



Board of Trustees  
Policies and Procedures Manual

Last Revision: September 2023

## Board Policies and Procedures

### Table of Contents

|         |  |    |
|---------|--|----|
| 100.00  | Board of Trustees.....                               | 4  |
| 100.A00 | Legal Status of the Board.....                       | 4  |
| 100.A10 | Legal Status and Authority of the Board.....         | 4  |
| 100.A20 | Official Name of District.....                       | 4  |
| 100.A30 | Official College Title.....                          | 4  |
| 100.A40 | Official Board Title.....                            | 4  |
| 100.A50 | District Seal.....                                   | 4  |
| 100.A60 | Physical Boundaries of the District.....             | 4  |
| 100.A70 | College Mission Statement.....                       | 5  |
| 100.A80 | College Vision Statement.....                        | 5  |
| 100.B00 | Governance.....                                      | 5  |
| 100.B10 | Composition of the Board.....                        | 5  |
| 100.B15 | Student Board Members.....                           | 5  |
| 100.B20 | Vacancies.....                                       | 6  |
| 100.B21 | Onboarding of New Board Members.....                 | 6  |
| 100.B22 | Committees of the Board.....                         | 6  |
| 100.B25 | Equity Statement.....                                | 6  |
| 100.B30 | Statement of Ethics.....                             | 7  |
| 100.B35 | Ethical Values and Principles in Public Service..... | 7  |
| 100.B40 | Tenets of Governing.....                             | 7  |
| 100.B50 | Training and Developing.....                         | 8  |
| 100.B70 | Board Duties and Responsibilities.....               | 8  |
| 100.C00 | Officers of the Board.....                           | 10 |
| 100.C10 | Titles.....  | 10 |
| 100.C20 | Manner of Election and Term of Office.....           | 10 |
| 100.C30 | Chair of the Board.....                              | 10 |
| 100.C40 | Vice-Chair of the Board.....                         | 10 |
| 100.C50 | Secretary of the Board.....                          | 11 |
| 100.C61 | Delegation to the President.....                     | 11 |
| 100.C65 | President.....                                       | 12 |
| 100.E00 | Meetings of the Board.....                           | 13 |
| 100.E05 | Regular Meetings.....                                | 13 |
| 100.E10 | Special Meetings.....                                | 14 |
| 100E15  | Executive Session.....                               | 14 |
| 100.E20 | Open Meetings.....                                   | 14 |
| 100.E25 | Appearances Before the Board.....                    | 14 |
| 100.E28 | Interruptions.....                                   | 14 |

Clark College  
Board Policies and Procedures

|         |  |    |
|---------|--|----|
| 100.E30 | Quorum.....                              | 15 |
| 100.E35 | Required Vote.....                       | 15 |
| 100.E40 | Agenda.....                              | 15 |
| 100.E45 | Board Materials and Information.....     | 15 |
| 100.E50 | Minutes and Meetings.....                | 15 |
| 100.F00 | Miscellaneous Policies of the Board..... | 16 |
| 100.F10 | Presentation and Adoption of Policy..... | 16 |
| 100.F20 | Parliamentary Authority.....             | 16 |
| 100.F30 | Amendments of Board Policies.....        | 16 |
| 100.F40 | Board Offices.....                       | 16 |
| 100.F50 | College Debt.....                        | 16 |
| 100.F60 | College Interfund Loans.....             | 17 |
| 100.G00 | Foundation Policy Statement.....         | 17 |
| 100.H00 | Reimbursement and Per Diem.....          | 17 |

100.00 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 and 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 (14) 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.

Clark College  
Board Policies and Procedures

- 100.A70      College Mission Statement  
To cultivate an inclusive, equitable, and vibrant community, Clark College educates, empowers, and elevates individuals to achieve their personal and professional goals.
- 100.A80      College Vision Statement  
Rooted in social justice, Clark College is a beacon of hope, opportunities, and transformation, providing excellent and equitable education to create economic, cultural, and community growth.
- 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 285.50.100)
- 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 education 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 whom shall be deemed to be a member of the Board.
- 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 1<sup>st</sup> and ending June 30<sup>th</sup>, 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 with the 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 vacancies occurring in the Board shall be filled by appointment by the governor of the State of Washinton. 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, it's 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 engaged in the onboarding practices, duties, and responsibilities as set forth by Board policy. Onboarding shall include relevant District content, Washing State Association of College Trustees (WACTC) onboarding materials, 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 acknowledgment that there will be missteps during our journey. Nonetheless, we will persist and accept that responsibility toward meaningful culture change and progress on diversity, equity, and 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.

Conflict 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 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 HigherEd 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;
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 toward 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;

Clark College  
Board Policies and Procedures

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
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

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 or 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 resolution 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 position of the President, and the chief Human Resources officer. The Board delegates appointed 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.
  - 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 judgement, 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 the 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 Resource 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;
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 for 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 Meeting 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 which a member of the general public shall not be present unless invited. (RCW 42.30.030)
- 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 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, an 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 in 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.

Clark College  
Board Policies and Procedures

- 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 the 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 l questions and may engage in general discussion.
- A member abstaining from voting on any matter shall voice such abstention for recording of 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.
- 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 website 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” or “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 website.

- 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 the 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, Roberts Rules of Order, newly revised, shall constitute the parliamentary guide of the Board.
- 100.F30      Amendments of Board Policies  
These policies, or any part of 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.  
  
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.F60 College Interfund Loans

At the end of every biennium, state law requires that all funds be closed with zero or positive cash. Due to fiscal year-end receivables for many programs such as financial aid, state appropriations, and work-study, some funds often will have a negative cash position, offset by a receivable to be collected in the new fiscal year.

To meet the state law, the college may use interfund loans between funds to cover the negative cash for closing and then reverse the transaction at the beginning of the fiscal new year. This action is permitted by law. The loan is for one day only, spanning the close of the fiscal year and the opening of the next fiscal year. The college will not calculate, charge, or transfer interest for this short-term loan.

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.

100.H00 Reimbursement and Per Diem

The Board of Trustees will comply with the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) Subsection 10.70.30.b as follows:

- a. Trustees who are not in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 1 of SAAM 10.70.30.b.
- b. Trustees who are in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 2 of SAAM 10.70.30.b.
- c. Reimbursement rates will follow those provided by OFM's per diem rates.

For purposes of determining what constitutes an eligible "day or portion thereof spent to conduct Board...business" under Option 1, the Board of Trustees may include a day on which:

- a. An official noticed meeting of the Board of Trustees occurs, or
- b. A trustee participated in a meeting of a Board-approved committee assignment,  
or
- c. A trustee participates in any other meeting at the request of the President where two trustees are present.

Clark College  
Board Policies and Procedures

The Board of Trustees shall, in consultation with the President, set the maximum number of eligible per diem days per month per trustee. Considerations are to include prevailing economic conditions at the College, any expected large changes in trustee workload, and the goal of the Board accessibility to trustees from a broad range of economic situations. The total of such eligible days shall not exceed one (1) day per calendar month per trustee, with the exception of the Board chair, who will be eligible for two (2) days per calendar month. Changes to the maximum number of eligible days may be made per 100.F30, Amendments of Board Policies.

Administration of the trustee reimbursement and per diem process is coordinated through the Office of the President, using state compliant forms and procedures.