

Citrus College Academic/Institutional Support Comprehensive Program Review

Purchasing, Warehouse, and Transportation

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General Information (Citrus College Academic/Institutional Support Comprehensive Program Review)

Standing Requirements

CITRUS COLLEGE MISSION STATEMENT

PROGRAM MISSION/DESCRIPTION (MISSION STATEMENT)

MISSION: In support of the college's mission, the Business Services Department facilitates student success by providing procurement, distribution, transportation, contract and risk management services, to the Board, faculty, staff and students of Citrus College.DESCRPTION: Purchasing/Warehouse/Transportation Purchasing/Warehouse/Transportation supports student learning by striving to obtain the best value of procured goods and services from available resources and seeking to maximize and enhance value to the District. Purchasing procures, receives, and delivers all goods and services for all college departments and maintains a fleet of vans and trucks for staff, faculty and student transportation needs in support of the college's teaching and learning environment. Purchasing procures all instructional supplies to support student learning and institutional support needs, and works closely with the Facilities Department in the bidding and contracting of building construction, modernization, renovation, maintenance and repairs, and in the required procurement needs of furnishings, furniture and equipment funded by bond, capital outlay, grant and general funds.Risk ManagementRisk Management strives to reduce the District's exposure to unforeseen losses and ensures the health and safety of the District, its employees, students and visitors. This supports the District's teaching and learning environment by proactively dealing with potential obstacles that may impede educational operations. The department is committed to being a resource to the District in a variety of general risk management techniques. Risk Management procures and manages the District's property and casualty insurance program and responds to all notices of claims received by the District in a timely manner. Risk Management also manages the workers' compensation program and industrial leave benefits program. In addition, Risk Management reviews contracts and agreements to ensure that the College bears only its proportionate share of any liability or claims that may arise from the agreement, and to ensure that appropriate insurance and other protective clauses are in the agreement.

PROGRAM REVIEW TEAM (ALPHABETIZED BY LAST NAME, LEFT TO RIGHT, THREE COLUMNS)

David Colindres
Emmanuel De La Cruz
Shawn Jones
Daniel Medina
Michael Ramos
Diana Tolliver
Jason Segura
Todd Wilcox

DEPARTMENT FUNCTIONS (DEPT. FUNCTION BY SECTION AND SPECIAL ACCOMPLISHMENTS)

- Purchasing and Risk Management Functions:
- Purchasing procures, receives, and delivers all goods and services for all college departments.
 - Transportation maintains a fleet of vans and trucks for staff, faculty and student transportation needs.
 - Purchasing procures all instructional supplies to support student learning and all institutional support needs.
 - Purchasing works closely with the Facilities Department in the bidding and contracting of building construction, modernization, renovation, maintenance and repairs, and in the required procurement needs of furnishings, furniture and equipment funded by bond, capital outlay, grant and general funds.
 - Risk Management strives to reduce the District's exposure to unforeseen losses and ensure the health and safety of the District, its employees, students and visitors.
 - Risk Management procures and manages the District's property and casualty insurance program and responds to all notices of claims received by the District in a timely manner.
 - Risk Management also manages the workers' compensation program and industrial leave benefits program.
 - Risk Management reviews contracts and agreements to ensure that the College bears only its proportionate share of any liability or claims that may arise from the agreement, and to ensure that appropriate insurance and other protective clauses are in the agreement.

SERVICE RECIPIENTS (STUDENTS, FACULTY AND STAFF, AND COMMUNITY)

Students
In support of the College's educational mission, Business Services functions to serve the entire College. Consequently, service recipients comprise the entire student, staff, and faculty population, visitors, as well as external federal, state, and local agencies.

Employees
Citrus College possesses a talented and diverse employee population. The table below shows employee count based on our payroll processing data from 2016-2021.

	2016-17		2017-18		2018-19		2019-20		2020-21	
	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)
Full Time Faculty	172	9.26%	172	9.46%	173	9.63%	174	10.14%	169	14.01%
Regular Classified	287	15.46%	286	15.72%	294	16.37%	285	16.61%	269	22.31%
Managers & Supervisors	62	3.34%	64	3.52%	65	3.62%	64	3.73%	67	5.56%
Adjunct Faculty	541	29.13%	533	29.30%	543	30.23%	520	30.30%	438	36.32%
Short Term Classified	248	13.35%	254	13.96%	294	16.37%	278	16.20%	204	16.92%
Student Workers	547	29.46%	510	28.04%	427	23.78%	395	23.02%	59	4.89%
Total	1,857	100%	1,819	100%	1,796	100%	1,716	100%	1,206	100%

Source: Annual payroll processing data

External Agencies

We currently provide fiscal data to the following external agencies:
Federal:

Bureau of Labor Statistics
Integrated Postsecondary Education Data System
Internal Revenue Service
National Science Foundation
Social Security Administration
United States Census Bureau
United States Department of Education
United States Department of Health and Human Services
Veterans Affairs Office

State:

California Community Colleges Chancellor's Office
California Department of Education
California Employment Development Department
California Franchise Tax Board
California State Board of Equalization
California State Controller's Office

Local:

Foundation for California Community Colleges
Keenan and Associates

Los Angeles County Department of Public and Social Services
Los Angeles County Department of Rehabilitation
Los Angeles County Office of Education
South Bay Workforce Investment Board
The Community College Foundation
Various Local Renters

DATA RELATED TO SERVICE RECIPIENTS (DEMOGRAPHICS, ELIGIBILITY, ACCESSIBILITY, SUCCESS RATES, COMPLIANCE AS APPROPRIATE)

File Attachments:
1. Student Demog.xlsx (See appendix)
Student Demographics

Students:
The size and make-up of the student population at Citrus College is described in the attachment labeled "Student Demographics".

Employees:
Citrus College possesses a talented and diverse employee population. The table below shows employee count based on your payroll processing data from 2016-2021.

STAFF RESOURCES (SUMMARY, ORGANIZATIONAL CHART, ASSIGNMENTS AND SPECIALITIES, STAFF PREP. AND TRAINING, COMMITTEES)

Assignments and Specialities

The Business Services department is comprised of an effective and diverse team of administrative, purchasing and risk management professionals.

Position	Assignment or Specialty	Total FTE
Vice President of Finance and Administrative Services Division Chief Administrator		1.00
Director of Business Services	Managing business support services, including risk management, environmental health and safety, contract management, purchasing, inventory control and warehouse operations	1.00
Administrative Secretary I	Performs a variety of specialized secretarial and administrative support duties	1.00
Senior Buyer	Coordinates purchasing services by acting as a senior-level buyer for the District	1.00
Buyer	Performs specialized technical duties associated with the purchase, delivery, and quality of supplies, equipment and services	2.00
Transportation/Warehouse Coordinator	Coordinates the District’s transportation and warehouse services, and urgent and scheduled vehicle maintenance	1.00
Environmental Health And Safety	Implements and oversees the District’s environmental, health and safety programs	1.00
49% Warehouse Assistant	Performs a variety of receiving, inventory, and distribution duties in the operation and maintenance of the District’s central warehouse	1.00

PHYSICAL RESOURCES (BUILDINGS AND FACILITIES, EQUIPMENT AND MATERIALS, APPLICATIONS AND SOFTWARE)

PHYSICAL RESOURCES (BUILDINGS AND FACILITIES, EQUIPMENT AND MATERIALS, APPLICATIONS AND SOFTWARE)
The Business Services department is located in the Warehouse building. The area consists of the following: three offices, three work stations, a reception/work station area, a conference room, and a warehouse. Additionally, there is the facilities yard and where vehicles and surplus items are processed. The department has standard office technology, such as computers, copy machines, printers, delivery vehicles, forklifts, pallet jacks and other miscellaneous tools. Once in-house check printing capabilities are implemented, the department may need an additional printer for the special MICR font.
The main software and application programs used by the department are Banner and People Soft. As our system of record, all transactions must flow through Banner. This is where all users view their budgets, requisitions, and expenditures for their program. This information is also used by Argos to populate reports used by the District. Since we are under Los Angeles County of Education, we need to input our fiscal data into their financial system, People Soft. In the coming year, we plan on implementing Nelnet for our payment processing. This will be used for our online student payment portal and our in-person payments. The Vice President of Finance and Administrative Services’ office utilizes the FUSION software for the 5-year construction plan, space inventory reporting and for submittals of initial and final project proposals.

FISCAL RESOURCES (SUMMARY, BUDGET AND RESOURCES)

PROGRAM STUDENT LEARNING OUTCOMES

No outcome sets attached

Past 5 Years Assessment Cycle/Upcoming 5 Years Planning Cycle

EXECUTIVE SUMMARY WITH DATA (BRIEF SUMMARY, COMMENDATIONS, CHALLENGES, AND RECOMMENDATIONS)

SUMMARY OF PAST LEARNING OUTCOMES ASSESSMENTS

SUMMARY OF PAST RECOMMENDATIONS/GOALS

LONG TERM RECOMMENDATIONS/GOALS

No outcome sets attached

BUDGET PLANNING (NARRATIVE DISCUSSING MAJOR BUDGET PLANS FOR THE NEXT 5 YEARS)

REVIEW SUMMARY

Appendix

A. **Student Demog.xlsx** (Excel Workbook (Open XML))
