



Business & Fiscal Services
Department and Committee Report
Fiscal Year 2016-17

July 14, 2016

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Business & Fiscal Services

Submitted by Jose F. Torres, Vice Chancellor ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

As we conclude 2015-16 and begin a new fiscal year, Business & Fiscal Services is excited to learn that both our colleges have been removed from “warning” status and their accreditation standing fully restored. It was through great effort and teamwork that these deficiencies from the fall 2014 comprehensive review were resolved.

As part of our continued commitment to the betterment of SBCCD, Business & Fiscal Services has revisited and updated its goals for 2016-17. We encourage you to learn these goals and, as always, welcome any and all feedback.

We remain fully committed to improving the Resource Allocation Model, focusing on transparency and inclusiveness, supported and integrated by/with districtwide plans. We will continue a high level of communications with our colleges, Board of Trustees, and collegial consultation groups.

Furthermore, we will continue working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources in order to streamline processes, create efficiencies and increase support to our colleges. This effort is in conjunction with becoming fiscally independent from the Superintendent of County Schools.

We look forward to another challenging but rewarding fiscal year!

All Departments

- a. Continue working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources in order to streamline processes, create efficiencies and increase support to our Colleges.
- b. Continue working towards becoming independent from the County Superintendent of Schools.
- c. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.
- d. College Outreach / Customer Service / Communication
 - i. Continue high level of communications with colleges and collegial consultation groups.
 - ii. Identify & provide training districtwide.
- e. Staff Development
 - i. Continue to attend relevant workshops and conferences that enhance the knowledge and skill level of staff.
 - ii. Continue identifying key positions within the division which require continuity and development in order to prepare for succession planning.

f. Accreditation

- i. Continue high level of communications with colleges and collegial consultation groups.
- ii. Continue improving the Resource Allocation Model focusing on transparency & inclusiveness, supported and integrated by/with districtwide plans.

Internal Audit

Submitted by Erika Almaraz, Director ▪ (909)382-4081 ▪ ealmaraz@sbccd.cc.ca.us

Internal Audit has revisited and updated its goals for 2016-17. The goals are listed here and will be reported on going forward.

- a. Continue working toward becoming independent from County Superintendent of Schools.
 - i. Assess the adequacy of the SBCCD's internal controls, policies and procedures required for fiscal independence, and recommend improvements as needed.
- b. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.
 - i. Perform a risk assessment for major business components and activities.
 - Fiscal Services, Procurement, Fixed Assets, Human Resources, TESS/IT, Payroll, Facilities Planning & Construction, Campus Facilities & Maintenance, Financial Aid, Advancement/Development/Donor Relations – Foundation, Police Department, Contracts and Grants Administration, Bookstore, Cafeteria, KVCR & EDCT
 - ii. Improve system of internal controls.
 - Evaluate the SBCCD's disbursement process.
 - Evaluate controls over sensitive data in Human Resources.
 - Test the fixed asset listing and review the fixed asset reconciliation.
 - Review administration of Federal contracts and grants for compliance with new "Super Circular" requirements.

Fiscal Services

Submitted by Larry Strong, Director ▪ (909)382-4028 ▪ lstrong@sbccd.cc.ca.us

Fiscal Services has revisited and updated its goals for 2016-17. The goals are listed here and will be reported on going forward.

- a. Continue working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources in order to streamline processes, create efficiencies and increase support to our colleges.
 - i. Implement the Enterprise Resource Planning system by July 1, 2017.
- b. College Outreach/Customer Service/Communication
 - i. Continue to increase customer service and knowledge from the Accounting Department (ongoing).
 - ii. Provide a channel to receive regular feedback from our customers.
 - iii. Improve and expand self-help resources, documentation, and training available to end users in order to increase consistency in information given to end users.
- c. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.
 - i. Update all Accounting related policies and procedures in order to provide clear and consistent procedures for all faculty and staff.
 - ii. Update Chart of Accounts structure by eliminating unnecessary fields.
 - iii. Update travel requests forms.
 - iv. Create a schedule for accounts payable checks.
 - v. Review and update current bank deposit process districtwide.
- d. Staff Development
 - i. Encourage all staff members to become active participants in established district committee meetings (i.e. District Budget Committee, District Enrollment Management Committee, Program Review, etc.).
 - ii. Management staff to expand knowledge of the following:
 - Budget process, Budget Accounting Manual (BAM), TOPs Codes, State Apportionment and Restricted General Fund.
 - iii. Management staff to expand its knowledge of the various district data sources (Colleague, Questica, Financial 2000, etc.) and district reporting requirements (MIS, 311, 320, etc.).

Facilities Planning & Construction

Submitted by Jose Torres, Vice Chancellor ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

Facilities Planning & Construction goals have been revisited and updated its goals for 2016-17. The goals are listed here and will be reported on going forward.

- a. Continue identifying key positions within the division which require continuity and development in order to prepare for succession planning.
 - i. Request a new Construction Project Manager position which will be paid for by elimination of current expenditures to third-party vendors.
 - ii. Request conversion of a part-time custodian position to full-time in order to keep pace with workload demands.
- b. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.
 - i. Invest one-time funding into a solar facility at the district office in order to reduce utilities assessment to the colleges.
 - ii. Evaluate feasibility of investing one-time funding into a solar facility at San Bernardino Valley College in order to reduce utilities charges and work towards environmental sustainability.
- c. Continue to acquire assets that are within prime or growth areas for current or future district purposes and/or to benefit the community.
 - i. Evaluate the feasibility of purchasing the the land adjacent to the district offices with one-time funding or bond funds.
- d. Continue working toward the successful completion of scheduled projects under Measure M and develop a transition plan for bond program management.
- e. Continue working toward the successful completion of the facilities master plan.
- f. Create and complete a Facilities Projects Plan for Prop 39, Block Grant & Fund 41 (align with educational, facilities master & facilities assessment plans).
- g. Create a transition plan for Energy Conservation Program.

Business Services

Submitted by Steve Sutorus, Business Manager ▪ (909)382-4031 ▪ ssutorus@sbccd.cc.ca.us

Business Services goals have been revisited and updated its goals for 2016-17. The goals are listed here and will be reported on going forward.

- a. Continue working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources in order to streamline processes, create efficiencies and increase support to our colleges.
 - i. Implement the Enterprise Resource Planning system by July 1, 2017.
- b. Continue identifying key positions within the division which require continuity and development in order to prepare for succession planning.
 - i. Request a new Purchasing Technician position to assist the business services, purchasing department, and warehouse functions to keep pace with workload demands.
- c. Continue evaluating Board Policies and Administrative Procedures and recommend changes as needed in order to streamline processes, create efficiencies and increase support to our colleges.
 - i. Continue improving purchasing and contracts processes (ongoing).
 - ii. Continue improving requisition processes (ongoing).
 - iii. Evaluate the feasibility of implementing a third-party contract management database.
 - iv. Update the vendor database with accurate email addresses to allow the department to deliver purchase orders electronically.
- d. Finalize the fixed asset inventory across the District
- e. College Outreach / Customer Service / Communication
 - i. Improve and expand self-help resources, documentation, and training available to end users in order to increase consistency in information given to end users.
 - ii. Review content of current webpages and revise to keep current and user friendly.
 - iii. Provide workshops for end users to have continuous learning. Provide one-on-one training sessions (either in-person or via phone) are the preferred delivery method to fulfill on-demand requests.
 - iv. Utilize open and business-appropriate communications to facilitate trust building, positive working relationships, and an improved end user experience.

Committees

Submitted by Jose Torres, Chair ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

District Budget

The District Budget Committee (DBC) met seven times since the last. Much was accomplished during that time, including review of recommendations from the District Enrollment Management Committee regarding FTES projections, review of Board directives for the 2016-17 budget, and review of the program review process. In addition, the DBC issued five recommendations to Chancellor's cabinet:

- 2016-05 - RAM Assumptions for 2016-17
- 2016-04 - Funding of Prioritized Program Review Needs Revised RAM Guidelines
- 2016-03, Revised - RAM Guidelines for FY 2016-17
- 2016-03 - RAM Guidelines for FY 2016-17
- 2016-02 - Final Budget with Revised Resource Allocation Model Guidelines for 2015-16
- 2016-01 - Revised RAM Guidelines for FY 2015-16

The 2016-17 Tentative Budget has been adopted by the Board of Trustees and SBCCD is preparing the Final Budget for DBC review and adoption in September. The next committee meeting is scheduled for July 21, 2016.

District Enrollment Management

The District Enrollment Management Committee (DEMC) met nine times since the last report. A Draft SBCCD 2016-2019 District Enrollment Management Plan has been submitted to the Board of Trustees for approval at its July 14, 2016 meeting. The committee has also begun work on determining support strategies for campus marketing and outreach goals. The next meeting is scheduled for August 4, 2016.