

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES
Clark College, District No. 14
August 28, 2006
Baird Board Room

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

Administrators: Bob Knight, Acting CEO & Vice President of Administrative Services; 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; Leann Johnson, Director for Equity and Diversity

Faculty: Miles Jackson, Tim Cook, Charlene Montierth, Marcia Roi

Staff: Todd Oldham, David Sims, Sylvia Thornburg, Ray Korpi, Glen Jenewein, Karen Wynkoop, Alice Phillips, Tracy Reilly Kelly, Phil Sheehan

Students: Nicole Porter, Hollie Slagle, Amanda Mayoral, Valerie Vest, Sarah Simpson, Gabe Tomko, Lauren O'Lenic, LaQuinta White, Michelle Plotner, Pat Mehigan

Others: Lisa Gibert, Ara Serjoie, John White, Benjamin Hayford, Bob Moser

I. CALL TO ORDER:

Trustee Peery called the meeting to order at 5:13 p.m. and reviewed the agenda. He announced that the Board will take action on the 2006-2007 Budget listed under the First Reading and that the Election of Officers listed under the Consent Agenda will be moved to the beginning of the Agenda. Trustee Peery moved the Elections of Officers from Consent Agenda to action. Trustee Fratt moved the Election of New Officers for the Board of Trustees and nominated Trustee Rhona Sen Hoss as Chair and Trustee Addison Jacobs as Vice Chair. The motion was second by Trustee Jacobs. The motion was carried. The meeting was continued by Chair Sen Hoss.

II. BUSINESS MEETING

A. Review of the Agenda

B. Statements from the Audience

Mr. Benjamin Hayford, read a statement to the Board. He thanked the Board of Trustees for the many hours they have dedicated to this Institution and encouraged them to participate in the up-coming campus activities.

Trustee Jacobs commented that everyone in the Institution has roles and responsibilities. She added it is not any one element of this Institution that is going to make it operate to the fullest but it is everyone fulfilling their roles as Benjamin has stated.

Mr. Bob Moser asked the Board if they were informed regarding the separation and payment agreements to former employees. Assistant Attorney General Michael Shinn stated that the agreements limits what the College has agreed to say regarding former employees and that it is inappropriate to discuss details in public meetings or with the public. Trustee Peery noted the agreements apply to the College and the College employees. He noted that the Board is under the same agreement and are not permitted to discuss in public meetings.

C. Statements and Reports from the Board Members

Trustee Sen Hoss shared her thoughts that everyone at Clark has a passion about the College. She noted that she will like the College to move forward and support the College's theme "The Next Step".

Trustee Sen Hoss asked Trustee Jacobs to provide an update on the search process for the Interim President. Trustee Jacobs noted that the Board is honored and thanked Mr. Bob Knight for accepting to serve as the Acting Chief Executive Officer for Clark College. The Board asked everyone to support Mr. Knight in this position.

Trustee Jacobs explained the process that took place with Dr. David Pierce, a national consultant. He has met with members of the College community to hear their views, thoughts, ideas and characteristics that should be considered in hiring an Interim President. Dr. Pierce met with Trustees Peery and Jacobs to present the results of these meetings.

Trustee Jacobs noted that the Board will share the results of these meetings and the process that will be used in the selection of the Interim President at the September Board Meeting. Trustee Peery added that Dr. Pierce will return to the College on Monday, September 11, 2006 to provide an opportunity for additional faculty and students to provide their input. The Board will then meet with Dr. Pierce to hear the results of

these additional meetings. She also noted that the search process to hire the permanent President will be reported at a later date.

D. Institutional Report – Bob Knight, Acting Chief Executive Officer

Mr. Bob Knight introduced Rassoul Dastmozd, the new Vice President of Instruction. He thanked Mr. Dastmozd for the great job he is doing with Instruction. Mr. Knight also recognized Mr. Todd Oldham who is representing Dr. Lisa Edwards in Workforce Development during her absence.

Mr. Knight updated the Board on a Whistleblower issue that was reported last week. He noted that Trustee Peery was contacted regarding the report. Mr. Knight stated that one finding was reported regarding improper action for not having a tracking system in place. Mr. Knight noted the College does have a tracking system in place and stated that the State Auditor's Office will revisit the finding.

Mr. Knight commented on the signed co-admissions agreement with Clark College and Concordia University as stated in the report. He also noted that Ms. Leann Johnson coordinated the Office of Civil Rights compliance visit at Clark College which was held July 17-19, 2006.

E. Association Reports

1. **AHE – Miles Jackson, President** – Mr. Jackson stated there are no additions to the AHE report.
2. **ASCC – Amanda Mayoral, President** – Ms. Amanda Mayoral, the new ASCC President introduced the 2006-2007 ASCC Officers. She stated there are no additions to the ASCC report.
3. **WPEA – David Sims**– Mr. David Sims stated, on behalf of Billie Garner, there are no additions to the WPEA report.

F. Campus Reports

Mr. Knight stated that the reports were provided in a different format than usual for the month of August. The Goals from the Executive Cabinet members are listed in the beginning of their report and the highlights are listed at the end.

1. **Instruction** – Mr. Rassoul Dastmozd stated there are no additions to the Instruction report. Trustee Jacobs raised a question regarding the pursuit of funding opportunities supporting student success noted in the report. Mr. Dastmozd responded that they are looking for grant opportunities related to assessment and retention that will guarantee student success. He also added that he and Dr. Ruiz are working on an Enrollment Management Plan for the coming year.

- 2. Administrative Services** – Mr. Bob Knight presented highlights listed in his report. Trustee Jacobs raised a question regarding the outcome of the request to transfer surplus funds from the Clark Center budget to fund the infrastructure projects. Mr. Knight responded that we are under budget in the Clark Center Project and a third of the funds will be returned to the College.

He concluded by reviewing the Fund and Cash Balance Report. Trustee Sen Hoss raised a question regarding the Triangle Property update. Mr. Knight stated the Triangle Property update will be discussed in tonight's Executive Session.

- 3. Student Affairs** – Dr. Rachel Ruiz announced and distributed an update of the summer enrollment. She also distributed a map of the new locations of the Student Affairs offices and provided an update of the remodeling of Gaiser Hall. Trustee Sen Hoss raised a question about the new address of the College being changed to the Welcome Center. Mr. Bob Knight explained that a committee has met and determined January 1, 2007 as the official date for the address change. He added that there will be information sent to the College Community via e-mail regarding the address change next week.

Trustee Sen Hoss raised a question regarding the Enrollment Development Plan. Dr. Ruiz explained the Enrollment Development Plan was changed to the Enrollment Management Plan. She and Mr. Dastmozd will co-chair the Enrollment Management Plan Task Force. The plan should be completed by June 30, 2007. The Retention Plan will take longer to develop. Trustee Sen Hoss requested this topic be discussed in a future Work Session for the Board.

- 4. Human Resources** – Ms. Katrina Golder commented that her draft goals for Human Resources are reflected in her report. She also noted that she attended a Labor Management Committee Meeting with WPEA to communicate various issues. Trustee Fratt raised a question of the number of faculty positions filled. Ms. Golder responded that the new faculty tenure track positions replaced non-tenure track positions from prior years.

- 5. Planning and Advancement** – Ms. Candy Bennett commented on the Noel Levitz Student Survey results. She included a one-page summary in the June Board Report but asked for an opportunity to restate and review the highlights. The progress made was exciting as compared to the survey that was conducted in 2004. The satisfaction level by students improved in 68 of the 70 items of the previous survey. We expect to show improvements in these areas in the 2008 survey. The greatest improvement noted was student parking. Other areas of improvement mentioned by students in the survey were the welcoming environment and a well maintained campus. Ms. Bennett

distributed and presented the 2008 Accreditation Timeline. She introduced the Co-Chairs of the Accreditation Project, Ms. Charlene Montierth and Dr. Tim Cook. Trustee Fratt thanked Ms. Bennett and the faculty and staff for being involved in the accreditation process.

6. Workforce Development – Mr. Todd Oldham stated on behalf of Dr. Lisa Edwards that there were no additions to the Workforce Development report.

7. Communications and Marketing – Ms. Barbara Kerr stated there are no additions to the Communications and Marketing report. Trustee Sen Hoss commented that the Internal Communications Plan was moved to October. Ms. Kerr concurred that a draft of the Internal Communications Plan will be presented in October.

8. Clark College Foundation – Ms. Lisa Gibert stated there are no additions to the Foundation report and reminded the Board of her request to receive Board of Trustee representation on the Foundation's Board. Trustee Jacobs asked for an update on the goals and needs for fund-raising. Ms. Gibert noted that an update will be included in her September Board report.

G. Policy Discussion

There was no policy discussion.

III. CONSENT AGENDA

A. First Reading

0. 2006-2007 Budget – Mr. Bob Knight presented the 2006-2007 Budget for the Board's approval. Trustee Peery moved the proposed Budget from First Reading to Consent Agenda. Trustee Jacobs seconded. Motion approved. Trustee Sen Hoss moved the 2006-2007 Budget to the Consent Agenda.

Mr. Bob Knight raised a question to the Board of changes to the Board of Trustees Policy Analysis. Trustee Peery noted that the Board of Trustees Policy Analysis will be discussed in October.

Trustee Sen Hoss stated that the September Board of Trustees meeting has been changed from Monday, September 25, 2006 to Thursday, September 28, 2006 at 5:00 p.m. She announced that a special reception for Trustee Fratt will be held at 4:00 p.m. on Thursday, September 28 prior to the board meeting. She noted that specifics will be sent and invited everyone to attend the reception. The Board meeting will begin at 5:00 p.m.

IV. Consent Agenda

1. 2006-2007 Budget
2. Minutes for June 26, 2006

The 2006-2007 Budget was moved to Consent Agenda. Trustee Peery moved the 2006-2007 Budget to Consent Agenda for approval. Trustee Jacobs second the motion. Motion carried. Trustee Sen Hoss stated the 2006-2007 Budget was passed and the June minutes were approved.

V. Future Agenda Items

1. Internal Communications Plan (October)
2. Board of Trustees Policy Analysis (October)
3. Board of Trustees/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, October 23, 2006 in the Penguin Student Union Building – Conference Rooms 258B & C.

VII. Executive Session

Trustee Sen Hoss announced the Board will convene in Executive Session for one hour to consider an acquisition of Real Estate and to review the performance of a public employee. Trustee Sen Hoss stated there will be no action taken when they return.

VIII. Adjournment

The meeting was adjourned at 6:30 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Wonder Baldwin, Recorder