

# Fiscal Services

## Annual Update (2016)

### **LASSEN COMMUNITY COLLEGE**

(Fiscal Services/General Services staff:

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Accepted by Cabinet: (9/27/2016)

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# Fiscal Services

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## Annual Update

### Progress Report

Review previous NIPR and/or annual updates. Describe progress made on any recommendations. Describe any changes made within the program.

An approved Business Office procedure manual has been approved and posted to the web site. This was a huge first start but as changes in functions have occurred, we need to look at the document again because it has become too cumbersome to navigate and needs to be reformatted so that it flows more smoothly. We also need to promote it further to staff and receive input back in order to better serve the campus needs.

Annual Auditors did change starting with the 2014-2015 fiscal year. The transition was very smooth and the new team has been beneficial in assisting us with new program requirements for reporting as well as clarifying our status for collecting donations as a nonprofit entity.

We have been working with IT to create more efficient use of technology in working with students and staff. Document Imaging training will be scheduled for this year which will entail a new look at our processes to incorporate a different way of doing business. We will be looking at more electronic storage of data and less paper filing and storage. We implemented a procedure that was part of Ellucian to create manual payroll checks. We wanted to have payroll information updated in real time and to eliminate the confusion using Revolving checks. This also allowed employees to receive their funds through electronic transfer rather than a paper check. Text messaging is new this year and we hope to be able to use this new tool to contact students.

Our team has continued to mature into their respective positions. Both Tara and Susie have attended outside training that has increased their ability to understand the required reporting and legal aspects of their jobs. Susie was able to attend training in FUSION to assist Maintenance in their State reporting requirements. Susie and Ember attended a Foundation for Community Colleges training in San Diego at the end of March to learn more about the role of purchasing in a Community College environment. They came back with a greater understanding of the role the foundation plays in utilizing greater purchasing power through networked vendors.

Cross training needs to occur. When staff takes time off we need others trained to fill in so that critical services are maintained.

The WASP program was purchased with training to capture our Assets for Inventory control. Ember and NY need to continue with the training they have received and work on capturing assets around campus with either new asset tags or capturing existing tags. A hand held device was purchased so that staff can go to rooms on campus and re inventory to better track our assets annually.

## **Administrative Unit and/or Student Learning Outcomes**

Note emerging needs based on assessment of AUO and/or SLO. Note any planning or budget changes based on assessment of AUO and/or SLO.

AUO were evaluated in Fall 2014, we need a follow-up survey using the prior survey as a benchmark to track our progress in coordination with other departments under the Vice President of Administrative Services.

## **Program Needs Assessment**

Describe new needs that have developed since the previous review. Consider new needs in staffing, equipment, training, facilities, or funding. Make sure to include data sources in the previous item that support emerging program needs.

All trainings have enhanced staff knowledge and are considered very valuable to the attendees. Annual training may not be as necessary but bi-annual training would be beneficial as laws change.

The purchasing assistant position was hired and increased from 75% to 100% in 2016-2017. With the increased classes at High Desert and CCC, this has kept him very busy.

All other staffing as outlined in the NIPR are still relevant, new grant funding has been occurring but without the component to add accounting staff into the plans. There are some with Administrative cost allowances for the grants that could be used for additional help but continuous funding of grants would need to be achieved before a full time permanent position could be supported. Grants utilize directors but still need substantial help in understanding the fiscal reporting requirements necessary especially as funding requirements become more complex. A higher level Staff Accountant Grant/Accountant should be hired as we become more and more responsible for substantial grant funding.

With the break in at maintenance in 2015, logistical services staff would like to see the plate glass window in their office secured from break-in. The office has backdoor access to maintenance, houses all incoming purchases for the campus prior to distribution, and houses all the keys to the vehicles in the yard. We see this as an area of extreme risk. High quality security cameras would need to be purchased to allow personnel to watch areas as well as to add the necessary security for law enforcement to help us secure our areas.

A training activity was conducted on campus with law enforcement in August that exposed issues with the amount of access the public has to staff in the business office. An assessment should occur with safety in mind to limit the access from the public into the working areas of the offices. Currently the public has free access to enter the building and wander to any area of the building without barriers. Locking doors would restrict some movement but a physical barrier at the front would limit access to only staff. Other ideas should be investigated from facilities to best serve the public but allow staff to feel safe.

### Progress and Reprioritization of Recommendations

Review the prioritized recommendations in the previous program review. Record the outcomes of items in the planning agendas for each section. Note any changes in priority as well as any additions or deletions. Provide updated planning agenda forms for each planning committee. See next page.

### Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan

#### Fiscal Services 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	Purchasing Assistant	2016-2017 Completed	\$14,756.00	Increase from 75% to 100% The majority of increase is within the benefit category
1	Staff Grants Accountant	2017-2018	\$60,000	Support for grants and transitional support
1	Accountant Tech I	2017-2018	\$50,000	Increase in operational efficiency

**Prioritized Recommendation for Inclusion in Student Services Master Plan**  
**Fiscal Services 2016**

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

**Prioritized Recommendations for Inclusion in Educational Master Plan**  
**Fiscal Services 2016**

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

**Prioritized Recommendations for Inclusion in Human Resource Master Plan**  
**Fiscal Services 2016**

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	Purchasing Assistant	2016-2017 Completed	\$14,756	From 75% to 100%
1	Staff/Grants Accountant	2017-2018	\$60,000	Support for grants and transitional support
1	Accountant Tech I	2017-2018	\$50,000	Increase in operational efficiency

**Prioritized Recommendations for Inclusion in the Facilities Master Plan**  
**Fiscal Services 2016**

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1,3	Increased Security	2016-2017	\$1,500	Secure window at Shipping and Receiving from potential break in
1,3	Ergonomic Work Stations	2017-2018	\$10,000	When permanent location is derived, workstations created for higher safety and comfort for employees
1, 3	Identify and Enhance security for offices where the public currently has direct access.	2017-2018	\$20,000	Increased security for staff that has contact with the public.
1, 3	Security Cameras	2017-2018	\$100,000	Campus wide Security

**Prioritized Recommendations Inclusion in Institutional Technology Master Plan**  
**Fiscal Services 2016**

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1,3	Digital Imaging	2014-2015 Purchased thru SS 2015-2016	\$70,000	Completed thru Categorical purchase
1,3	Asset Management Software	2016-2017	\$10,000	Completed Software purchased in 2015-16
1,	Higher quality reproduction machine	2017-2018	\$30,000	Higher quality duplicating/reproduction machines in logistical services
1, 3	Security Cameras	2017-2018	\$100,000	Campus Wide security



## Additional Information

Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes.

Training to maintain currency with State and Federal laws is an ongoing challenge and a responsibility of the individuals within the department. Staff has been very proactive in seeking out the training needed and have effectively implemented new ideas into their workflow. We are constantly seeking better ways to serve the staff and students at Lassen College.

If the campus priority shifts to wanting more publishing requirements for brochures and catalogues, the district will have to purchase or lease a better quality duplicating machine for Logistical Services. The current utility machines they have now are not capable of the quality printing that is currently being done through the graphic arts department. While using the class to produce some of the items used in recruiting, there may come a time when this asset is not the best use of class time.

The efforts to serve the needs of faculty and staff remain a priority for our departments. The district's support for the purchasing assistant position from part time to full time has allowed quicker response times. As the outreach to the correctional facilities increase, a second position may need to be hired to support these efforts. Each time you leave campus, it is taking time away from the tasks that need to be accomplished on campus.

### Lassen Community College Master Plan Overview

*Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.*

**Institutional Effectiveness Master Plan (IEMP):** the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

**Educational Master Plan (EMP):** The EMP addresses the instructional planning needs of the college.

**Student Services Master Plan (SSMP):** The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

**Institutional Technology Master Plan (ITMP):** The ITMP addresses the technology needs of the campus.

**Facilities Master Plan (FMP):** The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

**Human Resources Master Plan (HRMP):** The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.