1. Assessment Plan - Four Column

PIE - Administrative Services: Fiscal Services Unit

Where We Are: Analysis and Summary

2017-18

Contact Person: Rosa Royce
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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 the Fiscal Independence. Participate and provide budget and financial transaction information for the collective bargaining negotiations processes.
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 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 by the end of 2018-19, the economic recovery will match the longest recovery in post-ward history. The state needs to be prepared for the next downturn.
5. The risk of the long-term health of the state budget continue to escalated due to the fact that the 2017 federal tax bill consequences remains uncertain.
6. The approval of the New Funding Formula for Community Colleges, effective with the fiscal year 2018-19.; which is the most significant change for community colleges in many years.
7. The consolidation of the Student Success and Support, Basic Skills, and Student Equity programs.
Internal Conditions, Trends, or Impacts (Student Services): The following and internal conditions affecting the department:
1. Increase in FTES or Growth increase the workload due to the fact that the department needs to process higher amount of transactions.
2. The approval of the budget to implement the Budget Software, significantly increase the workload of the Fiscal Services staff responsible for budget development.

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 Human Resources department to implement the Hotline and Ethics Point Incident Management System, which is an anonymous reporting mechanism to report suspected fraud.
2. Collaborated with Financial Aid department to successfully close the Perkins Loan program, which was accepted by the Department of Education with no audit findings.
Contributors to the Report: Rosa Royce

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Implementation of New Technologies - Budget Software **Status:** Active **Goal Year(s):** 2017-18 **Goal Entered:** 07/01/2018	**Report directly on Goal**	**Reporting Year:** 2017-18 **% Completed:** 0 Budget Software is in the process of implementation (08/06/2018)
	Partial Funding Requested - Budget Software **Describe Plans & Activities Supported:** 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. **Lead:** Doug Jenson, Rosa Royce, Marisa Ziegenhohn, Monica Cantu **One-Time Funding Requested (if applicable):** 100000 **Type of Request:** IT Support **Planning Unit Priority:** High **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. **Documentation Attached?:** No	
Implementation of New Technologies-1 - Ellucian Travel and Non Travel Expense Management Powered by Chrome River including Pcard Automation **Status:** Active **Goal Year(s):** 2017-18	**Report directly on Goal**	**Reporting Year:** 2017-18 **% Completed:** 0 This project has been funded, but has not started yet. It required the implementation of Banner 9. (08/06/2018)
	Full Funding Requested - Purchase of Ellucian Travel and Non Travel Expense Management	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Goal Entered: 07/01/2018	**Describe Plans & Activities Supported:** 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. **Lead:** Doug Jenson/Rosa Royce **One-Time Funding Requested (if applicable):** 48000 **On-Going Funding Requested (if applicable):** 31000 **Type of Request:** IT Support **Planning Unit Priority:** High **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 post transactions in real time and will improve the audit process of the PCard transactions. **Documentation Attached?:** No	
Customer Service - Fiscal Services Systems Analyst (Job Description in Development) 100% FTE, Range A-124	**Report directly on Goal** **Full Funding Requested -** Fiscal	**Reporting Year:** 2017-18 **% Completed:** 0 This is a request that has not been funded yet. (08/06/2018)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Status: Active **Goal Year(s):** 2017-18 **Goal Entered:** 07/01/2018	Services Systems Analyst (Job Description being developed) 100% FTE, A-124 **Describe Plans & Activities Supported:** This position will support Fiscal Services managers with the apllication, analysis, functions, and implementation of new technologies related to Fiscal Services functions and will collaborate with the Informational Technology department. The position will design business proceses and prepare training materials for Fiscal Services staff and campuswide users. The position will assist in the uniform development guidlelines, procedures, and practices for all Fiscal Services areas inclduding Budget, Accounting, Purchasing, Payroll, and Bursar's. **Lead:** Rosa Royce **On-Going Funding Requested (if applicable):** 120577 **Type of Request:** Staffing **Planning Unit Priority:** High **What would success look like and how would you measure it?:** Will highly improve customer service for the campus community by having additional help to collaborate with consistent training and information campus-wide. **Documentation Attached?:** No	