

District Recommendation 2

In order to meet the Standards, the team recommends that the District resolve comprehensively and in a timely manner the ongoing deficiencies identified in the 2013 and 2014 external audit findings (III.D.2.b, III.D.3.h).

Accreditation Standards:

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness. Accredited colleges in multi-college systems may be organized such that responsibility for resources, allocation of resources and planning rests with the system. In such cases, the system is responsible for meeting standards on behalf of the accredited colleges.

D. Financial Resources

Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning at both college and district/system levels in multi-college systems.

III.D.2.b. To assure the financial integrity of the institution and responsible use of its financial resources, the internal control structure has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making.

Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.

III.D.3.h. The institution has policies and procedures to ensure sound financial practices and financial stability.

The institution regularly evaluates its financial management practices and the results of the evaluation are used to improve internal control structures.

| Action: | Timeline: |
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| 1. District Cross Functional Team (Finance, Financial Aid, and IT) continues to provide training to the Colleges to ensure compliance with Federal Requirements | January 2017 – January 2018 |
| 2. Review and update District’s Financial Aid Policy and Procedure Manual | July 2017 – August 2017 |
| 3. District’s Financial Aid Teams meets monthly | District meets monthly with Colleges |

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| with Colleges to continue to provide support and compliance, to include assurance that funds are returned as applicable and in a timely manner | |
| 4. District continues to provide training to College Business Directors and Storekeepers | District meets monthly with Colleges |
| 5. District and Colleges to evaluate Financial Aid monthly meetings, College Business and Storekeepers monthly meetings | July 2017 – August 2017 |
| 6. District Grants’ Coordinator and Grants’ Team provides ongoing compliance assurance, to include site training in “time and effort” reporting. | Monthly, and as needed (provide calendar) |
| 7. District Grants’ Coordinator provides regular communications to appropriate College Management | Monthly, and as needed (provide calendar) |
| 8. Review and revise District Grants Manual | July 2017 – August 2017 |
| 9. Grants Administration Team (GAT) meets bi-monthly to monitor grants’ compliance | Bi-monthly, and as needed (provide calendar) |
| 10. Evaluate GAT training and communications | July 2017 – August 2017 |
| 11. District Audit Resolution Team continues to meet to identify fiscal needs | Bi-monthly (provide calendar) |
| 12. Evaluate District Audit Resolution Team work model | July 2017 – August 2017 |
| 13. Review and identify business processes needed to integrate Finance, DGS, and Purchasing to strengthen accountability. | July 2017 – August 2017 |
| 14. Strengthen accountability for Debt Issuance Management | July 2017 – August 2017 |
| 15. Ongoing evaluation of compliance to strengthen accountability and sustainability | July 2017 – January 2018 |

District Recommendation 2 Team:

Christine Williams, Acting Vice Chancellor Finance and Administration (Lead)

David Yang, Director of Fiscal Services

Dave Nguyen, Director of Financial Aid

Luther Aaberge, Budget Director

Trudy Largent, Vice Chancellor Human Resources and Employee Relations