



**Program Review
Budget and Personnel Services
De Anza College**

October, 2008

1. Mission of Department

The mission of the De Anza College Budget and Personnel Office is to provide services in six areas: Campus Budget Analyst to provide support and analysis of campus budget, Campus Personnel and Payroll functions, including the hiring, evaluation and processing of payroll for part-time and full-time faculty, DASB Budget and Accounting functions, including the safeguarding and reporting of the DASB assets, OTI Budget and Accounting functions, including the maintenance and auditing of financial and accounting records for multiple grants, contracts and categorical programs and Campus Cashier's Office functions which include tuition/fee payment processing, departmental deposits and all money related issues. This office maintains strong customer relations with faculty, staff, administrators and third-party agencies in the maintenance of timely, accurate and detailed financial, personnel and payroll records.

2. Descriptive Summary

Number of FTE: Staffed by the following employees:

- (1) Director, Budget and Personnel Services (I67) – Margaret Michaelis
- (2) Human Resources Technician II (N-48) – Cynthia Smith
- (3) Administrative Assistant I (N-42) – Patty Jobs
- (4) Accountant (N-51) – Ingrid Duque
- (5) Accountant (N-51) – Lisa Kirk
- (6) Accounting Assistant (N-40) – Jennifer Nguyen
- (7) Campus Budget/Enrollment Analyst (N-54) – Teri Gerard
- (8) Cashiering Service Supervisor (N-53) – Nancy Chao
- (9) Cashier, Senior (N-41) – May Thai
- (10) Cashier, Senior (N-41) – Thanh Nguyen

B Budget summary

The annual operating "B" budget is \$66,772 (see attached worksheet)

The functions of this office include: All things budgetary, all campus personnel actions, all new personnel processing, all salary placements, all PT faculty assignments and FT overload assignments, providing reports to VPs and Division Deans, all campus cashiering processes, all finance/accounting functions and all student government financial transactions.

Strengths: Highly qualified staff members processing huge numbers of transactions.

Weakness: One person deep offices, with minimum back up. Procedures manuals have been written to cover in case an emergency should arise.

Trends: Increasing numbers of transactions each year, no increase in staff. Increasing levels of “campus” responsible functions, where District has handed off tasks. Increasing responsibilities from new positions being added and audit findings. Will need to keep watch in our area to ensure processes are maintained.

3. Quantitative Workload Measurements

(see attached individual program review documents)

Budget and Personnel Area:

Approve budget transfers and expense transfers. Produce special budget analysis. Work with District on the annual budget process. Monitor campus “B” budgets; fund 14, 15, 21 and fund 22, on-going pots of money, i.e. Instructional Equipment dollars, and management of one time funds when money is allocated, Growth monies, “B” COLA allocations, College-wide ending balances, “B” Carry Forward dollars, Strategic Planning money allocations, miscellaneous campus grants, fund 76 project accounts, and numerous personnel actions that go along with these various accounts. Approve all invoices for DASB and all Independent Contractor’s Agreements that are under \$5,000.00 each. Also, ensure staffing requirements are met; including new personnel, replacement staff, release and reassignments of Faculty, and a myriad of other personnel functions for the campus.

	05-06	06-07	%change	07-08	%change
Work Out of Classification Applications processed	40	43	7.5%	38	-11.6%
Staffing Requisitions processed -- Classified Staff	73	75	2.7%	63	-16.0%
Administrator	9	6	-33.3%	4	-33.3%
Faculty	14	23	64.3%	15	-34.8%
Contract Employee Change Forms processed	170	140	-17.6%	162	15.7%
Faculty Release Time/Stipend/Additional Pay Authorization forms processed	134	858	54.0%	957	12.0%

4. Qualitative Measurements

Keep abreast of contract changes, new procedures and Admin system changes. (EIS)

Provide consistent timely response in the handling of all actions.

Strive to have a clean annual audit. Respond quickly to any and all audit findings.

5. Planning Agenda

Participate as one of the core member in the implementation of the new Education Information System (EIS).

Start with the Finance module in 08/09, then Human Resources (09/10) and end with Student Services in (10/11).

Coordinate with District in the training of the campus personnel on the use of the new Education Information System.

How do planned actions support Master Plan Goals in next 1 –2 years:

Improved service to faculty, staff and administrators.
Monitor our costs by maintaining effective controls to ensure accountability.

Budget requests to support Master Plan goals:

Backfill personnel to work on the implementation of the new EIS

Non budget changes to advance master plan goals

Automate current manual processes such as the approval process.
Use the new EIS user friendly reporting system and many self service functions such as purchase requisitions.
Evaluate the new integrated system to avoid duplicate efforts and insure accurate reporting.

6. Strategic Planning

- 1. How does your program or service respond/address the College's strategic initiatives?** We support the budget and personnel operation of the College. The services we provide supports numerous departments, programs, and personnel across the campus. (please see each area's own response.)
- 2. Which initiatives does your program or service respond to, and in what ways can the response be measured or evaluated?** The two main initiatives we serve are Outreach and Student Retention and Success. Participating in outreach events, provide accurate reporting and support in DASB activities are a few of the ways. The response can be measured in the student feedbacks from surveys to daily interactions with the students.
- 3. How does the work of your program or service respond to increased access, growth, retention and/or student equity?** In Student Accounts area they provide growth opportunities for students by offering an accounting assistant student employee position to assist in the processing of all the financial transactions for the DASB and the clubs. The student clubs and the DASB also provide access, equity, and growth opportunities for all students by promoting and providing student leadership positions to club and DASB members. Cashiering Services also provide student employment opportunities, with the help from the students they are able to respond to increased access and growth.
- 4. What other programs/services are you working with to accomplish your proposed goals/outcomes?** Student Accounts work closely with Student Activities Office and the DASB student executive officers. All other area work closely with staff, faculty and administrators in all departments across the campus.

- 5. What is important to understand about your program or service and the consequences to the college if it was discontinued or reduced?** Our department supports many vital areas of the college services at De Anza. Student Accounts provide timely and accurate recordkeeping for all of DASB's financial transactions. Cashiering Services provide services for all money matters at the College. Budget office provide timely and accurate reporting of data for critical decision making. Personnel and Payroll provide hiring, evaluation, processing of payroll and the maintenance of accurate detailed personnel records. OTI accountant supports all OTI programs and grants. The College as a whole can not do without these services.