



Institutional Unit Annual Review (AUR)

Integrated Planning Template - Fall 2025

Note: This process is completed annually by KCCD Office Units. A full review (all sections) is submitted in odd years (e.g., 2025), and an abbreviated update (Sections I, II, III, and VI only) is submitted in even years (e.g., 2026).

Unit/Department Name:

Finance and Administrative Service (Business Services)

Review Period:

2024-2025

Prepared By:

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Date Submitted:

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I. Executive Summary & Mission Alignment

Executive Summary:

Finance & Administrative Services (FAS) provides districtwide leadership in budgeting, accounting, procurement, treasury, grant fiscal oversight, risk and safety, public safety coordination, and facilities & construction. In 2024–2025, operational demand continued to rise across all service areas. Grant growth increased fiscal reporting requirements; contract activity remained high and automation initiatives progressed, including enhancements to iContracts, Smartsheet workflows, and Banner functionality.

Key accomplishments this year include a clean external audit with no findings, effective cash flow and debt management, timely financial aid disbursements, and continued development of a district fixed-asset accounting solution to meet federal compliance. Contract volume remains

substantially elevated, over 260% growth since 2016–17, reaffirming the need for staffing and process modernization.

Facilities & Construction oversight was fully centralized at the District Office, improving capital project coordination and ensuring Measure J compliance. Improvement areas such as late grant reporting and post-service contracts are being addressed through dashboards, workflow redesign, and targeted trainings.

Looking ahead, FAS will prioritize automation, compliance infrastructure, risk and safety integration, capital project delivery, and development of a new SCFF aligned budget allocation model for the next two-year cycle.

Unit Mission Statement:

Finance & Administrative Services (FAS) provides reliable, transparent, and equitable business and administrative services that enable student success and institutional effectiveness across Kern Community College District (KCCD). FAS supports students, faculty, staff, administrators, the Chancellor, Trustees, and the public through districtwide leadership in accounting, budgeting and forecasting, economic and cost analysis, fiscal compliance and reporting, financial aid disbursement, contract and purchasing services, and business process training. The unit also oversees districtwide risk and safety, public safety coordination, and facilities and construction management to ensure safe, efficient, and compliant operations. In alignment with the Kern Community College District's mission, FAS - KCCD strives to support and provide outstanding and responsive educational programs and services that meet the needs of its diverse students and communities. The District promotes academic excellence, innovation, and inclusivity, with a strong focus on student success, workforce development, and economic mobility.

Scope of Services and Key Functions:

- **Budget & Forecasting:** Leads districtwide budget development, multi-year fiscal planning, and resource modeling to support strategic and operational decision-making.

- **Accounting & Treasury:** Manages district accounting systems, financial reporting, audits, cash flow, debt obligations, and investment portfolios in compliance with policy and regulatory requirements.

- **Procurement (Purchasing & Contracts):** Oversees and Supports contract development and purchasing process for all colleges and District Office divisions. District wide Contract Compliance and Risk Assessment, Certificates of Insurance Compliance, PO Compliance and Processing, Goods and Services Request For Proposals (RFP), Bidding and Sourcing, P-Card (CAL-Card) and Fuel Card Administration, Online Vendor Account Administration and Maintenance, Vendor Management, Surplus Property, District Wide Vehicle Fleet Management, Auto Insurance, Reporting and Donation Acceptance, and Purchasing & Contracts Training and Support.

FY24-25 Contracts by College:

- District Office- 573
- Bakersfield College- 509
- Cerro Coso Community College- 168
- Porterville College- 141

- **Grant Fiscal Compliance & Reporting:** Ensures timely, accurate sponsor reporting; fiscal monitoring; and compliance with federal, state, and private grant requirements.

- **Risk & Safety / Legal / Public Safety:** Provides districtwide leadership in emergency response, workplace and site safety, loss prevention, risk tracking, insurance claims, legal coordination, workers' compensation, accommodations, CPRA responses, and public safety coordination.

- **Facilities & Construction:** Leads planning, design, construction, and project management for district capital programs, ensuring safe, compliant, and high-quality learning environments.

- **Business Process Training:** Delivers training and support for purchasing, travel, contracting, budget monitoring, and compliance to ensure consistent, effective districtwide operations.

Primary Service Recipients/Customers:

Finance & Administrative Services (FAS) serves all three colleges Bakersfield College (BC), Porterville College (PC), and Cerro Coso College (CC) as well as the District Office, Board of Trustees, students, and external agencies.

FAS supports student success by providing fiscal reliability, efficient resource management, and safe, well-maintained facilities, ensuring that operational excellence underpins academic and workforce programs across KCCD.

How the Unit Supports Student Success and Equity:

Finance & Administrative Services underpins every dimension of student success and equity from ensuring financial aid is delivered on time, to building safe, accessible facilities, to maintaining fiscal stability that funds instruction and support programs. Through careful planning, transparency, and accountability, FAS ensures that resources reach the students who need them most, creating equitable opportunities for learning and achievement districtwide.

1. Stewardship of Financial Resources for Learning

Finance & Administrative Services ensures that every dollar received, from state apportionment to grants, is properly budgeted, tracked, and reported. This fiscal integrity ensures that instructional programs, financial aid, and student support services have consistent, transparent access to funding. Accurate budgeting and forecasting help colleges plan for instructional quality, student services, and equitable access to resources. Responsible management of public funds strengthens trust and stability, allowing students to benefit from long-term investment in classrooms, technology, and campus improvements.

2. Accounting & Treasury: Enabling Campus Operations

Timely accounting and treasury functions ensure that colleges meet payroll, pay vendors, and maintain uninterrupted academic and support services. Effective cash flow and investment management help sustain operations that directly impact the student experience. Financial compliance and clean audits protect funding that supports student aid and equity-driven initiatives.

3. Budget Development & Financial Planning

Through districtwide budget planning and allocation models, FAS ensures that resources are distributed equitably among the colleges. The Student-Centered Funding Formula (SCFF) prioritizes funding for students who face additional barriers, such as low-income, first-generation, and underrepresented students. Transparent budgeting supports colleges' strategic equity plans and ensures funding aligns with measurable student outcomes.

4. Procurement, Purchasing & Contracts

Procurement ensures that colleges have the learning tools, technology, and facilities they need. Efficient purchasing and contract management enable timely acquisition of lab equipment, instructional software, and accessibility technology. Competitive bidding and vendor diversity efforts ensure equitable access to procurement opportunities and sustainable pricing that benefits students.

5. Risk & Safety / Public Safety

FAS oversees districtwide risk management and public safety coordination to maintain safe and inclusive learning environments. This includes emergency preparedness, insurance coverage, and occupational safety compliance. Public safety collaboration across colleges supports both physical safety and equitable access—ensuring every student feels secure on campus.

6. Facilities & Construction

The Facilities and Construction unit builds and maintains the physical environments where

students learn and thrive. Capital projects (e.g., new classrooms, student centers, accessibility retrofits) are prioritized to promote inclusion and ADA compliance. Sustainable building design supports environmental equity and community health.

7. Grant Fiscal Services

Grant accounting enables colleges to secure and maintain external funding that supports special programs for underserved populations—such as workforce training, first-year experiences, and STEM equity initiatives. Proper fiscal oversight ensures compliance, so colleges retain eligibility for future grant awards that expand access and opportunity.

8. Business Process Training

By training faculty and staff in purchasing, travel, contracting, and budget management, FAS strengthens the district's capacity to serve students efficiently. These trainings empower employees to make timely, student-centered decisions while adhering to compliance standards.

II. Staffing Profile & Changes

Current Organizational Chart or Staffing List:

[Finance_AdministrativeServices_OrgChart11.2025.11.17.pdf](#)

Review of Organizational Structure:

The Finance & Administrative Services (FAS) unit is currently significantly understaffed. Growth in district operations has outpaced available staffing, creating workflow bottlenecks and operational overload. Additional staff are needed to support efficient, timely, and compliant delivery of services across the district.

Notable Staffing Changes:

Procurement: Added one new position in Purchasing/Contracts to support increased contract volume and workflow.

Public Safety: Created a new Executive Director of Public Safety position to oversee districtwide public safety operations.

Risk & Safety: Reorganized operations by moving Risk & Safety functions from Human Resources to FAS for centralized oversight and improved coordination of services.

III. Look Back: Assessment and Gap Analysis

Narrative Summary of Major Projects/Initiatives:

- Completed annual audits with no findings, maintaining financial credibility.
- Managed cash flow, debt, and investments within policy guidelines.
- Adopted the FY 2024–25 budget on schedule and tracked Measure J cash flows quarterly.
- Processed financial aid disbursements on time through BankMobile.
- Achieved 1,288 contracts processed in 2024–25, representing +30% YoY and +52% over the baseline year.
- Centralized Facilities & Construction oversight at the District Office, improving project coordination and compliance.

Improvement Areas:

- Grant reporting: Delays mitigated through implementation of monthly dashboards and targeted staffing requests.
- Contract processing: Cycle times improved through system implementation, though continued monitoring and staffing support are needed.

Service Area Outcomes (SAOs) & KPIs

Outcome or Indicator	SAO/KPI Description	Assessment Method(s)	Target	Prior Year Result
Fiscal Accountability and Compliance	Ensure all fiscal transactions are processed and recorded according to GAAP and government auditing standards.	Annual external audits (ex: District, Foundations, Measure J, OPEB)	100% unmodified audit opinions; zero findings	100% achieved; No findings FY23–24. FY24–25 pending completion.
Budget Development	Develop, monitor, and communicate	Budget adoption timeline; feedback from	On-time adoption; positive	On-time budget adopted FY25-26

Outcome or Indicator	SAO/KPI Description	Assessment Method(s)	Target	Prior Year Result
and Transparency	balanced budgets aligned with SCFF and Board goals.	Trustees, Chancellor's Cabinet, DWBC	feedback from stakeholders	
Grant Fiscal Reporting	Submit all required grant fiscal reports accurately and on schedule.	Monthly and quarterly report tracking; feedback from Sponsors and Program Managers	95% of reports submitted on or before due date	Target not met (improvement plan initiated)
Contract and Procurement Efficiency	Process contracts and purchase orders efficiently to support college operations.	Contract management system metrics; stakeholder townhalls	Reduce cycle time by 25%; 90% contracts pre-service	Cycle time reduction will be tracked and provided next year
Cash Flow and Debt Management	Maintain liquidity and timely debt payments to support continuous college operations.	Treasury reports, investment reviews, debt schedules	100% of obligations met, positive rating agency feedback	Achieved 100% – No defaults
Risk and Safety Management	Ensure safe, compliant, and risk-aware work and learning environments.	Incident tracking, insurance audits, safety training logs, loss prevention and risk assessments	100% completion of annual safety training	Percentage will be tracked and provided next year - Unit transferred to FAS 25-26
Service Recipient Satisfaction	Measure satisfaction with Business Services across colleges (budget, accounting, contracts).	Annual internal customer satisfaction inquiries	≥80% "Satisfied" or "Very Satisfied"	Slight improvement over prior year, percentage will be tracked and recorded next year

Outcome or Indicator	SAO/KPI Description	Assessment Method(s)	Target	Prior Year Result
Technology and Process Improvement	Implement financial systems that improve efficiency and data integrity (iContracts, Smartsheet, Fixed Asset system).	Implementation milestones and user feedback	100% completion of planned implementations	implementations 70% implemented, ongoing configuration

Gap Analysis Narrative:

- **Staffing & Workload:** Increasing workload without proportional staffing creates risks to timeliness and operational efficiency.
- **Systems & Compliance:** Implementation of a fixed-asset accounting system and grants management system is needed to ensure full regulatory compliance.
- **Policy & Training:** Updates to procurement and grants policies and expanded staff training are required to maintain consistency, efficiency, and accountability across the district.

IV. Look Forward: Two-Year Strategic Plan

Goal 1

Goal Title:

Contract Lifecycle Excellence

Strategies & Action Items:

- Deploy and optimize contract management software.
- Train staff across colleges and District Office on system use.
- Streamline contract review and approval processes to eliminate bottlenecks.

Timeline:

KCCD Strategic Goal Alignment:

Student Culture, Student Technology, Student Physical Space, Employee Culture, Employee Technology, Employee Physical Space

Goal 2**Goal Title:**

Improve Grant Reporting Timeliness and Compliance

Strategies & Action Items:

Target: Achieve 95% on-time grant reporting by FY 2025–26; reduce audit risk; maintain eligibility for federal and state funding.

Strategies:

Expand staffing and leadership capacity to meet federal and state compliance requirements.

Standardize districtwide grant processes, documentation, and reporting.

Increase automation and visibility of deadlines and risk indicators.

Strengthen internal controls and subrecipient monitoring aligned with 2 CFR 200.

Action Items:

Hire critical staffing:

Accounting Manager – Grants

Two (2) Accounting Coordinators – Grants

Accounting Technician II (future need)

Implement monthly grants dashboards to track:

Submission deadlines

Status of reports

Fiscal reconciliation cycles

High-risk grants & compliance flags

Develop district-wide grant policies, including:

Allowable costs

Documentation requirements

Procurement thresholds

Time & effort standards

Subrecipient monitoring procedures

Conduct quarterly grants reconciliation cycles between fiscal and program staff.

Launch districtwide training for PIs and Directors, including:

Budget management

Compliance requirements

Reporting procedures

Documentation standards

Timeline:

Q1–Q2 FY 2025–26: Hire Accounting Manager & 2 Coordinators

Q3 FY 2025-26: Implement tracking dashboards

Q4 FY 2025–26: Release updated grant policies & job aids

Q4 FY 2024–25: Begin quarterly reconciliation cycles

FY 2025–26: Maintain 95%+ on-time reporting; complete compliance review

KCCD Strategic Goal Alignment:

Student Culture, Student Physical Space, Employee Culture, Employee Technology, Employee Physical Space

Goal 3

Goal Title:

Implement a Districtwide Fixed-Asset Accounting System

Strategies & Action Items:

Target: Implement system and complete full physical inventory by FY 2025–26.

Strategies

Standardize asset tracking, controls, and documentation across all colleges.

Bring KCCD into full compliance with GASB and 2 CFR 200.313.

Reduce audit exposure tied to equipment accountability.

Action Items

Select and procure a districtwide fixed-asset management system.

Develop internal control procedures for:

Asset tagging

Inventory cycles

Equipment disposal

Depreciation

Capitalization thresholds

Conduct a districtwide physical inventory in collaboration with colleges.

Train all staff on tagging, tracking, and inventory procedures.

Timeline:

Q3 FY 2025–26: Select system; finalize policies

Q1 FY 2026–27: Deploy system districtwide

Q4 FY 2025–26: Conduct asset tagging & physical inventory

FY 2026–27: Full compliance; annual reconciliation cycles in place

KCCD Strategic Goal Alignment:

Student Physical Space, Employee Culture, Employee Technology, Employee Physical Space

Goal 4**Goal Title:**

Budget Allocation Model

Strategies & Action Items:

To develop and implement a new SCFF (Student-Centered Funding Formula) expense and chargeback model by Spring 2026.

- Analyze current budget allocation and chargeback methodologies across colleges and district programs.
 - Design a transparent, SCFF-aligned model to optimize resource distribution.
 - Provide training and documentation to staff for model implementation and ongoing use.
 - Integrate the model into district financial planning and reporting systems.
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Timeline:**KCCD Strategic Goal Alignment:**

Student Culture, Student Physical Space, Employee Culture, Employee Physical Space

Goal 5

Goal Title:

Risk & Safety Integration

Strategies & Action Items:

To launch a districtwide risk dashboard and reduce incident cycle times by 20% by FY 2026–27.

- Develop and deploy a centralized risk management dashboard to track incidents, safety compliance, and claims.
 - Standardize risk reporting and response protocols across all colleges and district offices.
 - Train staff on using the dashboard and implementing best practices for risk mitigation.
 - Monitor and analyze performance metrics to continuously improve response times.
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Timeline:

KCCD Strategic Goal Alignment:

Student Culture, Student Physical Space, Employee Culture, Employee Physical Space

Goal 6

Goal Title:

Facilities & Construction Delivery

Strategies & Action Items:

To ensure 90% of capital project milestones are completed on schedule while maintaining Measure J compliance.

- Centralize oversight of Facilities & Construction projects at the District Office.
- Implement robust project management and tracking systems to monitor milestones and budgets.
- Conduct regular progress reviews and adjust project plans as needed.

- Ensure all projects comply with Measure J requirements and reporting standards.

Timeline:

KCCD Strategic Goal Alignment:

Student Culture, Student Technology, Student Physical Space, Employee Culture, Employee Technology, Employee Physical Space

Goal 7

Goal Title:

Strengthen Grants Accounting Infrastructure and Internal Controls

Strategies & Action Items:

Strategies

Build leadership capacity to oversee districtwide grant compliance.

Standardize fiscal processes and documentation.

Expand training for college and district staff.

Action Items

Develop a Grants Compliance Manual.

Implement a districtwide Grants Management System (GMS) (if funded).

Conduct quarterly internal control audits.

Timeline:

FY 2025–26/2026-27: Manual drafted; quarterly audits begin

FY 2026–27: Full implementation of GMS (pending resources)

KCCD Strategic Goal Alignment:

Goal 8

Goal Title:

Strengthen AP/AR Operational Efficiency and Compliance

Strategies & Action Items:

Target: Reduce AP cycle time by 20%; reduce outstanding AR by 30%; improve internal controls by FY 2026.

Strategies

Reorganize leadership and staffing to align with district growth.

Reduce risk of late payments, cash flow bottlenecks, and audit findings.

Standardize AP/AR processes across colleges.

Action Items

Hire essential staffing:

Accounting Manager – AP/AR

Upgrade Assistant Director → Director

Accounting Coordinator – AR

Accounting Technician II – AP

Accounting Technician II – AR

Implement automated invoice routing workflows.

Develop standardized AP/AR procedures (invoicing, collections, approvals).

Launch monthly AP exception reporting and AR aging dashboards.

Cross-train AP & AR teams to ensure redundancy and continuity.

Provide districtwide training on:

Travel & reimbursement

Vendor setup

Invoicing requirements

Revenue recording

Timeline:

Q1–Q3 FY 2025–26: Hire leadership and AP/AR staffing

Q4 FY 2025–26: Deploy routing workflows and dashboards

Q1 FY 2026–27: Standardize AP/AR procedures

FY 2026–27: Achieve cycle time and AR reduction targets

KCCD Strategic Goal Alignment:

Employee Culture, Employee Technology

Goal 9

Goal Title:

Strengthen Audit Readiness and Internal Controls

Strategies & Action Items:

Strategies

Build a districtwide culture of documentation, compliance, and audit preparedness.

Create consistent internal control standards across all colleges.

Action Items

Develop a Districtwide Internal Controls Handbook.

Implement annual audit-preparedness workshops.

Conduct quarterly internal compliance reviews (high-risk functions).

Implement documentation standards for all fiscal processes.

Timeline:

FY 2025–26/2026-27: Internal controls handbook drafted; workshops launched

FY 2026–27: Quarterly compliance reviews fully operational

KCCD Strategic Goal Alignment:

Employee Culture, Employee Technology

Goal 10

Goal Title:

Expand Business Process Training

Strategies & Action Items:

Strategies

Build staff capacity across colleges and district units.

Reduce workflow delays and internal control failures.

Action Items

Create a Business Process Training Academy.

Develop job aids, training videos, and compliance guides.

Offer annual training for fiscal, grant, and program staff.

Timeline:

FY 2025–26/2026-27: Develop training materials

FY 2026–27/2027-28: Launch academy districtwide

KCCD Strategic Goal Alignment:

Employee Culture, Employee Technology

Goal 11

Goal Title:

Promote and Contribute to a Positive Climate and Culture

Strategies & Action Items:

Through the Champions of Change Initiative, led by the CFO, Finance & Administrative Services will intentionally strengthen district-wide climate and culture by embedding accountability, service excellence, collaboration, and transparency into daily operations. This will be accomplished by:

1. Establish the Champions of Change Initiative

- Identify and engage a cross-functional group of Champions to serve as Culture Catalysts.
- Define shared behavioral standards aligned with district values focused on service excellence.
- Convene regular discussions focused on practical culture improvements and change management support.

2. Strengthen Service Culture Across District Operations

- Reinforce and support service-oriented standards throughout the District, and Colleges.
- Implement feedback loops with campus partners to identify friction points and improve responsiveness.
- Promote timely, transparent communication.

3. Improve Cross-Functional Collaboration

- Facilitate collaborative problem-solving between District Services and College teams.
- Address operational inefficiencies that impact employee and student experience.

- Encourage shared ownership of outcomes rather than siloed processes.

4. Support Change Management with Intentional Communication

- Provide consistent messaging during periods of change.
- Equip leaders within the divisions to model stability, professionalism, and solution-focused engagement.
- Recognize and reinforce positive behaviors that support institutional resilience.

5. Model Leadership Accountability

- Continue to demonstrate transparency in decision-making.
- Align financial stewardship with institutional values and student success priorities.
- Integrate culture discussions into leadership meetings and unit planning.

Timeline:

Initial outreach and engagement communication was launched. Ongoing meetings and expansion are planned and will continue indefinitely. While we have initiated an early start, momentum will be expanded as we move into 2026-27.

Initiated Early Adoption - 3/2026:

- Initial communication launching Champions of Change.
- Identified a small group of early adopters interested in founding Culture Catalysts.
- Alignment discussion on purpose and expectations.

Q1: Implementation & Expansion:

- Convene regular Catalyst meetings for fellowship and engagement.
- Identify and implement early “quick win” successes and cultural improvements.
- Establish feedback mechanisms with college partners.

Q2 - Q3: Assessment & Sustainability:

- Evaluate impact through stakeholder feedback.
- Refine strategies based on input.
- Plan continued expansion and sustainability for next review cycle.

Q4 and Ongoing:

- Reinforcement of service excellence.
- Recognition of positive behaviors and influence.
- Continuous improvement in accountability, service excellence, collaboration, transparency and collaboration.

KCCD Strategic Goal Alignment:

Student Culture, Employee Culture

V. Resource Requests & Prioritization

Staffing Requests:

Compliance-Critical & High-Risk Positions

(Positions required to meet regulatory mandates, prevent audit findings, and avoid financial penalties.)

1. Accounting Manager – Grants Compliance

Provides districtwide leadership for federal, state, and private grant compliance; oversees reporting, allowability reviews, time & effort requirements, subrecipient monitoring, and Uniform Guidance alignment.

2. Accounting Manager – AP/AR

Centralizes oversight of accounts payable and receivable functions, ensuring adherence to GAAP/GASB, Public Contract Code, Education Code, prompt payment requirements, and internal control standards.

3. Director of Accounting (Restructure of Assistant Director Role)

Elevates oversight of all accounting, AP/AR, treasury, and compliance functions to a Director level appropriate to district scale, audit complexity, and organizational risk.

4. Accounting Coordinator II – Grants (1)

Supports timely, accurate grant fiscal reporting, billing, drawdowns, and reconciliation to maintain eligibility and reduce audit exposure.

5. Accounting Coordinators – AP & AR (2)

One dedicated to AP and one to AR, ensuring workflow coordination, documentation compliance, revenue management, and internal control separation.

Operational Capacity & Internal Control Support

(Positions required to keep up with districtwide workload growth and reduce operational delays.)

6. Purchasing/Contracts Analysts (3)

Supports growing contract volume, reduces routing delays, improves legal compliance, and maintains districtwide contract coverage across colleges and the DO.

7. Accounting Technician II (3)

Two are assigned to AP/AR operations and one to Grants or General Accounting to support invoice processing, billing, reconciliation, and documentation requirements.

8. Department Assistant I/II/III (2)

Provides critical administrative support to:

AVC/Budget Director

Assistant Director/Director of Procurement

Ensures efficient workflow tracking, scheduling, documentation, and communication.

9. Executive Assistant – CFO

Provides executive-level coordination, project support, policy tracking, board item preparation, and ensures timely communication across divisions.

Risk, Safety & Districtwide Compliance Support

(Positions required to strengthen district safety, reduce liability, and improve regulatory alignment.)

10. Risk Management Coordinator

Develops districtwide risk dashboards, conducts hazard assessments, supports insurance claims, ensures OSHA/Cal-OSHA compliance, and strengthens emergency preparedness infrastructure.

Professional Development Requests:

FAS requests professional development resources that support:

Regulatory and compliance training

Grants management expertise

Risk and contract compliance

Technical and systems proficiency

Leadership and career growth pathways

Cross-functional team coordination and planning

The requested investment is essential to maintaining districtwide fiscal integrity, strengthening internal controls, supporting grant compliance, and ensuring consistent, efficient, and compliant business operations across KCCD.

Annual retreat focused on team building, strategy alignment, KPIs, and districtwide initiatives.

Federal Grants Updates to ensure staff remain current on regulatory requirements and compliance best practices.

Risk and Contract Training to provide specialized training to enhance efficiency, accuracy, and risk mitigation.

Career Ladder Development – Support staff growth by building out positions and clear pathways for advancement within FAS.

Facilities, Equipment & Space Requests:

Technology Requests:

- Contract Management System to implement and optimize iContracts or evaluate alternative software for improved contract lifecycle management.

 - Fixed-Asset Accounting System to deploy a districtwide system to ensure accurate asset tracking and federal compliance.

 - Grants Management System to Implement tools to track grant deadlines, submissions, and compliance requirements.

 - Budgeting Software & IT Refresh to evaluate current budgeting software and provide routine computer refreshes to maintain operational efficiency.
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VI. Follow-Up on Prior Requests

Resource Request Follow-Up:

One Purchasing Coordinator was hired with the intent to train and deploy to an on-campus location. However, due to the extensive workload and operational demands of the department, the position has remained at the District Office. Additional staffing is still required to adequately support both District Office operations and college-level needs.

VII. College Feedback

Incorporation of College Input:

Position requests were modified as noted below. All other questions addressed within the comment's section/link.

Department Response to Feedback:

Response to comment/questions Section - V. Resource Requests & Prioritization:

Changes/Corrections to AUR (budget for new staffing 2026-27):

1. Accounting Manager for Grants has existed since 2023-24. Not a new position, removed
2. Accounting Manager - AP/AR is replacing existing Assistant Director (AD) of Accounting (AD retiree), generating a cost savings of \$21,846 (138,060 - 116,214= \$21,846).
3. Director of Accounting restructure of existing AD role, generating an increase of \$14,582 (159,631 - 145,049= \$14,582).
4. Accounting Coordinator II - Grants will not move forward - new position removed.
5. Accounting Coordinators - AP & AR (2) are existing positions and were included for transparency: Mid 2024-25 establishment of career ladders in support of economic mobility for classified staff was approved. When Accounting Technician II vacancies occurred, the vacancy was filled with an Accounting Coordinator.
6. Purchasing/Contracts Analyst (3): The goal was to hire Purchasing/Contracts Analysts that would be placed in our on-site college DO accounting offices (business services). These additional positions will not move forward, removed.
7. Accounting Technicians II (3) were additional positions intended to be added to support the significant increases in workloads. These will not move forward, positions removed.
8. Department Assistant I/II/III (2), the ask will increase to 3 to provide departmental support to all areas, expanding entry level opportunities for classified staff (i.e. student assistant to DA pipeline).
9. Executive Assistant - CFO, elevation of current Administrative Assistant position for operational alignment with executive administrative support positions that perform critical confidential functions as outlined in the AUR. No cost increase is anticipated.
10. Risk Management Coordinator vacancy was filled. With the transition of the unit from HR to FAS the position was included for transparency.

Since the Accounting and Purchasing/Contracts units are already understaffed, we do not anticipate the automation of processes in Ellucian to change staffing needs. Rather, automation is expected to lessen high costs that have occurred year-over-year, resulting from increasing amounts of overtime and reliance on full-time temporary staff. Clearing of audit findings and support of centralization of procurement, the ask for 2 Lead Buyers is added. Lastly, for OSHA compliance and per safety summits 1 Program Manager for Risk & Safety is added.

New position requests for 2026-27 modified:

1 Accounting Manager

3 Department Assistants

2 Lead Buyers.

1 Program Manager.

Department Assistant III (3) - range 38- classified	137,834.64
Lead Buyer (2) proposing @ range 12 mgmt	232,427.54
Program Manager (1) - Safety-range 006 mgmt	86,720.50

\$471,566 costs less \$283,109 savings = labor budget increase of \$188,457 (*not accounting for savings generated from less overtime and/or reduction of temporary labor).
