



Clark College

Board of Trustees Work Session Packet

Wednesday, May 25, 2022, at 3:30 PM

Zoom Meeting Link:

<https://us02web.zoom.us/j/82283653224?pwd=KNqBU8lMkvZdO-TOvVdx-58oleC012.1>

Meeting ID: 822 8365 3224

Passcode: 424231

Board of Trustee Meeting Packet, May 25, 2022, at 3:30 PM

- I. Call to Order/Agenda Review – Chair Bennett
- II. Sabbatical Requests for the 2022-2023 Academic Year – Paul Wickline
- III. 2022 – 2023 ASCC Budget – Eric Holt
- IV. 2022 – 2023 College Budget – Sabra Sand
- V. Public Comment – Chair Bennett
Public comment will be limited to two minutes each.
- VI. Adjournment



MEMORANDUM

DATE: May 11, 2022
RE: **Sabbatical Requests for the 2022-2023 Academic Year**
FROM: Paul Wickline, Vice President of Instruction
TO: The Board of Trustees

Attached are sabbatical leave applications for the 2022-2023 academic year. The Professional Placement Advancement Committee (PPAC) recommended approval of the following applicants. In addition, I met with the Associate Vice President of Instruction, the Instructional Deans, the Associate Deans, and the Director of Disability Support Services on April 20, 2022 and recommend the approval of the following applicants:

Faculty Member	Department	Quarters	Recommended Quarters
(1) Bevyn Rowland	COUNSELING	2	Winter 2023 and Spring 2023
(2) Marylynne Diggs	ENGLISH	3	Fall 2022, Winter 2023 and Spring 2023
(3) Elizabeth Togerson	NURSING	1	Spring 2023
(4) Lisa Conway	ART	3	Fall 2022, Winter 2023, Spring 2023
(5) Joe Pitkin	ENGLISH	1	Spring 2023

TOTAL **10**

I recommend that all of the applicants on this list be awarded sabbatical leave. My recommendation constitutes a total of ten quarters for the 2022-2023 academic year. Please let me know if you have any questions or need additional information.

Enclosures

Cc:

- File
- Human Resources



Clark College ASCC Budget 2022-2023

ERIC HOTH

ASCC S&A FEES COMMITTEE

Funding Availability

Total requested amount: \$2,244,525

Available funding: \$1,404,115

Start of year fund balance: \$1,318,419

Fund balance allocated: \$673,570

Remaining fund balance: \$644,849

- Note: Minimum of 10% of operating budget (\$140,412)

Approved amount total: \$2,096,235



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General Changes

- Approved increase of salaries and benefits in anticipation of increased student wage.
- Approved increase in goods and services for food at:
 - Leadership trainings
 - In-person activities
- Kept current fee per credit the same at \$8.60 up to 10 credits, \$4.20 from 11 to 18 credits.
 - Budgets have been difficult to spend during Covid for many programs
 - Fund balance is unused fees students have already paid
- Allocated \$673,570 of the fund balance to match approved budget requests

Largest Changes

1. Phoenix split into two programs – last year's budget: \$35,833
 - Phoenix Art new budget: \$23,963
 - Clark Literary Journal new budget: \$17,298
 - This change of \$5,428 reflects ASCC support of program's development for student success
2. Multicultural Student Affairs – change: \$27,307
 - Approval wage increase for addition of 4th peer mentor
 - Support for in-person activities
3. Phi Theta Kappa – change: \$20,390
 - Approval of addition of director stipend (split between two directors)
 - Support for in-person activities
 - Increased funding for graduation stoles and cords (one-time funding request during 21-22)
 - Increase in travel budget for leadership conferences

Largest Changes cont.

4. Student Life – change: (\$19,386)
 - Food and coffee not currently provided in the office
 - Reduction in printing services
5. Activities and Programing Board – change: \$12,956
 - Support for in-person activities
 - Increased travel budget for conferences
6. Athletics – change: \$9,493
 - Increase in cost of contracts for software and NWAC fees
 - Increase in benefits

Reasons for our Decisions

- In-person activities
 - With end of Covid restrictions, we are expecting more in-person activities with clubs and programs.
 - Estimated up to 25% decrease in fall enrollment compared to 2021.
 - Decided to give lower than requested amounts to larger requests.
- Travel
 - Most programs requested more travel money for conferences and trainings.
 - We feel comfortable supporting this with Covid cases declining.
 - Usage of travel funds must be only for approved travel.
- Salaries and benefits
 - We decided to support the hiring of new/more workers for some programs (Aerospace & Robotics, MSA).
 - Washington minimum wage increase.

Reasons cont.

- We support the split of The Phoenix into Phoenix Art and the Clark Literary Journal
 - Supports deeper immersion into each subject matter.
 - Less restrictions in design and layout of the journals.
 - Opens options and availability for visiting artists or writers, and for workshops.
- Covid Supplies
 - Multiple programs requested increase for Covid supplies.
 - S&A fees are not available for these products.
- Revenue
 - Multiple decreases
 - The Indy: Difficulty hiring advertising manager, expecting to sell less ads.
 - SADHA: Difficulty obtaining and selling products.
 - Theater: Offering free tickets to students and faculty to increase viewer numbers.

Associated Students of Clark College
2022-2023 Services and Activities Fee Budget Handbook

Section 1: Introduction

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

The S&A Fee Committee received funding requests totaling \$2,244,525 with a projection of available funds for allocation in the amount of \$1,404,115. The impacts of COVID-19 continue to impact student engagement and overall projected College enrollment numbers.

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

- Review each program request and adjust based on the projected decreased enrollment for fall quarter, past use (even prior to COVID) and students support of requested funds. Impacts of this were:
 - Approved increase in salaries and benefits for anticipated student wage increases.
 - Approved increase in goods and services for food at leadership training
 - Maintained the current per credit S&A fee requirement for students as the fund balance as grown over the last two years due to unspent funds.
 - Utilized \$673,570 of the growing fund balance to support activities, as well as the revenue shortfall created by the projected enrollment decline. The S&A Fee Committee wanted to utilize current and unused fees in the current year versus charging students with additional fees.

Credits	21-22 State Maximum S&A Fee	Current S&A Fee (18-19 Max S&A Fee)	Difference
1-10	\$11.93 per credit	\$8.60 per credit	(\$3.33) per credit
11-18	\$6.93 per credit	\$4.20 per credit	(\$2.73) per credit

Associated Students of Clark College
2022 - 2023 Services and Activities Fees Budget Handbook

Section 2: Summary of 2022-2023 S&A Fee Operating Budget

Revenues	2021-2022	2022-2023	Change
Services and Activities Fees	1,546,210	1,404,115	(142,095)
Use of Fund Balance	449,788	673,570	223,782
Athletics Administration	6,000	6,000	-
Counseling & Health Center	500	500	-
The Independent	5,355	4,000	(1,355)
Students of the American Dental Hygienists' Association	2,500	2,000	(500)
STEM-NERD Girls/Engineering	1,050	1,050	-
Theatre	5,625	5,000	(625)
Total Revenues	2,017,028	2,096,235	79,207
Expenses	2021-2022	2022-2023	Change
Activities Programming Board (APB)	121,252	134,208	12,956
Aerospace and Robotics	50,862	52,617	1,755
Archer Gallery	31,917	36,517	4,600
Athletics Administration	110,000	117,852	7,852
Athletic Coaches	111,559	114,200	2,641
Athletics, Men's	153,720	154,720	1,000
Athletics, Women's	156,900	154,900	(2,000)
Child and Family Studies	97,709	104,558	6,849
Clark Art Talks	24,439	25,209	770
Club Service Funding	11,250	5,000	(6,250)
Columbia Writer's Series	17,557	17,557	-
Counseling and Health Center	194,943	193,311	(1,632)
Student IDs	22,500	22,900	400
Discounted Fitness Passes	2,600	3,000	400
Iceberg	20,082	20,632	550
Independent, The	107,660	108,391	731
Instrumental Music	14,011	21,321	7,310
Intramurals	14,673	14,673	-
Model United Nations	18,860	18,860	-
Multicultural Student Affairs	66,088	93,395	27,307
Northwest Athletic Conference (NWAC) Travel	35,000	35,000	-
Orchestra	23,529	24,868	1,339
Outdoor and Recreation	32,318	32,318	0
Pep Band	12,185	16,875	4,690
Phi Theta Kappa	24,871	45,261	20,390
Phoenix Art		23,963	
Clark Literary Journal		17,298	
Phoenix	35,833		(35,833)
Students of the American Dental Hygienists' Association (SADHA)	8,678	9,694	1,016
STEM NERD Girls/Engineering	25,337	26,962	1,625
Student Ambassadors	22,909	23,640	731
Student Government	120,188	117,023	(3,165)
Student Life	204,519	185,133	(19,386)
Theatre	81,704	81,704	-
Vocal Music	41,475	42,675	1,200
Total Expenses	2,017,128	2,096,235	79,107

2022-23 Budget Presentation

Board of Trustees Work Session ▪ May 25, 2022

Budget Highlights

- **Projected revenue includes continued declines in enrollment**
- **Budgeting CARES grant funds of \$2.16 million to cover lost revenue for tuition, associated with COVID impact**
- **Draft State Allocation increase of \$3,767,339**
 - **Shift from safe harbor to enrollment based**
 - **Increase in cost for healthcare and retirement rates**
 - **Increase in Guided Pathways funding**
 - **I-732 COLA Increase for faculty**
 - **COLA for Classified and Administrative Exempt staff**
- **Remaining deficit of \$4.58 million covered by fund balance**

What's changed since March

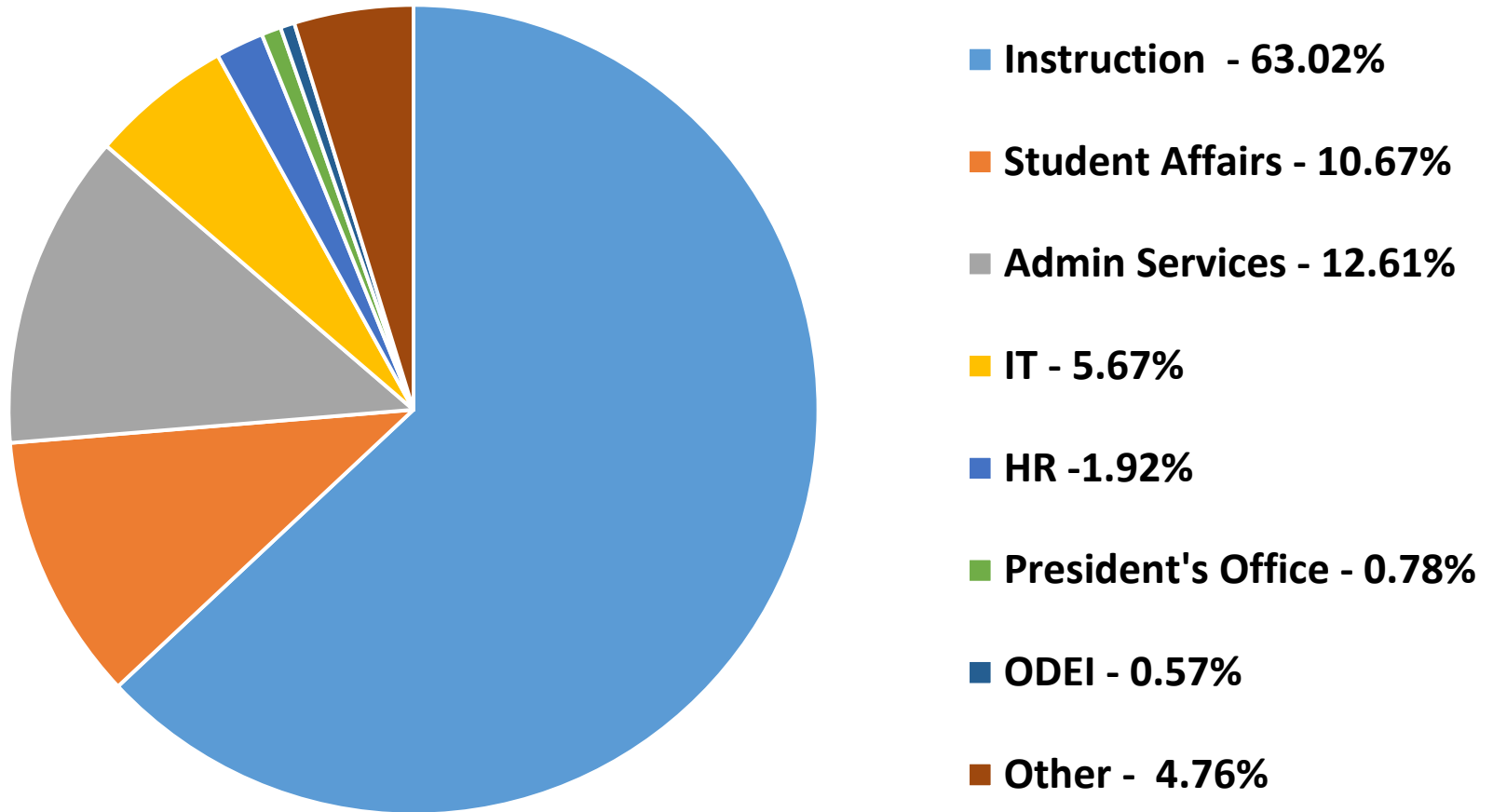
- **2022-23 state budget was passed**
 - 2.4% tuition increase (\$280K in unbudgeted revenue)
 - Projecting an additional 24 FTES for new BAS in Teaching Education
 - Salary increase for I-732 faculty
 - Salary increase for classified and administrative/exempt
 - Benefit rate costs increases for healthcare and retirement rates
 - Funding added for earmarked legislation
 - Additional Guided Pathways funding allocated \$215,527
 - Faculty conversion allocated \$243,000
- **~6.99% Running Start reimbursement rate increase**
 - \$780k in additional revenue

2022-23 revenue projections

Category of revenue	Amount	Change
State Allocation	\$44,457,167	increase
Tuition, International and BAS	14,440,602	increase
Running Start	11,938,860	decrease
CARES – Lost Revenue	2,161,495	
Use of Fund Balance	4,579,301	
<u>Dedicated Fees</u>	<u>4,358,503</u>	decrease
Total Operating Budget	81,935,925	increase
<u>Other Fund Sources</u>	<u>95,722,201</u>	decrease
TOTAL BUDGET	\$177,658,129	decrease

*Other fund sources include Financial Aid, Capital Projects (Boschma Farms Construction Funds), Bookstore , ASCC, Internal Support, Grants and Contracts and Auxiliary Services

Operating budget distribution



College budget process

- Closed fiscal year 2021 with discretionary fund balance of \$8.2 million, mainly due to CARES funding for lost revenue, and reductions in spending
- Began early discussions with the Board and the Budget Committee regarding fund balance of \$8.2 million in August and September 2021
 - Decision to hold those dollars, anticipating future budget shortfalls
- Continued discussions at EC and Budget Committee regarding budget outlook and potential use of fund balance

College budget process

- **March 2022, presented college budget information in two zoom forums**
 - **Estimate \$7.5m budget deficit**
 - **Presented proposal to use remaining CARES funding and fund balance to offset deficit**
- **May 2022, draft State Allocation and final rates received, updated budget projections resulting in a deficit of \$6.74 million**

College budget process

- **Covering the deficit from one-time dollars means that we will have a deficit when we build the budget for the 2023-24 fiscal year**
- **Conversations have already begun around positioning the college to be the smaller college it is today based on the number of FTES we are serving**
- **Continuing to move forward with the Strategic Enrollment Plan, drafting the Strategic Plan, and integrating both into the financial plan**

Budget recap

- CARES Grant funding used to cover estimated lost tuition revenue \$2,161,495
- 2.4% tuition increase, 6.99% Running Start reimbursement rate increase
- Base state enrollment allocation increased by \$3.77 million, mainly in salary and benefit increases
- Healthcare and Retirement rates increased
- Using fund balance, covered remaining deficit of \$4.58 million
- We will receive additional state earmarked funding for specific purposes over the biennium

Final Thoughts

- **COVID has created unprecedented challenges for the College**
- **Enrollment targets include COVID impacts, which reflect revenue losses covered from CARES grants and fund balance**
 - **Need to work on restoring and rebuilding enrollments**
- **New unallocated state funding is dedicated for specific purposes and does not address ongoing operational budget needs**
- **Working to create a Financial Plan that is in alignment with a long-term Strategic Enrollment Plan**

Questions?

CLARK COLLEGE
2022-23
Sources of Funds

DRAFT

	Funded FTE's	2021-22 Base Budget	Funded FTE's	2022-23 Base Budget
STATE ALLOCATION				
General Fund	7,074	\$ 39,646,387	7,074	\$ 43,429,101
University Contracts	17	97,118	17	97,118
Worker Retraining	188	946,323	188	930,948
	<u>7,279</u>	<u>40,689,828</u>	<u>7,279</u>	<u>44,457,167</u>
TUITION				
Tuition - General	4,131	12,912,193	3,862	12,865,173
BAS Tuition	150	1,095,450	174	1,245,714
International	45	329,715	43	329,715
Lost Revenue - CARES		1,834,272		2,161,495
	<u>4,326</u>	<u>16,171,630</u>	<u>4,079</u>	<u>16,602,097</u>
OTHER				
Running Start	1,720	13,189,641	1,455	11,938,860
Lost Revenue - CARES		1,824,789		-
Use of Fund Balance		-		4,579,301
DEDICATED FUNDS				
Matriculation Fee		560,000		677,644
Continuing Education Fees		542,499		542,499
Resale Charges		65,413		65,413
Class Fees		1,831,890		1,831,890
Tech Fee		1,765,181		1,141,186
GED Testing Fees		11,045		11,045
Career Center Fees		1,700		1,700
Surplus Sale Revenue		15,326		15,326
Health Occupation Admissions		24,000		25,100
Transcript Services		46,000		46,700
		<u>4,863,054</u>		<u>4,358,503</u>
Subtotal (Operating)		76,738,942		81,935,928
OTHER FUND SOURCES				
Grant & Contracts		11,071,188		4,343,624
Internal Support Services		555,446		557,407
ASCC & Clubs		2,017,028		2,096,235
Bookstore		3,433,389		2,840,911
Parking		477,524		367,524
Auxiliary Enterprises		2,879,378		2,881,891
Student Financial Aid		32,177,478		21,610,548
Capital Projects		57,141,876		61,024,061
Subtotal		109,753,307		95,722,201
TOTAL COLLEGE BUDGET		\$ 186,492,249		\$ 177,658,129

CLARK COLLEGE
2022-23
Uses of Funds
DRAFT

	2021-22 Base Budget	2022-23 Base Budget	Change	% Change
Operating Budget				
Vice President of Instruction	49,029,378	51,634,180	2,604,802	5.3%
Vice President of Student Affairs	8,622,127	8,741,571	119,444	1.4%
Vice President of Operations	10,477,747	10,327,747	(150,000)	-1.4%
Chief Information Officer	5,268,520	4,644,525	(623,995)	-11.8%
Vice President of Human Resources	1,574,531	1,574,531	-	0.0%
President	639,595	639,595	-	0.0%
Vice President for Diversity & Equity	640,297	467,272	(173,025)	-27.0%
Other:				
Salary/Benefit/Other changes to be allocated	486,747	3,906,507	3,419,760	
Subtotal	76,738,942	81,935,928	5,196,986	
Other Funds Sources				
Grant & Contracts	11,071,188	4,343,624	(6,727,564)	-60.8%
Internal Support Services	555,446	557,407	1,961	0.4%
ASCC & Clubs	2,017,028	2,096,235	79,207	3.9%
Bookstore	3,433,389	2,840,911	(592,478)	-17.3%
Parking	477,524	367,524	(110,000)	-23.0%
Auxiliary Enterprises	2,879,378	2,881,891	2,513	0.1%
Student Financial Aid	32,177,478	21,610,548	(10,566,930)	-32.8%
Capital Projects	57,141,876	61,024,061	3,882,185	6.8%
Subtotal	109,753,307	95,722,201		
TOTAL COLLEGE BUDGET	186,492,249	177,658,129		

* Adjusted Base