

**KENAI PENINSULA COLLEGE**

**COLLEGE COUNCIL REPORT**

September 10, 2020

Zoom, 6:00 p.m.

# Department: KPC Administrative Services

# Prepared by: Carrie Couey

5.5

## FY20 Year End Results

When the $70M multi-year budget cut was rolled out affecting FY20, FY21 and FY22 we began the process of reducing expenses and managing our budget carefully to ensure KPC could weather the storm. In FY20 the first reduction of $25M for the entire university system was implemented. Fortunately for KPC, UAA was able to cover much of its allocated $12.4M cut threw reductions, not filling vacant positions and redirecting unspent funds. KPC was allocated a general fund reduction as well as a portion of expenses once paid by UAA. Knowing UAA would experience the same level of funding reduction for FY21 we knew we had to prepare. UAA had already cut the fat in FY20. Our goal for FY20 was to keep as much in carryforward on hand as possible for FY21.

Our justification for the usual annual carryforward of $1.5M relates to the significant grant from the Kenai Peninsula Borough each year along with other potential unknown expenses. Borough funds are not guaranteed yet it pays the salary of many staff members that provide valuable support to our students. Little did we know we were also planning for revenue losses due to enrollment declines caused by a pandemic. At the end of FY20 our carryforward to FY21 is $2,500,211.

Comparing revenue from tuition and fee we are down $552,445 or 9% when compared to FY19. While we did see an increase in revenue classified as misc. (grants, non-course related fees, non-credit course tuition, etc.) overall our FY20 revenue is down $966,353 or 17%. FY20 operating expenses are down $627,949 from last year.

table of KPC General Funds

Table of KPC Auxiliar Funds

KPC maintains three auxiliary units consisting of the residential hall, bookstore (KRC & KBC) and the KRC health clinic. Auxiliary units are expected to generate enough revenue to support its operational needs. Unfortunately, due to a steady decline in face to face students our auxiliaries must be subsidized with our general funds to break even. In FY20 the residential hall was subsidized $159,534. The subsidy includes operations and maintenance. The bookstore was subsidized $32,690 and the health clinic $18,977.

## FY20 COVID-19

Students did not return to campus in March. Some courses could not continue. This resulted in numerous refunds of tuition and fees. In addition, students living in the res hall were asked to vacate. The loss of revenue through June 30 for KPC was $81,489.02.

UAA set up a system to track the loss of revenue as well as the new, unplanned expenses that increased daily as campuses began purchasing hand sanitizer, face masks of all kinds, cleaning products and more. KPC has been reimbursed for all tuition revenue losses. Expense are now charged to a UAA account.

## FY21 Operating Budget

Revenue for the FY21 operating budget is comprised of funding from the state operating budget (GF, DGF, TVEP) as well as tuition, fees, interagency receipts, auxiliary services, grants, and federal funds (financial aid/scholarships).

Operating Budget – Soldotna $11,520,050

Operating Budget – Homer $2,990,050

Restricted Budget $1,457,500

Auxiliary Budget $330,500

**Total $16,298,100**

## FY21 Funding from Outside Sources

**TVEP – State Appropriation**

Each year UAA receives an appropriation from the state operating budget through the Technical Vocational and Education Program (TVEP). This program is funded by a fractional portion of the state unemployment tax working Alaskans pay through a mandatory payroll deduction. TVEP funding focuses on job training and workforce development.

KBC Maritime & Construction Workforce Development Coordinator $75,100

KRC Simtronics & Distillation Simulator $32,500

KRC EMS Simbaby & Accessories $66,200

KRC EMS Virtual Human Cadaver Table $90,200

**Total Funding Received $264,000**

**Kenai Peninsula Borough**

Funding from the Kenai Peninsula Borough is based on an ordinance that states funding will be provided to KPC up to 1/10th of a mill through property tax assessment. Historically KPC has received full funding. FY20 KPC’s request was approved at $847,186. After the final analysis of the tax roll this amount was reduced to $842,963. The budget for these funds was used as follows:

Tuition Waivers (JumpStart) $267,634

Adult Basic Education $140,088

Courses at Resurrection Bay Extension Site $23,711

KRC Night Coordinator $24,460

KBC Library Support $21,056

KBC Instructional Support $44,787

KBC Info/Registration Clerk $30,515

Learning Center Tutors $48,054

KRC Development Advisor & student workers $92,533

KBC Student Advisor $41,803

Veterans Coordinator & Safety Officer $76,083

Recruiter $32,239

**Total Funding Received $842,963**

**Alaska Adult Education (FKN: Adult Basic Education) Alaska Department of Labor and Workforce Development**

The Alaska Department of Labor and Workforce Development funds Alaska Adult Education instruction to ensure those in need of a GED or assistance with learning the English language have the tools necessary to find employment or continue their education and training. This year’s grant was approved at $194,543.54. Of this amount $20,000 is a pass through for AVTEC in Seward to support its adult basic education programing. AKDOL had unspent fund in May. KPC took advantage of this opportunity purchases IPads, laptops and scanners for the AAE staff. This grant was budgeted as follows:

KRC Learning Center Direct Instruction $80,982

KRC Learning Center Admin Staff $3,702

KBC Direct Instruction $66,705

Pass through to AVTEC $20,000

Travel/Contractual/Commodities/Indirect $23,155

**Total Funding Received $194,544**

**National Park Service**

Our National Park Service research grant was awarded in September 2014. This three-year grant is to fund the documentation of Dena’ina expressive culture and will help to preserve and record their ancient traditions and heritage. KRC Professor Dr. Alan Boraas performed much of the work on this project titled “Document Expressive Culture of Area Dena’ina” during the first two years of the grant. Prior to the passing of Dr. Boraas the scope of work was amended and a sub-award issued to Portland State University with Dr. Douglas Deur as the principal investigator. The project will be completed by the end of December 2020.

The total grant amount is $235,328. $143,805 has been expended to date leaving $79,392.75 for Portland State University to complete the project.

## Administrative Services Staff Reports

***Jenya Malakhova-Quartly: Bookstore Manager/Head Cashier***

The Kachemak Bay Campus bookstore formally closed once the bookstore year-end inventory reconciliation was complete. KBC now has a small gift shop offering sundries and KPC swag. The KRC bookstore is now consider the KPC bookstore serving all students needing textbooks and required course materials online and in the KRC store.

There is a new KPC bookstore tab is on the KPC home page. It is quick and easy access to the bookstore landing page [KPC Bookstore](https://kpc.alaska.edu/academics/bookstores/). While the campus is closed the bookstore is accessible by appointment only 10 a.m. - 4 p.m., Monday- Thursday. Appointments are 30 minutes. Masks are required. Students can contact the bookstore for assistance 9 a.m. - 5 p.m., Monday- Friday, call 907.262.0312 or email, [uaa\_kpcbookstore@alaska.edu](mailto:uaa_kpcbookstore@alaska.edu).

Students using financial aid to pay for textbooks and materials can access the new electronic KPC Bookstore Voucher Application found on the KPC Bookstore webpage. This is a NextGen web based form that can be quickly accessed, electronically signed, and sent to the next person (approver(s)). Thank you to Rob Knapp for creating this form for us.

To access the KPC Bookstore Voucher Application form students simply would log in with their UA Online credentials. When the form opens, the basic student information (name, student ID, email) will be already populated for them. Students will need to finish the form and click submit. After the KPC Bookstore Voucher Application form is submitted by the student, the form will be automatically emailed to the Financial Aid officer then to the bookstore. The timeline for processing and approving the KPC Bookstore Voucher Application form is 24-48 hours. Students are no longer taking forms from one department to the next for review and signatures.

The High Education Opportunities Act (HEOA) requires all colleges and universities whose students are eligible to receive federal financial aid to publish all costs associated with a course well before registration opens. (Registration for spring 2021 opens in October 2020). Jenya begins the process of collecting information from instructors as soon as the semester schedule is drafted. The fall 2020 semester was initially planned to be face to face as usual. When coronavirus cases surged these plans changed, all classes were moving to on-line. It was a momentous task for Jenya to update the changes for each class. Many changing multiple times in a matter of days.

When not in the bookstore Tuesdays and Thursdays, Jenya works from home.

***Cheryl Brock: Senior Accountant***

While the majority of Admin Services staff is still working from home due to COVID-19, Cheryl worked from home for part of March and April. Due to internet connectivity problems she was approved to return to work on campus full-time on May 6. This was especially important because fiscal year end was fast approaching and a lot of work needed to be done. The fiscal year end process for Cheryl involves balancing the general ledger and restricted funds. Restricted funds consist of grants, TVEP, scholarships, UA Foundation funds and endowments, student government and student clubs. As well as reviewing all open purchase orders, disencumbering unused funds and closing out FY20 purchase orders. Cheryl is also responsible for the depository reconciliation. Over 150 + orgs (accounts) must be reviewed and adjustments made accordingly.

The next big event during the summer for Cheryl was renewing our grants. The UAA Office of Sponsored Projects (OSP) must vet all grants. This includes approval of our application package, completion of pre-award and post-award documentation as well as setting up internal tracking spreadsheets. This year Cheryl was successful in getting the fund and org numbers for FY21 Kenai Peninsula Borough grant assigned in July. Getting our grant accounts set up before staff and faculty come back on contract greatly reduces the amount of extra work in labor redistributions. Last year OSP was shorthanded. Grant fund and orgs did not get set up until early January. Currently the Alaska Department of Labor & Workforce Development Alaska Adult Education Grant (AAE) for FY21 is in the final stages of set up. We should have fund and orgs very soon. This year AKDOL implemented a new online system for awarding contracts and reporting.

Cheryl and Carrie had a special project in August before the start of the Fall Semester to put together special PPE bags for students that would be coming to campus for F2F classes and bags with PPE supplies for each classroom. The student bags included a cotton KPC facemask (that can be washed and reused), a lanyard with plastic ID holder for the students to keep their key cards available to access campus and a KPC sticker. Bags were also made for each classroom to have extra PPE supplies on hand. These bags included individually bagged disposable masks, individually bagged white cotton reusable masks, disposable gloves and individual size hand sanitizers. Carrie and Cheryl also individually packed many more disposable masks, white cotton reusable masks, and KPC cotton reusable masks to have supplies on hand when needed. Cheryl has also been responsible for purchases related to the pandemic as well as processing the expense approvals and reimbursements from UAA.

***Rob Knapp: Accounts Receivable (Student Accounts)***

As of September 4, fall semester applications for the JumpStart tuition waiver program funded through the Kenai Peninsula Borough annual grant are less than this time last year. 144 borough resident high school juniors and seniors are taking advantage of the program this year enrolling in 678 credits. There are 37 more forms are in NextGen working through the review and approval process. This tuition waiver program discounts credit hour cost from $234 to $78 per credit hour. In comparison to this time last year 211 students were enrolled in 959 credits.

Nineteen students are enrolled in the KPBSD / KPC Middle College program which generated $30,918.00 in additional tuition and fees revenue for 116 credit hours.

Six IDEA home school program authorizations have been processed for the fall semester totaling $3,504 compared to 27 last fall totaling $18,821.

Eleven Connections home school program payment authorizations totaling $6,904 compared to 45 last fall totaling $34,899

$149,057 in financial aid disbursements where made to students. This is a decrease of $42,510 from the $191,567 that was distributed last fall.

Scholarship awards to eligible students totaling $23,669 will be posted after the September 4th class add/drop deadline. Compared to this time last year there is approximately $45,219 less in private scholarships awarded to KPC students.

Over the past few months Rob has converted most of our student forms (there is a lot of them) to NextGen forms. Students can easily complete a form through their UAOnline login. Once completed the form goes to the next person for processing until the sequence is completed. Rob’s work has greatly improved the student experience when navigating the many processes they encounter. His success has been noticed across UAA as well as UAS and UAF. All seeking his support in learning how to create NexGen forms.

Rob is working 100% from home going to the office on occasion as needed.

***Victoria Trujillo: HR Coordinator/Cost Center Clerk***

The month of August and September have been busy getting all of the full-time faculty, adjuncts, staff, temporary and student employees back on contract.  This year it is a different process as a result of UA HR consolidation and redesign last fall. Victoria reviews and receives signed contracts, writes up jobs, collects required signatures and sends jobs to UA HR for data entry into Banner. Once the jobs are entered into Banner, Victoria reviews entries for accuracy. There were approximately 120 job forms to write up and edit for accuracy in less than two week period. In the past Melanie Hagen (former KPC HR tech) wrote up and entered job forms. Now data entry is centralized at Statewide HR.

Statewide HR is continuously working on improving internal procedures. There have been lots of changes in procedures in the last few months and even last week. Retaining high volume of new information is imperative for accurate and efficient document processing in Victoria’s position. Some new procedures, including emergency sick leave and E-FMLA, were implemented last Spring to comply with COVID-19 regulations. There are COVID-19 FAQ for employees on University of Alaska COVID-19 Information web site that are being updated on a regular basis.

HR redesigned web sites for benefits and labor relations. Employees are encouraged to provide feedback on the new web sites.

Direct deposit, faculty time off and leave cash-in forms are now online NextGen forms. Online forms add security, efficiency and accuracy to data handling. Employees are also encouraged to utilize UA Online to update address and other personal information. Victoria often receives a question about “TKL” (there is a box for it on some HR forms).  TKL stands for Time Keeping Location. For example, for KRC faculty it is T501, for KBC faculty it is T502. There are total 19 TKLs for KPC. TKL can be found on online time sheet.

During late spring and summer, Victoria was busy working on preparing information for contracts for the new fiscal year, processing fiscal year-end labor redistributions, contract extensions, and summer semester contracts. Victoria works from home coming on to campus to meet new hires on occasion.

***DeAnne Ruiz: Accounts Payable/Travel/ProCards/Property***

DeAnne is primarily responsible for accounts payable, travel, procurement credit cards (ProCards), and property. Travel has slowed down due to COVID-19, while property is relatively slow this time of year, ProCards are a year-round project. The tasks of accounts payable, however, were at its peak with preparation for the end of fiscal year on June 30 and cleanup afterward. All at the same time as preparing for the start of FY21.

**Travel & Property:** Travel is very restricted. Any travel that does happen goes through a detailed vetting and approval process. The slowing down of travel has helped DeAnne to catch up and get things organized as well as review travel processes. For example, she keeps track of credits received from canceled flights and will coordinate to use them before they expire. Property is also slow right now. The busy time is the beginning of the calendar year with physical inventory. However, DeAnne is still responsible for tracking new assets that were purchased at the end of FY20 and ensuring that obsolete items are disposed of properly.

**ProCards:** DeAnne has continued to streamline the ProCard reconciliation process. With everything going digital, ProCard holders now scan and email their completed statements to DeAnne. Emailing statements has secondary benefits as well. Without loose papers, nothing gets lost, and there is digital evidence that the cardholder turned in their statement on time. If there is an issue, DeAnne can quickly respond to the cardholder’s email and request the correction or missing documentation. Cardholders, supervisors, and the reconciler can sign the statements in DocuSign, and the files are then securely stored on Wraith. The files are easy to find and look back at later, and this helps ensure that each cardholder’s file is complete.

**Accounts Payable:** It is helpful that some areas have slowed down because others pick up during the summer months with the fiscal year close. DeAnne has been busy with additional invoices coming in. Many departments make last-minute purchases in order to make the most of their FY20 funds before they become unavailable. DeAnne helps make sure encumbrances (funds set aside for FY20) are either used or released before the end of the fiscal year. Leading up to June 30, this involves reviewing encumbrance reports almost daily and contacting departments to see if funds can be used or released.

Overall, DeAnne says she has enjoyed working from home, coming in once or twice a week to print checks and pick up mail. She works at home with her dog and a neighborhood cat who comes over for frequent visits. DeAnne began part-time in administrative services last September and full time in November. DeAnne’s dog Harly won a UAA and KPC photo contest for the cutest co-worker. Sitting in her work chair wareing DeAnne’s glass was the secret ingredient.

***Ginger Pitts: Administrative Services Temp***

Ginger worked throughout the summer until last month. There are numerous projects Ginger works on as well as providing support when someone is out or needs assistance especially with the year end closeout tasks. Ginger works two days a week on campus.

***Carrie Couey: Director of Administrative Services***

While most faculty and some staff wind down for the summer, admin services is just hitting its busy season. The wrap up for the end of the fiscal year accounting was in full swing by the second week of June. Any and all activity connected with purchasing or expending funds, adjustments to grants and payroll had to be completed by June 30. The first three weeks of July is the time to close out the year and make final adjustments to FY20. The staff worked very hard, a few late nights and a couple of weekends but everything was completed by the 5 pm deadline on July 17th. The year-end flurry of activity is soon followed by preparing for the start of the new fiscal year. Grant applications, dozens of purchase orders for annual expenses, employees back on contract, and all the numerous preparation for students.

When all campuses were closed, Carrie continued to work on campus. For several months there were only three people at KRC each day. Mail and other deliveries continued as usual.

The admin services team joined the UAA FitBit competition. We took 7th place out of 20 teams. The team average number of steps was the deciding factor. However, if the completion was based on total steps the KPC team would have taken 1st place with 3,069,526 steps 170,968 ahead of the nearest competitor.