

# Clark College Board of Trustees Packet

September 24, 2007

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**  
**Monday, September 24, 2007**  
**Penguin Union Building**  
**Room 258 B & C**

All regular meetings of  
the Board are recorded

**AGENDA**

**4:00pm**

**BOARD WORK SESSION, Room 258 A**

4:00 – 4:20 p.m.	Tour of the Bookstore and photo for Annual Report
4:20 – 4:40 p.m.	Facilities Master Plan
4:40 – 5:00 p.m.	President's 08/09 Goals

**5:00pm**

**I. CALL TO ORDER**

**II. BUSINESS MEETING, Room 258 B & C**

**A. Review of the Agenda**

**B. Statements from the Audience**

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

**C. Statements and Reports from Board Members**  
--September 7 TACTC Meeting

**D. Institutional Report .....#1-2**

**E. Association Reports**

1. AHE .....	#3
2. ASCC .....	#4-5
New ASCC Officers' Introduction – Carrie Weikel-Delaplane	
3. WPEA .....	#6

**F. College Reports**

1. Instruction.....	#7-11
2. Administrative Services.....	#12-17
3. Student Affairs .....	#18-23
Enrollment Update	

4. Human Resources.....#24-28
5. Planning and Advancement.....#29-31
6. Corporate & Continuing Education.....#32-33
7. Communications and Marketing .....#34-36
8. Clark College Foundation .....#37-38

## II. CONSENT AGENDA

- A. First Reading
- B. Consent Agenda
  - Minutes from August 27, 2007 Meeting .....#39-48

## III. FUTURE AGENDA ITEMS

### WORK SESSION

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

### BOARD

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

## IV. DATE AND PLACE OF FUTURE MEETING

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

## V. EXECUTIVE SESSION

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

## VI. ADJOURNMENT

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

## Institutional Report

**-Aug 30<sup>th</sup> Congressman Baird Press Conference.** Candy Bennett and the president attended Congressman Baird's press conference at South Puget Sound Community College to formally announce the new legislation that will make higher education more available to less than half-time college students. The *College Affordability for Working Students Act* would create a pilot program to expand eligibility for Stafford loans to these part-time students, increasing the financial aid options for students juggling work and school.

**-Aug 30<sup>th</sup> Dinner with Mayor of Jojo, Japan.** The president attended a dinner with the Mayor of Vancouver and the Mayor of Jojo, Japan who was here to attend the 150<sup>th</sup> Anniversary of Vancouver. The Mayor of Jojo expressed interest in bringing students from Jojo to Clark College for a two to three week course over the summer months.

**-Sep 4<sup>th</sup> Meeting with CREDC, Executive Director.** The president met with Bart Phillips to get clarification on role he sees Clark College playing in the Governor's Innovation Zone. Clark College's role appears to be somewhat minimal but focused on some general education courses leading to EE degrees and worker retraining.

**-Sep 5<sup>th</sup> Business Group Presentation.** The president spoke to a group of retired business leaders about current happenings and future events/activities concerning Clark College.

**-EC/Foundation Breakfast.** Executive Cabinet met with the Foundation staff on Sep 6<sup>th</sup> to discuss the strategic planning process for the Foundation along with major, minor and endowment fundraising priorities. EC is very comfortable with the direction the Foundation is taking in the strategic planning process.

**-Sep 10<sup>th</sup> Meetings with Sen. Al Bauer and Jim Raines.** The president met with Senator Bauer and Jim Raines to discuss Alumni Association concerns with changes in the role of the organization. The meetings were very meaningful and insightful for the president. The president committed to attending the Alumni and PAC meetings for the near future.

**-Sep 10<sup>th</sup> Meeting with trustees Parker and White on president's evaluation.** The president met with trustees Parker and White to establish the process for conducting the annual evaluation of the president.

**-Presentation to Vancouver City Council.** On Sep 10<sup>th</sup> the president and ASCC President, Pat Mehigan, presented the city council a framed photo collage with the Clark College vision on it.

**-Senator Cantwell Press Conference.** On Sep 13<sup>th</sup> a press conference was held in the fireside lounge of the PUB by Senator Cantwell to promote a bill that would increase the amount of the Pell Grant. Three Clark College students met with Senator Cantwell prior to the press conference and then spoke at the press conference about how the Pell Grant has helped them in their college endeavors at Clark.

**-WSUV Firstenburg Student Commons Grand Opening.** Trustees Sen Hoss and White along with the VP of Student Affairs and the president attended the grand opening of the Firstenburg Student Commons on Sep 13<sup>th</sup>.

**Clark College Association of Higher Education  
Board Report  
September 17, 2007**

**Facilitating communication**

Dr. Roi met with Bob Knight and Rassoul Dastmozd in September to discuss issues. Bob Knight has requested permission to attend an AHE faculty senate meeting in fall term. His request will be brought forward by the AHE president at the next meeting.

**Interest-Based Bargaining issues**

AHE and the college came to a successful resolution of the accreditation notebook work load issue. The agreement was passed unanimously by the senate and overwhelmingly by the membership. We will resume compensation bargaining on September 19<sup>th</sup> and hope to have a prompt resolution to this issue.

Bargaining sessions contract issues will begin after resolution of compensation issues, as will bargaining for the conversion of tenured positions.

**Grievances**

Three grievances have been filed with the college. Two are awaiting reply and one is at Step three. AHE is working with WEA in preparing for the arbitration which constitutes Step three. The demand for arbitration will be filed with the American Arbitration Association within the deadlines of the contract days. The AHE senate grievance committee has been working in conjunction with WEA this summer on the disposition of these grievances. We hope to have a satisfactory resolution of these issues.

**Training**

AHE will send a team of four members to WEA's Bargaining conference in October at SeaTac

Dr. Roi attended WEA Riverside Council's monthly meeting to discuss legislative lobbying efforts of interest to AHE and WEA.

**Community Connections**

Connections have been established with our counterpart organization at Lower Columbia College and discussions of topics of mutual interest.

**AHE Faculty Member Contrubutions**

Dr. Anita Fisher- "Why should we care about History?"

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

## August Board Report ASCC

### Student Government

The ASCC Executive Council and Activities Programming Board have had a very productive summer term. We would like to say how excited we are with the hiring of our new Director of Student Life and Multicultural Student Affairs, Carrie Weikel-Delaplane. The ASCC Executive Council has also selected our Activities Programming Board officers, who are as follows;

- **(JB) Joshua Wheelon**, ASCC Activities Programming Board Member #1
- **Jenn Brown**, ASCC Activities Programming Board Member #2
- **Kim Largen**, ASCC Activities Programming Board Member #3
- **Alshysia Saltman**, ASCC Activities Programming Board Member #4

We have been very successful in our leadership training over the past few weeks. As part of the program we traveled to Wenatchee, WA where we attended the Community and Technical Colleges Leadership and Activities Institute. Along with the ASCC officers, the Clark College Student Ambassadors and Club Representatives had the opportunity to share in the experience. During the conference we learned about ethics, integrity and professionalism, along with interpersonal communication all valuable skills for a student leader.

- **Cindi Lou Kunkle**, ASCC Club Coordinator, has been updating and revising the Club Committee Handbook. Kunkle has split the handbook into three different documents on how to start and maintain a club.
- **James Owens**, ASCC Finance Director, has reported that the 2007-2008 ASCC Services and Activities Fee Budget Handbook is completed.
- **Sue Quick**, ASCC Public Relations Director, continues her work on the **Penguin Perspective**, the official and highly informative newsletter of the Associated Students of Clark College to be published quarterly fall, winter and spring. Additionally, Quick unveiled the ASCC 7 foot tall Penguin information kiosks to the Executive Cabinet. These kiosks are designed to display the newsletter, monthly calendar of activities and posters of events. They will be placed here at Clark College, the Town Plaza Center and the Clark Center at WSUV to help students feel connected to the main campus.
- **Janet Sanchez**, ASCC Activities Director, has been planning the welcome back Renaissance Festival on September 27<sup>th</sup>, 2007 from 11:00am to 1:30pm. There will be food provided by Rib City Grill and Ice Cream Renaissance. Other upcoming events are; La Fiesta Grande to celebrate Hispanic heritage month. A comedy show called, The Last



Penguin Standing and “use Your Noodle” Family Pasta Night. One of the Activities Directors goals for the year is to have a family night once a month to show the community that Clark cares about families.

- **Pat Mehigan, ASCC President**, joined Mr. Bob Knight President of Clark College at the city council meeting on Monday September 10<sup>th</sup>, 2007 to present a collage of Clark College to the Mayor of Vancouver, Royce Pollard and City Hall. Wednesday, September 12<sup>th</sup>, 2007 Mehigan along with Derrick Streng, ASCC Vice President attended the Greater Vancouver Chamber of Commerce dinner with Mr. Knight. Lastly, Mehigan had the privilege of meeting and introducing Senator Maria Cantwell at a press conference on Thursday, September 13, 2007 at Clark College. The Senator was in Vancouver discussing the Pell Grant bill and its benefits to students.

Respectfully,

*Patrick Mehigan*  
ASCC President

## WPEA/UFCW Local 365, Clark College Unit Board Report September 24, 2007

### UNIT ACTIVITIES

- ◆ Membership meeting was held on Sept. 19, 2007. President Robert Knight, guest speaker.
- ◆ Job Representative Council meeting was held on Sept. 25, 2007.
- ◆ WPEA/UFCW Local 365 District 1 meeting was held August 21, 2007.
- ◆ Next WPEA/UFCW Local 365 District 1 quarterly meeting November 20, 2007
- ◆ Eugene Carroll attended the Southwest Washington Labor Roundtable on August 17, 2007.
- ◆ Clark College WPEA/UFCW Unit sponsored a team from Child Care for the Hoops on the River, SHARE Fund raiser.

### COMMITTEE REPORTS

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

### COMMUNICATION

- ◆ Mike Conder, a 27 year employee of Clark College, was appointed the new Maintenance Mechanic 2 position in Plant Services.
- ◆ Job Representatives has met with many employees who are satisfied with recent position upgrades and current contract wage increases.
- ◆ WPEA/UFCW and AHE continue to meet regularly fostering open communication and promote a positive working environment.
- ◆ Jim Green recently presented the report on Department morale to Plant Services.
- ◆ Clark College WPEA/UFCW Unit had a table at Fall Orientation to meet new Classified Staff.
- ◆ Clark College September Unit meeting was included in the fall Orientation schedule.
- ◆ **On Thursday, April 19, Governor Gregoire signed SHB 2361.** This bill will provide Higher Education exempt status employees the choice to have union representation. SHB 2361 will affect thousands of workers throughout Washington State.

*The next WPEA/UFCW Membership meeting will be on Sept 19, 2007*

Submitted by:

Billie Garner, Chief Job Representative - August 24, 2007

## **Instruction Board Report September 2007**

### **Focus on Learning**

- ◆ Identify data/bench- mark against other Washington Community/Technical institutions to determine FT/PT mix/ratio.

#### **Progress to date:**

Relevant statewide data was collected from the SBCTC web site and distributed to Instructional Council.

- ◆ Hire new faculty members.

#### **Progress to date:**

The Dental Front Office training has been added to WorkFirst program offerings and a qualified instructor has been hired to teach the courses.

- ◆ Increase number of benefited adjunct faculty members.

#### **Progress to date:**

Pending the availability of general funds, we are proposing to fund an additional 156 months of adjunct medical benefits in 2007-2008 compared to the previous year.

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

#### **Progress to date:**

The Teaching and Learning Center (TLC) held three events during August and September in preparation for the start of the 2007-2008 academic year:

1. Orientation sessions were conducted for 20 new full and part-time faculty prior to the start of fall quarter. In addition to general information about being a new employee at Clark, concepts relating to the Learning College paradigm were discussed along with college policies and procedures relating to class management and student success.
2. For the first time at Clark, a two-day New Faculty Retreat was provided for 13 new full-time faculty. The Learning College paradigm was introduced and faculty applied these concepts to their course syllabi and curricula. Participants aligned their course goals with the College mission and imperatives and identified curricula changes that would promote student success and learning.
3. As part of Fall Orientation, two brown bag discussions were held for approximately 20 members of the campus community on what the Learning College paradigm could look like at Clark.

- ◆ Develop a retention plan.

#### **Progress to date:**

The Management Team extended its membership to include support staff and students and altered its format, focusing on Retention as the highlight for the opening session of Fall Orientation. The Retention Steering Committee gathered information from all participants that the full Retention Committee will use throughout Fall Quarter as the Retention Plan is developed. Input included inventories of current retention activities and current roles of all college employees and departments in retaining students. In addition, participants were asked to brainstorm responses to the question, "If I had unlimited resources and the authority to change policies or procedures at the college, what specific retention strategies would I add?" The information gathered will be shared with the college community via the intranet as soon as it is compiled.

The Retention Committee's charge is to increase retention at Clark College through the creation of a college-wide plan to improve the overall student experience at Clark College.

- The Retention Committee will be composed of students, faculty and staff and will serve as the core group in leading college dialogue and planning regarding student retention. Other stakeholders throughout the college will be invited to participate in discussions, consultations, and brainstorming as needed.
- The Retention Committee will define common language for retention-related terminology to be used in Clark College planning, implementation, and tracking of data.
- The work of the Retention Committee is ongoing to include continuous review, evaluation, and modification to meet the college's needs over time.

#### Retention Committee

Susan Brookhart, Professor - Chemistry

Kathy Bobula, Professor - Early Childhood Education & Psychology

Ted Broussard, Dean of Student Success and Retention - Co-chair

Alyssa Brownlee, Program Manager - Tutoring and Writing Center

Mary Deal, Health Services Officer

Zachary Grant, Librarian

Nancy Heidrick, Assistant Financial Aid Director

Miles Jackson, Interim Dean of Social Sciences and Fine Arts

Glen Jenewein, Director of eLearning

Gail Liberman, Professor/Teaching and Learning Center Coordinator

Susan Maxwell, Research Analyst 3

Pat Mehigan, ASCC President

Becky Merritt, Eligibility Programs and Advising Support Manager

Les Rivera, Professor - Town Plaza Center

Brian Scott, Director of Marketing

Kenny Snyder, Professor - Welding Technology

Sylvia Thornburg, Interim Dean of Instructional Operations - Co-chair

- ♦ Improve the pathways by which ABE, ESL, and GED students can access Clark classes and services leading to Career Pathway Ladder or high paying jobs.
  - a) Establish a process map for ABE, ESL, and GED transitions and place resources (human and capital to improve this process).
  - b) Establish educational plans for students while they are still in ABE, GED, or ESL.

**Progress to date:**

Adult Basic Education/ESL and Workforce Education collaborated on the submission of a grant application funded through the Workforce Strategy Center (WSC). The grant category is ABE Career Connections. The College request was for \$75,000 over 18-months to support our efforts in implementing the Career Pathways approach in assisting ABE students to successfully transition to post secondary programs and begin careers in high-demand fields. Benefits of participation include access to training for staff, technical assistance from national experts and influence in developing public policy.

- ♦ Create at least two new Customized Job Skills Training (CJST) options based on current labor market analysis and employer “advisory committee” concurrence.

**Progress to date:**

WorkFirst has scheduled the new CJST Dental Front Office Program to initiate training on September 26.

**Access to Education**

- ♦ Provide students with diverse learning opportunities.

**Progress to date:**

New eLearning courses offered in SOFA are at or near capacity: History 132 (100% of capacity), Human Development 123 (100% of capacity), and hybrid Women’s Studies 101 (68% of capacity).

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

**Progress to date:**

Local newspaper marketing for the Addictions Counselor Education Program this summer generated program advising appointments for 46 new students.

**Additional Highlights**

- ♦ Clark received \$51,474 which will be used for Student Persistence Activities. The outcome for this funding will focus on a 65% retention rate of 50 students who are TRIO eligible. A taskforce of personnel from Instruction and Student Affairs has been formed to devise plans to fulfill outcomes.
- ♦ Mark and Lynn Miller from First Aid Only sent a letter of thanks to Mark McLean and Clark College that acknowledged the success of our first offerings of ESL classes at First Aid Only. Susan Torres (ESL) taught a class on site at First Aid Only, and the company provided the

students' tuition costs and a room for free. This sort of partnership between the ESL Department and business meets a community need and makes our community stronger.

- ◆ A Workforce Development Task Force has been formed to develop a transition plan for the Workforce Education Department, which is now reporting to the Office of Instruction. The task force will make a recommendation to the Vice President of Instruction in December about the future structure of the Workforce Development Department.

Workforce Development Task Force

Kris Barnum, Workforce Program Manager

Tina Barsotti, Professor - Engineering

Mary Evens, Professor - Business Technology

Travis Kibota, Interim Dean of Life Science, Health & Physical Education

Heather King, Fiscal Specialist 2

Tonya Lawrence, Tech Prep and Apprenticeship Program Manager

Mark McLean, Director of Basic Skills

Becky Merritt, Eligibility Programs and Advising Support Manager

George Reese, Director of Academic Services

Joe Renouard, Interim Director of Workforce Education

Kenny Snyder, Professor - Welding Technology

Chris Wilkins, Professor - Business Technology

- ◆ The Workforce Education unit has been involved in assisting the Southwest Washington Workforce Development Council (SWWDC) in applying for a mentoring grant sponsored by the Washington Workforce Education and Coordinating Board. The biennium award is for \$180,000 to support the development of a mentorship program that would link employer representatives with students being served by the College's new Opportunity Grant. The College worked with SWWDC to develop the proposal, solicit employer support, and design the criteria for selection of mentors.

The College will be a participant in a networking work session with SWWDC and WorkSource-Vancouver and other public partners to align services. The system alignment efforts will commence on September 20. The overall objectives for the System Alignment initiative are to:

1. Optimize the various workforce resources in our community to maximize the training and employment success of job seekers by ensuring resources are fully utilized and providing as many individuals as possible with the most appropriate package of services and resources to achieve job success.
  2. Provide a seamless, understandable, efficient, and easy-to-navigate system for job seekers and employers.
  3. Ensure employers have access to the skilled workers they need.
  4. Identify gaps in services and resources leading to new resources and legislative initiatives.
- ◆ Representative Deb Wallace met with eLearning to discuss the role of eLearning in the current college and state initiatives and to find out more about the strides Clark College has

made in the eLearning field during the past 2 years. Representative Wallace invited Glen Jenewein, Director of eLearning, to meet with the State's Higher Education Committee, of which she is the Chair, to discuss eLearning and the impact it will have on the state college system and how the state can help move eLearning initiatives forward. In turn, Glen has invited Representative Wallace to meet with the Distance Learning Council at their fall meeting.

Rassoul Dastmozd, PhD  
Vice President of Instruction

## **Administrative Services Board Report September 2007**

The State Board has completed the initial allocation process, and Business Services staff are busy putting the finishing touches on the 2007-08 operating budget. Recent State Board allocations have provided an additional \$250,000 in new permanent funds that has enabled the College to make significant progress funding initiatives identified in the 2007-08 Goal and Budget Development process. Other prioritized projects requiring one-time funding of approximately \$200,000 have also been approved.

Administrative Services staff members from Business Services, Operations, Plant Services, and Computing Services have key roles in the development of the 2008 accreditation self study and are actively involved in fall accreditation activities. Other staff members are providing critical supporting documentation for the College's accreditation effort.

Plant Services is working closely with instructional departments to identify alternative classroom furniture to replace the old and uncomfortable tablet arm chairs that are so prevalent in classrooms. This furniture will not only provide more comfortable seating but will allow increased flexibility to configure classrooms in ways that will optimize learning. Furniture replacement is scheduled in a number of College classrooms during fall quarter.

In addition to supporting the capital projects underway at the College, Plant Services has had a productive summer, and a number of RMI (Remodel & Minor Improvement) and Foundation-funded projects have been completed prior to the start of fall classes. (See project list following this report.)

Bookstore staff hosted the Bookstore Running Start Open House Thursday, August 23. Store staff and campus department volunteers served nearly 200 Running Start students and their families in the new store from 4:00- 6:30 p.m. Highlights included assisting students with book and supply needs, providing information from other campus departments, and offering campus tours.

### **Focus on Learning**

- ◆ Install smart classroom technology in 30 classrooms.

**Progress to Date:** Installation of infrastructure to support the smart classroom technology is complete in 15 classrooms, and work to complete the remaining classrooms before the start of fall classes is well underway. All equipment has been ordered.

### **Access to Education**

- ◆ Increase critically needed network systems support personnel.

**Progress to Date:** A technician was hired September 7, 2007.

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

**Progress to Date:** The Bookstore move was accomplished on schedule, and the Bookstore opened in its new location on August 17. The Bookstore will utilize a temporary entrance on the east side of the building during the remainder of the Gaiser Hall Renovation.



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

**Progress to Date:** Finalization of construction documents nears completion. The bid process will begin in October.

- ♦ Implement signage according to Signage Master Plan.

**Progress to Date:** Bids for Phase 2 work (building identification, “you are here” signs, and regulatory signs) have been received, and a contract to Vancouver Sign will be awarded for this phase. Work will start this fall.

- ♦ Complete the Facilities Master Plan Update Draft.

**Progress to Date:** A draft of the Facilities Master Plan Update has been completed. Forums have been held with the College community and the local neighborhood to share the plan and gather input.

- ♦ Improve the efficiency and reliability of the student/staff ID card software system and C-TRAN BackPASS Program.

**Progress to Date:** Completed. A new software system has been implemented.

- ♦ Improve the efficiency/reliability of the data base system used by the Security Department for incident reporting and parking information.

**Progress to Date:** Completed. A new database system has been installed and is in use.

### **Respect for Differences**

New employee hires this summer in Computing Services, Plant Services, and Production Printing have increased the diversity among College Employees.

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

**Progress to Date:** A new employee in Production Printing is hearing impaired. All members of Production Printing are participating in sign language classes and enjoy learning this new skill.

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

**Progress to Date:** Plant Services has prepared a draft communication matrix that addresses the different elements of the department (Projects, Maintenance, Custodial, and Grounds). This document defines the method of internal communication for various types of information that needs to be shared.

## **Management Excellence**

- ♦ Replace aging and potentially unsafe 15-passenger vans.

**Progress to Date:** The Purchasing Manager has completed an analysis of the costs of using College Motor Pool vehicles vs. rental vehicles in preparation for developing a purchasing recommendation.

- ♦ Provide backup support for implementation of Computerized Maintenance Management System (CMMS).

**Progress to Date:** Complete. Backup support is in place.

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

**Progress to Date:** Vendor review is in progress.

- ♦ Fully implement an electronic time-sheet system.

**Progress to Date:** The Payroll Supervisor conducted an introductory session on the electronic time-sheet system during orientation.

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

**Progress to Date:** A two-year renewable contract has been awarded for document shredding. Current document bin sizes and locations are being reviewed. Recycle bins will be located adjacent to document bins, and the users will be educated on what should go in shredded document bins.

- ♦ Restructure the asset inventory process.

**Progress to Date:** The surplus property policy has been reviewed and is being rewritten to reflect the addition of items purchased for the College by the Foundation to the College's inventory.

- ♦ Fully implement Resource 25 room and event scheduling software.

**Progress to Date:** R25 Implementation Team continues to create the web viewer presentation through the collaborative efforts of Computing Services. Orientation activities include employee training on the R25 web viewer program.

Phil Sheehan

Interim Vice President of Administrative Services

September 17, 2007

PS89

## Plant Services Minor Projects Completed in Summer 2007

Type	Description	Building	Room/Area
RMI	Shift FAC108 onto the HVAC system	FAC	108
RMI	Retrofit or replace doors to provide disabled access	FAC	108,110,112 & 222
RMI	Security Fence	AA Complex	Bull Pen
RMI	Dental Hygiene student changing room	HSC	101
RMI	Testing/seminar room	BHL	107
RMI	208 V Electrical outlets	AA2	Welding Lab
RMI	Awning for back door staff entrance	LIB	Back door.
RMI	New sinks, faucets, counters and drain traps	FAC	011/Ceramics studio
RMI	Science dark room - office conversion	SCI	128 A
RMI	Resurface concrete floor with linoleum tiles	SCI	129
RMI	Install 110V plug on two support poles, relocate band saw	AA5	109
RMI	Replace 21 lighting fixtures to improve lighting	AA2	102
RMI	Replace laminate counter tops in sterilization room	HSC	121
RMI	Replace sinks in restrooms	AA1	Restrooms
RMI	Fire sprinkler inspector test upgrades	Various Bldgs	Fire riser
RMI	Flag pole lighting	BRD	courtyard
RMI	Install heating and cooling	HSC	100
RMI	Replace carpet	HKH	10 offices
RMI	Replace carpet	BRD	Main entry
RMI	Improve floors	OSC	Restrooms
RMI	Improve floors	SCH	Restrooms
RMI	Retaining wall	Greenhouse	Grounds
RMI	Repair damaged brick	Various Bldgs	
RMI	Replace carpet	FHL	Various
RMI	Roof access ladder	AA2/JSH	roof
RMI	Window repairs (ongoing – not totally complete)	Various	
RMI	Door repairs (ongoing – not totally complete)	Various	
RMI	Roof repairs (ongoing – not totally complete)	Various	
RMI	Partitions for WFD	TBG	
RMI	Replace light fixtures in Child Care	Child Care	
F	Sandblasting Addition	FAC	
F	Bakery Classroom	GHL	Culinary
ASCC	Student Art Gallery	FAC	

## Clark College - Budget Status Report

### August 31, 2007

Sources of Funds (Revenues)	2007-08 Budget	Revenue to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	29,139,569	4,528,291	24,611,278	15.5%
Tuition	11,830,257	2,289,416	9,540,841	19.4%
Interest	180,000	92,473	87,527	51.4%
Excess enrollment	439,824	-	439,824	0.0%
Dedicated, matriculation, tech, cont ed	3,248,178	585,825	2,662,353	18.0%
<b>Total Operating Accounts</b>	<b>44,837,828</b>	<b>7,496,005</b>	<b>37,341,823</b>	<b>16.7%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	7,416,118	372,893	7,043,225	5.0%
Internal Support	714,011	149,436	564,575	20.9%
ASCC less PUB	1,450,774	270,289	1,180,485	18.6%
Bookstore	4,705,000	333,893	4,371,107	7.1%
Parking	255,234	45,162	210,072	17.7%
Auxilliary Services	1,369,963	210,306	1,159,657	15.4%
Financial Aid	16,888,782	1,739,001	15,149,781	10.3%
<b>Total Other Accounts</b>	<b>32,799,882</b>	<b>3,120,979</b>	<b>29,678,903</b>	<b>9.5%</b>
<b>Total Sources of Funds</b>	<b>77,637,710</b>	<b>10,616,985</b>	<b>67,020,725</b>	<b>13.7%</b>

Uses of Funds (Expenses)	2007-08 Budget	Expense/Encum to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	659,399	97,700	561,699	14.8%
VP of Instruction	25,974,406	2,937,254	23,037,152	11.3%
VP of Administrative Services	8,511,590	2,658,943	5,852,647	31.2%
VP of Student Affairs	5,020,491	810,303	4,210,188	16.1%
Executive Dean Planning & Advancement	469,377	53,749	415,628	11.5%
Executive Dean Workforce Development	2,009,668	335,829	1,673,839	16.7%
Executive Director of Communications	1,087,129	443,653	643,476	40.8%
Associate VP of Human Resources	1,105,768	188,688	917,080	17.1%
<b>Total Operating Accounts</b>	<b>44,837,828</b>	<b>7,526,118</b>	<b>37,311,710</b>	<b>16.8%</b>
<b><u>Other Accounts</u></b>				
Grants & Contracts	7,416,118	1,427,080	5,989,038	19.2%
Internal Support Services	714,011	423,600	290,411	59.3%
ASCC less PUB	1,450,774	216,013	1,234,761	14.9%
Bookstore	4,705,000	1,328,533	3,376,467	28.2%
Parking	255,234	50,139	205,095	19.6%
Auxilliary Services	1,369,963	199,642	1,170,321	14.6%
Financial Aid	16,888,782	1,610,402	15,278,380	9.5%
<b>Total Other Accounts</b>	<b>32,799,882</b>	<b>5,255,409</b>	<b>27,544,473</b>	<b>16.0%</b>
<b>Total Uses of Funds</b>	<b>77,637,710</b>	<b>12,781,527</b>	<b>64,856,183</b>	<b>16.5%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>(2,164,542)</b>		
Capital Projects - Revenue	20,776,999	2,625,119	18,151,880	12.6%
Capital Projects- Expense less depr	20,776,999	2,542,818	18,234,181	12.2%
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>82,301</b>	<b>(82,301)</b>	

e. Theresa Heaton, Cindi Olson, Sabra Sand  
c. Bob Knight, Phil Sheehan, Karen Wynkoop  
Ron Hirt, Accounting 9/10/07

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

	Fund Balance (minus non-cash assets) 6/30/07	Cash Balance (minus dedicated cash) 6/30/07	Required Reserves	Prior Commitments (prior to 7/1/07)	New Commitments (2007/08)	Total Available Cash
145 Grants and Contracts	2,953,707	3,277,809		388,946	400,000	2,488,863
147 Local Capital	5,637,881	5,637,881		6,159,736		(521,855)
148 Dedicated Local	3,169,886	1,857,241		-	70,500	1,786,741
149 Operating Fee	906,539	906,539				906,539
440 Central Store (Catalog)	41,449	41,449				41,449
443 Data Processing	1,512,987	1,512,987		1,512,987		-
448 Print/Copy Machine	(68,424)	(68,424)				(68,424)
460 Motor Pool	43,528	43,528				43,528
522 ASCC	1,690,089					-
524 Bookstore	1,735,371	1,735,371			-	1,735,371
528 Parking	527,335	527,335			500,000	27,335
570 Other Auxiliary Enterprise	847,173					-
790 Payroll (clearing)	159,451					-
840 Tuition/VPA	970,936					-
846 Grants - Fin Aid	77,315					-
849 Student Loans	65,227					-
850 Workstudy (off-campus)	(27,821)					-
860 Long Term Loan	225,006					-
Reserves			4,783,526			(4,783,526)
<b>Totals</b>	<b>20,467,636</b>	<b>15,471,717</b>	<b>4,783,526</b>	<b>8,061,669</b>	<b>970,500</b>	<b>1,656,021</b>

s.sand 9/10/07

## **Student Affairs Board Report September 2007**

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

### **Focus on Learning**

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

#### **Progress to Date:**

Ted Broussard and Sylvia Thornburg (Co-chairs of the Retention Committee) participated in the Management Team program focusing on retention and presented an overview of the Retention Committee charge to elicit interest and commitment from campus leaders. The newly enhanced committee will have its first meeting September 21 to begin specific action on creating a college wide Retention Plan.

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

#### **Progress to Date:**

The Early Alert system that was piloted last year will be available to all faculty beginning the first week of fall quarter. Faculty members will be able to fill out an online form identifying students who are facing challenges in their classes. A list of these students will be forwarded to the Counseling Office during the fourth week of the quarter for follow-up contact.

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

#### **Progress to Date:**

For the third year, Student Recruitment staff partnered with the Marketing and Communications staff to set up and maintain a Clark College booth at the annual Clark County Fair August 3-12. Dan Overbay organized the volunteers for this event and Marketing and Communications provided the materials. Approximately 5300 people stopped by the Clark booth this year.

For the second year, Student Recruitment participated in the Six to Sunset Concert series at Esther Short Park. This year Student Recruitment partnered with Mature Learning and Continuing Education and a volunteer from this department assisted in the distribution of college materials. The concerts were held once a week on Thursday nights during July and August.

Student Recruitment began offering Admissions 101 sessions at Clark College at Town Plaza Center (TPC) on August 14. The sessions are held monthly where information about main campus services and programs is provided to TPC students.

Student Recruitment conducted the first "Clark on the Road" program for the academic year for approximately thirteen students and adult learners at Lewisville Middle School in Battle Ground on August 13. The purpose is to provide admission and financial aid information to outlying areas of the Clark College service district.

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

#### **Progress to Date:**

A mandatory fall orientation was held for students in the Washington State Achievers program on August 22. Dr. Ruiz welcomed the students; Dan Overbay (Student Recruitment) provided

information about Student Ambassadors; Peter Ruelas (Community College Officer for the Regional Achievers Program) provided information about the opportunities for students and expectations of achievers in this program; and Lizette Drennan (Financial Aid) reviewed the events and meeting schedules for the year and stressed the importance of communication to keep students focused on achieving their academic goals.

#### **Access to Education**

- ◆ Expand online services to increase student access.

##### **Progress to Date:**

Health Services now provides students with online access to request prescription refills through their pharmacy.

In collaboration with Running Start the Assessment Center has developed an online scheduling system as an option for potential RS students to schedule their COMPASS test.

- ◆ Implement pilot project to determine impact of Counseling provided in Health Services as a retention strategy.

##### **Progress to Date:**

The initial survey tool to determine baseline data that will be used to measure the impact of clinical counseling provided in Health Services will begin on September 24. The results of this project will be used to assess the retention rates of these students.

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

##### **Progress to Date:**

The Opportunity Grant has been approved in the amount of \$250,000 and we are in the process of hiring the Program Coordinator to administer this program. Eligibility Programs staff are in the process of approving tuition payments for eligible students. A new web page for this program has been developed and the link is [http://www.clark.edu/admissions\\_fin\\_aid/fin\\_aid/opp\\_grant.php](http://www.clark.edu/admissions_fin_aid/fin_aid/opp_grant.php).

- ◆ Increase the number of WorkFirst work study students on campus.

##### **Progress to Date:**

Laryn Dole has been hired as the new Program Coordinator beginning September 27 and will take the lead in coordinating the WorkFirst work study program, as well as other duties. Her primary responsibility will be to increase the number of WorkFirst work study eligible students.

#### **Respect for Differences**

- ◆ Increase enrollment of International students.

##### **Progress to Date:**

Chanda Kroll and Erin Morgan (International Programs) met with representatives from Jissen Women's University in Tokyo, Japan on September 10 to discuss a partnership of student exchange and available summer ENL classes for Jissen students. Dr. Kazuyoshi Takeuchi and Mr. Jurgen Bulach from Jissen also met briefly with Dr. Ruiz and President Knight.

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

**Progress to Date:**

Administrators and staff from Instruction and Student Affairs participated in the audio Conference "Recruit and Retain More Multicultural Students" on August 27. New strategies to recruit and retain more ethnically diverse students were provided. A discussion was held afterwards with all participants and the need to reconnect TPC students to the main campus emerged as a priority.

**Workforce Development**

- ◆ Collaborate with Nursing Program to provide Service Learning opportunities for 6<sup>th</sup> quarter nursing students in Health Services.

**Progress to Date:**

Two nursing students have been identified and will participate in a service learning project in Health Services during fall quarter.

**Broad-Based Partnerships**

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

**Progress to Date:**

Co-chaired by Mary Deal and Veronica Brock, the official Healthy Choices Committee will hold its initial meeting on September 24 to identify college-wide initiatives to promote healthy food and drink choices.

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

**Progress to Date:**

Jody Shulnak (Service Learning) was granted \$10,000 from Washington Campus Compact/Learn and Serve America to expand partnerships with local elementary schools to serve disadvantaged youth. The funding will provide students the opportunity to engage in providing tutoring and mentoring activities to elementary students.

In addition, Jody has met with the following community organizations to discuss service-learning and volunteer partnerships: American Red Cross, Volunteer Connections/Human Services Council, Washington Elementary School and Harney Elementary School.

**Management Excellence**

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

**Progress to Date:**

Suzanne Thayer (Internship & Job Developer) attended a workshop, "Seven Habits of Highly Effective People" on August 22 & 23, sponsored by Clark's Corporate Education Department. Effective life habits such as how to be proactive and communicate more effectively were discussed.

Administrators and staff from Instruction and Student Affairs attended the Strategic Enrollment Management (SEM) Workshop held at Highline Community College on August 16. The one-day workshop covered recruitment, retention, student success, communication and marketing, and enrollment management planning with an emphasis on actions and strategies to increase student enrollment. New strategies were discussed and will be implemented within student



recruitment and the Welcome Center and additional recommendations will be provided to the Retention Committee.

Janet Turner (Financial Aid) participated in a Web Dialogue for the Washington House Committee on Higher Education on July 23. She also participated in a live Federal training on "Return to Title IV Funds" on August 9. The updates from this training will be incorporated to maintain compliance to this policy.

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

**Progress to Date:**

Suzanne Thayer, Jody Shulnak and Maxine Mitchell (Career & Employment Services) assisted with staffing Clark's Career & Employment Services table at the Resource Information Fair for ABE, GED and ESL students at Town Plaza on August 1, providing resume, job search and career information.

Five hundred 2007-2008 Student Handbook/Planners will be distributed to Town Plaza Center students this fall as a resource to better connect them with the main campus. Pertinent information regarding deadlines, services, and activities is described in these Handbooks.

- ◆ Increase amount of service to students and office efficiency for Office of Student Life and Multicultural Student Affairs.

**Progress to Date:**

Jaiden Athanassias accepted the position as the Program Assistant for the Office of Student Life and Multicultural Student Affairs beginning September 10. This position was expanded to 64% to provide more efficient services in the Multicultural Student Affairs.

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

**Progress to Date:**

As of August 31st, 8.7% of eligible Clark College employees have completed the Health Risk Assessment online survey. The goal is that 30% of college employees will participate in this important activity. Survey results will be compiled by the State of Washington's Health Care Authority and communicated to the employees.

**Additional Highlights:**

The Bookstore Running Start Open House was held on August 23 and was attended by at least 180 new Running Start (RS) students. This annual event is organized by Bookstore staff members Marti Earhart and Liz Martinez and is intended to familiarize RS students with their new college environment. Attendees also had the opportunity to take campus tours led by Student Ambassadors, win door prizes and enjoy refreshments in the beautiful new Bookstore. RS staff members Linda Calvert and Saundra Solis answered questions from parents and students about the RS program. Faculty volunteers from DNET, Math, Engineering, Chemistry, Communication Studies, History and other Social Sciences assisted students in finding their textbooks and welcomed them to Clark College. Oswald was also available to welcome students to the Penguin Nation!

Jody Shulnak (Service Learning) has enrolled ten new students in the WA Campus Compact Service Learning program. Over the next two years, these students will complete 5,550 hours of community service and earn up to \$15,698 in AmeriCorps educational scholarships.

Student Affairs staff piloted a new student early fall registration program called "Step Ahead" on August 3 for students who applied prior to June 1. 181 participants participated in a campus orientation and early registration. As part of the program, two student names were drawn and each was awarded a \$100 tuition waiver scholarship to use in fall 2007. To date, 164 of the students have registered for fall classes.

Dr. Rachel Ruiz  
Vice President of Student Affairs

Financial Aid Stats  
As of September 12, 2007

<b>PROGRAMS</b>	<b>As of September 12, 2006</b>	<b>As of September 12, 2007</b>
Pell Grant	\$5,686,246	\$5,322,742
Work-study (Federal and State)	689,643	701,649
Federal SEOG	242,392	187,760
Washington State Need Grant	3,514,620	3,130,233
Tuition Waiver-Need Based & Clark College Grant	840,550	732,541
Stafford Loans	4,565,493	3,418,188
Academic Competitiveness Grant	-0-	1,616
Scholarships	466,368	464,468

Total Students processed to date	3,508	3,027
----------------------------------	-------	-------

Total Aid awarded from all programs to date:	\$16,384,169	\$14,161,103
--	--------------	--------------

## Human Resources Board Report September 2007

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

### Focus on Learning

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

**Progress to date:** Employee Development is supporting 70 events during Fall Orientation. The events include sessions on a wide variety of topics that support student success including New Employee Success Training which was attended by 40 employees.

Employee Development has also supported significant changes to the format of quarterly management team meetings. Based on the work of a taskforce, the meetings are changing to a facilitated discussion format so that leaders from across campus can discuss college-wide issues using a positive problem solving approach. The first meeting was held on September 12th and focused on student retention.

### Management Excellence

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

**Progress to date:** The College and AHE developed an agreement on the work related to accreditation notebooks for Standard 2. Time has been scheduled during Fall Orientation to work on accreditation activities. Negotiations on faculty salaries, both full and part-time, is scheduled to begin September 19, 2007. We will be requesting Board approval once agreement is reached on salaries.

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

**Progress to date:** The Labor Management Committee will meet on September 27, 2007 and meet monthly throughout the year. Training is scheduled in Fall Quarter on bargaining agreement topics including competencies and performance development plans.

- **Expand recycling efforts**

**Progress to date:** The Environmental Health and Safety Unit of Human Resources, in partnership with Plant Services, has deployed 300 new recycling containers as part of a new and enhanced recycling program. The new program includes paper recycling in all classrooms and aluminum and plastic container recycling throughout the main campus and Town Plaza Center. The goal is to increase the recycling rate thereby reducing overall disposal costs. This program is possible through a partnership with the custodial staff. Their support has been instrumental for successful implementation.

**Appointments/Reallocations/Resignations/Retirements**

Jaiden Athanassias was appointed to the part-time 64% permanent classified position as Program Assistant in the Office of Student Life and Multicultural Student Affairs effective September 10, 2007. Jaiden has a BFA with a minor in Business Administration from the University of Nevada and previous work experience with the UNLV Center for Academic Enrichment and Outreach, the Safe Community Partnership at UNLV and AmeriCorps.

Mike Conder was promoted to the full-time permanent classified position as Maintenance Mechanic 2 in Plant Services effective September 4, 2007. Mike has been with the College since November 1980.

Glenda Cunningham was appointed to the part-time 75% permanent classified position as Program Assistant in Basic Education effective September 10, 2007. Glenda has previous work experience with Stonebridge Memory Care Community and Clark College.

Carroll Gardiner separated from the position as Custodian 1 in Plant Services effective September 17, 2007. Carroll has been with the College since May 2007.

Deborah Hendrickson was appointed to the full-time temporary faculty position in Nursing effective September 12, 2007. Deborah has a BA in Biology and BS in Nursing from Winona State University and a MPH in International Health from Loma Linda University.

Lenore Kennedy has retired from her position as Custodian 1 in Plant Services effective August 31, 2007. Lenore has been with the college since January 1980.

Anita Kay resigned from her position as Research Analyst 3 in Planning and Advancement effective July 27, 2007. Anita has been with the College since February 2006.

James Meek was appointed to the full-time permanent classified position as Information Technology Specialist 3 in Computing Services effective August 29, 2007. Jim has an AA and AAS in Networking from Clark College and a BS in Technology from eastern Washington University. He has previous work experience with Hockinson School District, Rodda Paint and Clark College.

Josh Nichols was promoted to the full-time permanent classified position as Central Services Supervisor 1 in Central Receiving effective September 17, 2007. Josh was previously Warehouse Operator 2 in Central Receiving and has been with the College since April 1998.

Traci Woll was promoted to the full-time permanent classified position as Credentials Evaluator 3 in Student Affairs effective September 14, 2007. Traci was previously an Office Assistant Lead with the Admissions Department and has been with the College since November 1999.

**Vacant Positions**

ABE Instructor, Full-time Special Programs, Larch Corrections; closing date: May 7, 2007

Anatomy & Physiology Instructor, full-time tenure-track faculty position in Biology; closing date: October 22, 2007.

Custodian 1, full-time permanent classified position in Plant Services; closing date; September 17, 2007.

Director of Financial Aid, full-time permanent administrative position in Student Affairs; closing date: June 21, 2007; extended, open until filled.

Early Childhood Specialist 3, part-time (75%) permanent classified position in Child and Family Studies; closing date: August 22, 2007.

Instruction and Classroom Support Technician 2, part-time (80%) classified position in Computer Technology; closing date: August 29, 2007.

Library and Archives Paraprofessional 2, full-time permanent classified position in the Library; closing date: August 20, 2007.

Maintenance Mechanic 1, full-time permanent classified position in Plant Services; closing date: September 17, 2007.

Pharmacy Technician Instructor, full-time tenure-track faculty position in Health Occupations; closing date: October 12, 2007.

Program Assistant, full-time permanent classified position in Registration; closing date: August 15, 2007.

Program Coordinator, full-time permanent classified position in Advising, Student Affairs; closing date: August 21, 2007.

Program Coordinator, full-time classified position in Workfirst, Student Affairs; closing date: August 23, 2007.

Program Coordinator, full-time permanent classified position in Career and Employment Services; closing date: August 20, 2007.

Program Coordinator, full-time classified position in Student Affairs Opportunity Grant program; closing date: September 10, 2007.

Program Coordinator, full-time permanent classified position in Student Affairs High School Completion; closing date: September 10, 2007.

Program Support Supervisor 1, full-time permanent classified position in Financial Aid; closing date: August 6, 2007.

Research Analyst 3, full-time permanent classified position in Planning and Advancement; closing date: August 20, 2007.

**Additional highlights:**

Employees were honored for service and excellence at the Fall Orientation welcome on September 12, 2007. Awards were made possible through the College and the generous

support of the Clark College Foundation. Faculty excellence award recipients included: Marylynne Diggs, English; David Kosloski, Communications; and April Duvic, Music. Recipients of the annual classified excellence award were: Chris Concannon, Webmaster-Information Technology Specialist, Communications and Marketing; and Scott Coffie, Information Technology Specialist for eLearning. The recipient of the summer quarter classified excellence award was Samantha Lelo, Program Coordinator in Student Life and Multicultural Affairs. In addition to the excellence awards, 63 awards for service were presented as follows:

30 Year Awards

Theresa Heaton  
Nancy Johnson  
Vicki Presley

25 Year Awards

Kathy Bobula  
Linda Campbell  
Tom Kaarto  
Robert Moody  
Wesley Orser

20 Year Awards

Nancy Abel  
John Clausen  
Peggy McClellan  
Mark Owsley  
Gary Phillips  
Cheryl Poppe  
Roxane Sutherland  
Beverly Vogler

15 Year Awards

Christina Barsotti  
James Craven

Laura Elwood-Klein  
Evelyn Erceg  
Glenn Lakin  
Tracy Nehnevaj  
Daniel Simonson  
Barbara Simpson

10 Year Awards

Kim Allen  
Lisa Borho  
Eugene Carroll  
Tim Cook  
Roxanne Dimyan  
Verna Goll  
Tami Jacobs  
Lori Jimerson  
Luanne Lundberg  
Rebecca Merritt  
Janet Owens  
Francisco Ramos-Medrano  
Les Rivera  
Mitzi Schrag  
Torry Schreiner  
Brenda Shular

Kenneth Snyder  
Heidi Thompson

5 Year Awards

Tammy Adams  
Laurie Brown  
Jill Caughman  
Barbara Davenport  
Nadine Fattaleh-Diggs  
Neil Fykerud  
Garrett Gregor  
Carol Hardin  
Teresa Haye  
Teddy Johnson  
Elizabeth Martinez  
Susan Maxwell  
Nancy Novak  
Kathi Paddy  
Jenny Schrock  
Mike Silva  
Ramona Sott  
Deanna Stine  
Joy Varney  
Rebecca Wale  
Christine Wilkins

Katrina Golder  
Associate Vice President of Human Resources  
9/14/07

**HUMAN RESOURCES EMPLOYEE REPORT  
SEPTEMBER 2007**

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New/Replacement
<b>APPOINTMENTS</b>						
Jaiden Athanassias	Program Assistant	9/10/2007	Student Life and Multicultural Affairs	Classified	PT 64%	New
Mike Conder	Maintenance Mechanic 2	9/4/2007	Plant Services	Classified	Full-time	New - promotion
Glenda Cunningham	Program Assistant	9/10/2007	Basic Education	Classified	PT 75%	Replacement
Deborah Hendrickson	Nursing Instructor	9/12/2007	Nursing	Temporary Faculty	Full-time	New
James Meek	Information Technology Specialist 3	8/29/2007	Computing Services	Classified	Full-time	Replacement/Increase %
Josh Nichols	Central Services Supervisor 1	9/17/2007	Central Services	Classified	Full-time	Replacement - promotion
Traci Voll	Credentials Evaluator 3	9/14/2007	Credentials	Classified	Full-time	Replacement - promotion
<b>RETIREMENTS/RESIGNATIONS/SEPARATIONS</b>						
Carroll Gardiner	Custodian 1	9/17/2007	Plant Services	Classified	Full-time	Separation
Anita Kay	Research Analyst 3	7/27/2007	Planning & Advancement	Classified	Full-time	Resignation
Lenore Kennedy	Custodian 1	8/31/2007	Plant Services	Classified	Full-time	Retirement

Clark College Human Resources  
September-07



## **Planning and Advancement Board Report September 2007**

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

### **Focus on Learning**

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

Progress to date:

Research Analyst Susan Maxwell provided instructional leaders with data for 2006-07 classes showing the number of students who add and drop during the first 10 days of the quarter – data that had not been previously available in a summary format. Dean Ray Korpi responded: “This is spectacularly useful data and a key piece we have been missing. Many, many thanks.”

### **Access to Education**

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

Progress to date:

Susan Maxwell serves as a member of the Retention Steering Committee and provided retention data for the September Management Team meeting and reviewed SBCTC data to start the discussion about aligning terminology with state definitions.

### **Respect for Differences**

- ◆ **Expand Planning and Advancement staff awareness of diversity and respect for differences.**

Progress to date:

Candy Bennett participated in the audio conference on multicultural recruitment and retention held on August 27.

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

Progress to date:

Service Learning was awarded a Washington Campus Compact Learn and Serve America grant on September 11 for \$10,000 to strengthen service-learning initiatives for Clark students and two elementary schools in the Vancouver School district (Harney and Fruit Valley). Emphasis is on improving academic achievement of disadvantaged youth, and increasing the opportunity for Clark College students to develop an understanding of civic responsibility.

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

Progress to date:

The first draft of the 2007 PACE survey report was received on September 14 and will be shared as soon as we receive the final formal report.

## **Workforce Development**

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

Progress to date:

An ABE Career Connections grant was submitted on September 5 to the Workforce Strategy Center in New York. This grant, if received, would provide funding to five ABE programs nationally, of up to \$75,000, to support the development and implementation of new or improved approaches that build upon institution's current involvement in career pathways.

## **Broad-based Partnerships**

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

Progress to date:

President Knight, Trustees Parker and Peery attended the state Trustees Association meeting on September 6 where the draft legislative agenda was brought forward and members of the association shared their ideas and concerns with Representative Deb Wallace. The College develops its legislative agenda based on the agenda agreed upon by the trustees, presidents and SBCTC, so it was helpful to learn about the TACTC proposals.

On August 21, Clark College hosted the Primary Elections event in the Clark College Student Center.

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

Progress to date:

Candy Bennett attended a meeting at the Marshall House with Jeff Bjornstad, Chief of Staff for Senator Patty Murray, and members of the Identity Clark County Governmental Roundtable on August 21. This gathering provided members an opportunity to share with the Senator's staff needs and issues from our area. The major focus was on transportation.

President Knight and Candy Bennett attended the press conference on August 30 at South Puget Sound Community College held by Congressman Brian Baird. Baird announced legislation he has submitted that would make financial aid available to students who are enrolled less than one-half time. These students are currently not eligible for federal financial aid.

On September 13, Clark College hosted Senator Maria Cantwell on her first visit to our College. Senator Cantwell held a press conference to announce legislation passed by Congress and sent to the President that expands the amount of Pell grants and reduces the interest rate for student loans and provides additional provisions of federal financial aid of benefit to college students. As part of the press conference preceding the Senator's remarks, Assistant Director of Financial Aid Janet Turner, ASCC President Pat Mehigan, and three Clark College students who currently receive Pell grants—Lakia Wilson, Natalie Marquez and Diane Haraldson—shared information about how the Pell grants have impacted students at Clark College.

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

Progress to date:

The *Clark College Area High School Graduates Class of 2005 One Year Follow-up Report* was distributed to area school district superintendents. Copies are included in the September Board packet.

#### **Management Excellence**

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

Progress to date:

The pace of accreditation work quickened following Opening Day. Standards committees met on September 14 and 17 to work on first drafts of the accreditation Self-study and plans have been completed for the Accreditation Fair on September 18. First rough drafts are due by October 15.

#### **Additional items:**

- ♦ An updated grid showing grants activity for 2006-07 and 2007-08 follows this report.
- ♦ Susan Maxwell coordinated testing of the Report Wizard for rehosting with registrar Erin Morgan.
- ♦ A review of all Classification of Instructional Programs (CIP) codes and match with federal Standard Occupational Codes (SOC) was completed as a beginning step in the process of tracking program to employment data for use by instructional leaders.

Candy Bennett

Executive Dean of Planning and Advancement

September 14, 2007

## **Corporate and Continuing Education**

### **September 2007**

#### **Respect for Differences**

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

##### **Progress to date:**

Mature Learning is offering a special fall course "African American History: In Black and White". Taught by a group of distinguished local leaders, the lecturers include Earl Ford of NAACP, Rev. Robert Kemp of the AME Zion Church, and Levi Harris, founder of the Clark College Black Student Union of the 1970's.

#### **Workforce Development**

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

##### **Progress to date:**

In FY07-08 Corporate Education has secured new training contracts with six local companies for combined projected revenue of \$58,350.

On September 12, 2007, Corporate Education submitted an application for an additional \$30,000 in Job Skills Program (JSP) grant funding for FY07-08. Funding will provide customized training programs for employees of Southwest Washington Medical Center. Training will include sessions on Value Stream Mapping, Patient Scheduling, and Kaizen events followed by a train the trainer component and a workshop for 25 managers, supervisors and line staff on leading change. To date, the SBCTC has awarded Corporate Education \$246,000 in JSP funding for FY07-08 to train 188 employees at nine local companies.

#### **Broad-based Partnerships**

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

##### **Progress to date:**

The Executive Director of Corporate & Continuing Education is meeting regularly with members of the SWWDC and SBDC to discuss Business Best Practice events, a train the trainer incumbent worker program and professional development courses.

#### **Management Excellence**

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

##### **Progress to date:**

As of September 12, 2007, 735 open enrollment registrations were processed in CampusCE, launched on August 23, 2007. Of the 735 registrations, 27% were processed online. The new registration system allows students to search class schedules, see space availability, and register and pay for classes in a secure online environment. In addition to online registration, the new system gives students access to their account information from home. Prospective students can browse the new catalog and register online.

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

**Progress to date:**

In September, Corporate Education mailed over 2,000 postcards to promote customized training and management certificate programs. The mailing was targeted to companies with 50 + employees in Clark, Cowlitz, Skamania, Washington, & Multnomah counties.

- ◆ Implement employee performance plans and evaluations in all departments on a timely basis.

**Progress to date:**

Half of the Corporate & Continuing Education staff attended the "The 7 habits of Highly Effective People Signature Program" on August 22 & 23, 2007. The other half of the staff is scheduled to attend the second session of "The 7 habits of Highly Effective People Signature Program" on October 17 & 18, 2007. The following staff attended the August session:

- Tom Barrows, Customer Relations Manager
- Amy Leisher, Fiscal Specialist
- Adeline Martinez, Professional Development Program Coordinator
- Janet Owens, Executive Assistant
- Todd Oldham, Executive Director
- Tracy Reilly Kelly, Interim Director of Continuing Education
- Suzie Taylor, Customized Training Program Coordinator

Tracy Reilly Kelly, Interim Director of Continuing Education, JoAnn Ames, Continuing Education Program Manager and Adeline Martinez, Professional Development Coordinator attended a Program Management Institute on September 11, 12, 13 & 14, 2007. Learning Resources Network (LERN) an international association of lifelong learning programming presented the conference.

### **Additional Highlights**

- ◆ Early fall open enrollment registrations are up 24% over 2006-07. Continuing Education is up 13%, Mature Learning is up 29% and Professional Development is up 36%.
- ◆ Mature Learning classes were featured in the September 2007 issue of the Senior Messenger. The article "Clark College Mature Learning - Keep your mind active!" highlighted Clark College Continuing Education cultural and educational programs. The College's Board of Trustees received praise for approving a fee waiver that reduces tuition by 30% beginning in September 2007.
- ◆ Todd Oldham, Executive Director and Michelle Giovannozzi, Customer Relations Manager attended the Greater Chamber of Commerce Annual & Installation of Officers Dinner on September 12, 2007.

Todd Oldham  
Executive Director  
Corporate & Continuing Education  
September 14, 2007

## Communications and Marketing Report

### September 2007

The following progress has been made in support of the Mission Imperatives and 2007-08 goals:

#### Focus on Learning

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

##### Progress to date:

Lead graphic designer Wei Zhuang and publications designer Pat McDonald continue to provide design and consultation services to the college community. As part of the ongoing efforts to upgrade the quality and integrate the look of the college's print and Web materials, their work for mid-August and September includes an Archer Gallery postcard featuring Steve Gibson, icon for Equity and Diversity, Continuing Education advertisement for *Clark College Connections*, wallet cards for Continuing Education, International Programs personal information card and CD cover, Workforce Development calendar, opportunity grant flyer, Clark College Foundation letterhead and envelope templates, new college abilities flyer, new digital futures flyer, Career Pathways postcard for fall orientation, *Clark 24/7* (two issues), book club brochure, registration Web advertisement, evening classes Web advertisement, facilities master plan Web advertisement, Teaching & Learning Center puzzle poster, Teaching & Learning Center "Promoting Learning Across the college" workshop postcard and the GED testing schedule flyer for September.

#### Access to Education

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

##### Progress to date:

Director of Marketing Brian Scott has worked on the following fall quarter marketing projects: updated cable television spots completed with revised tags are scheduled to begin airing on September 16; to widen their distribution, the college's TV and radio spots were posted on the college Web site on September 4; registration banners were repaired and posted and will be on display at the college from September 14-22.

Additional marketing and research efforts include completion of a college application volume and yield analysis as well as an analysis of evening classes (in process).

- ◆ Revise/redesign program sheets.

##### Progress to date:

In partnership with the Office of Instruction, nine program groupings for potential use in interest area brochures have been drafted. Ongoing revision and reprinting of existing program sheets continues.

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

- Pat McDonald and Erica Schwenneker participated in a planning meeting with Bill Van Dusen and Emily Earhart of Advising to discuss updating and redesigning the advising worksheets.
  - This year, the college is provided one free 2007-2008 academic catalog to each new student. Erica Schwenneker has coordinated and implemented the new coupon distribution and redemption system.
  - Working with the college's athletics staff, Erica Schwenneker has had responsibility for editing, project tracking and production coordination of the 2007 athletics fall media guide.
- ◆ Improve the look and function of the Web site. Provide templates for specific Web areas (Archer Gallery, International Programs etc.).

**Progress to date:**

Webmaster Chris Concannon and Web Assistant Tahnya Huneidi continue to make progress on the Internet redesign, working with the college community to migrate all pages into the new look and onto the new site. A number of areas will be enhanced during 2007-2008. Fall quarter work includes the creation of new design templates for the International Programs and Archer Gallery Web areas. Design work for both is nearly complete. Coding and building of those areas is scheduled to begin within the new two to three weeks.

**Broad-based Partnerships**

- ◆ Establish a faculty lecture series.

**Progress to date:**

Executive Director Barbara Kerr and Executive Assistant Marta Dragomir met with Dr. Rassoul Dastmozd, Miles Jackson, Gail Liberman and Veronica Brock to discuss the structure and criteria of the faculty lecture series. It appears that the structure for choosing speakers will be established during fall quarter with a goal of presenting faculty lectures in winter and spring quarters.

**Management Excellence**

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

**Progress to date:**

An initial message to communications professionals at other Washington community and technical colleges inquiring about catalog management software companies revealed no additional sources of such programs. The response from the SBCTC office recommended that individual colleges refrain from considering catalog management software at this time as there is a potential system-wide solution being considered.

## **Additional Highlights for Communications & Marketing**

- ◆ We are proud to note that Webmaster Chris Concannon received two special honors during fall orientation. He was named one of two recipients of the 2007-2008 Exceptional Classified Staff awards. In addition, Chris received a Presidential coin for his work on the college's new schedule preview database.
- ◆ The annual dinner of the Greater Vancouver Chamber of Commerce provides one of the college's major outreach and networking efforts in the business community. Executive Assistant Marta Dragomir and Executive Director Barbara Kerr designed an elegant and glistening tablescape for the Clark College table at this year's dinner, which was held on September 12. Guests were greeted and welcomed by Clark's table hosts: President Bob Knight and ASCC President Patrick Mehigan. Other Clark College representatives in attendance included Candy Bennett, Dr. Rassoul Dastmozd, Lisa Gibert, Michelle Giovannozzi, Todd Oldham, Dr. Rachel Ruiz and Phil Sheehan, as well as Board chair Rhona Sen Hoss.
- ◆ Executive Assistant Marta Dragomir, Executive Director Barbara Kerr and Communications Specialist Erica Schwenneker participated in Franklin Covey "7 Habits of Highly Effective People" training on August 23-24, 2007. The remaining Communications & Marketing staff are registered to attend the second offering of this training on October 17-18, 2007.
- ◆ Executive Director Barbara Kerr, Communications Specialist Erica Schwenneker and Rachel Stansbury of the Clark College Foundation have responsibility for section 9.A.3 for the 2008 accreditation self-study report.
- ◆ Through the coordination of Communications Specialist Erica Schwenneker, the Communications & Marketing team will collectively present a session during fall orientation: "Making Communications & Marketing and Mail Services Part of YOUR Team."

Barbara Kerr  
Executive Director of Communications and Marketing  
September 14, 2007



## Foundation Report to the Board of Trustees September 2007

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

### Broad-based Partnerships

- ◆ Increase # of donors and consistency of giving by 15%.

The Foundation continues to emphasize the goal of increasing our donor base as a significant priority during fiscal year 2008. The following highlights indicate efforts from the past month:

**Progress to date:** 65 substantive cultivation contacts and 59 stewardship contacts were made in August with individuals and corporations, some of which included campus tours.

Direct mailings for the month of August included appeals to Phi Theta Kappa alums, scholarship recipients, and for Penguin Athletic Club memberships.

Twenty-eight gift acknowledgement letters were sent to \$100+ donors over President Bob Knight's signature.

- ◆ Strengthen relationships between Clark College and the Foundation.

**Progress to date:** The Foundation has been working hand-in-hand with the College to develop a comprehensive major and minor fundraising list. Projects included in the list have come from all areas of campus. We look forward to working with the Cabinet to establish the priorities.

### Management Excellence

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

**Progress to date:** Foundation staff has been participating in interviews with candidates for the positions of Director of Annual Giving, Director of Major & Planned Gifts, and Director of Prospect Research. A final pool of candidates will be invited to a campus open forum in late September or early October. Although still early in the process, we are extremely pleased with the caliber of the candidates. They offer a depth and breadth of experience, which should greatly compliment our existing staff.

Memorandums of Understanding were drafted for the Penguin Athletic Club and Alumni Association boards. These MOUs were created to establish the roles and responsibilities of the Foundation with respect to the PAC and the Alumni Association. Agreements are currently under discussion.

- ◆ Become an effective fundraising staff.

**Progress to date:** The first of two annual Foundation staff retreats took place on August 30.

### **Additional Highlights**

◆ 2007 Scholarship Reception

The Board of Trustees is invited to attend the Annual Scholarship Reception on Friday, October 5, 2007, at 3:00 p.m. in the Gaiser Student Center. To RSVP, please contact Shirley Schwartz by Monday, October 1, at 360-992-2379 or by email at [sschwartz@clark.edu](mailto:sschwartz@clark.edu).

Lisa Gibert  
Foundation President

**MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES**  
**Clark College, District No. 14**  
**August 27, 2007**  
**Penguin Student Union Building Room 258 B & C**

**Trustees Present:** Rhona Sen Hoss; Addison Jacobs; Sherry Parker, John White

**Absent:** Kim Peery

**Administrators:** Bob Knight, President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Phil Sheehan, Vice President of Operations, Candy Bennett, Executive Dean of Planning and Advancement; Leann Johnson, Director of Equity and Diversity; Katrina Golder, Executive Director of Human Resources; Todd Oldham, Interim Dean of Workforce Development and Continuing Education; Barbara Kerr, Executive Director of Communications; Dr. Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Miles Jackson, Interim Dean of Social Science and Fine Arts; Becky Merritt, Eligibility Programs and Advising Support Manager; Travis Kibota, Interim Dean of Life Science, Health & Physical Education; Ted Kotsakis, Dean of Business & Technology; Jen Grove, Administrative Services Operations Manager; Alex Montoya, Dean of Enrollment Services; Chanda Kroll, International Recruitment Manager; Carrie Weikel-Delaplane, Director of Student Life & Multicultural Student Affairs; Julie Taylor, President's Office; Leigh Kent, President's Office.

**Faculty:** Gail Liberman, Dr. Marcia Roi

**Staff:** Kate Jacky, Jody Shulnak; Billie Garner.

**Others:** Bonnie Terada, Assistant Attorney General; Lisa Gibert, Foundation President; Don Mattison

**I. CALL TO ORDER**

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

**II. BUSINESS MEETING**

**A. Review of the Agenda**

The agenda was reviewed and accepted as provided in the packet. Bob Knight stated that the President's Goals under Future Agenda Items should be for 08/09 rather than 07/08.

**B. Statements from the Audience**

There were no statements from the audience.

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

Chair Sen Hoss thanked the board for attending the Board Retreat on August 3. She asked the trustees to review board deliverables over the next month or so.

Trustee Parker announced that she will be serving on the State Trustees' Association Audit Committee. Their first meeting will be held on Tuesday, September 11.

**D. Institutional Report**

Bob introduced Leigh Kent as his new executive assistant. He thanked Julie Taylor for stepping in as executive assistant during the transition period, for working hard to keep things moving, and for doing a wonderful job during that time.

Bob reported that he and Candy Bennett have been meeting with our local legislators over the summer; they have met with eight of them so far and there is one more meeting left. Bob and Candy have been taking the legislators on campus tours, providing them with updates on the college and answering any questions they might have. The meetings have been very candid and productive and each of them said that they are very willing to assist with the pedestrian overpass issues near the Triangle area.

The college completed a walk-through of the Fred Meyer property on Grand Avenue. The college is waiting for Fred Meyer to get back to us so that we can do a 90-day due diligence. There is not yet have a formal commitment with them, but the college does want to see if it is in the interest of both parties to move forward with a purchase. Fred Meyer will be going out to market to see if they can sell the building for their asking price, but they will come back to the college to open negotiations again.

Although the college has recently signed a new five-year lease for the Town Plaza property, it is possible that the college could conceivably move into the Fred Meyer building in three years and sublet Town Plaza for the remainder of that lease. Part of the due diligence will be to see if any of the state agencies in Town Plaza would be willing

to move to the Fred Meyer building and help offset the cost of the purchase. The City of Vancouver has also expressed interest in leasing opportunities in that building. There are many options to be discussed during the due diligence period and it will be important to determine if the purchase makes sense for the college.

Trustee White attended the recent International Program planning meeting with Hooja Kim, Rachel Ruiz, Chanda Kroll, and Erin Morgan. This is a very exciting time as the program moves forward. There will be a lot of new projects coming out of the program and the anticipation of increased enrollment.

**E. Association Reports**

**1. AHE - Dr. Marcia Roi**

Dr. Roi did not have additions to her report.

Dr. Roi met separately with Bob Knight and Dr. Rassoul Dastmozd in August to discuss notebook accreditation. The committee came out of a bargaining session today, August 27, and will be talking with membership and the Senate. Dr. Roi expressed AHE's belief that the bargaining process is greatly improved, noting that the committee is pleased with its progress.

Salary bargaining is expected to begin on August 29. Once school is in session, discussions will open around the full contract.

There are three open grievances at this time. Two are awaiting replies and the third is at Step Three.

The WPEA and AHE are going to begin attending each other's meetings this year and they also plan to hold some joint meetings.

She attended the WEA Leadership Academy in July. Riverside Council hired two new representatives for this area who will be our liaisons to the Council. They are also part of the bargaining team.

Riverside Council has established a permanent Higher Education position on its executive board. The AHE has also become a member of the Vancouver Chamber of Commerce. Trustee White requested that Dr. Roi please bring back any comments she hears concerning Clark as she attends the Chamber meetings.

Trustee White asked for clarification on appropriate procedures for guests to attend Senate meetings. Requests by guests to attend a meeting must be brought to Dr. Roi who, in turn, will present the request to the Senate. The Senate will then consider the requests individually. She indicated that they would be very happy to have anyone at the board meeting attend one of their meetings.

**2. ASCC – Amanda Mayoral and Pat Mehigan**

There was no report for the month of August.

**3. WPEA – Mr. Billie Garner**

Billie had no additions to his report. There was a district meeting in August and their annual meeting was held in Yakima this year.

The 2007 job representatives are:

Eugene Carroll  
Billie Garner  
Mark Owsley  
Jean Roniger  
David Sims  
David Stephan  
Jennifer Wheeler

Rose Lasater-Blair has resigned and he thanked her for her service to the college.

Governor Gregoire signed HB 2361 on April 19. This bill now allows exempt employees to choose union representation.

**F. College Reports**

**1. Instruction – Dr. Rassoul Dastmozd**

Rassoul introduced Ted Kotsakis, new Dean of Business & Technology. He joined Clark on July 30. There were changes in the Health & Sciences Department. Kathleen Murphy, Director of Medical Radiography, has been appointed as Interim Associate Dean of Allied Health & Health and Physical Education. She will work with Dr. Travis Kibota who will remain as Interim Dean of Math, Physical Sciences, Engineering, and Science & Nursing.

Instruction has been hiring tenured faculty this summer and there is now only one unfilled position.

Trustee Jacobs asked how many students will be served by the SBCTC Opportunity Grant. It is expected that 45-50 FTEs will be supported by this grant. Depending upon the number of credits being taken by the students, there could be between 75-

90 students who will be able to take advantage of the grant. The program promotes access to underserved students and establishes a career pathway for them.

Gail Liberman presented a report to the board concerning the establishment of the Teaching Learning Center. She took on the charge of establishing this center a year ago. She acknowledged the faculty for partnering with her on this project and sharing their knowledge with her. She thanked Rassoul for his support and assistance.

The TLC's goal is "student success." It also supports the college's mission and strategic plan. Everything they do is focused on how the program, workshop offerings, etc. will help move students towards success. The TLC conducted extensive needs assessments across campus to determine what the needs were and what they needed to do in order to meet those needs so that they could focus their programming appropriately. The TLC wanted to create professional development programs for faculty to aid them in developing an enriching learning environment for the students so that the students could be successful and meet their own goals. The TLC focus was really to foster change and a collegial college climate. She outlined the activities the TLC has planned for the academic year to support the faculty as well as how they plan to get the word out to the whole campus community about learning-centered activities.

Trustee Jacobs asked about "Faculty Squares." Gail explained that four instructors from different departments get together and observe each other's class, lab, or eLearning site. They determine from those observation sessions what they could do in their own classes. The Square then comes together again as a group and discusses what they have learned from each other that would help make them better instructors. The foundation has offered to support the Squares' discussion groups.

Bob acknowledged Gail for organizing and implementing the program. We are much farther ahead on it than he had imagined it would be at this time.

## **2. Administrative Services - Mr. Phil Sheehan**

Phil had no additions to his report. He pointed out the construction activities currently underway on campus. The Gaiser renovation is moving along well; the Bookstore has moved into their new home and is open for business. He invited the trustees to visit the store and see how well it came out. The entire project is expected to be completed in early Spring 2008. The O'Connell Sports Center upgrade is moving along and the bulk of it should be completed by the time the students return. He thanked the entire Administrative Services staff for all the hard work they have been doing all summer long to ensure the project's success.

Trustee Jacobs asked if the Facilities Master Plan (FMP) is tied to the college's enrollment planning process. Phil explained that it is; the planning process has been

very inclusive and there has been considerable input from Instruction and Student Affairs. The FMP will be distributed to the board prior to the September meeting.

### **3. Student Affairs – Dr. Rachel Ruiz**

Rachel had no additions to her report. She is pleased to report an upward trend in enrollment for fall 2007. There were at least 800 students enrolling in Running Start this past week.

She introduced new members of the Student Affairs staff: Bill Van Deusen, Director of Advising & Counseling, will be onsite in September; Chanda Kroll, International Recruitment Manager; Carrie Weikel-Delaplane, Director of Student Life and Multicultural Student Affairs; Jody Shulnak, Volunteer Program Manager for Service Learning. The Director of Financial Aid position is the final open position in the department. The search has been extended and will stay open until it is filled.

Trustee White nominated Dr. Gil Rodriguez, Vice President of Marketing & Planning at Southwest Washington Medical Center (SWMC), to be a member of the International Education Committee. Rachel met with Dr. Rodriguez and he has graciously accepted the nomination.

Another committee member, Hooja Kim, is hosting a Korean orchestra group which will be visiting Vancouver in September. She has facilitated a performance by the youth orchestra during the college's Student Welcome Day on September 21 at 1:30 p.m. In addition, she will be hosting an event at her home that evening for the orchestra and has extended invitations to the board to attend.

Rachel thanked the foundation for facilitating the donation of 400 hamburgers from Burgerville for the Welcome Day lunch.

**Adult High School Diploma Program (AHDP)** – there have been significant changes to high school graduation requirements in Washington that will take effect with the classes graduating in 2008. Each community college is required to develop a compliance plan outlining how they will address the new requirements. The changes affect students who complete their high school educations at community colleges rather than their high schools. Students under the age of 21 must return to their high schools to take the WASL test as part of their graduation requirements; students over age 21 will not be required to take this exam, but will be required to fulfill the other four requirements.

There are five items required in the compliance plan. Clark has required two of the items to be in force over the past several years, so we are mostly concerned with:



**Culminating Project** – commonly known as the senior project. The college has to develop a way to transcript this project and our committee has come up with a series of classes which will satisfy this requirement and are able to be transcribed.

**High School and Beyond Plan (HSAB)** – completion of one course.

**Increased Rigor and College Ready Requirement** – students must be eligible to take college-level math and English and will test to determine their placement level or their need to take additional classes.

#### **4. Human Resources – Ms. Katrina Golder**

Katrina reported that much of the summer has been spent recruiting, implementing changes to the WPEA contract changes effective July 1, and contract training.

Trustee White asked if there has been any further movement on the Uniform Plan and whether they are contracting yet with the unions. Katrina reported that they have not yet contracted but she believes there will be more options for people when the Aetna plan goes into effect.

Chair Sen Hoss requested additional data for the hiring done this summer. She would like a report illustrating which positions are new, which are replacements and how the ratios of the positions compare with enrollment.

#### **5. Planning and Advancement – Ms. Candy Bennett**

It is time for the college to start discussions around the legislative agenda for next session. On September 7, the TACTC will be meeting to plan the agenda for submission to the SBCTC. We will pattern our local agenda after the state agenda and then add those items that are unique to the college.

Trustee White asked what she has been hearing from our local legislators and what the college's intentions are with respect to the legislator meetings. Candy indicated that the college wanted to thank the delegation for their efforts in support of Clark and the entire community college system during the last session. The legislative visits not issue oriented, they were more conversational in tone.

Bob updated them on the capital projects and talked about the significant growth of the college. He also discussed initiatives such as the health and wellness and service learning initiatives. Rep. Richard Curtis will be offering assistance with these as time goes on. Bob also discussed the presidential debate opportunity and the legislators all signed a letter in support of the debate. Each of them offered their support on the overpass issue. At the request of Rep. Fromhold, Bob met with Dennis Kampe of the Skills Center. They will have a follow up meeting later on in the fall.

Rep. Deb Wallace, Chair of the House Higher Education Committee, had a lengthy visit with the executive cabinet and spent a lot of time with her as she is very interested in learning as much as she can about the system. They are planning to come back again in October and will be holding a community action forum on campus on October 25 in connection with a web dialogue they are having with the community.

Candy discussed the Operational Plan for Year 4. The document represents the plan for the 2007/2008 year and reflects the efforts of the entire college. It is divided into each mission imperative and includes items which are pending funding approval. As additional funding becomes available, those projects will be undertaken.

Another way being used to measure the strategic plan is through the use of key performance indicators. The benchmarking team developed characteristics and indicators in conjunction with the cabinet. The best way to share this information with the board is being developed. The cabinet will be holding a retreat in October and will come back to the board in October with six or seven key performance indicators that will be used to move the college forward.

Chair Sen Hoss commented on the presentation that the foundation board received on eLearning. She thought that a condensed version of the presentation might be helpful to our trustees.

During the board retreat, the board asked Bob to look at the overall organizational structure of the college and a request that he visit community organizations to talk about the college. He reported that he has added these two items to his goals.

## **6. Workforce Development – Mr. Todd Oldham**

Todd distributed informational flyers for two new programs being offered by the Workforce Development and Continuing Education/Corporate Education Department. He invited the board to attend the Bafá Bafá Cultural Simulation workshop on September 27. The college has been receiving good press recently and has also received approval for a concept paper for a small JSP, “Leading Health Care and Leading Change.” The college went live last Thursday for an online enrollment system which is a significant step for the program. It allows online searches of the college catalog and secure registration. There will be modules added to the system and he will give an overview of the system at a future board meeting.

Trustee Jacobs noted that local businesses were always looking for information on best practices. To now have this information consolidated and on the new Corporate Education website, [bestpracticeseries.com](http://bestpracticeseries.com), is a wonderful resource and she thanked everyone involved with its implementation.

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

Barbara had no additions to her report. The new logo has been well received. Bob acknowledged Chris Concannon and Erica Schwenneker for their work in getting the entire college schedule onto the internet. The system allows changes and adjustments to be made to schedules without the need for paper changes. It streamlines the entire process and makes it much more efficient and will save everyone hours of work.

**8. Clark College Foundation – Ms. Lisa Gibert**

Lisa announced the 3<sup>rd</sup> Annual K-Rod run on September 22. This year's sponsors include Schering Plough Pharmaceuticals.

Lisa has been appointed to the Estate Planning Council for Southwest Washington. She is very pleased to be working with the council and feels it is a great opportunity for the foundation to work with them in the realm of planned gifts.

Chair Sen Hoss asked if there has been response on the part of Clark graduates to the 2007 appeal yet. Lisa responded that, although the responses have been slow getting started, the one first received was from the former ASCC president. The foundation extends complimentary alumni memberships to graduates and the numbers of respondents goes up each year. It is very difficult to find the graduates after they move away, so the foundation is making a concerted effort to follow them and keep their information current.

**III. CONSENT AGENDA**

**A. First Reading**

Trustee Jacobs moved to have the items under Consent Agenda First Reading moved to Consent Agenda action. Trustee White seconded the motion and the board unanimously agreed.

**B. Consent Agenda**

07/08 Budget

Adult High School Diploma

Minutes from June 25, 2007 Meeting – Page 56, Item C, Paragraph 3, Trustee Parker requested to have the phrase, “serve another year as the Vice Chair” edited to read, “serve as the Vice Chair.” Page 57, Item 3, “Student Affairs – Ms. Rachel Ruiz” to be edited to read, “Student Affairs – Dr. Rachel Ruiz.”

Trustee Jacobs moved that the Consent Agenda with the two changes noted in the June 25, 2007 meeting be approved. Trustee White seconded the motion and the board unanimously agreed.

**III. Future Agenda Items**

1. Facility Master Plan (September Work Session)
2. President's 08/09 Goals (September Work Session and carryover to board meeting)
3. Capital Budget Requests (October Work Session and carryover to board meeting)
4. Real Estate Options (November Work Session)
5. Major Fundraising Priorities (December Work Session)

**IV. Date and Place of Future Meetings**

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, September 24, 2007 at 5:00 p.m. in the Penguin Union Building Room 258 B & C.

The meeting will be preceded by a work session at 4:00 p.m.

Bob requested that the trustees mark their calendars for September 12, 11:00 a.m. to 1:30 p.m., which is Opening Day. He asked that any trustee available please attend.

**V. Executive Session**

There was no executive session.

**VI. Adjournment**

There being no further business, Chair Sen Hoss adjourned the meeting at 6:40 p.m.

---

Rhona Sen Hoss, Chair  
Clark College Board of Trustees

Leigh Kent, Recorder