

# Clark College

## Board of Trustees Retreat Meeting Minutes

Wednesday, July 26, 2023

GHL 213 and Zoom

### In Attendance

Paul Speer, Chair

Cristhian Canseco Juarez, Vice Chair

Denise Gideon, Trustee

Marilee Jones Scarbrough, Trustee

Jeanne Bennett, Trustee

### Administrators

Dr. Karin Edwards, President

Dr. Michele Cruse, Vice President of Student Affairs

Jim Wilkins-Luton, Interim Vice President of Instruction

Sabra Sand, Vice President of Operations

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

Calen Ouellette, CEO, Clark College Foundation

Brad Avakian, Vice President of Human Resources

Sudha Frederick, Vice President of Information Technology

### Other

Benjamin Haslam, Assistant Attorney General

Brooke Pillsbury, Senior Executive

Brandon Johnson, IT

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

Jill Wakefield, ACCT Facilitator

### I. Board Arrival and Mingle

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

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

### III. Board 101

Presented by Chair Speer and Jill Wakefield

- Board Roles and Responsibilities, Trustee-Trustee Expectations, Trustee-President Expectations, and President-Trustee Expectations – led by Jill Wakefield
  - Review the characteristics of a strong Board and how to continue to improve.
  - Icebreaker for the group – Wakefield, Trustees, and Dr. Edwards shared their paths to leadership, covering topics including:
    - How did your parents' values influence you?
    - Do you have a special memory that shaped some of your values?
    - What are some challenges you have faced? What did you learn from them?
    - Tell us about your decision to become a leader in education.
- Board Assessment
  - Characteristics of a high-performing Board of Trustees
    - Resource Text: Trusteeship (ACCT)
    - Employ, Evaluate, and Support the President
    - Define Policy Standards for College and Operations, including high-quality programs, student achievement (equity and fair treatment of students), budget, and attracting high-quality personnel.
    - Characteristics overview
    - Group Reflection: What is the Board doing well?
    - Group Exercise: Case Studies
    - Overview of Successful Board and President Relationships
    - Overview of how the Board affirms the President.
    - Overview of how the President affirms the Board.
    - Group Exercise: Case Studies
- 2023 Board Goals Recap – led by Chair Speer
  - Overview of the 2022-23 goals and how Trustees engaged in those goals over the previous year.
- 2024 Board Goals Brainstorm
  - Onboarding Trustees – new and upcoming addition in Fall 2023
  - Internal Effectiveness of the Board
    - Improve the onboarding process.
    - Professional learning
    - Equity Goals
    - Onboard trustees – mentorship, affinity groups expanded to Vice Chairs to prepare for Chair role, succession planning.
    - Continue developing the relationship with the Clark College Foundation
    - Second Retreat
    - Continue to connect/cultivate relationships for President/Board and Community and Legislators
    - Accreditation Preparation
      - Including policy review, Board self-evaluation
    - Support and advocacy for the College in future budget decisions
      - Including Executive Coaching Priority and areas of skill-level improvement

IV. Lunch

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

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

VI. Break

VII. Board Business

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

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

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

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

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

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

- d. Officer Preferences Review

- e. Committee Preferences Review

- f. Calendar of 2023-24 Board Meetings Review

- g. Calendar of 2023-24 Workshops Review

- h. Calendar of Events Review

VIII. Retreat Recap and Reflection

IX. Next Meeting

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

X. Adjournment – Chair Speer

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

Paul Speer

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Paul Speer, Chair

Brooke Pillsbury, Recorder