



Clark College

Board of Trustees Regular Meeting Packet

Wednesday, September 25, 2024, at 5:00 p.m.

Location: Gaiser Hall, Room 213

Virtual Option:

[Zoom Link](#)

Meeting ID: 831 3722 6333

Passcode: 418803

Dial in: (253) 215-8782

Board of Trustee Regular Meeting Packet, September 25, 2024, at 5:00 pm

- I. Call to Order/Agenda Review – Chair Canseco Juarez
- II. Public Comment – Chair Canseco Juarez
Public comment will be limited to two minutes each.
- III. Action Items/Consent Agenda – Chair Canseco Juarez
 - a. June 12, 2024 - Work Session Meeting Minutes
 - b. June 12, 2024 - Regular Meeting Minutes
 - c. July 24, 2024 – Board Retreat Meeting Minutes
 - d. 2024-25 Board of Trustees Board Meeting Schedule
 - e. 2024-25 Board of Trustees Goals
- IV. FY 2024-25 Fund Balance Usage
- V. Board of Trustees Officers and Committees – Chair Canseco Juarez
- VI. Constituent Reports
 - a. ASCC – Gurraj Singh Dhami
 - b. WPEA - Courtney Braddock
 - c. AHE – Suzanne Southerland
- VII. Faculty Presentation: Creative Writing Festival
Presented by Professor Alexis Nelson
- VIII. Reports from Board Members – Chair Gideon
- IX. President’s Report – Dr. Karin Edwards
- X. Next Meeting
The next Board of Trustees work session and regular meeting are scheduled for Wednesday, October 16, starting at 3:30 pm.
- XI. Adjournment – Chair Gideon

Clark College

Board of Trustees Work Session Minutes

Wednesday, June 12, at 3:30 pm

GHL 213 and Zoom

In Attendance

Cristhian Canseco Juarez, Chair

Denise Gideon, Vice Chair

Marilee Scarbrough, Trustee

Suzanne Donaldson, Trustee

Jeanne Bennett, Trustee

Administrators

Dr. Karin Edwards, President

Sabra Sand, Vice President of Operations

Dr. Michele Cruse, Vice President of Student Affairs

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

Brad Avakian, Vice President of Human Resources

Calen Ouellette, Clark College Foundation Chief Executive Officer

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

Others

Jennifer Mankowski Dixon, Assistant Attorney General

Darci Feider, President's Office

Julie Taylor, President's Office

Brandon Johnson, Information Technology

Call to Order/Agenda Review

Chair Canseco Juarez called the work session to order at 3:30 p.m.

Public Comment

No public comment.

Accreditation Update

Dr. Cecilia Martin, Associate Vice President of Planning and Effectiveness, provided a high-level overview of Northwest Commission on Colleges and Universities accreditation requirements, where we are in the accreditation process, and how we are moving forward. The presentation included comparative data, institutional process evaluations, and assessments.

Fund Balance Updates

Sabra Sand, Vice President of Operations, provided an update on the proposed use of the fund balance. She highlighted that the meters project, originally planned to cost \$1.3 million, will now be funded through state capital projects, effectively removing this expense from the fund balance. She proposed

allocating an additional \$200,000 towards security improvements and reviewed the \$1,135,616 in expenses approved through the operating budget process.

Sabbatical Request

Dr. Michele Cruse, Vice President of Student Affairs, presented an admin/exempt sabbatical request for Cath Busha to evaluate, research, and update an employee resource group.

Adjournment

Chair Canseco Juarez adjourned the work session at 4:35 p.m.

Clark College

Board of Trustees Regular Meeting Minutes

Wednesday, June 12, 2024

GHL 213 and Zoom

In Attendance

Cristhian Canseco Juarez, Chair

Denise Gideon, Vice Chair

Marilee Scarbrough, Trustee

Suzanne Donaldson, Trustee

Jeanne Bennett, Trustee

Administrators

Dr. Karin Edwards, President

Sabra Sand, Vice President of Operations

Dr. Michele Cruse, Vice President of Student Affairs

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

Dr. Tina Redd, Interim Vice President of Instruction

Brad Avakian, Vice President of Human Resources

Calen Ouellette, Clark College Foundation Chief Executive Officer

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

Other

Jennifer Mankowski Dixon, Assistant Attorney General

Darci Feider, President's Office

Julie Taylor, President's Office

Brandon Johnson, IT

Call to Order/Agenda Review

Chair Canseco Juarez called the regular Board of Trustees meeting to order at 5:00 pm.

Land and Labor Acknowledgment

Clark College Land and Labor Acknowledgment offered by Chair Canseco Juarez

Public Comment

Michael Cerrillo

Suzanne Southerland

Tyler Frank

Deb Montez

Action Items

1. Consent Agenda
 - a. May 22, 2024, Work Session Meeting Minutes
 - b. May 22, 2024, Regular Meeting Minutes
 - c. June 5, 2024, Special Meeting Minutes
 - d. FY 2024-25 Admin/Exempt Sabbatical Request

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

2. FY 2023-24 Fund Balance Request

MOTION: Trustee Bennett moved to approve the Fund Balance change of \$29,716. Trustee Scarbrough seconded the motion. Motion passed as presented.

3. FY 2024-25 College Budget

MOTION: Vice Chair Gideon moved to approve the 2024-25 College Budget as presented. Trustee Donaldson seconded the motion. Motion passed as presented.

4. FY 2024-25 Services and Activities Fee Budget

MOTION: Vice Chair Gideon moved to approve the 2024-25 Services and Activities Fee Budget as presented. Trustee Bennett seconded the motion. Motion passed as presented.

Constituent Reports

The board highly values the constituent reports and again asked that written reports be submitted on the Friday before each board meeting.

ASCC

ASCC President Emma Sturm shared recent initiatives include distributing food boxes to 161 students, hosting pop-up events at the Penguin Pantry, and organizing Snack & Study sessions in partnership with Tutoring Services to provide free snacks and tutoring before finals. Additionally, efforts to engage students on campus include hosting the Oswald Award ceremony and a civic engagement discussion with the Washington Secretary of State, Steve Hobbs.

WPEA

Courtney Braddock, WPEA Stewart, congratulated the 2024 Clark College graduates and thanked Dr. Redd for all her support. She also raised concerns regarding the completion of postings required by a labor settlement and emphasized Clark's absence from the WPEA bargaining sessions with OFM. WPEA is awaiting the college's after-action report and response addressing identified safety gaps and security concerns.

CCAHE

Suzanne Southerland, President of CCAHE, acknowledged Clark College's allocation of funds towards safety and security initiatives. She also congratulated the college on the appointment of a new VPI and thanked Dr. Redd for her contributions. She expressed concerns about the ongoing

hiring challenges with the Cyber Security tenure position. Southerland encouraged supervisors to involve union representatives in meetings. She extended congratulations to Emma Sturm and the Student Government, as well as to the retiring faculty.

Clark College Foundation

Calen extended congratulations to all students and employees in anticipation of the upcoming graduation. He provided an executive-level overview of the Student Success Path and the Student Success Fund. The Student Success Path, developed in partnership with Student Affairs, serves as an internal framework to assess the impact of programs on students.

The Student Success Fund launched successfully, securing a \$100,000 inaugural grant from the Taco Bell Foundation. The pilot submission process, initiated in April, funded five (5) submissions totaling over \$140,000.

MESA

Roman Lara provided an overview of the Mathematics, Engineering, and Science Achievement (MESA) program. Key highlights for the year included taking students to two conferences, supporting 102 students in the 2023-24 cohort, fostering community and a sense of belonging through student engagement, and enhancing the center's space for improved accessibility and a welcoming atmosphere.

Reports from the Board Members

Trustee Donaldson

Trustee Donaldson reported that she attended the June Trustee Tuesday. She also attended the tenure reception and congratulated those who received tenure. She took a campus tour and is looking forward to the trustee retreat.

Trustee Bennett

Trustee Bennett congratulated the 2024 graduates and newly tenured faculty. She serves as a liaison between the Board and the Foundation and expresses appreciation for the Foundation's contributions and support of the college. She has completed the onboarding of Trustee Donaldson.

Trustee Scarbrough

Trustee Scarbrough reported attending the Juneteenth celebration and extended kudos to the event planners for bringing Sylvia Welch. She also participated in the June Trustee Tuesday meeting. Serving on the Foundation Board, she acknowledged the impactful work and effective leveraging of funds by the Foundation.

Vice Chair Gideon

Vice Chair Gideon noted her attendance at the Juneteenth celebration, highlighting Chief Earl's delicious food and Sylvia's inspiring poems. She also attended Trustee Tuesday, gaining valuable insights into funding matters. She met with the Chair and Vice Chair of the Foundation Board along with Calen Oulette and Dr. Edwards, gaining insights into the collaborative efforts with the College and Foundation. She commended the newly tenured faculty and graduating students for their achievements.

Chair Canseco Juarez

Chair Canseco Juarez acknowledged the Juneteenth and Pride event celebrations in the community. He highlighted that the Board of Directors/Board of Trustees (BOD/BOT) meeting serves as a valuable opportunity to learn about ongoing work. He expressed appreciation for the synchronized efforts and partnership demonstrated by Dr. Edwards and Calen Oullette. Additionally, he reminded everyone to complete training due by month's end. He eagerly anticipates commencement and celebrating the achievements of our students.

President's Report

Dr. Edwards recently attended the student art exhibit, Spring Thing, and the biology student project on the bee campus. She highlighted upcoming events such as the nursing pinning ceremony, diversity graduation, and commencement, with over 500 students expected to participate in commencement. Summer enrollment remains steady, reaching 86% of the goal, and there has been an increase in running start students. Dr. Edwards commended the Financial Aid staff for their perseverance despite ongoing federal financial aid challenges.

Executive Cabinet was presented with information on the new Basic Needs Hub and plans for a hunger-free campus. Faculty tenure interviews are currently underway. The college has submitted two community-directed funding proposals, with progress noted on the IT and AI initiatives proposal.

Dr. Edwards recognized the Juneteenth celebration and announced Heather McGhee's upcoming visit on October 10th. She participated in a podcast with Emma Sturm and recognized Emma's contributions as Student Government President. Additionally, Dr. Redd's final board meeting was acknowledged, and gratitude was expressed for her leadership at Clark College.

Dr. Edwards addressed the May incident involving an employee assault, acknowledging its traumatic nature. She expressed regret for any concerns regarding leadership's attentiveness, emphasizing their serious approach to the situation. Today's request to allocate additional safety funds reflects feedback received and signals a commitment to addressing concerns. Dr. Edwards assured ongoing responsiveness, improvement in communication, and a dedication to progress moving forward.

Dr. Edwards expressed enthusiasm about Dr. Brown joining Clark College as the new Vice President of Instruction.

Next Meeting

The Board of Trustees will meet for a retreat scheduled for Wednesday, July 24, 2024, in person.

Executive Session

An Executive Session was convened under RCW 42.30.110 at 6:34 p.m. for the purpose of reviewing the performance of a public employee. The Executive Session is expected to last until 7:40 p.m. No final action will be taken during this Executive Session.

At 7:40 p.m., an announcement was made that the Executive Session would be extended to 7:55 p.m.

The Executive Session under RCW 42.30.110 ended at 7:55 p.m. The work session is reconvened at 7:55 p.m. No action was taken by the Board during the Executive Session.

Motion: Vice Chair Gideon moved to approve the evaluation and contract to extend the appointment of President Karin Edwards on June 12, 2024, through midnight of June 30, 2027, with an annual salary of \$302,627 effective July 1, 2024, with a one-time contribution of \$12,000 for her retirement and a state-approved cost of living adjustment. Trustee Scarbrough seconded the motion.

Discussion

Trustee Bennett emphasized the board's significant responsibility in evaluating the president, commending Trustees Canseco Juarez and Gideon for their dedication to the process. She acknowledged a notably calm operational year at Clark College, attributing this to Dr. Edwards's leadership. Trustee Bennett noted positive developments, including increased enrollment, improved student performance, and financial stability, underscoring the college's supportive environment and employee appreciation.

Trustee Scarbrough echoed Trustee Bennett's praise, highlighting increased enrollment as evidence of Dr. Edwards's effective pursuit of board goals. She commended Dr. Edwards's collaborative efforts with the community and the College Foundation. Trustee Scarbrough noted impressive progress in achieving last year's goals and expressed gratitude for Dr. Edwards's dedication to the college, staff, faculty, students, and community.

Vice Chair Gideon expressed agreement with previous remarks and extended gratitude to Dr. Edwards for her extensive efforts benefiting both the college and the community. She emphasized the fulfilling nature of their role as a trustee and appreciated the positive environment and collaboration fostered by Dr. Edwards. Vice Chair Gideon also encouraged Dr. Edwards to prioritize self-care in preparation for the upcoming year.

Trustee Donaldson expressed agreement with her colleagues' remarks, noting that she feels welcomed in her role as a new trustee.

Chair Canseco Juarez thanked the trustees for their comments and expressed full agreement with the positive remarks about Dr. Edwards. He highlighted widespread praise from Dr. Edwards's colleagues and peers, emphasizing her importance to the college and community. Chair Canseco Juarez noted Dr. Edwards's commitment to advancing the college's mission and fostering partnerships, expressing optimism for future success under her leadership.

Dr. Edwards expressed gratitude to the entire board, noting she feels fortunate to have their support and trust. She emphasized the board's unity, supportiveness, and shared commitment. Dr. Edwards reciprocated the support and praise to the Board.

Chair Canseco Juarez noted that prior to our meeting today, all trustees received Dr. Edwards's evaluation letter, which was discussed in the executive session. The letter will have slight updates and be submitted to the President's Office by the end of this week.

Vote: The motion passes as presented.

Adjournment

Chair Canseco Juarez adjourned the regular meeting at 8:10 p.m.

Clark College

Board of Trustees Retreat Meeting Minutes

Wednesday, July 24, 2024

CTC Room 144 and Zoom

In Attendance

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

Administrators

Dr. Karin Edwards, President
Dr. Michele Cruse, Vice President of Student Affairs
Dr. Terry Brown, 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

Jill Wakefield, ACCT Facilitator
Shelley Williams, Assistant Attorney General
Brandon Johnson, IT
Dr. Cecelia Martin, Associate Vice President of Planning and Effectiveness
Feddie Young, Planning and Effectiveness
Li Yingcong, Planning and Effectiveness
Julie Taylor, President's Office

- I. Board Arrival and Mingle
- II. Call to Order: Introduction, Agenda and Outcomes Review, and Icebreaker.
Chair Canseco Juarez called the annual retreat to order at 8:00 a.m. on Wednesday, July 24, 2024, providing an overview of the retreat agenda and outcomes.
- III. Public Comment
Robert Weston
- IV. Icebreaker – Jill Wakefield
The Board reviewed accreditation questions in preparation for the College’s accreditation visit in October 2025.
- V. Facilitated Discussion – Jill Wakefield
 - Review of 2023-2024 Board Goals – led by Jill Wakefield
 - Reviewed the 2023-24 goals and how Trustees engaged in those goals over the previous year.
 - 2024-2025 Board Goals Brainstorm – led by Jill Wakefield
 1. Review policies the Board approves.
 2. Prepare for the accreditation visit.
 - i. Updated the Board Policy Handbook.
 - ii. Accreditation and Strategic Plan presentation at the June 2024 Board Meeting.
 - iii. Accreditation questions reviewed at the June 2024 Retreat.
 3. Strengthen relationships with elected officials, school districts, community leaders, government, and legislators in collaboration with the Foundation.
 4. Visit programs and increase Board knowledge of programs and services.
 5. Improve the effectiveness of Board equity.
 6. Support and advocate for the College in future budget decisions.
 - Review Board Self-Assessment – led by Jill Wakefield
 - Overview of the Board of Trustees Self-Assessment (See finalized assessment)
 - In-Person Meetings – led by Jill Wakefield
 - The Board discussed transitioning back to in-person meetings.

VI. Board Business – Chair, Cristhian Canseco Juarez

- a. Committee and Board Assignments.
- b. Calendar of 2024-25 Board Meeting Dates.
- c. Easement Request for Boschma Farms.

Sabra Sand gave an overview of the Boschma Farms easement and requested approval from the Clark College Board to sign a letter of support for the easements/covenants to the State Board for Community and Technical College Board.

MOTION: Trustee Bennet moved to approve the letter of support. Trustee Donaldson seconded the motion. Motion passed as presented.

- d. Land and Labor Acknowledgement Discussion – Dr. Edwards and Vanessa Neal led.

The Board agreed to table reading the Land and Labor Acknowledgement statement at the start of Board meetings until further discussion.

- e. Assessment Cycle and Dashboard Update – led by Dr. Cecelia Martin
- f. Brad Avakian, Dr. Michele Cruse, Sudha Frederick, and Vanessa Neal gave department updates. Dr. Terry Brown introduced himself to the Board.

VII. Retreat Recap and Reflection – Chair Canseco Juarez

VIII. Next Meeting

The next work session and regular Board Meeting will be on Wednesday, September 25, 2024, starting at 3:30 p.m.

IX. Adjournment – Chair Canseco Juarez

Chair Canseco Juarez adjourned the Board of Trustees Retreat at 4:36 p.m.

Julie Taylor, Recorder



Clark College Board of Trustees

2024 – 25 Board Meeting Schedule

DATE	Work Session GHL 205	Regular Meeting GHL 213
September 25, 2024	3:30 p.m.	5:00 p.m.
October 16, 2024	3:30 p.m.	5:00 p.m.
November 20, 2024	2:30 p.m.	5:00 p.m.
December 4, 2024	3:30 p.m.	5:00 p.m.
January 22, 2025	3:30 p.m.	5:00 p.m.
February 26, 2025	3:30 p.m.	5:00 p.m.
March 3, 2025		2:45 p.m. (Special Session)
March 19, 2025	3:30 p.m.	5:00 p.m.
April 23, 2025	3:30 p.m.	5:00 p.m.
May 28, 2025	3:30 p.m.	5:00 p.m.
June 11, 2025	3:30 p.m.	5:00 p.m.
	Board Retreat CTC 144	
July 23, 2025		8:00 a.m.

2024-2025 Clark College BOT Goals

1. Improve Effectiveness of the Clark College Board of Trustees
 - a. Professional Training - Specifically, knowledge of campus offerings, courses, and services/resources
 - b. Use Board Work Sessions to visit program locations across campus
 - c. Continuous Equity education and learning
2. Review Board Policies
 - a. Incorporate board policy review during a meeting this academic year
 - b. Receive updates about College policies reviewed by Executive Cabinet
3. Prepare for 2025 Accreditation Visit
 - a. Reviewing documents prepared by accreditation team
 - b. Partner with President for continuous updates
4. Strengthen relationships with community leaders, legislators and local elected officials
 - a. Collaborating with Foundation to best utilize college resources
 - b. Building relationships specifically with K-12 School Districts
5. Support and advocate for Clark College financial funding
 - a. Connect President with local business and industry leaders

Board Trustee Officers

- Chair - Denise Gideon
- Vice Chair – Marilee Scarbrough

College Committee Assignment

- Clark College Foundation Committee
 - Board - Marilee
 - Executive Committee - Marilee
- Legislative Committee
 - Pos 1 - Jeanne
 - Pos 2 - Suzanne
- Trustee Recruitment
 - Pos 1 - Denise
 - Pos 2 - Suzanne
- Social Equity Advisory Council
 - Pos 1 - Cristhian
 - Pos 2 - Denise
- Board Budget Commitment
 - Pos 1 - Marilee
 - Pos 2 - Suzanne

WACT Committees

- Equity Committee – Cristhian
- Legislative Action Committee
 - Post 1 – Jeanne
 - Post 2 - Marilee

CLARK COLLEGE
Cash Balances
as of July 1, 2024

	Cash Balance 6/30/24	Cash Balance (minus dedicated cash & liabilities) 6/30/24	Required Reserves	Prior Commitments (prior to 7/1/24)	New Commitments (2024/25)	Total Available Cash
145/146 Grants and Contracts*	18,217,106	15,775,644		236,315	1,135,616	14,403,713
147 Local Capital	-	-				-
148 Dedicated Local	3,704,298	122,601		-		122,601
149 Operating Fee	474,712	-				-
448 Print/Copy Machine	123,349	119,323				119,323
460 Motor Pool	115,486	113,568				113,568
522 ASCC	2,393,757	-				-
524 Bookstore	4,833,699	4,739,567		-		4,739,567
528 Parking	419,007	405,464				405,464
569 Food Service	-	-				-
570 Other Auxiliary Enterprise	787,227	323,031		-		323,031
790 Payroll (clearing)	-					-
840 Tuition/VPA*	207,780					-
846 Grants - Fin Aid	(770,098)					-
849 Student Loans	(350,049)					-
850 Workstudy (off-campus)	(55,049)					-
860 Institutional Financial Aid Fund Reserves**	696,781		8,969,604			(8,969,604)
Totals	30,798,006	21,599,198	8,969,604	236,315	1,135,616	11,257,664



Clark College Board of Trustees

2024 – 25 Board Committee Assignments

COMMITTEE	ROLE (if applicable)	2024 – 25	2023 - 24
Trustee Officers			
Clark College Board of Trustees	Chair	Denise Gideon	Cristhian Canseco Juarez
	Vice Chair	Marilee Scarbrough	Denise Gideon
Clark College Foundation Representatives			
Clark College Foundation Committee	Board (Position One)	Marilee Scarbrough	Marilee Scarbrough
	Executive Committee (Position Two)	Marilee Scarbrough	Jeanne Bennett
Board Committees			
Legislative Committee	Primary	Jeanne Bennett	Jeanne Bennett
	Alternate	Suzanne Donaldson	Cristhian Canseco Juarez
Trustee Recruitment	Position One	Denise Gideon	Denise Gideon
	Position Two	Suzanne Donaldson	Marilee Scarbrough
College Committees			
Social Equity Advisory Council	Primary	Cristhian Canseco Juarez	Denise Gideon
	Alternate	Denise Gideon	Cristhian Canseco Juarez
Board Budget Commitment	Position One	Marilee Scarbrough	Marilee Scarbrough
	Position Two	Suzanne Donaldson	Paul Speer/Suzanne Donaldson
Washington Association of College Trustees Committees			
Equity Committee		Cristhian Canseco Juarez	N/A
Audit Committee			N/A
Awards Committee			N/A
Finance and Budget Committee			N/A
Legislative Action Committee		Jeanne Bennett	Marilee Scarbrough
Nomination Committee			N/A
Bylaws Committee			N/A
Education Committee			N/A



ASCC Student Government Priorities Paper 2024-2025

1. Student Involvement & Campus Climate

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

Activities to support this priority:

- Collaboration with clubs and programs to encourage student involvement, such as through quarterly club competitions and Involvement Fairs.
- Host events held in 2024 or find other methods of student engagement.
- Propose an event with the Clark College President, Dr. Edwards, to create a student open forum and to create vocal inclusivity.
- Collaborate with the Office of Diversity, Equity & Inclusion to increase engagement and inclusivity of systemically non-dominant students.

2. Student Resource Access

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

Activities to support this priority:

- Support of Student Identity Groups in recognition of systemically non-dominant students;
- Promotion of involvement opportunities with ASCC Clubs and Programs;
- Support continued implementation of Guided Pathways for increased clarity in navigating courses and college goals.
- Partner with IT to help provide greater internet and technology access to students.
- Outreach via social media, class visits, and other means to promote student support services.

3. Clark College State-Wide Initiatives

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

Activities to support this priority:

- Work through WACTCSA and WA-SEN to decrease the cost of transportation, textbooks, and increase the availability of counseling services at all community and technical colleges in Washington;



ASCC Student Government Priorities Paper 2024-2025

- Partner with the Clark County League of Women Voters (and potentially other civics programs) to help encourage students to register to vote and vote in the 2024 election.
- Partner with Dr. Edwards to become involved in the College's accreditation process.
- Host volunteer days where students, including ASCC, can volunteer for one to two days at an organization to help showcase our support to the local community. Such organizations could include the Clark County Food Bank, Columbia Springs, or the Red Cross.

WPEA/UFCW Local 365, Clark College Unit

Board Report for September 2024

MEETINGS

WPEA Steward meeting on Mondays 11:30 AM

COMMUNICATION

Current contact for campus stewards:

wpeastewards@clark.edu

Representational Stewards

Angela Dawson	Nursing
Becky Lindsay	Dental Hygiene
Courtney Braddock	Accounting Services
Jessica Cerise	Facilities Services
Jillian Taylor-Valdez	CFS
Nora Rofjotur	IT

Member Leaders

Jenny Shadley	Communications & Marketing
DJ Scates	OOI
Eli Gonzalez-Roman	VCOE
Ryan Johnson	Nursing & Allied Health

WPEA Classified Staff Updates:

- We would like to congratulate classified staff celebrated and recognized for their years of service at the college during opening day.
- As the college gears up for Fall quarter, we would like to share our sincere appreciation to all classified staff. Staff in departments across the college put in so much work prior to students coming to campus to ensure the first week runs smoothly, and we want to publicly thank staff for that valuable and often unseen work.
- The WPEA higher ed bargaining team recently ended its bargaining session with a disappointing tentative agreement. Most articles are proposed to remain at current contract language, and articles that are changing contain incremental movements. The most disappointing proposal from bargaining was the COLA. 3% in the first year and 2% in the second year.
 - o It was even more disappointing to see the lack of support for classified staff to receive a COLA that makes an impact, from college leadership at the table and outwardly to the state. Notes from the most recent SBCTC business meeting

expressed support for administrative/exempt staff and faculty to receive a 6.5% annual COLA over the next biennium to help with the state-wide staffing crisis, purposefully omitting support for classified staff to receive the same increase.

- Excluding classified staff from this solution will only exacerbate the staffing problem. In other words, this is not a solution.
 - It was also noted that VP of Human Resources, Brad Avakian, was seen destroying staff posters during the Classified Staff walkout. This disrespectful act is again, an example that leadership lacks in supporting our Classified Staff.
 - There must be explicit support from Clark College leadership to the state, that what the state proposed is not enough and will not resolve the identified issues at our colleges. Our staff, students, and community deserve so much more.
- Since Clark College WPEA shared its feedback around concerns on safety at Clark College in June, we have yet to receive a response to our questions from our last report. We are still waiting from college leadership to answer the following questions:
- How will the college address concerns and identify gaps in our feedback and the feedback from the college forums?
 - How long does the college anticipate these changes to take place?
 - When can we expect to receive updates on how these concerns and gaps will be addressed, and where or who will we hear from?
- The Union was made aware of an L&I investigation into recent flooring removal in Bauer 115B. The investigation was initiated due to the concern that the removal of the flooring did not follow proper asbestos related removal processes outlined in state law. The Union and Human Resources met with L&I for the closing conference on Tuesday, September 17, to discuss findings and proposed violations. The following citations were presented:
- No good faith inspection for asbestos- classified as a Serious violation
 - No initial exposure assessment- classified as a Serious violation
 - Not removing asbestos in a wet, saturated state- classified as a Serious violation
 - Asbestos waste not disposed in leak-tight containers- classified as a Serious violation
 - No designated competent person- classified as a Serious violation
 - No asbestos air clearance- classified as a General violation

A monetary penalty estimated at \$12,600 is proposed to be imposed as a result of the violations. A copy of the closing conference document has been attached to the report.

8 Classified staff were identified to have worked inside of the room during the floor removal process.

This is another concerning example of the college not prioritizing classified staff's safety.

- An unsettling theme is emerging. Years of carelessness contributed by many different iterations of college leadership has gotten us where we are today. It is deeply felt by staff that the college does not care about our safety, health, and well-being. When will the actions of the college match what the college says? When will the college make the necessary changes to show it cares about the staff that are the backbone of its operations?



CLOSING CONFERENCE REVIEW PROPOSED VIOLATIONS

Important: This document is for your information only and may differ from the Citation and Notice that will be sent to you at a later date.

Employer CLARK COLLEGE, Inspection 317981407

This closing conference is held to discuss the inspection findings and any hazards(s) discovered during the inspection. During this conference a discussion will occur on the actions necessary to abate any hazard(s) discovered and the date by which they must be corrected or abated. The department routinely allows employee representatives to be present during the closing conference. However, either the employer or the employee representatives may request separate closing conferences. In accordance with WAC 296-900-13010, employees or their representatives may request copies of Citation and Notices issued to the employer.

Citation & Notice (C&N):

You will receive a Citation and Notice containing the alleged cited violations(s) and the date by which the alleged violation(s) must be abated or corrected. Any alleged violations cited as serious will have a monetary penalty as required by RCW 49.17.180. The findings of this inspection and the recommendations of the inspector are subject to change prior to C&N issuance.

Citation	Item	Group	Classification	Standard or Law Violated	# Days to Correct
1	1		Serious	296-62-07721(2)(b)(ii) No good faith inspection for asbestos	Corrected
1	2		Serious	296-62-07709(3)(a)(ii) No initial exposure assessment	Unable to Correct
1	3		Serious	296-62-07712(2)(c) Not removing asbestos in a wet, saturated state	Unable to Correct
1	4		Serious	296-62-07712(2)(d) Asbestos waste not disposed in leak-tight containers	Unable to Correct
1	5		Serious	296-62-07728(1) No designated competent person	Unable to Correct
2	1		General	296-62-07709(3)(h) No asbestos air clearance	Corrected

Posting Requirements (WAC 296-900-13015)

You must post the Citation and Notice for seven (7) working days, or until the last violation has been corrected, whichever is longer. **You must comply with these posting requirements even if you appeal the citation, or if no violations were noted.**

Your Appeal Rights As An Employer (RCW 49.17.140 and WAC 296-900-17005)

You have fifteen (15) working days from the date you receive your Citation and Notice to file a written appeal. You may appeal all or part of any alleged violation including the violation, penalty or abatement date.

Your notice of appeal must include the business name, name, telephone number; the name and address and telephone number of any person representing you; the citation number; what you think is wrong with the citation or corrective notice and any related facts; what you think should be changed and why. You should also state whether all the violations on the citation, or just specific violations, or only the penalties, are being appealed.

An appeal does not stay the abatement date for serious, willful, repeat serious, and failure to abate serious violations, unless a stay of abatement date is requested and granted by the Department of Labor & Industries according to WAC 296-900-17006, or by the Board of Industrial Insurance Appeals according to WAC 263-12-050. For any appealed general violation(s) and violation(s) for which a stay of abatement date is granted, this requirement is postponed until a final order is issued for the violations(s).

Labor and Industries has the option to forward the appeal to the Board of Industrial Insurance Appeals, an independent state agency, or to reassume jurisdiction and hold an informal conference to try and resolve the citation.

At the informal conference you should be prepared to briefly explain your reasons for the appeal and be ready to provide any additional information you would like the department to consider.

Employees may appeal only the abatement date.

Employee Discrimination (RCW 49.17.160 and 296-360 WAC)

By law, your employees must be allowed to participate in the DOSH inspection. They must be paid for the time they spend assisting the Compliance Inspector or doing related activities. They may not be fired, demoted, or otherwise discriminated against if they talk to the Inspector, file a complaint about unsafe or unhealthy working conditions, or exercise any other right protected under the Act.

If you have any questions concerning the inspection, please contact the Compliance Inspector, or the supervisor.

For additional information about DOSH and the various programs available, you may visit our web site at <https://www.lni.wa.gov/safety-health/> .

For information about filing a public records request, you may visit our web site at <https://www.lni.wa.gov/agency/public-disclosure/> .

CCAHE – Clark faculty union – constituency report – September 25, 2024

Welcome to our new Vice President of Instruction, Dr. Brown. Thank you for making the move and making the commitment to help serve Clark students.

On behalf of the faculty Union Senate and faculty, we want to express our unequivocal **support for the WPEA** staff in their struggle for a fair contract. Clark staff provide consistently competent support for our teaching and for our students' learning.

Indeed, it's the **staff support of our tenure review committees** that helps develop our candidates into tenured professors who impact our institution, community, students and their families for decades. I've seen in many respects that the College is committed to supporting our tenure candidates and the tenure process, but the reality this year is that the tenure staff fulfill many other responsibilities and are spread thin. Faculty are concerned that the minimized tenure support could result in committees having no alternative but to meet remotely, while many of our candidates would benefit from meeting with their committees in person.

In addition to tenure candidates meeting with their tenure committees in person, the Union Senate is also concerned with ensuring that candidates (especially candidates of color) are supported by their committees. In fact, the Senate has held impromptu meetings to approve tenure committee changes to help ensure that candidates of color are supported. Conversely, the Senate also is quite conscientious about ensuring that faculty of color aren't culturally taxed as a result of being called on to serve on *so many* tenure committees. Ultimately, we believe that both staff support for tenure committees and the make-up of our tenure committees impact our candidates. I think that we would all agree that supporting our candidates is of paramount importance.

The third topic tonight is – **what are Clark faculty doing to serve students right now?**

The first week of classes is so exciting. On day one, faculty are striking a balance between being welcoming, helpful and informative with completing a variety of processes and procedures that help our students succeed throughout the quarter. Faculty review their syllabi with students – explaining their subject and why it's important, describing assignments, outlining the outcomes of the class, and describing how we grade, how and when we provide feedback, and how and when students can meet with us outside of class. In addition to that, we inform our students about the resources that students can access such as the Penguin Pantry, Disability Access Services, Veteran Services, and the Tutoring Center. We also are careful to watch attendance as we're asked to drop students by Friday of week one if we haven't heard from/seen the student in class or on Canvas. One of the more challenging discussions we have with students over the last couple years is the use

of AI. Without a College-wide policy, each professor or department is developing their own policy for AI use, which need to be clearly communicated lest students get confused about the different prohibitions/allowances of AI per class. Another concern is uncertainty about using software. Many faculty aren't sure if they should just stop using their software, websites, links to material, etc. or if they should wait for clear guidance from the College.

In addition to all of that, faculty are also concerned about how the upcoming election will impact our classrooms and College climate. How do we prepare for problems/conflict (the disruptive kind) that could occur in our classrooms? To what extent can we control expression in our classrooms? What political groups are going to choose to visit our campus this fall? How do we protect our vulnerable students from painful messages or just plain scary attitudes?

With all of those concerns, faculty are still primarily oriented toward supporting and welcoming students and helping them navigate the various systems of the College. These first few weeks of fall quarter are critical; keeping students engaged, enrolled, encouraged and participating is crucial during this time. If we can keep them through fall, then their return to Clark next quarter is much more likely.

Other concerns are residual from last year: losing staff support and the attack on one of our employees also leaves us wondering about Security; do we have enough Security officers and are there plans to enhance security measures as we move toward the election? Thank you Sabra Sand for sending an email about Security and for cancelling the drill on November 5th. That support was appreciated and helpful. These are concerns and questions that faculty have been expressing, and it's evident that there's work to do to ensure that Clark employees feel secure.

Thank you, Spanish Professor Erika Nava, for painting the Mural below. Slide attached.





Growing the Creative Writing Program at Clark

Creative Writing Program Highlights

Facilitating completion and smooth transfer to four-year institutions

- New transfer agreements with Central Washington University and Eastern Washington University.
- Working on establishing similar agreements with other partner institutions, such as WSUV and PSU.
- Scholarships and awards support our talented and highly engaged creative writers while at Clark and when they transfer.

Opportunities to gain valuable professional experience while at Clark

- *The Swift* literary journal – est. 2022, led by adjunct professor Dawn Knopf. Students gain professional experience through the Literary Publication course or student work positions as journal editors.
 - Includes experience in design/layout, project management, communications/marketing, editing and publishing.
- Students can also gain work experience as Student Assistant for the Columbia Writers Series, our author reading series.
- **New for 2024!** Literary Internship Program funded through a Student Success Grant.
 - Internships will place students with local literary organizations for **paid** internship opportunities.
 - Literary Arts, Propeller Books, and Coffee Cup Creative have all enthusiastically agreed to take on interns.

Campus events that enrich student experience and engage the larger community

- Columbia Writers Series – author reading series
- Creative Writing Festival – weeklong literary festival in May
- Spring Writing Workshop – culminating event of the festival, a new “signature event” for the college

Columbia Writers Series Reading



Spring Writing Workshop



Release Celebration for *The Swift*

What is the Spring Writing Workshop? All-day event held on a Saturday in May, featuring a series of craft workshops and readings by nationally recognized authors as well as Clark Creative Writing faculty. Led by adjunct and tenure-track faculty members, Jennifer Denrow and Jesse Morse.

Who attends? Clark students, faculty and staff, as well as community members (about 50/50).

Who have some of the guest writers been? Award-winning novelist Claire Vaye Watkins; Guatemalan-American poet, screenwriter, and 2024 Oregon Book Award finalist Stephanie Adams-Santos; Justin Taylor, who has published three books and taught at Columbia and N.Y.U.; Jon Raymond, novelist and Emmy Award-nominated screenwriter...and many more!

What made the 2024 Workshop particularly special? In its third year, the workshop drew its largest crowd yet, “selling out” with over 200 spots reserved and about 75% of those registered attending. Every workshop was full, several with standing room only. This year the workshop was also the final event of a weeklong literary festival featuring additional readings and workshops, two book release parties, and even a free “Yoga for Creativity” class!

2024 Spring Writing Workshop: Third Year Leap!

Feedback on 2024 Spring Writing Workshop

- “Thank you for putting together such an amazing day! The readers, the workshops and THE STUDENTS! I was so impressed with the quality of the comments and questions in both workshops I attended.” - *Community member, local author*
- “I attended Saturday’s workshop with my daughter. Both of us had great takeaways and thoroughly enjoyed being there, networking, talking to people and learning. I will for sure be going again next year. I also enjoyed the smaller events leading up to the big workshop, especially yoga!” - *Clark student*
- “I am a retired Clarker, who attended the Writing Conference on Saturday. I want to tell you how marvelous it was! It was fabulous from an artistic perspective, and also it was very, very well run, the schedule just perfect, even free lunch and breakfast! A nice touch.... It was also an amazing showcase of what Clark has to offer the community. Our community is full of writers who stayed all day! A terrifically friendly crowd, I had conversions with three new people. None of them were students, and so I got to connect with them about the college. I am effusive talking to people about the college, and ways people can attend events - or apply for jobs, or maybe take classes. My people were eager to hear these things. A conference like this is an excellent marketing opportunity. Each session that I took was aimed at giving tools to be a strong writer. Staged readings and sessions from published authors gave beauty all around. I commend all of the Clark English staff for making such a quality event. Thanks!” - *Community Member, former Clark professor*

What have some Creative Writing students gone on to do after Clark?

Bill Erickson studied Digital Technology and Culture at WSUV and currently works as a professional writer for a local software company.

Elizabeth Russell transferred to Utah State University as an English major with a creative writing emphasis. She is an undergraduate teaching fellow and the poetry and design editor of the literary journal on campus called *Sink Hollow*. She recently published her work in *Afterpast Review* and *Nighthawk Review*.

Regan Richards transferred to Western Washington University at Bellingham as an English Major with a Creative Writing emphasis. She will be on the staff of the literary journal *Jeopardy* this year.

Lily Hart graduated from PSU with a degree in English and is now pursuing a PhD at University of British Columbia in Vancouver while working locally at the Confluence Project, an art, history, culture and ecology project around the Columbia River system.

Looking Ahead

What's Next for Creative Writing at Clark?

- An even bigger and better week-long Creative Writing Festival, culminating in the workshop; continuing to grow and solidify the workshop as a “signature event” for Clark
- Deepen existing partnerships and establish new ones with other programs on campus and within the larger community (ex.: Spanish, McClaskey, Jazz Festival)
- Place multiple students in internships and grow and refine the new internship program
- Create new transfer agreements and work with Advising to make sure students interested in Creative Writing know what opportunities are available
- Student recruitment and continuing to promote the CW program and events

How Can the Board of Trustees and College Leadership Support This Work?

- Help us spread the word about Clark’s exceptional Creative Writing program and all of our amazing literary events on campus
- Attend the next Spring Writing Workshop in May 2025!
- Attend other literary events at Clark, including the Columbia Writers Series. 2024 National Book Award finalist Kaveh Akbar coming to campus Oct. 3, 11 AM – Noon
- Pick up your FREE copy of *The Swift* and attend the release party in May 2025
- Support our talented writers by attending the English Department Awards Ceremony, also part of the Creative Writing Festival in May
- Support the English department with full-time positions so we can maintain and grow this work

