

Assessment: Administrative Unit Four Column



Dept FCO - (Fin) VP of Finance & College Operations

<i>Administrative Unit Outcomes (AUOs)</i>	<i>Assessment Methods</i>	<i>Assessment Data Summaries</i>	<i>Enhancements</i>
<p>Public Works Purchase Requirements - SB854 Senate Bill requires all public work service contracts \$1,000 and greater need to be paid prevailing wages and be registered with the DIR. FHDA implemented a new policy that require all technical and professional services of \$1,000 and greater to have a Purchase Order. This new requirement will be communicated to the campus & training will be provided.</p> <p>AUO Status: Inactive Year(s) to be Assessed: 2015-2016 Outcome Creation Date: 09/21/2015</p>	<p>Other - Data report from Banner Target for Success: 90%. Data from Banner will evidence that the new process is being followed for purchase requisitions</p>	<p>Program Review Reporting Year: 2015-2016 Target : Target Met From the period July 1, 2015 thru June 30, 2016 (02/11/2016) Reflection (CLICK ON ? FOR INSTRUCTIONS): New process was successfully implemented. Purchasing has processed 278 technical & professional services POs resulting from new criteria rules. Unexpected delay in approval process giving access to requisition owners to upload backup to system (BDMS) needs to be addressed. Related Documents: PublicWorks_SB854_Presentation.pdf AUO_PO_Assessment_2016.pdf AUO_VPF_PO_Enhancements_2016.pdf AUO_VPF_PO_EnhancementsFollowUp_2016.pdf</p>	<p>Enhancement: Liaise with IT department to ensure access to BDMS is given quickly (02/11/2016) Follow-Up: IT department have added a category in the help ticket system for BDMS access requests. The time it takes to grant access has significantly improved. The last two requests took less than 3 days to process. See printout of report pulled on 3/16/16 supporting this statement. (03/16/2016) Follow-Up: Pippa Gibson 02/19/2016 08:56:26 IT Ticket: Request to streamline Banner Security Finance authorization requests by having a drop down selection under "Category". End goal is to speed up giving access to Banner FR users including access to upload backup to purchase requisitions. (02/19/2016)</p>

Business Services routing sheet:

<i>Administrative Unit Outcomes (AUOs)</i>	<i>Assessment Methods</i>	<i>Assessment Data Summaries</i>	<i>Enhancements</i>
<p>Business Services introduced a routing sheet that must accompany every contract being sent to the district for review and approval. This requirement will be communicated to the campus and training will be provided. - Data from submissions will reflect that every contract sent to the district for review and approval will have the required routing sheet attached.</p> <p>AUO Status: Active</p> <p>Year(s) to be Assessed: 2017-2018</p>	<p>Other - Data from submission documents</p> <p>Target for Success: 90%</p> <p>Related Documents:</p> <p>BusSvcsRoutingSheet_Bi_Optic_2017.pdf</p> <p>BusSvcsRoutingSheet_CampusLogic_2017_18.pdf</p> <p>BusSvcsRoutingSheet_CCCAA_SwimmingEvent_May2018.pdf</p> <p>BusSvcsRoutingSlipDA_2014.docx</p> <p>BusinessSvcsRoutingSheetUpdate2018.pdf</p>	<p>Program Review Reporting Year: 2016-2017</p> <p>Target : Target Met</p> <p>Submissions to district show every contract sent to the district by the VP area had the required routing sheet attached. (02/21/2018)</p> <p>Reflection (CLICK ON ? FOR INSTRUCTIONS): hello</p> <p>Related Documents:</p> <p>BusinessSvcsRoutingSheetUpdate2018.pdf</p> <p>BusSvcsRoutingSheet_DA_Aug2017.pdf</p> <p>BusSvcsContractRoutingSheet_Jan2018.pdf</p>	<p>Enhancement: Feedback from campus departments lead to the district updating the form annually to reflect changes to the Board approved dollar limits, link to website for signature flow chart and reference to Board policy. (02/21/2018)</p>