

MINUTES OF THE BOARD OF TRUSTEES
Clark College, District No. 14
November 20, 2006
Penguin Student Union Building Rooms 258B & C

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

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; Lisa Edwards, Executive Dean of Workforce Development and Continuing Education; 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; Alice Phillips, Interim Dean of Business and Technology; Kitty Brokaw, Director of Grants Development; Kathleen Murphy, Director of the Diagnostic Imaging Program; Jim Green, Director of Plant Services

Faculty: Miles Jackson, Tina Barsotti

Staff: Megan Brooker, Billie Garner

Students: Dwile Heggem, Paul Clare, Gorda Hofmann, John N. Barker, Linell Arbuckle, Lehman Holder, Nicole Laura Porter, Amanda Mayoral

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

I. CALL TO ORDER:

The meeting was called to order by Chair Rhona Sen Hoss at 5:07 p.m.

II. BUSINESS MEETING

A. Review of the Agenda

Trustee Sen Hoss reviewed and approved the agenda. Trustee Sen Hoss requested everyone that is speaking to use the microphone to state their name and asked the staff to state their department.

B. Statements from the Audience

Mr. John Barker, Chair of the Student Advisory Committee for Mature Learning, requested the Board's consideration to reduce the fees for the mature learners to the 2003 fee level.

Mr. Dwile Haggem, a mature learning participant, requested the Board's consideration to use the 2003 mature learner fee waiver.

Trustee Addison Jacobs raised a question regarding letters sent from the mature learners that were addressed to the Board of Trustees. Mr. Bob Knight stated that all letters from the mature learners that were addressed to the Board since he has been Interim President have been forwarded to the Board. It was noted by the Board that they have received the current letters from the Student Advisory Committee for Mature Learning.

Trustee John White raised a question regarding mature learners' fee waiver. Mr. Bob Knight stated that the Executive Cabinet is reviewing all of the waivers to address concerns received from other constituents of the college community regarding other waivers that were impacted in 2003. Mr. Knight stated that the Executive Cabinet will bring a recommendation to the Board of Trustees at the January Board meeting.

C. Statements and Reports from the Board Members

Trustee Sen Hoss congratulated Trustee Sherry Parker on her election as the new Clark County Clerk.

Trustee Sen Hoss stated that the Board will discuss scheduling a time in the spring to meet with the local school boards at the January Board meeting.

Trustee Jacobs stated that she and Ms. Jennifer Grove have met to review the Board Policies and will present an overview of the policies at a March or May board work session.

Trustee Sen Hoss distributed letters from the Clark College Foundation to the board members requesting their participation in the Year End Appeal.

Trustee Jacobs addressed questions in the board reports regarding the presidential search process. Trustee Jacobs reviewed the process of the last presidential search. She stated that the presidential search committee consisted of students, faculty, classified staff, community members and foundation members and is described in the administrative policies and procedures. Trustee Jacobs stated that the first action as a search committee was to look at the challenges and opportunities of the organization and then address attributes for that leadership position. Ms. Katrina Golder sent newsletter updates regarding the presidential search process regularly to the college community. Trustee Jacobs stated that

the board will begin discussing the presidential search process April 2007. She stated Clark College has good leadership and that the Board was advised by the Association for Community and Technical Colleges to use their material as a reference for the presidential search process. Trustee Sen Hoss made a suggestion to have the presidential search process posted on the College's our website. Trustee Kim Peery stated that 2007-08 will be the presidential search year, and fall 2008 is the target date to have a new President for the College.

D. Institutional Report – Mr. Bob Knight highlighted events from his reports, he stated that the College hosted the WACTC Conference on October 26 & 27 and thanked everyone involved for their efforts.

E. Association Reports

1. **AHE** – Mr. Jackson thanked Trustee Jacobs for speaking with him by phone regarding the presidential search process and stated he will share this information with the faculty.
2. **ASCC** – Ms. Nicole Porter, on behalf of Ms. Amanda Mayoral, reported that the ASCC attended a National Conference on Student Leadership on November 15 & 16 in Florida where all became certified student leaders, and participated in the POW WOW on November 17 & 18. The ASCC will be conducting quarterly evaluations and welcomes any feedback or recommendations from the Board, which can be e-mailed to Ms. Mayoral.
3. **WPEA** – Mr. Billie Garner thanked Trustee Jacobs for the information presented on the presidential search. Mr. Garner had no additions to the report.

F. College Reports

1. **Instruction** – Mr. Rassoul Dastmozd had no additions to his report. Trustee John White raised a question regarding the Pacific Northwest Green Chemistry Education Network. Ms. Robin Terjeson stated that this is best described as environmentally friendly which would be changing laboratory chemical solvents and other things to use less and to try to find substitutions for those things in a chemistry lab environment. She stated that there is a national initiative that is trying to promote greener production and services in education. Trustee White asked who organizes this group. Ms. Terjeson stated that the National Organization Chemical Society is organizing this group.

Trustee Jacobs raised a question regarding certificated credit and non-credit regarding the Advisory Committees evaluating and making recommendations on equipment, curriculum and program options. Mr.

Dastmozd stated that this is a vehicle that the college could assess prior learned credit and credentials, but this needs to be processed by the institution, due to the issues of the AHE contract. Mr. Dastmozd also stated that there will be a presentation tonight regarding the instructional planning process.

Mr. Dastmozd stated that there will be 3 presentations from Instruction: Dr. Sylvia Thornburg will present the Instructional Planning Process, Ms. Terjeson and Ms. Tina Barsotti will present information regarding implementing the new the Survey Technician Program, and Mr. Travis Kibota and Ms. Kathleen Murphy will present information regarding Computed Tomography.

Instructional Planning Process: Dr. Thornburg distributed a hand-out and facilitated a PowerPoint presentation regarding the draft framework for the instructional planning process. Dr. Thornburg stated that this is not a finished plan process and that the time targeted for the completion of the plan will be the end of this instructional year. Trustee Sen Hoss asked will all of the existing plans for the College be placed under the Instructional Plan. Dr. Thornburg explained that all of the plans are connected, student success is the ultimate goal and the instructional plan is in the center of the plan. Trustee Jacobs commented that this is refreshing to see all of the pieces placed into one structure and moving forward in the same direction. She thanked those involved for their clear and directive approach on developing the framework of the College's strategic plan and initiatives in everything that the College is trying to achieve. Trustee John White encouraged Dr. Thornburg to continue to keep the instructional plan straight-forward, understandable and clear which is important for the Foundation Board to understand the strategy of how the College will build and evaluate new and existing programs.

Field Survey Technician Program – Ms. Robin Terjeson and Ms. Tina Barsotti presented information regarding the process of implementing the Field Survey Technician program. Ms. Terjeson stated that there is a need for a surveying program because they need employees. She stated a committee has met to develop curriculum for this particular program. Ms. Terjeson stated that there are no surveying programs in our region and very few in our state for training survey technicians. Ms. Barsotti stated that they are proposing a 1 year certificate program for four quarters, using the fourth quarter as internship training, which would start in the spring. The program would be offered on the evenings and weekends and noted there are a lot of people in the community that are working for surveying companies and welcome the Survey Technician Program. The College will introduce 7 new courses in addition to the 7 existing courses that are currently being taught at Clark that will be required for the certificate. Ms. Barsotti stated that the department has received approval from

the Instructional Planning Team, Vice President of Instruction and Executive Cabinet. Trustee White raised concerns of the need to hire new faculty to teach the new courses. Ms. Terjeson explained that some of the courses are taught 2 courses a quarter and the new courses will be partially staffed internally. Ms. Terjeson stated the first of the new courses have gone to the curriculum committee for first reading and the Instructional Planning Team will vote next week. The notice of intent was sent to the State Board for Community and Technical Colleges and takes 30 days to process. She stated their goal is to send the program approval request to the State Board for Community and Technical Colleges by mid-December or early January to be able to start offering courses in the spring. Trustee White asked if this program was offered in the past. Ms. Terjeson stated that this program was offered in the 1970's and early 80's but was discontinued due to lack of interest and lack of instructors.

Computed Tomography Program: Ms. Kathleen Murphy and Mr. Travis Kibota presented the development process of the Computed Tomography (CT) program. Ms. Murphy distributed a hand-out to everyone and stated that the Medical Radiography Associate Degree 2-year curriculum has been completed and approved by the College's Curriculum Committee and is recommending that the C T be linked to above noted 2-year program. She explained that some of the courses in the CT program that are being proposed are cross-referenced into the CT program. Ms. Murphy stated that the Advisory Committee recommended an Advanced Imaging Curriculum for Computed Tomography, Magnetic Resonance Imaging and Sonography be developed and noted that the first course will start in the Winter 2007. Ms. Murphy stated that the Instructional Planning Team approved the first courses. In 2007 American Registry of Radiography Technology is adding the Computed Tomography component. Trustee Kim Peery asked if the Computed Tomography program depended upon completion of the medical radiography program. Ms. Murphy stated that the student would need to complete the Medical Radiography program, but noted that the student would have had 6 college credits already completed in the CT certificate program, and will only need to complete the clinical practicum which employers will sponsor.

2. **Administrative Services** – Mr. Phil Sheehan had no additions to his written report but will be presenting other agenda items. Trustee White had a question if the board was aware of the State Board operational review to be conducted in December 2006. Mr. Sheehan stated that this is an annual review process that the State Board requests of certain areas of the college community. Trustee White asked if the Board needed to be aware of the recommendations. Mr. Sheehan stated that this is an operational issue, but can provide the recommendations to the Board if desired.

Trustee White raised a question regarding tuition and the fee payment plan. Mr. Knight stated that the fee payment plan is another option that is being offered to students that divides the payments into thirds. A pilot program will be conducted in winter quarter 2007.

Trustee Jacobs raised a question regarding the O'Connell Sports Complex and Gaiser Hall projects. Mr. Knight explained that after the Gaiser Hall project has been completed, remaining funding will be available to complete the O'Connell Sports Complex project.

Trustee Parker raised a question of the location of Anderson Grill. Mr. Sheehan stated that the Anderson Grill is located in the Joan Stout Hall Building. Mr. Knight stated that the intent is to give the Board a tour of the Stout Hall Building, once the media equipment has been installed in the classrooms this fall. Trustee Jacobs commented on the CMMS (Computerized Maintenance Management System) which is a work order processing system and was pleased that the college has implemented this process.

Trustee Sen Hoss raised concerns regarding the events planning services. Mr. Sheehan stated that in past years there has been a modest increase, but use has plateaued. The college is reviewing this at the moment. He stated that currently the Director of Auxiliary Services is out on medical leave and re-grouping is underway in this area. Trustee Sen Hoss raised a question or concern of the cost of the College in planning events. Mr. Knight stated that this is being revisited and Ms. Jennifer Grove is the Interim Director of Auxiliary Services at this time.

Mr. Phil Sheehan reviewed the status of the Budget Report. Trustee Jacobs raised concerns regarding high percentage of funding used to date for internal support services. Mr. Sheehan stated that this percentage is the copying and printing charges of contracts for services that are being used through out the year.

Satellite Names: Mr. Sheehan stated that the new names for the satellite campuses are the Clark College at WSUV and Clark College at the Columbia Tech Center.

Moss Adams Audit Update: Mr. Sheehan presented the Moss Adams Progress Report which showed what the College has accomplished and what is still in progress and noted that the plan is to have the report completed by the end of this academic year. Mr. Sheehan stated that Ms. Karen Wynkoop has been involved in the preparation of this report and is available to answer any questions referring to the report. Trustee Parker raised a question of an inter-institutional committee under the Technology portion of the report. Ms. Wynkoop stated that the committee expressed a need of a new purchasing system. Mr.

Sheehan stated that the current system is obsolete. Ms. Wynkoop expressed concerns regarding cash control. Ms. Wynkoop stated that an Internal Auditor, Ms. Shih-Han Lu, has been hired and this will be one of the issues she will be reviewing. Mr. Sheehan thanked Ms. Wynkoop for the outstanding job conducted on the Progress Report of the Moss Adams Audit.

3. **Student Affairs** – Ms. Rachel Ruiz added to her report that Student Affairs hosted a Principal’s Luncheon last week and stated there were 20 Principals who attended. It was a good opportunity to visit with them, and noted that Student Affairs plans to host a similar event next year. Ms. Ruiz announced the International Dinner and noted 130 people were signed up for the event. Ms. Ruiz highlighted strategies from the Operational Recruitment Plan and noted that the plan is supported by the institutional marketing plan. Ms. Ruiz introduced Mr. Alex Montoya, Interim Dean of Enrollment Services who provided the leadership for the recruitment plan.

Trustee Sen Hoss raised a question regarding the cost of recruiting International Students. Ms. Ruiz stated that the College recruited international students within the United States this year. Mr. Montoya added that the focus is on the return of investment for the amount of money the College provides to international programs. Mr. Montoya stated that the College currently does not have a Director of International Programs and noted that some of the money in the budget is earmarked for this position.

Trustee White raised a question on the partnership agreements for 2006-2007 academic year with the public schools. Ms. Ruiz stated that the partnership agreements with the area public schools are intended to help ensure the principals that students are transfer-ready or are prepared for college when they enroll at Clark College.

4. **Human Resources** – Ms. Katrina Golder stated that she had two items to add to her report. She stated that the five faculty positions have been announced and the closing date is January 11, 2007. These were positions that were carried over from last year. Ms. Golder invited the Board to the Clark College Holiday Reception on Monday, December 4 from 3:00 – 5:00 p.m. and the Tree Lighting at 5:00 p.m. Trustee White raised a question on the term reallocation. Ms. Golder responded that this has the same meaning as a promotion.

Ms. Leann Johnson and Ms. Megan Brooker conducted a presentation on the process of the Diversity Audit. Ms. Johnson stated that the intent of the institution is to create a diversity plan for Clark College. Ms. Johnson stated that the Cultural Pluralism Committee has been charged to develop this diversity plan. Ms. Johnson stated that the overall framework for the committee for the plan is to identify and

address institutional weaknesses that hinder student success and leverage the institutional strengths that enhance student success to overall foster an environment where all students can achieve their personal, academic and career goals. Ms. Johnson stated that this plan speaks about student success through diversity and described the Cultural Pluralism Committee, which consists of faculty, classified staff, administrators and students. Ms. Johnson stated that to create an inclusive diversity plan for the college, the committee will conduct a diversity audit beginning the winter of 2007. Ms. Johnson stated that the focus of this audit will be to provide feedback from the survey and make the results available to the college community. Ms. Megan Brooker explained the diversity audit process and the expectations of the audit. Ms. Brooker stated that the audit consists of these elements: survey, focus groups, one on one interviews regarding sensitive topics, college-wide forums, and reviewing relevant policies and procedures relating to diversity. Ms. Brooker explained that the survey will be sent to students and staff the Winter Quarter of 2007. Trustee White raised the question of the delivery of the survey. Ms. Johnson stated that the survey will be delivered by electronic mail and hard copies will be distributed in several languages. Trustee White raised a question regarding an action plan from the results of the survey. Ms. Johnson stated that the Diversity plan will include a plan of action.

5. **Planning and Advancement** – Ms. Candy Bennett had no additions to her report but offered to answer any questions. Trustee Sen Hoss asked the response of the Principals regarding the 2004 High School Graduate data that was given to them at the luncheon. Ms. Bennett stated this was the first time they had seen the scores and probably did not have time to digest the data and ask questions at the luncheon. Ms. Bennett stated that this was a luncheon for the principals and noted that the information was sent to the Superintendents also. Ms. Bennett stated that the Student Affairs office hosted and coordinated this event. Trustee White raised a question regarding the Meyer Memorial Trust Grant. Ms. Kitty Brokaw stated that a letter of intent was submitted to Meyer Memorial Trust. The college will be notified by the end of January if they can proceed to apply for a full grant. If the college grant is accepted the college will receive the funding in June 2007, and the actual distance learning program will start fall quarter 2007.
6. **Workforce Development** –Ms. Lisa Edwards stated that there are no additions to the report but offered to answer any questions. Trustee Jacobs raised a question to understand the goal of the cross-list credit courses. Ms. Edwards stated that this goal conducts outreach to businesses in the region and markets all of the leadership courses for professional continuing education that the college has to offer.

7. **Communications and Marketing** – Ms. Barbara Kerr presented an update on the communication that was shared with the College regarding the logo discussion. She gave an overview of the survey results that was conducted at the various college forums and noted 364 forms were submitted. She stated as a result from the comments, Mr. Wei Zhuang, the designer of the four logos, will revisit the process and conduct another survey after the first of the year. She stated that the college community has been informed that the college address will change on January 1, 2007, but the logo and seal will remain unchanged. Trustee Sen Hoss raised a question regarding the date for the State of the College address. Mr. Knight stated that scheduling a date for the State of the College address is in process will contact the Board when a date has been scheduled.
8. **Clark College Foundation** –Ms. Lisa Gibert expressed her appreciation to the Board for their consideration to participate in the End of the Year Appeal fund-raiser. Ms. Gibert stated that an anonymous donor has agreed to provide \$100,000 as a challenge grant to match all donation/pledges the Foundation receives before December 31, 2006. Trustee Parker congratulated Ms. Gibert and Mr. Ara Serjoie on receiving their Certified Fund Raising Executive credentials.

III. CONSENT AGENDA

- ◆ First Reading - There was no first reading.

IV. Consent Agenda

- ◆ October 23, 2006 Board of Trustees Minutes

Trustee Peery moved to approve the consent agenda. Trustee Jacobs seconded the motion. The motion was carried. The consent agenda was approved unanimously.

V. Future Agenda Items

Trustee Sen Hoss reviewed the Future agenda items and stated that the Board Policies item will be discussed at the March 19, 2007 Board Work Session and the Presidential Search Update will be discussed at the April Board of Trustees meeting. Trustee Sen Hoss thanked Mr. Knight and Ms. Wonder Baldwin for producing a Calendar of Events for the Board of Trustees, which she distributed to the board members. Trustee Sen Hoss stated that the State of the College address and the 2007 Clark College Commencement will be added to the calendar once these events have been scheduled.

1. Strategic Plan Alignment with Budget (January 8) Board/EC Work Session
2. Fundraising Priorities for the Foundation (January 8) Board/EC Work Session
3. Clark College at CTC Programming (January 8) – Board/EC Work Session
4. Fund Balance (January 8) – Board/EC Work Session
5. Nursing Program (March 19) Board/EC Work Session
6. Instructional Plan (March 19) Board/EC Work Session
7. Enrollment Management Plan (March 19) Board/EC Work Session
8. Board Policies (March 19) Board/EC Work Session
9. Presidential Search Update (April)
10. Triangle/East County Property (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, December 11, 2006 in the Penguin Student Union Building Conference Rooms 258 B & C.

VII. Executive Session

Trustee Sen Hoss announced that the Board will not hold an Executive Session this evening.

VIII. Adjournment

The meeting was adjourned at 7:05 p.m.

Rhona Sen Hoss, Chair
Clark College Board of Trustees

Wonder Baldwin, Recorder