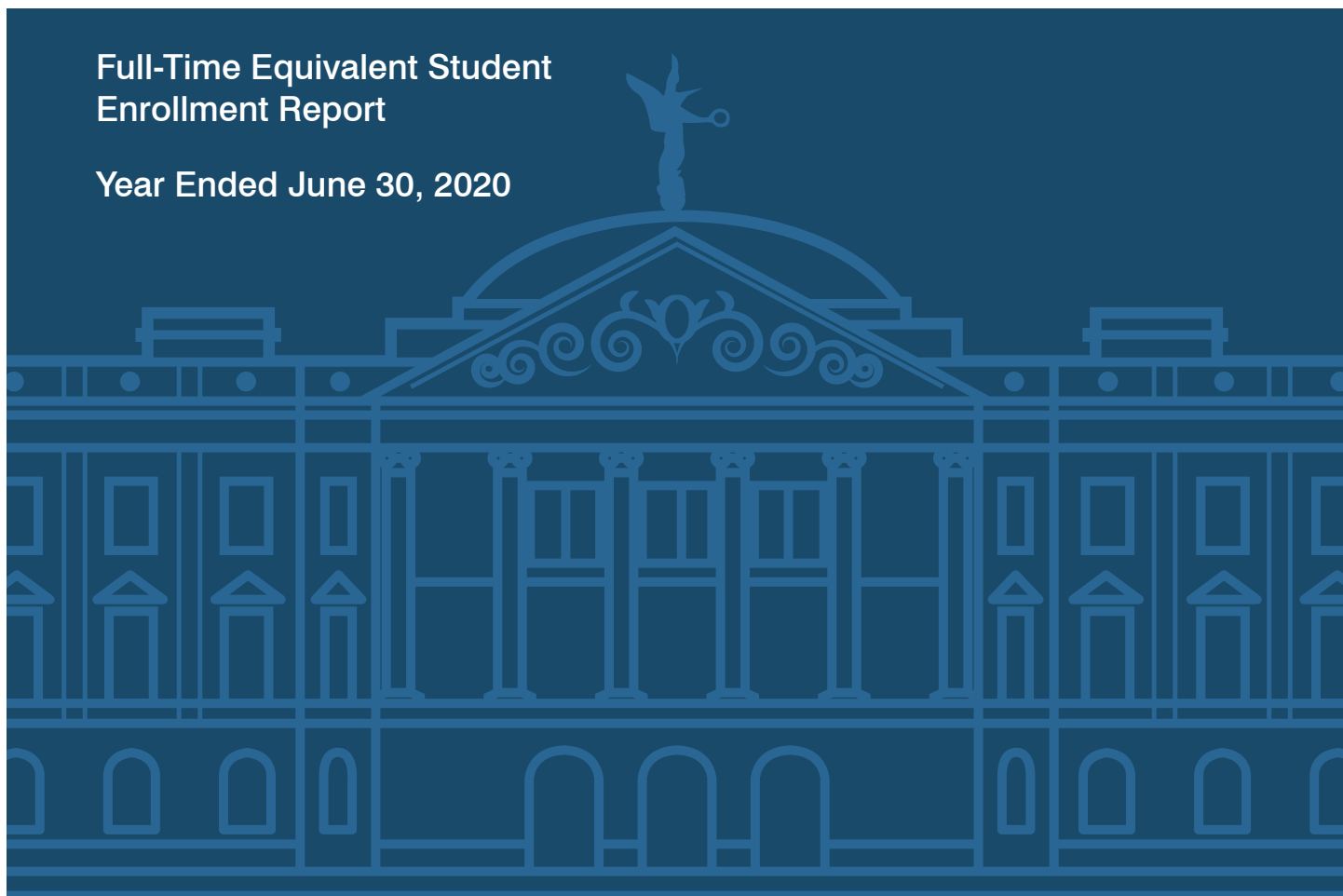


# Arizona County Community College Districts and Colleges of Qualifying Indian Tribes

Full-Time Equivalent Student  
Enrollment Report

Year Ended June 30, 2020



A Report to the Arizona Legislature

Lindsey A. Perry  
Auditor General





The Arizona Office of the Auditor General's mission is to provide independent and impartial information and specific recommendations to improve the operations of State and local government entities. To this end, the Office provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, State agencies, and the programs they administer.

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## Audit Staff

**Donna Miller**, Director  
**David Glennon**, Manager

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LINDSEY A. PERRY  
AUDITOR GENERAL

ARIZONA  
AUDITOR GENERAL

MELANIE M. CHESNEY  
DEPUTY AUDITOR GENERAL

## Independent accountants' report

Members of the Arizona State Legislature

The Governing Boards of Arizona  
County Community College Districts  
and Colleges of Qualifying Indian Tribes

Presidents and Chancellors of Arizona  
County Community College Districts  
and Colleges of Qualifying Indian Tribes

We have examined the Arizona county community college districts' (districts) and colleges of qualifying Indian tribes' (tribal colleges) full-time equivalent student enrollment in the accompanying report for the year ended June 30, 2020, and the related notes to the report. Each district's and tribal college's management is responsible for calculating and reporting its student enrollment in accordance with the criteria prescribed by Arizona Revised Statutes (A.R.S.) §§15-1466.01 and 15-1466.02 as described in Note 1. Our responsibility is to express an opinion on the full-time equivalent student enrollment based on our examination.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the full-time equivalent student enrollment is in accordance with the criteria prescribed by A.R.S. §§15-1466.01 and 15-1466.02 in all material respects. An examination involves performing procedures to obtain evidence about the full-time equivalent student enrollment amounts in this report. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the amounts, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the full-time equivalent student enrollment in the report referred to above is in accordance with the criteria prescribed by A.R.S. §§15-1466.01 and 15-1466.02 as described in Note 1 in all material respects.

Donna Miller, CPA  
Director, Financial Audit Division

October 15, 2020

Arizona county community college districts and colleges of  
qualifying Indian tribes  
Full-time equivalent student enrollment report  
Year ended June 30, 2020

Districts	Full-time equivalent student enrollment				
	Basic actual	Additional short-term, open-entry/open-exit	Adult basic education	Skill center	Total
Cochise	1,507	4,263	59		5,829
Coconino	1,657	206	14		1,877
Gila	355	300			655
Graham	1,430	918			2,348
Maricopa	49,347	17,056	606	463	67,472
Mohave	1,963	407			2,370
Navajo	1,424	224			1,648
Pima	9,666	3,682	368	158	13,874
Pinal	2,552	880			3,432
Santa Cruz	127	15			142
Yavapai	2,927	555	38		3,520
Yuma/La Paz	3,771	1,021	44	169	5,005
<b>Total districts</b>	<b>76,726</b>	<b>29,527</b>	<b>1,129</b>	<b>790</b>	<b>108,172</b>
<b>Tribal colleges</b>					
Diné	581	39			620
Navajo Tech	258	16	8		282
San Carlos Apache	57	11			68
Tohono O'odham	146	30	1		177
<b>Total tribal colleges</b>	<b>1,042</b>	<b>96</b>	<b>9</b>		<b>1,147</b>
<b>Total FTSE</b>	<b>77,768</b>	<b>29,623</b>	<b>1,138</b>	<b>790</b>	<b>109,319</b>

The accompanying notes are an integral part of the report.

# Arizona county community college districts and colleges of qualifying Indian tribes

## Notes to full-time equivalent student enrollment report

### Year ended June 30, 2020

#### Note 1

The full-time equivalent student enrollment (FTSE) report is used to allocate State appropriations among the various Arizona county community college districts (districts) in accordance with Arizona Revised Statutes (A.R.S.) §15-1466. Additionally, the report is used to allocate revenues collected under A.R.S. §§42-5010(G) and 42-5155(D) to the districts and to the community colleges that are owned, operated, or chartered by a qualifying Indian tribe (tribal colleges) in accordance with A.R.S. §42-5029. Further, the report is used to estimate future years' FTSE in accordance with A.R.S. §15-1466.01.

#### Note 2

The dual-enrollment FTSE was included in the districts' and tribal colleges' total FTSE counts and represents the dual-enrollment FTSE the districts and tribal colleges reported for the year ended June 30, 2020. Dual enrollment represents the FTSE of those students enrolled in the districts' and tribal colleges' sponsored courses that count toward both high school and college graduation requirements. These courses were taught at participating high schools, as provided for in A.R.S. §15-1821.01. A summary of the districts' and tribal colleges' total FTSE classified as dual and nondual enrollment for the year ended June 30, 2020, follows:

	Full-time equivalent student enrollment		
	Dual enrollment	Nondual enrollment	Total FTSE
<b>Districts</b>			
Cochise	53	5,776	5,829
Coconino	213	1,664	1,877
Gila	99	556	655
Graham	85	2,263	2,348
Maricopa	5,907	61,565	67,472
Mohave	305	2,065	2,370
Navajo	251	1,397	1,648
Pima	602	13,272	13,874
Pinal	58	3,374	3,432
Santa Cruz		142	142
Yavapai	381	3,139	3,520
Yuma/La Paz	225	4,780	5,005
<b>Total districts</b>	<b>8,179</b>	<b>99,993</b>	<b>108,172</b>

# Arizona county community college districts and colleges of qualifying Indian tribes

## Notes to full-time equivalent student enrollment report

### Year ended June 30, 2020

	Full-time equivalent student enrollment		
	Dual enrollment	Nondual enrollment	Total FTSE
<b>Tribal colleges</b>			
Diné	10	610	620
Navajo Tech	51	231	282
San Carlos Apache	10	58	68
Tohono O'odham	10	167	177
Total tribal colleges	<b>81</b>	<b>1,066</b>	<b>1,147</b>
Total FTSE	<b>8,260</b>	<b>101,059</b>	<b>109,319</b>

### Note 3

A.R.S. §15-1466.01 allows districts 3 options for estimating the subsequent year's FTSE enrollment that the Economic Estimates Commission will use to calculate the districts' expenditure limitations pursuant to Arizona Constitution, Article IX, §21, and A.R.S. §41-563. These options use a weighted FTSE enrollment that includes an additional 0.3 FTSE for those students who enrolled in career and technical education (CTE) courses that the Arizona Department of Education has approved in accordance with the Carl D. Perkins Career and Technical Education Improvement Act of 2006. A summary of each district's weighted FTSE for the year ended June 30, 2020, follows:

Districts	Weighted full-time equivalent student enrollment			
	Total FTSE	CTE FTSE enrollment	Additional CTE FTSE <sup>1</sup>	Weighted total FTSE <sup>2</sup>
Cochise	5,829	4,309	1,293	7,122
Coconino	1,877	587	176	2,053
Gila	655	261	78	733
Graham	2,348	1,139	342	2,690
Maricopa	67,472	22,730	6,819	74,291
Mohave	2,370	894	268	2,638
Navajo	1,648	810	243	1,891
Pima	13,874	4,153	1,246	15,120
Pinal	3,432	1,092	328	3,760
Santa Cruz	142	23	7	149
Yavapai	3,520	1,989	597	4,117
Yuma/La Paz	5,005	1,348	404	5,409
Total districts	<b>108,172</b>	<b>39,335</b>	<b>11,801</b>	<b>119,973</b>

<sup>1</sup> CTE enrollment multiplied by 0.3, as prescribed by A.R.S. §15-1466.01(B).

<sup>2</sup> Total FTSE plus additional CTE FTSE.



# SCHEDULE OF FINDINGS AND RECOMMENDATIONS

In planning and performing our examination, we considered the districts' and tribal colleges' internal control for calculating and reporting Full-Time Equivalent Student Enrollment (FTSE) to design procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the districts' and tribal colleges' FTSE. Our examination was not for the purpose of expressing an opinion on the effectiveness of the districts' and tribal colleges' internal control. Accordingly, we do not express such an opinion.

As a result of our examination, we identified deficiencies in internal control that Maricopa County Community College District's and Pinal County Community College District's (Districts) management should correct to ensure that they fulfill their responsibility to establish and maintain adequate internal controls over FTSE data. Our finding and recommendations are described below.

## 2020-01

**Maricopa County Community College District and Pinal County Community College District (Districts) originally submitted inaccurate Full-Time Equivalent Student Enrollment data and submitted accurate data past the deadline**

**Condition**—Maricopa County Community College District (MCCCD) and Pinal County Community College District (PCCCD) originally submitted inaccurate FTSE data to us despite certifying to us that it was accurate.

**Effect**—The Districts had to take additional time to prepare corrected FTSE data, which MCCCD and PCCCD submitted to us 6 weeks and 3 weeks, respectively, past the July 21 statutory deadline.

**Cause**—Both Districts did not always ensure all source records were accurate before using them to determine the FTSE counts. In addition, PCCCD incorrectly compiled certain data, such as additional short-term, open-entry/open-exit and adult basic education FTSE, from accurate source records. Further, both Districts did not require an employee who was independent of the person preparing their FTSE counts to perform a detailed review of the counts.

**Criteria**—The Districts must calculate FTSE pursuant to Arizona Revised Statutes (A.R.S.) §15-1466.01. In addition, pursuant to A.R.S. §15-1466.02, on or before July 21 each year, a district must submit a FTSE report to us that it has certified as accurate.

**Recommendations**—The Districts should:

1. Submit accurate FTSE data to us by July 21 each year.
2. Ensure that the FTSE data is accurate before submitting it and certifying it by:



- Ensuring FTSE source records used as the basis for calculating FTSE are accurate and reconciling their calculated FTSE counts back to the underlying source records before reporting FTSE. This should include investigating and resolving significant differences between their FTSE counts and the underlying source records.
- Requiring an employee who is independent of the person preparing their FTSE counts to perform a detailed review of the counts. The reviewer should ensure that amounts are accurate and properly supported.

# DISTRICTS' RESPONSES



October 14, 2020

Lindsey Perry  
Auditor General  
2910 N. 44th St., Ste. 410  
Phoenix, AZ 85018

Dear Ms. Perry:

The Maricopa County Community College District appreciates the opportunity to respond to the finding and recommendations of the Arizona county community college districts' and colleges of qualifying full-time equivalent student enrollment (FTSE) examination performed by the Office of the Auditor General.

Please see the District's corrective action plan on the following page.

Sincerely,

Steven R. Gonzales, Ed.D.  
Interim Chancellor

**2020-01**

**Maricopa County Community College District originally submitted inaccurate Full-Time Equivalent Student Enrollment data and submitted accurate data past the deadline.**

**Name(s) of contact person: Bettina Celis, Interim Associate Vice Chancellor Academics/Transformation**

**Anticipated completion date: December 31, 2021**

The District agrees with the finding. The Maricopa County Community College District has begun the process of enhancing its procedures for validating full-time equivalent student reporting to include developing a dashboard to compare drop code, last date of attendance, and last date of student activity and processes to evaluate changes that can be implemented to monitor the use of administrative drops and implement manual adjustments, when necessary, to accurately capture students enrolled as of the 45th day of the semester. This monitoring will also be used to support the improvement of the procedures used to withdraw students from their courses.

The District is also currently reviewing the systems and procedures used to track enrollment, specifically in clock hour programs, in order to identify improvements for consistently and efficiently tracking FTSE. This review will include the consideration of new procedures and tracking systems, primarily targeting class rosters and attendance sheets, to ensure that inaccuracies requiring manual adjustments are reduced and training for all faculty and staff who are responsible for reporting attendance.

The District has also identified an employee to reconcile the source records for FTSE counts while simultaneously implementing reporting and monitoring to automate the tracking of potential inconsistencies in reporting.



October 6, 2020

Lindsey Perry  
Auditor General  
2910 N. 44th St., Ste. 410  
Phoenix, AZ 85018

Dear Ms. Perry:

The Pinal County Community College District appreciates the opportunity to respond to the finding and recommendations of the Arizona county community college districts' and colleges of qualifying Indian tribes' full-time equivalent student enrollment examination performed by the Office of the Auditor General.

Please see the District's corrective action plan on the following page.

Sincerely,

Sherrie Knop Licón, Ed.D.  
Executive Director of Enrollment Services

# Pinal County Community College District

## Corrective Action Plan

Year ended June 30, 2020

### 2020-01

**Pinal County Community College District originally submitted inaccurate Full-Time Equivalent Student Enrollment data and submitted accurate data past the deadline.**

**Name(s) of contact person(s): Registrar (Veronica Duran) and Executive Director of Institutional Research (Dustin Maroney)**

**Anticipated completion date: December 2020**

The Pinal County Community College District agrees with the finding regarding Full-Time Student Enrollment (FTSE) data and has prepared the following actions to address it:

The procedure for preparing, validating and submitting accurate FTSE data will be formally documented by the Executive Director of Institutional Effectiveness. This procedure will include timelines for extracting data, validation of accuracy, and on time submittal. The procedure will also identify all parties responsible for data validation.

In addition, enrollment data that are submitted to the Office of the Auditor General each year will be stored in a CAC database for future reference. This will allow for verification that enrollments are only reported in the year they are applicable. This step has already been completed by the Executive Director of Institutional Effectiveness as of October 2020.

Finally, internal processes that contribute to enrollment reporting will be reviewed to ensure compliance with existing CAC policy and Arizona statute. Processes to be reviewed will include Dual Enrollment registration, source document authentication, faculty attendance, student drops, and other enrollment adjustments. This review will be performed by leadership in Academic Affairs, Student Affairs and Information Technology.

#### Central Arizona College

District Offices

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##### Superstition Mountain Campus

805 S. Idaho Road  
Apache Junction, AZ 85119

##### Aravaipa Campus

80440 E. Aravaipa Road  
Winkelman, AZ 85192

##### Signal Peak Campus

8470 N. Overfield Road  
Coolidge, AZ 85128-9779

##### Maricopa Campus

17945 N. Regent Drive  
Maricopa, AZ 85138-7808

##### San Tan Campus

3736 E. Bella Vista Rd.  
San Tan Valley, AZ 85143

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