

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



PIE - Administrative Services: Fiscal Services Manager

2020-21

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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, Cashier's Office, Payroll, and Purchasing.

Analysis of conditions and resulting plans, activities, resources, progress and critical decisions.: This year challenges continued as a result of COVID-19 and the campus closure, but as always Mt. SAC and Fiscal Services met those challenges with resilience. With several vacancies as the result of four internal promotions, frosted positions and recruitments put on hold due to remote working, as well as one resignation, plus the added workload of new COVID grants, resources were limited for the Accounting, Fiscal Resources and Cashier's offices.

As we move forward for 2021-22 Fiscal Services continues to evaluate the needs of the department and will be looking at department structure and desk assignments to shift duties as needed to ensure fair distribution of work and provide maximum efficiency. This includes cross training and requests for additional positions that are needed as well as working diligently to fill current vacancies of two Fiscal Specialist positions in Budget and Accounting teams. We are also evaluating how to shift day-to-day duties, which should be completed by staff members, away from both the Accounting and Fiscal Resources directors to provide additional opportunities and more time to train, mentor, and manage their teams. As well as provide more time to address inconsistencies and performance issues, and work with the team to innovate and be forward thinking.

Major projects this year and moving forward include:

1. OnBase - working with IT to utilize the system more fully by all areas of Fiscal Services by adding new document types on a continual basis.

2. Questica -

Complete all 26 customized reports

Continue build of Revised Budget data transfer from Banner

Build and implement Capital Module (part of original purchase)

Build and implement Performance Module (part of original purchase)

Implement 3 years of upgrades in Fall 2021

Build and implement reports for auto-delivery to managers

3. Chrome River implementation. This new system is go-to resource for online submission of Travel and Conference Pre-

Approval Requests and Employee Expense Reimbursements for Employee/Student Travel, P-Card, and Direct Pay.

4. California Virtual Campus (CVC) implementation - part of the taskforce to support students being able to participate in CVC program with:

Phase 1 (Home college) – Allowing Mt. SAC students to take advantage of these same equity enhancements by allowing them to take courses at other colleges integrated in the CVC network.

Phase 2 (Teaching college) - Increase equity for those outside of our campus by increasing access to inventory of courses through “course finder.”