

1. Assessment Plan - Four Column



PIE - Administrative Services: Fiscal Services Unit

Where We Are Now: Analysis and Summary

2018-19

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Program Planning Dialog: Provide leadership for the development of District-wide budget and compliance with regulations affecting financial transactions. Analyze and interpret financial condition of the district for reporting to Board of Trustees, President's Cabinet and various committees. Oversee the development of policies and procedures as they relate to financial transactions. Oversee the completion of the District-wide annual audit as well as the compliance with Fiscal Independence. Participate and provide budget and financial information for the collective bargaining negotiation processes for all employee groups. Oversee budget and compliance of restricted funds. Preparation and oversight of bond issuances, including compliance.

External Conditions, Trends, or Impacts (Student Services): The primary sources are changes in Federal and State regulations, as well as changes in the economic conditions of the state, are as follows:

1. The District implementation of the Dual Enrollment Assembly Bill 288 (Holden, 2015) program required the development of budget and accounting procedures to ensure compliance with state regulations for CCAP (College and Career Access Pathways) and Non-CCAP agreements.
2. The escalating cost increases in the STRS and PERS rates required consistent monitoring to ensure the financial stability to the District.
3. The volatile source of state revenues due to the fact that these revenues rely in earnings in the stock market or capital gains.
4. The fact that the current economic expansion is the longest in post-ward history. The state needs to be prepared for the next downturn.
5. California faces a unique structural risks in its aging population and housing shortage.
6. The release of additional changes to the Student Centered funding formula for Community Colleges, effective with the 2019-20 fiscal year, which continues to be the most significant change for community colleges in many years.
7. The continued trade tensions with China will affect California's economy, which is the fifth largest economy, and relies on the import-export business.

Internal Conditions, Trends, or Impacts (Student Services): The following are the internal conditions affecting the department:

1. Increase in FTES or Growth and new restricted funds (especially at the state level such as California Promise, Guided Pathways, Mental Health Support, Veterans Resource Center, Classified Professional Development, etc.), increased workload due to the fact that the department needs to process a higher amount of transactions.
2. The implementation of the Budget Software continues to significantly increase the workload of the Fiscal Services staff responsible for budget development. The level of complexity and configuration of the budget software requires a higher level of technical, financial and analytical work by fiscal services staff.
3. The continuous requirements for collective bargaining scenarios, budget to actual analysis for several years, revenue analysis and projections, development of new reports, implementation of new District policies has increased the workload and level of complexity.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: See - items included in the Fiscal Services Resources Unit.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: See - items included in the Fiscal Resources Unit plus the following items:

1. Collaborated with the oversight of the \$25.7 million Measure RR general obligation bond and \$311.6 million Measure GO general obligation bond issuances, as well as the preparation of the bond official statements.
2. Collaborated with Information Technology, Instruction Office, and Student Services with the Enrollment management for the District.

3. Collaborated with staff and management with collective bargaining processes for all employee groups.
4. Oversaw 2017-18 audit and 2017-18 Fiscal Independence review.
5. Oversaw restricted funds and categorical program compliance, including continuous technical assistance to staff and administrators.

Contributors to the Report: Rosa Royce

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Implementation of New Technologies - Budget Software</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19</p> <p>Goal Entered: 07/01/2018</p>	<p>Report directly on Goal</p> <hr/> <p>Request - Partial Funding Requested - Budget Software</p> <p>Describe Plans & Activities Supported (Justification of Need): There is a need of additional integration and reporting to improve efficiencies, eliminate double input and errors between Banner and the Questica Systems, and create custom business rules to automate processes, align with District policies.</p> <p>Lead: Doug Jenson, Rosa Royce, Marisa Ziegenhohn, Monica Cantu</p> <p>What would success look like and how would you measure it?: Paperless budget system that will clearly flow throughout the campus and is use its intuitive to the users. The system should be sufficiently automated to reduce processing time for the Fiscal Services staff as well as to the users.</p> <p>Type of Request: IT SUPPORT: Requests for projects related to the</p>	<p>Reporting Year: 2018-19 % Completed: 75 The paperless workflow portion of the budget development is now available and will continue to be assessed. (07/18/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 Budget Software is in the process of implementation (08/06/2018)</p>

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

implementation, integration, application, delivery, and support of information and instructional technologies.

Planning Unit Priority: High

Documentation Attached?: No

One-Time Funding Requested (if applicable): 100000

Request - Partial Funding Requested

- Budget Software

Describe Plans & Activities

Supported (Justification of Need):

The project was completed partially to allow workflow and paperless budget development. There is still a need to create additional reports and the implementation of the Capital and Performance modules are pending.

Lead: Doug Jenson, Rosa Royce, Marisa Ziegenhohn, Monica Cantu

What would success look like and how would you measure it?: It will greatly reduce processing time for the Fiscal Services and campus staff. Currently, we continue to manipulate date and create manual reports.

Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.

Planning Unit Priority: High

Documentation Attached?: No

One-Time Funding Requested (if applicable): 75000

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Implementation of New Technologies-1 - Ellucian Travel and Non Travel Expense Management Powered by Chrome River including Pcard Automation</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19</p> <p>Goal Entered: 07/01/2018</p>	<p>Report directly on Goal</p> <hr/> <p>Request - Full Funding Requested - Purchase of Ellucian Travel and Non Travel Expense Management</p> <p>Describe Plans & Activities Supported (Justification of Need): This SaaS (Software as a Service) solution will help the College with automating electronically the travel and conference and non travel expenses pcard process. The software includes alignment to district policies, authorization of expenditures, budget check, encumber travel funds, store supporting documentation electronically, manage approvals, real time integration with Banner to ensure timely expenditures charges for grants, and it works in mobile technology. It has the ability to upload receipts from a mobile device.</p> <p>Lead: Doug Jenson/Rosa Royce</p> <p>What would success look like and how would you measure it?: Paperless travel and conference system that will flow throughout the campus for approval process. Will</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>College representatives from different departments were selected to recommend the product that best meets the needs of the College. Vendor demos have been completed. The team is currently in the process of evaluating the product to be chosen based on vendor demos and references. (07/18/2019)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>This project has been funded, but has not started yet. It required the implementation of Banner 9. (08/06/2018)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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post transactions in real time and will improve the audit process of the PCard transactions.

Type of Request: IT SUPPORT:
Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies.

Planning Unit Priority: High
Documentation Attached?: No
One-Time Funding Requested (if applicable): 48000
On-Going Funding Requested (if applicable): 31000

<p>Customer Service - Fiscal Services Systems Analyst (Job Description in Development) 100% FTE, Range A-124 Status: Active Goal Year(s): 2017-18, 2018-19 Goal Entered: 07/01/2018</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 25 The budget was approved during 2018-19 with the New Resources Allocation Phase 10. Due to numerous vacancies in the department, the assessment of the job requirements, and time devoted to the budget software implementation, the department is currently working in the job description. (08/06/2018)</p>
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Request - Full Funding Requested -
Funding was approved 10.23.18 as part of New Resources Allocation - Phase 10.

Describe Plans & Activities Supported (Justification of Need):
This position will primarily support data analysis, extraction, and reporting as a result of the new Student Centered Funding Formula (SCFF). This position will also support Fiscal Services managers with the application, analysis, functions, and implementation of new technologies related to Fiscal Services functions and will

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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collaborate with the IT department. The position will update and improve business processes and prepare training materials. The position will assist in uniform development guidelines, procedures, and practices for all Fiscal Services areas including Budget, Accounting, Purchasing, Payroll, and Bursar's.

Lead: Doug Jenson

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High

On-Going Funding Requested (if applicable): 120577

<p>Financial Stability and Implementation of New Technologies - Financial and Business Analyst (Job Description in Development) 100% FTE, Range A-124</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19</p> <p>Goal Entered: 07/17/2019</p>	<p>Report directly on Goal</p> <hr/> <p>Request - Full Funding Requested - Financial and Business Analyst (Job Description in Development) 100% FTE, Range A-124</p> <p>Describe Plans & Activities Supported (Justification of Need): This position will support Fiscal Services managers with specialized complex technical, professional and confidential functions in the implementation, configuration, and analysis of financial transactions and financial software applications. Will coordinate activities for testing systems and support in training users. Will perform key financial analysis for revenues and expenditures of budget and actuals, develop and automated financial</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>This is a new request that has not been funded yet. (07/18/2019)</p>
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Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

reports.

Lead: Rosa Royce

What would success look like and how would you measure it?: Will

highly improve customer service for the campus community and support Fiscal Services managers alleviate their heavy workload.

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High

Documentation Attached?: No

On-Going Funding Requested (if applicable): 128896