

Section Five: New or Revised Goals

a) List new or revised goals, if applicable. (Add additional rows as necessary.)

Replacement Goal	Which institutional goals from the KCCD Strategic Plan will be advanced upon completion of this goal?	Status Update — Action Plan	Colleges requesting accomplishment of this goal or colleges' planning indicating this need. (Include supporting documentation.)	Other group (besides ones of the colleges) requesting accomplishment of this goal. (Include supporting documentation.)
2018-19 Goal #2 – Automation of BOG Waiver un-apply/reapply posting	Goal #5	In progress	All	
2018-19 Goal #5 – Develop a grant procedure manual for program managers	Goal #5	In progress	All	
2018-19 Goal #8 – Integration of Food Services cash receipts processing through SalePoint or another mechanism	Goal #5	In progress – BC/PC is reviewing new POS system for Food Services	Bakersfield College/Porterville College	
2018-19 Goal #10 – Revise District Procurement Manual	Goal #5	In progress	All	
2019-20 – Update CalCard manual/instructions	Goal #5	Purchasing/Contracts manager has been assigned to update these procedures	All	

2019-20 – Implement new Facility Scheduling Software	Goal #5	CFO/VPFAS have initially begun review of potential vendors	All	
2019-20 – Student Accounts Receivable collection efforts	Goal #5	Work with all VP's on process/procedures for student collections	All	

Section Six: Current Unit Resources

- a) List the unit's current resource levels by outlining existing staff, listing (major) technology/equipment the unit uses, describing the space the unit occupies, and the unit's current budget.

Resources	Current Level
Staffing (list current staffing levels)	District Office Chief Financial Officer Business Services Assistant Budget Analyst Director, Accounting Services Accounting Manager (2) Accounting Coordinator (3) Accounting Technician II (4) Contracts/Purchasing Manager Purchasing Coordinator/Analyst Students (2) Bakersfield College Accounting Manager Accounting Coordinator Accounting Technician II (3) Students (2) Cerro Coso Community College Accounting Manager Accounting Technician II Porterville College Accounting Manager
Technology / Equipment	*Personal computers, printers, copiers, safes, check printing equipment, modular furniture
Space / Facilities	•Offices located at Bakersfield College, Cerro Coso CC, Porterville College & Weill Center
Budget (Unrestricted) Total	\$10,428,617
1000 (Academic Salaries)	\$ -0-
2000 (Classified Salaries)	\$ 1,838,250
3000 (Employee Benefits)	\$ 978,418
4000 (Supplies & Materials)	\$ 23,650
5000 (Operating Expenses and Services)	\$ 1,847,953
6000 (Capital Outlay)	\$ 10,600
7000 (Other Outgo)	\$ 5,729,746
Budget (Restricted) Total	\$ -0-
Budget (Contract/Community Ed) Total	\$ -0-

Section Seven: Resource Request Analysis

Discuss the impact of new resources your unit is requesting for next year's cycle that are in addition to what your unit currently has in this cycle. Indicate the expected cost along with the rationale. If a college is not requesting the new resource, leave the "College(s) requesting" column blank. Rank the proposals in order of their importance to the unit ("1" is most important; "5" is least important)

Resource Category	Resource Requested (Include Cost)	Discuss how the new resource will impact your unit's effectiveness in providing service to the colleges or other groups and what college planning reflects or suggests this need.	College(s) requesting this new resource to your unit. (Leave blank if no college requests the new resource.)	Rank
Positions: <i>Discuss the impact new and/or replacement management and/or staff will have on your unit's service to the colleges.</i>	<input checked="" type="checkbox"/> 1: Classified Staff <input type="checkbox"/> 2: Administrator Possibly grant coordinator and/or grant accounting staff	As document processing/grant numbers increase, the current staff will not be able to process all documents/reports in a timely manner.	All – with the increase in number of grants, accounting may need additional resource for grant reporting	
Professional Development: <i>Describe briefly, the effectiveness of the professional development your unit will be engaged in (either providing or attending) during the next cycle</i>	<input checked="" type="checkbox"/> 1: Provide Professional Development <input checked="" type="checkbox"/> 2: Attend Professional Development	Ongoing Professional Development – unit has one retreat per fiscal year. Grant accountants complete annual Federal update course via webinar.		
Facilities: <i>If your unit receives a building remodel or renovation, additional furniture or beyond routine maintenance, explain how this request or requests will impact your unit's service to the colleges.</i>	<input type="checkbox"/> 1: Space Allocation <input type="checkbox"/> 2: Renovation <input type="checkbox"/> 3: Furniture <input type="checkbox"/> 4: Other <input type="checkbox"/> 5: Beyond Routine Maintenance			
Technology: <i>If your unit receives technology (audio/visual – projectors, TV's, document cameras) and computers, , explain how this request or requests will impact your unit's service to the colleges.</i>	<input checked="" type="checkbox"/> 1: Replacement Technology <input type="checkbox"/> 2: New Technology <input type="checkbox"/> 3: Software <input type="checkbox"/> 4: Other _____	Regular replacement of computers		

Section Seven: Resource (cont.)

Discuss the impact of new resources your unit is requesting for next year's cycle that are in addition to what your unit currently has in this cycle. Indicate the expected cost along with the rationale. If a college is not requesting the new resource, leave the "College(s) requesting" column blank. Rank the proposals in order of their importance to the unit ("1" is **most** important; "5" is least important)

Resource Category	Resource Requested (Include Cost)	Discuss how the new resource will impact your unit's effectiveness in providing service to the colleges or other groups and what college planning reflects or suggests this need.	College(s) requesting this new resource to your unit. (Leave blank if no college requests the new resource.)	Rank
Other Equipment: <i>If your unit receives equipment that is not considered audio/visual or computer equipment technology, , explain how this request or requests will impact your unit's service to the colleges.</i>	<input type="checkbox"/> 1: Replacement <input type="checkbox"/> 2: New <input type="checkbox"/> 3: Other _____			
Total cost of resource needs over and above current budget allocation:			\$100,000 – additional Accounting Coordinator II	

Section Eight: Conclusions

Present any conclusions and findings about the unit and its connection to the work of the colleges. (ACCJC Std IV.D.2, IV.D.5, IV.D.7):

District Office Business Services supports the College's business objectives, and Districtwide policies and processes. We provide business service functions for students, faculty, staff, management, Board of Trustees and the general public. The department is looking to implement a combination of technological improvements and increasing the accounting job family to ensure value-added transparent services. Additionally, our role is also to provide direction to the college Business Services Offices, providing them direct support in accomplishing their service objectives at each of the district's colleges. Business Services recognizes that the college Business Offices are also hiring additional staff with support with reporting and budget processes. Therefore, we are highly confident in our ability to support the colleges, through responsive and reliable financial services.

Routing and Review

Submitter's Name: Arlitha Harmon

Title: Interim Chief Financial Officer

Submitter's Signature: _____

Date Submitted: _____

Submitter's Immediate Supervisor: _____

Date of Review: _____

Chancellor's Signature: _____

Date of Review: _____

Date of Presentation to Administrative/Consultation Council: _____