

AMERICAN SAMOA COMMUNITY COLLEGE



Divisional Assessment SPR 2014

Finance Division

Divisional Assessment SPR 2014

Finance

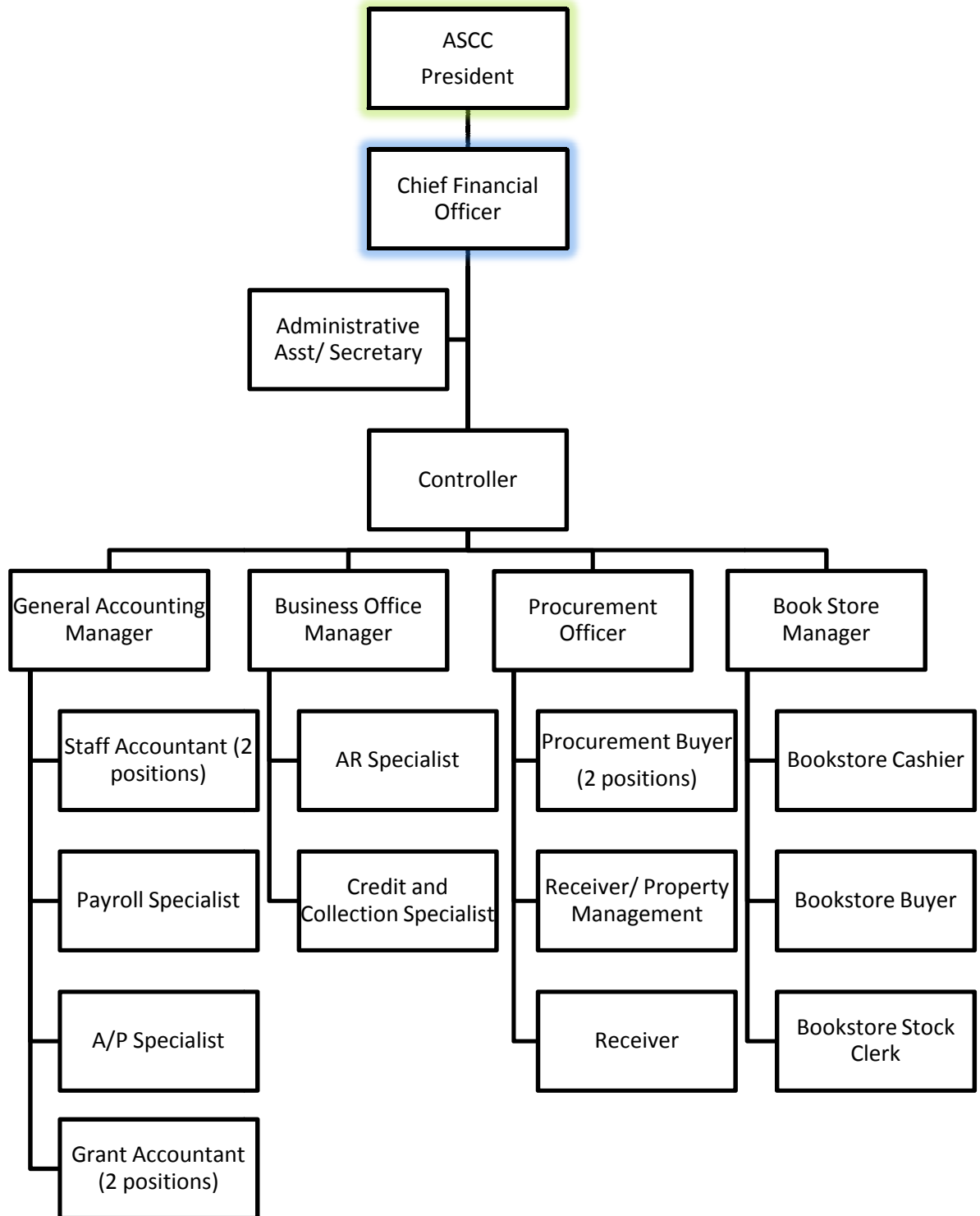
Department of Finance Mission

To develop a high-performance organization one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of ASCC, and timely disbursement of students' PELL grants; one that puts people first- in a way that delights those who are employees of the department and those who enter the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished.

Department of Finance Administrative Office

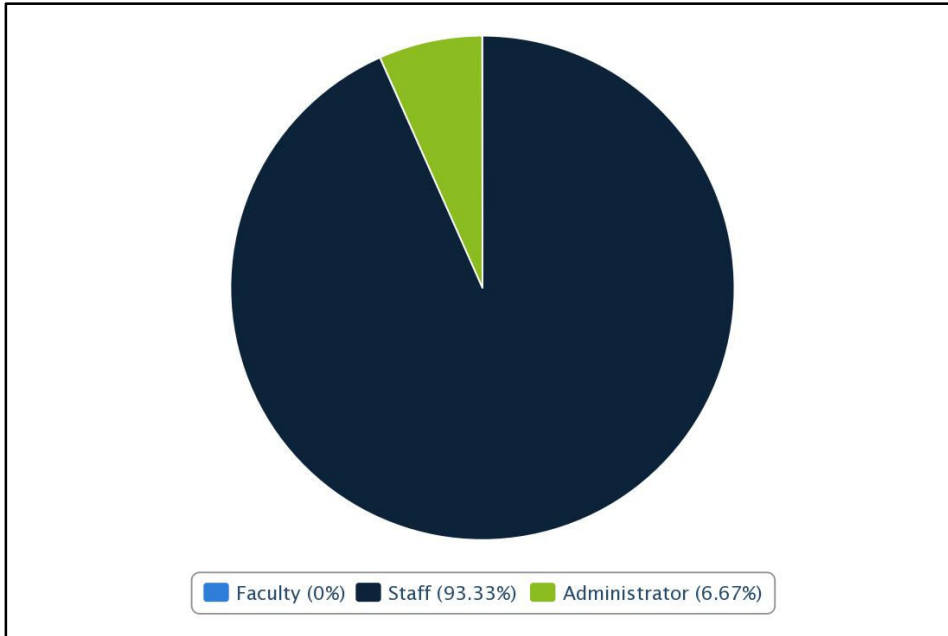
Chief Finance Officer	Emey Silafau-Toa
Controller	Vacant
General Accounting Manager	Eleasalo Sialoi
Business Office Manager	Moala Mago
Procurement Officer	Jesse Suesue
Bookstore Manager	Alofia Afalava

Finance Division Organizational Chart



1. DEPARTMENT/PROGRAM /DIVISION DATA

1) Status of participants in this division that completed survey:



2) Please type in the purpose or mission statement for this Dept/Prog/Div:

- Our mission is to develop a high-performance organization- one that would earn the respect of the federal grantors for our ability ot timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; one that puts people first- in a way that delights those who are employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished.
- -to develop a high-performance organization-one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; one that puts people first-in a way that delights those who are employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished
- Our mission is to develop a high-performance organization-one that would earn the respect of the federal grantors for our ability to timely file required repoorts, for the management to receive monthly financial reports, to the sagueguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; one tht puts people first-in a way that delights those who enters the halls of the department working environment; and so the overall vision and missioj of the College might fully be accomplish"

Finance

- The mission statement of our department is to develop a high performance organization - one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of the students' Pell Grants; one that puts people first - in a way that delights those who are employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished.
- "Our mission is to develop a high-performance organization – one that would earn the respect of the federal grantors for our ability to timely file required reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; one that puts people first – in a way that delights those who are employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished"
- our mission is to develop a high performance organization- one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' pell grants; one that puts people first- in a way that delights those who are employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the college might fully be accomplished"
- "Is to develop a high-performance organization - one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; one that puts people first - in a way that delights those who are employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished."
- Our mission is to develop a high-performance organization one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; on that puts people first - in a way that delights those who are employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished.
- Passion and Pride to serve the students the best way possible
- Mission Statement: "Our mission is to develop a high-performance organization - one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the sefeguarding assets of the ASCC, and the timely disbursement of student's Pell Grants; one that puts people first - in a way that delights those who are employees of the department and those who enters the halls of department working environment; and so the overall vision and the mission of the college might fully be accounplished.
- Our Mission is to develop a high-performance organization - one that would earn the respect of the federal grantors for our ability to timely required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; one that puts people first - in a way that delights those who are

employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the college might fully be accomplished.

- TO DEVELOP HIGH PERFORMANCE ORGANIZATION TO EARN THE RESPECT OF FED GRANTORS FOR OUR ABILITY TO TIMELY FILE REPORTS, MGMNT TO RECEIVE FIN. REPORTS MONTHLY,SAFEGUARDING ASSETS OF ASCC AND TIMELY DISBURSING OF STUDENTS PELL GRANTS IN A WAY DELIGHTS THOSE WHO ENTERS THE FINANCE WORKING ENVIRONMENT, AND OVERALL FULLY ACCOMPLISHED ITS VISION AND MISSION
- Our mission statement is to develop a high performance organization one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants' on that puts people first in a way that delights those who are employees of the department and those who enters the halls of the department working environment and so the overall vision and the mission of the College might fully be accomplished.
- Our Mission is to develop a high-performance organization-one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; one taht puts people first - in a way that delights those who are employees of the department and those who enters the hall of the department working environment; and so the overall vision and the mission of the College might fully be accomplished.
- develop high performance organization earn respect of the federal grantors receive monthly financial reports safeguarding ASCC assets timely disbursement of students pell grant people first ASCC mission might fully be accomplished

3) List the outcomes for your Dept/Prog/Div:

- The department of finance continued our collection efforts by reviewing and analyzing our Accounts Receivable Aging Report. Our team prepared 12 payment plans and made 175 phone calls. All student files were updated to reflect the collection attempts. Our AR Team collected \$26,464.22. In addition our team prepared our Spring 2014 semester invoices as part of our tuition collection efforts. The statistics for our invoicing are as follows: o Department of Health – 8 students o LBJ – 2 students o Veteran Chapter 31 – 5 students o Teacher Education Department – 79 students o American Samoa Bachelor Education Program – 79 students •The department of finance continued to update all tracking reports to ensure that all requests are processed in a timely manner. During this time period, our finance division processed ---64 purchase requisites, 27 check requests, 4 travel authorizations, 9 travel expense reports, and 47 HR documents. •The department of finance issued and processed 47 purchase orders in the amount of \$57,119.11. •The department of finance dispensed and distributed to all department our weekly grants and local Purchase Order Status reports. •The department of finance dispensed and distributed to all department daily status and updates of Purchase Requisitions status. •The department of finance purchased the new vehicle, CC#32 for our Teacher Education Department to help meet their outcome in site visitations. •The department of finance

Divisional Assessment SPR 2014

Finance

continued to pickup orders daily from local vendors; and from off-island vendors via Post Office and Wharf. •The department of finance continued to assist the MPC Project Manager (PM) as well as our MPC Core Team in recording of weekly construction meeting minutes and updating our daily construction submittals. •The department of finance is at the \$15,280.36 mark for this month of February 2014. We are ahead by \$2,519.19 in comparison to last year, February 2013. Overall, our bookstore revenue to date is over by \$30,440.56 from this time last fiscal year. •The department of finance hired a part time employee based on our needs assessment in our work flow for our bookstore. •The department of finance is update with all of our bookstore payable accounts. •The department of finance held our manager's meeting to discuss our training for the institution in regards to the Purchase Requisite Process. This training is to share with all constituent in our institution the process from the very beginning until the purchase has been received, closed, and paid. •The department of finance completed 95% of our January 31, 2014 monthly closing.

- Our out comes for our division is continue our collection efforts, keep track of the all the reports, SOP in making sure we are in compliance with Federal Law, keeping track that our goals are met by the end. Tracking reports on daily task, revisiting our SOP. Planning to do training for our ASCC departments in regards to the processing of Purchase requisites and continue working with our Standard 111, part D subcommittee for our Self Study report.
 - Update all of our SOP (2) Meet our all of our closing deadlines (3) Minimize our prepayments (4) Implement our WASP Fixed Asset Software (5) Bookstore will increase our overall revenues (6) AR will decrease our A/R Aging
- Finance Division will update all of our finance policies and operating procedures to ensure that all of our internal controls are in place a. Special Testing will be done unannounced b. Review our SOP to ensure that it is aligned to our Governance Manual Policy (2) General Accounting Team will improve on meeting their monthly, quarterly, and annual closing deadlines a. Closing Tracking Report will be monitored monthly b. Monthly Reports will be prepared every month by the 15th (3) Procurement will minimize the age of our prepayments to a minimum of two months for local purchases and a minimum of two months for off-island purchases a. Prepayment Reconciliation will be analyzed monthly b. We should ensure that our team are closing daily (4) Procurement will implement our new fixed asset inventory system, WASP a. Training of our WASP system will be done and implement (5) Bookstore will increase overall revenues. Aiming to hit \$650,000 this fiscal year a. Textbook orders must be purchase on time to ensure that all of our textbooks are available to ensure sales (6) Accounts will decrease our Accounts Receivable by 30% and will continue to analyze our AR Aging monthly a. Weekly collections, documentations, and filing will be monitored b. Research on how we can have our bills on the credit reports
- Finance Division will update all of our finance policies and operating procedures to ensure that all of our internal controls are in place a. Special Testing will be done unannounced b. Review our SOP to ensure that it is aligned to our Governance Manual Policy (2) General Accounting Team will improve on meeting their monthly, quarterly, and annual closing deadlines a. Closing Tracking Report will be monitored monthly b. Monthly Reports will be prepared every month by the 15th (3) Procurement will minimize the age of our prepayments to a minimum of two months for local purchases and a minimum of two months for off-island purchases a. Prepayment Reconciliation will be analyzed monthly b. We should ensure that our team are closing daily (4) Procurement will implement our new fixed asset inventory system, WASP a. Training of our WASP system will be done and implement (5) Bookstore will increase overall

Divisional Assessment SPR 2014

Finance

revenues. Aiming to hit \$650,000 this fiscal year a. Textbook orders must be purchase on time to ensure that all of our textbooks are available to ensure sales (6) Accounts will decrease our Accounts Receivable by 30% and will continue to analyze our AR Aging monthly a. Weekly collections, documentations, and filing will be monitored b. Research on how we can have our bills on the credit reports

- Finance Division will update all of our finance policies and operating procedures to ensure that ll of our internal controls are in place a. Special Testing will be done unannounced b. Review our SOP to ensure that it is aligned to our Governance Manual Policy (2) General Accounting Team will improve on meeting their monthly, quarterly, and annual closing deadlines a. Closing Tracking Report will be monitored monthly b. Monthly Reports will be prepared every month by the 15th (3) Procurement will minimize the age of our prepayments to a minimum of two months for local purchases and a minimum of two months for off-island purchases a. Prepayment Reconciliation will be analyzed monthly b. We should ensure that our team are closing daily (4) Procurement will implement our new fixed asset inventory system, WASP a. Training of our WASP system will be done and implement (5) Bookstore will increase overall revenues. Aiming to hit \$650,000 this fiscal year a. Textbook orders must be purchase on time to ensure that all of our textbooks are available to ensure sales (6) Accounts will decrease our Accounts Receivable by 30% and will continue to analyze our AR Aging monthly a. Weekly collections, documentations, and filing will be monitored b. Research on how we can have our bills on the credit reports
 - Finance Division will updated all of our finance policies and operating procedures to ensure that all of our internal controls are in place 2)General Accounting Team will improve on meeting their monthly, quarterly and annual closing deadlines
 - 3)Procurement will minimize the age of our prepayments to a minimum of two months for local purchases and a minimum of two months for off-island purchases
 - 4)Procurement will implement our new fixed asset inventory system, WASP 5) Bookstore will increase overall revenues. Aiming to his \$650,000 this fiscal year 6) Accounts will decrease our Accounts Receivable by 30% and will continue to analyze our AR Aging monthly
- -Decrease our Accounts Receivable by 30% and will continue to analyze our AR Aging monthly. - Weekly collection ,documentations, and filing will be monitored. -Research on how we can have our bills on the credit reports
 - Reduce againg for collection 30%. - Make sure all outstanding Financial Aid checks are return to Title IV on time. - Organize files in an orderly way so that it will be easy to find in time of audit.
- American Samoa Community College The Department of Finance Fiscal Year 2014 Outcomes (1)Finance Division will update all of our finance policies and operating procedures to ensure that ll of our internal controls are in place a.Special Testing will be done unannounced b.Review our SOP to ensure that it is aligned to our Governance Manual Policy (2)General Accounting Team will improve on meeting their monthly, quarterly, and annual closing deadlines a.Closing Tracking Report will be monitored monthly b.Monthly Reports will be prepared every month by the 15th (3)Procurement will minimize the age of our prepayments to a minimum of two months for local purchases and a minimum of two months for off-island purchases a.Prepayment Reconciliation will be analyzed monthly b.We should ensure that our team are closing daily
- 1.UPDATE ALL OF OUR FINANCE POLICIES AND OPERATING PROCEDURES TO ENSURE THAT ALL OF OUR INTERNAL CONTROLS ARE IN PLACE 2.GENERAL ACCOUNTING-IMPROVE ON MEETING

THEIR MONTHLY, QUARTELY, AND ANNUAL CLOSING DEADLINES 3. PROCUREMENT-MINIMIZE THE AGE OF OUR PRE PAYMENTS TO A MINIMUM OF TWO MONTHS FOR LOCAL PURCHASES AND A MINIMUM OF TWO MONTHS FOR OFFISLAND PURCHASES 4.PROCUREMENT-IMPLEMENT OUR NEW FIXED ASSET INVENTORY SYSTEM,WASP 5.BOOKSTORE-INCREASE OVERALL REVENUES-TARGETING TO HIT 650,000 THIS FISCAL YEAR 6.ACCOUNTS WILL DECREASE OUR ACCOUNTS RECEIVABLE BY 30%-WILL CONTINUE TO ANALYZE OUR AGING MONTHLY

- Update Audit reports, Month End reporting updated, SOP updated.
 - Finance Division will update all of our finance policies and operating procedures to ensure that all of our internal controls are in place a. Special Testing will be done unannounced b. Review of our SOP to ensure that it aligned with Governance Manual. 2) General Accounting Team will improve on meeting their monthly, quarterly, and annual closing deadlines a. Closing Tracking Report will be monitored monthly b. Monthly Reports will be prepared every month by the 15th. 3) Procurement will minimize the age of our prepayment to a minimum of tow months for local purchases and a minimum of two months for off-island purchases a. Prepayment Reconciliation will be analyzed monthly b. We should ensure that our team are closing daily. 4) Procurement will implement our new fixed assets inventory, WASP System a. Training of our WASP system will be done an implement 5) Bookstore will increase overall revenues. Aimint to hi \$650,000 this fiscal year a. Textbook orders must be purchase on time to ensure that all of our textbooks are available to ensure sales. 6) Accounting will decrease Accounts Receivable by 30% and will continue to analyze our AR Aging Monthly a. Weekly collections, decommentations, and filing will be monitered. b. Research on how we can have our bills on the credit reports.
- customer service,meet our dead line on order request

4) Explain how your mission and outcomes support the institution's mission:

- I believe our Finance outcomes of its mission is still a work in progress. Information is being shared with the division as a whole, and we consist of approximately five different departments who hold their own responsibilities within. As a member of the Finance division team, I feel that we are all in consistent with working towards our overall mission of ASCC which is to foster successful student learning by providing high quality educational programs and services, as well to be an accredited institution.
- Our Division Mission and outcomes support institution's mission by making the sure that we foster to the success of our students. Making sure the manners of our process support our Institute all around.
- Our mission and this year's outcomes is primarily geared to meet our overall institutional mission which is to serve our students.
- Without our mission, our team can't full fill its part in our ASCC family. And without our team, ASCC could achieve its core values and objective to full fill its mission statement.
- to help us too make it happen and a better service....
- Because we believe in putting people first especially our students, we ensure that the students and departments of ASCC do not have to go beyond our premises to find what they need to

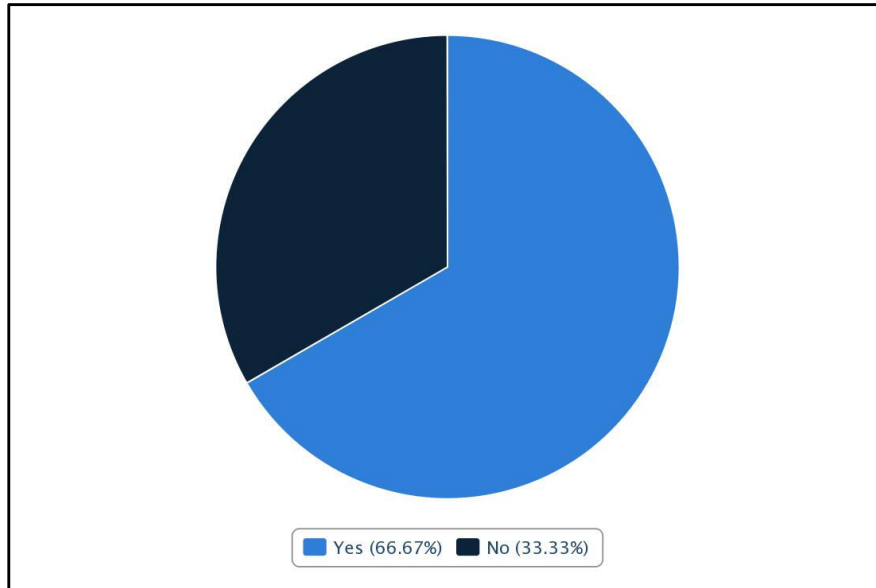
Finance

either provide a service or to further their education. In doing prepayment reconciliation we are able to control the money the college spends and have a good understanding of where all items that comes in to ASCC is going.

- Our mission and outcomes supports the institution's mission by providing services to the employees and students to support the whole institution.
- Having Passion and Pride serving our students will recruit students to attend the only institution in American Samoa.
- Our department is the money maker of the instituted and we also tried to maintain great quality customer service to students, employees, grantors, venders and so forth. During every semester there is always outstanding funds that needed to be collected, that is why our aging is so high and which is why we are making it our goal to reduce is by 30% in every year. Also during batching we review every student's statement thoroughly so that we meet all federal rules and regulations.
- Our Department of Finance mission and outcomes help accomplish the institution mission by preparing reports that shows and updates all areas of the institution to ensure the availability of funds to support different program for the students. Our mission also, indicates that all federal funds are in compliance with the federal guidelines.
- THEY ARE ALIGN IN A WAY THAT FOCUSES ON STUDENT SUCCESS ACADEMICALLY AND AT THE SAME TIME PROVIDES SERVICES CONTRIBUTING TO THE SUCCESS OF THE LOCAL ECONOMY IN MANY ASPECTS WHETHER ITS SOCIAL,POLITICAL OR TECHNOLOGICAL.
- Our mission was set to make sure that ASCC priorities Financially is met and that we create an atmosphere to where the community and the ASCC family is taken care of.
- Our department's mission and outcomes go hand in hand with the institutions' mission and that is; Finance's primary role is to ensure that financial plans are in place and are implemented and performed daily. That the overall financial stability and integrity of the institutions are met through the performing of duties regularly, such as updating financial reports to all stakeholders so that sound forecast and projections can be attained whenever it is needed by management, to ensure that the disbursement of Pell Grants to eligible students are performed as required by federal law and as per policies and procedures, that fixed assets and other tangible equipments/furnitures for the institution are kept safe and are recorded regularly, that textbooks and services and supplies as needed by faculties and staff and administrators to performed duties for our students and the community are obtained with the minimal of delays, and that the collections of debts are performed to ensure that funds are coming in to help defray total cost of liabilities for the institution. The Finance's department plays a very vital and important role to ensure that the institution's mission are met through working together with all other stakeholders and the publi at large.
- to help the College in providing materials and other items plus needed documents for educational purpose.

2. PERSONNEL DATA

Is the number of personnel adequate to support your Dept/Prog/Div?



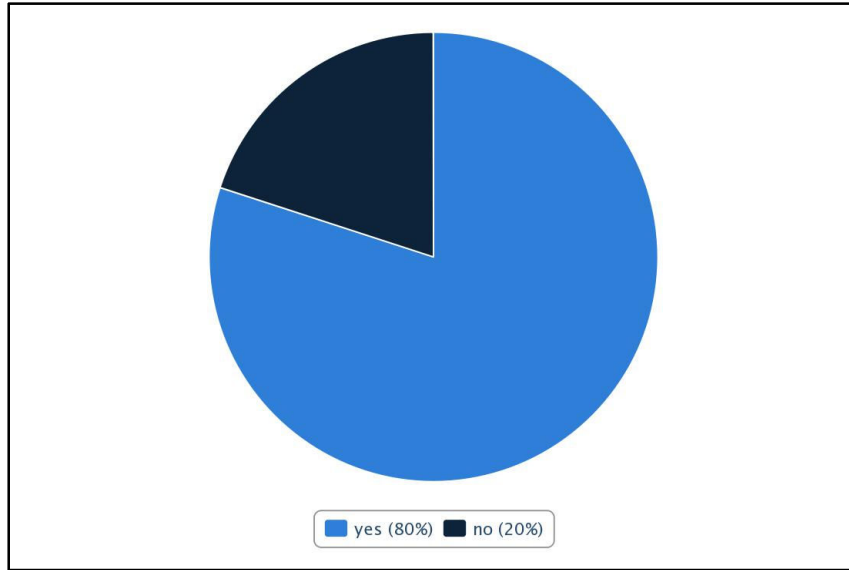
If "no", please explain:

Comments summarized:

Short Staffed – 5 comments

- Additional responsibilities
- Slow turn-around time
- Produces more errors
- Creates miscommunication and misunderstanding
- Burn-out

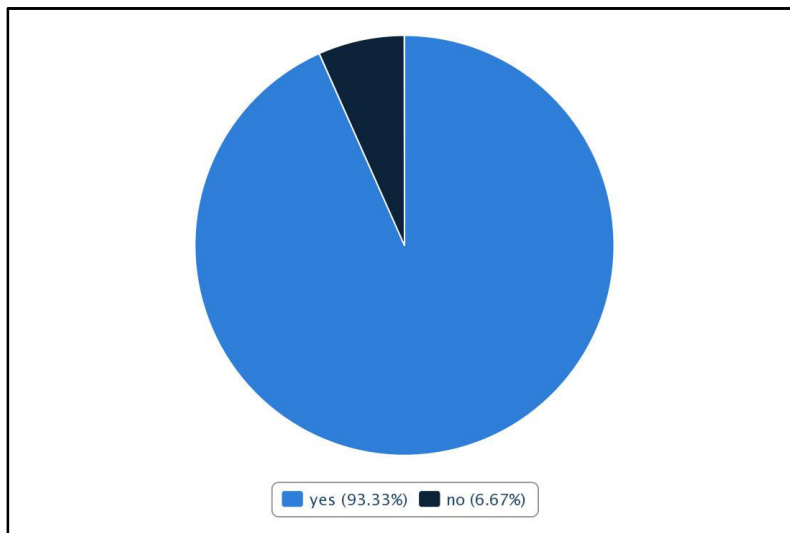
Do personnel possess all specialized skills or credentials required to support the Dept/Prog/Div?



If "no", please explain:

- I believe there are some work skills that can be worked on.
- Need training to upgrade our skills for the new and advance technology.

Are all proper documentation (degrees, certificates, etc.) on file continuously updated?

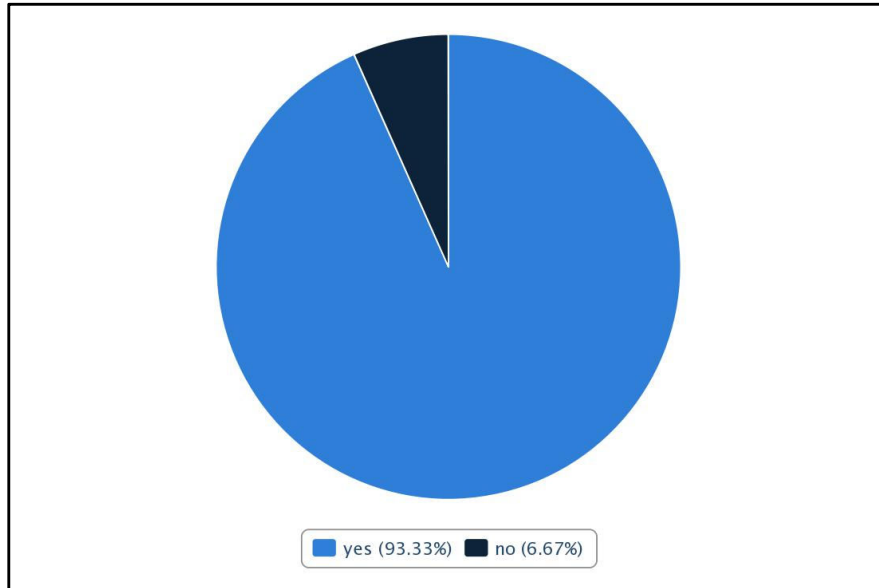


If "no", please explain:

- no updates on my degree since 2010

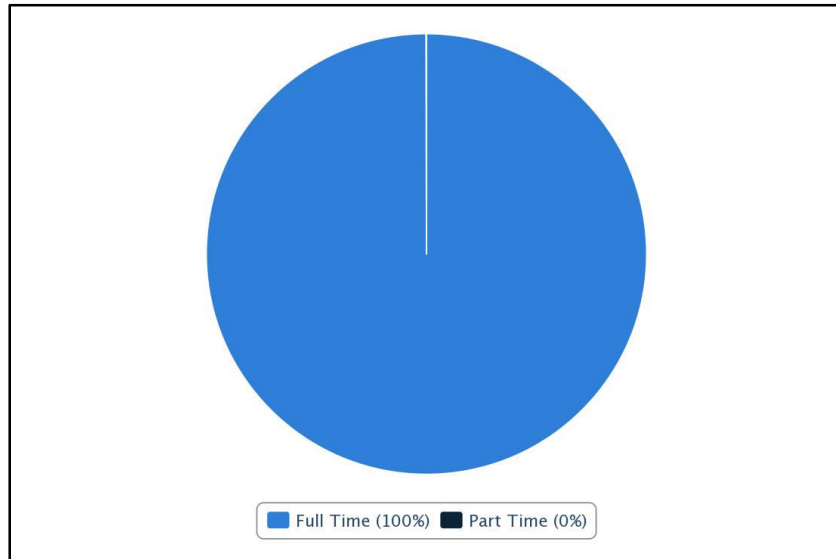
Finance

Are all personnel in this Dept/Prog/Div? careful in protecting the security, confidentiality and integrity of student information according to FERPA?



3. FACULTY ROSTER

Are you a Full time or Part time employee?



Number of Courses you teach:

- TWO BUSINESS CLASS

Degrees, Coursework and other publications:

- AA , currently working towards my Bachelors.
- BS Accounting
- AA - Liberal Arts BS - Accounting MBA - Emphasis in Accounting
- AS in Accounting
- Bachelor of Science - Business management Associate of Science - Agribusiness Associate of Science - General Agriculture 20hrs CPE - Accounting for Gov't Entities 16hrs CPE - Financial Admin. of Federal Grants for Recipients
- A.S BUS MGMT
- ASSOCIATE AND BACHELORS

Other qualifications not listed in previous question:

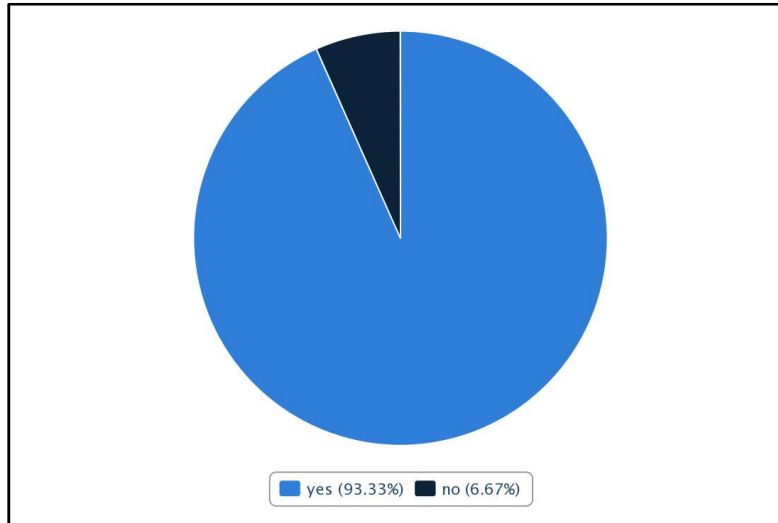
- EXPERIENCE.

List involvement in college/instructional/community activities (i.e club sponsorships, committees, boards, organizations, etc.)

- Committees, boards, organizations, etc.)
- PTA secretary for my kid's school.
- PAC Committee 2) IPECC Committee 3) Self Study Committees a) Standard 1B b) Standard 3A c) Standard 3C d) Standard 3D e) Standard 4A f) Standard 4B 4) Volunteer Instructor and Counselor - Iakina SDA Pathfinder Club 5) American Samoa Adventist Media Board Member
- Would like to serve on one of the self-study committees but was not asked to.
- Data Committee Financial Resources Committee Planning Committee
- College: Member of the ASCC Self-Study Committee Member of the ASCC Planning Committee
Community: Treasurer - Church Choir Secretary - Church Youth Sunday School Teacher
- PLANNING COMMITTEE & ACCREDITATION COMMITTEE
- Currently involved in Self Study Commission by the Accreditation committee.

4. STAFF DEVELOPMENT

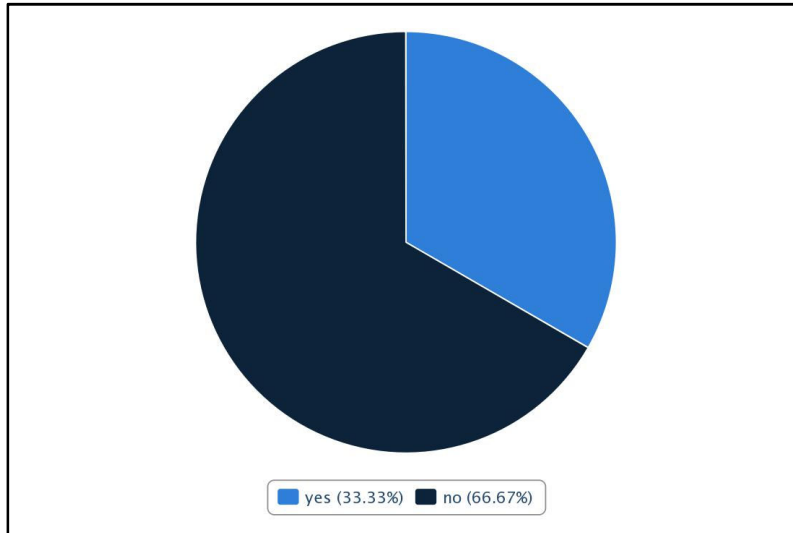
Does the evidence exist to show that faculty/staff in this Dept/Prog/Div have involved themselves in in-service training and other professional development?



If "no", please explain:

- Would like to learn more on our POS system and attend the conferences off-island but there is no budget.

Are there any unmet needs for professional development among personnel in this Dept/Prog/Div?



If “yes”, please explain:

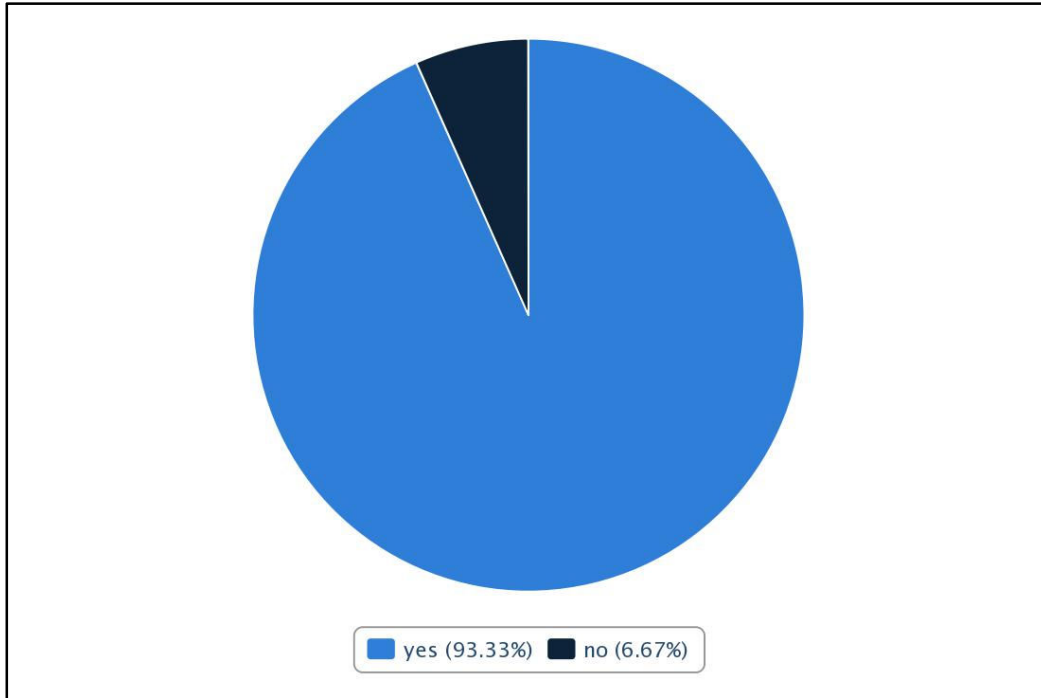
Comments summarized:

Training needed:

- System = 1 comment
- Rules and regulations of collection = 1 comment
- Procurement and Property Management = 1 comment
- New Technology = 1 comment
- Knowledge about material items = 1 comment

Finance

Are faculty/staff evaluated on an annual basis by the immediate supervisor (i.e.: Director, Dean, Vice President)?

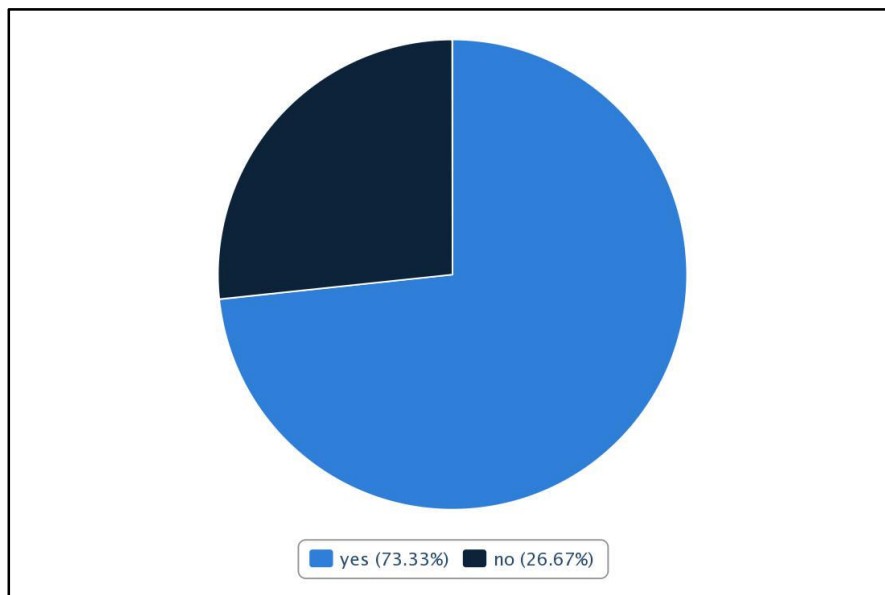


5. FACILITIES, EQUIPMENT and BUDGET

Briefly describe the facilities occupied by this Dept/Prog/Div (i.e., classrooms, offices, labs, etc.)

- Offices.
- We are in the main building and part of our department is the Procurement Office in the back and also the Le bookstore in the front of the college.
- Three main offices 1) office that houses our Accounts Receivable Department, General Accounting Department, Administrator 2) office that houses Procurement & Bookstore Buyers/Receivers and Staff 3) ASCC Le Bookstore
- FINANCE OFFICE AND THE PROCUMENT AND BOOKSTORE OFFICE.
- Small bookstore, have to share an office with another division.
- Finance Office
- Business Office
- An office with 4 windows for customer service, 4 cubicals but only three in use.
- Finance Office
- OFFICES
- We have a nice office with nice furniture. One major problem is rodents. Hard to work with them running around
- Our division is house in a wing known as the Procurement Office behind the ASCC Lecture Hall.
- offices

Are all facilities adequate to support the mission of your Dept/Prog/Div?



If "no", please explain:

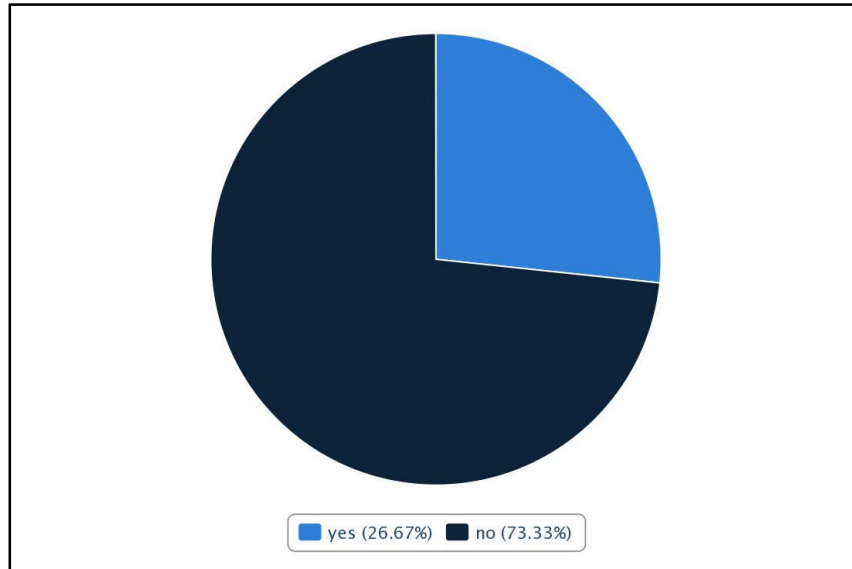
Comments summarized:

- Too small = 2 comments
- Too much traffic in office = 1 comment
- Rodent infestation = 2 comments

Briefly describe current equipment used by this Dept/Prog/Div and indicate whether it is adequate or inadequate.

- Computers-adequate. Office supplies- somewhat adequate.
- We have the all equipments in our Divison that is adequate to do our job duties.
- We are currently using 6 printers, 2 copier machines, 2 fax machines, and computer for each staff member.
- N/A
- Non-Ergonomic tables, chairs. Computer units need to be updated, and need external hard drives to back up daily reports to because sometimes viruses destroy my personal flash drive.
- Copier, scanner, fax and computers
- NA
- Computer, printer and a labtop.
- Copy Machine, Fax Machine, Printers, Scanner, Shredder & Computers - this are adequate equipment for our office use.
- ADEQUATE
- Adequate
- Computers, printers, copiers, scanners, calculators, stamp machines, dolleys etc.. these are all adequate and meets the need of our division.
- yes most of the equipment are updated.

Are additional facilities or equipment required to support this Dept/Prog/Div?

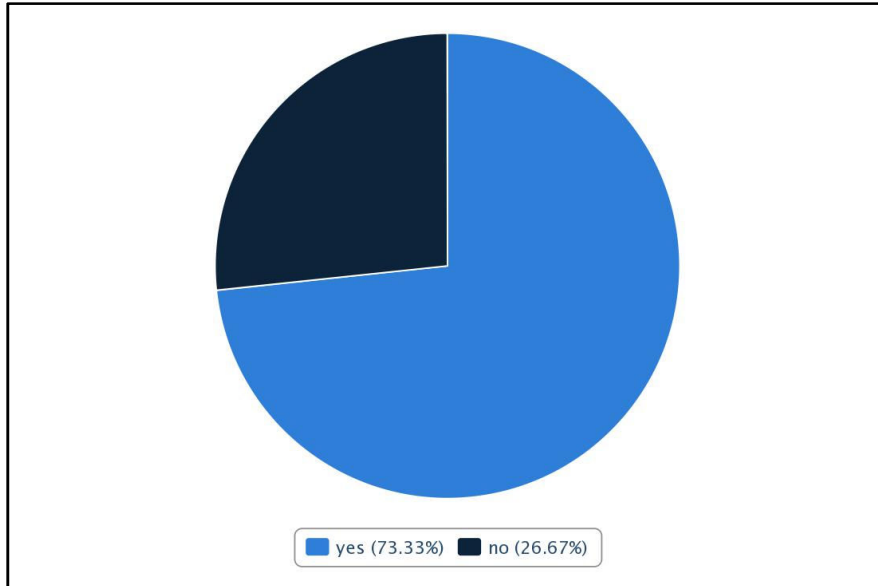


If so, please list and explain:

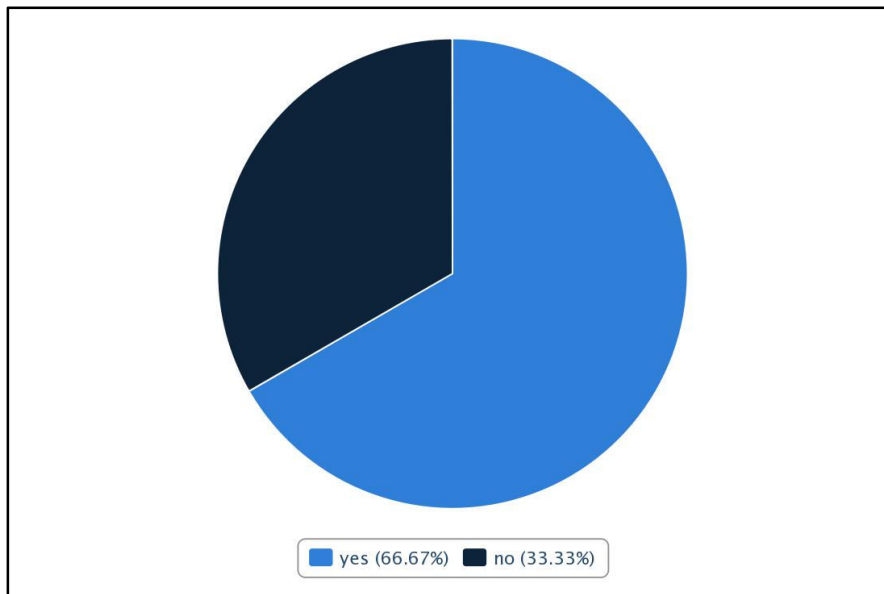
Comments summarized:

- Bookstore – Fax machine = 1 comment
- Finance – Something to carry around cash securely during registration = 1 comment
- Finance - More office space for the different functions = 1 comment

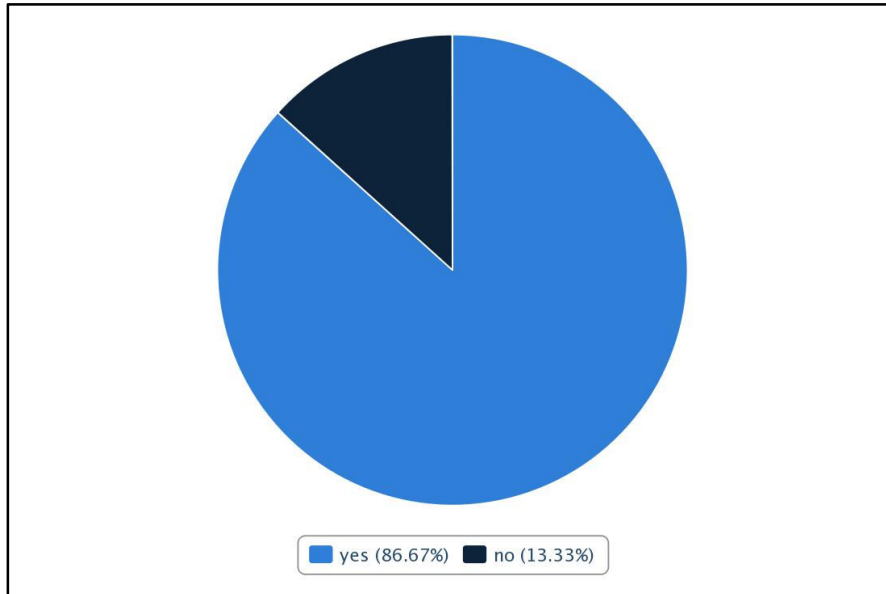
Does the institution operate and maintain physical facilities that are adequate to serve the needs of this Dept/Prog/Div?



Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Dept/Prog/Div?



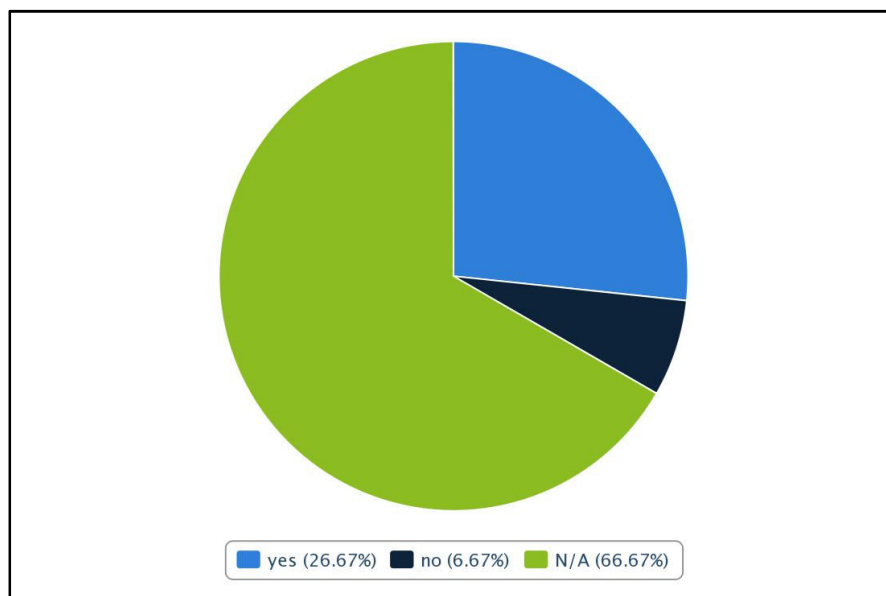
Are the physical facilities accessible to persons with disabilities?



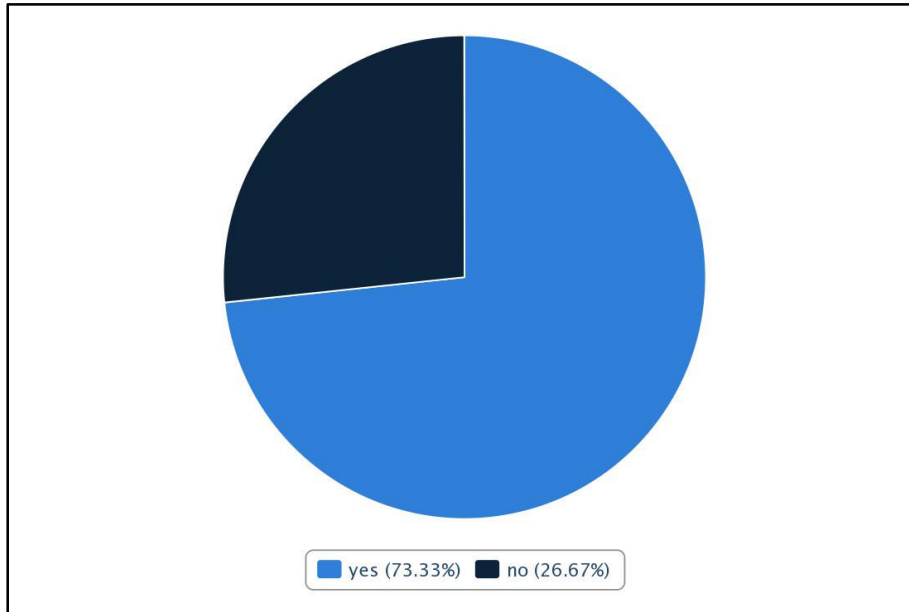
If "no", please describe below what is needed to make your area accessible.

- The bookstore does not have a ramp for wheel chair accessibility and the doors to the bookstore are not a button operated door for a wheelchair person.
- The main administration building no elevators for those that need to get to the 2nd floor

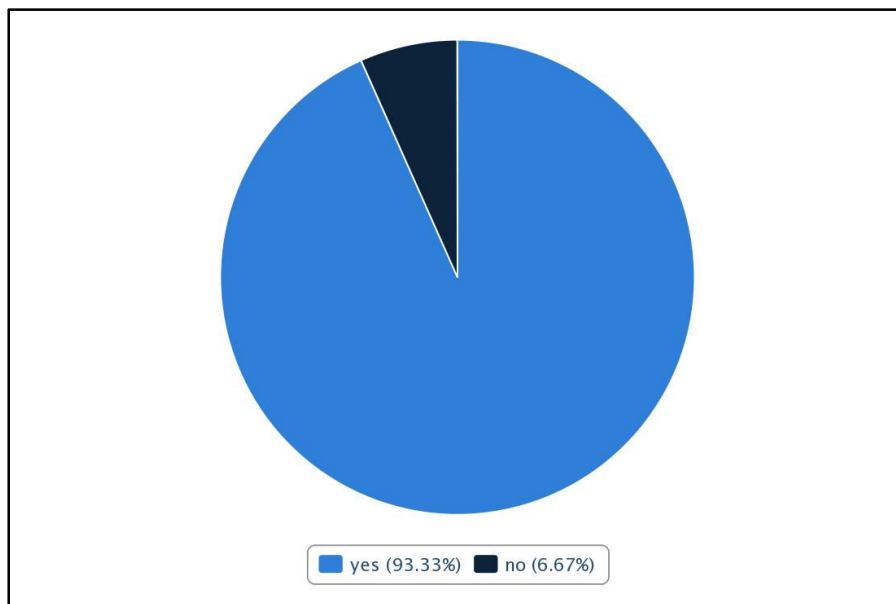
Is there equipment used by this Dept/Prog/Div similar to that used in the workplace or at a higher level institution?



Is the budget information available to this Dept/Prog/Div?



Is adequate financial support available to meet the needs of this Dept/Prog/Div?

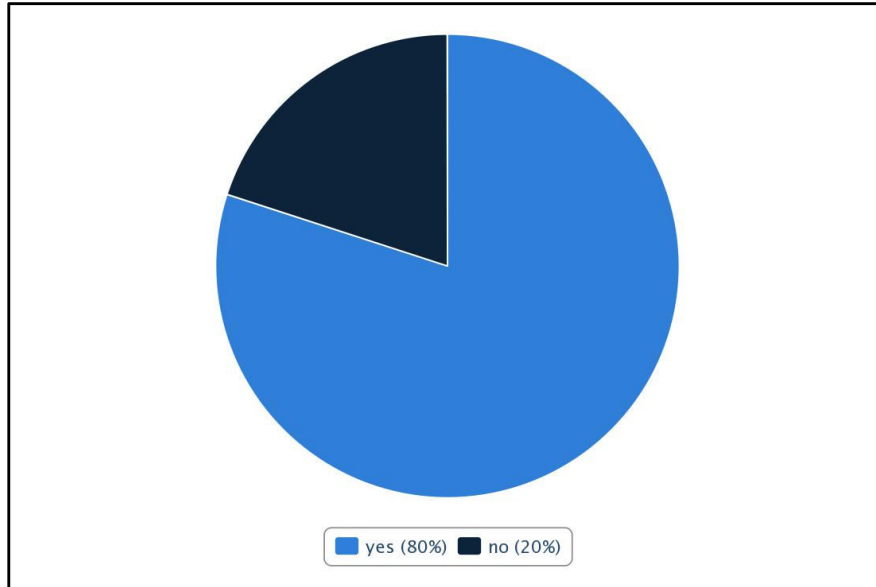


If "no", please explain:

- No money for off-island training or for someone to come here and train in house.

6. TECHNOLOGY and LIBRARY

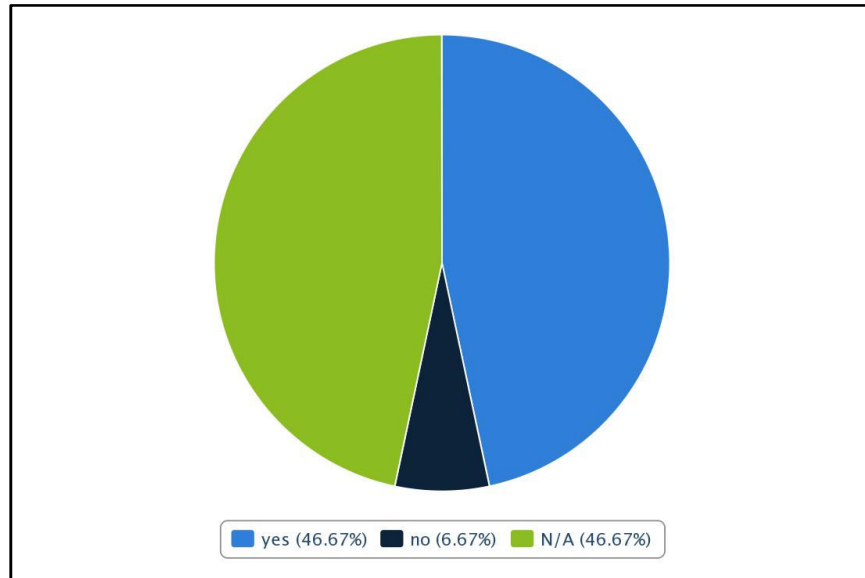
Are Web enhancements and other technology used to improve student learning and services (i.e. Compliance Assist, Datatel, Moodle, Webmail, Smart Board Applications etc.)?



If "yes", please list or if "no", please explain:

- Datatel, Compliance Assist, Web Mail, Web Advisor
- MOODLE WEBMAIL DATATEL
- Some teachers do not like to use the smart board, not all classrooms have smart boards and not all classes are on Moodle. My ED 215 class is not on Moodle.
 - Datatel - Compliance Assist - Webmail -Smart Boards
- We need more updates on Datatel System to improve it. We have some system errors that needs to be solved.
- Computers, Smart Board, Labtops and student allow to get free Wi-fi for their electronic devices.
- Datatel (Finance Dept.), Moodle (students & faculty), Webmail (faculty & staff), Smart Board (students, staff, & faculty)
- DATATEL, WEBMAIL
- Datatel, web advisor, compliance assist...

Is the library available and accessible to students (day, evening, online) at their time of need?

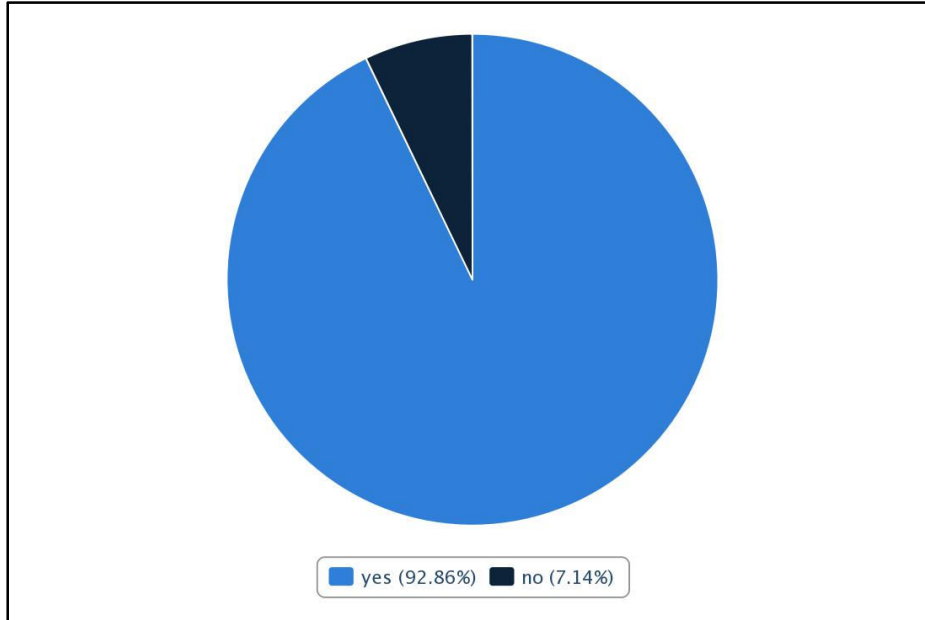


If "no", please explain:

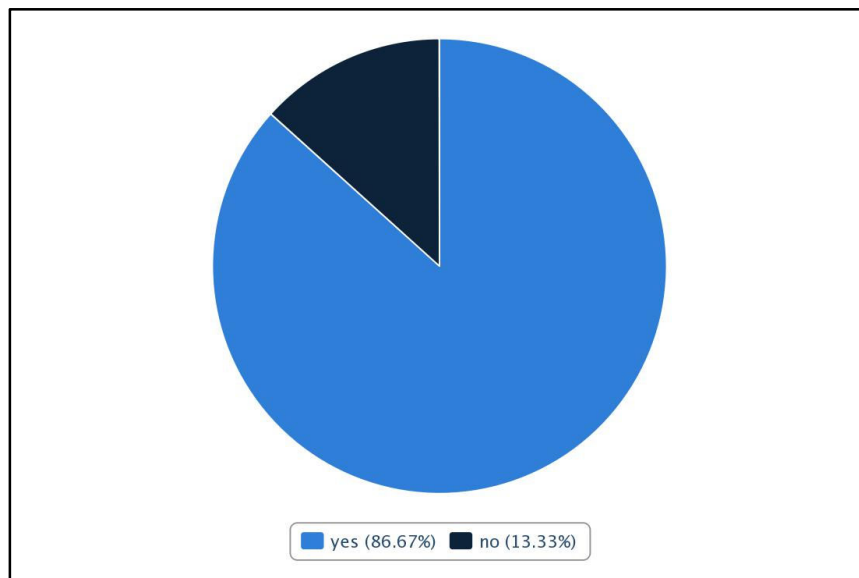
- library hours vary, does not fit my schedule

6. EVALUATION AND IMPROVEMENT

Is there evidence that the effectiveness of instruction and services are periodically evaluated?



Are research-based evaluation processes (e.g., surveys, interviews, analysis of data) used for assessing this Dept/Prog/Div?



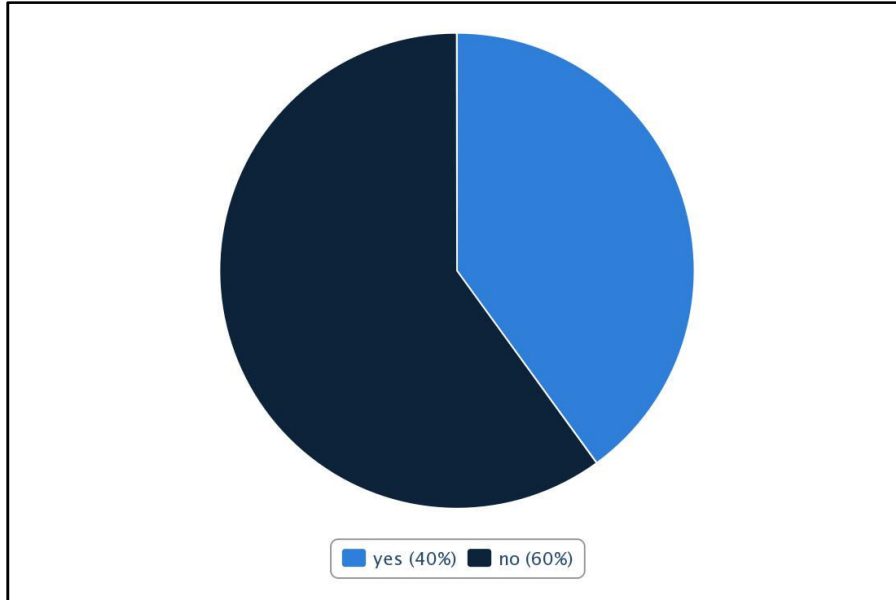
Divisional Assessment SPR 2014

Finance

Listed below are Institutional Surveys, Instruments, Data, and other processes for evaluating Dept/Prog/Div effectiveness. Please indicate which instruments are frequently used for evaluating effectiveness of this Dept/Prog/Div.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Responses	Weighted Average
Annual Reports	0 (0.00%)	1 (6.67%)	3 (20.00%)	6 (40.00%)	5 (33.33%)	15	4.00 / 5
Quarterly Reports	0 (0.00%)	1 (6.67%)	2 (13.33%)	6 (40.00%)	6 (40.00%)	15	4.13 / 5
Bi-Weekly Reports	0 (0.00%)	1 (6.67%)	2 (13.33%)	6 (40.00%)	6 (40.00%)	15	4.13 / 5
Student Learning Outcome Reports	1 (6.67%)	2 (13.33%)	4 (26.67%)	7 (46.67%)	1 (6.67%)	15	3.33 / 5
Institutional Strategic Plan	0 (0.00%)	1 (6.67%)	3 (20.00%)	7 (46.67%)	4 (26.67%)	15	3.93 / 5
Performance Evaluation	0 (0.00%)	1 (6.67%)	2 (13.33%)	7 (46.67%)	5 (33.33%)	15	4.07 / 5
Institutional Program Review	0 (0.00%)	1 (6.67%)	4 (26.67%)	6 (40.00%)	4 (26.67%)	15	3.87 / 5
Course Evaluation	1 (7.14%)	2 (14.29%)	3 (21.43%)	7 (50.00%)	1 (7.14%)	14	3.36 / 5
Student Satisfaction Survey	1 (6.67%)	2 (13.33%)	3 (20.00%)	6 (40.00%)	3 (20.00%)	15	3.53 / 5
Fact Sheets/ Books	1 (6.67%)	2 (13.33%)	3 (20.00%)	6 (40.00%)	3 (20.00%)	15	3.53 / 5
							3.79 / 5

Does the use of evaluation processes result in continuous improvement in this (Dept/Prog/Div)?



If yes, describe some recent improvements that have come about in response to needs identified through these evaluation processes.

Comments summarized:

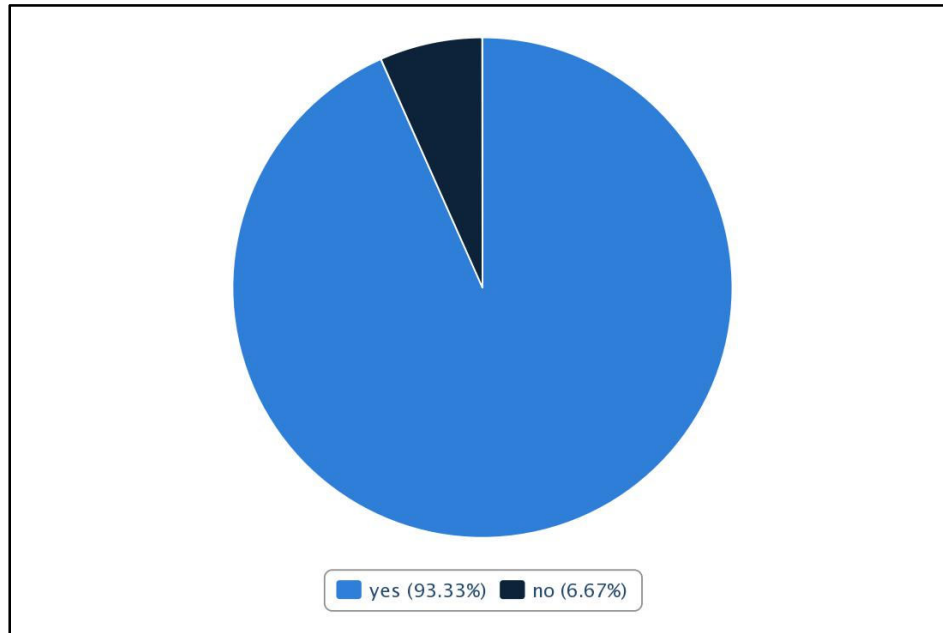
Improvements:

- Audit process
- SOPs
- Collections
- Aging in Accounts Receivables
- Updated Accounting Reports

Needs:

- Evaluations

Does this Dept/Prog/Div identify expected outcomes; assess whether it achieves these outcomes; and provide evidence of improvement based analysis of those results?



What steps are taken when an outcome is not achieved?

Comments summarized:

- Assessment of work done
- Follow Protocol
- Outcome analysis
- Evaluation
- Improve Customer Service
- Meetings with immediate supervisors
- Advise and try again
- 1.identify the purpose of not achieving outcome 2.what ways to turnaround outcome 3.deadline to improvements

Provide an overview of significant results, honors, awards and milestones achieved, as well as enhancements made to this Dept/Prog/Div over the past three years.

- I seen an enhancement of teamwork.
- In our division the significant results is our process. We have accomplished so much because of the follow up and trainings on our SOP. We also honor our employee of the year.
- Finance now has a written SOP document that can be assessed and updated annually 2) Audit report are completed in a timely manner and reduction of findings
- GOOD SERVICE
- Prepayment listings have been minimized, non-expenses listing has been minimized. FERPA is being followed.
- We received Our FY2013 audit report: (1) Financial Statements – Unmodified Opinion (2) Single Audit - Unqualified Opinion
- We have improve our collection form past dues. Our credit collection its improving ever since we started three years ago. Its not an easy task, but I believe it will succeed and will inform the public that you cannot get away with your tuition balance.
- In our division we reward a special individual for "Employee of the Year"
- Reports are now updated and Annual Audits for FY 2013 has an unqualified opinion.
- TURNAROUND TIME OF AUDIT REPORTS, MONTHLY , QUARTELY AND ANNUAL COLLECTION EFFORTS ON AGING ACCOUNTS
- Audit, Closing of ARRA and Update with past due venders
- That our department is instrumental in implementing and setting up all Standard Operating Procedures to follow for the institutions mission.
- Our follow ups and Order request are updated providing our SOP for the College.