Verification Team Report

Program/Unit: Business Office
Date: 11/24/2008

A. Identification of Program, Program Evaluation & Planning Team members, and Verification Team Members

This report was prepared by Scott Miller, VP of Business and Finance, with input from the business office staff.

The verification team included Hector Brambila, Janet Stickmon, and Greg Miraglia.

The verification team reviewed the PEP report and met with Scott Miller to discuss the contents on Monday, November 24, 2008.

B. Status of Curriculum Revision

Not Applicable.

C. Statement of Completion

The PEP report was complete and easy to read.

D. Strengths of the Program

The strengths of the business office are the employees who work there. Despite an unyielding workload, the morale of the work unit is very high. The customer service survey completed for this report shows an above average level of satisfaction in the level of service provided to the campus.

The verification team also noted that the employees working in the business office are very experienced and most have been employed at the college for many years.

We also found that the work unit has adapted to an increased workload caused by Datatel despite the inability to purchase upgraded computers or increase personnel to keep up with the workload. They have also successfully collaborated with Human Resources to improve the efficiency of managing payroll functions in Datatel.

In response to feedback received from the service satisfaction survey, the office will be extending service hours at the cashier window until 6PM. This will be accomplished without adding any new employees.
In spite of having limited number of employees, the Business Office Staff audits every payroll check—not just a percentage of those checks like most institutions. Very impressive.

Scott Miller has a healthy respect for his staff’s capabilities. It is also worthy to note that he values performing certain tasks outside his role as manager (i.e. journal entry, other general work with numbers). He admits that he may not be the best at doing every job in the Business Office, but he does have a detailed knowledge of each job. We believe performing these other tasks helps him to remain connected with the daily responsibilities of his staff.

E. Areas for Program Improvement

The business office operates in small space relative to the size of their operation. The Vice President directly supervises thirteen employees in addition to the Information Technology Department, Bookstore, and Cafeteria contract. This ratio of supervisor to employee functions because of the experience and expertise of the staff.

The payroll workload has increased because of Datatel and there is very limited back-up for the payroll supervisor. Some cross-training of positions, such as between the cashier and mailroom functions has already occurred, but should be expanded to other functions within the office as time allows.

F. Summary of Verification Team Recommendations

1. Explore ways of reducing the supervisor to employee ratio. This could be accomplished with a lead type position or with a traditional controller position.
2. Explore ideas for creating a back-up for payroll functions through expanded cross-training and or adding a new position.
3. Set aside funding in the operational budget each year to replace 1 computer in the office.
A. Program Evaluation Summary

Program: Business & Finance Office

Complete the following sections based on the program evaluation completed. This summary will be forwarded to the Planning Committee after the verification phase is complete.

Program Achievements (major achievements, changes, implementations, progress since last program review)

- Implementation of Datatel Financial, Payroll and Accounts Receivable Systems
- Implementation of Revision 18 of the Datatel system.
- Implementation of the automated budget lookup option for all budget managers.
- Successful audits for several years with auditors comments regarding the accuracy of the data.

Strengths (unique characteristics, special capacities)

- Extremely knowledgeable, highly skilled staff who are very responsive to the needs of the organization, who work well together, and who prepare outstanding monthly potlucks which are known throughout the organization, but which in reality help maintain excellent moral.

Challenges (concerns, difficulties, areas for improvement)

- Very heavy workload in many areas created by the switch to Datatel, the Measure N bond, and increasing regulatory requirements each year.
- Very confined workspace. There is a critical need for more office space.

Briefly describe the process used to complete the PEP

The entire staff met early in the process and reviewed the mission statement and identified all of the services. The Vice-President did almost all of the writing. Staff were given a brief opportunity to review the report and provide feedback.
Administrative Services Program Evaluation
Part 1

Office/Unit: Business & Finance Office

Date: October 10, 2008

1. Mission
This section should be a short, clearly stated purpose of the program or services. In other words, what does the department contribute to the Napa Valley College (NVC) Mission? Write or revise your mission statement below. The NVC Mission is provided for reference.

The Business Office assists students with their fee related and student body related financial activities. It also assists and supports departments and employees of the College with their purchasing, accounting, payroll and budget needs. The Office insures that all activities comply with generally accepted accounting procedures, District polices, and state and federal regulations.

2. Accreditation and External Reviews
A. Review the Accreditation Planning Summary (available on the PEP website “Documents”) and results of previous program evaluations. Discuss the status of the recommendations of the review teams that are relevant to the office/unit and how the unit has responded.

Accreditation Team Recommendations
Recommendation 7
The team recommends that the college review its financial planning process to take into account the ramifications of the facilities construction made possible by the facilities bond.
Response
The College Budget Committee recently revised the budget development process. The new process provides the ability to redistribute funds even when no new funds are available. This will provide a mechanism so that funds can be shifted to the areas of greatest need. This process was utilized in budget development for the new Science Building for 2008-2009.

2003 Self Study Planning Agenda
The Budget Committee and Planning Committee will work together to identify ways to more clearly link the college’s plans and budgets to clarify the roles of the committees, and to provide opportunities for the Board of Trustees, committee members, and the campus community to better understand their roles in the process.
Response
- The Planning and Budget Committees have worked together to link plans and budgets. The PEP process was designed to strengthen the link.
The roles of faculty, staff, administrators, students and committees in the planning and budget process are clearly defined in the Planning and Budget Process Policy and in the Program Evaluation and Planning Process.

The Vice-President of Business & Finance and the Budget Committee should review the budgeting process (roll over budgets) and consider other budget development options that may be more appropriate for NVC.

Response
The Vice-President of Business & Finance, working with the Budget Committee has revised the budget development process. All budget forms are now closely aligned with the program evaluation process. The budget process has been changed to more closely reflect the actual expenditure patterns in recent years. In addition, the departments are provided with 90% of their prior year budgets, and must then prioritize and justify all additional requests about that level. This allows for the possible redistribution of funds even when no new funds are available.

Once the Planning and Budget Process policy is reviewed and possibly revised, the two committees will work together to regularly distribute copies of the planning and budget policy, and to provide training opportunities for the Board of Trustees, members of the committees, and the campus community.

Response
To date (2/15/07) the Planning and Budget Process policy, developed in 1994, has not been revised. The policy was reviewed by the Planning Committee and minor changes have been recommended. The Budget Committee is currently reviewing the policy.

Business Office staff will participate in the review and selection of new administrative software to insure that the software will improve the overall financial management system.

Response
All business office staff participated in the selection of the new Datatel software system. Three members of the office became team leaders for their respective areas and helped develop the initial criteria for software set-up. The process continues since there are frequent changes and upgrades, and staff continues to review ways to utilize more system features.

B. Indicate the sources of information used in Question 2.A.

- Accreditation Self-Study Planning Agenda
- X Accreditation Final Report

C. Review the recommendations from any other licensing, evaluation, or accreditation bodies. Discuss the recommendations of the review teams relevant to the unit and how the unit responded.

Not Applicable
D. If this office/unit is responsible for maintaining ACCJC Accreditation Standards, attach a description of how NVC is addressing each standard. This information will be used in the next Accreditation Self Study.

The Vice-President of Business & Finance is chairing the Accreditation Self-Study Review for the Accreditation visit scheduled for Fall 2009. The self-study should be completed by early November 2008. The review will be inserted as Part D of this report once it is completed.

E. Reflect on your responses in Section 2. Accreditation and External Reviews. If improvements or changes are needed, write objectives on Schedule A.

3. Services

A. What specific services does the office/unit offer?
   - Liaison with all local, state and federal agencies regarding financial matters
   - Budget development
   - Contract development and review
   - Legal review and analysis
   - Revenue analysis and projections
   - Long range financial planning
   - Payroll preparation and processing for all payroll, taxes, benefits, retirement and leave for all employees
   - All Federal and State reporting regarding taxes and retirement
   - Assistance with grant application budget development
   - Maintain separate income and expense accounts for each grant contract
   - All budget transfers and journal entries for all funds
   - Preparation of all necessary monthly, quarterly, and annual financial reports
   - Analysis of restricted expenditures to insure that all expenditures meet program guidelines
   - Preparation of all financial reports for all Funds including the General Fund, Capital Outlay Projects Fund, Child Development Center Fund, Post Retirement Benefits Fund, Bonds Projects Funds, Debt Service Funds, Associated Student Body Budget, Student Representation Fee Trust Fund, College Bookstore Fund, Farm Account, Trust Fund, Napa Valley College Foundation and the Viticulture and Winery Technology Foundation
   - Handle all student payments for all fees of any kind
   - Process all student refunds
   - Process all District mail
   - Process all purchase requests
   - Pay all District invoices
   - Process all travel requests
   - Inventory all district property
B. How does the office/unit ensure that these services are meeting the needs of students and/or other clients? How do you evaluate how well the services are meeting the needs of students/clients?
The office is sensitive to feedback received from all external sources. All feedback is reviewed and changes and improvements are made based on the feedback received.

The office does not have a formal process to evaluate how well the services are meeting the needs of clients.

C. How does this office/unit support student learning in NVC instructional programs?
All functions performed by this office are intended to support the entire organization and thereby support student learning. We work with all areas to insure that employees are paid, all necessary supplies are procured in an efficient manner, all financial information is available for decision making, and all emergency requests are dealt with as expeditiously as possible.

D. What future trends are likely to impact the office/unit?
On-line registration and on-line education will continue to impact the services provided by this office. More and more of the cashiering activities are occurring on-line. The office is continuing to work toward more electronic information generation. The office has recently established on-line budget look-up, which will do away with paper financial reports. Future projects include on-line purchase requests and on-line time card reporting.

E. Are services being offered on-line? If yes, describe.
Yes some are provided on-line and more are planned. See response to 3D.

F. Reflect on your responses to Section 3. Services. If improvements or changes are needed, write objectives on Schedule A.

4. Community Outreach

B. What recruitment/community outreach activities has the office engaged in or initiated?
None

C. What has the office/unit done to establish relationships with secondary schools and/or four-year institutions?
No activity

D. What has the office/unit done to establish relationships with businesses and community organizations?
No activity

E. Reflect on your responses in Section 4. Community Outreach. If improvements or changes are needed, write objectives Schedule A.
Administrative Services Program Evaluation
Part 2

Office/Unit: Business & Finance Office

Date: October 10, 2008

5. Enrollment Trends and Client Satisfaction

B. Review available data and describe recent trends.
   1) Have there been significant fluctuations in the level of service over the past five years? If so, explain
   The biggest impact to the level of services for this unit has been the procurement and implementation of Datatel, a new institutional administrative software system. Every office function has been impacted by this new system and every employee has had to learn how to use the new system.

   A second signification impact has been the bond measure (Measure N) that was passed in November 2002. The purchasing activity, accounts payable activity, accounting activity, and contract activity have all increased significantly as a result of the bond.

   2) Are there external factors such as community demographics or the economy that have affected the program? What are the plans to address these factors?
   There have certainly been changes in these areas, especially the economy, but they have not had a significant impact on the operation of this office.

   3) Are there internal factors that have affected the program? What are the plans to address these factors?
   No, other than the administrative software and bond changes mentioned previously.

B. How does the office/unit impact student enrollment and retention?
   Many of the staff has direct student contact through the collection of fees, working with student government for financial activities, working with student employees, and working with student organizations and their trust funds. In my opinion, all student contact has an impact on enrollment and retention. All staff focus on meeting student needs, and serving students in a friendly and supportive way.

C. Review the hours of operation and the results of satisfaction surveys. Discuss whether the office/unit hours are scheduled appropriately to meet needs.
   Both the Faculty and Staff survey and the Student survey had the following question: The Business Office’s hours of operation are sufficient for my needs as a faculty, staff, and student member.
The results were as follows:

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>N/A</th>
<th>No Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>48%</td>
<td>30%</td>
<td>12%</td>
<td>6%</td>
<td>0%</td>
<td>3%</td>
<td>0%</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>44%</td>
<td>37%</td>
<td>11%</td>
<td>5%</td>
<td>0%</td>
<td>1%</td>
<td>0%</td>
</tr>
</tbody>
</table>

In both surveys over three-fourths of the respondents either agree or strongly agree that the hours are sufficient. However, in both surveys approximately five percent of those surveyed disagreed.

Normal business office hours are from 8 a.m. to 5 p.m. Monday through Friday. Normal cashier window hours are from 8:30 a.m. to 5 p.m. Monday through Friday. The office was recently reorganized and the mail clerk position was changed to a cashier position, Monday through Thursday with hours from 10:00 a.m. to 6:30 p.m. The change was done, so that the cashier window would stay open until 6 p.m.

There were some security concerns raised due to the later hours and the lack of other staff in the building. Those security concerns are being addressed. It is anticipated that the cashiers’ window will have the new late hours starting with the Spring 2009 semester.

D. Discuss the results of the satisfaction survey identifying areas for improvement and continued success.
The faculty and staff survey results seem to indicate general satisfaction with the Business Office, with most responses in the in the “strongly agree” or “agree” category. The one exception is the staffing question, and that is a challenging area for this office. In the past three years we have added a new accountant, increased the FTE for the mail clerk/cashier, and a new position has just been added that will help Payroll and Human Resources.

The lowest satisfaction responses in the “very satisfied” category were for the budgeting process and for budget information, both and which have been changed recently which should improve those areas. Many of the comments also dealt with the need for on-line access to budget information and that is being implemented in Fall 2008. There seems to be high satisfaction with the staff, but several comments were made regarding understaffing which is being addressed also.

There are a number of comments regarding forms. That is an area that will be reviewed for improvement.

Extended cashier hours were also mentioned and that is being addressed.

The student survey responses show an even more positive result, but the sample size is only 33 students so the survey results may not present an accurate picture.
E. Review client/staff ratios and financial data and describe recent trends.

As was mentioned in the survey results, many responded feel the Business Office staffing is not sufficient. However, as indicated, additional positions have been approved which should help address this issue.

G. Reflect on your responses to Section 4 Enrollment Trends and Satisfaction. If improvements or changes are needed, write objectives on Schedule A.

6. Student Success and Equity

A. Describe programs, practices, and services that support and enhance student and/or employee understanding and appreciation of diversity.

None

B. What methods are used by staff to address the needs of a diverse student population?

We have several employees in this office who are bi-lingual (Tagalog) which is frequently beneficial. We also stress the importance of the college mission vision and values statement which highlights the importance of and an appreciation for Diversity.

C. How does this office/unit support student services within the college?

Many of our services provide direct support to Student Services. The cashier area works very closely with Admissions to ensure that registration goes smoothly. The Grants accountant works with many different grants that support the student services area.

D. What has the office/unit done to formalize links with instructional programs?

The office does not have any formal links with institutional programs. However, the Vice-President does attend Instruction Council meetings periodically and Payroll and Accounting also participate in those meetings when specific information is requested.

E. Reflect on your responses to Section 5. Student Success and Equity. If improvements or changes are needed, write objectives on Schedule A.

7. Current Budget

A. What is the source of revenue that supports this office/unit (state categorical, grants, district, other)? Identify the amount and percentage of funding from each source.

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>District unrestricted general fund</td>
<td>79.8%</td>
<td>$917,347</td>
</tr>
<tr>
<td>Various restricted programs through indirect cost support</td>
<td>20.2%</td>
<td>232,239</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$1,149,586</td>
</tr>
</tbody>
</table>

All figures are for 07-08

B. Since the last review, what percentage increase or decrease has occurred in the budget?

The percentage increase since 2004-2008 was 17.2 percent, primarily due to negotiated salary increases.
C. What progress has been made by the office/unit to obtain funds or donations to enhance the budget?

All staff involved with grants work to insure that all indirect cost support that is allowed in individual grants is fully utilized.

8. Planning and Budget Requests

While answering the questions in this section, consider the staffing available, the existing budget, as well as the objectives that you included on Schedule A. Schedule A will be used as the office/unit plan and Schedules B-F will be used to justify requests for additional resources.

A. Office/Unit Plan. Reflect on your responses to all of the questions above. If improvements or changes are needed, write objectives on Schedule A. Add other objectives that will further the mission of your office/unit. The objectives must support the NVC Strategic Plan Goals and Objectives. In the right column of Schedule A, identify all additional resources that are needed to accomplish these objectives. See Schedule A.

C. Faculty and Staff. Summarize the staffing resource needs identified in Schedule A. Discuss any changes needed. Complete Schedule B. Request for Permanent Faculty and Staff form as needed.

The Datatel system has added to the workload in this office. Some business functions are more complicated than with the previous system. One new Accountant II position has already been added because of the added complexity of the Datatel system. I believe that Payroll is one of the areas that has been most impacted by the switch to Datatel. A new position was added recently to help both Payroll and Human Resources in the Benefits area. However, I believe that another position is still needed to help with payroll processing.

D. Operational Budget. Are operational funds appropriate to enhance program success? If not, how would additional operational funds be used to enhance program success? Complete Schedule C Request for Operating Budget Augmentation form as needed.

The operational budget is adequate to meet the daily needs of the office. However, to enhance program success more training funds are needed. There is an annual Datatel users group and there are quarterly Datatel activities in California as well. The current travel/training budget is inadequate to meet those needs. See Schedule C.

E. Program-Specific Equipment. Discuss the strengths and weaknesses of the program-specific equipment available to enhance program success. What needs remain? What strategies are planned to meet those needs? Complete Schedule D Program Specific Equipment Request form as needed.

None
F. Technology. Discuss the strengths and weaknesses of the technology available to enhance program success. What needs remain? What strategies are planned to meet those needs? Complete Schedule E Technology Request form as needed. All staff utilizes desktop computers on a daily basis. These computers should be replaced on a regular basis. That is challenging given the state of community college budgets, but it is a basic tool for the staff. At a very minimum the office should be replacing two computers each year. Many of the computers are currently very slow in response time. The IT department has indicated that more computer memory is needed to speed up the operation. See Schedule E.

G. Facilities Improvement/Renovation. Discuss the strengths and weaknesses of the physical resources available to enhance program success. What needs remain? What strategies are planned to meet those needs? Complete Schedule F Facilities Improvement/Renovation Request as needed. The Business office is housed in very small quarters. There is barely enough space for all the staff. The Bond Implementation Plan included a move to new facilities, but due to cost escalation there are not enough resources to remodel the proposed space. The staff must make do with the current facilities until a new plan can be developed.

H. Professional Development. Using the results of the Faculty/Staff Accomplishments survey, summarize the professional development activities undertaken by faculty and staff. Based on the goals that resulted from this program evaluation, complete the Schedule G Professional Development Needs form to indicate what areas of focus have been identified for future faculty/staff development. Note: Budget requests for Travel and Conference should be addressed on Schedule C. Operating Budget. The following training/professional development needs have been identified for office staff:

- Datatel regional conferences
- New software options

Learning Resources/Media Materials. What learning resources (i.e., books, periodicals, videos) are needed to enhance program success? Complete Schedule H Learning Resources/Media Materials Request form as needed. None
## Administrative Services Program/Discipline Plan

**Unit Name**: Business & Finance Office

### Program Activities/Actions

<table>
<thead>
<tr>
<th>NVC Strategic Goal #1 - 5</th>
<th>Program Evaluation Section</th>
<th>Objectives</th>
<th>Priority In Rank Order</th>
<th>Program Activities/Actions</th>
<th>Resources*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-4</td>
<td>5-E</td>
<td>1. Improve the ability of the payroll area to better utilize the available technology and to develop backup capability in the payroll area to maintain and improve the standard of excellence that has been developed for the payroll area.</td>
<td>1.</td>
<td>1. Hire and train a new payroll technician to provide backup support for the payroll area and to explore areas of the software system that can be better utilized.</td>
<td>1. One FTE Payroll Technician. See Schedule B.</td>
</tr>
<tr>
<td>2-4</td>
<td>3-5</td>
<td>2. Improve the knowledge and skill level of all staff regarding the Datatel software system and provide professional development opportunities for all staff in their area of expertise.</td>
<td>2.</td>
<td>2. Staff will be given the opportunity to attend the California based 3CDUG Conference to network with other professionals and develop new skills. Staff will also be given the opportunity to participate in professional development opportunities in their area of expertise.</td>
<td>2. Funds for Travel. See Schedule C.</td>
</tr>
<tr>
<td>2-4</td>
<td>3</td>
<td>3. Effectively use appropriate technologies by utilizing the appropriate equipment for the activity.</td>
<td>3.</td>
<td>3. Establish a purchasing process and budget so that two new computers with adequate memory can be purchased to maintain high performance standards and to efficiently utilize the Datatel system.</td>
<td>3. Funds for two new computers each year. See Schedule E.</td>
</tr>
</tbody>
</table>

* New requests should be defined on resource forms and included in the unit budget.

### Program Evaluation Section

- 2. Accreditation & External Reviews
- 3. Services
- 4. Community Outreach
- 5. Student Success & Equity
- 6. Enrollment Trends & Client Satisfaction
REQUEST FOR NEW PERMANENT
FACULTY AND STAFF
PROGRAM/UNIT NAME BUSINESS & FINANCE OFFICE

Accreditation reference: Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.

Project additional needs above and beyond the current status. Please include in your projected needs any known position that will be vacated due to retirement. List in priority order. Replacement positions are not guaranteed. Information will be used in the faculty and staff prioritization processes.

<table>
<thead>
<tr>
<th>Job Title and Justification</th>
<th>N/R*</th>
<th>FTE</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Technician</td>
<td>N</td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

The workload in payroll has increased significantly since the implementation of Datatel. Payroll is a critical function in any organization. The area needs more help to continue the outstanding accuracy and integrity that the current staff has created, and to provide the necessary skill redundancy that any payroll operation must have to insure continued accuracy.

*N=New, R=Replacement

Submitted By: ________________________ Approved By: ________________________

Budget Center Manager President/Vice President

Internet address: www.napavalley.edu/apps/comm.asp?$1=262

August 2008
REQUEST FOR OPERATING BUDGET AUGMENTATION
PROGRAM/UNIT NAME BUSINESS & FINANCE OFFICE

Accreditation Reference: Financial planning is integrated with and supports all institutional planning.

Operating Budget

This section is used to request and justify non-capital outlay additions to your department’s budget. This form applies only to Account Codes 113XX, 114XX, 523XX, 524XX, 54XXX and 55XXX. List in priority order.

<table>
<thead>
<tr>
<th>Account No. &amp; Description</th>
<th>Additional Amt Requested</th>
<th>Justification (Link to Plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>55211 Conferences &amp; Seminars</td>
<td>$10,000</td>
<td>The Datatel system requires on-going training and knowledge development. This budget will permit two staff members to attend the DUG conferences every year in Washington, D.C. and will also provide all staff the opportunity to attend one regional Datatel event (3CDUG) or attend a professional development opportunity in their area of expertise.</td>
</tr>
</tbody>
</table>

Submitted By:      Approved By:

_________________________  _______________________
Budget Center Manager     President/Vice President

Internet address: www.napavalley.edu/apps/comm.asp?$1=262

August 2008
Accreditation reference: Technology planning is integrated with institutional planning. The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, college-wide communications, research, and operational systems.

In order to determine the feasibility of your idea, it is necessary to consult with the Information Technology (IT) Department. It is important that all computer related technology be centrally coordinated. This will allow the IT Department to know the full picture of the need, to plan for adequate capacity of equipment and infrastructure, and to ensure standardized equipment is purchased, if possible. It is equally important that all technology requests are consistent with the NVC Technology Plan.

List in priority order.
Provide a general description of the project that includes:
1. The equipment needed, students and/or staff who will be served, and how often it will be used.
2. Will installation and maintenance support be required?
3. Where will the equipment be located? Will space need to be modified?
4. Describe the infrastructure requirements (i.e. network, power, connectivity, security, etc.)
5. Software support needed (i.e. new licenses, upgrades, system integration, ongoing support)
6. Is additional furniture necessary?
7. Useful life of equipment – when will the equipment need to be replaced?

All staff require computers for their daily work in Datatel. This office needs at least two new computers every year. These computers will replace old equipment, so there will be no modifications or support or additional equipment needed. Many of the computers are currently running very slow. The I.T. department has indicated that more computer memory is needed to speed up the processing time. Due to the constant use of this equipment oversized monitors (19-inch) are requested.

Cost estimates will be provided for priority projects only.

Submitted By:      Approved By:
________________________  ______________________
Budget Center Manager     President/Vice President

Internet address: www.napavalley.edu/apps/comm.asp?S1=262

August 2008
PROFESSIONAL DEVELOPMENT NEEDS
PROGRAM/UNIT NAME BUSINESS & FINANCE OFFICE

Accreditation reference: The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.

Please identify the professional development needs required for faculty and staff to stay current in the discipline, office technology, diversity, safety, instructional methods, and other areas. Specific training and estimated number of attendees are requested.

1. What training needs have been identified from your program review?
   Additional training for the Datatel system.

2. What pedagogical training needs have been identified in your program review?
   None

3. What types of technology does your program use? What technology training needs have you identified?
   Computers. See item 1.

4. What are the leading publications specific to your discipline and/or program?
   N/A

Submitted By:                  Approved By:

Budget Center Manager         President/Vice President

Internet address: www.napavalley.edu/apps/comm.asp?$1=262

August 2008