

# Clark College Board of Trustees Packet

May 21, 2007

Clark College  

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*The Next Step*

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

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# Vision Statement

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

# Mission Statement

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

**CLARK COLLEGE BOARD OF TRUSTEES**

**Monday, May 21, 2007  
Penguin Student Union  
Rooms 258 B & C**

All regular meetings of  
the Board are recorded

**AGENDA**

- 4:00–4:45pm**      **STOUT HALL TOUR (Meet at the President’s Office)**
- 5:00pm**          **I.    CALL TO ORDER**
- 5:05–6:00pm**   **II.   EXECUTIVE SESSION**
- 6:00pm**          **III. 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  
                         -Presidential Search
- D.    Institutional Report..... #1
- E.    Association Reports  
                         1. AHE ..... #2  
                         2. ASCC ..... #3  
                         3. WPEA ..... #5
- F.    College Reports  
                         1.    Instruction ..... #6  
                              -Literacy Program
2.    Administrative Services..... #14  
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4.    Human Resources ..... #29
5.    Planning and Advancement ..... #34

6. Workforce Development & Continuing Education ..... #37
7. Communications and Marketing ..... #40  
-Logo Update
8. Clark College Foundation ..... #44

#### **IV. CONSENT AGENDA**

- A. First Reading  
-Foundation Funds Allocations Recommendations ..... #47
- B. Consent Agenda  
-Minutes from 4-23-2007 Meeting ..... #51

#### **V. FUTURE AGENDA ITEMS**

1. Meeting with Evergreen Public Schools Board Members (June 4 – 4:30-6:00pm)
2. Meeting with Vancouver School District Board Members (June 11 – 5:30-6:30pm)
3. Real Estate – Executive Session (TBD)
4. Budget (June)
5. Final Goals (June)

#### **VI. DATE AND PLACE OF FUTURE MEETING**

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, June 25, 2007 in the Penguin Student Union Rooms 258 B & C.

#### **VII. EXECUTIVE SESSION**

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

#### **VIII. ADJOURNMENT**

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

Institutional Report  
May 2007

- ◆ Tutor Appreciation Night - Clark College hosted a Tutor and Student Appreciation Night for our Adult Literacy Program on April 27<sup>th</sup>. The event was well attended by our students and tutors. Our literacy students prepared the food for the evening which brought a very delightful variety to the cuisine. Thanks go out to Madeleine von Laue, Literacy Program Manager, and staff and faculty from Town Plaza who helped make the evening a success.
- ◆ Advisory Recognition Breakfast - The Office of Instruction, led by George Reese put on a well attended Advisory Recognition Breakfast for our Vocational Advisors on May 11<sup>th</sup>.
- ◆ Security Task Force - The Security Task Force, led by adjunct faculty instructor John Jablonski, has been meeting with the campus via open forums and e-mail to hear comments concerning campus security. Two members of the task force will be attending a state conference on campus security. Feedback and recommendations from the task force are anticipated by the end of the academic year.
- ◆ Quarterly Classified Staff Excellence Award - The Quarterly Classified Staff Excellence Award was awarded on May 7<sup>th</sup> to Susan Harding of the Library staff.
- ◆ Congressional Rep Update - On May 10<sup>th</sup> Candy Bennett and Bob Knight provided a college update and tour of the Clark College at WSUV to the three congressional reps for Senator Murray, Senator Cantwell and Congressman Baird.
- ◆ Budget Priority List - Executive Cabinet finalized the one time funding and permanent funding priority list on May 1<sup>st</sup>. The list is available on the college website.
- ◆ Phoenix - Our Clark College students rolled out another potentially award winning 2007 version of the Phoenix. The Art and Literary Magazine of Clark College was released to the public at a celebration on May 9<sup>th</sup>.
- ◆ NAACP - Clark College hosted and was a sponsor to the annual NAACP banquet on May 12<sup>th</sup> in the Student Center.

## **AHE Board Report**

### **May 21, 2007**

#### **Facilitating Communication**

- Dr. Roi met with Bob Knight in April and May and discussed upcoming bargaining sessions for the accreditation self-study notebooks, as well as the presidential selection process.

#### **Interest- Based Bargaining issues**

- The college has agreed to bargain the workload issue with AHE on the Accreditation self study notebooks.
- The college and AHE are in the process of preparing the bargaining teams for this workload issue.
- AHE is preparing the bargaining team to discuss salary issues for the next faculty contract.

#### **Grievances**

- One grievance has been filed with the college at this time.
- A cease and desist order was filed and is being promptly complied with to the satisfaction of each party.

#### **AHE Election date set**

- AHE has set the date of a general membership meeting and senate elections for June 12.

#### **Social Gatherings**

##### *Advisory Breakfast*

- Dr. Roi attended the advisory recognition breakfast for vocational advisory committee members. The event was well attended and the discussion during the group task gave all of the members at the table some good information regarding different aspects surrounding local and regional trends.

## Associated Students of Clark College Board Report May 2007

### ASCC Student Government

- ◆ *The ASCC Executive Council* held a student survey in order to get input on the PSU Building name change possibilities. They are continuing to receive and review results and have forwarded a recommendation to the Executive Cabinet to change the name of Penguin Student Union (PSU) to Penguin Union Building (PUB) or secondly, Student Union Building (SUB), in support of the survey results. We posed the followed question and gave the opportunity for students to provide suggestions not listed.
  - **Question:**

We have heard that the name of the current Penguin Student Union Building (PSU) is sometimes confused with the Portland State University acronym (PSU). ASCC has been asked to suggest an alternative name. Please circle one of the following suggestions that would best help you identify the 'student union' or write in your own suggestions.

    - a. **Clark Student Union (CSU) : 27 votes in favor**
    - b. **Penguin Union Building (PUB) : 39 votes in favor**
    - c. **Student Union Building (SUB) : 28 votes in favor**
    - d. **Keep Penguin Student Union name (PSU) : 18 votes in favor**
- ◆ *ASCC Club Coordinator, Valerie Vest*, reports that the clubs are busy completing spring quarter. The F.R.E.E. (Feminists Rights and Equality for Everyone) Club brought in four vendors for the Spring Vendor Fair. The French Club is busy selling their soaps which can be purchased for Mother's Day gifts or for any occasion. The Phi Theta Kappa club is preparing for their 2006-2007 Spring Induction scheduled for May 22nd. Vest is in the process of helping the Native American Club re-form. We have 32 active clubs on campus at this time.
- ◆ *ASCC Vice President, Andrew Kartchner*, has had his hands full with organizing the ASCC Elections. He has a very enthusiastic Elections Committee that is working hard to come up with creative ways of improving voter turnout. They plan on hosting several events and forums that will inform students and make voting more convenient. ASCC Elections will be held May 29<sup>th</sup>-June 4<sup>th</sup> with both online and paper ballots. They are hoping for a lot of faculty support to allow announcements of ASCC Elections in class and possibly distribute election ballots, since the only captive audience on this campus is in the classroom.



### **ASCC Activities Programming Board**

- ◆ *ASCC Activities Director, Sarah Simpson*, and her amazing team of Activities Programming Members have been very busy this quarter keeping our students entertained. They have had a great turnout at both the Double Shot of Comedy and the Phoenix Opening events. They look forward to their Talent Show, Musical Lunch Hour (two bands performing), Gamer Night, Prom, Picnic and a Movie, Luau, and Spring Thing. Simpson continues to appreciate the support that she receives from the Clark College administration, faculty and staff during the Activities Programming Boards events.

*Lastly, the ASCC would like to thank Lauren O'Lenic, former ASCC Executive Assistant, and recognize the tremendous amount of efficient work she gave serving students as part of the ASCC. She will be missed.*

Respectfully,

*Amanda Mayoral*  
ASCC President

## **WPEA/UFCW Local 365, Clark College Unit Board Report May 21, 2007**

### **UNIT ACTIVITIES**

- ◆ Membership meeting was held on May 17, 2007.
- ◆ Job Representative Council meeting was held on May 15, 2007.
- ◆ WPEA/UFCW Local 365 District 1 meeting was held on May 15, 2007.
- ◆ Job Representative Gene Carroll went to the Clark County Labor Round Table meeting.

### **COMMITTEE REPORTS**

- ◆ These are our 2007 Job Representatives:  
**Beverly Brosius** – ext. 2000, **Eugene Carroll** – ext. 2416, **Billie Garner** – ext. 2336,  
**Loren Hogue** – ext. 2336, **Roselyn Lasater-Blair** – ext. 2391,  
**Mark Owsley** – ext. 2141, **Jean Roniger** – ext. 2336, **David Sims** – ext. 2132,  
**David Stephan** – ext. 2661, **Jennifer Wheeler** – ext. 2146
- LMCC meeting was held on April 19, 2007.

### **COMMUNICATION**

- ◆ WPEA Staff Representative Alan Jacobson is now servicing our area.
- ◆ Grievances at Clark College since the beginning of this two year contract: 19 total and disbursed as follows: Open Grievances: 5, and Closed Grievances: 14.
- ◆ Job Representative Committee met with concerned Classified staff regarding various concerns in their working environment.

*The next WPEA/UFCW Membership meeting will be on June 20, 2007*

Submitted by:

**Billie Garner, Chief Job Representative – May 11, 2007**

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

**Focus on Learning**

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

**Progress to Date:**

The Clark College chemistry department hosted the Portland Area College Chemistry Teachers Meeting (PACCT) on May 12<sup>th</sup>. The group is composed of two-year and four-year colleges in the Portland metro area and meets to discuss textbook selection, transfer to private and public institutions, selected new laboratory experiments, assessment ideas, and college enrollment patterns.

Chemistry department faculty members, Karl Bailey, Nadine Fattaleh, and Susan Brookhart have submitted an NSF-CCLI grant for ~\$120,000 to support modernization of current equipment and curriculum. "Green" chemistry is the focus of revised laboratory experiments.

Math awareness month continued! The April activities culminate with Sudoku Multi 3, and a May 4 viewing of *"NOVA: Einstein's Big Idea."* You may visit the website at [web.clark.edu/math](http://web.clark.edu/math) and click on "Mathematics Awareness Month Activities."

Nine full-time instructors, three adjunct instructors and one student from the Mathematics Division attended the annual meeting of the Pacific Northwest Section of the Mathematical Association of America at Linfield College. Participants attended a wide variety of sessions on mathematics, mathematics instruction and problem solving.

Ten mathematics faculty members attended the annual Washington Community College Mathematics Conference in Wenatchee. In addition, Garrett Gregor and Sally Keely attended the annual meeting of the Oregon Mathematical Association of Two-Year Colleges in Lincoln City. In both cases, participants attended sessions that provided a wealth of ideas and materials for use in the classroom, one-on-one with students, and in developing and improving distance education courses.

On April 24, Women's studies professor Ann Snyder and Lauren Caldarera co-facilitated a Teaching and Learning Center workshop entitled "What is service learning and how do I do it?"

Librarians nation-wide are cooperating with various Web services to make library resources more discoverable on the open Web. Clark College "click library" databases are now configured to work in conjunction with Google Scholar. This service alerts users if an article they are searching for is available in our periodical collection. This is a beneficial service for students who are looking for an article that is not available via full text in the database. This

service is automatic if the student is using a computer located on campus. Students can also take advantage of this service from off campus if they change the settings in Google Scholar to search Cannell Library's periodical collection.

- ◆ Work with Computing Services to implement classroom technology upgrades

**Progress to Date:**

Instructional council has worked carefully to provide computing services a priority list of classrooms and laboratories for upgrades in 2007-08.

**Access to Education**

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

**Progress to Date:**

On May 10, 2007, faculty from the Business & Technology Unit represented Clark's professional/technical programs at the Northwest Youth Careers Expo at the Portland Convention Center. Mike Godson, Bruce Wells, and Don Gonser attended the annual event which focuses on careers in metal manufacturing, construction and healthcare. Approximately 3,000-3,500 students from Oregon and SW Washington attended the event.

On May 16, Clark College hosted Vocational tours for Town Plaza Center students. The students toured Welding, Culinary Arts, Automotive and Computer Technology Programs. Each department (including student services staff) gave presentations and a tour of the facilities.

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

**Progress to Date:**

Thursday and Friday, April 26<sup>th</sup> and 27<sup>th</sup>, Izad Khormaei, Keith Stansbury, and Bill Wheeler participated in the joint Washington Council on Engineering and Related Technology Education (WCERTE) and the Pacific Northwest Chapter-American Society of Engineering Educators meeting at WSU Pullman, WA. Izad was part of a panel on efficient transfer using distance courses with laboratories and all attendees participated in feedback to the Washington State Joint Access Oversight Group on major related programs in the Associate of Science Transfer degrees. The meeting of faculty focused on smooth transfer of students from the 2-year schools to the 4-year engineering programs.

The Portland State Mechanical Engineering program has agreed to accept Clark's Engineering 261, Thermodynamics, as meeting their first thermo course requirement. WSU, WSUV, UW and now PSU accept the course.

Tina Barsotti gave a short presentation at the High School Counselor luncheon on Friday, May 4, and mingled with as many of the counselors as possible. She shared info on the Field Survey Technician program as well as Engineering Transfer.

The Online Computer Library Center, (OCLC), founders of WorldCat, and Google are working together to provide a service, that allows users to know if Cannell Library has a book they are searching for in Google Books. Users access the advanced search options of Google Books and limit their search to library catalogs in order to take advantage of this service. Once a title has been searched for, Google Books provides a link to libraries that have it. Libraries that have the book are listed in relation to the searcher according to zip code, so Cannell library should almost always appear in the top five results.

### **Broad-based Partnerships**

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

### **Progress to Date:**

At least 10 faculty and staff in the MPSE unit assisted with the State Science Olympiad on April 14. It was a very successful event with over 900 student participants, and 44 schools represented.

Clark College, as part of consortium Bellevue and several other community colleges in the state, received an NSF ATE grant titled STEM to Stern. Izad Khormaei is a co-PI and with the assistance of Robin Terjeson, participated in writing the proposal last fall. The intent is to partner with local industry and begin a cohort seminar series to provide motivation and support to STEM students, encouraging them to remain in the programs. (When this was written, the exact amount of Clark's award was not known.)

In partnership with the Linfield College Mathematics Department, the Clark College Mathematics Division, with financial support from the Clark College Foundation, co-sponsored the annual meeting of the Pacific Northwest Section of the Mathematical Association of America. This was the first time a community college has sponsored the conference in the sixty-two year history of the Section. The conference attracted 260 participants – including 50 students – from colleges and universities throughout the northwest U. S. and southwest Canada. The Clark Math Division organized a panel discussion designed to attract students into the field of community college math teaching, and partnered with faculty from Green River and Portland Community Colleges to serve on the panel.

On April 13, Lynn Chmelir, Interim Director of Library Services, attended a meeting of the Orbis Cascade Alliance Collection Development and Management Committee, a group she chairs. The chief agenda item was to hear presentations from four major book vendors who responded to a committee RFI to support cooperative collection development among the 33 academic library members of the consortium. The Committee is working to secure a single vendor that will provide excellent service and pricing as well as support efforts to consider individual library selection decisions cooperatively to expand the resources available in the shared catalog, *Summit*. The committee also shared information about progress on another project to establish a distributed print repository of commonly held journal back files for titles that can now be accessed electronically. By selecting one Alliance library to retain the paper back file of each title in the program, other libraries can safely discard their copies to recapture shelf space for other volumes.

On April 20th-21st, Clark College hosted the 2007 Washington State Post-Secondary SkillsUSA Spring Leadership and Skills Conference. This event brought vocational students together from college campuses around the state to meet and compete in professional development and hands-on skill activities. Competitions included Job Interview, Job Skills Demonstration, Extemporaneous and Prepared Speech, Chapter Business Procedures, Diesel, Automotive, Computer Internetworking, Computer Maintenance, and Technical Drafting.

Culinary Arts hosted 200 alumni and students at the annual Alumni Dinner on April 18<sup>th</sup>. The Advisory Committee Recognition Breakfast was held on May 11<sup>th</sup>. 175 people attended. We were also involved with the Career Fair at the Hilton Hotel on May 2. In recognition of outstanding support of donors, the 2007 Savoring Excellence dinner will be held on May 31. The high school counselor's luncheon will be held on May 4. Ian Titterton and Larry Mains visited Fort Vancouver High School to do some presentations for the culinary arts students on May 4<sup>th</sup>. On June 2<sup>nd</sup> we plan to attend and promote a fund raiser for the Boys and Girls Clubs at the new *Columbian* newspaper offices.

A group of Clark College paralegal students and Business Technology Division Chair, Melanie Mooney, joined Portland area students attending the Oregon Paralegal Association's yearly *Student Success Seminar* on Saturday, April 21, in downtown Portland. The invitation to Clark College was a first from the Oregon Paralegal Association. Working paralegals led training sessions dealing with career preparation, job hunting skills, certification milestones and internships. A Clark student mentioned that after meeting and talking to students from other paralegal programs, it was very obvious to her that the BTEC Division has a superior Paralegal Program.

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

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

Tina Barsotti and Robin Terjeson submitted an NSF-CCLI grant led by Dr. Dave Kim in conjunction with the WSU Vancouver mechanical engineering department. Clark's responsibility as a subcontractor is to assist in adapting nanotechnology lecture and laboratory modules and incorporate them into selected ME lower division classes. The modules will also be adapted for outreach activities that include Southwest Washington Mathematics Engineering Science Achievement (MESA) and other K-12 student and teacher workshops. The grant would also provide professional development in nanotechnology and program assessment for the co-PIs.

#### **Additional Highlights**

Robin Terjeson and Tina Barsotti assisted with the **20th annual Pathways to Your Future Career Information & Job Fair at the Vancouver Hilton**. Anita Bonar, secretary senior from the Electronic and Industrial Technology Division, assisted in the hospitality room.

The Art Student Annual, a juried exhibition of student work, is on display at the Archer Gallery May 9-June 5. The exhibition will include 100 to 120 works by students in a wide variety of Clark art courses. An opening reception in the Archer Gallery was held on May 9.

At the Pacific Northwest Higher Education Conference, ten faculty presented various projects here at Clark that highlight student success for our community. Kitty Mackey and Robert Hughes co-presented "Letting Students Make a Difference: When the Library and Graphics Design Students Collaborate on Usability Testing, Everyone's a Winner." The 90-minute presentation included details about the collaboration (now in its sixth year) as well as images of students' projects and video clips of student presentations. Co-presenters Deena Bisig and Lauren Caldarera discussed their service learning project entitled "\$3400 donated to the Humane Society - Was That Enough?" Presenter Leslie Ormandy discussed "Applied Multiple Intelligence Exercises for the Pre-Transfer Writing Classroom." Presenter Jacqueline Allen-Bond discussed "Developing Writing Assessments for Promotion Among Multi-Level Classes." Co-presenters Rebecca Martin and Melissa Payne showcased the database for all outcome assessment projects at Clark in "Institutional Outcome Assessment Reporting System: Creating Communication and Involvement Across Campus." Co-presenters Kathy Chatfield and Julie Hutchin talked about "Sink or Swim? Taking a Successful Plunge into Online Teaching." In all, Outcome Assessment supported 47 Clark members to attend and 10 others were supported from various areas on campus.

Ms. Rebecca Martin and Mr. Mark McLean were recognized at the annual SBCTC conference on May 3<sup>rd</sup> at the Vancouver Hilton. Ms. Martin received the Teaching, Learning and Assessment Award and Mr. McLean the 2007 Outstanding Educator Award.

Ms. Mackey also attended the spring meeting of the Library and Media Directors Council (LMDC) of the SBCTC on April 26 and 27. The group discussed submitting a supplemental request for funding the "21<sup>st</sup> Century Digital Libraries Project," provided input to the Technology Transformation Task Force, reviewed progress on the statewide information literacy grant, compiled the LMDC's annual report to the Instruction Commission, and set goals for the coming year.

Three Clark College students have been selected as winners of the 2006-2007 Washington Award for Vocational Excellence (WAVE):

- Taylor Kielman – Medical Radiography
- Andrew Ptacek – Diesel Technology
- Melissa Tilley – Welding Technology

Taylor, Andrew, and Melissa will receive a grant to pay for their undergraduate educational expenses for six quarters or four semesters at public four-year institutions, public two-year community or technical colleges, independent four-year institutions, or licensed private vocational schools. The grant can be used to pay for any educational expense including tuition, books, supplies, room, board, transportation, or miscellaneous personal expenses.

This year's Advisory Committee Recognition Breakfast was a success. More than 150 guests attended. The keynote speaker was Dr. Michelle Andreas, Workforce Policy Associate from SBCTC. Following the welcome from Interim President Bob Knight, Dr. Andreas led the guests through an exploration of the recently-completed statewide Environmental Scan. This year's Clark College winners of the Washington Award for Vocational Excellence were also honored at the Breakfast.

Rassoul Dastmozd  
VP of Instruction



## Administrative Services Board Report May 2007

### Focus on Learning

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

**Progress to Date:** The first round of smart classroom upgrades is on schedule to be completed by June 30, 2007. The next 30 classrooms for Phase II of the project have been identified, and architectural and engineering planning work has begun.

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

**Progress to Date:** Computer Lab Supervisors have identified the IT services available to students and are developing a communications plan.

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

**Progress to Date:** Business Services staff provided training on reading monthly budget reports to 32 people on April 18.

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

**Progress to Date:** Business Services staff reviewed the financial information on all budget requests, calculating benefits, developing a spreadsheet of total requests, and projecting revenue for 2007-08.

### Access to Education

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

**Progress to Date:** Lack of visibility and poor access continue to hamper Bookstore sales. Aggressive promotions and abundant signage has helped control losses, however. Sales in April were off 0.3 percent and year-to-date are down 0.6 percent.

- ◆ Design and begin Gaiser Hall renovation.

**Progress to Date:** Demolition at Gaiser Hall has been completed, and construction continues. Work to complete Phase I (the Bookstore addition) continues, and this area should be ready for the Bookstore to occupy in early August. Major columns to support the new Central Gaiser Hall are now in place. The total project is on schedule for completion in early 2008.

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

**Progress to Date:** Construction documentation is 50 percent complete. The project is on schedule to bid in summer with completion in early 2009.

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

**Progress to Date:** Work continues as demolition and construction for the OSC remodel remain on schedule to be completed by the end of 2007. Work that involves major disruptions in the building has been scheduled during the summer to minimize the impact on the College community. Special considerations have been made to support the GED graduation in the gym on June 16.

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

**Progress to Date:** Bids for the parking lot signs were received, and Vancouver Sign (low bidder) will begin preparation of signs. Work will be completed this summer. Work on the building identification, "you are here," and regulatory signs continues in the design phase.

- ◆ Improve traffic safety on campus.

**Progress to Date:** Director of Security disseminated the mandated Commute Trip Reduction (CTR) surveys on campus.

- ◆ Increase awareness of available campus parking spaces.

**Progress to Date:** Director of Security had the monthly New Employee Success Training where crime prevention and parking issues were addressed.

Director of Security, as the Employee Trip Coordinator (ETC), ran the College's portion of the Wheel Options Contest. In order to enter the contest, employees have to use alternate means of transportation (other than single-occupant vehicles) twice in a one-week period.

- ◆ Develop crime prevention awareness plan.

**Progress to Date:** Director of Security provided crime prevention tips and techniques to... 1) New Employee Success Training (NEST); 2) Model United Nations; 3) International Club; 4) Two informational sessions with the Diesel program students to discuss issues related to a Level 3 sex offender currently enrolled in the Diesel program.

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

**Progress to Date:** New network hardware is being installed in equipment rooms throughout the main campus. Computing Services is on schedule to complete infrastructure upgrade including wireless access by June 30, 2007.

- ◆ Develop written standards for the core network infrastructure.

**Progress to Date:** The development of written standards continues as part of network infrastructure upgrade.

## **Respect for Differences**

- ♦ Minimize physical barriers on campus.

**Progress to Date:** Plans for the new Hanna Parking Lot (to include enhanced access to the Welcome Center) were reviewed by Disability Support Services to ensure ADA parking spaces are well placed and adequate to support campus needs. This work will be completed this summer.

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

**Progress to Date:** Questions to determine the availability of home technology resources were in the accreditation survey that was administered in May. The results will be included in the accreditation self study.

- ♦ Develop IT equipment standards for ADA accommodation.

**Progress to Date:** IT and Disability Support Services staff are scheduled to meet in May to formalize equipment standards for ADA accommodation.

## **Broad-based Partnerships**

- ♦ Enhance Plant Services function.

**Progress to Date:** Director of Plant Services attended a General Administration workshop on capital project administration. The Director of Plant Services and the Maintenance Manager attended the Operations and Facilities Council (OFC) meeting with focus on implementation of Computerized Maintenance Management System (CMMS) and best practices in emergency preparedness.

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

**Progress to Date:** Director of Security continues to attend the Clark County Metro Security Directors' meetings. The May 10 meeting will address issues related to methamphetamine use.

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

**Progress to Date:** Ongoing goal. ITC meetings have been effective in promoting member participation. The IT Council continues to make progress on various IT issues.

## **Management Excellence**

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

**Progress to Date:** Testing of R25 on the Web and planning for the first group of users is in progress.

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

**Progress to Date:** Implementation and training activities have begun on the Megamation CMMS (state-wide supplier for the CMMS). The system will be ready to begin processing work orders by the end of summer.

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

**Progress to Date:** A draft policy on event sponsorship has been completed and will be forwarded to Executive Cabinet for review.

- ◆ Create a comprehensive approach to risk management.

**Progress to Date:** A special Security Assessment Task Force has been formed and is comprised of members of the College staff and the Vancouver Police Department. Recommendations from the task force are expected to inform a broader emergency management planning process to be undertaken in 2007-08.

The Administrative Services Operations Manager will attend the Enterprise Risk Management Conference sponsored by the Office of Financial Management in May.

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

**Progress to Date:** IT security standards and computer lab standards and policies have been written. Network infrastructure standards are being developed.

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

**Progress to Date:** The data center remodel is scheduled to be completed in June and will include the UPS and fire suppression systems.

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

**Progress to Date:** Business Services staff provided access to and training for the FMS Query application for 15 staff members who have major responsibility to monitor budgets. This application provides more timely and detailed budget information to managers.

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

**Progress to Date:** Purchasing Manager continues to actively participate on a State-wide task force to develop a recommendation of a purchasing system. CIS has hired a project director, and the task force is putting final touches on an RFP to be issued in June 2007.

# Clark College - Budget Status Report

## April 30, 2007

Sources of Funds (Revenues)	2006-07 Budget	Actual Rev to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	27,031,156	21,650,618	5,380,538	80.1%
Tuition, interest	11,839,754	11,514,699	325,055	97.3%
Excess enrollment	1,346,128	500,000	846,128	37.1%
Dedicated, matriculation, tech, cont ed	3,498,258	2,902,313	595,945	83.0%
<b>Total Operating Accounts</b>	<b>43,715,296</b>	<b>36,567,629</b>	<b>7,147,667</b>	<b>83.6%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	7,138,006	4,827,422	2,310,584	67.6%
Internal Support Services	777,579	695,927	81,652	89.5%
ASCC less PSUB	1,390,803	1,389,936	867	99.9%
Bookstore	4,553,862	4,477,892	75,970	98.3%
Parking	237,704	295,889	(58,185)	124.5%
Auxilliary Services	1,330,134	1,024,794	305,340	77.0%
Financial Aid	17,858,302	17,281,709	576,593	96.8%
Capital Projects	19,637,277	5,950,468	13,686,809	30.3%
<b>Total Other Accounts</b>	<b>52,923,667</b>	<b>35,944,039</b>	<b>16,979,628</b>	<b>67.9%</b>
<b>Total Sources of Funds</b>	<b>96,638,963</b>	<b>72,511,668</b>	<b>24,127,295</b>	<b>75.0%</b>

Uses of Funds (Expenses)	2006-07 Budget	Actual Exp/Encum to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	746,538	668,381	78,157	89.5%
VP of Instruction	24,898,541	19,457,828	5,440,713	78.1%
VP of Administrative Services	8,028,117	6,557,451	1,470,666	81.7%
VP of Student Affairs	5,025,216	4,061,319	963,897	80.8%
Executive Dean Planning & Advancement	433,851	308,136	125,715	71.0%
Executive Dean Workforce Development	2,429,079	1,442,103	986,976	59.4%
Executive Director of Communications	1,066,878	811,657	255,221	76.1%
Associate VP of Human Resources	1,087,076	723,732	363,344	66.6%
<b>Total Operating Accounts</b>	<b>43,715,296</b>	<b>34,030,609</b>	<b>9,684,687</b>	<b>77.8%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	7,138,006	5,385,267	1,752,739	75.4%
Internal Support Services	777,579	705,328	72,251	90.7%
ASCC less PSUB	1,390,803	1,006,234	384,569	72.3%
Bookstore	4,553,862	4,514,252	39,610	99.1%
Parking	237,704	244,368	(6,664)	102.8%
Auxilliary Services	1,330,134	1,059,944	270,190	79.7%
Financial Aid	17,858,302	17,350,495	507,807	97.2%
Capital Projects	19,637,277	7,403,920	12,233,357	37.7%
<b>Total Other Accounts</b>	<b>52,923,667</b>	<b>37,669,807</b>	<b>15,253,860</b>	<b>71.2%</b>
<b>Total Uses of Funds</b>	<b>96,638,963</b>	<b>71,700,416</b>	<b>24,938,547</b>	<b>74.2%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>811,251</b>		

e. Theresa Heaton, Cindi Olson, Sabra Sand  
c. Bob Knight, Phil Sheehan, Karen Wynkoop  
Ron Hirt 5/10/07

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

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

# Clark College Bookstore

## (Affordability Management Practices)

Affordable textbook and supplies for Clark students have long been a priority of the Clark College Bookstore staff. Following is an overview of practices and services the Bookstore applies and is currently pursuing to support this mission:

### 1) Maintain Low Prices on Required Course Materials

	Clark College	*Avg. 2 Yr Institutions (124 stores reporting)	*Avg. 4 Yr Institutions (86 stores reporting)
Gross Margin	18%	26.2%	27.8
Average Markup	22%	35%	37%
Student Course Books & Supplies as % of Total Sales	85.7%	90.3%	72.1%

\*As reported by National Association of College Stores, **2006 College Store Industry Financial Report**, based on 04/05 fiscal year.

#### a. Support Campus Directive - Access to Education

With the support and understanding of College administration for the Bookstore to manage a self support operation while supporting student access, the Bookstore has been able to maintain consistently below average margins on required course materials for many years.

#### b. Manage Store Operations – Management Excellence

To offset costs and maintain low margins on required course materials, the Bookstore staff has adopted a retail strategy that balances its product mix with desirable higher margin items.

### 2) Aggressive Used Book Program

	Clark College	*Avg. 2 Yr Institutions (124 stores reporting)	*Avg. 4 Yr Institutions (86 stores reporting)
USED Books as a % of Total Book Sales	21.8%	20.7%	18.1%
Dollars Paid to Clark Students - 04/05 Book Buyback Program	\$505,874  <small>Purchased For: Clark Use 78% Wholesaler 22%</small>	N/A	N/A
Avg. \$ Paid per Book for Clark	\$27.82 (14,273 units)	N/A	N/A

\*As reported by National Association of College Stores, **2006 College Store Industry Financial Report**, based on 04/05 fiscal year.

a. Provide Student Book Buyback Service on Clark Campus

Host a quarterly student book buyback for Clark students. Purchase used textbooks for Clark Bookstore. Bookstore typically offers 50% of new retail but the price can range to 10% of new retail based on status of edition and additional inventory needs.

b. Seek Used Books from National Wholesalers to Fill Inventory Needs

With faculty support, collect textbook requests as early as possible, shop multiple used book vendors, utilize bin and hold options to compile greatest used volume, continue to seek used books for later requests and student special orders in order to keep textbook prices down.

c. Provide Student Access to Wholesaler for Overstock Books

Overstock books that the Bookstore does not need for coming quarters are offered to wholesaler for purchase, typically at 30% - 1% of list price. Price is based on status of edition, condition, and inventory needs.

**3) Close Communication with Faculty**

Store staff prioritizes communication with faculty in an effort to maintain low prices. This is done by securing book information early, confirming used book options, clarifying necessity of supplemental items in packages, offering lower cost alternative course packs or custom publish services, supporting faculty needs for unusual course supplements, and sharing pricing information. The Bookstore staff does not police or dictate faculty adoptions, but they do consider themselves a partner that can provide support and information to faculty pertaining to the cost effects on students for their consideration when making course material decisions.

**4) Other Store Services & Practices**

- Financial Aid Hold – Allows students to shop used book inventory and hold until disbursements are available.
- Standard Hold – Allows students to shop used book inventory and hold until the Friday before classes begin.
- Course Pack – Service option for faculty consideration in lieu of textbook or in support of combination.
- Custom Publishing - Service option for faculty consideration in lieu of textbook.



- Savings passed on – Discounts received or earned on course material products are passed directly on to Clark students.
- No-Charge Rush Reorder – Provides students with required books rushed at no additional cost, when they find themselves in need of additional materials the first 2 weeks of classes.

#### **5) Actively Pursuing New Cost Saving Options**

Clark College Bookstore staff pursues affordability and cost management options for Clark students on an on-going basis. The store purchasing philosophy is service and savings oriented. Store staff is active in regional and national associations and councils providing valuable resources, purchasing discounts, cost saving ideas and much more. They enter and maintain contracts to ensure best student pricing is available, such as with Microsoft and Apple Inc.

Currently Bookstore staff is seeking information for feasibility of adapting a textbook rental program, providing peer to peer book exchanges via Bookstore website, and offer book buyback quotes on-line.

## **Student Affairs Board Report May 2007**

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

### **Focus on Learning**

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

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

Lizette Drennan (Financial Aid) presented information on financial aid options at a Financial Aid Night for 50 parents and students on April 12 and also to students attending the spring quarter Displaced Homemaker Class on April 24.

### **Access to Education**

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

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

Seventeen women completed the spring 2007 Displaced Homemaker class. Fifteen of the seventeen are now enrolled in the spring HDEV 102, New Student Seminar class. Miranda Saari (Assessment Center) presented information on placement testing and GED testing to students enrolled in the Displaced Homemaker program on April 25.

- ◆ Increase the number of students who enroll online.

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

As of April 8, the number of students who enrolled online for spring 2007 has increased by 12% over the previous spring quarter.

### **Respect for Differences**

- ◆ Promote diversity awareness for students.

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

In collaboration with Continuing Education and the Vancouver Rotary Club, Susan Taylor (International Programs) coordinated the Sakura Japanese Festival on April 16 in the Penguin Student Lounge. Activities included origami demonstrations, tea ceremony, karaoke, Japanese Names, and Lawn Games.

The Clark College Latino Club in collaboration with the Multicultural Student Affairs program organized and planned a successful Cinco de Mayo event on May 4. An estimated 250 community members, students and faculty were in attendance, making this event the largest Cinco de Mayo celebration in the college's history. The event featured keynote speaker, Maria D. Rodriguez-Salazar, Northwest vice president of the League of United Latin American Citizens (LULAC), Fort Vancouver High School ballet Folklorico, children's activities, Latino cuisine and a musical performance by Grupo Imagine.

### **Workforce Development**

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

**Progress to Date:**

The following employers listed new internships during April: Columbia Ultimate – *Report Applications Specialist (Computer Technology)*, IQ Credit Union – *Credit Union Membership Services*, City of Vancouver, Parks and Recreation – *Internship at Firstenburg Community Center*, T & L Communications, Inc. – *Engineering/Drafting Trainee*, and Portland Trailblazers – *Community Relations Intern*

**Broad-Based Partnerships**

- ◆ Represent the college to community groups.

**Progress to Date:**

Becky Merritt (Eligibility Programs) and two students were invited to Family Medicine of Southwest Washington “Teaching Day” on April 19. The resident physicians were interested in talking to ex-meth users who were current students at Clark. The physicians wanted to hear about recommended prevention strategies to assist these women, how the meth problem affected their families and friends, and the reasons for their decision to choose treatment. The women also discussed the value of the Displaced Homemaker program.

The Office of Student Recruitment sponsored a “Clark on the Road” orientation session at Wy’east Middle School in east Clark County on May 2. Prospective students discussed information regarding the financial aid and admissions process. The Recruiters also hosted an appreciation luncheon on May 4 for approximately 50 High School Counselors and Career Specialists. A variety of staff presented updates regarding early assessment in the high schools, Running Start, fall Welcome Day, and new student seminars. The feedback received was positive from those in attendance.

COMPASS placement early assessment testing opportunities were provided to students at Stevenson, Heritage and Prairie High School during the month of April, as part of our high school partnership agreements.

Dr. Rachel Ruiz and Sheryl Anderson (Admissions) met with Vancouver School District and WSUV staff and faculty on May 3. The purpose of this dialog was to discuss strategies to address the environmental trends that Clark County will encounter in the next few years.

Catharine Keane (Career Center) presented Clark’s career services information at three WorkSource Rapid Response presentations to workers from Commercial Vehicles Group and US Food Service.

In collaboration with WSUV and The Columbian, Career and Employment Services coordinated and sponsored the 20<sup>th</sup> annual “Pathways to Your Future Career Information & Job Fair”, held at the Hilton Hotel in Vancouver on May 2. Over 85 employer/exhibitors participated in the event. About 2,000 community members attended. On-the-spot surveys of 7.6% of job seekers reflected a satisfaction rate of 3.43 (on a scale of 1-4, with 4 being the highest score). In addition, Eligibility Programs and the Office of Student Recruitment hosted a *Return to Learn Services Fair* room for displaced workers (recently laid-off) at this event. Clark faculty and staff from Culinary Arts, Machine Technology, Automotive Technology, CADD, eLearning, Financial Aid & Sponsored Programs, Eligibility Programs, and Admissions along with advisors for Technology and Business Transfer & Business Technology were present to answer questions. In addition, information about the Worker Retraining tuition program and other Eligibility programs was provided.

Rosalba Pitkin (Outreach Coordinator) met with the English Language Learner (ELL) program coordinator, Stephanie Ontooguk, of the Vancouver School District On April 20 to discuss plans for continuing the College Is Possible (CIP) programming for parents at select elementary schools. In her role as commissioner, Ms. Pitkin met with the Washington State Commission on Hispanic Affairs on April 27 to discuss programs at the WSU Pullman campus. A goal of the Commission is to increase the retention of graduation rates for Latino students. In addition, Rosalba conducted seven ESL and Spanish campus tours for adult students from the Town Plaza Campus during the month of April to introduce various programs and services provided on the main campus. She also assisted new students from Adult Basic Education (ABE) and English as a Second Language (ESL) programs in April with the CASAS (Comprehensive Adult Student Assessment System) test. This test and orientation enabled 65 new ABE students and 62 new ESL students to register for classes.

Ms. Pitkin also met with David Simon Figueras, Mexican Deputy Consul at the Portland Mexican Consulate on April 13. The purpose of this meeting was to discuss high school classes that students can transfer from Mexico to the USA and vice versa. This meeting also served as a relationship building opportunity with the Mexican Consulate to better help ESL and ABE students seeking identification. Persons of Mexican decent living in the Vancouver area are currently directed to the Mexican Consulate in Seattle for services.

Kelly Benson (Welcome Center) coordinated a movie night for the Vancouver School District GEAR UP (Gain Early Awareness of Undergraduate Programs) cohorts from Jason Lee and Discovery Middle Schools on April 13. Approximately 25 GEAR UP students and their families attended this campus event. The movie screened was "Holes", which related to activities leading to strengthened personal responsibility for these youth.

Approximately 650 new Running Start students and parents attended Running Start orientations for new students who are eligible for fall quarter. Students learned about Clark resources and the next steps toward RS enrollment from Linda Calvert and the faculty perspective on RS students and a dose of "college reality" from Paul Casillas of the Math department. In addition, faculty members, Tina Barsotti and Izad Khormaei answered questions regarding the engineering programs.

### **Management Excellence**

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

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

Nancy Heidrick and Janet Turner (Financial Aid) met with Town Plaza ABE/GED instructors on April 19 to discuss general financial aid guidelines regarding "Ability to Benefit", high school completion and GED/ABE funding.

Staff from Financial Aid and Student Life attended training titled "How Much Do I Have Left?" sponsored by the Business Office on April 19. The agenda included an overview of fund accounting and the interpretation of budget reports.

#### **Additional Highlights:**

A former Displaced Homemaker participant and current welding student received a \$1000 scholarship from the Vancouver Rotary.

Lauren Caldarera (Service Learning) coordinated the Career Clothing Closet outfitting 171 students in professional clothing donated by faculty, staff and community members. Channel 8 reported the event on the 6:30 pm news that night.

Lauren Caldarera and Samantha Lelo (Student Life) led an Earth Day service trip for six students to the Mount St. Helens Ape Caves. The students removed trash from the parking lot and scraped paint at the visitor center to prepare for the upcoming season.

Student Affairs departments hosted an Appreciation Pot Luck on April 18 for Plant Services and Computing Services staff to thank them for their assistance in the move of Student Affairs offices to the "T" Building. In addition, Student Affairs staff hosted an Open House in the T-Building and PSU on April 27 to introduce the temporary locations to Clark employees.

Dr. Rachel Ruiz  
Vice President of Student Affairs

Financial Aid Stats  
As of May 9, 2007

<b>PROGRAMS</b>	<b>As of May 9, 2006</b>	<b>As of May 9, 2007</b>
Pell Grant	\$5,955,401	\$5,518,611
Federal College Work Study	289,195	419,771
State College Work Study	376,044	691,803
Federal SEOG	211,417	244,054
Washington State Need Grant	3,088,785	3,380,349
Tuition Waiver-Need Based & Clark College Grant	540,913	742,834
Stafford Loans	6,810,963	6,386,400
Academic Competitiveness Grant	-0-	11,082
Scholarships	952,966	828,192

Total Students processed to date	5,367	5,126
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Total Aid awarded from all programs to date:	\$18,754,669	\$18,756,393
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Report prepared on 5/07/07

(Reflects Headcount & FTE numbers from end of business day 5/04/07)

## Clark College

### Daily Registration HC/FTE Report

*Quarterly head count and FTE comparison*

Spring 2006				Spring 2007			State FTE		
	Head Count	Total FTE	State FTE	Head Count	Total FTE	State FTE	% of change	Date	
**	1047	96	68	1051	99	94	38.24%	2/21/2007	
Continuing Access Registration Day	1	1543	360	1352	269	257	-20.68%	2/22/2007	
	2	2096	712	1736	527	514	-23.51%	2/23/2007	
	3	2732	1131	2220	852	838	-22.76%	2/26/2007	
	4	3360	1577	1526	2761	1246	1228	-19.53%	2/27/2007
	5	3801	1894	1836	3158	1523	1502	-18.19%	2/28/2007
	6	4210	2155	2093	3487	1742	1723	-17.68%	3/1/2007
No registration access times		4439	2293	2225	3656	1855	1833	-17.62%	3/2/2007
	7	4902	2636	2564	4047	2134	2108	-17.78%	3/5/2007
	8	5348	2941	2863	4413	2425	2396	-16.31%	3/6/2007
	9	5699	3230	3110	4769	2666	2631	-15.40%	3/7/2007
	10	6099	3531	3377	5165	2911	2868	-15.07%	3/8/2007
	11	6381	3689	3529	5459	3094	3044	-13.74%	3/9/2007
	12	6660	3861	3691	5888	3337	3271	-11.38%	3/12/2007
No registration access 2007		6983	4050	3876	N/A	N/A	N/A	N/A	N/A
Re-entry/Transfer students		7437	4316	4129	6313	3567	3489	-15.50%	3/13/2007
Re-entry/Transfer students		7907	4602	4405	6632	3747	3667	-16.75%	3/14/2007
Re-entry/Transfer students		8202	4758	4552	7106	4047	3955	-13.12%	3/15/2007
Re-entry/Transfer students		8532	4940	4728	7338	4189	4097	-13.35%	3/16/2007
New students		8934	5158	4940	7646	4334	4232	-14.33%	3/19/2007
New students		9152	5277	5053	7938	4527	4398	-12.96%	3/20/2007
New students		N/A	N/A	N/A	8146	4560	4428	N/A	3/21/2007
Re-entry/Transfer students		N/A	N/A	N/A	8373	4666	4530	N/A	3/22/2007
Open Registration Day	1	9674	5509	5278	8887	4858	4701	-10.93%	3/23/2007
	2	9833	5558	5323	9136	4983	4818	-9.49%	3/26/2007
	3	10029	5651	5408	9343	5086	4914	-9.13%	3/27/2007
	4	10203	5707	5459	9566	5162	4965	-9.05%	3/28/2007
	5	10332	5755	5505	9800	5265	5055	-8.17%	3/29/2007
	6	10481	5803	5543	10054	5404	5192	-6.33%	3/30/2007
No Open Registration day 2007		10612	5871	5603	N/A	N/A	N/A	N/A	N/A
Class Day	1	10750	5938	5663	10239	5512	5301	-6.39%	4/2/2007
	2	10943	5966	5692	10523	5577	5347	-6.06%	4/3/2007
	3	11000	5981	5708	10600	5607	5374	-5.85%	4/4/2007
	4	11023	5977	5692	10685	5623	5383	-5.43%	4/5/2007
	5	11092	5956	5668	10756	5630	5376	-5.15%	4/6/2007
	10	11425	6019	5695	11065	5716	5422	-4.79%	4/13/2007
	15	11611	6017	5649	11233	5746	5416	-4.12%	4/20/2007
4th week		11766	6029	5642	11374	5814	5389	-4.48%	4/27/2007
ABE/GED continuing-2nd 5weeks/5th wk		11743	6119	5688	11638	5920	5473	-3.78%	5/4/2007
ABE/GED new-2nd 5weeks/6th wk		11893	6174	5736				-100.00%	5/11/2007
7th week		11959	6181	5739				-100.00%	5/18/2007
8th week		12023	6186	5734				-100.00%	5/25/2007
9th week		12097	6195	5735				-100.00%	6/1/2007
10th week		12180	6205	5737				-100.00%	6/8/2007
11th week		12209	6214	5737				-100.00%	6/15/2007
12th week		12206	6236	5740				-100.00%	6/22/2007
MIS Final		12206	6236	5740				-100.00%	

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

## Human Resources Board Report May 2007

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

### Focus on Learning

- Support supervisors in developing their skills and implementing processes related to classified position competencies and performance development plans

**Progress to date:** Training sessions for supervisors were conducted by HR staff on competencies, performance development plans, and the WPEA agreement each quarter of the academic year. The most recent trainings were held April 12 on competencies and April 25 on Performance Development plans.

- Provide training on processing investigations, complaints, and grievances, including harassment and discrimination

**Progress to date:** A training session on processing investigations, complaints, and grievances was held at the College at WSU-Vancouver on May 4, 2007. This is important training for supervisors and managers and feedback on the session confirmed the need for this training. Additional training sessions will be held next year.

The Director for Equity and Diversity conducted a training session for staff of The Independent on diversity and college non-discrimination policies and procedures.

### Respect for Differences

- Conduct diversity audit and develop diversity plan

**Progress to date:** The Cultural Pluralism Committee is working to compile information and data gathered from the diversity survey. A report will be made available to the college community by the end of Spring Quarter. The Trustees will receive that information at the June Board meeting.

### Workforce Development

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

**Progress to date:** Thanks to the efforts of many screening committee members, faculty, staff and students, and a dedicated Human Resources staff, faculty recruitments are winding down. Eight of the fourteen positions have been filled:

- Art Photography - Senseney Stokes
- Health Occupations - Lisa Watts
- Mathematics - Chris Milner
- Music - Richard Inouye
- Nursing 2 positions: Rebecca Ellis and Cynthia Meyers
- Economics - John Fite



- Political Science - Michael Ceriello

Biology and Computer Science positions will be reopened in 2007-08

### **Broad-based Partnerships**

- Promote environmental conservation and develop emergency response partnership

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

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

**Progress to date:** Human Resources hosted Earle Cleaver, visiting from Australia on a 5 week Rotary Exchange to talk about diversity related topics. Mr. Cleaver works in Melbourne with an organization the equivalent of the U.S. National Parks Service and shared their efforts in working with the indigenous populations of Australia.

The Director for Equity and Diversity participated in a focus group hosted by the Vancouver School District on education and their strategic plan.

### **Management Excellence**

- Update HR web page and develop on-line application

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

- Promote positive communication and college environment

**Progress to date:** Six employees were nominated for the Winter Quarter 2007 classified excellence award:

- Nancy Abel, Production Printing
- Susan Harding, Library
- Lenore Kennedy, Plant Services
- Joan Raney, English
- Sandra Solis, Running Start, Student Affairs
- Susan Taylor, International Programs

Susan Harding was selected as the recipient of the Winter Quarter 2007 classified excellence award at a May 7 awards reception. Susan is a Library and Archives Paraprofessional 4 in Cannell Library and has been with the College for over 23 years. She was recognized in her nomination for her work with the Library catalog records as well as maintaining and preserving the condition of the print collections. "Susan began her career at Clark College in a library that used 19<sup>th</sup> century technologies and she has been integral to moving Cannell Library into the 21<sup>st</sup> century. Susan's skills and enthusiastic participation were pivotal to the library's conversion from print to digital records, automation of the library catalog, migration to the current Web based system and participation in the Summit union catalog. Cannell Library's records were migrated flawlessly from system to system in large part thanks to Susan's accuracy and oversight".

**Progress to date:** The WPEA Labor Management Committee meeting was held on April 19, 2007. Topics of conversation included: Custodial Teambuilding workshop, Notices on Administrative/Exempt Evaluations, Perceptions of Union Job Representatives, Power Outages, Testing in Baird Administration Building and the College Climate Task Force.

**Progress to date:** A reception honoring 2007 Clark College retirees will be held on May 23 from 3:00-4:30 in the Gaiser Hall Student Center. Retirees this year include:

- Christine Bauman, ABE Instructor at Larch Corrections, 19 years of service
- Jim Cowen, Computer Science Instructor, 36 years of service
- John Martin, Biology Instructor, 32 years of service
- Claudia Rowe, Secretary in Health Services, 21 years of service
- Robin Terjeson, Dean of Math, Physical Science and Engineering/Computer Science, 34 years of service

#### **Appointments/Reallocations/Resignations/Retirements**

Jo Ann Ames was reallocated to Program Manager A in the Community Education program of Workforce Development and Continuing Education effective February 1, 2007. Jo Ann has been with the College since October, 1982.

Kris Barnum was appointed to the full-time permanent exempt position as Workforce Development Program Manager in Workforce and Continuing Education effective May 1, 2007. Kris has been with the College since January, 1984.

Lisa Hartl has resigned from the seasonal classified position as Grounds and Nursery Specialist I effective December 31, 2006. Lisa has been with the college since July 2006.

Jonni Hattershede was promoted to the full-time permanent classified position as Offset Printer Operator Supervisor in Production Printing effective May 7, 2007. Jonni has been with the College since September, 1988.

Richard Inouye was appointed to the full-time tenure-track faculty position as Music Instructor effective September 12, 2007. Richard has a Bachelor's in Music Education from the University of Northern Colorado and a Master's of Music from the University of

Colorado at Boulder. He has previous work experience with The Colorado College, University of Colorado at Boulder, and the United States Air Force Academy Band.

Lamonte Powers has resigned his position as Offset Duplicator Operator in Production Printing effective May 4, 2007. Lamonte has been with the College since April, 2001.

Senseney Stokes was appointed to the full-time tenure-track faculty position as Art/Photography Instructor effective September 12, 2007. Senseney has a BFA in Textile Design from Rhode Island School of Design and an MFA in Photography from the University of New Mexico. She has previous work experience with Ashbrook Independent School, Bennington & Williams Colleges, University of New Mexico, Rhode Island School of Design and Clark College.

Lisa Watts was appointed to the full-time tenure-track faculty position as HEOC (Health Occupations) Instructor effective September 12, 2007. Lisa has a BA in Zoology from State University of New York Oswego and a Doctor of Osteopathic Medicine from Western University of Health Sciences. She has previous work experience with Doctor's Family Clinic and Immediate Care, Oak Grove Family Medical Clinic, and Crouse Irving memorial Hospital.

**Vacant Positions**

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

Custodian, two full-time permanent classified positions in Plant Services; closing date: March 22, 2007.

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

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

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

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

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

Fiscal Specialist 2, full-time permanent classified position in Plant Services; closing date: April 16, 2007.

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

Program Support Supervisor 1, full-time permanent classified position in Admissions; closing date: April 30, 2007.

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

Faculty positions:

ABE Instructor, Full-time Special Programs, Larch Corrections; closing date: May 7, 2007  
Art History, closing date: February 22, 2007  
English Instructors (1 tenure track; 1 non-tenure track): closing date: February 28, 2007  
ESL Instructor; closing date: February 28, 2007

**Additional highlights:**

The Association of College Employees (ACE) continues to do great things at the College sponsoring events to raise funds for scholarships for employees and family members of employees. The recent ACE book sale resulted in raising close to \$900 towards scholarships. The committee recently granted 6 scholarships to employees or family members attending Clark College or other Colleges, including 2 Running Start students who will receive funding for books.

Employee Development continues to offer a broad array of training opportunities to the College community. In addition to examples listed elsewhere in this report, examples of events in April include: Moving Beyond Conflict; Diversity Training; Slaying the Myths of Disabilities; Reading a Budget Report; Why Older Workers Get Injured in the workplace – and What you Can do to Prevent it. In addition the 2006-07 Leadership cohort is finishing up a year of activities and held a graduation reception on May 18. Applications for the 2007-08 Leadership Academy have been solicited and the cohort will be selected by the end of May. In addition, training opportunities and teambuilding activities have been offered for individual departments including: Instructional Administrative Professionals, Financial Aid, and Plant Services. Many of the activities offered by Employee Development are supported by the Clark College Foundation.

Katrina Golder  
Associate Vice President of Human Resources  
5/11/07

## **Planning and Advancement Report May 2007**

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

### **Focus on Learning**

- ◆ **Collaborate with Instruction to document assessment of student learning outcomes.**

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

Research analysts have assisted faculty with project design and data analysis for department and assessment projects in English, Math, Biology and Chemistry. Projects range from follow-up transfer performance to impact of teaching methods on learning to a comprehensive analysis of norming in English 101.

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

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

The three college task forces (Prepared to transfer, Prepared for work, and Basic Skills) are reviewing 2005-07 strategies and their effectiveness. Final numbers documenting our performance will be released by SBCTC in August/September.

A Student Achievement Task Force, convened by SBCTC, has been developing a new set of performance measures with a goal of increasing student educational attainment. It is anticipated that targets will be tied to individual college funding in the future. More details on the recommendations of the Student Achievement Task Force will be released as they are approved by SBCTC.

- ◆ **Support professional development opportunities for P&A staff.**

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

Susan Maxwell, Anita Kay and Candy Bennett attended the Pacific Northwest Higher Education Teaching and Learning Conference in Vancouver on May 2-4. Presentation topics focused on student learning outcomes, measurements, research and effectiveness initiatives at colleges throughout the Northwest.

### **Access to Education**

- ◆ **Identify and submit technology and distance education grants.**

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

Barbara Gibbs, Senior Program Officer for Meyer Memorial Trust (MMT), conducted a very positive site visit on May 9 at the Clark Center with Travis Kibota, Shelly Quint, Glen Jenewein and Kitty Brokaw. This was an opportunity for MMT to gather background information related to Clark's grant request being voted on by the MMT Board of Trustees in June 2007. In February 2007, we requested \$150,000 over three years to assist in the creation of a Licensed Practical Nurse (LPN) distance learning program.

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

**Progress to date:**

Individual reports have been prepared for high schools and will be mailed to principals in late May. Reports include data reflecting the number of students who come to Clark College from each high school, the average COMPASS test scores, Tech Prep enrollments and transitions, and Running Start enrollments and follow-up.

**Workforce Development**

- ♦ **Collaborate with Workforce and Instruction to identify funding opportunities in workforce areas.**

**Progress to date:** The Chemistry Department submitted a Course, Curriculum and Laboratory Improvement (CCLI) proposal to the National Science Foundation for \$119,350 over two years. This proposal would allow Clark to develop hands-on experiences in Nuclear Magnetic Resonance (NMR) spectroscopy for students, to revise existing experiments in organic and general chemistry curriculum, and to obtain an Anasazi Instruments, Inc. EFT 60 MHz NMR spectrometer for student use. Funding decisions will be made by November 2007.

Clark College's Mechanical Engineering department is a partner on another NSF - CCLI grant submitted by WSUV (lead institution) to develop lecture and laboratory materials in nano-device design and fabrication for implementation into the undergraduate mechanical engineering curriculum. If the total request is funded (\$200,000 over two years), Clark would receive \$30,000.

- ♦ **Develop resource guide to locate demographic and labor market information to assist in projections of enrollment and economic impacts.**

**Progress to date:**

Web links have been sent to individual users of information on campus. This resource will be presented to Executive Cabinet mid May.

**Broad-based Partnerships**

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

**Progress to date:**

Interim President Knight and Candy Bennett held their quarterly update meeting with local congressional representatives, Mindi Linnquist, Bob Dingethal and Amanda Dotson on May 10. Information-sharing about college activities and priorities and progress in legislation at the federal level followed a tour of the Clark Center at WSUV by Robin Terjeson and Shelly Quint.

George Reese, Director of Instructional and Vocational Services, has been invited to represent Clark College at Congressman Baird's press conference in late May where the Congressman will announce formation of a new Career and Technical Education Caucus to highlight the importance of career and technical education in the U.S. and strengthen congressional support for these programs.

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

**Progress to date:**

Interim President Knight and Candy Bennett provided a campus tour for state Representative Ed Orcutt on May 10. Letters of appreciation were sent to all state legislators for their strong support of Clark College during the 2007 session.

**Management Excellence**

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

**Progress to date:**

An Accreditation Survey designed to gather information for the work of the standards committees was completed by 315 college employees and over 750 students. Dedicated time has been scheduled as part of Fall Orientation for accreditation standards committees to prepare first drafts of the self study. Final versions of first drafts will be due October 15. Dr. Rita Carey has agreed to serve as editor for the document.

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

**Progress to date:**

At a work session on May 1, members of Executive Cabinet reviewed and prioritized new budget requests for 2007-08, Year 4 of our Operational Plan. Out of that process, two lists were developed and ranked resulting in 16 one-time funding requests and 48 permanent funding requests. Once the college receives information from SBCTC about our operating budget, as well as other sources of funding, we will be able to determine how many items on the prioritized list we will be able to fund.

**Additional Highlights**

2007 PACE: An email announcement of the availability of the college climate survey, Personal Assessment of the College Environment (PACE), was sent to the college master list. Responses to 2007 PACE will allow the college to assess current feelings of college employees about the college climate and to determine if we have made progress since last year.

Disability Support Services Survey: Staff collaborated with Disability Support Services to design an accessible survey for students to assess the effectiveness of disability support services.

Candy Bennett  
Executive Dean of Planning and Advancement  
May 11, 2007

## **Workforce Development & Continuing Education**

### **May 2007**

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

#### **Focus on Learning**

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

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

In May, the Travel Studies program offered specialized cultural and educational tours to New York City and Chicago. The New York City tour was full with 38. It included three Broadway plays, a theater program at the famous Roundabout Theatre Company, tours of the Statue of Liberty, Ground Zero, Rockefeller Center and much more. The Chicago tour included visits to the Chicago Art Institute, Field Museum of Natural History and Chicago Historical Museum, as well as visiting Lincoln historical sites and the new Lincoln Museum in Springfield.

Community Education will offer outstanding new Summer courses, including "Green Building and Climate Change", "Summer Gardening Combo", "Dance Crash Course for Weddings", "Wordsplatter: Freewriting and Storytelling", "All Ages Star Party" with Dick Shamrell, and a series of three inexpensive "Family Fun Nite At the Movies".

In partnership with the Clark College Alumni Association, Continuing Education will offer the annual No-Hassle Mariner's baseball game, against the Cincinnati Reds, on Sunday, June 24. In addition, we are offering a new cultural experience with two "Growing Up in Iran" Dinner Lectures in June and July, featuring Speaker Ara Serjoie, Foundation Vice President of Development. We are excited to form an Alumni-Foundation and College partnership to bring "Found Alumni" back to Clark College.

#### **Access to Education**

- ◆ Cross-list credit courses within the Professional Development quarterly schedule.

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

Professional Development is cross listing two Data Networking and Telecommunications (DNET) classes "Desktop Support Technician" & "Cisco CCNA 1: Network + CCNA Network Basics" in the Summer 2007 quarterly schedule.

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

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

On May 4, Tech Prep staff teamed up with the Women in Trades' Career Fair. Approximately 500 students, including students from the Clark County Skills Center Hudson's Bay and Columbia River High Schools participated in the career fair. Over 55 companies, including Clark College, held exhibits and offered information on non-traditional careers for women.



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

**Progress to Date:**

The Web Design (CTEC 122) articulation with Mountain View, Evergreen and Heritage High Schools has been approved. The Medical Administrative Assistant (BTEC 110, 111) articulation has also been approved for Evergreen High School. Students meeting the requirements for these articulations will be able to receive college credit for the 2006-07 school year.

**Respect for Differences**

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

**Progress to Date:**

The Worker Retraining Program purchased several ads in the Columbian Newspaper to promote enrollments and to provide public information regarding new expanded eligibility criteria for Worker Retraining enrollment. The Worker Retraining Program also provided over \$12,000 in support of the *Pathways to your Future Career Information & Job Fair*, held at the Vancouver Hilton on May 2, and drew over 2,000 participants.

A special Mature Learning Computer scholarship targeting African American retired students in honor of leader Jennie T. Kemp was offered to three students for the Mature Learning "Computer E-Mail" course.

For the fourth year, the Continuing Education department sponsored World T'ai and Qigong Day on Saturday, April 28 in the Andersen Plaza. This event attracted 170 community participants. More than 10 schools were present. Plans were initiated with Rick Zhang, President of the Vancouver Chinese Association, to offer co-programming in the 2007-2008 year.

**Workforce Development**

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

**Progress to Date:**

Corporate Education has been approved for over \$214,000 in JSP training for the 2007-08 fiscal year serving 160 incumbent workers with training at seven local employers representing the following industries:

- ◆ Industrial manufacturing
- ◆ High Tech manufacturing
- ◆ High Tech service delivery

An additional \$33,000 is pending review for the June 6 session. As a result of these activities Clark College is now recognized as a leader in the State for Job Skills Program grants.

Customized Training has secured new training contracts with four local companies for combined projected revenue of \$15,160.

### **Broad-based Partnerships**

- ◆ Develop, maintain and enhance relationships with institutional partners (CREDC, SWWDC, SBDC)

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

Corporate Education in partnership with the Columbia River Economic Development Council (CREDC), the Southwest Workforce Development Council (SWWDC) and the Small Business Development Center (SBDC) sponsored the second in a series of Business Practices events on May 9. The event was held at the Hazel Dell location of IQ Credit Union and attended by approximately 50 from local businesses and community agencies.

- ◆ Partner with private organizations to deliver high quality training to niche markets.

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

In partnership with Corning Cable *FTTP: Introduction to Products & Tools* was taught in May for Verizon employees, generating \$17,545 in projected revenue.

- ◆ Increase awareness of career and earning potential in Professional Technical Fields

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

Clark College Tech Prep has partnered with the Clark County Skills Center to create pre-apprentice opportunities for Skills Center students. The Tech Prep & Apprenticeship manager has met with four local construction apprenticeship sponsors to create contracts between each sponsor and the Clark County Skills Center.

### **Additional Highlights**

- ◆ Workforce Education hired Kris Barnum as Program Manager for the WorkFirst program. Kris has an extensive background at Clark College as both a manager and in direct student service. She has an M.S. in Vocational Technical Education from Washington State University, and a B.S. in Education from Washington State University.
- ◆ On April 27, Tracy Reilly Kelly, Interim Director of Continuing Education with the help from the Mature Learning advisory committee gave eight senior citizens from Joyu, Japan Vancouver's sister city a tour of Clark College. The tour included a visit to a Mature Learning Computer Class and shopping at the Clark College Bookstore.
- ◆ Six Professional Development classes ran in April serving 50 students and generating \$10,450 in revenue.

Todd Oldham  
Interim Executive Dean  
Workforce Development & Continuing Education

## **Communications and Marketing Report**

### **May 2007**

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

#### **Focus on Learning**

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

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

Program sheet reprints to support Clark participation in career/recruitment fairs.

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

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

Lead graphic designer Wei Zhuang and publications designer Pat McDonald continue to coordinate this project. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print materials, their work for May includes an English as non-native language brochure, International Programs front cover binder design, International Programs Web design and graphics, Alumni Association annual meeting postcard and invitation, Instructional division Web template design, Continuing Education schedule cover, Career & Employment Services poster, International Programs dinner invitation, 2007-08 Student Handbook, signage for O'Connell Sports Complex, Distinguished Lecture Series advertisements (nine insertions), 2007 Commencement advertisement for *The Columbian*, 2008 Presidential Debate Committee letterhead, Cinco de Mayo promotional materials (poster, flyer, Web ad, program) and the 2007-08 *Clark College Catalog* cover design.

#### **Communications Specialist Erica Schwenneker:**

- Assisted in the coordination of content and cover design for the 2007-2008 student handbook.
- Led the production and publication of the early fall and summer 2007 class schedules.
- Wrote and published the April issue of *The Clark Journal* featuring articles on the college-wide discussion forums on being a learning-centered institution and an update on the 2008 accreditation process.
- Assisted with the development of promotional plan and materials for the Eastern Washington University Bachelor of Science Technology program.
- Revised and shorted schedule production timelines for 2007-2008 schedules.
- Coordinated the revision and printing of commencement and GED/high school completion ceremony materials including scrolls, VIP reception and Foundation invitations and program covers.

In addition to their ongoing graphic design work, graphic designers Wei Zhuang and Pat McDonald presented eight logos (two from phase one, five new designs and the current logo) at college forums for input from the college community as part of phase two of the proposed logo redesign. Two forums were held at our main campus, one at the Clark College at Town Plaza and another at Clark College at Washington State University Vancouver. If a new logo is adopted, the goal will be to design product templates (e.g. letterhead, envelopes and business cards) to be ready for use in the new academic year.

- ♦ Increase online registration at Clark College.

**Progress to date:**

Online registrations reached 67% for spring quarter among continuing students. The objective for summer quarter is to increase online registration to 70% for continuing students. Open registration for summer quarter for all continuing and admitted students began on May 9. There will continue emphasis on increasing online admissions (e.g. Quick Step) for summer quarter.

**Access to Education**

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

**Progress to date:**

Information from the current program sheets is being inputted as part of the testing and ongoing development of a database.

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

**Progress to date:**

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi have nearly completed phase two of the Internet redesign, working with the college community to migrate all pages into the new look and onto the new site. Their work includes ongoing dialogue with Marjorie Hirsch to discuss a redesign of the Web area for the Archer Gallery.

In addition to ongoing updates to both the Internet and Intranet sites, progress includes continuation of migrating existing Web pages from the Cold Fusion server. Additional highlights included the Futures Day online RSVP and construction of an application to enhance the graphics request form on the Intranet to allow better tracking of projects by designers and customers.

## Respect for Differences

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

### **Progress to date:**

Recent issues of *Clark 24/7* have included stories on a visit by the Osaka Sekei Girls High School Guitar Mandolin Club, the 2007 Sakura (cherry blossom) festival, and the Latino Club & Multicultural Student Affairs' Cinco de Mayo celebration.

The use of publications to reach diverse audiences will continue as part of summer quarter enrollment advertising.

## Workforce Development

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

### **Progress to date:**

A new advertisement has been developed to promote the benefits of Clark College's Corporate Education department in the greater metropolitan area. The advertisement will run in the *Portland Business Journal's* Education Focus section on May 25.

## Broad-based Partnerships

- ◆ Expand learning opportunities outside the classroom through creation of a Distinguished Lecture series.

### **Progress to date:**

The Clark College Distinguished Lecture Series welcomed Richard Clarke, counterterrorism czar and author of "Against All Enemies," on May 7. Two lectures were held. They included an afternoon student lecture and an evening keynote lecture. An estimated 450-500 students, faculty, staff and community members attended the events.

## Management Excellence

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

### **Progress to date:**

The college marketing plan is being revised to align with the 2007-2009 Enrollment Management Plan and will be completed in June.

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

- Summer Quarter Marketing
  - Open registration advertising

- Web advertisements completed
  - Print advertisements completed
  - Radio advertisements completed
- Quick Step applications
  - Web advertisements completed
  - TV and radio advertisements in process
  - Print advertisements in process (via Worker Retraining funding and approval by Instruction)
- Computer Technology (CTEC) Recruitment Marketing
  - Digital Future Day event
    - Advertising, direct mail and marketing materials completed
    - Event postponed until fall 2007 (date to be determined)
  - Eastern Washington University Bachelor of Science in Technology program
    - Advertising, direct mail and marketing materials completed for summer/fall enrollment
    - Printing of marketing materials in process
- “Clark on the Road” marketing
  - Wy’east Middle School event advertising, direct mail and marketing materials completed
- 2007 Pathways to the Future Career Fair
  - Event advertising, direct mail, signage and marketing materials completed
- ABE/GED and ESL brochures
  - Brochures developed
  - Printing of marketing materials in process
  - Translations in process
- Advisory Recognition event
  - Invitation– completed
  - Advertising and marketing materials produced
- Nursing Assistant Certified Program
  - Fall marketing materials developed
  - Photos to be determined
  - Printing in bidding process
- I-BEST
  - Marketing materials in development
  - I-BEST logo in development

### **Additional Highlights**

- The 2006 Clark College annual report, *Connecting with Our Community*, has been published and is being distributed internally and externally.
- Executive Assistant Marta Dragomir is participating in the Management Team Volunteer meetings to assist in defining Management Team’s role, objectives and membership.
- Communications Specialist Erica Schwenneker is the Communications & Marketing representative on the commencement and GED/high school completion ceremony committee.

Barbara Kerr  
 Executive Director of Communications and Marketing  
 May 11, 2007

## Foundation Report to Board of Trustees May 2007

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

### Broad-based Partnerships

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

**Progress to Date:** Foundation staff made contact with 150+ donors through personal phone calls, personal visits, and/or written acknowledgements. Fourteen corporate proposals and gift negotiations are in process. April 18 marked the largest attendance at an Alumni Student Dinner to date. "Save the date" cards were mailed for the May 31 Savoring Excellence reception honoring donors and recipients of the 2007 Presidential Awards for Excellence.

- ◆ Strengthen relationship between the College and the Foundation

**Progress to Date:** Meetings were held with Welding Technology and staff, the Interim Director of Instructional & Vocational Services, Interim Dean of Business Technology, Interim Dean of Library Services, the Director of Basic Skills, and the Computer Technology Division Chair.

Foundation staff members participated in Clark's Business Advisory Committee, Foundation Funds Allocation Committee, Facilities Master Plan Steering Committee, College Council, Instructional Council, College Cabinet, the Board of Trustees meeting, Accreditation Standard #7 subcommittee meeting, and the monthly New Employee Success Training.

### Management Excellence

- ◆ Improve administrative processes.

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

Work continues on updating the Foundation Board policy manual. To date, changes have been addressed in the areas of Gift Acceptance, Investments, and Nominating/Governance.

In an effort to enhance staff productivity, the Foundation has been conducting monthly performance evaluations. Staff feedback to date has been positive with respect to more clarity of accountability for designated responsibilities.

Foundation staff has been actively engaged in the creation of the 2007/08 budget. This budget is closely aligned with the process created at the College and works to assist in meeting the College's needs from a philanthropic perspective.

- ◆ Become cohesive fundraising staff.

**Progress to Date:** The Foundation's VP of Development participated in the 15<sup>th</sup> annual CASE Conference for Institutionally-Related Foundations. The Systems Manager also participated in an information technology conference for nonprofits, and several other staff members attended a Leadership Academy class on "Moving beyond Conflict" presented at Clark College.

Lisa Gibert  
President



To: Bob Knight, Interim President

From: Phil Sheehan, Interim Vice President of Administrative Services

Date/Ref: May 15, 2007/PS50

Subject: Foundation Funds Allocation - Recommendations

Each year, the Clark College Foundation provides money to the College. Funding requests, which originate with College departments and programs, are reviewed by the College's Foundation Funds Allocation Committee, which in turn makes recommendations to the President. The Committee recommendations are included on the attached spreadsheet.

These funds include the restricted Roy G. Andersen Endowment established to support vocational programs as well as unrestricted Foundation funds. That designation is reflected on the attached list.

The Foundation Funds Allocation Committee has completed its work and recommends the attached list to you and the Board for approval. A total of \$803,946 is recommended, of which approximately 80% is restricted Andersen Endowment funds. A total of 49 requests for \$1,120,704 were reviewed; 28 are recommended for funding.

The Committee worked with the departments to fund the highest priorities and the most important elements of the requests. There is a general feeling on campus that the Committee process is open and fair. The credit for this goes to the Chair, Dwight Hughes, and the rest of the Committee members who put in a great deal of effort on this recommendation.

Members of the Committee include:

- Dwight Hughes, Chair - Business & Technology
- Karl Bailey - Math, Physical Science and Engineering
- Chris Beaudin - Classified Staff
- Barbara Chen - Foundation Staff
- Lisa Conway - Social Science and Fine Arts
- Rassoul Dastmozd - Vice President of Instruction
- Lisa Gibert - Foundation Staff
- Don Gonser - Vocational-at-Large
- Andrew Kartchner - Student Representative

Bob Knight  
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May 15, 2007

- Jan Oliva - Foundation Board
- Joe Pinzone - Foundation Board
- Nicole Porter - ASCC Representative
- Rick Rausch - Science, Health, and Physical Education
- Rachel Ruiz - Vice President of Student Affairs
- Judy Schilz - Classified Staff
- Phil Sheehan - Interim Vice President of Administrative Services
- Rachel Stansbury - Foundation Staff
- Sandra Woodward - Basic Education, English, Communications and Humanities

The Committee's recommendation has been reviewed and endorsed by the Executive Cabinet and is submitted to you and the Board of Trustees for approval. If approved, the request will be forwarded to the Foundation for their review and approval. Please let me know if you have any questions.

th

Attachment

cc: Committee Members

**Foundation Funds Allocation Committee  
2007 - 2008 Recommendations**

Department	Proposal Name	Restricted	Unrestricted	Project Description
Computing Services	Macintosh Xserver	\$2,800	\$14,231	To purchase a Macintosh Server that all Macintosh computers will can be connected to.
SHAPE	HEOC Access Database	\$24,000	\$12,000	To develop a SQL database for use in the evaluation of all HEOC programs applications for admissions into competitive HEOC programs.
Athletics	OSC Gym Sound System		\$18,600	To improve the quality of the sound system in the gym because the current systems is not audible when playing music or speaking.
Agriculture/ Horticulture	Greenhouse Modernization	\$10,215		To renovate greenhouse systems to renew original plant growth rates and quality, and to improve environmental performance.
Art	Slide Scanning Project		\$15,140	To hire a one-year, part-time, Information Technology Tech I to scan slides collection to digital media.
Automotive Technology	Toyota Scantools	\$28,106		To support the T-TEN program by purchasing the new diagnostic testers.
Automotive Technology	Fluid Exchange Machines	\$3,199		To purchase seven preventive maintenance machines that will allow students to provide these services and use the equipment that is now used in the service industry.
Culinary/ Baking	Spiral Type Bread Dough Mixer	\$4,035		To enable the Bread Program to stay current with mixing technologies. It will prolong the lifespan of the Hobart Mixers currently in use.
Culinary/ Baking	Chocolate Tempering Machine	\$1,338		To allow students from Chocolate and Pastry Arts programs to temper and prepare dark, milk and white chocolates simultaneously and streamline production.
Culinary Arts	Walk-in Refrigerator and Storage Area	\$63,568		To allow the department to better spread out refrigeration needs and teach students proper techniques.
Business & Technology	Machinery Mechanics Tool Set	\$21,398		To purchase a set of Master Mechanics tools and tool storage to be used to support the repairs and fabrication of equipment for the vocational programs at Clark College.
Chemistry	General and Organic Chemistry Instrumentation	\$2,703	\$2,703	To replaceme aging equipment and additional new equipment for the general and organic chemistry labs. Will increase hands-on instrumentation experiences, increase the number of lab experiments, introduce them to more modern analytical techniques.
Dental Hygiene	Magna Clave Steam Stabilizer	\$14,055		To purchase a Magna Clave Steam Stabilizer for the dental hygiene clinic sterilization room because the current one is no longer functioning at acceptable levels to guarantee that instruments are sterile for use on patients.
Dental Hygiene	Thermal Disinfectior	\$7,032		To purchase a piece of equipment that is integral part of the process of preparing instruments for sterilizations.
Diesel Technology	Training Module	\$45,000		To purchase a modern diesel engine and an air brake simulator that simulates the operation of a diesel powered truck and its braking system operation.

Foundation Funds Allocation Committee  
2007 - 2008 Recommendations

Department	Proposal Name	Restricted	Unrestricted	Project Description
DNET	DSL Switches	\$50,559		To provide DNET students hands-on training with DSL equipment which is a widely available method for connecting to the Internet for both business and residential customers.
Fitness Trainer	Fitness Trainer Program	\$6,242		To purchase several items for the Fitness Trainer program due to the upcoming remodel of the OSC building that will include 2 new classrooms.
Fitness Trainer	Health & Physical Education Division		\$15,172	To purchase 1 Precor Treadmill, 1 Elliptical Machine, 1 Recumbent Bicycle, and 2 Concept Rowing Machines.
Library	ERMS System	\$12,911	\$12,911	To add an Electronic Resource Management System to its existing online library catalog system that will enable the library to improve student access to all available information resources.
Library	Laptops at the Library	\$7,500	\$7,500	To purchase 21 heavy-duty laptop computers to check out to students for short term loan. Having 21 laptops will almost double the number of library computers available to students using library resources.
Nursing	Sim-man Patient Simulator	\$31,776		To purchase a second simulator that will decrease the wear and tear on the current mannequin and allow the faculty to better serve students by allowing them to run two simulators at once.
Welding Technology	CNC Cutting Machines	\$60,404		To replace our optical line burning machine that was purchased in 1983 and in need of major repairs.
<b>Permanently Funded Grants</b>				
Computing Services	Computer Replacement	\$174,000	\$43,500	To replace the computers in various student labs in accordance with the College's three-year replacement plan.
Workforce Development	Displaced Homemaker Center	\$800	\$800	To provide emergency funds for students in the Displaced Homemaker Program who are in job skills training.
Health Services	Emergency Medical Fund	\$500	\$500	To provide medications and supplies to students who either have inadequate insurance or no insurance.
Human Resources	Staff Excellence Awards	\$1,125	\$1,125	To provide two \$1,000 awards to classified staff in recognition of performing their job above and beyond their normal duties.
Human Resources	Staff Development Funds	\$10,500	\$24,500	To fund continuing staff training and development for classified, administrative, and exempt employees.
Office of Instruction	Foundation Faculty Development Funds	\$36,050	\$15,450	To allow each division development funds to enhance divisional/departamental goals. The funds will provide for items not funded by the institutional budget.
<b>2007-2008 Total Granted</b>	<b>\$803,946</b>	<b>\$619,815</b>	<b>\$184,131</b>	

**MINUTES OF THE BOARD OF TRUSTEES**  
**Clark College, District No. 14**  
**April 23, 2007**  
**Penguin Student Union Building Rooms 258B & C**

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

Administrators: Bob Knight, Interim President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Katrina Golder, Associate Vice President of Human Resources; Leann Johnson, Director for Equity and Diversity; Candy Bennett, Executive Dean of Planning and Advancement; Barbara Kerr, Executive Director of Communications and Marketing; Wonder Baldwin, Executive Assistant to the President; Karen Wynkoop, Director of Business Services; Jennifer Grove, Operations Manager for Administrative Services; Alex Montoya, Interim Dean of Enrollment Services; Joe Renouard, Interim Director of Workforce Education; Tracy Reilly-Kelly, Program Manager for Mature Learning/Travel Studies; Dr. Robin Terjeson, Dean of Math, Physical Sciences and Engineering; Dr. Ray Korpi, Dean of Basic Education, English, Communications and Humanities; David Daugherty, Interim Director of Computing Services; Todd Oldham, Interim Executive Dean of Workforce Development & Continuing Education; Miles Jackson, Interim Dean of Social Science and Fine Arts; Kitty Brokaw, Director of Grants Development

Faculty: Charlene Montierth, Tim Cook, Marcia Roi, Keith Stansbury

Staff: Wei Zhuang, Pat McDonald

Students: Amanda Mayoral

Others: Michael Shinn, Assistant Attorney General; Tom Vogt, Lisa Gibert, Foundation President; Don Mattison

**I. CALL TO ORDER:**

The meeting was called to order by Chair Rhona Sen Hoss at 5:15 p.m.

**II. BUSINESS MEETING**

**A. Review of the Agenda**

Chair Sen Hoss reviewed the agenda and stated there are no adjustments to the agenda. She asked that those making statements from the audience provide their name and association. She also noted that comments will not be recorded verbatim in the minutes; the recorder will note only their name and association. Chair Sen Hoss requested the audience keep their statements to two minutes in order to provide adequate time for everyone to speak.

**B. Statements from the Audience**

There were no statements from the audience.

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

Chair Sen Hoss congratulated Trustee John White on being selected as the 2007 First Citizen and announced that there will be a reception to honor him on Tuesday, June 12, 2007. She also presented him with a promotional video on Creating Opportunities for Washington's Community and Technical Colleges.

Trustee Addison Jacobs commented that the reception for the Tenured Faculty was very nice. Chair Sen Hoss commented on the tour of the "T" Building that was conducted and how nice the building looks now that construction has been completed.

Chair Sen Hoss stated that she would like to address the Board of Trustees recent executive session regarding the Presidential Search Update. Chair Sen Hoss announced that at the Board of Trustees April 19 executive session the Board of Trustees discussed a public employee's job performance and as a result of that discussion she announced that the Board of Trustees is bringing forth a viable candidate for consideration as the president of Clark College.

Chair Sen Hoss stated that in the past nine months as acting president and in his current position as Interim President, Bob Knight has demonstrated many of the qualities and leadership skills of a president. We would like to explore as a Board and with input from students, faculty, staff and the community candidate Robert Knight.

Chair Sen Hoss noted that consistent with the process for presidential finalists, the Board has asked Interim President Knight to conduct public forums within the next month in order to solicit input from a variety of constituencies. These forums will provide an opportunity for members of the college, foundation and community to talk about their hopes and aspirations for the future and for Interim President Knight to lay out his vision for the college if he were to serve as the next permanent president.

Chair Sen Hoss stated that the board will take input from the forums into consideration and, at their May meeting, will report back to the college and the community on what they believe the next step should be.

Chair Sen Hoss added that the board realizes that this process is a different path than we initially envisioned in terms of a national presidential search. However, she stated that the board would be remiss in their responsibilities if they failed to consider a highly qualified person who, quite frankly, is right in front of them. She noted that this is an opportunity that the board strongly feels must be explored.

Chair Sen Hoss stated that she knows that this is a surprise to many and noted that there will be more information on presidential search process on the College's website and there will be a link to the presidential search page and she also added that the Board will be asking Ms. Katrina Golder to assist with the next phase. Chair Sen Hoss also asked Ms. Barbara Kerr to work with the Board of Trustees after this meeting to provide the updated presidential search information on the presidential search page of the College's website.

Trustee Kim Peery stated that as the prior Board Chair of the College, upon the presidential opening and as the co-chair of the search committee, he stated that he wanted to provide clarification so that folks have a clear picture of what developed. Trustee Peery stated that when he approached Interim President Knight regarding accepting a short-term and possibly an Interim President term on the presidency, one of the questions he asked was if he would consider himself a candidate for the presidency. Trustee Peery stated that at that point Interim President Knight stated that he did not have a desire to pursue the presidency for Clark College. Trustee Peery asked that folks understand that Interim President Knight at no time approached the Board of Trustees or any board member about a change of heart or asked to be considered as a candidate for the president of Clark College. Trustee Peery stated that the Board of Trustees approached Interim President Knight about reconsidering becoming a candidate for the presidency of Clark College. He added that this is a very important distinction to make. Trustee Peery stated to everyone that he wanted this point understood that there has been good faith on Interim President Knight's part all the way through in terms of his understanding and agreement of accepting the Interim position. Trustee Peery noted the Board of Trustees has had an opportunity to work with him and observe him over this period of time to hear input from both the campus and the outside community. It was over this period of time that led the Board of Trustees in thinking in a different direction, he again wanted to clarify this point. Trustee Peery asked the audience to think of the upcoming process as what would take place if the Board of Trustees would bring a finalist to the campus. He also noted that this is the type of process that would be presented to the campus and the community, which is an opportunity to meet, listen and give input to the Board of Trustees regarding the candidate. He stated that as a board member, it would help him greatly if during the input process, if folks could separate the person from the process. He stated that if people have thoughts on the process and then thoughts on the candidate, it would help to separate those and not add the two together.

Trustee Addison Jacobs added that last fall some may recall that the Board of Trustees solicited information regarding what the campus community and community would view as a viable candidate for longevity as the president of Clark College.

She noted that as the Board has experienced and watched Interim President Knight this year, they have noticed that there are some similarities to the descriptions of a commitment to student success, a passion for the college and the community, and a sense of integrity and a sense of collaborative leadership. She stated that the Board of Trustees has witnessed a sense of leadership in Interim President Knight that has brought this campus along and brought a lot of people forward to perform in their role and leadership positions at a high level and noted that the Board of Trustees could not ignore what they were seeing right here in their midst. Trustee Jacobs stated that this is what brought the Board of Trustees to this point in offering Interim President Knight as a candidate for the president of Clark College.

Trustee John White stated that Interim President Knight has had a 9-month job interview and he does not fully understand how the process will work with Interim President Knight interacting with the external and internal communities, but that he feels it is fair to say that the Board of Trustees will be watching this very closely. Trustee White stated that the Board of Trustees will be attending the forums where it is appropriate and he understands that a person is viewed differently when they are wearing the interim label versus when now the Board of Trustees is asking the question, should they be wearing the permanent label. He noted that this is an important distinction that everyone will have a chance to participate in the upcoming forums. Trustee White stated that he encouraged people to participate as fully and vigorously as they can because if this does not happen the Board of Trustees will not arrive at the right answer.

- D. Institutional Report** – Interim President Knight stated that the College Climate Task Force has been formed and the names are listed in his report. He noted that they will be meeting in the near future and coming back with recommendations. He added that a Security Task Force has been formed to assess the security measures that are in place right now to make sure the College is doing the right things in taking precautions to make sure students, staff, and faculty are secure and to deter any incidents such as the one that occurred at Virginia Tech. Interim President Knight stated that he spoke to the City Manager and the Mayor who will provide the name of a police officer to serve on this task force. He noted that the two faculty members that will serve on the task force are Mr. John Jablonski and Mr. John Lundy. Interim President Knight stated that Ms. Jennifer Grove will serve on this task force as well. He stated that this task force will do a quick 90-day assessment to ensure that the College is taking all of the necessary precautions to maintain a secure and safe campus.

Interim President Knight added that the Executive Cabinet attended a grueling two-day off-site meeting to discuss the goals for next year. He mentioned that it took two full days to go through the goals but noted that the meeting was a worth while exercise.



Interim President Knight mentioned the Alumni Student Dinner that was held on April 18, and noted there were a large number of students and alumni in attendance. He also noted that a VICA Skills competition for the colleges in the northwest was held on the campus and noted that there was one held earlier in the year for high school students. Trustee John White inquired about the mission and expectations of the college climate task force. Interim President Knight stated that the college climate task force will provide recommendations to the Executive Cabinet on ways to continue to improve campus morale and provide ideas of ways to improve morale.

Trustee White asked how the College will develop fast track courses with SEH to train employees in math and science skills. Interim President Knight stated that the Workforce Development and Continuing Education staff will work with SEH to develop the fast track courses. Mr. Todd Oldham explained that this training is for an electronics device and will be delivered on-site in collaboration with Instruction. Mr. Oldham stated that Workforce Development and Continuing Education is in the process of determining the needs of the SEH employees and that similar training will be conducted with Wafer Tech. Trustee White asked if the employees were with SEH. Mr. Oldham responded that the training will be conducted specifically for SEH employees. Interim President Knight added that training will occur at the SEH site, as well as on campus.

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

1. **AHE** – Dr. Marcia Roi stated that she met with Dr. Rassoul Dastmozd on March 14 and 15 to discuss the accreditation notebooks. She stated that after the discussion with the WEA representative she noted that it was decided that this was outside of their scope of faculty activities. Dr. Roi stated that she received notice today from Interim President Knight that this issue will be bargained and there will be a resolution to get the accreditation notebooks accomplished. She also noted that faculty want to do a good job on the notebooks, but are feeling stressed with their current workload at this time. Dr. Roi noted that as AHE representatives they are required to represent all faculty. She stated that the faculty interests are being reviewed at this time. She noted they did not want to burn out the instructors and noted they wanted to protect the part-time faculty. Dr. Roi stated that the part-time faculty are part of this process as well. She stated that some part-time faculty were feeling pressured about not contributing to the notebooks and thought that they may not get to teach the classes they wanted. Dr. Roi reassured the faculty that this was not the case. Dr. Roi reiterated that Dr. Rassoul Dastmozd and Interim President Knight have worked hard in the last nine months to maintain the morale on the campus. She recalled a positive comment from a long time faculty, “that this was the best climate she had seen of her 15 years at Clark College.”

Dr. Roi stated that she attended a WEA/Higher Education-AFT Bargaining conference in Federal Way, Washington.

She reported that at this point in time the uniserve council is opening talks with the AFLCIO to become an affiliate. Dr. Roi stated that she is in the process of assembling bargaining teams for faculty salary negotiations. Trustee Peery asked if the WEA is considering the affiliation with AFLCIO. Dr. Roi confirmed that it is the WEA that is considering the affiliation with the AFLCIO. Trustee Peery asked if this includes the AFT as well. Dr. Roi responded not at this time.

Dr. Roi stated that the Board of Trustees is out in the community representing the college, and there are a lot of pieces about what the faculty teaches at Clark College that the Board of Trustees are not aware of. Ms. Roi stated to the Board of Trustees she would like to present a faculty member at each board meeting for about 5 – 10 minutes to describe one of their classes that they teach at Clark College. Ms. Roi introduced Mr. Keith Stansbury, who teaches Computer Aided Systems Design. Mr. Stansbury presented and explained a rocket model that was custom designed, tested and flown by the students. Mr. Stansbury stated that this model is from his Aerospace Engineering class. Mr. Stansbury stated this is a learning experience and a project for the students which requires them to communicate with each other and the community. He stated that he also teaches Robotics. He invited the Board of Trustees to attend any of his classes. Trustee White asked if Mr. Stansbury taught any 3-Dimensional and simulation modeling classes at Clark College. Mr. Stansbury answered that he does not teach any of these classes at the moment but that he does teach a class that uses computer aided drafting, which uses a software called “solidworks” which is a parametric solid modeler. Mr. Stansbury added that this quarter they have started to teach architectural desktop, which is similar to the 3-dimensional software. He noted that the architectural industry is hard to keep up with, since the software becomes obsolete so quickly. He noted that the cost for the software packages are about \$32,000 each. Interim President Knight added that the college also has a “robotics club”. Mr. Stansbury mentioned that Engineering instructor Mr. Izad Khormaei, teaches robotics where students design and build a solar powered car. Mr. Stansbury mentioned that his CAD students attended Mr. Khormaei’s class to design a shelf for the vehicle that the robotics students are designing. Mr. Stansbury stated that he only teaches the “rocket” class once a year due to low attendance.

2. **ASCC** – Ms. Amanda Mayoral congratulated the college for holding the MESA conference at Clark College. Ms. Mayoral announced that the women’s softball game is Friday, April 27<sup>th</sup> and is a doubleheader against Lower Columbia Community College at the Hudson’s Bay field.

Ms. Mayoral stated that the ASCC elections applications are due next Monday, April 30 for all of their ASCC positions. She noted that during the month of May they will have their elections and will bring the candidates for office to the May board meeting.

She mentioned that since the ASCC elections are so late this year, the ASCC discussed a transition plan to require the officers to be more active with the ASCC current officers before they are elected or appointed. This way the new officers will have an opportunity to meet with the other officers before the summer convenes. Ms. Mayoral stated that the Student Alumni Dinner that was held on Wednesday, April 18 was well attended.

3. **WPEA** – There was no representation from the WPEA.

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

1. **Instruction** – Dr. Rassoul Dastmozd stated he had nothing to add to his report.
2. **Administrative Services** – Mr. Phil Sheehan stated that he had nothing to add to the written report but will answer any questions from the Board of Trustees before reviewing the budget status report. Trustee White inquired about the increase in students that are participating in the Student Tuition Easy Payment Plan (STEPP). Mr. Sheehan stated that this nice work was done by Ms. Karen Wynkoop, Ms. Sabra Sand and the student affairs staff. He noted that advertising this program in the Clark College publications was attributed to Ms. Barbara Kerr. He stated that the information was widely disseminated and the results paid off. He added that he expects this program to continue to grow.

Trustee White inquired about the Central Park plan update which incorporates a part of Clark College's master plan as part of their plan. He asked Mr. Sheehan to share any updates on how this has moved forward. Trustee White stated that Mr. Sheehan could wait until a later time if he did not have any updates to report. Mr. Sheehan answered that he has not formulated a complete impression about that process yet and that he only attended one meeting and the next meeting is scheduled for Tuesday, April 24. However, Mr. Sheehan said it seems like the group is cohesive and does not detect any contention in the group. Mr. Sheehan added that he attempted to state Clark College's position at the meeting in honoring the concept of the Central Park idea and his impression was that people seemed satisfied with the direction that things are going. Mr. Sheehan stated that the college will present a more focused picture of this when they have the final meeting and address any comments from the master plan and will present an update to the Board of Trustees at a later time.

Trustee White stated that the message that he has been hearing is that the footprint of the college needs to start thinking more vertical than horizontal. Trustee White stated that this gives the college additional long term goals to think about and knows that the college is already involved in the master planning process.

Mr. Sheehan stated that the Columbia River Crossing proceedings have also introduced additional variables for Clark's planning process, which the college will bring back to the master plan group.

Trustee Jacobs asked a question regarding the bookstore on page 12 of the report. She noted she received information from Representative Deb Wallace's office addressing bills that were reducing the cost of higher education for students across the state. Trustee Jacobs stated that one of the issues noted in the bills that passed this year addressed the cost of books. She inquired if Clark has reviewed the bills to update the Board of Trustees on the impact of these bills on Clark College's bookstore and students. Mr. Sheehan responded that the college has not conducted detailed research in the past year regarding the cost of books for the students. He stated he will meet with the bookstore manager and provide a status report to the Board of Trustees at a later time.

Mr. Sheehan stated that the budget status report that is listed in the report is standard and routine, with the exception of the excess enrollment in revenue. Mr. Sheehan stated that for the past two quarters the college has experienced a small decline in enrollment that reduced the excess enrollment category which has averaged 3 ½ % for spring and winter quarters. Mr. Sheehan stated that this budget represents a budget shortfall for the college but fortunately the college has had a very positive performance in other revenue resources such as running start, which has offset the impact of the shortfalls. He stated that the college will still have an overall budget shortfall by the end of the year, but noted that it will not be large enough that the college will not be able to absorb the cost. Mr. Sheehan noted that using the fund balance may be necessary if that happens, but at this point there are no concerns. Trustee Jacobs expressed concerns of how this is being approached as the college reviews next year's budget. Interim President Knight stated that the college will be very cautious and may not exceed any enrollment next year, because the college will receive an increase in growth FTE. Interim President Knight stated that Ms. Karen Wynkoop has drafted a budget report which the Executive Cabinet will review.

3. **Student Affairs** – Dr. Rachel Ruiz added to her report that Student Affairs hosted an appreciation luncheon for the Plant and Computing Services departments that was well attended. She added that “Hooah” awards were distributed to the staff. Dr. Ruiz also added that her staff are comfortable and settled in the “T” Building.

Dr. Ruiz stated that with the Virginia Tech incident that occurred last week, the college had several students and faculty contacting the counselors regarding the situation. Dr. Ruiz stated that the college held a “healing dialogue” in the student lounge, which was attended by 30 – 40 people. Dr. Ruiz stated that the counselors and deans attended as well. She added that Ms. Leann Johnson was also in attendance.

She noted that this provided good conversations for students of all ages to talk about the incident and how Clark will handle situations on this campus. Dr. Ruiz stated that the sessions were very helpful for the students to engage in a dialogue to acknowledge and show their feelings. She added that Ms. Judy VanPatten, one of the counselors, has been holding Monday sessions primarily regarding returning veterans showing the emotional trauma that they go through and what the college campus needs to be aware of. This article was noted in the Columbian. Dr. Ruiz stated that the college will continue to offer these dialogues on campus for the next three weeks.

4. **Human Resources** – Ms. Katrina Golder stated that the Human Resources report starts on page 25 and noted that there is continual recruitment activity at the college. Ms. Golder stated that Interim President Knight and Dr. Dastmozd have hired 5 out of 13 tenure faculty positions in political science, math, two in nursing and economics. Trustee White asked if the turnover at Clark College is tracked and compared with the other peer institutions to make sure that the college is up to standard. Ms. Golder answered to say that the college has tracked this and that the numbers have been low in past years, but noted that the numbers have started to increase due to retirements. She noted that the college has also added new positions. Ms. Golder stated that she would bring this information back to the Board of Trustees at a later time. Ms. Golder added that the college is not out of sync with the other institutions but that the college is higher than it has been in past years. Trustee White stated that there is value in understanding the peer comparison.

Ms. Golder shared information regarding the faculty excellence awards. She noted that the college has an endowment through the Foundation that provides awards to three faculty members each year for excellence and noted that these are nominated by students, employees, faculty and community members. She noted that within this endowment there are also provisions for mini sabbaticals where faculty can apply for release time to perform curriculum development or similar activities. Ms. Golder stated that the RCW created these funds through the state and requires that the process be negotiated; the Board of Trustees approved this process in the early 1990's. Ms. Golder stated that the faculty excellence committee requested to make some revisions to the procedure to allow more flexibility in presenting the awards and also to have a provision for professional development funds because the Foundation was able to

acquire additional funds for professional development to match the Speight's gift. Ms. Golder reiterated that the procedure needs to be updated to allow a provision for this and will be bringing this back to the Board of Trustees. Ms. Golder thanked the Foundation for all of their assistance with the excellence awards.

5. **Planning and Advancement** – Ms. Candy Bennett stated that her report begins on page 29. She will be commenting on her report before she introduces the accreditation co-chairs to provide an update to the Board of Trustees on accreditation. Ms. Bennett commented that the legislature adjourned on April 22, 2007 as projected. Community colleges and Clark College did very well in terms of capital projects, enrollments and compensation. Ms. Bennett reported that the college, in partnership with Bellevue Community College, received an NSF grant for \$800,000. Ms. Bennett noted that the grant must be scaled back some and divided into 3 different grants to the NSF. Dr. Robin Terjeson stated Mr. Izod Khormae is the principal investigator for this grant and that the college focus is to retain students in the sciences, particularly in engineering. Dr. Terjeson stated that the college will be trying for the second year with this grant and noted that she is not sure how much money this would be; Bellevue Community College will need to re-write all three proposals into one proposal and noted that each grant has to be scaled back. Ms. Bennett stated that Dr. Terjeson will find out more information when she speaks with Bellevue Community College who will be speaking to the NSF representatives. Ms. Bennett introduced Drs. Tim Cook and Charlene Montierth, the co-chairs of the accreditation process to provide an update to the Board of Trustees on the accreditation process. She noted that there has been an incredible amount of progress made in the work towards completing the college's comprehensive self-evaluation as an institution. Ms. Bennett commented that the co-chairs have been incredible leaders and stated that she has asked them to provide an update on the activities and their perspective about the progress and note that the clock keeps ticking towards October, 2008. She acknowledged the excellent work that they have been doing on the accreditation and thanked them for their continuing enthusiasm. Drs. Cook and Montierth distributed the Accreditation Survey for employees and students and the 2008 Accreditation Timeline. Dr. Montierth stated that the work towards the goal has been moving along well; she commented that they have some adjustments with respect to the timeline that was published in August. Dr. Montierth stated that the steering committee, which is the group that is leading each of the 9 accreditation standards working groups, asked that rather than being required to draft first reports at the end of this academic year that the first draft of the report of their data be due in October 2007. She distributed the adjusted 2008 accreditation timeline and mentioned that the accreditation timeline still calls for a major first draft to go out to the college community after the Christmas holidays for comments, feedback and revisions.

She noted that most of all of the standard committees are prepared to write their draft. Dr. Montierth reported that there are still issues with collecting data for standard 2 with respect to faculty to find the time to finish the reporting in a timely fashion.

She noted that most faculty she has spoken with are undertaking this work with a seriousness which is what the co-chairs had hoped. Dr. Montierth stated that she thinks by the end of the academic year they would have things worked out regarding the question of doing the accreditation work at the department level. Dr. Cook added that this is still a campus-wide collaborative process and noted that it can be frustrating at times to try to get everyone together to get the work done, but this is what they envisioned when they started and there is a commitment to finishing. He noted that they will continue to move forward to meet the deadlines to make sure they have a product that the college community can provide feedback and have a quality document ready for the accreditation evaluation in October 2008. The accreditation survey will be released to the college community on Tuesday, May 24, 2007. Dr. Cook stated that they asked their accreditation standard co-chairs to develop questions after they assessed their data needs. The co-chairs stated that they hope to receive the data back by the middle of May. Dr. Tim Cook stated that he appreciates the support from the Board of Trustees and stated that Trustee Sherry Parker has been attending standard 6 meetings and noted they appreciate her support. He requested from the Board of Trustees a self-evaluation as part of the process. Chair Sen Hoss noted that Trustee Parker is conducting this.

Trustee Jacobs mentioned that part of this process involves the Board's policies. She noted that she met with Ms. Jennifer Grove and Ms. Candy Bennett last week to work on the board policies and will bring back a set of draft policies in the near future.

6. **Workforce Development** – Mr. Todd Oldham highlighted items from his report. He reported that workforce was able to apply for an additional JSP grant due to monies left over from other colleges that were returned from the State Board for Community and Technical Colleges. About \$23,000 was approved for machine training for Columbia Machines. Mr. Oldham stated that Workforce is in the process of applying for an additional \$230,000 in JSP grants, which will be finalized this Wednesday, April 25, 2007. Mr. Oldham reported that from the last Board meeting there were questions asked by the Board of Trustees regarding continuing education for healthcare. Mr. Oldham stated that the professional development department partnered with the Nursing Department to offer a three-day nursing simulation workshop for healthcare educators and specialists on March 27-29, 2007 and noted that there were 34 healthcare professionals that were in attendance.

He listed the participants in his report and also mentioned the reputation that this program has developed. The next workshop he reported is planned for August, 2007 and the college is looking at broadening the market so that they can attract more people from across the United States.

Mr. Oldham reported that in addition Workforce Development offers five Southwest Washington Agency on Aging (SWAA) contracts to do training for healthcare at home. He noted caregivers are required to take extra classes to obtain a license. The college has been offering these classes for some time now. Mr. Oldham is pleased to announce that, in conjunction with Dr. Travis Kibota, Workforce has been able to facilitate a contract with Kaiser Permanente to train Pharmacy Technicians to be certified in the State of Oregon. Mr. Oldham stated that due to the hard efforts done by Workforce Education Director Mr. Joe Renouard, Mr. George Reese and Ms. Becky Merritt, the Workforce and Continuing Education department has been able to receive an additional 45 FTE's from worker retraining, which is about \$149,000 additional monies for enrollment support.

Mr. Todd Oldham asked Ms. Tracey Reilly-Kelly, Director of Mature Learning to relay a message from the Mature Learning Advisory Board to the Board of Trustees. Ms. Reilly-Kelly expressed to the Board of Trustees a special thank you from the Mature Learning Advisory Committee who stated that they expressed pleasure about the reduction in the cost of the tuition and thanks to the Columbian for the article.

Chair Sen Hoss stated that she received thank you notes from the mature learners. She also commented on the process that the Board has heard over several meetings from the mature learning constituents. She thanked those who really helped and noted this was done in a classy way.

7. **Communications and Marketing** – Ms. Barbara Kerr announced the 2007 Distinguished Lecture Series and that the College is proud to bring former counterterrorism czar, Mr. Richard Clarke to Clark College. She noted that the original date was to be Wednesday, May 16 but due to a trip to Europe by Mr. Clarke the date for the Distinguished Lecture Series is Monday, May 7, 2007. She commented that the Lecture Series is sponsored in partnership among Clark College, the ASCC and the Clark College Foundation. She added that the college appreciates their partnership and support. Ms. Kerr noted that Mr. Chris Concannon and Ms. Tahnya Huneidi have been working on a project that would allow people to obtain news and information about Clark College on a voluntary basis. This has been quietly rolled out over the past few weeks; in simple terms, if someone wants to receive information about the college, they sign up and she puts out a message. She stated that the college is at a point now that they will be publizing this more widely



through news releases and through the Web site. Ms. Kerr congratulated Ms. Tahnya Huneidi, Information Technology Specialist especially who worked so hard to make this happen.

Ms. Kerr stated that if the Board of Trustees has not signed up, she will ask Ms. Wonder Baldwin to provide the information to the Board of Trustees on how to sign up.

Ms. Kerr stated that last fall the discussion began on whether it was time to review the college logo. She stated that as a result of that discussion, a number of designs were brought forward. Ms. Kerr added that a lot of feedback was received. There were two logos that resonated most strongly with the college community. She noted that in addition to reviewing these, they tried to look at and listen to what people told them beyond the actual designs. For example, some people said the college has such beautiful buildings and they mentioned that they did not see that represented; some said they wanted a chance to talk about the current logo. Ms. Kerr stated that Ms. McDonald and Mr. Wei Zhuang have worked together to bring forward phase 2 of the logo process and she introduced them to present phase 2 on the various logos. Mr. Wei Zhuang and Ms. Pat McDonald presented a Power Point of the different logos to the Board of Trustees and explained what a logo should represent and explained each logo. The logos of phase 1 and 2 were pictured in the board report.

Mr. Zhuang stated that the Communications and Marketing department has placed an on-line logo feedback form which is open to the community, faculty, staff and students until May 6, 2007. Ms. Kerr stated that Mr. Zhuang and Ms. McDonald conducted four college-wide forums to present the logos. Trustee Peery stated that the colors of the logos in the report are presented in blue and red and wanted to know what colors will be presented to the college community. Ms. Kerr responded that the colors that will be presented to the college community will be closer to what she is holding in the envelopes, which she stated are the two design colors that the college has been using, which is a burnt orange. Mr. Zhuang explained that this was a color variation from the print to the screen, and noted that the colors are the same as they introduced before, which are blue and rust or burnt orange (penguin orange). Ms. Kerr stated that in addition to holding the college-wide forums, which took place at Clark College at WSUV, Town Plaza and two on the main campus, there is an on-line feedback form that was placed on the Web site last Thursday and will stay up through Sunday, May 6, 2007. To give everyone an opportunity to be a part of this process, she noted that the goal is to gather all of the feedback and share this with the college community and bring to the executive cabinet. Ms. Kerr stated that she is hoping that at the May 21 Board meeting, that Interim President Knight will bring forth a recommendation and if that recommendation involves a

new logo, the department would have time to design a new template for business cards, letterhead, etc. to get them in place in time for the new fiscal year on July 1, 2007.

Trustee White commented that he understood that part of the feedback that was received was in regards to what was wrong with the old logo, and asked if this is still an issue? Ms. Kerr answered that one of the things that prompted reviewing this was the reality that some designers reported in design terms, the old design is dated. She mentioned that the Evergreen School District whose logo was established the same time as Clark College's also has the lines, tree and a snow globe, and noted that they are in the middle of the conducting the same process. Ms. Kerr stated that she spoke to Evergreen and they have four versions that their Board of Trustees are reviewing at this time and she said that they are guarding theirs as we are guarding ours. She mentioned that part of the feedback received from phase 1 is that there are a lot of people that have been here a long time and they like the logo and wanted a chance to talk about it. She noted that it only seemed appropriate to listen to everyone.

8. **Clark College Foundation** – Ms. Lisa Gibert thanked Trustees Sen Hoss and Jacobs for their attendance at the Student Alumni Dinner held on Wednesday, April 18. Ms. Gibert stated in addition to her written report that she was very pleased to be approached by Ms. Priscila Martins-Read to participate in the Science Olympiad. Ms. Gibert stated that she had no experience in the Science Olympiad, but it was an extremely interesting program and that an anonymous donor came forward to provide funding for the Washington Science Olympiad. Ms. Gibert stated that the Foundation took the opportunity to figure out a way that the Foundation might be able to recruit these young students to the college. Ms. Gibert stated that through a brainstorming session the Foundation had an idea to accept the brightest of the senior high school students that participated in that event and offer them a scholarship to come to Clark College. She added that the Foundation is not sure if the scholarship will be accepted, but the offer is there. She mentioned that two out of the top three are from Columbia River High School. Ms. Gibert stated that she will keep the Board of Trustees updated on these scholarships. She complimented Ms. Martins-Read and her committee for coordinating this activity.

Ms. Gibert announced that she sent via e-mail that the Foundation's Web site is up and operating and invited the Board of Trustees to visit their Web site which is: [www.clarkcollegefoundation.org](http://www.clarkcollegefoundation.org)

### III. CONSENT AGENDA

First Reading – There was no first reading

**IV. Consent Agenda**

Minutes from 3-12-2007 and 3-26-07 Meetings

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

**V. Future Agenda Items**

1. Budget/Land Acquisition (May 14) Board/EC Work Session 4-6:00pm
2. Stout Hall Tour (May) 4-4:45 pm
3. IT Plan (May)
4. Meeting with Evergreen Public Schools Board Members (June 4) 4:30-6:00pm

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

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, May 21, 2007 in the Penguin Student Union Building Conference Rooms 258 B & C at 5:00 p.m.

**VII. Executive Session**

There was no Executive Session.

**VIII. Adjournment**

The Board adjourned the meeting at 6:40 p.m.

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Rhona Sen Hoss, Chair  
Clark College Board of Trustees

Wonder Baldwin, Recorder