

Division: Administrative Services

Department: Dean-Administrative Services

Director or Chair: Debra Fitzsimons, Dean

Program Description: The Grossmont College Office of Dean, Administrative Services is responsible for administrative and business operations such as Accounting (liaison to the District), Bookstore (contract management), budget development, planning, and monitoring (relationship with District and Planning & Budget Council), Campus Business Services and Communications, Cashiering & Accounts Receivable, Facilities Maintenance, Grounds, Operations, Construction Management (liaison with District and outside contractors), Food Service (contract management), Grant Reporting/Monitoring, Public Safety (liaison with District), Risk Management (liaison with District), District Business Services and Purchasing/Contracts (campus approval and liaison), Payroll and Personnel (liaison to District), and Printing Services. The goal of the Administrative Services unit is to provide a firm foundation of administrative excellence to the college faculty, staff, and students.

Activities

Activity #1:

Continue to develop budget analysis and processes in which to improve budget information and reporting. Provide campus constituency groups, such as Planning and Budget Council, with timely, accurate, and factual budget and fiscal information, to assist in the processes for making related recommendations and decision-making. Hire and train budget analyst.

Benefits:

Campus constituency groups need to keep informed regarding budget information and other related issues. Good communication and developing good processes for providing this information on a regular basis will be important, especially for the next fiscal year with anticipated state budget reductions.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 3, 3.5

Activity #2:

The Dean-Administrative Services will continue to work with District staff to improve business processes, budget information, and work together on common issues for resolution.

Benefits:

Improved Business processes, better communication, more effective working relationships and environment. Improved communication and information provided to campus.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 3, 3.7

Activity #3:

Review structure of divisional departments to increase customer service and improve workflow processes. Hire all replacement classified positions within the unit.

Benefits:

Improve customer service and productivity to better service students, faculty, and staff. Assist with serving instructional and student services needs and provide much needed stability in the unit. Increase employee morale.

Requirements:

Curriculum Development?	N
Equipment?	Y
Facilities?	N
Marketing?	N
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 3, 3.7

Activity #4:

Improve communication of important information related to budget and facilities to campus, including new web-site, campus wide e-mails, signage, reporting out to campus committees and other methods.

Benefits:

Improved communication campus wide. Promote campus awareness of budgetary information.

Requirements:

Curriculum Development?	N
Equipment?	Y
Facilities?	Y
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 3, 3.5

Activity #5:

Divisional staff will participate in service training related to business practices, fiscal/technical improvements, and budgets to increase productivity, improve technical skills, knowledge/abilities and customer service.

Benefits:

Improved communication campus wide. Promote campus awareness of budgetary information.

Requirements:

Curriculum Development? N

Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 3, 3.5

Additional Planning Activities

1. Work with division staff regarding impacts of budget reduction to Administrative Services division and ability to serve campus effectively. Provide leadership and assist with budget analysis for College Savings Task Force.
2. Provide leadership on Proposition R and facilities related activities.

3. Continue to work with Food Services and Bookstore vendors in efforts to improve services to campus.
 4. Work with program managers to improve restricted funds budgeting, preparation, monitoring, and fiscal processes.
 5. Streamline business processes for restricted funds, and for other business processes.
 6. Explore ways to improve employee morale in unit.
 7. Improve travel procedures/work flow.
 8. Improve key control system and data bases. Improve campus security through improved processes and educational awareness.
 9. Led Accreditation IIID Fiscal Resources Team for the next Accreditation Study.
 10. Work on next Food Service and Vending Proposal for the proposed Student Center/Student Services Complex Building.
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Accomplishments

Accomplishment #1:

Created extensive budgetary information, reports, budget models for analyzing campus budget.

Goals and Objectives: 3, 3.5

Accomplishment #2:

Improved budget preparation processes.

Goals and Objectives: 3, 3.7

Accomplishment #3:

Provided leadership in Proposition R related activities.

Goals and Objectives: 4, 4.1

Accomplishment #4:

Created Administrative Services web page.

Goals and Objectives: 3, 3.5

Accomplishment #5:

Continued to improve and maintain safe, clean, attractive, accessible, and ecologically sound campus facilities and grounds.

Goals and Objectives: 5, 5.6

Accomplishment #6:

Developed regular communication between District staff and CBO.

Goals and Objectives: 6, 6.6

Accomplishment #7:
Decreased lines at Cashier Window

Goals and Objectives: 3, 3.5

Accomplishment #8:
Analyzed budget development process for areas of improvement.

Goals and Objectives: 3, 3.2

Accomplishment #9:
Worked with the food services vendor, Aztec Shops, to improve all aspects of food service to campus.

Goals and Objectives: 1, 1.3

Accomplishment 10:
Identified methods and mechanisms to improve restricted funds business processes.

Goals and Objectives: 3, 3.6

Additional Accomplishments:

11. Worked with District staff on methods to improve purchasing processes.
12. Revised budget worksheets to make more user friendly.
13. Developed methods of improving communication to campus on facilities/construction/maintenance issues.
14. Continued to identify funding to improve classrooms and facilities on campus.
15. worked with Maintenance, Custodial, and Grounds to improve services to the Campus.
16. Worked with Campus Police and Cashier Office to improved mail center security.
17. Worked with Printing and Duplicating Services on customer service and technological improvements.
18. Worked with the Bookstore Committee to improve processes for students.
19. Provided leadership on College Savings Taskforce.
20. Continued to work with Administrative Services Council to improve services to the campus.
21. Worked on the design of the Food Service area and Food Service Master Plan.
22. Ability to download information and reports from financial system and look up payroll information online.

23. Obtained new mail postage machine with the ability to track postage charges and save time processing.
24. Met the required 50% recycle (trash diversion) rate State mandated for 2004 under AB75 and expanded the program.
25. Held an EOC simulation in October and training for the department.
26. Held an EMP Planning Retreat for Administrative Services Council.
27. Worked with EOC Working Group to improve campus emergency preparedness.