



PRAC Presentation Division of Administrative Services

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Fy19 vs FY20 Budgets

Net Change

\$228,000 increase

Reprographics – \$235,620

IT Department - \$404,263

Human Resources - \$81,112

Fiscal Services – \$66,690

Facility Rentals - \$0

Capital Projects - \$0

Maintenance & Operations - \$949,000

Campus Police - \$55,000

Reprographics – \$220,000

IT Department - \$340,000

Human Resources - \$80,000

Fiscal Services - \$60,000

Facility Rentals - \$0

Capital Projects - \$0

Maintenance & Operations - \$1.25m

Campus Police -\$70,000

Succession Planning

- 12 of the 16.8 staff members (71.4%) are 55 years or older:
 - 5 staff are 55-60 years old with 4-36 years of service
 - 7 staff are 60-70 years old with 2-22 years of service
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- **Most critical and vulnerable area: PAYROLL**
 - Both payroll staff are planning to retire in 12/21; they have 36 and 13 years of service
 - It is very difficult to learn all of the complexities and nuances, particularly with regard to STRS and PERS reporting and paying retros – only one of our payroll staff is knowledgeable in all areas of payroll
 - Nobody else in the district is trained on how to complete payroll, payroll tax deposits and tax reporting, or pension reporting
 - Long learning curve – need at least a 1 year cycle, certain things only occur annually or quarterly, e.g., W-2s, Federal and state quarterly/annual tax reporting (taxes have to be submitted with each payroll)
 - 3 payrolls are processed every month: End of month, mid-month and supplemental
 - STRS and PERS reports are processed each month



How do we make up increase and save resources

The M&O department will utilize the capital maintenance fund to offset about 75% of the increase and facility rentals will contribute about 10-15% of the increase due to use of facilities by outside users.

There will be a reorganization of a few departments with a potential savings as follows:

FY19/20 - \$425,000

FY20/21 – \$450,000

FY21/22 - \$225,000

Total Reductions= \$1,100,000



What is the impact to departments based on these reductions

- We need to re-evaluate mailing schedules to every household in the county and what is the true market reach for this cost of about 80K per year.
- Greater efficiency and changing some job descriptions to meet the needs of new facilities, new software and best practices vs. how we did things 20-30 years ago. As an example: Facilities are getting more automated versus old mechanical systems
- Reduce some travel costs
- Reorganizations are dependent upon negotiations with appropriate bargaining units.
- We are staffed well. Like size or larger colleges have smaller departments than we do for sometimes twice the student count and 30% more square footage of facilities to deal with. There are operational efficiencies we can make.



Summary

- \$1.1m savings over 3 year period.
- These numbers may grow or shrink as each year gets closer and dependent on what we receive from the county for tax revenue
- Reorgs for several departments within Administrative Services
- Urgent need for a payroll position and continue succession planning for Fiscal Services, which has literally had no turnover in the last 6-10 years.
- I believe a greater emphasis can be placed on resource development if all members of Presidents Cabinet will be champions/ambassadors for 2-3 initiatives a year to raise funding to support programs.

questions

Numbers are like people, torture them long enough and they will tell you anything.

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