Section 1 and 3 - Analysis of Unit PIE & Updates on Goals

PIE - Administrative Services: Fiscal Services Manager

2019-20

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Division Mission Statement: The Fiscal Services unit supports Mt. SAC's students, faculty, staff, and administrators by overseeing and ensuring fiscal stability for College operations and Auxiliary Services. This unit follows Federal, State, and local laws and regulations as well as Mt. SAC District Policies to develop internal controls and maintain sound fiscal management practices.

The Fiscal Services unit supports student success by supplying timely budget and account code information and by processing bids, requisitions/purchase orders, and payroll, which ensures that funding can be expended in an efficient and timely manner.

The Fiscal Services unit provides direct support to students by processing financial aid payments; implementing a more efficient process to disburse emergency funds to students; providing financial services in the Cashier's Office; assisting the College Foundation with the collection and disbursement of fundraising funds and donations; and assisting students clubs with the collection and disbursement of student initiatives.

The unit includes five areas: Accounting, Budget/Grants and Categorical Programs/Audit, Bursar's Office, Payroll, and Purchasing.
Summary of Notable Achievements: The fiscal prudence and oversight by Fiscal Services has contributed to the College maintaining fiscal stability. Fiscal Services closed the 2018-19 financial books in a timely manner while complying with external mandates. The College received an unmodified audit opinion for the financial audit for the 2018-19 fiscal year.

Fiscal Services has worked closely with Financial Aid and Student Services to disburse more than $8.4 million to over 12,300 students with CARES Act funding. Additional funds will continue to be released as student submit applications.

Fiscal Services continues to work closely with Risk Management and departments across campus to identify COVID-19 related expenses and prepare aligning documentation for audit purposes for both FEMA and CARES funding reimbursement.

Purchasing, Risk Management, and Facilities have partnered to secure personal protective equipment items such as masks, hand sanitizer, and sanitizing wipes, for critical onsite workers currently on campus as well as planning for future needs for staff and students once campus reopens. This includes the purchase of 45 portable hand washing stations, which will be utilized across campus for students and staff as additional sanitation.

Closing the Loop - Analysis of Progress on College Goals: -
External and Internal Conditions Analysis: Due to the COVID-19 Pandemic and the Campus Closure Fiscal Services, like others across the campus, have been heavily impacted. The following Fiscal Services processes have transitioned to be fully online and can be done remotely by staff:
1. Accounts Payable has transitioned to paperless processing and has notified all vendors that invoices must be submitted via email. We have also emailed all vendors and established an auto-reply email from the Accounts Payable to inform them that there may be processing delays due to remote work schedule.
2. Invoices, check registers, purchase orders and agreements are being approved electronically.
3. Planet Bids is being utilized for construction related bid activity, RFPs, commodity bids, and insurance certificates, which are all received electronically.
4. Contractor pre-qualifications are submitted electronically.
5. All ACH payments can be processed remotely.
6. Financial Aid disbursements can be performed remotely.

7. Payroll has transitioned all timesheets to be submitted electronically either via WorkForce or excel spreadsheets and is no longer utilizing paper timesheets.

Extended Deadlines:
1. Most Grants received extensions until September, which has provided more opportunity for program managers to support students over the next several months.
2. The Adopted Budget will be presented to the Board of Trustees for approval on October 14, 2020.

Department Vacancies:
As a result of internal promotions and the retirement of one long-term employee, Fiscal Services has vacancies for 2 Fiscal Technician's and 3 Fiscal Specialists. With the impact of COVID-19, budget reductions, and changes to recruitment processes this has significantly delayed the hiring of new staff members, which has been challenging for both the Accounting and Fiscal Resource areas.

Analysis of Division's Plans, Activities, Resources and Critical Decisions: Fiscal continues to work diligently to transition processes online including:
1. Configure OnBase to upload invoices. Currently working with IT on this project and more than 50% complete.
2. Establish a business process to receive and record ACH payments from 3rd parties, instead of receiving checks. Right now this is treated and recorded on a case by case basis.
3. Working to set up 3 new processes with Citizen's Business Bank (CBB):
  -ACH payments from Mt. SAC CBB accounts to Mt. SAC county accounts at Bank of America.
  -Interfund transfers between general fund accounts and Auxiliary and Foundation. This will eliminate the need to cut checks.
  -Create a lockbox to have Accounts Receivable checks received and processed by CBB to reduce the need to receive, reconcile, and send checks to CBB for processing.
4. Transition vendor payments from check to ACH as much as possible.
5. Completion Notices that are recorded with the County Recorder's Office are sent by mail and currently require staff to come onsite to retrieve.

Since the Payroll Department & Technical Services launched WorkForce Time and Attendance Software in June 2019 for all Managers, Confidential, and Classified Staff the system has made vast improvements to processing times for Payroll and allows staff to view available leave balances in real time. The next phase of implementation includes an enhancement that will add the capability for automatic approval of certain types of time off categories, which will provide support and relief for managers.