

**MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES**  
**Clark College, District No. 14**  
**June 26, 2006**  
**Penguin Student Union Building – Gaiser Hall**  
**Rooms 258B & 258C**

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

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 and Marketing; Wonder Baldwin, Executive Assistant to the President; Leann Johnson, Director for Equity and Diversity; Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Travis Kibota, Interim Dean of Life Sciences, Health and Physical Education; Ted Broussard, Dean of Student Enrollment and Financial Programs; Karen Wynkoop, Director of Business Services; Phil Sheehan, Director of Computing Services; Todd Oldham, Director of Corporate Education; Alice Phillips Director of Workforce Education; Glen Jenewein, Director of Distance Learning; Tim Cook, Acting Dean of Student Success and Retention; Tracy Reilly Kelly, Program Manager; Alex Montoya, Director of Financial Aid; Karen Brown, Director of Student Life & Multicultural Student Affairs, Jennifer Grove, Administrative Services Operations Manager

Faculty: Miles Jackson, Judy VanPatten, Marcia Roi, Robert Hughes, Van Forsyth, Becky Shipman

Staff: David Sims, Eugene Carroll, Vicki Cheng, Sherry Smith

Students: Benjamin Hayford, ASCC Finance Director; Amanda Mayoral, ASCC Vice President, Mariah Action, J. Thompson, Gabriel Kniffin

Others: Barbara Chen, Foundation Director of Resource Management & Gift Planning; Michael Shinn, AAG; Howard Buck, Ed Madden

**I. CALL TO ORDER:**

Trustee Peery called the meeting to order at 5:07 p.m. and announced the order of the agenda. He noted the meeting will begin with a presentation from the signage committee.

Trustee Peery encouraged everyone presenting in the meeting to utilize the microphones provided for clarity of recording the minutes.

Representatives of the Wayfinding Committee and Anderson Krygier introduced the Wayfinding Masterplan to the Board of Trustees. They provided some background information on the membership of the Wayfinding Committee, how the masterplan was developed, and the recommended concept designs for the hierarchy of signs that will be placed on the campus. The development of the masterplan has been a collaborative effort of College faculty, staff, and students and includes input from local neighborhood associations and City of Vancouver planners. The first signs will be placed during fall term 2006. Completion of most of the signs outlined in the masterplan will be done by 2011.

**II. BUSINESS MEETING**

**A. Review of the Agenda**

Trustee Peery continued with the normal agenda and announced that following this public meeting the board will enter into Executive Session to discuss evaluation of an employee.

**B. Statements from the Audience**

Ms. Marcia Roi, Coordinator of the Addiction Council of the Education Program and faculty member, asked that board minutes be available to the college community. Ms. Roi also stated the need for accurate recording of statements from the audience in the board minutes.

Trustee Peery responded by stating that the minutes are not written verbatim. He added that minutes of the Board meetings are viewed by the Auditor in our annual audits against tapes, etc. and have been supported. He also noted that the format is typical of public offices and public entities.

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

Trustee Sen Hoss thanked all those involved in the recent commencement ceremonies.

#### **D. President's Report – Dr. R. Wayne Branch**

Dr. Branch also thanked everyone that participated in the commencement and GED ceremonies including Trustees Sen Hoss, Fratt and Parker for attending the ABE ceremony on Saturday, June 17<sup>th</sup>. He added that these Ceremonies were Trustee Fratt's last commencement celebrations as a trustee with the College and mentioned how she has touched so many lives at Clark College. He announced the new Vice President of Instruction, Dr. Rassoul Dastmozd will join the Clark College team on August 14, 2006. He also took the opportunity to thank Dr. Sylvia Thornburg for her commitment to excellence while serving as Acting Vice President of Instruction.

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

1. **AHE – Miles Jackson, President** – Miles Jackson had no additions to his report.
2. **ASCC – Benjamin Hayford Acting President** – Benjamin Hayford had no additions to his report.
3. **WPEA – Billie Garner** – David Sims reported on behalf of Billie Garner that there were no additions to the WPEA report.

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

1. **Instruction** – Dr. Thornburg had no additions to her report.
2. **Administrative Services** – Mr. Bob Knight had no additions to his written report.  
He gave the board an update of the Triangle Property.

Mr. Knight referred the Board's attention to the 2006-2007 Budget Resolution listed in the First Reading. He made a recommendation to the Board to delay action on the proposed budget until the August 2006 Board meeting to allow time for full discussion of the outstanding items mentioned in the resolution. He also asked for the Board's approval that the resolution include part-time faculty salary increases to be effective for summer quarter 2006 and the ASCC Program budgets.

Benjamin Hayford presented and explained the summary of the proposed 2006-2007 ASCC Program Budgets listed on page 41 of the First Reading to the Board.

**3. Student Affairs** – Dr. Rachel Ruiz distributed handouts to the board of the new daily FTE Enrollment report. She had no additions to her report.

**4. Human Resources** – Ms. Katrina Golder had no additions to her report.

She then referred the Board's attention to the proposed changes of the CCAHE Agreement listed on page 42 under First Reading. Ms. Golder briefly highlighted and mentioned how the changes will benefit our full-time and part-time faculty members and enhance the recruiting and retention efforts. She noted on behalf of the IBB team, they seek the Board's approval of the recommended changes to the CCAHE agreement at this Board meeting.

Ms. Leann Johnson was asked to give a brief update on the Office of Civil Rights Visit. She explained that Clark College was selected for a college-wide Office of Civil Rights Visit as a requirement based upon the college's status as a recipient of federal funding. Ms. Johnson is leading the planning and internal communications in preparing for the Office of Civil Rights routine on-site monitoring visit that will take place July 17-19, 2006.

**5. Planning and Advancement** – Ms. Candy Bennett had no additions to her report.

**6. Workforce Development** – Ms. Lisa Edwards had no additions to her report.

**7. Communications and Marketing** – Ms. Barbara Kerr had no additions to her report.

**8. Clark College Foundation** – Ms. Barbara Chen, on behalf of Ms. Lisa Gibert had no additions to the written report. Ms. Chen extended an invitation to the Board to attend a welcome reception on July 27, 2006 for the new Vice President of Development, Mr. Ara Serjoie and new Foundation and PAC Board members. She reminded the Board the Foundation needs two Board of Trustee representatives to serve on the Foundation Board. Trustee Peery responded by stating that board representatives will be announced in August or September. In concluding, Ms. Chen noted the Foundation needs the Board of Trustees approval of the Articles of Corporation.

## **G. Policy Discussion**

Dr. Branch made mention that Dr. Edwards has been leading the College's initiatives in the Workforce in Continuing Education area. He stated, out of the strategic planning process, one of the highest priorities that emerged was the initiative and infrastructure developed from the Workforce Development Department. He explained a significant part of that operation has been conceptualized as being revenue generating and Dr. Edwards would be speaking on the progress made in her presentation. Dr. Lisa Edwards facilitated a PowerPoint presentation on the 2005-2006 Workforce Development & Continuing Education Performance Report and 2006 Budget Overview. Copies of both documents were distributed to the Board. The presentation consisted of the Programmatic Overview, Opportunities, Challenges, Strengths and Weaknesses of the Workforce Development & Continuing Education Department. She concluded her presentation and proposed the next steps would be to implement a program management system, expand the corporate relation team and redistributing personnel to support operations.

Dr. Branch added that Mr. Bob Knight and Dr. Edwards would be reviewing the overhead cost of other institutions positions of leadership over a similar area. He stated that he would like to place the salaries for the Executive Dean and the Administrative Assistant under state funding.

Dr. Branch also stated, the other next step would be to continue to evaluate the delivery system and bring the findings to the Board and College Community for dialogue.

Trustee Jacobs raised concerns regarding funding the two positions mentioned above with state funds.

Trustee Peery explained this would be a Policy Discussion that would require Board action.

Trustee Jacobs requested quarterly updates to reflect the reports Dr. Edwards presented.

Dr. Edwards thanked her staff for their efforts of hard work on the reports she presented.

## **II. CONSENT AGENDA**

### **A. First Reading**

1. 2006-2007 Budget Resolution

2. ASCC Budget
3. AHE Agreement

Trustee Peery made a motion to move the items listed in first reading into the consent agenda. Motion carried. The motion was approved unanimously.

### **III. Consent Agenda**

1. 2006-2007 Budget Resolution
2. ASCC Budget
3. AHE Agreement
4. Minutes for May 22, 2006

Trustee Peery made a motion to approve the consent agenda. Trustee Jacobs moved the motion and Trustee Fratt seconded. Motion carried.

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

1. Board of Trustees Budget Planning Work Session (July)
2. Accreditation Review (August)
3. Internal Communications Plan (August)
4. Board of Trustees/EC Work Session: (August/September)
5. Board of Trustees Policy Analysis (October)

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

The Board of Trustees Budget Work Session is scheduled for Wednesday, August 2, 2006 from 5:00 – 9:00 p.m. in the Baird Board Room.

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, August 28, 2006, in the Board Room.

### **VII. Executive Session**

The Board moved into a one-hour Executive Session at 7:00 p.m. to discuss the evaluation of an employee. No action was taken.

### **VIII. Adjournment**

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

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Kim Peery, Chair  
Clark College Board of Trustees

Wonder Baldwin, Recorder