

# **Clark College Board of Trustees Packet**

**October 27, 2008**

Clark College  
*The Next Step*



## Vision Statement

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

## Mission Statement

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

Clark College  
Board of Trustees Packet  
October 27, 2008

Table of Contents

Clark College Vision/Mission	Page i
October Board Agenda	Pages ii-iii
President's Report	Pages 1-2
AHE	Pages 3
ASCC	Pages 4-5
WPEA	N/A
Instruction	Pages 7-11
Administrative Services	Pages 12-16
Student Affairs	Pages 17-25
Human Resources	Pages 36-30
Planning and Institutional Effectiveness	Pages 31-33
Corporate & Continuing Education	Pages 34-35
Communications and Marketing	Pages 36-38
Foundation	Pages 39-40
First Reading	Page 41
2009 Board Dates (revision)	
Consent Agenda	Pages 42-46
September 22, 2008 board minutes	





# CLARK COLLEGE BOARD OF TRUSTEES

Monday, October 27, 2008

Gaiser Hall Community Room 213

## AGENDA

All regular meetings of the Board are recorded.

### BOARD WORK SESSION, Room PUB 258C

4:00-5:00 p.m.

- ♦ Retention Plan
- ♦ North County Facility
- ♦ Fundraising Campaign

4:00-4:20 p.m.

4:20-4:45 p.m.

4:45-5:00 p.m.

### I. CALL TO ORDER

5:00 p.m.

### II. BUSINESS MEETING

#### A. Review of the Agenda

#### B. Statements from the Audience

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

#### C. Statements and Reports from Board Members

#### D. President's Report ..... Page 1-2

*Student Success Presentation: Jake Koch*

#### E. Association Reports

##### 1. AHE ..... Page 3

##### 2. ASCC ..... Page 4-5

##### 3. WPEA ..... No report

#### F. College Reports

##### 1. Instruction ..... Pages 7-11

*Faculty Presentation: Chris Milner, "Math Teaching Tools—Use of the Tactile Teaching Tablet in Math Courses"*

##### 2. Administrative Services ..... Pages 12-16

##### 3. Student Affairs ..... Pages 17-25

*Enrollment Update*

##### 4. Human Resources ..... Pages 26-30

##### 5. Planning & Institutional Effectiveness ..... Pages 31-33

##### 6. Corporate & Continuing Education ..... Pages 34-35

##### 7. Communications & Marketing ..... Pages 36-38

##### 8. Clark College Foundation ..... Pages 39-40

### III. CONSENT AGENDA

#### A. First Reading

- ♦ Revised Dates for 2009 Board Meetings..... Page 41

#### B. Consent Agenda

- ♦ Minutes from the September 22 Board Meeting ..... Pages 42-46

### IV. FUTURE AGENDA ITEMS

#### WORK SESSION

Accreditation (Nov.)

Budget (Nov.)

Legislative Agenda (Nov.)

#### BOARD MEETING

### V. DATE AND PLACE OF FUTURE MEETING

*The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, November 17, 2008 in the Ellis Dunn Room 213.*

### VI. EXECUTIVE SESSION

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

### VII. ADJOURNMENT

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



## President's Report October 2008

### Focus on Learning

#### Progress to date:

- ♦ The president and Mr. Todd Oldham met with history faculty members, Mr. Sam Triebs and Dr. Anita Fisher on October 10 to discuss opportunities to involve our history faculty in the development of the Center for Leadership Excellence.
- ♦ The president visited two communications classes to speak about the importance of public speaking and communication.

### Access to Education

#### Progress to date:

- ♦ The college has been notified that it will receive a Community Pride Award from Clark County Community Development for its remodel of Gaiser Hall. The remodeled Gaiser Hall provides more open and easier access for students to obtain student services.

### Broad-Based Partnerships

#### Progress to date:

- ♦ The president, vice president of instruction and trustees met with the Vancouver School District board of directors to discuss common issues and further to align our organizations in the best interest of our students. We will continue to meet quarterly.

### Respect for Differences

#### Progress to date:

- ♦ ASCC hosted a presentation by Mr. Tim Wise, the author of the book, "White Like Me". Mr. Wise provided a thought-provoking presentation to the campus about his views of racism and prejudice as a white male. The Gaiser Hall Student Center was filled to capacity for the event.

### Management Excellence

#### Progress to date:

- ♦ The WACTC meeting was held in Walla Walla on September 25-26. The main topic of discussion was the impending budget cut. WACTC has agreed to curtail travel for some of the future meetings by hold the meetings via Elluminate. Elluminate allows you to connect to a conference over the computer.
- ♦ The executive cabinet, trustees, and foundation board members met with the Clements Group consultant on September 29 to discuss the upcoming feasibility study.

- ♦ The college celebrated the kick-off of its 75<sup>th</sup> Anniversary over a 75-hour period from October 1-4. By all accounts, the events were a success.
- ♦ The president held his quarterly classified staff open dialogue on October 6.
- ♦ The college received its 10-year accreditation visit from October 8-10. The college received commendable ratings in five areas and recommendations for improvement in five areas. We expect a draft, written report from the team by the end of October.

Bob Knight  
President  
October 20, 2008



**Clark College Association of Higher Education  
Board Report  
October 22, 2008**

**Facilitating communication**

Dr. Roi and Dr. Anita Fisher, Bob Knight and Rassoul Dastmozd met this month to discuss the Instructional Plan, and the accreditation recommendations and commendations.

**Bargaining**

AHE and the college continue to meet weekly in collective bargaining meetings. We anticipate to conclude salary bargaining soon.

**Organizational activities**

AHE/WPEA held their legislative session this month. We had 9 candidates attend in a question and answer format. We had a very good turnout of staff, students, and full and part-time faculty attend. Nathaniel Hong WEA Higher Education chair Eddie Rosen, WPEA Job Representative, and Sean Gallagos, Legislative Liason for WPEA attended the forum as well.

Dr. Roi attended the WEA Statewide Higher Education meeting in Federal Way.

AHE plans to hold the next forum on October 28th

**Membership**

Twelve members joined AHE this month.

**Grievances**

An Unfair Labor Practice is awaiting disposition

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

Respectfully submitted by,  
Dr. Marcia Roi, CCAHE President





## October Board Report ASCC

### Student Government

The ASCC Executive Council and Activities Programming Board have had a very productive start to the 2008 fall quarter in helping foster new and continuing student success. The ASCC Officers were a major component in the New Student Welcome Day that was held on Friday September 19<sup>th</sup>, 2008 by holding student workshops, interacting with students and informing them about the ASCC and all of the amazing clubs and campus committees as well as all the ways they can get involved with the ASCC and Clark College. The entire ASCC Executive Council and Activities Programming Board along with the Office of Student Life and Multicultural Student Affairs took part in many of the 75<sup>th</sup> Anniversary events; from singing happy birthday to our college to serving the many students of Clark College at the Rock the Vote event. We are proud to be a part of the Penguin Nation and strive to help students take the Next Step.

- ◆ **Letizia Askland, ASCC Vice President**, along with ASCC President, Pat Mehigan attended the Tenure Review meeting in which the two ASCC Officers were able to meet the new and returning tenure track faculty and be informed of the process of putting potential Clark students on these very important committees. Askland has also been very active in filling both ASCC and Campus Committees, by putting together new application packets, and scheduling committee interviews. She has been very successful in these endeavors.
- ◆ **Maria Laguna-Arranz, ASCC Public Relations Director**, has been very busy with making the first ASCC Newsletter of the quarter and an events calendar to be distributed to the students. Maria has also been investigating and updating the ASCC posting policy and cleaning up the bulletin boards around the campus.
- ◆ **Alyshia Saltman, ASCC Finance Director**, has been very dedicated in putting together a more user friendly Fund Balance and Program Director packets which she unveiled at the Program Directors reception.
- ◆ **Jasmine Bhullar, ASCC Executive Assistant**, has been restructuring the ASCC Vendor Fair packet and Vendor contracts to make them more understandable to all of the students who wish to bring vendors to our campus. Bhullar has been continuing to streamline the past ASCC documents into a more organized system.
- ◆ **Kim Largen, ASCC Activities Director and the Activities Programming Board** held a very successful welcome back day event on Friday September 25<sup>th</sup>, 2008. Largen and the members of the APB team have already put together all of their events for fall quarter which they discuss in their weekly APB Committee on Wednesdays at 12:00pm on the PUB 160 Conference room.
- ◆ **Cindi Lou Kunkle, ASCC Club Coordinator** held an outstanding Club Fair on Wednesday October 8<sup>th</sup>, 2008 in the newly enhanced Gaiser Student Center. There were over 23 chartered clubs in attendance. Kunkle held her first ASCC Club Committee, which was well attended with many club leaders who received club leadership training.

- ◆ **Pat Mehigan, ASCC President** attended the Chamber of Commerce dinner on Monday September 15<sup>th</sup>, 2008 along with ASCC Vice President, Letizia Askland. Mehigan also gave a speech during the lighting of the Chime Tower along with President Knight. Mehigan continues to chair the ASCC Executive Council and PUB Committee and looks forward to another exciting quarter.
- ◆ **Janet Sanchez, ASCC Activities Programming Board member** will be presenting the "*Aloha Nui Loa Hawaiian BBQ*" on Wednesday October 15, 2008 from 11am to 1pm. This event will be held outside-if raining in the Gaiser Student Center.
- ◆ **Ryan Heasley, ASCC Activities Programming Board member** will be holding an "*Amplified Acoustics*" Concert with two amazing artists; Jerin Falkner and American Nobody. This event will be held in the Gaiser Student Center from 11:00am to 1:00pm on Tuesday, October 21, 2008.
- ◆ **Ashley Schafer, ASCC Activities Programming Board member** will be hosting the "*Clark College Comedy Center*". In the Gaiser Student Center from 11:00am to 1:00pm on Wednesday, October 22<sup>nd</sup>, 2008.
- ◆ **Summer Heasley, ASCC Activities Programming Board member** will be entertaining the students of Clark College with the "*La Vita e Bella*" cultural event. This event will be held in the Gaiser Student Center on Tuesday October 28, 2008 from 11:00am to 1:00pm.
- ◆ **Kim Largen, ASCC Activities Director** is rounding off the month of October with her Halloween event "*Dr. Oswald's Haunted Mansion*", from 6:00pm to 9:00pm on Thursday, October 30, 2008 in the Gaiser Student Center.

#### Clubs and Programs

- ◆ **German Klub** worked along side the 75<sup>th</sup> Anniversary committee to bring the students the "*Oktoberfest*". The club worked with the German restaurant "The Dauner House" to have them on hand to serve delicious food to all in attendance.

Respectfully submitted,  
Patrick Mehigan  
ASCC President



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



## Instruction Report October 2008

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

### Focus on Learning

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

#### Progress to date:

The New Programs/I-BEST manager position has been filled on a part-time temporary basis until the position is reopened.

The “Weekend College Program Manager” position title has been changed to “eLearning Program Manager” to encompass broader program, student, and faculty support duties. The position has been advertised and closed October 8. A selection committee is in the process of reviewing candidates.

The addition of a full-time Japanese faculty allowed to sections to be added to the fall line-up: an additional section of Japanese 121 (at full enrollment on tenth-day) and a move of the Japanese 123 from summer to fall (enrollment increase from 4 to 10). Another section of Spanish 121 (full enrollment on tenth-day) was also added.

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

#### Progress to date:

The WorkFirst program is running its Medical Front Office CJST program fall quarter in collaboration with Corporate Education. Fourteen of the 16 students are WorkFirst students. WorkFirst is moving away from the CJST model, as has most of Washington State, in an effort to increase student success in accordance with the Student Achievement Initiative goals. WorkFirst will now play an integral part in the development of I-BEST programs and students will begin their Career Pathways with I-BEST.

A Town Plaza Center (TPC) taskforce has been formed to address the following:

1. Ongoing assessment of the satisfaction level of constituencies who use college services at TPC and a process for bringing about continuous quality improvement.
  2. Increased transition rates for ABE/GED/ESL and Workforce students into college career pathways.
  3. Effective, appropriate integration of TPC and main campus processes and procedures.
  4. Increased TPC offerings, community awareness and involvement.
  5. Increased utilization of TPC Spaces.
  6. Attainment of applicable Student Achievement Initiative benchmarks.
- ◆ Provide and maintain innovative, learner-centered programs supported by adequate training for all involved in such programs.

#### Progress to date:

- A Program Check Screening Committee was formed at the end of spring quarter according to the structure defined in Part II of the Instructional Plan (IP). This committee was

provided with the data described in the IP for all programs and departments, and it met on September 12 and 24 to discuss programs and departments where the data engendered questions. Ten departments were initially identified for further discussion in the second meeting, during which the relevant dean provided elaboration or explanations for the figures or trends. During its deliberations, the committee refined the process and made a number of recommendations for extensions or improvements to the data for future years.

In the second meeting, the committee adopted recommendations that four Program Action Teams (PATs) be established to identify specific strategies or resource needs for improvements to departmental success rates, fill rates, trends in enrollment, or student/faculty ratios. In the remaining six departments, recommendations were adopted that a PAT was not needed at this time. These recommendations have been forwarded to the VPI.

The VPI will be conferring with each dean involved as a follow-up to these recommendations. The outcome sought is that by next year, the data that initially triggered the PATs will improve. It is anticipated that this entire process will improve each year as departments become increasingly familiar and comfortable with using such data.

- In 2007-2008, 637 high school students earned Tech Prep credit, representing a 16% increase over the 2006-2007 count.
- Bruce Music was hired as the automotive instructor at Larch Mountain Corrections. He has completed work on CARS; these will go to Curriculum Committee for an early November review. Many thanks to Bruce and to Tom Curvat and Mike Godson in Automotive for their assistance.
- An Outcomes Assessment Liaison has been identified for each instructional unit.
- Twenty-four faculty attended a training session designed to assist faculty in initiating, designing, and reporting outcome assessment projects.
- The Teaching and Learning Center coordinated the following activities:
  - Two New Faculty Orientations were held for both full and part-time faculty new to Clark College with eight full-time and 18 part-time faculty attending.
  - Smart Classroom training was held for 22 new faculty.
  - A three-day (22 hour) New Faculty Retreat was held for 16 new full-time faculty providing them with new ideas and tools for learning centered classroom environment and assessment.
  - A two-day faculty development program, "Faculty Focus on Teaching, Learning and Assessment," was provided for 120 full-time faculty members and 20 part-time faculty members. Dr. Peter Collier from PSU was the keynote speaker and 24 concurrent sessions were facilitated by 30 Clark faculty.
  - Thirty Clark faculty, staff and administrators attended a 2-hour overview session on Student Learning Communities (integrated learning) facilitated by Emily Lardner and Gillies Malnarich from Washington Center for Improving the Quality of Undergraduate Education at The Evergreen State College.
  - Eight faculty are currently participating in the Teaching Squares program for fall quarter.

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

**Progress to date:**

The Academic Early Warning (AEW) system was open for the first time for use by faculty between October 6 and 12. The first AEW letters to students were sent October 14. Thirty-eight faculty members took part in this first opportunity, generating 1,831 reports and triggering the production of 284 letters. There will be a second open reporting period that runs from October 22 to 28. Feedback from the faculty users so far indicates that the system was easy to use and that they will likely use it again. A total of four training sessions have been held for faculty since September 10; attendance has exceeded 80. Training materials are also available on the intranet.

The DVED 099 pilot Student Success course had 11 students enrolled as of tenth-day. This course is aimed at those who tested into two levels of DVED and is being taught by Luanne Lundberg.

#### Access to Education

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

**Progress to date:**

A draft of an annualized schedule was presented to Instructional Council in late September. Ray Korpi will meet with Student Affairs Leadership in late October or early November to discuss refinements before implementation.

Four mathematics instructors—John Mitchell, Mark Elliot, Chris Milner and Renee Murakami (adjunct)—taught a series of pre-quarter review seminars designed to help prepare students for success at Clark College in College Algebra and Calculus I. Four seminars were offered during a two day period for three hours per day with over 100 students attending. These seminars were free to the students. Instructor pay was covered by the Washington State STEM High Demand grant that the college was awarded last year.

The Mathematics Division gave a presentation at the New Student Orientation Sessions the week before the quarter started. They discussed the math placement process, proper course selection, the nature of college math classes, and resources for extra help such as tutoring.

#### Respect for Differences

- ♦ **Develop a “Women in Science, Technology, Engineering, and Mathematics” recruitment and retention initiative.**

**Progress to date:**

The inaugural Women in STEM Conference took place on October 16, 2008, at Clark College to recruit and inform female students about careers in STEM. Guest speakers discussed how they chose their professions in Science and Engineering. This event was the brainchild of mathematics professor Kristine Barker. This initiative is being chaired by Tina Barsotti, who intends to hold quarterly events with college and high school participants.



## Broad-based Partnerships

- ◆ Maintain integrated library system and consortia agreements.

### Progress to date:

Key integration points between Clark College's Blackboard Learning Management System (Bb LMS) and Cannell Library's online and physical resources effectively interconnect the people and processes in the virtual teaching and learning environment with vast information resources and direct access to our knowledgeable librarians. This collaborative virtual connection is currently accomplished in three ways:

1. The full scope of the Cannell Library's online services is represented in the Blackboard Academic Portal via a navigation tab at the first level of the Blackboard interface hierarchy—the "Welcome" page. Clicking on the Cannell Library tab opens the rich services available from the complete Cannell Library web site, while keeping the student inside of the Blackboard interface.
  2. At the course level in Blackboard, where the student is actively engaged in learning, a tool called Courseware Integration is available. When launched, the tool provides access to course reserves and student patron records. No additional login is required for access to the students' library information and students remain in the Blackboard interface so that the focus of their studies is not interrupted.
  3. Online embedded librarians are placed by faculty request into online courses in the Discussion Board area. Blackboard discussion boards are comprised of various topical forums and are an active and rich area of exchange and inquiry where online teachers and learners spend untold hours. A special "Ask a Librarian" forum can be embedded in the Discussion Board area and by subscribing a reference librarian to that forum, students can query the librarian, who in turn will receive an instant email, and the communication exchange can begin.
- ◆ Foster partnerships with K12 and university levels to enhance transitions from high school through Clark and on to baccalaureate levels.

### Progress to date:

Paul Casillas, Math Division Chair, spoke at the Prairie High School Parents' Math Night on September 25, 2008. The meeting, organized by the Prairie High Math Department, was designed to inform parents about the math curriculum, teaching philosophy and sources of student help at Prairie. Paul spoke about how parents could help students prepare for college math and the importance of students taking four years of high school mathematics.

## Additional Highlights

- ◆ Because of high demand, the Business and Technology unit added several sections in Economics and Accounting and a new section in Diesel Technology.
- ◆ Kitty Mackey (Library) and Robert Hughes (CTEC) have been invited to present at Online Northwest in Corvallis, OR, on February 13, 2009. They will discuss their collaboration, CTEC 115/ LIB 115 "Internet Research and Living Online."
- ◆ From fall 2007 to fall 2008, quarterly FTES in SOFA eLearning courses have increased 76% (91 to 160 quarterly FTES).

- ◆ A retrospective of the work of local artist Ruth Patterson Hart is on display at the Archer Gallery from September 30 to October 25.
- ◆ The Theater Department's first production of the 2008-2009 season is "The Heiress," an award-winning stage and film drama based on a Henry James novel. The production runs from November 7 to 22 in Decker Theatre.
- ◆ Music faculty member Dr. Don Appert has received a 2008-2009 American Society of Composers, Authors, and Publishers Award. This is the third time that Dr. Appert has been honored with an ASCAPLUS Award.
- ◆ Chris Milner has been named President Elect of the Washington Mathematical Association of Two-Year Colleges (WAMATYC) effective spring 2009.
- ◆ The Nursing Department recently hosted a nationally recognized conference speaker and consultant, Janet McMahon, RN, MSN. Janet is currently an Assistant Professor at Francis Marion University in Florence, South Carolina. She addressed 35 nursing full-time and adjunct faculty as well as attendees from Medical Radiology and Dental Hygiene. Her topic was the Clinically Deficient student and those at Risk for Failure. Janet shared recognition, evaluation and support mechanisms for faculty. She also reviewed clinical evaluations for all of our nursing courses, giving verbal and written feedback to each faculty. Janet did this not only from over 17 years of teaching experience, but also with the experience of a National League for Nursing Accreditation Team site visitor. Her visit was very beneficial and enjoyed by all.
- ◆ Clark College, in collaboration with the Southwest Washington Workforce Development Council, will be hosting a "Workforce Celebration" from 4:00 to 6:30 p.m. on December 8. This event is targeted at business and industry in four main sectors: Healthcare (non-nursing), Advanced Manufacturing, Energy/Power/Green, and Transportation/Logistics. Employers from these respective industries will be invited, as will community partners, K-12 and college faculty and administrators. The event should yield insight from the business community to be used for 2009-2010 planning.

Rassoul Dastmozd, PhD  
Vice President of Instruction  
October 17, 2008



## Administrative Services Board Report October 2008

I extend my appreciation and thanks to all the Administrative Services staff who worked long hours to prepare sections of the College's accreditation self study. Special thanks to Standard 5 (Library and Information Services) co-chair Dave Daugherty, Standard 7 (Finance) co-chair Karen Wynkoop, and Standard 8 (Facilities) co-chairs Jim Green and Jennifer Grove. Congratulations are in order to staff members in Plant Services and Computing Services for commendations by the accreditation team who recognized the College's beautiful and well-maintained facilities and grounds, and robust and innovative library and information resources.

Special thanks are also in order to the staff in Plant Services, Event Services, and Computing Services for all of the hard work preparing for the College's 75<sup>th</sup> Anniversary kick-off celebration. The College was beautiful and the celebration activities were a lot of fun.

### Access to Education

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

#### Progress to Date:

One of the full-time Security officers has started to attend the Campus Community Emergency Response Training (40 hours) which is being put on by the Clark County Fire Department. The remaining five full-time officers will start their training on October 25th.

- ◆ Provide staffing to increase network and telecommunication support.

#### Progress to Date:

Hiring for this position is on hold pending budget review.

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

#### Progress to Date:

Database Analyst/Application Developer hired.

- ◆ Effectively manage the design and construction phases of capital projects to provide state-of-the-art, flexible facilities to support the mission of the College.

#### Progress to Date:

Construction for the Clark College at CTC building continues on budget and on schedule for an opening in fall 2009.

Programming and preliminary design have started on the first phase of the Child and Family Studies Match project. Construction is scheduled to begin in summer 2009 with completion in winter 2010.

## Respect for Differences

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

### Progress to Date:

Two Business Services staff participated in the “Moving Beyond Conflict” training offered by Employee Development.

Several Administrative Services staff members attended the October 16 lecture, “White Privilege: Racism, White Denial, and the Cost of Inequality,” by Tim Wise, a nationally-recognized writer on race issues.

## Broad-based Partnerships

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

### Progress to Date:

Clark College is participating in the state-mandated project to implement the Critical Incident Planning and Mapping System (CIPMS). Work continues to map the College main campus facilities and those at satellite locations. In October, project contractors worked to create an image database of classrooms, offices, public spaces, and utility rooms. Plant Services staff has coordinated the work with the contractor and has provided facilities data for each College building. When completed, the CIPMS will be used by emergency services and College first responders to direct incident response at the College should the need arise.

College first responder personnel from Security/Safety and Plant Services have begun Campus Emergency Response Team (CERT) training conducted by the Vancouver Fire Department. This training will continue throughout the year until all College first responders have received the training. Several other College employees are also participating in the training on a volunteer basis.

In October, the Vancouver Police Department’s SWAT and Canine Units used the vacant Star Building on the College’s main campus for a training exercise. This collaboration between Clark College and VPD will provide valuable training for police units and strengthen communications between the two agencies. The College will host additional VPD training exercises in the future.

## Management Excellence

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

### Progress to Date:

Plant Services hired a Maintenance Mechanic to support the maintenance needs of the College.

- ◆ Complete an assessment of the College’s financial health to support decision making.

### Progress to Date:

Business Services staff completed:

- Budget and new funds projects to include in materials for the accreditation team.
- Financial analysis of dedicated revenue accounts managed by Student Affairs.

These analyses will feed into the assessment of the College's financial health and support decision making this fiscal year.

- ◆ Provide an effective transportation system for College groups.

**Progress to Date:**

Two new vans have been delivered and will be in operation by the end of the month.

**Additional Highlights**

- ◆ 956 students have enrolled in the STEPP program for fall quarter.
- ◆ Plant Services is completing training and testing of the department's new Computerized Maintenance Management System. The system will be rolled out to the College by the end of the year.
- ◆ Bookstore sales through the month of September were up 20% compared to the previous year.
- ◆ In the first quarter of the Bookstore's textbook rental program, all of the textbooks (279 units) available during the program rollout were rented to students.
- ◆ The Bookstore sold 47 e-books fall quarter, far surpassing sales expectations for this new program. E-books can save students between 35-50% of the cost of a new printed book. Bookstore buyers will contact participating instructors near the end of fall quarter to see how e-books worked for their classes. E-books offer students another option and can help them reduce the cost of course materials.

Philip Sheehan  
Interim Vice President of Administrative Services  
October 17, 2008  
PS220

## Clark College - Budget Status Report September 30, 2008

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	32,200,042	7,532,196	24,667,846	23.4%
Tuition	13,266,939	5,402,723	7,864,216	40.7%
Interest	180,000	37,571	142,429	20.9%
Excess enrollment	309,309	-	309,309	0.0%
Planned use of prior fund balance	270,676	-	270,676	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	981,016	1,671,467	37.0%
<b>Total Operating Accounts</b>	<b>48,879,449</b>	<b>13,953,505</b>	<b>34,925,944</b>	<b>28.5%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	7,543,381	583,253	6,960,128	7.7%
Internal Support	1,350,402	935,363	415,039	69.3%
ASCC less PUB	1,641,820	554,059	1,087,761	33.7%
Bookstore	5,003,446	1,910,939	3,092,507	38.2%
Parking	757,267	107,589	649,678	14.2%
Auxilliary Services	1,626,412	375,815	1,250,597	23.1%
Financial Aid	17,592,090	6,762,148	10,829,942	38.4%
<b>Total Other Accounts</b>	<b>35,514,818</b>	<b>11,229,167</b>	<b>24,285,651</b>	<b>31.6%</b>
<b>Total Sources of Funds</b>	<b>84,394,267</b>	<b>25,182,673</b>	<b>59,211,594</b>	<b>29.8%</b>

Uses of Funds (Expenses)	2008-09 Budget	Expense/Encum to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	810,234	155,548	654,686	19.2%
Vice President of Instruction	29,148,523	5,393,662	23,754,861	18.5%
Vice President of Administrative Services	9,148,396	3,294,017	5,854,379	36.0%
Vice President of Student Affairs	5,921,895	1,517,825	4,404,070	25.6%
Executive Dean of Planning & Advancement	488,815	138,313	350,502	28.3%
Executive Director of Corporate & Continuing Ed	875,126	297,966	577,160	34.0%
Executive Director of Communications	1,320,846	535,227	785,619	40.5%
Associate Vice President of Human Resources	1,165,614	314,377	851,237	27.0%
<b>Total Operating Accounts</b>	<b>48,879,449</b>	<b>11,646,934</b>	<b>37,232,515</b>	<b>23.8%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	7,543,381	1,890,284	5,653,097	25.1%
Internal Support Services	1,350,402	687,168	663,234	50.9%
ASCC less PUB	1,641,820	355,413	1,286,407	21.6%
Bookstore	5,003,446	1,632,029	3,371,417	32.6%
Parking	757,267	58,248	699,019	7.7%
Auxilliary Services	1,626,412	349,226	1,277,186	21.5%
Financial Aid	17,592,090	6,885,814	10,706,276	39.1%
<b>Total Other Accounts</b>	<b>35,514,818</b>	<b>11,858,181</b>	<b>23,656,637</b>	<b>33.4%</b>
<b>Total Uses of Funds</b>	<b>84,394,267</b>	<b>23,505,115</b>	<b>60,889,152</b>	<b>27.9%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>1,677,557</b>		
Capital Projects - Revenue & use of fund bal	22,209,687	7,335,375	14,874,312	33.0%
Capital Projects- Expense less depr	22,209,687	7,335,375	14,874,312	33.0%
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg  
c. Bob Knight, Phil Sheehan, Karen Wynkoop  
Ron Hirt, Accounting 10/9/08

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

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

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

s.sand 10/13/08





## Student Affairs Report October 2008

### Focus on Learning

- ◆ Support annualized institutional enrollment goals.

#### Progress to date:

Eligibility Programs staff have supported enrollment through a variety of grant funding. The Displaced Homemaker program had the largest summer class ever with 22 women enrolled in the six credit class. This was followed by the largest fall enrollment with 29 women. The fall class was also the first time that students were placed on a waiting list for the next class in January. Through WorkFirst, financial aid in the amount of approximately \$121,000 in tuition and books has been awarded to 176 students this year, slightly higher than any year since 1995. The Opportunity Grant has funded approximately \$88,000 in tuition and books to 120 students to date. This amount is approximately 47% of the \$188,000 yearly allocation. Through Worker Retraining, 37% (\$91,000) of the \$252,200 annual allocation has been awarded to 94 students.

The Welcome Center staff has processed 7,753 admission applications for the fall quarter. Of those who applied, 4,302 have registered resulting in a 55.5% yield rate. This is a 7.8% increase in headcount as compared to fall 2007. The Student Ambassadors assisted with five high school recruitment visits scheduled between September 29 and October 8.

The Assessment Center provided 1,140 COMPASS placement test sessions to current and potential students and GED testing services to 117 examinees during the month of September.

A total of 103 applications were processed for the third Medical Radiography cohort. 55 of these students are eligible for competitive selection of the 18 seat cohort.

Financial Aid staff has processed 3,766 files for students enrolled in fall quarter. As of October 1, financial aid applications have increased by approximately 20%, a total of 8,166 as compared to last year's total of 6,598.

- ◆ Support retention initiatives to achieve institutional retention goals.

#### Progress to date:

The Academic Early Warning system was unveiled for use by faculty between October 6 and 12. The first AEW letters to students were mailed on October 14. Thirty-eight (38) faculty members participated in the initial roll-out of this new initiative and generated 1,831 reports that resulted in the distribution of 284 early warning letters to students. There will be a second open reporting period that runs from October 22 to 28. Reports from the faculty users so far indicate that the system was easy to use and that they will likely use it again. A total of four training sessions have been held for faculty since September 10; attendance has exceeded 80. Training materials are also available on the intranet.

Becky Merritt (Eligibility Programs) made a presentation at the annual state Displaced Homemaker program meeting in Leavenworth in August on the topic of Clark College Displaced Homemaker: Steps to Student Retention. Clark has the highest rate of retaining students in the quarters following completion of the DH class. For example, 72% of the summer Displaced Homemaker students persisted to the fall quarter.

The WorkFirst work study program places eligible students, (i.e. those on TANF (Welfare) without work study eligibility) into jobs. This is a way to enroll students that have an employment requirement as part of their TANF grant and without this program would not be able to enroll. To date, 21 students have been

placed in jobs during fall quarter at sites including the Share House, Culinary Arts, Eligibility Programs office, Financial Aid, and other campus locations.

The new (22) international students attended a student orientation that was held in the International Programs Office on September 18. The orientation included a presentation by Susan Taylor of international programs, an introduction to the International Student Club, a tour of campus, an overview of academic advising services, and a luncheon.

- ◆ Define and establish methods to support the Learning College model.

#### Progress to date:

September 19 marked the kick-off to the fall quarter with the third annual New Student Welcome Day. Nearly 400 new students and their guests spent their Friday at Clark College's main campus, enjoying the beautiful weather, attending mini workshop sessions and getting to know the campus before the first day of classes. Participants enjoyed more than 20 different workshop opportunities in the morning, followed by a casual BBQ lunch at the Andersen Fountain.

Jody Shulnak (Service Learning) conducted five classroom presentations on volunteering and service-learning: small group communications, dental hygiene and Spanish. She also conducted a new student Welcome Day workshop titled, Service Learning: A Road Map on September 19. All students that attended reported the workshop as useful.

#### Workforce Development

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

#### Progress to date:

Career & Employment Services staff processed over 600 referral letters and assisted over 300 students in their search for on-campus employment and 163 were placed in jobs. Staff also assisted students and community members with resume critiques, job search strategies and mock interviews.

Sheryl Anderson (Admissions) presented Health Occupation Career information at the Clark College at Town Plaza Center on September 16 and 26.

#### Respect for Differences

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

#### Progress to date:

Felisciana Peralta (Multicultural Student Affairs) facilitated a diversity workshop for the Associated Students of Clark College during their training on September 17.

Samantha Lelo (Student Life) coordinated a campus-wide presentation by anti-racist writer and activist Tim Wise on October 16. His speech was entitled White Privilege: Racism, White Denial & the Costs of Inequality. Mr. Wise is among the most prominent anti-racist writers and activists in the U.S. and has been called, "One of the most brilliant, articulate and courageous critics of white privilege in the nation," by best-selling author and Professor Michael Eric Dyson, of Georgetown University. Approximately 400 faculty, students, staff, and community members attended.

- ◆ Provide educational activities that foster a global perspective.

**Progress to date:**

The new Multicultural Retention Manager, Felisciana Peralta, co-coordinated a showing of the documentary Divided We Fall, with Leann Johnson, Dian Ulner, and Carrie Weikel-Delaplane, on September 26 that was followed by a facilitated discussion. Approximately 80 faculty, students and staff attended.

The monthly International Studies Committee meeting on September 25<sup>th</sup> was attended by Karen Matz, Susan Taylor, Chanda Kroll, Alex Montoya, Carrie Weikel, Rachel Ruiz, and four language faculty. Chanda Kroll gave a preview of her October 2008 recruiting trip to Japan, China, and South Korea and shared her new marketing materials. The committee discussed the mission, goals and outcomes for 2008-2009.

**Broad-based Partnerships**

- ◆ Increase community outreach activities and partnerships from 2008 to 2009.

**Progress to date:**

Felisciana Peralta and Pachia Thao attended the 2nd Annual Connections Reception on September 9. The reception, hosted by Washington State University Vancouver, included outreach and community based programs. Felisciana, along with two ASCC members, also participated in a community presentation at the Battle Ground Council Meeting on October 6 to discuss diversity climate issues. Felisciana met with the College Success Foundation officials Dr. Deborah Wilds, Sue Byers, Randy Riley and Kimi Rabun on October 14 to discuss a future partnership with Clark and activities for Clark County. In addition, she met with Representative Deb Wallace on October 14 to nurture a growing partnership surrounding higher education opportunities for low income students in Clark County.

Carrie Weikel-Delaplane (Student Life) collaborated with other Clark College staff to partner with the Clark County Auditor's office and organized a Rock the Vote Rally as part of Clark College's 75th Anniversary on October 2. This event resulted in approximately 180 new voters who registered for the upcoming elections.

Kelly Benson (Welcome Center) and Diane Haraldson (Student Ambassador) assisted at the National College Fair held at the Portland Convention Center on October 3. Student Ambassadors assisted at all the 75<sup>th</sup> Anniversary events, held October 1-4, clocking more than 100 hours of service time.

Linda Calvert (Running Start) and Felisciana Peralta visited with approximately 30 GEAR-UP students at Fort Vancouver High School on October 7 about Running Start at Clark College. They will also represent Clark at another GEAR-UP event the evening of October 21 at the Center for Educational Leadership. Linda held the quarterly Running Start Counselors meeting attended by approximately 25 high school counselors on October 22. The new Running Start program assistant Peg Estes was introduced to the counselors, as well as Sandra Solis, the new RS program coordinator.

Jody Shulnak (Service Learning) collaborated with Fruit Valley, Washington & Harney Elementary School principals to renew the Partnership Agreement in connection with the *Partnership for Service in Schools* project and elementary school orientations. Jody also co-lead a group of four students for a *Penguins in the Community* project at the Hazel Dell Community Garden on September 19 in conjunction with New Student Welcome Day. The group pulled weeds and secured two birdhouses in the garden.

- ◆ Increase student/staff participation in health and wellness activities.

Progress to date:

The following staff participated in the K-ROD Walk/Run on Saturday, October 4: Linda Calvert, Mary Deal, Carrie Weikel-Delaplane, Rachel Ruiz and Kate Jacky.

Through her participation in the Commute Trip Reduction Program, Carrie Weikel-Delaplane won a \$500 drawing for riding her bicycle to work.

The “Mental Health Mondays” series organized by counselor Judy VanPatten has begun. The first two events were Laughter: The Best Medicine with Marci McReynolds, attended by 32 students/staff on September 29 and Relationship Enhancement with Pepper Link, Ph.D., attended by 22 students/staff on October 6. The remaining topics include:

- Oct. 13 Overcoming Depression with Tim Cook/Judy VanPatten
- Oct. 20 Date Rape: Violating Trust with Judy VanPatten
- Oct. 27 Overcoming Anxiety with Stephanie Spak
- Nov. 3 Sex, Lies, and Alcohol video, with Judy VanPatten
- Nov. 10 PTSD: When Memories Won't Go Away, DVD
- Nov. 17 Mental Health Implications of War with Jim Sardo, Ph.D.
- Nov. 24 Meditation, with Robert Espiau

### Management Excellence

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

Progress to date:

Carrie Weikel-Delaplane participated in a two-day workshop in Olympia on Assertive Communication, made possible through a grant from Employee Development. The intensive workshop took place October 6 and 7 and was sponsored by the State of Washington Department of Personnel- Training and Development Services.

### Other

Jody Shulnak (Service Learning) has enrolled twenty-one new students in the WA Campus Compact Service Learning program. Over the next two years, these students will complete 12,000 hours of community service and earn up to an aggregate of \$33,034 in AmeriCorps educational scholarships.

Mike Gibson (Veterans) attended a workshop entitled Community and Technical Colleges Best Practices Workshop: Campus Threat Assessment & Serving Returning Vets on October 3rd at Green River Community College in Kent, WA. The first session focused on best practices for campus Behavioral Intervention and Threat (BIT) assessment for prevention, identification, and early intervention for students with mental health and disruptive behavior issues. The second session focused on issues that current returning (from war) Veterans face when returning to college. A panel of three students shared their experience of transitioning back to civilian life and issues they faced at college. The workshop presentation on Serving Returning Veterans offered new ideas for supporting Veterans and helped to reinforce our current practices.

### Personnel Highlights in August

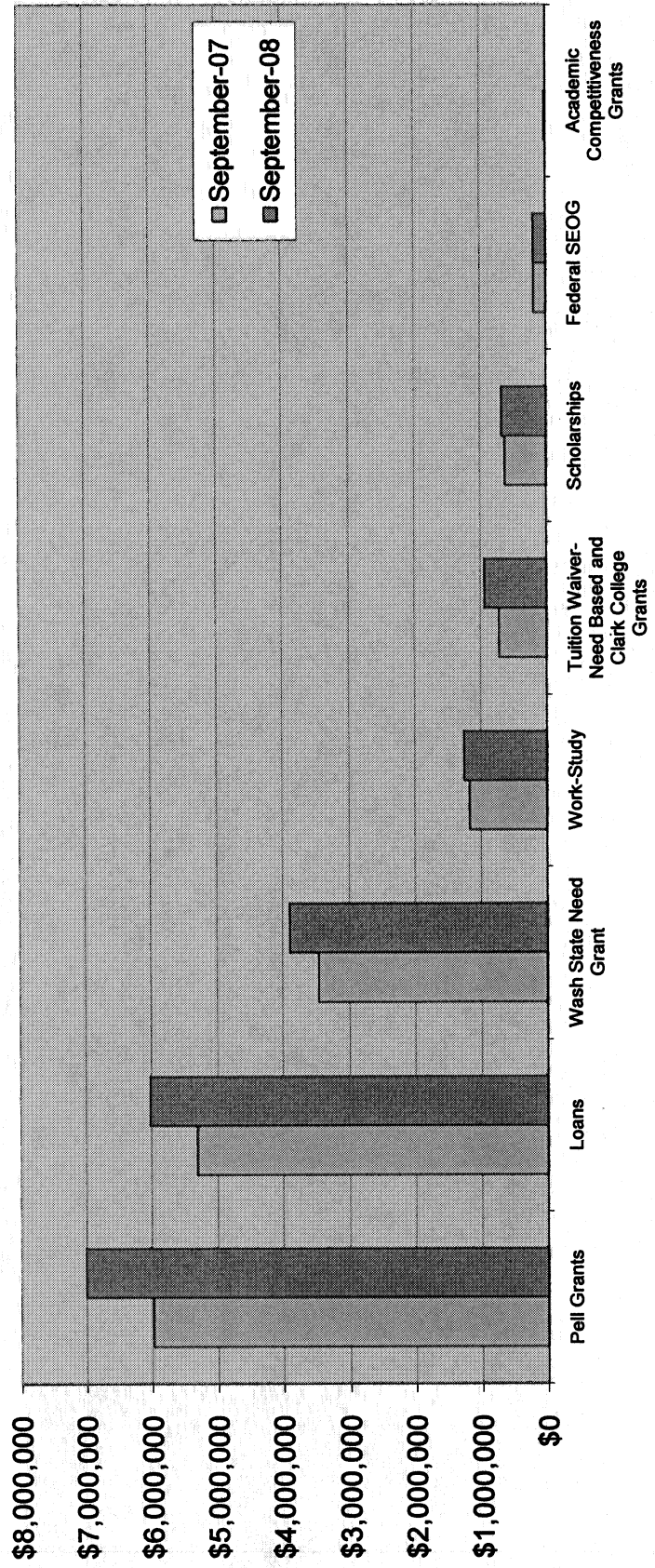
Tanisha Harris, the new part-time retention advisor has been hired to assist students with academic difficulties in order to improve their academic success and retention. Tanisha is a former Marshall Leadership

Award Winner and previously worked in the Evergreen School District. She will be working in conjunction with Eden Isenstein, part-time retention counselor to develop and implement an academic probation prevention program.

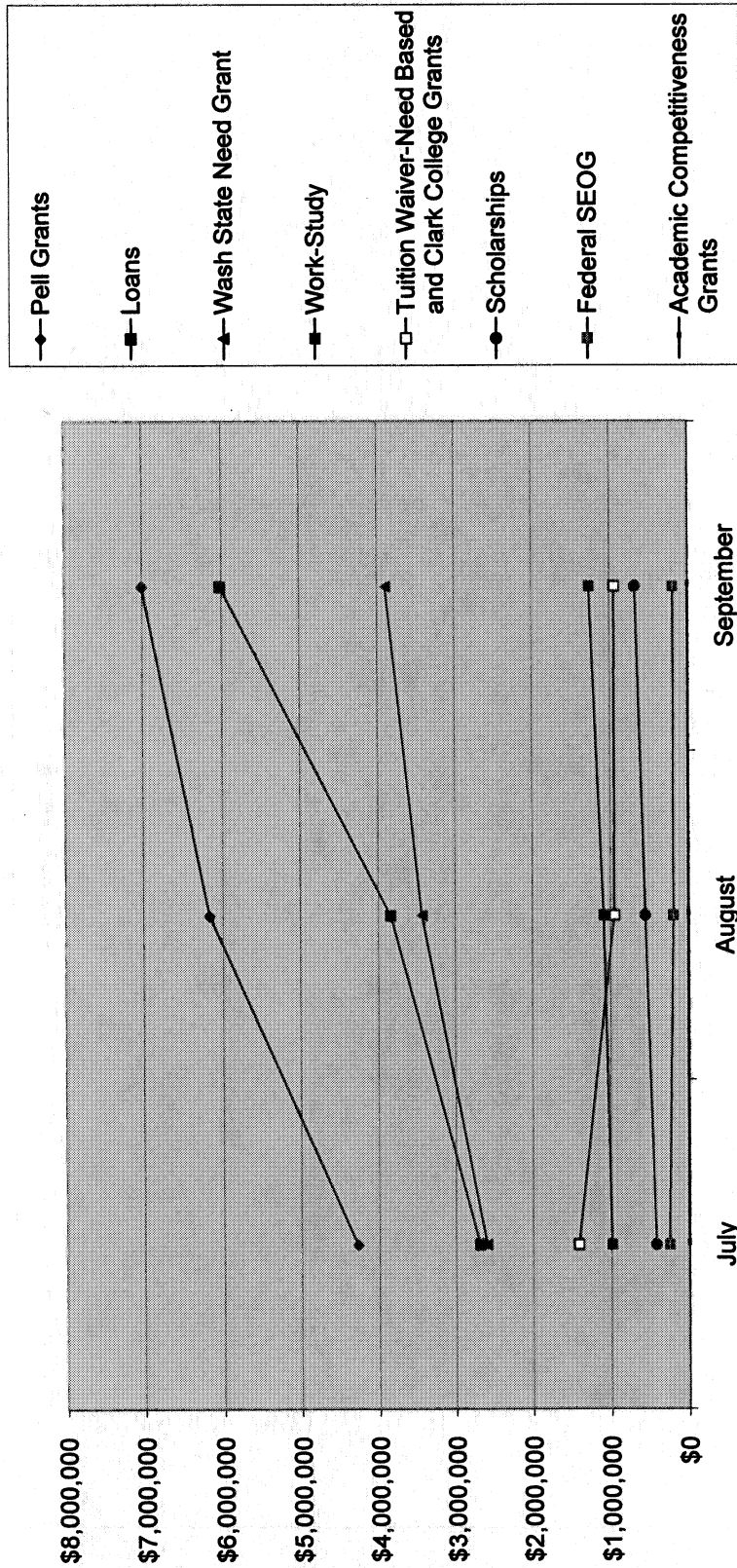
Nancy Moreno, the new secretary senior for Admissions and Assessment, has been hired to provide clerical support for the departments. Nancy brings many skills including being fluent in Spanish.

Rachel Ruiz, Ph.D.  
Vice President of Student Affairs  
October 17, 2008

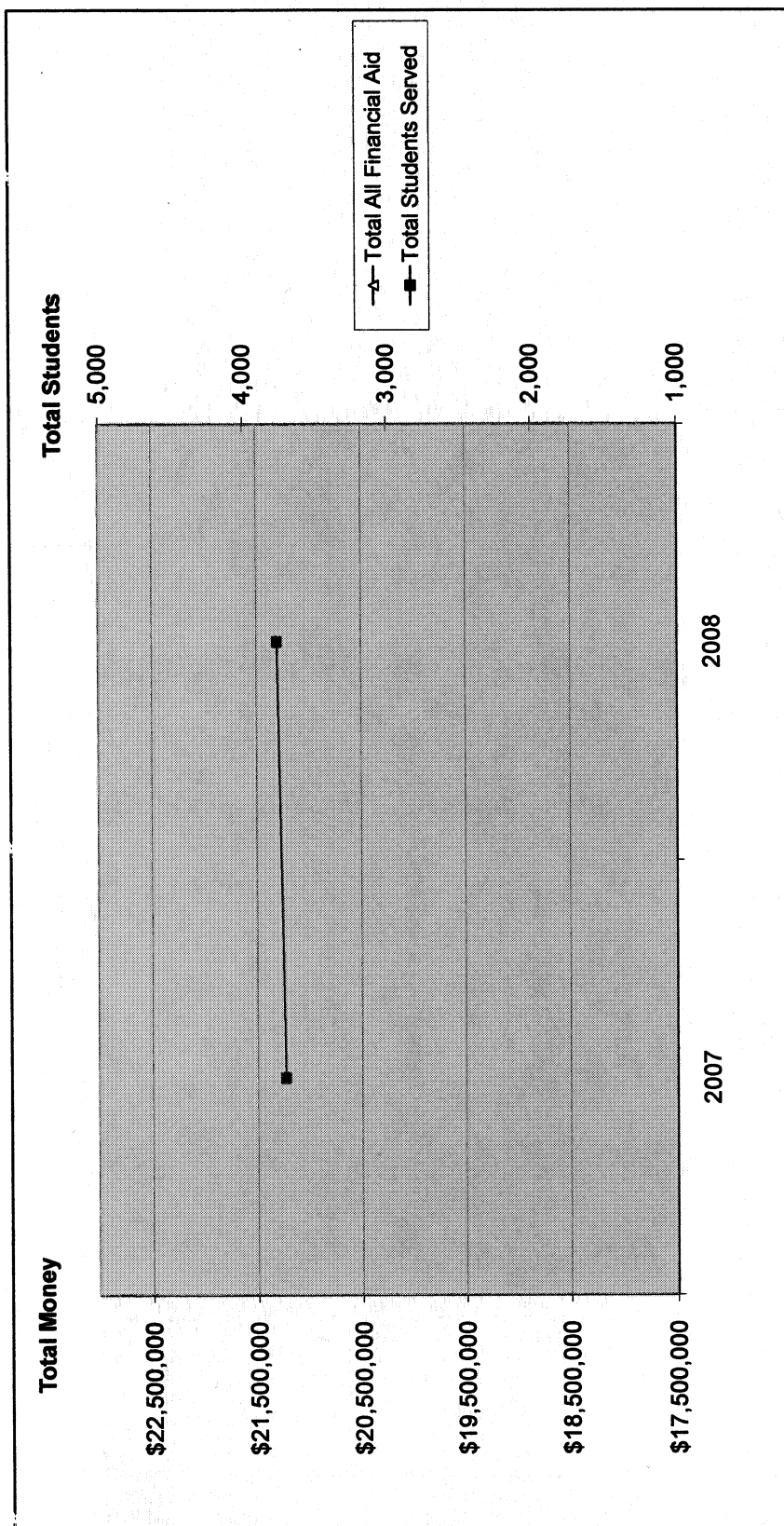
# Comparison Chart September



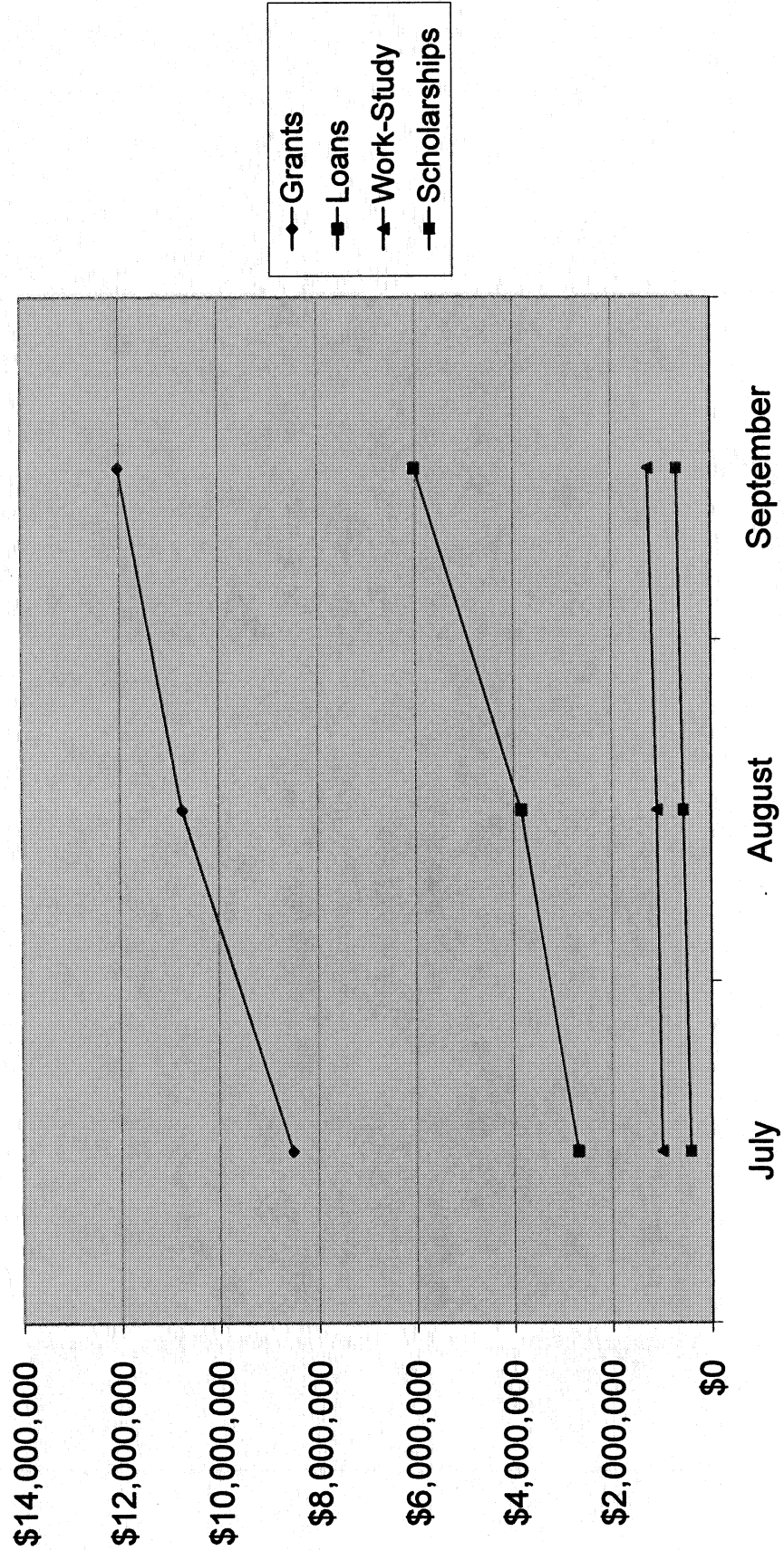
# 08-09 Financial Aid Stats







## 08-09 Funding Types





## Human Resources Board Report October 2008

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

### Focus on Learning

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

#### Progress to date:

Congratulations are in order for The Teaching and Learning Center and Employee Development who were commended by the accreditation team during the recent visit.

Open Technology Labs are now offered in the TLC on Monday afternoons, 3-5pm and Thursday mornings 7:30-8:30am. Anyone can drop in and get help with Smart Classroom equipment, Academic Early Warning software, or Microsoft office products

As part of a partnership between Student Affairs, the Retention Committee and Computing Services, sessions were developed and implemented to support the adoption of the Academic Early Warning system on campus.

### Respect for Differences

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

#### Progress to date:

The Cultural Pluralism Committee has divided into four subgroups to develop clear and measurable goals for the diversity plan. A draft plan will be available winter quarter 2009

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

#### Progress to date:

Equity and Diversity partnered with Women's Studies and Student Life and Multicultural Student Affairs to present the film "Divided We Fall" on September 26th. Fifty people from the college and community, including students attended this preview. The college now owns the DVD so the film will be available for use in classrooms and with work teams.

### Management Excellence

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

#### Progress to date:

Bargaining continues for both full-time and part-time faculty salaries. Bargaining teams have also started to identify topics of interest for bargaining.

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

Progress to date:

The Labor Management Committee met on October 16, 2008; topics discussed were: staff restrooms, potential alternate work week December 22-26, and AFLAC. The new WPEA staff specialist is Eddie Rosen.

◆ Ensure compliance and expand Environmental Health and Safety Programs

Progress to date:

An e-waste and block Styrofoam collection event was held on October 10<sup>th</sup> as part of Household Hazardous Waste week. This was free of charge through a partnership with Clark County Solid Waste. More than 400 people participated collecting -9000lbs of electronic waste. Another event was held on October 4th that collected 800 pounds of Styrofoam from 170 participants.

The hazardous materials storage building is now installed and in use, located between Diesel and the AA 1 complex. The unit will be used for collecting materials in preparation for recycling or safe disposal.

Additional Highlights:

Open Enrollment-Benefits Fair:

The 2009 Open Enrollment period for state employees' medical and dental coverage is October 27 through November 30. A benefit fair is scheduled for November 10, 10:00 am -2:00 pm in the Gaiser Hall Student Center. Open enrollment is an opportunity to make changes in plans and to reinstate previously waived coverage for employees and dependent(s) and add eligible dependents. Changes are effective January 1, 2009. Additional information is available on the HCA website: [www.pebb.hca.wa.gov](http://www.pebb.hca.wa.gov)

2009 Monthly Premiums for Medical have gone down for Kaiser and Uniform and increased for Aetna; following are employee only monthly premiums:

<u>Kaiser Classic</u>	<u>2008</u>	<u>2009</u>
Employee	\$101	\$76
<u>Kaiser Value</u>	<u>2008</u>	<u>2009</u>
Employee	\$59	\$33
<u>Aetna</u>	<u>2008</u>	<u>2009</u>
Employee	\$104	\$112
<u>Uniform</u>	<u>2008</u>	<u>2009</u>
Employee	\$28	\$26

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

Andrew Barsotti was appointed to the full-time permanent exempt position as IT Applications and Database Developer in Computing Services effective October 13, 2008. Andrew has a BS in Anthropology from the University of Wisconsin, an MS in Geology from Washington State University, and previous work experience with Intel Corporation, CH2M Hill, and Clark College.

William Campanile was appointed to the full-time permanent classified position as Custodian I in Plant Services effective October 15, 2008. William has previous work experience with Legacy Emanuel Hospital, Cascadia Wellspring, and Clark College.

Margaret "Peg" Estes was appointed to the full-time permanent classified position as Program Assistant in Running Start effective October 1, 2008. Peg has a BS in General Studies from Portland State University and previous work experience with Vancouver School District, US Bank and GAP.

Cheryl Mancini was promoted to the full-time permanent classified position as Library and Archives Paraprofessional 3 effective September 29, 2008. Cheryl has an AA in Biology from Clark College and a BS in Biology from Washington State University. She has been with the College since April 2002.

Donna Marshall was appointed to the full-time 9-month permanent classified position as Early Childhood Specialist 2 in Child and Family Studies effective September 16, 2008. Donna has an AAS in Early Childhood Education from Portland Community College and previous work experience with Portland Public Schools.

Nancy Moreno was appointed to the full-time permanent classified position as Secretary Senior in Admissions effective September 16, 2008. Nancy has previous work experience with Downey Unified School District, Longo Toyota, Meris Lab, AlfaMed Medical, and Downey Dental.

Sheriffo Sama was appointed to the full-time permanent classified position as Custodian I in Plant Services effective October 15, 2008. Sheriffo has previous work experience with Greder Foundries Inc., Rinella Produce, Sapa Anodizing Inc. and Clark College.

Katrina Golder  
Associate Vice President  
Human Resources  
October 17, 2008

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
<b>APPOINTMENTS/REALLOCATIONS</b>						
Andrew Barsotti	IT Applications and Data Base Developer	10/13/08	Computing Services	Exempt	Full-time	New
William Campanile	Custodian 1	10/15/08	Plant Services	Classified	Full-time	Replacement
Margaret 'Peg' Estes	Program Assistant	10/1/08	Running Start	Classified	Full-time	Replacement
Cheryl Mancini	Library & Archives Paraprofessional 3	9/20/08	Library	Classified	Full-time	Replacement
Nancy Moreno	Secretary Senior	9/16/08	Admissions	Classified	Full-time	Replacement
Donna Marshall	Early Childhood Specialist 2	9/16/08	Child and Family Studies	Classified	Full-time 9 mo.	Replacement
Susan Maxwell	Research Analyst 4	6/30/08	Planning and Inst. Effectiveness	Classified	Full-time	Reallocation
Debra Robinson	Program Coordinator	7/11/08	Clark College at WSU-V	Classified	Full-time	Reallocation
Sheriffo Sama	Custodian 1	10/15/08	Plant Services	Classified	Full-time	New
Susan Taylor	Program Manager A	8/1/08	International Education	Classified	Full-time	Reallocation

#### RETIREMENTS/RESIGNATIONS/SEPARATIONS

Shirley Brannon	Administrative Assistant 4	12/30/08	Basic Ed, Communications and Hum	Classified	Full-time	Retirement
Deanna Conrad	Custodian 1	9/25/08	Plant Services	Classified	Full-time	Resignation
Shirley Moore	Professor/Education Coordinator	6/19/09	Larch Corrections	Faculty	Full-time	Retirement
Gordon Trousdale	Music Professor	6/19/09	Music	Faculty	Full-time	Retirement
Janet Turner	Assistant Director of Financial Aid	11/7/08	Financial Aid	Classified	Full-time	Resignation

VACANT POSITIONS

HUMAN RESOURCES EMPLOYEE REPORT  
October-08

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Automotive Instructor-T-Ten Coordinator	7/31/08	Instruction	Faculty	FT-temp	Replacement
Credentials Evaluator 3	hold	Student Affairs	Classified	Full-time	New
Dean of e-Learning	hold	Instruction	Admin	Full-time	Replacement
Director of Advising and Counseling	9/12/08	Student Affairs	Admin	Full-time	Replacement
Director of Athletics	hold	Student Affairs	Admin	Full-time	Replacement
Early Childhood Specialist 3	9/10/08	Child and Family Studies	Classified	PT 75% 9.5	Replacement
Grounds and Nursery Specialist 4	hold	Plant Services	Classified	Full-time	Replacement
Information Technology Specialist 3	hold	Computing Services-Telephone	Classified	Full-time	New
Library and Archives Paraprofessional 2	10/13/08	Library	Classified	Full-time	Replacement
Maintenance Mechanic 2	8/28/08	Plant Services	Classified	Full-time	New
Office Assistant Lead	8/12/08	Registration TPC	Classified	Full-time	Replacement
Program Assistant	11/3/08	Financial Aid	Classified	Full-time	Replacement
Program Manager A	10/8/08	eLearning	Classified	Full-time	New
Vice President of Administrative Services	10/31/08	Administrative Services	Admin	Full-time	Replacement

OUF-Open Until Filled

Clark College Human Resources

10/17/08





## Planning & Effectiveness Report October 2008

### Access to Education

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

#### Progress to date:

- ◆ Began administering the supplemental data form to all credit students. Over 1900 students have responded. Data for first generation, low income, and academic needs are being collected to assist with the TRIO SSS grant.
- ◆ Planning meetings are being held with Student Affairs at regular intervals to discuss the status of TRIO proposal, further data and/information needs for the proposal and to review the draft text.
- ◆ In collaboration with Student Affairs, a letter of intent and a proposal is currently being developed to be submitted to College Spark Washington focusing on student retention and degree completion.

### Respect for Differences

Assess the level of satisfaction of stakeholders and communicate results to college community. (Satisfaction surveys completed, including 2008 PACE, 2008 Noel Levitz, Graduate Survey and Employer Survey, and results communicated to college).

#### Progress to date:

- ◆ Began administering the supplemental data form to all credit students. Over 1900 students have responded. In addition to updating demographic and coding information student satisfaction is also being assessed. Students with specific needs have been connected with staff who can assist them.

Support an inclusive environment where mutual respect and equity are encouraged and valued. (Employees participated in at least one presentation, workshop, conference, or activity on diversity).

#### Progress to date:

- ◆ Staff members attended a session by author Tim Wise, discussing white privilege, racism, white denial, and the cost of inequality.
- ◆ This objective has been met by all staff members.

### Workforce Development

Provide data and grant support for instructional planning and preparation of workforce grants. (Workforce and economic data provided; grant assistance to instruction and workforce provided, where appropriate).

**Progress to date:**

- ◆ Participated in the annual Program Check Screening Committee where 10 departments in possible need of further review were discussed. Planning and Effectiveness will provide data as needed to assist departments with reviews.

**Broad Based Partnerships**

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

**Progress to date:**

- ◆ Barbara Kerr coordinated the following:  
From Vancouver to Olympia to Washington, D.C., the message is clear. Wednesday, October 1, 2008 is officially Clark College Day.

Washington Governor Chris Gregoire issued a proclamation designating the day and congratulating the college on the anniversary. In the proclamation, the governor praised the college for “serving more than 12,000 students each quarter with outstanding faculty, staff and supporters.” The governor also noted that the college generates “more than \$700 million annually for the state’s economy in the form of jobs, earnings and sales, while education the workforce and leaders of tomorrow.”

Noting that the college is celebrating special events over 75 hours, Vancouver Mayor Royce Pollard declared October 1-4, 2008 as “Clark College 75th Anniversary Celebration Days” in Vancouver. The mayor presented the proclamation to Clark College President Robert K. Knight during the Vancouver City Council meeting on Sept. 8. In his proclamation, the mayor called upon “the citizens of Vancouver and the alumni of the College to recognize the important role that this superb community college continues to play in supporting the dreams, aspirations and success of each student, thus enriching our community for the next 75 years and beyond.”

On Sept. 24, Rep. Brian Baird added to Clark College’s history by adding his congratulatory remarks to the Congressional Record. Rep. Baird said, “In its 75th year, Clark College continues to meet the ever-evolving education needs of people in our community. Graduates continue to share stories of how Clark College was a starting point for professional and personal achievement.”

- ◆ CCAHE and WPEA invited local candidates to the college. “Please come by to meet candidates from our local legislative districts (State 17<sup>th</sup>, 18<sup>th</sup>, and 49<sup>th</sup>). Our guests will arrive ready to talk about their issues concerning the community colleges—your issues, too!” Tuesday, September 30, 3:00 – 4:30
- ◆ Visits to campus by Washington Governor Chris Gregoire and Congressman Brian Baird on October 13, 2008. These events were not arranged by the college.
- ◆ In the process of scheduling individual meetings with Representatives and Senators from the 17<sup>th</sup>, 19<sup>th</sup>, and 49<sup>th</sup> legislative districts.
- ◆ Clark College students registered to exercise their political voice during the “Rock the Vote” rally held Thursday, Oct. 2 in the Gaiser Student Center. Washington Secretary of State Sam

Reed spoke to students of the importance of voter participation in our state, encouraging them to register and be part of democracy. Clark County Democratic Party Chair Dena Horton and Clark County Republican Party Chair Ryan Hart spoke about being involved in the political process at the local level. The event, which was officially sanctioned by the national "Rock the Vote" organization, was part of the college's 75th anniversary celebration.

#### Management Excellence

Facilitate completion of self-study and a successful 2008 accreditation. (Self-study completed; site visit facilitated; process requirements addressed).

##### Progress to date:

- ◆ 10 year accreditation visit has successfully been concluded
- ◆ 5 commendations
- ◆ 5 recommendations

Coordinate development and implementation of strategic planning processes. (2009-2014 Strategic Plan developed; Year 5 of 2004-2009 Operational Plan completed and reports submitted to Board).

##### Progress to date:

- ◆ No progress to report for October.

Provide data and research support for Key Performance Indicators of the strategic plan. (KPIs and core indicators updated and communicated; Balanced Scorecard developed and communicated).

##### Progress to date:

- ◆ No progress to report for October.

Shanda Diehl  
Associate Vice President, Planning and Effectiveness  
October 17, 2008



## Corporate & Continuing Education Report October 2008

Corporate & Continuing Education has made the following progress toward 2008-09 goals in the six Mission Imperative areas:

### Respect for Differences

- ◆ Continue diversity training and intentions in hiring and training

#### Progress to date:

Corporate & Continuing Education is offering an open enrollment workshop "Diversity in the Workplace" winter 2008. Participants will become aware of cultural differences which exist in the work environment and become skilled at managing perceptions, behaviors, words and nonverbal language in order to facilitate effective communication and team work.

### Workforce Development

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

#### Progress to date:

The State Board has awarded Corporate Education an additional \$15,000 in Job Skill Programs (JSP) funding to produce e-learning curriculum. To date, Corporate Education has been awarded \$245,460 in JSP funding for FY08-09.

Clark College along with 18 other Washington State Colleges has formed a Healthcare NW Training Partnership College Consortium in partnership with the Service Employees International Union (SEIU). The colleges and SEIU are working together to develop new curriculum for licensing caregivers in the State of Washington in anticipation of the increase of training hours for caregivers from 32 to 75 hours in January 2010.

In FY08-09 Corporate Education has secured training contracts with 16 local companies for combined projected revenue of \$92,287

### Board-based Partnerships

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

#### Progress to date:

On October 10, Executive Director Todd Oldham and President Bob Knight met with Interim Dean of Social Sciences and Fine Arts Miles Jackson and Clark history faculty Anita Fisher and Sam Triebs to review the concept of the Center for Leadership and to discuss curriculum ideas.

Todd Oldham met with Donna Sinclair, Program Manager for the Center for Columbia River History and Greg Shine, Chief Ranger and Historian for the National Park Service on October 15, to discuss possible curriculum content and the concept of the Center.

### Management Excellence

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

#### Progress to date:

Over 3,700 emails were sent to past Continuing and Corporate Education students to promote fall classes.

To date 31% of fall 08 open enrollments registered online, a 63% increase over fall 2007.

### Additional Highlights for Corporate & Continuing Education

- ◆ Todd Oldham attended a two-day grant-writing workshop to learn new ways of finding and tracking grant opportunities. Todd also attended an e-learning conference "Brandon Hall Research Innovations in Learning" the conference provided information about all aspects of workplace learning from accessing shared computing resources to developing e-learning curriculum.
- ◆ On Oct. 3, Todd Oldham and Tracy Reilly Kelly met with City Manager Dennis Osborne, Mayor Michael Ciraulo, & Park & Rec Director Debbie Hanson to tour the City of Battle Ground's new Community Center and to discuss a potential partnership.
- ◆ With assistance from Karen Wynkoop and Sabra Sand from Account Services Corporate & Continuing Education students are now eligible to participate in the Student Tuition Easy Pay Payment Plan (STEPP) program for non-credit classes.
- ◆ Tracy Reilly Kelly Continuing Education/Mature Learning program manager and member of the 75<sup>th</sup> anniversary planning committee assisted in the overall set of events for the "75 Hours" Diamond Jubilee week. Tracy managed the Rock the Vote Rally on Oct. 2, attended by 700 students and community members, program participants included County Auditor Greg Kimsey and his staff, Secretary of State Sam Reed and County Republican Chair Ryan Hart and Democratic Chair Dena Horton.

Todd Oldham  
Executive Director  
October 17, 2008





## Communications and Marketing Report October 2008

### Focus on Learning

Progress to date:

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

A plan for a Weekend Cohort Degree program (Weekend College) with a fall 2009 start date has been approved. Communications and Marketing is working to obtain student target market demographics, a degree outline and course descriptions to develop marketing materials for completion by December 1 to comply with financial aid deadlines and requirements.

### Access to Education

Progress to date:

- ◆ Pre-market Clark College at Columbia Tech Center.  
We are currently developing interior sketches for use with our second round of marketing, advertising, web and presentation materials for Clark College at CTC. This includes research on pricing and space availability regarding Corporate Education's plans to rent space to outside companies. The following activities are also in progress: interior construction photos and multimedia presentation pieces (e.g. PowerPoint and video) to showcase the new facility.
- ◆ In partnership with the Office of Instruction, determine highest priorities (tier one, tier two, tier three) for new sections on the Clark College Web site.  
A new Human Development (HDEV) Web area was completed and went online. In partnership with Director of Workforce Education & Economic Development, Danette Randolph, we have established a plan for development of a new Workforce Education Web site.

### Respect for Differences

Progress to date:

- ◆ Support the successful and inclusive celebration of Clark College's 75<sup>th</sup> anniversary through targeted and broad-based marketing initiatives, as well as college publications including *Clark 24/7*, *The Clark Journal* (as appropriate) and *Clark College Connections*.
  - Events of the 75<sup>th</sup> anniversary kickoff celebration were promoted in the "Upcoming Events" listing in the Sept. 15, 2008 issue of *Clark 24/7* and are featured in a stand-alone commemorative issue of *Clark 24/7*. The winter 2009 issue of *Clark College Connections* will include an article about the Diamond Jubilee kickoff.
  - Three full-page newspaper ads were developed to appear in *The Columbian* newspaper to promote the anniversary week celebrations. The ads were funded by *The Columbian* through their matched ad program.
  - On October 1, a new area was unveiled on the Web site dedicated to our 75<sup>th</sup> Anniversary. Lead Graphic Designer Wei Zhuang designed the template pages and it

was built built by Webmaster Chris Concannon. In addition, Chris Concannon created a new electronic system which serves as a calendar for changing Web ads, which can now be scheduled days or weeks in advance and automatically go onto the Web site then, be removed at specific times. This was first utilized for 10 ads that counted down the days until our Diamond Jubilee. On October 1, 2008, only one ad appeared – wishing the college a happy 75<sup>th</sup> anniversary.

- Working with legislative offices across the state and country, we obtained congratulatory proclamations from Vancouver Mayor Royce Pollard and Governor Chris Gregoire. Congressman Brian Baird read text about the college into the Congressional Record. We also obtained video greetings of congratulations from Mayor Pollard, Governor Gregoire, Rep. Baird and Senators Maria Cantwell and Patty Murray.
- Communications and Marketing partnered with the Clark College Foundation to welcome William Farr, a Clark alum from the 1930s, to a small gathering at the Hidden House on Oct. 1.
- Communications and Marketing worked with Clark-Vancouver Television (CVTV) to capture video highlights of Mr. Farr's time at the Hidden House as well as the dedication of the Ellis F. Dunn Community Room and the dedication of the Andersen Educational Complex. Highlights from the Hidden House event and the dedication of the Ellis F. Dunn Community Room were featured during the October 1<sup>st</sup> evening celebration. The full celebration was also captured by CVTV and is now available – with all of the individual video segments – on the Clark College Web site ([www.clark.edu/Clark75](http://www.clark.edu/Clark75)).
- As part of the celebration, we were proud to unveil a commemorative book: “Voices and Dreams: Celebrating Clark College's Diamond Anniversary.” Nearly two years in the planning, the book was made possible by the generous support of an anonymous donor through the Clark College Foundation. Proceeds from the book, which is available in the Clark College Bookstore, benefit the Clark College Alumni Association Scholarship Fund. The book is our first Forest Stewardship Council (FSC) certified publication.

## Workforce Development

### Progress to date:

- ♦ Provide communications and marketing support to Corporate and Continuing Education's 2008-2009 business plan.  
In partnership with Corporate and Continuing Education, media efforts for the Plus 50 Initiative resulted in a front-page story in the October issue of the *Senior Messenger*. In addition, Corporate and Continuing Education Director Todd Oldham has been invited to return as a guest columnist for the *Vancouver Business Journal* in 2009.

## Broad-based Partnerships

### Progress to date:

- ♦ In partnership with YWCA Clark County, successfully plan and host the 25<sup>th</sup> Women of Achievement (WOA) celebration in 2009.  
Laural Porter of KGW-TV has accepted our invitation to serve as emcee of the 2009 Women of Achievement celebration luncheon, which will be held on Monday, March 23, 2009 at the Hilton Vancouver Washington. Early discussions are ongoing regarding an event to honor all 200 past honorees as part of the 25<sup>th</sup> WOA celebration. That event would be held in the Gaiser Student Center on the evening of Tuesday, March 24, 2009.

## Management Excellence

### Progress to date:

- ◆ Fully implement a new graphic design project management system across the college.  
DesignLine, our new graphic design project management system, was unveiled college-wide on October 13. The old graphic request form will continue to be available through Dec. 31. After that date, everyone must convert to DesignLine, which is why we are encouraging members of the college community to start using the new, user-friendly system as soon as possible. Kudos to Chris Concannon, Tahnya Huneidi, Pat McDonald, Jenny Shadley, Erica Schwenneker and Wei Zhuang for their tireless work in bringing DesignLine to life.
- ◆ Assess departmental operations to determine sustainability options relating to the printing of Clark College publications (e.g., schedule, newsletters and brochures) and other practices to foster a “green” environment in the department.  
Senior Graphic Designer Pat McDonald and Communications Specialist Erica Schwenneker have met to establish a list of sustainability options for the Communications & Marketing department; input from all members of the department has been solicited at two separate departmental team meetings. McDonald, Schwenneker and Executive Assistant Kathy Murphy have all volunteered to serve on the college-wide sustainability committee. They attended the committee’s first meeting on Oct. 9.

### Additional highlights for Communications and Marketing:

- ◆ The 2008-2010 Clark College academic catalog, reflecting adoption of common course numbering, has been printed and delivered. With special thanks to Judy Lex in the Clark College Bookstore, one free desk copy per employee is being distributed to members of the college community. Coupons allowing new, incoming students to obtain one free copy of the catalog during its lifespan are available at the Welcome Center and are redeemable in person at the Clark College Bookstore.
- ◆ Writing and coordination of the winter 2009 issue of *Clark College Connections*/quarterly class schedule continues. The schedule is to be delivered on November 14.
- ◆ In addition to projects mentioned earlier in this report, our graphic designers are working on projects for programs and events including: social networking materials for Admissions, the invitation for the college’s principal appreciation luncheon, weekend degree program, 2009 Clark College Jazz Festival, Jazz Ensemble program, fall 2008 athletics media guide, Elementary School Science Olympiad, and an event focusing on science, technology, engineering and math (STEM) educational opportunities for women.
- ◆ A GED tracking application has been developed, allowing for the tracking of GED students and their progress according to area and/or classes. The application includes a complete database system and front end interface (similar to a Web page) allowing for easy entry and display of data by GED staffers.
- ◆ In addition to general marketing and recruitment efforts for winter quarter of 2009, marketing efforts are underway for the following programs: land survey technician program, the CCW transfer degree program, the weekend degree program, online tutoring, and fitness training.

Barbara Kerr  
Executive Director of Communications and Marketing  
October 17, 2008



## Foundation Report October 2008

### Respect for Differences

- ♦ Value the Individual

#### Progress to date:

The Clark College Foundation staff participated in a communications workshop with trainer Marsha Fraser, who assisted in recognizing the diversity of work styles among us. The session was a continuation of a series of activities in team building being conducted within the Foundation. The exercise was excellent as the Foundation builds its team for the future.

### Broad-based Partnerships

- ♦ Integrating College and Foundation in a mutually beneficial partnership for resource development

#### Progress to date:

The Foundation is working with President Knight to support resource needs deemed critical during this period of budget constraints. All current and future resources are being discussed to determine how best to meet the needs of Clark College programs, students, and faculty. This process will be dynamic until a longer-term vision can be solidified through the results of the feasibility study. Both President Knight and President Gibert will discuss Foundation interim efforts so that all parties stay informed throughout the balance of the fiscal year.

- ♦ Utilization of one on-one-donor visits

#### Progress to date:

The Foundation participated in all 75<sup>th</sup> anniversary activities in an effort to connect college constituents, alumni, and donors with Clark College. The Foundation celebrated the generous gift of light by George Welch, Carol Curtis, and the Alumni Association as the college's Chime Tower is now lit during the evening hours. Roy Andersen's widow, Virginia Andersen, visiting from the Philippines, joined celebrations honoring the Andersen's gifts to Clark College. Several of Virginia's family and friends attended the festivities as well. The action continued with the first annual Alumni Hospitality Suite where alumni from the 40s through the present gathered to reminisce. The event was extremely successful, and we anticipate it growing in popularity in the years to come. The week concluded with an excellent turnout for the annual K-Rod Walk/Run and luau to raise scholarship funds in memory of Kalani Rodrigues.

Clark College's art department and the Foundation were pleased to recognize George Peekema and honor the life of his wife, Joanne, by exhibiting her work at a October 9 reception in the Frost Art Center. George memorialized Joanne's life by gifting several pieces

of her work to Clark College. The value of this gift goes far beyond the estimated value of \$83,000 in that it provides a topic of discussion for students and beauty for the enjoyment of all others at Clark.

### Management Excellence

- ♦ Charting the three year fundraising vision

#### Progress to date:

Clark College Foundation hosted a board-to-board work session on September 29 with Al Hove of the Clements Group. In this session the next steps in the feasibility study were outlined and a list of interviewees to be contacted established. Letters requesting participation in the interview process were mailed and staff is scheduling appointments for October 20 through November 4. An exit report summarizing this work session was sent on October 17. A preliminary case of support has been included in your packet for your review.

**SAVE THE DATE** for a December 16 (2 – 4 pm) board-to-board meeting where Al Hove will present findings, conclusions, and recommendations resulting from the feasibility study.

Lisa Gibert  
President  
10/17/08



FIRST  
READING  
&  
CONSENT  
AGENDA



# FIRST READING

2009 Board Meeting Dates—Revised 9/23/08
--

Tuesday, January 20, 2009

Monday, February 23, 2009

Monday, March 16, 2009

Tenure candidates & Sabbatical requests

Monday, April 27, 2009

Monday, May 18, 2009

Monday, June 15, 2009

Monday, August 17, 2009

Monday, September 21, 2009

Monday, October 19, 2009

Monday, November 16, 2009

Monday, December 14, 2009

Work Sessions will precede the board meetings:

4:00-5:00 P.M.

PUB 258C

Board meetings:

5:00 p.m.

GHL 213, Ellis Dunn Community Room



# CONSENT AGENDA

**MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES**

**Clark College, District No. 14**

**September 22, 2008**

**Gaiser Community Room**

- Trustees Present:** Mmes. Rhona Sen Hoss, Addison Jacobs, and Sherry Parker; Messrs. Kim Peery, and John White.
- Administrators:** Robert Knight, President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Ms. Leann Johnson, Director of Equity and Diversity; Ms. Katrina Golder, Associate Vice President of Human Resources; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Mr. Phil Sheehan, Interim Vice President of Administrative Services; Ms. Susan Maxwell, Research Analyst 3; Ms. Leigh Kent, Executive Assistant to the President.
- Faculty:** Dr. Marcia Roi
- Others:** Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Ms. Tracy Reilly-Kelly, Mature Learning & Travel Studies Program Manager; Ms. Cindi Kunkle, ASCC Club Coordinator, Mr. Jack Burkman, incoming trustee.
- Absent:** Mr. Todd Oldham.

**I. CALL TO ORDER**

Chair, Sherry Parker, called the meeting to order at 5:05 p.m.

**II. BUSINESS MEETING**

**A. Review of the Agenda**

The agenda was accepted as presented.

**B. Statements from the Audience**

There were no statements from the audience.

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

Chair Parker volunteered to serve on the TACTC Audit Committee for a one-year term and has been appointed chair of the committee. The committee's fundamental charge is the annual review of TACTC bank statements and the committee completed this task in early September.

### D. President's Report

Dr. Ruiz introduced Kari Daniels, who presented this month's *Student Success* story. Ms. Daniels enrolled at Clark during the fall 2007 term and credits the assistance she has received from staff and faculty in helping her determine the direction of her life.

President Knight reported that the state has announced a possible budget reduction of an additional \$200 million. He has asked the Executive Cabinet to set aside three percent of their annual budgets now in anticipation of the cuts being mandated. Should this happen, it is expected that the cuts would be made after the November election. At this time, only state money is involved in the reduction. The college has curtailed out-of-state travel and all new hiring is for "critical" positions only.

President Knight's also announced the hiring of Shanda Diehl as Assistant Vice President of Planning & Institutional Effectiveness. Ms. Diehl will start on October 13. The college has been very busy hosting today's Opening Day events and the 75<sup>th</sup> Anniversary festivities will take place October 1 through 5.

### E. Association Reports

#### 1. CCAHE—Dr. Marcia Roi

Dr. Roi reviewed her written report and highlighted the activities the AHE is participating in this fall.

#### 2. ASCC—Mr. Pat Mehigan

Cindi Kunkle reported in Mr. Mehigan's absence. The ASCC personally welcomed students back to classes today and are introducing information to the students about clubs and other activities they in which they can participate. The students have opened a new game room in the PUB, complete with two new massage chairs and a student-designed mural.

#### 3. WPEA

There was no report for WPEA this month.

## F. College Reports

### 1. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd introduced Danette Randolph, Director of Workforce Education & Economic Development, who started her position with the college on August 1. Ms. Randolph is currently looking at the structure of Clark College at Town Plaza Center to see how the organization aligns with the Student Achievement Initiative.

He described model career pathways, an initiative that is under development. The pathways are plans of study that students would follow as they move through the program. The student could obtain certificates in a variety of concentrations in that program and then transition directly into an employment situation from the program.

Michelle Bagley, Director of Library Services, offered a presentation, "*What is the Role of a Library in a Learning College?*"

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

Mr. Sheehan reported that the Administrative Services unit is in the process of completing a large number of summer projects. Grounds activities are in the forefront of the Plant Services projects. The STEP program has enjoyed great success, enrolling over 800 students. This program is a collaborative effort between Business Services and Student Affairs. He reviewed the budget status report; all anomalies are due to timing issues and the budget is tracking appropriately.

Trustee Jacobs asked about the status of the textbook rental program. Mr. Sheehan explained that the Office of Instruction and faculty collaborated with the Bookstore to ensure that current edition textbooks are available for student rental. He expects that the service will be expanded to more classes in the future. Mr. Sheehan will also provide figures for student dollars saved by utilization of the rental program.

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

Dr. Ruiz noted that summer 2008 enrollment was up 13.79% over 2007, and fall 2008 is currently running 9% over 2007. Edie Blakly, new Director of Career & Employment Services, and Saundra Solis, new Program Coordinator for Running Start were introduced. As part of the college's international recruitment effort, Dr. Ruiz distributed samples of new promotional materials being used, recruitment brochures and luggage tags. The goal is to grow the international program this year by 5%; Chanda Kroll, International Recruitment Manager, will be traveling to Vietnam, China, Japan, and Korea this fall to meet with prospective students and agents.

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

Ms. Golder invited the board to attend the Friday, September 26 showing of the video, *“Divided We Fall”*, which is being sponsored by the Cultural Pluralism Committee. There will be a 5:30 p.m. reception followed by the video at 6:00 p.m. She also discussed the Opening Day events, and specifically acknowledging staff who received service awards.

**5. Planning & Institutional Effectiveness—Ms. Susan Maxwell**

Ms. Maxwell noted that the Planning & Institutional Effectiveness unit has been focusing on completing the preparations for the accreditation that will be taking place from October 8-10. There are 526 exhibit folders for the team to review and the logistics of the meetings are almost finished.

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

Ms. Tracy Reilly-Kelly reported in Mr. Oldham’s absence. She expanded upon information contained in the Corporate & Continuing Education highlights, noting the successful Western Dakota Technical Institute visit to the college as part of the Plus 50 Initiative.

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

Ms. Kerr provided an update on the college’s 75<sup>th</sup> Anniversary celebration. She gratefully acknowledged the contributions of the foundation to the events and said that none of the planned events would be possible without the involvement of the foundation. The foundation was instrumental in obtaining three, full-page ads from *The Columbian* which will run during the anniversary week, October 1-4. New street banners will be placed along Ft. Vancouver Way, CVTV will be at the college to film some of the events, and an anonymous donor provided funding for the publication of a commemorative 75<sup>th</sup> Anniversary book. The book will be available to staff and faculty in the Bookstore beginning October 2.

The Vancouver Chamber of Commerce held their annual dinner on September 15. The college had many representatives in attendance and also sponsored a decorated, college-themed table.

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

Ms. Gilbert said it has been a pleasure for the foundation and staff to work together with the college on the 75<sup>th</sup> anniversary celebration. There are activities scheduled through the week targeted towards visitors of all ages.



Chair Parker thanked the foundation for the ad which appeared in today's Columbian announcing scholarship recipients. Trustee Sen Hoss acknowledged Scott and Jody Campbell, publishers of The Columbian, for their support of the college. Ms. Gibert also acknowledged Trustee Peery for his years of services to the college and wished him well as he completes his 10 year trusteeship.

### III. CONSENT AGENDA

#### A. Consent Agenda

- ♦Minutes from the August 25, 2008 board meeting.

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

### IV. FUTURE AGENDA ITEMS

#### WORK SESSION

#### BOARD MEETING

Retention Plan (Oct.)

North County (Oct.)

Fundraising Campaign (Oct.)

### V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, October 27, 2008 in the Gaiser Community Room.

### VI. EXECUTIVE SESSION

No executive session was held this month.

### VII. ADJOURNMENT

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

---

Sherry Parker, Chair  
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder  
October 3, 2008