

MINUTES OF THE BOARD OF TRUSTEES
Clark College, District No. 14
January 29, 2007
Penguin Student Union Building Rooms 258B & C

Present: Rhona Sen Hoss, Chair; Addison Jacobs, Vice Chair; Sherry Parker, Kim Peery, John White

Administrators: Bob Knight, Interim President; Rassoul Dastmozd, Vice President of Instruction; Phil Sheehan, Interim Vice President of Administrative Services; Rachel Ruiz, Vice President of Student Affairs; Katrina Golder, Associate Vice President of Human Resources; Candy Bennett, Executive Dean of Planning and Advancement; Barbara Kerr, Executive Director of Communications and Marketing; Wonder Baldwin, Executive Assistant to the President; Leann Johnson, Director for Equity and Diversity; Lisa Edwards, Executive Dean of Workforce Development and Continuing Education; Travis Kibota, Interim Dean of Science, Health & Physical Education; Sylvia Thornburg, Interim Dean of Instructional Operations; Karen Wynkoop, Director of Business Operations; Jennifer Grove, Administrative Services Operations Manager; Alex Montoya, Interim Dean of Enrollment Services; Ted Broussard, Dean of Student Success and Retention/ Acting Director of Student Life and Multicultural Student Affairs; Joe Renouard, Interim Director of Workforce Education; Tracy Reilly-Kelly, Program Manager for Mature Learning/Travel Studies; Robin Terjeson, Dean of Math, Physical Sciences and Engineering; Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Lynn Chmelir, Interim Director of Library Services; Glen Jenewein, Director of Distance Learning; David Daugherty, Interim Director of Computing Services; Todd Oldham, Director of Corporate Education; Tonya Lawrence, Tech Prep Apprenticeship Program Manager; Miles Jackson, Interim Dean of Social Science and Fine Arts; George Reese, Interim Director of Instructional and Vocational Services; Kitty Brokaw, Director of Grants Development; Shih-Han Lu, Internal Auditor

Faculty: Miles Jackson, Marcia Roi

Staff: Billie Garner

Students: Amanda Mayoral, David McCabe, Anatoliy Bilyle, Mikhaie Kreshxin, Yevgeuiy Kroshkin, Pablo Soto, Raychel Berdinner, Mark Oldaleer, Chelsey Albert, Chantal Davison, Mick Lordkoen, Judy M. Comb, Elizabeth Gold, Robby Robinson, Johnny Baskes, Paul Clare, Carroll Dodd, Ji Um, Elizabeth Hawkins, Jacob A. Perry, Marshall Rogers

Others: Michael Shinn, Assistant Attorney General; Lisa Gibert, Foundation President; Barbara Chen, Lehman Holder, Dwight Stewart-Woop, Donald Mattison, Linell Arbuckle

I. CALL TO ORDER:

The meeting was called to order by Chair Rhona Sen Hoss at 5:07 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

Chair Sen Hoss reviewed and approved the agenda. She stated that statements from those that are speaking be made at the podium or microphone. Chair Sen Hoss requested that when making statements please state your name and association. She noted that minutes are being submitted without any verbatim information, but the recorder will note your name and association affiliation.

B. Statements from the Audience

Mr. Lehman Holder, Chair of the Mature Learning Advisory Committee at Clark College asked the Board to consider reducing the course fees for the mature learning program. Trustee Addison Jacobs asked the status of mature learning waiver. Chair Sen Hoss stated that the Executive Cabinet is reviewing the overall tuition policy and noted that the Board will be ready at the March board meeting to discuss all of the tuition waivers. President Knight stated that the Executive Cabinet will present the outcomes regarding the tuition waivers at the March board meeting. Another mature learning participant asked that all of the classes be reviewed when determining the fees for the mature learning program. Chair Sen Hoss thanked the participants for their comments and attending the board meeting.

C. Statements and Reports from the Board Members

Trustee John White requested that the discussion for the meeting with the local school boards be listed in the future agenda items.

D. Institutional Report - President Knight introduced and welcomed Ms. Shih-Han Lu as the Internal Auditor for Clark College. He also displayed a plaque of Clark College at Washington State University Vancouver that the college received as a community Zion award. He noted that this plaque was awarded by the community for the price line award and congratulated all those that were involved in the process and noted that the plaque will be hung promptly at Washington State University Vancouver.

President Knight stated he has scheduled a meeting the Evergreen and Vancouver school district superintendents, regarding a joint meeting with their Board Members and the Clark College Board of Trustees. He stated that after the meeting he will bring back the agenda to the next board meeting. Chair Sen Hoss stated that the board has agreed to review the agenda for this meeting with the school districts board members and include the high school report from Clark College and some of the information from the state board

from the January Legislative conference that focused on ways K-12 can partner with Clark College. Chair Sen Hoss stated that this meeting would be in late spring. President Knight stated that he met with Congressman Brian Baird on January 24, 2007 to assist Clark to become a better recipient of the National Science Foundation and research project funds. President Knight stated that Senator Craig Pridemore's office is moving forward on the submission of the feasibility study for \$100,000 for the crossing of Fort Vancouver Way. He stated that the Interim President's 2007 - 2008 Goals that are listed in the packet are for the Board to review and that the 2006 - 2007 Goals will be discussed at a later date. Chair Sen Hoss stated that the board will review the Interim President goals for the current year this month and meet in an executive session in February to discuss them.

E. Association Reports

1. **AHE** - Ms. Marcia Roi highlighted events from her report.
2. **ASCC** - Ms. Amanda Mayoral congratulated the Men's Basketball Team on their victory win on Saturday, January 27 and invited the Board to the Wednesday and Saturday basketball games. Ms. Mayoral stated that she will be introducing Interim President Robert Knight at the State of the College Address that will be held on Wednesday, January 31 at 11:00 a.m. in Gaiser Hall Student Center. She also stated that State Representative Deb Wallace invited her to speak on behalf of the students regarding initiating the Washington Learns Project.
3. **WPEA** - Mr. Billie Garner highlighted events from his report.

F. College Reports

1. **Instruction** - Mr. Rassoul Dastmozd reviewed the increase of enrollment in ABE/ESL and GED. Trustee Jacobs asked what a Blackboard is and how does it work which is described in his report. Mr. Dastmozd stated that the blackboard is the software that is used to offer the online courses and noted that Mr. Glen Jenewein, the Director of eLearning will discuss the progress of eLearning and its relationship to the blackboard. Mr. Dastmozd stated that the Office of Instruction will be adding a number of faculty positions, he stated that they are replacing seven retirees positions that are tenure track, with the exception of the position at the Larch Correction Facility, this position will not be a tenure position. He stated that the Office of Instruction is recruiting for six faculty positions, but noted that four of these positions at the Office of Instruction will be funded next year. Mr. Glen Jenewein, the designer of the distance education, conducted a presentation on the past, present and future of eLearning at Clark College. Chair Sen Hoss raised a question about the GoArmyEd. President Knight answered that Clark College will soon have courses offered to students anywhere in the country. Trustee Parker

raised a question of the students that are using eLearning. Mr. Jenewein noted that currently this is a small percentage but that there are opportunities on the eLearning website for students to assist them in being more prepared to take an on-line class. He stated that he has been assisting and educating the faculty on eLearning to become proficient on-line instructors. President Knight stated that the College is fortunate to have Mr. Jenewein on staff and that he and his expertise is noted throughout the state of Washington and around the region.

2. **Administrative Services** – Mr. Phil Sheehan gave an update of Clark College’s “T” Building. Trustee White raised a question on the budget and recommendations of the IT Council. Mr. Sheehan stated that the IT Council has a budget and will be submitting recommendations to the Executive Cabinet. Trustee Jacobs raised questions regarding an update of the timeframe of implementing the IT Plan. President Knight stated that several of the projects are addressed in the goals for this year and that the Executive Cabinet will update the board in what has been achieved. Mr. Sheehan reviewed the Clark College Budget Status Report for December. Mr. Sheehan gave a brief update on the “T” Building. He noted that the Student Affairs office has been moved to the “T” Building. The Financial Aid offices will be moving soon and the Workforce Development department is scheduled to move in the spring or early winter.
3. **Student Affairs** – Dr. Rachel Ruiz stated that there is a decline in the enrollment for winter; she noted that the latest figure is -4.58% but noted that the Student Affairs office has an aggressive spring registration campaign as a plan to increase the numbers of enrollment for spring. Dr. Ruiz recognized and acknowledged Mr. Ted Broussard, Dean of Student Success and Retention and acting Director of Student Life has been doing an excellent job working with the students. Trustee White acknowledged her YWCA board election of Community Choices 2010. He raised a question regarding the number of low income Running Start students. Dr. Ruiz stated that there is a significant number of students enrolled in the running start program that are low income. She also stated that Clark College has a good relationship with the local high schools and the principals and they are aware of the program that is offered at Clark and send students to Clark. President Knight stated that Ms. Linda Calvert, the Manager for the running start program does a wonderful job in helping the students be successful in running start and encourages them to continue their higher education at Clark College. Chair Sen Hoss requested that the total financial dollar amount on the financial aid stats sheet be added at the end of each column. Trustee Peery raised a question of reviewing the data of Clark’s enrollment trend with the community colleges in the region. He noted that this data may explain the reason for the declining enrollment at Clark College. Dr. Ruiz stated that the College has developed strategies such as the packaging of the

classes, offering more short-term classes that can be taken within 5-6 weeks. Dr. Ruiz stated that she will bring back the data from the colleges in the region with the comparison to Clark College; President Knight stated that he will bring back data on the actual cost for running start access to be discussed at a future board meeting.

4. **Human Resources** – Ms. Katrina Golder stated the multi-cultural pluralism committee developed a diversity survey in support of the diversity audit. She stated that the survey is offered on-line to all employees. Employees have been encouraged to participate. The survey closes on February 15. Ms. Leann Johnson stated that the committee hopes for a response of 1200 participants in the survey.
5. **Planning and Advancement** – Ms. Candy Bennett reviewed follow-up information listed in her report regarding grants that have been submitted. Ms. Bennett introduced Ms. Kitty Brokaw, Director of Grants Development. She also acknowledged the efforts of the Accreditation Co-Chairs, Dr. Tim Cook and Ms. Charlene Montieth. She stated that the co-chairs are assisting the accreditation standards committee with collecting information and also preparing an accreditation survey for the college.

She added that several college representatives will be attending the 2007 Self Study workshop in Seattle to gain more information on accreditation. Ms. Bennett stated from her report that she and President Knight will host the Southwest Washington Senators Cantwell and Murray and Representative Brian Baird on February 8. She noted that the visit will include a tour of the campus and a discussion of issues impacting the colleges at the local and federal level.

6. **Workforce Development** – Chair Sen Hoss on behalf of the board thanked Dr. Lisa Edwards for her service to the college as Executive Dean of Workforce Development and Continuing Education and wished her well on her next adventure. Dr. Lisa Edwards introduced Ms. Tonya Lawrence, Tech Prep and Apprenticeship Program Manager to present an overview of the tech prep performance. The College benefits from the program because the students have already taken their entry level or prerequisite courses and will hopefully transition to Clark to earn their Clark College degree. She stated that the college is serving 17 high schools representing 10 different districts. Ms. Lawrence stated that this is a professional technical program which is more focused than the running start program, which focuses on academics. President Knight stated that as the students take the tech prep courses, they earn college credit towards their GPA. Trustee Jacobs raised a question regarding the funding of this program. Ms. Lawrence stated that the students are funded through the Perkins Act of 1990 which comes directly to Clark College. Chair Sen Hoss commented that this report would be a resource tool to distribute to the K-12 board members.

Dr. Lisa Edwards presented a performance report update on the Workforce Development and Continuing Education Department. She stated that in Fall 2004 the board authorized the use of \$1 million to launch the Workforce Development and Continuing Education Department as a revenue generating enterprise. She stated that from July 2004 to December 2006, \$1,222,000 has been generated from the Workforce Development and Continuing Education Department.

Dr. Edwards stated that to date there are 4 training proposals that were generated from the call center campaign that was conducted December 2006. Mr. Todd Oldham, Director of Corporate Education stated that this is a 6-month process. Dr. Edwards stated that the goal for this campaign was to contact key people so that the department could create a list of e-mail addresses to start marketing, promoting and building relationships with the business industries. She stated that through the campaign it allowed the department to generate 250 e-mail addresses.

Trustee Peery raised a question regarding the apprenticeship funding. Dr. Edwards stated that this dollar amount is prorated out and is on a formula that is out-dated; she noted that everyone gets an allocation FTE. Dr. Edwards explained that this is a grandfathered FTE allocation and noted that the labor council is asking for the formula to be revisited. Dr. Edwards explained that part of the 55% infrastructure piece is getting the department moved forward with proper technology infrastructure to do massive marketing, online registration, financial snapshots; she noted that the department needs daily snapshots to operate like a business. In doing this Mr. Oldham spent a significant amount of his time working to acquire and to develop a CampusCE program which is the infrastructure piece that the department had to have to operate in a position to generate revenue.

Dr. Edwards concluded with the recommendations from the Workforce Development and Continuing Education Department as a revenue generating enterprise at Clark College.

Chair Sen Hoss mentioned that the financial performance statement is through December which indicates that the department is under budgeted. Dr. Edwards stated that the department is close to being on budget for a 4-year timeline, which the department has 1 more year to generate revenue. Interim President Knight stated that the department has \$164,000 to use from the fund balance account for next year. Trustee Parker asked Dr. Edwards if she foresees the department reaching the goal of being self sufficient in the fifth year. Dr. Edwards stated that the timeline is taking longer than the department anticipated, due to the infrastructure that had to put in place for the department to be in a position to generate revenue. President Knight stated that he will ask Ms.

Karen Wynkoop, Business Manager to develop a task force to analyze the current infrastructure of the department. The timeframe he gave was 60 days which would be by the end of March or early April. President Knight also stated that any revenue generated would be through the corporate education program.

7. **Communications and Marketing** – Ms. Barbara Kerr announced that Wednesday, January 31 is the State of the College address. President Knight will greet the employees and students at Town Plaza at 9:00 a.m. and talk about the state of the college. She stated that at 11:00 a.m. he will speak to the employees and noted that Clark Vancouver television (CVTV) will show the presentation live and will be broadcasting the speech several times to the community between February 2 – 16. Then in the afternoon President Knight will greet the employees and students at Clark College at WSUV at 1:00 p.m. to again speak on the state of the college. Ms. Kerr stated that one of the announcements that President Knight will be making during his address is that Thursday, February 1, 2007 is the official day of the college's physical new address, which is 1933 Fort Vancouver Way. She also stated that President Knight will also be sending a message via e-mail to the college community on tomorrow, January 30 reminding staff of the new address. Also, in the President's State of the College address, he will give an update on the logo. Ms. Kerr stated that the commitment to the college community regarding the logo was to review the feedback from the college community and bring the outcomes from the survey back to the college community at a later time. She stated that the department is taking advantage of the new expertise that has been added to the communications and marketing department and will present a logo update at the end of February or late March.
8. **Clark College Foundation** – Ms. Lisa Gibert stated that the foundation has had a very successful end of year appeal. She stated that the Clements Group began an evaluation of the Foundation operations on January 22. She noted that Dr. Pend Armistead from the Clements Group spent a day and a half meeting with Clark's Board of Trustees, Foundation board members, Alumni and Pac representatives, Clark College Executive Cabinet and the foundation staff. She mentioned that the goal for his visit is to review how the Foundation is structured and how the Foundation can best work with the College. Ms. Gibert noted that Dr. Armistead will be returning for a retreat this spring, when a date has been determined, she will notify the board.

III. CONSENT AGENDA

- First Reading - There was no first reading.

IV. Consent Agenda

- December 11, 2006 Board of Trustees Minutes

Trustee Jacobs moved to approve the consent agenda. Trustee Peery seconded the motion. Motion carried. The consent agenda was approved unanimously.

V. Future Agenda Items

Discussion: The IT Plan will be added to the future agenda items and will be discussed at the May board meeting. President Knight stated the tuition waivers that the college reviewed three years ago will be discussed at the March board meeting.

1. Tenure (March)
2. Nursing Program (March 19) Board/EC Work Session
3. Instructional Plan (March 19) Board/EC Work Session
4. Enrollment Management Plan (March 19) Board/EC Work Session
5. Board Policies (March 19) Board/EC Work Session
6. Presidential Search Update (April)
7. Triangle/East County Property (May 14) Board/EC Work Session
8. IT Plan Update (May)

VI. Date and Place of Future Meetings

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, February 26, 2007 in the Penguin Student Union Building Conference Rooms 258 B & C.

VII. Executive Session

Chair Sen Hoss announced that the Board will not hold an Executive Session.

VIII. Adjournment

The meeting was adjourned at 7:35 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Wonder Baldwin, Recorder