

	ACADEMIC YR: 2014-2015	DIVISION/AREA: Administrative Services	DIVISION CHAIR/DIRECTOR: Ann Tomlinson
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UNIT PLAN “PART A” Program/Pathway Update

Program/Pathway: Budget/Procurement

Date: 12/19/13

Our Mission: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

1. Assessment of Program Review:

To support the college goals and maximize all available resources, the Administrative Services office develops and manages an annual budget in consideration of allocation, revenue and expenditures. The office acts as a resource to the budget development process where the representatives of the entire college community can participate in providing input. The office monitors the financial health of the college with monthly and quarterly financial reports. The Administrative Services office processes procurement and contracts in compliance with state and district policy.

For years Harbor College was structured to function in a decentralized way which has contributed to lack of oversight. With the recommendation to adopt a more centralized budget there will be stricter budgetary oversight by the VP of Administrative Services and the President. Given the current fiscal crisis there is a need for greater understanding of the financial and budget situation by the college community. It is the goal of the Administrative Services Office to provide the resources needed by budget managers to manage their budgets. To meet this goal, quarterly reconciliation meetings are scheduled with the Vice President of Administrative Services and her support staff and all employees with budgetary responsibilities. However, more training in procurement policy and SAP is needed for budget managers and their staff.

2. Activities to address program needs:

The office intends to provide more group and individual training to the campus staff in regards to budget, procurement, and SAP.

The District will provide Procurement Policy Training on campus every two years.

The office intends to identify revenue streams that can produce significant dollars for the college.

These activities address College Goal 4 of the Educational Master Plan.

3. How are your program improvements associated with your SLOs:

Since the Administrative Services office is the operational side of the college, the office supports student learning with Service Area Outcomes. Our SAO's are determined by district procedures,

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evaluative reports, and audits. In order to update our SAO's, the office will continue to review and analysis student district and staff surveys. Offering more training in procurement policy and SAP is supported by our SAO assessment.

4. Staffing requirements:

Vice President of Administrative Services, Associate Vice President of Administrative Services, Assistant Administrative Analyst, Administrative Aide

5. Technological requirements:

Computers, printers, copier, scanner, telephones, various programs, such as SAP, Portal, BW, PaperVision license, PaperFlow license

6. Facilities requirements:

No new requirements

7. Implementation plan:

The Office of Administrative Services will follow district policies and procedures.

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**UNIT PLAN “PART B”
Core Personnel/List of Permanent Staff**

Unit: Administrative Services Office

Date: 12/19/13

Assigned Time	Responsibility	Estimated Cost	Funding Source
1.0	<i>Vice President</i>	\$153,235	10100
1.0	<i>Associate VP</i>	\$125,756	10100
1.0	<i>Assistant Admin Analyst</i>	\$67,595	10100
1.0	<i>Administrative Aide</i>	\$53,266	10100
1.0	<i>Office Assistant</i>	\$35,000	10100

1. Total FTEP: 5
2. Total Hours taught: NA
3. Total Hours of release time: NA
4. Total Cost for Instructors: NA
5. Total Cost for Administrators: \$278,991
6. Total Cost of Classified Staff: \$155,861
7. Total cost FTEP = Full Time Equivalent Personnel: \$434,852

Please attach copy of your current Op Plan.

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UNIT PLAN “PART C” Core Expenses

Unit: Administrative Services Office

All legally required responsibilities: *Required for health and Safety*

1. *Required by board / State/ Federal/ Accreditation standards(list the minimum requirements here)*
2. *Required by licensing agreement*

Description of activity	Estimated Cost	Justification	Code
Conference Attendance	\$200	AQMD Requirement	HCAS7a4
Travel/Mileage	\$1600	District Requirement	HCAS7
Maintenance of copier	\$660	Office support	HCAS6b
PaperVision License	\$195	Office support	HCAS6b
PaperFlow License	\$915	Office support	HCAS6b
Office Supplies/Paper	\$600	Office support	HCAS7a1

Narrative justification:

The campus will be fined if AQMD requirements are not met.

Meeting attendance is required by the District.

The scanner and copier contracts are needed to ensure the office equipment continues to work – without this equipment then the office becomes less efficient.

Office supplies are a necessary part of everyday office function.

Total cost: \$4170.00

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UNIT PLAN “PART D” Essential Activities

Unit: Administrative Services Office

Prioritized list of unit needs required for program continuance or improvement

Only place expendable request in this field.

Division Prioritization	Description of activity	Estimated Cost	Proposed Funding Source	Justification	Code

Justification Narrative:

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UNIT PLAN “PART E” Non-cost Essential Activities

Unit: Administrative Services Office

List Non-cost activities here

Priority	Description of activity	Justification	Code
	Regional Procurement Specialist in-house	To increase efficiency	HCAS7a1
	Meet with budget managers to assist in budget planning and management	To better manage college finances	HCAS7a11
	Hands on training in SAP	To increase efficiency	HCAS7a11

Justification:

These activities will increase efficiency and promote better management of the college funds.