

## Annual Program Review: Fiscal Services

Review time period: July 1, 2020, to June 30, 2021

Submittal Date: 4/2/2022

### 1. Purpose of the Program

a. State the purpose of program, area, or unit.

Our mission is to maintain the highest level of fiscal accountability and to promote the District’s financial health, transparency, and operational efficiency in support of student success.

b. How does the program, area or unit support the College Mission?

Fiscal Services provides centralized services to the campus community in the areas of Accounting, Accounts Payable, and Budget, Student Accounts, and Financial Aid fund processing. All departments and operational areas rely on Fiscal Services for these services.

### 2. Population(s) Served

a. Describe the populations served by the program, area, or unit, identifying special populations, if any.

Areas served include all academic divisions, non-instructional departments, student groups, Board of Trustees, vendors, and contractors.

b. Describe other populations that should be served by the program, area or unit and identify plans to implement.

N/A

### 3. Accomplishments in Achieving Goals

a. List area related Strategic Planning Goals and program, area, or unit specific goals, and describe progress in achieving each goal, strategy, objective, and appropriate task during the review period.

Goals/Tasks	Accomplishments
<p>New Goal 4 [Resources and Effectiveness]: Develop and optimize resources and state-of-the-art technology to ensure instructional, student support, and operational effectiveness and stability.</p>	<p>During Budget Development, departments may request new technology, supplies and equipment to enhance the quality of services and instruction through the Budget Enhancement Request Form. The Technical review committee allocated funds based upon necessity and enhancement of programs and services.</p> <p>COVID Funds were received this year and were used to enhance technology on campus including providing laptops to faculty, staff, and students in order to provide continuity of services during the pandemic.</p> <p>Depending on funds available, technology is upgraded in classrooms and in departments to ensure that students receive state of the art instruction as well as maintain equitable delivery of programs and services.</p>
<p>Task 4.1.1.1: Publish the budget and all associated resources through electronic and other media to reach all constituent groups</p>	<p>The Adopted budget is published online both in Board Docs as an attachment to the Governing Board Meeting, as well as a shared during the Monthly Budget Meeting. Once the budget is approved by the Governing Board, the Adopted Budget is posted to</p>

	the Website at <a href="http://www.paloverde.edu/business/fiscal-budget/adopted.aspx">http://www.paloverde.edu/business/fiscal-budget/adopted.aspx</a> . Copies are also distributed to leaders of all constituency groups.
Task 4.2.2.1: All PVC personnel and Board members shall have the opportunity to be trained in the areas of budgeting, purchasing and financial management	<p>A monthly report is given at the Governing Board meetings and Chancellors Office reports are shared with the Board as Information Items. Members of the Budget Committee are invited to attend the Governors Budget Workshop in January as well as the ACBO State Budget Workshop in July. Regular and ongoing updates are given as needed to the budget committee.</p> <p>The Fiscal Services Specialist holds meetings twice per year regarding purchasing and travel for all requisitioners and approvers.</p> <p>During budget development, all employees are invited to meet with the Director of Fiscal Services and the Vice President to review and budget and ask any questions regarding budget developments and requests for additional funds.</p>

b. Explain modifications, if any, of program, area or unit specific goals for the upcoming year.

There are currently no modification of program, area, or unit specific goals for year ending June 30, 2021.

#### 4. Service Area Outcomes (SAO)

a. Revise if needed and provide metric data for Service Area Outcomes in the area or unit.

Service Area Outcome	SAO Metric
SAO #1: Fiscal Services maintains balanced budgets for general, categorical, capital outlay, insurance, and bond funds as well as managing an allocation for one-time and ongoing funds.	<p><i>Number of completed departmental budget forms received through annual allocation process = 42</i></p> <p><i>Ending Balance/Budget reserve percentage = 45.50%</i></p> <p><i>Number of BERF forms processed = 4</i></p>
SAO #2: Fiscal Services provides managed and centralized purchasing and contractual services for all college departments.	<p><i>Number of Purchase Orders Created = 1,078</i></p> <p><i>Number of contracts processed/reviewed = 78</i></p>

b. What changes and initiatives were undertaken during the review period to improve SAO outcomes?

Administrative Services held multiple budget workshops to increase the number of Budget forms and Budget Enhancement Request Forms.

#### 5. Strengths, Weaknesses & Accomplishments/Activities

a. List and comment on the major strengths of the program, area or unit.

- *Balanced budget with a 45.50% reserve.*
- *Received a clean audit report with no findings.*

- Ability of Business Office staff to build relationships with Departments regarding monthly budget review.
- Provide timely assistance for expenditure of funds for departments.
- Work with external departments on quarterly and final reporting needs.

b. List and comment on the major weaknesses of the program, area or unit. Discuss gaps or issues identified in section 4 and propose solutions.

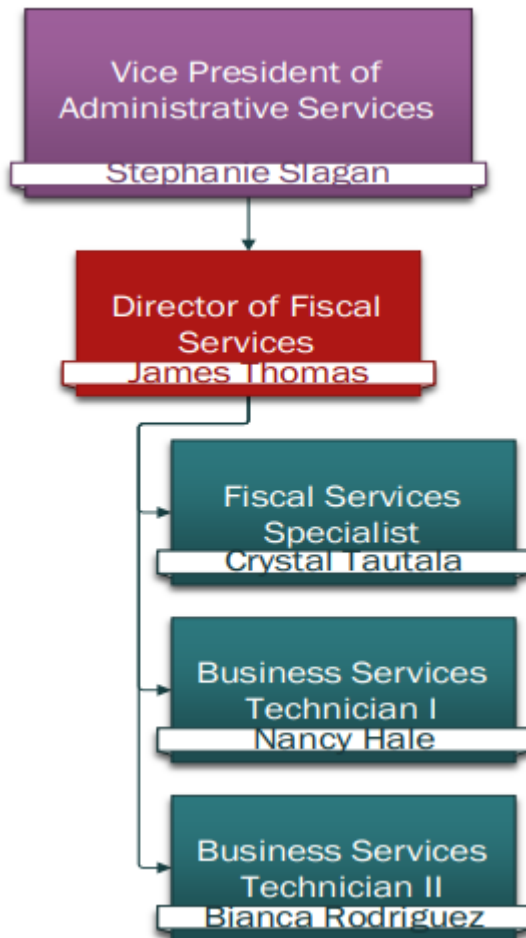
- Lack of consistent training for external departments.
- Training materials provided to college departments regarding utilizing Fiscal Services needs to be improved.

c. List activities and discuss accomplishments during review period.

*See attached board reports.*

**6. Human Resources and Staff Development**

a. Provide current organization chart of the program, area or unit, showing key functions and responsibilities.



b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program, area, or unit goals? Explain.

The number of student accounts are increasing as well as the duties related to advancement, so there is additional need for more personnel, including an Accounts Receivable Technician II / Advancement Specialist to help take on the added workload.

c. Describe specific professional development activities in which program, area or unit members participate and explain how such activities benefit or enhance the program and support and facilitate student learning.

- Business Technician I: Clery Act Training
- Fiscal Services Specialist: CAPPO CA association public procurement professionals, College Buys conference
- Business Office Technician II: CASE Conference, and Alumni trainings.
- Director of Fiscal Services: RCOE trainings, Governor's budget workshop, ACBO Institute I
- VP: ACBO conferences, Budget Workshops, CAPPO, Collegebuys, ACCCA, CASE, COVID-19, and SWACC and RSRMA Insurance Training

d. Describe areas of unmet professional development needs among personnel in this program, area or unit, if applicable, and outline plans to address these needs.

- Contract trainings
- Student account processing training (Ellucian)

e. Describe organizational changes that would improve program, area or unit performance. Provide timelines for the achievement of such changes and describe measures that assess the effectiveness of such changes.

- An increase in department staffing to support workload.

**7. Facilities**

a. Are current facilities adequate to support the program, area, or unit? Explain.

The Administrative Services Department has moved into their new space which is adequate for current and future staffing.

b. Describe plans for future changes to support facilities.

The Administrative Services Department moved into their new facilities and there is currently no need for expansion.

**8. Technology and Equipment**

a. Is the current technology and equipment adequate to support the program, area, or unit? Explain.

Yes, these needs are currently being met.

b. Describe plans for future changes to support technology or equipment.

QuickBooks software needs to be upgraded every two years to ensure updates are received. Administrative staff may also need upgraded laptops every 2-3 years ensuring the ability to work remotely when traveling.

**9. Financial Resources**

a. Provide an appropriate financial report for program, area, or unit during reporting period. Explain any significant deviations from previous reporting period.

Object	Object Code Description	Adopted Budget	Actual
2108	CL SALARY ADMINISTRS	193,686.00	179,761.89
2109	CL SALARY OTHER	173,616.00	149,649.31
2331	STUDENT HELP HOURLY	13,087.00	3,174.38

3220	PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), CL EMPLOYEES	83,745.00	68,782.99
3320	LOCALLY DEFINED OASDI, CL EMPLOYEES	22,592.00	20,139.46
3325	MEDICARE, CL EMPLOYEES	5,326.00	4,821.04
3420	HEALTH & WELFARE BENEFITS, CL EMPLOYEES	95,269.00	97,365.16
3520	STATE UNEMPLOYMENT INSURANCE, CL EMPLOYEES	183.00	168.24
3620	WORKERS' COMPENSATION INSURANCE, CL EMPLOYEES	6,037.00	6,315.26
4550	OFFICE SUPPLIES	10,691.00	7,583.38
4555	COPYING & PRINTING	378.00	-917.92
4556	COPYING	10,000.00	13,115.48
4557	PRINTING	685.00	0.00
4710	FOOD	0.00	28.70
5045	POSTAGE	4,636.00	7,844.73
5210	MILEAGE	2,374.00	0.00
5211	FLEET MILEAGE	1,097.00	183.95
5220	CONFERENCES	13,819.00	1,185.90
5310	MEMBERSHIPS	3,835.00	4,164.00
5420	LIABILITY INSURANCE	104,524.00	0.00
5510	NATURAL GAS	26,650.00	40,373.11
5520	ELECTRICITY	137,199.00	160,360.33
5530	WATER	70,946.00	93,590.78
5540	TELEPHONE	38,313.00	38,891.22
5570	WASTE DISPOSAL	6,328.00	6,614.88
5610	COUNTY CONTRACTS	0.00	11,593.25
5620	ALL OTHER CONTRACT	50,000.00	178,774.95
5630	RENTS AND LEASES	344,695.00	347,672.56
5690	ALL OTHER	60.00	0.00
5710	AUDIT	15,435.00	40,414.86
5740	ADVERTISING	2,000.00	12,709.03
5800	OTHER SERVICES AND EXPENSES	1,179.00	674.90
5820	INTEREST	1,089.00	323.96
5890	OTHER SERVICES	14,081.00	950.90
6491	OTHER INSTR. EQUIP	0.00	1,753.92
7100	DEBT RETIREMENT	1,029,188.00	1,019,787.50
Totals		2,482,743.00	2,517,852.10

b. Describe whether the current budget is adequate to carry out the responsibilities of the program, area or unit or operation.

*The current budget is adequate; however, we will need additional funding if/when we hire a Accounts Receivable Technician II / Advancement Specialist.*

c. Describe plans for future budget changes, if any.

*Additional personnel funding as detailed above.*

**10. Four-year plan**

a. Place future request for resources (human, facilities, technology & equipment, and financial) in a four-year matrix to facilitate future planning.

			2021-22	2022-23	2023-24	2024-25
<b>Future Area Needs</b>	<b>Human Resources</b>		N/A	Accounts Receivable Tch II/ Advancement Specialist	Accounts Receivable Tch II/ Advancement Specialist	Accounts Receivable Tch II/ Advancement Specialist
	<b>Fiscal Resources</b>		Ferrilli Consultant for Student Accounts	Ferrilli Consultant for Student Accounts	Ferrilli Consultant for Student Accounts	Ferrilli Consultant for Student Accounts
	<b>Physical Resources</b>		N/A	N/A	N/A	N/A
	<b>Technology Resources</b>		QuickBooks Upgrade	Laptop Upgrades / Quickbooks Upgrade	QuickBooks upgrade	QuickBooks upgrade

## Board Reports

### August 2020

- Attended the California Community College Chancellor's Office Budget Workshop. The college is anticipating \$4,291,076 in deferrals for 2020-2021, which will be repaid in 2021-2022
- Attended the COVID-19 Roundtable with SWACC.
- Board of Governor Fee Waivers are not applying in Colleague – review/correct (ongoing) – (with Adam & Shelley) – 2019 Fall is almost complete.
- Create a COVID-19 Student Brochure that was reviewed by the College Safety Committee. We are in the process of having them made and they will be ready to hand out to students shortly.
- Recording COVID withdrawals in Colleague student information system for Spring 2020
- Recorded account corrections in Colleague for 2020 Fall rebill.
- Prepping for 2021 Budget – Reconciling 2019-20 Categorical funds and collection of allocations for programs. The budget will be brought to the Board of Trustees at the October 13, 2020, meeting and will roll in Galaxy by October 31, 2020
- Research Small Business Economic Development Center accounts receivable
- Research COTOP, so we can collect outstanding debt by students.
- Find a way to record student Representation Fee in Colleague (with Adam & Shelley). This is to comply with a new state law that requires us to charge \$2.00 per student, per semester with \$1.00 given to local Associated Student Government and \$1.00 going to the State Student Senate for California Community Colleges.
- The CS 2<sup>nd</sup> Floor Construction is nearing completion, as we only need finish the replacement of the handicap stalls. There are also areas of sidewalk that will need to be replaced per DSA.
- Construction in Needles is nearing completing. The Needles Mezzanine project was approved by DSA and we are working on getting the construction bid packet ready so we can go out to bid. Construction on this project is projected to begin as soon as bids are received.
- Still waiting to complete the purchase of the Child Development Center. Then the college will begin working on the architectural plans.
- Plans for the new counseling center have gone to DSA for approval. Once we receive them back approved, we will go out to bid. Anticipated construction date is January 1, 2021.
- Collect, Process & Record Fall 2019 & Spring 2020 Employee Fee Waivers (almost complete)
- The Foundation handed out 30 Laptops to students on August 25, 2020.
- PVC Foundation Scholarship Checks have been issued to students attending classes for Fall 2020 and are available in the business office.

### September 2020

- The 2020-2021 Budget has been created and is on the Board Agenda for Review.
- We are working on the Annual 311, which is due November 30, 2020.
- We are working with students to help them with internet access using CARES Act Funds.
- The College is working on the COVID-19 Safe Reopening Plan.
- Furniture has been purchased to replace the Theatre Lobby Furniture.

- Certain California College Promise Grants (CCPG), formerly known as the Board of Governors Fee Waivers, are not applying to student accounts in Colleague (our student account database). One semester is reviewed at a time and errors are corrected as they are found. The review and correction of Fall 2019 is complete. We are going to process Summer 2019 during October 2020 with Spring 2020 scheduled for November 2020. (Adam and Shelley assist.)
- We are rebilling Fall 2020 in Colleague every business night. This will post all the changes that are made to a student's account each night. Colleague provides a list of all the changes which is reviewed each business morning by Fiscal Services staff. Any questionable transactions are reviewed and corrected, if needed. (Shelley and Colleague consultant assist.)
  - We will begin rebilling each semester prior to Fall 2020 during October. Each prior semester will only need to be rebilled one-time because they are closed.
- Recording the first list of students who withdrew from Spring 2020 classes due to COVID-19 in Colleague is almost complete. A&R has notified us that there are additional withdrawals we will need to record to student accounts. (Shelley provides the list of students.)
- During September we processed the second Fall 2020 distribution of PELL (Federal Financial Aid) checks.
- We started to prepare several audit worksheets during September 2020. These worksheets include our Depreciation Schedule, the Schedule of Expenditures of Federal Awards & the Schedule of Expenditures of State Awards.
- Providing a way for our students to pay a \$2 Student Representation Fee through our software has proved challenging. We created a fillable form that will be posted to our website and available to our students the second week of October 2020. This will serve as a temporary means for our students to choose to support state and local student representation as we (Fiscal Services, IT and Admissions & Records) determine how to make this choice available in Colleague. Assembly Bill 1504 (AB 1504) amended Section 76060.5 of the Education Code to require a community college to collect a \$2 student representation fee. AB 1504 also requires community colleges to provide an opportunity for students to opt-out of the fee. (Shelley and Adam assisting.)
- We have recorded Employee Fee Waivers through Spring 2020. During October 2020, we will collect, process and record Summer 2020 Employee Fee Waivers.
- Plans for the new counseling center have gone to DSA for approval. Once we receive them back approved, we will go out to bid. Anticipated construction date is January 1, 2021.

## **October 2020**

- The Director of Fiscal Service and the Vice President of Administrative Services have completed the Annual 311 report.
- Construction on the College Services Building 2<sup>nd</sup> Floor Renovations Project has been completed and is in the process of being closed out.
- The 2020-2021 Adopted Budget has rolled in Galaxy and is now being used by departments.
- The Needles Mezzanine Project has been bid out and is on the Board Agenda for Approval. This project is set to be completed by May 15, 2021
- Certain California College Promise Grants (CCPG), formerly known as the Board of Governors Fee Waivers, are not applying to student accounts in Colleague (our student account database). One semester is reviewed at a time and errors are corrected as they are found. The review and



correction of Fall 2019 is complete. We are going to process Summer 2019 during October 2020 with Spring 2020 scheduled for November 2020. (Adam and Shelley assist.)

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  - We will begin rebilling each semester prior to Fall 2020 during November. Each prior semester will only need to be rebilled one-time because they are closed.
- Recording the first list of students who withdrew from Spring 2020 classes due to COVID-19 in Colleague is almost complete. A&R has notified us that there are additional withdrawals we will need to record to student accounts. (Shelley provides the list of students.)
- During October we started a process during which we will mail California College Promise Grant applications to each student housed in a correctional facility who owes a balance in their student account for the Fall 2020 semester. (Adam provided list.)
- During October we began evaluating placing holds in Colleague on inmate, OSR students who owe a balance in their student account.
- We continue preparing several audit worksheets during October 2020. These worksheets include our Depreciation Schedule, the Schedule of Expenditures of Federal Awards & the Schedule of Expenditures of State Awards.
- We have recorded Employee Fee Waivers through Spring 2020. During November 2020, we will process and record Summer 2020 Employee Fee Waivers.
- The District and Foundation are participating in the Finish Line Scholars Program, which will bring up to \$150,000 each year for scholarship and grants for students. The District received \$10,000 from Southern California Edison for STEM Scholarship, and \$150,000 from NextEra For Scholarships. All scholarships are for Main Campus and Needles Students.

## November 2020

- Certain California College Promise Grants (CCPG), formerly known as the Board of Governors Fee Waivers, are not applying to student accounts in Colleague (our student account database). One semester is reviewed at a time and errors are corrected as they are found. The review and correction of Fall 2019 is complete. We are going to process Summer 2019 during December 2020 with Spring 2020 scheduled for January 2021. (Adam and Shelley assist.)
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  - We will begin rebilling each semester prior to Fall 2020 during December. Each prior semester will only need to be rebilled one-time because they are closed.
  - Nightly Rebill for Spring 2021 will be set up during December 2020.
- Recording the first list of students who withdrew from Spring 2020 classes due to COVID-19 in Colleague is almost complete. A&R has notified us that there are additional withdrawals we will need to record to student accounts. (Shelley provides the list of students.)
- During October we started a process during which we will mail California College Promise Grant applications to each student housed in a correctional facility who owes a balance in their

student account for the Fall 2020 semester. We will continue this process during December with a completion goal by the end of January. (Adam provided list.)

- During October we began evaluating placing holds in Colleague on inmate, OSR students who owe a balance in their student account.
- We continued preparing several audit worksheets during November 2020. These worksheets include our Depreciation Schedule, the Schedule of Expenditures of Federal Awards & the Schedule of Expenditures of State Awards.
- Our Auditors were in office during the week of November 14. We provided documents as requested and answered their questions throughout the week.
- We have recorded Employee Fee Waivers through Spring 2020. During December 2020, we will process and record Summer 2020 Employee Fee Waivers.
- We are holding weekly COVID-19 SAFE Reopening Plan Meetings. This guide will be used campus-wide to reopen the campus when we are cleared by Riverside County Public Health and the State of California.<sup>10</sup>
- We have received signed contract documents for the Needles Mezzanine Project and will hold our pre-construction meeting on December 3, 2020.
- The Foundation is currently holding the Giving Tuesday Campaign.
- The Foundation applied for \$150,000 for the Finish Line Scholars Program Emergency Grant for 2020-2021. This grant will be available yearly for 20 years and will be a combination of emergency grants and scholarships to help students complete their educational goals and transfer to four-year universities.
- Pell grant checks have been issued to students as requested by Financial Aid.
- Student Connectivity grants were issued to students as a part of CARES Act Funding to help pay for internet services. Students also received CARES Act emergency grants.

## December 2020

- Certain California College Promise Grants (CCPG), formerly known as the Board of Governors Fee Waivers, are not applying to student accounts in Colleague (our student account database). One semester is reviewed at a time and errors are corrected as they are found. The review and correction of Fall 2019 is complete. We are going to process Summer 2019 and Spring 2020 in January 2021. (Adam and Shelley assist.)
- We are rebilling Fall 2020 in Colleague every business night. This will post all the changes that are made to a student's account each night. Colleague provides a list of all the changes which is reviewed each business morning by Fiscal Services staff. Any questionable transactions are reviewed and corrected, if needed. (Shelley and Colleague consultant assist.)
  - We will begin rebilling each semester prior to Fall 2020 during January 2021. Each prior semester will only need to be rebilled one-time because they are closed.
  - Nightly Rebill for Spring 2021 will be set up during January 2021.
- Recording the first list of students who withdrew from Spring 2020 classes due to COVID-19 in Colleague is almost complete. A&R has notified us that there are additional withdrawals we will need to record to student accounts. (Shelley provides the list of students.)
- During October we started a process during which we will mail California College Promise Grant applications to each student housed in a correctional facility who owes a balance in their student account for the Fall 2020 semester. (Adam provided list.)

- During October we began evaluating placing holds in Colleague on inmate, OSR students who owe a balance in their student account.
- We have recorded Employee Fee Waivers through Spring 2020. During January 2021, we will process and record Summer 2020 Employee Fee Waivers.
- In December we began researching a more productive, cost effective manner to track our inventory.
- Held a Pre-construction meeting for the Needles Mezzanine Project to begin the first week of February.
- Working on scholarships applications for Spring 2021.
- Awarded 31 Scholarships to students for the Internet Connectivity Grant using Cares Act Funding.
- Working on the COVID-19 Safe Reopening Plan. Cal OSHA came out with new requirements and we are in the process of incorporating them into the safe reopening guide.
- We continue to work with the auditors on the Bond and Foundation Audits.

#### January 2021

- We created and mailed our 2020 1098-T forms to our students on January 29, 2021.
- Construction began on the Needles mezzanine renovation.
- Updated mail templates were created during January that will help increase student communication efficiency. Templates created include student account balance reminders, encouraging a student to apply for a CCPG and informing students a hold has been placed on their account.
- We began working with vendor Spyglass, who is auditing our communication expenditures to identify possible ways to reduce costs.
- A new mail meter machine from Pitney Bowes was chosen during January and should be installed by mid-February.
- Updated application forms for Foundation scholarships.
- Certain California College Promise Grants (CCPG), formerly known as the Board of Governors Fee Waivers, are not applying to student accounts in Colleague (our student account database). One semester is reviewed at a time and errors are corrected as they are found. The review and correction of Fall 2019 is complete. We are going to process Summer 2019 and Spring 2020 in February 2021. (Adam and Shelley assist.)
- We are rebilling Fall 2020 in Colleague every business night. This will post all the changes that are made to a student's account each night. Colleague provides a list of all the changes which is reviewed each business morning by Fiscal Services staff. Any questionable transactions are reviewed and corrected, if needed. (Shelley and Colleague consultant assist.)
  - We will begin rebilling each semester prior to Fall 2020 during February 2021. Each prior semester will only need to be rebilled one-time because they are closed.
  - Nightly Rebill for Spring 2021 will be set up during February 2021.
- Recording the first list of students who withdrew from Spring 2020 classes due to COVID-19 in Colleague is almost complete. A&R has notified us that there are additional withdrawals we will need to record to student accounts. (Shelley provides the list of students.)

- During October we started a process during which we will mail California College Promise Grant applications to each student housed in a correctional facility who owes a balance in their student account for the Fall 2020 semester. (Adam provided list.)
- During October we began evaluating placing holds in Colleague on inmate, OSR students who owe a balance in their student account.

## February 2021

- We posted the RFP for our Auditors contract.
- Construction began on the Needles mezzanine renovation.
- We began working with vendor Spyglass, who is auditing our communication expenditures to identify possible ways to reduce costs.
- A new mail meter machine from Pitney Bowes was chosen during January and was installed in February.
- We started receiving Foundation scholarship applications in February for processing.
- Certain California College Promise Grants (CCPG), formerly known as the Board of Governors Fee Waivers, are not applying to student accounts in Colleague (our student account database). One semester is reviewed at a time and errors are corrected as they are found. The review and correction of Fall 2019 is complete. Processing Summer 2020, Fall 2020 and Spring 2021 began in February 2021. (Adam and Shelley assist.)
- We are rebilling Spring 2021 in Colleague every week. This will post all the changes that are made to a student's account during the week. Colleague provides a list of all the changes which is reviewed each Friday morning by Fiscal Services staff. Any questionable transactions are reviewed and corrected, if needed. (Shelley and Colleague consultant assist.)
  - During February, we rebilled 2020 Summer, 2020 Spring, 2019 Fall, 2019 Summer, 2019 Spring and 2018 Summer. We will continue rebilling each semester back to 2016 Summer. Each prior semester will only need to be rebilled one-time because they are closed.
- Recording the first list of students who withdrew from Spring 2020 classes due to COVID-19 in Colleague is complete. A&R has notified us that there are additional withdrawals we will need to record to student accounts. (Shelley provides the list of students.)
- During February we started a process during which we will mail California College Promise Grant applications to each student housed in a correctional facility who owes a balance in their student account for the 2020-2021 Academic Year. (Adam provides list.)
- During February we continued evaluating placing holds in Colleague on inmate, OSR students who owe a balance in their student account.
- We have recorded Employee Fee Waivers through Spring 2020. During February 2021, we began processing and recording Summer and Fall 2020 Employee Fee Waivers.

## March 2021

- We have selected CWDL as the New auditor for the District. The contract term is 3 years.
- Construction continues at the Needles mezzanine renovation.
- We continue working with vendor Spyglass, who is auditing our communication expenditures to identify possible ways to reduce costs.
- Working on improving the quality of broadband connection at the current CDC center.

- The bid for Counselor Center renovations was advertised in March.
- We received Foundation scholarship applications in February and March for processing. They are being redacted before being distributed to scholarship committee members for review.
- Certain California College Promise Grants (CCPG), formerly known as the Board of Governors Fee Waivers, are not applying to student accounts in Colleague (our student account database). One semester is reviewed at a time and errors are corrected as they are found. The review and correction of Summer 2020 is complete. Processing Fall 2020 and Spring 2021 will be completed during April 2021. (Adam and Shelley assist.)
- We are rebilling academic year 2021 in Colleague every week. This will post all the changes that are made to a student's account during the week. Colleague provides a list of all the changes which is reviewed each Thursday morning by Fiscal Services staff. Any questionable transactions are reviewed and corrected, if needed. (Shelley and Colleague consultant assist.)
- Recording the first list of students who withdrew from Spring 2020 classes due to COVID-19 in Colleague is complete. A&R has notified us that there are additional withdrawals we will need to record those to student accounts during April 2021. (Shelley provided the list of students.)
- At the end of March 2021, Admissions & Records became responsible for mailing California College Promise Grant applications to each student housed in a correctional facility who owes a balance in their student account for the 2020-2021 Academic Year. (Adam provides list.)
- During February we continued evaluating placing holds in Colleague on inmate, OSR students who owe a balance in their student account. **We will not be able to place holds on student accounts this semester because Summer registration begins before the Spring 2021 withdrawal date.**
- We have recorded Employee Fee Waivers through Spring 2020. We continued processing Summer and Fall 2020 Employee Fee Waivers during March and they should be recorded by the end of April.

#### April 2021

- Many Palo Verde College departments are going to begin visiting our students at CVSP and ISP (the two prisons nearest Blythe). Business Services will focus on reviewing their student accounts with them and set up payment plans when feasible. We will also encourage students to complete and file CCPG applications and Zero Income statements each academic year they plan on enrolling in a Palo Verde College class.
- Construction continues on the Needles mezzanine renovation.
- We continue working with vendor Spyglass, who is auditing our communication expenditures to identify possible ways to reduce costs.
- The newest version of WASP (asset tracking software) has been uploaded to our network and we are updating asset information.
- CDC ground-breaking is scheduled for 05/08/21.
- Working on improving the quality of broadband connection at the current CDC center.
- The bid for Counselor Center renovations was advertised in March and bid opening is scheduled for 05/10/21.
- We have started our end-of-year procedures and have had an initial meeting with our auditors.

- Certain California College Promise Grants (CCPG), formerly known as the Board of Governors Fee Waivers, are not applying to student accounts in Colleague (our student account database). One semester is reviewed at a time and errors are corrected as they are found. The review and correction of Summer 2020 is complete. Processing Fall 2020 and Spring 2021 will be completed during April 2021. (Adam and Shelley assist.)
- We are rebilling academic year 2021 in Colleague every week. This will post all the changes that are made to a student's account during the week. Colleague provides a list of all the changes which is reviewed each Thursday morning by Fiscal Services staff. Any questionable transactions are reviewed and corrected, if needed. (Shelley and Colleague consultant assist.)
- Recording the first list of students who withdrew from Spring 2020 classes due to COVID-19 in Colleague is complete. A&R has notified us that there are additional withdrawals we will need to record those to student accounts during April 2021. (Shelley provided the list of students.)
- At the end of March 2021, Admissions & Records became responsible for mailing California College Promise Grant applications to each student housed in a correctional facility who owes a balance in their student account for the 2020-2021 Academic Year. (Adam provides list.)
- During February we continued evaluating placing holds in Colleague on inmate, OSR students who owe a balance in their student account.
- We have recorded Employee Fee Waivers through Spring 2020. We continued processing Summer and Fall 2020 Employee Fee Waivers during March and they should be recorded by the end of April.

## May 2021

- Many Palo Verde College departments are going to begin visiting our students at CVSP and ISP (the two prisons nearest Blythe). Business Services will focus on reviewing their student accounts with them and set up payment plans when feasible. We will also encourage students to complete and file CCPG applications and Zero Income statements each academic year they plan on enrolling in a Palo Verde College class. Our first visit to CVSP will be 06/03/21.
- The Scholarship Award Ceremony was held on 05/20/21.
- Construction continues on the Needles mezzanine renovation.
- We continue working with vendor Spyglass, who is auditing our communication expenditures to identify possible ways to reduce costs.
- The newest version of WASP (asset tracking software) has been uploaded to our network and we are updating asset information.
- CDC ground-breaking was on 05/08/21.
- Working on improving the quality of broadband connection at the current CDC center.
- The bid opening for Counselor Center renovations was in March. Construction is expected to begin in mid-July.
- We have started our end-of-year procedures and we are working on the interim list for our auditors.
- Certain California College Promise Grants (CCPG), formerly known as the Board of Governors Fee Waivers, are not applying to student accounts in Colleague (our student account database). One semester is reviewed at a time and errors are corrected as they are found. The review and correction of Summer 2020 is complete. Processing Fall 2020 and Spring 2021 will be completed soon. (Adam and Shelley assist.)



- We are rebilling Spring 2021 in Colleague each weeknight. This will post all the changes that are made to a student's account. Colleague provides a list of all the changes which is reviewed each morning by Fiscal Services staff. Any questionable transactions are reviewed and corrected, if needed. (Shelley and Colleague consultant assist.)
- Recording the first list of students who withdrew from Spring 2020 classes due to COVID-19 in Colleague is complete. A&R has notified us that there are additional withdrawals we will need to record those to student accounts soon. (Shelley provided the list of students.)
- During February we continued evaluating placing holds in Colleague on inmate, OSR students who owe a balance in their student account.
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