

Department: Office of the Vice President for Finance and Administrative Services
Submitted by: Diana A. Pena

98-99 IE Plan Responses to Performance Standards

Outcome	Performance Indicator	Actual Results and Responses to Performance Standard
1	A	FY 99 presently under audit. The College received an unqualified opinion for FY 1998. For FY 1998 no reportable findings were noted.
	B	Completed response form with statements of corrective actions validated by auditors. The internal auditors validated some of the external auditor's findings and corrective actions.
	C	Corrective action has been taken on recommendation of internal auditors. The responses have been completed.
	D	Reports have been submitted including salary surveys, ORP Reports, TRS 118, EEOC, TRS Tex Flex, SS, IRS Data Match Report, by deadline.
	E	Fire inspection conducted. Several findings. Also safety inspections by loss consultant with findings. Continue to implement and correct findings.
2	A	Increase in applicants meeting qualifications. Faculty profiles developed.
	B	Increase in applicants per vacancy. Percentage of increase needs to be determined.
	C	All applicants met qualifications. Faculty profile completed.
3	A	Conducted a total of 8 workshops. Trained in 6 topics-Sexual Harassment, Hiring Procedures, Notices of Employment, FMLA, Workers Comp, Safety.
	B	Offered trainings and accepted attendance rosters. Evaluation sheets were collected on one of the workshops that consisted of 4 topics. They were reviewed with 95% reporting satisfactory comments for the use in scheduling training. Results on file in Human Resources Department.
	C	Employees did begin implementing new procedures or process after training. Not all departments attended workshops. 75% report use of information within 3 months. The other 25% are employees who didn't attend or were not fully trained. No follow up evaluation forms were processed.
4	A	The number of reported incidents and job-related injuries decreased by 25% as per the number reported in the previous school year. The number reported in 97-98 were 17 and the number reported in 98-99 decreased to 14.
	B	Site inspection conducted for Downtown Center. More than 10 recommendations cited. Corrective action in progress. Self inspection also conducted.
	C	Safety Plan completed by Committee. Follow-up with evaluation of the plan.
	D	Monitoring conducted - Not all items rated as acceptable. Need to continue to monitor progress.

5	A	As of 10/08/99, 100% of the grants are reconciled. At 8/31/99, completed monthly analysis of the Partnership for Business and Industry training hours for various grants.
	B	During FY 98-99 the Business Office provided/issued (2) How to Sessions, (8) Collaboration Sessions, (16) Alert Notices, and (15) Forms/Procedures available on the web site.
	C	Action plan was developed by the accountants payable staff to address this indicator. The Internal Audit Report submitted by Burton, McCumber & Cortez, L.L.P. on June 30, 1999 and presented to the Board of Finance Committee on August 11, 1999 states that "By comparing due dates and dates paid, we were able to determine that approximately 98% of all invoices paid between August 1998 and May 1999 were paid either current or within 30 days of the due date." (Data: Report of Independent Certified Public Accountants on Agreed Upon Procedures, BMC.) Performance Standard Met. Follow-up with Dunn and Bradstreet Credit Rating Report.
	D	All financial reports are presented to the board and approved monthly.
	E	The completed budget was presented to the Board at the August Board Meeting.
	F	History of cost per student is being gathered to be able to perform comparisons between fiscal years.
	G	History of average cost per credit hour by program is being gathered to be able to perform comparisons between fiscal years.
	H	Budget for instruction represents 53% of total budgeted expenditures. Student services budget represents 8.9% of total budgeted expenditures. Combined they represent 61.9%.

6	A	Preventive Maintenance Plan completed. Task assigned for both regular maintenance and preventive maintenance. Need to follow up with evaluation of plan.
	B	Safety Plan completed. All employees were trained during professional development day and new employees are trained as they come in during new employee orientation.
	C	Site inspections conducted monthly. More than 10 findings. Need to continue the process and address needs.
	D	No information available. Will follow up.

7	A	Action plan developed and training conducted on the following dates: May 3, 10, 17, 24, June 7, and September 7 and 8. As of 9/11/99, Account Managers have been processing requisitions on - line. Approval is by signature of account manager. Performance standard was met. Follow -up with on-line approval by account managers.
	B	The majority of the identifiable merchandise (items that reference a purchase order number and/or a purchase that references a person's name) is delivered within two (2) - three (3) working days. The exceptions have been merchandise that was too large for our delivery equipment to handle.
	C	More than eighty percent (80%) of the requisitions received by purchasing result in a purchase order within five (5) working days of receipt. Once all phases of on-line requisitioning are complete, the percentage of on time processing should increase.

8	A	The College completed a count and reconciliation of capital assets before August 31, 1999. The reconciliation was well within the parameters of ninety percent (90%) accuracy; and, all lost, stolen, and/or disposed of items have been reported.
	B	Mail distribution maintains a routine delivery schedule, which is adjusted periodically to accommodate special needs. There have been few instances where complaints were validated (a registered letter was not mailed on time). A customer survey is being developed so that various areas of customer satisfaction can be measured.
	C	There is adequate transportation between sites.