



**2016-17 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Business Office in Administrative Services**

**DUE DATE TO VPs/President: November 28, 2016**

**DUE DATE FOR VP/President Summaries: December 5, 2016**

**Please email your completed program reviews to Carolyn Scott by the above dates.**

**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 2015 and spring 2016, inclusive. The planning is identified for spring 2017 and academic year 2017-2018.

**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 works 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 successfully 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.	
3. Establishing procedures to ensure internal control, budgetary control and the accurate classification of revenue and expenditure reporting	
4. Providing daily oversight of related business functions including but not limited to, mailroom, reception/communication desk, cash management, and financial reconciliations.	
5 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.	
6 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.	

B. Major Goals and Objectives for Spring 2017 and AY 2017-18.

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	Jan 2017	Ongoing		C1,C2,D1,D3
3. Work with District Office to implement automated systems for check printing, deposits and payroll	September 2016	Expected completion Summer 2017		C1,C2,D1,
4. Replace failing coin counting machine and mail/postage machine.	September 2016	Expected completion Summer 2017		C4

**II. PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES**

A. Program Assessments for spring 2016 and fall 2016, (please include the results of the fall 2016 Administrative Offices User Survey).

Administrative Unit Outcome that was Assessed	What assessment methods did you use?	What result did you get?	How will you use the results of the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs
Budget Oversight	Monitoring Expenses	Weekly/Monthly	LPC	C1,C2,D1

### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2012	2013	2014	2015	2016	2017-2018	2018-2019
Administration							
Supervisory	1	1	1	1	1	1	1
Classified Staff FT	3	3	3	3	3	4	4
Classified Staff PT	.275	.275	.275	.275	.275	.275	.275
Confidential Staff FT							
<b>Total Full Time Equivalent Staff</b>	4.275	4.275	4.275	4.275	4.275	5.275	5.275

B. Staffing Needs

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

<p><b>List Staff Positions Needed for Academic Year:</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</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1.Fiscal Coordinator, Special Programs and Grants</b></p>	<p><b>NEW</b></p>	<p><b>\$93,000</b></p>	<p>C1,C2,D1</p>
<p><b>2.</b></p>			
<p><b>3.</b></p>			
<p><b>4.</b></p>			
<p><b>5.</b></p>			
<p><b>6.</b></p>			

**IV. FACILITIES**

A. Facilities Needs

**FACILITIES NEEDS**

<p><b>List the Facilities Need and the Reason:</b> <u>None</u></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1.</b> <u>Reason:</u></p>	

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

**VI. PROFESSIONAL DEVELOPMENT**

Professional Development Needs

<p><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 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>	<b>Annual TC</b>			<b>EMP Goals or Planning Priorities Linked to Position</b>
	Cost per item	Number Requested	Total Cost	

1. <u>Reason:</u>				
2. <u>Reason:</u>				
3. <u>Reason:</u>				
4. <u>Reason:</u>				