



Clark College

## Board of Trustees Regular Meeting

Wednesday, October 27, 2021 at 5:00pm

Via Zoom

Zoom Link: [Here](#)

Meeting ID: 862 1569 4232

Password: 185028

Call In (253) 215-8782

# Board of Trustees Regular Meeting Packet

## Wednesday, October 27, 2021 at 5:00pm via Zoom

- I. **Call to Order/Agenda Review - Chair Bennett**
- II. **Action Items/Consent Agenda – Chair Bennett**
  - A. #1 – September 22, 2021 Regular Board Meeting Minutes
  - B. #2 – Board Policy Manual
  - C. #3 – Board Budget Committee Charter (revision)
- III. **Constituent Reports**
  - A. ASCC – Claudia Carrion
  - B. AHE – Suzanne Southerland
  - C. WPEA – Courtney Braddock
  - D. Foundation – Lisa Gibert
- IV. **Faculty Presentation – Heidi Summers, Associate Dean of English, Communications & Humanities; Jim Wilkins-Luton, Dean of Transitional Studies, English, Communications & Humanities; Sara Gallow, Division Chair for Transitional Studies and ESL Faculty; Caron Ford, Career and Academic Preparation Faculty**
- V. **President’s Report – President Edwards**
- VI. **Reports from Board Members – Chair Bennett**
- VII. **Public Hearing (Rule Making): WAC 132N-156, Parking and Traffic Rules and Regulations (amend)**
- VIII. **Public Comment – Chair Bennett**

Public comment will be limited to two minutes each.
- IX. **Next Meeting**

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, November 17, 2021 at 5pm via Zoom.
- X. **Executive Session – Chair Bennett**

An Executive Session may be held for any allowable topic under the Open Public Meetings Act.
- XI. **Adjournment – Chair Bennett**

Clark College  
Minutes of the Regular Meeting of the Board of Trustees  
September 22, 2021  
Via Zoom

**In Attendance**

Jeanne Bennett, Chair  
Rekah Strong, Vice Chair  
Cristhian Canseco Juarez, Trustee  
Paul Speer, Trustee

**Absent**

None.

**Administrators**

Dr. Karin Edwards, President  
Galina Burley, Executive Vice President of Operations  
Dr. Michele Cruse, Interim Vice President of Student Affairs  
Dr. Genevieve Howard, Interim Vice President of Instruction  
Brad Avakian, Vice President of Human Resources  
Rashida Willard, Vice President of Diversity, Equity, and Inclusion  
Valerie Moreno, Chief Information Officer

**Others**

Tsering Cornell, Assistant Attorney General  
Chris Layfield, WPEA Steward  
Suzane Southerland, AHE  
Lisa Gibert, CEO, Clark College Foundation  
Stephanie Weldy, Recorder

**I. Call to Order/Agenda Review**

Chair Bennett called the meeting to order at 5:01pm.

**II. Action Items Strong/Canseco**

- A. August 25, 2021, Regular Board Meeting Minutes
- B. Board of Trustees Policies and Procedures Manual

**MOTION:** Chair Bennett requested a Trustee to make a motion to approve Agenda Items II A and pull Agenda Item II B. Trustee Canseco Juarez made a motion to pull Agenda Item II B, Trustee Strong seconded the motion and Agenda Items II A unanimously passed and Agenda Item II B was pulled.

The Board of Trustees discussed Action Item II B and decided to take some additional time to review and send any edits and changes to Ms. Weldy for review. The Board of Trustees Policies & Procedures Manual will be reviewed for adoption at the October 27, 2021, Board of Trustees meeting.

### III. Constituent Reports

#### A. ASCC

Sarah Gruhler introduced ASCC Student Leaders, Claudia Carrion, ASCC Vice President and Eric Hoth, ASCC Finance Director. Ms. Carrion and Mr. Hoth shared a little bit about themselves with the Board of Trustees and some activities the ASCC is hosting.

#### B. AHE

Suzanne Southerland gave an update on AHE and highlighted Opening Week and shared that there was some confusion for faculty due to there not being a hub for information, however, the students and faculty were thrilled to be back on campus.

#### C. WPEA

Chris Layfield gave an update on WPEA and shared that the return to campus has been rolling out. Mr. Layfield shared that there are concerns for Student Affairs regarding the return to campus and some bargaining. Mr. Layfield thanked Clark for coordinating the logistics of a vaccine clinic in September (although it needed to be canceled due to not enough sign ups).

#### D. Foundation

CEO Lisa Gibert gave an update on the Foundation and highlighted the Give More 24 giving opportunities (including matching opportunities) and encouraged others to participate. CEO Gibert shared that this will be her last year serving as the Foundation's CEO and that the Foundation is currently seeking requests for proposals for a search firm to help coordinate the hiring process of a new CEO. The Trustees thanked CEO Gibert for her service.

### IV. Staff Presentation

Rashida Willard introduced Rosalba Pitkin, who shared a PowerPoint Presentation, entitled *Supporting Dreamers at Clark*. The Board of Trustees expressed their gratitude and appreciation to Ms. Pitkin for the presentation.

### V. Reports from Board Members

Trustee Strong shared that she has met with Dr. Edwards and helping with the process of filling the vacancy on the Board. Trustee Strong expressed her appreciation to President Edwards and her leadership during these challenging times.

Trustee Canseco Juarez expressed his appreciation for the way in which Clark has responded to COVID and the way in which Clark offered virtual events to help students and employees stay connected. Trustee Canseco Juarez shared some of his personal cultural background and highlighted his two last names, Canseco and Juarez (the last name of his father and mother). Trustee Canseco Juarez updated the Board on the events and meetings he has participated in the last month. Trustee Speer gave an update on the process to add an additional trustee to the Board.

Trustee Speer updated the Board on the events and meetings he has participated in the last month and highlighted his appreciation for President Edwards and the College's work during these challenging times.

Chair Bennett shared that she led the President's annual evaluation and reaffirmed Trustee Strong's sentiments regarding gratitude for President Edwards and her work at the College. Chair Bennett

shared that the Board Retreat was helpful and enjoyable bringing everyone in together for the day to share ideas. Trustee Bennett shared that she has been working on the Board Budget Committee and shared her appreciation for President Edwards' leadership in this area as well as Sabra Sand's.

**VI. President's Report – President Edwards**

**A. President's Updates**

President Edwards shared that she was selected to participate in the Aspen Institute Presidents Fellowship. President Edwards thanked Executive Cabinet for their leadership and support. President Edwards shared that during Opening Week she has had the opportunity to participate with campus activities and meet with students, faculty, staff, and administration.

President Edwards invited Dr. Michele Cruse to share the Fall Enrollment Data for the 2021-2022 year. Dr. Cruse shared a PowerPoint presentation highlighting the data.

President Edwards invited Brad Avakian to share a PowerPoint presentation on vaccination numbers for staff, faculty, and administration as well as the process and procedures for how that data is being collected and stored as well as the process and numbers for medical and/or religious exemptions.

President Edwards shared current vaccination requirements as well as anticipated requirements; including the campus being fully vaccinated for all employees and students by Winter Term 2022.

**VII. Public Comment**

Ms. Weldy read an anonymous comment; there were no other public comments.

**VIII. VIII. Public Hearing (Rule Making)**

The public hearing for the rulemaking/WAC below was opened at 6:47pm.

Galina Burley and Yaju Dharmarajah shared a PowerPoint presentation on the following:

- A. WAC 132N-122-010, Withholding Services for Outstanding Debt (amend)
- B. WAC 132N-125, Code of Student Conduct (repeal)
- C. WAC 132N-126, Student Code of Conduct (adopt)
- D. WAC 132-300, Grievance procedure—Discrimination (repeal)

The Trustees discussed the proposed WAC changes, including making additional changes to the proposed student code of conduct.

Chair Bennett inquired if any public comments had been received by the College. None had been received.

**ACTION:** Trustee Speer moved that the board amend WAC 132N-122-010 Withholding Services for Outstanding Debt as proposed, repeal WAC 132N-125, Code of Student Conduct as proposed, adopt WAC 132N-126 Student Code of Conduct with the changes discussed to the cross examination and appeal sections, and repeal WAC 132N-300, Grievance Procedure – Discrimination as proposed. Trustee Canseco Juarez seconded the motions and the motions unanimously passed.

The public hearing closed at 7:14pm.

IX. **Next Meeting**

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, October 27, 2021, at 5:00pm via Zoom.

X. **Executive Session**

The Board did not go into Executive Session.

XI. **Adjournment**

There being no further business, the meeting adjourned at 7:15 pm.

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Jeanne Bennett, Chair

Stephanie Weldy, Recorder  
September 22, 2021



**Clark College**

**Board of Trustees  
Policies & Procedures Manual**

**Approved (month) 2021**

**BOARD POLICIES & PROCEDURES**

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BOARD POLICIES AND PROCEDURES

100.000 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

Clark College, in service to the community, guides individuals to achieve their educational and professional goals.

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.

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

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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

Clark College  
BOARD POLICIES AND PROCEDURES

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.

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BOARD POLICIES AND PROCEDURES

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.

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.

## Board Budget Committee

Clark College

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### Committee Authorized

“For the enhancement of its work, the Board may create 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.”

*(Clark College Board of Trustees Policies and Procedures Manual 100.B22 Committees of the Board)*

### Committee Purpose

- Maintain a working understanding of the College’s budget performance and projections (both current year and five- year forecasts).
- Maintain a working understanding of the College’s budgeting processes and health thereof.
- Evaluate alignment of budgets with the needs of students and the community as reflected in the College’s mission, values, plans and initiatives. (ex: Strategic Plan, Social Equity Plan, Guided Pathways, Facilities Master Plan, etc.)
- Act as a sounding board and to provide related advisement to the College President.
- Preview and provide feedback on budget material to be presented to the full Board.
- Provide information and recommendations to the Board to support the Board in performing their responsibility to “Review and approve an annual budget to finance the operations of the District in accordance with the statutes of Washington and lawful and applicable regulations.” *(Clark College Board of Trustees Policies and Procedures Manual 100.B70(9)).*

The Board Budget Committee does not have delegated authority for budget approval or to speak on behalf of the Board on related matters.

### Committee Membership:

- College President (Chair)
- Board of Trustees (2 members selected by the Board annually)
- Executive Vice President of Operations
- Chief Financial Officer

### Committee Operating Principles

- Openness and candor.
- Continuous improvement.
- Respectfully able to question anything in service of the College’s mission and stewardship of the community’s resources.
- Operationally attentive and strategically focused; particularly where choices affect the scale and architecture of the college and its proviso of service to the community.
- Staying out of the weeds.

### Committee Meeting Frequency:

**Every other month** and more frequently as deemed necessary by the committee.

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As created: July 10, 2020, edited August 12, 2020, **admin edits made on October 6, 2021**

Approved by BOT: August 26, 2020

## Clark College - Budget Status Report September 30, 2021

Sources of Funds (Revenues)	2021-22 Budget	Revenues to Date	Difference	% Budget Received
<b><u>Operating Accounts</u></b>				
State Allocation	40,354,605	6,054,689	(34,299,916)	15.0%
Tuition & ABE	14,337,358	6,588,847	(7,748,511)	46.0%
Running Start /Cares lost revenue	16,848,702	1,420,803	(15,427,899)	8.4%
Planned use of prior fund balance	472,187	-	(472,187)	0.0%
Dedicated, matriculation, tech, cont ed	4,863,054	1,680,887	(3,182,168)	34.6%
<b>Total Operating Accounts</b>	<b>76,875,906</b>	<b>15,745,225</b>	<b>(61,130,681)</b>	<b>20.5%</b>
<b><u>Other Accounts</u></b>				
Grants	11,234,053	843,118	(10,390,935)	7.5%
Contracts	930,019	327,362	(602,657)	35.2%
Internal Support & Agency Funds	536,719	316,618	(220,101)	59.0%
ASCC	2,017,028	549,811	(1,467,217)	27.3%
Bookstore	4,181,728	578,621	(3,603,107)	13.8%
Parking	477,524	115,805	(361,719)	24.3%
Auxilliary Services	2,340,930	777,517	(1,563,413)	33.2%
Financial Aid	20,180,780	9,399,599	(10,781,181)	46.6%
<b>Total Other Accounts</b>	<b>41,898,781</b>	<b>12,908,453</b>	<b>(28,990,328)</b>	<b>30.8%</b>
<b>Total Sources of Funds</b>	<b>118,774,687</b>	<b>28,653,678</b>	<b>(90,121,009)</b>	<b>24.1%</b>

Uses of Funds (Expenses)	2021-22 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
<b><u>Operating Accounts</u></b>				
President	1,322,350	197,662	1,124,688	14.9%
Vice President of Diversity, Equity & Inclusion	640,297	148,286	492,011	23.2%
Vice President of Instruction	48,289,656	7,379,498	40,910,158	15.3%
Executive VP of Operations	10,626,376	4,375,616	6,250,760	41.2%
Vice President of Student Affairs	9,015,487	2,051,578	6,963,909	22.8%
Chief Information Officer	5,381,863	1,196,536	4,185,327	22.2%
Vice President of Human Resources and Compliance	1,599,877	358,662	1,241,215	22.4%
Bank/CC Fees	-	35,819	(35,819)	0.0%
<b>Total Operating Accounts</b>	<b>76,875,906</b>	<b>15,743,657</b>	<b>61,132,249</b>	<b>20.5%</b>
<b><u>Other Accounts</u></b>				
Grants	11,234,053	1,009,731	10,224,322	9.0%
Contracts less Running Start	930,019	320,580	609,439	34.5%
Internal Support & Agency Funds	536,719	316,960	219,759	59.1%
ASCC	2,017,028	346,293	1,670,735	17.2%
Bookstore	4,181,728	941,271	3,240,457	22.5%
Parking	477,524	112,708	364,816	23.6%
Auxilliary Services	2,340,930	559,457	1,781,473	23.9%
Financial Aid	20,180,780	9,942,912	10,237,868	49.3%
<b>Total Other Accounts</b>	<b>41,898,781</b>	<b>13,549,912</b>	<b>28,348,870</b>	<b>32.3%</b>
<b>Total Uses of Funds</b>	<b>118,774,687</b>	<b>29,293,568</b>	<b>89,481,119</b>	<b>24.7%</b>
<b>Difference - Excess (Deficiency)</b>	<b>-</b>	<b>(639,890)</b>		

c. Dr. Karin Edwards, Sabra Sand, Michele Cruse  
e. Cindi Olson, Nicole Rogers-Marcum, Sabra Sand, Stephanie Weldy  
Linda Tuve 10/15/2021

**ASCC STUDENT GOVERNMENT  
BOARD OF TRUSTEES REPORT  
October 2021**

*Presented by:*

*ASCC Vice President/Interim President Claudia Carrion and ASCC Finance Director Eric Hoth*

### **Clark College Students Resources Access**

The ASCC Student Government worked to ease students return to campus by providing awareness of college resources such as clubs, leadership opportunities, the tutoring center, workshops, events and scholarships. Some specific activities include:

- Participation in student leadership training sessions to gain useful knowledge to help inform our advocacy for students. Session highlights include Equity in Hiring Training and Student Legislative Platform Development. These sessions will serve us as we work to fill the remaining leadership positions and work at the state-wide level to advocate for Clark.
- Sent fall quarter mailer to 6,495 students providing information on technology support, Bookstore, campus services, leadership opportunities, free bus passes, a campus map and a calendar of Welcome Week activities.
- Sent invitation in Canvas for all students to join the Clark College Resources & Opportunities Canvas page. Currently 275 students have joined.
- Participation in an orientation panel for new students on September 16, with more than 45 students in the virtual meeting.
- On September 28<sup>th</sup>, the Penguin Pantry distributed food boxes to 102 students (397 people including family members).

### **Clark College Campus Climate**

ASCC Student Government worked to reengage students on campus through the below activities:

- During Welcome Week, the ASCC setup greeting tents throughout the campus to share college resources, snacks, gently used school supplies, as well as provide information and answer questions.
- Fall quarter Student Involvement Fair was held on September 22. The event hosted 25 clubs, programs and resources and saw a little over 100 student participants throughout. Through participation in the event, two new clubs were able to form – the International Club and the Environmental Action Club.
- On September 28, ASCC Student Government celebrated National Voter Registration Day with an information tent and free ice cream for students. Student were encouraged to register to vote if they were not already.

- ASCC Coffee Social was hosted on October 5, 2021 and proved was successful with recruitment for applicants to ASCC student leadership positions.
- An open forum with Dr. Karin Edwards and Dr. Michele Cruse was held virtually on October 14 as an opportunity to provide students updates and answers to questions. Students brought forth questions about general resources, bus passes and IDs, housing, childcare, COVID-19, scholarships and more. Approximately 15 students attended.

### **Clark College State-Wide Initiatives**

ASCC Student Government has begun partnerships with:

- The Washington Community and Technical Colleges Student Association (WACTCSA) through the Student Legislative Platform Development series.
- Communities for Our Colleges, working on a proposal for a bill to increase Washington College Grants.

### **General Work Updates:**

- ASCC Government is currently working on winter quarter mailers to print and mail prior to the start of winter quarter 2022.
- ASCC Government is currently a small group waiting to become complete as time allows. Interviews are being done and we hope to have additional member soon.
- ASCC officially started their first TikTok account and video development on October 14, 2021.

# WPEA/UFCW Local 365, Clark College Unit

*Board Report for October 2021*

## MEETINGS

WPEA Steward meeting on Mondays 12:00 PM

WPEA members meetings on Third Thursday evenings

## COMMUNICATION

Current contact for campus stewards:

### Co-Chief Shop Stewards

**Courtney Braddock** 360-992-2196

**Chris Layfield** 360-992-2933

### Communications Officer

**David Sims** 360-992-2132

### Shop Stewards

**Josh Chambers** MS: FST034

**Angela Dawson** 360-992-2515

**Becky Lindsay** 360-992-2575

**Danielle Plesser** 360-992-2273

### Member Leaders

**Jenny Shadley** 360-992-2051

## WPEA Classified Staff News:

The Clark College WPEA would like the Board of Trustees to know that we appreciate the opportunity to speak with you on important matters.

- WPEA worked with Thao and Yaju in HR to get classified staff to 100% compliance with the COVID-19 vaccine mandate before the October 18 deadline.
- Stewards Danielle, Jenny, and Courtney attended the October SW WA Works Together committee of the Washington State Labor Councils' workshop on the intersection of race and labor
- Chris and Courtney met with President Edwards and discussed the transition of staff back to campus, HEPA filtration systems on campus, and general staff morale
- WPEA looks forward to working with HR and college leadership to uplift current staff morale as the college works on transitioning staff back to campus

## **Clark College Foundation Board of Trustees Report October 2021**

Throughout the balance of this academic year, the Foundation will remain focused on the mindful and strategic transition in leadership, while supporting staff and completing the “Promising Pathways: A campaign for Clark College.”

The following represents aspects of the foundation that directly relate to the institutional goals of Clark College.

### **1. Improve Student Success**

While we continue to gather the necessary documentation to appropriately book our recent development activity, we have secured in gifts and verbal commitments approximately \$2 million in new contributions so far this year. We are expecting three of these large commitments to be finalized within the next few weeks. This puts us on a good trajectory this year, and especially for completing our campaign – as we inch ever so close to the \$30 million goal.

Our FY 2021 endowment reports will be going out over to our constituents in about a month. These reports will demonstrate a significant jump in the value of our endowed fund pool, and also a significant increase in endowed fund donors. Since the beginning of our campaign, more than \$10 million has been raised to support endowments at Clark College Foundation; that’s a third of the campaign total. Currently the foundation’s endowment pool stands at approximately \$81 Million. A significant portion of these funds are for scholarship and other student financial assistance and program related support at Clark College.

### **2. Achieve Financial Stability**

The foundation is finalizing the work of its annual fiscal audit. As in the past, the report is anticipated to acknowledge a clean opinion representing the financial position as of June 30, 2021 are in compliance with generally accepted accounting practices. The foundation takes this fiduciary responsibility at the cornerstone of our values and obligations.

### **3. Improve Campus Climate**

Foundation staff has just completed two of three sessions of diversity training with an organization named Shirts Across of America. The training has been well received and allowed us access to several national speakers offering insight into social justice, history and organizational growth and understanding. It has

been a meaningful activity for all foundation staff who will continue this work through ongoing exercises and small group conversations.

#### **4. Expand and Deepen Community Engagement**

In other advancement news, the foundation's KnowME! Campaign officially launches this week with the first of what will be continuous alumni surveys going out to our alumni asking them to identify themselves and the communities they represent. Responders to the survey will then be called upon to participate in ongoing research through small focus groups to help the foundation determine how to best work with our diverse communities. We want to find out how our various communities want to stay connected with Clark; what messages and communities they want to receive; how to develop volunteer leadership from these communities; and how to help shape the higher education philanthropic environment so that it is more inclusive and better fits the needs of our students and our alumni. This program appears to be the first of its kind in community colleges in the northwest, if not the country and we are hoping it will be a model we can help replicate for other institutions.

Respectfully submitted,

Lisa Gibert, CEO  
Clark College Foundation  
October 20, 2021

Attachments:

Financial Dashboard  
Campaign Status Report



# Draft - Financial Dashboard as of August 31, 2021

## Contributions/Donations Received

	1973 - Present				
	Year to Date	6/30/2021	6/30/2020	6/30/2019	Life to date
Unrestricted	\$ 190,437	\$ 430,887	\$ 578,482	\$ 586,858	
Temp. Restricted	55,613	1,342,899	1,967,355	1,546,038	
Perm. Restricted	4,493	1,264,358	829,171	6,582,984	
<b>Total</b>	<b>\$ 250,543</b>	<b>\$ 3,038,144</b>	<b>\$ 3,375,008</b>	<b>\$ 8,715,880</b>	<b>\$ 106,960,459</b>

8/31/2021		6/30/2021		6/30/2020		6/30/2019		1973 - Present
Unrestricted	Temp Restricted	Life to date						

## College Support Expended

	8/31/2021	6/30/2021	6/30/2020	6/30/2019	1973 - Present				
Program	Unrestricted	Temp Restricted	Unrestricted	Temp Restricted	Life to date				
Program	\$ 26,384	\$ 72,901	\$ 151,217	\$ 1,579,179	\$ 976,128	\$ 1,560,584	\$ 1,261,029	\$ 1,440,268	\$ 42,711,942
Scholarships/Scholarship Management	604	100,018	8,503	1,222,508	17,789	1,236,826	17,622	1,174,984	14,787,998
Capital projects-NC/STEM/Dent. Hyg./Oth.	-	-	-	-	1,625,936	-	-	-	15,612,790
Boschma Farms land acquisition	-	-	-	-	-	-	2,082,091	-	4,306,786
<b>Total</b>	<b>\$ 26,988</b>	<b>\$ 172,919</b>	<b>\$ 159,719</b>	<b>\$ 2,801,686</b>	<b>\$ 2,619,852</b>	<b>\$ 2,797,410</b>	<b>\$ 3,360,742</b>	<b>\$ 2,615,252</b>	<b>\$ 77,419,516</b>

## Scholarships

	YTD	FY 21	FY 20	FY 19	FY 18
Number of students receiving awards	286	611	575	561	516
Clark College Students (Fall excl. Running Start)	5,983	6,220	9,430	10,461	10,478

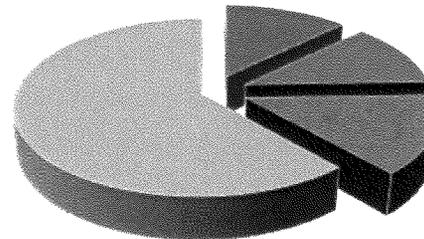
Cost of tuition (2021-2022).  
12 credits for 3 qtrs. = \$3,971.

Lower division courses. WA resident. Excludes books or class fees.

## Net Assets by Type

Unrestricted	\$ 17,649,959
Board Restricted	14,027,417
Temporarily Restricted	17,062,328
Permanently Restricted	73,828,671
<b>Net Assets</b>	<b>\$ 122,568,375</b>

Net Assets by Type

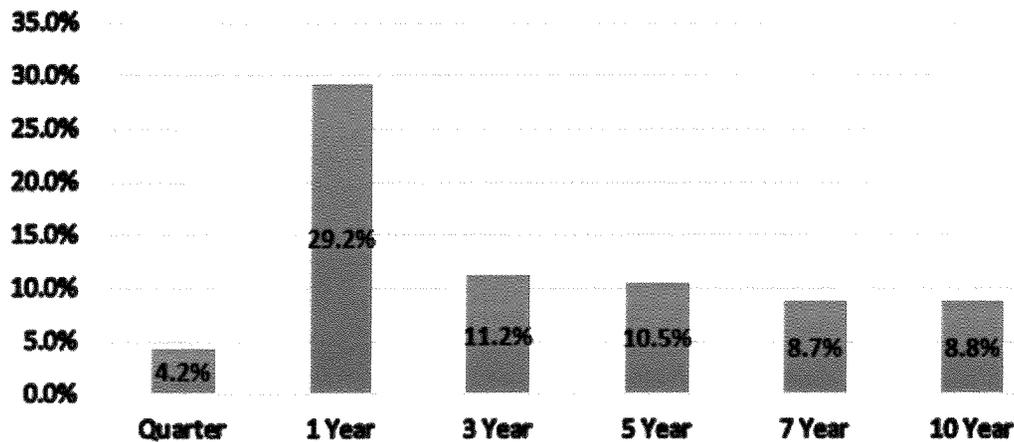


- Unrestricted
- Board Restricted
- Temporarily Restricted
- Permanently Restricted

<b>Unrestricted Net Assets</b>	<b>8/31/2021</b>	<b>6/30/2021</b>	<b>6/30/2020</b>	<b>6/30/2019</b>	<b>6/30/2018</b>
<b>Assets</b>					
Cash	\$ 407,482	\$ 157,507	\$ 318,496	\$ 81,765	\$ 32,573
Investments	7,190,661	7,731,091	6,896,319	6,120,908	8,103,108
Receivables	206,304	217,868	231,966	265,344	122,925
Prepays/Deposits/Other Assets	471,364	288,315	346,982	312,012	337,341
Land/building/equipment	10,317,060	10,319,160	11,471,498	12,821,759	12,728,727
<b>Liabilities</b>					
A/P/Other Liabilities	(603,915)	(896,757)	(2,829,085)	(1,086,594)	(888,502)
Note Payable	(338,997)	(338,997)	(339,700)	-	(2,082,091)
	<u>\$ 17,649,959</u>	<u>\$ 17,478,187</u>	<u>\$ 16,096,476</u>	<u>\$ 18,515,194</u>	<u>\$ 18,354,081</u>

<b>Projected - Liquid Unrestricted Net Assets Available</b>	
6/30/2022	1,400,000
6/30/2023	1,510,000
6/30/2024	1,470,000
6/30/2025	1,430,000
6/30/2026	1,390,000

### Investment Pool Returns (Losses)



\*Excludes operational reserve of \$2,800,000.

### Endowment

#### Distribution Details

	<b>FY 22</b>	<b>FY 21</b>	<b>FY 20</b>	<b>FY 19</b>	<b>FY 18</b>
College Program	\$ 1,409,123	\$ 1,364,992	\$ 1,100,044	\$ 1,522,786	\$ 1,229,465
Unrestricted	2,462,113	2,421,451	2,275,514	1,884,177	1,733,270
College Program Reserves	73,002	95,217	99,247	221,260	232,247
	<u>\$ 3,944,238</u>	<u>\$ 3,881,660</u>	<u>\$ 3,474,805</u>	<u>\$ 3,628,223</u>	<u>\$ 3,194,982</u>

Clark College Foundation Campaign with Grant Awards

**Committed Gifts Report**

By Campaign Initiative

July 1, 2015 -October 5, 2021

	Endowment	Current	Capital	Irrevocable Planned Gift	In Kind	Total
<b>Scholarships (\$16 MM)</b>						
FLEX	\$ -	\$ 54,350	\$ -	\$ 4,157,939	\$ -	\$ 4,212,289
Unit / Program Based	\$ 5,104,684	\$ 3,829,740	\$ -	\$ 328,806	\$ 5,577	\$ 9,268,807
Foundation Unrestricted	\$ -	\$ 370,243	\$ -	\$ -	\$ -	\$ 370,243
<b>Guided Pathways (\$3 MM)</b>						
Professional Development	\$ -	\$ 45,710	\$ -	\$ -	\$ -	\$ 45,710
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Financial Literacy	\$ -	\$ 49,100	\$ -	\$ -	\$ -	\$ 49,100
Technology / Equipment	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Smart Classrooms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program	\$ -	\$ 758,143	\$ -	\$ 114,545	\$ 5,446	\$ 878,134
<b>Veteran's Resource Center (\$2 MM)</b>						
Emergency Fund	\$ -	\$ 54,255	\$ -	\$ -	\$ -	\$ 54,255
Transportation / Childcare	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transition Boot Camp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program	\$ 250,000	\$ 1,122,406	\$ -	\$ -	\$ 14,921	\$ 1,387,327
<b>Culinary (\$8 MM)</b>						
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ 4,887,234	\$ 297,000	\$ -	\$ 5,184,234
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program	\$ -	\$ 48,787	\$ -	\$ -	\$ 19,862	\$ 68,649
<b>Other (\$7MM)</b>						
Restricted	\$ 235,231	\$ 1,608,106	\$ 331,165	\$ 360,819	\$ 430,673	\$ 2,965,994
Unrestricted	\$ -	\$ 2,056,045	\$ -	\$ 939,953	\$ 136,288	\$ 3,132,285

# Washington Administrative Code

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Facilitated by:

Galina Burley, she/her

Executive Vice President of  
Operations



# Board Action

## A. Amend WAC 132N-156 300-810, Parking

### Why?

- Update department names to reflect current organization.
- Clarify roles of security personnel
- Define a process for determining fines
- Updated language for accessible parking spaces
- Added provisions for electric vehicle charging stations
- Revised policy related to bicycles
- Updated language related to parking permits
- Updated language related to fines and appeals
- Removed language related to Security/Parking Advisory Committee that has been disbanded

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Q&A and Next Steps



AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-310 Authority.** Pursuant to RCW 28B.50.140(10) the board is granted authority to establish rules and regulations for pedestrians and vehicular and nonvehicular traffic over property owned, operated, and/or maintained by the college.

The enforcement of these rules and regulations shall be the responsibility of the (~~security/safety office~~) security and safety department.

Security (~~officers~~) personnel are authorized to issue parking and traffic citations, impound and/or immobilize vehicles, and control and regulate facilities use, traffic, and parking as prescribed in these rules and regulations.

Any person interfering with ((a)) college security (~~officers~~) personnel in the discharge of the provisions of these rules and regulations shall be in violation of RCW 9A.76.020, Obstructing governmental operation, and may be subject to arrest by a peace officer.

Failure by students to abide by these rules and regulations may be considered to be a violation of the code of student conduct (chapter 132N-120 WAC, as applicable).

Compliance with these rules and regulations is considered a standard part of job performance for all employees. Failure by faculty or staff of the college to abide by these rules and regulations may result in disciplinary action or other authorized sanctions.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-330 Liability of the college.** The college assumes no liability for vehicles parking or traveling on college property, nor shall it be held responsible for the loss of goods or property from vehicles parked on college property.

The college, the (~~security/safety office~~) security and safety department, security (~~officers~~) personnel, or other employees or agents shall not be held liable for any damages, claims, or losses occurring to or from vehicles or equipment when rendering motorist assistance, impounding vehicles, or performing any duties as described in these rules and regulations. This section also applies to nonvehicular modes of transportation.

The college provides only limited maintenance to college parking lots during periods of inclement weather. Persons using the college parking lots do so at their own risk. The college will not be responsible for any liability or damage claims arising from weather or other natural disaster-related causes or conditions.

AMENDATORY SECTION (Amending WSR 97-23-018, filed 11/10/97, effective 12/11/97)

**WAC 132N-156-400 Authorized use of facilities.** Only those vehicles as defined and regulated in RCW 46.04.670 and as defined herein, may be operated in parking lots or in traffic areas by licensed drivers. No vehicle, with the exception of nonmotorized bicycles, wheelchair conveyances, and certain maintenance vehicles, may be operated on intracampus property, pathways, or sidewalks without the specific permission of the ~~((security/safety office))~~ security and safety department.

AMENDATORY SECTION (Amending WSR 87-19-103, filed 9/18/87)

**WAC 132N-156-410 Vehicle speed limitations.** No vehicle shall be operated on the campus in excess of ~~((ten))~~ 10 miles per hour. When safety circumstances dictate, a speed less than ~~((ten))~~ 10 miles per hour should be maintained.

AMENDATORY SECTION (Amending WSR 93-20-080, filed 10/4/93, effective 11/4/93)

**WAC 132N-156-420 Regulatory signs and directions.** Drivers of vehicles shall obey regulatory signs and markings at all times and shall comply with directions given by security ~~((officers))~~ personnel in the control and regulation of traffic and parking.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-440 Traffic accidents.** Persons involved in traffic accidents on college property are to report the accident to the ~~((security/safety office))~~ security and safety department. Security personnel will investigate the incident and, in the case of injury, extensive property damage, apparent criminal activity, or unusual circumstances, file an accident report with the appropriate law enforcement agency with 24 hours in accordance with RCW 46.52.030. ~~((In addition, RCW 46.52.030 requires that accidents on college property involving injury or property damage in excess of five hundred dollars be reported to local law enforcement agencies within twenty-four hours.))~~ Security ~~((officers))~~ personnel are authorized to obtain and share with all parties to an accident information on the insurance coverage of the parties.

Nothing in this section should be interpreted so as to delay the immediate reporting of traffic accidents which involve injury or loss of life to appropriate noncollege authorities.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-450 Traffic offenses.** When safety considerations warrant, security ((~~officers~~)) personnel may issue a citation for any of the following traffic offenses:

- (1) Failure to yield right of way (posted).
- (2) Failure to yield right of way to pedestrian.
- (3) Failure to yield right of way to vehicle.
- (4) Failure to obey one-way directional arrows.
- (5) Failure to yield right of way to emergency vehicle.
- (6) Driving with excessive speed.
- (7) Failure to stop at traffic signal/sign.
- (8) Failure to use due care and caution.
- (9) Driving without lights after dark.
- (10) Having a passenger or animal outside of vehicle while in motion.
- (11) Driving with an obstructed view.
- (12) Driving on shoulder, or sidewalk or intracampus sidewalk or lane without authorization.
- (13) Disobeying flagger, peace officer, security ((~~officer~~)) personnel, firefighter, or other agent of the college.
- (14) Damaging college property including, but not limited to, landscape and plant material, curbs, sidewalks, utilities, etc.
- (15) Driving while under the influence of intoxicants or with an open container of intoxicants.
- (16) Allowing an unattended vehicle to roll, obstruct traffic, or damage property.
- ((All traffic offenses carry a fifty-dollar fine.)) (17) Driving while distracted. Fines associated with traffic offenses shall be set and approved by the board, or its designee in accordance with WAC 132N-156-700. Students that commit traffic offenses may be referred to student conduct for violations of the code of student conduct, chapter 132N-125 WAC.

AMENDATORY SECTION (Amending WSR 97-23-018, filed 11/10/97, effective 12/11/97)

**WAC 132N-156-460 Bicycles and nonvehicular transportation usage.** Bicycles may be ridden any place where vehicles are permitted. They may also be ridden on campus sidewalks or pathways, though pedestrians always have the right of way. An audible signal shall be used by bicyclists to warn pedestrians of oncoming bicycles. Bicyclists shall not ride in a reckless manner or engage in stunts or dangerous acts, or operate at speeds greater than ((~~ten~~)) 10 miles per hour or such lower speed as is reasonable and prudent under the circumstances. With the exception of wheelchair conveyances and certain college service vehicles, no other nonvehicular modes of transportation as specified in the preceding "definitions" will be allowed on college property.

**WAC 132N-156-500 Allocation of parking space.** The parking spaces available on college properties shall be assigned by the ~~((office of administrative services))~~ executive vice president of operations, or designee, in a manner which will best attain the objectives of these regulations. The ~~((plant))~~ facilities services department is authorized to mark various parking areas on college property with numbers or titles or by posting signs, or marking the pavement.

Open parking - Open parking is limited to those parking areas not otherwise marked as reserved for faculty/staff, physically disabled persons, special use, service vehicle, or visitor. Users of open parking are not required to display a parking permit.

Faculty/staff parking - Faculty, staff and administrators using college-owned or leased parking facilities between 7:00 a.m. and 10:00 p.m. Mondays through Fridays during fall, winter, and spring quarters are to purchase parking permits. The purchase of a permit for designated parking does not ensure the regular availability of a parking space.

Faculty/staff parking spaces are marked on the pavement with an F/S. Only college employee vehicles displaying a valid parking permit may park in faculty/staff parking spaces. Faculty/staff parking spaces shall be considered open parking spaces from ~~((10:00))~~ 5:30 p.m. to 7:00 a.m. and on weekends during fall, winter, and spring quarters, and at all times during summer quarter.

~~((Vehicles with approved faculty/staff parking permits are permitted to park in open parking areas only when the designated parking faculty/staff spaces are full.))~~

Visitor parking - All visitors, including guests, salespersons, maintenance or service personnel and all other members of the public, may park on college property in open parking, in designated special use visitor zones, or as directed by the ~~((security/safety office))~~ security and safety department.

Use of vehicle as habitation - No vehicle or vehicle trailer may be used as a place of habitation on any college facility without permission from the ~~((security/safety office))~~ security and safety department.

~~((Handicapped))~~ Accessible parking - ~~((Physically disabled persons parking zones))~~ Accessible parking spaces, parking spaces for use by a vehicle displaying a valid accessible parking permit, may be occupied only by vehicles displaying a valid temporary parking permit issued by the college or a valid permanent or temporary permit issued by the state of Washington in compliance with RCW 46.16.381 and 46.16.390. Temporary parking permits are available in health services. Valid parking permits issued by other states will be honored.

If all accessible parking spaces are occupied, those with a valid, properly displayed placard or permit may also park in metered parking spaces without paying for time parked in the space. If all accessible parking spaces and metered spaces are occupied, those with a valid, properly displayed placard, or permit, may park in faculty/staff spaces.

Motorcycle parking - Motorcycle parking zones are reserved for motorcycles and motor-driven cycles. ~~((These vehicles))~~ Motorcycles are ~~((not))~~ to occupy ~~((regular automobile parking spaces or other))~~

those areas ((not designed)) designated for motorcycle parking specifically.

Service vehicle parking - Service vehicle parking zones are limited to use by authorized college service or contractor vehicles only.

Electric vehicle charging stations - These spaces are for the specific purpose of charging electric vehicles. These areas are designated by green paint on the pavement in accordance with RCW 46.08.185(1). These are not parking spaces. Those using charging stations are expected to remove their vehicles immediately after the vehicle has been charged. The use of charging equipment outside of the designated charging station area is prohibited and is subject to citation and fine.

Meter spaces - There are metered parking spaces located on campus. The meters have marked designated time limits. The meters provide spaces to those individuals who have short-term parking needs on campus. Meter hours are Monday through Thursday, 8:00 a.m. to 5:30 p.m., and Friday 8:00 a.m. to 5:00 p.m.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-530 Impounding of disabled/abandoned vehicles.** No disabled or inoperative vehicle shall be parked on college property for a period in excess of ~~((twenty-four))~~ 24 hours, unless permission is granted by the ~~((security/safety office))~~ security and safety department. Vehicles which have been parked in excess of ~~((twenty-four))~~ 24 hours may be impounded and stored at the expense of either or both the owner or operator thereof. Notice of intent to impound will be posted on the vehicle at least ~~((twenty-four))~~ 24 hours prior to impoundment unless a vehicle is illegally or hazardously parked. Neither the college nor college employees shall be responsible for claims, loss or damage of any kind resulting from such impounding and storage.

Vehicles under repair in the college's instructional program must be ~~((parked in a designated area and must have an approved "vehicle in repair" notice visibly posted within the vehicle. This includes vehicles upon which service has been completed and which are awaiting pick up by the owners))~~ clearly identified and parked in an area designated for these vehicles.

AMENDATORY SECTION (Amending WSR 17-22-093, filed 10/30/17, effective 11/30/17)

**WAC 132N-156-550 Illegal parking.** No person shall stop, place, or park a vehicle at any place where official signs, curbs, or pavement markings prohibit parking, or within ~~((fifteen))~~ 15 feet of a fire hydrant, or at any place for which the vehicle does not have a valid parking permit. Any vehicle not parked in a parking stall shall be considered illegally parked.

Drivers who are instructed by a security ~~((officer))~~ personnel to ~~((either))~~ move an illegally parked vehicle ~~((or not to park in viola-~~

tion of this section)), and refuse, will have their vehicle immediately impounded or immobilized.

~~((Security officers may issue citations resulting in fines if the vehicle is found in the commission of any of the following parking violations:))~~ Under the authority granted by RCW 28B.50.140(10), security personnel may issue a citation for parking violations that include the following and any other offenses provided in chapter 46.61 RCW as amended:

(1) Parking in a faculty/staff parking zone without a valid permit.

(2) Parking a disabled or inoperable vehicle on campus in excess of ~~((twenty-four))~~ 24 hours without appropriate permission.

(3) Parking any vehicle in such a manner as to obstruct, impede, hinder, or prevent the use of another parking space. This violation includes, but is not limited to, parking over the line, parking an oversized vehicle in a space too small, allowing part of a vehicle to protrude into another space, and parking too close to another vehicle.

(4) Parking in a space not designated for parking.

(5) Parking in an area not authorized.

(6) Blocking vehicular or pedestrian traffic.

(7) Parking within ~~((fifteen))~~ 15 feet of a fire hydrant.

(8) Parking in a fire lane, sidewalk, or intracampus avenue.

(9) Parking in a "No Parking" zone.

(10) Parking on the grass.

(11) Parking overnight without ~~((security office permission and/or permit))~~ authorization.

(12) Parking of a bicycle illegally.

(13) Parking in physically disabled persons parking zone without an authorized parking permit.

(14) Use of a vehicle for habitation without permission.

(15) Illegal use of or failure to display permit.

(16) Creating a safety hazard in the opinion of ~~((the))~~ security ~~((officer))~~ personnel.

(17) Allowing a vehicle alarm to sound, repeatedly or for an extended period of time (false alarm).

(18) Parking in a metered parking spot without payment of the meter fee stated on the meter during the posted time limits.

~~((All parking citations carry a twenty-dollar fine, with the exception of physically disabled persons parking violations which carry a fifty-dollar fine.))~~ (19) Parking in an area designated as an "Electric Vehicle Charging Station" while not actively charging an electric vehicle.

Illegally parked vehicles which require removal will be done so at the owner's or operator's expense.

AMENDATORY SECTION (Amending WSR 97-23-018, filed 11/10/97, effective 12/11/97)

**WAC 132N-156-560 Hazardous parking.** No person shall stop, place, or park a vehicle so as to obstruct traffic along or upon any street, firelane, or sidewalk or at any location as described in RCW 46.61.570. Due to the severe risk to public safety created by any vehicle parking in violation of this section, security ~~((officers))~~ personnel are authorized to cite and immediately impound said vehicle.

Security (~~officers~~) personnel will complete a vehicle impound report, including the reason for the impoundment. Removal and impoundment will be at the owner's or operator's expense.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-570 Bicycle parking.** Bicycles shall be parked in bicycle racks or other facilities provided for the purpose. Bicycles may only be parked inside a building if specific areas (i.e., indoor bicycle lockers) have been provided and are available or if a college employee (faculty or staff) has expressed written permission from their immediate supervisor to park a bicycle inside a building.

Before authorizing an employee to park inside of a building, supervisors must ensure that any bicycles parked inside will not interfere with the daily operations of the work area(s) nor will they obstruct any evacuation or egress routes in any way. Bicycles are not to be taken onto any elevator at any time.

At no time shall a bicycle be parked (~~(in a building,)~~) against a building, near a building exit, on a path or sidewalk, or chained (or otherwise secured) to trees, lamp standards, utilities, stairway railings, or sign posts. Any bicycle found in violation of this section may be cited for illegal parking and impounded by the (~~(security/safety office)~~) security and safety department without warning.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-600 Faculty and staff parking permits.** All college faculty, staff, and administrators using college parking facilities at any time between 7:00 a.m. and (~~(10:00)~~) 5:30 p.m. Mondays through Fridays during fall, winter, and spring quarters are to purchase and display a valid parking permit. The fact that an employee may be eligible to park in a physically disabled persons parking zone will not relieve the employee of this requirement. A valid faculty/staff parking permit may not, by itself, constitute authority to park in other parking facilities leased or owned by the college.

AMENDATORY SECTION (Amending WSR 93-20-080, filed 10/4/93, effective 11/4/93)

**WAC 132N-156-610 Permit parking on campus.** The correct parking permit must be properly displayed in accordance with permit instructions.

Temporary parking permits are issued by the (~~(security/safety office)~~) security and safety department and must be displayed in accordance with permit instructions.

Parking permits are not transferable and shall not be utilized by any person except the person designated on the parking permit application. The college reserves the right to deny any application, or to revoke any permit at any time, if actions resulting from such application or permission constitute present, imminent danger of unlawful activity, or if a prospective user has previously violated college parking policies or other written rules or regulations. All outstanding college parking fines must be paid before a parking permit will be issued or renewed.

No bailment is created by the sale or issuance of a permit.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-620 Fees for parking permits.** The fees charged by the college for the issuance of permits shall be those established by the board of trustees. Parking permits are issued as a license to park at college facilities.

Fees collected will be utilized for parking operations including parking enforcement, parking lot maintenance, security and safety improvements and for those transportation demand management and commute trip reduction activities and programs permitted by law.

~~((Current faculty/staff parking permit fees are seven dollars and fifty cents per quarter for one vehicle, and an additional one dollar per quarter for each additional vehicle.))~~ Permits are required for fall, winter, and spring quarters. Administrators, exempt staff, permanent classified staff, and tenure-track faculty may ~~((purchase))~~ acquire permanent permits. Adjunct faculty and temporary classified staff may ~~((purchase))~~ acquire annual or quarterly permits. ~~((Annual permits may be purchased by full-time temporary faculty and adjunct faculty who have received approval from the security/safety manager.))~~

AMENDATORY SECTION (Amending WSR 97-23-018, filed 11/10/97, effective 12/11/97)

**WAC 132N-156-630 Parking fee payment.** ~~((Faculty and staff can purchase annual or quarterly parking permits at either the college bookstore or at the cashier's office in the Baird Administration Building. Annually contracted faculty and staff members may select the payroll deduction plan for payment of the permanent permit. Those selecting this payment plan must complete a payroll deduction authorization form before issuance of a permit. The form is available in the security/safety office and the personnel services office.))~~ Unless otherwise authorized by the president of the college or their designee, employees will be given the option of having parking fees deducted on either a pretax or post-tax basis.

AMENDATORY SECTION (Amending WSR 93-20-080, filed 10/4/93, effective 11/4/93)

**WAC 132N-156-640 Temporary parking permits.** Any permit holder may obtain a temporary parking permit from the ~~((security/safety office))~~ security and safety department for an ~~((unregistered))~~ unpermitted vehicle when ~~((the registered))~~ their permitted vehicle is unavailable due to repairs or for ~~((another))~~ other valid reasons. These permits are ~~((good))~~ valid for a period of two weeks.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-645 Guest parking permits.** College faculty or staff who have invited a guest speaker, lecturer, presenter, or other special guest to the college may apply to the ~~((security/safety office))~~ security and safety department for a guest parking permit. A guest parking permit will entitle the holder to park in faculty/staff parking, and to park in visitor parking without registering, in order to facilitate their appearance at the college. Permits will be valid only for the day(s) specified on the permit. Guest parking permits will not be issued for personal guests of college employees or for staff employed by the college on a temporary basis.

Requestors will provide the ~~((security/safety office))~~ security and safety department with the name of the guest and the date, time, place, and nature of appearance at the college. Permits may be picked up at the ~~((security/safety office))~~ security and safety department, or ~~((security/safety))~~ security and safety department can mail or email the permit directly to the guest. Staff should apply for guest parking permits far enough in advance of the appearance to allow for delivery of the permit.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-650 Revocations.** Parking permits are licenses and the property of the college and may be revoked for any of the following reasons:

(1) The purpose for which the permit was issued changes or no longer exists.

(2) The permit is used on an ~~((unregistered))~~ unauthorized vehicle or by an unauthorized individual.

(3) A parking permit application form was falsified.

(4) These parking regulations were violated.

(5) The parking permit was counterfeited or altered or transferred without authorization.

(6) ~~((There has been))~~ Failure to comply with a specific determination, decision, or directive by college officials.

~~((Appeals of parking permit revocations may be made within twenty days to the security/safety manager for a brief adjudicative proce-~~

~~dure. Appeals to the vice president of administrative services must be filed within twenty one days of the date of notice of revocation. The decision of the vice president is final.))~~

AMENDATORY SECTION (Amending WSR 93-20-080, filed 10/4/93, effective 11/4/93)

**WAC 132N-156-700 Policy.** The board of trustees, or its designee, shall set and approve fair and uniform fines for violations of these rules and shall provide adequate means for the enforcement and/or collection of such fines. If a violation of these rules and regulations is committed, the ~~((security/safety office))~~ security and safety department is authorized to issue ~~((a))~~ citations as prescribed in these rules.

Any violation occurring after the second citation for any parking violation may result in the violator's vehicle being impounded or immobilized and held until all outstanding citations have been paid and/or the loss of parking privileges on college property/facilities.

AMENDATORY SECTION (Amending WSR 97-23-018, filed 11/10/97, effective 12/11/97)

**WAC 132N-156-710 Payment of fines.** Persons cited for violations of these rules and regulations may respond either by filing a written appeal with the ~~((security/safety manager))~~ director of security and safety or their designee, or by paying a fine within ~~((fifteen))~~ 15 calendar days of receipt of the citation. All fines are payable to Clark College. Fines can be paid by mail or in person at the cashier's office ~~((in the Baird Administration Building))~~. Fines that are mailed must be received within ~~((fifteen))~~ 15 calendar days of receipt of the citation. If a person chooses to appeal a citation in accordance with WAC 132N-156-730 Appeals, any imposed fine, whether reduced or not, will not be due until a decision of the appeal has been rendered.

AMENDATORY SECTION (Amending WSR 97-23-018, filed 11/10/97, effective 12/11/97)

**WAC 132N-156-720 Reduction in fines.** Fines for parking and traffic offenses will be reduced by ~~((five dollars))~~ an amount approved by the president of the college or their designee if paid in person within ~~((forty-eight))~~ 48 hours, excluding weekends and holidays. No reduction will be made on mail-in payments.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-730 Appeals.** Alleged violators may appeal to the ~~((security/safety manager))~~ director of security and safety or their designee for a brief adjudicative procedure within ~~((twenty))~~ 20 calendar days ~~((of))~~ from the date of the citation. The ~~((security/safety manager))~~ director of security and safety or their designee may uphold the citation/fine, may dismiss, suspend, ~~((impose any lesser))~~ or reduce the imposed fine, and/or grant an extension of time within which to pay the fine.

Appeals of the decision of the ~~((security/safety manager))~~ director of security and safety or their designee are to be submitted to the ~~((vice president of administrative services without posting of fine))~~ president of the college or their designee within ~~((twenty-one))~~ 20 calendar days. Written notification of the ~~((vice))~~ president's or their designee's decision shall be made within ~~((twenty))~~ 20 calendar days of the appeal and shall be final.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-750 Unpaid fines.** If any fine remains unpaid, any or all of the following actions may be taken by the ~~((security/safety office))~~ security and safety department.

- ~~((1))~~ ~~((A hold may be placed on transcripts.~~
- ~~((2))~~ Registration for the following quarter may be delayed.
- ~~((3))~~ (2) Parking privileges may be revoked.
- ~~((4))~~ (3) The amount ~~((due))~~ owed as a result of fines due and payable may be deducted from paychecks of college employees.
- ~~((5))~~ (4) Outstanding fines may be referred to a collection agency.
- ~~((6))~~ (5) The vehicle may be immobilized or impounded.

~~((If a violator has two or more unpaid fines, his/her vehicle will be impounded or immobilized and held until all outstanding fines are paid. Immobilization of a vehicle may result in an additional \$20.00 fine.))~~ These procedures will be applicable to all students, faculty, and staff or other persons utilizing college facilities who receive fines for violations of these rules and regulations. Visitors who have received citations for parking violations may return the citation to the ~~((security/safety office))~~ security and safety department with name, address, and a brief explanation. The ~~((security/safety manager may void the citation as a courtesy notice))~~ director of security and safety may, at their discretion, void the citation.

AMENDATORY SECTION (Amending WSR 93-20-080, filed 10/4/93, effective 11/4/93)

**WAC 132N-156-760 Special circumstances.** During special ~~((occasions))~~ circumstances that result in extraordinary traffic conditions

and during emergencies, the ~~((security/safety office))~~ security and safety department is authorized to impose special traffic and parking regulations ~~((and))~~ that may include additional parking restrictions to mitigate and reduce the risk of inconvenience, personal injury or property damage. Whenever possible, prior notice of these regulations or restriction changes shall be posted. Such authorization is ~~((of a))~~ temporary ~~((nature))~~ and should last only as long as the situation necessitates.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-800 Policy.** College faculty or staff who coordinate special events involving the participation of dignitaries from off-campus may request that parking spaces be reserved for those participants on the day of the event. All requests for reserved parking will be made in writing to the office of the president or their designee at least a week in advance. Aside from traffic revisions necessary for construction and maintenance work, the ~~((security/safety office))~~ security and safety department will not reserve parking spaces without prior approval from the president's office or their designee.

AMENDATORY SECTION (Amending WSR 00-20-034, filed 9/28/00, effective 10/29/00)

**WAC 132N-156-810 Process.** The requesting party will forward a copy of the approved request to the ~~((security/safety manager))~~ director of security and safety for implementation. After receiving an approved request, the ~~((security/safety manager))~~ director of security and safety will contact the requesting party to confirm the details and ~~((to))~~ assign the reserved spaces. All attempts will be made to accommodate the needs of the participants and the event, but the final decision on the allocation of spaces rests with the ~~((security/safety manager))~~ director of security and safety.

Reserved spaces will be established only for arrival of participants to the event ~~((; no "in and out" areas will be maintained))~~.

On the day of the event, the ~~((security/safety office))~~ security and safety department will set up barricades or otherwise designate the reserved spaces. Unless other arrangements are made, it will be the responsibility of the requesting party to provide personnel to meet those individuals authorized to park in the reserved spaces and to remove the barricades to allow them to park. If the requesting party wants to have a security ~~((officer staff))~~ personnel supervise the parking spaces, they must make prior arrangements for staffing. Security ~~((officers))~~ personnel will be assigned to such duty only if available, and their time will be charged to the requesting ~~((party))~~ party's budget.

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 132N-156-740 Security/parking advisory committee.

# Clark College at Boschma Farms City ROW and Easement

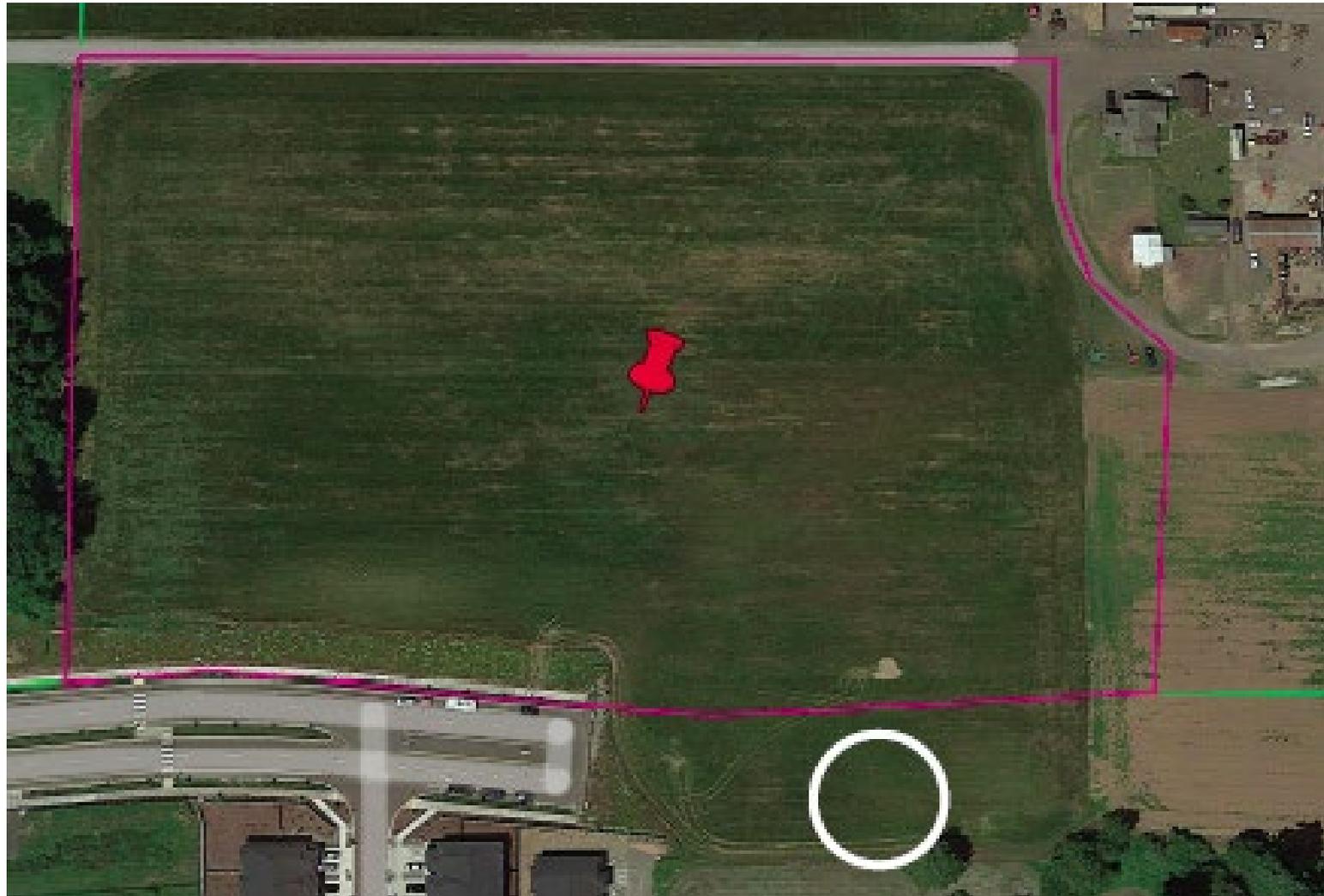
Advanced Manufacturing Center

October 27, 2021

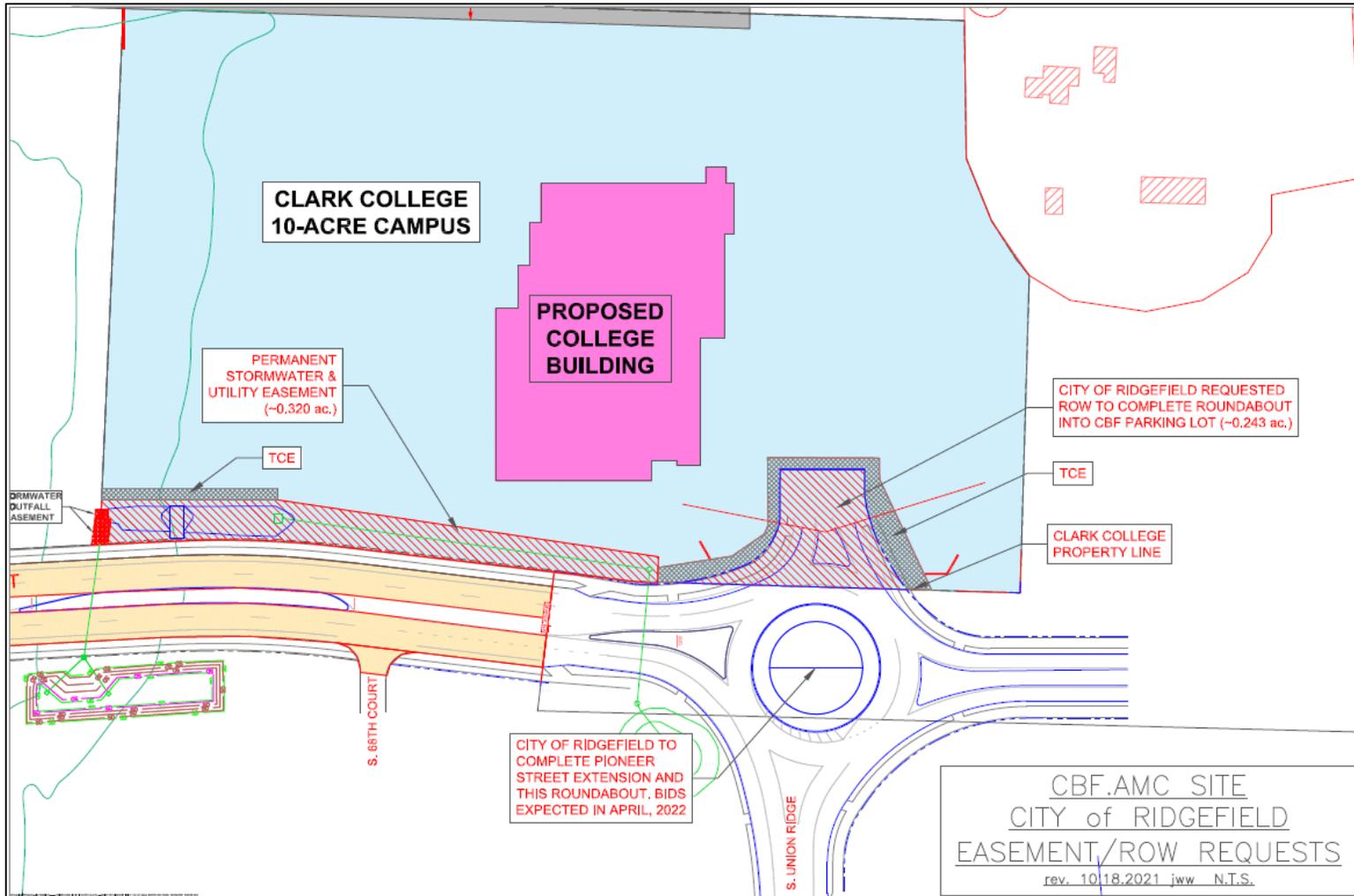




## Aerial View of the Property

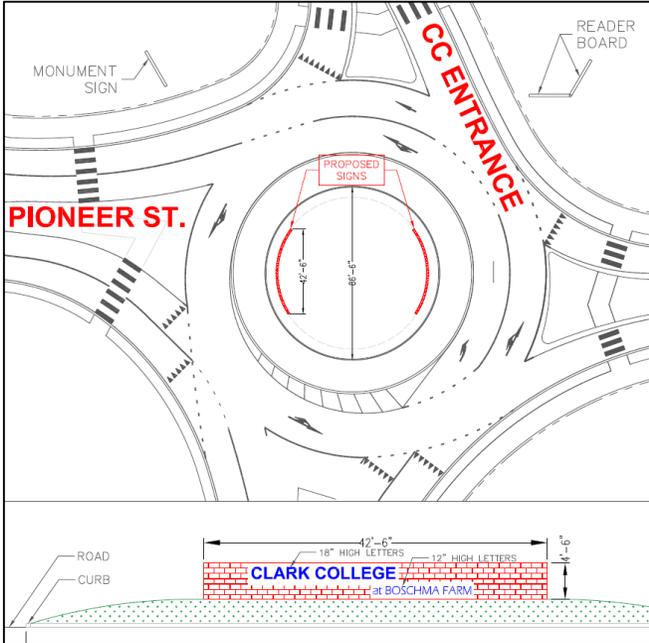


# Pioneer Street and Roundabout



City of Ridgefield request for TCE and permanent easements for roundabout and stormwater

- City requesting ROW shown for extending north roundabout artery into Clark property
- City is also asking for stormwater easement along Pioneer St.
- City expects to bid roundabout around April 2022



# Board of Trustees - requested actions

- Approve a transfer of property to the City for a ROW exiting on the north side of the Pioneer St. roundabout. This ROW corresponds with the proposed new entrance to the AMC site, and the infrastructure the City proposes (paving, striping, sidewalks, curbs, bike paths, street lighting, etc.) more than compensates the College for the 0.24 acres they're requesting be transferred.
- Approve a transfer of property to the City for a new permanent stormwater/utility easement at the south street frontage of the new campus. This 0.320-acre easement is located along existing drainage contours and would be of minimal value to the College. This work includes a substantial concrete foot bridge across the open drainage swale from Pioneer St. sidewalk to the campus, where a footpath could continue directly to the new building. The City would be responsible for maintaining this easement.
- The City has surveyed both parcels and legal descriptions are available.



Q&A



**Exhibit "A"**  
**Washington State Board for Community & Technical Colleges**  
**Temporary Construction Easement**  
**Legal Description**

Being a variable width strip of land located in the South One-Half of the Northwest One-Quarter of Section 22, Township 4 North, Range 1 East, Willamette Meridian, City of Ridgefield, Clark County, Washington, said strip of land being more particularly described as follows:

All that portion of that parcel conveyed in that Warranty Deed to Washington State Board for Community & Technical Colleges as described in Auditor's File Number 5678910, Deed Records of Clark County, Washington, lying southerly of the following described line and northerly of a proposed storm drainage and utility easement line, said line is to be lengthened or shortened to terminate at the boundary lines of said property:

**BEGINNING** at a point on the westerly line of said Auditor's File Number 5678910, said point being 83.50 feet northerly of, when measured at right angles to the centerline of said Pioneer Street as described in the attached Exhibit "B", said centerline at Engineers' station 93+35.82;

Thence along said westerly line to a point, being 89.50 feet northerly of, when measured at right angles to said centerline at Engineers' station 93+36.41;

Thence on a straight line to a point, being 88.33 feet northerly of, when measured at right angles to said centerline at Engineers' station 95+20.00;

Thence on a straight line to a point, being 78.57 feet northerly of, when measured at right angles to said centerline at Engineers' station 95+20.00;

EXCEPTING therefrom any portion of said parcel lying within the existing right-of-way of Pioneer Street.

Contains in all 1,225 square feet or 0.028 acres, more or less.

**ALSO INCLUDING:**

Being a variable width strip of land located in the South One-Half of the Northwest One-Quarter of Section 22, Township 4 North, Range 1 East, Willamette Meridian, City of Ridgefield, Clark County, Washington, said strip of land being more particularly described as follows:

All that portion of that parcel conveyed in that Warranty Deed to Washington State Board for Community & Technical Colleges as described in Auditor's File Number 5678910, Deed

Records of Clark County, Washington, lying southerly of the following described line and northerly of a proposed proposed right-of-way line, said line is to be lengthened or shortened to terminate at the boundary lines of said property:

**BEGINNING** at a point on the northerly line of said proposed right-of-way line, said point being 53.05 feet northerly of, when measured at right angles to the centerline of said Pioneer Street as described in the attached Exhibit "B", said centerline at Engineers' station 98+47.00;

Thence on a straight line to a point, being 62.00 feet northerly of, when measured at right angles to said centerline at Engineers' station 98+47.00;

Thence on a straight line to a point, being 84.58 feet northerly of, when measured at right angles to said centerline at Engineers' station 99+11.48;

Thence on a straight line to a point, being 110.84 feet northerly of, when measured at right angles to said centerline at Engineers' station 99+38.40;

Thence on a straight line to a point, being 175.10 feet northerly of, when measured at right angles to said centerline at Engineers' station 99+26.53;

Thence on a straight line to a point, being 188.21 feet northerly of, when measured at right angles to said centerline at Engineers' station 100+45.25;

Thence on a straight line to a point, being 169.60 feet northerly of, when measured at right angles to said centerline at Engineers' station 100+46.39;

Thence on a straight line to a point on the southerly line of that parcel of land as described in Auditor's File Number 5678910, said point being 77.56 feet northerly of, when measured at right angles to said centerline at Engineers' station 100+96.95;

EXCEPTING therefrom any portion of said parcel lying within the existing right-of-way of Pioneer Street.

Contains in all 4,762 square feet or 0.109 acres, more or less.

See Exhibit Map attached hereto.

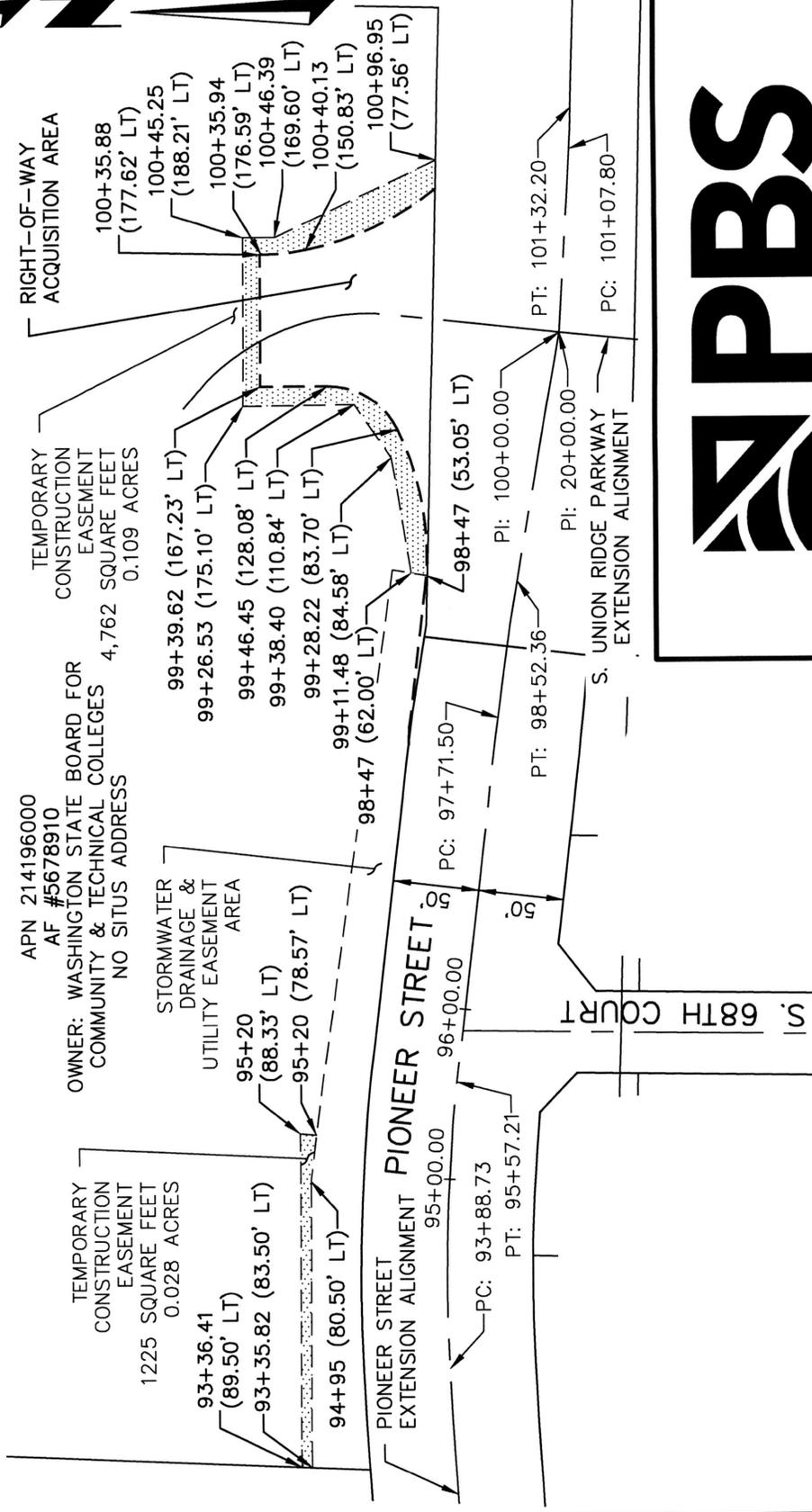


9.8.21

# EXHIBIT MAP

## TEMPORARY CONSTRUCTION EASEMENT

SEPTEMBER 8, 2021



DRAWN BY: RFS	SCALE: 1"=100'	9.8.2021
CHECKED BY: TLG	JOB NO.: 71543.000	SHEET 1 OF 1



**Exhibit "A"**  
**Washington State Board for Community & Technical Colleges**  
**Right-of-Way Acquisition**  
**Legal Description**

Being a variable width strip of land located in the South One-Half of the Northwest One-Quarter of Section 22, Township 4 North, Range 1 East, Willamette Meridian, City of Ridgefield, Clark County, Washington, said strip of land being more particularly described as follows:

All that portion of that parcel conveyed in that Warranty Deed to Washington State Board for Community & Technical Colleges as described in Auditor's File Number 5678910, Deed Records of Clark County, Washington, lying southerly of the following described line, said line is to be lengthened or shortened to terminate at the boundary lines of said property:

**BEGINNING** at a point on the northerly right-of-way line of Pioneer Street, said point being 50.00 feet northerly of, when measured at right angles to the centerline of said Pioneer Street as described in the attached Exhibit "B", said centerline at Engineers' station 97+49.98;

Thence on a straight line to a point, being 50.91 feet northerly of, when measured at right angles to said centerline at Engineers' station 97+60.93;

Thence on a straight line to a point, being 52.47 feet northerly of, when measured at right angles to said centerline at Engineers' station 98+39.19;

Thence northeasterly, along the arc of a 170.00 foot radius curve to the left, through a central angle of 32°22'51" (the long chord of which bears North 80°37'24" East, 94.80 feet) for a distance of 96.08 feet, to a point 83.70 feet northerly of said centerline at Engineers' station 99+28.22.

Thence northerly, along the arc of a 45.00 foot radius compound curve to the left, through a central angle of 64°25'59" (the long chord of which bears North 32°12'59" East, 47.98 feet) for a distance of 50.61 feet, to a point 128.08 feet northerly of said centerline at Engineers' station 99+46.45.

Thence on a straight line to a point, being 167.23 feet northerly of, when measured at right angles to said centerline at Engineers' station 99+39.62;

Thence on a straight line to a point, being 177.62 feet northerly of, when measured at right angles to said centerline at Engineers' station 100+35.88;

Thence on a straight line to a point, being 176.59 feet northerly of, when measured at right angles to said centerline at Engineers' station 100+35.94;

Thence southerly, along the arc of a 130.00 foot radius curve to the left, through a central angle of 11°31'04" (the long chord of which bears South 05°45'32" East, 26.09 feet) for a distance of 26.13 feet, to a point 150.83 feet northerly of said centerline at Engineers' station 100+40.13.

Thence southerly, along the arc of a 180.00 foot radius compound curve to the left, through a central angle of 27°00'01" (the long chord of which bears South 25°01'04" East, 84.04 feet) for a distance of 84.82 feet, to a point on the southerly line of that parcel of land as described in Auditor's File Number 5678910, said point being 76.98 feet northerly of said centerline at Engineers' station 100+80.23.

EXCEPTING therefrom any portion of said parcel lying within the existing right-of-way of Pioneer Street.

Contains in all 10,591 square feet or 0.243 acres, more or less.

See Exhibit Map attached hereto.



9.8.21

# EXHIBIT MAP

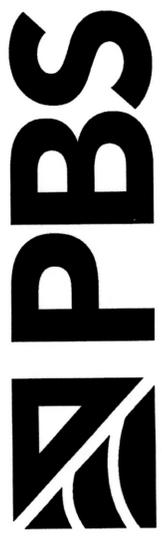
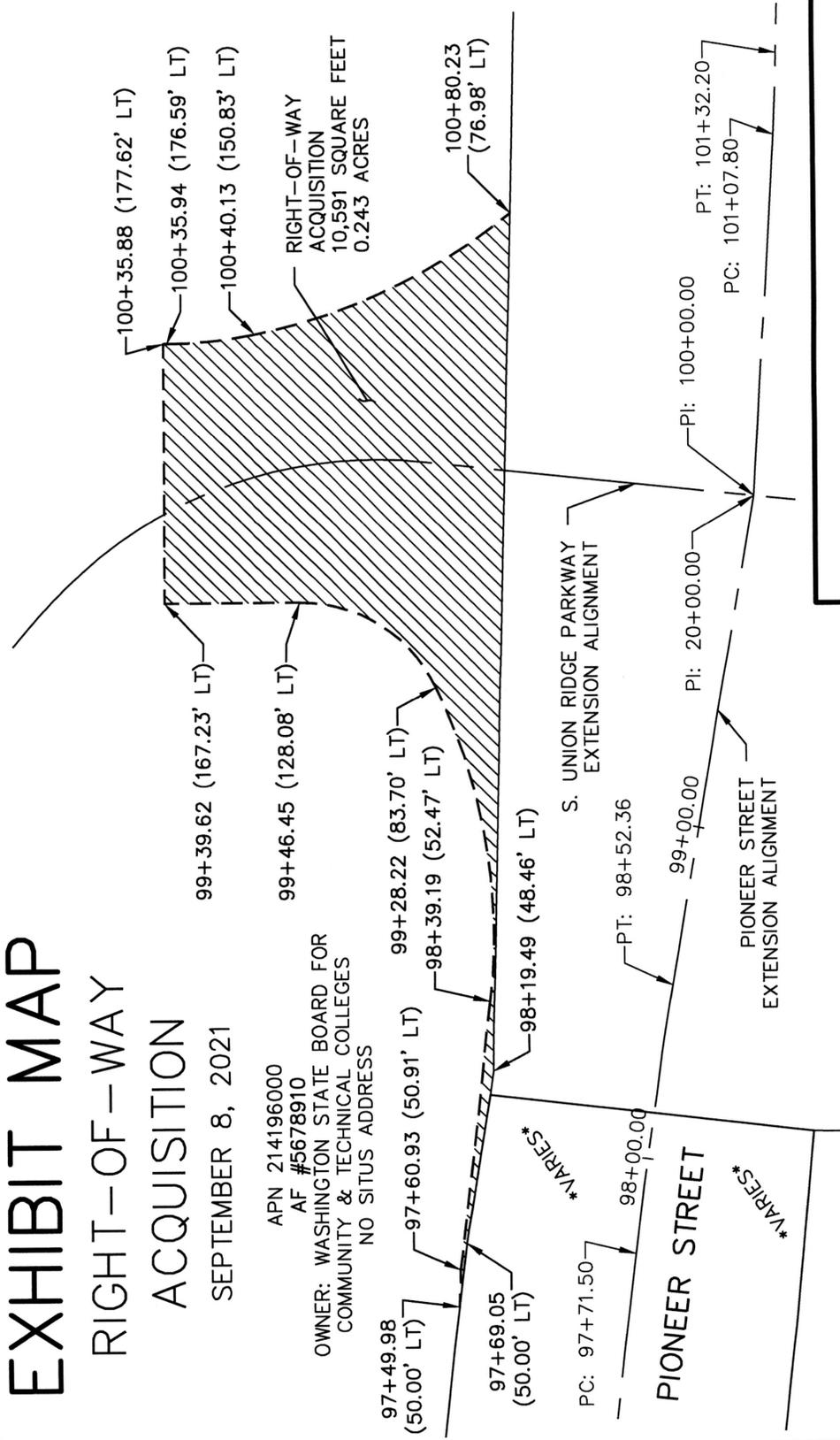
## RIGHT-OF-WAY ACQUISITION

SEPTEMBER 8, 2021

APN 214196000  
AF #5678910

OWNER: WASHINGTON STATE BOARD FOR  
COMMUNITY & TECHNICAL COLLEGES  
NO SITUS ADDRESS

RIGHT-OF-WAY  
ACQUISITION  
10,591 SQUARE FEET  
0.243 ACRES



DRAWN BY: RFS	SCALE: 1"=50'	9.8.2021
CHECKED BY: TLG	JOB NO.: 71543.000	SHEET 1 OF 1



**Exhibit "A"**  
**Washington State Board for Community & Technical Colleges**  
**Stormwater Drainage & Utility Easement**  
**Legal Description**

Being a variable width strip of land located in the Southwest One-Quarter of the Northwest One-Quarter of Section 22, Township 4 North, Range 1 East, Willamette Meridian, City of Ridgefield, Clark County, Washington, said strip of land being more particularly described as follows:

All that portion of that parcel conveyed in that Warranty Deed to Washington State Board for Community & Technical Colleges as described in Auditor's File Number 5678910, Deed Records of Clark County, Washington, lying southerly of the following described line and northerly of a proposed right-of-way line, said line is to be lengthened or shortened to terminate at the boundary lines of said property:

**BEGINNING** at a point on the intersection of the westerly line of said Auditor's File Number 5678910 and the northerly right-of-way line of Pioneer Street, said point being 50.00 feet northerly of, when measured at right angles to the centerline of said Pioneer Street as described in the attached Exhibit "B", said centerline at Engineers' station 93+32.50;

Thence along said westerly line to a point, being 83.50 feet northerly of, when measured at right angles to said centerline at Engineers' station 93+35.82;

Thence on a straight line to a point, being 80.50 feet northerly of, when measured at right angles to said centerline at Engineers' station 94+95.00;

Thence on a straight line to a point, being 73.00 feet northerly of, when measured at right angles to said centerline at Engineers' station 98+47.00;

Thence on a straight line to a point, being 53.05 feet northerly of, when measured at right angles to said centerline at Engineers' station 98+47.00;

EXCEPTING therefrom any portion of said parcel lying within the existing right-of-way of Pioneer Street.

Contains in all 13,920 square feet or 0.320 acres, more or less.

See Exhibit Map attached hereto.



4.7.21

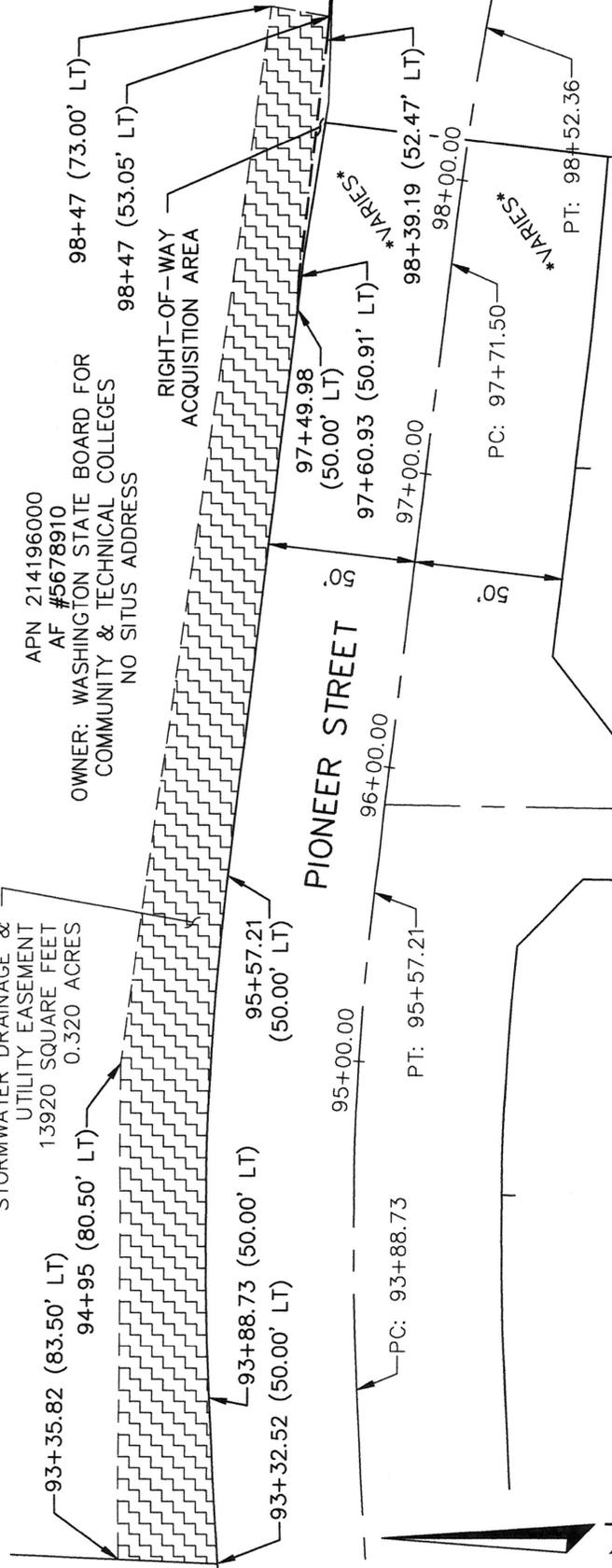
# EXHIBIT MAP

## STORMWATER DRAINAGE & UTILITY EASEMENT

MARCH 17, 2021

STORMWATER DRAINAGE &  
UTILITY EASEMENT  
13920 SQUARE FEET  
0.320 ACRES

APN 214196000  
AF #5678910  
OWNER: WASHINGTON STATE BOARD FOR  
COMMUNITY & TECHNICAL COLLEGES  
NO SITUS ADDRESS



S. 68TH  
COURT



DRAWN BY: RFS	SCALE: 1"=60'	3.17.2021
CHECKED BY: TLG	JOB NO.: 71543.000	SHEET 1 OF 1