Program Review
Golden West College

General Information

Important Information

Some people have expressed concerns about losing information after being logged off. There are some ways to avoid this.

- Please type your information into a Word document then paste the information here.
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Submitter's First Name: * Paul

Submitter's Last Name: * Wisner

Submitter's Email: * pwisner@gwc.cccd.edu

Submitter's ID *

Submitter's Phone Number: *

Type of review? *
- (●) Administrative
- ( ) Instruction (Please note: Library and Counseling should submit individual Program Reviews: One for Instruction and one for Student Services))
- ( ) Student Services

Who is your Dean/Supervisor?
- ( ) Robyn Brammer
- ( ) Joseph Dowling
- ( ) Rick Hicks
- (●) Janet Houlihan
- ( ) Danny Johnson
- ( ) Claudia Lee
- ( ) Alice Martanegara
- ( ) Carla Martinez
- ( ) Alex Miranda
- ( ) Kay Nguyen
- ( ) Meridith Randall
- ( ) Christina Ryan Rodriguez
- ( ) Matthew Valerius
- ( ) Tim Vu
- ( ) Chris Whiteside

Who is your Vice President? *
- ( ) Lee, Claudia
- (●) Houlihan, Janet
- ( ) Randall, Meridith

If you experience any technical difficulties completing this form, please contact Damien Jordan.

Program Review
Purpose

"Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices" ***–Academic Senate for California Community Colleges, 2009-***

Program Review
Data Driven Decision Making

- *Continual improvement*

- *Evaluation of program resource needs*
- *Fiscal stewardship and transparency*
- *Culture of evidence*

Program Review
Reporting Cycle

1. Program Review will be conducted every two years beginning Fall semester 2021.
2. Department Chair/Originator will be given feedback at each step in the process.
3. Data provided by ORPIE, including statewide data for success given to departments the first week of October (October 8, 2021).
   Originator: The originator owns this information (usually the Department Chair). The document is "locked" unless sent back.(October 22, 2021).
4. Department Chair: If the Department Chair did not submit the document, it will go to the Department Chair for general feedback (November 1, 2021).
5. Dean/Supervisor: The Dean/Supervisor provides feedback in a single text box. The Dean/Supervisor may send back to the Department Chair if something needs to be changed. (November 8, 2021).
6. IEC: IEC provides feedback for a technical review. (November 15, 2021).
7. CCD: provides feedback on curriculum or instruction section. (November 22, 2021).
8. Vice President: The identified VP provides feedback and can send the document back for edits (December 1, 2021).
9. Review: The Department Chair incorporates the feedback and resubmits. The Dean/Supervisor can send back if there is still something missing (January 31, 2022).
10. Submission: Once the originator (Department Chair) submits the document, it will be locked (February 11, 2022).
11. Committee Reviews: Requests for funding will be sent to committees for their review (February 11, 2022). Reviews by committees must be submitted to Planning and Budget by March 15, 2022.
12. Hiring Deadline: Approved requests for faculty positions will be provided by the Executive Team (February 25, 2022).
13. Hiring Deadline: Ratings for classified professional positions will be provided to the Executive Team by April 22, 2022.
14. Funding Deadline: Planning and Budget will make determinations on Categorically funded requests (April 22, 2022).
15. General Funds and Classified positions: Items funded through general funds and available Classified Professional Positions will be determined (October 7, 2022).

Important Update

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Program Information

Please note, the term Program Review is a standard. We will use "program" throughout the document. Please regard this as your "department" or "area".

Name of Program (Academic Programs should be listed per discipline)

* Bursars Office

Please provide a brief description and any significant change in your program since the last program review cycle.

* Staff was reduced by a Budget Technician position.
Limits to staff working on campus.
Grant funding increased.
Pandemic

What are your program's strengths?

* Adaptable - we converted manual forms to digital forms.
Commitment to students.
No audit findings.

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here.)

* 1. We have difficulty completing tasks in a timely manner. The reduction of the Budget Technician position and the increase in workload has impacted the Bursars Office. We need to replace the Budget Technician position to meet the minimum level of staffing to support the campus.
2. Staff working offsite. Many of our functions do not convert well to working off site as mail, deposits, training, printing checks require staff to be on campus to complete.

ADMINISTRATIVE SERVICES INFORMATION

Over the past two years, how did you measure your effectiveness and customer satisfaction? What were the results?

* We have not completed our survey due to the pandemic.

Over the past two years, how did you measure your efficiency and productivity? What were your results?

* We have not completed our survey due to the pandemic.

Program Review
Goals and Requests for Funding

Requests – If you are requesting any of the following, they *MUST* be addressed within your Department goals.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

(When you click that you need any of the above (Faculty, Equipment, Facilities, Technology or Support Staff) you will be provided the appropriate form on subsequent pages of this document)

Vision 2030 Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

Goals from Previous Program Review Cycle

Please refer back to the goals from your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review), including resource requests and if they were funded or not.

* 1. Improve Training Program. We have implemented the "Bursars Office Hour" where we discuss accounting issues with campus staff and provide training. We also issue "Fiscally Speaking" once each semester to provide accounting updates and training resources to the campus staff.
2. Implement Auxiliary Workflow for Purchasing. We did not meet this goal as we had to reallocate resources to meet the needs of the campus during the pandemic.
3. New Bursar's Office Model. We moved the Student Services Center and expanded our service to process student payments for campus activities and classes.
4. Campus wide POS. We have identified University Tickets as a Point of Sale (POS) system solution. The request has not been fund. Cost: $12,000 per year.
5. One Card System Implementation. We have identified Touchnet One Card solution. The request has not been funded. Estimated cost: $30,000 - $35,000 per year.

Goals for Current Program Review Cycle

Current goals should be connected to Vision 2030.

Goal 1 (Required)

Description of Program's Goal

* Improve Training Program. We want to provide the campus with the tools for better financial planning and management.

What actions will the program take to accomplish this goal?

* We want to provide training to meet the needs of the campus for Budget Development, Budget Management,

Expenditure Transfers, Budget Transfers, Grant & Categorical Programs, Argos, Great Plains Dynamics Accounting Software and Banner. We will need to restore the Budget Technician position (Cost: E117 $59,375 - $80,050).

What metric will you use to measure your goal?

*1. A reduction in the number of negative balances.
2. A reduction in the number of expenditure transfers completed.
3. A reduction in overspending in certain areas.

Which of the College's missions and goals does this goal support? (Vision 2030)

- [ ] Enrollment
- [x] Equity and Success
- [ ] Completion
- [ ] Workforce Preparation
- [ ] Facilities
- [ ] Professional Development
- [x] Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

Please note: Indicating one of the following will create a form to appear on a subsequent page.

- [ ] Faculty
- [ ] Facilities
- [ ] Technology
- [ ] Equipment

Professional Development (funding request) [ ]

- [x] Support Staff (permanent classified)
- [ ] None of the above

Goal 2 (Required)

Description of Program's Goal

*Implement a campus wide point of sale (POS) system. We currently are processing manual transactions or using multiple POS systems which do not integrate with Great plains or Banner. Some of the processes create potential audit concerns. The goal is to significantly reduce the manual processes, improve internal controls, provide quicker and more accurate reporting for the campus. The POS systems would offer benefits to the Theater, Athletics, Student Trips, Community Services, Swap Meet, Graduation, ASB, Contract Education, External Tutoring, Proctoring,

What actions will the program take to accomplish this goal?

*Purchase a point of sale system. We have identified University Tickets (Cost: $12,000per year).

What metric will you use to measure your goal?

*The point of sale system would be implemented and functioning as intended.

Which of the College's missions and goals does this goal support? (Vision 2030)

- [ ] Enrollment
- [x] Equity and Success
- [ ] Completion
- [ ] Workforce Preparation
- [ ] Facilities
- [ ] Professional Development
- [x] Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- [ ] Faculty
- [ ] Facilities
- [x] Technology
- [ ] Equipment

Professional Development (funding request) [ ]

- [ ] Support Staff (permanent classified)
- [ ] None of the above

Goal 3 (Required)

Description of Program's Goal

*Implement Auxiliary Workflow for Purchasing. We want to provide electronic requisitions for our auxiliary programs. Currently, auxiliary programs are using a digital forms to process requisitions. These requisitions are manually entered into Great Plains to encumber funds. When invoices arrive we post the invoices against manual POs where we manually reduce the amount of the PO. The workflow would move the requisition approval process using email and will automatically create a PO once all of the approvals have been completed. When we post invoices against the PO, the system reduces the amount of the PO. The PO entry and reduction of PO amounts would no longer be a manual process.

What actions will the program take to accomplish this goal?

*Work with IT and departments to slowly roll out this Great Plains feature. The restoration of the Budget Technician position would be important to the success of the implementation.

What metric will you use to measure your goal?

*Software would be implemented and functioning as intended.

Which of the College's missions and goals does this goal support? (Vision 2030)

- [ ] Enrollment
- [x] Equity and Success
- [ ] Completion
- [ ] Workforce Preparation
- [ ] Facilities
- [ ] Professional Development
- [x] Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- [ ] Faculty
- [ ] Facilities
- [ ] Technology
- [ ] Equipment

Professional Development (funding request) [ ]

- [x] Support Staff (permanent classified)
- [ ] None of the above

Goal 4 (Optional)

Description of Department's Goal

One Card System Implementation. Fiscal Services wants to provide the Golden West College community with a One Card System with the latest card transaction and access technology. This technology will allow for efficient and secure solutions to a vast number of daily operations that emphasize efficiency, economy, and sensitivity to the needs of the campus. The One Card System will also interact with the Banner System. The could incorporate the library, ASB card, food service prepaid food, daily attendance, scholarships & awards, door access and more.

What actions will the program take to accomplish this goal?

Discuss the needs of the campus and implement the Touchnet One Card to meet the needs of the campus. Cost: $ 30,000 - $35,000 per year.

What metric will you use to measure your goal?

Software is implemented and functioning as intended.

Which of the College's missions and goals does this goal support? (Vision 2030)

- [ ] Enrollment
- [x] Equity and Success
- [ ] Completion
- [ ] Workforce Preparation
- [ ] Facilities
- [ ] Professional Development
- [x] Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- [ ] Faculty
- [ ] Facilities
- [x] Technology
- [ ] Equipment

Professional Development (funding request) [ ]

- [ ] Support Staff (permanent classified)
- [ ] None of the above

Goal 5 (Optional)

Description of Department's Goal

OTHER INFORMATION

What additional information would you like to share about your program?

The department has been working to overcome the loss of the Budget Technician position. The workload exceeds the capacity of the department to meet the needs of the campus, district, State and Federal requirements.

Optional file upload (if desired)

Optional file upload (if desired)

Program Review
General Fund
Classified Professional Request

How many Classified Professional Requests would you like to submit?
* (•) 1
( ) 2
( ) 3
( ) 4

1st Classified Position Request

POSITION REQUESTED
* (•) Replacement Position (Previously funded/ not currently funded)
( ) New Position (Never been funded/newly created)

Previously Approved Job Description (Please note that an approved job description from our District HR office is required in order to complete the request form. You may not proceed with the request without the job description.)
* Budget Technician

When did this position become vacant (i.e., last day the employee worked)
* 07/08/2019

Years ago: 2.3

What was the history of this position and how was it funded?
* This position had been in the Bursars Office prior to 2012. It is critical as the position was involved in processing general fund requisitions, providing Banner and Argos training, identifying and working to correct budget deficits or problems, allocating and amending budgets, providing customer service to students and staff, providing backup assistance for grants and categoricals programs, prepare reports, assist departments to project payroll costs and budgets, provides reports to department, and reviewed and provided solutions for processes.

The position was funded through general funds .

SALARY REQUESTED (Click here to see the salary schedules)

Salary Schedule (e.g., EE) EE

Range (e.g., 116) * 117

Job Title (should match description below) * Budget Technician

Please use a mid-level step for salary: * 72,171
Salary (e.g., $50,000)

Contract
* (•) 12 month
( ) 11 month
( ) 10 month
( ) 100% FTE
( ) Other FTE %

JOB DESCRIPTION SUMMARY

For reference, please see the current Organizational Chart for the campus.

Please provide the job title and description-URL for your proposed position. You may find a list of approved job descriptions from the CCCD Position Description portal.

For example, Accessible Media Specialist. URL: https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Documents/Classified%20Specifications%20A/Accessible%20Media%20Specialist.pdf

If the job description is not listed above, you may copy and paste your job description here.
* Classification: Budget Technician Position Number: 93312
Board of Trustees' approval date: 10/23/19 Salary Grade: 117
Summary
A. Prepares accurate and timely budget reports and provides technical assistance to departments and programs at one or more campuses to ensure correct application and allocation of accounting transactions. Provides assistance to the budget development process with historical data compilations. Plans, organizes, oversees and maintains the financial functions of general, ancillary, and/or categorical programs and other related institutional accounting functions to ensure budget and related fiscal reporting integrity for the college and District.
Distinguishing Career Features
B. The Budget Technician is a technical position in the accounting career path requiring working knowledge of government accounting practices, procedures, and techniques and the rules and regulations governing treatment of accounting transactions within special funds. The Budget Technician serves as a technical resource for allocation of expense items. Advancement to Accounting or Budget Analyst requires expanded competency in assembling budget development packets and source documents, performing budgetary research, and preparation of special reports including those with account variances. Advancement to Senior Accounting Analyst is based on need and the ability to analyze costs and trends, both indirect and direct, compute and forecast financial impact of contracts and collective bargaining proposals, other overhead items, facilitate budget line item transfers and to perform special assignments requiring making projections.
Essential Duties and Responsibilities
Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties, as assigned:
1. Plan, organize and coordinate the operation and maintenance of accounting/fiscal and budgetary functions of assigned area.
2. Plan and develop procedures for preparing fiscal reports and for maintaining and storing specialized or centralized control of accounting and financial records.
3. Provides technical assistance to departments, sites and programs on proper treatment and coding of accounting transactions, interpretation of rules for spending in certain accounts, and for reassigning funds.

4. Assists with certain aspects of the budget development process for categorical special, and/or general funds by receiving, analyzing, preparing, and processing budget revisions; assist in the development of procedures for accounting and budgeting systems and recommend improvements.
5. Provides technical assistance to support research and preparation of department and program budgets.
6. Prepares recurring budget reports such as but not limited to special education, mandated costs, interim and final reports, etc. Prepares and describes variance analysis for

administrators of special funds and programs. Works with administrators of special funds and programs in monitoring activity, preparing compliance reports, and submitting claims for reimbursement. Communicates with external funding agencies.
7. Prepares and initiates line item transfers. Reviews expense and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing variances and resolves variances with appropriate managers. Monitors expenditures of funds carried over from prior fiscal periods.
8. Inputs approved budget data. Complies with established procedures for specialized budgets. Analyzes budget reports to assure expenditures do not exceed appropriations. Sets up monitoring and information flow for up-to-date reporting of grant/categorical/restricted programs and budget performance.
9. Works with departments, programs, and sites to process financial transactions with established parameters. Trains and monitors the work of staff within and assigned to other departments for grant reporting and budget compliance. Prepares elements of federal, state and local financial reports relating to the assigned area of responsibility, including grant, categorical, and restricted programs.
10. Provides technical support to departments accessing computerized accounting systems and databases that contain financial and statistical information. May assist departments in costbenefit analysis of project, program, and related proposals.
11. Provides support to processes related to budget development and position control such as, but not limited to, grant and other funding applications. Researches and prepares short- and long-range budget forecasts for administrators of special funds and programs. Integrates data from a variety of sources, both internal and external. Constructs 'what if' models that simulate outcomes based on changing variables.
12. Maintains up-to-date knowledge of the regulations and reporting requirements and procedures connected with categorical, special and general fund programs. Interprets, administers, and complies with federal, state and local policies, rules and regulations, including grant, categorical, and other restricted funding.
13. Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.
14. Interprets, administers, and complies with the policies, rules and regulations established by the Board, and the District's Fiscal Affairs department.
15. Performs other related duties as assigned that support the objective of the position.
16. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications

? Knowledge and Skills

1. The position requires technical knowledge of the procedures and practices of government accounting, budget preparation, and control.

2. Requires working knowledge of generally accepted financial processes and programs and of laws, codes, and regulations applying to assigned financial operations.
3. Requires a working knowledge of audit documentation requirements.
4. Requires working knowledge of the workings of automated accounting systems and relational databases, sufficient to train others in data entry, and to troubleshoot errors and exceptions.
5. Requires basic knowledge of position control.
6. Requires working knowledge of the financial transactions, controls, and reporting processes associated with restricted funds.
7. Requires well-developed math skills to perform complex accounting and statistical computations.
8. Requires sufficient language skills to prepare reports suitable for external publishing.
9. Requires sufficient human relations skills to explain, troubleshoot, and assist staff with detailed procedures and steps for processing accounting transactions.

? Abilities

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to instruct and assist employees performing data entry of accounting transactions.
3. Requires ability to prepare technical analyses and regular recurring reports.
4. Requires ability to organize and prioritize work in order to meet rigid schedules and timelines.
5. Requires the ability to provide one-on-one and small group discussion, and otherwise work with administrative staff and peers.
6. Requires ability to initiate and conduct technical research, complete complex arithmetic, algebraic and statistical computations, solve highly technical problems associated with financial transactions.

? Physical Abilities

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act (“ADA”) and California’s Fair Employment and Housing Act (“FEHA”), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

? Education and Experience

The position requires completion of an Associate’s degree in accounting, business administration, or the equivalent and three years of experience in a financial record keeping capacity. Or, any combination of education and experience which would provide the required equivalent qualifications for the position. A Bachelor’s degree in accounting, business

administration, or the equivalent and 4-5 years of relevant and progressively responsible experience in governmental accounting, fund accounting, in a financial record keeping capacity is preferred.

? Licenses and Certificates

May require a valid driver’s license.

Working Conditions
Work is performed in an office environment with minimal exposure to health and safety considerations.

What are the essential duties this position will fulfill?

*1. Plan, organize and coordinate the operation and maintenance of accounting/fiscal and budgetary functions of assigned area.
2. Plan and develop procedures for preparing fiscal reports and for maintaining and storing specialized or centralized control of accounting and financial records.
3. Provides technical assistance to departments, sites and programs on proper treatment and coding of accounting transactions, interpretation of rules for spending in certain accounts, and for reassigning funds.
4. Assists with certain aspects of the budget development process for categorical special, and/or general funds by receiving, analyzing, preparing, and processing budget revisions; assist in the development of procedures for accounting and budgeting systems and recommend improvements.
5. Provides technical assistance to support research and preparation of department and program budgets.
7. Prepares and initiates line item transfers. Reviews expense and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing variances and resolves variances with appropriate managers. Monitors expenditures of funds carried over from prior fiscal periods.
8. Inputs approved budget data. Complies with established procedures for specialized budgets. Analyzes budget reports to assure expenditures do not exceed appropriations. Sets up monitoring and information flow for up-to-date reporting of grant/categorical/restricted programs and budget performance.
9. Works with departments, programs, and sites to process financial transactions with established parameters. Trains and monitors the work of staff within and assigned to other departments for grant reporting and budget compliance. Prepares elements of federal, state and local financial reports relating to the assigned area of responsibility, including grant, categorical, and restricted programs.
10. Provides technical support to departments accessing computerized accounting systems and databases that contain financial and statistical information. May assist departments in cost benefit analysis of project, program, and related proposals.
11. Provides support to processes related to budget development and position control such as, but not limited to, grant and other funding applications. Researches and prepares short- and long-range budget forecasts for administrators of special funds and programs. Integrates data from a variety of sources, both internal and external. Constructs 'what if' models that simulate outcomes based on changing variables.
12. Maintains up-to-date knowledge of the regulations and reporting requirements and procedures connected with categorical, special and general fund programs. Interprets, administers, and complies with federal, state and local policies, rules and regulations, including grant, categorical, and other restricted funding.
13. Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.

JUSTIFICATION

What is the compelling need for the position? Please include any consequences if this position is not filled?

*This position is critical as the current workload for the office exceeds the our current staffing resources. We may encounter budget errors, unallowable expenditures may be approved, training has been decreased, requisitions approved without any budget, and assistance or requisitions will not be processed in a timely manner.

If you compare the budgets for the GWC Bursar's Office and the CCC Business Office, you will see nearly identical budgets ($818,947 vs $802,881). We have a larger general fund, more grant and categorical funds, an athletics and theater program, a robust associated student body program and larger ancillary programs (Foundation, Enterprise, ASB and Trust).

If the full-time position is approved, will there be a request for funding for short-term temporary position during the hiring process?

* ○ Yes
◉ No

Program Needs (50 points):

Explain the conditions that are unique to the program/department which support the need for additional full- time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences on the program/department that will result. Please use information from program review.
Click here to enter text.

*The department has been working to overcome the loss of the Budget Technician position. The workload exceeds the capacity of the department to meet the needs of the campus, district, State and Federal requirements.

If you compare the GWC Bursars Office to the CCC Business Office, you will that both departments have a similar budget. GWC has a larger general fund, more grant and categorical funds, an athletics and theater program, a robust associated student body program and larger ancillary programs (Foundation, Enterprise, ASB and Trust).

As we work to process the transactions; reporting; external audit requirements; and federal and state rules, regulations, and laws, it has been difficult to process these activities in a timely manner. The lead time to process requisitions, checks, budget transfers, expenditure transfers, auditing and reporting has increased since the position became vacant. Errors are inevitable in this scenario which may impact budget development, grant reporting, state reporting, and meeting deadlines.

College-Wide Priority (30 points):

How does this request align and directly support the Strategic Plan? How does this position address stated long-term college priorities identified by Vision 2030.

*This position aligns with our values to be good stewards of our campus resources. Our ability to get accurate information to our campus community and decision makers is vital for the future success of the college. Decisions are made for enrollment management, the class schedule, hiring, and civic engagement using the data we record, assemble, prepare and distribute. It will be difficult for the Bursars Office to move forward without the staffing resources to complete our tasks.

Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

*The Bursars Office serves the entire campus. This position will be involved in processing general fund requisitions, provide Banner and Argos training, identify and work to correct budget deficits or problems, allocate and amend budgets, provide customer service to students and staff, provide backup assistance for grants and categoricals programs, prepare reports, assist departments to project payroll costs and budgets, provide reports to department, and review and provide solutions for processes.

You have more than 1 classified professional request.
Please rank this request against your others. For example, if you are requesting 3 classified professionals for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

*1

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

* ○ No concerns
  ○ I have concerns

Comments:

*

Program Review

One-Time Funding Request
Equipment, Technology, and Professional Development

How many funding requests would you like to submit?
* (•) 1
( ) 2
( ) 3
( ) 4
( ) 5
( ) 6
( ) 7
( ) 8

1st Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.
* (•) Equipment (Technology)
( ) Equipment (Non-Technology)
( ) Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
( ) Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over $10,000 will need 3 quotes before purchase.

Total dollar amount for this request:
* $ 1

Does this request address a clear health and safety issue?
* ( ) Yes
(•) No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.
* N/A - I am not making a one time funding request.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.
* N/A - I am not making a one time funding request.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?
* N/A - I am not making a one time funding request.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?
* N/A - I am not making a one time funding request.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.
* 1

Supervisor's Review

As the supervisor of this program, I have reviewed this request.
* ( ) No concerns
( ) I have concerns

Comments:
*

General Information

You have finished your Program Review! **Your supervisor, IEC, and (possibly) CCD will review your submission and provide feedback.**

Please note**, you will only be able to edit this form again if it is returned to you from your supervisor or your VP. Please stay in touch with your supervisor, if you receive feedback that you wish to incorporate.**

...3032333734

Paul Wisner — Signature

11/04/2021, 2:32 PM — Date

Review Feedback

Dean/Supervisor: Please provide feedback on this Program Review

Deans/Supervisors - If you would like to return this document to the originator, prior to IEC's review, please DO NOT CLICK NEXT here.

Instead, please click on "Return for Revision" (bottom of page) to send the document to the originator.

If you sign the document, it will go forward to IEC.

You will get another chance to review the document after IEC, CCD (if instructional), and the Vice President have provided comments.

IEC: Please provide feedback on this Program Review

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CCD Reviewer

1. **Once you click the checkbox button below, scroll to the bottom and**
2. **Click on "Return for Revision" to send the document to the originator. DO NOT CLICK NEXT. When you click on Return for Revision, you will be given a page to provide your feedback.**

* ☐ I have completed the CCD Review

Vice Presidents - If you would like to return this document to the originator, prior to the Dean's 2nd review, please DO NOT CLICK NEXT here. Instead, please click on "Return for Revision" to send the document to the originator. If you want to see the document again, please remove any comments from this page and add your comments on the email page that appears after you return the document.

If you sign the document, it will go back to the dean for a final review. If the dean forwards the document without returning it, the document will be locked, and the originator will not able to incorporate the feedback from the reviewers.

Please provide feedback here. When finished, click on "Return for Revision" at the bottom of this page.

Vice President: Please provide feedback on this Program Review

DEAN'S ASSESSMENT OF POTENTIAL FUNDING METRICS

Which of the following ***might*** be a potential funding source for any of your requests? (Mark all that apply - or skip if not applicable)

- ☐ **Equity:**Help disproportionately impacted students outside the classroom to either come to the college (access), stay in college (retention), complete transfer-level math or English, complete their degree/certificate, or transfer to a 4-year institution.
- ☐ **Higher Education Emergency Relief Fund (HEERF II)**: Assist students impacted by the COVID-19 pandemic
- ☐ **Lottery:** Purchase of instructional materials to be used by students in the classroom.
- ☐ **State Funded Equipment:** Any equipment considered that will last more than a year and costs more than $5,000 that is used within the classroom.
- ☐ **Workforce Development:** Improve the access, retention, or degree/certificate/career attainment for students in non-credit, Career Education, or career development