

**MINUTES OF THE BOARD OF TRUSTEES**  
**Clark College, District No. 14**  
**February 26, 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; 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; 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; David Daugherty, Interim Director of Computing Services; Todd Oldham, Interim Executive Dean of Workforce Development & Continuing Education; Miles Jackson, Interim Dean of Social Science and Fine Arts; Linda Calvert, Running Start Manager; Jim Green, Director of Plant Services

Faculty: James Craven, Marcia Roi

Staff: Billie Garner

Students: Amanda Mayoral

Others: Michael Shinn, Assistant Attorney General; Lisa Gibert, Foundation President; Lehman Holder, John Barker, Nancy Brunelle, Don Mattison, Linell Arbuckle, June Dunn

**I. CALL TO ORDER:**

The meeting was called to order by Chair Rhona Sen Hoss at 5:10 p.m.

**II. BUSINESS MEETING**

**A. Review of the Agenda**

Chair Sen Hoss noted changes to the agenda. Interim President Knight stated that an updated agenda will be provided at a later time. On Page 2 of the agenda, under Future Agenda Items, Topics 2-4 will be discussed at the March 26 Board/EC Work Session instead of March 19, as stated in the agenda. State Board representatives will present a Presidential Search Presentation at the Board of Trustees Board Work Session on Monday, March 19, which will be added to the Future Agenda Items. Interim President Knight stated that the Stout Hall Tour is rescheduled. Tuition waivers will be discussed at the March 12 Board of Trustees Meeting, which will include the decision on the mature learning waiver.

Chair Sen Hoss stated that the Board of Trustees will hold an Executive Session to discuss Personnel Issues. Chair Sen Hoss requested everyone that is speaking to use the microphone, to state their name and association, and to also note that their comments will not be recorded verbatim in the minutes; the recorder will note only their name and association affiliation.

**B. Statements from the Audience**

Mr. Lehman Holder shared thoughts and concerns from the Mature Learning Advisory Committee. Mr. Jim Craven, Professor and Chairman of the Economics Division for Clark College, shared his thoughts and concerns regarding the Institution.

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

Trustee Addison Jacobs stated that several representatives from Clark College attended the ACCT National Legislative Summit from February 11-14 in Washington D.C. She noted there was valuable information for the College presented about the ongoing Congressional Session. Trustee Jacobs can provide the Trustees and the College community with written materials she received at the Summit. Trustee Kim Peery reported that the focus of the Summit was centered on the shift of power that has taken place with the reorganization of committees following the election. Chair Sen Hoss announced there will be a Board Work Session from 4:00 - 6:00 p.m. on Monday, March 19, 2007. She stated representatives from the State Board will conduct a Presidential Search Presentation regarding general processes for the upcoming presidential search at Clark College. Trustee Peery anticipates this work session will be more of a round table discussion about what processes have been used by other community colleges recently and what has been effective.

**D. Institutional Report -** Interim President Knight stated Ms. Karen Wynkoop, Chair for the Workforce Development and Continuing Education Task Force Committee, has moved forward to review the structure of the Workforce Development and Continuing Education Department and will have an update at the next Board meeting on the outcomes from the meeting.

Interim President Knight congratulated all of the Fall Nursing Graduates for successfully passing the NCLEX test the first time. He also made mention that the Dental Hygiene Department's dental hygiene students have successfully passed their exams for 30 straight years.

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

1. **AHE** – Ms. Marcia Roi announced that Ms. Barbara Simpson will serve as Vice President of AHE for the remainder of the school year. She stated that the accreditation notebooks were distributed to departments on campus by Dr. Tim Cook and Ms. Nancy Johnson.

Trustee White raised the question about the suspension implementation of Common Course Numbering. What would have been the practical effect if the College were to proceed with this? Ms. Roi stated that the AHE Senate made a decision to take a “wait and see” attitude approach at this time. She stated that Interim President Knight passed on the concerns from the Faculty to the Washington Association of Community and Technical Colleges Presidents meeting that he attended on February 22. Ms. Roi stated that Interim President Knight scheduled a meeting with Ms. Jan Yoshiwara, Director of Educational Services for the State Board for Community and Technical Colleges to address these concerns. Interim President Knight stated Ms. Yoshiwara will meet with the Faculty to address their concerns regarding Common Course Numbering. Interim President Knight explained that the College plans to implement the Common Course Numbering System the summer of 2008. Chair Sen Hoss asked Ms. Roi to provide the Board quarterly updates on the Common Course Numbering System.

2. **ASCC** – Ms. Amanda Mayoral distributed a list of the ASCC and Student Life and Multicultural Student Affairs Winter 2007 Events. Ms. Mayoral congratulated the Men's Basketball Team on their win against Highline Community College's Team, on Saturday, February 24 and noted the Team will participate in the NWAAC championship Basketball Tournament on March 1-2. Ms. Mayoral thanked Interim President Knight for the invitation to attend the General George C. Marshall Event, which provided an opportunity for her to meet General Pace. She also thanked Ms. Linda Calvert for the opportunity to speak at the Running Start orientation.
3. **WPEA** – Mr. Billie Garner stated that the Labor Management Communication Committee is scheduled to meet monthly through June 2007. Mr. Garner stated that he was re-elected to serve as Chief Job Representative.

Trustee Jacobs raised a question about the Board minutes being on the Intranet. Ms. Wonder Baldwin stated that the Board of Trustees meeting

minutes are current on the Internet and Intranet. Ms. Barbara Kerr stated that an updated February Board of Trustees Agenda will be posted electronically with the February Board of Trustees Packet on the Internet and Intranet as a PDF file.

## F. College Reports

1. **Instruction** – Mr. Rassoul Dastmozd provided clarification on the Common Course Numbering System. Mr. Dastmozd stated that the College has had several forums with Faculty regarding Common Course Numbering. Mr. Dastmozd stated that the College's approach will be to remain an active player in the process and invite parties involved to Clark College to listen to the concerns of Faculty. Mr. Dastmozd stated that Ms. Jan Yoshiwara from the State Board for Community and Technical Colleges will meet with Faculty to address concerns. Mr. Dastmozd will conduct more forums on campus with the Faculty that will focus on the Common Course Numbering System in the upcoming months.

Trustee White raised a question regarding the purpose and future of the Health Interpreter/Translator Workshop. Mr. Dastmozd stated that the Office of Instruction is trying something new; and in some areas, the Office of Instruction is looking at bi-lingual training. This workshop is one of the training sessions.

Chair Sen Hoss asked how much revenue was generated from the proceeds of the Clark College Jazz Festival that was held on January 25-27. Mr. Dastmozd stated that the Office of Instruction is in the process of determining the amount that was generated and will provide an update at the next Board of Trustees meeting.

Mr. Dastmozd stated that the 2007-08 Sabbatical Requests, with proposals and projects from individuals, is available for the Board to review. Chair Sen Hoss requested that the Tenure Notebooks be included with the 2007-08 Sabbatical Requests. Mr. Dastmozd stated that the notebooks will be available in the Office of Instruction.

2. **Administrative Services** – Ms. Karen Wynkoop, speaking on behalf of Mr. Phil Sheehan, thanked Plant Services, Computing Services, and Student Affairs staff for their hard work, patience, and understanding during the move to the "T" Building.

Ms. Wynkoop noted that the Administrative Services Budget Status Report is accurate and stated there that is no change in the Fund Balance Report. Ms. Wynkoop stated that the revised Reserve Policy adopted by the Board in September 2004 resulted in a revision to the College's administrative procedure. The administrative procedure has been

adjusted to provide clarifying language regarding the expenditure authority for discretionary fund balances. Chair Sen Hoss asked Trustee Jacobs if this revision changes the Board Policies that she has been updating. Trustee Jacobs stated that multiple pages of the Board Policies Manual will be updated and suggested the need to have a coordinating Board Policy to the Reserves and Fund Balances procedure that is in the Administrative Procedure Manual. Trustee Peery stated that the Board Policy reflects the 10% as is stated by the Board as their reserve policy goal.

3. **Student Affairs** – Ms. Rachel Ruiz announced that Clark College has received from the Higher Education Coordinating Board \$130,000 in support of the College's State Work Study Program. She noted that the Program is managed efficiently by Mr. Eugene Carroll, the Work Study Program Coordinator, and Mr. Alex Montoya, Director of Financial Aid. Ms. Ruiz stated that these funds will make it possible for the College to serve students for the remainder of the year. Trustee White asked a question about the percentage of students that are currently enrolled in the winter 2007 orientation class. Ms. Ruiz answered that 75 students out of 117 completed the class; she stated this is a good ratio for the College.

Ms. Linda Calvert, Director of Running Start conducted a PowerPoint presentation on the Running Start Program at Clark College. She stated that the program began fall 1992 with 210 students and noted that as of fall 2006, 919 students are enrolled. Ms. Calvert stated that Running Start is a dual credit opportunity for high school juniors and seniors who have college-level skills; this program gives them an opportunity to earn college credit while attending high school. Trustee White asked Ms. Calvert to make recommendations to the Board of Trustees to share in a dialogue with the High School Board members regarding their participation in future opportunities for Clark College's Running Start Program. Ms. Calvert recommended the potential for high schools to provide computer labs for students to complete on-line Clark College courses. She requested the Board to solicit from the High School Board members specific courses they would like to see Clark College offer at Clark College at Columbia Tech Center.

4. **Human Resources** – Ms. Katrina Golder announced that Ms. Ann Hansen from the Mathematics Department received the Fall 2006 Quarter Classified Excellence Award.

Chair Sen Hoss asked the number of applicants that applied for the Events Manger position. Ms. Golder stated that there were 35 applications received for this position and noted that the interviewing process is in the final stage. Chair Sen Hoss inquired about the Dean of Enrollment Services position. Ms. Ruiz stated that this position will be

responsible for the recruitment portion of the Enrollment Management Plan.

5. **Planning and Advancement** – Ms. Candy Bennett announced that Clark College will host the Education Summit on Friday, March 16 convened by Congressman Brian Baird, the newly appointed Chair of the Subcommittee on Research and Science Education for the National Science Foundation.

Trustee Sherry Parker raised a question regarding the Administrative Services section of the Mid-Year Status Report concerning Auxiliary Services and Food Services. Interim President Knight stated that the Administrative Services intent was to use funding left over from the construction projects; but additional expenses during the Gaiser Hall Project took priority over the Food Service project. Interim President Knight stated that all of the goals in Auxiliary Services were not achieved.

There were positive comments from Board members to Ms. Bennett about the College's grants and status report in the February Board Packet. Interim President Knight stated that quarterly updates on the grants status will be included in the Planning and Advancement portion of the Board Packet. Chair Sen Hoss requested to also include the total dollar amount of the Grants in the report.

6. **Workforce Development** – Mr. Todd Oldham stated that Corporate Education is sponsoring the American Society Training and Development Annual Conference on March 6-7 in Portland, Oregon.

Mr. Oldham stated that Professional Development offered a Franklin Covey seminar on February 9. Several participants attended the seminar. This seminar was marketed through the Corporate Education Department's business contacts generated from the calling campaign.

Mr. Oldham announced that Ms. Amy Leisher is the new Fiscal Specialist 1 in the Workforce Development and Continuing Education Department.

7. **Communications and Marketing** – Ms. Barbara Kerr had no additions to her report.
8. **Clark College Foundation** – Ms. Lisa Gibert made mention that the Foundation's newsletter, Clark College Foundation Partners, was mailed to citizens.

Savoring Excellence is the new name for the Dinner of the Year. Savoring Excellence is a donor recognition event and is scheduled for May 31, 2007.

### **III. CONSENT AGENDA**

#### **A. First Reading**

- a. Tenure Recommendations: Trustee Jacobs moved that the Tenure Recommendations be moved to Consent Agenda.
- b. Sabbatical Requests for 2007-2008: Trustee Jacobs moved that the Sabbatical Requests be moved to Consent Agenda.
- c. Clark College 2007-2009 Academic Calendar: Trustee Jacobs moved that the Academic Calendar be moved to Consent Agenda.

Trustee Parker moved all items to the Consent Agenda.

Discussion: Mr. Rassoul Dastmozd stated that the Tenure Recommendations and the Sabbatical Requests for 2007-2008 will be made available to the Board of Trustees starting Tuesday, February 27, 2007 through March 26, 2007 in the Office of Instruction for their review. He noted that the Tenure Recommendations and the Sabbatical Requests will be added to the agenda for a decision at the Monday, March 26, 2007 Board of Trustees and Executive Cabinet Work Session. Interim President Knight stated that the decision on the Tenure Recommendations is due at the end of March 2007.

Trustee Peery made a motion to move the Clark College 2007-2009 Academic Calendar to the Consent Agenda. Trustee Peery recommended the Consent Agenda be amended.

### **IV. Consent Agenda**

- a. January 29, 2007 Board of Trustees Minutes
- b. Clark College 2007-2009 Academic Calendar

Trustee Peery made a motion to approve the consent agenda. Trustee Parker seconded the motion. Motion carried.

### **V. Future Agenda Items**

Discussion: Chair Sen Hoss reviewed the Future Agenda Items. She stated that the Tenure Recommendations will be discussed at the March 26 Board/EC Work Session from 4:00 – 6:00 p.m. She noted that the Board of Trustees will hold an open meeting to take action during this Session. Chair Sen Hoss also noted that the Presidential Search Presentation is scheduled for Monday, March 19 from 4:00 – 6:00 p.m.

1. Tuition Waivers (March)
2. Presidential Search Presentation (March 19) Board/EC Work Session
3. Tenure Recommendations (March 26) Board/EC Work Session
4. Nursing Program (March 26) Board/EC Work Session
5. Instructional Plan (March 26) Board/EC Work Session
6. Enrollment Management Plan (March 26) Board/EC Work Session
7. Board Policies (March 26) Board/EC Work Session
8. Presidential Search Update (April)
9. IT Plan Update (May)
10. Clark College at Columbia Tech Center (May 14) Board/EC Work Session

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

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, March 12, 2007 in the Penguin Student Union Building Conference Rooms 258 B & C.

**VII. Executive Session**

Chair Sen Hoss announced at 7:10 p.m. that the Board will hold an Executive Session for the purpose to review the performance of an employee evaluation and to discuss the acquisition of Real Estate by lease or purchase.

**VIII. Adjournment**

The Board reconvened in open session at 8:00 p.m. With no further business, the meeting was adjourned.

---

Rhona Sen Hoss, Chair  
Clark College Board of Trustees

Wonder Baldwin, Recorder