

Fixed Costs Projections for  
18/19 Tentative Budget

**MISSION COLLEGE**

Responsibility	Fixed Cost Description	Explanation for Adjustments	Criteria	Account Number	Final Budget 2017-18	Working Budget 2017-18	Actuals 2017-18 as of 2/5/18	Budget Adjust. Incr/(Decr)	Tent Budget 2018-19
Senates	Academic Senate		C	Multiple account numbers	9,148	9,148	-	814	9,962
Senates	Classified Senate		C	Multiple account numbers	4,500	4,500	1,237	-	4,500
Faculty Travel	Faculty Travel & Conference		D	110820-231000-500118-601000	28,000	28,000			28,000
VP Admin. Services	Tenure Faculty - Salary	3 tenure @5,500 ea.	D	110819-231000-130010-490000	55,000	55,000	38,500	(38,500)	16,500
VP Admin. Services	Tenure Faculty - Benefits @ 19.24%	ben for 3 tenure	D	110819-231000-323010-490000	9,565	9,565	1,139	(6,390)	3,175
VP Admin. Services	Insurance for Athletics		C	110819-220000-500110-696000	11,145	11,145	11,145		11,145
VP Admin. Services	Insurance for Students		C	110819-220000-500110-644000	48,772	48,772	48,772		48,772
Athletics	Athletic Director Stipends - 11 month		D	110819-220000-140015-696000	8,999	8,999			8,999
Athletics	Coaches Stipends		D	110819-220000-140015-696000	15,000	15,000	1,875		15,000
Athletics	Coaches Stipends - Benefits @ 19.24%	increase in benefit rate	D	110819-220000-323020-696000	2,608	2,608	130	278	2,886
College President	Accreditation - Dues, Memberships & Fees		C	110819-231000-500107-609000	34,810	34,810	22,810	-	34,810
College President	Accreditation - 10% special assessment fee		C	110819-231000-500107-609000	2,281	2,281	2,281		2,281
VP Admin. Services	Financial Aid Match: Fed Work Study FWS	per FY19 Fed award allocation	C	110819-252001-230010-646000	42,876	42,876		(13,937)	28,939
VP Admin. Services	Financial Aid Match: Supp Edu Opportunity Grant SEC	per FY19 Fed award allocation	C	110819-252001-760003-732000	78,569	78,569		(31,927)	46,642
VP Admin. Services	Bank Mobile		F	110819-220002-500104-649000	3,039	3,039	2,925		3,039
VP Admin. Services	eLumen		A	110819-220000-500104-601000	21,890	21,890	31,011		21,890
VP Admin. Services	Adobe Creative Cloud Suite licenses (323 @ \$55 ea.)		A	110819-220000-500117-601000	17,765	17,765	17,727		17,765
Dean of Instr. Lib. St/LA	Tricore, Link + Consortium, Library Maintenance		A	110819-236018-500117-612000	47,012	47,012	6,725		47,012
Dir of Information Syst	Astra Schedule		A	110819-220002-500117-601000	9,950	9,950	9,950		9,950
Dir of Information Syst	LaserFiche		A	110819-236018-500117-601000	9,215	9,215	-		9,215
Dir of Information Syst	Form Fusion		A	110819-236018-500117-601000	1,026	1,026	-		1,026
VP Admin. Services	SARS Software Products -Counseling Sched System		A	110819-220002-500117-615000	10,240	10,240	10,240		10,240
VP Admin. Services	CCCApply / BOGS (Student-Right-to-know)	increased per actual 17/18 exp	A	110819-252000-500117-620000	3,900	3,900	5,900	2,000	5,900
VP Admin. Services	WVMCEA negotiated backfill for President release time		D	110819-233001-230025-609000	12,300	12,300	8,784		12,300
<b>Total Mission College</b>					<b>487,610</b>	<b>487,610</b>	<b>221,151</b>	<b>(87,662)</b>	<b>399,948</b>

Fixed Costs Projections for  
18/19 Tentative Budget

**WEST VALLEY COLLEGE**

Responsibility	Fixed Cost Description	Explanation for Adjustments	Criteria	Account Number	Final Budget 2017-18	Working Budget 2017-18	Actuals 2017-18 as of 2/5/18	Budget Adjust. Incr/(Decr)	Tent Budget 2018-19
Senates	Academic Senate		C	Multiple account numbers	7,648	7,648	2,244	814	8,462
Senates	Classified Senate		C	Multiple account numbers	940	940	530	-	940
VP Admin. Services	Faculty Travel & Conference		D	110820-103010-500118-601000	32,800	32,800			32,800
VP Admin. Services	Tenure Faculty - Salary	6 tenure @ 5,500 ea	D	110819-103010-130010-490000	16,500	16,500	5,500	16,500	33,000
VP Admin. Services	Tenure Faculty - Benefits @ 19.24%	increased benefit rate	D	110819-103010-323010-490000	2,869	2,869	504	3,481	6,350
VP Admin. Services	Insurance for Athletics		C	110819-115500-500110-696000	38,526	38,526	38,526		38,526
VP Admin. Services	Insurance for Students		C	110819-103010-500110-644000	54,712	54,712	54,712		54,712
Athletics	Athletic Director Stipends (J. Vlahos, 10 Month)	removed AD, added to coach	D	110819-115500-140015-696000	6,500	6,500		(6,500)	-
Athletics	Coaches Stipends		D	110819-115500-140015-696000	23,410	23,410		6,500	29,910
Athletics	Coaches Stipends - Benefits @ 19.24%	increased benefit rate	D	110819-115500-323020-696000	4,141	4,141		1,614	5,755
College President	Accreditation - Dues, Memberships & Fees		C	110819-101010-500107-609000	31,121	28,840	22,810	(6,030)	25,091
College President	Accreditation - 10% special assessment fee		C	110819-101010-500107-609000	-	2,281	2,281		-
VP Admin. Services	Financial Aid Match: Fed Work Study		C	110819-113000-230010-646000	50,041	50,041			50,041
VP Admin. Services	Financial Aid Match: Supp Edu Opportunity Grant SEOG		C	110819-113000-760003-732000	41,884	41,884			41,884
VP Admin. Services	Bank Mobile		F	110819-102000-500104-649000	3,039	3,039	2,925		3,039
VP Admin. Services	eLumen		A	110819-101000-500104-601000	24,100	24,100	34,142		24,100
Dean Learning Center	Tricore, Link + Consortium, Library Maintenance		A	110819-105001-500117-612000	60,000	60,000	4,619		60,000
Dir of Information Syst	Astra Schedule		A	110819-103010-500117-601000	9,950	9,950	9,950		9,950
Dir of Information Syst	LaserFiche Avante		A	110819-103010-500117-601000	9,215	9,215			9,215
Dir of Information Syst	FormFusion		A	110819-103010-500117-601000	1,026	1,026			1,026
VP Admin. Services	Adobe Creative Cloud Suite licenses		A	110819-103010-500117-601000	19,030	19,030	18,639		19,030
VP Admin. Services	SARS Software Products -Counseling Sched System		A	110819-103010-500117-615000	6,300	6,300	9,240		6,300
VP Admin. Services	CCCApply / BOGS (Student-Right-to-know)		A	110819-103010-500117-615000	4,525	4,525			4,525
<b>Total West Valley College</b>					<b>448,277</b>	<b>448,277</b>	<b>206,622</b>	<b>16,379</b>	<b>464,656</b>

**Fixed Costs Projections for  
18/19 Tentative Budget**

**DISTRICT WIDE**

Responsibility	Fixed Cost Description	Explanation for Adjustments	Criteria	Account Number	Final Budget 2017-18	Working Budget 2017-18	Actuals 2017-18 as of 2/5/18	Budget Adjust. Incr/(Decr)	Tent Budget 2018-19
VC Admin Services	Cal Grant Interest Payment	Increased in interest	C	110819-304170-500111-672000	500	500		500	1,000
VC Admin Services	Nelnet - eBill and ePay for Students		F	110819-304170-500104-672000	24,200	24,200	8,400		24,200
VC Admin Services	POA Unfunded Accrued Liability		C	110819-304170-311020-677000	166,665	166,665	166,665		166,665
<b>VC Admin Services</b>	<b>Utilities, Mission College</b>		<b>E</b>	<b>Multiple account numbers</b>	<b>1,195,251</b>	<b>1,195,251</b>	<b>743,302</b>	<b>-</b>	<b>1,195,251</b>
<b>VC Admin Services</b>	<b>Utilities, West Valley College</b>		<b>E</b>	<b>Multiple account numbers</b>	<b>1,088,232</b>	<b>1,088,232</b>	<b>602,093</b>	<b>-</b>	<b>1,088,232</b>
VC Admin Services	Analytic Schools - Budget & Position Control		F	110819-304190-500104-672000	15,480	15,480	15,480		15,480
Chancellor	Board Elections		F	110819-300130-500108-660000	60,000	60,000	-		60,000
Dir of Public Safety	Emergency Preparedness Services		B	110819-308520-230050-677000	49,500	49,500	23,377		49,500
Dir of Public Safety	Emergency Preparedness Services - Supplies		B	110819-308520-410004-677000	500	500			500
<b>VC Admin Services</b>	<b>Bank Service Charges</b>		<b>F</b>	<b>Multiple account numbers</b>	<b>245,000</b>	<b>245,000</b>	<b>151,214</b>	<b>-</b>	<b>245,000</b>
VC Admin Services	Retiree Medical Benefits	Reduce cost in fund 110	D	110819-304190-730000-731000	7,822,000	7,822,000	4,062,919	(278,900)	7,543,100
Dir of General Serv	Property/Liability Insurance		F	110819-309600-500110-677000	624,153	624,153	535,763		624,153
Dir of General Serv	Property/Liability Insurance Deductible		F	110819-309600-500110-677000	40,000	40,000	40,000		40,000
AVC HR	Unfunded Banked Leave		D	110819-305000-110081-490000	600,000	600,000			600,000
AVC HR	FT Faculty STRS contributions for excess sick leave		D	110819-305000-310010-490000	7,500	7,500	4,608		7,500
AVC HR	PT Faculty Medical Benefits Reimb. (\$30,000/sem. Max)		D	110819-305000-330010-490000	60,000	60,000	40,000		60,000
AVC HR	Vacation Payout		D	110819-305000-340000-679000	200,000	200,000	216,209		200,000
AVC HR	CalPERS Administrative fee - Medical Plan		F	110819-305000-500104-673000	50,000	50,000	12,324		50,000
AVC HR	Claremont EAP - Employee Assistance Prog	renewal 3 yr contract FY19-FY21	F	110819-305000-500104-673000				37,485	37,485
AVC HR	ADA Accommodations - Equipment		F	110819-305000-640001-679000	30,000	15,000			30,000
AVC HR	ADA Accommodations - sign language interpreters		F	110819-305000-500104-679000		15,000	2,162		-
AVC HR	Staff Development		F	110819-305001-500104-679000	50,000	50,000			50,000
VC Admin Services	Unemployment Experience Rate - Instr		F	110819-304170-322010-490000	5,864	5,864	4,707		5,864
VC Admin Services	Unemployment Experience Rate - Non Instr		F	110819-304170-322020-679000	5,864	5,864	4,707		5,864
VC Admin Services	Student Bad Debt Allowance	new	F	110819-304190-500119-672000	-	-	-	200,000	200,000
Dir of Public Safety	Silicon Valley Regional Interoperability Author PD		B	110819-308500-500104-677000	19,968	19,968	19,968		19,968
Dir of Public Safety	Emergency Notification System - RAVE		B	110819-308500-500104-677000	24,650	24,650	22,185		24,650
Dir of Public Safety	Resilience/Tip Now	Mv from fund 139000	F	110819-308500-500104-677000	-	-	-	6,000	6,000
Dir of Public Safety	County of Santa Clara -Crime Lab Fees	Mv from fund 110000	F	110819-308500-500104-677000	-	-	-	2,728	2,728
Dir of General Serv	Environmental Reg. Requirements (Hazardous Materials)		B, C	110819-309600-500104-677000	104,984	104,984	47,218		104,984
Dir of General Serv	PlanetBids - E-Procurement software for vendor and	new	B, C	110819-309600-500104-677000				27,424	27,424
Dir of Facilities	Elevator Service		B, F	110819-311800-500104-651000	36,627				36,627
Dir of Facilities	Automatic Doors		B, F	110819-311800-500104-651000	40,324				40,324
Dir of Facilities	Emergency Generator PM and Load Tests Fees		B, F	110819-311800-500104-651000	28,350				28,350
Dir of Facilities	Vacuum Service/Pump out Sediment Traps	WVC added vacuum service	F	110819-311800-500104-651000	5,100			5,471	10,571
Dir of Facilities	HVAC Maintenance Contract		F	110819-311800-500104-651000	360,516				360,516
Dir of Facilities	Energy Management System (Honeywell)		F	110819-311800-500104-651000	41,616				41,616
Dir of Facilities	Designated Operator - fuel pumps		F	110819-311800-500104-651000	4,540				4,540
Dir of Facilities	Annual Fusion License		A	110819-311800-500104-651000	4,152				4,152
Dir of Facilities	Fumehood Testing & Inspc (prev Tech Safety)		B	110819-311800-500104-651000	6,440				6,440
Dir of Facilities	Emergency Lighting Annual Test & Monitoring		B	110819-311800-500104-651000	5,400				5,400
Dir of Facilities	Fire Alarm Annual Life/Safety Test & Monitoring	increased cost	C, B	110819-311800-500104-651000	54,227			4,618	58,845
Dir of Facilities	Fire Suppression Systems (prev extinguisher)	add new contract for MC	C, B	110819-311800-500104-651000	63,550			1,100	64,650
Dir of Facilities	Fire Protection-Sprinkler System		B	110819-311800-500104-651000	26,300				26,300
Dir of Facilities	Kitchen Lab Hood Cleaning		B	110819-311800-500104-651000	18,072				18,072
Dir of Facilities	Maintenance Work Order System		F	110819-311800-500104-651000	16,716				16,716
Dir of Facilities	ACAMS (access control & monitoring sys) Northland	renew ACAMS Ccure	B	110819-311800-500104-651000	54,180			14,783	68,963

**Fixed Costs Projections for  
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Dir of Facilities	Vasona Creek State/Fed permit required report WVC	C	110819-311800-500104-651000	33,050				33,050
Dir of Facilities	Preventative Maint UPS (Uninter, Power Supplies) add tax	A	110819-311800-500104-651000	1,359			153	1,512
Dir of Facilities	Lucid - Utility Monitoring & Reporting	E	110819-311800-500104-651000	7,850				7,850
<b>Dir of Facilities</b>	<b>Facilities subtotal</b>		<b>110819-311800-500104-651000</b>	<b>808,369</b>	<b>808,369</b>	<b>317,564</b>	<b>26,125</b>	<b>834,494</b>

Fixed Costs Projections for  
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Dir of Information Syst	Annual Software Licenses		A	110819-310700-500117-678000	1,326,386	1,403,495	1,040,959	36,740	1,363,126
Dir of Information Syst	Ellucian and Equipment Maintenance - Hardware		A	110819-310700-500115-678000	521,092	443,983	388,370	32,616	553,708
Dir of Information Syst	Telephone		F	110819-310720-500007-657000	215,000	215,000	139,739	-	215,000
Dir of Information Syst	Verizon Radio/Cell Phone Service		B , F	110819-310720-500008-657000	32,000	32,000	16,917		32,000
Dir of Information Syst	Parts for computer and network repair		A	110819-310700-410004-678000	43,817	43,817	32,136		43,817
Dir of Information Syst	PC Replacement		F	110819-310700-640001-678000	50,000	50,000	19,575		50,000
<b>Total District wide</b>					<b>15,486,975</b>	<b>15,486,975</b>	<b>8,678,561</b>	<b>90,718</b>	<b>15,577,693</b>

Fixed Costs Projections for  
18/19 Tentative Budget

**DISTRICT SERVICES**

Responsibility	Fixed Cost Description	Explanation for Adjustments	Criteria	Account Number	Final Budget 2017-18	Working Budget 2017-18	Actuals 2017-18 as of 2/5/18	Budget Adjust. Incr/(Decr)	Tent Budget 2018-19
Dean of Advancement	Advancement Audit Expense	new audit contract	F	110819-301000-500101-672000	8,500	8,500		1,055	9,555
Dean of Advancement	Advancement Credit Card Management Fee		F	110819-301000-500103-672000	1,078	1,078			1,078
VC Admin Services	Armored Car Service		F	110819-304170-500104-672000	5,106	5,106	3,208		5,106
VC Admin Services	County Payroll Processing Fee	Implement Banner Payroll	F	110819-304170-500104-672000	59,600	59,600	99,305		59,600
VC Admin Services	County Payroll Audit	one time (17-18)	F	110819-304170-500104-672000	16,000	16,000		(16,000)	-
VC Admin Services	Audit Expenses/GASB 34 Financial Statements	new contract	F	110819-304170-500101-672000	63,000	63,000	63,000	(14,800)	48,200
VC Admin Services	Arbitrage/Actuarial (every 2 years)		F	110819-304170-500101-672000	9,400	9,400	6,690		9,400
VC Admin Services	Printing Svcs Budget Book/Board Agendas/Negotiated Contracts		F	110819-304170-500127-672000	15,000	15,000	2,229		15,000
VC Admin Services	Dues, Copyright Fees		F	110819-304000-500107-660000	50,000	50,000	41,431		50,000
VC Admin Services	Legal Expenses		F	110819-304000-500112-660000	330,000	330,000	180,935		330,000
VC Admin Services	Bond Admin Fee - LRB 2011		F	110819-304190-710004-721000	1,400	1,400	1,400		1,400
AVC HR	Staff Mandated Training		C	110819-305000-500126-675000	4,000	4,000			4,000
AVC HR	Benefits Consultant (BB&T)		F	110819-305000-500104-673000	84,500	80,100	56,333		84,500
AVC HR	SmartBen Benefit System only		F	110819-305000-500104-673000	77,000	77,000	43,869		77,000
AVC HR	PeopleAdmin (e-recruit system)		F	110819-305000-500104-673000	26,500	26,500	26,455		26,500
AVC HR	American Fidelity		B	110819-305000-500117-673000	18,000	26,900	22,388		18,000
AVC HR	Ergonomic Equipment		F	110819-305000-410004-673000	50,000	50,000	23,916		50,000
AVC HR	Advertising: Human Resources		F	110819-305000-500137-673000	90,000	90,000	32,366		90,000
AVC HR	Medical Mandated Testing (Injury)		C	110819-305000-500131-673000	13,000	8,500	1,770		13,000
AVC HR	Supervisors Staff Development		D	110819-305225-500126-675000	5,200	5,200			5,200
AVC HR	WVMCEA Negotiator Substitutes		D	110819-305226-230025-679000	1,000	1,000			1,000
Dir of Public Safety	County Communications		B	110819-308500-500126-677000	38,000	38,000	18,870		38,000
Dir of Public Safety	DOJ, LiveScan maintenance & support (Morpho Trak)	increase in service fees	B	110819-308500-500109-677000	10,000	10,000	9,750	269	10,269
<b>Dir of Public Safety</b>	<b>Safety/Maintenance of Standards (uniforms/Cleaning/Bullet Resistant Vests)</b>		<b>D</b>	<b>110819-308500-500126-677000</b>	<b>13,700</b>	<b>13,700</b>	<b>-</b>	<b>3,300</b>	<b>17,000</b>
<b>Dir of Public Safety</b>	<b>Software for law enforcement</b>	increase in service fees	<b>A,B,C</b>	<b>110819-308500-500104-677000</b>	<b>15,096</b>	<b>15,096</b>	<b>9,140</b>	<b>6,741</b>	<b>21,837</b>
Dir of Public Safety	Northland Security - Ongoing maint sec cameras PD offices		D	110819-308500-500104-677000	3,680	3,680	1,440		3,680
Dir of Public Safety	ARMS (Records Mgmt/Computer Aided Dispatch Syst.)		A,B,C	110819-308500-500117-677000	6,775	6,775	6,990		6,775
Dir of Public Safety	Mandated Law Enforcement Training		D	110819-308500-500118-677000	7,000	7,000	1,634		7,000
Dir of Facilities	Gasoline		F	110819-311800-500001-651000	60,000	60,000	40,412		60,000
Dir of General Serv	Contract Required Safety Items-Shoes		B, D	110819-309600-410004-677000	8,000	8,000	1,618		8,000
Dir of General Serv	JPA Hazardous Materials (supplies & training)		B, C	110819-309600-410004-677000	21,100	21,100	6,351		21,100
<b>Total District Services</b>					<b>1,111,635</b>	<b>1,111,635</b>	<b>701,500</b>	<b>(19,435)</b>	<b>1,092,200</b>

**Total      1,534,497      17,534,497      9,807,834      -      17,534,497**

Fixed Costs Projections for  
18/19 Tentative Budget

Responsibility	Fixed Cost Description	Explanation for Adjustments	Criteria	Account Number	Final Budget 2017-18	Working Budget 2017-18	Actuals 2017-18 as of 2/5/18	Budget Adjust. Incr/(Decr)	Tent Budget 2018-19
<b>Expenditures with Offsetting Revenues</b>									
VP Admin Services	Faculty Reassigned Time	Based on actual from 16/17	D	110819-103000-120021-601000	25,190	25,190			25,190
VP Admin Services	Faculty Reassigned Time	Based on actual from 16/17	D	110819-220000-120021-601000	25,190	25,190			25,190
<b>Carry-over</b>									
VP Admin. Services	WVC Faculty Travel & Conference C/O from PrYr		D	110820-103010-500118-601000	59,210	59,210	5,368	(5,368)	53,842
VP Admin. Services	WVC Faculty Travel & Conference C/O from 17/18		D	110820-103010-500118-601000				32,800	32,800
VP Admin. Services	MC Faculty Travel & Conference C/O from PrYr		D	110820-231000-500118-601000	60,628	60,628	4,141	(4,141)	56,487
VP Admin. Services	MC Faculty Travel & Conference C/O from 17/18		D	110820-231000-500118-601000				28,000	28,000
Chancellor	Board Elections - C/O from PrYr		F	110819-300130-500108-660000	226,729	226,729			226,729
Chancellor	Board Elections - C/O from 17/18		F	110819-300130-500108-660000				60,000	60,000

**Fixed Costs Grand Total**    17,931,444    17,931,444    9,817,343    111,291    18,042,735