2020–21 Budget Development Guidelines
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FY 2020-21 Message to Cost Center Managers

The primary objective for MCC's annual budget this year is to provide a resource allocation plan that will effectively align with the FY 2020-21 Mission Achievement Plan (MAP) during this period of uncertainty, to continue a path forward to a stronger future.

The immediate task as an institution is to work our way through the current disruption and use our historical experience to guide us through our decisions.

One thing we know for certain is that our focus must always be on students and the educational needs in our four-county area. The MAP is simple and straightforward to align our strategic energies on students and basic college operations, while identifying the following three College priorities for the next fiscal year:

- Priority 1: Adapt academic paradigm to new reality
- Priority 2: Create fluid pathways for operations and service
- Priority 3: Maintain basic college operations

Each of these College priorities has identified strategies which will direct our efforts, so be sure to keep the complete MAP document close at hand.

Developing cost center goals and budgets during times of uncertainty is difficult. Our resources will need to be carefully allocated, so there will be an extra emphasis this budget cycle on making sure cost center goals and the need for budget requests are properly based on the College priorities and strategies. Your area leadership or supervisor will provide further guidance to help align cost center plans and budget with the MAP.

*Please make this an inclusive process by ensuring that everyone you represent has quality opportunities to understand and participate in development of their cost center summary goals and budget requests. It is the quality of our collective efforts that will determine MCC's ability to achieve “great” outcomes.*

Other introductory budget development guidance will be provided by the Business Office. The due date for initial completion of cost center summaries and input of budget requests is now May 29th.

The cost center summary and budget system (CollegeSuite) will function basically the same as last year and should now be accessible remotely. If you have system questions or feedback, please contact Gordon Jensen or Pauline Laughlin.
FY 2020-21 OtherIntroductory Budget Guidance

As was shared in the FY 2020-21 Message to Cost Center Managers, there will be an extra emphasis this budget cycle on making sure cost center goals and the need for budget requestsare properly based on the College priorities and strategies. As your goal and budget input isreviewed, common underlying questions will be how what you are doing and plan to do will help the College impact safety, enrollment and educational completion in a way that best serves our four counties.

The budget, besides estimating revenues and expenditures, provides a responsible level of contingency protection and flexibility. Note that budget is simply an initial resource allocation plan. Just because a request makes it into the College’s adopted budget does not guarantee the actual request for funds will be approved. Resource planning and utilization decisions are made based on what best serves the College’s mission in light of current circumstances.

See the Budget Development Guidelines for basic budget input instructions and related information. The link to these guidelines and to the budget system can be found on the Budget Development page.

Also Note:

Budget Calendar
Initial budget input deadline is now May 29th. The Revised Budget Calendar follows this document.

MCC’s Mission Achievement Plan (MAP) priorities
See MCC’s FY 2020-21 MAP document for “Plan” priorities. Each of these priorities has at least one Strategy. Any budget request that is directly related to a Strategy should be connected to that Strategy by selecting the related Strategy number/letter in the Initiative field when inputting a request.

Cost Center Summary
A Cost Center Summary should be completed for each General Fund cost center. Information in the header is automatically filled and information in Primary Functions of the Cost Center has been rolled from FY 2019-20. Primary functions should be updated as necessary and the sections related to goals, variances and staffing needs should be completed.

“Need” Priority
It is important to understand the difference between “Need” priorities versus “Plan” priorities. “Need” priority is the assigned “need” of each of your budget requests which you select from a dropdown in the priority field when inputting each request in the budget system. This “need” priority should be based on how important and certain this resource
need is given MCC’s MAP and your related cost center goals. If you assign an “A” priority to a budget request, be ready to explain why it is a “must have” item.

It is helpful for planning and awareness purposes if you input contingency (‘must have if’ use “AC”; ‘should have if’ use “BC”) and lower priority (‘should have’ use “B”; ‘nice to have’ use “C”) requests.

**New Full-time and Part-time Regular Personnel Requests**

All requested positions require thorough justification when submitted. Note that these requests are not funded in the budget until the President approves inclusion for budget purposes (would still need actual approval when the position is requisitioned). Please do not budget for “standard” furniture, equipment or software needs of requested positions.

**Part-Time Temporary Employees (PTT) and Employee Overtime**

Requests for PTT funding requires an individual budget request line for each PTT position, with the HR# or NEW noted in the description field preceding the position title (each existing position must have a Part-Time Temporary Request To Hire Form on file with HR). HR is doing a review of PTT positions and given the impact of working remote, expect more guidance soon. Requests for overtime monies will be closely reviewed, so provide reasonably detailed descriptions and comments to help justify your need.

**Part-Time Credit and Non-Credit Instruction**

Part-time credit and non-credit instruction budget requests should be based on current year actual expenditures appropriately adjusted for the anticipated impact of distancing, planned changes in course sections/delivery and changes in full-time faculty.

**Advertising and Printing/Publishing**

With few exceptions, advertising (5210) and printing/publishing (5280) needs should be discussed with Public Affairs to establish a plan and budget estimates. Remember, advertising includes sponsorships, tradeshow/event booth rentals and swag (giveaway) items in addition to traditional advertising (print, TV, radio, online).

**Copier Costs**

In most cases, cost center managers should budget two cents per copy in object code 5275 – R&M Copier Equipment. This per copy charge covers everything except paper.

**Software and Web Processing Services**

Requests for software and web processing services in object code 5297 (note that object code 5298 is no longer used) will be reviewed by the Software Review Group, so provide reasonably detailed descriptions and comments to help justify need.

**Equipment**

All equipment requests (for budget, always use object code 5500) will be reviewed by the Equipment Budget Focus Group and any PC related items will also be reviewed by the PC Matching Group, so provide reasonably detailed descriptions and comments to help justify
your need. Please do not budget for “standard” furniture and equipment (e.g. desk, chair, PC) for replacement or new personnel, as this is coordinated college-wide.

**Facility Needs**

If you are making a budget request that will require facility or infrastructure work, make sure you forward the appropriate work order/request form to Facilities and note this in your budget request.

Included below are additional points to consider before entering budget requests:

- Your 2019-20 General Fund budget requests, except for equipment, have been “rolled over” into 2020-21, but “A” priority items were rolled with a “U” priority to encourage a review of all “must have” requests.
- When entering descriptions and comments, make sure your statements are brief yet clearly explain the item requested.
- A list of object codes with descriptions is provided in the Budget Development Guidelines appendix.
- The PC Matching Group continues to identify and request normal replacements/upgrades for all PCs, so you should only make a budget request for a PC when you have a special operational need (you have higher needs due to special software requirements or the nature of your work). This group will also review all PC related printer and equipment requests.

If you have budget questions or feedback, please contact Gordon Jensen or Pauline Laughlin.
**Revised FISCAL YEAR 2020-21 BUDGET CALENDAR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February/March</td>
<td>Cabinet members work with their areas to draft updated mission achievement plans to help guide budget input</td>
</tr>
<tr>
<td>February 25th</td>
<td>Share the proposed budget calendar with the Board of Governors</td>
</tr>
<tr>
<td>March 24th</td>
<td>If requested, discuss status of plans and budget, and review tuition and fees with Board of Governors</td>
</tr>
<tr>
<td>April 28th</td>
<td>If requested, discuss status of plans and budget with Board of Governors</td>
</tr>
<tr>
<td>By May 8th</td>
<td>Open budget system for input</td>
</tr>
<tr>
<td>May 19th</td>
<td>If requested, discuss current draft of plans and budget with Board of Governors</td>
</tr>
<tr>
<td>May 29th</td>
<td>Cost center managers finish initial budget input</td>
</tr>
<tr>
<td>By June 12th</td>
<td>Equipment Budget Focus Group, PC Matching Group and Software Review Committee will complete reviews</td>
</tr>
<tr>
<td>June 23rd</td>
<td>If requested, discuss current draft of plans and budget with Board of Governors</td>
</tr>
<tr>
<td>June 30th</td>
<td>Deadline for proposed mission achievement plan and adjustments to President’s proposed budget</td>
</tr>
<tr>
<td>July 28th</td>
<td>Board of Governors receives the executive level mission achievement plan and approves proposed FY 2020-21 budget</td>
</tr>
<tr>
<td>August 25th</td>
<td>Public hearing held on the Board of Governors’ proposed budget and amendments are considered and approved as necessary</td>
</tr>
<tr>
<td>September 15th</td>
<td>Remaining public hearing is held and Board of Governors amends and adopts a final FY 2020-21 budget</td>
</tr>
<tr>
<td>September 21st</td>
<td>Adopted budget filed with the State and Counties</td>
</tr>
</tbody>
</table>
Mission: MCC delivers relevant, student-centered education to a diverse community of learners.

Guiding Principles:

- Attend to the health and safety of students, employees, and community
- Apply agility and creativity to day-to-day work
- Maximize human capacity
- Strive for operational excellence
- Provide vigilant stewardship of college resources
- Incorporate lessons from recent experience to inspire and drive future decisions

Priority 1: Adapt academic paradigm to new reality

1a. Strategy: Move career and technical education courses to competency-based assessment
- Initiate flexible scheduling of labs and incorporate blended course delivery

1b. Strategy: Enhance faculty onboarding and training to support curricular transitions
- Create a meaningful Learning Management System course interface regardless of teaching mode
- Infuse effective use of technology to teach didactic content remotely
- Activate classrooms and labs for applied learning
- Facilitate mastery of course competencies

1c. Strategy: Enhance curriculum design
- Assure course outcomes or competencies are measurable
- Redesign degree programs that flow logically from course to course or one set of competencies to the next
- Create seamless maps to jobs and degrees that allow students to combine credit, non-credit and life experiences as pathways to completion
- Facilitate learning outcomes assessment
- Infuse developmental components within programs and courses

1d. Strategy: Respond to emerging external competitive influences
- Review tuition, fee, and instructional aid structure to respond to competitive external influences
- Build online developmental-education systems to support MCC and four-year students who are underprepared

Priority 2: Create fluid pathways for operations and service

2a. Strategy: Strengthen and rebuild current operational practices
- Strengthen and unify cross-departmental services for students to provide seamless in-person and online delivery
- Build online delivery capacity for new student orientation, student engagement, and first year experience
- Implement career exploration tools and systems
- Assure that security of information technology systems and data remain a priority

2b. Strategy: Continue planning and implementation of completion initiative
- Reframe and launch readiness and assessment phases in light of new paradigms
- Simplify placement strategies to reduce barriers and improve student agency in their educational planning
- Fully implement ADVISE, RECRUIT, and Digarc to support planned launch
- Ensure student educational plans are in place for on-track completion

2c. Strategy: Collect, analyze, and use student data
- Know our students and make data-driven improvements
- Build institutional effectiveness capacity to support data needs

2d. Strategy: Create effective and consistent employee and student communication processes and structures

Priority 3: Maintain basic college operations

3a. Strategy: Continue institutional policies that attend to the safety of students and employees and the fiscal health of the College
- Limit hiring of both new and vacant positions
- Suspend international travel in 2020-21 and limit all other travel to what is essential
- Limit new initiatives and major expenditures to those that are mission critical
- Continue South Omaha Expansion project; carefully review other capital construction projects
MCC Budget Systems Instructions

The MCC Budget input screens are located on the Internet.

Accessing the Budget through My Way Portal

1. Log in to My Way.
2. Click on Budget link located under College Links.

3. Click on Budget System, Reports and Area/Cost Center MAPs.

Budget Development

- Budget System, Reports and Cost Center Summaries
- View Cost Center Summaries
- MCC's FY 2019-20 Areas of Strategic Focus
- Budget Development Guidelines
- Position Description Questionnaire
- Facilities Work Request

The following forms are to be used by all employees who are not cost center managers:

- Equipment/Furniture Request Form
- Miscellaneous Request Form

The College Suite screen opens (might have to sign-in).
4. Most of the budget information will be entered in the **Request Screen**.

- **NOTE:** If you have any difficulties logging on, call Pauline Laughlin – 622-2403, if she is not available then call Gordon Jensen – 622-2394.
General Navigation Instructions

The following are general tips and techniques you may find useful to navigate within the budget screens. Refer to these when you need assistance.

1. To return to the Main Menu:
   a. Click **File** and **Close** located on the Title Bar.

2. Check to see if a printer is detected by the system:
   a. On the Menu Bar, click **File** and **Print …**

   ![Printer is detected]

   b. If there is no printer listed, double-click on **Add Printer** to add a *network* printer.
   c. Follow the Wizard steps.

   ❖ If you need assistance with the printer, call the Help Desk.

   You **must** use a *network* printer.
3. Expand/collapse items:
   a. Click on the + to expand an item.
   b. Click on the - to collapse an item.
   -or-
   c. Click on **Expand/Collapse** and **Expand all** (all items will be expanded).

4. Delete a row of information:
   a. Click on the + to expand an item and press **Delete**.

   ![Budget Detail Table](image)

5. Keyboard shortcuts:
   a. To move from left to right through the columns, press the `<Tab>` key.
   b. To move back (right to left), press `<Shift>+<Tab>`.

6. To enter data into a new field, or to modify any record, use the mouse to click the field that you want to enter or modify.

7. Some fields may have drop-down lists.

   ![Field List](image)

   a. Click the **down arrow** to display the list.

8. Some items will have a checkmark ✓ in the **Locked** checkbox, signifying this item cannot be changed/edited.

   ![Locked Item](image)

   If a “locked” item is selected, a new item cannot be added.
9. Assign Delegates to give others permission for budget input. When a person has been assigned as a delegate, they have the same logon privileges as a Cost Center Manager.

Add a new delegate to a specific fund/location/cost center:
   a. On the main screen, go to Utilities and click on Assign Delegate
   b. Click on the + to expand an item
   c. Select a name from the drop-down list

Add a new delegate to all your fund/location/cost centers:
   d. On the main screen, go to Utilities and click on Assign Delegate
   e. On the Menu Bar, click on Tools and select Add Delegate (en mass)
   f. A dialog box opens
   
   ![Add New Delegate (en mass)](image)

   g. Enter a name
   h. Click Insert.

   **NOTE:** If you assign a delegate to all items (en mass), the delegate will have to be removed individually from each fund/location/cost center.
General Budget Requests

Interdepartmental Charges (Chargebacks)

You must budget for the following chargeback items: (See Appendix)
- Central Stores
- Copier Use
- Duplicating Center
- Foodservice
- Graphic Arts
- Instructional Design Services
- Mailroom (limited to a few select cost centers)
- Motor Vehicle Use

1. Click on the + to expand Budget.

2. Click on Request Screen.

3. To modify a current budget detail request:
   - Expand the object code (click +)
   - Click Edit on the item you want to modify.
   - Make the necessary changes
4. To add a new object code within fund, location, cost center:
   - Click on ![Add new General Ledger]
   - A **New Account** dialog box opens

- Click the drop-down arrow to make a selection
- Click ![Create]

5. To add a new line for a new budget request:
   - Click on an object code ![Add new Budget Detail]
   - Click ![Add new Budget Detail]

6. The **Budget Detail** Screen opens.

- **Budget Detail** Screen opens.

7. **Item Description**
   Enter description of the item you are requesting.

8. **Quantity**
   Enter the quantity.
   (If there is no quantity, type **1**)

9. **Unit Cost**
   Enter the unit cost.
   (Do not type commas or dollar signs. E.g. if amount is $175, type **175**; if amount is $2,150.75, type **2150.75**)

10. **Subtotal**
    Automatically calculated.
11. **Priority**

Select a priority from the drop-down list.
- A – Must Have
- AC – Must Have If
- B – Should Have
- BC – Should Have If
- C – Nice To Have
- G – Grant/Gift Request
- D – Delete (will not be included in request amounts)
- P – Perkins
- U – Undecided (allows user to identify requests they are still questioning)

12. **Activity**

Defaults to N/A

(This is available for users to track projects or special work. If you have something you would like to track in one or more of your cost centers, please call Gordon Jensen to get an activity set up for selection.)

13. **Initiative**

Defaults to N/A

If this budget request is related to a key goal or strategic focus, select the appropriate strategic focus from the drop-down in the Initiative field.

14. **Detail**

Click **Detail** to enter any additional comments.

Enter comments, if desired.

Click **Update**.
Equipment Budget Request

All budget requests for equipment are requested using object code 5500.

All equipment requests will be reviewed by the Equipment Budget Focus Group. The Equipment Budget Focus Group will review your requests for completeness of information, standard pricing and justification for non-standard requests. Please ensure that justification for non-standard prices is provided in the “Justification” field. (The "Justification" field is found by clicking on the Other button.)

Standard pricing available in Appendix, Page 33.

1. Click on the + to expand Budget

2. Click on Request Screen

3. To modify a current budget detail request:
   - Expand the 5500 object code (click +)
   - Click Edit or Detail on the item you want to modify.
   - Make the necessary changes

4. If you need to add the 5500 object code:
   - Click on Add new General Ledger
   - A New Account dialog box opens
   - Click the drop-down arrow to make a selection
   - Click Create
5. To add a new budget item:
   - Click on the **5500** object code
   - Click Add new Budget Detail

6. The Budget Detail grid opens

![Budget Detail Grid]

7. Item Description
   Select an item from the drop-down list.

![Item Description Dropdown]

8. Quantity
   Enter the quantity.
   (If there is no quantity, type 1)

9. Unit Cost
   For most items an amount is automatically entered. If this item is not standard or no default amount is provided, enter the unit cost.
   (Do not type commas or dollar signs. E.g. if amount is $175, type **175**; if amount is $2,150.75, type **2150.75**)

10. Subtotal
    Subtotal is automatically calculated.

11. Priority
    Select a priority from the drop-down list.
    - A – Must Have
    - AC – Must Have If
    - B – Should Have
    - BC – Should Have If
    - C – Nice To Have
    - G – Grant/Gift Request
    - D - Delete
    - P – Perkins
    - U – Undecided (allows user to identify requests they are still questioning)
12. **Activity**

Defaults to N/A

(This is available for users to track projects or special work. If you have something you would like to track in one or more of your cost centers, please call Gordon Jensen to get an activity set up for selection.)

13. **Initiative**

Defaults to N/A

If this budget request is related to a key goal or strategic focus, select the appropriate strategic focus from the drop-down in the Initiative field.

14. **Detail**

Click **Detail** to enter the specific description and additional information. Justification **must be** provided in the **Justification** field.

![Image of budget request form](image)

- **Description**
  - Use for further description or if an "other" item was selected from **Detail Description**

- **Need Date**
  - Enter the month/year the item is needed

- **Add/Replace**
  - Select from the drop-down list whether you are adding or replacing equipment
    - By Inventory #, for every item being replaced, enter the MCC inventory number (e.g. 033366, 03367, etc.)
    - By Disposition, select an option from the drop-down menu:
      - Central Stores (release to College)
      - Other (note what is being done in the Comments section)
      - Transfer (note what is being done in the Comments section)

- **Campus**
  - Select a campus from the drop-down menu

- **Building**
  - Enter the name/number of the building (if applicable)

- **Room**
  - Enter the room number (if applicable)

Click **Update**.
Personnel Requests

Requests for New Regular Full-time or Part-time Regular Personnel

The requests for new positions are made through the Organization screen. The Organization screen should only be used for NEW full-time and part-time regular personnel requests.

Supervisors must have completed position descriptions and estimated wage/salary for the position before completing their budget request.

If approved, the supervisor will need to work with HR to officially classify the position.

Input information for new personnel as follows:

1. Click on Organization (located under Personnel Info).

   - This lists all the people who report to the Cost Center Manager.
   - Click on an individual name to see budget information.

2. On the left side of the screen, click on the name to whom the new position will report.

   If the following dialog box appears, click ❌ and click on a name on the left side to which the new position will report.

4. **A New Position** dialog box opens.

   ![New Position Request Form](image)

   - Type the new position.
   - Click **Insert**.

5. On the left side of the screen, click the + to see the new position name.

6. The **New Position Detail** form appears.

   ![New Position Detail Form](image)

   - Fill out the form.
   - Click **Update**.

---

**View information for Personnel as follows:**

1. Click on **Personnel** (located under **Personnel**)

   ![Personnel Menu](image)

   - Shows where each position is being funded
Requests for Existing Full-time and Regular Part-time Personnel

**NOTE**: Compensation and fringe benefits are calculated by the Budget Office.

If any of the existing regular full-time or part-time positions in your Cost Center(s) will end or be moved to another Cost Center, location or fund, please forward this information to Gordon Jensen by e-mail.

**Pivot Tables**

*A Pivot Table is an interactive table that you can use to quickly summarize data. You can rotate its rows and columns to see different summaries of the source data, filter the data by displaying different pages, or display the details for areas of interest.*

If you are interested in learning how to use pivot tables, training is available. Contact Gordon Jensen 622-2394 or Pauline Laughlin – 622-2403.
Print Reports

*Google Chrome is the preferred browser to run reports.

1. Click on Report Wizard

   [Diagram showing Report Wizard]

2. The report request screen opens.

   - Include Regular Personnel Object Codes
   - Induded Items Only

   - User: mgahan
   - Position: -- Make Selection --
   - FYE: 2009
   - Fund: -- Choose a Fund --
   - Location: -- Choose a Location --
   - Cost Center: -- Choose a Cost Center --
   - Object: -- Choose an Object Code --

   - Budget Reports: Request Detail w/o Equipment
      Equipment Detail
      Summary
      Personnel Detail

   - Click the down arrows to display the lists.
   - Make sure you are on the correct FYE.
   - Choose from the list of Budget Reports.
   - Click, Display Report.
3. On the menu bar, click "Print" to print.
Appendix

General Ledger Number Structure

An example of a General Ledger Number – 01-1-52304-5120

01  Fund
1   Location
52304 Cost Center number
5120 Object code

**Fund**
01  General
02  State Grants
03  Private Grants
04  Private Grants via MCCF
05  Federal Grants via MCCF
07  MCCF Mini Grants
21  Con Ed
22  Federal Grants via State
31  Student Clubs
3x  Auxiliary
4x  Auxiliary
5x
51  Federal- Student Financial Aid
52  Federal-US Dept. of Education
53  Carl Perkins Grant
54  Federal-Misc.
55  Federal-US Dept. of Labor
56  Federal-Misc.
71  Cap Acquisition

**Location**
1   Area wide
2   Fort Omaha Campus
3   Elkhorn Valley Campus
4   South Omaha Campus
5   Fremont Center
6   Sarpy Center
7   Bellevue/Offutt
8   Applied Technology Center
9   Washington County Technology Center
A   South Express Center
B   Do Space
C   Master Craft
D   Sarpy Campus
E   MCC Express Center North
F   Maker Space

**Cost Center**
A cost center number has been assigned to you.

**Object Code**
See Appendix, Pages 24-30
Object Codes

Descriptive Chart of Object Codes for Expenditures

All object codes which begin with a “5” are used to record expenditures.

**Note:** Personnel Service object codes that are marked with an “*”, are budgeted by the Business Office based on established positions. These marked object codes are referred to as screened objects in the Budget Request System, as cost center managers will not enter budget amounts for these objects.

**Note:** Object codes marked with an “R” are restricted to specific cost centers.

**PERSONNEL SERVICES**

Object codes used to record salary, wage and benefit costs for College Personnel. These object codes are restricted to payments made through the College’s HR/Payroll system.

<table>
<thead>
<tr>
<th>OBJECT CODE</th>
<th>OBJECT CODE NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 5101</td>
<td>INSTRUCTOR - FT</td>
<td>Salaries to FT instructors for their regular credit contracts.</td>
</tr>
<tr>
<td>5102</td>
<td>INSTR –OVERLOAD</td>
<td>Salaries to FT instructors for credit assignments beyond their annual loads (usually paid in Spring term).</td>
</tr>
<tr>
<td>5103</td>
<td>INSTR—FT—PT CR CONTRACT</td>
<td>Salaries to FT instructors for PT credit contracts.</td>
</tr>
<tr>
<td>5104</td>
<td>INSTR—PT CREDIT</td>
<td>Salaries to PT instructors for credit contracts.</td>
</tr>
<tr>
<td>5105</td>
<td>INSTR—PT NON-CREDIT</td>
<td>Salaries to instructors teaching non-credit courses. Generally restricted to Continuing Ed and Workforce Development Institute.</td>
</tr>
<tr>
<td>5106</td>
<td>INSTR—SUMMER FT CREDIT</td>
<td>Salaries to FT instructors for summer credit contracts.</td>
</tr>
<tr>
<td>5107</td>
<td>INSTR—SUMMER PT CREDIT</td>
<td>Salaries to PT instructors for summer credit contracts.</td>
</tr>
<tr>
<td>5110</td>
<td>INSTR SUBST/SABB REPL</td>
<td>Salaries to PT instructors for substitution or sabbatical replacements.</td>
</tr>
<tr>
<td>5112</td>
<td>INSTR-FT NON-TEACHING</td>
<td>Full-time faculty in-load releases (FTFT) for all non-teaching assignments</td>
</tr>
<tr>
<td>5113</td>
<td>INSTR-FTPT NON-TEACHING</td>
<td>Not in-load non-teaching assignment pay for full-time faculty (FTPT)</td>
</tr>
<tr>
<td>5114</td>
<td>INSTR-PTPT NON-TEACHING</td>
<td>Non-teaching assignment pay for adjuncts (PTPT)</td>
</tr>
<tr>
<td>* 5115</td>
<td>COUNSELORS—FT</td>
<td>Salaries to FT counselors.</td>
</tr>
<tr>
<td>* 5120</td>
<td>ADMINISTRATORS</td>
<td>Salaries to FT administrators.</td>
</tr>
<tr>
<td>* 5121</td>
<td>PROFESSIONAL</td>
<td>Salaries to FT professionals.</td>
</tr>
<tr>
<td>Code</td>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5125</td>
<td>ADMIN INTERN</td>
<td>Wages to interns for admin support.</td>
</tr>
<tr>
<td>5140</td>
<td>CLASSIFIED</td>
<td>Wages to FT classified staff.</td>
</tr>
<tr>
<td>5142</td>
<td>INSTRUCTIONAL ASSISTANT</td>
<td>Wages to FT instructional assistants.</td>
</tr>
<tr>
<td>5150</td>
<td>OP/MAINT/PSA/IT TECH</td>
<td>Wages to staff on the Operations &amp; Maintenance, Public Safety and IT salary schedule.</td>
</tr>
<tr>
<td>5160</td>
<td>PT REGULAR</td>
<td>Wages to part-time regular personnel.</td>
</tr>
<tr>
<td>5165</td>
<td>PT TEMPORARY</td>
<td>Wages to temporary employees paid through the payroll system.</td>
</tr>
<tr>
<td>5169</td>
<td>OVERTIME</td>
<td>Overtime and premium wage payments.</td>
</tr>
<tr>
<td>5170</td>
<td>WORKSTUDY</td>
<td>Wages to students on Federal College Work Study Program.</td>
</tr>
<tr>
<td>5180</td>
<td>F.I.C.A.</td>
<td>Required employer matching payroll taxes.</td>
</tr>
<tr>
<td>5185</td>
<td>RETIREMENT</td>
<td>Retirement program.</td>
</tr>
<tr>
<td>5186</td>
<td>HEALTH INSURANCE</td>
<td>Group health insurance.</td>
</tr>
<tr>
<td>5187</td>
<td>LIFE INSURANCE</td>
<td>Group life and accident insurance.</td>
</tr>
<tr>
<td>5188</td>
<td>L.T.D. INSURANCE</td>
<td>Group long-term disability insurance.</td>
</tr>
<tr>
<td>5191</td>
<td>AWARDS</td>
<td>Payments for service awards.</td>
</tr>
<tr>
<td>5192</td>
<td>UNEMPLOYMENT INSURANCE</td>
<td>Reimbursement to the State of Nebraska unemployment compensation plan.</td>
</tr>
</tbody>
</table>
GENERAL OPERATING EXPENSES

The following group of operating expense accounts is used to record payments for services or service-related costs for the operation of the College:

<table>
<thead>
<tr>
<th>Code</th>
<th>Account Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5209</td>
<td>ALT. LEARNING PROMOTION</td>
<td>Promotion of telecourses (restricted to Marketing &amp; PR).</td>
</tr>
<tr>
<td>5210</td>
<td>ADVERTISING</td>
<td>Print, voice and video advertising, excluding advertisements for College employment opportunities and telecourses.</td>
</tr>
<tr>
<td>5211</td>
<td>POSTAGE</td>
<td>U.S. postal services, including postage meter expense, other mail delivery services (UPS, Federal Express), post office box rental, stamps, postal registries and postal insurance fees.</td>
</tr>
<tr>
<td>5212</td>
<td>COMMUNICATIONS/PHONE</td>
<td>Voice and data telecommunication and other related services (excludes equipment purchases and maintenance). Includes cell phone usage.</td>
</tr>
<tr>
<td>5213</td>
<td>EMPLOYEE ADVERTISING</td>
<td>Advertising for College employment/recruiting opportunities.</td>
</tr>
<tr>
<td>5216</td>
<td>COLLEGE CATALOG</td>
<td>Printing of the College catalog (restricted to Marketing &amp; PR).</td>
</tr>
<tr>
<td>5217</td>
<td>INSURANCE</td>
<td>Insurance premiums for physical damage insurance on property, liability coverage and surety bonds. Also includes payments for uninsured losses and deductibles.</td>
</tr>
<tr>
<td>5219</td>
<td>BOOK BINDING</td>
<td>Book binding (restricted to Library).</td>
</tr>
<tr>
<td>5220</td>
<td>LIBRARY SUBSCRIPTIONS</td>
<td>Library subscriptions (restricted to Library).</td>
</tr>
<tr>
<td>5221</td>
<td>DUES &amp; SUBSCRIPTIONS</td>
<td>Institutional dues, subscriptions and memberships.</td>
</tr>
<tr>
<td>5222</td>
<td>CONFERENCES/MEETINGS</td>
<td>Registration fees for conferences/meetings and approved expenditures for internal meetings.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other internal meeting costs should be charged to more descriptive object codes; e.g. rent of facilities, supplies, travel or contractual services.</td>
</tr>
<tr>
<td>5223</td>
<td>GED APPLICATION FEES</td>
<td>GED application fees</td>
</tr>
<tr>
<td>5224</td>
<td>TRAINING REGISTRATION FEES</td>
<td>Fees for training events.</td>
</tr>
</tbody>
</table>
EMPLOYEE RELOCATION: Personnel relocation costs, including meals, lodging, moving of household goods and mileage. Relocation expenses are restricted to the extent authorized by College policy.

CANDIDATE RECRUITMENT: Recruitment of academic, administrative, managerial and professional personnel.

ELECTRICITY: Electricity (restricted to Facilities Mgmt.).

NAT GAS/WATER/SEWER: Natural gas, water and sewer and other consumable energy commodities (restricted to Facilities Mgmt.).

RENT—REAL PROPERTY: Rental space for classrooms, offices and storage.

RENT—EQUIPMENT & OTHER: Rental or lease of all office furniture, equipment, computer or communications equipment.

MEDIA LICENSE FEES: Films, leasing of TV programs and other audio-visual media for classroom use, broadcasting or alternative delivery.

R & M REAL PROPERTY: Repair and maintenance services of contracted materials and labor for buildings. Use for fees and permits. Do not include costs or services for renovation projects that change the structure of the building.

TEMP HELP AGENCY: Any temp help that is contracted through a third party, like a temp agency.

R & M VEHICLES: Repair and maintenance services for vehicles.

R & M OTHER EQUIPMENT: Repair and maintenance services for office furniture, office equipment, machines, and all other equipment. Excludes copiers and vehicles.

R & M COPIER EQUIPMENT: Allocation of copier expenses based on actual use. Repair and maintenance services for copier equipment (includes maintenance agreements).

PUBLISHING: Publishing of brochures and the class schedule.

ELECTION COSTS: Cost of elections for Board of Governors.

RECOGNITION EXPENSE: Nominal plaques and miscellaneous recognition supplies (restricted to HR and Staff Development).

NON-EMPLOYEE TRAVEL: Consultant travel expense, separate from consulting fees. All reimbursements must be supported by original detailed receipts for actual expenses incurred. Includes all Student Travel expenses. Travel expenses not supported by original detailed receipts will be coded to Object Code 5299.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5291</td>
<td>LEGAL SERVICES</td>
<td>Legal counsel, court costs, and notary, appraisal and witness fees.</td>
</tr>
<tr>
<td>5292</td>
<td>BANK SERVICE CHARGES</td>
<td>Bank service charges, including bank card processing and discount fees.</td>
</tr>
<tr>
<td>5293</td>
<td>CONTRACT INSTRUCTION</td>
<td>Contracted instruction. Restricted for use to approved independent contractors. These payments are subject to IRS Form 1099 MISC reporting. Cannot be used to pay individuals via the College HR/Payroll system.</td>
</tr>
<tr>
<td>5294</td>
<td>ARCHITECTS FEES</td>
<td>Professional services performed by architects.</td>
</tr>
<tr>
<td>5295</td>
<td>ACCOUNTING/AUDITING</td>
<td>Professional accounting and auditing services.</td>
</tr>
<tr>
<td>5296</td>
<td>MANAGEMENT CONSULTING FEES</td>
<td>Fees for management consultants.</td>
</tr>
<tr>
<td>5297</td>
<td>SOFTWARE &amp; WEB PROCESSING</td>
<td>Software purchasing and licensing use fees. (Software is not a supply). Other processing services that are hosted externally (cloud based).</td>
</tr>
<tr>
<td>5299</td>
<td>OTHER CONTRACTUAL SERVICES</td>
<td>Miscellaneous contractual services not specifically classified elsewhere. These payments are subject to IRS Form 1099Misc. reporting. Includes payments to temporary employment agencies for contracted temporary staff.</td>
</tr>
</tbody>
</table>
OPERATING SUPPLIES

Object codes used to record payments for the acquisition of consumable supplies and materials necessary for the operations of the College. Furniture and equipment beyond what would be considered office supplies, should be coded to account group 55XX - equipment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5310</td>
<td>OFFICE SUPPLIES</td>
<td>General office supplies used in department offices, including paper, forms, publications, printer ribbons, small equipment items costing less than $100 per unit, and other general supplies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Use Object 5540 for bulk purchases of small equipment items (less than $100 per unit) when purchase total exceeds $1,000. e.g. 50 chairs @ $70.</td>
</tr>
<tr>
<td>5320</td>
<td>CLASSROOM SUPPLIES</td>
<td>Supplies and repair parts used for instruction, educational and recreational programs, including instruction and teaching aids, and books.</td>
</tr>
<tr>
<td>5322</td>
<td>TESTING SUPPLIES</td>
<td>Supplies for testing.</td>
</tr>
<tr>
<td>5330</td>
<td>CUSTODIAL SUPPLIES</td>
<td>Supplies for custodial use.</td>
</tr>
<tr>
<td>5331</td>
<td>UNIFORMS</td>
<td>Uniforms for College staff.</td>
</tr>
<tr>
<td>5341</td>
<td>SAFETY PROJECTS</td>
<td>Safety supplies.</td>
</tr>
<tr>
<td>5351</td>
<td>LIBRARY MATERIALS</td>
<td>Books, publications and films, museum materials, and specimens for inclusion in a library collection (restricted to Library).</td>
</tr>
<tr>
<td>5360</td>
<td>MAINTENANCE SUPPLIES</td>
<td>Materials and supply items used for repair and maintenance of property and buildings. Do not use for construction or renovation projects that change the structure of a building.</td>
</tr>
<tr>
<td>5370</td>
<td>GROUNDS SUPPLIES</td>
<td>Supplies used to maintain grounds.</td>
</tr>
<tr>
<td>5380</td>
<td>VEHICLE/EQUIP SUPPLIES</td>
<td>Miscellaneous vehicle supplies.</td>
</tr>
<tr>
<td>5381</td>
<td>GASOLINE</td>
<td></td>
</tr>
<tr>
<td>5382</td>
<td>DIESEL FUEL</td>
<td></td>
</tr>
<tr>
<td>5383</td>
<td>NATURAL GAS FOR VEHICLES</td>
<td></td>
</tr>
<tr>
<td>5384</td>
<td>PROPANE</td>
<td></td>
</tr>
<tr>
<td>R 5395</td>
<td>RESALE MERCHANDISE</td>
<td>Merchandise for resale (restricted to Auxiliaries).</td>
</tr>
</tbody>
</table>
TRAVEL

Object codes used to record the cost of travel by College personnel.

5410 TRAVEL—LOCAL
Travel between the campuses and centers and on approved business within the four-county area.

5413 TRAVEL—COLLEGE VEHICLE
College vehicle usage.

5430 TRAVEL—LONG DISTANCE
Travel overnight and beyond the four-county area. Includes meals, lodging, airfare and miscellaneous Expenses.

CAPITAL OUTLAY

Object codes used to record furniture and equipment purchases. All requested furniture and equipment is budgeted for in object code 5500, but must be recorded in the appropriate object code when purchased.

5500 BUDGETED CAPITAL ASSETS
Used for budget only. Do not use to record actual expenditures.

R 5510 LAND & SITE IMPROVEMENTS
Land and also building site prep, grading, fill, utilities lines, drainage systems, etc. that will not be exhausted over time.

R 5511 LAND IMPROVEMENTS
Major land improvements include construction of interior roads, parking lots, fencing, and are exhaustible over time. Project #s must be used to identify separate improvement projects.

R 5521 BUILDINGS & BUILDING IMPROVEMENTS
Construction of new buildings, structures and renovation projects that change the structure of a building. Includes services and materials that become a permanent part of the structure and cannot be removed. Project #s must be used to identify separate buildings or projects.

5530 CAPITALIZED EQUIPMENT
Movable furniture and equipment with a cost greater than or equal to $5,000 per unit.

5540 NON-CAPITALIZED EQUIPMENT
Movable furniture and equipment with a cost greater than $100 per unit but less than $5,000 per unit. Also use Object 5540 for bulk purchases of small equipment items (less than $100 per unit) when purchase total exceeds $1,000. e.g. 50 chairs @ $70.
Interdepartmental Charges

Interdepartmental Charges (also referred to as “charge backs”) are defined as items or services performed by a College department for the benefit of another College department.

Central Stores
Stocks only copier supplies and items printed with the Metropolitan Community College logo (letterhead, miscellaneous College forms, notepads, folders, etc.). Most computer supplies, computer and copier paper, and miscellaneous office supplies should be purchased directly through Office Depot Business Services Division or designated vendors. This includes paper for departmental and shared copy machines and printers. Cost center managers should build these direct purchases into their budget requests.

Copier Use
Allocations to each cost center will be based on a "cost per copy" charge of two cents to cover all costs associated with the copier except for paper. If several cost centers utilize the same area copier, each will be charged a percentage of the estimated usage. Cost center managers, with the help of the Business Office, will need to budget for their copier usage in object code 5275.

Duplicating Center
There will be a charge for all jobs taken to the Duplicating Center. A Duplicating Request Form is required before any work will be done. Cost centers will be charged appropriately. It is especially important for grants and other special funded projects to go through the Duplicating Center in order to accumulate cost information. An auxiliary cost center was established for the Duplicating Center. Paper supplies and maintenance of the copiers in the Duplicating Center are offset by the charges to cost centers for duplicating jobs. Cost center managers should build duplicating expense into their budget requests.

Culinary Services
Procedures are in place for Culinary Services to charge Cost centers for services provided. Cost center managers should budget for these expenses.

Graphic Arts
Procedures are in place for Graphic Arts to charge cost centers for services provided. Cost center managers should budget for these expenses.

Instructional Design Services
Procedures are in place to charge cost centers for services provided. Cost center managers should budget for these expenses.

Mailroom
Costs are allocated to individual cost centers based upon completed mailing request forms accompanying mailings of over 100 pieces. Cost center managers should budget for these expenses.
**Motor Vehicle Pool**

Many college-owned “specific use” vehicles (Public Safety, Central Stores, etc.) will be charged directly to the cost center/area that uses them.

Repair, maintenance, fuel and replacement costs of college-owned “general use” vehicles will be charged to an auxiliary cost center and will be offset by charges to user cost centers at the rate of $0.575 per mile. Cost center managers are responsible for budgeting for this college vehicle use charge.

**Grant Charge Backs**

There will be a charge back for new telephone instruments and installation of voice, video, or data cable necessary for setup of grant related projects. The cost of installing voice communications is $600. This cost covers the cost of the telephone instrument and the telephone switch port. A cost is also being assessed for installation of new voice, video and data jacks. The cost per jack (one jack connection is required for device such as a computer, printer, telephone or fax machine) is $110. This figure was derived from costs associated with labor and parts. Cost center managers should budget for these expenses.
## Equipment/Furniture Cost Estimates

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookcase - Metal 2 shelf</td>
<td>$400</td>
</tr>
<tr>
<td>Bookcase - Metal 3 shelf</td>
<td>$450</td>
</tr>
<tr>
<td>Bookcase - Metal 4 shelf</td>
<td>$550</td>
</tr>
<tr>
<td>Bookcase - Metal 5 shelf</td>
<td>$650</td>
</tr>
<tr>
<td>Bookcase - Wood 4 shelf</td>
<td>$1,000</td>
</tr>
<tr>
<td>Bookcase - Wood 5 shelf</td>
<td>$1,200</td>
</tr>
<tr>
<td>Chair - Classroom Ht. Adj. w/out arms</td>
<td>$400</td>
</tr>
<tr>
<td>Chair - Classroom Stack w/out arms</td>
<td>$250</td>
</tr>
<tr>
<td>Chair - Conference Rm</td>
<td>$400</td>
</tr>
<tr>
<td>Chair - Executive</td>
<td>$800</td>
</tr>
<tr>
<td>Chair - Guest</td>
<td>$300</td>
</tr>
<tr>
<td>Chair - Std Office</td>
<td>$800</td>
</tr>
<tr>
<td>Desk - Wood U-Shaped</td>
<td>$4,500</td>
</tr>
<tr>
<td>Desk - Metal w/return</td>
<td>$1,100</td>
</tr>
<tr>
<td>Desk - Wood</td>
<td>$2,000</td>
</tr>
<tr>
<td>Desk - Wood w/return</td>
<td>$4,000</td>
</tr>
<tr>
<td>File - Metal Lateral 2 drw</td>
<td>$600</td>
</tr>
<tr>
<td>File - Metal Lateral 3 drw</td>
<td>$700</td>
</tr>
<tr>
<td>File - Metal Lateral 4 drw</td>
<td>$800</td>
</tr>
<tr>
<td>File - Metal Lateral 5 drw</td>
<td>$900</td>
</tr>
<tr>
<td>File - Wood Lateral 4 drw</td>
<td>$2,100</td>
</tr>
<tr>
<td>File - Metal Overhead 48”</td>
<td>$500</td>
</tr>
<tr>
<td>File - Metal Vertical 4 drw</td>
<td>$400</td>
</tr>
<tr>
<td>File - Metal Vertical 5 drw</td>
<td>$500</td>
</tr>
<tr>
<td>Keyboard Tray</td>
<td>$350</td>
</tr>
<tr>
<td>PC Desktop</td>
<td>$1,100</td>
</tr>
<tr>
<td>PC Notebook - New</td>
<td>$1,800</td>
</tr>
<tr>
<td>Storage Cabinet</td>
<td>$810</td>
</tr>
<tr>
<td>Table - 18x60</td>
<td>$500</td>
</tr>
<tr>
<td>Table - 24x60 Flip Top</td>
<td>$600</td>
</tr>
<tr>
<td>Table - Computer 30x72 no-power</td>
<td>$750</td>
</tr>
<tr>
<td>Table - Conference Round 36”</td>
<td>$450</td>
</tr>
<tr>
<td>Table – Conference 10”</td>
<td>$1,200</td>
</tr>
</tbody>
</table>