

BERGEN COMMUNITY COLLEGE

Assessment Report for (Department or Unit): Accounting / Administrative Services

Department/Unit Leader: Deborah Sousa

Assessment Period: 2011-2012

Submitted by: Diane Mandrafina

1. Intended Outcome (Goal):

Accounting will successfully implement the changes needed for State Health Benefits (SHB) Reform. This goal is shared between Accounting, Human Resources and IT.

2. General Education Requirement(s) to which the intended outcome relates:

n/a

3. Section(s) of the Strategic Plan to which the intended outcomes relates:

#5 We will maintain sound fiscal management and affordability, and increase our resource development efforts.

4. Means of assessment, sources of data, and desired result:

Accurate deductions for SHB Cost-Sharing. Sources of data are: Datatel, Calculation Spreadsheet and ADP.

The desired result is to make accurate deductions so no retroactive deductions from and/or refunds to employees are required.

5. Summary of Results:

It is expected accurate deductions will be made from employee Payroll checks for SHB Cost-Sharing beginning with the July 12, 2012 Payroll.

6. Recommendations for improvement:

This will be reviewed/assessed during FY13.