

Clark College
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, May 27, 2020
Via Zoom

In Attendance

Jane Jacobsen, Chair
Rekah Strong, Vice Chair
Jeanne Bennett, Trustee
Jada Rupley, Trustee
Paul Speer, Trustee

Administrators

Dr. Sandra Fowler-Hill, Interim President
Bill Belden, Vice President of Student Services
Dr. Sachi Horback, Vice President of Instruction
Kelly Love, Chief Communications Officer
Rashida Willard, Vice President of Diversity, Equity & Inclusion/Chief Diversity and Equity Officer
Bob Williamson, Vice President of Administrative Services
Valerie Moreno, Chief Information Officer
Kevin Witte, Vice President of Economic and Community Development

Others

Kimberly Witherspoon, Assistant Attorney General
Lisa Gibert, CEO, Clark College Foundation
Heather Adams, WPEA Representative
Evans Kaame, ASCC President
Suzanne Southerland, AHE President

I. Call to Order/Agenda Review

Chair Jacobsen called the meeting to order at 5:02pm.

II. Introductions

Interim President Dr. Fowler-Hill thanked the following who have served on the Incident Management Team and Recovery Team:
Bob Williamson, Agency Administrator
Jeff Kaliner, Incident Coordinator
Chris Layfield, Administrative Support
Stephanie Weldy, Admin Support Backup
Ashley Schumacher, Health Officer
Kelly Love, PIO
Hannah Erickson, PIO Backup
Alyssa Voyles, Equity Liaison
Dee Harris, Equity Backup
Lance McIntire, Planning Section Chief
Mike See, Operations Section Chief

Sabra Sand, Finance/Admin Section Chief
Christy Campbell, Finance Backup
Janet Owens, ECD Section Chief
Francois Wevers, ECD Backup
Michele Volk, CFS Branch Director
Paul Caggianese, CFS Backup
Vanessa Neal, HR Branch Director
Heidi Bealer, HR Backup
Mike Silva, IT Branch Director
Val Moreno, IT Backup
Selena Castro, SA Branch Director
Mirranda Saari, SA Backup
Genevieve Howard, Instruction Branch Director
Tim Petta, Facilities Branch Director/Ops B.U.
Ryan O'Meara, Facilities Backup
Damon Grady, Response Branch Director
Eben Ayers, Response Backup
Ramona Sott, Logistics Branch Director
Allison Fjeldheim, Logistics Backup
Rhonda Morin, Foundation Branch Director
Nick Allen, Foundation Backup
Chippi Bello, Financial Aid
Jody Shulnak, International Programs
Marianne Luther, Health Information
Joanne Savage, Rooms/Meeting Coord
Michael Brown, Library & Tutoring Svcs/Instruct Backup
Jennifer Obbard, Nurse Admin/ Health Backup
Zachary Grant, Planning Support/Backup
Lori Bernardini, EHS

Chair Jacobsen read a letter of appreciation from the Board of Trustees:

The Clark College Board of Trustees extends its deep appreciation and gratitude to the members of the Clark College Incident Management Team who are guiding our college through the COVID-19 pandemic.

Since the college convened the Incident Management Team on March 3 to review responsibilities, you have created readiness and contingency plans to keep the college safe. Within days, the first case was reported in Clark County. Within ten days, the state of Washington issued its "Stay Home Stay Healthy" directive and you led Clark College into remote operations.

This represented a dramatic shift in all aspects of the college's work from payroll and financial aid to student advising and instruction. The Incident Management Team provided regular communication huddling daily to determine needs and implement solutions during this chaotic time. You included representatives from across the college so that planning and response efforts could be as comprehensive and equitable as possible.

Team leader, Jeff Kaliner advised the group back on March 14 to be “prepared to adapt and learn on the fly.” He said the group’s collective patience, grace, support and understanding will help smooth the way. As a result, the college has remained safe for our students and employees.

Your work continues to evolve as circumstances change as the college moves through each phase of recovery. You have kept the health and safety of our college community as your first priority. We recognize this will be a long and gradual process which will be difficult to manage requiring the continued work of the incident management team.

The Board of Trustees is grateful to the nearly 100 individuals who have participated on the planning teams at Clark College and who are safely leading us through this health crisis. Because of you, Clark College is able to continue in its core mission – serving students.

Thank you for leading us through this crisis and onto recovery.

Jeff Kaliner thanked the Board of Trustees, the Executive Cabinet and Interim President Fowler-Hill.

III. Action Items

- A. #1 – March 11, 2020 Board Meeting Minutes
- B. #2 – Approval of IT Plan
- C. #3 – Addendum to Interim President Contract
- D. #4 – Request for the Board of Trustees to Authorize Reserves for Early Retirement Incentives

MOTION: Trustee Bennett made a motion to approve Agenda Items III A-D as a consent agenda
Trustee Rupley seconded the motion and Agenda Items III A-D unanimously passed.

IV. Discussion - 2020-2021 Election of Board Officers and Committee Appointments

Chair Jacobsen proposed that a new committee, Board Budget Committee, be added to the 2020-2021 Committee Appointments; the Trustees unanimously agreed in their discussion.

Chair Jacobsen opened the discussion for Board Officers and Committee Appointments:

Trustee Rupley nominated Co-Chair Strong Rekah as Board Chair

Chair Jacobsen nominated Trustee Bennett as Board Co-Chair

Chair Jacobsen nominated Trustee Bennett for the Foundation Board

Chair Jacobsen nominated Co-Chair Strong for the Foundation Executive Committee

Chair Jacobsen nominated Co-Chair Strong and Trustee Bennett for BOD/BOT Committee

Chair Jacobsen nominated Trustee Rupley for the Legislative Action Committee

Trustee Speer nominated Chair Jacobsen as an Alternate

Chair Jacobsen nominated Trustee Speer for the Facilities Master Plan Committee

Co-Chair Strong nominated Chair Jacobsen for the Guided Pathways Committee

Chair Jacobsen nominated Trustee Bennett for the Onboarding Committee

Chair Jacobsen nominated Trustee Speer for the Board Budget Committee Position #1

Trustee Speer nominated Trustee Bennett for the Board Budget Committee Position #2

V. Audience Statements

No audience statements were given.

VI. Constituent Reports

A. AHE

President Southerland updated the Board on Faculty pertaining to enrollment and eLearning. President Southerland thanked Kathy Chatfield for all her work in the eLearning Program. President Southerland shared that Faculty is working on preparing for Fall Quarter, serving students and improving enrollment. President Southerland thanked Interim President Fowler-Hill for her strong communication skills and wished her well. Trustee Bennett asked what was needed in order to support the Faculty. President Southerland shared that a team effort would be needed and in collaboration with the experts. Trustee Speer expressed his appreciation for the Faculty and what they have done for the students.

B. WPEA

Heather Adams updated the Board that WPEA is offering support in a variety of ways to ensure engagement with staff and students. Ms. Adams addressed layoffs within classified staff for the next Academic Year. Chair Jacobsen invited Bob Williamson to share additional insights. Mr. Williamson shared and acknowledged the challenges the budget presents. Trustee Speer thanked Ms. Adams and her extraordinary leadership.

C. ASCC

President Kaame updated the Board that new ASCC appointments and committees have been voted on for next year's academic year. President Kaame shared that the ASCC was able to purchase a commercial freezer and refrigerator for the Penguin Pantry in conjunction with a matching gift from the Foundation. President Kaame shared that the Student Relations Coordinator has been engaging students during Spring Quarter with virtual campus activities hosted by the Office of Diversity, Equity and Inclusion. Trustee Speer asked if President Kaame could leave information regarding pandemic best practices behind for future student leaders. Trustee Speer also asked how the needs of students are being utilized through the Penguin Pantry. President Kaame shared that the IT team set up an online ordering form for the Penguin Pantry and that the Clark County Food Bank has offered assistance as well.

D. Foundation

CEO Lisa Gibert thanked President Kaame in his collaborative fundraising approach for the Penguin Pantry. CEO Gibert shared that outreach and response from generous donors have been ongoing to meet the financial needs of students during the pandemic with flexible scholarships and emergency grants. CEO Gibert shared that the Foundation is having face coverings printed with Clark College logos. An order for 500 was purchased and matched with a donation of an additional 500 facial coverings. CEO Gibert shared some of the communication challenges based on the current pandemic circumstances. CEO Gibert shared that donors are requesting information about the CARES ACT and how their funds are being directed. CEO Gibert updated the Board that the Foundation is facing budget issues as well. CEO Gibert shared that endowments have different restrictions and are not easily accessible creating budget challenges and the Foundation's ability to fund requests based on the restrictive funding. The Foundation will be proposing their budget to the Foundation Board next week. Trustee Speer requested CEO Gibert to provide additional information regarding the funding that has been received over the last few months. CEO Gibert shared that the student emergency fund and Penguin Pantry have been well supported. CEO Gibert shared that donations are overall down, however donors are still very generous.

VII. Reports from Board Members

A. Trustee Bennett

Trustee Bennett shared that she has participated in Diversity, Equity and Inclusion Zoom Meetings and shared her appreciation for Rashida Willard and her team. Trustee Bennett participated in the meetings Bob Williamson conducted pertaining to the Budget. Trustee Bennett shared that she has been participating in the Onboarding Committee for Dr. Edwards. Trustee Bennett shared that the group will continue to meet until the end of 2020 in order to provide support in the onboarding process. Trustee Bennett shared an update regarding the policies and procedures. Trustee Bennett mentioned that there is a 12-page Board Policy that was last voted on in August 2018 and requested the Board to review and approve. Trustee Bennett will provide her recommended changes during the July Board Retreat.

B. Trustee Speer

Trustee Speer shared that current events and crisis has caused great hurt as well as hope in humanity. Trustee Speer expressed his gratitude for Interim President Fowler-Hill in her leadership demonstrated through her grace and compassion. Trustee Speer shared that he has been to a few Facilities Master Plan Committee meetings. Trustee Speer shared that he has been to every presentation and forum pertaining to the budget and expressed his appreciation to Bob Williamson and Sabra Sand in their courageous leadership. Trustee Speer shared that he attended the LEAD Meeting and thanked Kelly Love for her leadership. He also shared that he was able to prepare a video for congratulatory remarks to be shared to the graduates during the upcoming virtual commencement ceremony.

C. Trustee Rupley

Trustee Rupley shared that she was honored to represent the trustees in the filming of remarks for the 2020 virtual graduation.

D. Chair Jacobsen

Chair Jacobsen shared that she has been participating in Zoom meetings.

E. Trustee Strong

Trustee Strong shared that she recognizes the toll the current circumstances have taken on the community and for People of Color. Trustee Strong thanked Interim Fowler-Hill for her work and leadership. Trustee Strong shared from a personal standpoint, as a mother of two running start kids, she is extremely proud of the college and teachers that have kept the community together.

VIII. President's Report

A. Student Affairs Presentation - COVID-19 Response, Bill Belden, Vice President of Student Affairs

Bill Belden shared a PowerPoint [presentation](#) regarding the response to COVID-19 through a collective approach, employee engagement and resiliency, student engagement, innovative services and resources, compliance and collaboration, ensuring accessible technology, challenge, innovate and repeat.

B. Faculty Presentation - COVID-19 Response, Dr. Sachi Horback, Vice President of Instruction

Dr. Sachi Horback shared a PowerPoint [presentation](#) regarding the response to COVID-19 with an overview of how Faculty have dealt with challenging times through collective strength. The presentation highlighted the ways in which different departments have found ways to engage students in a meaningful way through an online learning environment. Dr. Horback

acknowledged inequities students may have experienced, although best efforts were given to provide access with hot spots, lap tops and other tools necessary for online learning.

C. Scorecards - Student Completion, Keith Birchfield, Research Associate

Keith Birchfield shared a [presentation](#) with detailed information pertaining to scorecards and the collaborative process of a transition that is taking place with a dashboard model rather than scorecard model. Mr. Birchfield highlighted the Completion Scorecard with a focus on milestones to completions for the following categories: first-time ever in college, first-time ever at institution and dual enrollment. Mr. Birchfield shared that this tool offers a more robust format in capturing data and will continue to evolve and be utilized in building reports to be shared with the Board in future meetings.

D. Rashida Willard – Officer of Diversity Equity and Inclusion Office of Diversity, Equity and Inclusion - B.U.I.L.D. Broadening Understanding, Intercultural Leadership & Development - Rashida Willard, Vice President of Diversity, Equity & Inclusion

Rashida Willard shared a PowerPoint [presentation](#) with an overview of Clark's history and current PPI training. The presentation also included Board priorities and strategies for professional development with a highlight of the B.U.I.L.D Training Program and the courses offered. Ms. Willard shared that the B.U.I.L.D. Chat Group meets once a month to discuss issues, capstone presentations and training. Ms. Willard shared that trainings have had over 500 over participants. Ms. Willard invited attendees to the Capstone Presentations next week.

IX. Next Meeting

The next regular meeting of the Board of Trustees is currently scheduled for Wednesday, June 10, 2020 via Zoom at 5pm.

X. Executive Session

The Board did not go into executive session.

XI. Adjournment

There being no further business, the meeting adjourned 8:13pm.



Jane Jacobsen, Chair

Stephanie Weldy
Recorder
Date: May 27, 2020