

VCCCD

BUSINESS SERVICES

NEWSLETTER

SPRING | 2014



Ventura County Community College District • 255 W. Stanley Ave., Suite 150 • Ventura, CA 93001 • www.vcccd.edu

PLAN AHEAD FOR YEAR-END!

The last day to submit requisitions for the 2013-14 fiscal year will be April 15, 2014. There will be no purchases allowed after April 15th, including purchases from blanket purchase orders, petty cash, or procurement cards. There are a few exceptions as identified below:

- Supplies required by M&O for repairs
- Purchase of perishable items
- Unanticipated equipment repairs/maintenance
- Services from approved consultants and independent contractors
- District issued procurement cards for approved travel related expenses

For other year-end deadlines, please review the year-end calendars which will be posted in VCCCD Business Tools shortly.

BUSINESS SERVICES CONTACT INFORMATION

Brian Fahnestock | Vice Chancellor
805-652-5537

Deborah LaTeer | Budget Officer
805-652-5539

Mary Anne McNeil | Director, Fiscal Services
805-652-5547

Terry Cobos | Director, General Services
805-652-5558

PURCHASING CONTACT INFORMATION

Lisa Sorensen | Purchasing Specialist
805-652-5559

Jo Nell Miller | Purchasing Specialist
805-652-5560

Janice Kisch | Purchasing Specialist
805-652-5561

Karina Harding | Purchasing Assistant
805-652-5562

Sara Fenlon | Purchasing Assistant
805-652-5563

DID YOU KNOW that making a copy with the lid open on the copier will cause black edges to print around the document, thereby using more toner?

And leaving the lid open during copying draws particles (via static electricity) which causes the glass to get dirty and, in turn, affects the quality of your printed document?

Best advice: Keep the lid down while making copies and close the lid after using the copier.



HELP SAVE MONEY - USE LESS PAPER

Please consider using the "print on both sides" option when printing documents and email correspondence. There is a large waste of paper going on throughout the District when you consider that very few print jobs need to be single-sided.





WHAT ARE THEY BUYING?

This is a question that is regularly asked in the Purchasing Dept. Many commodity descriptions do not clearly define the purchase or service and are regularly abbreviated beyond recognition. Often, the vendor’s part number is the only information listed with nothing more to describe the purchase. Regularly, the default description is left in the commodity field when a full description should have been entered in Banner requisition screen.

While part numbers are useful to the vendor, they are not effective when explaining to management what you have purchased. Keep in mind that any purchase, large or small, may be questioned and may even require an explanation to the managers and supervisors. Yes, those who oversee the operations of the college district want to know what you are buying.

Therefore, please be sure to accurately describe the item(s) you are planning to purchase, on the requisition, so that when it is keyed into our system clarification is no longer an issue. However, when you do receive a call from the Purchasing Department, please define your purchase so that we have a better understanding should questions arise. Our aim is to help the colleges receive the correct merchandise/service that is needed in their departments to provide a successful education to our students.

REPETITIVE REPETITIVE REPETITIVE SIGNATURES on Emails

It’s a little known fact that you can have your “signature” print on the first email that you send, but then not repetitively on all further responses to the same email chain. With all the concerns about being “green”, this is also a cost-saving measure if you print out an email.

To make this change in Outlook, all you need to do is go to Tools, Options, Mail Format, Signatures, E-mail Signature, Replies/Forwards: NONE.

Can’t you just hear the trees singing?

REMINDER! FROM OUR PAYROLL DEPARTMENT



MINIMUM WAGE INCREASE:

The minimum wage in California will increase to \$9.00 per hour as of July 1, 2014. This represents an increase of \$1 per hour over the current minimum wage. Step 1 of the student aide salary schedule will reflect this new rate. All other student worker salary schedules/steps will increase by the same amount.



AMERICAN FIDELITY PAYROLL CONTRIBUTIONS:

Just a reminder – American Fidelity contributions for life insurance, dependent care, cancer plans, and unreimbursed medical amounts are not deducted from June/July paychecks. Regular contributions begin again on August paychecks.

PAYROLL CONTACT INFORMATION

Katy Hott | Payroll Supervisor
805-652-5556

Cheryl Manley | Academic Payroll
805-652-5553

Leticia Garcia | Student Payroll
805-652-5554

Wendy Curiel | Classified Payroll
805-652-5555

ACCOUNTS PAYABLE CONTACT INFORMATION

Cynthia Parish
Accounts Payable Technician
805-652-5570

Christina Quigley
Accounts Payable Technician
805-652-5571

Kristal Ledesma
Accounts Payable Technician
805-652-5569

CONTRACTS & GRANTS FAQ'S

Q

I would like to apply for a grant for my college. What do I need to do?

A

All requests by the colleges to apply for a grant must be reviewed and approved through Chancellor's Cabinet prior to submission to the funding agency. This approval is solicited after having been initially approved by your college executive management (President).

Q

What information is provided to Chancellor's Cabinet?

A

Main areas that are addressed for Chancellor's Cabinet review are 1) project abstract; 2) grant budget by major expenditure category; 3) staffing plan including the need to hire new employees; 4) Description of how the grant ties to the mission of the college/District; 5) any requirement for match or any commitment to institutionalize programs/staff after the grant ends. Please refer to Administrative Procedure (AP) 3280 found in Business Tools, under Contracts, Grants and Special Funding category for more information on the grant application process.

Q

Who is authorized to sign and submit a grant proposal?

A

Colleges may not submit grant applications directly to the funding agency. That function is centralized and is performed by authorized/designated personnel at the District Administrative Center.

Q

I received notice that my grant was funded. Can I start spending and hiring project staff?

A

No expenditures may be incurred nor contracts executed nor staff hired prior to Board acceptance/approval. You will need to work with your Fiscal Services staff on completing the required forms needed for inclusion of the grant on the next monthly Board agenda. After Board approval is secured, you will have the ability to begin encumbering funds.

Q

Who can I contact with any other questions regarding grants?

A

Please contact Mary Anne McNeil, Director of Fiscal Services, at the District Administrative Center at x5547.

56-30 +
79-35 +
789-56 +

REQUISITIONS OF \$50,000 APPROVED OFF CAMPUS IN TIME FOR BOARD APPROVAL

Be aware that if your department plans to process a requisition for materials, equipment, services, etc., of \$50,000 or more, the purchase will first require Board of Trustee's approval.

The dates for final approval of these types of expenses fluctuate, but are generally about the middle of the current month for the Board agenda in the following month. Plan on having this type of requisition fully approved early in the month so that it can be submitted on the next Board of Trustees meeting report.

Planning is the key to these purchases being approved in a timely manner.

Desk-ercise Shoulder stretch

- 1 Sit in a stable chair.
- 2 Lock your hands behind your head.
- 3 Stretch your elbows back as far as you can.
- 4 Take a deep breath as you lean back.
- 5 Hold for a slow count of 20.
- 6 Relax while exhaling.
- 7 Repeat once.


Hold 20 seconds 




Source: National Institutes of Health

OPPORTUNITY
DOESN'T **KNOCK**
BUILD a **DOOR.**
 MILTON BERLE

I NEED A \$1,600 HANDHELD BAR CODE SCANNER TO FINISH MY LAB TESTS.



OKAY. APPLY FOR A CAPITAL BUDGET VARIANCE, PREPARE AN RFP, GET THREE BIDS, FORM A TEAM TO EVALUATE THE BIDS, THEN PREPARE A PURCHASE ORDER



NEVER MIND. I'LL JUST LEARN HOW TO READ BAR CODES BY SIGHT.

QUITTER.



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