



**FY 2023-24 BUDGET PRESENTATION
ADMINISTRATIVE SERVICES**

MARCH 28, 2023

ADMINISTRATIVE services





STRATEGIC PLANNING APPROACH

- All areas of Administrative Services are either directly connected to or intertwined in many areas of the strategic plan. Specifically our processes, operations, budget and requests tie to the following areas:
- Community Engagement and Responsiveness
 - Objectives 1.1, 1.2, 2.1, 2.2, 3.1, 4.1, & 5.1
- Indian Valley Campus
 - 1.1, 2.1, 3.1, & 4.1
- College Systems
 - 1.1, 1.2, 2.1, 2.2, 3.1, 5.1, 5.2, 6.1, 6.2, 6.3, 6.4, & 6.5

ADMINISTRATIVE SERVICES STAFF COUNTS

- Fiscal Services – 16 FTE's (3 vacant)
- College Services – 9 FTE's
- Community Programs – 10 FTE's (2 vacant)
- Information Technology – 12 FTE's (3 vacant)
- Maintenance & Operations – 46 FTE's (9 vacant)
 - Custodial, Maintenance, Gardeners and Management/Supervisor
- Campus Police – 7 FTE's (1 vacant)
- Administrative Services Staff – 4 FTE's

- Total if all filled = 102 FTE's (18 existing vacancies)

ADMINISTRATIVE SERVICES

- Administrative Services has tried our best over the years to stay lean and be conservative with our budget requests. With the large number of vacancies, inability to fill positions, an increased demand on services, cleaning and maintenance, we have to seek additional resources to fulfill the needs across both campuses.
- As we build a site in Bolinas, add community partnerships like Workforce Alliance North Bay and Fire Foundry, we have to adjust. This adjustment comes in the form of one-time costs, ongoing costs, and payroll.

INTERNAL EVENT COSTS

- An internal event schedule was passed by the board in January 2023.
- The intent was for 4 main facilities to cover a small portion of the costs for internal events for the college for Jonas Center, Gymnasium, Theatre, and the Cafeteria areas.
- The cost proposed is only 25% of what it actually costs the district. Many of these events are above and beyond the scope of existing staff with the workload currently placed on them.
- Weekend and night events are the toughest because we either have very little to no staff. Then it puts the day shift for the next morning behind schedule and it is difficult to catch up. The costs for the added overtime, extra shifts, etc. are not part of the M&O Budget.
- We don't have to charge, but we will need to raise the budget to accommodate these requests. This increase is not reflected in the following presentation. But is estimated to be around \$25-35k for the year.

TEXTBOOK PROGRAM

- In an effort to help remove barriers for students, Administrative Services took the lead on debt forgiveness, removing material fees and now we want to look at textbooks.
- The costs of textbooks for students can be 2 or 3 times the cost of full time tuition in excess of \$1,000 if in nursing, STEM or other Science and Math programs.
- By having a program of this nature we can tackle what has been an issue for 40+ years in higher education for students – “The Bookstore”
- Consider a three legged stool. 1. OER Program, 2. State Grant for digital course books and 3. COM internal program. Working title of “COMBook” (not great, I know)
- The internal program will be a collaboration between Academic Senate, Departments, Fiscal Services, M&O, and College Services to augment what the other grant programs cannot offer, which is classroom sets of texts for students.

TEXTBOOK PROGRAM

- If academic programs can work together to use common, core texts and then use supplemental texts we can get there. This is not impossible.
- The Math program agreed to use a common text for calculus due to repeat students and it was successful.
- By using this idea we want to start a pilot program college-wide and get the conversation started with an initial start in Spring 2024.
- If we, as a college, could commit to set funding every year for a 5-year period, all programs coming on board in stages, then I believe we can get on a natural rotation of changing out core classroom sets every 5 years.
- We have some initial indicators that we could receive matching funds from the Foundation to help in this effort. The ask is for 25k in initial one-time pilot project funds for this program to start in Spring 2025.

CAMPUS POLICE



CAMPUS POLICE

Salaries & Benefits	603,000
Supplies	32,100
Travel	8,200
Dues and Membership	1,070
Maintenance contract/repairs	2,140
Other Contract Services	115,560
Recruiting	5,350
Miscellaneous	11,770
Furniture, Fixtures and Equipment	2,140
Total Operating	178,330
Total Budget	781,330

Note: 70k of the contract services line item reflects dispatch services with city of Fairfax.

Others include Alertus, RIPD, RIMS Lexpro, Cameras, MERA and IPARQ.

\$21k of the supply account is for fuel.

CAMPUS POLICE

- Engaging more with students and campus community
- Meeting with ASCOM and speaking to classes as requested
- Began ticket amnesty program to waive citations upon student or community member showing they had valid permit
- Working on QR code survey card for people to complete as staff interact with the campus and surrounding community
- No ticketing during first 3 weeks of classes
 - With the exception of fire lanes and ADA parking (state violations)
- No requests from Campus PD for the new year

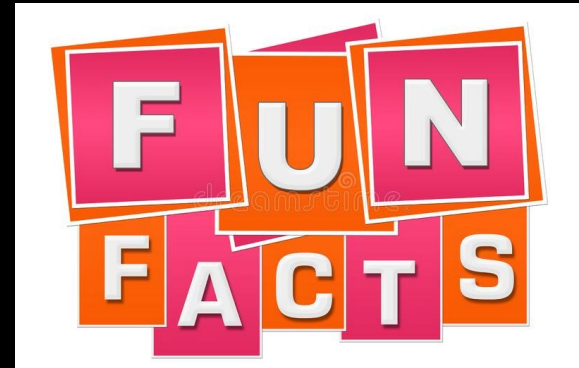


FACILITIES, MAINTENANCE & OPERATIONS



FACILITIES, MAINTENANCE & OPERATIONS

- 3264 Work orders – 365 of those have been HVAC work orders or about 11.5%
- The rest are a compilation of carpentry, gardening, electrical, custodial, locksmith, pools, pest control, and painting
- We have used 22 pallets, or 1 full length semi, of paper towels or about 57 miles of paper
- 220 cases of jumbo toilet paper or over 2.7 million feet of paper or just under 500 miles
- Annually we bale and recycle approximately 12-14 tons of cardboard
- Annually we send about 432 cubic yards of material to compost, or 15 large roll off dumpsters



FACILITIES, MAINTENANCE & OPERATIONS

Salaries & Benefits	5,176,584
Dues and Memberships	1,070
Maintenance Agreements	154,395
Other Contract Services	375,526
Other Supplies	351,687
Pest Control and Garbage	5,350
Rentals	29,211
Sewer Services	5,350
Software Licensing Fees	30,495
Telephone	16,050
Temporary Help	16,050
Testing and Inspection	1,338
Travel and Conference	18,190
Vehicle Fuel	26,750
Miscellaneous	535
Furniture, Fixtures and Equipment	73,607
Total Operating	1,105,604
Total Budget	6,282,188

FACILITIES, MAINTENANCE & OPERATIONS

Requests for one time funding:

- \$45,000 – State mandate to place CO2 monitors in all classrooms by January 2024.
- \$25,000 – State Mandate to purchase trauma kits for all spaces that hold 200 or more individuals. Some spaces need 2 or 3 kits by July 2023.
- \$58,000 – State mandate to install feminine product dispensers in all restrooms by January 2023.
- \$45,000 – for 2 electric john deer carts. 1 for KIN/PE (for fields) and 1 for M&O (gardener).
- \$165,000 – for 4 fleet vehicles. This also encompasses vans for KIN/PE (2) and we will rotate the obsolete vans from KIN/PE down to M&O.
- \$60,000 – Replace small dump truck for grounds. Current model is from 1986 and is now beyond repair.
- \$15,000 – Electric Pallet Stacker for small spaces where forklift cannot reach
- \$225,000 – HVAC Repairs and deferred preventative maintenance work

FACILITIES, MAINTENANCE & OPERATIONS

- Custodian for Night Shift : Wed – Sunday shift schedule. Number of custodians at IVC has not changed and with the heavy usage of Miwok and Jonas facilities, and the fact that most OT requests are going unfilled, we need to secure funding for this position for normal operations.
- Maintenance Technicians, 4 total positions: 2 would work normal shift (7-4) and 2 would work 9-5 daily. These are to replace trade positions that are currently vacant and cannot be filled, although we have had some posted for 6 months. There are no costs, but some savings, as the vacant positions are already budgeted.
- Current vacancies that we would be replacing are as follows:
Plumber, Painter, Mechanic, and a Carpenter

Custodian + benefits = \$68,900

Maintenance Technicians + benefits = \$0

Note: Position moves to 40-hour work weeks beginning January 2024



M&O REQUESTS

- One Time Funding Requests = \$708,000
- Personnel Funding Requests = \$68,900
- Total = \$776,900

Community Programs



COMMUNITY PROGRAMS

- This area is made up of the following:
 - Community Education
 - Contract Education
 - Housing Rentals (5)
 - Facility Rentals
 - Food Services
 - Cell Phone Towers
 - Camps and Clinics
 - Small Business Incubators
 - New Programs in Coordination with CTE/Workforce Development



FUN FACTS

COMMUNITY PROGRAMS

Community Education Fall 2022-Spring 2023

- Scheduled/ran 200+ classes in Fall and Spring
- 70% back in person, 30% zoom
- 700+ registrations on Jan 4
- 2,000+ registrations to date
- Offering courses in 23 different program areas
- Hired approximately 10 new instructors
- **Pilot program** - Drop in model will be used for volleyball classes Spring 2023
- Aquatics Advisory Committee implementation and Aquatics Scheduling Process Completed
- Marin IJ 2023 Readers' Choice Award Winner for Best Convention, Event, Meeting Space – Jonas Center
- Miwok Ribbon Cutting – April 6
- Adult Lap Swim began Jan 31
- 2350 viewings on Jonas Center's Google Business Page since Fall 2022
- 5 star reviews overall for Jonas Center and Facilities Team
- Scheduling Gymnastics at Miwok with Credit, Community Ed, rentals, and classes happening simultaneously
- Miwok received over 7,100 views on the Google Business Page
- Selling Recreational Parking Permits at IVC

COMMUNITY PROGRAMS

This budget includes adjunct faculty, front office staff and supply costs

Salaries & Benefits	\$769,808.00
PT Faculty	331,405
Classified Hourly	4,280
Supplies	21,267
Personal Services	4,815
Travel	1,000
Software License	22,535
Rentals	14,349
Other Contract Services	18,415
Postage	27,820
Printing and Publication	42,800
Recruiting	5,133
Total Operating	492,979
Total Budget	1,262,787

COMMUNITY PROGRAMS

- Community Education will be presenting a new fee schedule in the coming months. The current fee schedule is very outdated and is not keeping up with the expenses of this area of the college.
- Historically, Community Education has operated in a deficit of \$300-500k each year. The goal of the new fee schedule is for this program to operate with a positive balance in the next 3 fiscal years.
- Facility Rental program currently generates almost \$900k a year in revenue with bulk of revenue coming from pool users and ballfields.
- 10% of the available fund balance is reserved annually, per BOT request, for turf replacement in 2027/2028
- Community programs, with the exception of community education, currently, is self sufficient and not reliant on District funding.

REQUESTS

- Facilities Technician – This position will work Sunday – Thursday and will allow us to facilitate a faster turn around time, accommodate Sunday requests which we currently deny regularly, and allow us the appropriate staff level for the events we are currently hosting plus we can add some others. This is a cost neutral position to the District budget and fully funded from the facility rental budget. We can more than offset the cost of this position with new rentals.
- Facilities Technician + benefits = \$88,000
 - Note – as of January 2024 this is a 40-hour position



COLLEGE SERVICES

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We can help.

We are here for you.

COLLEGE SERVICES – FAST FACTS

- Copy paper usage annually – 2,000,000 sheets
 - About 65% goes to departmental use.
- Average # of copy orders annually – 4248
- Average # of postcards printed annually – 56,742
- Average # of flyers printed annually – 23,375
- Average # of posters printed annually – 4000
- Average # of banners printed annually – 100
- Average # graphic design jobs completed annually – 450
 - Many are multi-piece projects



COLLEGE SERVICES - FY 2023-24 BUDGET ²⁷

Salaries & Benefits	983,854
Supplies	58,900
Personal Services	16,000
Travel	9,000
Dues and Membership	3,200
Maintenance contract/repairs	42,800
Software License	24,700
Rentals	26,800
Other Contract Services	4,800
Postage	48,000
Printing and Publication	10,700
Furniture, Fixtures and Equipment	17,000
Total Operating	261,900
Total Budget	1,245,754

NOTES:

- College Services budgets for all paper and copiers used across both campuses for all departments
- Most copiers are leased
- Almost all of the personal printers in offices are supplied by college services

COLLEGE SERVICES – NEW POSITION REQUEST

- Courier / Receiving Clerk
- This position is needed as the need for having a receiving person on site with the increased volume of shipping. The current staff member spends most of the day making deliveries for mail and as the courier.
- Total cost for the position with benefits = \$72,197
 - Note – This position as of January 2024 is based on a 40-hour work week and cost is reflected accordingly

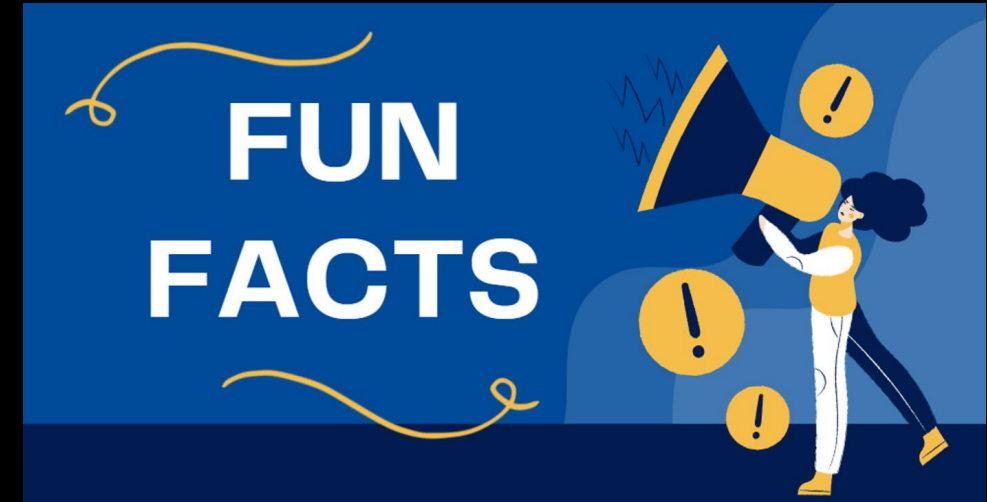




FISCAL SERVICES – FAST FACTS

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	Current Year 2022-23	Prior Year 2021-22
Purchase orders	1626	1987
Categorical funds	86	85
Bus passes issued by cashier	1947	1114
ASCOM/ESCOM checks issued	96	142
Student sponsorship billings	12	17
Payroll checks	3577	4524
Payroll direct deposits	3407	5952
Timecards	1387	1733
Pay adjustment forms	333	749
Procurement cards paid	623	873
Vendor invoices paid	3791	5733
Student refunds issued	665	1955
Journal vouchers	430	920
Budget transfers	153	213
Payroll feeds	44	55
Financial aid & foundation payments to students	5378	6391
PlanetBids	7	2



FISCAL SERVICES - FY 2023-24 BUDGET

Salaries & Benefits	2,395,719
Supplies	9,000
Travel	10,000
Dues and Membership	1,000
Postage	2,000
Total Operating	22,000
Total Budget	2,417,719

Note:

This budget includes the Assistant Vice President and administrative support for the AVP

FISCAL SERVICES – NEW POSITION REQUESTS

- Purchasing Technician – Needed as this area has only 1 staff member who is getting close to retirement. All other areas in accounting have a backup person, with the exception of purchasing.
- Staff Accountant – Needed for the sheer number of grants, accounts and sources of funds we currently have. Currently over 80+ funding sources
- Purchasing Technician + benefits = \$94,400
- Staff Accountant + benefits = \$103,400

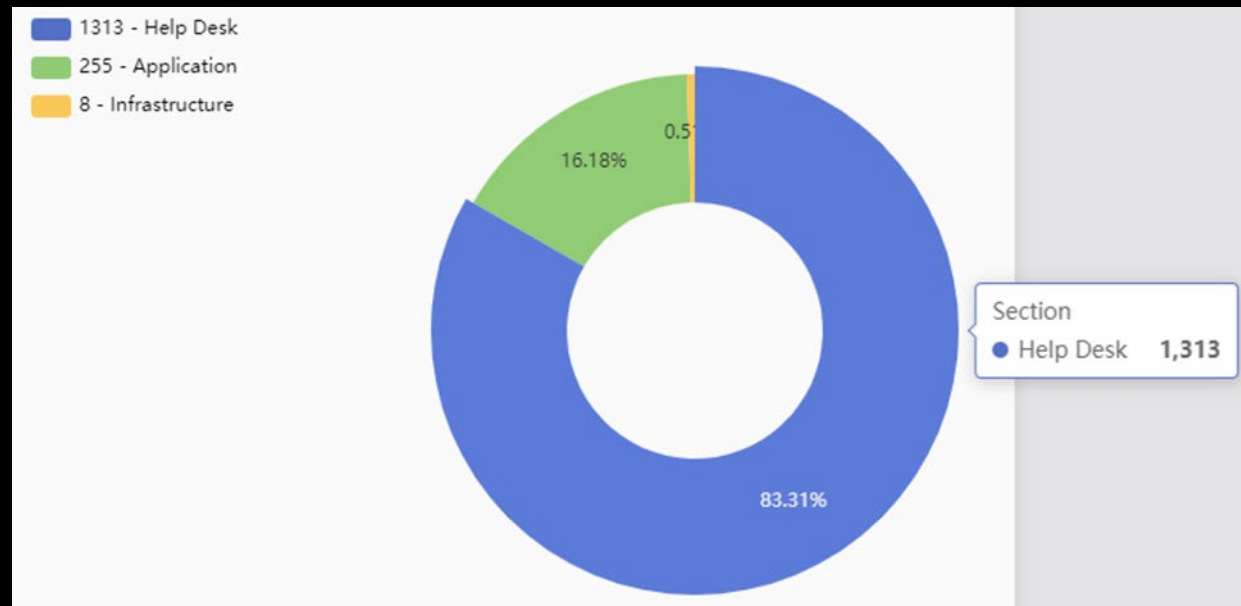




INFORMATION TECHNOLOGY

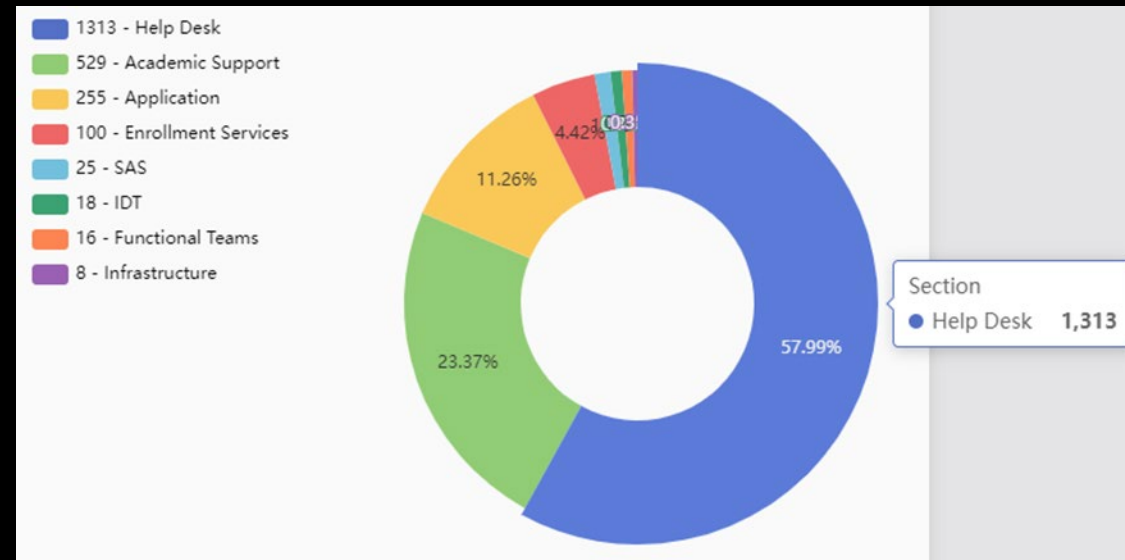
INFORMATION TECHNOLOGY – FAST FACTS

IT has processed 1,576 tickets during Fall 2022



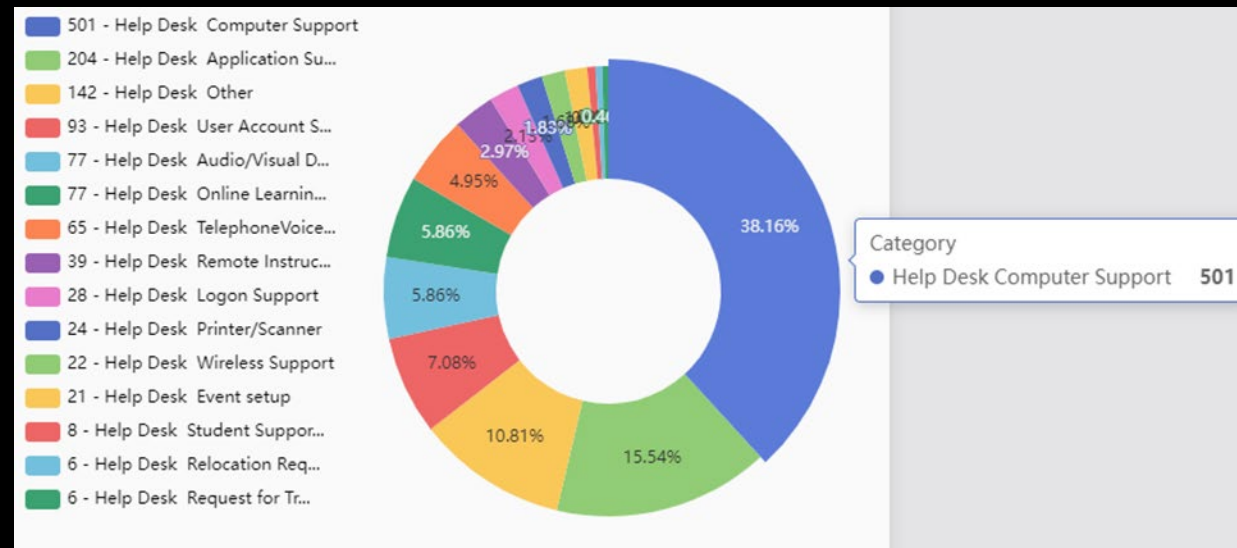
INFORMATION TECHNOLOGY – FAST FACTS

Number of tickets by sections during Fall 2022



INFORMATION TECHNOLOGY – FAST FACTS

Number of tickets by helpdesk categories during Fall 2022



INFORMATION TECHNOLOGY - FY 2023-24 BUDGET

Salaries & Benefits	2,858,794
Supplies	16,000
Travel	8,500
Maintenance contract/repairs	181,500
Software License	560,000
Other Contract Services	44,000
Furniture, Fixtures and Equipment	120,000
Total Operating	930,000
Total Budget	3,788,794

INFORMATION TECHNOLOGY – ADDITIONAL REQUEST

I.T. will be adopting more cloud-based software with the goal of modernizing the Institution - Additional \$80K for FY 2023-24

Banner and Oracle Contract Increases - \$60k combined as a result of licenses agreement increases coming from vendors.

Banner 9 Upgrade Consultant Costs – 60k for next fiscal year to upgrade Banner Self Service Banner (SSB) from existing system to newer version

\$250k for student lab computer replacement plan for the Summer of 2023. This will replace computers for over a dozen computer labs, mostly in Kentfield. We have also built in 30 units to help begin replacing staff PC's as needed with a larger refresh of staff PC's in the Summer of 2024.

TOTAL REQUESTS

- Operating Budget Requests

- IT Requests – \$450,000
- M&O Requests - \$708,000
- Total = \$1,088,000

Grand Total:

- Personnel Requests:

- 4 Maintenance Technicians
- 1 Courier/Receiving Clerk
- 1 Staff Accountant
- 1 Purchasing Technician
- 1 Custodian
- 1 Facilities Technician
- Total of 9 positions, with 5 being new = \$426,897

\$1,584,897



**FY 2023-24 BUDGET PRESENTATION
ADMINISTRATIVE SERVICES**

MARCH 28, 2023