

Business Services Administrative Unit Review - 2017 Updated



Business Services - AUR

Objective: 1) Measure C bond debt

Manage Measure C Bond debt effectively to maximize fiscal prudence.

Objective Status: Completed

Objective Year(s): 2016 - 2017

Start Date: 07/01/2016

Completed Date: 11/07/2016

Measurable Outcomes

2016 - 2017 - Reduce interest costs on existing bond debt. (Active)

Assessment Methodology: Successful refunding of bond debt.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

11/07/2016

Conclusion: Outcome Achieved

The refunding has reduced debt service through 2040 by an annual average of \$1.4 million. These savings will result in a tax rate reduction of approximately \$0.54/\$100,000 of current assessed value.

Related Documents:

[2016.11.07_BOT_Agenda_Item_13.pdf](#)

Related Goals

District and College Goals

CG 6.1 - Maintain competitive salaries and benefits.

Objective: 2) District Procard procurement process

Improve management oversight of District Procard procurement process.

Objective Status: Completed

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Update the Procard Rules and Procedures document. (Active)

Assessment Methodology: Improved expenditures and administrative administration to provide effective fiscal "check and balances" to ensure Procard expenses are appropriate. A new Procard Rules and Procedures document will be approved and in place on or before, May 2017.

Additional Resources Needed: None

Results

Business Services - AUR

Reporting Period: 2016 - 2017

05/15/2017

Conclusion: Outcome Achieved

A memo to all Procard holders was distributed by Kevin McElroy via email on 05/15/2017, titled:

REVISED: May 2017 Procurement Rules and Procedures

Related Documents:

[REVISED_May_2017_Rules_and_Procedures.pdf](#)

Related Goals

District and College Goals

CG 6.1 - Maintain competitive salaries and benefits.

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District Police - AUR

Objective: 1) Electric motorcycles

Utilize all electric motorcycles for everyday patrol use.

Objective Status: In Progress

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Deploy electric motorcycles on as many shifts as practical. (Active)

Assessment Methodology: Review Patrol Deployment Schedule to determine the number of shifts a motorcycle officer had been deployed.

Additional Resources Needed: None

2016 - 2017 - Train additional Police Officers to ride electric motorcycles. (Active)

Assessment Methodology: Analyze the number of qualified Police Officers trained as Motorcycle Officers.

Additional Resources Needed: None

Related Goals

District and College Goals

DG 6.1 - Responsible stewardship of available financial resources

Objective: 2) Carbon footprint reduction

Reduce carbon footprint by using less fossil fuel by Patrol fleet.

Objective Status: In Progress

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Increase use of electric motorcycles in place of gas powered vehicles. (Active)

Assessment Methodology: Analyze the number of officers per shift that were assigned to electric motorcycles instead of driving conventional patrol vehicles.

Additional Resources Needed: None

Related Goals

District and College Goals

DG 6.1 - Responsible stewardship of available financial resources

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Environmental, Health, and Safety - AUR

Objective: 1) Cost savings

Achieve cost savings through improved or changed management of hazardous or biowaste.

Objective Status: Completed

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Review one chemical waste stream to lower the hazard class. (Active)

Assessment Methodology: Conduct a review, including actual waste percentage and composition, of a waste profile and send a sample out for testing. Interpret lab results to determine if there could be a change in the shipping name or hazard class by the Summer of 2017.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/14/2017

Conclusion: Outcome Achieved

Submitted a sample of the biostain waste from each College to an accredited laboratory to determine flammability in order to reclassify the shipping name in order to lower the hazard class. Achieving this to determine if waste stream is actually non-flammable which in turn would change the proper shipping name and lower the cost of all of the biostain drums that ship out for disposal.

Related Documents:

[DA_BioStain_Flashpoint_220_F_3_10_2017.pdf](#)

2016 - 2017 - Review one regulation to verify it is applied appropriately to one type of waste, (biowaste, metals, chemical waste). (Active)

Assessment Methodology: Review regulation language and /or verify applicability of the regulation with the governing agency if necessary verses what actually is generated by the District or College by the Summer of 2017.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/24/2017

Conclusion: Outcome Achieved

Reviewed how the Facilities department is handling the metal waste they generate on both campuses. Determined that the metal waste can all be recycled including the metals that are regulated as hazardous materials. Informed the Facilities department the most cost effective way to ship the metals waste was to obtain a designated bin that all the types of metals can be stored and shipped out as recyclables. The alternative would be to ship out regulated metals waste with the hazardous waste vendor at a cost of thousands of dollars per year.

Related Documents:

[FH_Analytical_Biostain_Rinsates_March_2017.pdf](#)

Related Goals

Environmental, Health, and Safety - AUR

District and College Goals

DG 6.1 - Responsible stewardship of available financial resources
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District Strategies

DS 6.2 - Strive to reach and maintain a balanced budget and prudent reserve.

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Facilities and Operations - AUR

Objective: 1) Electric fuel cells

Assess feasibility of the installation of electric fuel cells on each campus.

Objective Status: Completed

Objective Year(s): 2016 - 2017

Completed Date: 03/31/2017

Related Goals

District Strategies

DS 5.1 - Reduce college/district reliance on purchased utilities.
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Objective: 2) Battery storage systems

Assess feasibility of participating in a grant that would place battery storage systems on each campus for use during peak demand hours.

Objective Status: Completed

Objective Year(s): 2016 - 2017

Related Goals

District Strategies

DS 5.1 - Reduce college/district reliance on purchased utilities.
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Business Services Administrative Unit Review - 2017 Updated



Fiscal Services - AUR

Objective: 17-02 Improve Financial Systems

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

Objective Status: Completed
Objective Year(s): 2016 - 2017
Start Date: 04/26/2017
Completed Date: 06/30/2017

Measurable Outcomes

<p>2016 - 2017 - 2a) Hyperion Reporting Replacement (Active) Assessment Methodology: Receive Argos training to evaluate potential</p> <p>Engage with Oracle to convey requirements</p> <p>Identify solution as a viable replacement 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.</p>	<p>Results</p> <p>Reporting Period: 2016 - 2017 06/30/2017 Conclusion: Outcome Achieved</p> <ul style="list-style-type: none"> - After conveying requirements to ETS, engaging consultants, and observing a demo, Oracle Business Intelligence Cloud solution was identified as a solution for Hyperion Replacement. - Proposal was received and planning for implementation will continue in 2017-18.
<p>2016 - 2017 - 2b) Review and improve accounting/reporting process and documentation (Active) Assessment Methodology: Revise accounting and reporting for the Rate Stabilization Fund costs and reserve balance; Communicated new approach to consultants and JLMBC.</p> <p>Create and coordinate Campus and District Enterprise Fund monthly calendar due dates and deliverables</p> <p>Record OPEB Assets held with Trustee on District GL; Include on Annual Audit Report and Quarterly Reports</p> <p>Document roles/responsibilities for Financial Aid and District reconciliation Additional Resources Needed: None.</p>	<p>Results</p> <p>Reporting Period: 2016 - 2017 06/30/2017 Conclusion: Outcome Achieved</p> <ul style="list-style-type: none"> - Attended JLMBC meeting in March 2017 to review the fully reconciled Rate Stabilization Fund Schedule with the committee.

Fiscal Services - AUR

Implemented new accounting coding and process to accurately capture costs and reserves for the fund.

- Consistently issued monthly/quarterly Enterprise Fund for dates and deliverables.
- OPEB Assets were correctly reported on GL and included in audited financial statements. Year-end closing entries were processed to align trust balance with GL to accurately reporting current asset value.
- Fiscal staff and college Financial aid directors/staff met to review roles/responsibilities for periodic Financial Aid fund reconciliation.

Objective: 17-03 Training

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

Objective Status: Completed

Objective Year(s): 2016 - 2017

Start Date: 04/26/2017

Completed Date: 06/30/2017

Measurable Outcomes

2016 - 2017 - 3a) Clarify accounting/reporting requirements to users (Active)

Assessment Methodology: Create Payment Matrix and AP FAQs w/Purchasing

Restructure OEI Grant sub agreement, create invoicing standards and meet with main grant partner.

Provide input to Food Purchases Guidelines

Additional Resources Needed: None.

Results

Reporting Period: 2016 - 2017

06/30/2017

Conclusion: Outcome Achieved

- Payment Matrix and AP FAQs completed and posted to website.
- With legal counsel input, drafted a new exhibit to be included in all OEI sub-award agreements to clarify necessary supporting documentation.
- Food Purchase Guideline AP was implemented with Fiscal input.
- Engaged with stakeholders for regular meetings to improve shared understanding of accounting and reporting requirements in areas of AP/Purchasing, Bookstore, and Financial Aid.

Objective: 17-01 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): 2016 - 2017

Start Date: 04/26/2017

Completed Date: 06/30/2017

Measurable Outcomes

2016 - 2017 - 1b) Compliance Audits (Active)

Assessment Methodology: Favorable Audit Report - Coordinate and play a key role in fiscal portion of the De Anza CalGrant Audit by California Student Aid Commission.

Favorable Audit Report - Coordinate and play a key role of Foothill Campus Center Sales and Use Tax Audit by California Board of Equalization.

Fiscal Services - AUR

Results

Reporting Period: 2016 - 2017

06/30/2017

Conclusion: Outcome Achieved

- Fiscal staff were directly involved and contributed to the De Anza CalGrant Audit; final report still pending.
- Final report issued with no exceptions by the State Board of Equalization. The predominate interaction and requests with auditor were handled by Fiscal staff.

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.

Business Services Administrative Unit Review - 2017 Updated



Purchasing - AUR

Objective: 1) FY 16/17 Accounting

Implement California Uniform public Construction Cost Account Act

Objective Status: Completed

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Develop new agreements, prepare bidding documents, create power point for training documents for the new CUPCAA procedures,. (Active)

Assessment Methodology: Agreements, bidding documents, power points will be finalized and ready for use by July 31, 2016,

Additional Resources Needed: Outside Legal to review documents for compliance

Results

Reporting Period: 2016 - 2017

10/02/2017

Conclusion: Outcome Achieved

End Users have been trained, they are using the new UPCCAA documents for public works, repairs, and maintenance projects, and Purchasing has solicited/awarded bids with the new bid documents.

Actions

Action: Review the agreements and bid documents on an annual basis for compliance. (10/02/2017)

2016 - 2017 - Provide workshops to train employees on the new California Uniform Public Construction Cost Accounting Act. (Active)

Assessment Methodology: Employees will have been trained on the CUPCAA procedures and a power point of the training will have been uploaded to our website to provide on-going training by August 2016.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

10/02/2017

Conclusion: Outcome Achieved

PPT Training was completed in FY 16/17

Actions

Action: Continue ongoing training as needed. (10/02/2017)

Reporting Period: 2016 - 2017

10/02/2017

Conclusion: Outcome Achieved

Workshops and training sessions were held for the new UPCCAA process.

Related Documents:

[UPCCAA Presentation_August 2016\(1\).pdf](#)

Reporting Period: 2016 - 2017

10/02/2017

Conclusion: Outcome Achieved

Training of all key employees occurred August - October 2016. Ongoing training as necessary.

Purchasing - AUR

2016 - 2017 - Prepare a legal ad to notify licensed contractors for registration and inclusion on the District's list of qualified bidders. (Active)

Assessment Methodology: Legal ads will have been run and contractors will have signed up to be on our list of qualified bidders by Sept. 2016 for our informal bids.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

10/02/2017

Conclusion: Outcome Achieved

The annual advertisement was issued November 2016; complies with Public Contract Code requirements. Interested bidders can register on the PlanetBids website for Foothill De Anza CCD (ongoing).

Related Documents:

[NOTICE TO CONTRACTORS_Annual 2017.pdf](#)

2016 - 2017 - Prepare an Excel spreadsheet as a vehicle for the Board of Trustees to view the projects that have been completed for student classrooms and facilities for the District. (Active)

Assessment Methodology: The new CUPCAA spreadsheet will have been posted on BoardDocs and been ratified by the Board of Trustees at its monthly meetings in Oct. 2016

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

10/02/2017

Conclusion: Outcome Achieved

UPCAA contracts are presented to the board of trustees on a list and are regularly ratified as of the October 2016 board meeting.

2016 - 2017 - Prepare and post RFQ/Bids under new UPCAA procedures. (Active)

Assessment Methodology: Bids to provide better learning environments for our students will have been received and processed in a more timely and cost effective way by November 2016.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

10/02/2017

Conclusion: Outcome Achieved

As required by Public Contract Code, public work and maintenance bids that are estimated between \$45k - \$175k are published to all registered contractors on PlanetBids.

Reporting Period: 2016 - 2017

10/02/2017

Conclusion: Outcome Achieved

An RFP for degree/career/transfer planning and course management was advertised in late 2016 and a contract was awarded in Spring 2017. Additionally, building improvement bids, RFPs and contracts to improve facilities and the classroom environment continue as funding is identified.

Related Goals

District and College Goals

CG 5.2 - Management of space to encourage dialogue and engagement.

DG 6.1 - Responsible stewardship of available financial resources

CG 7.2 - Promote consistent and clear communication in order to create a more informed, cohesive, and engaged community.

Business Services Administrative Unit Review - 2017 Updated



Risk Management - AUR

Objective: 1) Veterinary student success

Increase veterinary student success by enabling a large animal on campus with minimal cost to the program (loaned animal).

Objective Status: Completed

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Collaborate writing MOU to enable bringing a loaned horse on campus (Active)

Assessment Methodology: Loaned horse in place at Vet Tech for part of the Fall quarter 16-17

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

10/03/2017

Conclusion: Outcome Achieved

MOU successfully negotiated and completed. The horse was on campus for the requisite time.

Related Documents:

[MOU Horse on campus \(8\).docx](#)

Related Goals

District and College Goals

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