

Trevor Stewart

From: Terri Isaman on behalf of Trevor Stewart
Sent: Thursday, January 26, 2017 11:43 AM
To: _CC Everyone at Columbia
Subject: ANNOUNCEMENT: News from the Administrative Services Division

ADMINISTRATIVE SERVICES NEWSLETTER

January 2017

College & Administrative Services Division

The budget development process is starting for the 2017-18 fiscal year. Governor Jerry Brown recently released his budget proposal for next year. His January proposal is less optimistic regarding revenues compared to the last four years where public education saw an unprecedented growth in funding. There are still positives in his budget for the community college system. Approximately \$400 million in additional funding will be available. Below are some of the major highlights:

- \$94.1 million to fund the estimated 1.48% statutory COLA (plus COLA on certain categorical programs such as EOPS and DSPS)
- \$79.3 million to fund 1.34% growth
- \$23.6 million for a base increase to reflect increasing operating costs such as employee benefits, facilities, professional development, etc.
- \$150 million in one-time funds for developing and implementing Guided Pathways Program
- \$43.7 million in one-time funds for deferred maintenance, instructional equipment, and specified water conservation projects (IELM for Columbia College)

I will keep you posted as we move through the state budget cycle and move on towards the Governor's "May Revision".

Auxiliary Services

The Lake Side Deli now offers specialty sandwiches in addition to "made to order". New menu items include:

- ❖ Philly Cheesesteak
- ❖ Pulled Pork
- ❖ Rueben
- ❖ Chicken Pesto

Trevor Stewart

From: Terri Isaman
Sent: Wednesday, March 29, 2017 3:09 PM
To: Trevor Stewart
Subject: Newsletter Draft

ADMINISTRATIVE SERVICES NEWSLETTER

March 2017

College & Administrative Services Division

Columbia College 2017-18 Budget Target

Columbia College's Fund 11 2017-18 target is \$13,124,189. This is down by \$241,221 compared to the current fiscal year budget of \$13,365,410.

	2017-18 Budget Target
2016-17 Budget	\$ 13,365,410
Adjustments:	
Less One-time dollars	\$ (375,000)
Less Encumbrances	\$ (3,421)
Plus PERS and STRS increase	\$ 137,200
Total Adjustments:	<u>\$ (241,221)</u>
2017-18 Budget Target	\$ 13,124,189

Note: The 2017-18 Budget Target provided by the District does not currently include a reduction in the Resource Allocation Model that was started in 2015-16. The Columbia College budget was reduced \$370,000 in 2015-16 and \$276,850 in 2016-17. It is possible that another reduction of \$276,850 will need to be made to the Columbia College budget for the Resource Allocation Model as we continue through the budget development process. For additional information on the Resource Allocation Model please see the following link:

https://www.yosemite.edu/fiscalservices/resource_allocation/resource_allocation_narrative_revised.pdf.

Columbia College

Fund 11

	2016-17 Budget	2017-18 Estimated
Certificated	6,719,050	6,749,565
Classified	2,356,211	2,350,833
Benefits	3,224,731	3,591,718
Supplies	76,646	69,483
Services (travel, fees, maintenance, and other)	523,396	569,257
Equipment & Library		
Books	56,950	5,750
Other Outgo (transfers and other programs)	<u>408,426</u>	<u>26,000</u>
	13,365,410	13,362,606
		13,124,189
		<u>(238,417)</u>
Budget Target 17-18		
Current shortfall 17-18		

2016-17 budget includes \$375,000 in one-time allocations.

2017-18 shortfall may be resolved through one-time allocations, additional PERS & STRS rate increase funding, budget flexibility (unspent funds in 2016-17 will be available next year), PTOL adjustments, and vacancies (time it takes to recruit and fill a position).

Note: The 2017-18 estimated amounts includes step/column/longevity and PERS/STRS benefit cost increases.

Additional benefit changes are expected before the budget goes to the board in June.

Note: The 2017-18 shortfall could increase by \$276,850 based on the Resource Allocation Model.



Please remember, employee reimbursement for supplies are an **exception** to the established purchasing methods for the District. Employee purchases are limited to \$100.00 maximum per vendor, per day. Purchases made using personal funds **MUST** be PRE-APPROVED by the Account Manager. Purchases made without prior approval are considered “unauthorized” and may not be reimbursed. Original receipts and proof of payment must be submitted to the account manager to request reimbursement.

Child Care Center



Please welcome Emily Schmittle, the new Administrative Assistant at the Child Care Center. In addition to this new role, Emily is a current Columbia College student, continuing her education towards a Bachelor's Degree in Business Administration. Emily is excited to join the Child Care Center team supporting the children, families and teaching staff. Emily's spare time is spent with her husband and five children. Please stop by and welcome Emily to Columbia College.

Trevor Stewart

From: Terri Isaman on behalf of Trevor Stewart
Sent: Thursday, April 27, 2017 8:34 AM
To: _CC Everyone at Columbia
Subject: Administrative Services Division - April Newsletter
Attachments: PMB Help.pdf

ADMINISTRATIVE SERVICES NEWSLETTER

April 2017

College & Administrative Services Division

Columbia College

2017-18 Preliminary Budget vs. 2016-17
2017-18 Budget

1	Certificated Salaries	\$	6,544,454	\$
2	Classified Salaries	\$	2,350,833	\$
3	Benefits	\$	3,555,261	\$
4	Supplies and Other	\$	69,483	\$
5	Services and Other Operating Expenses	\$	569,257	\$
6	Equipment and Library Books	\$	5,750	\$
7	Other Outgo	\$	29,150	\$
		\$	13,124,188	\$

Notes:

1. PTOL cut \$175,000
3. Increase in PERS/STRS employer costs
7. Decrease in one-time funds of \$375,000

The total reduction to the 2017-18 budget for Columbia College is \$241,221. The budget target is preliminary and may be revised after the State passes the final budget. The College will need to continue to be very conservative the coming year. If

Columbia College

2017-18 Preliminary Budget vs. 2016-17 Budget

		2017-18 Budget	2016-17 Budget	Difference
1	Certificated Salaries	\$ 6,544,454	\$ 6,719,050	\$ (174,596)
2	Classified Salaries	\$ 2,350,833	\$ 2,356,211	\$ (5,378)
3	Benefits	\$ 3,555,261	\$ 3,224,731	\$ 330,530
4	Supplies and Other	\$ 69,483	\$ 76,731	\$ (7,248)
5	Services and Other Operating Expenses	\$ 569,257	\$ 523,480	\$ 45,777
6	Equipment and Library Books	\$ 5,750	\$ 56,780	\$ (51,030)
7	Other Outgo	\$ 29,150	\$ 408,426	\$ (379,276)
		<u>\$ 13,124,188</u>	<u>\$ 13,365,409</u>	<u>\$ (241,221)</u>

Notes:

- 1 PTOL cut \$175,000
- 3 Increase in PERS/STRS
- 7 Decrease in one-time funds of \$375,000

The total reduction to the 2017-18 budget for Columbia College is \$241,221. The budget target is preliminary and may be revised after the State passes the final budget. The College will need to continue to be very conservative the coming year. If additional dollars come to the College areas such as PTOL and others will need to be augmented.

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Fiscal Tips and Reminders

- The last day to create a requisition for 2016-17 not requiring a bid is May 15th. The last day to charge against open purchase orders for 2016-17 is May 31st. Please plan for your supply needs accordingly. This will be the last opportunity until blanket purchase orders are set up for the new fiscal year.
- Please review your account encumbrances after final purchases are made to determine if there are any excess funds. The purchase orders can be closed and funds released back into the account. This will allow funds to be utilized for any year-end adjustments. The Purchasing Department (Central Services) can assist with this process.
- New budgets for Fiscal Year 2017-18 can be created beginning April 28th. This process is completed for Funds 12, 14, and auxiliary accounts. Budget forms are located on the YCCD Accounting webpage. <http://yccdnet/cseducationalservices/Forms.htm> Please remember to attach backup justifying your anticipated revenue. As a reminder, budgets must be set up within Datatel/Colleague before requisitions or spending may commence. Please submit all new budgets to the Office of the VP CAS upon completion and approval by the appropriate budget manager. Our office will review and route for appropriate approvals as well as submit to Accounting (Central Services) for input.
- Requisitions can be created in the new fiscal year beginning May 8th. As a reminder to end users of Datatel, to initiate a requisition in Fiscal Year 2017-18, please change the date in the REQM (requisition maintenance) screen to **July 1 or after**. Do not use the current date as the requisition will be produced in the incorrect fiscal year.
- Please do not hesitate to contact our office for assistance!

Child Care Center