

**Title of Unit:** Fiscal Services  
**Planning Year:** 2019  
**Cluster (Select One):** VP Administrative Services

**Narrative for your Resource (Unit) Plan:** The Resource Plan (formerly called the Unit Plan) ties program planning and review to resource allocation. For this first segment of the Unit Plan, write a narrative analysis of the fiscal assumptions and needs for your division/department for the upcoming year (e.g. Continued categorical funding, support staff not funded, etc.). You may type directly in the box below, but you won't be able to spell check your work. Alternatively, you can paste the narrative from Word after spell checking there.

It has been six years since the department lost 3.0 FTE to budget cuts. The department has gone through two reorgs and is running smoothly now, but there is no room for growth. Additional staff will be required as the college grows and the bond funds are spent. Enrollment growth would add pressure to cashier services, purchasing of instructional supplies and equipment, and accounts payable. Bond purchases and payables will increase as new buildings are built and old buildings renovated. The 2nd bond series includes more building renovation, which involves more purchases and contracts than new buildings. All of this will put pressure on the limited staff in Fiscal Services. Additional personnel will be needed. Supply budgets have been reduced to a bare minimum. We have been able to make it through the past few years, but more funds will be needed as we use the supplies in our inventory.

**Excel Worksheets: Resource (Unit) Plan**

For the remainder of the Unit Plan, complete the following Excel Worksheets:

- **Prior Year Unit Plan Worksheet** — *Prior Year Unit Funding Requests*
- **Personnel Unit Plan Worksheet** — *Personnel Funding Requests*
- **Supplies Unit Plan Worksheet** — *Supplies Funding Requests*
- **Equipment Unit Plan Worksheet** — *Equipment Funding Requests*
- **Facility Unit Plan Worksheet** — *Facility Funding Requests*
- **Technology Unit Plan Worksheet** — *Technology Funding Requests*
- **Top 10 Priorities Unit Plan Worksheet** — *Prioritized List of Top 10 Immediate Unit Needs*

**RESOURCE PLAN WORKSHEET -- PRIOR YEAR UNIT FUNDING REQUESTS**

Unit: **Fiscal Services**  
 Cluster: **VP Administrative Services**  
 Planning Year: **2019**

1. Copy and paste the first four Columns from the Top Ten Prioritized List of Immediate Unit Needs from the prior year.
2. Complete Columns E through G.
3. If funded, identify the funding source or sources (Categorical = C, Foundation = F, ASCC = AS, Grant = G, General Fund = GF, Other Revenue Sources = R).
4. Briefly explain the impact on your program.

	Program	Item/Description	Cost	Funded?	Source (s)	Impact on Program
1	English	Computers for Lab	\$ 40,000	Not Funded		Not receiving this funding restricts ability to use updated English software in the lab.
2	Math	Student Tutors	\$ 10,000	Fully Funded	AS, R	Supplemental staffing for math lab - Provides adequate level of support for students.
3	Chemistry	Laptops	\$ 12,000	Partially Funded	Foundation	Half of our students had a good educational experience - the other half of continued to use outdated technology.

**PRIOR YEAR'S (2016-2017) PRIORITIZED LIST OF UNIT FUNDING REQUESTS -- ALL PROGRAMS**

	Program	Item/Description	Cost	Funded?	Source(s)	Impact on Program
1	Fiscal Services	1.0 FTE Purchasing Technician II	\$ 58,321	Not Funded		Purchase orders take longer to process. More room for errors as staff are struggling to keep up. The department processed 1,585 purchase order requests in FY2017-18 up from 1,220 the year before.
2	Fiscal Services	.75 FTE Student Account Technician-Cashier	\$ 39,369	Not Funded		Limited hours of operation. Have to close office when other techs are sick or on vacation.
3	Fiscal Services	.75 FTE Accounting Technician II - A/P & A/R	\$ 43,538	Not Funded		Takes longer to process checks. Will be added pressure when the two construction projects reach the furniture and equipment phase. Limited backup to cover sick or vacation time.
4	Fiscal Services	Increase Supply Budget	\$ 3,000	Not Funded		Have to transfer funds from other accounts to cover supply needs.
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**RESOURCE PLAN WORKSHEET -- PERSONNEL FUNDING REQUESTS**

Unit: **Fiscal Services**  
 Cluster: **VP Administrative Services**  
 Planning Year: **2019**

1. Use these worksheets to list Funding Requests (Immediate IMM = Upcoming Academic Year; Intermediate INT = Subsequent Academic Year, coincides with Educational Master Plan, Strategic Plan, and/or IEOs; or Long Term, LT = three years or more.
2. All funding requests should be listed regardless of anticipated funding source.
3. Justification should be written as a concise explanation of need citing relevant Institutional Goals and Objectives, Institutional Learning Outcomes, Operational Planning Initiatives, APPW, CPPR, Analysis of Outcomes Assessment, or other factors.

C. Classified Employee: Permanent, Short-Term & Substitute	Program	Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
<i>Student Support Site Assistant</i>	<i>NCC Student Services</i>	<i>Request to convert existing position from .75 to 1.0</i>	<i>\$ 10,240</i>	<i>NCC</i>	<i>N</i>	<i>IMM</i>	<i>Supports Institutional Goal Objective 1.4 (increase ESL success rates) by adding additional staff to ESL advising office. Additional staffing hours will allow for 28 new support appointments per semester.</i>
<i>Distance Education Support Specialist</i>	<i>DE</i>	<i>Support Service Specialist 0.5 FTE</i>	<i>\$ 23,000</i>	<i>DE</i>	<i>N</i>	<i>IMM</i>	<i>Supports Institutional Objective 1.3, Increase success in DE courses. New support position will provide training and technical support for students enrolled in DE courses.</i>

**Personnel - Full-Time Faculty**

A. Full-Time Faculty	Program	Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Title							

**Personnel - Academic Managers, Classified Managers & Confidential**

B. Academic Managers, Classified Managers, & Confidential Employees	Program	Description - What?	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Title							

**Personnel - Classified Employee: Permanent, Short-Term & Substitute**

**RESOURCE PLAN WORKSHEET -- PERSONNEL FUNDING REQUESTS**

<b>C. Classified Employee: Permanent, Short-Term &amp; Substitute</b>	<b>Program</b>	<b>Description</b>	<b>Cost</b>	<b>Site</b>	<b>New (N) or Replacement (R)</b>	<b>Immediate (IMM), Intermediate (INT) or Long Term (LT)</b>	<b>Justification - Why? (1-2 Sentences)</b>
Purchasing Technician II	Fiscal Services	1.0 FTE Purchasing	\$ 64,577	SLO	R	IMM	Six years ago we lost a Purchasing Tech to budget cuts. As volume increases, that position will need to be replaced. The number of purchases increased last year from 1,220 to 1,585.
Student Accounts Technician - Cashier	Fiscal Services	.75 FTE Cashier's Office	\$ 42,568	ALL SITES	N	IMM	Currently the Cashier's Office is staffed with one Lead and two Accounting Technicians. That's a total of three people for SLO and North County campuses. There is a need for an additional .75FTE to float between the two campuses to cover peak periods, vacations, sick days, or meetings.
Accounting Technician II	Fiscal Services	1.0 FTE A/P, A/R	\$ 56,998	SLO	R	IMM	Six years ago a 1.0 FTE Accounting Technician I was eliminated due to budget cuts. The A/P office went from 2.0 FTE to 1.0 FTE. Over the last four years and two department reorgs we were able to increase the A/P position to .75 FTE, but an A/R position was reduced to .25 FTE. We need a .75 FTE in A/R and move the current .25FTE to Accounts Payable. This would restore both A/P and A/R to pre-budget cut levels.
Accountant	Fiscal Services	1.0 FTE General Accounting	\$ 70,301	SLO	R	IMM	Six years ago a 1.0 FTE Accountant was lost due to budget cuts. We have been struggling to stay caught up in that area. A replacement is needed.
Accounting Technician II	Fiscal Services	.5 FTE Increase cashier hours	\$ 28,499	NCC	N	INT	As the NCC grows we will need to increase the hours the Cashier's Office is opened. We currently have a .5 FTE Cashier assigned to NC.
Accounting Technician II	Fiscal Services	.5 FTE Increase cashier hours	\$ 28,499	SLO	N	INT	As the number of students at the SLO campus increases it will become necessary to increase the staffing of the Cashier's Office. Currently we have 2 Full Time cashiers assigned to SLO campus.
Accounting System Analyst	Fiscal Services	Accountant specializing in MIS	\$ 70,301	SLO	N	INT	This position is in response to the increased responsibilities resulting from the district's move to an integrated software system. The department needs a new level of technological competency and independence. Some duties would include: Security Maintenance, Lead Upgrades, Testing, Check Runs, MIS, Training, GL Reconciliations.

**Personnel - Student Worker**

<b>D. Student Worker</b>	<b>Program</b>	<b>Description</b>	<b>Cost</b>	<b>Site</b>	<b>New (N) or Replacement (R)</b>	<b>Immediate (IMM), Intermediate (INT) or Long Term (LT)</b>	<b>Justification - Why? (1-2 Sentences)</b>
Title							

**RESOURCE PLAN WORKSHEET -- SUPPLIES FUNDING REQUESTS**

Unit: **Fiscal Services**  
 Cluster: **VP Administrative Services**  
 Planning Year: **2019**

1. Use these worksheets to list Funding Requests (Immediate IMM = Upcoming Academic Year; Intermediate INT = Subsequent Academic Year, coincides with Educational Master Plan, Strategic Plan, and/or IEOs; or Long Term, LT = three years or more.
2. All funding requests should be listed regardless of anticipated funding source.
3. Justification should be written as a concise explanation of need citing relevant Institutional Goals and Objectives, Institutional Learning Outcomes, Operational Planning Initiatives, APPW, CPPR, Analysis of Outcomes Assessment, or other factors.

A. Instructional Supply	Program	Item/Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
<i>NCC Instructional Supplies</i>	<i>NCC</i>	<i>Augmentation of instructional supplies.</i>	<i>\$ 5,000</i>	<i>NCC</i>	<i>N</i>	<i>IMM</i>	<i>Need to augment account based on historical spending pattern.</i>
<i>Instructional Supply</i>	<i>Social Sciences</i>	<i>Maps for History and Philosophy</i>	<i>\$ 4,000</i>	<i>SLO</i>	<i>N</i>	<i>IMM</i>	<i>Many of our maps are outdated and several classrooms lack even basic maps.</i>

**Instructional Supplies**

A. Instructional Supply	Program	Item/Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Instructional Supply							
Increase Supply Budget	Fiscal Services	Increase Supply Budget	\$ 3,000	ALL SITES	R	IMM	The Fiscal Svc's supply budget has been reduced with each budget cut to a bare minimum. An increase is needed to keep the department properly supplied.

**Non-Instructional Supplies**

**RESOURCE PLAN WORKSHEET -- SUPPLIES FUNDING REQUESTS**

B. Non-Instructional Supply	Program	Item/Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - <i>Why?</i> <i>(1-2 Sentences)</i>
Non-Instructional Supplies							

**RESOURCE PLAN WORKSHEET -- EQUIPMENT FUNDING REQUESTS**

Unit: Fiscal Services  
 Cluster: VP Administrative Services  
 Planning Year: 2019

1. Use these worksheets to list Funding Requests (Immediate IMM = Upcoming Academic Year; Intermediate INT = Subsequent Academic Year, coincides with Educational Master Plan, Strategic Plan, and/or IEOs; or Long Term, LT = three years or more.
2. All funding requests should be listed regardless of anticipated funding source.
3. Justification should be written as a concise explanation of need citing relevant Institutional Goals and Objectives, Institutional Learning Outcomes, Operational Planning Initiatives, APPW, CPPR, Analysis of Outcomes Assessment, or other factors.

A. Instructional Equipment	Program	Item/Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
3 Mannikins	LVN	3 mannikins for simulation/skills lab	\$ 5,000	NCC	N	IMM	LVN APPW Program Development/ Forecasting. New or modified action steps for achieving program outcomes; IG #1; ILO #2,#3 - We are increasing the use of our simulation lab. Wear and tear on the mannikins over time requires replacement.
3 Potter's Wheels	Art Studio	Laguna potter's wheels (3)	\$ 4,505	SLO	N	IMM	Art Studio CPPR Program Development/Forecasting. Anticipated changes in curriculum and scheduling; student demand has increased in our ceramics classes, we require three more potter's wheels to accommodate six students per class.

**Instructional Equipment**

A. Instructional Equipment	Program	Item/Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Instructional Equipment							

**RESOURCE PLAN WORKSHEET -- EQUIPMENT FUNDING REQUESTS**

Non-Instructional Equipment							
B. Non-Instructional Equipment	Program	Item/Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Non-Instructional Equipment							
File Cabinets	Fiscal Services	3 File Cabinets	\$ 4,500	SLO	R	IMM	Three of the large file cabinets in the hallway of Building 8000 do not lock anymore. This file cabinets contain sensitive information and should be locked when the office is closed.

**RESOURCE PLAN WORKSHEET -- FACILITY FUNDING REQUESTS**

**Unit:** Fiscal Services  
**Cluster:** VP Administrative Services  
**Planning Year:** 2019

1. Use these worksheets to list Funding Requests (Immediate IMM = Upcoming Academic Year; Intermediate INT = Subsequent Academic Year, coincides with Educational Master Plan, Strategic Plan, and/or IEOs; or Long Term, LT = three years or more.
2. All funding requests should be listed regardless of anticipated funding source.
3. Justification should be written as a concise explanation of need citing relevant Institutional Goals and Objectives, Institutional Learning Outcomes, Operational Planning Initiatives, APPW, CPPR, Analysis of Outcomes Assessment, or other factors.

Facility	Program	Item/Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Fox Building Landscaping	NCC	Landscaping of the courtyard and immediate surroundings of the Fox Building needs to be completed.	\$ 100,000	NCC	N	IMM	The building has been on-line since 2005 with only modest improvements to the exterior landscaping of the area. During Community Focus groups - local residents describe the site as looking "unfinished".
Building 6200	Social Sciences Division	Replace carpeting and paint in 6200 Office Bldgs.	\$ 45,000	SLO	R	IMM	The carpeting is old and worn.

**New Facilities Requests and/or Renovations**

Facility	Program	Item/Description	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
File Room	Fiscal Services	File Room		SLO	N	IMM	Fiscal Services is bursting at the seams. In addition to work space issues for the employees, we have file cabinets lining the entire hallway and stuffed into every room. Most of the files contain sensitive, even confidential information. They need to be in a secure location within easy access of Fiscal Services employees.

**RESOURCE PLAN WORKSHEET -- TECHNOLOGY FUNDING REQUESTS**

**Unit:** Fiscal Services  
**Cluster:** VP Administrative Services  
**Planning Year:** 2019

1. Identify and prioritize all Technology Requests. Technology includes: Computers, monitors, laptops, other mobile computing devices; Peripherals (printers, scanners, etc.); Software; Support contracts associated with hardware or software; Multi-media presentation equipment (data projector, speakers, document imaging cameras, switches, etc.); Video conferencing equipment (polycom); Infrastructure components to support college-wide technology.
2. All technology should be listed regardless of anticipated funding source. (e.g. technology to be purchased with CTEA funds should still be listed on this worksheet).
3. [For Technology Plan Initiatives, please refer to San Luis Obispo County Community College District Technology Plan 2012-2017.](#)
4. Note: If technology acquisition is not listed in the IPPR, Computer Services may not support the purchase.
3. Justification should be written as a concise explanation of need citing relevant Institutional Goals and Objectives, Institutional Learning Outcomes, Operational Planning Initiatives, APPW, CPPR, Analysis of Outcomes Assessment, or other factors.

B. Non-Instructional Technology	Program	Item/Description	Technology Plan Initiative	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Sustainability Center	NCC	Grant funding for the new Sustainability Center will have equipment/furniture & lab components.	9-New Tech	\$ 100,000	NCC	N	INT	The Sustainability Center will consist of classrooms and live indoor and field laboratories.
Computers	English	(5) Windows Low-Range Computers for Faculty Offices (@ \$500 each)	4-Maintain Inventory	\$ 2,500	SLO	R	INT	As computers in faculty offices become older and fail, they need to be replaced.

Instructional Technology								
A. Instructional Technology	Program	Item/Description	Technology Plan Initiative	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Instruct Tech								

**RESOURCE PLAN WORKSHEET -- TECHNOLOGY FUNDING REQUESTS**

Non-Instructional Technology								
B. Non-Instructional Technology	Program	Item/Description	Technology Plan Initiative	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Non-Instruct Tech								

Technology Infrastructure								
C. Technology Infrastructure	Program	Item/Description	Technology Plan Initiative	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)
Technology Infrastructure								
Computers	Fiscal Services	Replace Old Computers	Inventory	\$ 3,000	ALL SITES	R	IMM	Fiscal Services has 3 computers that are 6 years old or older
Computers	Fiscal Services	Replace Old Computers	Inventory	\$ 17,000	ALL SITES	R	INT	Fiscal Services has 17 computers that will need to be replaced in 3-4 years

Overall Top 3 Technology Requests								
D. Top 3 Technology Funding Requests	Program	Item/Description	Technology Plan Initiative	Cost	Site	New (N) or Replacement (R)	Immediate (IMM), Intermediate (INT) or Long Term (LT)	Justification - Why? (1-2 Sentences)

**RESOURCE PLAN WORKSHEET -- PRIORITIZED LIST OF IMMEDIATE UNIT NEEDS**

Unit: Fiscal Services  
 Cluster: VP Administrative Services  
 Planning Year: 2019

1. **\*\*PRIORITIZED TOP TEN LIST OF IMMEDIATE UNITS NEEDS -- ALL PROGRAMS -- ONE LIST**
2. Identify and prioritize unit needs based on **immediate** (upcoming year) requirements of all unit programs.
3. Note if needs are One-Time or Annual/Recurring in the Frequency Column.
4. **\*\*This does NOT include new faculty requests.**

	<b>Program</b>	<b>Item/Description</b>	<b>Cost</b>	<b>Frequency</b>
1	Fiscal Services	3 File Cabinets	\$ 4,500	One-Time Only
2	Fiscal Services	Puchasing Technician II	\$ 64,577	Annual/Recurring
3	Fiscal Services	Accounting Technician II (A/P, A/R)	\$ 56,998	Annual/Recurring
4	Fiscal Services	Increase Supply Budget	\$ 3,000	Annual/Recurring
5	Fiscal Services	File Room		One-Time Only
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7				
8				
9				
10				