

**KENAI PENINSULA COLLEGE**

**COLLEGE COUNCIL REPORT**

April 16, 2020

RBES-Seward, 6:00 p.m.

Department: KPC Admin Services

Prepared by: Carrie Couey

5.4

**Staff Reports**

***Jenya Malakhova-Quarterly: KPC Bookstore Manager / KPC Cashier***

Due to COVID -19, KRC in store textbook buyback was cancelled this semester. Instead, we will be offering an online buyback option for student wanting to sell their used textbooks. This is a new feature offered through the new KPC bookstore webpage. Online buyback will now be available throughout the year. The bookstore partnered with MBS Textbook Exchange, the nation's largest textbook wholesaler, to offer the best prices for student’s used books.

Students will need to follow three simple steps:

1. Find and add the books students want to sell by searching their purchase history or by entering ISBN numbers (13-digits number next to the book barcode).
2. Print packing list and the free pre-paid shipping label that will be sent to students as an email link once they finalize their quote(s).
3. Students will pack and send their books free of charge using the pre-paid shipping label. Once their books are received, students will be paid via PayPal or check within 3 weeks.

MBS will provide customer service via phone and e-mail regarding the tracking and other general information. The bookstore will be able to see number of quotes generated, total copies received, total amount received, total store commission. The bookstore earns 10% commission on buybacks. MBS will pay commission to the store by the end of the month following the end of each calendar quarter.

We are looking into alternative way that students will be able to return rental titles at the end of this semester.

New KPC swag will be in the store this fall. We are investigating creative ways to make our swag available online.

***Cheryl Brock: Senior Accountant***

Due to COVID-19, KPC is incurring additional expenses to purchase additional equipment, supplies, and services. UAA has set up guidelines to track and report expenses related to the COVID-19 emergency health prevention and response. Cheryl has been gathering all the data and backup related to these expenses and submitting them to UAA for reporting and review. She has also created a spreadsheet to record and keep record of all these expenses along with the backup documentation and receipts for these expenses.

In addition to added workload due to responding to COVID-19, there are still normal day to day business operations for Cheryl that must keep going. This includes regularly reviewing and processing purchase requests. Monthly reporting to UAA for KPC bank reconciliation. Quarterly reporting to UAA for general ledger reconciliation is completed. As part of this quarterly process, Cheryl reviews all of our balance sheet accounts making adjustments. She works closely with other admin services staff to gather necessary details to prepare journal vouchers where needed. There is also the regular review and updating management reports for all KPC grants.

As March is the end of the third quarter, this also means that it is time to start getting prepared for year-end processes. This year Cheryl and DeAnne Ruiz have been working closely to review all purchase and travel related encumbrances on a regular basis to help aid in the process at year-end. Purchase orders (POs) encumber funds ensuring the money is available when the invoices arrive. Encumbered funds need to be spent during the fiscal year the purchase orders are issued. Remaining encumbrance balances either need to be billed by the vendor or the funds need to be disencumbered, enabling any used funds available to spend before the end of the fiscal year. After the switch to Concur travel for FY20, travel expenses due not automatically encumber funds in the UA accounting system (Banner). Future travel expenses are now entered and encumbered manually. DeAnne provides Cheryl reports regularly and Cheryl manual encumbers these expenses into Banner.

***Rob Knapp: Student Accounts & Accounts Receivable***

The new Tungsten Network billing system VA Vocational Rehabilitation students continues to improve the processes. With the change in graduation / commencement exercises due to the COVID-19 pandemic three of KPC’s VA students had a credit balance for cancelled graduation application fees. With the Tungsten system we now generate a credit invoice which in turn creates a debt letter from the VA to the University. The debt letter is notification to generate the check for submission to the VA. The previous system was manual and very complex to return overpayment funds to the VA. The new system makes this process much easier.

Since we have started working remotely from home the usage of the OnBase electronic document storage system has become a valuable tool. Items which previously had been hand delivered between personnel (accounts payable, bookstore and accounts receivable) are now input upon receipt and accessible by all parties.

Coordinating with counseling & advising and registration to make sure we have a process for receiving Home School and JumpStart documents for both the summer and fall terms. Up until now this paperwork was always hand delivered and carried from one office to the other. Since we are all working remotely a system for receiving and processing these documents is in the works so all of our student’s needs can be met efficiently and effectively.

Due to the COVID-19 pandemic assessment of the 2nd late fee charge for spring semester has been moved out to the last day of the semester (May 1st). With limited access to cashiers and student account personnel system wide it provides our students with more time to take care of their accounts.

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

The last two weeks of March have been challenging for all university employees due to coronavirus restrictions, campus closures, and employees transitioning to work from home. Statewide HR worked hard to provide guidance to rapidly changing regulations and procedures. University of Alaska coronavirus web site provides important information for employees. *Frequently Asked Questions* (FAQ) are updated as procedures and regulations change. All employees, and especially supervisors, are encouraged to check FAQ on UA Coronavirus website frequently to stay up to date on University policies.

Biometrics screening events scheduled for March at Soldotna and Homer campuses have been cancelled amid Coronavirus concerns. The possibility of hosting the event will be revisited in May.

Victoria continues to participates in monthly HR Roundtable meetings where HR managers present updates and answer questions. Last HR Roundtable meeting on April 1 was especially informative because of the introduction of Families First Corona Virus Response Act on the same day. Besides usual department updates, SW HR management took the time to answer numerous questions from HR coordinators about the new regulations.

Victoria participated in three review groups that worked on updating HR procedures. She also attended a series of recruitment seminars hosted by the talent acquisition team to get a better understanding of recruitment side of the system and learn about new procedures that affect HR Coordinators who handle new hire paperwork.

Spoke is an HR portal that employees can use to get answers to various by a designated team. There are currently twelve teams in Spoke, including HR customer service, employee transition and benefits, payroll, office of information technology, and ADA accessibility. How does Spoke work? Simply type a question, and Spoke will come up with possible answers. There is also an option to send a request directly to any of the teams. Spoke is also used to securely upload documents containing employee sensitive information directly to payroll or other HR team.

For employees that want to change their direct deposit information, Direct Deposit form is now available in online format. The online form is entered on secure portal and submitted directly to Payroll.

Performance Evaluation reminders for 2020 will go out to supervisors in April. Annual performance evaluations are required by Board of Regents regulation R04.07.030 and are due by June 30, 2020.

Victoria prepared lab fee expense reports in March to provide updates to department chairs on lab fee revenue, expenditures, and available balance in lab fee accounts. She also continued reviewing fees for Fall 2020 schedule and processing updated course fee request forms.

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

It took almost two months, but the annual physical property inventory for KPC is completed! Fortunately, we pushed through and got it done right before the shelter in place mandate began. In fact, property inventory is canceled for other campuses that did not yet finish

Another requirement is reporting mileage for all university owned vehicles. Statewide is required to submit this information annually to the Department of Transportation. Mileage reporting has not been canceled or postponed and will be difficult for many of the other campuses to complete. KPC, however, has already completed the mileage report for all our vehicles.

With April upon us, the end of the fiscal year is coming regardless of the additional challenges posed by Coronavirus. Accounts payable assists in reviewing open encumbrances and purchase orders. Money is encumbered for a specific purpose within the current fiscal year. Those funds need to be used or released before the fiscal year ends. DeAnne reviews open purchase orders and contacts the departments affiliated to see if they plan to spend the money or if the funds can be released. With the fiscal year closing, it is crucial to ensure that things are up to date with travel expenses and company card charges (procards) as well.

Finally, the many changes we are faced with right now are discouraging, but let’s consider some of the positives. In Administrative Services, we’ve all adapted well to working from home and still have plenty of work to do! KPC’s preemptive response helped us to be more than prepared, and several of us were already set up working at home before the mandate came. DeAnne appreciates being allowed to come in and complete the essential task of printing checks. However, she hopes that these circumstances will encourage even more vendors and students to sign up for direct deposit. Switching to direct deposit will result in both a short term and long term gain for the payees and payor.

***Carrie Couey: Department Director***

As department head I want to thank my staff for the extraordinary efforts in keeping the business of KPC running smoothly. Transitioning to working from home has had little impact on the department and the services we provide to all KPC staff, faculty and students. We meet often as a group and individually via Zoom. They meet with each other to resolve issues and develop workarounds to ensure there is no interruption in the services we provide. I am extremely proud of their dedication and professionalism.

As mentioned in staff reports, the end of the fiscal year is coming up. While students, faculty and some staff break for summer my department is just getting started. Year end as our busiest time. Because many employees are off contract in early May, we have a lot to do before they leave in order to close out the year at June 30. We then have three weeks for final adjustments.

While we put FY20 to bed, preparation for FY21 begins as well. Our base budget is due mid-May. Though our submission for funding from the Kenai Peninsula Borough has already been submitted. May is the time when we present our request to the assembly. Fortunately, our annual grant supporting adult education from the Alaska Department of Labor & Workforce Development will extending for another year. Usually we submit an application for approval however due to the COVID-19 event the state thought it prudent to extend versus hosting the application/approval process for FY21. Both of these grants fund a majority of our staff that provide direct support to our student body. This funding is very important.

In support of our community and local health care providers KPC donated medical supplies and equipment to Central Peninsula General Hospital and South Peninsula Hospital. The res hall has offered space for staff as well. As a board member of CPGH these actions show how the community supports each other and the important relationship between the hospital and the college. It is greatly appreciated.

KPC College Council Scholarship Fund: $1758.44.