

MINUTES OF THE BOARD OF TRUSTEES
Clark College, District No. 14
October 23, 2006
Penguin Student Union
Conference Rooms 258B & C

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

Administrators: Bob Knight, Interim President; Phil Sheehan, Interim 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; Todd Oldham, Director of Corporate Education; Travis Kibota, Interim Dean of Science, Health & Physical Education; Lynn Chmelir, Interim Director of Library Services; Glen Jenewein, Director of Distance Learning; Ray Korpi, Dean of Basic Education, English, Communications and Humanities; Sylvia Thornburg, Interim Dean of Instructional Operations; Karen Wynkoop, Director of Business Operations; Jennifer Grove, Administrative Services Operations Manager; Lisa Quednow-Bickler, Director of Athletics; Alex Montoya, Director of Financial Aid; 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

Faculty: Miles Jackson, Gail Liberman

Staff: Rosalba Pitkin, Susan Maxwell, Wei Zhuang, Justin Taylor

Others: Michael Shinn, Lisa Gibert, Howard Buck, Barbara Chen

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

Trustee Sen Hoss reviewed and approved 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 welcomed Trustee John White to the Clark College Board of Trustees and his first official Board of Trustees meeting.

Trustee Sen Hoss attended her first Association of Community Colleges Trustees (ACCT) Meeting as Board Chair. Trustee Sen Hoss stated that while attending the ACCT Conference, our State Board representatives stated that they would conduct a special abbreviated program with our Trustees regarding Presidential searches. Trustee Sen Hoss asked Ms. Wonder Baldwin to schedule a meeting with the State Board and the Board of Trustees regarding Community College Presidential searches.

Trustee White gave a summary of the State Board workshop on recruiting and selecting new presidents which he recently attended. A memo can be sent to anyone who wants more details.

Discussion was held concerning a possible meeting between the Board of Trustees and the local school boards. Trustee Sen Hoss stated that the Board of Trustees has not met with the local school boards, but have in the past. A suggestion was made by Trustee White for the Board of Trustees to have a regular dialogue with the local school boards. Ms. Rachel Ruiz stated that the College will be hosting a Principal's luncheon in November and will invite the Board of Trustees to attend.

Trustee Jacobs is scheduled to attend the Trustee Association of Community and Technical Colleges Legislative Committee Meeting on November 3.

The National Legislative Conference is scheduled in February and the Trustees Association of Community and Technical Colleges Winter Legislative Conference are scheduled in January. Ms. Baldwin will forward the dates to the Board of Trustees for their calendars.

D. Institutional Report – Bob Knight, Interim President

Mr. Bob Knight announced that Clark College is hosting the Washington Association for Community and Technical Colleges Conference for the Presidents of Washington state. Mr. Knight stated that the Conference will be held at the Hilton of Vancouver from October 26-27 and invited the Board of Trustees to attend a Welcome Reception on Wednesday, October 25 at the Hilton that the College is hosting for the Presidents from 7:00 – 9:00 p.m.

Mr. Knight stated that an analysis is being done on the mature learning waiver reduction and noted he will provide an update at the next board meeting. Ms. Tracy Reilly-Kelly provided scholarship information on the mature learning program. She stated that Ms. Ruby Apsler, daughter of Alfred and Ernestine Apsler donated a \$2,500 scholarship to the mature learning program at Clark College. Trustee Parker stated that she had a

conversation with someone regarding senior discounts on classes at Clark. Ms. Tracy Reilly-Kelly explained that Clark offers a “gold card” program for students over the age of 60 and recommended the person contact Ms. Reilly-Kelly for information.

E. Association Reports

1. **AHE – Miles Jackson, President** – Mr. Jackson stated he had nothing to add to his report. A question arose concerning the number of adjunct faculty at Clark College. Mr. Jackson stated that there are approximately 380 adjunct faculty at the College.
2. **ASCC – Amanda Mayoral, President** – Ms. Mayoral had no additions to her report. Ms. Mayoral introduced the new ASCC Vice President, Mr. Andrew Kartchner.
3. **WPEA – David Sims** – There was no representation from the WPEA.

F. Campus Reports

1. **Instruction** – Mr. Rassoul Dastmozd introduced to the Board of Trustees the Teaching and Learning Director, Ms. Gail Liberman. The teaching and learning center is temporarily located in the Library. The focus of the center is the professional growth and development of faculty. Recently, a survey was sent to faculty to assess their interest and needs.

Ms. Liberman stated that plans are under way to establish a mentoring program for new and/or part-time faculty. These individuals will be partnered mature, seasoned faculty member. Trustee White solicited the faculty to become mentors for the program. Ms. Liberman is positive that faculty will step up to assist with the program because faculty has felt the need for so long.

Ms. Liberman stated that with seasoned faculty leaving over the next few years, the new faculty at Clark College will benefit tremendously from this much needed program.

2. **Administrative Services** – Mr. Bob Knight introduced Phil Sheehan as the Interim Vice President of Administrative Services. Mr. Knight stated that he will provide an update on the Moss Adams Audit at the next Board meeting. Trustee Jacobs raised a question on the state requirements for the construction of Clark College at CTC. Mr. Knight stated that the College has met the requirements for the state and noted that the project will begin next summer. Trustee White asked if the faculty and students are involved in the programming and the pre-design process. Mr. Knight stated that a faculty and student representative is involved but will make sure that a current student

participates in the process. Trustee Jacobs asked Mr. Knight for an update on the programming at Clark College at CTC. It was noted that Clark College at CTC Programming, Fund Balance and Board Policies be discussed at the January Board of Trustee/Executive Cabinet Work Session.

3. **Student Affairs** – Ms. Rachel Ruiz stated she had nothing to add to her report. Ms. Ruiz introduced Ms. Rosalba Pitkin as the Commissioner on Hispanic Affairs, and stated that this position is assigned by the Governor. Trustee Parker asked the number of participants that attended the College is Possible Latino Family Night that was held on October 17. Ms. Ruiz stated there were 60 parents and children that attended the event.

Trustee White raised a question regarding the College's intervention program. Ms. Ruiz discussed the intervention program at Clark and strategies for the Board.

4. **Human Resources** – Ms. Katrina Golder made mention of the passing of the Labor Relations Specialist, Ms. Lisa Rolfs, and stated that the College sent condolences to her family and the WPEA. Ms. Golder highlighted from her report that three faculty are retiring this year and noted that there is a provision in the AHE agreement that states the retirees will receive a stipend when Human Resources is notified by October 1.
5. **Planning and Advancement** – Ms. Candy Bennett introduced Ms. Susan Maxwell, the Research Analyst to provide highlights from the following reports:

The Professional -Technical Student Follow-up Report provides data to the College from students who have entered the workforce.

The High School Graduates Class of 2004 Report provides data to the College that specifies which local high schools the students are coming from. Trustee Sen Hoss asked if this report will be shared with the Principal's. Ms. Maxwell stated that the 2003 version was shared with the Principal's, she noted that the 2004 report was just completed this week and that will be providing requested data to the Evergreen and Vancouver districts.

Ms. Maxwell stated that the reports are available on the Intranet and the Clark College Website.

Trustee Parker asked a question regarding the Legislative Agenda. Mr. Knight stated that the next Board of Trustees & Executive Cabinet Work Session has been scheduled to discuss the Legislative Agenda.

6. **Workforce Development** –Mr. Todd Oldham on behalf of Ms. Lisa Edwards stated that there are no additions to the report. Trustee Jacobs raised a question regarding Clark College’s Tech Prep – Apprenticeship manager position. Mr. Joe Renouard explained that Clark County Skills Center is partnering with the College to increase the number of articulation agreements, and to better prepare skill center students for entry into Clark College’s professional-technical programs. Mr. Renouard stated that a \$7,500 grant was awarded to the Skills Center to enhance apprenticeship opportunities for their students and create a coherent path for students to meet the standards and criteria required to qualify for apprenticeships. He stated that the Skills Center has dedicated their award to support the Tech Prep position at Clark College.

7. **Communications and Marketing** –Ms. Barbara Kerr announced an article on Professor Richard Shamwell, Clark’s Physics Professor in the today’s issue of *The Columbian* as an exceptional faculty award honoree. Ms. Kerr also announced that a new display of Clark College will be displayed on the wall of the State Board the next time they visit the State Board office. Trustee Sen Hoss raised a question regarding access of the Clark College catalog in electronic form. Ms. Erica Schwenneker stated that Communications & Marketing, Student Affairs and the Office of Instruction are meeting to determine a balance for the needs of the College. Ms. Schwenneker stated that the outcome of the meeting will be forwarded to the Executive Cabinet and then shared with the Board for discussion. Mr. Wei Zhuang presented a PowerPoint on the Clark College Logos to receive feedback from the Board. Mr. Zhuang stated that as the College approaches the 75th Anniversary, the College is looking at the next milestone in choosing a different logo for the College. Mr. Zhuang noted that the current logo was designed in the 1980’s and has started to show it’s age when being reproduced. Mr. Zhuang stated that he is aware that there are individuals that are attached to the current logo. Mr. Zhuang stated that the College is Clark College 2006 and this year would be a good time to start making progress to a better quality logo for the College. Mr. Zhuang stated in terms of the quality he noted what Clark College means to the students and the community, he noted that the College is an institution of higher learning, providing opportunity for change, offering better programs, and fostering partnerships. Mr. Zhuang noted that all of these qualities are reflected in the mission statement that he read during the presentation. Mr. Zhuang presented four logos that described the qualities of the College’s mission statement and noted that all of the logos will enhance the College’s “*next step*” branding. He noted that the four logos will be made available to the College Community on the Intranet to provide feedback to the Communication and Marketing Department. Mr. Zhuang also stated that a “pdf” file will be sent to the President’s Office for the Board of Trustees to provide their feedback to the Communications and

Marketing Department. Trustee Parker asked if there will be student input regarding the logos. Mr. Zhuang stated that there will be scheduled forums for students at Town Plaza, Clark College at WSUV and two forums at the College for student input and participation. Trustee Sen Hoss raised a question regarding the process of the Logos. Ms. Kerr stated that the Communications and Marketing Department will review and analyze the feedback from the college community, meet with the Executive Cabinet and bring the results to the Board of Trustees for discussion. Trustee Sen Hoss commented that consistency and application is important when choosing a logo for the College. Ms. Kerr stated that the Communications and Marketing department will be considerate in noting these areas in designing the logos and reiterated that the logo information will be sent to the President's Office to be forwarded to the Board to provide their input and feedback. Ms. Kerr presented the results from the internal communications audit and plan to the Board of Trustees. Ms. Kerr stated that preliminary discussion has been conducted with the Executive Cabinet and that the information will be presented at the four scheduled College community forums. Ms. Kerr stated that the forums are scheduled at Town Plaza, Clark College at WSUV, and two on the main campus and noted that the Communications and Marketing Department has requested to present the information to College Council. Ms. Kerr also stated that both the internal communications audit and plan will be available to the College community on the Intranet. Ms. Kerr highlighted the findings from the survey that was conducted by the VTM Inc. Ms. Erica Schwenneker shared the roles of the Clark 24/7 and Clark Journal publications. Ms. Schwenneker stated that the publication for the Clark 24/7 is published on the 2nd and 4th Mondays of each month and the Clark Journal is published on the 3rd Monday of each month. Ms. Schwenneker stated that currently these publications are provided as a link to the College Master list which is posted on the College Intranet. Ms. Schwenneker also stated that copies of the publications are requested to be mailed by individuals as well. Ms. Schwenneker welcomed feedback from the Board of Trustees on whether these publications can be made available to the Community. Trustee Jacobs made a suggestion to share the publications to the community and wanted to know if this can be done by providing the publications as a link. Ms. Kerr raised a question to the Board of Trustees on their input of whether they would like to see information posted on the Internet as a link for everyone to have access. The Board agreed for the Communications and Marketing department to post the links for the Clark 24/7 and the Clark Journal publications on the Internet. Trustee Jacobs stated her appreciation to Ms. Kerr and her department for their efforts on this project in designing a Communications Plan for the College. Trustee White asked Ms. Kerr if the Clark 24/7 and the Clark Journal publications were the adequate tools for communicating information to the College. Ms. Kerr stated that a survey was

conducted and it indicated that the College made suggestions to see something different in the publications. Ms. Kerr stated that the suggestions were honored in the types of information published in the two publications. She also stated that another survey will be sent to the College community in the spring to obtain more feedback regarding the information that has been published in the publications from the last six months. Trustee White raised a question on the role of the Board in the communication plan. Ms. Kerr stated she will provide a recommendation to the Board at the next Board meeting. Ms. Kerr stated that Trustee Sen Hoss provided comments from the Board in the October Clark Journal. Trustee Sen Hoss stated that the Trustees will rotate comments each month in the Clark Journal publication.

8. **Clark College Foundation** –Ms. Lisa Gibert had no additions to her report. Trustee Jacobs raised a question regarding the scheduling of the Dinner of the Year Event. Ms. Gibert stated that the Foundation will schedule the dinner in the spring and that the event will focus on celebrating the success of the students.

G. Policy Discussion

Ms. Rachel Ruiz made a recommendation to the Board to consider a twenty-five percent operating fee waiver for grant-in-aid eligible student athletes as per directive provided by the State Board for Community and Technical Colleges effective fall quarter 2007 – 08. Trustee Jacobs made a motion to move the Student Athletic Waiver Recommendation to the Consent Agenda. Trustee White seconded the motion. The motion was carried. Trustee Sen Hoss stated that the Student Athletic Waiver Recommendation is moved to the Consent Agenda.

III. CONSENT AGENDA

- A. First Reading - There was no first reading.
- B. Consent Agenda
 1. Student Athletic Waiver Recommendation
 2. September 28, 2006 Board of Trustees Minutes

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

Discussion: Trustee Sen Hoss stated that the Board Policies, Fund Balance and Clark College at CTC Programming topics will be discussed at

the January Board/EC Work Session. Ms. Wonder Baldwin will re-schedule the November 13 Board/EC Work Session.

IV. Future Agenda Items

1. Diversity Audit (November)
2. College Climate (November) – Board/EC Work Session
3. Legislative Agenda (November) – Board/EC Work Session
4. Columbia Springs (November) – Board/EC Work Session
5. Board Policies (January) – Board/EC Work Session
6. Strategic Plan Alignment with Budget (January) Board/EC Work Session
7. Fundraising Priorities for the Foundation (January) Board/EC Work Session
8. Clark College at CTC Programming (January) – Board/EC Work Session
9. Fund Balance (January) – Board/EC Work Session
10. Nursing Program (March) Board/EC Work Session
11. Instructional Plan (March) Board/EC Work Session
12. Enrollment Management Plan (March) Board/EC Work Session

V. Date and Place of Future Meetings

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, November 20, 2006 in the Penguin Student Union Conference Rooms 258 B & C.

VI. Executive Session

Trustee Sen Hoss announced that the Board will convene in Executive Session to consider the acquisition for Real Estate by lease or purchase, to review the performance of a public employee and to discuss with Legal Counsel the litigation to which the agency is or is likely to become a party. Trustee Sen Hoss also announced that the Executive Session is anticipated to last until 8:15 p.m. and stated that the Board does not anticipate taking action except to adjourn the meeting following the Executive Session.

VII. Adjournment

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

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Wonder Baldwin, Recorder