Santa Rosa Junior College

Program Resource Planning Process

Fiscal Services 2021

1.1a Mission

The mission of the Fiscal Services area is to provide superior fiscal, logistical and informational support, at all of our sites, to all of our students, faculty, staff, administration, the community, and all other interested parties.

1.1b Mission Alignment

The mission of the Fiscal Services area encompasses the mission and values of the District. Without sound fiscal management, the carrying out of the mission of the District could not be properly completed.

1.1c Description

Accounting is responsible for accounts payable, accounts receivable, general ledger, budget, student accounts, deposits, and all other fiscal matters in the District.

The mailroom and warehouses are responsible for the processing of all incoming and outgoing mail, packages, and deliveries for the District as well as fixed assets, surplusing, and stockless stores.

The Copy Center is responsible for excellent customer service in printing, copying, related bindery and timely courier service for faculty and staff in an economical and timely fashion.

All units serve students, faculty, staff, management, and the public community.

1.1d Hours of Office Operation and Service by Location

Fiscal Services, including mailroom, copy center, and faculty support are open Monday through Friday, 8 a.m. to 5 pm.

Warehouse
The District has three warehouse locations:

- SRJC Warehouse located at 1880 Armory Drive
- Petaluma Campus warehouse is located at 680 Sonoma Mountain Parkway
- Windsor warehouse is located at 5750 Skylane Blvd. it is used for long term high volume storage and District-wide archival record storage.

Warehouse hours are 7 am to 4 pm, Monday Through Friday, closed Fridays in June and July.

1.2 Program/Unit Context and Environmental Scan

The total non-personnel costs look high when compared to the District totals. This is because of the credit card fees, financial software maintenance fees, copy center costs and District postage costs that come directly from the fiscal services area instead of being allocated across the various departments.

2.1a Budget Needs

The budget is allocated and used effectively. Various large items included in this budget are postage for the District, annual fees for the financial software maintenance costs, and credit card fees for all incoming credit card payments from students.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Petaluma	04	07	$1,500.00	Increased cost of copier and printer contract for Petaluma Campus copiers and printers used by all faculty.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Accountant	40.00	12.00	General Ledger / Year-End Closing
Accountant, Restricted Prgms	40.00	12.00	Categorical Program Monitoring / Reporting
Accounting Specialist	40.00	12.00	Accounts Receivable
Accounting Specialist	40.00	12.00	Measure H, Travel
Accounting Specialist	40.00	12.00	Accounts Payable, Cashiering, SIS
Clerical Assistant	40.00	12.00	Mailroom
Administrative Assistant II	40.00	12.00	General Administrative Support
Copy Center Specialist	40.00	12.00	Copy Center
Coordinator, Warehouse Operations	40.00	12.00	Warehouse
Storekeeper I	40.00	12.00	Warehouse
Storekeeper II	40.00	12.00	Warehouse
Administrative Assistant III	40.00	12.00	Petaluma Faculty Support
Coordinator, Petaluma Finance/Admin	40.00	12.00	Overisght of finance and administrative areas for Petaluma campus

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Director, Finance	40.00	12.00	Oversees District wide fiscal services

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Worker	25.00	12.00	Cashiering / Clerical Work
Student Worker	25.00	12.00	Cashiering / Clerical Work
Student Worker	25.00	12.00	Cashiering / Clerical Work
Student Worker	25.00	12.00	Cashiering / Clerical Work
Student Worker	25.00	12.00	Copy Center Assistant
Student Worker	25.00	12.00	Warehouse
Student Worker	25.00	12.00	Warehouse

2.2d Adequacy and Effectiveness of Staffing

The staffing ratios of the Fiscal Services area are consistently below the District wide average, as are the average salary costs of the unit, showing a highly efficient and low cost program, especially taking into account the level of output coming from those areas. All current classified and management employees are being used effectively and efficiently. The area has undergone multiple reorganizations recently, resulting in reductions in staffing levels while incorporating new areas such as Santa Rosa copy center and warehouse.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type

2.3a Current Contract Faculty Positions

Position	Description

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description

2.3c Faculty Within Retirement Range

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description

2.5b Analysis of Existing Facilities

The Accounting Office on both campuses have been remodeled, are student friendly, and easily accessible for disabled students.

There is a future need to move the copy center if Analy Village is demolished. As part of that, there is interest in creating a self accessed copy area for District employees.

Currently warehouses are operating at close to full storage capacity due to the large number of records and surplus equipment and furniture stored. We continue to use aisles to store surplus equipment, safety supplies, records and other items at floor level, this creates an unsafe situation as the staff is unable to move or place any storage onto the higher level racks or access other supplies and materials as needed.

3.1 Develop Financial Resources

The Fiscal Services areas directly support the District in its development of financial resources.

3.2 Serve our Diverse Communities

The fiscal services area has numerous employees from diverse backgrounds and promotes sensitivity to diversity, which is higher than the employee demographic data but lower than the student demographic. During the interviewing process, a minimum of one question about support and understanding of diversity is asked of potential employees in each interview, as well as asking for a statement on diversity in the original screening packet. This ensures that all applicants recognize teh importance of understanding and supporting cultural differences are to the District and specifically, our students. There are bilingual stipends offered to some of the employees in the areas that have a significant amount of student contact. Our area is a no tolerance area for any type of discrimination or harassment.

3.3 Cultivate a Healthy Organization

All Classified employees are encouraged to continue to pursue their educational goals using release time and tuition reimbursements, as well as attend conferences and other important opportunities to stay current in their areas.

3.4 Safety and Emergency Preparedness

Shannon O'Reilly is the Building Safety Coordinator for Bailey Hall, Santa Rosa Campus. OThers in the unit are also trained as safety coordinators.

Some employees from the department have been doing trainings to ensure we are not only ready when there is a disaster but that the District will be able to seek reimbursement from CalOES and FEMA programs if necessary.

Warehouse staff are current in Forklift, MSDS, and other warehouse related safety training.

3.5 Establish a Culture of Sustainability

The Fiscal Services area has the scanner and software necessary to move towards a long term paperless environment. The goal is to import files into the system rather than printing and keeping indefinitely. In the fiscal environment, it is impossible to go completely paperless, but we are attempting to be creative in our thinking of how to be as sustainable as possible. We are also undergoing a digital records project converting all long term stored files into digital format to eliminate old paper from the warehouse.

Further, we have gone paperless with budget transfers, employee reimbursements, mileage claims, and journals (transfers of expenditure) through our Escape Technologies financial software. We have converted our CalCARD reconciliations to paperless with Chrome River software and are currently in the process to do the same with Travel Requests and Travel Expense Claims. Finally, we have created a paperless process for student refunds, reversals and charge requests as well as student requests for payment plans.

Copy Center uses recucled paper for priting of jobs. With the new digital equipment there are no fumes or issues with air quality.
Copy Center recycles waste paper through the Facilities department. Useful waste paper is converted into paper pads that the campus community can purchase from the department. Graphics fills requests from the Library for scratch paper with waste paper at no cost.

The warehouses collaborate in the coordination of recycling of computers, vehicles, office equipment, toner cartridges, modular office partitions.

4.1a Course Student Learning Outcomes Assessment

N/A

4.1b Program Student Learning Outcomes Assessment

The Fiscal Services area does not have or assess any student learning outcomes. This area is responsible for supporting students and employees in all fiscal areas. By doing this, we are helping our students and employees succeed.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7

4.2b Narrative (Optional)

5.0 Performance Measures

2017/18 Accounting Transactions Processed: 14,872   (figures not updated for 2018/19 due to pandemic)

Budget Transfers	1,962
Interfund Transfers	392
Hourly Encumbrances	154

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Cash Receipts              3,678
General Journals           1,983
PAFs                       2,000 (est.)
Santa Rosa POs generated     375
Petaluma PO's generated      102
1099s generated              374
Invoices generated         2,247
Sponsorships Authorized    1,543
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2017/18 Checks Printed: 43,672

2017/18 Pieces of Mail Processed: 339,742

2017/18 Budgets Entered: $455,301,758 All funds

2017/18 Clearing Deposits: $31,145,767 Santa Rosa & Petaluma

2017/18 Categorical Programs Monitored: 100+

Warehouse

Warehouse Activity	FY 14/15	FY 15/16	FY 16/17	FY 18/19	FY 19/20
Surplus items picked up	3207	5774	5,643	6498	5382
Items recycled or re-used by other departments	2751	3227	5,595	6343	5119
Packages shipped	193	186	221	87	99
Archived Records received	223 boxes	138 Boxes	218 Boxes	213 Boxes	163 Boxes
Archived records destroyed	23,820 lbs	19,200 lbs	22,001 lbs	27,720 lbs	19,819 lbs
Stores Requisitions filled	948	899	742	340	212

| Fixed Asset Transactions (picking up inventory, moving inventory, delivering inventory) | 547 (green tags) 969 (gold tags) | 1165 (green tags) 1481 (gold tags) | 768 (green tags) 1,858 (gold tags) | 2,022 (green tags) 1,410 (gold tags) | 954 (green tags) 1,129 (gold tags) |

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	05	07	Sustainability	PAF's and Timesheets electronic in Escape	Three years	In testing
0002	ALL	05	07	Sustainability	Travel Request / Reimbursements electronic	One year	Reimbursements complete, waiting to implement for travel after COVID)
0003	ALL	05	07	Sustainability	Have all warehoused paperwork required to be kept be scanned in rather than hard copy	Three Years	Ongoing

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	05	07	Sustainability	Implement Work Order Process in Escape	One year	Time needed to test
0001	ALL	05	07	Sustainability	PAF's and Timesheets electronic in Escape	Three years	Time necessary to complete
0002	ALL	05	07	Sustainability	Travel Request electronic	One year	N/A (Almost ready to roll out, just waiting for travel to resume after COVID)
0003	ALL	05	07	Sustainability	Have all warehoused paperwork required to be kept be scanned in rather than hard copy	Three Years	Time necessary to complete