

Clark College Board of Trustees Packet

March 10, 2008

Clark College

The Next Step



Vision Statement

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

Mission Statement

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

**Clark College
Board of Trustees Packet
March 10, 2008**

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CLARK COLLEGE BOARD OF TRUSTEES

Monday, March 10, 2008

Penguin Union Building

Room 258 B & C

All regular meetings of
the Board are recorded

AGENDA

4:00pm

BOARD WORK SESSION, Room 258 A

4:00 Board Self Evaluation

5:00pm

I. CALL TO ORDER

II. BUSINESS MEETING, Room 258 B & C

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

1. Board Policies #44-88-

D. President's Report #1-2

Student Success Presentation: Bryan Martin, Running Start Student

E. Association Reports

1. AHE #3-4

2. ASCC #5

3. WPEA #6

F. College Reports

1. Instruction #7-9

Faculty Presentation: Women's Studies at Clark, Ann Snyder, Dian Ulner

2. Administrative Services #10-12

3. Student Affairs#13-20
Enrollment Update
4. Human Resources.....#21-24
5. Diversity Report..... 25-31
6. Planning and Advancement.....#32-33
7. Corporate & Continuing Education.....#34-35
8. Communications and Marketing#36-38
9. Clark College Foundation#39-42

II. CONSENT AGENDA

- A. First Reading
 - ◆ Board Policy Manual.....#43-87
- B. Consent Agenda
 - ◆ Minutes from the February 25, 2008 Meeting.....#88-94

III. FUTURE AGENDA ITEMS

WORK SESSION

Board Self Evaluation (March 10)
Tenure Reception (April)
Joint Board Meetings/ Battle Ground
Ridgefield/Camas/Washougal (TBD)

BOARD

Board Policies (March 10)
Tenure Recommendations (March TBD)
Sabbatical Requests 2008-2009 (March TBD)
Larch Correctional Facility (April)

IV. DATE AND PLACE OF FUTURE MEETING

- *The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, April 28, 2008 in the Penguin Union Building 258 B & C.*

V. EXECUTIVE SESSION

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

VI. ADJOURNMENT

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

President's Report March 2008

Focus on Learning

Progress to date:

- The President attended the annual Dental Hygiene Table Clinic night held at the PUB on March 3rd. The second year students were required to have a table display and make presentations on different dental topics. The students were all very articulate and well prepared.

Broad-Based Partnerships

Progress to date:

- The President met, one-on-one, with Chancellor Dengerink on March 4th to discuss common interests between Clark College and WSUV.
- The President provided a college update to the Salmon Creek Kiwanis Club on February 27th.
- The President and Vice President of Instruction visited Evergreen State College on February 29th and met with the President and Provost to discuss potential collaboration and partnerships. We plan to rely on their expertise in the area of a teaching and learning center and sustainability among other possibilities.
- President Knight, Trustees Sen Hoss and White, Barbara Kerr, and Rachel Ruiz attended the State of the City Address on Feb 28th.

Respect for Differences

Progress to date:

- President Knight attended the Duke Ellington Jazz Concert led by our guest conductor from Northern Illinois University.

Management Excellence

Progress to date:

- Executive Cabinet and Trustees Sen Hoss and Jacobs attended a briefing by the Columbia River Crossing Staff on February 26th where they discussed the options and potential impact on Clark College. A follow-up meeting will be scheduled to discuss the potential impact on Clark College in more detail.

- The strategic planning process has begun with very strong attendance across campus holding two internal SWOT meetings on March 4 & 5. Two more internal meetings will be held on March 10th before we begin the external sessions.

Robert Knight
President
March 5, 2008

**Clark College Association of Higher Education
Board Report
March 10, 2008**

Facilitating communication

Dr. Roi met with Dr. Dastmozd and Mr. Knight formally to discuss communication and senate protocol. The meeting was minimally productive.

Mr. Knight met with Dr. Roi informally to follow up on these issues. This meeting was highly productive.

Bargaining

The AHE bargaining team finalized their interest statements and presented them to the senate this month for their information.

The team will meet with the college on March 6 to present the interests and finalize ground rules for bargaining in spring term.

Dr. Roi attended the Coordinated Bargaining conference in Vancouver and met with representatives from Lower Columbia College as well as Olympia College to discuss items of common interest in regards to contract bargaining.

Organizational activities

The Senate has implemented a "*Listening Seasons*," in which each senator commits to keeping 10 faculty members informed of bargaining issues and brings the members' feedback on the bargaining issues to the team while bargaining is in process. Senators are finalizing their lists for this activity now.

AHE is scheduling a social activity for senate members and guests on March 17.

Vice President Barbara Simpson is meeting with prospective and current members for lunch on Mondays at the Clark Room.

Dr. Roi is scheduled to attend the WPEA meeting on Wednesday, March 19 at noon in BHL 109

Dr. Roi sent the first AHE newsletter of the year out to members in February to keep them informed of AHE activities.

Membership

One new member joined this month.

Two members joined WEA-PAC, this month.

Grievances

Three grievances have been filed with the college. One is awaiting reply, one is scheduled for arbitration in May, and a second grievance has been filed with the American Arbitration Association.

The AHE senate grievance committee is committed to work with the administration both formally and informally toward a satisfactory resolution of all of these issues.

Community Connections

Dr. Roi attended the WEA Riverside Council meeting in February

Dr. Roi is scheduled to attend the WEA Board of Directors meeting in Federal Way on March 14-15.

Respectfully submitted by

Dr. Marcia Roi
President, CCAHE
March 4, 2008

**ASCC Board Report
March 2008**

Student Government

The ASCC Executive Council and the ASCC Activities Programming Board has been very busy wrapping up the winter quarter.

- ♦ **Janet Sanchez, ASCC Activities Director**, and the Activities Programming Board have four exciting events coming up for the month of March.
 - *Chinese New Year Festival*, will be held in the Gaiser Student Center on Tuesday March, 4th, 2008 from 11:00am to 1:00pm.
 - *Tea, Tunes and Poems*, will be held in the Penguin Student Lounge room 161 on Thursday March, 6th, 2008 at 5:00pm to 7:00pm.
 - *Luau* will be held on Wednesday March, 12th, 2008 at 11:00am to 1:00pm in the Gaiser Student Center.
 - *St Patty's Party*, will be held on Monday March, 17th, 2008 at 10:00am to 1:00pm in the Penguin Student Lounge.
- ♦ **Derrick Streng, ASCC Vice President**, and the ASCC Constitution and Bylaws Review committee have been extremely active in reviewing and making house keeping changes to the bylaws.
- ♦ **James Owens, ASCC Finance Director**, and the ASCC Finance Committee are hard at work reviewing program budgets and hearing some fund balance requests.
- ♦ **Cindi Lou Kunkle, ASCC Club Coordinator**, has been leading a successful Club Committee, with over 40 chartered Clark College clubs. Club membership is total about 400 students.
- ♦ **Pat Mehigan, ASCC President**, continues to chair the ASCC Executive Council and is looking forward to starting up the PUB Usage Committee.

Respectfully submitted,
Pat Mehigan
ASCC President

**WPEA/UFCW Local 365, Clark College Unit
Board Report March 10, 2008**

UNIT ACTIVITIES

- ◆ WPEA/UFCW Clark College Unit meeting was held on March 19, 2008 in BHL 109.
- ◆ Job Representative Council meeting was held March 20, 2008 in JSH 244.
- ◆ WPEA/UFCW Local 365 District 1 quarterly meeting was held March 18, 2008 in PUB 258B.
- ◆ Eugene Carroll attended the Southwest Washington Labor Roundtable in February.

COMMITTEE REPORTS

- ◆ These are our 2008 Job Representatives:

Eugene Carroll – ext. 2416, Billie Garner – ext. 2336, Mark Owsley-ext. 2141, Jean Roniger – ext. 2336, David Sims – ext. 2132, David Stephan- ext2661, Jennifer Wheeler-ext 2146

COMMUNICATION

- ◆ The Clark College WPEA/UFCW Unit meetings will now be held in BHL 109 the third Weds of each month at noon and quarterly at 6:00 AM.
- ◆ Labor Management Committee last met on January 24, 2008. Topics discussed were:
 1. Parking fee increase at WSUV.
 2. Radon Testing Update.
 3. Contracting Out Update.
 4. First Aid Kit locations.
 5. Policies/procedure alignment with CBA.
 6. Systems testing notifications.
- ◆ WPEA/UFCW and AHE continue to meet regularly fostering open communication and promote a positive working environment. David Sims attended the last AHE meeting in February.

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

Submitted by:

Billie Garner, Chief Job Representative – March 3, 2008

Instruction Board Report March 2008

Focus on Learning

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

Progress to date:

Workforce Education has completed two sessions with area employers to develop curriculum for a new Customized Jobs Skills Program in Warehousing, Distribution and Logistics. Additional site visits to employer facilities will enable the program to commence training by the end of March.

Access to Education

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

Progress to date:

The Worker Retraining Program, with a recent increase in funding, has budgeted \$10,000 to support the Pathways to Your Future Career Information & Job Fair being co-sponsored by Clark College on April 15. This high-profile event at the Vancouver Hilton draws significant participation from the community and serves as a recruiting and enrollment event.

Additionally, the Worker Retraining Program also has provided \$5,000 for advertising in The Columbian to support recruitment for professional/technical programs.

Respect for Differences

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

Progress to date:

- Dr. Katherine Sadler will offer a HIST 280 – Special topics course in spring term on the history of genocide.
- Three Clark choir ensembles – The Women’s Chorale Ensemble, the Vocal Jazz Ensemble, and the Clark Chorale – are scheduled to perform in Gaiser Hall on March 13 at 7:30 p.m. The ensembles will perform diverse works by American, Romanian, English, and Russian composers.
- The Concert Band and the Concert Choir will present their joint winter concert, “Around the World in 80 minutes,” at the Royal Durst Theatre on March 13 at 7:30 p.m. The performance will highlight music from France, Israel, Russia, Africa, Australia, Korea, Spain, and Italy.
- On March 5, English professor Joe Pitkin will kick off the Faculty Speaker Series with a discussion about his Fulbright teaching exchange experience in the Republic of Hungary.

Broad-based Partnerships

- ◆ **Increase community awareness of the need and opportunities for education in Science, Technology, Engineering & Math (STEM).**

Progress to date:

Math instructors Paul Casillas and Garrett Gregor visited Union High School and over the course of 6 hours spoke to nearly 1,100 students (essentially every student in the school) about the importance of being ready for post-secondary math. They also discussed what types of math are required for various occupations and academic majors.

Paul Casillas and Mike Hamel, a student in the Power Utilities Program, were part of a team that met with all freshmen at Prairie High School to discuss the importance of taking math for four years in high school. This presentation and the Union High presentation were sponsored by the Southwest Washington affiliate (SW TiME) of the Washington State Transition Math Project. The SW TiME affiliate is a partnership of Clark College, WSUV, and the Battle Ground and Evergreen School Districts.

Math faculty Jennifer Farney and a group of four Clark College students helped judge the annual Southwest Washington middle school Math Counts competition on February 23. The event is sponsored by the Clark PUD and attracted approximately 40 of the best middle school math students in the region to the Clark campus.

Chris Milner took a group of five Clark math students to the second annual Western Washington Community College Math Conference at Bellevue Community College on February 23. Clark student John Strack gave a talk titled, "One-hundred Years of Mathematics (in my Family)." The conference was an excellent opportunity for Clark students to meet other math students and faculty from a number of community colleges in western Washington.

Additional Highlights

- ◆ The Clark College Orchestra will present its winter concert, "A Tour of London," at the Royal Durst Theatre on March 12 at 7:30 p.m.
- ◆ Health and Physical Education is currently moving into the newly remodeled space in the O'Connell Sports Complex. They have new faculty offices, two new classrooms, a new entrance, an elevator, and will now be housed with the Athletic Department.
- ◆ On Saturday, March 1, the torch will be passed to the next generation of welders and machinists as Clark College hosts the Regional High School VICA/SkillsUSA Machining and Welding Contest. This will be the 31st consecutive year that Clark has hosted the event, which will draw approximately 45 contestants from six local high schools.
- ◆ Workforce Education has been participating in an activity to develop a more system-wide approach in communicating what resources are available within the community for job seekers. The project is called Workforce System 101-Job Seeker Resources. The purpose of the project is to develop a high level presentation/curriculum that describes the workforce resources in Southwest Washington to educate all service providers about the myriad

resources available to job seekers so service providers can better direct job seekers to the appropriate resources.

Proposed Curriculum Outline

- Key Partners in Our Workforce System
- Career Planning Resources
- Job Search Resources
- Education and Training Resources
- Financial Resources
- Other Community Resources (e.g., housing assistance, child care assistance, etc.)
- Contact list

Once the curriculum is developed, training sessions will be scheduled with all service providers to share the information. Ideally, all service providers will become familiar enough with the curriculum so that they can also present the information to others.

Rassoul Dastmozd, PhD
Vice President of Instruction
February 29, 2008

Administrative Services Board Report March 2008

Capital projects on Clark's main campus are rapidly nearing completion. The newly renovated Central Gaiser Hall is a beautiful addition to the College and will facilitate much-improved delivery of services to Clark students. Despite several delays, the O'Connell Sports Center remodel will be open for classes beginning spring quarter and will provide much-needed office capacity and additional classrooms.

Work at Clark College at CTC is progressing nicely. Foundation work and sub-grade infrastructure is nearly complete. Curbing has been poured, and paving will begin soon. Look for steel to begin rising in the coming weeks.

Focus on Learning

- ♦ **Install smart classroom technology in 30 classrooms.**

Progress to Date: The construction work required to finish the remaining smart classrooms in Phase 2 of the three-year project will be completed over the spring break. Planning for Phase 3 is underway.

Access to Education

- ♦ **Investigate options for Web Portal System for students, faculty, and staff.**

Progress to Date: Investigation and recommendations completed. A budget request for the Portal System has been submitted.

- ♦ **Complete construction of the Gaiser Hall Renovation.**

Progress to Date: Construction work is substantially complete. Security and Safety and the Teaching and Learning Center staff will move to the new facility in March. The Student Affairs staff will move in mid-April to minimize disruptions in student services during spring quarter registration.

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

Progress to Date: Construction continues on schedule.

- ♦ **Complete construction of OSC Remodel.**

Progress to Date: Construction is substantially complete. Training room equipment has been relocated to the new facility and is operational. Many faculty and staff have been relocated to their new offices. Classrooms will be ready for use at the beginning of spring quarter.

- ♦ **Manage the development of the Triangle Property.**

Progress to Date: Pre-design for the 2007 Growth Project continues.

Respect for Differences

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

Progress to Date: Auxiliary Services staff has completed a two-part training in conflict resolution.

Management Excellence

- ♦ **Renovate the Gaiser Hall Student Center in preparation for the College's 75th anniversary and to enhance the facility for College and community events.**

Progress to Date: Design continues.

- ♦ **Provide parcel shipping services through the Bookstore to meet the needs of the College community.**

Progress to Date: In final stage of progress. Implementation is underway.

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

Progress to Date: Copy machines in the Library and Corporate and Continuing Education have been networked to provide scanning features and copying directly for desktop computers.

- ♦ **Fully implement Resource 25 room and event scheduling software.**

Progress to Date: Electronic request forms are complete and awaiting publication on the Web. Software license upgraded to accommodate increased room count due to facilities growth.

- ♦ **Develop framework for an Enterprise Risk Management plan.**

Progress to Date: Risk Management plan framework has been presented to Executive Cabinet.

Additional Highlights

- ♦ On February 27, the Bookstore hosted 60 fifth-grade students during their participation in the "College Is Possible" program, coordinated by Kelly Benson on the Clark campus.

Philip Sheehan
Interim Vice President of Administrative Services
March 3, 2008
PS141

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

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

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

s.sand 2/28/08

Student Affairs Board Report March 2008

Student Affairs continues to make progress in support of the Mission Imperatives. Some of the highlights this month emphasize our Broad-based Partnership activities. In addition, in keeping with a *learner centered* focused institution, our staff continue to sharpen their professional skills to better serve our students.

Focus on Learning

◆ Student Affairs will assess services based on data collected.

Progress to Date:

Linda Calvert (Running Start) and the Office of Planning and Advancement administered an exit survey to a total of 516 Running Start seniors in February. Students had the choice of taking the survey online (chosen by 270 students) or using a scantron form during registration for spring quarter classes (246 students). The results and comments will be compiled and shared by the Office of Planning and Advancement.

Some of the comments shared by students about “what is your favorite thing about Running Start” include:

- “Probably all the great people I met including Clark staff, and the feeling of independence.”
- “Getting ahead, the flexibility of the teachers I've had, and being able to choose your own schedule.”
- “Everything! I tell people about my experience all the time. I will finish spring quarter with around 100 credits, and though I'm not getting my AA or even my diploma, (just my GED), I'm transferring to a 4 year university and I'll be a junior! This has allowed me to get ahead with a double major in History and Speech Therapy. Because I had the time to figure out what I wanted to do, and decided what courses without the intense pressure of paying extreme tuition, it freed me to decide that I had time to double major thanks to Clark College Running Start program! Thank you so much. Both my brother and I were a part of this program, and he's a sophomore in medical school at only 23 years old.”

◆ Conduct content specific workshops in Student Affairs areas to increase student learning.

Progress to Date:

Lizette Drennan and Mira Stelmakl (Financial Aid) participated in the annual Student Resource Fair at the Town Plaza Center on February 5th. The fair was well attended and many students stopped by their table to receive financial aid assistance.

Lizette Drennan also presented information on financial aid resources to Latino students on February 14th on campus. She also took a group of Bill Gates Achievers Scholarship students to WSUV on February 27th where students toured the campus and learned about the different degrees offered through WSUV. Students who receive the Bill Gates Achievers Scholarship and remain on academic satisfactory progress are eligible to receive the scholarship for 5 years to complete their academic goals.

Cath Keane (Career Services) presented information about Career Center resources on February 5th, 12th, and 14th to a total of 106 students taking the Nursing Assistant Certified (NAC) class, Professional Development class, and three sections of Career Exploration. In addition, she conducted a Student Success Workshop entitled *Career Exploration Resources* at the Career Center for four students on February 13. A total of 95 participants completed evaluation forms following the February presentations with 85% reporting the sessions "very useful".

- ◆ **Collaborate with Instruction to create a Retention Plan to improve student success.**

Progress to Date:

The Retention Committee is finalizing action plan drafts for key strategies related to identified retention goals for 2008-2009. Budget needs have been identified and submitted to the institutional Goal and Budget Development process.

Access to Education

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

Progress to Date:

The Student Recruitment Team moved to an online registration process for the annual Professional-Technical Day Open House program this year. In previous years students registered either in person or counselors faxed registration forms to the Office of Student Recruitment. The online option allows students to identify which program presentations they will attend which then allows the Recruitment Team to notify faculty with the number of students to expect in their presentations.

Respect for Differences

- ◆ **Student Affairs staff will participate in training opportunities to enhance their awareness of diversity.**

Progress to Date:

Anna Peros (Financial Aid) attended the *Not Until You Know My Story* presentation by Carrie Gibson on February 1st. The focus of the presentation was on understanding and appreciating differences among individuals.

Workforce Development

- ◆ **Provide educational programs that inform students about career opportunities.**

Progress to Date:

Suzanne Thayer (Career Services) coordinated the first Field Survey Technician Career & Job Fair on February 19th. In addition to the job fair, a panel of industry employers held a one hour career information session for approximately twenty-five students. Olsen Engineering identified five students that they will consider for their summer internship program.

Broad-Based Partnerships

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

Progress to Date:

Dan Overbay (Recruitment) met with military representatives to discuss the Concurrent Admissions Program (ConAP), a partnership between 1,860 participating colleges, Servicemembers Opportunity Colleges (SOC), and the Army Recruiting Command. The goals of this partnership are to increase the number of Army soldiers, veterans and reservists enrolled in college, and to increase use of the GI Bill educational benefits. Soldiers can profit from this program by receiving credit for their educational experiences in the Army. Our plan is to recruit and enroll soldiers either during their enlistment or when they complete their contract. In addition, Glen Jenewein (Director of eLearning) and Alex Montoya (Dean of Enrollment Services) are exploring the possibility of offering online classes by becoming an eLearning campus for the Army.

The Harney Elementary College Is Possible (CIP) group participated in a four part college experience program. (1) At the first event on February 21st, Miranda Saari and Jessica Crist (Assessment) and Alex Montoya taught fifth graders how to navigate a mock admissions and scholarship application process. They also stressed the need to perform well with their academic studies and the importance of giving back to the community. (2) On February 26th, the Clark College Men's Soccer Team engaged the students in a soccer game and discussed the importance of team building and self esteem in working as a team. (3) On February 27th, the Harney CIP group arrived on campus to "register" for classes and to "pay" their tuition using play money. They visited classes that provided them with a learning experience in Engineering, Chemistry, Baking as well as a visit to the Bookstore. They had lunch in the Student Center and enjoyed the *Africa Unveiled: A Cultural Awareness Event* sponsored by Student Life. (4) The final experience will be held in May and will include a certificate of completion ceremony. Over 65 Harney students, representing all three fifth grade classes, are involved in the program.

Jody Shulnak (Service Learning) co-led a group of five students on an afternoon "weekend expedition" coordinated by the Service and Leadership in the Community Program in conjunction with Stream Team at a tree planting event on February 9th. As a result, 398 trees were planted in the Salmon Creek area with the help of numerous community volunteers. In addition, the Service-Learning Program assisted the Club for Social Action to organize a Poverty Awareness Day event on February 6 focused on raising awareness about local and global poverty issues. Attendees volunteered to assemble one of 30 hygiene kits which will be distributed to the men's homeless shelter at St. Paul's Lutheran Church on March 8th.

Maxine Mitchell and Suzanne Thayer (Career Services) met with the human resources directors at Linear Technology and Columbia Machine on February 26 to discuss internship and job opportunities for Clark College students from electronics technology, machining technology and welding. A plan to schedule a tour for faculty and students throughout their facilities was discussed.

Jody Shulnak will coordinate the *Read Across America* initiative, a reading campaign of the National Education Association. This event encourages communities around the nation to organize reading events among school-age children. This activity is conducted annually on Dr. Seuss's Birthday on March 3rd to read books to all K-5th grade classrooms. Faculty, staff and students are encouraged to participate with this program at Washington and Harney Elementary Schools.

Management Excellence

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

Progress to Date:

Staff from Disability Support Services and Financial Aid participated in a Quality Service Training on February 12th entitled *Serving Students and the Community* sponsored by Human Resources.

Financial Aid staff attended the Registration Quarterly Review meeting on February 11th where they received updates from Student Affairs Directors and the Dean of Enrollment Services and also discussed the move back into Gaiser Hall.

A review of Veterans files by the compliance officer representing the Workforce Training and Education Coordinating Board was conducted on February 13th. Clark continues to meet the requirements for State approval thanks to Mike Gibson's diligence.

- ♦ **Student Affairs staff will enhance their job skills by attending professional development offerings.**

Progress to Date:

Barbara Jo Ivey and Cath Keane (Career Services) attended "How Do I...? Microsoft Excel Part I" on campus, February 22.

Suzanne Thayer attended a three credit weekend class, "Strategic Listening in the Workplace", at Marylhurst University on February 22-24.

Additional Highlights

The Financial Aid office has received supplemental state work study funds in the amount of \$48,000 from the Higher Education Coordinating Board on February 7th. The total amount of the 2007-2008 State Work Study allocation is \$588,991.

Year-To-Date Analysis: Admission applications and enrollments continue to be above those from the 2006/2007 school year. In comparing a combination of fall and winter data, we have received 21.4% more applications and have enrolled 8.5% more students than last year at this time. It is important to note that Clark continues to be above the national average for yield rates by nearly 10%, with the national average hovering at 46.9%. Note that summer quarter is no longer included in our statistical data due to the open registration cycle that is unique to that quarter.

Fall and Winter Application Data Comparisons

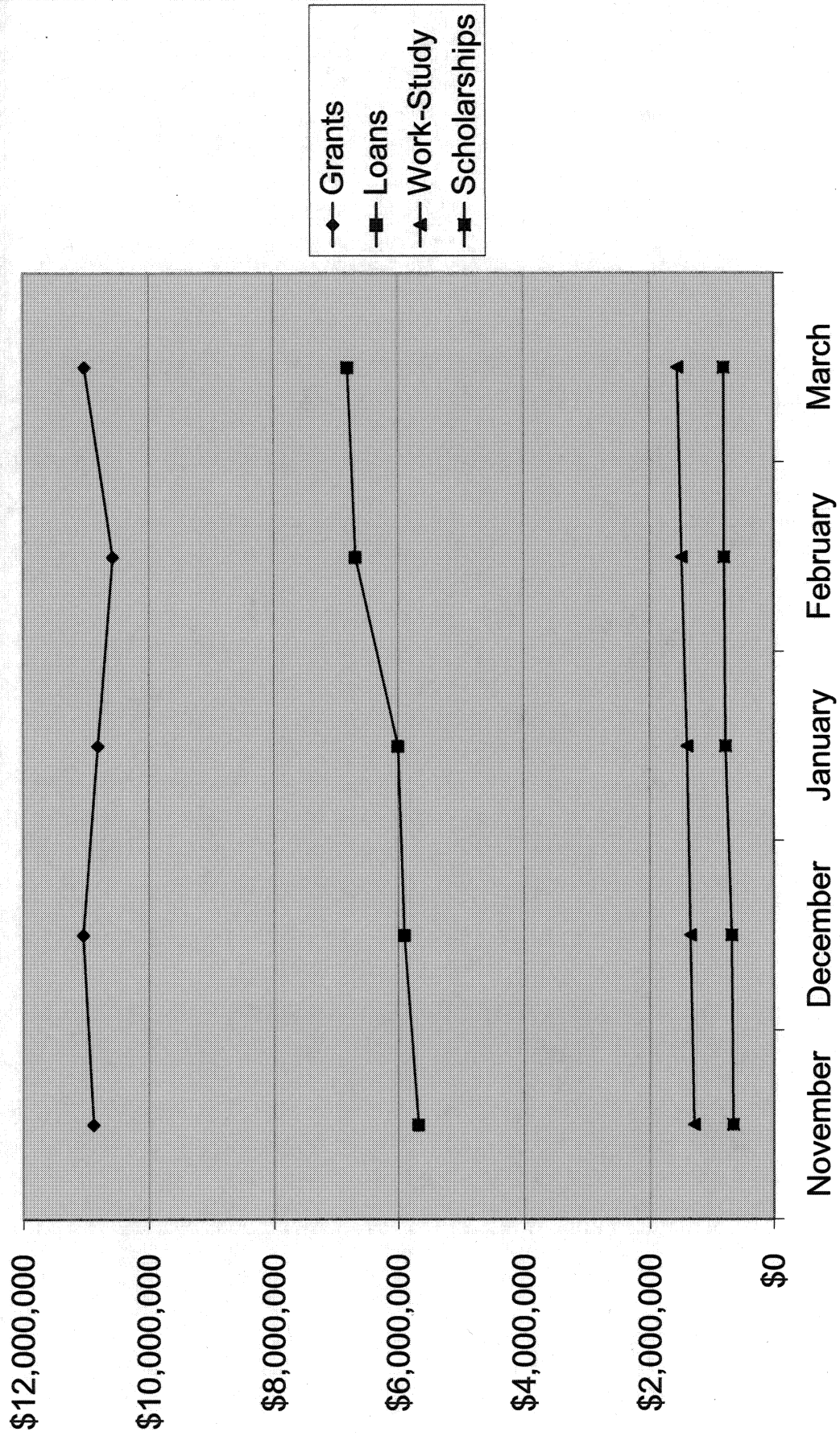
<i>Academic Year</i>	<i>Application Count</i>	<i>Difference from previous year</i>	<i>Enrollment Count</i>	<i>Difference from previous year</i>
2006/2007	8,255	N/A	4,997	N/A
2007/2008	10,018	1,763	5,423	426
		+21.4%		+8.5%

Dr. Rachel Ruiz
Vice President of Student Affairs

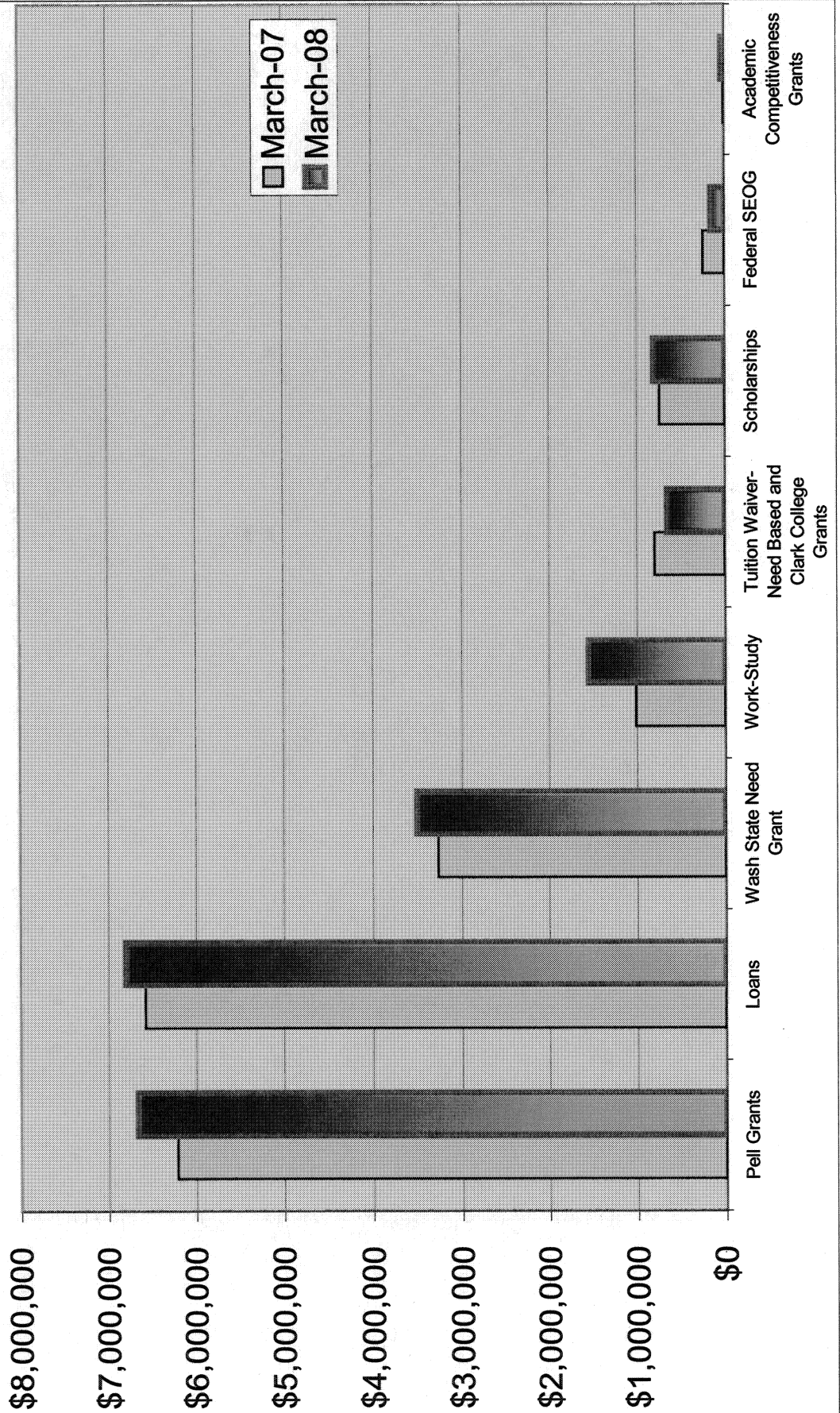
Financial Aid Statistics
As of February 23, 2008

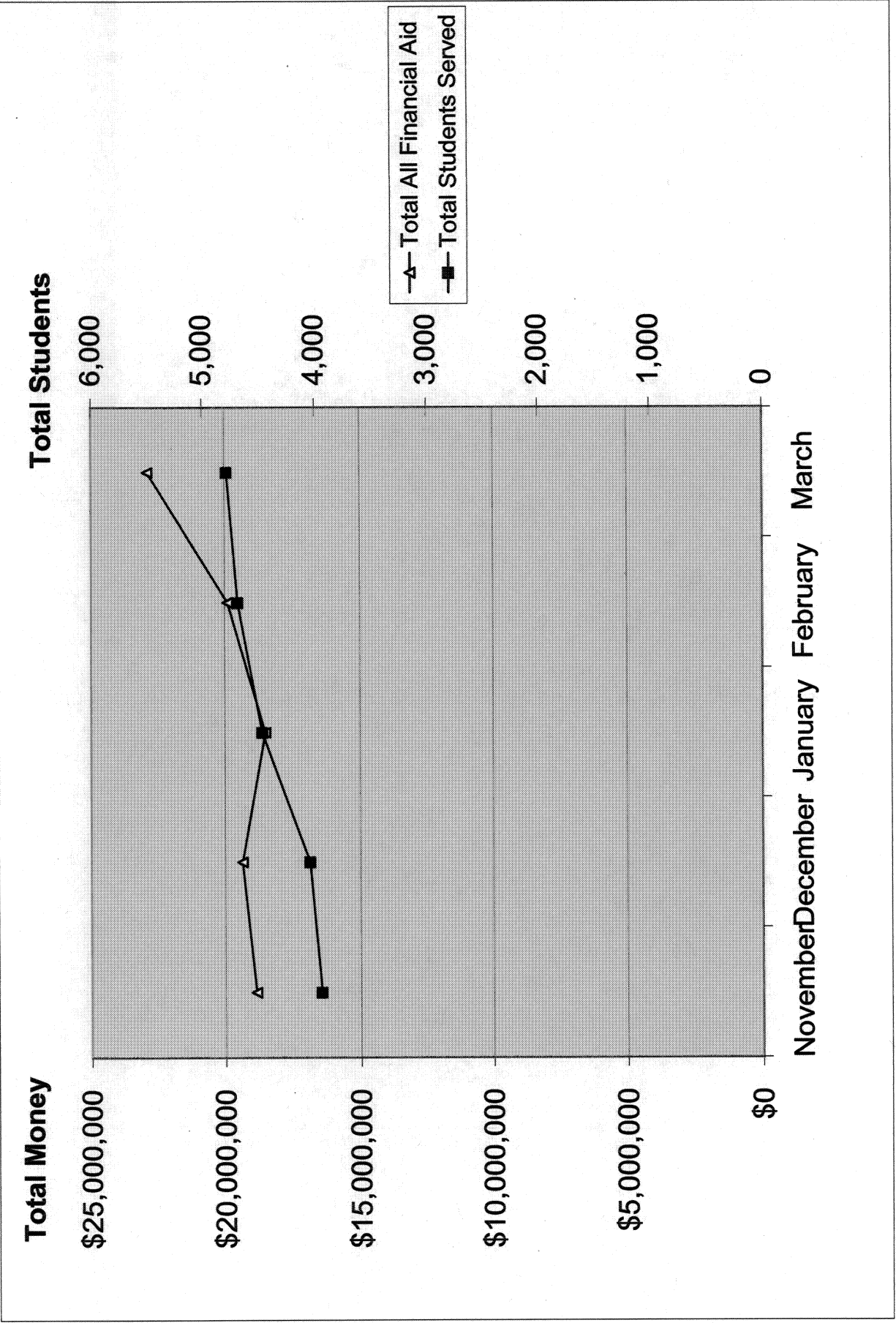
PROGRAMS	As of February 23, 2007	As of February 23, 2008
Pell Grant	\$6,212,286	\$6,669,430
Work-study (Federal and State)	1,005,257	1,549,897
Federal SEOG	242,339	153,876
Washington State Need Grant	3,267,775	3,508,953
Tuition Waiver-Need Based & Clark College Grant	795,082	654,527
Stafford Loans	6,578,296	6,804,702
Academic Competitiveness Grant	6,165	32,047
Scholarships	738,567	810,135
Total Aid awarded from all programs to date	\$23,502,930	\$22,861,536
Total Students processed to date	4,807	4,778

07-08 Funding Types



**Comparison Chart
March**





Human Resources Board Report March 2008

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

Focus on learning

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

Progress to date: Employee Development coordinated 16 sessions during the last month including Leading When You Are Not in Charge, Supervisory Training, New Employee Success Training, Quality Connections and a variety of Environmental Health and Safety topics such as Confined Spaces, Fall Protection, Bloodborne Pathogens, Forklifts and Fixed Ladders

Respect for Differences

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

Progress to date:

The Director for Equity and Diversity continues to provide training for work teams on Respect for Differences; the most recent team participating in training was Computing Services.

Employee Development is coordinating a series of American Sign Language classes open to all Clark College employee. The classes meet over the lunch hour 5 times during the quarter to learn basic communication skills with American Sign Language.

Broad Based Partnerships

- ◆ Establish and enhance linkages with community organizations whose mission is to promote diversity and inclusion

Progress to date: The Director for Equity and Diversity participated in Read Across America on February 29, reading to Miss Fleming's third grade class at Eisenhower Elementary School.

Management Excellence

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

Progress to date:

The labor management committee met on February 28, 2008 and discussed scheduling quarterly meetings with the President, Parking at WSU-V, Radon Testing in Baird, Custodial Survey, Contracting Out, First Aid Kits, Fire Alarm Testing Notices, the PACE Survey, Updating the Strategic Plan, Drug and Alcohol Policy, and Updating

Policies and Procedures. The next Labor Management Committee meeting is scheduled for March 27.

The Associate Vice President of Human Resources is a member of the governor's WPEA Higher Education bargaining team for the 2009-11 negotiations; planning is underway for upcoming negotiations.

Additional Highlights

Environmental Health and Safety assisted a taskforce formed from the Environmental Health and Safety Committee to draft a proposal to revise the structure and focus of the Environmental Health and Safety Committee to better align the structure of the committee with College needs and comply with regulations. The proposal will be forwarded to College Council for action.

Rebecca Wale met with the Executive Team from Lane Community College and answered questions about Clark going Tobacco-Free. Lane is interested in adopting similar policy.

The Association of College Employees (ACE) held a successful Bake-Off on Valentine's Day. Almost \$300 was raised for employee scholarships. As part of the Healthy Penguin Nation, a separate contest was held for healthier options. Much to everyone's surprise a healthier option entry won first place overall.

Through a partnership with WSU-V a procedure for filing the air emission report required by Southwest Washington Clean Air Agency has been developed. The responsibility for filing these reports based on data provided by WSU-V and Clark Plant Services will now be assigned to Clark College EHS.

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

Ermiyas Weldu was appointed to the full-time permanent classified position as Office Assistant 3 in Admissions effective February 24, 2008. Ermiyas is pursuing an AA from Clark College and has previous work experience at Faith Window Coverings, African Travel Consortium and Clark College.

Katrina Golder
Associate Vice President of Human Resources
2/29/08

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Emiyas Weldu	Office Assistant 3	2/25/08	Admissions	Classified	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Kim Allen	Office Assistant 3	02/28/08	Business Services	Classified	Full-time	Resignation
Sarah Earhart	Warehouse Operator 3	02/29/08	Bookstore	Classified	Full-time	Resignation

VACANT POSITIONS

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Adult Basic Ed Instructor	01/30/08	ABE	Faculty	Full-time	Replacement
Anatomy & Physiology Instructor	10/22/07	Biology	Faculty	Full-time	Replacement
Associate Dean of Nursing	2/7/08	Nursing	Admin	Full-time	New
Bookstore Buyer	2/25/08	Bookstore	Classified	Full-time	Replacement
Chemistry Instructor	2/28/08	Chemistry	Faculty	Full-time	Replacement
Communications Studies Instructor	1/30/08	Communications	Faculty	Full-time	Replacement
Custodian 3	1/28/08	Plant Services	Classified	Full-time	Replacement
Dean of Science/Technology/Engineering/Math	4/4/08	Instruction	Admin	Full-time	Replacement
Dean of Health Sciences	4/4/08	Instruction	Admin	Full-time	Replacement
Dean of Instructional Planning & Oper	1/17/08	Instruction	Admin	Full-time	Replc/Restructure
Dean of eLearning	2/7/08	Instruction	Admin	Full-time	Replacement
Director of Library Services	9/27/07	Cannell Library	Admin	Full-time	Replacement
Director of Nursing	2/7/08	Nursing	Admin	Full-time	Replacement
Director of Grants Development	2/21/08	Planning & Advancement	Admin	Full-time	Replacement
Director of Workforce Ed & Economic Dev	3/17/08	Workforce Education	Admin	Full-time	Replacement
Early Childhood Specialist 3	2/27/08	ECE Lab School	Classified	PT 75%	Replacement
Family Life/Early Childhood Ed Instructor	1/30/08	Family Life and Early Childhood	Faculty	Full-time	Replacement
Fiscal Technician 1	2/27/08	Cashiering	Classified	PT 75%	New
Medical Radiography Instructor/Coord	3/17/08	Health Occupations	Faculty	Full-time	Replacement
Multicultural Retention Manager	3/26/08	Student Affairs	Exempt	Full-time	New
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	New
Office Assistant 3	1/14/08	Admissions	Classified	Full-time	Replacement
Office Assistant 3	1/22/08	Nursing	Classified	Full-time	New
Pharmacy Technician Instructor	10/12/07	Health Occupations	Faculty	Full-time	Replacement
Physics Instructor	2/28/08	Physics	Faculty	Full-time	Replacement
Program Assistant	3/17/08	Adult Literacy	Classified	Full-time	Replacement
Program Support Supervisor 2	3/3/08	Basic Education TPC	Classified	Full-time	Replacement
Registrar	4/4/08	Student Affairs	Admin	Full-time	Replacement
Spanish Instructor	1/30/08	Spanish	Faculty	Full-time	Replacement
Technical Services and Systems Librarian	2/29/08	Library	Faculty	Full-time	Replacement
Vice President of Administrative Services	2/28/08	Administrative Services	Admin	Full-time	Replacement



Clark College *The Next Step*

Cultural Pluralism & Diversity Evaluation

Winter/Spring 2007 Evaluation

Prepared by the
Clark College
Cultural Pluralism Committee

Winter 2008

Clark College Cultural Pluralism and Diversity Report

Student success is best achieved when diversity and multiple perspectives are represented. For students to be successful in today's global community and economy it is necessary for them to build a strong global perspective. It is also imperative that we all work to overcome conscious and unconscious bias and stereotypes that may hinder the open access mission of the institution. Once diversity and multiple perspectives are represented, decision making processes also become more thorough, effective and easily accepted by all individuals who are affected by a decision.

As part of its charge to develop a diversity plan for Clark College, the college's Cultural Pluralism Committee administered a survey in February 2007. The purpose of the survey was to:

- Assess the climate at Clark College as it relates to diversity
- Gather data about the diversity of students, faculty and staff at Clark College in social categories where Clark College typically has not gathered data
- Focus on further enhancing student learning and student success

The survey was administered to students, faculty, staff, and administrators at Clark College. A variety of communication tools were used to notify the college community of the survey including email to students and employees, postcards to all students enrolled in Winter 2007, posters, web site button and promotion, and an article in the 24/7. Additional access was facilitated by providing hard copy foreign language translation for ESL students and an accessible version of the survey for students using JAWS and other screen readers. The survey was loaded into Clark College kiosks for students without access to computer technology.

About this report

While our sample size included the entire college community, our work was broad and exploratory in nature. This report reflects the responses of those who took the survey; statistical inferences regarding the entire college community cannot be drawn from the data collected. This information does provide the basis for the next steps for the Cultural Pluralism Committee to take in partnership with the college community.

Supporting documentation for the information provided in this report is available on the Clark College intranet or by contacting Leann Johnson at ljohnson@clark.edu or (360) 992-2355.

Respondents and Demographics

A total of 616 people responded to the Cultural Pluralism and Diversity Evaluation, including 369 students, 7 community members and 240 college employees. Data was gathered on 12 social categories.

Clark College is a diverse college. Students and employees come from all around the world with diverse ancestry, ethnicity and languages. Students come from all ages, family status, and socio-economic backgrounds. People who identify as diverse regarding sexual orientation or gender identity, people with disabilities, and different size are among students and employees. A variety of religious and political affiliations are represented at Clark.

In the survey process the Clark College Cultural Pluralism Committee took into consideration multiple forms of diversity in the college community—our similarities and vast uniqueness—in an effort to enhance student learning. While there are many factors that can be considered in terms of diversity and pluralism, the committee gathered data on these social categories:

Age, Disability, Race and Ethnicity, Family Status, Sex, Sexual Orientation, Language, Marital Status, Political Views, Religion, Size, and Socio-Economic Status

This list is somewhat comprehensive but does not preclude the desire of the Cultural Pluralism Committee to engage the College community in a dialogue that addresses the question: “What does diversity mean to you and Clark College?” There is a broader, national, context of bigotry, bias, and social stratification of specific groups which must be taken into consideration as we formulate our definition of diversity as an institution. Moreover, we recognize that the development of a meaningful plan must include measures of progress. The reality is that social categories relating to traditional affirmative action definitions are more readily measureable; yet they do not capture all of who we are as human beings. The committee looks forward to exploring this topic further with the College community.

Issues that Define who you are

There were 102 people who responded to the question, “Are there any specific issues that you are involved in that help define who you are?” Responses varied from family, health and fitness to helping others as some of the largest groupings of interests. A vast array of differences in interests, passions, beliefs, and perspectives were expressed. No one area stood out. The usefulness of this information lies in the understanding that there are a wide variety of issues important to people at Clark College and that some areas of interest such as the environment can serve as a forum or platform to bring together diverse groups and individuals. A listing of responses, grouped by category is available on pages 22 and 23 of the supporting documentation.

Interactions at Clark College

Students who responded to the survey questions regarding negative interactions at the college cited problems with other students, faculty, and staff. Faculty survey participants primarily cited problems with other faculty and with administrators, with only a few references to problems with students. Staff member respondents primarily had problems with fellow staff members, administrators, and faculty members.

The most prominent issues for students, faculty, and staff who participated in the survey were race, religion, politics, and age. Some student respondents felt that faculty and staff were inappropriately pushing their own political and religious views. A few faculty members felt that the students were too vocal about their political and religious views. Some staff and faculty members indicated having internal disputes about the appropriateness of expressing political and religious beliefs in the

workplace. Students, staff, and faculty respondents of all racial and ethnic backgrounds indicated experiences of negative interactions at the college.

Some respondents reported overhearing degrading conversations having to do with race and sexual orientation. Student survey participants mentioned negative interactions with both younger and older students. Both younger and older employee respondents have sensed age discrimination at the college. Some students and staff respondents indicated difficulty communicating with English Language Learners. Some respondents indicated tension between staff members and faculty, with several comments being made about faculty looking down upon classified staff members or an assumption that faculty are more educated, important or better than staff. A couple students felt disparaged by faculty members as being “people with lesser knowledge” or education. Several faculty members mentioned issues that arose with the former college president.

Beliefs about Diversity

People were asked to check all the items that apply to “Diversity to me includes.” Ethnicity / national origin, age, and race were all checked by 88% or more of the respondents. Political affiliation and size were the lowest checked by respondents; 58% and 57% respectively indicated these as components of diversity.

Respondents indicated that diversity is made up of many components beyond race and ethnicity. While some of these components are primary factors of diversity and easily seen by others, many such as religion and political affiliation are aspects of diversity more readily identifiable through interaction. On average administrative, exempt and faculty respondents viewed more of the social categories as a part of diversity (almost 11 of the 12 on average), compared with student respondents (almost 9 of 12). Looking at social categories by age, we see that more of the younger respondents identified a lower number of social categories as part of the diversity definition.

Respondents demonstrated a desire for a broad, inclusive understanding or definition of diversity. They also regarded words such as “respected,” and “accepted” to be more desirable than “tolerated” or “embraced” when describing how people who are “diverse from me” should be treated.

What is Clark doing well? Events and Activities

There were 301 total comments from respondents regarding what Clark is doing well regarding diversity. One hundred eighty three (183) comments generally indicated that Clark College is making a strong effort and is on the right track in terms of supporting diversity. Specific positive examples noted were around Disability Support Services, Multicultural Student Affairs, student recruitment, recruitment and hiring, as well as the creation of the Cultural Pluralism Committee and the office for Equity and Diversity.

There were 189 total comments answering the question, “What diversity related events/activities would you like to see more of at Clark College?” The complete list of suggestions is located on page 34 of the supporting documentation.

Unacceptable Behaviors

Unacceptable behaviors such as stereotyping, tensions, negative remarks, and offensive jokes were witnessed or experienced by respondents. The most commonly witnessed unacceptable behavior by respondents was stereotyping where almost half of respondents indicated they had experienced or witnessed this. Hostility was not directed at any one particular social target but was distributed among a variety of groups. However, socially disadvantaged groups were particularly at risk for exposure to stereotyping and negative comments (e.g., LGBQ individuals, racial and ethnic minorities), and in some cases socially-privileged groups were not aware of the unacceptable behaviors these socially-disadvantaged groups were exposed to, according to survey response. For example 19% of respondents with a disability witnessed stereotyping based on disability compared to 9 % of respondents without a disability.

Regarding hate crimes, graffiti, discrimination and harassment, four categories that appear most frequently as the target group are sexual orientation, political affiliation, age, and disability. Respondents also report that religion is a significant source of conflict at the college. According to some Christian respondents, they experienced exposure to hostile classroom settings and indicated that instructors unfairly maligned their religious beliefs. In contrast, other respondents (mostly faculty) depicted conservative Christians as perpetrators of bigotry and intolerance at the college.

Feel Different from People

The social category chosen the most as a way in which people felt different from others was by age. Almost 45% of all respondents said they felt different by age. The social category chosen least was sex, with only 13 people indicating they felt different from others at the college by sex.

People who are transgender, transsexual, LGBQ, or Hispanic most felt the need to minimize themselves at Clark College. Those who least felt the need to minimize their identity were the not-Hispanic, not-Democrat, white, Judeo-Christian, middle and upper class and heterosexual groups.

Support at Clark

While respondents felt “most different” based upon age, they also indicated this to be the area where they felt most supported. Respondents for whom English is their second language have the highest proportion of people who felt supported or helped by Clark College. Forty-three percent (43%) of respondents in this group felt supported. More than 40% of respondents with disabilities felt supported at the college. Those on the other end of the scale, the groups with the lowest proportion of feeling supported or helped at the college were respondents who identified as LGBQ, not-Judea Christian, and not-Democrat. Transgender people felt supported/helped while those who are LGBQ were much lower in their feelings of support.

Knowledge of procedures for addressing discrimination and harassment

About 55% of the respondents were inclined to agree or strongly agreed with the statement regarding knowledge of procedures for addressing discrimination and harassment. Level of agreement varied depending on the following respondent characteristics: role at the college, race, and political affiliation.

According to survey respondents knowledge of college procedures for addressing discrimination or harassment was somewhat widespread among college employee respondents (70%). We need to focus on the more challenging task of communicating these procedures to students of whom only 45% were aware of procedures (and in particular racial and ethnic minorities).

Diversity in Curriculum

Administrator respondents at the college were more strongly supportive of diversity initiatives than other respondent groups. According to the survey, support for diversity initiatives tended to be weakest among socially advantaged groups (men, heterosexuals, whites, nondisabled). Support for diversity initiatives according to survey data was strongly linked to political affiliation. Respondents with left-of-center politics tended to agree that diversity is a significant and worthwhile topic in college coursework; in contrast, the majority of respondents with right-of-center politics considered diversity topics to be irrelevant and unnecessary. Support for diversity initiatives tended to be weak among respondents in their teen years or over the age of sixty.

Environment at Clark and General Feeling about Diversity

Eighty five percent (85%) of respondents agreed that a diverse college is important to them, with more than half agreeing that it was very important. Differences exist within respondent groups which are detailed on pages 57-59 of the supporting documentation. Respondents of color were more likely than white respondents to agree to the need to increase students and faculty of color. White respondents were more likely to agree that Clark is welcoming. By more than a two to one ratio survey respondents indicated they wanted to see more diversity programs in action. A majority also felt that a more diverse college will better prepare students for the real world.

Final Comments Summary

There were a total of 193 comments in the final thoughts section of the survey, including 117 comments from students, one from a community member, 10 from administrative/exempt employees, 27 from staff members, and 38 from faculty members.

The most common response was that the college should not recruit based solely on race or other diversity factors, should not have quotas to fill, and should seek the best and most qualified students and employees based on ability and not on background. There were 37 total comments on this topic: 22 comments from students, one from an administrative/exempt employee, seven from staff members, and seven from faculty members.

A few people indicated that Clark was doing a good job and making progress in terms of diversity. There were 10 of these positive comments. However, a larger number of people indicated that more diversity and/or more attention to diversity issues are needed at the college. There were 25 such comments.

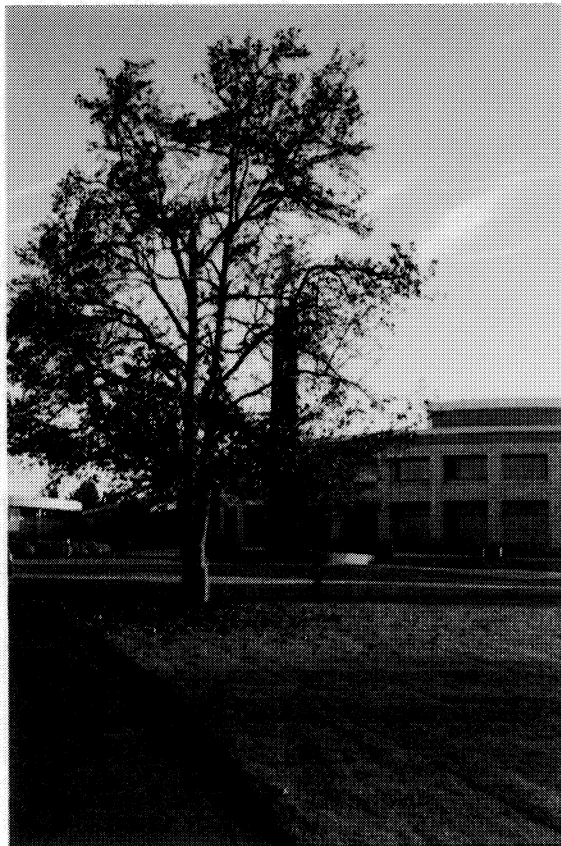
There were also some comments indicating that we do not need diversity at the college or that it should not be made a focus. A few people felt that focusing on diversity points out differences and forces people into boxes. Others felt that diversity is overemphasized and has nothing to do with

learning. There were 26 comments to this extent, including 18 from students, five from staff members, and three from faculty.

Next Steps

The Cultural Pluralism Committee will work in conjunction with the college community to implement the first stages of a diversity plan focusing on additional information gathering, general awareness, and dialogue regarding what diversity means at Clark College. A session between the Executive Cabinet and the Cultural Pluralism Committee will commence the dialogue around what diversity means at Clark College. More information will be gathered in the 2008 Winter and Spring Quarters from African American/Black students, LGBQ and Transgender students, Latino/Latina and Hispanic students, students with disabilities and populations who identified size-related issues. Forums will be held regarding what role events play in diversity education and awareness, what diversity means at Clark College, and religion and politics in the classroom. Additional focus groups and forums will be scheduled in the spring and the diversity plan further developed through this process.

Note: LGBQ represents lesbian, gay, bi-sexual and queer. Typically the acronym is LGBTQ with the T representing transgender and transsexual; however, the data gathered from the survey indicated the need to report T data separate from LGBQ. A full explanation of terms is located in Appendix A of the supporting documentation available on the Clark College intranet.



Planning and Advancement Board Report March 2008

Planning and Advancement has made the following progress towards 2007-08 goals in the six Mission Imperative areas in the brief time period since the February Board Report.

Focus on Learning

- ◆ **Support the Instructional Plan with the development of relevant data sets.**

Progress to date: Final data sets were forwarded to Instruction on February 21 for review and use in implementation of the Instructional Plan.

Broad-based Partnerships

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

Progress to date: The pace of activity in the 2008 legislative session has quickened as the March 15 day of adjournment moves closer. Conference committees are meeting to discuss the differences in the senate, house and governor's budgets. The College has continued to respond to requests for information from legislators and SBCTC relating to specific issues. Interim Dean of SHAPE, **Travis Kibota**, testified before the House Higher Education Committee in support of Substitute Senate Bill 6804 seeking pilot sites for training of long-term care workers.

Management Excellence

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

Progress to date:

The Mid-Year Status Report of the fourth operational year of the 2004-2009 Strategic Plan has been posted on the college intranet for viewing by the college community.

A thirteen-member 2008 Strategic Planning Task Force held its first meeting on February 22 with the goal of launching the process of review and updating of the Strategic Plan for 2009-2014. Members of the task force include representatives from the faculty, classified staff, exempt/administrative staff, students, foundation board and the Board of Trustees.

College forums have been scheduled for March 4, March 5 and March 10 in order to gather feedback about what needs to be tweaked, changed, and/or eliminated in the Plan. Additional forums will be scheduled with the external community in collaboration with the Clark College Foundation later in March and early April. The task force will resume its bi-monthly meetings on April 11.

A strategic planning page has been added to the college Intranet as well as the college Web site to keep the college informed of the task force's progress. The url is http://www.clark.edu/about_clark/StrategicPlan.php

The process will also be highlighted in the March 3 issue of *Clark* 24/7.

Candy Bennett
Executive Dean of Planning and Advancement
March 3, 2008

Corporate and Continuing Education Board Report March 2008

Introductory Statement

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

Focus on Learning

- ♦ **Expanded program offerings in Continuing Education focused on arts, technology and world culture offerings.**

Progress to Date:

On February 23, 2008 the spring 2008 Corporate & Continuing Education class schedule was mailed to 152,877 Clark County residents. 35 new Continuing Education classes have been developed for spring 2008: 14 Community Education classes, 14 Mature Learning classes and 7 Professional Development classes. Spring 2008 Continuing Education enrollments are currently up 17% over spring 2007.

Broad-based Partnerships

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

Progress to date:

Mature Learning, in partnership with all Corporate and Continuing Education programs, SCORE, RSVP and Service Learning, have applied for a \$70,000 grant from the American Association of Community Colleges, to be a "Mentor College" in their Plus 50 Initiative. This is a three year funding to expand campus programs to engage the 50+ population in learning, training and re-training, community service projects, and to mentor other community colleges to develop innovative programming for the 50+ learner.

Management Excellence

- ♦ **Integrate the full functionality of CampusCE into department operations to increase efficiency and customer service.**

Progress to date:

Clark College's Corporate & Continuing Education department has been recognized as a leader among community colleges in the use of the CampusCE registration and student management system. As a result, several Washington community colleges look to us for support in using CampusCE. On February 29, 2008, staff from Tacoma Community College's Enterprise & Economic Development department attended a 4-hour CampusCE training conducted by Clark's Corporate & Continuing Education Program Coordinator, Jennifer Ward.

- ◆ Implement employee performance plans and evaluations in all departments on a timely basis.

Progress to date:

In January 2008 Learning Resources Network (LERN) performed a customized program review of the Corporate and Continuing Education department, on February 27, 2008 the Executive Director met with Corporate & Continuing Education staff to review recommendations in the final report provide by LERN. At the meeting action items were identified and timelines reviewed. Implementation of a new marketing plan has begun and is scheduled to be completed in May 2008.

Todd Oldham
Executive Director
Corporate and Continuing Education
2/29/08

Communications and Marketing Report March 2008

Marketing efforts in support of spring, summer and fall quarters – as well as Web, graphics and media support for college programs and events – are the highlights of this month's report.

Focus on Learning

- ◆ Provide design service and consultation for the college community.

Progress to date:

Lead Graphic Designer Wei Zhuang and Publications Designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work for February includes 2008-2010 Catalog layout (sections A & F), Athletics Spring Media Guide, ESL/ABE update of trade show display, ESL/ABE new display, Paralegal/Legal Assistant Information Booklet, Bookstore Grand Opening Postcard, Faculty Speaker Series home page ad plus small fliers/programs and easel posters, Health Career Fair home page ad, The Bridge (Career Center) icon and look for variety of Career Center materials, Commencement and GED Ceremony materials (including announcement, scrolls, programs and DVD cover), Corporate and Continuing Education web template, Healthy Penguin sticker, 2007 Annual Report, Women of Achievement materials, International Programs Web site template/graphics, Foundation Alumni/Student dinner invitation, Web graphic for library, fall registration postcard (plus newsletter and flyer update), Summer registration postcard (plus newsletter and flyer update).

Access to Education

- ◆ Maintain class schedule production standard.

Progress to date: Production of the early fall 2008 and summer 2008 quarterly class schedules is underway and maintain existing production standard for their respective issues. Work is also underway on the development of information to be included in each schedule relative to common course numbering implementation, which takes effect summer 2008. Information will be included in both schedules regarding common course numbering to inform and assist students in the transition to this new system.

Additional publication highlights include:

- Publication of the winter 2008 issue of *The Clark Journal*, which included articles on the Clark College Foundation, the 2008 State of the College address, Clark's 75th anniversary planning committee and the college's 2008 legislative agenda.
- ◆ Revise/redesign program sheets.

Progress to date: An order of 19 program sheets, several of which have been revised and updated, will be sent to print to replenish supplies at the college. An additional 10 sheets have recently been identified for revision/updating, which will be done in partnership with the Office of Instruction.

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

Progress to date:

- Director of Marketing Brian Scott is currently working on marketing for spring, summer and fall quarters. Spring quarter marketing highlights include: The cable TV schedule is completed and booked and ads are complete; radio schedules are completed and booked and ads are complete; newspaper ad scheduling is in process with program-driven newspaper and web ads in development. Support for the 2008 Career Fair includes: the print ad schedule is completed and booked with ads in development; direct mail postcard is in development with that scheduling completed; Web ad to employers and poster are completed; Craig's List ad is in development; an ad for the Columbian's B2B magazine is in development. New outreach display and photos targeting the Hispanic community are in development in support of the college's ABE/ESL programs. Program support for Instruction includes Web ads for Paralegal, BTEC, Culinary and Fitness training (all completed) and development of additional materials for in support of the Paralegal, BTEC and Culinary Arts programs. Newspaper and Web ads in support of STEPP are completed and have been scheduled. Plans are underway to obtain fresh video of the college and specific programs in support of summer and fall marketing.

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

Progress to date:

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi continue to enhance the college's Internet site. Their work includes: completion of a new Web area for the nursing department and completion of an online facilities request form allowing users to book/request a facility and necessary equipment for events.

Respect for Differences

♦ **Planning and creation of historic and promotional materials (e.g. commemorative booklet and video) for the college's 75th anniversary.**

Progress to date:

Interviews with alumni, staff, faculty and students for the commemorative book remain on schedule. Initial discussions with Clark/Vancouver Television (CVTV) are underway regarding the commemorative video.

Workforce Development

♦ **Improve Corporate Education branding initiatives, integrating Web site solutions to increase the volume of business, schedule quarterly mailings, and track bookings.**

Progress to date:

Design elements for the new Corporate Education Web area have been completed and have gone to Webmaster Chris Concannon and Web assistant Tahnya Huneidi for implementation.

Broad-based Partnerships

- ◆ **Establish a faculty lecture series.**

Progress to date:

A news release, Web ad and e-news message were created and disseminated; supporting print and electronic materials have been prepared in advance of the launch of the Faculty Speaker Series on March 5.

Management Excellence

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

Progress to date: Completed.

Conversation with Russ Beard, director of information and communication services at Big Bend Community College, reveals that the system being developed as part of the Competitive Advantage Reclamation (CAR) project provides the desired functionalities of a catalog management solution. The proposed i-Catalog system will allow for various front-end Web interfaces based on the college's needs and capabilities. The back end function will allow for electronic development and processing of catalog/schedule course information and would also be exportable to various formats for print and online viewing. In addition, the system is being developed to work with SMS.

Beard anticipates launch of system prototypes by summer 2008. Once established, the i-Catalog system would be available to all Washington community colleges. There should be no cost to the institution as the project has been funded through CIS reserves; any costs incurred by the institution would be nominal.

Erica Schwenneker has volunteered to serve in a functional expertise capacity on the project and has requested information detailing the requirements of pilot institutions for consideration.

Recommendation: participate in the functionality and piloting of the i-Catalog system and implement at the completion of development.

Additional Highlights for Communications & Marketing

- ◆ Graphic Designers Pat McDonald and Wei Zhuang and Web assistant Tahnya Huneidi attended a regional two-day training seminar on Photoshop and Illustrator.

Barbara Kerr
Executive Director of Communications and Marketing
March 1, 2008

Foundation Report to the Board of Trustees March 2008

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

Broad-based Partnerships

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

Progress to date: Completed the first draft of a prospect research policy. Prospect review and introduction process has been implemented. Increased prospecting in local media. Potential major and minor fundraising projects, received through Clark's division of Instruction, have been compiled.

Total *annual* gifts received in the fiscal year to date exceed \$190,000.

Conversations with a donor have begun for endowing one scholarship at \$100,000. A proposal was submitted for more than \$70,000 in cash and in-kind support for a DNET Smart Classroom. Received \$10,000 in annual scholarship support for Displaced Homemakers, Medical Radiography, and Pharmacy Tech from proposals submitted. Secured a two-year commitment from The Columbian for over \$80,000 in advertising support for College recruitment and retention activities, 75th anniversary, scholarships, and various Foundation events.

◆ Strengthen relationships between Clark College and the Foundation

Progress to date: Foundation and College staff met to coordinate athletic fundraising guidelines and process. The Foundation submitted suggestions to College Council for two potential graduation speakers.

Foundation support of College activities and events included attendance at Student Affairs leadership meeting, Music/Theatre department meeting, Executive Cabinet, College Council, Archer gallery exhibit receptions, and volunteer ushering for Clark Theatre's production of *Jesus Christ Superstar*.

Management Excellence

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

Progress to date: Work has begun to fill membership on restructured Foundation committees and to call respective meetings (see attached committee chart).

Networking activities included attendance at TACS (Technical Assistance for Community Services) Board Recruitment and Orientation training session, Northwest Planned Giving Roundtable committee meeting, Red Cross Heroes breakfast, Estate Planning Council for Southwest Washington, CASE (Council for Advancement and Support of Education) training, and an all-staff Don Wright communications training.

Dr. Len O'Hara of The Clements Group concluded his two-day visit on February 29 regarding the convergence of activities between the College and the Foundation. Thank you to members of the College administration and Board of Trustees for your participation. We look forward to a joint session between the Foundation Board and the College Board of Trustees (date to be determined).

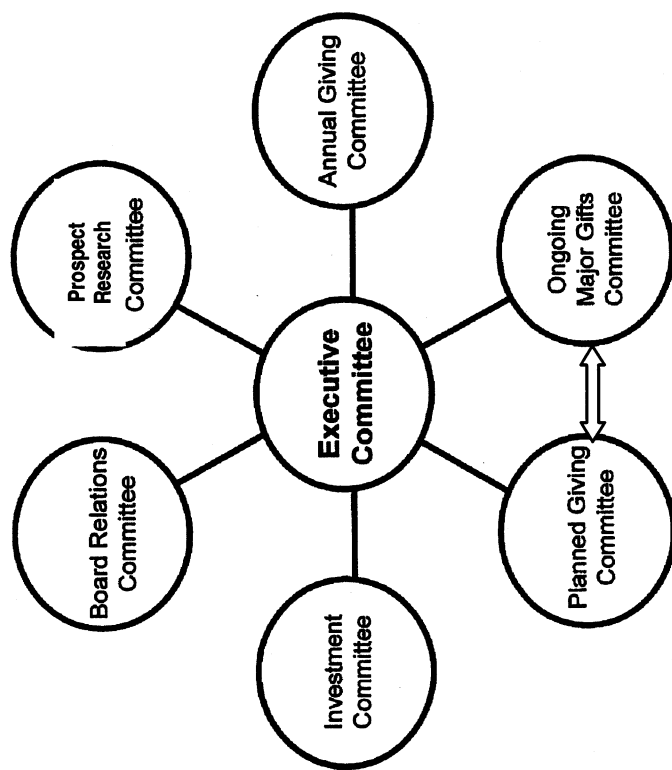
♦ **Become an effective fundraising staff**

Progress to date: Staff is researching bulk email service as one tool for communicating to donors and other constituents. Collaboration is occurring with local foundations to explore ways of expanding volunteer assistance.

Foundation staffing is now complete (see attached organization chart).

Lisa Gibert
President
March 3, 2008

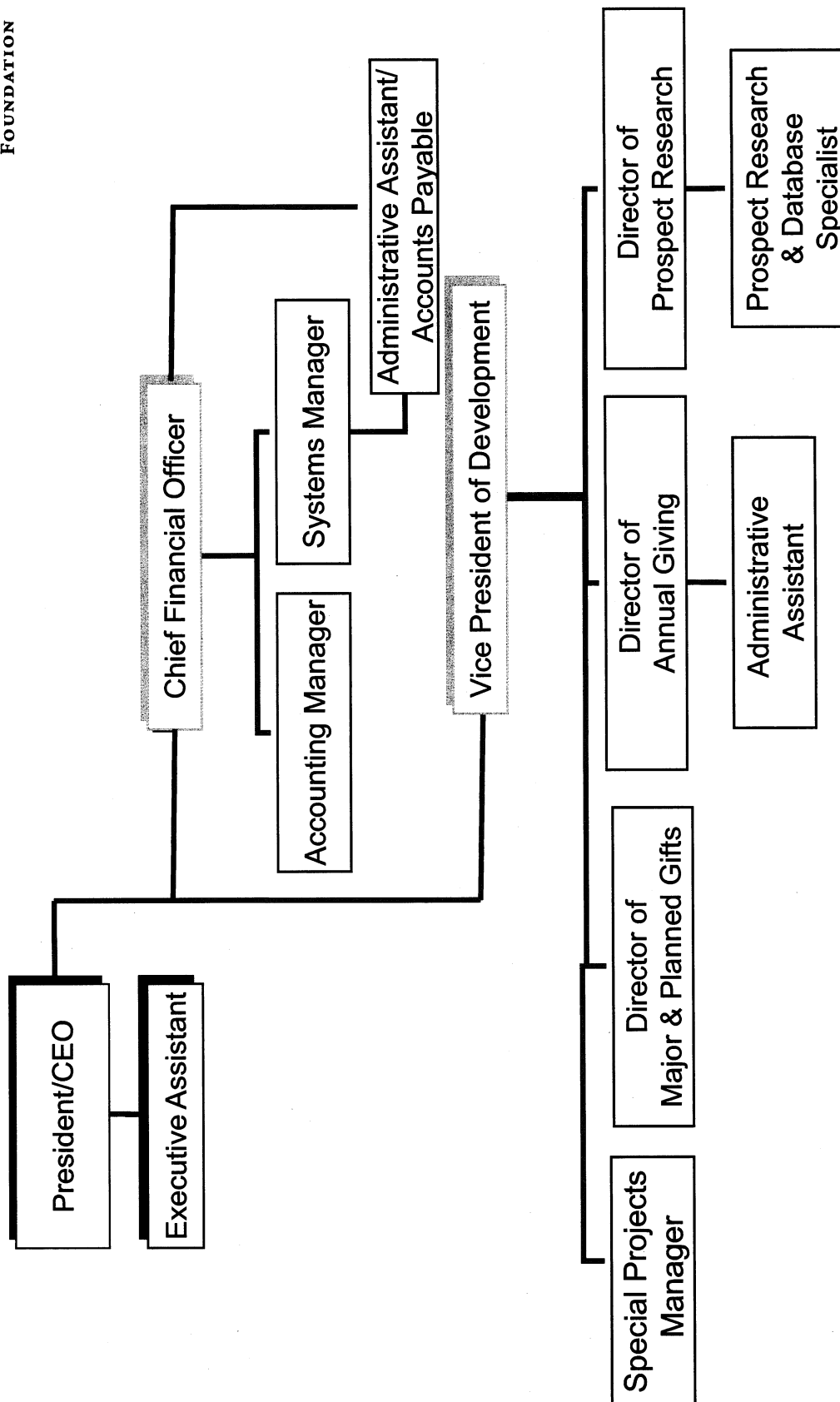
CLARK COLLEGE FOUNDATION BOARD COMMITTEE STRUCTURE



Executive	Prospect Research	Annual Giving	Major & Planned Gifts	Investment (no changes)	Board Relations
<ul style="list-style-type: none"> • Finance Committee responsibilities • Governance • Nominating Committee • Personnel Committee responsibilities • Real estate (non-investment) • Gift Acceptance responsibilities <p>Audit subcommittee for audit & 990</p>	<ul style="list-style-type: none"> • Research, identify, & evaluate prospective donors • Matching prospects to prospective projects or Clark needs 	<ul style="list-style-type: none"> • Identify, cultivate, & solicit annual giving prospective donors • Provide counsel & support for annual giving program • Expand donor base & obtain broad-based support • Seek resources for annual fundraising needs • Host/support donor cultivation and recognition activities 	<ul style="list-style-type: none"> • Identify, cultivate, & solicit major & planned gift prospective donors • Provide counsel & support for major & planned gifts programs • Assist in building Fdn. endowment • Financial planner network • Marketing planned gifts • Visionary Society & Donor Circles 	<ul style="list-style-type: none"> • Investment portfolio management • Establish annual endowment spending % • Endowment maintenance 	<ul style="list-style-type: none"> • Board member nominations • Committee assignments • Board self-evaluations • Slate of Officers

Clark College Foundation Organization Chart

July 2007



BOARD POLICIES & PROCEDURES

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100.000 **BOARD OF TRUSTEES**

100.A00 **LEGAL STATUS OF THE BOARD**

100.A10 **LEGAL STATUS AND AUTHORITY OF THE BOARD**

By authority contained in the Community College Act of 1967 and as appointed by the Governor of the State of Washington, the Clark College Board of Trustees shall serve the educational needs of Community College District 14 and shall be responsible for developing the policies of Community College District 14 under which Clark College operates. The Board of Trustees derives its authority from RCW 28B.50.140, as now written or later amended. The Board will delegate certain responsibilities to the president or designee.

Individual members of the Board have power and authority only when acting formally as members of the Board in session at regular or special meetings.

100.A20 **OFFICIAL NAME OF DISTRICT**

The official name of the District, established under and by virtue of the laws of the State of Washington, shall be "Community College District 14".

Within the Board Policies and Administrative Procedures Manual, the terms "District" and "College" both refer to Clark College or Community College District 14.

100.A30 **OFFICIAL COLLEGE TITLE**

The official name of the College shall be "Clark College". The College name shall be used in all instances except where the statutory name of the District is legally required, e.g., in publication of legal notices and in the execution of contracts and other legal documents.

100.A40 **OFFICIAL BOARD TITLE**

The Board of Trustees shall be known as the "Board of Trustees of Clark College" (herein referred to as the "Board").

100.A50 **DISTRICT SEAL**

The District shall have a seal, the form and design of which shall be adopted by the Board and the custody of which shall be with the secretary of the Board. The seal shall have inscribed upon it the name of the College as shown:



100.A60 BOUNDARIES OF THE DISTRICT

The fourteenth district shall encompass the counties of Clark, Skamania, and that portion of Klickitat county not included in the sixteenth district as defined by RCW 28B.50.040.

100.A70 COLLEGE MISSION

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.

100.B00 GOVERNANCE

100.B10 COMPOSITION OF THE BOARD

The Board consists of five members appointed in by the Washington State Governor and confirmed by the Washington State Senate.

Every trustee shall be a resident and qualified elector of the District. No trustee may be an employee of the community college system, a member of the board of directors of any school district, or a member of the governing board of any public or private educational institution.

Each board of trustees shall organize itself by electing a chair from its members. The Board shall adopt a seal and may adopt such resolutions, rules and regulations as it deems necessary for its own government. The president of the College shall serve as, or may designate another person to serve as, the secretary of the Board, who shall not be deemed to be a member of the Board. (per RCW 28B.50.100)

100.B20 VACANCIES

Any vacancy occurring in the Board shall be filled by appointment by the governor of the State of Washington and confirmed by the Senate. If the vacancy occurs prior to the expiration of any term, the new Board member shall be appointed only for the remainder of the term. When the vacancy occurs at the end of a term, the new Board member shall be appointed for a term of five years. (per RCW 28B.50.100)

100.B21 ORIENTATION OF NEW BOARD MEMBERS

Orientation of new Board members is a responsibility of the chairman of the Board of Trustees may who call upon other members of the Board or staff to assist in this orientation. This will be undertaken immediately after the appointment of a new member and will provide all needed information as to the basic purpose of the Board of Trustees, its

sources of authority, its responsibilities and duties, and the policies and procedures adopted and followed by this Board for the conduct of its meetings and performance of its duties.

100.B22 COMMITTEES OF THE BOARD

For the enhancement of its work, the Board may create Board Committees as necessary to research and report on specific issues to the Board. These committees do not speak on behalf of the Board except when the Board had delegated such a responsibility to that committee.

100.B30 STATEMENT OF ETHICS

Washington Ethics Law:

The Washington Ethics Law, Revised Code of Washington, Chapter 42.52, applies to all state employees. It governs the actions and working relationships of members of the Board of Trustees and of all employees at Clark College. Board members and employees shall perform in accordance with this law in their dealings with fellow Employees, suppliers, government representatives, the media, and other individuals with whom they have professional relationships that are associated with their responsibilities to Clark College.

Conflicts of Interest:

The Board of Trustees adheres to Chapter 42.52 RCW, "Ethics in Public Service", see Addendum #1. Each member of the Board of Trustees and all employees of Clark College are expected to place the interests of the college above his or her self-interests. Board members and employees are expected to resolve issues in favor of good, ethical judgment, and in keeping with the basic principle that their position of trust may not be used for personal gain or private advantage.

In resolving issues regarding conflicts of interest, the following statements from state law shall be considered:

- Board members and college employees may not have a financial interest or engage in any activity that is in conflict with the proper discharge of their official duties.
- Board members and college employees may not use their official position to secure special privileges for themselves or any other person.
- Board members may not receive compensation from any person, except the State of Washington, for performing their official duties.

100.B35 ETHICAL VALUES AND PRINCIPLES IN PUBLIC SERVICE

To promote individual development and the common good, trustees will strive to promote basic values of conduct. The following values represent a shared ideal that permeates the institution and constitute a primary responsibility for trustees to uphold and honor:

honesty, integrity, fairness, respect, citizenship, excellence, accountability, and protection of public trust.

100.B40 TENETS OF GOVERNING

On behalf of the citizens in Clark College's multi-county service area, the Board of Trustees will strategically provide stewardship and leadership. The continual focus will be on the needs of the community as reflected in the Mission and the improvement of the College's capability, while demonstrating the highest level of integrity.

The board process will:

- emphasize outward vision rather than an internal preoccupation,
- consistently encourage a diversity of perspectives,
- provide strategic leadership more than administrative detail,
- maintain clear distinction between board and staff roles,
- forward collective rather than individual decisions,
- focus on the future rather than the past or present, and
- remain proactive rather than reactive.

The Board functions as the authorized link between the college and citizens of the college's service district. The Board's responsibility to the citizens is to ensure quality, relevant education while providing responsible stewardship of public resources.

The Board will remain vigilant to its role as "steward" for the college by consistently seeking ways to improve its capability and functioning.

Board members will adhere to a code of conduct which includes:

- speaking with one voice;
- demonstrating the role of "steward" for the college;
- supporting consensus and majority rule decision making processes;
- committing to the resolution of conflict in appropriate arenas;
- committing to meeting attendance and preparedness;
- respecting the role of the Chairperson as the communication link with the college president; and
- maintaining a focus on strategic, forward-thinking leadership.

100.B70 BOARD DUTIES AND RESPONSIBILITIES

The Board, responsible to the citizens of Community College District 14 and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in the District. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the District.

Without limiting the powers granted to the Board by the state, and subject to lawful and applicable rules and regulations, Board responsibilities are as follows:

1. Select and appoint a president.
2. Evaluate the President annually.
3. Determine the broad general policies that guide the operation of the College, and review them annually.
4. Delegate responsibility for decisions concerning appointments, retention, or dismissal of faculty, administrators, and classified personnel.
5. Function as the legislative and policy making body, leaving the executive functions to the president;
6. Act in best interest of the College pursuant to various authorizations granted in the Community College Act of 1967 or in the rules and regulations of the State Board for Community and Technical Colleges;
7. Recognize the right of the duly elected faculty and classified employee organizations to negotiate employee rights and benefits within the tenets of the respective Collective Bargaining Acts;
8. Adopt and periodically review a statement of philosophy, mission, and goals which clarifies basic educational beliefs and educational responsibilities of the District;
9. Utilize the services of the attorney general of the State of Washington and cooperate fully with officers of the state attorney general;
10. Adopt an annual budget to finance the operation of the District in accordance with the statutes of Washington and lawful and applicable regulations;
11. Delegate to the president the authority to approve the expenditures of all funds and let all contracts;
12. Consider communications and requests from citizens and organizations of the District on matters of District policy at regularly scheduled board meetings.
13. Appraise the efficiency and effectiveness of District operations, and the educational programs and services of the College;
14. Refer all matters concerning the District directly to the president for study and recommendation before such matters are considered by the Board, except where immediate action is deemed necessary by the Board; and
15. Inform the public concerning the progress and needs of the District, the educational programs, and the financial status of the District.
16. Establish a yearly planning cycle that links the Board's agenda with the College's Strategic Plan.

17. Annually review and evaluate progress towards the goals in the College's Strategic Plan through a variety of measures.
18. Conduct an annual self-evaluation and determine corrective course of action as necessary.

100.C00 **OFFICERS OF THE BOARD**

100.C10 **TITLES**

The officers of the Board shall be a chair and a vice-chair who shall be members of the Board. The president of Clark College shall serve as secretary of the Board as specified by state law.

100.C20 **MANNER OF ELECTION AND TERM OF OFFICE**

At the last regular meeting of the Board each fiscal year (June), the Board shall elect, from its membership, a chair and vice-chair to serve for the ensuing year.

The chair and vice-chair of the Board shall be elected to such offices by the Board for a term of one year and assume office on July 1st, and shall hold office until their respective successors shall be elected and assume the office.

100.C30 **CHAIR OF THE BOARD**

Responsibilities and duties shall include, but are not limited to the following:

1. Preside at all meetings when present and decide on questions of order;
2. Appoint members of the Board to serve on special committees as approved by the Board;
3. Execute all contracts approved by the Board and other official documents legally requiring the signature of the chair of the Board, such as resolutions, general obligations, and revenue bonds;
4. Call special meetings of the Board as required;
5. Represent, when possible, the Board at meetings of trustee organizations to which the District belongs; and
6. Perform any other duty formally assigned by the Board, or by state statute.

100.C40 **VICE-CHAIR OF THE BOARD**

Responsibilities and duties shall include, but are not limited to the following:

1. Perform all duties of the chair of the Board in the absence or disability of the chair; and
2. Discharge such other functions as the chair of the Board may request from time to time.

100.C50 SECRETARY OF THE BOARD

Responsibilities and duties of the Secretary or designee shall include, but are not limited to the following:

1. Provide for the written notification to all concerned of regular and special meetings of the Board;
2. Transmit the Board agenda and a copy of the minutes of the previous meeting to the Board and such other persons as the Board may designate and post at the District offices prior to an ensuing meeting;
3. Record, prepare, sign, and distribute to all members of the Board the minutes of all regular and special meetings of the Board;
4. Act as custodian of the official seal of the District; affix it to official documents and attest the same by signature;
5. Prepare and maintain for the Board an indexed compilation of all resolutions, a copy of the policies of the Board of Trustees of Clark College, and all amendments thereto;
6. Advise the Board of any communications which require consideration and action by the Board; and
7. Give such public notices of Board action as may be required by statutes, or resolutions of the Board.

100.C61 DELEGATION TO THE PRESIDENT

All Board authority delegated to staff is delegated through the President. All authority and accountability of staff is considered to be the authority and accountability of the President.

1. The President is authorized to develop and implement all administrative policies, decisions, actions, practices, and activities. The President will base decisions on the annual goals of the college and responsibilities defined in the president's job description.
2. Only decisions of the Board acting as a body are binding upon the President.

- a. Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
 - b. If Board members or Board committees request information or assistance without Board authorization, the President can refuse such requests that, in the President's judgment, require a material amount of staff time or funds or are disruptive.
3. The President shall apply to the Board for a waiver of a Board Policy if the President deems a waiver is in the best interest of the College

100.C65 PRESIDENT

The president of the District shall be the executive officer through which the Board implements its policies. The president may delegate to subordinates of the District such of his/her powers as he/she may deem desirable to be exercised under the president's supervision and direction. Responsibilities and duties in addition to those outlined in the President's job description and presidential contract include but are not limited to the following:

1. Inform the Board of all significant actions taken under authority granted by it and respond in a timely manner to Board requests for information.
2. Perform all executive functions for the Board, such as:
 - a. Prepare the agenda for Board meetings.
 - b. Conduct official correspondence of the Board.
 - c. Issue its orders.
 - d. Prepare all documents as directed by the Board and execute all documents pursuant to authority granted to the president by the Board.
 - e. Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection.
3. Advise the Board in all areas of policy and make recommendations on all matters that affect the District before action is taken by the Board.
4. Determine qualifications for, appoint, manage, supervise, and discharge all employees of the College, including fixing their salaries and the terms and conditions of individual contracts in accordance with procedures established by the tenure laws of the State of Washington and/or the statutes, rules and regulations of the Washington Personnel Resources Board.
5. Appoint, manage, supervise, and discharge administrative personnel, including fixing their salaries and the terms and conditions of their individual contracts.
6. Prepare and submit to the Board an annual budget and administer the Board approved budget.

7. Formulate all reports as may be required by the Board and by local, state, and national agencies.
8. Formulate and promulgate regulations and procedures to implement Board policies.
9. Represent the District to the community by interpreting the policies to the public, the press, and community organizations.
10. Approve the expenditure of all budgeted funds and execute all contracts consistent with the budget adopted by the Board and in compliance with Board rules and all applicable state and federal laws and regulations.
11. Prepare and submit to the Board an Annual Operational Plan –Final Report as part of the Strategic Plan.
12. Act as the chief administrator and educational leader of the District, responsible for the organizational structure of the District and for all executive and administrative duties in connection with the operation of the District.
13. Propose long-range direction and scope of District programs, recommending to the Board from time to time such changes in programs and services as he or she deems desirable to fulfill the philosophy and goals of the District.
14. Establish District objectives consistent with Board philosophy and goals; determine the need for and qualifications of all positions within the District, and provide for evaluation of all personnel and programs.
15. Recommend to the Board site location and site utilization and direct the development of the campus building program.
16. Participate in community college programs at the local, state and national level by representing the District at meetings of organizations to which the District belongs and others as approved by the Board.
17. Review legislation affecting the District and report the substance thereof to the Board.
18. Attend Board meetings.
19. Designate, subject to Board approval, an administrative officer of the District to serve as acting president in the president's place and stead during absences.
20. Perform such other duties as may be assigned or granted by the Board or required by law.

100.E00 **MEETINGS OF THE BOARD**

100.E05 **REGULAR MEETINGS**

The Board of Trustees shall hold regular monthly meetings according to a schedule including place, time and date filed with the Washington State Register, pursuant to RCW 42.30.075. All meetings of the board, regular and special, shall be held in conformance with the Open Public Meetings Act, Chapter 42.30 RCW.

A regular meeting may be canceled by action of the Board or the Board chair. A special meeting may, however, be set for another date and time. When a special meeting is scheduled, notice thereof will be given in conformance with the notice requirements for special meetings contained in RCW 42.30.080.

Board meetings shall be held in the Penguin Union Building, Gaiser Hall, 1933 Fort Vancouver Way, Vancouver, WA, or at such other places as the Board shall determine.

100.E10 **SPECIAL MEETINGS**

Special meetings may be called by the chair, or by request of three Board members, and they shall be conducted in conformance with Washington State law. Only those items published on the agenda shall be considered at a special meeting. (per RCW 42.30.080)

100.E15 **EXECUTIVE SESSION**

The Board of Trustees may hold an executive session during a regular or special meeting. Executive sessions will be held in conformance with Washington State law. (per RCW 42.30.110)

100.E20 **OPEN MEETINGS**

All regular and special Board meetings are open to the public; however, the chair may call an executive session when permitted by Washington State law at which a member of the general public shall not be present unless invited. (per RCW 42.30.030)

Public votes and public records shall be open to the public for inspection and duplication.

100.E25 **APPEARANCES BEFORE THE BOARD**

Each regular meeting of the Board shall provide members of the public an opportunity to address the Board on any item of business. The Board encourages groups to designate a spokesperson to address the Board on their behalf.

The chair of the Board reserves the right to determine time limits on statements and presentations. The intent of the Board shall be to provide equal time for both pro and con presentations. The chair also maintains the right to regulate the subject matter of that which may be presented or discussed at the open meeting including, but not limited to, matters which are the subject of current or pending grievances or adjudicative or

disciplinary proceedings. Matters for consideration, discussion, and/or debate will be limited to the extent allowed by the Open Public Meetings Act, Chapter 42.30 RCW.

The president of the College shall be given an opportunity, whenever possible, to examine and evaluate each matter of business and to recommend a course of action prior to a decision by the Board.

100.E28 INTERRUPTIONS

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (per 42.30.050)

100.E30 QUORUM

Three trustees shall constitute a quorum for the transaction of business at regular and special meetings. A number fewer than a quorum may call the roll, record the names of absentees, and adjourn to meet at a specified future time. (per RCW 28B.50.130)

100.E35 REQUIRED VOTE

An affirmative vote of at least three trustees (for approval) shall be required for adoption of any matter upon which the Board votes.

The chair of the Board, or other presiding officer, shall have a vote upon all questions and may engage in general discussion.

A member abstaining from voting on any matter shall voice such abstention for recording in the minutes.

100.E40 AGENDA

The agenda shall be prepared by the president in consultation with the Chair of the Board and its contents presented by the president for Board consideration at each meeting.

100.E45 BOARD MATERIALS AND INFORMATION

Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to the trustees prior to each meeting. The chair or president may present a matter of urgent business received too late for inclusion on the agenda if, in his or her judgment, the matter is of an emergency nature.

All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the secretary with copies.

100.E50 MINUTES OF MEETING

Minutes of regular and special meetings are public records. Minutes are open to inspection and made available for viewing in the Cannell Library, and kept on file in the Office of the President as a permanent official record of all transactions of the Board.

The minutes shall record the name of the trustee making a motion, the name of the trustee seconding it, and the vote, attributing each "yea" and "nay" vote or abstention to the individual trustee. The voting shall be by voice, except that a roll call may be required for resolutions and all other questions whenever requested by a trustee. A trustee may also have the reasons for his or her vote recorded in the minutes if he/she so requests at the time of voting.

A permanent record of all District Board resolutions shall be published on the Clark College web site.

100.F00 **MISCELLANEOUS POLICIES OF THE BOARD**

100.F10 **PRESENTATION AND ADOPTION OF POLICY**

Every effort shall be made to present, in writing, recommendations for changes in policy at least one meeting in advance of the meeting at which adoption is requested.

The adoption of policy requires the affirmative vote of at least three trustees (Addendum #3: Resolutions).

100.F20 **PARLIAMENTARY AUTHORITY**

Except as they may be in conflict with the resolutions heretofore set forth, Robert's Rules of Order, newly revised, shall constitute the parliamentary guide of the Board.

100.F30 **AMENDMENTS OF BOARD POLICIES**

These policies, or any part or parts thereof, may be revised, repealed, or added to by an affirmative vote of at least three trustees at any meeting of the Board. They shall become effective immediately upon approval.

100.F40 **BOARD OFFICES**

The Board shall maintain an office at 1933 Fort Vancouver Way, Vancouver, WA, 98663-3598, where all records, minutes, and the official College seal shall be kept.

This office shall be open during normal business hours.

Correspondence or other business for the Board shall be sent to the secretary of the Board, who is located in this office.

100.G00 **FOUNDATION POLICY STATEMENT**

In recognizing the Clark College Foundation as a separate, nonprofit corporation, the Board is both supportive and appreciative of the Foundation's role in assisting the College. The Board understands that the primary mission of the Foundation is to obtain financial and other direct support and benefit for the College. The use of funds and other resources will be for physical and capital improvements, student financial assistance, Foundation operations, and other purposes as designated by donors and accepted by the College. The relationship is further defined by the terms of the current Quid Pro Quo agreement. The Board will be provided with regular financial reports, minutes of meetings, and other appropriate documents of the Foundation.

ADDENDUM #1

Chapter 42.52 RCW

Ethics in public service

42.52.010

Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

- (1) "Agency" means any state board, commission, bureau, committee, department, institution, division, or tribunal in the legislative, executive, or judicial branch of state government. "Agency" includes all elective offices, the state legislature, those institutions of higher education created and supported by the state government, and those courts that are parts of state government.
- (2) "Head of agency" means the chief executive officer of an agency. In the case of an agency headed by a commission, board, committee, or other body consisting of more than one natural person, agency head means the person or board authorized to appoint agency employees and regulate their conduct.
- (3) "Assist" means to act, or offer or agree to act, in such a way as to help, aid, advise, furnish information to, or otherwise provide assistance to another person, believing that the action is of help, aid, advice, or assistance to the person and with intent so to assist such person.
- (4) "Beneficial interest" has the meaning ascribed to it under the Washington case law. However, an ownership interest in a mutual fund or similar investment pooling fund in which the owner has no management powers does not constitute a beneficial interest in the entities in which the fund or pool invests.
- (5) "Compensation" means anything of economic value, however designated, that is paid, loaned, granted, or transferred, or to be paid, loaned, granted, or transferred for, or in consideration of, personal services to any person.
- (6) "Confidential information" means (a) specific information, rather than generalized knowledge, that is not available to the general public on request or (b) information made confidential by law.
- (7) "Contract" or "grant" means an agreement between two or more persons that creates an obligation to do or not to do a particular thing. "Contract" or "grant" includes, but is not limited to, an employment contract, a lease, a license, a purchase agreement, or a sales agreement.
- (8) "Ethics boards" means the commission on judicial conduct, the legislative ethics board, and the executive ethics board.
- (9) "Family" has the same meaning as "immediate family" in RCW 42.17.020.
- (10) "Gift" means anything of economic value for which no consideration is given. "Gift" does not include:
 - (a) Items from family members or friends where it is clear beyond a reasonable doubt that the gift was not made as part of any design to gain or maintain influence in the agency of which the recipient is an officer or employee;
 - (b) Items related to the outside business of the recipient that are customary and not related to the recipient's performance of official duties;
 - (c) Items exchanged among officials and employees or a social event hosted or sponsored by a state officer or state employee for coworkers;
 - (d) Payments by a governmental or nongovernmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance, or trade mission made in an official capacity. As used in this subsection, "reasonable expenses" are limited to travel, lodging, and subsistence expenses incurred the day before through the day after the event;
 - (e) Items a state officer or state employee is authorized by law to accept;

- (f) Payment of enrollment and course fees and reasonable travel expenses attributable to attending seminars and educational programs sponsored by a bona fide governmental or nonprofit professional, educational, trade, or charitable association or institution. As used in this subsection, "reasonable expenses" are limited to travel, lodging, and subsistence expenses incurred the day before through the day after the event;
 - (g) Items returned by the recipient to the donor within thirty days of receipt or donated to a charitable organization within thirty days of receipt;
 - (h) Campaign contributions reported under chapter 42.17 RCW;
 - (i) Discounts available to an individual as a member of an employee group, occupation, or similar broad-based group; and
 - (j) Awards, prizes, scholarships, or other items provided in recognition of academic or scientific achievement.
- (11) "Honorarium" means money or thing of value offered to a state officer or state employee for a speech, appearance, article, or similar item or activity in connection with the state officer's or state employee's official role.
- (12) "Official duty" means those duties within the specific scope of employment of the state officer or state employee as defined by the officer's or employee's agency or by statute or the state Constitution.
- (13) "Participate" means to participate in state action or a proceeding personally and substantially as a state officer or state employee, through approval, disapproval, decision, recommendation, the rendering of advice, investigation, or otherwise but does not include preparation, consideration, or enactment of legislation or the performance of legislative duties.
- (14) "Person" means any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit.
- (15) "Regulatory agency" means any state board, commission, department, or officer, except those in the legislative or judicial branches, authorized by law to conduct adjudicative proceedings, issue permits or licenses, or to control or affect interests of identified persons.
- (16) "Responsibility" in connection with a transaction involving the state, means the direct administrative or operating authority, whether intermediate or final, and either exercisable alone or through subordinates, effectively to approve, disapprove, or otherwise direct state action in respect of such transaction.
- (17) "State action" means any action on the part of an agency, including, but not limited to:
- (a) A decision, determination, finding, ruling, or order; and
 - (b) A grant, payment, award, license, contract, transaction, sanction, or approval, or the denial thereof, or failure to act with respect to a decision, determination, finding, ruling, or order.
- (18) "State officer" means every person holding a position of public trust in or under an executive, legislative, or judicial office of the state. "State officer" includes judges of the superior court, judges of the court of appeals, justices of the supreme court, members of the legislature together with the secretary of the senate and the chief clerk of the house of representatives, holders of elective offices in the executive branch of state government, chief executive officers of state agencies, members of boards, commissions, or committees with authority over one or more state agencies or institutions, and employees of the state who are engaged in supervisory, policy-making, or policy-enforcing work. For the purposes of this chapter, "state officer" also includes any person exercising or undertaking to exercise the powers or functions of a state officer.
- (19) "State employee" means an individual who is employed by an agency in any branch of state government. For purposes of this chapter, employees of the superior courts are not state officers or state employees.
- (20) "University" includes "state universities" and "regional universities" as defined in RCW 28B.10.016 and also includes any research or technology institute affiliated with a university, including without limitation, the Spokane Intercollegiate Research and Technology Institute and the Washington Technology Center.

- (21) "University research employee" means a state officer or state employee employed by a university, but only to the extent the state officer or state employee is engaged in research, technology transfer, approved consulting activities related to research and technology transfer, or other incidental activities.
- (22) "Thing of economic value," in addition to its ordinary meaning, includes:
- (a) A loan, property interest, interest in a contract or other chose in action, and employment or another arrangement involving a right to compensation;
 - (b) An option, irrespective of the conditions to the exercise of the option; and
 - (c) A promise or undertaking for the present or future delivery or procurement.
- (23) (a) "Transaction involving the state" means a proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other similar matter that the state officer, state employee, or former state officer or state employee in question believes, or has reason to believe:
- (i) Is, or will be, the subject of state action; or
 - (ii) Is one to which the state is or will be a party; or
 - (iii) Is one in which the state has a direct and substantial proprietary interest.
- (b) "Transaction involving the state" does not include the following: Preparation, consideration, or enactment of legislation, including appropriation of moneys in a budget, or the performance of legislative duties by an officer or employee; or a claim, case, lawsuit, or similar matter if the officer or employee did not participate in the underlying transaction involving the state that is the basis for the claim, case, or lawsuit.

[2005 c 106 § 1; 1998 c 7 § 1; 1996 c 213 § 1; 1994 c 154 § 101.]

42.52.020 **Activities incompatible with public duties.**

No state officer or state employee may have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, that is in conflict with the proper discharge of the state officer's or state employee's official duties.

[1996 c 213 § 2; 1994 c 154 § 102.]

42.52.030 **Financial interests in transactions.**

- (1) No state officer or state employee, except as provided in subsection (2) of this section, may be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or is under the supervision of the officer or employee, in whole or in part, or accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in the contract, sale, lease, purchase, or grant.
- (2) No state officer or state employee may participate in a transaction involving the state in his or her official capacity with a person of which the officer or employee is an officer, agent, employee, or member, or in which the officer or employee owns a beneficial interest, except that an officer or employee of an institution of higher education or the Spokane intercollegiate research and technology institute may serve as an officer, agent, employee, or member, or on the board of directors, board of trustees, advisory board, or committee or review panel for any nonprofit institute, foundation, or fundraising entity; and may serve as a member of an advisory board, committee, or review panel for a governmental or other nonprofit entity.

[2005 c 106 § 2; 1996 c 213 § 3; 1994 c 154 § 103.]

42.52.040

Assisting in transactions.

- (1) Except in the course of official duties or incident to official duties, no state officer or state employee may assist another person, directly or indirectly, whether or not for compensation, in a transaction involving the state:
 - (a) In which the state officer or state employee has at any time participated; or
 - (b) If the transaction involving the state is or has been under the official responsibility of the state officer or state employee within a period of two years preceding such assistance.
- (2) No state officer or state employee may share in compensation received by another for assistance that the officer or employee is prohibited from providing under subsection (1) or (3) of this section.
- (3) A business entity of which a state officer or state employee is a partner, managing officer, or employee shall not assist another person in a transaction involving the state if the state officer or state employee is prohibited from doing so by subsection (1) of this section.
- (4) This chapter does not prevent a state officer or state employee from assisting, in a transaction involving the state:
 - (a) The state officer's or state employee's parent, spouse, or child, or a child thereof for whom the officer or employee is serving as guardian, executor, administrator, trustee, or other personal fiduciary, if the state officer or state employee did not participate in the transaction; or
 - (b) Another state employee involved in disciplinary or other personnel administration proceedings.

[1994 c 154 § 104.]

42.52.050

Confidential information — Improperly concealed records.

- (1) No state officer or state employee may accept employment or engage in any business or professional activity that the officer or employee might reasonably expect would require or induce him or her to make an unauthorized disclosure of confidential information acquired by the official or employee by reason of the official's or employee's official position.
- (2) No state officer or state employee may make a disclosure of confidential information gained by reason of the officer's or employee's official position or otherwise use the information for his or her personal gain or benefit or the gain or benefit of another, unless the disclosure has been authorized by statute or by the terms of a contract involving (a) the state officer's or state employee's agency and (b) the person or persons who have authority to waive the confidentiality of the information.
- (3) No state officer or state employee may disclose confidential information to any person not entitled or authorized to receive the information.
- (4) No state officer or state employee may intentionally conceal a record if the officer or employee knew the record was required to be released under chapter 42.56 RCW, was under a personal obligation to release the record, and failed to do so. This subsection does not apply where the decision to withhold the record was made in good faith.

[2005 c 274 § 292; 1996 c 213 § 4; 1994 c 154 § 105.]

Notes:

Part headings not law -- Effective date -- 2005 c 274: See RCW 42.56.901 and 42.56.902.

42.52.060

Testimony of state officers and state employees.

This chapter does not prevent a state officer or state employee from giving testimony under oath or from making statements required to be made under penalty of perjury or contempt.
[1994 c 154 § 106.]

42.52.070

Special privileges.

Except as required to perform duties within the scope of employment, no state officer or state employee may use his or her position to secure special privileges or exemptions for himself or herself, or his or her spouse, child, parents, or other persons.
[1994 c 154 § 107.]

42.52.080

Employment after public service.

- (1) No former state officer or state employee may, within a period of one year from the date of termination of state employment, accept employment or receive compensation from an employer if:
 - (a) The officer or employee, during the two years immediately preceding termination of state employment, was engaged in the negotiation or administration on behalf of the state or agency of one or more contracts with that employer and was in a position to make discretionary decisions affecting the outcome of such negotiation or the nature of such administration;
 - (b) Such a contract or contracts have a total value of more than ten thousand dollars; and
 - (c) The duties of the employment with the employer or the activities for which the compensation would be received include fulfilling or implementing, in whole or in part, the provisions of such a contract or contracts or include the supervision or control of actions taken to fulfill or implement, in whole or in part, the provisions of such a contract or contracts. This subsection shall not be construed to prohibit a state officer or state employee from accepting employment with a state employee organization.
- (2) No person who has served as a state officer or state employee may, within a period of two years following the termination of state employment, have a direct or indirect beneficial interest in a contract or grant that was expressly authorized or funded by specific legislative or executive action in which the former state officer or state employee participated.
- (3) No former state officer or state employee may accept an offer of employment or receive compensation from an employer if the officer or employee knows or has reason to believe that the offer of employment or compensation was intended, in whole or in part, directly or indirectly, to influence the officer or employee or as compensation or reward for the performance or nonperformance of a duty by the officer or employee during the course of state employment.
- (4) No former state officer or state employee may accept an offer of employment or receive compensation from an employer if the circumstances would lead a reasonable person to believe the offer has been made, or compensation given, for the purpose of influencing the performance or nonperformance of duties by the officer or employee during the course of state employment.
- (5) No former state officer or state employee may at any time subsequent to his or her state employment assist another person, whether or not for compensation, in any transaction involving the state in which the former state officer or state employee at any time participated during state employment. This subsection shall not be construed to prohibit any employee or officer of a state employee organization from rendering assistance to state officers or state employees in the course of employee organization business.
- (6) As used in this section, "employer" means a person as defined in RCW 42.52.010 or any other entity or business that the person owns or in which the person has a controlling interest. For purposes of subsection (1) of this section, the term "employer" does not include a successor organization to the rural development council under chapter 43.31 RCW.

[1999 c 299 § 3; 1994 c 154 § 108.]

42.52.090

Limited assistance by former state officers and employees.

This chapter shall not be construed to prevent a former state officer or state employee from rendering assistance to others if the assistance is provided without compensation in any form and is limited to one or more of the following:

- (1) Providing the names, addresses, and telephone numbers of state agencies or state employees;
- (2) Providing free transportation to another for the purpose of conducting business with a state agency;
- (3) Assisting a natural person or nonprofit corporation in obtaining or completing application forms or other forms required by a state agency for the conduct of a state business; or
- (4) Providing assistance to the poor and infirm.

[1994 c 154 § 109.]

42.52.100

Conditions on appearance before state agencies or doing business with the state — Hearing — Judicial review.

- (1) The head of an agency, upon finding that any former state officer or state employee of such agency or any other person has violated any provision of this chapter or rules adopted under it, may, in addition to any other powers the head of such agency may have, bar or impose reasonable conditions upon:
 - (a) The appearance before such agency of such former state officer or state employee or other person; and
 - (b) The conduct of, or negotiation or competition for, business with such agency by such former state officer or state employee or other person, such period of time as may reasonably be necessary or appropriate to effectuate the purposes of this chapter.
- (2) Findings of violations referred to in subsection (1)(b) of this section shall be made on record after notice and hearing, conducted in accordance with the Washington Administrative Procedure Act, chapter 34.05 RCW. Such findings and orders are subject to judicial review.
- (3) This section does not apply to the legislative or judicial branches of government.

[1994 c 154 § 110; 1969 ex.s. c 234 § 27. Formerly RCW 42.18.270.]

42.52.110

Compensation for official duties or nonperformance.

No state officer or state employee may, directly or indirectly, ask for or give or receive or agree to receive any compensation, gift, reward, or gratuity from a source for performing or omitting or deferring the performance of any official duty, unless otherwise authorized by law except: (1) The state of Washington; or (2) in the case of officers or employees of institutions of higher education or of the Spokane intercollegiate research and technology institute, a governmental entity, an agency or instrumentality of a governmental entity, or a nonprofit corporation organized for the benefit and support of the state employee's agency or other state agencies pursuant to an agreement with the state employee's agency.

[1996 c 213 § 5; 1994 c 154 § 111.]

42.52.120

Compensation for outside activities.

- (1) No state officer or state employee may receive any thing of economic value under any contract or grant outside of his or her official duties. The prohibition in this subsection does not apply where the state officer or state employee has complied with *RCW 42.52.030(2) or each of the following conditions are met:
 - (a) The contract or grant is bona fide and actually performed;

- (b) The performance or administration of the contract or grant is not within the course of the officer's or employee's official duties, or is not under the officer's or employee's official supervision;
 - (c) The performance of the contract or grant is not prohibited by RCW 42.52.040 or by applicable laws or rules governing outside employment for the officer or employee;
 - (d) The contract or grant is neither performed for nor compensated by any person from whom such officer or employee would be prohibited by RCW 42.52.150(4) from receiving a gift;
 - (e) The contract or grant is not one expressly created or authorized by the officer or employee in his or her official capacity;
 - (f) The contract or grant would not require unauthorized disclosure of confidential information.
- (2) In addition to satisfying the requirements of subsection (1) of this section, a state officer or state employee may have a beneficial interest in a grant or contract or a series of substantially identical contracts or grants with a state agency only if:
- (a) The contract or grant is awarded or issued as a result of an open and competitive bidding process in which more than one bid or grant application was received; or
 - (b) The contract or grant is awarded or issued as a result of an open and competitive bidding or selection process in which the officer's or employee's bid or proposal was the only bid or proposal received and the officer or employee has been advised by the appropriate ethics board, before execution of the contract or grant, that the contract or grant would not be in conflict with the proper discharge of the officer's or employee's official duties; or
 - (c) The process for awarding the contract or issuing the grant is not open and competitive, but the officer or employee has been advised by the appropriate ethics board that the contract or grant would not be in conflict with the proper discharge of the officer's or employee's official duties.
- (3) A state officer or state employee awarded a contract or issued a grant in compliance with subsection (2) of this section shall file the contract or grant with the appropriate ethics board within thirty days after the date of execution; however, if proprietary formulae, designs, drawings, or research are included in the contract or grant, the proprietary formulae, designs, drawings, or research may be deleted from the contract or grant filed with the appropriate ethics board.
- (4) This section does not prevent a state officer or state employee from receiving compensation contributed from the treasury of the United States, another state, county, or municipality if the compensation is received pursuant to arrangements entered into between such state, county, municipality, or the United States and the officer's or employee's agency. This section does not prohibit a state officer or state employee from serving or performing any duties under an employment contract with a governmental entity.
- (5) As used in this section, "officer" and "employee" do not include officers and employees who, in accordance with the terms of their employment or appointment, are serving without compensation from the state of Washington or are receiving from the state only reimbursement of expenses incurred or a predetermined allowance for such expenses.

[1997 c 318 § 1; 1996 c 213 § 6; 1994 c 154 § 112.]

Notes:

***Reviser's note:** RCW 42.52.030 was amended by 2005 c 106 § 2, deleting subsection (2).

**42.52.130
Honoraria.**

- (1) No state officer or state employee may receive honoraria unless specifically authorized by the agency where they serve as state officer or state employee.
- (2) An agency may not permit honoraria under the following circumstances:

- (a) The person offering the honorarium is seeking or is reasonably expected to seek contractual relations with or a grant from the employer of the state officer or state employee, and the officer or employee is in a position to participate in the terms or the award of the contract or grant;
- (b) The person offering the honorarium is regulated by the employer of the state officer or state employee and the officer or employee is in a position to participate in the regulation; or
- (c) The person offering the honorarium (i) is seeking or opposing or is reasonably likely to seek or oppose enactment of legislation or adoption of administrative rules or actions, or policy changes by the state officer's or state employee's agency; and (ii) the officer or employee may participate in the enactment or adoption.

[1994 c 154 § 113.]

42.52.140 Gifts.

No state officer or state employee may receive, accept, take, seek, or solicit, directly or indirectly, any thing of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the officer or employee, or be considered as part of a reward for action or inaction.

[1994 c 154 § 114.]

42.52.150 Limitations on gifts.

- (1) No state officer or state employee may accept gifts, other than those specified in subsections (2) and (5) of this section, with an aggregate value in excess of fifty dollars from a single source in a calendar year or a single gift from multiple sources with a value in excess of fifty dollars. For purposes of this section, "single source" means any person, as defined in RCW 42.52.010, whether acting directly or through any agent or other intermediary, and "single gift" includes any event, item, or group of items used in conjunction with each other or any trip including transportation, lodging, and attendant costs, not excluded from the definition of gift under RCW 42.52.010. The value of gifts given to an officer's or employee's family member or guest shall be attributed to the official or employee for the purpose of determining whether the limit has been exceeded, unless an independent business, family, or social relationship exists between the donor and the family member or guest.
- (2) Except as provided in subsection (4) of this section, the following items are presumed not to influence under RCW 42.52.140, and may be accepted without regard to the limit established by subsection (1) of this section:
 - (a) Unsolicited flowers, plants, and floral arrangements;
 - (b) Unsolicited advertising or promotional items of nominal value, such as pens and note pads;
 - (c) Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
 - (d) Unsolicited items received by a state officer or state employee for the purpose of evaluation or review, if the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the officer's or employee's agency;
 - (e) Informational material, publications, or subscriptions related to the recipient's performance of official duties;
 - (f) Food and beverages consumed at hosted receptions where attendance is related to the state officer's or state employee's official duties;
 - (g) Gifts, grants, conveyances, bequests, and devises of real or personal property, or both, in trust or otherwise accepted and solicited for deposit in the legislative international trade account created in *RCW 44.04.270;

- (h) Gifts, grants, conveyances, bequests, and devises of real or personal property, or both, in trust or otherwise accepted and solicited for the purpose of promoting the **expansion of tourism as provided for in RCW 43.330.090;
 - (i) Gifts, grants, conveyances, bequests, and devises of real or personal property, or both, solicited on behalf of a national legislative association, 2006 official conference of the national lieutenant governors' association, or host committee for the purpose of hosting an official conference under the circumstances specified in RCW 42.52.820 and section 2, chapter 5, Laws of 2006. Anything solicited or accepted may only be received by the national association or host committee and may not be commingled with any funds or accounts that are the property of any person;
 - (j) Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization; and
 - (k) Unsolicited gifts from dignitaries from another state or a foreign country that are intended to be personal in nature.
- (3) The presumption in subsection (2) of this section is rebuttable and may be overcome based on the circumstances surrounding the giving and acceptance of the item.
- (4) Notwithstanding subsections (2) and (5) of this section, a state officer or state employee of a regulatory agency or of an agency that seeks to acquire goods or services who participates in those regulatory or contractual matters may receive, accept, take, or seek, directly or indirectly, only the following items from a person regulated by the agency or from a person who seeks to provide goods or services to the agency:
- (a) Unsolicited advertising or promotional items of nominal value, such as pens and note pads;
 - (b) Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
 - (c) Unsolicited items received by a state officer or state employee for the purpose of evaluation or review, if the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the officer's or employee's agency;
 - (d) Informational material, publications, or subscriptions related to the recipient's performance of official duties;
 - (e) Food and beverages consumed at hosted receptions where attendance is related to the state officer's or state employee's official duties;
 - (f) Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization; and
 - (g) Those items excluded from the definition of gift in RCW 42.52.010 except:
 - (i) Payments by a governmental or nongovernmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance, or trade mission made in an official capacity;
 - (ii) Payments for seminars and educational programs sponsored by a bona fide governmental or nonprofit professional, educational, trade, or charitable association or institution; and
 - (iii) Flowers, plants, and floral arrangements.
- (5) A state officer or state employee may accept gifts in the form of food and beverage on infrequent occasions in the ordinary course of meals where attendance by the officer or employee is related to the performance of official duties. Gifts in the form of food and beverage that exceed fifty dollars on a single occasion shall be reported as provided in chapter 42.17 RCW.

[2006 c 5 § 3; 2003 1st sp.s. c 23 § 2. Prior: 2003 c 265 § 3; 2003 c 153 § 6; 1998 c 7 § 2; 1994 c 154 § 115.]

Notes:

Reviser's note: *(1) RCW 44.04.270 was recodified as RCW 43.15.050 pursuant to 2006 c 317 § 5.

(2) RCW 43.330.090 was amended by 2007 c 228 § 201, deleting subsection (2) which directly related to "expansion of tourism."

Findings -- 2006 c 5: "The legislature finds that due to the massive devastation inflicted on the city of New Orleans by hurricane Katrina on August 29, 2005, the city of New Orleans will not be able to meet its obligation to host the national lieutenant governors' association's annual conference scheduled for July 17 through July 19, 2006. As a result of this unfortunate situation, the members of the national lieutenant governors' association officially pressed to have Washington state host the next annual conference in Seattle, Washington, and lieutenant governor Brad Owen has agreed to do so. The legislature further finds, in recognition of the unprecedented situation created by this natural disaster, the high national visibility of this important event, and due to the limited amount of time remaining for planning and fund-raising, it is necessary to initiate fund-raising activities for this national conference as soon as possible." [2006 c 5 § 1.]

Official conference of the national lieutenant governors' association -- Solicitation of gifts -- 2006 c 5: "When soliciting gifts, grants, or donations solely for the purpose of hosting the 2006 official conference of the national lieutenant governors' association to be held in Seattle, Washington, as approved by the lieutenant governor of the state of Washington, the lieutenant governor, and his or her staff designated by the lieutenant governor for this purpose, are presumed not to be in violation of the solicitation, receipt of gift, and conflict of interests with official duties provisions in chapter 42.52 RCW. For the purposes of this section, the national lieutenant governors' association must include among its membership the Washington state lieutenant governor. The solicitation of gifts, grants, or donations for the purpose of hosting the 2006 lieutenant governors' conference is considered an official duty." [2006 c 5 § 2.]

Effective date -- 2006 c 5: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [February 7, 2006]." [2006 c 5 § 4.]

Findings -- 2003 c 153: See note following RCW 43.330.090.

42.52.160

Use of persons, money, or property for private gain.

- (1) No state officer or state employee may employ or use any person, money, or property under the officer's or employee's official control or direction, or in his or her official custody, for the private benefit or gain of the officer, employee, or another.
- (2) This section does not prohibit the use of public resources to benefit others as part of a state officer's or state employee's official duties.
- (3) The appropriate ethics boards may adopt rules providing exceptions to this section for occasional use of the state officer or state employee, of de minimis cost and value, if the activity does not result in interference with the proper performance of public duties.

[1996 c 213 § 7; 1994 c 154 § 116; 1987 c 426 § 3. Formerly RCW 42.18.217.]

42.52.170

Giving, paying, loaning, etc., any thing of economic value to state employee.

No person shall give, pay, loan, transfer, or deliver, directly or indirectly, to any other person any thing of economic value believing or having reason to believe that there exist circumstances making the receipt thereof a violation of RCW 42.52.040, 42.52.110, 42.52.120, 42.52.140, or 42.52.150.

[1994 c 154 § 117; 1987 c 426 § 5; 1969 ex.s. c 234 § 23. Formerly RCW 42.18.230.]

42.52.180

Use of public resources for political campaigns.

- (1) No state officer or state employee may use or authorize the use of facilities of an agency, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Knowing acquiescence by a person with authority to direct, control, or influence the actions of the state officer or state employee using public resources in violation of this section constitutes a violation of this section. Facilities of an agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of state employees of the agency during working hours, vehicles, office space, publications of the agency, and clientele lists of persons served by the agency.
- (2) This section shall not apply to the following activities:
 - (a) Action taken at an open public meeting by members of an elected legislative body to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition as long as (i) required notice of the meeting includes the title and number of the ballot proposition, and (ii) members of the legislative body or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;
 - (b) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry. For the purposes of this subsection, it is not a violation of this section for an elected official to respond to an inquiry regarding a ballot proposition, to make incidental remarks concerning a ballot proposition in an official communication, or otherwise comment on a ballot proposition without an actual, measurable expenditure of public funds. The ethics boards shall adopt by rule a definition of measurable expenditure;
 - (c) Activities that are part of the normal and regular conduct of the office or agency; and
 - (d) De minimis use of public facilities by statewide elected officials and legislators incidental to the preparation or delivery of permissible communications, including written and verbal communications initiated by them of their views on ballot propositions that foreseeably may affect a matter that falls within their constitutional or statutory responsibilities.
- (3) As to state officers and employees, this section operates to the exclusion of RCW 42.17.130.

[1995 c 397 § 30; 1994 c 154 § 118.]

Notes:

Effective date -- Captions -- Severability -- 1995 c 397: See RCW 42.17.960 through 42.17.962.

42.52.185

Restrictions on mailings by legislators.

- (1) During the twelve-month period beginning on December 1st of the year before a general election for a state legislator's election to office and continuing through November 30th immediately after the general election, the legislator may not mail, either by regular mail or electronic mail, to a constituent at public expense a letter, newsletter, brochure, or other piece of literature, except as follows:
 - (a) The legislator may mail two mailings of newsletters to constituents. All newsletters within each mailing of newsletters must be identical as to their content but not as to the constituent name or address. One such mailing may be mailed no later than thirty days after the start of a regular legislative session, except that a legislator appointed during a regular legislative session to fill a vacant seat may have up to thirty days from the date of appointment to send out the first mailing. The other mailing may be mailed no later than sixty days after the end of a regular legislative session.
 - (b) The legislator may mail an individual letter to (i) an individual constituent who has contacted the legislator regarding the subject matter of the letter during the legislator's current term of office; (ii) an individual constituent who holds a governmental office with jurisdiction over the subject matter of the letter; or (iii) an individual constituent who has received an award or honor of extraordinary distinction of a type that is

sufficiently infrequent to be noteworthy to a reasonable person, including, but not limited to: (A) An international or national award such as the Nobel prize or the Pulitzer prize; (B) a state award such as Washington scholar; (C) an Eagle Scout award; and (D) a Medal of Honor.

- (2) For purposes of subsection (1) of this section, "legislator" means a legislator who is a "candidate," as defined by RCW 42.17.020, for any public office.
- (3) A violation of this section constitutes use of the facilities of a public office for the purpose of assisting a campaign under RCW 42.52.180.
- (4) The house of representatives and senate shall specifically limit expenditures per member for the total cost of mailings. Those costs include, but are not limited to, production costs, printing costs, and postage costs. The limits imposed under this subsection apply only to the total expenditures on mailings per member and not to any categorical cost within the total.
- (5) For purposes of this section, persons residing outside the legislative district represented by the legislator are not considered to be constituents, but students, military personnel, or others temporarily employed outside of the district who normally reside in the district are considered to be constituents.

[1997 c 320 § 1; 1995 c 397 § 5; 1993 c 2 § 25 (Initiative Measure No. 134, approved November 3, 1992). Formerly RCW 42.17.132.]

42.52.190

Investments.

- (1) Except for permissible investments as defined in this section, no state officer or state employee of any agency responsible for the investment of funds, who acts in a decision-making, advisory, or policy-influencing capacity with respect to investments, may have a direct or indirect interest in any property, security, equity, or debt instrument of a person, without prior written approval of the agency.
- (2) Agencies responsible for the investment of funds shall adopt policies governing approval of investments and establishing criteria to be considered in the approval process. Criteria shall include the relationship between the proposed investment and investments held or under consideration by the state, the size and timing of the proposed investment, access by the state officer or state employee to nonpublic information relative to the proposed investment, and the availability of the investment in the public market. Agencies responsible for the investment of funds also shall adopt policies consistent with this chapter governing use by their officers and employees of financial information acquired by virtue of their state positions. A violation of such policies adopted to implement this subsection shall constitute a violation of this chapter.
- (3) As used in this section, "permissible investments" means any mutual fund, deposit account, certificate of deposit, or money market fund maintained with a bank, broker, or other financial institution, a security publicly traded in an organized market if the interest in the security at acquisition is ten thousand dollars or less, or an interest in real estate, except if the real estate interest is in or with a party in whom the agency holds an investment.

[1994 c 154 § 119.]

42.52.200

Agency rules.

- (1) Each agency may adopt rules consistent with law, for use within the agency to protect against violations of this chapter.
- (2) Each agency proposing to adopt rules under this section shall forward the rules to the appropriate ethics board before they may take effect. The board may submit comments to the agency regarding the proposed rules.
- (3) This section applies to universities only to the extent their activities are not subject to RCW 42.52.220.

[2005 c 106 § 3; 1994 c 154 § 120.]

42.52.220

Universities — Administrative processes.

- (1) Consistent with the state policy to encourage basic and applied scientific research by the state's research universities as stated in RCW 28B.140.005, each university may develop, adopt, and implement one or more written administrative processes that shall, upon approval by the governor, apply in place of the obligations imposed on universities and university research employees under RCW 42.52.030, 42.52.040, 42.52.080, 42.52.110, 42.52.120, 42.52.130, 42.52.140, 42.52.150, and 42.52.160. The universities shall coordinate on the development of administrative processes to ensure the processes are comparable. A university research employee in compliance with the processes authorized in this section shall be deemed to be in compliance with RCW 42.52.030, 42.52.040, 42.52.080, 42.52.110, 42.52.120, 42.52.130, 42.52.140, 42.52.150, and 42.52.160.
- (2) The executive ethics board shall enforce activity subject to the written approval processes under this section, as provided in RCW 42.52.360.

[2005 c 106 § 4.]

42.52.310

Legislative ethics board.

- (1) The legislative ethics board is created, composed of nine members, selected as follows:
 - (a) Two senators, one from each of the two largest caucuses, appointed by the president of the senate;
 - (b) Two members of the house of representatives, one from each of the two largest caucuses, appointed by the speaker of the house of representatives;
 - (c) Five citizen members:
 - (i) One citizen member chosen by the governor from a list of three individuals submitted by each of the four legislative caucuses; and
 - (ii) One citizen member selected by three of the four other citizen members of the legislative ethics board.
- (2) Except for initial members and members completing partial terms, nonlegislative members shall serve a single five-year term.
- (3) No more than three of the public members may be identified with the same political party.
- (4) Terms of initial nonlegislative board members shall be staggered as follows: One member shall be appointed to a one-year term; one member shall be appointed to a two-year term; one member shall be appointed to a three-year term; one member shall be appointed to a four-year term; and one member shall be appointed for a five-year term.
- (5) A vacancy on the board shall be filled in the same manner as the original appointment.
- (6) Legislative members shall serve two-year terms, from January 31st of an odd-numbered year until January 31st of the next odd-numbered year.
- (7) Each member shall serve for the term of his or her appointment and until his or her successor is appointed.
- (8) The citizen members shall annually select a chair from among themselves.

[1994 c 154 § 201.]

42.52.320

Authority of legislative ethics board.

- (1) The legislative ethics board shall enforce this chapter and rules adopted under it with respect to members and employees of the legislature.
- (2) The legislative ethics board shall:
 - (a) Develop educational materials and training with regard to legislative ethics for legislators and legislative employees;
 - (b) Issue advisory opinions;
 - (c) Adopt rules or policies governing the conduct of business by the board, and adopt rules defining working hours for purposes of RCW 42.52.180 and where otherwise authorized under chapter 154, Laws of 1994;
 - (d) Investigate, hear, and determine complaints by any person or on its own motion;
 - (e) Impose sanctions including reprimands and monetary penalties;
 - (f) Recommend suspension or removal to the appropriate legislative entity, or recommend prosecution to the appropriate authority; and
 - (g) Establish criteria regarding the levels of civil penalties appropriate for different types of violations of this chapter and rules adopted under it.
- (3) The board may:
 - (a) Issue subpoenas for the attendance and testimony of witnesses and the production of documentary evidence relating to any matter under examination by the board or involved in any hearing;
 - (b) Administer oaths and affirmations;
 - (c) Examine witnesses; and
 - (d) Receive evidence.
- (4) Subject to RCW 42.52.540, the board has jurisdiction over any alleged violation that occurred before January 1, 1995, and that was within the jurisdiction of any of the boards established under *chapter 44.60 RCW. The board's jurisdiction with respect to any such alleged violation shall be based on the statutes and rules in effect at [the] time of the violation.

[1994 c 154 § 202.]

Notes:

***Reviser's note:** Chapter 44.60 RCW was repealed by 1994 c 154 § 304, effective January 1, 1995.

42.52.330

Interpretation.

By constitutional design, the legislature consists of citizen-legislators who bring to bear on the legislative process their individual experience and expertise. The provisions of this chapter shall be interpreted in light of this constitutional principle.

[1994 c 154 § 203.]

42.52.340

Transfer of jurisdiction.

On January 1, 1995, any complaints or other matters under investigation or consideration by the boards of legislative ethics in the house of representatives and the senate operating pursuant to *chapter 44.60 RCW shall be transferred to the legislative ethics board created by RCW 42.52.310. All files, including but not limited to minutes of meetings, investigative files, records of proceedings, exhibits, and expense records, shall be transferred to the legislative ethics board created in RCW 42.52.310 pursuant to their direction and the legislative ethics board created in RCW 42.52.310 shall assume full jurisdiction over all pending complaints, investigations, and proceedings.

[1994 c 154 § 204.]

Notes:

***Reviser's note:** Chapter 44.60 RCW was repealed by 1994 c 154 § 304, effective January 1, 1995.

42.52.350

Executive ethics board.

- (1) The executive ethics board is created, composed of five members, appointed by the governor as follows:
 - (a) One member shall be a classified service employee as defined in chapter 41.06 RCW;
 - (b) One member shall be a state officer or state employee in an exempt position;
 - (c) One member shall be a citizen selected from a list of three names submitted by the attorney general;
 - (d) One member shall be a citizen selected from a list of three names submitted by the state auditor; and
 - (e) One member shall be a citizen selected at large by the governor.
- (2) Except for initial members and members completing partial terms, members shall serve a single five-year term.
- (3) No more than three members may be identified with the same political party.
- (4) Terms of initial board members shall be staggered as follows: One member shall be appointed to a one-year term; one member shall be appointed to a two-year term; one member shall be appointed to a three-year term; one member shall be appointed to a four-year term; and one member shall be appointed to a five-year term.
- (5) A vacancy on the board shall be filled in the same manner as the original appointment.
- (6) Each member shall serve for the term of his or her appointment and until his or her successor is appointed.
- (7) The members shall annually select a chair from among themselves.
- (8) Staff shall be provided by the office of the attorney general.

[1994 c 154 § 205.]

42.52.360

Authority of executive ethics board.

- (1) The executive ethics board shall enforce this chapter and rules adopted under it with respect to statewide elected officers and all other officers and employees in the executive branch, boards and commissions, and institutions of higher education.
- (2) The executive ethics board shall enforce this chapter with regard to the activities of university research employees as provided in this subsection.

- (a) With respect to compliance with RCW 42.52.030, 42.52.110, 42.52.130, 42.52.140, and 42.52.150, the administrative process shall be consistent with and adhere to no less than the current standards in regulations of the United States public health service and the office of the secretary of the department of health and human services in Title 42 C.F.R. Part 50, Subpart F relating to promotion of objectivity in research.
 - (b) With respect to compliance with RCW 42.52.040, 42.52.080, and 42.52.120, the administrative process shall include a comprehensive system for the disclosure, review, and approval of outside work activities by university research employees while assuring that such employees are fulfilling their employment obligations to the university.
 - (c) With respect to compliance with RCW 42.52.160, the administrative process shall include a reasonable determination by the university of acceptable private uses having de minimis costs to the university and a method for establishing fair and reasonable reimbursement charges for private uses the costs of which are in excess of de minimis.
- (3) The executive ethics board shall:
- (a) Develop educational materials and training;
 - (b) Adopt rules and policies governing the conduct of business by the board, and adopt rules defining working hours for purposes of RCW 42.52.180 and where otherwise authorized under chapter 154, Laws of 1994;
 - (c) Issue advisory opinions;
 - (d) Investigate, hear, and determine complaints by any person or on its own motion;
 - (e) Impose sanctions including reprimands and monetary penalties;
 - (f) Recommend to the appropriate authorities suspension, removal from position, prosecution, or other appropriate remedy; and
 - (g) Establish criteria regarding the levels of civil penalties appropriate for violations of this chapter and rules adopted under it.
- (4) The board may:
- (a) Issue subpoenas for the attendance and testimony of witnesses and the production of documentary evidence relating to any matter under examination by the board or involved in any hearing;
 - (b) Administer oaths and affirmations;
 - (c) Examine witnesses; and
 - (d) Receive evidence.
- (5) Except as provided in RCW 42.52.220, the executive ethics board may review and approve agency policies as provided for in this chapter.
- (6) This section does not apply to state officers and state employees of the judicial branch.

[2005 c 106 § 5; 1994 c 154 § 206.]

42.52.370

Authority of commission on judicial conduct.

The commission on judicial conduct shall enforce this chapter and rules adopted under it with respect to state officers and employees of the judicial branch and may do so according to procedures prescribed in Article IV, section 31 of the state Constitution. In addition to the sanctions authorized in Article IV, section 31 of the state Constitution, the commission may impose sanctions authorized by this chapter.

[1994 c 154 § 207.]

42.52.380

Political activities of board members.

- (1) No member of the executive ethics board may (a) hold or campaign for partisan elective office other than the position of precinct committeeperson, or any full-time nonpartisan office; (b) be an officer of any political party or political committee as defined in chapter 42.17 RCW other than the position of precinct committeeperson; (c) permit his or her name to be used, or make contributions, in support of or in opposition to any state candidate or state ballot measure; or (d) lobby or control, direct, or assist a lobbyist except that such member may appear before any committee of the legislature on matters pertaining to this chapter.
- (2) No citizen member of the legislative ethics board may (a) hold or campaign for partisan elective office other than the position of precinct committeeperson, or any full-time nonpartisan office; (b) be an officer of any political party or political committee as defined in chapter 42.17 RCW, other than the position of precinct committeeperson; (c) permit his or her name to be used, or make contributions, in support of or in opposition to any legislative candidate, any legislative caucus campaign committee that supports or opposes legislative candidates, or any political action committee that supports or opposes legislative candidates; or (d) engage in lobbying in the legislative branch under circumstances not exempt, under RCW 42.17.160, from lobbyist registration and reporting.
- (3) No citizen member of the legislative ethics board may hold or campaign for a seat in the state house of representatives or the state senate within two years of serving on the board if the citizen member opposes an incumbent who has been the respondent in a complaint before the board.

[1997 c 11 § 1; 1994 c 154 § 208.]

42.52.390

Hearing and subpoena authority.

Except as otherwise provided by law, the ethics boards may hold hearings, subpoena witnesses, compel their attendance, administer oaths, take the testimony of a person under oath, and in connection therewith, to require the production for examination of any books or papers relating to any matter under investigation or in question before the ethics board. The ethics board may make rules as to the issuance of subpoenas by individual members, as to service of complaints, decisions, orders, recommendations, and other process or papers of the ethics board.

[1994 c 154 § 209.]

42.52.400

Enforcement of subpoena authority.

In case of refusal to obey a subpoena issued to a person, the superior court of a county within the jurisdiction of which the investigation, proceeding, or hearing under this chapter is carried on or within the jurisdiction of which the person refusing to obey is found or resides or transacts business, upon application by the appropriate ethics board shall have jurisdiction to issue to the person an order requiring the person to appear before the ethics board or its member to produce evidence if so ordered, or to give testimony touching the matter under investigation or in question. Failure to obey such order of the court may be punished by the court as contempt.

[1994 c 154 § 210.]

42.52.410

Filing complaint.

- (1) A person may, personally or by his or her attorney, make, sign, and file with the appropriate ethics board a complaint on a form provided by the appropriate ethics board. The complaint shall state the name of the person alleged to have violated this chapter or rules adopted under it and the particulars thereof, and contain such other information as may be required by the appropriate ethics board.

- (2) If it has reason to believe that any person has been engaged or is engaging in a violation of this chapter or rules adopted under it, an ethics board may issue a complaint.

[1994 c 154 § 211.]

42.52.420

Investigation.

- (1) After the filing of any complaint, except as provided in RCW 42.52.450, the staff of the appropriate ethics board shall investigate the complaint. The investigation shall be limited to the allegations contained in the complaint.
- (2) The results of the investigation shall be reduced to writing and the staff shall either make a determination that the complaint should be dismissed pursuant to RCW 42.52.425, or recommend to the board that there is or that there is not reasonable cause to believe that a violation of this chapter or rules adopted under it has been or is being committed.
- (3) The board's determination on reasonable cause shall be provided to the complainant and to the person named in such complaint.

[2000 c 211 § 1; 1994 c 154 § 212.]

42.52.425

Dismissal of complaint.

- (1) Based on the investigation conducted under RCW 42.52.420 or 42.52.450, and subject to rules issued by each board, the board or the staff of the appropriate ethics board may issue an order of dismissal based on any of the following findings:
 - (a) Any violation that may have occurred is not within the jurisdiction of the board;
 - (b) The complaint is obviously unfounded or frivolous; or
 - (c) Any violation that may have occurred does not constitute a material violation because it was inadvertent and minor, or has been cured, and, after consideration of all of the circumstances, further proceedings would not serve the purposes of this chapter.
- (2) Written notice of the determination under subsection (1) of this section shall be provided to the complainant, respondent, and the board. The written notice to the complainant shall include a statement of the complainant's right to appeal to the board under subsection (3) of this section if the dismissal order was issued by staff.
- (3) In the event that a complaint is dismissed by staff under this section, the complainant may request that the board review the action. Following review, the board shall:
 - (a) Affirm the staff dismissal;
 - (b) Direct the staff to conduct further investigation; or
 - (c) Issue a determination that there is reasonable cause to believe that a violation has been or is being committed.
- (4) The board's decision under subsection (3) of this section shall be reduced to writing and provided to the complainant and the respondent.

[2005 c 116 § 1; 2000 c 211 § 2.]

42.52.430

Public hearing — Findings.

- (1) If the ethics board determines there is reasonable cause under RCW 42.52.420 that a violation of this chapter or rules adopted under it occurred, a public hearing on the merits of the complaint shall be held.
- (2) The ethics board shall designate the location of the hearing. The case in support of the complaint shall be presented at the hearing by staff of the ethics board.
- (3) The respondent shall file a written answer to the complaint and appear at the hearing in person or otherwise, with or without counsel, and submit testimony and be fully heard. The respondent has the right to cross-examine witnesses.
- (4) Testimony taken at the hearing shall be under oath and recorded.
- (5) If, based upon a preponderance of the evidence, the ethics board finds that the respondent has violated this chapter or rules adopted under it, the board shall file an order stating findings of fact and enforcement action as authorized under this chapter.
- (6) If, upon all the evidence, the ethics board finds that the respondent has not engaged in an alleged violation of this chapter or rules adopted under it, the ethics board shall state findings of fact and shall similarly issue and file an order dismissing the complaint.
- (7) If the board makes a determination that there is not reasonable cause to believe that a violation has been or is being committed or has made a finding under subsection (6) of this section, the attorney general shall represent the officer or employee in any action subsequently commenced based on the alleged facts in the complaint.

[1994 c 154 § 213.]

42.52.440

Review of order.

Except as otherwise provided by law, reconsideration or judicial review of an ethics board's order that a violation of this chapter or rules adopted under it has occurred shall be governed by the provisions of chapter 34.05 RCW applicable to review of adjudicative proceedings.

[1994 c 154 § 214.]

42.52.450

Complaint against legislator or statewide elected official.

- (1) If a complaint alleges a violation of RCW 42.52.180 by a legislator or statewide elected official other than the attorney general, the attorney general shall, if requested by the appropriate ethics board, conduct the investigation under RCW 42.52.420 and recommend action.
- (2) If a complaint alleges a violation of RCW 42.52.180 by the attorney general, the state auditor shall conduct the investigation under RCW 42.52.420 and recommend action to the appropriate ethics board.

[2005 c 116 § 2; 1994 c 154 § 215.]

42.52.460

Citizen actions.

Any person who has notified the appropriate ethics board and the attorney general in writing that there is reason to believe that RCW 42.52.180 is being or has been violated may, in the name of the state, bring a citizen action for any of the actions authorized under this chapter. A citizen action may be brought only if the appropriate ethics board or the attorney general have failed to commence an action under this chapter within forty-five days after notice from the person, the person has thereafter notified the appropriate ethics board and the attorney general that the person will commence a

citizen's action within ten days upon their failure to commence an action, and the appropriate ethics board and the attorney general have in fact failed to bring an action within ten days of receipt of the second notice.

If the person who brings the citizen's action prevails, the judgment awarded shall escheat to the state, but the person shall be entitled to be reimbursed by the state of Washington for costs and attorneys' fees incurred. If a citizen's action that the court finds was brought without reasonable cause is dismissed, the court may order the person commencing the action to pay all costs of trial and reasonable attorneys' fees incurred by the defendant.

Upon commencement of a citizen action under this section, at the request of a state officer or state employee who is a defendant, the office of the attorney general shall represent the defendant if the attorney general finds that the defendant's conduct complied with this chapter and was within the scope of employment.

[1994 c 154 § 216.]

42.52.470

Referral for enforcement.

As appropriate, an ethics board may refer a complaint:

- (1) To an agency for initial investigation and proposed resolution which shall be referred back to the appropriate ethics board for action; or
- (2) To the attorney general's office or prosecutor for appropriate action.

[1994 c 154 § 217.]

42.52.480

Action by boards.

- (1) Except as otherwise provided by law, an ethics board may order payment of the following amounts if it finds a violation of this chapter or rules adopted under it after a hearing under RCW 42.52.370 or other applicable law:
 - (a) Any damages sustained by the state that are caused by the conduct constituting the violation;
 - (b) From each such person, a civil penalty of up to five thousand dollars per violation or three times the economic value of any thing received or sought in violation of this chapter or rules adopted under it, whichever is greater; and
 - (c) Costs, including reasonable investigative costs, which shall be included as part of the limit under (b) of this subsection. The costs may not exceed the penalty imposed. The payment owed on the penalty shall be reduced by the amount of the costs paid.
- (2) Damages under this section may be enforced in the same manner as a judgment in a civil case.

[1994 c 154 § 218.]

42.52.490

Action by attorney general.

- (1) Upon a written determination by the attorney general that the action of an ethics board was clearly erroneous or if requested by an ethics board, the attorney general may bring a civil action in the superior court of the county in which the violation is alleged to have occurred against a state officer, state employee, former state officer, former state employee, or other person who has violated or knowingly assisted another person in violating any of the provisions of this chapter or the rules adopted under it. In such action the attorney general may recover the following amounts on behalf of the state of Washington:

- (a) Any damages sustained by the state that are caused by the conduct constituting the violation;
 - (b) From each such person, a civil penalty of up to five thousand dollars per violation or three times the economic value of any thing received or sought in violation of this chapter or the rules adopted under it, whichever is greater; and
 - (c) Costs, including reasonable investigative costs, which shall be included as part of the limit under (b) of this subsection. The costs may not exceed the penalty imposed. The payment owed on the penalty shall be reduced by the amount of the costs paid.
- (2) In any civil action brought by the attorney general upon the basis that the attorney general has determined that the board's action was clearly erroneous, the court shall not proceed with the action unless the attorney general has first shown, and the court has found, that the action of the board was clearly erroneous.

[1994 c 154 § 219.]

42.52.500

Optional hearings by administrative law judge.

If an ethics board finds that there is reasonable cause to believe that a violation has occurred, the board shall consider the possibility of the alleged violator having to pay a total amount of penalty and costs of more than five hundred dollars. Based on such consideration, the board may give the person who is the subject of the complaint the option to have an administrative law judge conduct the hearing and rule on procedural and evidentiary matters. The board may also, on its own initiative, provide for retaining an administrative law judge. An ethics board may not require total payment of more than five hundred dollars in penalty and costs in any case where an administrative law judge is not used and the board did not give such option to the person who is the subject of the complaint.

[1994 c 154 § 220.]

42.52.510

Rescission of state action.

- (1) The attorney general may, on request of the governor or the appropriate agency, and in addition to other available rights of rescission, bring an action in the superior court of Thurston county to cancel or rescind state action taken by a state officer or state employee, without liability to the state of Washington, contractual or otherwise, if the governor or ethics board has reason to believe that: (a) A violation of this chapter or rules adopted under it has substantially influenced the state action, and (b) the interest of the state requires the cancellation or rescission. The governor may suspend state action pending the determination of the merits of the controversy under this section. The court may permit persons affected by the governor's actions to post an adequate bond pending such resolution to ensure compliance by the defendant with the final judgment, decree, or other order of the court.
- (2) This section does not limit other available remedies.

[1994 c 154 § 221.]

42.52.520

Disciplinary action.

- (1) A violation of this chapter or rules adopted under it is grounds for disciplinary action.
- (2) The procedures for any such action shall correspond to those applicable for disciplinary action for employee misconduct generally; for those state officers and state employees not specifically exempted in chapter 41.06 RCW, the rules set forth in chapter 41.06 RCW shall apply. Any action against the state officer or state employee shall be subject to judicial review to the extent provided by law for disciplinary action for misconduct of state officers and state employees of the same category and grade.

[1994 c 154 § 222; 1969 ex.s. c 234 § 26. Formerly RCW 42.18.260.]

42.52.530

Additional investigative authority.

In addition to other authority under this chapter, the attorney general may investigate persons not under the jurisdiction of an ethics board whom the attorney general has reason to believe were involved in transactions in violation of this chapter or rules adopted under it.

[1994 c 154 § 223.]

42.52.540

Limitations period.

Any action taken under this chapter must be commenced within five years from the date of the violation. However, if it is shown that the violation was not discovered because of concealment by the person charged, then the action must be commenced within two years from the date the violation was discovered or reasonably should have been discovered: (1) By any person with direct or indirect supervisory responsibilities over the person who allegedly committed the violation; or (2) if no person has direct or indirect supervisory authority over the person who committed the violation, by the appropriate ethics board.

[1994 c 154 § 224.]

42.52.550

Compensation of ethics boards.

The citizen members of the legislative ethics board and the members of the executive ethics board shall be compensated as provided in RCW 43.03.250 and reimbursed for travel expenses as provided in RCW 43.03.050 and 43.03.060. Legislator members of the legislative ethics board shall be reimbursed as provided in RCW 44.04.120.

[1994 c 154 § 227.]

42.52.560

Communications from an employee organization or charitable organization — Distribution by state employee.

- (1) Nothing in this chapter prohibits a state employee from distributing communications from an employee organization or charitable organization to other state employees if the communications do not support or oppose a ballot proposition or candidate for federal, state, or local public office. Nothing in this section shall be construed to authorize any lobbying activity with public funds beyond the activity permitted by RCW 42.17.190.
- (2) "Employee organization," for purposes of this section, means any organization, union, or association in which employees participate and that exists for the purpose of collective bargaining with employers or for the purpose of opposing collective bargaining or certification of a union.

[2006 c 217 § 1.]

42.52.800

Exemptions — Solicitation for state capitol historic furnishings and preservation and restoration of state legislative building.

- (1) When soliciting charitable gifts, grants, or donations solely for the limited purposes of RCW 27.48.040, members of the capitol furnishings preservation committee are exempt from the laws of this chapter.
- (2) When soliciting charitable gifts, grants, or donations solely for the limited purposes of RCW 27.48.050 or when assisting a nonprofit foundation established for the purposes of RCW 27.48.050, state officers and state employees are exempt from the laws of this chapter.

[2002 c 167 § 3; 1999 c 343 § 4.]

Notes:

Findings -- Effective date -- 2002 c 167: See notes following RCW 27.48.050.

Findings -- Purpose -- 1999 c 343: See note following RCW 27.48.040.

42.52.801

Exemption — Solicitation to promote tourism.

When soliciting charitable gifts, grants, or donations solely for the purposes of promoting the *expansion of tourism as provided for in RCW 43.330.090, state officers and state employees are presumed not to be in violation of the solicitation and receipt of gift provisions in RCW 42.52.140.

[2003 c 153 § 5.]

Notes:

***Reviser's note:** RCW 43.330.090 was amended by 2007 c 228 § 201, deleting subsection (2) which directly related to "expansion of tourism."

Findings -- 2003 c 153: See note following RCW 43.330.090.

42.52.802

Exemption — Solicitation for oral history, state library, and archives account.

This chapter does not prohibit the secretary of state or a designee from soliciting and accepting contributions to the oral history, state library, and archives account created in RCW 43.07.380.

[2003 c 164 § 4.]

42.52.805

Solicitation for charitable activities of executive branch state employees — Limitations — Definitions.

- (1) When soliciting gifts, grants, or donations solely to support the charitable activities of executive branch state employees conducted pursuant to RCW 9.46.0209, the executive branch state officers and executive branch state employees are presumed not to be in violation of the solicitation and receipt of gift provisions in RCW 42.52.140. However, the gifts, grants, or donations must only be solicited from state employees or businesses and organizations that have no business dealings with the soliciting employee's agency. For the purposes of this subsection, "business dealings" includes being subject to regulation by the agency, having a contractual relationship with the agency, and purchasing goods or services from the agency.
- (2) For purposes of this section, activities are deemed to be charitable if the activities are devoted to the purposes authorized under RCW 9.46.0209 for charitable and nonprofit organizations listed in that section, or are in support of the activities of those charitable or nonprofit organizations.

[2007 c 452 § 2.]

42.52.810

Solicitation for the legislative international trade account — Report.

- (1) When soliciting charitable gifts, grants, or donations solely for the legislative international trade account created in *RCW 44.04.270, the president of the senate is presumed not to be in violation of the solicitation and receipt of gift provisions in RCW 42.52.140.
- (2) When soliciting charitable gifts, grants, or donations solely for the legislative international trade account created in *RCW 44.04.270, state officers and state employees are presumed not to be in violation of the solicitation and receipt of gift provisions in RCW 42.52.140.
- (3) An annual report of the legislative international trade account activities, including a list of receipts and expenditures, shall be published by the president of the senate and submitted to the house of representatives and the senate and be a public record for the purposes of RCW 42.56.070.

[2005 c 274 § 293; 2003 c 265 § 2.]

Notes:

***Reviser's note:** RCW 44.04.270 was recodified as RCW 43.15.050 pursuant to 2006 c 317 § 5.

Part headings not law -- Effective date -- 2005 c 274: See RCW 42.56.901 and 42.56.902.

42.52.820

Solicitation for hosting national legislative association conference.

When soliciting gifts, grants, or donations to host an official conference within the state of Washington of a national legislative association as approved by both the chief clerk and the secretary of the senate, designated legislative officials and designated legislative employees are presumed not to be in violation of the solicitation and receipt of gift provisions in this chapter. For the purposes of this section, any legislative association must include among its membership the Washington state legislature or individual legislators or legislative staff.

[2003 1st sp.s. c 23 § 1.]

42.52.900

Legislative declaration.

Government derives its powers from the people. Ethics in government are the foundation on which the structure of government rests. State officials and employees of government hold a public trust that obligates them, in a special way, to honesty and integrity in fulfilling the responsibilities to which they are elected and appointed. Paramount in that trust is the principle that public office, whether elected or appointed, may not be used for personal gain or private advantage.

The citizens of the state expect all state officials and employees to perform their public responsibilities in accordance with the highest ethical and moral standards and to conduct the business of the state only in a manner that advances the public's interest. State officials and employees are subject to the sanctions of law and scrutiny of the media; ultimately, however, they are accountable to the people and must consider this public accountability as a particular obligation of the public service. Only when affairs of government are conducted, at all levels, with openness as provided by law and an unswerving commitment to the public good does government work as it should.

The obligations of government rest equally on the state's citizenry. The effectiveness of government depends, fundamentally, on the confidence citizens can have in the judgments and decisions of their elected representatives. Citizens, therefore, should honor and respect the principles and the spirit of representative democracy, recognizing that both elected and appointed officials, together with state employees, seek to carry out their public duties with professional skill and dedication to the public interest. Such service merits public recognition and support.

All who have the privilege of working for the people of Washington state can have but one aim: To give the highest public service to its citizens.

[1994 c 154 § 1.]

42.52.901

Liberal construction.

This chapter shall be construed liberally to effectuate its purposes and policy and to supplement existing laws as may relate to the same subject.

[1994 c 154 § 301.]

42.52.902

Parts and captions not law — 1994 c 154.

Parts and captions used in this act do not constitute any part of the law.

[1994 c 154 § 302.]

42.52.903

Serving on board, committee, or commission not prevented.

Nothing in this chapter shall be interpreted to prevent a member of a board, committee, advisory commission, or other body required or permitted by statute to be appointed from any identifiable group or interest, from serving on such body in accordance with the intent of the legislature in establishing such body.

[1969 ex.s. c 234 § 33. Formerly RCW 42.18.330.]

42.52.904

Effective date — 1994 c 154.

Sections 101 through 121, 203, 204, 207 through 224, and 301 through 317 of this act shall take effect January 1, 1995.

[1994 c 154 § 319.]

42.52.905

Severability — 1994 c 154.

If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected.

[1994 c 154 § 320.]

ADDENDUM #2 – Resolutions

Clark College Board of Trustee Resolutions		
NUMBER	TITLE	DATE APPROVED
133	Authorize expenditure of state and local funds in an amount equal to the 2006-07 budget.	6/25/2007
132	Authorize expenditure of state and local funds in an amount equal to the 2005-06 budget.	6/26/2006
131	In Appreciation - Bill Fromhold	5/24/2004
130	Authorize expenditure of local funds until a formal budget is adopted for 2003-04.	6/23/2003
129	In Appreciation - Holly Solie	12/16/2002
128	In Appreciation - Tony Birch	6/24/2002
127	Facilities Master Plan	4/23/2001
126	In Appreciation - Sally Schaefer	12/18/2000
125	Pre-design study - Clark Center	9/25/2000
124	In Appreciation - Vic Clausen	9/23/1998
123	Endorse WA Endowment for Higher Ed proposal	7/17/1997
122	Authorize participation in Local Government Investment Pool effective 6/6/96	5/22/1996
121	Support TV ETC funding proposal	2/28/1996
120	Fund 147 to be reserved for acquisition of buildings or land.	8/23/1995
119	In Appreciation - Bill Jesse	4/26/1995
118	Locate light rail east of I-5	12/31/1994
117	In Appreciation - Georgia-Mae Gallivan	10/26/1994
116	In Appreciation of C-Tran's C-PASS program	9/26/1994
115	In recognition of receiving Faculty Excellence Award/Wayne Colony	9/25/1993
114	In recognition of receiving Faculty Excellence Award/Laurie Cornelius	9/25/1993
113	Achievement of the Endowment Fund Campaign	5/26/1993
112	Re-establishment of agreement with WSUV on use of facilities	8/25/1993
111	Summarizing long-range plans to accommodate growth in District	8/25/1993
110	Honor Orv Iverson for receiving Phi Rho Pi Distinguished Service Award	4/28/1993

109	Honor speech and debate team	4/28/1993
108	Observance of Public Service Recognition Week	4/28/1993
107	Honor women's basketball team for winning NWAACC Championship	4/28/1993
106	Honor David Yang for service as a trustee	12/16/1992
105	Honor Shirley Sackman upon retirement	11/18/1992
104	Endorse SMART campaign strategic plan	11/18/1992
103	Appreciation for donation of flowering cherry trees by John Kageyama and America Kotobuki Electronics Inc	4/25/1990
102	In support of Central Park location for WSUV	9/27/1989
101	In appreciation of service/Richard Schwary	8/23/1989
100	In appreciation of the Evergreen State College (Vancouver) faculty and staff	8/23/1989
99	Honor Ellis Dunn upon retirement	1/25/1989
98	Resolution in support of community college system operating budget request	10/26/1988
97	Adopt policy on indexing public records	10/26/1988
96	Honor Pete Pierson upon retirement	5/25/1988
95	Honor Bill Nelson upon retirement	5/25/1988
94	Honor Lew Sander upon retirement	5/25/1988
93	Honor Joan Henson upon retirement	5/25/1988
92	Agreement between institutions regarding WSUV branch campus	5/25/1988
91	Adopt policy in appreciation of Plant Services staff	1/27/1988
90	Adopt policy on commercial activities	11/18/1987
89	Commendation for Yvonne Montchalin	10/28/1987
88	Designate Lewis D. Cannell as Dean of the College emeritus	5/20/1987
87	Statement supporting continuation of federal vocational ed funding	2/25/1987
86	Statement endorsing AACJC position on nursing titling and licensure	2/25/1987
85	Statement opposing BPA rate and budget increase	1/28/1987
84	Commendation for Dianne Frichtl	1/28/1987
83	Commendation for Randy Ferguson	1/22/1986
82	Statement endorsing the joint community college/common school proposal for vocational education administration (SBCCE-SPI proposal re CVE)	12/18/1985
81	Commendation for Thomas Hagley	11/20/1985

80	Authorize President's signature on "Tools for Schools" loan agreement	10/23/1985
79	Make Clark College Nuclear-Free Zone (was not approved)	6/26/1985
78	Commendation for Lynn Degerstedt	6/26/1985
77	Transfer responsibilities of trustee to certain trusts to Clark College Foundation	1/27/1985
76	Support of State's Efforts to Strengthen Small Business Assistance	11/28/1984
75	Borrowing of Funding for Parking Facilities	8/17/1984
74	Delegation of Personnel Actions to Administration (replaces resolution #37)	7/25/1984
73	Delegation to President for all personnel actions (replaces resolution #37)	7/25/1984
72	Invitation to TACC for annual 1987 convention	4/25/1984
71	Commendation for MarCine Miller Miles	10/26/1983
70	Authorization of Attorney General to initiate transfer of funds/property from Clark College to the Clark College Foundation	6/22/1983
69	Acknowledgement of gift from Williams estate	3/23/1983
68	Acknowledgement of gift from Cox Cable Company	1/12/1983
67	Recognition of the gift from the Masters Estate	10/19/1982
66	Commendation for The Reverend Stuart V. Goude	8/17/1982
65a	Commendation for Ellis F. Dunn	6/11/1982
65	Statement supporting Independence of Trustees Association	4/20/1982
64	Statement of endorsement of request from Murdock Charitable Trust for focus on Mature Learning Grant	11/17/1981
63	Commendation for James W. Caley	11/17/1981
62	Declaration of Financial Emergency	9/23/1981
61a	Appointment of Donna S. Wolther as Treasurer of Community College District #14	9/15/1981
61	Commendation for Richard A. Jones	6/16/1981
60	Request to Legislature to consider increase in taxes rather than reduction in Community College Services	3/17/1981
59	Request for Referendum 37 funds for Parent Ed. Bldg.	2/17/1981
58	Commendation for Gary M. Olson	12/16/1980
57	Commendation for Ronald O. Keil	11/20/1979
56	Agreement with Central Park Concept	2/20/1979
55	Authorization of defense in Greenen case (Jones)	12/19/1978

54	Authorization of defense in Greenen case (Benson)	12/19/1978
53	Commendation for Betty J. Mage	11/21/1978
52	Comprehensive Community College Campus Resolution for support of 1978-81 Operating Budget	11/21/1978
51	Comprehensive Community College Campus Resolution for support of Funding for Facilities	11/21/1978
50	Authority of President to set nonstandard fees	10/17/1978
50a	Amendment to resolution #37	9/19/1978
49	Request for emergency funding for 23 acres	12/13/1977
48	Category for Community Capital Projects	
47	Appointment of Patricia Wirth Treasurer of Clark College	10/18/1977
46	Authority of President to set miscellaneous fees	6/21/1977
45	Honor Skeet O'Connell	5/17/1977
44	Honor Walt Langlois	5/17/1977
43	Delegation of Authority/Emergency situation - STRIKE	5/11/1977
42	Spirits to conduct Instructional Programs	5/17/1977
41	Senate Bill 3051	4/12/1977
40	Commendation for Dianne Frichtl	4/12/1977
39	Commendation for Yvonne Monlctahn	2/15/1977
38	Authorization to evaluate Loore agreement for federal equipment	2/15/1977
37	Delegation of authority to employ, suspend, discipline, discharge, lay off and non renew. Rescinded by resolution #73. Amended September 19, 1978	6/16/1976
36	Commendation for Clarence Irwin	3/23/1976
35	Cooperation in creation of Center for Cultural Arts	2/10/1976
34	Vancouver Veterans Administration Hospital Retention	1/20/1976
33	Commendation for Richard Lawton	5/20/1975
32	Funding Assistance for Outdoor Rec. Project (reaffirmed by Board Action February 10, 1976)	4/22/1975
31	Re: 12% salary increase	3/18/1975
30	Capital Improvement Model (CAM)	11/19/1974
29	Support of Project Central Park concept	10/8/1974
28	Authorizing defense in Smithwick Case	8/21/1974

27	Changes to administrative order no. 74-5	3/5/1974
26	Delegation of authority to the President	2/19/1974
25	Land Trade - Fourth Plain & Stapleton and property adjacent to College	12/11/1973
24	Budgetary Allocations	12/11/1973
23	Filing of applications for Federal Funds	10/16/1973
22	Application for AIDP, Title II, Funds	10/16/1973
21	Commitment to meet SBCCE Guidelines for Student programs and activities	9/26/1973
20	Application for Surplus Property	9/11/1973
19	Participation in inter-district cooperative vocational education program	6/5/1973
18	Retirement Resolution - Robert Gates	9/19/1972
17	Emergency to repair snack bar in Student Center	9/19/1972
16	Administrative Procedures Act for Higher Education	9/19/1972
15	Deferred Compensation Program provided by Clark County School Employees Credit Union	6/6/1972
14	Community and Neighborhood Service Center Concept Resolution	5/16/1972
13	Retirement Resolution - Marian Wood	3/28/1972
12	Affirmative Action policy regarding non-discrimination and civil rights	1/18/1972
11	Designation of Dr. Hakanson as authority to set fees for non-credit courses at a maximum rate of \$8.30 per credit-hour equivalent on a self-support basis	10/19/1971
10	Authority to president of college to make application for the transfer of property declared surplus to the Veterans Administration to Clark College	8/24/1971
9	Health Insurance Program Contribution	6/9/1971
8	South American Expedition	5/18/1971
7	Retirement Resolution - Faculty	5/18/1971
6	Establishment of Adult Student Housing, Inc project (dormitories)	4/26/1971
5	Retirement Resolution - Frances Hall	
4	Designation of Dr. Hakanson as registered agent for Clark College	
3	Surplus Property Agreement (Adopted July 20, 1967, Revised October 15, 1970	
2	Designation of Depository for College Funds (Adopted June 27, 1967, revised May 20, 1969, superseded by Board action at may 18, 1971 meeting. Revised March 18, 1975)	
1	Authority to employ College personnel - delegation to the President (rescinded by resolution #73)	7/20/1967

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
February 25, 2008
Penguin Student Union Building Room 258 B & C

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

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

Faculty: Dr. Marcia Roi, Dr. Julian Nelson, Professor.

Others: Ms. Karen Wynkoop, Director of Business Services, Ms. Bonnie Terada, Assistant Attorney General; Ms. Lisa Gibert, Foundation President; Mr. Pat Mehigan, ASCC President; Ms. Zeinab Goudiaby.

Absent: Mr. Phil Sheehan, Interim Vice President of Administrative Services.

I. CALL TO ORDER

Chair, Rhona Sen Hoss, called the meeting to order at 5:10 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was reviewed and accepted as presented.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from Board Members

Trustee Jacobs reported that she, Trustee Parker, and Mr. Knight attended the ACCT National Legislative Summit in Washington, DC in early February. The group attended legislative meetings and hearings about issues in higher education, discussed bills before the legislatures and met with Washington state officials. These meetings were very productive, and she was especially pleased with the meeting with Congressman Brian Baird. Trustee Jacobs acknowledged Ms. Bennett for arranging the trip.

Ms. Parker spoke about the board's self-evaluation and noted that the discussion will continue at the March meeting. Chair Sen Hoss indicated that the board takes this self-evaluation very seriously as it ensures that development of the board's skills is kept in the forefront of their activities.

Chair Sen Hoss attended the Evergreen Public Schools State of the Schools Address. The superintendent showed a video titled, "*Do You Know*" illustrated how students are educated in the 21st Century and how schools should be preparing them for the future workforce. She will send a copy of it to Ms. Kerr.

Trustee Jacobs noted that one of the employees at the Port of Vancouver stopped her in the hall recently to tell her how much she enjoyed the performance of the college's production of "*Jesus Christ Superstar*".

D. President's Report

President Knight reported on the success of the Global Warming Teach-In held on January 31. Congressman Brian Baird is very excited about and very supportive of the college's initiatives encouraging sustainability. A task force will be formed to follow up on the recommendations made at the open forum during the Teach-In.

The college received a mid-year allocation of additional state funds due to increased enrollment. A portion of the funds were distributed to the units for their use according to the percentage of the operational budget they occupy. The remaining funds were used to further fund items on the college's prioritized list.

International student, Zeinab Goudiaby, was showcased in the Student Success Presentation.

E. Association Reports

1. AHE – Dr. Marcia Roi

Dr. Roi reviewed the meetings she attended during the month which were highlighted in her written report. She has been participating in a full complement of meetings with the WEA and the state as well as continuing to be in touch with local legislators and other bargaining units.

2. ASCC – Mr. Pat Mehigan

Mr. Mehigan distributed the ASCC's event calendar for the month of March and invited the trustees to attend any of the four events as they are able. Students are gearing up for the end of the quarter and the ASCC officers are in the process of reviewing the organization's by-laws.

3. WPEA

There was no report for February.

F. College Reports

1. Instruction – Dr. Rassoul Dastmozd

Dr. Dastmozd presented this year's tenure and sabbatical recommendations to the board. These items will be voted upon at the March meeting. The tenure review binders will be ready by the end of this week and trustees are invited to come in to the college to review them.

Trustee Jacobs complimented Dr. Dastmozd on how well done the sabbatical requests were done this year and he acknowledged Tyler Chen for his great work in compiling and organizing the material.

Dr. Dastmozd also discussed the first Health Care Consortium meeting which recently took place. Approximately 40 people from various stakeholder organizations attended. There were representatives from the Vancouver schools, Kaiser Permanente, Southwest Washington Medical Center and Legacy Hospitals present.

The group talked about ways in which community colleges could share programming in a collaborative fashion rather than compete with each other for resources. They also discussed future programming strategies and ways to make

transitions from 9-12 seamless as students enter the health care fields at Clark College. At the request of Trustee White, Dr. Dastmozd will bring periodic updates to the board as this consortium has agreed to future meetings.

Dr. Dastmozd also distributed Penguin Nation pedometers and brochures to the trustees from the Healthy Penguin Nation Initiative.

The board agreed to hold a special board meeting on March 24 to vote on the tenure and sabbatical recommendations after they have reviewed the binders. Details of this special meeting will follow.

Dr. Julian Nelson, Professor and Director of the German Studies in Berlin Program, was this evening's faculty presenter, where he provided a review of the GSIB program and highlights of the students' Summer 2007 trip to Berlin.

2. Administrative Services - Ms. Karen Wynkoop

Ms. Wynkoop discussed the mid-year funding allocations that were made this month to the college's units that Mr. Knight also spoke about in his report. She answered trustees' questions about a web portal system and reviewed this month's budget status report and fund balances. She was pleased to report that there is nothing out of alignment concerning the budget.

The finance department has completed its annual mid-year budget review and noted that the college asked for 79 more workforce development FTEs; there is a possibility that more may be requested later in the year.

3. Student Affairs - Dr. Rachel Ruiz

Enrollment continues to be above the level from this same time last year. This month it is up 3.61% and the Running Start and International Programs are doing very well.

The Student Affairs Leadership Team (SALT) held a two-day budget and goal setting retreat for the 2008-2009 academic year. The college hosted 100 attendees at the recent Student of Color Luncheon. The unit is also researching the possibility of starting a "College is Possible" program for adults. As parents have been attending the CIP meetings with their children, many have asked about college for themselves.

4. Human Resources - Ms. Katrina Golder

Ms. Golder drew the trustees' attention to the Diversity Survey report which was included in this month's packet and will be discussed at the March meeting. The HR department is actively recruiting and interviewing for open faculty and staff

positions. The college is currently receiving 35-50 applications for each open position and the search committees interview up to seven candidates each. This amount is less than in prior years, but still significant. The SBCTC is currently doing a survey of hard-to-fill and difficult-to-retain positions in the community colleges.

The college and the CCAHE is proposing an agreement to allow 49% release time for the spring quarter for two bargaining members and requires board approval to allow the president to enter into the agreement. This agreement is on the Consent Agenda for First Reading and approval.

5. Planning and Advancement – Ms. Candy Bennett

Ms. Bennett had one addition to her report with the inclusion of the executive cabinet's mid-year goals report. Each EC member met with Mr. Knight to review their goals and make any necessary mid-course corrections.

6. Corporate & Continuing Education – Mr. Todd Oldham

Mr. Oldham entertained questions from the trustees concerning the LERN consultant's report and restructuring of the Corporate & Continuing Education department. Mr. Oldham will be discussing the consultant's findings with Mr. Knight and Ms. Golder and then conducting a staff meeting to review the consultant's recommendations. Very good information came out of the consultant's work and Mr. Oldham received national benchmarking targets for C&CE departments.

7. Communications and Marketing – Ms. Barbara Kerr

Ms. Kerr reminded the trustees of the Women of Achievement Event being held on March 13 at the Hilton.

Ms. Kerr was pleased to announce that the college's catalog and annual report has received a national award from the National Council for Marketing & Public Relations. She will be notified of the type of award shortly and thanked the Foundation for partnering with them to produce a great catalog and report.

8. Clark College Foundation – Ms. Lisa Gibert

Ms. Gibert reported that Dr. Len O'Hara of the Clements Group will be visiting the college on February 28 and 29 to conduct further discussions about aligning the foundation's strategic planning process with the college's and will be interviewing college trustees.

The Foundation is sending out a Request for Proposal to begin the process for a new investment consultant. This is normally done every few years.

The Council for Resource Development will be holding their annual conference at the Vancouver Hilton during the first week of March. This is the first time they have held the conference in this area and the Foundation is very excited to have the opportunity to listen to a national speaker talk about donor-centered fundraising practices.

The Foundation continues to restructure and rebuild their committees. They are adding community member representatives to their committees and Ms. Gibert asked the trustees to encourage any of their associates who might be interested to serve.

III. CONSENT AGENDA

A. First Reading

- ◆ CCAHE Agreement
- ◆ Tenure Recommendations
- ◆ Sabbatical Requests for 2008-2009

B. Consent Agenda

- ◆ Minutes from January 28, 2008 meeting.
- ◆ CCAHE Agreement

Trustee Peery moved that the CCAHE Agreement be moved to the Consent Agenda. Trustee Jacobs seconded the motion and it was approved.

Trustee Peery moved that the Consent Agenda be approved. The motion was seconded by Ms. Jacobs. The CCAHE Agreement and January 28 minutes were approved as submitted.

IV. FUTURE AGENDA ITEMS

WORK SESSION

Strategic Planning Task Force
Update (March-June)
Tenure Reception in lieu of Work
Session (April)
Joint Board Meetings w/ Battle
Ground, Ridgefield, Camas,
Washougal (TBD)

BOARD

Tenure Recommendations (March 24)
Sabbatical Recommendations (March 24)
Board Policies (March)
Diversity Survey (March)
Larch Update (April)
Strategic Plan in Conjunction with
Resource Development Plan (TBD)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. March 10, 2008 in the Penguin Union Building 258 B & C.

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

A special meeting of the Board of Trustees will be scheduled for March 24, 2008 to take action on tenure and sabbatical recommendations.

VI. EXECUTIVE SESSION

The board went into Executive Session until 7:30 p.m. to discuss with legal counsel representing the College matters relating to potential litigation to which the College, the Board, or a member acting in an official capacity is, or is likely to become, a party.

VII. ADJOURNMENT

There being no further business, Chair Sen Hoss adjourned the meeting at 6:50 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder
February 19, 2008