

Appendix

District Functional Flow Charts (Process Maps)

In 2007, the LACCD initiated an ambitious project aimed at creating detailed visual “functional flow charts” or process maps of the most common and central administrative processes engaged in by faculty and staff. The purpose of this project was three fold:

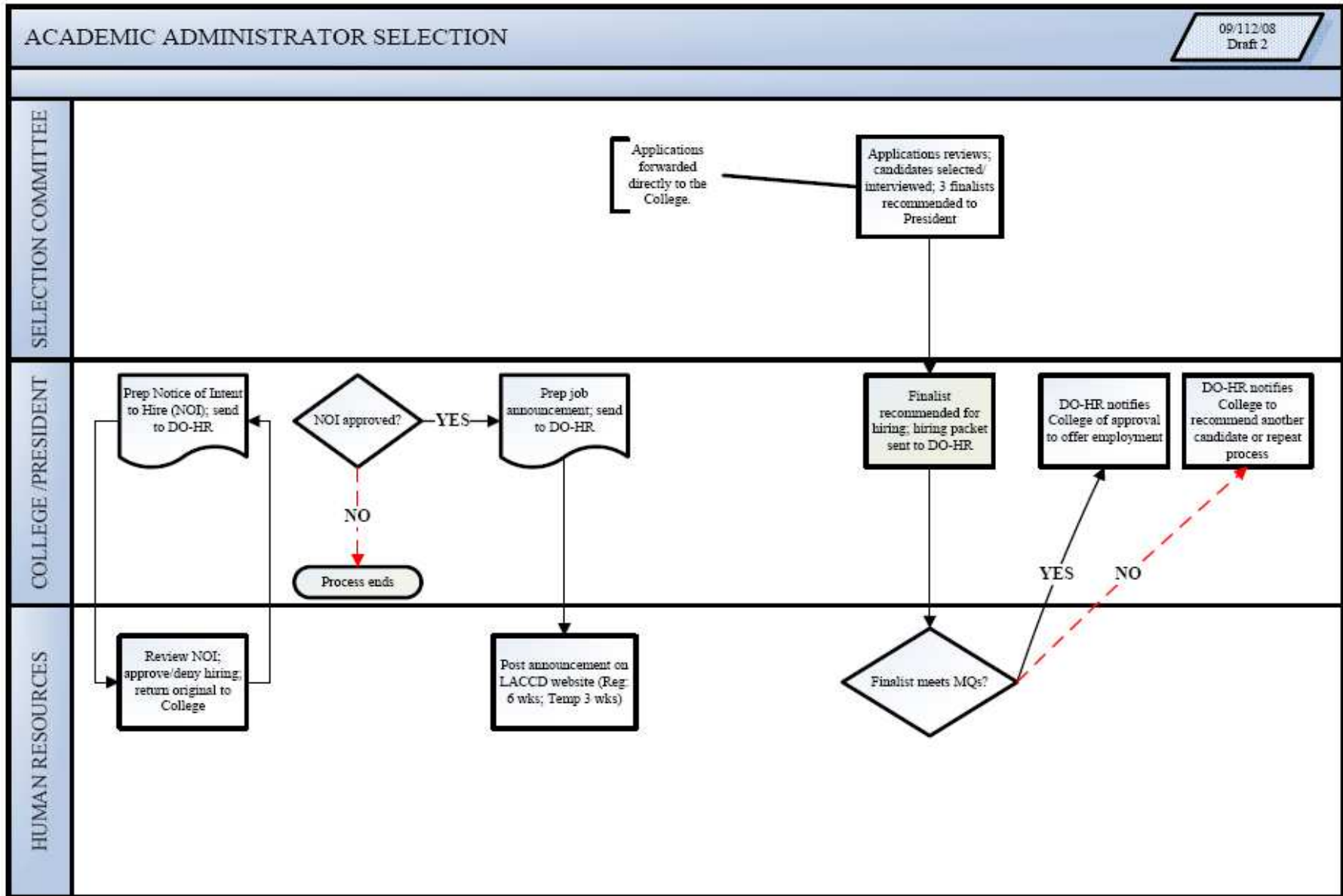
1. To create easy-to-use flow charts that even new faculty and staff could use to carry out essential administrative processes
2. To map all administrative processes so that they could be re-engineered and refined to increase the efficiency and effectiveness of all District administrative systems
3. To further clarify the division of roles and responsibilities between District Office administrative units and their counterparts at the colleges

Each chart traces an essential process from the point of the “initiator” through the various decision-making points that lead to a positive or negative outcome. All charts indicate the administrative “level” at which steps of the process occur, for example, at the “college,” the “District Office,” or the “Board of Trustees” levels.

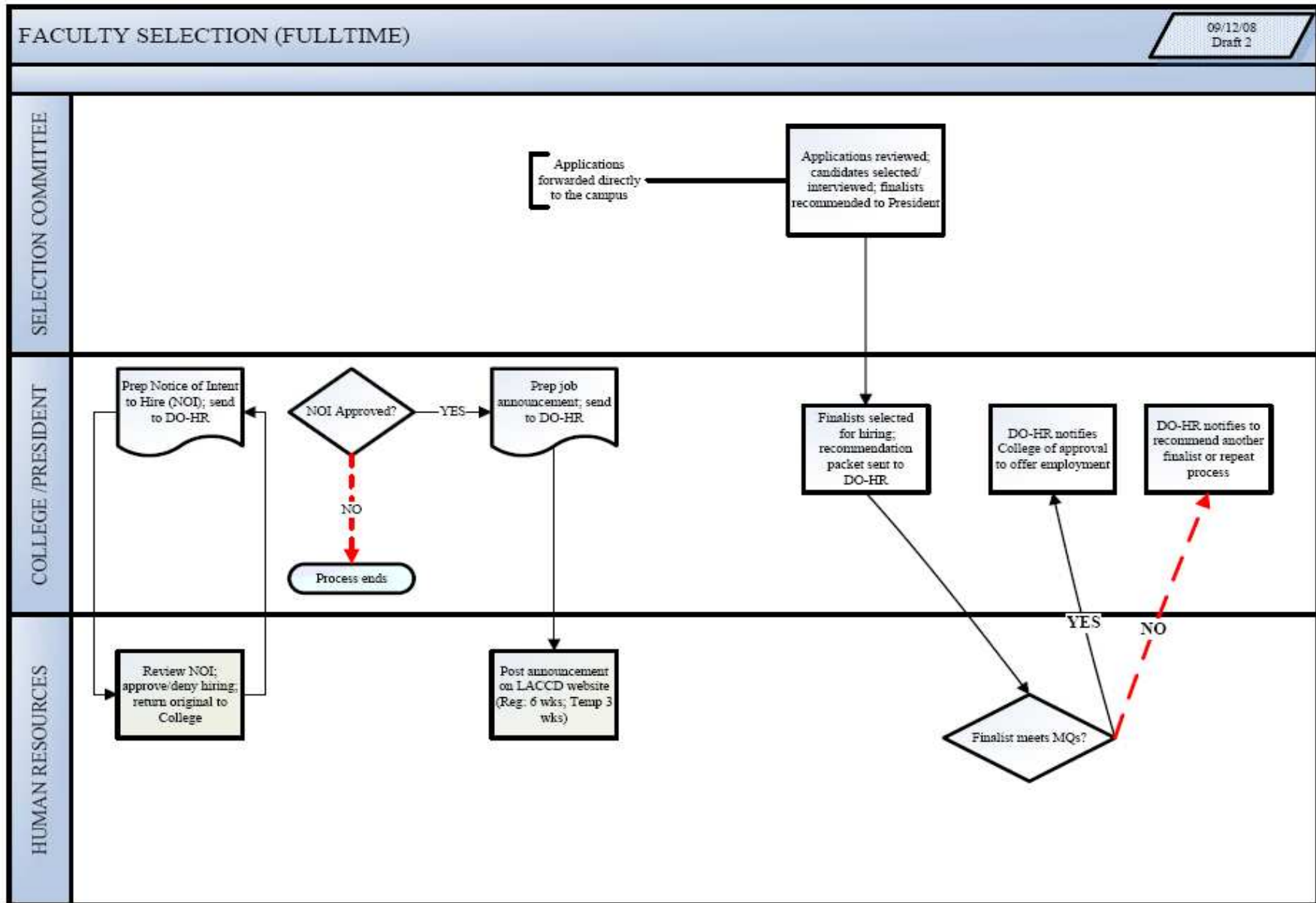
Early in the project, it was decided that priority would be given to mapping processes that are commonly used by faculty and staff at the colleges or that pose special problems due to their complexity. Thus, the first functions documented include simple but common processes like the new employee process for enrolling in health benefits as well as extremely complex processes like that for establishing accounts for a new specially-funded program.

By Spring 2009, it is expected that these flow charts will be placed on the District’s website for the use of faculty and staff. When placed on line, they will eventually contain live links to forms and documents required at each stage and additional contact information that will allow faculty and staff to follow-up on the actions they have initiated.

Human Resources Academic Administrator Selection Process

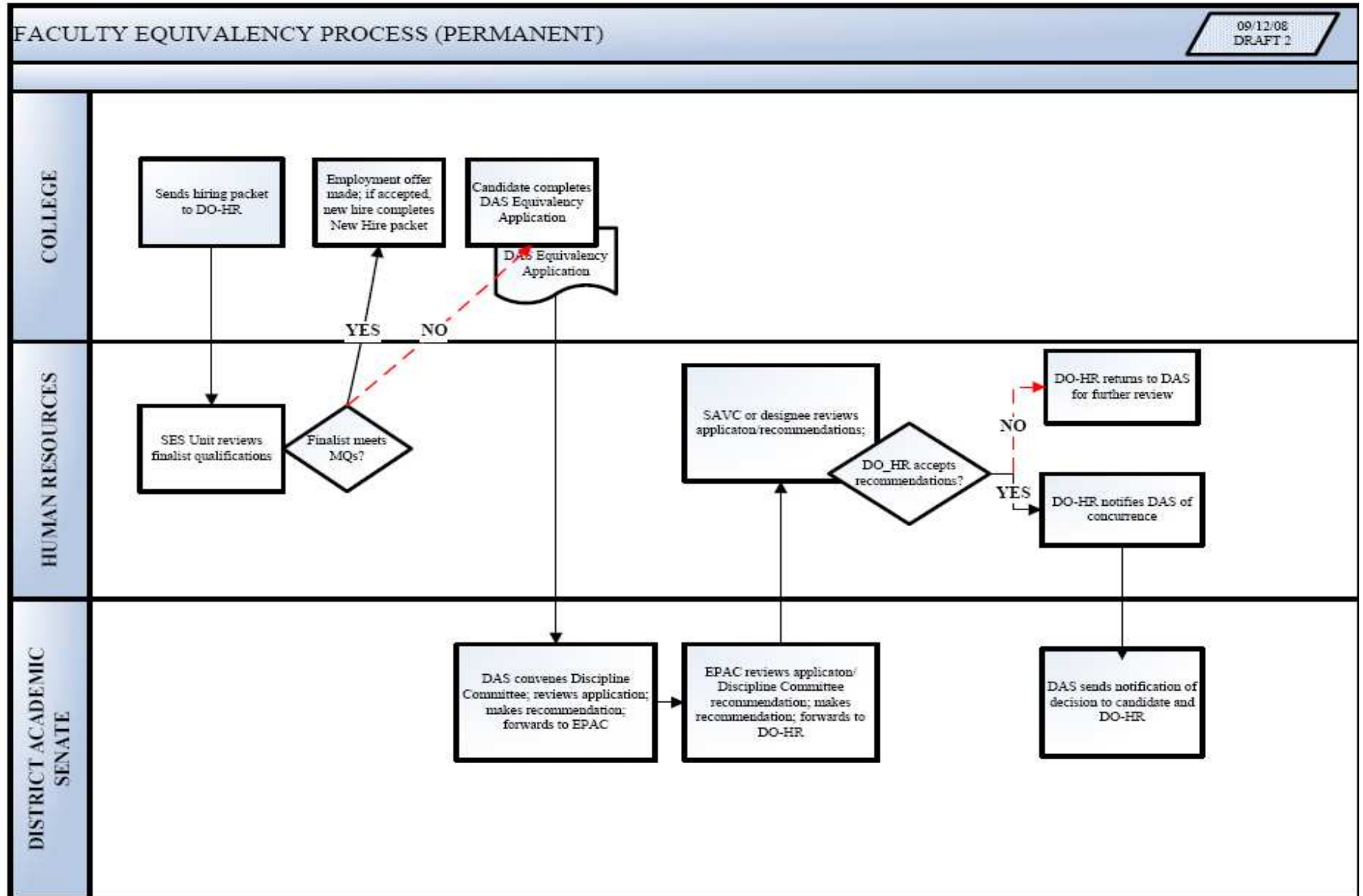


Human Resources Faculty Selection Process



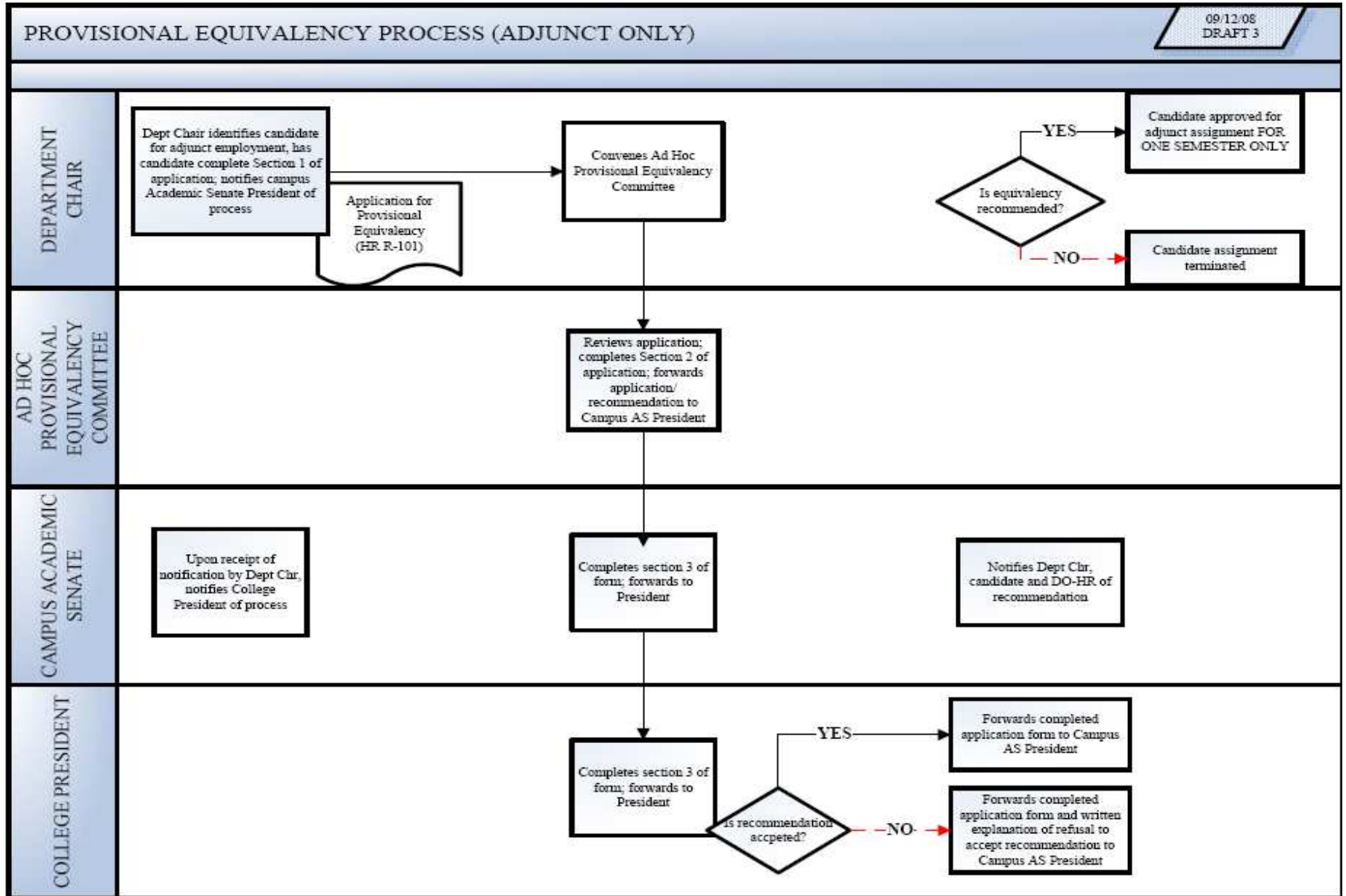
Human Resources

Faculty Equivalency Process (Fulltime Faculty)

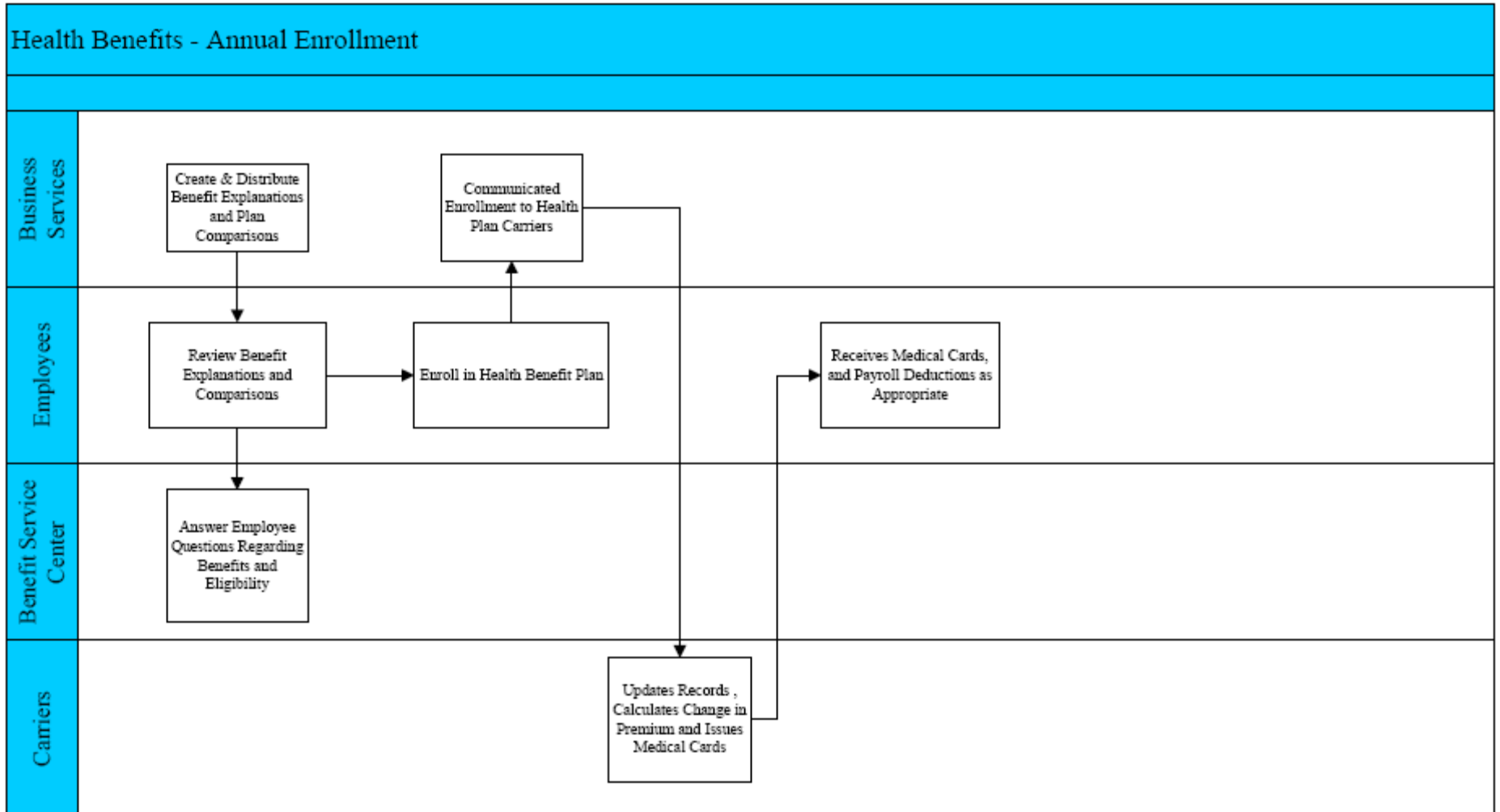


Human Resources

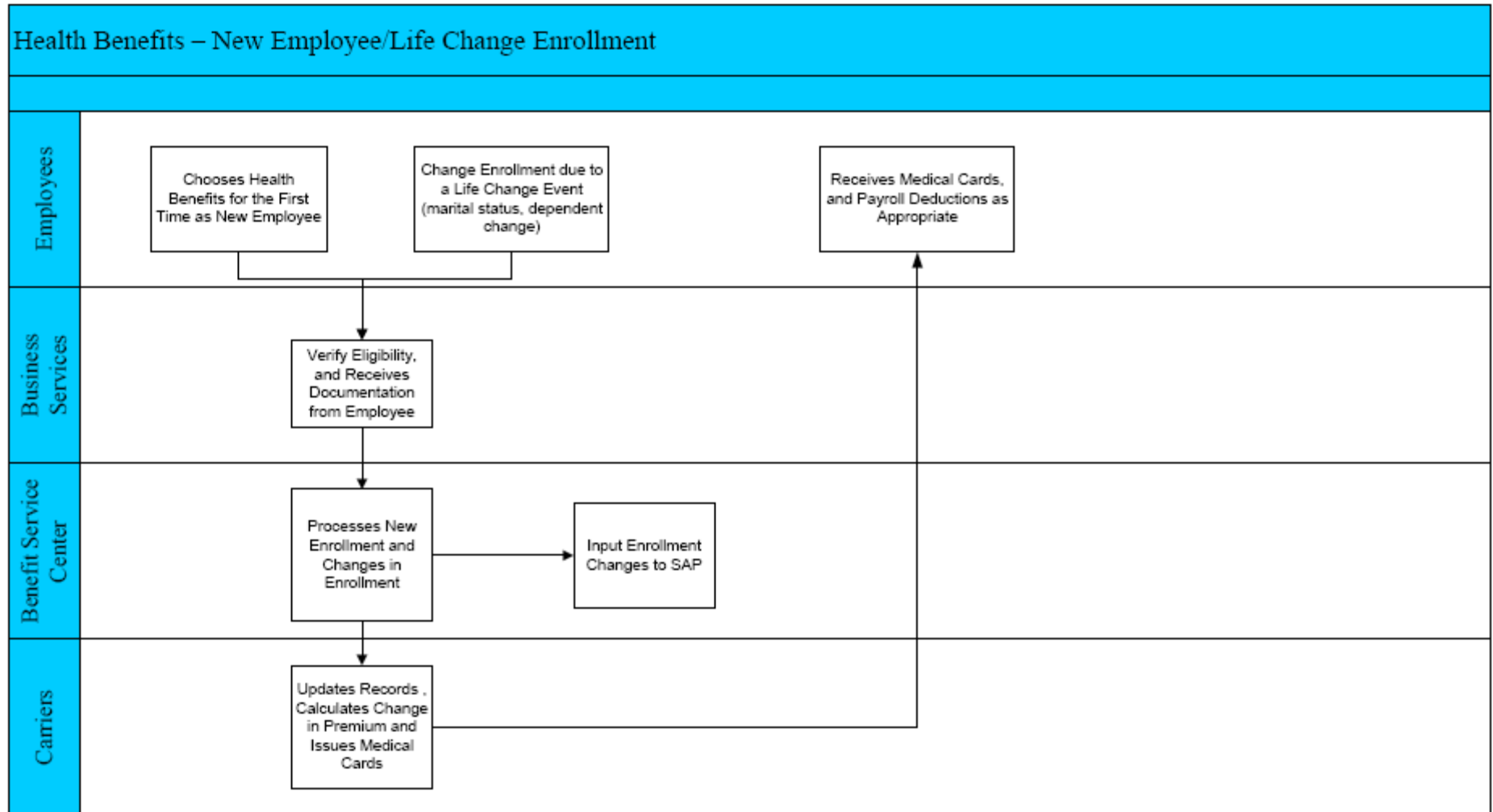
Provisional Equivalency Process (Adjunct Faculty)



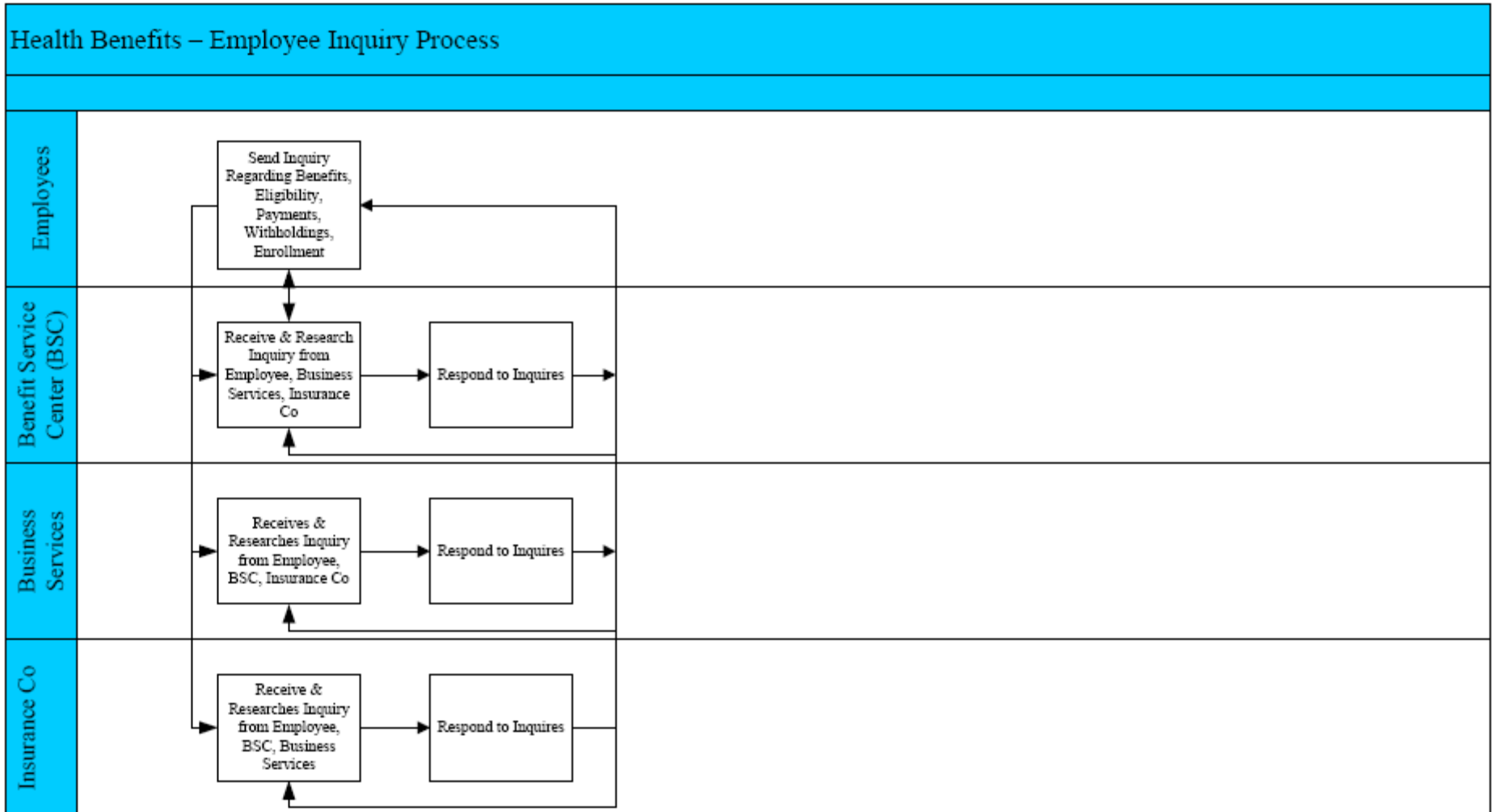
Business Services
Employee Health Benefits
Annual Enrollment Process



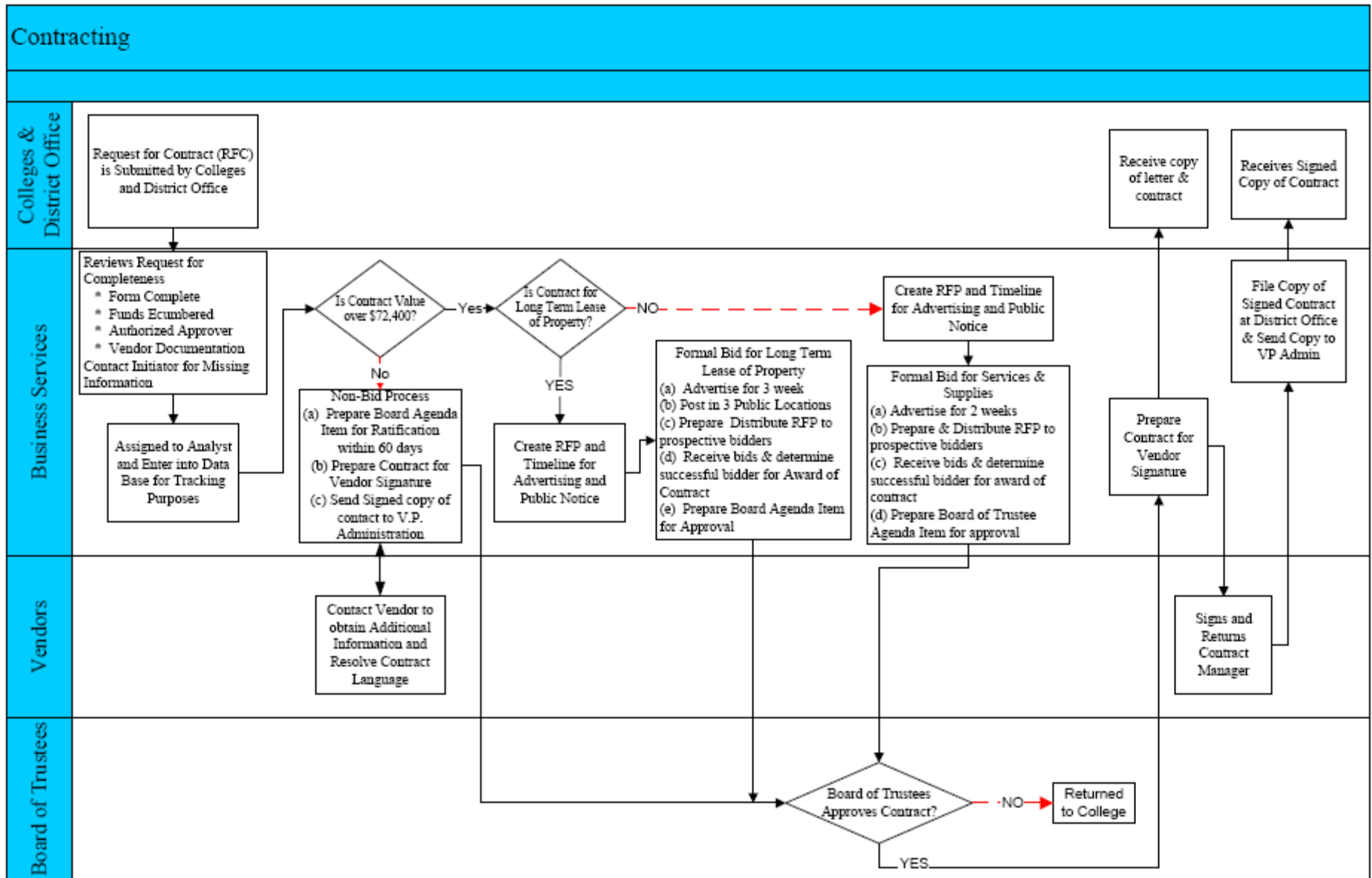
Business Services
Employee Health Benefits
New Employee/Life Change Enrollment Process



Business Services
Employee Health Benefits
Employee Inquiry Process

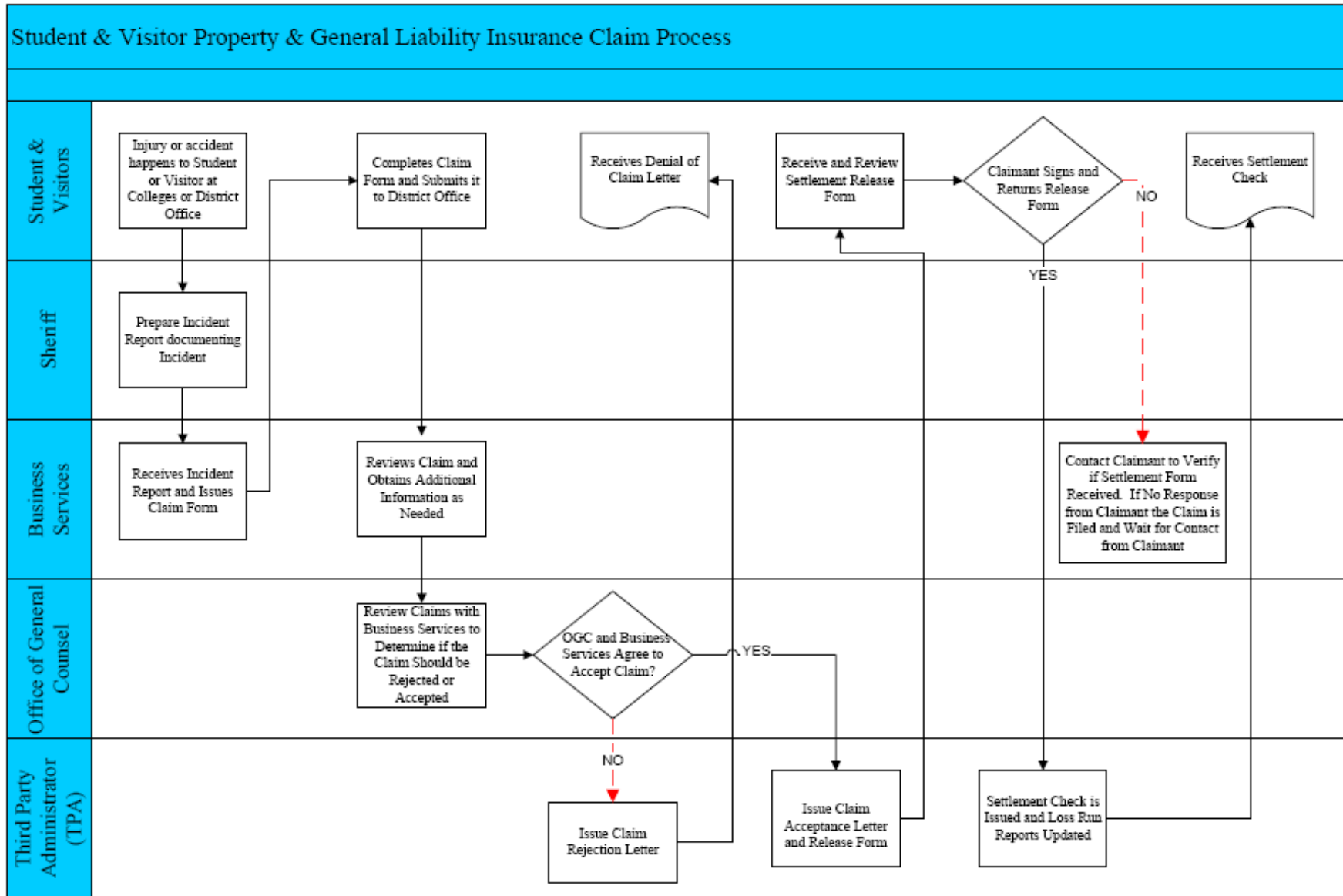


Business Services Contract Approval Process



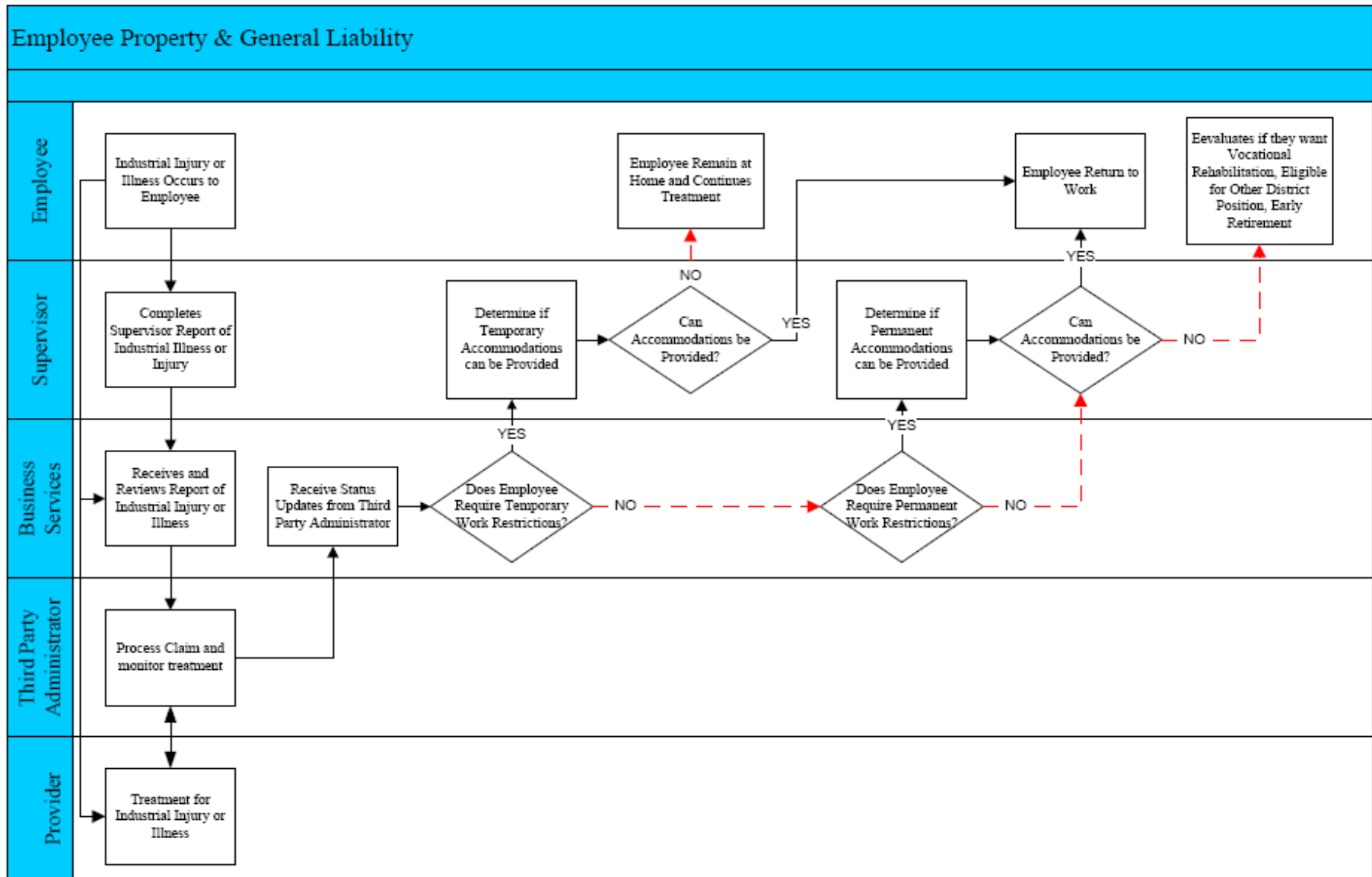
Business Services

Student & Visitor Property & General Liability Insurance Claim Process



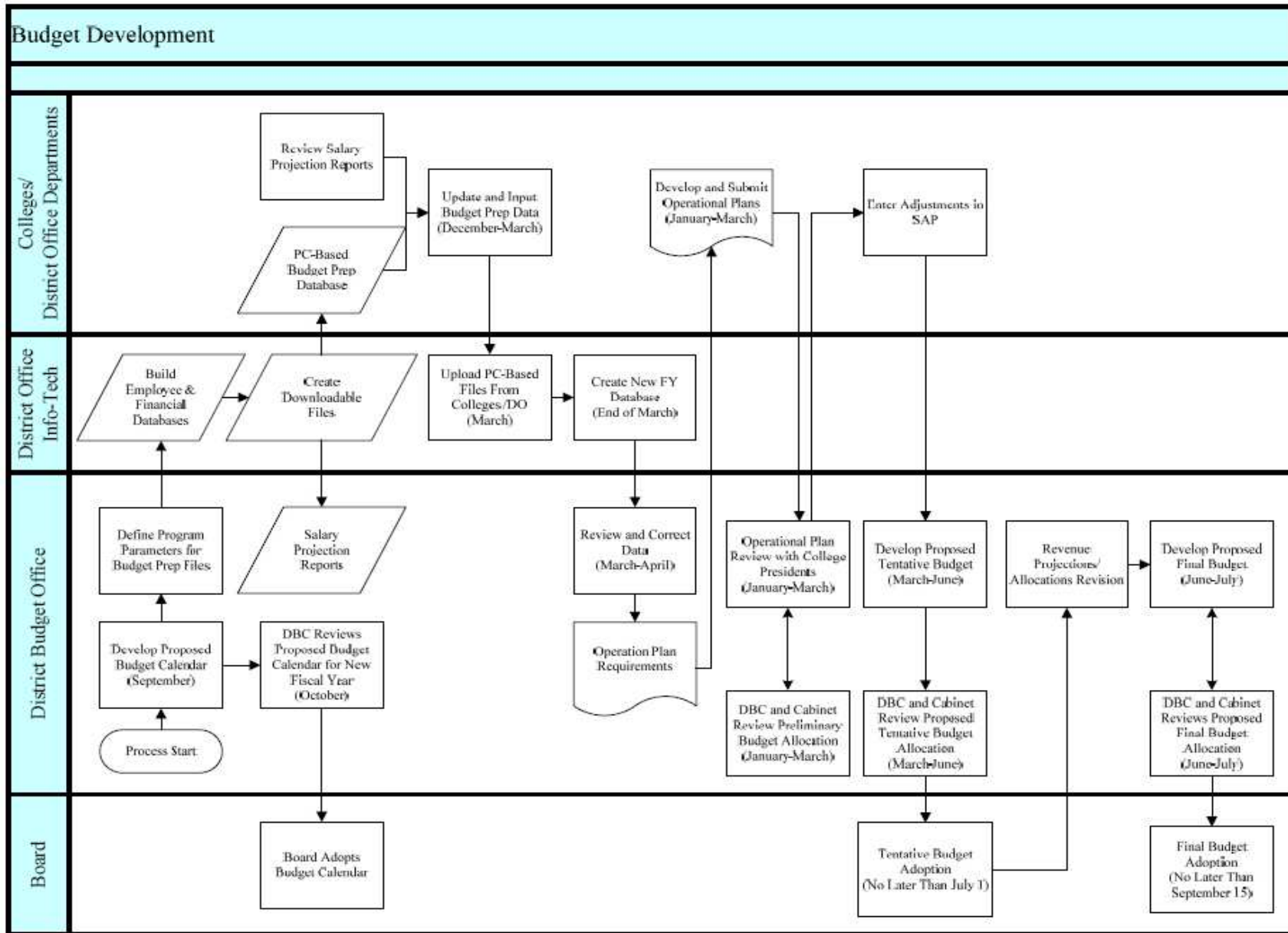
Business Services

Employee Property & General Liability Insurance Claim Process



Budget Management & Analysis

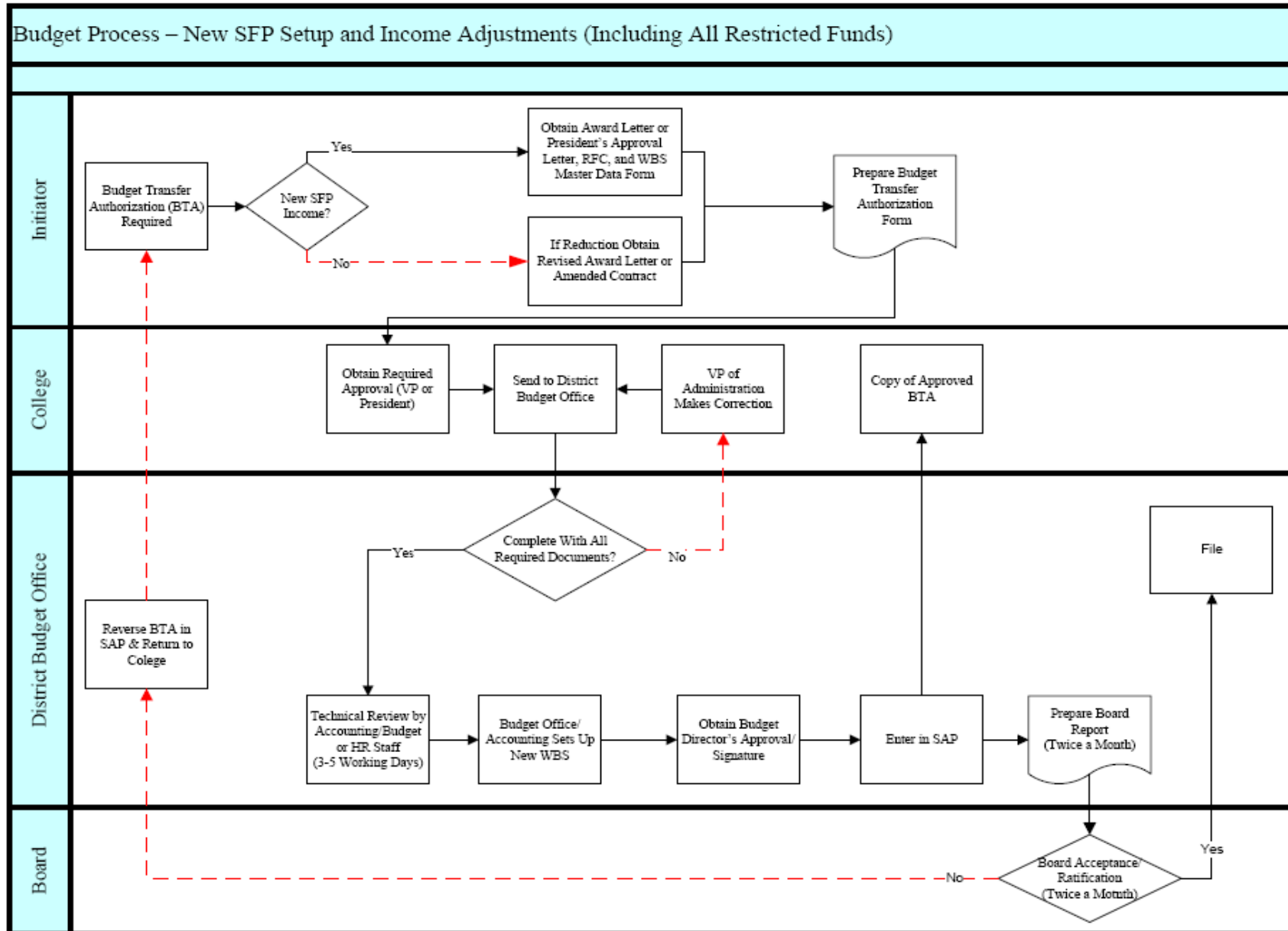
The Budget Development Process



Revised on September 5, 2008

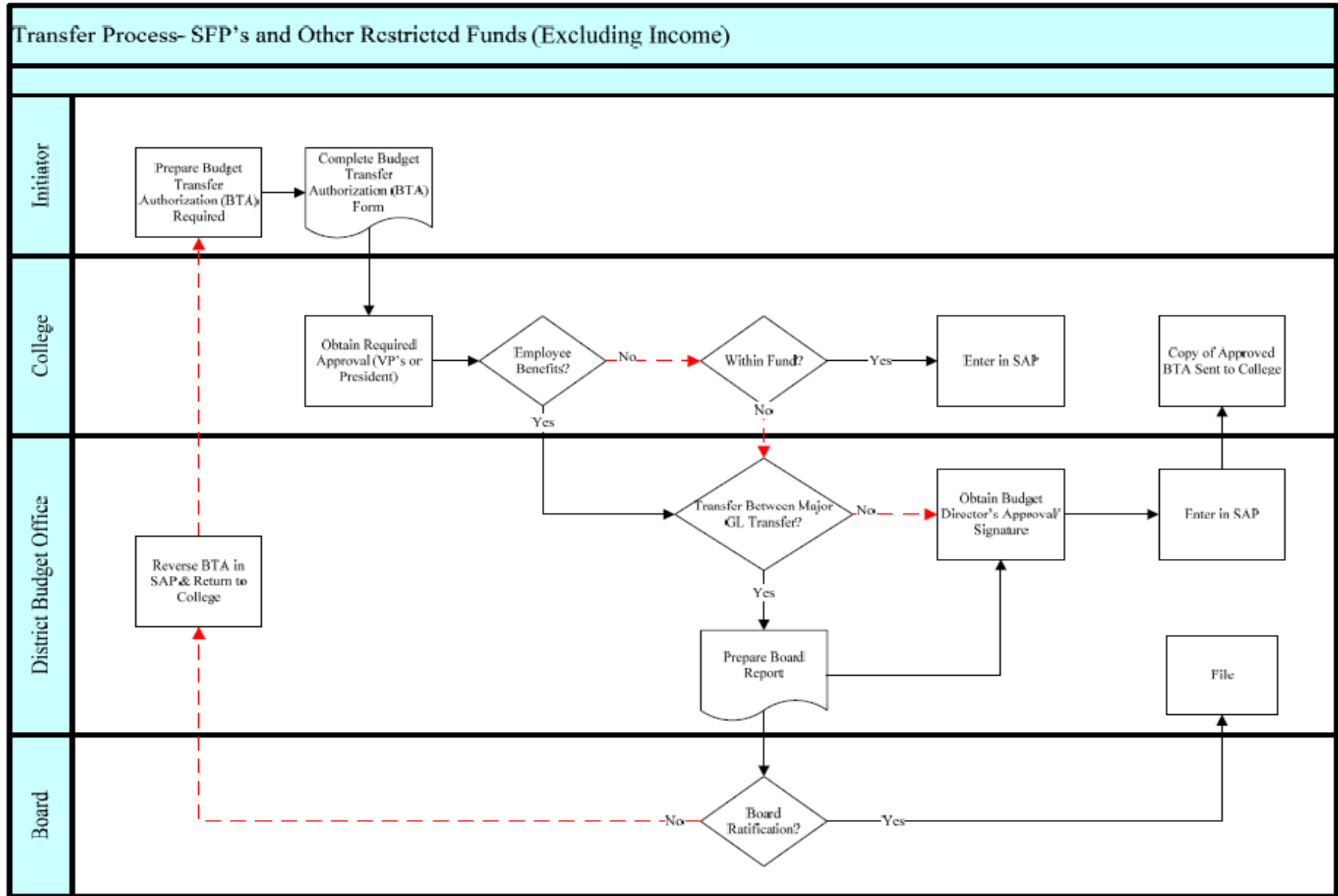
Budget Management & Analysis

New SFP Setup and Income Adjustment Process (for all restricted funds)



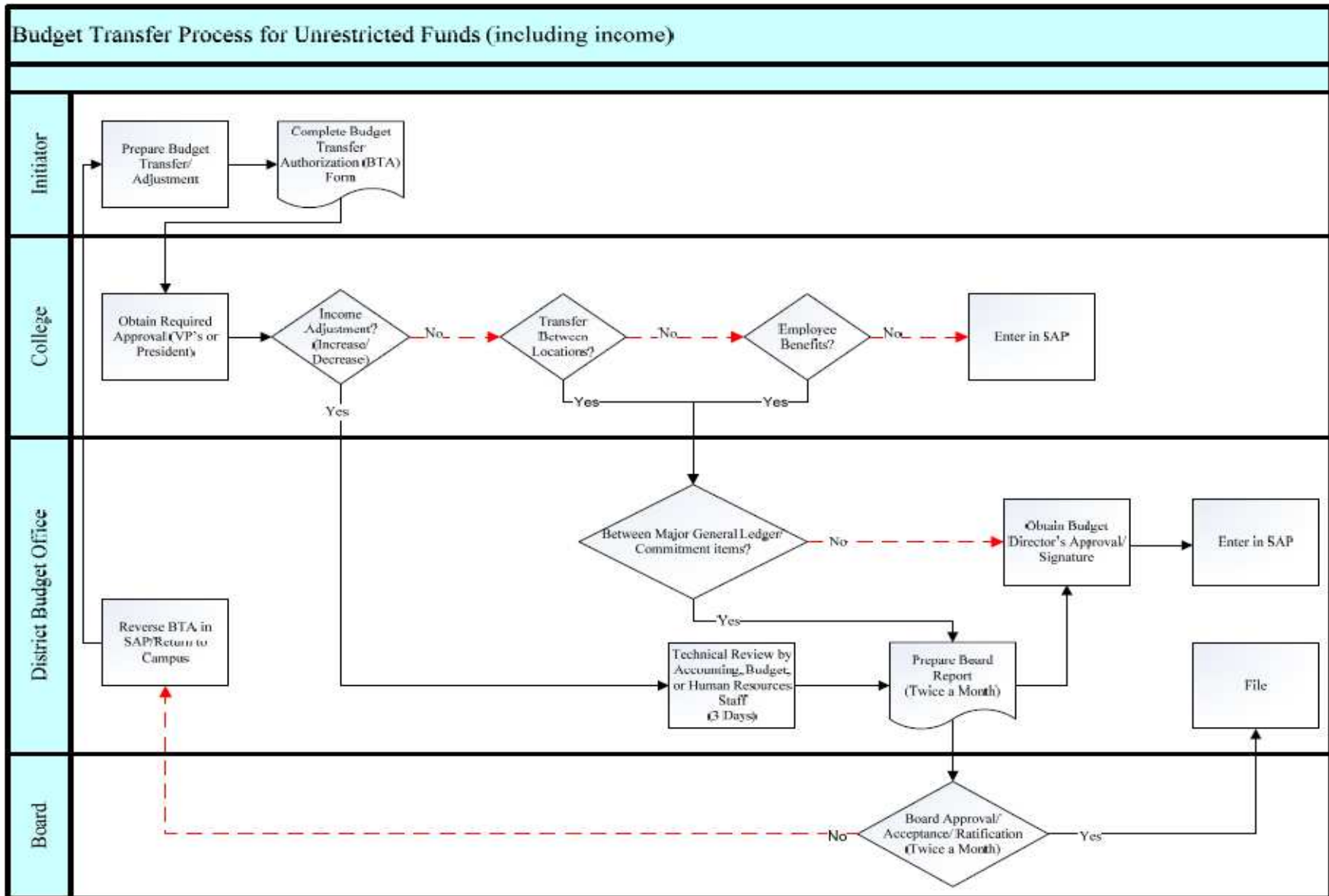
Budget Management & Analysis

Budget Transfer Process for SFPs and Other Restricted Funds (Excluding Income)



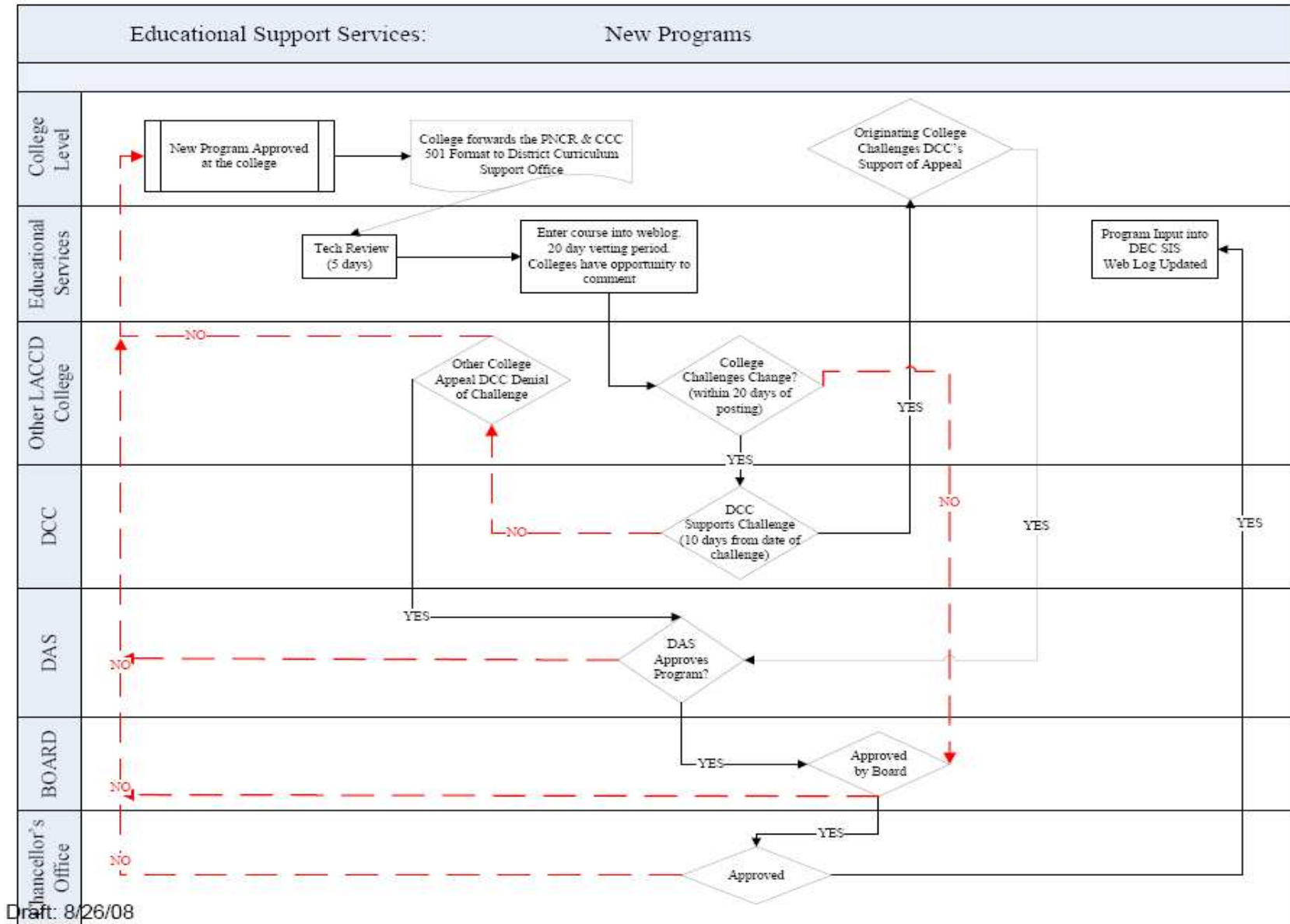
Budget Management & Analysis

Budget Transfer Process for Unrestricted Funds (including income)

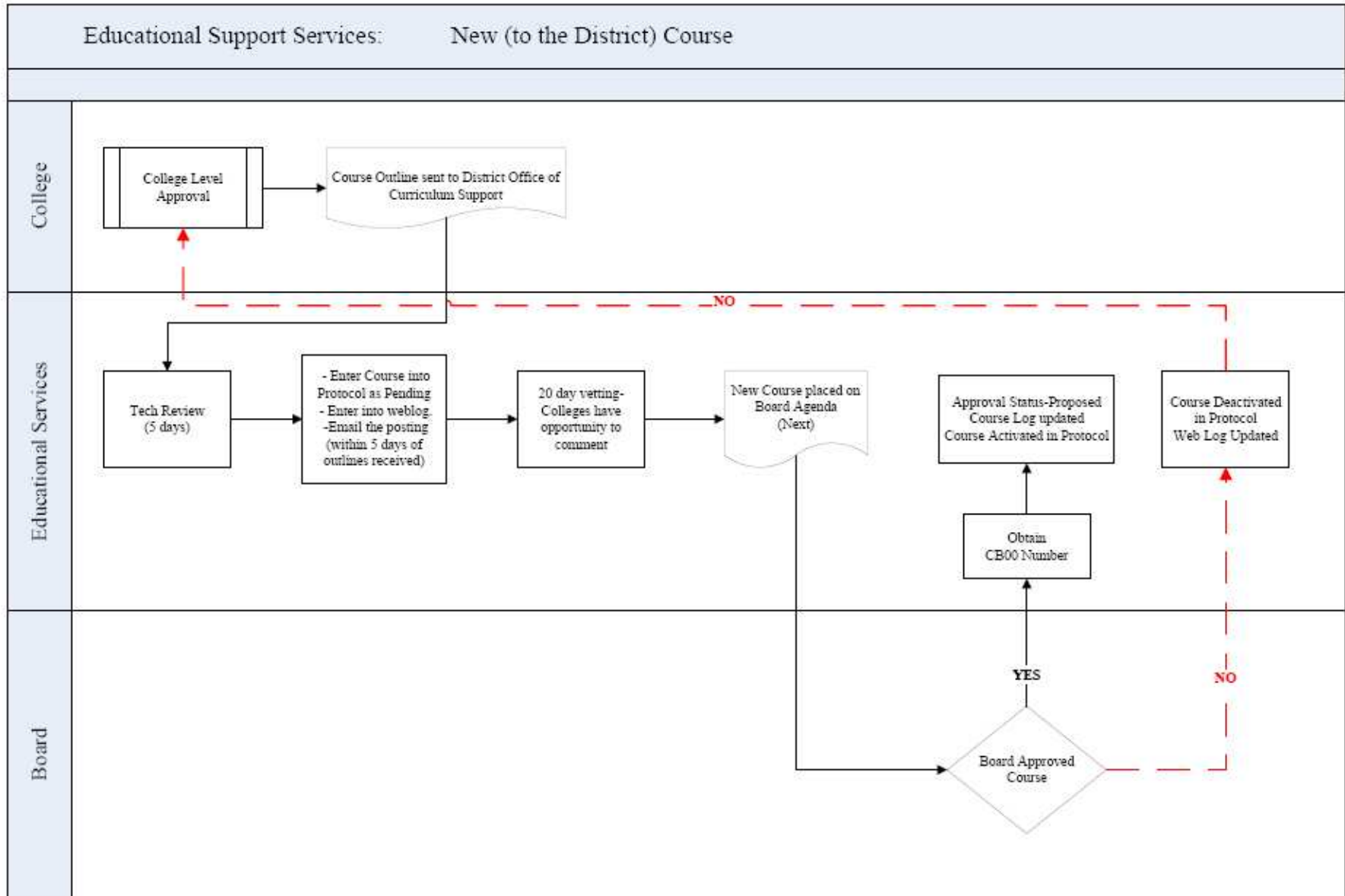


Educational Services

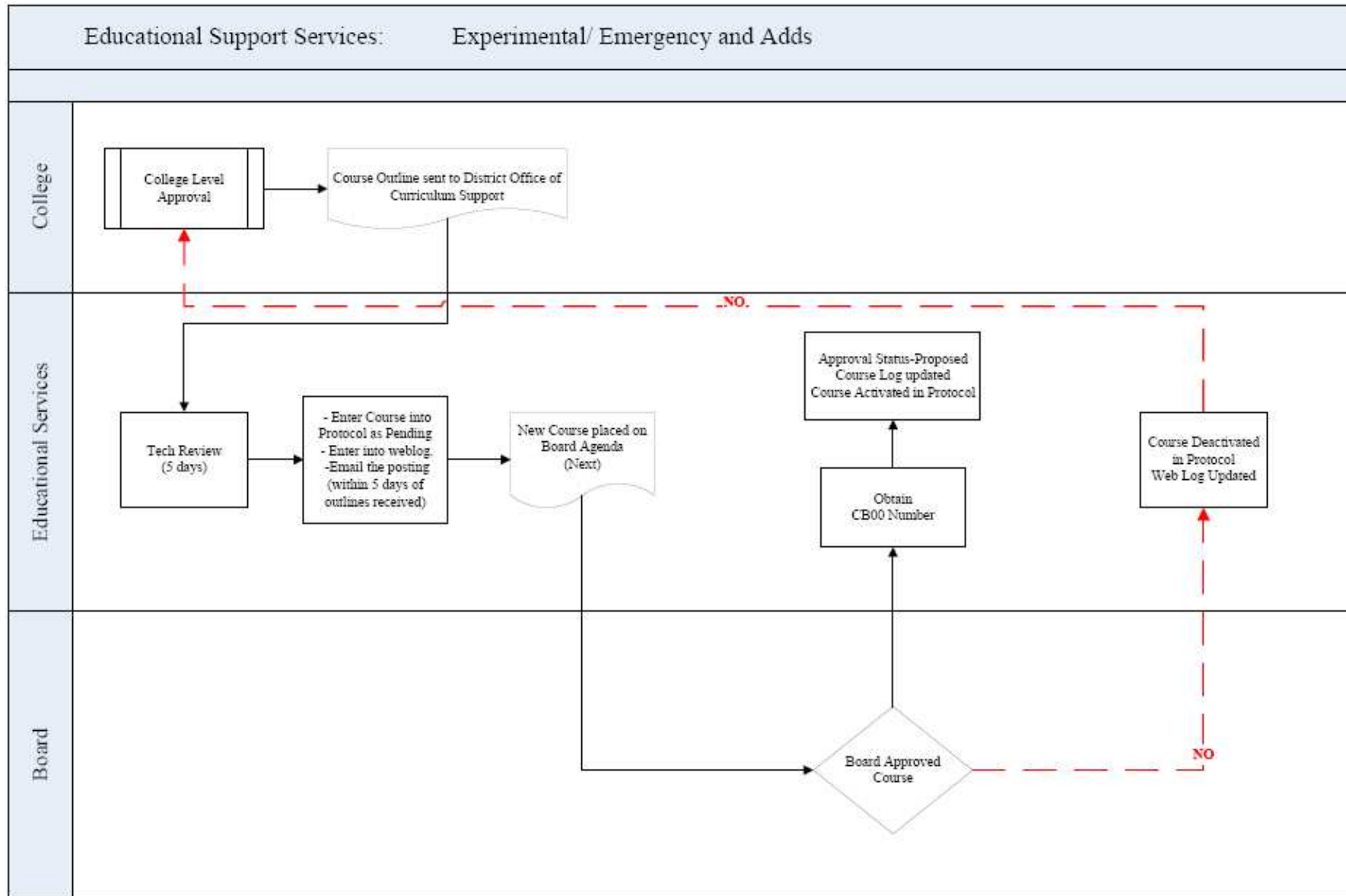
New Educational Program Approval Process



Educational Services New Course Approval Process (new to District)



Educational Services Experimental/Emergency and Added (from District) Course Approval Process

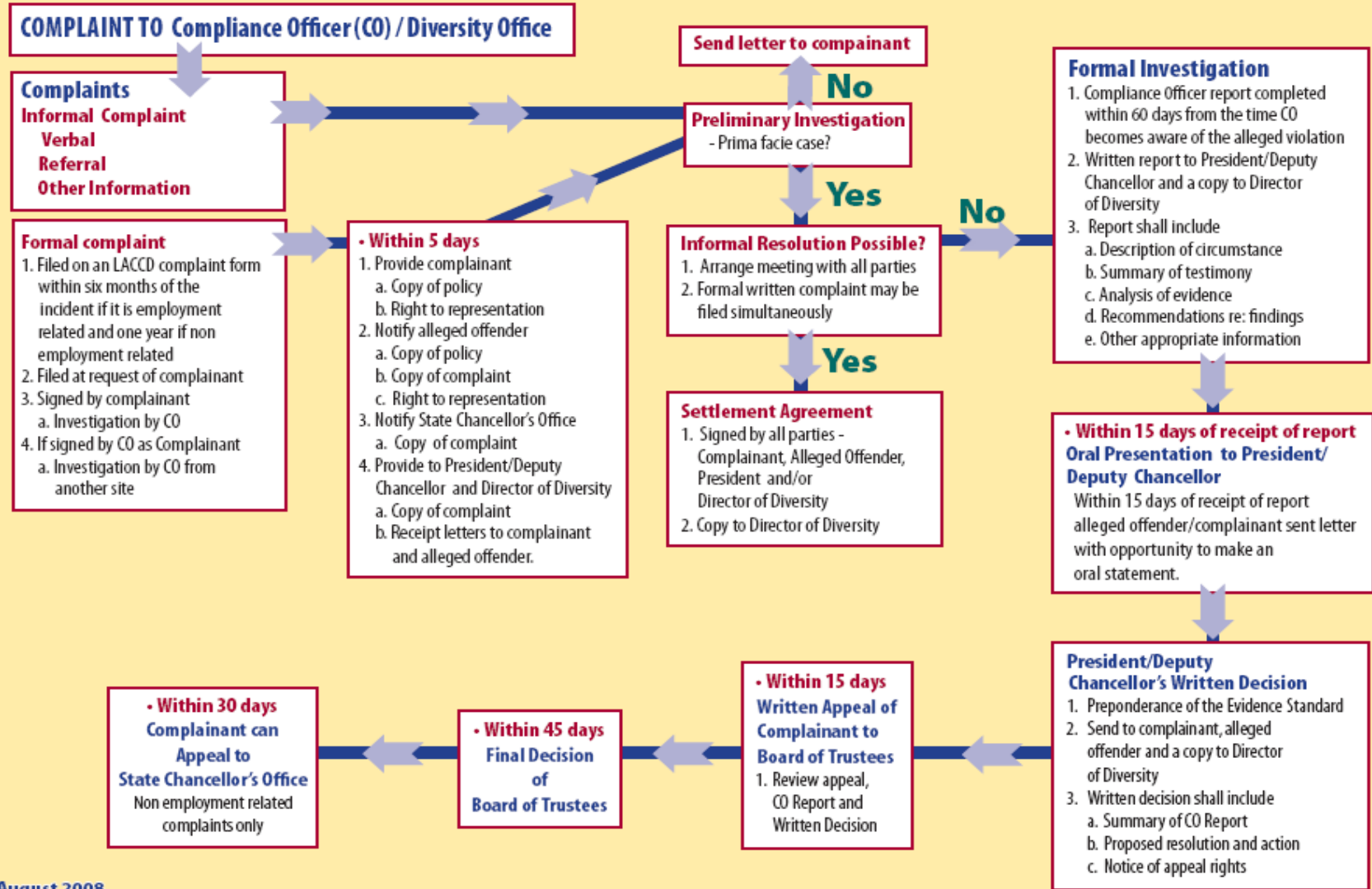


Diversity Programs

Discrimination Complaint Process

Los Angeles Community College District - Board Rule Chapter XV

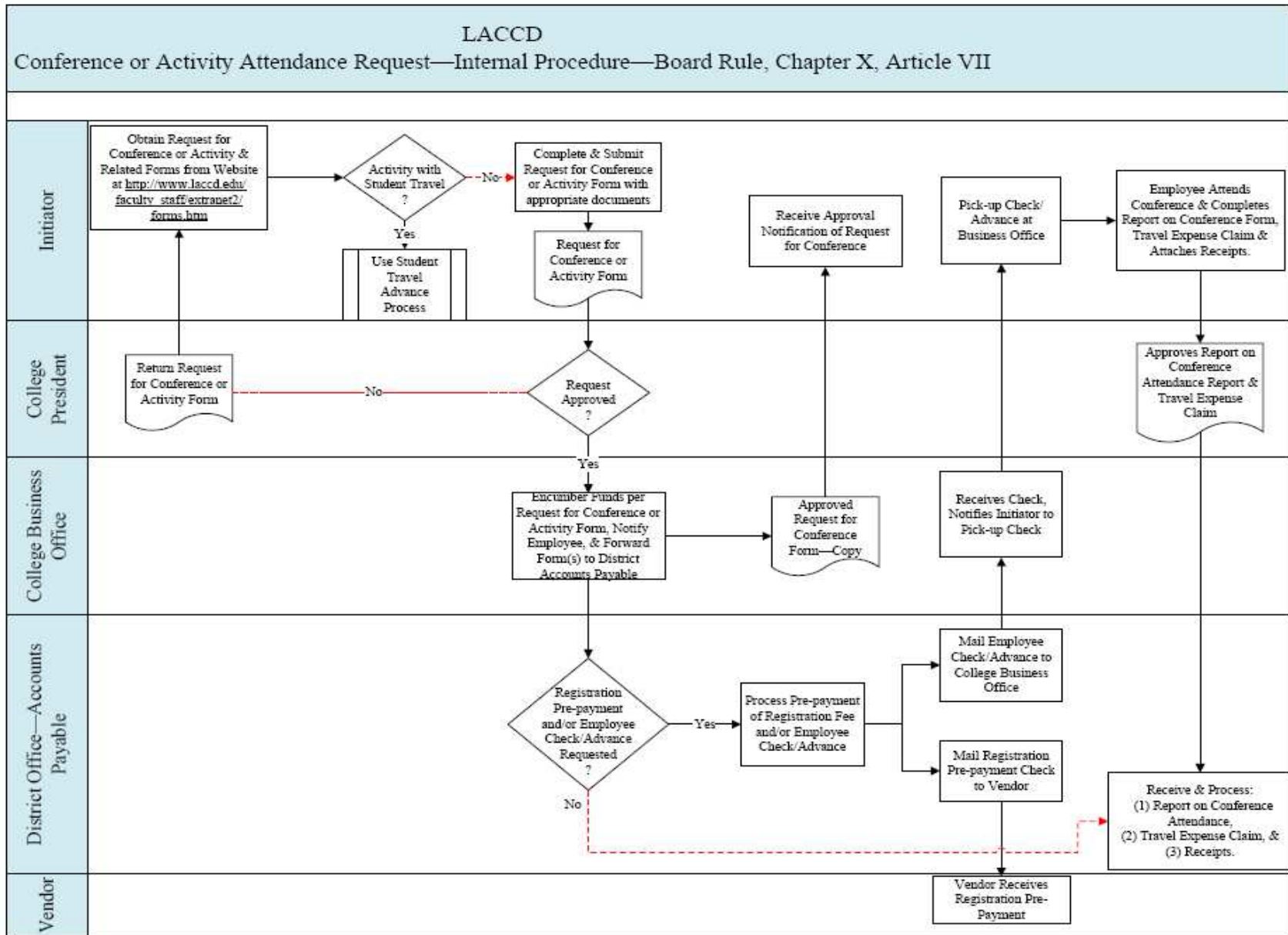
Prohibited Discrimination Policy and Procedures



August 2008

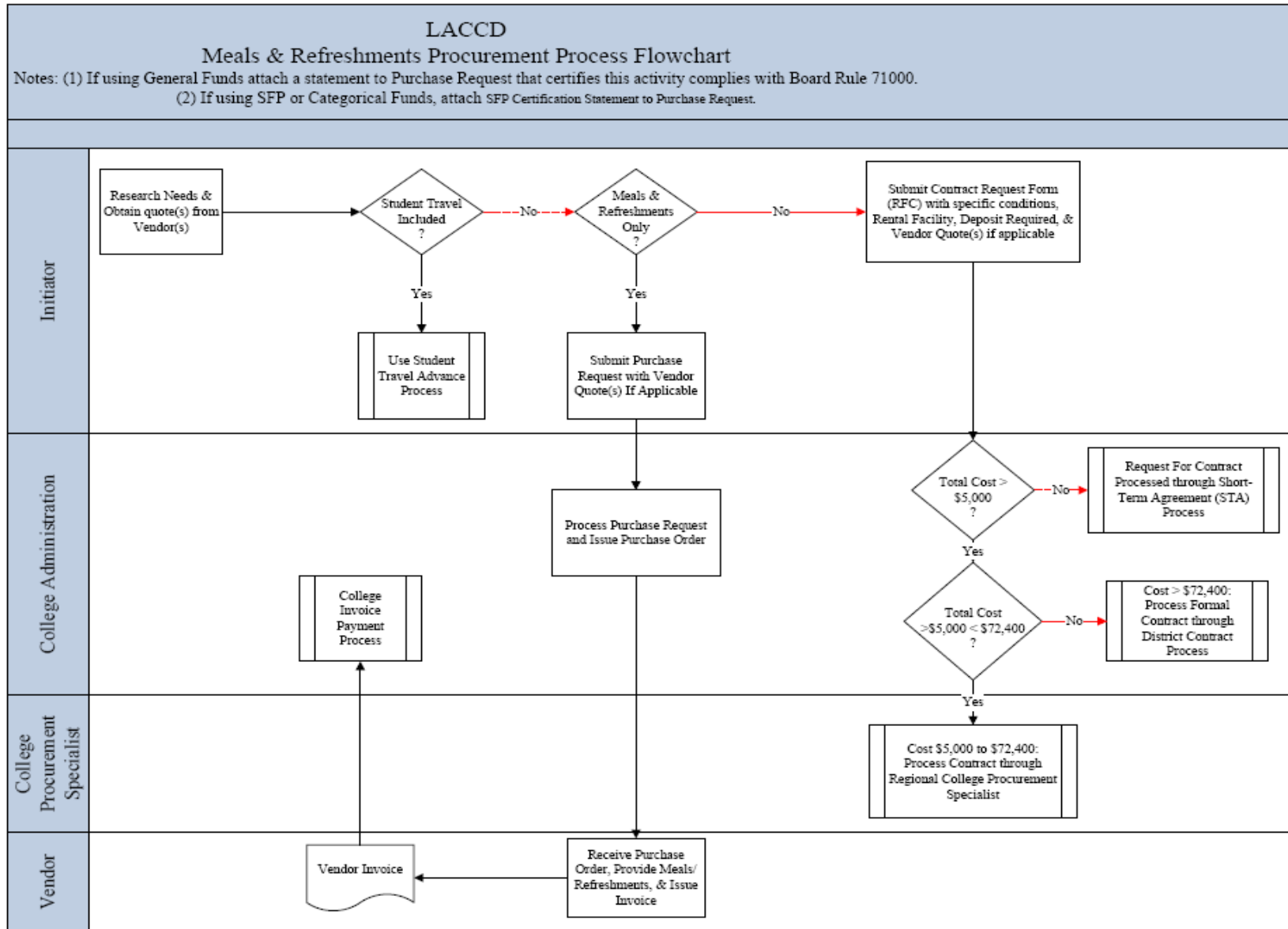
Accounting

Conference or Activity Attendance Request Process



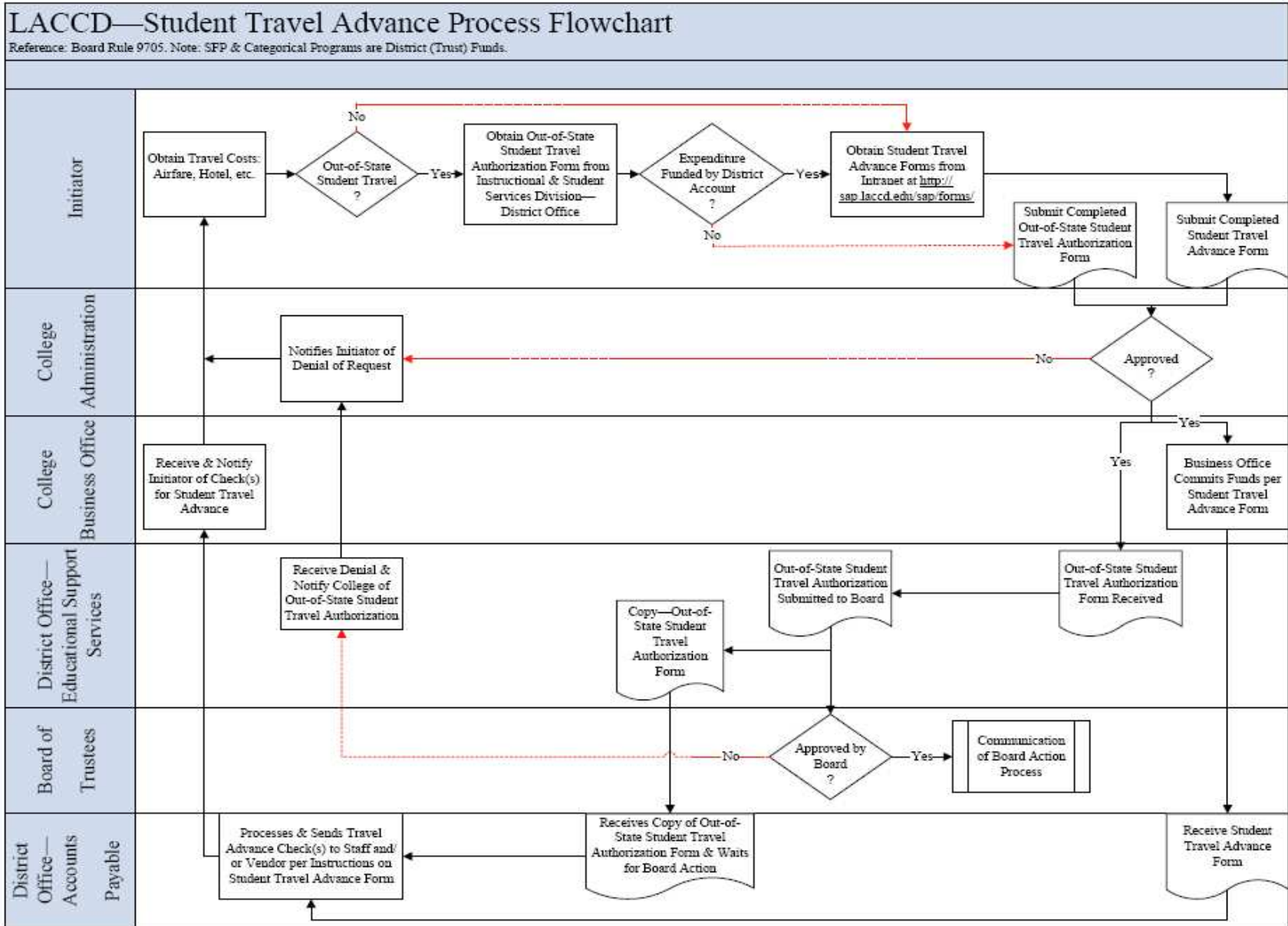
Accounting

Meals & Refreshments Procurement Process



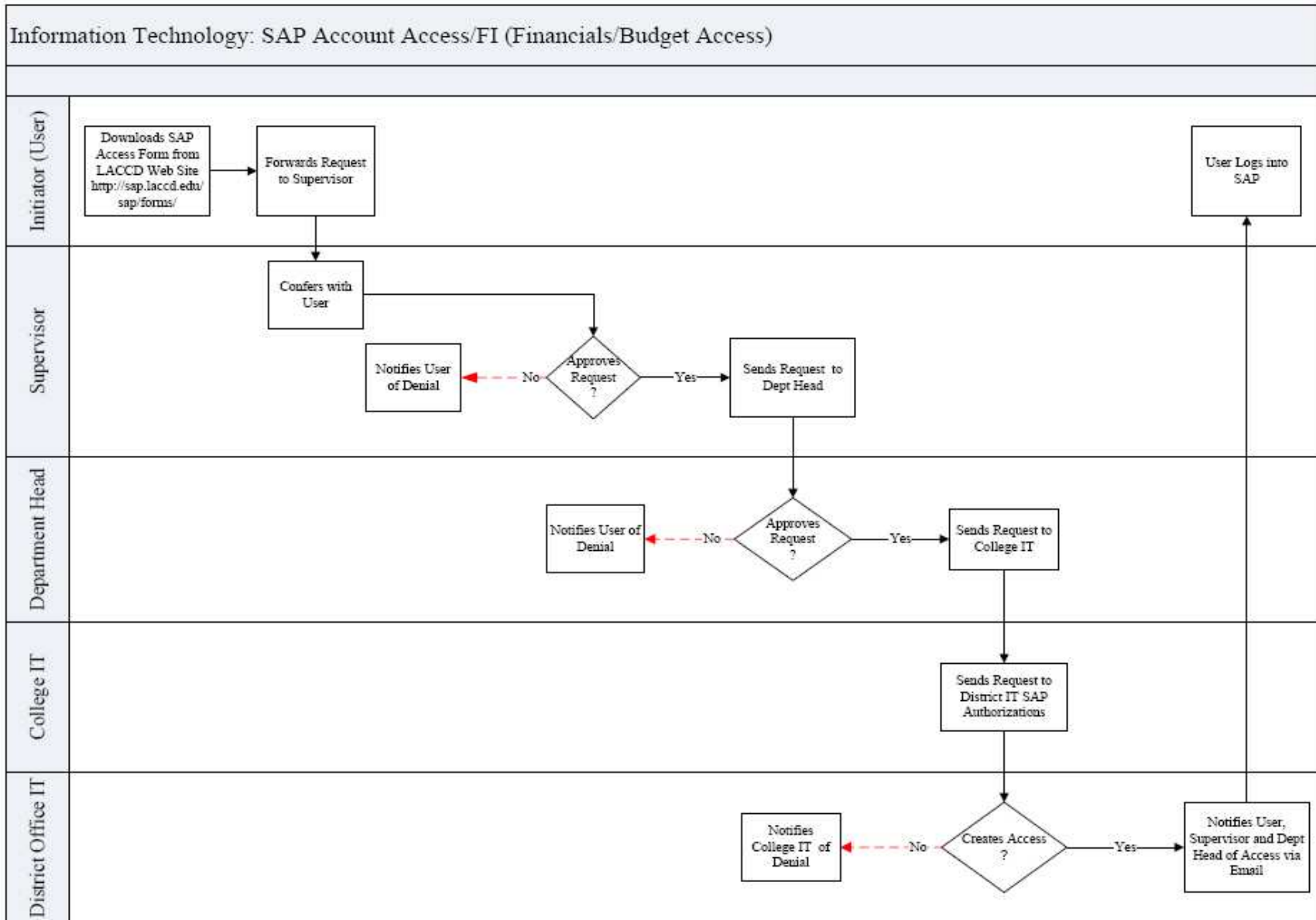
Accounting

Student Travel Advance Process



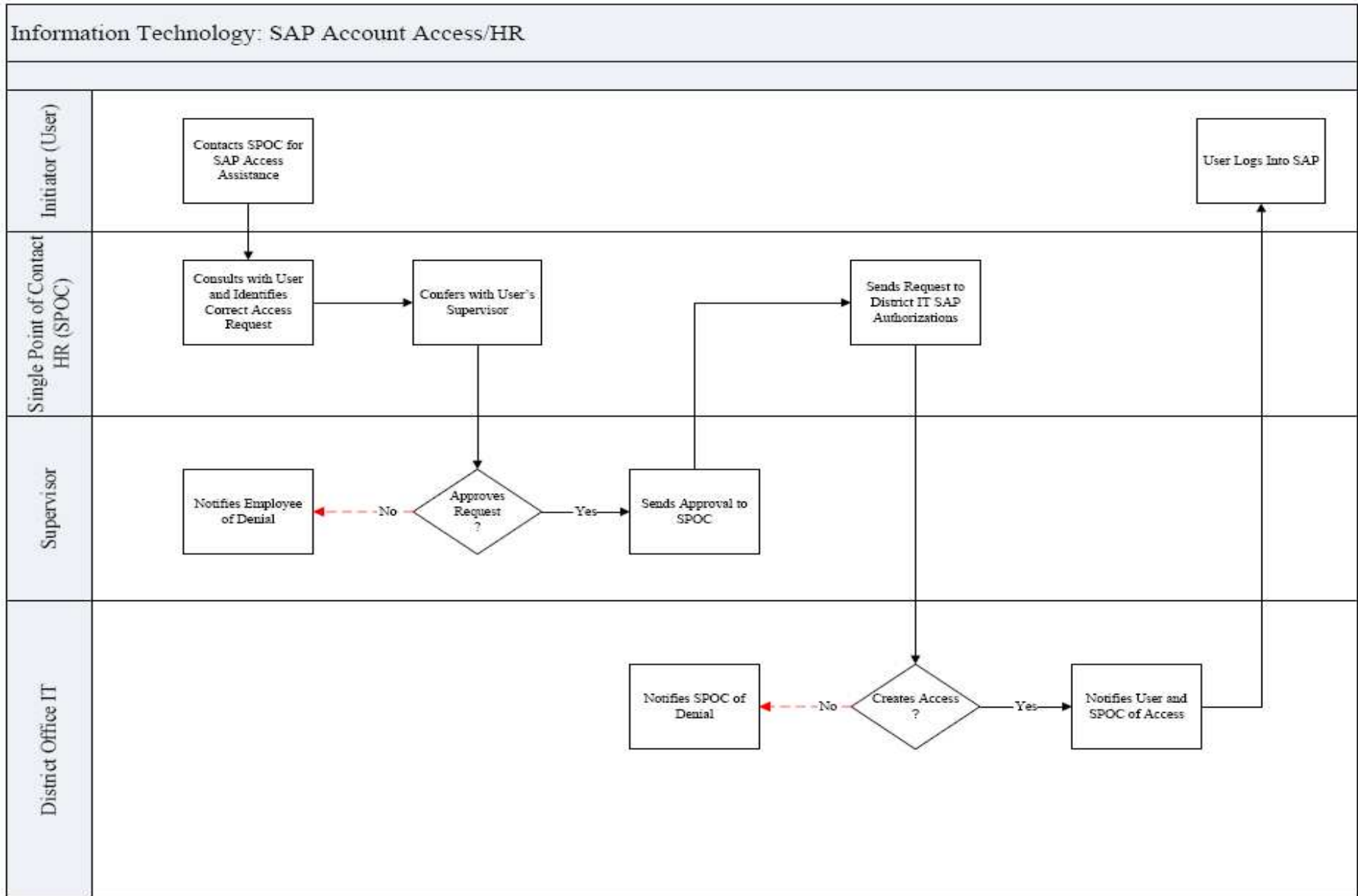
Information Technology

SAP FI Financials/Budget Account Access Request Process



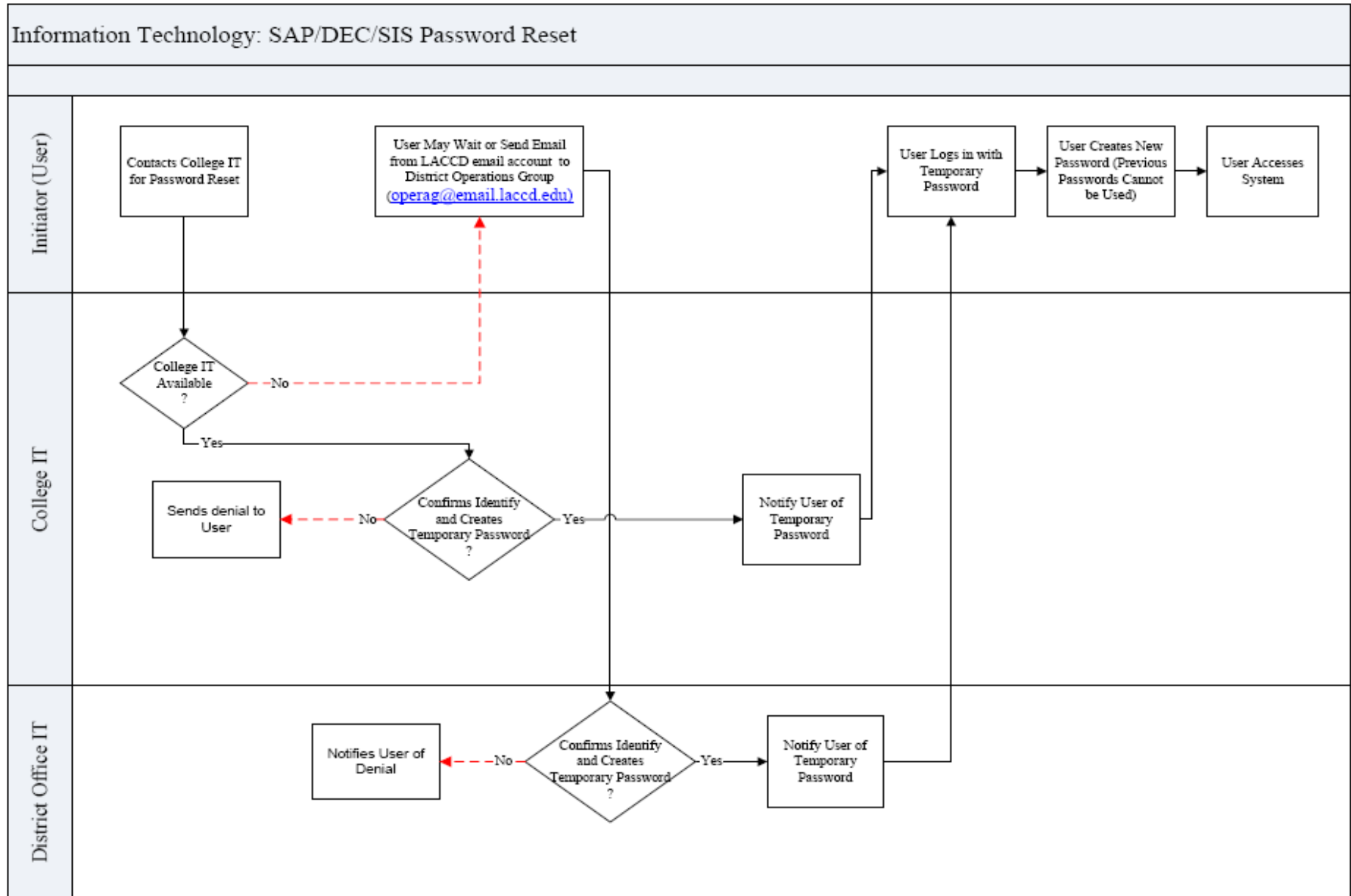
Information Technology

SAP HR Account Access Request Process



Information Technology

SAP/DEC/SIS Password Reset Process



Information Technology

Student Information System (SIS/DEC) Account/Access Request Process

