

**HAWAII COMMUNITY COLLEGE
ANNUAL UNIT REVIEW**

**ADMINISTRATIVE AFFAIRS
BUSINESS OFFICE**

APRIL 2, 2007

Jodi Mine
ANNUAL UNIT REVIEW
Business Office
April 2, 2007

I. Narrative and Analysis of Data

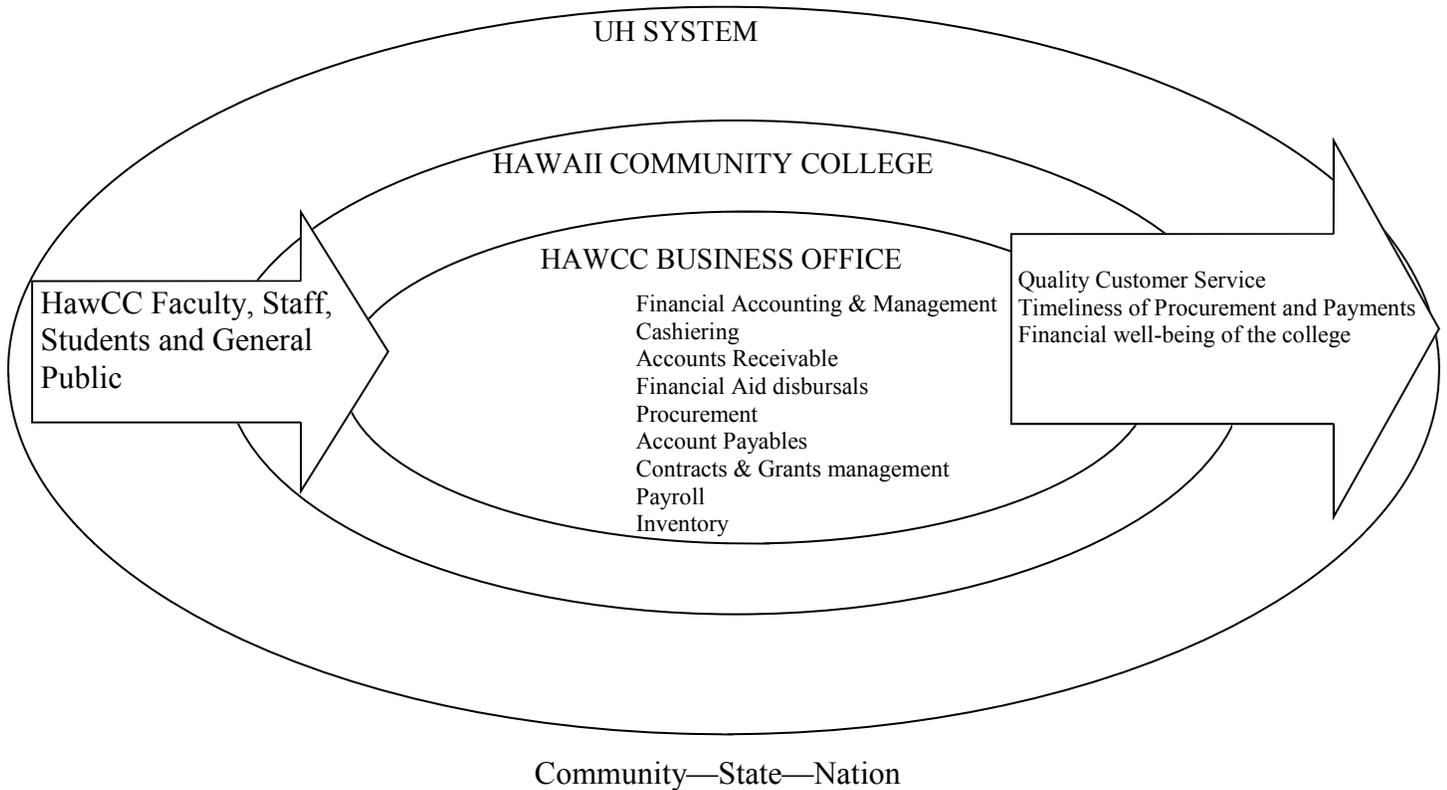
a. Statement on the mission or purpose of the unit, including the target student population;

The mission of the college is Hawaii`i Community College promotes student learning by embracing our unique Hawaii`i Island culture and inspiring growth in the spirit of E`Imi Pono. Aligned with the UH Community Colleges system`s mission, we are committed to serving all segments of our Hawaii`i Island community.

The mission of the Business Office unit is to provide the fiscal support services for Hawaii Community College. The unit supplies support for accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, and payroll. Additionally, the unit supports the increasing needs for planning and development, all of which contribute to student learning. The exception to these services is the monitoring of UH Foundation accounts.

b. Information on external factors affecting the unit;

Hawaii Community College
Business Office
Program Map



c. Required external measures, if applicable;

Not applicable

II. Update or Create Your Action Plan including Budget Request with Justification, if needed.

1. Continue to provide services with an open door policy to all segments. This is to accommodate requests that come in for information and assistance from staff, faculty, students and the general public.
2. Provide opportunities for staff development, training sessions, and staff meetings for the Business Office. This may include the closure of the counter in an interval during the workday.
3. Develop and implement security measures for the Business Office location. During the preparation of this program review, a robbery occurred on October 6, 2006. This event demonstrated the need to enhance existing security measures. This is to ensure not only the safeguarding of revenues collected but also, more importantly, the safety of employees themselves.
4. Explore and obtain more space to store fiscal documents which contain sensitive, confidential information.
5. Continue to develop and implement, at least two fiscal training sessions and/or informational sessions annually for the staff and faculty of HawCC.
6. Develop and implement a faculty and staff satisfaction survey. This survey would assist in the satisfaction measurement of the internal operations, which includes but not limited to the quality of service and the timeliness of service. The survey would also serve as a vehicle in determining training sessions.
7. Develop a methodology, in which the time it takes to measure the processing of documents and requests can be measured, taking into account non-receipt of required documents and processing errors by the field.
8. Continue to evaluate and improve accountability for revenue, which includes non-credit and revenue generated by the trade and other programs.

Data Chart

Document Type	FY 2006
UH FMIS	1410
Purchase Order	
P-Card	1653
Auth for Payment	176
Departmental Checks	260
Payroll JV	541
Non-payroll JV **	205
Inter-Island TCR	318
Out-of-State TCR	18
A/R Invoices at FYE	84
UH FMIS Total	4665
*RCUH	
Purchase Order	315
Direct Payment	170
Payroll JV	9
Non-Payroll JV	7
Inter-Island TCR	148
Out-of-State TCR	18
RCUH Total	667
UH FMIS/RCUH Total	5332

*Note: RCUH Direct payments include, AFP, mileage reimbursements, petty cash replenishments and other direct payment transactions. RCUH Payroll and other JV entries are processed by RCUH accounting staff; therefore, this is not a workload issue for CC staff.

**FMIS Non-payroll JV counts include manual JV transactions which include general, payroll, and 13th month accrual JV's

The UH FMIS and RCUH fiscal transaction counts exhibit an increase in the total number of fiscal transactions for the assessment period FY 2006. From FY 2003 to FY 2006, the transactions have increased nearly 20%. Overall, the Purchase order transactions have decreased due to the implementation of the P-Card program, which allows departments more flexibility in procurement. However, workload has not decreased since P-Card transactions require monitoring, maintenance, and follow up with these departments. Also, purchase orders and p-cards have seen an overall increase in the number of transactions.