

Annual Assessment Report
EXECUTIVE SUMMARY

Unit name: Administration: Finance and Business Office

Assessment year: 2019 – 2020

Mission: The mission of the Office of Finance and Business is to deliver financial and administrative services to LaGuardia Community College’s students, faculty and staff. Comprised of the Accounting, Accounts Payable, Budget, Bursar, and Purchasing offices, the Business Office complies with all rules and regulations, strives for maximum efficiency and transparency, and maintains the College’s fiscal health in support of the College’s mission to educate and graduate our diverse student body.

Goal 1: Reduce manual entries-integrating accounting and procurement into CUNYfirst.

Supporting Strategic plan goal: 1- Build Student Access and Success

Objectives/Outcomes: Fully integrate accounting and procurement process of all non-tax levy entities (excluding the LaGuardia Foundation) into CUNYfirst.

Measures

- Accounting entries for non-tax levy entities occurring directly in CUNYfirst

Overview of findings, recommendations and next steps

Results:

- Childcare Centers and Business Office Accounts will go-live July 1, 2019 (FY20) 100% of the required activities for Go-Live were completed. User acceptance training was conducted

Recommendations and next steps

- The results in appendix A indicate that 100% of the Procurement and Cash Management activities went live July 1, 2019. Comparative analysis of Purchase Orders processed will be available in Yr. 2 (2020-2021). Comparative analysis of payments processed within 30 days will be available in Yr. 2 (2020-2021). Expenditure Analysis and Key Performance Indicators reported quarterly.
- Ongoing training will be made available for new users.

Goal 2: Maintain participation of businesses owned by minority and women in procurement and service contracts.

Supporting Strategic plan goal: 4- Build Inclusive Community to Achieve the College Mission.

Objectives/Outcomes: Increase participation of businesses owned by minority and women (MWBE) by 3% and disabled veterans (SDVOB) by 1.2% procurement and service contracts.

Measures

- a) Percentage of eligible expenses purchased from MWBE vendors as compared to CUNY reported percentage in FY19 of 21.2%
- b) Percentage of eligible expenses purchased from SDVOB vendors as compared to CUNY reported percentage in FY19 of 0.38%"

Overview of findings, recommendations and next steps

Results

- Overview of findings or outcomes – Compared the campus FY19 Minority/Women-owned Business Enterprises (MWBE) totals with FY20 MWBE totals and determined that the college increased participation of MWBE procurement and service contracts by 5.69%, from 21.10% to 26.79% in last quarter. SDVOB reached 34%, whereas the goal was 6%.
- Approximately 50 end-users were trained and educated on the MWBE vendor mandate.

Recommendations and next steps

- We expanded the internal database on MWBE/SDVOB vendors and the results show that our efforts to increase MWBE/SDVOB business participation worked very well with a considerable improvement in participation especially for SDVOM business. We will continue with our activities from last year.
- Monitor trend in the utilization by review of MWBE and SDVOB reports are issued Quarterly by the University.
- 2x the # of end-users inquiring about MWBE vendors for their orders"

Overall summary:

The Office of Finance and Business thinks critically about efficiency and best practices in order to improve performance every year. The Related Entities transferred their accounting and procurement procedures to the newly created Non-Tax Levy modules which officially rolled out July 1, 2020. Throughout 2019-2020, the accountants attended trainings and updated internal systems to facilitate a seamless transition. Currently, 100% of Non-Tax Levy transactions are now successfully processed in CUNYfirst, eliminating manual entries and significantly reducing the need for paperwork.

LaGCC experienced significant growth in its MWBE participation since Fiscal Year 2017. All Purchasing buyers prioritize MWBE and SDVOB vendors. Through their direct and concerted efforts, the MWBE state mandate was not only met but exceeded. The SDVOB participation rate was also significantly exceeded in Q4 due to their diligence in securing a large contract with an SDVOB vendor. This contract increased the rate to 34%.

Appendix

- Appendix A. Strategic Plan Assessment Report- CUNYfirst Integration of Non-Tax Levy Entities