

# **Clark College Board of Trustees Packet**

**November 17, 2008**

**Clark College**  

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*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  
November 17, 2008

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CLARK COLLEGE BOARD OF TRUSTEES  
Monday, November 17, 200  
Ellis Dunn Room

AGENDA

All regular meetings of the Board are recorded.

- I. CALL TO ORDER 5:00 p.m.
- II. BUSINESS MEETING
- A. Review of the Agenda
- B. Statements from the Audience  
*Members of the public are provided an opportunity to address the Board on any item of business. Groups and individuals are to submit their statements in writing to the President of the College whenever possible no less than two weeks prior to the meeting. The Board Chair reserves the right to determine time limits on statements and presentations.*
- Presentation from Oregon Lung Association: Sue Fratt, CEO*
- C. Statements and Reports from Board Members
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### III. CONSENT AGENDA

#### A. First Reading

- ♦ CCAHE Agreement Changes (Faculty Salaries) ..... Pages 27-33

#### B. Consent Agenda

- ♦ Minutes from the October 27, 2008 Board Meeting ..... Pages 43-48

### IV. FUTURE AGENDA ITEMS

#### WORK SESSION

Fundraising (December)  
Budget (December)  
Legislative Agenda (December)  
Accreditation (January)

#### BOARD MEETING

### V. DATE AND PLACE OF FUTURE MEETING

*The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, December 15, 2008 in the Ellis Dunn Room.*

### VI. EXECUTIVE SESSION

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

### VII. ADJOURNMENT

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



**President's Report  
November 2008**

**Focus on Learning**

**Progress to date:**

- ◆ The president attended the ACCT conference with Trustee Parker on October 28-31. He attended several sessions concerning the impact of data for informing decisions at the college. The president also learned that Microsoft is initiating a national level effort to fund and support community colleges.

**Broad-Based Partnerships**

**Progress to date:**

- ◆ The president received a back brief on the preliminary results of the feasibility study interviews conducted by the Selby's from Clements Consulting.
- ◆ The president met with representatives of Providence Health Systems who are interested in collaborating with the college as they grow their presence in Clark College. They currently have two primary care medical facilities in the works towards the east part of Vancouver and will be looking to the north part of the county in the very near future.

**Management Excellence**

**Progress to date:**

- ◆ The president attended the Accomplished and Under 40 luncheon. Shirley Schwartz from the Clark College Foundation earned an award this year.
- ◆ The president participated in the first College Council meeting of the fall. Initial discussions support returning the focus of the College Council back to its original purpose to advising the president on matters of policy, planning, and resource allocation.
- ◆ The president was emcee for the 2008 Community Pride Design Award on November 10 where nine projects received awards. Interim Vice President Phil Sheehan accepted the award for the Gaiser Hall project.
- ◆ The president chaired the state capital budget meeting on November 12 in Olympia to review scoring criteria for future capital budget submissions.
- ◆ The president had two very successful meetings with potential supporters of Clark College. He met with The McClellans on October 14. He also met with Georges St. Laurent on October 27.
- ◆ The college held a flag ceremony on November 7 commemorating the installation of our new main flagpole near Gaiser Hall. The student Veteran's Affairs committee took the lead on putting the program together and did a very good job.

Robert Knight  
President  
November 12, 2008





**Clark College Association of Higher Education  
Board Report  
November 17, 2008**

**Facilitating communication**

Dr. Roi is scheduled to meet with President Knight and Dr. Dastmozd in November.

**Bargaining**

AHE and the college continue to meet weekly in collective bargaining meetings.

The teams have completed a salary package for full- and part-time salaries which includes 2 tentative agreements. This package was unanimously ratified by the AHE senate and is in the process of being voted on by the membership by November 7<sup>th</sup>. We hope to meet the Human Resources ratification deadline for inclusion in the December 24<sup>th</sup> faculty paychecks.

**Organizational activities**

Dr. Roi attended the WEA Coordinated Bargaining conference in Vancouver this month with various school district bargaining teams.

AHE Senator Kim Sullivan and Dr. Roi will attend the WEA bargaining conference at Sea-Tac November 7-8.

AHE held a general membership meeting on November 5<sup>th</sup> to update the membership on the salary package details being sent to the membership for ratification. There was a very good turnout, and many questions were answered about the salary schedules and tentative agreements being forwarded to them for adoption.

Dr. Roi attended the WEA Riverside general council meeting this month.

Dr. Roi attended the Labor Roundtable in Vancouver in November.

Mike Ragan, WEA Vice President met with the AHE senate to discuss organizing and PAC activities.

**Membership**

Two new members joined AHE this month

**Grievances**

An Unfair Labor Practice is awaiting disposition

Two grievances have been filed with the college and are awaiting disposition.

Respectfully submitted by,  
Dr. Marcia Roi, CCAHE President



## 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 representative of Green Supplies, IQ Credit Union, and the interim Program Director of Athletics.

- ◆ **Letizia Askland, ASCC Vice President** has been successfully filling the Tenure Review Committees, and she is in the process of filling all remaining campus committees.
- ◆ **Cindi Lou Kunkle, ASCC Club Coordinator** has been holding enjoyable and well-attended club committee meetings. There are currently forty-four chartered clubs already this quarter. She is organizing club leadership training for all club representatives to train them on basic skills. On Wednesday October 8<sup>th</sup>, 2008, Cindi held the fall quarter Club Fair, from 10a.m. to 2p.m. in the Gaiser Student Center. The fair was very successful and entertaining.
- ◆ **Kim Largen, ASCC Activities Director** held an end of the month event *Dr. Oswald's Haunted Mansion*, on Thursday October 30<sup>th</sup>, 2008 from 6p.m. to 9p.m. in the Gaiser Student Center. This was opened up to families of Clark students.
- ◆ **Jasmine Bullar, ASCC Executive Assistant** will be holding the ASCC Vendor fair on Wednesday November 12 and 13<sup>th</sup> from 8a.m. to 3p.m. in the Gaiser Student Center. Jasmine has updated the Vendor contract to make it more streamlined for all users.
- ◆ **Alyshia Saltman, ASCC Finance Director** held her first ASCC Finance Committee on Monday October 27<sup>th</sup>, 2008. They went over the first set of Program Orientation packets and a fund balance request.
- ◆ **Pat Mehigan, ASCC President** continues to chair the ASCC Executive Council meetings on Wednesdays and chairs the ASCC PUB Committee. The PUB Committee wants to display student art in the Penguin Union Building. Mehigan was very active in the 75<sup>th</sup> Anniversary events and gave a speech about the birthday of Clark College during the October 1<sup>st</sup> events which culminated in the lighting of the Chime Tower.

- ♦ **Janet Sanchez, ASCC Activities Programming Board member** held an *Aloha Nui Loa Hawaiian BBQ* on October 15<sup>th</sup>, 2008 from 11a.m. to 1p.m. in the Gaiser Student Center. This was a very successful and well attended event.
- ♦ **Ryan Heasely, ASCC Activities Programming Board member** held a very exciting *Amplified Acoustics* concert with songwriter Jerin Falkner and American Nobody. The event was from 11a.m. to 1p.m. in the Gaiser Student Center.
- ♦ **Ashley Schahfer , ASCC Activities Programming Board member** held her first event of the quarter with the *Clark Comedy Center*. The event occurred on Wednesday October 22<sup>nd</sup>, 2008 from 11a.m. to 1p.m. in the Gaiser Student Center.
- ♦ **Summer Heasely, ASCC Activities Programming Board member** held her first event on Tuesday October 28<sup>th</sup>, 2008, from 11a.m. to 1p.m. This was an Italian cultural event called; *La Vita e Bella*.

Respectfully submitted,

Pat Mehigan  
ASCC President



There will be  
no WPEA  
report for the  
month of  
November  
2008





## Instruction Report November 2008

### Focus on Learning

- ◆ Provide human resources to adequately support current and new offerings.

#### Progress to date:

- Jason Crone accepted the position of T-Ten (Toyota) coordinator/auto instructor position and will begin November 17. He is a lead technician at Gresham Toyota and has many years of automotive experience.
- Two new managers were hired this fall for the Thompson Fitness Center to replace Sandy Burckhard, who resigned at the end of spring term. Vonie Kalich will focus on administrative duties for the Fitness Center, while Steve DaMassa will work to open the Fitness Testing Lab to the public. Sandy Burckhard's fine service managing the Fitness Center for the last 6 years is greatly appreciated.
- Three new personal trainers were hired to provide service in the Fitness Center focusing on the following: (1) special populations, such as pregnant, aging or special needs clients; (2) performance, such as sports conditioning or body building; and (3) general healthy clients. In addition to meeting the needs of Fitness Center members, opportunities will be provided for students in the Fitness Trainer program to shadow working fitness trainers.

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

#### Progress to date:

The SBCTC launched the Student Achievement Initiative (SAI) to financially reward colleges for advancing more students to higher levels of attainment, which is one of its goals to guide the community and technical college system over the next decade. The SBCTC's three broad goals are: (1) strengthen state and local economies by meeting the demands for a well educated and trained workforce; (2) increase educational attainment for all residents across the state; and (3) use technology, collaboration and innovation to meet the demands of the economy and improve student success.

Momentum points achieved by all students at the colleges for a given year are counted in four categories:

1. Momentum points that build to college-level skills
2. Momentum points at the college level that build to the tipping point (one year of college level credits and a credential) and beyond (the first time a student reaches this point).
3. Momentum points for completing college level math meeting the requirement for computation (applied degree) or quantitative reasoning (transfer degree).
4. Momentum points for completion of degrees and certificates.

The SBCTC designated the 2007-2008 academic year as a "learning year" for colleges to access student achievement data, monitor points in real time, share promising practices with each other, and establish an actionable plan for the first "performance year," which is 2008-2009.

each other, and establish an actionable plan for the first “performance year,” which is 2008-2009.

Clark College							
Student Achievement Momentum Points Earned	Basic Skills	College Readiness	1st 15 Credits	1st 30 Credits	Quantitative/ Computation	Certificate, Degree, Apprenticeships	Total Points
2006-2007 Baseline Data	3,261	4,830	2,810	2,207	1,711	1,055	15,874
2007-2008 Learning Year	3,637	5,273	2,996	2,306	1,590	1,165	16,967

The seed monies provided to each college to start their SAI action plan were used at Clark to hire a Student Achievement Coordinator at Town Plaza Center (TPC). The SAI coordinator will integrate Student Achievement services into existing activities at TPC.

Deans and directors from Instruction, Planning and Institutional Effectiveness, Student Affairs, and select administrators and staff attended three statewide interactive teleconferences held last year and this year. Student Affairs also hired a program coordinator for Developmental Education. The Retention Plan and the Academic Early Warning System are currently underway. The Instructional Council has recommended that a Student Achievement Task Force (SATF) be formed to relate/align the SAI with membership from existing committees and task forces, such as the Retention Committee and Advising Task Force. The SATF will be charged with providing college-wide focus on the initiative and identifying how the various plans are aligned and inter-connected.

For example, the Pathways Learning Center at Town Plaza Center has seen an increase in ABE/ESL students using the facility for computer training, peer-mentoring, job search and general study time. This integration between Workforce Education and Basic Education at Town Plaza provides great opportunities for students and community members.

- ◆ Provide and maintain innovative, learner-centered programs supported by adequate training for all involved in such programs.

**Progress to date:**

- Faculty from the Fitness Trainer (FT) program visited Portland State University to see a demonstration of their Human Performance Lab. Clark College is planning to open its new Fitness Testing Lab to students, faculty, and staff member in the near future. In addition to visiting with faculty members, Lisa Borho, FT Program Coordinator, met with PSU advisors to discuss transferability of Clark College classes to their Community Health major program.
- The CARS for the Automotive Service program at Larch Corrections went to Curriculum Committee on November 3; they were well received and approval is expected at the next meeting, which will be held on November 17. The Auto Service Certificate of Achievement will go to IPT on November 12.
- Christina Kopinski addressed 68 faculty, staff and students as the first speaker in the 2008-2009 Faculty Speaker Series, providing a timely presentation on “Politics, the Press, and Polarization.”
- A Collaborative Learning Workshop was held for 12 faculty interested in the mechanics of designing collaborative learning groups in their classrooms.

- Faculty Fellows (learning community for new full-time faculty) has met and identified areas of interest and study for this academic year. They also met with Student Affairs to discuss effective student advising and the SMS system.
- Gail Liberman attended the Northwest Council for Staff, Program and Organizational Development national conference October 22-25. She presented at this conference on “Influencing Organizational Change using Conversation Cafés.”
- Gail Liberman attended the Assessment, Teaching, and Learning retreat October 30-31 which was sponsored by the SBCTC. The focus for the retreat was assessment of student learning outcomes, developing structure and methodologies for program review, and designing effective faculty development programs.
- Gail Liberman was appointed to a two-year term as Vice President of the Western Region for Northwest Council for Staff, Program and Organizational Development.
- A six week web-based faculty development course titled “Teaching for Learning” has been initiated.
- Brenda Walstead has been selected to represent the Health Science unit as the Outcomes Assessment Liaison for the 2008-2009 academic year. Liaison responsibilities include mentoring and assisting faculty members with assessment projects, coordinating the completion of all assessment projects for the unit, and educating faculty regarding the assessment process.

♦ **Implement the Student Success and Retention Plan.**

**Progress to date:**

- Nursing student success faculty specialist Barbara Neely is establishing a Peer Mentor Program for nursing students.
- The winter 2009 class schedule includes seven additional sections of HDEV 116—Motivation and Study Skills.

**Access to Education**

♦ **Improve access to information and educational planning tools for students.**

**Progress to date:**

- The Medical Radiography (MRAD) program celebrated Radiologic Technology Week from November 3-7 by setting up a table in the student union to spread the word about the MRAD program and the importance of having a Radiologic Technologist take x-rays when they are needed.
- Judy Alleman and Linda Kruse attended the Biennial Council of Nurse Educators in Washington from October 14-16 and are participating and serving on a Nursing Faculty Workload & Faculty Mentoring/Retention/Recruitment Statewide Task Force. The results will be utilized in the Master Plan for Nursing.
- Three courses have been approved by the Curriculum Committee that will be offered starting winter 2009 for a project that is part of a three-year National Science Foundation STEM to STERN Grant. The students will enroll in the Science and Engineering Academy (SEA) and take a series of three one-credit classes (ENGR 100, 101, 102). Izad Khormaei is the lead on this project and is developing a cohort of 20 students interested in math and science careers for 2009-2010; another cohort of 30 students will be admitted for 2010-2011. Students will work on projects, develop soft skills, and visit various businesses to meet professionals in industry.

## Respect for Differences

- ◆ Implement conflict resolution practices that encourage open communication and collaboration among diverse groups.

### Progress to date:

A Saturday section of HDEV 103—Anger and Conflict Management—will be offered winter 2009.

## Broad-based Partnerships

- ◆ Foster partnerships with K12 and university levels to enhance transitions from high school through Clark and on to baccalaureate levels.

### Progress to date:

Tina Barsotti, STEM Outreach Coordinator, is taking the members of the newly formed ASCC Club “Nerd Girls” (there are both men and women in the club) to Image Elementary in Camas, WA, to demonstrate math and science skills. The students will learn to make lip gloss while math and science principles are explained to the students as they create a tangible product.

## Additional Highlights

- ◆ Cannell Library and the Clark College Art Department unveiled the college's new Digital Visual Resources Collection. To date, more than 5,600 art department slides have been digitized for the collection, creating a database that is available to all members of the Clark community with a Clark ID #. We are grateful for the generous, anonymous donation to the Clark College Foundation which provided the funds to purchase Contentdm, digital collection management software. This collection has the potential to become a comprehensive repository of images and data about just about anything, including college artwork and statuary, grounds features, facilities, college archival documents, newspapers, and yearbooks.
- ◆ Clark College dental hygiene graduate Betsy Preheim, class of 2008, was one of three national recipients of the Anthony Westwater Jong Memorial Community Dental Health Award which was presented at the National American Public Health Association meeting in San Diego, CA, on October 27. Betsy received this award for her work spearheading a Dental Health Day for homeless men at the Clark College Dental Hygiene Clinic in April 2008. The project provided care for eighteen men who hadn't received dental care for many years; more than \$20,000 worth of dental work was provided. Betsy is the first dental hygiene student to receive this award, which has traditionally been awarded to dental students.
- ◆ A new program Web site for the Fitness Trainer program has been developed and can be accessed at [www.clark.edu/fitnesstrainer](http://www.clark.edu/fitnesstrainer).
- ◆ A laundry facility has been added to the O'Connell Sports Complex to allow athletic team uniforms and towels, PE uniforms for fencing, CPR masks, and other items to be laundered on site.
- ◆ The STEM Unit held their first meeting of the year and one of the activities was to introduce Mike Lassner, Math faculty, who will serve as the Outcomes Assessment Liaison for STEM. Mike will work with full time faculty to familiarize them with the Assessment Projects timeline so they can be completed in spring 2009.

- ◆ Danette Randolph and Heather King attended the fall Workforce Education Council meeting in Spokane, WA, on October 29-31. The conference highlighted work being done nationally on sustainability and green jobs.
- ◆ Workforce Education and the Electronics Department secured a Perkins Best Practice Innovation grant for \$10,000. Clark's project would remodel the existing electronics program into a competency-based training program broken down into two credit modules that can be delivered in online, hybrid or face-to-face formats. Designing a program with modularized competencies and certificates allows for greater access for students. It can be tailored for someone working full-time and taking the training over the internet or in a hybrid format. The lab portion of the electronics training can be completed virtually on the web or in the lab. The advantages of this program include the open entry concept—anyone can enter at any time, can enroll for the complete course of study, can pick and choose as needed, and be allowed to construct a course of study that best suites individual needs.
- ◆ *Pacific Currents*, a display of artwork by nine contemporary artists of Asian heritage, will be on exhibit at the Archer Gallery from November 4 to December 5.
- ◆ The Clark Music Department has scheduled four fall term concerts: the Clark Jazz Ensemble will perform Friday, November 21, at 7:30 p.m. in Gaiser Student Center, the Clark Orchestra will perform Wednesday, December 3, at 7:30 p.m. in the Royal Durst Theatre, the Women's Choral Ensemble, Clark College Chorale and Vocal Jazz Ensemble will perform Thursday, December 4, at 7:30 p.m. in the Gaiser Student Center, and the Concert Band and Concert Choir will perform Friday, December 5, at 7:30 p.m. in the Royal Durst Theatre. All concerts are free and open to the public.
- ◆ Faculty and students in the dental hygiene program attended the 2008 House of Delegates, a joint meeting between the Washington State Dental Hygienists' Association and the Oregon State Dental Hygienists' Association which was held in Portland, OR, on October 17-18. All 53 students in the dental hygiene program were able to attend, which provided them with first-hand experience in the legislative processes of their state dental hygiene association. Faculty participants included Katy Graham, Ron Fields, Kris Nichols, and Karla Sylwester.
- ◆ Engineering faculty member Izad Khormaei and vice president of instruction Rassoul Dastmozd attended the 14<sup>th</sup> Annual Advanced Technological Education (ATE) Principal Investigators Conference in Washington DC on October 29-31.
- ◆ Clark College has received 87 additional Worker Retraining FTES through a request by Workforce Education. This gives the college \$401,157 in additional Worker Retraining dollars for student aid and assistance.
- ◆ In a response to community needs, Workforce Education and Basic Skills have expanded offerings in Stevenson and White Salmon. In White Salmon, three computers have been installed at WorkSource Columbia Gorge so students will be able to utilize online learning and computer trainings. Clark College hours of service have been expanded by an additional 12 hours a week at both White Salmon and Stevenson WorkSource locations. Workforce Education is also collaborating with professional technical programs to develop computer based trainings to accommodate needs in the eastern region of the college's service district.

Rassoul Dastmozd, PhD  
Vice President of Instruction  
November 7, 2008

**Administrative  
Services**

## Administrative Services Board Report November 2008

### Focus on Learning

- ◆ Deploy Microsoft Office 2007 by fall 2008.

Progress to Date:  
Completed.

### Access to Education

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

Progress to Date:  
Six full-time members of the Security Department continue to receive Campus Community Emergency Response Training, which will end on November 15th.

- ◆ Provide staffing to increase network and telecommunication support.

Progress to Date:  
On hold pending budgetary review.

- ◆ Provide staffing support to develop infrastructure for managing data and data warehouses used College-wide for data-driven decision making. (Developing a data-driven model for decision making is an IT Plan priority.)

Progress to Date:  
Completed.

- ◆ Evaluate and select an appropriate platform and provider to allow all students access to a uniform e-mail system.

Progress to Date:  
Completed.

### Respect for Differences

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

Progress to Date:  
Staff members from Business Services, Plant Services, Security, and the Bookstore attended the presentation by Tim Wise entitled, "White Privilege: Racism, White Denial, and the Cost of Inequality."

Several Plant Services staff attended the showing of the film "Murderball" as part of Disability Awareness Month.

Three Bookstore staff members are attending on-campus "Conversational Spanish with a Focus on Serving Students."

## Broad-based Partnerships

- ◆ Develop and implement state-mandated Emergency Management Plan.

### Progress to Date:

Clark College has completed an emergency preparedness self-study mandated by Senate Bill 6328. Six full-time members of the Security Department continue to receive Campus Community Emergency Response Training, which will end on November 15<sup>th</sup>.

## Management Excellence

- ◆ Provide appropriate staffing, equipment and materials to insure high quality facilities maintenance as the College expands operations in the “T” Building, TPC, and the Gaiser Hall and O’Connell Sports Center renovations.

### Progress to Date:

Main campus projects are completed. Work on deferred maintenance items at TPC will be completed during the fall/winter quarter break.

## Additional Highlights

- ◆ The Bookstore held the fourth annual “Cram It Jam It” event, co-sponsored by JanSport Inc. on October 16. There were more than one thousand entries and approximately one hundred students in attendance for the 75-second, mad-dash shopping spree. President Bob Knight emceed, and two student winners were drawn. It was a fun and well-attended event. Winners took home nearly \$300.00 in product and supplies.
- ◆ Fiscal year Bookstore sales are up 14% over last year.
- ◆ Work continues to replace pathway lighting throughout the campus to provide better lighting for the safety of our students, faculty, and staff. This work will be completed during winter break.
- ◆ Business Services staff presented monthly budget report training to 17 participants.

Philip Sheehan

Interim Vice President of Administrative Services

November 10, 2008

PS233



## Clark College - Budget Status Report October 31, 2008

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	32,200,042	10,329,028	21,871,014	32.1%
Tuition	13,266,939	5,822,170	7,444,769	43.9%
Interest	180,000	49,476	130,524	27.5%
Excess enrollment	309,309	-	309,309	0.0%
Planned use of prior fund balance	270,676	-	270,676	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	1,094,104	1,558,379	41.2%
<b>Total Operating Accounts</b>	<b>48,879,449</b>	<b>17,294,778</b>	<b>31,584,671</b>	<b>35.4%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	7,546,073	1,120,823	6,425,250	14.9%
Internal Support	1,350,402	936,515	413,887	69.4%
ASCC less PUB	1,642,361	603,571	1,038,790	36.8%
Bookstore	5,003,446	2,105,732	2,897,714	42.1%
Parking	757,267	121,262	636,005	16.0%
Auxilliary Services	1,626,412	490,449	1,135,963	30.2%
Financial Aid	17,592,090	8,153,063	9,439,027	46.3%
<b>Total Other Accounts</b>	<b>35,518,051</b>	<b>13,531,415</b>	<b>21,986,636</b>	<b>38.1%</b>
<b>Total Sources of Funds</b>	<b>84,397,500</b>	<b>30,826,193</b>	<b>53,571,307</b>	<b>36.5%</b>

Uses of Funds (Expenses)	2008-09 Budget	Expense/Encum to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	800,538	202,053	598,485	25.2%
Vice President of Instruction	29,173,417	8,194,445	20,978,972	28.1%
Vice President of Administrative Services	9,153,379	4,002,672	5,150,707	43.7%
Vice President of Student Affairs	5,926,789	1,958,837	3,967,952	33.1%
Executive Dean of Planning & Advancement	503,255	189,924	313,331	37.7%
Executive Director of Corporate & Continuing Ed	875,126	363,846	511,280	41.6%
Executive Director of Communications	1,320,846	589,758	731,088	44.7%
Associate Vice President of Human Resources	1,126,099	384,810	741,289	34.2%
<b>Total Operating Accounts</b>	<b>48,879,449</b>	<b>15,886,346</b>	<b>32,993,103</b>	<b>32.5%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	7,546,073	2,423,393	5,122,680	32.1%
Internal Support Services	1,350,402	589,616	760,786	43.7%
ASCC less PUB	1,642,361	480,644	1,161,717	29.3%
Bookstore	5,003,446	2,241,704	2,761,742	44.8%
Parking	757,267	451,199	306,068	59.6%
Auxilliary Services	1,626,412	478,915	1,147,497	29.4%
Financial Aid	17,592,090	8,170,812	9,421,278	46.4%
<b>Total Other Accounts</b>	<b>35,518,051</b>	<b>14,836,284</b>	<b>20,681,767</b>	<b>41.8%</b>
<b>Total Uses of Funds</b>	<b>84,397,500</b>	<b>30,722,630</b>	<b>53,674,870</b>	<b>36.4%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>103,563</b>		
Capital Projects - Revenue & use of fund bal	23,315,899	7,576,358	15,739,541	32.5%
Capital Projects- Expense less depr	23,315,899	7,576,358	15,739,541	32.5%
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg  
c. Bob Knight, Phil Sheehan, Karen Wynkoop  
Ron Hirt, Accounting 11/07/08

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

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

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

s.sand 11/10/08



## Student Affairs Report November 2008

### Focus on Learning

Support annualized institutional enrollment goals.

#### Progress to date:

- ◆ International student headcount for fall quarter is 81 students for a total of 68 FTE; a 12% increase from fall 2007 which was 60 FTE. Two international recruitment marketing pieces have been designed and implemented in the recruitment efforts aimed at international students: a short-term program flier and an electronic brochure. In addition, Chinese, Japanese, and Vietnamese marketing pieces are currently in use as are two newly designed banners that will be used for fairs targeting potential international students. In addition, three international agents visited Clark, one from Korea on September 18 and two from India on November 17, to attend campus tours, classroom visits, and meetings with staff, faculty, and students. The agents also used the time to learn about the local community to best prepare potential international students for the transition to the U.S. and Clark.
- ◆ Chanda Kroll (International Recruitment Manager) traveled to Vietnam, Korea, China, and Japan from September 27 through October 23, and attended four international recruitment fairs. While there, Chanda visited with six U.S. Embassies, met with seven organizations who foster education in the U.S., visited six English Language Institutions, re-connected with six current international agents, pursued seven potential international agents, met with representatives and students from five high schools, and engaged in building possible relations with members of six higher educational institutions. She also participated in two special events which allowed for an exploration of opportunities for potential partnerships with the Vietnamese Association of Community Colleges and the Korean Overseas Study Association.
- ◆ A total of 97 new RS students tested and qualified for winter quarter entry. An orientation was held for these new students on October 27 in the Gaiser Student Center.
- ◆ Felisciana Peralta (Multicultural Student Affairs), Dan Overbay (Student Recruitment), and Lizette Drennan (Financial Aid) participated in College Night at Stevenson High School on October 27 to recruit students as well as provide financial aid information. In addition, Felisciana and Linda Calvert (Running Start) conducted an orientation to Fort Vancouver High School and Hudson's Bay GEAR-UP students and parents on October 22 on the Running Start Program.
- ◆ Dan Overbay and Emily Earhart (Transfer Coordinator) hosted the Washington Council Fall College Fair on October 29 and 30. This series of two college fairs attracted high school students and their parents at the evening fair and current Clark students during the day fair.
- ◆ Jennifer Reeves (Student Recruitment) attended a meeting on October 29 to discuss the 2010–2011 Freightliner plant closure. Employee benefits were reviewed as well as educational program options available at Clark at the initial meeting.

Support retention initiatives to achieve institutional retention goals.

#### Progress to date:

- ◆ The second reporting period for Academic Early Warning resulted in 53 faculty participating and 506 letters mailed to students. We will begin the evaluation process of this project goal as stated in the Retention Plan starting winter quarter and our next reporting period will be the third week of classes in winter 2009. We are currently planning strategies to increase faculty participation in our next reporting period. Two thousand "Student Guide to Academic Early Warning" bookmarks were printed and distributed to a variety of campus areas to inform students about this new project.

- ♦ A total of 23 Running Start students received “unsatisfactory” Academic Early Warning (AEW) letters during the third week reporting period. All were called to inquire about how the RS office could help them and suggest appropriate resources. Typical responses ranged from “I did not know I was enrolled in that class” or “I plan to drop that class” or “I will talk to the instructor or seek tutoring.” A total of 56 RS students received “unsatisfactory” AEW letters during the fifth week reporting period. Groups of students were contacted by cohort group advisors, e.g. DSS, Athletics, Students of Color, International Students, etc. to notify them of the deadline to drop classes.
- ♦ A letter was mailed October 27 to 182 RS students who are enrolled fall and have earned 35 credits or more. The purpose of the letter was to urge them to schedule advising appointments to discuss their education plans if they plan to earn an A.A. degree June 2009.

Define and establish methods to support the Learning College model.

**Progress to date:**

- ♦ Jody Shulnak (Service Learning) coordinated the Make a Difference Day Non-Profit Volunteer Fair on October 23. Twenty two vendors participated from diverse local non-profit organizations and 520 people attended the event. Staff distributed information about their association and various volunteer opportunities that are available. Faculty also attended the fair to explore service learning project ideas. In addition, Jody facilitated the Service Learning Advisory Board meeting on October 14 to discuss strategies for expanding the service learning program and to finalize the college wide definition of service learning.
- ♦ Kelly Benson and Jenny Schrock (Welcome Center) met with the Instructional Counsel on October 15 to discuss faculty participation in upcoming Welcome Center activities. The Welcome Center space is being reconfigured to provide a more welcoming environment to our prospective students and guests.

**Respect for Differences**

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

**Progress to date:**

- ♦ Disability Support Services, in conjunction with Student Life and Multicultural Student Affairs, presented the movie *Murderball* on October 30. The documentary was followed by a question and answer session with local quadriplegic rugby players. Ed Shur, Paralympics Quadriplegic Rugby Assistant Coach and Portland Pounders Coach, Dave Kammeyer, Portland Pounders Manager and Clark student, and Will Groulx, Paralympics 2008 Gold Medal team member and Portland Pounders player, joined us for the question and answer session. Over 50 staff, faculty, and students attended the event.
- ♦ Felisciana Peralta (MSA) hosted the New Wilderness Project on October 29. The presentation focused on speaking about diversity through spoken word, music and multimedia.

Provide educational activities that foster a global perspective.

**Progress to date:**

- ♦ In collaboration with ASCC, Felisciana cosponsored Dia de los Muertos event on November 5. The performers, Legends of Mexico, presented stories and legends of Mexico through music and dance followed by Mariachi band.

## Workforce Development

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

### Progress to date:

- ♦ Career & Employment Services staff processed 97 referral letters and assisted 61 students in their search for student employment in October. Of the 61 students, 46 of them secured employment. Staff provided 14 hours of resume critiques and job search guidance to 29 individuals. Student from 17 classes visited the Career Center to learn about resources, explore careers, and/or take career assessments. Off campus groups included the School for the Blind ninth grade class and the Evergreen School District CHOICE program which serves students with disabilities.
- ♦ The Career Center processed 176 Strong Interest Inventories and 163 Myers-Briggs Type Indicator (MBTI) Career Reports in October for students and community members.

## Broad-based Partnerships

Increase community outreach activities and partnerships from 2008 to 2009.

### Progress to date:

- ♦ Jody Shulnak (Service Learning) attended the Civic Engagement Center strategic planning workshop at WSUV on October 29. Representatives from over 15 organizations around Clark County and Portland attended this WSUV-facilitated session to discuss the potential of a centralized Civic Engagement Center in Clark County.
- ♦ Linda Calvert (Running Start) conducted an orientation to approximately 75 "I Have a Dream" sophomores and their parents at Fort Vancouver High School on October 27. Information was disseminated about the Running Start Program and the process to qualify for enrolling in fall 2009.
- ♦ Linda Calvert, Dani Overbay, Felisciana Peralta, and Student Ambassador Katelyn Peters worked at the Clark table at the Evening College Fair on October 29. This event was marketed to current high school juniors in the community. Approximately 15 colleges from throughout Washington staffed tables to answer questions from prospective students.
- ♦ Carrie Weikel-Delaplane (Student Life) participated in a meeting with Clark College staff and representatives from the Special Olympics Young Athletes Program on November 13. The Young Athletes Program is an inclusive program open to all children ages 2-7. The program will examine the possibility of hosting local Clark County school districts in May or June 2009 at Clark College.

## Management Excellence

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

### Progress to date:

- ♦ Renee Stoll (Disability Support Services) attended the Region V Registry of Interpreters for the Deaf Conference on September 24-29 in Sacramento, California. Some of the workshops included the Tech for Terps: Using Technology to Improve Your Interpreting Experiences, The Principle Pyramid: Laws, Ethics and Morals, and Spoken and Signed Language Prosody.

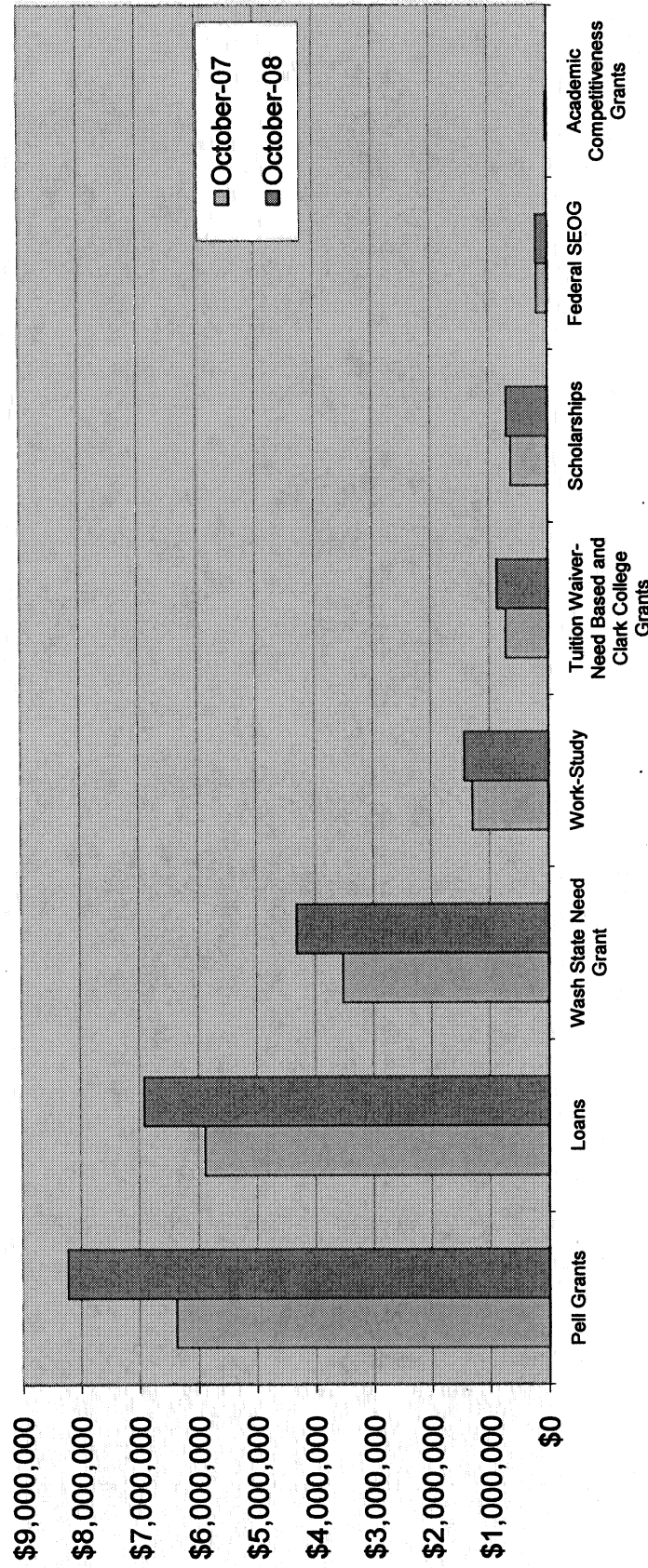
- ◆ Tami Jacobs (Disability Support Services) attended the Washington Association of Postsecondary Education and Disability (WAPED) fall conference on October 15-17. The main focus of the conference was technology – how can it help students and disability support providers.
- ◆ Several staff from the Welcome Center attended a workshop on immigration and residency issues at Highline Community College on October 14. Topics included current immigration laws and how it effects the admissions process and residency classifications.

#### Personnel Highlights

- ◆ Jilese Toler has been hired as the new international student liaison work-study in International Programs. Jilese began her duties on September 22 to support international students on campus and assist them in becoming involved with various campus wide activities.

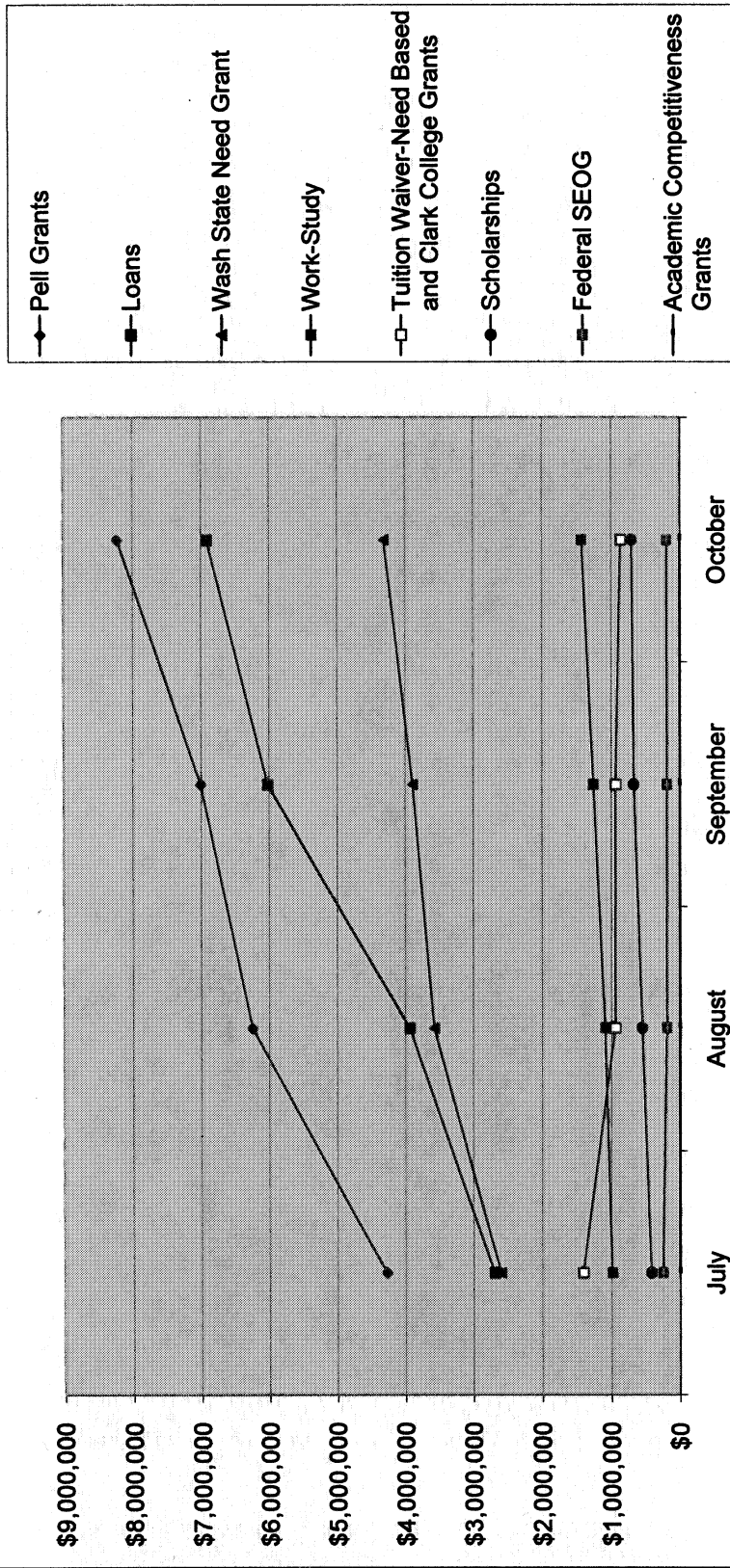
Rachel Ruiz, Ph.D.  
Vice President of Student Affairs  
November 6, 2008

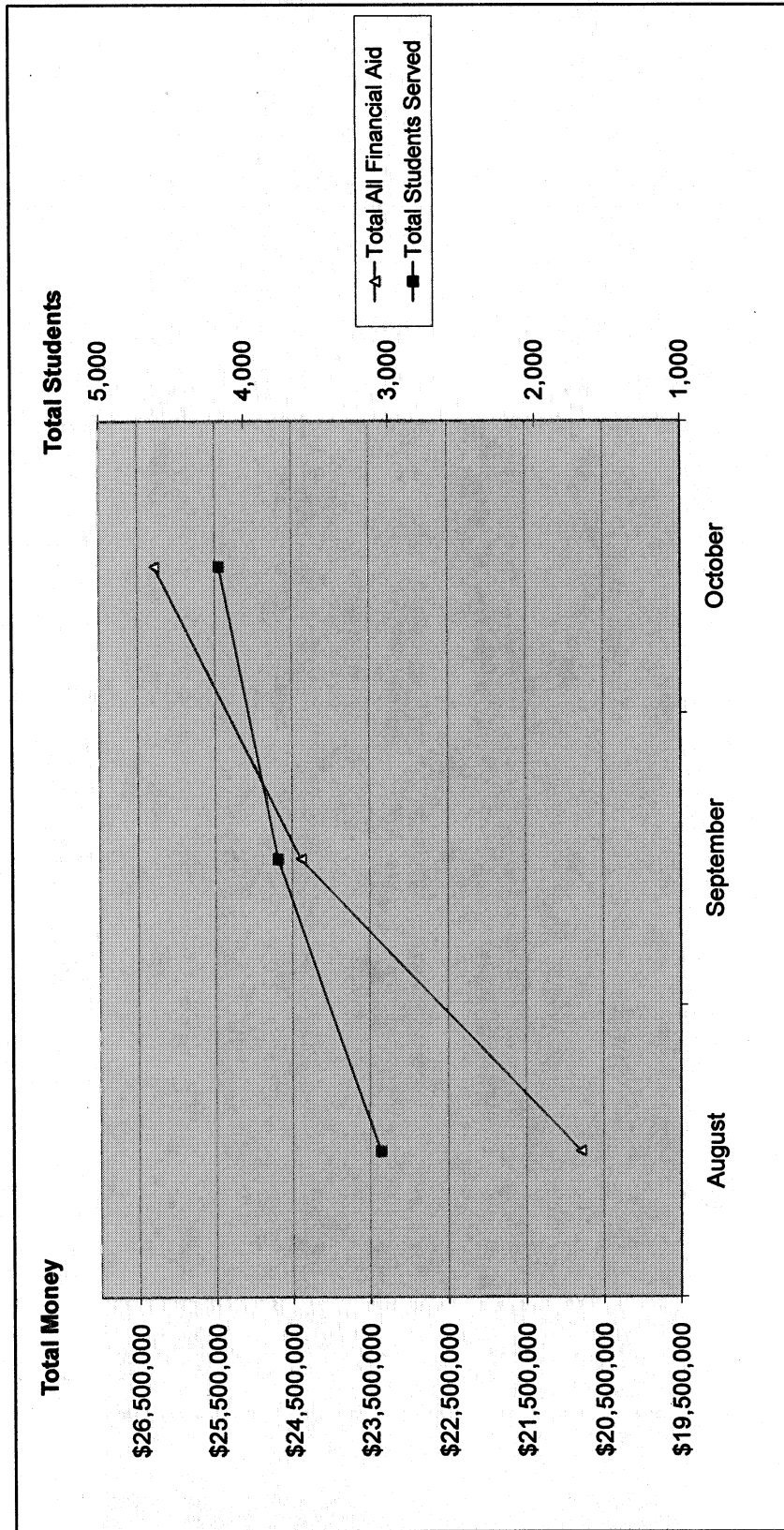
**Comparison Chart  
October**



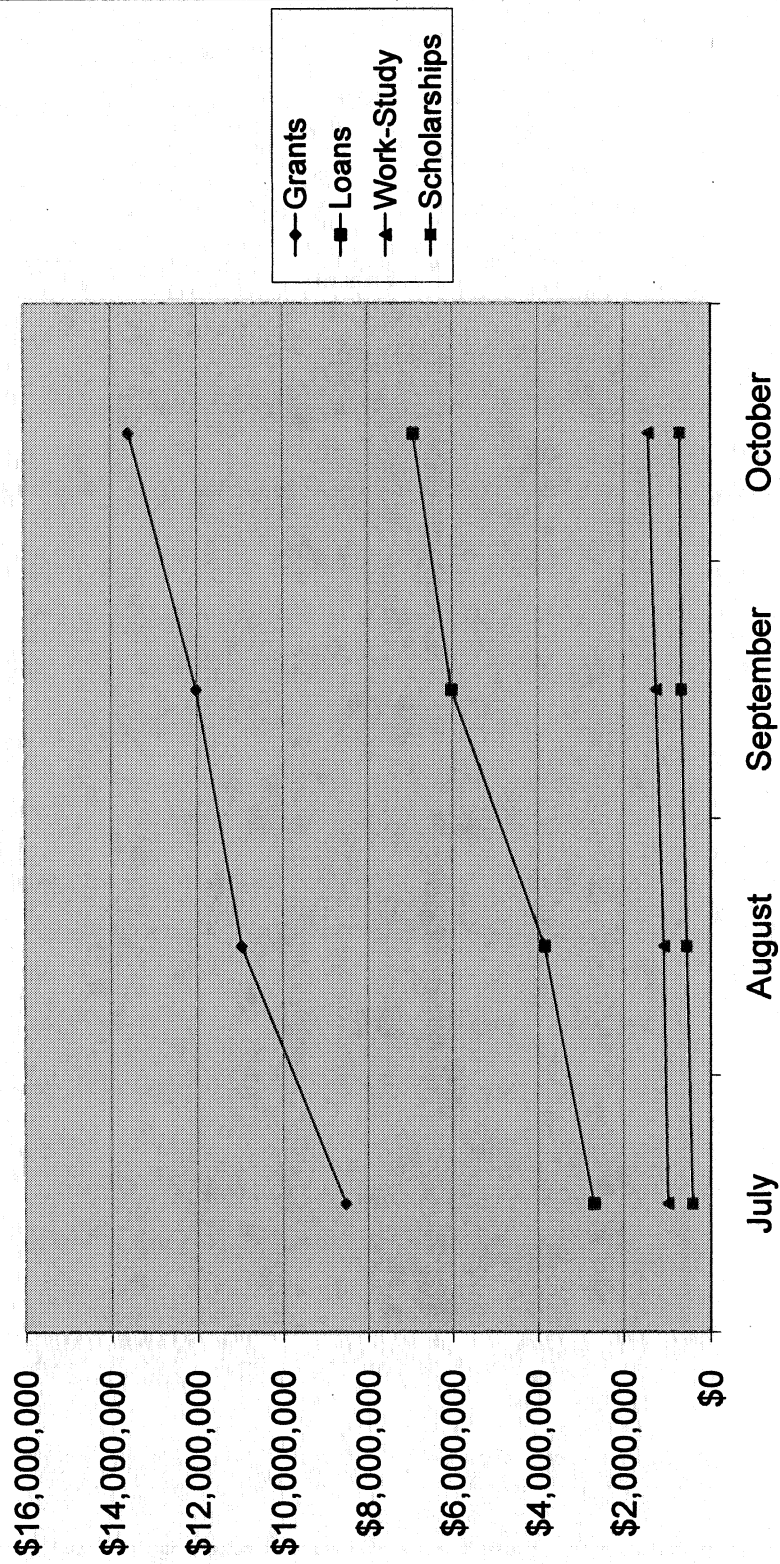


# 08-09 Financial Aid Stats





## 08-09 Funding Types





## Human Resources Board Report November 2008

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

### Focus on Learning

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

#### Progress to date:

Seventeen employee development sessions were held during October on the following topics: technology, leadership, customer service, supervision, language and college processes; open lab sessions were held providing assistance with Office 07 software, Smart classroom equipment, and the Academic Early Warning System.

### Respect for Differences

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

#### Progress to date:

Katrina Golder and Miles Jackson represented the College at the Washington Community and Technical College Careers Fair held at Everett Community College on November 8. This is a new experimental event to determine if the colleges can attract qualified candidates through a joint recruitment effort without traveling outside the northwest.

### Management Excellence

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

#### Progress to date:

The College and AHE are finalizing salary negotiations and determining other interests to work on in IBB.

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

#### Progress to date:

Training was provided to supervisors on the WPEA Collective Bargaining Agreement on October 31, 2008. Trainings are held on a quarterly basis to assist supervisors in effectively supervising under the agreement.

- ◆ Develop an emergency response plan.

**Progress to date:**

The emergency preparedness study required by the legislature and State Board was prepared and submitted. Rebecca Wale has been working with Administrative Services on this project. This document will serve as a road map for improving emergency response.

- ◆ Ensure compliance and expand Environmental Health and Safety Programs (EHS)

**Progress to date:**

Rebecca Benson, EHS Program Coordinator, has completed her AHERA Asbestos Building Inspector coursework and is certified to assist with all asbestos related sampling at the college.

EHS has begun radon sampling on the main campus. The sampling period is 90 days and will be terminated on January 15, 2009 with analysis to follow.

Several employees from the college are attending the federally recognized Emergency Response CERT training provided by Fire District 6.

**Additional Highlights:**

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

Amanda Brown was appointed to the full-time permanent classified position as Library and Archives Paraprofessional 2 in the Cannell Library effective November 12, 2008. Amanda has previous work experience with Jack in the Box, Standard Parking and Clark College.

Beverly Brosius was promoted to the full-time permanent classified position as Office Assistant Lead in Registration effective November 10, 2008. Beverly began at the College in September 1998 and most recently worked in Security.

Jason Crone was hired as a full-time temporary Automotive Instructor and T-Ten Coordinator in Instruction. Jason has an AA degree in Automotive Technology from Clark College and previous work experience with Westlie Ford Mercury, Allen Webb Nissan and Gresham Toyota.

Peggy Maloney was appointed to the part-time, 75 percent, 9.5 month classified position as Early Childhood Specialist 3 in the early Intervention Program in Child and Family Services effective October 7, 2008. Peggy has an AA from Monterey Peninsula College, a BA from San Jose State in Home Economics and Child Development, and an MS in Special Education from Pacific University. She has previous work experience with Columbia Willamette YMCA, Beaverton School District, Sunshine Montessori Preschool, Yokohama International School and Discovery Bay Preschool.

Vladimir Skoko was appointed to the full-time permanent classified position as maintenance Mechanic 2 in Plant Services effective November 3, 2008. Vladimir attended Portland Community College and has previous work experience with Ventura Foods, Portland Bottling Company and DAS Subaru.

Katrina Golder  
Associate Vice President of Human Resources  
November 5, 2008

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
<b>APPOINTMENTS/REALLOCATIONS</b>						
Jason Crone	Automotive Instructor-1-Ten Coordinator	11/17/08	Instruction	Faculty	FT-temp	Replacement/new
Beverly Brosius	Office Assistant Lead	11/10/08	Registration	Classified	Full-time	Replacement
Amanda Brown	Library and Archives Paraprofessional 2	11/12/08	Library	Classified	Full-time	Replacement
Peggy Maloney	Early Childhood Specialist 3	10/7/08	Child and Family Studies	Classified	PT 75% 9.5 month	Replacement
Vladimir Skoko	Maintenance Mechanic 2	11/3/08	Plant Services	Classified	Full-time	New

#### RETIREMENTS/RESIGNATIONS/SEPARATIONS

Sarah Granberg	Office Assistant 3	10/30/08	Registration	Classified	Full-time	Resignation
Susan Kusch-Tepner	Program Coordinator	10/17/2008	Workforce Development	Classified	Full-time	Resignation
Ahn Vance	Program Coordinator	11/3/08	Basic Education	Classified	Full-time	Resignation

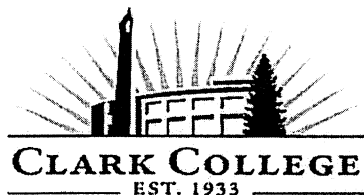
#### VACANT POSITIONS

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Computer Science Instructor	1/23/09	Business & Technology	Faculty	Full-time	Replacement
ECE Specialist 3	OUF	Child and Family Services	Classified	PT 75% 9 month	Replacement
Health Occupations Instructor	12/9/08	Health Sciences	Faculty	FT - temp	Replacement
Maternal-Child Nursing Instructor	1/15/09	Nursing	Faculty	Full-time	New
Medical-Surgical Nursing Instructors (2)	1/15/09	Nursing	Faculty	Full-time	Replacement/new
Psychiatric-Mental Health Nursing Instructor	1/15/09	Nursing	Faculty	Full-time	Replacement
Medical Radiography Instructor	1/15/09	Health Sciences	Faculty	Full-time	Replacement
Music Instructor	1/23/09	Social Science and Fine Arts	Faculty	Full-time	Replacement
Pharmacy Tech Instructor	11/25/08	Health Sciences	Faculty	Full-time	Replacement
Administrative Assistant 4	11/4/08	Basic Ed, English, Communic., Hum.	Classified	Full-time	Replacement
Assistant Financial Aid Dir. Program Specialist 3	11/10/08	Financial Aid	Classified	Full-time	Replacement
Credentials Evaluator 3	hold	Student Affairs	Classified	Full-time	New
Dean of e-Learning	hold	Instruction	Admin	Full-time	Replacement
Director of Advising and Counseling	9/12/08	Student Affairs	Admin	Full-time	Replacement
Director of Athletics	hold	Student Affairs	Admin	Full-time	Replacement
Grounds and Nursery Specialist 4	hold	Plant Services	Classified	Full-time	Replacement
Information Technology Specialist 3	hold	Computing Services-Telephone	Classified	Full-time	New
Program Assistant	11/3/08	Financial Aid	Classified	Full-time	Replacement
Program Manager A	10/8/08	eLearning	Classified	Full-time	New
Vice President of Administrative Services	10/31/08	Administrative Services	Admin	Full-time	Replacement

OUF-Open Until Filled  
Clark College Human Resources  
11/07/08



November 10, 2008  
PERS: 2008-319



To: Board of Trustees  
Robert K. Knight, President *RK*

From: Katrina Golder, Associate Vice President of Human Resources *KH*

Re: Revisions to CCAHE Agreement - Faculty Salaries

The College and Association for Higher Education completed bargaining related to full-time and part-time faculty salaries. The tentative agreement was presented to the faculty for ratification on November 7, 2008. The College requests that the Board of Trustees approve the attached proposed changes to the CCAHE agreement.

#### Full-time Faculty Salaries

The proposal provides for full implementation of full-time faculty increments for 2008 (providing increments for 70 faculty) and a cost-of-living increase of 4.4 percent applied to the full-time salary schedule (Appendix A). These increases are funded through local turnover dollars as well as COLA and increment funding from the State Legislature. The State provided \$433,339 for the 4.4% COLA increase leaving a funding gap of \$58,227 which must be made up by the College.

The cost for faculty increments for 2008 is \$265,255. The college received \$ 77,263 in increment funding from the state for full-time faculty increments; in addition, turnover dollars of \$187,992 were used to fully fund increments. In addition, \$37,935 in excess turnover, which is considered operating funds, may be used to fund the COLA gap of \$58,227; however, this year we are recommending that the \$37,935 be banked for 2009 only for funding 2009 increments if possible. The rationale for this is that the College does not normally receive sufficient increment funding from the state and it is expected that next year may be lean for increment dollars. Turnover dollars are dependent on retirements and the College's ability to fill tenure-track positions. The banking of excess turnover dollars for possible use for 2009 increments is not precedent setting for future years.

#### Part-time Faculty Salaries

In addition to salary increases, there are two significant changes recommended for the adjunct and affiliate faculty salary schedule: 1) The criteria for eligibility for the affiliate rate would change to 9 quarters of teaching, which will result in an additional 132 adjunct faculty eligible for the affiliate rate; 2) All full-time faculty and permanent college staff would be eligible for the affiliate rate which affects approximately 75 employees in any given quarter. The part-time faculty salary schedule rates, including adjunct, affiliate, counselor/librarian and other assignment rates were increased from 4.3% to 6.17%. The changes in criteria will result in rate increases for faculty moving to the affiliate rate from 18.33% to 20.38% The increases for the part-time schedule are funded by the legislature through COLA, increment funding, and part-time faculty salary improvement funding as well as some College operating funds.

CCAHE Agreement Changes  
Board of Trustees  
November 10, 2008  
Page 2

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

We ask for the Board's consideration in approving the proposed changes to the full-time and part-time faculty salaries.

Attachments

APPENDIX A  
 FULL-TIME FACULTY SALARY SCHEDULE  
 2008-2009 ~~2007-2008~~ Academic Year Salary

RANGE	<del>2007-08</del>	2008-09
A	<del>\$42,080</del>	\$43,932
B	<del>\$44,656</del>	\$46,621
C	<del>\$47,437</del>	\$49,524
D	<del>\$50,395</del>	\$52,612
E	<del>\$53,500</del>	\$55,854
F	<del>\$56,854</del>	\$59,356
G	<del>\$60,399</del>	\$63,057
H	<del>\$64,192</del>	\$67,016

Vocational Certificate \$250

Earned Doctorate \$900

Approved by the Board of Trustees ~~October 22, 2007.~~

11/10/08

~~10/31/07~~

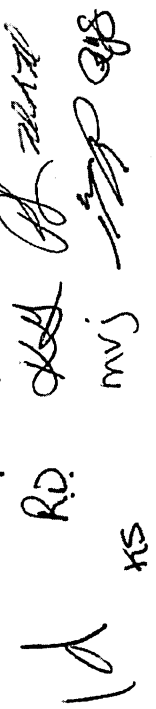
# FULL-TIME FACULTY SALARY SCHEDULE

Scenario: 10  
Cola Including New Faculty & Tenure, Before 2008 Increments

RANGE	Current 2007-2008	COLA	New 2008-09 Salary	\$ Increase	# Faculty	Cost of Increase	Variance between Steps	
							2007-08 Diff	2008-09 Diff
A	42,080	4.400%	43,932	1,852	23	42,585		
B	44,656	4.400%	46,621	1,965	8	15,719	2,576 6.1%	2,689 6.1%
C	47,437	4.400%	49,524	2,087	7	14,611	2,781 6.2%	2,903 6.2%
D	50,395	4.400%	52,612	2,217	21	46,565	2,958 6.2%	3,088 6.2%
E	53,500	4.400%	55,854	2,354	20	47,080	3,105 6.2%	3,242 6.2%
F	56,854	4.400%	59,356	2,502	28	70,044	3,354 6.3%	3,502 6.3%
G	60,399	4.400%	63,057	2,658	24	63,781	3,545 6.2%	3,701 6.2%
H	64,192	4.400%	67,016	2,824	43	121,451	3,793 6.3%	3,960 6.3%

Average	4.400%	174	421,836
State funded COLA		BA	32,270
Total Available to Allocate	433,339	BB AVG	36,194
	433,339	BF	1,266
		Total	491,566
		Funding	433,339
		Difference	(58,227)

s.sand 9/17/08

Fund increments  
Bank Turnover dollars \$37,935 for the 2009-2010 salary enhancements  
with the intent to fund increments if possible. T.A. 10-02-08  


## APPENDIX B

### Salary Schedule Adjunct and Affiliate Faculty Effective Summer 2006 2008

#### Adjunct Rate Schedule:

Category A – No Final	Appendix B.1
Category B – Final	Appendix B.2

#### Affiliate Rate Schedule:

Category A – No Final	Appendix B.3
Category B – Final	Appendix B.4

#### Part-Time Faculty Salary Rates (Includes Counselors and Librarians):

<u>Adjunct</u>		
Lecture	\$55.10	58.50
Lab	\$47.10	50.00
Final	\$106.00	112.00
<u>Affiliate</u>		
Lecture	\$61.50	65.20
Lab	\$53.50	56.70
Final	\$120.00	127.00
<u>Counselors/Librarians</u>		
Adjunct	\$55.10	58.50
Affiliate	\$61.50	65.20
<u>Other Assignment</u>		
	\$30.00	31.30

Lecture	The traditional lecture class.
Lab	The typical straight lab situation in which the faculty member has full responsibility for grades, course content, and organization.
Lecture/Lab Rate	A combination of rates depending on lecture and lab credits. The faculty member is paid at the lecture rate for the portion of the class that is lecture, and at the lab rate for the portion that is lab, as determined by the Office of Instruction 'Master Course File.'

#### Other

Assignments The Other Assignments rate is paid for non-teaching faculty assignments. Assignments in this category are not considered in determining teaching faculty load.

#### Affiliate Faculty

1. Eligibility for adjunct faculty to obtain affiliate status requires a minimum of 9 quarters teaching (including summer) 3.0 annualized FTEF (full-time equivalent faculty) accumulated during the 1993-94 academic year or since. ~~Eligibility is evaluated once per year during Summer quarter for implementation each Fall quarter, counting academic service since 1993-94.~~ Tenured, probationary, special programs and full-time temporary faculty, and employees who hold other permanent status (i.e. classified, administrative/exempt) with the College are paid the affiliate rate.
2. Affiliate faculty must attend one department or instructional unit meeting per quarter, for which no additional salary is earned.
3. The affiliate rate is paid only for lab and lecture credits, ~~and does not apply to an individual who holds status as a contracted employee paid from the full-time faculty salary schedule, moonlight faculty, or those who hold other permanent status with the College.~~
4. ~~A full-time faculty member who resigns or retires from the College and returns as an adjunct faculty member may become eligible for the affiliate pay rate under the criteria described in this Section.~~
5. Once an adjunct faculty member or other College employee has qualified for affiliate status, he or she retains that status even if the employee has retired or left the college and then returns.
6. Effective Fall 2000, prior service time of adjunct faculty will be recalculated to include time under contract as a full-time temporary or special programs faculty member. No retroactive payment will be made to faculty who qualify for the affiliate rate as a result of this recalculation.

Revised 10-15-08  
TA 10/30/08

Part-Time Faculty Salary Increase

2008-09

CORRECTED Scenario 1b.3: Available funds spread across the board;  
Adjusted Hours to Actual 07-08; Adjusted Affiliate to 9 quarter and includes moon light

(Note: the variance in the % increase for each rate and the small difference between cost and funds available are because of the need to round each rate to \$.10 and the "final" rate to an even dollar amount.)

	Base Hours	Current Rate	4.4% COLA \$ Amount	Additional \$ Amount	Additional %	New Rate	Total \$ Amt. of Increase	Total % Increase	Total Cost
Adjunct	32,697	55.10	2.42	0.98	1.77%	58.50	3.40	6.17%	111,170
Lab	15,685	47.10	2.07	0.83	1.76%	50.00	2.90	6.16%	45,487
Final	630	106.00	4.66	1.34	1.26%	112.00	6.00	5.66%	3,780
Affiliate	36,872	61.50	2.71	0.99	1.62%	65.20	3.70	6.02%	136,426
Lab	17,687	53.50	2.35	0.85	1.58%	56.70	3.20	5.98%	56,598
Final	711	120.00	5.28	1.72	1.43%	127.00	7.00	5.83%	4,977
Other Assignment	8,947	30.00	1.32	-0.02	-0.07%	31.30	1.30	4.33%	11,631
Librarians Adjunct	198	55.10	2.42	0.98	1.77%	58.50	3.40	6.17%	673
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Total	114,868								

375,785 Salary  
49,791 Benefits at 13.25%  
196,257 Cost of moving adjunct to affiliate  
621,833 Total cost

Breakdown of costs:

173,296 Salary cost of moving adjunct to affiliate  
22,962 Benefits cost of moving adjunct to affiliate  
275,842 Salary portion of COLA  
36,549 Benefit portion of COLA  
99,375 Balance left to apply-Salary  
13,167 Balance left to apply-Benefits  
621,191 Total cost

Available  
297,013 COLA  
6,744 COLA gap funded by College  
266,791 Sal. Imprv  
56,245 Increments  
4,398 Excess  
621,191 Total

Notes:  
For adjunct moving to affiliate

% increase for lecture  
\$ increase for lab  
% increase for final

18.33%  
20.38%  
19.81%

k.wynkoop 10/22/08





## Planning & Effectiveness Report November 2008

### Access to Education

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

#### Progress to date:

- ◆ In collaboration with Instruction and Student Affairs, a letter of intent has been developed and submitted to College Spark Washington focusing on momentum points for student persistence and progression.
- ◆ Provided data for the Foundation for the Meyers Memorial Trust site visit for a proposed grant.
- ◆ Provided data to Instruction for day 1 class fill rates, and unmet capacity by program.

### Respect for Differences

- Assess the level of satisfaction of stakeholders and communicate results to college community.
- Support an inclusive environment where mutual respect and equity are encouraged and valued.

#### Progress to date:

- ◆ Provided analysis of Student Satisfaction survey by Noel Levitz for both the Cultural Pluralism committee and the Retention Committee.
- ◆ Kael Godwin is on the Retention Plan subgroup to study goals for students of color and retention.

### Workforce Development

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

#### Progress to date:

- ◆ Conducted grants research and developed a narrative list of grants with a focus on enhancing diversity and student enrollments in STEM.
- ◆ Developed outlines, work-plan and timelines for three grants which will be pursued in 2009 for the purposes of student enrollments and workforce development.
- ◆ Kael Godwin is participating on the Innovation Team to help improve proposals for new programs.
- ◆ Provided data to eLearning regarding Running Start students and types of eLearning classes they take.

### Broad Based Partnerships

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

#### Progress to date:

- ♦ Conducted feasibility discussion with federal government agency regarding funding for Center for Leadership Excellence (CLE) Initiative. Clark College is leading this initiative to create the center, however, partners throughout the community are involved. These include, among others, Vancouver National Historic, National Park Service and Washington State University.
- ♦ Participated in the CLE meeting and provided inputs on grants and other related topics. Developed a framework document necessary to develop proposals for the CLE initiative.

### Management Excellence

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

#### Progress to date:

- ♦ Beginning a catalogue of all documents needed for Accreditation so they can be maintained and updated regularly.
- ♦ Confidential draft report was released. The report was reviewed and corrections of fact were submitted to the Accreditation Review Team.
- ♦ A meeting has been scheduled with the Strategic Planning Taskforce. Conversations about the strategic planning process specific to completing the 2009-14 Strategic Plan occurred with the executive cabinet members and deans.

Shanda Diehl  
Associate Vice President, Planning and Effectiveness  
November 7, 2008



## Corporate & Continuing Education Report November 2008

### Workforce Development

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

#### Progress to date:

- ◆ Corporate & Continuing Education is partnering with Vancouver Fire and Clark County Fire and Rescue to offer a 392-hour pilot Firefighter training course to be held in March 2009. This training is designed for local firefighters and volunteers.
- ◆ Executive Director Todd Oldham is working with an online gaming company DISTIL Interactive to explore a possible partnership that would allow Corporate & Continuing Education to beta test an immersive learning simulation focused on interviewing skills. The simulation would be integrated into a non-credit e-learning course to be offered as a new professional development training.
- ◆ On October 29, 2008 regional Community Colleges participating in the Workforce Innovation in Regional Economic Development (WIRED) grant met to discuss the training fund, a WIRED initiative. Regional Community College partners include PCC, Mt. Hood CC, Chemeketa CC, LCC and Clark College. Corporate & Continuing Education Executive Director Todd Oldham and Director of Instructional Programming and Innovation George Reese represented Clark College at the meeting.
- ◆ Executive Director Todd Oldham met with Gala Miller, Columbia Springs Environmental Education Center Executive Director on October 31, 2008 to discuss collaboration on grant opportunities focused on e-learning curriculum.
- ◆ In November, Corporate Education began a \$32,000 project to provide Diversity training to 1,700 Clark County employees. The diversity training entitled, Valuing Differences, An Experiential Approach to Appreciating Diversity, includes awareness of diversity issues, how culture impacts workplace behaviors, awareness and appreciation of styles and values of different cultures, understanding the impact of prejudicial behavior, recognizing barriers, and learning skills for effective functioning.
- ◆ Corporate Education staff met with area employers to match college resources with their training needs, including: SEH America, Platt Electric, Untied Natural Foods, Vancouver Fire Department and Columbia Vista.
- ◆ In FY08-09 Corporate Education has secured training contracts with 18 local companies for combined projected revenue of \$157,689.

### Board-based Partnerships

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

#### Progress to date:

- ◆ On November 13, Executive Director Todd Oldham attended the Vancouver National Historic Reserve Trust's Presidents Advisory Board luncheon at Pearson Air Museum. Todd gave a presentation on the concept of the Center for Leadership and an update on the progress to date. In addition, the Center for Leadership sub-committee met on October 24, 2008.

## Management Excellence

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

### Progress to date:

- ♦ Two email campaigns to promote Corporate Education training were conducted in late October and early November. Over 4,800 emails were sent to previous Corporate Education students.

## Additional Highlights for Corporate & Continuing Education

- ♦ Mature Learning/Continuing Education Program Manager Tracy Reilly Kelly welcomed Sheila Marchbanks of Chaffey College in Rancho Cucamonga, CA and Mary Sue Vickers and Katya Nekrasova from AACC in Washington DC for the second Site Visit of the Plus 50 Initiative three year program. As a “Mentor College”, Clark College guides two other “Demonstration Colleges” in program development and planning for innovative projects to address the approaching wave of Baby Boomers into community colleges. Chaffey College is launching a volunteer mentor program for economically disadvantaged students, pairing them with recruits aged 50 and above. Val Ogden presented an afternoon workshop on Volunteer Management as part of the support and training for Chaffey College.
- ♦ Tracy Reilly Kelly gave a presentation on November 4, 2008 on the Plus 50 Initiative to 53 members of the National Association of Retired Federal Employees. There was widespread interest in the goals of the Initiative.
- ♦ Continuing Education Wine Studies program was launched fall quarter with the highly received “Catch the Crush: Wine Grapes for Fun and Profit” and “Yamhill County Wine Tour” courses. After a short presentation by Tracy Reilly Kelly to the Columbia Willamette Enological Society, industry veteran William Fuller came forward to join instructors John and Bob Dingenthal of Sandhill Winery, to teach courses beginning winter quarter. Mr. Fuller is a retired VP and Winemaker of Tualatin Vineyards and Director of Enological Services for the McMenamins chain. Enological Society President Ed Grubel has offered advisory support for the new wine curriculum.
- ♦ Corporate Education co-sponsored a Business Best Practices event on October 29, 2008 at Royal Oaks Country Club. The event provided training on “Five Tools in Tough Times” to employees of 16 local businesses. Business Best Practices events are sponsored by Clark College Corporate Education, Columbia River Economic Development Council (CREDC), the Southwest Workforce Development Council (SWWDC) and the Small Business Development Center (SBDC).

Todd Oldham  
Executive Director  
November 7, 2008



## Communications and Marketing Report November 2008

### Focus on Learning

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

**Progress to date:**

Work is ongoing; no formal update this month.

### Access to Education

- ♦ **Pre-market Clark College at Columbia Tech Center.**

**Progress to date:**

We are currently developing interior sketches for use with our second round of marketing, advertising, Web and presentation materials for Clark College at CTC. The following activities are also in progress: interior construction photos and multimedia presentation pieces (e.g. PowerPoint and video) to showcase the new facility.

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

**Progress to date:**

A new Human Development (HDEV) Web area was completed and went online. A site for the college's two-day (per week) AA program has been developed and launched in conjunction with a Web ad in the home page rotation. In partnership with Director of Workforce Education & Economic Development Danette Randolph, we have established a plan for development of a new Workforce Education Web site. Discussions have also begun in preparation for a new eLearning Web area.

### Respect for Differences

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

**Progress to date:**

The 75th anniversary kick-off celebration is the focus of the cover and a featured story in the winter 2009 issue of *Clark College Connections*, which is scheduled to be available on Monday, November 17. The October 20 issue of *Clark 24/7* introduced a monthly feature highlighting the history of Clark College by decade, beginning with the 1930s. The 1940s installment will appear in the November 17 issue of *Clark 24/7*. The series will conclude in May 2009 with an article focusing on the current decade.

## **Workforce Development**

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

### **Progress to date:**

We are in the discussion process regarding a new Web area dedicated to the Plus 50 program. We have received national materials that are available for the site, which will also incorporate video highlights from the Plus 50 visit to the Historic Reserve in August.

## **Broad-based Partnerships**

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

### **Progress to date:**

Monthly planning meetings continue for the 2009 Women of Achievement celebration. Women of Achievement nomination forms were due on November 12, 2008. The deadline for Young Women of Achievement application forms was November 7. The 25th Women of Achievement Celebration will be held on Monday, March 23, 2009 at the Hilton Vancouver Washington.

## **Management Excellence**

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

### **Progress to date:**

Input has been received from all members of the Communications & Marketing department for practices that would foster a "green" environment in the department. A statement recognizing the use of recycled newsprint in the production of the quarterly class schedule has been included in the winter 2009 issue of *Clark College Connections*.

## **Additional highlights for Communications and Marketing:**

- ◆ The Communications and Marketing Department was responsible for publicity and materials (news release, photos, posters, programs, Web ad) for the fall 2008 Faculty Speaker Series event. Journalism professor Christina Kopinski was the guest speaker. The event was held on Nov. 4 in the Penguin Student Lounge.
- ◆ As part of a college-wide student e-mail 2008-09 activation initiative, videos are being produced to educate students about the new service availability and benefits. A Web ad to promote the service is also in development. In partnership with Student Affairs and Administrative Services, a welcoming e-mail, letter and guidelines have been developed.



- ◆ A Web ad and web content have been developed to inform students about the college's new Academic Early Warning (AEW) program.
- ◆ In partnership with Planning and Institutional Effectiveness, the college's Web registration process has been enhanced by adding check boxes to track student intent (why they are registering for classes). This change provides information that mirrors the paper registration form.
- ◆ An improved application has been built to streamline the schedule preview database, which allows staff and faculty to make changes to class schedules.
- ◆ In an effort to avoid copyright infringement, all Clark images on the Communications & Marketing image server have been watermarked to prevent unauthorized use. A new request form is being developed as well as guidelines for usage.

Barbara Kerr  
Executive Director of Communications and Marketing  
November 7, 2008



## Foundation Report November 2008

### Broad-based Partnerships

#### Progress to date:

- ◆ Donors, students, and guests numbering more than 300 attended the October 10 annual scholarship reception to meet one another and to express thanks for the privilege of receiving support and for the opportunity of giving. Several first-time donors were a part of the festivities celebrating over \$500,000 in scholarship funds available for distribution to students this year.
- ◆ Initiated Grant Requests  
Acceptance of an initial letter of inquiry to M.J. Murdock Charitable Trust has led to a request for a grant application on behalf of renovation and expansion of dental hygiene. The \$300,000 grant is currently being written to support updating the dental hygiene lab from 24 to 30 work stations. In addition, digital radiography equipment will be requested. The application requires a plan to obtain additional funding to complete the project. This concept was addressed in the feasibility study performed by the Clements Group and will be further reviewed for other potential sources of funding.

On November 3, Meyer Memorial Trust representative Paul Reich met with Rassoul Dastmozd, Blake Bowers, Travis Kibota, Todd Oldham, Ann Snyder, and Ara Serjoie to address questions regarding an application for support of E-learning and Pharmacy Tech. The visit concluded with a campus tour, and we are now waiting on a response to this \$186,000 request.

### Management Excellence

#### Progress to date:

- ◆ The Clements Group feasibility study interview process was launched in mid-October with two weeks of in-person and telephone interviews as well as email surveys of college and community constituents. Results will be tabulated and analyzed for presentation in a final report to the Foundation and College Boards, the College Executive Cabinet, and Foundation staff at a December 16 meeting.
- ◆ The Foundation Board approved the appointments of George Welsh, Alumni representative, and Todd Burchett, PAC representative to the Foundation Board of Directors. Three new members of the Board of Directors, Larry Easter, Rick Takach, and Jason Joner were also approved by the Foundation Board.

Larry Easter retired from Clark College in 1998 after 40 years as a faculty member. He also served as Acting Dean of Students, Chair of the Social Science and Social Services Division, Director of Personnel, and Director of Staff Development and Institutional Planning.

Rick Takach is president/CEO of Vesta Hospitality, which he co-founded in 1996. He has since owned, developed, and managed over thirty hotel properties in seven states. Rick has more than 28 years experience in the hotel industry.

Jason Joner is an attorney with Miller Nash, focusing his practice on general business and corporate law. Jason has been an adjunct Clark faculty member, teaching business and corporate law in the paralegal program. He has served on the Clark College Alumni Association Board of Directors and on the college's Paralegal Advisory Committee.

#### Additional Highlights

- ◆ As a result of the troubled economic situation, the Foundation is actively tightening its budget parameters and critically assessing all expenditures. At this time, the vacant Annual Giving Director position will remain unfilled. Responsibilities and projects are being assumed by current personnel or delayed for future implementation.
- ◆ A Foundation Funds Allocation taskforce was formed this past summer to assess how well the process has succeeded in strategically allocating Andersen funds on a long-term basis. Ultimately all parties would like to improve the efficiency of the system so that all resources can be solicited without duplicated efforts and that resources are allocated to the highest priorities meeting the distribution requirements. This evaluation may take additional time to ensure all voices are heard.

Lisa Gibert  
President  
November 7, 2008



FIRST  
READING  
&  
CONSENT  
AGENDA

# FIRST READING

November 10, 2008  
PERS: 2008-319



To: Board of Trustees  
Robert K. Knight, President *RKK*

From: Katrina Golder, Associate Vice President of Human Resources *KAG*

Re: Revisions to CCAHE Agreement - Faculty Salaries

The College and Association for Higher Education completed bargaining related to full-time and part-time faculty salaries. The tentative agreement was presented to the faculty for ratification on November 7, 2008. The College requests that the Board of Trustees approve the attached proposed changes to the CCAHE agreement.

#### Full-time Faculty Salaries

The proposal provides for full implementation of full-time faculty increments for 2008 (providing increments for 70 faculty) and a cost-of-living increase of 4.4 percent applied to the full-time salary schedule (Appendix A). These increases are funded through local turnover dollars as well as COLA and increment funding from the State Legislature. The State provided \$433,339 for the 4.4% COLA increase leaving a funding gap of \$58,227 which must be made up by the College.

The cost for faculty increments for 2008 is \$265,255. The college received \$ 77,263 in increment funding from the state for full-time faculty increments; in addition, turnover dollars of \$187,992 were used to fully fund increments. In addition, \$37,935 in excess turnover, which is considered operating funds, may be used to fund the COLA gap of \$58,227; however, this year we are recommending that the \$37,935 be banked for 2009 only for funding 2009 increments if possible. The rationale for this is that the College does not normally receive sufficient increment funding from the state and it is expected that next year may be lean for increment dollars. Turnover dollars are dependent on retirements and the College's ability to fill tenure-track positions. The banking of excess turnover dollars for possible use for 2009 increments is not precedent setting for future years.

#### Part-time Faculty Salaries

In addition to salary increases, there are two significant changes recommended for the adjunct and affiliate faculty salary schedule: 1) The criteria for eligibility for the affiliate rate would change to 9 quarters of teaching, which will result in an additional 132 adjunct faculty eligible for the affiliate rate; 2) All full-time faculty and permanent college staff would be eligible for the affiliate rate which affects approximately 75 employees in any given quarter. The part-time faculty salary schedule rates, including adjunct, affiliate, counselor/librarian and other assignment rates were increased from 4.3% to 6.17%. The changes in criteria will result in rate increases for faculty moving to the affiliate rate from 18.33% to 20.38% The increases for the part-time schedule are funded by the legislature through COLA, increment funding, and part-time faculty salary improvement funding as well as some College operating funds.



CCAHE Agreement Changes

Board of Trustees

November 10, 2008

Page 2

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

We ask for the Board's consideration in approving the proposed changes to the full-time and part-time faculty salaries.

Attachments

APPENDIX A  
 FULL-TIME FACULTY SALARY SCHEDULE  
 2008-2009 ~~2007-2008~~ Academic Year Salary

RANGE	<del>2007-08</del>	2008-09
A	\$42,080	\$43,932
B	\$44,656	\$46,621
C	\$47,437	\$49,524
D	\$50,395	\$52,612
E	\$53,500	\$55,854
F	\$56,854	\$59,356
G	\$60,399	\$63,057
H	\$64,192	\$67,016

Vocational Certificate \$250

Earned Doctorate \$900

Approved by the Board of Trustees ~~October 22, 2007.~~

11/10/08  
~~10/31/07~~

**Scenario: 10**

### Cola Including New Faculty & Tenure, Before 2008 Increments

**Average**  
**4.400%**

Average	4.400%	174	421,836
State funded COLA		BA	32,270
		BB AVG	36,194
		BF	1,266
Total Available to Allocate	<u>433,339</u>	Total	491,566
		Funding	433,339
		Difference	(58,227)

S.SAND 9/17/08

## Fund increments

Bank Turnover dollars \$37,935 for the 2009-2010 salary enhancements with the intent to fund increments if possible. T.A. 10-02-08

possible. T.A- 10-02-08  
RD ~~X~~ ~~W~~  
MS ~~ms~~

## APPENDIX B

### Salary Schedule Adjunct and Affiliate Faculty Effective Summer 2006 2008

#### Adjunct Rate Schedule:

Category A – No Final	Appendix B.1
Category B – Final	Appendix B.2

#### Affiliate Rate Schedule:

Category A – No Final	Appendix B.3
Category B – Final	Appendix B.4

#### Part-Time Faculty Salary Rates (Includes Counselors and Librarians):

##### Adjunct

Lecture	\$55.10	58.50
Lab	\$47.10	50.00
Final	\$106.00	112.00

##### Affiliate

Lecture	\$61.50	65.20
Lab	\$53.50	56.70
Final	\$120.00	127.00

##### Counselors/Librarians

Adjunct	\$55.10	58.50
Affiliate	\$61.50	65.20

##### Other Assignment

\$30.00	31.30
---------	-------

Lecture      The traditional lecture class.

Lab            The typical straight lab situation in which the faculty member has full responsibility for grades, course content, and organization.

Lecture/Lab  
Rate            A combination of rates depending on lecture and lab credits. The faculty member is paid at the lecture rate for the portion of the class that is lecture, and at the lab rate for the portion that is lab, as determined by the Office of Instruction 'Master Course File.'

Other

Assignments The Other Assignments rate is paid for non-teaching faculty assignments. Assignments in this category are not considered in determining teaching faculty load.

Affiliate  
Faculty

1. Eligibility for adjunct faculty to obtain affiliate status requires a minimum of 9 quarters teaching (including summer) 3.0 annualized FTEF (full-time equivalent faculty) accumulated during the 1993-94 academic year or since. ~~Eligibility is evaluated once per year during Summer quarter for implementation each Fall quarter, counting academic service since 1993-94.~~ Tenured, probationary, special programs and full-time temporary faculty, and employees who hold other permanent status (i.e. classified, administrative/exempt) with the College are paid the affiliate rate.
2. Affiliate faculty must attend one department or instructional unit meeting per quarter, for which no additional salary is earned.
3. The affiliate rate is paid only for lab and lecture credits, ~~and does not apply to an individual who holds status as a contracted employee paid from the full-time faculty salary schedule, moonlight faculty, or those who hold other permanent status with the College.~~
4. ~~A full-time faculty member who resigns or retires from the College and returns as an adjunct faculty member may become eligible for the affiliate pay rate under the criteria described in this Section.~~
5. Once an adjunct faculty member or other College employee has qualified for affiliate status, he or she retains that status even if the employee has retired or left the college and then returns.
6. Effective Fall 2000, prior service time of adjunct faculty will be recalculated to include time under contract as a full-time temporary or special programs faculty member. No retroactive payment will be made to faculty who qualify for the affiliate rate as a result of this recalculation.

Part-Time Faculty Salary Increase

2008-09

CORRECTED Scenario 1b.3: Available funds spread across the board;  
Adjusted Hours to Actual 07-08; Adjusted Affiliate to 9 quarter and includes moon light

(Note: the variance in the % increase for each rate and the small difference between cost and funds available are because of the need to round each rate to \$.10 and the "final" rate to an even dollar amount.)

	Base Hours	Current Rate	4.4% COLA \$ Amount	Additional \$ Amount	Additional %	New Rate	Total \$ Amt. of Increase	Total % Increase	Total Cost
Adjunct	32,697	55.10	2.42	0.98	1.77%	58.50	3.40	6.17%	111,170
Lab	15,685	47.10	2.07	0.83	1.76%	50.00	2.90	6.16%	45,487
Final	630	106.00	4.66	1.34	1.26%	112.00	6.00	5.66%	3,780
Affiliate	35,872	61.50	2.71	0.99	1.62%	65.20	3.70	6.02%	136,426
Lab	17,687	53.50	2.35	0.85	1.58%	56.70	3.20	5.98%	56,598
Final	711	120.00	5.28	1.72	1.43%	127.00	7.00	5.83%	4,977
Other Assignment	8,947	30.00	1.32	-0.02	-0.07%	31.30	1.30	4.33%	11,631
Librarians Adjunct	198	55.10	2.42	0.98	1.77%	58.50	3.40	6.17%	673
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621,191 Total cost									
375,785 Salary									
49,791 Benefits at 13.25%									
196,257 Cost of moving adjunct to affiliate									
621,833 Total cost									
Available									
297,013 COLA									
6,744 COLA gap funded by College									
286,791 Sal. Imprv									
56,245 Increments									
4,398 Excess									
621,191 Total									



# CONSENT AGENDA



## MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

October 27, 2008

Gaiser Community Room

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

**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. Katrina Golder, Associate Vice President of Human Resources; Ms. Shanda Diehl, Associate Vice President of Planning & Effectiveness; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Ms. Leann Johnson, Director of Equity and Diversity; Mr. Todd Oldham, Executive Director of Corporate & Continuing Education; Ms. Leigh Kent, Executive Assistant to the President.

**Faculty:** Dr. Marcia Roi, Mr. Chris Milner.

**Others:** Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Ms. Tami Jacobs, Disability Support Services Manager.

**Absent:** Ms. Sherry Parker.

### I. CALL TO ORDER

Vice Chair, Addison Jacobs, called the meeting to order at 5:05 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 the Board Members

Vice Chair Jacobs congratulated the staff and faculty of the college for a successful opening of another busy year, a successful accreditation and the inspiring 75<sup>th</sup> Anniversary celebration.

Trustee Sen Hoss welcomed new trustee, Jack Burkman to his first meeting as a trustee of the college. Mr. Burkman thanked Trustee Sen Hoss and acknowledged the college community for the fine events he has had the opportunity to participate in so far.

### D. President's Report

Dr. Ruiz introduced Jake Koch, who presented this month's *Student Success* story. Mr. Koch is visually impaired and he provided the attendees with a demonstration of some of the software and tactile aids he uses as accommodations in his classes. He recognized Ms. Jacobs and the Disability Support Services Department for their efforts in helping him obtain assistance for his needs.

President Knight discussed the communications the college has received from the state board concerning budget cuts this year. At this time, President Knight expects cuts above 3% and up to 6%. The college will receive the budget forecast sometime in mid-November. He reiterated his desire for the college to accomplish these cuts without having to cut staff, although he cannot guarantee that a reduction in force will not occur.

### E. Association Reports

#### 1. CCAHE—Dr. Marcia Roi

Dr. Roi reviewed her written report and highlighted AHE activities. Salary bargaining continues with the expectation that it will be completed soon. The AHE had to cancel a candidate forum as their election campaign activities precluded their participation in an additional forum.

#### 2. ASCC—Mr. Pat Mehigan

Ms. Alyshia Saltman, ASCC Finance Director, spoke in Mr. Mehigan's absence. She provided an overview of student events taking place this week. The clubs have been putting a large amount of effort into student activities this term with the resulting participation of 700-800 students per event. The ASCC also held its first finance committee meeting today.

#### 3. WPEA

There was no report for WPEA this month.

## F. College Reports

### 1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd reviewed his written report. Vice Chair Jacobs acknowledged the Office of Instruction for planning their activities within the structure of the college's strategic plan.

She also offered congratulations to faculty members, Dr. Don Appert and Mr. Chris Milner. Dr. Appert received his third American Society of Composers, Authors, and Publishers (ASCAP) award. Mr. Milner has been named President-elect of the Washington Mathematical Association of Two-Year Colleges (WAMATYC), which becomes effective in the spring of 2009.

Mr. Milner offered the faculty presentation this month, "*Math Teaching Tools—Use of the tactile Teaching Tablet in Math Courses*". The tools demonstrated were among those which student presenter, Mr. Koch, uses in his math classes at the college.

### 2. Administrative Services—Mr. Phil Sheehan

Mr. Sheehan reviewed the budget status report, which is on track at this time. All anomalies are due to timing issues and the budget is tracking appropriately. Mr. Sheehan discussed the expected budget cuts in depth. The cuts, when they occur, will affect state funding and will be permanent. Departments throughout the college community are involved in the review of the budgets as well as providing their insights as to what should be cut. Departments are holding off on purchases and the executive cabinet is reviewing each open position to determine if the position needs to be filled or if it can be frozen.

### 3. Student Affairs—Dr. Rachel Ruiz

Dr. Ruiz had no additions to her written report. She noted that fall enrollment is running 5.34% above last year. Financial aid to students is up by 20% and is a sign of these difficult economic times.

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

Ms. Golder elaborated more on the "soft" hiring freeze that Mr. Sheehan discussed. Positions that are critical in need will be moved forward and all open positions will be reviewed by the executive cabinet on a case-by-case basis.

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

Ms. Diehl reviewed the accreditation visit. The draft report will come in two to three weeks at which time it will be reviewed for accuracy. The college will make any factual corrections and send back to the team; Dr. Lucey will then forward it to the Northwest Commission on Colleges & Universities. The formal hearing and awarding of accreditation will take place in January 2009. The college was very pleased with the accreditation visit. The report and visit were well done and very organized.

The Strategic Planning Task force is gearing up again and the final plan will be complete by spring 2009.

**6. Corporate & Continuing Education—Mr. Todd Oldham**

Mr. Oldham reported that Corporate & Continuing Education has submitted a \$35,000 grant which will supplement an existing Department of Defense grant. The CCE department has been working with the business office and is now able to offer payment of non-credit courses through the STEP program. They have also formed a partnership with Battle Ground to offer continuing education courses at their new community center this winter. Mr. Oldham and President Knight met with the CEO of Columbia Vista today to discuss corporate training and the formation of the Center for Leadership Excellence continues to move forward. The department is doing a considerable amount of community outreach and garnering much success.

**7. Communications and Marketing—Ms. Barbara Kerr**

The Communications & Marketing department received six awards at the National Council for Marketing & Public Relations. Ms. Kerr provided a slide show of the winning designs and acknowledged the staff involved with the publications: graphic designers, Pat McDonald and Wei Zhuang; and photographers, Ian Beckett and Jenny Shadley.

Additional videos from the 75<sup>th</sup> Anniversary celebration are now available on the website. The trustees acknowledged Ms. Kerr for all the work she did to ensure a successful celebration.

**8. Clark College Foundation—Ms. Lisa Gilbert**

Ms. Gibert noted that the Scholarship Reception in early October was most successful, hosting a standing room only crowd. The scholarship funding for the students in need is so important to them and provides a wonderful opportunity for them to further their education.

The foundation is hosting a visit by the Meyer Memorial Trust on November 5. The grant submission has been a full campus effort and everyone involved is very excited about the visit. Should the grant be received, it will be put towards the Pharmacy Tech and eLearning programs.

### III. CONSENT AGENDA

#### A. First Reading

- ♦ Revised Dates for 2009 Board Meetings

Trustee White made a motion to move the item from First Reading to Consent Agenda. Trustee Sen Hoss seconded the motion. There was no discussion and the motion was unanimously approved.

#### B. Consent Agenda

- ♦ Minutes from the September, 2008 board meeting.

Trustee White made a motion to approve the Consent Agenda. Trustee Sen Hoss seconded the motion. There was no discussion and the motion was unanimously approved.

### IV. FUTURE AGENDA ITEMS

#### WORK SESSION

Accreditation (November)

Budget (November)

Legislative Agenda (November)

#### BOARD MEETING

### V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, November 17, 2008 in the Ellis Dunn Community Room.

### VI. EXECUTIVE SESSION

In accordance with RCS 42.30.110(1), the board convened in Executive Session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or litigation, or potential litigation.

## VII. ADJOURNMENT

There being no further business, Vice Chair Jacobs adjourned the regular meeting at 6:15 p.m.

Vice Chair Jacobs called the board into Executive Session for one hour and 30 minutes. The board adjourned from Executive Session at 7:45 p.m.

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Addison Jacobs, Vice Chair  
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder  
November 6, 2008