



**2017-18 ADMINISTRATIVE UNIT PROGRAM REVIEW  
UNIT: Business Office**

**\*\*\*Completed Program Reviews Are Due to Carolyn Scott by 12 pm on Friday, December 1, 2017.\*\*\***

**STATEMENT OF PURPOSE:**

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

**INSTRUCTIONS:** This program review covers the timeframe fall 2016 and spring 2017, inclusive. The planning is identified for spring 2018 and academic year 2018-2019.

**I. MISSION**

**A. State the current program mission**

The Business Office of Las Positas College is dedicated to providing high quality service to the internal units of the college and District through the timely processing of financial transactions, implementation of College and District policy and procedures, and accurate financial reporting. In order to achieve these goals, the Business Office must work with departments of the college to ensure the activities proposed and resources requested reflect sound business judgment and support the overall goals and mission of the college

B. The mission of Las Positas College is,

*Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.*

Discuss how the program/service area supports the college mission.

The business office works closely with all areas of the college to: Responsibly manage the College's resources ensuring its sound financial condition, deliver quality services, and create conditions in which employees can complete their daily job responsibilities.

C. List the major functions/duties of your unit.

1. Overseeing college general fund accounts, grant accounting, co-curricular and associated students' trust fund management by providing appropriate fiscal support to and liaison with all College administrative departments and staff.
2. Establishing procedures to ensure internal control, budgetary control and the accurate classification of revenue and expenditure reporting
3. Providing daily oversight of related business functions including but not limited to, mailroom, reception/communication desk, cash management, and financial reconciliations.
4. Analyze and review budgetary and financial data; monitor and process expenditures in accordance with established State, Federal, District and College guidelines. Assist in the campus budget development and preparation of financial and budget reports to campus, State, Federal, and granting organizations; prepare quarterly, mid-year, and annual financial reports and projections. Conduct financial analysis and provide financial data as required for federal and state reporting.
5. Collect and receive monies, write receipts, deposit funds, maintain revolving cash fund, ASB and Co-Curricular Trust funds, prepare bills for payment; prepare and disburse warrants; Create and maintain financial files and reconcile with District financial system (Banner), including requisitions, check registers, journal entries, budget transfers, bank reconciliations, prepare and disburse financial and statistical reports on a monthly basis.

6.

## II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved and how?

Since the last Administrative Unit Program Review the LPC Business Office has been participating in the District Wide Banner User group meetings in order to identify top campus priorities related to banner finance users. Priorities have been identified and we are working towards implantation of automated payroll and expenditure reports by Summer 2018.

The campus business office has identified key administrative unit processes that need to be reviewed and updated such as the conference request and expense claim process. We are working with the district office to document student travel procedures and requirements as student travel has increased. This process will be ongoing into Fall 2019.

The Business Office and Reception desk are working together to identify what mail equipment will be needed in the future. We have worked with the district office and Chabot business office to pinpoint the best mail equipment.

B. Major Goals and Objectives for Spring 2018 and AY 2018-19.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	EMP Goals or Planning Priorities linked to this Goal/Objective
-------------------------------	------------	--	---	--

1. Document existing Administrative Services unit processes.	Immediate	Ongoing		C1,C2,D1
2. Develop and conduct training sessions for campus departments/divisions to enable them to manage their budgets effectively	Ongoing	Ongoing		C1,C2,D1,D3
3. Work with District Office to implement automated systems for check printing, deposits and payroll	Ongoing	Expected completion Summer 2018		C1,C2,D1,
4. Replace failing coin counting machine and mail/postage machine.	May 2017	May 2017		C4
5.				

### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2013	2014	2015	2016	2017	2018-2019	2019-2020
Administration						0	0
Supervisory	1	1	1	1	1	0	0
Classified Staff FT	3	3	3	3	4	0	0

Classified Staff PT	.275	.275	.275	.275	.275		
Confidential Staff FT							
<b>Total Full Time Equivalent Staff</b>	4.275	4.275	4.275	4.275	5.275		

B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

<p><b>List Staff Positions Needed for Academic Year</b> _____</p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1.</b></p> <p><u>Reason:</u></p>			
<p><b>2.</b></p> <p><u>Reason:</u></p>			
<p><b>3.</b></p> <p><u>Reason:</u></p>			
<p><b>4.</b></p> <p><u>Reason:</u></p>			

<b>5.</b>  <u>Reason:</u>			
<b>6.</b>  <u>Reason:</u>			

#### IV. FACILITIES

##### A. Facilities Needs

#### FACILITIES NEEDS

<b>List the Facilities Need and the Reason</b>	<b>EMP Goals or Planning Priorities Linked to Position</b>
<b>1.</b>  <u>Reason:</u>	
<b>2.</b>  <u>Reason:</u>	
<b>3.</b>  <u>Reason:</u>	

4. <u>Reason:</u>	
5. <u>Reason:</u>	
6. <u>Reason:</u>	

**V. TECHNOLOGY AND EQUIPMENT**

A. Technology and Equipment Needs

**TECHNOLOGY AND EQUIPMENT NEEDS**

<p><b>List the Technology and Equipment Needs</b> Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost of Ownership</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
---	---	--	---

1. Coin Machine	Replacement	\$5,000	
2. Mail Machine	Replacement	\$8,000	
3.			
4.			
5.			
6			

**VI. PROFESSIONAL DEVELOPMENT**

Professional Development Needs

<b>List Professional Development Needs.</b> Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific	<b>Annual TC</b>	
--	------------------	--



and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.	Cost per item	Number Requested	Total Cost	<b>EMP Goals or Planning Priorities Linked to Position</b>
1. <u>Reason:</u>				
2. <u>Reason:</u>				
3. <u>Reason:</u>				
4. <u>Reason:</u>				
5. <u>Reason:</u>				
6. <u>Reason:</u>				