

Compliance Review Agenda

COLLEGE: _____

DATE: _____

TIME	PROCEDURES FOR REVIEW	COLLEGE PERSONNEL PRESENT
9:00 – 9:30	INTRODUCTIONS AND OVERVIEW OF PROCESS	
9:30 – 10:30	<p>PART A: ADMINISTRATION AND POLICY</p> <p>I. REVIEW AREA: INSTITUTIONAL POLICY (REVIEW OF COMPLIANCE MATERIALS WITH A STATE STAFF)</p> <ol style="list-style-type: none"> 1. LOBBYING POLICY 2. NON-SUPLANTING POLICY <p>II. REVIEW AREA: EQUITY ASSURANCES (BUSINESS OFFICE AND ACCOUNTING REVIEW WITH A STATE STAFF)</p> <ol style="list-style-type: none"> 1. NON-DISCRIMINATION POLICY 2. AMERICANS WITH DISABILITIES ACT REQUIREMENTS <p>III. REVIEW AREA: EVALUATION, PERFORMANCE, AND CORE INDICATORS</p> <ol style="list-style-type: none"> 1. LOCAL PERFORMANCE EVALUATION AND PROGRAM IMPROVEMENT INTERVIEW BETWEEN OCCUPATIONAL DEAN AND STATE STAFF 2. ADDRESS CORE INDICATOR DATA AND LOCAL PERFORMANCE AND PROGRAM IMPROVEMENT. (BRIEF DISCUSSION OF COMPLETED "TECHNICAL ASSISTANCE: PERKINS IV CORE INDICATOR TECHNICAL ASSISTANCE ASSESSMENT" INCLUDED IN THE ON-SITE TEMPLATE). 	<p>CONFERENCE CALL WITH RHONDA BURKE</p>
10:30 – 10:45	BREAK	

10:45 – 12:30	<p>IV. REVIEW AREA: PERSONNEL QUALIFICATIONS (REVIEW OF PERSONNEL RECORDS BY A STATE STAFF)</p> <p>1. FACULTY WORK EXPERIENCE AND LICENSURE</p> <p>PART B: FINANCIAL AND PROGRAM IMPROVEMENT</p> <p>V. REVIEW AREA: FUND ACCOUNTING (BUSINESS OFFICE AND ACCOUNTING REVIEW WITH A STATE STAFF)</p> <p>1. NON-SUPPLANTING - FINANCIAL</p> <p>PART C: STUDENT SUPPORT SERVICES</p> <p>VI. REVIEW AREA: STUDENT ACTIVITIES</p> <p>1. SPECIAL POPS STAFF MEET WITH A STATE STAFF</p> <p>VII. REVIEW AREA: SPECIAL POPULATIONS – GREATEST NEED</p> <p>1. MEET WITH SPECIAL POPULATIONS COORDINATOR TO REVIEW FINANCIAL RECORDS, STUDENT FILES, ATTENDANCE COST POLICY, OTHER.</p>	
12:30 – 1:30	LUNCH (CAN BE WITH COLLEGE AND STATE STAFF, BUT NOT NECESSARY)	
1:30 – 3:00	<p>VIII. REVIEW AREA: EQUIPMENT VERIFICATION</p> <p>1. TOUR OF LABS & EQUIPMENT WITH STATE STAFF PERSON(S) THIS TIME MAY VARY DEPENDING ON NUMBER OF SITES AND AMOUNT OF EQUIPMENT TO BE VERIFIED)</p>	
3:00 – 3:30	IX. EXIT MEETING AND COMMENTS OR RESCHEDULE ADDITIONAL DAY TO COMPLETE REVIEW	
	ON-SITE COMPLIANCE REVIEW WILL COVER ONE YEAR PRIOR TO CURRENT YEAR.	
	EQUIPMENT REVIEW WILL COVER ONE YEAR PRIOR TO CURRENT YEAR.	

- **NOTE:** IN SOME CASES TWO DAYS MAY BE NEEDED TO COMPLETE THE COMPLIANCE REVIEW.
- PLEASE CONTACT SHEREE PRICE AT 517-335-0404 FOR QUESTIONS OR ASSISTANCE.