



IEC STATUS UPDATE

Academic Year	Name of Program:	Business Services
2014-2015	Date of last review:	AY2012-2013

Recommendation 1:

Hire 1.0 FTE Accounting Assistant.

Progress:

No Progress to Date: While the department would greatly benefit from an additional 1.0 FTE Accounting Assistant, there is no funding available to add additional staff at this time. This recommendation will roll forward for future consideration.

Recommendation 2:

Explore seasonal Purchasing/Receiving Clerk.

Progress:

No Progress to Date: This recommendation is still being considered but the additional position would be competing with other campus requests for additional classified positions.

Recommendation 3:

Explore benefit of hiring technical writer for the purpose of generating reports from Banner Financials.

Progress:

In progress: The department is currently exploring options to contract a professional expert or independent contractor to develop ARGOS reports that would provide budget information in a format that would be meaningful for department budget managers, as well as financial reports for internal use.

Recommendation 4:

Continue to improve customer service skills in response to campus demands.

Progress :

In progress: With the successful rehiring of the Office Assistant, the Cashier's Office is now able to offer extended hours and is open Monday through Friday.

Recommendation 5:

Include above in Program Plan.

Progress:

Completed.