

## **Report to the Board**

October 7, 2002

**SUBJECT:** Report on SoCo, Inc. Recommendations

### **RECOMMENDATION**

That the Board of Trustees consider the Internal Auditor report on the status of the SoCo, Inc. recommendations.

### **RELATED BOARD POLICY OR PLANNING PRIORITY**

This item is consistent with Board Policy E-4, Organizational Performance Evaluation/Auditing

### **RATIONALE**

The Internal Auditor is required to monitor the progress made on implementing the recommendations of the consultant and report to the Board.

### **BUDGETARY CONSIDERATION**

None.

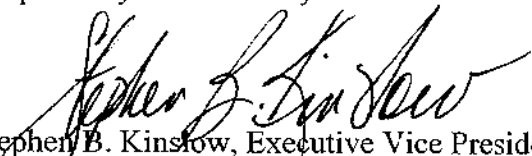
### **RESOURCE PERSONNEL**


Steve Kinslow, Executive Vice President  
Imad Mouchayleh, Internal Auditor  
Martha Oburn, Office of Institutional Effectiveness

### **ATTACHMENT(S)**

Attachment A: SoCo, Inc. Projects Status Report

Respectfully Submitted by:

  
Stephen B. Kinslow, Executive Vice President  
Academic, Student and Campus Affairs

  
Richard Fonte, President

SoCo Recommendations Evolution Report  
As of September 30, 2002

Ref.	SoCo Recommendations	Management Response	Person in Charge	Status	Completion Date	Comments
P.4	Automate the timesheet and absence report submittal process.	SoCo Consulting and IT are evaluating the systems	Bill Carter/ Jeanne Coleman	In Progress	August 2002	Departments went live as of 06/30/02, except the following: Full-time Faculty, College Work Study and Interpreters. These areas will go live in November 2002.
P.6	Balance payroll accounting records to the payroll expense residing in the general ledger.	Detailed procedures will be written.	Jeanne Coleman/ Leslie Sabin	In Progress	November 2002	This reconciliation has started. Written procedures are in progress. FY01 will be completed by 10/30/02 and FY 02 will be completed by 12/01/02.
P.7	Make one payroll run for all employees.	SoCo will further assess this recommendation and propose a final recommendation to management.	Executive Team	Will not be implemented	Completed	AVP Human Resources has contacted classified association to discuss their concerns. The administration has decided not to implement in FY03.
P.8	Initiate pay vouchers for benefit and deduction vendors electronically to the accounts payable module.	Will benchmark with North Harris Community College for program and procedures.	Jeanne Coleman/ Leslie Sabin	In Progress	Implementation January 2003	The electronic transfer test included 3 out of 4 scheduled vendors. The test was successful. This project is scheduled to go live on January 1 <sup>st</sup> , 2003.
P.9	Offer payroll distribution either through direct deposit or via the U.S. mail service.	Staff will benchmark other institutions for this procedure.	Jeanne Coleman	In Progress	March 2003	The administration accepted this recommendation. HR authorities have met with associations to discuss the project. The implementation is scheduled for March 2003.