

Report on Implementation of Continuous Improvement Process  
Summer2017

A. CI Process, Cycle, and Process Lead

1. CI Process: Budget Development & Resource Allocation
2. CI Cycle (semester/year & frequency): Each year of 2014, 2015, 2016, 2017, and 2018 for evaluation of prior fiscal year budget and January/February 2014, 2015, 2016, 2017, and 2018 for review of current mid-year budget.
3. CI Process Lead: CBO (Chief Business Officer) and Controller

B. Evaluation of the CI Process Implementation for the Most Recent CI Cycle

This section asks you to evaluate what was accomplished overall in the most recent cycle.

4. When was your most recent CI Cycle?

From: January 2016 To: January 2017

5. Was the CI process implemented as stated in the completed template?  
 Yes  No Not Applicable

If not, why not? What were the primary challenges or obstacles?

Î I'm not sure that one was completed for this period.

6. Based on the list of elements (who or what) that were scheduled to be evaluated, how many were (or how much was) scheduled, and how many were (or how much was) completed?

Î The fiscal health of the District is evaluated continuously through the use of monthly financial statements, monthly budget update reports to the Board of Trustees, and quarterly financial reports which are sent to the Chancellor's Office.

7. List significant modifications that were made to the process if any in that cycle stating the reasons for having made the modifications and the improvements, if any, that resulted.

Î Not applicable

8. List significant modifications that have been made or will be made to the process for the next CI cycle stating the need for them and the specific improvement desired

Î For the FY 2017/18 Budget build process, we did not use Colleague's Budget Management Module because feedback was that it was cumbersome for some staff and that multiple users could not be on the system at the same time. Instead, budget spreadsheets were distributed, adjusted and returned. Next year, we will use Position Control for staff budgeting.

Î The tentative budget submittals need to occur earlier than occurred this year. There were several personnel challenges and changes this year in the Business Office. The budgets were sent out before spring break and the campus replied that this was a bad timing. This led to most of the requests coming back to us late. We will adjust for FY 2018/19

9. Please provide any additional comments about your process implementation.

Î The Purchasing department was integrated into Business Services from Facilities. We are adjusting business processes to streamline interaction between Purchasing and Accounts Payable.