Year-End Training

May 28, 2025

10 am – 2 pm

Welcome to Today's Training

Provide up-to-date changes in processes

- New information
- This content will be high level
- Small amounts of time dedicated to Q&A

Have Questions?

Use this link to submit questions:

Q&A Document

At each Q&A section we will go through the list of questions and answer as time permits

Agenda

- Welcome (10:00am)

- Purchasing (10:05–10:35am)

- Accounting (10:35–11:05am)

- Human Resources (11:05–11:45am)

- Lunch Break (11:45–12:15pm)

- Business Services (12:15–1:15pm)

- Budget Services (1:15pm–1:45pm)

- Budget Oversight (1:45 – 2:00pm)

- Closing (2:00pm)

Purchasing

Purchasing Updates

- **Requisitions**
  - Shipping in the Memo
  - New changes and information
    - Goods vs Services
    - Link the Contract to the REQ
    - Multiple year REQs

    Link [Common Spend Categories](#)

- **Capital Threshold**

- **PCards**

- **Assets / Inventory**

- **Cleaning Materials**
  - **Classroom/Non-Classroom**
  - **MSDS Sheets**

Purchasing Updates

- Allowable Purchases
  - Cleaning Materials
  - [Appropriate use of Funds for Expenditures](#)
    - Restricted/Non-Restricted
    - TA Funds

- Independent Contractor Determination Form
  - Replacing the Guest Instructional Provider form

Q & A

Year End Training Q&A.docx

Accounting

Travel Updates

- Updated Policy
  - TR1 Travel & Conference Expenses
  - [Grossmont College Travel Memo](#)
  - [Off Campus/Virtual Activity Request Form](#)

- Expense Reimbursements
  - No reimbursement allowed for travel booked on own
  - Reimburse only Per Diem, Mileage, and allowable expenses
  - New information and [Travel and Conference Expenses](#)

Cognito Forms – Under Construction

Online Forms

Forms to go live:

- Off-Campus/Virtual Activity Request Form

- Food & Refreshment Request Form

- Independent Contractor Determination Form

Coming to you soon!

Q & A

Year End Training Q&A.docx

Human Resources

Student Workers

- Revised Wage Schedule eff. July 1st
  - [Student Worker Hourly Wage Schedule](#)
  - [Student Worker Hire Form](#)
  - Student Worker Levels I – IV
    - Increase in base wages to $18.00 per hour
  - Based on complexity of the task and not strictly the background and experience of the worker

Professional Experts

- Revised Wage Schedule eff. July 1st

  o [Professional Expert Hourly Wage Schedule](#)

  o Revised hire form coming soon!

  o Levels I - V

    - Increase in base wages to $25.00 per hour

  o Based on complexity of the task and the background/experience of the worker

  o Interpreters, Art Model, & Accompanist moved to Professional Experts for new year

Special Projects Authorization

- For work that is done outside of the faculty job description AND outside the faculty load

- Paid at the hourly non-classroom rate

- # of hours for the project x Hourly Rate = $$$

- These are processed by Payroll Department

Salary Object Codes:

1315 Hrly Instr, Spec Projects
1335 Ovrld-Spec Project
1425 Hrly Lib/Cnslr, Spec Projects
1435 Ovrld-Lib/Cnslr Spec Proj
1439 Ovrld-Non-Clsrm Other
1459 Hrly Acad Non-Clsrm Other

Resignation/Retirement Process

- Can now be done through Workday!

  o [Workday Resignation/Retirement Instructions](#)

- Manager will get the task to approve (inbox)

- Admin Assistants and Business Office will get the notification (bell)

- Should help expedite the routing of termination notices

  o Prevent overpayments to faculty/staff

  o Allow for smoother offboarding for the department and employee

Retiring & Working After Retirement

- Retirement Stipends

  - CSEA & Admin Association – stipend paid for at least 3 months notice received by HR

    - Not all employees are eligible – check the bargaining agreement!

  - Designed to give the department time to recruit and backfill

- Early Retirement Incentive – Faculty

  - Able to return after the 180-day sit-out period

  - Paid a proportion of their final ending salary, NOT on adjuct salary schedule

  - Capped at 35%/.35 FTE

Independent Contractors vs. Employees

- Independent Contractor Determination

  - LINK to New Checklist (Katie Loftus-Rapp/Jennifer Fujimoto)

- Replacing the Guest Instructor form

- If the answer is "Yes" to any of the questions, the person MUST be paid as an employee through HR

- Referees for Athletics – if a current employee, **MUST** be paid as an employee, NOT as a contractor

Q & A

Year End Training Q&A.docx

BUSINESS SERVICES

Food, travel, building access, forms processing, facility requests, and workday help.

✉ Grossmont.BCS@gcccd.edu   📞619-644-7621

docusign™

DocuSign is a step forward to a more organized form routing and tracking process.

Users will be able to use pre-made form routing templates, track forms submitted and be notified automatically when they need to sign.

WHO ARE THE USERS?

USERS will be those with the ability to log, upload, & track documents in DocuSign.
SIGNERS will only be responsible for signing their name on documents that require it. They do not need a personal account.

USERS INCLUDE

Administrative Assistants

Supervisors

Directors

Deans

Vice Presidents

President

Budget Services

Business Services

FORMS LOGGING

How it benefits everyone and makes finding forms a breeze!

EVERY LOG # CONSISTS OF 4-5 PIECES OF INFORMATION:

1. PREFIX – Every form type has a prefix.
   Example: Student Worker's prefix is SW.

2. LINE NUMBER – The number of the line where you log the form.

3. CURRENT DATE

4. REQUESTOR'S LAST NAME

5. ADDITIONAL INFO – Some log numbers need additional info to be distinguishable, which can be found here.

SW-1800-052825 Renfro

G℃ **GROSSMONT-CUYAMACA**
COMMUNITY COLLEGE DISTRICT

STUDENT WORKER PERSONNEL ACTION FORM

ACTION REQUESTED:	SITE:	TERM:
Smart Key Adjustment ▼	Grossmont College ▼	Spring ▼

EMPLOYEE INFORMATION

Last Name:	First Name:	Middle Initial:
Renfro	Katie	L

- ☑ GCCCD Student
- ☐ External Student (Enrollment verification must be attached to this hire form)
- ☐ Student is on an eligible F-1 Visa with eligibility to work in the United States

Colleague ID#:	023165	Units:	12
Email:	katie.renfro@gcccd.edu	Phone:	619-644-7135

FORMS DASHBOARD

- Form Types
- Departments
- Name(s) on Form
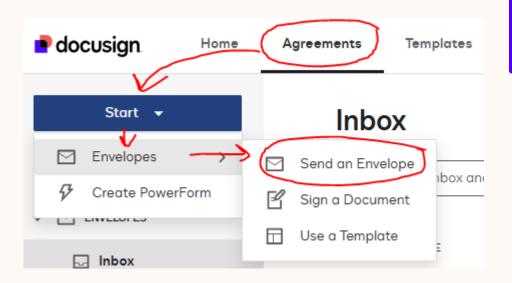- Log #'s
- Smartkeys
- Object/Salary Code(s)
- Date(s) on form
- $ Amounts
- Dates Received
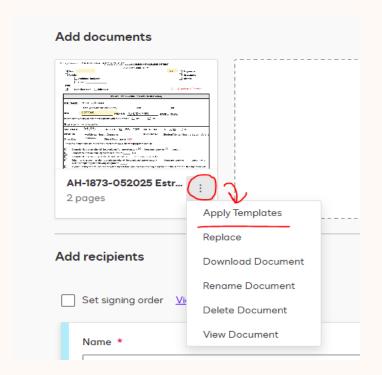- Link to final form
- Notes

UPLOADING A FORM TO DOCUSIGN:

CREATING A NEW ENVELOPE

1. Log into https://docusign.com
2. On the top bar, select **AGREEMENTS**
3. Hit **START**
4. Scroll over ✉ **ENVELOPES**
5. Select "Send an envelope"

APPLYING A TEMPLATE

1. Upload your document
2. Select the **3 dots** next to the file name.
3. Click **Apply Template**

UPLOADING A FORM TO DOCUSIGN cont.
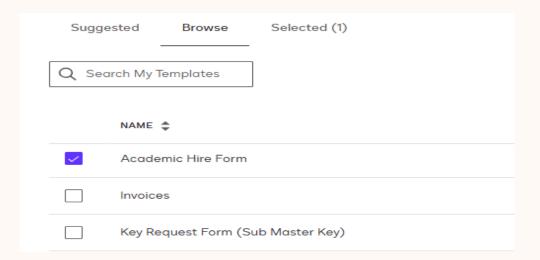
1. **Select your template** from the pre-made list of selections.
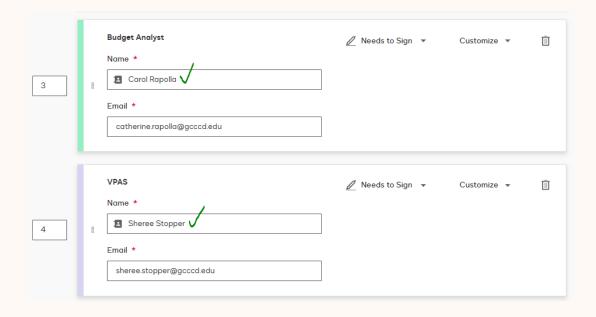
2. Press **Apply Selected**

3. **Double check** that signers and those receiving copies are correct.

Suggested	Browse	Selected (1)

Search My Templates

NAME ⇵

☑ Academic Hire Form

☐ Invoices

☐ Key Request Form (Sub Master Key)

Budget Analyst ✎ Needs to Sign ▾ Customize ▾ 🗑

Name *

3 | Carol Rapolla ✓

Email *

catherine.rapolla@gcccd.edu

VPAS ✎ Needs to Sign ▾ Customize ▾ 🗑

Name *

4 | Sheree Stopper ✓

Email *

sheree.stopper@gcccd.edu

UPLOADING A FORM TO DOCUSIGN cont.

1. Scroll down to email subject and change everything after "Complete with DocuSign:" to the **log number**.

Add message

Email Subject *

Complete with Docusign: AH-1873-052025 Estrella

Characters remaining: 53

2. Click   Next

Why add the log number to the email subject?

Adding the log number to the email subject allows signers & users to easily search their email address for any pending, sent back, or files they were copied on without having to log into DocuSign.
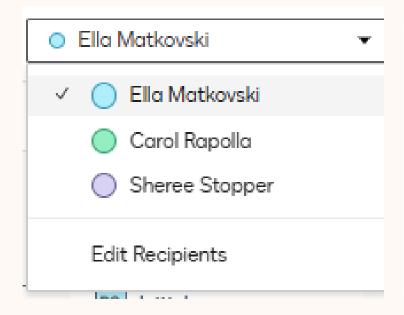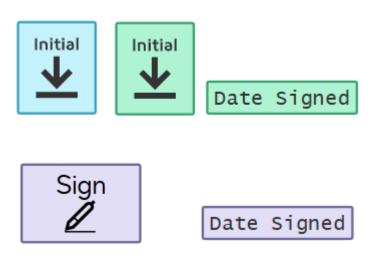
1. Using the drop down, determine which color name goes with which signer. **Adjust boxes as needed of where to sign as needed.**

2. **Send your document!**
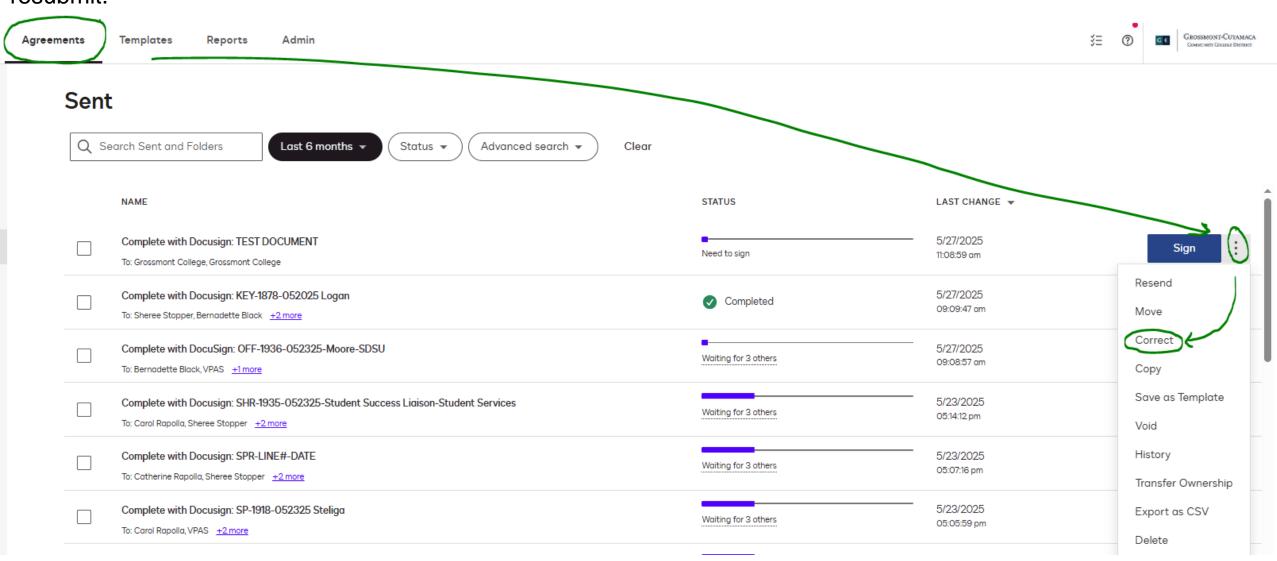
*Leave some space between the [SIGN] & [DATE SIGNED] box, as the signature is often larger than the box!

ADDING SIGNERS/CORRECTIONS

You can only add new signers after the first user has signed, so be sure to review your document carefully before submitting. If the first user has signed already and you need to revise, void the document and resubmit.

Q & A

Year End Training Q&A.docx

BEFORE YOU SUBMIT A [FOOD REQUEST (FRF)](#):

⭐ **Check your budget. If you do not have money in your budget, work with your dean's admin/supervisor to submit a budget transfer.**

- 4410 = Meals & Meetings Category
- 5120 = For contracted caterers who come to the campus.
  - ✓ Certificate of insurance, health permit, professional service contract, and a submitted REQ are <u>required</u> for any outside caterers who come to campus.

⭐ **Check that your food request & smart key are in line with our [Appropriate Use of Funds for Expenditures.](#)**

- Restricted funds = second to last number is a 9 (example: 1320092).
- Trust Funds = starts with a 7 (example: 7000001)
- Foundation = starts with 1111 (example: 1111088).

⭐ **<u>Orders including delivery fees over $300 are required to give Genuine Foods the first right of refusal. Tips are not included in that total. Include 1 of the following:</u>**

- ✓ An e-mail from grace.wofford@genuinefoods.com stating Genuine is unable to do the order.
- ✓ A screenshot from Catertrax showing they are not available that day.
- ✓ An email from Administrative Services stating Genuine Foods will be closed on the date of your event.
- ✓ Weekend orders that are under $500.

GENUINE

GOOD FOOD DOES GOOD

CATERTRAX

✓ **Food Request forms and Genuine orders can be placed at the same time.`**

✓ Please make sure your **order name reflects your event name** when you get to your order details (see right).

✓ Once submitted, BCS receives an email to approve or reject the order. **Orders are not approved until a fully approved food request is received.**

GENUINE CONTACT:
grace.wofford@genuinefoods.com
619-644-7789

Delivery / Pickup

*Method: On Campus Delivery

Copy Contact Information: ☐

*Delivery Name: Katie Renfro

*Delivery Phone:

*Building:

*Floor:

*Room # / Name:

Event Details

Order Name: EVENT NAME HERE

Additional service times may be available by prior arrangement. Please contact us to discuss your needs.

*Food Delivery Time:

*Event Start Time:

*Event End Time:

*Food Clean-up Time:

*Guest Count:

IMPORTANT INFORMATION

- Submit your food request form (FRF) & your Catertrax/Genuine Foods order at the same time.

- **Food Requests** should be submitted at least **4 WEEKS** in advance.

- **Genuine orders** must be placed at least **2 WEEKS** in advance.

- **Events that repeat** multiple times in a singular month may be put on one food request. Include in your event description the different dates & pricing for each date, with the price requested on the food request the sum of the total for all events in the month.

- **Reimbursements are no longer allowed.** If Business Services is unable to place your order, a department p-card can be used with VP approval. This written approval must be attached to the receipt.

- **Food Requests submitted for events that have already passed** will not be reimbursed/approved.

Student Centered Events	Celebrations	Hiring Committees/Division Meetings
✓ **Restricted & Trust Funds with prior approval** ✓ Be descriptive with your event, including exactly how your event is student centered.	✓ **Trust Funds ONLY if within trust fund guidelines.** **Including:** • Retirement celebration • Holidays • Promotion celebrations	✓ **Trust Funds ONLY if within trust fund guidelines.**

Unrestricted Funds – Prior Approval	Restricted Funds – Prior Approval	Trust Funds
1. Convocation/Commencement 2. Major Staff Development (Meetings/Training that are 3+ hours).	1. Convocation/Commencement 2. Major Staff Development (Meetings/Training that are 3+ hours). 3. Student Centered Events 4. All Day Staff Retreats 5. Community Partner Meetings	Check trust guidelines

WHAT DOES BUSINESS SERVICES DO?

Business Services checks for clarity, submission time, budget, and that the purpose of the event falls within guidelines. We log every food request and are responsible for ordering for the majority of catering events and paying for non-catering food requests.

WHAT WE LOOK FOR:

- ✓ Does your event date match your flyer/announcement?

- ✓ Does your event purpose describe how your event is related to the selected event type?

- ✓ Have you attached Genuine's first right of refusal with your event flyer?

- ✓ Do you have available funds in the correct spend category?

- ✓ Unallowable expenses such as celebrations, parties, snacks for departments (except for Trust Funds with prior approval).

- ✓ Have you submitted your food request after your event has passed?

- ✓ Are you purchasing from a vendor that we can pay for?

GG numbers are Business Services way of logging your catering request. Every food request is assigned one.

You can find this number in the subject of the email with your fully approved food request or located at the bottom of your fully approved food request.

COSTCO WHOLESALE

https://www.costco.com/

Costco Order Template

All Costco orders MUST be placed through Business Services with the exception of:

🛒 FOOD COURT ORDERS

🛒 DELI ORDERS

A Costco order form will be sent once your food request is approved.

Please inquire with the Business Services office about other potential grocery store purchases like Smart & Final, Albertsons, etc.

BUSINESS CENTER	INSTACART
✓ **Orders below $250 incur a $25 delivery surcharge.**	✓ **Same-day delivery is available, with the earliest drop off time starting around 11AM.**
✓ **Orders can be placed up to 6 business days before the event.**	✓ **Delivery windows are a 2 hour time window starting at 11AM.**
✓ **Delivery hours are a static 7am-4pm Monday-Friday.**	✓ **There is no delivery fee, HOWEVER prices on Instacart are slightly more inflated than in store.**
✓ **They will not deliver upstairs (unless elevator access is available) and will only deliver to one central location.**	✓ **You may request your order be dropped off at Business Services, RM 10-125.**
✓ **You may request that your order is dropped off at Business Services, RM 10-125.**	

Q & A

Year End Training Q&A.docx

CAMPUS REQUESTS

NOTABLE CHANGES TO TRAVEL FY25-26

- ALL travel must be booked through Business Services.

- Expense reports have new guidelines for reimbursements on meals per diem.

WAYS TO BE PREPARED FOR TRAVEL

★ **Account for dates of travel on your off campus.**

★ **Hotels & Airfare often have additional fees & taxes on top of the base price. It's better to overestimate on your off campus than to just put the flat amount.**

★ **Submit your off campus as soon as you know you are going to be attending the event. It is much easier to cancel an off campus then it is to get it approved last minute. Early registration fees are only available for limited times.**

★ **Keep an eye on your email, as Business Services will not book your travel until you have responded with your booking information.**

★ **If traveling with students, a student travel packet and student travel advance will need to be submitted alongside your off campus.**

HELPFUL LINKS/CONTACTS:
★ Off Campus Form
★ Student Travel Advance
★ Travel Guidelines

Grossmont.BCS@gcccd.edu
Travel Booking, Off Campus Status, Expense Reports

Rochelle.Weiser@gcccd.edu
Student Travel Packets

Q & A

Year End Training Q&A.docx

Online Access
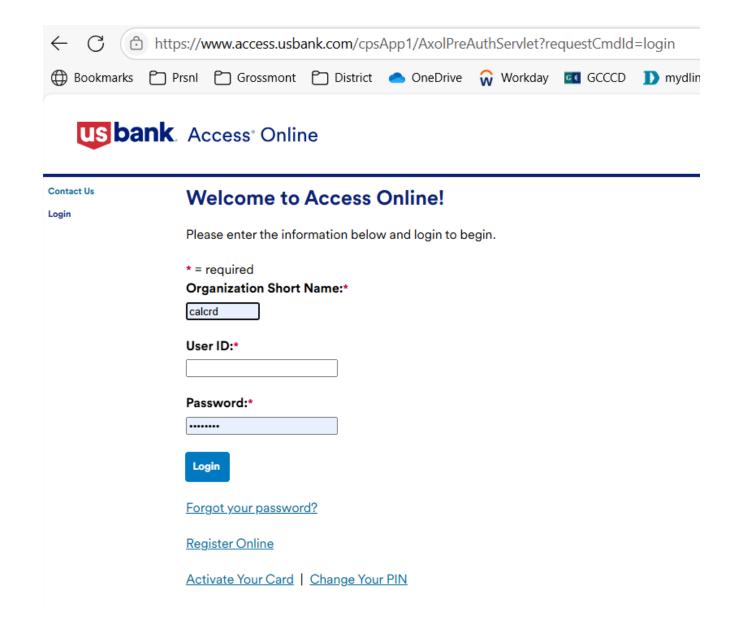
Bookmark – www.access.usbank.com

Contact Purchasing for Login Details
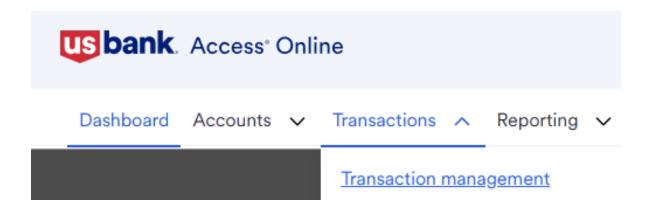
Short Name: CALCRD

Purchasing Guidance: procurement-card-application.pdf

Transaction Management

Transaction Management

Card Account List
View summary information for all Cardholder Accounts.

Search Card Account List
Allows you to provide your own search criteria first before any results are presented.

View Previous Cycle
Presents the Cardholder Account list for the previous cycle.

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

View Previous Cycle
Presents the Transaction list for the previous cycle.

View Pending Transactions
Presents the pending transactions list.

View Unmatched Transactions
Presents the unmatched transactions list.

Transaction List

- Update Accounting Code - Smartkey | Spend Category
- Attach Receipt
- Add Comments

Print Statement

Billing Cycle Close Date: 04/22/2025 | **Search** | **Print Account Activity**

- Select Statement Date – Closes Monthly on 22nd
- Print Activity Report
- Due to Direct Manager by 1st of Month
- Due to Purchasing by 5th of the Month

usbank

Cardholder Activity

| Name: | | Account Number: **1627 | | Cycle End Date: 04/22/2025 |

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
04/02/2025 04/03/2025		**$118.95** $118.95	USD 13275814310	118.95
04/02/2025 04/03/2025		**$190.08** $190.08	USD 13275814310	190.08
04/03/2025 04/07/2025		**$6.24** $6.24	USD 13275814310	6.24

| Activity Totals $315.27 | Purchases $315.27 | Payments $0.00 |

Cardholder Name: _____   Signature: _____

Supervisor Name: _____   Signature: _____

Review and Approval

- Verify all charges are business-related and comply with policy

- Ensure receipts and supporting documentation are complete and attached

- Confirm expenses are coded to the correct accounts or SmartKeys

- Check for any duplicate or questionable transactions

- Review spending against budget limits and available funds (unencumbered spending)

- Look for timely submission and approval of statements

- Follow up on any flagged or unusual purchases promptly

- Ensure any necessary approvals or pre-authorizations were obtained

Q & A

Year End Training Q&A.docx

FOB Security Controls

Access Controls

Summer Project: Review Access Levels by Department

Full-Time Faculty

- Access includes all shared classrooms
- Specialty areas require specific access requests

Adjunct Faculty Access

- Reviewed prior to each semester during scheduling
- Department submits adjunct list to Business Services Office by [Date TBD]
- Business Services coordinates with IOPS and FMO
- Lock/Unlock list is updated accordingly
- Adjuncts are notified when FOBs are programmed and ready for pickup

BUDGET SERVICES

Grossmont College's Budget Services primarily provides financial support and administrative functions to students, faculty, and staff, with direct oversight of Restricted and Grant funds.
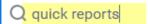
Budget Review

- Add Quick Reports – New to your workday menu

Available Balance by 4 Digit
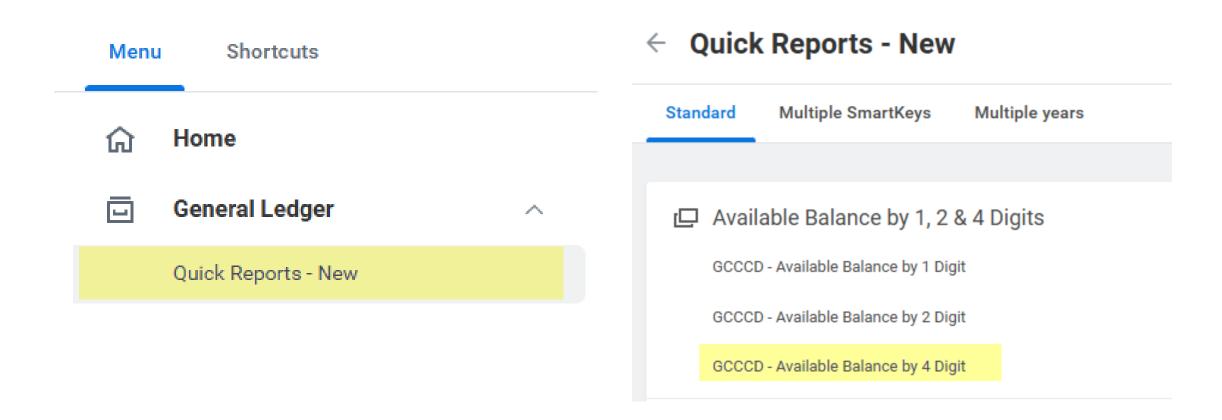
○ [Guide for Running 4 Digit Report](#)

Menu	Shortcuts

🏠 **Home**

🗄 **General Ledger** ︿

Quick Reports - New

← **Quick Reports - New**

Standard	Multiple SmartKeys	Multiple years

🗗 Available Balance by 1, 2 & 4 Digits

GCCCD - Available Balance by 1 Digit

GCCCD - Available Balance by 2 Digit

GCCCD - Available Balance by 4 Digit

Budget Transfer Process

Budget Transfer Form Link

Attached a 4 Digit workday report.

Expense Transfer Process

- **Expense Transfer Form Link**

- Attach GCCCD Transaction Detail report.
  - o **Sample Report Link**

Fiscal Year _____

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

EXPENDITURE TRANSFERS-RECHARGES	INITIATOR	DATE	CBO#

DESCRIPTION (25 SPACES)	SmartKey - Spend/Slry	DEBIT	CREDIT
TOTALS		$ -	$ -

Department Approval: _____ Site Business Officer Approval: _____

Please attach Expenditure Detail (No Rounding or Summaries Please)

BATCH #	DATE	INITIALS	D.O. ADJUSTMENT #

Other Reports

GCCCD - Transaction Detail

GCCCD - Available Balance by Salary Objects and Abatement

GCCCD - Available Balance by Spend Category and Abatement

Obligating Expenses

o Obligating (Encumbering) Expenses

§ What is a Commitment (Pre-Approval)

   § Requisitions

   § Exceptions: Supplier Invoices, Expense Reimbursements, Direct Pays

§ What is an Obligation (Approval)

   § Purchase Order

Unencumbered Spending

- Unencumbered expenses and their impact on the budget
- No visibility into expenses until payment is processed—typically 6–8 weeks after the expense is incurred
- Common challenges in processing supplier invoices, expense reimbursements, and direct payments
- Importance of managing and monitoring order accounts effectively

Year End Close

- Goods must be **received by June 30**. Contact the warehouse if goods are received directly.

- Deadline to submit invoices for final accruals is **July 28** (Final Check Date will be July 30)

- For services, submit performance invoices for work completed through June 30, even if the contract is ongoing.
  - Remind consultants to submit invoices promptly.
  - Verify that expenses are posted to the correct SmartKeys.

Restricted Budgets

- Prioritize using prior year (PY) and restricted funds before unrestricted dollars
- Use appropriate SmartKeys from the start to avoid expense transfers later
- Be mindful of "use it or lose it" spending deadlines—don't wait until reports are due
- Assess the allowability of unrestricted expenditures carefully
- Budget Analyst is available to support you

Negative Budget Lines

- Unrestricted Budget

- Can't transfer available balance from Benefits, Contracts, 1300s & 1400s.

- Sample Budget w/Negatives - Link

- Restricted Budget

- Can transfer available balance from Benefits, Contracts, 1300s & 1400s.

Open Purchase Orders

✓ **Review open purchase orders** often

◼ Saves processing time when one open purchase order is used instead of multiple requisitions for individual orders

✉ Final **invoice**: notate "final and close" on the invoice. District Accounting will close the Purchase Order after the invoice is paid.

✉ For Vendors no longer used, **email Budget Analyst** to **close.**

Budget Transfers vs Expense Transfers

Unrestricted Smartkeys

- Can transfer funds between unrestricted smartkeys
- Can transfer expenses between unrestricted smartkeys
- Can transfer expenses between unrestricted and restricted smartkeys

Restricted Smartkeys

- Can't transfer funds between unrestricted to restricted smartkeys
- Can't transfer funds between two different funding sources for example EOPS and CARE
- Can transfer expenses between unrestricted and restricted smartkeys

Q & A

[Year End Training Q&A.docx](Year%20End%20Training%20Q&A.docx)

Fiscal Accountability

- **Budget Process & Oversight**
  - Budget managers ensure financial integrity of their department or unit

- **Key Duties**
  - Request budget changes and submit transfers
  - Approve transactions and initiate payment requests
  - Ensure compliance with College financial policies and procedures
  - Regularly review accounts to verify expense accuracy

Best Practices

- **Monitor expenses regularly**
  - Review your budget in Workday at the beginning of each month
  - Identify object codes that are low or over budget
- **Stay within budget allocations**
  - If funds aren't available—don't spend
- **Address discrepancies promptly**
  - Unsure how? Ask [insert contact name or title] for guidance
- **Ensure purchases are reasonable and necessary**
  - Attach documentation for items without clearly defined allowability
- **Plan for long-term equipment and capital expenditures**
  - Anticipate future needs and incorporate them into multi-year budget planning
    - When possible, spread capital replacements over several years to manage costs
    - *Example: If 10 pieces of equipment need replacing, phase replacements over 3–5 years*
  - Coordinate with your division and facilities for large purchases or projects

Delagated Authority

- Budget Managers who delegate their approval authority must ensure the designee understands the approval requirements and uses sound judgment to protect the College's resources. While a budget manager may delegate tasks and duties to a designee, the budget manager retains ultimate accountability for how a budget is managed.

- An approval signature on a document means the budget manager has reviewed and is accountable for the expense.

Thank you

Adjourn to Library... Part 2 Instructional Dean Allocations

Year-End Training Part II

May 28, 2025

2:30 pm – 4:30 pm

Agenda – Part II

- Welcome (2:30 pm)

- Target FTES (2:35-2:45pm)

- FTES Allocation (2:45-3:00pm)

- Target FTEF (3:00-3:20pm)

- Division Fill Sheets (3:20-3:45pm)

- Teaching Assistants (3:45-4:00pm)

- Instructional Materials (4:00pm-4:20pm)

- Closing (4:20pm)

Target FTES

Target FTES

- Establish Grossmont's annual FTES target through a collaborative, data-informed process aligned with district revenue forecasting, institutional capacity, and strategic priorities.

Target FTES

ISSUE MID-YEAR FTES FORECAST BASED ON ACTUALS FROM SUMMER, FALL, AND EARLY SPRING.

PROJECT REMAINDER OF THE CURRENT YEAR'S FTES AND UPDATE ANY SCFF-RELATED CALCULATIONS.

DISTRIBUTE FOR ANALYSIS AND PLANNING INPUT.

Historical FTES

	Actuals						As of 4/3/25		
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25		
Resident FTES						Actual	Target	^	Actual
Grossmont College		67.99%	67.46%	67.27%	66.98%	64.94%	64.94%		64.97%
Summer (after July 1)	949	867	346	637	559	706	306	8.9%	333
Fall	5,775	5,349	4,680	3,955	3,971	4,516	5,040	-3.7%	4,854
Spring	5,394	5,086	4,399	3,496	3,984	4,516	5,041	-3.5%	4,867
Summer Pullback (before Jun 30)						540	550	2.1%	562
Total	12,117	11,301	9,425	8,088	8,514	10,278	10,937	-2.9%	10,615
Factored FTES	94	103	102	103	120	154	-		-
Total Resident FTES	**12,211**	**11,404**	**9,526**	**8,192**	**8,634**	**10,432**	**10,937**		**10,615**
Annual % ^	6%	-7%	-16%	-14%	5%	21%	5%		2%
% ^ to 2018/19 Pre-Covd		-7%	-22%	-33%	-29%	-15%	-10%		-13%

Enrollment

- 2% growth from 2023-24

- 13% recovery gap from 2018-19

Resident FTES			
	Actual 2324	Actual 4/3/25	Target 2526
Late Sum	706	333	355
Fall	4,593	4,854	5,195
Spring	4,593	4,867	5,210
Early Sum	540	562	600
Total	10,432	10,615	11,360
		1.8%	7.0%

Academic Year 2025-26 Target

FTES Allocation

Targets by Division

	Resident Target FTES by Division							
	AHN	**ALC**	**COUN**	**CTE**	**ESBS**	**LTR**	**MNS**	**Total**
Late Sum	12	36	8	87	163	0	49	355
Fall	261	1,013	90	817	1,609	0	1,406	5,195
Spring	143	950	59	897	1,793	1	1,367	5,210
Early Sum	20	60	14	147	275	0	84	600
Total	435	2,059	171	1,948	3,840	1	2,906	11,360

Data as Reported to State

P1 CFS-320

Census Type: Weekly   Reporting Period: First Reporting Period
Day Type: Day   College: 022   Location: Grossmont College

Term	Course Section	Cur Enr	CD1 Enr	RCHrs1	RCHrs2	RPAHrs	RFTES	NCHrs1	NCHrs2	NPAHrs	NFTES
	ANTH-120-2043	28	29	92.80	0.00	0.00	3.00	0.00	0.00	0.00	0.00
	ANTH-122-4037	27	29	92.80	0.00	0.00	3.00	0.00	0.00	0.00	0.00
	ANTH-130-2056	42	47	147.20	0.00	0.00	4.77	3.20	0.00	0.00	0.10
	ANTH-130-3234	15	15	44.80	0.00	0.00	1.45	3.20	0.00	0.00	0.10
	ANTH-130-3950	35	40	128.00	0.00	0.00	4.14	0.00	0.00	0.00	0.00
	ANTH-130-5832	22	25	80.00	0.00	0.00	2.59	0.00	0.00	0.00	0.00
	ANTH-131-2038	26	27	89.10	0.00	0.00	2.89	0.00	0.00	0.00	0.00
	ANTH-131-2039	21	21	69.30	0.00	0.00	2.24	0.00	0.00	0.00	0.00
	ANTH-131-3954	14	14	46.20	0.00	0.00	1.50	0.00	0.00	0.00	0.00
	ANTH-131-5878	18	17	56.10	0.00	0.00	1.82	0.00	0.00	0.00	0.00
	ANTH-131-5886	27	29	95.70	0.00	0.00	3.10	0.00	0.00	0.00	0.00
	ANTH-215-3251	1	1	5.50	0.00	0.00	0.18	0.00	0.00	0.00	0.00
	ANTH-215-5893	3	4	22.00	0.00	0.00	0.71	0.00	0.00	0.00	0.00
	AOJ-110-1977	49	52	166.40	0.00	0.00	5.39	0.00	0.00	0.00	0.00
	AOJ-110-9080	45	50	156.80	0.00	0.00	5.08	3.20	0.00	0.00	0.10
	AOJ-148-9298	24	29	156.80	0.00	0.00	5.08	5.60	0.00	0.00	0.18
	AOJ-200-3860	43	45	140.80	0.00	0.00	4.56	3.20	0.00	0.00	0.10
	AOJ-204-2001	7	7	22.40	0.00	0.00	0.73	0.00	0.00	0.00	0.00
	AOJ-206-2003	29	30	92.80	0.00	0.00	3.00	3.20	0.00	0.00	0.10
	AOJ-218-9306	9	14	92.40	0.00	0.00	2.99	0.00	0.00	0.00	0.00
	AOJ-240-2014	26	27	86.40	0.00	0.00	2.80	0.00	0.00	0.00	0.00

2024SU — Last Sum

	Weekly		Daily			Pos. Att.; Credit			Pos. Att.; Non-Credit	Ind Study; Work Exp; Wkly			Ind Study; Work Exp; Dly			Term	Share %
	Day	Ext Day	Day	Ext Day	Other	Day	Ext Day	Other	Other	Day	Ext Day	Other	Day	Ext Day	Other	Total	
Cuyamaca	-	-	-	-	5.07	-	-	-	-	-	-	-	-	-	139.05	144.12	30%
Grossmont	-	-	-	-	24.81	-	-	25.09	1.18	-	-	-	-	-	282.26	333.34	70%
Districtwide	-	-	-	-	29.88	-	-	25.09	1.18	-	-	-	-	-	421.31	477.46	

2024FA — First

	Weekly		Daily			Pos. Att.; Credit			Pos. Att.; Non-Credit	Ind Study; Work Exp; Wkly			Ind Study; Work Exp; Dly			Term	Share %
	Day	Ext Day	Day	Ext Day	Other	Day	Ext Day	Other	Other	Day	Ext Day	Other	Day	Ext Day	Other	Total	
Cuyamaca	729.23	179.02	70.18	53.48	-	6.81	5.19	-	1.57	777.30	35.90	-	594.89	21.56	-	2,475.13	34%
Grossmont	2,001.50	354.21	42.95	9.98	-	181.19	4.70	-	25.84	1,169.95	32.00	-	933.83	11.50	-	4,767.65	66%
Districtwide	2,730.73	533.23	113.13	63.46	-	188.00	9.89	-	27.41	1,947.25	67.90	-	1,528.72	33.06	-	7,242.78	

2025SP — Second

	Weekly		Daily			Pos. Att.; Credit			Pos. Att.; Non-Credit	Ind Study; Work Exp; Wkly			Ind Study; Work Exp; Dly			Term	Share %
	Day	Ext Day	Day	Ext Day	Other	Day	Ext Day	Other	Other	Day	Ext Day	Other	Day	Ext Day	Other	Total	
Cuyamaca	708.49	175.82	106.98	51.25	-	-	-	-	-	726.38	32.33	-	397.51	5.90	-	2,204.66	36%
Grossmont	1,672.97	332.72	57.75	18.13	-	-	-	-	-	1,262.28	40.77	-	605.70	7.77	-	3,998.09	64%
Districtwide	2,381.46	508.54	164.73	69.38	-	-	-	-	-	1,988.66	73.10	-	1,003.21	13.67	-	6,202.75	

2025SP — Third

	Weekly		Daily			Pos. Att.; Credit			Pos. Att.; Non-Credit	Ind Study; Work Exp; Wkly			Ind Study; Work Exp; Dly			Term	Share %
	Day	Ext Day	Day	Ext Day	Other	Day	Ext Day	Other	Other	Day	Ext Day	Other	Day	Ext Day	Other	Total	
Cuyamaca	-	-	0.46	-	-	-	-	-	-	-	-	-	328.38	3.80	-	332.64	37%
Grossmont	-	-	-	-	-	-	-	-	-	5.80	1.00	-	553.28	1.67	-	561.75	63%
Districtwide	-	-	0.46	-	-	-	-	-	-	5.80	1.00	-	881.66	5.47	-	894.39	

Total

	Weekly		Daily			Pos. Att.; Credit			Pos. Att.; Non-Credit	Ind Study; Work Exp; Wkly			Ind Study; Work Exp; Dly			Term	Share %
	Day	Ext Day	Day	Ext Day	Other	Day	Ext Day	Other	Other	Day	Ext Day	Other	Day	Ext Day	Other	Total	
Cuyamaca	1,437.72	354.84	177.62	104.73	5.07	6.81	5.19	-	1.57	1,503.68	68.23	-	1,320.78	31.26	139.05	5,156.55	35%
Grossmont	3,674.47	686.93	100.70	28.11	24.81	181.19	4.70	25.09	27.02	2,438.03	73.77	-	2,092.81	20.94	282.26	9,660.83	65%
Districtwide	5,112.19	1,041.77	278.32	132.84	29.88	188.00	9.89	25.09	28.59	3,941.71	142.00	-	3,413.59	52.20	421.31	14,817.38	

Aligning to the Projected

Align reported FTES numbers by division and department with projections

Use % of FTES reported at P1 as baseline

Increase P1 FTES to match current year District projections

Finalize alignment before setting next year's targets

Resident Target FTES by Division

	Actual 2324	Actual 4/3/25	Target 2526	AHN	ALC	COUN	CTE	ESBS	LTR	MNS	Total
Late Sum	706	333	355	12	36	8	87	163	0	49	355
Fall	4,593	4,854	5,195	261	1,013	90	817	1,609	0	1,406	5,195
Spring	4,593	4,867	5,210	143	950	59	897	1,793	1	1,367	5,210
Early Sum	540	562	600	20	60	14	147	275	0	84	600
Total	10,432	10,615	11,360	435	2,059	171	1,948	3,840	1	2,906	11,360
		1.8%	7.0%	3.8%	19.1%	1.5%	17.1%	33.8%	0.0%	25.6%	

Target FTES by Division	AHN Total	ALC Total	COUN Total	CTE Total	ESBS Total	LTR Total	MNS Total	ALL Total
2024SU	10.91	33.43	7.95	81.80	152.80	0.00	46.45	333.34
%	3.3%	10.0%	2.4%	24.5%	45.8%	0.0%	13.9%	
2025SU	11.62	35.60	8.47	87.12	162.75	0.00	49.47	355.00
^ %	6.5%	6.5%	6.5%	6.5%	6.5%	0.0%	6.5%	
2024FA	239.36	928.85	82.33	748.63	1474.61	0.23	1288.56	4,762.57
%	5.0%	19.5%	1.7%	15.7%	31.0%	0.0%	27.1%	
District Projected	243.96	946.68	83.91	763.00	1502.92	0.23	1313.30	4,854.00
2025FA	261.09	1013.19	89.81	816.60	1608.50	0.25	1405.56	5,195.00
^%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	
2025SP	124.73	831.09	51.26	784.67	1568.77	0.67	1196.01	4,557.20
%	2.7%	18.2%	1.1%	17.2%	34.4%	0.0%	26.2%	
District Projected	133.21	887.59	54.74	838.01	1675.42	0.72	1277.32	4,867.00
2026SP	142.60	950.14	58.60	897.07	1793.49	0.77	1367.33	5,210.00
^%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	

Distributing Target FTES

Resident Target FTES by Division									
	Actual 2324	Actual 4/3/25	Target 2526	AHN	ALC	COUN	CTE	ESBS	LTR	MNS	Total
Late Sum	706	333	355	12	36	8	87	163	0	49	355
Fall	4,593	4,854	5,195	261	1,013	90	817	1,609	0	1,406	5,195
Spring	4,593	4,867	5,210	143	950	59	897	1,793	1	1,367	5,210
Early Sum	540	562	600	20	60	14	147	275	0	84	600
Total	10,432	10,615	11,360	435	2,059	171	1,948	3,840	1	2,906	11,360
		1.8%	7.0%	3.1%	18.1%	1.5%	17.1%	33.8%	0.0%	25.6%	

Target FTES by Division	AHN Total	ALC Total	COUN Total	CTE Total	ESBS Total	LTR Total	MNS Total	ALL Total
2024SU	10.91	33.43	7.95	81.80	152.80	0.00	46.45	333.34
%	3.3%	10.0%	2.4%	24.5%	45.8%	0.0%	13.9%	
2025SU	11.62	35.60	8.47	87.12	162.73	0.00	49.47	355.00
^%	6.5%	6.5%	6.5%	6.5%	6.5%	0.0%	6.5%	
2024FA	239.36	928.85	82.33	748.63	1474.61	0.23	1288.56	4,762.57
%	5.0%	19.5%	1.7%	15.7%	31.0%	0.0%	27.1%	
District Projected	243.96	946.68	83.91	763.00	1502.92	0.23	1313.30	4,854.00
2025FA	261.09	1013.19	89.81	816.60	1608.50	0.25	1405.56	5,195.00
^%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	
2025SP	124.73	831.09	51.26	784.67	1568.77	0.67	1196.01	4,557.20
%	2.7%	18.2%	1.1%	17.2%	34.4%	0.0%	26.2%	
District Projected	133.21	887.59	54.74	838.01	1675.42	0.72	1277.32	4,867.00
2026SP	142.60	950.14	58.60	897.07	1793.49	0.77	1367.33	5,210.00
^%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	
2025SU* District Projected	18.39	56.36	13.40	137.91	257.62	0.00	78.21	562.00
%	3.3%	10.0%	2.4%	24.5%	45.8%	0.0%	13.9%	
2026SU	19.64	60.17	14.31	147.24	275.03	0.00	83.61	600.00
^%	6.8%	6.8%	6.8%	6.8%	6.8%	0.0%	6.8%	

Allocations by Division

Divisions have in-depth knowledge of their departments

Enrollment targets will be adjusted based on section planning and scheduling

Deans can shift targets across departments within their division

Goal: Meet overall division FTES target through strategic adjustments

Target FTEF

Target FTEF

FTES targets drive FTEF planning

FTEF targets are calculated using productivity and efficiency benchmarks
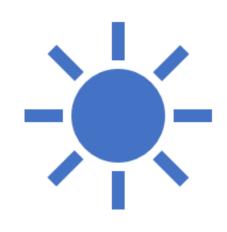
Ensures alignment between enrollment goals and instructional resources

Supports effective scheduling and resource allocation

Projecting Efficiencies

Summer 17

Fall | Spring 15

Target FTES	435	2,059	171	1,948	3,840	1	2,906	11,360
Target FTEF by Division	**AHN** Total	**ALC** Total	**COUN** Total	**CTE** Total	**ESBS** Total	**LTR** Total	**MNS** Total	**ALL** Total
2025SU								
Target FTES* (both early / late)	30.01	91.96	21.87	225.03	420.34	0.00	127.78	**917.00**
Target Efficiency	17.00	17.00	17.00	17.00	17.00	0.00	17.00	**17.00**
Target FTEF	1.77	5.41	1.29	13.24	24.73	0.00	7.52	53.94
2025FA								
Target FTES	261.09	1,013.19	89.81	816.60	1,608.50	0.25	1,405.56	**5,195.00**
Efficiency	15.00	15.00	15.00	15.00	15.00	15.00	15.00	**15.00**
Target FTEF	17.41	67.55	5.99	54.44	107.23	0.02	93.70	346.33
2026SP								
Target FTES	142.60	950.14	58.60	897.07	1,793.49	0.77	1,367.33	**5,210.00**
Efficiency	15.00	15.00	15.00	15.00	15.00	15.00	15.00	**15.00**
Target FTEF	9.51	63.34	3.91	59.80	119.57	0.05	91.16	347.33

Division Fill Sheets

Used to plan and schedule each semester

Start with contract faculty assignments
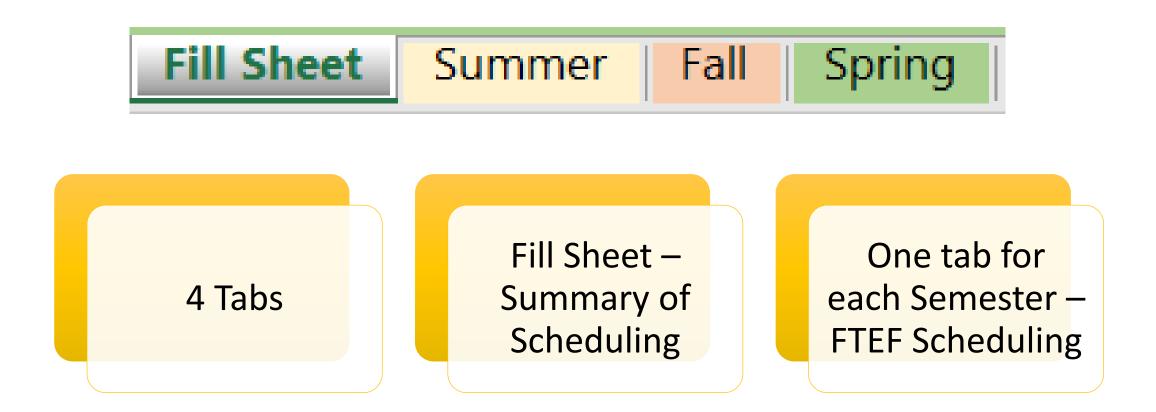
Account for reassigned time and sabbaticals

Fill remaining sections with adjunct faculty

Ensures balanced and complete course coverage

Fill Sheet Structure

4 Tabs

Fill Sheet – Summary of Scheduling

One tab for each Semester – FTEF Scheduling

Target FTEF by Division	AHN						
	CVTE smky	NURS smky	OT smky	OTA smky	RESP smky	Total	
2025SU							
Target FTES* (both early / late)	15.93	0.00	14.08	0.00	0.00	30.01	
Target Efficiency	17.00	0.00	17.00	0.00	0.00	17.00	
Target FTEF	0.94	0.00	0.83	0.00	0.00	1.77	
Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Reassigned Time	0.00	0.00	0.00	0.00	0.00	0.00	
Adjunct	0.00	0.00	0.00	0.00	0.00	0.00	
Overload	0.00	0.00	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	0.00	0.00	
Adjusted Efficiency	0.00	0.00	0.00	0.00	0.00	0.00	
Total Summer FTEF	0.00	0.00	0.00	0.00	0.00	0.00	
2025FA							
Target FTES	56.85	120.36	4.05	24.65	55.18	261.09	
Efficiency	15.00	15.00	15.00	15.00	15.00	15.00	
Target FTEF	3.79	8.02	0.27	1.64	3.68	17.41	
Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Chair / Coord Reassigned Time	0.00	0.00	0.00	0.00	0.00	0.00	
Adjunct Hires	0.00	0.00	0.00	0.00	0.00	0.00	
Overload	0.00	0.00	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	0.00	0.00	
Adjusted Efficiency	0.00	0.00	0.00	0.00	0.00	0.00	
Total Fall FTEF	0.00	0.00	0.00	0.00	0.00	0.00	
2026SP							
Target FTES	56.89	36.93	9.48	13.15	26.16	142.60	
Efficiency	15.00	15.00	15.00	15.00	15.00	15.00	
Target FTEF	3.79	2.46	0.63	0.88	1.74	9.51	
Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Chair / Coord Reassigned Time	0.00	0.00	0.00	0.00	0.00	0.00	
Adjunct Hires	0.00	0.00	0.00	0.00	0.00	0.00	
Overload	0.00	0.00	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	0.00	0.00	
Adjusted Efficiency	0.00	0.00	0.00	0.00	0.00	0.00	
Total Spring FTEF	0.00	0.00	0.00	0.00	0.00	0.00	
Target FTES	129.67	157.29	27.61	37.80	81.34	433.70	
Target FTEF	8.52	10.49	1.73	2.52	5.42	28.68	
Total FTEF	0.00	0.00	0.00	0.00	0.00	0.00	
FTEF (Under) Over Target	-8.52	-10.49	-1.73	-2.52	-5.42	-28.68	
Adjusted Efficiency	0.00	0.00	0.00	0.00	0.00	0.00	

Scheduling FTEF Process:

- **Submission Deadline:**
  By [Date Determined by VPAA] prior to the start of each term, Deans must submit the completed Fill Sheet along with Academic Hire forms to the Vice President of Academic Affairs (VPAA).

- **Data Entry in Fill Sheets:**
  Use the semester tabs in the Fill Sheet to input instructional scheduling details. The total FTEF will automatically populate on the Academic Year Summary tab.
  Required fields include:

  - **Department:** Select from the dropdown menu within the division.

  - **Employee Name.**

  - **Employee ID.**

  - **FTEF Breakdown by Type:**
    - Contract
    - Reassigned
    - Adjunct
    - Overload
    - Other

  - **Comments:**
    An open field for Deans and Administrative Assistants to enter any relevant notes or clarifications. Any "Other" FTEF need comments.

- **Division Notes:**
  At the end of the hiring list, use the division notes section to document key observations, scheduling efficiencies, challenges, or productivity insights for the term.

- **Fill Sheets Review:**
  The Vice President of Academic Affairs (VPAA) will review the Fill Sheet with the Dean. Once approved, the VPAA will forward the forms to the Vice President of Administrative Services (VPAS) before routing them to Human Resources at District Services.

- Complete all shaded fields on the form

- Select department from the drop-down menu

- Ensure all sections are fully filled out

- Submit the completed sheet along with academic hire forms before the semester begins

Academic Hires for Spring Semester
AHN

#	Dept	Employee Name	Employee ID	Contract FTEF	Reassigned FTEF	Adjunct FTEF	Overload FTEF	Other (Comment)	Comments	Total
70										0
		Totals		0	0	0	0	0		0

Spring Program Division Notes:

- Includes 70 rows for scheduling; add more as needed
- Automatically calculates totals by FTEF
- Use the **Division Notes** section for additional comments or context

Teaching Assistants

References

Related Contract: GCCCD-AFT Faculty Contract, Section 7, Article 7.12.2

Related Content:

- GC TA Program-Hire Process [Link]

- Dean TA Letter for Census [Link]

- TA Budget Transfer Form [Link]

Teaching Assistants

Budget projections for TA hours are **allocated within each Instructional Division smartkey**. This ensures each Dean has fiscal transparency and is accountable for staying withing projected budgets.

Projections are based on the prior fiscal year's course enrollment analysis, using data from the CFS-320 report at P1 (First Principal Apportionment).

This approach ensures budget alignment with historic class sizes and helps forecast TA eligibility in accordance with contract thresholds.

Divisions are responsible for managing their centralized allocations and transferring the respective department budgets each term as TA hours eligibility is confirmed.

Budget Transfer Process

- TA Budget Transfer Form will be used each term
  - Link

- To ensure timely processing and budget availability, it is recommended that divisions should submit the TA Budget Transfer Form to Business Services by the following dates:
  - **Fall Term:** Submit by **September 30th**
  - **Spring Term:** Submit by **March 15th**
  - ***The census date for a 16-week class, 12-week class, and 8-week class will be different dates based upon the course start date.***

- Instructors that elect to transfer Teaching Assistant hours (object code 2442) to Instructional Supplies (object code 4110) are advised (as part of the Dean notification process) to submit their requests to the Dean / VPAA with a plan for the intended use of the funds.
  - **Fall Term:** Submit by **November 15th**
  - **Spring Term:** Submit by **May 1st**

Teaching Assistant Program – Budget Transfer Form

Submit this form to Business Services to request budget transfers for TA hires or conversion to instructional supplies. One form per division per term.
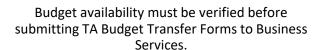
Division and Term Information

Division:	
Smartkey:		Description:	Division Instructional Holding
		Term:	

TA Budget Allotment for the Year:	$50,000
Amount allocated in Fall	$25,000
Amount allocated in Spring	$10,000
Remaining Balance	$15,000

TA Program Eligibility

	Department	Smartkey	Course-Section	LCE Enrolled	Eligible Hours	Hourly Rate	Convert to Supplies (4110) Y|N	Notes	TA Budget	Supplies Budget
1									$0.00	$0.00
2									$0.00	$0.00
3									$0.00	$0.00
4									$0.00	$0.00
5									$0.00	$0.00
6									$0.00	$0.00
7									$0.00	$0.00
8									$0.00	$0.00
9									$0.00	$0.00
10									$0.00	$0.00
11									$0.00	$0.00
12									$0.00	$0.00
13									$0.00	$0.00
14									$0.00	$0.00
15									$0.00	$0.00
16									$0.00	$0.00
17									$0.00	$0.00
18									$0.00	$0.00
19									$0.00	$0.00
20									$0.00	$0.00
21									$0.00	$0.00
22									$0.00	$0.00
23									$0.00	$0.00
24									$0.00	$0.00
25									$0.00	$0.00
								Totals	$0.00	$0.00

Submitted By: _____ Date: _____

Dean Approval:

TA Budget

Budget availability must be verified before submitting TA Budget Transfer Forms to Business Services.

Budget shortfalls must be communicated to the VPAA for review prior to exceeding the allocated budget in any division.

VPAA/VPAS will review budget projections (object code 2442) across all instructional divisions to determine if a realignment is necessary. Because eligibility is based on actual course enrollment, divisional needs may fluctuate, and prior-year data used for projections may not always match current term activity.

Instructional Materials

Prop 20: Resource Allocation Update

- **Instructional Materials Funding Update**
- Prop 20 revenues support classroom instructional needs
- Prior budgets underutilized allocations (e.g., $275K in previous year)
- 2025–26 allocation based on Target FTES
- Base budgets adjusted to remove prior year allocations
- New funding amounts are:
  - **Right-sizing programs** to match current enrollment targets
  - **Increasing total funds available** to support instruction
- Amounts based on course type for eligible instructional programs (TOPS 0–4):
  - Lecture – Minimal Consumables
  - Lab – Light, Medium, or Heavy Consumables
  - LRC Instructional Materials *(with restrictions)*

Spend Category Update

USE 4110 – INSTRUCTIONAL MATERIALS

DO NOT USE – 4310 GENERAL SUPPLIES

THIS WILL DIFFERENTIATE BETWEEN ADMINISTRATIVE SUPPLIES VS INSTRUCTIONAL SUPPLIES

Allowable Prop 20 Expenditures

Instructional Materials

Laptops, hotspots, and internet devices for students, teachers, and faculty

Printed and digital materials, textbooks, educational tests, and other learning tools

Basic Instructional Materials

Core resources that meet course requirements in content and organization

Technology-Based Materials

Digital learning tools requiring electronic devices

Includes: software, video/audio tapes, disks, lesson plans, databases

Supplies and Materials

Software and textbooks

Books, magazines, periodicals, and subscriptions

Instructional printing and tests

Library media, audio-visual supplies, and food supplies

Other Operating Expenses

Software licensing fees

Capital Outlay Expenditures

Library books and replacements

Library media (magazines, periodicals, nonprint materials)

Instructional software

Instructional Supply Budget Guidelines

- Other allowable ledger accounts **may** include:
  - **4210 – Books**
  - **4230 – Ebooks**
  - **4220 – Periodicals**
  - **4320 – Magazines/Newspapers**
  - **4311 – Furniture** *(instructional use only)*
  - **5670 – Printing & Reproduction**
  - **5350 – Instructional Software**
- Each request will be reviewed for **allowability**
- Use the **mid-year budget transfer request** process
- Default budget spend category is **4110 – Instructional Supplies**
- Deans may share allocations within the division
  - Transfers will be allowed between **4110 | unrestricted division smartkeys**

Addressing Unmet Department Needs

President's Cabinet Request Process

- Deans assess department needs after **Fall/Winter semesters**
- If needs exceed available resources:
  - Submit **President's Cabinet request through the VPAA**
- **Deadline for requests: End of February**
  - Aligns with **year-end spending deadlines** in **mid-April**
- Prioritize critical needs that cannot be met through division funds

Thank you