### VALENCIA COMMUNITY COLLEGE
#### Student Affairs Department Action Plan
#### WEAVE Online Form

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**Active Cycle (academic year):** 2010-11  
**Area (Department/Program):** Student Development- Student Activities Budget Plan  
**Person Responsible:** Dr. Chanda Torres

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<th>Plan</th>
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1. **Goal** - principal purpose of plan  
(introduce how this relates to serving students or increasing student success or supporting LifeMap)

To create a new Student Activities Budget system that ensures student activity dollars are appropriately administered.

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<th>2. <strong>Objectives</strong> - what will be accomplished and measured</th>
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Establish quarterly meetings with Procurement/Financial Services/Grants Accounting  
Create and Implement New Budget Forms  
Establish a check and balances system for monitoring the collegewide Student Activities Budget  
Establish mini audits with Student Development Staff to ensure we are meeting new established guidelines.

| 3. **Measures and Findings** – How specifically measures will be conducted.  
How will we know the objective has been achieved? |
|-------------------------------------------------|

Created a New Budget Request Form, Purchase Request Form and Transportation Request Form.  
Participated in monthly Grants Accounting Mini Audits on p-card.  
Established Quarterly Meetings with Procurement/Financial Services/Grants Accounting in the Fall Term.  
Established a collegewide budget checks and balances system.

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<th>4. <strong>Action Plan</strong> – what is the implementation plan?</th>
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1. Established quarterly meetings with Procurement/Financial Services in the Fall Term.  
2. Created and Implemented New Budget Forms in the Fall and Spring Terms.  
3. Established and implemented a check and balances system for monitoring the collegewide Student Activities Budget in the Fall /Spring Terms.  
4. Participated in monthly Grants Accounting mini audits on p-card to ensure we are meeting new and/or established guidelines.  
5. Reviewed use of new budget forms and budget reports in January and February with collegewide budget requestors.  
6. Reviewed check and balances system with Student Development Staff in April.  
7. Reviewed mini audit findings with Student Activities Accounting Specialist in December, April and June.

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<th>5. <strong>Achievement Summary/Analysis</strong> – What was learned from the assessment results? What changes will you make in your initiative for the year to come?</th>
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- Based on Student Development department feedback, 80% of the staff indicated that the meeting minutes from the quarterly meetings allowed for accurate record keeping of ongoing changes and discussion related to the Student Activities Budget.  
- Based on budget requestor’s feedback, 100% of them agreed that the new forms and quarterly reports allow for a better budget tracking and approval process.  
- Based on the collegewide mini audit reports, 96% Student Development team is meeting the p-card guidelines.
• In the future, the following items are recommended: Review of the Business Analysis Plan on Travel and develop a travel packet based on this review for club/organization advisors, continue to have quarterly meetings with Grants Accounting, Procurement, and Accounts Payable with the format of the Directors in each area presenting on the questions related to their departments, implement accounting best practices based on site reviews from our Accounting Specialist into our budget tracking systems and quarterly reports, implement quarterly reports on p-card, travel and budget to the Student Development Budget Managers to ensure staff are meeting expectation and are aware of any new guidelines.

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<th>6. General Education Learning Outcome</th>
<th>Quantitative Reasoning</th>
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<td>7. Strategic Plan Outcome</td>
<td>Building Pathways</td>
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