

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1014

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**PROCEDURE TITLE:** College Risk Assessment Process

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64 AND 1001.61

**BASED ON POLICY:** I-1 Administration and Organization of Miami Dade College  
Policy Manual Approval

**EFFECTIVE DATE:** May 17, 2011

**LAST REVISION DATE:** May 17, 2011

**LAST REVIEW DATE:** May 17, 2011; November 1, 2023

## **I. PURPOSE**

To set forth a plan for the review, assessment, and documentation of risk factors that affect College policies and procedures, and to provide for the periodic review and modification of operating procedures designed to encourage the effectiveness and efficiency of operations; compliance with laws and regulations; safeguarding of College assets; and reliability of financial reporting.

It is the intent of the Administration to maintain the highest standards of operational efficiency, accountability, and institutional compliance, while fostering a risk-conscious climate, supportive of college-wide strategic planning. This initiative is predicated on a systematic, disciplined approach to the evaluation of, and improvement to, the effectiveness of physical and financial risk management, internal control procedures, and governance processes.

## **II. PROCEDURE**

### **A. District Board of Trustees**

1. The Board members individually, as a complete Board, or through an appointed liaison can address matters relating to the review, assessment, and/or documentation of risk assessments and internal controls with the College President, or designee.
2. On an annual basis, the Administration will submit to the Board, for review, an analysis of risk, to include the identification of high risk areas, along with a recommended action plan towards ensuring that established systems of internal control provide reasonable assurance that the institution's objectives and goals may be met efficiently and economically, and in accordance with applicable guidelines.

3. At any time, special requests by the Board of Trustees on matters of internal control and/or compliance may be communicated to the College President or designee for review and appropriate action by the Administration pursuant to this Procedure.

## B. Risk Assessment Committee

1. The Administration, upon the recommendation of the President, will appoint committee members to review risk factors, identify activities with higher degrees of inherent risk, and develop recommendations and/or action plans to address these areas. The mission of the Committee is as follows:
  - a. To promote the most economical and efficient use of College resources
  - b. To ensure compliance with institutional policies and procedures, as well as Federal, State and local laws and regulations
  - c. To safeguard College assets
  - d. To deter and detect fraud, theft, and abuse
  - e. To promote accountability throughout the College
  - f. To ensure the reliability of financial reports
  - g. To promote the reliability and integrity of the College

### 2. Committee Composition

Under the direction of the Senior Vice Provost for Business Affairs and CFO, the oversight of the Risk Assessment Committee will be the responsibility of the College Controller and the Director of Risk Management. The committee size may vary in accordance with the appropriate level of coordination. Such coordination may include the College Provost, the College Legal Counsel, Vice Provosts, and members of Business Affairs' senior staff.

### 3. Committee Function

In keeping with the mission of the Committee as defined in this Procedure, specific functions will include the following:

- a. Review operational and financial policies and procedures.
- b. Review Federal, State and local governance issues that impact institutional initiatives and overall operations.
- c. In light of the above, conduct a risk assessment process of college departments, operating entities and functions from which a core group will be identified for specific review based on factors such as, but not limited to financial materiality, recent incidents, management turnover, length of time since last review, institutional mandates of the Board and/or the Administration, recommendations issued by the Auditor General's Office, and operational functions where non-compliance with Federal and/or State guidelines could result in severe penalties to the College.
- d. For areas identified as having excessive risk, the Committee will recommend corrective measures, such as modified procedures or best practices, in an effort to reduce such risk to acceptable levels. Recommendations pursuant to the

- modification or adoption of new procedures will proceed in accordance with Procedure 1070, Implementation and Codification of Policies and Procedures.
- e. On an annual basis, the Administration will forward documentation to the Board in the requested format to summarize the findings of the Committee. Documentation will be forwarded in accordance with Procedure 1011, Procedures for Submitting Recommendations to the District Board of Trustees.

	11/01/2023
<b>PRESIDENT</b>	<b>DATE</b>