

Clark College Board of Trustees Packet

October 22, 2007

Clark College

The Next Step

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

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Vision Statement

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

Mission Statement

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

CLARK COLLEGE BOARD OF TRUSTEES
Monday, October 22, 2007
Penguin Union Building
Room 258 B & C

All regular meetings of
the Board are recorded

AGENDA

4:00pm

BOARD WORK SESSION, Room 258 A

4:00—4:20 p.m.	Capital Budget Requests/09/11 Budget
4:20—4:40 p.m.	Workforce Development Structure
4:40—5:00 p.m.	Clements Group Proposal

5:00pm

I. CALL TO ORDER

II. BUSINESS MEETING, Room 258 B & C

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

--ACCT Conference

--President's Evaluation.....#1-7

D. President's Report#8-9

Student Success Presentation: Misty David

E. Association Reports

1. AHE.....#10-11

2. ASCC.....#12-13

3. WPEA.....#14

F. College Reports

1. Instruction.....#15-18

Faculty Presentation: Dick Shamrell, "First Steps from the Cradle—Our Initial Exploration of the Solar System"

2. Administrative Services.....#19-23

3. Student Affairs#24-27
Enrollment Update
4. Human Resources.....#28-43
Revision to CCAHE Agreement—Faculty Salaries
5. Planning and Advancement.....#44-45
6. Corporate & Continuing Education.....#46-48
7. Communications and Marketing.....#49-52
8. Clark College Foundation#53-54

II. CONSENT AGENDA

- A. First Reading
 - Revision to CCAHE Agreement—Faculty Salaries.....#34-39
 - Facilities Master Plan Recommendation.....#55-56
 - Dates for 2008 Board Meetings#57
- B. Consent Agenda
 - Minutes from September 24, 2007 Meeting.....#58-65
 - Facilities Master Plan Recommendation.....#55-56
 - Dates for 2008 Board Meetings#57

III. FUTURE AGENDA ITEMS

WORK SESSION

K-12/Board Sessions Agenda (Nov.)
Legislative Agenda (Nov.)
Real Estate Options (Nov.)
Major Fundraising Priorities (Dec.)
Board Self-Evaluation (Feb.)

BOARD

Capital Budget Requests (Nov.)
Workforce Development Structure
(Nov.)
Real Estate Options (December)
Major Fundraising Priorities (Jan.)

IV. DATE AND PLACE OF FUTURE MEETING

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

V. EXECUTIVE SESSION

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

Clark College President Evaluation Process

Responsibility: The Board of Trustees is responsible for evaluating the performance of the President.

Purpose: To provide feedback and discussion to support strengthening the president's performance and to enable the Board and President to establish and refine mutually agreed upon goals.

Basis for evaluation: The mutually agreed upon goals as established by the President and the Board, along with elements of the President's position description, will form the basis for evaluating the performance of the President. These criteria will establish the foundation for the President's self-evaluation, which will be the basis of an annual board retreat, the purpose of which will be evaluation and compensation review.

Instrument: This evaluation instrument includes a rating scale as one of the evaluation methodologies:

- 5 – Commendable** – very high level of performance in meeting goal and fulfilling responsibility; results demonstrate exemplary performance; evidence of high level of skill and knowledge in area of evaluation
- 4 – Exceeds expectations** – Performance and results exceed expectations; goal has been met and responsibility fulfilled beyond expectations.
- 3 – Meets expectations** – Performance adequately meets expectation for area of evaluation; goal has been met or responsibility fulfilled
- 2 – Needs improvement** - Performance and results do not meet expectations; goal has not been adequately achieved; responsibility has not been adequately fulfilled; requires identifying specific steps leading to success
- 1 – Does not meet expectations** – Performance does not demonstrate success in area of evaluation; goal has not been achieved or responsibility not fulfilled; requires either renegotiation or refinement of goal or responsibility
- N/A – Unable to comment** – sufficient information or results are not available to assess performance

All ratings require specific documentation in the self-evaluation and board review process.

Timelines: In Fall of each year the President and the Board will review and establish or refine the President's goals. The job description will be reviewed and revised as needed. ~~Semi-~~

Annually, normally in July or August, ~~or quarterly~~, the President and the Board Chair will meet to discuss the President's performance.

The evaluation process will include the following elements:

~~*First year evaluation:* The President will meet with the Board in November and February of the first year for updates and check in on progress towards goals and objectives. In May of the first year the Board will meet with the President to review and evaluate progress. First year evaluation will include:~~

- Self evaluation by the President
- Board evaluation and feedback
- An opportunity for feedback from the College community and community constituents

~~*Second year evaluation:* The President will meet with the Board in August, November and February of the second year for updates and check in on progress towards goals and objectives. In May of the second year the Board will meet with the President to review and evaluate progress. Second year evaluation will include:~~

- ~~Self evaluation by the President~~
- ~~Board evaluation and feedback~~

~~*Third year evaluation:* The third year evaluation of the President will encompass a comprehensive evaluation utilizing a formal evaluation instrument rating the President on the accomplishment of goals and objectives and the performance of responsibilities as outlined in the President's job description. The President will meet with the Board in August, November and February of the third year for updates and check in on progress towards goals and objectives. In May of the third year the Board will meet with the President to finalize the comprehensive evaluation, which will include:~~

- ~~Self evaluation by the President~~
- ~~Feedback from mutually agreed upon college and community constituents who have worked with the President~~
- ~~Board evaluation, feedback, and contract renegotiation~~

~~The process of a comprehensive evaluation will be repeated every three years.~~

Records: Evaluation records will be maintained by the Associate Vice President of Human Resources.

9/17/03

9/21/07

D R A F T 10-18-07
Clark College
President Evaluation 2007-08

Name: _____

Date: _____

Rate the effectiveness of meeting the established goals and performing the responsibilities as outlined in the President's job description using the scale provided below:

5 – Commendable 4 – Exceeds expectations 3 – Meets expectations 2 – Needs improvement 1 – Does not meet expectations N/A – Unable to comment

GOALS

Mission Imperative: Focus on Learning

1. Finalize and begin implementation of Instructional Plan

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

2. Provide leadership for expansion of service learning.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

Mission Imperative: Access to Education

3. Implement Enrollment Management Plan.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

Mission Imperative: Respect for Differences

4. Create a diversity plan that addresses retention, recruitment and diversity education awareness among faculty, staff and students..

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

5. Provide leadership for planning of celebration of college's 75th anniversary.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

Mission Imperative: Workforce Development

6. Evaluate and provide leadership for a continued organizational structure and culture that result in strategic partnerships.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

Mission Imperative: Broad Based Partnerships

7. Develop strategic partnerships that will provide the resources needed for increasing education and training opportunities.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

8. Strengthen relationship with Foundation to facilitate fundraising and align the Foundation budget process with the College budget process.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

9. Provide leadership for development, staffing and management of alternate off-site locations.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

10. Provide leadership for a college-wide initiative focusing on health and wellness.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

11. Expand awareness of role of Clark College programs and services in the greater community.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

Mission Imperative: Management Excellence

12. Create a climate that supports a culture for shared governance.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

13. Implement employee performance plans and evaluations in all units on a timely basis.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

14. Review and assess the organizational structure of the college.

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

POSITION RESPONSIBILITIES

15. Works effectively with the College's Board of Trustees (Responsibility: 1,3,6,7,8,9,12)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

16. Fiscal Management (Responsibility 5)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

17. Lead the College, through effective communication and collaboration, in the administration of college operations and programs. (Responsibility: 1,2,4,5,9,10,12,13)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

18. **Represents the College at the local, state and federal levels, leading the College's advocacy efforts in education, political, and community and economic development arenas.**

(Responsibility 10,11).

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

19. **Maintain a knowledge base essential for the effective performance of the president's leadership role.** (Responsibility 14)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

20. **Provide leadership in focusing the College's resources to meet the learning needs of the students and the community.** (Responsibility 2)

N/A	1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments, including noteworthy areas and areas for improvement:

10/18/07

President Evaluation Instrument

President's Board Report October 2007

Introductory Statement

The fall academic quarter has begun with strong enrollment that exceeds our state FTE target for the quarter.

Broad-based Partnerships

Progress to date:

- ◆ Presented a Clark College update to a group of retired business men. All of the individuals had some sort of connection with Clark College either personally or through family members. The members are anxiously awaiting the celebrations for the 75th anniversary.
- ◆ Met w/ representatives from PAC and Alumni Boards in order to align interests with the college and foundation.
- ◆ Facilitated by Lisa Gibert, the President and Vice President of Administration celebrated with the County Administrator and his staff the successful completion of the sale of the triangle property

Respect for Differences

Progress to date:

- ◆ The college hosted a Korean Youth Orchestra to the campus on Sep 21st.
- ◆ The college conducted the 3rd annual K-Rod run on Sep 22nd. Hawaiian food and dance followed the run in honor of Kalani Rodriguez.
- ◆ The college held a multicultural event at Clark College at TPC on October 16th. The event was well attended with many cultures represented with displays of photos, clothing and memorabilia from many countries.

Management Excellence

Progress to date:

- ◆ The Executive Cabinet held an all day work session on Oct 8th to review the President's goals and discuss our upcoming strategic planning process.
- ◆ Participated in a leadership training course at the ACCT convention from Sep 25th-29th.
- ◆ On October 15, the President met with the AHE Senate. The President reiterated to the Senate his desire to move forward together in a spirit of cooperation with the best interest of the college in mind.

Access to Education

Progress to date:

- ◆ Participated in a Senator Murray panel discussion concerning health care issues in education and the workforce on Oct 8th. The event was held out at Clark College at WSUV.

Robert Knight
President
October 17, 007

**Clark College Association of Higher Education
Board Report
October 22, 2007**

Facilitating communication

Dr. Roi met with Mr. Bob Knight and Dr. Rassoul Dastmozd in October to discuss issues surrounding advising and college committees.

Bob Knight attended an AHE senate meeting on October 15th to discuss communication between the administration and the faculty.

Dr. Roi is serving on a campus climate task force. This committee will provide input in to the administration concerning issues regarding Clark College's climate. A report will be compiled in January 2008.

Interest-Based Bargaining issues

The revised salary structure was ratified by the AHE faculty by a vote of 71 yes and 2 no.

AHE contract bargaining priority issues have been collected from the membership. These issues are now being discussed by the bargaining team. The issues will then be presented to the membership for prioritization within the next 2 weeks.

The Evaluation forms bargaining team is continuing their work from last year in revising faculty and course evaluation forms. These forms are being ratified by the senate as they are being completed.

Organizational activities

AHE held its first general membership meeting for the year on September 20th. About 20 members were in attendance. WPEA members were also represented at this meeting. Issues of common concern among members and WPEA members were discussed.

Membership

Four new members joined AHE in October.

Grievances

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

Training

AHE has a forum scheduled for October 23rd. The topic will be: "Your rights as an employee." WEA will present information on federal, state and contractual rights for employees.

Community Connections

Dr. Roi attended a meeting with Rep. Deb Wallace on October 9th along with other WEA representatives to discuss statewide educational priorities.

Submitted by
Dr. Marcia Roi
President, CCAHE
September 15, 2007

October Board Report ASCC

Student Government

The ASCC Executive Council has already been off to a great start. We have started the fall quarter off with two very productive meetings covering events, clubs, and student issues. Meetings have also featured some guests from Event Scheduling, the Independent and the Office of Instruction. We are happy to announce the hiring of our new Program Assistant, Jaiden Athanassias. Jaiden has already been a great addition to our team and joined us in our high ropes training in September.

- **Derrick Streng, ASCC Vice President**, has been continuing accepting applications for ASCC and Campus Committees as well as having interviews for said committees.
- **Cindi Lou Kunkle, ASCC Club Coordinator**, chaired her first Club Committee on Friday, October 5th, 2007 with a large attendance from all the various Clark College club representatives. Club Committee will meet every Friday from 1:00pm to 2:00pm in PUB 258A. On the agenda were fourteen Club Charters that passed and are now in effect.
- **Heather Clarno, ASCC Executive Assistant**, has been working a lot on the upcoming Vendor Fair which is scheduled for October 15th-16th in the Gaiser Student Center.
- **Janet Sanchez, ASCC Activities Director**, and the Activities Programming Board had their first successful event of the quarter with *The Renaissance Festival* on Thursday, September 27. Other upcoming events include: *La Fiesta Grande* on Wednesday, October 17th from 11:00am to 2:00pm in the Gaiser Student Center, *Pie Eating Contest* on Tuesday October 23rd from 11:00am to 1:00pm in PUB Lounge 161, *Last Penguin Standing* from 11:00am to 1:30pm in the Gaiser Student Center and last but not least, *Halloween After Fright* on November 1st from 5:00pm to 10:00pm in PUB Lounge 161.
- **Pat Mehigan, ASCC President**, has been very busy attending the Accreditation Standard Six committee, College Council, Tenure Review and Retention Committee, as well as chairing the ASCC Executive Council meetings. Mehigan has added a second page to the Student Concern form.

Student Clubs

- This fall quarter's Club Fair will showcase 30 of our chartered student clubs, in Gaiser Student Center on Wednesday October 10th, 2007, from 10:00am to 2:00pm.

- On Monday and Tuesday October 15th and 16th, 2007 the ASCC will be sponsoring the Vendor Fair, from 9:00am to 3:00pm in the Gaiser Student Center. Student clubs will have the opportunity to bring in local vendors from the community to display their goods.
- The Queer Penguins and Allies group staffed a table for National Coming Out Day on Thursday October 11th, 2007 from 9:00am to 3:00pm. They are working with the Activities Programming Board on a World AIDS awareness day on November 30th, 2007.
- The Feminist group "The 'F' Word" is in contact with the YWCA of Vancouver attempting to get the Silent Witness exhibit as October is Domestic Violence awareness month. They are also working on bringing back the production of *The Vagina Monologues* to the campus.
- The German Klub will be hosting the award winning film, "The Lives of Others", at the 15th St. Pub on Monday October 29th, 2007 at 6:00pm for students and the Clark community.

Student Programs

- The Model United Nations Program has increased enrollment by over half, and will be heading for the University of Washington for the first conference of the fall quarter, November 9th through the 11th, 2007. They will be representing our college in four different committees, one of which is the United Nations Security Council. This is a great opportunity for collaboration between community colleges and universities throughout the Northwest.
- The Clark College student newspaper, *The Independent*, prints weekly editions during the regular academic year and has a circulation of 1,500 issues per printing. They also have in-house graphic artists who create custom advertisements specifically geared for *The Independent's* diverse readership.

Patrick Mehigan
ASCC President
October 15, 2007

WPEA/UFCW Local 365, Clark College Unit Board Report October, 2007

UNIT ACTIVITIES

- ◆ Over 60 Members attended the Unit meeting was held on Sept. 19, 2007. President Robert Knight, guest speaker.
- ◆ WPEA/UFCW Clark College Unit meeting will be held October 17, 2007 in BHL 109.
- ◆ Job Representative Council meeting will be held October 18, 2007.
- ◆ WPEA/UFCW Local 365 District 1 quarterly meeting will be held November 20, 2007
- ◆ Eugene Carroll attended the Southwest Washington Labor Roundtable on October 12, 2007.
- ◆ Clark College WPEA/UFCW Unit sponsored a team from Child Care for the Hoops on the River, SHARE Fund raiser.

COMMITTEE REPORTS

- ◆ These are our 2007 Job Representatives:
Eugene Carroll - ext. 2416, Billie Garner - ext. 2336,
Mark Owsley - ext. 2141, Jean Roniger - ext. 2336, David Sims - ext. 2132,
David Stephan - ext. 2661, Jennifer Wheeler - ext. 2146
- LMCC meeting was held September 27, 2007.

COMMUNICATION

- ◆ The Clark College WPEA/UFCW Unit meetings will now be held in BHL 109 the third Weds of each month at noon and quarterly at 6:00 AM.
- ◆ WPEA/UFCW 2007 annual meeting was held August 20. Over 30 resolutions were passed including working towards expanded health care and early retirement for PERS 2 & 3 members.
- ◆ WPEA/UFCW and AHE continue to meet regularly fostering open communication and promote a positive working environment.
- ◆ WPEA/UFCW is beginning to prepare for Bargaining in 2008 for the 2009 to 2011 contract. Requesting nominations of Team members and proposal forms of Article changes.
- ◆ Clark College WPEA/UFCW Unit is preparing a list of members interested in Job Representative training.
- ◆ On Thursday, April 19, 2007 Governor Gregoire signed SHB 2361. This bill will provide Higher Education exempt status employees the choice to have union representation. SHB 2361 will affect thousands of workers throughout Washington State.

The next WPEA/UFCW Membership meeting will be on October 17, 2007

Submitted by:
Billie Garner
Chief Job Representative
October 12, 2007

Instruction Board Report October 2007

Introductory Statement

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

Focus on Learning

- ♦ **Rectify deficiencies FT/PT ratios in the nursing program.**

Progress to date:

The Nursing Division has developed a three-year plan that will address identified deficiencies in FT/PT faculty ratios through the hiring of five full-time faculty, one administrator, and one classified staff position. Implementation of this plan will begin in winter 2008.

- ♦ **Hire new faculty members.**

Progress to date:

The Instructional Council (IC) has discussed filling the retiring and vacant faculty positions for the 2008-2009 academic year. Programs will be reviewing their needs and the direction of their offerings to identify staffing patterns and areas of expertise for future hiring. IC anticipates sharing a status report and the next stages of the process at the end of October.

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

Progress to date:

The Teaching and Learning Center (TLC) hosted the event "Promoting Learning Across the College" with keynote speaker Dr. Maryellen Weimer, a national leader in teaching and learning. About 75 college employees participated in the event which highlighted how Clark can create an environment that truly focuses on a learner centered approach for instruction.

Additional TLC offerings include the Faculty Institute, with 28 registered faculty, which will focus on ideas and examples of theories, practices and policies that instructors can utilize to facilitate student learning and interactive classroom dynamics. Three "Faculty Squares," each comprised of four people, have also been formed and will allow for reflection on the teaching and learning occurring in classrooms they observe.

- ♦ **Develop a retention plan.**

Progress to date:

The Mathematics Division served about 80 students by holding several pre-quarter review seminars to help them for success in MATH 111 (College Algebra) and MATH 112 (Calculus 1). Adjunct Math faculty Susan Cox has been holding extra study sessions for her College Algebra students for 2 hours each Sunday, and Math faculty Kanchan Mathur organized a raffle to encourage students to use the Math Help Sessions.

- ♦ **Continue to work with Computing Services to implement classroom technology upgrades.**

Progress to date:

Workforce Education and Basic Education partnered in purchasing a new server to meet the operational needs for all programs housed at Town Plaza Center

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

Progress to date:

The BTEC Unit has begun the planning to integrate the I-BEST model in the Office Receptionist program.

Access to Education

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

Progress to date:

One eLearning Art course section and one eLearning Women's Studies course section were added for fall term. Cannell Library fall hours were extended.

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

Progress to date:

Fall term first day enrollment in Addictions Counseling Education Department courses is up 18% and enrollments in Early Childhood Education courses are up 6% compared to fall 2006.

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

Progress to date:

The Clark College list of Common Course Numbers (CCN) has been circulated to the unit deans for discussion within their units and confirmation of prefix, title, and number changes that will avoid conflicts with the CCN system statewide. The process should be finalized for the October 29 Curriculum Committee meeting and implemented in summer 2008.

Workforce Development

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

Progress to date:

Clark College has initiated a broad-based partnership that will focus on development of a region-wide Healthcare Core Curriculum (HCC), which will provide education in foundational healthcare topics that are applicable to a wide diversity of healthcare career pathways. Partner institutions include: Lower Columbia College, area school districts

(Vancouver, Evergreen, Battle Ground, Lyle, and ESD 112), Southwest Washington Medical Center, Legacy Salmon Creek Hospital, Kaiser Permanente, SWWDC, WSUV, and Oregon Institute of Technology.

The Pharmacy Technician Advisory Committee has approved adding a spring 2008 cohort due to increased demand. This program is also offering continuing education classes through Workforce Development to prepare Pharmacy Techs for the licensure exam required for Oregon employment.

Broad-based Partnerships

- ♦ **Increase community awareness of the need and opportunities for education in Science, Technology, Engineering & Math (STEM).**

Progress to date:

Jennifer Farney, math faculty, is representing Clark with a group of educators from ESD 112, Washougal and Goldendale School Districts as part of the "Guidance Plus Support (GPS) System for Improving Mathematics Instruction" grant. This grant focuses on assisting teachers and principals in improving student engagement and learning in math classrooms.

Paul Casillas, math department division chair, is working with WSUV, Battle Ground and Evergreen School Districts as part of the "Southwest Washington Transitions in Mathematics Education" grant. The grant focuses on improving K-12 to college mathematics articulation for students in southwest Washington.

- ♦ **Increase enrollments in STEM discipline by 11 FTES.**

Progress to date:

Fall 2007 10th day enrollment (duplicated headcount) in target Science and Math courses is 7% higher than in fall 2006.

- ♦ **Identify and prioritize focus sectors for workforce training.**

Progress to date:

Travis Kibota, Kris Barnum, Maxine Mitchell, Becky Merritt and Joe Renouard participated in a work session that included LCC, WorkSource – Vancouver & Cowlitz, and SWWDC to provide greater coordination and system alignment among the partner organizations.

Management Excellence

- ♦ **The Instructional Plan Framework will be completed in time to implement fully in the next round of operational planning.**

Progress to date:

The latest draft of the Instructional Plan was shared with the Instructional Planning Team (IPT) on October 10; feedback is being sought and will be incorporated for additional discussion at the IPT meeting on October 24. The plan is expected to be finalized by December 2007.

Additional Highlights

- ◆ Deena Bisig, communications studies instructor, has been selected to receive the 19th Annual General George C. Marshall Public Leadership Award.
- ◆ Glen Jenewein, Director of eLearning, was invited by Representative Deb Wallace to participate in the Technology Transfer and eLearning legislative joint work session of the Higher Education Committee and the Technology, Energy, and Communications Committee, which met on October 18 in Seattle. Glen spoke on the trends for using eLearning to expand access to higher education and competing in a global economy.
- ◆ The Statewide Worker Retraining Conference was held at Clark College on October 12 with representation from approximately 20 Community and Technical Colleges, SWWDC, and SBCTC. Topics included the Displaced Homemakers Guidelines, Data Sharing Agreement, Concept on System Alignments, and the State Board Report.
- ◆ On September 28, Archer Gallery hosted *Digital Music, Interactive Dance & Electronic Literature in Live Performance* by Steve Gibson with Dene Grigar, Justin Love & Jeannette Altman. The event was coordinated by the Clark Art Department and WSUV's Digital Technology & Culture Program.
- ◆ Rassoul Dastmozd attended the National Science Foundation AACC/ATE MentorLinks conference October 15 – 19 in Washington, DC. Rassoul serves as an AACC mentor to Owensboro Community and Technical College in their initiative to align, promote, and create manufacturing engineering technology curriculum and best practices.

Rassoul Dastmozd, PhD
Vice President of Instruction
October 12, 2007

Administrative Services Board Report October 2007

Introductory Statement

The beginning of fall has been an exceptionally busy time with Administrative Services staff involved in welcoming back our students, preparing accreditation reports, monitoring construction projects, and updating the College's Facilities Master Plan. In spite of all this activity, work continues on the goals we have set for the year.

Focus on Learning

- ◆ Install smart classroom technology in 30 classrooms.

Progress to Date: Installation of infrastructure to support the smart classroom technology is complete. Equipment installation is underway and is expected to be completed before the start of winter quarter classes.

Access to Education

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

Progress to Date: Funding approved to convert two part-time positions into one full-time Campus Security Officer, and the position has been posted.

- ◆ Increase critically needed network systems support personnel.

Progress to Date: Completed.

- ◆ Implement Bookstore move and prepare for service to students and the campus community in new store location.

Progress to Date: Completed.

- ◆ Increase student enrollment in the tuition payment plan.

Progress to Date: 584 students enrolled in the STEPP program for fall quarter. Half of these students are new to the College, and a number of them indicated they would not have been able to enroll without the STEPP option.

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

Progress to Date: The project is out to bid. Bids will be opened November 6th. Groundbreaking is scheduled for November 19th.

- ♦ Implement signage according to Signage Master Plan.

Progress to Date: Phase 1 of the signage (parking lot signs) is complete. Phase 2 work (building identification, "you are here" signs, and regulatory signs) has started and will be completed by early 2008.

- ♦ Complete the Facilities Master Plan Update Draft.

Progress to Date: A final draft of the Facilities Master Plan Update has been completed. A copy has been provided to the Board of Trustees for review and comment. Findings from the plan have been used to define the projects for the Capital Budget Submittal for the 2009-2011 biennium.

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

Progress to Date: Clark College Security has joined the neighborhood crime association for this area and will receive crime alerts and bulletins from the Vancouver Police Department.

Respect for Differences

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

Progress to Date: Security has hired four work study students, one of which satisfies the College's diversity criteria.

Broad-based Partnerships

- ♦ Update College Emergency Management Plan.

Progress to Date: The Director of Security has contacted the principal of Hudson's Bay High School and the Vancouver School District Director of Security and has arranged for lockdown alerts to be exchanged between the institutions. The Director has also made arrangements with Vancouver Police Department and Emergency Communications to be notified in the event of other lockdowns in the vicinity of Clark College.

Management Excellence

- ♦ Upgrade/replace Reality procurement application software.

Progress to Date: A statement of work to update the current purchasing system has been received from the vendor and is being reviewed by Purchasing and Computing Services staff.

- ♦ Fully implement an electronic time-sheet system.

Progress to Date: Software has been obtained from the Spokane District at no cost to the College. Computing Services staff members are preparing to implement the software.

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

Progress to Date: A work order has been signed to replace 30 copy machines, providing new equipment for all units who currently have machines leased by the College. One new lease will take the place of two existing leases and will decrease annual costs by \$7,800. A transition plan has been developed with the goal of replacing all of the machines by the end of fall quarter.

- ♦ Provide cost effective, secure document shredding for the College.

Progress to Date: Inventory of bins and locations completed. Work to educate employees in the efficient use of secure document shredding has begun.

- ♦ Develop performance standards for desktop computer support personnel.

Progress to Date: Completed.

Additional Highlights

- ♦ The College has developed new lockdown procedures and has begun the work of implementing the procedures. Plant Services has begun the installation of procedure posters and appropriate door locks in classrooms, conference rooms, and offices. This work will take several months to complete.
- ♦ Key Administrative Services staff members have been busy collecting data and preparing draft reports for accreditation standards related to finance, facilities, and information technology. This work is proceeding on schedule in preparation for the accreditation team's visit in October 2008.
- ♦ Bookstore staff report exceptionally positive feedback following the opening of the new store. Students appreciate the new layout, service counters, and small shopping carts! During the busiest time of the week in September, Bookstore staff served eight students per second, and the average wait in line was under ten minutes. The Bookstore also inaugurated a "Special Services" register to process food only items, ID cards, C-Tran bus passes, and other quick purchases to help students get on their way quickly.

Phil Sheehan
Interim Vice President of Administrative Services
October 16, 2007 PS101

Clark College - Budget Status Report

September 30, 2007

Sources of Funds (Revenues)	2007-08 Budget	Revenue to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	30,023,449	6,587,644	23,435,805	21.9%
Tuition	12,234,121	4,817,020	7,417,101	39.4%
Interest	180,000	127,651	52,349	70.9%
Excess enrollment	99,960	-	99,960	0.0%
Dedicated, matriculation, tech, cont ed	3,248,178	1,026,249	2,221,929	31.6%
Total Operating Accounts	45,785,708	12,558,565	33,227,143	27.4%
Other Accounts				
Grants & Contracts	7,694,064	775,427	6,918,637	10.1%
Internal Support	1,327,103	451,968	875,135	34.1%
ASCC less PUB	1,596,841	561,491	1,035,350	35.2%
Bookstore	4,875,590	1,672,929	3,202,661	34.3%
Parking	755,234	99,870	655,364	13.2%
Auxilliary Services	1,452,622	301,692	1,150,930	20.8%
Financial Aid	15,619,739	5,635,697	9,984,042	36.1%
Total Other Accounts	33,321,193	9,499,075	23,822,118	28.5%
Total Sources of Funds	79,106,901	22,057,640	57,049,261	27.9%

Uses of Funds (Expenses)	2007-08 Budget	Expense/Encum to Date	Difference	% Budget Spent
Operating Accounts				
President	586,286	153,440	432,846	26.2%
VP of Instruction	26,491,789	4,889,673	21,602,116	18.5%
VP of Administrative Services	8,561,186	3,235,945	5,325,241	37.8%
VP of Student Affairs	5,384,748	1,210,403	4,174,345	22.5%
Executive Dean Planning & Advancement	469,377	91,500	377,877	19.5%
Executive Dean Workforce Development	2,079,425	460,174	1,619,251	22.1%
Executive Director of Communications	1,107,129	504,325	602,804	45.6%
Associate VP of Human Resources	1,105,768	261,465	844,303	23.6%
Total Operating Accounts	45,785,708	10,806,927	34,978,781	23.6%
Other Accounts				
Grants & Contracts	7,694,064	1,960,142	5,733,922	25.5%
Internal Support Services	1,327,103	588,085	739,018	44.3%
ASCC less PUB	1,596,841	304,106	1,292,735	19.0%
Bookstore	4,875,590	1,876,476	2,999,114	38.5%
Parking	755,234	62,357	692,877	8.3%
Auxilliary Services	1,452,622	328,975	1,123,647	22.6%
Financial Aid	15,619,739	6,363,514	9,256,225	40.7%
Total Other Accounts	33,321,193	11,483,656	21,837,537	34.5%
Total Uses of Funds	79,106,901	22,290,582	56,816,319	28.2%
Difference - Excess (Deficiency)	-	(232,943)		
Capital Projects - Revenue	20,776,999	4,165,187	16,611,812	20.0%
Capital Projects- Expense less depr	20,776,999	3,983,644	16,793,355	19.2%
Difference - Excess (Deficiency)	-	181,543	(181,543)	

e. Theresa Heaton, Cindi Olson, Sabra Sand
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 10/11/07

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

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

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

s.sand 10/11/07

Student Affairs Board Report October 2007

Introductory Statement

Student Affairs continues to make strong progress in support of the Mission Imperatives and Goals as demonstrated below and additionally, through extensive participation in professional development offerings and training opportunities to enhance awareness of diversity.

Focus on Learning

- ◆ **Expand Early Alert Program to increase the number of students served.**

Progress to Date:

Twenty-Seven faculty members elected to participate in the Early Alert Project this year as opposed to three faculty members during the pilot last spring. These faculty members completed an online form identifying students who could benefit from assistance. Counseling staff will follow up with identified students and offer assistance.

- ◆ **Collaborate with Stakeholders to implement the Recruitment Operational Plan.**

Progress to Date:

The Student Recruitment Team represented Clark College this month at the 4th Annual Peace & Justice festival on September 9 and at an adult focused career fair at the Westfield Shoppingtown on September 13. Additionally, Dan Overbay presented information on Clark College to the High School Counselor Workshop held at WSU Vancouver on September 14. This event gathered all counselors from both Clark and Cowlitz counties where they were provided a counselor packet including a new Clark College catalog.

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

Progress to Date:

The Retention Committee continues to make progress toward creating a college wide Retention Plan by analyzing data received from the Management Team Retention Conversation Café exercise and engaging in a S.W.O.T. analysis discussion facilitated by Brian Scott, Director of Marketing.

Access to Education

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

Progress to Date:

As of October 11, a total of 145 prospective Running Start students have used the new online system to schedule their COMPASS tests for Winter Quarter RS eligibility. Previously, students signed up at their respective high school counseling offices for the test.

The Registration office processed 312 online no-show drops submitted through our new online form providing seats in classes to students on waitlists and to those students with faculty signatures. This is an increase of 295% over the use of this new tool in summer 2007.

♦ **Increase usage of online Admissions applications.**

Progress to Date:

A total of 7,301 new admissions applications were processed for fall 2007 reflecting a 30% increase from fall 2006. Of those 7,301 applications received, 3,329 were received via the online option for fall 2007. This is compared to 964 online apps for fall 2006 quarter reflecting a 245.3% increase in online Admissions applications.

Respect for Differences

♦ **Increase enrollment of International students.**

Progress to Date:

International student enrollment for fall 2007 is 69 students for a total of 60 FTE reflecting a 30% increase over fall 2006 FTE.

Workforce Development

♦ **Collaborate with Nursing Program to provide Service Learning opportunities for 6th quarter nursing students in Health Services.**

Progress to Date:

Four sixth quarter nursing students are working at Health Services as part of a service learning assignment through the Nursing Division. The nursing students gain valuable experience conducting screenings and participating in flu clinics and serve Clark College students.

Broad-Based Partnerships

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

Progress to Date:

Jody Shulnak (Service Learning) met with Lutheran Community Services and the Vancouver School District Lunch Buddy Program to discuss service-learning and volunteer partnerships. In addition, she conducted a site visit at the Council for the Homeless, which hosted three Clark College *Students in Service* AmeriCorps members and worked with Fruit Valley and Harney Elementary School principals to begin setting up the *Partnership for Service in Schools* project.

♦ **Develop and implement a College Is Possible program for adult populations who are underrepresented in higher education.**

Progress to Date:

Rosalba Pitkin (ESL and Latino Outreach Program Coordinator) conducted College Is Possible (CIP) presentations at Washington Elementary and Harney Elementary Schools as well as at St. John the Evangelist Catholic Church to encourage parents and their children to become interested in furthering their education. The parents attending the presentation expressed interest in having ESL classes available at the elementary schools and the church.

Management Excellence

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

Progress to Date:

Student Recruitment offered two Admissions 101 sessions at Clark College at Town Plaza on September 19 to assist students taking classes at Town Plaza to learn more about main campus services and programs.

Additional Highlights

The Running Start enrollment reached a record high number of 993 headcount for Fall Quarter and 734 FTES, as of October 5. This is a 9% increase in headcount over last fall, and 13% more FTES.

The Registration office staff processed 25,351 in person transactions in the fall registration cycle. 36,604 online transactions were also processed for a total of 61,955 registration transactions in the fall cycle. 74% of students who have access to enroll online are using online or a combination of online/in-person registration.

The College Success Foundation (WA State Achiever Scholars Program) has notified Financial Aid that they will fully fund the program with \$20,000 in the 2007-08 academic year. Financial Aid was also informed that they will be using our project and reporting structure as a Best Practice model for other schools in the state.

The Higher Education Coordinating Board has awarded \$3,457,336 in Washington State Need Grant Funding for the 2007-08 academic year. Also awarded was \$24,915 for students who are eligible for Washington State Need Grant funding but are only taking 3, 4, or 5 credits per quarter.

The Higher Education Coordinating Board has awarded a supplemental \$40,000 to our State Work Study Program bringing our total allocation for 2007-08 to \$440,460. We are also receiving \$33,475 in funding for our Community Service Projects.

Janet Turner (Financial Aid) introduced three Pell Grant recipients at Senator Maria Cantwell's news conference on September 13. These students spoke about the importance of the Pell grant in helping them achieve their educational goals. Senator Cantwell applauded Senate passage of the College Cost Reduction Act which will raise the maximum Pell Grant, cut interest rates and place a cap on monthly loan payments, and offer loan forgiveness to those in public service careers, such as nursing, teaching and law enforcement.

Student Athletes, Shawn McCready (Men's Soccer) and Brooke Koppi (Women's Soccer) were named as Les Schwab Student Athletes of the month for September. Women's Volleyball is currently undefeated in the West Region and Men's Soccer is currently in first place in the Southern Region and Ranked First in the NWAACC Men's Soccer Poll.

Dr. Rachel Ruiz
Vice President of Student Affairs
October 11, 2007

Financial Aid Statistics
As of October 9, 2007

PROGRAMS	As of October 9, 2006	As of October 9, 2007
Pell Grant	\$5,883,386	\$5,978,592
Work-study (Federal and State)	745,591	701,649
Federal SEOG	235,254	178,436
Washington State Need Grant	3,350,516	3,458,554
Tuition Waiver-Need Based & Grant	854,151	716,496
Stafford Loans	5,591,722	5,089,317
Academic Competitiveness Grant	-0-	15,247
Scholarships	573,685	621,661

Total Students processed to date:	3,953	3,713
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Total Aid awarded from all programs to date:	\$17,488,133	\$17,497,314
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Human Resources Board Report October 2007

Introductory Statement

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

Focus on Learning

♦ Implement Quality Service Program.

Progress to date:

The first of a series of three Quality Connections employee development courses was offered on October 9, 2007. The series focuses on Building a Service Culture, Polishing Daily Service Skills and Meeting Service Challenges. Topics include: Avoiding the Campus Run-Around, Barriers to Effective Teamwork, Personal Communication, Meeting Phone Challenges, and Service Recovery. The series is based upon material from Noel-Levitz and is specific to a higher education environment. Additional sessions are planned for November 27, 2007, February 12, 2008, and April 17, 2008. A group of Quality Service Champions across the College developed and implemented this training program. Members include: Kris Barnum, Kelly Benson, Deena Bisig, Katherine Buhr, Judy Lex, Erin Morgan, Todd Oldham, Cindi Olson, Sam Osaki, Brandi Roberts, Miranda Saari, Sabra Sand, Julie Taylor, Janet Turner, Valerie Malinosky and Rebecca Wale.

Respect for Differences

♦ Lead and promote diversity initiatives and intentions in hiring and training.

Progress to date:

As a part of Fall Orientation the Director for Equity and Diversity led a Respect for Differences dialogue session for the Student Ambassadors and a session on Diversity and Student Success for the college community.

Workforce Development

♦ Evaluate Leadership Academy and continue implementation.

Progress to date:

The second annual leadership academy was kicked off on October 5, 2007 with participation by a cohort of 15 faculty and staff throughout the College. Evaluations of last year's academy brought a few changes to this year's program including individual sessions with facilitator Robert Jeffers prior to the formal kickoff. Throughout the year the co-hort will participate in a variety of skill-building, individual coaching, and group coaching sessions. This year's participants include: Tina Barsotti, Barbara Chen, Mary Deal, Joy Horning, Dwight Hughes, Robert Hughes, Miles Jackson, Stacey Mitcham, Scott Morris, Janet Owens, Lisa Quednow-Bickler, Miranda Saari, Janet Turner, Linda Tuve, and Rebecca Wale.

Broad-based Partnerships

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

Progress to date:

Leann Johnson, the Director for Equity and Diversity is working with Vancouver Police and internal partners to develop a Police Cadet Program for students from underrepresented populations. Currently two Clark students are candidates for this program.

Equity and Diversity and Corporate Education partnered to present Bafa Bafa, a cross cultural experiential workshop. Forty members from the community and Clark College attended. Evaluations were very positive.

Management Excellence

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

Progress to date:

The College and AHE reached agreement on changes to the full-time and part-time faculty salary schedules and implementation of faculty increments. Additional information is provided in the Consent Agenda section of the Board folder.

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

Progress to date:

The WPEA Labor Management Committee met on September 27, 2007 and will meet monthly throughout the year. Topics included: Updating college policies and procedures, status of custodial survey, overtime regulations, Performance Development Training, Managing worker's comp claims, testing in Baird Administration Building, Drug and Alcohol Testing procedures, and trailers near Diesel. The LMC provides a good venue for communication and problem solving.

- ◆ **Support accreditation efforts.**

Progress to date:

HR staff are members of Standards 4, 6, 8 and 9 accreditation committees and providing written information and data for the standards.

Additional Highlights

Attached is a summary of personnel actions including appointments, reallocations, resignations, retirements and position vacancies. It is notable that a total of nine faculty members are retiring

during 2007-08 for a total of 207 years with the College. The following faculty have recently given notice of retirement, noting their years of service to the College:

John Calvert, Spanish - 29 years
Carol Latta, Nursing - 26 years
Bob Moody, Chemistry - 25 years
Shoshanna Porter, Electronics - 32 years

Gail Schiel, Early Childhood Ed - 7 years
Barbara Simpson, Communications - 15 yrs
Pam Smith, Library - 28 years
Terri Woodward, ABE - 27 years

Following are new employee appointments:

Laryn Dole was appointed to the full-time permanent classified position as Program Coordinator in Workfirst, Student Affairs effective September 27, 2007. Laryn has an AA in Graphic Technology from Clark College and a BA in Human Development from Washington State University. She has previous work experience with Clark College and Columbia River Mental Health Services

Edward Madore was appointed to the part-time, 80 percent, 9-month classified position as Classroom Support Technician 2 in the Data Networking and Computer Networking Departments effective September 24, 2007. Edward is completing an AAS in DNET at Clark College and has previous work experience with New Edge Networks, Clark College, and Tractivity Inc.

Cheryl Mancini was appointed to the full-time permanent classified position as Library and Archives Paraprofessional 2 in Cannell Library effective October 1, 2007. Cheryl has an AA from Clark College and a BS in Biology from Washington State University. She has previous work experience with Clark College, Michael's Arts and Crafts, and Washington State University.

Janella Radetich was appointed to the full-time permanent classified position as Program Assistant in Registration effective September 27, 2007. Janella has previous work experience with Associated Administrators Inc., Omnivite Nutrition, Eclectic Institute, Inc., PDA Communications, and Intel Corporation.

James Robertson was appointed to the part-time 75% permanent classified position as Early Childhood Specialist 3 in Child and Family Studies effective September 12, 2007. James has an AA in early Childhood Education from Clark College, a BA in Sociology from the University of Montana, and an MS in Education from Capella University. He has previous work experience with Educational Opportunities for Children and Families, Tapestry Conference, Innovative Services Northwest and Clark College.

Margaret Spencer was appointed to the full-time special programs position as Adult Basic Education Instructor at Larch Corrections Center effective September 12, 2007. Margaret has a BS in Geography/Education from Oregon State University and an MAT in Language Arts and Social Studies from Lewis and Clark College. She has previous work experience with Battle Ground High School, Tualatin High School, Sherwood High School and Beaverton Schools.

Michael Wright was appointed to the full-time permanent classified position as Program Coordinator in Career and Employment Services effective October 1, 2007. Michael has a BA in Liberal Arts from The Evergreen State College and previous work experience with Lower Columbia College, Accelerated Learning Centers, The Evergreen State College and WorkSource.

Katrina Golder
Associate Vice President of Human Resources
October 12, 2007

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Laryn Dole	Program Coordinator	09/27/07	Student Affairs	Classified	Full-time	New
Amy Gard	Administrative Assistant 4	07/04/07	Computing Services	Classified	Full-time	Reallocation
Edward Madore	Classroom Support Technician 2	09/24/07	DNET/CNET	Classified	PT 80%	Replacement
Cheryl Mancini	Library and Archives Paraprofessional 2	10/01/07	Cannell Library	Classified	Full-time	New
Janella Radetich	Program Assistant	09/27/07	Registration	Classified	Full-time	Replacement
James Robertson	Early Childhood Specialist 3	09/12/07	Child & Family Studies	Classified	PT 75%	New
Margaret Spencer	Adult Basic Education Instructor	09/12/07	Larch Corrections	Faculty	Full-time	Replacement
Rahel Weldu	Office Assistant Lead	06/26/07	Financial Aid	Classified	Full-time	Reallocation
Michael Wright	Program Coordinator	10/01/07	Career-Employment Services	Classified	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

John Armstrong	Custodian 1	10/10/07	Plant Services	Classified	Full-time	Resignation
John Calvert	Spanish Instructor	06/20/08	Spanish	Faculty	Full-time	Retirement
Carol Latta	Nursing Instructor	06/20/08	Nursing	Faculty	Full-time	Retirement
Bob Moody	Chemistry Instructor	08/22/08	Chemistry	Faculty	Full-time	Retirement
Shoshanna Porter	Electronics Instructor	06/20/08	Electronics	Faculty	Full-time	Retirement
Gail Schiel	Early Childhood Education	09/29/08	Early Childhood Education	Faculty	Full-time	Retirement
Barbara Simpson	Communications Instructor	06/20/08	Communications	Faculty	Full-time	Retirement
Pam Smith	Librarian	06/20/08	Cannell Library	Faculty	Full-time	Retirement
Terri Woodward	Adult Basic Education Instructor	03/24/08	Basic Education	Faculty	Full-time	Retirement

VACANT POSITIONS

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Anatomy & Physiology Instructor	10/22/07	Biology	Faculty	Full-time	Replacement
Campus Security Officer	10/19/07	Security-Safety	Classified	Full-time	New
Custodian 1	9/17/07	Plant Services	Classified	Full-time	New
Custodian 1	10/8/07	Plant Services	Classified	Full-time	New
Director of Financial Aid	OUF	Student Affairs	Admin	Full-time	Replacement
Maintenance Mechanic 1	9/17/07	Plant Services	Classified	Full-time	Replacement
Office Assistant Lead	10/15/07	Admissions	Classified	Full-time	Replacement
Pharmacy Technician Instructor	10/12/07	Health Occupations	Faculty	Full-time	Replacement
Program Assistant	10/29/07	Assessment-Testing	Classified	Full-time	New
Program Assistant	10/29/07	Adult Literacy	Classified	Full-time	New
Program Assistant	10/22/07	Financial Aid	Classified	Full-time	Replacement
Program Coordinator	8/21/07	Advising	Classified	Full-time	Replacement
Program Coordinator	10/10/07	Opportunity Grant	Classified	Full-time	New
Program Coordinator	9/10/07	Career Pathways	Classified	Full-time	New
Program Support Supervisor 1	8/6/07	Financial Aid	Classified	Full-time	Replacement
Research Analyst 3	8/20/07	Planning & Advancement	Classified	Full-time	Replacement
Warehouse Operator 2	10/8/07	Central Services	Classified	Full-time	Replacement

OUF= Open until filled

Clark College Human Resources
10/12/07

October 12, 2007
PERS: 2007-232



To: Board of Trustees
Robert K. Knight, President

From: Katrina Golder, Associate Vice President of Human Resources

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 and the faculty ratified the changes on October 8, 2007. We are now asking the Board of Trustees to consider and approve the attached proposed changes to the CCAHE agreement.

The proposal provides for full implementation of full-time faculty increments for 2006 and 2007 (providing increments for 105 faculty) and a cost-of-living increase of 2.054 percent applied to the full-time salary schedule (Appendix A). These changes and increases are funded through turnover dollars and COLA and increment funding from the State Legislature.

There was insufficient funding to implement 2006 increments in September 2006 and so the College was a year behind in funding faculty increments. Increment funding from the legislature is usually insufficient to fund the increments for faculty, the difference being made up through turnover dollars and/or COLA funding. This year the college received \$79,400 in increment funding for full-time faculty; the cost of increments for 2006 is \$227,569 and the cost for 2007 increments is \$151,020.

The IBB teams had considerable discussion about improving faculty salaries and particularly starting salaries. The attached Washington Community and Technical Colleges Full-time Faculty Average Salaries Comparison for FY 2005-06 and 2006-07 show that Clark College has made some strides in average salary and lowest salary. Clark is now in the 2nd highest quartile for average salary, highest salary and lowest salary; however the average starting salary is in the bottom quartile. The teams agreed to work on the starting salary during the 2007-08 IBB sessions.

The part-time faculty salary schedule, including adjunct, affiliate, counselor/librarian and other assignment rates were increased from 8.1 to 9.1 percent. This is a much needed increase to the part-time schedule funded by the legislature through COLA, increment funding, and part-time faculty salary improvement funding.

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.

Attachments

Clark College The Next Step



**Clark College and
CCAHE
AGREEMENT
PROPOSED CHANGES**

RATIFICATION DOCUMENT

September 25, 2007

Clark College and the Clark College Association agree to the following changes to the CCAHE Agreement for the Full-time Faculty Salary Schedule (Appendix A) and the Adjunct and Affiliate Faculty Salary Schedule (Appendix B). Once the proposed changes to the salary schedules are ratified by the faculty and approved by the Board of Trustees, implementation will occur as follows:

- Full-time faculty salary changes implementation: Full-time faculty salary adjustments will be implemented effective the 2007-08 academic year
- Part-time faculty salary changes implementation: Part-time faculty salary adjustments will be implemented effective Summer 2007, the difference for summer and fall quarters to be paid in a lump sum on December 10, 2007.

This agreement entered into on _____, 2007, in Vancouver, Washington by:

For the College, Rhona Sen Hoss, Chair, Clark College Board of Trustees

For the CCAHE, Marcia Roi, President, Clark College Association for Higher Education

9/25/07

APPENDIX A

FULL-TIME FACULTY SALARY SCHEDULE
Academic Year Salary

RANGE	<u>2006-07*</u>	<u>2007-08**</u>	<u>2007-08</u>
A	\$40,733	\$41,233	<u>\$42,080</u>
B	\$43,257	\$43,757	<u>\$44,656</u>
C	\$45,982	\$46,482	<u>\$47,437</u>
D	\$48,881	\$49,381	<u>\$50,395</u>
E	\$51,923	\$52,423	<u>\$53,500</u>
F	\$55,210	\$55,710	<u>\$56,854</u>
G	\$58,683	\$59,183	<u>\$60,399</u>
H	\$62,400	\$62,900	<u>\$64,192</u>

Vocational Certificate \$250

Earned Doctorate \$900

~~*Effective July 1, 2006~~

~~**Effective July 1, 2007 (does not include potential future increases from legislated COLA, salary increases or turnover dollars)~~

~~Note: the 2006-07 and 2007-08 salaries include promotional compensation for program review and outcomes assessment which were added to the faculty job description~~

9/25/07

APPENDIX B

Salary Schedule
Adjunct and Affiliate Faculty
Effective Summer 2006-2007

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	\$50.50	<u>\$55.10</u>
Lab	\$43.20	<u>\$47.10</u>
Final	\$98.00	<u>\$106.00</u>

Affiliate

Lecture	\$56.40	<u>\$61.50</u>
Lab	\$49.10	<u>\$53.50</u>
Final	\$111.00	<u>\$120.00</u>

Counselors/Librarians

Adjunct	\$50.50	<u>\$55.10</u>
Affiliate	\$56.40	<u>\$61.50</u>

Other Assignment

\$27.50	<u>\$30.00</u>
--------------------	----------------

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 affiliate status requires a minimum of 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.
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 has qualified for affiliate status, he or she retains that status.
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.

WASHINGTON COMMUNITY AND TECHNICAL COLLEGES
FY2005-06 Full-Time Faculty Average Salaries Comparison

District	Average Salary	Average Starting Salary	Masters w/13 yrs Experience	Highest Salary	Lowest Salary
Bates*	50,480	49,074	54,148	83,033	34,485
Bellevue	51,857	42,910	56,977		36,572
Bellingham	53,643	50,626	54,219	54,219	44,493
Big Bend	46,301	43,601	49,086	53,208	
Cascadia				56,270	41,100
Centralia	48,272	47,286	44,102		37,738
Clark	47,861	38,920	49,160		38,090
Clover Park*	46,987	39,930	66,317	66,317	42,972
Columbia Basin		42,978	43,136	72,831	36,187
Edmonds	45,736	41,122		54,580	
Everett	47,530	39,591	44,872	54,282	40,872
Grays Harbor	50,879	47,678	38,840	54,477	31,789
Green River	52,397	49,923	52,739	55,055	35,828
Highline	48,797		53,719	67,954	44,229
Lake Washington			53,684	57,710	
Lower Columbia	48,429	39,098	44,471		37,634
Olympic	44,954	49,896	42,454		33,399
Peninsula	46,597	42,450	48,312	60,193	36,969
Pierce District	48,769	41,000	47,596	61,259	
Renton				55,692	30,966
Seattle District			45,109		40,266
Shoreline	\$53,882	\$50,109		\$55,945	
Skagit Valley				56,734	
So. Puget Sound	48,628	42,698	42,698	60,496	42,698
Spokane District		40,430	46,190		
Tacoma	52,763	43,924		66,934	36,000
Walla Walla	48,168	42,663	43,239	54,067	37,931
Wenatchee	49,127		54,078	54,078	34,645
Whatcom	45,012	40,560	37,753	56,783	37,101
Yakima Valley	51,571	49,191		54,660	48,453

5-year History of Average Salaries	
FY2005-06	\$49,518
FY2004-05	48,240
FY2003-04	48,303
FY2002-03	47,916
FY2001-02	46,247

Legend	
Top Quartile - #1	
Quartile #3	
Bottom Quartile - #4	

Note: Each district's salary data is displayed and color coded based on their district's salary placement in each salary category. The color matrix is divided as follows: Green - highest salary level, Pink - high middle salary level, Yellow - low middle salary level and Orange - lowest salary level.

*Bates and Clover Park - majority of faculty on eleven/twelve month contracts and are included in the starting, highest and lowest salaries reported. However, the average salary includes only 9/10 month contracts.

WASHINGTON COMMUNITY AND TECHNICAL COLLEGES
FY2005-06 Full-Time Faculty Salaries Comparison

Fall 2005 Full-time Faculty

Fall 2005 IPEDS Faculty Salaries and Benefits
 Nine-Ten Month Academic Appointment

District	Number of Faculty	Average Salary ¹
Bates ²	13	50,480
Bellevue	138	51,857
Bellingham	34	53,643
Big Bend	51	46,301
Cascadia	22	49,874
Centralia	57	49,965
Clark	174	48,272
Clover Park ²	4	47,861
Columbia Basin	99	46,987
Edmonds	136	50,416
Everett	119	45,736
Grays Harbor	45	47,530
Green River	123	50,879
Highline	118	52,397
Lake Washington	63	48,797
Lower Columbia	77	50,020
Olympic	95	48,429
Peninsula	64	44,954
Pierce District	115	46,597
Renton	72	48,769
Seattle District	297	50,110
Shoreline	134	53,882
Skagit Valley	108	49,996
So. Puget Sound	90	48,628
Spokane District	357	49,582
Tacoma	98	52,763
Walla Walla	99	48,168
Wenatchee	69	49,127
Whatcom	62	45,012
Yakima Valley	97	51,571
System Weighted Average		49,518

Weighted Average Starting Salaries
 Nine-Ten Month Academic Appointment

District	FTEF	Average Salary
Bates ³	3	49,074
Bellevue	16	42,910
Bellingham	6	50,626
Big Bend	3	43,601
Cascadia	4	45,636
Centralia	4	47,286
Clark	9	38,920
Clover Park ³	4	46,195
Columbia Basin	11	39,930
Edmonds	4	42,978
Everett	8	41,122
Grays Harbor	0	39,591
Green River	7	47,678
Highline	10	49,923
Lake Washington	7	45,812
Lower Columbia	2	39,098
Olympic	7	49,896
Peninsula	3	42,450
Pierce	3	41,000
Renton	6	45,982
Seattle	27	44,970
Shoreline	12	50,109
Skagit Valley	2	45,245
So. Puget Sound	5	42,698
Spokane	15	40,430
Tacoma	19	43,924
Walla Walla	6	42,663
Wenatchee	4	45,576
Whatcom	3	40,560
Yakima	3	49,191

FY2005-06 Full-time Faculty Salaries
 Masters with 13 Years Experience⁴

District	Average Salary
Bates ³	54,148
Bellevue	56,977
Bellingham	54,219
Big Bend	49,086
Cascadia	50,700
Centralia	44,102
Clark	49,160
Clover Park ³	66,317
Columbia Basin	43,136
Edmonds	50,820
Everett	44,872
Grays Harbor	38,840
Green River	52,739
Highline	53,719
Lake Washington	53,684
Lower Columbia	44,471
Olympic	42,454
Peninsula	48,312
Pierce	47,596
Renton	51,976
Seattle	45,109
Shoreline	52,260
Skagit Valley	50,033
So. Puget Sound	42,698
Spokane	46,190
Tacoma	50,000
Walla Walla	43,239
Wenatchee	54,078
Whatcom	37,753
Yakima	50,667

FY2005-06 Full-time Faculty Highest
 Schedule Salaries

District	Highest Salary Level
Bates ³	83,033
Bellevue	58,677
Bellingham	54,219
Big Bend	53,208
Cascadia	56,270
Centralia	44,102
Clark	59,560
Clover Park ³	66,317
Columbia Basin	72,831
Edmonds	54,580
Everett	54,477
Grays Harbor	55,055
Green River	67,954
Highline	57,710
Lake Washington	59,122
Lower Columbia	57,859
Olympic	60,193
Peninsula	61,259
Pierce	55,692
Renton	59,519
Seattle	55,945
Shoreline	56,734
Skagit Valley	60,496
So. Puget Sound	58,790
Spokane	66,934
Tacoma	54,067
Walla Walla	54,078
Wenatchee	56,783
Whatcom	54,660
Yakima	

FY2005-06 Full-time Faculty Lowest
 Schedule Salaries

District	Lowest Salary Level
Bates ³	34,485
Bellevue	36,572
Bellingham	44,493
Big Bend	39,719
Cascadia	41,100
Centralia	37,738
Clark	38,090
Clover Park ³	42,972
Columbia Basin	36,187
Edmonds	38,895
Everett	40,872
Grays Harbor	31,789
Green River	35,828
Highline	44,229
Lake Washington	38,750
Lower Columbia	37,634
Olympic	33,399
Peninsula	36,969
Pierce	38,341
Renton	30,966
Seattle	40,266
Shoreline	39,358
Skagit Valley	39,585
So. Puget Sound	42,698
Spokane	40,190
Tacoma	36,000
Walla Walla	37,931
Wenatchee	34,645
Whatcom	37,101
Yakima	48,453

¹ These reflect weighted average instructional faculty salary levels reported to the State Board as of January 2005.

² Majority of faculty on eleven/twelve month contracts and are not included in the average. Average salary includes only 9/10 month faculty contracts.

³ Majority of faculty on eleven/twelve month contracts which is represented in their displayed salaries.

⁴ Salaries represent what a full-time faculty member would be paid assuming a masters degree or equivalent, 5 years experience at placement, and 8 years at the institution with normal incremental movement.

WASHINGTON COMMUNITY AND TECHNICAL COLLEGES
FY2006-07 Full-Time Faculty Average Salaries Comparison

District	Average Salary	Average Starting Salary	Masters w/13 yrs Experience	Highest Salary	Lowest Salary
Bates*	48,621		55,667	85,358	35,451
Bellevue	54,251		58,572	60,320	37,596
Bellingham	54,986	53,574	55,737		53,574
Big Bend	47,804	45,622	50,693	54,932	
Cascadia		45,971	51,000	59,188	43,300
Centralia	50,596	51,882	45,337		38,795
Clark		41,154	51,923		
Clover Park*	44,430		68,174	68,174	44,175
Columbia Basin	48,200	41,817	43,317	74,870	37,200
Edmonds	52,273			58,205	
Everett	48,377	43,139	46,684		42,284
Grays Harbor	49,080	41,256	42,985	56,002	32,679
Green River	52,803	51,233		57,707	36,831
Highline	54,649			69,863	45,463
Lake Washington	48,653			59,326	
Lower Columbia		45,487	46,138	60,789	39,301
Olympic	50,557		42,927	59,765	34,342
Peninsula	53,453	50,756	44,346	59,806	36,969
Pierce District	47,645	40,669	46,704	63,577	
Renton	49,910		59,058		31,833
Seattle District	49,418	45,542	46,372	59,644	42,223
Shoreline	49,746	50,594		59,840	39,496
Skagit Valley		46,512		58,323	
So. Puget Sound	50,539	43,894	43,894		43,894
Spokane District	50,445	42,475	47,490		
Tacoma	53,202			72,544	39,000
Walla Walla		41,550	44,450		38,995
Wenatchee		46,488	55,754	55,754	
Whatcom	45,359	41,586	37,753	57,598	36,509
Yakima Valley		50,497		56,288	50,081

5-year History of Average Salaries	
FY2006-07	\$50,766
FY2005-06	49,518
FY2004-05	48,240
FY2003-04	48,303
FY2002-03	47,916

Legend	
Top Quartile - #1	
Quartile #3	
Bottom Quartile - #4	

Note: Each district's salary data is displayed and color coded based on their district's salary placement in each salary category. The color matrix is divided as follows: Green - highest salary level, Pink - high middle salary level, Yellow - low middle salary level and Orange - lowest salary level.

*Bates and Clover Park - majority of faculty on eleven/twelve month contracts and are included in the starting, highest and lowest salaries reported. However, the average salary includes only 9/10 month contracts.

WASHINGTON COMMUNITY AND TECHNICAL COLLEGES
FY2006-07 Full-Time Faculty Salaries Comparison

Fall 2006 IPEDS Faculty Salaries and Benefits Nine-Ten Month Academic Appointment				Fall 2006 Full-time Faculty Weighted Average Starting Salaries Nine-Ten Month Academic Appointment				FY2006-07 Full-time Faculty Salaries Masters with 13 Years Experience ⁴				FY2006-07 Full-time Faculty Highest Schedule Salaries				FY2006-07 Full-time Faculty Lowest Schedule Salaries			
District	Number of Faculty	Average Salary ¹		District	FTEF	Average Salary		District	Average Salary			District	Highest Salary Level			District	Lowest Salary Level		
Bates ²	9	48,621		Bates ³	6	49,811	298,866	Bates ³	55,667			Bates ³	85,358			Bates ³	35,451		
Bellevue	154	54,251		Bellevue	9	49,443	444,987	Bellevue	58,572			Bellevue	60,320			Bellevue	37,596		
Bellingham	39	54,986		Bellingham	1	53,574	53,574	Bellingham	55,737			Bellingham	63,220			Bellingham	53,574		
Big Bend	51	47,804		Big Bend	2	45,622	91,244	Big Bend	50,693			Big Bend	54,932			Big Bend	41,057		
Cascadia	27	50,704		Cascadia	7	45,971	321,797	Cascadia	51,000			Cascadia	59,188			Cascadia	43,300		
Centralia	53	50,596		Centralia	1	51,882	51,882	Centralia	45,337			Centralia	61,743			Centralia	38,795		
Clark	172	51,227		Clark	12	41,154	493,848	Clark	51,923			Clark	62,400			Clark	40,733		
Clover Park ²	5	44,430		Clover Park ³	8	47,074	376,592	Clover Park ³	68,174			Clover Park ³	68,174			Clover Park ³	44,175		
Columbia Basin	109	48,200		Columbia Basin	15	41,817	627,255	Columbia Basin	43,317			Columbia Basin	74,870			Columbia Basin	37,200		
Edmonds	127	52,273		Edmonds	12	49,085	589,020	Edmonds	52,243			Edmonds	58,205			Edmonds	39,984		
Everett	116	48,377		Everett	8	43,139	345,112	Everett	46,684			Everett	61,484			Everett	42,284		
Grays Harbor	44	49,080		Grays Harbor	4	41,256	165,024	Grays Harbor	42,985			Grays Harbor	56,002			Grays Harbor	32,679		
Green River	128	52,803		Green River	6	51,233	307,398	Green River	54,216			Green River	57,707			Green River	36,831		
Highline	122	54,649		Highline	5	48,196	240,980	Highline	55,223			Highline	69,863			Highline	45,463		
Lake Washington	63	48,653		Lake Washington	3	47,188	141,564	Lake Washington	55,187			Lake Washington	59,326			Lake Washington	39,835		
Lower Columbia	75	51,647		Lower Columbia	3	45,487	136,461	Lower Columbia	46,138			Lower Columbia	60,789			Lower Columbia	39,301		
Olympic	113	50,557		Olympic	16	47,916	766,656	Olympic	42,927			Olympic	59,765			Olympic	34,342		
Peninsula	60	53,453		Peninsula	1	50,756	50,756	Peninsula	44,346			Peninsula	59,806			Peninsula	36,969		
Pierce District	116	47,645		Pierce	16	40,669	650,704	Pierce	46,704			Pierce	63,577			Pierce	40,092		
Renton	74	49,910		Renton	15	48,043	720,645	Renton	59,058			Renton	63,251			Renton	31,833		
Seattle District	296	49,418		Seattle	17	45,542	774,214	Seattle	46,372			Seattle	59,644			Seattle	42,223		
Shoreline	149	49,746		Shoreline	5	50,594	252,970	Shoreline	52,443			Shoreline	59,840			Shoreline	39,496		
Skagit Valley	120	51,529		Skagit Valley	3	46,512	139,536	Skagit Valley	52,665			Skagit Valley	58,323			Skagit Valley	41,924		
So. Puget Sound	97	50,539		So. Puget Sound	8	43,894	351,151	So. Puget Sound	43,894			So. Puget Sound	63,187			So. Puget Sound	43,894		
Spokane District	370	50,445		So. Puget Sound	30	42,475	1,274,250	Spokane	47,490			Spokane	62,290			Spokane	40,080		
Tacoma	120	53,202		Tacoma	4	48,000	192,000	Tacoma	53,000			Tacoma	72,544			Tacoma	39,000		
Walla Walla	94	51,513		Walla Walla	2	41,550	83,100	Walla Walla	44,450			Walla Walla	61,156			Walla Walla	38,995		
Wenatchee	67	50,932		Wenatchee	5	46,488	232,440	Wenatchee	55,754			Wenatchee	57,554			Wenatchee	41,980		
Whatcom	64	45,359		Whatcom	3	41,586	124,758	Whatcom	37,753			Whatcom	57,598			Whatcom	36,509		
Yakima Valley	106	51,379		Yakima	5	50,497	252,485	Yakima	52,510			Yakima	56,288			Yakima	50,081		
System Weighted Average		50,766			232	45,480	10,551,269												

¹ These reflect weighted average instructional faculty salary levels reported to the State Board as of January 2006.

² Majority of faculty on eleven/twelve month contracts and are not included in the average. Average salary includes only 9/10 month faculty contracts.

³ Majority of faculty on eleven/twelve month contracts which is represented in their displayed salaries.

⁴ Salaries represent what a full-time faculty member would be paid assuming a masters degree or equivalent, 5 years experience at placement, and 8 years at the institution with normal incremental movement.

Planning and Advancement Board Report October 2007

Introductory Statement

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

Access to Education

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

Progress to date:

Research Office has created an electronic form to capture employee stories about student success and five stories have been collected to date.

Respect for Differences

- ◆ **Provide research, data, and evaluation support for Diversity Plan.**

Progress to date:

The demographic portion of the diversity survey was released to Standards committees.

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

Progress to date:

Service Learning submitted a \$1,380 grant to Washington Campus Compact in October for continued expansion of the *Students in Service* program. This program facilitates campus-based reflection sessions, a recognition ceremony for *Students in Service* members and community organizations, and site visits to community organizations where student members are serving.

- ◆ **Communicate results of 2007 PACE survey.**

Progress to date:

The final report of the 2007 PACE survey has been posted on the college intranet and copies are being distributed to members of the Board of Trustees. Overall, results from the 2007 PACE indicate a substantial improvement over the 2006 PACE, showing improvement in 53 out of the 56 climate questions. The composite climate score ranks the college in the middle of a "consultative" management style, indicating a healthy college climate.

Workforce Development

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

Progress to date:

The Healthcare Divisions are pursuing the Dept. of Labor's Community Based Job Training Grant, due on October 31, for up to \$2 million in funding to support Clark College's capacity building efforts to develop the healthcare core curriculum and healthcare career ladders. A large healthcare consortium has also been developed to actively participate in the curriculum development, training and outreach efforts in Southwest Washington.

Broad-based Partnerships

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

Progress to date:

College staff, community leaders and legislators will participate in the October 18 luncheon meeting and evening forum of the Higher Education Coordinating Board. The HECB is seeking themes for development of the HECB Strategic Master Plan for higher education in the state of Washington. College representatives will also participate in the October meeting of the Higher Education Coordinating Board on October 25 at WSU Vancouver.

Clark College will host Rep. Deb Wallace, Chair, and members of the House Higher Education Committee at a community action forum on October 25, 7:00-9:00 p.m. in the Penguin Union Building. The forum, "Bridging the educational gap – raising students to a higher level", is scheduled on the second day of a 3-day web dialogue designed for committee members to gather input from stakeholders as they prepare for the next legislative session. Rassoul Dastmozd will represent Clark College on the panel.

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

Progress to date:

Clark College hosted Senator Patty Murray at Clark College at WSU Vancouver on October 8, where she conducted a forum to gather information about recruitment of health care employees in this region. Shelly Quint represented Clark College on the panel and led a tour of the Nursing facilities. Travis Kibota facilitated the event.

Management Excellence

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

Progress to date:

Following two days of focused writing by members of the nine standards committees, the September 18 all-college Accreditation Fair was a smashing success. Trustee Sherry Parker joined in the festive event where committee members shared proposed celebrations and challenges of their standards. In turn, college employees shared their reactions by completing close to 1,000 comment cards. Standards committees are finalizing their first drafts – due on October 15.

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

Progress to date:

Members of Executive Cabinet held an all-day retreat on October 8 to discuss the different elements of the current Strategic Plan and lay the groundwork for the 2008-09 plan.

Additional items:

- ◆ Several college representatives participated in an ITV presentation by SBCTC on October 4, explaining the proposed new Student Achievement Plan and its impact on the colleges. A second presentation is scheduled for October 30.

Candy Bennett
Executive Dean of Planning and Advancement
October 12, 2007

Corporate and Continuing Education Board Report October 2007

Introductory Statement

Following a busy month of activities and planning, the following progress has been made in support of the Mission Imperatives and goals.

Focus on Learning

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

Progress to Date:

The winter 2008 quarterly schedule includes 25 new courses in Continuing Education including Intermediate-level class sections for Italian and Spanish languages, and expanded Dance, Art, and Writing courses.

New programming for Mature Learning includes *Introduction to Islam*, *Culture of the Nez Perce*, and *Taming Democracy: The Electoral College*.

Year-to-date enrollment for Continuing Education is 2.5% higher than at this time last year. Enrollment for Mature Learning programs are 26.1% higher than at this time last year.

Respect for Differences

- ♦ **Continue diversity training initiatives and intentions in hiring and training.**
- ♦ **Develop & implement enrollment plan for attracting diverse populations to courses and programs.**

Progress to date:

Corporate Education, in partnership with the Office of Equity & Diversity, sponsored a cultural simulation workshop titled *Bafa Bafa* on September 27, 2007. The focus of the workshop was to help participants identify diversity issues and teach strategies for effective intercultural relations. The event was attended by 40 people including 10 Clark College employees.

The Mature Learning Advisory Committee has created a plan to attract diversity in oncoming Advisory Committee members. Plans include recruitment through course offerings and program volunteers. Recruitment efforts through the *African American History* fall course have attracted two potential members. Two additional members are expected from volunteer office staff.

Workforce Development

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

Progress to date:

In FY07-08 Corporate Education has secured training contracts with 10 local companies with total value estimated at \$74,932.61

Corporate Education received formal approval of Job Skills Program (JSP) grant in the amount of \$32,000 to provide lean healthcare, train the trainer and leading change training to 25 directors, managers and supervisors at Southwest Washington Medical Center. As FY-07-08, Clark College has competed for and been awarded \$276,246 in JSP funding to provide customized training for 213 employees from 9 local companies.

Broad-based Partnerships

- ◆ **Prioritize workforce training for healthcare, manufacturing and government.**
- ◆ **Enhance relationships with institutional partners (CREDC, SWWDC, SBDC).**

Progress to date:

In partnership with Workforce Education, Corporate Education is offering a new Dental Front Office program. The partnership will jointly enroll students from the WorkSource office and the Corporate & Continuing Education quarterly schedule and be offered on a quarterly basis.

On October 10, 2007, Corporate Education sponsored a training event titled *Best Practices for High Performance Business*. The event was held at the T-Building and attended by 64 business people. The focus of the training was to teach small business owners methods to increase customer focus and optimize sales. Co-sponsors included: IQ Credit Union, Southwest Washington Workforce Development Council, Columbia River Economic Development Center, and the Small Business Development Center at Washington State University.

Travel Studies is working with Streamline/Top Tours of Japan to provide the April 2008 *Sister City of Joyo, Japan* tour.

Management Excellence

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

Progress to Date:

As of October 10, 2007 3,021 open enrollment registrations were processed which is an increase of 16.6% from this time last year. 18.9% of fall 2007 open enrollment registrations were taken online through the department's new enrollment management system, CampusCE.

JoAnn Ames, Continuing Education Program Manager and Adeline Martinez, Professional Development Coordinator, have received the distinction as Certified Program Planners (CPP). JoAnn and Adeline attended a Program Management Institute presented by Learning Resources Network in September, and after completing the 3-day event took the CCP exam and passed.

Year-to-date open-enrollments are up collectively 15.4% over 2006-2007. In addition to the increase in Continuing Education and Mature Learning program enrollments, Professional Development program enrollments have increased 26.3%.

Todd Oldham
Executive Director
Corporate and Continuing Education
10/12/07

Communications and Marketing Report October 2007

The quest for a presidential debate. Planning for a diamond jubilee. A national award to a graphic designer. The announcement of former presidential adviser David Gergen as Clark College's 2007-2008 Distinguished Lecturer. Those are some of the highlights of the past month in the Communications and Marketing department.

Focus on Learning

- ◆ **Provide design service and consultation for the college community.**

Progress to date:

Lead graphic designer Wei Zhuang and publications designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work for mid- September and October include an International Week poster, Adult Literacy Week invitation and envelopes, orchestra concert poster and program, Quick Step Web advertisements, winter *Clark College Connections* magazine portion & schedule course and non-course sections, winter Registration flyer, Athletics fall 2007 Media Guide, Financial Aid brochure edits, Columbia Tech Center groundbreaking invitation and envelope, ABE/ESL multicultural festival posters and flyers, Distinguished Lecture Series publications (flyer, poster, lecture and VIP invitations/envelopes and VIP reception tickets), Eligibility Programs brochure, *Clark* 24/7 October 15 issue, Clark on the Road postcard, Washington Council Fairs postcard and flyer (2 versions), GED October schedule and the citizenship class Web advertisement.

In addition, the Communications & Marketing department, in partnership with Josh Nichols of Central Services, held an informational session during fall orientation to familiarize college community members with all the services offered by our respective areas. All members of the Communications & Marketing team participated in the development of content and presentation, which now serves as a template for future presentations.

Access to Education

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

Progress to date:

Work on the winter quarter 2008 *Clark College Connections*/class schedule continues, with a scheduled delivery date of November 16. The winter schedule maintains the same production level as past issues.

- Coordination with Jody Shulnak, service learning and volunteer program manager, to develop and include listing of service learning classes offered at Clark College in the winter 2008 and future quarterly schedules.
- Completion and submission of annual statement of ownership paperwork filed with the United States Post Office as required under periodicals permit.

- Completion and submission of annual statement of ownership paperwork filed with the United States Post Office as required under periodicals permit.

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

Progress to date:

Director of Marketing Brian Scott has worked on the following winter quarter marketing projects: initial radio and cable television scheduling; new cable television spot in discussion; Clark on the Road advertisement in development; and Quick Step Web advertisement in development.

Additional marketing projects include ABE Adult Literacy Week program advertisement schedule and photography; Clark College at Columbia Tech Center advertisement schedule in development; 2008 career fair Web home page advertisement promoting the new online registration system in development and Web page template for businesses/students to utilize system in development; Corporate Education Web home page advertisement promoting online registration in development; e-mail template for e-mail blasts to potential businesses and/or students about the new registration system in development; and small print color and black/white advertisement about the system's benefits/features in development.

◆ **Revise/redesign program sheets.**

Progress to date:

Revision and reprint of selected program sheets is currently underway. Funding request for the program interest area brochures is being revised and resubmitted for consideration through one-time funding request process. Revision will address the partial completion of brochures during the 2007-2008 fiscal year; an additional funding request will then be submitted to complete the brochures in the 2008-2009 fiscal year.

While this goal focuses on program sheets, work is also underway to enhance the creation and distribution of other college materials.

- Communications Specialist Erica Schwenneker coordinated and implemented the dissemination of coupons to new, incoming Clark College students redeemable for one free copy of the of the 2007-2008 academic catalog began on Welcome Day, September 21 and continued through the first three weeks of fall quarter. Special thanks are due to Teri Kaufman in Registration, Carrie Weikel-Delaplane in Student Life and Multicultural Student Affairs, and Brandi Roberts in the Clark College Bookstore for their assistance in the distribution and redemption of coupons.

◆ **Improve the look and function of the Web site. Provide templates for specific Web areas (Archer Gallery, International Programs etc.).**

Progress to date:

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi continue to make progress on the Internet redesign, working with the college community to migrate all pages into the new look and onto the new site. A number of areas will be enhanced during 2007-2008. Their work includes: making the Cascade Style Sheets accessible to

prospective students who have filled out informational cards at fairs in their home countries and allows staff to maintain the information in a database; application for faculty to update computer related course listings for the quarterly class schedule; development of a computer sales application for students to sign up for the college computer sale online; development of a Running Start COMPASS test online registration form; development of online registration forms for the Gateways: Students of Color open house; development and testing of a Computing Services online work order evaluation form; and continuing work on the schedule preview application and curriculum database.

Respect for Differences

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

Progress to date:

An initial meeting to discuss the college's 75th anniversary was held on October 3 with staff from the President's office, Communications and Marketing, Planning & Advancement and the Foundation. The group is currently soliciting members for the college's 75th anniversary planning committee. Preliminary discussions are also underway for a commemorative book for the 75th anniversary celebration.

Broad-based Partnerships

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

Progress to date:

David Gergen, best-selling author, commentator and presidential adviser to four presidents, will be the third speaker of the Clark College Distinguished Lecture Series. He will speak on November 7 at 7:00 p.m. in the Gaiser Student Center. There will also be a student question and answer session at 4:00 p.m. that day in rooms 258 B/C of the Penguin Union Building. Executive Assistant Marta Dragomir is spearheading the coordination of the event including: event logistics, speaker arrangements, publications and more.

Management Excellence

- ◆ **Establish and utilize e-mail distribution method for college newsletters.**

Progress to date:

Funding for this project will be provided through the Communications & Marketing budget. November and December are the target months for establishing the electronic distribution process and collecting e-mail addresses.

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

Progress to date:

Arrangement of file hierarchy and content is underway, utilizing the input from a cross-section of staff from throughout the college.

Additional Highlights for Communications & Marketing

- ♦ President Robert K. Knight, Executive Director of Communications and Marketing Barbara Kerr and Executive Dean of Planning and Advancement Candy Bennett have continued to partner with the team from the Vancouver-Portland presidential debate bid, elected officials and others to generate support for the bid among members of the general community, the media, and the Commission on Presidential Debates (CPD). Editorial support for the bid was expressed in *The Columbian* and *Portland Tribune* newspapers. A decision is expected in mid-to late October.
- ♦ Executive Director Barbara Kerr and Executive Assistant Marta Dragomir met with the YWCA staff to begin planning for the 2008 Women of Achievement celebration, which is scheduled for Thursday, March 13 at the Hilton Vancouver Washington.
- ♦ Graphic designers Wei Zhuang and Patricia McDonald attended the 37th annual UCDA (University and College Designers Association) conference in Toronto, Canada on September 28. Graphic designer Wei Zhuang received an award of excellence for his work on the Possibilities viewbook for adult students at UCDA's annual design competition. The award was accepted at the annual conference.
- ♦ Director of Marketing Brian Scott, Graphic designers Patricia McDonald & Wei Zhuang, Webmaster Chris Concannon and Web Assistant Tahnya Huneidi participated in Franklin Covey "7 Habits of Highly Effective People" training on October 17-18, 2007. Their participation means that all members of the Communications and Marketing team have now completed this valuable training.

Barbara Kerr
Executive Director of Communications and Marketing
October 13, 2007

Foundation Report to the Board of Trustees October 2007

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

Broad-based Partnerships

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

Progress to date: Thirteen substantive cultivation contacts and 65 stewardship contacts were made this month. Written appeals for the Social Science & Fine Arts (SOFA) and the Math, Physical Science & Engineering (MPSE) divisions were mailed to 1,400 constituents. Proposals for one prospective planned gift and two major gifts were submitted and one major gift was received. Foundation staff invited new Clark College faculty and staff to practice consistent giving to Clark in two N.E.S.T. (New Employee Success Training) presentations.

Representative from the Foundation, College, and the County met informally to celebrate the College's long awaited closing purchase of the Triangle property from the County.

Scholarship donors and recipients were recognized in a full-page ad in the Columbian. The Scholarship reception, held on October 5, honored a full-house of donors and their recipients. Over \$400,000 in scholarship support was distributed to students this year.

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

Progress to date: Foundation staff is active on various College committees such as College Climate, Accreditation, Foundation Funds Allocation, and Exceptional Faculty/Staff. Foundation staff participated in Opening Day activities including conducting a class on Foundation Funds Allocations.

College faculty and staff volunteers contributed to the success of the K-Rod Walk/Run.

Management Excellence

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

Progress to date: The Clements Group proposal for Foundation Board Development and Business Partnership Advancement was approved by the Foundation Board of Directors. Management staff met with PAC and Alumni representative regarding memorandums of understanding. The Strategic Advisory Committee will be disbanded in place of revised criteria for the appointment and terms of PAC and Alumni representative the Foundation Board of Directors.

Three new development positions were filled. **Daniel Lee**, Director of Major and Planned Giving will be responsible for cultivating relationships with current and prospective donors

and seeking their financial support for the College and the Foundation. **Susie Kasper**, Director of Annual Giving, joins the Foundation to assume responsibilities for all annual giving, membership programs, and various special events of the Foundation. **Christine Mildner**, Director of Prospect Research, will manage all research functions of the Foundation.

♦ **Become an effective fundraising staff**

Progress to date: Lisa Gibert was appointed to the board of the Southwest Washington Estate Planning Council. Ara Serjoie has been nominated for a position on the CFRE (Certified Fund Raising Executive) Board of Directors.

Volunteers were utilized in the K-Rod Walk/Run, Savoring Excellence planning, and with four mailings to various constituent groups.

♦ **Complete strategic planning process**

Progress to date: Upon the board's approval of The Clements Group proposal at their October 2 meeting, the strategic planning process will be getting underway.

Lisa Gibert
President
October 12, 2007



MEMORANDUM

To: Robert K. Knight, President

From: Philip Sheehan, Interim Vice President of Administrative Services

Date/Ref: October 17, 2007/PS102

Subject: Facilities Master Plan

Background:

In the fall of 2006, a Facilities Master Plan Task Force was chartered by the Executive Cabinet to update the 2001 Facilities Master Plan. The Task Force was comprised of representatives from a broad spectrum of areas and solicited input from a variety of sources, including the College community and community stakeholders. Focus groups and forums were conducted as a part of this process. The goals of this process were to:

- Ensure that facilities support the College's strategic plan.
- Create a shared vision within the institution.
- Create facilities that continue to meet the instructional needs of the College.
- Efficiently use existing sites and facilities.
- Anticipate future sites and facilities needs.
- Avoid waste and disruption resulting from piecemeal projects.
- Establish a realistic schedule and capital budgeting plan.
- Preserve the aesthetic values of Clark College.
- Enhance the credibility of the College with the community, governing bodies, and the legislature.
- Enhance fund-raising and development opportunities.

Special thanks are due to the members of the Task Force for their time and efforts in the research and development of this facilities master plan update.

Facilities Master Plan Task Force Members: Mike Arnold – Health and Physical Education; Candy Bennett – Planning and Advancement; Marta Dragomir – Communications and Marketing; Lisa Gibert – Clark College Foundation; Jim Green – Plant Services; Jennifer Grove – Administrative Services; Dave Halme – LSW Architects; Tami Jacobs – Disability Support Services; Andy Kartchner – ASCC; Robert Knight – President; Ray Korpi – Basic Education, English, Communications and Humanities; Amanda Mayoral – ASCC; Mirranda Saari – Assessment Center.

Robert K. Knight
Page 2
October 17, 2007

A final draft of the 2007 Facilities Master Plan has been provided to the Board of Trustees for their review and comment.

Recommendation:

I recommend that the Board of Trustees affirm and adopt the 2007 Clark College Facilities Master Plan, and direct the administration of the College to proceed with its recommendations.

th

2008 Board Meeting Dates

Monday, January 28, 2008

Monday, February 25, 2008

Monday, March 10, 2008

Tenure candidates & Sabbatical requests

Monday, April 28, 2008

Monday, May 19, 2008

Monday, June 23, 2008

Monday, August 25, 2008

Monday, September 22, 2008

Monday, October 27, 2008

Monday, November 17, 2008

Monday, December 15, 2008

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
September 24, 2007
Penguin Student Union Building Room 258 B & C

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

Absent: None absent.

Administrators: Robert Knight, President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Mr. Phil Sheehan, Interim Vice President of Administrative Services; Ms. Candy Bennett, Executive Dean of Planning and Advancement; Ms. Leann Johnson, Director of Equity and Diversity; Ms. Katrina Golder, Associate Vice President of Human Resources; Mr. Todd Oldham, Interim Dean of Workforce Development and Continuing Education; Ms. Barbara Kerr, Executive Director of Communications; Dr. Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Mr. Miles Jackson, Interim Dean of Social Science and Fine Arts; Dr. Travis Kibota, Interim Dean of Life Science, Health & Physical Education; Mr. Ted Kotsakis, Dean of Business & Technology; Ms. Jen Grove, Administrative Services Operations Manager; Mr. Alex Montoya, Dean of Enrollment Services; Ms. Carrie Weikel-Delaplane, Director of Student Life & Multicultural Student Affairs; Dr. Sylvia Thornburg, Interim Dean of Instructional Operations; Mr. Ted Broussard, Dean of Student Success & Retention; Mr. David Daugherty, Interim Director of Computing Services; Mr. Glen Jenewein, Director of eLearning; ms. Tracy Reilly-Kelly, Director of Continuing Education; Mr. Jim Green, Director of Plant Services; Ms. Katherine Brokaw, Director of Grants Development; Ms. Leigh Kent, President's Office.

Faculty: Dr. Marcia Roi

Staff: Mr. David Sims.

Others: Ms. Bonnie Terada, Assistant Attorney General; Ms. Lisa Gibert, Foundation President; Mr. Patrick Mehigan, ASCC President; Mr. Derrick Streng, ASCC Vice President; Ms. Heather Clarno, ASCC Executive Assistant; Ms. Sue Quick, ASCC Public Relations Director; Ms. Kim Lagen, ASCC Activities Programming Board Member; Ms. Jennifer Brown, ASCC Programming Board Member; Ms. Cynthia Kunkle, ASCC Club Coordinator; Mr. Don Mattison.

I. CALL TO ORDER

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

II. BUSINESS MEETING

A. Review of the Agenda

The agenda was reviewed and accepted as presented.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from Board Members

Ms. Parker reported that she, Mr. Peery and Mr. Knight attended the fall TACTC conference on September 6 and 7 in Tukwila, WA. The committee formalized their legislative agenda for this year. She and two other trustees met and audited the TACTC budget. Mr. Knight reported that Rep. Deb Wallace, Chair of the Higher Education Committee, attended the meeting and was able to spend approximately three hours with the trustees and presidents. He felt it was time well spent and very informative for everyone who participated. Some of the areas in which TACTC will be requesting additional funding for the colleges this year are: equipment, Running Start, the renewal of the protection of higher education funding and campus security. The recommendations will go to the SBCTC for final approval and will then be presented to the legislature.

Ms. Sen Hoss commented on Opening Day ceremonies on September 12. She congratulated everyone involved and acknowledged the debut of the Clark video and the feeling she had of attending a rally given the enthusiasm of the crowd that day.

Ms. Jacobs praised the events held on New Student Orientation day, September 21. She described how wonderful the performance of the Korean orchestra and dancers were. She also acknowledged how impressive each of the Clark students were who spoke at Sen. Cantwell's press conference about the Pell grants on September 13.

Mr. White, Ms. Parker, and Ms. Golder met with Mr. Knight to discuss the presidential evaluation process. Ms. Golder has provided them with drafts of the process which will be shared with the other trustees.

Ms. Jacobs announced that she and Mr. Peery met today with Ms. Grove and Ms. Bennett to review board policies. The policies will be updated and provided to all of the trustees in December or January for their review.

President Knight announced that the state auditors are on-site for the month. They will be conducting an exit briefing to which the trustees will be invited. Once the date for the exit meetings is established, a meeting invitation will be sent to the trustees.

D. Institutional Report

President Knight highlighted the activities held at the college during August. He and Ms. Bennett attended a press conference held by Congressman Brian Baird at South Puget Sound Community College. Rep. Baird announced a pilot program called, "The College Affordability for Working Students Act", which would provide part-time students with financial aid so that they may continue their education.

The Mayor of Vancouver hosted a dinner on August 30 with the Mayor of Joyo, Japan, Vancouver's sister city. The representatives from Joyo are very interested in having a group of Japanese students attend an English-immersion course at Clark sometime next summer.

As mentioned by Ms. Jacobs, Sen. Maria Cantwell held a press conference at Clark announcing the expansion of the Pell grants. Many Clark students spoke about what the grants mean to them and their ability to continue their educations.

Sen. Patty Murray has expressed an interest in holding a meeting at Clark in October. Our federal representatives are very interested in the college and this potentially opens up avenues for more state and national exposure for the college in the future.

Ms. Jacobs expressed concern that Clark is only going to be minimally involved in the Columbia River Economic Development Council's alignment with the Governor's Innovation Zone and asked how the trustees can help expand the college's role. Ms. Jacobs, Mr. White, and Mr. Knight will meet and determine a strategy on how best to work with the CREDC and the state.

E. Association Reports

1. AHE - Dr. Marcia Roi

Dr. Roi had no additions to her report. There was a successful resolution to the accreditation notebook bargaining issue, although there are still a few outstanding issues which are being discussed. Compensation and tenure track position bargaining will begin shortly. There are three outstanding grievances; two are awaiting reply and one has moved to step three. Four individuals will be sent to a bargaining training conference in October so that the union may widen its base of individuals who participate in the bargaining process.

2. ASCC - Ms. Carrie Weikel-Delaplane and Mr. Patrick Mehigan

Mr. Mehigan reported that the new ASCC officers attended leadership training over the summer. Welcome Day for students was very successful; the ASCC and college clubs had informational tables and booths set up and everyone appeared to have a very good

time. Ms. Weikel-Delaplane introduced the ASCC's new officers and they were welcomed with warm applause.

3. WPEA – Mr. David Sims

Mr. Sims had no additions to his report. He thanked President Knight for speaking at the WPEA meeting in August.

F. College Reports

1. Instruction – Dr. Rassoul Dastmozd

Dr. Dastmozd had no additions to his report and entertained questions from the trustees. Mr. White asked if the student retention focus was also related to faculty and staff retention. Although the retention initiative is focused on students, it does have a correlation to the faculty and staff. Dr. Dastmozd explained that one of the pillars of a Learning College is the retention of faculty and staff. President Knight will work with Ms. Golder to obtain retention rates at the college to report to the trustees at the next meeting.

Ms. Jacobs asked about the experience and challenges the college has faced with its new eLearning program. Mr. Jenewein explained that there has been a major student shift towards eLearning. The college had been basing the fall course eLearning schedule on the eLearning figures from the past two years. There is a very large number of students who want to take eLearning classes and there are more students on the waiting list than there is available faculty to teach the courses desired. Mr. Knight said that flexibility to open more eLearning classes will be built into the upcoming bargaining sessions.

Dr. Dastmozd recalled that last year Dr. Roi had requested faculty members be permitted to present information about their classes to the board at certain times through the year. He presented Dr. Anita Fisher and her lecture, "Why We Should Care about History."

2. Administrative Services – Mr. Phil Sheehan

Mr. Sheehan had the addition of the STEPP program to his report. STEPP is an acronym for Student Tuition Easy Payment Plan. This program was piloted last year and expanded this year. The goal for 2007/2008 was 400 students and the goal has been exceeded already. He expects that at least 500 students will participate in the program this academic year as it has been very popular and well-received. He acknowledged Karen Wynkoop and Sabra Sand for working in concert with Student Affairs to launch this program.

Mr. Sheehan directed the board's attention to the list of smaller projects that have been taking place concurrently with the large construction projects on the campus. He distributed a list of projects that were requested during the budget goal setting process and which the Executive Cabinet recently approved to move forward. Some of the projects required permanent funding while others were only in need of one-time funding. Due to the increase in the allocation of state funds this year, there has been substantial progress made on the lists. There may be opportunities throughout the year to complete more projects should additional funding come in.

3. Student Affairs – Dr. Rachel Ruiz

Dr. Ruiz warmly praised staff and faculty for their work on Student Welcome Day and attributed the day's success to them. She also thanked Hooja and Dan Kim for hosting the Korean BBQ that evening.

Dr. Ruiz distributed the most recent enrollment report. She expects that the figures will continue to fluctuate during the next week. As of September 21, enrollment had declined by (.55%) versus a .20% increase from the same time last year. However, she said that students continue to add and drop classes and there will be more data available as the week progresses.

There are approximately 1,002 Running Start and 72 international students this fall. These numbers equate to FTEs of 743 and 61 respectively. Mr. Knight noted that the college is down FTEs but has far exceeded the budgeted amount of 650 FTEs in the Running Start program. Any shortage in FTE funding will be made up in the Running Start program.

Dr. Ruiz spoke about Achievers Scholars Grant, which is a retention program funded by the Washington College Success Foundation. There was an 86% retention rate at Clark last year and, as a result, the college was awarded an additional \$20,000 for the program.

Clark has also been awarded a \$10,000 grant for students to participate in a service learning project in local elementary schools to tutor and mentor disadvantaged children.

The number of financial aid recipients has been trending downward the past three years and the cause has not been completely ascertained. Mr. Montoya reported that the college actively provides outreach and follow up to students who may be eligible for aid. Students may be receiving aid through other avenues such as worker retraining. The dollar amounts received have been level but the eligibility requirements have not been expanded and this may account for the recipient decline.

4. Human Resources – Ms. Katrina Golder

Ms. Golder provided a matrix in her report which summarized employee movement, hires, retirements and resignations. If there is more information the trustees would like to see, she asked that they please provide her the criteria they would like to see and she would prepare the report. She will have turnover information available at the October 22 meeting.

The announcement for the Vice President of Administrative Services will be distributed shortly and the position requisition will be opened.

Ms. Parker noted that she was very impressed with the number of orientation activities that were supported by the Human Resources Department.

5. Planning and Advancement – Ms. Candy Bennett

Ms. Bennett distributed quarterly grid of grant activity. Some grants proposals were not on the list due to timing issues, but she said that the grid it does give a sense of what funding has been awarded.

Ms. Sen Hoss requested that the information from the high school graduation report be sent to the superintendents for distribution to the K-12 board members.

Ms. Bennett reviewed the results of the initial PACE college climate survey which is done each May. There has been a large amount of interest in the survey results this year. The report is tabulated by an outside company who, after tabulating the results, contacted Ms. Bennett and told her that Clark has a healthy campus climate. The results for whether employees would recommend Clark as a place to work rose from 60.6% in 2006 to 81.9% in 2007, a significant increase and a strong statement to the administration.

Mr. White asked that this information be disseminated into the community as soon as possible.

6. Workforce Development – Mr. Todd Oldham

Mr. Oldham distributed new marketing materials for courses being offered in Workforce Development. The Workforce Development program received approval today for a Job Skills Program grant at Southwest Washington Medical Center. Ten percent of all available funding for the state is coming to Clark College for workforce training. He will provide an enrollment report at the end of the quarter.

Ms. Reilly-Kelly reported on her recent trip to Washington, DC with 43 students. It was a successful trip and Rep. Brian Baird personally took the group on a two-hour

tour of the Capitol building. She and others recently attended a Program Management Institute training session where they learned the finer points of tour operations.

7. Communications and Marketing – Ms. Barbara Kerr

Ms. Kerr thanked the trustees for taking the time to tour the bookstore and have their annual report photograph taken. The goal is to have the annual report complete and distributed at the State of the College address on January 17, 2008.

She had no other additions to her report.

8. Clark College Foundation – Ms. Lisa Gibert

Ms. Gibert announced that participation in the K-Rod event increased by 50% from last year. There was a wonderful turnout by students, staff, faculty, and community members. A representative from Shering-Plough attended for the first time this year and opened the event. Shering, as a company, heard the story of how the event came to be and they are now fully invested in the event's success and will partner with the college in the future.

The Foundation's highest priority going forward is strategic planning. They are partnering with President Knight to obtain input from the college and the community to review their strategic goals and goals. The Foundation will complete their planning and, once the college has completed its own strategic planning next year, will come back to their plan, revisit it, and amend it if necessary to ensure that it is aligned with the college's plan.

Several key positions at the Foundation are currently in the interview process. Ms. Gibert is very excited about the quality of the candidates applying and she looks forward to having college participation in the final interviews.

III. CONSENT AGENDA

A. First Reading

There were no First Readings this month.

B. Consent Agenda

Minutes from the August 27, 2007 meeting.

Trustee Jacobs moved that the Consent Agenda be approved. Trustee Peery seconded the motion and the minutes were approved as corrected.

Trustee Parker requested that, in future published minutes, appropriate titles be used to make the minutes more consistent and professional.

IV. FUTURE AGENDA ITEMS

WORK SESSION

Capital Budget Requests (Oct.)
Workforce Development Structure (Oct.)

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

BOARD

Capital Budget Requests (Nov.)
Workforce Development Structure
(Nov.)

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

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for 5:00 p.m. Monday, October 22, 2007 in the Penguin Union Building 258 B & C.

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

VI. EXECUTIVE SESSION

There was no Executive Session held.

VII. ADJOURNMENT

There being no further business, Ms. Sen Hoss adjourned the meeting adjourned at 6:30 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Leigh Kent, Recorder
September 24, 2007