

Santa Rosa Junior College

Program Resource Planning Process

Fiscal Services 2016

1.1a Mission

The mission of the Fiscal Services area is to provide superior fiscal and informational support, at all of our sites, to 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 of the District. Without sound fiscal management, the carrying out of the mission of the District could not be properly completed. Some of the District initiatives that the Fiscal Services area has been instrumental in are Re-Engineering, Multi-Campus Coordination and Accreditation (See 6.1) as well as in linking budget and planning (Institutional Effectiveness & Planning) and Emergency Preparedness.

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 is responsible for the processing of all incoming and outgoing mail for the District.

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

1.1d Hours of Office Operation and Service by Location

The Accounting Office is open Monday through Friday, 8-5.

The Accounting Office on the Petaluma Campus is open Monday through Thursday, 8 a.m. to noon.

The mailroom is open Monday through Friday, 8 a.m. to 5 p.m.

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, 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 |
|------|----------|----|---|--------|-----------------|
|------|----------|----|---|--------|-----------------|

2.2a Current Classified Positions

| Position | Hr/Wk | Mo/Yr | Job Duties |
|--|-------|-------|--|
| Accountant | 40.00 | 12.00 | General Ledger / Year-End Closing |
| Accountant, Restricted Prgrms (vacant) | 40.00 | 12.00 | Categorical Program Monitoring / Reporting |
| Accounting Specialist | 40.00 | 12.00 | Accounts Receivable |
| Accounting Specialist | 40.00 | 12.00 | Accounts Payable |
| Accounting Specialist | 40.00 | 12.00 | Measure A, Travel |
| Accounting Specialist | 40.00 | 12.00 | Cashiering |
| Account Technician II | 40.00 | 12.00 | Accounts Payable |
| Account Technician | 20.00 | 12.00 | Petaluma Cashiering |
| Clerical Assistant | 40.00 | 12.00 | Mailroom |

2.2b Current Management/Confidential Positions

| Position | Hr/Wk | Mo/Yr | Job Duties |
|---------------------------|-------|-------|--|
| Director, Fiscal Services | 40.00 | 12.00 | Oversees Accounting, Payroll, and Mailroom |
| Manager, Business Svcs | 40.00 | 12.00 | Manages Petaluma Business Services |
| Budget Coordinator | 40.00 | 12.00 | Budget Development / Monitoring |

2.2c Current STNC/Student Worker Positions

| Position | Hr/Wk | Mo/Yr | Job Duties |
|---------------------------|-------|-------|--|
| STNC - Account Technician | 5.00 | 3.00 | Petaluma Cashiering (during peak registration) |
| Student Worker | 25.00 | 12.00 | Cashiering / Clerical Work - This position may be reclassified to an stnc a 4-5 weeks a year to cover duties in Plover when we must staff the cashier's office |
| Student Worker | 25.00 | 12.00 | Cashiering / Clerical Work |
| Student Worker | 25.00 | 12.00 | Cashiering / Clerical Work |

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. There is a future need of a 1.0 FTE Account Technician in the Accounting Office to staff the Plover cashier room. All current classified and management employees are being used effectively and efficiently. There is a need in this area is to reorganize the Budget Coordinator position to an Accounting Manager position in order to relieve the Director, Fiscal Services from some direct supervisor duties and other projects/assignments. If a bond is passed in November, filling the vacant Restricted Programs Accountant will be a priority to free up staff time that is currently being utilized by reassigned work from the Accountant position.

2.2e Classified, STNC, Management Staffing Requests

| Rank | Location | SP | M | Current Title | Proposed Title | Type |
|-------------|-----------------|-----------|----------|----------------------|-----------------------|-------------|
| 0002 | Santa Rosa | 00 | 00 | | Account Technician | Classified |
| 0002 | Santa Rosa | 00 | 00 | Budget Coordinator | Accounting Manager | Management |

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 and Software Requests

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

2.4d Non-Instructional Equipment, Software, and Technology 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.

3.1 Develop Financial Resources

The Restricted Programs accountant position is currently vacant and the duties have been assigned over four other positions. If the number of grants increases dramatically, and given the bond passage in November 2014, it will be important to fill this position to maintain the necessary controls and service to ensure the grants are properly accounted for.

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 how important the understanding and supporting of cultural differences are to the District and specifically, the Fiscal Services area. 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, etc, as well as attend conferences and other important opportunities to stay current in their areas.

3.4 Safety and Emergency Preparedness

Linda Close for the Santa Rosa Campus. Sara Long for the Petaluma Campus since the Accounting Office at that site is located next to A&R.

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 State and Federal Aid programs if necessary.

3.5 Establish a Culture of Sustainability

The Fiscal Services area has recently gotten 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.

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 |
|----------------------|----|----|----|----|----|----|----|----|----|----|----|---|----|----|----|---|
| Services to Students | X | X | X | | X | | | X | X | X | X | X | X | X | | X |
| Student Employees | X | X | X | X | X | X | | X | X | X | X | X | X | X | | X |

4.2b Narrative (Optional)

5.0 Performance Measures

Accounting Transactions Processed: 12,086

| | |
|----------------------------|-------|
| Budget Transfers | 863 |
| Interfund Transfers | 190 |
| Interfund Tsfrs Due To/Fr | 35 |
| Hourly Encumbrances | 14 |
| Cash Receipts | 2,359 |
| Cash Journals | 603 |
| General Journals | 1,614 |
| Closing Entries | 13 |
| PAFs | 1,716 |
| Santa Rosa POs generated | 128 |
| Petaluma PO's generated | 223 |
| 1099s generated | 292 |
| Invoices generated | 1,951 |
| Sponsorship Authorizations | 2,085 |

Checks Printed: 38,617

| | |
|-----------------------|--------|
| Accounts Payable | 10,119 |
| Clearing | 110 |
| Federal Student Funds | 57 |
| Fidelity | 0 |
| Foundation | 4,344 |
| Payroll Revolving | 15 |
| Revolving | 6,094 |
| Shone Farm Foundation | 34 |
| Student Funds | 17,658 |
| Student Loans | 142 |
| Union Bank | 44 |

Pieces of Mail Processed: 531,642 / \$160,757

| | |
|-------------|---------|
| First Class | 270,336 |
|-------------|---------|

Bulk Mail 261,306

Budgets Entered: \$259,868,991 (All funds)

**Clearing Deposits: \$23,331,034 Santa Rosa
\$372,503 Petaluma**

Parking Money Counted: \$267,969

Petaluma Processes: 236

PAFs 190
Student EE Packets 35
Mileage Claims 46

Categorical Programs Monitored: 94

**Note, this workload was accomplished with less staff as the Fiscal Services area was without the Restricted Programs Accountant for the fiscal year and assumed the workload among existing staff.

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 | Process Paperless Transfers | Two years | Resources for Escape to make required changes and IT programming time for Sharepoint or other routing software |
| 0001 | ALL | 05 | 07 | Sustainability | Have all warehoused paperwork required to be kept be scanned in rather than hard copy | Three Years | Resources to scan back file in warehouse |
| 0001 | Santa Rosa | 08 | 06 | Institutional effectiveness | Accounting website more interactive and helpful for students | Three years | Programming or web design help |

6.2a Program/Unit Conclusions

| Location | Program/Unit Conclusions |
|----------|--------------------------|
|----------|--------------------------|

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 |
|------|------------|----|----|-----------------------------|---|-------------|--|
| 0001 | ALL | 05 | 07 | Sustainability | Process Paperless Transfers | Two years | Resources for Escape to make required changes and IT programming time for Sharepoint or other routing software |
| 0001 | ALL | 05 | 07 | Sustainability | Have all warehoused paperwork required to be kept be scanned in rather than hard copy | Three Years | Resources to scan back file in warehouse |
| 0001 | Santa Rosa | 08 | 06 | Institutional effectiveness | Accounting website more interactive and helpful for students | Three years | Programming or web design help |