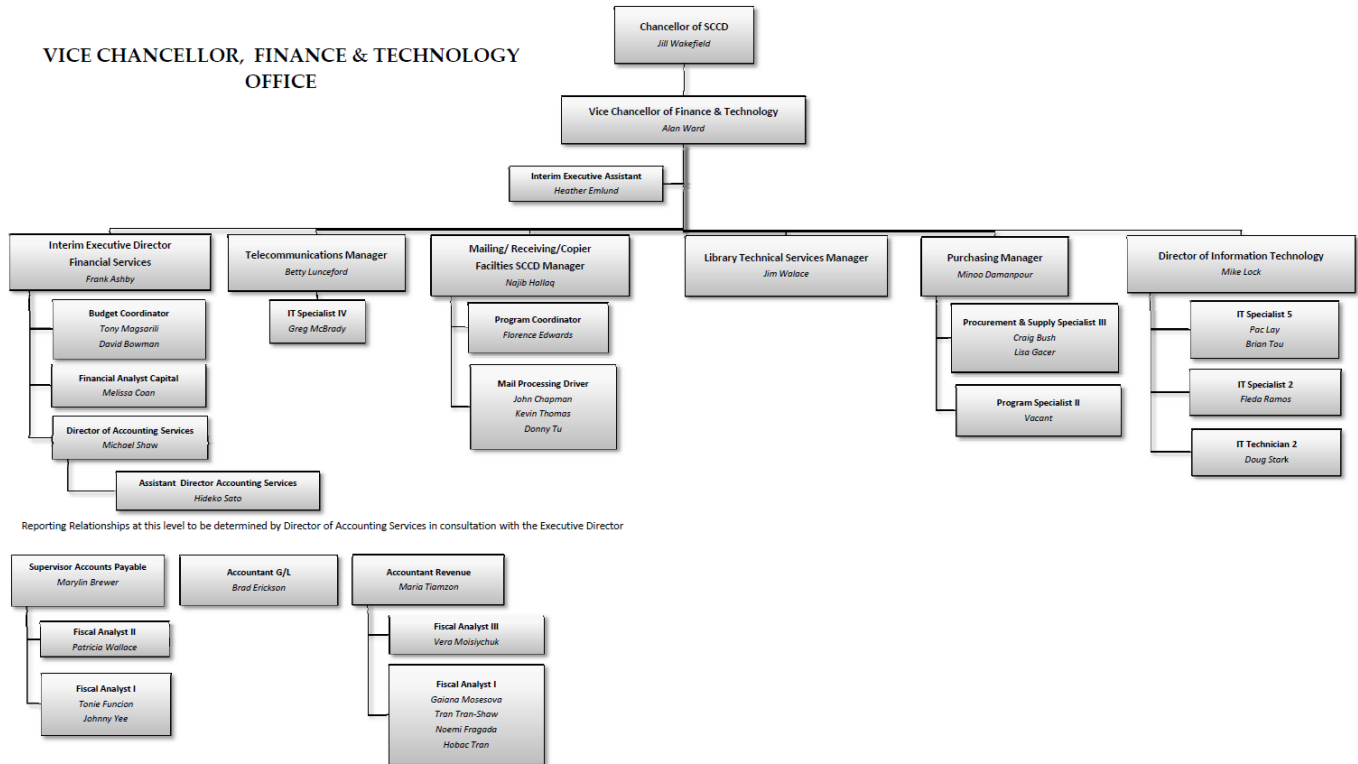


Seattle Colleges Finance and Business Office Reorganization - 2023

Vice Chancellor of Finance and Operations, Julienne DeGeyter

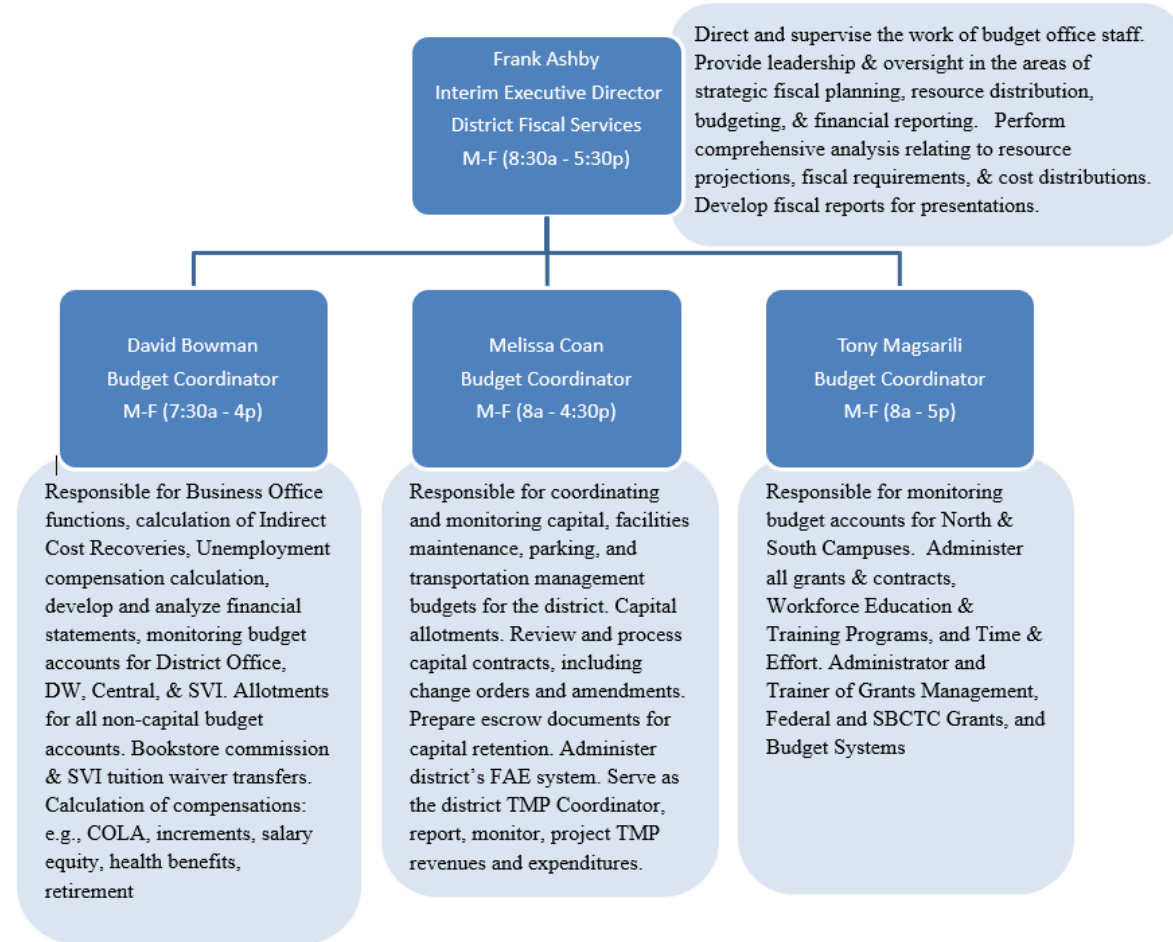
History of Administrative Services District 2011



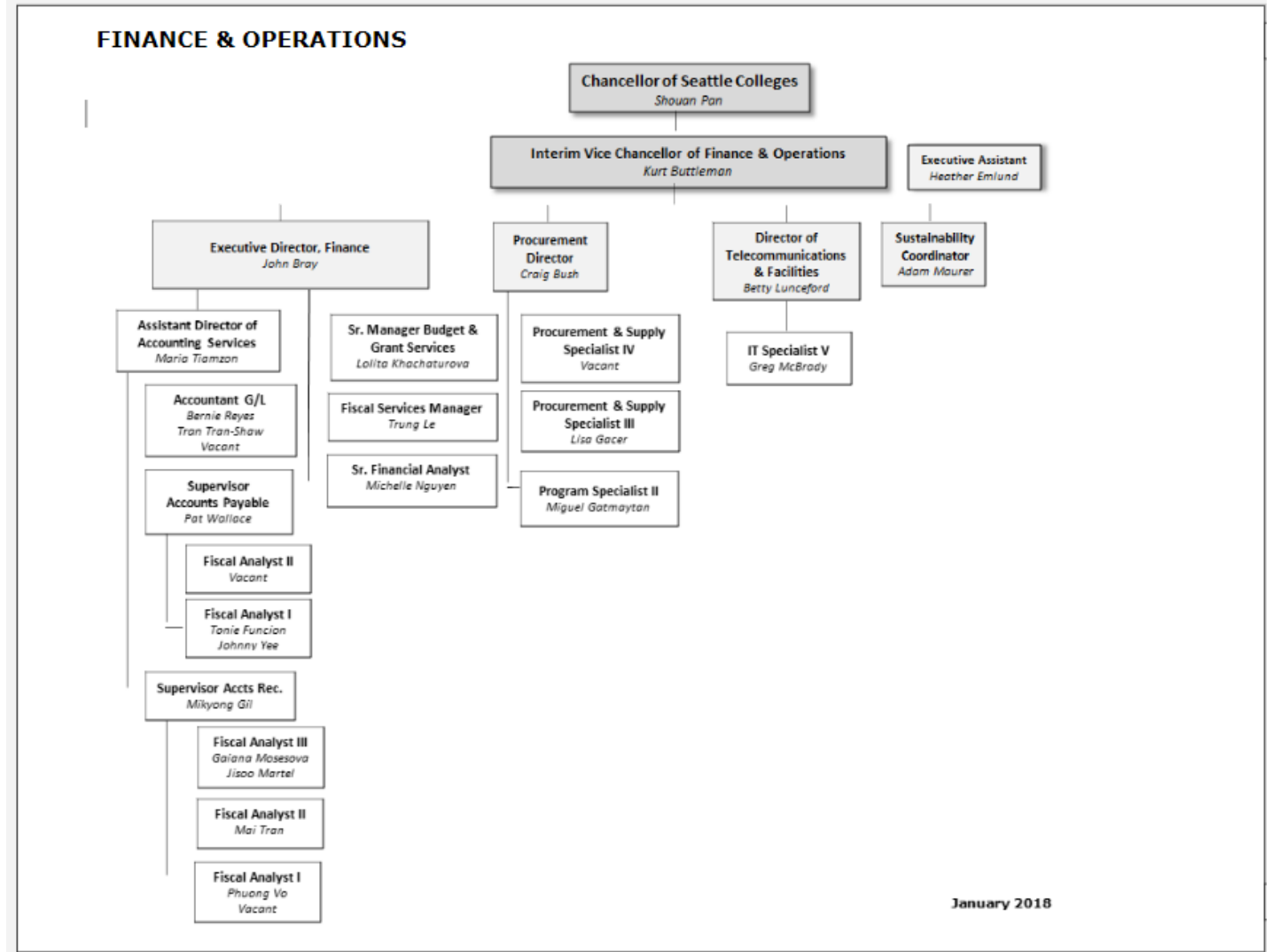
History of Administrative Services District Budget Staff 2011

Budget Office

October 13, 2011

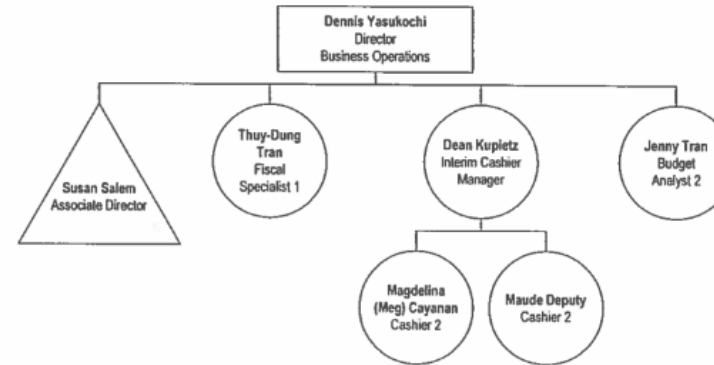


History of Administrative Services District 2018

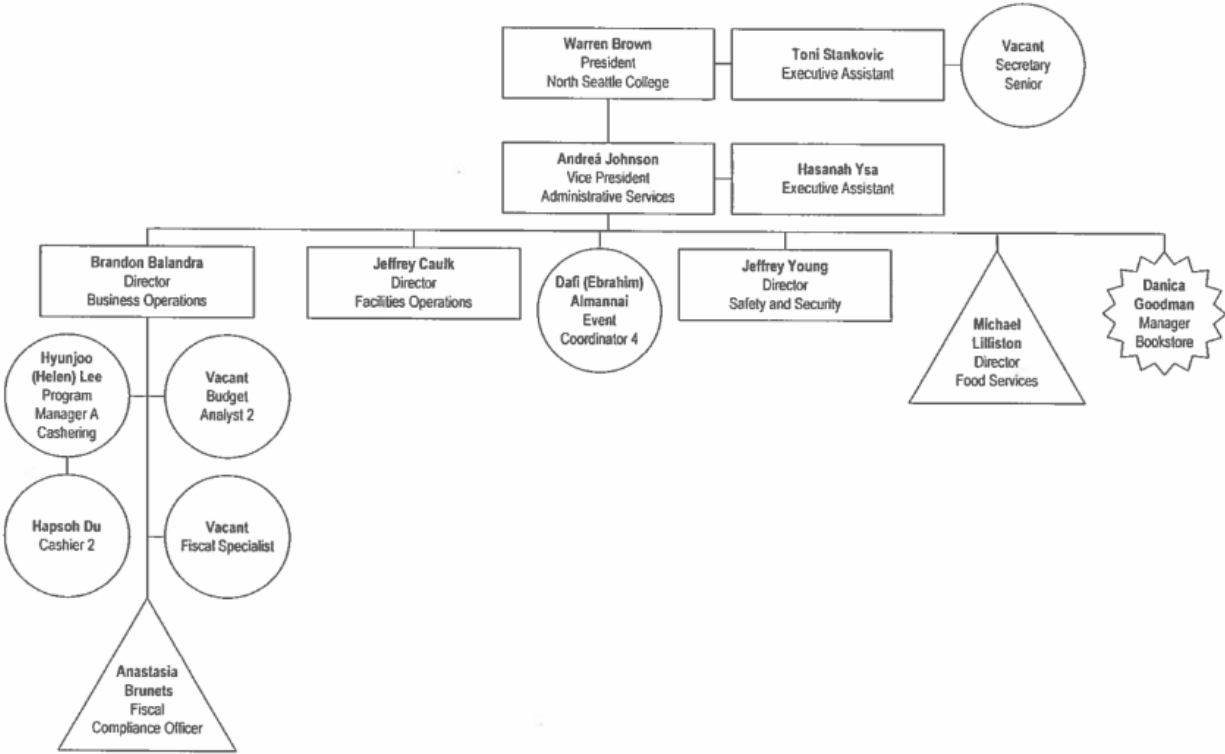


History of
Administrative Services
Central 2018

Business Operations



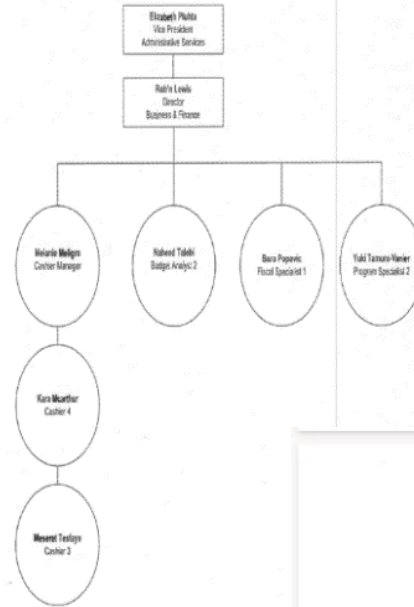
Administrative Services



History of
Administrative Services
North 2018

History of Administrative Services South 2018

Business & Finance



file:///G:/PROGSERV/Org%20Charts/2018/OrgCharts_FINAL/AdminService

Fiscal Services



file:///G:/PROGSERV/Org%20Charts/2018/OrgCharts_FINAL/AdminServices/FiscalServices.vsd

Proposed Reorganization -2023

Goals

Consistent Management Reports

Develop a Diversity Business Inclusion plan for Seattle Colleges

New travel card program so travelers do not need to front the funds for travel

3 campus business offices similarly staffed

Ticketing System to resolve problems with a quick turnaround

Data base of answers

Adequate staff to address campus issues

Unified budgeting across the three campuses

Updated budget websites for all three colleges, district and district wide

Training offered to new budget managers and existing budget managers on a regular basis

Travel processed with dedicated staff to improve turnaround time and provide consistent training

Support to Campuses when going through accreditation for financial section

Financial statements finished on time

IPEDS submitted before the due date

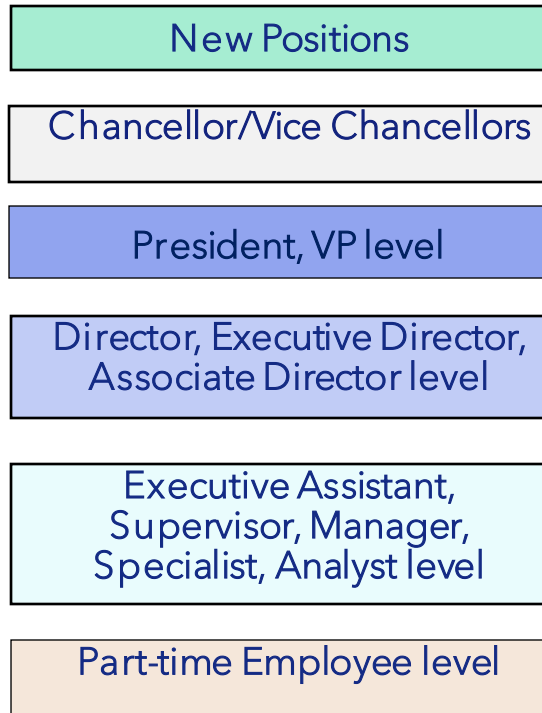
Support to campuses on item types

Grants Centralized at district for consistent support

Budget Directors supported by associate directors and an executive director for consistent leadership and support

Seattle Colleges Finance & Operations Reorganization

Key: please note, this key does not apply to older organizational charts.



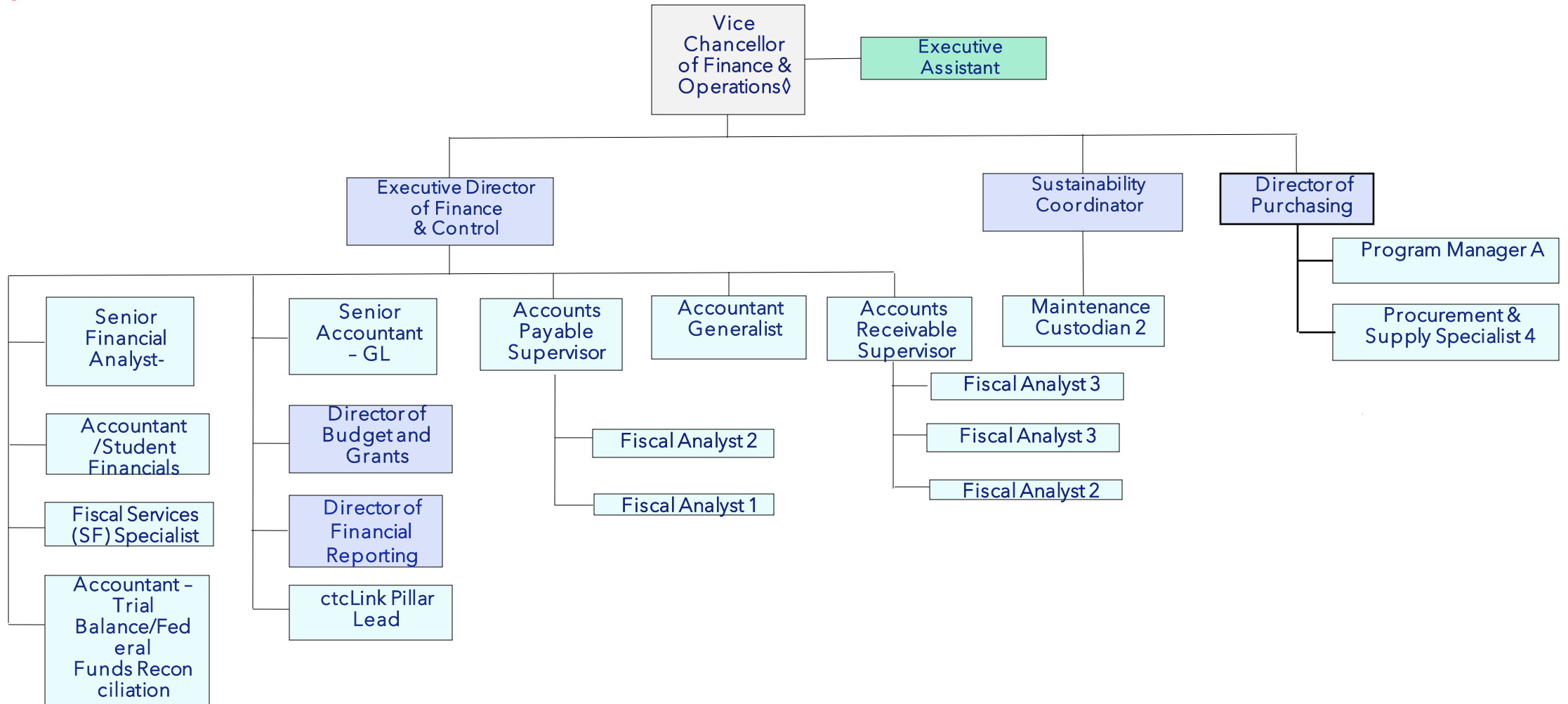
 - Exempt Unrepresented

 - Classified WFSE

 - AFT/Prostaff

District Office- New Finance & Operations Structure: Finance & Accounting

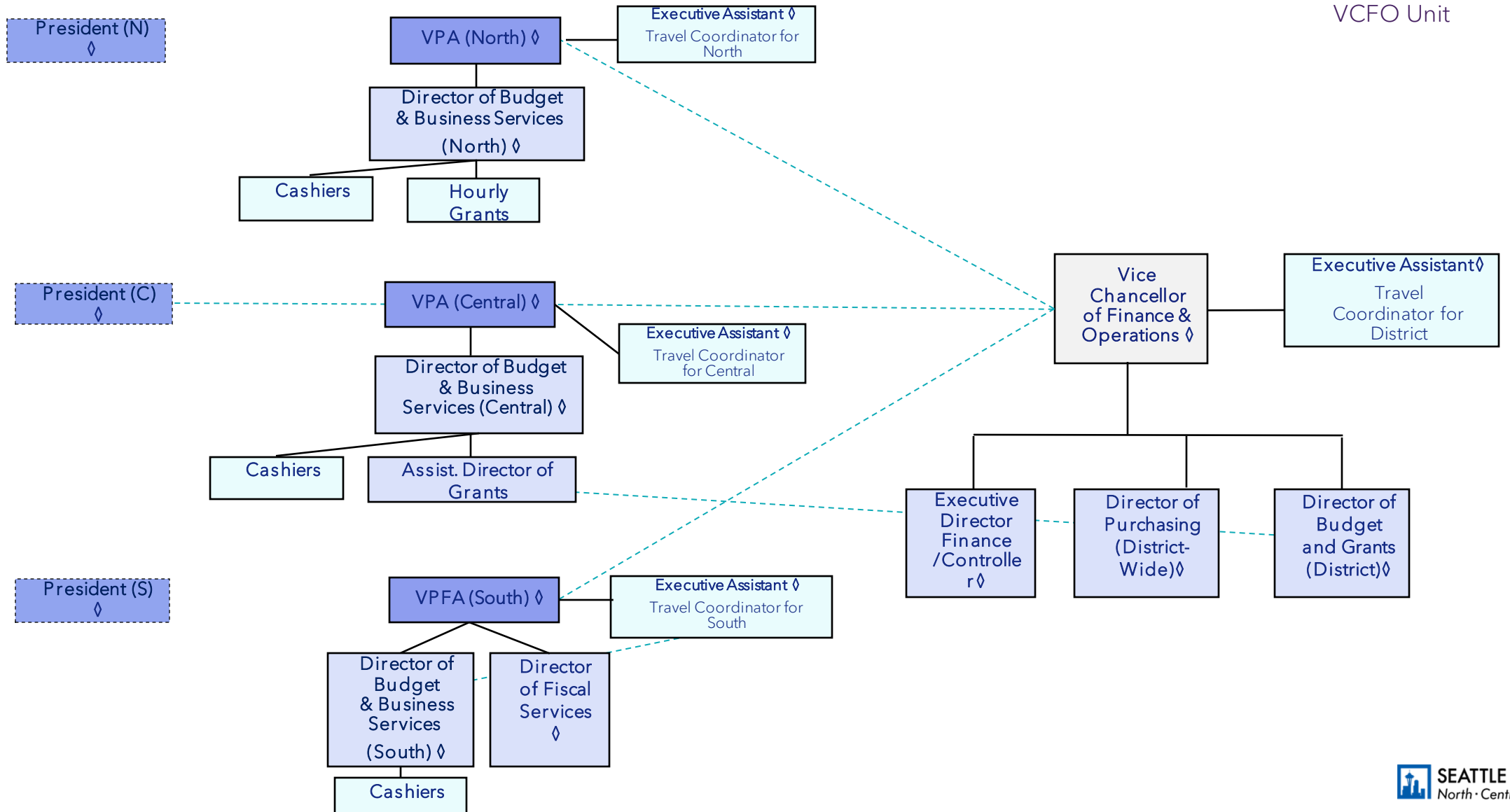
Original structure



2020: Original VCFO to Campus Connections Travel, Cashiering & Grants - VPA's and Presidents

(original structure)

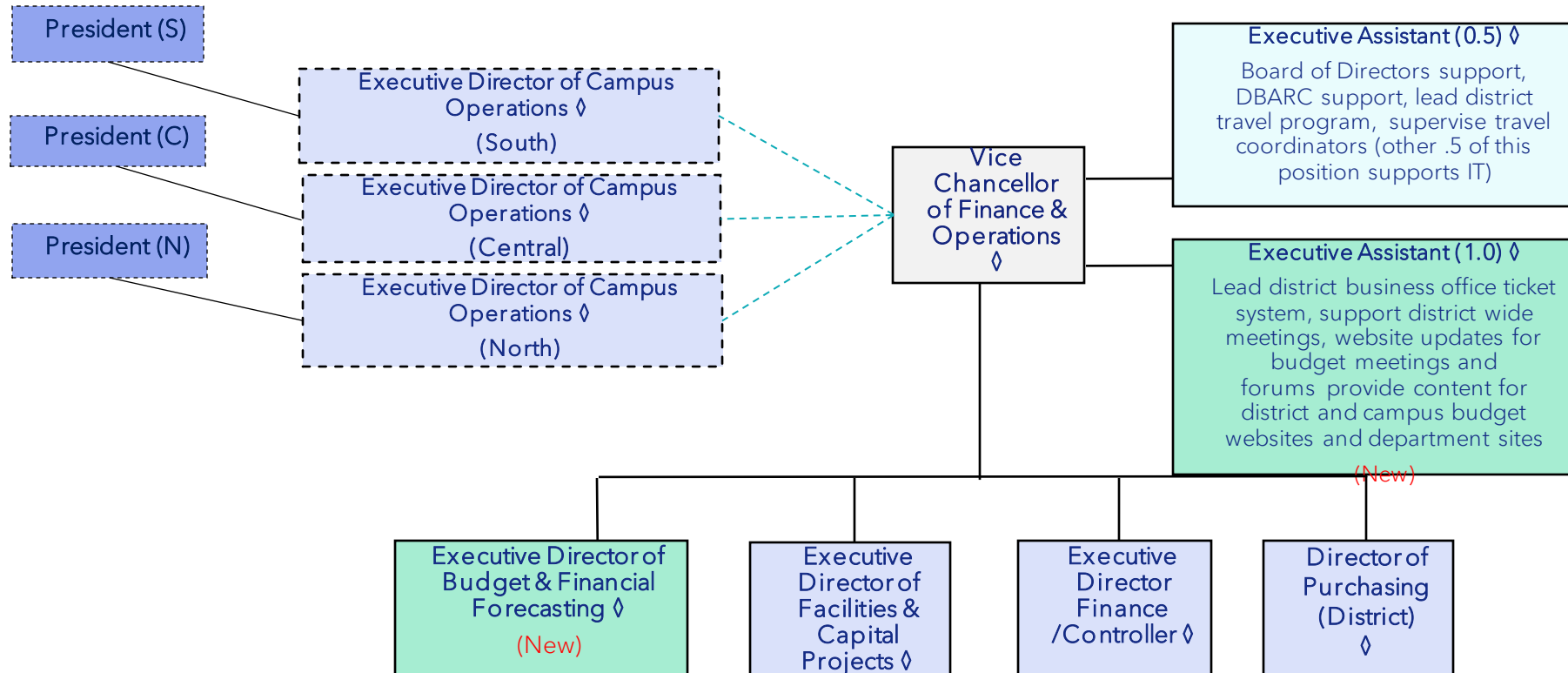
Re-Organization
VCFO Unit



Reorganization 2023: District Office- New Finance & Operations Structure: Finance and Operations

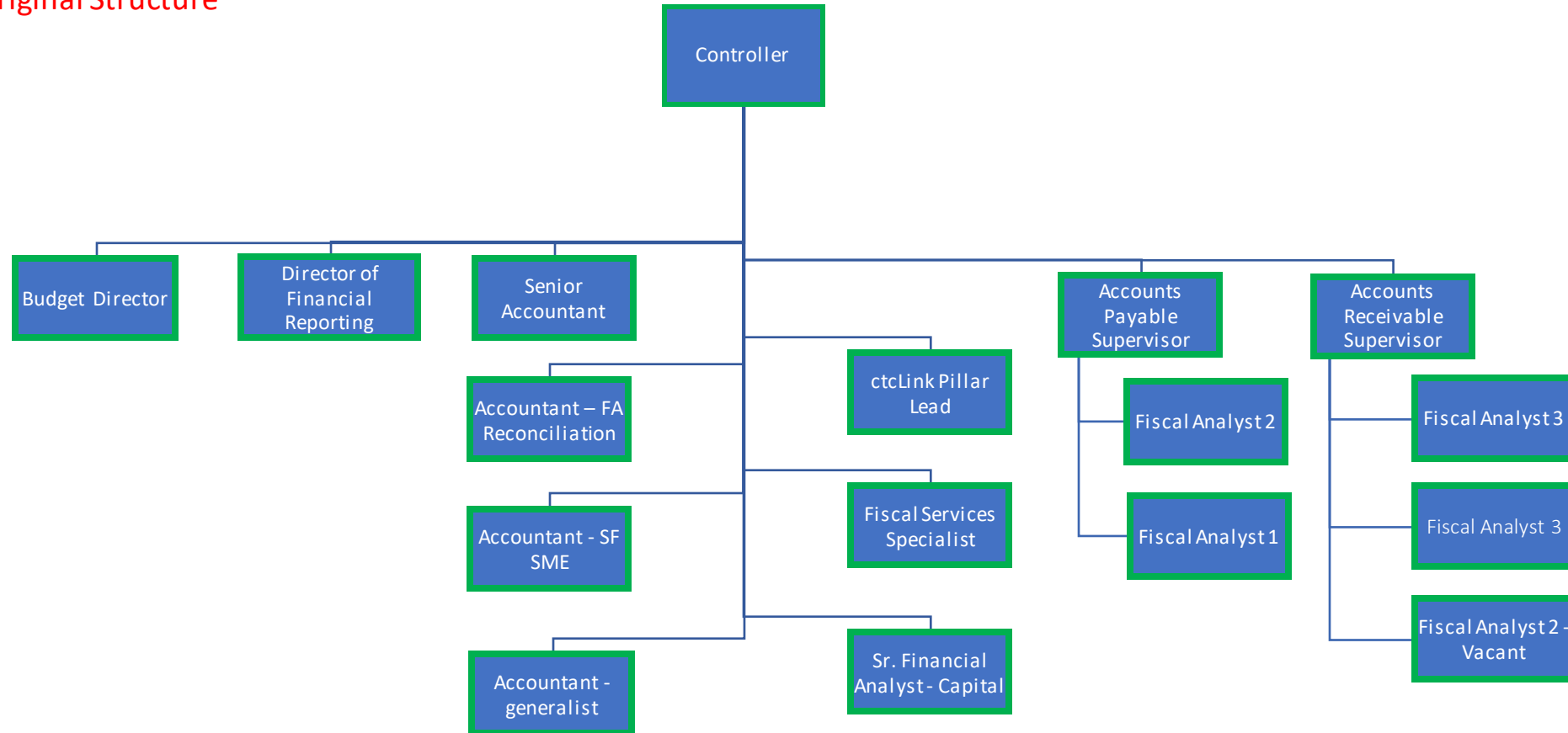
Re-Organization

VCFO Unit



Original District Finance Structure – funded positions as of 2/2022

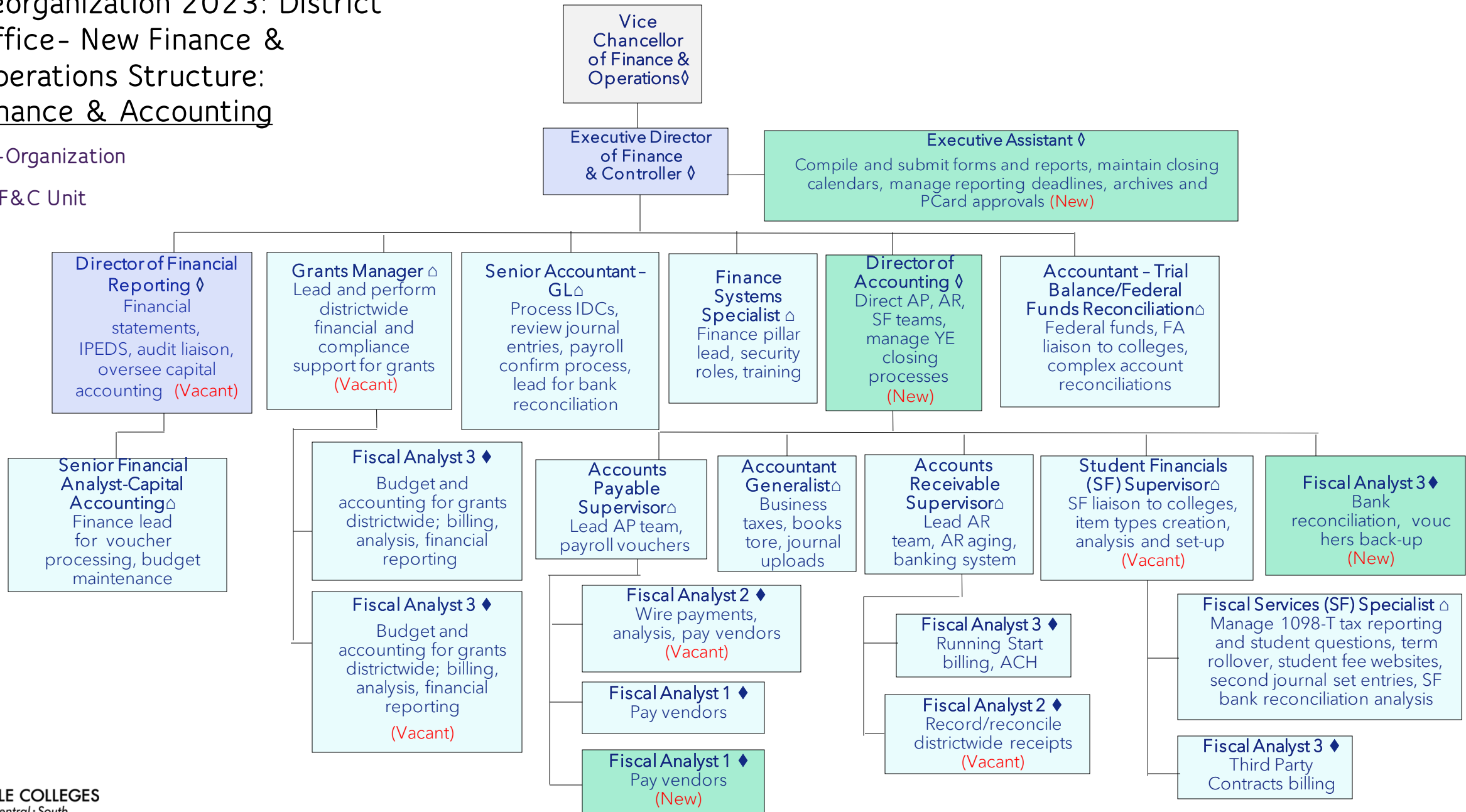
Original Structure



Reorganization 2023: District Office- New Finance & Operations Structure: Finance & Accounting

Re-Organization

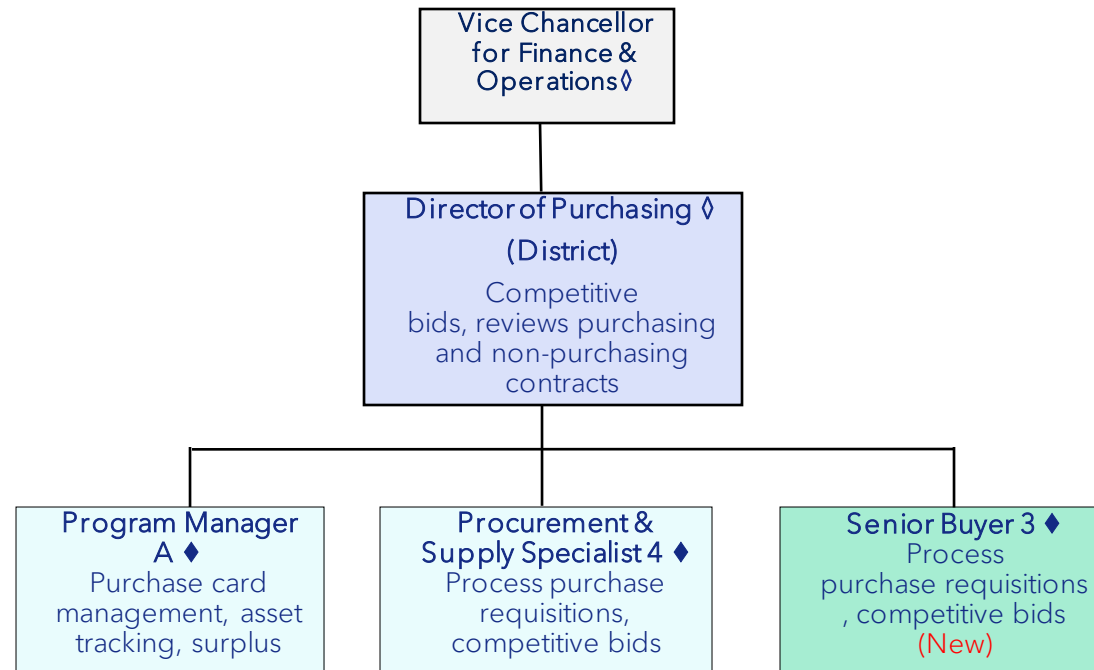
EDF&C Unit



Reorganization 2023:
District Office- New Finance & Operations Structure:
Purchasing

Re-Organization

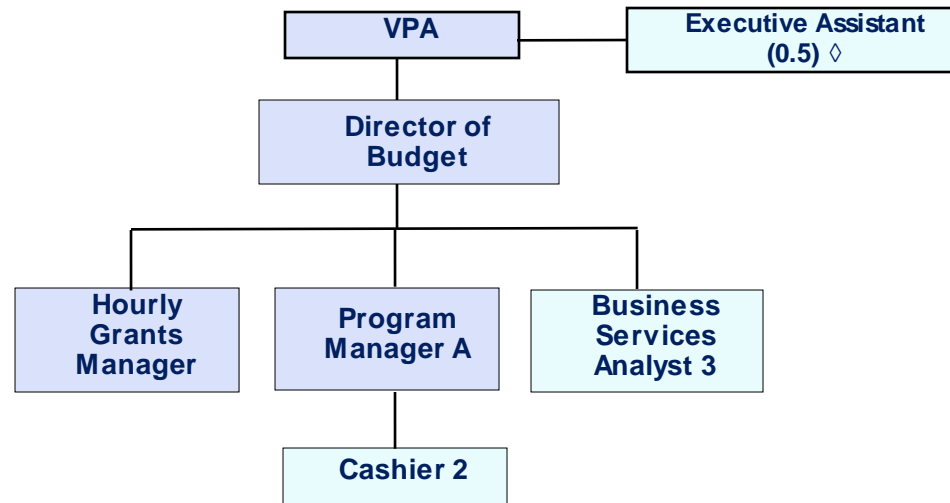
Director of
Purchasing Unit



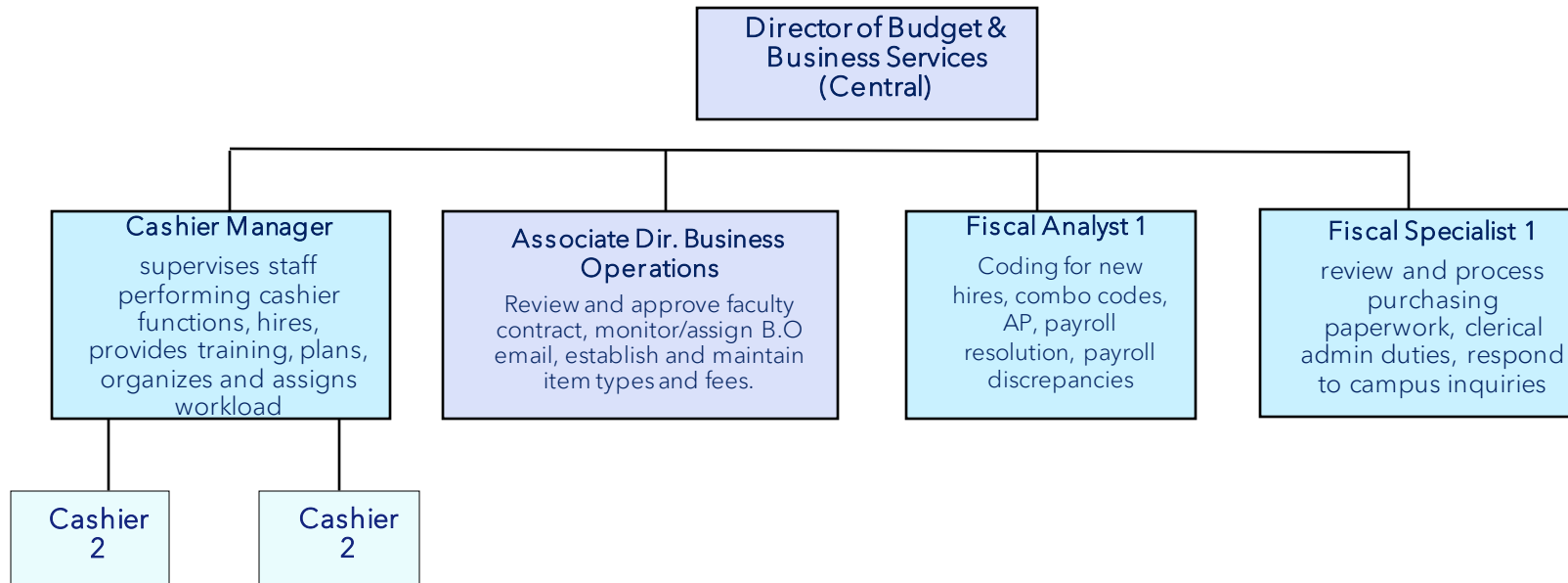
Original & New Business Office Organizational Charts

North Seattle College-

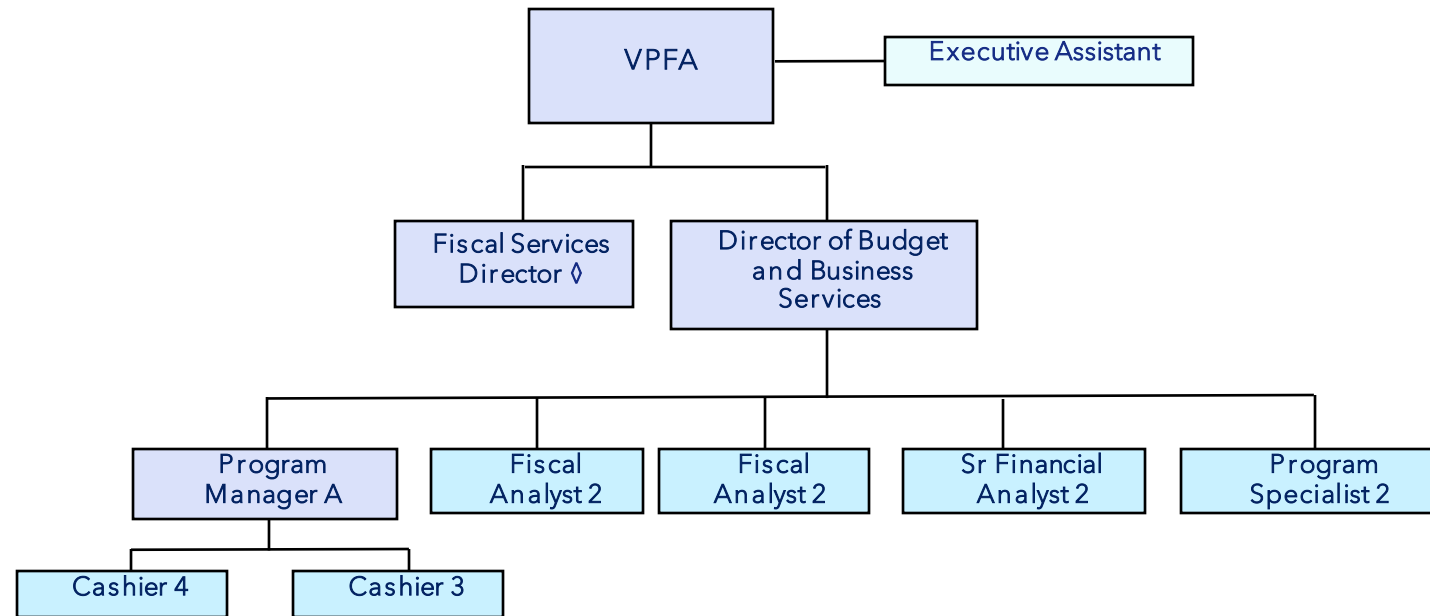
Business Office (original structure)



Seattle Central College-
Business Office (original structure)



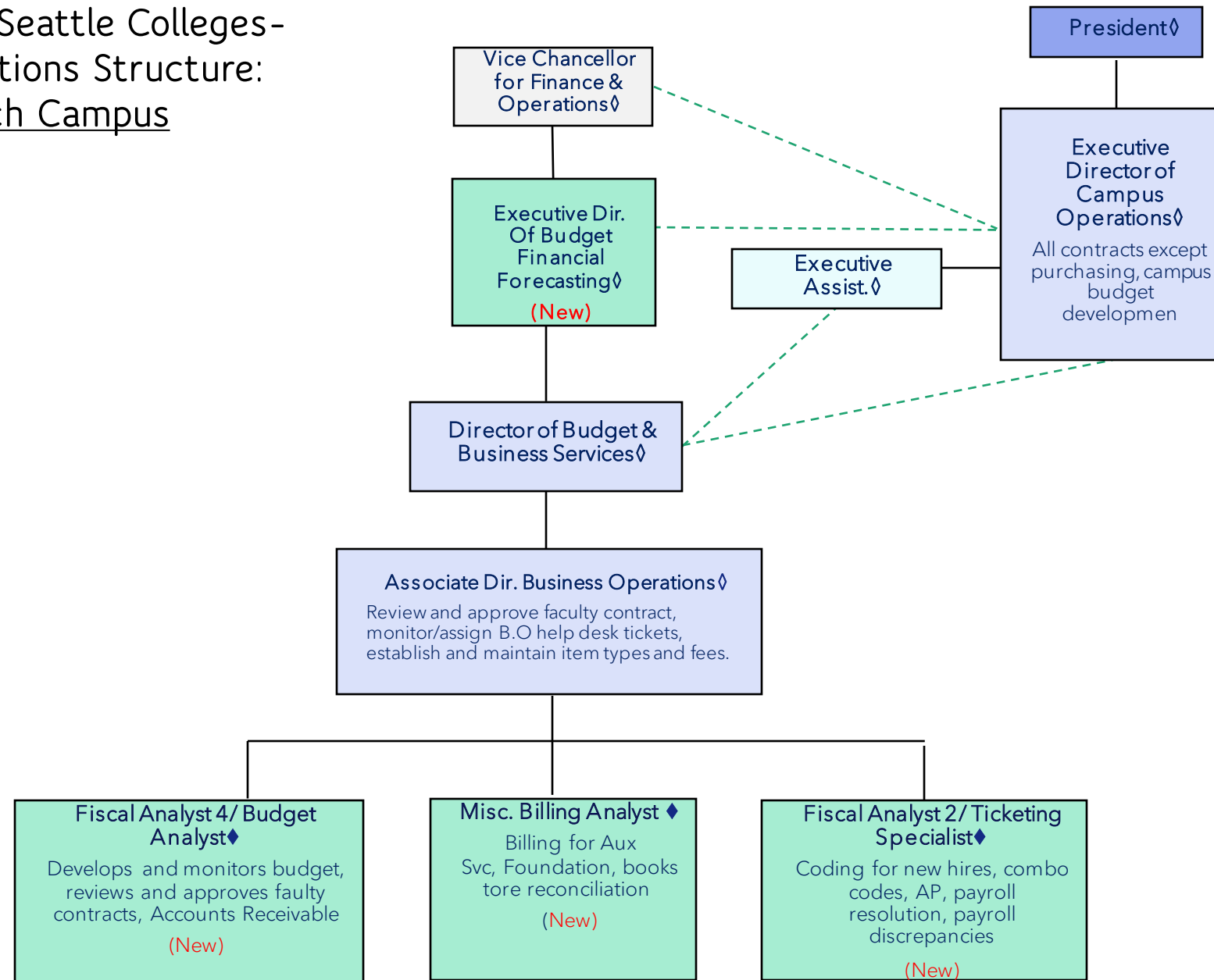
South Seattle College-
Business Office (original structure)



Reorganization 2023: Seattle Colleges- New Finance & Operations Structure: Business Office at each Campus

Re-Organization

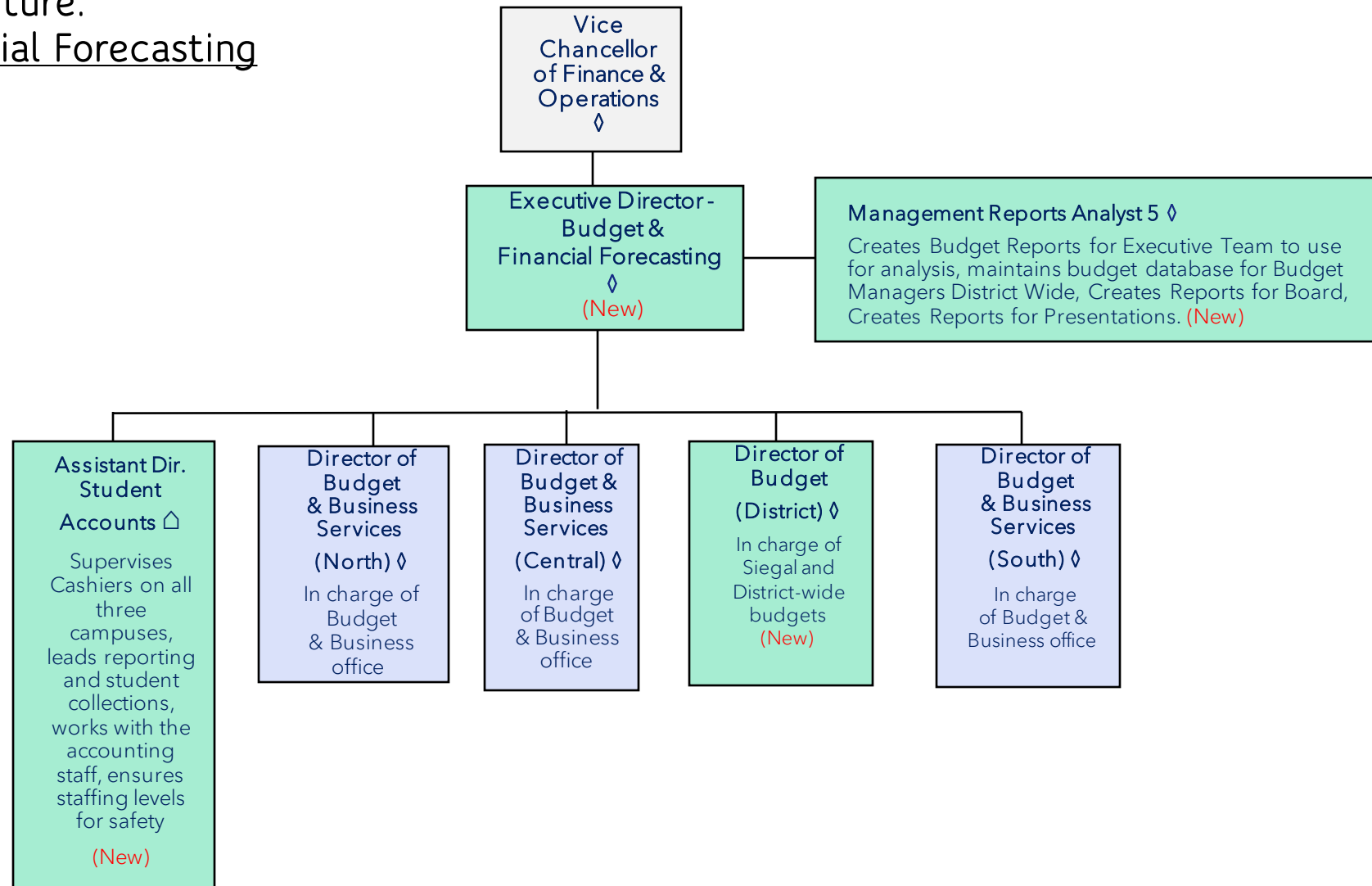
E.D.B.F.F Unit



Reorganization 2023: District Office- New Finance & Operations Structure: Budget & Financial Forecasting

Re-Organization

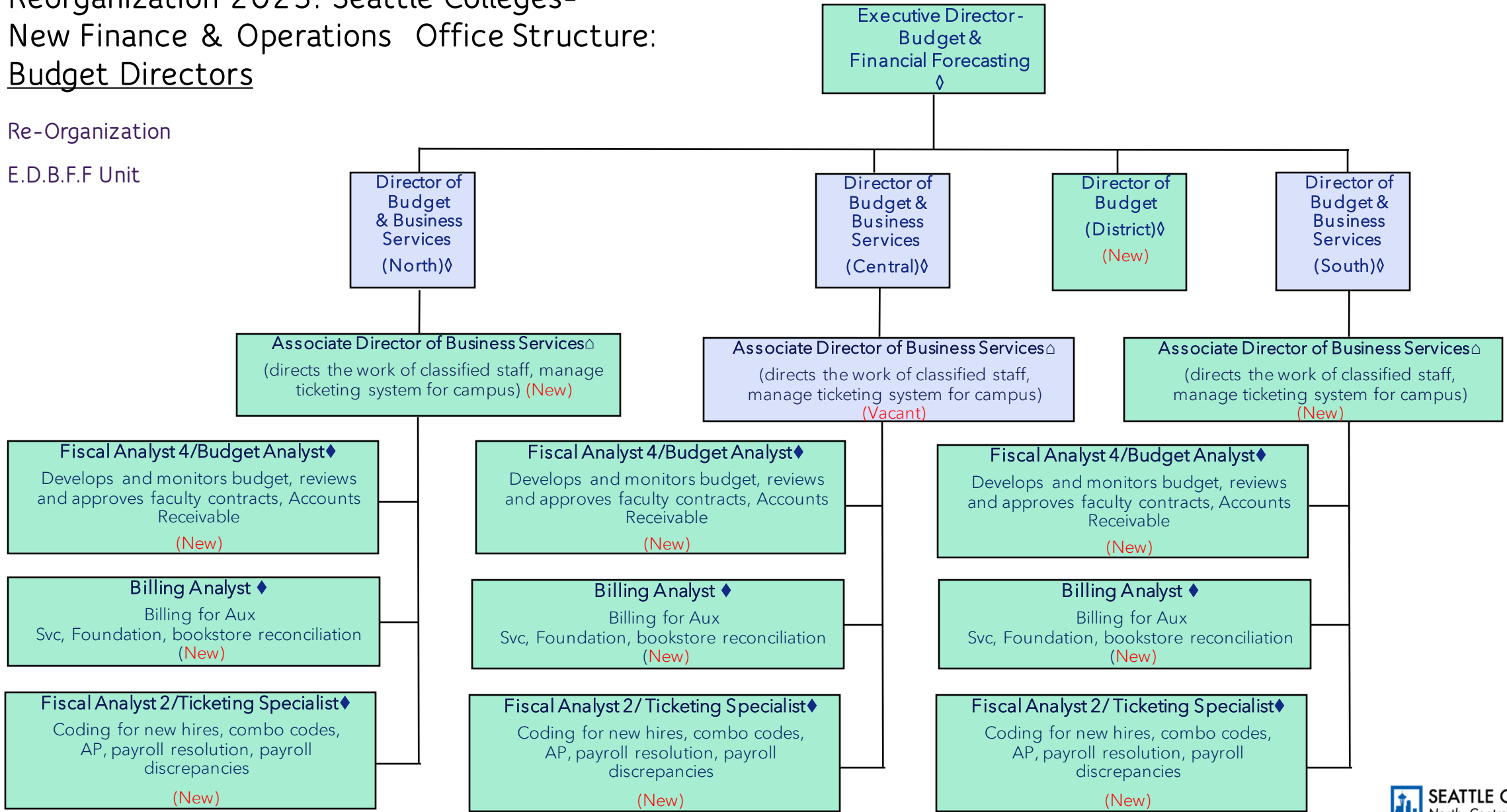
E.D.B.F.F Unit



Reorganization 2023: Seattle Colleges- New Finance & Operations Office Structure: Budget Directors

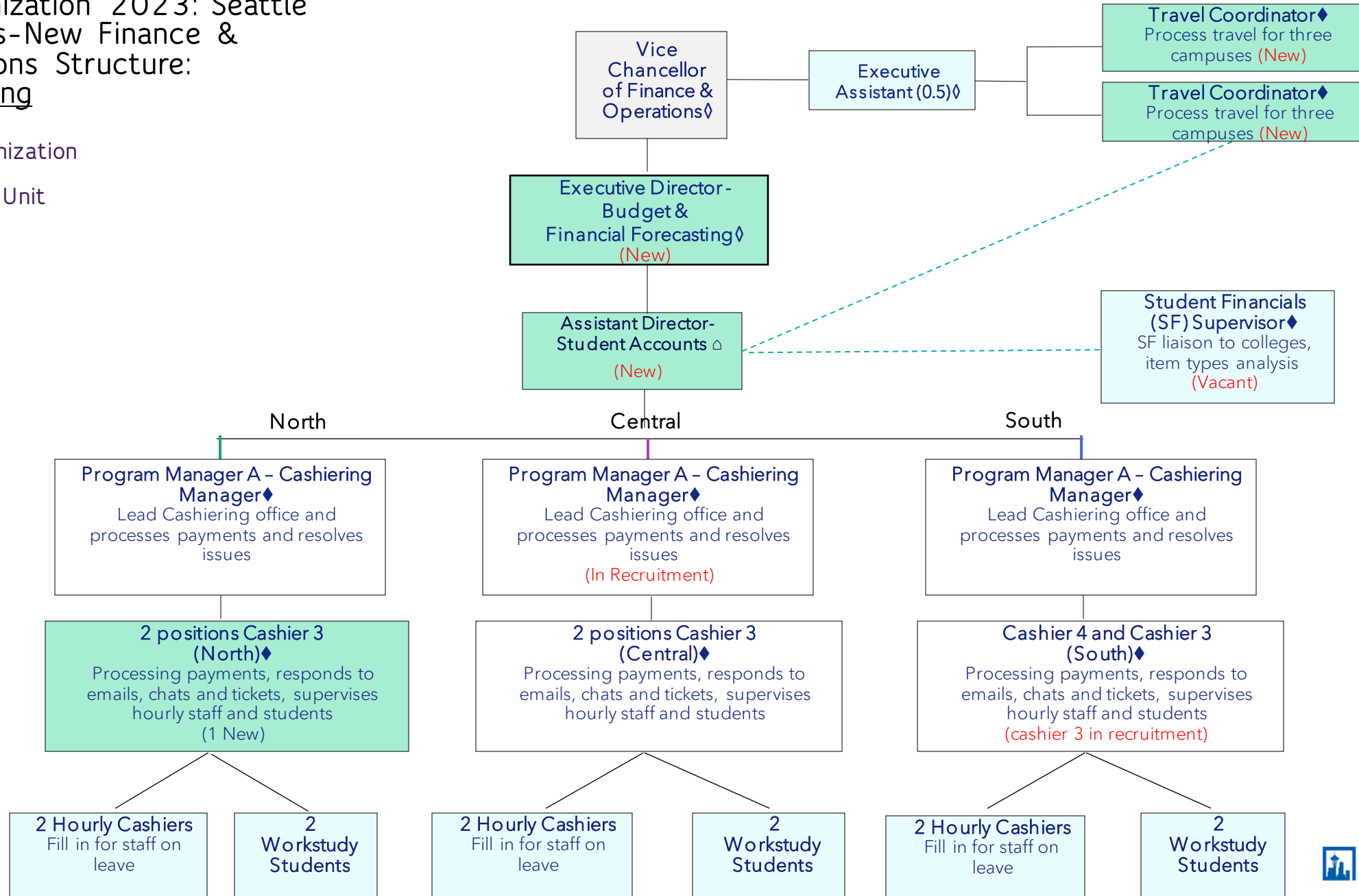
Re-Organization

E.D.B.F.F Unit



Reorganization 2023: Seattle Colleges-New Finance & Operations Structure: Cashiering

Re-Organization
E.D.B.F.F Unit



Recruitment is in Progress for the following positions

PHASE 1

- Executive Director of Finance/Controller (currently filled with interim staff)
- WFSE Interim Fiscal Analyst 3-Grants (awaiting Perp board decision to be made permanent)
- Unrepresented Director of Financial Reporting
- WFSE Fiscal Analyst 2 - Accounts Payable
- AFT Pro Staff Assistant Director of Business Operations (Central)
- AFT Pro Staff Accountant-Trial Balance/Federal Funds Reconciliation (currently filled with interim staff)
- AFT Pro Staff Fiscal Services Specialist-Student Financials (currently filled with interim staff)
- AFT Pro Staff Student Financials Supervisor
- Fiscal Analyst 3-Grants Districtwide
- *WFSE Fiscal Analyst 1 in Accounts Payable
- WFSE Fiscal Analyst 2 in Accounts Receivable
- WFSE Cashier 3 (South)
- WFSE Program Manager A-Cashiering Manager (Central)
- *New

Once Bargaining is completed, we will recruit for the following positions (Late Spring 2023):

Phase 2

Unrepresented Positions:

- *Executive Director of Budget and Financial Forecasting
- *Accounting Director
- *Management Reports Analyst 5
- *Executive Assistant for Executive Director of Finance/Controller
- *1.0 Executive Assistant for Vice Chancellor of Finance and Operations

AFT Prostaff Positions:

- *Assistant Director of Student Accounts-District Wide
- Associate Director of Business Operations (2) North and South
- *Management Reports Analyst 5
- Grants Manager-District Wide

WFSE Positions:

- *Fiscal Analyst 2 - Bank Reconciliation and capital projects vouchers overflow
- *Senior Buyer 3-Purchasing
- Fiscal Analyst 4-Budget (3) North Central, and South
- Fiscal Analyst 3-Misc Billing (3) *North Central, and South
- *Travel Coordinator-District Wide (2)
- Cashier 3 at North

*New

- Phase 3 - summer 2023
- Hourly and work study cashiers
- Fill positions opened by others who moved to new positions

New Positions to the budget only

- District-wide:
 - Executive director of budget and financial forecasting
 - Director of accounting
 - Executive assistant for VCFO
 - Executive assistant for EDF/C
 - Management reports analyst 5
 - Fiscal analyst 1 (AP)
 - Fiscal analyst 3 (Bank Rec)
 - Assist. Director of student accounts
 - Senior buyer 3
- Campus:
 - North Fiscal analyst 2/ticketing specialist
 - North Cashier 3
 - North and South Associate Director of Business Services