

# 1. Assessment Plan - Four Column



## PIE - Administrative Services: Fiscal Services Resource Unit

### Where We Are: Analysis and Summary

**2017-18**

**Contact Person:** Shelly Zahrt-Egbert, Accounting Director

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**External Conditions, Trends, or Impacts (Student Services):** Change in debt collection laws in favor of debtor.

**Internal Conditions, Trends, or Impacts (Student Services):** 1. Increased transaction volume due to increased funding (Student Success, etc.)

2. Retention of qualified staff and prompt replacement of vacant positions by qualified permanent employees.

3. Technology or method changes that do not decrease work volume, only shift work volume; sometimes increasing the volume/effort needed. (Good program/s to implement for campus, but does not relieve transaction volume/effort.)

4. Increased reconciliation work due to increase in third party implementations or change in third party processors (for example US Bank P-Cards, Horticulture Sales, Restaurant Lab Sales, etc.)

**Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:** 1. Continued third party debt collection, with approximately 15% (or \$29k) of sent debt collected.

2. Implemented Banner program to pay CalPERS via ACH; Jan 2018 CalPERS requirement.

3. Implemented Banner program to pay US Bank purchasing cards via ACH.

4. Implemented Banner program for ad hoc Student Accounts Receivable Summary report.

5. Completed portion of OnBase document imaging project - Purchasing and Accounts Payable workflow (75% complete).

6. Participated in RFP process for bookstore services and implementation of Barnes & Noble as selected provider.

7. Hired one Fiscal Technician II - replacement for Accounts Receivable position.

8. Trained and cross-trained staff on various tasks; included Chart of Accounts, Account Codes & Purchasing Requirements, Cash Receipting, Listing, and Follow-up, General Receivables Reconciliation and Follow-up, Student Receivables Reconciliation and Follow-up, Payables including Purchasing's Pcard and other \$0 payments, Conference & Travel including Citibank software, Purchase Cards including Compliance Review, Unclaimed Property, Encumbrance Review and Follow-up, Fixed Assets, Collection of Debt, Preparation of NSF Letters, Customer Service, Third Party Billing, 1099 Misc, Independent Contractor, and Nonresident Vendor Flagging, Reporting, and Remitting, AP Special

Handles, CalPERS and US Bank ACHs, Sales & Use Tax Accruals, Reporting, and Remitting, Banner Tax Table Set-up, Direct Payment Review and Follow-up, File Retention and Destruction, Mileage, Revolving Cash, and Claim Reimbursement Requests, Utility Analysis and Budget Projections, Instructional Service Contracts, Payments of Partial Fixed Assets, Ellucian/Banner, Excel, Access, Cash Management and Vault Procedures including Remote Deposit, Bursar's Office.

9. Staff and manager participated in various campus and off-site training, processes, and events; such as Hiring Committee member, Hiring Committee Equal Employment Opportunity non-voting member, 1099 Misc, Independent Contractor, and Nonresident Vendors, Active Shooter, Sexual Harassment, Classified Staff Professional Development Day, New Employee Orientation, Lotus Notes, Microsoft 365, OnBase Purchasing-AP Workflow, Banner Requisition, Lynda.com, Making Documents Accessible, Ellucian Conference, various CSEA Committees, Banner 9 Testing, FRISK Evaluation, Team Communication, Board Docs.

10. Attended Emergency Preparedness Training in Anaheim along with Purchasing Director.

11. Participated in various banking and software testing; including various Banner module upgrades.

12. Completed merchant services credit card application for upcoming Restaurant Lab (Business Division).

**Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration:** 1. Continued implementation of purchasing card program, training of additional groups of cardholders, allocators, and approvers; program currently has 92 cardholders in total.

2. Revised Procurement Card User Guide based on approximately 2.5 years of experience with pcard program and feed-back from campus users.

3. Worked ad hoc with campus on knowledge and use of the Desk Reference for Account Codes and Purchasing Requirements to Campus.

4. Participated in upcoming faculty/student run restaurant lab software review and accounting related discussions.

5. Worked ad hoc with campus on purchasing card process knowledge and compliance.

6. Resource for Fiscal Services management at various Community Colleges, including Antelope Valley, Citrus, Long Beach, and North Orange.

7. Participated in Banner 9 Testing and feedback.

8. Participated in Manager Retreat, Meetings, and Training; including Communication Excellence Institute.

9. Participated in CSEA Events, Meetings, and Committees.

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**2017-18**

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**Program Planning Dialog:** Continue providing high quality customer service support to the college in the area of Fiscal management. Record all transactions with the District's general ledger. Manage accounting function for categorical programs. Develop and maintain a District-wide budget. Provide accounting data for internal and external entities. Ensure District-wide regulatory compliance as it relates to general accounting.

**External Conditions, Trends, or Impacts (Student Services):** 1. Changes in Federal, State, and Local regulations are the primary source of external conditions. Major changes that have financial or reporting implications for the future years are: the contribution rates for CalSTRS began increasing on an annual basis since July 1, 2014, but only for DB earnings. DBS earnings remain stable which will cause refunds of excess contributions to happen annually.

2. Due to new regulations on Federal verification for Financial aid applications students awards are being pulled back and the students now owe the College funds. This has caused an increase on pull back, student holds and maintenance on collections.

3. Warehouse Department experienced retirements leading to vacancies that need to be filled. Several attempts to fill those vacancies failed, leaving the Warehouse Coordinator position still vacant and the receiving unit short of staff for an extended period of time. This causes challenges when meeting the numerous responsibilities of the department, including the performance of tasks of recording and maintaining the records of fixed assets.

4. Significantly increased volume of new acquisitions due to new BCT complex construction has required increased amount of time in recording and maintaining the records of fixed assets.

5. The bookstore transition to Barnes & Noble required a lot of inventory cleanup. Working with vendors on inventory returns and working with wholesalers to minimize inventory losses as well as marking down inventory to increase sales of nonreturnable inventory was very labor intensive for the Bookstore. Doing this while transitioning the store made it difficult for the Bookstore to provide paperwork to Fiscal Services in a timely manner.

6. HR change on items being submitted to the Board of Trustees for personnel changes caused loss of data being captured to adjust the budget for those changes. Changes for personnel to our budget are now being captured through email communication between departments as they occur instead of with a formalized monthly report. Also reassign time now added to both Summer and Winter intersessions of 1 LHE for Department Chairs that were not included before has increased the amount of positions needed each intersession.

7. Changes to Faculty contract with reassign time and Department chairs stipend being part of new salary tables caused increase in workload booking reassign time.

8. Increase volume of Change of Status Due to Out of Class, reclassifications, new pay Grades and Special compensations from Bargaining Unions and negotiation groups have increase from 130 in 2016-17 to 218 in 2017-18.

9. New Resource allocation increase and new grants being awarded to the colleges produced an increase number of requests of salary and benefit projections from 200 in 2016-17 to 272 for 2017-18.

**Internal Conditions, Trends, or Impacts (Student Services):** 1. System limitations in providing reports in Banner and Argos, such as multiple year grants and projects increase the staff time because reports are created manually.

2. Technology or method changes that do not decrease work volume, only shift work volume; sometimes increasing the volume and effort needed. As an example, the Purchasing Card Program provides convenience for the campus users, but does not relieve transaction volume and effort. The time lapse from when the purchase is made with the Pcard to when it is loaded into Banner has a one month delay. This has created extra work when maintain grants and making sure either Pcards are not used right before the grant closes or adjusting entries after grants have closed. Also issues adjusting sales and use tax done after the entries is posted in Banner created even more adjustments to budgets.

3. SSSP credit not having the appropriate time to spend down the grant to the award allocation amount caused our staff to have an increased in journals both for expenses and budget realignments.

4. The inventory has been completed and significant volume of disposed assets was not recorded properly. This also required a significant amount of time for the staff to perform the deletions.

**Critical Decisions Made by Unit:** 1. In order to provide customer service to the campus and meet regulatory mandates, Fiscal Services maintained critical functions by temporarily realigning responsibilities among existing employees and contracting accounting services due a vacancy in the department.

2. The purchase of a new budget software, Questica. This software offers a comprehensive budgeting application which will allow the College to automate the preparation, approval and reporting of the District's operating, personnel and capital budgets. Integration with Banner will allow users to view data during peak budgeting and reporting

periods.

**Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement:** N/A

**Notable Achievements for Theme B: To Support Student Access and Success:** 1. Provided timely budget and account code information and reporting for increased funding in the Unrestricted General Fund and Restricted Funds such as New Resources Allocations Requests Phases 1 through 9, Instructional Equipment, Lottery, Student Equity, Student Success and Support, Disabled Student Programs and Services, and Schedule Maintenance, Strong Workforce Program, etc.

2. Created an account code structure, approval queues, and assisted with the budget development to facilitate the monitoring of the Strong Workforce Program, both Regional and Local revenues. The regional program is set as 6-8 standalone individual programs. The Local is awarded as a lump sum amount but individual tracking of 17 programs will be provided.

3. New fee established for International Student insurance with new account code structure and maintenance.

4. To support student success, Fiscal Services processed a total \$49,433,109 million of financial aid payments to students and provided customer service, supported the College Foundation by assisting with the collection and disbursement of fundraising funds and donations, and assisted students clubs with the collection and disbursement of student initiatives that assist with their education. We received an increase of \$3,982,866 for Fiscal Year 17-18 in Financial Aid funds compared to Fiscal Year 16-17.

5. Successfully implemented and disbursed to students new grant Emergency Aid Dreamer, Community College Completion Grants and President Sustainability Awards.

**Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:** 1. Fiscal Services maintained fiscal stability for the College. Fiscal Services closed the 2016-17 College books timely. The College obtained unmodified audit opinions for the financial audit, bond performance audit, and bond financial audit in the 16-17 fiscal year. The District annual budgets (Tentative and Adopted) were approved by the Board of Trustees as mandated by Title V regulations. The department worked efficiently to meet numerous deadlines and submit mandatory financial reports.

2. Maintained fiscal stability for the Mt. SAC Auxiliary Services. Closed the 2016-17 books timely and submitted the nonprofit tax return and vendor/payroll tax reports. Obtained an unmodified audit opinion.

3. Successfully recruited Director, Fiscal Resources and 3 new Fiscal Specialists. Two Fiscal Specialists were internal promotions and one Fiscal Specialist position was an external recruitment.

4. Human Resource Department revamped how short-term and professional expert are categorized. New job categories and job titles were created. Fiscal Services collaborated in the design of new short-term temporary employment form. Part of the process was also training the College campus on new categories and how to complete this new form. Fiscal Services had to participate in all the hands on training classes provided by POD. We designed a Flow Chart making it easier for campus staff to select the correct account code. This flow chart will be part of the hire doc so they can reference at any time. This will also ensure the correct accounts are used and the 50% law is being met.

5. Provided timely budget and account code information for increased funding in the Unrestricted General Fund and Restricted Funds such as New Resources Allocations Requests Phases 1 through 9, Instructional Equipment, Lottery, Student Equity, Student Success and Support, Disabled Student Programs and Services, and Schedule Maintenance, Strong Workforce Program, etc.

6. Fiscal Team designed a form that is now located on our website called EZ Salary Projection for FY 2018-19. This form will allow our campus community to calculate their own salary projections for Management, Confidential, Unit A and Unit B positions. The form allows also calculations for both FTE equal or higher than 50% and lower than 50%. All calculation includes benefits; which was a big plus for our campus. This tool will not only help get better projections but can be used for different scenarios and comparison without having to wait.

7. Our Fixed assets Fiscal Specialist worked with IT department to develop a report (FFR0018) that is a system-generated listing of all newly added assets. This report was a combination of what required three different reports to prepare tagging listing information of our assets. This report made a major impact on our department by reducing a significant amount of time and effort of the fiscal specialist.

**Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration:** 1. Collaborated with the collective bargaining process for all employee groups by participating in negotiations for faculty and classified staff and by providing financial information and estimated cost scenarios for all employee groups.

2. Fiscal Services staff provided help to our Warehouse Department workers to perform various task related to inventory and fixed assets due to recent retirements and 2 failed personnel searches. New desk procedures including flowcharts and diagrams on tagging processes were also developed and served as guidance for warehouse staff. Fiscal also assisted in the hiring of a temporary personnel to assist with the data entry of assets into the fixed assets module. As a result, we were able to catch up a whole year worth of data and update all assets in a couple of months for assets over \$5,000.

**Contributors to the Report:** Marisa Ziegenhohn, Maria Correia, Maria Kline, Christine Lam, Catherine Nguyen, Yvette Shane, Emma Valenzuela, Gloria Munguia, Melanie

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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**Customer Service** - To provide excellent customer services  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18, 2018-19  
**Goal Entered:** 06/01/2017

**Fiscal Independence** - To maintain Fiscal Independence Status  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18, 2018-19

**Updating Fiscal Service Website** - To update the Fiscal Services Website to include FAQ. This will include basic information or desk reference for the College campus to use at any time. This will provide an improved customer service.  
**Status:** Active  
**Goal Year(s):** 2017-18, 2018-19  
**Goal Entered:** 06/15/2017

**Report directly on Goal**

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**In Progress** - Work with staff to list typical questions that are asked by our campus community. Also check with other colleges and see what desk references are common.  
**Lead:** Marisa Ziegenhohn  
**Planning Unit Priority:** Medium  
**What would success look like and how would you measure it?:** Campus feedback

**Reporting Year:** 2018-19  
**% Completed:** 75  
 FAQ are ready to be loaded to our website. Pending last round of review. Should go live early Fiscal Year 2018-19. (06/26/2018)

**Professional Development-Cross-training** - Continue promoting training and cross-training for all Fiscal Services areas to enhance employee knowledge, which will increase productivity, encourage collaboration and personal growth (2015-16). Fiscal Services will continue

**Report directly on Goal**

**Reporting Year:** 2017-18  
**% Completed:** 75  
 Cross training will continue as new duties are being reassigned with new hires. (06/26/2018)

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promoting training and cross training for all Fiscal Services staff.  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18, 2018-19  
**Goal Entered:** 06/14/2017

**Federal Grants changes to OMB A-133. Now Title 2 US Code of Federal Regulations part 200, Uniform Guidance** - 2015-2016-Training to assess Time and Effort certification process as a result of changes to OMB A-133. This is a mandate for federal grants (2015-16).  
 2016-2017-The Fiscal Specialists and managers attended an Office Management and Budget Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards (OMB Supercircular) workshop.  
 2017-2018-Write procedures on Federal grants requirements from when the Grant is received to closing the grant. This project would be in conjunction with the Grants Office. Part of the new regulations are to have written instructions. It will also be a great tool for new staff to come.  
 2018-19 Complete written procedures and time in our Time and effort instructions.  
**Status:** Active  
**Goal Year(s):** 2015-16, 2016-17, 2017-18, 2018-19  
**Goal Entered:** 06/14/2017

**In Progress** - Work in Phases. First phase is for all Fiscal Specialist who handle federal grants to begin the process of writing procedures. Second phase is to involve the Grants office on the from when the grant is requested to received. Last phase is to involve grant and program managers. Establishing written procedures are part of the new regulations and will be used in our audit as well.  
**Lead:** Marisa Ziegenhohn, Yvette Shane  
**Type of Request:** Human Resources

**Reporting Year:** 2017-18  
**% Completed:** 25  
 This has changed from OMB A-133 to Title 2 US Code of Federal Regulations part 200, Uniform Guidance. We have a general guideline established and process for Time and Efforts. (06/26/2018)

**Develop Procedures** - To develop Internal and external procedures to improve efficiencies and

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collaboration  
**Status:** Active  
**Goal Year(s):** 2015-16, 2016-17, 2017-18, 2018-19  
**Goal Entered:** 06/15/2017

**Fixed Assets Reports** - To create a report that can combine all data into one form for Fixed Assets tracking. This will aide in the tagging of commodities as they are received. It will also aide in the reconciliation of our assets. It will help with the College inventory if all assets are tagged and updated properly. It will also help identify assets that should be capitalized or not. Report completed in FY 2017-18 and being used successfully.  
**Status:** Inactive  
**Goal Year(s):** 2017-18  
**Goal Entered:** 06/15/2017

**In Progress** - Have consultant come and work with Fiscal Services in developing a better business process with fixed assets. Work on developing better reports to aid on the tagging of both capitalized and non capitalized buildings and equipment. This Fixed assets module is a very complex module in Banner that requires more training for new staff and current staff. There is a need for new reports to simplify task. A concern with increased construction projects and new equipment due to new resources, instructional equipment and BAN Construction funds requiring more tagging of assets, control of their location and capitalizing these entries correctly.  
**Describe Plans & Activities Supported:** Consultants from Sungard cost is \$155/hr for only one week equaling \$6,200 plus an estimated \$3,000 in travel expenses.  
**Lead:** Marisa Ziegenhohn  
**One-Time Funding Requested (if applicable):** 9200  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:**  
 Accurate collections of data from our fixed asset module. A better understanding so when issue occur

**Reporting Year:** 2017-18  
**% Completed:** 0  
 Consultant visit was put on hold due to 2 failed recruitments with our Warehouse Coordinator. We are waiting for this recruitment so the individual who is hired is part of the process as this will impact this desk greatly. In the mean time flowcharts and procedures where written for Temp staff who was hired to fill with Fixed assets portion. New Resource allocation Phase 7 was approved for this project. (06/26/2018)

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adjustments can be made easier.

**Budget Query through Banner self Services** - Implement Banner self service on-line budget queries. As a result of the on-line budget transfer implementation with a full year's worth of data in the system, Fiscal Services will develop a training guide for campus users. This would allow users to access and review their budgets on-line, rather than having to log on to the Banner system. This would also allow campus users to have full access to view their budget and process budget transfers on campus, as well as off site (2015-16).

**On Hold/Discontinued** - Go live with Banner Self service budget queries.  
**Lead:** Marisa Ziegenhohn  
**Type of Request:** Facilities  
**Planning Unit Priority:** Low  
**What would success look like and how would you measure it?:** Feed back from campus community.

Online Budget transfer went live in Fiscal year 2015-16.

Some budget managers do go on-line to check their budget. They find it more user friendly than Banner INB. However, procedures and training has not been developed. This will help current and new managers.

**Status:** Inactive  
**Goal Year(s):** 2015-16  
**Goal Entered:** 06/15/2017

**OnBase Document Imaging** - Complete implementation of document imaging  
**Status:** Active  
**Goal Year(s):** 2017-18, 2018-19  
**Goal Entered:** 06/26/2017

**Report directly on Goal**

**Reporting Year:** 2017-18  
**% Completed:** 50  
 Workflow process about 75% complete for Purchasing/Accts Payable; Accts Receivable is pending the completion of the Purchasing/AP workflow and implementation (per Info Tech) (06/26/2018)

**In Progress** - Complete the OnBase document imaging project for Accounts Receivable and Accounts



Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
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Payable functions  
**Lead:** Shelly Zahrt-Egbert  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:**  
 Implemented/in use.

<p><b>Budget Training for Campus users -</b>            Offer budget training classes through POD. This will be a basic overview of our budget process. Learning of our chart of accounts, what restricted and unrestricted funds are. Also what ongoing and one time funds are. Learning how to use some of Fiscal Services administrative forms such as appropriation transfer, claims statement, conference and travel, immediate needs, etc.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19  <b>Goal Entered:</b> 06/29/2017</p>	<p><b>In Progress -</b> Develop training materials and a presentation of basic information to present to the College campus. Gather information from different sources such as Budget and Accounting Manual and the Chancellors Office. Develop quick guides and Banner shortcuts in look at their budget and expenses. Allow some question and answer session. Work with POD on scheduling times and getting ideas on presentation formats.  <b>Lead:</b> Marisa Ziegenhohn  <b>Type of Request:</b> Professional Development  <b>Planning Unit Priority:</b> Medium  <b>What would success look like and how would you measure it?:</b> Campus feedback.</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 25            Waiting for Budget Software implementation. Only performed one on ones with new staffing. (06/26/2018)</p>
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<p><b>Additional Fiscal Services Access Button -</b> A second access button inside Fiscal Services to unlock the Fiscal Services' door. Button requested for another desk near the door for when the other staff member is away from their desk (the first button).  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19  <b>Goal Entered:</b> 06/27/2017</p>	<p><b>Report directly on Goal</b>            To add an additional door access button and connection to Fiscal Services main entrance.  <b>Describe Plans &amp; Activities Supported:</b> Access button and connection; New Resources Allocation 7</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0            Facilities was to cover the cost of the project instead of New Resource 7; project has not yet started. (06/26/2018)</p>
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**Lead:** Shelly Zahrt-Egbert  
**Type of Request:** Equipment - new  
**Planning Unit Priority:** Medium  
**What would success look like and how would you measure it?:** Staff satisfaction and efficiency; reduce up and down motion to access the one button

<p><b>Fiscal Services Door - Option for Viewing Before Unlocking</b> - Add a mechanism for the staff monitoring entrance to Fiscal Services' main door, so the staff are able to see who they are letting in the office prior to unlocking the door.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19  <b>Goal Entered:</b> 06/27/2017</p>	<p><b>Report directly on Goal</b></p> <hr/> <p>To add a mechanism whereby the staff may view who is at the Fiscal Services main door before unlocking the door.  <b>Describe Plans &amp; Activities Supported:</b> Options - mirror on opposite hallway wall; non-recording camera &amp; monitor; non-recording outside buzzer/button, camera, and monitor (like Info Tech in data/training center bldg.); New Resources Allocation 7  <b>Lead:</b> Shelly Zahrt-Egbert  <b>Type of Request:</b> Equipment - new  <b>Planning Unit Priority:</b> High  <b>What would success look like and how would you measure it?:</b> Staff satisfaction and efficiency</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  Facilities was to cover cost of project instead of New Resource 7; project has not yet started. (06/26/2018)</p> <hr/>
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<p><b>Fiscal Services - Panic Button in Vault</b> - Installation of a panic button in the inner vault, so staff may alert campus safety (or nearby Sheriff's dept) of a robbery  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19  <b>Goal Entered:</b> 06/27/2017</p>	<p><b>Report directly on Goal</b></p> <hr/> <p>Installation of a panic button in the inner vault to alert Campus/Public Safety (or nearby Sheriff's dept) of a robbery</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  Facilities was to cover cost of project instead of New Resource 7; project has not yet started. (06/26/2018)</p> <hr/>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p><b>Describe Plans &amp; Activities</b>  <b>Supported:</b> Button and connection; New Resources Allocation 7  <b>Lead:</b> Shelly Zahrt-Egbert  <b>Type of Request:</b> Equipment - new  <b>Planning Unit Priority:</b> High  <b>What would success look like and how would you measure it?:</b> Safety of staff</p>	
<p><b>Fiscal Services - Maintenance of Coin Counter</b> - Annual maintenance for Coin Counter  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19  <b>Goal Entered:</b> 06/27/2017</p>	<p><b>Report directly on Goal</b></p> <hr/> <p><b>Full Funding Requested</b> - Annual maintenance of coin counter  <b>Describe Plans &amp; Activities</b>  <b>Supported:</b> Maintenance Agreement; New Resource Allocation 11  <b>Lead:</b> Shelly Zahrt-Egbert  <b>On-Going Funding Requested (if applicable):</b> 1500  <b>Planning Unit Priority:</b> High  <b>What would success look like and how would you measure it?:</b>  Equipment that works efficiently; no break downs that stop workflow</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  Annual cost; increases slightly each year. Consider making ongoing budget (rate driven). (06/26/2018)</p> <hr/>
<p><b>Fiscal Services - Maintenance of Currency Counter</b> - Annual Maintenance of Two Currency Counters  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19  <b>Goal Entered:</b> 06/27/2017</p>	<p><b>Report directly on Goal</b></p> <hr/> <p>Annual Maintenance Agreement for two Currency Counters  <b>Describe Plans &amp; Activities</b>  <b>Supported:</b> Maintenance Agreement for two currency counters; New Resource Allocation 11  <b>Lead:</b> Shelly Zahrt-Egbert</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  Annual cost; increases slightly each year. Consider making ongoing budget (rate driven). (06/26/2018)</p> <hr/>

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**On-Going Funding Requested (if applicable):** 1000  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:**  
 Equipment working efficiently to complete processes; no break downs

**Develop a report to help capture changes personnel so Fiscal Services can budget salary expenses for Position control more accurately. -**  
 To create efficiencies, this report will be audited by Fiscal Services staff and will be used to upload changes in the Budget Software. Contracted services to develop Self Service Salary Planner to extract daily/weekly job/position control transactional changes.  
**Status:** Active  
**Goal Year(s):** 2018-19  
**Goal Entered:** 06/26/2018

**Full Funding Requested -** Contracted services with SIG Consulting company to help us develop Self Service Salary Planner to extract daily/weekly job/position control transactional changes. Funding approved through NRA Phase 9.  
**Describe Plans & Activities Supported:** The consultant will work with Fiscal Services for about a weeks to develop a report through Banner Self Service. We currently rely on email communication from HR and items that are brought to the Board for approval. This will consolidate and capture all changes in one solid document. Not only will this provide efficiency it will provide a document for audit trail. This document could also be used for Human Resource team.  
**Lead:** Marisa Ziegenhohn, Christine Lam and Alsace Kam  
**One-Time Funding Requested (if applicable):** 12000  
**Type of Request:** IT Support  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:** A report that can provide changes related to personnel and salary which is the biggest portion of our budget will aid

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in maintaining our budget. Fiscal will reflect a more accurate budget with regards to salary and benefits.

**OnBase Document imaging for retention records** - Due to Implementation of the Document Management System (OnBase) Scanners at \$1,029.85 each x13= 13,388.05 are needed. As Fiscal Services becomes paperless the need to scan and organize our documents will increase. This will include items such as request to fill, change of status, journals, budget transfers, budget revisions.  
**Status:** Active  
**Goal Year(s):** 2018-19  
**Goal Entered:** 06/28/2018

**Full Funding Requested** - 13 scanners for Fiscal Resources Team at \$1,029.85 each.  
**Describe Plans & Activities**  
**Supported:** Scan items such a request to fills, change of status, journals, budget transfers, budget revisions and general documents related to grants.  
**Lead:** Marisa Ziegenhohn  
**One-Time Funding Requested (if applicable):** 13400  
**Type of Request:** Non-Instructional Equipment  
**Planning Unit Priority:** Medium  
**What would success look like and how would you measure it?:**  
 Paperless department with the ability to pull information form OnBase at will instead of looking through files. This will also reduce our storage space and time require to file all these documents. Items can also be attached to emails easily and our new budget software Questica.

**Banner Payroll Redistribution in Self Service and approval** - Currently, we don't have payroll redistribution approval and the journals are processed in paper. This will allow the electronic approval that will include department users and the process will be in a more intuitive manner. This would require bringin in a SIG consultants to help with the

**Full Funding Requested** - Consultants with SIG to help with the implantation of this process. This would be through Banner Self service.  
**Describe Plans & Activities**  
**Supported:** Work with SIG consultant to implement and test the use of Banner Self Services which we already have. This will be a three

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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<p>implementation and testing of this process.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19, 2019-20  <b>Goal Entered:</b> 06/28/2018</p>	<p>week minimum implementation. Training to the campus budget managers and Banner users will follow.  <b>Lead:</b> Marisa Ziegenhohn, Christine Lam, Julie Ann Moreno  <b>One-Time Funding Requested (if applicable):</b> 24000  <b>Type of Request:</b> IT Support  <b>Planning Unit Priority:</b> Medium  <b>What would success look like and how would you measure it?:</b>  Efficiency producing a paperless approval system of changes to distribution of labor expenses. It will create an audit trail for every change we make to labor expenses. Reduce workload in Fiscal Services as changes could possible be initiate by campus users.</p>	
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<p><b>Banner Time and Effort Reporting through Banner Self Service</b> - Time reporting is currently tracked in excel spreadsheets. The goal is to automate time reporting for grants in the Self Service Banner module.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19, 2019-20  <b>Goal Entered:</b> 06/28/2018</p>	<p><b>Full Funding Requested</b> - Contracted Services to help with the set up in Banner Self Service, implementation and testing.  <b>Describe Plans &amp; Activities Supported:</b> Time reporting is currently tracked in excel spreadsheets. The goal is to automate time reporting for grants in the Self Service Banner module. Time and Effort reporting is required for all federal grants.  <b>Lead:</b> Yvette Shane  <b>One-Time Funding Requested (if applicable):</b> 24000  <b>Type of Request:</b> IT Support  <b>Planning Unit Priority:</b> Low  <b>What would success look like and how would you measure it?:</b> Fully</p>	
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*Unit Goals*

*Resources Needed*

*Where We Make an Impact: Closing the Loop on Goals and Plans*

automated tracking of time and effort for federal grants.