

# Milestone FY10 Department Goal Progress Assessment Report - Finance and Administration

6/1/2011

Strategic Goals	Measure	Wt.	Baseline	Baseline FY	1st Year Milestone Target	1st Year Actual	1st Year Assessment	2nd Year Milestone Target	2nd Year Actual	2nd Year Assessment	3rd Year Milestone Target	3rd Year Actual	3rd Year Assessment	Target FY12	Target FY13	Target FY14 / Final Target	Final Target Date
					FY09	FY09	FY09	FY10	FY10	FY10	FY11	FY11	FY11				

## FINANCIAL OPERATIONS

<b>Goal 1: Ensure proper recording and reporting of funds</b>	Annual audit			FY09	Unqualified opinion/ no material weaknesses	Unqualified / No Material Weaknesses	Met / Met	Unqualified opinion/ no material weaknesses	Unqualified / Material Weakness (Capital Campaign accounting)	Met / Did not meet	Unqualified opinion/ no material weaknesses			Unqualified opinion/ no material weaknesses	Unqualified opinion/ no material weaknesses	On going	
<b>Goal 2: Maintain an effective financial planning and budgeting process aligned with the College's mission and strategic plan</b>	Audited Financials: Statement of Activities (Unrestricted)			FY09	\$0 or net gain	\$272,424	Met + \$272,424	\$0 or net gain	\$175,256	Met + \$175,256	\$0 or net gain			\$0 or net gain	\$0 or net gain	On going	
	Balanced budget approved by June 30 annually			FY09	Distribute new annual budget by July 1 annually	June 30 approved and distributed	Met	Distribute new annual budget by July 1 annually	June 19 approved and distributed	Met	Distribute new annual budget by July 1 annually			Distribute new annual budget by July 1 annually	Distribute new annual budget by July 1 annually	On going	
	Budget actuals			FY09	Distribute budget actuals monthly	Actuals - 12 months distributed	Met	Distribute budget actuals monthly	Actuals - 12 months distributed	Met	Distribute budget actuals monthly			Distribute budget actuals monthly	Distribute budget actuals monthly	On going	
	6 S.G Committee Assessment Reports/ 7 Department Assessment Reports			FY10	N/A	N/A	N/A	6 / 8	6 / 7	Met / Did not meet - 1	6 / 7			6 / 7	6 / 7	On going	
<b>Goal 3: Ensure there are effective controls over cash</b>	Bank Reconciliations			FY09	Reconciled within 30 days	12 months - reconciled within 30 days	Met	Reconciled within 30 days	12 months - reconciled within 30 days	Met	Reconciled within 30 days			Reconciled within 30 days	Reconciled within 30 days	On going	
	Annual audit			FY09	No material weaknesses in cash controls	Cash controls - No material weaknesses	Met	No material weaknesses in cash controls	Cash controls - No material weaknesses		No material weaknesses in cash controls			No material weaknesses in cash controls	No material weaknesses in cash controls	On going	
<b>Goal 4: Manage cash flow to optimize balances</b>	Interest on operating funds		\$22,198	FY08	Increase by 3%	\$18,360	Not Met - decreased 18%	Increase by 3%	\$12,804	Not met - decreased 31%	Increase by 3%	\$7132		Increase by 3%	Increase by 3%	On going	
	Returned Checks - Insufficient Funds		\$0	FY08	0	0	Met	0	\$0	Met	0			0	0	On going	



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					FY09	FY09	FY09	FY10	FY10	FY10	FY11	FY11	FY11				

## HUMAN RESOURCES

<b>Goal 1: Maintain a system of personnel resource allocation that ensures adequate faculty, staff and administration is available and aligns with the College's Strategic Plan</b>	Number of positions		23	FY08	25	25 (add fin aid & development)	Met	25	26 (add maintenance)	Met	27	27 Dean/Dir IA	Met	31	32	33	
	Additional Budget \$\$\$ Allocated				2 positions	2	Met - hired 2	0	1	Met - Replaced biding mgt with maintenance employee	1 position	1	Met	4 ( 1FT / 3 PT)	1	1	
<b>Goal 2: Provide adequate faculty and staff professional development</b>	(3 ) A.C's attend professional development annually (alternate between departments)		0	FY09	N/A	N/A	N/A	3	1	Not Met	3			3	3	3	
	(3) departments to attend accreditation training annually (alternate between departments)		0	FY09	N/A	N/A	N/A	3	4	Met	3			3	3	3	
	2 on-site accreditation workshops annually (consulting budget)			FY11	N/A	N/A	N/A	N/A	N/A	N/A	2			2	2	2	

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					FY09	FY09	FY09	FY10	FY10	FY10	FY11	FY11	FY11				

## INFORMATION TECHNOLOGY

<b>Goal 1: Ensure availability of key information technology resources to enable operations and achievement of strategic plan goals</b>	Time line/ budget for: Fin Aid Software		0% Complete	FY08	N/A	N/A	N/A	N/A	N/A	N/A	25%	25%	Met	100%			01-Feb-12
	Time line/ budget for New Servers		0% Complete	FY08	N/A	N/A	N/A	N/A	N/A	N/A	100%			Complete	Complete	Complete	01-Feb-11
	Time line/ budget for Centrally Managed Wireless System		0% Complete	FY08	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		100%		01-Aug-12
	Time line/ budget for replacement of Area Coordinator's desk tops with lap tops		0% Complete	FY08	N/A	N/A	N/A	1	1	Met - Photo	2	2	Met - animation	3	4	6	
	Time line/ budget for student laptop classroom outfit		0% Complete	FY08	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	25%	50%	100%	01-Sep-13
<b>Goal 2: Provide information technology resources in a manner that is efficient, effective, and satisfactory to users</b>	Faculty Survey		38% (Above Average /Excellent)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	42%	45%	47%	
	Student Survey		79.4% Very Satisfied & Satisfied	2005	N/A	N/A	N/A	81%	64%	Not met	66%			68%	70%	72%	

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## STUDENT FINANCIAL SERVICES

Goal 1: Optimize availability and prudent use of financial aid to prospective students	Schedule for transition to Direct Lending		0%	FY09	N/A	N/A	N/A	33% (Direct Plus offered)	33%	Met	100%						2010/2011 Academic Year
	Schedule or implementation of new financial aid software		0%	FY10	N/A	N/A	N/A	N/A	N/A	N/A	20%			100%			01-Feb-12
	DCAD Need Grant (% Variance to budget)		3.5%	FY08	7%	28.8%	Not Met +21.1%	7%	19%	Not met +12%	7%			7%	7%	7%	On Going
Goal 2: Provide financial aid services to students in a manner that is efficient and satisfactory to users	All award packages emailed		0%	FY09	N/A	N/A	N/A	100%	100%	Met	Complete			Complete	Complete	Complete	Fall 2009
	Materials on website updated annually		0%	FY09	N/A	N/A	N/A	100%	100%	Met	100%			100%	100%	100%	On Going
	Student Survey		35.3% Very Satisfied & Satisfied	FY06	N/A	N/A	N/A	N/A	N/A	N/A	75%	71%	Not Met -4%	75%	75%	75%	On Going
Goal 3: Maintain internal controls over granting and administration of financial aid to ensure appropriate use of resources and compliance with Title IV requirements	A-133 audit		Adverse opinion/ material weaknesses	FY08	Unqualified opinion/ no material weaknesses	Unqualified opinion/ material weaknesses	Met / Not Met	Unqualified opinion/ no material weaknesses	Unqualified opinion/ no material weaknesses	Met / Met	Unqualified opinion/ no material weaknesses			Unqualified opinion/ no material weaknesses	Unqualified opinion/ no material weaknesses	Unqualified opinion/ no material weaknesses	On Going