

# Clark College Board of Trustees Packet

March 2007

Clark College  

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*The Next Step*

**Clark College  
Board of Trustees Packet  
March 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, March 12, 2007

Penguin Student Union

Rooms 258 B & C

All regular meetings of  
the Board are recorded

AGENDA

4:00 - 4:45pm

STOUT HALL TOUR

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

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 .....#10  
-Tuition Waivers

3. Student Affairs .....#20

4. Human Resources.....#25

5. Planning and Advancement.....#28

6. Workforce Development & Continuing Education .....#30

7. Communications and Marketing.....#32

8. Clark College Foundation .....#37

### III. CONSENT AGENDA

- A. First Reading.....#38  
-Tuition Waivers
- B. Consent Agenda  
-Minutes from 2-26-2007 Meeting.....#45

### IV. FUTURE AGENDA ITEMS

1. Presidential Search Presentation (March 19) 4-6:00pm
2. Tenure (March 26) Board/EC Work Session 4-4:30pm
3. Sabbatical Request (March 26) Board/EC Work Session 4-4:30pm
4. Nursing Program (March 26) Board/EC Work Session 4:30-4:50pm
5. Instructional Plan (March 26) Board/EC Work Session 4:50-5:10pm
6. Enrollment Management Plan (March 26) Board/EC Work Session 5:10-5:40pm
7. Board Policies (March 26) Board/EC Work Session 5:40-6:00pm
8. Presidential Search (April)
9. "T" Building Tour (April) 4-4:45pm
10. Accreditation Update (April)
11. IT Plan (May)
12. Clark College at Columbia Tech Center (May 14) Board/EC Work Session 4-6:00pm
13. Meeting with High School Board Members (TBD)

### V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, April 23, 2007 in the Penguin Student Union Rooms 258 B & C.

### VI. EXECUTIVE SESSION

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

### VII. ADJOURNMENT

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

Institutional Report  
March 2007

- ◆ **Rassoul Dastmozd:** Congratulations to Rassoul Dastmozd, our Vice President of Instruction, for successfully defending his dissertation on March 1.
- ◆ **Men's Basketball Team:** The men's basketball team represented Clark College well at the recent NWAAC championships held in Kennewick on March 1-4. The men won 1 out of 3 games but had a chance to win in both of their losses right up until the end of the game. They had a very successful turnaround from last year.
- ◆ **Women of Achievement Luncheon (WOA):** Clark College and YWCA held a very successful WOA luncheon at the Hilton on March 6. Pat Watne, Director of Women Studies at Clark College in 1984 and the founder of the event was recognized. Barbara Kerr and Marta Dragomir were invaluable planning the event and ensuring Clark College received equal billing at the event.
- ◆ **School District Superintendent Meetings:** Interim President, Bob Knight, met with the superintendents of both Evergreen and Vancouver School Districts during the week of March 5-9. The topics of discussion were agenda items for joint Board meetings that we are planning to schedule for the April-May time period.
- ◆ **ESD 112 Superintendent Meeting:** Interim President, Bob Knight, and Vice President of Instruction, Rassoul Dastmozd, attended the March 2 meeting of the ESD 112 School Superintendents. We participated in the discussion of their topics and invited them to hold a meeting on the Clark College campus. They have tentatively planned to hold their meeting on Clark College on June 1.
- ◆ **Local #335 Apprenticeship Complaint:** The College responded to a complaint from Local Union #335 that we were not using the state mandated proper amount of apprentice workers (15%) on the construction project at Gaiser Hall. After looking into the issue with our contractor, Emerick Construction, we determined that we were in compliance and have responded to Local 335 with the supporting documentation.

**AHE Board Report**  
**March 12, 2007**

- The AHE Faculty Senate invited Rassoul Dastmozd to their meeting on March 5 to discuss the practical aspects of the faculty workload in accomplishing the college accreditation self-study department notebooks. We discussed timelines, workload issues, and methods for creating a transparent and equitable workload negotiation process in order to insure a positive campus climate during this process.
- Marcia will be attending the LERA conference on Collective Bargaining and Arbitration in Seattle, March 18 & 19, courtesy of WEA Riverside.

**Meetings with College administrators:**

- Marcia Roi met individually with the five faculty deans to discuss the negotiation of workload for the completion of the accreditation department self-study notebooks. We were all in agreement that a transparent and equitable process was in everyone's best interest to maintain high morale among faculty and administrators alike.
- Marcia Roi met with Bob Knight to discuss personnel issues, campus climate committee progress, accreditation department self-study workload issues, and faculty input into the presidential search process.

## Associated Students of Clark College Board Report March 2007

### ASCC Student Government

- ◆ *The ASCC Executive Council* heads to finals week with Winter Quarter winding down, while at the same time continuing their interview process for the ASCC Public Relations Director. Additionally, the ASCC Executive Council has hired Jared Pengra, ASCC Activities Programming Board Member Position #1, who will take over the seat officially for LaQuinta White in Spring Quarter. We wish LaQuinta White luck in her endeavors and thank her for the great events she has planned for the students.
- ◆ *Andrew Kartchner, ASCC Vice President*, continues to chair the ASCC Constitution and Bylaws Review Committee. Thus far, the committee has recommended two amendments in the bylaws that will be forwarded to Mr. Ted Broussard, Acting Director of Student Life and Multicultural Student Affairs. If passed, it will be forwarded to Dr. Rachel Ruiz, Vice President of Student Affairs for approval.
- ◆ *Nicole Porter, ASCC Finance Director*, in conjunction with Mr. Ted Broussard, Acting Director of Student Life and Multicultural Student Affairs, held a Program Director meeting to discuss feedback on the Program Request Budget Packet. They focused on general feedback and considered the positives, negatives and any constructive advice for improving the packet. They also spent time answering questions and clarifying miscommunications. The event was successful and productive.

### ASCC Activities Programming Board

- ◆ *The ASCC Activities Programming Board* has been holding well attended events. For the remaining of the quarter, we will have:
  - *Upcoming Events*
    - **College Feud**—This event is Tuesday March 6, 2007, from 2:00pm-5:00pm in the Student Center. The event is a simulation of the Family Feud game show and we will have teams composed of students, faculty and administration compete for prizes and show their school spirit.
    - Musical Performances by two singers **Jerin Falkner** and **Jonathan Kingham** will occur in the Penguin Student Lounge on Wednesday March 7, 12-2pm.



◆ ***Update on Past Events***

- **The Baller's Paradise Dance** held on February 17, 2007, from 7-11pm went well. Approximately 70 people, both students and members of the community, attended both the dance and the basketball games earlier that day.
- **The Mardi Gras Party/Dance** was held on February 20, 2007 from 6-9pm. With a performance by a local jazz band and traditional Mardi Gras food, approximately 100 students enjoyed the evening.

**Programs and Clubs**

- The Clark College Model United Nations Program will be traveling to New York City, New York, for the National Model United Nations Conference, where sixty (60%) of the students attending are from different countries around the world. Our MUN Program will be simulating the Republic of Tajikistan and we hope to win!
- We would like to congratulate the Men's Basketball Team who played in the NWAACC playoffs March 1-4 in Pasco Washington and ranked 4<sup>th</sup> for the West Side.
- The History Club will be hosting their 3<sup>rd</sup> annual "Women in History" event on Tuesday March 6, 2007, from 11:00am- 1:00pm in the Gaiser Hall Student Center. Guests include Queen Cleopatra, Joan of Arc, Queen Elizabeth, Catherine the Great, and Queen Hatshepsut. We hope you can come and enjoy the fun!

**Lastly**, the ASCC would like to welcome Amy Beyea, the new Program Assistant in the Office of Student Life and Multicultural Student Affairs. Additionally we would like to report that we will be enjoying the sun on Spring Break March 19-April 2, 2007.

Respectfully,

*Amanda Mayoral*  
ASCC President

**WPEA/UFCW Local 365, Clark College Unit  
Board Report March 12, 2007**

**UNIT ACTIVITIES**

- ◆ Next membership meeting will be on March 21, 2007.
- ◆ LMCC meeting will be held March 15, 2007
- ◆ Next Council meeting will be on March 20, 2007.
- ◆ Next WPEA/UFCW Local 365 District 1 meeting will be held on March 20, 2007.
- ◆ WPEA/UFCW Local 365 Job Representatives are cooperating with the Accreditation Standards Teams on how the College's Policies and Procedures align with our Collective Bargain Agreement.
- ◆ Job Representatives will be attending annual training on March 17, 2007 in Central Washington.

**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
- ◆ Labor/Management Communication Committee met on February 15, 2007. Topics included training for staff on the PDP, updating the policies and procedures to align with the Bargaining Contract and closures related to satellite campuses in adverse weather conditions.
- ◆ Health/Safety Committee met on February 22, 2007.

**COMMUNICATION**

- ◆ Job Representative Melissa Heiskari has resigned from Clark College to pursue a new career path.
- ◆ Job Representative Claudia Fife has resigned as a Job Rep to spend more time with her family.
- ◆ Our WPEA Staff Representative Alan Jacobson has started servicing our area now.

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

Submitted by:

Billie Garner, Chief Job Representative – March 6, 2007

**Instruction Board Report  
March 2007  
Goals for 2006-07**

**Focus on Learning**

- ◆ Advance, through strategic dialogue and training, a learner-centered approach for Instruction.

**Progress to Date:**

Paul Casillas and Chris Milner, Math Department, took six Clark students to the first Western Washington Student Mathematics Conference on February 24<sup>th</sup>. It is the first time that there has been a conference where community college students could give papers and fully participate. (Paul was a key player in getting this initiative started.)

**Access to Education**

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

**Progress to Date:**

The Business and Technology departments were busy during the Friday, January 23<sup>rd</sup> Professional Technical Day hosted by Clark's Recruiting Team. Every department hosted two groups of up to 50 students in interactive demonstrations and question and answer sessions in their areas. This year's event was a resounding success and we thank Dan Overbay and Jennifer Reeves from Student Affairs in Recruiting for their tireless efforts on behalf of Clark.

On Monday, February 26<sup>th</sup>, the Paralegal Department, under the leadership of Layne Russell, completed the second quarterly "Paralegal Orientation/Information Event". Sixteen people attended, three of whom were high school students who had attended the high school Professional Technical Day on February 23<sup>rd</sup> at Clark. Attendance at the Professional Technical Day was over 500.

**Respect for Differences**

- ◆ Develop strategies for recruitment of diverse candidates

**Progress to Date:**

The search committee for the tenure track Economics positions has met twice and is inviting candidates for on campus interviews, which will begin March 15<sup>th</sup>.

The English, ABE and ESL committees have started screening applications. All positions closed on February 28<sup>th</sup>.

- ◆ Initiate discussion and efforts to incorporate multicultural awareness across Instruction

**Progress to Date:**

On Tuesday, February 27<sup>th</sup>, Nadine Fattaleh participated in a panel discussion for Phi Theta Kappa's "Pizza, Pop and Power!" series discussion on power in gender roles and

relationships. The event was attended by approximately 40 students, who watched selections from a video presentation by Dr. Pepper Schwartz (University of Washington) and then engaged in a question-and-answer dialog with a faculty panel.

#### **Broad-based Partnerships**

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

##### **Progress to Date:**

Ara Serjoie attended the SOFA Division Chair meeting on February 20th to discuss Foundation initiatives and the instructional needs of faculty in SOFA. The SOFA faculty leadership appreciates the opportunity to work more closely with the Foundation to better serve our students.

Laurie Cornelius, Debi Jenkins, and George Reese attended a meeting at Lower Columbia College on February 26th to discuss a possible articulation partnership between local community colleges and City University to develop a 2 + 2 Early Childhood Education baccalaureate program. Topics at the meeting included core curriculum and potential program funding.

A Public Playhouse theatre presentation, *The Boys Next Door*, opens at Decker Theater on March 9 and runs through April 1. The play is produced in association with the Clark Theatre department, and a portion of the proceeds will benefit the Clark College Theatre scholarship fund.

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

##### **Progress to Date:**

Tina Barsotti, Bill Wheeler, Robin Terjeson, and Jennifer Reeves participated in The Engineers Week Student Banquet in Portland on February 21st. Students and teachers from high schools throughout the Portland/Vancouver area could browse engineering and related technology program information at tables set up by four-year and two-year schools in the region. There were afternoon tours for students, and a banquet with two speakers, Leila Hasan from NASA and Anne Wright from Carnegie Mellon University, speaking about the interrelated fields of programming, digital and satellite photography, and robotics in the Global Connections Project done in cooperation with Google and National Geographic.

Lynn Chmelir, Interim Director of Library Services, attended several meetings of the Orbis Cascade Alliance recently. The Alliance is a consortium of 33 academic libraries at public and private colleges and universities in Washington and Oregon. The Alliance supports a joint online catalog and borrowing service to share access to 27 million library holdings from member libraries. It also facilitates collaboration that allows member libraries to license electronic library resources at competitive prices. Lynn chairs its Cooperative Collection Development Committee that is working on a variety of inter-institutional collecting projects and serves on the Alliance Council that sets consortium policies and

budgets. Clark College and Cascadia College (via the University of Washington Alliance membership) are the only two Washington community colleges in the consortium.

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

**Progress to Date:**

Tina Barsotti attended a high school counselors meeting in Washougal on February 13<sup>th</sup> to provide information about our new Field Survey Tech program and Engineering transfer.

**Management Excellence**

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

**Progress to Date:**

Alice Phillips, Interim Dean of Business and Technology, has attended two seminars on Transformational Leadership, one on January 12, 13, 14, & 16, with a second on February 16-20.

**Other Significant Happenings**

Dental Hygiene:

On the March 3<sup>rd</sup> weekend, all 24 of the second year Clark College Dental Hygiene students passed the Western Regional Anesthesia Board Examination. These outstanding Dental Hygiene students are required to take three Regional and one National board examination to be eligible for licensure in the State of Washington. Our students will be taking two examinations (National Board Dental Hygiene Examination and the Western Regional Restorative Examination Board) during their Spring Break. Their final examination (Western Regional Dental Hygiene Examination Board) involving patient treatment will be held in June. For the past three decades, Dental Hygiene program graduates from Clark have passed their tests at the National levels with 100% pass rate. Regional exams have been in place since 1995 and the Dental Hygiene students have achieved an overall pass rate of 100%. Many thanks to our dedicated Dental Hygiene program director, knowledgeable faculty members, and hardworking/dependable staff who support this program and our students.

Medical Assistant Program

Nine (100%) students from Clark College Medical Assistant program have passed fall 2006 National Certification Examination Tests. Our students' pass rates constitute top 5% of pass rates at the National level. Many thanks to our knowledgeable program director and dedicated faculty members in this program.

On Wednesday, February 21, Chris Huessy, the world famous ice sculpture supported sixteen of our culinary management students as they carved ten 300 pound blocks of ice. The best carvings were selected for the dinner theatre presentation.

Kathy Chatfield and Glen Jenewein attended the eLearning 2007 National Conference in Albuquerque, New Mexico. This provided them the opportunity to learn more about instructional design as it relates to eLearning and also about how the new web technologies will be changing the way eLearning is delivered.

Tyler Chen has accepted a temporary assignment through the end of June, 2007 as an Instructional Web Designer with the eLearning department. Tyler will be working with each Instructional unit, divisions, and departments to design and develop their websites.

On Thursday, March 8, a team from the State Board for Community and Technical Colleges visited Clark College to conduct a review of the College's Machining program. The team interviewed Machining students and faculty, College administrators, the AHE President, and members of the Machining Advisory Committee. The team also toured the Machining classrooms and facilities and reviewed program information including program student enrollments and completions, labor market data, program budget, the results from surveys of program stakeholders, and other factors that can influence program viability. The State Board team drafted recommendations based on their findings about the program. Those recommendations have been forwarded to the Vice President of Instruction for review and action.

## **Updates**

Rassoul will inform the Clark College Board of Trustees about the proceeds from Clark College Jazz Festival orally at the Board meeting on March 12.

Rassoul Dastmozd  
Vice President of Instruction

**Administrative Services Board Report  
March 2007**

The demolition of the Central Gaiser area was quite a spectacle, especially for those employees of the Bookstore who not only had a ringside seat to view the activity but also felt the impact of the heavy equipment working close at hand. As the demolition work subsides, the campus community is seeing the new Bookstore addition taking shape to the north of its current location. Despite the controlled chaos, students seem to be taking the construction activity in stride and are adjusting to the new locations of campus services. As if all of this weren't enough, construction is scheduled to begin on the O'Connell Sports Complex addition this month!

**Focus on Learning**

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

**Progress to Date:** Construction work to retrofit twenty-five existing classrooms will begin during the two-week spring break. Smart classroom technology installations in new facilities, including Stout Hall and the "T" Building, are complete.

- ◆ Implement IT infrastructure for the "T" Building and West Gaiser Hall/PSU (excludes Gaiser Central and East renovation).

**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:** Budget report training has been scheduled for April 18, 2007. Training for staff responsible for budget development for self-supporting programs is in the design stage.

**Access to Education**

- ◆ Maintain 2005-2006 revenue levels for the Bookstore during Central Gaiser remodeling.

**Progress to Date:** Sales volume in the Bookstore dropped approximately twelve percent in February as a result of decreased activity in Gaiser Hall resulting from construction activities. Textbook sales remain steady, but other merchandise sales have decreased. The Bookstore staff is working with Plant Services to improve signage and minimize disruptions due to the construction work. Promotions continue to be developed to generate foot traffic in the Bookstore.

Plant Services and Emerick Construction have worked closely with the Bookstore Manager in an effort to control and minimize the impact to Bookstore operations. The Bookstore Manager continues to attend weekly construction progress meetings to proactively address potential services issues.

- ♦ Design and begin Gaiser Hall renovation.

**Progress to Date:** Demolition continues in Gaiser Hall. Steel has been erected for the new Bookstore addition. The project is on schedule for completion in early 2008.

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

**Progress to Date:** The construction documentation phase of the project has begun. The state-required value engineering study has started. The project is on schedule to bid in early summer (contingent upon legislative approval of funding).

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

**Progress to Date:** Par-Tech Construction has been qualified as the low bidder, and contract documents have been assembled. Construction will commence in March 2007 for completion by the end of 2007.

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

**Progress to Date:** The request for abrogation to address the use restriction for the Triangle Property has been processed, and the State of Washington Real Estate Services office is actively working to finalize purchase of the property from Clark County.

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

**Progress to Date:** Consultants met in February to review the network upgrade plan and implementation. Preliminary cost estimates were reviewed. Hardware for the network upgrade and wireless access across campus is being purchased.

#### **Respect for Differences**

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

**Progress to Date:** At the Executive Cabinet work session on February 28, Cabinet members discussed hiring practices at length and resolved to clarify processes and communicate expectations to unit managers and screening committees.

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

**Progress to Date:** A survey is to be developed by Planning and Advancement in conjunction with an expected campus-wide survey to be administered in March 2007.



### **Broad-based Partnerships**

- ◆ Enhance Plant Services function.

**Progress to Date:** The Director of Plant Services attended the Washington Community and Technology Colleges (WCTC) Operations and Facilities Council (OFC) meeting at the new State Board offices. These quarterly meetings facilitate the sharing of best practices and collaboration among college facilities directors.

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

**Progress to Date:** The Director of Security has joined the Clark County Sheriff's Office Business and Security Managers organization, which meets on the second Thursday of every month.

### **Management Excellence**

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

**Progress to Date:** The R25 Committee has completed testing for client-based access to the system and is developing a plan to begin testing Web access to the system.

- ◆ Reduce cost; improve efficiency in copying and duplicating.

**Progress to Date:** Four copy machines that were chronically causing interruptions in service have been replaced. The vendor is working to identify a solution to a coin-operated machine that is not providing adequate services.

- ◆ Improve customer service and efficiency through implementation of Computerized Maintenance Management System (CMMS).

**Progress to Date:** Selection of a CMMS vendor has been completed, and Megamation is the recommended vendor. The WCTC Business Affairs Commission has approved a system-wide funding model for the CMMS (participation by all 34 community and technical colleges), and final contract negotiations are in progress. With the recent addition of Blue Linden as Maintenance Manager, Plant Services will be proceeding with the implementation as quickly as possible.

- ◆ Establish standard level of services in events planning.

**Progress to Date:** Event Services is researching the history of the various event categories hosted at the College prior to implementing standardized service levels for events.

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

**Progress to Date:** A proposed policy on event sponsorship is being drafted for review by Executive Cabinet.

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

**Progress to Date:** High capacity UPS is in place in the "T" Building and primary data center. New bids are being sought for the data center fire suppression system as a result of a decision to consolidate data center functions and remodel the facility.

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

**Progress to Date:** Accounting Services staff is pilot testing a new financial reporting application to determine the suitability of the application for use by managers throughout the institution. The application provides more timely reports in a format that is more useful for managers.

Phil Sheehan  
Interim Vice President of Administrative Services  
March 6, 2007  
PS27

# Clark College - Budget Status Report

## February 28, 2007

Sources of Funds (Revenues)	2006-07 Budget	Actual Rev to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	26,882,161	17,032,249	9,849,912	63.4%
Tuition, interest	11,839,754	8,391,563	3,448,191	70.9%
Excess enrollment	1,346,128	500,000	846,128	37.1%
Dedicated, matriculation, tech, cont ed	3,498,258	2,223,003	1,275,255	63.5%
<b>Total Operating Accounts</b>	<b>43,566,301</b>	<b>28,146,815</b>	<b>15,419,486</b>	<b>64.6%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	6,914,915	3,484,365	3,430,550	50.4%
Internal Support Services	777,579	494,475	283,104	63.6%
ASCC	1,325,524	1,484,568	(159,044)	112.0%
Bookstore	4,553,862	3,409,281	1,144,581	74.9%
Parking	237,704	224,890	12,814	94.6%
Auxilliary Services	1,330,134	787,840	542,294	59.2%
Financial Aid	17,785,302	12,880,272	4,905,030	72.4%
Capital Projects	19,637,277	4,042,322	15,594,955	20.6%
<b>Total Other Accounts</b>	<b>52,562,297</b>	<b>26,808,012</b>	<b>25,754,285</b>	<b>51.0%</b>
<b>Total Sources of Funds</b>	<b>96,128,598</b>	<b>54,954,827</b>	<b>41,173,771</b>	<b>57.2%</b>

Uses of Funds (Expenses)	2006-07 Budget	Actual Exp/Encum to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	766,470	594,454	172,016	77.6%
VP of Instruction	24,880,976	15,114,427	9,766,549	60.7%
VP of Administrative Services	8,008,396	5,489,773	2,518,623	68.6%
VP of Student Affairs	5,025,216	3,151,153	1,874,063	62.7%
Executive Dean Planning & Advancement	433,851	231,769	202,082	53.4%
Executive Dean Workforce Development	2,279,873	1,124,679	1,155,194	49.3%
Executive Director of Communications	1,066,878	715,949	350,929	67.1%
Associate VP of Human Resources	1,104,641	540,928	563,713	49.0%
<b>Total Operating Accounts</b>	<b>43,566,301</b>	<b>26,963,131</b>	<b>16,603,170</b>	<b>61.9%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	6,914,915	3,927,729	2,987,186	56.8%
Internal Support Services	777,579	659,913	117,666	84.9%
ASCC	1,325,524	1,194,082	131,442	90.1%
Bookstore	4,553,862	3,589,944	963,918	78.8%
Parking	237,704	185,527	52,177	78.0%
Auxilliary Services	1,330,134	838,916	491,218	63.1%
Financial Aid	17,785,302	12,846,945	4,938,357	72.2%
Capital Projects	19,637,277	5,551,280	14,085,997	28.3%
<b>Total Other Accounts</b>	<b>52,562,297</b>	<b>28,794,337</b>	<b>23,767,960</b>	<b>54.8%</b>
<b>Total Uses of Funds</b>	<b>96,128,598</b>	<b>55,757,468</b>	<b>40,371,130</b>	<b>58.0%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>(802,641)</b>		

e. Theresa Heaton, Cindi Olson, Sabra Sand  
c. Bob Knight, Phil Sheehan, Karen Wynkoop  
Ron Hirt 3/9/07



A PUBLICLY SUPPORTED  
COMMUNITY COLLEGE

# MEMORANDUM

To: Clark College Board of Trustees

From: Bob Knight, Interim President *RKK*

Date/Ref: March 7, 2007/RK285

Subject: Tuition Waivers

## **Background**

In the spring of 2004 the College engaged in a process to review tuition waivers. The Board of Trustees approved the following changes to the tuition waiver policy:

<i><b>Waiver</b></i>	<i><b>Action by Board of Trustees</b></i>
Mature Learning	Reduced waiver from 70% to 50%
Vietnam Veterans	Changed waiver from 1977 rate to 50% waiver
Persian Gulf Veterans	Changed waiver from 1991 rate to 50% waiver
High School Non-Resident	Instituted a 90-day waiting period for resident rate
Refugee	Instituted a 90-day waiting period for refugee rate
Non-Resident Differential (not subject to 35% limit)	Instituted a 90-day waiting period for non-resident differential rate
Over 18 cr. – VOC Non-Res	Eliminated waiver
Over 18 cr. – VOC Resident	Eliminated waiver

Attached is an analysis that compares student FTE in the year before implementation to student FTE in 2005-06. It also provides student FTE information for fall quarter 2006.

## **Recommendations**

We recommend the following actions:

### ***Mature Learning***

Reinstate the 70% tuition waiver to provide broader access to seniors which supports the Access to Education Mission Imperative.

### ***Vietnam and Persian Gulf Veterans***

Maintain the current 50% waiver until the State Board provides direction for implementation of legislative action. Once direction is provided, analysis will include impact on all veterans and on operating revenue.

**Recommendations (Continued)**

***High School Non-Resident, Refugee, and Non-Resident Differential***

Eliminate the 90-day waiting period which supports the Access to Education Mission Imperative.

***Over 18 credits - Vocational Residents and Non-Residents***

Maintain the current policy to comply with State Board initiative to gradually level out the tuition per credit rate.

**Impact**

Implementation of these recommendations will:

- have minimal impact on the percentage of tuition waived and thus the total waived will continue to be significantly below the limit (35% of gross operating fee collections) imposed by RCW 28B.15.910;
- have minimal impact on total tuition revenue; and
- provide the potential for increasing student FTE and thus access to education.

Thank you.

th

Attachment

**CLARK COLLEGE**  
**Fund and Cash Balances**  
as of July 1, 2006

	Fund Balance (minus non-cash assets) 6/30/06	Cash Balance (minus dedicated cash) 6/30/06	Required Reserves	Prior Commitments (prior to 7/1/06)	New Commitments (2006/07)	Total Available Cash
145 Grants and Contracts	2,764,793	3,179,334		587,721	-	2,591,613
147 Local Capital	7,140,935	7,140,935		7,101,142		39,793
148 Dedicated Local	3,592,280	2,205,771		829,994	750,000	625,777
149 Operating Fee	1,122,398	1,122,398		190,000	300,000	632,398
440 Central Store (Catalog)	35,251	35,251				35,251
443 Data Processing	1,755,185	1,755,185		1,755,185		-
448 Print/Copy Machine	31,624	31,624				31,624
460 Motor Pool	47,916	47,916				47,916
522 ASCC	1,610,337					-
524 Bookstore	1,647,802	1,647,802			100,000	1,547,802
528 Parking	533,711	533,711				533,711
570 Other Auxiliary Enterprise	824,916					-
790 Payroll (clearing)	141,913					-
840 Tuition/VPA	81,385					-
846 Grants - Fin Aid	30,161					-
849 Student Loans	188,169					-
850 Workstudy (off-campus)	(10,566)					-
860 Long Term Loan	221,777					-
Reserves			4,286,261			(4,286,261)
<b>Totals</b>	<b>21,759,987</b>	<b>17,699,927</b>	<b>4,286,261</b>	<b>10,464,042</b>	<b>1,150,000</b>	<b>1,799,624</b>

s.sand 3/7/2007

**Analysis of Discretionary Tuition Waiver Rate Change  
March 7, 2007**

**Actual Activity**

2003-04 (Before change)				Fall 2006 Rates and FTE	Recommendation
<b>Mature Learning</b>					
% of Tuition Charged	30%	50%		50%	30% of current tuition rate \$22.20 in 2006-07
Tuition per Credit	\$19.85	\$35.90		\$37.00	
Total Revenue**	\$47,244	\$59,441			
FTE	52.89	36.80		37.40	
<b>Vietnam Veterans</b>					
% of Tuition Charged	1977 Rate	50%		50%	Maintain current 50% waiver until receive State Board direction
Tuition per Credit	\$8.40	\$35.90		\$37.00	
Total Revenue**	\$7,846	\$6,800			
FTE	20.76	4.20		1.60	
<b>Persian Gulf Veterans</b>					
% of Tuition Charged	1991 Rate	50%		50%	Maintain current 50% waiver until receive State Board direction
Tuition per Credit	\$28.90	\$35.90		\$37.00	
Total Revenue**	\$12,626	\$5,320			
FTE	9.71	3.29		1.33	

**Actual Activity**

	2003-04 (before change)		2005-06	% Change	Fall 2006 Rates and FTE	Recommendation
High School Non-Resident						
Resident Tuition Rate	No wait	90 day wait			90 day wait	Eliminate waiting period
Tuition per Credit	\$66.15	\$71.80		8.54%	\$74.05	
Total Revenue**	\$3,732	\$4,092		9.65%		
FTE	1.24	1.27		1.79%	2.33	
Refugee						
Resident rate + 25%	No wait	90 day wait			90 day wait	Eliminate waiting period
Tuition per Credit	\$79.40	\$86.20		8.56%	\$88.95	
Total Revenue**	\$1,656	\$2,793		68.66%	0.67	
FTE	0.47	0.71		52.38%		
Non-Resident Differential						
Tuition per Credit	No Wait	90 day wait			90 day wait	Eliminate waiting period
Total Revenue	\$79.35	\$85.00		7.12%	\$87.25	
FTE	\$863,980	\$655,138		-24.17%	157.47	
	241.96	171.29		-29.21%		
Vocational Resident (credits over 18)						
% of Tuition Charged	15%	100%			100%	Maintain current policy
Tuition per Credit	\$9.35	\$64.60		590.91%	\$66.85	
Total Revenue**	\$9,495	\$55,000		479.25%		
FTE	22.58	18.91		-16.24%	28.93	
Vocational Non-Residents (credits over 18)						
No activity						



**Notes:**

**\*\*Total Revenue** includes all revenue from Tuition and Fees:  
Operating, building, and S & A fees.

**Description of student categories**

***Mature Learning***

Students 55 or older enrolled in courses specifically designed for this population.

***Vietnam Veterans***

Active duty U.S. military in SE Asia between 8/5/64 and 5/7/75

***Persian Gulf Veterans***

Active duty U.S. military in Persian Gulf combat zone in calendar year 1991.

***High School Non-Resident***

Non-resident high school completion students (for individuals over 18 years of age).

***Vocational Resident (credit over 18)***

Resident students enrolled in vocational preparatory programs in excess of 18 credits.

***Vocational Non-Residents (credits over 18)***

Non-resident students enrolled in vocational preparatory programs in excess of 18 credits.

***Refugee***

Refugees; spouses and dependents with parole status, immigrant visa, citizenship application. Persons in the country legally who have had to leave their country for some reason. They have a particular INS status that is different from people who have a visa or green card. They are not citizens and likely won't ever apply for U.S. citizenship because they don't want to give up citizenship in their own country.

***Non-Resident Differential***

Students who do not meet the legal definition of a "Washington resident."

k.wynkoop from r.hirt schedule  
3/7/2007

## **Student Affairs Board Report March 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:**

Lizette Drennan (Outreach and Scholarship Program Coordinator in Financial Aid) conducted Financial Aid workshop presentations to: a Displaced Homemaker class on February 2; a winter quarter Financial Aid night for 50 parents and students on February 8; Fort Vancouver High School for 52 Latino seniors and juniors on February 22; and a financial aid presentation for 116 prospective Dental Hygiene students on February 23.

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

#### **Progress to Date:**

Lizette Drennan traveled to Stevenson High School to conduct a Financial Aid workshop on February 1 with the senior class.

### **Access to Education**

- ◆ Increase the number of students who enroll online.

#### **Progress to Date:**

Erin Morgan (Registrar) reports that 89.8% of students have enrolled online to date. This is 15% higher than the same point in time last spring (74.74%) and the highest percentage of students who have enrolled online since Clark launched its online registration module. A huge thanks to the Registration team and to Susan Maxwell (Planning & Advancement) and Brian Scott (Marketing) who have contributed to our efforts to increase online registration.

- ◆ Create a publication so that students can navigate support services during the temporary location of Student Affairs.

#### **Progress to Date:**

The Running Start (RS) office mailed a campus map showing the new location of the RS office in the "T" Building to all RS students, along with the instructions for spring quarter registration. In addition, a new link to the map on the RS website at [www.clark.edu/runningstart](http://www.clark.edu/runningstart) was added. A total of 627 RS students completed comment cards at the time they registered for spring quarter and 92% of them indicated that the maps helped them find the new office location.

- ◆ Conduct assessment to identify and enhance online services.

#### **Progress to Date:**

Health Services is now using eDonor, a web-based approach to scheduling appointments for blood drives on campus. Participants can now schedule their individual appointments online, or Health Services staff can assist them.

## **Respect for Differences**

- ◆ Increase staff participation in diversity awareness.

### **Progress to Date:**

Terri Kaufman and Jordan DeVan (Registration) participated in diversity training at the Winter Admissions/Registration Council meeting on February 8. The training, "Communication Style Differences," focused on positive communication, listening skills and being non-judgmental of cultural differences when communicating.

Suzanne Thayer (Career & Employment Services) attended a Cultural Diversity Training session at the Teaching & Learning Center on February 5.

Tanya Potter and Katy Jacky (Eligibility Programs) and Dawneva Sasse, Rahel Weldu, Mike Gibson, Roberta Roche', Mira Stelmakh (Financial Aid), attended the Cultural Diversity: Discrimination and Harassment training presented by Leann Johnson on February 21.

## **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 February: Purple Rain Vineyard – *Web Designer Intern*, Leatherman Tool Group – *Literary Archive Intern*, Mt. St. Helens Institute – *Field Internship & Laboratory Internship*, and PIA Western Alliance – *Marketing & Communications Intern*.

## **Broad-Based Partnerships**

- ◆ Increase outreach events with educational partners by establishing a \$5,000 budget.

### **Progress to Date:**

Health Services co-sponsored the Teens Against Tobacco Use (TATU) conference that was held at Clark College on March 1. This event was a collaborative partnership between Clark County Public Health and the Prevention Specialists from ESD 112. Over 150 students from area high schools participated in the conference.

- ◆ Represent the college to community groups.

### **Progress to Date:**

Linda Calvert (Running Start) attended the Heritage High School "Community Connections Day" on February 27. Community partners visited classrooms with student ambassadors, participated in a campus tour, and enjoyed lunch with Evergreen Public Schools Superintendent John Deeder, Area Superintendent Bill Bentley, and Heritage Principal Anne Sosky.

Roberta Roche' (Sponsored Programs) attended the "Rapid Response" Team meeting held on February 6. This is an on-campus team formed to respond to layoffs in our community. They will provide information on class offerings, re-training funding, and career opportunities to the employees of Georgia Pacific and Freightliner.

## **Management Excellence**

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

### **Progress to Date:**

Nancy Heidrick and Debbie Maurina-Bell (Financial Aid) attended “Escaping the Drama Triangle, part one. This class, held on February 9, was sponsored by Clark College Human Resources and is part of the Clark College Leadership Series. Discussions included the drama triangle (victim, persecutor, and rescuer) and personal responsibility and steps to take toward conscious leadership.

### **Additional Highlights:**

Lauren Caldarera (Service Learning) conducted a presentation at the Texas Campus Compact National Conference on Civic Engagement in Austin, Texas on February 16. The presentation focused on using conversation cafes as a model to create dialogue on college campuses to promote civic responsibility. Lauren enrolled 22 students in the WA Campus Compact *Students in Service* program and accomplished her goal of filling all allocated slots. Over the next two years, these 22 students will complete an aggregate of 11,550 hours of community service and earn \$32,020 thru AmeriCorps educational scholarships.

Janet Turner (Financial Aid) attended the “Trans-code Translations” class sponsored by Accounting Services on February 2. This training not only explained trans-codes but also gave insight to the State Fund Accounting process.

Financial Aid received a supplemental State Work Study allocation on February 13, in the amount of \$130,000 from the Higher Education Coordinating Board. This brings the total State Work Study allocation for 2006-07 to \$538,902. The allocation of supplemental funds is based on programs that are managed efficiently. Many thanks to Eugene Carroll, Work Study Coordinator, for managing this program so well. The funds will be utilized by students on wait lists for jobs during winter and spring quarters.

Rachel Ruiz attended the “Uncovering the Heart of Higher Education” on February 22-25 in San Francisco sponsored by the Fetzer Institute. Administrators, faculty and student life professionals discussed best practices and frameworks that cultivate a balanced education of the intellect, the spirit and global social engagement.

Dr. Rachel Ruiz  
Vice President of Student Affairs

Report prepared on 2/26/07

(Reflects Headcount & FTE numbers from end of business day 2/23/07

## Clark College Daily Registration HC/FTE Report

Quarterly head count and FTE comparison

		Winter 2006			Winter 2007			State FTE	
		Head Count	Total FTE	State FTE	Head Count	Total FTE	State FTE	% of change	Date
**		1083	99	73	945	80	77	5.48%	11/14/2006
Continuing Student Access Day	1	1535	368	333	1345	298	295	-11.41%	11/15/2006
	2	2179	807	765	1885	671	666	-12.94%	11/16/2006
	10	6533	3898	3783	5705	3285	3255	-13.96%	11/30/2006
	11	6795	4034	3916	5954	3425	3389	-13.46%	12/1/2006
Re-entry/Tr students		7245	4312	4179	6496	3785	3748	-10.31%	12/4/2006
Re-entry/Tr students		7572	4511	4370	6804	3963	3920	-10.30%	12/5/2006
Re-entry/Tr students		7842	4675	4529	7120	4156	4113	-9.19%	12/6/2006
Re-entry/Tr students		8075	4818	4665	7430	4321	4273	-8.40%	12/7/2006
New students		8322	4981	4824	7680	4446	4394	-8.91%	12/8/2006
New students		8665	5201	5040	7971	4636	4581	-9.11%	12/11/2006
New students		8959	5384	5219	8232	4803	4749	-9.01%	12/12/2006
Re-entry/Tr students		9191	5510	5341	8414	4887	4827	-9.62%	12/13/2006
New students		N/A	N/A	N/A	8557	4970	4910	N/A	12/14/2006
No access times		N/A	N/A	N/A	8695	5019	4957	N/A	12/15/2006
Open Day	1	9502	5591	5418	9048	5171	5107	-5.74%	12/18/2006
	2	9693	5709	5533	9213	5257	5192	-6.16%	12/19/2006
snow closure 2005		N/A	N/A	N/A	9345	5303	5231	N/A	12/20/2006
	4	9828	5777	5595	9449	5354	5281	-5.61%	12/21/2006
	5	9929	5815	5625	9531	5389	5314	-5.53%	12/22/2006
	6	10012	5861	5666	9616	5425	5350	-5.58%	12/26/2006
CIS-closed & didn't run prod.jobs	7	N/A	N/A	N/A	9812	5482	5402	N/A	12/27/2006
	8	10173	5951	5757	9993	5492	5409	-6.04%	12/28/2006
	9	10303	5965	5768	10158	5563	5477	-5.05%	12/29/2006
	10	10406	6038	5837	N/A	N/A	N/A	N/A	no open this yr
	11	10573	6116	5907	N/A	N/A	N/A	N/A	no open this yr
Class Day	1	10879	6279	6057	10410	5702	5613	-7.33%	1/2/2007
	2	11073	6361	6132	10612	5765	5670	-7.53%	1/3/2007
	3	11188	6350	6113	10725	5923	5770	-5.61%	1/4/2007
	4	11249	6359	6117	10838	5930	5771	-5.66%	1/5/2007
	5	11285	6313	6065	10924	5928	5766	-4.93%	1/8/2007
	10	11565	6303	6038	11124	5986	5791	-4.09%	1/18/2007
	15	11531	6327	6043	11282	5994	5750	-4.85%	1/23/2007
4th week		11740	6413	6030	11393	6013	5754	-4.58%	1/26/2007
ABE/GED continuing-2nd 5weeks/5th wk		11837	6452	6040	11647	6126	5853	-3.10%	2/2/2007
ABE/GED new-2nd 5weeks/6th wk		11997	6530	6110	11873	6234	5927	-3.00%	2/9/2007
7th week		12087	6542	6117	11966	6248	5930	-3.06%	2/15/2007
8th week		12159	6560	6120	12048	6258	5932	-3.07%	2/23/2007
9th week		12237	6570	6122					3/2/2007
10th week		12315	6586	6134					3/9/2007
11th week		12359	6586	6135					3/16/2007
MIS Final 3/28/05		12382	6627	6135					

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

Financial Aid Stats  
As of February 28, 2007

<b>PROGRAMS</b>	<b>As of February 28, 2006</b>	<b>As of February 28, 2007</b>
Pell Grant	\$6,693,928	\$6,212,303
Federal College Work Study	294,037	384,809
State College Work Study	366,621	622,437
Federal SEOG	216,770	241,981
Washington State Need Grant	3,367,585	3,264,859
Tuition Waiver-Need Based & Clark College Grant	513,743	794,682
Stafford Loans	6,833,874	6,421,007
Academic Competitiveness Grant	-0-	6,165
Scholarships	857,761	744,972

Total Students processed to date	4,997	4,816
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Total Aid awarded from all programs to date:	\$19,409,608	\$19,096,002
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**Human Resources Board Report  
March 2007**

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

**Respect for Differences**

- Promote positive communication and college environment

**Progress to date:** A reception and presentation was held on February 6 honoring the nominees for the Fall Quarter 2006 Quarterly Classified Award:

- ❖ Christy Campbell, Accounting Services
- ❖ Linda Campbell, Adult Basic Education
- ❖ Chris Concannon, Communications and Marketing
- ❖ Jordan DeVan, Registration
- ❖ Ann Hansen, Mathematics Department
- ❖ Susan Harding, Library
- ❖ Sherri Meadors, Payroll
- ❖ Kerry Rogers, Nursing Department
- ❖ Susan Taylor, International Education

The award was established in 2005 and recognizes classified employees who have demonstrated exemplary work performance, outstanding customer service, a positive and cooperative spirit, and/or special achievements or contributions to the college community. Bob Knight and Lisa Gibert presented the Fall 2006 Quarter Classified Excellence Award to Ann Hansen. Ann is the Mathematics Division secretary supporting 17 full-time instructors, 37 adjunct instructors and approximately 2500 students, and has been with the College for over 22 years.

**Appointments/Reallocations/Resignations/Retirements**

Lisa Edwards resigned from the position as Executive Dean of Workforce Development and Continuing Education effective February 1, 2007. Lisa has been with the College since July 2004.

Howard Ek retired from the position as Mail Processing Driver in Central Receiving effective March 2, 2007. Howard has been with the College since July 2000.

Melissa Heiskari resigned from her position as Custodian 1 in Plant Services effective March 7, 2007. Melissa has been with the College since April 2002.

Laura Elwood Klein was reallocated to Human Resource Assistant effective November 1, 2006. Laura has been with the College since July 1991.

Amy Leisher was appointed to the full-time permanent classified position as Fiscal Specialist 1 in Workforce Development and Continuing Education effective February 19, 2007. Amy has a BS in Finance from the University of Illinois and previous work

experience with the University of Illinois, Kaplan Test Prep and Admissions, and The Goodyear Tire and Rubber Company.

Blue Linden was appointed to the full-time permanent exempt position as Facilities Maintenance Manager effective February 19, 2007 in Plant Services. Blue received LME certification through Portland Community College, attended Fullerton Jr. College, and has previous work experience with Siltronic Corporation and Nabisco/Kraft Brands Inc.

**Vacant Positions**

College Community Events Manager, full-time temporary exempt position in Student Affairs; closing date: January 16, 2007.

Custodian, two full-time permanent classified positions in Plant Services; closing date: TBD.

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

Dean of Enrollment Services, full-time permanent administrative position in Student Affairs; closing date: March 8, 2007.

Dean of Math, Physical Science and Engineering/Computer Science; full-time permanent administrative position in Instruction; closing date: February 12, 2007; extended: open until filled.

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

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

Office Assistant 3, full-time permanent classified position in Purchasing; closing date: January 18, 2007.

Program Assistant, full-time permanent classified position in Financial Aid; closing date: February 4, 2007.

Secretary Senior, full-time permanent classified position in Health Services; closing date: January 11, 2007.

Secretary Senior, full-time permanent classified position in Student Affairs; closing date: March 5, 2007.

Warehouse Operator 3, full-time permanent classified position in the Bookstore; closing date: February 4, 2007.

**Faculty positions:**

Art-Photography, closing date: January 11, 2007

Art History, closing date: February 22, 2007

Biology Instructor, closing date: March 8, 2007



Computer Science, closing date: February 27, 2007  
Economics, closing date: January 30, 2007  
English Instructors (1 tenure track; 1 non-tenure track): closing date: February 28, 2007  
Health Occupations: open until filled  
Mathematics, closing date: January 11, 2007  
Music, closing date: February 22, 2007  
Nursing, 2 positions; closing date: February 22, 2007  
Political Science, closing date: January 11, 2007

**Additional highlights:**

Rebecca Wale, Environmental Health and Safety and Employee Development Manager was selected to present a session at the League for Innovation Conference March 4-7, 2007 on "How Clark College Went Tobacco Free".

Katrina Golder  
Associate Vice President of Human Resources  
3/3/07

## **Planning and Advancement Report March 2007**

During the brief time period since the last board meeting, Planning and Advancement has made the following progress towards goals in the six Mission Imperative areas:

### **Focus on Learning**

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

#### **Progress to date:**

Kitty Brokaw, Director of Grants Development, presented a GRANTS 101 workshop, attended by several faculty and staff members, on February 22. The purpose of the workshop was to provide an overview of the functions of the Grants Development office and to provide information about funding resources and tips to help faculty and staff in the planning and development of strong grant applications.

### **Access to Education**

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

#### **Progress to date:**

A draft template for an annual report for area school districts has been completed and is under review. The proposed template includes data elements such as the number of students who come to Clark College from each high school, the average COMPASS test scores, Tech Prep enrollments and transitions, and Running Start enrollments and follow-up.

### **Respect for Differences**

- ♦ **Seek out and apply for grant funding to support diverse populations across all college units**

#### **Progress to date:**

Clark College Health Services will submit a \$75,000 grant in March 2007 to the Nick Traina Foundation, to support the expansion of mental health services for students in early onset or at risk for bipolar illness, early psychosis and suicide.

- ♦ **Develop framework to support diversity initiatives at the college.**

#### **Progress to date:**

An open forum was held on February 21 to discuss information related to college diversity and the diversity audit.

### **Broad-based Partnerships**

- ♦ **Inform college community of issues affecting the institution to support our legislative agenda.**

The January and February issues of the *Clark Journal* feature articles about the legislative agenda and the current session along with related messages from Interim President Bob Knight and Trustee Kim Peery. The *Clark Journal* is available on the

intranet for the college community as well as on our web site for the external community.

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

**Progress to date:**

Copies of the *Clark Journal* are now being mailed to all state legislators. We continue to maintain regular contacts with our state legislative delegation – tracking the progress of our legislative agenda.

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

**Progress to date:**

On March 16, Clark College will host the education summit convened by Congressman Brian Baird to “explore better integration and coordination of math and science education policies across all levels of government and across all levels of education, including K-12, community colleges, four year institutions, and vocational technical programs.” Representatives from business will attend to share their needs and how they integrate with our educational approaches.

**Management Excellence**

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

**Progress to date:**

The Mid-Year Status Report for 2006-07 has been posted on the intranet and can be viewed by the college community.

A prioritized list of new goal and budget development requests for 2007-08 will be forwarded to Planning and Advancement by March 15. A Cabinet retreat has been scheduled for April 10-11 to review the prioritized requests.

Candy Bennett  
Executive Dean of Planning and Advancement  
March 1, 2007

## **Workforce Development & Continuing Education**

### **March 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:**

Based on student evaluations, employer and partner feedback, as well as local and national labor studies, Workforce Development has enhanced the monthly schedule of Job Seeker Seminars to include evenings and weekends. Our community indicated a need for evening and weekend class offerings to accommodate those currently working but interested in increasing their computer and workplace skills. Three Saturday and five evening sessions have been added to March's Job Seeker Seminar schedule.

Twenty-five new Continuing Education classes and 15 new Mature Learning classes were developed for Spring 2007. Continuing Education has a "focus on the family" theme for Spring, including: "French for Parents and Children", "Family Fencing for Adults and Kids", "Birth, Breastfeeding and Work Series" and "Succeeding as a Step Family". Mature Learning will offer "NW Geology", "Latin American History" and "Travelogue: Destination the World", among others.

#### **Access to Education**

- ♦ Create new Tech Prep articulation agreements in high-wage/high-demand programs.

##### **Progress to Date:**

On March 7, 2007, Tech Prep staff will meet with Portland Community College's Dual Credit program coordinator to review their Tech Prep program and collaborate on new articulations and promotional strategies.

#### **Respect for Differences**

- ♦ Develop & implement enrollment strategies for attracting diverse populations to courses and programs.

##### **Progress to Date:**

Continuing Education in partnership with the NAACP has developed a new dinner lecture for Spring 2007; "Soul Food and Black History".

#### **Workforce Development**

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

##### **Progress to Date:**

In February, Customized Training secured training contracts with five local companies generating \$8,932 in gross revenue.

**Workforce Development**

- ♦ Develop modularized Customer Service, Workplace basics and soft curricula.

**Progress to Date:**

In March, Workforce Education will begin offering a new Job Seeker Seminar entitled "Workplace Success". This three-hour seminar will cover essential workplace skills such as teamwork, anger management, and how to take direction/supervision.

**Management Excellence**

- ♦ Collaborate with the Executive Director of Communications to expand marketing and communication efforts to target audiences.

**Progress to Date:**

The Columbian featured the Spring 2007 Mature Learning and Travel Studies programs in the quarterly senior section.

**Additional Highlights**

- ♦ Corporate Education is sponsoring the American Society for Training and Development (ASTD) annual conference in Portland, OR, on March 6 & 7, 2007. The conference will be attended by approximately 250 Human Resources and Training professionals from Oregon and Southwest Washington.
- ♦ Two Southwest Washington Agency on Aging (SWAA) classes ran in February serving 49 students and generating \$1,666 in net revenue. Five classes are scheduled for March.
- ♦ Nursing Assistant Certified (NAC) class February 22-March 23, 2007 served 18 students and generated \$1,545 in net revenue. The next training will be April 12 - May 13, 2007, and is anticipated to have 20 students.
- ♦ Six Professional Development classes ran in February serving 74 students and generating \$5,319 in net revenue.

Todd Oldham

Interim Executive Dean

Workforce Development & Continuing Education

-

## Communications and Marketing Report March 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:

As part of the March meeting between the academic deans and administrative assistants, the departmental storage, supply, and requesting of program sheets will be discussed. In partnership with the Office of Instruction, continued revisions and updates of program sheets will take place during the month of March.

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

#### Progress to date:

Graphic designer Wei Zhuang and our new 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 materials, their work for March will include "Clark on the Road" flyer and postcard, *Clark 24/7* (2 editions), Admissions new student and returning student brochure revisions, Science Olympiad t-shirts and signage, phase two of the process to create a new college logo, Continuing Education testing room signage, revisions and redesign of the 2007-08 *Clark College Catalog*, updating lobby news clips, 2006 Annual Report to the Community, Admissions office open house postcard, Welcome Center comment card, Admissions student inquiry card revisions, Foundation "Savoring Excellence" event postcard and invitations, Foundation golf tournament certificate, and design of the grants development newsletter.

- ◆ Increase online registration at Clark College.

#### Progress to date:

Online registration is a key focus and message for the spring media campaign. There will also be an emphasis on increasing online admissions, e.g. Quick Step in radio and television spots in an effort to increase online registrations.

## Access to Education

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

### **Progress to date:**

Conversations with Webmaster Chris Concannon to discuss the elements of a program curriculum database continue; during the month of March, the database will be developed for initial data input.

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

### **Progress to date:**

The completion date for this goal has been modified to spring 2007 as part of the mid-year goals update process. During the month of March, the suggestions identified from the summer 2005 student survey will be assessed for their feasibility; potential changes based on those that are determined feasible will be identified and pursued for testing.

- ◆ Complete redesign and rebuilding of Clark College Internet and Intranet sites (design and navigation).

### **Progress to date:**

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi have nearly completed phase two of the Internet redesign, working with the college community to migrate all pages into the new look and onto the new site. Their work includes the redesign of the athletics section of the Web site. The new athletics pages will be completed and launched by the beginning of spring quarter.

In addition to ongoing updates to both the Internet and Intranet sites, progress includes rebuilding of the Tech Prep Web pages including revisions to content, migrating existing Web pages from the Cold Fusion server and the building of the new Teaching and Learning Center (TLC) pages. Other highlights include the completion of the Activities/Events calendar and the completion of the News & Events/Publications listserv.

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

### **Progress to date:**

Revisions and updates of catalog content by various departments across the college continue. A new page template design is currently underway. Presentations to Executive Cabinet and College Council will be made in early March to inform both groups of the intention to produce a one-year version of the academic catalog to accommodate the common course numbering initiative.

## Respect for Differences

- ◆ Partner with the YWCA to sponsor the 2007 Women of Achievement luncheon; discuss, with the Foundation, possibilities for an annual reunion event for Women of Achievement honorees.

### **Progress to date:**

The 2007 Women of Achievement (WOA) luncheon will be held on March 6, 2007 at the Vancouver Hilton. This event may draw the largest in the WOA history. Work on the event publications including the program, display boards, photographs and biographies of the honorees have been completed. New for this year's program, CVTV coverage of the event will be closed-captioned (both at the event and for broadcast). In addition, CVTV has recorded video clips of each of the nominators discussing why they nominated their "Woman of Achievement."

- ◆ 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 Clark College's Black History Month and Dr. Martin Luther King, Jr. celebration event featuring author damali ayo and the upcoming performance by Jean Paul Samputu. *The Clark Journal* recently introduced a new feature, "Getting to Know," with an article on Clark College internal auditor Shih-Han Lu.

As program sheets are revised and updated, publications designer Pat McDonald is working to ensure the documents posted to the Clark College Web site are accessible to the blind.

Spring quarter enrollment advertisements will run in local diversity publications which include the *Skanner*, *Portland Observer*, *El Hispanic News* and *The Asian Reporter*. Newspaper advertisements and cable television spots will portray student diversity.

## Workforce Development

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

### **Progress to date:**

New Workforce Development registration forms, in PDF format, which can be completed online, are in the design phase. The forms, which were last revised in 2003, will be redesigned to capture correct information needed by the state for specific performance evaluations. They will also be consistent with the college's branding standards.



## 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:

The spring quarter enrollment campaign, currently in development, will include a media mix of cable television, radio, newspaper advertising and direct mail. The campaign schedule will start the week of March 12, with initial messages focusing on admissions via Quick Step and transfers, and a later focus on student open registration. The media schedule will run from March 12 to April 2. The campaign will also feature new services and programs such as the Student Tuition Easy Payment Plan (STEPP) and the new Survey Technician program.

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

- Computer Technology (CTEC) Recruitment Marketing
  - Spring emphasis is on high school visits in March and April to be followed by a Saturday, May 12 campus recruiting event hosted by CTEC.
  - Web Development – Working with Tyler Chen who has drafted an initial design for the new CTEC Web pages to be consistent with the college's Web design. The new design is expected to be implemented by June.
- Vocational Marketing Plan
  - Group Meetings– completed
  - Marketing/budget plan– plan written and budget request submitted
  - Meeting with Machine Technology– completed; awaiting information for Web and direct mail projects from Shoshanna Porter.
  - Meeting with Electronics/Power Utilities– completed; awaiting information regarding students to feature from Bruce Wells.
  - Culinary Arts– direct mail letter completed; to be mailed by Student Recruiter Jennifer Reeves
  - Automotive– to be scheduled
  - Welding– completed; a new fulfillment letter Q&A Web description is in development
  - Diesel– completed; a new fulfillment letter and Q&A Web description is in development
- “Clark on the Road”
  - Firstenburg Community Center confirmed for Wednesday, March 14. Projects as follows are in development:
    - Flyer- completed and distributed
    - Postcard- mails to 3,500 households on March 10
    - Newspaper advertisement- in development
  - Summer “Clark on the Road” location to be determined (planned for May)

- 2007 Pathways to the Future Career Fair
  - Creative materials presentation- completed
  - *The Columbian* schedule- overview and plan completed
  - Advertising planning
    - Web advertisement to employers- completed
    - Craig's list- completed
    - Vancouver Business Journal inserts - completed and distributed
    - Postcard- in development
    - *The Columbian* business section advertisements (2) - completed
- Student Tuition Easy Payment Plan (STEPP)
  - Web description/Q&A- completed and posted
  - Direct mail/letter- printed; mails March 10
  - Direct mail/postcard- in progress
  - Direct mailing lists- completed
  - Press release- in progress
  - Web advertisement- in progress
- Field Survey Technician Program
  - Photography- 2 rounds completed
  - Draft Web description- completed
  - Draft program brochure- completed
- Enrollment Management Plan
  - Draft Executive Summary - draft completed
- Spring Campaign
  - Revise television spot (two versions)- recorded in late February
  - New radio spot (two versions)- recorded in late February
  - Newspaper advertisement- student versions in development; completed by early March
- English as a Second Language (ESL)/ Adult Basic Education (ABE) Brochures
  - New and stand alone ESL and ABE/GED Prep. brochures- in development
  - Photography- 2 rounds in process
  - Multi-language versions planned
- Advisory Recognition Event
  - Planning underway- Proposed breakfast similar to last year's recommended
  - Tentative date- Thursday, May 3 from 7:30 a.m. to 9:00 a.m.
  - Invitation and Program- in development
  - New presentation/awards- under consideration

#### **Additional Highlights:**

- ◆ Director of Marketing Brian Scott and Communications Specialist Erica Schwenneker will be attending the National Council for Marketing and Public Relations (NCMPR) national conference in San Diego, March 18-21.
- ◆ Production has begun on the early fall and summer quarter class schedules, *Clark College Connections*.

Barbara Kerr  
 Executive Director of Communications and Marketing  
 March 2, 2007

## Foundation Report to Board of Trustees March 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:** The Foundation's newsletter, *Clark College Foundation Partners*, was mailed to 20,000+ constituents. We are also pleased to announce that construction of the Foundation's website is nearing completion.

Donor cultivation activities consisted of 120 contacts, including 40 substantive visits, and one direct mail appeal to donors who made contributions last year but not this year. Staff followed up with 15 small businesses regarding PAC membership in an effort to obtain additional support for athletic scholarships. Staff is in the preliminary stages of prospect rating. This activity will assist the Foundation in allocating its time and resources most effectively. All \$100+ contributors to the end-of-year appeal received a phone call "thank you." Plans are underway for Savoring Excellence, one of the Foundation's leading events for recognizing donors.

- ◆ Strengthen relationship between the College and the Foundation

**Progress to Date:** Staff continues to attend Administration and Unit meetings to understand needs of the College. The Development staff conducted meetings with the Library, Distance Learning, and Continuing Education about partnerships and how best to collaborate in donor recognition. The Foundation is represented at every new employee orientation to introduce new staff to the Foundation and to make an appeal for support.

- ◆ The Foundation still desires to restate the Articles of Incorporation and amendments into a consolidated document. The language has been agreed upon, but a mutually agreeable process for accepting non-traditional gifts remains to be defined.

### Other Highlights

- ◆ The Foundation remitted \$72,000 to Clark County for buy-out of the Federal restrictions on the Triangle property. The College and the Foundation are working directly with the State's real estate division to proceed with the necessary documents for closing. It is the intention of all parties to have this purchase completed in March.

Lisa Gibert  
President

# **CONSENT AGENDA FIRST READING**

# **Tuition Waivers**



A PUBLICLY SUPPORTED  
COMMUNITY COLLEGE

# MEMORANDUM

To: Clark College Board of Trustees

From: Bob Knight, Interim President *BKK*

Date/Ref: March 7, 2007/RK285

Subject: Tuition Waivers

## **Background**

In the spring of 2004 the College engaged in a process to review tuition waivers. The Board of Trustees approved the following changes to the tuition waiver policy:

<i><b>Waiver</b></i>	<i><b>Action by Board of Trustees</b></i>
Mature Learning	Reduced waiver from 70% to 50%
Vietnam Veterans	Changed waiver from 1977 rate to 50% waiver
Persian Gulf Veterans	Changed waiver from 1991 rate to 50% waiver
High School Non-Resident	Instituted a 90-day waiting period for resident rate
Refugee	Instituted a 90-day waiting period for refugee rate
Non-Resident Differential (not subject to 35% limit)	Instituted a 90-day waiting period for non-resident differential rate
Over 18 cr. – VOC Non-Res	Eliminated waiver
Over 18 cr. – VOC Resident	Eliminated waiver

Attached is an analysis that compares student FTE in the year before implementation to student FTE in 2005-06. It also provides student FTE information for fall quarter 2006.

## **Recommendations**

We recommend the following actions:

### ***Mature Learning***

Reinstate the 70% tuition waiver to provide broader access to seniors which supports the Access to Education Mission Imperative.

### ***Vietnam and Persian Gulf Veterans***

Maintain the current 50% waiver until the State Board provides direction for implementation of legislative action. Once direction is provided, analysis will include impact on all veterans and on operating revenue.

Clark College Board of Trustees

Page 2

March 7, 2007

**Recommendations (Continued)**

***High School Non-Resident, Refugee, and Non-Resident Differential***

Eliminate the 90-day waiting period which supports the Access to Education Mission Imperative.

***Over 18 credits - Vocational Residents and Non-Residents***

Maintain the current policy to comply with State Board initiative to gradually level out the tuition per credit rate.

**Impact**

Implementation of these recommendations will:

- have minimal impact on the percentage of tuition waived and thus the total waived will continue to be significantly below the limit (35% of gross operating fee collections) imposed by RCW 28B.15.910;
- have minimal impact on total tuition revenue; and
- provide the potential for increasing student FTE and thus access to education.

Thank you.

th

Attachment

**Analysis of Discretionary Tuition Waiver Rate Change**  
**March 7, 2007**

**Actual Activity**

	2003-04 (Before change)	2005-06	% Change	Fall 2006 Rates and FTE	Recommendation
<b>Mature Learning</b>					
% of Tuition Charged	30%	50%		50%	30% of current tuition rate
Tuition per Credit	\$19.85	\$35.90	80.86%	\$37.00	\$22.20 in 2006-07
Total Revenue**	\$47,244	\$59,441	25.82%		
FTE	52.89	36.80	-30.42%	37.40	
<b>Vietnam Veterans</b>					
% of Tuition Charged	1977 Rate	50%		50%	Maintain current 50% waiver until
Tuition per Credit	\$8.40	\$35.90	327.38%	\$37.00	receive State Board direction
Total Revenue**	\$7,846	\$6,800	-13.33%		
FTE	20.76	4.20	-79.76%	1.60	
<b>Persian Gulf Veterans</b>					
% of Tuition Charged	1991 Rate	50%		50%	Maintain current 50% waiver until
Tuition per Credit	\$28.90	\$35.90	24.22%	\$37.00	receive State Board direction
Total Revenue**	\$12,626	\$5,320	-57.86%		
FTE	9.71	3.29	-66.13%	1.33	



# Actual Activity

	2003-04 (before change)		2005-06	% Change	Fall 2006 Rates and FTE	Recommendation
High School Non-Resident						
Resident Tuition Rate	No wait	90 day wait			90 day wait	Eliminate waiting period
Tuition per Credit	\$66.15	\$71.80		8.54%	\$74.05	
Total Revenue**	\$3,732	\$4,092		9.65%		
FTE	1.24	1.27		1.79%	2.33	
Refugee						
Resident rate + 25%	No wait	90 day wait			90 day wait	Eliminate waiting period
Tuition per Credit	\$79.40	\$86.20		8.56%	\$88.95	
Total Revenue**	\$1,656	\$2,793		68.66%		
FTE	0.47	0.71		52.38%	0.67	
Non-Resident Differential						
Tuition per Credit	No Wait	90 day wait			90 day wait	Eliminate waiting period
Total Revenue	\$79.35	\$85.00		7.12%	\$87.25	
FTE	\$863,980	\$655,138		-24.17%		
	241.96	171.29		-29.21%	157.47	
Vocational Resident (credits over 18)						
% of Tuition Charged	15%	100%			100%	Maintain current policy
Tuition per Credit	\$9.35	\$64.60		590.91%	\$66.85	
Total Revenue**	\$9,495	\$55,000		479.25%		
FTE	22.58	18.91		-16.24%	28.93	
Vocational Non-Residents (credits over 18)						
No activity						

**Notes:**

\*\*Total Revenue includes all revenue from Tuition and Fees:  
Operating, building, and S & A fees.

**Description of student categories**

***Mature Learning***

Students 55 or older enrolled in courses specifically designed for this population.

***Vietnam Veterans***

Active duty U.S. military in SE Asia between 8/5/64 and 5/7/75

***Persian Gulf Veterans***

Active duty U.S. military in Persian Gulf combat zone in calendar year 1991.

***High School Non-Resident***

Non-resident high school completion students (for individuals over 18 years of age).

***Vocational Resident (credit over 18)***

Resident students enrolled in vocational preparatory programs in excess of 18 credits.

***Vocational Non-Residents (credits over 18)***

Non-resident students enrolled in vocational preparatory programs in excess of 18 credits.

***Refugee***

Refugees; spouses and dependents with parole status, immigrant visa, citizenship application. Persons in the country legally who have had to leave their country for some reason. They have a particular INS status that is different from people who have a visa or green card. They are not citizens and likely won't ever apply for U.S. citizenship because they don't want to give up citizenship in their own country.

***Non-Resident Differential***

Students who do not meet the legal definition of a "Washington resident."

k.wynkoop from r.hirt schedule  
3/7/2007

**MINUTES OF THE BOARD OF TRUSTEES**  
**Clark College, District No. 14**  
**February 26, 2007**  
**Penguin Student Union Building Rooms 258B & C**

Present: Rhona Sen Hoss, Chair; Addison Jacobs, Vice Chair; Sherry Parker, Kim Peery, John White

Administrators: Bob Knight, Interim President; Rassoul Dastmozd, Vice President of Instruction; Rachel Ruiz, Vice President of Student Affairs; Katrina Golder, Associate Vice President of Human Resources; Candy Bennett, Executive Dean of Planning and Advancement; Barbara Kerr, Executive Director of Communications and Marketing; Wonder Baldwin, Executive Assistant to the President; Travis Kibota, Interim Dean of Science, Health & Physical Education; Sylvia Thornburg, Interim Dean of Instructional Operations; Karen Wynkoop, Director of Business Operations; Jennifer Grove, Administrative Services Operations Manager; Alex Montoya, Interim Dean of Enrollment Services; Ted Broussard, Dean of Student Success and Retention/ Acting Director of Student Life and Multicultural Student Affairs; Joe Renouard, Interim Director of Workforce Education; Tracy Reilly-Kelly, Program Manager for Mature Learning/Travel Studies; Robin Terjeson, Dean of Math, Physical Sciences and Engineering; Ray Korpi, Dean of Basic Education, English, Communications and Humanities; David Daugherty, Interim Director of Computing Services; Todd Oldham, Interim Executive Dean of Workforce Development & Continuing Education; Miles Jackson, Interim Dean of Social Science and Fine Arts; Linda Calvert, Running Start Manager; Jim Green, Director of Plant Services

Faculty: James Craven, Marcia Roi

Staff: Billie Garner

Students: Amanda Mayoral

Others: Michael Shinn, Assistant Attorney General; Lisa Gibert, Foundation President; Lehman Holder, John Barker, Nancy Brunelle, Don Mattison, Linell Arbuckle, June Dunn

**I. CALL TO ORDER:**

The meeting was called to order by Chair Rhona Sen Hoss at 5:10 p.m.

**II. BUSINESS MEETING**

**A. Review of the Agenda**

Chair Sen Hoss noted changes to the agenda. Interim President Knight stated that an updated agenda will be provided at a later time. On Page 2 of the agenda, under Future Agenda Items, Topics 2-4 will be discussed at the March 26 Board/EC Work Session instead of March 19, as stated in the agenda. State Board representatives will present a Presidential Search Presentation at the Board of Trustees Board Work Session on Monday, March 19, which will be added to the Future Agenda Items. Interim President Knight stated that the Stout Hall Tour is rescheduled. Tuition waivers will be discussed at the March 12 Board of Trustees Meeting, which will include the decision on the mature learning waiver.

Chair Sen Hoss stated that the Board of Trustees will hold an Executive Session to discuss Personnel Issues. Chair Sen Hoss requested everyone that is speaking to use the microphone, to state their name and association, and to also note that their comments will not be recorded verbatim in the minutes; the recorder will note only their name and association affiliation.

**B. Statements from the Audience**

Mr. Lehman Holder shared thoughts and concerns from the Mature Learning Advisory Committee. Mr. Jim Craven, Professor and Chairman of the Economics Division for Clark College, shared his thoughts and concerns regarding the Institution.

**C. Statements and Reports from the Board Members**

Trustee Addison Jacobs stated that several representatives from Clark College attended the ACCT National Legislative Summit from February 11-14 in Washington D.C. She noted there was valuable information for the College presented about the ongoing Congressional Session. Trustee Jacobs can provide the Trustees and the College community with written materials she received at the Summit. Trustee Kim Peery reported that the focus of the Summit was centered on the shift of power that has taken place with the reorganization of committees following the election. Chair Sen Hoss announced there will be a Board Work Session from 4:00 - 6:00 p.m. on Monday, March 19, 2007. She stated representatives from the State Board will conduct a Presidential Search Presentation regarding general processes for the upcoming presidential search at Clark College. Trustee Peery anticipates this work session will be more of a round table discussion about what processes have been used by other community colleges recently and what has been effective.

**D. Institutional Report** – Interim President Knight stated Ms. Karen Wynkoop, Chair for the Workforce Development and Continuing Education Task Force Committee, has moved forward to review the structure of the Workforce Development and Continuing Education Department and will have an update at the next Board meeting on the outcomes from the meeting.

Interim President Knight congratulated all of the Fall Nursing Graduates for successfully passing the NCLEX test the first time. He also made mention that the Dental Hygiene Department's dental hygiene students have successfully passed their exams for 30 straight years.

#### **E. Association Reports**

1. **AHE** – Ms. Marcia Roi announced that Ms. Barbara Simpson will serve as Vice President of AHE for the remainder of the school year. She stated that the accreditation notebooks were distributed to departments on campus by Dr. Tim Cook and Ms. Nancy Johnson.

Trustee White raised the question about the suspension implementation of Common Course Numbering. What would have been the practical effect if the College were to proceed with this? Ms. Roi stated that the AHE Senate made a decision to take a “wait and see” attitude approach at this time. She stated that Interim President Knight passed on the concerns from the Faculty to the Washington Association of Community and Technical Colleges Presidents meeting that he attended on February 22. Ms. Roi stated that Interim President Knight scheduled a meeting with Ms. Jan Yoshiwara, Director of Educational Services for the State Board for Community and Technical Colleges to address these concerns. Interim President Knight stated Ms. Yoshiwara will meet with the Faculty to address their concerns regarding Common Course Numbering. Interim President Knight explained that the College plans to implement the Common Course Numbering System the summer of 2008. Chair Sen Hoss asked Ms. Roi to provide the Board quarterly updates on the Common Course Numbering System.

2. **ASCC** – Ms. Amanda Mayoral distributed a list of the ASCC and Student Life and Multicultural Student Affairs Winter 2007 Events. Ms. Mayoral congratulated the Men's Basketball Team on their win against Highline Community College's Team, on Saturday, February 24 and noted the Team will participate in the NWAAC championship Basketball Tournament on March 1-2. Ms. Mayoral thanked Interim President Knight for the invitation to attend the General George C. Marshall Event, which provided an opportunity for her to meet General Pace. She also thanked Ms. Linda Calvert for the opportunity to speak at the Running Start orientation.
3. **WPEA** – Mr. Billie Garner stated that the Labor Management Communication Committee is scheduled to meet monthly through June 2007. Mr. Garner stated that he was re-elected to serve as Chief Job Representative.

Trustee Jacobs raised a question about the Board minutes being on the Intranet. Ms. Wonder Baldwin stated that the Board of Trustees meeting

minutes are current on the Internet and Intranet. Ms. Barbara Kerr stated that an updated February Board of Trustees Agenda will be posted electronically with the February Board of Trustees Packet on the Internet and Intranet as a PDF file.

#### **F. College Reports**

1. **Instruction** – Mr. Rassoul Dastmozd provided clarification on the Common Course Numbering System. Mr. Dastmozd stated that the College has had several forums with Faculty regarding Common Course Numbering. Mr. Dastmozd stated that the College's approach will be to remain an active player in the process and invite parties involved to Clark College to listen to the concerns of Faculty. Mr. Dastmozd stated that Ms. Jan Yoshiwara from the State Board for Community and Technical Colleges will meet with Faculty to address concerns. Mr. Dastmozd will conduct more forums on campus with the Faculty that will focus on the Common Course Numbering System in the upcoming months.

Trustee White raised a question regarding the purpose and future of the Health Interpreter/Translator Workshop. Mr. Dastmozd stated that the Office of Instruction is trying something new; and in some areas, the Office of Instruction is looking at bi-lingual training. This workshop is one of the training sessions.

Chair Sen Hoss asked how much revenue was generated from the proceeds of the Clark College Jazz Festival that was held on January 25-27. Mr. Dastmozd stated that the Office of Instruction is in the process of determining the amount that was generated and will provide an update at the next Board of Trustees meeting.

Mr. Dastmozd stated that the 2007-08 Sabbatical Requests, with proposals and projects from individuals, is available for the Board to review. Chair Sen Hoss requested that the Tenure Notebooks be included with the 2007-08 Sabbatical Requests. Mr. Dastmozd stated that the notebooks will be available in the Office of Instruction.

2. **Administrative Services** – Ms. Karen Wynkoop, speaking on behalf of Mr. Phil Sheehan, thanked Plant Services, Computing Services, and Student Affairs staff for their hard work, patience, and understanding during the move to the "T" Building.

Ms. Wynkoop noted that the Administrative Services Budget Status Report is accurate and stated there that is no change in the Fund Balance Report. Ms. Wynkoop stated that the revised Reserve Policy adopted by the Board in September 2004 resulted in a revision to the College's administrative procedure. The administrative procedure has been

adjusted to provide clarifying language regarding the expenditure authority for discretionary fund balances. Chair Sen Hoss asked Trustee Jacobs if this revision changes the Board Policies that she has been updating. Trustee Jacobs stated that multiple pages of the Board Policies Manual will be updated and suggested the need to have a coordinating Board Policy to the Reserves and Fund Balances procedure that is in the Administrative Procedure Manual. Trustee Peery stated that the Board Policy reflects the 10% as is stated by the Board as their reserve policy goal.

3. **Student Affairs** – Ms. Rachel Ruiz announced that Clark College has received from the Higher Education Coordinating Board \$130,000 in support of the College's State Work Study Program. She noted that the Program is managed efficiently by Mr. Eugene Carroll, the Work Study Program Coordinator, and Mr. Alex Montoya, Director of Financial Aid. Ms. Ruiz stated that these funds will make it possible for the College to serve students for the remainder of the year. Trustee White asked a question about the percentage of students that are currently enrolled in the winter 2007 orientation class. Ms. Ruiz answered that 75 students out of 117 completed the class; she stated this is a good ratio for the College.

Ms. Linda Calvert, Director of Running Start conducted a PowerPoint presentation on the Running Start Program at Clark College. She stated that the program began fall 1992 with 210 students and noted that as of fall 2006, 919 students are enrolled. Ms. Calvert stated that Running Start is a dual credit opportunity for high school juniors and seniors who have college-level skills; this program gives them an opportunity to earn college credit while attending high school. Trustee White asked Ms. Calvert to make recommendations to the Board of Trustees to share in a dialogue with the High School Board members regarding their participation in future opportunities for Clark College's Running Start Program. Ms. Calvert recommended the potential for high schools to provide computer labs for students to complete on-line Clark College courses. She requested the Board to solicit from the High School Board members specific courses they would like to see Clark College offer at Clark College at Columbia Tech Center.

4. **Human Resources** – Ms. Katrina Golder announced that Ms. Ann Hansen from the Mathematics Department received the Fall 2006 Quarter Classified Excellence Award.

Chair Sen Hoss asked the number of applicants that applied for the Events Manager position. Ms. Golder stated that there were 35 applications received for this position and noted that the interviewing process is in the final stage. Chair Sen Hoss inquired about the Dean of Enrollment Services position. Ms. Ruiz stated that this position will be

responsible for the recruitment portion of the Enrollment Management Plan.

5. **Planning and Advancement** – Ms. Candy Bennett announced that Clark College will host the Education Summit on Friday, March 16 convened by Congressman Brian Baird, the newly appointed Chair of the Subcommittee on Research and Science Education for the National Science Foundation.

Trustee Sherry Parker raised a question regarding the Administrative Services section of the Mid-Year Status Report concerning Auxiliary Services and Food Services. Interim President Knight stated that the Administrative Services intent was to use funding left over from the construction projects; but additional expenses during the Gaiser Hall Project took priority over the Food Service project. Interim President Knight stated that all of the goals in Auxiliary Services were not achieved.

There were positive comments from Board members to Ms. Bennett about the College's grants and status report in the February Board Packet. Interim President Knight stated that quarterly updates on the grants status will be included in the Planning and Advancement portion of the Board Packet. Chair Sen Hoss requested to also include the total dollar amount of the Grants in the report.

6. **Workforce Development** – Mr. Todd Oldham stated that Corporate Education is sponsoring the American Society Training and Development Annual Conference on March 6-7 in Portland, Oregon.

Mr. Oldham stated that Professional Development offered a Franklin Covey seminar on February 9. Several participants attended the seminar. This seminar was marketed through the Corporate Education Department's business contacts generated from the calling campaign.

Mr. Oldham announced that Ms. Amy Leisher is the new Fiscal Specialist 1 in the Workforce Development and Continuing Education Department.

7. **Communications and Marketing** – Ms. Barbara Kerr had no additions to her report.
8. **Clark College Foundation** – Ms. Lisa Gibert made mention that the Foundation's newsletter, Clark College Foundation Partners, was mailed to citizens.

Savoring Excellence is the new name for the Dinner of the Year. Savoring Excellence is a donor recognition event and is scheduled for May 31, 2007.



### **III. CONSENT AGENDA**

#### **A. First Reading**

- a. Tenure Recommendations: Trustee Jacobs moved that the Tenure Recommendations be moved to Consent Agenda.
- b. Sabbatical Requests for 2007-2008: Trustee Jacobs moved that the Sabbatical Requests be moved to Consent Agenda.
- c. Clark College 2007-2009 Academic Calendar: Trustee Jacobs moved that the Academic Calendar be moved to Consent Agenda.

Trustee Parker moved all items to the Consent Agenda.

Discussion: Mr. Rassoul Dastmozd stated that the Tenure Recommendations and the Sabbatical Requests for 2007-2008 will be made available to the Board of Trustees starting Tuesday, February 27, 2007 through March 26, 2007 in the Office of Instruction for their review. He noted that the Tenure Recommendations and the Sabbatical Requests will be added to the agenda for a decision at the Monday, March 26, 2007 Board of Trustees and Executive Cabinet Work Session. Interim President Knight stated that the decision on the Tenure Recommendations is due at the end of March 2007.

Trustee Peery made a motion to move the Clark College 2007-2009 Academic Calendar to the Consent Agenda. Trustee Peery recommended the Consent Agenda be amended.

### **IV. Consent Agenda**

- a. January 29, 2007 Board of Trustees Minutes
- b. Clark College 2007-2009 Academic Calendar

Trustee Peery made a motion to approve the consent agenda. Trustee Parker seconded the motion. Motion carried.

### **V. Future Agenda Items**

Discussion: Chair Sen Hoss reviewed the Future Agenda Items. She stated that the Tenure Recommendations will be discussed at the March 26 Board/EC Work Session from 4:00 – 6:00 p.m. She noted that the Board of Trustees will hold an open meeting to take action during this Session. Chair Sen Hoss also noted that the Presidential Search Presentation is scheduled for Monday, March 19 from 4:00 – 6:00 p.m.

1. Tuition Waivers (March)
2. Presidential Search Presentation (March 19) Board/EC Work Session
3. Tenure Recommendations (March 26) Board/EC Work Session
4. Nursing Program (March 26) Board/EC Work Session
5. Instructional Plan (March 26) Board/EC Work Session
6. Enrollment Management Plan (March 26) Board/EC Work Session
7. Board Policies (March 26) Board/EC Work Session
8. Presidential Search Update (April)
9. IT Plan Update (May)
10. Clark College at Columbia Tech Center (May 14) Board/EC Work Session

**VI. Date and Place of Future Meetings**

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, March 12, 2007 in the Penguin Student Union Building Conference Rooms 258 B & C.

**VII. Executive Session**

Chair Sen Hoss announced at 7:10 p.m. that the Board will hold an Executive Session for the purpose to review the performance of an employee evaluation and to discuss the acquisition of Real Estate by lease or purchase.

**VIII. Adjournment**

The Board reconvened in open session at 8:00 p.m. With no further business, the meeting was adjourned.

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Rhona Sen Hoss, Chair  
Clark College Board of Trustees

Wonder Baldwin, Recorder