



2021-22 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Administrative Services

*****Please submit your completed Program Review to Sheri Moore by 12 pm on January 20th, 2022 to Sheri Moore.*****

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

Timeframe: This program review reflects on the time period between spring 2021 through fall 2021 and plans for spring 2022 through fall 2022.

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 the following:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

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, delivery quality services, and create conditions in which employee can be complete their daily 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.

II. GOALS AND OBJECTIVES

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

The grant award process has been streamlined and a detailed workflow has been posted online. A zoom training has been conducted to enable all admin assistance to access their division budget and conduct online budget transfers in lieu of paper transfers. As for the transition to 100% electronic format for all business office functions, we are still emerging. At this time, the business office conducts about 80% of its transactions electronically.

B. Major Goals and Objectives for Spring 2022 through Fall 2022.

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)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective
1. Decrease the use of paper to complete transactions in the business office	Summer 2020	Ongoing		C1, C2, D1, D3
2. Provide additional professional development opportunities for Admin Services transactions on campus.	Summer 2020	Ongoing		C1, C2, D1, D3
3. Increase facility rental revenue by 10%	Spring 2022	Ongoing		C1, C2
4.				
5.				

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2017	2018	2019	2020	2021	2022-2023	2023-2024
Administration	1	1	1	1	1	1	1
Supervisory	1	1	1	1	1	1	1
Classified Staff FT	3	3	4	4	4	4	4
Classified Staff PT	.275	.8	.8	.8	.8	.8	.8
Confidential Staff FT	1	1	1	1	1	1	1
Total Full Time Equivalent Staff	5.275	6.275	6	6	6	6	6

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year _____ 2023 _____</p> <p>Place titles on list in order (rank) or importance.</p> <p>Bursar</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. N/A</p> <p><u>Reason:</u></p> <p>To relieve A&R from the cash handling process and align the function to other community colleges across the State. To strengthen internal controls for cash handling.</p>	<p>New</p>	<p>Salary: \$58,037</p> <p>Benefits: \$51,175</p> <p>Total: \$109,212</p>	<p>C3, C6, D1</p>

IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

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

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

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

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

VI. PROFESSIONAL DEVELOPMENT

Professional Development Needs

<p>List Professional Development Needs. 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 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.</p>	Annual TC			EMP Goals or Planning Priorities Linked to Position
	Cost per item	Number Requested	Total Cost	
<p>1. Train staff on the usage of Adobe Sign as the new method of completing and processing documents</p> <p><u>Reason:</u> The Business Office at Las Positas College is looking to speed up processes, reduce paper and improve customer service.</p>				
2.				

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