

Blowing the Whistle

Stewardship of Salt
Lake Community
College Resources



Public Awareness and Demand for Accountability



Over the past few years, there has been a growing public awareness and focus on issues of financial accountability and control throughout the country.

Public Awareness and Demand for Accountability (cont.)

The public rightfully expects that governmental and not-for-profit organizations, such as Salt Lake Community College, be held to high standards of integrity, accountability, and financial control.

Stewardship



Employees of Salt Lake Community College are stewards of financial and physical resources entrusted to our care by our state and county constituents and all the members of our SLCC community.

Stewardship (cont.)

Stewardship: the responsibility we accept when we become members of the SLCC family.

Responsibility for conducting the College's business:

- ethical
- legal
- business-like

What are SLCC Areas of Concern?



Any dishonest or improper act by an employee (i.e., one that violates the law, wastes money, or endangers public health or safety) is of great concern to the College.

Budget Manager Fiscal Responsibility

For every College financial activity or project, a faculty, staff, or administrative person is designated as the “budget manager.” This individual has primary responsibility for maintaining financial accountability and control for all funds and resources that are placed under his/her jurisdiction. Such responsibilities usually include:



Budget Manager Fiscal Responsibilities

- ❖ Approval of financial transactions within each budget area must be accomplished by every budget manager and/or his/her designee.
- ❖ Any deviation from expectation should be investigated and/or reported immediately.
- ❖ Approval of use of resources indicates the budget manager's agreement that:

Budget Manager Fiscal Responsibilities (cont.)

- Transactions are accurate, or that necessary corrections are in process.
- Expenditures are reasonable, necessary and are for legitimate College business.
- Expenditures and other charges are allowable and consistent with donor or sponsor restrictions.
- Supporting documentation exists for possible review by internal or external auditors.

Employee Responsibilities

All persons employed by the College have responsibility to maintain the highest standards of integrity in protecting the College's resources:

- ❖ human
- ❖ facilities
- ❖ equipment
- ❖ supplies



Whistleblower Reporting Procedure

All employees are encouraged to report suspected financial or other improprieties or crime to:

- ❖ their supervisor or
- ❖ directly to a higher level administrator if the supervisor is involved.
- ❖ A member of the whistleblower committee:
 - Director, Equal Employment Opportunity
 - Director, Human Resources
 - Director, Public Safety
 - Director, Risk Management
 - Student Services representative
 - Institutional Advancement Representative

Whistleblower Reporting Procedure (cont.)

- ❖ the anonymous reporting system via EthicsPoint :
 - Access the system to report by either:
 - Toll-free phone: 866-873-0614 or
 - Website:
https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=15432
 - Complete the report following the on-screen or compliance specialist's instructions, being as thorough as you can.
 - Follow-up within 10 days using either of the channels of communication initially accessed to determine if the College has any follow-up questions or requests.

Employee Protection

College Protection: The college is committed to protect employees who, in good faith, report suspected improprieties or illegal activities.



Employee Protection (cont.)

State Law Protection: It is unlawful in Utah to discharge, threaten, or otherwise bring a personal action against an employee who reports a violation of law or waste of public funds, property, or manpower unless the employee knows the report is malicious, false, or frivolous.

Appreciation for Conscientiousness

We sincerely thank all those who are conscientious of the College's resources and ask everyone's support in raising our standards.

