

**In response to actual state funding
reductions in the current year and proposed
funding reductions in the 2011-13 biennium,
Clark College will....**

Lists are in alpha order. Functions include only those funded by state allocations, Running Start and tuition revenue.

Category A: Continue to provide these functions and programs. Identify improved efficiencies and effectiveness.	
<u>Administrative Services</u>	
<ul style="list-style-type: none"> ▪ Administrative Code and Records Management (public records retention and requests, code revision) ▪ Business Services (accounts payable/receivable, college-wide budget development, cashiering, payroll, purchasing, central services) ▪ Emergency Management (NIMS-compliant all-hazards response plan) ▪ Information Technology Services (data base development and management, hardware and software maintenance and replacement, help desk, network administration) ▪ Policy Development and Administration ▪ Risk Management (insurance, contracts, accident response, acknowledgement of risk forms) 	
<u>Human Resources</u>	
<ul style="list-style-type: none"> ▪ Collective Bargaining Agreements ▪ Diversity Plan Compliance ▪ Employee Recruitment and Hiring ▪ Investigation of Discipline-Related, Harassment, and Discrimination Complaints ▪ Personnel Compliance Issues 	
<u>Instruction</u>	
<ul style="list-style-type: none"> ▪ Academic Transfer and Instructional Programs ▪ Outcomes Assessment Program ▪ Professional and Career Technical Programs 	
<u>Planning and Effectiveness</u>	
<ul style="list-style-type: none"> ▪ Accreditation Activities (Lead, support, and create all communication and required reports and materials related to compliance with the Northwest Commission for Colleges and Universities (NWCCU) standards.) ▪ Institutional Research Services (Lead and conduct reporting and research related activities that provide information to enhance decision making in support of institutional effectiveness and excellence, improved student outcomes, successful initiatives, and accessible and helpful services throughout the college.) ▪ Strategic Planning Functions and Related Activities (Lead and support all aspects of both college wide and department/unit/area level continuous improvement activities including but not limited to college-wide strategic plan, scorecard, one-year institutional goals, and department/unit/area operational plans.) 	
<u>President's Office</u>	
<ul style="list-style-type: none"> ▪ Administrative Support to Board of Trustees in Executing their Strategic Plan Functions ▪ Administrative Support to President's Management and Execution of Strategic Plan Functions 	
<u>Student Affairs</u>	
<ul style="list-style-type: none"> ▪ Disability Support Services ▪ Financial Aid Services ▪ Running Start Program ▪ Student Admissions ▪ Student Conduct Services ▪ Student Registration ▪ Veteran's Services 	

College Functions Assessment Questions

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| <ol style="list-style-type: none"> 1. Fulfillment of statutory requirements 2. Fulfillment of accreditation requirements 3. Contingency on receiving state or federal funding 4. Alignment with the Strategic Plan 5. Contribution to the fund balance or self-supporting | <ol style="list-style-type: none"> 6. Ability to be outsourced 7. Impact of outsourcing 8. Support by the community or legislature |
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Category B: Identify cost savings and explore different service models for these functions and programs.

Administrative Services

- Facilities Services
 - Custodial Services
 - Grounds Maintenance, Safety and Accessibility
 - Building Maintenance, Safety, Repairs, and Minor Improvements
- Safety and Security Services

Human Resources

- Labor Contract Negotiations
- Employee Environmental Health and Safety Program
- Management of Employee Leave and Benefit Program

Instruction

- Adult Basic Education Programs (GED, ESL, Adult Literacy, [Student Learning Center], ABE)
- E-learning Services
- Instructional Planning and Innovation (program development, university partnerships, K-12 partnerships, tech prep, satellite campuses, articulation, I BEST, development of career pathways)
- Instructional Programming at Satellite Sites
 - Clark College at Columbia Tech Center
 - Clark College at Town Plaza
 - Clark College at WSU Vancouver
- Library Services
- Office of Instructional Support and Operations
 - Instructional Operations (instructional quality initiatives of instructional plan, compliance, program review and enhancement, apprenticeship programs, operational planning, advisory committees, vocational certification, budget management and analysis, faculty payroll and benefits, R25 scheduling)
 - Quarterly Course Offerings and Schedule
 - Curriculum Development and Management (curriculum committees, curriculum development and instructional handbooks, curriculum support materials and records)
- Parent Education Program Offerings
- Tenure Support Services (oversight, administration, and preparation of documents [250+ meeting], taking minutes, coordinate and compile all student evaluation forms for all probationers, and prepare tenure binders)
- Workforce Education (Opportunity Grant, WorkFirst Block Grant – Customized Job Skills Training, Worker Retraining, Perkins Plan, Budget Development/Management/Grant Development)

Planning and Effectiveness

- Grant Development strategies (Lead and coordinate grant development process for publicly funded grant opportunities.)

President's Office

- Internal auditing function

Student Affairs

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| ▪ Credential Evaluation Services | Student Assessment Services |
| ▪ Multicultural Student Affairs Services | Student Life Services |
| ▪ Eligibility and Sponsored Funding Programs | Student Counseling Services |
| ▪ Student Advising Services | Student Health Services |

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Category C: Begin discussions on potential restructuring or targeted reductions of these functions and programs.
<p><u>Administrative Services</u></p> <ul style="list-style-type: none"> ▪ Business Services – reduce overhead costs by updating charges to Bookstore for financial accounting services
<p><u>Communications and Marketing</u></p> <ul style="list-style-type: none"> ▪ Archiving historical material ▪ Strategic communications ▪ Strategic marketing
<p><u>Corporate and Continuing Education</u></p> <ul style="list-style-type: none"> ▪ Mature Learning class offerings (based on enrollment)
<p><u>Human Resources</u></p> <ul style="list-style-type: none"> ▪ Employee Development and Training ▪ Teaching and Learning Center (staff professional development)
<p><u>Instruction</u></p> <ul style="list-style-type: none"> ▪ Archer Gallery ▪ Tutoring Services ▪ Teaching and Learning Center (faculty professional development)
<p><u>Planning and Effectiveness</u></p> <ul style="list-style-type: none"> ▪ Legislative and Community Relations (Lead, coordinate, and communicate state and federal legislators with Clark College needs and successes.)
<p><u>President’s Office</u></p> <ul style="list-style-type: none"> ▪ Events sponsored by President’s Office
<p><u>Student Affairs</u></p> <ul style="list-style-type: none"> ▪ Intercollegiate Athletics ▪ International Student Program ▪ Student Career Services ▪ Healthy Penguin Programs

College Functions Assessment Questions

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