



OFFICE OF FINANCE AND ADMINISTRATION

MONTHLY REPORT – JANUARY 2021

Division:

- Finance and Accounting Department - Raychelle Leonard, Controller
- Human Resources Department - Merle Dayzie, Director of Human Resources
- Information Technology Department - Joy Thompson, 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
Diné College
12/31/2020

Highlight of Accomplishments for the Months of November & December 2020

Department	Project	Progress Highlight	Status	Impact
Goal 3. Strengthen Financial Health and self-reliance - Optimize College's Financial Systems, improve policy structure.				
Vice President of Finance	Audit findings	The consultants is assisting with tracking Navajo Nation CARES Act Grants due to tight timelines in reporting. Consultant is also assisting Accounting in addressing Audit	30%	The consultant will help to alleviate the repeated findings. Work towards have no audit findings in the upcoming audit
	Training employees	Working with Merle to get updated listing of training received by employees and survey what is needed within the permeters of COVID allows for training. Currently going to use online training until travel is allowed.	10%	COVID has us looking at the new ways we are doing our job, there might be a shift in how we do our job. Evaluating and analyzing to incorporate new job skills.
	COVID19 - PPP Program Reporting	PPP Loan information is awaiting for Wells Fargo to allow the upload of information for forgiveness process.	40%	Forgiveness of loan is anticipated and will effect bottom line for the College.
	Improvement in IT	The improvements in IT are being reviewed to assist us in how the improvement are affecting students, faculty and staff in their efficiencies.	40%	To tracking IT improvements to see how it impact efficiencies and how it changes their way of doing businesses prior to improvements. More under IT.
	Indirect policy & Procedures issues	Working with VP Nez to work on Indirect Policy and procedures to resolve issues pertaining to efficiencies and processes. The Consultant to assist with the Policy overview is	50%	The set goals are being addressed with bi-weekly meetings. There is a timeline and milestone being followed.

Goal 3. Strengthen financial Health and Self-reliance - Streamlining processes and procedures through electronic platforms.

Finance/Accounting	Account Review	Reconciliation of accounts for 1st quarter FY21	85%	3 month review of FY21 account for reconciliations purposes. Partial closing of month after review is complete.
	Student Account Charges/Refunds	Student Account Refunds for Fall 2020 sessions	100%	Accts Receivable successfully processed charges and refunds for students that registered for Fall 2020 semester.
	Courier Service	Weekly courier services by General Services team	100%	Courier services continued through the pandemic to centers and to pick up orders at border towns.
	Vendor Direct Deposit	Direct deposit to vendors via Accts payable payments	100%	Completed set up od direct deposit with Accounts Payable module. ACH is processed with weekly Tuesday & Thursday payment processing.
	Annual Audit Preparation	FY20 account reconciliation and PBC review w/consultant Tim Sherry of RGP	70%	Began review of accounts and completing PBC (Prepared By Client) schedules for annual audit with KPMG.

Goal 5. Technology - Expand effectiveness & efficiency using technology: Improve application process through the implementation and use of an Applicant Tracking, Onboarding, and Performance Management Software.

Human Resources	Review RFP for 401(k) Plan	Interviews have been completed. Recommendation will be made to BOR at next scheduled meeting.	90%	Provide services to College employees with their retirement questions, plans, investments, etc.
	Updating HR Website	Project has been on hold. The College recently hired a Web Developer, so we hope that this project can continue.	70%	An updated and designated website for DHR will allow for us to provide information transparently for those
	Faculty Compensation Study	Some information has been requested of the College (census). At this time due to the pandemic and most College employees working remotely we will begin the process	5%	Upon completion and with Board approval, a faculty specific compensation schedule will allow the College to be more complete in recruitment and retention.

2020 - 2021 DECEMBER DHR BUDGET (Non-Personnel)



Highlight of Accomplishments for the Months of November & December 2020

Title	Reason for Separation
Maintenance Technician	Termination
Adult Education Instructor	Retirement
IT Manager	Resignation

Please note that **AVG FTE/Payroll fluctuates because some of our faculty are on 20 pay periods thus skewing the numbers because it's based off payroll information.

Fiscal Year 2018-2019 Retention Rate = 64 (Separations)/301.5 (Avg. Employees) = **21.22%**

Fiscal Year 2019-2020 Retention Rate = 29 (Separations)/285.8 (Avg. Employees) = **10.14%**

Fiscal Year 2020-2021 Retention Rate = 3 (Separations)/286.8 (Avg. Employees) = **1.04%**

[The College's Retention Rate is half of what it was last fiscal year. Unfortunately, with COVID- 19, there may be additional separations either because position is no longer needed or has been modified or an employee chooses retirement.]

Goal 5. Technology - Enhance the internal technology infrastructure of the College Community. - Information Technology

Department	Project	Progress Highlight	Status	Impact
Information Technology	Unified Mobile App and Single Sign	This project is in progress. Branding and configuration has started.	95%	Improve the student experience and allows more mobile capabilities with access to all systems from one location.
	Network Refresh Project	Project was awarded and Notice to Proceed issued. Over 100 network components will be upgraded with additional design changes being made.	80%	Upgrade and improve the network infrastructure as foundational improvement for extendibility.
	Micro Campuses	The sites have been determined and basic design were approved. Started with the network design and identification of the functions that will be performed there.	90%	Extend services to 'satellite' communities as local learning centers and service centers.

COVID 19 Projects include:

Upgrade of Outdoor Wi-Fi Access :

- Issues with wireless access equipment availability
- Projects are scheduled.
- Network Refresh
- Equipment is arriving and installs are planned to begin next week

Micro Campuses

- All equipment has been received and waiting on renovations

Touchless Applications

- Online Menu Ordering – Complete
- Package Tracking – Complete
- Asset Essentials/Maintenance – In Progress
- Student/Staff mobile portal and Single Sign On – In Progress
- Virtual Advising App – Complete

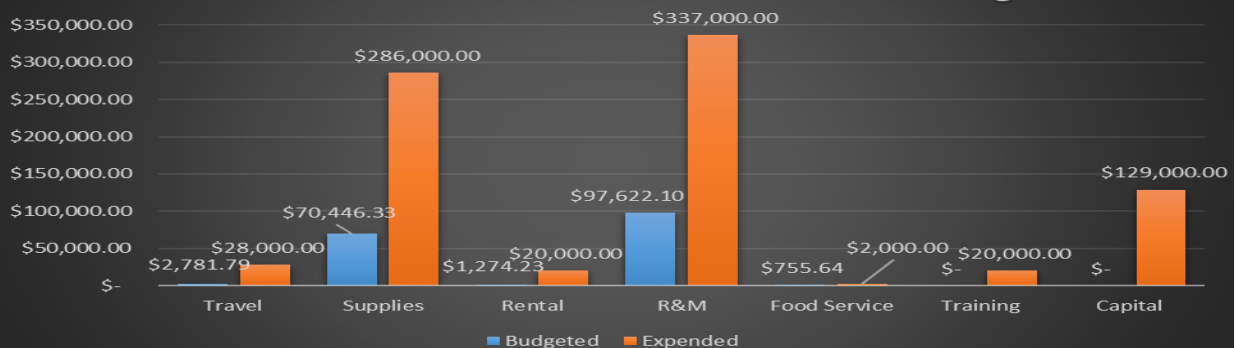
Highlight of Accomplishments for the Months of November & December 2020

Projected Completion Timeframes - 32 Projects - 75% Complete

Project	Time Frame	2020												2021								
		4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9			
Hot Spots - MyFi	2																					
Unlimited Plan	2																					
Laptop purchase for student loaner program	2																					
Housing Wi-Fi (Radio Upgrade)	5																					
EBS - 2.5 GHz 10 watt radio	2																					
Band 43 - CBRS 3.5 GHz radio	6																					
Laptop and MyFi Student Program																						
Laptop and MyFi Student Program	7																					
Internet and Wide Area Network Bandwidth Increases																						
Wide Area Network Upgrade - Cell One	3																					
Internet at Tsaille	2																					
Internet at Centers	2																					
Infrastructure Upgrades																						
Virtualization Migration - Outlook	3																					
Network Refresh	10																					
Fiber/Cabling Extensions	8																					
Wi-Fi expansion	9																					
Software Integration and Enhancements																						
Integration of Systems - Online Student Services	4																					
Student Portal/SSO Platform	7																					
WASP Barcoding/Asset/ Package Tracking	4																					
Asset Essentials/Maintenance Request	4																					
Infor Online Menu Ordering	3																					
Document Management	12																					
AV Technology																						
Zoom Rooms	3																					
Media Share - Online classes Recording/Storage	2																					
Online Degree Tools	4																					
ITV replacement	2																					
Personnel																						
Academic Technologist (AV, Media, Zoom)	3																					
PM Consultant	6																					
Health & Safety																						
Computer Labs	3																					
Card Access Door Locks	3																					
IT Building	3																					
Security Camera Project	5																					
Construction																						
HVAC Renovation at NOC	7																					
UPS Revitalization at NOC	3																					
Micro Campuses	4																					

Department	Project	Progress Highlight	Status	Impact
Goal 4. Institutional Transformation - Promote communication & accountability: develop processes to achieve efficiencies campus wide - O&M				
O&M	Tsale and Center projects	6 major projects in process between 5% to 90% completion rate.	80%	Provide safe comfortable facility environment
	COVID 19 Response	Modified 51 doors to Dutch doors entrances, provided weatherized shed for Screeners. Implemented touchless technology for safety	80% on-going	Ensure students, faculty and staff are safe and making changes for coming year.
	Special Projects Collaborations	Collaborate with Special Projects on COVID defined projects at GCB, SUB and NHC	10%	To assist in completing time sensitive COVID projects to meet timelines.
	Supplies and PPE	Continuing to maintain safely supplies and PPE for all campus.	on-going	Provide safe comfortable facility environment for faculty and Staff.

December 2020 O&M Non-Personnel Budget



November to December Work Requests			November to December Facilities Requests		
604	Total		0	Total	
302	New Requests	50%	0	Large Events custodial Set-up	0%
166	Work in Progress	27%	0	Small Events non-Custodial Set-up	0%
136	Complete	23%		All Facilities events cancelled as of 3/11/2020	0%
0	Closed	0%			0

News, Activities and Updates

IT – COVID 19

IT has, within a short period of time, introduced cloud applications to help staff and students stay connected and engaged. It truly is a transformation of the way we conduct each activity and it will make it more of the University experience students expect.

IT – Staffing

IT has openings in the following positions:

- Director of IT – Tsaille – Current Director of IT is retiring as of 1/31/2021, but will assist until position is filled.
- IT Operations Manager – Tsaille, an interim has been appointed until position is filled, we had a virtually farewell on December 29, 2020 for Marvin Hood. He was instrumental in many of the implementations before and during the pandemic to update and upgrade our IT infrastructures, which will help the College be more efficient and improve the student's experiences here at Diné College.
- Computer Technician – Tsaille
- Applications Support Specialist – Tsaille

HR – Budget

As we turn start our 2nd quarter of the fiscal year there is still some uncertainty as to some of the impacts the pandemic has on the College, specifically DHR. We are working with individuals to provide remote training and its impact on our budget is uncertain.

For DHR personnel we subscribed to a company that provides training on everything HR related. We are hoping that these trainings provide some insight as to how to navigate through the pandemic from an employee's perspective.

HR - COVID-19

In order to reduce traffic during the holidays we have two (2) staff on-site to provide services. All others are working remotely. We will reassess this January 8, as we start the new semester the following week.

O&M- COVID-19

The O&M Department continues to work exclusively in direct communication with the Incident Command Center (ICC) to ensure consistent communication during the COVID-19 pandemic to mitigate possible outbreak on College Facilities.

Plan of action in collaboration with the ICC to open additional classroom space and dormitory living quarters for the upcoming Spring 2021 semester

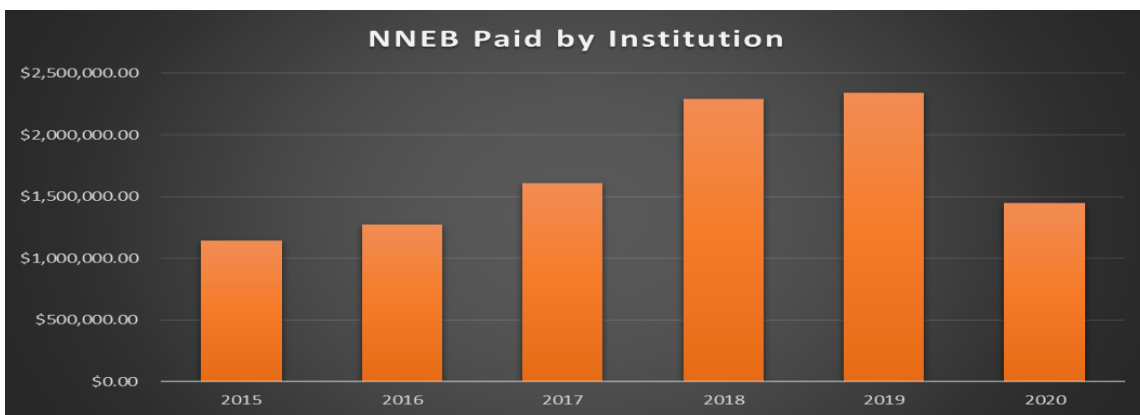
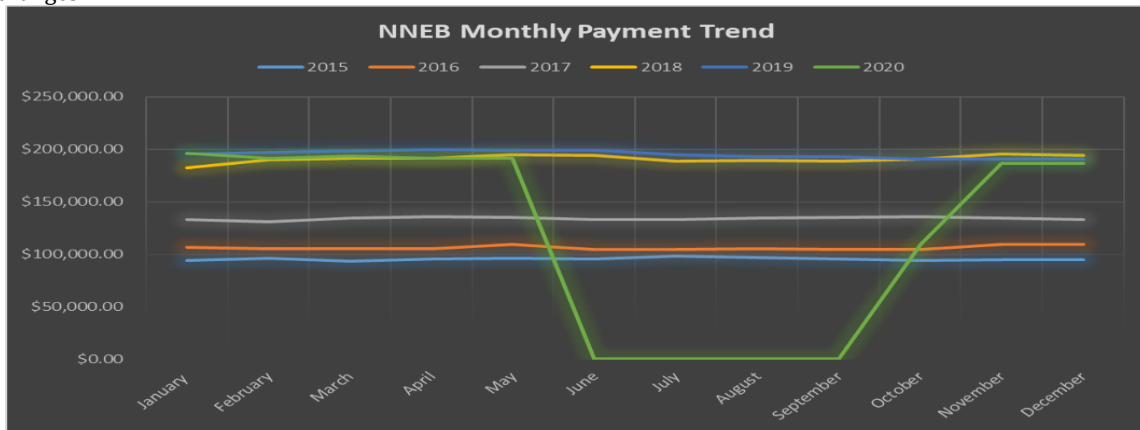
F&A – COVI9-19

Most of F&A team are on-site along with O&M team. IT and HR can perform work remotely and also to promote less traffic on campus during the pandemic.

INFORMATION

HR – Health Care Cost

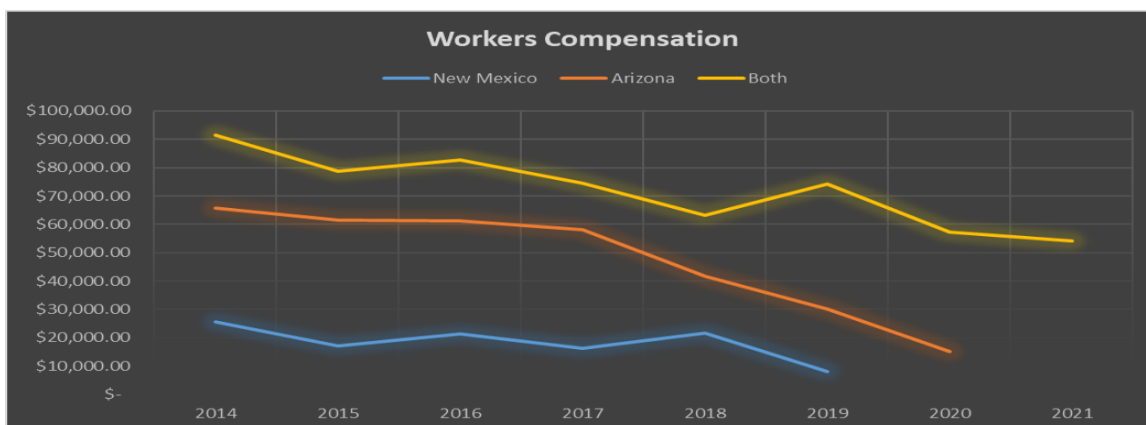
The graph on the left below demonstrates the month to month cost per year of Health-Care benefits the College pays for monthly each year. As mentioned in the previous report, the Navajo Nation Insurance Commission passed a resolution to subsidize premiums for the months of June, July, August and September. This graph reflects those changes.



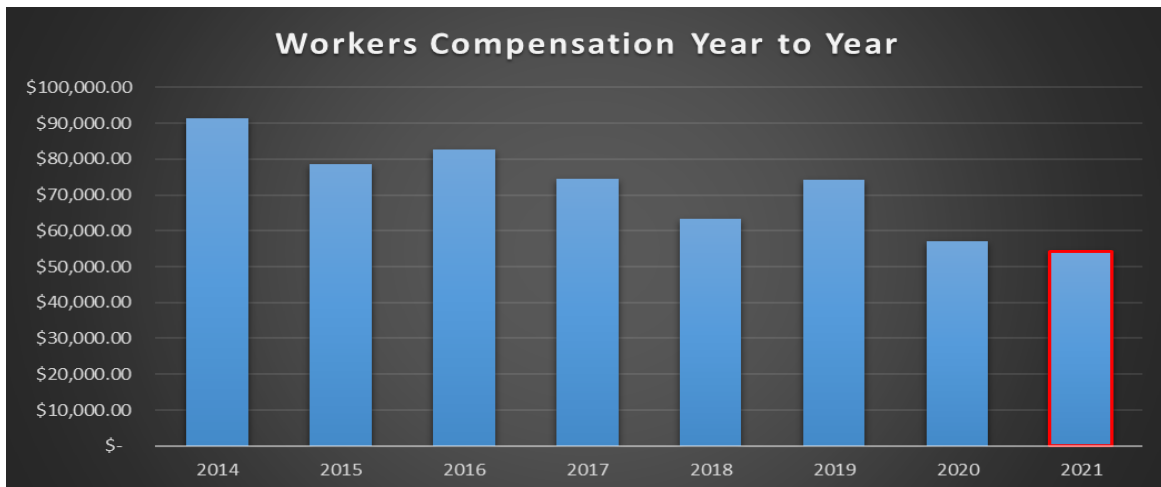
The graph above demonstrates the total cost for health-care year to year. This does not include premiums paid by employees. Since the premiums were covered for the months of June, July, August, and September this calendar year, the College has saved over 1 million dollars. NNIC (Navajo Nation Insurance Commission) anticipates that for calendar year 2021 there will be an increase in healthcare costs, however, we still have not received updates thus far.

HR - Workers Compensation Costs

As mentioned in previous reports this year we will no longer have separate coverages for employees working in the state of New Mexico and Arizona.



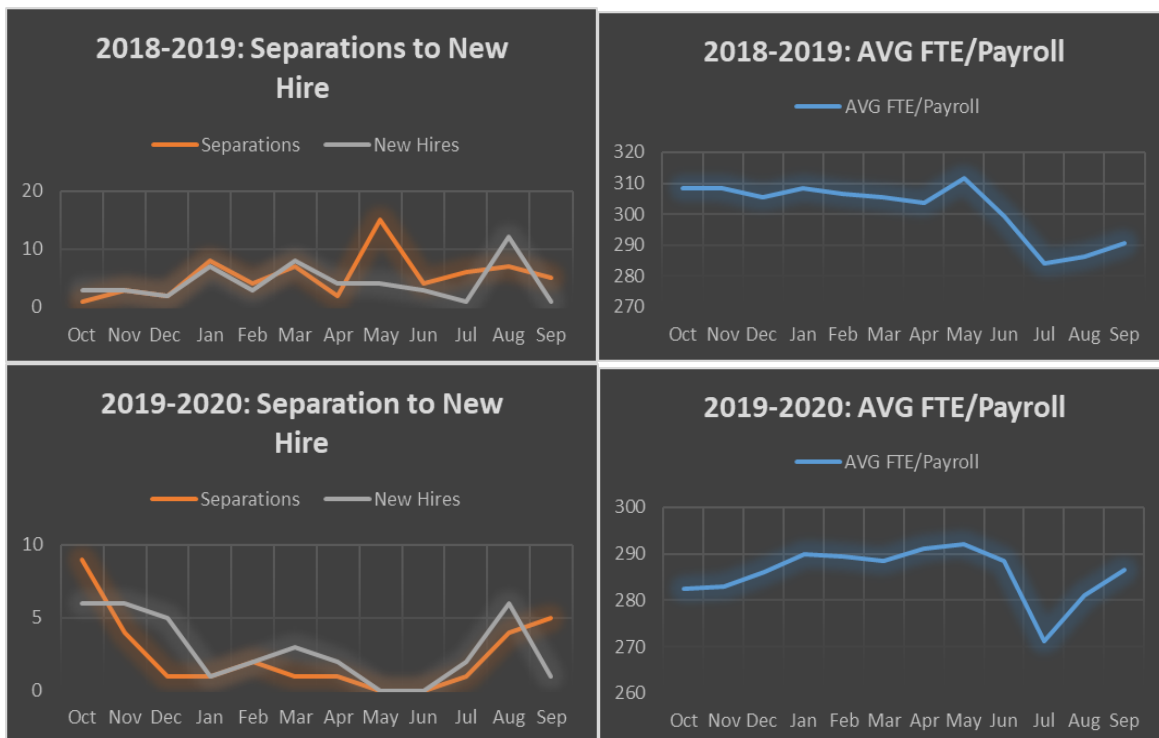
The graph above shows the cost of worker's compensation from 2014 to 2019. The reason for the drop in 2019 (yellow) is because coverage was merged into one policy. As a result, we have a fixed quarterly amount that the College pays.



As stated above, with the merging of the NM and AZ coverages cost about a \$57,182 that's guaranteed for the next two years. The College's renewal is in July and due to minimal to no change in claims we are on the verge of saving an additional \$3,000 to the end of the year. **Our lowest per calendar year expense since 2014. The red outline is to show the anticipated cost for 2021.**

HR - Personnel

The graphs below demonstrate a comparison of employee separations and new hires for fiscal year 2018-2019 and comparing it to 2019-2020. The graph beside it shows the average full-time employees on a month to month basis. I did not add additional charts for this fiscal year because there is not enough data to do a comparison at this time. However, please note that from 2018/2019 to 2019/2020 our retention rate improved by more than half.



POSSIBLE LEGAL OR MEDIA IMPLICATIONS

IT – MediaShare IQ Cloud Platform has been installed for 6 months. It was intended to be our video storage and asynchronous learning platform. The adoption by Faculty has been poor. Another final approach will be taken for understanding of how the tool should be used. If that doesn't work, we will look into the possibility of ending the contract.

FINANCE AND ADMINISTRATION CHALLENGES & OPPORTUNITIES

A&F - Electronic Processes – Work with employees on electronic document submission such as purchase requisitions, consultant contracts & engagement agreements during the ongoing COVID-19 Pandemic.

- *Solution: Communicate via email to division administrative assistants to submit necessary documents via online purchase requisition module or emailing to Finance office for processing.*

A&F - Sanitizing Office – Due to high foot traffic, Finance is requiring weekly/biweekly office sanitizing using O&M equipment.

- *Solution: Submit weekly school dude work order to schedule O&M team to deep cleaning of all Finance Division Offices.*

A&F - Office Closure – COVID exposure in departments resulting in full or partial office closure.

- *Solution: Continue to communicate to employees the safety protocols when working daily and when travel to centers are necessary.*

IT- Challenges – Remote work has become a continued reality for the College. It is a challenge that many staff and faculty do not have Internet at home nor do they have the skills to take advantage of the tools provided for them.

- *Solution: Working with eligible Telecomm Companies to identify where the 'blind' spots are and searching for grants that can pay for capital outlay of services, fiber or wireless, in those areas. We could negotiate a contract to serve our staff with adequate services at a reasonable and sustainable rate.*

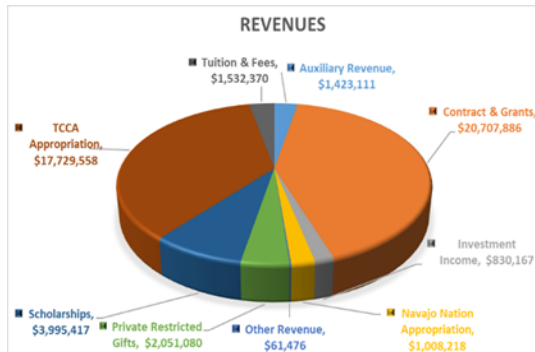
FINANCIAL REPORT (Unaudited) December 2020

DINÉ COLLEGE	
Statement of Revenues, Expenses, and Changes in Net Position	
Month ended December 31, 2020	
Operating revenues:	\$ 23,663,368
Operating expenses:	\$ 41,891,460
	\$ (18,228,092)
Nonoperating revenue, net	\$ 25,675,915
Net Operating & Nonoperating	\$ 7,447,823
Capital appropriations, grants, and gifts	\$ 886,191
	\$ 8,334,014
Net assets, beginning of Month	\$ 102,206,389
Net assets, end of Month	\$ 110,540,401

DINÉ COLLEGE	
Statement of Net Position	
Month Ended December 31, 2020	
Assets	
Current Assets	\$ 38,137,931
Capital Assets, net	\$ 57,814,968
Other noncurrent Assets	\$ 28,859,213
	\$ 124,812,112
Liabilities	
Current liabilities:	\$ 3,021,546
Noncurrent liabilities:	\$ 11,250,164
	\$ 14,271,710
Net Position	
Net Investment in capital assets	\$ 57,533,364
Restricted	\$ 26,428,055
Unrestricted	\$ 26,578,982
	\$ 110,540,401

Overview of Revenues and Expenditures

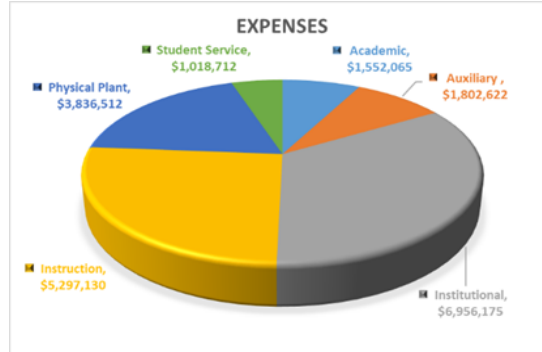
For period December 31, 2020, Gift and other sources (Excluding Investment Income) is depicted in the following chart:



Revenues	Amount	Percentage
Auxiliary Revenue	\$ 1,423,111	3%
Contract & Grants	\$ 20,707,886	42%
Investment Income	\$ 830,167	2%
Navajo Nation Appropriation	\$ 1,008,218	2%
Other Revenue	\$ 61,476	0%
Private Restricted Gifts	\$ 2,051,080	4%
Scholarships	\$ 3,995,417	8%
TCCA Appropriation	\$ 17,729,558	36%
Tuition & Fees	\$ 1,532,370	3%
Total YTD	\$49,339,283	100%

Expenses

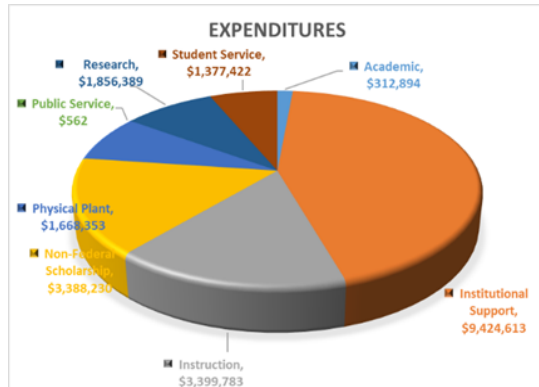
An graph of the General Fund total operating expenses by functional classification is as follow:



Expenses	Amount	Percentage
Academic	\$ 1,552,065	8%
Auxiliary	\$ 1,802,622	9%
Institutional	\$ 6,956,175	34%
Instruction	\$ 5,297,130	26%
Physical Plant	\$ 3,836,512	19%
Student Service	\$ 1,018,712	5%
Total YTD	\$20,463,215	100%

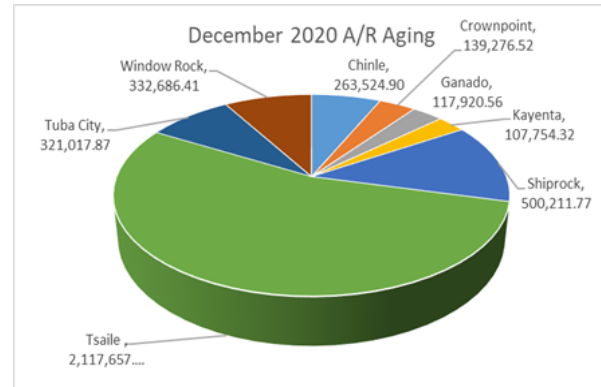
Expenditures

Graph of expenses by expenditure classification provided as follows:



Expenses	Amount	Percentage
Academic	\$ 312,894	1%
Institutional Support	\$ 9,424,613	44%
Instruction	\$ 3,399,783	16%
Non-Federal Scholarship	\$ 3,388,230	16%
Physical Plant	\$ 1,668,353	8%
Public Service	\$ 562	0%
Research	\$ 1,856,389	9%
Student Service	\$ 1,377,422	6%
Total YTD	\$ 21,428,245	100%

Accounts Receivable Aging Report by Location:



Location	30 days	60 days	90 days	120 days	>150 days	Grand Total
Chinle	100.00			13,385.00	250,039.90	263,524.90
Crownpoint			315.00	100.00	138,861.52	139,276.52
Ganado					117,920.56	117,920.56
Kayenta					107,754.32	107,754.32
Shiprock	1,221.50	326.33	815.50		497,848.44	500,211.77
Tsaile	5,853.50	4,225.00	3,356.50	3,466.50	2,100,756.42	2,117,657.92
Tuba City	1,008.00	600.00	440.00	1,040.00	317,929.87	321,017.87
WindowRock	111.00			600.00	331,975.41	332,686.41
Grand Total	8,294.00	5,151.33	4,927.00	18,591.50	3,863,086.44	3,900,050.27

BUDGET SUMMARY UPDATE

Functional Classification	Original Budget	Actual Expenditures	Available Budget	Percentage Remaining
Instruction	6,598,518.00	1,189,704.24	5,408,813.76	81.97%
Academic Support	1,887,672.00	306,144.85	1,581,527.15	83.78%
Student Affairs	1,323,895.00	181,564.78	1,142,330.22	86.29%
Institutional Support	8,350,734.00	1,470,946.39	6,879,787.61	82.39%
Physical Plant	3,676,859.00	795,916.74	2,880,942.26	78.35%
Auxiliaries	1,211,443.00	215,333.00	996,110.00	82.23%
Total	23,049,121.00	4,159,610.00	18,889,511.00	81.95%

At the end of Calendar year of 2020, \$4.2 Million was spent. With \$18.9 million left at 81.95% for the remainder of the FY20-21. The rate of spending monthly should be about \$1.9 million, which is less than the average that is been spent to date.

Board of Regent's Budget annual budget is \$67,387 with \$15,686 spent through December 2020. With a balance of \$51,700, with 76.72% remaining for the rest of the fiscal year 20-21.