

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2061

TITLE: REPORTS COORDINATION

BASED ON POLICY: 2.06 GENERAL POWERS, DUTIES, AND RESPONSIBILITIES
OF THE PRESIDENT

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE
SERVICES/EXECUTIVE DIRECTOR,
INSTITUTIONAL EFFECTIVENESS,
PLANNING, AND TECHNOLOGY

I. Purpose:

To provide a procedure that gives guidance to all areas of the College on their responsibilities and on the sequence of actions necessary for the College to accurately complete reports in a timely manner and in agreement with other reports

II. Procedure:

- A. This procedure applies to reports submitted to the state and federal agencies, including but not limited to, those listed in the Division of Florida Colleges' Community College and Technical Center Management Information Systems (CCTCMIS) Reports Manual and the Integrated Postsecondary Education Data System (IPEDS) data collection schedule.
- B. Responsibilities of the reports coordinator:
 - 1. Distribute the annual schedule of reports at the beginning of each academic year
 - 2. Provide appropriate forms, instructions, templates, data, and any additional information as necessary
 - 3. Assist in the preparation of reports by answering questions, coordinating with other departments, or seeking clarification from the Division of Florida Colleges or relevant agencies when needed
 - 4. Check report completeness, accuracy, and consistency with other submitted reports, and take all actions necessary to ensure these standards are met.
 - 5. Obtain the signature of the president, or designee, when required
 - 6. Submit reports in a timely manner to meet the due date requirements

7. Forward problems when they are received to the individual responsible for completing the original report and assist in resolving these problems
8. Utilize reporting dashboards (e.g., SharePoint, PowerBI, or Apex) to monitor deadlines, submission statuses, and to maintain a centralized record of report activity
9. Conduct cross-checks between reports to ensure data alignment and integrity

C. Responsibilities of persons completing reports

1. Understand the information being requested in the report including the procedures to be followed in gathering the information.
2. Complete the report by:
 - a. Entering all applicable items
 - b. Checking the accuracy of information provided
 - c. Ensuring consistency with the same or similar information provided on other reports that they submit
3. Submit the report to the reports coordinator
 - a. By email with files containing personally identifiable information (e.g., social security numbers) encrypted
 - b. At least one week (five working days) before the due date, unless otherwise agreed; exceptions must be accompanied by valid justification

D. The reports coordinator may modify the responsibilities outlined in Paragraph B above, provided the standards of timeliness, accuracy, and consistency are maintained.

E. For reports not coordinated by the reports coordinator, individuals completing special reports must notify the reports coordinator by email indicating the completion and submittal of the reports. An electronic copy of the report will be forwarded to the reports coordinator.

HISTORY: Last Revised 9/16/2025

Adopted: 5/17/85

Reviewed: 1/31/05

Revised: 8/1/89, 1/21/02, 4/29/08, 7/10/12, 4/30/19, 9/16/25