



College Update  
December 4<sup>th</sup>, 2017

Happy December!

On Tuesday, we will host an on-site meeting with the Educational Advisory Board (EAB) to continue our implementation of *Navigate*. We will begin at the Valley campus and then travel to Trinidad later in the day. Thank you to our team leaders – David Hardman, Juliana Chaparro, Lori Rae Hamilton, and Linda Perry for their guidance this semester.

Interviews for the two open faculty positions (Math, Valley campus and Biology, Trinidad campus) will take place over the next few weeks. Please join me in thanking our Deans and the two search committees for their diligent work in identifying the best candidates for these roles.

Earlier this fall, Trinidad State participated in an internal audit of our accounts receivable processes. Not surprisingly, it was reaffirmed during the site visit that much work remains. The final audit report was officially released last week, with several findings outlined for corrective action. They include: 1. Untimely and inadequate submission of accounts to collections, 2. Untimely account write-offs, 3. Inadequate management of housing deposits and charges, 4. Weak internal controls and segregation of duties, and 5. Cross-term payment application. To mitigate some of these concerns, holds are being systematically utilized to disallow registration until bills are paid. Accounts that remain unpaid at the end of a term will be sent to collections. ***As you work with students, please be aware that there is no flexibility in these requirements.*** Please join me in thanking Alana Best (Controller) and Ruth Blasi (Accounts Receivable) for their efforts to ensure future institutional compliance with these regulations. Their work is impacted by many other departments, so if they ask for assistance, please be sure to comply!

Later this week, we will be taking time on each campus to recognize our recent retirees. In addition, we plan to begin a new tradition during these gatherings – the recognition of those who have dedicated more than twenty years of full-time service to the College. Please join us at noon on Tuesday (Valley) and at 4:00 pm on Wednesday (Trinidad) to celebrate these milestones!

As always, if you have questions, concerns or information to share, please let me know.

Hope you have a great week!

A handwritten signature in cursive script that reads 'Carmen M. Simone'.

Carmen M. Simone,  
President