



The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy

2020-2021 Annual Program Update

I. Introduction and Directions

The Peralta Community College District has an institutional effectiveness process which consists of the following components: a District-wide Strategic Plan which is updated every six years; Comprehensive Program Reviews which are completed every three years; and Annual Program Updates (APUs) which are completed in non-program review years. While there are individualized Program Review Handbooks for Instructional units, Counseling, CTE, Library Services, Student Services, Administrative units, and District Service Centers, there is one Annual Program Update template for use by everyone at the colleges which is completed in the Fall semester of non-program review years.

The Annual Program Update is intended to primarily focus upon planning and institutional effectiveness by requesting that everyone report upon the progress they are making in attaining the goals (outcomes) and program improvement objectives described in the most recent program review document. The Annual Program Update is therefore a document which reflects continuous quality improvement. The Annual Program Update serves a critical role in the Integrated Planning and Budgeting cycle of the college in that it provides a vehicle in which to identify and request additional resources that support reaching the stated goals (outcomes) and program improvement objectives in the unit's program review.

Throughout this document, the term "program" is used to refer to any of the following institutional structures: discipline, department, program, administrative unit, or unit.

If you have questions regarding data, please contact Nathan Pellegrin, Director of Research and Planning (npellegrin@peralta.edu). If you have questions regarding other material in the APU, please contact your Dean or Manager.

You will need the following items in order to complete the Annual Program Update document at the colleges:

- The most recently completed comprehensive [Program Review or APU document](#).
- Any comments or feedback provided during the program review validation process.
- College Goals and Peralta District Goals (see below).
- [Institution Set Standards](#).
- [College 2018 Educational Master Plan Update](#).
- [Guided Pathways Plan](#)
- [Student Equity Plan](#).
- Data drawn from program review dashboards and/or other sources relevant to your department, service area or administrative unit (see below).

II. Program Overview

Mission Statement

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

Faculty and Staff

List your Faculty and/or Staff. Indicate if they are part-time or full-time.

Name	Faculty/Staff	PT/FT
Stephanie Bunn	Staff	FT
Nancy McPhee	Staff	FT
Maria Perez	Staff	FT
Ron Perez	Staff	FT
Salvador Perez	Staff	FT
Lilian Pires	Staff	FT

III. Program Update Data

Administrative Unit Outcomes Assessment

Procurement, Reimbursement and Accounts Payable

In Fiscal Year 2019-20, the Business Office processed approximately 571 requisitions related to Purchasing & Procurement, Reimbursement and Accounts Payable.

Assessment: The Business Office experienced scenarios in which requisitions experienced delay in processing. Some of these delays were due to either (1) required supporting documentation was not attached to the requisition or (2) the requisition failed budget validation due to insufficient funding or (3) the requisition was denied because it was a 'verbal order'.

The Business Office also implemented communication through Administration Leadership meetings encouraging all departments to plan ahead in their procurement requests so that processing time can be significantly reduced. This along with the impact of COVID-19 pandemic may have influenced the amount of procurement requests initiated and processed as less requisitions were processed than the previous fiscal year.

Overhead – Utility & Services

In Fiscal Year 2019-20, the Business Office spent approximately \$1,100,000 for utilities and service related payments from Fund 01.

Assessment: The D-Building is offline, but utility bills and services are still factored into the billing for our utility and service partners (i. e. PG & E, EBMUD and Waste Management).

Overhead – Supplies & Equipment

In Fiscal Year 2019-20, the Business Office spent approximately \$9,452 for non-instructional supplies and equipment.

Assessment: Most of the funding was spent for supplies related to printer toner, office supplies and photocopier machine toner and supplies for the Production Photocopy Service machines. The current generation of desktop computers and laptop computers are more than 5 years old. The majority of these computers have been upgraded to Windows 10. However, computer hardware needs to be replaced & updated in the latest refresh cycle.

The Photocopier Machine (Ricoh Aficio 3035) in the Business Office needs to be replaced. It is over 11 years old.

Administrative Unit Outcomes Program Improvement Objectives (PIO)

Procurement, Reimbursement and Accounts Payable

Due to the departure of the Director of Business Administration and Service back in August, 2020. The Business Office is

in the process of recruiting a Vice President of Administrative Services and Facilities. Once the recruitment is completed, the Business Office will conduct more training to empower the college community on policy and procedure to reduce the following scenarios: (1) required supporting documentation was not attached to the requisition or (2) the requisition failed budget validation due to insufficient funding or (3) the requisition was denied because it was a 'verbal order'.

Training

Provide additional training that will provide more scheduling flexibility to boost college community turnout.

Major Accomplishments – Engagement

Victoria Menzies, Business Manager - Multiple Share Governance Committees (i. e. - College Budget Committee, Facilities Committee, Health & Safety Committee) and at various PCCD Related Shared Governance Committees (i. e. - District Facilities Committee)

Lilian Pires, Budget Analyst - Various Committees (i. e. - CE Committee, sits in on the College Budget Committee as a non-voter)

Maria Perez, Bursar - Shared Governance (College Budget Committee)

Ron Perez, Staff Services Specialist - Shared Governance (Merritt Technology Committee)

Improvement Action – D-Building Utility Supplement

In Fiscal Year 2019-20, the Business Office spent approximately \$1,100,000 for utilities and service related payments from Fund 01. This total includes utility and services provided to the D-Building (currently off line).

Recommendation:

15% of the utility and services expense (specifically PG & E, Waste Management & EBMUD) be charged to Fund 10 – Facility Rental to help offset the expenses incurred from Fund 01 since the D-Building is officially offline.

Resource Requests (Non-Personnel)

Resource Categories

- Professional Development (Department wide)
- Professional Development (Personal/Individual)
- Required Reasonable Accommodation
- Service Contract
- Supplies: Software
- Supplies: Books, Magazines, and/or Periodicals
- Supplies: Instructional Supplies
- Supplies: Non-Instructional Supplies
- Supplies: Library Collections
- Technology & Equipment: New
- Technology & Equipment: Replacement
- Other

Resource Category (select from above list)	Description/Justification	Total Estimated Cost	Priority Rank (1=Highest Priority)	COVID-19 Related (Yes/No)
Technology & Equipment	The Photocopy Machine (Ricoh Aficio 3035) in the Business Office needs to be replaced. It is over 10 years old	\$10,000	1	No
Technology & Equipment	8 New Desktop Computers or Laptops computers for remote access	\$30,000	2	No

V. Participants

Please provide the list of members who participated in completing this program review.

Ron Perez and Lilian Pires

Thank you for your time and effort in completing the Annual Program Update!