

Division Goals Summary



PIE - Administrative Services: Fiscal Services Manager

Ongoing/Multi-Year Goal - Customer Service: To provide excellent customer service

Goal Year(s): 2016

<i>Updates on Goals</i>	
<p>A new webpage was created on the Fiscal website to provide staff, faculty and students with a quick and simple place to access all of Fiscal Services Forms and Reference documents. This page will continually be updated as forms and reference materials change.</p> <p>Reporting Year: 2017-18 % Completed: 100</p>	
<p>To support student success, Fiscal Services provided timely budget and account code information, processed budget transfer, processed requisitions/purchase order, processed travel and conference, qualified over 200 contractors for construction projects, disbursed \$45 million in student financial aid, processed salary payments including retroactive payments for increased funding in the Unrestricted General fund and Restricted funds such as New Resources Allocation Requests, Instructional Equipment, Lottery, Student Equity, Student Success and support, Disabled Student Programs and Services, Strong Workforce program and schedule Maintenance, etc.</p> <p>Reporting Year: 2016-17 % Completed: 100</p>	<p>: Campus departments, employees and students have been provided with the resources needed to achieve their goals. (09/27/2017)</p>
<p>The Fiscal Services department made great progress in updating its website. Frequently Asked Questions (FAQs) have been developed and forms have been identified. The plan is to include the FAQs and forms in the website during the fiscal year 2017-18.</p> <p>Reporting Year: 2016-17 % Completed: 50</p>	<p>: Once the website is completed a campus survey will be developed to make an assessment of the implementation of this goal. (09/27/2017)</p>

Ongoing/Multi-Year Goal - Fiscal Independence: To maintain Fiscal Independence status

Goal Year(s): 2016

<i>Updates on Goals</i>	
<p>Based on the Los Angeles County Office of Education (LACOE) Fiscal Independence oversight report for the fiscal year 2015-16, the College has adequate internal controls procedures in place and materially complied with the required accounting controls prescribed by the Board of Governors. In addition, the Fiscal Services department received a commendation from the Accrediting Visiting Team for successfully completing the rigorous testing to achieve fiscal independence status from the Los Angeles County Office of Education (LACOE). To achieve fiscal independence status, the Fiscal Services Department must regularly assess and improve its business processes. The Accreditation visiting team found that the College continues to assess its financial management practices and uses the results to improve its internal controls.</p> <p>Reporting Year: 2016-17 % Completed: 100</p>	<p>: The College complied with the Accreditation, obtained unmodified audit opinions, obtained excellent bond ratings to obtain funds for infrastructure, and is able to obtain a variety of grants and categorical programs for the success of our students. (09/27/2017)</p>

Ongoing/Multi-Year Goal - Fiscal Stability: To maintain fiscal stability of the college

Goal Year(s): 2016

<i>Updates on Goals</i>	
<p>Fiscal Services maintained fiscal stability for the College and for Mt. SAC Auxiliary Services. Fiscal Services closed the 2016-17 College books timely and submitted the nonprofit tax return and vendor/payroll tax reports. The College obtained unmodified audit opinions for the financial audit, bond performance audit, bond financial audit, and Auxiliary Services audit in the 16-17 fiscal year. The District annual budgets (Tentative and Adopted) were approved by the Board of Trustees as mandated by Title V regulations. The department worked efficiently to meet numerous deadlines and submit mandatory financial reports.</p> <p>Reporting Year: 2017-18 % Completed: 100</p>	
<p>The fiscal prudence and oversight by Fiscal Services has contributed to maintaining fiscal stability for the College and the Auxiliary Services. Fiscal Services closed the books for the 2015-16 in a timely manner while complying with external mandated reports. The College received unmodified opinions for the financial audits and bond audits. The annual College’s budget was approved by the Board of Trustees as required by Title V regulations.</p> <p>Reporting Year: 2016-17 % Completed: 100</p>	<p>: The College complied with the Accreditation, obtained excellent bond ratings to obtain funds for infrastructure, and obtained a variety of grants and restricted funds for the success of our students. (09/27/2017)</p>

Ongoing/Multi-Year Goal - Implement New Technologies: To implement new technologies to improve efficiencies

Goal Year(s): 2016

<i>Updates on Goals</i>	
<p>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.</p> <p>Reporting Year: 2017-18 % Completed: 100</p>	
<p>The purchase of a new budget software, Questica. This software offers a comprehensive budgeting application which will allow the College to automate the preparation, approval and reporting of the District's operating, personnel and capital budgets. Integration with Banner will allow users to view data during peak budgeting and reporting periods.</p> <p>Reporting Year: 2017-18 % Completed: 50</p>	
<p>As a direct result of the College moving to Office 365 and Outlook, we now have the ability to create and send targeted mass emails to campus employees. This has been a tremendous benefit for timesheets submission and approval reminders for which we have seen much quicker turn around times.</p> <p>Reporting Year: 2017-18 % Completed: 100</p>	
<p>The decision was made to purchase an electronic vendor and bid management system (PlanetBid) to help the Department streamline its bid processes. This system will allow staff to manage the process of issuing, monitoring, conducting evaluations, and awarding bids through an automated system. It is anticipated that the volume of projects will fluctuate and may drastically increase with approval of a new Bond Measure.</p> <p>Reporting Year: 2017-18 % Completed: 25</p>	
<p>2016-17: Created the specification for a web-based time reporting system and database using Oracle's APEX (Application Express). This system will mimic the current process of the paper time sheets.</p> <p>2017-18: Started a pilot program to go live with the new APEX hourly web timesheets.</p> <p>Reporting Year: 2017-18 % Completed: 50</p>	<p>: The plan is to begin implementation in the fall 2017. This project will be measured by the number of time sheets processed. (09/27/2017)</p>
<p>Accounts Payable and Purchasing have made great progress in implementing the storage of the vendor W-9 and insurance certificates as well as a workflow in the OnBase Document Management System.</p> <p>Reporting Year: 2016-17 % Completed: 75</p>	<p>: The requisition documentation such as quotes, contracts, and specifications will be implemented during the fiscal year 2017-18. The measurement of efficiencies will be determined when the project is completed. (09/27/2017)</p>

Ongoing/Multi-Year Goal - Implement New Technologies: To implement new technologies to improve efficiencies

<i>Updates on Goals</i>	
<p>Fiscal Services and Informational Technology staff evaluated various options to handle the budgeting process for the College and concluded that there was only one budget software that met the College needs.</p> <p>Reporting Year: 2016-17</p> <p>% Completed: 100</p>	<p>: The College selected the budget software and approval by the Board of Trustees is expected in October 2017. After the purchase is approved, implementation will begin in the 2017-18 fiscal year. (09/27/2017)</p>

Ongoing/Multi-Year Goal - Professional Development: To promote training and cross-training to enhance employee knowledge that will increase productivity, encourage collaboration and personal growth

Goal Year(s): 2016

<i>Updates on Goals</i>	
<p>The Fiscal Services department including Budget, Accounting, Payroll, Purchasing and Bursar's divisions underwent in-dept Professional Development training to offer staff members the opportunity to first gain a thorough understanding of their role and then explore how to work more cohesively as a group to improve how the unit functions as a whole, as well as to improve the services offered to the campus. Additionally, in an effort to build strength, flexibility, and process improvement in teams the managers underwent an individualized three-part training series to further develop their personal management skills. The training series was led by Communication Excellence Institute, an outside consultant with extensive experience in higher education that specializes in all aspects of leadership development and team performance improvement. They have a track record of success both within the state and nationally.</p> <p>The feedback for these trainings has been very positive and employees have voiced their appreciation of the investment in their professional development and the opportunity to learn more about themselves and their teammates while also learning new skills that will help them better work together and meet the needs of campus constituents all while providing excellent customer service.</p> <p>Reporting Year: 2017-18 % Completed: 100</p>	
<p>Continued supporting the training and cross training of Fiscal Services staff to support professional growth, collaboration, and personal growth. Training included customer service; excel; smart sheet; 1099 Miscellaneous and Nonresident; Bank and eCAPS reconciliation; ATM analysis/cash; budget transfers; fixed assets; personnel budget; budgeting processes; grant and categorical budget, monitoring and reporting; and internal controls. These cross training efforts have paid off because the department has been able to promote a Purchasing Specialists, two Fiscal Specialists and the Director, Fiscal Resources.</p> <p>Reporting Year: 2016-17 % Completed: 100</p>	<p>: The results are seen in the reduction of time to complete tasks and the ability to have more coverage and flexibility. (09/27/2017)</p>

Ongoing/Multi-Year Goal - Develop Procedures: To develop internal and external procedures to improve efficiencies and collaboration

Goal Year(s): 2016

<i>Updates on Goals</i>	
<p>A new report was created for Fiscal Services that can combine all data into one form for Fixed Assets Tracking. This will aide in the tagging of commodities as they are received. It will also aide in the reconciliation of assets as construction projects are completed and new equipment is purchased.</p> <p>New desk procedures including flowcharts and diagrams on tagging processes were also developed and served as guidance for warehouse staff. Fiscal also assisted in the hiring of a temporary personnel to assist with the data entry of assets into the fixed assets module. As a result, we were able to catch up a whole year worth of data and update all assets in a couple of months for assets over \$5,000.</p> <p>Reporting Year: 2017-18 % Completed: 75</p>	
<p>The department updated and released the Conference and Travel as well as the Mileage form. These new forms include revised procedures. The department has also made improvements to the Purchasing Card User Guide on approximately one and half years of experience with this program and feedback from campus users.</p> <p>Reporting Year: 2016-17 % Completed: 100</p>	<p>: The department will survey campus users to gather additional feedback to make additional improvements. (09/27/2017)</p>