



Clark College

Board of Trustees Regular Meeting Packet

Wednesday, January 24, 2024, at 5:00 pm

<https://clark-edu.zoom.us/j/88239883858?pwd=NVIlnNXE0SHZqUkptNmRaV0c2V3lVdz09>

Meeting ID: 882 3988 3858

Passcode: 996470

Dial in: 1 (253) 215 8782

Physical Location:

Gaiser Hall, Room 213

Board of Trustee Regular Meeting Packet, January 24, 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 comments will be limited to two minutes each.
- IV. Action Items/Consent Agenda – Chair Canseco Juarez
 - a. December 6, 2023 – Work Session Meeting Minutes
 - b. December 6, 2023 – Regular Board Meeting Minutes
- V. Constituent Reports
 - a. ASCC – Emma Sturm
 - b. AHE – Suzanne Southerland
No report submitted.
 - c. Clark College Foundation – Calen Ouellette
- VI. Student Presentation: Phi Theta Kappa (PTK)
Presented by PTK President Ziyad El Amrani
- VII. Reports from Board Members – Chair Canseco Juarez
- VIII. President’s Report – Dr. Karin Edwards
- IX. Next Meeting
The next Board of Trustees work session and regular meeting are scheduled for Wednesday, February 21, 2024, starting at 3:30 pm.
- 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, December 6, 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. Michele Cruse, Vice President of Student Affairs

Jim Wilkins-Luton, Interim Vice President of Instruction

Sabra Sand, Vice President of Operations

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

Brad Avakian, Vice President of Human Resources

Sudha Frederick, Vice President of Information Technology

Calen Ouellette, Clark College Foundation CEO

Others

Shelley Williams, Assistant Attorney General

Brooke Pillsbury, President's Office

Julie Taylor, President's Office

Brandon Johnson, Information Technology

Alyssa Voyles, ODEI

I. Call to Order/Agenda Review

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

II. Office of Diversity Equity and Inclusion (ODEI) RCW Reporting and PPI Update Presented by Director of Employee Equity and Engagement Alyssa Voyles

Introduced by Vanessa Neal, Vice President of Diversity, Equity, and Inclusion, Alyssa Voyles provided a presentation regarding the following:

- An overview of how Clark College was a leader in antiracist training prior to the RCW mandates by the State Board of Community and Technical Colleges (SBCTC)

- RCW deliverables, including training programs, culturally specific events, campus climate assessments and listening sessions, published DEI glossary, and more.
- Clark's antiracist training policy, training framework, attendance data, and the value of workshop evaluations.
- An overview of opportunities, overcoming challenges, and celebrating successes.

Trustee Feedback and Discussion:

Trustee Donaldson shared gratitude for the excellent presentation, including the data tables, increased participation, and information in comparison to other Washington CTCs. Donaldson inquired about repercussions for not meeting the PPI requirement, and Voyles shared that the team is working closely with Gerald Gabbard to navigate union contracts and with supervisors on how to ensure their teams participate in the trainings. Donaldson concluded by sharing her excitement for the varied training options and that she looks forward to participating.

Trustee Bennett shared gratitude for the amazing presentation and advancement of things in place in ODEI regarding training. She shared that she's happy Voyles emphasized campus climate and that climate is an area that we should see the benefits of this work. Bennett concluded with a huge shout out to the entire department and to keep up the great work.

Trustee Scarbrough shared gratitude for the presentation and work of ODEI. It's a lot of work and trainings to offer, kudos to the department. Scarbrough inquired if the team will use the same format for mandatory student training, and Voyles responded by sharing that there's a committee working on it, clarifying that there are variables in the regulation language and the committee is weighing options. There will likely be various modalities of delivery to maximize engagements.

Vice Chair Gideon congratulated the team with a great job, highlighting that 61 trainings are extensive, and the agility and responsiveness of creating trainings aligned with real-time issues. She asked if the trainings are created individually by ODEI team members and where is the content coming from? Voyles clarified that the trainings are developed by ODEI through research and building a training from the research, with a focus of learning outcomes, how to address the content, and through presenting to the ODEI team for feedback before offering a training to the College community. Voyles also shared that trainings for students will be broad, at least for the first couple of years. She concluded by sharing that Trustees are included in the staff requirements for training under the RCWs.

Chair Canseco Juarez recognized the amazing work of ODEI and the great work happening before it was required by the state. He shared that it demonstrates an impactful and intentional focus of educating staff, faculty, and the community. Canseco Juarez celebrated that Clark's ODEI leaders are well recognized within the community, which is a testament to the work they are doing at the College. He concluded by also recognizing everyone who has taken the trainings, and also provided feedback for improvement.

- III. Guided Pathways Update
Presented by Director of Guided Pathways and Partnerships Rhianna Johnson

Jim Wilkin-Luton, Interim Vice President of Instruction, provided a Guided Pathways introduction and introduced Rhianna Johnson, leading today's Guided Pathways presentation for the Board of Trustees.

Rhianna Johnson shared an overview of Guided Pathways, how the work is operationalized, and the focus for the 2023-24 academic year. Areas of focus included the following:

- Guided Pathways highlights from the 2022-23 academic year.
- An overview of essential practices, including building meta-majors, explorations, student advisement, faculty engagement, data analytics and student tracking, and research and assessment.
- Application of funding, resources, and tools to support student onboarding and retention.
- An overview of focus for learning outcomes and college-wide assessment.

Trustee Feedback and Discussion:

Trustee Scarbrough acknowledged Appendix C in the presentation, which focused on the coordination of the work and a shared focus and systemic approach, emphasizing the focus' importance and sharing gratitude for the work. She also emphasized the importance of having data to help the College understand if what we're doing is working and what we should adjust. Scarbrough asked what Guided Pathways is collecting or plans to collect to help us know how well we're doing. Johnson responded by sharing that data collection is critical. For example, the percentage of students completing college-level math and English in their first year and how it impacts their persistence quarter-to-quarter and year-to-year. Also, completion rates. Johnson shared that her focus is centered on whether graduates obtained a job at the end of it all.

Trustee Bennett inquired about the Guided Pathways impact and broad reach to include students across groups, including how we track and monitor students. Bennett acknowledged Johnson for her great work and well done.

Vice Chair Gideon acknowledged addressing students at different levels. Fabulous work; she's beyond proud to be part of Clark and the pledge for equity.

Chair Canseco Juarez shared gratitude for the presentation, emphasizing that much goes beyond what's shared. He shared that he's privileged to be a part of the Guided Pathways committee and knows the work happening, including an intentional focus on equity. Having Clark present at events like Latino Leadership NW, hosted by WSU-V and sharing the different opportunities for young individuals is incredible. Events like these allow the College to connect with students who may now otherwise hear about the opportunity.

Dr. Edwards concluded remarks by sharing gratitude for the presentations, the presenters, and their Executive Cabinet supporters and the staff for the work that they're doing.

IV. Adjournment

Chair Canseco Juarez adjourned the work session at 4:48 pm.

Clark College

Board of Trustees Regular Meeting Minutes

Wednesday, December 6, 2023

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. Michele Cruse, Vice President of Student Affairs

Jim Wilkins-Luton, Interim Vice President of Instruction

Sabra Sand, Vice President of Operations

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

Brad Avakian, Vice President of Human Resources

Sudha Frederick, Vice President of Information Technology

Calen Ouellette, Clark College Foundation CEO

Other

Shelley Williams, Assistant Attorney General

Brooke Pillsbury, President's Office

Julie Taylor, President's Office

Brandon Johnson, IT

Emma Sturm, ASCC

Jay Bushar, Environmental Health and Safety Manager

Julie Gebron, Interpreter

Derrick Cainion, Interpreter

Bece Kidder, Captioner

I. [Call to Order/Agenda Review](#)

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

II. [Land and Labor Acknowledgment](#)

Clark College Land and Labor Acknowledgment offered by Trustee Suzanne Donaldson.

III. Public Comment

Paul Speer
Beverly Brosius

IV. Action Items/Consent Agenda

- a. November 15, 2023, Work Session Minutes
- b. November 15, 2023, Regular Meeting Minutes

MOTION: Trustee Scarbrough moved to approve the Consent Agenda. Trustee Bennett seconded the motion. Motion passed unanimously.

V. Constituent Reports

ASCC

ASCC President Emma Sturm shared the following update:

- Working to increase student access with Tutoring Services Snack and Study event.
- The Clubs Competition is currently in progress, competing for club fund prizes. Sturm shared excitement that all clubs are participating in the competition.
- The team is boosting recruitment for committees, with currently 24 applications in progress, exceeding all last year's application submissions.
- Funded the quarterly Korean Club luncheon.
- Focused on improving campus climate by chartering clubs. Currently, eight clubs are chartered, and one is in progress)
- The Activity Programming Board has been busy this quarter, growing from around 20 student participants to 80 on Mondays this year.
- Family Movie nights – from 60 participants last year to over 250 students at this Fall's airing of The Barbie Movie.
- Waddle Awards - student award event coming up, where over 30 students have been nominated. Nominees will receive a small gift, certificate, and the nomination statement from the nominator).
- Finance Director and Executive Assistant positions have been filled.
- Prepping for Winter term.

Chair Canseco Juarez shared gratitude for ASCC and Sturm's report.

WPEA

Chair Canseco Juarez acknowledged that Joey Hicklin shared that WPEA will no longer submit a constituent report. Canseco Juarez shared that the Board of Trustees welcomes and values the constituent reports and that he understands that College leadership may reach out to WPEA leadership.

CCAHE

Suzanne Southerland shared the following:

Suzanne Southerland opened her CCAHE report by agreeing with Chair Canseco Juarez that it would be useful to have WPEA back. She also thanked Emma for her report and Beverly Brosius' public comment.

- Financial Aid – Washington has excellent aid through the Washington College Grant. Ironically, WA ranks as one of the worst states for high school students filling out FAFSA (48th in the nation). Southerland shared that she heard from Enrollment that they need help and shared that mending Enrollment might expand to Financial Aid (FA) students. She acknowledged that it's a state issue and not to Clark specifically. While our FA department may be strong, we could help with this issue.
- Tenure – in the next few months, Clark will be making many decisions around tenure. Suzanne shared that she wanted to take the opportunity to make a point that tenure is more important than ever. The benefits of tenure are part of what attracts candidates to Clark, and it's reflected in the faculty around campus and retention. Developing tenure faculty is one of the most important things we do. Thank you to the Board and Dr. Edwards for that work, and she hopes we remember how important it is.
- Student Conduct Report Concerns – in the last year or two, the K-12 and Colleges have seen an uptick in student conduct issues. Reporting problems faculty are experiencing include being ignored, dismissed, invalidated, not responded to in a timely manner, or at all. Faculty are not being supported and little to no discussion with faculty about resolution. Southerland shared that when faculty tries to reach out, they perceive the message is to "back off". While FERPA may be an impact to communication, Southerland asked when everyone can start communicating about the students we need to support most and how are student conduct processes completed without reaching out to faculty? Southerland requested that all parties get together and increase the student conduct system.

VI. Ensuring Suitable Workspaces Together: Compliance and Safety Work Group

Presented by Jay Busher, Environmental Health and Safety Manager

Vice President of Human Resources Brad Avakian provided an overview of the cross-departmental compliance and safety work group and those that lead it, including Mike See, Chris Samuels, and Jay Busher.

On behalf of the group, Environmental Health and Safety Manager Jay Busher shared an overview of compliance and safety work group focuses. Busher emphasized that the group started meeting because the departments always intersected – environmental health and safety, security, and facilities, and they found that creating a workgroup would help to resolve compliance and safety on campus. They work to ensure the campus is safe for students, employees, and visitors and that the College is also following regulatory compliance (fire marshal, labor and industries, and ADA compliance on campus).

As the group started meeting, their purpose and goals evolved, including:

- Fostering a secure campus environment for all students, employees, and visitors,
- Enhancing communication and collaboration between departments,
- Examining workspaces,

- Creating a guide for improving regulatory compliance,
- Centralizing information for group access, and
- Ensuring various perspectives and lenses are assessed for compliance and safety.

The compliance and safety work group meets once a month.

Busher concluded his presentation by highlighting a vital team member and sharing his success, Program Coordinator Jacob Salomon. Salomon graduated from Clark with his bachelors degree in June 2023. As a student, Salomon was employed for four years as an Environmental Health and Safety (EHS) work-study student. He is a great ambassador to Clark and brings a unique perspective to the work. Salomon applied and competed for the EHS Program Coordinator role and was awarded the job. Busher emphasized what a blessing Salomon has been as a key asset to the team, leveraging his knowledge and technical skills while creating an interactive framework for the team to track compliance and safety on campus.

Trustee Questions and Feedback:

Trustee Scarbrough shared gratitude for Busher and the team for being collaborative and proactive in addressing potential issues rather than waiting for a problem to happen.

Vice Chair Gideon echoed Trustee Scarbrough's sentiments. Vice Chair Gideon also shared gratitude for the special acknowledgment of Jacob Salomon and his great work, emphasizing that he's a core contributor. Congratulations, Jacob.

Trustee Bennett shared gratitude for the presentation and all the great work. She reiterated that things happen behind the scenes that no one is aware of, and bringing this to light means we can trust that the compliance and safety team is working to resolve issues on campus.

Chair Canseco Juarez shared gratitude for the presentation and celebrated the initiative to create the team. He also shared recognition of the College for preparing and educating a young man in the field and then benefiting from him as a team member, celebrating the full circle. Canseco Juarez asked if there's an opportunity that the team has identified to maintain. Busher responded by sharing that the one that comes to mind is ADA compliance. The group is working to ensure that it's a main focus, that the barriers are always thought of, and that the group is meeting team members' and student needs, emphasizing the importance that campus is open to everybody.

VII. Reports from the Board Members

Trustee Scarbrough shared that yesterday, the Foundation had its quarterly Board meeting, including a Communications audit, and the audit asked questions about the knowledge of Clark College vs Foundation. The community is aware of both, but the data shows there's more to do. Secondly, late November was the trustee annual meeting, which focused on developing trustees' skills for turbulent times, skills, and data systems; it was very informative and had lots of good information.

Trustee Bennett shared that she continues to consider supporting Trustee Donaldson, including regular monthly meetings to support her success. She also shared that she couldn't attend the

recent alumni mixer hosted by the Foundation but that everyone who mentioned it shared it was a great time. Thank you, Clark College Foundation, for hosting these events.

Vice Chair Gideon shared that she didn't have a significant report since the November and December Board meetings were close together. However she collaborated with the President and Chair Canseco Juarez on the meeting agenda.

Trustee Donaldson shared that her experience as a Board member has been good so far. She celebrated the opportunity to attend a College social gathering earlier in the week, affording her the opportunity to meet people face-to-face.

Chair Canseco Juarez shared that he's also participated in many of the things mentioned by his fellow trustees, including gratitude for everyone supporting students, especially as they prepare for finals. He concluded with upcoming events to consider:

- Clark College Winter Social and Retiree Reception
- Trustees of Color Affinity Group
- Clark College Nursing Pinning Ceremony
- Clark College Legislative Breakfast
- First Trustee Tuesday of the new year on January 23, from 8:00 – 9:00 am.
- Upcoming ACCT National Legislative Summit in Washington, DC, in February.

VIII. President's Report

Presented by Dr. Karin Edwards

Dr. Edwards shared the following updates since the last regular Board meeting:

- Spent a good portion of today's Work Session in Gaiser Student Center at the Free Student Market. Such an amazing and heartwarming event, where faculty and staff were offering their goods to students and their families. It was truly touching, and I am proud to have had the opportunity to participate. Great job, everyone.
- Students are enrolling for the Winter and Spring quarters. We saw a 10% enrollment increase in Fall 2023 and are trending to retain the growth. We are actively monitoring enrollment for the upcoming term.
- Financial Aid – much changing in Financial Aid, including a simplified FAFSA form. The process will be new to all colleges starting December 31. While a few bumps are anticipated, with Kate Jacky's knowledge, skills, and commitment and her staff, we are confident we'll get through it.
- Heather McGhee – for those of you who know her book *The Sum of Us*, the College is fortunate to have her join us on January 17 and 18. She is an amazing person who has done significant research on the cost of racism and how everyone pays for it. She appreciates her research and telling of the story. More information to come regarding the events.
- Looking forward to the upcoming Winter Social and Retiree Reception

- The Clark College Legislative Breakfast content will be delivered in an alternate modality. Along with fellow CTC presidents, Dr. Edwards also plans to visit legislators on January 25 for the Hill Climb.
- Clarification that issues around student conduct, including that she would have shared more with the Board, but Southerland's report is the first she's heard about the issue. Dr. Edwards shared that she's open to having a conversation to learn more about the process concerns. Had she known more she would have shared more but will work to address the issues.
- Congratulations to those finishing their degrees this term.

Dr. Edwards concluded by wishing everyone an enjoyable holiday season.

IX. [Next Meeting](#)

The next scheduled Board Meeting is scheduled for Wednesday, January 24, 2024, starting at 3:30 pm.

X. [Executive Session](#)

Chair Canseco Juarez convened an Executive Session under RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i) at 5:55 p.m. for the following purpose(s):

- to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; and
- 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.

The Executive Session is expected to conclude at 6:32 pm. No final action will be taken during this session.

The Executive Session concluded at 6:32 and the regular meeting reconvened.

XI. [Adjournment](#)

Chair Canseco Juarez adjourned the regular meeting at 6:33

**ASCC STUDENT GOVERNMENT
BOARD OF TRUSTEES REPORT**

January 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:

- ASCC set up Welcome Week tables that were placed around high traffic areas on campus the first week of classes. The tables provided information on resources available to students, free snacks, served as a great way to help students find where their classes are located.
- ASCC gave welcome presentations to students in College 101 classes on January 22nd and 23rd to spread the news about Clark College resources, programs, and clubs available to students. During these presentations we also provided information about this month's upcoming events and a reminder to register to vote.

Clark College Campus Climate

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

- ASCC hosted the quarterly Student Involvement Fair on January 11th. The Involvement Fair provided a fun way to help inform students about current clubs and College services, how they can start a club, and information about ASCC's club competition and other upcoming events. The club competition involves clubs competing to turn in the most activity forms and posts on social media. The winning clubs for fall quarter were announced at the Involvement Fair. They were: (1) the Korean Club for \$200 (2) the Japanese Club for \$100 and (3) the International Club for \$50. Approximately 150 students attended.

Clark College State-Wide Initiatives

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

- Created a poster and posted it around campus showing students how to register to vote and provided information about upcoming elections.
- Created small QR notecards to easily hand to students that, when scanned, takes them directly to the Washington Voter Registration page.

General Work Updates:

- We are working on rescheduling the Let Your Voice Be Heard Event because of the ice storm that we had this past week.
- We are also planning to attend the upcoming Winter Quarter Washington Community & Technical College Student Association (WACTSA) meetings.

Clark College - Budget Status Report December 31, 2023

Sources of Funds (Revenues)	2023-24 Budget	Revenues to Date	Difference	% Budget Received
Operating Accounts				
State Allocation	50,439,397	17,793,471	(32,645,926)	35.3%
Tuition & ABE	14,820,410	14,592,047	(228,363)	98.5%
Running Start	11,493,298	4,647,400	(6,845,898)	40.4%
Planned use of prior fund balance	2,717,277	-	(2,717,277)	0.0%
Dedicated, matriculation, tech, cont ed	4,173,059	4,077,482	(95,577)	97.7%
Total Operating Accounts	83,643,441	41,110,400	(42,533,041)	49.1%
Other Accounts				
Grants	2,909,761	1,109,192	(1,800,569)	38.1%
Contracts	586,893	724,612	137,719	123.5%
Internal Support & Agency Funds	985,485	929,343	(56,142)	94.3%
ASCC	2,076,718	1,529,069	(547,649)	73.6%
Bookstore	2,389,302	1,407,458	(981,844)	58.9%
Parking	324,355	245,419	(78,936)	75.7%
Auxilliary Services	2,291,638	1,484,917	(806,721)	64.8%
Financial Aid	20,180,780	9,968,587	(10,212,193)	49.4%
Total Other Accounts	31,744,932	17,398,595	(14,346,337)	54.8%
Total Sources of Funds	115,388,373	58,508,995	(56,879,378)	50.7%

Uses of Funds (Expenses)	2023-24 Budget	Encumbrances Expenditures to Date	Difference	% Budget Spent
Operating Accounts				
President	1,045,284	460,015	585,269	44.0%
Vice President of Diversity, Equity & Inclusion	1,166,993	365,356	801,637	31.3%
Vice President of Instruction	53,380,955	23,007,679	30,373,276	43.1%
Vice President of Operations	10,916,270	6,456,189	4,460,081	59.1%
Vice President of Student Affairs	10,074,680	4,855,227	5,219,453	48.2%
Chief Information Officer	5,134,609	2,564,158	2,570,451	49.9%
Vice President of Human Resources and Compliance	1,924,650	1,097,505	827,145	57.0%
Bank/CC Fees	-	90,593	(90,593)	0.0%
Total Operating Accounts	83,643,441	38,896,722	44,746,719	46.5%
Other Accounts				
Grants	2,909,761	1,202,618	1,707,143	41.3%
Contracts less Running Start	586,893	1,220,539	(633,646)	208.0%
Internal Support & Agency Funds	985,485	2,200,215	(1,214,730)	223.3%
ASCC	2,076,718	1,124,368	952,350	54.1%
Bookstore	2,389,302	2,040,979	348,323	85.4%
Parking	324,355	258,757	65,598	79.8%
Auxilliary Services	2,291,638	1,570,577	721,061	68.5%
Financial Aid	20,180,780	8,809,738	11,371,042	43.7%
Total Other Accounts	31,744,932	18,427,792	13,317,140	58.0%
Total Uses of Funds	115,388,373	57,324,514	58,063,859	49.7%
Difference - Excess (Deficiency)	-	1,184,482		

c. Dr. Karin Edwards, Sabra Sand, Vanessa Neal, Nicole Rogers-Marcum, Julie Taylor
e. Michele Cruse, Sudha Frederick, Brad Avakian, Jim Wilkins-Luton, Heather Adams, Brooke Pillsbury
Linda Tuve 12/12/23



Financial Dashboard as of November 30, 2023

Contributions/Donations Received

1973 - Present

	Year to Date	6/30/2023	6/30/2022	6/30/2021	1973 - Present Life to date
Unrestricted	\$ 155,877	\$ 434,388	\$ 986,602	\$ 430,886	
Temp. Restricted	598,342	1,198,387	1,138,094	1,378,934	
Perm. Restricted	75,870	679,338	2,576,066	1,264,358	
Total	\$ 830,089	\$ 2,312,113	\$ 4,700,762	\$ 3,074,178	\$ 114,588,914

Year to date		6/30/2023		6/30/2022		6/30/2021		1973 - Present	
Unrestricted	Temp Restricted	Life to date							

College Support Expended

Program	\$ 107,774	\$ 443,046	\$ 256,910	\$ 1,749,102	\$ 1,087,791	\$ 1,573,765	\$ 838,124	\$ 1,580,191	\$ 48,518,967
Student financial assistance & admin supp.	6,155	537,364	8,513	1,255,884	5,932	1,118,349	8,503	1,222,508	17,619,573
Capital projects-NC/STEM/Dent. Hyg./Oth.	-	-	-	-	-	-	-	-	15,612,791
Boschma Farms land acquisition	-	-	-	-	-	-	-	-	4,306,786
Total	\$ 113,930	\$ 980,410	\$ 265,423	\$ 3,004,986	\$ 1,093,723	\$ 2,692,114	\$ 846,627	\$ 2,802,699	\$ 86,058,116

Student financial assistance

	YTD	FY 23	FY 22	FY 21	FY 20
Number of students receiving awards	554	535	550	611	575
Clark College Students (Fall excl. Running Start)	6,643	5,537	5,983	6,220	9,430

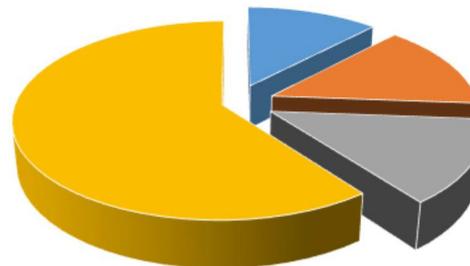
Cost of tuition (2023-2024).
12 credits for 3 qtrs. = \$4,298.

Lower division courses. WA resident. Excludes books or class fees.

Net Assets by Type

Unrestricted	\$ 14,045,851
Board Restricted	16,224,134
Temporarily Restricted	15,326,455
Permanently Restricted	68,819,829
Net Assets	\$ 114,416,269

Net Assets by Type



- Unrestricted
- Board Restricted
- Temporarily Restricted
- Permanently Restricted

Unrestricted Net Assets

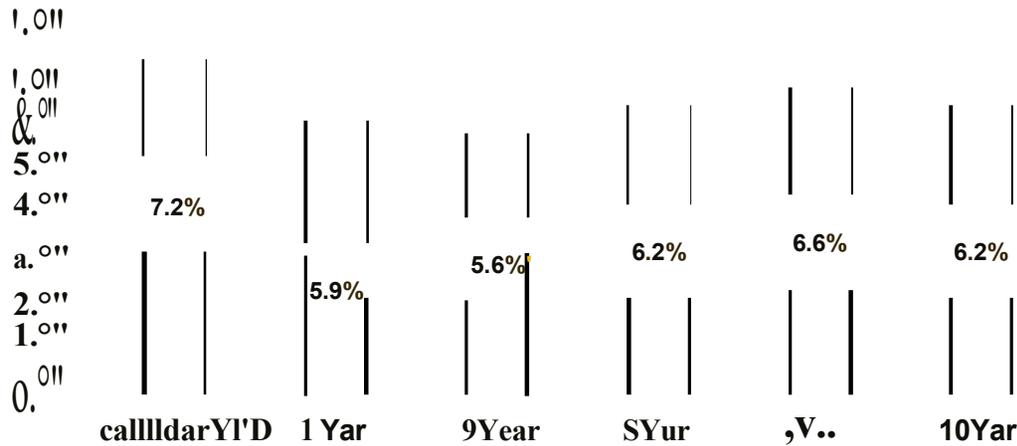
	Year to date	6/30/2023	6/30/2022	6/30/2021	6/30/2020
Assets					
Cash	\$ 8,687	\$ 322,468	\$ 169,678	\$ 157,507	\$ 318,496
Investments	4,106,774	5,413,192	6,237,164	7,731,091	6,896,319
Receivables	160,621	171,564	178,201	217,868	231,966
Prepays/Deposits/Other Assets	210,162	216,314	241,305	288,315	346,982
Land/building/equipment	10,386,340	10,392,477	10,364,804	10,319,160	11,471,498
Liabilities					
A/P/Other Liabilities	(826,733)	(1,110,944)	(1,035,748)	(896,757)	(2,829,085)
Note Payable		-		(338,997)	(339,700)
	\$ 14,045,851	\$ 15,405,071	\$ 16,155,404	\$ 17,478,187	\$ 16,096,476

**Projected - Liquid
Unrestricted Net
Assets Available**

6/30/2024	185,000
6/30/2025	150,000
6/30/2026	115,000
6/30/2027	90,000
6/30/2028	65,000

*Excludes operational reserve of \$1,300,000.

Investment Pool Returns (Losses)



Endowment

Distribution Details

	FY24	FY23	FY22	FY21	FY20
College Program	\$ 1,758,440	\$ 1,644,434	\$ 1,409,123	\$ 1,364,992	\$ 1,100,044
Unrestricted	2,704,186	2,660,664	2,462,113	2,421,451	2,275,514
College Program Reserves	138,066	165,992	73,002	95,217	99,247
	\$ 4,600,692	\$ 4,471,090	\$ 3,944,238	\$ 3,881,660	\$ 3,474,805



BALANCE SHEET (STATEMENT OF FINANCIAL POSITION)

For the Period Ended:

		<u>November 30, 2023</u>	<u>June 30, 2023</u>	<u>November 30, 2022</u>
A SETS				
Cash	A	\$ 8,687	\$ 322,468	\$ 86,755
Investments	B	99,451,465	99,604,377	96,967,136
Assets Held in Trust		1,852,540	1,890,457	1,946,795
Receivables	C	4,802,481	5,014,767	4,784,320
Other Assets		210,162	216,314	269,788
Fixed Assets		10,386,340	10,392,477	10,372,206
TOTAL ASSETS		<u>\$ 116,711,674</u>	<u>\$ 117,440,861</u>	<u>\$ 114,427,000</u>
 LIABILITIES & FUND BALANCES				
LIABILITIES				
Current Liabilities	A	\$ 834,678	\$ 1,118,398	\$ 370,491
Liabilities-Assets Held in Trust		1,460,727	1,512,299	1,430,380
TOTAL LIABILITIES		<u>\$ 2,295,405</u>	<u>\$ 2,630,696</u>	<u>\$ 1,800,870</u>
 NET ASSETS				
Unrestricted Fund Balance	D	\$ 30,269,985	\$ 31,168,782	\$ 29,601,182
Temporarily Restricted Fund Balance	D	15,326,455	15,435,995	15,545,306
Permanently Restricted Fund Balance	D	68,819,829	68,205,388	67,479,641
NET ASSETS		<u>\$ 114,416,269</u>	<u>\$ 114,810,165</u>	<u>\$ 112,626,130</u>
TOTAL LIAB & FUND BALANCES		<u>\$ 116,711,674</u>	<u>\$ 117,440,861</u>	<u>\$ 114,427,000</u>



BALANCE SHEET (STATEMENT OF FINANCIAL POSITION)

For the Period Ended: November 30, 2023

Explanation of Variances

- A Change due to timing of cash payments and donations. As donations are deposited, invoices are processed and checks issued, we end a month with varying levels of cash and liability balances.
- B The investment balance is impacted by inflows (donations), outflows (college support and foundation expenses) and cumulative realized and unrealized gains/losses. The investment pool recorded 5.9% gain for the previous 12 months and 7.2% gain for the calendar year to date. See financial dashboard for additional investment pool performance measures.
- C Reduction in receivables from June 30, 2023 primarily due to pledge payments of \$200,000 for guided pathways, and the Veterans Center of Excellence.
- D Changes in Net Assets based on net income (loss) over the prior period. See income statement page for review of revenue/expenses.



INCOME STATEMENT (STATEMENT OF ACTIVITIES)

	For the Five Months Ending November 30, 2023				November 30, 2022
	Unrestricted	Temp Restricted	Perm Restricted	Total	Total
REVENUE (Excluding Investments)					
Cash Donations (Including Scholarships)	A \$ 140,497	\$ 598,342	\$ 75,870	\$ 814,708	\$ 893,515
In-Kind Donations	15,380	-	-	15,380	1,500
Income - Fundraising Activities	-	71,840	-	71,840	73,119
Income - Operations	B 57,483	-	-	57,483	30,016
Total REVENUE (Excluding Investments)	\$ 213,360	\$ 670,182	\$ 75,870	\$ 959,412	\$ 998,150
EXPENSES (UNRESTRICTED)					
Wages/Benefits/PR Taxes	C \$ 811,331	\$ -	\$ -	\$ 811,331	\$ 887,821
Professional & Service Provider Fees	D 153,172	-	-	153,172	109,745
College Capital & Program Support	98,830	-	-	98,830	90,408
Catering/Meetings	E 48,957	-	-	48,957	15,757
Software/Support & Website	F 44,524	-	-	44,524	29,077
Travel/Lodging	E 30,822	-	-	30,822	11,971
Printing/Copying	28,181	-	-	28,181	22,211
Operating Agreement/In Kind Expense	24,202	-	-	24,202	24,202
Insurance	19,550	-	-	19,550	19,857
Supplies/Recruit/Misc./Transfers	17,410	-	-	17,410	8,541
Postage	16,348	-	-	16,348	18,069
Occupancy (Utilities & Maint & Repair)	G 14,147	-	-	14,147	132,176
College & Community Relations	8,945	-	-	8,945	15,930
Scholarship Management/Support	6,155	-	-	6,155	5,371
Staff Development	5,983	-	-	5,983	5,235
Taxes/Licenses/Registrations	5,325	-	-	5,325	4,191
Publications/Dues	2,188	-	-	2,188	7,834
Entrance Fees/Green Fees/Rentals	1,975	-	-	1,975	975
Thank/Honor/Remember	1,705	-	-	1,705	2,503
Stipends/Fees/Temp Services	1,650	-	-	1,650	-
Advertising/Awards/Prizes	729	-	-	729	4,848

	For the Five Months Ending November 30, 2023				November 30, 2022
	Unrestricted	Temp Restricted	Perm Restricted	Total	Total
Transfers	-	-	-	-	(10,928)
Depreciation	14,189	-	-	14,189	10,718
Total EXPENSES (UNRESTRICTED)	\$ 1,356,317	\$ -	\$ -	\$ 1,356,317	\$ 1,416,509
EXPENSES (RESTRICTED)					
Student Financial Assistance	H \$ -	\$ 537,364	\$ -	\$ 537,364	\$ 471,678
Stipends/Fees/Temp Services	-	140,881	-	140,881	123,110
Supplies	I -	91,248	-	91,248	46,456
Catering/Meetings	J -	49,709	-	49,709	28,223
Staff Development	K -	33,503	-	33,503	4,049
Advertising/Awards/Prizes	-	28,524	-	28,524	35,620
Publications/Dues	L -	27,545	-	27,545	11,392
Professional & Service Provider Fees	-	22,269	-	22,269	21,660
Travel/Lodging	-	16,062	-	16,062	11,892
Occupancy (Utilities & Maint & Repair)	-	14,397	-	14,397	1,302
Taxes/Licenses/Registrations	-	7,215	-	7,215	6,399
Entrance Fees/Green Fees/Rentals	-	5,919	-	5,919	2,871
Thank/Honor/Remember	-	3,487	-	3,487	5,428
Printing/Copying	-	2,288	-	2,288	1,050
Postage	-	-	-	-	52
Transfers	-	-	-	-	10,928
Total EXPENSES (RESTRICTED)	\$ -	\$ 980,410	\$ -	\$ 980,410	\$ 782,109
Total EXPENSES	\$ 1,356,317	\$ 980,410	\$ -	\$ 2,336,728	\$ 2,198,618
NET INCOME (LOSS) Excl Investments	\$ (1,142,958)	\$ (310,229)	\$ 75,870	\$ (1,377,316)	\$ (1,200,468)
INVESTMENT INCOME (LOSS)					
Interest/Dividends	M \$ 135,789	\$ 96,082	\$ 225,190	\$ 457,061	\$ 366,218
Realized Investment Income (Loss)	M 13,398	(8,050)	42,904	48,251	(680,006)
Unrealized Investment Income (Loss)	M 94,974	112,657	260,422	468,053	3,666,508
Change in Value-Split Interests	-	-	10,056	10,056	5,216
Total INVESTMENT INCOME (LOSS)	\$ 244,161	\$ 200,689	\$ 538,572	\$ 983,421	\$ 3,357,935
NET INCOME (LOSS)	\$ (898,797)	\$ (109,540)	\$ 614,442	\$ (393,895)	\$ 2,157,467



INCOME STATEMENT
(STATEMENT OF ACTIVITIES)
For the Five Months Ending November 30, 2023

Explanation of Variances

- A Donations decreased \$79,000 over the same period last year. Cultivation efforts are underway with significant gifts being finalized to support college programs.
- B Increase in Income-Operations due to \$29,000 cultivation fee paid by excavating company working on Boschma Farms project. Land was removed from the college building site and spread over adjacent foundation land.
- C Wages/Benefits/PR Taxes decreased \$76,000 from the prior year. This is due to staffing changes made in FY 2024 including eliminating several positions with higher salaries. One of these positions, a communication director, has not yet been replaced with a manager level position.
- D Increase in Professional/Service Provider Fees due to IT outsourced activities totaling \$22,000. These services, previously provided by the college, are now provided by an outside IT group, On Line Support. This reduced the burden on college personnel due to understaffing. In addition, a consultant, DHM Research (\$36,000), was engaged to perform market research to assess awareness and perceptions of Clark College and Clark College Foundation in the community. This data will impact college/foundation future marketing strategies.
- E Catering/Meetings and Travel/Lodging significantly increased due to a foundation board retreat held in FY 2024. In the prior year a retreat was not held.
- F Increase in Software/Support due to new software programs implemented in new fiscal year (GiveCampus & FreeWill) to support fundraising initiatives.
- G Decreased Occupancy expense from FY 2023 is due to foundation office repairs of \$120,000 to address water leakage into the building.
- H Increase in Student Financial Assistance due to increased scholarship awards and emergency grants provided to students in the current fiscal year.
- I Supplies increase due to increase usage of funds by various college programs: dental hygiene (air filters), athletics (sports gear), and child/family studies (playground equipment).
- J Increase in Catering/Meetings due to food/venue costs for the scholarship reception at the Hilton (\$18,000) and college department gatherings (\$7,000 guided pathways events).
- K Staff Development expenses increased as college personnel engaged in a variety of professional development activities including nursing conferences, doctoral classes, and workshops.
- L Increase in Publications/Dues a result of the library purchasing a McGraw Hill subscription totaling \$23,000.
- M Investment income reflects year to date cumulative realized and unrealized gains/losses. The investment pool recorded a 5.9% gain for the previous 12 months. See financial dashboard for additional investment pool performance measures.

General item: The income statement includes all financial activities that flow through the foundation. These include foundation operations and college expenditures (program, scholarships and capital expenditures).



Clark College Foundation
OPERATIONAL BUDGET COMPARISON
For the Five Months Ending: November 30, 2023

		YTD Actual Thru 11/30/2023	Budget to Date Thru 11/30/2023	YTD Variance	% Variance
INCOME					
Endowment Distributions (Unrestricted)	A	\$ 1,195,390	\$ 1,195,390	\$ -	0.0%
Unrestricted Fundraising	B	97,782	137,500	(39,718)	-28.9%
Administrative Fee Income	B	42,715	83,333	(40,618)	-48.7%
Trustee Fee Income		4,261	5,417	(1,156)	-21.3%
		\$ 1,340,148	\$ 1,421,640	\$ (81,492)	-5.7%
OPERATIONAL EXPENSES					
Salaries, Wages & Benefits	C	\$ 811,331	\$ 824,238	\$ 12,907	1.6%
Advancement					
Software/Publications/Dues		\$ 39,210	\$ 37,366	\$ (1,844)	-4.9%
Service Provider Fees		22,184	30,896	8,712	28.2%
Printing/Copying		20,754	23,729	2,975	12.5%
Postage		16,297	8,406	(7,891)	-93.9%
Catering/Meetings		9,453	14,875	5,422	36.5%
Travel/Lodging		7,470	17,458	9,988	57.2%
Supplies/Misc.		5,635	1,219	(4,416)	-362.4%
Professional Fees		4,217	10,500	6,283	59.8%
Staff Development		4,196	5,969	1,773	29.7%
Thank/Honor/Remember		727	2,104	1,377	65.4%
Advertising/Awards/Prizes		480	3,292	2,812	85.4%
		\$ 130,623	\$ 155,814	\$ 25,190	16.2%
External Relations					
Service Provider Fees		\$ 49,822	\$ 57,163	7,341	12.8%

	YTD Actual	Budget to Date	YTD	%
	Thru 11/30/2023	Thru 11/30/2023	Variance	Variance
Catering/Meetings	5,438	9,792	4,354	44.5%
Supplies/Misc.	1,395	1,125	(270)	-24.0%
Software/Publications/Dues	1,005	10,635	9,630	90.5%
Printing/Copying	363	8,750	8,387	95.9%
Advertising/ Awards/Prizes	249	7,396	7,147	96.6%
Thank/Honor/Remember	107	3,250	3,143	96.7%
Travel/Lodging	99	1,250	1,151	92.1%
Postage	12	3,958	3,946	99.7%
Staff Development	-	1,871	1,871	100.0%
D	\$ 58,490	\$ 105,189	\$ 46,699	44.4%
Administration				
Professional Fees	\$ 70,625	\$ 72,241	\$ 1,616	2.2%
Catering/Meetings	34,066	27,082	(6,984)	-26%
Travel & Lodging	23,253	24,133	880	3.6%
Serv. Prov. Fees/Publications/Taxes	16,176	22,521	6,345	28.2%
Supplies/Postage/Recruiting	13,265	11,608	(1,657)	-14.3%
Insurance	12,161	12,043	(118)	-1.0%
Occupancy	11,979	14,325	2,346	16.4%
Printing/Copying/Graphics	7,064	7,146	82	1.1%
Scholarship Management	6,155	13,216	7,061	53.4%
Software & Support	5,788	5,030	(758)	-15.1%
Staff Development & Continue Ed	1,787	2,900	1,113	38.4%
	\$ 202,319	\$ 212,245	\$ 9,926	4.7%
TOTAL OPERATIONAL EXPENSES	\$ 1,202,763	\$ 1,297,486	\$ 94,722	7.3%

	YTD Actual Thru 11/30/2023	Budget to Date Thru 11/30/2023	YTD Variance	% Variance
NET INCOME BEFORE COLLEGE EXPENSES	\$ 137,384	\$ 124,154	\$ 13,230	10.7%
COLLEGE PROGRAM EXPENSES				
College Foundation Funds Allocation	\$ 39,740	\$ 43,646	\$ 3,906	8.9%
College Campus Priorities	12,645	14,625	1,980	13.5%
College & Community Relations	8,039	9,583	1,544	16.1%
	\$ 60,424	\$ 67,854	\$ 7,430	11.0%
NET INCOME (EXPENSE)	\$ 76,961	\$ 56,300	\$ 20,660	37%



Clark College Foundation

OPERATIONAL BUDGET COMPARISON

For the Five Months Ending: November 30, 2023

Explanation of Variances

- A** Represents funds distributed from endowment investments for the 2023/2024 operational budget.
- B** The budget anticipated \$138,000 and \$83,000 in unrestricted fundraising and gift fee revenue, respectively. To date, \$98,000 and \$43,000 has been recorded in unrestricted fundraising and gift fee revenue, respectively. Finalization of gifts in progress will significantly increase these balances.
- C** Salaries, Wages & Benefits under budget by \$13,000. This is primarily due to a development assistant that was intended to be hired at the beginning of the fiscal year but instead is expected to be hired in January 2024.
- D** External relations is under budget \$47,000. A communication staff member is expected to be hired in early 2024 which will increase communication and marketing activities with associated expenditures.

General item: The operational budget includes only expenditures from unrestricted funds. This includes foundation operations and board approved college expenditures utilizing unrestricted funds.