Task Details Report

Objective: 623 - Administrative Services - Division Office

Objective Description:

Problem: College employees want more transparency and communication regarding determining budgets. The Spring 2016 Campus Governance survey data indicates 40% (46) of respondents do not agree that there are opportunities to participate in the development of financial plans and budgets.
SAO: College employees will have opportunities to participate in the development of financial plans and budgets.

Start Date:	Task Type:	Priority Level:	Task Order:
2/28/2017	Departmental Action Plan	Low	1

Due Date:	Completion Date:	Task Status:	Budget:
		New	$0

Provide ongoing information about budgeting timeline, processes, and results to the campus community. This can be done formally (e.g., Planning and Budgeting Council) or informally (e.g., conversations about college budget).

Minimum expectation for success: Decrease the percentage or number of responses on the Campus Governance Survey (Q12) to 35% or 40 responses (from 40%, 46 responses) by 2017 and 30% or 35 responses by 2018.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Office of Administrative Services
Unit Manager: Lead Staff, Admin Services

Objective: 626 - Budget Office SAO

Objective Description:

Problem: Too many internal findings for procurement cards.
SAO: Employees will have opportunities to participate in the development of financial plans and budgets.

Start Date:	Task Type:	Priority Level:	Task Order:
2/28/2017	Departmental Action Plan	Low	1

Due Date:	Completion Date:	Task Status:	Budget:
		New	$0

Complete internal procurement card document audits every semester.

Minimum expectation for success: At least 50 out of 70 procurement cards will have proper documentation every semester.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 631 - Grants and Compliance Office

Objective Description:

Problem: Outdated and inconsistent information available to campus regarding grants
SAO: Faculty and staff will have information and documents available regarding grants.

Start Date:	Task Type:	Priority Level:	Task Order:
2/28/2017	Departmental Action Plan	Low	1

Due Date:	Completion Date:	Task Status:	Budget:
		New	$0

Update the grant webpage with current information and resources and communicate updates with campus.

Minimum expectation for success: Update page will have at least 10 hits in the first year.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 633 - Faculty Payroll SAO

Objective Description:

Problem: Inconsistent communication of timelines for adjunct payroll
SAO: Adjunct faculty will get paid timely and accurately.

Start Date:	Task Type:	Priority Level:	Task Order:
2/28/2017	Departmental Action Plan	Low	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Set monthly payroll deadlines and sent to Divisions. Send reminders to divisions to submit timesheets in order to meet payroll deadline. Audit monthly reports for accuracy.

Minimum expectations for success: 99% of faculty get paid on scheduled pay date <1% special check request; < 5% of adjustments of underpayment and overpayment (errors in inputs, changes in assignments)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 634 - Professional Development SAO

Objective Description:

Problem: College-wide professional development lacks cohesion
SAO: Campus employees will learn and refine skills and competencies in a variety of areas pertaining to learning and teaching, communication and collaboration, and career and personal growth and development.

Start Date:	Task Type:	Priority Level:	Task Order:
2/28/2017	Departmental Action Plan	Low	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Create a campus-wide professional development program of regular professional development opportunities for faculty, staff, and administrators, including resources. Program of opportunities (calendar of activities) will be based on campus-wide needs assessment as well as other needs as they arise (responding to local and world events, new College and District initiatives, state and federal guidelines, etc.)

Minimum expectations for success: Collective attendance reaching 75 campus community members in a one-year cycle of programs (2017-18). On a 3-point Likert-type scale, feedback will indicate that the sessions are average to meaningful (2.5 average).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 636 - Short-term Hourly and Studnet Payroll SAO

Objective Description:

Problem: Paperwork for student hires is not submitted nor are student worker timesheets approved within when needed for timely processing
SAO: Approvers will have detailed information about hiring paperwork and payroll deadlines before each peak hiring time in order to ensure timely and accurate records and payment of temporary workers.

Start Date:	Task Type:	Priority Level:	Task Order:
2/28/2017	Departmental Action Plan	Low	1

Due Date:	Completion Date:	Task Status:	Budget:
		New	$0

Determine peak hiring times and send emails to potential approvers 1 – 2 weeks prior to peak times (2 emails per semester). Keep a log of peak times during the semester. Review payroll reports, paperwork received, email history, and spreadsheet log.

Minimum expectations for success: Decrease the late submission of hiring paperwork by 2% over 3 semesters.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Office of Administrative Services
Unit Manager: Lead Staff, Admin Services

Objective: 638 - Cashiers' Office SAO

Objective Description:

Problem: Students dropped for nonpayment impacts college enrollment and student success

SAO: Decrease the number of students being dropped for non-payment.

Start Date:	Task Type:	Priority Level:	Task Order:
2/28/2017	Departmental Action Plan	Low	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Call (through SARS), email, and send postcards to students who are in jeopardy of being dropped for late payment.

Minimum expectations for success: Reduce the number of students dropped by 2% per semester

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Office of Administrative Services
Unit Manager: Lead Staff, Admin Services

Objective: 639 - Shipping and Receiving SAO

Objective Description:

Problem: The U.S. Postal Service comes to campus at inconsistent times reducing efficiency of mail delivery throughout campus
SAO: Ensure security and timeliness of mail and package delivery throughout campus.

Start Date: 2/28/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: $799

Request a secure mail bin and communicate new process for mail delivery with the U.S. postal service carrier, including providing a key for the mail carrier. Identify the number of times Cañada's Shipping and Receiving Clerk delivers mail to the post office/mail is not picked up at Cañada because of inconsistent delivery times until secure mail bin is installed (logging the number of times mail is not sent or delivered; log the number of times the Shipping and Receiving Clerk brings outgoing mail to the post office.)

Minimum expectations for success: Once the mail bin is installed, the mail will be delivered and picked up on 98% of delivery days.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Administrative Services	Courier Box	$799.00	$799.00

Assignment Details:

Name:	Email:
No Data to Display	