

Clark College Board of Trustees Packet

May 19, 2008

Clark College
The Next Step



Vision Statement

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

Mission Statement

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

**Clark College
Board of Trustees Packet
May 19, 2008**

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CLARK COLLEGE BOARD OF TRUSTEES

Monday, May 19, 2008

Penguin Union Building

Room 258 B & C

All regular meetings of
the Board are recorded

AGENDA

4:00pm

BOARD WORK SESSION, Room 258 A

4:00 p.m. Columbia River Crossing

4:30 p.m. Presidential Evaluation Process

5:00pm

I. CALL TO ORDER

II. BUSINESS MEETING, Room 258 B & C

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. President's Report#1-2
Student Success Presentation: William Spears

E. Association Reports

1. AHE#3-4

2. ASCC#5-6

3. WPEAN/A

F. College Reports

1. Instruction.....#7-9
Recognition & Presentation : Gail Liberman, Anna Sue McNeill Teaching,
Learning & Assessment Award

2. Administrative Services.....#10-14

Foundation Funds Allocation Recommendation.....#15-19

3. Student Affairs#20-28
Enrollment Update
4. Human Resources.....#29-33
5. Planning and Advancement.....#34-35
6. Corporate & Continuing Education.....#36-37
7. Communications and Marketing#38-40
8. Clark College Foundation#41-42
Ara Serjoie, 75th Anniversary Committee Update

II. CONSENT AGENDA

- A. First Reading
 - ◆ Columbia River Crossing Recommendation
 - ◆ Presidential Evaluation Process
 - ◆ Foundation Funds Allocation Recommendation.....#15-19
- B. Consent Agenda
 - ◆ Minutes from April 28, 2008 Meeting.....#43-50

III. FUTURE AGENDA ITEMS

WORK SESSION

Joint School Board Work Session (June 2)
Instructional Plan (June)
Larch Tour & Graduation (June 20)

BOARD

Board Appointments Committee (June)
Tour of Gaiser Hall (August)

IV. DATE AND PLACE OF FUTURE MEETING

- ◆ *The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, June 16, 2008 in the Gaiser Hall Community Room.*

V. EXECUTIVE SESSION

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

VI. ADJOURNMENT

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

President's Report May 2008

Focus on Learning

Progress to date:

- ♦ The president spoke to Professor John Jablonski's communication class on April 29th. The students brought up some good ideas for the college that the president will follow-up on at a future class. Included among the topics discussed: better communication about student activities, cost of Clark College specific books, emergency security number posted around campus, flexibility of class schedules and various other topics of interest to the students.
- ♦ The record-breaking Dental Hygiene Program students made their final project presentations to the campus on May 12th.
- ♦ The unveiling of the student Art and Literary Magazine, The Phoenix, occurred on May 13th along with the opening of the annual student art display. Both events were a celebration of student learning and student success.

Broad-Based Partnerships

Progress to date:

- ♦ The president had lunch with the newly appointed Governor's rep for southwest Washington, Schyler Hoss, on May 9th.
- ♦ The president provided a college update to the local chapter of the AARP on May 2nd.
- ♦ The president attended the WSUV commencement at the amphitheater where Governor Gregoire was the keynote speaker.
- ♦ The president met with the Mayor and City Manager for Battleground on May 12th in order to get to know the new Mayor and update them on Clark College plans for North County.

Respect for Differences

Progress to date:

- ♦ The college celebrated the Latino culture through its Cinco de Mayo event held in the student center on May 1st.

Management Excellence

Progress to date:

- ◆ The president hosted his monthly faculty breakfast at the Hilton on May 9th. The open discussions with faculty on any topic are very fruitful. The president has been able to follow-up on the good ideas and suggestions that are brought forth by the faculty along with running thoughts and ideas by them in a very informal manner.
- ◆ The strategic planning process continues to move along nicely. The Strategic Planning Task Force met on May 8th as did the final external focus group that included leaders of multicultural and diverse organizations.
- ◆ The president held his campus forum on May 5th. A larger group than normal, comprised of faculty members, was in attendance at the forum.
- ◆ Executive Cabinet conducted its budget prioritization for FY08-09 on May 13th.
- ◆ The Penguin Roundtable was held on May 9th. The topic of discussion centered on communication.

Robert K. Knight
President
May 13, 2008

**Clark College Association of Higher Education
Board Report
May 19, 2008**

Facilitating communication

The AHE faculty senate attended Bob Knight's presidential forum to discuss items of interest.

Dr. Roi and Bob Knight continue to communicate informally on Association matters.

Bargaining

AHE and the college continue to meet weekly in collective bargaining meetings. All parties are concerned as to the pace of the negotiations. Options are being discussed to address this concern.

Organizational activities

The AHE senate continues to engage members in *Listening Seasons* and keep them updated on bargaining activities.

Faculty members on all campuses are demonstrating support for the bargaining team with flyers on their office doors.

The April edition of the AHE News was released to keep members informed of bargaining developments.

Dr. Roi attended the May session of the WEA Coordinated Bargaining conference. This session was focused on budget matters in negotiations.

Dr. Roi is also in discussions with the other WEA Association presidents through the WEA Higher Education Hub, who are in bargaining at this time to exchange information regarding our respective contracts.

Dr. Roi is scheduled to attend the WEA Representative Assembly in Spokane. The WEA Higher Education Hub will also be in attendance at this assembly.

Dr. Roi is scheduled to attend the Vancouver Labor Round Table on May 23 in conjunction with WPEA leadership.

Senator Dr. Anita Fisher is forming the AHE- Political Action Committee which is charged with establishing and maintaining relationships with legislators in order to communicate our legislative priorities.

Membership

Two members joined AHE this month.

Grievances

One grievance has been settled at Step II with the College.

One arbitration is scheduled for hearing this month.

An Unfair Labor Practice is awaiting disposition

One grievance has been filed and awaiting reply from the college.

The Association has withdrawn one request for arbitration.

Respectfully submitted by,

Dr. Marcia Roi, CCAHE President

May Board Report ASCC

Student Government

The ASCC Executive Council and ASCC Activities Programming Board has returned from a three day Leadership Training Conference in Seaside, Oregon facilitated by Clark College Communications faculty member Deena Bisig. This intensive retreat resulted in us growing individually and as a leadership team.

- ◆ **Derrick Streng, ASCC Vice President** has been very busy with elections for 2008-2009 ASCC Officers. Streng and his ASCC Elections Committee have conducted one candidate forum with two more to follow. We have a great selection of applicants for consideration.
- ◆ **Cindi Lou Kunkle, ASCC Club Coordinator** is continuing her ASCC Club Committee and has begun the spring quarter club training sessions. Kunkle is very pleased with the chartering of four new clubs this quarter.
- ◆ **Pat Mehigan, ASCC President** has begun campaigning for his re-election as ASCC President. Mehigan has continued to chair both the ASCC Executive Council and PUB Committee where the committee has been very involved advocating for students interests.
- ◆ **Heather Clarno, ASCC Executive Assistant** had a very successful ASCC Vendor Fair with six vendors who were sponsored as a fundraiser for several clubs.
- ◆ **Janet Sanchez, ASCC Activities Director and the Activities Programming Board** are hard at work on the many upcoming events for the month of May;
 - *Phoenix Unveiling* will be held on Tuesday May 13th, 2008 from 3pm to 4pm in the Penguin Student Lounge. This event is held in celebration of the release of the Phoenix, Clark College's student art and literary magazine.
 - *An American Indian Heritage Celebration* will be held on Friday May 16th, 2008 from noon to 2:00 p.m. in the Gaiser Student Center.
 - *A Take Back the Night Rally* will be held Monday May 19th, 2008 in the Penguin Student Lounge from 6:00 p.m. to 9:00 p.m.

- The quarterly *Student of Color Luncheon* will be held on Tuesday May 20th, 2008 from 10:00 a.m. to 2:00 p.m. in the Gaiser Student Center. This event is sponsored by the Office of Student Life and Multicultural Student Affairs.
- *Mr. Clark College* will be held on Wednesday May 21st, 2008 from 5:00 p.m. to 8:00 p.m. in the Gaiser Student Center.
- *Family Movie Night* will be held on Thursday May 22nd, 2008 from 5:00 p.m. to 9:00 p.m. in the Penguin Student Lounge for the first film and then outside on the lawn for the second feature. Burgerville will be catering for the hungry students of Clark College.
- The *Oswald Awards* will be held on Tuesday May 27th, 2008 from noon to 3:00 p.m. in the Gaiser Student Center. This annual award ceremony honors students with outstanding contributions to the Clark College community.

Respectfully submitted,
Pat Mehigan
ASCC President

Instruction Board Report May 2008

Focus on Learning

- ♦ **Develop a retention plan.**
 - a) **Definitions, baselines, and targets for student success and retention will be established, and first year targets will be achieved.**

Progress to date:

Some 30 members of the English Department met on April 15 to conduct a norming session to examine consistency in grading the final assignment in English 101. A pilot assignment was given in winter across all sections of English 101, and the Office of Planning and Advancement assisted in selecting student papers. Kudos need to go to Mitzi Schrag for being lead on getting this project together.

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

Progress to date:

The WorkFirst program launched its newest CJST – Peer Support Certified. This training program was developed in partnership with the Clark County Department of Community Services. The curriculum has been developed to provide certification in Peer Support. Individuals model recovery and resiliency in overcoming obstacles common to those with serious mental illness and help promote goals that support recovery.

Access to Education

- ♦ **Improve access in the Adult Literacy programs.**

Progress to date:

Our new program assistant, Maureen Witters, started May 12. This should start to free up our Program Manager Madeleine von Laue's time to assist students in being served.

- ♦ **Improve online access to departmental websites and course materials.**

Progress to date:

Both the English and Communication Studies Departments are actively working with our web team to update their department sites. This will better serve over 2,500 students taking these classes per quarter.

- ♦ **Provide students with diverse learning opportunities.**

Progress to date:

In summer 2008, ECE 137 – Child Development: Prenatal through Age 8 will be offered online. In fall 2008, additional eLearning sections will be added for the following courses: ART 151 – Art Appreciation, ECE 138 – Child Development: School Age through

Adolescence, HIST& 147 – U. S. History II, WS 101 – Introduction to Women's Studies, and WS 210 – Women's Culture.

♦ **Implement identified common course numbers for our 2008 Catalog.**

Progress to date:

The Common Course Numbering process is fully engaged at this time as students have begun to select courses for summer or early fall from the printed schedule or web. Information on this transformation has been shared via campus e-mails, memos, the intranet, the Clark College website, and through the Curriculum Committee. Deans are working with their Division Chairs, Department Heads, and other faculty members to spread accurate information as widely as possible and to alert all faculty members to the ongoing need for reminders and explanations to their students in summer and fall syllabi, in classes, and as students seek advising. The level of attention to detail needed within a myriad of campus functions is being addressed relentlessly, especially throughout Instruction, Student Affairs, and Communications & Marketing as we make every attempt possible to ensure the smoothest possible transition for students.

Management Excellence

♦ **Utilize advisory committee members to improve stewardship of public/private resources/funds through systematic evaluation of equipment, purchases, curricula, and program options and determine needs.**

Progress to date:

The Workforce Advisory Committee met on April 17 to discuss the College's Workforce Programs – WorkFirst, Worker Retraining, Apprenticeship, and Tech Prep programs. Employers and community partners provided insight on the labor market and a regional perspective on the hiring needs of employers, and are often the catalyst for new program development.

Additional Highlights

- ♦ A new agreement has been finalized and signed with Toyota for the automotive program. This agreement means the College will again be supported by Toyota and receive instructional equipment from them for our program.
- ♦ Bob Hughes is attending a computer refurbishing workshop. The computer program operates a special project to refurbish computers for people that cannot afford new ones.
- ♦ The Washington State Radiologic Technology meeting was held on April 24-26 in Vancouver. More than 360 people attended the meeting, including students in Clark's medical radiography (MRAD) program. Feedback from the MRAD students indicated the experience enabled them to meet and learn from a variety of people about their experiences in the medical field, and it provided a more worldly view of job perspectives and imaging modalities. The Clark MRAD students also participated in a Radiologic Technology Knowledge bowl competing against eight other schools.
- ♦ The entire 2008 class of 25 second-year Clark College dental hygiene students passed the National Board Dental Hygiene Examination (NBDHE), extending the College's perfect

record to 38 years with a 100 percent rate. The NBDHE is administered by The Joint Commission on National Dental Examination of the American Dental Association. The examination is taken by all dental hygiene students from over 265 programs throughout the United States. It is an all-day written, comprehensive (350-question) examination based on the entire curriculum taught in dental hygiene programs. Completion and passing of the NBDHE is required for licensure by each state.

- ◆ The Women's Chorale Ensemble and the Vocal Jazz Ensemble will perform at Fort Vancouver High School on Wednesday, June 4, at 7:30 p.m.
- ◆ The Concert Band and Concert Choir will perform at the Royal Durst Theatre on Friday, June 13, at 7:30 p.m.
- ◆ The Clark College Orchestra will perform works by Ravel, Rachmaninoff, and Orchestra Director Dr. Donald Appert at the Royal Durst Theatre on Sunday, June 15, at 7:30 p.m.
- ◆ Clark College's application to add two new short term workforce training options at Larch Correctional Center was successful. Beginning winter and spring of 2009, residents at Larch will be able to enroll in the 16 credit Automotive Technology program or the 6 credit Drywall and Interior program. Both are 10 week programs. Supported with funding from the Department of Corrections, the FTES for these programs are counted as contract FTES.
- ◆ The Cannell Library has implemented an e-Commerce component on the Library's web site. With this new feature, students, faculty, and staff who have fines are able to conveniently pay their overdue fines online using a credit card.
- ◆ On April 29, the Cannell Library began a new partnership with ECE. Every Tuesday at 10 a.m. children from the child care center will come to the library for Storytime. Adjunct Librarian, Joey Merritt-Dennis read to 10 children during the inaugural event. In the coming weeks Maureen Morasch and Zachary Grant, Reference/Instruction Librarians, will take on the role of storyteller.
- ◆ On May 6, the Student Nurses' Association of Clark College was awarded the Volunteer of the Year Award by The Medical Reserve Corp. Sixty-four student and faculty volunteered for training which met 1/3 of the MRC's recruitment goal. They are the first club to receive the award.
- ◆ Rassoul Dastmozd has been selected to serve on a National Visiting Evaluation Team as part of a National Science Foundation grant for the Regional Information Systems Security Center. This NSF grant has funded a center for excellence and training between Mt. San Antonio College and California Polytechnic University at Pomona.
- ◆ The Chemistry Department has received a \$134,750 grant from the National Science Foundation to help the department implement a program in organic and general chemistry using Fourier-Transform Nuclear Magnetic Resonance (FT-NMR) Spectroscopy. The grant will help the College obtain a spectrometer for student use so they can learn to use the powerful analytic tool. The dedicated faculty in the Chemistry Department deserve recognition for their role in this grant being awarded to Clark College.
- ◆ Rassoul Dastmozd has also been appointed as an AACC MentorLinks mentor for the third consecutive year.

Rassoul Dastmozd, PhD
Vice President of Instruction
May 9, 2008

Administrative Services Board Report May 2008

The 2008-09 goal and development process is nearing completion. Goals and initiatives submitted by College employees were ranked by unit vice presidents and directors before being reviewed and prioritized by the Executive Cabinet. Initial funding recommendations have been made by the Cabinet, and formal adoption of initiatives requiring new funding awaits final budget allocation by the State Board. Special thanks are in order for the hard work done by the staff in Planning and Advancement and Business Services, and to all employees who contributed to this year's goal and budget development effort.

Focus on Learning

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

Progress to Date:

27 of 30 designated classrooms have been completed with the remainder scheduled for completion by the end of June.

Access to Education

- ♦ **Meet College's need for increased data storage capacity, including increased e-mail box sizes, larger home and department directories, digital media repositories, and future data warehouse.**

Progress to Date:

All components are ordered; installation of hardware and software is scheduled for mid-May.

- ♦ **Use remote tools and automate manual processes to keep up with growing College computer support issues.**

Progress to Date:

Software is installed; user training and testing are to be completed in May.

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

Progress to Date:

The building is now open with employees from Security and Safety and some Student Affairs functions moved to their new locations. Moves will continue through May. The Bookstore had a Grand Opening on April 23rd.

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

Progress to Date:

Construction continues on schedule. The parking lot has been paved, and building steel is being erected on schedule.

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

Progress to Date:

Construction is complete except for a few punch list items.

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

Progress to Date:

Work on the pre-design for the 2007 Growth Project continues on schedule. The College is meeting with the City of Vancouver as the City updates ordinances to reflect the Central Park Plan Update.

- ♦ **Provide additional educational resources for the College community on campus security and safety issues and crime prevention.**

Progress to Date:

The Director of Security provided a crime prevention/safety presentation for students and staff that participated in the April 26th ski trip to Mt. Hood Meadows.

Respect for Differences

- ♦ **Establish and implement internal communication strategies for disseminating information about departmental and unit goals, objectives, and programs.**

Progress to Date:

Plant Services, Security, and Environmental Health and Safety have completed improved procedures to handle active fire alarms. Clear expectations have been set for response to alarms.

Management Excellence

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

Progress to Date:

Construction bids have been received for the work to enhance the Gaiser Hall Student Center. Construction will start on June 2nd and be completed before the 75th anniversary.

Additional Highlights

- ♦ The Bookstore had a tremendous student turn out at the Grand Opening celebration on April 23. President Knight and Oswald were on hand to greet students. 1,000 gift bags were distributed to participants, and over 300 prizes were awarded during the event. Bookstore sales for the day were up 130 percent over last year.
- ♦ A new classified employee, Kaina Barba, Bookstore Buyer, started April 28. Recruitment to fill a Warehouse Operator 3 vacancy in the Bookstore due to resignation is underway.

- ♦ Plant Services is testing a new Computerized Maintenance Management System by entering and processing work orders in parallel with the existing system. Once the “bugs” are worked out, the new system will go live. The new system will provide for Web-based work order entry and tracking.

Philip Sheehan
Interim Vice President of Administrative Services
May 12, 2008
PS167

Clark College - Budget Status Report

April 30, 2008

Sources of Funds (Revenues)	2007-08 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	30,396,328	25,207,332	5,188,996	82.9%
Tuition	12,841,018	12,646,779	194,239	98.5%
Interest	180,000	307,661	(127,661)	170.9%
Excess enrollment & use prior fund bal	335,265	-	335,265	0.0%
Dedicated, matriculation, tech, cont ed	3,252,179	2,854,152	398,027	87.8%
Total Operating Accounts	47,004,790	41,015,924	5,988,866	87.3%
<u>Other Accounts</u>				
Grants & Contracts	8,107,073	4,770,934	3,336,139	58.8%
Internal Support	1,314,011	1,277,820	36,191	97.2%
ASCC less PUB	1,930,962	1,521,175	409,787	78.8%
Bookstore	4,875,590	4,766,198	109,392	97.8%
Parking	755,234	292,285	462,949	38.7%
Auxilliary Services	1,452,622	1,180,975	271,647	81.3%
Financial Aid	15,724,887	18,680,635	(2,955,748)	118.8%
Total Other Accounts	34,160,379	32,490,021	1,670,358	95.1%
Total Sources of Funds	81,165,169	73,505,945	7,659,224	90.6%

Uses of Funds (Expenses)	2007-08 Budget	Expense/Encum to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	557,243	514,337	42,906	92.3%
Vice President of Instruction	27,859,683	22,235,053	5,624,630	79.8%
Vice President of Administrative Services	8,741,666	7,736,636	1,005,030	88.5%
Vice President of Student Affairs	5,644,865	4,652,528	992,338	82.4%
Executive Dean of Planning & Advancement	551,466	394,029	157,437	71.5%
Executive Director of Corporate & Continuing Ed	1,447,755	1,005,446	442,309	69.4%
Executive Director of Communications	1,177,129	1,017,510	159,619	86.4%
Associate Vice President of Human Resources	1,024,983	756,904	268,079	73.8%
Total Operating Accounts	47,004,790	38,312,442	8,692,348	81.5%
<u>Other Accounts</u>				
Grants & Contracts	8,107,073	5,536,072	2,571,001	68.3%
Internal Support Services	1,314,011	859,454	454,557	65.4%
ASCC less PUB	1,930,962	1,383,891	547,071	71.7%
Bookstore	4,875,590	5,076,046	(200,456)	104.1%
Parking	755,234	284,798	470,437	37.7%
Auxilliary Services	1,452,622	1,210,301	242,321	83.3%
Financial Aid	15,724,887	18,859,192	(3,134,305)	119.9%
Total Other Accounts	34,160,379	33,209,753	950,627	97.2%
Total Uses of Funds	81,165,169	71,522,195	9,642,974	88.1%
Difference - Excess (Deficiency)	-	1,983,751		
Capital Projects - Revenue & use of fund bal	20,776,999	17,874,199	2,902,800	86.0%
Capital Projects- Expense less depr	20,776,999	17,874,199	2,902,800	86.0%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sabra Sand
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 5/8/08

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

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

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

s.sand 5/9/08



MEMORANDUM

To: Robert Knight, President

From: Philip Sheehan, Interim Vice President of Administrative Services

Date/Ref: May 12, 2008/PS168

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 \$695,368 is recommended, of which approximately 78% is restricted Andersen Endowment funds. A total of 51 requests for \$1,146,417 were reviewed; 37 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:

- Lisa Conway, Chair - Social Science and Fine Arts
- Karl Bailey - Math, Physical Science and Engineering
- Chris Beaudin - Classified Staff
- Rassoul Dastmozd - Vice President of Instruction
- Lisa Gibert - Foundation Staff
- Don Gonser - Vocational-at-Large
- Kimberlie Lee - Foundation Staff
- Kathleen Lesley - Interim Medical Radiography
- Pat Mehigan - ASCC President
- Jan Oliva - Foundation Board
- James Owens - ASCC Finance Director

Robert Knight
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- Gary Phillips - Developmental Education
- Joe Pinzone - Foundation Board
- Rachel Ruiz - Vice President of Student Affairs
- Judy Schilz - Classified Staff
- Phil Sheehan - Interim Vice President of Administrative Services
- Rachel Stansbury - Foundation Staff
- Bruce Wells - Machining Technology

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
2008 - 2009 Recommendations

Department	Proposal Name	Restricted	Unrestricted	Project Description
Career & Employment Services	Career Center Computers	\$ -	\$ 5,000	To assist in the replacement of six aging computers used in the Career Center, serving visiting classes, and students and graduates who are actively looking for work.
Career & Employment Services	Service-Learning Faculty Fellows Program	\$ -	\$ 8,500	To begin a Service-Learning Faculty Fellows program, and initiate fifteen new Service-Learning projects to be implemented during the 2008-2009 academic year.
Computing Services	Computer Inventory Upgrade	\$ -	\$ 4,327	To upgrade the inventory software to be Vista compliant and purchase new scanners used to track computers, monitors, printers and peripherals across campus.
Computing Services	Vista Computer Training	\$ -	\$ 6,500	To allow some of the senior computer technicians to attend Microsoft Vista training.
Security	Portable Automated External Defibrillator (AED)	\$ -	\$ 6,500	To purchase two Portable AED units to provide medical assistance in emergency situations.
Student Services	Learning Center for Welcome Center	\$ -	\$ 3,463	To assist in creating a Student Learning Center within the Welcome Center by constructing a new interior doorway between PUB 002 and PUB 006; building of interior wall in PUB 006.
Art	Photography Lighting Studio	\$ -	\$ 10,800	To make modifications to the facility to support the addition of studio lighting equipment for intermediate and advanced classes.
Automotive Technology	Vises for Automotive Shop	\$ 9,982	\$ -	To replace damaged vises with twelve high quality vises.
Automotive Technology	Fluid Exchange Machines	\$ 10,758	\$ -	To purchase five preventive maintenance machines; Automatic Transmission Fluid Exchange, Power Steering Fluid Exchange, Brake Fluid Flushing System, Evaporative System Leak Detection, and Diesel Fuel System Cleaner.
Automotive Technology	Transmission Hoist	\$ 4,188	\$ -	To purchase a large four wheeled transmission hoist capable of holding transmission and transfer case assemblies.
Automotive Technology	Cylinder Head Shop	\$ 41,397	\$ -	To purchase a Cylinder Head Shop machine and related tooling. This tool will allow students to complete a 3-angle seat grind in one step and valve guide repairs.
Automotive Technology	E-Learning Training Resources	\$ 31,506	\$ -	To purchase training software, web access to ASE test preparation materials and e-learning modules that support instruction.
Automotive Technology	Rotary Hoist	\$ 5,249	\$ -	To purchase and install a Rotary Hoist to create a second work station for students in the lab.
Automotive Technology	Hunter Alignment Machine	\$ 30,862	\$ -	To purchase an All Wheel Alignment Machine to enable students to learn on equipment they will encounter in the work place.

Foundation Funds Allocation Committee
2008 - 2009 Recommendations

Department	Proposal Name	Restricted	Unrestricted	Project Description
English	Conference on Information Technology Travel	\$ 2,999	\$ -	To assist in the travel costs associated with attending the 2008 Conference on Information Technology in Salt Lake City, Utah.
Culinary Arts	Replacement Shelving for Refrigeration	\$ 5,500	\$ -	To replace all of the shelving in the walk-in refrigerators and freezers throughout the Culinary Department. The Health Department has given until May 2008 to correct.
Culinary Arts	Convection Ovens	\$ 8,904	\$ -	To replace the two convection ovens in the Entrée Production Line purchased in 1980.
Culinary Arts	Vacuum Packaging Machine	\$ 4,876	\$ -	To purchase a Vacuum Packaging Machine to teach students about specialty portion control and to extend the shelf life of the meat products.
Diesel Technology	Engine Test Stands	\$ 32,178	\$ -	To purchase six engine test stands for students to run diesel engines on.
Diesel Technology	Hydrostatic Transmission and Hydraulic Steering Trainer	\$ 22,055	\$ -	To purchase a fully functioning build and drive Hydraulic Steering and Hydrostatic Transmission Trainer allowing students to build the system and the instructor to introduce faults for the student to diagnose.
Diesel Technology	Master Tool Set and Diagnostic Equipment	\$ 22,021	\$ -	To purchase a Diesel Technician Master Tool Set and diagnostic equipment. This set has the latest tools associated with the repair of diesel powered equipment.
Diesel Technology	Cavitation Training Simulator	\$ 8,765	\$ -	To purchase a Cavitation Training Simulator allowing students to see, hear, feel and measure the condition of pump cavitation.
Dental Hygiene	Radiology DXTTTR Manikins Refurbishment	\$ 15,760	\$ -	To refurbish four DXTTTR manikins used to develop competent skills in exposing radiographs.
Graphic Communications & Printing	Color Printer for AA-4 210 Classroom	\$ 11,018	\$ -	To purchase a color printer for the AA4-210 classroom so students have the ability to output to a PostScript color laser printer, resulting in high quality proofs, portfolio projects and presentations.
Dental Hygiene	HEOC Microscopes	\$ 4,758	\$ -	To purchase twelve microscopes for use in HEOC 115, HEOC 160, HEOC 100, and HEOC 101.
Machine Technology	Machine Technology Lathes	\$ 77,777	\$ -	To purchase one Harrison V350 and one Haas TL-1 Lathe.
Medical Radiography	MRAD Venipuncture Arms	\$ 574	\$ -	To purchase a Venipuncture Arm for use in MRAD 214.
Medical Radiography	Digital Video Camcorder	\$ 717	\$ -	To purchase a Digital Video Camcorder to allow instant feedback and a record of students' performance for evaluation purposes.
Pharm Tech	NRx Software and Scanners	\$ 8,085	\$ -	To purchase NRx software and six Inventory Scanners to bring the Pharmacy Technician Program up to the current standard of community practice.

Foundation Funds Allocation Committee
2008 - 2009 Recommendations

Department	Proposal Name	Restricted	Unrestricted	Project Description
Teaching and Learning Center	TLC-Institute	\$ 2,999	\$ -	To assist in the costs associated with faculty attendance at two unique "Universal Design for the Learning Centered Classroom" Institutes.
Permanently Funded Grants				
Health Services	Emergency Medical Fund	\$ 500	\$ 500	To provide medications and supplies to students who either have inadequate insurance or have no insurance.
Human Resources	Faculty Development	\$ 13,950	\$ 32,550	To allow each division development funds to enhance divisional/departamental goals. The funds will provide for curriculum development, training, and skills upgrading, research, enhancement of instructional programs, technical development and other items not funded by the institutional budget.
Human Resources	Staff Development	\$ 10,500	\$ 24,500	To fund continuing staff training and development for classified, administrative, and exempt employees. The intent of the continued development is to enhance job knowledge, technical skills, team efforts, career development, health and safety in the workplace, communication skills, supervisory skills, and customer service to the campus community and public.
Human Resources	Staff Development (Increase in Funding)	\$ 3,000	\$ 3,000	
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.
Computing Services	Computer Replacement	\$ 146,250	\$ 48,750	To replace the computers in various student labs in accordance with the College's three-year replacement plan.
Student Services	Displaced Homemaker Center	\$ 800	\$ 800	To provide emergency funds for students in the Displaced Homemaker Program who are in job skills training.
2008-2009 Total Granted	\$ 695,368	\$ 539,053	\$ 156,315	

Student Affairs Board Report
May 2008

Focus on Learning

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

Progress to Date:

The Retention Committee has introduced a new series of literature reviews called *Retention Readings*. In concert with our *Student Success in Action* series, a college-wide e-mail is sent on a weekly basis sharing a brief review of retention related articles. Our goal is to continue to build interest in the general topic of retention and to stimulate discussion among colleagues as we maintain the Clark College culture of focusing on student success.

- ◆ Collaborate with stakeholders to implement the Recruitment Operational Plan.

Progress to Date:

The Student Recruiters, Dan Overbay and Jennifer Reeves have been very active this month attending various events to provide visibility and recruit students. Some of the events include the following:

Quarterly Oregonian Career Expo held at the Oregon Convention Center on April 7th. Clark was the only public, community college in attendance.

Columbia Employee Education Fair at Columbia Sportswear Main Office in Portland on April 8th and the Columbia Education Fair at their Distribution Center in North Portland on April 22nd. Columbia offers a tuition assistance program for its employees in areas that relate to positions within the Columbia organization.

C-Tech Industries Benefits Fair on April 8th in Camas at C-Tech Industries: included health insurance, banking and information about educational opportunities.

2008 Vancouver Spring Job Fair on April 9th at the Vancouver Mall coordinated by Creative Joy Events.

Re-Entry Fair hosted by the Washington Department of Corrections on April 22nd.

Annual Grand Ronde College & Career Fair on April 30th which was held in Grand Ronde, Oregon.

Annual Russian Speaking Youth Leadership Conference held at Mt. Hood Community College in Portland on April 17th. Approximately 400 students attended the conference. Student Ambassador, Kseniya Kracheninnikova also attended and did an outstanding job speaking with students, chaperones, and teachers in Russian describing our programs & services.

Annual MEChA Conference on April 25th which was held at Forest Grove High School in Forest Grove, OR. MEChA stands for Movimiento Estudiantil Chicano de Aztlán is a student organization that promotes higher education, culture and history.

Culinary Arts Open House on April 29th which included visits from the Clark County Skills Center, Hudson's Bay GEAR-UP and the community.

Recruitment visits were made to the Clark County Skills Center on April 18th, La Center High School on April 22nd to address the Senior Seminar Class; Ft. Vancouver Post-High School Options Fair on April 23rd; Hudson's Bay Post-High School Options Fair on April

24th; Lewis & Clark High School on April 14th to discuss early COMPASS assessment testing for their students that will be conducted in May.

- ◆ **Provide quarterly education workshops for Washington State Achiever recipients.**

Progress to Date:

Lizette Drennan (Financial Aid) conducted 17 hours of mandatory Achiever meetings between April 1-28, 2008. At these meetings, Lizette and the Achievers discussed their academic progress and any other issues which could be causing roadblocks to their success. In addition, Ms. Drennan attended the College Mentor Coordinators' quarterly meeting from April 24-25 in Issaquah, WA. This meeting brought together the coordinators from the Washington State Achievers and the College Success Foundation to discuss a mentoring model.

Access to Education

- ◆ **Pending grant approval implement eligibility processes for the Opportunity Grant.**

Progress to Date:

To date, the Opportunity Grant has assisted over 200 students. We have spent our entire allocation of \$188,000 and have moved another \$15,000 from administration to tuition assistance in order to help students for summer quarter. Our allocation will stay the same for next year.

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

Progress to Date:

Kim Bower (Registration) modified our online services procedures to include Running Start students in the production jobs that assign student PIN numbers and registration access times. This process will be implemented for the early fall registration cycle beginning May 28th. Running Start students will also have online access during the summer quarter open registration cycle beginning May 8th.

- ◆ **Increase usage of online Admissions applications.**

Progress to Date:

In spring 2008, we received 1177 applications through the QuickStep online admissions application process which equates to a 29.5% increase over spring 2007.

Respect for Differences

- ◆ **Increase enrollment of International students.**

Progress to Date:

International student enrollment headcount is 72 students for a total of 59 FTE for spring quarter. This gives us an estimated 66 annual FTE for 2007-2008 which is an increase of 9% from 2006-2007.

Chanda Kroll (International Recruitment) traveled to Seattle, Portland, Ashland, and Vancouver B.C. during the month of April to visit English language school representatives, potential students, and to establish articulation agreements at six new locations.

International Programs has purchased and is utilizing the international student enrollment software, Versation. This software allows us to collect, communicate and manage all leads, inquiries, accepted and enrolled international students beginning in mid-April.

Broad-Based Partnerships

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

Progress to Date:

Mike Gibson, (Veterans Affairs/Financial Aid) and a Veteran's work study student, Ryan Fanning, attended a Veterans Information and Assistance Fair on April 23, 2008 in Kelso. This event was sponsored by the Washington Department of Veterans Affairs in conjunction with the Governor's Office for all returning troops to make sure they and their families are properly indoctrinated back into their communities and are informed of all the services available to them. Attendance at this fair allowed Mike to make contact with Veterans in Southwest Washington about how they can access educational benefits. He was also able to meet with representatives from the Washington State Dept. of Veterans Affairs, WorkSource-Vancouver & Kelso; Tacoma Vet Center, WA Army National Guard Family Assistant Center Coordinator, and AMVETS Service Officer.

- ◆ **Form collaboration between Health Services, Instruction, Auxiliary Services, and Community Choices (STEPS) to identify ways to increase healthy food and beverage options in school cafeteria, vending machines, student stores and event concessions.**

Progress to Date:

Approximately 200 people participated in acquiring "Penguin Points". The wrap up for our first Healthy Penguin Nation event was held on May 14, during the Community Health Fair, where raffle prizes were awarded.

The Clark College Bookstore, Darla's Deli, and Anderson Courtyard Grill have all been contacted regarding the criteria for labeling food "Clark Healthy", and were given display signs and stickers with the HPN logo to highlight healthier choices. We are in discussion with Culinary Arts to incorporate a new "Clark Healthy" option into their menu selection.

Management Excellence

- ◆ **Provide comprehensive coordination of major college wide events.**

Progress to Date:

The Office of International Programs, in collaboration with Corporate & Continuing Education and Japanese language instructors, celebrated the third annual Sakura Festival on April 17th to honor the Japanese culture and the international friendship we share with our sister city: Jojo, Japan. Highlights included a special message of international friendship from Bob Knight, Vancouver Mayor Royce Pollard, Japan's Consul General of Oregon and Idaho Akio Egawa, Former Mayor Bruce Hagenson, and City Council Member Tim Leavitt who delivered a message from the Mayor of Jojo-City. In addition, international students and Japanese language students shared their passion of calligraphy, haiku writing, origami, and traditional clothing and food with the campus and local community.

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

Progress to Date:

Staff from Eligibility Programs and Financial Aid attended "Quality Connections: Serving Students and the Community - Part I" on April 15th sponsored by Human Resources Staff Development. This is a three part series on how colleges and universities are treating potential and current students and family members.

- ◆ **Implement HEOC data base program to process applications for admissions into high demand health care programs.**

Progress to Date:

Barbara Davenport (Credential Evaluations) has been meeting with a representative from Compass Computers. This firm has been contracted to re-design the Allied Health admissions database that assists staff during the program selection process. Barbara will begin testing the intake module and the goal is to have all Allied Health program modules: Nursing, MRAD, Pharmacy Technology and Phlebotomy fully functional by the end of June.

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

Progress to Date:

Eugene Carroll (Financial Aid) attended the Western Association of Student Employment Administrators (WASEA) conference on April 21-25, 2008 in Tempe, AZ. Eugene presented information on creating a comprehensive work study program that covered legal issues, interviewing and selection, student and supervisor training, marketing and job development, career development, international student issues, federal work study and off campus programs. He also hosted a break-out session entitled "Work-Study Students in Community Services" using Clark College's Vancouver Historical Reserve Community Service Project now underway.

Becky Merritt, Kate Jacky, Lizette Drennan and Roberta Roche attended a training session to administer the Foster Care in Higher Education and the Passport to College Promise Programs that will be implemented in July 2008. This is a very exciting new opportunity for students out of foster care. The intent is to encourage current and former foster care youth to prepare for and achieve their educational goals. Students can receive up to \$6,900 per academic year to minimize their reliance on loans. In collaboration with DSHS, the HECB will administer \$2.3 million in 2008--2009. Eligibility of students will be determined based on their financial aid application. The YWCA of Clark County and DSHS will assist with the recruitment and referral of eligible students.

- ◆ **Participate in "Washington Wellness Works" program to provide insured employees an assessment of their health risks.**

Progress to Date:

As of March 30th, 21% of eligible Clark College employees have completed their Health Risk Assessments.

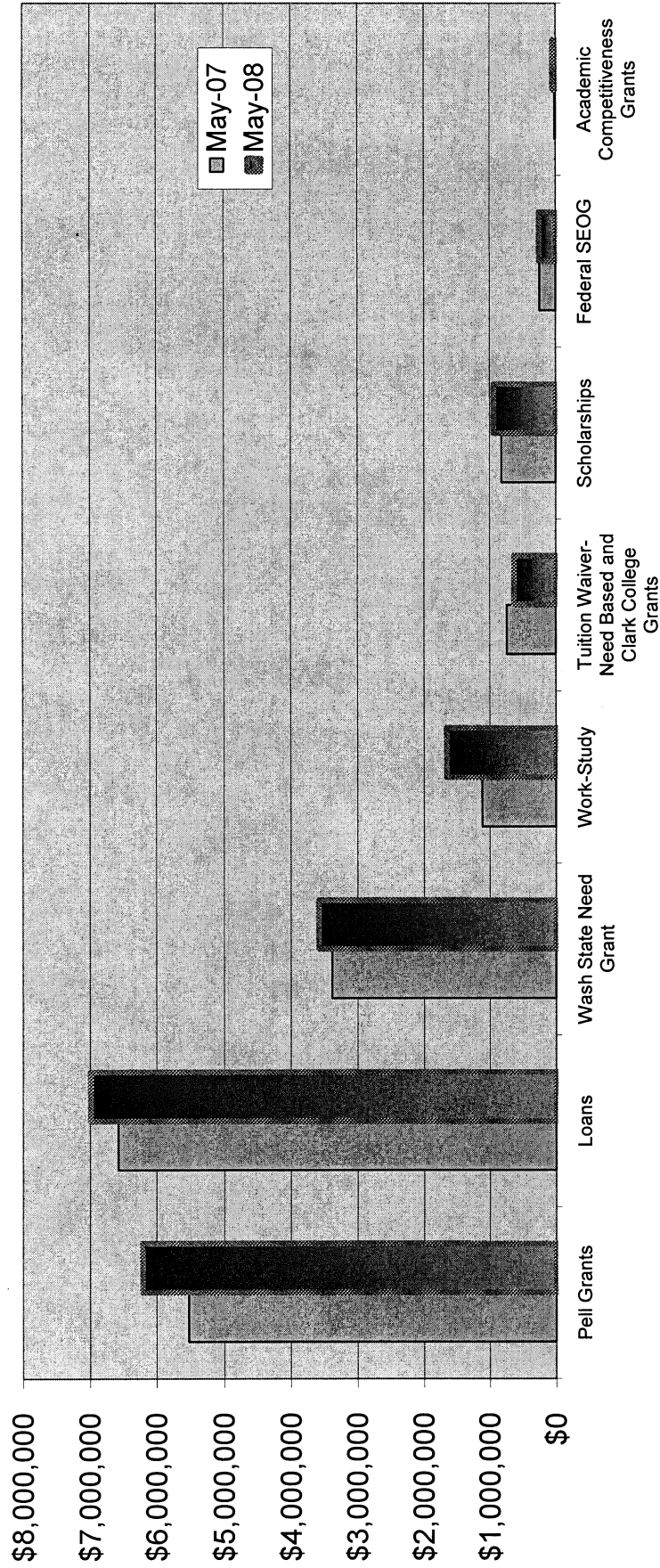
Additional Highlights

A total of 990 new Running Start (RS) students and an equal number of parents attended one of the five identical RS orientations held on April 28, 29, 30, May 1, and May 2. The orientations were held in the Student Center with about 400 people attending each orientation. Linda Calvert provided information about the registration procedures and Paul Casillas and Garrett Gregor, math faculty, provided both the faculty perspective and information about math courses at Clark. Pamela Dake, Bill Wheeler and Tina Barsotti provided information about computer science and engineering programs.

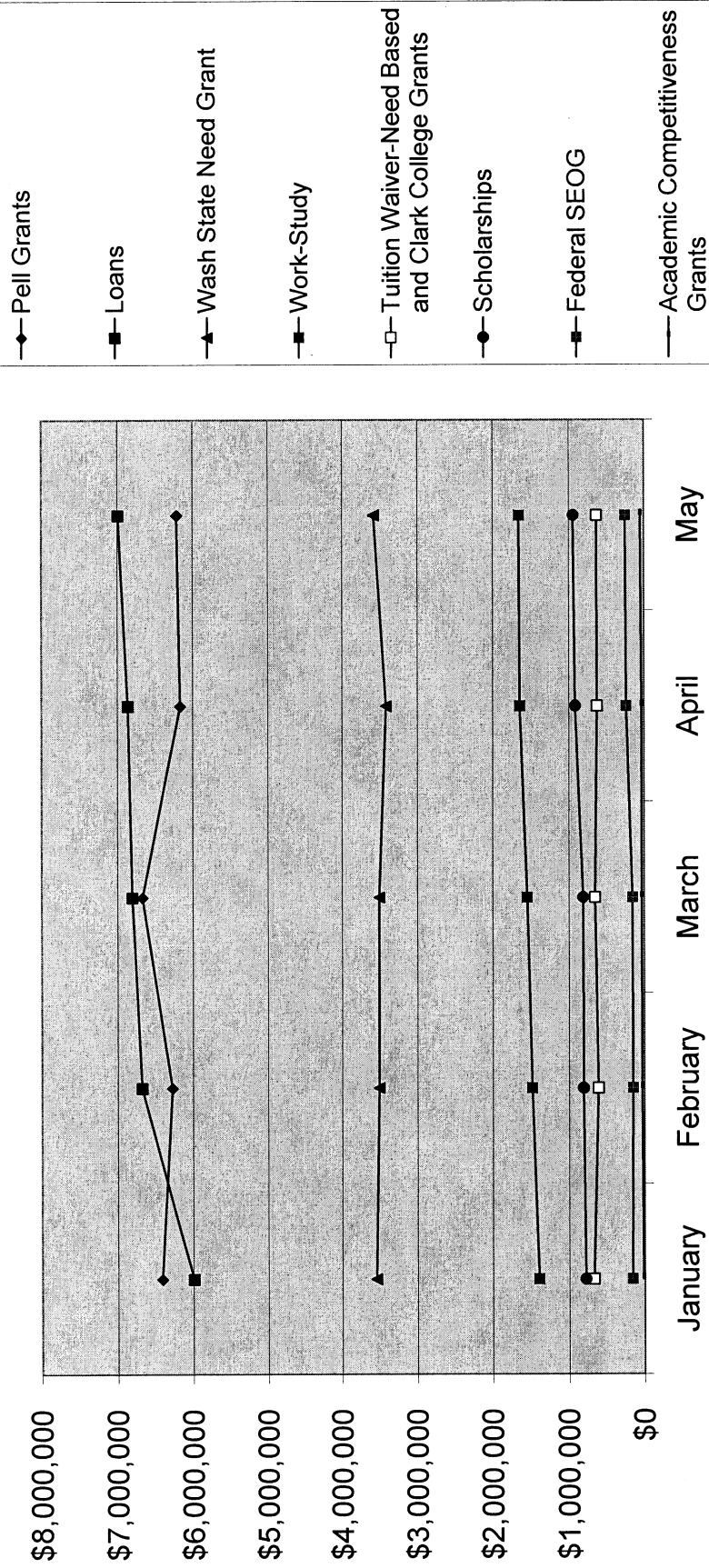
Terri Kaufman and Lorraine Seiffert (Registration) met with Mark McLean (Director of Basic Education Programs) to review and improve processes used to serve students enrolled in ABE, ESL and GED courses. Specifically, procedures for awarding tuition waivers and the Late Registration Policy will be modified to better align with the needs of students in these programs.

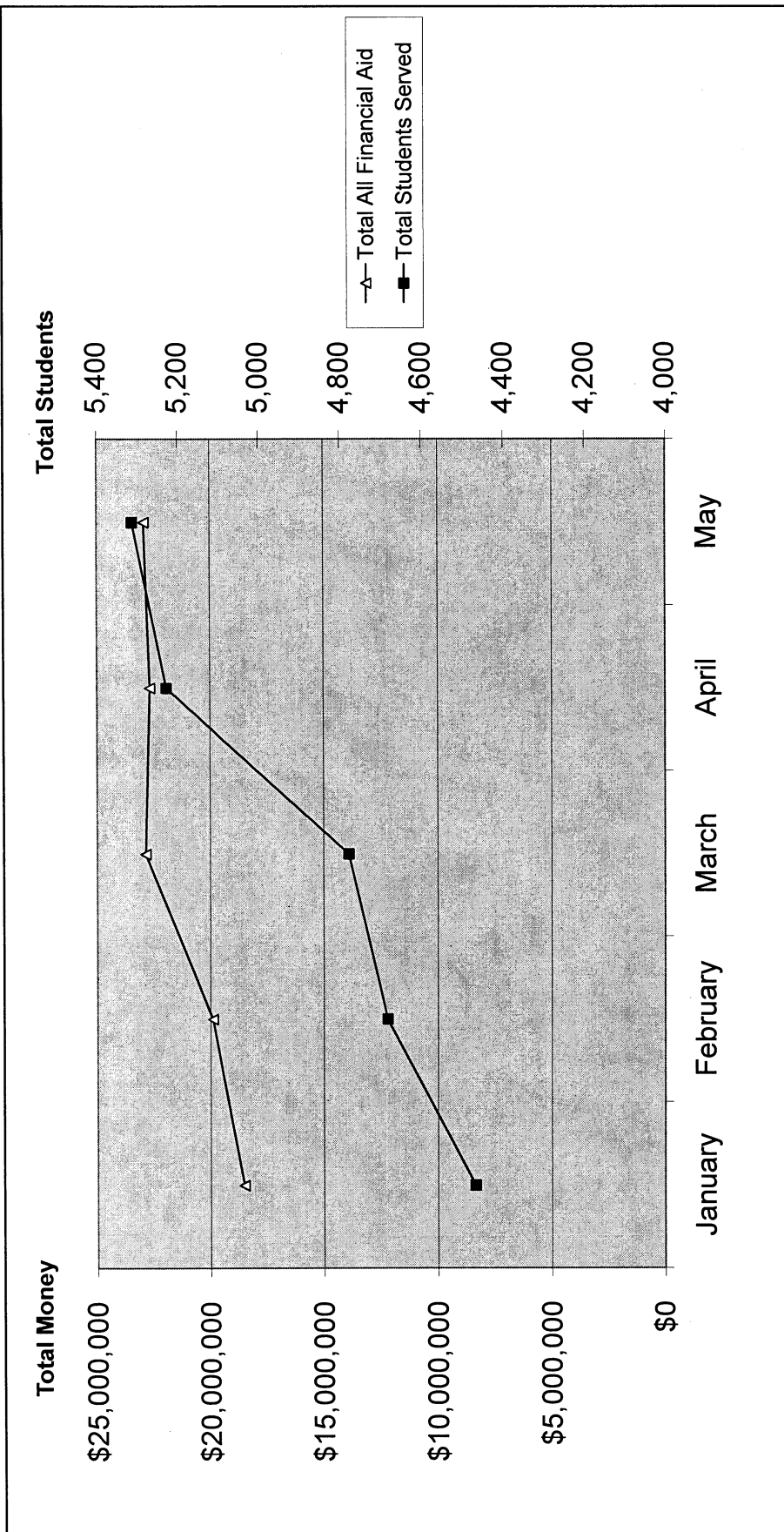
Dr. Rachel Ruiz
Vice President of Student Affairs

Comparison Chart May

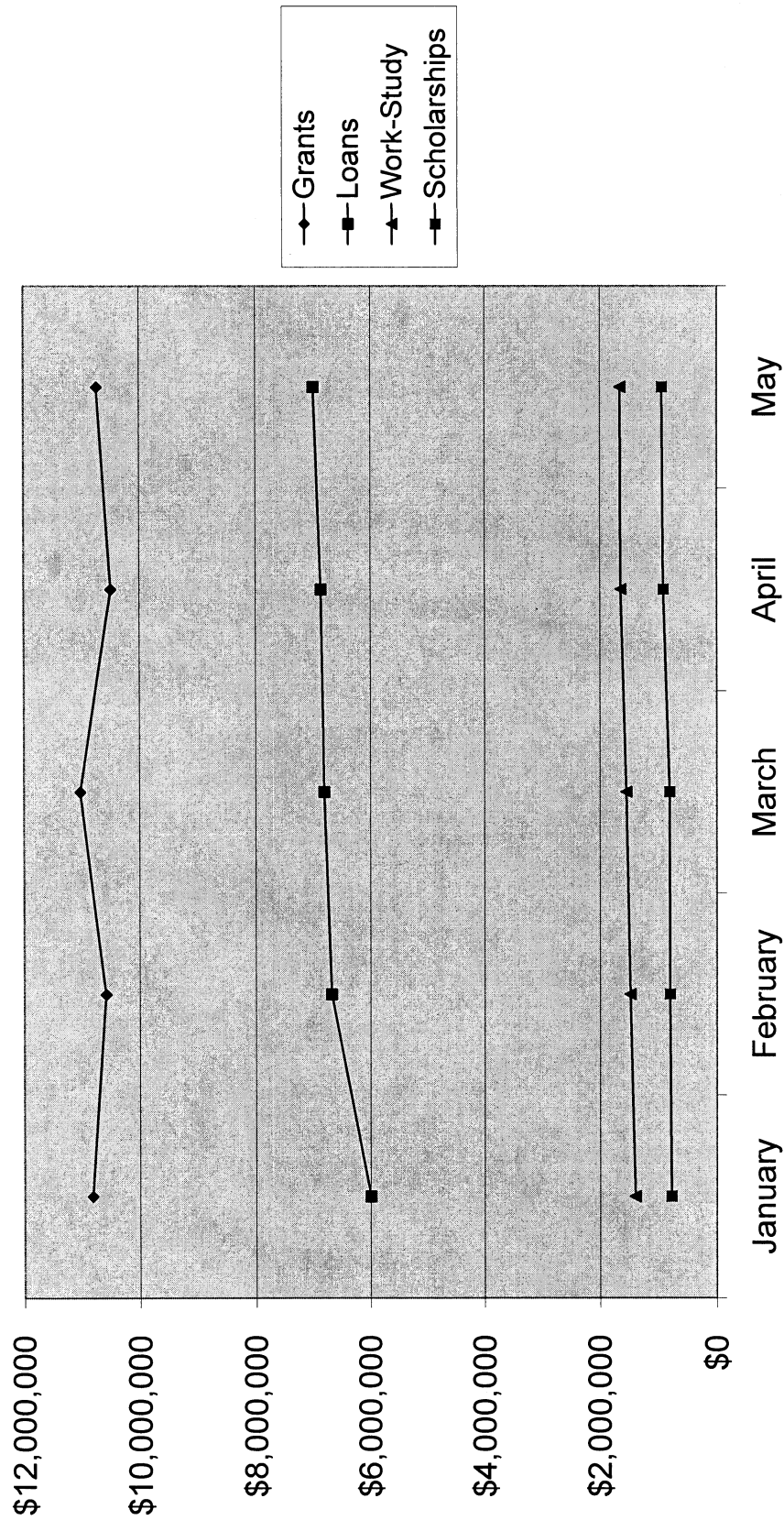


07-08 Financial Aid Stats





07-08 Funding Types



Human Resources Board Report May 2008

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

Focus on learning

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

Progress to date: Environmental Health and Safety and Employee Development have moved to the new location of the Teaching and Learning Center in Gaiser Hall. They are now co-located with Faculty Development and Outcomes Assessment. It will be the same great programs in a new location.

Respect for Differences

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

Progress to date: The Director for Equity and Diversity continues to meet with teams and conduct information/training sessions, the most recent with the Clark College Foundation staff and a Pharmacy Tech class.

The Director for Equity and Diversity and the Associate Director of Human Resources partnered with Instruction, Student Affairs, Clark County, City of Vancouver, and Partners in Diversity to establish a SW Washington presence at the quarterly Say Hey networking event in Portland on May 8, 2008 to assist college recruitment efforts in outreach to diverse communities.

Workforce Development

- ◆ Evaluate Leadership Academy and Continue Implementation

Progress to date: Applications are now being accepted for the 2008-09 Leadership Academy. This is the third year of the academy which provides leadership training through seminars and coaching to promote leadership skills throughout employee groups of the College. Applications are due May 9th.

Management Excellence

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

Progress to date:

IBB sessions are continuing through Spring Quarter. The teams have identified interests and are working on housekeeping items in the agreement and part-time faculty issues. The teams are facilitated by two representatives from Options for the Workplace.

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

The Labor Management Committee met on April 24, 2008 and discussed the following topics: Parking Fees at WSU-V, First Aid Kit Locations, Radon Testing, Drug Free Workplace Procedure, Custodial Study, Contracting Out, Policies and Procedures Updating and Shared Leave Policy.

Additional Highlights

The Association of College Employees (ACE) continues to do great work in supporting college employees by raising funds for scholarship and books. The recent ACE book sale yielded \$1,331.00 to help support scholarships and books for employees.

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

Radmila Ballada was appointed to the full-time tenure-track faculty position as Technical Services and Systems Librarian effective September 10, 2008. Radmila has a BA in History from University of Vermont and an MA and MLS in History and Library Science from Southern Connecticut State University. She has previous work experience with Essex High School Library, Chassman & Bem Booksellers, Brownell Library, Southern Connecticut State University, Bailey Howe Library, Champlain College Library, and Marlboro College.

Shelley Das was appointed to the full-time permanent administrative position as Director of Grants Development effective May 19, 2008. Shelley has a BA in Political Science from the University of Calcutta and an MA in Political Science from Carleton University. She has previous work experience with National Visible Minority Council on Labour Force Development, Canadian Labour Congress, Public Service Alliance of Canada, Women's Health in Women's Hands, and National Organization of Immigrant and Visible Minority Women of Canada.

Christi Grossman was appointed to the full-time permanent classified position as Program Coordinator in Career and Employment Services effective May 12, 2008. Christi has previous work experience with NW Staffing Services, Anderson Dabrowski Architects, Fred Meyer, and HT marketing

Michelle Mallory was appointed to the full-time tenure-track faculty position as Family Life and Early Childhood Education Instructor effective September 10, 2008. Michelle has a BS in Psychology from Western Oregon State College and an MS in Curriculum and Instruction from Portland State University. She has previous work experience with Morrison Center, Special School District of St. Louis County, and Clark College.

Jennifer Matson was appointed to the full-time tenure-track faculty position as Pharmacy Technician Instructor effective September 10, 2008. Jennifer has an AS in Science from Grand Rapids Community College and a BS in Dietetics from Michigan State University. She has previous work experience with Meijer Pharmacy and Apollo College.

Ruby Moore was appointed to the full-time permanent classified position as Office Assistant 3 in Business Services effective May 12, 2008. Ruby has previous work experience with State of Montana Department of Natural Resources and Conservation, Mann Financial Inc., and Applied Information Services.

Jennifer Ward was promoted to the full-time permanent classified position as Program Coordinator in Corporate and Continuing Education effective April 21, 2008. Jennifer has been with Clark College since January 2005 and had previous work experience with Pierce College and Princeton Property management.

Maureen Witters was appointed to the full-time permanent classified position as Program Assistant in Adult Literacy effective May 12, 2008. Maureen has a BA in Psychology and Sociology from Marquette University and previous work experience with Washington State University Extension, Washington Workforce Association, Clark County Department of Community Services, Clark County Volunteer Lawyers Program and Human Services Council

Katrina Golder
Associate Vice President of Human Resources
5/9/2008

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Radmila Ballada	Technical Services and Systems Librarian	9/10/08	Library	Faculty	Full-time	Replacement
Shelley Das	Director of Grants Development	5/19/08	Planning & Advancement	Admin	Full-time	Replacement
Christi Grossman	Program Coordinator	5/12/08	Career & Employment Services	Classified	Full-time	Replacement
Michelle Mallory	Family Life/Early Childhood Ed Instructor	9/10/08	Family Life and Early Childhood	Faculty	Full-time	Replacement
Jennifer Matson	Pharmacy Technician Instructor	9/10/08	Health Occupations	Faculty	Full-time	Replacement
Ruby Moore	Office Assistant 3	5/12/08	Business Services	Classified	Full-time	Replacement
Jennifer Ward	Program Coordinator	4/21/08	Corporate and Continuing Ed	Classified	Full-time	Replacement
Maureen Witters	Program Assistant	5/12/08	Adult Literacy	Classified	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Kris Andrews	Program Coordinator	04/18/08	Basic Education	Classified	Full-time	Resignation
Marta Dragomir	Executive Assistant to the Exec Dir C&M	4/30/08	Communications & Marketing	Exempt	Full-time	Resignation
Bonny Sandy	Program Support Supervisor 2	05/09/08	Basic Education	Classified	Full-time	Resignation

VACANT POSITIONS

HUMAN RESOURCES EMPLOYEE REPORT
May-08

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Assistant Facilities Designer	05/23/08	Plant Services	Classified	Full-time	Replacement
Chemistry Instructor	2/28/08	Chemistry	Faculty	Full-time	Replacement
Dean of Science/Technology/Engineering/Math	4/4/08	Instruction	Admin	Full-time	Replacement
Dean of Health Sciences	4/4/08	Instruction	Admin	Full-time	Replacement
Director of Workforce Ed & Economic Dev	5/19/08	Workforce Education	Admin	Full-time	Replacement
Executive Assistant to the Exec Dir C&M	4/30/08	Communications & Marketing	Exempt	Full-time	Replacement
Graphics Designer/Photographer	5/27/08	Communications & Marketing	Classified	Full-time	New
Grounds Manager	4/8/08	Plant Services	Exempt	Full-time	Replacement
Mail Carrier-Driver	5/15/08	Central Receiving	Classified	PT 50%	New
Medical Radiography Instructor/Coord	3/17/08	Health Occupations	Faculty	Full-time	New
Multicultural Retention Manager	3/26/08	Student Affairs	Exempt	Full-time	New
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	Replacement
Nursing Instructor	2/29/08	Nursing	Faculty	Full-time	New
Office Assistant 3	2/29/08	Nursing	Faculty	Full-time	New
Physics Instructor	5/13/08	Mathematics	Classified	Full-time	New
Program Assistant	2/28/08	Physics	Faculty	Full-time	Replacement
Program Assistant	5/12/08	Financial Aid	Classified	Full-time	Replacement
Program Assistant	4/7/08	Student Life	Classified	Full-time	Replacement
Program Coordinator	5/2/08	Corporate & Continuing Ed	Classified	Full-time	Replacement
Program Support Supervisor 2	5/5/08	Student Achievement TPC	Classified	Full-time	Replacement
Registrar	5/9/08	Basic Education TPC	Classified	Full-time	Replacement
Secretary Senior	5/20/08	Student Affairs	Admin	Full-time	Replacement
Secretary Senior	4/14/08	Office of Instruction	Classified	Full-time	Replacement
Secretary Senior	4/2/08	Athletics	Classified	Full-time	Replacement
Vice President of Administrative Services	5/8/08	Mathematics	Classified	Full-time	Replacement
Warehouse Operator 3	2/28/08	Administrative Services	Admin	Full-time	Replacement
	3/31/08	Bookstore	Classified	Full-time	Replacement

Clark College Human Resources
05/09/08

Planning and Advancement Board Report May 2007

Planning and Advancement has made the following progress towards 2007-08 goals in the six Mission Imperative areas.

Access to Education

◆ Identify and submit grants that support student enrollment and retention

Progress to date:

Corporate and Continuing Education receiving notification from the American Association of Community Colleges of funding of a Plus 50 Initiative grant in the amount of \$70,000. Clark was selected as one of 15 colleges nationwide to participate in the three-year initiative. The grant, submitted by Todd Oldham and Tracy Reilly Kelly, focuses on creation and expansion of campus programs to engage the 50+ population in learning; training and re-training programs; and volunteer, civic, or service activities. Clark College was selected as one of five mentor colleges to work with other community colleges in a mentoring relationship while also enhancing our own institutional programs.

Workforce Development

◆ Collaborate with Instruction to identify funding opportunities in high demand workforce areas.

Progress to date:

Clark College received official notification that the Chemistry Department has been awarded a Course Curriculum and Laboratory Improvement (CCLI) grant in the amount of \$134,750 from the National Science Foundation. The project, "Updating Organic and General Chemistry Curricula using FT-NMR Spectroscopy" is under the direction of Principal Investigator Nadine L. Fattaleh, and Co-PI's Karl L. Bailey and Susan Brookhart. The grant provides funding for Clark to develop hands-on experiences in Nuclear Magnetic Resonance spectroscopy for students, to review existing experiments in organic and general chemistry curriculum and to obtain an Anasazi Instruments Inc. 60-MHz EFT-NMR spectrometer for student use.

Management Excellence

◆ Obtain permanent funding for Director of Grants Development.

Progress to date:

Shelley Das has accepted the position of Director of Grants Development, beginning May 19, 2008.

◆ Facilitate and provide administrative support for 2008 accreditation.

Progress to date:

The Self-study is undergoing another set of revisions and supporting exhibits are being collected. A draft will be distributed to the Board of Trustees at the June Board meeting.

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

Progress to date:

Members of the Executive Cabinet will discuss prioritization of 2008-09 goal and budget requests at a retreat on May 13.

Activities of the 2009-2014 Strategic Planning Task Force continue. A total of 168 college and community members attended one of the eight discussion groups held over the last several weeks to obtain feedback from both internal and external stakeholders. The Task Force met on May 8 to review feedback from discussion groups and further discuss revisions to the Mission, Vision and Mission Imperatives.

Progress of the Strategic Planning Task Force can be tracked via a college intranet site and web page.

Candy Bennett
Executive Dean of Planning and Advancement
May 9, 2008

Corporate and Continuing Education Board Report May 2008

Introductory Statement

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

Focus on Learning

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

Progress to Date:

On May 6, Tracy Reilly Kelly, Mature Learning and Continuing Education Program Manager, escorted 24 Travel Studies students to New York City for seven days. The group attended 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. This is the Travel Studies program third trip to New York City.

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 a \$191,189 Job Skills Program (JSP) grant for the 2008-09 fiscal year. The grant will fund Lean & Six Sigma for Healthcare training to 90 employees from six Southwest Washington healthcare facilities.

On May 7, Corporate Education sponsored a table at the State of Oregon 2008 Training Summit in Salem, OR. Tom Barrows, Corporate Relations Manager, manned a table contacting approximately 100 trainers from numerous state agencies at this annual gathering of state training personnel. Participation in the 2008 Training Summit continues to build Corporate Education's relationship with the State of Oregon Office of Statewide Training, Development and Recruitment, to reinforce Clark College's interest in the upcoming Master Bid for Professional Development Training for all state agencies for Oregon.

On May 9, Corporate Education submitted a proposal for the U.S. Department of Defense Materials Science and Manufacturing Grant procured through the effort of Manufacturing 21 in the amount of \$83,608. These are Federal funds allocated to support the growth of manufacturing companies that supply products to the United States military. If approved, the grant will fund Six Sigma Black Belt training to a consortium of five companies located in Southwest Washington and Portland, OR companies include: Tensolite, nLight Photonics, Saint Gobin Crystals, Solar World and On Semi.

Broad-based Partnerships

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

Progress to date:

Corporate Education sponsored the fourth Best Practices Event “Building High Performances Teams” on May 7. The event was attended by 62 business people. With assistance from Scott Root from Computing Services the event was video taped and a podcast produced for future trainings. Co-sponsors included: IQ Credit Union, Southwest Washington Workforce Development Council, Columbia River Economic Development Center, and the Small Business Development Center at Washington State University.

As a part of the State of Washington County Training Consortium, Corporate Education created marketing templates to be used by the five managing Washington Community Colleges to promote training to State of Washington county employees. Corporate Education is also the primary distributor of marketing materials to over 450 contacts statewide.

Management Excellence

- ◆ **Develop and deploy targeted marketing strategies to recruit and retain students.**

Progress to date:

On April 30, the Executive Director attended a Communications and Marketing staff meeting to discuss how they can provide communications and marketing support to Corporate & Continuing Education. As a result, Brian Scott, Director of Marketing, will be conducting two focus groups on May 21, to help decide the name of the new Corporate & Continuing Education class schedule to be introduced in Fall Quarter 2008.

Todd Oldham
Executive Director
Corporate and Continuing Education
5/9/08

Communications and Marketing Report May 2008

Marketing efforts in support of summer and fall enrollment and special events -- including the spring 2008 Faculty Speaker Series event and the college's 75th anniversary celebration -- are among the highlights of this month's report.

Focus on Learning

- ◆ **Provide design service and consultation for the college community.**
- **Progress to date:** Lead Graphic Designer Wei Zhuang and Publications Designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, they have worked on projects, events and units including: 75th anniversary items (home page Web ad, T-shirt design, initial design for a commemorative book), accreditation report (Tab page design; Manual template, inside pages; cover design), Corporate Education (Pocket folder design, Schedule cover design (Fall, Winter, Spring, Summer), "Road Less Graveled" event for Workforce Education (postcard, posters, home page Web ad, Web registration banner), and Running Start (scrolls/diploma & invitations). Additional projects included layout and design for the Advisory Recognition Breakfast Program and Retiree Reception Invitation. In partnership with Communications Specialist Erica Schwenneker, work continues on publications for the 2008 commencement and GED/high school completion ceremonies, including announcements, VIP reception invitations and scrolls.

Access to Education

- ◆ **Maintain class schedule production standard.**

Progress to date: Completed. All schedules produced under the FY 2007-2008 budget were completed at or above the previously established production level. (Early fall 2008 and summer 2008 schedules included an additional four pages to include common course numbering explanation and crosswalk.) Print specifications for rebidding of the quarterly class schedule in 2008-2009 have been submitted to Purchasing and reflect options for both the current production standard and for increasing the number of pages per schedule.

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

Progress to date: Director of Marketing Brian Scott is currently working on marketing for summer and fall quarters. Highlights include:

- **Summer Quarter 2008 Marketing Program:** Media Placement -- Cable TV schedule completed and booked; Radio schedules completed and booked; Newspaper scheduling completed and booked. Ad Production -- Cable TV spot recordings & revisions completed; Radio spot recording & revisions done; Newspaper ads done; Quick Step Web ad done; Open registration web ad done; Program web ads (e.g. Paralegal, Culinary & Fitness Training) - in development; Registration banner re-posting in process.

- **Fall Quarter 2008 Marketing Programs:** Fall video footage – in development; Radio survey (for fall) – in discussion; Text messaging pilot (for fall) – in discussion
 - **Gaiser Hall Opening:** Video session scheduled for May 14 (delayed twice due to weather); Walkthrough completed (4-3-08)
 - **Advisory Recognition Ad:** Placement: Friday, May 23 – in development
 - **FITJAM08 (Nautilus):** Sponsorship committed (event held on July 11-13); Next Step logo sent; Campus banner posting in discussion
 - **U.S. News & World Report Advertorial:** Publication interview with President Bob Knight – complete (May 5); Layout(s) in development by graphic designer Pat McDonald
 - **Corporate Education Focus Groups:** Class schedule naming sessions in planning (to be held in Corporate Education offices on May 21)
 - **Commencement Ads:** Newspaper & web ads – in development (to run prior, day of and after); Newspaper scheduling – in development
 - **KGW Summer Olympics Opening Ceremonies Sponsorship (8/8/08):** Initial proposal submitted for review; Met with freelance production resource (May 2); awaiting additional cost information and options from KGW.
 - **American Legion Ad (40 & 8):** Space ordered – convention program ad in development
 - **Hilton Web Partnership:** Participation committed – dependent on Hilton project start
- ♦ **Improve the look and function of the Web site. Provide templates for specific Web areas (Archer Gallery, International Programs etc.).**

Progress to date:

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi continue to enhance the college's Internet site. As they continue to rebuild Web areas for Instructional units, their additional projects include an Intranet page created for access to Office 2007 online training and 2008 Commencement and GED commencement Web pages. In addition, a page was added to the Web site focusing on the President's Scholarship for a graduating student who will go on to attend Washington State University Vancouver. A Service Learning Poll was developed (to help determine volunteer projects for next year) with back end database and administrative applications. A database and Web page to view results were developed for "Student Success in Action" reports. Survey Creator was redesigned to fill the expanded needs of Planning and Advancement to conduct surveys for the college community. Work on MRAD clinical tracking system continues. In addition, the department has continued development and early testing of DesignLine, a file sharing application developed to enhance customer service, increase communication between our department and our customers and reduce e-mail congestion across the college.

Working in partnership with Instruction and Communications Specialist Erica Schwenneker, Chris Concannon and Tahnya Huneidi have also modified and coordinated common course numbering information in strategic locations on the Clark College Web site.

Respect for Differences

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

Progress to date:

Almost all draft chapters of the commemorative book have now been finalized; initial graphic design work has begun. Two interviews have taken place for the commemorative video with additional interview scheduling in progress.

Workforce Development

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

Progress to date:

Corporate Education initiative moving forward. Design and web projects completed. CampusCE implementation completed.

Broad-based Partnerships

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

Progress to date:

On April 25, Professor Kathleen Perillo discussed "Birds, Bees and Biodiversity: How Food Choices Impact the Planet." The event, held during Earth Week, attracted excellent advance (The Daily Insider, The Columbian and others) and same-day (FVTV) media coverage. The event drew a standing-room-only crowd, which packed the Penguin Student Lounge and the alcove overlooking the lounge.

Management Excellence

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

Progress to date: Completed. Most recent information available on the Competitive Advantage Reclamation (CAR) initiative Web site indicates the catalog/schedule project has been, according to organizers, "paused for a few weeks." (For more information, visit <http://www.cis.ctc.edu/pub/groups/car/appdev/catsched.htm>)

Additional Highlights for Communications & Marketing

- ♦ Delivery and distribution of the 2007 Clark College Annual Report, entitled "It's All About the Student."
- ♦ Ongoing editing and proofing of 2008-2010 academic catalog.
- ♦ Ongoing support of 2008-2009 student handbook development, including content compilation.

Barbara Kerr
Executive Director of Communications and Marketing
May 9, 2008

Foundation Report to the Board of Trustees May 2008

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

Respect for Differences

- ◆ **Demonstrate a respect for differences and an appreciation of multiple perspectives.**

Progress to date: At the Foundation's invitation, Leann Johnson spoke at a staff meeting about diversity and equity policies and practices at Clark College. The Foundation Board Relations Committee met to discuss potential successors of retiring Board members. Minority candidates were among individuals considered for Board membership.

Broad-based Partnerships

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

Progress to date: Development staff made 188 cultivation contacts and 198 stewardship contacts, surpassing the annual goals set for these areas. April gifts received as a result of direct mailings totaled \$1,620. An additional \$1,195 was contributed by Clark faculty and staff.

Collaborative efforts of the College, ASCC, and the Foundation brought 150 students and alums together at the annual Alumni-Student dinner, where Larry Swatosh received the 2008 Outstanding Alumni Award and Brooke Koppi was recipient of the Alumni Association scholarship.

Campus tours were conducted for representatives from Columbia River Bank and US Trust. Daniel Lee hosted an estate planning luncheon for current and prospective Clark donors. Bob Knight welcomed guests and shared numerous exciting activities around campus, math professor, Chris Milner, gave a fascinating presentation on the T³ (tactile talking tablet), and Bob Ives, local attorney, spoke briefly on estate planning.

Staff is in the process of improving the donor data base by entering 28,000 updated constituent addresses received from Blackbaud.

- ◆ **Strengthen relationships between Clark College and the Foundation**

Progress to date: Lisa Gibert and Board Director Bruce Davidson attended the American Association of Community Colleges (AACC) convention in Philadelphia with Bob Knight and Trustee Rhona Sen Hoss. While in Philadelphia, they also met with consultant, Pend Armistead, of The Clements Group to continue development planning discussions.

The 2007 joint Clark College and Foundation report to the community was released for distribution.

Foundation Funds Allocations recommendations have been forwarded to Executive Cabinet and the College Board of Trustees for approval. The Foundation has been asked to organize a taskforce to review the overall process for fund distributions.

Foundation staff was part of a second meeting, coordinated by Student Affairs, with the Athletics Director, coaches, and PAC representatives to work on building fundraising into the Athletic department's business plan.

Several staff members represented the Foundation at the annual Sakura Cherry Blossom Festival. In addition, development staff members toured Dental Hygiene, and several attended the Faculty Lecture Series.

Management Excellence

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

Progress to date: A June meeting of the Foundation Board and the Board of Trustees with Dr. Len O'Hara, from The Clements Group, is being organized.

Final approval of board and committee roles/responsibilities was given by the Foundation Board of Directors at their last quarterly meeting. Inaugural meetings of the Prospect Research Committee and the Major/Planned Gifts Committee took place.

◆ Become an effective fundraising staff

Progress to date: Foundation management is involved in management communication skills training with executive management coach, Don Wright. Management and/or staff participated in a Stephen Covey seminar, a nonprofit technology summit, and a Technical Assistance for Community Services presentation on Boards and Fundraising.

Lisa Gibert accepted an appointment to the Rotary Board and the Estate Planning Council Board. She and Daniel Lee (Director of Major & Planned Gifts) and Barbara Chen (Chief Financial Officer) are active members of the Estate Planning Council. Ara Serjoie was selected as a National Center for Nonprofit success mentor. He was also invited to present two workshops at the November National CRD (Council for Resource Development) conference in Washington DC

Lisa Gibert
President
May 9, 2008

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
April 28, 2008
Penguin Student Union Building Room 258 B & C

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

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

Faculty: Dr. Marcia Roi; Mr. Joe Renouard, Ms. Kris Barnum.

Others: Ms. Bonnie Terada, Assistant Attorney General; Ms. Lisa Gibert, Foundation President; Mr. Pat Mehigan, ASCC President; Mr. Billie Garner, Plant Services Mechanic; Ms. Cozette Tyler.

Absent:

I. CALL TO ORDER

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

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was accepted as presented.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from Board Members

Chair Sen Hoss shared highlights of the recent trip to Philadelphia and the American Association of Community Colleges annual conference. Attendees included Chair Sen Hoss, Trustee Perry, President Knight, Foundation President Lisa Gibert, Foundation Vice Chair Bruce Davidson, Vice President of Student Affairs Rachel Ruiz, and Clark faculty member Bob Hughes. After the conference, the group traveled to Vineland, NJ to visit Cumberland County College, a community college in Southern New Jersey that offers a scholarship called *School Counts!* This is a scholarship offered to all high school students in Cumberland County who meet specific criteria during their school careers. The Clark group learned how the scholarship was developed, implemented, and currently operated. Chair Sen Hoss said that this was a great opportunity in that the Clark attendees were able to meet a large number of Cumberland College and Foundation members and they very appreciative of the time that Cumberland provided to them so that they might learn about this program.

D. President's Report

President Knight highlighted the community activities he has had the occasion to participate in during the past month. He has been visiting with area Rotary and business clubs and continues to hold monthly meetings with Chancellor Dengerink of WSUV.

The college recently lost two valued, longtime employees and community members, Joy Varney of the Athletic Department and Karen Brown of Student Affairs. Clark hosted Celebrations of Life for each of them with their families, friends and college staff in attendance.

The Executive Cabinet participated in a two-day budget and goal setting meeting in preparation for the 2008-2009 academic year. Prioritization of goals will take place on May 13. The group also reviewed and prioritized the major and minor fundraising lists at this meeting.

Vice President introduced Cozette Tyler, who presented this month's student success story. Ms. Tyler is an office assistant in the Office of International Programs and an intern in Sen. Maria Cantwell's SW Washington office. Ms. Tyler spoke about the role Clark College has played in her and her family's life in helping her achieve her goals and of inspiration she has received while she has been a student at the college.

President Knight discussed the board's approval of the ASCC fund transfer that is in today's First Reading. This vote addresses the transfer that will be made to cover the students' portion of the contribution towards the Gaiser Student Center building enhancements. Although the board is not formally required to approve ASCC capital

funding decisions by statute or policy, they will be considering this decision today at the request of the ASCC. Going forward, ASCC financial decisions will not be brought to the board of trustees for approval.

E. Association Reports

1. AHE - Dr. Marcia Roi

Dr. Roi reported that the AHE is currently in the midst of bargaining with the college. She acknowledged the great facilitator that has been working with them.

The AHE regular newsletter and the new bargaining newsletter has been sent to the membership to keep them apprised of bargaining activities.

Dr. Roi was accepted into the NEA Emerging Leadership Academy.

Rep. Jim Moeller spoke to the AHE senate about lobbying. He provided guidance on how to organize, lobby, and who representatives should talk to on the Hill.

The AHE continues to meet with the WPEA and members attend each other's meetings in order to keep their lines of communication open.

There is one grievance in Step I. Two arbitration requests have been filed and will be heard on May 15. The WEA has filed an Unfair Labor Practice on behalf of the AHE.

Trustee White requested a copy of the newsletters and Dr. Roi will send them to him.

2. ASCC - Mr. Pat Mehigan

Mr. Mehigan announced that the spring quarter has gotten off to a busy start. Sam Reed, Secretary of State of Washington, visited the college and spoke to the students.

The students manage approximately 43 clubs and groups in the college community and many of them are sponsoring events this quarter. A Club Fair was held last week to showcase their activities, and there are more events this week.

Mr. Mehigan distributed the ASCC quarterly report for the winter quarter that breaks down all the events, committees and student activities for the quarter.

3. WPEA

Nominations for WPEA representatives at the UFCW International Convention will take place on April 30. Mr. Garner attended the first collective bargaining strategy meeting.

The WPEA continues to meet with the AHE and members attend each other's meetings in order to keep their lines of communication open.

F. College Reports

1. Instruction – Dr. Rassoul Dastmozd

Dr. Dastmozd introduced Michelle Bagley, the college's new Directory of Library Services. Ms. Bagley started on April 1.

Dr. Dastmozd had no additions to his report and entertained questions from the board. Trustee White asked how "benefit months" are calculated for adjunct faculty. Dr. Dastmozd indicated that one of Instruction's goals is to provide benefits to the adjuncts in order to stabilize their pool and make the college an attractive place to work.

Trustee Jacobs noted that she is pleased that Common Course Numbering is now being used. The website will address the new system in the fall. Only five colleges in WA are not using this system.

Dr. Dastmozd encouraged the trustees to view the marketing video for the Tech Prep program. Office of Instruction's Tyler Chen is the narrator on the video.

Approximately 90 students from the college's music groups will be performing in South Korea at Dankook University in June. The trip was coordinated by music faculty Rich Inouye, April Duvic, and Janet Reiter. The ASCC and Foundation generously provided support for this trip.

The 2009-2010 academic calendar is in today's First Reading for the board's review and approval.

Dr. Dastmozd introduced tonight's presenters, Joe Renouard, Interim Director of Workforce Education and Economic Development and Kris Barnum, Workforce Program Manager, who spoke about the impact of the WorkFirst program. They discussed the activities provided by WorkFirst, the students in the program, and how the programs are managed and innovations are accomplished.

2. Administrative Services – Mr. Phil Sheehan

Mr. Sheehan had no additions to his report and entertained questions from the trustees.

Chair Sen Hoss commented that the board will be taking a tour of the Gaiser remodel in May.

Concerning the budget status report, Trustee Jacobs asked about financial aid revenue as it appears higher than budgeted annual revenue. The fluctuation has to do with the number of grant recipients which cannot always be anticipated when budgets are created. It is often the case that financial aid revenue will exceed the budgeted amount.

3. Student Affairs – Dr. Rachel Ruiz

Dr. Ruiz noted that FTEs were up by 3.96% last month, a very healthy number.

She noted that there were more loans and loan requests by students, about 417 more than at this same time last year. At this point in the year, state aid resources have been expended and students will seek federal loans and Pell grants, both of which are unlimited as long as the student is eligible.

Student Affairs will be moving back to Gaiser Hall during the month of April. Dr. Ruiz offered her thanks and appreciation to Plant Services for taking on such a huge undertaking and doing an outstanding job.

The WA State Student Services Commission Conference is held every three years. There were about 400 participants in attendance this year who heard four Clark College staff gave presentations: Ted Broussard and Sylvia Thornburg presented a workshop on crafting a retention plan. Sheryl Anderson presented on the *College is Possible* program and Jody Shulnak presented on Service Learning. Mr. Broussard and Dr. Thornburg will share their presentation with the trustees at a future meeting.

Trustee Jacobs requested a presentation on work study programs and their funding.

4. Human Resources – Ms. Katrina Golder

Ms. Golder noted that 50% of the open faculty positions have been appointed so far. President Knight and Dr. Dastmozd and the screening committees are working diligently to fill the other half.

5. Planning and Advancement – Ms. Candy Bennett

Ms. Bennett reported that the 2006-2007 student demographic information is being sent to all K-12 superintendents and principals in the service area this week. This gives information about placement of students from the district at the college and the programs in which they are enrolled.

The strategic plan update is moving forward. Seven of eight focus groups have been completed. The groups have ranged in size from nine to 47.

Beginning with the spring quarter, the college is piloting a new survey of all Clark graduates. The vocational and technical students have been surveyed on an ongoing basis, but this is the first time that all students who have applied for a certificate or degree will be surveyed. This will be done each quarter after the first two cycles are completed and a trend can be discerned. So far, 140 responses have been received.

Trustee Jacobs asked about the PACE survey results and Title III grant. Ms. Bennett indicated that the draft report will be sent during the first week of May. There were 280 responses this year which is 110 more than received in 2007. She hopes that more staff will participate in the PACE survey in future years.

The Title III grant is using the same framework and concepts as used in the state Student Achievement Plan. A retention plan is being developed around these points.

6. Corporate & Continuing Education – Mr. Todd Oldham

Mr. Oldham distributed a flyer for the upcoming best practices seminar, the fourth in two years offered by Corporate & Continuing Education. He also distributed a marketing card that gives information to students about enrollment in CCE.

A JSP grant for \$191,000 was submitted to the state board to train 90 incumbent healthcare workers in Lean & Six Sigma from six local healthcare facilities. He should know by the first week in May if the grant is accepted.

The college received notification that the Mature Learning program has received a \$70,000 grant over a three-year period for a 50+ Initiative Program and has been named a mentor college. This program is under the purview of Tracy Reilly-Kelly.

Trustee White requested information on the re-establishment of a Joint Center for Continuing Education between Clark College and WSUV. Mr. Oldham will provide a one-page concept paper about the enterprise to the trustees.

7. Communications and Marketing – Ms. Barbara Kerr

The Common Course Numbering system is being actively marketed on the college website and in the summer course schedule and on the cover of the fall catalog.

A Cinco de Mayo celebration will take place this Friday, May 2 and is jointly sponsored by Student Affairs and Student Life. Advertising for this event is well underway.

8. Clark College Foundation – Ms. Lisa Gibert

Ms. Gibert and the foundation have been actively working on sponsorships of the annual golf tournament and 75th anniversary celebration. The music department has requested fundraising assistance and the foundation is actively working to formalize their appeal.

The first Planned Giving Luncheon will take place on April 29. The foundation is creating a “visionary society” by recognizing those individuals who recognize Clark’s excellence by putting the college into their estate plans. A list of these individuals will be created and they will be provided regular opportunities to come to the college to meet with faculty and staff. Tomorrow’s featured speaker will be from the Math Department. She expects 12 people to attend; many of those who were invited but not able to attend were interested in the concept and have asked to be kept up to date on activities at the college and foundation.

Ms. Gibert reviewed the foundation’s new mission, vision, and values statement. It will be used in their strategic planning process.

III. CONSENT AGENDA

A. First Reading

- ◆ Academic Calendar 2009-2010
- ◆ Board Policy Manual
- ◆ ASCC Capital Fund Transfer

Trustee Jacobs moved that items in First Reading be moved to the Consent Agenda. Trustee White seconded the motion and the items were moved to the Consent Agenda.

B. Consent Agenda

- ♦ Minutes from March 10, 2008 meeting.
- ♦ Minutes from March 17, 2008 special meeting.
- ♦ Minutes from March 27, 2008 special meeting.

Trustee Jacobs moved that the Consent Agenda be approved. Trustee White seconded the motion and the Consent Agenda was approved as submitted.

IV. FUTURE AGENDA ITEMS

WORK SESSION

President's Evaluation Process
(separate work session in May)
Tour of Gaiser Hall (May)
CRC Recommendation (May)
Joint School Board Work Session (June 2)
Instructional Plan (June)
Larch Tour & Graduation (June 20)

BOARD

Board Appointments Committee (June)

V. DATE AND PLACE OF FUTURE MEETINGS

- ♦ *The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. Monday, May 19, 2008 in the Penguin Union Building 258 B & C.*

VI. EXECUTIVE SESSION

The board adjourned into executive session under RCW 42.30.110 until 6:45 pm to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. No action was taken. At 6:45 p.m. an announcement was made that executive session would be extended to 6:55 p.m. The executive session under RCW 42.30.110 ended at 6:55 p.m. The regular meeting was reconvened at 6:55 p.m.

VII. ADJOURNMENT

There being no further business, Chair Sen Hoss adjourned the regular meeting at 6:55 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder
May 7, 2008