



Clark College

Board of Trustees Regular Meeting Packet

Wednesday, March 19, 2025, at 5:00 p.m.

Location: Gaiser Hall, Room 213

Virtual Option:

[Zoom Link](#)

Meeting ID: 831 3722 6333

Passcode: 418803

Dial in: (253) 215-8782

Board of Trustee Regular Meeting Packet, March 19, 2025, at 5:00 pm

- I. Call to Order/Agenda Review – Chair Gideon
- II. Public Comment – Chair Gideon
Public comment will be limited to two minutes per speaker. Speakers must sign up by 4:55 PM on the day of the Board meeting. [Signup Link](#)
- III. Action Items/Consent Agenda – Chair Gideon
 - a. February 26, 2025 - Work Session Meeting Minutes
 - b. February 26, 2025 - Regular Meeting Minutes
 - c. March 3, 2025 – Special Session Minutes
- IV. Constituent Reports
 - a. ASCC – Gurraj Singh Dhami
 - b. WPEA – Courtney Braddock
 - c. AHE – Suzanne Southerland
- V. Cyber Security – Sudha Fredericks
- VI. Reports from Board Members – Chair Gideon
- VII. President’s Report – Dr. Karin Edwards
- VIII. Next Meeting
The next Board of Trustees work session and regular meeting are scheduled for Wednesday, April 23, starting at 3:30 pm.
- IX. Adjournment – Chair Gideon

Clark College

Board of Trustees Work Session Minutes

Wednesday, February 26, 2025

PUB 258-C and Zoom

In Attendance

Denise Gideon, Chair
Marilee Scarbrough, Vice Chair
Cristhian Canseco Juarez, Trustee
Jeanne Bennett, Trustee
Suzanne Donaldson, Trustee

Administrators

Dr. Karin Edwards, President
Sabra Sand, Vice President of Operations
Vanessa Neal, Vice President of Diversity, Equity, and Inclusion
Dr. Terry Brown, Vice President of Instruction
Calen Ouellette, Clark College Foundation Chief Executive Officer
Dr. Darcy Rourk, Interim Vice President of Human Resources
Dr. Mark Wahler, Interim Vice President of Student Affairs
Dr. Cecelia Martin, Associate Vice President of Planning and Effectiveness

Other

Ben Haslam, AAG
Darci Feider, President's Office
Brandon Johnson, IT

Call to Order/Agenda Review

Chair Gideon called the work session to order at 3:34 p.m.

Public Comment

No public comment

Executive Session

The Board will convene an Executive Session at 3:35 p.m. under RCW 42.30.110 for the following purpose: to evaluate the qualifications of an applicant for public employment.

The Executive Session is expected to last until 3:45 p.m. No final action will be taken during this executive session.

The Executive Session under RCW 42.30.110 ended at 3:42 p.m. The board took no action during the Executive Session.

Winter Student Profile

Dr. Martin and Dr. Wahlers presented a high-level overview of the winter term enrollment, noting an 18.6% increase from 2023 to 2025 and strong enrollment in community education programs. Winter term FTES reached 104% of the target, with Running Start at 102% and BASAM programs at 113%. Financial aid disbursement totaled \$3.9 million for federal grants, including \$2.2 million in education loans and \$537,000 in Clark College Foundation scholarships. Student demographics show an increase in Asian, Latinx, and multiracial students, with gender and age distributions remaining stable. Enrollment trends indicate a 9% rise in in-person class attendance.

Adjournment

Chair Gideon adjourned the work session at 4:25 p.m.

Clark College

Board of Trustees Regular Meeting Minutes

Wednesday, February 26, 2025

GHL 213 and Zoom

In Attendance

Denise Gideon, Chair

Marilee Scarbrough, Vice Chair

Jeanne Bennett, Trustee

Cristhian Canseco Juarez, Trustee

Suzanne Donaldson, Trustee

Administrators

Dr. Karin Edwards, President

Sabra Sand, Vice President of Operations

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

Dr. Terry Brown, Vice President of Instruction

Calen Ouellette, Clark College Foundation Chief Executive Officer

Dr. Darcy Rourk, Interim Vice President of Human Resources

Dr. Mark Wahler, Interim Vice President of Student Affairs

Dr. Cecelia Martin, Associate Vice President of Planning and Effectiveness

Other

Ben Haslam, AAG

Shelley Williams, AAG

Darci Feider, President's Office

Brandon Johnson, IT

Call to Order/Agenda Review

Chair Gideon called the regular Board of Trustees meeting to order at 5:00 p.m.

Action Items/Consent Agenda

a. January 22, 2025 - Work Session Meeting Minutes

b. January 22, 2025 - Regular Meeting Minutes

MOTION: Trustee Donaldson moved to approve the Consent Agenda. Trustee Scarbrough seconded the motion. Motion passed as presented.

Public Comment

Tyson Dykes

Laura Nagel

Robert Weston

Tanya Diaz-Kozlowski

Constituent Reports

ASCC

Gurraj Dhami, ASCC President, reported increased student involvement in clubs, programs, and events, including Virtual Music Bingo and the placement of 11 student representatives on committees. ASCC successfully chartered 10 clubs, with six more in progress, and approved \$19,957 in funding for the Vocal Music Program's spring travel to San Francisco, along with support for Student Life furniture reupholstery. To expand resource access, ASCC continues growing its social media presence, and the Penguin Pantry distributed 14,411 lbs. of food, serving 331 students, including 152 first-time users. In statewide advocacy, ASCC representatives Jaelyn Sayler and Dorji Damdul joined Dr. Edwards and Board members at Legislative Day in Olympia, WA.

WPEA

Courtney Braddock, WPEA, thanked the board for allowing a speaker to give a public comment without signing up in advance and encouraged reconsideration of the practice to allow more flexibility. She expressed frustration over stalled contract negotiations on non-economic provisions aimed at improving staff working conditions. Braddock also raised concerns about unanswered facilities and environmental health and safety requests, urging leadership to provide clear timelines. She commended recent efforts by college administrators to improve communication and recognized the retirement of longtime college electrician Billie Garner.

Clark College Foundation

Calen Ouellette, Clark College Foundation, reported that scholarship applications are open, with over \$2 million available in awards. He highlighted ongoing efforts to strengthen arts programs through curriculum development, facility upgrades, and donor partnerships. Ouellette also welcomed six new board members to the Foundation and introduced Nick Poindexter as the new Associate Vice President of External Relations.

Student Presentation: Mia Beightol

Mia Beightol, a Clark College student-athlete, was recognized for winning the NWAC Women's Cross Country Championship, becoming the second woman in school history to achieve this title. She shared her excitement about the experience, highlighting the support from her coaches, teammates, and family. Her coach praised her dedication, both academically and athletically.

Reports from the Board Members

Trustee Donaldson

Trustee Donaldson reported attending the Economic Forecast event at the Hilton, where experts discussed workforce development trends. She also participated in Legislative Day in Olympia, joining Clark College representatives to advocate for legislative support. Additionally, she met one-on-one with Dr. Edwards to discuss college priorities and ongoing initiatives.

Trustee Bennett

Trustee Bennett reported attending Legislative Day in Olympia, where she noted strong legislative support for community colleges, though funding remains a challenge. She highlighted discussions on Running Start, tuition policies, workforce development, and the need for capital funding, expressing hope that Clark College could be prioritized in future investments. She also praised the success of the Northwest Regional Equity Conference, emphasizing Clark College's leadership in equity efforts. Additionally, she attended the CREDC event with Dr. Edwards.

Vice Chair Scarbrough

Vice Chair Scarbrough reported that she attended Dr. Bettina Love's presentation. She also participated in webinars on DEI in higher education, noting national concerns. At the ACCT conference in Washington DC, she and other trustees met with congressional representatives who were supportive of the college's work but stressed the need for accountability and measurable outcomes for DEI programs. She emphasized the importance of staying focused on the college's mission.

Trustee Canseco Juarez

Trustee Canseco Juarez reported that Clark College leadership is staying informed on issues affecting the college and community and is preparing for potential challenges. He attended a session on the college's immigration policy. He also attended the ACCT conference in Washington, DC, where, as a member of the ACCT Finance and Audit Committee, he reviewed national investment trends and financial oversight. He provided an update on the Under 45 Caucus, highlighting its growth and focus on trustee representation. Lastly, he discussed legislative meetings, noting both support for Clark College and existing barriers to funding.

Chair Gideon

Chair Gideon reported on her participation in recent legislative and national events. She attended legislative meetings in Olympia, where representatives were informed about Clark College's priorities, and noted the presence of students who shared their experiences. At the ACCT conference in Washington, DC, she joined over 1,400 trustees and presidents, with Washington state making up 10% of attendees. She also attended a webinar on the Dear Colleague Letter and discussed the college's ongoing work and commitment to serving students and the community.

President's Report

President Edwards reported on recent events and initiatives at Clark College. She highlighted the Brunch with the Bosses event, which provided an opportunity to engage with ASCC leadership through activities and discussions. She acknowledged the success of the Northwest Regional Equity Conference and welcomed the return of Dr. Bettina Love as a speaker. She recognized Phi Theta Kappa for receiving the Reach Award and commended staff for their work on immigration policy training and communication efforts. Lastly, she noted the governor's upcoming press conference on the state budget, mentioning that an overage in the previous year's budget would impact funding for the upcoming year.

Next Meeting

The next Board of Trustees work session and regular meeting are scheduled for Wednesday, March 19, 2025, starting at 3:30 p.m.

The Board of Trustees will hold a special session on Monday, March 3, 2025, for tenure review.

Executive Session

The board will convene an Executive Session under RCW 42.30.110(1) at 5:54 p.m. for the purpose of discussing with legal counsel representing the agency litigation or potential litigation to which the agency or the Board is likely to become a party.

Executive Session is expected to last until 6:24 p.m. No final action will be taken during this executive session.

At 6:25 p.m., an announcement was made that the Executive Session would be extended to 6:55 p.m.

The Executive Session under RCW 42.30.110 has ended at 6:55 p.m.

The regular meeting is reconvened at 6:55 p.m.

No action was taken by the Board during the Executive Session.

Adjournment

Chair Gideon adjourned the regular meeting at 6:56 p.m.

Clark College

Board of Trustees Special Session Minutes

Wednesday, March 3, 2025

PUB 258-C and Zoom

In Attendance

Denise Gideon, Chair

Marilee Scarbrough, Vice Chair

Cristhian Canseco Juarez, Trustee

Jeanne Bennett, Trustee

Suzanne Donaldson, Trustee

Administrators

Dr. Karin Edwards, President

Other

Shelley Williams, Assistant Attorney General

Darci Feider, President's Office

Brandon Johnson, IT

Call to Order/Agenda Review

Chair Gideon called the work session to order at 2:45 p.m.

Executive Session

The Board will convene an Executive Session at 2:45 p.m. under RCW 42.30.110 for the following purpose: to evaluate the qualifications of an applicant for public employment.

The Executive Session is expected to last until 4:35 p.m. No final action will be taken during this executive session.

The Executive Session under RCW 42.30.110 ended at 4:37 p.m. No action was taken by the Board during the Executive Session.

Adjournment

Chair Gideon adjourned the work session at 4:38 p.m.



Clark College ASCC Board of Trustees Report

March 2025

Presented by:

ASCC President Gurraj Dhami

Student Involvement & Campus Climate

ASCC Student Government recognizes the increase in student involvement with clubs and programs and in response will continue to create, support, and promote student involvement in ASCC clubs and programs, and events.

Activities to support this priority:

- Brunch with the Bosses (Feb 26) – 72 students participated in this interactive forum and trivia, where they had the opportunity to share feedback with college leadership.
- Moana 2 Movie Night (Feb 25) – 150 students attended a screening of *Moana 2* in Gaiser Student Center, enjoying popcorn and a lively atmosphere.
- Bagels for Breakfast (March 3) – This morning event at the WSUV Clark Building Lobby provided 115 students with free bagels, coffee, and hot cocoa, creating a welcoming environment for students to start their day.
- Campus Spa (March 5) – 78 students took part in this wellness-focused event at PUB 161, where they enjoyed relaxation activities like chair massages to help manage stress.
- Wicked Movie Night (March 6) – 115 students gathered in Gaiser Student Center for a screening of *Wicked*, complete with pizza, drinks, and themed candy, making for an enjoyable evening.
- ASCC Committee Recruitment: 11 Students have been placed on committees
- Clubs Update: We have successfully chartered 12 clubs, with an additional 5 clubs currently in the process of becoming recognized.
- The ASCC Budget Committee has approved the following funding request to support student resources and professional development: Student Nursing Association Conference – \$5,274 to assist Clark College nursing students in attending a professional conference, helping them gain industry insights and network with professionals.

Student Resource Access

The ASCC Student Government will advocate for the provision, allocation, and management of accessible resources for Clark students to ensure student success.

Activities to support this priority:

- ASCC's social media presence continues to grow, reaching 1,458 Instagram followers, helping disseminate essential resource information to students.
- Continued promotion of student resources through social media and events, ensuring students are aware of the support available to them.
- The Penguin Pantry distributed 16,199 pounds of food in February, assisting 366 students (including 146 first-time users) and supporting 1,519 household members.

Clark College State-Wide Initiatives

The ASCC Student Government understands the significance of partnering with state-wide groups such as Washington Student Engagement Network (WA-SEN) and the Washington Community and Technical Colleges Students Association (WACTCSA), so will develop outreach to state-wide groups to advocate for funding and the interests of Clark College students at the state level. Additionally, the ASCC Student Government recognizes the benefits in partnering with nearby colleges to increase community involvement and student engagement, so will build upon partnerships with nearby colleges, such as WSUV to provide students opportunities to engage in their college and community.

Activities to support this priority:

- ASCC continues to hold voter registration tables, with ASCC Executive Assistant helping to raise awareness and register students to vote.

General Updates:

- ASCC is preparing for welcome week and spring events.

WPEA/UFCW Local 365, Clark College Unit

Board Report for March 2025

MEETINGS

WPEA Steward meeting on Mondays 11:30 AM

COMMUNICATION

Current contact for campus stewards:
wpeastewards@clark.edu

Representational Stewards

Angela Dawson	Nursing
Becky Lindsay	Dental Hygiene
Courtney Braddock	Accounting Services
Jillian Taylor-Valdez	Child & Family Services

Member Leaders

Jenny Shadley	Communications & Marketing
DJ Scates	Office of Instruction
Ryan Johnson	Nursing & Allied Health

WPEA Classified Staff Updates:

Report topics:

- WPEA work in process
- Facilities and EHS information sent

WPEA Work in Process:

The WPEA leadership team has a few topics in process over the next month. We recently met with the College to discuss impacts from the newly implemented Immigration Rights and Non-Discrimination policy and procedures. We surveyed our members to understand what impacts there may be to their work and will continue discussion with the college to address these impacts.

The leadership team has met with instructional staff to discuss the potential instructional re-organization. We discussed how each model would impact their work, and what the college should be considering for each model. We are still waiting for the feedback survey to be sent to our members from instructional leadership.

Facilities and EHS Information Sent:

We would like to thank Sabra Sand, Chris Samuels, and Jay Busher for sharing updates with the campus community about the updated WAC and RCW regarding communication of hazards and requirement

inspection of construction projects. As we understand, facilities and EHS leadership are collecting information on the best tools to purchase for facilities and EHS staff to use when completing work that complies with these updated laws. There is also work being done on the College policies and procedures around these law changes and are anticipated to go before the Administrative Policy and Procedure committee toward the end of Spring quarter.

Clark College Association for Higher Education (CCAHE), the Faculty Union

Report to the Clark College Board of Trustees – March 19th, 2025

President: Suzanne Southerland

Vice President: Yusufu Kamara

CCAHE Officers & Senators

Topics:

- Legislative information & CCAHE's opposition actions to proposed Washington State tuition hike & cuts to Washington College Grant
- Grievance info – Information about grievances
- ICRC – proposal and input
- Reorganization of instruction – Faculty and staff's perspectives
- Policy and training – College policy and subsequent training
- Higher education – Perception of worth, actual worth

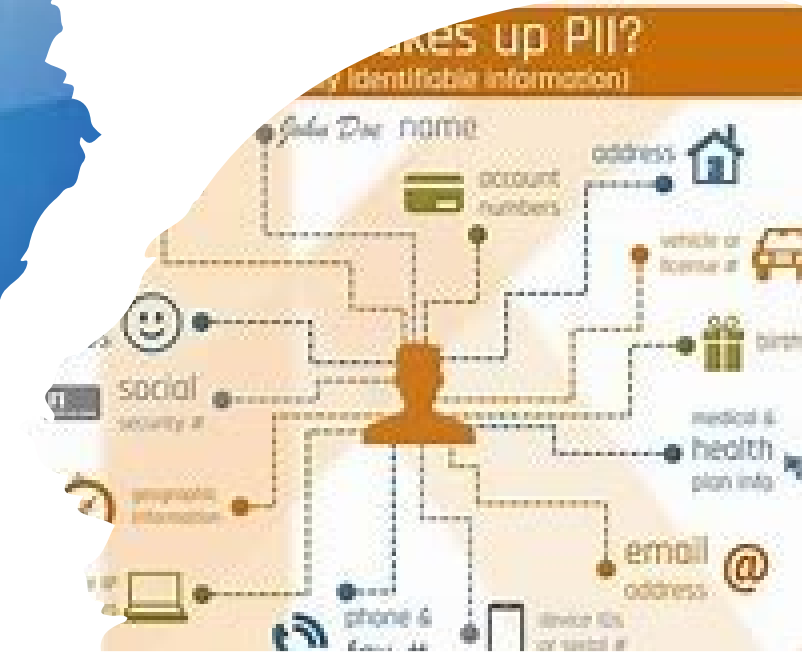




Cybersecurity: Protecting our College

Crown Jewels

- Mission-critical information assets – an organization's “crown jewels” – are information assets of greatest value and would cause major business impact if compromised.





Clark's Crown Jewels?

- Identified Crown Jewels
 - Learning Management System (Canvas)
 - Enterprise Resource Planning tool (ctcLink)
- Need to identify department and team's business critical information and processes
 - Ex: Security (Rave Alerts?), Enrollment (Student Database?), Instruction (Canvas?), etc.

Incident Exercise – Part 1

- Saturday 3pm.
 - Mass Phishing Campaign from a Clark Account
 - Employees start reporting phishing campaign
 - Other Clark accounts start sending phishing emails
- Saturday 3:30pm
 - Incident Response Team is created.
 - Start identifying all accounts that are sending phishing emails.
 - Suspected compromised accounts are immediately disabled.
 - Start removing phishing emails from everyone's mailboxes

Incident Exercise – Part 2

- Saturday 4pm
 - Investigation begins.
 - Trying to identify original external email that caused first compromised account.
 - Gather information from each compromised account. Where did they log in from? How did they sign-in?
- Saturday at 5:30pm
 - Identified Threat is removed
 - Cloud System Administrators and Network Administrators continue looking for any additional threats.

Incident Exercise – Part 3

- Saturday 6pm
 - Investigate if attack compromised or stole anything in the accounts or systems.
 - Finished verifying if all compromised have been identified and disabled
- Saturday at 6:30pm
 - Start allowing account password reset.
 - Wrapping up investigation and working on summary report
- Monday at 9am
 - Post-mortem meeting.

Incident Response Plan (Simplified Overview)

- Alberto

1. Preparation
2. Detection and Analysis.
 - Incident confirmed and escalated to Cybersecurity Incident Response Manager (CIRM)
 - Incident is analyzed and a Cybersecurity Incident Response Team (CIRT) is created.
 - Depending on type of incident, the team will include non-IT members.
3. Containment, Eradication, and Recovery.
4. Post-Incident Activity

What are our Incident Response Plan Gaps?

- Preparation:
 - Need better documentation of Crown Jewels, and other high priority resources.
 - Policies and Procedures. Out of date and out of compliance.
- Detection and Analysis
 - Lack of SIEM (Security Information and Event Management) tool
 - Small Team. Cannot detect 24x7x365.
- Containment, Eradication, and Recovery
 - Improved security tools. Recovery tools missing for some systems.
- Post-incident activity
 - Exercises with non-IT departments.

How can you help us protect Clark's Crown Jewels?

- Leadership:
 - Identify Crown Jewels and other business critical information and processes
 - Approving new policies. IT will be sponsoring new policies to help the college keep up with threats and compliance.
 - Tools. Coverage.
- College-wide:
 - Information Security Awareness – Best Practices
 - Fostering a culture of value information security (next slide).

Cybersecurity and Information Security



Clark College - Budget Status Report

February 28, 2025

Sources of Funds (Revenues)	2024-25 Budget	Revenues to Date	Difference	% Budget Received
<u>Operating Accounts</u>				
State Allocation	54,984,209	27,946,850	(27,037,359)	50.8%
Tuition & ABE	16,707,190	17,315,768	608,578	103.6%
Running Start	14,126,788	10,653,654	(3,473,134)	75.4%
Planned use of prior fund balance	639,989	-	(639,989)	0.0%
Dedicated, matriculation, tech, cont ed	5,030,770	5,206,243	175,473	103.5%
Total Operating Accounts	91,488,946	61,122,515	(30,366,431)	66.8%
<u>Other Accounts</u>				
Grants	3,878,364	3,002,651	(875,713)	77.4%
Contracts	2,219,342	2,064,389	(154,953)	93.0%
Internal Support & Agency Funds	1,106,142	894,305	(211,837)	80.8%
ASCC	2,544,256	1,929,211	(615,045)	75.8%
Bookstore	2,546,033	2,006,291	(539,742)	78.8%
Parking	318,577	303,253	(15,324)	95.2%
Auxilliary Services	2,417,142	2,736,919	319,777	113.2%
Financial Aid	23,880,085	19,607,320	(4,272,765)	82.1%
Total Other Accounts	38,909,941	32,544,340	(6,365,601)	83.6%
Total Sources of Funds	130,398,887	93,666,855	(36,732,032)	71.8%

Uses of Funds (Expenses)	2024-25 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<u>Operating Accounts</u>				
President	2,195,491	868,112	1,327,379	39.5%
Vice President of Diversity, Equity & Inclusion	1,300,430	710,225	590,205	54.6%
Vice President of Instruction	57,302,497	34,050,690	23,251,807	59.4%
Vice President of Operations	11,988,741	7,889,525	4,099,216	65.8%
Vice President of Student Affairs	10,663,404	6,994,435	3,668,969	65.6%
Chief Information Officer	5,970,160	3,782,300	2,187,860	63.4%
Vice President of Human Resources and Compliance	2,068,223	1,438,875	629,348	69.6%
Bank fees/cc fees/revolving funds	-	130,308	(130,308)	0.0%
Total Operating Accounts	91,488,946	55,864,471	35,624,475	61.1%
<u>Other Accounts</u>				
Grants	3,878,364	3,006,920	871,444	77.5%
Contracts less Running Start	2,219,342	1,523,824	695,518	68.7%
Internal Support & Agency Funds	1,106,142	1,154,204	(48,062)	104.3%
ASCC	2,544,256	1,845,170	699,086	72.5%
Bookstore	2,546,033	2,615,696	(69,663)	102.7%
Parking	318,577	192,744	125,833	60.5%
Auxilliary Services	2,417,142	2,017,471	399,671	83.5%
Financial Aid	23,880,085	19,173,958	4,706,127	80.3%
Total Other Accounts	38,909,941	31,529,987	7,379,954	81.0%
Total Uses of Funds	130,398,887	87,394,457	43,004,430	67.0%
Difference - Excess (Deficiency)	-	6,272,397		

c. Dr. Karin Edwards, Sabra Sand, Vanessa Neal, Nicole Rogers-Marcum, Julie Taylor, Terry Brown
e. Mark Wahlers, Sudha Frederick, Darcy Rourk, Ash Kingsland, Darci Feider, Tanya Kerr
Linda Tuve 3/12/25