

Clark College Board of Trustees Packet

June 25, 2007

Clark College

The Next Step

**Clark College
Board of Trustees Packet
June 2007**

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Vision Statement

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

Mission Statement

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

CLARK COLLEGE BOARD OF TRUSTEES

Monday, June 25, 2007
Penguin Union Building
Room 258 B & C

All regular meetings of
the Board are recorded

AGENDA

5:00pm

I. CALL TO ORDER

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members
- Committee Assignments

D. Institutional Report.....#1

E. Association Reports

1. AHE.....#2
2. ASCC.....#3
3. WPEA.....#5

F. College Reports

1. Instruction.....#6
2. Administrative Services.....#12
3. Student Affairs.....#21
4. Human Resources.....#30
5. Planning and Advancement.....#36

6. Workforce Development & Continuing Education	#44
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III. CONSENT AGENDA

A. First Reading	
- ASCC Budget	#51
B. Consent Agenda	
- Minutes from May 21, 2007 Meeting.....	#61

IV. FUTURE AGENDA ITEMS

1. Real Estate – Executive Session (June 25)
2. Budget (August)
3. Final Goals (June)
4. Board/E.C. Work Session (July 9 – 4:00 – 6:00 p.m. – Clark College at WSUV)
5. Retreat (August – TBD)

V. DATE AND PLACE OF FUTURE MEETING

There will be no Board of Trustees meeting in July. The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, August 27, 2007 in the Penguin Student Union Room 258 B & C.

VI. EXECUTIVE SESSION

Executive Session will be held to discuss the contract of an employee and to discuss real estate purchase considerations.

VII. ADJOURNMENT

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

Institutional Report June 2007

- **Graduation:**
Three Clark College graduation ceremonies were successfully held in June. Commencement speaker, Wally Amos, connected with the audience at the amphitheater on June 14. Larch Mountain Correctional Facility held a successful graduation for GED, high school completion and certificate completers on June 15. A GED and high school completion ceremony was also held on June 16 at the O'Connell Sports Center.
- **Spring Thing:**
The students held a very successful end of year *Spring Thing* on June 8. Good fun, entertainment, and food were had by all.
- **Joint Board Meetings:**
Clark College Board of Trustees held successful and meaningful meetings with the Evergreen School District Board and the Vancouver School District Board on June 4th and June 11th respectfully. There was a commitment from both meetings to continue meeting regularly a few times each year.
- **Weber Property Task Force:**
The Weber Property Task Force met on June 15. The task force agreed to reconvene by December of 2007 to make a decision on a course of action. Instruction will conduct a cost benefit analysis to determine the feasibility of using the site.
- **Washington State School for the Blind:**
President Knight met with Dean Stenehjem, Superintendent for the Washington State School for the Blind, on June 12 for a tour of their campus and to discuss programs at the school.
- **Portland Community College:**
President Knight met with PCC President, Preston Pulliams, on June 13 at the Sylvania Campus to get acquainted with each other.
- **Security Assessment Task Force:**
John Jablonski, Security Assessment Task Force Chairman, briefed Executive Cabinet on short term lock down recommendations during a June 19 EC meeting. The College plans to implement the recommendations in the next several weeks.

Association of Higher Education
June 2007

Elections:

AHE Elections and a general membership meeting were held on June 12, 2007.

The outcomes of the elections were as follows:

- Dr. Marcia Roi was elected as President for a 2-year term
- Ms. Barbara Simpson was elected as Vice President.
- Bylaw changes were also implemented which included implementation of a grievance committee to address possible and enacted grievance actions by the association.
- A vote was also cast involving a letter of concern involving the hiring policies of the President. The following letter is presented to the trustees to be entered into the public record as representative of the membership's feelings regarding the process utilized to hire the current President, Robert Knight.

Meetings with administrators:

No formal meetings were held this month with administrators. Meetings with Dr. Dastmozd were rescheduled and cancelled twice by Dr. Dastmozd. It is my intent to continue to pursue positive dialogue with both Mr. Knight and Dr. Dastmozd through regularly scheduled meetings.

Meeting with WPEA:

Meetings were held this month with representatives of WPEA in an effort to enhance our collaboration in common interests with our respective memberships.

Grievances:

One grievance is pending and two are being considered by the grievance committee for possible action.

Request to bargain:

We have requested to bargain the conversion of tenured positions to other statuses at Larch Correctional facility as well as other tenured positions on campus.

Bargaining:

Bargaining on the accreditation notebooks is proceeding and we hope to be able to accomplish a remedy which will be acceptable to the membership and assist all concerned in completing this important work.

Submitted by
Dr. Marcia Roi
President, CCAHE
June 23, 2007

June Board Report ASCC

Student Government

The 2006-2007 ASCC Executive Council has had a productive term this past year. We have achieved many accomplishments and grasped the attention and support of many students. Currently, we are in the process of approving the ASCC Student Fee Budget and finalizing our transition manuals. We recently completed the ASCC Elections with a voter turnout similar to past years with approximately 400 students voting. Our officially elected officers for the 2007-2008 term will be:

- *Pat Mehigan, ASCC President*
- *Derrick Streng, ASCC Vice President*
- *Cynthia Kunkle, ASCC Club Coordinator*

These three officer-elects in addition to the current ASCC President, Vice President, and Director of Student Life compose the hiring committee for the rest of the ASCC Executive Council officers. This committee has convened and successfully decided on the remainder of officers for 2007-08. Appointments will become official upon a confirmation from Club Committee scheduled for mid-July. The selected officers are:

- *James Owens, ASCC Finance Director*
- *Heather Clarno, ASCC Executive Assistant*
- *Janet Sanchez, ASCC Activities Director*
- *Sue Quick, ASCC Public Relations Director*

Once these officers are confirmed, the newly appointed officers will hire the Activities Programming Board.

Additionally, the ASCC Executive Council conducted a special election this year where students voted to approve a mission statement to be amended to the ASCC Constitution. A constitutional amendment hasn't been made since the year 2000. We are happy to announce that the students overwhelmingly voted in favor of these documents:

Statement of Purpose:

The ASCC Student Government exists to represent student voices and advocate for student interests.

Mission Statement:

The ASCC Student Government will advocate for and represent the students of Clark College by serving as the liaison between students and faculty, staff, administration and the community. By involving students at the college, we will enhance a sense of community, create a sense of belonging and provide opportunities that will benefit the students and the college community through leadership, respect for differences, engagement, and service.

Vision Statement:

The ASCC Student Government will be the universally recognized voice of students representing the entire student body through innovative programming, cutting-edge leadership training, and dynamic representation. All Clark College students will feel ownership and pride as members of ASCC. All students will recognize their inclusion in our community and feel empowered to support student success for all.

Guiding Principles:

Education, respect for differences, communication, community, leadership, fun, collaboration and integrity.

Lastly, the ASCC Executive Council has proposed to the Clark College Executive Cabinet a name change of the PSU Building. Due to a mass amount of confusion with the Portland State University acronym (PSU), the ASCC Executive Council conducted a student survey and recommended the building name be changed to Penguin Union Building (PUB) based on popular student vote. We are happy to announce that the Executive Cabinet has accepted the name change proposal and the new name of the PSU Building is now officially PUB.

ASCC Activities Programming Board

ASCC Activities Director, Sarah Simpson, is happy to report on a fun and very successful annual *Spring Thing* this year. The event was held on Friday June 8, between 10-2, and hundreds of students enjoyed various bands, activities and rides outdoors. There was even ice cream from the local merchant, Ice Cream Renaissance, and a delicious lunch was served by Beaches Restaurant.

Amanda Mayoral
ASCC President

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

UNIT ACTIVITIES

- ◆ Membership meeting was held on June 20, 2007.
- ◆ Job Representative Council meeting was held on June 20, 2007.
- ◆ WPEA/UFCW Local 365 District 1 meeting was held May 15, 2007.
- ◆ Job Representative Gene Carroll went to the Clark County Labor Round Table meeting.
- ◆ On Tuesday May 29, 2007 members of the Higher Education Bargaining Team, including Billie Garner, signed the 2007-2009 Collective Bargaining Agreement in the Governor's Office.

COMMITTEE REPORTS

- ◆ These are our 2007 Job Representatives:
Beverly Brosius – ext. 2000, **Eugene Carroll** – ext. 2416, **Billie Garner** – ext. 2336,
Loren Hogue – ext. 2336, **Roselyn Lasater-Blair** – ext. 2391,
Mark Owsley – ext. 2141, **Jean Roniger** – ext. 2336, **David Sims** – ext. 2132,
David Stephan – ext. 2661, **Jennifer Wheeler** – ext. 2146
- LMCC meeting was not held this month..

COMMUNICATION

- ◆ Grievances at Clark College since the beginning of this two year contract: 19 total and disbursed as follows: Open Grievances: 5 and Closed Grievances: 14.
- ◆ Job Representative Committee met with concerned Classified staff regarding various concerns in their working environment.
- ◆ Job Reps have met with the new AHE president to discuss concerns relevant to staff in both unions. WPEA/UFCW and AHE plan to meet regularly in 2008 to foster open communication and promote a positive working environment.

The next WPEA/UFCW Membership meeting will be on July 18, 2007

Submitted by:
Billie Garner, Chief Job Representative – June 18, 2007

Instruction Board Report Goals for 2006-07

Focus on Learning

- ◆ Work with Computing Services to implement classroom technology upgrades.

Progress to Date

Classrooms which will transform to Smart Classrooms for next year have been identified. Unit faculty met with Computing Services personnel to review classroom alignment of new SMART classrooms in Hanna and AA-5. Faculty are very happy with new technology in Hawkins 101.

Roxane Sutherland (CMST) did fine work on short notice in helping Plant Services change the specs for a room in the new CTC building so that all CMST courses could be offered at the new site. This is especially important since different CMST courses are required for different programs.

Cannell Library received a grant from the Clark College Foundation to purchase laptop computers for check-out to students. The laptops will improve student access to the many electronic resources that are available full text in the "click" library via the wireless network in Cannell Library.

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

Progress to Date

A group of 8 Clark employees, led by George Reese, Rassoul Dastmozd, and Mark McLean, attended the Career Pathways conference in Spokane June 18 and 19. This effort is aimed at improving pathways for career and technical education opportunities for Basic Education students.

- ◆ Integrate the recommendations of the Innovation and Learning Task Force into the establishment of the TLC programs and support services.

Progress to Date

I-BEST support classes were approved by the Curriculum Committee. These approvals are a further step in the development of the I-BEST NAC program that will be offered beginning Fall 2007.

- ◆ Increase the number of students and the effectiveness of student transfer from ABE and ESL to pre-college and college-level courses and degree programs, including vocational, workforce and transfer programs.

♦ **Progress to Date**

Nursing Assistant Certification (NAC) classes were approved by the Curriculum Committee. These approvals are a further step in the development of the I-BEST NAC program that will be offered beginning Fall 2007.

Access to Education

- ♦ Develop a Retention Plan

Progress to Date

A new marketing campaign was developed to target and promote recruitment for Summer 2007.

- ♦ Pursue funding opportunities supporting student success

Progress to Date

The Library has ordered new subscriptions to the following electronic resources for the 2007/08 academic year.

1. *Lexis/Nexis*-- full-text articles from newspapers worldwide, including general, medical and business periodicals; company financial information; accounting, auditing, and tax information.
2. *Elsevier Health* – full text for 800 scholarly journals in medicine, nursing, and allied health.
3. *CINAHL with Full Text*-- full text for nursing & allied health journals, providing full text for 580 journals indexed in *CINAHL*.
4. *Learning Express Advantage*-- interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on the academic or licensing tests they must pass.
5. *PsychARTICLES*-- full-text articles from journals published by the American Psychological Association.
6. *Women and Social Movements in the US*-- primary documents, books, images, scholarly essays, book reviews, Web site reviews, and teaching tools, all documenting the multiplicity of women's activism in public life.

Cannell Library received a grant from the Clark College Foundation to purchase the Electronic Resources Module (ERM) for its online integrated library system. This new software enhancement will allow better tracking of and access to the thousands of full-text titles that come in aggregated packages from vendors. The ERM will make it easier for students to gain access to electronic full text information.

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

Progress to Date

Mathematics faculty member Chris Milner visited Sara Gallow's ESL classes to speak with the ESL students. Chris distributed copies of various Math Division advising brochures and study skills handouts, and spent about 30 minutes just talking with the students. He talked about the classes available in the Math Department and the resources - such as Math Help Session, Tutoring Center, instructor office hours - that are available for student help.

He also gave advice on how to prepare for the math placement exam and how to read materials in a math class.

This summer, Willy Cushwa (Biology) will offer Human Biology as an online course. This is the first lab-based Biology course to be offered via distance learning. The class filled within the first three hours of registration.

- ♦ Develop course & program schedules and patterns that increase the flexibility of student learning options

Progress to Date

Travis Kibota and Geary Greenleaf (Lower Columbia College) have initiated discussions regarding the development of distance Practical Nurse/Registered Nurse programs that would serve time- and/or place-bound students in our service districts as well as students in other rural regions of the state. A meeting with Ed Phippen (Health Work Force Institute) and representatives from rural healthcare constituents is being scheduled for July.

Respect for Differences

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

Progress to Date

The Clark II/RAP committee added the distribution of Instructional Study Abroad money to its aegis this year. The 2007-08 allocations are as follows:

- Faculty travel: Support for Ian Titterton (Baking) and Suzanne Southerland (CMST).
- Student/faculty study abroad: Funding for foreign language student trips to Spain and Japan

Workforce Development

- ♦ Identify program and curriculum opportunities that meet the needs of the Advanced Center for Transportation Technologies

Progress to Date

Clark College recently received approval to offer a Cisco Network Administrator Associates of Applied Technology degree. This new option within our existing Data Networks and Telecommunications program will provide training in core program areas that focus on network administration foundation skills. Students will select from a "basket" of optional courses to complete their degree. Options for students will focus on three core areas:

- fiber optics
- network security
- computer networking

The goal is to provide students with options that are responsive to the fast-changing telecommunications field as voice calls and computer information merge and share the same pathways. These options will better serve employers by producing graduates with specific areas of specialization needed in the industry.

Broad-based Partnerships

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

Progress to Date

Bob Knight, Travis Kibota and Rassoul Dastmozd met with Clark College Foundation President and select board members from Weber property to discuss instructional use for this property which was donated to Clark College Foundation in 1998. Plans are to develop by December, 2007.

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

Progress to Date

ECE Program Director, Debi Jenkins, is collaborating with faculty in the SHAPE unit to apply for a 2007-09 SBCTC Workforce Development grant. The grant is a funding opportunity to increase enrollment and expand the use of integrated math and science courses in Early Childhood Education programs.

Mark Bolke and John Martin (Biology) attended the 21st Human Anatomy and Physiology Society (HAPS) national conference in San Diego. Mark was re-elected to a second two-year term as secretary. PCC and Clark College will co-host a HAPS Northwest regional conference in September.

Sandy Haigh (Biology) represented Clark College at the Northwest Biology Educators meeting in late April.

On June 23, Clark College will be a testing site for the National Strength and Conditioning Association Certified Personal Trainer (NSCA-CPT) exam. Many of the thirteen graduates of the Fitness Trainer program will sit for this exam.

Chemistry instructor Ali Aliabadi has been working on setting up volunteer opportunities for chemistry, biology, engineering, and environmental science students at Clark College with the Oregon State Fish and Wildlife Department and with the Washington State University, Vancouver, Extension Office. So far several students have volunteered with fisheries and bear-population studies, and one student has volunteered to work with a botanist to create the first online database (including photos) of Oregon's complete floral species. Two students have volunteered to work with the Watershed Stewards Program, and both give credit to Ali for providing contacts and for encouraging them to pursue these volunteer opportunities.

Jennifer Farney took seven students from her MATH 121 class (Math for Elementary Teachers) to the Future Teacher Conference sponsored by Green River Community College on May 19. The students attended the following sessions: What Principals Look for When Hiring, Developing and Reinforcing Mathematical Understanding Using Games, Getting a Start on Art, Student Teaching, Science Demos and Experiments on a Budget. The students enjoyed going to the sessions, meeting other future teachers, and talking with beginning and experienced teachers and administrators.

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

Progress to Date

eLearning is working with Lyle High School to provide first and second year Spanish courses for their students.

Clark College hosted the Clark County Superintendents June meeting and luncheon. This provided an opportunity for Clark College leadership team to meet with Clark County Superintendents and Running Start students from each school.

- ♦ Develop a system for improved communications with and in response to health care partners.

Progress to Date

In response to a request from Kaiser Permanente Pharmacy Division, Becky Shipman and Dawn Shults (Pharm Tech) developed a Pharmacy Technician Review Course for the national certification exams. The course has received favorable feedback from Kaiser pharmacy technicians and administrators, and Kaiser has booked two additional sections of the course.

Management Excellence

- ♦ Identify best practices that will inform an instructional planning process

Progress to Date

Travis Kibota and Ray Korpi represented IPT at the June 4 Curriculum Committee meeting to discuss the portion of the Instructional Plan dealing with New Program Development. Fruitful conversation was had, and all agreed that deliberate planning like this will help advance the institution.

Additional Highlights

The first graduates of eLearning's ePlus certification course, taught by Kathy Chatfield, received their certificates and PPAC credit.

On May 31, the Vocal Jazz ensemble under the direction of Janet Reiter, performed at the Foundation's Savoring Excellence Dinner.

Travis Kibota, Veronica Brock, Mary Deal, Larry Mains and Rassoul Dastmozd met to discuss wellness, healthy eating habits, and nutrition opportunities to promote at Clark College --- home of the happy, healthy, lean and student-friendly Penguin Nation.

Instruction wishes to thank the following faculty members who are leaving their recent roles as Division Chairs:

John Martin, Life Sciences Division
Dick Shamrell, Physical Sciences Division
Jim Craven, Business Division
Melanie Mooney, Business Technology Division
Carson Legree, Fine Arts Division
Joe Pitkin, Composition Coordinator in the English Division

The work that is done at the Division Chair level is vital in ensuring the smooth running of departments and divisions at a level of detail that serves the unique needs of students in specific programs and courses. The Division Chairs provide information and coordination that, as the most knowledgeable faculty, are best able to provide in response to the variety of ways we want to serve our students. Although it can be a thankless job with many challenges, the instructional administrators would like to formally acknowledge their many hours of careful work.

Rassoul Dastmozd
Vice President of Instruction
June 18, 2007

Administrative Services Board Report June 2007

As the academic year draws to a close, Administrative Services departments are reporting substantial completion of the goals set for 2006-07. Some of the year's goals have specific tasks that have been completed but, by their nature, require ongoing work. This work will be incorporated into each department's regular operations. A small number of the unit's goals have not been met, either because completion was delayed by factors beyond the departments' control or the goals were overly ambitious. Overall, the goal development process has had the very positive effect of identifying priorities and focusing the efforts of Administrative Services departments. The lessons learned from this year's goal-setting process have been reviewed and incorporated in the 2007-08 planning process.

Focus on Learning

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

Progress to Date: First year of smart classroom upgrades completed. Phase II classrooms have been identified and planning work is underway.

- ◆ Define desired information technology needs for the various employee groups at the College and develop appropriate training opportunities.

Progress to Date: The recent accreditation survey has helped to define technology needs. The IT Council will assist in further definition through employee group representatives.

- ◆ Define and communicate the IT services that the College will provide for students.

Progress to Date: Completed.

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

Progress to Date: Business Services staff completed small group training for staff who now have access to FMS Query, a system that provides more timely access to financial information.

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

Progress to Date: Business Services staff provided financial information and schedules as ASCC made final budget allocation decisions for 2007-08 and considered fund balance requests.

Access to Education

- ◆ Design and begin Gaiser Hall renovation.

Progress to Date: Construction continues at Gaiser Hall. Work to complete Phase I (the Bookstore addition) continues for an opening in early August. The recent drywall workers'

strike could delay the opening of the Bookstore. Steel and shear walls are being erected in the Central Gaiser area. The total project is on schedule for completion in early 2008.

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

Progress to Date: Construction documentation is 90 percent complete. Permit documents will be ready by the end of June. Bid documents will be issued in August to support a start of construction in September with completion in early 2009.

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

Progress to Date: Work continues as demolition and construction for the OSC remodel remain on schedule to be completed by the end of 2007. Work that involves major disruptions in the building was scheduled during the summer to minimize the impact on the College community.

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

Progress to Date: The Vice President of Administrative Services, Director of Plant Services, and Director of Security met with the City of Vancouver Transportation Department to discuss short-term and long-term solutions to provide safe pedestrian access across Fort Vancouver Way.

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

Progress to Date: Construction has begun on parking lot signs. Parking lot sign installation will be completed this summer. Work on the building identification, "you are here," and regulatory signs continues in the design phase.

- ♦ Improve traffic safety on campus.

Progress to Date: The Director of Security conducted the monthly presentation to the New Employee Success Training (NEST) class regarding parking, crime prevention, and traffic issues.

The Security/Parking Advisory Committee held their quarterly meeting on May 29.

- ♦ Increase awareness of available campus parking spaces.

Progress to Date: The Director of Security attended a recent City of Vancouver Employee Trip Coordinator (ETC) meeting regarding a new Clark County commuter Web page. The program encourages transportation alternatives other than single occupant vehicles.

- ♦ Develop crime prevention awareness plan.

Progress to Date: On May 22, the Director of Security attended a seminar hosted by the Western Association of Campus Law Enforcement Administrators (WACLEA) in Tacoma regarding Emergency Planning and Response for Major Campus Incidents.

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

Progress to Date: Completed.

- ♦ Develop written standards for the core network infrastructure.

Progress to Date: Network Design Verification Report completed.

Respect for Differences

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

Progress to Date: Plant Services recently hired a custodian who brings greater diversity to the College.

- ♦ Minimize physical barriers on campus.

Progress to Date: Plant Services added three temporary ADA parking spaces at the north end of the Hanna Parking Lot. The new signage package will include signage for accessible routes throughout the campus.

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

Progress to Date: Completed.

- ♦ Develop IT equipment standards for ADA accommodation.

Progress to Date: Completed.

Broad-based Partnerships

- ♦ Enhance Plant Services function.

Progress to Date: The Director of Plant Services attended a seminar on "Managing Your Facilities as Valuable Capital Assets."

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

Progress to Date: Plant Services is working with CADD instructor, Keith Stansbury, to identify work opportunities for CADD students at Plant Services.

- ♦ Maintain existing and expand external law enforcement and Department of Corrections partnerships.

Progress to Date: The Director of Security has obtained 2006 crime statistics from the Vancouver Police Department which will assist in both the College's annual crime report and the mandatory Clery Act reporting. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

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

Progress to Date: IT Council membership has been expanded to include additional stakeholders and work plans are being developed by ad-hoc groups of the full committee in order to increase the productivity of the committee. Work will be ongoing to increase the effectiveness of the group.

- ♦ Benchmark the College's performance metrics for computer support against other organizations.

Progress to Date: Ongoing, expect completion by September 2007.

Management Excellence

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

Progress to Date: First user group is actively testing room requests via the Web version of R25.

- ♦ Establish standard level of services in events planning.

Progress to Date: A policy proposal for sponsorship was reviewed at Executive Cabinet with follow-up meetings scheduled. Policies and procedures for Event Services will be structured based on sponsorship policy. Approximately 80% of future scheduled events have been transferred from the Outlook calendar onto R25.

- ♦ Create a systematic approach for the approval of events to be officially sponsored by the College.

Progress to Date: A policy proposal for sponsorship was reviewed at Executive Cabinet with follow-up meeting scheduled.

- ♦ Develop a comprehensive set of written IT standards and policies.

Progress to Date: Completed.

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

Progress to Date: Remodel of Data Center including fire suppression system expected completion by August 2007.

- ♦ Research and develop options for more timely access to financial information.

Progress to Date: Completed.

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

Progress to Date: The inter-institutional committee met again on June 8 to finalize the RFP and will meet again in August to review the responses. The Vice President of Administrative Services, Purchasing Manager, Director of Business Services, and Network Systems Manager had a conference call with representatives of the current purchasing system to explore options for upgrade.

Phil Sheehan
Interim Vice President of Administrative Services
June 18, 2007
PS55

To: Clark College Board of Trustees

From: Robert K. Knight, Interim President

Date/Ref: June 18, 2007/PS54

Subject: 2007-2008 Budget

Background:

Over the last six months, the President and Executive Cabinet have worked with College units, and as a Cabinet, to develop a new goal and budget proposal for the 2007-08 fiscal year.

The goals of this process were to:

- Increase participation at every level.
- Clarify the process and make it transparent.
- Expand communication.
- Use the President's goals as the framework.
- Connect goals and resource allocation.
- Advance the timeline to allow for early input.
- Make progress in coordinating all requests for funding, inclusive of all funding sources.

In addition to the process of developing goals and related budget requests:

- The 2006-2007 base budget has been reviewed and adjusted for mandatory increases.
- Costs of changes mandated by the State have been calculated.

Items that require additional discussion or information include:

- Additional student FTE growth that we anticipate will be allocated by the State Board in July 2007.
- Final allocation levels from the State Board.
- Analysis of specific current level allocations based on 2006-07 expenditures.
- Decisions regarding funding requests influenced by the three items listed above.

Clark College Board of Trustees
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June 18, 2007

Recommendation:

I recommend that the Board delay action on the proposed budget until the August 2007 Board of Trustees Meeting in order to allow time for full analysis and discussion of these outstanding items. Further, I recommend that Resolution No. 133 include approval for the ASCC Program budgets.

Proposed Resolution:

Please see attached.

th

Attachment

RESOLUTION NO. 133

A RESOLUTION of the Board of Trustees of Clark College, Community College District 14, State of Washington, authorizing the expenditure of State and local funds in an amount equal to the 2006-07 budget, with one exception (see resolution below), to pay for general College expenses until a formal budget is adopted for 2007-2008.

WHEREAS Clark College District 14 has not finalized allocation decisions for the 2007-2008 fiscal year; and

WHEREAS it is necessary to provide continuity of College operations until allocation decisions are finalized; and

WHEREAS the ASCC Finance Committee has concluded its work and requires Board budget approval to continue summer services to students; and

WHEREAS final analysis and discussion will occur prior to the August 2007 Board meeting;

BE IT HEREBY RESOLVED that the Board of Trustees of Clark College, Vancouver, Washington authorizes:

- Expenditure of State and local funds in an amount equal to the 2006-2007 budget; and
- Approval of the ASCC budget to provide services for students during summer quarter.

ADOPTED by the Board of Trustees of Clark College at its regular meeting held June 25, 2007.

SIGNED AND APPROVED by the Chair of the Board and the President of Clark College this 25th day of June, 2007.

CLARK COLLEGE
COMMUNITY COLLEGE DISTRICT 14
By:

RHONA SEN HOSS
Chair, Board of Trustees

ATTEST:

ROBERT K. KNIGHT
Interim President, Clark College
Secretary, Board of Trustees

Clark College - Budget Status Report

May 31, 2007

Sources of Funds (Revenues)	2006-07 Budget	Actual Rev to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	27,031,156	25,601,092	1,430,064	94.7%
Tuition, interest	11,839,754	11,591,224	248,530	97.9%
Excess enrollment	1,346,128	500,000	846,128	37.1%
Dedicated, matriculation, tech, cont ed	3,498,258	3,071,483	426,775	87.8%
Total Operating Accounts	43,715,296	40,763,799	2,951,497	93.2%
<u>Other Accounts</u>				
Grants & Contracts	7,231,422	5,522,798	1,708,624	76.4%
Internal Support Services	767,749	700,578	67,171	91.3%
ASCC less PSUB	1,494,916	1,406,620	88,296	94.1%
Bookstore	4,553,862	4,607,257	(53,395)	101.2%
Parking	237,704	304,920	(67,216)	128.3%
Auxilliary Services	1,330,134	1,158,814	171,320	87.1%
Financial Aid	17,858,302	17,633,525	224,777	98.7%
Capital Projects	19,637,277	7,149,233	12,488,044	36.4%
Total Other Accounts	53,111,366	38,483,745	14,627,621	72.5%
Total Sources of Funds	96,826,662	79,247,544	17,579,118	81.8%

Uses of Funds (Expenses)	2006-07 Budget	Actual Exp/Encum to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	746,538	722,455	24,083	96.8%
VP of Instruction	24,898,541	23,059,185	1,839,356	92.6%
VP of Administrative Services	8,028,117	7,216,045	812,072	89.9%
VP of Student Affairs	5,025,216	4,567,746	457,470	90.9%
Executive Dean Planning & Advancement	433,851	342,341	91,510	78.9%
Executive Dean Workforce Development	2,429,079	1,707,773	721,306	70.3%
Executive Director of Communications	1,066,878	877,060	189,818	82.2%
Associate VP of Human Resources	1,087,076	807,170	279,906	74.3%
Total Operating Accounts	43,715,296	39,299,775	4,415,521	89.9%
<u>Other Accounts</u>				
Grants & Contracts	7,231,422	7,032,903	198,519	97.3%
Internal Support Services	767,749	729,682	38,067	95.0%
ASCC less PSUB	1,494,916	1,205,356	289,560	80.6%
Bookstore	4,553,862	5,372,085	(818,223)	118.0%
Parking	237,704	289,409	(51,705)	121.8%
Auxilliary Services	1,330,134	1,200,648	129,486	90.3%
Financial Aid	17,858,302	17,634,534	223,768	98.7%
Capital Projects	19,637,277	8,658,215	10,979,062	44.1%
Total Other Accounts	53,111,366	42,122,833	10,988,534	79.3%
Total Uses of Funds	96,826,662	81,422,607	15,404,055	84.1%
Difference - Excess (Deficiency)	-	(2,175,063)		

e. Theresa Heaton, Cindi Olson, Sabra Sand
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt 6/11/07

Student Affairs Board Report

June 2007

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

Focus on Learning

- ◆ Conduct workshops in areas such as Financial Aid, Health Services, and International Programs, etc. to increase student learning.

Progress to Date:

Health Services Prevention Educators participated in Spring Thing by hosting an informational table. The materials that were distributed included information about the dangers of binge drinking and alcohol abuse prevention for parents to discuss with their families.

Michele Eason and Dani Bundy (Financial Aid) presented financial aid application requirements to the Displaced Homemakers Class on May 16.

- ◆ Provide quarterly educational workshops for Washington State Achiever recipients.

Progress to Date:

Lizette Drennan (Financial Aid) conducted individual meetings with current Achievers to assess students' academic progress for spring 2007. She also held a group session to explain the 2007-08 financial aid application process on May 1. In addition, Lizette attended the Senior Achievers Celebration at Stevenson High School on May 21, where current Clark College Achievers welcomed the new 2007-08 Achievers who will attend Clark in the fall.

Access to Education

- ◆ Increase enrollments of students from the Displaced Homemaker Program.

Progress to Date:

The grant for the Displaced Homemaker Program was approved for 2007-2009 for a total of \$110,000. This accomplishment was also noted in the May issue of the Community College Week publication.

- ◆ Conduct assessment to identify and enhance online services

Progress to Date:

Health Services staff participated in training for the application of ChildProfile, a statewide database for immunization tracking. The database will assist staff in accessing vaccination records from many state school districts, including the Vancouver School District. This will be helpful to students in HEOC programs that must provide proof of immunizations. In addition, vaccinations given in Health Services will be added to the database, allowing greater storage and accessibility to these records for former students who need these records for employment or transfer.

- ◆ Pilot early assessment project for students in area high schools based on Partnership Agreements

Progress to Date:

The Assessment Center partnered with the Student Recruitment office to provide COMPASS testing on June 2 at the Center for Educational Leadership to selected Vancouver School District juniors as part of the Early Assessment Testing project.

Respect for Differences

- ◆ Promote diversity awareness for students.

Progress to Date:

The Student Recruitment Office coordinated the annual Exploring New Options event on May 18. Clark hosted approximately 75 young women from the Vancouver Gain Early Awareness of Undergraduate Programs (GEAR UP) for this event that focuses on introducing young women to non-traditional careers. This year the guest speakers were teamed with current Clark College faculty members who teach in related subject areas. The highlighted professions included architect, airline pilot, engineer, and paramedic.

The Student Recruitment Office is creating the 'Adult Viewbook', an in depth recruitment publication targeted for returning and adult students. The Viewbook is currently in the final stages and will be ready for distribution by the end of June.

Workforce Development

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

Progress to Date:

The following employers listed new internships during May: Portland Trailblazers - *Internet Marketing Intern, Sports Communication Intern, Creative/Marketing Graphic Intern, & Cyber Street Team Intern*, The Club at the Historic Reserve - *Office Assistant Intern*, Vancouver National Historic Reserve - *Visitor Use Assistant*, Global Technology Solutions - *Marketing Intern*, TriMet - *Bike Programs Intern*, and the Wild Salmon Center - *Olympic Peninsula Monitoring Program Coordinator*. There was a 95% increase (36 new positions) in co-ops and internships this past year.

Two sixth-quarter nursing students completed their service learning hours in Health Services. They assisted the nurse practitioners, screened students and provided immunizations. This was the first partnership of this type between Nursing and Health Services and will continue through 2007-2008.

Broad-Based Partnerships

- ◆ Represent the college to community groups.

Progress to Date:

Lizette Drennan (Financial Aid) attended the Rotary luncheon on May 9 where Clark College students were honored with scholarships for the 2007-08 academic year.

Nancy Heidrick (Financial Aid) served as a volunteer judge for senior projects at Hudson's Bay High School on May 30 and Cindi Olson (Vice President's Office) served as a volunteer judge for senior projects at Fort Vancouver High School on May 31.

An evening reception was held on May 30 for the 59 Running Start seniors who will be earning Associate Degrees either June or August 2007. Approximately 120 people attended the reception including parents and grandparents of the graduates. Linda Calvert shared some of the notable facts about this year's graduates:

- Almost half of the 59 grads have GPA's above 3.4 ("With Honors");
 - One student had a perfect 4.0 cumulative GPA at Clark;
 - For the second year in a row, the ASCC President was a RS A.A. graduate;
 - One of the grads was the daughter of a Clark faculty member (Debi Jenkins, PSYC and ECE);
 - One student was the youngest ever to graduate from Clark at age 15;
 - One of the grads started his own woodworking and shelving business at age 16 and was featured in a Columbian article in May;
 - One of the grads was the first RS student ever to graduate with an Applied Science degree in Fitness Training, averaging 19 credits per quarter;
 - Another grad was the first RS student ever to graduate with an Applied Science degree in Data Networks and Telecommunications; and
 - One of the grads was the first RS student to be co-enrolled at Clark and Eastern Washington University in the Bachelor's in Social Work program.
- ◆ Increase percentage of Temporary Assistance for Needy Families (TANF) referred recipient's transition into Clark College courses.

Progress to Date:

Becky Merritt (Eligibility Programs) reports on the final annual TANF evaluation. In review of TANF eligibility guidelines, the persons who apply for TANF (welfare) at DSHS must also see a college advisor so that each person is aware of educational opportunities. All of the advisees receive TANF funding. When the advising process began in March 2006, education was stressed and TANF recipients could attend classes immediately. Currently, however; students must attend school *in combination* with work or job search activities. These new rules are in response to the new Federal Deficit Reduction Act that is in effect this year. Due to these new guidelines we expect enrollment will continue to decrease although we hope to encourage exceptions to these rules.

Welfare Comprehensive Evaluation Data Final: March 2006 through May 2007

Educational Level reported at first advising session:

	Evaluated	Enrolled	% Enrolled
Did not complete HS	1090	271	25%
HS or GED completed	1150	136	12%
Some college	784	137	17%
Unknown	35	8	23%
Total	3059	552	19%

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

Progress to Date:

Lizette Drennan (Financial Aid) and Dan Overbay (Recruitment) held a College orientation for Woodland High School students on May 1. In addition, Dani Bundy and Karina Sanchez

(Financial Aid) participated in the Clark on the Road presentation at Wy-East Middle School on May 2.

Additional Highlights:

Students

International Programs held the first annual International Student Celebration Dinner on June 1. Approximately 100 students, family, and guests attended the event held in the Student Center. Interim President Knight and VP of Student Affairs, Dr. Rachel Ruiz welcomed the students and guests. International student, Nick Ashitey gave a moving speech to encourage his fellow students to achieve their academic goals. Susan Taylor (International Programs) discussed highlights of the program and presented sashes to the six graduates displaying their countries' flag which they will wear in the Clark commencement ceremony.

Maxine Mitchell (Career & Employment Services) hosted a farewell celebration for over 17 Clark students and their parents on June 6. The students are leaving this summer for the Walt Disney World College Program to work as interns in Orlando.

Staff

Suzanne Thayer (Internship & Job Developer) attended the Business Administration Advisory Committee and Business Technology Advisory Committee meetings in an effort to develop partnerships with faculty and business community members.

Janet Turner and Eugene Carroll (Financial Aid) attended the 2007-08 State Student Financial Aid Workshop sponsored by the Higher Education Coordinating Board on May 18. This workshop provides information about new legislation affecting state grants, state work-study and unit record reporting.

Biniam Afenigus was hired as the new Men's Soccer Coach. Biniam has spent the last nine years coaching for numerous high schools and premier club teams in the region. The last two years he has been the head coach at Fort Vancouver High School where he turned a struggling program into a playoff contending team. In 2007, Biniam was named the 3A coach of the year! Biniam was born in Eritrea (Africa) and his family relocated to Spokane when he was a child. He attended Concordia University where he completed his bachelor's degree in K-12 Physical Education and Health and earned his Master's Degree in Education.

Rosalba Pitkins (ESL/Latino Outreach) conducted two main campus tours on May 16 for approximately 300 Adult Basic Education/General Education Degree/English as Second Language students who currently attend Town Plaza Center. The students visited vocational programs and key Student Affairs departments. Many of the students had never been to the main campus and commented to instructors that they were now inspired to pursue new program areas. To date, Rosalba has coordinated 120 Adult/GED/ESL and Spanish tours on main campus.

Summer and Fall Recruitment and Outreach

During the month of May over 1700 recruitment mailings were sent to displaced workers that included the Freightliner and Georgia Pacific businesses. The Student Recruitment office visited thirteen high schools in Washington and Oregon. They participated in 10 college fairs and provided several "Admissions 101" workshops. Over \$19,000 has been spent on print and radio advertising, including the Oregonian, Willamette Week, KKRZ-FM and KUFO-FM.

Program

The 2007 Clark College Foundation Savoring Excellence event was held on May 31. Laurel Hill, a Displaced Homemaker participant and Foundation scholarship recipient, spoke at the event and shared her story of how Clark College changed her life.

Additional highlights of the Displaced Homemaker Program include the following:

- Susan, 1997 DH graduate, completed her AA degree and will transfer to WSU-V;
- Shelly, 1998 DH graduate, completed her AAS in Paralegal and will continue to pursue an AA degree;
- Liz, 2002 DH graduate, completed her AA degree and will transfer to WSU-V;
- Dawn, 2004 DH graduate, completed her AAS degree in Business Technology;
- Trisha, 2004 DH graduate, completed her AAS in Pharmacy Technology;
- Tammy, 2004 graduate, completed her Certificate of Achievement in Database Development; and
- Shawna, 2004 graduate, completed her Certificate in Welding.

A very successful commencement was held on June 14! The positive tone of this event was contagious as the Penguin Nation was hailed by students, faculty, staff and administrators. Keynote Speaker Wally Amos expressed his passion, commitment, faith, and positive attitude as personal ingredients for creating a successful team. Carol Lopez-Gustin was the recipient of the Washington State University Community College Presidents' Award. Carol has made a valuable contribution to Clark College through her commitment to Student Life and to her community. We wish her only success as she moves to the Next Step in her academic journey. The GED ceremony was compelling as three students shared their success stories despite the personal difficulties they encountered along the way. In addition to many volunteers, Michelle Golder is to be commended for the excellent coordination of these events.

ASCC

Many thanks to our ASCC graduating student government officers for their leadership, enthusiasm and hard work in taking Student Life to the Next Step. Through their efforts we have seen improvements in student engagement and on the establishment of a mission, vision, and statement of purpose. In addition, they took the lead in establishing a Quiet Study Room in the Library, in renaming the Student Union to the Penguin Union Building (PUB), and in the successful reorganization of a more transparent budget allocation process. We wish them continued success in reaching their educational and personal goals.

Dr. Rachel Ruiz
Vice President of Student Affairs

Financial Aid Statistics
As of June 13, 2007

PROGRAMS	As of June 13, 2006	As of June 13, 2007
Pell Grant	\$5,956,392	\$5,538,839
Federal College Work Study	302,726	436,241
State College Work Study	443,658	750,762
Federal SEOG	222,275	241,897
Washington State Need Grant	3,108,929	3,348,519
Tuition Waiver-Need Based & Clark College Grant	542,036	760,207
Stafford Loans	6,831,912	6,459,252
Academic Competitiveness Grant	-0-	11,832
Scholarships	967,416	846,603

Total Students processed to date: 5,414 5,158

Total Aid awarded from all programs to date: \$18,868,294 \$18,917,012

Report prepared on 6/15/07								
(Reflects Headcount & FTE numbers from end of business day 6/14/07)								
Clark College								
Daily Registration HC/FTE Report								
<i>Quarterly head count and FTE comparison</i>								
	Summer 2006			Summer 2007			State FTE	
	Head Count	Total FTE	State FTE	Head Count	Total FTE	State FTE	% of change	Date
Open Registration Day 5	2517	1250	1217	2076	1034	1027	-15.61%	5/15/2007
Open Registration Day 6	2628	1294	1256	2162	1076	1069	-14.89%	5/16/2007
Open Registration Day 7	2725	1336	1294	2274	1125	1117	-13.68%	5/17/2007
Open Registration Day 8	2817	1378	1333	2377	1161	1148	-13.88%	5/18/2007
Open Registration Day 9	2948	1436	1388	2496	1216	1203	-13.33%	5/21/2007
Open Registration Day 10	3047	1480	1426	2664	1276	1253	-12.13%	5/22/2007
Open Registration Day 11	3131	1509	1450	2770	1318	1289	-11.10%	5/23/2007
Open Registration Day 12	3243	1556	1494	2872	1360	1328	-11.11%	5/24/2007
Open Registration Day 13	3319	1593	1528	2922	1382	1350	-11.65%	5/25/2007
Open Registration Day 14	3455	1648	1575	3058	1435	1395	-11.43%	5/29/2007
Open Registration Day 15	3542	1680	1600	3134	1465	1421	-11.19%	5/30/2007
Open Registration Day 16	3653	1697	1612	3236	1498	1448	-10.17%	5/31/2007
Open Registration Day 17	3731	1727	1636	3293	1523	1470	-10.15%	6/1/2007
Open Registration Day 18	3846	1776	1678	3376	1555	1501	-10.55%	6/4/2007
Open Registration Day 19	3962	1820	1711	3522	1612	1550	-9.41%	6/5/2007
Open Registration Day 20	4112	1894	1778	3648	1662	1592	-10.46%	6/6/2007
Open Registration Day 21	4270	1966	1850	3771	1723	1651	-10.76%	6/7/2007
Open Registration Day 22	4422	2011	1888	3854	1746	1668	-11.65%	6/8/2007
Open Registration Day 23	4672	2114	1988	4057	1842	1760	-11.47%	6/11/2007
Open Registration Day 24	4770	2154	2026	4321	1987	1899	-6.27%	6/12/2007
Open Registration Day 25	4853	2195	2064	4391	1980	1892	-8.33%	6/13/2007
Open Registration Day 26	4926	2205	2071	4468	2012	1923	-7.15%	6/14/2007
Open Registration Day 27	4986	2214	2079				-100.00%	6/15/2007
Open Registration Day 28	5134	2285	2144				-100.00%	6/18/2007
Open Registration Day 29	5311	2373	2228				-100.00%	6/19/2007
Open Registration Day 30	5333	2377	2230				-100.00%	6/20/2007
Open Registration Day 31	5396	2387	2239				-100.00%	6/21/2007
Open Registration Day 32	5478	2402	2250				-100.00%	6/22/2007
Class Day 1	5528	2416	2260				-100.00%	6/25/2007
2	5562	2443	2286				-100.00%	6/26/2007
3	5599	2434	2275				-100.00%	6/27/2007
4	5621	2425	2267				-100.00%	6/28/2007
5	5622	2402	2240				-100.00%	6/29/2007
8	5664	2434	2256				-100.00%	7/5/2007
15	5753	2448	2246				-100.00%	7/16/2007
4th week	5821	2441	2227				-100.00%	7/20/2007
ABE/GED continuing-2nd 5weeks/5th wk	5875	2487	2269				-100.00%	7/27/2007
ABE/GED new-2nd 5weeks/6th wk	5980	2517	2295				-100.00%	8/3/2007
7th week	6005	2531	2309				-100.00%	8/10/2007
8th week	6020	2534	2310				-100.00%	8/17/2007
9th week	6131	2540	2310				-100.00%	8/24/2007
10th week	6137	2542	2311				-100.00%	8/31/2007
MIS Final	6105	2546	2311				-100.00%	
**Includes FML, AE, and Disability Support Services registration								

Report prepared on 6/7/07

(Reflects Headcount & FTE numbers from end of business day 6/6/07)

Clark College

Daily Registration HC/FTE Report

Quarterly head count and FTE comparison

Fall 2006				Fall 2007			State FTE	
	Head Count	Total FTE	State FTE	Head Count	Total FTE	State FTE	% of change	Date
**	72	49	49	116	56	53	8.16%	5/21/2007
Early Fall Appt Day 1	233	152	152	206	110	107	-29.61%	5/22/2007
2	429	274	274	330	184	181	-33.94%	5/23/2007
3	680	451	451	490	294	291	-35.48%	5/24/2007
4	908	624	624	653	407	404	-35.26%	5/25/2007
5	1221	860	860	868	565	562	-34.65%	5/29/2007
6	1422	1021	1021	1030	686	683	-33.10%	5/30/2007
7	1587	1150	1150	1171	797	794	-30.96%	5/31/2007
8	1698	1234	1234	1271	870	867	-29.74%	6/1/2007
9	1839	1338	1338	1411	979	976	-27.06%	6/4/2007
10	1931	1405	1405	1508	1051	1048	-25.41%	6/5/2007
11	1990	1456	1456	1594	1114	1111	-23.70%	6/6/2007
** Update as of 7/31/06	3325	2380	2378				-100.00%	
Summer Continuing	3951	2730	2722				-100.00%	8/15/2007
Summer Continuing	4069	2788	2778				-100.00%	8/16/2007
No appointments on this day	4184	2830	2817				-100.00%	8/17/2007
Running Start	4695	2898	2883				-100.00%	8/20/2007
Running Start	5224	2943	2925				-100.00%	8/21/2007
Re-entry/Transfer students	5495	3096	3077				-100.00%	8/22/2007
Re-entry/Transfer students	5836	3283	3263				-100.00%	8/23/2007
Re-entry/Transfer students	6099	3450	3427				-100.00%	8/24/2007
Re-entry/Transfer students	6413	3652	3630				-100.00%	8/27/2007
Re-entry/Transfer students	6755	3867	3841				-100.00%	8/28/2007
New students	7079	4017	3988				-100.00%	8/29/2007
New students	7394	4174	4143				-100.00%	8/30/2007
No appointments on this day	7517	4239	4204				N/A	8/31/2007
New students 06/Holiday 07	7824	4460	4422				-100.00%	9/3/2007
New students	8131	4680	4642				-100.00%	9/4/2007
New students	8406	4834	4795				-100.00%	9/5/2007
New students	8642	4938	4891				-100.00%	9/6/2007
Re-entry/Transfer students	8911	5081	5032				-100.00%	9/7/2007
New students	HOLIDAY	HOLIDAY	HOLIDAY				N/A	9/10/2007
New students	9263	5295	5243				-100.00%	9/11/2007
New students	9515	5448	5394				-100.00%	9/12/2007
Re-entry/Transfer students	9698	5545	5492				-100.00%	9/13/2007
Open Registration 1	10103	5710	5650				-100.00%	9/14/2007
2	10334	5817	5755				-100.00%	9/17/2007
3	10509	5894	5830				-100.00%	9/18/2007
4	10749	5982	5907				-100.00%	9/19/2007
5	11020	6127	6051				-100.00%	9/20/2007
6	11267	6242	6162				-100.00%	9/21/2007
Class Day 1	11448	6332	6251				-100.00%	9/24/2007
2	11605	6365	6285				-100.00%	9/25/2007
3	11734	6379	6295				-100.00%	9/26/2007
4	11781	6425	6339				-100.00%	9/27/2007
5	11851	6427	6339				-100.00%	9/28/2007
10	12136	6399	6296				-100.00%	10/5/2007
15	12031	6537	6277				-100.00%	10/12/2007
4th week	12182	6559	6281				-100.00%	10/19/2007

GED continuing-2nd 5weeks/5th wk	12410	6654	6341				-100.00%	10/26/2007
ABE/GED new-2nd 5weeks/6th wk	12525	6733	6419				-100.00%	11/2/2007
7th week	12653	6731	6396				-100.00%	11/9/2007
8th week	12683	6737	6396				-100.00%	11/16/2007
9th week	12703	6739	6393				-100.00%	11/23/2007
10th week	12758	6752	6397				-100.00%	11/30/2007
11th week	12790	6749	6390				-100.00%	12/7/2007
12th week	12822	6751	6392				-100.00%	12/14/2007
13th week	12956	6752	6393				-100.00%	12/21/2007
MIS Final 12/22/04	12896	6799	6411				-100.00%	

**Includes FML, AE and Disability Support Services registrations.

Human Resources Board Report June 2007

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

Focus on Learning

- Support supervisors in developing their skills

Progress to date: The selection of the 2007-08 Clark College Leadership Academy was recently announced to the College Community. Congratulations to the members of the second cohort of the Leadership Academy:

*Christina Barsotti
Mary Deal
Dwight Hughes
Stacey Mitcham
Mirranda Saari*

*Deena Bisig
Marta Dragomir
Robert Hughes
Janet Owens
Janet Turner*

*Barbara Chen
Joy Horning
Miles Jackson
Lisa Quednow-Bickler
Rebecca Wale*

The newly selected cohort met with 2006-07 leadership cohort to learn of their experiences at a recent reception. The Leadership Academy provides leadership training through seminars and coaching to promote leadership skills throughout employee groups at the College.

Respect for Differences

- Conduct diversity audit and develop diversity plan

Progress to date: The Cultural Pluralism Committee is working to compile information and data gathered from the diversity survey. The committee had hoped to report back to the college community by the end of the spring quarter. However, because of the great response from 616 people, including 369 students, 7 community members, 231 college employees and 9 unknown, this process has taken longer than anticipated to thoroughly review and interpret the data. Because of the importance of this project, members of the committee will continue working throughout the summer to finish interpreting the data and to finalize the report and present information to the College community in the fall.

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

Progress to date: The Director for Equity and Diversity has presented information and training sessions to 400 Clark College employees and students on Discrimination and Harassment and Respect for Differences this academic year. The most recent session was held in early June with two classes of students enrolled in Clark's *Career Success* course.

- Promote positive communication and college environment

Progress to date: The Director for Equity and Diversity visited the Larch Mountain Corrections Facility on several occasions in June to outreach to the diverse populations in that facility.

Workforce Development

- Market desirability of College and region to attract and maintain a qualified workforce

Progress to date: Thanks to the efforts of many screening committee members, faculty, staff and students, and a dedicated Human Resources staff, faculty recruitments are almost completed. Fourteen faculty positions were filled along with the Dean of Enrollment Services and the Director of Advising and Counseling.

Broad-based Partnerships

- Promote environmental conservation and develop emergency response partnership

Progress to date: Environmental Health and Safety partnered with community organizations on three major recycling events in April as part of Earth Month celebration. The events were held at Clark College and invited recycling of Styrofoam, hazardous materials, computers and other electronic equipment. The last event in April had over 400 participants recycling computers, TV's, or other electronic waste, and block foam; a truck load of bicycles/bicycle parts were donated and a truck load of plastics were recycled.

Progress to date: The Employee Development and Environmental Health and Safety Manager was appointed to the Solid Waste Advisory Commission for Clark County.

- Establish linkages with community organizations

Progress to date: The Director for Equity and Diversity participated in a stakeholders meeting for the City of Vancouver Strategic Planning process. She has also been asked to serve on the board of directors for Leadership Clark County, having served previously for six years from 1994 to 2000.

Management Excellence

- Update HR web page and develop on-line application

Progress to Date: Human Resources is working with C&M Technology to implement the RainShadow On-line Application Software. C&M is currently working to modify the program to meet the customized needs of the College based on feedback from Human Resources and a feedback group from the College community. This software will allow applicants to apply online and update their application routinely. It will allow the College to search the database based on skills and educational background and will also allow screening committees easy access to application materials.

- Promote positive communication and college environment

Progress to date: Eight employees were nominated for the Spring Quarter 2007 classified excellence award:

- Billie Garner, Plant Services
- Samantha Lelo, Student Life and Multicultural Affairs
- Terri Kaufman, Registration
- Mark Owsley, Theater and Event Services
- Cheryl Poppe, Business Technology
- Joanne Savage, Instruction
- Ramona Sott, Plant Services
- Traci Woll, Admissions

The award will be presented at the annual ice cream social on June 27.

Progress to date: The WPEA Labor Management Committee meeting was held on May 17, 2007. Topics of conversation included: Custodial Teambuilding workshop, Security and fire extinguishers, Testing in Baird Administration Building

Progress to date: A much unsung group at Clark College is ACE, the Association of College Employees. In support of this group, the college community donated 223 hours this year to support ACE activities. Because of this dedication and support, ACE was able to provide \$1676.54 in textbook assistance, two \$200 scholarship and four \$300 scholarships. Assistance and scholarships is awarded to employees and children of employees. Funds are raised through the concession stand, book sales and other activities.

- Conduct Audit of Environmental Health and Safety programs to ensure compliance and effectiveness of EHS

Progress to date: Audits have been completed on confined space, lockout tag out and hearing conservation; program review and revisions are underway.

Progress to date: Training cards listing the training that is required and when it expires have been distributed to employees whose jobs require EHS training.

Appointments/Reallocations/Resignations/Retirements

Troy Crouch was appointed to the full-time classified position as Custodian 1 in Plant Services effective May 16, 2007. Troy has previous work experience with Pedus Security, Phils Janitorial, and Clark College.

Carroll Gardiner was appointed to the full-time permanent classified position as Custodian 1 in Plant Services effective May 16, 2007. He has previous work experience with Darling Int. Painters Union, Vista Villa Apartments, and Clark College.

Jacob Hallenbeck was appointed to the part-time (50%) permanent classified position as Retail Clerk 2 in the Bookstore effective May 21, 2007. Jacob has previous work experience with Clark College.

Katherine Hawkins has resigned from her position as Retail Clerk Lead in the Bookstore effective July 13, 2007. Katherine has been with the College since August 2002.

Dennis Heikkinen was appointed to the full-time permanent classified position as Custodian 1 in Plant Services effective May 16, 2007. Dennis has an AAS in Graphic Communications from Clark College and a Certificate of Completion in Culinary Arts from Clark College. He has previous work experience with Oregon Health Science University, Vancouver Mall Retirement Community, and Clark College.

Catherine Johnson was appointed to the full-time tenure track faculty position as ESL instructor effective September 12, 2007. Catherine has a BA in English from DePaul University and an MA in TESOL from the University of San Francisco. She has previous work experience with the School of the Art Institute of Chicago, Malcolm X College, Oakton Community College and Roosevelt University.

Nicole Kerns has resigned from her position as Program Support Supervisor II in Registration effective June 1, 2007. Nicole has been with the College since January 2006.

Jody McQuillan was appointed to the full-time tenure track faculty position as ABE Instructor effective September 12, 2007. Jody has an AS from Madonna University, a BS in Sociology from Central Michigan University, and an NSW from Portland State University.

Alex Montoya was appointed to the full-time permanent administrative position as Dean of Enrollment Services effective July 1, 2007. Alex was formerly Director of Financial Aid and has been with the College since July 2004.

Nancy Thompson was appointed to the full-time tenure track faculty position as English Instructor effective September 12, 2007. Nancy has a BA in History from Portland State University, an MA in History from the University at Albany, and an MFA in Creative Writing from Goddard College. She has previous work experience with Marylhurst University, Vermont State Colleges, Southern Vermont College, Hudson Valley Community College, and Clark College.

Sally Tomlinson was appointed to the full-time tenure track faculty position as Art History Instructor effective September 12, 2007. Sally has a BA in Art History from UC Berkeley, and MA in Art History from the University of Victoria, and is ABD in Art History at the University of North Carolina. She has previous work experience with California State University, University of North Carolina, Butte Community College, California State College and Sonoma Business Magazine.

Vacant Positions

ABE Instructor, Full-time Special Programs, Larch Corrections; closing date: May 7, 2007

Campus Security Officer, full-time permanent classified position in Security/Safety; closing date: April 19, 2007.

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

Director of Advising and Counseling, full-time permanent administrative position in Student Affairs; closing date: April 4, 2007.

Director of Financial Aid, full-time permanent administrative position in Student Affairs; closing date: June 21, 2007.

Director of Student Life, full-time permanent administrative position in Student Affairs; closing date: June 20, 2007.

Executive Assistant to the President; full-time permanent administrative position in the President's office; closing date: June 11, 2007.

Executive Assistant to the Vice President of Instruction; full-time permanent exempt position in Instruction; closing date: May 7, 2007.

Fiscal Specialist 2, full-time permanent classified position in Plant Services; closing date: May 9, 2007.

Grounds and Nursery Specialist 1, full-time 6-month seasonal classified position in Plant Services; closing date: June 4, 2007.

International Recruitment Manager, full-time permanent exempt position in Student Affairs; closing date: March 29, 2007.

Offset Duplicator Operator, full-time permanent classified position in Production Printing; closing date: June 11, 2007.

Program Coordinator, full-time permanent classified position in Human Resources; closing date: June 20, 2007.

Program Manager A, full-time permanent classified position in Service Learning, Student Affairs; closing date: May 14, 2007.

Program Support Supervisor 1, full-time permanent classified position in Admissions; closing date: May 7, 2007.

Program Support Supervisor 2, full-time permanent classified position in Registration; closing date: June 29, 2007.

Retail Clerk II, part-time, 50%, permanent classified position in the Bookstore; closing date: April 9, 2007.

Secretary Senior, full-time permanent classified position in English; closing date: June 19, 2007.

Additional highlights:

Employee Development continues to offer a broad array of training opportunities to the College community. In addition to examples listed elsewhere in this report events in May included: Two sessions of Lockout Training; six ergonomic workstation reviews; two sessions of confined space training; N.E.S.T. New Employee Success Training; How Do I...? computer software training; Effective Investigations; Employee Development supported the *Dream Big Café* put on by the Teaching & Learning Center; Computer Training for Plant Services Staff to support the transition to a computer based work order system; Workplace Dress Codes. In addition, twelve employees participated in the initial Quality Connections presentation of the Noel-Levitz Quality Service Program. This is the first of three sessions that will be presented on an on going basis to the college.

Human Resources supports student success by providing intern opportunities to Clark College and Washington State University students. The Environmental Health and Safety Department will have two interns over the summer. One will assist with the roll out of the recycling project to provide recycling in classrooms and the other will be assisting in the hazardous materials labeling.

Katrina Golder

Associate Vice President of Human Resources

6/18/07

Planning and Advancement Report

June 2007

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

Focus on Learning

- ♦ Facilitate completion of strategies for 2005-07 performance reporting measures.

Progress to date:

The three college task forces (Prepared to transfer, Prepared for work, and Basic Skills) have completed final reports of progress made on 2005-07 strategies.

- ♦ Support professional development opportunities for P&A staff.

Progress to date:

Anita Kay attended the annual national conference of the Association for Institutional Research June 2-6. Anita Kay and Susan Maxwell attended re-hosting training on the "report wizard" conducted by CIS on June 15.

Access to Education

- ♦ Develop reporting format for area school districts regarding students who attend Clark College.

Progress to date:

Individual reports were mailed to local area principals and superintendents in late May and Candy Bennett responded informally to questions at the Superintendents Luncheon on June 1.

Respect for Differences

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

Progress to date:

Susan Maxwell continued her participation on the Cultural Pluralism Committee and report analysis of the Diversity Survey. Candy Bennett attended the college Students of Color luncheon on May 23 and the International Students Farewell Dinner on June 1.

Broad-based Partnerships

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

Progress to date:

On May 29, Clark College co-sponsored a congressional breakfast with the Greater Vancouver Chamber of Commerce. Congressman Brian Baird provided a legislative update and responded to questions from the audience. The following day, George Reese, Director of Academic Services, and Candy Bennett attended Congressman Baird's press conference to announce formation of a new federal Career and Technical Education Caucus to highlight the importance of career and technical education in the U.S. and strengthen congressional support for these programs.

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

Progress to date:

Interim President Knight and Candy Bennett provided a campus tour for State Senator Craig Pridemore on June 18.

ASCC hosted Secretary of State Sam Reed May 24 as part of his state-wide tour to encourage voter registration among college students.

Management Excellence

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

Progress to date:

Standards committees are completing their data-gathering and are making plans for writing of first drafts of the self-study. September 14 and 17 have been designated as "writing days" for standards committee members and an update to the college community will be given on September 18 followed by an "accreditation fair" to solicit feedback on draft recommendations from all employees. October 15 is the deadline for completion of all rough drafts.

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

Progress to date:

A prioritized list of budget requests for 2007-08 resulting from the goal and budget development process has been posted to the college intranet for viewing by all employees. When final funding information is received from SBCTC, we will schedule a Cabinet work session to determine how many items on the prioritized list will be funded. Final 2007-08 goals will be provided to the Board at the August board meeting.

The Final Report of the 2006-07 Operational Plan is included in the June Board packet.

Additional Highlights

College climate survey: 187 employees responded to the 2007 Personal Assessment of the College Environment (PACE). Responses went directly to the survey developers who will compile the data and produce a report by August 6.

Facilities Master Plan: Activities in the Facilities Master Plan Task Force have accelerated. Candy Bennett represents Planning and Advancement on the task force, and is chairing the subgroup on demographics.

Career and Technical Student Follow-up Report: The 2005-06 report was completed and distributed. Copies are included in the June Board packet and discussion will be held at the August Board meeting.

Grants: An updated copy of the grid showing grants activity is included in the June Board packet.

Candy Bennett
Executive Dean of Planning and Advancement
June 18, 2007

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
May-07	Jul-07	2007-08 WorkFirst Block Grant Collaborative Research: Nano-device design and manufacturing for the mechanical engineering undergraduate curriculum	\$884,000	Workforce Development	SBCTC	Joe Renouard / Workforce Development	Pending Approval
May-07	Dec-07	Curriculum, Course and Laboratory Improvement (CCLI)	\$200,000 (over 2 years - Clark's portion \$30,000)	Workforce Development	NSF	Tina Barsotti/ Engineering Nadine Fattaleh, Karl Bailey / Chemistry	We are co-PI on this grant with WSUV (lead) and UW Resubmission of last year's grant
May-07	Dec-07	2007-08 Job Skills Program - Col. Machine - Lean Mfg.	\$119,350 (over 2 years)	Workforce Development	NSF	Todd Oldham/WF Dev & Cont Ed	FUNDED - \$110,109
May-07	Jul-07	2007-08 Job Skills Program Six Sigma Cors. II.	\$110,109	Workforce Development	SBCTC	Todd Oldham/WF Dev & Cont Ed	FUNDED - \$110,109
May-07	Jul-07	2007-08 Job Skills Program AIMMco ISO 9110 certif.	\$104,719	Workforce Development	SBCTC	Todd Oldham/WF Dev & Cont Ed	FUNDED - \$104,719
May-07	Jul-07	2007-08 Job Skills Program	\$32,032	Workforce Development	SBCTC	Todd Oldham/WF Dev & Cont Ed	FUNDED - \$32,032
May-07	Jun-07	Guidance plus Support	\$177,919 (Clark share approx. \$5,000)	Broad-Based Partnerships	HECB	Jennifer Farney/Math	Clark share- \$5,000 ESD is lead. Clark will provide faculty
May-07	Jul-07	2007-08 EL ABE Civics	\$101,201	Focus on Learning	SBCTC	Mark McLean, Madeleine von Laue, Ray Korpi/ BEECH	FUNDED - \$92,945
May-07	Jul-07	2007-08 Basic Education ABE	253,282	Focus on Learning	SBCTC	Mark McLean, Madeleine von Laue, Ray Korpi/ BEECH	FUNDED - \$239,494
May-07	Jul-07	07-08 Volunteer Literacy Grant	\$20,000	Focus on Learning	SBCTC	Mark McLean, Madeleine von Laue, Ray Korpi/ BEECH	FUNDED - \$20,000
May-07	Jun-07	SW Wash. Transition in Math Education	\$69,933 (Clark share approx. \$10,000)	Access to Education	W/A State Transition Math Project	Paul Casillas/ Mathematics	Clark share-\$10,000 WSU is lead institution.
Apr-07	Jul-07	2007-2009 Displaced Homemaker Grant	\$109,999	Access to Education	SBCTC	Becky Merritt/ Eligibility Programs	FUNDED - \$110,000

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
Mar-07	Jul-07	2006-07 Job Skills Program - Atbar, inc.	\$2,500	Workforce Development	SBCTC	Todd Oldham/ Corporate Ed	FUNDED - \$2,500 - request for increase of funds to support additional training
Mar-07	May-07	Information Literacy in WA Community and Technical Colleges Grant	\$1,472	Focus on Learning	Pierce College	Kitty Mackey/ Library	FUNDED - This is for continued Assessment Projects for 2006/07
Mar-07	Jun-07	Counseling for Retention eLearning grant: LPN	\$75,000 (over 3 years)	Focus on Learning	Nick Traina Foundation	Mary Deal/ Health Services	Decision by June 2007
Feb-07	Jun-07	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
Dec-06	Feb-07	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	Feb-07	Health Occupations Online Clinical Student Tracking	\$30,000	Access to Education	SBCTC	Kathleen Murphy/ Diagnostic Imaging	FUNDED - \$30,000
Dec-06	Jun-07	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	W/A Superintendent of Public Instruction	Paul Casillas/ Mathematics	NOT FUNDED
Dec-06	Jul-07	Clark College LPN Planning Project	\$13,387	Workforce Development	Washington Center for Nursing	Shelly Quint/ Nursing	FUNDED - \$13,387
Dec-06	Dec-06	2006-07 Non Traditional Employment & Training	\$5,000	Workforce Development	SBCTC	Lisa Edwards/WF Dev & Cont Ed	FUNDED - \$5,000 Decision by June 2007. U of WA is lead. Nursing would support a 2-day simulation training for nursing faculty (\$8,626 for 1st year, years 2-5 will be negotiated later)
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	

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	Dec-06	2006-07 Job Skills Grant for Six Sigma Training Increase	\$10,000	Workforce Development	SBCTC	Todd Oldham/ Corporate Ed Robin Terjeson/ Physical Sciences and Engineering	FUNDED - \$10,000
Nov-06	Jun-07	College Knowledge for Success (Letter of inquiry)	\$216,403 (over 3 years)	Broad-Based Partnerships	College Spark		NOT FUNDED
			\$825,896 (over 3 years) Approx			Izad Khormaei/ Computer Science & Engineering	
Oct-06	Apr-07	From STEM to Stern	\$175,000 for Clark	Workforce Development	NSF		FUNDED - \$107,732
Oct-06	Will fund 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 Calderera/ Service Learning	NOT FUNDED
Oct-06	Oct-06	2006-07 Job Skills Program - Atbar, inc. Additional Funding	\$10,000	Workforce Development	SBCTC	Todd Oldham/ WF Dev & Cont Ed	Cancelled - moved to Six Sigma 4
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	Oct-06	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	Oct-06	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	Oct-06	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 CCAMPIS 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	Sept.-06	High Demand Grant: Expansion of Associate Degree Nursing in SW WA	\$304,000	Workforce Development	SBCTC	Shelly Quint/ Nursing	FUNDED - \$304,000
Jul-06	Oct.-06	2006-2007 WorkFirst Block Grant (2, 3 & 4 Quarters)	\$539,389	Workforce Development	SBCTC	Lisa Edwards/WF Dev & Cont Ed	FUNDED - \$539,389
Jul-06	Mar-07	2006-2007 WorkFirst Block Grant (4 Quarter addtl.)	\$86,914	Workforce Development	SBCTC	Lisa Edwards/WF Dev & Cont Ed	FUNDED - \$86,914
					Total Funded	2006-07	\$2,014,405

CLARK COLLEGE GRANTS AND STATUS 2005-2006

SUBMIT DATE	ANTICIPATED FUND DATE	NAME OF GRANT	AMOUNT REQUESTED	PRIMARY MISSION IMPERATIVE	FUNDING AGENCY	CLARK PI & DEPT	STATUS
Jun-06	Funded	2006-07 Job Skills Grant for Six Sigma Training	\$94,917	Workforce Development	SBCTC	Todd Oldham/ Corporate Ed	FUNDED - \$94,917
Jun-06	Funded	2006-07 WorkFirst Block Grant (1st QTR only)	\$179,796	Workforce Development	SBCTC	Lisa Edwards/ WF Dev & Cont Ed	FUNDED - \$179,796
May-06	Funded	2006-07 Basic Grant	\$253,282	Focus on Learning	SBCTC	Mark McLean/ Basic Ed	FUNDED - \$253,282
May-06	Funded	2006-07 EL/Civics Grant	\$102,201	Focus on Learning	SBCTC	Mark McLean/ Basic Ed	FUNDED - \$102,201
May-06	Funded	2006-07 Volunteer Literacy Program	\$14,277	Focus on Learning	SBCTC	Ray Korpi/ BEECH	FUNDED - \$14,277
May-06	Funded	2006-07 Job Skills Program - Attbar, inc.	\$55,447	Workforce Development	SBCTC	Todd Oldham/ Corporate Ed	FUNDED - \$48,750
Apr-06	Funded	University Contract	\$157,500	Broad-Based Partnerships	SBCTC	George Reese/ Office of Instruction	FUNDED - \$94,500
Mar-06	Funded	Implementing Authentic Assessments	\$1,000	Focus on Learning	SBCTC	Kitty Mackey/ Cannell Library	FUNDED - \$1,000
Mar-06	Funded	Connecting Local and State Efforts	\$67,852	Focus on Learning	Foundation for Early Learning	Laurie Cornelius/ Child/Fam Studies	FUNDED - \$32,764
Mar-06	Funded	Partnership grant - Promoting First Relationships project	\$75,000 (Clark's portion: \$5,418)	Broad-Based Partnerships	Foundation for Early Learning	Laurie Cornelius/ Child.Fam Studies	FUNDED - \$74,000
Mar-06	Funded	Community Based Dental Partnership	\$3,823	Broad-Based Partnerships	OHSU	Donna Wittmayer/ Dental Hygiene	FUNDED - \$3,823
Feb-06	Funded	Building Bridges with Higher Education	\$15,693	Access to Education	SBCTC - DCCCEL	Laurie Cornelius/ Child/ Fam. Studies	FUNDED - \$15,693
Feb-06	Funded	Student Success Seminar	\$70,050	Focus on Learning	Educ. Assist.Found.	Tim Cook/Student Success & Reten	FUNDED - \$70,050
Nov-05	Funded	Tobacco Free Campus	\$7,000	Management Excellence	Steps to a Healthier Clark County	Mary Deal/Health Services	FUNDED - \$7,000
Jul-05	Funded	CCAMPIS Grant	\$225,008	Access to Education	Dept. of Education, OPE	Laurie Cornelius/ Child and Family Studies	FUNDED - \$56,252 per yr. for 4 years
					Total Funded	2005-06	\$1,048,305

CLARK COLLEGE GRANTS AND STATUS 2004-2005

SUBMIT DATE	ANTICIPATED FUND DATE	NAME OF GRANT	AMOUNT REQUESTED	PRIMARY MISSION IMPERATIVE	FUNDING AGENCY	CLARK PI & DEPT	STATUS
Jun-05	Funded July 2005	2005-06 High Demand Grant-Diagnostic Imaging for SW Wash	\$189,000	Workforce Development	SBCTC	Lisa Edwards/ WFDev & Con Ed	FUNDED - \$189,000
Jun-05	Funded July 2005	2005-06 Adult & Family Literacy Staff Development Plan	\$2,350	Management Excellence	SBCTC	Ray Korp/ BEECH	FUNDED - \$2,350
May-05	Funded July 2005	Cannell Library - Request for 10 TV/DVD/VCR and workstations	\$18,311	Access to Education	Vancouver Rotary Foundation	Amy Waite/ Cannell Library	FUNDED - \$18,311
May-05	Funded July 2005	State Workstudy Incentive Grant	\$5,000	Workforce Development	HECB	Maxine Mitchell/ Empl. Services	FUNDED - \$5,000
Mar-05	Funded July 2005	2005 - 2007 Displaced Homemaker Grant	\$104,500	Access to Education	SBCTC	Becky Merritt/ Sponsor.Progr.	FUNDED - \$104,500
Mar-05	Funded July 2005	2005-06 WorkFirst Block Grant	\$634,513	Workforce Development	SBCTC	Lisa Edwards/ WFDev & Con Ed	FUNDED - \$634,513
Feb-05	Funded July 2005	2005-06 Job Skills Program - Insitu Group	\$71,313	Workforce Development	SBCTC	Lisa Edwards/ WFDev & Con Ed	FUNDED - \$71,313
Jan-05	Funded March 2005	Grant: Diagnostic Imaging for SW Wash. (Medical Radiography)	\$70,000	Workforce Development	Legacy	Lisa Edwards/ WFDev & Con Ed	FUNDED - \$70,000
Dec-04	Funded July 2005	Explorations, Navigations: The Resonance of Place	\$8,500	Focus on Learning	Community Fdn. Of SW Wash.	Lisa Conway/ Frost Arts Center	FUNDED - \$5,000
Oct-04	Funded January 2005	Regional Service Learning Workshops	\$2,000	Focus on Learning	AACC	Maxine Mitchell/ Employ. Services	FUNDED - \$2,000
Jun-04	Funded July 2004	2004-05 High Demand Grant	\$248,750	Workforce Development	SBCTC	Lisa Edwards/ WFDev & Con Ed	FUNDED - \$248,750
May-04	Funded July 2004	2004-05 WorkFirst Employment Initiative Grant - ESL Train.P'ship	\$59,896	Workforce Development	SBCTC	Lisa Edwards/ WFDev & ConEd	FUNDED - \$8,000
May-04	Funded July 2004	2004-05 Best Practices Grant-Workplace Skills for English.-Limited Learners	\$10,000	Workforce Development	SBCTC	Lisa Edwards/ WFDev & Con Ed	FUNDED - \$10,000
Apr-04	Funded July 2004	2004-05 WorkFirst Block Grant	\$567,611	Workforce Development	SBCTC	Becky Merritt/ Sponsored Progr.	FUNDED - \$567,611
					Total Funded	2004-05	\$1,936,348

Workforce Development & Continuing Education

June 2007

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

Focus on Learning

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

Progress to Date:

Corporate Education offered 64 new courses & certificate programs in 2006-07 targeted toward small businesses, professionals and corporations including: Web Site for Small Business Certificate Program, Pharmacy Technician Exam Prep Workshop, Washington Mortgage Regulatory Exam Prep Workshop, State of Washington Real Estate Fundamentals Licensing Course, & a variety of Washington State real estate & mortgage professional continuing education courses.

Continuing Education developed 100 new courses, events or trips for Youth, Travel, Art & World Culture in 2006-07.

Access to Education

- ◆ Increase Tech Prep awareness through outreach to K-12 students

Progress to Date:

The Tech Prep Manager, along with Clark College Advisors and Admissions staff participated in the Skills Center Transition Day on May 29 & 30, 2007, at the Clark County Skills Center. On May 29, the focus was on providing male students with information and advisement on Construction, Auto, and Diesel programs. On May 30, the focus was on providing female students with information and advisement on medical office, medical science, engineering, and financial customer service fields. Approximately 350 students attended the two-day event.

Tech Prep staff sent 870 emails directly to high school students that potentially qualify for Tech Prep credits in 2006-07 reminding them to send their completed Tech Prep registration form and one-time fee of \$10 in by July 13, 2007, to qualify for credits. Tech Prep staff also mailed 1,400 letters and brochures to the parents of Tech Prep students to further inform them on the Tech Prep Program and to remind their student of the registration deadline.

Workforce Development

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

Progress to Date:

Customized Training has secured new training contracts with two local companies for combined projected revenue of \$6,045.

Corporate Education was approved for an additional \$32,000 in Job Skills Program (JSP) grant funding on June 7, 2007. Clark College has been awarded \$246,000 in JSP grants for the 2006-07 fiscal year. The grants include \$110,000 in Lean Manufacturing training for 112 production workers at Columbia Machine, \$104,000 in Six Sigma training for 48 incumbent workers from seven local manufactures including: Isonics Semiconductor, Commercial Vehicle Group, Kaso Plastics, Bemis Company, New Edge Networks, and Pacific Die & Casting and \$32,000 in Lean Manufacturing training for 28 production workers at AIMMco.

- ◆ Each new TANF/WorkFirst applicant referred by DSHS will receive a CASAS (Comprehensive Adult Student Assessment System) Appraisal.

Progress to Date:

Each TANF/WorkFirst applicant is assessed by the College for a total of 3,345 applicants in 2006-07. Currently three Comprehensive Evaluations are conducted weekly

- ◆ Implement a comprehensive Department Program Management System to increase customer service, streamline staff workflow and increase the overall efficiency of registration, performance/financial reporting, and marketing communications.

Progress to Date:

Following a Taskforce review, CampusCE was selected as the vendor of choice in Oct. 2007 as a replacement for the department's Access database. On June 15, 2007, the administration function of the software was operational with online registration capability and completion of website integration planned for July, 1, 2007 in preparation for a full launch for the fall quarter 2007.

Additional Highlights

- ◆ A generous Mature Learning student has donated \$12,500 to the Mature Learning scholarship account that is administered through the Clark College Foundation.
- ◆ Tracy Reilly Kelly, Interim Director of Continuing Education and Joyo Japanese delegation members were featured on the front page of the June 2007 Senior Messenger. Senior citizens from Vancouver's Sister City Joyo Japan toured Clark College on April 27, during their visit to Vancouver April 26 - May 3, 2007.
- ◆ Three SWAA classes ran in May serving 81 students and generating \$2,419.31 net revenue. Four classes are scheduled for June.
- ◆ Nursing Assistant Certified (NAC) class May 24-June 22, 2007 served 20 students and generated \$1,546.80. The next training will be July 5-27 and it is anticipated to be filled with 20 students.

Todd Oldham
Interim Executive Dean
Workforce Development & Continuing Education

Communications and Marketing Report

June 2007

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

Focus on Learning

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

Progress to date:

Ongoing work with Office of Student Recruitment and graphic designers on the layout and final editing of the adult (25+) student viewbook. Delivery is expected June 29.

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

Progress to date:

Lead graphic designer Wei Zhuang and publications designer Pat McDonald continue to coordinate this project. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work for late May and June includes the Instructional and Archer Gallery Web site design templates, work on the 2007-2008 *Clark College Catalog* (cover design and layout), *Clark 24/7* and *The Clark Journal*, fall *Clark College Connections* (magazine portion), 2007-08 Student Handbook, 2007 commencement materials (directional signage, programs, print advertisements and parking passes, summer enrollment print advertisements, Penguin Athletic Club brochure, Career & Employment Services poster, fall registration postcard and newsletter, eLearning brochure and bookmark, I-BEST flyer, Field Survey Web advertisements, ABE/GED/ESL brochures (three versions in English and one in Spanish), and the Abilities Wheel flyer for Outcomes Assessment.

With the institutional decision made to adopt a new logo, graphic designers Wei Zhuang and Pat McDonald are working on design product templates (e.g. letterhead, envelopes and business cards) to be ready for use in the new academic year. Their work also includes a Logo Identity Style Guide to guide the college in appropriate usage of the new "bright future" logo.

Access to Education

- ◆ Input the Clark College academic program curriculum into a database which can be updated by Instruction.

Progress to date:

The database design and features were shared with George Reese and Heather King in Instruction; at their invitation, it will also be presented to Instructional Council on June 20. Refinements to the database itself and the Web interface will be made to provide additional functionalities to support program curriculum information. Program curriculum input is ongoing.

- ◆ Redesign schedule sections of *Clark College Connections* to provide easier access to information for students.

Progress to date:

Some of the options under consideration for the schedule – including listing course descriptions and larger print – are not feasible at this time given anticipated budget constraints in 2007-2008. Alternatives to these options are being considered for implementation in the fall 2007 schedule, which is currently under production.

- ◆ Assess the feasibility of providing the Clark College catalog in electronic form only.

Progress to date:

Completed. Catalog revision and update continues for publication of a one-year (2007-2008) catalog.

Respect for Differences

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

Progress to date:

Recent issues of *Clark 24/7* have included stories on World Tai Chi day, celebrated at Clark College on April 28; the English as a Second Language (ESL) program's environmental and Earth Day focus during spring quarter; the international student year-end celebration; and the Hawaiian luau hosted by Student Life & Multicultural Student Affairs (SL & MSA) and the Associated Students of Clark College (ASCC).

In addition, print media was increased, utilizing available Worker Retraining dollars, to reach diverse audiences as part of the summer quarter enrollment advertising campaign.

Workforce Development

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

Progress to date:

The marketing plan for 2007-2008 is in place. Development of marketing materials and direct mail will begin shortly.

Management Excellence

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

Progress to date:

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

- **Nursing Assistant Certified Program**
 - Marketing materials completed.
- **I-BEST**
 - Marketing materials completed.
 - I-BEST logo was submitted to the state for approval and state use on I-BEST material going forward.
 - Additional materials are planned for development in 2007-2008.
- **2007 Commencement**
 - Print and Web advertisements were completed
 - Print placements were increased in frequency and number of publications
- **Marketing Support Update: Machine Technology, Diesel and Welding Vocation Programs**
 - Diesel photos completed
 - Web content developed
 - Web advertisements developed
 - Recruitment letters completed
 - Flyers in design format
 - Postcards in design format
- **Computer Technology (CTEC)**
 - Eastern Washington University (EWU) Bachelor of Science in Technology (BST) mail program in development.

Additional Highlights

- Executive Director Barbara Kerr and Executive Assistant Marta Dragomir worked with Clark-Vancouver Television (CVTV) to produce a video insert featuring Clark College graduates as well as overall coverage (live and recorded) of the college's 2007 commencement ceremony.
- Executive Assistant Marta Dragomir coordinated a session for commencement speaker Wally Amos to speak to a group of students, staff and faculty in the Adult Literacy programs.
- Executive Assistant Marta Dragomir was recently accepted into the 2007-08 Leadership Academy cohort.

Communications Specialist Erica Schwenneker has worked on the following projects.

- Publication of the May issue of *The Clark Journal* featuring year-end highlights of goals and accomplishments.
- Finalized and produced commencement and GED/high school completion ceremonies including scrolls and programs.
- Modified mailing procedures for *Clark 24/7* and *The Clark Journal* in light of postal rate changes.
- Finalized and posted to Intranet the quarterly schedule production timelines for fall 2007, winter 2008 and spring 2008.
- Worked with Lori Jimerson in Mail Services to communicate mail stop code change to college community through *Clark 24/7* and posting of codes to college Intranet.
- Initial coordination of joint Communications & Marketing and Mail Services session for fall orientation.

Barbara Kerr
Executive Director of Communications and Marketing
June 18, 2007

Foundation Report to Board of Trustees June 2007

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

Broad-based Partnerships

- ◆ Increase number of donors and obtain consistency in giving.

Progress to Date: Foundation staff made 120 contacts with donors by phone, visits, or personal written communications. In preparation for the annual Foundation Charitable Golf Tournament in July, tournament sponsorship appeal letters were sent to 40 new prospects and 800 in-kind requests were made to businesses for auction items, team prizes, and raffle items.

The Foundation hosted approximately 100 guests for an evening of Savoring Excellence on May 30, honoring Clark College donors and recipients of the 2007 Presidential Excellence Awards, Keith Koplan and Jim Raines.

- ◆ Strengthen relationship between the College and the Foundation

Progress to Date: An all-boards retreat involving members of the College Board of Trustees, Executive Cabinet, Foundation Board, Alumni Association Board, Penguin Athletic Club (PAC) Board, and Foundation staff took place on May 25. The purpose of the retreat was to receive and discuss the Clements Group report and recommendations. The Foundation is in the process of determining the “next steps” based on the retreat discussions and, to date, a mission, vision, and values statement has been drafted for further consideration.

The Foundation coordinated a May appeal sent by ASCC president, Amanda Mayoral.

Donors, GED graduating students, Executive Cabinet members, and faculty attended a reception hosted by the Foundation at the GED graduation on June 15. The reception was held to acknowledge donor support of the Adult Literacy and GED programs.

This month, Foundation management/staff attended Executive Cabinet; College Council; Instructional Council; Presidential search forums; Business Advisory Committee; Facilities Master Planning Steering Committee; Big Dream Café; SHEP and Campus Climate Taskforce meetings.

Management Excellence

- ◆ Improve administrative processes.

Progress to Date: Foundation accounting and developments staffs worked together to develop the 2007-08 operating budget, which will be presented to the Foundation Board for approval on June 19.

- ◆ Become cohesive fundraising staff.

Progress to Date: The Foundation staff participated in a two-day communications workshop facilitated by Robert Jeffers, who has been coaching the Leadership Academy cohort group throughout the year at the College.

Staff has also participated in Clark's Leadership Academy workshops, attended the CASE Conference on Campaign Communications, the Nonprofit Technology Summit, and the annual Willamette Valley Development Officers (WVDO) Crystal Awards luncheon.

Lisa Gibert
President

First Reading

2007-2008 ASCC Services and Activities Fee Budget Summary

TO: Board of Trustees

FROM: Nicole Porter, ASCC Finance Director

DATE: Wednesday 13 June 2007

SUBJECT: 2007-2008 ASCC Services and Activities Fee Budget Summary

ATTACHED: 1 Cover Letter with Policy Updates
1 2007-2008 ASCC Services and Activities Budget Summary
1 Signature page

The 2006-2007 Finance Committee (FC) is pleased to present this cover letter and attached budget request summary. Please let me know if you have any questions or need more information.

Background:

FC is responsible for making Services and Activities (S&A) Fee budget recommendations. The committee serves as the S&A fees budget committee and approves the distribution and use of fees in accordance with established policies and requirements of the College, District, State, and Federal laws.

The Committee is chaired by the ASCC Finance Director (FD) and the voting membership of the committee is composed of at least six (6) student representatives, two (2) faculty members, and the Director of Business Services. The Director of Student Life and Vice President of Student Affairs (or designee) act as non-voting, advisory members to the committee.

The Associated Students of Clark College raise and expend funds to promote by legal means the general welfare and morale of the students as a whole. The activities and programs supported by these expenditures provide a meaningful variety of healthful, educational, cultural and social learning experiences. Therefore, services and activities fees shall allow for the presentation of a broad spectrum of ideas.

The committee does not analyze dollars, but analyzes programs. It is the program's achievements that are budgeted. The focus is on merit of the request not dollars in the account.

Process:

The process includes the following steps:

1. College community members submit budget proposals to the ASCC Finance Committee.
2. The yearly budget allocation is established by the Vice President of Student Affairs.
3. The ASCC Finance Committee shall meet to adjust the budget requests to the yearly budget allocation.
4. Advisors and directors shall be notified in writing of the recommended allocation resulting from deliberations of the ASCC Finance Committee. They shall be notified of the status of their request and shall be advised concerning their right of appeal.

5. Following appeals, the budget as recommended by FC shall be forwarded for review and approval by the ASCC Executive Council
6. The Vice president of Student Affairs and the College President approve the final budget.
7. The Board of Trustees shall approve the budget.
8. Copies of the final budget are made available to the interested parties.
9. The adopted budget shall be in effect for the fiscal year.

Budget Decisions:

After the yearly budget allocation was established, and revenue estimates were complete, \$1,372,750 were available for annual allocation.*

Total requests exceeded available funds by over \$300,000. With that inescapable fact in mind, I began researching alternatives so that FC might be more flexible in funding opportunities. This led to the committee's decision to revamp the provision of contingency funds.**

The committee acted on requests with several principals as foundation. I guided FC members to make decisions based on the historical precedent to focus on merit of request as opposed to dollars in the account. They should analyze programs not dollars. It is the program's achievements that should be budgeted. The committee also placed emphasis on localized services made available to a diversity of students.

*Please see attached ASCC 2007-2008 Budget Request Summary for details.

**Please review Policy decisions/recommendations and the Budget Request Summary for details.

Policy Decisions and Recommendations:

In addition to budget allocation decisions, the ASCC Finance Committee also makes decisions and recommendations about policies and procedures that guide the annual allocation process. The Committee has made the following policy decisions and/or recommendations this year relative to the annual allocation process:

➤ Stipend Schedule

FC elected to move all program directors up two (2) levels to level five (5) on the Stipend Schedule for ASCC Program Directors and Athletic Coaches (Stipend Schedule) to increase program director compensation. This decision resulted in a total increase of \$7,211.

This was only meant to serve as a "band-aid" solution until more time can be devoted to reevaluating the Stipend Schedule. There is currently no consistent increase and/or evaluation of program director compensation except through the annual allocation process.

FC discussion included the importance of comparisons with similar area-colleges and feedback from program directors, students, and the campus community as a whole. Research should begin next year.

➤ **Travel Requirements**

FC approved a motion to require all students traveling with a club or program to be taking a minimum of 5 credits and have a minimum of 2.0 GPA effective fall quarter 2007.

After information pertaining to this decision was received by the program directors, the directors suggested that we reevaluate the decision and its effect on their respective programs. I believe that additional research should be conducted during the 2007-2008 fiscal year with input from program directors, student government, finance committee members, and other interested parties. Miles Jackson served as an important sounding board for this adjustment. He supported a decision that would ensure that the students participating are actual Clark students and not merely alumni only re-enrolling in the programs which allow them to travel. I support his recommendations and maintain that more research is necessary to discover an outcome that will achieve this. I will not be including this in the Financial Code before the end of my tenure.

➤ **Program Director Meetings**

There is only one required program director reception, which serves as an informative meet-and-greet session for Program Directors and ASCC officers before FC has been formed. I held additional meetings to also acquaint FC with the program directors. To ensure a collaborative environment in the future, I recommend ASCC and the Office of Student Life and Multicultural Student Affairs host at least one budget information session per quarter, the latter two with participation of Finance Committee members.

➤ **Program Review**

It was extremely difficult for FC to exercise their ability to make budgeting decisions with inaccurate or incomplete information especially allocation amounts. At the end of the annual allocation process, several programs were placed under review to be completed during the 2007-2008 fiscal year: Athletic Administration and all relative Athletic programs (Men's and Women's Basketball and Soccer, Coed Cross Country and Track, Women's Volleyball and Softball); Model United Nations; Intramurals; and Theater.

FC expressed that their goal in placing these programs under review is not to eliminate or decrease funding to these programs, but to encourage examination and evaluation of how these programs and program directors might become more effective, serve students more vigorously, and utilize funds more responsibly.

I plan to review and make recommendations to this process prior to the end of my tenure to increase its potential *positive* impact on programs.

➤ **Fund Balance Requests**

Historically, during the annual allocation process no fund balance requests are accepted or entertained by the committee. This is supported by the ASCC Financial Code.

However, I elected to hear fund balance requests throughout the entire year including during the annual allocation process. It did not make sense to limit requestors to this resource with such inflexible time constraints that eliminated its availability during 2/3 of the year.

To make this review of requests possible without delaying and/or causing annual allocation problems, the Director of Student Life and M.S.A. and I placed clear limitations on the amount of requests and the time we would spend on requests per meeting.

However, as with any project or idea in its first year of inception, hearing these requests did result in delays to and problems concerning the annual allocation process. I recommend further evaluation of this process be undertaken during this summer, with clear solutions for next year that do not limit the accessibility of fund balance monies.

➤ **Contingency Fund**

FC eliminated the use of annual allocation funds as contingency funds. Historically, a portion of the total annual allocation funds were set aside each year to be used as contingency funds. However, referencing yearly budget handbooks, these funds were rarely utilized. This led to subsequent “dumping” of contingency funds into the fund balance, one of the factors, which have led to a bloated fund balance account.

Instead, FC elected to dedicate an amount within the fund balance to be utilized as contingency funds. The amount will vary yearly as it is determined to be 10 percent of the amount FC chooses to allocate to programs in the annual allocation process.

This not only eliminated unnecessary fund balance growth, but freed up more funds for the annual allocation process, ensuring that the students who pay the fees are the same students who benefit from them.

Conclusion:

FC experienced unique challenges throughout the year that offered relevant opportunities for growth while remaining dedicated to making wise and informed allocation decisions focused on refining a process aimed at increasing the transparency of student funds. They also maintained committed to increasing the accessibility of these funds cross-campus through an inclusive process.

The committee has done a remarkable job of further identifying the necessary steps to continue to offer support to the programs and program directors who enrich the lives of Clark students.

Associated Student of Clark College

Summary of the 2007-2008 Services and Activities Fee Budget

Revenues	2006-2007	2007-2008	Change
Services and Activities Fee	\$1,225,000	\$1,314,356	\$89,356
The Independent	\$15,000	\$18,000	\$3,000
Intramurals	\$750	\$750	\$0
Theater	\$38,000	\$39,000	\$1,000
Information Center	\$21,774	\$0	-\$21,774
Athletic Administration	\$0	\$5,000	\$5,000
Total Revenues	<u>\$1,300,524</u>	<u>\$1,377,106</u>	<u>\$76,582</u>

Expenses	2006-2007	2007-2008	Change
Club Services Funding	\$26,000	\$26,000	\$0
Archer Gallery	\$14,855	\$14,865	\$10
Athletic Administration	\$99,107	\$98,507	-\$600
Basketball, Men's	\$22,118	\$20,618	-\$1,500
Basketball, Women's	\$21,763	\$20,263	-\$1,500
Cross County, Coed	\$16,302	\$16,802	\$500
Soccer, Women's	\$27,441	\$25,823	-\$1,618
Soccer, Men's	\$27,441	\$25,823	-\$1,618
Track, Coed	\$39,792	\$41,292	\$1,500
Volleyball, Women's	\$20,807	\$19,118	-\$1,689
Softball, Women's	\$25,095	\$21,636	-\$3,459
Child and Family Studies	\$45,908	\$50,993	\$5,085
Intramurals	\$13,655	\$12,320	-\$1,335
Speech and Debate	\$37,807	\$40,000	\$2,193
Health Services	\$47,514	\$64,313	\$16,799
Independent, The	\$76,518	\$78,124	\$1,606
Information Center	\$26,340	\$0	-\$26,340
Instrumental Music	\$40,856	\$41,741	\$885
Model United Nations	\$62,967	\$35,508	-\$27,459
Orchestra	\$19,558	\$21,786	\$2,228
Pep Band	\$6,387	\$6,387	\$0
Phoenix	\$29,092	\$29,711	\$619
Science Consortium	\$15,400	\$14,730	-\$670
Production Services*	\$13,166	\$14,826	\$1,660
Student Enrichment	\$31,000	\$75,000	\$44,000
Student Government	\$121,846	\$138,928	\$17,082
Student Life	\$111,245	\$126,554	\$15,309
Theatre	\$114,479	\$117,056	\$2,577
Vocal Music	\$47,375	\$54,195	\$6,820
Student Ambassadors	\$14,672	\$23,970	\$9,298
Multicultural Student Affairs/Retention	\$10,500	\$9,631	-\$869
College Box Office	\$12,650	\$12,650	\$0
German Studies in Berlin	\$0	\$50,079	\$50,079
Service Learning in the Community	\$0	\$20,646	\$20,646
Phi Theta Kappa**	\$0	\$37,428	\$37,428
Contingency	\$59,491	\$0	-\$59,491
Stipends increase***		\$7,211	\$7,211
Total Expenses	<u>\$1,299,324</u>	<u>\$1,414,534</u>	<u>\$115,210</u>

*The dollars for this program will be transferred to the Student Life Program budget, but no change in operation or activities will occur

**Funds for this program will come from fund balance dollars during the 2007-2008 Fiscal Year

***Not a program, will be distributed to the individual programs affected

**Associated Students of Clark College
2007-08 Proposed Budget Allocation Changes**

Club Services Funding: No change in allocation.

Archer Gallery: Small change in allocation based on budget request.

Athletics Administration and all sports: Increase in grants to better reflect consolidated scholarships from all sports into Athletic Administration. Decrease in Goods and Services that historically has been under spent. Adjustments to each sport to reflect Committee decision to fund Warm-ups/Shoes at no more than \$150 per student for each team.

Child and Family Studies: Increase in student salaries and benefits.

Intramurals: Decrease in salaries funding specified for fencing instructor. The Committee felt that the existing fencing class would offer students similar opportunities to engage in this sport.

Speech and Debate: Slight increase in travel funding to allow for local, regional, national and/or international travel.

Health Services: Increase in funds for counseling services for students; this had been previously funded by Student Affairs.

The Independent: Increase in supplies for printing costs, increasing conference attendees from three (3) to six (6), and for cold-call reimbursement. The budget also reflects additional internal reallocations to support these items.

Information Center: Eliminated funding at the request of the program as an ASCC Services and Activities Fee Subsidy was reported as unnecessary.

Instrumental Music: Program Director salary was adjusted to reflect one person performing the tasks of both positions as has been the current practice.

Model United Nations: Decrease in travel to more accurately reflect the student participation rate on trips. Travel funding was decreased also to reflect a recommendation to reduce the number of trips to two, e.g. University of Washington and New York, to allow MUN students more time to prepare for trips. A decrease was made to Goods and Services as indicated by the Program Director to reflect the Director's decision to eliminate the Fall Conference hosted by Clark College in Portland, Ore.

Orchestra: Increase in Goods and Services to fund three (3) guest performers (one per quarter).

Pep Band: No change in allocation.

Phoenix: Increase in Goods and Services to reflect increased printing costs.

Science Consortium: Small decrease based on budget request from Program Director.

Production Services: Increase to reflect classified staff salary and benefits increases.

Student Enrichment: Increase in Goods and Services to reflect Finance Committee's decision to fund student activities at a higher rate.

Student Government: Slight increase in travel to reflect necessary funds. Increase of salary rate to \$9.00 per hour to better reflect scope of job responsibilities to be paid on a timesheet hourly rate vs. stipend. Increase in Goods and Services reflects an additional allocation of \$2000 for elections costs. Decrease in Grants and Subsidies to reflect actual use of the honorariums.

Student Life: Increase in salary line for Program Assistant to convert a part time temporary (1050 position) to a 64% of a FT Program Assistant.

Theatre: Increase in salaries and benefits to reflect the mandatory increase for classified staff.

Vocal Music: Increase to fund accompanists for vocal jazz ensemble, orchestra accompanists for vocal concerts, and costs to move piano as needed for concerts.

Student Ambassadors: Increase in Goods and Services for employment manuals and employment publicity. Increase in salaries and benefits due to increase in hours worked and rate of pay.

Multicultural Student Affairs/Retention: Small decrease based on budget request.

College Box Office: No change in allocation.

German Studies in Berlin: Funded a new program, German Studies in Berlin, including travel costs for 16 students and program director stipend.

Service-Learning in the Community: Funded a new program, Service Learning in the Community, including costs for program director stipend, student coordinators stipends, goods and services, and travel for three service learning projects: 1) alternate spring break; 2) week-end expedition; and 3) Fridays in the Community.

Contingency Fund: The Finance Committee approved a motion to reflect a zero (0) balance in Contingency Fund so that all annual ASCC funds can be specifically allocated to programs. Instead, 10 percent of each fiscal year's annual allocation budget is to be designated in the Fund Balance as Contingency Funds.

Program Director Stipend: All Program Directors will receive an increase in pay by advancing two levels (from level 3 to level 5) on the established stipend schedule for ASCC Program Directors and Athletic Coaches. Please note that this is only an intermediate solution and the Finance Committee recommends a comprehensive review of the entire stipend system by next year's committee.



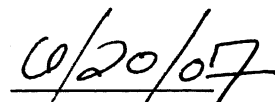
2007-2008 ASCC Services and Activities Fee Budget Form

Process Checklist:

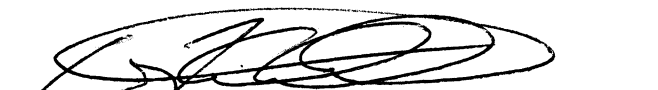
- ☒ Budget approved by ASCC Finance Committee; form signed by ASCC Finance Director
- ☒ Budget forwarded to ASCC Executive Council; form signed by ASCC President
- ☒ Budget forwarded to Vice President of Student Affairs; form signed by VP of Student Affairs
- ☐ Budget forwarded to President of Clark College; form signed by President
- ☐ Budget forwarded to Board of Trustees; form signed by Board of Trustees Chair

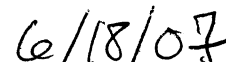
Approved by Finance Committee:


ASCC Finance Director

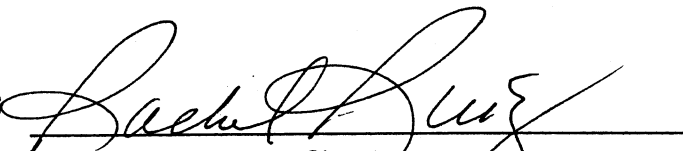

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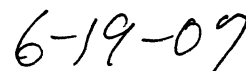
Approved by Executive Council:


ASCC President


Date

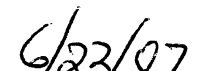
Approved by VP Student Affairs:


Signature


Date

Approved by President:


Signature


Date

Approved by Board of Trustees:

Board of Trustees Chair

Date

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
May 21, 2007
Penguin Student Union Building Room 258 B & C

Present: Rhona Sen Hoss; Addison Jacobs; Kim Peery; Sherry Parker

Administrators: Bob Knight, Interim President; Rassoul Dastmozd, Vice President of Instruction; Phil Sheehan, Vice President of Operations, Candy Bennett, Executive Dean of Planning and Advancement; Leann Johnson, Director of Equity and Diversity; Katrina Golder, Executive Director of Human Resources; Todd Oldham, Interim Dean of Workforce Development and Continuing Education; Barbara Kerr, Executive Director of Communications; Alex Montoya, Dean of Enrollment Services; Tracy Reilly Kelly, Director of Continuing Education; Sylvia Thornburg, Acting Dean of Business and Technology; Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Miles Jackson, Interim Dean of Social Science and Fine Arts; Karen Wynkoop, Director of Business Services; Jen Grove, Administrative Services Operations Manager; Madeleine von Laue, Adult Literacy Program Manager; Mark McLean, Director of Basic Skills; Jim Green, Director of Plant Services; Glen Jenewein, Director of eLearning; David Daugherty, Interim Director of Computing Services; Lynn Chmelir; Interim Director of Library Services; Julie Taylor, President's Office.

Faculty:

Marcia Roi, AHE President and Addiction Counselor; David Duback.

Students: Andrew Kartchner, ASCC Vice President; John Parker, Nathan Nelson, Yevgeniya Mar'yan.

Others: Michael Shinn, Assistant Attorney General; Bonnie Terada, Assistant Attorney General; Lisa Gibert, Foundation President; Barbara Chen, Foundation Chief Financial Officer; Howard Buck, Staff Writer with the Columbian; Dave Olson, Staff Writer with the Columbian; Holly Gilbert, Staff Writer with the Oregonian; Benjamin Hayford, Tom Koenninger, Marilyn Koenninger, John Allen, Don Mattison, Paula Knight.

I. CALL TO ORDER

At 5:05 p.m., Chair Rhona Sen Hoss announced that the Board will go into Executive Session to discuss the performance of a public employee. She stated that the regular Board meeting will reconvene at 6:00 p.m.

Chair Sen Hoss called the meeting to order at 6:05pm.

II. BUSINESS MEETING

A. Review of the Agenda

No changes were requested or made.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from Board Members

Chair Sen Hoss announced that this would be the last meeting for Assistant Attorney General, Michael Shinn. She thanked Michael on behalf of the Board and College community for his hard work and dedication and welcomed Bonnie Terada who will be his replacement.

Chair Sen Hoss also announced that she attended a Trustee Association of Community and Technical Colleges meeting in Spokane, Washington with Addison Jacobs, John White and Bob Knight.

Trustee Parker offered an amendment to board policy 610.025 (Appointment Procedures for President). She requested three words "when deemed necessary" be added to the beginning of the 2nd paragraph to read as follows: "When deemed necessary, a presidential search advisory committee, as defined below, shall be established for the purpose of recommending presidential candidates to the Board of Trustees". She also requested replacing the word "the" with the word "any" in the final paragraph to read as follows: "The Board of Trustees shall make the final selection of a president based on criteria established by the Board, personal interviews and a review of any data and recommendations submitted by the committee, the consultants and other groups invited by the Board to participate". The Board unanimously approved this amendment.

Trustee Jacobs explained that a process was put in place to look at Bob Knight as a candidate for Presidency of Clark College. Five open forums were organized to engage the entire College community in dialogue to consider Bob as a long-term leader for the College. A website was also set up as a tool to receive feedback. The Board has worked with Bob for 9 months as the Interim President; and before that as the Vice President of Administrative Services for two years. Bob worked very hard with the legislature and received some key funding. He is very respected by his peers and fellow Presidents. Clark College has skilled players in key positions and the Board is looking for someone with leadership skills to move the College forward. A leader who has a passion for what we are doing. The Board has heard nothing but positive feedback from faculty, staff and the community.

Trustee Jacobs moved to appoint Robert K. Knight as President, pending contract discussion. Trustee Peery seconded and the Board unanimously approved.

Bob thanked the Board of Trustees, Executive Cabinet, faculty, staff and administrators. He asked for the College to move forward; and though some had expressed disappointment with the process of choosing a President, a decision has been made and it is in the best interest of the College to move forward.

D. Institutional Report

President Knight had no additions to his report. Trustee Jacobs added that the Phoenix, a student art publication, was exquisite.

E. Association Reports

1. AHE – Dr. Marcia Roi

Marcia Roi had no additions to her report. Trustee Sen Hoss requested that the last page of Marcia's report be signed. Trustee Jacobs thanked Marcia for her input regarding the presidential search process and appreciated her professionalism.

2. ASCC – Mr. Andrew Kartchner

Andrew Kartchner, ASCC Vice President, represented ASCC President Amanda Mayoral, who could not make the meeting. Andrew announced that elections will continue through Tuesday, May 29, 2007. The details of the possible PSU Building name change are still being worked out.

3. WPEA – Mr. Billie Garner

WPEA President Billie Garner could not attend the meeting and Katrina Golder spoke on his behalf. She added that the WPEA Master Agreement will be signed off on May 29, 2007.

F. Campus Reports

1. Instruction – Dr. Rassoul Dastmozd

Rassoul Dastmozd had no additions to his report. Trustee Parker complimented Rassoul for the wonderful participation beyond classroom instruction for students.

Madeleine VonLaue, Program Manager for Adult Literacy, discussed the Adult Literacy program and highlighted various students who have come to the Adult Literacy program to improve their reading and writing skills. Student, Yevgeniya Mar'yan, addressed the audience and gave a brief outline of all that she has learned.

2. Administrative Services – Mr. Phil Sheehan

Phil Sheehan explained that the Computerized Maintenance Management System (CMMS) is scheduled to go into effect in the fall of this year. The Commute Trip Reduction (CRT) is making steady progress, but there is room for improvement. He will bring actual numbers regarding CRT to the next meeting. The bookstore is currently down due to location and construction. Phil also explained that our "Buy Back" book program is very strong compared to other two year institutions; which are a great benefit for our students. On-line book buying does affect our bookstore and the College will work with publishers to get a good deal for the students.

3. Student Affairs – Mr. Alex Montoya

Bob Knight congratulated Alex Montoya who has been promoted to Dean of Enrollment Services. Alex represented Rachel Ruiz, Vice President of Student Affairs, who is currently out of town. Alex distributed copies of the most current FTE report. He had no other additions to his report.

4. Human Resources – Ms. Katrina Golder

Katrina Golder announced that nine tenure track faculty positions have been filled. Graduation of our leadership academy was held on May 18, 2007.

5. Planning and Advancement – Ms. Candy Bennett

Candy Bennett highlighted the bullet points of her report. Trustee Jacobs asked Candy for a copy of the report that was prepared for high school principals. This will be helpful for an upcoming meeting between the Board of Trustees and the Vancouver and Evergreen School Board on June 4th.

6. Workforce Development – Mr. Todd Oldham

Todd Oldham announced that the Limited English Proficient (L.E.P.) contract has been renewed for \$162,000, a 30% increase over the 2006-07 contracts. Corporate Education has been approved for two Job Skills Program grants for a total of \$214,000 for the 2007-08 fiscal year. The grants include \$110,000 in Lean Manufacturing training for 112 production workers at Columbia Machine and \$104,000 in Six Sigma training for 48 incumbent workers from seven local manufactures.

The Mariner Game outings have been so successful that Workforce Development is partnering with the Foundation and the Clark College Alumni Association. There are also plans to do theater events on campus.

7. Communications and Marketing – Ms. Barbara Kerr

Trustee Jacobs stated how pleased she was to see the online registration had reached 67% for spring quarter. Barbara Kerr shared feedback regarding the college logo. Because the College community voiced the need for more logo choices to choose from, the design team went back and designed more logos. A total of 386 faculty, staff and students participated in the survey, and the logo "Bright Future" received the most votes. This information will be shared with the College community and some fine tuning will be done.

8. Clark College Foundation – Ms. Lisa Gibert

Lisa Gibert announced that there will be an All Boards Retreat on Friday, May 25 at the Water Resource Center. The Foundation is working on locating approximately 29,000 "lost alumni" from as far back as 1933.

III. CONSENT AGENDA

A. First Reading

- 1. Foundation Funds Allocation Recommendations** – The Committee worked with the departments to fund the highest priorities and the most important elements of the requests. A total of 49 requests were reviewed and 28 were recommended for funding.

B. Consent Agenda

- Trustee Peery moved to approve the May Board minutes as amended; Trustee Jacobs seconded the motion and the Board unanimously approved.
- Trustee Peery moved to approve the consent agenda; Trustee Jacobs seconded the motion and the Board unanimously approved.

IV. Future Agenda Items

3. Board Self Evaluation
4. Board Policies

V. Date and Place of Future Meetings

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, June 25, 2007 at 5:00 p.m. in the Penguin Student Union Building Room 258 B & C.

VI. Adjournment

Chair Sen Hoss adjourned the meeting at 7:50pm.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Julie Taylor, Recorder