Table 2. CIP Outcomes 1 & 2

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| **A. Outcome #1**Create a simplified travel expense process |
| **B. Measure (Outcome #1)**Reconfiguration of current system, or consideration of using another method to process travel. | **C. Target (Outcome #1)**Complete redesign of travel system within 6 months |
| D. **Action Plan (Outcome #1)** Meet with Concur to get pricing on reconfiguration. Hire consultant to assist with reconfiguration. Communicate with users on progress of redesign. Update procedures on redesign. Incorporate credit cards when possible to streamline process. Eliminate cumbersome processes, i.e. instead of basing travel allowance on travel times; use a standard amount for travel days; eliminate home to office commute when calculating mileage reimbursement; |
| **E. Results Summary (Outcome #1)** We worked with a consultant for about 6-8 months redesigning the system to make it more user friendly. Before we had a chance to roll out the redesigned and improved Concur in March 2020, COVID-19 hit. Travel was suspended for the remainder of the year and into the following fiscal year. We continued to utilize Concur for non-travel Pcard transactions, including virtual training. Most training was obtained virtually. Several newsletters were sent out to employees explaining new guidelines. We updated procedures to reflect any changes made in the reconfiguration of the system. In the meantime, the District initiated a new software system, Workday, which eliminated our utilization of Concur. The new guidelines adopted for the redesign of Concur were incorporated into the Workday Expense design. |
| **F. Findings (Outcome #1) TO BE FILLED OUT IN YEAR 2**Some changes made to simplify the process:* Utilized the USGSA rates including 75% on day of travel, thus eliminating having include times of departure and arrival
* Changed the departure for all travel to be from home campus, eliminating the need to deduct home to campus commute.
* Encourage all travelers to obtain credit card in order to book travel arrangements, including registration; this eliminated the ghost card and the utilization of the travel agency which had caused problems in the past for travelers.
* Submit an estimate of major expenses for spend authorization as opposed to detailed information.
* All travel is processed through Workday, based on business purpose.
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| **G. Implementation of Findings (Outcome #1) TO BE FILLED OUT IN YEAR 2**Since implementing Workday, we’ve incorporated changes noted above in the design.  |

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| **A. Outcome #2**Create meaningful management reports |
| **B. Measure (Outcome #2)**Creation of timely and useful reports for management that are easily accessible in ARGOS folder | **C. Target (Outcome #2)**Coordinate with District leadership and IT to have reports created within a year. |
| **D. Action Plan (Outcome #2)**Meet with leadership, financial users to determine what needs are not being met. Evaluate best report writer to utilize to achieve best result. Develop either through Banner using Attributes to create reports; explore applicability of Zogotech to produce useful reports |
| **E. Results Summary (Outcome #2) TO BE FILLED OUT IN YEAR 2**Subsequent to the setting of this goal, the District began and completed implementation of Workday. The District went live with Workday 9/1/2021, and is still being finetuned. There are many reports for end users to runs to locate budgets, expense reports, etc. We’re still in the development phase of creating district wide financial statements. A consultant is being hired to assist with report creation and to help design/develop financial dashboard, particularly for the Board of Trustees.  |
| **F. Findings (Outcome #2) TO BE FILLED OUT IN YEAR 2**It is still too early to assess this goal. |
| **G. Implementation of Findings (Outcome #2) TO BE FILLED OUT IN YEAR 2**See E. above for additional explanation. |