

# ADMINISTRATIVE SERVICES, STUDENT SERVICES AND PRESIDENT'S CLUSTER ANNUAL PROGRAM PLAN WORKSHEET

**Program:** Fiscal Services      **Planning Year:** 2018-19      **Last Year CPPR Completed:** 2014

**Unit:** Fiscal Services      **Cluster:** VP Administrative Services

**Please complete the following information. Please note that responses are not required for all elements of this document.**

## I. GENERAL PROGRAM INFORMATION

A. Describe changes to program mission, if applicable.

The Bond Fiscal Analyst was hired in a different department on campus and it was determined that the work could be absorbed by other staff and a replacement was not needed at this time.

B. Describe any changes in primary relationships, internal and external, to the District.

C. List any changes to program service, including changes and improvements, since last year, if applicable.

Per an audit recommendation, the number of Cal Cards on campus was cut drastically. To make up for the loss of Cal Cards, Fiscal Services developed a check-out card processes that allows staff to check out a Cal Card for travel. In addition, the college offers travel planning and reservations through a partnership with Gulliver's Travel.

D. List changes to program in the last year in reference to relevant statutory authority/program regulation and related compliance issues, if any.

There were no regulatory or compliance issues in FY2016-17.

## II. ANNUAL PROGRAM SUPPORT OF DISTRICT'S MISSION STATEMENT, INSTITUTIONAL GOALS, INSTITUTIONAL OBJECTIVES, AND/OR INSTITUTIONAL LEARNING OUTCOMES

A. Provide updates, if any, in how your program addresses or helps to achieve the District's Mission Statement in the last year.

Fiscal Services connects to the college mission, vision, and values; strategic goals; and master plans by providing the fiscal support needed to run the college. This includes paying vendor invoices to providing financial reports. Fiscal Services provides financial data that helps drive the decision process. Fiscal Services helps implement financial decisions made in the planning process.

B. Provide updates, if any, to how your program addresses or helps to achieve the District's Institutional Goals and Objectives, and/or operational planning initiatives in the last year.

- Institutional Goal 2. Fiscal Services audits and reviews the 320 FTES report to verify courses are loaded properly to ensure correct reporting of FTES.
- Institutional Goal 2. Fiscal Services provides financial reports, charts, graphs, and projections that are used in the various District plans.

### III. ANNUAL MEASUREMENTS, ANALYSIS AND IMPROVEMENTS

Programs are often impacted by institutional or other organizational change. Please review program-relevant institutional data sources, such as institutional enrollment trends, which along with some other relevant program data, is available on the [SLOCCCD Institutional Research and Assessment website](#). Other organizational or departmental measurements may provide useful information for planning in your program; please describe those measurements and the data below.

#### A. Data Summary

- Describe data collection tool(s) used.
- Include updates to program data results from the previous year, if any.

#### B. Data Interpretation:

- Describe results from previous improvement efforts to the program based on institutional or departmental changes.
- Identify areas if any that may need improvement for program quality and growth.
- Recommend any changes and updates to program based on the analysis above. For elements that require funding, complete the Resource Plan Worksheets.

### IV. ANNUAL PROGRAM OUTCOMES (ASOs AND SSOs), ASSESSMENT AND IMPROVEMENTS

Your program has established either Administrative Service Outcomes or Student Service Outcomes. Those outcomes are assessed and tracked in the Course or Program Assessment Summary. Review CPAS documents for ASO or SSO assessment results for program outcomes.

A. Describe any results from improvement efforts arising from ASO or SSO assessment in the last year.

B. Recommend changes and updates to program based on assessment of program outcomes. For elements that require funding, complete the Resource Plan Worksheets and review the Resource Allocation Rubric.

**V. ANTICIPATED SERVICE CHALLENGES/CHANGES**

Provide a brief description of challenges or changes anticipated in the next year and any needs that have emerged as a consequence.

**Suggested Elements:**

- A. Regulatory changes
- B. Internal and external organizational changes
- C. Student and staff demographic changes
- D. Community economic changes – workforce demands
- E. Role of technology for information, service delivery and data retrieval
- F. Providing service to multiple off-campus sites
- G. Anticipated staffing changes/retirements

**VI. OVERALL BUDGET IMPLICATIONS**

Provide a brief description of the immediate budget request(s) made in your Resource Plan (formerly called the Unit Plan). These elements will be reflected in the District planning and budget process.

**Elements:**

- A. Personnel
- B. Equipment/furniture (other than technology)
- C. Technology
- D. Facilities

## SIGNATURE PAGE

Director(s), Manager(s), and/or Staff Associated with the Program

**Student Services and Administrative Services Programs: All full-time director(s), managers, faculty and/or classified staff in the program must sign this form.**

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Division Chair/Director Name	Signature	Date
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