ASUR Agenda

Friday, October 25, 2013

1. Welcome
2. Police presentation rescheduled to November 22, 2013 due to conflict-Informational
3. Development of Scoring Matrix:
    a. Eileen: Review of Reedley's Program Review Rubric-Informational
    b. Tabitha: Review of FCC's Program Review Rubric-Informational
    c. Action: Integrated changes into new rubric for committee.
4. Other-N/A

Administrative Services Unit Review (ASUR) Response Team Meetings

November 22, 2013

Minutes

Present: Eileen Apperson-Williams, Donna Berry, Jothany Blackwood, Doris Griffin, Dan Hoffman, Robin Torres, Tabitha Villaba

Absent: Ben Andersen, Michael Bourbonnais, Diane Clerou, Ed Eng, Jennifer Johnson, George Railey, Michael Stannard

1. Spring 2014 Schedule for Meetings and Presentations: Police, Accounting, & Transportation

    - Established meeting schedule for Spring 2014 as follows:

        o January 31 – Regular meeting

        o February 28 – Presentations – Police and Accounts Receivable

        o March 28 – Presentation – Transportation

        o April 25 – Regular meeting

    - Jothany will send an outlook invitation for the meetings

    - Jothany will confirm Accounting group to present

2. Identify Date for Training: Accounting Services/Accounts Receivables, International Education, Grounds Services, and Warehouse

    - Training for groups writing their ASUR report will be January 29, 2014 from 3:00-4:30 p.m.

- Jothany will clarify with Glynna Billings Accounting group to participate in training

3. Update on District Annual Operational Plans

    - Operational Plans are due December 6, 2013

    - Plans will be reviewed by the Executive Management Team January 2014

4. Continue Review of Rubric

    - Draft ASUR rubric was reviewed by the group and the landscape version was preferred with slight changes to include "Comments:" in the Does Not Meet and Meet columns

    - Tabitha will revise the document and send to the group

    - The rubric will be included in the training in January

5. Other: Annual Report

    - As ASUR is on a four year cycle, it was suggested an annual report be part of the ASUR process to allow departments to report on progress and changes in their departments occurring between ASUR cycles. Reedley College and Willow complete these as part of their program review process and Fresno City College is in discussions to include an annual report. Jothany indicated it may be best to incorporate new processes after the entire District Office has participated in the ASUR process at least once as this is still new to many areas. Doris and Eileen will forward the templates from Willow and Reedley for the group to review. The group will review and discuss the forms and process at the January meeting.

Administrative Services Unit Review (ASUR) Response Team Meetings

January 31, 2014

Minutes

Present: Dan Hoffman, Eileen Apperson-Williams, Jothany Blackwood, Ben ___, Doris Griffin, Tabitha Villalba, Jennifer Johnson

Absent: Diane Clerou, Donna Berry, Ed Eng, George Railey, Robin Torres, Michael Bourbonnais, Michael Stannard ?

1. Spring 2014 Schedule for Meetings and Presentations: Police, Payroll, & Transportation

    a. February 28 Police and Transportation will present

    b. March 28 Accounting Services and Accounts Receivable will present

    c. April 25 will be a business meeting

2. Reschedule Date for Training: Accounting Services/Accounts Receivables, International Education, Grounds Services, and Warehouse

    a. Payroll, Grounds Services, and Warehouse will be trained Wed. Feb. 12, 8:30 a.m. to 10 a.m. (location DO Board Room?). Dan, Doris, and Tabitha will assist Jothany with the training that day.

b. Training for International Education has been moved to fall 2014 due to staffing changes.

3. Update on District Annual Operational Plans

a. Jothany reported that the District Annual Operational Plans were being reviewed and prioritized by four principles today. They will look at District Funds for their planning initiatives.

4. Continue Review of Rubric

a. Tabitha typed a new version and emailed it prior to this meeting.

b. Jothany asked Tabitha to train the ASUR team at the next ASUR meeting for the first 30 minutes of the meeting before the Police presentation.

5. Other

ASUR Meetings

April 26, 2014

Maintenance & Operations – Carl Simms

Recommendations:

1. Standardization of services provided across the district by the M&O department
2. Coordinate and initiate dialogue with Building Services to staandardize
3. Develop a "one call" system for people to notify for assistance
4. Automation of work order system, at a minimum MSR on line submission
5. Better define the staffing needs that is "affordable" by the district and perhaps establish a transition plan to get to optimal staffing/ square foot

Accommodations:

1. Research on Industry Standards is excellent.
2. Use and philosophy of student workers to "change student's lives"
3. Even though the staff has reduced in number, the M&O department has continued to maintain our facilities extremely well.
4. Very well written report, integration of research, comprehensive
5. The manager and staff are very helpful and easy to work with.

Comments:

1. Provide better definition of "dangerous carts" & the extent of safety concerns vs danger.
2. Clear definitions of scope of responsibility, perhaps a Flow chart of who to contact for what. (ie: bldg. serv vs. M&O) each campus is different
3. Include funding for Work Order system in operational budget Part B for current year
4. Resources to explore green resources?   Using grants & Prop 39 to provide efficiency studies. (Ie: solar, energy efficiencies)

Accounts Payable

Recommendations:

1. Encourage the use of automation to streamline processes & gain efficiencies. Revisit the capabilities of DataTel systems.
2. Visit other DataTel districts to explore the automation of our processes.
3. Standardize A/P across the district to include processes to include Co-curricular.
4. Bullet the work flow to outline services each area provides (A/P; Purchasing; Campus Business Office)
5. Organization of Forms and finding resources on the Intranet (make it "pretty")
6. Work with database manager to create an error report to assist in system data entry or update system to allow for faster data entry. Report to assist in data mining, maybe utilize sequel.
7. Evaluate process and procedures currently used to process requisitions (ie authorization levels, approvals, etc.) to streamline processes and procedures
8. Create handbook to assist end users (ie Admin Aides) in finding information on line to find their needs.

Accommodations:

1. Use of students to give our students experience and opportunities to permanent employment. (p 8)
2. Streamline process of check runs to 1/week
3. Sustaining the level of staff to meet the needs our the district and our customers
4. Appreciate the power point presentation to guide the discussion
5. Annual Operational Budget matched Admin Serv Unit Review document

Comments:

1. Good to address process & guidelines of who does what?
2. Comparison of staffing levels with other districts.
3. Using DataTel systems to gain efficiencies in automation.
4. Reduce check runs to 1/week
5. Finding information on where a requisition and/or payment is in the process – use of inquiry screens
6. Written processes and procedures

Purchasing:

Recommendations:

1. Standardization of processes across the district, including co-currilcular
2. Maximize the use of DataTel to automate processes as much as feasible
3. Visit other DataTel districts to evaluate best practices and other uses of system
4. Consistent representation at CCC DUG to gain ideas & fully utilizing our DataTel system
5. Evaluate process and procedures currently used to process requisitions (ie authorization levels, approvals, etc.) to streamline processes and procedures
6. Update Intranet to have Q&A, guidelines, processes
7. Work flow with bulleted matrix of duties & responsibilities with and between A/P & Purchasing

Accommodations:

1. Utilize staffing to process all the district's purchasing needs. Transition seamlessly to the colleges and campuses in replacing staff.
2. Transitioning to the putting more information online and on the Intranet.
3. Efforts to add value to processes
4. Efforts to maximize our dollars to find the "best deal" for the district

Comments:

1. Providing information at new employee orientation vs within the handbook or guidelines.
2. Training within the district on policies and compliance
3. Lead times for processing T&C and associated requisitions for hotels, registration, etc.