

Clark College Board of Trustees Packet

November 19, 2007

Clark College

The Next Step

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

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Vision Statement

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

Mission Statement

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

CLARK COLLEGE BOARD OF TRUSTEES

Monday, November 19, 2007

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—4:30 p.m. Special Board Meeting with Vancouver Public Schools,
November 26, 2007; Agenda Topics
4:30—5:00 p.m. Legislative Agenda

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: Shawn McCready

E. Association Reports

1. AHE#3-4
2. ASCC#5-6
3. WPEA#7

F. College Reports

1. Instruction.....#8-11
Faculty Presentation: Kitty Mackey, Library Presentation
Workforce Development Structure
2. Administrative Services.....#12-16
Capital Budget Requests

3. Student Affairs#17-21
Enrollment Update
4. Human Resources.....#22-28
Proposed Revision to Administrative/Exempt Salary Schedule
5. Planning and Advancement.....#29-31
6. Corporate & Continuing Education.....#32-33
7. Communications and Marketing#34-37
8. Clark College Foundation#38-39

II. CONSENT AGENDA

- A. First Reading
 - ◆ Proposed Revision to Administrative/Exempt Salary Schedule.....#26-28
- B. Consent Agenda
 - ◆ Minutes from October 22, 2007 Meeting#40-46

III. FUTURE AGENDA ITEMS

WORK SESSION

Major Fundraising Priorities (Dec.)
Special Board Meeting, Evergreen
Public Schools (Dec. 17)
Board Self-Evaluation (Feb.)

BOARD

Real Estate Options (December)
Major Fundraising Priorities (Jan.)
Strategic Plan with Foundation Board
(Jan./Feb.)

IV. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, December 10, 2007 in the Penguin Union Building 258 B & C.

V. EXECUTIVE SESSION

- *An Executive Session will be held to discuss real estate options and a personnel matter.*

VI. ADJOURNMENT

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

President's Board Report November 2007

Focus on Learning

Progress to date:

- ◆ The Clark College Distinguished Lecture given by David Gergen on November 7th has been well received by the college and community as a whole. Mr. Gergen also had a very engaging session with our students earlier in the afternoon.
- ◆ I attended the Clark College Leadership Academy kickoff luncheon and spoke to the group about my style of leadership.

Broad-based Partnerships

Progress to date:

- I met with the new Harney Elementary School principal on November 5th. Over 60% of her students receive free or reduced lunch. We discussed partnering with some of her older classes and having them participate in field trips to Clark College. Dr. Ruiz has set up a follow-up meeting with her College is Possible staff and the principal to further our discussion.
- I spoke to the NWAAC commissioners on Oct 18th about how athletics and education work together for the good of the student.

Respect for Differences

Progress to date:

- ◆ I spoke to the Jewish Business Network on October 17th at the Marshall House about Clark College.
- Dr. Ruiz and I welcomed and attended the Students of Color luncheon on Nov 14th. Dr. Gerard Smith, English instructor, was the keynote speaker. The Penguin Student Lounge was filled with standing room only space. Several students gave testimonials about some of their difficulties living as a person of a minority.
- I welcomed Dr. Larry Kominz from PSU who performed the Kyogen farce, *The Mountain Wizards and the Persimmons*, on Nov 14th in our student center. Dr. Kominz was very informative about the Japanese culture.

Management Excellence

Progress to date:

- I conducted a walk thru of the Gaiser Hall and O'Connell Sports Center construction sites. Both projects appear to be well on schedule and within budget.
- Deena Bisig, communication studies instructor, was awarded the Marshall Leadership Award at the Marshall House on November 7th. Dr. Dastmozd was her nominator for the award and introduced her at the event.

Access to Education

Progress to date:

- I welcomed high school principals from our district at a principal's luncheon held in the Penguin Student Lounge on November 9th. I encouraged the principals to use the COMPASS test for their sophomore students and also stated that we are committed to working on aligning our curriculum with theirs.

Workforce Development

Progress to date:

I met with Lisa Nisenfeld of SWWDC to discuss the WDC strategic plan and next steps along with Clark College's role in the strategic plan.

Robert Knight
President
November 14, 2007

**Clark College Association of Higher Education
Board Report
November 19, 2007**

Facilitating communication

Dr. Roi met with Mr. Bob Knight in November to discuss faculty issues surrounding morale, presidential evaluation procedures, student grievance procedures as well as general communication between AHE and the administration. The conversation was fairly productive.

Dr. Roi and Senator Kim Sullivan met with Dr. Rassoul Dastmozd on November 1st to discuss student grievance processes and instructor evaluations.

Dr. Roi attended a round table discussion with other WEA representatives in October to discuss topics of interest to educators in the state and to hear her legislative priorities for education in Washington.

Deb Wallace will meet with the AHE Senate on November 19th to discuss issues of interest to AHE faculty and her priorities for education.

Interest-Based Bargaining issues

The AHE bargaining team has been formed. The team will consist of Senators Kim Sullivan, Roxane Sutherland, David Duback, and Lynn Davidson, our WEA Uniserve representative. The bargaining support research team consists of Senator Garret Gregor, Keith Stansbury and is chaired by AHE Vice President, Barbara Simpson.

Bargaining issues will be prioritized by the Senate in the next couple of weeks.

Release time and training dates for the team are being arranged now. Tentative training dates have been set in the first week of December.

The Evaluation forms bargaining team is continuing their work in revising faculty and course evaluation forms. These forms continue to be forwarded by the team to the Senate for ratification.

Organizational activities

AHE has its November forum scheduled on November 20th. The topic will be Bargaining: questions and answers.

AHE Senate is considering a political action committee to work in association with the WEA-PAC to endorse faculty issues statewide.

Membership

Three new members joined AHE in November.

Grievances

Two grievances have been filed with the college. One has gone to Step one and one is at Step three. The demand for arbitration was filed with the American Arbitration Association on October 8, 2007. The AHE senate grievance committee continues to work toward a satisfactory resolution of these issues.

Training

Treasurer Steve Walsh will attend training at WEA Riverside in November.

Community Connections

Dr. Roi attended the WEA Riverside executive committee meeting in November

Submitted by
Dr. Marcia Roi
President, CCAHE
November 14, 2007

November Board Report ASCC

Student Government

The ASCC Executive Council has had a very exciting quarter thus far. Our ASCC committees have been very productive in fostering student success. Over the course of the month we have many guests at our Executive Council meeting such as; a UPS recruiter for, a Bellevue Community College bookstore employee, The Independent, and a Media Services representative.

- ◆ **Derrick Streng, ASCC Vice President**, has successfully filled all thirty-one Tenure Review Committees, and is in the process of filling all remaining campus committees.
- ◆ **Cindi Lou Kunkle, ASCC Club Coordinator**, has been having fun and well attended club committee meetings. There are now thirty-one chartered clubs and more on their way to re-chartering. Kunkle has also put together club leadership training sessions for the various student representatives to teach them all the aspects of keeping their clubs chartered.
- ◆ **Janet Sanchez, ASCC Activities Director**, and the Activities Programming Board have been very busy and have had some well attended events such as *La Fiesta Grande*, a *pie eating contest*, *Last Penguin Standing*, and *the Halloween After Fright*. These events were very successful and show what an amazing team we have. For the month of November we have the following events for your viewing pleasure; a *Side-Splitting Comedy Event*, *the Student of Color Luncheon*, *Viva Las Vegas*, *Use Your Noodle Family Pasta Night*, and *World Aids Day*.
- ◆ **Pat Mehigan, ASCC President**, has been attending the ASCC Finance Committee, Foundation Funds Allocation, IT Committee, ASCC Club Committee, and chairing the ASCC Executive Council. Mehigan also introduced Mr. David Gergen at the Distinguished Lecture Series student forum.

Student Clubs

- ◆ Club for Social Action will be hosting a Poverty Awareness Day on January 23rd, 2008 from 10:00am to 2:00pm.
- ◆ The French Club will be having its Summary of the French Study Tour of Paris and Switzerland, on November 24th, 2007 from 12:00pm to 1:00pm in PUB 258A.
- ◆ The German Klub will be traveling to the German town of Leavenworth, WA, where there is a little Bavarian village decorated for the holiday season. This trip will offer a domestic "emersion" experience for Klub members.

- ◆ The Horticulture Club is planning a house plant sale at the end of November and the beginning of December.
- ◆ The Japanese Language Club is having a Japanese Tea Ceremony and a showing of "Seven Samurai" for the students of Clark.
- ◆ The SNACC Club has been having previous graduates from the Nursing program speaking at the recent meetings, and they have also been putting on Blood Pressure Clinics.

Respectfully submitted,

Pat Mehigan
ASCC President

**WPEA/UFCW Local 365, Clark College Unit
Board Report November 8, 2007**

UNIT ACTIVITIES

- ♦ WPEA/UFCW Clark College Unit meeting will be held November 21, 2007 in BHL 109.
- ♦ Job Representative Council meeting will be held November 22, 2007, SHL 214.
- ♦ WPEA/UFCW Local 365 District 1 quarterly meeting will be held November 20, 2007, PUB 258B.
- ♦ Eugene Carroll attended the Southwest Washington Labor Roundtable on October 12, 2007.

COMMITTEE REPORTS

- ♦ These are our 2007 Job Representatives:
Eugene Carroll – ext. 2416, Billie Garner – ext. 2336,
Mark Owsley – ext. 2141, Jean Roniger – ext. 2336, David Sims – ext. 2132,
David Stephan – ext. 2661, Jennifer Wheeler – ext. 2146
LMCC meeting was held October 25, 2007.

COMMUNICATION

- ♦ The Clark College WPEA/UFCW Unit meetings will now be held in BHL 109 the third Weds of each month at noon and quarterly at 6:00 AM.
- ♦ Next Labor Management Committee meeting is scheduled for November 29, 2007 with a continued focus on bringing Clark Policies and Procedures in alignment with the current UFCE/WPEA Collective Bargaining Agreement.
- ♦ WPEA/UFCW and AHE continue to meet regularly fostering open communication and promote a positive working environment.
- ♦ WPEA/UFCW is beginning to prepare for Bargaining in 2008 for the 2009 to 2011 contract.
- ♦ Clark College WPEA/UFCW Unit is preparing a list of members interested in Job Representative training.
- ♦ On Thursday, April 19, 2007 Governor Gregoire signed SHB 2361. This bill will provide Higher Education exempt status employees the choice to have union representation. SHB 2361 will affect thousands of workers throughout Washington State.

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

Submitted by:

Billie Garner, Chief Job Representative – November 8, 2007

Instruction Board Report November 2007

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

Focus on Learning

- ◆ **Conduct strategic dialogue and training, to promote a learner-centered approach for Instruction.**

Progress to date:

On October 18, a one-hour video conference was facilitated by the Clark College Teaching and Learning Center and Everett College to discuss Faculty/Staff Learning Communities at Everett. Topics discussed were (1) what learning communities are, (2) what kind of support they need, (3) how to get one started, (4) how they are facilitated, and (5) exactly what happens during a typical learning community session. Nine faculty and staff from Clark participated in the discussion while at Everett five faculty, one administrator and one representative from the office of the Director, Education Division, State Board of Community and State Colleges attended.

- ◆ **Develop a retention plan.**

Progress to date:

The Computer Technology program and the Art department are working to create a dual purpose lab that better serves the students and programs.

- ◆ **Improve the pathways by which ABE, ESL, and GED students can access Clark classes and services leading to Career Pathway Ladder or high paying jobs.**

Progress to date:

Lora Jenkins has been hired as the Opportunity Grant Coordinator; her experience at TPC will assist our students as she is familiar with the processes there and the challenges faced by our students. Sue Kusch has been hired as the Career Pathways Coordinator. Sue's experience in Clark's education and advising departments and her great familiarity with our campus will greatly benefit Basic Skills students.

Faculty have been identified for development of I-BEST programs in Early Childhood Education and Business Technology. Clark continues to gain national attention for its I-BEST work: Les Rivera and Katy Washburne will present in New York City at TESOL 2008.

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

Progress to date:

The Workforce Advisory Committee has been rescheduled for December 13. Recruitment of new advisors is needed because six resignations have been received since April. Both of the WorkSource – Vancouver members have left their positions and relocated. Additionally, the

WDC and ESD representatives also left their respective positions. Contact with the Association of Washington Business and the SBCTC labor liaison have indicated that they will assist in the recruitment of new members.

The investigation and planning processes for adding new CJST training options is under way and it appears that Warehousing and Transportation-related programs, if endorsed by our advisory committee, will be implemented within the winter quarter time period, and a new BTEC Office Receptionist/Clerk I-BEST program is slated to start spring 2008.

Access to Education

- ◆ **Increase select AT/DT/Weld program capacity while maintaining a safe work environment.**

Progress to date:

The Welding program will be adding a new entry level section for winter term that will accommodate an additional 18 students in the program.

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

Progress to Date:

Over 50 people applied for our new Adult Literacy Program Assistant job. We are very excited about this deep pool of applicants.

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

Progress to date:

A grant from the Clark College Foundation has funded seven laptop computers for short-term check out to students at Cannell Library. The laptops, connected to the Internet via the library wireless network, will provide enhanced access for students to electronic library resources and new options for using application software on campus.

The History Department will offer the following new hybrid format courses: Hist 265 – Women in U. S. History; Hist 133 – U. S. History. In addition, Soc 101 – Introduction to Sociology and Soc 110 – Introduction to Criminal Justice are under development as online courses.

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

Progress to date:

Worker Retraining funds have been marshaled to run weekend display ads to promote recruitment and enrollment. Brian Scott is preparing ad copy for insertion in the daily *Columbian* commencing on November 18 and running through the end of December.

Tonya Lawrence, Tech Prep Manager, met with the Oregon Tradeswomen on October 25. She will work in conjunction with them for the annual "Try-a-Trade" Program in the

spring. Local high school female students attend the program to learn of unconventional careers for women. Tonya will also serve on the Oregon Tradeswomen Committee.

The Medical Radiography Program (MRAD) sponsored a meeting at Clark College for the clinical sites to display their facilities to the MRAD students, staff, and faculty. This meeting was attended by Clinical Instructors, Managers, and Directors and provided an opportunity for them to increase awareness and market their sites, as well as answer questions from students. CLUB MRAD students designed the posters, took the photos, and prepared the handouts for this event.

Respect for Differences

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

Progress to date:

The Sociology department will offer Soc 280, "Understanding Muslims and Islam," in fall 2008. In addition, Washington artist MB Condon's exhibition, "Red Thread: Women and militarism," is on display at Archer Gallery from November 6 to December 5.

Workforce Development

- ◆ **Develop new/innovative programs or expand capacity in programs that will meet local workforce needs and contribute to economic development by moving students from high school and basic education to work and transfer institutions.**

Progress to date:

Workforce Education has partnered with Corporate and Continuing Education to conduct labor market analysis to determine new offerings that could be adopted through the 2007-2008 program year. Current options being studied include: Chiropractic Assistant, Laser Hair Removal Technician, Physical Therapy Aid, and Ophthalmic Assistant.

- ◆ **Completed Labor Market Analysis & Economic Forecast.**

Progress to date:

The College is currently engaged in working with the Southwest Washington Workforce Development Council in determining in-demand occupational projections and aligning system resources to address employer need.

Broad-based Partnerships

- ◆ **Develop a plan to increase transition from high school and basic skills through matriculation to employment or university.**

Progress to date:

On October 25, the Clark College librarians hosted a meeting of thirty-two Clark County librarians from nine county high schools, seven middle and elementary schools, Fort Vancouver Regional Library, Washington State University Vancouver, and Clark

College. Kitty Mackey and Joan Carey from Clark made a presentation about the new *Information Student Learning Outcome* and gave an overview of the campus information literacy program. The school librarians shared details about various information literacy efforts in the local public schools. A small working group of librarians from Clark, WSUV, and the Vancouver school district will continue to work on articulating high school information literacy efforts with the programs at Clark and WSUV. Instruction for Clark's *Information* learning outcome teaches students to recognize how information changes one's knowledge base and value system, determine the nature and extent of information needed, access needed information effectively and efficiently, evaluate information and its sources critically, and identify the ethical, legal, and personal responsibility issues surrounding the access, creation, and use of information.

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 MRAD program received an in-kind donation of an expensive X-ray Sensitometer device from the Vancouver Clinic; this donation was facilitated by a Vancouver Clinic employee who serves on the MRAD Advisory Committee.

Additional Highlights

- ◆ Clark's DNET program and instructor Dwight Hughes were recognized for providing educational excellence from Cisco Systems Networking Academy. Dwight and his program were just one of a handful from across the United States and Canada that were chosen.
- ◆ Joe Renouard, Director of Workforce Education, attended the SBCTC Workforce Education Council's fall conference and received program reports on Worker Retraining, Perkins, the Job Skills Program, and the Customized Training Program. Clark College has already accomplished 21.9% of its 2007-08 Worker retraining goal and leads the state in this category. The overall state rate is 13.6%. In Job Skills Program development, Clark College ranks second with nearly 10% of all awards system-wide.
- ◆ Clark Early Childhood Education faculty member Debi Jenkins was recently appointed as a Board member to the "I Have a Dream" Foundation of Oregon.
- ◆ The first Clark College theatre production of the academic year, Steve Martin's adaptation of "The Underpants," ran in Decker Theatre from November 2 to 17. The production was ably directed by Clark faculty member Dan Anderson.
- ◆ Career Counselors from twelve local high schools attended the Tech Prep online registration training on October 22.

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

Administrative Services Board Report November 2007

Introductory Statement

Fall continues to be an exceptionally busy time with Administrative Services staff involved in interacting with and providing information to the State Auditors, preparing accreditation reports, and monitoring construction projects.

Focus on Learning

- ◆ Install smart classroom technology in 30 classrooms.

Progress to Date: Twelve additional classrooms will be ready by winter quarter.

- ◆ Continue training in R25 for four members of implementation team.

Progress to Date: Completed.

Access to Education

- ◆ Increase the safety, stability, and effectiveness of College Security Department by 1) eliminating dependence on temporary funding to fully staff Security Department at desired levels, and 2) increasing the ratio of FT to PT security officers.

Progress to Date: Posting has closed for one full-time Campus Security Officer. The interview process has begun.

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

Progress to Date: This project is currently out to bid. Bids will be opened November 13th (a change from the earlier reported date of November 6th). Due to various other bids coming due at the earlier date, contractors will now be able to focus on the College's bid and hopefully provide a more positive response. Groundbreaking for Clark College at CTC is scheduled for November 19th.

- ◆ Implement signage according to Signage Master Plan.

Progress to Date: Preliminary design review for an electronic reader board sign has been scheduled with the City of Vancouver Design Review Board. Design of the gateway signs has started. Work is also starting on a master plan for interior signage and wayfinding.

- ◆ Complete the Facilities Master Plan Update Draft.

Progress to Date: A final draft of the Facilities Master Plan Update has been completed. A copy has been provided to the Board of Trustees for review and comment. Findings from

the plan have been used to define the projects for the Capital Budget Submittal for the 2009-2011 biennium. The finished document will be published in November.

Respect for Differences

- ◆ Include diversity and respect for differences as staff development activities in all Administrative Services departments.

Progress to Date: Plant Services has scheduled a series of diversity trainings with Leann Johnson for November and December.

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

Progress to Date: Five members of Plant Services attended "Moving Beyond Conflict" as part of training in conflict resolution.

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

Progress to Date: Plant Services team is working on a matrix to help define appropriate items to communicate, methods of communication, and responsible parties within the department to ensure that communication occurs.

Broad-based Partnerships

- ◆ Update College Emergency Management Plan.

Progress to Date: In preparation for the work involved in updating the Emergency Management Plan, three College employees from Administrative Services and Human Resources attended CERT (Campus Community Emergency Response Team) training at Portland State University. The training was conducted by Michigan State University School of Criminal Justice under a grant from the U.S. Department of Homeland Security. Another team also travelled to Houston, Texas, to attend a symposium on crisis management sponsored by the American Society of Safety Engineers.

Plant Services has completed an assessment of the work needed to modify the lock mechanism on certain classroom and office doors so that the door can be locked from the inside. Plant Services has also begun the task of mounting lockdown procedure posters in classrooms and offices.

Management Excellence

- ◆ Upgrade/replace Reality procurement application software.

Progress to Date: The SBCTC system RFP was issued after approvals from the State's Office of Financial Management and the Department of Information Services. The College's

Purchasing Manager is a member of the committee that will review proposals. Once the proposals are reviewed, a decision will be made to either upgrade the College's current purchasing system or participate in the system solution which would be implemented after rehosting is complete.

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

Progress to Date: Bookstore staff is currently reviewing vendor contracts and anticipates selection by November 13th (revised from November 1st). This goal is on track to meet the completion target of February 2008.

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

Progress to Date: Thirty copy machines have been replaced, and representatives from Konica Minolta provided two days of training to staff and faculty. A new lease has been signed which will decrease annual costs by \$7,800.

Additional Highlights

- ◆ State auditors have concluded the audit of the College operations. I wish to express my appreciation to Karen Wynkoop and her staff in Business Services for the time and effort spent gathering information and answering questions for the auditors during their five-week visit to the College. Informal exit meetings have occurred with several College departments and a formal exit interview is scheduled for November 26, 2007.
- ◆ The Director of Plant Services has begun the preparation of two capital budget requests for the 2009-11 biennium. One request is for a replacement project for the Foster-Hawkins complex and the other is a growth project, the site of which has not been determined. These requests are consistent with the newly updated Facilities Master Plan. Capital budget requests are due to the SBCTC on December 5, 2007.
- ◆ Plant Services is working with the leasing agent and College employees at Town Plaza to schedule the completion of deferred maintenance items that were identified during the last lease negotiation. Work is being scheduled to complete these items as quickly as possible with minimal impact to the students, faculty, and staff at TPC.

Phil Sheehan
Interim Vice President of Administrative Services
November 13, 2007 PS111

Clark College - Budget Status Report

October 31, 2007

Sources of Funds (Revenues)	2007-08 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	30,023,449	8,971,093	21,052,356	29.9%
Tuition	12,234,121	4,904,112	7,330,009	40.1%
Interest	180,000	167,388	12,612	93.0%
Excess enrollment & use prior fund bal	304,765	-	304,765	0.0%
Dedicated, matriculation, tech, cont ed	3,248,178	1,137,786	2,110,392	35.0%
Total Operating Accounts	45,990,513	15,180,380	30,810,133	33.0%
<u>Other Accounts</u>				
Grants & Contracts	7,656,010	1,090,965	6,565,045	14.2%
Internal Support	1,327,103	599,147	727,956	45.1%
ASCC less PUB	1,625,545	616,908	1,008,637	38.0%
Bookstore	4,875,590	2,000,030	2,875,560	41.0%
Parking	755,234	115,565	639,669	15.3%
Auxilliary Services	1,452,622	460,144	992,478	31.7%
Financial Aid	15,619,739	7,091,561	8,528,178	45.4%
Total Other Accounts	33,311,843	11,974,320	21,337,523	35.9%
Total Sources of Funds	79,302,356	27,154,699	52,147,657	34.2%

Uses of Funds (Expenses)	2007-08 Budget	Expense/Encum to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	585,098	216,209	368,889	37.0%
VP of Instruction	26,531,990	7,149,953	19,382,037	26.9%
VP of Administrative Services	8,602,374	3,804,186	4,798,188	44.2%
VP of Student Affairs	5,406,155	1,662,544	3,743,611	30.8%
Executive Dean Planning & Advancement	549,182	123,408	425,774	22.5%
Executive Dean Workforce Development	2,087,817	635,855	1,451,962	30.5%
Executive Director of Communications	1,107,129	553,669	553,460	50.0%
Associate VP of Human Resources	1,120,768	321,932	798,836	28.7%
Total Operating Accounts	45,990,513	14,467,756	31,522,757	31.5%
<u>Other Accounts</u>				
Grants & Contracts	7,656,010	2,494,542	5,161,468	32.6%
Internal Support Services	1,327,103	585,384	741,719	44.1%
ASCC less PUB	1,625,545	429,816	1,195,729	26.4%
Bookstore	4,875,590	2,588,660	2,286,930	53.1%
Parking	755,234	74,904	680,330	9.9%
Auxilliary Services	1,452,622	443,813	1,008,809	30.6%
Financial Aid	15,619,739	7,107,346	8,512,393	45.5%
Total Other Accounts	33,311,843	13,724,465	19,587,378	41.2%
Total Uses of Funds	79,302,356	28,192,221	51,110,135	35.6%
Difference - Excess (Deficiency)	-	(1,037,521)		
Capital Projects - Revenue	20,776,999	4,009,238	16,767,761	19.3%
Capital Projects- Expense less depr	20,776,999	5,368,496	15,408,503	25.8%
Difference - Excess (Deficiency)	-	(1,359,258)	1,359,258	

e. Theresa Heaton, Cindi Olson, Sabra Sand
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 11/8/07

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 11/13/07

Student Affairs Board Report November 2007

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

Focus on Learning

♦ Collaborate with Stakeholders to implement the Recruitment Operational Plan.

Progress to Date:

Jennifer Reeves (Recruitment) attended the 2nd annual Native American College & Career Day which was held at Lane Community College in Eugene, OR on October 12. Approximately 75 students from southern Oregon tribes attended the event.

The 1st annual Gateways: Student of Color Open House was held on October 19. Approximately 115 prospective students from Fort Vancouver, Hudson's Bay, Evergreen, Battle Ground, Skyview, Washington School for the Deaf, Roosevelt, and Woodburn high schools attended along with counselors, teachers, family members, and chaperones. Students participated in campus tours, attended presentations on support services and instructional program informational sessions.

♦ Provide quarterly education workshops for Washington State Achiever recipients.

Progress to Date:

Lizette Drennan (Financial Aid) conducted mandatory Achiever meetings on October 1-3. Additional hours were devoted to individual student counseling sessions. Lizette discussed class schedules, money and time management issues with the students.

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

Progress to Date:

The Retention Committee continues to make progress toward creating a college wide Retention Plan by soliciting and publishing stories that illustrates how staff and faculty currently support student success and retention. The entire college community has been invited to complete a brief survey that documents formal or informal efforts they are currently using to support student success. Each Friday a college wide e-mail entitled Student Success in Action at Clark College is sent that highlights a submitted story.

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

Progress to Date:

An evaluation survey was administered at the end of the Gateways: Student of Color Open House on October 19. Of the 115 students who attended, 85 completed a survey asking them to name three new things they learned while attending the event. 100% of the students responded with at least one new idea.

Suzanne Thayer (Job Developer) conducted a workshop to 26 students of the Pharmacy Externship Seminar II on how to write an effective resume and cover letter. Ninety percent of the students reported that they gained valuable knowledge as a result of the presentation.

Catharine Keane (Career Information Specialist) conducted several orientations about the Career Center to students in the HDEV 100 classes. The results of the evaluation surveys

revealed that eighty-eight percent of the student's found the information provided to be helpful. Positive comments were also made about the career resources provided in the Career Center.

Jody Shulnak (Service Learning) conducted four classroom presentations on volunteering and service-learning to the following classes: Technical Writing, Small Group Communications, and Introduction to Service-Learning.

Three group advising workshops were held for Running Start (RS) students interested in the following majors: Engineering, Education and general transfer with advisor Colleen Wright and Science transfer with advisor Diane Divittorio. A total of 18 RS students attended the three workshops and reported increased learning in content area as noted on evaluation forms.

Access to Education

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

Progress to Date:

The new online system of scheduling COMPASS tests for prospective Running Start students was successfully implemented in October. A total of 177 prospective Running Start students used the new online system to schedule their COMPASS tests for Winter Quarter. Of these, 117 students qualified for Running Start. Previously, students registered at their respective high school counseling offices for the test.

- ◆ **Increase access for placement testing services by extending number of available hours and locations.**

Progress to Date:

The Assessment Center partnered with the Vancouver Skills Center to provide the COMPASS math test to 42 students enrolled in Construction Technology and Automotive programs. The exam will be used as a pre-test and post-test to assess progress in basic mathematics skills.

Respect for Differences

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

Progress to Date:

Chanda Kroll (International Recruitment) traveled to the following Asian cities: *Hong Kong* (PRC), *Macau* (PRC), *Seoul* (Korea), *Dalian* (PRC), *Chongqing* (PRC), *Beijing* (PRC), and *Tokyo* (Japan) from October 2 - 22 to meet and establish relations with new agents, representatives from U.S. Embassies, personnel from international higher learning institutions (for faculty and student exchanges and short-term summer programs), and students at US study fairs. Chanda will provide a final report of her travels to the International Education Committee for future planning purposes.

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

Progress to Date:

Rosalba Pitkin (English as a Second Language (ESL) and Latino Outreach Program

Coordinator) met with the Washington Commission on Hispanic Affairs in Yakima on October 18-20. During the community meeting most Latino families expressed their need to work more closely with the school system to learn how to discourage their children from joining gangs.

Samantha Lelo (Student Life), Lizette Drennan and Rahel Weldu (Financial Aid) attended the "Faculty & Staff of Color in Higher Education" conference, beginning October 31 in Wenatchee. In addition, Renee Stoll (Disability Support Services) attended "Inside, Outside, and Around the Edges: Working Together to End Oppression" workshop on October 20. The goals of these sessions were for staff to learn new strategies of becoming more sensitive to the needs of students of color.

Workforce Development

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

Progress to Date:

The Career & Employment Services hosted Bonneville Power Administration in the Gaiser Student Center on October 11. Over forty students attended the presentation that presented apprenticeship opportunities as electricians, linemen and substation operator to Clark's Power Utilities Technology and Electronic programs. 100% of attendees reported satisfaction with the presentation and an increase in their knowledge about the agency.

Broad-Based Partnerships

- ◆ **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:

Mary Deal (Health Services) reported that priorities for the college wellness program have been identified, and a launch of the Healthy Penguin Nation is planned for early January.

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

Progress to Date:

Suzanne Thayer and Jim Malinowski from Clark's Power Utilities Technology Program attended a Job Developers Network event with a presentation given by PGE where they learned about the Power Utility Program and discussed co-op/internship opportunities.

Jody Shulnak submitted a grant proposal to WA Campus Compact/Students in Service and was awarded \$1,380 to strengthen the Students in Service program on our campus. Funds will primarily be used to conduct site visits at community agencies where our students are serving and to host a Students in Service Recognition Ceremony.

- ◆ **Expand Service Learning opportunities for students by collaborating with newly formed community agency partnerships.**

Progress to Date:

Jody Shulnak co-lead a group of five students for a *Fridays in the Community* project at the Columbia Springs Environmental Education Center. The group reinforced two bridges with a wire mesh to improve footing and planted a Douglas fir seedling. Additionally, Jody has enrolled seven new students in the WA Campus Compact Service Learning program. Over the next two years, these students will complete 3,900 hours of community service and earn up to \$10,724 in AmeriCorps educational scholarships.

Management Excellence

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

Progress to Date:

Catharine Keane, Mike Wright and Jody Shulnak (Career Center) and Mike Gibson and Eugene Carroll (Financial Aid) attended the Promoting Learning across the College workshop on October 12. The workshop was sponsored by the Teaching and Learning Center and focused on identifying and implementing learning centered services that focused on student success.

Eugene Carroll (Financial Aid) attended the National Student Employment Association 33rd Annual Conference in San Diego from October 15-19. He moderated one of the break-out sessions entitled Starting a Supervisor of the Year Program. Eugene also received a scholarship from UPS that allowed him to attend the Training of the Trainer workshop and was certified as a Student Employment Essentials Trainer.

Tami Jacobs (Disability Support Services) attended the Washington Association on Postsecondary Education and Disability annual fall conference in Richland, Washington, October 24-26. Topics included "Disability Considerations in Regard to Disaster Preparedness" and "Asperger's Syndrome".

- ◆ **Enhance the educational preparedness and social connection of TPC students with main campus by providing advising, financial aid and career orientations, and student life activities.**

Progress to Date:

Multicultural Day at Clark College was held at Town Plaza Center on October 16. The goal of this event was to promote the culture of origin of the English as a Second Language (ESL) students and recognize them for their success while encouraging them to continue their studies at Clark. Eight students from different countries performed and more than 300 students, staff and administrators attended this event.

Additional Highlights

As of this writing the final signatures are being collected for the Department of Vocational Rehabilitation (DVR)/Department of Services for the Blind (DSB)/Public Institutions of Higher Education (PIHE) Collaborative Agreement. "The purpose of this agreement is to promote a collaborative approach to serving student participants. This agreement recognizes the different missions of DVR, DSB, and PIHE. Higher education is mandated to assure equal access to qualified students with documented disabilities. The agreement also outlines a cost share approach for high cost

Financial Aid Statistics
As of November 6, 2007

PROGRAMS	As of November 6, 2006	As of November 6, 2007
Pell Grant	\$6,146,872	\$6,444,262
Work-study (Federal and State)	850,628	1,291,948
Federal SEOG	244,716	177,419
Washington State Need Grant	3,307,113	3,521,860
Tuition Waiver-Need Based & Clark College Grant	893,352	716,713
Stafford Loans	5,934,686	5,676,508
Academic Competitiveness Grant	-0-	15,930
Scholarships	581,868	657,792

Total Students processed to date	4,164	3,944
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Total Aid awarded from all programs to date:	\$18,231,262	\$18,848,545
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Human Resources Board Report November 2007

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:

A team of Gail Liberman, Rebecca Martin and Rebecca Wale have been working on a plan to transition faculty development, outcomes assessment, and employee development into a Learning College model through the Teaching and Learning Center. The team will be moving into a new space in the newly-remodeled Gaiser Hall in March.

Broad-based Partnerships

- ◆ Enhance involvement with local emergency response officials

Progress to date:

Rebecca Wale attended a train-the-trainer session this month at Portland State University related to emergency planning and Homeland Security.

Management Excellence

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

Progress to date:

Human Resources, Payroll and Instruction are in the process of implementing the changes to the full-time and part-time faculty salary schedules and faculty increments. Revised contracts have been sent to full-time faculty and adjunct faculty changes will be reflected on the December 10 paycheck.

Plans are underway to offer training on Interest Based Bargaining to the faculty and administrative teams. Bargaining will be scheduled once the training is completed. Teams have been developing and prioritizing topics of interest for bargaining.

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

Progress to date:

The WPEA Labor Management Committee met on October 25, 2007 and will meet monthly throughout the year. Topics included: Updating college policies and procedures, status of custodial survey, Performance Development Plans, testing in Baird Administration Building, and trailers near Diesel. The LMC provides a good venue for communication and problem solving.

Planning is already underway for bargaining the next WPEA agreement with the governor. The Associate Vice President of Human Resources will serve on the state bargaining team for the bargaining of the next WPEA agreement.

- ◆ Develop facility for secured Hazardous Waste storage

Progress to date:

Rebecca Wale has been working with Plant Services and the Business and Technology Departments to identify a location for a hazardous waste storage facility. Options have been identified and will be processed through the Space Allocation Committee and Executive Cabinet.

Additional Highlights

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

Karen Driscoll was appointed to the full-time administrative position as Director of Financial Aid effective January 7, 2008. Karen has a BA in Business Administration from Eastern Washington University and previous work experience with Spokane Falls Community College and Spokane Community College.

Miroslava Stelmakh was promoted to the full-time permanent classified position as Program Assistant in Financial Aid effective October 30, 2007. Miroslava has been with the College since August, 2003.

Kael Godwin was appointed to the full-time permanent classified position as Research Analyst 3 in Planning and Advancement effective October 22, 2007. Kael has a BA in Women's Studies and an MA in Sociology from the University of Nevada and previous work experience with Swigert Prindle Trust, Transition Services-Clark County School District, University of Nevada and Clark County School District.

Mashelle Ostermiller was promoted to the full-time permanent classified position as Program Coordinator in Advising effective October 22, 2007. Mashelle has been with the college since January 2007.

Sue Kusch-Tepper was appointed to the full-time classified position as Program Coordinator in Workforce Development effective October 18, 2007. Sue has an AA in General Education from Clark College, a BA in Social Sciences from WSU Vancouver and a Master's in Teaching from WSU-Vancouver. She has previous work experience with Clark College and Vancouver School District.

Katrina Golder

Associate Vice President of Human Resources

11/ 8/07

HUMAN RESOURCES EMPLOYEE REPORT
 November 2007

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Christy Campbell	Fiscal Analyst 1	09/06/07	Business Services	Classified	Full-time	Reallocation
Karen Driscoll	Director of Financial Aid	01/07/08	Financial Aid	Admin	Full-time	Replacement
Kael Godwin	Research Analyst 3	10/22/07	Planning & Advancement	Classified	Full-time	Replacement
Lora Jenkins	Program Coordinator	10/29/07	Opportunity Grant	Classified	Full-time	New
Mashelle Ostermiller	Program Coordinator	10/22/07	Advising	Classified	Full-time	Replacement
Karina Sanchez	Program Support Supervisor 1	10/15/07	Financial Aid	Classified	Full-time	Replacement
Miroslava Stelmakh	Program Assistant	10/30/07	Financial Aid	Classified	Full-time	Replacement
Susan Taylor	Program Support Supervisor 1	05/25/07	International Programs	Classified	Full-time	Reallocation
Sue Kusch Tepper	Program Coordinator	10/18/07	Workforce Dev.-Career Pathways	Classified	Full-time	New

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Scott Stoutamyer	Custodian 1	10/07/07	Plant Services	Classified	Full-time	Resignation
Katherine Buhr	Program Coordinator	11/09/07	Career & Employment Services	Classified	Full-time	Resignation
Peggy Hartsell	Instructor	06/20/08	Physical Science	Faculty	Full-time	Resignation

VACANT POSITIONS

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Anatomy & Physiology Instructor	10/22/07	Biology	Faculty	Full-time	Replacement
Campus Security Officer	10/19/07	Security-Safety	Classified	Full-time	New
Curriculum Advisor	11/13/07	Advising-Business	Classified	Full-time	Replacement
Custodian 1	9/17/07	Plant Services	Classified	Full-time	New
Custodian 1	10/8/07	Plant Services	Classified	Full-time	New
Custodian 1 - 3 positions	10/8/07	Plant Services	Classified	Full-time	Replacement
Director of Library Services	9/27/07	Cannell Library	Admin	Full-time	Replacement
Grounds and Nursery Specialist 2	10/22/07	Plant Services	Classified	Full-time	Replacement
Maintenance Mechanic 1	9/17/07	Plant Services	Classified	Full-time	Replacement
Office Assistant Lead	10/15/07	Admissions	Classified	Full-time	Replacement
Office Assistant 3	10/31/07	ABE/ESL/GED	Classified	Full-time	Replacement
Pharmacy Technician Instructor	10/12/07	Health Occupations	Faculty	Full-time	Replacement
Program Assistant	10/29/07	Assessment-Testing	Classified	Full-time	New
Program Assistant	10/29/07	Adult Literacy	Classified	Full-time	New
Program Coordinator	11/5/07	Student Achievement-TPC	Classified	Full-time	New
Vice President of Administrative Services	11/1/07	Administrative Services	Admin	Full-time	Replacement
Warehouse Operator 2	10/8/07	Central Services	Classified	Full-time	Replacement

Clark College Human Resources
11/08/07



November 9, 2007

PERS: 2007: 246

To: Board of Trustees
Robert K. Knight, President

From: Katrina Golder, Associate Vice President of Human Resources

Re: Administrative/Exempt Salary Schedule

This is a request for the Board to review and approve a revised administrative salary schedule to reflect the COLA increases over the last several years and maintain a competitive salary structure for administrative/exempt positions.

In 2003 the College established a formal salary schedule for administrative/exempt employees. Prior to 2003, administrative/exempt salaries were identified by position based on job duties and level of responsibility in the organization. At the request of the College, a review and analysis was conducted by the Human Resources Planning Group and a recommended salary schedule and structure was approved by the Board of Trustees on October 16, 2003. The report by the consultant stated that the College, at the time, trailed the local/regional market for salaries by 11.1%. The recommended structure included 4 broad pay groups including: leadership, senior management, management/supervision and program coordination. Each pay group included point value levels based on knowledge, skills, abilities and accountability for the position and each position was assigned a point value.

The salary schedule has not been updated since 2003 and the administrative/exempt group has received the following COLA's since then: 2004 -0-, 2005 3.2%, 2006 1.6%, and 2007 3.2%. The schedule ranges established in 2003 were sufficiently broad to incorporate COLA increases for several years, however, the schedule is starting to lose ground, particularly at the market entry level.

We have also experienced that some manager positions are paid at a higher rate than some senior management positions based on market demand and compression issues related to the classified staff salary and classification changes. The work that is performed by some managers is described within the senior management pay group, however, the title is limiting and so we are recommending a name change to better reflect positions placed in this pay group.

The attached proposed schedule is enhanced by 4 percent and also proposes a change in pay group title for senior management. This change does not immediately affect salaries for employees but provides for alignment and the ability to advertise vacant or new positions at a more competitive rate.

Attachments

Administrative Exempt Salary Structure Proposed Changes with 4% increase

Salary Range of Consideration

Market Range

<u>Pay Group</u>	<u>Point Value</u>	<u>Market Entry</u>	<u>Proposed 4% inc</u>	<u>Market Point</u>	<u>Proposed 4% inc</u>	<u>Market Premium</u>	<u>Proposed 4% inc</u>
<u>Leadership</u>	15	\$105,000	\$109,200	\$111,000	\$115,440	\$133,000	\$138,320
	14	\$94,000	\$97,760	\$101,000	\$105,040	\$121,000	\$125,840
	13	\$82,000	\$85,280	\$88,000	\$91,520	\$101,000	\$105,040
	12	\$76,000	\$79,040	\$81,000	\$84,240	\$94,000	\$97,760
<u>Senior Management/ Managers in Critical High Demand Areas</u>	11	\$70,000	\$72,800	\$77,000	\$80,080	\$88,000	\$91,520
	10	\$66,000	\$68,640	\$73,000	\$75,920	\$84,000	\$87,360
	9	\$60,000	\$62,400	\$68,000	\$70,720	\$77,000	\$80,080
	8	\$54,000	\$56,160	\$60,000	\$62,400	\$70,000	\$72,800
<u>Management/Supervision and Program Coordination</u>	7	\$50,000	\$52,000	\$55,000	\$57,200	\$64,000	\$66,560
	6	\$47,000	\$48,880	\$52,000	\$54,080	\$60,000	\$62,400
	5	\$43,000	\$44,720	\$48,000	\$49,920	\$54,000	\$56,160
<u>Program Administration and Support</u>	4	\$39,000	\$40,560	\$44,000	\$45,760	\$48,000	\$49,920
	3	\$36,000	\$37,440	\$41,000	\$42,640	\$45,000	\$46,800
	2	\$30,000	\$31,200	\$34,000	\$35,360	\$37,000	\$38,480
	1	\$25,000	\$26,000	\$27,000	\$28,080	\$30,000	\$31,200

Clark College Human Resources 11/8/07

Exempt Pay Group Titles, Descriptions

and Recommended Point Value Ranges

<u>Pay Group and Point Value Range</u>	<u>Description</u>
Leadership (12-15)	Positions having primary mission or key mission support responsibility. Top policy makers in the College. Typically reports directly to College President or Vice President and acts as key advisor. Full authority and accountability to take critical actions except as prohibited by state statutes. Deans over primary academic programs.
Senior Management Managers in Critical High Demand Areas (8-11)	Positions having major academic, program management, administrative or operations support responsibilities. Critical impact on college programs, missions or student services on a college-wide basis. Typically are direct reports to leadership in positions of high impact and significance. Develop or implement key policies and policy decisions. Positions at this level typically have the authority to take action without review and approval of higher level management.
Management/Supervision and Program Coordination (5-7)	Positions having significant and recognized academic, program management or operation support responsibility. May manage a highly visible, but focused, area of college services or a college-wide program or project of smaller scope and mission impact. The role is often managerial in nature and coordination or integration of important services is the primary task. Typically reports to Senior Management. May report to the College President in a primary administrative support role. Some authority to take action on critical or important matters, usually with approval of leadership or the College President.
Program Administration and Support (1-4)	Individual contributors with specific and limited responsibilities in a support role. Provide a wide variety of task support and or coordination to programs and basic students services. Positions typically support smaller programs or portions of program responsibility limited in scope.

11/8/2007

Planning and Advancement Board Report November 2007

Planning and Advancement welcomed our new Research Analyst, Kael Godwin, making our team now complete. Together we have made the following progress towards 2007-08 goals in the six Mission Imperative areas:

Focus on Learning

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

Progress to date:

Planning and Advancement met with instructional leaders to discuss data that we can provide, and reviewed a draft of the Instructional Plan to ensure compatibility with available data.

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

Progress to date:

Kitty Brokaw is offering the first Grants Development workshop of the year, Grants 101, on November 14.

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

Progress to date:

Kitty Brokaw attended the October two-day session of The Seven Habits of Highly Effective People, a Steven Covey workshop offered by Clark College Corporate and Continuing Education.

Access to Education

- ◆ **Develop data to support implementation of the Enrollment Management Plan.**

Progress to date:

Data was compiled for Enrollment Target Groups comparing baseline of 2006 to preliminary performance in Fall 2007. Draft of Enrollment Management Plan Key Performance Indicators has been completed.

Respect for Differences

- ◆ **Identify and submit grants that support college diversity.**

Progress to date:

Service Learning received a \$1,380 grant from Washington Campus Compact in October for continued expansion of the *Students in Service* program. This program facilitates campus-

based reflection sessions, a recognition ceremony for *Students in Service* members and community organizations, and site visits to community organizations where student members are serving.

Broad-based Partnerships

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

Progress to date:

The community action forum facilitated by Rep. Deb Wallace, Chair of the House Higher Education Committee and hosted by Clark College, attracted over 50 guests and participants. Discussion focused on readiness and transitions of K-12 students. Dr. Rassoul Dastmozd represented Clark College on the panel.

Candy Bennett attended the November 7 meeting of the Identity Clark County Governmental Roundtable where public and private associations and governmental bodies in the county gathered to begin to develop a joint legislative agenda for our area.

Clark College hosted the General Election Returns event on November 6, following former Senator Al Bauer's lecture and book-signing.

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

Progress to date:

Kitty Brokaw attended the Federal Funding Symposium sponsored by the offices of Senators Patty Murray and Maria Cantwell where information was distributed about federal funding options and processes.

- ◆ **Share information with K-12 partners about their district student enrollments and transitions to Clark College.**

Progress to date:

K-12 school district enrollment and testing data was provided for distribution at the November 9 Principals Luncheon.

Management Excellence

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

Progress to date:

Rough drafts for eight of the nine standards were submitted to editor Rita Carey on October 15. The final standard, Standard 2, will complete and forward its draft on November 15. Revisions of the first draft are underway with an anticipated completion for college review by mid-January.

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

Progress to date:

The 2008-09 New Goal and Budget Development process was launched on October 25 with distribution of the information and forms packet to every employee on campus by email and paper copy. Members of the Executive Cabinet are currently gathering evaluations and have scheduled a mini-retreat on November 13 to discuss ways to further improve the process.

Additional items:

- ◆ Susan Maxwell and Kael Godwin attended the November 1 meeting of the Research and Evaluation Committee of Worksystems Inc. in Portland.
- ◆ Susan Maxwell, Kael Godwin, and Candy Bennett attended the semi-annual meeting of the Washington Association of Institutional Research and Planning on November 8-9.
- ◆ Candy Bennett attended the annual conference of the Pacific Northwest Association of Research and Planning on October 17-18.
- ◆ Several college representatives participated in the second SBCTC ITV presentation on the new Student Achievement Plan on October 30. More detailed information will be provided to researchers at the November 8-9 WARP meeting.

Candy Bennett
Executive Dean of Planning and Advancement
November 9, 2007

Corporate and Continuing Education Board Report November 2007

Introductory Statement

Corporate & Continuing Education has made the following progress towards 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:

Fifty new Continuing Education classes have been developed for winter 2008: 25 Continuing Education classes, 10 Mature Learning classes and 5 Professional Development classes. New classes include "The Philosophy of Wine making", "Introduction to Windows Vista", and "Dental Front Office". The winter 2008 Corporate & Continuing Education class schedule will be mailed to all Clark County residents the week of November 26, 2007.

Respect for Differences

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

Progress to date:

Computer classes for Spanish speaking students have been expanded in winter 2008 to include "Office 2007 for Spanish Speaking Students".

Workforce Development

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

Progress to date:

In FY07-08 Corporate Education has secured training contracts with 11 local companies for combined projected revenue of \$75,333.

Broad-based Partnerships

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

Progress to date:

Corporate Education along with 10 other Washington Community Colleges have formed the State of Washington County Training Consortium. This consortium has been awarded \$850,000 to train county employees throughout the State. Clark College is a member of the consortium core group and will be providing marketing services as well as participating in profit sharing. Training will occur January 2008 through June 2009.

Management Excellence

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

Progress to Date:

As of November 8, 2007 1,635 open enrollment registrations have been processed in CampusCE, 8 % were online registrations.

To increase efficiency and customer service a new phone system was purchased from Best Tel. The new system will ensure prompt response to incoming calls, as well as track and monitor outside sales calls. A reporting feature will allow the department to forecast caller demands and improve workflow. The implementation of the system will also enhance the features of CampusCE.

- ♦ **Implement employee performance plans and evaluation in all departments on a timely basis**

Progress to Date:

Corporate Education offered a second session of the Franklin Covey training "The 7 Habits of Highly Effective People Signature Program" for Clark College employees on October 17 and 18, 2007. All full-time Corporate & Continuing Education staff has attended the training. The following staff attended the October session:

- JoAnn Ames, Continuing Education Program Manager
- Michelle Giovannozzi, Customer Relations Manager
- Verna Goll, Program Coordinator
- Pam McDonald, Program Coordinator
- Jennifer Ward, Office Assistant 3

Additional Highlights

On Oct 23, 2007, the Corporate & Continuing Education departments moved their offices from Bauer Hall to their new space at the "T" building.

Todd Oldham
Executive Director
Corporate and Continuing Education
11/9/07

Communications and Marketing Report November 2007

The visit by a nationally-renowned distinguished lecturer, the return of an honored alumnus for a lecture and book signing event, Accomplished & Under 40 honors for a staff member and the ongoing quest for a presidential debate are just some of the highlights of the past month in the Communications & Marketing department.

Focus on Learning

◆ Provide design service and consultation for the college community.

Progress to date:

Lead graphic designer Wei Zhuang and publications designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work for mid-October and November include signage and a fact sheet handout for the groundbreaking for Clark College at Columbia Tech Center, ESL Russian translation brochure, a Jazz at Clark icon and concert poster, fall Women's Choral concert poster, two *Clark 24/7* issues (Oct. 15 & Nov. 5), Distinguished Lecture Series directional signage and program, basketball preview event flyer, Quick Step advertisements, Clark on the Road advertisement for Fruit Valley, redesign of Admissions New and Returning Student brochures, GED November schedule, Teaching & Learning Center "Clark Conversation Café" materials (posters, handout and email header), concert band poster and program, Corporate and Continuing Education folder and Web template, college holiday card, healthy penguin graphic, Spanish information postcard, 2007 annual report, Web advertisements, Admissions inquiry card and the fall issue of *The Clark Journal* (featuring an update on accreditation, the revised facilities master plan and the revised 2007-2009 strategic priorities).

In addition, Communications Specialist Erica Schwenneker and Publications Graphic Designer Pat McDonald completed and printed the fall media guide. Work is now underway on the winter media guide, featuring men's and women's basketball.

Access to Education

◆ Maintain class schedule production standard.

Progress to date:

Production of the winter 2008 *Clark College Connections*/quarterly class schedule was completed in October and early November; it is scheduled to be delivered to the college and mailed on November 16. For the first time, the quarterly schedule includes a list identifying the service-learning sections of classes being offered during winter quarter 2008.

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

Progress to date:

Director of Marketing Brian Scott has worked on the following winter quarter marketing projects: revised radio and cable television spots in development; cable television spot developed and scheduled; Clark on the Road advertisement developed and scheduled; and Quick Step newspaper advertisements in development.

Additional marketing projects include: Vancouver Business Journal (VBJ) Accomplished & Under 40 Web and print advertisements; VBJ Top Projects print advertisement completed and placed; "Clark on the Road" December print advertisements and advertisement schedule completed; worker retraining advertisement program schedule in development and Web contact fulfillment in development; holiday Web and print advertisements in development; Clark College at Columbia Tech Center announcement newspaper advertisement and advertisement schedule in development; 2008 career fair online registration system scheduled and going live on November 15; vendor recruitment package in development and marketing plan in development; and Corporate Education new online registration announcement advertisement completed.

The Director of Marketing presented a fall marketing summary at the fall quarterly enrollment review forum. He also presented an overview of the college-wide 2007-2008 marketing plan to the Executive Cabinet on October 9.

♦ **Revise/redesign program sheets.**

Progress to date:

A revised budget request was submitted to Executive Cabinet in October as part of the one-time budget request process to support development of the program interest area brochures. In a joint meeting of Instruction, Student Affairs and Communications & Marketing representatives, held November 5, discussion centered on the purpose and use of the proposed program interest area brochures. Additional discussions, including initial target areas for brochure development, funding and production timelines are also underway. Discussion about this project may continue into 2008-2009.

♦ **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 make progress on the college's Internet site. A number of areas will be enhanced during 2007-2008. Their work includes: the development of International Programs Web templates; meetings with International Programs staff to discuss their use of a cyberspace mechanism to draw international students to the Clark College Web site; meetings with Theatre and Health Occupations to begin the redesign of their Web areas; the development of Teaching & Learning Center feedback and registration forms; and Contribute software training sessions continue for faculty and staff.

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:

The 75th anniversary honorary and planning steering committees have been established and comprehensive planning for the 75th anniversary year-long celebration will soon begin. A writer has been hired to begin work on the 75th anniversary commemorative booklet. Interviews with alumni have begun; additional interviews with current and former administrators, faculty and staff will soon follow.

Broad-based Partnerships

- ♦ **Expand the college's Distinguished Lecture Series by partnering with ASCC, the Clark College Foundation and/or community partners to feature two nationally recognized speakers.**

Progress to date:

David Gergen, best-selling author, commentator and presidential adviser to four presidents provided an insightful lecture "Eyewitness to Power: Leadership in America" on November 7 at 7:00 p.m. in the Gaiser Student Center. The evening lecture attracted approximately 350 community members, Clark College faculty, staff and students. Approximately 75 students attended the student forum, held at 4:00 p.m., in which Mr. Gergen answered some tough and thought provoking questions on presidential leadership in America. Mr. Gergen's visit was sponsored by Clark College, the Bank of Clark County and the Clark College Foundation.

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:

A half-page advertisement promoting Corporate and Continuing Education's new online services has been included in the winter 2008 issue of *Clark College Connections*/quarterly class schedule.

Management Excellence

- ♦ **Complete the redesign (all phases) of the Clark College Intranet.**

Progress to date:

Arrangement of file hierarchy and content is underway, utilizing the input from a cross-section of staff from throughout the college. This task is scheduled to be completed by the end of November. Feedback from stakeholders from a cross-section of the college has been invaluable in this process.

Additional Highlights for Communications & Marketing

- ◆ President Robert K. Knight, Executive Director of Communications and Marketing Barbara Kerr and Executive Dean of Planning and Advancement Candy Bennett have continued to partner with the project director and steering committee for the Vancouver-Portland presidential debate bid, elected officials and others to generate support for the bid among members of the general community, the media, and the Commission on Presidential Debates (CPD). A decision has been postponed, with an announcement now tentatively scheduled for November 15.
- ◆ Executive Assistant Marta Dragomir was recognized as an honoree of the Vancouver Business Journal Accomplished & Under 40 class of 2007 at a luncheon on November 8 at the Vancouver Hilton.

Barbara Kerr
Executive Director of Communications and Marketing
November 9, 2007

Foundation Report to the Board of Trustees November 2007

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

Broad-based Partnerships

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

Progress to date: An ongoing effort to locate students who attended Clark from as far back as 1933 continues through the Lost Alumni project. Relocated alumni will be invited to reply to the Foundation by a response form, which is being posted on the Foundation Web site. In October, 4.5% of the complimentary Alumni memberships were converted to paid memberships. Memberships are issued to graduating students and lost alumni who respond to the complimentary offer.

Ten substantive cultivation contacts and 23 stewardship contacts were made this month. Phone calls were made to all \$100+ donors thanking them for their support. In addition, letters provided to the College President for signature were sent to all donors who contributed \$100+ during October.

New development staff members have been reviewing Foundation Goals, The Clements Group recommendations, and the donor base to line out goals and priorities within their areas of responsibility.

◆ Strengthen relationships between Clark College and the Foundation

Progress to date: The College Executive Cabinet and the Foundation are working together to develop a list of major and minor fundraising projects. Foundation staff continues to participate in Executive Cabinet, College Council, Instructional Council, the College's Climate Taskforce, and the Foundation Funds Allocation Committee. The Foundation is also represented on the search committee for the next Vice President of Administrative Services.

The Foundation was pleased to have partnered on the successful Distinguished Lecture presentation by David Gergen. These types of events broaden our community's exposure to global issues in an effort to increase understanding and unity.

The Foundation is also honored to continue its partnership support surrounding the College's 75th Anniversary projects. Discovering alumni from the past 75 years and forwarding contact information will assist in creating a truly memorable album of which we can all be proud. It has been wonderful working with the Communications department on this extremely exciting project.

Management Excellence

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

Progress to date: Work continues on implementing The Clements Group recommendations. Following a conference call between the College and Foundation presidents and Pend Armistead, it was decided to reformat the structure of the strategic planning engagement by utilizing the early sessions for consensus building.

Guidelines for PAC and Alumni representation to the Foundation Board were revised to one-year renewable terms in order for the affiliate organizations to gain a broader base of exposure to Foundation Board activities. This action eliminated the need for the Strategic Advisory Committee, which has been disbanded.

◆ Become an effective fundraising staff

Progress to date: Ara Serjoie has been asked to be the keynote speaker at the December Council for Advancement of Education (CASE) Conference in Las Vegas. The topic centers around community college fundraising.

Lisa Gibert
President
November 9, 2007

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
October 22, 2007
Penguin Student Union Building Room 258 B & C

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

Absent: None absent.

Administrators: Robert Knight, President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Mr. Phil Sheehan, Interim Vice President of Administrative Services; 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; Mr. Todd Oldham, Executive Director Corporate & Continuing Education; Ms. Barbara Kerr, Executive Director of Communications; Dr. Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Mr. Miles Jackson, Interim Dean of Social Science and Fine Arts; Mr. Ted Kotsakis, Dean of Business & Technology; Mr. Alex Montoya, Dean of Enrollment Services; Mr. Glen Jenewein, Director of eLearning; Ms. Becky Merritt, Eligibility Programs and Advising Support Manager; Ms. Linda Calvert, Running Start Manager;

Faculty: Dr. Marcia Roi, Richard Shamrell; Dr. Sylvia Thornburg.

Staff: Mr. Billie Garner.

Others: Ms. Bonnie Terada, Assistant Attorney General; Ms. Lisa Gibert, Foundation President; Mr. Patrick Mehigan, ASCC President; Ms. Misty David; Mr. Nathan Nelson; Narek Daniyelyan.

I. CALL TO ORDER

Chair, Rhona Sen Hoss, called the meeting to order at 5:15 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was reviewed and accepted as presented.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from Board Members

Ms. Sen Hoss reported that she and Mr. Knight attended the ACCT Annual Conference in San Diego at the end of September. Based on the information presented at the meeting, she feels the college is on track with comparable institution in progress being made at the board level. She and Mr. Knight also attended the Higher Education Coordinating Board's 10-year strategic plan meeting on October 18 at The Heathman.

Ms. Parker attended the Higher Education Coordinating Board's community open forum on October 18 and observed that the majority of the audience was comprised of Clark College staff and students. She was very impressed by and proud of the input the students provided. She acknowledged the HECB members for hosting a public forum in Vancouver and taking the time to travel from Olympia to listen to local concerns and opinions.

An updated version of the President's Evaluation was provided to the board members. There was no action requested on the form and the board requested additional time to review the document and discuss it at a later date.

Special Recognition—Mr. Knight recognized and congratulated Ms. Deena Bisig, Professor in the Communication Studies Department. Ms. Bisig was named the 2007 General George C. Marshall Public Leadership Award recipient. Ms. Bisig thanked the college and board for their support. The award will be presented in a formal ceremony on Wednesday, November 7 at 4:00 p.m. at the Marshall House in the Historic Reserve.

Mr. Knight announced a new feature at the board meetings called, "Student Success Stories". There will be a presentation from a Clark student each month who will speak to their experiences at the college and how the college has helped them move forward in their lives and careers. Dr. Ruiz introduced the first Clark College Student Success Story, Ms. Misty David. Ms. David is currently working towards her Associate's Degree in Accounting and Business Transfer Degree after completing the Displaced Homemaker Program.

D. President's Report

Mr. Knight highlighted the first 30 days of the academic quarter in which there were a large number of multicultural and international activities. He also met with the AHE Senate on October 15. He described the meeting as fruitful and was very pleased with the discussions and questions during the meeting; he looks forward to working with the Senate and faculty this year.

E. Association Reports

1. AHE – Dr. Marcia Roi

Dr. Roi had no new additions to her report and discussed the highlights of the AHE activities during October. The union ratified the revised faculty salary structure which will be brought the board today for approval. The bargaining team is in the process of reviewing the issues that the membership would like brought to the table. The team will be meeting with the membership in the next couple of weeks to prioritize those issues. Dr. Roi noted that 87% of the full time faculty are members of the union.

2. ASCC – Mr. Patrick Mehigan

Mr. Mehigan reported on the ASCC's recent and upcoming events. The ASCC's first finance committee meeting of the quarter took place today. Mr. Mehigan also attended the HECB public forum on October 18 and believes that some of the ideas presented would be beneficial to present to high school students that might encourage them to attend Clark College after graduation.

3. WPEA – Mr. Billie Garner

Mr. Garner reported that Mr. Knight attended the union's first meeting on September 19 and spoke with the group about many issues. The WPEA is beginning preparations for bargaining the 2009-2011 contract and is gathering information on items to be included in the discussions. Exempt status employees are now eligible to choose union representation under a bill passed in the Washington Legislature earlier this year.

F. College Reports

1. Instruction – Dr. Rassoul Dastmozd

Dr. Dastmozd focused his comments on the college's retention plan. At last year's joint board meetings between Clark College and the Vancouver and Evergreen School Districts, the boards were concerned about the readiness of students to perform college level math. The college's math unit taught four sections of readiness classes prior to the beginning of fall classes this year. Mr. Paul Casillas sent invitations out to the students who had registered for the fall term and 80 students participated in the sessions as a result of the invitations. On Sundays, Ms. Cox has been having math tutoring sessions on campus for her students. The college is moving forward and actively working with students to ensure that they are prepared for college math; these programs could possibly become a formal part of the retention plan in the future.

Dr. Dastmozd also reported that the college's goal is to have all of Clark's course numbers transitioned to the state's common course numbers by the summer of 2008. Dr. Thornburg provided an update and said consolidation of all common courses is an ongoing project. It is a very labor intensive process and much of the work will fall to the registration department who will be working closely with faculty to ensure that all appropriate pre-requisite course numbers are consolidated as well. There are eight other colleges who have almost completed the process and they are providing a wealth of information to those who are starting the process, including Clark.

Faculty Presentation--Mr. Shamrell presented the group with a history of the space program titled "First Steps from the Cradle—Our Initial Exploration of the Solar System".

2. Administrative Services – Mr. Phil Sheehan

Mr. Sheehan had no additions to his report. He entertained questions from the board prior to moving into a discussion of the budget. The budget is on target so far for this fiscal year.

3. Student Affairs – Dr. Rachel Ruiz

Dr. Ruiz distributed the most recent enrollment figures. Enrollment is above budget by 3.07% for the fall term. The recruiters are in the process of evaluating the recruitment plan against goal. Once the initial analysis is complete, she expects the data will provide detailed information about the success of the college's recruiting effort; this information will be shared with the board when it is available.

Dr. Ruiz also highlighted the soccer, volleyball and cross country teams' success. The teams are doing very well in the NWAAC standings and the championships will take place in November.

The student recruiters held a Gateway Student of Color Open House on October 19. This is a new outreach program to high school students of color. Students visit the campus for a tour and are provided information about admissions and financial aid. A total of 112 students visited that day along with 25 parents, counselors, etc. who attended with the students. The program was a great success and will be continued.

4. Human Resources – Ms. Katrina Golder

The college is experiencing more staff and faculty retirements this year than in any previous year in recent memory. These individuals will be taking a great deal of history and institutional knowledge with them when they leave.

The proposed revisions to the CCAHE agreement pertains to both full-time and part-time faculty salary schedules. The incremental increases for full-time faculty as well as an increase in the salary levels themselves were able to be fully funded. The part-time rates are increased all salary ranges by between 8%-9%.

The revisions were ratified by the bargaining unit membership and are included on the consent agenda for board approval this month.

5. Planning and Advancement – Ms. Candy Bennett

Ms. Bennett reviewed the full PACE report which was sent to the board members. She drew their attention to Clark's ratings compared with national norms and the college is above the norms in two out of four categories. The full report is on the college intranet and has also been shared with the accreditation committees and college climate task force.

There have been accelerated activities in the legislative and accreditation areas. Within a three-week period in September/October, the college hosted both Washington U.S. senators and will be hosting the HECB community action forum on October 25. Dr. Dastmozd will be sitting on the forum panel.

The rough drafts from the nine accreditation committees were submitted on October 15.

6. Corporate & Continuing Education – Mr. Todd Oldham

Mr. Oldham reported that Clark College has been awarded 10% of the available JSP funds and is fourth in the state of recipients of these grants. This reflects an increase of more than 25% in grant dollars over the previous biennium.

The Corporate & Continuing Education Department will be moving their offices to the T-Building on October 23.

The Mature Learning enrollments have increased over 15% from last year at this time.

7. Communications and Marketing – Ms. Barbara Kerr

The presidential debate team has advised Ms. Kerr that there may be notification of site selection between October 24 and October 30. The board will be notified as soon as the college is advised of the decision.

Clark College will be represented in the Accomplished and Under 40 Awards which are sponsored by the Vancouver Business Journal. Marta Dragomir, Executive Assistant to the Director of Communications and Marketing, is among those individuals who will be honored at the award luncheon on November 8 at the Hilton.

On October 18, Clark won two gold medallions and one bronze medallion in the 2007 National Council for Marketing and Public Relations District 7 competition for logo design. The new bright future logo won the first gold medallion. The second gold medallion was awarded for the 2006 Annual Report and the bronze medallion for the new Adult Student Viewbook. Over the years, the college has won 23 regional and national awards for graphic design work.

8. Clark College Foundation – Ms. Lisa Gibert

Ms. Gibert thanked Ms. Jacobs and Mr. White for attending the Foundation's Scholarship Reception on October 5. The Foundation provided more than \$400,000 in financial support to students this year. A second round of awards will be held to award funds that were not claimed earlier and the Foundation is looking forward to being able to award those funds, too.

III. CONSENT AGENDA

A. First Reading

Revision to CCAHE Agreement
Facilities Master Plan Recommendation
Dates for 2008 Board Meetings

On a motion made by Mr. Peery and seconded by Mr. White, the items in the First Reading were moved to the Consent Agenda.

B. Consent Agenda

Revision to CCAHE Agreement.
Minutes from the September 24, 2007 meeting.
Facilities Master Plan Recommendation.
Dates for 2008 Board Meetings

Trustee Peery moved that the Consent Agenda be approved and the motion was seconded by Mr. White.

The minutes were corrected on page 59 to reflect that Ms. Parker did not attend a meeting with Ms. Jacobs and Mr. Perry to discuss board policies. The minutes were approved as corrected.

The other items in the Consent Agenda were approved.

IV. FUTURE AGENDA ITEMS

WORK SESSION

Real Estate Options (Nov.)
Major Fundraising Priorities (Dec.)
Board Policies (Jan.)

BOARD

Capital Budget Requests (Nov.)
Workforce Development Structure (Nov.)
Real Estate Options (Dec.)
Major Fundraising Priorities (Jan.)
Board Policies (Feb.)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. Monday, November 19, 2007 in the Penguin Union Building 258 B & C.

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

VI. EXECUTIVE SESSION

There was no Executive Session held.

VII. ADJOURNMENT

There being no further business, Ms. Sen Hoss adjourned the meeting adjourned at 6:45 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Leigh Kent, Recorder
October 22, 2007