Fiscal Services Department Plan 2014-15
Long Beach City College
Admin - Fiscal Services (Goals)

Mission: The mission of Fiscal Services, comprised of Accounting, Accounts Payable, Systems Analysis, Payroll/Benefits, Bursar's Office, Budgeting, and Internal Audit, is to ensure that all resources of LBCCD are managed and accounted for in an effective manner. Utilizing the highest standards, all financial records are presented in a timely, accurate and meaningful format in support of the college's educational master plan for the advancement of Student Success, Community and Workforce Development. Fiscal Services strives to provide excellent professional service to students, faculty, staff and community members.

Description: Fiscal Services provides budget and financial services for college departments and students.

Primary Functions - LAC: ACCOUNTING: The Accounting & Reporting Office is accountable for providing a comprehensive and auditable financial management system to support the instructional, student services and administrative needs of the college. This includes maintaining the fiscal internal control system, and reviewing purchase requisitions to verify that the appropriate account is used and sufficient resources have been budgeted. Additionally, the Accounting and Reporting staff detect and correct any errors, work directly with program managers, department chairs and administrators to prepare expenditure reports for internal management purposes and to meet external funding agency requirements, and close the books to prepare the district's consolidated financial statements.

ACCOUNTS PAYABLE: Accounts Payable is responsible for paying all the colleges bills for instructional materials, utilities, construction contracts, profession services, equipment and all of the other items that the college purchases. (A purchase requisition/purchase order are needed before a vendor will send goods or provide services to the college. (See the purchasing webpage for more information regarding the purchasing process.) Departments throughout the college trigger payments to vendors by signing invoices, certifying that goods were received or services were provided in acceptable condition and sending those signed invoices. These are sent the Accounts Payable staff who use the purchase order and signed invoice to process payments through the Los Angeles County Office of Education (LACOE).

BUDGETING: The Budget Office is accountable for managing the dual adoption budget process for the thirteen self-balancing funds, comprising the college's $662.8 million total budget. The Budget Officer serves the resource needs of the Budget Advisory Committee by attending their meetings and providing budget analyses as requested. Another critical service provided by the Budget Office is the Quarterly Budget Performance Report, which provides the college community with information about year-to-date budget performance and projections about the college's position at the end of the fiscal year.

BURSAR’S OFFICE: The Student Accounts (Cashiering) Office is responsible for receiving fee payments, maintaining individual accounts, selling parking permits and College Service Card stickers for all students. The staff also provides assistance to students with questions or concerns regarding their student accounts.

INTERNAL AUDIT: The Internal Auditor is responsible for ensuring the accuracy of the billing process for the Bond Management program, serving as a liaison between the District and the external auditors and for the review of internal procedures to ensure compliance with Federal, State and District guidelines. These responsibilities involve interacting with a variety of departments on campus to ensure that processes and procedures are updated as needed to ensure compliance with the LBCCD policies and state education code.

PAYROLL/BENEFITS: The Payroll & Benefits Office is accountable for independently producing an accurate, timely payment of earnings for each of the college's faculty, management, classified staff, and student workers. Payroll assures compliance with federal and state laws and regulations as well as district policies and bargaining unit contracts. An accurate W-2 is the end result. The office also administers a comprehensive health, dental, vision, life insurance, and mental health insurance program for eligible employees and retirees. The Payroll & Benefits Manager is an active member of the college's benefits committee.

SYSTEMS ANALYSIS: The Systems Analyst is responsible for direct functional support in the PeopleSoft Financials module. Assists Fiscal Services staff in maintenance of department website and training/education for the college community in fiscal
Primary Functions - PCC: ACCOUNTING: The Accounting & Reporting Office is accountable for providing a comprehensive and auditable financial management system to support the instructional, student services and administrative needs of the college. This includes maintaining the fiscal internal control system, and reviewing purchase requisitions to verify that the appropriate account is used and sufficient resources have been budgeted. Additionally, the Accounting and Reporting staff detect and correct any errors, work directly with program managers, department chairs and administrators to prepare expenditure reports for internal management purposes and to meet external funding agency requirements, and close the books to prepare the district’s consolidated financial statements.

ACCOUNTS PAYABLE: Accounts Payable is responsible to paying all the colleges bills for instructional materials, utilities, construction contracts, profession services, equipment and all of the other items that the college purchases. (A purchase requisition/purchase order are needed before a vendor will send goods or provide services to the college. (See the purchasing webpage for more information regarding the purchasing process.) Departments throughout the college trigger payments to vendors by signing invoices, certifying that goods were received or services were provided in acceptable condition and sending those signed invoices. These are sent the Accounts Payable staff who use the purchase order and signed invoice to process payments through the Los Angeles County Office of Education (LACOE).

BUDGETING: The Budget Office is accountable for managing the dual adoption budget process for the thirteen self-balancing funds, comprising the college's $662.8 million total budget. The Budget Officer serves the resource needs of the Budget Advisory Committee by attending their meetings and providing budget analyses, as requested. Another critical service provided by the Budget Office is the Quarterly Budget Performance Report, which provides the college community with information about year-to-date budget performance and projections about the college's position at the end of the fiscal year.

BURSAR’S OFFICE: The Student Accounts (Cashiering) Office is responsible for receiving fee payments, maintaining individual accounts, selling parking permits and College Service Card stickers for all students. The staff also provides assistance to students with questions or concerns regarding their student accounts.

INTERNAL AUDIT: The Internal Auditor is responsible for ensuring the accuracy of the billing process for the Bond Management program, serving as a liaison between the District and the external auditors and for the review of internal procedures to ensure compliance with Federal, State and District guidelines. These responsibilities involve interacting with a variety of departments on campus to ensure that processes and procedures are updated as needed to ensure compliance with the LBCCD policies and state education code.

PAYROLL/BENEFITS: The Payroll & Benefits Office is accountable for independently producing an accurate, timely payment of earnings for each of the college's faculty, management, classified staff, and student workers. Payroll assures compliance with federal and state laws and regulations as well as district policies and bargaining unit contracts. An accurate W-2 is the end result. The office also administers a comprehensive health, dental, vision, life insurance, and mental health insurance program for eligible employees and retirees. The Payroll & Benefits Manager is an active member of the college's benefits committee.

SYSTEMS ANALYSIS: The Systems Analyst is responsible for direct functional support in the PeopleSoft Financials module. Assists Fiscal Services staff in maintenance of department website and training/education for the college community in fiscal policies/procedures.

Internal Conditions (see Help for list): District staff training attendance, awareness and adherence to business processes and procedures would improve timely document processing.

Providing ongoing training and involving Purchasing in relation to Purchase Orders and Requisitions.

Student awareness of LBCC policies and procedures would improve student success.

Working with Admission & Records and Financial Aid to improve the registration process and addressing problems.

Cohesive Inter-departmental communication and cooperation would improve student success throughout the admissions process.
Maintenance of online payroll check stubs requires attention to privacy issues and the need for secure access to information via individual password and ID.

Limited budget resources continue to be a challenge: professional development/training, computer software and equipment upgrades, staffing limitation, and efficient use of technology to decrease the use of paper and mailing services. Being conscientious of ongoing budget cuts and working within our budget. Limitations to the PeopleSoft system and business practice requirements make position control automation challenging.

Accounts Payable's goal is to be fully staffed.

Staff not always following proper procedures like having an approved purchase order (PO) prior to making purchases, which makes it difficult for Accounts Payable to process payments within the net 30/45 day deadlines.

Ever-changing federal, state and local regulations and laws. Ongoing communication with auditors, CCCCO, and grant agencies to make sure we are complying with regulations.

Ongoing state budget crisis, falling assessed property values and other economic issues make serving students and the community even more challenging. Working more with less resources (we have accomplished this in the past as well).

Vendor's willingness to give Long Beach City College their bank account information so we can process payment by electronic file transfer of payment. Create the fill-in document to make it easier for the vendor's to supply information.

Statement on Auditing Standards (SAS) 99 requires brainstorming sessions to discuss how and where an entity's financial statements may be susceptible to material misstatements due to fraud, so the auditors can share their experiences with the client as to how a fraud may be perpetrated and concealed.

Describe how your dept. supports student learning:

The Bursars Office continues to increase student awareness of LBCC policies and procedures by improved communication methods, ie. e-mail, website - students Peoplesoft pages, Facebook, callSARS and enhancements to class schedules.

To improve student success throughout the admissions process, Fiscal Services will be involved in meetings and cross training to ensure cohesive Inter-departmental communication and cooperation.

We serve students by providing services to those who directly support students, manage district-wide budgets, disburse payment for classroom supplies, facilitates use and faculty/staff salaries.

Staff:

Please see Fiscal Services organizational chart attached.

Names & Titles of Department Planning Participants:

John Thompson, Director, Fiscal Services
Cindy Baker, Deputy Director, Accounting & Finance
Jane Baker, Systems Analyst
Conrado Duran, Accounting Supervisor
Stacey Robinson, Bursar
Sem Chao, Budget Analyst
Joan Carr, Payroll Manager
Chingmin Wu, Senior Administrative Assistant

2011-2012 Accomplishments:

Met all 3 VP Level Goals:
1. Goal met. Fund balance above 5% each of the last 3 fiscal years. 14.2% at 6/30/12.
2. Goal met. 2012-13 budget deficit is $1.3 million, reduced from $8.1 million in 2011-12.
3. Goal met. 97.5% (117 of 120) reports were submitted on time in calendar year 2012.

We have been able to maintain a strong fund balance despite the fact that our total unrestricted general fund revenues and other sources have decreased $11 million ($112.6M to $101.6M) from 2008-09 to 2011-12. Maintaining a strong fund balance reserve has also helped us to continue to operate despite severe cash flow delays from the state. Apportionment deferrals and in-year cash flow delays have significantly reduced cash balances. We have continued to operate with positive cash balances through a combination of fund balance reserves, inter-fund borrowing and TRAN (Tax Revenue and Anticipation Notes) financing.

• Compliance is our number one goal in listing and in importance. Complying with laws and regulations is essential to the operation of the district. Fiscal Services is a key department in making sure that the district is aware of and takes the steps necessary to comply with laws and regulations. This is an ongoing goal that affects our jobs every day. Our annual audit reports are an important measure of how well we have achieved this goal every year. We have achieved unqualified (clean) audit opinions and only one audit finding in the past two years. We act quickly to address potential compliance weaknesses and to correct areas of non-compliance.
2012-2013 Accomplishments:

VP Level Goals
Goal 1 – Maintain minimum 5% fund balance. Goal met, 17.7% at 6/30/13.
Goal 3 – Submit reports timely at least 90%. Goal met, 98.4% (125 of 127) of fiscal reports were submitted on time in calendar year 2013.

Goal 1 – Compliance
• Payroll Fiscal Audit: Payroll and the Internal Auditor are creating a manual of the fiscal controls involved with payroll processing as well as creating a compilation of the actual payroll procedures and processing. They are meeting with the LACOE Fiscal Auditor to review the recorded controls.
• Working closely with Financial Aid, processing award batches to the Student Accounts system and running processes to forward information to the financial system. Trouble shooting, continually confirming awards totals processed with funds available to ensure accuracy with state and federal funding agencies information and closing out state and federal grants and loan.
• Annual Audits: District financial, bond financial and bond performance audits for 2012-13 have been completed. The district received unmodified (clean) opinions for all three audits. There were finding in the financial audit for TBA (To Be Arranged) class accounting, DSPS documentation and SBDC compliance. We will continue to work with the departments involved to comply with auditor suggestions going forward. There were no findings for the two bond audits.

Goal 2 – User Education & Training
• Fiscal Services department training classes were held on July 16, 2012, November 4, 2013 & December 5, 2013 and planning two additional classes in Spring 2014 and as requested/needed.
• Intersession & Extension Course accounting training was held on October 24, 2013. Staff have provided follow-up training and assistance.
• Our Internal Auditor continues to increase staff awareness of the necessity of fraud prevention and the role each individual plays in the process. For fiscal year 2012-13, the Internal Audit Manager offered 4 ‘Fraud Prevention for management, confidential staff, the Vice Presidents and classified staff members. A total of 105 individuals were trained and learned about the indicators of potential fraud and how to report such incidents utilizing the fraud reporting hotline and the web portal. In addition, one training has been held in fiscal year 2013-14 with 45 staff members in attendance.

Goal 3 – Innovative Business Solutions
• Assisted with Implementation of first LBCC Winter Intersession and Extension term Winter 2014.
• Consistent reduction in student term cancellations due to continued improvement of communications with students.
• Relocation of LAC Cashier’s office to new Enrollment Services building (A Bldg).
• Design and plan revision of Bldg GG for PCC cashier’s office. We revised after learning from Bldg A.
• Online W-2: We are going forward with implementing the online self-service W-2 for the 2013 W-2. This will give the employee access to view/print the 2013 W-2. From 2013 on history will be maintained. The 2013 W-2 will also be mailed to all employees. The goal is to only print/mail the 2014 W-2 for those who opt out of the electronic version. The opt-out process involves having things in place early enough to give employees sufficient time to respond. I believe it also needs elements of workflow activated.
• Employee Self Service: An additional tab ‘HR Related Websites’ has been added to the employee self-service with links to retirement plan websites and to 403b information. This is an addition to the concept of “one-stop shopping”.

Payroll worked with IITS to implement the employee self-service process for providing pay check stubs online. This has reduced paper and printing costs.
Using information learned from Lynda.com, develops a data base to log PO’s received, invoices received & paid. The data base gives staff the ability to attach invoices to PO in file, which reduce time spent on filing. It automatically identifies duplicate request for payments from departments and can be used when vendor calls, instead of going through paper files. Using reports within data base will identify invoices not paid after 30 days, waiting on PO’s from department purchasing, not returned with approval signature from dept.

2013-2014 Accomplishments:

Met all VP Level Goals:
- Goal 1 – Maintain minimum 5% fund balance. Goal met, 20.6% at 6/30/14.
- Goal 3 – Submit reports timely at least 90%. Goal met, 91% (162 of 179) of fiscal reports were submitted on time in calendar year 2014.

Goal 1 – Compliance
- Payroll Fiscal Audit: Payroll and the Internal Auditor created a payroll manual, which includes the fiscal controls involved with payroll processing and a compilation of the actual payroll procedures and processing. They met with the LACOE Fiscal Auditor to review the recorded controls. LACOE approved the manual and overall controls. We will continue to update the manual on an ongoing basis.
- Working closely with Financial Aid, processing award batches to the Student Accounts system and running processes to forward information to the financial system. Trouble shooting, continually confirming awards totals processed with funds available to ensure accuracy with state and federal funding agencies information and closing out state and federal grants and loan.
- Annual Audits: District financial, bond financial and bond performance audits for 2013-14 have been completed. The district received unmodified (clean) opinions for all three audits. The three prior year findings in the financial audit for TBA (To Be Arranged) class accounting, DSPS documentation and SBDC compliance were resolved. Recommendations from the prior year audit report were implemented during 2013-14 to the satisfaction of the auditors. There is a potential new finding for con-current enrollment. The FTES impact is expected to be minimal. We will continue to work with the departments involved to comply with auditor suggestions going forward. There were no findings for the two bond audits.

Goal 2 – User Education & Training
- Three Fiscal Services department training classes were held during 2013-14 and several additional classes are planned for Spring 2014 and as requested/needed. In addition, payroll technicians provide TARS training.
- Intersession & Extension Course accounting -- We followed up on prior year training and worked directly with department assistants to ensure proper accounting and reporting for these new classes.
- Our Internal Auditor continues to increase staff awareness of the necessity of fraud prevention and the role each individual plays in the process. For fiscal year 2013-14, the Internal Audit Manager offered 2 Fraud Prevention Trainings for management and confidential staff. A total of 66 individuals were trained and learned about the indicators of potential fraud and how to report such incidents utilizing the fraud reporting hotline and the web portal.
- Our Senior Administrative Assistant now updates our Fiscal Website with new reports including fiscal forms and instructions.

Goal 3 – Innovative Business Solutions
- Online W-2: We implemented the online self-service W-2 for the 2013 W-2. This gives the employee access to view/print the 2013 W-2. From 2013 on history will be maintained. The 2013 W-2 was also be mailed to all employees. Payroll is preparing for online W-2 forms for 2014 and going forward.
- Using information learned from Lynda.com, develops a data base to log PO’s received, invoices received & paid. The data base gives staff the ability to attach invoices to PO in file, which reduce time spent on filing. It automatically identifies duplicate request for payments from departments and can be used when vendor calls, instead of going through paper files. Using reports within data base will identify invoices not paid after 30 days, waiting on PO’s from department purchasing, not returned with approval signature from dept.
- Payroll and IITS worked together to provide staff with view access to see their current benefit package online beginning with the May 2014 open enrollment period.

<table>
<thead>
<tr>
<th>Goals</th>
<th>Request &amp; Justification / Resources Needed</th>
<th>Goal Progress</th>
<th>Strategies Implemented &amp; Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin - Fiscal Services (Goals) - 1. Compliance - 1. Fiscal Services will ensure compliance with federal, state and local rules and regulations by</td>
<td>Resources Needed: Upgrade all fiscal staff computers to latest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Goals
working with departments to make sure periodic reports are submitted in a timely manner and by helping to ensure that transactions, documentation and activities comply with applicable guidelines.

Start Date: 08/01/2009
End Date: 05/31/2015
Goal Status: In Progress
Goal Priority: High
Rationale: Maintain compliance to keep the college in good standing with local, state and federal funding sources and regulators.

Strategies: Work with other departments and regulating bodies to maintain compliance in reporting and other requirements.

Responsible Parties: All fiscal services
Campus supported by this goal/project/strategy: Both
If specific to a functional unit, indicate here: All fiscal services
Level of Support Needed: School or VP

Request & Justification / Resources Needed
version of Windows and Office.
Resources Needed Description: Windows & Microsoft Office upgrades for all Fiscal Services staff.

Inter-Level/ VP Level Group Decision:
NEW
Fiscal Year: 2013 - 2014
Duration: One-time
Estimated Cost: 1
Type of Resource Requested: Software

Justification for Resource Request:
Fiscal staff need to have updated software to be able to perform their tasks as efficiently as possible and to be able to read documents received from others.

Department Code: 672000 Fiscal Services
Requested Funding Source: General Fund

Goal Progress
11/03/2014 - We are currently providing our auditors with requested documents and answers as part of their 2013-14 annual audit fieldwork (District Financial, Bond Finance and Bond Performance Audits). This assistance along with attention to compliance throughout the fiscal year have helped us to receive generally positive audit results in recent years. For fiscal years ended (FYE) 2012 - 2013, we have again earned unqualified (clean) audit opinions on our annual financial and bond audit reports. There were no findings on our annual Bond Performance and Bond Financial Audit reports. We did have findings on our annual Financial Audit report related to To Be Arranged (TBA) courses, our Disabled Student Program and Transparency Act Reporting. The Internal Audit Manager has worked with staff to implement procedures to help us comply and eliminate these findings from future audits. Following up on the 2012-13 TBA finding, our auditors did a 100% audit, which resulted in an apportionment reduction of over $400,000. Subsequently, our Internal Audit Manager worked with staff to change many classes from TBA to the appropriate classification. Based on our field exit conference with our auditors, we will not have findings for TBA courses, Disabled Students Program or Transparency Act Reporting on our 2013-14 audit report. A new probable finding on our 2013-14 audit is for concurrent enrollment. The FTES impact appears to be minimal. We will follow up with Admissions &

Strategies Implemented & Follow-Up

11/26/2014 1:41 PM
Generated by TracDat a product of Nuventive.
Admin - Fiscal Services (Goals) - 2. User Education & Training - 2. Fiscal services will increase its efforts to educate and inform employees about fiscal policies and procedures. We will provide ongoing training, one-on-one assistance, user-friendly online forms and procedure guides to help departments to better serve students through quicker navigation through fiscal processes.

**Start Date:** 08/01/2009  
**End Date:** 05/31/2015  
**Goal Status:** In Progress  
**Goal Priority:** Medium  
**Rationale:** To ensure that we are complying with District and State regulations.

**Strategies:**  
Fiscal Services will document accounting policies & procedures, develop ongoing training courses and make forms more user-friendly. Fiscal Services staff will assist users with access to forms. Fiscal Services will provide ongoing training, one-on-one assistance, user-friendly online forms and procedure guides to help 11/03/2014 - Our Senior Administrative Assistant now updates our Fiscal website with new reports including fiscal forms and instructions. New or updated reports are being posted in a timelier manner. She is also able to assist with Administrative Services and general college website postings as needed. This provides our staff and others with access to timely reports, forms, and instructions.

Fiscal Services provided three Budget & Purchasing Training workshops in 2013-14, and will provide several training sessions in 2014-15. Fiscal Services utilized campus email and ‘The Loop’ to encourage departmental staff to attend our training. New users were specifically targeted, but all were encouraged to attend.

The Fiscal portion of the training focused on:  
1) reading financial system reports (Available Balance & GL Detail);  
2) processing invoices for payment;  
3) procedures for travel and conference requests;  
4) proper use of revolving cash and C-Accounts;  
5) processing Expense Transfers (ETs) and Appropriation Transfers (ATs).

Fiscal Services also provides one-on-one training for
departments to better serve students through quicker navigation through fiscal processes.

**Goal Progress**

new staff using the PeopleSoft Financials, and will offer departmental training upon request.

We received positive feedback from the survey given to participants at our October 30, 2014 training. Overall, participants were satisfied with the training and felt that they learned valuable information from it. The survey also provided some constructive feedback. As a result, we are updating Fiscal’s portion of the training to address areas of that the participants feel require more emphasis. Our next planned training workshop will be in December 2014. It will consist of two separate modules: Fiscal Services and Purchasing/Contracts.

In addition, Payroll technicians provide TARS (time and attendance) training and they work with Human Resources to provide leave reporting training.

**Next Step:**

Continue Working on Goal

---

**Admin - Fiscal Services (Goals) - 3. Innovative Business Solutions - 3.** To better serve students and staff and to get the most out of our limited resources, Fiscal Services will deliver innovative business solutions.

**Start Date:**
08/01/2009

**End Date:**
05/31/2015

**Goal Status:**
In Progress

**Goal Priority:**
Medium

**Rationale:**
As the challenge increases to 'produce more with less', we will "think outside the box" and develop user friendly solutions that will give the user greater access to information and the ability use the information as per their need.

**Strategies:**
E-mail notices of procedures, secure mailings with IDs and directions sent to home address; self-service hot-line manned by payroll to answer questions and help with IDs and passwords. Innovations like improvements to employee self-service for payroll check stubs will continue to be explored and implemented.

**Resources Needed Name:**
Accounts Payable needs scanners at each desk (currently 3).

**Resources Needed Description:**
quote from Purchasing for three desk top scanners from OfficeMax is $ 2,363.46. Total cost:
Scanners: $2,363.46 = $787.82 X 3
Laser fiche licenses: $600 per year = $200 X 3

**Inter-Level/ VP Level Group Decision:**
NEW

**Fiscal Year:**
2015 - 2016

**Duration:**
One-time

**Estimated Cost:**
2963.46

**Type of Resource Requested:**
Equipment

**Justification for Resource Request:**
Reason: Staff time would be better utilized scanning invoices and other payment documents from their desk rather than to scan everything from the centralized office copy machine. Invoices can be scanned into the system, as soon as they are received, and data information can be entered into the database all in one step. As
<table>
<thead>
<tr>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus supported by this goal/project/strategy: Both</td>
</tr>
<tr>
<td>If specific to a functional unit, indicate here: Fiscal Services - Payroll</td>
</tr>
<tr>
<td>Other Area impacted by this goal/project/strategy: IITS (Instr &amp; Info Tech Svcs)</td>
</tr>
<tr>
<td>Level of Support Needed: Department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request &amp; Justification / Resources Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>opposed to gathering all the invoices and waiting for the copy machine to be free to be able to scan them in, and then going back to enter the data information. Payments not scanned in LaserFiche can also be scanned in A/P and easily forwarded to departments requesting a copy.</td>
</tr>
<tr>
<td>How to measure results - survey of staff currently benefitting from access to view payments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources Needed Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check signing software for Accounts Payable Office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources Needed Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check signing software for Accounts Payable Office. Cost: $895 for the software plus maintenance cost of $180 per year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inter-Level/ VP Level Group Decision:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 - 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both (i.e., intial &amp; maintenance costs)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1075</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Resource Requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Justification for Resource Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason: Our current check signing machine has been jamming and ruining checks. It is also no longer in production so none of the parts on the machine can be replaced to fix it if it ever breaks down completely. In order to minimize the chance of damaging checks, staff has to run them through the signing machine in small batches of 15 – 20 checks at a time. This can be very time consuming, especially when we have check runs up to 2,000+. With the check signing software, check signing can be performed by printers, which would reduce the time it takes to complete the signing of A/P, Payroll &amp; Financial Aid refund checks.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>672000 Fiscal Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requested Funding Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
</tr>
</tbody>
</table>

*Generated by TracDat a product of Nuventive.*
<table>
<thead>
<tr>
<th>Goals</th>
<th>Request &amp; Justification / Resources Needed</th>
<th>Goal Progress</th>
<th>Strategies Implemented &amp; Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Resources Needed Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create a 100% Cashier position.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resources Needed Description:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Need a Cashier for Cashiers Office back office functions. Cashier, range 24, cost estimate at $55,844.95 (salary $38,513.76 plus 45% benefits at $17,331.19).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Inter-Level/ VP Level Group Decision:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NEW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>2015 - 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration:</td>
<td>On-going</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Cost:</td>
<td>55844.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Resource Requested:</td>
<td>Personnel - Classified/ Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justification for Resource Request:</td>
<td>Reason: The position will help the Cashiers Office better serve students by providing an additional full-time cashier and by allowing the Bursar to focus on important back office functions. This will improve the students experience at our windows and on our website by providing more resources to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• work on data clean up on Student Financial system,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• keep current with reconciliations and research, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• reply more timely and accurately to student e-mails &amp; phone calls concerning holds, charges, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Improved student experience will help with student retention. In addition, there could be only one staff at the Cashier’s window at times. This extra Cashier position will improve the safety of staffing situation, and reduce the chance of possible fraud.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>How to measure results - Student survey with specific questions addressing response to student questions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Department Code:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>672000 Fiscal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Requested Funding Source:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resources Needed Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hire a full-time support staff member to scan documents.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Goals**

<table>
<thead>
<tr>
<th>Request &amp; Justification / Resources Needed</th>
<th>Goal Progress</th>
<th>Strategies Implemented &amp; Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources Needed Description:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire a full-time support staff member to scan Construction Bond &amp; regular payment documents to laser fiche.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost: Office Assistant, range 17 cost estimate at $46,726.48 (salary $32,225.16 plus benefits at $14,501.32)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inter-Level/ VP Level Group Decision:**

NEW

**Fiscal Year:**

2015 - 2016

**Duration:**

On-going

**Estimated Cost:**

46726

**Type of Resource Requested:**

Personnel - Classified/ Manager

**Justification for Resource Request:**

Construction bond payments must be retained for 40 years which will create an enormous amount of boxes to be stored at the warehouse. LBCC policy is retaining all other payment documents for 7 years and travel/conference/revolving cash forms for 10 years. (Currently the warehouse is storing 9 years of documents. Scanning could take several years for the completion of old files)

Other advantages of scanning -

• Fiscal Accountants can look up payments posted to our Financial System to assist departments with questions about GL expenses.
• A/P staff can look up and e-mail payments paid/posted to departments, funding agencies and vendors.

How to measure results – survey of staff currently benefitting from access to view payments.

**Department Code:**

672000 Fiscal Services

**Requested Funding Source:**

General Fund

11/03/2014 - Payroll and IITS provided online electronic W-2 forms for all employees for the first time for the 2013 tax year. This new service was provided in addition to but not in lieu of the hard copies of the forms, which payroll continues to mail to all employees. These forms will remain available for staff to access historical data going forward.

Payroll and IITS worked together to provide staff with
<table>
<thead>
<tr>
<th>Goals</th>
<th>Request &amp; Justification / Resources Needed</th>
<th>Goal Progress</th>
<th>Strategies Implemented &amp; Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>view access to see their current benefit package online beginning with the May 2014 open enrollment period.</td>
<td>N/A: N/A</td>
<td>Next Step: Continue Working on Goal</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>