

Clark College Board of Trustees Packet

January 20, 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
January 20, 2009

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CLARK COLLEGE BOARD OF TRUSTEES

Tuesday, January 20, 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
- ♦ Accreditation
- ♦ President's Evaluation (Public Process)

4:00-4:20

4:20-4:40

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: Garrick Ashenfelter

E. Association Reports

1. AHE

Page 3

2. ASCC

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F. College Reports

1. Instruction

Pages 5-7

Faculty Presentation: Kitty Mackey, "IRIS: Information & Research Instruction Suite for Two-year Colleges"

2. Administrative Services

Pages 8-12

3. Student Affairs

Pages 13-19

Enrollment Update

4. Human Resources

Pages 20-23

5. Planning & Effectiveness

Pages 24-26

6. Corporate & Continuing Education

Pages 27-28

7. Communications & Marketing

Pages 29-31

8. Clark College Foundation

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III. CONSENT AGENDA

A. Consent Agenda

- ♦ Minutes from the December 15, 2008 Board Meeting

Pages 33-37

IV. FUTURE AGENDA ITEMS

WORK SESSION

Budget (January and ongoing)
Accreditation (January)
Legislative Update (February)
Gift Acceptance Policy (February)

BOARD MEETING

President's Evaluation Executive Session
(January)

V. DATE AND PLACE OF FUTURE MEETING

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

VI. EXECUTIVE SESSION

An executive session will be held to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee (president's evaluation).

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report January 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 of these programs.

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 need to delay the launch date 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
January 12, 2009**

Facilitating communication

Senator Kimberly Sullivan met with Dr. Dastmozd in December as Dr. Roi's designee

Bargaining

AHE and the College administration continue to meet weekly for bargaining sessions this term.

Organizational activities

Dr. Roi attended the NEA emerging Leaders Academy in Memphis Tennessee this month.

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

AHE will send 4 members to Olympia for WEA Lobbying Day.

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

Dr. Roi and Kimberly Sullivan are scheduled to attend the WEA Collective Bargaining Conference in Federal Way in January

Membership

AHE membership has grown 14% during the months of November and December.

Grievances

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

Respectfully submitted by,
Dr. Marcia Roi, CCAHE President

January Board Report ASCC

Student Government

The ASCC Executive Council and Activities Programming Board have had a very productive fall term and we are looking forward to a successful winter 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. We are refreshed and ready for welcoming the students of Clark College back to school and preparing for continued student success.

- ◆ Cindi Lou Kunkle, ASCC Club Coordinator, continues to chair the weekly club committee and is preparing to welcome the clubs back. She is also getting ready for the winter Club fair, which will be held on Wednesday, January 21st, 2009 from 10:00am to 1:00pm in the Gaiser Student Center.
- ◆ Alyshia Saltman, ASCC Finance Director, will be continuing the efforts of the ASCC Finance Committee and their mission to review program orientation packets and fund balances.
- ◆ 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.
- ◆ 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
- ◆ Pat Mehigan, ASCC President, Has been seeking input from students on different issues, and continues to chair the ASCC Executive Council. He will be developing a President's forum along side Vice President Askland to answer students' questions and concerns.
- ◆ ASCC Activities Programming Board members, have several events planned for the month of January, such as; *Feel The Beat* on Wednesday January 14th, 2009 from 12:00pm to 1:00pm, *Obama's Inauguration* on Tuesday January 20th, 2009 starting at 8:00am, and the winter quarter *Club fair* on Wednesday January 21st, 2009.

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Respectfully submitted,
Pat Mehigan
ASCC President

Instruction Report January 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:

- Because of the addition of adjunct medical benefits this year, the BEECH unit was better able to respond to the great needs seen for English composition classes. As of January 1, there were literally no open seats in English 097, 098, and 101. Due to more flexibility with medical benefits for adjunct faculty, BEECH was able to add one section of English 098 and two sections of English 101 that started January 12.
- The Weekend College Program Manager position has been put on hold until the extent of the budget situation and the consequences for the eLearning department have been determined. However, the Weekend Degree Program course development is moving forward. A schedule for course development has been set, instructors identified, and a budget determined. During winter quarter 2009, all the classes needed for fall 2009 will be developed.

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

Progress to date:

- The process specified in Part II of the Instructional Plan for reviewing each program or department's status was completed in October. As a result, recommendations were forwarded to the Vice President of Instruction to establish Program Action Teams (PATs) to further examine issues such as declining enrollment, or lower than usual student/faculty ratios, student success rates, or percentages of seats filled in a department or program. Five such teams are now working to identify the reasons for the lower numbers and to define concrete actions that will help increase the health and vitality of each of these programs by next fall.
- Under the guidance of Engineering faculty member and Principal Investigator Izad Khormaei and Math faculty member Kristine Barker, the first ENGR 101 course funded by the STEM to STERN Grant will begin winter 2009 with 25 students enrolled. The grant focuses on recruiting students in a cohort model to explore the fields of Science and Engineering. Students who took MATH 103 and MATH 111 during fall quarter were invited to participate in the Science and Engineering Academy (SEA), which will provide an opportunity for an innovative learning experience.

Three SEA courses, ENGR 101, ENGR 102, and ENGR 103, were approved by Curriculum Committee during fall quarter. ENGR 101 is first in the sequence and will concentrate on soft skills and real life field trips to area businesses, as well as mentoring for students with industry partners. To encourage career and exploration enhancement, the SEA will partner with the SWW MAPS program. The NSF STEM to STERN Grant is part of a

larger partnership with Bellevue Community College and will extend through the 2010 academic year. The next cohort will begin in fall 2009 and will admit 30 students.

- In an effort to provide students with more real life experiences, the Chemistry department has installed a Fourier Transform-Nuclear Magnetic Resonance (FT-NMR) Spectroscopy unit. The NMR unit was purchased through an NSF grant awarded to Clark College in 2008 to update the Organic and General Chemistry curricula and faculty skills. Thanks to the remodel of the Chemistry lab completed by Plant Services, the NMR unit was installed in December 2008 and Chemistry faculty were able to hold an in-service training at the end of fall quarter. The NMR unit will be used by students and faculty beginning in winter quarter. Many thanks to Nadine Fattaleh and Karl Bailey for their work on securing the NSF grant.

◆ **Implement the Student Success and Retention Plan.**

Progress to date:

- As of the second day of winter quarter, 192 students have enrolled in nine sections of HDEV 116—Motivation and Study Skills.
- The Math Department sponsored pre-quarter review seminars for Math 111 (College Algebra) and Math&151 (Calculus I) on December 29 and 30. The two-day seminars, taught by math chair Paul Casillas and faculty members Chris Milner and Rene Murakami, were designed to help students succeed in math and increase retention. Twenty-five students attended the Math 111 seminar and eleven students attended the seminar for Math& 151. Evaluations were handed out to students to gauge how well these seminars met their needs; initial feedback was very positive.

Access to Education

◆ **Improve access to information and educational planning tools for students.**

Progress to date:

Students are being made aware of the possibility of earning their AA degree online through several forums:

- A web ad that is running on the Clark website
- An article in the Winter Connections
- A recent press release

The eLearning website (www.clark.edu/elearning) has been updated to include steps students need to take to earn their AA degree online. Students are being made aware of the Weekend Degree Program through press releases and an article in the Winter Connections. eLearning is working with Communications & Marketing and Recruiting to initiate a marketing campaign. Information about the program will be available on the eLearning website by month's end.

As of the second day of winter quarter, eLearning courses have generated 612 quarterly FTEs; this is a 36% increase compared to winter 2008.

Respect for Differences

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

Progress to date:

The winter section of HDEV 103—Anger and Conflict Management is at 100% enrollment with 25 students.

Broad-based Partnerships

- ♦ Foster partnerships with K12 and university levels to enhance transitions from high school through Clark and on to baccalaureate levels.

Progress to date:

- Tonya Lawrence, Tech Prep manager, met individually with the CTE Directors of Battle Ground School District, Evergreen School District, Vancouver School District, and Washougal School District to discuss curriculum alignment and articulation agreements to enhance transition from K-12 to Clark College.
- In December 2008, over 90 educators from K-12, businesses and colleges participated in the first STEM Summit held in Vancouver, WA. The keynote speaker was Dr. Shepard Siegel, CTE Director of Seattle public schools. Tina Barsotti, STEM Outreach Coordinator, was a pivotal member of the planning task force for the summit and STEM Unit faculty participated heavily in this very successful meeting and networking opportunity. Many kudos were expressed to Clark College for using STEM High Demand Grant monies to fund a STEM Scan during summer 2008 to look at STEM related educational and business resources in Southwest Washington. The results of the scan led to the formation of the summit. Information about the STEM Summit and Scan can be accessed through the SWWDC link at <http://www.swwdc.org/index.html>.

Management Excellence

- ♦ Articulate model career pathways.

Progress to date:

Tonya Lawrence, Tech Prep manager, is working with statewide Tech Prep partners along with several local high school districts to facilitate model programs of study including Construction, Healthcare and Technology.

Additional Highlights

- ♦ Deena Bisig (Communication Studies) has been selected by Phi Theta Kappa to serve as a 2009 Faculty Scholar at the Faculty Scholar Conference and the International Honors Institute. The Faculty Scholar Conference will be held at the Center for Excellence in Jackson, MS, on January 29 - February 1, 2009. The International Honors Institute will be held in Richmond, VA, on June 22-26, 2009.

Rassoul Dastmozd, PhD
Vice President of Instruction
January 8, 2009

Administrative Services Board Report January 2009

Focus on Learning

- ◆ Install smart classroom technology in 30 classrooms.

Progress to Date:

Plant Services and Computing Services staff has provided the infrastructure and technology for eleven smart classrooms at Town Plaza Center. These classrooms will be operational in January. Work continues on the twenty remaining classrooms on the main campus.

Access to Education

- ◆ Provide staffing support to develop infrastructure for managing data and data warehouses used College-wide for data-driven decision making. (Developing a data-driven model for decision making is an IT Plan priority.)

Progress to Date:

Completed.

- ◆ 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 for a completion to support the opening of the campus 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 Plant Services employees have completed an initial training on respect for differences. A follow-up training session will begin in January.

Broad-based Partnerships

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

Progress to Date:

EHS manager and coordinator attended Emergency Response 40-hour refresher/initial training. Facilities mapping project completed. More than 30 Plant Services and EHS staff members attended AED/CPR training classes.

Management Excellence

- ◆ Provide financial management support for individuals managing grants and contracts.

Progress to Date:

Business Services staff included using the Grants and Contracts Budget Reports in training on January 12, 2009.

- ◆ Provide an effective transportation system for College groups.

Progress to Date:

Completed.

Additional Highlights

- ◆ Bookstore sales through December are up 14.8% compared to the same interval last year. Bookstore transactions during the same period increased by 18,230 compared to the previous year for a total of 64,430 transactions (a 42% increase).
- ◆ For winter quarter, the Bookstore textbook rental program has 8 titles and 339 textbook unit rentals available for Clark students. The Bookstore also has 30 TI Scientific calculators for rent each quarter.
- ◆ Plant Services provided support and facilities review for Foundation Fund Grants applications totaling approximately \$650,000.
- ◆ Plant Services has made significant progress towards completion of several minor projects during the winter break including upgraded campus lighting and work to retrofit aging door lock hardware.
- ◆ Plant Services staff worked diligently to remove snow and ice from the College parking lots, walkways, and building entrances during the worst snow storm in 30 years.
- ◆ 707 students have enrolled in the Student Tuition Easy Payment Plan (STEPP) as of the end of the second day of the quarter. The number will likely increase as more students register throughout the first week of the quarter.
- ◆ Purchasing Services staff members have begun using the upgraded Purchasing System. Staff across College units will be trained over the next several months so that ultimately all purchase requisitions will be initiated and approved on-line.
- ◆ Remodeling is complete and the vendor selected to restore coffee and pastry service in Hanna Hall.

Philip Sheehan

Interim Vice President of Administrative Services

January 12, 2009

PS250

Clark College - Budget Status Report

December 31, 2008

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	32,375,042	15,728,104	16,646,938	48.6%
Tuition	13,266,939	8,328,155	4,938,784	62.8%
Interest	180,000	53,390	126,610	29.7%
Excess enrollment	309,309	870,571	(561,262)	281.5%
Planned use of prior fund balance	270,676	-	270,676	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	1,680,618	971,865	63.4%
Total Operating Accounts	49,054,449	26,660,839	22,393,610	54.3%
<u>Other Accounts</u>				
Grants & Contracts	7,633,214	2,077,208	5,556,006	27.2%
Internal Support	1,350,402	842,241	508,161	62.4%
ASCC less PUB	1,656,894	942,742	714,152	56.9%
Bookstore	5,003,446	2,630,390	2,373,056	52.6%
Parking	757,267	190,282	566,985	25.1%
Auxilliary Services	1,626,412	701,097	925,315	43.1%
Financial Aid	17,592,090	13,201,445	4,390,645	75.0%
Total Other Accounts	35,619,725	20,585,405	15,034,320	57.8%
Total Sources of Funds	84,674,174	47,246,244	37,427,930	55.8%

Uses of Funds (Expenses)	2008-09 Budget	Encumbrance Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	724,107	294,591	429,516	40.7%
Vice President of Instruction	29,226,709	13,557,561	15,669,148	46.4%
Vice President of Administrative Services	9,328,379	5,173,332	4,155,047	55.5%
Vice President of Student Affairs	5,941,293	2,914,252	3,027,041	49.1%
Executive Dean of Planning & Advancement	503,255	263,435	239,820	52.3%
Executive Director of Corporate & Continuing Ed	883,761	502,498	381,263	56.9%
Executive Director of Communications	1,320,846	706,611	614,235	53.5%
Associate Vice President of Human Resources	1,126,099	531,684	594,415	47.2%
Total Operating Accounts	49,054,449	23,943,964	25,110,485	48.8%
<u>Other Accounts</u>				
Grants & Contracts	7,633,214	3,159,616	4,473,598	41.4%
Internal Support Services	1,350,402	614,207	736,195	45.5%
ASCC less PUB	1,656,894	743,939	912,955	44.9%
Bookstore	5,003,446	2,914,746	2,088,700	58.3%
Parking	757,267	563,598	193,669	74.4%
Auxilliary Services	1,626,412	713,875	912,537	43.9%
Financial Aid	17,592,090	14,137,361	3,454,729	80.4%
Total Other Accounts	35,619,725	22,847,342	12,772,383	64.1%
Total Uses of Funds	84,674,174	46,791,306	37,882,868	55.3%
Difference - Excess (Deficiency)	-	454,938		
Capital Projects - Revenue & use of fund bal	23,315,899	13,982,435	9,333,464	60.0%
Capital Projects- Expense less depr	23,315,899	13,982,435	9,333,464	60.0%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 1/09/09

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

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

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

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Local Capital - Prior Commitments

as of July, 2008	Fund	Amount	Fund Total
Gaiser Student Center/Cafeteria Renovation	147	539,151	
Supplemental Capital to complete Gaiser	147	269,281	
Bookstore / Gaiser	147	334,795	
Constr / Remodel PUB / Gaiser	147	26,469	
Remodel Triangle Property / Gaiser	147	5,875	
			1,175,571
CIS Reserve Funding	443	922,808	
			922,808
Hanna Parking Lot	528	500,000	
			500,000
Total Prior Commitments			2,598,379

New Commitments

as of July, 2008	Fund	Amount	Fund Total
Contingency	145	-	
			-
One Time Goals	148	270,676	
Locks	148	175,000	
			445,676
New Passenger Vans	460	42,000	
			42,000
Total New Commitments			487,676

Required Reserves

10% of \$51,332,823	5,133,282
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Student Affairs Report January 2009

Focus on Learning

Support annualized institutional enrollment goals.

Progress to date:

- ◆ The Welcome Center created a new system in December to track contact with prospective students. During the period December 9- January 2, the Welcome Center served 1,139 walk-in students, answered 2,446 phone calls, and provided 7 campus tours.
- ◆ The Financial Aid office held the annual Financial Aid Night on December 3. Karen Driscoll (Director) provided a presentation on eligibility and the cost of attendance to 262 students and their parents. Survey results indicate that attendees received valuable information that helped them understand college costs and the resources available to them. The new Free Application for Federal Student Aid Application (FAFSA) form is now available to students online since January 1, 2009.
- ◆ The Assessment Center provided 1537 COMPASS test sessions to current and prospective students who planned to attend winter quarter 2009.
- ◆ Dan Overbay (Student Recruitment) and Vanessa Watkins (Program Supervisor) hosted a group of 34 seniors from Fort Vancouver High School on December 4. Students attended a presentation on admissions and financial aid and they were given an opportunity to attend either an academic focused or Professional-Technical focused campus tour.
- ◆ Running Start enrollment reached new records in both headcount (1345) and FTES (1007) for winter quarter as of December 31. An orientation was held on the evening of January 7 in Clark College Gym (O'Connell Sports Complex) for new Running Start students who will begin Spring Quarter 2009. Approximately 750 students (plus parents) attended the orientation. The second RS information night will be held on January 21.

Support retention initiatives to achieve institutional retention goals.

Progress to date:

- ◆ Eden Isenstein (PT Retention Counselor) and Scott McBeth (PT Retention Advisor) have developed and implemented the following strategies for the two academic probation related goals in the Retention Plan:
 - VIP (Vigorous Intervention for Probation) strategies for students at risk of probation:
 - Students who met the established VIP criteria have been called and invited to come in to meet with either the Retention Advisor or Counselor.
 - Students complete an Academic Success Plan form at their in-person meeting.
 - Students on VIP list are asked to come back by the 5th week of classes or will be called by that time to check on their success plan progress.
 - Drop-in hours to meet with a Retention Advisor or Counselor have been implemented Mondays- Thursdays from 2-4 p.m.
 - Probation retention strategies:
 - Probation letters have been revised to strongly encourage enrollment in HDEV 116 and were sent out during the break after fall quarter.
 - Students on probation call in or drop by to meet with Retention Advisor or Counselor as a follow-up to the probation letter.
 - Students on Probation list who have been seen once are asked to come back by the 5th week of classes. Students who have not been seen will be called by that time to check on their progress.

- ◆ Felisciana Peralta (Multicultural Student Affairs) and Lizette Drennan (Financial Aid) hosted a luncheon for eight College Success Foundation Scholars on December 12 to talk about the changes to the program, future expectations, the Academic Early Warning system, and upcoming events for the scholars.
- ◆ Multicultural Student Affairs sponsored a trip to the University of Washington on December 16 for six students who are planning to transfer to UW after graduating from Clark. The students received a campus tour, met with staff and students from the Office of Minority Affairs and Admissions, and had lunch with a UW student to talk about life at the UW and Seattle.
- ◆ The Office of Student Life and Multicultural Student Affairs hired two students as part of a new Peer Mentor program beginning January 5. The Peer Mentor program is focused on assisting students of color and international students in an effort to support their academic success.
- ◆ The Welcome Center hosted six New Student Orientations sessions between December 2 and December 9, serving 75 new students who will attend winter quarter classes. The orientation program is a collaborative effort, with participation from the Welcome Center staff, Advising and faculty.
- ◆ Sandra Solis (Running Start) met individually with RS students who are on academic probation for winter quarter. Students completed a self-assessment form, set short and long-term goals, and were encouraged to enroll in a HDEV 116 - Motivation and Study Skills winter quarter class.

Access to Education

Expand online support services that provide increased access.

Progress to date:

- ◆ Renee Stoll (Disability Support Services) identified an area to reduce costs and increase efficiency. She researched and implemented the conversion of a hardcopy paper and pencil survey to an electronic survey. In previous quarters, DSS mailed out a paper survey to each student who utilized sign language interpreters to gather feedback needed to evaluate future placements. DSS will now email the survey link to the students reducing the amount of staff time in preparing the survey for mailing and reducing the cost of printing and postage.

Respect for Differences

Provide educational activities that foster a global perspective.

Progress to date:

- ◆ Chanda Kroll (International Programs) conducted presentations to President Knight, the Office of the Vice President of Student Affairs, and the International Education Committee on the goals, actions, and outcomes of the December 2008 Asia Recruitment Trip.

Workforce Development

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

Progress to date:

- ◆ Employment Services staff processed over 47 referrals and assisted over 40 students in their search for on-campus employment resulting in 17 students being placed in jobs. Staff also assisted students and community members with resume critiques, mock interviews and job search assistance.

Broad-based Partnerships

Increase community outreach activities and partnerships from 2008 to 2009.

Progress to date:

- ◆ Rosalba Pitkin (ESL and Latino Outreach Coordinator) conducted presentations at ESD 112 and Fruit Valley Elementary School in December to explore expanding Adult Basic Skills offerings at those locations for Winter 09. Approximately 12 providers specific to Slavic child care attended the ESD 112 presentation and 15 parents of current Fruit Valley Elementary students attended the presentation there.
- ◆ Admissions hosted the 3rd annual Principal Appreciation Luncheon on December 8. This event offered local area high school principals the opportunity to learn more about Clark College. President Knight spoke to the principals regarding college opportunities and each principal was provided with annual statistics specific to their high school regarding student performance at Clark. Felisciana Peralta (Multicultural Student Affairs) discussed the role of the Multicultural Retention Manager and the Academic Early Warning System.
- ◆ Several Student Affairs administrators and staff attended the Workforce Partners Celebration hosted by the Office of Instruction on December 8. This event allowed agency partners to learn more about the future job outlook for our region and resources at Clark.

Management Excellence

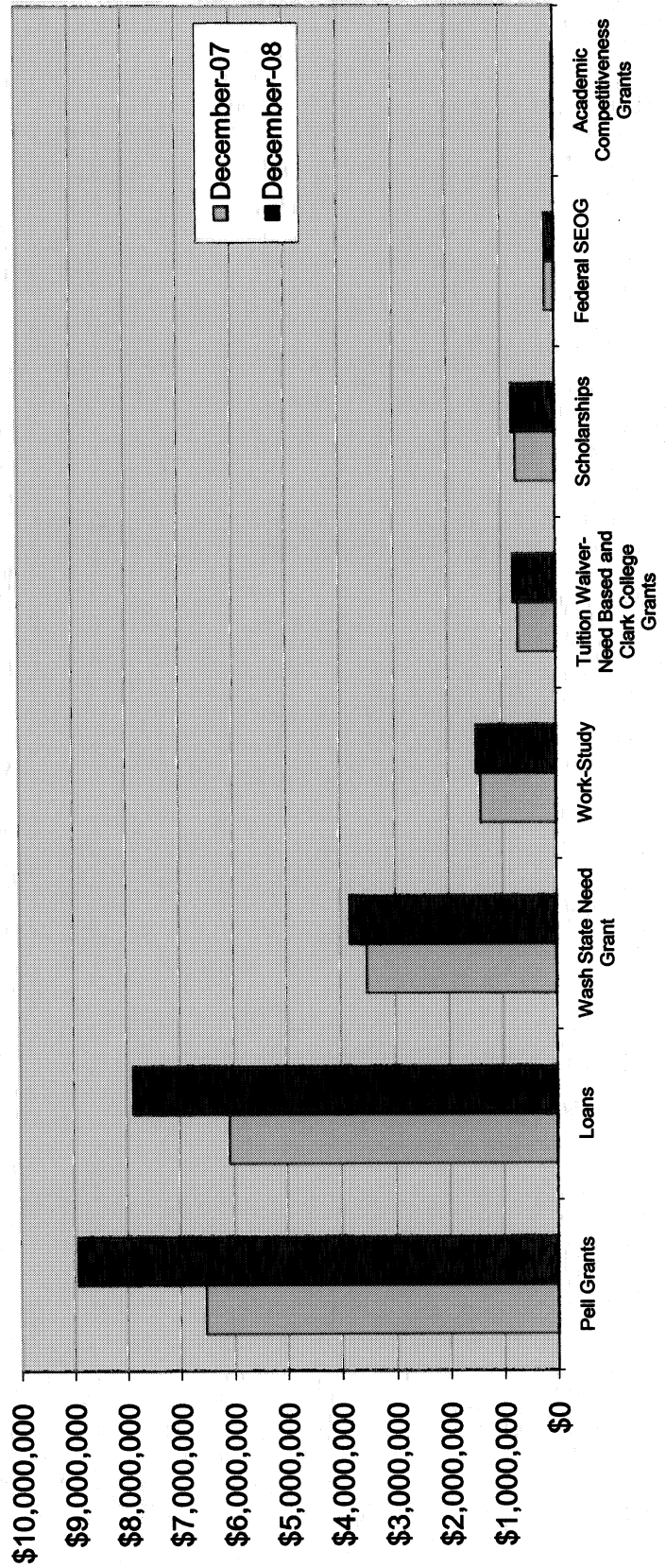
Provide a positive work environment that promotes effective communication through training, meetings, workshops & conferences.

Progress to date:

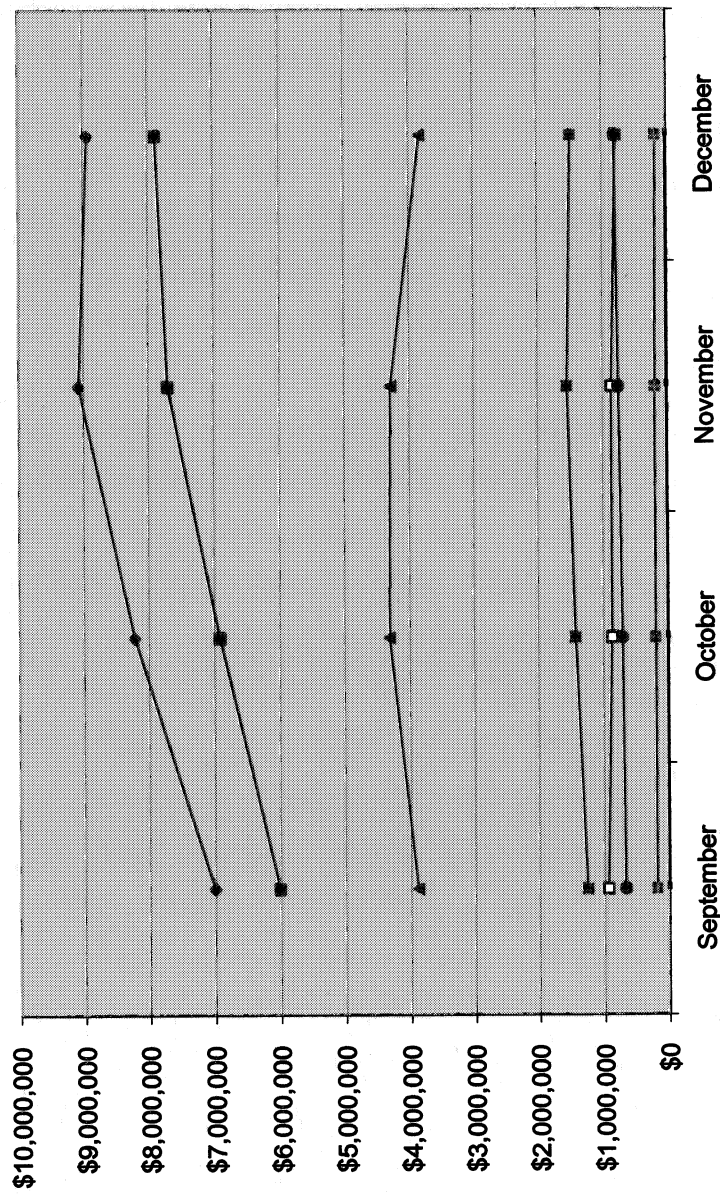
- ◆ Career & Employment Services staff met with the Counseling staff to exchange ideas and begin an ongoing conversation about career trends and career counseling issues that may be addressed through collaborative efforts.
- ◆ The Financial Aid department is preparing for a Title IV Program recertification in March 2009. The application to participate in Title IV student financial assistance programs must be renewed every six years to maintain the institutions eligibility for Federal Pell, Academic Competitiveness Grant (ACG), Supplemental Educational Opportunity Grant (SEOG), Work Study and Student Loan programs.

Ted Broussard
Interim Associate Vice President of Student Affairs &
Dean of Student Success and Retention
January 8, 2009

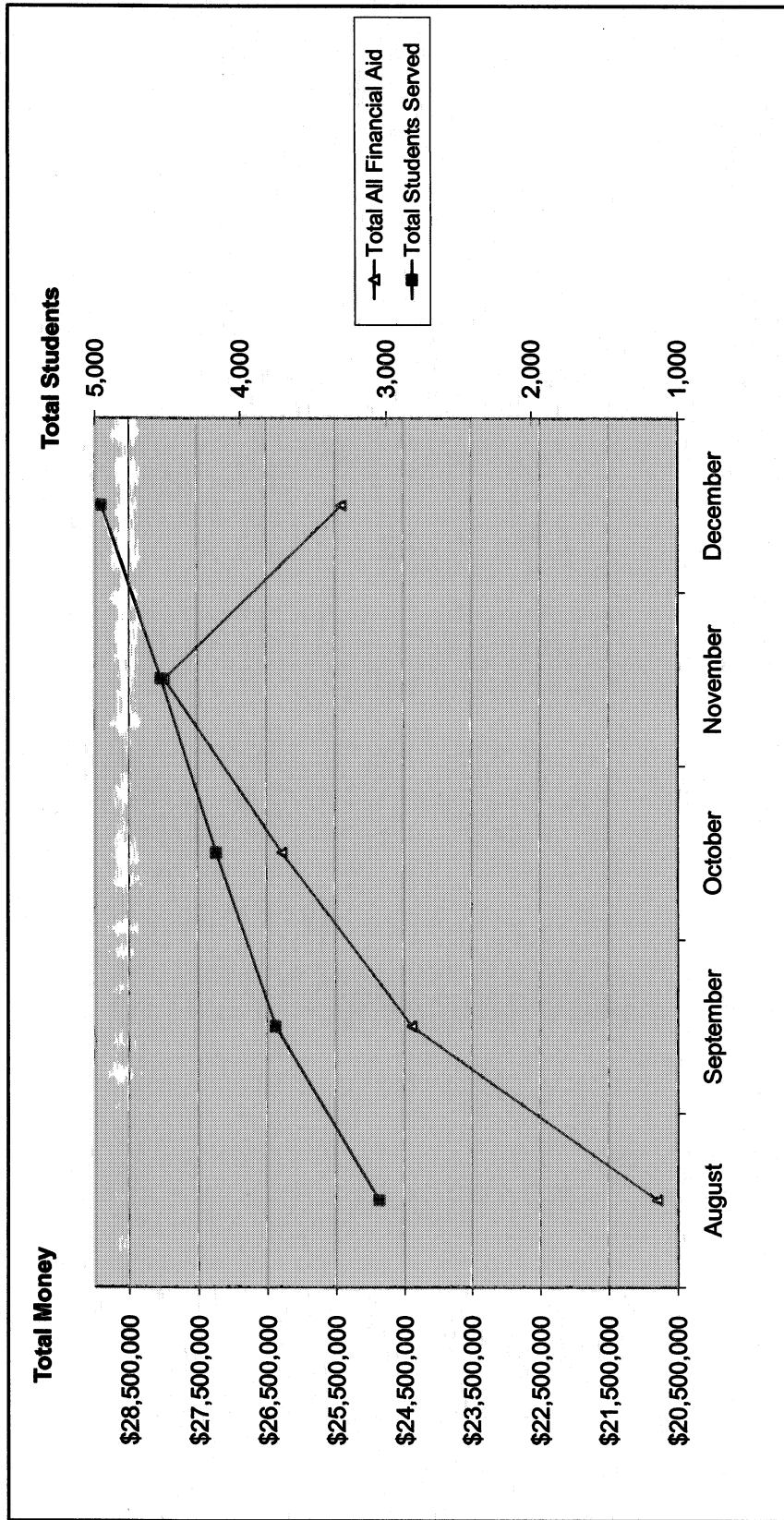
Comparison Chart **December**



08-09 Financial Aid Stats

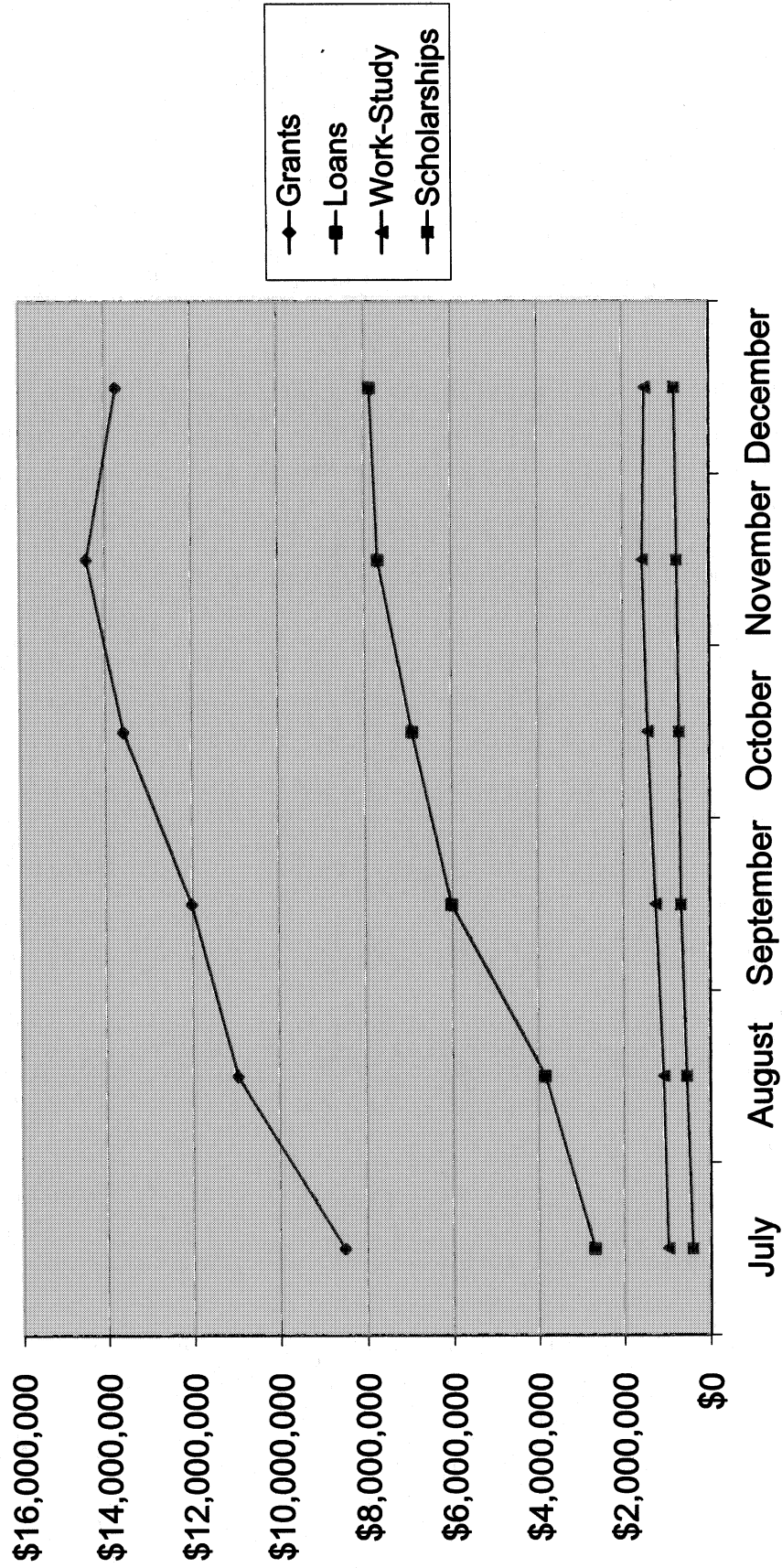


- Series 1
- Series 2
- Series 3
- Series 4
- Series 5
- Series 6
- Series 7
- Series 8



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 January 2009

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

Focus on learning

- ◆ Provide advanced supervisory training

Progress to date:

Supervisory Bootcamp is offered this quarter. The five day session is focused on supporting new supervisors in their critical role covering topics such as the role of the supervisor, emotional intelligence, communication skills and styles, performance management and legal issues. The class meets for two days, and then has a three week break to work on homework before returning for a three day wrap-up.

Respect for Differences

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

Progress to date:

The Director for Equity and Diversity led diversity sessions with Plant Services swing and graveyard custodial crews and the bookstore staff.

- ◆ Finalize diversity plan

Progress to date:

The Multicultural Pluralism Committee has been working on drafting the Diversity Plan. Information on the plan will be presented and discussed at the Penguin Round Table in February to solicit feedback on the plan.

Management Excellence

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

Progress to date:

Negotiations have been scheduled through January and the teams hope to have a ratification document for the faculty and the Board in February.

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

Progress to date:

The next Labor Management committee meeting is scheduled for January 22.

Additional Highlights:

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

Monica Green was appointed to the full-time permanent classified position as Office Assistant 3 in Registration effective December 18, 2008. Monica is attending Portland State University and has previous work experience with Portland Community Land Trust, Flair Plastic Products, Harmon Insurance Agency, and Farmers Insurance.

Jeri Kemmer was promoted to the full-time permanent classified position as Administrative Assistant 4 in the Basic Education, English, Communication Studies and Humanities Unit effective December 30, 2008. Jeri most recently worked in the Workforce Education Department.

Heather King was promoted to the full-time permanent classified position as Administrative Assistant 4 in Health Sciences effective January 12, 2009. Heather began with the College in August 1994 and most recently worked in the Office of Instruction.

Cindy Tyler was appointed to the full-time permanent classified position as Credentials Evaluator 3 in Student Affairs effective December 15, 2008. Cindy has an AA from Clark College and a BA in Human Development from Washington State University. She has previous work experience with Washington State University, Clark College and CAM Junior/Senior High School.

Robert Williamson was appointed to the full-time permanent administrative position as Vice President of Administrative Services effective January 20, 2009. Bob has an AA from Ft. Steilacoom Community College, and a BA and MA in Political Science from Western Washington University. He has previous work experience with Clark County Public Health, Educational Opportunities for Children and Families, City of Vancouver Retired Senior Volunteer Program, and the Whatcom County Retired Senior Volunteer Program.

Katrina Golder
Associate Vice President of Human Resources
January 9, 2009

HUMAN RESOURCES EMPLOYEE REPORT
 January-09

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Monica Green	Office Assistant 3	12/18/08	Registration			
Jeri Kemmer	Administrative Assistant 4	12/30/08	Basic Education, Eng. Comm. Hum	Classified	Full-time	Replacement
Heather King	Administrative Assistant 4	1/12/09	Health Sciences	Classified	Full-time	Replacement
Joanne Savage	Program Coordinator	10/9/08	Office of Instruction	Classified	Full-time	Reallocation
Cindy Tyler	Credentials Evaluator 3	12/15/08	Student Affairs	Classified	Full-time	New
Robert Williamson	Vice President of Administrative Services	1/20/09	Administrative Service	Admin	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Regina Arellano	Curriculum Advisor	1/14/09	Advising	Classified	Full-time	Resignation
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**VACANT POSITIONS
 RECRUITING**

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Assistant Financial Aid Dir. Program Specialist 3	11/10/08	Financial Aid	Classified	Full-time	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
ECE Specialist 3	OUF	Child and Family Services	Classified	PT 75% 9 month	Replacement
ECE Specialist 2	12/15/08	Child and Family Services	Classified	Full-time 9 month	Replacement
Health Occupations Instructor	12/9/08	Health Sciences	Faculty	FT - temp	Replacement
Maternal-Child Nursing Instructor	1/15/09	Nursing	Faculty	Full-time	New
Medical-Surgical Nursing Instructors (2)	1/15/09	Nursing	Faculty	Full-time	Replacement/new
Medical Radiography Instructor	1/15/09	Health Sciences	Faculty	Full-time	New
Music Instructor	1/23/09	Social Science and Fine Arts	Faculty	Full-time	Replacement
Pharmacy Tech Instructor	11/25/08	Health Sciences	Faculty	Full-time	Replacement
Psychiatric-Mental Health Nursing Instructor	1/15/09	Nursing	Faculty	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
Fiscal Technician 3		Business Services	Classified	Full-time	Replacement
Grounds and Nursery Specialist 4		Plant Services	Classified	Full-time	Replacement
Information Technology Specialist 3		Computing Services-Telephone	Classified	Full-time	New
Instruction & Classroom Support Technician		Culinary Arts	Classified	Full-time	Replacement
Office Assistant 2		Security/Safety	Classified	Full-time	Replacement
Program Assistant		Financial Aid	Classified	Full-time	Replacement
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
01/09/09

Planning & Effectiveness Report

January 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:

- ◆ Clark College submitted a Letter of Intent in October 2008 to College Spark Washington for a three-year project titled, 'Building Momentum for Students' Persistence and Success'. The project idea focused on improving progression among low-income and first generation basic skills and developmental students to college-level coursework. Clark College has been invited to submit a full proposal by the end of January.
- ◆ Child and Family Studies of Clark College is leading the proposal development for Community Investment Grant Funding 2009-2010 offered by United Way. This three-year project will be an expansion of another existing project 'ENHANCE' funded by North West Health Foundation in which Clark College is a leading partner. The proposal, scheduled for submission in February, will focus on child health and nutrition through policy development and child care provider training. The project will be a broad-based partnership among a number of higher education institutions, child care related organizations, and child care sites.
- ◆ Grants Development produced a guiding document ("A Proposal to Establish: The Center for Leadership Excellence") to outline the basic organizational components that must be addressed to apply for grants from The Center for Leadership Excellence.
- ◆ Attended a planning meeting called by the Vice-President of Instruction to brain storm on project ideas for the upcoming High Demand Grant Application.
- ◆ Discussed and explored funding sources/funding possibilities mostly from various foundations for Adult Literacy Program (Madeleine Von Laue) and for Service Learning (Jody Shulnak).
- ◆ Continue working with Corporate and Continuing Education (Todd Oldham) on various funding possibilities for the unit: US Department of Agriculture grant on distance learning and Department of Labor funds for Older Worker Demonstration Grants.
- ◆ Continue working on proposal development for TRIO grant with Student Affairs (Felisciana Peralta). The tentative time for TRIO grant announcement by the US Department of Education is Fall 2009.
- ◆ Retention subcommittee work investigating class overview information to be available electronically for students.
- ◆ Began work on an interactive database, Program Assessment Tool, to supply data to instruction.

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:

- ◆ Analyzed future projections in population growth for Clark College service area. The significant population growth is projected especially in Hispanic, African-American, and Native American populations. Due to the increasing demand for higher education attainment within the workforce, comparably lower educational attainment, and increases in populations who historically have not received college educations, Clark College can expect to see an increase in the number and proportion of first generation students.

Workforce Development

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

Progress to date:

- ◆ Worked with Innovation Team to provide feedback on proposed changes to educational programs.

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 Sen. Craig Pridemore, Rep. Ed Orcutt, and Rep. Jaime Herrera and Rep. Deb Wallace.
- ◆ Attended the annual Legislative Outlook Breakfast at the Hilton on December 12.
- ◆ Continuing to make arrangements for the Legislative Reception at Mercato Ristorante in Olympia on January 26 that will be jointly hosted by Clark College and Lower Columbia College.

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:

- ◆ Presentation was made to EC justifying the need for a Strategic Grants Development Task Force, its structure and the operational process.
- ◆ A letter has been sent out convening the Task Force and inviting the selected units/members to join.

- ◆ Attended the NWCCU Accreditation Hearing for Clark College on January 8, 2009 in Bellevue, WA. At the hearing, President Knight responded to the commission's questions about the recommendations and progress in those areas since the October 2008 accreditation visit. The NWCCU stated that Clark College will receive the official notification about accreditation status and interim process within the next two to three weeks.
- ◆ Preparing a summary of service area trends in demographics, economics, educational attainment, and trends, as well as student and course trend information for the future to be used in planning for 2009-10 budget and strategic planning work.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
January 8, 2008

Corporate & Continuing Education Report January 2009

Corporate & Continuing Education has made the following progress toward 2008-09 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:

- ◆ The Department of Defense Industry Manufacturing Consortia awarded Corporate Education an additional \$35,000 for phase II of the Lean Six Sigma training and certification program that began in July 2008. The consortium formed by Corporate Education consists of five SW Washington and Portland OR manufacturing companies. The overall benefit of the consortium program is each participating company will learn how to apply the Six Sigma methodology to make measurable improvements in processes that impact quality, performance and delivery in the defense logistics supply chain and for the ultimate end user, the United States military.
- ◆ Corporate Education delivered 243 hours of caregiving training in fall quarter 2008. Training 575 caregivers a 29% increase over fall quarter 2007.
- ◆ In FY08-09 Corporate Education has secured training contracts with 18 local companies for combined revenue of \$242,724.

Broad-based Partnerships

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

Progress to date:

- ◆ Twenty-one donations were made to the Clark Foundation for the Mature Learning program in response to the annual funding appeal letter sent in November. In December, a generous donor offered up to \$15,000, if matching funds were also donated before the end of the year. Thanks to the match, and another generous gift to help make full use of the match offered, Mature Learning received \$30,000 in donations.

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

Progress to date:

- ◆ In January, Executive Director Todd Oldham and Director of Grants Development Shelley Das will meet with Elizabeth Hill with the Youth Commission to discuss a potential partnership with the Center for Leadership. The next Center for Leadership sub-committee is scheduled for January 23.

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:

- ♦ In response to strong student demand for selected travel tours Continuing Education sent out a 500 piece promotional mailing offering two Spring educational tours: an April 17-19 Pre-Barrel Wine Tour of the Columbia Gorge and Yakima Valley wineries, conducted by industry professional Bill Fuller, and the Fourth Annual New York City Broadway Tour May 6-12, escorted by Tracy Reilly Kelly and New York theatre educator Paul Rush.
- ♦ On December 17, an email campaign was conducted to promote "Generational Differences" a Corporate Education training that gives participants the skills to successfully navigate today's diverse workplace. Over 1,800 emails were sent to previous Corporate Education students.

Additional Highlights for Corporate & Continuing Education

- ♦ Executive Director Todd Oldham has been asked to write two articles on workforce development for the Vancouver Business Journal in 2009. Todd's article "Stay Competitive Today by Investing in Your Future" was published in the January 9th edition.
- ♦ Retired representative Val Ogden conducted a Volunteer training session on January 2nd as part of the American Association of Community Colleges Plus 50 Initiative grant. The Session was for the combined volunteer "forces" of Mature Learning, including the Advisory Committee, office and classroom assistants. The focus was to brainstorm how volunteers can best serve the current needs of the Mature Learning program. This session was highly engaging, and the volunteers were eager to provide meaningful services to the program. Program Manager Tracy Reilly Kelly will be integrating the volunteer ideas and the counsel of Val Ogden in a continuous improvement assessment of the strengths and challenges of volunteer programs for the Plus 50 population in the Half Yearly Progress report for AACC.

Todd Oldham
Executive Director
January 8, 2009

Communications and Marketing Report January 2009

Focus on Learning

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

Progress to date:

Weekend College was highlighted (with two-day and online degree options) in a news release issued by the college to mark the start of winter quarter. It will also be referenced in the 2009 State of the College address.

Access to Education

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

Progress to date:

The spring quarter 2009 issue of *Clark College Connections* (quarterly class schedule) will be distributed to an additional 10,000 households representing the eastern portion of Clark College's service district (eastern Skamania and western Klickitat counties). The cover story and design for this issue will focus on Clark College at Columbia Tech Center.

- ◆ 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:

After more than 18 months of work, the new Clark College Intranet was unveiled on January 6. Based on feedback from users across the college, the site was reorganized and rebuilt into four basic areas: college information, department information, employee information and tools. A fresh design and drop-down menus were added to make the site easy to navigate. Kudos to Webmaster Chris Concannon, Web Specialist Tahnya Huneidi and Lead Graphic Designer Wei Zhuang for their work over the past months – and many thanks to the staff members throughout the college who generously provided suggestions, feedback and encouragement.

On the Clark College Web site, new sites for Child and Family Services and Communication Studies were completed.

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 December 15 issue of *Clark 24/7* continued the monthly feature highlighting the history of Clark College by focusing on the decade of the 1950s. At the same time, a display case in the Cannell Library was updated to showcase information and historic items from that decade. Both projects are taking place concurrently throughout the academic year and will conclude in May with a focus on the current decade.

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

Progress to date:

An invitation, flyer and poster have been designed to help promote upcoming Martin Luther King Jr. events.

Workforce Development

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

Progress to date:

Barbara Kerr worked with the Vancouver Business Journal (VBJ) and Executive Director of Corporate and Continuing Education Todd Oldham in support of Oldham's latest guest column, which is scheduled to appear in the VBJ's online edition on January 9. Oldham's second guest column for 2009 is scheduled to appear in the VBJ's edition on July 10.

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:

Biographies of the 2009 honorees have been written by Barbara Kerr, Erica Schwenneker and Kathy Murphy. They will be utilized in the WOA news releases, Web pages (for Clark College and YWCA Clark County) and the YWCA's February newsletter. Invitations, RSVP cards, program and supporting materials for the 2009 WOA celebration are currently being designed by Jenny Shadley.

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:

The 2009 Global Warming Teach-in/Green Fair is being promoted through materials including a flyer, schedule of events, Web ad and Web page design, e-mail headers, posters and signage.

Additional highlights for Communications and Marketing:

- ◆ Web and newspaper advertising was completed and scheduled to promote CTEC classes and the college's fitness training program for winter quarter, the ninth annual U.S. Army/Clark College Men's Basketball Holiday Tournament, and Running Start information nights on January 7 and 21.
- ◆ An e-mail “blast” campaign to recruit and register Vancouver and Portland vendors for this year's “Pathways to Your Future” Career Fair was completed on December 15. The career fair will be held on April 23 at the Hilton Vancouver Washington.
- ◆ Design and production of the fall 2008 athletics media guide was completed. Production of the winter athletics media guide is underway.
- ◆ Revisions and updates of instructional program brochures are ongoing. In partnership with the Office of Instruction, the Communications Department is working to reflect changes resulting from common course numbering implementation.
- ◆ At the request of Instructional Council, Erica Schwenneker met with representatives from Instruction and Registration to update and revise summer and early fall schedule production timelines.
- ◆ Graphic Designer Wei Zhuang and Jenny Shadley teamed up to work on the publicity materials for the 2009 Clark College Jazz Festival.

Barbara Kerr
Executive Director of Communications and Marketing
January 8, 2008

Foundation Report January 2009

Broad-based Partnerships

- ◆ More than 100 donors received holiday gifts created by the Culinary Arts department and delivered in Clark College tote bags. Gifts were distributed by Foundation development staff members, which included cultivation, solicitation, and stewardship visits to local donors.
- ◆ College and Foundation representatives met again with Assistant Attorney General Michael Shinn on December 18 regarding the College/Foundation operating agreement. Discussions will continue at a February 10 meeting.
- ◆ Three \$5,000+ gifts were received in December. In addition, the Foundation was awarded \$106,500 from the Meyer Memorial Trust for Health Sciences eLearning. Receipt is dependent upon the Foundation raising an additional \$287,000 to complete the project.

Management Excellence

- ◆ Mr. Al Hove of the Clements Group met with the College Board of Trustees, the Foundation Board of Directors, the Executive Cabinet, and Foundation staff on December 16 to present the results of the feasibility study conducted in October and November. Topics of discussion were timing of a future comprehensive campaign, College involvement, and actions to be taken over the next six months. All participants of the December 16 meeting will receive a written summary.

Additional Highlights

- ◆ **ePhilanthropy** – Clark College Foundation has placed an emphasis on enhancing technology to support fundraising activity. As a result, online giving has grown by nearly 70% to \$7,305 from December 31, 2007 through December 31, 2008. Costs for e-philanthropy are underwritten by a grant from the Firstenberg Family Foundation.

eNewsletters are being transmitted monthly.

- ◆ **Employee Giving** – Targeted messaging for the annual Clark employee campaign began on November 17 with delivery of apples, donated by Joe's Place Farms, along with appeal letters. The activity was planned and orchestrated by a faculty/staff campaign committee. In December, support came from 97 employees and slightly exceeded the goal of \$18,000. The annual employee campaign will continue until June 2009. The goal for College giving represented a 15% increase over the 2007 campaign.
- ◆ **End-of-Year Appeal** – The end-of-year appeal was sent to 48,400 constituents. Of those, 8,800 were sent via email. Results will be forthcoming.

Lisa Gibert
President
January 8, 2009

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

December 15, 2008

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. Shanda Diehl, Associate Vice President of Planning & Effectiveness;; Ms. Leann Johnson, Director of Equity & Diversity; 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: Ms. Elizabeth Ubiergo.

Others: Ms. Lisa Gilbert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Mr. Pat Mehigan, ASCC President; Ms. Rhonda Hansen-Boyle.

Absent: Ms. Katrina Golder, Associate Vice President of Human Resources; Ms. Barbara Kerr, Executive Director of Communications & Marketing

I. CALL TO ORDER

Chair, Sherry Parker, called the meeting to order at 5:15 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. Dr. Rita Carey was scheduled to discuss the college's literary publication, *The Phoenix*, but due to the inclement weather, was unable to be here tonight. She will present and the January 2009 board meeting.

C. Statements and Reports from the Board Members

Trustee White spoke as the trustee liaison to the International Committee. He recently attended Ms. Chanda Kroll's presentation at their last committee meeting at which she outlined the results of her fall trip to Asia and provided information on what her department does. Trustee White requested that she present to the board at a future meeting so that everyone is aware of the International Education Department and its mission.

Mr. Burkman attended a memorial service for Jerry King, which was held at the college. He acknowledged and thanked the classified staff for the wonderful job they did preparing the area for the service.

Chair Parker announced the passing of Dr. Antonio “Chick” Scarpelli and said how sorely missed he will be. His mass was very moving and was very well attended by Clark faculty, staff, and administrators.

D. President’s Report

Rhonda Hansen-Boyle, who will be entering Clark’s nursing program at WSUV this winter, provided tonight’s student success presentation.

President Knight discussed that much of his focus this past month has been taken up by the state’s budget situation. He expects that the college’s budget cut will be approximately 4.1% for this academic year and believes the cuts are achievable without staff or faculty layoffs. The executive cabinet is putting a process together to work through the cuts. Input will be obtained from the college community beginning in January. The budget discussion will be a regular agenda item in all future work sessions and board meeting agendas. The president also met with the new president of Portland State University and discussed ways in which the transition for Clark students to PSU could be made smoother.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi was unable to attend this evening and there were no changes to her written report.

2. ASCC—Mr. Pat Mehigan

Mr. Mehigan was very pleased to announce that the fall quarter saw the best attendance ever at ASCC-sponsored events. The new ASCC team of officers is coming together and working together nicely. He also distributed the quarterly ASCC newsletter.

3. WPEA—Mr. Billie Garner

There was no report from the WPEA this month.

F. College Reports

1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd acknowledged the welding students whose artwork was displayed on the screen as the meeting attendees arrived.

Dr. Dastmozd had no additions to his written report.

This evening’s faculty presentation was given by Ms. Elizabeth Ubiergo, Spanish Instructor, and Lena Leksunkin, who spoke about the Spanish Club’s trip to Universidad de Valladolid. The Spanish Department has the oldest study abroad program at Clark. It has been in existence for 10 years and 70 students have participated in the trips to Spain over the years.

2. Administrative Services—Mr. Phil Sheehan

Mr. Sheehan had no additions to his written report. The budget status report is in line with expectations at this point in the year with the only deviations being from timing issues. Ms. Wynkoop provided additional information on the fund balance. She will update the board on prior and future commitments at the next meeting.

3. Student Affairs—Mr. Ted Broussard

President Knight intro Mr. Broussard to the trustees. He and Mr. Alex Montoya will be sharing the Vice President of Student Affairs duties for the next two to three years so that the Vice President's position can remain vacant, thereby saving significant budget dollars.

Mr. Broussard provided the updated enrollment report and answered the trustees' questions regarding enrollment levels. Fall 2008 enrollment ended at 4.89% above 2007.

4. Human Resources—Ms. Leann Johnson

Ms. Johnson reported in Ms. Golder's absence. She read the Public Employment Relations Commission Notice to Employees into the record as follows:



CASE 21610-U-08-0213
DECISION 10221 - COOL

PUBLIC EMPLOYMENT
RELATIONS COMMISSION

NOTICE TO EMPLOYEES

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

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

TO REMEDY OUR UNFAIR LABOR PRACTICES:

WE WILL require all documents relevant to the investigation of employee Jim Cowen in 2007 and 2008 and provide the documents to CCHAE upon their request.

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

DATED: 12-3-08

Clark College

BY:

Katrina Abder
Authorized Representative

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

This notice must remain posted for 30 consecutive days, and must not be altered, removed, or covered by any other material. Questions about this notice or compliance with the Commission's order may be directed to the Public Employment Relations Commission (PERC), 117 Hurry Street NE, Suite 300, PO Box 40919, Olympia, Washington 98504-0919. Telephone: (360) 570-7500. The full decision will be published on PERC's web site, www.perc.wa.gov.

5. **Planning & Effectiveness—Ms. Shanda Diehl**

Ms. Diehl reported that she and the president continued to meet with local legislators in November to bring them up to date on the college's budget situation and to seek their support in the upcoming budget deliberations that will take place when the legislature convenes on January 12. The college is also collaborating with Lower Columbia College to host a joint legislative reception with the legislators during the TACTC/WACTC winter conference on January 26. The college would like to have faculty, students, community business leaders, and K-12 members attend the reception as well.

The final accreditation report was received and the college will be meeting with the NWCCU on January 8 to receive official accreditation. The report will be distributed to the board once it is reviewed.

6. **Corporate & Continuing Education—Mr. Todd Oldham**

Mr. Oldham had no additions to his report and entertained questions from the trustees about new non-credit offerings for medical professionals.

7. **Communications & Marketing—Ms. Barbara Kerr**

Ms. Kerr was unable to attend this evening and there were no changes to her written report.

8. **Clark College Foundation—Ms. Lisa Gibert**

Ms. Gibert announced that a match for the Mature Learning Program was received and the Meyer Memorial Trust has agreed to provide a partial support of the foundation's grant proposal for the eLearning and Pharmacy Tech programs in the amount of \$106,000.

She will provide a full report of the year-end appeal at the January meeting.

III. **CONSENT AGENDA**

A. **Consent Agenda**

- ♦ Minutes from the November 17, 2008 Special Board Meeting
- ♦ Minutes from the November 17, 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**

- ♦ Budget—ongoing agenda item until resolved
- ♦ Accreditation process and January 8 NWCCU meeting (January)
- ♦ Executive Session on president's quarterly evaluation (January)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Tuesday, January 20, 2009 in the Ellis Dunn Room GHL 213.

VI. ADJOURNMENT

There being no further business, Chair Parker adjourned the regular meeting at 6:17 p.m.

Sherry Parker, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
DATE