

**MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES**  
**Clark College, District No. 14**  
**January 23, 2006**  
**Baird Board Room**

Present: Kim Peery, Chair; Sue Fratt; Rhona Sen Hoss; Addison Jacobs; Sherry Parker

Administrators: R. Wayne Branch, President; Bob Knight, Vice President of Administrative Services; Sylvia Thornburg, Acting Vice President of Instruction; Rachel Ruiz, Vice President of Student Affairs; Katrina Golder, Associate Vice President of Human Resources; Lisa Edwards, Executive Dean of Workforce Development and Continuing Education; Candy Bennett, Executive Dean of Planning and Advancement; Barbara Kerr, Executive Director of Communications; Wonder Baldwin, Executive Assistant to the President; Leann Johnson, Director for Equity and Diversity; John McKee, Dean of Business and Technology; Ray Korpi, Interim Dean of Basic Education, English, Communications and Humanities; Travis Kibota, Interim Dean of Life Sciences, Health and Physical Education; Chuck Ramsey, Interim Dean of Social Sciences and Fine Arts; George Reese, Interim Director of Instructional and Vocational Services; Glen Jenewein, Director of Distance Learning and Interim Director of Library and Media Services; Phil Sheehan, Director of Computing Services; Ted Broussard, Dean of Student Enrollment and Financial Programs; Karen Wynkoop, Director of Business Services; Carl Flipper, Director of Auxiliary Services; Todd Oldheim, Director of Corporate Education; Sallie Neville, Director of Continuing Education; Brian Scott, Director of Marketing; Tracy Reilly-Kelly, Mature Learning/Travel Studies Program Manager

Faculty: Miles Jackson, AHE President; Marcia Roi, Addictions Counselor Education; Anita Fisher, History, Roxane Sutherland, Communication Studies

Staff: Jennifer Wheeler, WPEA; Eugene Carroll, WPEA; Wei Zhuang, Graphics Designer/Illustrator Lead; James Zyon, Graphic Designer/Illustrator

Students: Lukas Bardue, Benjamin Hayford, Chad Carver, Erin Loseth, Margaret Perreault, Daniel Crosland, Heather Stewart, John Barker, Lehman Holder, George Coffey, Chehreh Hankey, Kathleen Shattucks, Marlene King-Penny, Dwile Heggem

Others: Jennifer Cheshire-Hanna, ACED advisory committee member; Lisa Gibert, Clark College Foundation President

**I. CALL TO ORDER**

Chair Kim Peery called the meeting to order at 5:10p.m. in the Baird Administration Building Board Room.

## **II. BUSINESS MEETING**

### **A. Review of the Agenda**

Chair Peery reviewed the agenda for the meeting. No changes were requested or made.

### **B. Statements from the Audience**

Chair Peery invited statements from the audience. Dr. Marcia Roi, faculty for Addictions Counselor Education (ACED), voiced her concerns regarding the College's recent news that a proposal had been submitted for a joint venture with Eastern Washington University to offer a bachelor's degree in social work on Clark's campus. Dr. Roi expressed the need for better communication so as not to damage relationships both on and off campus.

Dr. Sylvia Thornburg responded to Dr. Roi's concerns and apologized to her that she was not informed sooner regarding the letter of intent. Dr. Roi said that she provided a letter to the Addictions Counselor Education advisory committee outlining the proposal that was submitted to the State Board for Community and Technical Colleges (SBCTC) to offer a bachelor's degree in social work on Clark's campus. Dr. Thornburg reiterated that the sole goal of the proposal was to increase opportunities for students in Clark's service district. She stated that at this point in time, only a letter of intent has been written and that curriculum has not been defined.

Ms. Jennifer Cheshire-Hanna, ACED advisory committee representative, spoke about the role she believes that advisory committee members have, especially with regard to program development. She said the ACED advisory committee's understanding of their role was to join together as community members, employers and instructors to develop and improve the addiction counselor education department. To advise, assist and provide support and advocacy for quality professional technical education. She said she was disappointed that the ACED advisory committee members were not informed of the letter of intent prior to its submission. She asked that the ACED advisory committee have input in the rest of the process.

Ms. Addison Jacobs requested clarification of the process for submission of the baccalaureate degree offerings. Dr. R. Wayne Branch stated that this goes back to the baccalaureate discussion that we had with the Board and the college in October/November and the intention to apply to the state board for the permission to develop partnerships to bring baccalaureate degree programs with funding to baccalaureate degree institutions to Clark College. This is not a new venture this is a dialogue that began last year. Dr. Branch clarified that his announcement at the State of the College address was to share information that the College was applying to the state board to offer this baccalaureate degree program at the college. He noted that the next step after acceptance of the letter of intent would

involve an array of people both on and off campus to develop the process with regards to the baccalaureate delivery for social work at Clark.

Dr. Thornburg was asked to explain the process for developing the plan and why not all parties were informed of the proposal. Dr. Thornburg explained that there were tight time constraints and the one meeting that was planned to meet with Dr. Roi was unavoidably postponed to a date after the submission of the letter of intent. Due to the communication error, Dr. Thornburg personally met with Dr. Roi to discuss the proposal and assure her that she would be included in all further steps of the process.

Chair Peery noted the opportunity came about through the Legislature when they approved community colleges to offer baccalaureate degrees last year. He said they determined that not all community colleges would want to develop their own baccalaureate programs. The Legislature wanted to keep it to a limited number of select schools as a pilot so they have an application process that community colleges can apply for either (1) to become a baccalaureate degree granting institution or (2) to contract with universities to offer the junior and senior year of baccalaureate degrees. He said this all came about and depended on the budget last year and we approved.

Chair Peery stressed how little time was allowed by the SBCTC and the Higher Education Coordinating Board for developing these programs. He said that the session ran long last year and when the Legislature finally adopted their budget, they then had to adopt a rule for the Governor's signature. By the time the rule finally passed all of the steps, there was only 3 or 4 months to actually have 4-year institutions in agreement.

Trustee Rhona Sen Hoss stated that she appreciated the ACED advisory committee support and the input of faculty and students, but change is going to happen quickly. I want to personally ask that you give us your patience and understanding and work with us during this process. I appreciate your comments and we want to assure you that it not our intent to exclude anybody.

Chair Peery thanked everyone for the information. He said it is the College's intent to communicate information in a timelier manner.

Anita Fisher, faculty for the History department, addressed Dr. Branch saying that she felt extremely damaged regarding his remarks about age at the State of the College address. She referred to Dr. Branch's comment on the fact that 74% of Clark's employees are over 40 and the college would need to address this issue. Chair Peery replied that Clark has been in discussions about the age issue of employees for over eight years, specifically regarding the number of public school employees who are reaching retirement age.

Dr. Branch stated the intent of the dialogue and discussion was to understand how we are intentional about providing our students with those learning experiences that enable them to cope, learn, deal, and be successful in a variety of environments. He also stated that there is considerable literature with regards to succession planning and it is difficult to do succession planning if there is no one coming behind you.

Ms. Fisher agreed with Dr. Branch.

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

Trustee Jacobs stated that Trustee Fratt, Katrina Golder, Dr. Branch and she are working on a timeline for the 360 degree evaluation of the President. Trustee Jacobs said we as the board want to be very transparent and open about the process. We want to be clear about what we are doing and when there will be opportunity for input from employees. Beginning tonight, the board will meet in executive session to discuss things they want to make sure that are covered in the evaluation. Dr. Branch is providing us with some ideas from his prospective and we will take those into the discussion. Trustee Jacobs noted that Dr. Branch will not participate in the discussion this evening. She said that Ms. Golder will sit in on the discussion, and then we will come back within the next week or so and meet collectively with Dr. Branch and with some of you to follow-up on the discussion. The following week we plan to meet with our consultant, Dr. Bob Barringer. Dr. Barringer will meet with Dr. Branch and the Board of Trustees to go over the evaluation process. Dr. Barringer will come back to us and work with Ms. Golder the last two weeks of April when he will do the interviews with employees. He will then compile this information and provide it to the Board of Trustees in June in anticipation of the annual evaluation of Dr. Branch. Miles Jackson has been in contact with both Trustees Fratt and Jacobs and we are trying to keep an open dialogue on the process and keep faculty and staff apprised of the process.

Trustee Fratt stated that the board members have heard rumors around the campus that Dr. Branch was directing this process and that he would be choosing who would be contacted and interviewed for the 360 degree evaluation. That is not the case. This process is owned by the Board of Trustees and is our evaluation of our employee. His contract allows for input on the process from him but he does not have the final say on who's going to be interviewed Trustee Fratt said. This is why we are working with Miles Jackson. We will also create a process for others; the classified staff, administrators and the community to make comments. Trustee Fratt said this is a performance evaluation process and she wanted to speak directly to that issue stating this rumor needs to be put to rest.

Eugene Carroll asked who are the stakeholders that are participating in the evaluation.

Trustee Jacobs stated that this is the Board's process and the Board will be looking for stakeholders from a wide variety of groups. We are aware that many people from across the campus and community might like to have input, even though they may not be on the list. We are working to provide an opportunity for this to happen. The campus would receive comments on those specifically directed to Dr. Barringer.

Trustee Parker noted that she volunteered to be on the audit committee again for the SBCTC. She received an email thanking her and confirming she will serve on the operating budget task force.

#### **D. President's Report**

Dr. Branch referred to his board report regarding Lower Columbia College (LCC) and the Medical Radiography program where it discusses LCC's request for allocation of four of the total 16 places available in the program for Cowlitz County students. He said that Dr. Thornburg, Dr. Lisa Edwards, and he met with Dr. Jim McLaughlin, Dr. Laurel Williamson, and Dr. Geary Greenleaf to discuss the issue. Dr. Branch relayed that he received a call from Mr. Jim Crabbe at the SBCTC indicating that Dr. McLoughlin called him to lobby for the four seats. Dr. Branch said his discussion with Dr. McLaughlin was centered around the original work plan or memorandum of agreement between the LCC and Clark College with regards to the program, very heavy on recruitment and advising and marketing in that district but no commitment to designate seats. He noted the difficulty around designating seats outside of the district besides from the political ones are with regards to setting up a 2-tier system of selection process where you are potentially likely to have two sets of criteria. The other difficulty is language in the RCW that prohibits the designation of seats by geographic location.

Chair Peery said RCW's also prohibit community colleges from discriminating against acceptance of applications by geographic location. He stated that any student in a community college district has the right to apply under the same terms as anyone else.

Dr. Branch stated that in his conversation with Dr. McLaughlin he offered to help LCC develop the resources to pay for the clinical site coordination to expand the number of seats available. Dr. Branch emphasized that the conversation we should have is how to create a contract with providers so they provide the clinical, paying for the clinical coordination so we can expand the number of seats available. This is what is reasonable in this matter, those seats could be allocated to that district because we have expanded the funding base for the program and the total support of the clinical destinations.

Dr. Edwards stated the most common practice that we are seeing is that one college takes the lead in delivery of the program. There is no guarantee of slots per college for a student to get in. All students have the opportunity to compete.

Dr. Branch invited Ms. Barbara Kerr to introduce new members of the Communications and Marketing department: Brian Scott, Director of Marketing; Wei Zhuang, Graphics Designer/Illustrator Lead and James Zyon, Graphic Designer/Illustrator working on major publications.

Dr. Branch thanked the Board of Trustees members for taking the time to attend the State of the College address and said he really appreciated their support.

#### **E. Association Reports**

1. AHE – Miles Jackson provided a memo to the Board of Trustees that was sent to him from the English department regarding the Tutoring/Writing Center. Dr. Branch indicated that there has been a facilities planning taskforce otherwise known as the Space Allocation committee that has been meeting over the past several months to discuss space needs on the campus. Mr. Bob Knight said he was not aware of any dissatisfaction with the process.
2. ASCC – Lukas Bardue gave an update on the upcoming events sponsored by ASCC including the Club Fair and a special presentation by Carl Flipper on the Buffalo Soldiers.
3. WPEA – Jennifer Wheeler stated that WPEA had a membership and job counsel meeting. She said that Mark Owsley is the new treasurer replacing Donna Finnegan. Ms. Wheeler said WPEA and USEW will be soliciting for membership. They will be looking at points to bargain for negotiating the 2007 – 2009 contracts. She noted that Eugene Carroll is the district vice president of Southwest Washington WPEA.

#### **F. Campus Reports**

1. Instruction – Dr. Thornburg provided information to the Trustees on the tenure process in preparation for the upcoming vote on tenure. Dr. Thornburg referred to the December board meeting when the Trustees asked for information on Distance Learning. Information on Distance Learning was provided to the Trustees which outlined the growth in the department along with additional statistics regarding the characteristics of students. Dr. Thornburg praised Glen Jenewein for his work in developing the Distance Learning department and his leadership in that area, commending his positive interaction with

faculty and students. She said that Mr. Jenewein brings a high level of technical competency to Clark.

Dr. Branch noted that when the Noel-Levitz survey was conducted on our campus, one of the issues that students raised was the availability of courses. The Distance Learning department is addressing that issue.

Trustee Sen Hoss asked about the cost for Distance Learning classes. Dr. Thornburg stated that the credit cost for tuition is the same however there is a \$30.00 course fee to help defray the costs of the technology needed for this format.

Dr. Thornburg stated that the Trustees would be receiving recommendations for tenure candidates at their next meeting. She said the Trustees will have the opportunity to review the tenure notebooks for each candidate prior to their vote on March 13, 2006.

Trustee Sen Hoss inquired about Resource 25. Dr. Thornburg responded that Resource 25 is software package that provides an efficient job of space utilization in planning for college classes and interspersed events on campus. She noted it is a very comprehensive system that allows us to tailor requests as needed.

2. Administrative Services – Mr. Bob Knight said he had nothing new to report with the exception of the opening of the Clark Center. He thanked Dr. Robin Terjeson and Mr. Jim Walker along with all others involved in the opening. Mr. Knight said that the Clark Center was up and running. Mr. Knight informed the Trustees that there would be a grand-opening of the Clark Center sometime in March with legislators. He said that Candy Bennett is coordinating the event and that she is trying to see if the Governor's schedule would allow her attendance.

Trustee Jacobs asked for a brief update on the East County property. Mr. Knight said that the College is in the programming phase working with the architect for a design. He said that he and his staff are working with Instruction and Workforce Development to finalize the programming that will be housed on that site. Mr. Knight noted that the construction design and capital budget plan must be submitted by April. He said that he would bring the plan to the Trustees in March.

3. Student Affairs – Dr. Rachel Ruiz provided an update on winter enrollment comparing 2006 to 2005. She said that we were slightly up over last year.
4. Human Resources – Ms. Katrina Golder introduced Ms Leann Johnson, the new Director of Equity and Diversity. Ms. Golder said that Ms.

Johnson would be working on diversity initiatives and assist in Human Resources in terms of recruiting efforts. Ms. Golder noted that January 23 was the closing date for most of the faculty positions open this year. She said her staff was very busy with the large amount of applications that were received. She noted that more information will be provided at the next meeting.

5. Planning and Advancement – Ms. Candy Bennett said that Clark was supporting three primary initiatives this legislative session (1) provide continued support for compensation for faculty, (2) maintenance and operating funds to sustain new buildings, (3) additional funding for students with disabilities. She stated that she, Trustee Peery and Dr. Branch will be going to Olympia to speak with Representatives. Ms. Bennett said the next Trustees Association of Community and Technical Colleges meeting was scheduled for February 12 – 14, 2006. On the national scene, The Legislative Summit, co-sponsored by the American Association of Community Colleges and the Association of Community College Trustees, meets in Washington D.C. on February 5-8, 2006. She stated that Dr. Branch would be attending along with several other Clark College administrators. She said the focus will be on health care and transportation.
6. Workforce Development and Continuing Education – Dr. Edwards reported that Clark College has acquired the license to provide training for Franklin Covey workshops and seminars. This licensing covers Clark, Cowlitz, and Skamania counties in Washington as well as Multnomah, and Washington counties in Oregon.

Dr. Edwards said that she and her staff are working on two major reports to the community, one that showcases the accomplishments in Workforce Development and Corporate Education, and the other that focuses on Continuing Education and Mature Learning. She expected them to go out to the community by the end of February.

Dr. Edwards provided information on research that was being conducted on the College's Mature Learning program, specifically how it is funded locally in comparison to other college programs across the state. She noted that our programs are of higher quality than other institutions. Dr. Edwards discussed various ways to enhance the existing program.

7. Clark College Foundation – Ms. Lisa Gibert thanked the Board of Trustees for their joint participation in their work session, and stated it was a very constructive dialogue and she looks forward to session two. She also wanted to thank everyone for attending the social afterwards.



8. Communications and Marketing – Ms. Barbara Kerr had no additional reports.

**G. Policy Discussion**

Dr. Branch stated that the Naming Policy is the first of a couple of meeting dialogues. He noted the intent of the policy is to obtain the Board of Trustees views, perspectives and ideas. Dr. Branch also explained that our goal is to have a policy in place by March of this year. This topic will be brought back to the next Board of Trustees meeting for discussion after the College Council makes a recommendation to the Executive Cabinet.

**III. CONSENT AGENDA**

**A. First Reading**

\$5 million from the college's fund balance will be released to cover the cost for: equipment for the medical radiography program, remodeling the "T" Building, demolishing the Star Building, and the development of softball fields in partnership with the Vancouver School District. Trustee Fratt moved this to be rolled into consent agenda. Trustee Jacobs seconded the motion. The motion was approved unanimously.

**B. Consent Agenda**

1. Minutes were accepted with the following changes  
Adjustment to the minutes: Trustee Fratt was not in attendance at last meeting. On page 53 item 3 states "1500 people had applied to" this should be 1500 applications were sent out.
2. Trustee Jacobs moved that the consent be approved. Trustee Parker seconded the motion. The motion was approved unanimously.

**V. Future Agenda Items**

The Board reviewed and approved future agenda items.

1. Tenure (March)
2. Clark Center Tour for Board (March)
3. IT Plan (March)
4. Preliminary Budget (April)
5. March Work Session: Enrollment Management/Culture of Evidence
6. Accreditation Review (May)
7. Internal Communications Plan (May)

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

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, February 27, 2006, in the Baird Board Room.

**VII. Adjournment**

The Meeting was adjourned at 8:00 p.m.

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Kim Peery, Chair  
Clark College Board of Trustees

Wonder Baldwin, Recorder