.
- ◆ The President and Executive Cabinet conducted a mid-year distribution of funds based upon our increased enrollment over budgeted enrollment. An additional

\$600,000 of funds was distributed to the college; \$400,000 was distributed proportionately across the college and \$200,000 was used to fund down the list of unfunded priorities.

Access to Education

Progress to date:

- ◆ President Knight attended the ACCT National Legislative Summit in Washington D.C. along with Candy Bennett and trustees Addison Jacobs and Sherry Parker.

Robert Knight
President
February 20, 2008

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

Facilitating communication

Dr. Roi and AHE Vice President Barbara Simpson met with Rassoul Dastmozd and discussed faculty response to Office of Instruction restructuring, among other topics. The meeting was productive.

Bargaining

The bargaining teams from the faculty and administration met and agreed on a MOU which would provide the release time to the faculty bargaining team for spring term. We also discussed ground rules and facilitation of sessions.

Dr Roi and senator David Duback attended the WEA bargaining conference in Federal Way in January.

Dr. Roi attended the Coordinated Bargaining conference in Vancouver and met with representatives from Lower Columbia College as well as Olympia College to discuss items of common interest in regards to contract bargaining.

Dr. Roi is scheduled to attend the AFT-WEA bargaining conference for advanced bargaining techniques in March.

Organizational activities

Vice President Barbara Simpson reports her weekly lunch sessions with faculty and potential members are well attended.

WPEA was represented at the AHE senate meeting this month. We discussed items of common interest between the two unions.

Membership

One new member joined this month.

Grievances

Three grievances have been filed with the college. One is awaiting reply, one has been scheduled for arbitration in May, and a second grievance has been filed with the American Arbitration Association.

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

Community Connections

Dr. Roi attended the WEA Riverside Council meeting in January .

Dr. Roi is scheduled to attend the WEA Statewide lobbying Day on February 17-18th in Olympia .

Senator Duback met with Representative Wallace to discuss community college issues.

Two conference calls were held in January with Representative Wallace, Dr. Roi and Dr. Bobula; and another with senator Roxane Sutherland to discuss current legislation with regards to higher education.

Dr. Roi attended the Clark College Legislative dinner in Olympia in January.

Submitted by
Dr. Marcia Roi
President, CCAHE
February 15, 2008

ASCC Board Report February 2008

Student Government

The ASCC Executive Council and the ASCC Activities Programming Board have been off to a busy start of winter quarter. Our Executive Council has been very active in addressing students' needs and their wants. We are engaged in many ways to help foster student success and retention while helping build a healthy Penguin Nation.

- ♦ **Cindi Lou Kunkle, ASCC Club Coordinator**, held a very successful Club fair this quarter with 40 chartered clubs, and she continues to chair her weekly Club Committees on Friday's at 1:00pm in PUB 258A.
- ♦ **James Owens, ASCC Finance Director**, and members of the ASCC Finance Committee have had a very productive start to the winter quarter. They have heard and passed many exciting fund balances and are under way in reviewing program budgets.
- ♦ **Heather Clarno, ASCC Executive Assistant**, held a well attended Vendor Fair in the Gaiser Student Center on Monday, February 11th through the 12th, 2008. There were over 12 different vendors who were sponsored by clubs such as; the Clark History Club, the German Klub, the Horticulture Club, and the Anime Club.
- ♦ **Derrick Streng, ASCC Vice President**, has started the ASCC Constitution and Bylaws Review committee and the members have already made great progress in reviewing and making changes to the bylaws.
- ♦ **Pat Mehigan, ASCC President**, has had a busy start to the quarter. He attended the State of the College address on the 17th, of January, the Legislative dinner in Olympia along with the ASCC Executive Assistant, Heather Clarno, the Gaiser Renovation meetings, the Community Choices forum and he continues to chair the ASCC Executive Council.
- ♦ **Janet Sanchez, ASCC Activities Director**, and the Activities Programming Board have sponsored many excellent events this quarter.
 - *Family Movie Night* was held in the Penguin Student Lounge on Friday 18th, 2008. APB member Jenn Brown had a double feature of Willie Wonka and the Chocolate factory and Charlie and the Chocolate factory. There were many Clark students and their families in attendance.
 - *Clark Bowl*, was held on Monday, February 5th, 2008 in the Penguin Student Lounge. This was APB member JB Wheelon's Football Video Game Tournament. There were many students in attendance and a

cake made by our own Culinary Department was a big hit for everyone involved.

- *Mardi Gras Masquerade*, was held on Thursday, February 7th, 2008 in the Penguin Student Lounge. This was Activities Directors, Janet Sanchez's event. There were over 75 students in attendance for this fantastic event. A DJ was on stage entertaining the students who were dressed in masquerade attire and having a wonderful time.
- *Cupid's Ball* was held on Thursday, February 14, 2008 in the Penguin Student Lounge. This was APB member Alyshia Saltman event for Valentines Day. There was a DJ keeping everyone on the dance floor and a photo studio set up for couple's pictures.
- *Africa Unveiled*, will be held on Wednesday, February 27, in the Gaiser Student Center from 11:00am to 1:00pm. There will be African dancing, singing, and dancing along with food for the student body.

Student Clubs and Programs

- ♦ **The German Klub** is going to Washington D.C. on Thursday, February, 14th, 2008. The Klub will be visiting the Holocaust Museum and the International Spy museum with 20 students and 2 advisors.
- ♦ **The Model United Nations Program** has returned from their second successful conference this quarter. Their latest conference was in Montreal, Canada, where they competed with such universities as; Harvard, Princeton, M.I.T, and West Point, with great results for the delegates from Clark College.

Respectfully submitted,
Pat Mehigan
ASCC President

**WPEA/UFCW Local 365, Clark College Unit
Board Report February 25, 2008**

UNIT ACTIVITIES

- ◆ WPEA/UFCW Clark College Unit meeting was held on February 20, 2008 in BHL 109.
- ◆ Job Representative Council meeting was held February 21, 2008 in JSH 244.
- ◆ WPEA/UFCW Local 365 District 1 quarterly meeting was held March 18, 2008 in PUB 258B.
- ◆ Eugene Carroll attended the Southwest Washington Labor Roundtable in January.

COMMITTEE REPORTS

- ◆ These are our 2008 Job Representatives:
Eugene Carroll - ext. 2416, Billie Garner - ext. 2336,
Mark Owsley - ext. 2141, Jean Roniger - ext. 2336, David Sims - ext. 2132,
David Stephan - ext. 2661, Jennifer Wheeler - ext. 2146

COMMUNICATION

- ◆ The Clark College WPEA/UFCW Unit meetings will now be held in BHL 109 the third Weds of each month at noon and quarterly at 6:00 AM.
- ◆ Labor Management Committee last met on January 24, 2008. Topics discussed were:
 1. Use of Master Email List
 2. Radon Testing Update
 3. Contracting Out - Legal Council in OLYMPIA is preparing a response
 4. Notification on Dues
 5. Drug and Alcohol policy - WPEA is reviewing the language in OLYMPIA
 6. Cold weather gear for graveyard custodians
- ◆ WPEA/UFCW and AHE continue to meet regularly fostering open communication and promote a positive working environment. David Sims attended the last AHE meeting in February.

The next WPEA/UFCW Membership meeting will be on March 19, 2008

Submitted by:

David Sims, Assistance Chief Job Representative - February 19, 2008

Instruction Board Report February 2007

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

Focus on Learning

- ♦ **Conduct strategic dialogue and training, to promote a learner-centered approach for Instruction.**

Progress to date:

The Teaching and Learning Center (TLC) hosted several events during the past month, including a Conversation Café with students, faculty, and staff discussing the most effective learning environment for students.

A Listening Salon was held to increase the listening skills of faculty, staff, and students and provide the opportunity for participants to really be heard.

The TLC also hosted two showings of the PBS special, *Discounted Dreams*, which were followed by spirited discussion with more than 50 faculty, staff, and students in attendance.

SMART classroom training was provided to 44 faculty members.

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

Progress to date:

The Retention Committee is finalizing its goals in anticipation of submitting budget requests associated with each goal by February 22. Each goal is accompanied by an outcome specifying a targeted change in our baseline data dealing with student success rates, retention rates, or rates of probation. A number of strategies, some of which are expected to impact more than one goal are now being itemized with concrete steps and responsible parties identified for each. The Retention Committee has also identified the following four main issues:

1. Increase retention of students of color;
2. Decrease the number of students on probation or decrease time on probation;
3. Increase progress rate or return for first-time students at Clark;
4. Increase the DVED and ENL course success rates.

The committee has been blessed with contributions of tremendous energy and enthusiasm by its members and others called upon for their specific expertise. Co-chairs Ted Broussard and Sylvia Thornburg thank all involved to date.

Access to Education

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

Progress to date:

The following hybrid courses are currently under development in the SOFA unit: ART 131 – Photographic Storytelling, SOC& 101 – General Sociology, CJ& 101 – Introduction to Corrections, and HIST 260 – African History.

- ♦ **Increase the transition rate of recent high school Tech Prep graduates by 5%.**

Progress to date:

New articulation agreements have been added in the following programs: Accounting, CADD, Computer Technology, Culinary Arts, Data Networks, and Machining.

Respect for Differences

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

Progress to date:

The Office of Instruction has compiled a listserv of nearly 100 colleges and universities that have historically served African-American and Hispanic students. This listserv is now available to our Human Resources office to use in alerting each of these institutions to any current or coming faculty and administrative positions with a single e-mail notification.

- ♦ **Continue efforts and discussions to incorporate multicultural awareness across Instruction and within curriculum.**

Progress to date:

"A Passion for Africa: Central African Art" is on exhibit at the Archer Gallery from February 19 to March 16. Curator Dr. David Brinkley will present a lecture entitled "Stop the Sun: The Art and Masquerade in Southern Kuba Culture" in the Penguin Student Lounge on February 19 at 6:30 p.m.

In celebration of Black History Month, guest conductor Ron Carter and the Clark Jazz Ensemble will perform "An Ellington Introspective – The Music of Duke Ellington" on February 17 at 7:30 p.m. in the Gaiser Student Center.

Additional Highlights

- ♦ On January 24-26, the Clark College Jazz Festival brought 1,200 high school jazz musicians to the College to participate in the Jazz Band and Vocal Jazz competitions. Thanks to student volunteers, the Clark Music Department, President Knight, and especially music faculty member and Festival coordinator Rich Inouye for making the Festival a success.
- ♦ The Clark Theatre Department's winter dinner production, "Jesus Christ Superstar," runs from February 15 to March 1 in Gaiser Student Center.

- ◆ Amy Waite has been appointed to serve as the Interim Director of Library Services until the search for a new director is successfully completed. Ms. Waite currently serves as the Circulation Supervisor at the Cannell Library. She holds a Master of Library Science Degree from University of Iowa, a Bachelor of Arts Degree from University of Northern Iowa, and an Associate of Arts Degree from North Iowa Area Community College. Ms. Waite has been employed at Clark since 1999.
- ◆ Students overwhelmingly enjoy having seven laptop computers available to use for up to two hours inside the Library. The four graphing calculators that are now available for use in the Library have also been popular with math students. Headphones were added to the computers in the open area on first floor to make it easier for students who access audio programs or websites.
- ◆ On January 17, 2008, the eLearning Department received approval from the Northwest Commission on Colleges and Universities "to offer associate degrees and certificate programs through eLearning under Policy A-2, *Substantive Change*, and Policy 2.6, *Distance Delivery of Courses, Certificate, and Degree Programs*."
- ◆ On January 21, 2008, Rassoul Dastmozd, as a member of the SBCTC's Joint Access Oversight Group (JAOG), testified to the House Higher Education Committee regarding HB 2783 regarding transfer and articulation between institutions of higher education.
- ◆ Glen Jenewein and Rassoul Dastmozd attended the State Legislative Dinner in Olympia on January 22, 2008.
- ◆ Since August 2007, health and physical education professor Veronica Brock has worked hand-in-hand with health services officer Mary Deal to launch the Healthy Penguin Nation (HPN) initiative. The HPN initiative includes an incentive program, Penguin Points, which highlights six dimensions of wellness to encourage Clarkers to live well; marked Penguin Paths which loop through our beautiful campus designed to encourage community fitness, a new HPN Website, www.clark.edu/healthypenguin, that provides up-to-date information about the HPN programs; and a new HPN logo that will be launched in March to easily identify healthy food choices from various campus food vendors.



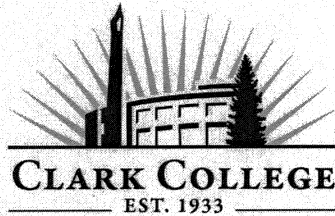
Several College departments have been collaborating to bring these kick-off programs to the campus: Health and Physical Education, Health Services, Communications and Marketing, the Clark College Bookstore, Service Learning, and Plant Services.

- ◆ The Diesel program hosted the Skills USA contest in January with 14 contestants from area high schools; judges were members of the Clark County Skills Center Advisory Committee and Clark College Diesel students. The Automotive program had a total of 41 high school

contestants and participation from industry representatives from Les Schwab, Casey's Independent Auto Repair, Vancouver Ford, Clark County PUD, and Beall Corporation.

- ♦ On February 9, 2008, the Dental Hygiene Program sponsored and hosted "Children's Dental Health Day" in partnership with OHSU, the Clark County Skills Center, SW Washington Free Clinic, and 40 local dentists. The entire board of the Clark County Dental Society was on hand to witness the transformation of the Health Science Building into a free clinic which provided dental care for over 300 children from our region.
- ♦ On February 19, 2008, Dr. Travis Kibota will facilitate a Health Care Consortium meeting at Clark College from 6:30 to 8:30 p.m. in PUB 258. The goal of the meeting is to encourage dialogue between health care partners, practitioners, and educators, as well as present information and identify a shared vision and goals for students, faculty, and health care providers.

Rassoul Dastmozd, PhD
Vice President of Instruction
February 14, 2008



MEMORANDUM

Date: February 20, 2008

To: Robert K. Knight, President

From: Rassoul Dastmozd, PhD
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 in March 2008.

Faculty

Lori Frank
Kanchan Mathur
April Mixon
Julian Nelson
Katherine Sadler
Nancy Sheppard
Ian Titterton

RIF Unit

Nursing
Mathematics
Chemistry
German
History
Nursing
Culinary Arts

RD:abm



A PUBLICLY SUPPORTED
COMMUNITY COLLEGE

MEMORANDUM

DATE: January 24, 2008
RE: **Sabbatical Requests for 2008-2009 Academic Year**
FROM: Rassoul Dastmozd, Vice President of Instruction *RD*
TO: Robert Knight, President, Clark College

Attached are sabbatical leave applications for the 2008-2009 academic year. The Professional Placement and Advancement Committee (PPAC) met January 16, 2008 and recommended approval of the following applicants. My recommendations are as follows:

Faculty Member	Quarters	Recommended Quarters
Dan Anderson	1	Fall 2008
Joan Carey	1	Fall 2008
Randy Givens	1	Fall 2008
Carson Legree	3	Fall 2008, Winter 2009 and Spring 2009
Rebecca Martin	1	Fall 2008
Joe Pitkin	3	Fall 2008, Winter 2009 and Spring 2009
Gail Robinson	3	Fall 2008, Winter 2009 and Spring 2009
Mark Smith	3	Fall 2008, Winter 2009 and Spring 2009
Karla Sywester	1	Spring 2009
TOTAL	17	

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 2008 – 2009 sabbatical leave as twenty (20), based on 170 faculty positions. The above recommendations constitute a total of seventeen (17) quarters for 2008 – 2009.

Enclosures
RD: tc

Cc:

- file
- PPAC Chairperson
- Human Resources

Administrative Services Board Report February 2008

Focus on Learning

- ♦ **Install smart classroom technology in 30 classrooms.**

Progress to Date: Two thirds of the smart classroom implementations for 2007-2008 are complete, and the remaining classrooms are scheduled to be completed over the spring break.

Access to Education

- ♦ **Use remote tools and automate manual processes to keep up with growing College computer support issues.**

Progress to Date: Altiris remote administration software has been purchased and installed on a new server. Training on use of the new software is underway.

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

Progress to Date: A Web-based portal system for Clark College was endorsed by IT Council. The IT Council recommends an application jointly developed by Microsoft and several Washington community colleges and based on the Microsoft SharePoint platform. A project budget was developed and submitted for consideration during the 2008-09 Goal and Budget Development process.

- ♦ **Complete construction of the Gaiser Hall Renovation.**

Progress to Date: The construction work in Gaiser Hall is substantially complete; the punch list of items for final acceptance has been developed, and work continues to resolve punch list items. Student Affairs, working with the project management team, has recommended that the move of Student Affairs departments be postponed until after spring break to minimize any disruption in access to student services during spring registration. The Security Department and the Teaching and Learning Center will be moved into a new space by start of spring term, and the front door of the Bookstore will be open as well.

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

Progress to Date: This project continues on schedule for occupancy in summer 2009 and full operation fall term 2009.

- ♦ **Complete construction of OSC Remodel.**

Progress to Date: The substantial completion date for this project has been delayed again by contractor performance issues. Several aggressive actions have been initiated to get the construction completed. Issues resulting from this second delay are being addressed to minimize the impact on students.

♦ **Manage the development of the Triangle Property.**

Progress to Date: Pre-design for the 2007 Growth Project which is located on the Triangle Property began and will be completed by June 2008. Construction funds for this project will be requested for the 2009-11 biennium, with construction funding requested for the 2011-13 biennium.

Respect for Differences

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

Progress to Date: Production Printing staff has begun second course series in sign language.

Plant Services maintenance and grounds personnel received training in respect for difference from Leann Johnson.

All Business Services staff participated in diversity training led by Leann Johnson on January 30, 2008. The evaluations were positive, and topics for future training were identified.

♦ **Provide on-campus training in conflict resolution among coworkers in Administrative Services.**

Progress to Date: Conflict resolution classes will begin in February for Auxiliary Services staff.

Management Excellence

♦ **Upgrade/replace Reality procurement application software.**

Progress to Date: On January 31, 2008, the Purchasing Manager participated in development of a new RFP, including scoring criteria. The RFP is being reviewed by all required parties and will be reissued by the end of February 2008.

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

Progress to Date: A permanent Program Coordinator for Event Services was hired. Welcome Cheryl McClain.

♦ **Renovate the Gaiser Hall Student Center in preparation for the College's 75th anniversary and to enhance the facility for College and community events.**

Progress to Date: Funding sources for this project have been identified, and design work has begun. The renovation is scheduled to be completed this summer and in time for the 75th anniversary of the College.

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

Progress to Date: Networking capability has been implemented for offices located in Baird Administration Building. Additional copy machines will be networked in a phased approach.

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

Progress to Date: Bins redistributed and resized to better match shredding needs. Procedures in place to manage the cost of document shredding – goal completed.

Additional Highlights

- ♦ The first draft of the Board Policies was reviewed by the Board of Trustees.
- ♦ Plant Services has reduced the number of time loss injuries in the department from eleven to two this year by focusing on improving safety for the whole department. Everyone in Plant Services, including supervisors and employees, has worked to reduce hazards, attend required training, and plan their work safely. This is a significant accomplishment.

A Plant Services consultant has completed an assessment of door lock mechanisms on the main campus. In order to complete the implementation of College security lockdown procedures, classrooms and offices must be capable of being locked from the inside without a key. A report detailing the number of doors affected and remediation options is due by the end of February. Plant Services will install lockdown procedure placards when the new lock hardware has been installed. This work is scheduled to be completed by the end of spring quarter.

- ♦ Planning is underway for a Bookstore Grand Opening Celebration in conjunction with the Gaiser Remodel completion. Details of store operation after building completion are being made.

After nearly 30 years of service, Bookstore Buyer Katie Neiman is retiring effective March 31. Recruitment to fill the bookstore Buyer vacancy due to retirement is underway.

- ♦ The Computing Services managers have completed annual performance reviews for all classified staff. Going forward, desktop support personnel will be evaluated against recently developed job performance standards. Training on respecting differences and conflict resolution is scheduled for early March.

Philip Sheehan
Interim Vice President of Administrative Services
February 19, 2008
PS138

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

	Fund Balance (minus non-cash assets) 6/30/07	Cash Balance (minus dedicated cash) 6/30/07	Required Reserves	Prior Commitments (prior to 7/1/07)	New Commitments (2007/08)	Total Available Cash
145 Grants and Contracts	2,953,707	3,277,809		388,946	400,000	2,488,863
147 Local Capital	5,637,881	5,637,881		6,159,736		(521,855)
148 Dedicated Local	3,169,886	1,856,353		-	70,500	1,785,853
149 Operating Fee	906,539	511,356				511,356
440 Central Store (Catalog)	41,449	41,449				41,449
443 Data Processing	1,512,987	1,512,987		1,512,987		-
448 Print/Copy Machine	(68,424)	(68,424)				(68,424)
460 Motor Pool	43,528	43,528				43,528
522 ASCC	1,690,089					-
524 Bookstore	1,735,371	1,735,371			-	1,735,371
528 Parking	527,335	527,335			500,000	27,335
570 Other Auxiliary Enterprise	847,173					-
790 Payroll (clearing)	159,451					-
840 Tuition/VPA	970,936					-
846 Grants - Fin Aid	77,315					-
849 Student Loans	65,227					-
850 Workstudy (off-campus)	(27,821)					-
860 Long Term Loan	225,006					-
Reserves*			4,870,992			(4,870,992)
Totals	20,467,636	15,075,646	4,870,992	8,061,669	970,500	1,172,485

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

s.sand 2/11/08

Clark College - Budget Status Report

January 31, 2008

Sources of Funds (Revenues)	2007-08 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	30,450,095	16,726,566	13,723,529	54.9%
Tuition	12,234,121	8,969,991	3,264,130	73.3%
Interest	180,000	247,900	(67,900)	137.7%
Excess enrollment & use prior fund bal	335,265	-	335,265	0.0%
Dedicated, matriculation, tech, cont ed	3,252,177	2,001,471	1,250,706	61.5%
Total Operating Accounts	46,451,658	27,945,928	18,505,730	60.2%
<u>Other Accounts</u>				
Grants & Contracts	7,580,178	2,870,637	4,709,541	37.9%
Internal Support	1,327,103	737,352	589,751	55.6%
ASCC less PUB	1,682,833	1,058,792	624,041	62.9%
Bookstore	4,875,590	3,473,905	1,401,685	71.3%
Parking	755,234	208,171	547,063	27.6%
Auxilliary Services	1,452,622	807,595	645,027	55.6%
Financial Aid	15,654,845	12,864,973	2,789,872	82.2%
Total Other Accounts	33,328,405	22,021,426	11,306,979	66.1%
Total Sources of Funds	79,780,063	49,967,354	29,812,709	62.6%

Uses of Funds (Expenses)	2007-08 Budget	Expense/Encum to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	580,433	367,531	212,902	63.3%
Vice President of Instruction	27,543,688	14,482,643	13,061,045	52.6%
Vice President of Administrative Services	8,685,794	5,872,439	2,813,355	67.6%
Vice President of Student Affairs	5,518,324	3,117,597	2,400,727	56.5%
Executive Dean of Planning & Advancement	550,439	268,817	281,622	48.8%
Executive Director of Corporate and Continuing I	1,420,070	741,562	678,508	52.2%
Executive Director of Communications	1,107,129	740,696	366,433	66.9%
Associate Vice President of Human Recources	1,045,781	527,944	517,837	50.5%
Total Operating Accounts	46,451,658	26,119,229	20,332,429	56.2%
<u>Other Accounts</u>				
Grants & Contracts	7,580,178	3,876,457	3,703,721	51.1%
Internal Support Services	1,327,103	768,216	558,887	57.9%
ASCC less PUB	1,682,833	896,607	786,226	53.3%
Bookstore	4,875,590	3,983,332	892,258	81.7%
Parking	755,234	209,731	545,503	27.8%
Auxilliary Services	1,452,622	770,144	682,478	53.0%
Financial Aid	15,654,845	13,021,754	2,633,091	83.2%
Total Other Accounts	33,328,405	23,526,241	9,802,164	70.6%
Total Uses of Funds	79,780,063	49,645,470	30,134,593	62.2%
Difference - Excess (Deficiency)	-	321,884		
Capital Projects - Revenue & fund bal	20,776,999	7,408,382	13,368,617	35.7%
Capital Projects- Expense less depr	20,776,999	11,659,540	9,117,459	56.1%
Difference - Excess (Deficiency)	-	(4,251,158)	4,251,158	

e. Theresa Heaton, Cindi Olson, Sabra Sand
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 2/08/08

Clark College Strategic Plan - Year Four
2007 - 2008 Goal and Budget Development
Requests for Permanent Funding

Unit	Description	Operating Budget Permanent	Mission Imperative	Priority Rank	Funding Status
IN	New Faculty Positions in NURS, ART, ABE, ESL	240,000	Focus on Learning	1*	Approved
IN	Faculty Salary Increase Yr 2 - \$500 each	100,000	Focus on Learning	1*	Approved
PA	Full funding for Director of Grants Development to sustain college grant funding activities	43,345	Management Excellence	1	Approved 8-14-07
IN	Adjunct faculty medical benefits (original request = \$124,400; request adjusted by VPI)	62,200	Focus on Learning	2	Approved 9-17-07
SA	Program Assistant for the Assessment Center to increase evening and weekend testing hours	40,975	Access to Education	3	Approved 9-17-07
IN	Adult Literacy Prog Coord to increase access and respond to federally mandated program changes	41,345	Access to Education	4	Approved 9-17-07
AS	Custodian I position to service and maintain the T-Bldg (maintenance not covered by state funds)	35,398	Management Excellence	5	Approved 9-17-07
HR	Creation of Diversity Plan for retention, recruitment and diversity education for the college community	10,000	Respect for Differences	6**	Approved 9-17-07
CM	Increased costs to produce quarterly class schedule (original request = \$41,817; reduced by Dir. of C & M)	20,000	Access to Education	7	Approved 9-17-07
IN	Instructional Techs to monitor safety of lab students in increased capacity lab classes	32,905	Access to Education	8	Approved 9-17-07
AS	F/T security officer benefits-conversion of 2 PT positions to 1 FT	14,197	Access to Education	9	Approved 9-17-07
CM	Marketing/recruitment efforts in support of quarterly student recruitment and enrollment	70,000	Access to Education	10	Approved 2-6-08
SA	Mgr. of Multicultural Stu Affairs/Retention to improve retention of students of color and int'l students	32,411	Management Excellence	11	Approved 2-6-08
AS	Full funding of current FT/PT ratio of Security Officer salaries	36,923	Access to Education	12	Approved 2-6-08
IN	Increased Library resources - books, subscriptions, system maintenance	35,000	Management Excellence	13	Approved 2-6-08
SA	Permanent funding for Events Coord. to provide coordination of graduation and major college events	26,919	Management Excellence	14	Approved 2-6-08
AS	Increased internet bandwidth to support the College's growing demand	63,628	Access to Education	15	
IN	Software for on-line system of faculty evaluations	19,000	Management Excellence	16	
SA	Continued funding for two OAI's in Admissions to maintain service level to students	27,938	Management Excellence	17	
IN	Development of new/innovative programs	20,000	Workforce Development	18	
IN	Instructional web designer to maintain and develop Instructional college websites	56,088	Access to Education	19	
IN	Teaching-Learning Center training activities for faculty	18,500	Focus on Learning	20	
AS	Mail Processing Driver to support main campus, Clark Center, and Town Plaza	26,276	Management Excellence	21	
CM	Targeted marketing/recruitment efforts (high school and adult learners, new/under capacity programs)	85,000	Access to Education	22	
SA	OAI (75) at WSUV to enhance student services	32,737	Management Excellence	23	
AS	Purchasing OAI position to support increased purchasing activity including capital projects	40,279	Management Excellence	24	
HR	Employee Health Services Program Coordinator to help improve safety and reduce college liability	44,428	Management Excellence	25	
AS	Database Administrator/Developer to support existing and future database applications	73,202	Management Excellence	26	
CM	Internal Communications Mgr. to establish & maintain a high level of internal communications	76,833	Management Excellence	27	
SA	Credential Evaluator III to improve response time from admissions to acceptance for various programs	45,523	Access to Education	28	

College Units:
AS = Administrative Services
HR = Human Resources
PA = Planning and Advancement
WF = Workforce/Continuing Education
CM = Communications/Marketing
IN = Instruction
SA = Student Affairs

Mid-Year Budget Allocations for 2007-08 Fiscal Year
February 6, 2008

Funds to support additional FTES allocated by each unit's pro-rata share of operating and Running Start allocations.
Balance used to fund priority list items.

	Operating Allocation	Running Start Allocation	Total Allocation	Percentage by EC Unit	Permanent % Spread*	Permanent List Items**	Temporary Fluid WR 79 FTE
President*	\$582,494	0	\$582,494	1.23%	\$4,908	\$26,919	
VP of Instruction	27,544,088	1,922,071	29,466,159	62.07%	248,273	35,000	261,569
VP of Administrative Services	8,683,733	130,672	8,814,405	18.57%	74,268	36,923	
VP of Student Affairs	5,517,923	389,443	5,907,366	12.44%	49,774	32,411	
Executive Dean Planning & Advancement*	550,439		550,439	1.16%	4,638		
Executive Director of Marketing & Communications*	1,107,129		1,107,129	2.33%	9,328	70,000	
Associate VP of Human Resources*	1,045,781		1,045,781	2.20%	8,811		
Sub-total	\$ 45,031,587	\$ 2,442,186	\$ 47,473,773	100.00%	\$400,000	\$201,253	\$261,569

Notes:

*Permanent % spread allocation for the following units will not be allocated until 2008-09. These funds will be allocated on a temporary basis in 2007-08 to Corporate and Continuing Education for a total of \$27,868:

President
Executive Dean of Planning & Advancement
Executive Director of Marketing & Communications
Associate VP Of Human Resources

**Items from prioritized list:

Marketing and recruitment efforts
Mgr. of Multicultural Student Affairs/Retention
Full funding of current FT/PT Security Officers
Increased Library resources
Permanent funding for Events Coordinator

Total

Summary of allocations

Permanent % spread	\$400,000
Permanent list items	201,253
Total Permanent allocations	601,253
Temporary WR allocation	261,569
Grand total allocations	\$862,822

\$70,000
32,411
36,923
35,000
26,919
\$201,253

k.wynkoop 2/6/08

Student Affairs Board Report February 2008

Student Affairs continues to make progress in support of the Mission Imperatives. Some of the highlights in January include:

Focus on Learning

- ◆ Increase student awareness of service-learning by creating a branding logo.

Progress to Date:

An updated list of classes offering service-learning is featured in the spring 2008 edition of the *Clark College Connections* course schedule.

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

Progress to Date:

Student Recruitment hosted an Automotive & Diesel Technology Open House on January 15th. During the afternoon the Skills Center and Hudson's Bay GEAR UP toured both programs. The event was also open to the public and was advertised in *The Columbian*. This event supports the instructional goals to help increase enrollment in unfilled capacity programs.

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

Progress to Date:

Lizette Drennan (Financial Aid) presented information on financial aid resources to disadvantaged youth at ESD 112 on January 22nd.

In coordination with WSU Vancouver and Lower Columbia College, Clark College staff and *Oswald* participated in the "College Goal Sunday" event held on January 27th at WSU Vancouver. "College Goal Sunday" is a day when financial aid professionals from around the country gather at schools and community centers to offer college bound students and their parent's one-on-one assistance with their financial aid application. This is the first year that southwest Washington has offered the event. The financial aid committee surveyed attendees and received positive feedback. Approximately 130 people attended the event.

The Office of Student Life and Multicultural Student Affairs sponsored MLK events that featured key-note speaker Dr. Preston Pulliams, District President of Portland Community College. The week of activities also included the Vancouver Community AME Zion Choir, Obo Addy African Drummers, speaker Debi Wooten, and Slam Poet artist Laura Piece Kelley. In addition, a quarterly Student of Color Luncheon was held on February 21st that featured Debra Jenkins, Professor of Early Childhood Education and Psychology and Early Childhood Education Department Coordinator.

Cath Keane (Career Services) conducted presentations about Career Center resources on January 10 and January 23 for a total of 49 students taking the Health Careers Exploration, Advanced ESL, or Displaced Homemakers classes. She also conducted a Student Success Workshop entitled *Career Exploration Resources* at the Career Center on January 24. A total of

33 participants completed evaluation forms and 100% of attendees reported the sessions were "very useful".

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

Progress to Date:

As noted in the Instruction Report, the Retention Committee is finalizing its goals in anticipation of submitting budget requests associated with them by February 22. Each goal is accompanied by an outcome specifying a targeted change in our baseline data dealing with student success rates, retention rates, or rates of probation. A number of strategies, some of which are expected to impact more than one goal are now being itemized with concrete steps and responsible parties identified for each.

Respect for Differences

◆ **Student Affairs staff will participate in training opportunities to enhance their awareness of diversity.**

Progress to Date:

Samantha Lelo (Student Life and Multicultural Student Affairs) attended the Washington State Board for Community and Technical Colleges Multicultural Student Services Directors Council (MSSDC) quarterly meeting January 30th through February 1st at Highline Community College; and Carrie Weikel-Delaplane (Student Life and Multicultural Student Affairs) attended the Washington State Board for Community College Council of Unions and Student Programs (CUSP) quarterly meeting February 7th through February 9th at Bellevue Community College.

◆ **Increase enrollment of International students.**

Progress to Date:

International student enrollment for winter quarter is 75 HC, 59 FTE; a 13% increase over winter 2007. These students represent 26 countries including Bhutan, Cambodia, Canada, China, Germany, Ghana, India, Iran, Japan, Jordan, Korea, Mexico, New Zealand, Pakistan, Peru, Philippines, Romania, Russia, Saudi Arabia, Senegal, Spain, Sweden, Taiwan, Tanzania, Thailand, and Vietnam.

Workforce Development

◆ **Provide educational programs that inform students about career opportunities.**

Progress to Date:

Cath Keane (Career Services) facilitated the *Green Information Fair: Sustainable Practices, Products and Ideas* on January 31 in the Clark College Student Center. The intent of the Green Information Fair was to 1) showcase businesses with an environmentally responsible mindset, 2) present information on practices that individuals can employ to reduce their personal carbon footprint and, 3) expose our students to potential career paths – this field is changing so quickly we expect there will be new careers emerging for the next decade. The Green Information Fair was part of the *Focus the Nation: Global Warming Teach-in*. Cath also staffed a table at the *Green Information Fair* on January 31 to inform students about "green careers," in farming, fishing, forestry, conservation, science, engineering and the environment

Broad-Based Partnerships

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

Progress to Date:

The College Is Possible (CIP) Advisory Committee met to discuss their role supporting the pre-college youth development program on January 14. The membership includes representatives from Vancouver School District, Vancouver Housing Authority, a local business representative, and the Clark College Foundation. The meeting was well attended, with 17 key community and college members represented. Primary tasks were discussed, including developing a mission statement, funding needs, and the development of a program growth plan. A March meeting is scheduled to begin program plan development.

- ◆ **Expand Service-Learning opportunities for students by collaborating with newly formed community agency partnerships.**

Progress to Date:

Jody Shulnak (Service Learning) met with the State Outreach Manager of the Special Olympics on February 8 to discuss strategies to incorporate various service-learning opportunities with the Special Olympics into Clark College curriculums including Mature Learning, Early Childhood Education, Disability Support Services, Athletics and Graphic Communication.

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

Progress to Date:

The Healthy Penguin Nation was launched on January 17 with an inaugural walk of a penguin path led by President Knight. Approximately 80 students and employees participated in the walk. Students and employees are now keeping track of their healthy activities and submitting their Penguin Points card to Health Services. The first 100 people who submit 2 cards (10 activities per card) will receive a color changing water bottle with the HPN logo from the Clark College Bookstore.

Management Excellence

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

Progress to Date:

Carrie Weikel-Delaplane participated in a Quality Service Training on February 12 entitled *Serving Students and the Community* sponsored by Human Resources.

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

Progress to Date:

All Career & Employment Services staff attending I-9 Federal Form training communicated via teleconference for student employment eligibility verification on January 8.

Jody Shulnak (Service Learning) attended a forum: Clark County Food System Summit: *Connecting Food, Farm and Community* presented by Community Choices. A panel addressed issues related to recommendations in how to create a thriving local food system for a healthy, livable community. Barb West, executive director of Community Choices, has been invited to participate in the Clark College Community Health Fair in May.

- ◆ **Participate in “Washington Wellness Works” program to provide insured employees an assessment of their health risks.**

Progress to Date:

12.7% percent of eligible Clark College employees have completed their Health Risk Assessments as of December 30. The average completion rate for all state agencies is 11.3%. Clark College had a higher completion rate than all of the state four year schools and all but six of the community colleges.

Additional Highlights

The Service-Learning Program assisted with ASCC’s MLK Day Celebration Event by organizing and tabling for an Orange Band Initiative. The Orange Band Initiative is a national project that encourages friendly dialogue. Over fifty (50) orange bands were distributed at the event and served as a communication starter during the reception held before the keynote speaker.

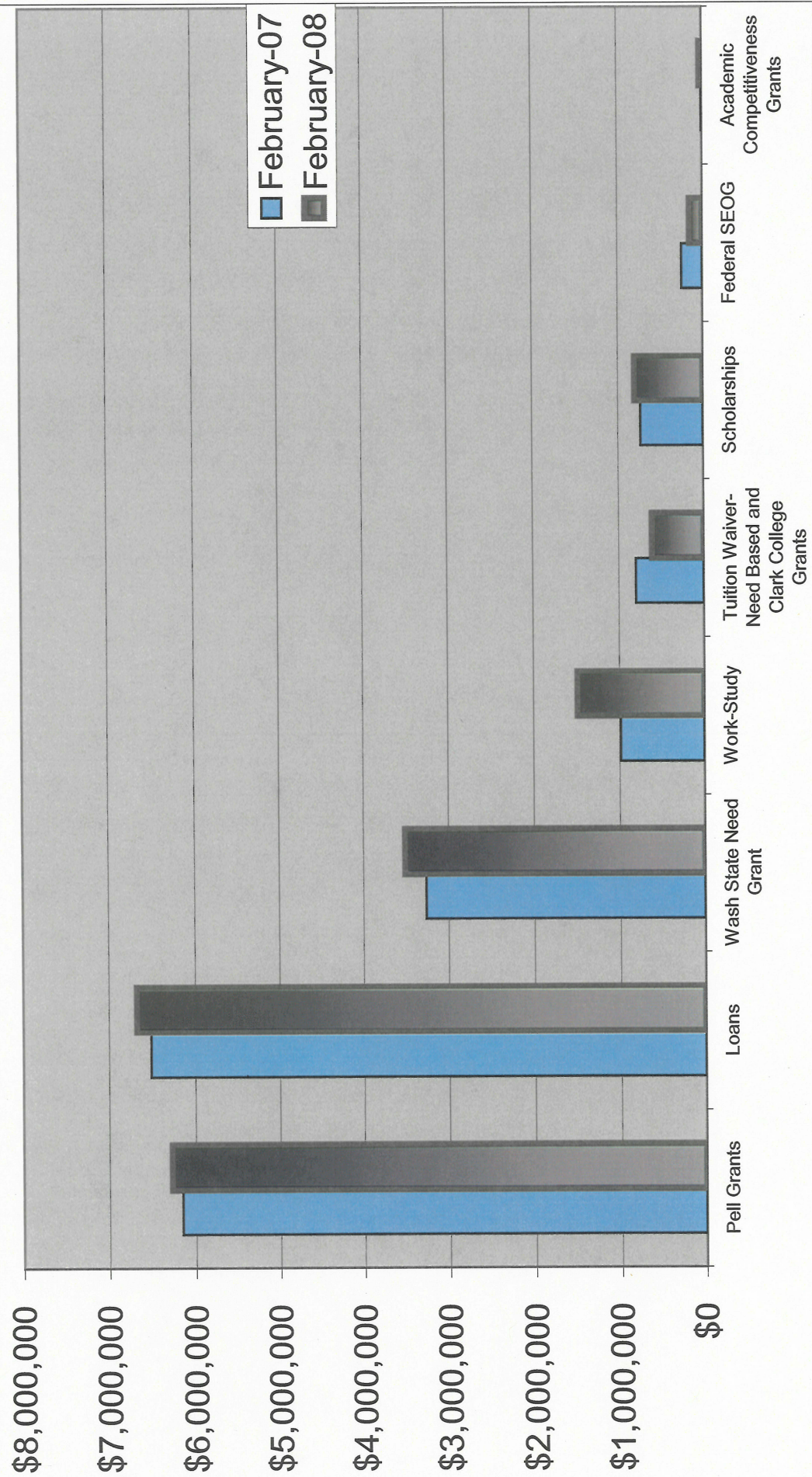
Cath Keane and Maxine Mitchell (Career Services) collaborated with Clark’s Corporate & Continuing Education and Campus CE to develop an online form for job fair registration, enabling employers to register online for the annual job fair, Pathways to Your Future, which will be held April 15, 2008.

Dr. Rachel Ruiz
Vice President of Student Affairs

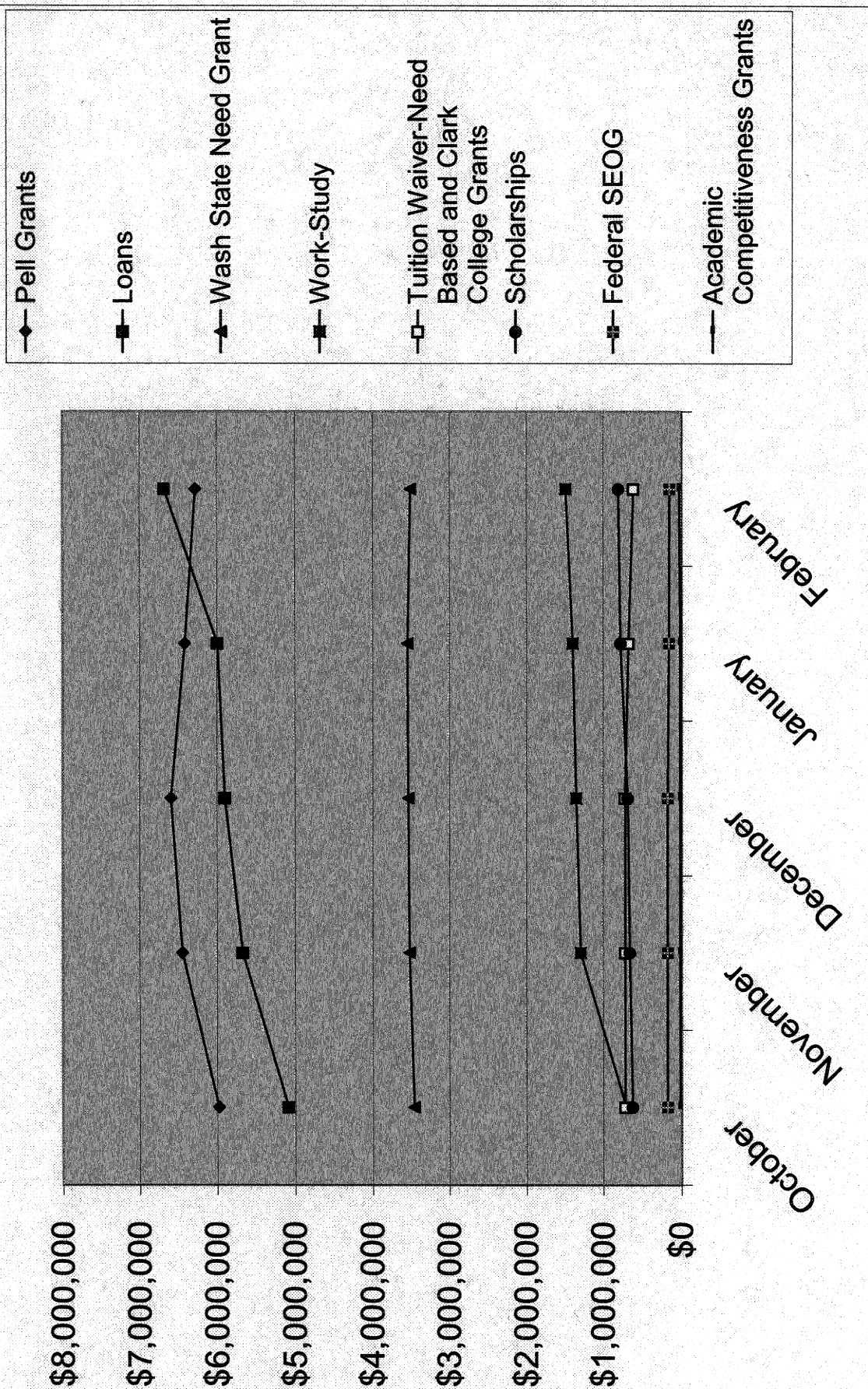
Financial Aid Statistics
As of February 9, 2008

PROGRAMS	As of February 9, 2007	As of February 9, 2008
Pell Grant	\$6,154,378	\$6,275,167
Work-study (Federal and State)	983,402	1,485,401
Federal SEOG	245,572	151,820
Washington State Need Grant	3,259,745	3,507,595
Tuition Waiver-Need Based & Clark College Grant	797,994	609,544
Stafford Loans	6,515,582	6,678,414
Academic Competitiveness Grant	6,665	29,797
Scholarships	735,326	803,925
Total Aid awarded from all programs to date	\$18,903,765	\$19,886,266
Total Students processed to date	4,733	4,682

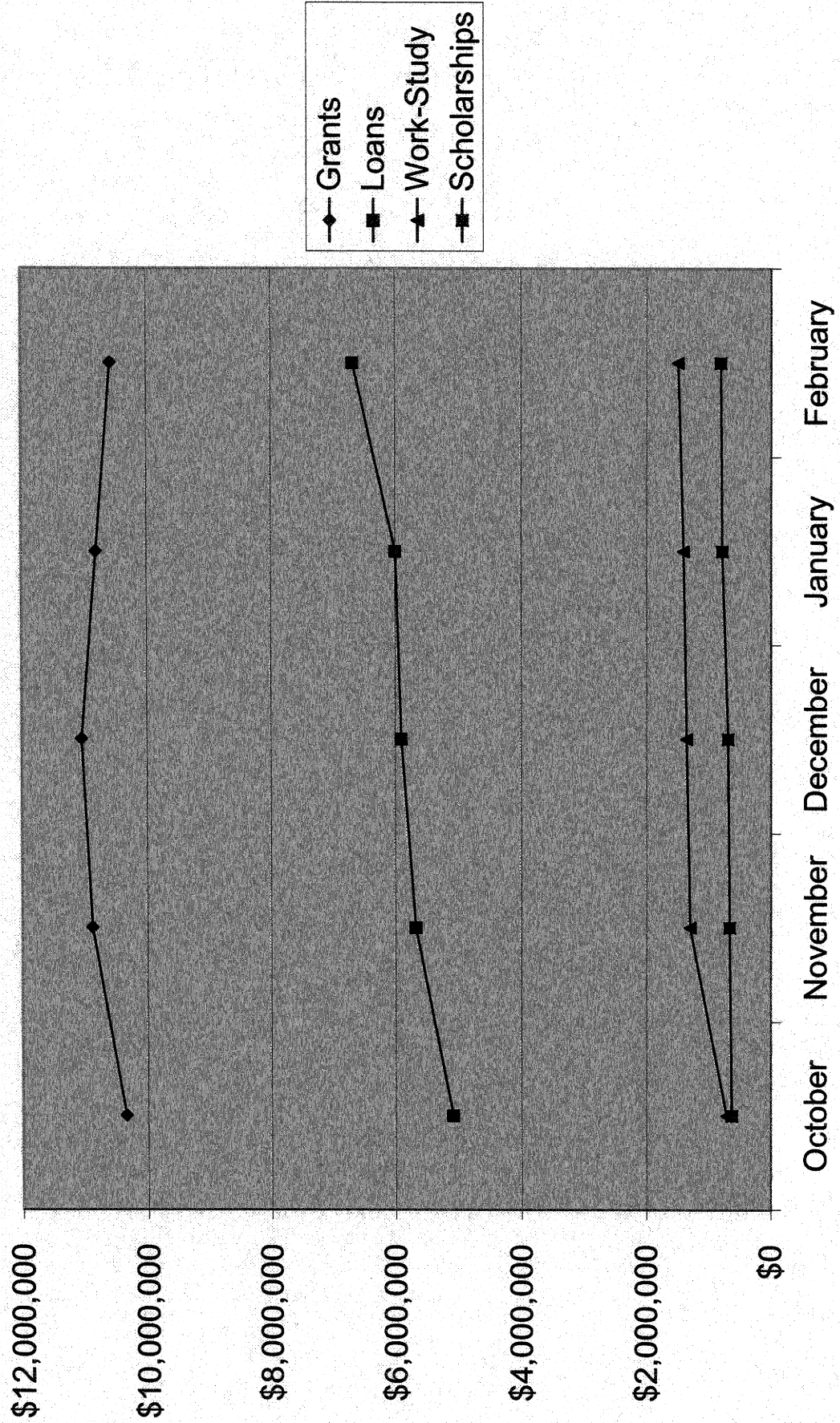
Comparison Chart February



07-08 Financial Aid Stats



07-08 Funding Types



Human Resources Board Report February 2008

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

Focus on learning

- ◆ Implement Quality Service Program

Progress to date:

Training on the Quality Service Program was held on February 12, 2008. The program is intended to promote consistent quality service to students and the college community.

Respect for Differences

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

Progress to date:

Diversity related dialogue and training sessions were conducted by the Director for Equity and Diversity for Instructional Council, Business Services, Auxiliary Services and additional teams in Plant Services by the Director for Equity and Diversity.

- ◆ Finalize diversity plan

Progress to date:

The Cultural Pluralism Committee has finished compiling the diversity survey report. A copy is included in the Board packet.

Broad Based Partnerships

- ◆ Establish and enhance linkages with community organizations whose mission is to promote diversity and inclusion

Progress to date:

The Director for Equity and Diversity maintains active partnerships with the community through the Vancouver Chief of Police Diversity Advisory Council, the YWCA of Clark County, Leadership Clark County, the Diversity Coordinator for Clark County, and the City of Vancouver Diversity Advisory Council.

Management Excellence

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

Progress to date:

The IBB teams have met to discuss scheduling, facilitation and release time. Bargaining sessions have been scheduled beginning March 6 through Spring Quarter.

An agreement has been proposed regarding the use of release time for spring quarter. Information requesting the Board's approval is included in the Board packet.

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

Progress to date:

Planning and meetings are already underway for bargaining the 2009-2011 WPEA contract at the state level. The labor management committee met on January 24, 2008 and discussed scheduling quarterly meetings with the President, Radon Testing in Baird, Custodial Survey, Contracting Out, Notifications on Dues, Drug and Alcohol Policy and Cold Weather Gear for Graveyard Shift. The next Labor Management Committee meeting is scheduled for February 28.

Additional Highlights

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

Heidi Bealer was appointed to the full-time permanent classified position as Human Resource Consultant Assistant 1 in Human Resources effective January 17, 2008. Heidi has a BS in Family and Consumer Sciences from the University of Idaho and previous work experience with the University of Idaho, Bonner Physical Therapy, Coldwater Creek and Global Travel.

John Maduta was appointed to the full-time permanent classified position as Curriculum Advisor in Advising effective January 15, 2008. John has an AA in Journalism from Clark College and a BA in Public Relations and Journalism from Western Washington University. He has previous work experience with Clark Vancouver Television, Evergreen School District, Curtiss Electronics and Clark College.

Cheryl McClain was appointed to the part-time 75%, permanent classified position as Program Coordinator in Event Services effective January 22, 2008. Cheryl has previous work experience with Asprey Travel, Classic Travel, Valley Cruise and Travel and Clark College.

Allyssa Hagen was appointed to the full-time permanent classified position as Library and Archives Paraprofessional 2 in the Cannel Library effective January 28, 2008. Alyssa has a BA in History from Occidental College and previous work experience with Occidental College Library and FLIR Systems.

Katrina Golder
Associate Vice President of Human Resources
2/14/08

Employee Name	Position	Effective		Status	FT - PT %	New - Replacement
		Date	Department			
APPOINTMENTS/REALLOCATIONS						
Heidi Bealer	Human Resource Consultant Assistant 1	1/17/2008	Human Resources	Classified	Full-time	Replacement
Alyssa Hagen	Library and Archives Paraprofessional 2	01/28/08	Cannell Library	Classified	Full-time	Replacement
Linda Healy	Program Coordinator	11/13/07	Advising	Classified	Full-time	Reallocation
John Maduta	Curriculum Advisor	01/15/08	Advising - Business	Classified	Full-time	Replacement
Cheryl McClain	Program Coordinator	01/22/08	Event Services	Classified	PT 75%	New
Vanessa Watkins	Program Support Supervisor 1	11/30/07	Student Recruitment	Classified	Full-time	Reallocation

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Katherine Brokaw	Director of Grant Development	02/29/08	Planning and Advancement	Admin	Full-time	Resignation
Sara Joslin	Program Assistant	02/05/08	Adult Literacy	Classified	Full-time	Resignation
Erin Morgan	Registrar	04/04/08	Registration	Exempt	Full-time	Resignation
Katie Neiman	Bookstore Buyer	03/31/08	Bookstore	Classified	Full-time	Resignation
Kristin Poage	Library and Archives Paraprofessional 2	01/09/08	Cannell Library	Classified	Full-time	Resignation
James Robertson	Early Childhood Specialist 3	02/22/08	Child and Family Studies	Classified	Full-time	Resignation

VACANT POSITIONS

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Adult Basic Ed Instructor	01/30/08	ABE	Faculty	Full-time	Replacement
Anatomy & Physiology Instructor	10/22/07	Biology	Faculty	Full-time	Replacement
Associate Dean of Nursing	2/7/08	Nursing	Admin	Full-time	New
Bookstore Buyer	2/25/08	Bookstore	Classified	Full-time	Replacement
Chemistry Instructor	2/28/08	Chemistry	Faculty	Full-time	Replacement
Communications Studies Instructor	1/30/08	Communications	Faculty	Full-time	Replacement
Custodian 3	1/28/08	Plant Services	Classified	Full-time	Replacement
Director of Grants Development	2/21/08	Planning & Advancement	Admin	Full-time	Replacement
Director of Workforce Ed & Economic Dev	3/17/08	Workforce Education	Admin	Full-time	Replacement
Dean of Instructional Planning & Oper	1/17/08	Instruction	Admin	Full-time	Replc/Restructure
Dean of eLearning	2/7/08	Instruction	Admin	Full-time	Replacement
Director of Library Services	9/27/07	Cannell Library	Admin	Full-time	Replacement
Director of Nursing	2/7/08	Nursing	Admin	Full-time	Replacement
Early Childhood Specialist 3	2/27/08	ECE Lab School	Classified	PT 75%	Replacement
Family Life/Early Childhood Ed Instructor	1/30/08	Family Life and Early Childhood	Faculty	Full-time	Replacement
Fiscal Technician 1	2/27/08	Cashiering	Classified	PT 75%	New
Medical Radiography Instructor/Coord	3/17/08	Health Occupations	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	New
Office Assistant 3	1/14/08	Admissions	Classified	Full-time	Replacement
Office Assistant 3	1/22/08	Nursing	Classified	Full-time	New
Pharmacy Technician Instructor	10/12/07	Health Occupations	Faculty	Full-time	Replacement
Physics Instructor	2/28/08	Physics	Faculty	Full-time	Replacement
Program Support Supervisor 2	3/3/08	Basic Education TPC	Classified	Full-time	Replacement
Spanish Instructor	1/30/08	Spanish	Faculty	Full-time	Replacement
Technical Services and Systems Librarian	2/29/08	Library	Faculty	Full-time	Replacement
Vice President of Administrative Services	2/28/08	Administrative Services	Admin	Full-time	Replacement



February 14, 2008

To: Robert K. Knight, President
Board of Trustees

From: Katrina Golder, Associate Vice President of Human Resources

Re: Agreement – Release Time CCAHE

Attached is a proposed agreement regarding release time for CCAHE bargaining. The CCAHE agreement, Article II provides for release time of 49 percent for the Association President. The Association President, Marcia Roi, is on sabbatical for Winter 2008 and is not using the release time.

The CCAHE has requested release time for their bargaining members. The College and the CCAHE have proposed to reassign this 49% release time for spring quarter to two bargaining members.

The College is requesting approval of the Board to allow President Knight to enter into this agreement with CCAHE regarding release time.

Thank you for your consideration.

Attachment



AGREEMENT
Between
Clark College
And
Clark College Association for Higher Education

The CCAHE agreement provides for 49% release time for the AHE President. The AHE President will be on sabbatical during winter quarter 2008. The College and the CCAHE agree to reassign the 49 percent release time during spring quarter 2008 divided equally to Roxane Sutherland and Kimberly Sullivan.

This agreement does not set precedent for any future agreements related to release time.

For AHE, Marcia Roi, President

For Clark College, Bob Knight, President



Clark College *The Next Step*

Cultural Pluralism & Diversity Evaluation

Winter/Spring 2007 Evaluation

Prepared by the
Clark College
Cultural Pluralism Committee

Winter 2008

Clark College Cultural Pluralism and Diversity Report

Student success is best achieved when diversity and multiple perspectives are represented. For students to be successful in today's global community and economy it is necessary for them to build a strong global perspective. It is also imperative that we all work to overcome conscious and unconscious bias and stereotypes that may hinder the open access mission of the institution. Once diversity and multiple perspectives are represented, decision making processes also become more thorough, effective and easily accepted by all individuals who are affected by a decision.

As part of its charge to develop a diversity plan for Clark College, the college's Cultural Pluralism Committee administered a survey in February 2007. The purpose of the survey was to:

- Assess the climate at Clark College as it relates to diversity
- Gather data about the diversity of students, faculty and staff at Clark College in social categories where Clark College typically has not gathered data
- Focus on further enhancing student learning and student success

The survey was administered to students, faculty, staff, and administrators at Clark College. A variety of communication tools were used to notify the college community of the survey including email to students and employees, postcards to all students enrolled in Winter 2007, posters, web site button and promotion, and an article in the 24/7. Additional access was facilitated by providing hard copy foreign language translation for ESL students and an accessible version of the survey for students using JAWS and other screen readers. The survey was loaded into Clark College kiosks for students without access to computer technology.

About this report

While our sample size included the entire college community, our work was broad and exploratory in nature. This report reflects the responses of those who took the survey; statistical inferences regarding the entire college community cannot be drawn from the data collected. This information does provide the basis for the next steps for the Cultural Pluralism Committee to take in partnership with the college community.

Supporting documentation for the information provided in this report is available on the Clark College intranet or by contacting Leann Johnson at ljohnson@clark.edu or (360) 992-2355.

Respondents and Demographics

A total of 616 people responded to the Cultural Pluralism and Diversity Evaluation, including 369 students, 7 community members and 240 college employees. Data was gathered on 12 social categories.

Clark College is a diverse college. Students and employees come from all around the world with diverse ancestry, ethnicity and languages. Students come from all ages, family status, and socio-economic backgrounds. People who identify as diverse regarding sexual orientation or gender identity, people with disabilities, and different size are among students and employees. A variety of religious and political affiliations are represented at Clark.

In the survey process the Clark College Cultural Pluralism Committee took into consideration multiple forms of diversity in the college community—our similarities and vast uniqueness—in an effort to enhance student learning. While there are many factors that can be considered in terms of diversity and pluralism, the committee gathered data on these social categories:

Age, Disability, Race and Ethnicity, Family Status, Sex, Sexual Orientation, Language, Marital Status, Political Views, Religion, Size, and Socio-Economic Status

This list is somewhat comprehensive but does not preclude the desire of the Cultural Pluralism Committee to engage the College community in a dialogue that addresses the question: “What does diversity mean to you and Clark College?” There is a broader, national, context of bigotry, bias, and social stratification of specific groups which must be taken into consideration as we formulate our definition of diversity as an institution. Moreover, we recognize that the development of a meaningful plan must include measures of progress. The reality is that social categories relating to traditional affirmative action definitions are more readily measureable; yet they do not capture all of who we are as human beings. The committee looks forward to exploring this topic further with the College community.

Issues that Define who you are

There were 102 people who responded to the question, “Are there any specific issues that you are involved in that help define who you are?” Responses varied from family, health and fitness to helping others as some of the largest groupings of interests. A vast array of differences in interests, passions, beliefs, and perspectives were expressed. No one area stood out. The usefulness of this information lies in the understanding that there are a wide variety of issues important to people at Clark College and that some areas of interest such as the environment can serve as a forum or platform to bring together diverse groups and individuals. A listing of responses, grouped by category is available on pages 22 and 23 of the supporting documentation.

Interactions at Clark College

Students who responded to the survey questions regarding negative interactions at the college cited problems with other students, faculty, and staff. Faculty survey participants primarily cited problems with other faculty and with administrators, with only a few references to problems with students. Staff member respondents primarily had problems with fellow staff members, administrators, and faculty members.

The most prominent issues for students, faculty, and staff who participated in the survey were race, religion, politics, and age. Some student respondents felt that faculty and staff were inappropriately pushing their own political and religious views. A few faculty members felt that the students were too vocal about their political and religious views. Some staff and faculty members indicated having internal disputes about the appropriateness of expressing political and religious beliefs in the

workplace. Students, staff, and faculty respondents of all racial and ethnic backgrounds indicated experiences of negative interactions at the college.

Some respondents reported overhearing degrading conversations having to do with race and sexual orientation. Student survey participants mentioned negative interactions with both younger and older students. Both younger and older employee respondents have sensed age discrimination at the college. Some students and staff respondents indicated difficulty communicating with English Language Learners. Some respondents indicated tension between staff members and faculty, with several comments being made about faculty looking down upon classified staff members or an assumption that faculty are more educated, important or better than staff. A couple students felt disparaged by faculty members as being “people with lesser knowledge” or education. Several faculty members mentioned issues that arose with the former college president.

Beliefs about Diversity

People were asked to check all the items that apply to “Diversity to me includes.” Ethnicity / national origin, age, and race were all checked by 88% or more of the respondents. Political affiliation and size were the lowest checked by respondents; 58% and 57% respectively indicated these as components of diversity.

Respondents indicated that diversity is made up of many components beyond race and ethnicity. While some of these components are primary factors of diversity and easily seen by others, many such as religion and political affiliation are aspects of diversity more readily identifiable through interaction. On average administrative, exempt and faculty respondents viewed more of the social categories as a part of diversity (almost 11 of the 12 on average), compared with student respondents (almost 9 of 12). Looking at social categories by age, we see that more of the younger respondents identified a lower number of social categories as part of the diversity definition.

Respondents demonstrated a desire for a broad, inclusive understanding or definition of diversity. They also regarded words such as “respected,” and “accepted” to be more desirable than “tolerated” or “embraced” when describing how people who are “diverse from me” should be treated.

What is Clark doing well? Events and Activities

There were 301 total comments from respondents regarding what Clark is doing well regarding diversity. One hundred eighty three (183) comments generally indicated that Clark College is making a strong effort and is on the right track in terms of supporting diversity. Specific positive examples noted were around Disability Support Services, Multicultural Student Affairs, student recruitment, recruitment and hiring, as well as the creation of the Cultural Pluralism Committee and the office for Equity and Diversity.

There were 189 total comments answering the question, “What diversity related events/activities would you like to see more of at Clark College?” The complete list of suggestions is located on page 34 of the supporting documentation.

Unacceptable Behaviors

Unacceptable behaviors such as stereotyping, tensions, negative remarks, and offensive jokes were witnessed or experienced by respondents. The most commonly witnessed unacceptable behavior by respondents was stereotyping where almost half of respondents indicated they had experienced or witnessed this. Hostility was not directed at any one particular social target but was distributed among a variety of groups. However, socially disadvantaged groups were particularly at risk for exposure to stereotyping and negative comments (e.g., LGBQ individuals, racial and ethnic minorities), and in some cases socially-privileged groups were not aware of the unacceptable behaviors these socially-disadvantaged groups were exposed to, according to survey response. For example 19% of respondents with a disability witnessed stereotyping based on disability compared to 9 % of respondents without a disability.

Regarding hate crimes, graffiti, discrimination and harassment, four categories that appear most frequently as the target group are sexual orientation, political affiliation, age, and disability. Respondents also report that religion is a significant source of conflict at the college. According to some Christian respondents, they experienced exposure to hostile classroom settings and indicated that instructors unfairly maligned their religious beliefs. In contrast, other respondents (mostly faculty) depicted conservative Christians as perpetrators of bigotry and intolerance at the college.

Feel Different from People

The social category chosen the most as a way in which people felt different from others was by age. Almost 45% of all respondents said they felt different by age. The social category chosen least was sex, with only 13 people indicating they felt different from others at the college by sex.

People who are transgender, transsexual, LGBQ, or Hispanic most felt the need to minimize themselves at Clark College. Those who least felt the need to minimize their identity were the not-Hispanic, not-Democrat, white, Judeo-Christian, middle and upper class and heterosexual groups.

Support at Clark

While respondents felt “most different” based upon age, they also indicated this to be the area where they felt most supported. Respondents for whom English is their second language have the highest proportion of people who felt supported or helped by Clark College. Forty-three percent (43%) of respondents in this group felt supported. More than 40% of respondents with disabilities felt supported at the college. Those on the other end of the scale, the groups with the lowest proportion of feeling supported or helped at the college were respondents who identified as LGBQ, not-Judea Christian, and not-Democrat. Transgender people felt supported/helped while those who are LGBQ were much lower in their feelings of support.

Knowledge of procedures for addressing discrimination and harassment

About 55% of the respondents were inclined to agree or strongly agreed with the statement regarding knowledge of procedures for addressing discrimination and harassment. Level of agreement varied depending on the following respondent characteristics: role at the college, race, and political affiliation.

According to survey respondents knowledge of college procedures for addressing discrimination or harassment was somewhat widespread among college employee respondents (70%). We need to focus on the more challenging task of communicating these procedures to students of whom only 45% were aware of procedures (and in particular racial and ethnic minorities).

Diversity in Curriculum

Administrator respondents at the college were more strongly supportive of diversity initiatives than other respondent groups. According to the survey, support for diversity initiatives tended to be weakest among socially advantaged groups (men, heterosexuals, whites, nondisabled). Support for diversity initiatives according to survey data was strongly linked to political affiliation. Respondents with left-of-center politics tended to agree that diversity is a significant and worthwhile topic in college coursework; in contrast, the majority of respondents with right-of-center politics considered diversity topics to be irrelevant and unnecessary. Support for diversity initiatives tended to be weak among respondents in their teen years or over the age of sixty.

Environment at Clark and General Feeling about Diversity

Eighty five percent (85%) of respondents agreed that a diverse college is important to them, with more than half agreeing that it was very important. Differences exist within respondent groups which are detailed on pages 57-59 of the supporting documentation. Respondents of color were more likely than white respondents to agree to the need to increase students and faculty of color. White respondents were more likely to agree that Clark is welcoming. By more than a two to one ratio survey respondents indicated they wanted to see more diversity programs in action. A majority also felt that a more diverse college will better prepare students for the real world.

Final Comments Summary

There were a total of 193 comments in the final thoughts section of the survey, including 117 comments from students, one from a community member, 10 from administrative/exempt employees, 27 from staff members, and 38 from faculty members.

The most common response was that the college should not recruit based solely on race or other diversity factors, should not have quotas to fill, and should seek the best and most qualified students and employees based on ability and not on background. There were 37 total comments on this topic: 22 comments from students, one from an administrative/exempt employee, seven from staff members, and seven from faculty members.

A few people indicated that Clark was doing a good job and making progress in terms of diversity. There were 10 of these positive comments. However, a larger number of people indicated that more diversity and/or more attention to diversity issues are needed at the college. There were 25 such comments.

There were also some comments indicating that we do not need diversity at the college or that it should not be made a focus. A few people felt that focusing on diversity points out differences and forces people into boxes. Others felt that diversity is overemphasized and has nothing to do with

learning. There were 26 comments to this extent, including 18 from students, five from staff members, and three from faculty.

Next Steps

The Cultural Pluralism Committee will work in conjunction with the college community to implement the first stages of a diversity plan focusing on additional information gathering, general awareness, and dialogue regarding what diversity means at Clark College. A session between the Executive Cabinet and the Cultural Pluralism Committee will commence the dialogue around what diversity means at Clark College. More information will be gathered in the 2008 Winter and Spring Quarters from African American/Black students, LGBQ and Transgender students, Latino/Latina and Hispanic students, students with disabilities and populations who identified size-related issues. Forums will be held regarding what role events play in diversity education and awareness, what diversity means at Clark College, and religion and politics in the classroom. Additional focus groups and forums will be scheduled in the spring and the diversity plan further developed through this process.

Note: LGBQ represents lesbian, gay, bi-sexual and queer. Typically the acronym is LGBTQ with the T representing transgender and transsexual; however, the data gathered from the survey indicated the need to report T data separate from LGBQ. A full explanation of terms is located in Appendix A of the supporting documentation available on the Clark College intranet.



Planning and Advancement Board Report February 2008

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

Focus on Learning

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

Progress to date:

A second Grants 101 workshop will be held on February 19, 2008.

Access to Education

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

Progress to date:

The Computer Technology Division applied for Hewlett Packard's Technology for Teaching Grant on February 14. The grant supports development of mobile technology environments that expand access to and redesign of the higher education environment. DNET proposed a redesign of four core courses within the Information Technology disciplines at Clark, focusing on a learner-centered pedagogy. If awarded, the grant would provide a technology bundle valued at \$57,000 for one faculty member and a classroom, and \$20,000 cash for the PI to use to support the work of the project.

Respect for Differences

- ◆ **Provide research, data, and evaluation support for college Diversity Plan.**

Progress to date:

Final report and supplemental materials completed in February.

- ◆ **Conduct 2008 PACE survey.**

Progress to date:

Finalized college-specific questions. Completed survey setup with NIHLE. The 2008 administration takes place February 25 – March 11.

Workforce Development

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

Progress to date:

Plant Services and Instruction submitted a green energy grant to the Washington Office of Financial Management on January 31, requesting \$50,745 for the purchase and installation of 12 solar panels and two wind turbines for Clark College's new Columbia Tech Center. This would allow Clark College to expand educational programming through hands-on application of green energy components in high demand careers like Electronics, Power Utilities Technologies, science and engineering programs.

Continuing Education will submit a \$70,000 grant to AACC's Plus 50 Initiative on February 22. The grant focus is creation or expansion of campus programs to engage the 50+ population in learning; training or re-training programs; and volunteer, civic, or service activities. Continuing education will request to join the AACC PLUS 50 Mentor Team, a group of five colleges that will be selected to work with other community colleges in a mentoring relationship while also enhancing their own institutional programs. Clark's grant focuses on expansion of the Mature Learning Program and other continuing education programs that serve a large number of students age 50 and up.

Broad-based Partnerships

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

Progress to date:

The College hosted a successful Legislative Dinner in Olympia on January 22, attended by College representatives and legislators.

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

Two trustees, President Knight and Candy Bennett attended the AACC/AACT National Legislative Summit in Washington D.C. on February 11-13. Following conference sessions, meetings were held with Representative Brian Baird and key staff members in the offices of Senator Patty Murray and Maria Cantwell.

- ◆ **Support Running Start Program Manager in biennial Running Start High School Senior Survey.**

Progress to date:

Over 280 Running Start students have completed the on-line version of the survey. The remaining seniors will complete the paper scantron version late February.

Management Excellence

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

Progress to date:

Mid-Year Status Reports for 2007-08 and evaluations have been completed by Executive Cabinet members. Reports are included in the February board packet.

Due date for forwarding new 2008-09 goal and budget development submissions to vice presidents and executive deans for review and prioritization is February 22.

A consultant has been contracted to facilitate review and update of the Strategic Plan and assist with development of the 2009-2014 plan. A Strategic Planning Task Force has been formed and will hold its first meeting on Friday, February 22.

Management Excellence

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

Progress to date:

Final development and testing completed. Daily updates will now be provided by Registration staff. Minor bugs being worked out before wider distribution.

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

Progress to date:

Editor Rita Carey has completed revisions of the first draft of the self study and copies have been distributed to standards chairs for review and additional editing.

Additional Highlights

- ◆ Collaborated with departments to develop surveys for the following:
 - On-line survey for Child and Family Studies evaluation of training and career pathways
 - On-line survey of students who dropped classes in first 10 days of term

Candy Bennett
Executive Dean of Planning and Advancement
February 19, 2008

Corporate and Continuing Education Board Report February 2008

Introductory Statement

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

Focus on Learning

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

Progress to date:

Wedding Savvy is a new theme in the spring 2008 Corporate & Continuing Education class schedule. Continuing Education is offering classes for the planner, photographer or a guest. Classes include: "How to Start a Wedding Planning Business", "Creative Photography", "Portrait Photography", "How to Be a Wine Snob in Three Hours", and "Dance: A Crash Course for Weddings".

Workforce Development

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

Progress to date:

In FY07-08 Corporate Education has secured training contracts with 14 local companies for combined projected revenue of \$149,499.

Broad-based Partnerships

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

Progress to date:

In partnership with the Vancouver National Historical Reserve Trust, an advisory committee of 15 community members has been formed to begin developing a plan to move forward with the concept of a Clark College Center for Leadership Excellence. The first meeting will be scheduled in March.

The fourth in a series of Business Best Practices events is scheduled for May 7, 2008 at Clark College. For the first time, participants can register for the event at the Best Practices website (bestpracticeseries.com). Registrations will be processed through Corporate Education's registration and student management system CampusCE. Business Best Practices events are sponsored by Clark College Corporate Education, Columbia River Economic Development Council (CREDC), the Southwest Workforce Development Council (SWWDC) and the Small Business Development Center (SBDC).

- ♦ **Partner/ subcontract with certified travel agencies to provide travel tours.**

Progress to date:

The Travel Studies program has partnered with Joyo International Exchange Association to travel to Vancouver's sister city Joyo, Japan April 3 – 13, 2008. The group will travel around the Kansei province for nine days, visiting Nara, Osaka, and Kyoto Japan. Students have taken classes on Japanese life, including language and customs to prepare for the trip. Among the students traveling to Japan is Vancouver City Council member Tim Leavitt. The program has subcontracted with Dariki Tourist Corp. in Osaka City, Japan and will be escorted by Tomoe Fujimoto san and Tracy Reilly Kelly, Mature Learning and Continuing Education Program Manager.

Management Excellence

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

Progress to date:

To date 28.5% of winter 08 open enrollments registered online, a 10% increase over fall 07.

Additional Highlights

Tracy Reilly Kelly, Mature Learning and Continuing Education Program Manager will be honored at the 2008 Women of Achievement celebration on March 13, 2008.

Todd Oldham
Executive Director
Corporate and Continuing Education
2/15/08

Communications and Marketing Report February 2008

Marketing efforts in support of college recruitment, a celebration of women and a new Clark College faculty speaker series highlight this month's report - as well as honors for work done by members of the Communications and Marketing team and partners across the college.

Focus on Learning

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

Progress to date:

Lead Graphic Designer Wei Zhuang and Publications Designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work for mid-January through February includes the Corporate and Continuing Education Web template, Healthy Penguin Nation sticker, 2007 Annual Report, various Web advertisements, Women of Achievement materials (program, biography boards, certificates, name tag template and table tent template), International Programs Web template, Music department's "Around the World in 80 Minutes" poster and program, Music department's winter choral concert poster and program, Foundation Alumni Student dinner invitation, Library Web graphic, completion of the spring *Clark College Connections*, two issues of *Clark 24/7*, and the winter 2008 issue of *The Clark Journal*.

Access to Education

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

Progress to date:

Development and production of spring quarter 2008 *Clark College Connections*/quarterly class schedule has been completed at levels previously established. Timelines for early fall and summer schedule production have been revised; development of class offerings is currently underway.

Additional publication highlights include:

- Publication of the winter 2008 issue of *The Clark Journal*, which included articles on the Clark College Foundation, the 2008 State of the College address, Clark's 75th anniversary planning committee and the college's 2008 legislative agenda.

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

Progress to date:

Funding granted. Plans are in development to increase generic marketing support of the college-wide 2007-2008 marketing plan.

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

Progress to date:

Director of Marketing Brian Scott is currently working on spring quarter marketing. Media placements have been booked and are under development for cable television and radio spots. Newspaper placements are currently in process and advertisements are in development. Quick Step Web and open registration Web advertisements have been completed. The college registration banner has been reposted throughout the college's main campus.

Additional marketing projects include: 2008 Pathways Career Fair print advertisement schedule completed and booked, advertisement designs in development, postcard direct mail in development, scheduling completed and Web advertisements to employers completed and posted, Craig's list in development, B2B advertisements for *The Columbian* magazine in development; "Bridge" career development program mini-marketing plan completed, graphics options presented, and re-design of marketing materials are in development; WAOL advertisement completed for spring term; "Clark on the Road" Stevenson High School postcards completed; I-BEST presentation (and handouts) in development; ABE/ESL new outreach photographs for the Latino community are in development; Paralegal and Business Technology promotional campaign for spring term is in development; and the STEPP Web advertisement has been completed.

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

Progress to date:

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi continue to enhance the college's Internet site. Their work includes: completion of the Instructional departmental Nursing Web site; completion of International Programs Web templates; Instructional department Web templates refined and beginning work on the Workforce Development Web template.

Additional highlights for the Web department include:

- Online application and database for the accreditation standard committees to receive responses online. Responses are stored in a database and accessed by the responsible parties via the Intranet.
- Application and database developed for ASCC online voting for the Gaiser Hall renovation.
- Online application and database developed for 75th anniversary event suggestion submissions.
- Work continues on graphics work request form: completed PHP authentication throughout application, designed CSS styles for the application, completed 80% of back-end of application, full application nearing completion and will be ready for testing next month.
- Developed online registrations for Professional Technical Day and Step Ahead to spring registration.
- MRAD clinical tracking system functional and ready for beta testing.
- Ongoing Web updates as needed.

Respect for Differences

- ♦ **Planning and creation of historic and promotional materials (e.g. commemorative booklet and video) for the college's 75th anniversary.**

Progress to date:

Interviews with alumni, staff, faculty and students for the commemorative book should be completed by mid-March with a firm timeline for writing and design of the book established in April.

Workforce Development

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

Progress to date:

The Corporate Education initiative is moving forward. Design and Web coordination in process. CampusCE implementation completed.

Broad-based Partnerships

- ♦ **Establish a faculty lecture series.**

Progress to date:

Speakers for winter and spring have been selected. Internal and external publicity efforts are underway for the winter lecture, which will be held at 8:15 a.m. on Wednesday, March 5 in room 258C of the Penguin Union Building. English professor Joe Pitkin will share his Fulbright teaching exchange experience in the Republic of Hungary. The spring lecture will take place at noon on Friday, April 25 in the Penguin Student Lounge. Kathleen Perillo, acclaimed ecologist and biology professor at Clark College, will share her sabbatical journey through Switzerland, France and Mexico exploring sustainability issues and their relationship to the United States. Each session is scheduled for 90 minutes and will feature refreshments, followed by the speaker's presentation and a question and answer session.

Management Excellence

- ♦ **Establish marketing plan for launch of Clark College at Columbia Tech Center.**

Progress to date:

Initial Clark College at Columbia Tech Center marketing plan and budget request proposal for 2008-2009 submitted.

Additional Highlights for Communications & Marketing

- ◆ In preparation for the 2008 Women of Achievement (WOA) celebration, Executive Director Barbara Kerr and Executive Assistant Marta Dragomir conducted and coordinated the Women of Achievement and Young Women nominators' video session. The video will be shown at the Women of Achievement event on March 13. Development of the event program and other materials are underway.
- ◆ Communications Specialist Erica Schwenneker attended the joint WACTC-PIC conference in Olympia, January 22-23. She and Marketing Director Brian Scott will attend the annual NCMPR (National Council for Marketing & Public Relations) conference in Savannah, Georgia. At that conference, Clark College will receive two national Paragon awards for excellence. One award is for the college's 2006 annual report; the other is for the college's 2007-2008 catalog.
- ◆ The Communications and Marketing Department is pleased to welcome Hang Tran, who will serve as Executive Assistant while Marta Dragomir is on maternity leave. Marta has been working with Hang to bring her up-to-date on office procedures, procurement, budget and more. Hang's work experience includes positions in the U.S. Department of Immigration and the Department of Homeland Security.

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

Foundation Report to the Board of Trustees February 2008

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

Respect for Differences

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

Progress to date: Incorporated *diversity* into the Foundation's Mission, Vision, and Values statement. Members of the Foundation staff attended diversity awareness-building presentation.

Broad-based Partnerships

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

Progress to date: 36 substantive cultivation contacts and 14 substantive stewardship contacts were made in January. Development staff is working on proposals with three financial institutions for support in areas of annual golf tournament sponsorship, Clark's 75th Anniversary, and programs on campus. In addition, work is in progress with a donor to fully endow a scholarship. Inclination ratings are complete. Finalized research and prospect relationship tracking plan and Research Alert process. Began additional media review for prospect identification. Identified and aligned prospects for athletic scholarships and some major-minor fundraising projects. A revised plan to add 48,000 lost alums to the Foundation's data base was implemented.

Major gifts received from 3 donors totaled \$40,045. Staff secured a bequest for 20% of a donor's estate, estimated at approximately \$500,000 in today's market. With another donor, staff is working to sell property connected with a charitable remainder trust.

Direct mail appeals this month resulted in \$7,430 in receipts from 27 donors. Participation by Clark faculty and staff donors is steadily increasing, reaching 61% of the targeted goal for this fiscal year. The direct mail calendar of mailings for calendar year 2008 consists of 11 appeals, not including an end-of-year appeal. All in-house mailing are completed by a dedicated group of volunteers.

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

Progress to date: Staff met with Phil Sheehan to provide background information on the quid pro quo operating agreement. The Foundation is represented on the search committee for the vice president of Administrative Services, as well as the 75th Anniversary Planning Committee, the Climate Taskforce, Foundation Funds Allocation Committee, Instructional Council, College Council, and Executive Cabinet.

Staff researched process for submitting student volunteer opportunities through the Service Learning program.

Management Excellence

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

Progress to date: Committee and committee chair descriptions were approved by the Executive Committee for Annual Giving, Board Relations, Executive, Investment, Major & Planned Giving, and Prospect Research committees, which were restructured according to The Clements Group recommendations. Executive Committee approval will be presented to the Board of Directors for ratification at their March meeting.

◆ **Become an effective fundraising staff**

Progress to date: Foundation staff retreated in January to develop goals for fiscal year 2008-2009. Responses to The Clements Group recommendations were drafted and will be reviewed by the Foundation Board in March.

Staff remains in active pursuit of relevant training and networking opportunities by attending WVDO (Willamette Development Officers) presentations, diversity trainings, APRA- NW (Association of Professional Researchers for Advancement networking mixers, and networking with SW Medical Center Foundation accounting staff, who also use Blackbaud software products.

◆ **Complete strategic planning process**

Progress to date: The Foundation's Mission, Vision, and Values statement was approved by the Executive Committee for recommendation to the Foundation Board. The Foundation is actively participating in the College's goals and budget process.

Lisa Gibert
President
February 19, 2008

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
January 28, 2008
Penguin Student Union Building Room 258 B & C

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

Absent: Ms. Rhona Sen Hoss, Chair.

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

Faculty: Dr. Marcia Roi, Mr. Les Rivera, Professor.

Staff: Mr. Billie Garner.

Others: Ms. Bonnie Terada, Assistant Attorney General; Ms. Lisa Gibert, Foundation President; Ms. Heather Clarno, ASCC Executive Assistant.

I. CALL TO ORDER

Vice Chair, Sherry Parker, called the meeting to order at 5:15 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was reviewed and accepted as presented. Although there was no written report from the ASCC, there will be a short verbal update.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from Board Members

Trustee Jacobs reported that she attended the Winter TACTC meeting in Olympia on January 22 and 23 along with President Knight, Chair Sen Hoss, and Trustees Parker and Peery. The January 22 agenda was geared towards national trends in education and Washington legislative issues. Governor Gregoire addressed the trustees and Trustee Jacobs was very pleased to report that the governor is very supportive of Washington's community college system. Clark trustees also had the pleasure of dining with area legislators that evening for further discussions regarding local issues. January 23 heard committee updates and legislative input and discussions on the items the SBCTC has on their agenda for this legislative session. She acknowledged the TACTC group for a good job in consolidating the messages taken to the legislature and for speaking in one voice for all the community colleges. She acknowledged Ms. Bennett for arranging the event for Clark's trustees.

Trustee Peery was pleased to note that Sen. Pridemore and Rep. Fromhold are aware of and supportive of issues affecting Clark College, especially of the study funds that are expected for the review of the Fort Vancouver Way pedestrian bridge.

D. President's Report

President Knight reported that he had lunch in December with a Clark student who had participated in a contest to have lunch with a member of the EC.

Together, the college and Vancouver SCORE (Senior Core of Retired Executives) have developed a partnership to assist entrepreneurs and small business people and SCORE has moved into offices in the T-Building. He acknowledged Mr. Oldham for his role in moving this partnership forward and helping SCORE secure space in the building.

President Knight participated as a member of the WACTC's Capital Budget Selection Committee. He was very pleased to announce that Clark College's North County growth project placed first in the state in growth projects. The replacement for Foster Hall will most likely not be funded and alternative ways to reach this goal will need to be reviewed and addressed.

E. Association Reports

1. AHE - Dr. Marcia Roi

Dr. Roi reported that she and President Knight met for their scheduled monthly meeting where they discussed bargaining issues, faculty participation in bargaining and faculty

workload. The bargaining team is reviewing the format and schedule for contract bargaining with the schedule still to be decided.

Dr. Roi has also been nominated to the WEA board of directors to serve an interim position until July 1, 2008. Rep. Jim Moeller will brief the AHE senate on higher education legislation and conduct a Q&A session in April. Dr. Roi and Dr. Fisher continue to participate in weekly conference calls with Rep. Deb Wallace concerning higher education legislation topics.

2. ASCC - Ms. Heather Clarno

Ms. Clarno reported that the ASCC does not have a written report this month due to the winter break. She announced that the student body voted in favor of donating \$135,000 in student funds towards the remodel of the Gaiser Student Center during a voting session that took place on January 22 and 23.

3. WPEA - Mr. Billie Garner

Mr. Garner did not have additions to his written report.

F. College Reports

1. Instruction - Dr. Rassoul Dastmozd

Dr. Dastmozd did not have additions to his written report and entertained questions from the trustees.

He discussed CJST in Warehouse/Distribution & Logistics training options with the trustees in-depth. An advisory committee comprised of local employers and Clark College was developed to gather information on this training path and look at the demand for positions within industry. Students will participate in a hands-on training program and will enroll in credit courses later on. They will be employed upon graduation from the program.

The College has proposed the addition of three new programs at the Larch facility. The Department of Corrections must approve them and it is expected that a decision will be made by March 2008. The programs are transitional in nature with the expectation that, upon release, the students will be able to transition into the community as wage earners. The programs under consideration are dry wall/interior finishing; web design; and automotive service and maintenance.

Dr. Dastmozd is looking into the possibility of a trustee visit to the corrections center in the spring.

This month's faculty presentation was highlighted by Les Rivera and Sheryl Anderson who spoke about the ESL Pre-IBEST Bridge Classes. Two students who have participated in the program spoke about their experiences and how their goals were met through the classes. The students were Anou and Marlena.

2. Administrative Services – Mr. Phil Sheehan

Mr. Sheehan announced the launch of a new textbook rental program which will be coming in the Fall 2008 term. The bookstore is keeping in close contact with faculty members to determine books to be offered. It is expected that some of the more popular and consistent courses will have books available for rental. This is another innovative way the College is assisting its students in controlling their costs in obtaining and education.

Mr. Sheehan also reviewed the budget. The fiscal year is now at the half-way point. The only issues evident are timing issues; all line items are within budget and on target.

3. Student Affairs – Dr. Rachel Ruiz

Enrollment is up 6.33% from the same time last year which is very encouraging. Dr. Ruiz introduced two new staff members: Bill Van Dusen, Director of Advising & Counseling. Mr. Van Dusen is in the process of developing a new advising model for students. She also introduced Karen Driscoll, the new Director of Financial Aid.

Dr. Ruiz provided a report on the Running Start program registration. As of Fall 2008, caps on students registering in Running Start will be eliminated and students will be mainstreamed into open enrollment by their number of earned credits. This will bring the program into state compliance.

The College hosted a Martin Luther King memorial event on January 22. Dr. Preston Pulliams, President of Portland Community College District was the keynote speaker. The AME Zion Church choir performed musical selections to honor the holiday.

4. Human Resources – Ms. Katrina Golder

Ms. Golder announced the revision of the Drug Free Workplace policy. Review of the policy is currently with the bargaining units and the College Council. Revision of the policy will effect a healthier work environment and bring the College into alignment with contract language that is based upon RCW rules.

Ms. Johnson reported that the diversity audit has been completed and she is working with the Cultural Pluralism Committee to prepare an executive summary from the 70-page report issued by the College's consultant. She expects focus groups comprised of students, staff and faculty and forums with community members to take place between February and June that will help identify how diversity is defined at the College.

5. Planning and Advancement – Ms. Candy Bennett

Ms. Bennett announced that Katherine Brokaw, Director of Grants Development, will be leaving the College. During her tenure, Ms. Brokaw has done a wonderful job of grants development for the College and she will be greatly missed.

Ms. Bennett also reviewed outcomes from the TACTC meeting. She noted that there are a large number of bills for the legislature's consideration even though the session is only 60 days long, and there is very limited new funding statewide.

6. Corporate & Continuing Education – Mr. Todd Oldham

Mr. Oldham acknowledged Ms. Tracy Reilly-Kelly for receiving a 2008 Women of Achievement award. The awards will be presented on March 13 at the Vancouver Hilton; the annual event is a joint effort between the YWCA of Clark County and Clark College.

Corporate Education was awarded a \$52,000 contract in January by the SWWDC to provide training for incumbent workers from Southwest Washington businesses.

Corporate & Continuing Education is also studying the development of a Center for Leadership Excellence and has been working with the Historical Reserve to determine its feasibility. The Center would pull from training offered in the military and is based upon tenets put forth by the Founding Fathers. Mr. Oldham will provide more updated information as it becomes available.

Mr. Oldham also offered a demonstration of the new CampusCE online registration system.

7. Communications and Marketing – Ms. Barbara Kerr

Ms. Kerr did not have additions to her report. She recognized and thanked the ASCC leadership and finance departments for their support of and assistance with helping to get the Gaiser remodel vote passed. Ms. Kerr also thanked the trustees for their attendance at the State of the College address on January 17.

8. Clark College Foundation – Ms. Lisa Gibert

Ms. Gibert reported that Mr. Pend Armistead, consultant with The Clements Group, attended the State of the College address. He is also working with Lower Columbia College and stepped out of meetings there to attend the Clark event.

The Foundation looks forward to integrating their strategic planning process with the College and is gathering information to present to the College's strategic planning consultant once that individual is hired.

There will be a scholarship workshop on January 29. Ms. Gibert acknowledged the Student Affairs department for putting so much work into the event and she is hoping for a full house for the evening's event.

III. CONSENT AGENDA

A. Consent Agenda

- ♦ Minutes from December 10, 2007 meeting.

Trustee Jacobs moved that the Consent Agenda be approved and the motion was seconded by Mr. Peery. The minutes were approved as submitted.

IV. FUTURE AGENDA ITEMS

WORK SESSION

Major Fundraising Priorities (Feb.)
Columbia River Crossing (Feb.)
Board Self-Evaluation (Feb.)
Strategic Plan in Conjunction with
Resource Development Plan (TBD)
Larch Update (TBD)
Diversity Plan (TBD)
Board Policies (TBD)

BOARD

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. February 25, 2008 in the Penguin Union Building 258 B & C.

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

VI. EXECUTIVE SESSION

There was no Executive Session held.

VII. ADJOURNMENT

There being no further business, Ms. Parker adjourned the meeting at 6:50 p.m.

Sherry Parker, Vice Chair
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder
February 19, 2008