

1. Mission and Vision

A. Service Area/Administrative Unit Mission

Business Office Mission Statement

The Business Office is dedicated to providing efficient and effective fiscal management by supporting the students, staff, faculty, departments, and outside constituents with exceptional accountability, accuracy, and compliance with regulations, while upholding a strong sense of professionalism and integrity.

B. Service Area/Administrative Unit Vision *(Where would you like the Program to be three years from now?)*

The Business Office objective is to offer fiscal excellence.

C. Describe how mission and vision align with and contribute to the College's [Mission](#) and [Vision](#)

1. Fostering an innovative learning environment that respects the diversity of individual backgrounds, abilities, and cultures.

The Business Office is a support service area for students, staff, faculty, and community. Among the areas we support instruction, student services, Viking Shop, CTE, clubs, and the Barstow College Foundation.

2. Offering programs to prepare students in basic skills, career and technical education, lifelong learning opportunities, and comprehensive lower division courses that meet articulation agreements for student transfer to four-year colleges and universities.

We are a fiscal support service that assists the learning environment campus wide. Assistance is provided in purchasing classroom supplies/equipment as needed. There is a great deal of fiscal assistance needed for technical education courses that have been rapidly increasing in size and scope.

3. Promoting student engagement and retention through caring customer service, strong student support services, and campus involvement opportunities.

We provide the following services to our campus community:

- Disburse financial aid
- Club support
- Scholarships
- BC Foundation
- Payroll
- Purchasing
- Employment and training for student workers

4. Providing counseling and other support services to assist students in the identification of their goals and achievement of their personal, educational, and employment potential.

We support students by offering financial aid, scholarships, club activities and travel arrangements for athletics and ASB.

5. Partnering with local agencies, businesses, schools, and military bases to promote positive community development and economic growth.

We provide fiscal support for a number of campus programs that interface with various agencies, business schools, and the military bases. Among these are CTE programs, enrollment/tuition assistance, and distance education. We interface with these agencies to ensure timely payment for various contracts/agreements entered into by the district.

6. Providing career and technical education and workforce development programs and courses that give students the knowledge, skills, and certification necessary for success in the workplace. Fostering an innovative learning environment that respects the diversity of individual backgrounds, abilities, and cultures.

As an institution our programs in CTE have grown rapidly over the last five years. This includes extensive grant writing and development of new programs. With this the demand for support, specifically fiscal support, has grown significantly. To date this area of growth has had the most significant impact on our service area.

7. Using institutional research to further develop courses, programs, and services.

The Business Office works closely with the V.P. of Administrative Services to monitor cash flow and assist in the budgeting process.

8. Increasing access to all students by continuing to promote and develop our extensive distance education program.

The Business Office works with the distance education programs but in particular the Ft. Irwin campus to assist faculty, staff, and students with any representative fiscal services.

DATE: 10/12/13

ANNUAL UPDATE #1: There is no change to the mission and vision.

DATE: 10/6/14

ANNUAL UPDATE #2:

1A: There is no change to the Business Office Mission statement. Staff agree they like it the way it is.

1B: In order to be more efficient we need to find ways to automate processes. Doing so will enable us to be more productive and better serve our customers. Ince two of our staff members are fairly new to their positions we also need to work on additional training to ensure compliance with regulations.

1C: Since the last update the college Mission and Vision statements have been revised. The Business Office Mission statement aligns with the districts by providing efficient and effective fiscal management to support our students, community, and military population with required support. The Business Office supports all divisions in various ways that enable them to support students. Some of those ways are purchasing products for the classroom, processing payroll checks for student workers and staff, disbursing financial aid to students, and handling all financial transactions for the district.