

STATE BOARD OF COMMUNITY COLLEGES
Community College Compliance Training Update

The Director of Accountability and Compliance Training is tasked with providing community college staff development and training as requested by college personnel. An update of that training is provided for State Board information.

Background: Based on community college staff input during the Program Audit Study Committee review, the following was noted:

“Colleges want more guidance, training, and coaching opportunities.”

In response to the recognized need for additional and continual guidance and training for community colleges, the Director of Accountability and Compliance Training responds to needs for training and guidance as requested by college staff.

Status of Training Provided

December 2015, the Director of Accountability and Compliance Training was contacted by community college staff requesting “a comprehensive review of the (college’s) auditing processes for both credit and noncredit courses and recommendations for improvement.” It was agreed that this review would be conducted over a two day period agreed to by college staff and the Director of Accountability and Compliance Training, and the process used is noted below:

Training Strategy

- Reviewed and discussed college policies and processes
- Talked to college internal auditing staff and discussed work flows
- Held positive and informative discussions with the following staff:
 - Executive Staff
 - Corporate and Continuing Education Directors
 - Corporate and Continuing Education Administrative Assistants and Other Persons Working with Course Building and Records Responsibility
 - Curriculum Administrative Assistants and Other Persons Involved with Curriculum Auditing
 - Curriculum Division Leaders
 - Follow-up Discussion with Internal Auditor
 - Follow-up Discussions with Executive Staff

Outcomes

- An evaluation of the information provided by the various college staff will be analyzed and compiled into recommendations for potential improvement of college work flows and processes for greater efficiency and consistency regarding internal processes.
- Recommendations will also be provided for cross training employees and elimination of duplicative work.

Note: Conversations held with college staff were positive, productive, and transparent. It was agreed that follow-up conversations could be held as initiated by either Compliance Services staff or college staff for clarity of areas discussed.

Contact:

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