ADMINISTRATIVE SERVICES

YEAR END

GENERAL FUND (1110) – Requisitions for Supplies, Services and Equipment
Requisitions are to be submitted by **Friday, March 13, 2026.**
This will ensure they are charged to your 2025–2026 budget. All requisitions over $20,000 require three quotes, regardless of whether the item is equipment, services, or supplies.

GRANTS & CONTRACTS (Funds 12–19) – Requisitions for Supplies, Services and Equipment
Requisitions are to be submitted by **Thursday, April 2, 2026.** This will ensure they are charged to the 2025–2026 budgets. All requisitions over $20,000 require three quotes.

AMOUNT ONLY (aka Blanket Purchase Orders)
Amount Only orders should be closed as early as possible, with receiving completed before **June 8, 2026.**
The District Office will close all remaining Amount Only orders starting June 19, 2026.

MILEAGE & TRAVEL EXPENSE REPORTS
Travel expense reports must be submitted by **Monday, June 1, 2026.**
Travel approved in PeopleSoft after June 1, 2026, will be paid from FY26–27 funds.
Expense reports not approved by June 19, 2026, will also be charged to FY26–27.

REVOLVING CASH FUND REIMBURSEMENT REQUESTS

All Revolving and Co-Curricular Fund reimbursements should be submitted **by Friday, May 15, 2026,** to allow sufficient time for processing by the District Accounting Office.

STOCKROOM PURCHASES

In-Stock Items – All purchases through **Friday, May 29, 2026,** will be charged to FY25–26. Items purchased after this date will be charged to FY26–27.

REQUEST FOR SERVICE (RS) – Site Improvement

Requests for Service will close on **Wednesday, April 1, 2026**, for FY25–26 and resume on July 1, 2026.

REPROGRAPHICS WORK

All reprographics work completed through Friday, June 5, 2026, will be charged to FY25–26. Work completed between June 6–30, 2026, will be charged to FY26–27.

STUDENT ACCOUNTING

All deposit and disbursement requests for Co-Curricular, Fiduciary, Associated Students, and Student Rep Fees are due by **Friday, June 5, 2026**.

YEAR END

**BUDGET LOCK – General Fund Unrestricted (GFU)**
Beginning **April 1, 2026**, Business Services will implement a budget lock to ensure sufficient funding for year-end obligations. This process allows the college to realign funds as needed to cover shortages, transfers, and journal entries for expenses incurred after the requisition deadline.

**CALCARDS – Purchasing Card Transactions**
Purchases made after **Wednesday, May 21, 2026**, will be charged to FY26–27. Please ensure all reconciliations are completed on time. Budget exceptions that delay April reconciliations may result in all associated expenses being posted to FY26–27.

**Disclaimer: Dates are tentative and subject to District confirmation. Updates will be sent by December 15, 2025.

YEAR END

Insurance Requirement and Waiver
The District Office has confirmed that the Liability Waiver and Indemnity Agreement may continue to be used for guest lecturers and speakers who do not carry insurance.

Completion of Request for Contract
When submitting a Request for Contract, include the waiver form with the requisition to prevent delays or cancellations.

The waiver is available on the Business Services website.

GUEST LECTURERS & SPEAKERS

Submit **Intersession/Spring 2026** classroom/laboratory computer, software and other tech related requests before **Monday, October 20, 2025**. Requests received after this date may be delayed.

- Software and hardware requests can be submitted to an online form
- Tech related services & information are located on our Homepage

- Classroom tech support is managed by Mesa's College Technology Services
- Employee office tech support is managed by SDCCD's Information Technology Services (located at the District Service Center)

Contact information for these two areas of support is as follows:
Classroom Technology Support
- Phone 619-388-2880 Monday-Thursday 7:30am-7pm & Friday 7:30am-4pm
- Email MesaCTS@sdccd.edu
- Visit us at MC-215 Monday-Thursday 7am-7pm & Friday 7:30am-4pm
Employee Office Technology Support
- Phone 619-388-7000 Monday-Friday 8am-5pm
- Email IThelp@sdccd.edu

TECHNOLOGY

Safety

PCAB

When to Call Events/Operations vs Facilities

Events and Operations

- Event Requests
  - Room Reservations
  - Setups
  - Event Parking
- Parking
- Site Improvements
- Furniture Requests
- Office Relocations

Events & Ops: 619-388-5881

Facilities

- HVAC
- Leaks
- Restrooms and related supplies
- Landscaping
- Minor Repairs

Facilties: 619-388-2814

SAFETY

Workplace Campus Safety vs Public Safety

Workplace Safety

- Cal/OSHA
- Emergency Management
- C-CERT
- Facilities Inspections
- Permits
- Hazardous Waste
- Biohazardous Waste
- Training
- Ergonomics

Public Safety

- Public Disturbances
- Medical Emergencies
- Theft
- Threats
- Criminal Behavior
- Mental Health Issues
- Suspicious Circumstances
- Anything Requiring Immediate Response

Police Dispatch: 619-388-6405

Safety Communication & Response

-Safety Concern Reporting

-Safety Committee

-Emergency Communication
- Mass Notification (RAVE App)
- Notification Through IC Team Via Dean/Supervisor/Manager

-Emergency Response
- IC Team
- EMRT
- C-CERT

Flow of Communication
Emergency Incidents Requiring Campus Intervention
October 2023 (REVISED MAY 2024)

Incident Requiring Campus Intervention → SDCC Police Department → President → Executive Team → Affected Deans/Managers

Executive Team → EMRT
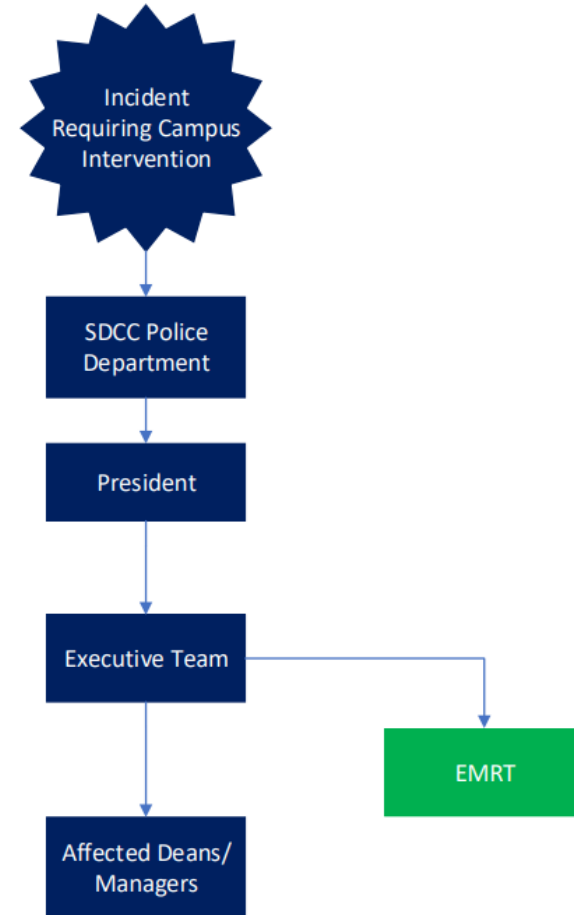
Emergency Devices on Campus

- **Fire Extinguisher**

- **AED**

- **Evacuations Chairs**

Ways to get involved

Building Safety Teams/
Evacuation Helper

C-Cert

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                    ┌─────────────────────────────┐
                    │  PHASE I: Develop Individual │
                    │   Building EvacuationPlans   │
                    └─────────────────────────────┘
                                  │
                    ┌─────────────────────────────┐
                    │ PHASE II: Establish ICS      │
                    │ Positions                    │
                    │ ICS training for ICS team    │
                    │ o FEMA IS-100.c o FEMA       │
                    │ IS-200.c o FEMA IS-700b      │
                    └─────────────────────────────┘
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PHASE I: Develop Individual Building EvacuationPlans

PHASE II: Establish ICS Positions
ICS training for ICS team
o FEMA IS-100.c o FEMA
IS-200.c o FEMA IS-700b

PHASE III: Reboot C-CERT
o Identify all current members
o Identify captains
o Reachoutfornew members
o New AcademyandRefresher forexisting members
o CPR certification
o ICS-100 training or other

**PHASE III:
Emergency Pods**

**PHASEIII:
FRS Radio Collection
and Redistribution**

PHASE IV: ICS Tabletop Drill

PHASE IV: Building Evacuation Drill

PHASE V: Tabletop with C-CERT & Building Evacuation
TARGET DATE: OCTOBER 2024

THANK YOU

BUDGET ALLOCATION AND RESOURCE COMMITTEE

BARC

Purpose: BARC requests are to support new and innovative equipment or initiatives.   BARC FAQ's 24-25 Updated 12.3.24.docx

Charge and composition:

Chair: Lorenze Legaspi, Vice President: Isabel O'Conner, Deans: Jennifer Carmicahel, Cassandra Storey, Faculty: Todd Curran, Vacant, Classified Professionals: Catherine Cannock, Virginia Enriquez, Supervisor: Brian Mackus, Kevin Branson, Associated Student: Alina Vasilenko, Consultants: Nicole Roesler, Alex Berry, David Fierro, Jacqueline Collins

24/25 BARC Purchases Update: Purchasing for last cycle has begun. Please remember to complete a Requisition Form and submit it along with your finalized quote(s) to Nicole Roesler and Virgie Enriquez in Business Services no later than October 31, 2025.

BARC

RUBRIC

Form Questions	Guidance to Lead Writers
What type of resource request is this? (not scored)	• Classified Professional • Faculty • Equipment/Supplies/Facilities
Explain how your request contributes to improvements in *Equity* for Disproportionately Impacted groups. (25%)	Request will intentionally support practices that have demonstrated succe are research supported in producing parity in outcomes across racial/ethn student groups or other **historically minoritized** groups. Examples may inc • Student-facing practices, policies, programs • Policies, practices, programs that foster a culture of **equit mindedness** • Policies, practices, programs that improve our ability to pu equity through principles of inquiry and development of **equit minded** systems.
Explain how your request addresses *Excellence.* (25%)	Request will intentionally support excellence and completion. Demonstrat excellence may include discussion of the following: • high-quality, **culturally relevant** teaching/learning experie • supporting students toward timely completion of educatio goals • eliminating barriers and providing support for students en Mesa College, through to completion, and beyond to transfer employment • partnerships within Mesa's internal and external commun enhance access and completion efforts

Explain how your request fosters *Innovation* (20%)	Request introduces something new and/or makes changes to something established. Examples: • Innovation in curriculum, pedagogy, student success efforts • New/more efficient or effective campus processes or infrastructure support • Ideas around scaling up an effective practice utilizing a new approach
Explain how your request promotes _Sustainability_ (5%)	Request clearly demonstrates a commitment to sustainability of resources (physical, fiscal, and human). Examples include: • Commitment to and prioritization of policies or practices that improve **environmental justice** and sustainability • stewardship of resources (physical, fiscal, and human) • climate action education • Policies, practices, programs committed to reducing Mesa College's **carbon footprint** • replacement/maintenance of current resources • cross-functional/interdisciplinary request that improves efficiency of resources, practices, and programming
Using accurate and relevant data*, explain the *Need* for the request beyond what currently exists in the unit. (25%) *Some data will be provided but writers should include any and all data they deem relevant to the demonstration of need.	Request includes accurate and relevant data/evidence • Classroom requests should minimally include **FTES/FTEF, Adjunct FTEF**, Full-Time Faculty **Headcount** • Other data could include: student utilization, faculty/employee utilization, growth/demand, time on task, efficacy of services, • Data/evidence is clearly connected to the need and justification for the resource(s) beyond what currently exists within the unit. Request may include discussion of how it will support a new policy, practice or requirement (internal or external). • The requirement is clearly articulated with relevant details describing how this request supports the requirement.

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BARC

- **Resource Requests**:
  - 300-word limit per field
  - Updates to Resource Request Prioritization Rubric- Weight changes
  - Naming Conventions for Faculty Hiring Requests
    - Assistant Professor-Department-Discipline-Optional Specialization
    - EX: Assistant Professor-Business-Fashion-Merchandizing
    - EX: Assistant Professor-LRAS (name of the school)-Instructional Design-Curriculum

BARC

AUGUST 29	SEPTEMBER 2 – DECEMBER 1	DECEMBER 1	DECEMBER 2 – JANUARY 12	JANUARY 13 – FEBRUARY 3	FEBRUARY 6
PROGRAM REVIEW KICKOFF	**WRITING & TRAINING PERIOD**	**DUE BY NOON ON DEC 1:** **+ DRAFT PR** **+ DRAFT RR**	**MANAGER FEEDBACK PERIOD**	**FINAL EDIT PERIOD** **DUE BY NOON ON FEB 3:** **+ FINAL PR** **+ FINAL RR**	**RESOURCE COMMITTEES BEGIN REVIEW**
Hyflex format. Recording will be available.	Lead Writers begin drafting Program Review (PR) and Resource Request (RR) in Nuventive.	Submit Draft Program Review (PR) and Draft Resource Request (RR) **by noon** for manager review.	Manager reviews drafts and completes feedback form in Nuventive.	Lead Writers make final edits based on feedback and submit final PR and RR. **System closes at noon on Feb 3.**	Begin generating reports for Resource Committees. Begin prioritization processes.

THANKS AGAIN!