Santa Rosa Junior College

Program Resource Planning Process

VP Finance and Admin Services 2022

1.1a Mission

The mission of Financial and Administrative Services is to fulfill the administrative needs of the college in the areas of accounting, budget, finance, payroll, purchasing, graphics, facilities, information technology, police services and risk management. By providing these services both efficiently and effectively, the college is able to maximize the use of its resources to provide educational opportunities to, and cultivate learning development of, our diverse community.

1.1b Mission Alignment

By providing sound business management and campus safety, Finance and Administrative Services ensures an ongoing safe and stable environment for students to learn and for employees to work.

1.1c Description

Finance and Administrative Services oversees a $100 million annual budget and a variety of operational departments including Accounting, Payroll, District Police, Purchasing, Logistics, Facilities, Information Technology and Risk Management. The Vice President, Finance and Administrative Services, in a risk management capacity, coordinates with Finance and Administrative Services staff to manage the District's insurance needs. The department also works closely with the Senior Director of Capital Projects to administer the financial aspects of bond-funded capital improvements within the District.

1.1d Hours of Office Operation and Service by Location

Except during the summer, when the school is closed on Fridays, the office operates Monday through Friday, from 8:00 a.m. to 5:00 p.m.

1.2 Program/Unit Context and Environmental Scan

The non-personnel costs for Finance and Administrative Services are comparatively higher than the corresponding District percentage for non-personnel costs. This is because Finance and Administrative Services is solely responsible for covering large District-wide costs such as insurance, legal fees, and the cost of the annual audit and other operational expenses.

2.1a Budget Needs

The amounts budgeted for Finance and Administrtative Services are used effectively.

As a percentage of overall expenses, Finance and Administrative Services has a higher percentage of non-personnel expenditures as many district-wide expenditures, such as insurance, legal fees and the costs associated with the audit and other operational expenses are made from this unit.

The budget for legal expenses could become inadequate should the District experience a large, unexpected rise in the amount of its legal activity.

At the moment, additional funding is not deemed necessary.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Vice Pres, FInance and Administrative Services	40.00	12.00	Oversees Finance and Administrative Services Operations and component departments.
Confidential Exec Asst, Bus Sv	40.00	12.00	Supports the Vice President of Finance and Administrative Services and operations.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties

2.2d Adequacy and Effectiveness of Staffing

The unit ratio is higher than the district average due to its small size, and the type of personnel required to perform the type of work handled by this group.

For its function, and at current workload levels, the staffing of the Finance and Administrative Services unit is both adequate and effective.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type

2.3a Current Contract Faculty Positions

Position	Description

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description

2.3c Faculty Within Retirement Range

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description

2.5b Analysis of Existing Facilities

Given this unit's current staff, the facilities are adequate.

3.1 Develop Financial Resources

The Finance and Administrative Services component includes the District's financial budgeting and reporting activities. These activities influence District decisions on the use of financial resources, as well as identify areas of potential revenue enhancement.

3.2 Serve our Diverse Communities

Hiring committees for Finance and Administrative Services positions are provided orientation regarding diversity issues and address each candidate's experience and awareness about diversity.

The Finance and Administrative Services unit promotes diversity by recognizing the wide variety of individuals that constitute the campus community, and respecting the differences. Sensitivity and awareness are important keys to successful human interaction, and these are discussed and valued in this unit.

3.3 Cultivate a Healthy Organization

3.4 Safety and Emergency Preparedness

District Emergency Preparedness is overseen by the District Police Department which is a reporting unit of Finance and Administrtaive Services (please refer to the District Police PRPP information).

Shannon O'Reilly of the Accounting Department is the Safety Leader for the department.

3.5 Establish a Culture of Sustainability

As a "business office", increased use of electronic messaging and document storage have been the primary efforts towards greater sustainability practices. The Finance/Admin unit is continuously looking at ways to use less water and energy, as well as adopting improved, environmentally friendly processes and products.

4.1a Course Student Learning Outcomes Assessment

4.1b Program Student Learning Outcomes Assessment

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7

4.2b Narrative (Optional)

5.0 Performance Measures

The Finance and Administrative unit primarily oversees the activities of its subordinate reporting units, which do produce measurable performance outcomes.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0003	ALL	06	07	Continue to provide high level support of the District's other Component areas, staff and students, as well as strive to support the District's vision and mission.	Provide the the resouces and other services needed by the District to help all of the District's departments run smoothly	ongoing	none

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0003	ALL	06	07	Continue to provide high level support of the District's other Component areas, staff and students, as well as strive to support the District's vision and mission.	Provide the the resouces and other services needed by the District to help all of the District's departments run smoothly	ongoing	none

6.3b Institution-Wide/Cross-Component Planning

Rank	Location	SP	M	Project Name	Funding Source	Cost	Objectives	Justification	Resources
0001	ALL	07	07	Healthy Organization / Long Range Plan	Operating Fund	$0.00	In conjunction with the President and the other Components, identify ways to continue to implement the Long Range Plan back to fiscal stability	The fiscal health of the organization are critical to its ongoing operations.	