



DATE: June 12, 2025
TO: District Board of Trustees
FROM: Brittany Snyder, Executive Vice President and CFO
DEPARTMENT: Finance and Administration
SUBJECT: Division Report – Dr. Brittany Snyder

Business Office

The Business Office has implemented a new online tuition payment system. The system offers new features to better assist students. In addition to standard payment options, such as credit card, debit card, and ACH, students can now use their 529 savings plans and send payment requests to family and friends. In addition to these new payment options, students can also register for direct deposits for all refunds and financial aid disbursements.

Information Technology (IT)

The IT department has deployed eight new workstations, including laptops. IT also implemented a new computer usage monitoring program, Labstats, for all computer labs at all locations. This program aims to assess computer usage in order to minimize unnecessary expenditures.

The following are tickets completed for the past year. The increase in tickets over the prior year is primarily due to improvements in recording activity for phone and walk-in assistance.

Month 2024 / Qtr 4 FY 24	Tickets Completed	Month 2024 / Qtr 1 FY 25	Tickets Completed	Month 2024 / Qtr 2 FY 25	Tickets Completed	Month 2025 / Qtr 3 FY 25	Tickets Completed	Month 2025 / Qtr 4 FY 25	Tickets Completed
April	97	July	280	October	202	January	391	April	333
May	83	August	261	November	197	February	274	May	268
June	98	September	193	December	372	March	231	June	
	278		734		771		896		601

Sponsored Programs

The College has been designated as an eligible institution under Title III and/or Title V of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEA). This designation enables the institution to apply for Title III and Title V grant opportunities. Title III and Title V award grant funding to colleges that serve low-income and minority students. The award supports academic programs, student services, and campus resources. Title V focuses on supporting Hispanic-Serving Institutions and their students. Eligibility is determined annually during the spring. Although the College did not meet the standard eligibility criteria, additional student enrollment data was submitted through a waiver application. Approval of the waiver was granted on June 12, 2025.

Talent Acquisition, Development, and Accountability (TADA)

The College is currently recruiting for 11 full-time, 38 part-time, and temporary positions. TADA has processed personnel actions, including hiring summer adjunct instructors and part-time employees, and re-hiring temporary, part-time employees. TADA has been busy scheduling interviews for candidates, developing the 2025-2026 Salary Schedule, and participating in training to improve efficiencies in BANNER's Faculty Load and Compensation processes.

Institutional Effectiveness (IE) activities included launching the summer online course checklist, the regular and substantive interaction survey, and course evaluations. In advance of the college-wide migration of unit planning to Watermark, IE participated in training focused on the development of departmental unit plans. IE is also assisting with the response to the Higher Learning Commission (HLC) site visit report.