

Clark College Board of Trustees Packet

January 28, 2008

Clark College

The Next Step

**Clark College
Board of Trustees Packet
January 2008**

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Vision Statement

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

Mission Statement

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

CLARK COLLEGE BOARD OF TRUSTEES

Monday, January 28, 2008

Penguin Union Building

Room 258 B & C

All regular meetings of
the Board are recorded

AGENDA

4:00pm

BOARD WORK SESSION, Room 258 A

4:00 – 4:20 p.m.

Board Policies, Jennifer Grove attending

4:20 – 4:40 p.m.

Enrollment Management Plan Evaluation

4:40 – 5:00 p.m.

Weber Task Force Recommendation

5:00pm

I. CALL TO ORDER

II. BUSINESS MEETING, Room 258 B & C

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. President's Report#1-2

E. Association Reports

1. AHE#3-4

2. ASCC – No report for January #--

3. WPEA #5

F. College Reports

1. Instruction.....#6-9

Faculty Presentation: Les Rivera, ESL Pre-IBEST Bridge Classes

2. Administrative Services.....#10-15

3. Student Affairs#16-23
Enrollment Update
4. Human Resources.....#24-27
5. Planning and Advancement.....#28-36
Legislative Session
6. Corporate & Continuing Education.....#37-39
CampusCE Registration Software Demonstration
7. Communications and Marketing#40-42
8. Clark College Foundation#43-44

II. CONSENT AGENDA

- A. Consent Agenda
 - ◆ Minutes from December 10, 2007 Meeting#45-50

III. FUTURE AGENDA ITEMS

WORK SESSION

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

BOARD

IV. DATE AND PLACE OF FUTURE MEETING

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

V. EXECUTIVE SESSION

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

VI. ADJOURNMENT

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

President's Board Report January 2008

Focus on Learning

Progress to date:

- ◆ The President had lunch with Clark College student Janelle Cole on December 17 to get student's perspective and for student to ask questions of the President.

Broad Base Partnerships

Progress to date:

- ◆ A Clark College partnership with SCORE began on December 28th when SCORE relocated its offices to the T-Building.
- ◆ The President and Dr. Dastmozd participated in the joint board meetings between Clark College trustees and the Evergreen School District Board on December 17.
- ◆ The President participated in the Columbia River Crossing (CRC) business caucus held at the Port of Vancouver on Jan 8th. The meeting helped answer questions concerning the bridge options that will be voted on in the upcoming CRC Task Force meetings.

Respect for Differences

Progress to date:

- ◆ President Knight participated in the international student open house on Jan 2nd and met some of our new incoming international students.

Management Excellence

Progress to date:

- ◆ President Knight attended the December 12th Nurse Pinning Ceremony held at Skyview High School auditorium.
- ◆ President Knight gave a presentation to the National Football Foundation and Hall of Fame of Clark County on Jan 16th.

Access to Education

Progress to date:

- ◆ President Knight participated on the Capital Budget Selection Committee at the state. Clark appears positioned to receive funding for its North County satellite growth project but not the Foster Hall replacement project.

Workforce Development

Progress to date:

- ◆ President Knight, Katrina Golder, and Todd Oldham met with the Learning Resource Network (LERN) consultant to hear his findings and recommendations from his two-day review of Corporate and Continuing Education. A final report will be provided at a future date.

Robert Knight
President
January 18, 2008

**Clark College Association of Higher Education
Board Report
January 28, 2008**

Facilitating communication

Dr. Roi met with Mr. Knight to discuss issues regarding proposed bargaining sessions, faculty participation on campus and faculty workload. Ideas were generated on both sides for increasing faculty input on campus.

The meeting was productive.

Bargaining

The bargaining teams from the faculty and administration met and discussed the format and schedule for contract bargaining. The schedule has yet to be determined. Subsequent sessions will be scheduled in the near future.

Dr. Roi and Senator Duback will attend the WEA bargaining conference in Federal Way in January.

Organizational activities

Dr. Roi has been nominated to the WEA board of directors for an interim appointment until July 1st. She attended her first BOD meeting January 11th and 12th at WEA headquarters in Federal Way.

The topic for the January AHE forum on the 29th is: *Creating Partnerships between Faculty and Legislators*.

Membership

Two new members joined AHE this month.

Grievances

Three grievances have been filed with the college. One is awaiting reply, one has been scheduled for arbitration in May and one will be filed with the American Arbitration Association within contract deadlines.

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

Community Connections

Representative Jim Moeller will visit the senate on April 7th to discuss higher education legislation with regard to faculty and student interests.

Dr. Roi attended the WPEA meeting in January to discuss common interests.

Dr. Roi is scheduled to attend the Clark College Legislative dinner in Olympia in January.

Dr. Roi attended the Clark County Democratic Central Committee meeting on January 14th.

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

A conference call was held in January with Representative Wallace, Dr. Roi and Dr. Fisher to discuss legislation with regards to higher education.

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

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

**WPEA/UFCW Local 365, Clark College Unit
Board Report January 16, 2008**

UNIT ACTIVITIES

- ◆ WPEA/UFCW Clark College Unit meeting was held on January 16, 2008 in BHL 109.
- ◆ Job Representative Council meeting was held January 17, 2008 in SHL 214.
- ◆ WPEA/UFCW Local 365 District 1 quarterly meeting was held February 20, 2007 in PUB 258B.
- ◆ Eugene Carroll attended the Southwest Washington Labor Roundtable in December.

COMMITTEE REPORTS

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

COMMUNICATION

- ◆ The Clark College WPEA/UFCW Unit meetings will now be held in BHL 109 the third Weds of each month at noon and quarterly at 6:00 AM.
- ◆ Labor Management Committee meeting was held on January 24, 2008 with a focus on the PACE Survey, creating a drug free workplace and bringing current Clark Policies & Procedures in alignment with the Collective Bargaining Agreement.
- ◆ WPEA/UFCW and AHE continue to meet regularly fostering open communication and promote a positive working environment.
- ◆ A report was given by a member of the Climate Task force at the November meeting. This report is given in our meeting minutes that can be accessed on the Campus Intranet at the following link:
http://intranet.clark.edu/faculty_minutes/query_by_committee_output.cfm It substantiates the AHE report of concerns found in the PACE survey regarding Cooperative Work Environments, New Employee Orientations, and Effective Communications.

The next WPEA/UFCW Membership meeting will be on February 20, 2008

Submitted by:

Billie Garner, Chief Job Representative – January 16, 2008

Instruction Board Report January 2008

Focus on Learning

- ◆ **Provide longevity awards to increase the retention of adjunct faculty.**

Progress to date:

The Adjunct Faculty Affairs Committee has drafted specific recommendations for adjunct longevity awards; the final recommendations will be submitted to AHE and the Vice President of Instruction early winter term.

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

Progress to date:

- Eleven new full-time faculty members have completed the first quarter of the Faculty Fellows program, meeting once a month for 2-3 hours a session to discuss learner centered teaching and strategies that could be incorporated into their classrooms.
- The first Conversation Café for the 2007-2008 academic year was held on November 28, 2007, with discussions centered on Clark's focus on life-long learning.
- Dr. Catherine Crain, psychology professor from Cascadia College, facilitated a discussion for 40 Clark College employees about Cascadia's success in becoming a learning college. Discussion highlighted what Clark could do to continue moving toward becoming a learning college through effective classroom and organizational assessment strategies.
- Ten faculty members participated in TLC Learning Labs fall quarter and 8 faculty members presented on specific topics of interest for the Learning Lab discussions.

- ◆ **Continue to work with Computing Services to implement classroom technology upgrades.**

Progress to date:

Eighty-five faculty members participated in the SMART Classroom training sessions fall quarter 2007. Ten faculty members also participated in an advanced technology training sponsored by Hitachi Starboard emphasizing increasing student success through the use of technology.

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

Progress to date:

Efforts to establish and convene an advisory committee comprised of local area employers to assist the College in developing a new CJST in Warehousing/Distribution & Logistics have been completed. Eight representatives from large, medium, and small employers have provided commitment to the project. It is anticipated that the curriculum will be completed and available for implementation by the end of February.

A Request for Qualifications (RFQ) was issued by the College to truck driving schools for the opportunity to partner and address the region's driver shortage. The selection process will be completed within 30 days.

Access to Education

- ◆ **Improve online access to departmental websites and course materials.**

Progress to date:

Instructional deans have provided a priority list of departmental web sites to be developed to Communications and Marketing. Identified departments include Addiction Counselor Education, Child and Family Services, Communications Studies, CTEC, Diesel, Engineering, English, Health Occupations, Mathematics, Medical Office, and Paralegal.

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

Progress to date:

The Weekend College hybrid section of WS 101 is at full capacity for winter 2008. Two Weekend College WS 101 sections will be offered in the spring.

eLearning offered 100 sections for winter 2008, which is 13 more sections than winter 2007. New eLearning courses for winter term are: BTEC 169-Introduction to Excel (2007 version), CHEM 131-General Inorganic Chemistry, MATH 105-Finite Mathematics, MGMT 107-Supervisory Communication (I) Written, WS 101-Introduction to Women Studies (hybrid), HIST 265-Survey of Women in U.S. History, MGMT 104-Managerial Psychology, and HLTH 104-Weight and Your Health.

96 credits of innovative offerings increased the diversity of course delivery formats, e.g., eLearning, self-paced instruction, and hybrid courses, including ART 131, BIOL 160, BIOL 161, BIOL 162, BTEC 138, BTEC 149, BTEC 169, BUS 028, BUS 029, CHEM 100, CHEM 131, CHEM 132, CTEC 102, ECE 100, HIST 132, HIST 133, HIST 265, MATH 105, MATH 106, MGMT 107, MGMT 122, MGMT 125, MGMT 126, MRAD 103, and SOC 110.

- ◆ **Increase enrollment in professional/technical programs through marketing and recruitment.**

Progress to date:

Following sustained marketing, recruitment, and intake advising efforts, first day enrollment in Addiction Counselor Education courses is up 12% winter 2008 compared to winter 2007. The Business and Technology unit has added two sections of economics and one section of accounting, serving 80 additional students.

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

Progress to date:

Fifteen students started this winter's I-BEST NAC program, three times as many as fall 2007. Many thanks go to Kris Barnum, Workforce Program Manager, and Katy Washburne, I-

BEST Program Manager, for working together to bring WorkFirst students into the program.

Respect for Differences

- ♦ **Establish and implement internal communication strategies for disseminating information about department and unit goals, objectives, and programs.**

Progress to date:

On January 4, 2008, the Teaching and Learning Center (TLC) provided a two hour orientation to Clark College and a one hour Smart Classroom training for 10 newly hired adjunct faculty. During fall quarter, the TLC web site was expanded and enhanced to better provide information concerning TLC activities and resources. Gail Liberman was on the planning committee and co-facilitated the January 18 Penguin Roundtable meeting. The goal of the meeting was better communication on the development, submission, and selection of department and unit goals and objectives.

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

Progress to date:

Leann Johnson, Director for Equity and Diversity, facilitated a discussion with Instructional Council in January regarding understanding and infusing multiculturalism and diversity awareness into curricula.

Workforce Development

- ♦ **Develop new/innovative programs or expand capacity in programs that will meet local workforce needs and contribute to economic development by moving students from high school and basic education to work and transfer institutions.**

Progress to date:

In response to an RFP from the WA Department of Corrections, the College proposed the addition of three new career and technical education programs at the Larch Corrections Center: Dry Wall and Interior Finishing, Web Design, and Automotive Service and Maintenance.

Broad-based Partnerships

- ♦ **Identify and prioritize focus sectors for workforce training.**

Progress to date:

Clark College collaborated with the Southwest Washington Workforce Development Council (SWWDC) and Lower Columbia College (LCC) in the development of a successful proposal to establish the Southwest Washington Regional Advanced Manufacturing Skill Panel. Clark, SWWDC, and LCC will work with the employer Skill Panel to define skills gaps and develop training resources.

Management Excellence

- ◆ **Implement employee performance plans and evaluations on a timely basis.**

Progress to date:

Office of Instruction has forwarded a list of evaluations due to be completed this academic year to all deans and directors; these evaluations will be completed by June 30, 2008.

Additional Highlights

- ◆ The first cohort of MRAD students is completing their paperwork for the American Registry of Radiologic Technologists (ARRT) Registry Examination. The MRAD students will be eligible to take the test when they graduate on March 7, 2008, in Gaiser at 6:30 pm. Invitations will be sent to Administration and the Board of Trustees to mark this commemorative event.
- ◆ Jeri Kemmer was hired to fill the Workforce Operations Program Coordinator position. She will be working at TPC coordinating the operational aspects of WorkFirst, including scheduling, purchasing, personnel and budget-related duties. Jeri, who previously worked at Clark for 11 years as a fiscal technician, returns to the College after working in Africa and Mexico for seven years.
- ◆ The Art Faculty Biennial exhibit is on display at the Archer Gallery from January 15 to February 10.
- ◆ The Clark College 46th Annual Jazz Festival will be held January 24-26 in Gaiser Hall. Forty-eight jazz bands and 24 vocal jazz ensembles from Oregon and Washington high schools are scheduled to perform and compete for awards. The Clark Jazz Ensemble and the Clark Vocal Jazz Ensemble will also perform. Thanks to new Music faculty member Richard Inouye for his coordination of the festival.
- ◆ eLearning has been offering Student Blackboard Orientation sessions which have been well received by students, staff and faculty.
- ◆ Beginning winter 2008, the Nursing program has increased student admissions by 20%. To accommodate this increased capacity, new course sections are being scheduled during afternoon and evening hours. Expansion will bring the total program capacity to 288 students in fall 2009. In anticipation of additional teaching and administrative workload, searches are now open for an Associate Dean of Nursing, a Director of Nursing, three tenure-track Nursing faculty positions, and an Office Assistant III. Funding from a SBCTC High Demand Grant will pay for the increased costs.
- ◆ Science, Technology, Engineering, and Math (STEM) enrollments continue to be strong. Duplicated headcount in STEM indicator courses in winter 2008 is 6.5% higher than in winter 2007. Enrollment has been bolstered by student retention efforts that have included pre-quarter workshops in Math and enhanced tutoring and peer mentoring activities in Chemistry and Physics. Other STEM activities include computer science instructor Pamela Duke serving on a statewide task force to examine the Associate in Science-Computer Science transfer degree and Travis Kibota, Interim Dean of SHAPE/MPSE, co-chairing a similar statewide task force that will examine the Associate in Science-Biology degree.

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

Administrative Services Board Report January 2008

As the new quarter begins, work is progressing nicely on the Gaiser Hall remodel and the O'Connell Sports Center addition. The Gaiser Hall project is on schedule, and Student Affairs employees will begin moving into their new quarters beginning in late February and continuing the early part of spring quarter. The opening of the O'Connell addition, which was scheduled for the first week in January, has been delayed three weeks due to contractor scheduling issues. Plant Services and instructional staff have scrambled to relocate activities originally scheduled in the building, and the impact on students has been minimal.

Focus on Learning

- ◆ Install smart classroom technology in 30 classrooms.

Progress to Date: Smart classroom technology has been implemented in 22 of the 30 classrooms identified for technology upgrades in 2007-08. The remaining eight classrooms are scheduled to be operational by the start of spring quarter.

Access to Education

- ◆ Increase the safety, stability, and effectiveness of College Security Department by 1) eliminating dependence on temporary funding to fully staff Security Department at desired levels, and 2) increasing the ratio of FT to PT security officers.

Progress to Date: An additional full-time Campus Security Officer was hired in January. The College now employs six full-time officers and eight part-time officers.

- ◆ Meet College's need for increased data storage capacity, including increased e-mail box sizes, larger home and department directories, digital media repositories, and future data warehouse.

Progress to Date: Bid responses for equipment have been received and are being evaluated.

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

Progress to Date: Software tools have been purchased and are being tested by Computing Services staff prior to deployment.

- ◆ Determine feasibility of textbook rental program at Clark College Bookstore.

Progress to Date: Completed. Bookstore staff has completed information research and found the rental programs to be a feasible service to offer Clark students. Staff will proceed to coordinate and implement a rental service at Clark College Bookstore in future quarters.

- ◆ Increase student enrollment in the tuition payment plan.

Progress to Date: 539 students have enrolled in the STEPP program for winter quarter.

- ◆ Complete construction of the Gaiser Hall Renovation.

Progress to Date: The Gaiser Hall Renovation has been substantially completed. Work on punch list items will continue into February. Student Affairs staff will begin moving into the renovated building in late February with all departments scheduled to be moved by early spring quarter.

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

Progress to Date: The general contractor, Todd Construction, has mobilized at the construction site. Good progress has been made on site preparation work, and the project is on schedule for occupancy in summer 2009.

- ◆ Complete construction of OSC Remodel.

Progress to Date: The substantial completion date for this project has been delayed three weeks due to contractor-related problems. The College has adjusted activities to accommodate this delay with minimal impact on students.

- ◆ Implement signage according to Signage Master Plan.

Progress to Date: Phase 2 signs (building identification, "you are here" directories, and regulations signs) have been installed. The design for an electronic reader board sign was approved in December by the City of Vancouver Design Review Committee. Plans for the purchase and installation of this sign are being detailed.

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

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

Respect for Differences

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

Progress to Date: A recently-hired Campus Security Officer satisfies the College's diversity criteria. Four of the College's six full-time officers satisfy the diversity criteria.

Diversity training has been scheduled for January 30, 2008 for all Business Services staff.

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

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

Workforce Development

- ◆ Assist Workforce Development in implementation of CampusCE software application.

Progress to Date: Computing Services' role in the CampusCE implementation has been completed.

Management Excellence

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

Progress to Date: The recruitment for a Program Coordinator position in Event Services has closed, and the interview process has begun.

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

Progress to Date: The functionality of a number of the newly-installed copy machines is being extended by providing network access to the copy machines from employee desktops. Two units have been networked and others will be phased in over the next several months.

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

Progress to Date: Final redistribution of existing bins will be completed in February so that bins are available in all buildings. Cost for extra pickups is now the responsibility of the requesting department to better manage the cost of document shredding.

- ◆ Implement FMS Query software application to provide managers with timelier access to financial data.

Progress to Date: An additional 17 staff and administrators have been given access to FMS Query software. Training has been provided by Business Services staff.

- ◆ Establish standard level of service in Plant Services.

Progress to Date: Review of current procedures in Plant Services has begun.

Additional Highlights

- ◆ Plant Services assisted various College departments in preparing \$381,000 in Foundation Funds Allocation Committee Grant Proposals.
- ◆ Capital project requests for two projects for the 2009-11 biennium were scored and ranked with 57 other projects from other Washington community and technical colleges. The capital submission for the replacement of the Foster-Hawkins Complex did not rank high enough to be included in the 2009-11 biennium; but the growth project requesting a 70,000 sq. ft. facility to be located at an existing or future building site in the east county was ranked number 1, and pre-design should be funded for the next biennium.
- ◆ Plant Services is purchasing new classroom furniture for Hanna, TPC, and other classrooms as part of an approved College Council Fund Balance Appropriation Proposal.
- ◆ Responding to student requests for a summary of supply costs associated with certain courses, the Bookstore staff has developed a process to inform students of potential additional supply costs. The effort put into this process is proving to be a popular and valuable service to students. Work will continue with the Office of Instruction to extend this service to additional courses.
- ◆ A draft of the revised and updated Board Policies has been completed and is ready to be reviewed by the Board of Trustees.

Phil Sheehan
Interim Vice President of Administrative Services
January 15, 2008
PS128

Clark College - Budget Status Report

December 31, 2007

Sources of Funds (Revenues)	2007-08 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	30,450,094	14,032,946	16,417,148	46.1%
Tuition	12,234,121	7,888,943	4,345,178	64.5%
Interest	180,000	221,022	(41,022)	122.8%
Excess enrollment & use prior fund bal	335,265	-	335,265	0.0%
Dedicated, matriculation, tech, cont ed	3,252,177	1,677,384	1,574,794	51.6%
Total Operating Accounts	46,451,657	23,820,294	22,631,363	51.3%
<u>Other Accounts</u>				
Grants & Contracts	7,580,178	2,255,107	5,325,071	29.8%
Internal Support	1,327,103	464,317	862,786	35.0%
ASCC less PUB	1,682,833	966,141	716,692	57.4%
Bookstore	4,875,590	2,351,987	2,523,603	48.2%
Parking	755,234	173,775	581,459	23.0%
Auxilliary Services	1,452,622	688,156	764,466	47.4%
Financial Aid	15,654,845	10,794,146	4,860,699	69.0%
Total Other Accounts	33,328,405	17,693,628	15,634,777	53.1%
Total Sources of Funds	79,780,062	41,513,922	38,266,140	52.0%

Uses of Funds (Expenses)	2007-08 Budget	Expense/Encum to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	582,494	327,889	254,605	56.3%
VP of Instruction	26,872,341	11,794,697	15,077,644	43.9%
VP of Administrative Services	8,683,733	5,181,977	3,501,756	59.7%
VP of Student Affairs	5,517,923	2,603,390	2,914,533	47.2%
Executive Dean Planning & Advancement	550,439	223,826	326,613	40.7%
Executive Dean Workforce Development	2,091,817	885,561	1,206,256	42.3%
Executive Director of Communications	1,107,129	682,758	424,371	61.7%
Associate VP of Human Resources	1,045,781	457,589	588,192	43.8%
Total Operating Accounts	46,451,657	22,157,688	24,293,969	47.7%
<u>Other Accounts</u>				
Grants & Contracts	7,580,178	3,426,886	4,153,292	45.2%
Internal Support Services	1,327,103	715,025	612,078	53.9%
ASCC less PUB	1,682,833	741,835	940,998	44.1%
Bookstore	4,875,590	3,437,964	1,437,626	70.5%
Parking	755,234	146,778	608,456	19.4%
Auxilliary Services	1,452,622	687,255	765,367	47.3%
Financial Aid	15,654,845	10,881,769	4,773,076	69.5%
Total Other Accounts	33,328,405	20,037,512	13,290,893	60.1%
Total Uses of Funds	79,780,062	42,195,199	37,584,863	52.9%
Difference - Excess (Deficiency)	-	(681,277)		
Capital Projects - Revenue & fund bal	20,776,999	4,383,637	16,393,362	21.1%
Capital Projects- Expense less depr	20,776,999	8,095,742	12,681,257	39.0%
Difference - Excess (Deficiency)	-	(3,712,105)	3,712,105	

e. Theresa Heaton, Cindi Olson, Sabra Sand
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 1/10/08

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

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

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

s.sand 1/4/08

Student Affairs Board Report January 2008

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

Focus on Learning

- ◆ **Provide quarterly education workshops for Washington State Achiever recipients.**

Progress to Date:

Lizette Drennan (Financial Aid) conducted mandatory Achiever sessions December 4th and 5th. The purpose of the advising sessions are to review the student's academic progress in classes, exams, and any other issues which could be causing roadblocks to the Achiever's success. In addition, the Achievers attended the Clark College "Annual Financial Aid Night" to get information about the 2008-09 FAFSA process.

Lizette Drennan hosted the Fall/Winter Luncheon for the Achievers on December 14th. Peter Ruelas and Jesse Welch from the College Success Foundation attended along with representatives from Clark College and WSU. Dina Birmingham, Client Service Representative from the Northwest Education Loan Association presented a discussion about "money management." The agenda included the fall quarter review, winter quarter preview, 2008-09 FAFSA information and reminders of the College Success Foundation rules regarding change of address, funds for winter quarter and leave of absence.

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

Progress to Date:

The Student Recruitment team and a representative from the Office of Financial Aid hosted a "Clark on the Road" event at Fruit Valley Community Learning Center on December 4. This purpose of this event was to provide members of the community with information about the admissions and financial aid winter quarter application process.

Dan Overbay (Recruitment) conducted an orientation session for the Washington County (OR) School-to-Work coordinators on December 17th. This purpose of this group is to better inform staff in how to assist high school students with their post-high school plans. This was the first time this invitation has been extended to Clark College.

Access to Education

- ◆ **Pending grant approval implement eligibility processes for the Opportunity Grant.**

Progress to Date:

The Opportunity Grant program is in full operation and staff has advised about 85 students with tuition guidelines and with the selection of degree programs.

- ◆ **Increase access for placement testing services by extending number of available hours and locations.**

Progress to Date:

Sam Osaki has been hired as the new full-time Program Assistant in Assessment. This new position enables the center to increase placement services by adding 10 hours of testing lab time which reflects an increase of 23%. The Assessment Office is now opened from 7:30 a.m. until 7:00 p.m. two days a week, from 7:30 a.m. to 6:00 p.m. two days a week and on Fridays from 8:30 a.m. to 4:30 p.m.

- ◆ **Expand online services to increase student access.**

Progress to Date:

New information that includes procedures in how to complete the Oregon Border Waiver, Washington Residency Reclassification and Prior Student Reenrollment forms was posted to the Admissions webpage.

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

Progress to Date:

Jennifer Reeves (Recruitment) and the Student Ambassadors hosted the College is Possible group from the SW Washington Boys & Girls Club on December 18 for a Science and Engineering orientation. The group will return for a follow-up visit later this academic year to meet with additional faculty members regarding the program requirements.

- ◆ **Increase the number of WorkFirst work study students on campus.**

Progress to Date:

Laryn Dole (Program Coordinator) is meeting with new TANF students to place them in campus work study positions. Eligibility Programs staff in collaboration with Child and Family Studies have mailed over 2000 information letters to working parent students who require child care and free tuition.

- ◆ **Increase funding for Running Start book account for low-income students.**

Progress to Date:

A record number of 93 low-income Running Start students received book funding for winter quarter 2008. This compares with 73 students in fall quarter 2007 and 78 students for winter 2007. The total unduplicated number of students that received book funding for fall and winter is 104 students.

Broad-Based Partnerships

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

Progress to Date:

Becky Merritt (Eligibility Programs) conducted two presentations that covered a description of eligibility programs that can assist low income students with tuition and books. The presentations were made to the Greater Clark County Rotary Club on January 3rd and to the Clark County Center for Public Health on January 8th.

Roberta Roche' (Sponsored Programs) met with two representatives from the financial services area of the Guaranteed Education Tuition (GET) program on November 27th. Clark College Sponsored Programs will utilize GET's automated computer system to process payments and information.

Lizette Drennan conducted a presentation at the Vancouver Rotary Foundation on December 4 about the procedures for completing the 2008-09 scholarship application, student selection criteria and the deadlines required for application.

Mike Gibson (Veterans Affairs) attended the monthly Clark County Veterans Resource Fund Committee. To date, \$146,503 has been disbursed to assist veterans in our community.

Lizette Drennan represented the Financial Aid Office at the Hispanic Information Fair at Fort Vancouver High School on December 18th. Over 300 parents and students attended to learn about the many resources available in Clark County.

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

Progress to Date:

Jody Shulnak (Service Learning) formalized partnerships with Fruit Valley and Harney Elementary Schools through the *Partnership for Service in Schools Project*, an initiative developed to formalize service learning at Clark College through the "Promising Practices" Learn & Serve America grant. Jody also recruited two Clark College students to assist with academic support activities at Fruit Valley Elementary and recruited three students to assist with the homework club at Harney Elementary. In addition, she conducted a Students in Service site visit at the SHARE House, where three Clark College AmeriCorps members are serving.

Management Excellence

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

Progress to Date:

Karina Sanchez (Financial Aid), Jenny Schrock and Vanessa Watkins (Admissions) participated in the Supervisory Boot Camp sponsored by Clark College Human Resources at the Clark Center on the WSU-V campus from December 17-21. The training covered strategic leadership skills (including self-assessment; insight inventory, and leadership strategies), interpersonal communication, emotional intelligence, and performance planning, evaluation and feedback.

- ◆ **Maintain transcripts, online applications, and scanning services to support functions of Advising and Financial Aid departments.**

Progress to Date:

Online application processing is operating on a 48 hours turnaround for spring 2008.

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

Progress to Date:

Jennifer Reeves conducted two Admissions 101 presentations at Clark College at Town Plaza on December 18th. These sessions are provided once a month and twice a day (12:00 noon & 6:00 pm) to ensure access to students. The purpose of these sessions are to assist students with their transition from TPC to the main campus and to inform them about degrees programs and available support services.

Additional Highlights

Jody Shulnak (Service Learning) met with the Vice President of Instruction and three Instructional Deans to discuss service-learning and how to involve more faculty across disciplines on campus.

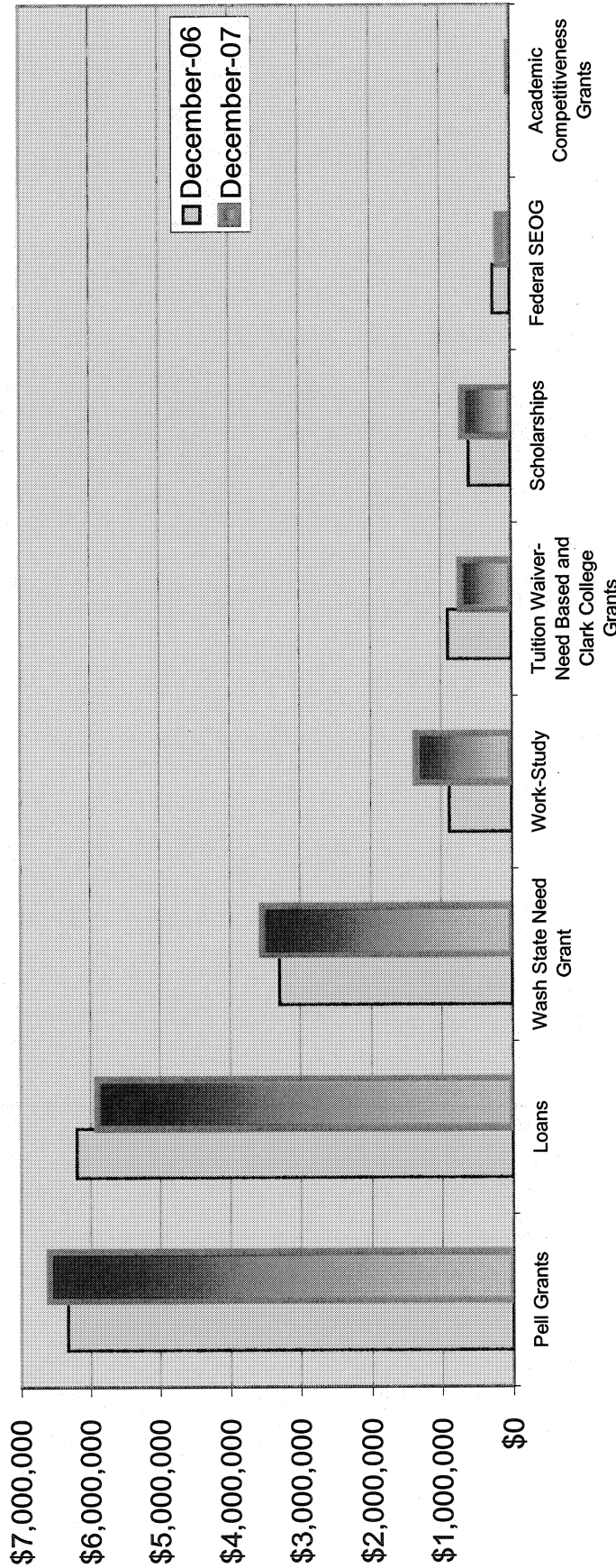
Suzanne Thayer (Internship & Job Developer) conducted a presentation on employment services to the Clark County Business Development Group on December 30. The presentation included information about the Co-op Work Experience program and the Work Study program and resulted in three new positions that were posted with employment services.

As of January 10, a record number of 1,078 Running Start students enrolled for winter quarter 2008. The Running Start FTES also reached a record number of 802 as of January 10. The Columbian featured the Running Start program in an article on January 7 and an editorial column on January 8.

Lizette Drennan (Financial Aid), Rosalba Pitkin (Latino Outreach), and Kelly Benson (Welcome Center) staffed a Clark College information booth at the "How to Pay for College" event on December 18th sponsored by Fort Vancouver High School. This event focused on providing access to the Latino families residing within the Vancouver School District and surrounding community. Approximately 60 students visited the Clark booth and received information on English as a Second Language (ESL), General Educational Development (GED) and citizenship classes, as well as scholarship and financial aid information.

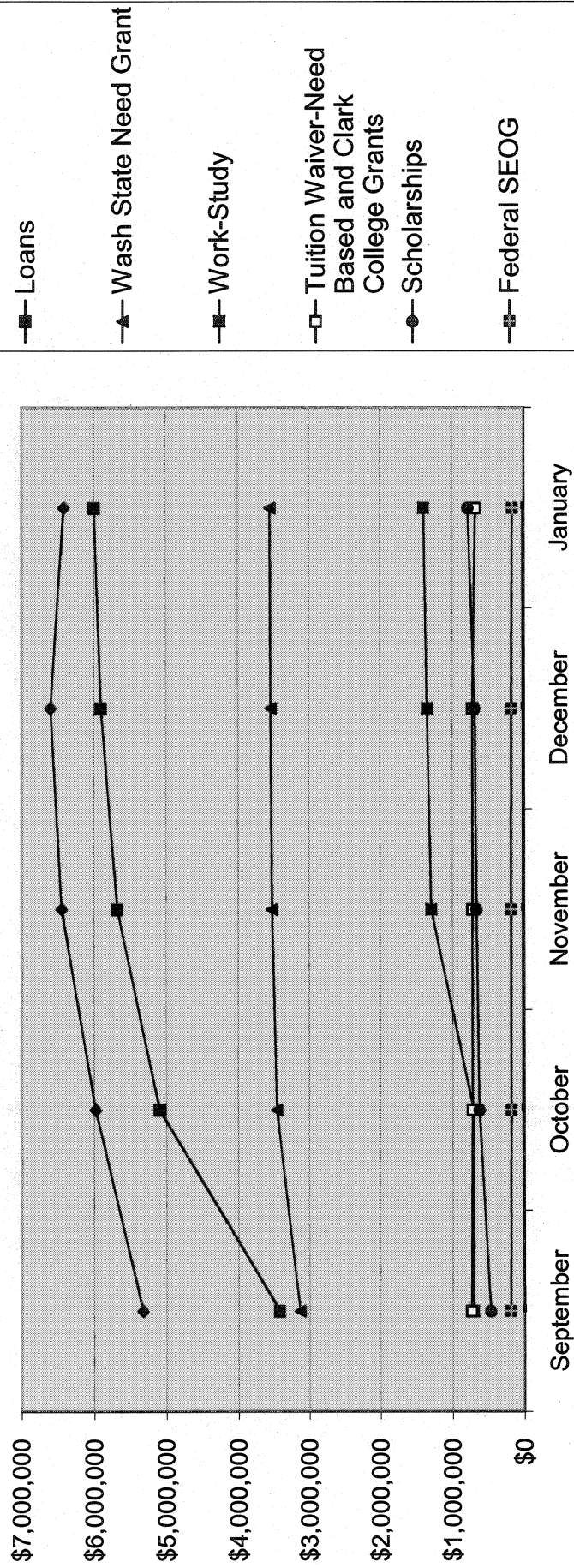
Dr. Rachel Ruiz
Vice President of Student Affairs
1/14/08

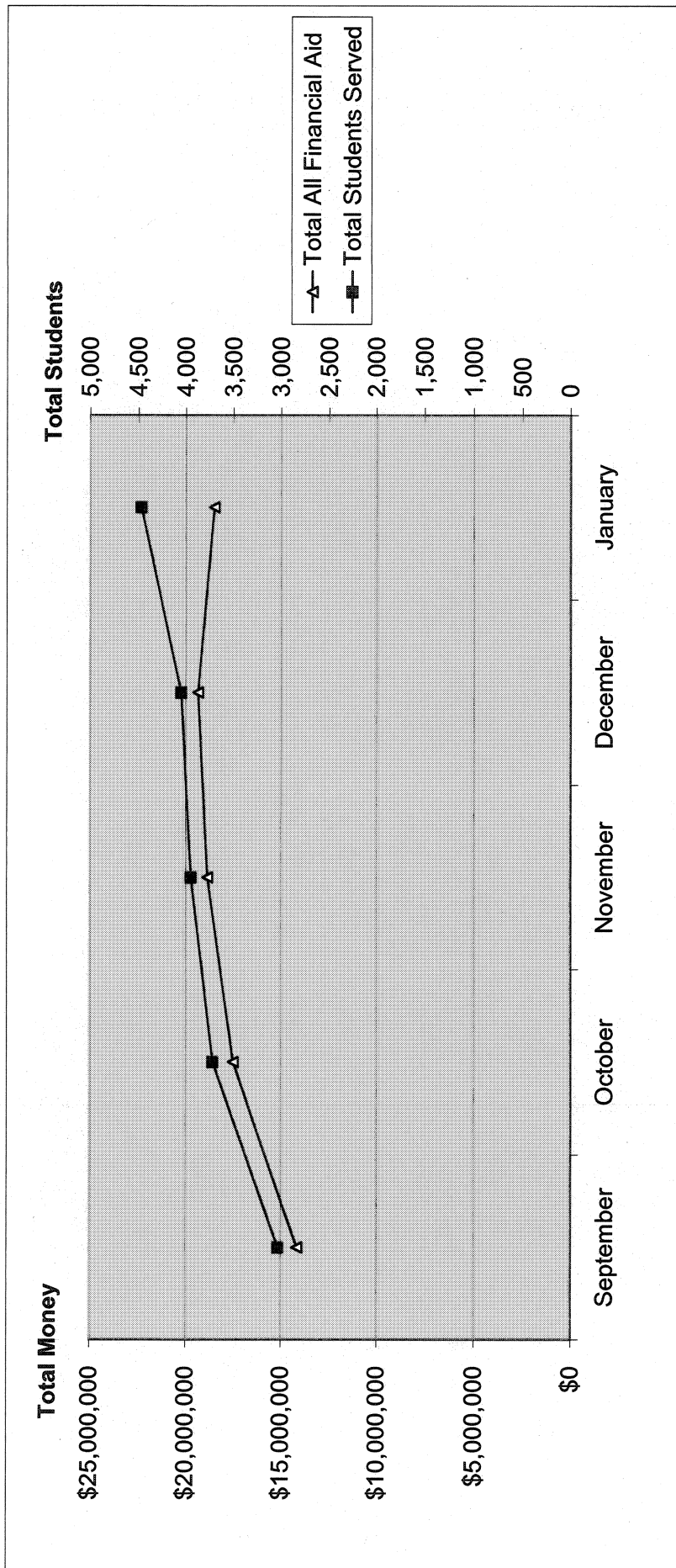
Comparison Chart December



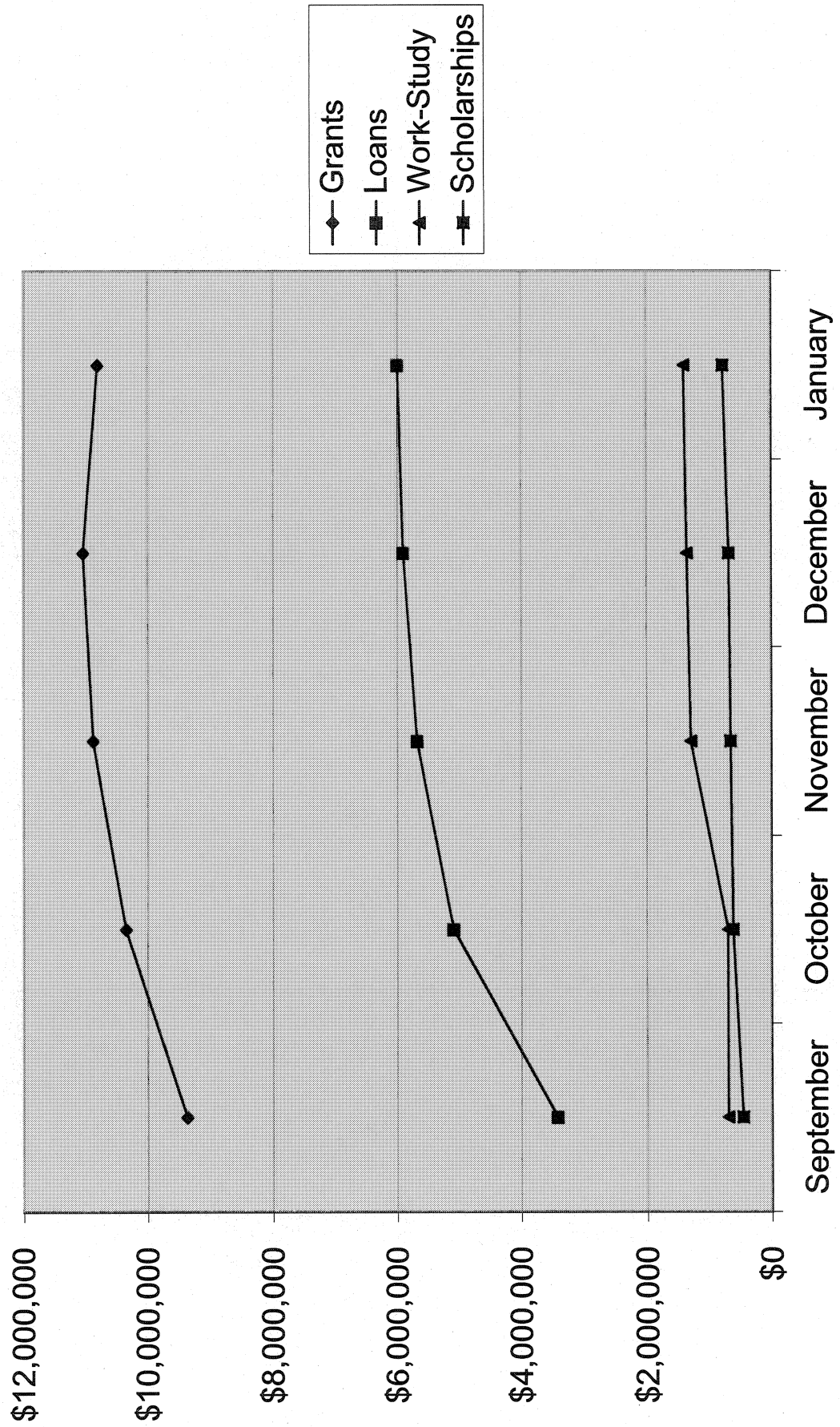
The financial aid programs remain stable. The number of files completed are starting to increase and are on track to exceed the number completed by the end of the last academic year. There is a slight dip in our Clark College Grants and Need-based tuition waivers, which is typical this time of year, due to attrition. Overall, there are no significant changes to our programs.

07-08 Financial Aid Stats





07-08 Funding Types



Human Resources Board Report January 2008

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

Focus on learning

- ♦ **Expand partnership and support growth of Teaching and Learning Center**

Progress to date:

HR continues to work with Instruction on plans to co-locate employee development in the newly remodeled Gaiser Hall space; occupation could occur as early as March.

- ♦ **Implement Quality Service Program**

Progress to date:

The next training on the Quality Service Program is scheduled for February 12, 2008. The program is intended to promote consistent quality service to students and the college community.

Respect for Differences

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

Progress to date:

Internal training continues with the Director for Equity and Diversity recently holding a dialogue session with the Planning and Advancement team.

- ♦ **Finalize diversity plan**

Progress to date:

The Cultural Pluralism Committee has finished compiling the diversity survey data. A report is now available to the college community. The report consists of a summary report, extensive supporting documentation, and a preliminary diversity plan. The plan includes forums to bring awareness around some questions raised in the survey, including "what does diversity mean at Clark College?" and student focus groups to further explore information which originated from students who took the survey.

Management Excellence

- ♦ **Provide leadership to IBB process and implementation of CCAHE agreement**

Progress to date:

The IBB teams have met to discuss scheduling, facilitation and release time. Bargaining times have not been scheduled to date.

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

Progress to date:

Planning and meetings are already underway for bargaining the 2009-2011 WPEA contract at the state level. The next labor management committee meeting is January 24, 2008.

Additional Highlights

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

Kristina Andrews was appointed to the full-time permanent classified position as Program Coordinator, Student Achievement at Town Plaza Center. Kristina has a BA in English Literature from Idaho State University and a Certificate of Proficiency in Addiction Counselor from Clark College. She has previous work experience with Renaissance Corporate Services, Community Services Northwest, and Clark College.

Patricia Cross was appointed to the full-time permanent classified position of Program Assistant in Financial Aid effective December 17, 2007. Patricia has previous experience with the law firm of English, Lane, Marshall & Vanderwood, The Crossing and Waddles Restaurant.

Sarah Joslin was appointed to the full-time permanent classified position as Program Assistant in Adult Literacy. Sarah has an AA from Clark College, a BA in Anthropology from Washington State University, and an MA in Interdisciplinary Studies from Appalachian State University. She has previous work experience with Fort Vancouver Regional Library District, Appalachian State University, West Virginia Women Work! , and Rural Appalachian Improvement League.

Jeri Kemmer was appointed to the full-time permanent classified position as Program Coordinator in Workforce. Jeri has previous work experience with the Federal Highway Administration, Clark College, Church of God Ministries, and Total Real Estate Services.

Tatyana Khudyy was appointed to the full-time permanent classified position as Office Assistant 3. Tatyana has an AA from Clark College in General Studies and Business Administration and previous work experience with Lacamas Credit Union, IQ Credit Union and Clark College.

Christian Latham was appointed to the full-time permanent classified position as Campus Security Officer. Christian has EMT Certification from Hospital Corps School and previous work experience with the U.S. Navy and Clark College.

Michelle Mussen was appointed to the full-time permanent classified position of Office Assistant Lead in Admissions effective December 20, 2007. Michelle has previous work experience with Southern California College of Optometry, JC Penny, and Helen Carey Home Day Care.

Katrina Golder
Associate Vice President of Human Resources
1/14/08

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Kristina Andrews	Program Assistant	01/02/08	TPC - Student Achievement	Classified	Full-time	New
Patricia Cross	Program Assistant	12/17/07	Financial Aid	Classified	Full-time	Replacement
Sarah Joslin	Program Assistant	01/02/08	Adult Literacy	Classified	Full-time	New
Jeri Kemmer	Program Coordinator	01/07/08	Workforce Operations	Classified	Full-time	Replacement
Tatyana Khudy	Office Assistant 3	12/17/07	Financial Aid	Classified	Full-time	Replacement
Christian Latham	Campus Security Officer	01/07/08	Security	Classified	Full-time	New
Suzie Lim	Information Technology Specialist 3	09/19/07	Computing Services	Classified	Full-time	Reallocation
Michelle Mussen	Office Assistant Lead	12/10/07	Admissions	Classified	Full-time	Replacement
Sam Osaki	Program Assistant	01/02/08	Testing and Assessment	Classified	Full-time	Replacement
Lucy Shao	Information Technology Specialist 3	9/26/07	Computing Services	Classified	Full-time	Reallocation
Linda Tuve	Fiscal Analyst 3	11/1/07	Accounting Services	Classified	Full-time	Reallocation

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Katherine Brokaw	Director of Grant Development	02/29/08	Planning and Advancement	Admin	Full-time	Resignation
Kristin Poage	Library and Archives Paraprofessional 2	01/09/08	Cannell Library	Classified	Full-time	Resignation

VACANT POSITIONS

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Adult Basic Ed Instructor	01/30/08	ABE	Faculty	Full-time	Replacement
Anatomy & Physiology Instructor	10/22/07	Biology	Faculty	Full-time	Replacement
Associate Dean of Nursing	2/7/08	Nursing	Admin	Full-time	New
Communications Studies Instructor	1/30/08	Communications	Faculty	Full-time	Replacement
Curriculum Advisor	11/13/07	Advising-Business	Classified	Full-time	Replacement
Custodian 3	1/28/08	Plant Services	Classified	Full-time	Replacement
Dean of Instructional Planning & Oper	1/17/08	Instruction	Admin	Full-time	Replc/Restructure
Dean of eLearning	2/7/08	Instruction	Admin	Full-time	Replacement
Director of Library Services	9/27/07	Cannell Library	Admin	Full-time	Replacement
Director of Nursing	2/7/08	Nursing	Admin	Full-time	Replacement
Family Life/Early Childhood Ed Instructor	1/30/08	Family Life and Early Childhood	Faculty	Full-time	Replacement
Human Resource Consultant Assistant 1	12/21/2007	Human Resources	Classified	Full-time	Replacement
Library and Archives Paraprofessional 2	12/17/07	Cannell Library	Classified	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	New
Office Assistant 3	1/14/08	Admissions	Classified	Full-time	Replacement
Office Assistant 3	1/22/08	Nursing	Classified	Full-time	New
Pharmacy Technician Instructor	10/12/07	Health Occupations	Faculty	Full-time	Replacement
Spanish Instructor	1/30/08	Spanish	Faculty	Full-time	Replacement
Technical Services and Systems Librarian	2/29/08	Library	Faculty	Full-time	Replacement
Vice President of Administrative Services	2/28/08	Administrative Services	Admin	Full-time	Replacement

Clark College Human Resources
01/14/08

Planning and Advancement Board Report January 2008

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

Access to Education

- ◆ **Identify and submit grants that support student enrollment and retention**

Progress to date:

In December, Larch Corrections Center applied for three grants totaling \$176,385 to support vocational program expansion in the following areas: Internet Resource (Web) Design, Dry Wall and Interior Finishing, and Automotive Service and Maintenance. These programs will help offenders re-enter the workforce in a career pathway with opportunity for skill and wage enhancement.

Larch Corrections Center also received grant funds of \$340,964 to support educational programs for offenders.

- ◆ **Conduct and report findings to the college community of the 2008 Noel Levitz Student Satisfaction Inventory.**

Progress to date:

The 2008 Noel Levitz Student Satisfaction Inventory has been scheduled for April 21-May 2. The list of additional college questions is currently being finalized.

- ◆ **Develop data to support implementation of the Enrollment Management Plan.**

Progress to date:

Planning and Advancement has provided recent data updates for evaluation of the Plan.

Respect for Differences

- ◆ **Identify and submit grants that support college diversity.**

Progress to date:

In December, the Dental Hygiene Department received a \$3,000 grant from Kaiser Permanente to supply Clark College dental hygiene students with the supplies necessary to provide oral hygiene instruction and restorative treatment in their clinical assignments. The community groups that will benefit from this grant are the Boys and Girls Club, Early Head Start, Homeless populations, Battle Ground Elementary and WIC.

- ◆ **Expand Planning and Advancement staff awareness of diversity and respect for differences.**

Progress to date:

On January 17, Leann Johnson, Director of Equity and Diversity, facilitated a discussion with the P&A staff on issues related to diversity and respect for differences.

- ◆ **Conduct 2008 PACE survey.**

Progress to date:

The 2008 administration of the PACE survey has been scheduled for February 25 – March 11.

Workforce Development

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

Progress to date:

The SWWDC received \$90,000 in December to support the Portland metropolitan area's WIRED initiative, which focuses on advanced manufacturing. Clark College and Lower Columbia College will develop regionally aligned core curriculum common to the advanced manufacturing industry and will also develop specialty certificates for the high tech/semiconductors and metals subsectors. This curriculum and specialty certificate curricula will be completed by June 2009 and available to students in the fall of 2009.

Broad-based Partnerships

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

Progress to date:

College representatives attended the December 14 Legislative Outlook Breakfast to learn about issues coming up in the 2008 legislative session from the perspective of our legislative delegation.

The College will host its annual Legislative Dinner in Olympia on Tuesday, January 22. The event, scheduled in conjunction with the winter meeting of the Trustees Association, provides an opportunity for College representatives to meet informally with members of our legislative delegation and discuss issues impacting Clark College. Members of Executive Cabinet and representatives of AHE, ASCC, WPEA and the Clark College Foundation Board will join members of the Board of Trustees and legislators at the evening gathering.

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

Five college representatives will attend the AACCC/AACT National Legislative Summit in Washington D.C. on February 11-13. In conjunction with the conference, meetings have been scheduled with members of our congressional delegation.

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

Progress to date:

Susan Maxwell met with the Running Start Director to review survey needs and develop plans for administration of the survey. The 2008 survey will initially be offered on-line on January 22, 2008 with a paper version follow-up.

Management Excellence

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

Progress to date:

Members of Executive Cabinet have scheduled meetings with President Knight to discuss progress made in the goals of their 2007-08 annual operational plans. The Mid-Year Status Report will be forwarded to board members in February.

The Goal and Budget Development process is the topic of the Penguin Roundtable winter session on January 18. January 25 is the deadline for forwarding 2008-09 new goal and budget development to supervisors.

Additional Highlights

- ♦ An updated grid of College grant history for 2006-07 and 2007-08 is included in this board report.

Candy Bennett
Executive Dean of Planning and Advancement
January 14, 2008

CLARK COLLEGE GRANTS AND STATUS 2007-08

SUBMIT DATE	ANTICIPATED FUND DATE	NAME OF GRANT	AMOUNT REQUESTED	PRIMARY MISSION IMPERATIVE	FUNDING AGENCY	CLARK PI & DEPT	STATUS
Dec-07	Feb-08	Vocational Program Proposal - Automotive Service and	\$126,285	Access to Education	State of WA - Dept of Corrections	Shirley Moore/BEECH	Should hear by February 2008
Dec-07	Feb-08	Vocational Program Proposal - Internet Resource Design	\$12,900	Access to Education	State of WA - Dept of Corrections	Shirley Moore/BEECH	Should hear by February 2008
Dec-07	Feb-08	Vocational Program Proposal - Dry Wall and Interior Finishing	\$37,200	Access to Education	State of WA - Dept of Corrections	Shirley Moore/BEECH	Should hear by February 2008
Oct-07	Funded December 2007	Department of Early Learning Grant	\$50,000	Management Excellence	Dept. of Early Learning	Cornelius/Child and Family	FUNDED - \$50,000 Paid over 2 years
Oct-07	Funded December 2007	2007-08 Correctional Education Grant	\$340,964	Access to Education	SBCTC	Shirley Moore/BEECH	FUNDED - \$340,964
Oct-07	Funded December 2007	2007-09 Industry Skill Panels	\$90,000 (Clark's portion \$42,750)	Workforce Development	Workforce Training and Education Coordinating Board	George Reese/OOI	FUNDED - \$42,750
Oct-07	Funded October 2007	Students in Service Program	\$1,380	Respect for Differences	WA Campus Compact	Jody Shulnak/ Service Learning	FUNDED - \$1,380
Sep-07	Funded September 2007	Building Bridges 2007	\$9,617	Access to Education	SBCTC - DCCEL	Laurie Cornelius/ Child and Family Studies	FUNDED - \$9,617
Sep-07	Oct-07	ABE Career Connections Grant	\$75,000	Workforce Development	Workforce Strategy Center	Mark McLean/ Basic Ed	NOT FUNDED
Aug-07	Funded September 2007	Clark College Promising Practices Proposal	\$10,000	Broad-Based Partnerships	Washington Campus Compact	Jody Shulnak/ Service Learning	FUNDED - \$10,000
Aug-07	Funded September 2007	2007-08 Job Skills Program - SW WA Medical Center	\$31,020	Workforce Development	SBCTC	Todd Oldham/WF Dev & Cont Ed	FUNDED - \$31,020
Aug-07	Funded December 2007	Community Dental Care Program	\$3,000	Access to Education	Kaiser Permanente Dental Care Program	Marci Wedemeyer/ Dental Hygiene	FUNDED - \$3,000

**CLARK COLLEGE GRANTS AND STATUS
2007-08**

Aug-07	Funded September 2007	1st CLASS Program proposal	\$20,000	Access to Education	College Success Foundation	Alex Montoya/Director of Financial Aid	FUNDED - \$20,000
Jul-07	Funded August 2007	2007-09 Opportunity Grant	\$350,000 over 2 years	Workforce Development	SBCTC	George Reese/OOI	FUNDED - \$250,000
Jul-07	Funded August 2007	2007-09 High Demand Grant	\$350,000 over 2 years	Workforce Development	SBCTC	Travis Kibota/SHAPE	FUNDED - \$350,000
					Total Funded	2007-08	\$1,108,731

CLARK COLLEGE GRANTS AND STATUS

2006-2007

SUBMIT DATE	ANTICIPATED FUND DATE	NAME OF GRANT	AMOUNT REQUESTED	PRIMARY MISSION IMPERATIVE	FUNDING AGENCY	CLARK PI/ DEPT	STATUS
Jun-07	Funded August 2007	2007-08 WA State Work Study/Leveraging Educational Assistance Partnership Community Service Award	\$35,000	Access to Education	HECB	Eugene Carroll/ Financial Aid	FUNDED - \$35,000
May-07	Funded July 2007	2007-08 WorkFirst Block Grant	\$845,114	Workforce Development	SBCTC	Joe Renouard/ Workforce Development	FUNDED - \$845,114
May-07	Dec-07	Collaborative Research: Nano-device design and manufacturing for the mechanical engineering undergraduate curriculum	\$200,000 (over 2 years - Clark's portion \$30,000)	Workforce Development	NSF	Tina Barsotti/ Engineering	NOT FUNDED
May-07	Dec-07	Curriculum, Course and Laboratory Improvement (CCLI)	\$119,350 (over 2 years)	Workforce Development	NSF	Nadine Fattaleh, Karl Bailey / Chemistry	Potential Funding - in process as of Jan 2007
May-07	Funded June 2007	SW Wash. Transition in Math Education	\$69,933 (Clark share approx. \$10,000)	Access to Education	WA State Transition Math Project	Paul Casillas/ Mathematics	FUNDED - \$10,000 WSU is lead institution.
May-07	Funded August 2007	Guidance plus Support	\$177,919 (Clark share approx. \$5,000)	Broad-Based Partnerships	HECB	Jennifer Farney/Math	FUNDED - \$5,000 ESD is lead.
May-07	Funded July 2007	2007-08 WorkFirst Block Grant - Child Care	\$23,000	Access to Education	SBCTC	Laurie Cornelius/Child and Family Studies	FUNDED - \$23,000
May-07	Funded July 2007	07-08 EL Civics, Adult Basic Education, Volunteer Literacy Grant	\$375,483 (EL Civics \$102,201; ABE \$253,282, Literacy \$20,000)	Focus on Learning	SBCTC	Mark McLean, Madeleine von Laue, Ray Korpi/ BEECH	FUNDED - \$375,483
May-07	Funded Oct 2007	CCAMPIS Grant	\$59,596	Access to Education	Dept. of Education	Laurie Cornelius/ Child & Family Studies	FUNDED - \$59,596
May-07	Funded June 2007	2007-08 State Work Study Incentive Grant	\$5,000	Access to Education	HECB	Eugene Carroll/ Financial Aid	FUNDED - \$5,000
May-07	Funded July 2007	2007-08 Job Skills Program - Col. Machine - Lean Mfg.	\$110,110	Workforce Development	SBCTC	Todd Oldham/WF Dev & Cont Ed	FUNDED - \$108,474
May-07	Funded July 2007	2007-08 Job Skills Program-Six Sigma Consortium. II.	\$104,720	Workforce Development	SBCTC	Todd Oldham/WF Dev & Cont Ed	FUNDED - \$104,720
May-07	Funded July 2007	2007-08 Job Skills Program-AIMMco ISO 9110 certif.	\$32,032	Workforce Development	SBCTC	Todd Oldham/WF Dev & Cont Ed	FUNDED - \$32,032

CLARK COLLEGE GRANTS AND STATUS

2006-2007

SUBMIT DATE	ANTICIPATED FUND DATE	NAME OF GRANT	AMOUNT REQUESTED	PRIMARY MISSION IMPERATIVE	FUNDING AGENCY	CLARK PI/ DEPT	STATUS
Apr-07	Funded May 2007	2007-2009 Displaced Homemaker Grant	\$109,999	Access to Education	SBCTC	Becky Merritt/ Eligibility Programs	FUNDED - \$110,000
Mar-07	Funded May 2007	2006-07 Job Skills Program - Attbar, inc.	\$2,500	Workforce Development	SBCTC	Todd Oldham/ Corporate Ed	FUNDED - \$2,500
Mar-07	Funded May 2007	Information Literacy in WA Community and Technical Colleges Grant	\$1,472	Focus on Learning	Pierce College	Kitty Mackey/ Library	FUNDED - \$1,472
Mar-07	Jun-07	Counseling for Retention	\$75,000 (over 3 years)	Focus on Learning	Nick Traina Foundation	Mary Deal/ Health Services	NOT FUNDED
Feb-07	Jun-07	eLearning grant: LPN online program expansion to Rural Communities	\$150,000 (over 3 years)	Access to Education	Meyer Memorial Trust	Glen Jenewein/ Distance Learning	NOT FUNDED
Jan-07	Apr-07	Power of One: LGBT Leadership - Diversity is our Strength	\$5,000	Respect for Differences	Pride Foundation	Justin Taylor/ Multicultural Affairs	NOT FUNDED - Pulled grant from competition as not hosting Power of One Conference
Jan-07	Apr-07	2007-08 Professional Development Grant	\$4,589	Management Excellence	SBCTC	Mark McLean/Basic Ed	FUNDED - \$4,589
Dec-06	Funded February 2007	Online interactive information literacy tutorials for distance learning classes	\$14,990	Access to Education	SBCTC	Kitty Mackey/ Library	FUNDED - \$14,990. Shoreline CC is lead, Whatcom and Clark librarians are partners.
Dec-06	Funded February 2007	Health Occupations Online Clinical Student Tracking	\$30,000	Access to Education	SBCTC	Kathleen Murphy/ Diagnostic Imaging	FUNDED - \$30,000
Dec-06	Funded February 2007	ECSE Access Project Proposal	\$28,565	Access to Education	SBCTC	Izad Khormaei/ Computer Science & Engineering	FUNDED - \$28,565
Dec-06	Mar-07	Bridges - Mathematics and Science Partnership Program	\$1,039,734 (over 3 years - Clark's piece is \$81,518)	Focus on Learning	WA Superintendent of Public Instruction	Paul Casillas/ Mathematics	NOT FUNDED
Dec-06	Funded April 2007	Clark College LPN Planning Project	\$13,387	Workforce Development	Washington Center for Nursing	Shelly Quint/ Nursing	FUNDED - \$13,387
Dec-06	Funded Jan 2007	2006-07 Non Trad	\$5,000	Workforce Development	SBCTC	Lisa Edwards/WF Dev & Cont Ed	FUNDED - \$5,000

CLARK COLLEGE GRANTS AND STATUS

2006-2007

SUBMIT DATE	ANTICIPATED FUND DATE	NAME OF GRANT	AMOUNT REQUESTED	PRIMARY MISSION IMPERATIVE	FUNDING AGENCY	CLARK PI/ DEPT	STATUS
Dec-06	Jul-07	Faculty Development: Integrated Technology into Nursing Education & Practice Initiative	\$299,968 over 5 years	Workforce Development	Health Resources & Services Admin (HRSA)	Shelly Quint/ Nursing	NOT FUNDED
Dec-06	Funded July 2007	2006-07 Job Skills Grant for Six Sigma Training Increase	\$10,000	Workforce Development	SBCTC	Todd Oldham/ Corporate Ed	FUNDED - \$10,000
Nov-06	Jun-07	College Knowledge for Success	\$216,403 (over 3 years)	Broad-Based Partnerships	College Spark	Robin Terjeson/ Physical Sciences and Engineering	NOT FUNDED
Oct-06	Funded September 2007	From STEM to Stern	\$825,896 (over 3 years) Approx \$115,000 for Clark	Broad-Based Partnerships	NSF	Izad Khormaei/ Computer Science & Engineering	Funded - \$107,732
Oct-06	Funded July 2007	SW Washington Coalition's Physical Activity and Nutrition Pilot Project	\$274,821 (over 3 years) Clark's portion TBD	Broad-Based Partnerships	NW Health Foundation - KP Community Fund	Laurie Cornelius/ Child & Family Studies	FUNDED \$85,000 1st year, years 2 and 3 funding TBD
Oct-06	Nov-06	Community Colleges Broadening Horizons through Service Learning	\$36,000 (over 3 years)	Focus on Learning	AACC	Lauren Caldarera/ Service Learning	NOT FUNDED
Sep-06	Dec-06	Next-Generation Videoconferencing Grant	\$20,000	Access to Education	SBCTC	Glen Jenewein/ Distance Learning & Computing Services	NOT FUNDED
Aug-06	Nov-06	Advanced Manufacturing Grant	\$1.5 million	Workforce Development	DOL	Lisa Edwards/WF Dev & Cont Ed	NOT FUNDED. OMEP was lead.
Aug-06	Funded October 2006	Building Bridges to Higher Education	\$6,033	Access to Education	State of WA - Department of Early Learning	Laurie Cornelius/ Child & Family Studies	FUNDED - \$6,033
Jul-06	Funded October 2006	Achievers Scholars 1st CLASS Program	\$12,000	Student Affairs	WA Education Fnd	Alex Montoya/ Enrollment Services	FUNDED - \$12,000
Jul-06	Nov-06	Commercial Motor Vehicle Operator Safety Training Grant	\$34,000	Workforce Development	DOT - Federal Motor Carrier Safety Administration	Lisa Edwards/ WF Dev & Cont Ed	NOT FUNDED
Jul-06	Funded October 2006	CCAMPIS Grant	\$59,596	Access to Education	Dept. of Education	Laurie Cornelius/ Child & Family Studies	FUNDED - \$59,596 which includes a \$3,344 increase in the CCAMPUS grant this year

CLARK COLLEGE GRANTS AND STATUS
2006-2007

SUBMIT DATE	ANTICIPATED FUND DATE	NAME OF GRANT	AMOUNT REQUESTED	PRIMARY MISSION IMPERATIVE	FUNDING AGENCY	CLARK PI/ DEPT	STATUS
Jul-06	Funded September 2006	High Demand Grant: Expansion of Associate Degree Nursing in SW WA	\$304,000	Access to Education	SBCTC	Shelly Quint/ Nursing	FUNDED - \$64,000
Jul-06	Funded September 2006	2006-07 WorkFirst Block Grant (4th QTR only)	\$86,914	Workforce Development	SBCTC	Lisa Edwards/WF Dev & Cont Ed	FUNDED - \$86,914
Jul-06	Funded September 2006	2006-2007 WorkFirst Block Grant (2, 3 & 4 Quarters)	\$539,389	Workforce Development	SBCTC	Lisa Edwards/WF Dev & Cont Ed	FUNDED - \$539,389
Total Funded 2006-07							\$2,784,586

Corporate and Continuing Education Board Report January 2008

Introductory Statement

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

Workforce Development

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

Progress to date:

In FY07-08 Corporate Education has secured training contracts with 13 local companies for combined projected revenue of \$99,830.

- ◆ **Small Business support center opened**

Progress to date:

On December 28, 2007 the Vancouver Senior Core of Retired Executives (SCORE) relocated their offices within the Corporate & Continuing Education wing at the "T" building. Joint efforts from both organizations will better assist entrepreneurs and small business owners throughout Clark County seeking assistance. SCORE is the first participant in the Small Business Support Center initiative.

Broad-based Partnerships

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

Progress to date:

Corporate Education has been awarded a \$52,070 contract by SWWDC to provide customized training for approximately 60 workers from Southwest Washington businesses. The project will provide training around adult learning and presentation skills for workers employed within Southwest Washington. In addition to providing face to face training, the grant will also fund the development of an eLearning curriculum to be used by local WorkSource Offices in enhancing the communication and presentation skills of unemployed clientele.

Corporate Education, The Vancouver Business Journal and Paul Winter & Associates are partnering to offer a new business lecture series to the Clark County business community. The first three workshops in the series will begin Spring 2008 and include:

- Strategic Planning
- Strategic Marketing
- Sales Management

On January 9, 2008 the Executive Director gave a presentation to the Vancouver National Historical Reserve Trust educational committee on the concept of a Clark College Center for Leadership Excellence. The Center for Leadership Excellence is conceived as a center whose purpose would be to serve as a regional provider of leadership training, quarterly scheduled public speaking events/forums, workshops and seminars as well as a repository of best practices around the subject of leadership development. A sub-committee will be formed to determine how to move forward with the concept.

The Executive Director of Corporate & Continuing Education has been invited to serve on the Vancouver National Historic Reserve Trust Education and Programs Committee.

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

Progress to date:

More than \$14,000.00 has been donated to the Foundation for operations for the Mature Learning program in response to 850 letters mailed during the month of December to current and prior Mature Learning students. These donations will be matched dollar for dollar by an anonymous donor.

Mature Learning in partnership with the Foundation is presenting a free class to Waterford at Fairway Village residents, funded through donations to the Foundation. Foundation representatives will be present at the class to build relationships with this future donor base, which was identified as a target for 2007-2008. The class is a repeat of the popular American History: Lincoln class taught by Dr. Elliott Trommald.

Management Excellence

- ♦ **Conduct an analysis of financial and accounting procedures and implement improvements.**

Progress to date:

On January 16, 17, & 18, 2008 Learning Resources Network (LERN) performed a customized program review of the Corporate & Continuing Education department. The review included an analysis of open enrollment and contract training programming, marketing and sales as well as budgets, and overall staffing structure. LERN will provide the department a report with recommendations at the beginning of February. A new business plan for the department will be created following the report.

- ♦ **Develop and deploy targeted marketing strategies to recruit and retain students.**

Progress to date:

Between December 26, 2007 and January 7, 2008 Continuing Education conducted email and mail campaigns targeted to alumni for specific classes that resulted in a 25% increase in combined enrollments for those classes that were targeted.

In January, Corporate Education sent out 749 training surveys to businesses throughout the Southwest Washington and Portland metro area. The survey will give Corporate Education better understanding of the training needs of organizations in the Vancouver-Portland area. After completing the survey respondents will be offered the opportunity to participate in a brief, follow-up discussion in person including a complimentary copy of John Kotter's *Our Iceberg is Melting* as a thank you for taking the survey and meeting with a Corporate Relations Manager.

Todd Oldham
Executive Director
Corporate and Continuing Education
1/14/08

Communications and Marketing Report January 2008

Planning for the State of the College, Women of Achievement and 75th anniversary celebrations have been a primary focus during the past few weeks, as has our ongoing focus on recruitment, marketing and communications services.

Focus on Learning

◆ Provide design service and consultation for the college community.

Progress to date:

Lead Graphic Designer Wei Zhuang and Publications Designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work for mid-December through January includes issues of *Clark 24/7* and *The Clark Journal*, Clark College at Columbia Tech Center advertisements (*The Oregonian*, *Camas-Washougal Post-Record*, *Vancouver Business Journal* and the Clark College home page), Pathways career fair advertisements in the *Clark College Connections* & the Clark College home page and header for online registration Web page, Healthy Penguin Nation advertisement for the Vancouver Downtown Map, GED February schedule, 2008 State of the College address materials (signage, invitation, envelope, program, passes, cake design and advertisements), Corporate Education pocket folder, advertisements for used computer sale, spring *Connections* (non-course section), facilities master plan template and cover, Global Warming Teach-In/Green Business Solutions Fair materials (poster design, flyer, web Page design, Web advertisement, banner, water bottle giveaway labels, shopping bag graphic), 2008 academic catalog cover design, TLC student learning outcomes header, theater invitation, citizenship Web advertisement and flyer update, Electronics Web advertisement and other miscellaneous Web ads, TLC's "Learning College Environment" diagram, field survey poster and flyer, 75th anniversary logo and letterhead, multi-cultural educator luncheon invitation and envelope, 'Clark on the Road' Stevenson High School postcard, Automotive/Diesel print and Web advertisements, Corporate & Continuing Education Web template, Healthy Penguin Nation logo, brochure and flyer, 2007 annual report, spring registration newsletter & postcard and the Archer Gallery African Art show materials.

Additionally, Communications Specialist Erica Schwenneker worked with Publications Designer Pat McDonald to complete production of the winter sports media guide and established the spring media guide timeline based on team roster deadlines to NWAACC.

Access to Education

♦ **Maintain class schedule production standard.**

Progress to date:

Development and production of spring quarter 2008 *Clark College Connections*/quarterly class schedule is underway at levels previously established. Timelines for early fall and summer schedule production have been developed.

Additional publication highlights include:

- Completion of 2008-2010 academic catalog production timeline.
- Presentation of limitation of liability language to Executive Cabinet, to be incorporated into the spring 2008 schedule (and subsequent issues), 2008-2010 academic catalog, and on the Clark College Web site.
- Submission of updated academic catalog and general college information for Clark's profile on collegesource.org.
- Coordination of the compilation and submission of program URLs on Clark's Web site to SBCTC in support of the checkoutcollege.org initiative.

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

Progress to date:

Director of Marketing Brian Scott completed all winter quarter marketing and media placements. Spring quarter marketing is now underway with Quick Step advertisements in development.

Additional marketing projects include: Worker Retraining advertisement program schedule extension for February/March in development and Web contact fulfillment to be expanded; 2008 Pathways career fair print advertisement scheduled completed, print advertisements in development, TV advertisement schedule in development, postcard direct mail in development, Web advertisement completed and posted; 2008 Automotive-Diesel open house print & Web advertisements developed and *The Columbian* advertisement placement completed; 2008 Martin Luther King Jr. celebration print & Web advertisements in development and Web content information being formatted; bridge program (career development) mini-marketing plan in development; and Athletics department marketing plan underway.

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

Progress to date:

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi continue to enhance the college's Internet site. Their work includes: completion of the Instructional departmental template, electronic "Memories of 2007" display preceding the State of the College address, online Financial Aid award notification/display, Healthy Penguin Nation Web page, and ongoing updates.

Management Excellence

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

Progress to date:

Distribution list of current recipients of college newsletters and a summary of expenses related to printing and mailing was shared with President Bob Knight on January 4. Based on conversation, goal completion date will be revised through mid-year goal status reporting process. New completion date will reflect the development of a plan by June 2008, with implementation scheduled for the 2009-2010 academic year.

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

Progress to date:

Research is currently underway to ensure compatibility of across platforms (e.g. Vista, XP) and browsers (e.g. Internet Explore, Mozilla) and Cascading Style Sheets.

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

Progress to date:

Phase I of the Clark College Intranet re-design is currently underway.

Additional Highlights for Communications & Marketing

- ◆ In partnership with the President's office, final preparations are underway for the 2008 State of the College Address including the script, electronic display prior to the event, PowerPoint during the address, event promotional materials, coordination and execution of student video, coordination of event taping & closed captioning, and assistance in quoting, ordering and production of pedometers in support of the Clark College Healthy Penguin Nation initiative.
- ◆ In preparation for the 2008 Women of Achievement (WOA) celebration, members of the Communications & Marketing team assisted with the WOA photography session, conducted biography interviews and wrote biographies, coordinated invitation materials and attended planning meetings for the event.
- ◆ Work is ongoing in support of the 75th anniversary celebration. This month's activities included research and interviews for a commemorative book, a logo that supports both the college's new "bright future" logo and the theme for the 75th anniversary celebration, and a Web page outlining the basics of the upcoming celebration. The Web site will eventually feature a section devoted to the 75th anniversary.
- ◆ The selection, interview and hiring process for a new part-time temporary photographer was facilitated by members of the Communications & Marketing team. Effective January 7, this position is shared by two free-lance professionals, Eva Hershaw and Kurt Umbhau. In addition to his photography work, Kurt Umbhau is an adjunct faculty member at Clark, teaching English 102 this quarter.

Barbara Kerr
Executive Director of Communications and Marketing
January 14, 2008

Foundation Report to the Board of Trustees January 2008

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

Respect for Differences

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

Progress to date: In the search for potential candidates to serve on the Board of Directors, the Nominating/Governance Committee, now referred to as the Board Relations Committee, acknowledged diversity among the values by which it measures membership.

Broad-based Partnerships

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

Progress to date: End of year appeal efforts produced annual gift and major gift (\$5,000+) contributions of \$186,772 from 202 donors. This total includes the \$100,000 received in which to honor the match. Residual funds will be further discussed with the anonymous donor.

Prospect Research staff identified over 100 athletic scholarship suspects, researched several foundations and corporations to support key academic areas, and established data mining parameters. Data coding and development of custom database reports are in progress.

Sixty two substantive cultivation contacts and 38 substantive stewardship contacts were made in December. One planned gift was solidified and two prospective planned gifts are under discussion.

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

Progress to date: Prospect Research staff is developing a collaborative relationship with Clark's Planning and Advancement grant writer. Development staff met with Dental Hygiene staff to initiate fundraising with their alumni program.

Foundation staff participates regularly in Executive Cabinet, College Council, Instructional Council, Board of Trustees meetings, the 75th Anniversary Committee, Foundation Funds Allocation Committee, and College Climate Taskforce. Participation has significantly enhanced the Foundation's understanding of the College's programs while also keeping philanthropy on the forefront. It has also allowed us to assist with budget shortfalls within program initiatives.

Management Excellence

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

Progress to date: Dr. Len O'Hara of The Clements Group spent two days meeting with the College and Foundation presidents, members of the Board of Trustees, the Foundation Board, and Executive Cabinet for the purpose of exploring College and Foundation

objectives and to lay the groundwork for formulating the Foundation's development planning process.

Restructured committee descriptions are complete, and the process of committee chair selection for the Executive, Prospect Research, Annual Giving, Major/Planned Gifts, Investment, and Board Relations committees has begun. Staff is also engaged in recruiting non-board member volunteers to serve on committees and assist in events. Recommendations will be presented to the Executive Committee of the Foundation Board for approval at the January meeting.

♦ **Become an effective fundraising staff**

Progress to date: Ara Serjoie served as keynote speaker for the first ever community college symposium conducted at the Council for Advancement and Support of Education (CASE) conference in December.

The Foundation is in the recruitment phase for the positions of full-time Administrative Assistant/ AP Clerk and part-time Administrative Assistant for Development.

Lisa Gibert
President
January 15, 2008

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
December 10, 2007
Penguin Student Union Building Room 258 B & C

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

Absent: Messrs. Oldham and Sheehan.

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

Faculty: Dr. Marcia Roi, Ms. Donna Wittmayer, RDH, MS.

Staff: Mr. Billie Garner.

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

I. CALL TO ORDER

Chair, Rhona Sen Hoss, called the meeting to order at 5:05 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was reviewed and accepted as presented.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from Board Members

Trustee Jacobs reported that she and Trustee Parker met with Mmes. Bennett and Grove to complete the revision of the board's operating policies. The project is complete and will be brought to the board's January Work Session for full review and discussion.

Chair Sen Hoss acknowledged the Holiday Reception and tree lighting event on December 4. She said the event was great fun and praised the hard work of the staff.

She also acknowledged the foundation board for stepping up and pledging financial support to the remodeling of the Gaiser Student Center.

D. President's Report

President Knight reviewed the joint board meeting between the college trustees and members of the Vancouver Public Schools board that was held on November 26. He noted that the meeting was very productive and that a task force to look at regional educational needs will be developed.

The Healthy Penguin Initiative is underway and there have been some very good ideas put forth on how to engage the college community in the new program. President Knight expects to launch the program in conjunction with the State of the College Address on January 17, 2008.

The WACTC presidents' group visited Microsoft headquarters and participated in a day-long gathering with Microsoft staff during their November meeting. Microsoft has offered to partner with the community college system in Washington State where they want to support college-wide projects and provide equipment associated with the projects to the colleges at no cost. The presidents are forming a task force to identify technological needs that are common to all the colleges and will narrow them down to a few that, once implemented, will offer the biggest opportunity for success for all of the colleges involved.

The December student success story was offered by Gaylen Dewey.

E. Association Reports

1. AHE - Dr. Marcia Roi

Dr. Roi discussed her recent meeting with President Knight, Dr. Dastmozd, and WEA representative, Lynn Davidson that centered on bargaining issues.

Dr. Roi and the trustees discussed communications at the college, how they have improved over the past several months, and acknowledging that fostering productive communication is an on-going process rather than a one-time event. Dr. Roi feels there are certain areas of the college where communication is a challenge. The board assured Dr. Roi that they consider themselves a problem-solving body and will address issues directly if they are aware of what those problems are. Dr. Roi agreed to provide more specific details in future reports so that any communication issues may be addressed and rectified.

The Campus Climate Committee will have their report available in January providing updated information on the current climate in the Clark community.

2. ASCC – Mr. Patrick Mehigan

Mr. Mehigan distributed copies of the ASCC's new newsletter which was designed by ASCC Public Relations Director, Sue Quick. It will be published and distributed to the entire college community on a quarterly basis and each edition will focus on a different topic.

3. WPEA – Mr. Billie Garner

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

F. College Reports

1. Instruction – Dr. Rassoul Dastmozd

Dr. Dastmozd discussed a labor market analysis and economic forecast that was recently completed by Joe Renouard, Director of Workforce Education, and in concert with the Southwest Washington Workforce Development Council. Mr. Renouard is working with the SWWDC to develop a Master Workforce Plan for the Port of Vancouver. Once completed, this Master Workforce Plan could be applied to other businesses and used as a model throughout industry.

He also discussed a new Weekend College hybrid model that is currently under consideration and being piloted. The hybrid would be combination of traditional on ground classes and online classes; students would attend classes at Clark on Friday, Saturday, and Sunday and then take online classes during the week.

Donna Wittmayer, RDH, MS, presented an overview of the college's nationally-renowned Dental Hygiene Program.

2. Administrative Services – Ms. Karen Wynkoop

Ms. Wynkoop, Director of Business Services, presented the Administrative Services report in Mr. Sheehan's absence. She reviewed the projects currently underway in the department, highlighting the recent State Audit. The college received a clean audit, without findings or a management letter. Trustee White acknowledged the fine audit results.

The budget remains on track with no unusual occurrences; deficit amounts are attributable to the timing on grants billing and furniture purchased for the bookstore.

3. Student Affairs – Dr. Rachel Ruiz

Dr. Ruiz was pleased to report that enrollment continues to trend 3% above target through the end of the quarter. She also presented new graphic reports that illustrate enrollment from 2006-2007 and 2007 by month as well as financial aid statistics that illustrate the types of aid received by Clark students.

4. Human Resources – Ms. Katrina Golder

Ms. Golder stated that Vice President of Administrative Services interviews and open forums will take place this week. She acknowledged Mr. Garner for being instrumental in the tree lighting event this year. Ms. Golder then reviewed new positions added, retirements and resignations during the month of December.

5. Planning and Advancement – Ms. Candy Bennett

Ms. Bennett reminded the trustees of the annual Legislative Breakfast which will be held at the Vancouver Hilton on December 14. The event is being sponsored by Identity Clark County in joint partnership with the Columbia River Economic Development Council and the Greater Vancouver Chamber of Commerce. With the joint partnership, the county is providing one voice to the legislature this year about Clark County's needs.

She also reviewed the budget development process which will be the main topic of the January Penguin Roundtable meeting. The budget process improves each year. She has been seeing much more alignment among college constituencies and their understanding that not everything requested will be funded. By starting the process early, as was done this year, all involved are able to get their ideas and needs organized and complete which lends itself to a better process.

6. Corporate & Continuing Education – Ms. Tracy Reilly-Kelly

Ms. Reilly-Kelly distributed the winter class schedule for the Corporate & Continuing Education department. She reported that the Mature Learning Program has been the recipient of a total of \$12,000 in donations. She noted that although fewer classes are being offered, there has been a higher level of enrollments and a lower level of cancellations for the winter class schedule.

7. Communications and Marketing – Ms. Barbara Kerr

Ms. Kerr noted that the nominees for the 2008 Women of Achievement visited the college on December 6 for their interviews and photo shoot. The group of candidates is outstanding and she is very excited about the event which will be held in March.

8. Clark College Foundation – Ms. Lisa Gibert

Ms. Gibert reported that the Foundation began working with donors, George and Joan Peekama this past April. Mrs. Peekama is an artist and long-time art instructor who has donated some of her sculptures to Clark College and which are displayed on the main campus. Ms. Gibert is pleased to announce that they have just endowed a \$100,000 arts scholarship and she expects that the Foundation will continue to work with them. The Peekamas are also patrons of the Mature Learning Program and have donated an additional \$10,000 to that program.

Ms. Gibert thanked Chair Sen Hoss and Trustees Jacobs and Parker for their participation in the Clements Group meetings with Dr. Len O'Hara.

Chair Sen Hoss also reminded the trustees about contributing to the end of year appeal and reaching the goal of 100% trustee participation in the appeal.

III. CONSENT AGENDA

A. Consent Agenda

- ♦ Minutes from November 19, 2007 meeting.

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

IV. FUTURE AGENDA ITEMS

WORK SESSION

Board Policies Discussion (Jan.)
Board Self Evaluation (Feb.)

BOARD

Board Policies Approval (Jan.)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. January 28, 2008 in the Penguin Union Building 258 B & C.

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

VI. EXECUTIVE SESSION

The Board held an Executive Session until 6:40 p.m. to discuss a personnel matter pursuant to RCW 42.30.110(1)(f).

VII. ADJOURNMENT

There being no further business, Ms. Sen Hoss adjourned the meeting at 6:15 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder
December 19, 2007