

Business Services Administrative Unit Review - 2018



Business Services - AUR

Objective: 3) Solicit Community Representatives

Solicit one At-Large Representative to serve on the Audit and Finance Committee (A&F Committee).
Solicit one Taxpayers' Association Representative to serve on the Citizens' Bond Oversight Committee (CBOC).

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 07/01/2017

Completed Date: 01/16/2018

Measurable Outcomes

2017 - 2018 - Appoint one At-Large Representative to serve on the Audit and Finance Committee beginning calendar year 2018.

Appoint one Taxpayers' Association Representative to serve on the Citizens' Bond Oversight Committee (CBOC) as soon as possible. (Active)

Assessment Methodology: Advertise through print media (local newspapers), district website as well as the Measure C Website for applicants to apply for service on the two respective committees.

Related Goals

District and College Goals

CG 1.3 - Increase participation in community and civic engagement within and outside the college.

DG 6.1 - Responsible stewardship of available financial resources

Objective: 4) 2018 GO BOND FEASIBILITY STUDY

Gain BoT approval to conduct community polling to ascertain likelihood of a successful 2018 GO bond initiative.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 07/03/2017

Completed Date: 10/31/2017

Measurable Outcomes

2017 - 2018 - BoT approval of contract with appropriate consultant(s). (Active)

Assessment Methodology: BoT review and approval of documents

Additional Resources Needed: None

Related Goals

Business Services - AUR

District and College Goals

CG 1.1 - Increase student achievement in key academic outcome areas (retention, success, completion, transfer, basic skills, and persistence).

District Strategies

DS 3.2 - Support the development of additional technology-based student service resources.

DS 5.1 - Reduce college/district reliance on purchased utilities.

DS 5.2 - Implement district facilities master plan strategies regarding classroom and campus spaces.

DS 6.4 - Increase financial support from external sources.

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Environmental, Health, and Safety - AUR

Objective: Carbon Footprint Reduction

Reduce carbon footprint by using less fossil fuel by EH&S Staff.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 10/05/2017

Comments on Objective Progress: Currently the EH&S department does not utilize any electric carts or vehicles.

Measurable Outcomes

2017 - 2018 - Find funding for one electric cart for each main College for use by EH&S Staff. (Active)

Assessment Methodology: Funding source is determined.

Related Goals

District and College Goals

DG 6.1 - Responsible stewardship of available financial resources

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Facilities and Operations - AUR

Objective: 3. Complete the District Energy & Emissions Master Plan

To communicate an understandable energy and GHG emissions strategy to the Board of Trustees, community stakeholders and the general public.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 09/01/2017

Measurable Outcomes

2017 - 2018 - Bi-weekly meetings of the Working Group; Establishment of the Advisory Group in October 2017; Status Update to the Chancellor in December 2017; Final document to the Chancellor and presentation to the Board of Trustees by June 2018. (Active)

Assessment Methodology: Documentation from meetings and presentations (e.g. minutes).

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Fiscal Services - AUR

Objective: 18-01 Financial Reporting

Provide timely and accurate financial reporting to ensure regulatory compliance and provide critical information for decision-making.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 07/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

2017 - 2018 - 1b) Financial and Compliance Audits (Active)

Assessment Methodology: Favorable Audit Report - 3 or fewer findings and recommendations. Implement prior year recommendations, if applicable.

Related Goals

District and College Goals

DG 6.1 - Responsible stewardship of available financial resources

District Strategies

DS 6.3 - Provide high level of grant support and oversight.

Objective: 18-02 Improve Financial Systems

Maintain and improve financial systems and processes to strengthen internal controls and increase accounting/reporting effectiveness and efficiency.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 07/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

2017 - 2018 - Hyperion Reporting Replacement (Active)

Assessment Methodology: Implement identified solution with Oracle - BICS/Answers

Operated in parallel with Hyperion and superuser validation

Transition all staff to new solution by June 2018

Additional Resources Needed: \$5,000 one-time implementation and less than \$50k annual costs; Initial minimum user pilot project in the Fall to run parallel with Hyperion as a "proof of concept" of demo received in March 2017.

Fiscal Services - AUR

2017 - 2018 - Review and improve accounting/reporting process and documentation (Active)

Assessment Methodology: - Setup Banner Document Management (BDM) for Fiscal Services journal entries

- Complete Ellucian consulting engagements for Student AR to fully reconcile and understand internal reporting functionality between Finance and Student modules; ACH setup.

Additional Resources Needed: None.

Objective: 18-03 Training and Outreach

Engage in opportunities for additional outreach and collaboration/training with users to improve fiscal knowledge and understanding.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 07/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

2017 - 2018 - 3a) Clarify accounting/reporting requirements to users (Active)

Assessment Methodology: - AP Requirement Documentation for applicable areas

- Student Payment and Source of Funds Matrix

- Share financial information widely through formal and informal meetings/presentations

Additional Resources Needed: None.

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Purchasing - AUR

Objective: 2) FY 17/18 Implement an online Surplus Disposal Procedure

Streamline the surplus equipment disposal request procedures. The ability to submit requests online will reduce print to meet sustainability goals, it will allow transparency in the progress of the disposal process, and it will automate the flow of paperwork from the campuses to the District for such requests

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 10/02/2017

Measurable Outcomes

2017 - 2018 - Develop the landing pages for the online environment for staff, superusers, and software program administrators by February 2018. (Active)

Assessment Methodology: A pilot group is able to process Electronic Surplus Disposal Requests through the online application, provide feedback and suggestions for improvement of the application.

Additional Resources Needed: ETS support in the implementation process.

2017 - 2018 - Train key personnel how to submit surplus disposal requests through the new system by Spring 2018. (Active)

Assessment Methodology: Persons who regularly submit requests for surplus disposal have been trained on the new system and are submitting electronic requests.

2017 - 2018 - The Surplus Disposal landing page on the District website will be updated with new instructions. (Active)

Assessment Methodology: When staff go to the District landing page for Surplus Disposal they will be directed to the new electronic application in MyPortal.

Related Goals

District and College Goals

CG 3.1 - Enhancing support for online growth and quality that address the digital divide.

CG 5.1 - Expand college practices and initiatives to support environmental stewardship.

DG 6.1 - Responsible stewardship of available financial resources

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Risk Management - AUR

Objective: 2) Annual Risk Management Report to Board of Trustees for FY 2016 - 2017

Provide Board of Trustees and, by extension the public, knowledge of Risk Management functions. Including supervision of insurance documents and volunteers enabling community partnerships.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Measurable Outcomes

2017 - 2018 - Report presented to the Board of Trustees (Active)

Assessment Methodology: Report presented to Board Meeting by December 2017

Related Goals

District and College Goals

CG 1.3 - Increase participation in community and civic engagement within and outside the college.

CG 4.1 - Partner with business and industry within the region to prepare students for the workforce.

District Strategies

DS 4.1 - Increase support for student internships.

Objective: 3) Re-evaluate online OSHA trainings for maintenance staff.

OSHA training classes were held in person and then it became economically advantageous to transfer the training to online format. However, cost structure has altered and Risk Management along with the District Safety Committee is re-evaluating whether many of these classes should be held live again.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 09/05/2017

Measurable Outcomes

2017 - 2018 - Decision on classes to remain online and those, if any, to be transferred to classroom teaching. (Active)

Assessment Methodology: Safety Committee meetings and discussions. Evaluate cost structure of online courses taken versus cost of classroom teaching.

Additional Resources Needed: Information and cost analysis from vendor.

Related Goals

District and College Goals

DG 6.1 - Responsible stewardship of available financial resources

Risk Management - AUR

DG 7.1 - Increase collegiality, partnership, and sense of community with the two colleges and central services.