

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES**  
**Clark College, District No. 14**  
**September 28, 2006**  
**Penguin Student Union Conference Rooms 258 B & C**

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

Administrators: Bob Knight, Acting Chief Executive Officer & 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: Kate Scrivener, Chuck Ramsey, Carlos Castro, Lane Russell, Christina Kopinski, Tani McBeth, Susan Brookhart, Karl Bailey, Rebecca Martin, Jill Darley-Vanis

Staff: Todd Oldham, Jim Green, Jennifer Grove, Joe Renouard, Sylvia Thornburg, Ray Korpi, Tracy Reilly Kelly, Phil Sheehan, Alex Montoya, Ted Broussard, Erica Schwenneker, Travis Kibota, Lynn Chmelir, Kitty Brokaw, Robin Terjeson, Rebecca Wale

Students: James Nelson

Others: Michael Shinn, Barbara Chen, John White, Howard Buck

**I. CALL TO ORDER:**

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

Chair Sen Hoss thanked Ms. Wonder Baldwin for coordinating the new arrangements for today's Board of Trustees Meeting and stated that all of the Board of Trustees monthly meetings will be held in the Penguin Student Union Building in Conference Rooms 258 B & C. Trustee Sen Hoss also announced that those that are making statements and/or presentations to the Board to use the microphones and to announce their name, organization and/or association and/or their title. Trustee Sen Hoss stated that the format for the Board of Trustees meeting minutes will change from the way the minutes have been previously reported and reflected. Trustee Sen Hoss stated that for time and accuracy of the Board minutes, there will not be verbatim comments from statements from the audience reflected in the Board minutes; only the name, title, and organization/association affiliation will be noted in the minutes.

## **II. BUSINESS MEETING**

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

Trustee Sen Hoss stated that there are no adjustments to the agenda.

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

There were no statements from the Audience.

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

Trustee Sen Hoss noted that Trustees Peery and Jacobs were the Trustees assigned to present information regarding the results of the Interim President search from Dr. Pierce. Trustee Peery was unable to attend this Board meeting. Trustee Jacobs presented an update on the results of the search that the Board received from Dr. Pierce. She explained the process that took place with Dr. Pierce and the College community in providing the Board the opportunity to receive input from constituents and stakeholders from the College community regarding attributes and characteristics of an Interim President. She also stated that the Board requested feedback on past search processes to get an idea and to advise the Board on the next step in the search process. Trustee Jacobs stated that Dr. Pierce came in August to speak with the College community and because many were on vacation returned in September to complete the assessment process. She noted that after both visits with the College community, Dr. Pierce advised the Board of Trustees from the overall feedback he received from the College community, that staff had strong desires for the Interim President to have the major characteristics of continuity, a local connection, one who will continue and support the strategic initiatives that the College already has in place and someone with an open communication style. She noted that Dr. Pierce also provided the Board with a much fuller list of characteristics from the College community regarding the Interim President. Trustee Jacobs stated that Dr. Pierce reported back to the Board of Trustees that there was overwhelming support for the Acting Chief Executive Officer, Mr. Bob Knight to become the Interim President of Clark College. Trustee Jacobs stated that on behalf of the Board of Trustees, they elect to suspend the Interim hiring process. She also recommended that the Acting Chief Executive Office, Mr. Bob Knight serve as the Interim President of Clark College to such time as they complete search for a permanent President of Clark College. Trustee Jacobs recommended making a motion to reassign Mr. Bob Knight to Interim President of Clark College. Trustee Fratt stated that this is an opportunity to really honor the quality of the work that is being done here at Clark College. Trustee Fratt also noted that she strongly supports this decision and recommends to the Board of Trustees before her departure as Board Trustee that they continue to work with Mr. Knight and set goals and evaluation steps along the way. Trustee Jacobs also noted that Mr. Knight has stepped into the role

admirably in a short period of time and has served the College very well and that the Board will continue to support him as they move through the year and hopes he has continued support from the College community. Trustee Fratt made a motion to name Mr. Bob Knight as the Interim President of Clark College and move the decision to the Consent Agenda. Trustee Sen Hoss noted that the motion has been moved to the Consent Agenda and seconded that Mr. Bob Knight be named as the Interim President of Clark College effective today, September 28, 2006. Motion carried.

Board Committee Assignments – Trustee Parker announced the Board members serving on committees. Trustee Parker and Trustee White will serve as representatives to the Foundation Board. Trustee Parker will also continue to serve on the Excellence Awards Committee. Trustee Kim Peery will continue to serve on the Legislative Committee.

Trustee Sen Hoss thanked everyone that was involved in the planning of the Farewell Reception for Trustee Fratt. Trustee Sen Hoss thanked Trustee Fratt for her 10 years of service to Clark College.

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

Mr. Knight had no additions to his report. Trustee Jacobs commended Mr. Knight on the focus that the College has had on the goals for Clark College.

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

1. **AHE – Miles Jackson, President** – Ms. Kate Scrivener on behalf of Mr. Miles Jackson stated she had no additions to the report. Trustee Sen Hoss thanked Mr. Jackson for attending the “Washington Learns” news conference held at WSUV on September 19.
2. **ASCC – Amanda Mayoral, President** – Ms. Mayoral had no additions to her report.
3. **WPEA – David Sims** – There was no representation from the WPEA.

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

1. **Instruction** – Mr. Dastmozd had no additions to his report. Trustee Jacobs requested more information on the incentive grant in the Adult Basic Education program. Mr. Ray Korpi stated that the incentive funding is basically an incentive reward that is added to the College’s base grant allotment for Basic Education from the State Board for Community and Technical Colleges. Mr. Korpi also stated that

additional funding was given to the College for meeting the performance targets for students making advancements on the CASAS test. Ms. Rebecca Martin presented the College's Outcome Assessment process to the Board and distributed a current list of the College-Wide Student Learning Outcomes. Mr. Dastmozd introduced the new Library Director, Ms. Lynn Chmelir. Mr. Dastmozd also introduced the new Tenure Track-Faculty that are noted in his report.

**2. Administrative Services** – Mr. Bob Knight highlighted areas from his report. Trustee Jacobs asked if the College had to re-bid the cost for the construction of Gaiser Hall. Mr. Knight stated that if there is adequate funding for the project and that the Contractor is able to move forward on the project by the October 15 deadline we would have to re-bid. Trustee Sen Hoss referred to the report and asked if Clark Center East was the permanent name of this satellite campus. Mr. Knight noted that permanent names for the satellite campuses have not been decided. This will be discussed at the next Executive Cabinet meeting. Trustee Sen Hoss raised a question regarding the official logo and brand for Clark College. Ms. Barbara Kerr stated that Executive Cabinet supports a plan to introduce the College's new logo at the same time that the College's new street address takes effect (January 1, 2007). Ms. Kerr stated that four logo possibilities will be shared with the College community through a series of college-wide forums and meetings and with other groups including Executive Cabinet and College Council in order to obtain feedback. Trustee Sen Hoss asked how the new logo fits with the College brand: "Clark College: *The Next Step*." Ms. Kerr stated that the College brand continues to be "Clark College: *The Next Step*," but that the logo is a separate discussion. Ms. Kerr stated that care is being taken to ensure that the new logo continues to support the College brand. Trustee Sen Hoss raised a question regarding whether the new logo will appear on Clark College's new signage. Mr. Jim Green stated that, as part of the College's signage process, an intentional decision has been made to not include the College logo on signage, since institutional logos can change and the cost of changing signage can become prohibitive. Mr. Green also assured the Board that the design for the signage is consistent with the look of the "Clark College: *The Next Step*" brand. Ms. Kerr noted that the new address for the College will be 1925 Fort Vancouver Way, Vancouver, WA 98663. Trustee Sen Hoss raised a question of the College's procedures regarding the security of student data. Mr. Knight stated that he will address the College's procedures regarding student data security at the next Board meeting. Mr. Knight reviewed the budget report listed in his report.

- 3. Student Affairs** – Ms. Rachel Ruiz introduced the new Deans in the Student Affairs department, Mr. Ted Broussard and Mr. Alex Montoya. Ms. Ruiz gave an update on the Enrollment Management Plan task force to the Board and noted that she and Mr. Dastmozd are the co-chairs and named the members serving on the committee. Ms. Ruiz distributed a copy of the most current daily registration report and gave an update on the enrollment at Clark College. Trustee Parker raised a question on the Washington State Achievers. Mr. Alex Montoya explained that the Washington Education Foundation has partnered with the Bill and Melinda Gates Foundation to offer Achievers Scholarships and mentoring support to approximately 500 highly motivated low-income students per year. These scholarships will be available to low-income students from 16 selected Washington high schools that have large percentages of low-income students and that commit to major school redesign based on the “Attributes of High Achievement Schools”. Trustee Fratt raised a question of whether there is a negative impact on enrollment for Running Start students due to Washington State University Vancouver opening up to freshman and sophomores. Ms. Ruiz stated that the enrollment of Running Start students at Clark does not seem to be impacted.
- 4. Human Resources** – Ms. Katrina Golder reviewed highlights from her report. Ms. Golder and Ms. Rebecca Wale gave a PowerPoint presentation to the Board of Trustees on the Leadership Academy at Clark College. Ms. Wale presented the list of the Cohort Participants, the Structure of the Program and the background of the Leadership Academy and the Goals.
- 5. Planning and Advancement** – Ms. Candy Bennett introduced Ms. Kitty Brokaw as the permanent Director of Grants Development in the Planning and Advancement department. Ms. Bennett commented on the “Operational Plan for Year Three” document that was distributed to the Board with their September board report. Ms. Bennett also distributed the updated version of the 2005-2006 and 2006-2007 Strategic Plan Implementation Cycle and the September 2006 Mission Imperatives Key Performance Indicators.
- 6. Workforce Development** – Mr. Todd Oldham on behalf of Dr. Lisa Edwards stated there are no additions to the Workforce Development report. Trustee Jacobs raised a question regarding the apprenticeships that are being developed with Workforce Education and the Labor and Industry Department. Mr. Joe Renouard stated that the apprenticeship program combines employment, education and training into one workforce program. Mr. Renouard stated that through the Southwest Washington Joint Apprenticeship Training Council (JACTC), which is the regional representative for the Department of Labor, employers enter into certified apprenticeship agreements that allow entry-level workers a combination of classroom studies and on-the-job training supervised

by a journey-level crafts person or trade professional. The related-instruction combined with on-the-job training is a progressive training compact that results in the apprentice achieving journey status and professional/technical mastery of their chosen field.

7. **Communications and Marketing** – Ms. Barbara Kerr introduced Ms. Erica Schwenneker, the department's new Communications Specialist. Ms. Kerr explained that a number of print and electronic ads are running in *The Columbian*, *The Oregonian*, the *Daily Insider* and other targeted Web sites. The ads celebrate phase one of the College's new Web site going online during the weekend of September 30-October 1 to mark the College's 73<sup>rd</sup> anniversary on October 1.
8. **Clark College Foundation** – Ms. Barbara Chen on behalf of Ms. Lisa Gibert thanked the College for the opportunity for the Foundation to participate in the College's opening day activities.

#### **G. Policy Discussion**

There was no policy discussion.

### **III. CONSENT AGENDA**

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

Proposed 2007 Board of Trustees Meeting Schedule – Trustee Jacobs made a motion to move the Proposed 2007 Board of Trustees Meeting Schedule to Consent Agenda. Trustee Parker seconded the motion. Motion carried. Trustee Sen Hoss stated that the First Reading is moved to Consent Agenda.

### **IV. Consent Agenda**

1. Mr. Bob Knight named as the Interim President of Clark College
2. Proposed 2007 Board of Trustees Meeting Schedule
3. Minutes for August 28, 2006

Trustee Jacobs made a motion to approve the Consent Agenda. Trustee Fratt seconded the motion. Motion carried. The Consent Agenda was approved unanimously.

Discussion: Trustee Sen Hoss and Mr. Knight stated that the Board of Trustees-Executive Cabinet Work Sessions will be every other month and that a list of topics will be forth coming. Trustee Sen Hoss stated that she and Mr. Knight will finalize the schedule and topics for the Work

Sessions. Trustee Sen Hoss also noted that the Campus Climate topic will be discussed at one of the scheduled work sessions.

Trustee Sen Hoss stated that Trustee Jacobs is assigned to update the Board of Trustees Policies with Ms. Jennifer Grove and Ms. Janis Miller.

**V. Future Agenda Items**

1. Legislative Agenda (November)
2. Board of Trustees Policies ( November)

**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 Conference Rooms 258B & C.

**VII. Executive Session**

Trustee Sen Hoss announced that the Board will convene in Executive Session for 45 minutes to consider the selection of a site for the acquisition of Real Estate. It was also announced that the Board will discuss with legal Counsel, Litigation or potential Litigation to which the agency is or will likely become a party. This announcement was made after the tape recording had been stopped.

**VIII. Adjournment**

The meeting was adjourned at 6:35 p.m.

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Rhona Sen Hoss, Chair  
Clark College Board of Trustees

Wonder Baldwin, Recorder