



ACADEMIC YR:  
**2015-2016**

DIVISION/AREA:  
**Administrative Services/  
Administrative Services Office**

DIVISION CHAIR/DIRECTOR:  
**Dr. Ann Tomlinson/Nestor Tan**

## UNIT PLAN "PART A" Program/Pathway Update

Program/Pathway: Budget/Procurement

Date: February 2015

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.

Last year Harbor College was structured to function in a centralized way which has contributed to lack of accountability. With the recommendation to adopt a more decentralized budget there will be stricter budgetary oversight by the VPs of each cluster 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 own budgets. To meet this goal, monthly and quarterly reconciliation meetings are scheduled with the each Vice President of Administrative and the President. 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 groups 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:

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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, 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: January 2014

**VICE PRESIDENT:**

Assigned Time	Responsibility	Estimated Cost	Funding Source
0.6 FTEP	Plans, directs, and evaluates the business operations of the college which include: Budget Formulation and Management, Accounting and Financial Reporting, Facilities Planning and Construction, Building & Grounds Operations and Maintenance, Information Technology, Procurement and Contracts Management, Human Resources, Enterprise Services Administration, Safety and Security Services	\$91,941	Program 10100
0.2 FTEP	Serves as chief advisor to the College President on strategic matters related to the business operations of the college. Assumes the duties, obligations and responsibilities of the College President, as assigned, during his/her absence. Participates as a member of the management team by providing authoritative business advice for use in making decisions and	\$30,647	Program 10100

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	establishing the priorities, goals, and objectives of the college.		
0.1 FTEP	Evaluates the merit of requests from departments and offices for money, staffing, equipment and facilities, and recommends the allocation and expenditure of resources based on management priorities.	\$15,323	Program 10100
0.1 FTEP	Represents the college at a variety of meetings, and individuals in the college community to facilitate business transactions of the college and to enhance the accessibility of community resources to students.	\$15,324	Program 10100

**Total FTEP: Full Time Equivalent Personnel = 1.0**

**Total cost FTEP = \$153,235**

**ASSOCIATE VICE PRESIDENT:**

<b>Assigned Time</b>	<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
0.6 FTEP	Assists the Vice President in administering the business affairs of the college by planning and directing personnel engaged in the following functional areas: Budget Formulation and Management, Accounting and Financial Reporting, Human Resources,	<b>\$75,454</b>	<b>Program 10100</b>

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	Procurement and Contracts, and Bookstore Administration.		
0.2 FTEP	Collaborates with District specialists on the implementation and integration of District policies and procedures into college operations, and finding solutions to unusual and complex business problems. Design, implement, revise, and maintain management information and control systems to provide complete, accurate, and timely data for use in formulating and justifying financial, personnel and material requests.	<b>\$25,151</b>	<b>Program 10100</b>
0.2 FTEP	Represents the college at a variety of meetings, committees, and conferences addressing operating programs and overall management of the college. Prepares or directs the preparation of correspondence, reports, and presentations regarding business operations of the college	<b>\$25,151</b>	<b>Program 10100</b>

**Total FTEP: Full Time Equivalent Personnel = 1.0**

**Total cost FTEP = \$125,756**



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**ASSISTANT ADMINSTRATIVE ANALYST:**

<b>Assigned Time</b>	<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
0.6 FTEP	Performs a variety of professional-level administrative studies of moderate complexity related to areas such as policies, procedures, reports, surveys, budgeting, contract and procurements. Resolves problems, discrepancies, and responds to inquiries related to the business and operational activities of the division. Gathers, compiles, verifies, analyzes, and correlates information and presents the data in graphic, pictorial, written, and oral form.	\$40,557	Program 10100
0.1 FTEP	Assists in developing new and improved procedures, operating practices, and processes for assigned areas.	\$6,760	Program 10100
0.2 FTEP	Provides technical assistance and training to staff on matters related to budget, procurement and contracts. Effectively utilizes the capabilities and functions of standard and specialized office software applications such as data management, spreadsheets, word processing and presentation in	\$13,519	Program 10100

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	completing assigned projects.		
.1 FTEP	Confers with District and college staff regarding assigned projects and may make recommendations based on the findings	\$6,760	Program 10100

**Total FTEP: Full Time Equivalent Personnel = 1.0**

**Total cost FTEP =\$67,596**

**ADMINSITRATIVE AIDE:**

<b>Assigned Time</b>	<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
0.5 FTEP	Prepares comprehensive reports, operational documents, and correspondence related to the functions of Administrative Services. Investigates and resolves difficult problems and responds to non-routine inquiries related to the function of Administrative Services.	\$26,633	Program 10100
0.2 FTEP	Effectively utilizes computer software to create, edit and translate data into complex reports. Reconciles data reports for accuracy and resolve discrepancies	\$10,653	Program 10100
0.2 FTEP	Recommends and initiates procedural changes to expedite transmittal of information and/or facilitate implementation of policies and programs.	\$10,653	Program 10100
.1 FTEP	Reviews information submitted to Administrative Services Office for	\$5,327	Program 10100

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	completeness, accuracy, and conformance with applicable policies, procedures and practices. Coordinates the processing and/or production of documents in accordance with established time lines.		
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**Total FTEP: Full Time Equivalent Personnel = 1.0**

**Total cost FTEP =\$53,266**

**OFFICE ASSISTANT:**

<b>Assigned Time</b>	<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
0.5 FTEP	Prepares letters, memoranda, statistical tables, documents, reports, and other material from notes, rough drafts, or verbal instructions using standard and specialized office software applications, as well as correct grammar, spelling, and punctuation. Process documents by recording in appropriate records, checks forms, and edits documents prepared by others to assure completeness and accuracy.	\$17,500	Program 10100
0.2 FTEP	Compiles, updates, and posts information and data from various sources and prepares reports and data/information summaries. Maintains office files by sorting, coding, indexing, filing, cross referencing,	\$7,000	Program 10100



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	locating, and extracting documents in accordance with established operating procedures.		
0.2 FTEP	Receives visitors, determines purpose of their visit informs appropriate party of arrival, and directs visitors to appropriate office. Receives and relays incoming calls, takes messages, and place calls. Answers inquiries and gives out information concerning procedures, programs, and services of the Administrative Services Office to visitors, students, and the public	\$7,000	Program 10100
.1 FTEP	Maintain an inventory of office supplies and orders, receives, stocks, and distributes supplies. Receives office mail and time-stamp and distribute mail to appropriate staff.	\$3,500	Program 10100

**Total FTEP: Full Time Equivalent Personnel = 1.0**

**Total cost FTEP =\$35,000**

**COLLEGE PROCUREMENT SPECIALIST:**

<b>Assigned Time</b>	<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
0.15 FTEP	Prepares, negotiates, and process contracts for the procurement of equipment, materials, and services for Harbor College for amounts below the state statutory bid limit. Purchase a wide variety of materials, supplies, equipment and services	\$12,366	Program 10100

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	using a computerized purchasing system for LAHC in compliance with pertinent policies, laws, regulations, rules, and limits.		
0.05 FTEP	Confers with and advises staff on contract requests, and on the development, preparations, interpretation, and revision of technical specifications for the procurement of materials and services for compliance with law and District policies.	\$4,122	Program 10100
0.05 FTEP	Analyzes and determines the most economical methods of procuring materials and supplies based on need, cost, and storage facilities; evaluates the advantages of lot bidding ; coordinates with other regional procurement staff to identify potential district-wide procurements that may yield quantity discounts and/or are required in order to avoid "bid splitting"; analyzes lease versus purchase questions and makes recommendation thereon.	\$4,122	Program 10100

**Total FTEP: Full Time Equivalent Personnel = 0.25**

**Total cost FTEP =\$20,610**

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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: \$4,170.00**

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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.**

<b>Division Prioritization</b>	<b>Description of activity</b>	<b>Estimated Cost</b>	<b>Proposed Funding Source</b>	<b>Justification</b>	<b>Code</b>

**Justification Narrative:**

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**UNIT PLAN “PART E”  
Non-cost Essential Activities**

**Unit: Administrative Services Office**

List Non-cost activities here

<b>Priority</b>	<b>Description of activity</b>	<b>Justification</b>	<b>Code</b>
	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.**