

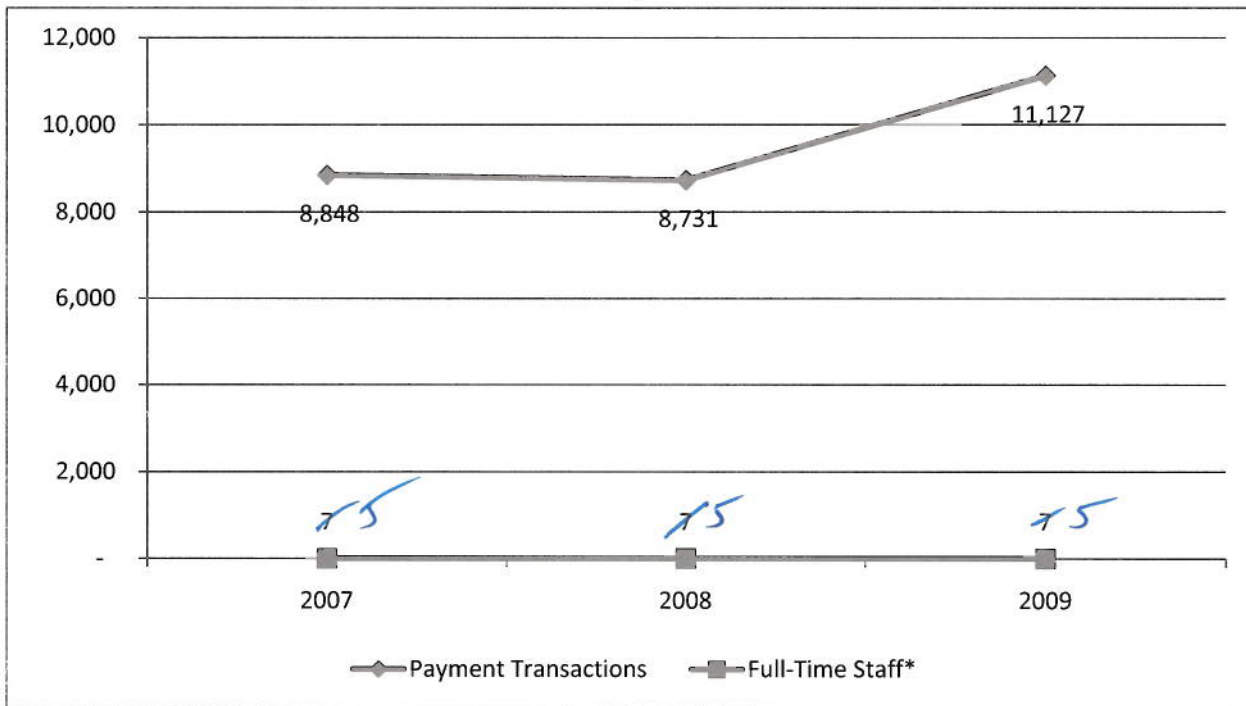
## ADMINISTRATIVE UNIT REVIEW 2010

1. **Name of Unit:** Business Office
2. **Employees in Unit and their Titles:** David Monroe, Executive Director of Finance and Information Systems  
Paula Jimenez – Manager Business Services  
Thuha Nguyen – Payroll Specialist  
Erica Lopez – Accounts Payable/Cashier  
Vicki Ball – Accounts Receivable/Cashier

3. **Please identify the purpose or role of your Unit. Indicate any changes/growth/downsizing that may have occurred in your Unit over the past year.**

Fiscal support to the Institution.

**Number of Payment Transactions (Excluding Web) by Calendar Year**



Payment transactions include payments received from students, third party payments applied to students' accounts, financial aid payments applied to students' accounts, etc. Payments made by students via the web site are not included in these counts, however the Business Office staff verifies the correct posting of those payments.

\*Full-Time Staff numbers reflect Key West Campus staff and staff at the Centers.

4. **Explain to what extent your Unit supports other programs and/or units at this institution. Please include student and/or staff demographics relevant to your Unit and its purpose.**

Provide Budgetary and financial support

5. **Please list any innovations, new projects, or local and/or state-wide efforts to improve your Unit over this**

past year. Indicate whether the efforts were included in your annual plan. If these were not part of your annual plan, explain how they came to be priorities and what the outcomes were.

Travel & Expense Module/Document Scanning/Online Access to Budgets

6. Explain your satisfaction with your assessment of your 09-10 plan and the impact that your efforts had toward achieving your objectives and outcomes – and ultimately the mission of the institution.

Satisfied

7. Identify the sufficiency of the physical, financial and personnel resources available to support your unit this past year.

Due to the staffing level we wear many hats and this at times leads to inefficiency.

8. After reflecting on the purpose of your Unit, people served, and the achievements made over the past year, please identify anticipated future changes and resource needs (personnel, equipment, space, workloads, etc.) that you would like to include in this year's (2010-2011) or next year's (2011-2012) annual plan to promote continued growth.

Non at this time

9. This Unit's operations are:

- Strong Please explain: \_\_\_\_\_
- Moderate Please explain: Could use an additional person
- Weak Please explain: \_\_\_\_\_

10. Please indicate your overall recommendation for this program:

- Continue with current operating plans Please explain: \_\_\_\_\_
- Incorporate new objectives/outcomes into current 2010-2011 plan Please explain: \_\_\_\_\_
- Include identified future needs in the spring planning for 2011-2012 Please explain: \_\_\_\_\_

Approval Information:

**Program Reviewer:**

Name: David Monroe

Title: Executive Director Finance &  
Information Systems

Sign: 

Date: 9/28/10

**Recommendation of Supervisor**

Continue: \_\_\_\_\_

Incorporate new objectives in 10-11 plan: \_\_\_\_\_

Include future needs in 2011-2012 plan: \_\_\_\_\_

Sign & Date: \_\_\_\_\_

**Recommendation of President**

Plans Acceptable: \_\_\_\_\_

Plans require modification, specifically: \_\_\_\_\_

Sign & Date: \_\_\_\_\_