



OFFICE OF FINANCE AND ADMINISTRATION BI-MONTHLY REPORT – NOVEMBER 2022

Division:

- Finance and Accounting Department - Raychelle Leonard, Controller
- Human Resources Department – Bo Lewis, Acting Director of Human Resources
- Information Technology Department – Ihab Saleh, Director of IT
- Operations & Maintenance Department - Claude Sandoval, Facilities Supervisor

Mission

To accurately report the financial position of Diné College, its department, and business activities for all stakeholders who have a vested interest in the financial activity and health of Diné College.

Vision Statement

To offer the highest level of financial service and be result-oriented department for the College.

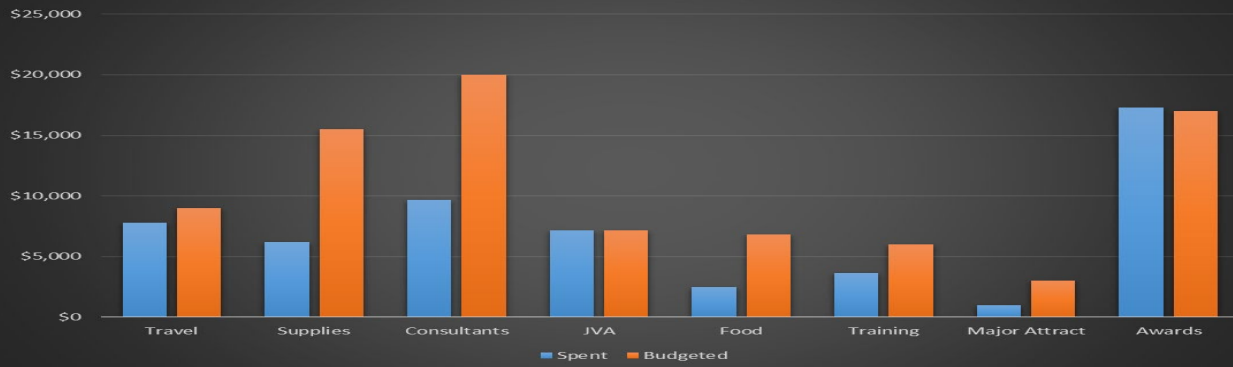
Submitted by Bo Lewis, VPAF
Dine College
10/31/2022

Highlight of Accomplishments for the Months of September & October 2022

Department	Goals	Progress Highlight	Status	Impact
Campus Health & Wellness: Financial Health				
Vice President of Finance	Audit of FY 20-21	Financial Statements are complete as of 6/28/22. The Single Audit was completed September 26, 2022 and Single Audit was filed along with NN filing. Approved and accepted by the Board on October 14, 2022 meeting.	100%	To ensure DC's Audit are done timely and accurate for annual reporting. No finding on Financial statement, 3 findings on the Single Audit. Accounting will work to clean up the 3 audit findings.
	Audit for FY 21-22	Controller and Asst Controller are working to close FY21-22 books to review and reconcile accounts in GL.	5%	To ensure DC's Audit are done timely and accurate for annual reporting. No finding on Financial statement, 3 findings on the
	Improvement in AP processing / Improvement in HR hiring P&P	Accounting is working with TechStack to get a report that track AP process from start to completion. HR will be working with specialist to track hiring documents to completion.	20%	To be accountable to the internal customers.
	HR Director	Had to re-advertise for position. No qualified candidate since re-advertising	10%	Selection best qualified candidate for HR Director.
	Training employees	Direct Reports taking courses toward degree or certificates in the area of work.	on-going	Staff development and retention for Staff
	Finance Ph II of YearOut Project	Working with Tallsalt Advisors to secure a loan that is the best fit for the College and it ability to pay back loan with less debt as possible. Get several scenarios to present to FAI committee for recommendations.	10%	To power the College without leaving Carbon footprint
	Outside Learning Center Improvements	The SOW is completed, the RFP are out for bid for Tsale, Shiprock, Tuba City and Window Rock.	30%	To use technology and aesthetic to be responsive to students learning environment.
Campus Health & Wellness: Financial Health				
Finance/ Accounting	Annual Audit	FY21 Financial & Single Audit	100%	FY21 Single Audit Complete as of 9/30 with report issued on 10/07/2022.
	Electronic process	Improve processing time with streamlining internal process	60%	Improvement on electronic process of payment when Online requisition is
	Department Goals	Review the goals for FY22-23 for Finance division.	35%	Finance Division will work on goals set for FY23, which will involve Finance, General Services, Bookstore.
Campus Health & Wellness: Networking				
Human Resources	Recruitment Cycle (Hiring)	HR is creating a more transparent process when it comes to recruitment and hiring practices. A fully detailed outlined will be presented to the Executive Team for approval.	10%	This will help improve data collection related to recruitment and hiring but also establishing accountability with all individuals involved in the hiring process.
	Onboarding	Once the recruitment cycle has been established, HR will work with leadership to create a more comprehensive onboarding process that will rely heavily on the SoftDocs project IT has been working on.	5%	In collaboration with management we want to ensure that follow-ups are done with new hires or those employees who are in new roles. This will allow the institution to provide support and resources needed for continuity in the programs and services.
	Employer Sponsored Loan Repayment Program	This program was approved by the BOR for one year. The program expired on July 29, 2022, and the College assisted 30+ employees and has been re-implemented to the end of the calendar year.	100%	With the impact of COVID there was some uneasiness about its financial impact. The College was able to help its employees lessen the burden of student loan bills.
	Housing Policy	The Housing Policy has been updated and is currently in review with legal.	85%	Strengthening the Housing Policy will provide a shared responsibility, ownership, and respect among tenants in order to promote a safe living environment for all.
	Institutional Training & Development	HR will begin their monthly cultural awareness training beginning in September with the anticipation of conducting four presentations per month for the rest of the academic year. 3 presentations have been completed through the month of October.	On-going	Creating a more inclusive and collaborative working environment. Trainings such as the DEP training series, promotes cultural sensitivity and customer-first oriented services through traditional philosophy teachings.

Highlight of Accomplishments for the Months of September & October 2022

2021-2022 OCT DHR Budget (non personnel)



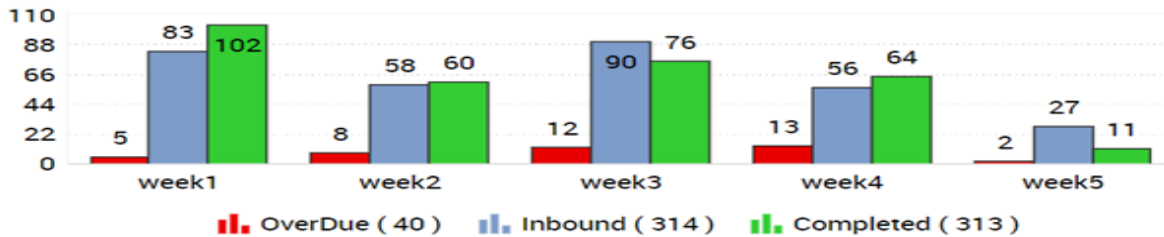
Accessibility: Easing Access

Department	Project	Progress Highlight	Status	Impact
Information Technology	Cisco Cloud Security	Cloud-based monitored by Cisco	100%	Due to recent Phishing attempts, it was recommended to add another security layer for internal spam.
	Jenzabar J1 cloud Upgrade	Major upgrade for moving to the cloud base	40%	Moving to the cloud will allow more availability, scalability, and stability. The tentative day to go-Live is 02/02/23
	Helpdesk 24/7	Providing 24/7 phone support	75%	This will reduce the workload and calls to the helpdesk by another 70%
	Student Loaners Laptops	Distributed another 55 laptops of the laptops	100%	Will allow students to learn remotely in the luxury of their homes.

Tickets Request Summary

Request Summary

Last month



Project's List Progress

Overview of IT Projects				Requests by Technician			
Name	Status	Progress	Dates		Open	On Hold	OverDue
Network Upgrade and Cybersecurity	At Risk	<div style="width: 50%;"></div>	Dec 28, 21 - De...	Brennon Francis	26	0	15
Classroom Technology	At Risk	<div style="width: 50%;"></div>	Dec 28, 21 - Fe...	Wilson James Yazzie	23	0	1
Physical Security	At Risk	<div style="width: 50%;"></div>	Dec 28, 21 - Oc...	Aaron Lewis	16	2	2
Software	At Risk	<div style="width: 50%;"></div>	Dec 28, 21 - Se...	Casey A Johnson	15	0	0
Student Support	On track	<div style="width: 50%;"></div>	Sep 27 - Oct 31	Kevin Mitchell	12	0	0
System Upgrades	At Risk	<div style="width: 50%;"></div>	Apr 28 - Dec 31	Others	21	8	10
Telecom	Behind schedule	<div style="width: 50%;"></div>	Jan 1 - 31	Unassigned	0	0	0
Web Development	At Risk	<div style="width: 50%;"></div>	Dec 28, 21 - Fe...	Total	113	10	28
Completed IT Projects	Completed	<div style="width: 100%;"></div>	Dec 1, 21 - Dec ...	View All			

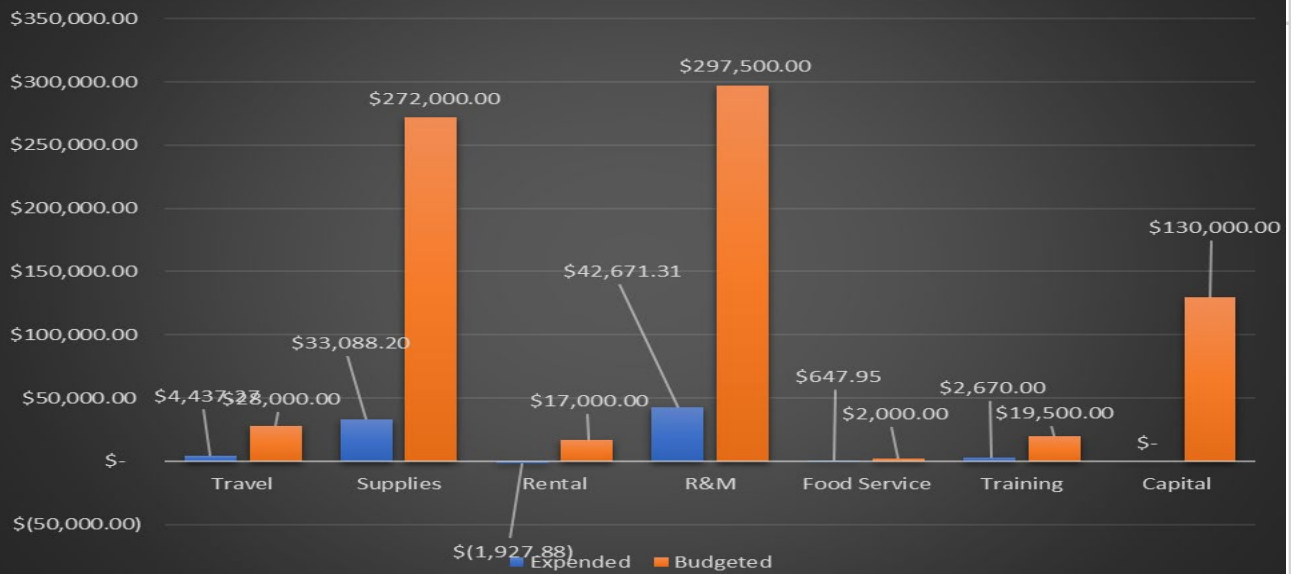
IT Available budget as of October 2022, with \$123,159 spent to date from total budget of \$1,920,019

Highlight of Accomplishments for the Months of September & October 2022

Facilities: Facilities Planning

Department	Project	Progress Highlight	Status	Impact
O&M	Implementation of Events Planning	Completion of initial software set up	75%	To centralize the Facilities Request services and improve scheduling, maintain records and fees per event requiring on-site facility use.
	Inventory portal of Asset Essential	Near completion on the set-up of the	95%	collect data, to allocate resources track inventory and productivity, also provide update reports
	Development of Standard Operating Procedures	Finalizing DRAFT document for presentation review	50%	Providing departmental guidelines and recommendations for administration support (Policy)

October 2022 O&M Non-Personnel Budget



September to October Work Requests

September to October Facilities Requests

%	Site	Assigned	Complete	In Progress	Other	Completion Rate	September to October Facilities Requests		
							Count	Description	Completion Rate
							33	Total	
85%	Tsaile	330	244	58	28	74%	7	Large Events set up by Custodials	21%
9%	Shiprock	36	15	20	1	42%	26	Small Events set up by non-Custodial	79%
2%	Tuba City	8	3	3	2	38%			100%
2%	Crownpoint	7	2	5	0	29%			
1%	Window Rock	4	3	1	0	75%			
1%	Aneth	2	1	1	0	50%			
0%	Chinle	1	1	0	0	100%			
0%	Newcomb	1	1	0	0	100%			
100%	Total	389	270	88	31	69%			

POSSIBLE LEGAL OR MEDIA IMPLICATIONS

HR Personnel issues. In ligation with PassivDom.

Personnel Separation(s)

TITLE	SEPARATIONS
Security Officer	Resignation
Custodian Supervisor	Involuntary Termination
Sr. Computer Technician	Resignation
Director of Human Resources	Resignation
Web Developer	Resignation
Director of IGO (SR)	Involuntary Termination
Professional Writing Tutor	Resignation
Career Education Coordinator	Resignation
IGO Compliance Officer (SR)	Resignation
Officer Coordinator (SR)	Resignation

FINANCE AND ADMINISTRATION DIVISION CHALLENGES & OPPORTUNITIES

IT	Objectives	Results
	Increase IT Department Capacity	Completed the evaluating of the roles and responsibilities of each staff member as part of the Organizational
	Enhance Overall Support & Delivery	We are working on improving the customer service by improving the
	Improve Technology Planning & Organizational Readiness	In the process of evaluating several Managed Security operations monitoring services as part of Cyber Security Plan.
	Planning & Execution of Short-Term Projects	• Automated Email account creations management.
IT	Challenges	Opportunities
	Some major improvement is required in documenting the Incident tickets.	Grow the Student workers domain
	Processing the problem tickets via automation (not touched by service desk agents).	Started building a dirty testing lab for student workers and we could migrate this to a classroom setting
	Working on improving the knowledgebase articles were created to enable better troubleshooting and resolution rates.	Utilizing Jenzabar more by all department and empowering the role of Jenzabar's module managers
	Changing from a fixed mindset to a growth mindset.	
	Lost 2 staff member due to early retirements and Voluntary terminations	

Finance	Challenges	Solution
	Last Minute Request – Departments are expecting a next day turn around time when online requisitions, travel authorizations, vehicle requests, etc are submitted to Finance & Accounting.	Continue to communicate with departments to allow for 10 business processing time at the minimum. Set up training with documented process to share with departments so they understand the process flow when requests are submitted to F&A.
	Post Office/US postal service – Community members are verbally complaining on the mail service to/at the Tsaille sub office.	Meet with Chinle Post Office supervisor to discuss improvements. Dine College should not have to respond to community complaints on the U.S. Postal Service.

O&M	Objectives	Results
	Working on Closing work orders in real time.	Being responsive to customers, and providing feedback at daily/weekly staff meetings
	Improving service levels and workmanship	Accountability of service provides to customers
	Improve communication with various depts on campus	Establish a channel to customers to make suggestions to improve processes and work methods.
O&M	Challenges	Solution
	Upkeep and remediation work on aging housing units	Collect data to support the needs for additional personnel for Warehouse, custodials and facilities/grounds.
	Additional assistance need in warehouse	Seek qualified personnel
	Equipment need replacement	Need an assessment to justify for replacement
	Event set up request rising, impacts daily assignment of personnel	Seek assistance from student workers and requestors.
	Clean up of Storage areas	Schedule time to organized and clean storage areas to make space available.

HR	Objectives	Results
	Update Personnel Policies and Procedures - There are some policies that will need to be updated to reflect some personnel/labor related issues the College has faced the past two years. An example of this is a hybrid work environment or personnel relocation requirement in order to deliver much needed services.	
	Budget - We did not face many challenges in relation to spending what was allocated but we do anticipate that there will be more spending because HR wants to focus on	
	Hiring Process and Onboarding Process - Through discussion with management and establishing expectations for the HR	the department has started on two key projects (as mentioned above); recruitment and onboarding. There will be much needed updates to the procedures involved in hiring and onboarding in the next month.
	Update Personnel Policies and Procedures - There are some policies that will need to be updated to reflect some personnel/labor related issues the College has faced the past two years. .	An example of this is a hybrid work environment or personnel relocation requirement in order to deliver much needed services
	Employee Engagement - HR conducted a survey to measure employee engagement. In review of the results there is much needed work that will need to be done.	As a member of the Governance Committee, HR will provide recommendations to the committee
	Budget - We did not face many challenges in relation to spending what was allocated but we do anticipate that there will be more spending because HR wants to focus on employee training, engagement, and general well-being by promoting the two events held each year, Winter and Summer Employee Appreciation.	HR will try to work within the budget that was allocated to the events.

FINANCIAL REPORT (Unaudited)
Month Ended October 31, 2022

DINÉ COLLEGE		
Statement of Revenues, Expenses, and Changes in Net Position		
Month ended October 31, 2022		
Operating revenues:	\$	20,732,335
Operating expenses:	\$	52,197,490
	\$	(31,465,155)
Nonoperating revenue, net	\$	39,617,762
Net Operating & Nonoperating	\$	8,152,608
Capital appropriations, grants, and gifts	\$	2,978,125
	\$	11,130,733
Net assets, beginning of Month	\$	113,018,469
Net assets, end of Month	\$	124,149,201

DINÉ COLLEGE		
Statement of Net Position		
Month Ended October 31, 2022		
Assets		
Current Assets	\$	62,272,968
Capital Assets, net	\$	60,826,400
Other noncurrent Assets	\$	42,119,191
	\$	165,218,558
Liabilities		
Current liabilities:	\$	2,074,080
Noncurrent liabilities:	\$	38,995,277
	\$	41,069,357
Net Position		
Net Investment in capital assets	\$	60,648,697
Restricted	\$	24,135,181
Unrestricted	\$	39,365,323
	\$	124,149,201

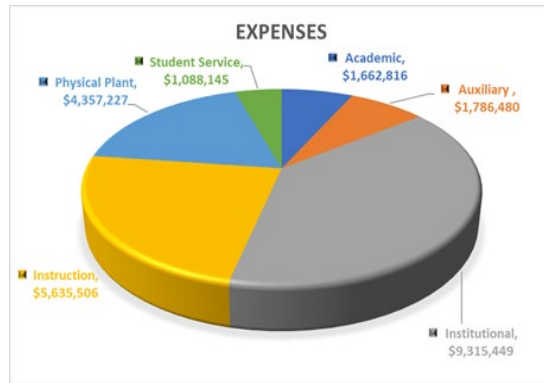
Overview of Revenues and Expenditures

For period October 31, 2022. Gift and other sources expenses (Excluding Investment Income) is depicted in the following chart:



Expenses

An illustration of a graph of the General Fund total Gifts by functional classification is as follow:

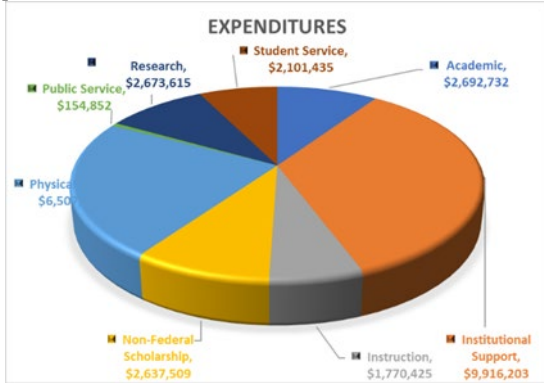


Revenues	Amount	Percentage
Auxiliary Revenue	\$ 1,565,508	3%
Contract & Grants	\$ 17,387,837	29%
Investment Income	\$ 25,850,854	43%
Other Revenue	\$ 44,400	0%
Private Restricted Gifts	\$ 10,449,161	17%
Scholarships	\$ 3,273,348	5%
Tuition & Fees	\$ 1,778,990	3%
Total YTD	\$60,350,097	100%

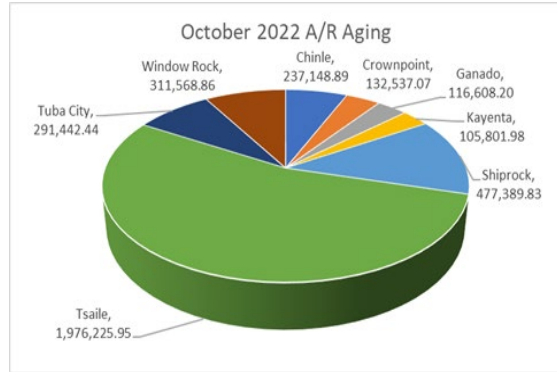
Expenses	Amount	Percentage
Academic	\$ 1,662,816	7%
Auxiliary	\$ 1,786,480	7%
Institutional	\$ 9,315,449	39%
Instruction	\$ 5,635,506	24%
Physical Plant	\$ 4,357,227	18%
Student Service	\$ 1,088,145	5%
Total YTD	\$23,845,622	100%

Expenditures

Graph of expenses by expenditure classification provided as follows:



Accounts Receivable Aging Report by Location:



Expenses	Amount	Percentage
Academic	\$ 2,692,732	9%
Institutional Support	\$ 9,916,203	35%
Instruction	\$ 1,770,425	6%
Non-Federal Scholarship	\$ 2,637,509	9%
Physical Plant	\$ 6,507,976	23%
Public Service	\$ 154,852	1%
Research	\$ 2,673,615	9%
Student Service	\$ 2,101,435	7%
Total YTD	\$ 28,454,747	100%

Location	<30 days	<60 days	<90 days	<120 days	<190 days	>191 days	Grand Total
Chinle					207.97	236,940.92	237,148.89
Crownpoint						132,537.07	132,537.07
Ganado						116,608.20	116,608.20
Kayenta						105,801.98	105,801.98
Shiprock	138.00	129.00	4,052.39	150.00	665.00	472,255.44	477,389.83
Tsaile	2,473.50	245.00	35,056.00	1,853.88	8,870.40	1,927,727.17	1,976,225.95
Tuba City	44.00		609.00		652.50	290,136.94	291,442.44
WindowRock						311,568.86	311,568.86
Grand Total	2,655.50	374.00	39,717.39	2,003.88	10,395.87	3,593,576.58	3,648,723.22

BUDGET UPDATE for end of October - SUMMARY

Summary by Functional Category	Original Budget	Actual Expenditures	Remaining Budget	Percentage Remaining
President	2,897,241	1,648,356	1,248,885	43.11%
Provost	8,118,501	76,182	8,042,319	99.06%
Student Affairs	1,746,296	30,646	1,715,650	98.25%
External Affairs	743,062	1,226	741,836	99.83%
Administration & Finance	10,455,040	614,480	9,840,560	94.12%
Total	23,960,140	2,370,891	21,589,249	90.10%

In the first month Fiscal year 2022-2023, \$2.5 Million is spent. With \$21.6 million (90.1%) left for the remainder of the FY22-23. The rate of spending monthly should be about \$1.9 million monthly, but \$2.4 million was spent at the end of October, this due Construction cost under Projects.

Board of Regent's Budget annual budget is \$68,713 with \$7,704.48 spent in the first month of October 2022. With a balance of \$60,468.52 for the remainder of the Fiscal year 22-23.