



**2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW  
UNIT: BUSINESS OFFICE**

**STATEMENT OF PURPOSE:**

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

**Timeframe:** This program review reflects on the time period between spring 2020 through fall 2020 and plans for spring 2021 through fall 2021.

**I. MISSION**

**A. State the current program mission**

The Business Office of Las Positas College is dedicated to providing high quality service to the internal units of the college and District through the timely processing of financial transactions, implementation of College and District policy and procedures, and accurate financial reporting. In order to achieve these goals, the Business Office must work with departments of the college to ensure the activities proposed and resources requested reflect sound business judgment and support the overall goals and mission of the college

B. The mission of Las Positas College is the following:

*Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.*

Discuss how the program/service area supports the college mission.

The business office works closely with all areas of the college to: Responsibly manage the College's resources ensuring its sound financial condition, deliver quality services, and create conditions in which employees can complete their daily job responsibilities.

C. List the major functions/duties of your unit.

1. Overseeing college general fund accounts, grant accounting, co-curricular and associated students' trust fund management by providing appropriate fiscal support to and liaison with all College administrative departments and staff.

2. Establishing procedures to ensure internal control, budgetary control and the accurate classification of revenue and expenditure reporting

3. Providing daily oversight of related business functions including but not limited to, mailroom, reception/communication desk, cash management, and financial reconciliations.

4. Analyze and review budgetary and financial data; monitor and process expenditures in accordance with established State, Federal, District and College guidelines. Assist in the campus budget development and preparation of financial and budget reports to campus, State, Federal, and granting organizations; prepare quarterly, mid-year, and annual financial reports and projections. Conduct financial analysis and provide financial data as required for federal and state reporting.

5. Collect and receive monies, write receipts, deposit funds, maintain revolving cash fund, ASB and Co-Curricular Trust funds, prepare bills for payment; prepare and disburse warrants; Create and maintain financial files and reconcile with District financial system (Banner), including requisitions, check registers, journal entries, budget transfers, bank reconciliations, prepare and disburse financial and statistical reports on a monthly basis.

**II. GOALS AND OBJECTIVES**

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved?

Since the last Administrative Unit Program Review the LPC Business Office has been participating in the District Wide Banner User group meetings in order to identify top campus priorities related to banner finance users. The college Business Office is now looking to utilize the Banner system to automate the Budget Development process, as well as the Purchase Order process. The campus business office has identified purchasing, requisition and reimbursement as the key administrative unit processes that need to be reviewed and updated. The Business Office is interested in creating thresholds to determine the number of signatures that are needed on any items for processing in order to speed up reimbursements and acquisition of goods and services. The Business Office is also looking to replace the current coin counting machine in order to speed up the deposit process on campus.

B. Major Goals and Objectives for Spring 2021 through Fall 2021.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	Educational Master Plan (EMP) Goals or Planning Priorities linked

				to this Goal/Objective
1. Collaborate with the district office to streamline the grant award process district wide, as well as within Las Positas College	Summer 2020	Ongoing		C1, C2, D1
2. Develop and conduct training sessions for campus departments/divisions to enable them to manage their budgets effectively	Ongoing	Ongoing		C1, C2, D1, D3
3. Streamline the college purchasing process by encouraging staff to utilize the PO process and other college purchasing tools, thus eliminating the reimbursement process for purchases over \$100	Summer 2020	Ongoing		C1, C2, D1, D3
4. Transition all the Business Office process to an electronic format, this will allow for reduction of paper usage and speed up the process of purchasing, hiring and process documents	Summer 2020	Ongoing		C1, C2, D1, D3

### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2016	2017	2018	2019	2020	2021-2022	2022-2023
Administration	0	0	1	1	1	1	1
Supervisory	1	1	1	1	1	1	1
Classified Staff FT	3	3	3	4	4	4	4
Classified Staff PT	.275	.275	.8	.8	.8	.8	.8
Confidential Staff FT	1	1	1	1	1	1	1
<b>Total Full Time Equivalent Staff</b>	<b>5.275</b>	<b>5.275</b>	<b>6.275</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

#### B. Staffing Needs

##### NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

List Staff Positions Needed for Academic Year 2022	Indicate (N) = New or (R) = Replacement	Estimated Annual Total Cost	EMP Goals or Planning Priorities Linked
Place titles on list in order (rank) or importance.			

			<b>to Position</b>
1. N/A <u>Reason:</u>			

**IV. FACILITIES**

A. Facilities Needs

**FACILITIES NEEDS**

<b>List the Facilities Need and the Reason</b>	<b>EMP Goals or Planning Priorities Linked to Position</b>
1. N/A <u>Reason:</u>	

**V. TECHNOLOGY AND EQUIPMENT**

A. Technology and Equipment Needs

**TECHNOLOGY AND EQUIPMENT NEEDS**

<b>List the Technology and Equipment Needs</b>  Place titles on list in order (rank) or importance.	<b>Indicate (N) = New or (R)</b>	<b>Estimated Annual Total Cost</b>	<b>EMP Goals or Planning Priorities</b>

	= Replacement	of Ownership	Linked to Position
1. Coin Machine <u>Reason:</u>  <b>Enable the business office staff to be more efficient with the counting and processing of deposits</b>	Replacement	\$5,000	

## VI. PROFESSIONAL DEVELOPMENT

### Professional Development Needs

<p><b>List Professional Development Needs.</b> Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>	Annual TC		EMP Goals or Planning Priorities Linked to Position
	Cost per item	Number Requested	Total Cost

<p>1. Train staff on the usage of Adobe Sign as the new method of completing and processing documents</p> <p><u>Reason:</u></p> <p><b>The Business Office at Las Positas College is looking to speed up processes, reduce paper and improve customer service.</b></p>	<p><b>0</b></p>	<p><b>6</b></p>	<p><b>0</b></p>
<p>2. Professional development for Banner</p> <p><u>Reason:</u></p> <p><b>Provide professional development for the Business Office staff on the usage of Banner to automate the Budget Development process and the Requisition process. Once the Business Office personnel are trained, they will provide all management and administrative support staff with training to utilize Banner</b></p>	<p><b>0</b></p>	<p><b>4</b></p>	<p><b>0</b></p>