



Clark College

Board of Trustees Regular Meeting Packet

Wednesday, August 23, at 5:00 pm

<https://clark-edu.zoom.us/j/85231947813?pwd=Ly9wUUd5bXdreStrQWI0eDNOallnUT09>

Meeting ID: 852 3194 7813

Passcode: 058211

Dial in: 1 (253) 215 8782

Physical Location:

Gaiser Hall, Room 213

Board of Trustee Regular Meeting Packet, August 23, 2023, at 5:00 pm

- I. Call to Order/Agenda Review – Chair Speer
- II. Public Comment – Chair Speer
Public comment will be limited to two minutes each.
- III. Action Items/Consent Agenda – Chair Speer
 - a. June 7, 2023 - Work Session Meeting Minutes
 - b. June 7, 2023 - Regular Meeting Minutes
 - c. June 22, 2023 - Special Meeting Minutes
 - d. July 10, 2023 - Special Meeting Minutes
 - e. July 26, 2023 – Board Retreat Meeting Minutes
 - f. 2023-24 Board of Trustees Board Meeting Schedule
 - g. 2023-24 Board of Trustees Goals
 - h. Board of Trustees Handbook – Per Diem Reimbursement Policy
 - i. Budget Recommendation Memo - Interfund Loan
- IV. Board of Trustees Officers and Committees – Chair Speer
- V. Constituent Reports
 - a. ASCC
Reporting will resume September 2023
 - b. WPEA – Joey Hicklin
 - c. AHE – Suzanne Southerland
No report submitted.
 - d. Foundation – Calen Ouellette
- VI. Healthcare Summer Camp
Presented by Professor and Department Head Olga V. Lyubar
- VII. Reports from Board Members – Chair Canseco Juarez
- VIII. President’s Report – Dr. Karin Edwards
- IX. Next Meeting
The next Board of Trustees work session and regular meeting are scheduled for Wednesday, September 27, starting at 3:30 pm.
- X. Executive Session
An Executive Session may be held for any allowable topic under the Open Public Meetings Act.
- XI. Adjournment – Chair Canseco Juarez

Clark College

Board of Trustees Work Session Minutes

Wednesday, June 7, 2023

GHL 213 and Zoom

In Attendance

Paul Speer, Chair

Cristhian Canseco Juarez, Vice Chair

Denise Gideon, Trustee

Marilee Jones Scarbrough, Trustee

Absent

Jeanne Bennett, Trustee

Administrators

Dr. Karin Edwards, President

Cath Busha, Dean of Student Engagement, on behalf of Dr. Michele Cruse

Dr. Jim Wilkins-Luton, Interim Vice President of Instruction

Sabra Sand, Vice President of Operations

Vanessa Neal, Interim Vice President of Diversity, Equity, and Inclusion

Brad Avakian, Vice President of Human Resources

Sudha Frederick, Vice President of Instructional Technology

Calen Ouellette, CEO, Clark College Foundation

Others

Shelley Williams, Assistant Attorney General

Brooke Pillsbury, Senior Executive to the President

Julie Taylor, Executive Assistant

Brandon Johnson, Information Technology

Julie Austad, Dean of CLASS

Katy Anastasi, Librarian

Dr. Maggie Lynch, OER Fellow

I. Call to Order/Agenda Review

Chair Speer called the work session to order at 3:30 pm and provided opening remarks, including an introduction of newly appointed Board Trustee Marilee Jones Scarbrough.

Trustee Scarbrough shared her gratitude for the warm welcome received. She shared that she strongly believes in community service and looks forward to using her K-12 and higher education experience to contribute to the work by serving on the Clark College Board of Trustees to support the College's mission and leadership.

II. Public Comment

No public comment.

III. Clark College Open Educational Resources (OER)

Presented by Dean of CLASS Julie Austad, Librarian Katy Anastasi, and OER Fellow Dr. Maggie Lynch

The group provided a comprehensive overview of Open Educational Resources (OER), the value of maximizing OER, the history of using OER at Clark, and the work the team is doing now in partnership with Faculty/Instruction.

Board of Trustees Feedback and Discussion

Trustee Gideon shared that OER is wonderful, confirming that anything we can do to save students money is beneficial. Gideon also asked a follow-up question: What is the goal for the college to have others adapt and change the core curriculum to use the free and available resources? Austad responded that the team is taking a course-by-course approach at this stage. The next step is to get more department-wide buy-in. She confirmed they are still developing support structures to meet OER goals, but part of the purpose of the OER Steering Committee is to build in that support, change processes, and help faculty engage.

Trustee Canseco Juarez shared that the team offered a great presentation and emphasized the need for students to have the opportunity to have access to OERs. From an accessibility lens, Canseco Juarez complimented Anastasi on how she presented and described presentation slides, ensuring everyone present had a comparable experience.

Trustee Scarbrough shared gratitude for the presentation and the importance of access in learning. Scarbrough also asked if when OERs are expanded, will there be different considerations for the type of study – ie: liberal arts vs nursing or engineering. Dr. Lynch responded that she's found there are creative ways to make OER work. For example, Clark has an online biology course utilizing OER – not changing the teaching, but the availability of materials. Lynch emphasized that there are more than a million courses now around the world based on faculty contributions.

Chair Speer shared gratitude for the presentation and the work the team is doing. Speer asked the group for additional information on what OERs save students. Austad shared that the average savings is approximately \$1,200 – 1,300 over a 6-term period.

Additionally, Speer asked about accessibility and languages. The group clarified that OERs are published in many languages around the world. Very few are done in multiple languages, but there are OERs to access in diverse languages.

Speer concluded by acknowledging appreciation for the early adopters of OER.

IV. Accessibility and Assistive Technology at Clark

Presented by Campus IT Accessibility Coordinator and Assistive Technology Specialist
Zach Lattin

Zach Lattin shared an overview of assistive technology, accessibility, accessibility needs at Clark, and how the College supports those needs. Lattin also shared an overview of Clark's Accessibility Policy and how the College can continue to support assistive technology users and others with disabilities in the future. Finally, Lattin concluded his presentation with an overview of the 2015 OCR complaint and ongoing resolution.

Board of Trustees Feedback and Discussion

Chair Speer shared gratitude for Zach's presentation, and the Trustees shared gratitude for all Zach does to support accessibility and assistive technology at Clark.

V. Adjournment

Chair Speer adjourned the work session at 4:59 pm.

Clark College

Board of Trustees Regular Meeting Minutes

Wednesday, June 7, 2023

GHL 213 and Zoom

In Attendance

Paul Speer, Chair
Cristhian Canseco Juarez, Vice Chair
Denise Gideon, Trustee
Marilee Jones Scarbrough, Trustee

Absent

Jeanne Bennett, Trustee

Administrators

Dr. Karin Edwards, President
Cath Busha, Dean of Student Engagement, on behalf of Dr. Michele Cruse
Jim Wilkins-Luton, Interim Vice President of Instruction
Sabra Sand, Vice President of Operations
Vanessa Neal, Interim Vice President of Diversity, Equity, and Inclusion
Calen Ouellette, CEO, Clark College Foundation
Brad Avakian, Vice President of Human Resources
Sudha Frederick, Vice President of Information Technology

Other

Shelley Williams, Assistant Attorney General
Brooke Pillsbury, Senior Executive
Julie Taylor, Executive Assistant
Brandon Johnson, IT
Casey Figone, ASCC
David Sims, WPEA
Suzanne Southerland, CCAHE
Roberto Anitori, Professor
Travis Kibota, Professor
Jacki Cline, Interpreter
Rachel E. Birr Córdova, Interpreter
Tiffany Elkington, Captioner

I. Call to Order/Agenda Review

Chair Speer called the Regular Meeting to order at 5:03 pm and provided opening remarks, including an introduction of newly appointed Board Trustee Marilee Jones Scarbrough.

Trustee Scarbrough shared her gratitude for the warm welcome received. She shared that she strongly believes in community service and looks forward to using her K-12 and higher education experience to contribute to the work by serving on the Clark College Board of Trustees to support the College's mission and leadership.

II. Public Comment

Robert Weston
Courtney Braddock

III. Action Items/Consent Agenda

- a. May 24, 2023, Work Session Meeting Minutes
- b. May 24, 2023, Regular Meeting Minutes
- c. Board of Trustees Handbook Revision – College Mission and Vision

MOTION: Vice Chair Canseco Juarez motioned to approve all items on the Consent Agenda. Trustee Scarbrough seconded the motion. Motion passed unanimously.

IV. FY 2023-24 Budget – Chair Speer

MOTION: Trustee Canseco Juarez motioned to approve the FY 2023-24 Budget. Trustee Gideon seconded the motion. Motion passed unanimously.

V. Constituent Reports

ASCC

Casey Figone, ASCC President, was unavailable to share a report due to a meeting conflict. However, Chair Speer publicly thanked Figone for his service this year.

WPEA

David Sims, WPEA, shared the following report:

- Excited to welcome Ryan Johnson to join the WPEA team as a new Member Leader.
- Congratulations to the Class of 2023.
- SOFA Administrative Services Manager C Manda Levie will represent WPEA at next week's graduation. Sims shared WPEA's gratitude and recognition to staff and faculty for their contributions to Commencement.
- WPEA looks forward to the coming year and hopes everyone has a nice summer.

Chair Speer shared gratitude for WPEA and all they do on behalf of students.

CCAHE

Suzanne Southerland, CCAHE President, shared the following report:

- Welcome Trustee Scarbrough to Clark, and thank you for joining us.
- Last Thursday, WPEA and CCAHE held a joint luncheon to celebrate staff and faculty. Southerland shared that it was a successful event; many staff and faculty came together. AHE hopes to continue to join in camaraderie, working as one in our service to our students.
- Southerland shared gratitude for retaining essential employees, recognizing that we had to go through the process. She also shared CCAHE's budget process concerns, including harmful to employees and the institution, potentially impacting our enrollment. Southerland also shared concerns that publicizing deficit information may impact enrollment and employee retention by causing concern in investing with the College. Finally, she shared that the process focused on the deficit rather than solutions, which can damage the College's image.
- OCR Decision – Southerland asked that the Board and Executive Cabinet listen to Robert Weston's concerns shared during public comment, investigate what he's referring to, and how we are adhering to the decision.

Chair Speer shared gratitude for the faculty and all they do on behalf of students.

Clark College Foundation

Calen Ouellette, Clark College Foundation CEO, shared the following report:

- Ouellette celebrated the continued strategies to allocate resources from the Foundation and Board of Directors to the College in support of student success.
- Ouellette shared that the Board of Directors voted in new officers for their Board at last night's Board meeting, including the appointment of Board Chair Cheree Nygard.
- June 29 – 90 Years of Clark College at ilani Casino and Resort, celebrating 90 years of the College and 50 years of the Foundation.
- Ouellette offered congratulations to all the graduates.

Chair Speer shared gratitude for the Foundation, Ouellette's leadership, and the Foundation's partnership on behalf of the student.

VI. STEM Pathways Initiative

Presented by Dr. Roberto Anitori and Dr. Travis Kibota

Dr. Roberto Anitori and Dr. Travis Kibota shared a comprehensive update on the STEM Transfer Strategic Plan, outlining their original plan for STEM workforce development, evolution of the plan in 2022 and 2023, and goals for the upcoming 2023-24 academic year.

Topics covered included partnership for family engagement, STEM universal design, peer mentorship and enrichment, undergraduate research, and the expansion of the team from

Anitori and Kibota to several Clark team members representative of various departments and external partners including WSU-V, University of Washington, and community partners.

Trustee Questions and Feedback:

Trustee Scarbrough commented that the work being done at Clark aligns with the collaboration of the vision of WSU-V and the College. It's the right work, and the collaboration was what was intended, including transfer initiatives and reducing system barriers.

Chair Speer shared that coming out of the tech and STEM industry, and there's a decades-long history of challenging work environments for females and people of color. Speer shared that he's seen efforts and investments over the past 40 years with varying impact on success metrics. He asked the team what they're seeing and shared the value of disaggregated data; is there work underway to dissect what's happening across various populations? Kibota responded that they have limited data regarding the impact on student success. The initial data analysis wasn't large enough to disaggregate for reliable conclusions. He shared that they are working to evaluate who is joining classes and when they're joining and fine-tune projects to make them more equitable. The success rate in having students graduate with STEM bachelors is good if students earn their associates degree or transfer with required math and science, but those numbers are low. He concluded that they are working to close equity gaps. Anitori added that in revisions to class, they intentionally revise to capture different expertise for more equitable outcomes to be a model for future development.

I. Reports from the Board Members

Trustee Gideon – Orienting Trustee Scarbrough. Looking forward to touring the campus with Trustee Scarbrough this Summer and celebrating the graduates next Thursday.

Vice Chair Canseco Juarez – Also looking forward to taking an official campus tour alongside Trustees Gideon and Scarbrough. Canseco Juarez shared that he had coffee with Trustee Scarbrough; it's a pleasure to have her on the Board, and he looks forward to her service to the college and community. He shared the best of luck to students in finals, and gratitude for Faculty and their work this past year and through finals, and everyone volunteering for next week's commencement. Canseco Juarez concluded with well wishes for a wonderful summer to those taking time off.

Chair Speer – Acknowledged a great update during the Foundation Board meeting and highlighted the pleasure of the Foundation team and Board of Directors, but also how we bring support and change systems to better support and align the College. Speer emphasized streamlining and strategically shifting processes for financial support and fundraising for today's students. This afternoon's ODEI graduation was a pleasure – celebration, stories, and impact the College has on students' lives and those that support them. Speer shared appreciation to the team and everyone at the college, making it a wonderful experience. His update concluded with looking forward to Larch Commencement.

II. President's Report

Presented by Dr. Karin Edwards

Dr. Edwards shared the following updates from the past month:

- Acknowledged and welcomed Trustee Scarbrough, including an appreciation for her background and experience, and looks forward to working with her.
- Congratulations on Calen Ouellette's first-year anniversary.
- Boschma Farms – the Ridgefield campus is breaking ground on Monday, June 12.
- Larch Commencement tomorrow with 13 students graduating (11 high school plus certificates, one GED, and one AAS).
- Commencement – 1700 completing degree this Spring. 500 attending. Fun highlights include at least one pair of siblings, the mother of a Clark employee graduating, and a Clark employee finishing his Bachelors in cyber security.
- CREC – Economic Report Card – Grades included higher ed (C), cost of living (D), and business friendliness (D). There's work to do and Clark College needs to lead the change and make a difference in our county and for people who live here.
- Chairing the WACTC Legislative Committee
- Both Sabra Sand and Dr. Edwards have requested to serve on the WACTC committee to look at a new budget allocation model.

III. Next Meeting

The next scheduled Board Meeting is the Board Retreat, scheduled for Wednesday, July 26, 2023.

IV. Executive Session

An Executive Session was convened under RCW 42.30.110 at 6:08 pm for the purpose of evaluating the qualifications of an applicant for public employment or to review the performance of a public employee. The Executive Session is expected to last until 6:55 pm.

The Executive Session concluded at 6:58 pm and extended until 7:15 pm.

The Executive Session under RCW 42.30.110 ended at 7:18 pm. The regular meeting reconvened at 7:18 pm. The Board took no action during Executive Session. During the Executive Session, the Board discussed the Performance Evaluation Letter from the Board of Trustees to President Edwards and the annual adjustment to compensation and contract by the BOT relative to Dr. Edwards.

Motion: Trustee Gideon made a motion to approve the evaluation and contract addendum to extend the appointment of President Karin Edwards on June 21, 2020, through midnight of June 30, 2026, with an annual salary of \$275,065 effective July 1, 2023, with a one-time contribution of \$12,000 for her retirement. Seconded by Vice Chair Canseco Juarez. The motion passed unanimously.

V. Adjournment

Chair Speer adjourned the regular meeting at 7:22 pm.

Clark College

Board of Trustees Special Meeting

Thursday, June 22, 2023, from 3:30 – 5:00 pm

Virtual via Zoom

BOT Attendees: Paul Speer, Cristhian Canseco Juarez, Denise Gideon, Jeanne Bennett, Marilee Scarbrough

Additional Attendees: AAG Shelley Williams, Brooke Pillsbury, Julie Taylor, Brandon Johnson

I. Call to Order/Agenda Review

Chair Speer called the Special Meeting to order at 3:30 pm, Thursday, June 22, 2023.

II. Executive Session

Pursuant to RCW 42.30.110, the Board shall convene an Executive Session to discuss the legal risks of a current or proposed action with legal counsel and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Chair Speer called the Executive Session to order at 3:32 pm. The Executive Session is expected to conclude at 4:45 pm.

At 4:46 pm, Chair Speer returned to Special Meeting to extend the Executive Session conclusion from 4:45 pm to 5:00 pm.

Chair Speer adjourned the Executive Session at 5:00 pm, reconvening the Special Meeting.

III. Public Comment

No public comments were made following Executive Session during the Special Meeting.

IV. President's Compensation

Chair Speer shared that after the June 7, 2023, Board meeting, he learned that the President's current base salary is \$268,450, which included a 3.25% COLA applied on July 1, 2022, and that the Board's June 7, 2023, action had relied on incorrect information. Chair Speer indicated that the Board would be considering three matters (1) To ratify the 2022 COLA in order to correct for any procedural errors, (2) To withdraw the approval of the board's June 7, 2023, action, and (3) To approve a new addendum to Dr. Edwards' contract reflecting the Board's decision using corrected information.

a. Ratification of 2022 COLA

Motion: Trustee Gideon moved to ratify the July 1, 2022, COLA of 3.25% applied to Dr. Edwards' salary in a contract addendum. Trustee Scarbrough seconded the motion. The motion passed unanimously.

b. June 7, 2023, Contract Addendum Approval Withdrawal

Motion: Vice Chair Canseco Juarez moved to withdraw the approval for Dr. Edwards' contract addendum made during the June 7, 2023, Board meeting. Trustee Bennett seconded the motion. The motion passed unanimously.

c. Contract Addendum Approval

Motion: Trustee Gideon motioned to approve the evaluation and contract addendum to extend the appointment of President Karin Edwards on June 21, 2020, through midnight of June 30, 2026, with an annual salary of \$284,825 effective July 1, 2023, with a one-time contribution of \$12,000 for her retirement. Vice Chair Canseco Juarez seconded the motion.

Following reaffirmation of the Board's commitment to Dr. Edwards and the College, and acknowledgment of her contributions since joining in 2020, the motion to approve the contract addendum passed unanimously.

V. Adjournment

Chair Speer Adjourned the Special Meeting at 5:07 pm on Thursday, June 22, 2023.

Clark College

Board of Trustees Special Meeting

Monday, July 10, 2023, from 9:00 – 9:30 am

Virtual via Zoom

BOT Attendees: Paul Speer, Cristhian Canseco Juarez, Denise Gideon, Jeanne Bennett, Marilee Scarbrough

Additional Attendees: AAG Shelley Williams, Brooke Pillsbury, Julie Taylor, Rick Bartz

I. Call to Order/Agenda Review

Chair Speer called the Special Meeting to order at 9:00 am on Monday, July 10, 2023.

II. Public Comment

No public comments were made following Executive Session during the Special Meeting.

III. Boschma Farms Advanced Manufacturing Clark Public Utilities Easement

Presented by Sabra Sand, Vice President of Operations

Sabra Sand shared a map of Boschma Farms, providing an overview of the underground easement proposed by Clark Public Utilities to bring temporary, followed by permanent, power to the Advanced Manufacturing campus.

Clark Public Utilities and the Washington State Board of Community and Technical Colleges (SBCTC) require a Letter of Agreement/Support from the Board of Trustees regarding further development from Clark Public Utilities to create the easement for temporary and permanent power service.

Additional easements for water, sewer, and additional utility services will be forthcoming starting in the August 2023 Board meeting.

Motion: Trustee Scarbrough motioned to approve the Clark Public Utilities easement at Boschma Farms. Trustee Bennett seconded the motion. Following a brief discussion, the motion passed unanimously.

IV. Adjournment

Chair Speer Adjourned the Special Meeting at 9:12 am on Monday, July 10, 2023.

Clark College

Board of Trustees Retreat Meeting Minutes

Wednesday, July 26, 2023

GHL 213 and Zoom

In Attendance

Paul Speer, Chair

Cristhian Canseco Juarez, Vice Chair

Denise Gideon, Trustee

Marilee Jones Scarbrough, Trustee

Jeanne Bennett, Trustee

Administrators

Dr. Karin Edwards, President

Dr. Michele Cruse, Vice President of Student Affairs

Jim Wilkins-Luton, Interim Vice President of Instruction

Sabra Sand, Vice President of Operations

Vanessa Neal, Vice President of Diversity, Equity, and Inclusion

Calen Ouellette, CEO, Clark College Foundation

Brad Avakian, Vice President of Human Resources

Sudha Frederick, Vice President of Information Technology

Other

Benjamin Haslam, Assistant Attorney General

Brooke Pillsbury, Senior Executive

Brandon Johnson, IT

Alyssa Voyles, Director of Employee Equity, Outreach, and Engagement

Jill Wakefield, ACCT Facilitator

I. Board Arrival and Mingle

II. Call to Order: Introduction, Agenda and Outcomes Review, and Icebreaker

Chair Speer called the annual retreat to order at 8:15 am on Wednesday, July 26, 2023, providing an overview of the retreat agenda and outcomes for the day.

III. Board 101

Presented by Chair Speer and Jill Wakefield

- Board Roles and Responsibilities, Trustee-Trustee Expectations, Trustee-President Expectations, and President-Trustee Expectations – led by Jill Wakefield
 - Review the characteristics of a strong Board and how to continue to improve.
 - Icebreaker for the group – Wakefield, Trustees, and Dr. Edwards shared their paths to leadership, covering topics including:
 - How did your parents’ values influence you?
 - Do you have a special memory that shaped some of your values?
 - What are some challenges you have faced? What did you learn from them?
 - Tell us about your decision to become a leader in education.
 - Board Assessment
 - Characteristics of a high-performing Board of Trustees
 - Resource Text: Trusteeship (ACCT)
 - Employ, Evaluate, and Support the President
 - Define Policy Standards for College and Operations, including high-quality programs, student achievement (equity and fair treatment of students), budget, and attracting high-quality personnel.
 - Characteristics overview
 - Group Reflection: What is the Board doing well?
 - Group Exercise: Case Studies
 - Overview of Successful Board and President Relationships
 - Overview of how the Board affirms the President.
 - Overview of how the President affirms the Board.
 - Group Exercise: Case Studies

- 2023 Board Goals Recap – led by Chair Speer
 - Overview of the 2022-23 goals and how Trustees engaged in those goals over the previous year.

- 2024 Board Goals Brainstorm
 - Onboarding Trustees – new and upcoming addition in Fall 2023
 - Internal Effectiveness of the Board
 - Improve the onboarding process.
 - Professional learning
 - Equity Goals
 - Onboard trustees – mentorship, affinity groups expanded to Vice Chairs to prepare for Chair role, succession planning.
 - Continue developing the relationship with the Clark College Foundation
 - Second Retreat
 - Continue to connect/cultivate relationships for President/Board and Community and Legislators
 - Accreditation Preparation
 - Including policy review, Board self-evaluation
 - Support and advocacy for the College in future budget decisions
 - Including Executive Coaching Priority and areas of skill-level improvement

IV. Lunch

V. Power, Privilege, and Inequity (PPI) Training: Equitable Decision-Making

Presented by Vanessa Neal, VP of Diversity, Equity, and Inclusion, and Alyssa Voyles, Director of Employee Equity, Outreach, and Engagement

VI. Break

VII. Board Business

- a. First Reading of Faculty Contract – Brad Avakian, VP of Human Resources, in partnership with Dr. Jim Wilkins Luton

Overview of CCAHE contract litigation process and updates to the 2023-24 contract.

- b. Board Handbook: Reimbursement and Per Diem Policy – Sabra Sand, VP of Operations

Overview of reimbursement and per diem policy and formalizing the policy to include in the Board handbook.

- c. Foundation MOU Updates – Calen Ouellette, CCF CEO

Shared an overview of the 2022-23 end-of-year giving report and CC/CCF MOU.

- d. Officer Preferences Review
- e. Committee Preferences Review
- f. Calendar of 2023-24 Board Meetings Review
- g. Calendar of 2023-24 Workshops Review
- h. Calendar of Events Review

VIII. Retreat Recap and Reflection

IX. Next Meeting

The next work session and regular Board Meeting is scheduled for Wednesday, August 23, 2023, starting at 3:30 pm.

X. Adjournment – Chair Speer

Chair Speer adjourned the Board of Trustees Retreat at 5:02 pm.



Clark College Board of Trustees

Proposed 2023 – 24 Board Meeting Schedule

The Board of Trustees and Executive Cabinet will be remote for work sessions and regular meetings.
An in-person option will be available in GHL 213.

DATE	WORK SESSION	BOARD MEETING
August 23, 2023	3:30 pm	5:00 pm
September 27, 2023	3:30 pm	5:00 pm
October 25, 2023	3:30 pm	5:00 pm
November Executive Session (TBD)	Tenure (Y1/Y2)	
November 15, 2023	3:30 pm	5:00 pm
December 6, 2023	3:30 pm	5:00 pm
January Executive Session (TBD)	Tenure (Y1/Y2)	
January 24, 2024	3:30 pm	5:00 pm
February Executive Session (TBD)	Tenure (Y1/Y2)	
February 21, 2024	3:30 pm	5:00 pm
March 13, 2024	3:30 pm	5:00 pm
March Executive Session (TBD)	Tenure (Y3)	
April 24, 2024 (Tenure Vote)	3:30 pm	5:00 pm
May 22, 2024	3:30 pm	5:00 pm
June 12, 2024 (President's Evaluation)	3:30 pm	5:00 pm
July 24, 2024 (Board Retreat)		9:00 am – 5:00 pm

2023-24 Clark College BOT Goals

1. Improve Internal Effectiveness of the Clark College Board of Trustees
 - a. Enhance onboarding process for new Trustees
 - b. Succession Planning
 - i. Advocate to State affinity groups to include Vice Chairs to prepare for Chair role
 - c. Professional learning
 - d. Equity Goals
 - e. Second Board retreat in the Winter to include new Trustee
2. Strengthen relationships for Clark College President & BOT with community leaders, local businesses, and Legislators
3. Prepare for Accreditation visit in 2025
 - a. Including policy review and Board self-evaluation
4. Continue to develop strong and effective partnership with Clark College Foundation leadership
5. Support and advocate for Clark College in future budget decision
 - a. Including Executive Coaching priority and areas of skill-level improvement



Clark College

**Board of Trustees
Policies & Procedures Manual**

August 2023 Draft

BOARD POLICIES & PROCEDURES

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Clark College
BOARD POLICIES AND PROCEDURES

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DRAFT

Clark College
BOARD POLICIES AND PROCEDURES

100.00 BOARD OF TRUSTEES

100.A00 LEGAL STATUS OF THE BOARD

100.A10 LEGAL STATUS AND AUTHORITY OF THE BOARD

By authority contained in the Community and Technical College Act of 1991 and as appointed by the Governor of the State of Washington, the Clark College Board of Trustees shall serve the educational needs of Community College District 14 and shall be responsible for developing the policies of Community College District 14 under which Clark College operates. The Board of Trustees derives its authority from RCW 28B.50.140, as now written or later amended. The Board will delegate certain responsibilities to the president or designee. Individual members of the Board have power and authority only when acting formally as members of the Board in session at regular or special meetings.

100.A20 OFFICIAL NAME OF DISTRICT

The official name of the District, established under and by virtue of the laws of the State of Washington, shall be "Community College District 14". Within the Board Policies and Administrative Procedures Manual, the terms "District" and "College" both refer to Clark College or Community College District 14.

100.A30 OFFICIAL COLLEGE TITLE

The official name of the College shall be "Clark College". The College name shall be used in all instances except where the statutory name of the District is legally required, e.g., in publication of legal notices and in the execution of contracts and other legal documents.

100.A40 OFFICIAL BOARD TITLE

The Board of Trustees shall be known as the "Board of Trustees of Clark College" (herein referred to as the "Board").

100.A50 DISTRICT SEAL

The District shall have a seal, the form and design of which shall be adopted by the Board and the custody of which shall be with the secretary of the Board. The seal shall have inscribed upon it the name of the College as shown:

100.A60 PHYSICAL BOUNDARIES OF THE DISTRICT

The fourteenth district shall encompass the counties of Clark, Skamania, and that portion of Klickitat County not included in the sixteenth district as defined by RCW 28B.50.040.

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100.A70 COLLEGE MISSION STATEMENT

To cultivate an inclusive, equitable, and vibrant community, Clark College educates, empowers, and elevates individuals to achieve their personal and professional goals.

100.A80 COLLEGE VISION STATEMENT

Rooted in social justice, Clark College is a beacon of hope, opportunities, and transformation providing excellent and equitable education to create economic, cultural, and community growth.

100.B00 GOVERNANCE

100.B10 COMPOSITION OF THE BOARD

The Board consists of five members appointed by the Washington State Governor and confirmed by the Washington State Senate. (RCW 28B.50.100)

Every trustee shall be a resident and qualified elector of the District. No trustee may be an employee of the community college system, a member of the board of directors of any school district, or a member of the governing board of any public or private educational institution.

The Board shall organize itself by electing a chair from its members. The Board shall adopt a seal and may adopt such resolutions, rules and regulations as it deems necessary for its own government. The president of the College shall serve as, or may designate another person to serve as, the secretary of the Board and the treasurer of the Board, neither of whom shall be deemed to be a member of the Board. (RCW 28B.50.100)

100.B15 STUDENT BOARD MEMBERS

The Boards, by majority vote, may establish a sixth trustee that shall be filled by a student. The governor shall select each student member from a list of candidates, of at least three and not more than five, submitted by the associated student governments or their equivalent of the College. The student member shall hold their office for a term of one year, beginning July 1st and ending June 30th, or until the student member's successor is appointed and qualified, whichever is later. The student member shall be a full-time student in good standing at a College within the College District at the time of appointment and throughout the student's term. If the student member fails to be enrolled at the College full-time or forfeits his or her academic standing, the student member is disqualified and a new student member must be appointed.

A student appointed under this section shall excuse themselves from participation or voting on matters relating to the hiring, discipline, or tenure of faculty members and personnel or any other matters pertaining to collective bargaining agreements. (RCW 28B.50.102)

100.B20 VACANCIES

Any vacancy occurring in the Board shall be filled by appointment by the governor of the State of Washington. If the vacancy occurs prior to the expiration of any term, the new Board member shall be appointed only for the remainder of the term. When the vacancy occurs at the end of a term, the new Board member shall be appointed for a term of five years. (RCW 28B.50.100)

100.B21 ONBOARDING OF NEW BOARD MEMBERS

Onboarding of new Board members is a responsibility of the chairperson of the Board who may call upon other members of the Board or staff to assist in this ongoing process.

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Onboarding will begin immediately after the appointment of a new member and will provide all needed information as to the basic purpose of the Board, its sources of authority, its responsibilities and duties, and the policies and procedures adopted and followed by this Board for the conduct of its meetings and performance of its duties. Trustees engaging in onboarding of new Board members shall be intentionally engage in the onboarding practices, duties and responsibilities as set forth by Board policy. Onboarding shall include relevant District content, Washington State Association of College Trustees (WACT) onboarding material, relevant Washington State Attorney General's material, and Association of Community College Trustees (ACCT) new trustee orientation material.

100.B22 COMMITTEES OF THE BOARD

For the enhancement of its work, the Board may create standing or ad-hoc Board Committees as necessary to research and report on specific issues to the Board. These committees do not speak on behalf of the Board except when the Board delegates such a responsibility to that committee.

100.B25 EQUITY STATEMENT

The Board of Trustees of Clark College, in united solidarity, explicitly affirms the college's identity as an anti-racist institution. We commit to the development and implementation of strategies and best practices that dismantle systemic racism and other forms of systemic oppression within all aspects of our college. As the college's leading governing body, policy-setting group, and fiduciary agents, we commit to championing diversity, equity, and inclusion in all aspects of our work, and guiding and supporting the college to achieve equitable outcomes. We also commit to intentional actions, continued learning, and acknowledgement that there will be missteps during our journey. Nonetheless, we will persist and accept that responsibility toward meaningful cultural change and progress on diversity, equity, inclusion, and anti-racism rests on the shoulders of the college's top leaders and the Board of Trustees.

This work is essential to Clark College's ability to provide all members of our community with access to quality education and services, promoting economic and community development, and preparing a trained and readied workforce.

100. B30 STATEMENT OF ETHICS

Washington Ethics Law:

The Washington Ethics Law, RCW 42.52, applies to all state employees. It governs the actions and working relationships of members of the Board and of all employees at Clark College. Board members and employees shall perform in accordance with this law in their dealings with fellow employees, suppliers, government representatives, the media, and other individuals with whom they have professional relationships that are associated with their responsibilities at Clark College. The Board adheres to Chapter 42.52 RCW, "Ethics in Public Service," as implemented per WAC 292.

Conflicts of Interest:

Each member of the Board and all employees of Clark College are expected to place the interests of the College above their self-interests. Board members and employees are expected to resolve issues in favor of good, ethical judgment, and in keeping with the basic principle that their position of trust may not be used for personal gain or private advantage.

In resolving issues regarding conflicts of interest, the following statements from state law shall be considered:

- Board members and College employees may not have a financial interest or engage in any activity that is in conflict with the proper discharge of their official duties.
- Board members and College employees may not use their official position to secure special privileges for themselves or any other person.
- Board members may not receive compensation from any person, except the State of Washington, for performing their official duties.

100. B35 ETHICAL VALUES AND PRINCIPLES IN PUBLIC SERVICE

To promote individual development and the common good, trustees will strive to promote basic values of conduct. The following values represent a shared ideal that permeates the institution and constitute a primary responsibility for trustees to uphold and honor: equity, honesty, integrity, fairness, respect, good citizenship, excellence, accountability, and protection of public trust.

100. B40 TENETS OF GOVERNING

On behalf of all the members of Clark College's service district, the Board will strategically provide stewardship and leadership. The continual focus will be on the needs of the entire community as reflected in the Mission and the improvement of the College's capability, while demonstrating the highest level of integrity.

The Board will:

- lead with racial equity,
- emphasize outward vision rather than an internal preoccupation,
- consistently encourage a diversity of perspectives,
- provide strategic leadership more than administrative detail,
- maintain clear distinction between board and staff roles,
- forward collective rather than individual decisions,
- with consideration of the past and current, focus on the future, and
- remain proactive rather than reactive.

The Board functions as the authorized link between the College and all of the members of the College's service district. The Board's responsibility to the community is to ensure quality, relevant education while providing responsible stewardship of public resources.

The Board will remain vigilant to its role as "steward" for the College by consistently seeking ways to improve its capability and functioning.

Board members will adhere to a code of conduct which includes:

- leading with racial equity,
- speaking with one voice,
- demonstrating the role of “steward” for the College,
- supporting equitable decision making processes,
- committing to the resolution of conflict in productive ways,
- committing to meeting attendance and preparedness,
- respecting the role of the Chairperson as the communication link with the College president,
- committing to ongoing professional training and development, and
- maintaining a focus on strategic, forward-thinking leadership.

100. B50 TRAINING AND DEVELOPMENT

All Board members are curious, engaged, and practice lifelong learning. Board members will demonstrate a commitment to their ongoing professional development by participation in board agreed to group training and personal areas of interest such as:

- board committees,
- required higher ed works courses,
- public events offered by the college,
- equity workshops, reading, and community engagement,
- events and workshops offered by the Washington Association of College Trustees,
- events and workshops offered by the Association of Community College Trustees, and
- other relevant opportunities to grow in the knowledge, skills, and ability to be an effective Trustee.

100. B70 BOARD DUTIES AND RESPONSIBILITIES

The Board, responsible to all the members of Community College District 14 and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in the District. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the District.

Without limiting the powers granted to the Board by the state, and subject to lawful and applicable rules and regulations, Board responsibilities are as follows:

1. Select and appoint a president, and set salary, terms and conditions of employment;
2. Evaluate the president annually;
3. Determine the broad general policies that guide the operation of the College, and review them periodically;
4. Delegate responsibility for decisions concerning appointments, retention, or dismissal of faculty, administrators, and classified personnel; provided however, the Board does not delegate its appointing authority on issues relating to the granting or denial of tenure, the dismissal of a tenured faculty member, or the dismissal of a probationer during the term of their contract;

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5. Function as the legislative and policy making body, leaving the executive functions to the president;
6. Utilize the services of the attorney general of the State of Washington and cooperate fully with officers of the state attorney general;
7. Authorize lawsuits and recommend legal defense;
8. Approve the College Facilities Master Plan;
9. Review and approve an annual budget to finance the operation of the District in accordance with the statutes of Washington and lawful and applicable regulations;
10. Delegate to the president the authority to approve the expenditures of all funds and let all contracts;
11. Authorize borrowing money and the issuance and sale of revenue bonds;
12. Name College facilities, landmarks, and other outdoor features, programs, institutes or centers;
13. Recognize the right of the duly elected employee organizations to negotiate employee rights and benefits within the tenets of the respective Collective Bargaining Acts;
14. Consider communications and requests from community members and organizations of the District on matters of District policy at regularly scheduled board meetings;
15. Adopt and periodically review a statement of philosophy, mission, and goals which clarifies basic educational beliefs and educational responsibilities of the District;
16. Establish a yearly planning cycle that links the Board's agenda with the College's Strategic Plan;
17. Annually review and evaluate progress towards the goals in the College's Strategic Plan;
18. Appraise the efficiency and effectiveness of District operations and the educational programs and services of the College;
19. Refer all matters concerning the District directly to the president for study and recommendation before such matters are considered by the Board, except where immediate action is deemed necessary by the Board;
20. Inform the public concerning the progress and needs of the District, the educational programs, and the financial status of the District;
21. Conduct an annual self-evaluation and determine a corrective course of action as necessary; and

22. Act in the best interest of the College pursuant to various authorizations granted in the Community and Technical College Act of 1991 or in the rules and regulations of the State Board for Community and Technical Colleges.

100.C00 OFFICERS OF THE BOARD

100.C10 TITLES

The officers of the Board shall be a chair and a vice-chair who shall be members of the Board. The president of Clark College, or designee, shall serve as secretary of the Board as specified by state law.

100.C20 MANNER OF ELECTION AND TERM OF OFFICE

Prior to the start of each academic year in a regular meeting of the Board (typically August) the Board shall elect, from its membership, a chair, vice-chair, and any other committee members as deemed necessary, to serve for the ensuing year.

The chair and vice-chair of the Board shall be elected to such offices by the Board for a term of one year, shall assume office upon election, and shall hold office until their respective successors shall be elected and assume the office.

100. C30 CHAIR OF THE BOARD

Responsibilities and duties shall include, but are not limited to the following:

1. Preside at all meetings when present and decide on questions of order;
2. Appoint members of the Board to serve on special committees as approved by the Board;
3. Execute all contracts approved by the Board and other official documents legally requiring the signature of the chair of the Board, such as resolutions, general obligations, and revenue bonds;
4. Call special meetings of the Board as required;
5. Represent, when possible, the Board at meetings of trustee organizations to which the District belongs; and
6. Organize the onboarding of new Board members (per 100.B21).
7. Perform any other duty formally assigned by the Board, or by state statute.

100. C40 VICE-CHAIR OF THE BOARD

Responsibilities and duties shall include, but are not limited to the following:

1. Perform all duties of the chair of the Board in the absence or disability of the chair; and

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2. Discharge such other functions as the chair of the Board may request from time to time.

100. C50 SECRETARY OF THE BOARD

Responsibilities and duties of the Secretary or designee shall include, but are not limited to the following:

1. Provide for the written notification to all concerned of regular and special meetings of the Board;
2. Transmit the Board agenda and a copy of the minutes of the previous meeting to the Board and such other persons as the Board may designate and post at the District offices prior to an ensuing meeting;
3. Record, prepare, sign, and distribute to all members of the Board the minutes of all regular and special meetings of the Board;
4. Act as custodian of the official seal of the District; affix it to official documents and attest the same by signature;
5. Prepare and maintain for the Board an indexed compilation of all resolutions, a copy of the policies of the Board of Clark College, and all amendments thereto;
6. Advise the Board of any communications which require consideration and action by the Board; and
7. Give such public notices of Board action as may be required by statutes, or resolutions of the Board.

100. C61 DELEGATION TO THE PRESIDENT

All Board authority delegated to staff is delegated through the President. All authority and accountability of staff is considered to be the authority and accountability of the President. The Board delegates appointing authority for classified staff to the person now holding or subsequently appointed to the positions of President, and the chief Human Resources officer. The Board delegates appointing authority for all other staff and faculty to the President or the President's designee.

1. The President is authorized to develop and implement all administrative policies, decisions, actions, practices, and activities. The President will base decisions on the annual goals of the College and responsibilities defined in the president's job description.
2. Only decisions of the Board acting as a body are binding upon the President.
 - a. Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

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- b. If Board members or Board committees request information or assistance without Board authorization, the President can refuse such requests that, in the President's judgment, require a material amount of staff time or funds or are disruptive.
3. The President shall apply to the Board for a waiver of a Board Policy if the President deems a waiver is in the best interest of the College.

100. C65 PRESIDENT

The president of the District shall be the executive officer through which the Board implements its policies. The president may delegate to subordinates of the District such of their powers as they may be authorized to delegate and deem desirable to be exercised under the president's supervision and direction. Responsibilities and duties in addition to those outlined in the President's job description and presidential contract include but are not limited to the following:

1. Inform the Board of all significant actions taken under authority granted by it and respond in a timely manner to Board requests for information;
2. Perform all executive functions for the Board, such as:
 - a. Prepare the agenda for Board meetings.
 - b. Conduct official correspondence of the Board.
 - c. Issue its orders.
 - d. Prepare all documents as directed by the Board and execute all documents pursuant to authority granted to the president by the Board.
 - e. Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection.
3. Advise the Board in all areas of policy and make recommendations on all matters that affect the District before action is taken by the Board;
4. Determine qualifications for, appoint, manage, supervise, and discharge all employees of the College, including fixing their salaries and the terms and conditions of individual contracts as applicable, provided that the procedures established in the tenure laws of the State of Washington, when appropriate, and/or the statutes, rules and regulations of the Washington Personnel Resources Board shall be followed;
5. Appoint, manage, supervise, and discharge administrative personnel, including fixing their salaries and the terms and conditions of their individual contracts;
6. Prepare and submit to the Board an annual budget and administer the Board approved budget;
7. Formulate all reports as may be required by the Board and by local, state, and national agencies;

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8. Formulate and promulgate rules, regulations and procedures to implement Board policies;
9. Represent the District to the community by interpreting the policies to the public, the press, and community organizations;
10. Approve the expenditure of all budgeted funds and execute all contracts consistent with the budget adopted by the Board and in compliance with Board rules and all applicable state and federal laws and regulations;
11. Prepare and submit to the Board an Annual Operational Plan Final Report as part of the Strategic Plan;
12. Act as the chief administrator and educational leader of the District, responsible for the organizational structure of the District and for all executive and administrative duties in connection with the operation of the District;
13. Propose long-range direction and scope of District programs, recommending to the Board from time to time such changes in programs and services as they deem desirable to fulfill the philosophy and goals of the District;
14. Establish District objectives consistent with Board philosophy and goals; determine the need for and qualifications of all positions within the District, and provide for evaluation of all personnel and programs;
15. Recommend to the Board site location and site utilization and direct the development of the College building program;
16. Participate in community college programs at the local, state and national level by representing the District at meetings of organizations to which the District belongs and others as approved by the Board;
17. Review legislation affecting the District and report the substance thereof to the Board;
18. Attend Board meetings;
19. Designate an administrative officer of the District to serve as acting president in the president's place and stead during absences. Absences over three weeks duration are subject to Board approval; and
20. Perform such other duties as may be assigned or granted by the Board or required by law.

100.E00 MEETINGS OF THE BOARD

100.E05 REGULAR MEETINGS

The Board shall hold regular monthly meetings according to a schedule including place, time and date filed with the Washington State Register, pursuant to RCW 42.30.075. All meetings of the board, regular and special, shall be held in conformance with the Open Public Meetings Act, Chapter 42.30 RCW.

A regular meeting may be canceled by action of the Board or the Board chair. A special meeting may, however, be set for another date and time. When a special meeting is scheduled, notice thereof will be given in conformance with the notice requirements for special meetings contained in RCW 42.30.080.

Board meetings shall be held in Gaiser Hall, 1933 Fort Vancouver Way, Vancouver, WA, or at such other places as the Board shall determine, or by legally allowed electronic means.

100.E10 SPECIAL MEETINGS

Special meetings may be called by the chair, or by request of three Board members, and they shall be conducted in conformance with Washington State law. Only those items published on the agenda shall be considered at a special meeting. (RCW 42.30.080)

100.E15 EXECUTIVE SESSION

The Board may hold an executive session during a regular or special meeting. Executive sessions will be held in conformance with Washington State law. (RCW 42.30.110)

100.E20 OPEN MEETINGS

All regular and special Board meetings are open to the public; however, the chair may call an executive session when permitted by Washington State law at which a member of the general public shall not be present unless invited. (RCW 42.30.030)

Public votes and public records shall be open to the public for inspection and duplication.

100.E25 APPEARANCES BEFORE THE BOARD

Each regular meeting of the Board shall provide members of the public an opportunity to address the Board on any item of business. The Board encourages groups to designate a spokesperson to address the Board on their behalf.

The chair of the Board reserves the right to determine time limits on statements and presentations. The intent of the Board shall be to provide equal time for both pro and con presentations. The chair also maintains the right to regulate the subject matter of that which may be presented or discussed at the open meeting including, but not limited to, matters which are the subject of current or pending grievances or adjudicative or disciplinary proceedings. Matters for consideration, discussion, and/or

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debate will be limited to the extent allowed by the Open Public Meetings Act, Chapter 42.30 RCW.

The president of the College shall be given an opportunity, whenever possible, to examine and evaluate each matter of business and to recommend a course of action prior to a decision by the Board.

100.E28 INTERRUPTIONS

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals (physically or electronically) who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room (or electronic equivalent) cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (RCW 42.30.050)

100.E30 QUORUM

Three trustees shall constitute a quorum for the transaction of business at regular and special meetings. A number fewer than a quorum may call the roll, record the names of absentees, and adjourn to meet at a specified future time. (RCW 28B.50.130)

100.E35 REQUIRED VOTE

An affirmative vote of at least the majority of trustees (for approval) shall be required for adoption of any matter upon which the Board votes. (RCW 28B.50.130)

The chair of the Board, or other presiding officer, shall have a vote upon all questions and may engage in general discussion.

A member abstaining from voting on any matter shall voice such abstention for recording in the minutes.

A student appointed to the Board shall excuse themselves from participation or voting on matters relating to the hiring, discipline, or tenure of faculty members and personnel or any other matters pertaining to collective bargaining agreements. (RCW 28B.50.102)

100.E40 AGENDA

The agenda shall be prepared by the president in consultation with the Chair of the Board and its contents presented by the president for Board consideration at each meeting.

100.E45 BOARD MATERIALS AND INFORMATION

Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to the trustees prior to each meeting. The chair or president may present a matter of urgent business received too late for inclusion on the agenda if, in their judgment, the matter is of an emergency nature.

All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the secretary with copies.

100.E50 MINUTES OF MEETING

Minutes of regular and special meetings are public records. Minutes are maintained as a permanent official record of all transactions of the Board, and are available on the college's web site or on request of the Office of the President.

The minutes shall record the name of the trustee making a motion, the name of the trustee seconding it, and the vote, attributing each "yea" and "nay" vote or abstention to the individual trustee. The voting shall be by voice, except that a roll call may be required for resolutions and all other questions whenever requested by a trustee. A trustee may also have the reasons for their vote recorded in the minutes if they so request at the time of voting.

A permanent record of all Board resolutions shall be published on the Clark College web site.

100.F00 MISCELLANEOUS POLICIES OF THE BOARD

100.F10 PRESENTATION AND ADOPTION OF POLICY

Every effort shall be made to present, in writing, recommendations for changes in policy at least one meeting in advance of the meeting at which adoption is requested. The adoption of policy requires the affirmative vote of the majority of trustees.

100.F20 PARLIAMENTARY AUTHORITY

Except as they may be in conflict with the resolutions heretofore set forth, Robert's Rules of Order, newly revised, shall constitute the parliamentary guide of the Board.

100.F30 AMENDMENTS OF BOARD POLICIES

These policies, or any part or parts thereof, may be revised, repealed, or added to by an affirmative vote of the majority of trustees. They shall become effective immediately upon approval.

100.F40 BOARD OFFICES

The Board shall maintain an office at 1933 Fort Vancouver Way, Vancouver, WA, 98663-3598, where all records, minutes, and the official College seal shall be kept.

This office shall be open during normal business hours, or otherwise accessible by email.

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Correspondence or other business for the Board shall be sent to the secretary of the Board, who is located in this office.

100.F50 COLLEGE DEBT

The College, in accordance with Chapter 28B.50.140(6), may, with the approval of the State Board for Community and Technical Colleges (SBCTC) borrow money and issue and sell revenue bonds in accordance with the provision of RCW 28B.10.300 through 28B.10.330, where applicable, for the purchase of high-cost fixed assets and equipment.

It is the policy of the College to effectively manage the appropriate level of debt to ensure adequate resources are available to meet debt service requirements to spread the cost of high-cost fixed assets and equipment over the useful life of the assets. Debt service may be funded using two different methods and both can be in effect at the same time depending on the debt needs of the College.

Debt supported by general and operating revenues:

The College shall not incur debt or borrow money which will cause the aggregate debt obligation by the College to exceed that amount for which payments of principal and interest in any fiscal year would require the College to expend more than three percent of the average general operating revenues, less earmarked funds, for the three immediately preceding fiscal years. General operating revenues include state allocations, tuition, interest, and Enterprise and Internal Service funds.

Debt supported by other revenues:

Debt serviced by other revenues will be supported by a stable funding source other than the College's state allocation, tuition, or dedicated fee revenues. The other revenue source must be sufficient to cover normal operating expenses of the unit (if any) plus the anticipated annual debt service costs over the life of the debt schedule.

100.G00 FOUNDATION POLICY STATEMENT

In recognizing the Clark College Foundation as a separate, nonprofit corporation, the Board is both supportive and appreciative of the Foundation's role in assisting the College. The Board understands that the primary mission of the Foundation is to obtain financial and other direct support and benefit for the College. The use of funds and other resources will be for physical and capital improvements, student financial assistance, Foundation operations, and other purposes as designated by donors and accepted by the College. The relationship is further defined by the terms of the current Operating Agreement. The Board will be provided with regular financial reports, minutes of meetings, and other appropriate documents of the Foundation.

100.H00 REIMBURSEMENT AND PER DIEM

The Board of Trustees will comply with the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) Subsection 10.70.30.b as follows:

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- a. Trustees who are not in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 1 of SAAM 10.70.30.b.
- b. Trustees who are in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 2 of SAAM 10.70.30.b.
- c. Reimbursement rates will follow those provided by OFM's per diem rates.

For purposes of determining what constitutes an eligible "day or portion thereof spent to conduct board... business" under Option 1 the Board of Trustees may include a day on which:

- a. an officially noticed meeting of the Board of Trustees occurs, or
- b. a Trustee participates in a meeting of a Board approved committee assignment, or
- c. a Trustee participates in any other meeting at the request of the President where two Trustees are present.

The Board of Trustees shall, with consultation of the President, set the maximum number of eligible per diem days per month per Trustee. Considerations are to include prevailing economic conditions at the college, any expected large changes in Trustee workload, and the goal of board accessibility to Trustees from a broad range of economic situations. The total of such eligible days shall not exceed one (1) day per calendar month per Trustee, with the exception of the board chair, who will be eligible for two (2) days per calendar month. Changes to the maximum number of eligible days may be made per 100.F30, Amendments of Board Policies.

Administration of the Trustee reimbursement and per diem process is coordinated through the Office of The President using state compliant forms and procedures.



To: Dr. Karin Edwards, President
From: Sabra Sand, Vice President of Operations
Date: August 8, 2024
Subject: Ongoing approval for Interfund-Loan at Biennium end

At the end of every biennium, state law requires that all funds be closed with zero or positive cash. Due to year end receivables for many programs such as financial aid, state appropriations, and work study, some funds often will have a negative cash position, offset by a receivable to be received in the new fiscal year. In order to meet the state law, the college uses interfund-loans between funds to cover the negative cash for closing, and then the transaction is reversed in the new year.

I would like to request on-going Board approval for an end of year inter-fund loan between the college funds to cover any negative cash funds at the end of each biennium in order to meet the state law requirement. This action is permitted by law. The loan is for one day only, spanning the close of the fiscal year and the opening of the next fiscal year. We will not be calculating, charging, or transferring interest for this short-term loan.



Clark College Board of Trustees 2023 – 24 Board Committee Assignments

COMMITTEE	ROLE (if applicable)	2023 – 24	2022 - 23
Trustee Officers			
Clark College Board of Trustees	Chair	Cristhian Canseco Juarez	Paul Speer
	Vice Chair	Denise Gideon	Cristhian Canseco Juarez
Clark College Foundation Representatives			
Clark College Foundation Committee	Board (Position One)	Marilee Scarbrough	Jeanne Bennett
	Executive Committee (Position Two)	Jeanne Bennett	Rekah Strong
Board Committees			
Legislative Committee	Primary	Jeanne Bennett	Jeanne Bennett
	Alternate	Cristhian Canseco Juarez	Cristhian Canseco Juarez
Trustee Recruitment	Position One	Denise Gideon	Denise Gideon
	Position Two	Marilee Scarbrough	Jeanne Bennett
College Committees			
Social Equity Advisory Council	Primary	Denise Gideon	Denise Gideon
	Alternate	Paul Speer/Cristhian Canseco Juarez	Paul Speer
Board Budget Commitment	Position One	Marilee Scarbrough	Cristhian Canseco Juarez
	Position Two	Paul Speer/new trustee	Paul Speer
Strategic Planning		Hold	Denise Gideon
Comprehensive Facilities Plan		Paul Speer	Paul Speer
Guided Pathways		N/A	Cristhian Canseco Juarez
Board Evaluation Committee		Sunset	Paul Speer
Washington Association of College Trustees Committees			
Equity Committee			Denise Gideon

Audit Committee			N/A
Awards Committee			N/A
Finance and Budget Committee			N/A
Legislative Action Committee		Marilee Scarbrough	N/A
Nomination Committee			N/A
Bylaws Committee			N/A
Education Committee			N/A

Draft

WPEA Board of Trustees Report

Presented by Joey Hicklin

August 23, 2023

- Part-time conversions
- Still no communication from any of the VPs
- No follow-up after complaints filed by staff against their supervisors.
- Investigations are not timely.
- New shared union space



Clark College Foundation
Board of Trustees Report
August 2023

The following represents a few highlights of programming, initiatives, and/or projects for Clark College Foundation. It is intended these have a direct effect on the institutional tenets of Clark College.

One-Year Overview and General Assessment

I am writing to provide you with an overview of my first year as the Chief Executive Officer of the Clark College Foundation. As we prepare for the new academic year, I believe reflecting on our achievements, challenges, and opportunities that have defined this period for me and Clark College Foundation is crucial.

As CEO, my top priorities have been establishing positive working relationships and impactful efforts with Clark College and its president, Dr. Karin Edwards. Collaborating closely with Dr. Edwards and the Executive Cabinet team, we have worked together to align the Foundation's goals and objectives with the college's strategic priorities. This partnership has been instrumental in driving our success over the past year and that of the future.

I am pleased to report that our collaboration with Clark College has been exceptionally productive. We have fostered a strong working relationship based on trust, open communication, and a shared commitment to the college's mission. From the outset, I have worked closely with Dr. Edwards to align the Foundation's fundraising, communication, and community engagement strategies with the college's vision and priorities. This alignment has allowed us to leverage our resources effectively, resulting in a more cohesive and impactful approach to supporting Clark College's mission and new strategic plan.

Over the past year, our Foundation has made significant strides in supporting Clark College through fundraising, communication, and community engagement efforts. Together, we have worked diligently to foster relationships with donors, alumni, and community partners, all to advance the mission and vision of the college. Allow me to summarize the key highlights of our accomplishments:

Fundraising FY23

The Foundation team hit the pavement and raised over \$2.230M this past fiscal year. And in FY23, the team report a new record of more than 1000 donors. New grants and partnerships are now being targeted by the team.

In the annual giving arena, this year's Penguins Give campaign was the most successful with many new donors participating. \$65+K was raised by 190 donors (90 were faculty and staff). The Foundation is working with Athletics at the College to increase the pipeline of donors with the launch of Give Campus.

The Advancement Operations team has invested in new software. A significant game changer in fundraising, Give Campus was launched at the end of May, which means the Foundation now has "one-



click” giving using Venmo, Apple pay, Google pay, and other applications. This upgrade is tied to a multi-prong approach to cultivating donors and gathering targeted information for reports and metrics.

Gala Overview

90 Years of Clark College: A Celebration, the June 29 spring gala held at partner organization Ilani, was attended by more than 400 friends and community supporters of Clark College, both old and new. It was an evening of good food, great friends, conversations, and acrobatic feats. It was a night that reminded us of Clark College's impact in southwest Washington – changing student lives and creating opportunities that ripple throughout the community.

Alumni Relations and Community Engagement Report

We have realigned and bolstered the Foundation’s social media; Clark students have been hired to be a part of the Foundation’s social media by assisting with content. This celebrates the students and gives them real-life experiences with pay-for-service and work experience for their resumes.

Another student-focused event was Check Out a Professional (partnering with Career Services), where professionals and business leaders in Vancouver met with students aligning with their career paths and areas of interest, and that created mentorship opportunities.

There will be more friend-raising opportunities ahead – not only to build pipelines for future financial supporters but also to build outstanding advocacy and channels into the community.

Marketing/Communications

A communications research group has been launched to get a pulse on and an understanding of Vancouver to assess how to reach people more effectively through both qualitative and quantitative research. That data will be shared with the College to set a different pace relative to external communication strategies and engagement. The Foundation will be hiring a Communications Manager and Communications Associate and partnering with the communications and marketing team at the College so that there will be one voice pushing content.

Further, Foundation branding will return to a more traditional logo to better align with the College.

Upcoming Retreat for Foundation Board of Directors

The Foundation Board of Directors will attend a weekend retreat at Skamania Lodge to strategize and work on several objectives. College/Foundation branding, aligning with the College’s Strategic Plan, and informational TED Talks by the Foundation’s management team are among the planned work sessions and activities.



The learning objectives for the retreat are many...for instance, how to best apply the College's strategic plan to the Foundation's work and determine what key performance indicators will shape the success of the College and Foundation. More learning objectives include looking at how the College's Strategic Plan applies specifically to the Foundation's Board Committees and how this might affect goals for the year, including investment portfolio and new funds for a more significant impact at Clark and in the community.

In conclusion, it has been an honor and privilege to serve as the Chief Executive Officer of the Clark College Foundation during this first year. There is still so much to achieve, and we look forward to working in partnership with Clark College as we continue our efforts in the next academic/fiscal year.

Respectfully submitted,

Calen D.B. Ouellette, MBA
Chief Executive Officer
Vice President, Advancement & External Relations

Clark College - Budget Status Report June 30, 2023

Sources of Funds (Revenues)	2022-23 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	46,499,448	46,199,366	(300,082)	99.4%
Tuition & ABE/Cares lost revenue	16,602,097	15,243,996	(1,358,101)	91.8%
Running Start /Cares lost revenue	11,938,860	13,068,643	1,129,783	109.5%
Planned use of prior fund balance	4,206,641	-	(4,206,641)	0.0%
Dedicated, matriculation, tech, cont ed	4,142,656	4,462,534	319,878	107.7%
Total Operating Accounts	83,389,702	78,974,539	(4,415,163)	94.7%
<u>Other Accounts</u>				
Grants	3,593,336	2,733,784	(859,552)	76.1%
Contracts	750,288	2,456,171	1,705,883	327.4%
Internal Support & Agency Funds	557,407	536,257	(21,150)	96.2%
ASCC	2,096,235	1,396,430	(699,805)	66.6%
Bookstore	2,840,911	2,256,197	(584,714)	79.4%
Parking	477,524	288,972	(188,552)	60.5%
Auxilliary Services	2,881,891	2,820,124	(61,767)	97.9%
Financial Aid	20,180,780	17,419,410	(2,761,370)	86.3%
Total Other Accounts	33,378,372	29,907,345	(3,471,027)	89.6%
Total Sources of Funds	116,768,074	108,881,884	(7,886,190)	93.2%

Uses of Funds (Expenses)	2022-23 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	1,335,517	775,305	560,212	58.1%
Vice President of Diversity, Equity & Inclusion	862,679	722,956	139,723	83.8%
Vice President of Instruction	52,289,562	50,025,850	2,263,712	95.7%
Executive VP of Operations	11,680,066	11,078,339	601,727	94.8%
Vice President of Student Affairs	10,172,294	9,298,215	874,079	91.4%
Chief Information Officer	5,198,886	4,696,268	502,618	90.3%
Vice President of Human Resources and Compliance	1,850,698	1,834,115	16,583	99.1%
Bank/CC Fees	-	206,527	(206,527)	0.0%
Total Operating Accounts	83,389,702	78,637,575	4,752,127	94.3%
<u>Other Accounts</u>				
Grants	3,593,336	2,616,667	976,669	72.8%
Contracts less Running Start	750,288	2,184,744	(1,434,456)	291.2%
Internal Support & Agency Funds	557,407	837,241	(279,834)	150.2%
ASCC	2,096,235	1,714,855	381,380	81.8%
Bookstore	2,840,911	2,346,568	494,343	82.6%
Parking	477,524	360,098	117,426	75.4%
Auxilliary Services	2,881,891	2,897,932	(16,041)	100.6%
Financial Aid	20,180,780	17,348,783	2,831,997	86.0%
Total Other Accounts	33,378,372	30,306,886	3,071,486	90.8%
Total Uses of Funds	116,768,074	108,944,461	7,823,613	93.3%
Difference - Excess (Deficiency)	-	(62,577)		

c. Dr. Karin Edwards, Sabra Sand, Vanessa Neal, Nicole Rogers-Marcum, Julie Taylor
e. Michele Cruse, Sudha Frederick, Brad Avakian, Jim Wilkins-Luton, Heather Adams, Brooke Pillsbury
Linda Tuve 8/10/23

To: Clark College Board of Trustees

Fr: Brad Avakian, Vice President of Human Resources and Compliance

Dt: August 23, 2023

Re: OCR No. 10162006

US Dept of Education, Office for Civil Rights (OCR)

This memorandum provides the Board a summary of this disability discrimination case filed with the OCR and an update on both the case and the college's progress to date.

History of Case

October 6, 2015 - A discrimination complaint was filed with the OCR alleging the college discriminated against disabled students in the following ways:

- “1. By implementing inaccessible electronic information technologies that included:
 - a. Pearson's MyMathLab
 - b. McGraw Hill Connect
 - c. ProctorU
 - d. ProQuest and Ebrary research databases and tools
 - e. an interactive map on the College's main web page

2. By failing to provide an accessible campus because:
 - a. several routes through campus are inaccessible in that they have grades that are too steep and do not include handrails or edge protection”

November 5, 2021- The College entered into a Resolution Agreement with OCR that included creating and implementing a plan to address both the inaccessible routes and inaccessible technologies that were the subject of the complaint. This agreement requires OCR approval of the College's plan, regular updates to OCR on progress made, and eventual establishment of accessibility in the areas noted.

November 10, 2021- After an investigation into these allegations, OCR issued its Findings of Fact and Conclusions of Law. In those Findings, OCR concluded that the College had failed to accommodate disabled students on both counts as described above. These Findings also referenced the November 5, 2021 Resolution Agreement which ended the investigatory process and set the College on a course to eliminate the inaccessible areas.

August 5, 2022- The College submits its plan to OCR for correcting inaccessible routes on campus with specified projects and timelines.

Update on Progress

June 30, 2023- Clark submitted its Interim Report to OCR noting progress to date and areas requiring further work. The Report included the following sections:

Section 1: Assessments – The College identified 176 electronic products including software, applications and web-based tools in need of assessment. The College had hired a vendor, Deque, to assess these products and they assessed 25 of the 176. After this initial attempt at assessments, the College determined continuing with Deque was neither fiscally prudent nor achieving timely results and ended that contract. The College continued assessing products in house, addressing an additional 39 products.

Of the 25 products assessed by Deque, all were deemed inaccessible in at least one way. Of those assessed in house, 30 were found accessible, 5 inaccessible, and 4 are still being assessed. There are 112 of the 176 products still to be assessed.

Section 2: Remediation and Timeline – By the end of August, 2023, the College will draft procurement policy revisions to be shared with the College’s policy committee, process recruitments for three new college positions (accessibility reviewers) to complete the electronic product assessments with hire dates in September, coordinate efforts with stakeholders such as the Accessibility Work Group, college administration, individual college departments, and SBCTC.

By the end of October, 2023, coordinate with deans, chairs, directors and other campus leaders to review policies and progress and enlist their participation in implementing ongoing assessment efforts with new electronic products.

Section 3: Prioritizing Assessments- After September, 2023, accessibility reviewers will begin the completion of all remaining assessments according to a prioritized list that has already been established by the College’s Disability Support Services. This list has ranked all remaining products according to those most used by students with disabilities.

Section 4: Policy updates- By the end of November, 2023, updated policies creating a timeline and process for assessing, removing when appropriate, and ameliorating or replacing problematic products will be submitted to the College’s policy committee.

Section 5: Communications- This is an ongoing item to build relationships with accessibility coordinators at other community colleges and SBCTC so that the College can benefit from their experiences with products and vendors as well as allow them to share in the progress made by Clark College. This section also includes communicating with vendors of inaccessible products to enlist their commitment to modify their products so that they can continue being used by the College.

August 10, 2023- The OCR requested the College provide them with an update of the College’s activities since June, 2023 on the matters described in Section 1-5 above. That response is currently being prepared. It will indicate that the College is close to hiring its reviewers to finish the assessments, that they will begin work with a thoughtful prioritization of the products to be reviewed, that policies are ready for the policy committee’s consideration, and that the College has made significant progress in contacting vendors to correct the deficiencies in their products.

Conclusion

The College's efforts on complying with the OCR agreement is extensive. The plan for correcting physical accessible routes has been created and is being implemented. The plan to provide accessible electronic products has been created and is being implemented, however, there is still much work to be done. In the coming weeks the College will be submitting its most recent update to the OCR and a response from them will follow. That response will let the College know if the progress made to date has been adequate. The College will stay in close touch with the Board as the effort proceeds.

The historical difficulty in providing accessible electronic products is not unique to Clark College. Virtually all institutions face this challenge. Both OCR and the College realize that Clark College's efforts, when complete, will have been one of the most extensive and effective efforts on accessibility in this area within our community college system. It is hoped it will provide a template for others to follow as they each improve accessibility on their campuses.