

Clark College Board of Trustees Packet

March 16, 2009

Clark College
The Next Step



Vision Statement

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

Mission Statement

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

Clark College
Board of Trustees Packet
March 16, 2009

Table of Contents

Clark College Vision/Mission	Page i
Agenda	Pages ii-iii
President's Report	Pages 1-2
AHE	Page 3
ASCC	Pages 4-6
Instruction	Pages 7-9
Administrative Services	Pages 10-14
Student Affairs	Pages 15-18
Human Resources	Pages 19-22
Planning & Effectiveness	Pages 23-25
Corporate & Continuing Education	Pages 26-27
Communications & Marketing	Pages 28-30
Foundation	Page 31
First Reading CCAHE Agreement	Pages 32-33
Consent Agenda Tenure Consideration Minutes from February 23, 2009	Page 34 Pages 35-39

CLARK COLLEGE BOARD OF TRUSTEES
Monday, March 16, 2009
Ellis Dunn Room, GHL 213

AGENDA

All regular meetings of the Board are recorded.

BOARD EXECUTIVE SESSION, PUB 258C

4:00-5:00 p.m.

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

I. CALL TO ORDER

5:00 P.M.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. President's Report

Pages 1-2

Student Success Presentation: Curtis Townsend

E. Association Reports

1. AHE

Page 3

2. ASCC

Pages 4-6

F. College Reports

1. Instruction

Pages 7-9

Faculty Presentation: Tonya Lawrence & George Reese; "Tech Prep and University Programs at Clark College"

2. Administrative Services

Pages 10-14

3. Student Affairs

Pages 15-18

Enrollment Update

4. Human Resources

Pages 19-22

CCAHE Agreement—Proposed Changes

On Enclosed CD

5. Planning & Effectiveness

Pages 23-25

6. Corporate & Continuing Education

Pages 26-27

7. Communications & Marketing

Pages 28-30

8. Clark College Foundation

Page 31

III. CONSENT AGENDA

A. First Reading

- ♦ CCAHE Agreement—Proposed Changes

Pages 32-33

B. Consent Agenda

- ♦ Tenure Consideration
- ♦ Minutes from the February 23, 2009 Board Meeting

Page 34

Pages 35-39

IV. FUTURE AGENDA ITEMS

WORK SESSION

Budget (Standing Agenda Item)
Budgeting During Times of Economic Turmoil
Open Textbooks
ANGEL and Pooled Enrollment
Running Start vs. AP Classes
EMSI Final Report: Investment, Innovation &
Impact of Community Colleges
Postsecondary Success
Strategic Technology Plan

BOARD MEETING

V. DATE AND PLACE OF FUTURE MEETING

The next regular meeting of the Board of Trustees is currently scheduled for Monday, April 27, 2009 in the Ellis Dunn Room.

VI. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report March 2009

Focus on Learning

Progress to date:

- ◆ The President participated in a faculty interview for a pharmacy tech instructor with the Vice President of Instruction. Interviews for other faculty positions will begin in April and last through mid-June.

Broad-Based Partnerships

Progress to date:

- ◆ The President and Associate Vice President of Planning & Effectiveness continue their bi-weekly conference calls with Rep Tim Probst and our K-12 counterparts. The discussions are intended to acquaint the representative with local educational issues and provide an avenue for building wider ranging partnerships.
- ◆ The President attended his first meeting with a group of local leaders who have formed a work study group to discuss various leadership issues.
- ◆ The President met with representatives from the Foundation and three local health care organizations in connection with the comprehensive campaign feasibility study. The president will be meeting individually, over the next several months, with members of the local community who participated in the feasibility study, which was conducted by the Clements Group, and thanking them for assisting the college with this project.
- ◆ The president did not meet with the AHE faculty president in February. A meeting is scheduled for March.

Access to Education

Progress to date:

- ◆ In connection with the February WACTC meeting in Olympia, the President and Associate Vice President of Planning & Effectiveness met with four of our local legislators. The college continues to impress upon the legislators the role of the community colleges during the current economic crisis. The legislators are receptive to the messages being provided to them by the presidents and the State Board.
- ◆ The President met with a student cohort from Eastern Washington University School of Social Work. The cohort was preparing a group project on leadership and interviewed the president concerning his views of leadership from his position's perspective.

Respect for Differences

Progress to date:

- ♦ The President plans to attend the March meeting of the Cultural Pluralism committee. The committee is in the process of conducting forums to gather input from members across the college community.

Management Excellence

Progress to date:

- ♦ The Executive Cabinet met with ASCC officers for their quarterly meeting this month. These quarterly meetings are designed to keep the two groups in close contact and where the ASCC has the opportunity to ask the EC questions about any topic of their choosing.

Robert K. Knight
President
March 5, 2009

**Clark College Association of Higher Education
Board Report
March 16, 2009**

Facilitating communication

Dr. Roi and Professor Walsh met with Dr. Dastmozd in February. The meeting was minimally productive.

Bargaining

The AHE senate ratified the contract on Wednesday, March 4th. The contract was sent to the general membership to be voted on by March 12th.

Dr. Roi attended the March WEA Coordinated Bargaining session at Riverside Council.

Organizational activities

AHE senate will hold a social for faculty members who have been recommended to the board for tenure on March 16th.

Membership

Two faculty members joined AHE this month.

Grievances

Three grievances are filed with the college. Two are in step one and one is in abeyance for a year. A *Request to Bargain* letter was also filed and the college has responded in the affirmative. Bargaining teams and times are being scheduled at this time.

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

Community Connections

Dr. Roi discussed educational issues on interest to faculty members with Deb Wallace via conference call.

Dr. Roi attended the Labor Roundtable this month.

Submitted by

Dr. Marcia Roi

President, CCAHE

March Board Report ASCC

Student Government

The ASCC Executive Council and Activities Programming Board has had a very productive winter term and we are winding down to the end of the quarter. We are very pleased with the number of students attending our events and how more and more students are getting involved with the ASCC and the college community. To help with this process, we have had many guests to our ASCC Executive Council meetings to discuss their various roles in the college and how they foster for student success.

- ◆ Cindi Lou Kunkle, ASCC Club Coordinator, continues to chair the weekly club committee, as well as Club Service Training which is a workshop for all of the clubs here at Clark College to give them the necessary tools to help with running and organizing a campus club.
- ◆ Alyshia Saltman, ASCC Finance Director, has been continuing to guide the ASCC Finance Committee and their mission to review program orientation packets and fund balances. As well as the important task of reviewing the program budgets.
- ◆ Maria Laguna, ASCC Public Relations Director, has been working on the monthly schedule of events and activities. She continues to make PR flyers and posters for the Activities Programming Board. Laguna has made it a priority to visit the satellite campus of the Clark Center at WSUV and the Town Plaza campus. She has been working with employees of these two campuses to find areas in which to hold some ASCC events and bring the campuses together. She is going to take part in the Student Resource fair at the Town Plaza Center campus on Tuesday, March 3, 2009, from 11:00am to 3:00pm.
- ◆ Letizia Askland, ASCC Vice President, has continued her duties of filling ASCC and Campus Committees, and looking out for her fellow students. Askland is planning to start the ASCC Constitution and Bylaws Review Committee in spring quarter as well as the ASCC Elections committee. She will be preparing the applications for the next years ASCC Officer positions, and have them out the first week of spring quarter.
- ◆ Pat Mehigan, ASCC President, Has been seeking input from students on different issues, and continues to chair the ASCC Executive Council. He will be developing a President's forum along side Vice President Askland to answer student concerns and comments. The forum will be held on Tuesday, March 10, 2009 from 11:00am to 12:00pm in the PUB Lounge. Mehigan has been keeping the ASCC Executive Council informed on several House and Senate Bills dealing with community colleges. Mehigan also took part in the "Reading Across America" day, to help celebrate Dr. Seuss's birthday.

- ◆ Kim Largen, ASCC Activities Director and the Activities Programming Board, has many exciting events planned for the rest of winter quarter.
- ◆ Kim Largen, ASCC Activities Director, will be celebrating the month of March with a *Spirit Week*. The kick off event will be on Friday, March 6th, from 11:00am to 1:00pm in the PUB Lounge. There will be themed days such as; formal day, hippy day and pajama day to name a few.
- ◆ Ashley Schahfer, ASCC Activities Programming Board member, will be hosting a “Movie Day”, on Wednesday, March 11th, from 11:00am to 1:00pm in the PUB Lounge. There will be food and beverages for all that attend.
- ◆ Janet Sanchez, ASCC Activities Programming Board member, will be holding her much anticipated “Masquerade” dance on Thursday, March 12th, from 6:00pm to 9:00pm in the PUB Lounge.
- ◆ Felisciana Peralta, the Multicultural Retention Manager, will be hosting a “Diversity Plan Student Forum”, on Thursday, March 5th, from 1:00pm to 2:00pm in the PUB Lounge. This will be an excellent event for the college community.

ASCC Clubs and Programs:

- ◆ History Club, will be hosting its yearly event, “*Women In History*”, show on Tuesday, March 3, and Wednesday, March 4, from 11:00am to 1:00pm in the Gaiser Student Center. This is the clubs fifth year in hosting this event for Women’s History Month.
- ◆ The Service Learning in the Community Program (SLIC), took part in the “*Reading Across America*” event to celebrate Dr. Seuss’s birthday at two nearby elementary schools on Monday, March 2nd, 2009. It was a great success.
- ◆ The French Club, will be taking a step to keep children safe, by holding a “*hand printing children day*”. This will benefit the students and children in the Clark community.
- ◆ The German Klub, will be taking students to Portland State University, for the “*Berlin Wall*” exhibit on Saturday, March 7th, from 11:00am to 2:00pm.
- ◆ Photography Club, will be heading to downtown Portland on Thursday, March 5th, for the “*First Thursday Photographic Art*” exhibit, to see student art from the Portland area.
- ◆ The Law Club, will be heading to Olympia, WA , to take a tour of the Olympia Supreme Court, on Tuesday, March 10th.

- ◆ **The Model United Nations Program**, will be heading to New York City, to take place in the “*National Model United Nations Conference*”. This will be the teams 11th year going to the National conference. The MUN Program has been awarded with having reached its tenure position last year.
- ◆ **Club Four Social Action**, will be volunteering at the Portland Habitat for Humanity Restore and learning more about building homes for the poor. The club will be heading over on Friday, March 6th, 2009 from 3:30pm to 5:30pm.

Respectfully Submitted,

Pat Mehigan
ASCC President

Instruction Report March 2009

Since the last board meeting, the following progress has been made in support of the Mission Imperatives and goals.

Focus on Learning

Increase student success in accordance with Student Achievement Initiative (SAI) goals.

- Secure one-time funding for the I-BEST program Manager.
 - Increased enrollments will achieve state enrollment targets;
 - Maintenance of current programs;
 - Two new I-BEST programs will be developed.

Progress to date:

- ◆ On February 11, Instructional Planning Team (IPT) approved a two-quarter I-BEST certificate in Early Childhood Education. The College received state approval for this new program, which will begin in spring term. This new option prepares academically disadvantaged students for work in entry level child care positions in child care centers or as home childcare providers. The program articulates with the ECE pathway that leads to a baccalaureate degree and beyond.

Respect for Differences

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

- Employees participate in at least one presentation, workshop, activity, or conference on diversity.

Progress to date:

- ◆ Faculty, instructional staff and instructional administrators attended the Diversity Plan Forum on February 25.

Broad-based Partnerships

Foster partnerships with K-12 and university levels to enhance transitions from high school through Clark and on to baccalaureate levels.

- Meetings will be held with at least three K-12 partners and three universities to explore and improve student transitions.
- Completed feasibility plan for a University Center will be shared with Executive Cabinet.

Progress to date:

- ◆ Chemistry Professor Nadine Fattaleh and Engineering Professor Tina Barsotti participated in the February 25 College is Possible (CIP) event held at Clark College, leading an activity with 60 students participating.

- ♦ The Math Department has been engaged in a number of activities this past month, including:
 - Eight Clark Math faculty and two students, Brady Casper and Lauren Nielson, attended the conference, "Building a Bridge between High School and College Mathematics," on February 5, 2009, at the Clark Center at WSUV. Brady and Lauren did an excellent job serving on a student panel that discussed the math preparation students had in high school and how well prepared they were for college mathematics, as well as their experiences as college math students. The conference was sponsored by ESD 112, Clark College, Lower Columbia College, and WSUV. Attendees came from these groups and high schools across Southwest Washington.
 - In a two-week span of time in February, Paul Casillas, Mathematics Department Chair, spoke with over 2,000 math students at four high schools in the Evergreen School District about how to prepare for college-level mathematics. The district made videos of his presentations and showed them to the remainder of the high school mathematics students in the district. Paul also gave similar presentations at Camas High School and Stevenson High School.
 - On February 25, Jennifer Farney and Camie Corley met with three groups of students from Harney Elementary as part of the College is Possible program. They discussed what college math classes are like and played math games with the students.
 - Math faculty Jennifer Farney and Shane Pak served as judges for the final round of the Math Counts middle school math competition on Saturday, February 2, 2009. This annual competition brings over 40 of the best middle school math students in the area to Clark College for a half day of rigorous mathematics competition.
 - Paul Casillas attended the "Community Connection" event at Heritage High School on February 24. The event introduced participants to the classes and resources of Heritage and provided time for participants to talk with students and school officials.
 - Chris Milner, Paul Casillas, and math lab assistant Dwayne Butler took a group of five students to the third annual Western Washington Community College Student Math Conference at Green River Community College on February 21. Student Cassie Eckman gave an intriguing presentation on unsolved problems in number theory. Dwayne served on a panel that addressed various aspects of math tutoring and math help sessions.

Management Excellence

In accordance with accreditation standards, conduct a study of adjunct faculty use policies at community colleges that are comparable to Clark College.

- Determine best practices and create a feasibility plan which includes budget and goal implications.

Progress to date:

- ♦ The Adjunct Faculty Affairs Committee has submitted a best practices summary document to Instructional Council (IC). Members of IC will develop guiding principles for the use of adjunct faculty at Clark.

Additional Highlights

- ◆ All academic programs in the BTEC unit hosted students from area high schools on February 20, 2009, for a Tech Prep Day. Approximately 400 high school students participated.
- ◆ On February 25, Engineering Professor Tina Barsotti participated in a Webinar entitled, "Effectively Communicating Engineering Careers to High School Girls."
- ◆ IRIS 4-2, a suite of web-based information literacy tutorials created by Librarian Kitty Mackey, has recently been accepted for inclusion in the American Library Association's PRIMO (Peer-Reviewed Instructional Materials Online) Database. The database can be accessed at <http://www.ala.org/apps/primo/public/results2.cfm>.
- ◆ "Considered space," a group exhibit at the Archer Gallery, will be on display from February 17 to March 14.
- ◆ The Clark College Orchestra will perform March 11 at 7:30 p.m. at the Royal Durst Theatre, and the Concert Choir and Concert Band will perform March 13 at 7:30 p.m. at the Royal Durst Theatre.
- ◆ Final steps are underway for the approval of a new articulation agreement with Concordia University for a BA in Early Childhood Education. This is the result of a collaborative agreement between Lower Columbia, Centralia and Clark's ECE Departments with Concordia University. This is in response to workforce demands in early childhood education in preparation for increased universal preschool education and partnerships with head start programs. This program takes advantage of the historical and extensive community college experience in early childhood education and will articulate 40 early childhood credits directly into the degree. The program will utilize a cohort model, will target candidates to support children from ages birth through age eight, is standardized for the three partnering community colleges, and will use multiple delivery models, a mix video conferencing, hybrid, on ground and online.

Rassoul Dastmozd, PhD
Vice President of Instruction
March 5, 2009

Administrative Services Board Report March 2009

Focus on Learning

- ◆ Install smart classroom technology in 30 classrooms.

Progress to Date:

Smart classroom installations at Town Plaza are nearing completion, and construction work has begun for the remaining smart classrooms on the main campus.

Access to Education

- ◆ Provide training opportunities for members of the Security Department (shift coverage, tuition fees, travel).

Progress to Date:

On February 28, nine members of the Security Department received automated external defibrillator (AED)/cardiopulmonary resuscitation (CPR) training. Through the Foundation, the College was able to purchase three AED's. The cost of the actual class was paid through Foundation funds; however, the salary costs for the full-time and part-time officers will have to be paid from either the Emergency or Security budgets.

Presently, Security has thirteen members (Director, five full-time and seven part-time officers) who are trained in AED/CPR. Three of the part-time officers were previously certified through their other employment at Port of Vancouver, Vancouver School District, and Fred Meyer.

- ◆ Effectively manage the design and construction phases of capital projects to provide state-of-the-art, flexible facilities to support the mission of the College.

Progress to Date:

Construction at CTC remains on schedule and is expected to open in Fall 2009.

Programming and design of Phase 1 of the Child and Family Studies facility is continuing on schedule.

Respect for Differences

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

Progress to Date:

All of Business Services staff participated in diversity training related to privilege of all kinds by reading and discussing the article "White Privilege: Unpacking the Invisible Knapsack" by Peggy McIntosh.

On March 4, four members of the Security Department attended diversity training. Over the past several months, Security has worked with the Director for Equity and Diversity to respond to three reported incidents of hate crime graffiti on campus. Security continues to look into this matter.

On March 4, the Vice President of Administrative Services, Bob Williamson, attended the "Respect for Differences" training.

Production Printing staff attended ethics training; Central Services staff participated in the Diversity Plan forum.

Broad-based Partnerships

- ◆ Establish standard level of service in Plant Services.

Progress to Date:

A Standard Level of Service Task Force has been formed to review current practices and make recommendations regarding policy and operational efficiencies.

Additional Highlights

- ◆ Bookstore Sales Activity

Bookstore fiscal year sales activity year-to-date through February, compared to the same time last year, reflects an increase of 11.8%.

- ◆ Bookstore Transactions

Store transactions are up by more than 25,000 year-to-date, a total of 90,789 July through February, compared to same time last year. During the month of February 2009, the store has averaged 430 transactions per day.

- ◆ 75th Anniversary Event – “75 Book Drive” Results

Bookstore staff, in partnership with Service Learning, exceeded the “75 Book Drive” goal and collected 84 books for donation to Washington Elementary School. The objective of this literacy event was to provide one copy of, “The Real Mother Goose, Anniversary Edition,” for each Washington Elementary School kindergartner. Books collected by the store were delivered to the school Monday, March 2, on *Read Across America Day*. This drive was so well received by the College community, consideration is being made to make this an annual activity.

- ◆ College Is Possible – Support

The Bookstore participated and provided support to the **College Is Possible** event, coordinated by Miranda Saari, Assessment Center, on February 25. Bookstore staff led a store tour and fun activity for approximately forty-five fifth-grade Harney Elementary students.

- ◆ 75th Anniversary Event – “Oswald On Spring Break”

The Bookstore has kicked off a College-wide penguin nation activity in support of the 75th Anniversary. **Oswald On Spring Break – Photo Contest** is open for Clark College students, faculty, and staff participation March 2 – April 10. The photo contest judging will be open for the College community to vote for the winners, first through fourth place, April 13 – April 23, in the store.

- ◆ The upgrade to the Purchasing system is moving forward. Purchasing staff and Central Receiving staff are using the upgraded system. The interface with the financial system and the on-line approval process are both nearly complete. Training with three pilot areas throughout the College will begin in the near future.

- ◆ Computing Services staff has made considerable progress on the development of a standardized data repository. This will enable more efficient and secure access to institutional data by current and future software applications such as the degree audit application and the employee and student portal.
- ◆ Computing Services staff is conducting a pilot project to perform centralized monitoring of smart classroom equipment to improve preventative maintenance processes and reduce downtime.
- ◆ A Federal Appropriations Request for the pedestrian safety crossing for Fort Vancouver Way has been submitted. This request asks for funds for the complete project starting in 2010.
- ◆ Plant Services and Security successfully completed the annual inspection by the Fire Marshal with only one action item. This is the result of cooperation by the whole campus to help identify and correct potential action items.
- ◆ The Director of Security recently provided crime prevention training for the Model UN student group and the International Club.
- ◆ The Director of Security also provided van training classes. Before anyone at the College can use the 12-passenger vans (used to be 15-passenger), they have to have the training provided by the Security Department.
- ◆ On March 3, the Director of Security also assisted in the Drugs in the Workplace Training class.
- ◆ The Director of Security recently assisted in the New Employees Success Training class.

Bob Williamson
Vice President of Administrative Services
March 9, 2009
BW23

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

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

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

s.sand 3/6/09

Clark College - Budget Status Report

February 28, 2009

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	31,246,925	20,954,736	10,292,189	67.1%
Tuition	13,266,939	9,658,967	3,607,972	72.8%
Interest	180,000	68,919	111,081	38.3%
Excess enrollment	1,389,795	1,470,571	(80,776)	105.8%
Planned use of prior fund balance	549,176	-	549,176	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	2,093,119	559,364	78.9%
Total Operating Accounts	49,285,318	34,246,311	15,039,007	69.5%
<u>Other Accounts</u>				
Grants & Contracts	8,158,805	2,861,810	5,296,995	35.1%
Internal Support & CIS rev 600,000	1,319,391	1,002,060	317,331	75.9%
ASCC less PUB	1,660,716	1,108,724	551,992	66.8%
Bookstore	5,003,446	3,846,007	1,157,439	76.9%
Parking	757,267	242,801	514,466	32.1%
Auxilliary Services	1,626,412	928,277	698,135	57.1%
Financial Aid	17,622,534	16,951,219	671,315	96.2%
Total Other Accounts	36,148,571	26,940,897	9,207,674	74.5%
Total Sources of Funds	85,433,889	61,187,208	24,246,681	71.6%

Uses of Funds (Expenses)	2008-09 Budget	Encumbrance Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	703,282	384,769	318,513	54.7%
Vice President of Instruction	29,790,890	18,639,923	11,150,967	62.6%
Vice President of Administrative Services	9,148,966	6,407,278	2,741,688	70.0%
Vice President of Student Affairs	5,909,126	3,878,020	2,031,106	65.6%
Associate Vice President of Planning & Effectiver	488,280	342,959	145,321	70.2%
Executive Director of Corporate & Continuing Ed	883,761	619,110	264,651	70.1%
Executive Director of Communications	1,284,880	863,457	421,423	67.2%
Associate Vice President of Human Resources	1,076,133	668,989	407,144	62.2%
Total Operating Accounts	49,285,318	31,804,504	17,480,814	64.5%
<u>Other Accounts</u>				
Grants & Contracts	8,158,805	4,243,473	3,915,332	52.0%
Internal Support Services	1,319,391	697,482	621,909	52.9%
ASCC less PUB	1,660,716	963,100	697,616	58.0%
Bookstore	5,003,446	3,791,152	1,212,294	75.8%
Parking	757,267	591,824	165,443	78.2%
Auxilliary Services	1,626,412	990,295	636,117	60.9%
Financial Aid	17,622,534	16,836,405	786,129	95.5%
Total Other Accounts	36,148,571	28,113,731	8,034,840	77.8%
Total Uses of Funds	85,433,889	59,918,235	25,515,654	70.1%
Difference - Excess (Deficiency)	-	1,268,974		
Capital Projects - Revenue & use of fund bal	23,315,899	16,760,652	6,555,247	71.9%
Capital Projects- Expense less depr	23,315,899	16,760,652	6,555,247	71.9%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg
c. Bob Knight, Bob Williamson, Karen Wynkoop
Ron Hirt, Accounting 3/06/09

Student Affairs Report March 2009

Focus on Learning

Support annualized institutional enrollment goals.

Progress to date:

- ◆ Vanessa Watkins (Campus Visit Program) and Sheryl Anderson (Admissions & Assessment) hosted the annual Professional Technical Day for high school students on February 20th. Approximately 350-400 prospective students attended the event showcasing Clark's technical programs.
- ◆ The Assessment Center provided 1,313 COMPASS tests to area high school students as part of their application to the Running Start program for entry in fall 2009. In addition, the Assessment Center administered 480 initial COMPASS placement tests to potential students seeking spring and/or fall enrollment compared to 254 that were administered last year at this time.
- ◆ The Worker Retraining program is now so busy with new inquiries from the recently unemployed that bi-weekly orientation sessions are being offered Tuesdays and Thursdays on campus in Gaiser 117. The orientation sessions will include information about enrollment, admissions, funding for college, and community resources.

Support retention initiatives to achieve institutional retention goals.

Progress to date:

- ◆ The Welcome Center conducted eight New Student Orientation sessions for incoming spring 2009 students during the week of February 23-27. Students toured the campus and learned about college resources, time management and study skills, and online schedule planning and registration tools. Following the sessions, students received assistance with class scheduling from faculty and general advisors.
- ◆ International Programs held a 'PIN Party' for twenty international students on February 13th. The students met with Karen Matz from advising to review their spring quarter classes and to receive their PIN number to register.
- ◆ International Programs organized a "street smart" lesson on safety and the law. The workshop was led by Ken Pacheco (Director of Security and Safety) on February 23rd. Ten students attended the session with 75% indicating that the workshop was "very useful" and 25% rated it "somewhat useful."

Define and establish methods to support the Learning College model.

Progress to date:

- ◆ Jody Shulnak (Service Learning) hosted a *Students in Service* Recognition Ceremony on February 19th to formally recognize student AmeriCorps members and the community partners hosting them. Four students received "gold" *President's Volunteer Service Award (PVSA)* for completing over 500 hours of community service. The PVSA awards are a national recognition signed by the President of the United States.
- ◆ Jody Shulnak co-led thirty-nine students on a *Penguins in the Community* service project on February 27th at the Hazel Dell Community Garden, through the Service & Leadership in the Community Program. Students from Health 100, Small Group Communication, and Environmental Biology classes participated in the garden work project.

- ◆ Suzanne Thayer coordinated two recruiting presentations for the Disney Internship program on February 25th at Clark. Fifty-four students attended the presentation, exceeding Disney's presentation goal of 32 students. Seventeen students scheduled interviews for internships at Walt Disney World in Orlando, FL and 21 students scheduled interviews for internships at Disneyland in Anaheim, CA.

Respect for Differences

Provide increased educational activities that support an inclusive environment where mutual respect and equity are encouraged and valued.

Progress to date:

- ◆ The Office of Student Life and Multicultural Student Affairs hosted the Black History Month Celebration Luncheon on February 24th. The lunch was accompanied by a panel discussion with members of the Vancouver First Families Project who discussed their experiences as some of the first families of color in the community.
- ◆ The Office of Student Life and Multicultural Student Affairs hosted the winter Student of Color Luncheon on February 10th with guest speaker comedian Jennifer Lanier, who spoke to approximately 80 students about her experience as a woman of color.

Provide educational activities that foster a global perspective.

Progress to date:

- ◆ Staff from Eligibility Programs, International Programs, and Career & Employment Services attended Crossing Intercultural Boundaries: "A Must-Have Skills Set for the 21st Century" on February 23rd as part of Clark's Mental Health Monday series. The speaker presented information on basic cultural competencies for living in an intercultural world.
- ◆ Jody Shulnak attended the New Perspectives on Service-Learning Conference at Portland State University on February 17th. The conference was sponsored by the International Partnership for Service-Learning (IPSL) and focused on new developments in the service-learning field emphasizing an intercultural perspective for higher education providers of service-learning and their partners.
- ◆ Tammy Adams and Heather White (Disability Support Services) participated in an on-line workshop titled *Supporting Deaf People*, on January 28-31. Conversations focused on perspectives of ethics and professionalism around the globe and how different cultures viewed the same topics.
- ◆ International Programs welcomed a group from Yamamura Gakuen College in Japan to Clark for a 10-day short term program February 27 – March 8. Four students and one chaperone are participating in a short-term two-credit English Language and Cultural Program class. Over one hundred participants from the Japanese language classes, Japanese Club, Anime Club, International Club, international students, and staff from multiple departments on campus gathered to welcome the students.

Workforce Development

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

- ◆
- ◆

Progress to date:

- ◆ During the month of February, the Career Center provided career exploration, career assessments, skills assessments and orientations to Career Center resources to 234 current and potential students. In addition, 260 individuals used Career Center computers and library resources to research occupations, industries and employment trends, or to conduct resume and job search activities.
- ◆ The Career Center provided 42 people with Myers-Briggs Type Indicator career assessments and 36 people with Strong Interest Inventories. These assessments explore interests, values and work style preferences in order to pursue career paths that they are best suited for. The Career Center partnered with the Counseling Center for small group interpretations of the results.

Broad-based Partnerships

Increase community outreach activities and partnerships from 2008 to 2009.

Progress to date:

- ◆ Becky Merritt (Eligibility Programs) and staff from the YWCA visited the inmates at the Clark County Women's Jail on February 17th & 27th to present information on educational opportunities and programs available at Clark.
- ◆ Staff from advising, registration, financial aid, welcome center, and early childhood education met with Early Childhood Education Faculty and Student Affairs staff from Lower Columbia, Centralia Colleges and Concordia University on February 17th to discuss coordination of services and dual enrollment options for the new Bachelors of Arts in Early Childhood Education that will be offered by Concordia University in January 2010. Students will complete their first two years at one of the community colleges listed above and then through multiple delivery modalities (mix of video teleconferencing, hybrid, on-ground, online) complete their bachelor's degree in 18 months.
- ◆ Miranda Saari (Assessment Center) and the Office of Admissions hosted a group of 60 Harney Elementary fifth graders on February 25th for a College Is Possible (CIP) event. The students were on campus all morning and enjoyed a program focused on teaching them what it is like to be a college student. Students experienced Bookstore services, the application, registration and payment processes and attended three different class sessions focused on Mathematics, Chemistry, and Engineering.
- ◆ The Service-Learning Program teamed up with the Clark College Bookstore to organize a "75 Book Drive" during February 17-27th. The donation book drive went to benefit students at the Washington Elementary School, a formal partner of the Service-Learning Program. Over seventy five copies of "The Real Mother Goose" were donated in conjunction with Clark College's 75th Anniversary. All Washington Elementary kindergartners will receive a copy of the book.
- ◆ Jody Shulnak (Service Learning) organized a Read Across America project on campus during March 2nd. Read Across America is a reading campaign of the National Education Association (NEA) that encourages communities around the nation to organize annual reading events among school-age children in recognition of Dr. Seuss's birthday.. The Service-Learning program recruited 26 volunteers from Clark to read books to all 28 kindergarten through fifth grade classrooms at Washington and Harney Elementary Schools.
- ◆ Edie Blakley (Career & Employment Services) attended a joint work session entitled *Tips and Tools for Downsizing* at Fisher's Landing on February 26th. The session, sponsored by Southwest Washington Workforce Development Council (SWWDC) and the Columbia River Economic Development Council (CREDC), focused on best practices for rightsizing and downsizing. One area of emphasis that

particularly related to Clark College was the need to make sure those being downsized or laid off were made aware of continuing education and career development opportunities.

- ◆ Rosalba Pitkin (ESL and Latino Outreach Coordinator) and 42 Latino high school students from the Vancouver School District attended the Latino Educational Achievement Project (LEAP) leadership meeting in Olympia on February 6th. The purpose of the visit was to encourage students to speak with their local Representatives about a public Senate Hearing regarding several different educational bills.

Management Excellence

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

Progress to date:

- ◆ Student Affairs staff attended the SA Winter Quarter Staff Meeting on February 6th. The agenda included pertinent staff updates, a presentation by Karen Driscoll (Financial Aid) on the new financial aid model (FAM) software and a “Laugh and Learn” presentation by Disability Support Services staff related to American Sign Language.
- ◆ Jody Shulnak (Service Learning) participated on a panel discussion at the Washington Campus Compact Member’s meeting on February 12-13 at Seattle Pacific University. The panel discussion focused on best practices for sharing service learning stories with colleagues on campus in an effort to build the number of faculty participation in academic service learning.

Ted Broussard
Interim Associate Vice President of Student Affairs
Dean of Student Success and Retention
March 5, 2009

Human Resources Board Report March 2009

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

Focus on learning

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

Progress to date:

A class in Ethics in State Government was offered to the College community on February 13. Training on a Drug Free Workplace was held on March 3.

Access to Education

- ◆ Develop flexible learning options for employees through the Teaching and Learning Center.

Progress to date:

An online version of smart classroom training has been developed and is being tested. The training is an alternative delivery system to providing smart classroom training.

Respect for Differences

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

Progress to date:

The Director for Equity and Diversity presented diversity related information at the STEM unit meeting and provided a classroom training about diversity for a career success class. The quarterly session on “Respect for Differences” was also presented as well as a newly developed session on privilege and oppression with the Business Services unit.

- ◆ Finalize diversity plan

Progress to date:

The Cultural Pluralism Committee held three forums and sought feedback via the internet from the college community regarding the draft diversity plan. A forum will also be held with community members. The committee will compile and review the feedback in order to finalize the plan.

Management Excellence

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

Progress to date:

The CCAHE agreement ratification document has been finalized and proposed changes are submitted to the Board of Trustees for their consideration and approval at the March 16, 2009 meeting.

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

Progress to date:

The Labor Management committee meeting was held on February 19, 2009. Topics discussed included Bargaining the State Contract, Class Capacities, Payroll changes, Classified Endowment Fund, Seniority list, contracting out at CTC and layoffs. The next Labor Management Committee meeting is scheduled for March 19, 2009.

- ◆ Ensure compliance and performance in Environmental Health and Safety (EHS) programs and expand programs

Progress to date:

EHS conducted an audit of the greenhouse and supporting buildings and a report was submitted to Instruction.

An audit/inspection of the fire extinguishers on campus was conducted.

An audit of recycling efforts and containers throughout the college is an ongoing project for EHS to promote recycling and look for ways to improve and expand recycling campus wide.

Training was provided to 37 employees on the following topics: Fall Protection, Forklifts, and Hazardous Materials.

Additional Highlights:

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

Christi Grossman was appointed to the full-time temporary classified position as Program Coordinator in Workfirst effective February 24, 2009. Christi has previous work experience with Anderson Dabrowski Architects, Fred Meyer and Clark College.

Dawn Shults was appointed to the full-time tenure track faculty position as Pharmacy Technician Instructor effective September 9, 2009. Dawn is a Nationally Certified Pharmacy Technician, has a Certificate of Proficiency in Pharmacy Technician from Clark College and previous work experience with Providence Home Infusion, Legacy Salmon Creek Hospital and Clark College.

Ellecia Williams was appointed to the full-time permanent classified position as Curriculum Advisor in Advising effective March 2, 2009. Ellecia has a BBA from Texas A&M University and an MBA from Clark Atlanta University. She has previous work experience with Portland Public School District, INROADS/Oregon, Inc and TugmanEchols.

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Michael Gibson	Program Specialist 2	12/31/08	Financial Aid	Classified	Full-time	Reallocation
Dawn Shults	Pharmacy Technician Instructor	9/9/09	Health Sciences	Faculty	Full-time	Replacement
Ellecia Williams	Curriculum Advisor	3/2/09	Health Occupations Advising	Classified	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Jeanne Hoff	Health and Physical Education Instructor	06/19/09	Health and Physical Education	Faculty	Full-time	Resignation
Jean Williams	Instructional & Classroom Support Technician 2	02/26/09	Culinary Arts	Classified	Full-time	Resignation

VACANT POSITIONS

RECRUITING

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Archer Gallery Curator/Manager	02/26/09	Art	Exempt	PT 49% 10 mo	Replacement
Associate Director of eLearning	2/17/09	Instruction	Admin	Full-time	Replacement
Automotive Instructor	01/23/09	Automotive	Faculty	Full-time	Replacement
Business Technology Instructor	01/23/09	Business & Technology	Faculty	Full-time temporary	New
Computer Science Instructor	1/23/09	Business & Technology	Faculty	Full-time	Replacement
Custodial Services Manager	TBA	Plant Services	Exempt	Full-time	Replacement
Dean of Science, Technology, Engineering & Math	1/23/09	STEM - Instruction	Admin	Full-time	Replacement
Director of Advising	1/26/09	Student Affairs	Admin	Full-time	Replacement
Health Occupations Instructor	12/9/08	Health Sciences	Faculty	FT - temp	Replacement
Maternal-Child Nursing Instructor	1/15/09	Nursing	Faculty	Full-time	New
Medical-Surgical Nursing Instructors (2)	1/15/09	Nursing	Faculty	Full-time	Replacement/new
Medical Radiography Instructor	1/15/09	Health Sciences	Faculty	Full-time	New
Music Instructor	1/23/09	Social Science and Fine Arts	Faculty	Full-time	Replacement
Program Coordinator	2/17/09	Advising-DVED/ESL/ENL/ABE	Classified	Full-time	Replacement
Psychiatric-Mental Health Nursing Instructor	1/15/09	Nursing	Faculty	Full-time	Replacement
Program Assistant	2/2/09	Financial Aid	Classified	Full-time	Replacement

VACANT POSITIONS
ON HOLD

Administrative Assistant 2	FT Temp*	Nursing	Classified	Full-time	Replacement
Associate Director of Student Recruitment		Student Affairs	Admin	Full-time	Replacement
Associate Dean of Nursing	FT Temp*	Instruction	Admin	Full-time	New
Vice President of Student Affairs		Student Affairs	Admin	Full-time	Replacement
Director of Athletics	FT Temp*	Student Affairs	Admin	Full-time	Replacement
Director of Nursing	FT Temp*	Instruction	Admin	Full-time	Replacement
Dean of e-Learning	FT Temp*	Instruction	Admin	Full-time	Replacement
Dean of Social Science and Fine Arts (SOFA)	FT Temp*	Instruction	Admin	Full-time	Replacement
ECE Specialist 2		Child and Family Services	Classified	Full-time 9 month	Replacement
ECE Specialist 3		Child and Family Services	Classified	PT 75% 9 month	Replacement
Fiscal Technician 3		Business Services	Classified	Full-time	Replacement
Grounds and Nursery Specialist 4		Plant Services	Classified	Full-time	Replacement
Information Technology Specialist 3		Computing Services-Telephone	Classified	Full-time	New
Instruction & Classroom Support Technician		Culinary Arts	Classified	Full-time	Replacement
Office Assistant 2		Security/Safety	Classified	Full-time	Replacement
Program Coordinator	FT Temp* ABE/GED		Classified	Full-time	Replacement
Program Coordinator	FT Temp*	Workforce Education	Classified	Full-time	Replacement
CTEC		Business and Technology	Faculty	Full-time	Replacement
Electronics Instructor		Business and Technology	Faculty	Full-time	Replacement
Business Technology Instructor	FT Temp*	Business and Technology	Faculty	Full-time	New
Japanese Instructor	FT Temp*	Communications & Humanities	Faculty	Full-time	New
Women's Studies	FT Temp*	Social Science	Faculty	Full-time	New
Welding Instructor	FT Temp*	Business and Technology	Faculty	Full-time	Replacement

*Position currently filled as full-time temp

OUF-Open Until Filled

Clark College Human Resources

03/05/09

Planning & Effectiveness Report March 2009

Access to Education

Support student success, retention and enrollment through data and grant proposals. (Related grants identified and submitted. Data supplied for grants and college planning efforts.)

Progress to date:

- A variety of demographic information about students accessing Clark College has been provided to various areas throughout the college. A few findings based on supplemental data collected from web registration and a fall student survey provide examples:
 - 41.8% of students are low income (below 150% of the federal poverty level.
 - 64.2% of students are first generation, i.e. neither mother nor father has earned a bachelor's degree.
 - 30.6% of students are both low income and first generation.

Workforce Development

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

Progress to date:

- Institutional research staff have provided data to the Program Action Teams to measure indicators that help instructional programs meet student and community needs.
- Data was provided to support grants specifically related to workforce development. The three grants proposals supported were in Early Childhood Education, Math and Science (MSP), and Science, Technology, Engineering, and Mathematics (STEM) high demand.

Broad Based Partnerships

- Facilitate state and federal advocacy for issues impacting Clark College. (Agenda and issues communicated; college tours and updates completed; events organized and executed.)

Progress to date:

- Participated in Education Conference calls with Representative Tim Probst on February 2 and February 17 to discuss and inform the impact of various legislative bills on Clark College.
- Met with district legislators Rep. Bruce Chandler, Rep. Jaime Herrera, Rep. Ed Orcutt, Rep. Jim Moeller, Rep. Deb Wallace, and Senator Craig Pridemore in Olympia on February 25 – 27 to discuss and inform the impact of various legislative bills on Clark College.
- Data was provided to Heritage High School about student college preparedness. Heritage High School is seeking to identify ways to better prepare students for college.

Management Excellence

- Facilitate completion of self study and a successful 2008 accreditation.
- Coordinate development and implementation of strategic planning processes.
- Provide data and research support for Key Performance Indicators of the strategic plan.

Progress to date:

- The NWCCU Annual Accreditation Workshop in SeaTac on February 4-6 announced the changes in the accreditation standards and process. An overview of the changes in process has been provided to the college community. More details as they are developed by NWCCU will be forthcoming and shared with the college community.
- Strategic Planning Task Force continues to draft college goals under each Strategic Direction.
- The college community has been asked to review the existing draft components of the 2009-2014 Strategic Plan via the Intranet. In addition, the strategic planning intranet pages have been reconfigured and updated. Finally, the model has been developed that illustrates the alignment of the development of the Strategic Plan, the college's continuous improvement process, and each functional area's continuous improvement process. The information has been presented to Student Affairs and Instruction and functional areas within S.A. and Instruction are pioneering the work to implement the process for the 2009-2010 academic year.
- Institutional Research staff continues to finalize the Enrollment Management Database to assure it is meaningful for the college community. The database was demonstrated to Instructional Council.
- Institutional Research staff are actively involved in improving the coding at Clark College. Coding is fundamental to accurate reporting and meaningful information that inform decisions. Staff worked with Communications and Registration to update the web registration form in order to collect information needed from students for reporting and assessment purposes.

- In its February meeting, The Strategic Grants Development Task Force discussed potential implications of the recently announced Economic Stimulus Package by the federal government. Several action items have been decided:
 - The Task Force members will review the college's core plans, institutional goals, the accreditation self-study, feasibility study and the SWWDC Strategic Plan.
 - Based on these documents, at the next meeting, the members will identify the priority areas and needs for which the college will require external funds.
 - The Task Force will then match these priorities/needs with grants primarily from the Economic Stimulus Package and other funding sources.
 - The Task Force members will also initiate dialogue with SWWDC, industries and community partners regarding the opportunities in the Economic Stimulus Package for collaborative projects.

Shanda Diehl
Associate Vice President, Planning and Effectiveness
March 5, 2009

Corporate & Continuing Education Report March 2009

Corporate & Continuing Education has made the following progress toward 2008-09 goals in the six Mission Imperative areas:

Access to Education

Create programming plan for Columbia Tech Center

Progress to date:

- ◆ On February 25, Mature Learning & Continuing Education program manager Tracy Reilly Kelly met with 20 area winemakers and Continuing Education students to discuss potential food and beverage curriculum, instructors and to offer ideas for future courses of interest for the kitchen classroom at Columbia Tech Center. Attendees included owners of Bethany Vineyards, English Estates, Rusty Grape, Three Brothers and the Columbia Willamette Enological Society.
- ◆ Mature Learning & Continuing Education program manager Tracy Reilly Kelly is developing programming and operations for a Continuing Education Cooking School, to be offered at Columbia Tech Center in the kitchen classroom beginning this fall. Tracy and executive director Todd Oldham met with Rick Browne, a Ridgefield chef and author of seven cookbooks and whose series "Barbeque America" is featured on PBS. Mr. Browne will be an instructor for the Cooking School and a featured "Celebrity Chef" at the August 29, Columbia Tech Center community open house.

Workforce Development

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

Progress to date:

- ◆ Clark College Corporate Education won a \$49,678 contract through the SWWDC to partner with WorkSource to design, develop and deliver assessments, standards, training and tools to support the organization in reaching its delivery service goals. This project includes consulting and training on various levels in Customer Service, Career Counseling and MS Office/Internet computer applications. Training in these three areas will assist WorkSource staff members in creating the future state map needed to deliver services as described in their service delivery model.
- ◆ Corporate Education was selected by the Vancouver School District to provide professional development to the District's paraeducators. Corporate Education trainers will deliver workshops on Conflict Resolution, Interpersonal Skills, Grammar Dos and Don'ts and Child Development to middle and secondary school educators. Up to 270 educators will be trained through this project.
- ◆ In FY08-09 Corporate Education has secured training contracts with 22 local companies for combined revenue of \$298,549.

Board-based Partnerships

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

Progress to date:

- ◆ Todd Oldham executive director and Elson Strahan president and CEO of the Vancouver National Historic Reserve Trust met with Dr. Twyla Barnes superintendent and chief executive officer of Educational Service District 112 to discuss curriculum development for a Center for Leadership Excellence pilot program focused on a youth audience.

Management Excellence

Develop and deploy on a quarterly basis marketing strategies through CampusCE and the CCE website to recruit and retain students

Progress to date:

- ◆ The Corporate & Continuing Education spring/summer quarterly schedule “Explorations” was mailed to 114,731 residents of Clark County the first week of March. Over 200 classes are offered in the spring/summer schedule. New classes include: “Basic Jewelry Making”, “The Art of Fly Fishing”, “Explosive Summertime Photography”, “Wine Chemistry: A Hands on Class” and “Val Ogden’s Olympia: A Capitol Trip”.
- ◆ Over 4,900 emails were sent to former Corporate & Continuing Education students in late February to promote the spring/summer schedule.

Additional Highlights for Corporate & Continuing Education

- ◆ On February 26, Todd Oldham Corporate & Continuing Education executive director attended the Vancouver Senior Core of Retired Executives (SCORE) monthly meeting held at Waterford retirement home. Todd gave a presentation to members on the relationship between Clark College, the Small Business Development Center (SBDC) and SCORE.

Todd Oldham
Executive Director
March 5, 2009

Communications and Marketing Report March 2009

Focus on Learning

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

Progress to date:

Targeted advertising for the Clark College Weekend Degree program starts on March 15 and will continue for two weeks. Advertising on the college Web site will continue through the end of March. Posters in support of the Weekend Degree program have been distributed across the college. Marketing brochures have been distributed to eLearning, Recruiting and the Welcome Center. Inserts are being placed in student application documents.

Access to Education

- ◆ Establish and implement a distribution plan for the quarterly class schedule in support of educational offerings at Clark College at Columbia Tech Center.

Progress to date:

Distribution of the spring 2009 issue of *Clark College Connections*, featuring Columbia Tech Center, was completed in mid-February. In partnership with the Office of Instruction, content highlighting the facility and class offerings at CTC is being developed for inclusion in the early fall and summer schedules.

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

Progress to date:

Columbia Tech Center video and television ads are in development and will begin airing during the week of May 25 (Memorial Day) and June 1 ahead of high school graduations.

- ◆ In partnership with the Office of Instruction, determine highest priorities (tier one, tier two, tier three) for new sections on the Clark College Web site.

Progress to date:

Development of a new eLearning Web area has begun. The mathematics department has submitted information and construction of that Web area is in progress.

Respect for Differences

- ◆ Support the successful and inclusive celebration of Clark College's 75th anniversary through targeted and broad-based marketing initiatives, as well as college publications including *Clark 24/7*, *The Clark Journal* (as appropriate) and *Clark College Connections*.

◆ **Progress to date:**

The February 17 issue of *Clark 24/7* continued the monthly feature highlighting the history of Clark College by focusing on the 1970s. In celebration of the 75th anniversary, two scholarships (one for a new Clark student and one for a continuing student) are being offered for the 2009-2010 academic year. A news release has been issued and a Web ad has been created to help support this effort. In addition, the 75th anniversary scholarships were the focus of "The Next Step News" column in the spring issue of *Clark College Connections*. They were also highlighted in the March 2 issue of *Clark 24/7*. With funding provided by generous donors, work on a time capsule for the 75th anniversary is underway. It appears that May 12 will be the date for the opening of the college's 50th anniversary time capsule and the dedication of the 75th anniversary time capsule. Those events would be held on the same day as the unveiling of the 2009 *Phoenix* and the opening of the Art Student Annual in the Archer Gallery.

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

Progress to date:

Executive Director Barbara Kerr and Communications Specialist Erica Schwenneker attended "Crossing Intercultural Boundaries," a discussion forum which was held as part of the college's "Mental Health Mondays" series. Leann Johnson, Director for Equity and Diversity, will discuss the college's diversity plan with members of the Communications and Marketing department during a team meeting on March 11.

Workforce Development

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

Progress to date:

Materials are in development to support Corporate Education's offerings at Clark College at Columbia Tech Center. They include room layout and pricing information, a marketing brochure and Web content.

Broad-based Partnerships

◆ **In partnership with YWCA Clark County, successfully plan and host the 25th Women of Achievement (WOA) celebration in 2009.**

Progress to date:

The 2009 Women of Achievement (WOA) nominators will be interviewed at CVTV on March 4 and 6. Video clips from those interviews will be shown during the WOA luncheon. The invitations for a pre-event tea at the historic Covington House have been mailed out. The 2009 honorees will be recognized at the luncheon at the Hilton Vancouver Washington on March 23. The YWCA has finished photographing the biography boards of past honorees. The photos will be incorporated into a PowerPoint presentation to be shown as guests enter the room and greet honorees prior to the start of the formal WOA program.

Management Excellence

- ◆ Assess departmental operations to determine sustainability options relating to the printing of Clark College publications (e.g., schedule, newsletters and brochures) and other practices to foster a “green” environment in the department.

Progress to date:

Executive Director Barbara Kerr, Graphic Designer Pat McDonald, and Communications Specialist Erica Schwenneker met with sustainability consultant and coach Jill Sughrue on February 18 to discuss sustainability efforts and assessment options within the Communications & Marketing department.

- ◆ Establish and utilize e-mail distribution method for college newsletters. (carryover from FY 2007-2008 operational plan goals)

Progress to date:

Mailed copies of *Clark 24/7* and *The Clark Journal* have been eliminated.

Additional highlights for Communications and Marketing:

- ◆ In support of the college’s enrollment management plan, materials in support of spring enrollment (print, radio and television) began appearing during the week of March 2.
- ◆ Marketing materials are in development to support fall recruiting efforts for the college’s fitness trainer and addiction counseling programs. As part of those efforts, a recruitment letter, brochure and home page Web ad are in development for the fitness trainer program.
- ◆ The revision, update and posting of corrected program sheets are ongoing to reflect common course numbering and program changes, in partnership with the Office of Instruction.
- ◆ New Web areas are being created for the Clark College Jazz Festival and the Science Olympiad. Those events are currently represented by Web pages which are updated with information about each annual event. The goal is to create a permanent Web presence for the Jazz Festival and Science Olympiad.
- ◆ A database, admin and display page is being developed to display daily class cancellations on the Clark Web site. The area is being refined according to needs expressed by the Office of Instruction.
- ◆ A “Thinking About Engineering?” brochure was created and distributed to 400 high school students during Professional/Technical Day on February 20. The brochure serves multiple purposes and will be used by a number of departments across the college.

Barbara Kerr
Executive Director of Communications and Marketing
March 5, 2009

Foundation Report March 2009

Broad-based Partnerships

- ♦ **Scholarships** - The Foundation is pleased to announce the receipt of a \$15,000 donation as a result of the presentation of the feasibility study summary to one of the participants. This anonymous donor recognizes the value of education and the increased need during this economic crisis. We are pleased that this contribution can provide approximately five students with a year's worth of education at Clark College.
- ♦ **Feasibility Study Executive Summary Visits** - Foundation staff has been visiting with participants involved in the feasibility study conducted by the Clements Group in October 2008. Those visited to date are pleased with the final results and have encouraged us to proceed with projects that will benefit the community and its workforce. They have been very pleased hearing about the College's future plans for Healthcare, Early Childhood Education, and STEM-related programs. Tours of campus are being arranged to provide a more in-depth look at Clark College and to build awareness and understanding of the challenges facing Clark during this time of economic uncertainty.
- ♦ **Estate Planning Luncheon** - On Tuesday March 3, the Foundation featured chocolatier extraordinaire, Mr. Ian Titterton, at a luncheon celebrating donor support for his trip to Belize, Central America. Mr. Titterton wowed the audience as he related issues surrounding cacao farming and free trade to world farmers. Bob Knight welcomed guests and presented an update on Clark College. At the close of the luncheon, Vancouver attorney and Foundation board member, Randy Grove, spoke about planned giving as a means for providing more than an inheritance, but a legacy of opportunity.

Respectfully submitted,

Lisa Gibert
President/CEO
March 5, 2009

FIRST READING



March 5, 2009
PERS: 2009-075

TO: Robert K. Knight, President
Board of Trustees

FROM: Katrina Golder, Associate Vice President of Human Resources

RE: Proposed Changes to CCAHE Agreement

As reported in February, the College and the Association for Higher Education have completed negotiation of the CCAHE Agreement. A draft ratification document was presented to the Board at the February Board meeting. The final ratification document is attached for your consideration and approval; we hope to have information on faculty ratification on March 13. Changes made since the February 17 draft have been highlighted in yellow. In addition, the two MOU's have been finalized and are included at the end of the document. The current CCAHE Agreement duration ends March 31, 2009.

Many of the changes to the agreement are housekeeping. Listed below are the articles with changes other than housekeeping:

Article I.B.7.:	Clarifies definition of contracted day; contracted day replaces language throughout the agreement when day or working day is used
Article I.H.:	Adds an adjunct faculty member to IPT
Article I.I.	Adds an adjunct faculty member to Curriculum Committee
Article I.J.	Clarifies language related to PPAC and defines that both the College and AHE must approve changes in criteria that affect working conditions or wages
Article I.K.	Establishes an Adjunct Faculty Affairs Committee
Article II.A.	AHE Membership or representation fee required as condition of employment
Article II.B.	Provides release time to faculty for bargaining purposes
Article III.B.12.	Defines reasonable time as no later than 30 calendar days
Article III.C.8.e.	Changes title of Peer Evaluations to Faculty Feedback Request
Article III.C.15.	Clarifies the Board of Trustees as authority for granting tenure.
Article III.I.1.d.	Expands language and process for removal of division chairs
Article III.J.	Increases CADD Technology release time; eliminates Health Occupations Division Chair release time

Article III.K.2.	Encourages adjunct, full-time temporary and special programs faculty to apply for tenure track openings.
Article III.L.	Updates and provides clarity in notifying faculty of tenure-track vacancies; invites internal candidates not selected to meet with the VPI
Article III.M.	Defines recruitment process for adjunct and temporary faculty positions
Article III.N.	Defines recruitment process for special programs faculty positions
Article III.Q.2.	Provides for an adjunct faculty member to serve on the Calendar Committee
Article IV.B.4.	Eliminates outdated language
Article IV C.1.c	Provides that workshops and conferences at the college expense will be recognized for faculty salary advancement.
Article IV.E.3.e	Eliminates outdated language
Article V.I.1.	Provides jury duty leave for part-time faculty
Article V.O.4.	Clarifying language
Article V.Q.5.	Eliminates outdated language
Article VI.F.	Reduces load for Engineering and Graphic Communications from 18 to 15; reduces load for Nursing from 18 to 16; adds new departments and updates department names
Article VII.E.	Increases the amount of individual expenditure from \$500 to \$750 and deletes the wording on the TLC dispersing funds; the units will disperse the funds
Article VIII.B.1.	Adds the Federal Mediation and Conciliation Services as a resource in the grievance process
Article XI.C.	Updates the Reduction in Force Units adding new units and updating name changes
Article X.B.	Establishes the duration of the contract through June 30, 2011.
MOU	Provides that negotiation of faculty load will occur in conjunction with salary negotiations
MOU	Provides that the College and AHE will work on contract language for the faculty excellence awards.

The IBB teams who developed the proposed changes consisted of Marcia Roi, Kimberly Sullivan, David Duback, Roxane Sutherland and Lynn Davidson (WEA) for the faculty and Rassoul Dastmozd, Miles Jackson, Phil Sheehan and Katrina Golder for the College.

Attachment (provided electronically via CD)

CONSENT AGENDA



Date: March 10, 2009
To: Board of Trustees
From: Robert K. Knight, President
Re: Consideration of Tenure

The following probationary faculty are presented to the Board of Trustees for consideration of award or denial of tenure:

<u>Faculty</u>	<u>RIF Unit</u>
Karl Bailey	Chemistry
Susan Brookhart	Chemistry
Carlos Castro	Sociology
Geneva Chao	English
Jill Darley-Vanis	English
M. Gail Fujimoto	Nursing
Zachary Grant	Library
Christina Kopinski	Journalism
Tani McBeth	Human Development
S. Layne Russell	Paralegal
Brenda Knutson Walstead	Dental Hygiene

c: Rassoul Dastmozd

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

Monday, February 23, 2009

Ellis Dunn Room GHL 213

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

Administrators: Robert Knight; President; Dr. Rassoul Dastmozd, Vice President of Instruction; Mr. Bob Williamson, Vice President of Administrative Services; Ms. Katrina Golder, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Mr. Todd Oldham, Executive Director of Corporate & Continuing Education; Ms. Leann Johnson, Director of Equity & Diversity; Mr. Ted Broussard, Interim Vice President of Student Affairs & Dean of Student Success & Retention, Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Dr. Marcia Roi, Dr. Kathy Bobula.

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

Absent:

I. CALL TO ORDER

Chair, Sherry Parker, called the meeting to order at 5:10 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was accepted as presented.

B. Statements from the Audience

The following individuals made statements to the Board of Trustees: Mr. James Craven, Professor; Ms. Roxane Sutherland, Division Chair-Professor; Ms. Kimberly Sullivan, Professor; Mr. Stephen Walsh, Professor; Ms. Nancy Novak, Professor; Dr. Anita Fisher, Professor; Ms. Susan Torres, Professor; Ms. Rebekah Altig, Student.

C. Statements and Reports from the Board Members

Trustee Sen Hoss acknowledged that this is a most trying time for everyone at the college and in the community given the current status of the economy. She urged everyone at the college to join together in finding creative solutions to budget issues facing the college.

Trustee Sen Hoss also acknowledged Trustee Jacobs and Professor Debra Jenkins being chosen for this year's Women of Achievement. The recognition ceremony will be held on March 23 at the Vancouver Hilton.

Trustee Burkman congratulated the students honored at this year's Students in Service Recognition program which was held on February 19. The students contribute a tremendous number of volunteer hours to community organizations and their assistance allows the organizations to provide services that they might not otherwise be able offer if they were without the help of these volunteers.

Trustee Burkman and President Knight met with ASCC officers this past week to discuss a pilot program at several of the community colleges. The program is testing the inclusion of students on the board of trustees at the pilot colleges. The ASCC debated the issue and decided to request that Clark College not be included in the program at this time, but requested that they would like to be kept closely apprised of the process and outcome.

MOTION: Trustee Burkman made a motion, seconded by Trustee Jacobs, that the Clark College Board of Trustees submits a letter to the Senate Committee on Higher Education and Workforce Development in support of the ASCC's decision. The motion was unanimously approved.

Trustee Burkman acknowledged the MLK Day celebration and the participation of Vancouver's First Families in the day's events.

D. President's Report

Mr. Broussard introduced Alejandra Silva-Hernandez, who offered the Student Success presentation to the board.

President Knight noted that the budget continues to be the college's first priority and much of his time has been spent meeting with local legislators educating them about the role of community colleges during times of economic strife and the need to provide enough resources to the colleges as they help retrain workers in the recovery process. He will be meeting with the presidents and legislators in Olympia the week of February 24.

President Knight was pleased to announce that the college received full accreditation at the end of January. The accreditation process will be changing and will now operate on a seven-year rather than a ten-year cycle and the outcomes will be based upon the concept of continuous improvement.

The president and board discussed the financial overview prepared by a researcher from the WEA and answered questions posed by representatives the CCAHE who attended the board meeting. The CCAHE will obtain the salary figures of adjunct faculty working in Portland-area colleges and present them to the president and board for future review.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi attended Lobbying Day on higher education priorities and spoke with legislators in Olympia.

2. ASCC—Mr. Pat Mehigan

Mr. Mehigan noted that student club directors and ASCC members are very busy this term with many student activities taking place. The Club Handbook has been updated; the update took one year to complete. The handbook's last update took place in 2002.

The annual *Women in History* event will take place on March 3 and 4 in the Student Center. There are 40 historic roles to fill and Mr. Mehigan invited the board members to audition for them and participate in the event!

3. **WPEA**

There were no addition to the report and it was accepted as provided.

F. **College Reports**

1. **Instruction—Dr. Rassoul Dastmozd**

Dr. Dastmozd had no additions to his report and entertained questions from the trustees concerning the reorganization of eLearning into the Library and the AA degree program at WSUV.

Dr. Kathy Bobula offered an overview of, *“Thinking’ About Brain Development: Providing Support for Teachers and Parents”*.

2. **Administrative Services—Mr. Bob Williamson**

Mr. Williamson had no additions to his report and entertained questions from the trustees. He highlighted the efforts plant services has been engaging in with Rapid Response to schedule training for the Critical Incident Planning and Mapping System at the college and all its locations.

Installation of Smart Classrooms will continue and be completed by the end of June 2009.

3. **Student Affairs—Mr. Ted Broussard**

Mr. Broussard noted that 2009 final winter enrollment was 13.35% over last year. With the inclusion of Running Start, the college had an increase of 1,000 FTEs over 2008.

4. **Human Resources—Ms. Katrina Golder**

Ms. Golder announced that the state has called for a hiring freeze on all positions other than those that directly support academics. The college will be working closely with the state board to determine which open positions at the college will be eligible to be filled.

The CCAHE agreement is still in draft form but Ms. Golder included exhibits in this month’s packet for the board’s review. Faculty continues to review the document and she expects them to finish their review sometime this week.

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

Ms. Diehl reviewed the new seven-year accreditation process with the trustees. There will be five new standards developed by the commission upon which all colleges will be measured. They are: Mission, Core Themes, Goals and Outcomes (year one report due 2011); Resource and Capacity (year three report due 2013); Planning and Implementation and Effectiveness and Improvement (year five reports due 2015); Mission Fulfillment, Sustainability, and Adaptation (year seven report due 2016). Each standard is due at a different time and this will essentially put the college into a continuous improvement process and will help achieve success by the end of the cycle.

Ms. Diehl also reviewed the strategic planning process which the strategic planning task force will complete this spring. The strategic plan has four components: Mission, Vision, Strategic Direction, and College Goals.

After development of the plan is complete, a scorecard will be developed that measures how well the college is meeting each component of the plan. These measures will then guide the college through accreditation since the strategic plan and the accreditation will be in alignment with each other.

6. Corporate & Continuing Education—Mr. Todd Oldham

Mr. Oldham announced that the C&CE department is starting its first firefighters' academy and the first cohort will begin training next week. A second cohort will be starting in October 2009. The academy was previously run by Vancouver Fire and the Washington State Patrol. The long-term vision is to have a regional approach and do cross-agency training with Clark County Fire & Rescue, District 6 and Camas Fire.

7. Communications & Marketing—Ms. Barbara Kerr

Ms. Kerr was delighted to recognize Trustee Jacobs and Ms. Debra Jenkins, Early Childhood Education and Psychology Professor, as Women of Achievement this year. This is the 25th anniversary year for Women of Achievement and the event will host all 200 of the women who have been honored over the past 25 years. She hopes that all the trustees will be able to attend the celebration on March 23 at the Vancouver Hilton followed by a reception at the college on March 24.

Ms. Kerr also announced that three local papers, the Battle Ground Reflector, Camas-Washougal Post Record, and the Vancouver Business Journal have all published op-ed pieces from President Knight in recent weeks. This form of support from these media outlets helps the college reiterate the need for viable community colleges in this type of economic environment.

8. Clark College Foundation—Ms. Lisa Gibert

In light of this evening's discussions, Ms. Gibert noted that the troubled economy is a global rather than a local issue. The foundation is also very concerned about maintaining sustainable and efficient operations and they, too, are looking at their programs and operations to ensure that they are meeting this goal. As the foundation provides support to the college, they are taking a long-term view of the economy and allocating funds based on sustaining endowments.

III. CONSENT AGENDA

A. First Reading

- ♦ CCAHE Agreement—Proposed Changes
- ♦ Tenure Recommendations

B. Consent Agenda

- ♦ Minutes from the January 20, 2009 Board Meeting
Trustee Burkman made a motion to approve the Consent Agenda. Trustee Jacobs seconded the motion. There was no discussion and the Consent Agenda was unanimously approved

IV. FUTURE AGENDA ITEMS

WORK SESSION

Budget
TACTC Conference Topics
Diversity Plan & Training Topics (March)

BOARD MEETING

Tenure Recommendations (March)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, March 16, 2009 in the Ellis Dunn Room GHL 213.

VI. EXECUTIVE SESSION

In accordance with RCW 42.30.110(1), the board convened an Executive Session at 6:45 p.m. to review the performance of a public employee and to discuss with legal counsel representing the agency matters relation to agency enforcement actions or litigation or potential litigation. The Executive Session ended at 7:30 p.m. and no action was taken.

VII. ADJOURNMENT

There being no further business, Chair Parker adjourned the regular meeting at 7:30 p.m.

Sherry Parker, Chair
Clark College Board of Trustees

Respectfully submitted,
Leigh Kent, Recorder
February 27, 2009