

Clark College Board of Trustees Packet

February 23, 2009

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 23, 2009

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CLARK COLLEGE BOARD OF TRUSTEES

Monday, February 23, 2009

Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD WORK SESSION, PUB 258C

4:00-5:00 p.m.

- ♦ Budget 4:00-4:20
- ♦ Legislative Update 4:20-4:40
- ♦ Strategic Planning Update 4:40-5:00

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. President's Report

Pages 1-2

Student Success Presentation: Alejandra Silva-Hernandez

E. Association Reports

1. AHE

Pages 3-5

Attachment #1—Overview of Clark College Financial Position

On Enclosed CD

2. ASCC

Pages 6-7

3. WPEA

Page 8

F. College Reports

1. Instruction

Pages 9-12

Faculty Presentation: Dr. Kathy Bobula, "Thinking About Brain Development: Providing Support for Teachers and Parents"

2. Administrative Services

Pages 13-16

3. Student Affairs

Pages 17-24

Enrollment Update

- | | |
|---|----------------|
| 4. Human Resources | Pages 25-30 |
| Attachment #2.1-2.3--CCAHE Agreement—Proposed Changes | On Enclosed CD |
| 5. Planning & Effectiveness | Pages 31-34 |
| Attachment #3--Mid-Year Evaluations | On Enclosed CD |
| 6. Corporate & Continuing Education | Pages 35-36 |
| 7. Communications & Marketing | Pages 37-39 |
| 8. Clark College Foundation | Page 40-41 |

III. CONSENT AGENDA

A. First Reading

- ♦ CCAHE Agreement—Proposed Changes *Attachment #2.1-2.2 on enclosed CD*
- ♦ Tenure Recommendations Page 42

B. Consent Agenda

- ♦ Minutes from the January 20, 2009 Board Meeting Pages 43-47

IV. FUTURE AGENDA ITEMS

WORK SESSION

Budget (Standing Agenda Item)
 Legislative Update (March)
 Diversity Plan & Training Modules
 (March)

BOARD MEETING

President's Evaluation Executive
 Session (February)

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Monday, March 16, 2009 in the Ellis Dunn Room.

VI. EXECUTIVE SESSION

An executive session will be held to review the performance of a public employee and to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report February 2009

Access to Education

Progress to date:

- ◆ The economy and budget situation continued to dominate the activities of state agencies. The SBCTC began offering a series of training workshops for the community college presidents on possible steps that could be implemented when final budget numbers are announced.
- ◆ The president and representatives from health sciences and the foundation met with a prospective donor on January 16 to tour the dental hygiene and nursing labs and discuss the needs these programs have.

Focus on Learning

Progress to date:

- ◆ The president and associate vice president of planning and effectiveness met formally with the Northwest Commission on Colleges and Universities to review and discuss the final accreditation report. Their decision on renewing the college's accreditation is expected by the end of January.
- ◆ The president met with Dr. Adenuga Atewologun, a pioneer in the development of STEM programs, concerning initiatives that could be developed at Clark College. Dr. Atewologun is currently working under a fellowship at Bellevue Community College and is eager to collaborate with other community colleges throughout the country.

Broad-Based Partnerships

Progress to date:

- ◆ The boards of the college and foundation met with the Clements Group to review the outcome of the comprehensive campaign feasibility study. The results of the study indicated broad community support of the campaign with the request that the launch date be reconsidered in light of the current economic situation.
- ◆ The president and associate vice president of planning and effectiveness continued their series of meetings with local legislators. The legislators remain aware of the college's value to the community and are supportive of retaining the college's ability to serve students through the economic crisis.
- ◆ The president joined the newly formed Columbia River Crossing working group and attended the first meeting of the group. The group will be making recommendations for the ultimate location of light rail and parking structures that will be needed when the bridge redevelopment project is completed.

Management Excellence

Progress to date:

- ♦ The president delivered the State of the College address on January 15 at the main campus. He then visited Clark College sites at Town Plaza and WSUV to celebrate the occasion with the students, faculty, and staff at those locations.
- ♦ The Strategic Planning Task Force reconvened to complete the work started last spring. The group will be focusing on the college's five-year strategic goals and updating the mission and values statements.

Robert K. Knight
President
January 9, 2009

**Clark College Association of Higher Education
Board Report
February 23, 2008**

Facilitating communication

Dr. Roi and Professor Sutherland met with President Knight and Dr. Dastmozd in January. The meeting was minimally productive.

Bargaining

The bargaining teams concluded the contract bargaining sessions on January 28th. The AHE team was still in the process of reviewing the document on February 12th, with a projected completion date of February 18th. Upon approval it will be sent to the AHE senate for approval to the membership for a ratification vote.

Dr. Roi attended the February WEA Coordinated Bargaining session.

Organizational activities

Dr. Roi attended the NEA Pacific Leadership conference in Seattle February 13-15.

WEA concluded its budget analysis of Clark College's budget and fiscal trends (See attached document). This document will allow the Association and the College the opportunity to address fiscal trends and issues.

AHE held a Roundtable this month with a turnout of 17 invitees. A discussion of the budget and shared governance issues ensued. As a result of the Roundtable, an open letter was drafted by the AHE senate and delivered by the AHE president to the College Council regarding AHE's stance on the budget reduction process. (see attached)

Dr. Roi met with WPEA state leadership to discuss joint activities and issues of common concerns.

Membership

Four faculty members joined AHE this month.

Grievances

Three grievances are filed with the college. One is in abeyance for one year, one is on step One, and one is awaiting reply from the 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 Riverside Council meeting this month.

Dr. Roi met with Deb Wallace this month to discuss legislative issues regarding faculty concerns.

Dr. Fisher, Dr. Walsh, Professor Fulbright and Dr. Roi attended the WEA Lobbying Day in Olympia and met with various legislators concerning higher education issues.

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

Submitted by
Dr. Marcia Roi
President, CCAHE



-Your Faculty Association

Clark College Association of Higher Education

1933 Fort Vancouver Way, WA 98663-3598

An open letter to the administration from the AHE,

There has been much discussion recently about the current budget problems facing Washington State and the potential impact to Clark College. The AHE want to give you our position on the current situation and the issues that we see in moving forward.

In order to better understand and address budgetary issues, the AHE has repeatedly requested that the college administration present an itemized 'big picture' on the current college, the college income, and so forth. This has not been forthcoming, and the figures we have received are fragmentary and inconsistent, not just for the projected budget but for the current budget. This has created a climate of confusion and uncertainty. Many staff and faculty members have reported feeling pressured to make cuts.

Firstly, until the College administration provides a clear breakdown of (a) the current budget and where it is being allocated and (b) a projected budget for the upcoming fiscal year given the best information currently available, we cannot have a meaningful discussion about priorities and strategies.

Secondly, cuts to academic programs, and indeed any college services, may involve unintended consequences in the future such as: reduction in student enrollment (and consequent loss of revenue), loss of experienced staff members (resulting in costs to retrain new staff) and so forth. Cuts should be a last resort rather than a first resort and only made after all other options have been explored and a risk analysis has been carried out. AHE acknowledges our shared priority for the long-term health of the college.

We call on you to facilitate the AHE in its request for (a) budget transparency and (b) an open discussion of how to best face budget challenges. **Therefore, the CCAHE adopts the following positions:**

1. WEA budget analysis provides reliable and accurate evidence of the past practice of reducing funding to instruction.
2. Faculty will not support budget cuts in instruction nor will faculty participate in exercises to cut funding in instruction.
3. CCAHE faculty demand that an accounting of all budget cuts be posted on the intranet in one file, eliminating the obfuscation of the college-wide cuts as presented in multiple committee, division and department meetings.

February Board Report ASCC

Student Government

The ASCC Executive Council and Activities Programming Board have had a very productive start to the winter term and we are looking forward to a successful quarter. We are very pleased with the number of students attending our events and how more and more students are getting involved with the ASCC and the college community. To help with this process, we invited Jim Green from Plant Services and Tami Jacobs from Disability Services to our ASCC Executive Council meetings to discuss the layout of the Coffee Cart structure in and the accessibility in Hanna Hall. Tami and Jim listened to our officers and the concerns of the students to make sure that the furniture in Hanna Hall would be accessible for all of the individuals that use this area.

- ♦ **Cindi Lou Kunkle, ASCC Club Coordinator** held the quarterly Club Service Training which is a workshop for all of the clubs here at Clark College to give them the necessary tools to help with running and organizing a campus club.
- ♦ **Alyshia Saltman, ASCC Finance Director**, has been continuing to guide the ASCC Finance Committee through their mission of reviewing program budgets for the yearly allocation process.
- ♦ **Maria Laguna, ASCC Public Relations Director**, has been working on the monthly schedule of events and activities. She continues to make PR flyers and posters for the Activities Programming Board. Laguna has made it a priority to visit the satellite campus of the Clark Center at WSUV and the Town Plaza campus. Maria is working with both campuses to increase our programming presence.
- ♦ **Letizia Askland, ASCC Vice President**, has continued her duties of filling ASCC and Campus Committees. Askland is planning to start the ASCC Constitution and Bylaws Review Committee this quarter when she finds the student representation.
- ♦ **Pat Mehigan, ASCC President**, Has been seeking input from students on a variety of issues and continues to chair the ASCC Executive Council. He will be developing a President's forum with Vice President Askland to address student concerns and comments.
- ♦ **Kim Largen, ASCC Activities Director**, will be holding her first events of the quarter, "*None of the Above*," from 6:00pm to 9:00pm in the PUB Lounge and on Thursday, February 12th, called, "*Price of Love*", from 11:00am to 1:00pm in the Gaiser Student Center.

- ♦ **Summer Heasley, ASCC Activities Programming Board member**, will be holding an event for Valentine's day, "*Cupid's Cookies*", on Friday, February 13th, from 11:00am to 1:00pm in the PUB Lounge.
- ♦ **Janet Sanchez, ASCC Activities Programming Board member**, will be holding her first event of the winter quarter, the "*ASCC Poetry Night*", on Tuesday, February 17th, from 5:00pm to 7:00pm in the PUB Lounge.
- ♦ **Ashley Schahfer, ASCC Activities Programming Board member**, will be holding an event entitled, "*Recycled Crafts*", on Thursday, February 26th, from 11:00am to 2:00pm in the Gaiser Student Center.

Respectfully Submitted,

Pat Mehigan
ASCC President

WPEA/UFCW Local 365, Clark College Unit Board Report February 23, 2009

UNIT ACTIVITIES

- ◆ Membership meeting was held on February 18, 2009.
- ◆ Next membership meeting will be on March 18, 2009.
- ◆ LMCC meeting was held on January 22, 2009.
- ◆ Next WPEA/UFCW Local 365 District 1 meeting is on March 17, 2009.

COMMITTEE REPORTS

- ◆ These are our 2009 Job Representatives:
Billie Garner - ext. 2336, Scarlett Knight - ext. 2800, Dennis "Sam" Osaki - ext. 2320
Mark Owsley - ext. 2141, Jean Roniger - ext. 2336, David Sims - ext. 2132,
David Stephan - ext. 2661, Jennifer Wheeler - ext. 2146, Gayla Shanahan - ext. 2336,
Amy Waite - ext. 2152, Jerry Weber - ext. 2336.
- ◆ Labor/Management Communication Committee met on January 22, 2009. Topics included Contracting out at CTC, Classified Endowment Fund, 2009 Seniority List, WPEA/UFCW Board Report and using of Management in lieu Classified Positions.
- ◆ Labor/Management Communication Committee met on February 19, 2009. The agenda had not been established at the time this report was written.

COMMUNICATION

- ◆ Eddie Rosen is our new Employee Specialist from the Olympia Office. He has a local Vancouver office. Eddie replaces Allan "Jake" Jacobsen, who retired at the end of the year.
- ◆ Eugene Carroll has given up his Union position to retire. He served as a District Vice President, Union Board Member, and Job Rep. We will miss him.
- ◆ On January 8, 2009 the WPEA/UFCW filed a Demand to Bargain over the Governors' proposed budget that did not include funding of the bargained salary increases for the 2009/2011 Collective Bargaining Agreement.
- ◆ President Knight held his quarterly Open Dialogue with the Classified Staff on January 12, 2009. The meeting was well attended.
- ◆ Sam Osaki represented the WPEA/UFCW on January 26, 2009 at the Legislative Dinner held in Olympia.

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

Submitted by:

Billie Garner, Chief Job Representative - February 15, 2007

Instruction Report February 2009

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

Focus on Learning

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

Progress to date:

In order to meet budget objectives, improve efficiencies, and leverage possible synergies, the eLearning department is merging with Library Services. The Dean of eLearning and Program Manager positions have both been eliminated. A new position, Associate Director of eLearning, has been developed and will report to the Director of Library Services. This position embodies elements of both the dean and program manager positions. The person in this position will be responsible for overseeing the Weekend Degree Program, which is scheduled for launch during the week of February 9. Priority deadline for applications for fall 2009 is April 1, 2009. Details are available at www.clark.edu/weekenddegree.

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

- Secure one-time funding for the I-BEST program Manager.
 - Increased enrollments will achieve state enrollment targets;
 - Maintenance of current programs;
 - Two new I-BEST programs will be developed.

Progress to date:

The ECE I-BEST program is scheduled for implementation spring 2009. The college received state approval to offer a two quarter I-BEST welding option. This new program will help academically disadvantaged individuals move more quickly through training that leads to entry level employment and continuing education in a high demand career pathway.

Access to Education

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

Progress to date:

Beginning this quarter, students can earn an Associate of Arts transfer degree in two years by attending classes just two days per week. This new program is offered Mondays and Wednesdays at Clark College at Washington State University Vancouver.

Respect for Differences

- ◆ Implement conflict resolution practices that encourage open communication and collaboration among diverse groups.

Progress to date:

Representative from Instruction participated in the Student of Color luncheon held on February 10, 2009.

- ◆ Develop a “Women in Science, Technology, Engineering, and Mathematics” recruitment and retention initiative.

Progress to date:

The ASCC Nerd Girls Club, led by STEM Outreach Coordinator Tina Barsotti, went to the Washington School for the Deaf in mid January and did a hands-on experiment with 29 middle school students underlining the concepts of science and mathematics. The group had a great time and has been invited back for another similar event. The School for the Deaf furnished the interpreters making this outreach project a true partnership.

On January 30, 2009, the Nerd Girls went to Marshall Elementary school to meet with 5th graders. Their engineering project was to make lip balm where materials, proportion and science create a tangible product. This project is always a hit with elementary students.

Also in January, the Women in STEM tutoring project had an open house during a two day period at various times of the morning, afternoon and early evening. The events were well attended by women who had been unaware these tutoring opportunities are available to them on campus.

Additional Highlights

- ◆ On January 26, 2009, the Dental Hygiene Department traveled to Olympia to participate in the Dental Hygiene Legislative Day with 48 students and four faculty members attending.
- ◆ Lisa Borho and Lee Brand attended the 2009 Oregon Higher Education retreat for Health, PE, Fitness, Recreation, Dance and Exercise Science programs on January 22 and 23. They explored transfer options for Health, Physical Education and Fitness Trainer Program students at nearby Oregon universities and shared ideas with other educators.
- ◆ Lisa Borho presented a session, “Bicycle and Pedestrian Travel for a Healthier Environment and a Healthier You,” at the National Teach-In on Global Warming & Green Career/Lifestyle Fair held at Clark College on February 5, 2009.
- ◆ Clark College hosted several skills contests during the last month. Diesel, Machine Tech, Culinary and Welding contests were held at Clark, bringing high school students on campus to compete in each discipline.
- ◆ David Oates (English) has been awarded a Regional Arts and Culture Council grant to pursue his writing interests for the period from July 2009 to January 2010.
- ◆ ECE/Psychology professor Debi Jenkins was selected as a YWCA-Clark College 2009 Woman of Achievement. The Women of Achievement celebration will be held at the Vancouver Hilton at 11:30 am on March 21, 2009.
- ◆ On February 13 and 14, ECE/Psychology professor Dr. Kathy Bobula will provide the keynote address at a Portland Community College conference on brain development and its applications to early childhood education.
- ◆ The 47th Annual Clark College Jazz Festival brought over 1,500 high school students and over 2,250 spectators from communities throughout Washington and the greater Portland area to Clark College on Thursday, Friday, and Saturday, January 29 through 31, 2009. This year’s

festival received many accolades from the participating directors complimenting Music faculty member Rich Inouye on how well the festival was run and how much fun their students had.

- ◆ Cannell Library's interlibrary loans in January 2009 increased 144% for borrowing and 222% for lending compared to January 2008. These increases are most likely linked to increased enrollment, installation of Article Linker software in January 2008, and a switch to OCLC Navigator for the shared Orbis Cascade Alliance catalog. Article Linker provides links to a citation from within a research database to the full-text of the article in another database when available. This saves time and improves the searchability of Cannell Library's research databases.
- ◆ The faculty and students in the Clark College Dental Hygiene Department partnered with the Clark County Dental Society, Clark County Public Health, SW Washington Free Clinic Dental Van, Greater SW Washing Dental Hygienists' Association, and Washington Oral Health Foundation for our third annual Children's Dental Health Day held on February 7.

A combination of treatments (preventive and restorative fillings) were provided by volunteer dentists, dental hygienists, dental assistants, and students (including 52 dental hygiene student from Clark, 32 dental students from OHSU, and 30 dental assisting students from the Clark County Vocational Skill Center). The volunteers served 291 patients, restored 497 surfaces (fillings), placed sealants on 334 teeth, provided pulp therapy to 30 teeth, extracted 42 teeth, and placed fluoride varnish on 145 children. It was an exciting day, and a joy to provide free dental care to children.

Rassoul Dastmozd, PhD
Vice President of Instruction
February 12, 2009



MEMORANDUM

Date: February 17, 2009

To: Robert K. Knight, President

From: Rassoul Dastmozd, PhD
Vice President of Instruction

Re: Tenure Recommendations

The tenure committees have forwarded recommendations on the following faculty to me for consideration. Please note that the tenure secretary is currently finalizing the tenure notebooks for each of the probationers listed in this memo. Once all of the tenure documents have been submitted to me, I will review the documents and provide my recommendations to you in March 2009.

Faculty

Alireza Aliabadi
Karl Bailey
Susan Brookhart
Carlos Castro
Geneva Chao
Jill Darley-Vanis
M. Gail Fujimoto
Zachary Grant
Christina Kopinski
Tani McBeth
S. Layne Russell
Brenda Knutson Walstead

RIF Unit

Chemistry
Chemistry
Chemistry
Sociology
English
English
Nursing
Library
Journalism
Human Development
Paralegal
Dental Hygiene

RD:abm

Administrative Services Board Report
February 2009

Focus on Learning

- ♦ Install smart classroom technology in 30 classrooms.

Progress to Date:

No significant progress from January's report.

Access to Education

- ♦ Provide staffing to increase network and telecommunication support.

Progress to Date:

The position is on hold pending outcome of budget reductions.

- ♦ Develop College Portal system. A Portal system provides a personalized site for students, faculty, and staff that would allow them to manage and access College information (class information, College events, requests for transcripts, e-mail links, communications from the College, departmental information, etc.).

Progress to Date:

Clark College was slated to be a pilot college for a system-wide Portal Project undertaken by the Center for Information Systems (CIS). Pilot college support was suspended pending the reorganization of CIS under the State Board. Computing Services will continue to pursue development of the portal system, but with a more limited focus on employees of the College. Deployment of the portal to our student population will be deferred until the required staff and equipment resources can be identified.

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

Progress to Date:

Construction continues at CTC on schedule; substantial completion is expected to be achieved by mid-April. The building is on track to open as planned in fall 2009.

Programming and design of the Phase I Child and Family Studies is continuing on schedule.

Respect for Differences

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

Progress to Date:

All permanent Bookstore staff attended "Respect for Differences" training session, presented by Leann Johnson, with emphasis on serving the customer January 2009.

In addition:

- 2 Bookstore staff members attended “Not Just Ramps” Winter 2009
- 3 Bookstore staff members attended “White Like Me” Fall 2008

Training for staff will be ongoing as it is presented by Human Resources. As a new Clark College employee, and to model support for our diversity plan, Vice President of Administrative Services Bob Williamson will be attending the March 4 “Respect for Differences” training.

Broad-based Partnerships

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

Progress to Date:

Plant Services has been working with Rapid Response to schedule training for the Critical Incident Planning and Mapping System (CIPMS) administration. CIPMS will support quick response from emergency providers should the need arrive.

Additional Highlights

- ◆ Bookstore Sales. Bookstore fiscal year sales activity year-to-date through January, as compared to the same time last year, shows an increase of 11.6%.
- ◆ Bookstore Transactions. Store transactions are up by more than 20,000 year-to-date, a total of 82,184 from July through January, compared to the same time last year. During winter RUSH week, January 5-9, the store processed 10,571 transactions.
- ◆ 75th Anniversary Event – “75 Book Drive”. Bookstore staff members, Marti Earhart and Kaina Barba, in partnership with Service Learning, are preparing to kick-off the first ever “75 Book Drive,” beginning February 17-27. The objective of this literacy event is to collect 75 copies of “The Real Mother Goose, Anniversary Edition,” to be donated to Washington Elementary School kindergartners. This book, selected by the recipient school, retails for \$10.99 but will be available for \$10.00 in the Clark College Bookstore for purchase donation. Nameplates may be filled out by the purchasing donor and inserted in the cover of the book. Books will be collected by the store, delivered to the school, and presented by the Washington Elementary School staff to each kindergartner. Washington Elementary School serves many families near or at poverty level; and for many kindergartners at this school, this will be the very first book of their own. The entire College community will be invited to join us in supporting this important literacy activity.
- ◆ Plant Services responded quickly to the first snow storm of 2009 to make the campus safe.
- ◆ The first phase of providing locks for all classrooms, conference rooms, and offices has been completed. The final phase will be completed in spring 2009.
- ◆ Plant Services has been testing and starting up new pathway lighting throughout the campus. This lighting will eliminate dark spots on campus after dark for the safety of all.

Bob Williamson
Vice President of Administrative Services
February 12, 2009

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

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

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

s.sand 2/12/09

Clark College - Budget Status Report

January 31, 2009

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	31,194,811	18,364,572	12,830,239	58.9%
Tuition	13,266,939	10,428,524	2,838,415	78.6%
Interest	180,000	60,709	119,291	33.7%
Excess enrollment	309,309	870,571	(561,262)	281.5%
Planned use of prior fund balance	530,676	-	530,676	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	1,921,934	730,549	72.5%
Total Operating Accounts	48,134,218	31,646,309	16,487,909	65.7%
<u>Other Accounts</u>				
Grants & Contracts	7,739,488	2,581,218	5,158,270	33.4%
Internal Support & CTC transfer	1,319,391	956,449	362,942	72.5%
ASCC less PUB	1,660,241	1,077,419	582,822	64.9%
Bookstore	5,003,446	3,706,890	1,296,556	74.1%
Parking	757,267	215,206	542,061	28.4%
Auxilliary Services	1,626,412	818,289	808,123	50.3%
Financial Aid	17,622,534	16,489,133	1,133,401	93.6%
Total Other Accounts	35,728,779	25,844,605	9,884,174	72.3%
Total Sources of Funds	83,862,997	57,490,914	26,372,083	68.6%

Uses of Funds (Expenses)	2008-09 Budget	Encumbrance Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	705,072	345,237	359,835	49.0%
Vice President of Instruction	28,638,974	16,120,761	12,518,213	56.3%
Vice President of Administrative Services	9,147,634	5,708,021	3,439,613	62.4%
Vice President of Student Affairs	5,892,188	3,440,342	2,451,846	58.4%
Executive Dean of Planning & Advancement	488,280	310,531	177,749	63.6%
Executive Director of Corporate & Continuing Ed	883,761	558,018	325,743	63.1%
Executive Director of Communications	1,284,880	784,094	500,786	61.0%
Associate Vice President of Human Resources	1,093,429	602,183	491,246	55.1%
Total Operating Accounts	48,134,218	27,869,187	20,265,031	57.9%
<u>Other Accounts</u>				
Grants & Contracts	7,739,488	3,702,991	4,036,497	47.8%
Internal Support Services	1,319,391	690,086	629,305	52.3%
ASCC less PUB	1,660,241	867,319	792,922	52.2%
Bookstore	5,003,446	3,627,915	1,375,531	72.5%
Parking	757,267	579,375	177,892	76.5%
Auxilliary Services	1,626,412	862,462	763,950	53.0%
Financial Aid	17,622,534	16,381,202	1,241,332	93.0%
Total Other Accounts	35,728,779	26,711,352	9,017,427	74.8%
Total Uses of Funds	83,862,997	54,580,539	29,282,458	65.1%
Difference - Excess (Deficiency)	-	2,910,376		
Capital Projects - Revenue & use of fund bal	23,315,899	15,683,979	7,631,920	67.3%
Capital Projects- Expense less depr	23,315,899	15,683,979	7,631,920	67.3%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg
c. Bob Knight, Bob Williamson, Karen Wynkoop
Ron Hirt, Accounting 2/09/09

Student Affairs Report February 2009

Focus on Learning

◆ Support annualized institutional enrollment goals.

Progress to date:

The Welcome Center staff served 5,601 people (3,968 by phone and/or email and 1,633 in person) during the month of January. In addition, the Student Ambassadors provided 19 campus tours, serving 46 prospective and current students.

Winter quarter 2009 admissions application data was collected and reviewed following the 10th day of the quarter. Highlights reflect a 39.82% increase in applications received from winter quarter 2008 and a 32.6% increase in the number of applicants using Quickstep, the online admissions application process.

The YTD admissions application data, comparing fall and winter quarters of 2007/2008 and 2008/2009, was also reviewed following the 10th day of the winter 2009 quarter. The data reflected a 15.31% increase in the number of admissions applications processed when compared to the prior academic year.

The Assessment Center provided 262 COMPASS placement test sessions to potential Running Start students hoping to qualify for fall quarter enrollment. In addition, the Assessment Center provided GED testing services to 137 examinees in January, resulting in 62 examinees earning their GED certificate.

Felisciana Peralta (Multicultural Student Affairs), Leann Johnson (Equity & Diversity), and Karen Driscoll (Financial Aid) visited the Larch Mountain Correctional Facility on January 21st. The team answered questions about Clark and provided resource guide handouts, Clark College welcome packets and financial aid information.

◆ Support retention initiatives to achieve institutional retention goals.

Progress to date:

Winter quarter first session of Academic Early Warning (AEW) reports yielded 57 faculty participating and 385 letters mailed to students. The second session opened February 3rd and closed February 10th. A new AEW training video that faculty can use from their own computer has been developed and implemented for this second round. Additionally, a core group of faculty users of AEW will be formed to garner feedback on the tool and to encourage participation by more faculty.

Saundra Solis (Running Start) contacted the 52 RS students who were mailed Academic Early Warning letters on January 28th. She also met individually with the 119 RS students on probation for winter quarter to discuss winter class schedules, self-assessment evaluations, and to set educational and professional goals. As a result of her intervention, 55 Running Start students registered for the HDEV 116 - Motivation and Study Skills class.

Three retention awareness projects have been launched to further develop the college culture of supporting student success and retention. E-mails with a link to the Intranet to read Student Success in Action stories, Student Voices of Success submissions, and Retention Reading summaries will be sent out every Friday on a rotating basis.

A team of six Clark Retention Committee members attended the Student Success and Retention Conference: Access and Success for All, in Portland on February 4-5.

The Welcome Center hosted a Winter Welcome Luncheon for 30 new students on January 9th. The students had an opportunity to engage in conversation with fellow students, discuss ways to be successful in class and develop a "Strategies for Success" plan. The retention rate of these students will be tracked as

part of goal number 4 in the 2008-2009 Retention Plan. Ted Broussard (Dean of Student Success and Retention) served as facilitator for the luncheon.

Advising, Multicultural Student Affairs, and International Programs staff attend bi-monthly meetings to discuss international student case loads and retention efforts. Four “worksheets” to use in meetings with students are being created to capture data on individual international student information: 1) Program Information (student goals, expected length of study, and major), 2) Academic Plan, 3) Needs Assessment (tutoring, career counseling, transfer advising, etc.), and 4) Exit Interview (Why are they leaving? Did they achieve their goals listed in Program Information?).

♦ Define and establish methods to support the Learning College model.

Progress to date:

Jody Shulnak (Service Learning) collaborated with ASCC to coordinate the *Penguins United for Community Service* (PUCS) project. The project encouraged all ASCC clubs to compete against each other to earn the most hours of community service during the week of January 19th, in honor of MLK week.

Access to Education

♦ Expand online support services that provide increased access.

Progress to date:

Disability Support Services is modifying how accommodation and registration letters are disbursed to students. Beginning winter quarter, letters that were previously mailed to students through the postal system were emailed to personal addresses that were collected during previous quarters. Using those addresses DSS emailed 61% of student accommodation letters and 89% of registration letters. DSS is now in the process of collecting email addresses from the remaining students. Aside from the obvious printing, mailing, and staff time cost savings, the students reported a preference for the process.

Financial aid applications and institutional forms for 2009-2010 are now available on the Clark website for students who plan to attend Clark next year.

Respect for Differences

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

Progress to date:

Several Student Affairs staff members attended a workshop titled, Not Just Ramps, on January 16. The workshop was a theatrical documentary about physical, emotional and societal access issues for a diverse group of people with disabilities.

Student Life and Multicultural Student Affairs, Service Learning, and Equity and Diversity co-sponsored an event on January 23rd to celebrate the life of Dr. Martin Luther King Jr. The event began with a panel discussion from the First Families project, a group of African American people from Vancouver and Portland, who are documenting the contributions and life histories of the first African Americans who settled in SW Washington and followed with an interlude by the Community AME Zion Choir.

- ◆ Provide educational activities that foster a global perspective.

Progress to date:

Catharine Keane and Jody Shulnak assisted in the planning of the Clark's 2009 National Teach-In on Global Warming held February 5th. Thirty vendors staffed tables and provided information throughout the event. Career and Employment Services staffed a table that provided information on the Green Collar Industry and opportunities in SW Washington. Two hundred reusable cloth bags were distributed to individuals who calculated their Carbon Footprint through an online survey. This event also showcased businesses with an environmentally responsible mindset; exposed our students to potential green-collar jobs and career paths; and presented information on practices that individuals can employ to reduce their personal carbon footprint.

Chanda Kroll (International Programs) attended a Marquee Diversity Event 2009 at Washington State University Vancouver titled Heather Raffo's "9 Parts of Desire" on January 28th. The play documented a portrait of the extraordinary and ordinary lives of a whole cross-section of Iraqi women.

Workforce Development

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

Progress to date:

The Career of the Month project was launched in February. The project highlights one career each month and includes a featured professional that discusses their career pathway and advice in their field. It also provides information from the career exploration materials available in the career center which includes education requirements of the field, highlights Clark's programs relevant to the field, related occupations and the prospective job outlook for those positions. The information and a picture of the featured professional are artfully displayed on two large posters; one poster is permanently displayed in the Career Center and one is in front of the office in which the featured professional works. The February Career of the Month is College Counselor, featuring Carole Mackewich, a Clark counselor as well as an instructor in Human Development.

Barbara Jo Ivey and Carolyn Johnson (Employment Services) processed 187 referrals assisting 223 students in search of on-campus student employment. Eighty job seekers secured jobs through student employment and NextJob (the online employment database) opportunities. In addition, 200 jobs were processed and posted on NextJob.

Suzanne Thayer (Career and Employment Services) worked to increase the student participation in the High Demand Math & Science Tutoring program from eight students last year to twenty-two students this year, resulting in a 275% increase. The entire grant amount will be spent, providing an opportunity to receive additional funding for next fiscal year.

The Career Center provided career exploration, career assessments, skills assessments and orientations to the department's resources for 173 students in six instructional classes during the month of January. The classes included Health Occupations, English as a Second Language, Displaced Homemakers, Career Exploration, and two sections of Career and Life Planning. In addition, the Career Center administered 182 Myers-Briggs Type Indicator Career Reports and 196 Strong Interest Interpretations.

Broad-based Partnerships

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

Progress to date:

Student Affairs staff from Clark, WSUV and Lower Columbia College participated in the annual College Goal Sunday event on January 25th at WSUV. Approximately 150 prospective students and their parents attended the event and received individualized assistance in completing financial aid applications.

Suzanne Thayer (Career and Employment Services) met with a business owner to develop a special project for Gus Torres's web design class. The project is a website for an eco-friendly tree house destination resort. This provides an opportunity for students to assess the needs of a client, develop a web site for a new company and present the project to a client.

Susan Taylor (International Programs) visited five local apartment complex managers to discuss accepting international students as renters. Susan asked the managers to accept immigration papers as sufficient records in lieu of a U.S. credit history that is typically needed as documentation to rent. As a result, three international students have agreements and are currently living in apartment complexes.

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

Progress to date:

The Office of International Programs created their version of a "biggest losers" program among the staff that is designed to promote health and wellness.

Management Excellence

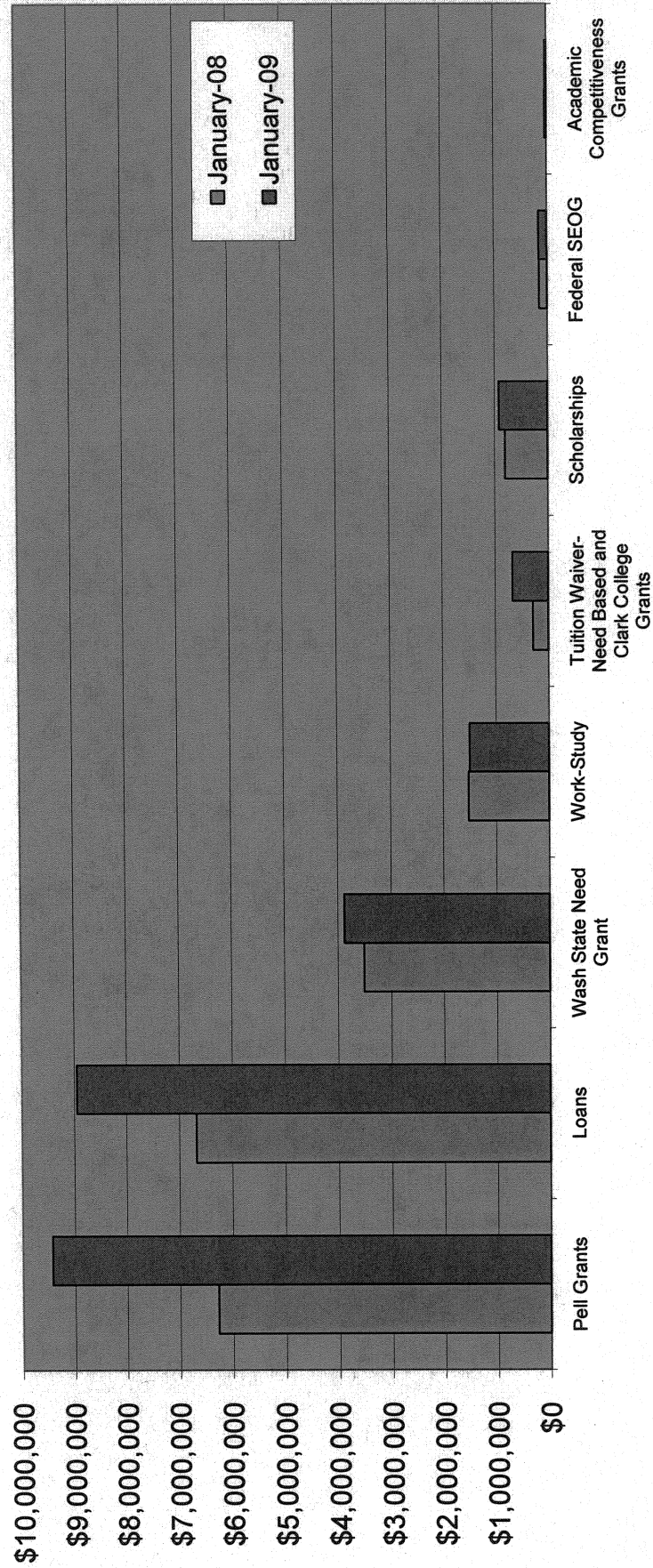
- ◆ Provide a positive work environment that promotes effective communication through training, meetings, workshops & conferences.

Progress to date:

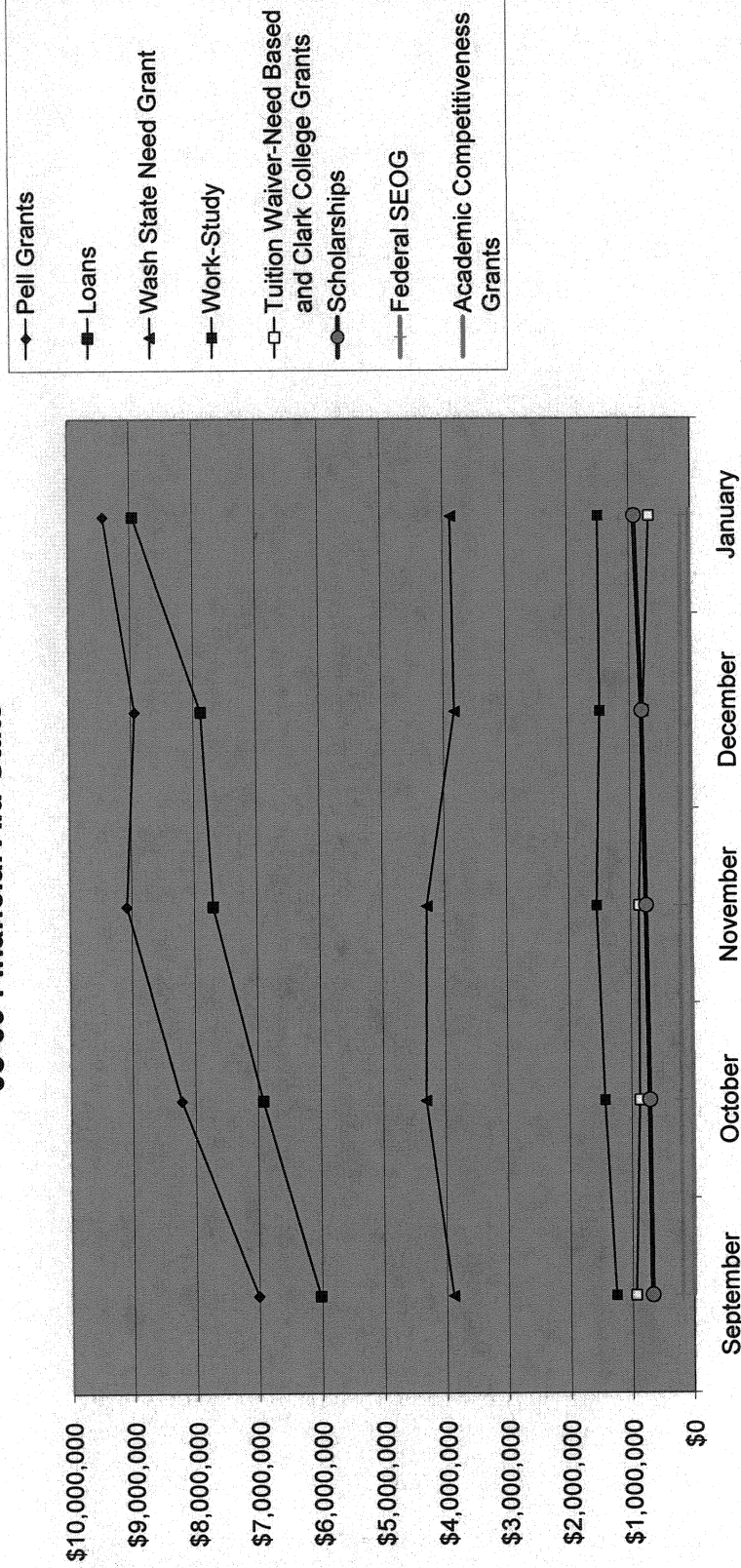
A new financial aid software conversion was completed on January 23rd. The department staff has been learning the new system, working through the "bugs" and discovering new enhancements. The new system will allow the department to email students messages such as requests for additional information and the Award Letters. Financial Aid plans to fully utilize the email function to correspond with students that apply for financial aid in 2009-2010.

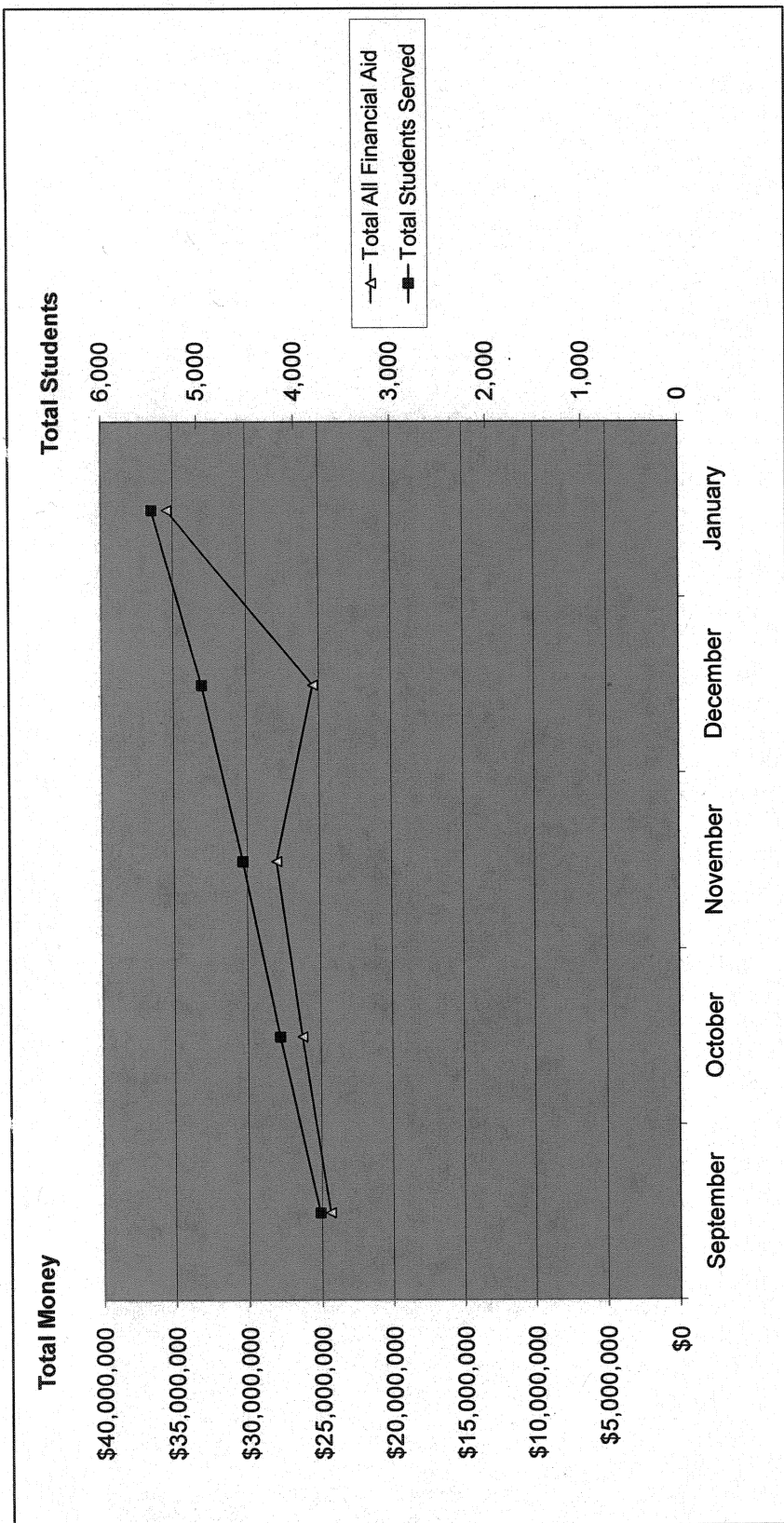
Ted Broussard
Interim Associate Vice President of Student Affairs
Dean of Student Success and Retention

**Comparison Chart
January**



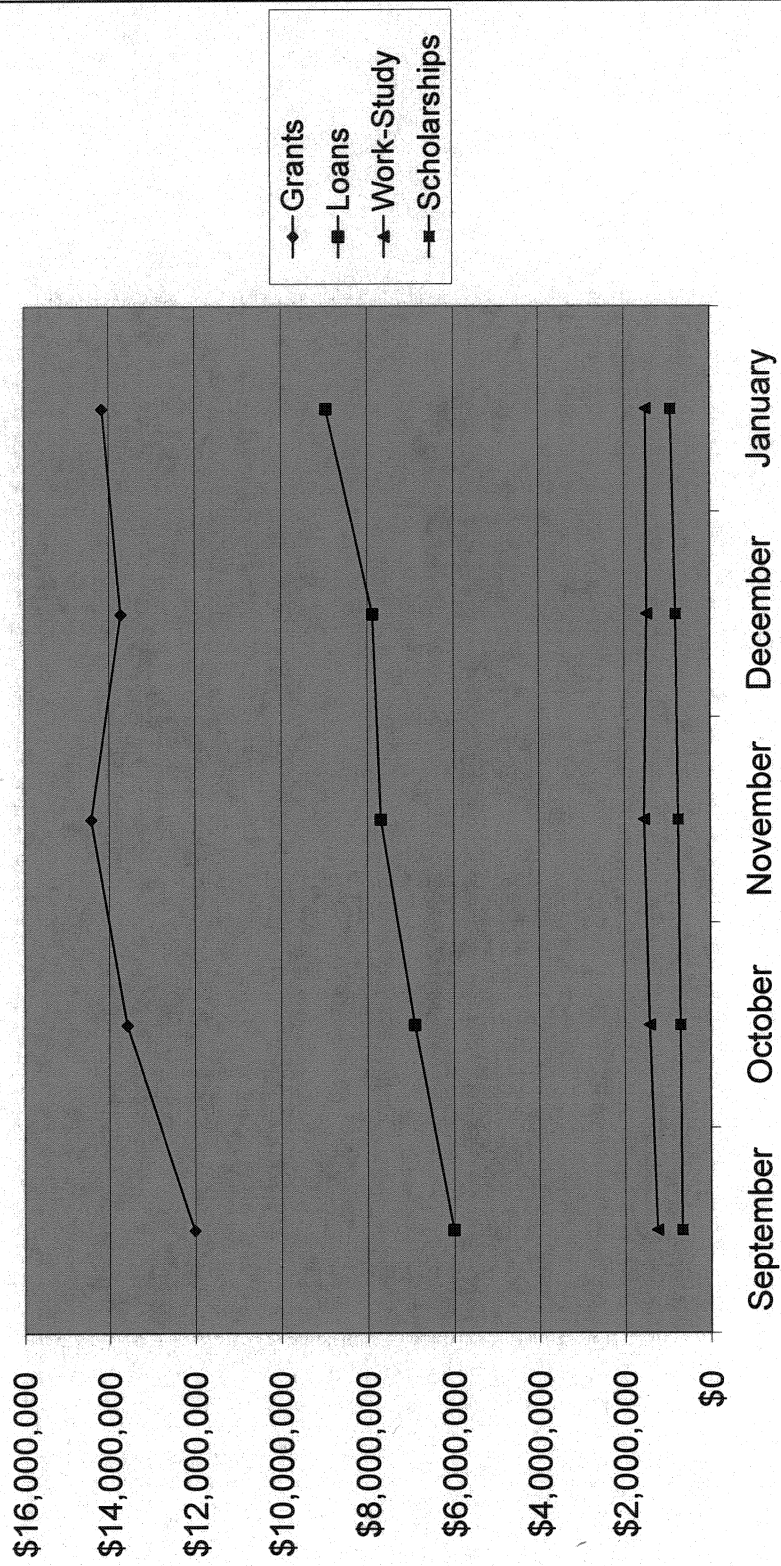
08-09 Financial Aid Stats





Note: December "Total All Financial Aid" decline is due to the cancellation of student aid. 398 students did not meet Satisfactory Academic Progress and their aid was suspended. Students have the right to appeal suspension. Financial Aid will be reinstated if the student's appeal is approved. Additionally, work study awards canceled for students that did not accept the funds.

08-09 Funding Types



Human Resources Board Report February 2009

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

Focus on learning

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

Progress to date:

Employee Development continues to offer training and support to employees through the Teaching and Learning Center. A total of 23 employee development sessions were offered this month on topics such as cultural competencies, college processes, computer technology including Wiki and EPortfolio blogging, hearing protection, lockout/tag out, Leadership Academy, new employee success training, Quality Connections, Penguin Roundtable, and supervisory training

Respect for Differences

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

Progress to date:

The Director for Equity and Diversity along with Student Affairs staff presented information about Clark College at the Larch Mountain Corrections Facility. Other activities included moderating the First Families Project panel at the College's Martin Luther King, Jr. celebration and presenting, along with Felis Peralta, information about unintentional and unaware racism in three Women's Studies classes.

- ◆ Finalize diversity plan

Progress to date:

The Multicultural Pluralism Committee continues work on drafting the Diversity Plan. Information on the plan was presented and discussed at the Penguin Round Table on February 9. The Cultural Pluralism Committee has planned three feedback forums for employees and students in February and early March to get input about the vision, definition and goals of the plan before finalization. The plan will also be distributed for feedback via the internet.

Management Excellence

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

Progress to date:

Negotiations have been completed. Additional information is provided separately in the Board packet.

Provide leadership to WPEA labor management and implementation of WPEA CBA

Progress to date:

The Labor Management committee meeting was held on January 22. Topics discussed included: skimming, contracting out of services at CTC; Board report; classified endowment fund and seniority list. The next Labor management committee meeting is scheduled for February 19, 2009.

Human Resources provided training to supervisors on the WPEA collective bargaining agreement on February 6.

◆ Ensure compliance and performance in EHS programs and expand EHS programs

Progress to date:

Rebecca Wale was invited to speak at Mount Hood Community College and work with their safety committee to assist their transition to a tobacco-free campus.

15 additional participants have started the second round of CERT training. Through a partnership with the City of Vancouver and Clark County Fire District they will be learning how to support emergency response, not just at Clark, but for the entire community. Fire extinguisher training, first aid, triage, light search and rescue are just some of the topics.

EHS sponsored or participated in two recycling events- Office Supply Swap Meet (50 people swapped an estimated \$3000 in office supplies; and E-waste, Household Hazardous Waste and Block Styrofoam collection (350 people participated).

Additional Highlights:

ACE, Association of College Employees, is operating the concession stand in O'Connell Gym; the stand is now open after a delay due to construction activities. It will remain open for the rest of basketball season offering a variety of snacks including healthy penguin options.

Attached is a summary of personnel actions including appointments, reallocations, resignations, retirements and position vacancies. The following appointments have been made:

Barbara "Dani" Bundy was appointed to full-time permanent classified position as Program Specialist 3 in Financial Aid effective February 9, 2009. Dani has been with the College since October 2004, and previously worked in Financial Aid and Advising.

Katrina Golder
Associate Vice President of Human Resources
February 12, 2009

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Dani Bundy	Program Specialist 3	2/9/09	Financial Aid	Classified	Full-time	Replacement
Melissa Payne	Program Coordinator	3/26/08	Teaching and Learning Center	Classified	Full-time	Reallocation
Robertta Roche	Program Specialist 2	11/25/08	Financial Aid Sponsored Programs	Classified	Full-time	Reallocation
Kate Saunders	Program Coordinator	11/24/08	Nursing	Classified	Full-time	Reallocation

RETIREMENTS/RESIGNATIONS/SEPARATIONS						
Tom Barrows	Corporate Relations Manager	12/31/08	Corporate and Continuing Education	Admin	Full-time	Separation
Teresa Doner	Custodian	02/06/09	Plant Services	Classified	Full-time	Separation
Phoebe Molina	ECE Specialist 2	12/31/08	Child and Family Studies	Classified	Full-time	Resignation
Bryan Wilde	Custodial Services Manager	12/31/08	Plant Services	Exempt	Full-time	Resignation

**VACANT POSITIONS
 RECRUITING**

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Automotive Instructor	01/23/09	Automotive	Faculty	Full-time	Replacement
Business Technology Instructor	01/23/09	Business & Technology	Faculty	Full-time temporary	New
Computer Science Instructor	1/23/09	Business & Technology	Faculty	Full-time	Replacement
Dean of Science, Technology, Engineering & Math	1/23/09	STEM - Instruction	Admin	Full-time	Replacement
Curriculum Advisor	1/12/09	Health Occupations	Classified	Full-time	Replacement
Director of Advising	1/26/09	Student Affairs	Admin	Full-time	Replacement
Health Occupations Instructor	12/9/08	Health Sciences	Faculty	FT - temp	Replacement
Maternal-Child Nursing Instructor	1/15/09	Nursing	Faculty	Full-time	New
Medical-Surgical Nursing Instructors (2)	1/15/09	Nursing	Faculty	Full-time	Replacement/new
Medical Radiography Instructor	1/15/09	Health Sciences	Faculty	Full-time	New
Music Instructor	1/23/09	Social Sciences and Fine Arts	Faculty	Full-time	Replacement
Pharmacy Tech Instructor	11/25/08	Health Sciences	Faculty	Full-time	Replacement
Program Coordinator	1/28/09	Workforce Operations TPC	Classified	Full-time	Replacement
Psychiatric-Mental Health Nursing Instructor	1/15/09	Nursing	Faculty	Full-time	Replacement
Program Assistant	2/2/09	Financial Aid	Classified	Full-time	Replacement

VACANT POSITIONS
ON HOLD

Administrative Assistant 2	FT Temp*	Nursing	Classified	Full-time	Replacement
Associate Director of Student Recruitment		Student Affairs	Admin	Full-time	Replacement
Associate Dean of Nursing	FT Temp*	Instruction	Admin	Full-time	New
Vice President of Student Affairs		Student Affairs	Admin	Full-time	Replacement
Director of Athletics	FT Temp*	Student Affairs	Admin	Full-time	Replacement
Director of Nursing	FT Temp*	Instruction	Admin	Full-time	Replacement
Dean of e-Learning	FT Temp*	Instruction	Admin	Full-time	Replacement
Dean of Social Science and Fine Arts (SOFA)	FT Temp*	Instruction	Admin	Full-time	Replacement
ECE Specialist 2		Child and Family Services	Classified	Full-time 9 month	Replacement
ECE Specialist 3		Child and Family Services	Classified	PT 75% 9 month	Replacement
Fiscal Technician 3		Business Services	Classified	Full-time	Replacement
Grounds and Nursery Specialist 4		Plant Services	Classified	Full-time	Replacement
Information Technology Specialist 3		Computing Services-Telephone	Classified	Full-time	New
Instruction & Classroom Support Technician		Culinary Arts	Classified	Full-time	Replacement
Office Assistant 2		Security/Safety	Classified	Full-time	Replacement
Program Coordinator	FT Temp*	ABE/GED	Classified	Full-time	Replacement
CTEC		Business and Technology	Faculty	Full-time	Replacement
Electronics Instructor		Business and Technology	Faculty	Full-time	Replacement
Business Technology Instructor	FT Temp*	Business and Technology	Faculty	Full-time	New
Japanese Instructor	FT Temp*	Communications & Humanities	Faculty	Full-time	New
Women's Studies	FT Temp*	Social Science	Faculty	Full-time	New
Welding Instructor	FT Temp*	Business and Technology	Faculty	Full-time	Replacement

*Position currently filled as full-time temp
OUF=Open Until Filled
Clark College Human Resources
02/12/09



February 12, 2009
PERS: 2009-055

TO: Robert K. Knight, President
Board of Trustees

FROM: Katrina Golder, Associate Vice President of Human Resources

RE: Proposed Changes to CCAHE Agreement

The College and the Association for Higher Education have completed negotiation of the CCAHE Agreement. You may recall that the current agreement expired on June 30, 2008 and was extended through March 31, 2009 to allow for the teams to complete their work. Salary changes were acted upon at the November Board of Trustees meeting.

Attached is the ratification document provided to faculty for their consideration and is presented to the Board of Trustees for first reading. We hope to have faculty ratification before the March 16, 2009 Board meeting and request the Board of Trustees consider approval of the changes at the March meeting. Many of the changes to the agreement are housekeeping. Listed below are the articles with changes other than housekeeping:

- | | |
|--------------------|--|
| Article I.B.7.: | Clarifies definition of contracted day; contracted day replaces language throughout the agreement when day or working day is used |
| Article I.H.: | Adds an adjunct faculty member to IPT |
| Article I.I. | Adds an adjunct faculty member to Curriculum Committee |
| Article I.J. | Clarifying language related to PPAC and defines that both the College and AHE must approve changes in criteria that affect working conditions or wages |
| Article I.K. | Establishes an Adjunct Faculty Affairs Committee |
| Article II.A. | AHE Membership or representation fee required as condition of employment |
| Article II.B. | Provides release time to faculty for bargaining purposes |
| Article III.B.12. | Defines reasonable time as no later than 30 calendar days |
| Article III.C.8.e. | Changes title of Peer Evaluations to Faculty Feedback Request |
| Article III.C.15. | Clarifies the Board of Trustees as authority for granting tenure. |
| Article III.I.1.d. | Expands language and process for removal of division chairs |

Article III.K.2.	Encourages adjunct, full-time temporary and special programs faculty to apply for tenure track openings.
Article III.L.	Updates and provides clarity in notifying faculty of tenure-track vacancies; invites internal candidates not selected to meet with the VPI
Article III.M.	Defines recruitment process for adjunct and temporary faculty positions
Article III.N.	Defines recruitment process for special programs faculty positions
Article III.Q.2.	Provides for an adjunct faculty member to serve on the Calendar Committee
Article IV.B.4.	Eliminates outdated language
Article IV C.I.c	Provides that workshops and conferences at the college expense will be recognized for faculty salary advancement.
Article IV.E.3.e	Eliminates outdated language
Article V.I.1.	Provides jury duty leave for part-time faculty
Article V.O.4.	Clarifying language
Article V.Q.5.	Eliminates outdated language
Article VI.F.	Reduces load for Engineering and Graphic Communications from 18 to 15; reduces load for Nursing from 18 to 16; adds new departments and updates department names
Article VII.E.	Increases the amount of individual expenditure from \$500 to \$750 and deletes the wording on the TLC dispersing funds; the units will disperse the funds
Article VIII.B.1.	Adds the Federal Mediation and Conciliation Services as a resource in the grievance process
Article XI.C.	Updates the Reduction in Force Units adding new units and updating name changes
Article X.B.	Establishes the duration of the contract through June 30, 2011.
MOU	Provides that negotiation of faculty teaching load will occur in conjunction with salary negotiations

The teams also agreed to work on MOU language related to the faculty excellence awards.

The IBB teams who developed the proposed changes consisted of Marcia Roi, Kimberly Sullivan, David Duback, Roxane Sutherland and Lynn Davidson (WEA) for the faculty and Rassoul Dastmozd, Miles Jackson, Phil Sheehan and Katrina Golder for the College.

Attachment (provided electronically via CD)

Planning & Effectiveness Report
February 2009

Access to Education

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

Progress to date:

Provided data to three subgroups of the Retention Committee looking at cancelled classes and the impact on students; prerequisites for classes and their effectiveness; and providing syllabi or other information to students at the time of registration to reduce the amount of dropped classes.

Developing an application that identifies enrollment, student/faculty ratios, student preparedness, demographics, and student class success for instructional areas.

Respect for Differences

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

Progress to date:

Participated in the Penguin Roundtable to discuss diversity and the diversity strategic plan. Susan Maxwell actively participates on the Cultural Pluralism Committee.

Workforce Development

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

Progress to date:

Clark College (Child and Family Services), EOCF (Educational Opportunities for Children and Families) and WSUV will submit a joint proposal on Nutrition, Physical Activity and Child Obesity to United Way in early February. In the proposed project, Clark College will take the lead in workforce development, education and training of early childhood providers. Planning and Effectiveness has been involved in coordinating the proposal development and in writing of the narrative section of the proposal. We have completed the task and EOCF is now in the process of finalizing the proposal submission process.

Working with instruction to identify and research AFA degrees and which colleges offer AFA within the state and region.

Provided the Office of Instruction data that informs enrollment management and schedule planning.

Provided data to the Fitness Trainer Program Action Team to assess the health of the program.
Provided information to evaluate effectiveness/efficiencies of class capacities in eLearning classes.

Broad Based Partnerships

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

Progress to date:

Met individually with Rep. Jaime Herrera and Rep. Deb Wallace.
In the process of scheduling individual meetings with district legislators in Olympia during February and March.
Clark College and Lower Columbia College hosted the annual Legislative Reception in Olympia on January 26. The event was well attended by legislators and Clark College Trustees, administrative staff, ASCC, WPEA, and AHE representatives. Guests also included Charlie Earl from SBCTC and Steven Webb, Vancouver School District Superintendent.

- ◆ Management Excellence

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

Progress to date:

Clark College has recently convened a Strategic Grants Development Task Force. The primary purpose of this task force is to implement an institution-wide grant development process that will optimize and coordinate the college's funds and grant development efforts. The task force brings together the staff, faculty, and administrators from most units and departments within the college. The task force held the first meeting in January.

Clark College received the letter of accreditation reaffirmation from the Northwest Commission on Colleges and Universities (NWCCU). The college received five commendations and five recommendations. A condensed version of the commendations and recommendations are:

Commendations

- 1) The efforts of our Teaching and Learning Center in support of learner-centered teaching and linking learning and assessment
- 2) The college's support of professional development activities
- 3) The use of our library – and information resources and services – to actively support teaching and learning
- 4) The planning and maintenance of our facilities to support a learning atmosphere
- 5) The commitment of the Clark College Foundation in support of educational programs at the college

Recommendations

- 1) Institutional planning and evaluation
- 2) Program review and outcomes assessment

- 3) Protection of student records
- 4) Advising and counseling
- 5) College governance

The college has actively engaged in work to improve the areas where we have received recommendations. Clark College will submit a report to the NWCCU declaring that the protection of student records is fully in compliance with the commission during spring 2009. Recommendations 1, 2, 4, and 5 will be reevaluated via a site visit and self-study on the progress in these areas in spring 2010.

The NWCCU held their annual meeting and workshop for the new accreditation standards implemented in 2011. The new accreditation standards are consistent with the direction Clark College is taking in developing the 2009-2011 *Strategic Plan* and the planning process of the entire college.

Strategic Planning Process: The Strategic Plan has four major components: 1) Mission, 2) Vision, 3) Strategic Directions (formerly the Mission Imperatives), and 4) College Goals (5-Year).

- Mission – a statement that identifies and defines the work of Clark College
- Vision – a statement of where we want to work toward or be in the future
- Strategic Directions – the core themes that direct our work toward accomplishing the mission and vision
- College Goals (5-Year) – the statements that describe how we will accomplish our mission and vision

Once the 2009-2014 Strategic Plan is complete, a scorecard will be developed. The purpose of the scorecard is to measure how well Clark College is meeting its strategic plan through a series of indicators. In the future, the results of the scorecard will be evaluated and used to develop the one-year Institutional Goals, formerly known as the President's Goals. This will focus direction on improving Clark College's ability and accomplishment in meeting the strategic plan.

Accreditation: Beginning in 2011, all higher education institutions within the NWCCU will be evaluated based on the new accreditation standards. The five standards essentially are all of the components of the continuous improvement process. Instead of preparing one comprehensive self study of all accreditation standards at one time every ten years, each college and university will submit self-studies of different standards at separate years on a seven-year cycle. In other words, sections of the self-study will be due at different times throughout the seven year cycle. Clark College's first accreditation cycle will be complete in six years to allow NWCCU to stagger the timelines for the colleges and universities differently.

The following bulleted list identifies the five standards and when they are due to the commission.

- **Standard One: Mission, Core Themes, Goals, and Outcomes** is the year one report, due 2011.
- **Standard Two: Resource and Capacity** is the year three report, due 2013.
- **Standard Three: Planning and Implementation and Standard Four: Effectiveness and Improvement** is the year five report, due 2015.
- **Standard Five: Mission Fulfillment, Sustainability, and Adaptation** is the seven year report, due in 2016.

The drafted *Clark College 2009-2014 Strategic Plan* is aligned with the changes in the accreditation standards as reaffirmation of accreditation will be based on a continuous improvement model. At the heart of the accreditation self-study and evaluation is the college mission statement, strategic directions (synonymous to core themes), college goals, and outcomes (synonymous to the contents and function of the scorecard and other continuous improvement indicators).

Shanda Diehl
Associate Vice President, Planning and Effectiveness
February 11, 2009

Corporate & Continuing Education Report February 2009

Corporate & Continuing Education has made the following progress toward 2008-09 goals in the six Mission Imperative areas:

Access to Education

Create programming plan for Columbia Tech Center

Progress to date:

- ◆ Todd Oldham, executive director, met with Allison Hite, general manager of Springhill Suites by Marriott Vancouver Columbia Tech Center, to discuss Corporate Learning Center meeting/exhibit rooms at the at Columbia Tech Center on January 29. The Springhill Suites is interested in promoting rental space at CTC; a follow-up meeting will be scheduled in March with the marketing manager to discuss marketing strategies.
- ◆ On February 5, Brian Scott, marketing director and Todd Oldham, executive director, met with Cindee Stinton-Brown, general manager and Jackie Marca, sales manager, with the Phoenix Inn Suites to discuss marketing Corporate Learning Center meeting/exhibit room space for rent at CTC.

Workforce Development

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

Progress to date:

- ◆ Corporate Education and Clark County Fire & Rescue have developed a 12-week pilot Fire Fighter Training Academy schedule to begin on March 2. Twenty-three firefighters from the City of Vancouver, Camas and District 6 will attend the first cohort. Participants will receive a variety of training including, search and rescue, safety, hazardous materials, physical fitness training and other specialized fire fighting skills. The 364 hour training will be a combination of lecture and lab.
- ◆ Corporate Education has delivered 30 diversity trainings to over 700 Clark County employees. The four-hour training "Diversity Valuing Differences" was developed to create an overall improvement of interpersonal skills and communication amongst Clark County staff. An additional fifteen trainings are scheduled through the end of March to train approximately 300 more County employees.
- ◆ In FY08-09 Corporate Education has secured training contracts with 21 local companies for combined revenue of \$252,735.

Board-based Partnerships

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

Progress to date:

- ♦ The Center for Leadership Excellence (CLE) sub-committee met on January 23. Executive director Todd Oldham and director of grants development Shelley Das have identified 32 possible funding sources for curriculum development for a pilot program. The committee agreed that the first cohort will be developed for a youth audience. Todd and Shelley are to draft a letter of inquiry to pursue funding for a youth program to be reviewed by the committee at the next meeting on March 6. The committee also reviewed “Legacy of Leadership” curriculum developed by the Marshall Foundation in Lexington, VA. The committee would like to partner with the Marshall Foundation to offer the “Legacy of Leadership” workshop to a corporate audience. Bob James, Vice President and Director of Programs at the George C. Marshall Foundation will attend a future meeting via phone to discuss a potential partnership.
- ♦ On February 6, Todd Oldham met with Elizabeth Hill Youth Commission program manager and DeDe Sieler Youth House program manager to discuss a partnership with the CLE to develop curriculum and recruit students for a pilot program.
- ♦ The second Center for Leadership Excellence general advisory board meeting is scheduled for March 11 at the O.O. Howard House.

Management Excellence

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

Progress to date:

- ♦ Corporate Education is partnering with the DNET department in recruiting new technical instructors for the College. The Portland Area Cisco Users Group (PACUG) has posted links to Corporate Education spring/summer Cisco Certified Network Associate Prep (CCNP) classes at no charge. The PACUG website was referred to the department by DNET instructor Dwight Hughes.

Todd Oldham
Executive Director
February 12, 2009

Communications and Marketing Report February 2009

Focus on Learning

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

Progress to date:

The introductory campaign started the week of February 9. Initial components include a Web ad, Web content information, online and print application, brochure and poster. Other marketing materials and activities will follow after winter quarter. A direct mail campaign is planned for spring. The marketing and recruitment goal is one or two Weekend Degree cohorts (25 students each) for fall 2009 with students receiving instruction on the main campus.

Access to Education

- ◆ Establish and implement a distribution plan for the quarterly class schedule in support of educational offerings at Clark College at Columbia Tech Center.

Progress to date:

The spring quarter 2009 issue of *Clark College Connections* (our quarterly class schedule), with a cover story featuring Clark College at Columbia Tech Center, has been printed and is being distributed to an additional 10,000 households in the eastern portion of Clark College's service district (eastern Skamania and western Klickitat counties). Work is underway to establish the projected expense of distributing four issues of *Clark College Connections* to all zip codes in the college's service district during the 2009-2010 academic year. Page(s) have been allocated in both the early fall and summer schedule layouts to include information on Clark College at Columbia Tech Center, the content of which will be created in partnership with the Office of Instruction.

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

Progress to date:

Interior renderings, flyers and presentation materials are in use by instruction, recruiting, corporate education and Communications and Marketing. Meetings are ongoing with instruction, recruiting and corporate education to coordinate pre-marketing activities ahead of the CTC opening in September. Periodic print ad and Web ad placements have occurred and are scheduled to develop a marketing presence for the new facility. Marketing materials in support of Corporate Education are in development.

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

Progress to date:

Tiers 1 and 2 have been determined. Eight departmental Web areas have been completed: Theatre, English, Fitness Trainer, HDEV, Nursing, I-Best and Communication Studies.

In addition, an application has been developed to assist in developing content for these Web areas and ensure that the information presented is uniform from one department area to another.

Web Specialist Tahnya Huneidi created a new Web area which allows delegated instructors/staff members to develop their Web content by answering questions tied to information of interest to students, edit it, and view it as it will appear on the future Web site. When they are satisfied with the content, they will simply click on a “submit” button and the information will flow directly to Communications and Marketing.

Respect for Differences

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

Progress to date:

The January 20 issue of *Clark 24/7* continued the monthly feature highlighting the history of Clark College by focusing on the 1960s. That same decade was featured in the 75th anniversary display case in the Cannell Library. During February, the focus turns to the 1970s. In partnership with the Clark College Foundation, the 2008 annual report is in development. The report, which will be available in electronic form on the Clark Web site, will feature a “then and now” theme in honor of the 75th anniversary.

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

Progress to date:

Erica Schwenneker attended “Not Just Ramps,” a dramatic presentation and facilitated discussion of disability issues, as part of the 2008-2009 Leadership Academy. On February 9, Executive Director Barbara Kerr, Executive Assistant Kathy Murphy and Director of Marketing Brian attended the Penguin Roundtable to discuss and provide feedback on the college’s Diversity Plan.

Workforce Development

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

Progress to date:

Brian Scott and Tahnya Huneidi assessed Corporate and Continuing Education’s (CCE) Web pages and recommended enhancements. In addition, a marketing assessment of CCE’s new class schedule was provided to the department. Meetings among facilities, CCE and marketing staff members have taken place to determine a marketing plan to rent the new Columbia Tech Center space to area businesses. Marketing material to support this effort is in development. CCE and marketing have met with area hotels about CCE’s plan to offer room rentals. A VIP tour is planned in May. CCE will host a broader business tour event of CCE’s space in October.

Broad-based Partnerships

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

Progress to date:

The 2009 Women of Achievement and Young Women of Achievement have been nominated, selected, interviewed and photographed. A news release was issued on January 22. The WOA Web area on the Clark College Web site has been updated and now features information about the 2009

celebration as well as individual bio pages for each of the honorees. The YWCA Clark County Web site has had similar updates. The YWCA has mailed the invitations for the luncheon. The Women of Achievement celebration is also a focus of the YWCA's latest newsletter, which will arrive in mailboxes in early February. Arrangements for the venue, menu, décor, emcee, and video recording and broadcast by CVTV have been coordinated.

Management Excellence

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

Progress to date:

From a list of 38 ideas generated by members of the Communications and Marketing department, team members selected 11 items to improve the sustainability of our departmental operations and activities. Individuals were assigned to each item to research and provide recommendations for implementation between now and June 30, 2009. Additionally, the newsprint section of the spring 2009 *Clark College Connections* will be printed on paper containing a minimum 50% recycled content. Materials for the Weekend Degree program were printed on Forest Stewardship Council (FSC) certified paper. Pat McDonald helped organize, and designed materials, for the Global Warming Teach-in and Career & Lifestyle fair held on February 5.

- ◆ Establish and utilize e-mail distribution method for college newsletters. (carryover from FY 2007-2008 operational plan goals)

Progress to date:

As of Feb. 1, 2009, the Communications & Marketing department no longer mails black & white printed copies of its newsletters to retired employees. Notices of this change were included with the January mailings of *Clark 24/7*. Recipients of the printed copies were provided information on subscribing to the college e-news service to receive notification of new issues. In addition, arrangements were made with Cannell Library to provide a single print copy of each new issue of *Clark 24/7* and *The Clark Journal* for display in its popular periodicals section. Librarians have also offered to assist any patron wishing to view a back issue of either newsletter on the Clark College Web site.

Additional highlights for Communications and Marketing:

- ◆ Webmaster Chris Concannon created an interactive form for the Clark College Foundation. The form allows credit card donations to be processed online through the Foundation's Web site.
- ◆ Web advertising for *The Columbian's* e-mail newsletter to businesses and employer/job seeker inserts to run in the *Vancouver Business Journal* in March have been developed to promote this year's “Pathways to Your Future” Career Fair. The career fair will be held on April 23 at the Hilton Vancouver Washington.

Barbara Kerr
Executive Director of Communications and Marketing
February 11, 2009

Foundation Report February 2009

Access to Education

- ◆ Legislative Visits – On January 26, Foundation Board Chair Bruce Davidson and President/CEO Lisa Gibert participated in the annual legislative reception hosted in Olympia. The evening was well attended and was a great showing of solidarity for the value of community colleges in our state.

On February 6, Lisa Gibert was invited to present an overview of endowments to the House Higher Education Committee in Olympia on behalf of the state's two-year colleges. The topic for the session centered on "Access and Affordability." At the committee's request, Lisa explained how endowments work, what restrictions come into play, and how endowments might help with current access and affordability issues facing students today. The message to the committee was that endowment funds represent a critical piece in funding but, because of their restrictive nature, cannot be relied upon as a long-range solution to ease the state's financial responsibilities in providing education to Washingtonians. Endowments provide access to students as well as enhance programs not normally available through state support alone.

Broad-based Partnerships

- ◆ Development Activity – The Foundation's annual College employee campaign continues successfully. In January, the number of participants reached 102 with contributions totaling \$20,049, representing 111.4% of the FY 2009 goal. Thank you, Penguin Nation, for your kind support!

Other notable development activity included an annual scholarship contribution of \$21,000 by the Alan Webb Auto Group. This contribution has provided seven full scholarships to Clark College students for the third year in a row! We sincerely appreciate Alan Webb, who continues to exhibit his belief in education and giving back to his community.

In addition, an anonymous donor provided \$10,000 in scholarship support for students involved in the displaced homemakers, pharmacy tech, and medical radiography programs.

Management Excellence

- ◆ The Clement Group –Discussions regarding a possible comprehensive capital campaign continue. The Foundation is working with the Clements Group to tailor the planning phase, with more College involvement anticipated after the end of this fiscal year.

Additional Highlights

- ◆ On February 11, the Penguin Athletic Club and the Foundation partnered with Clark College Athletics to host the rededication of the O'Connell Sports Complex and the Ted Farnsworth Conference Room dedication. Approximately 100 people joined in the celebration honoring two extraordinary men who have meant so much to this institution for many years. The event was truly special with friends and family sharing memories of the times they attended Clark College.

Lisa Gibert
President
February 12, 2009

**Higher Education
Committee**

Friday
February 6, 2009
8:00 a.m. HHR D

“Educating More People to Higher Levels”

Call to Order – Representative Wallace, Chair

Work Session:

Evaluating College Access and Affordability.

*Ann Daley, Executive Director
Higher Education Coordinating Board*

*Patrick Callan, Executive Director
National Center for Public Policy and Higher Education*

*Judy Peterson, Senior Associate Treasurer/Chief Operations Officer
Treasury Office, University of Washington*

*Susan Ball, Senior Associate Treasurer, Treasury Office
University of Washington*

*Lisa Gibert, President and CEO
Clark College Foundation*

Public Hearing:

1. HB 1235 - Making certain current higher education tuition-setting practices permanent. (Wallace/Anderson)
2. HB 1428 - Establishing the field of dreams program. (Chandler/Wallace)
3. HB 1594 - Creating the environmental cleanup opportunity grant program. (Hudgins/Hunt)

Adjournment

Committee Members:
Deb Wallace, Chair
Sells, Vice Chair
Anderson, Ranking Minority Member
Schmick, Asst Ranking Minority Member

Angel
Carlyle
Driscoll

Haler
Hasegawa
White

FIRST READING



MEMORANDUM

Date: February 17, 2009

To: Robert K. Knight, President

From: Rassoul Dastmozd, PhD
Vice President of Instruction

Re: Tenure Recommendations

The tenure committees have forwarded recommendations on the following faculty to me for consideration. Please note that the tenure secretary is currently finalizing the tenure notebooks for each of the probationers listed in this memo. Once all of the tenure documents have been submitted to me, I will review the documents and provide my recommendations to you in March 2009.

Faculty

Alireza Aliabadi
Karl Bailey
Susan Brookhart
Carlos Castro
Geneva Chao
Jill Darley-Vanis
M. Gail Fujimoto
Zachary Grant
Christina Kopinski
Tani McBeth
S. Layne Russell
Brenda Knutson Walstead

RIF Unit

Chemistry
Chemistry
Chemistry
Sociology
English
English
Nursing
Library
Journalism
Human Development
Paralegal
Dental Hygiene

RD:abm

CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

Tuesday, January 20, 2009

Ellis Dunn Room GHL 213

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

Administrators: Robert Knight; President; Dr. Rassoul Dastmozd, Vice President of Instruction; Mr. Phil Sheehan, Interim Vice President of Administrative Services; Ms. Katrina Golder, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Mr. Todd Oldham, Executive Director of Corporate & Continuing Education; Mr. Ted Broussard, Dean of Student Success & Retention, Ms. Leigh Kent, Executive Assistant to the President.

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

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

Absent: Ms. Leann Johnson, Director of Equity & Diversity.

I. CALL TO ORDER

Chair, Sherry Parker, called the meeting to order at 5:00 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was accepted as presented.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from the Board Members

Ms. Parker commented on this year's State of the College presentation which was held on January 15. She acknowledged the large turnout of community, faculty, students and staff members.

D. President's Report

Tonight's student success presentation was offered by Garrick Ashenfelter. Mr. Ashenfelter discussed his experiences at Clark College as a student athlete and how they will shape his future plans.

President Knight welcomed and introduced Bob Williamson, the college's new Vice President of Administrative Services. He also extended his sincere thanks and deep appreciation to Phil Sheehan, who served the college as Interim Vice President during the past two years.

President Knight noted that the college's focus continues to be the budget. He expects there to be much more clarity and information available to the trustees and the colleges after next week's winter TACTC and WACTC meetings. During the TACTC conference, the community college presidents and trustees will be meeting with their local legislators to discuss the budget and its implications to the college system.

President Knight and Ms. Diehl met formally with the Northwest Commission on Colleges & Universities accreditation commission on January 8; he expects their final report to be issued by the end of January.

Trustee Jacobs asked President Knight about his participation in a new local committee, the Columbia River Crossing work group, which recently had its first meeting. He indicated that substantial work has not yet begun, as members at the first meeting primarily outlined their issues and concerns about the project. The college's issues relate to security, parking, and pedestrian crossings. Trustee White, CRC work group chair, attended two additional meetings held for Vancouver community members. Based on the direction of those meetings, he urged the board to become fully involved and knowledgeable about the project, as the college will need the board's full support in the coming months as challenges arise. He also indicated that the college must take a very proactive role in the details of this project as it moves forward.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi updated and expanded upon her written report. She also clarified questions from the president and trustees concerning issue discussions during WEA Lobbying Day.

2. ASCC—Mr. Pat Mehigan

Mr. Mehigan distributed the ASCC fall quarterly report. There will be a club fair on January 21. He was pleased to report that when the fall term ended, there were 52 chartered clubs and with the start of winter quarter, there are almost 50 active student clubs.

F. College Reports

1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd entertained questions from the trustees concerning program review. In line with the Instructional Plan, program review will begin in early February and will take a very focused look at instructional programs and actions that will need to be taken in concert with the budget review.

As the college and K-12 boards continue their discussions, decisions must be made concerning programs that offer the greatest degree of success to all the organizations. It will be necessary for the college to preserve its own resources and it is possible that grants and partnerships are necessary for the organizations to move forward together as opposed to the college providing the resources for projects.

Ms. Kitty Mackey provided the faculty presentation, “*IRIS: Information & Research Instruction Suite for Two-year Colleges*” an online guide for students on how to conduct college research. Clark faculty is actively encouraging students to take the tutorials and earn their certificates of completion.

2. Administrative Services—Mr. Phil Sheehan

Mr. Sheehan thanked the board and executive cabinet members for their support and encouragement during the past two years. He acknowledged the administrative services staff members for making a very difficult job much easier and he enjoyed working with them. He thanked everyone for the opportunity provided to him as interim vice president. Trustee Sen Hoss thanked Mr. Sheehan for his service on behalf of the board members.

There are now 816 students enrolled in the college’s easy payment tuition program which has evolved into a great success story in just over a year. The half-year point has been reached in the budget cycle. Due to the decline in interest rates, there has been a significant drop in cash reserves and the interest rate target level will not be met this year. Excess enrollment is far ahead of budget, which should be of help in offsetting any shortfalls.

Mr. Sheehan provided a report detailing the fund balance cash amounts as the board had requested earlier and explained the report by line item. Many of the line items are related to the capital budget and have designated commitments.

3. Student Affairs—Mr. Ted Broussard

Chair Parker thanked the student affairs staff for assisting her on the morning of January 20 when she was trying to find a meeting location on the main campus.

Mr. Broussard reviewed his written report with the trustees and provided the most recent enrollment figures. Winter enrollment is up 11.62% over 2007. He and Trustee Sen Hoss discussed the recent decision by the University of Washington to no longer accept transfer students and the feasibility of Clark College notifying its students should other schools decide to do the same.

4. Human Resources—Ms. Katrina Golder

Ms. Golder reviewed the positions which are currently remaining unfilled as a result of the college’s hiring freeze. A financial aid program assistant position in student affairs was recently opened up to help the department as it manages a record number of financial aid requests. Once the final budget is released, all frozen positions will be reviewed again.

5. Planning & Effectiveness—Ms. Shanda Diehl

Ms. Diehl announced that the strategic planning task force will hold their first winter meeting on January 16. The task force has completed the revision of the mission, vision, and strategic direction of the college. The task force is now working on completion of five-year goals, which will be aligned with the strategic direction.

Bellevue Community College and the state board are issuing a Request for Proposal for a new administrative computer system throughout the college system. A new task force has been formed to shepherd the proposal project and Ms. Diehl is a member of the task force. Due to issues with the previous re-hosting project, the task force is expecting some additional challenges as this new venture moves forward.

Trustee Jacobs asked to see information on demographics as the student mix continues to evolve. She would like to see how the college is adapting to the new students and what will be necessary to help them succeed in the new economy.

6. Corporate & Continuing Education—Mr. Todd Oldham

Mr. Oldham announced that Corporate & Continuing education has submitted a \$45,000 RFP to WorkSource for a site assessment and supervisory training program for their staff members. He had no further additions to his report.

7. Communications & Marketing—Ms. Barbara Kerr

Ms. Kerr announced that the update of the college intranet site has been completed. The system was rebuilt from top to bottom and two informational sessions are scheduled for faculty and staff to learn about the changes and enhancements. She applauded Chris Concannon, Tahnya Huneidi, and Wei Zhuang for their work in the redesign.

Ms. Kerr announced that the college has received a Paragon award—reflecting national honors from the National Council for Marketing & Public Relations—for the college's athletics media guides. The Paragon awards will be presented in March at NCMPR's annual conference. Communications & Marketing collaborated with Student Affairs to publish the guide and she congratulated them and all the staff who worked on this submission.

8. Clark College Foundation—Ms. Lisa Gibert

Ms. Gibert stated that, at today's PAC board meeting, Les Schwab has honored eight Clark student athletes for maintaining a GPA of 3.5 or above. The students will be receiving commemorative jackets from Schwab.

The foundation is completing the executive summary to the comprehensive campaign feasibility study and will be sending it to the board members once it is complete.

Ms. Gibert acknowledged the issue of campaign timing which arose with several participants during the feasibility study interviews and she has discussed these issues with the Clements Group. They will be visiting the college again in April and will bring a new contract and the framework for the long-term campaign phase.

Foundation staff has been moving forward by meeting with and hosting college tours for prospective donors; they are also writing grant requests to many charitable organizations and individuals in support of various college programs.

III. CONSENT AGENDA

A. Consent Agenda

- ♦ Minutes from December 15, 2008 board meeting
Trustee Jacobs made a motion to approve the Consent Agenda. Trustee White seconded the motion. There was no discussion and the Consent Agenda was unanimously approved.

IV. FUTURE AGENDA ITEMS

WORK SESSION

BOARD MEETING

Budget

President's Evaluation (Feb.)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, February 23, 2009 in the Ellis Dunn Room GHL 213.

VI. EXECUTIVE SESSION

In accordance with RCW 42.30.110(1), the board convened an Executive Session at 6:25 p.m. to discuss with legal counsel representing the agency matters relation to agency enforcement actions or litigation or potential litigation. The Executive Session ended at 7:25 p.m. and no action was taken.

VII. ADJOURNMENT

There being no further business, Chair Parker adjourned the regular meeting at 7:25 p.m.

Sherry Parker, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
January 27, 2009