2017-2018 Work Plan

Prepared by Laura Lorigo
Auxiliary Services Manager/Budget Analyst

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 fiscal information to determine the most effective use of institutional resources to meet the needs of every department/ program on campus.

Auxiliary Services will strive to support the College’s efforts by seeking out opportunities to enhance the overall learning environment. Complement existing operations with customer responsive support services.

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
- Seek out opportunities to enhance existing services
- Manage the support services prudently to optimize services provided

Student Learning

A commitment to provide a holistic education that develops curiosity, inquiry and empowered learners.

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

Student Progression and Completion

A commitment to eliminate barriers that cause students difficulties in completing their education goals.

- Promote a seamlessly partnership with bookstore and academic departments to ensure required resources are available for students
- Focus on clear communications with financial aid/EOPS/CARE/CalWorks to ensure financial resources are available
- Continue to send important bookstore information to students/faculty through BC PIO and faculty liaison
- Work with M&O to identify timelines and fiscal requirements related to upcoming projects to minimize student impact

Facilities

A commitment to improve the maintenance of and secure funding for college facilities, technology, and infrastructure for the next thirty years.

- Continue as part of Facilities & Sustainability Committee
- Engage in planning discussions related to Measure J projects
- Work to leverage available college and state funding for scheduled maintenance projects
- Promote and assist in establishing multiyear replacement plans to meet the needs of our aging facility
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- Evaluate space usage to ensure funding available to support growing programs

**Oversight and Accountability**
*A commitment to improve oversight, accountability, sustainability and transparency in all college processes.*

1. Training and education:
   - Promote Financial literacy through ongoing training
   - Continue monthly restricted budget training and quarterly general fund budget training
   - Participate in district wide training opportunities-(EGAR, State Chancellor opportunities etc.)
   - Launch a Mid-year Budget Review Workshop (January)
   - Launch a Year-end preparation Workshop (March)

2. Budget
   - Develop Budget manuals for both general/restricted funded departments/programs
   - Continue budget Forums in March/October (College wide)
   - Create quarterly newsletter to communication policy and process
   - Continue to improve budget development process as part of program review committee

3. Data Tracking and Accountability
   - Participate in district wide Banner 9 upgrade
   - Promote banner literacy for all budget managers/staff
   - Engage in addressing compliance and process issues for efficiency
   - Promote usage of KCCD Chart of accounts for proper coding

4. Reporting
   - Participate in district wide migration/training of COGNOS reporting system
   - Provide data to complete closing the loop document
   - 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
   - Review current staffing levels and structure for improved operational efficiencies
   - Distribute annual survey to evaluate service (for Auxiliary departments and budget office)
   - Ensure that mail, shipping and receiving service and print services are completed in a timely manner
   - Seek out opportunities to enhance these services (new services, partnerships, etc.)
   - Guarantee that students will have the necessary supplies and materials available to complete their courses
   - Update changes in policy or procedure related to service departments

**Leadership and Engagement**
*A commitment to build leadership within the College and engagement with the community.*

- Develop cross training and professional develop opportunities for staff
- Promote wellness for staff
- Support leadership opportunities for staff
- Continue to foster an environment of shared ideas and financial literary
- Engage Professional development opportunities related to fiscal oversight
- Seek opportunity to serve as co-chair of a committee
Committees

- Budget Committee
- Enrollment Committee
- Accreditation & Institutional Quality Committee
- Facilities and Sustainability Committee
- Program Review
- Administrative Council
- Commencement committee