



TCO Subcommittee Outcomes and Action Plan:

In the planning of the TCO Subcommittee’s guiding questions, three categories of outcomes were identified to base the Subcommittees review and action plans. The following sections of the TCO Report will provide an overview on the Subcommittee’s outcomes and actions taken to address the Recommendation, Accreditation Standards, and Eligibility Requirement assigned to the TCO Subcommittee. *(Referencing TCO Report 2-17)*

TCO Outcome 1- Processes: *The College reviews its current practices and/or defines processes to manage its fiscal resources to meet the Mission and for financial stability.*

Guiding Question 1- Process: What processes does the College have in place to manage its fiscal resources in order to achieve its mission? *(Referencing Accreditation Standard III.D.11)*

Guiding Question 2- Process: Does the College need a process for its auxiliary and support functions? *(Referencing page 56 of the Team Evaluation Report)*

Guiding Question 3- Process: How does the College manage its actual cash positions?

The TCO subcommittee during their review developed a diagram for institutional and broad-based input to encompass institutional and divisional processes in the managing of fiscal resources. *(Referencing the TCO subcommittee full input report from March 31, 2015)*

The diagram on the right is a visual process providing an overview on the managing of the College’s fiscal resources:





An outlined summary is provided based on the Subcommittee's review of the College's existing processes as well as, clarifications on new processes to be implemented:

- **Budget Process: (*Referencing Finance SOP Manual*)**
 - Preparation Process
 - Training Process
 - Divisional Process
 - Planned Purchase Process
 - Institutional Strategic Planning and Program Review alignment Process
 - Pre-approval Process for Resource Allocation
 - Institutional Allocation of Resources Process
 - Final Approval Process

- **Purchasing Process: (*Referencing Financial Training Presentation Document & Finance SOP Manual*)** In compliance with the Procurement Manual, all purchases are based on the approved departmental/divisional budgets. The following steps are identified in the Purchasing Process:
 - Divisional/Departmental Process
 - Purchasing Process
 - Budget Approval Process- Fund availability
 - Executive Approval Process- Signature protocol
 - Disbursing Process (Cash Flow Management)
 - Follow-up Process
 - Closing Process- Paying vendor and receiving of ordered products
 - *New: Purchasing cut-off dates*

- **Travel Process: (*Referencing Finance Training Presentation Document & Finance SOP Manual*)**
 - Divisional/Departmental Process
 - Purchasing Process
 - Budget Approval Process- Fund availability
 - Executive approval Process- Signature protocol
 - Disbursing Process (Cash Flow Management)

Process for Travelers:

 - Follow-up Process
 - Expense Report Process
 - Closing-out Process

- **Inventory Process: (*Referencing Finance SOP Manual*)**
 - Fixed assets- Physical Assets
 - *New: Employee Inventory Process*



- Replacement, Transfer, and Disposal Process:
 - Department/Program request for review and assessment of items
 - Surveying Process

Other Processes:

- Employee Clearance Process:
 - Retiring/Resigning employees are required to follow the College's Clearance Process
- Annual Performance Evaluation Process:
 - Employee Evaluation Process

TCO Outcome 2- Policies: *The College review and/or define policies to manage its fiscal resources effectively to meet its Mission and for financial stability.*

Guiding Question 4- Policy: Does the College have a policy in place to retain a sufficient level of financial resources to support and sustain the college?
(Referencing Accreditation Standard III.D.9)

The TCO Subcommittee was able to review existing policies to retain financial resources to support the College's Mission. Listed are the existing policies:

- *Governance Policy #3007- Budgeting and Forecasting:*
 - Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially *from Board priorities*, risk fiscal jeopardy or be unrealistic in projections of income and expenses. No budget will become effective until approved by the Board.
- *Governance Policy #3008- Financial Condition:*
 - The President may not cause or allow the development of fiscal jeopardy or a material deviation from the Board approved budget.
- *Governance Policy #7001- Budget:*
 - A. The President shall adopt a budget for the upcoming fiscal year and forward to the Board for approval no later than June 15th.
 - B. The College budget functions shall be approved by the Board of Higher Education, these functions is divided into – Executive, Administrative, Student Services, Instructional, and Research.
 - C. Each department is allotted a portion of the College budget in accordance with its needs established annually. The budget is divided into six major cost centers or categories – Personnel Services (5100); Material & Supplies (5200); Contractual Services (5300); Travel (5400); All Others (5500); and Equipment (5600).