



**2024-25 ADMINISTRATIVE UNIT PROGRAM REVIEW**

**UNIT: Administrative Services**

**Writer: Sean Brooks**

**\*\*\*Please submit your completed Program Review to Rajinder Samra by 5pm on Monday, June 30, 2025.\*\*\***

**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 2024 through spring 2025 and plans through fall 2025.

**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, delivery quality services, and create conditions in which employees can be complete their daily 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.

6.

## II. GOALS AND OBJECTIVES

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

Las Positas College has effectively transitioned into 100% electronic format for all business office functions, thankfully to the successful implementation of the Informed K12 platform, which has increased efficiency and helped to streamline the approval processes.

B. Major Goals and Objectives from Summer 2025 through Fall 2025.

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. Continual development of the College Budget Development process and its' alignment with the CLPCCD development process	Summer 2024	Ongoing		C1, C2
2. Provide additional professional development opportunities for Admin Services transactions on campus	Summer 2020	Ongoing		C1, C2, D1, D3
3. Increase facility rental revenue by 5% annually	Spring 2022	Ongoing		C1, C2
4.				
5.				

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### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2020	2021	2022	2023	2024	2025-2026	2026-2027
Administration	1	1	1	1	1	1	1
Supervisory	1	1	1	1	1	1	1
Classified Staff FT	4	4	4	4	4	4	4
Classified Staff PT	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Confidential Staff FT	1	1	1	1	1	1	1
<b>Total Full Time Equivalent Staff</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

#### B. Staffing Needs

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

<p><b>List Staff Positions Needed for Academic Year <u>2026</u></b></p> <p>Place titles on list in order (rank) or importance.</p> <p>Bursar</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1.</b></p> <p><u>Reason:</u></p> <p>To relieve A&amp;R from the cash handling process and align the function to other community colleges across the State. To strengthen internal controls for cash handling.</p>	<p><b>New</b></p>	<p><b>Salary: \$61,798</b></p> <p><b>Benefits: \$60,343</b></p> <p><b>Total: \$122,141</b></p>	<p><b>C3, C6, D1</b></p>
<p><b>2.</b></p> <p><u>Reason:</u></p>			
<p><b>3.</b></p> <p><u>Reason:</u></p>			
<p><b>4.</b></p> <p><u>Reason:</u></p>			
<p><b>5.</b></p> <p><u>Reason:</u></p>			

<p><b>6.</b></p> <p><u>Reason:</u></p>			
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**IV. FACILITIES**

A. Facilities Needs

**FACILITIES NEEDS**

<p><b>List the Facilities Need and the Reason</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1. N/A</b></p> <p><u>Reason:</u></p>	
<p><b>2.</b></p> <p><u>Reason:</u></p>	
<p><b>3.</b></p> <p><u>Reason:</u></p>	
<p><b>4.</b></p> <p><u>Reason:</u></p>	
<p><b>5.</b></p> <p><u>Reason:</u></p>	

6.  <u>Reason:</u>	
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**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) = Replacement</b>	<b>Estimated Annual Total Cost of Ownership</b>	<b>EMP Goals or Planning Priorities Linked to Position</b>
1.  <u>Reason:</u>			
2.  <u>Reason:</u>			
3.  <u>Reason:</u>			
4.  <u>Reason:</u>			

<p>5.</p> <p><u>Reason:</u></p>			
<p>6.</p> <p><u>Reason:</u></p>			

**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			<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
	Cost per item	Number Requested	Total Cost	
<p><b>1. Continual training and development of staff with the associated finance modules in Banner, Informed K12, etc.</b></p> <p><u>Reason:</u> The Business office continues to look for ways to streamline processes and to be more efficient. By keeping up to date of the best business practices, the Business Office will be well positioned to improve customer service for external and internal users.</p>			TBD	D3
<p>2.</p> <p><u>Reason:</u></p>				

3. <u>Reason:</u>				
4. <u>Reason:</u>				
5. <u>Reason:</u>				
6. <u>Reason:</u>				