



2024-2025 Services and Activities Fee

Budget Handbook

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

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Section 1: Introduction

2024-2025 S&A Fee Calendar

Date	Activity
October/November	S&A Budget Request Forms Available
December-January	S&A Budget Request Form Trainings <i>Available Upon Request</i>
Friday, January 31	Budget Request Forms Due
February 3-7	ASCC Finance Director will review requests. If complete the requests will be sent to S&A Fee Committee members for review prior to the first meeting.
February 10-14	S&A Fee Committee Orientation
February 17–March 14	Budget Request Presentations, Deliberations, & Voting
Monday, April 7	Initial Budget Allocations Provided
Friday, April 18	Budget Appeals Due
April 21–May 2	Budget Appeal Review
May 9	Final Budget Allocations & Submission to Board of Trustees (BOT)
May 21	Clark College Board of Trustees Review
June 4	Clark College Board of Trustees Vote

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Section 1: Introduction

2023-2024 S&A Fee Committee Membership

Name	Title	Role	Voting	Quarter	
				Winter	Spring
Hassana Alnajjar	ASCC Finance Director	Student Representative, Chair	Yes	X	X
Alex Rose	ASCC Executive Assistant	Minutes	No	X	X
Prashant Chand	Student	Student Representative	Yes	X	X
Alondra Glessing	Student	Student Representative	Yes	X	X
Zoe Thomas	Student	Student Representative	Yes	X	
Manny Wright	Student	Student Representative	Yes	X	
Travis Kibota	Faculty	Faculty Representative	Yes	X	X
Tanya Kerr	Business Services	Voting Representative	Yes	X	X
Sarah Gruhler	Director of Student Life	Advisor	No	X	X
Jerrika Lightley	Student Life Fiscal Specialist	Advisor	No	X	X

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2023-2024 ASCC Student Government Membership

Name	Title	Role	Voting	Quarters		
				F	W	S
Emma Sturm	President	Student Representative, Chair	Yes, if vote changes outcome	X	X	X
Elizabeth Swift	Vice President	Student Representative	Yes	X	X	X
Alan Dunn	Club Coordinator	Student Representative	Yes	X	X	
Nushi Alam	Student Relations & Promotions Coordinator	Student Representative	Yes	X	X	X
Tammy Pham	Civic & Sustainability Director	Student Representative	Yes	X	X	X
David Mirenta	Finance Director	Student Representative	Yes	X		
Hassana Alnajjar	Finance Director	Student Representative	Yes		X	X
Hassana Alnajjar	ASCC Executive Assistant	Recorder of Minutes	No	X		
Alex Rose	ASCC Executive Assistant	Recorder of Minutes	No		X	X
Sarah Gruhler	Director Student Life	Advisor	No	X	X	X

Section 1: Introduction

Annual Allocation Process Information

Background

The Services and Activities (S&A) Fee Committee is responsible for making S&A Fee budget recommendations to the board of trustees. The committee approves the distribution and use of fees in accordance with established policies and requirements of the College, District, State, and Federal laws.

The committee chair is a student voting member selected by the committee. The voting membership of the committee is composed of the ASCC Finance Director, six (6) student representatives, one (1) faculty member, and the Director of Business Services. The Director of Student Life acts as a non-voting, advisory member of the committee.

The Associated Students of Clark College (ASCC) raise and expend funds to promote the general welfare and morale of the students. The activities and programs supported by these expenditures provide a meaningful variety of healthy, educational, cultural, and social learning experiences. The committee bases its decisions upon the perceived benefits to the students at Clark College.

Process

The process includes the following steps:

1. College community members submit budget proposals to the ASCC S&A Fee Committee.
2. The yearly budget allocation is established.
3. The ASCC S&A Fee Committee reviews requests and makes decisions on the budget proposals to stay within the budget allocation.
4. Requestors shall be notified in writing of the committee's decisions. They are given the right to appeal against the decision, if desired.
5. Following appeals, the budget as recommended by the ASCC S&A Fee committee is forwarded to the Board of Trustees for approval.
6. Once the Board of Trustees approves the budget it becomes final.
8. Copies of the final budget are made available to the interested parties.
9. The adopted budget shall be in effect for the upcoming fiscal year.

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

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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

Activities Programming Board (APB) - The APB budget supports a comprehensive events calendar to include cultural, educational, family, awareness and social programming for all Clark students. Monies allocated to this program are used for compensating student leaders, leadership training and conferences, performer fees, event materials, and refreshments.

Program Director – Samantha Lelo

Budget Number - 522.264.53146.

Expenses	2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC Exempt			
AD Hourly			
AK-AL Classified			
AH Faculty-PT			
Stipends			
AM Student Help	39,713	51,168	11,455
A Salaries and Wages	39,713	51,168	11,455
B Benefits	1,500	1,900	400
E Supplies	20,000	35,000	15,000
E Food	10,000	13,000	3,000
E Advertising			
E Postage and Parcel	500	500	0
E Printing and Reproduction	4,500	4,500	0
E Training, Conferences, Dues	2,000	1,000	(1,000)
E Rentals, Leases, Subscriptions	1,000	10,000	9,000
E Insurance	260	260	0
E Repairs			
E Equipment		3,000	3,000
JA Software	2,670	2,500	(170)
E Purchased Services	44,000	59,700	15,700
E/JA Other Goods			
E Intra-Agency Transfers			
E Goods and Services	84,930	129,460	44,530
G Travel	5,426	4,400	(1,026)
J Capital Fixed Assets			
N Grants and Subsidies			
T Intra-Agency Reimbursements			
Total Expenses	131,569	186,928	55,359
Revenues	-	-	-
Total Subsidy	131,569	186,928	55,359

Budget Overview:

- Request approved as submitted.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

Aerospace & Robotics - This program provides Clark College students robust and rigorous project-based learning experiences for their pursuit of careers in the field of aerospace, robotics, and related industries. Monies allocated to this program are used to support two major international team-based aerospace design/build competitions: one rocket and the other drone based.

Program Director – Gothard Grey, David Reeves

Budget Number - 522.264.53147.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT	1,100	1,200	100
	Stipends	5,500	6,000	500
AM	Student Help	6,000	9,000	3,000
A	Salaries and Wages	12,600	16,200	3,600
B	Benefits	1,800	1,900	100
E	Supplies	12,000	13,000	1,000
E	Food	350	350	0
E	Advertising			
E	Postage and Parcel	4,000	4,200	200
E	Printing and Reproduction	100	0	(100)
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions	300	0	(300)
E	Insurance			
E	Repairs			
JA	Equipment		1,000	1,000
E	Software			
E	Purchased Services		500	500
E/JA	Other Goods	300	0	(300)
E	Intra-Agency Transfers			
E	Goods and Services	17,050	19,050	2,000
G	Travel	31,340	37,405	6,065
J	Capital Fixed Assets			-
N	Grants and Subsidies			-
T	Intra-Agency Reimbursements			-
Total Expenses		62,790	74,555	11,765
Revenues		-	-	-
Total Subsidy		62,790	74,555	11,765

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- Increase in goods and services approved. 3D Printer purchase approved.
- Increase in travel approved to include meals for students. Added two robotics competitions and removed two field trips previously unused.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

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Archer Gallery - This program provides educational and cultural exhibitions at Clark College for students and the community. Their budget is used to support exhibits and compensate student staff.

Program Director – Kendra Larson

Budget Number - 522.264.53104.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends			
AM	Student Help	8,000	12,601	4,601
A	Salaries and Wages	8,000	12,601	4,601
B	Benefits	240	466	226
E	Supplies	2,200	2,200	0
E	Food	800	800	0
E	Advertising			
E	Postage and Parcel	1,800	1,800	0
E	Printing and Reproduction	4,800	4,576	(224)
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions	250	250	0
E	Insurance	202	202	0
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services	6,500	6,500	0
E/JA	Other Goods			
E	Intra-Agency Transfers			
E	Goods and Services	16,552	16,328	(224)
G	Travel	4,350	4,350	-
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		29,142	33,745	4,603
Revenues		-	-	-
Total Subsidy		29,142	33,745	4,603

Budget Overview:

- Request approved as submitted.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

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Athletic Administration - The Athletics Administration budget is used to support the various athletics programs at Clark College. Funds allocated for this program cover insurance costs, tournaments and officials, as well as training supplies.

Program Director – Laura LeMasters

Budget Number - 522.264.53106.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly	12,500	12,500	0
AK-AL	Classified			
AH	Faculty-PT			
	Stipends			
AM	Student Help			
A	Salaries and Wages	12,500	12,500	-
B	Benefits	1,100	1,314	214
E	Supplies	5,000	5,000	0
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction	2,000	2,000	0
E	Training, Conferences, Dues	16,705	16,705	0
E	Rentals, Leases, Subscriptions			
E	Insurance	52,000	52,000	0
E	Repairs	2,000	2,000	0
JA	Equipment	3,500	3,500	0
E	Software	10,500	10,500	0
E	Purchased Services	1,000	1,000	0
E/JA	Other Goods			
E	Intra-Agency Transfers	14,000	14,000	0
E	Goods and Services	106,705	106,705	-
G	Travel	2,599	2,500	(99)
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			-
Total Expenses		122,904	123,019	115
Revenues		10,500	15,000	4,500
Total Subsidy		112,404	108,019	(4,385)

Budget Overview:

- Increased proposed revenue from 10,500 to 15,000 based on current earnings
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

Athletic Coaches - The athletic coaches' train, guide, and support the women's and men's athletic team members. The funds allocated support their stipends.

Program Director – Laura LeMasters

Budget Number - 522.264.53109.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt	61,000	67,040	61,000
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends	95,700	114,900	19,200
AM	Student Help			
A	Salaries and Wages	156,700	181,940	25,240
B	Benefits	32,050	48,952	16,902
E	Supplies			
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction			
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions			
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services			
E/JA	Other Goods			
E	Intra-Agency Transfers			
E	Goods and Services	-	-	-
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		188,750	230,892	42,142
Revenues		-	-	-
Total Subsidy		188,750	230,892	42,142

Budget Overview:

- Increased coaches stipends to align with new stipend structure.
- Approved request for additional assistant coaches.

Athletic Men's - The men's athletic teams (Baseball, Basketball, Cross Country, Soccer, Track & Field) are composed of more than one hundred student members. The funds support student athlete travel expenses and necessary gear.

Program Director – Laura LeMasters

Budget Number - 522.264.53111.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends			
AM	Student Help			
A	Salaries and Wages			
B	Benefits			
E	Supplies	39,505	35,845	(3,660)
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction			
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions	3,500	2,000	(1,500)
E	Insurance			
E	Repairs			
JA	Equipment		4,000	4,000
E	Software			
E	Purchased Services	20,000	22,500	2,500
E/JA	Other Goods	5,000	10,000	5,000
E	Intra-Agency Transfers			
E	Goods and Services	68,005	74,345	6,340
G	Travel	88,620	106,344	17,724
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		156,625	180,689	24,064
Revenues		-	-	-
Total Subsidy		156,625	180,689	24,064

Budget Overview:

- Request approved as submitted.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

Athletic Women's - The women's athletic teams (Basketball, Cross Country, Soccer, Softball, Track & Field, Volleyball) are comprised of more than one hundred student members. The funds support student athlete travel expenses and necessary gear.

Program Director – Laura LeMasters

Budget Number - 522.264.53117.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends			
AM	Student Help			
A	Salaries and Wages			
B	Benefits			
E	Supplies	39,505	47,850	8,345
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction			
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions	3,500	2,000	(1,500)
E	Insurance			
E	Repairs			
JA	Equipment		4,000	4,000
E	Software			
E	Purchased Services	21,500	22,500	1,000
E/JA	Other Goods	10,000	5,000	(5,000)
E	Intra-Agency Transfers			
E	Goods and Services	74,505	81,350	6,845
G	Travel	93,870	112,635	18,765
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		168,375	193,985	25,610
Revenues		-	-	-
Total Subsidy		168,375	193,985	25,610

Budget Overview:

- Request approved as submitted.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

Child and Family Studies (CFS) - Monies allocated to this program help fund the child care costs of Clark students. Specifically, monies are allocated for student wages and benefits. This allows CFS to offer high quality, flexible, and inclusive instruction.

Program Director – Michele Volk

Budget Number - 522.264.53120.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends			
AM	Student Help	110,359	114,332	3,973
A	Salaries and Wages	110,359	114,332	3,973
B	Benefits	4,415	5,900	1,485
E	Supplies			
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction			
E	Training, Conferences, Dues	2,425	2,425	0
E	Rentals, Leases, Subscriptions			
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services			
E/JA	Other Goods			
E	Intra-Agency Transfers			
E	Goods and Services	2,425	2,425	-
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		117,199	122,657	5,458
Revenues		-	-	-
Total Subsidy		117,199	122,657	5,458

Budget Overview:

- Request approved as submitted.
- Committee supportive of needed funding increases to support required licensure training.

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Clark Art Talks - This program is a three-pronged endeavor including monthly lecture series, workshops and lectures, and an annual artist-in-residence program. These opportunities expand educational opportunities for students, enrich the campus environment and serve the greater community.

Program Director – Kendra Larson

Budget Number - 522.264.53121.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends	3,850	4,200	350
AM	Student Help	2,250	2,312	62
A	Salaries and Wages	6,100	6,512	412
B	Benefits	1,464	1,200	(264)
E	Supplies	1,400	1,400	0
E	Food	500	500	0
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction	1,335	1,335	0
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions			
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services	14,410	11,100	(3,310)
E/JA	Other Goods			
E	Intra-Agency Transfers		4,500	4,500
E	Goods and Services	17,645	18,835	1,190
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		25,209	26,547	1,338
Revenues		-	-	-
Total Subsidy		25,209	26,547	1,338

Budget Overview:

- Stipend adjusted to be in line with new stipend structure

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Clark Literary Journal - A student literary publication at Clark College. Original student literature is compiled in the annual publication then distributed to the students. Monies allocated to this program are used to compensate staff and students as well as pay for the publication costs.

Program Director – Dawn Knopf

Budget Number - 522.264.53135.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>				
<i>AD Hourly</i>				
<i>AK-AL Classified</i>				
<i>AH Faculty-PT</i>				
<i>Stipends</i>		5,500	6,000	500
<i>AM Student Help</i>		6,000	6,000	0
A	Salaries and Wages	11,500	12,000	500
B	Benefits	2,020	1,600	(420)
<i>E</i>	Supplies			
<i>E</i>	Food	200	200	0
<i>E</i>	Advertising	200	200	0
<i>E</i>	Postage and Parcel	100	100	0
<i>E</i>	Printing and Reproduction	5,400	5,400	0
<i>E</i>	Training, Conferences, Dues			
<i>E</i>	Rentals, Leases, Subscriptions	255	194	(61)
<i>E</i>	Insurance			
<i>E</i>	Repairs			
<i>JA</i>	Equipment			
<i>E</i>	Software			
<i>E</i>	Purchased Services			
<i>E/JA</i>	Intra-Agency Transfers			
<i>E</i>	Other Goods	850	1,450	600
E	Goods and Services	7,005	7,544	539
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		20,525	21,144	619
Revenues		200	-	(200)
Total Subsidy		20,325	21,144	819

Budget Overview:

- Stipend adjusted to be in line with new stipend structure

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Club Service Funding - Club Service Funding allows clubs to earn funds by providing service to clubs, campus, ASCC Student Government, and community activities. Clubs receive \$200 seed money and can earn minimum wage for hours of service with a maximum of \$3,000 per year.

Program Director – Sarah Gruhler

Budget Number - 522.264.53102.

Expenses	2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>			
<i>AD Hourly</i>			
<i>AK-AL Classified</i>			
<i>AH Faculty-PT</i>			
<i>Stipends</i>			
<i>AM Student Help</i>			
A Salaries and Wages			
B Benefits			
<i>E Supplies</i>			
<i>E Food</i>			
<i>E Advertising</i>			
<i>E Postage and Parcel</i>			
<i>E Printing and Reproduction</i>			
<i>E Training, Conferences, Dues</i>			
<i>E Rentals, Leases, Subscriptions</i>			
<i>E Insurance</i>			
<i>E Repairs</i>			
<i>JA Equipment</i>			
<i>E Software</i>			
<i>E Purchased Services</i>			
<i>E/JA Other Goods</i>			
<i>E Intra-Agency Transfers</i>	6,500	6,500	0
E Goods and Services	6,500	6,500	-
G Travel			
J Capital Fixed Assets			
N Grants and Subsidies			
T Intra-Agency Reimbursements			
Total Expenses	6,500	6,500	-
Revenues	-	-	-
Total Subsidy	6,500	6,500	-

Budget Overview:

- Request approved as submitted.

Columbia Writers Series - The Columbia Writers Series brings professional writers to Clark College to read from and discuss their work. Monies allocated to this program are used to compensate staff, provide speaker honorariums, and put on and promote the readings.

Program Director – Dawn Knopf and Alexis Nelson

Budget Number - 522.264.53130.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends	3,850	4,200	350
AM	Student Help	975	975	0
A	Salaries and Wages	4,825	5,175	350
B	Benefits	1,482	1,482	-
E	Supplies			
E	Food			
E	Advertising		300	300
E	Postage and Parcel			
E	Printing and Reproduction	250	250	0
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions			
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services	11,000	14,000	3,000
E/JA	Other Goods			
E	Intra-Agency Transfers		110	110
E	Goods and Services	11,250	14,660	3,410
G	Travel		210	210
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		17,557	21,527	3,970
Revenues		-	-	-
Total Subsidy		17,557	21,527	3,970

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

Counseling and Health Services - This program provides Clark students with advice, counseling, and treatment for health-related issues. Monies allocated to this program are used to compensate staff and student work, provide supplies related to services and consultant fees.

Program Director – Megan Jasurda

Budget Number - 522.264.53126.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt	70,283	74,576	4,293
AD	Hourly			
AK-AL	Classified	15,024	17,539	2,515
AH	Faculty-PT	57,759	66,847	9,088
	Stipends			
AM	Student Help			
A	Salaries and Wages	143,066	158,962	15,896
B	Benefits	58,900	67,547	8,647
E	Supplies	9,000	9,000	0
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction	200	200	0
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions	250	0	(250)
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software	2,100	2,200	100
E	Purchased Services			
E/JA	Other Goods			
E	Intra-Agency Transfers			
E	Goods and Services	11,550	11,400	(150)
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		213,516	237,909	24,393
Revenues		500	5,000	4,500
Total Subsidy		213,016	232,909	19,893

Budget Overview:

- Increased proposed revenue from 500 to 5,000 based on current earnings
- All other items approved as requested.
- All revenues must be returned to S&A Fee budget

Discounted Fitness Passes - This program provides students access to the Clark College Fitness Center which will provide an opportunity to increase their overall wellness both physically and mentally. Monies allocated to this program provide students a \$10.00 quarterly fitness center pass. Passes are provided on a first-come, first-served basis while supplies last.

Program Director – Samantha Lelo

Budget Number - 522.264.53133.

Expenses	2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>			
<i>AD Hourly</i>			
<i>AK-AL Classified</i>			
<i>AH Faculty-PT</i>			
<i>Stipends</i>			
<i>AM Student Help</i>			
A Salaries and Wages			
B Benefits			
<i>E Supplies</i>			
<i>E Food</i>			
<i>E Advertising</i>			
<i>E Postage and Parcel</i>			
<i>E Printing and Reproduction</i>	50	100	50
<i>E Training, Conferences, Dues</i>			
<i>E Rentals, Leases, Subscriptions</i>			
<i>E Insurance</i>			
<i>E Repairs</i>			
<i>JA Equipment</i>			
<i>E Software</i>			
<i>E Purchased Services</i>			
<i>E/JA Other Goods</i>			
<i>E Intra-Agency Transfers</i>	3,000	6,150	3,150
E Goods and Services	3,050	6,250	3,200
G Travel			
J Capital Fixed Assets			
N Grants and Subsidies			
T Intra-Agency Reimbursements			
Total Expenses	3,050	6,250	3,200
Revenues	-	-	-
Total Subsidy	3,050	6,250	3,200

Budget Overview:

- Request approved as submitted.

The Iceberg - An annual anthology of student comics featuring writing and art produced by Clark students and alumni. Monies allocated to this program support student leaders, the creation of the annual publication, and an event to showcase the final production.

Program Director – Toby Peterson and Grant Hottle

Budget Number - 522.264.53132.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>				
<i>AD</i>	<i>Hourly</i>			
<i>AK-AL</i>	<i>Classified</i>			
<i>AH</i>	<i>Faculty-PT</i>			
	<i>Stipends</i>	3,850	4,200	350
<i>AM</i>	<i>Student Help</i>	2,850	0	(2,850)
A	Salaries and Wages	6,700	4,200	(2,500)
B	Benefits	1,769	1,200	(569)
<i>E</i>	Supplies			
<i>E</i>	Food	200	200	0
<i>E</i>	Advertising			
<i>E</i>	Postage and Parcel			
<i>E</i>	Printing and Reproduction	10,500	10,500	0
<i>E</i>	Training, Conferences, Dues			
<i>E</i>	Rentals, Leases, Subscriptions			
<i>E</i>	Insurance			
<i>E</i>	Repairs			
<i>JA</i>	Equipment			
<i>E</i>	Software			
<i>E</i>	Purchased Services	3,300	4,500	1,200
<i>E/JA</i>	Other Goods			
<i>E</i>	Intra-Agency Transfers			
E	Goods and Services	14,000	15,200	1,200
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		22,469	20,600	(1,869)
Revenues		-	-	-
Total Subsidy		22,469	20,600	(1,869)

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- Request approved as submitted.

Instrumental Music - This program provides performance experience for all Clark students who wish to participate. Monies allocated to this program are used to compensate staff, hire coaches for specific need areas, and travel related to musical tours.

Program Director – Doug Harris

Budget Number - 522.264.53132.

Expenses	2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC Exempt			
AD Hourly	3,000	0	(3,000)
AK-AL Classified			
AH Faculty-PT		3,000	3,000
Stipends	5,500	6,000	500
AM Student Help			
A Salaries and Wages	8,500	9,000	500
B Benefits	2,513	1,806	(707)
E Supplies			
E Food	300	300	0
E Advertising			
E Postage and Parcel			
E Printing and Reproduction	100	100	0
E Training, Conferences, Dues			
E Rentals, Leases, Subscriptions	3,000	3,600	600
E Insurance			
E Repairs			
JA Equipment			
E Software			
E Purchased Services	6,300	9,300	450
E/JA Other Goods			
E Intra-Agency Transfers			
E Goods and Services	9,700	13,300	3,600
G Travel		37,800	37,800
J Capital Fixed Assets			
N Grants and Subsidies			
T Intra-Agency Reimbursements			
Total Expenses	20,713	61,906	41,193
Revenues	-	-	-
Total Subsidy	20,713	61,906	41,193

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- Approved increase in coach salaries and wages
- Approved proposed trip to Cuba

Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.

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Intramurals - This program provides Clark students an opportunity to participate in structured sport leagues, tournaments, drop in and play formats, and events. The monies allocated to this budget are used for salaries and wages along with planning and implementing sports activities.

Program Director – Brad Hawkins

Budget Number - 522.264.53122.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt		4,200	4,200
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends	3,850	0	(3,850)
AM	Student Help	5,376	6,925	1,549
A	Salaries and Wages	9,226	11,125	1,899
B	Benefits	1,670	1,250	(420)
E	Supplies	1,000	1,250	250
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction	134	150	16
E	Training, Conferences, Dues	100	0	(100)
E	Rentals, Leases, Subscriptions	267	0	(267)
E	Insurance			
E	Repairs			
JA	Equipment	1,200	1,750	550
E	Software			
E	Purchased Services	200	0	(200)
E/JA	Other Goods	333	1,000	667
E	Intra-Agency Transfers			
E	Goods and Services	3,234	4,150	916
G	Travel	543	-	(543)
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		14,673	16,525	1,852
Revenues		-	-	-
Total Subsidy		14,673	16,525	1,852

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- All other items approved as submitted.

Model United Nations - This program offers students a chance to participate in mock representation and delegations. Monies allocated to this program are used to compensate staff and cover travel expenses.

Program Director – Joseph Cavalli

Budget Number - 522.264.53134.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>				
<i>AD</i>	<i>Hourly</i>			
<i>AK-AL</i>	<i>Classified</i>			
<i>AH</i>	<i>Faculty-PT</i>			
	<i>Stipends</i>	5,500	6,000	500
<i>AM</i>	<i>Student Help</i>			
A	Salaries and Wages	5,500	6,000	500
B	Benefits	2,052	1,500	(552)
<i>E</i>	Supplies	100	100	0
<i>E</i>	Food			
<i>E</i>	Advertising			
<i>E</i>	Postage and Parcel			
<i>E</i>	Printing and Reproduction	100	150	50
<i>E</i>	Training, Conferences, Dues	0	1,660	1,660
<i>E</i>	Rentals, Leases, Subscriptions			
<i>E</i>	Insurance			
<i>E</i>	Repairs			
<i>JA</i>	Equipment			
<i>E</i>	Software			
<i>E</i>	Purchased Services			
<i>E/JA</i>	Other Goods			
<i>E</i>	Intra-Agency Transfers			
E	Goods and Services	200	1,910	1,710
G	Travel	15,710	24,150	8,440
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		23,462	33,560	10,098
Revenues		-	-	-
Total Subsidy		23,462	33,560	10,098

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- Increase in travel approved as requested.

Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.

Multicultural Student Affairs (MSA) - MSA focuses on supporting diversity at Clark by providing program support, services, and activities which foster multicultural perspective. Monies allocated to this program support peer mentor wages, the Student of Color Luncheons, Queer Student Luncheons, Students with Disabilities Luncheons, Cookies and Conversations, social events, travel for conferences and promotional materials and programming.

Program Director – Rosalba Pitkin

Budget Number - 522.264.53156.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends			
AM	Student Help	25,000	47,179	22,179
A	Salaries and Wages	25,000	47,179	22,179
B	Benefits	1,271	1,611	340
E	Supplies	4,000	6,000	2,000
E	Food	10,800	18,000	7,200
E	Advertising	0	3,525	3,525
E	Postage and Parcel			
E	Printing and Reproduction	1,000	2,000	1,000
E	Training, Conferences, Dues	8,500	10,000	1,500
E	Rentals, Leases, Subscriptions	0	4,000	4,000
E	Insurance			
E	Repairs			
JA	Equipment	2,000	2,000	0
E	Software			
E	Purchased Services	5,000	15,000	10,000
E/JA	Other Goods	2,500	5,500	3,000
E	Intra-Agency Transfers			
E	Goods and Services	33,800	66,025	32,225
G	Travel	30,888	36,405	5,517
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		90,959	151,220	60,261
Revenues		-	-	-
Total Subsidy		90,959	151,220	60,261

Budget Overview:

- Request approved as submitted.
- Student wages may not be used for outreach activities.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

Northwest Athletic Championship (NWAC) - Monies allocated to the Northwest Athletic Conference support athletic championship travel and related expenses.

Program Director – Laura LeMasters

Budget Number - 522.264.53202.

Expenses	2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>			
<i>AD Hourly</i>			
<i>AK-AL Classified</i>			
<i>AH Faculty-PT</i>			
<i>Stipends</i>			
<i>AM Student Help</i>			
A Salaries and Wages			
B Benefits			
<i>E Supplies</i>			
<i>E Food</i>			
<i>E Advertising</i>			
<i>E Postage and Parcel</i>			
<i>E Printing and Reproduction</i>			
<i>E Training, Conferences, Dues</i>			
<i>E Rentals, Leases, Subscriptions</i>			
<i>E Insurance</i>			
<i>E Repairs</i>			
<i>JA Equipment</i>			
<i>E Software</i>			
<i>E Purchased Services</i>			
<i>E/JA Other Goods</i>			
<i>E Intra-Agency Transfers</i>			
E Goods and Services			
G Travel	33,000	40,000	7,000
J Capital Fixed Assets			
N Grants and Subsidies			
T Intra-Agency Reimbursements			
Total Expenses	33,000	40,000	7,000
Revenues	-	-	-
Total Subsidy	33,000	40,000	7,000

Budget Overview:

- Request approved as submitted.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

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Orchestra - Orchestra provides students with an opportunity to participate in concerts held both for Clark students and the community. Students rehearse and perform demanding repertoire and work with international and national professional guest artists to increase their musical skills, knowledge of orchestral repertoire, and personal enrichment. Monies allocated to this program are used to pay staff salaries as well as costs associated with presenting concerts.

Program Director – Don Appert

Budget Number - 522.264.53136.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly	12,260	14,840	2,580
AK-AL	Classified			
AH	Faculty-PT			
	Stipends	3,850	4,200	350
AM	Student Help			
A	Salaries and Wages	16,110	19,040	2,930
B	Benefits	2,433	2,445	12
E	Supplies			
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction			
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions	4,325	4,325	0
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services	2,000	2,000	0
E/JA	Other Goods			
E	Intra-Agency Transfers			
E	Goods and Services	6,325	6,325	-
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		24,868	27,810	2,942
Revenues		-	-	-
Total Subsidy		24,868	27,810	2,942

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- Increased coaches compensation.
- All other items approved as requested.

Pep Band - Pep Band supports Clark athletics programs while offering participants and opportunity to learn more about performance. Monies allocated to this program are used to provide the band with the costs of rentals and employee stipends.

Program Director – Doug Harris

Budget Number - 522.264.53138.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends	2,200	2,400	200
AM	Student Help	10,000	12,698	2,698
A	Salaries and Wages	12,200	15,098	2,898
B	Benefits	1,428	1,840	412
E	Supplies	1,060	1,200	140
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction			
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions			
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services	200	200	0
E/JA	Other Goods	250	250	0
E	Intra-Agency Transfers			
E	Goods and Services	1,510	1,650	140
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		15,138	18,588	3,450
Revenues		-	-	-
Total Subsidy		15,138	18,588	3,450

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- All other items approved as requested.

Phi Theta Kappa (PTK) - PTK's mission is two-fold: (1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. Monies allocated to PTK support travel to PTK educational events, marketing materials for new members and fees/supplies to participate in service activities that contribute to the College community.

Program Director – Darci Feider

Budget Number - 522.264.53127.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>				
<i>AD</i>	<i>Hourly</i>			
<i>AK-AL</i>	<i>Classified</i>			
<i>AH</i>	<i>Faculty-PT Stipends</i>	5,500	6,000	500
<i>AM</i>	<i>Student Help</i>			
A	Salaries and Wages	5,500	6,000	500
B	Benefits	1,967	1,967	-
<i>E</i>	Supplies	5,604	10,586	4,982
<i>E</i>	Food	3,000	7,110	4,110
<i>E</i>	Advertising			
<i>E</i>	Postage and Parcel			
<i>E</i>	Printing and Reproduction	650	1,210	560
<i>E</i>	Training, Conferences, Dues			
<i>E</i>	Rentals, Leases, Subscriptions			
<i>E</i>	Insurance			
<i>E</i>	Repairs			
<i>JA</i>	Equipment			
<i>E</i>	Software	316		(316)
<i>E</i>	Purchased Services	2,000	5,000	3,000
<i>E/JA</i>	Other Goods			
<i>E</i>	Intra-Agency Transfers	500	300	(200)
E	Goods and Services	12,070	24,206	12,136
G	Travel	23,984	22,735	(1,249)
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		43,521	54,908	11,387
Revenues		-	-	-
Total Subsidy		43,521	54,908	11,387

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- All other items approved as requested.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

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Phoenix: Art - A student art publication at Clark College. Original student art is compiled in the annual publication then distributed to the students. Monies allocated to this program are used to compensate staff and students, as well as pay for publication costs.

Program Director – Martha Lewis

Budget Number - 522.264.53140.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>				
<i>AD</i>	<i>Hourly</i>			
<i>AK-AL</i>	<i>Classified</i>			
<i>AH</i>	<i>Faculty-PT</i>			
	<i>Stipends</i>	5,500	6,000	500
<i>AM</i>	<i>Student Help</i>	5,500	6,500	1,000
A	Salaries and Wages	11,000	12,500	1,500
B	Benefits	2,149	1,575	(574)
<i>E</i>	Supplies	300	300	0
<i>E</i>	Food	300	300	0
<i>E</i>	Advertising			
<i>E</i>	Postage and Parcel	75	75	0
<i>E</i>	Printing and Reproduction	10,700	11,555	855
<i>E</i>	Training, Conferences, Dues			
<i>E</i>	Rentals, Leases, Subscriptions	1,000	1,000	0
<i>E</i>	Insurance			
<i>E</i>	Repairs			
<i>JA</i>	Equipment			
<i>E</i>	Software			
<i>E</i>	Purchased Services	1,400	1,400	1,400
<i>E/JA</i>	Other Goods			
<i>E</i>	Intra-Agency Transfers			
E	Goods and Services	13,775	14,630	855
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		26,924	28,705	1,781
Revenues		-	-	-
Total Subsidy		26,924	28,705	1,781

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- All other items approved as requested.

Students of the American Dental Hygienists' Association (SADHA) - SADHA focuses on student professional development and community service. Monies for this program support social, cultural, educational, and leadership experiences within the college campus, local community, and the national dental hygiene association.

Program Director – Kristi Taylor

Budget Number - 522.264.53139.

Expenses	2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC Exempt			
AD Hourly			
AK-AL Classified			
AH Faculty-PT			
Stipends	2,200	2,400	200
AM Student Help			
A Salaries and Wages	2,200	2,400	200
B Benefits	945	945	-
E Supplies	1,500	2,500	1,000
E Food	2,500	3,000	2,500
E Advertising			
E Postage and Parcel			
E Printing and Reproduction	100	125	25
E Training, Conferences, Dues	800	0	(800)
E Rentals, Leases, Subscriptions			
E Insurance			
E Repairs			
JA Equipment			
E Software			
E Purchased Services			
E/JA Other Goods			
E Intra-Agency Transfers			
E Goods and Services	4,900	5,625	725
G Travel	2,885	612	(2,273)
J Capital Fixed Assets			
N Grants and Subsidies			
T Intra-Agency Reimbursements			
Total Expenses	10,930	9,582	(1,348)
Revenues	2,000	1,000	(1,000)
Total Subsidy	8,930	8,582	(348)

Budget Overview:

- Stipend adjusted to be in line with new stipend structure
- Revenues reduced based on prior years
- Approved increase in goods and services for proposed activities.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

STEM NERD Girls/Engineering - STEM NERD Girls/Engineering provides opportunities for diverse learners to explore their path in the STEM field through the practice of creative problem solving, competitions, and networking opportunities. Monies allocated to this program support engineering competitions, campus activities, and social networking.

Program Director – Tina Barsotti and Carol Hsu

Budget Number - 522.264.53145.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends	3,850	4,200	350
AM	Student Help	6,000	6,000	0
A	Salaries and Wages	9,850	10,200	350
B	Benefits	1,490	1,400	(90)
E	Supplies	2,000	2,000	0
E	Food	3,500	6,600	3,100
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction	525	525	0
E	Training, Conferences, Dues	100	100	0
E	Rentals, Leases, Subscriptions			
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services			
E/JA	Other Goods			
E	Intra-Agency Transfers			
E	Goods and Services	6,125	9,225	3,100
G	Travel	4,750	3,250	(1,500)
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		22,215	24,075	1,860
Revenues		1,050	1,050	-
Total Subsidy		21,165	23,025	1,860

Budget Overview:

- Stipend adjusted to be in line with new stipend structure.
- All other items approved as requested.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

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Student Ambassadors - This program is responsible for outreach to current Clark College students through general information. Monies allocated to this program are used to pay student employees.

Program Director – Amy Tam

Budget Number - 522.264.53155.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>				
<i>AD Hourly</i>				
<i>AK-AL Classified</i>				
<i>AH Faculty-PT</i>				
<i>Stipends</i>				
<i>AM Student Help</i>		22,800	24,244	1,444
A	Salaries and Wages	22,800	24,244	1,444
B	Benefits	1,404	1,404	-
<i>E</i>	Supplies	1,003	1,092	89
<i>E</i>	Food	120	120	0
<i>E</i>	Advertising			
<i>E</i>	Postage and Parcel			
<i>E</i>	Printing and Reproduction	150	150	0
<i>E</i>	Training, Conferences, Dues			
<i>E</i>	Rentals, Leases, Subscriptions			
<i>E</i>	Insurance			
<i>E</i>	Repairs			
<i>JA</i>	Equipment			
<i>E</i>	Software			
<i>E</i>	Purchased Services			
<i>E/JA</i>	Other Goods			
<i>E</i>	Intra-Agency Transfers			
E	Goods and Services	1,273	1,362	89
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		25,477	27,010	1,533
Revenues		-	-	-
Total Subsidy		25,477	27,010	1,533

Budget Overview:

- Request approved as submitted.

Student Government - The Associated Students of Clark College (ASCC) Student Government acts as a liaison between students, faculty, staff, administration and the community. Monies allocated to this program support student leaders, leadership training, oversight of all S&A funded programs and clubs.

Program Director – Sarah Gruhler

Budget Number - 522.264.53148.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>				
<i>AD</i>	<i>Hourly</i>			
<i>AK-AL</i>	<i>Classified</i>			
<i>AH</i>	<i>Faculty-PT</i>			
	<i>Stipends</i>			
<i>AM</i>	<i>Student Help</i>	50,000	76,977	26,977
A	Salaries and Wages	50,000	76,977	26,977
B	Benefits	1,865	2,629	764
<i>E</i>	Supplies	5,062	7,500	2,438
<i>E</i>	Food	8,500	10,000	1,500
<i>E</i>	Advertising			
<i>E</i>	Postage and Parcel			
<i>E</i>	Printing and Reproduction	8,248	10,000	1,752
<i>E</i>	Training, Conferences, Dues			
<i>E</i>	Rentals, Leases, Subscriptions			
<i>E</i>	Insurance			
<i>E</i>	Repairs			
<i>JA</i>	Equipment			
<i>E</i>	Software			
<i>E</i>	Purchased Services	7,450	7,500	7,225
<i>E/JA</i>	Other Goods			
<i>E</i>	Intra-Agency Transfers			
E	Goods and Services	29,260	35,000	5,740
G	Travel	5,252	6,035	783
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		86,377	120,641	34,264
Revenues		-	-	-
Total Subsidy		86,377	120,641	34,264

Budget Overview:

- Request approved as submitted.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

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Student IDs - Monies allocated to this program are used to provide students with a free annual student ID. Passes are provided on a first-come, first-served basis while supplies last.

Program Director – Samantha Lelo

Budget Number - 522.264.53131.

Expenses	2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>			
<i>AD Hourly</i>			
<i>AK-AL Classified</i>			
<i>AH Faculty-PT</i>			
<i>Stipends</i>			
<i>AM Student Help</i>			
A Salaries and Wages			
B Benefits			
<i>E Supplies</i>			
<i>E Food</i>			
<i>E Advertising</i>			
<i>E Postage and Parcel</i>			
<i>E Printing and Reproduction</i>	200	250	50
<i>E Training, Conferences, Dues</i>			
<i>E Rentals, Leases, Subscriptions</i>			
<i>E Insurance</i>			
<i>E Repairs</i>			
<i>JA Equipment</i>			
<i>E Software</i>			
<i>E Purchased Services</i>			
<i>E/JA Other Goods</i>	16,500	22,050	5,550
<i>E Intra-Agency Transfers</i>			
E Goods and Services	16,700	22,300	5,600
G Travel			
J Capital Fixed Assets			
N Grants and Subsidies			
T Intra-Agency Reimbursements			
Total Expenses	16,700	22,300	5,600
Revenues	-	-	-
Total Subsidy	16,700	22,300	5,600

Budget Overview:

- Request approved as submitted.

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Student Life - Student Life revolves around the Associated Students of Clark College (ASCC). Monies allocated to this program promote student growth and success through out-of-class activities and resources such as administrative support for all ASCC funded clubs, programs and services.

Program Director – Sarah Gruhler

Budget Number - 522.264.53150.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt	43,196	45,021	1,825
AD	Hourly			0
AK-AL	Classified	98,449	102,287	3,838
AH	Faculty-PT Stipends			
AM	Student Help			
A	Salaries and Wages	141,645	147,308	5,663
B	Benefits	58,371	81,827	23,456
E	Supplies	4,000	4,000	0
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction	750	1,000	250
E	Training, Conferences, Dues	600	600	100
E	Rentals, Leases, Subscriptions			
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services	5,700	6,500	500
E/JA	Other Goods			
E	Intra-Agency Transfers	5,000	5,000	0
E	Goods and Services	16,050	17,100	1,050
G	Travel	3,460	3,360	(100)
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			-
Total Expenses		219,526	249,595	30,069
Revenues		-	-	-
Total Subsidy		219,526	249,595	30,069

Budget Overview:

- Approved addition of Penguin Pantry position.
- All other items approved as submitted.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

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Theatre - This program provides Clark students with quality stage productions. Monies allocated to this program are used to compensate staff, professional services, printing, and small equipment purchases.

Program Director – Gene Biby

Budget Number - 522.264.53152.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
<i>AA-AB-AC Exempt</i>				
<i>AD</i>	<i>Hourly</i>	5,000	5,000	0
<i>AK-AL</i>	<i>Classified</i>	36,500	36,500	0
<i>AH</i>	<i>Faculty-PT</i>			
	<i>Stipends</i>	5,500	6,000	500
<i>AM</i>	<i>Student Help</i>	2,500	2,500	0
A	Salaries and Wages	49,500	50,000	500
B	Benefits	11,800	17,600	5,800
<i>E</i>	Supplies	10,000	10,000	0
<i>E</i>	Food	115	115	0
<i>E</i>	Advertising			
<i>E</i>	Postage and Parcel			
<i>E</i>	Printing and Reproduction	900	900	0
<i>E</i>	Training, Conferences, Dues			
<i>E</i>	Rentals, Leases, Subscriptions	1,603	1,603	0
<i>E</i>	Insurance			
<i>E</i>	Repairs			
<i>JA</i>	Equipment	290	290	0
<i>E</i>	Software			
<i>E</i>	Purchased Services	4,041	4,041	0
<i>E/JA</i>	Other Goods	541	541	0
<i>E</i>	Intra-Agency Transfers			
E	Goods and Services	17,490	17,490	-
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		78,790	85,090	6,300
Revenues		4,500	5,000	500
Total Subsidy		74,290	80,090	5,800

Budget Overview:

- Stipend adjusted to be in line with new stipend structure.
- All other items approved as requested.

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Vocal Music - Vocal Music encompasses Vocal Jazz Ensemble, Concert Choir, and Women's Choir. These groups are co-curricular and often travel to perform. Monies allocated to this program are spent on staff compensation, goods and services related to the program, and travel to support a performance tour.

Program Director – Jacob Funk

Budget Number - 522.264.53154.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly	400	600	200
AK-AL	Classified			
AH	Faculty-PT	150	500	350
	Stipends	5,500	6,000	500
AM	Student Help			
A	Salaries and Wages	6,050	7,100	1,050
B	Benefits	1,849	1,600	(249)
E	Supplies	1,500	100	(1,400)
E	Food	300	300	300
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction			
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions	400	4,000	3,600
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services	3,000	4,000	2,400
E/JA	Other Goods			
E	Intra-Agency Transfers			
E	Goods and Services	5,200	8,400	3,200
G	Travel	23,966	42,434	18,468
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses		37,065	59,534	22,469
Revenues		-	-	-
Total Subsidy		37,065	59,534	22,469

Budget Overview:

- Stipend adjusted to be in line with new stipend structure.
- *Approved travel funds can only be used for approved travel. Payment of virtual conference fees is permissible. Reallocation of fees for alternate non-travel purposes must be submitted for review and approval by the ASCC Student Government Budget Committee. Funds are contingent on College approval of travel.*

World Languages - Japanese: This program hosts Japanese related events on campus that provide learning opportunities to a large number of students and other audiences while contributing to the diversity and global education outreach of both Clark College and the community. 1-2 events will be offered each term.

Program Director – Michiyo Okuhara

Budget Number - 522.264.53161.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends		2,400	2,400
AM	Student Help			
A	Salaries and Wages		2,400	2,400
B	Benefits		505	505
E	Supplies		1,000	1,000
E	Food			
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction		200	200
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions			
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services		3,000	3,000
E/JA	Other Goods			
E	Intra-Agency Transfers			
E	Goods and Services		4,200	4,200
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses			7,105	7,105
Revenues			-	-
Total Subsidy			7,105	7,105

Budget Overview:

- Request approved as submitted.

World Languages Spanish: This program hosts three international cultural events on campus to serve more students and the Clark College local community. The events will provide unique learning cultural opportunities to a greater audience so they can submerge in authentic cultural learning experiences. Monies allocated to this program support supplies and food for Day of the Children, International Day and Day of the Dead.

Program Director – Felipe Montoya

Budget Number - 522.264.53162.

Expenses		2023-2024 Budget	2024-2025 Budget	Change
AA-AB-AC	Exempt			
AD	Hourly			
AK-AL	Classified			
AH	Faculty-PT			
	Stipends		2,400	2,400
AM	Student Help			
A	Salaries and Wages		2,400	2,400
B	Benefits		505	505
E	Supplies		2,500	2,500
E	Food		3,575	3,575
E	Advertising			
E	Postage and Parcel			
E	Printing and Reproduction		400	300
E	Training, Conferences, Dues			
E	Rentals, Leases, Subscriptions			
E	Insurance			
E	Repairs			
JA	Equipment			
E	Software			
E	Purchased Services		9,775	9,775
E/JA	Other Goods			1,800
E	Intra-Agency Transfers			
E	Goods and Services		16,250	16,250
G	Travel			
J	Capital Fixed Assets			
N	Grants and Subsidies			
T	Intra-Agency Reimbursements			
Total Expenses			19,155	19,155
Revenues			-	-
Total Subsidy			19,155	19,155

Budget Overview:

- Request approved as submitted.

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Section 3: 2023-2024 One-Time Funding Allocation Report

One Time Funding Request	Total Amount Requested	Total Amount Approved
Clark College PowWow	\$1,350.00	\$1,350.00
<i>The Swift</i> - Professional Editor Speaker Stipends	\$600.00	\$600.00
MSA - International Week Mural	\$593.00	\$593.00
Korean Club - Asian Luncheon	\$1,461.00	\$1,461.00
Penguin Union Building Furniture Reupholstery	\$130,064.00	\$130,064.00
Korean Club - New York Trip	\$20,065.00	\$20,065.00
Japanese Club - Japanese Garden Tickets	\$234.14	\$235.00
Athletics - Soccer Field Wind Screens	\$10,000.00	\$10,000.00
Athletics - Softball Scoreboard	\$10,000.00	\$10,000.00
Clark Games Club – Super Smash Bros Event	\$505.26	\$506.00
Nursing – Pinning Ceremony Decorations	\$368.55	\$369.00
Model United Nations - Additional Travelers	\$3,015.90	\$3,016.00
TOTAL	\$178,256.85	\$178,259.00

Funds used to balance 24-25 S&A Budget \$427,591.00

REMAINING FUND BALANCE \$1,261,314.00

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Appendix A: ASCC Program Director Stipend Structure

- ❖ A program director must meet most criteria within a level to qualify for that stipend level.
- ❖ All non-athletic programs may only receive one stipend.

Level	Stipend	Responsibilities
Level 1	\$6,000	<ul style="list-style-type: none"> • Extensive complexity of program and risk management • Extensive evening and weekend work required outside of normal business hours • Regular management/supervision of staff associated with the program • Regular responsibility for travel with students
Level 2	\$4,200	<ul style="list-style-type: none"> • Moderate complexity of program and risk management • Occasional evening and weekend work required outside of normal business hours • Occasional management/supervision of staff associated with the program • Occasional responsibility for travel with students
Level 3	\$2,400	<ul style="list-style-type: none"> • Minimal complexity of program and risk management • No/Seldom evening and weekend work required outside of normal business hours • No management/supervision of staff associated with the program • No/Seldom responsibility for travel with students

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Appendix B: ASCC Program Director Job Description

All programs funded by ASCC Services and Activities Fees are an extension of the co-curricular experience at Clark College. While some program directors may have faculty or administrative contracts, this annual appointment is hired by and for the students and is separate and outside the scope of any other college appointment. This distinction is important in terms of program funding, director stipends, accountability, and reporting. The Director of an ASCC funded program is accountable to the Associated Students of Clark College. The director is responsible for the development and maintenance of their specific program.

Leadership

- Promote student learning and engagement
- Serve as a role model by exhibiting open and collegial communication between the program and student life
- Support the policies of the College and the Associated Students of Clark College

Budget

- Adhere to all college fiscal policies and procedures, including the initiation and completion of all necessary paperwork
- Have a basic knowledge of the ASCC Services and Activities Fees budget and budget process to include submission of annual Program Budget Request and Quarterly Reports (fall, winter, spring)
- Develop a program budget that clearly reflects the purpose of the ASCC Services and Activities Fees funding
- Outline annual goals and objectives through the budget proposal process
- Be accountable for program budget, expenditures, and reporting

Process/Procedures

- Know and follow College procedures related to travel and purchases, keeping in mind timelines, deadlines, and safety of students
- Be responsible for approving all required paperwork for the use of funds
- Comply with required reporting requirements

Personnel/Student Assistants

- Provide appropriate and adequate direction and support of personnel and students involved in the program
- Be available to personnel/students as program dictates
- Travel with students for program activities away from campus or ensure appropriate supervision as needed
- Advise, manage, and/or supervise student staff and/or other program staff, as necessary

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Program Development

- Advise, support, and assist with coordination of activities, consistent with program purpose
- Advertise program events and activities
- Communicate with ASCC Finance Director and/or the Director of Student Life regarding special upcoming events/activities
- Maintain historical records relative to program
- As stated above, the program director role is an annual appointment funded by the students for student involvement and development. Appointments are not guaranteed year-to-year and are contingent upon funding and the fulfillment of the program director's job description and contract.