

Clark College Board of Trustees Packet

September 22, 2008

Clark College

The Next Step



Vision Statement

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

Mission Statement

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

Clark College
Board of Trustees Packet
September 22, 2008

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Minutes, 8/25/08 Board Meeting

CLARK COLLEGE BOARD OF TRUSTEES

Monday, September 22, 2008
Gaiser Hall Community Room 213

AGENDA

All regular meetings of the Board are recorded.

RECEPTION FOR KIM PEERY, GH1 213

4:00-5:00 p.m.

I. CALL TO ORDER

5:00 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

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

C. Statements and Reports from Board Members

D. President's Report Page 1
Student Success Presentation: Kari Daniels

E. Association Reports

1. AHE..... Page 2
2. ASCC Page 3
3. WPEA..... No Report

F. College Reports

1. Instruction Pages 4-6
Faculty Presentation: Michelle Bagley, "What is the Role of the Library in a Learning College"?
2. Administrative Services Pages 7-10
3. Student Affairs Pages 11-18
Enrollment Update & New Staff Introductions
4. Human Resources Pages 19-22
5. Planning & Institutional Effectiveness..... Pages 23-24
6. Corporate & Continuing Education..... Pages 25-26
7. Communications & Marketing Pages 27-29
8. Clark College Foundation Page 30

III. CONSENT AGENDA

- Consent Agenda
- ♦ Minutes from the August 25 Board MeetingPages 31-37

IV. FUTURE AGENDA ITEMS

<u>WORK SESSION</u>	<u>BOARD MEETING</u>
Retention Plan (Oct.)	
North County (Oct.)	
Fundraising Campaign (Oct.)	

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, October 27, 2008 in the Gaiser Community Room 213.

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT

Time and order are approximate and subject to change.

President's Report August 2008

Focus on Learning

Progress to date:

- ♦ The president conducted an orientation meeting and lunch with incoming trustee Jack Burkman on Aug 28th.
- ♦ The Penguin Roundtable (formerly known as The Management Team) was held on September 11 and the topic was fundraising priorities.

Access to Education

Progress to date:

- ♦ The president participated in the state senate hearings held in Vancouver on September 4. Karen Driscoll, Director of Financial Aid, spoke about financial aid issues to the higher education committee.

Broad-Based Partnerships

Progress to date:

- ♦ The president conducted his monthly meeting with the Chancellor of WSUV on September 2.
- ♦ Several meetings were held with Foundation staff and the Clements group to prepare for the upcoming fundraising campaign.
- ♦ Clark College hosted a table at the annual Chamber of Commerce Installation Banquet on September 15.

Management Excellence

Progress to date:

- ♦ Shanda Diehl was hired in the position of Associate Vice President of Planning and Institutional Effectiveness. She is coming from Spokane Falls Community College where she held a similar position. Her first day at Clark College will be October 13, 2008.
- ♦ The president participated in a health insurance roundtable with other community leaders which was hosted by state insurance commissioner Mike Kreidler on September 17. A follow up meeting will be held in January 2009.
- ♦ The president met with the president of Lower Columbia College to discuss common issues and tour their new Center for the Arts on August 21.
- ♦ A successful opening day was held on September 10 to welcome faculty and staff back from the summer and begin preparation for our accreditation visit on October 8-10.

Bob Knight
President
September 17, 2008

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

Facilitating communication

Senator Roxane Sutherland and Dr. Roi met with Bob Knight and discussed salary bargaining issues, faculty involvement, and overall campus climate. The meeting was very productive.

Bargaining

AHE and the college continue to meet to discuss salary. The next bargaining session is scheduled for September 18, 2008.

Organizational activities

AHE senate has training and an annual retreat scheduled for September 15, 2008. Training will be held off-campus and will include grievance and advocacy training for senators.

A general membership meeting will be held on September 18th.

Membership

One new member joined AHE this month.

Grievances

An Unfair Labor Practice is awaiting disposition.

One grievance is in the informal stage.

One grievance has been filed and is awaiting reply from the college.

Community Connections

Dr. Anita Fisher and Dr. Roi attended the Clark County election results in downtown Vancouver on August 19th and discussed faculty issues with local legislators.

Dr. Fisher and Dr. Roi attended the Washington Senate committee hearings on Higher Education at the Hilton in Vancouver and discussed community college issues with members of the Senate committee.

AHE and WPEA are co-sponsoring a political informational forum scheduled for September 30th. At this time we have 6 candidates and legislators confirmed for this event.

Respectfully submitted by,

Dr. Marcia Roi, CCAHE President

September Board Report ASCC

Student Government

The ASCC Executive Council and Activities Programming Board have had a very productive summer training term. As part of our training 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 had the opportunity to share in the experience. During the conference we learned about ethics, integrity, diversity and professionalism, along with communication and conflict management all valuable skills for a student leader.

- ◆ **Letizia Askland, ASCC Vice President**, has been compiling a list of ASCC and Campus Committees for fall quarter, as well as putting together a Committee Application Packet for the students.
 - ◆ **Maria Laguna-Arranz, ASCC Public Relations Director**, has been very busy with making the first ASCC Newsletter of the quarter and a events calendar to be distributed to the students.
 - ◆ **Jasmine Bhullar, ASCC Executive Assistant**, has been restructuring passed ASCC documents into a more streamline system for the benefit of all of our officers.
 - ◆ **Alyshia Saltman, ASCC Finance Director**, has been very dedicated in putting together a more user friendly Fund Balance and Program Director packets for the upcoming reception.
 - ◆ **Pat Mehigan, ASCC President**, was the introductory speaker at the Faculty/Staff Welcome back event in which his fellow officers attended. Mehigan along with his ASCC Vice President, Letizia Askland will be attending the Greater Vancouver Chamber of Commerce dinner with Mr. Knight on Monday September 15th, 2008.
- Respectfully Submitted,

Patrick Mehigan
ASCC President

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

Instruction Report September 2008

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

Focus on Learning

- ♦ Provide and maintain innovative, learner-centered programs supported by adequate training for all involved in such programs.
 - Implement Instructional Plan in 2008-2009.
 - Timelines for Parts I and II of the IP will be met.

Progress to date:

As required in the Instructional Plan, the Program Check Screening Committee met on September 12 to assess program data and identify specific areas of improvement in instructional programs and departments.

- ♦ Implement the Student Success and Retention Plan. *[This goal is a joint submission by Student Affairs and Instruction]*
 - Hire a PT Retention Counselor for the Academic Early Warning project.
 - Hire PT (1050) Office Assistant III in Registration for data management of the Academic Early Warning system.

Progress to date:

Information about the Academic Early Warning (AEW) system was presented at each of the instructional unit meetings and was also the focus of two sessions during the orientation period. As of this submission, the first was attended by a standing room only crowd of over 50 faculty and staff members with lively and insightful questions indicating the broad interest in this initiative. AEW is a key component of helping students get early feedback about their academic performance along with specific and timely information tailored to help them correct behaviors that put them in academic jeopardy. It is a key component of our retention strategies for 2008-2009 and beyond.

This electronic system for faculty to enter their feedback will be backed up by the new personnel funded by the Retention Plan proposal to provide technical support and specific additions in advising and counseling to ensure that students are directed and counseled toward more successful outcomes in their classroom work. The orientation sessions were joint efforts of these new hires along with other advising staff members, computer support personnel, several deans, and the co-chairs of the Retention Committee.

Special mention should be made of John Maduta, Gracie White, Melissa Williams, Eden Isenstein, Blake Bowers, and Felisciana Peralta for their contributions to this initiative and the orientation sessions. Additional training opportunities on the system will be offered through the Teaching and Learning Center during the year, and an online self-instructional package is under development to support others, particularly our adjunct faculty, as all faculty are encouraged to use this system. Retention Committee co-chairs Ted Broussard and Sylvia Thornburg are optimistic that this tool will be a significant step forward in increasing student success and retention in this and future years.

Respect for Differences

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

Progress to date:

The Cultural Pluralism Committee participated in a follow-up meeting with Steve Hanamura to develop a vision for diversity and a definition of diversity for the college.

The Gyung-gi Youth Traditional Music Orchestra from Korea will perform at Clark College on Friday, September 26. Thanks to Music faculty member Rich Inouye for coordinating the event.

Management Excellence

- ◆ Articulate model career pathways.
 - Facilitate the Career Pathways committee's initiative to create four pathway documents.
 - Identify at least one new Program of Study.

Progress to date:

The Director of Child and Family Services and ECE faculty met with community partners on September 10 to develop an Early Childhood Education career pathway document.

Additional Highlights

- ◆ Professor Tina Barsotti has been named as Science, Technology, Engineering & Math (STEM) Outreach and Advising Coordinator for the 2008-2009 year. The STEM High Demand Grant is helping to pay for Tina's position. She will be working with faculty, staff, and students at Clark College and in the community. Congratulations to Tina on this exciting opportunity.
- ◆ Michelle Bagley, Director of Library Services, participated as a panelist during a class meeting of (LI 850) *Management of Information Agencies*. Students enrolled in Emporia State University's School of Library and Information Management met on September 13 at Portland State University. Michelle provided an overview of her management and library careers. She and two other panelists answered students' questions on a variety of topics relevant to managing libraries.
- ◆ The number of sections of English 101 has increased from 54 to 70, with the 70th section being our first College in the High School section being taught at Fort Vancouver High School.
- ◆ Between 2008 and 2011, Rassoul Dastmozd will serve as a mentor in the AACC MentorLinks program for Lewis and Clark Community College located in Godfrey, IL. The major focus of this mentoring activity is helping the college develop a seamless transition and offer a dual credit high school regional consortia for welding courses between high schools and Lewis and Clark Community College, and to seek and secure industry support and involvement in the welding program.
- ◆ The number of sections of eLearning classes offered this fall increased 32%, from 87 to 115. As of September 12, 2008, these classes were 92% filled.
- ◆ Kris Barnum, Todd Oldham, Danette Randolph, and George Reese attended the 2008 Economic and Workforce Development Conference on September 3 and 4. Governor Gregoire highlighted the positive state of the economy in Washington compared to the rest of the country. Much of the conference covered the cultivation of a greener economy and the

efforts of education institutions to partner with business and industry to create a healthy workforce.

- ◆ September 9 marked the completion of Perkins Summer Leadership projects. Ten professional technical faculty completed seven projects on topics such as assessment, faculty advising, faculty computer proficiency, and professional development.
- ◆ The State Board has \$50,000 left in Perkins “Best Practices” funding. The Best Practices currently fit under the following statewide initiatives: competency-based education; assessment and follow-up; curriculum development projects; recruiting and advising; implementation of training appropriate to WorkFirst; business and industry partnerships for program improvement; adapting to emerging technologies; distance education; integration of basic skills; and other. An email will be distributed to faculty and staff across the college on September 15 encouraging applications.
- ◆ During spring quarter 2008, the Cannell Library surveyed Clark College students via Survey Monkey software and an email message distributed through the Office of Planning and Institutional Effectiveness. These are the action items the Library took away from the survey:
 - We need to do better job of promoting the services offered by the library as there were several comments by our respondents that the survey was the first time they had heard about a particular service (i.e., laptop check out, quiet study room, small group study rooms, and online reference).
 - All main floor computers will have Microsoft Office installed on them by the beginning of fall quarter to address student requests for consistency of software available on library computers.
 - We will discuss amending the food and beverage policy and the cell phone policy during an upcoming library meeting to address some of the comments and concerns presented in the survey.
 - We will look for ways to staff the online reference tools more consistently. We will look to our colleagues for best practices in this mode of reference service.
 - The comments about noise level and enforcing study room policy provide us with valuable feedback about maintaining an atmosphere that is welcoming to all.
 - Ensuring that we are providing more consistent and EXCELLENT customer service.
- ◆ Rassoul Dastmozd traveled to Mt. San Antonio College in Walnut, CA, on September 4 and 5 as a member of their National Visiting Committee for their Regional Information Security System Center grant from the National Science Foundation. The National Visiting Committee will work with the Principal Investigator at Mt. San Antonio to develop and audit annual reports that document the successes of the project, lessons learned, and its overall direction.
- ◆ George Reese attended a two-day retreat in late August with other regional colleges and workforce investment boards to develop a shared vision for the WIRED grant. The WIRED grant supports the development of a regional network of training and recruitment efforts to meet the workforce needs for advanced manufacturing in the Southwest Washington and Portland metropolitan region.
- ◆ Rassoul Dastmozd and John Deeder, Superintendent of Evergreen School District, attended a joint work session of the House Higher Education and Healthcare and Wellness Committees in Olympia on September 12 to discuss efforts to address health care personnel shortages and the Evergreen School District/Clark College partnership.

Rassoul Dastmozd, PhD
Vice President of Instruction
September 12, 2008

**Administrative
Services**

Administrative Services Board Report September 2008

As the beginning of fall quarter approaches, the staff in Administrative Services is hustling to make sure the facilities, grounds, and services are ready for the arrival of students. Parallel efforts are underway to insure both a successful accreditation visit and successful 75th anniversary kick-off celebration. For the service departments in Administrative Services, summer is perhaps the busiest time of the year and I commend the staff on their efforts to prepare the College for what will be an exciting year.

Focus on Learning

- ◆ Deploy Microsoft Office 2007 by fall 2008.

Progress to Date:

Approximately 75 percent of the machines have been updated.

Access to Education

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

Progress to Date:

All six full-time campus security officers are scheduled to attend the Community Emergency Response Training (CERT) that is being offered by the Clark County Fire District in October and November of 2008.

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

Progress to Date:

Final interviews have been completed.

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

Progress to Date:

Completed.

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

Progress to Date:

Construction at Clark College at CTC continues on budget and on schedule for an opening in fall 2009. The project team has hosted several tours for the Foundation staff to identify potential fundraising opportunities for Clark College at CTC.

Broad-based Partnerships

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

Progress to Date:

College first responders will receive Community Emergency Response Training (CERT) offered by the Clark County Fire District in October and November.

Additional Highlights

- ◆ Plant Services continues to work to “spruce up” the campus for the return of students, the 75th Anniversary celebrations, and the Accreditation visit in October. Work to complete the Red 3 parking lot, the Gaiser Student Center Enhancements, Chime Tower Lighting (Alumni funded), and other projects is on schedule. Work to enhance the signage at the Triangle property, within PUB, and at TPC is also being done.
- ◆ Total Bookstore sales year-to-date through August was \$416,364 (+22.04%).
- ◆ Bookstore buyers are working to expand the textbook rental program for fall 2008. To date, eight titles (more than 250 units) are available for rent. Reception of this new service has been positive from both students and faculty.
- ◆ More than one hundred faculty, staff, and administrators attended the “Exploring How We All Learn,” Bookstore Information Fiesta. Bookstore staff took the opportunity to share new services, such as textbook rental and e-book cost-saving solutions; new products, including eco-conscious products available to purchase or order for department use; educationally-priced software available for purchase or home use; Web service provided by the store; and much more. It was a very interactive event and feedback was positive.

Philip Sheehan
Interim Vice President of Administrative Services
September 17, 2008
PS206

Clark College - Budget Status Report

August 31, 2008

Sources of Funds (Revenues)	2008-09 Budget	Revenue to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	32,111,842	5,150,364	26,961,478	16.0%
Tuition	13,266,939	2,668,010	10,598,929	20.1%
Interest	180,000	25,528	154,472	14.2%
Excess enrollment	309,309	-	309,309	0.0%
Planned use of prior fund balance	270,676	-	270,676	0.0%
Dedicated, matriculation, tech, cont ed	2,652,483	586,855	2,065,628	22.1%
Total Operating Accounts	48,791,249	8,430,757	40,360,492	17.3%
<u>Other Accounts</u>				
Grants & Contracts	7,434,649	142,833	7,291,816	1.9%
Internal Support	1,350,402	339,375	1,011,028	25.1%
ASCC less PUB	1,629,172	290,841	1,338,331	17.9%
Bookstore	5,002,211	379,334	4,622,877	7.6%
Parking	757,267	44,613	712,654	5.9%
Auxilliary Services	1,626,412	330,294	1,296,118	20.3%
Financial Aid	17,592,090	2,011,274	15,580,816	11.4%
Total Other Accounts	35,392,203	3,538,563	31,853,640	10.0%
Total Sources of Funds	84,183,452	11,969,320	72,214,132	14.2%

Uses of Funds (Expenses)	2008-09 Budget	Expense/Encum to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	798,751	127,041	671,710	15.9%
Vice President of Instruction	29,114,556	3,269,116	25,845,440	11.2%
Vice President of Administrative Services	9,123,511	2,563,627	6,559,884	28.1%
Vice President of Student Affairs	5,894,978	1,002,059	4,892,919	17.0%
Executive Dean of Planning & Advancement	499,161	108,131	391,030	21.7%
Executive Director of Corporate & Continuing Ed	883,761	187,067	696,694	21.2%
Executive Director of Communications	1,316,765	465,926	850,839	35.4%
Associate Vice President of Human Resources	1,159,766	230,321	929,445	19.9%
Total Operating Accounts	48,791,249	7,953,289	40,837,960	16.3%
<u>Other Accounts</u>				
Grants & Contracts	7,434,649	1,163,538	6,271,111	15.7%
Internal Support Services	1,350,402	648,024	702,378	48.0%
ASCC less PUB	1,629,172	260,727	1,368,445	16.0%
Bookstore	5,002,211	731,978	4,270,233	14.6%
Parking	757,267	25,385	731,882	3.4%
Auxilliary Services	1,626,412	242,172	1,384,240	14.9%
Financial Aid	17,592,090	1,924,964	15,667,126	10.9%
Total Other Accounts	35,392,203	4,996,788	30,395,415	14.1%
Total Uses of Funds	84,183,452	12,950,077	71,233,375	15.4%
Difference - Excess (Deficiency)		(980,757)		
Capital Projects - Revenue & use of fund bal	25,871,900	5,396,554	20,475,346	20.9%
Capital Projects- Expense less depr	25,871,900	5,396,554	20,475,346	20.9%
Difference - Excess (Deficiency)	-	-	-	

e. Theresa Heaton, Cindi Olson, Sylvia Thornburg
c. Bob Knight, Phil Sheehan, Karen Wynkoop
Ron Hirt, Accounting 9/11/08

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

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

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

s.sand 9/12/08

Student Affairs Report September 2008

Focus on Learning

Support annualized institutional enrollment goals.

Progress to date:

- ◆ The Assessment Center provided 1359 COMPASS test sessions during August to current and prospective students.
- ◆ Jennifer Reeves (Student Recruitment) attended the 1st Foster Care to College Seminar hosted by Community Youth Services and the YWCA of Clark County on August 26th. Jennifer conducted a presentation on the college admission process.
- ◆ Running Start enrollment reached new records in both headcount (1363) and FTES (1014) for fall quarter as of September 9. Preliminary numbers indicate that Clark will likely have the largest RS headcount in the state this fall. Previously Clark's RS headcount (1078) was third in the state behind Green River (1300) and Bellevue (1265).
- ◆ The annual Running Start Bookstore Open House served nearly 250 students, their parents, and siblings on August 25. Students were able to buy their fall textbooks, visit with faculty, attend campus tours, and learn about services at Clark.
- ◆ To date, the Financial Aid office has processed 3134 files and is working overtime to complete as many files as possible before the beginning of fall quarter.
- ◆ Chanda Kroll (International Recruitment Manager) traveled to Seattle and Portland in early September to meet and establish relationships with school advisors and to conduct orientations to potential recruits at local English Language Schools. Some of the advantages of these partnerships are that these students have been issued student visas and when they transfer to Clark they enroll with a more proficient English language skill.

Support retention initiatives to achieve institutional retention goals.

Progress to date:

- ◆ The Welcome Center staff offered four "Getting Started at Clark College" sessions in August to approximately 20 prospective students and hosted four "New Student Orientations", serving more than 100 students.
- ◆ The Student Ambassadors provided 39 separate campus tours to 120 new and prospective students.
- ◆ Academic Early Warning (AEW), an online reporting system used by faculty to provide early feedback on student progress, was unveiled during Fall Orientation and will be implemented this fall quarter. As a centerpiece of the Retention Plan, this tool will inform students of academic behaviors that could pose a threat to their success in their classes and encourage them to meet with their instructor and to utilize support services on campus to get needed help. Students will be informed of this new retention tool at the New Student Welcome Day and through other communication efforts this fall.
- ◆ In addition to the AEW session, various orientation sessions such as Meet Your Retention Plan, Advising Plan Update New, Now, Next, International Students and ADA Accommodations for Students were presented to faculty and staff during Fall Orientation to highlight the goals of these programs and to inform participants how each individual plays a role in student success and retention.

- ◆ Emily Earhart (Advising) participated in a series of conference calls with Walla Walla Community College's IT team to continue the implementation of the online educational planning tool, Ed Plans. This new online tool is scheduled for roll out in spring quarter as another retention strategy. Emily also staffed Group Advising & Registration Orientations that were held in computer labs on August 25-29 and September 4 & 5 to assist approximately 300 new students.
- ◆ Lizette Drennan (Financial Aid) conducted a fall orientation for approximately ten potential Washington Achievers Scholars on August 20th. Students were informed of the expectations and requirements associated with the scholarship program. Alex Gonzalez, Northwest Education Loan Association, conducted the keynote presentation. The group enjoyed lunch with their peers and staff from Financial Aid, Multicultural Student Affairs and the Student Ambassadors Program.

Access to Education

Expand online support services that provide increased access.

Progress to date:

- ◆ Career & Employment Services added a *Tip of the Week* section to its homepage to feature special events, services and website updates. The Career Center staff and Counseling staff met to identify website modifications that would better integrate information about shared services such as Student Success Workshops and career assessment services.

Workforce Development

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

Progress to date:

- ◆ The staff in Career & Employment Services assisted 126 students in their search for on-campus employment, work study and institutional hire positions during the month of August. Of the 126 students 55 were placed in jobs. The staff also served 285 community visitors who requested the use of career resources. In addition, sixteen students from English 098 taught by Kate Scrivener visited the Center on August 7th to conduct research for a career exploration paper.

Broad-based Partnerships

Increase community outreach activities and partnerships from 2008 to 2009.

Progress to date:

- ◆ Dan Overbay (Student Recruitment) coordinated materials and college volunteers for the 4th year for the Clark College booth at the County Fair on August 1st-10th. A total of 45 volunteers staffed the booth and assisted approximately 4,600 people during the course of the fair.
- ◆ GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) students from the Vancouver School District participated in a campus tour and attended a financial aid information session on August 4th.
- ◆ Clark College hosted a meeting for the high school Athletic Directors of the Greater St. Helens Conference on September 10. The conference serves all of the local area high schools and those in Longview, Kelso, and Woodland. President Knight, Dr. Ruiz, and Denny Huston addressed approximately 30 AD's. They were also given a tour of the campus and provided program specific information about Clark College.

- ◆ Approximately 100 high school counselors attended the Fall Counselors Workshop on September 12, hosted by Linda Calvert and Dan Overbay. This regional event is hosted at Clark every third year, alternating turns with LCC and WSUV. The event is sponsored by the Washington Council for High School/College Relations and featured 20 speakers from public and private baccalaureate institutions, community colleges, financial aid, SAT, ACT, State Board for Community & Technical Colleges, OSPI, and the HEC Board.
- ◆ Cath Keane and Suzanne Thayer (Career & Employment Services) met with the Career Recruitment Services unit manager and a recruiter from the Washington Department of Social and Health Services (DSHS), Human Resources Division on August 5th to collaborate on ways to serve Clark students through internships, employment and career path information.
- ◆ Suzanne Thayer met with Columbia United Providers on August 21st to present information on Clark's co-op internship program. A partnership was developed to provide on-going internship opportunities for CNET and computer technology students beginning in September 2008.
- ◆ Mike Gibson (Veterans Affairs) continues his membership on the Clark County Veterans Resource Fund Committee. This year the committee plans to spend approximately \$700,000 to support low income veterans with rent, food, gas vouchers etc. This is just one of several resources that Mike refers students to when they cannot meet living expenses. We appreciate Mike's community involvement and dedication to the Veterans he serves.

Increase student/staff participation in health and wellness activities.

Progress to date:

- ◆ Miranda Saari (Assessment Center Manager) and Lizette Drennan (Financial Aid) successfully participated in the 2008 Hood to Coast Relay on August 22nd.

Management Excellence

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

Progress to date:

- ◆ Suzanne Thayer (Career & Employment Services) attended a Grant Writing Workshop at Portland State University on July 25-27. The workshop provided training in the components of a grant, proposal writing skills and an understanding of the grant writing process.
- ◆ Student Affairs staff attended the winter quarterly meeting on August 21st to receive a briefing on the new Retention Plan that was conducted by Ted Broussard and Sylvia Thornburg. In addition, staff participated in an experiential learning activity that required them to role play situations of how to effectively refer students to support services and resources to ensure their retention success. Mary Deal described the new Random Acts of Retention project that will be implemented this year to recognize staff in Student Affairs who are "caught in exemplary acts of promoting student success."

Other

Congratulations to Ms. Lizette Drennan who received a **Presidential Coin** for her consistent and outstanding work with our students, to Ms. Miranda Saari who received the **Classified Staff of the Year Award** for maintaining a welcoming and highly efficient Assessment Center, and to Ms. Susan Muir who received the **Summer Quarter Recognition Award for Classified Staff** for her outstanding support for the completion of the Retention Plan and her optimistic spirit to create a collaborative and inviting environment within Student Affairs.

Ms. Cath Keane (Career & Employment Services) led a task force with representation from Financial Aid, Career & Employment Services, Security and Safety, and Registration to develop and implement procedures for the new administrative policy requiring background checks for student workers who have access to confidential employee or student information.

Jody Shulnak (Career & Employment Services) coordinated the first Service-Learning Faculty Fellows orientation on September 9th for the newly selected 2008-2009 faculty fellows. Sherril Gelmon from Portland State University facilitated the workshop, entitled: Integrating Service-learning into the Curriculum: Design, Delivery, and Assessment. All five Service-Learning fellows attended and reported that the workshop was very useful and relevant. This program was funded by the Clark College Foundation with the goal of initiating 15 new Service Learning projects this year.

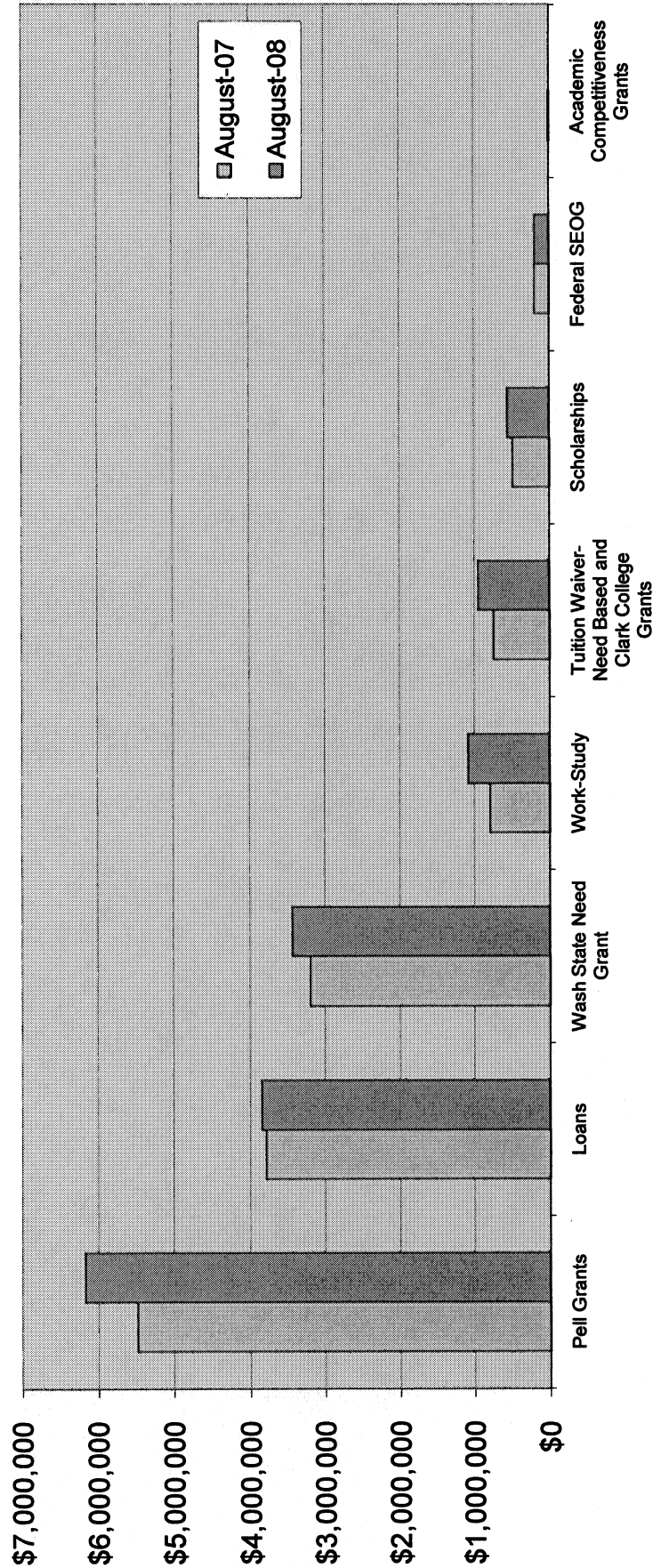
Personnel Highlights in August

Ms. Dani Bundy, the new full-time Program Coordinator advisor has been hired to mentor and promote academic success for students in DVED, ENL, ESL, and ABE programs.

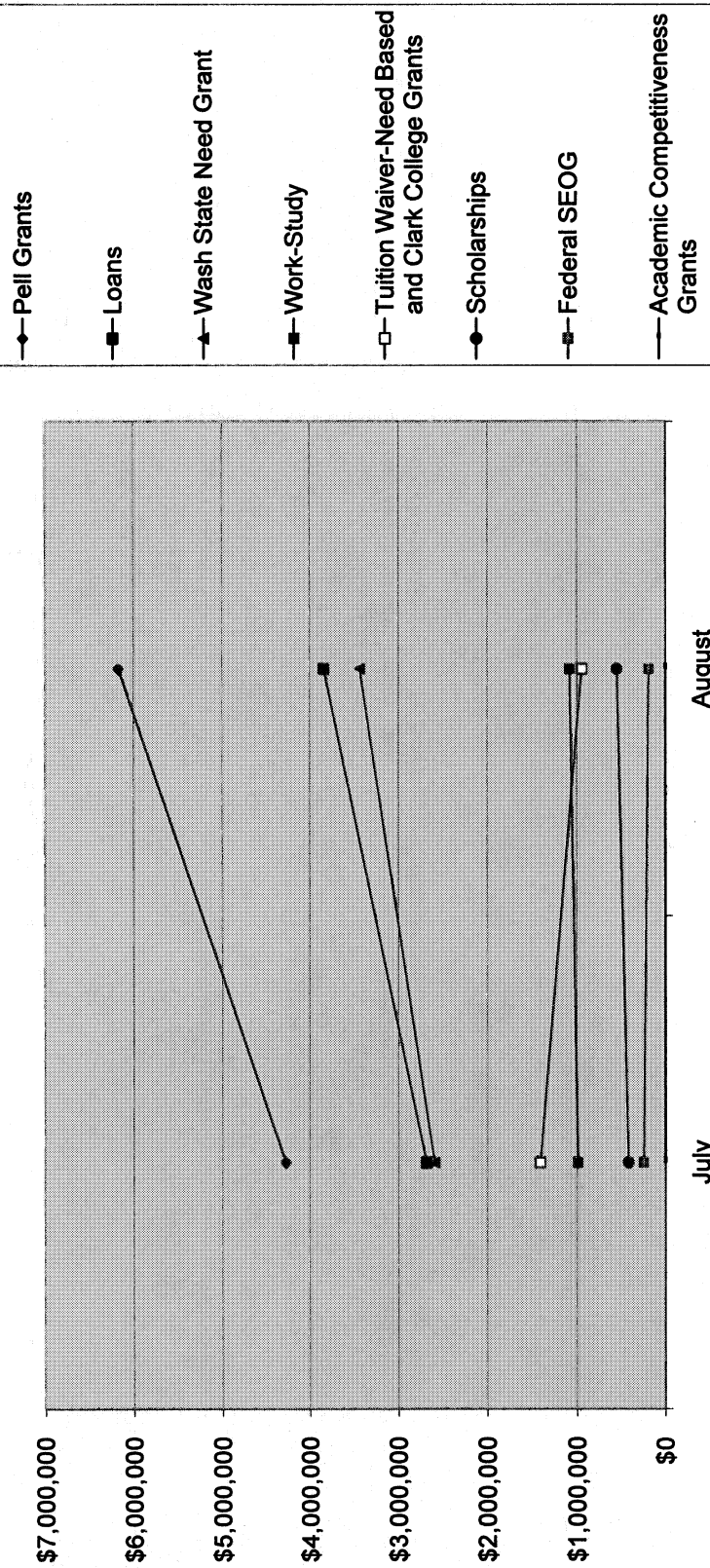
Ms. Edie Blakley, the new Director of Career and Employment Services has been hired to provided leadership and general management of the centralized Career Services Office.

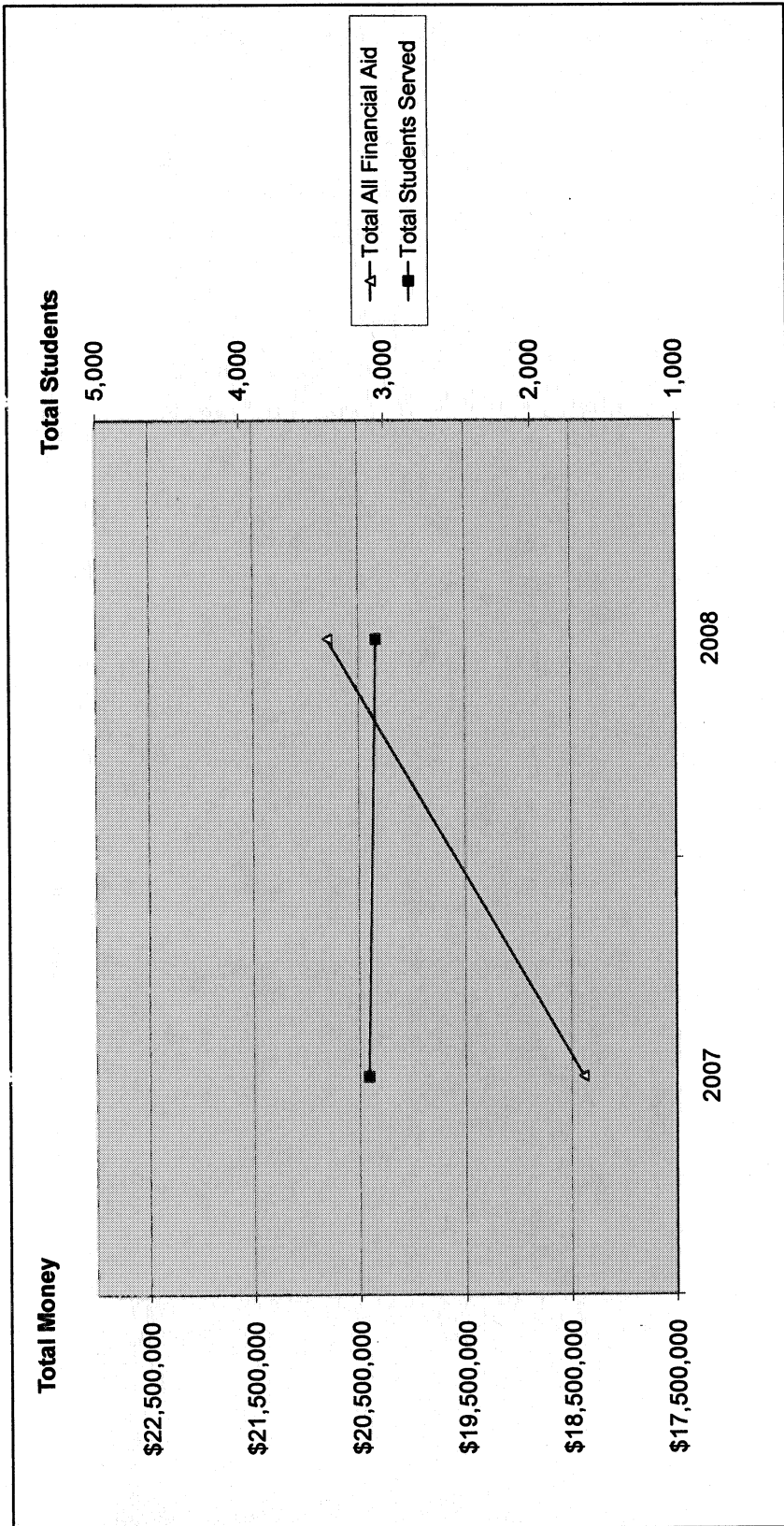
Rachel Ruiz
Vice President of Student Affairs

Comparison Chart August

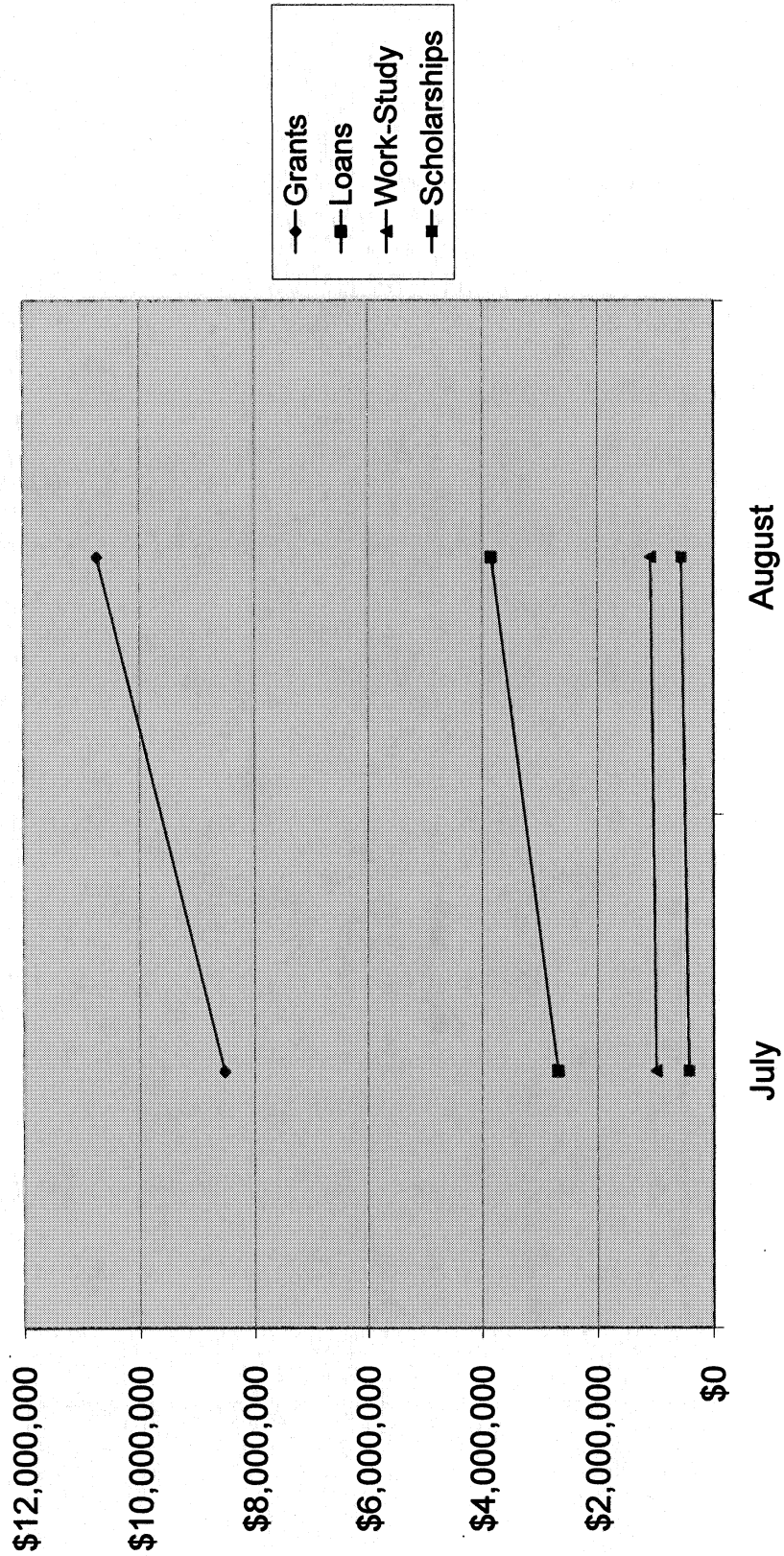


08-09 Financial Aid Stats





08-09 Funding Types



Human Resources Board Report September 2008

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

Focus on learning

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

Progress to date:

Julio Appling has joined the TLC team to support computer training and an open lab for faculty and staff in the Teaching and Learning Center.

Employee Development coordinated and supported more than 50 events during Fall Orientation and will be offering a new program to help serve students better through a series of language courses for employees including conversational Spanish, Russian and American Sign Language.

Penguin Roundtable met as part of Fall Orientation and people from across the college discussed and provided feedback on potential fundraising goals. It was a chance to learn and have an impact on the future of Clark College.

Respect for Differences

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

Progress to date:

The Cultural Pluralism Committee held an all day session on September 4th as a follow-up to the August diversity, leadership and inclusion session with trainer Steve Hanamura. The committee has drafted a preliminary framework for the diversity plan, including a draft vision statement, issues and goals.

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

Progress to date:

Equity and Diversity has partnered with Women's Studies and Student Life and Multicultural Student Affairs to present a viewing of "Divided We Fall" on September 26. The film chronicles stories of racism, violence and forgiveness in the aftermath of 9/11.

Management Excellence

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

Progress to date:

Bargaining is underway for both full-time and part-time faculty salaries. The college is working with the State Board for Community and Technical Colleges to clarify questions regarding COLA funding under I-732.

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

Progress to date:

The Associate Vice President of Human Resources participated on the governor's WPEA Higher Education bargaining team for the 2009-11 negotiations. Negotiations were completed on August 25, 2008.

Additional Highlights

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

Barbara "Dani" Bundy was promoted to the full-time permanent classified position as Program Coordinator in Advising effective October 6, 2008. Dani has been with Clark College since 2004.

Shanda Diehl was appointed to the full-time permanent administrative position as Associate Vice President for Planning and Institutional Effectiveness effective October 13, 2008. Shanda has a BA in Sociology from Eastern Washington University and an MPH in Public Health from the University of Washington. She has previous work experience with Spokane Falls Community College, Pierce College and Spokane Regional Health District.

Tim Majoros was appointed to the full-time 6-month seasonal permanent classified position as Grounds and Nursery Specialist 1 in Plant Services effective September 2, 2008. Tim has a BS in Environmental Horticulture from the University of Rhode Island and previous work experience with Old Town Florist, J.E.M. Contracting, and P.S.D. Tree and Landscape.

Richard Nevis was appointed to the full-time permanent classified position as Assistant Facilities Designer in Plant Services effective September 2, 2008. Richard has a BS and MA in Architecture from Arizona State University and previous work experience with Thompson-Pollari Design Studio, Portland State University, Nevis Studio, and Arizona State University.

Darin Rathbone was promoted to the full-time permanent classified position as Information Technology Specialist 3 in Computing Services effective September 8, 2008. Darin has been with the College since June 2002.

Tia Dru Schmidt was appointed to the full-time permanent classified position as Administrative Assistant 3 in Nursing effective September 10, 2008. Tia has an AAS in Paralegal from Clark College and a Dental Assistant certificate from Portland Community College. She has previous work experience with Salmon Creek Law Offices, YWCA, SEH America, and Pacific Northwest Bell.

Thao Schmidt was promoted to the full-time permanent classified position as Human Resources Consultant Assistant 2 effective September 8, 2008. Thao has been with the College since 1997 and has a BA in Human Resource Management from WSU-Vancouver.

Svetlana Varivoda was appointed to the full-time permanent classified position as Office Assistant 3 in Financial Aid effective August 18, 2008. Svetlana is attending Clark College and has previous work experience with Astoria Restaurant and Clark College.

Employee Name	Position	Effective Date	Department	Status	FT - PT %	New - Replacement
APPOINTMENTS/REALLOCATIONS						
Edie Blakely	Director of Career and Employment Services	9/17/08	Career and Employment Services	Exempt	Full-time	Replacement
Barbara "Dani" Bundy	Program Coordinator	10/6/08	Advising	Classified	Full-time	New
Shanda Diehl	Associate VP for Planning/Instt. Effectiveness	10/13/08	Planning/Instt. Effectiveness	Admin	Full-time	Replacement
Tim Majoros	Grounds and Nursery Specialist 1	9/2/08	Plant Services	Classified	Full-time 6 mo.	Replacement
Pat McDonald	Graphics Designer Senior	3/28/08	Communications & Marketing	Classified	Full-time	Reallocation
Richard Nevis	Assistant Facilities Designer	9/2/08	Plant Services	Classified	Full-time	Replacement
Darin Rathbone	Information Technology Specialist 3	9/8/08	Computing Services	Classified	Full-time	Replacement
Tia Dru Schmidt	Administrative Assistant 3	9/10/08	Nursing	Classified	Full-time	Replacement
Thao Schmidt	Human Resource Consultant Assistant 2	9/8/08	Human Resources	Classified	Full-time	Replacement
Erica Schwenneker	Communications Consultant 3	4/23/08	Communications & Marketing	Classified	Full-time	Reallocation
Saundra Solis	Program Coordinator	10/1/08	Running Start	Classified	Full-time	new
Svetlana Varivoda	Office Assistant 3	8/18/08	Financial Aid	Classified	Full-time	Replacement

RETIREMENTS/RESIGNATIONS/SEPARATIONS

Verna Goll	Program Coordinator	7/21/08	Corporate and Continuing Ed	Classified	Full-time	Resignation
Christi Grossman	Program Coordinator	7/18/08	Career and Employment Services	Classified	Full-time	Separation
Glenn Lakin	Instruction & Classroom Support Technician 2	8/5/08	Culinary Arts	Classified	Full-time	Resignation
Cristin Rigney	Program Assistant	6/13/08	Admissions	Classified	Full-time	Resignation
Kerry Rogers	Administrative Assistant A	7/18/08	Nursing	Classified	Full-time	Resignation
Michael Smith	Custodian 1	8/1/08	Plant Services	Classified	Full-time	Resignation
Christy Zillman	Early Childhood Specialist 3	8/1/08	Child & Family Studies	Classified	Full-time	Resignation

VACANT POSITIONS

HUMAN RESOURCES EMPLOYEE REPORT
September-08

Position	Closing Date	Department	Status	FT-PT %	New - Replacement
Automotive Instructor-T-Ten Coordinator	7/31/08	Instruction	Faculty	FT-temp	Replacement
Credentials Evaluator 3	OUF	Student Affairs	Classified	Full-time	New
Custodian 1	8/26/08	Plant Services	Classified	Full-time	Replacement
Custodian 1	8/26/08	Plant Services	Classified	Full-time	New
Custodian 3	7/28/08	Plant Services	Classified	Full-time	Replacement
Dean of e-Learning	9/23/08	Instruction	Admin	Full-time	Replacement
Director of Advising and Counseling	9/12/08	Student Affairs	Admin	Full-time	Replacement
Director of Athletics	OUF	Student Affairs	Admin	Full-time	Replacement
Early Childhood Specialist 2	8/1/08	Child and Family Studies	Classified	FT 9 mo	Replacement
Early Childhood Specialist 3	8/1/08	Child and Family Studies	Classified	PT 75% 9 mo	Replacement
Early Childhood Specialist 3	9/10/08	Child and Family Studies	Classified	PT 75% 9.5	Replacement
Grounds and Nursery Specialist 4	8/18/08	Plant Services	Classified	Full-time	Replacement
Information Technology Specialist 3	8/25/08	Computing Services-Telephone	Classified	Full-time	New
IT Applications and Data Base Developer	8/28/08	Computing Services	Exempt	Full-time	New
Library and Archives Paraprofessional 3	9/11/08	Library	Classified	Full-time	Replacement
Maintenance Mechanic 2	8/28/08	Plant Services	Classified	Full-time	New
Office Assistant Lead	8/12/08	Registration TPC	Classified	Full-time	Replacement
Program Assistant	8/25/08	Running Start	Classified	Full-time	Replacement
Secretary Senior	8/7/08	Admissions	Classified	Full-time	Replacement

OUF=Open Until Filled
Clark College Human Resources
09/12/08

Planning & Institutional Effectiveness Report September 2008

Access to Education

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

Progress to date:

- ◆ No progress to report for September.

Respect for Differences

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

Progress to date:

- ◆ 2008 Student Satisfaction Inventory by Noel-Levitz posted on the intranet and web site, and employees notified via email.

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

Progress to date:

- ◆ Susan Maxwell participated in the CPC Diversity discussion facilitated by Steve Hanamura on September 4, 2008. The purpose of this session was to work on a vision and definition of diversity at Clark College.
- ◆ Susan Maxwell, Cindy Heck and Kael Godwin participated in the Cultural Pluralism and the Diversity Plan session at Orientation.

Workforce Development

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

Progress to date:

- ◆ Data supplied for Program Check Screening Committee and research analyst attended meeting to discuss the data with the committee.
- ◆ Annual program data supplied to all academic departments for use in departmental planning and possible program review and enhancement projects.

Broad Based Partnerships

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

Progress to date:

- ◆ No progress to report for September.

Management Excellence

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

Progress to date:

- ◆ 2008 Self Study has been distributed and posted on the Clark College website and Intranet.
- ◆ All evaluators contacted and travel plans and needs documented.
- ◆ All open meetings have been scheduled.
- ◆ Accreditation co-chairs conducted Accreditation 201 – the Capstone course at Opening Day.
- ◆ We are continuing to finalize site visit preparations including the organization of exhibits.

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

Progress to date:

- ◆ No progress to report for September.

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

Progress to date:

- ◆ KPI's updated with 2007-08 data.

Susan J. Maxwell
Interim Director of Planning and Advancement
September 12, 2008

Corporate & Continuing Education Report September 2008

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

Focus on Learning

Select and implement a class evaluation system to be used to tabulate electronically all class evaluations in real time.

Progress to date:

- ♦ Corporate & Continuing Education (CCE) has selected a class evaluation system to tabulate electronically class evaluations. The system "Snap Survey" will give the CCE staff the ability to design and publish questionnaires, collect replies and analyze results in a web, email or paper format. Implementation of the system will begin fall quarter.

Workforce Development

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

Progress to date:

- ♦ On September 5, Todd Oldham and Michelle Giovannozzi met with Jerry Petrick and Matt Sneed from the Southwest Washington Workforce Development Council (SWWDC) and Jeffery Graham from United Natural Foods Inc. (UNFI) to discuss how Clark and the SWWDC can address the training needs of UNFI.
- ♦ In FY08-09 Corporate Education has secured training contracts with 14 local companies for combined projected revenue of \$83,102

Board-based Partnerships

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

Progress to date:

- ♦ On August 15, Executive Director Todd Oldham, President Bob Knight and Elson Strahan President and CEO of the Vancouver National Historic Reserve Trust met with Colin Campbell from Colonial Williamsburg to discuss the concept of the Center for Leadership. Mr. Campbell was supportive of the project and had interest in a potential partnership.
- ♦ The Center for Leadership sub-committee met on August 22. At the meeting the committee discussed requesting curriculum input from Clark and WSUV history faculty and a possible curriculum model.
- ♦ On September 10, Todd Oldham met with Vancouver National Historic Reserve Trust Education and Programs committee. Committee members Danna Sinclair, Program Manager for the Center for Columbia River History and Greg Shine, Chief Ranger and Historian at Fort Vancouver would like to participate in developing the concept. They will be attending the next committee meeting on October 24.

Additional Highlights for Corporate & Continuing Education

- ◆ On August 26, 27 and 28, leaders of the American Association of Community Colleges (AACC) and Western Dakota Technical Institute (WDTI) visited Clark College as part of the Plus 50 Initiative, which was created to support baby boomers as they take the next step toward their lives beyond traditional retirement. Over the three day visit Mature Learning Manager Tracy Reilly Kelly, members of the AACC and WDTI focused on the College's programs for the next three years.
- ◆ Todd Oldham attended the Governor's 2008 Economic and Workforce Development Conference in Lynnwood, WA on Sept. 3 & 4. The focus of the conference was to network and brainstorm on how to drive economic development locally in a global economy.
- ◆ On September 8, the Corporate & Continuing Education staff attended a day long teambuilding session. Training objectives included: acknowledging current team dynamics, building trust and conflict resolution, and commitment to improving team dynamics.

Todd Oldham
Executive Director
September 12, 2008

Communications and Marketing Report September 2008

Focus on Learning

Progress to date:

- ♦ To enhance the college's Enrollment Management Plan, create and implement a marketing campaign in support of Weekend College, with scheduled opening in Winter Quarter 2009.
The college's new Weekend Cohort Degree program (e.g. Weekend College, plan and Fall 09 start date) has been approved. Executive Cabinet and Student Affairs Leadership Team have been briefed. Student target market demographics, degree outline and course description should be determined by October 15 in order to develop marketing materials for completion by December 1 to comply with financial aid deadlines and requirements for potential students.

Access to Education

Progress to date:

- ♦ Pre-market Clark College at Columbia Tech Center.
Marketing support plan developed. Initial marketing flyer developed. Next step: develop interior sketches for use with second round marketing, advertising, web and presentation materials. Additional actions items include: Building banner – done; Flyer – done; Local community/business CTC presentation team – in process; Event schedule – in process; Presentation – in process; Brochure – on hold; Transit – on hold.
- ♦ In partnership with the Office of Instruction, determine highest priorities (tier one, tier two, tier three) for new sections on the Clark College Web site.
Fitness Training Web area has been completed. HDEV and Communications are under construction. New Welcome Day pages and form have been developed; appropriate adjustments to database made. Tracking system (front end admin, query interface and database) developed for tracking GED students. Intranet templates completed and work to build site began. Partnered with Employee Development to purchase Contribute licenses for Contribute training sessions; set dates for sessions to occur each term through spring '09. Electronic space allocation request form developed and put online. Washington State productivity section of Intranet (HR) transferred to Communications and Marketing, developed and placed online. Combined Fund Drive page updated for this year's drive.

Respect for Differences

Progress to date:

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

newspaper ads in development to promote the anniversary kickoff celebration. Events of the 75th anniversary kickoff celebration were featured as a stand-alone highlight in the September 2, 2008, issue of *Clark 24/7*. Discussion is underway regarding the publication of a special edition of *Clark 24/7* covering the anniversary kickoff events. The college's 75th anniversary commemorative book has gone to the printer; proofs have been reviewed and returned to the printer. The book is to be unveiled on the evening of Oct. 1. Work is now beginning on a commemorative video which is scheduled to be unveiled during the 2009 State of the College event. Additional plans include a new time capsule, Oswald art contest and more. Continued participation on the planning committee for the Gaiser Student Center enhancement project.

Workforce Development

Progress to date:

- ♦ **Provide communications and marketing support to Corporate and Continuing Education's 2008-2009 business plan.**
Marketing input/counsel provided for Corporate and Continuing Education's quarterly class schedules beginning fall 2008. Corporate & Continuing Ed CTC program support planning started. Communications and Marketing partnered with Corporate and Continuing Education to draw media coverage of the visit by national Plus 50 Initiative officials. Stories appeared in the *Vancouver Business Journal* and *Battle Ground Reflector*. In addition, we partnered with CVTV to capture video footage of the visit for future use in promoting the Plus 50 Initiative.

Broad-based Partnerships

Progress to date:

- ♦ **In partnership with YWCA Clark County, successfully plan and host the 25th Women of Achievement celebration in 2009.**
Karmel Shields has agreed to return as chair for the 2009 celebration. The committee held its first meeting in September. Plans are on track to solicit WOA nominations this fall with the selections to be made in late November.

Management Excellence

Progress to date:

- ♦ **Fully implement a new graphic design project management system across the college.**
Final design and testing of DesignLine completed; system launches college-wide the week of September 15-19.

- ♦ Assess departmental operations to determine sustainability options relating to the printing of Clark College publications (e.g., schedule, newsletters and brochures) and other practices to foster a “green” environment in the department.
The 75th Anniversary commemorative book is our first Forest Stewardship Council (FSC) certified publication. Forest Stewardship Council (FSC) is a non-profit organization devoted to encouraging the responsible management of the world’s forests. FSC sets high standards that ensure forestry is practiced in an environmentally responsible, socially beneficial, and economically viable way. FSC’s chain-of-custody certification of paper pulp suppliers, manufacturers, merchants and printers ensures responsibility at every aspect of a publication. In addition, the 2008-2010 Clark College academic catalog is being printed on recycled content papers, including the cover (25% recycled content, FSC certified) and text pages (40% post-consumer waste); all papers are elemental chlorine free.

Additional highlights for Communications and Marketing:

- ♦ Completion of the 2008-2010 Clark College academic catalog, reflecting adoption of common course numbering. Printed books are tentatively scheduled to be delivered the first week of fall quarter (September 22).
- ♦ Timeline development and initial coordination of fall athletics media guide content.
- ♦ Coordination of the fall orientation session entitled, “Making Communications & Marketing and Central Services part of your team.”
- ♦ Graphic design support was provided for projects including: 75th anniversary book, newspaper ads, program, invitations and more; STEPP ads for Just Out newspaper (print and web), DesignLine, Clark 24/7, International Program brochure, banners and bookmarks; ENL brochure; graphic for trucks as part of new truck-driving class; Welcome Day materials; K-Rod Run/Walk materials; Foundation Giving thanks card; Washington Council flyer; Students-of-Color postcards and registration.
- ♦ Update on iCatalog project from CIS indicates that only the iSchedule portion (allowing colleges to display their class schedule on their Web site) was developed. [Clark College already displays its quarterly schedules online directly from SMS.] The iCatalog portion is on hold at this point, to be determined at a later date by CIS/SBCTC.
- ♦ Fall Quarter 2008 Marketing Programs: Fall TV commercials (via CVTV) schedule – completed; Fall TV commercials (via Keyframe Video) schedule – airing; additional program-specific video footage (for HD applications) – in planning; Fall radio commercials – second round airing; Fall print ads – placed; Registration banners – posted.
- ♦ Welcome Day (9/19): Postcard mailing – done; E-mail blast – done; Web ad – done; Phone campaign – in process.
- ♦ Fall Orientation video completed in partnership with CVTV.
- ♦ New street banners have been designed and are now being printed. They are schedule to be delivered on Sept. 22 and installed by Plant Services in advance of the 75th anniversary celebration on Oct. 1.
- ♦ Continued participation on the planning committee for the Gaiser Student Center enhancement project.
- ♦ Communications and Marketing oversaw planning and execution of the college’s table at the 2008 annual meeting and dinner of the Greater Vancouver Chamber of Commerce.

Barbara Kerr
Executive Director of Communications and Marketing
September 12, 2008

Foundation Report September 2008

Management Excellence

Progress to date:

The College and the Foundation have been working together to move the feasibility study project forward. On August 26, Mr. Al Hove, of the Clements Group, visited Clark College to begin the process of the study. An exit report summarizing his visit was sent to the College Trustees in the first week of September. Since that meeting, the Executive Cabinet and the Foundation staff have been working to assemble materials for the next meeting scheduled on September 29. Mr. Hove will be meeting with various parties throughout that day but will specifically address the College Board of Trustees and the Foundation Board of Directors during a luncheon meeting at the Vancouver Hilton. A summary of the materials will be presented at that time.

On August 11, a group of approximately 75 participants met at the Penguin Round Table and in a climate of shared governance, engaged in an activity to prioritize Clark's identified fundraising needs. Considerable thoughtful dialogue occurred, which will help the Executive Cabinet and the Foundation articulate the projects endorsed for feasibility testing. The final proposed project list to be tested will be presented during the September 29 luncheon.

This has already been a dynamic and rewarding process. College constituents have been very supportive by inviting Foundation personnel to address their units individually. The Foundation has been able to clarify the process, answer questions, and acknowledge its role in assisting the College to meet its goals. Although this is a big endeavor, there is no doubt that the time is right to move this critically important project forward.

Broad-based Partnerships

Progress to date:

In conjunction with the feasibility work noted above, the Foundation continues to seek private support for the needs of Clark College. The first two months of fiscal year 2009 have exhibited success. In July, the Foundation received an estate distribution totaling \$275,000. The details for utilizing these funds are currently under discussion. Scholarship fundraising has seen good activity with \$66,539 raised since July 1. The Foundation's underlying theme for meeting its 2008/09 goals is to raise awareness through meaningful one-on-one conversations with key organizations and members of the community. Increased emphasis in this area is already bearing fruit. Related to this vision is a desire to solidify a process of recording College contact activity. By developing this process, all aspects of a donor relationship will be appropriately documented. We look forward to continuing discussions on this topic.

With respect to specifically identified interim fundraising measures, work continues with the Dental Hygiene program and Pharmacy Tech/eLearning. In cooperation with Shelley Das (Clark's Director of Grants Development), the Foundation is pursuing grant support from Murdock Trust and Meyer Memorial Trust. Both Trusts have invited the College/Foundation to submit a full proposal for support.

Lisa Gibert
President/CEO
September 12, 2008

FIRST READING

There are no
items under
First Reading
for September
2008

CONSENT AGENDA

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES

Clark College, District No. 14

August 25, 2008

Gaiser Community Room 213

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

Administrators: Robert Knight, President; Dr. Rassoul Dastmozd, Vice President of Instruction; Dr. Rachel Ruiz, Vice President of Student Affairs; Ms. Leann Johnson, Director of Equity and Diversity; Ms. Katrina Golder, Associate Vice President of Human Resources; Ms. Barbara Kerr, Executive Director of Communications & Marketing; Mr. Todd Oldham, Executive Director of Corporate & Continuing Education; Mr. Phil Sheehan, Interim Vice President of Administrative Services; Ms. Susan Maxwell, Research Analyst 3; Ms. Leigh Kent, Executive Assistant to the President.

Faculty: Dr. Marcia Roi

Others: Ms. Lisa Gibert, Foundation President; Ms. Bonnie Terada, Assistant Attorney General; Mr. Pat Mehigan, ASCC President, Mr. Jack Burkman, incoming trustee.

Absent: None

I. CALL TO ORDER

Chair, Sherry Parker, called the meeting to order at 5:10 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

The Foundation Report was moved to the beginning of Section F, College Reports.

B. Statements from the Audience

There were no statements from the audience.

C. Statements and Reports from the Board Members

Trustee White recently participated in a video conference with the SBCTC and WA community colleges in his new role as legislative representative to the TACTC. The conference reviewed this year's policy and legislative issues and also determined that the overall focus for the colleges this year will be as access for students; workforce development and accountability of the colleges.

President's Evaluation (Trustee White reported): As the president enters the second year of his three-year contract, the board will be seeking feedback on his performance from the college community and the local community as part of the second year's evaluation. The board is proposing that an online survey tool, such as "Survey Monkey" be used so that the broadest possible audience can efficiently participate in the process. The board expects to design the survey during the fall/winter quarter. The feedback will be collected anonymously, aggregated and returned to the board in a final format. As more information becomes available, the board will communicate it to the college and community.

Trustee Jacobs noted that the board held a special meeting on July 29 to discuss the president's first year evaluation process with the evaluation instrument that Trustees Parker and White developed in concert with Ms. Golder. The trustees are very happy with the progress made during the president's first year and look forward to working with him going forward.

Trustee Sen Hoss shared a thank you note with the board that she received from Candy Bennett upon her retirement.

Trustee Sen Hoss recognized the newly appointed trustee, Jack Burkman. His term will begin on October 1, 2008. Trustee Peery is completing his final term of office and his last meeting will be on September 22. She thanked him for his dedicated service to the college over the past 10 years.

D. President's Report

President Knight shared a letter from the governor that asks state agencies to look at areas in their budgets that could be cut due to the downturn in the economy. The college will hold back 1% of its operating budget during the 2008-09 year and will be discussing the cuts in further detail during the August 26 executive cabinet meeting. The college will prepare budget reductions in advance of a directive from the governor mandating such cuts.

The college also met with the trustees of the Weber Property twice during the summer to discuss the transfer of the Weber property from the college back to the trustees. Several

plans for future care of the property are under consideration and will be shared once they are determined.

President Knight, Ms. Gibert, and Bruce Davidson (chair of the foundation board) met with the superintendents of the Vancouver and Evergreen school districts to discuss the feasibility of a “*School Counts*”-type scholarship for Clark’s service district. The superintendents are committed to the program and a committee of representatives from the college and school districts will be formed to look at criteria for such a scholarship. This will be a topic of discussion at the fall meetings that will take place between the college and the school district trustees.

E. Association Reports

1. CCAHE—Dr. Marcia Roi

Dr. Roi reviewed her written report and introduced the new 2008-2009 CCAHE officers to the assembled trustees and guests. Dr. Steve Walsh has been elected vice president, Roxane Sutherland is treasurer, and Sally Keely is secretary. The CCAHE has also formed a political action committee in order to communicate more closely with elected officials and Dr. Anita Fisher will chair this committee.

2. ASCC—Mr. Pat Mehigan

Mr. Mehigan introduced the new 2008-2009 ASCC officers and distributed the annual report to the trustees. Vice president: Letizia Askland; finance director: Alyshia Saltman; executive assistant: Jasmine Bhullar; club coordinator: Cindi Lou Kunkle; public relations director: Maria Laguna-Arranz; activities director: Kimberly Largen; programming board: Ryan Heasley, Summer Heasley, Janet Sanchez, and Ashley Schahfer.

3. WPEA—Mr. Billie Garner

The WPEA did not have a report this month.

F. College Reports

1. Clark College Foundation—Ms. Lisa Gilbert

Ms. Gibert noted that discussions concerning the foundation’s feasibility study will start on August 26. The Clements Group has been formally selected as the consulting group

to assist the foundation through the feasibility study and comprehensive campaign process. The feasibility study will take the plans the college has developed thus far into the college's service area for input from the general community. Clements Group expects to begin interviewing a very wide and diverse cross-section of community members by November 2008. A summary of the findings will be provided to Ms. Gibert. All fundraising projects will be discussed with the whole college prior to the beginning of the campaign.

2. Instruction—Dr. Rassoul Dastmozd

Dr. Dastmozd introduced newly appointed Office of Instruction staff to the trustees: Ann Snyder, Interim Dean of eLearning; Kathleen Murphy, Interim Dean of STEM; Blake Bowers, Dean of Health Sciences. Dr. Dastmozd will introduce the new Director of Workforce Development, Danette Randolph, at the September meeting.

Dr. Dastmozd entertained questions from the trustees concerning the nursing program and weekend college/online AA degree. The nursing program will be adding eight (8) new FTEs over the next six (6) quarters. Weekend college/online is under development with two models: weekend college is a cohort model with students combining the attendance of classes on campus one weekend per month along with online classes. The online AA program is a full two year course that will be taken on line. Ms. Snyder will be presenting the blueprint of both programs to the executive cabinet on August 26.

3. Administrative Services—Mr. Phil Sheehan

Mr. Sheehan highlighted the construction work that has taken place on the campus over the summer. The Hanna parking lot completes the Welcome Center and the Gaiser Student Lounge is currently under construction and will be open for the 75th Anniversary celebration in October.

Microsoft Office 2007 has been rolled out to the staff and new 12-passenger vans have been purchased to replace the older 15-passenger that posed a possible safety risk.

Mr. Sheehan also highlighted the June 30, 2008 year-end financial and fund balance reports and requested the trustees approve a proposed Debt Policy for the college. The policy would allow the college to borrow funds for projects but only after approval by the board.

4. Student Affairs—Dr. Rachel Ruiz

Dr. Ruiz was pleased that summer enrollment continues run ahead of 2007 by 13.51%. Although actual headcount remains consistent, FTEs are up due to students taking more

courses. Other Washington colleges are also experiencing increased enrollment, but apparently not as high of an increase as Clark. Running Start now has the third highest headcount in Washington at 1,078.

Dr. Ruiz also introduced two new Student Affairs staff members, Registrar Kimberly Marshal and Multicultural Retention Manager, Felisciana Peralta.

5. Human Resources—Ms. Katrina Golder

Ms. Golder announced that the WPEA reached a tentative agreement on the new contract today. She noted that the negotiations were very positive and the union and college are experiencing very genial relations. The contract must be completed by October 1 so the office of financial management can receive final numbers for ratification by the membership.

Ms. Golder also distributed an updated president's contract illustrating his annual salary adjustment.

6. Planning and Institutional Effectiveness—Ms. Susan Maxwell

Ms. Maxwell acknowledged the group of over 100 individuals who contributed to the accreditation self-study project. She made special mention of and specifically cited Sylvia Thornburg, Tim Moore, Charlene Montierth, Cindy Heck and Pat McDonald for their efforts and countless hours put in to the project. Chair Parker also acknowledged all the hard work that went into the accreditation and thanked everyone involved.

7. Corporate and Continuing Education—Mr. Todd Oldham

Mr. Oldham distributed the fall class schedule. He noted that the schedule has been entirely redesigned and the website now features vignettes of 40 instructors discussing their classes. All course offerings are now online for student viewing and reference. The board commended the efforts of Mr. Oldham and the Corporate & Continuing Education department.

8. Communications and Marketing—Ms. Barbara Kerr

Ms. Kerr highlighted the 25th celebration of the annual Women of Achievement which will be held on March 23, 2009 at the Vancouver Hilton. All the past recipients of the award will be invited back and it is expected that at least 200 of the recipients will attend this event.

The 75th Anniversary Commemorative Book is almost complete. Ms. Kerr recognized graphic designer, Pat McDonald, for her work in designing such a beautiful book.

She shared that during the course of Communication & Marketing's move this summer, she unearthed some valuable treasures such as the first diploma ever presented to a Clark College student. She is in the process of determining the best way to share the items she has found over the past year with the college community during the celebration.

Mr. Ara Serjoie, Vice President of Development and co-chair of the 75th anniversary committee, gave an update of the committee's work and the plans for the celebrations on October 1 through 4.

III. CONSENT AGENDA

A. First Reading

- ♦President's Salary
- ♦Debt Policy
- ♦2009 Board Meeting Dates

Trustee Peery made a motion to move the items in the First Reading to the Consent Agenda. Trustee Jacobs seconded the motion. There was no discussion and the motion was approved.

B. Consent Agenda

- ♦President's Salary
- ♦Debt Policy
- ♦2009 Board Meeting Dates
- ♦Minutes from the June 16, 2008 board meeting
- ♦Minutes from the July 29, 2008 special board meeting.

Trustee Peery made a motion to approve the items in the Consent Agenda. Trustee Jacobs seconded the motion. There was no discussion and the motion was approved.

IV. FUTURE AGENDA ITEMS

WORK SESSION

Retention Plan (Sept.)

BOARD MEETING

75th Anniversary (Sept.)

V. DATE AND PLACE OF FUTURE MEETING

The next regularly scheduled meeting of the Board of Trustees is currently scheduled for Monday, September 22, 2008 in the Gaiser Community Room.

VI. EXECUTIVE SESSION

Chair Parker announced that the board would go into Executive Session for 30 minutes to discuss with legal counsel representing the agency matters relating to agency enforcement actions, litigation or potential litigation

VII. ADJOURNMENT

There being no further business, Chair Parker adjourned the meeting at 6:25 p.m.

Sherry Parker, Chair
Clark College Board of Trustees

Respectfully submitted,

Leigh Kent, Recorder
September 11, 2008