2016-2017 Work Plan

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Mini-Mission Statement:

The mission of the budget office is to effectively plan and develop a campus wide budget, both long term and short term to promote the strategic goals of the college. We will do this by providing timely and accurate information to determine the most effective use of institutional resources to meet the needs of every department/program on campus.

This will be achieved through:

- Development of an effective college budget
- Professional Development: Continuous budget education and training
- Providing timely and accurate data to assist with analyzing budget performance and decision making

Student Learning/Student Progression and Completion

- Ensure Alignment of resources for instructional and institutional effectiveness
  - Provide data analysis to assist in decision-making process
  - Maintain a regular line of communication with VP of Academic and Student Services
  - Review and assess the strategic goals and other initiative to ensure sustainability of programs
  - Monitor and analyze college enrollment

Facilities

- Engage with Facilities and Sustainability committee to gain a better understanding of current projects
- Assist with the effect communication and ensure funding for campus facility improvement efforts
  - Provide accurate data to complete closing the loop document
  - Ensure funding is available for future scheduled maintenance plans
  - Assist in establishing multiyear replacement plans to meet the needs of our aging facility
  - Actively assist in embedding the facilities project request in program review and unit plan process

Oversight and Accountability

1. Training and education:
   - Ongoing budget training throughout the fiscal year to address budget development and maintenance
   - Other suggested training opportunities-(EGAR, State Chancellor opportunities etc.)
   - Continue round table training discussions to address budget processes and budget forms
   - Beginning of Spring semester-Mid-year Budget Review Workshop
   - Mid/late Spring Semester-Year-end preparation Workshop
   - Surveys to engage campus in ongoing process improvement

2. Budget
   - Compile data for budget Forums to occur in March/October (College wide)
   - Improve campus communication related to budget issues through a quarterly newsletter
   - Assess/improve integrated budget development process with Program review/Unit Plan process
   - One on One budget discussion (upon request)

3. Data Tracking and Accountability
   - Work toward ensuring all budget managers/staff are effectively using banner system
   - Educate on the proper coding of all expenses(labor/Non Labor) to ensure data is captured appropriately
   - Monthly review of budget/status
   - Quarterly communication of budget status and clean up
4. Reporting
   • Ensure that all managers/staff understand and utilizing the district monthly budget status reports effectively
   • Provide reports upon request for maintenance and management of program budgets

5. Service
   • Ensure that mail, shipping and receiving service and print services are completed in a timely manner
   • Guarantee that students will have the necessary supplies and materials available to complete their courses
   • Effectively communicate changes in policy or procedure related to service areas

**Leadership and Engagement**

- Connect and engage all college constituencies in meaningful fiscal discussions
- Engage with FAS leadership team to discuss departmental issues and share information
- Create an environment of shared ideas and understanding through transparency of processes
  - Open Forums
  - Monthly, Quarterly and Annual communications related to processes
  - Ensure internal processes are understood and link directly to accreditation fiscal standards

**Committees**

- Budget Committee
- AIQ
- Enrollment Management
- Program Review
- Administrative Council
- Commencement committee