

Clark College

Board of Trustees Regular Meeting Packet

Wednesday, June 12, 2024, at 5:00 pm

<https://clark-edu.zoom.us/j/86993952677?pwd=VFUxbUI0N205a0UyYlVCZlV3LzFKdz09>

Meeting ID: 869 9395 2677

Passcode: 141448

Dial in: 1 (253) 215 8782

Physical Location:

Gaiser Hall, Room 213

Board of Trustee Regular Meeting Packet, June 12, at 5:00 pm

- I. Call to Order/Agenda Review – Chair Canseco Juarez
- II. Land and Labor Acknowledgement – Chair Canseco Juarez
- III. Public Comment – Chair Canseco Juarez
Public comment will be limited to two minutes each.
- IV. Action Items – Chair Canseco Juarez
 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
 2. FY 2023-24 Fund Balance Request
 3. FY 2024-25 College Budget
 4. FY 2024-25 Services and Activities Fee Budget
- V. Constituent Reports
 1. ASCC – Emma Sturm
 2. WPEA – Courtney Braddock
 3. AHE – Suzanne Southerland
No Report submitted.
- VI. PRESENTATION TOPIC – MESA
Presented by Roman Lara Alvarado
- VII. Board Member Reports – Chair Canseco Juarez
- VIII. President’s Report – Dr. Karin Edwards
- IX. Next Meeting
The next Board of Trustees meeting is the Board Retreat, scheduled for Wednesday, July 24, 2024.
- X. Executive Session
An Executive Session may be held for any allowable topic under the Open Public Meetings Act.
- XI. Adjournment – Chair Canseco Juarez

Clark College

Board of Trustees Work Session Minutes

Wednesday, May 22, at 3:30 pm

GHL 213 and Zoom

In Attendance

Cristhian Canseco Juarez, Chair

Denise Gideon, Vice Chair

Marilee Scarbrough, Trustee

Suzanne Donaldson, Trustee

Absent

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

Others

Shelley Williams, 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.

2024-25 College Budget

Sabra Sand, Vice President of Operations, presented the proposed 2024-2025 fiscal year budget, encompassing an overview of funds, the budget process, and concluding recommendations. The budget was segmented into ongoing and one-time additions, with ongoing additions totaling \$1,389,930, primarily directed toward new positions and funding enhancements to bolster organizational growth and advance our equity-centered strategic plan.

2024-25 ASCC Budget

Hassana Alnajjar, ASCC Finance Director, provided an overview of the 2024-2025 ASCC budget process, underscoring the approval of \$2,517,996 in funds and a remaining fund balance of \$1,261,314. Notably, adjustments included increased stipends for program directors and a full-time position for the Penguin Pantry.

Boschma Farms Update and Development Agreement

Sabra Sand, Vice President of Operations, reported that we've navigated challenges in construction, including unexpected costs due to City of Ridgefield requirements, resulting in a \$2.5 million increase in project expenses. However, through collaborative efforts, we've reached a development agreement with the city, sharing costs and responsibilities for the industrial connector. This agreement includes reimbursement for a portion of construction costs, traffic impact fee credits, and ongoing maintenance responsibilities, culminating in a mutually beneficial partnership.

Adjournment

Chair Canseco Juarez adjourned the work session at 4:53 p.m.

Clark College

Board of Trustees Regular Meeting Minutes

Wednesday, May 22, 2024

GHL 213 and Zoom

In Attendance

Cristhian Canseco Juarez, Chair

Denise Gideon, Vice Chair

Marilee Scarbrough, Trustee

Suzanne Donaldson, Trustee

Absent

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

Shelley Williams, 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

Beverly Brosius

Kristin Sherwood

Chris Smith

Courtney Braddock

Action Items/Consent Agenda

- a. April 24, 2024 – Work Session Meeting Minutes
- b. April 24, 2024 – Regular Meeting Minutes
- c. Boschma Farms Development Agreement

MOTION: Trustee Scarbrough moved to approve the Consent Agenda. Trustee Donaldson 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 that the Student Government is actively supporting students by distributing 187 Penguin Pantry boxes, recruiting for next year's ASCC Team, enhancing social media presence, approving budget requests for campus improvements and sports teams, fostering campus climate through events like "Let Your Voice Be Heard," engaging with faculty via a survey, and establishing statewide partnerships with organizations such as the Women League of Voters to promote civic engagement among students, while also preparing for the Oswald Awards.

WPEA

Courtney Braddock, WPEA Stewart, noted that WPEA members actively engaged with the budget committee, emphasizing the need for more time between meetings for thoughtful feedback. They recognized Memorial Day and praised Clark College leadership for prioritizing worker safety. Additionally, Braddock highlighted collaboration with AHE. They also expressed concerns about communication from the college regarding the recent incident.

CCAHE

Suzanne Southerland, CCAHE President, highlighted the partnership with WPEA and discussed potential opportunities for the college, such as hosting board of trustees' meetings and employment forums on campus. Southerland stressed the importance of supporting the new VPI. She talked about the college's goal of increasing the presence of employees and students on campus and noted that 90% of full-time faculty are teaching at least one face-to-face class in the fall. Southerland expressed gratitude to security for their efforts during last week's incident while acknowledging room for improvement.

Jazz Program

Dr. Doug Harris, Director of Bands, said Clark College's music program boasts 20 talented musicians from nine local high schools, with an increase in auditions from 14 in 2018 to 38 in fall 2023. The program offers extensive opportunities for rehearsals, performances, and engagement, including adding a second Jazz Band forming next academic year, hosting renowned artists, and participating in various festivals and concerts locally and internationally, such as the upcoming tour to Cuba in March 2025.

Reports from the Board Members

Trustee Donaldson

Trustee Donaldson reported looking forward to attending the tenure reception and Trustee Tuesday and is sorry she will be missing commencement.

Trustee Scarbrough

Trustee Scarbrough reported that she attended the Veterans Center of Excellence's 10th-anniversary celebration and the Black Student and Family Fair. She also attended the ACT Spring meeting in Yakima and found value in sessions on workforce development and federated shared governance. Expressed satisfaction with her first year as a trustee, noting the impressive quality of Clark College's offerings.

Vice Chair Gideon

Vice Chair Gideon reported that she had a 1:1 with Dr. Edwards and attended the Black Student and Family Fair. She acknowledged security staff and employees who help visitors during the lockdown.

Chair Canseco Juarez

Chair Canseco Juarez acknowledged last week's incident and the impact it had on the community. Gratitude was extended to faculty, staff, and students who responded quickly and who aided visitors during the lockdown.

Chair Canseco Juarez toured Clark College WSU-V and attended the ACT Spring conference in Yakima. He emphasized the need for partnership with local workforce entities and expressed appreciation to Dr. Edwards and her leadership for their community engagement. Best wishes were conveyed to Emma Sturm and fellow students for finals week, and anticipation was expressed for commencement. Lastly, trustees were reminded of the upcoming deadline for annual training by June 30th.

President's Report

Dr. Edwards reported that she is conducting finalist interviews for 11 faculty positions and engaging in budget development discussions. She addressed Vancouver Public Schools' budget challenges and reached out to Vancouver and Evergreen superintendents to offer support to employees facing layoffs. She attended the Columbia Play Project Luncheon and Community Leadership Commencement Ceremony. Additionally, she participated in the Black Student and Family Event and the Veterans Center of Excellence's 10-year celebration, highlighting the significant presence of veterans on campus. She reviewed the Comprehensive Facilities plan review draft, and she is looking forward to the Workforce SW Board Retreat next week.

She expressed excitement for upcoming ceremonies like the PTK Induction and Oswald Awards, as well as Commencement, where 509 students have signed up to walk. The ASCC Student Government and Executive Cabinet met, and she expressed interest in attending a solidarity event with the unions if invited. Dr. Edwards reported that following last week's incident, the college facilitated debriefing sessions and ensured ample opportunities for feedback across departments.

Next Meeting

The next Board of Trustees work session and regular meeting are scheduled for Wednesday, June 12, 2024, starting at 3:30 pm.

Executive Session

Pursuant to RCW 42.30.110 (1)(g), the Board shall convene an executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Chair Canseco Juarez called the Executive Session to order at 5:57 p.m. The Executive Session is expected to conclude at 7:00 p.m. No final action will be taken during this Executive Session.

At 7:00 p.m., an announcement was made that the Executive Session would be extended to 7:30 p.m.

The Executive Session under RCW 42.30.110(1)(g) ended at 7:30 p.m.

The work session is reconvened at 7:30 p.m.

No action was taken by the Board during the Executive Session.

Adjournment

Chair Canseco Juarez adjourned the regular meeting at 7:30 p.m.

Clark College

Board of Trustees Special Session Minutes

Wednesday, June 5, at 3:30 pm

GHL 213 and Zoom

In Attendance

Cristhian Canseco Juarez, Chair

Denise Gideon, Vice Chair

Jeanne Bennett, Trustee

Marilee Scarbrough, Trustee

Suzanne Donaldson, Trustee

Administrators

Dr. Karin Edwards, President

Dr. Tina Redd, Interim Vice President of Instruction

Brad Avakian, Vice President of Human Resources

Others

Shelley Williams, Assistant Attorney General

Darci Feider, President's Office

Julie Taylor, President's Office

Brandon Johnson, Information Technology

I. Call to Order/Agenda Review

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

II. Public Comment

No public comment.

Executive Session

The Board will convene an Executive Session under RCW 42.30.110(1)(G) at 3:32 p.m. to discuss with legal counsel representing the agency litigation or potential litigation to which the agency or the Board is likely to become a party.

Executive Session is expected to last until 4:05 p.m. No final action will be taken during this executive session.

At 4:05 p.m., an announcement was made that the executive session would be extended to 4:25 p.m.

The Executive Session under RCW 42.30.110(1)(g) has ended at 4:26 p.m.

The work session reconvened at 4:26 p.m.

No action was taken by the Board during the Executive Session.

Adjournment

Chair Canseco Juarez adjourned the work session at 4:26 p.m.



MEMORANDUM

DATE: June 6, 2024

RE: **Sabbatical Requests for Summer 2024**

FROM: Dr. Michele Cruse

TO: The Board of Trustees

Attached is sabbatical leave application for Summer 2024. I recommend the approval of the following applicant:

Administrator	Department	Quarters	Recommended Quarters
Cath Busha	Student Affairs	1	Summer 2024

TOTAL 1

As established by the College in Personnel Policy 635.070, sabbatical leaves are granted to eligible faculty and administrators for the purpose of providing opportunities for study, research, and creative activities for the enhancement of the College's instructional and research programs. Permanent full-time faculty and administrative personnel currently in at least their sixth year of service at the College since either having been hired or having completed a previous sabbatical leave are eligible to apply for up to three academic quarters of leave from contracted responsibilities to the College for the next academic year. Therefore, I recommend that the applicant on this list be awarded sabbatical leave. Please let me know if you have any questions or need additional information.

Michele Cruse

CLARK COLLEGE
Cash Balances
as of July 1, 2023

	Cash Balance 6/30/23	Cash Balance (minus dedicated cash & liabilities) 6/30/23	Required Reserves	Prior Commitments (prior to 7/1/23)	New Commitments (2023/24)	Total Available Cash
145/146 Grants and Contracts*	18,198,529	15,844,938		-	4,052,893	11,792,045
147 Local Capital	-	-				-
148 Dedicated Local	3,832,752	72,453		-		72,453
149 Operating Fee	222,783	-				-
448 Print/Copy Machine	115,411	111,900				111,900
460 Motor Pool	108,781	103,360				103,360
522 ASCC	2,381,042	-				-
524 Bookstore	4,916,578	4,847,322		-		4,847,322
528 Parking	467,516	455,362				455,362
569 Food Service	-	-				-
570 Other Auxiliary Enterprise	1,040,014	431,821		36,315		395,506
790 Payroll (clearing)	-					-
840 Tuition/VPA*	340,045					-
846 Grants - Fin Aid	(149,956)					-
849 Student Loans	(369,380)					-
850 Workstudy (off-campus)	(43,572)					-
860 Institutional Financial Aid Fur Reserves**	675,503		8,356,926		-	(8,356,926)
Totals	31,736,046	21,867,156	8,356,926	36,315	4,052,893	9,421,022

Fund Balance Less Commitments

Available Fund Balance Before Commitments	21,867,156
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Prior Year Commitments

Date	as of July, 2020	Fund	Amount	Total
4/9/2018		145	-	
7/2/2019		145		
7/2/2019				-
				-
		524		-
7/1/2011	Basic Events	570	18,535	
7/1/2011	Government Events	570	10,000	
11/27/2013	Basic Events	570	1,780	
3/13/2018	Basic Events-add TLC Days	570	6,000	
				36,315
Total Prior Commitments				36,315

New Commitments July 1, 2023 to present

Date		Fund	Amount	Fund Total
7/1/2023	Budgeted Fund balance	145	2,717,277	
8/23/2023	Implementation of Clean Buildings - funded from capital	145	-	
6/7/2024	Security Improvements	145	200,000	
6/12/2024	Use of fund balance 24/25 budget	145	495,627	
6/12/2024	Use of fund balance one - time 24/25 - ODEI	145	98,194	
6/12/2024	Use of fund balance one - time 24/25 - admissions	145	71,795	
6/12/2024	Use of fund balance one - time IT switches* (approve but hold off until federal earmarks are determined)	145	470,000	
				4,052,893
Total New Commitments				4,052,893

Required Reserves

10% of \$83,569,256	8,356,926	
		8,356,926

Fund Balance After Commitments and Required Reserves	9,421,022
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To: Dr. Karin Edwards, President
From: Sabra Sand, Vice President of Operations
Date: June 6, 2024
Subject: 2024-25 Budget

Background:

During the 2023-24 year, the college has seen state funded enrollments begin to increase in both traditional students as well as Running Start students. We are encouraged by these increases and are projecting them to continue for the 2024-25 year.

For the 2024-25 fiscal year, the College faced a small projected deficit before tuition and Running Start rate increases of about \$400,000. At the same time, the college has an adequate fund balance, so we felt it prudent to address important budgetary requests to help enable continued growth and implementation of the equity centered strategic plan. Overall, approximately \$1.39 million in new on-going items, as well as \$639,000 in one-time items have been approved for funding. Tuition rates will increase slightly, along with Running Start reimbursements rates, reducing the reliance on fund balance.

Looking forward to the 2025-26 fiscal year, we will continue to use the Strategic Plan to drive future the budget decisions and provide alignment between strategic tenets and budget decisions. We are excited to use the key performance indicators to evaluate if additional funding and initiatives increase our metrics.

The 2024-25 budget is now ready for you to submit to the Board of Trustees on June 12. Key elements of this budget include the following:

- The College is projecting to serve 4,943 state-support FTES, up 514 from the 2023-24 budget.
- The College is projecting to serve 1,585 Running Start FTES, up 205 from the 2023-24 budget.
- Running Start reimbursement rates increased by about 5%; tuition rates increased by 3%.
- The College is funding new on-going budget items in the amount of \$1.39 million.
- The College is funding a small portion of the new on-going cost by allocating approximately \$495,000 from the fund balance.

Recommendation:

I recommend approval of the College's 2024-25 operating budget per the attached documents:

- Page 1.** State Allocation & Projected Revenue: total budget of \$146,565,318 for all funds.
Page 2. 2024-25 Budget by Uses of Revenue illustrates the allocation of resources among the divisions of the College.

CLARK COLLEGE
2024-25
Sources of Funds

	Funded FTE's	2023-24 Base Budget		Funded FTE's	2024-25 Base Budget
STATE ALLOCATION					
General Fund	7,069	\$ 49,424,013		7,069	\$ 53,068,629
Worker Retraining	194	941,198		194	930,948
	7,263	50,365,211		7,263	53,999,577
TUITION					
Tuition - General	4,219	13,243,441		4,683	14,630,629
BAS Tuition	160	1,239,520		200	1,551,030
International	50	337,450		60	405,531
	4,429	14,820,411		4,943	16,587,190
OTHER					
Running Start	1,380	11,493,298		1,585	14,126,788
Use of Fund Balance		2,717,277			495,627
DEDICATED FUNDS					
Matriculation Fee		660,938			593,598
Continuing Education Fees		505,650			698,000
Resale Charges		65,413			65,413
Class Fees		1,768,819			1,768,819
Tech Fee		1,072,368			1,111,918
GED Testing Fees		11,045			11,045
Career Center Fees		1,700			1,700
Surplus Sale Revenue		15,326			15,326
Health Occupation Admissions		25,100			20,525
Transcript Services		46,700			20,000
		4,173,059			4,306,344
Subtotal (Operating)		83,569,256			89,515,526
OTHER FUND SOURCES					
Grant & Contracts		4,444,595			5,684,982
Internal Support Services		337,550			381,935
ASCC & Clubs		2,067,065			2,517,996
Bookstore		2,407,245			2,433,799
Parking		318,577			318,577
Auxiliary Enterprises		2,928,529			2,849,368
Student Financial Aid		17,597,550			23,880,085
Capital Projects		58,631,528			18,983,050
Subtotal		88,732,639			57,049,792
TOTAL COLLEGE BUDGET		\$ 172,301,895			\$ 146,565,318

Current year allocation updated with additional state allocation funding

CLARK COLLEGE
2024-25
Uses of Funds

	2023-24 Base Budget	2024-25 Base Budget	Change	% Change
Operating Budget				
Instruction	53,202,043	56,102,029	2,899,986	5.5%
Student Affairs	9,985,877	10,174,613	188,736	1.9%
Operations	10,911,993	11,192,316	280,323	2.6%
Information Technology	5,101,690	5,433,281	331,591	6.5%
Human Resources	1,913,952	2,013,279	99,327	5.2%
Office of the President	842,261	842,261	-	0.0%
Diversity, Equity and Inclusion	1,165,804	1,182,964	17,160	1.5%
Other:				
Salary/Benefit/Other changes to be allocated	445,639	2,574,783	2,129,144	
Subtotal	83,569,259	89,515,526	5,946,267	
-				
Other Funds Sources				
Grant & Contracts	4,444,595	5,684,982	1,240,387	27.9%
Internal Support Services	337,550	381,935	44,385	13.1%
ASCC & Clubs	2,067,065	2,517,996	450,931	21.8%
Bookstore	2,407,245	2,433,799	26,554	1.1%
Parking	318,577	318,577	-	0.0%
Auxiliary Enterprises	2,928,529	2,849,368	(79,161)	-2.7%
Student Financial Aid	17,597,550	23,880,085	6,282,535	35.7%
Capital Projects	58,631,528	18,983,050	(39,648,478)	-67.6%
Subtotal	88,732,639	57,049,792		
TOTAL COLLEGE BUDGET	172,301,898	146,565,318		

* Adjusted Base

Section 1: Introduction

**S&A Fee Budget Overview:
Decisions and Relevant Recommendations to Allocation Process**

The S&A Fee Committee received funding requests totaling \$2,493,851 with a projection of available funds for allocation in the amount of \$2,063,355.

Based on this, the S&A Fee Committee decided to:

- Review each program request and adjust based on past usage, students support of requested funds, increased student enrollment, and participation.
- Focus on funding items that expended funding early to better serve students. (Ex: Free Student IDs, Discounted Fitness Passes)
- Revised ASCC Financial Code verbiage to allow additional funds to be allocated to programs receiving annual allocations.
- Increased Program Director stipend structure to the following:

Levels	Current Stipend	New Stipend
Level 1	\$5,500	\$6,000
Level 2	\$3,850	\$4,200
Level 3	\$2,200	\$2,400

- Approved the Instrumental Music travel to Cuba, making it the first approved post-COVID international trip.
- Utilized \$427,591 of the fund balance to support activities.
- Maintained the current per credit S&A fee rate.

Credits	24-25 State Maximum S&A Fee	Current S&A Fee	Difference
1-10	\$13.12 per credit	\$11.62 per credit	(\$1.50) per credit
11-18	\$7.59 per credit	\$6.75 per credit	(\$0.84) per credit

Associated Students of Clark College
2024 - 2025 Services and Activities Fees Budget Handbook

Section 2: Summary of 2024-2025 S&A Fee Operating Budget

Revenues	2023-2024	2024-2025	Change
Services and Activities Fees	1,848,414	2,063,355	214,941
Use of Fund Balance	209,554	427,591	218,037
Athletics Administration	10,500	15,000	4,500
The Swift	200	-	(200)
Counseling & Health Center	500	5,000	4,500
Students of the American Dental Hygienists' Association	2,000	1,000	(1,000)
STEM-NERD Girls/Engineering	1,050	1,050	-
Theatre	4,500	5,000	500
Total Revenues	2,076,718	2,517,996	441,278

Expenses	2023-2024	2024-2025	Difference
Activities Programming Board (APB)	131,569	186,928	55,359
Aerospace and Robotics	62,790	74,555	11,765
Archer Gallery	29,342	33,745	4,403
Athletics Administration	122,904	123,019	115
Athletic Coaches	188,750	230,892	42,142
Athletics, Men's	156,625	180,689	24,064
Athletics, Women's	168,375	193,985	25,610
Child and Family Studies	117,199	122,657	5,458
Clark Art Talks	25,209	26,547	1,338
Clark Literary Journal	20,525	21,144	619
Club Service Funding	6,500	6,500	-
Columbia Writer's Series	17,557	21,527	3,970
Counseling and Health Center	213,516	237,909	24,393
Discounted Fitness Passes	3,050	6,250	3,200
Iceberg	22,469	20,600	(1,869)
Instrumental Music	20,713	61,906	41,193
Intramurals	14,673	16,525	1,852
Model United Nations	23,462	33,560	10,098
Multicultural Student Affairs	90,959	151,220	60,261
Northwest Athletic Conference (NWAC) Travel	33,000	40,000	7,000
Orchestra	24,868	27,810	2,942
Pep Band	15,138	18,588	3,450
Phi Theta Kappa	43,521	54,908	11,387
Phoenix Art	26,924	28,705	1,781
Students of the American Dental Hygienists' Association (SADHA)	10,930	9,582	(1,348)
STEM NERD Girls/Engineering	22,215	24,075	1,860
Student Ambassadors	25,477	27,010	1,533
Student Government	86,377	120,641	34,264
Student IDs	16,700	22,300	5,600
Student Life	219,526	249,595	30,069
Theatre	78,790	85,090	6,300
Vocal Music	37,065	59,534	22,469
World Languages - Japanese	-	7,105	7,105
World Language - Spanish	-	19,155	19,155
Total Expenses	2,076,718	2,517,996	467,538

**ASCC STUDENT GOVERNMENT
BOARD OF TRUSTEES REPORT**

June 2024

*Presented by:
ASCC President Emma Sturm*

Clark College Students Resources Access

The ASCC Student Government is working to ease students return to campus by providing awareness of college resources such as clubs, programs, workshops, events, leadership opportunities, the DEI office, and the tutoring center. Some ways that ASCC Student Government is working on doing this:

- Successfully handed out 161 Penguin Pantry boxes to students this past month. On top of the penguin pantry boxes, we also had a pop-up event where students could shop inside the Penguin Pantry. 118 students were served, providing 2,567 pounds of food.
- For the last time this academic year, ASCC partnered with Tutoring Services on the Snack & Study event to help provide free snacks and tutoring to students for the entire week before finals in the Cannell Library.

Clark College Campus Climate

ASCC Student Government is working to reengage students on campus. Some of the initiatives ASCC Student Government has done to achieve this:

- Hosted our annual Oswald Award ceremony where over 100+ students were nominated by faculty and staff members. Dr. Edwards was our opening speaker and additionally announced the Penguin Award winner, which happens to be our current ASCC Vice President, Elizabeth Swift.

Clark College State-Wide Initiatives

ASCC Student Government have started to outreach to form different partnerships state-wide. ASCC Student Government has been able to accomplish this through:

- ASCC hosted the Washington Secretary of State, Steve Hobbs, in PUB 160 on June 4th from 2-3pm. During this event, Hobbs gave a summary of his position, the importance of civic engagement, and students were able to ask him questions.

General Work Updates:

- We have successfully hired a full team for Student Government for the 2024-2025 academic year.

WPEA/UFCW Local 365, Clark College Unit

Board Report for June 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
Tracy Eyer	CFS

Member Leaders

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

WPEA Classified Staff Updates:

- The Clark College WPEA would like to congratulate the graduates of 2024! This time of year is so exciting to be able to see students that staff have worked with achieve their goals. We look forward to seeing students continue to impact the community even after their journey at Clark comes to an end.
- The WPEA and Clark College recently settled 2 unfair labor practices. Attached is the agreed posting from the college. The WPEA does not believe the college has fully executed the agreement of posting as the college has not posted the notification in all buildings where bargaining unit members work.
 - o The first settlement was brought forward by WPEA to address the issue that the college did not notify the Union that the cashiers office was moving and did not bargain in good faith. Cashier staff will receive evacuation training that was not provided after they moved.

- The second settlement was brought forward by WPEA to address the issue that the college interfered with the representational rights of employees. The college will permit Union-represented employees to have Union representation in investigatory meetings, allow Union representatives to offer assistance to Union-represented employees during investigatory meetings, will refrain from interfering with employee rights in line with RCW 41.56, and will attend formal training given by AAG Shawn Horlacher on conducting investigations.
- May kicked off the WPEA Higher Education bargaining session with OFM. The bargaining team have had great discussions but have noticed the absence of Clark's presence on the agencies side. We want to underline the importance of representation for both WPEA and the agencies inside of the coalition as decisions made at the table impact all sides.
- Finally, The Clark College WPEA Leadership Team spent the last few weeks collecting feedback from our members regarding safety concerns such as lockdown notification time, reporting parameters, college communication about incidents to the college community, the college's leadership response, and how the college will be moving forward effectively knowing these gaps exist from the May 14th lockdown incident. The feedback has been shared with Dr. Edwards and our leadership team awaits to hear responses to the following questions posed:
 - 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?

As of June 4th, The Clark College Leadership Team have not yet received the after-action report. We hope that the college is also requesting feedback from other staff, faculty, and students to receive well-rounded responses to address gaps and concerns. We have attached the feedback to our report.

Notice Re: PERC Case #137766-U-23

The College respects the rights of employees to collectively bargain and be represented by their union.

In the case referenced above, the College failed to bargain in good faith in relation to the facts and circumstances that led to the filing of ULP Complaint No. 137766-U-23.

This notice will be posted from 5-24-24 through 6-23-24. This is an official notice and must not be defaced, altered, or covered by any other material.

Dated: 5-24-24

Signed: *B. Lumb*

Notice Re: PERC Case #136681-U-23

The College respects the rights of employees to collectively bargain and be represented by their union.

In the case referenced above, the College interfered with the representational rights of employees in relation to the facts and circumstances that led to the filing of ULP Complaint No. 136681-U-23.

This notice will be posted from 5-24-24 through 6-23-24. This is an official notice and must not be defaced, altered, or covered by any other material.

Dated: 5-24-24

Signed: *B. Lumb*

The Clark College WPEA Leadership team is bringing forward safety concerns from our represented members that were captured from verbal conversations and via a survey. In conversations with members and testimony from our survey, there have been gaps identified in the college's safety protocols such as lockdown notification time, reporting parameters, college communication about incidents to the college community, the college's leadership response, and how the college will be moving forward effectively knowing these gaps exist.

The Clark College WPEA Leadership team has a vested interest in working with college leadership to address concerns our members have raised and would like to know:

- 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?

While we understand that the college aims to continue to move forward, our goal is to ensure that the college takes an honest look at the policies and procedures in place that are intended to keep our members safe, keep what works, and adjust what needs to be improved so that when the next incident occurs, our members and members of the community have confidence in the college's response.

As part of a healthy shared governance practice, we hope that the college not only takes the feedback from the college community that they heard from the open sessions, front-line responders and communicators, and constituent reports like this one, but will communicate and formulate a thoughtful and proactive response that includes action items that will be addressed, and answers to questions staff had/have around related to procedures and protocols.

We lastly want to commend Sergeant Damon Grady and our security staff for their response to the lockdown and for holding space for the college to come give feedback and ask questions.

The following information is listed by topics of feedback we received verbally with members and are not verbatim responses:

Lockdown process and notification:

- Members brought up concerns about the amount of time it took to receive a lockdown notification. The lockdown notification occurred approximately 20 minutes after the incident happened.
- There was confusion regarding the all-clear message because an all-clear RAVE message for the CTC campus occurred and then an all-clear RAVE message for the main campus was communicated after.

- Some folks indicated not receiving notifications on their computers or a RAVE alert on their cell phones.
- Folks are asking for the message to alert the campus of a lockdown to contain “THIS IS NOT A DRILL” at the beginning of the message.
- Folks without phones and not in their offices were not alerted as there are no speakers outside or in most buildings to send an alert of a lockdown.
- Zoom phones were still ringing during lockdown- worried it may give away folks during lockdown incidents.
- During the event taking place in the student center, staff felt unprepared to proceed during the lockdown. Procedures have not been widely shared on campus.

Safety concerns regarding the May 13th incident:

- Concerns about not receiving some kind of notification about the incident that occurred on Mcloughlin Blvd.
- Folks brought up that since the same person who attacked the Clark College employee on May 14 also perpetrated the crime on the 13, that would have been helpful information for our members to know who to look out for.
- The lack of communication regarding this incident has garnered confusion about the college’s policy and requirements for notification to the community of crimes that occur at or near the campus.

Communication from the college:

- Some VP areas immediately met with their team to talk about the May 14 incident, holding multiple meetings and meeting one-on-one with their employees, whereas other VP areas have not yet met, took a week to meet with their departments, or only held a 15-minute meeting with their department employees.
- Folks felt that 24 hours for the president to send a message regarding the incident was too long.
- Staff were not aware of communication of the incident to students, were not sure what they could share, and were fielding questions and information that they felt they should not have had to.
- There was no communication from the college regarding a description of the assailant. The local news was the only source giving a description.
- Folks asked for information about what is happening to be sent out as early as possible.

Department/building specific concerns:

- As facilities employees work in many spaces, they are less likely to receive communications about lockdowns with the college’s current notification structure.
- Ensuring there is constant and up-to-date training on the college’s emergency procedures for our facilities folks is imperative to their safety while working.

- CFS employees are often caring for children while they work. Knowing the correct protocols for releasing children while under lockdown is needed how to determine if they should allow someone into the building while under lockdown.
- There was also miscommunication regarding what was going on during campus. There was information shared at CFS that there was an active shooter.
- Some offices in GHJ do not have blinds on the windows of their department, along with other departments that have to manually close their windows off from the public space.
 - o Training on how to proceed with whether or not to close the blinds/windows during the lockdown is needed.

Communication from the college to WPEA and AHE:

- The Clark College WPEA Leadership Team was made aware that Brad Avakian personally called to notify the faculty union representative of the incident occurring while WPEA received this information the next day. We are happy to see that the college can swiftly communicate such instances with some of its constituents, though it is noticed that the college does not see sharing such information needs to be done equally.

The following information is the feedback received regarding the lockdown incident on Tuesday, May 14, 2024 via survey.

Question: Were you on campus on May 14th during the lockdown?



Question: What do you think was done well?

- Going through the motions on the previous drills on campus made me feel clear on what to do and I was confident taking appropriate steps.
- I heard a lot of appreciation for how lockdown of the Gaiser event was handled.
- The alert system worked as I got a text and noticed the next day that my work computer had an alert as well
- Quick procedures.
- The communication after the incident - as information became available EC and Safety & Security shared with the College Faculty & Staff.

- Probably only the clean up.
- Leadership in the area I was in did a good job keeping everyone calm and in a safe place.

Question: What do you think could be improved?

- The notification system seems to have several issues.
- Not everyone got the notifications from what I heard. There needs to be a better way to track who isn't getting the correct notifications (if you don't know exactly what notifications you're supposed to get where during the drills, you can't report them missing). I heard people left campus during the lockdown because they assumed they didn't get the all clear.
- "This is not a drill" needs to be an upfront phrase in the notification language in the event of a real emergency, because a lot of people assumed at first it was another drill.
- There needs to be better communication on how the drills fit into emergency prep because people are confused at their frequency. They get annoyed and dismiss/ignore the notifications, making them more likely to dismiss/ignore them in a real event.
- I heard there was not a plan for locking down events in Gaiser and the team had to improvise.
- Campus messaging was severely lacking in timeliness and compassion. The Colombian and KATU had more information than what was shared with employees, and not hearing anything from college leadership until nearly 24 hours after the event made me feel like they did not care.
- We were expected to return to our frontline student facing jobs as though nothing had happened and it was just business as usual. The slightest hint of snow and ice will close the campus down but a violent act against an employee with the assailant still at large provoked no messaging or even option for working remotely much less campus closure. No guidance came from leadership or even any acknowledgement that we had all just experienced a collective trauma. Even now, it is absurd to me that there don't seem to be any plans to bring in outside counselors (through EAP maybe?) or to provide anything other than the few, poorly advertised "forums" that felt much more like a press conference than the college working to make us all feel safer on campus. And speaking of EAP, not all employees are eligible for that benefit- what are we offering those employees who may need support after this event?
- It feels like they want everyone to forget that it happened at all and just move on, which as anyone with even the smallest knowledge of trauma-informed practices would know is the absolute wrong way to handle this situation. Clark- as usual- seems always to be in reaction mode rather than pro-active or preparatory mode.
- Co-workers who were in common areas said they did not see or hear a lockdown alert. No speaker or sirens alerting them to an issue.
- Not keeping us in the dark with what is going on. Even after higher up executives knew; we were told they "couldn't disclose anything yet". We were shoved in a large, dark closet and told to stay away from windows and doors. That's it.
- Faster lockdown. I'm sure the attacker walked right by the building I work in at a time when many students and staff (myself included) were leaving for the day. I left right at

4:30 and heard the sirens. When I passed GHL I saw a VPD vehicle with it's lights flashing. I didn't get notified of the drill until I was off campus. I think updated announcements during lockdown to remind folks to stay put and stay quiet - even just Lockdown this is not a drill repeated.

- Update the mandatory online training to match current procedures. Or eliminate it from the mandatory training.
- More clear communication that the event that is happening IS NOT A DRILL and an actual lockdown. Co workers were unsure if it was really happening.
- Why did it take from 4:23 to 4:43ish before lockdown was called?
- Still did not hear lockdown called until others said something. Then saw announcement on big screen.

Question: Do you have any other pieces of feedback or questions to share?

- While the incident that took place the day before the lockdown wasn't "technically" on campus, I feel strongly that it should have been shared with the campus community.
- It's shocking to me, and seems like an egregious safety concern, that all the landline phones have been removed from campus when our cell reception and Wi-Fi is so terrible. There are places on campus including classrooms and offices that were occupied during the lockdown that had no way to contact anyone on the outside.
- We should have been notified of the prior incident with this person so we could have been aware.
- Main campus locks need to be updated.
- There needs to be a special counselor brought in for the victim if they won't bring anyone in for everyone else. Is that person back to work? Doubtful. If we don't get them a counselor NOW, they may never come back.
- RAVE alerts via personal phone/email always arrive a few minutes late.
- Would have been beneficial to provide a description of the suspect early on rather than waiting for several hours to release the information.
- I've heard that certain individuals on campus did not take the lockdown precautions for the entire lockdown. After all the training and the posted materials and constant stories in the news about school shootings. If I were in the building and heard others not following procedure I would be more stressed / scared especially not knowing the reason for the lockdown.
- The mandatory training is required once a year. There should be in-person refresher training offered throughout the year.
- The displays [emergency posters] are treated as nuisance and not a tool for protection. Many are decorated over, or replaced by advertisements.
- Was on my phone, how ever phone was silenced.
- I completed my Emergency Protocols at Clark College training on May 13, 2024. At that time, I noticed that the Lockdown training posted on campus Exits and other locations on the flyer Emergency Procedures did not match what was posted.



MESA

Mathematics
Engineering
Science
® Achievement

Clark College

Román Lara (*he/him*) | Director of MESA

$$\pi = 3,141592$$



Creating pathways to STEM

A community

of support for students to excel at Clark College and successfully transfer onto a STEM bachelor's program

Our Goal

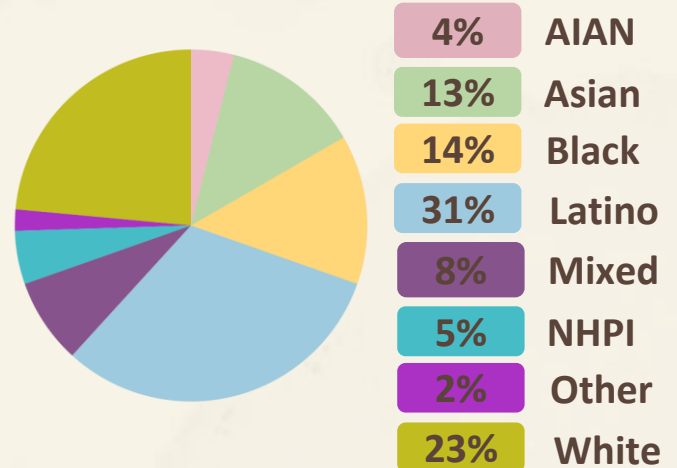
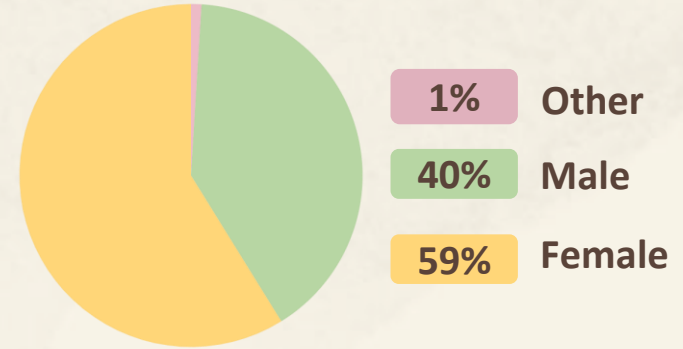
is to increase representation of historically underrepresented students of color and women in STEM fields



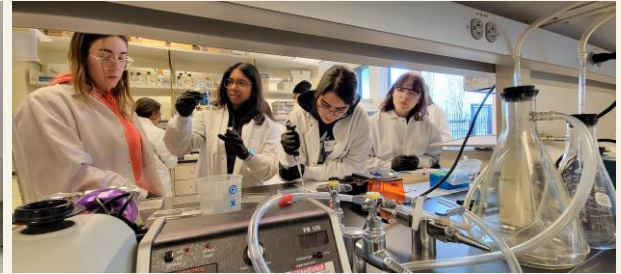
MESA by the Numbers

2022-23 Cohort: 68 (spring 2023)

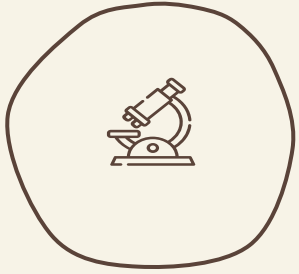
2023-24 Cohort: 102 (spring 2024)



Student Engagement & Community Building



MESA Resources/Services



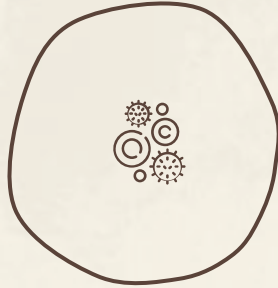
MESA Center

A dedicated study space to learn plus a lounge to build community



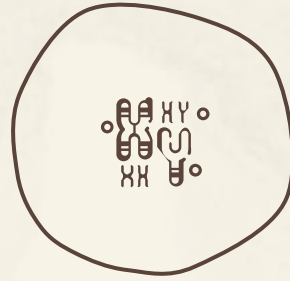
Lending Library

MESA Scholars get access to textbooks, laptops, calculators & school supplies



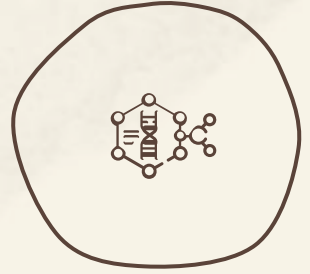
Mentorship

Opportunity to participate in peer mentoring and/or career mentoring



Programming

Quarterly activities and events for student engagement and development



Newsletter

Monthly newsletter with resources such as scholarships, internships, research, & more

