Extracted from Tk20: Controller Assessment Plan 2010-2011

Bergen Community College > Administrative & Educational Support (AES) Units > OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES > Controller

Goal	Feedback Status	Is Data Entry Complete?
1. Continue to play a key roll in the allocation of College's Plant Funds including Meadowlands Construction / Fit-Out.		Complete
2. Evaluate / Revise / Implement Payroll Processes (especially as they relate to Faculty) to accommodate multiple Semester Start Dates at multiple locations.		Complete

1. Continue to play a key role in the allocation of College's Plant Funds including Meadowlands Construction / Fit-Out.

Plan Overview	
Outcome/Goal	1. Continue to play a key role in the allocation of College's Plant Funds including Meadowlands Construction / Fit-Out.
Assessment Period	2010-2011 Annual Goals
Description	

Data Collection

Measures- 1: Drawdown funds from Bergen County and BCIA in a timely manner.

2: Assess future needs and evaluate/identify funding sources.

Results Form

This goal was: Met ✓ Partially Met Not Met

Results	
This outcome was:	Met ✓ Partially Met Not Met
Percentage Met:	25%
Were these results used to make improvements to the program/department?	Yes ✓ No

Analysis	
After reviewing the results, what analyses can be derived?	
1.	Continue to monitor projects, available fund balances, future funding sources and anticipated funding needs.
2.	
3.	
4.	
Supporting Documentation	No file attached

Recommendations	
Based on the results and analysis, what recommendations will be made to better achieve the desired outcome?	
1.	none
Was this recommendation implemented?	Yes No
Recommendation was implemented during the following assessment period:	Not yet implemented
2.	
Was this recommendation implemented?	Yes No
Recommendation was implemented during the following assessment period:	Not yet implemented
3.	
Was this recommendation implemented?	Yes No
Recommendation was implemented during the following assessment period:	Not yet implemented
4.	
Was this recommendation implemented?	Yes No
Recommendation was implemented during the following assessment period:	Not yet implemented
Upload any supporting documents to further elaborate on the recommendations listed above.	No file attached

Budget Implications	
Based on the ongoing results and analyses, are there budget requests that need to be made in order to achieve this outcome?	Yes ✓ No

Additional Budget Request

Amount Requested	Purpose	Amount Received	Date

Improvements	
Below, list the improvements/action items that are being put in place in order to achieve this outcome/goal.	
Were improvements made to achieve this outcome?	Yes ✓ No

List all improvements made:

1.	
2.	
3.	
4.	
5.	

Feedback

2. Evaluate / Revise / Implement Payroll Processes (especially as they relate to Faculty) to accommodate multiple Semester Start Dates at multiple locations.

Plan Overview	
Outcome/Goal	2. Evaluate / Revise / Implement Payroll Processes (especially as they relate to Faculty) to accommodate multiple Semester Start Dates at multiple locations.
Assessment Period	2010-2011 Annual Goals
Description	

Data Collection

Measures-1: Timely and accurate payment of Faculty.

Advanced Measures

Measures
No advanced measures defined for this goal.

Results Form

This goal was: Met ✓ Partially Met Not Met

Results	
This outcome was:	Met ✓ Partially Met Not Met
Percentage Met:	50%
Were these results used to make improvements to the program/department?	✓ Yes No

Analysis Form

Analysis	
After reviewing the results, what analyses can be derived?	
1.	Better understanding by Payroll staff of 'XPR5' report and desired results.
2.	
3.	
4.	
Supporting	No file attached

Documentation	

Recommendation Form

Recommendations		
Based on the results and analysis, what recommendations will be made to better achieve the desired outcome?		
1.	Payroll will work closely with Human Resources and IT during FY12 to evaluate data obtained from the 'XPR5' report to accurately pay Faculty.	
Was this recommendation implemented?	✓ Yes	No
Recommendation was implemented during the following assessment period:	2010-2011	
2.		
Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:	Not yet implemented	
3.		
Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:	Not yet implemented	
4.		

Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:	Not yet implemented	
Upload any supporting documents to further elaborate on the recommendations listed above.	No file attached	

Budget Implications

Based on the ongoing results and analyses, are there budget requests that need to be made in order to achieve this outcome?	Yes No

Additional Budget Request

Amount Requested	Purpose	Amount Received	Date

Actions Form

Improvements

Below, list the improvements/action items that are being put in place in order to achieve this outcome/goal.

Were improvements made to achieve this outcome?	✓ Yes	No

List all improvements made:

1.	Develop Payroll Policies/Procedures to facilitate running and uploading 'XPR5' to ADP for Payroll. These Policies/Procedures will also document the type and timing of input by Academic Deans to generate the 'XPR5' report

2. 3. 4. 5.	each semester.

Feedback