

The VP of Finance and Operations, Clarissa Crosby, oversees all of the financial and business operations of Southwest Technical College. She holds a master's degree in accounting and is a Certified Public Accountant (CPA), with 20 years of experience in higher education accounting. She completes 40 hours of continuing education annually to stay current on accounting issues and qualify for annual renewal of her CPA license.

Wendy Dowland, Accountant, has over 20 years of experience in a finance office and government role. Additionally, she has three years of education toward an Accounting degree. Her responsibilities include overseeing financial aid receipts and disbursements, accounts receivable, donations to the Southwest Tech Foundation and reconciliation of GL accounts and bank statements. She is also responsible for budget reports and tracks department spending. She assists in preparing financial statements, reports, and documentation for USHE and the State Auditor's Office.

The Accounts Payable Specialist, Kristi Holyoak, has over 20 years of experience in a finance office. Kristi has developed expertise in utilizing QuickBooks to manage financial operations effectively. Her responsibilities have included reconciling accounts, creating and verifying purchase orders, and overseeing procurement processes of varying scales. Her attention to detail as well as her practical knowledge ensures accuracy and compliance across all aspects of AP management.

Southwest Tech also utilizes the expertise of the Board of Trustees' Audit Committee which is composed of three members with business oversight experience. An annual audit is performed by the Utah State Auditor's Office.

**8. The institution has reported all contingent liabilities in a timely manner.**

Not applicable. There have been no events at the College which qualify as contingent liabilities as defined by the Council on Occupational Education.

**9. The institution has submitted notices and copies of all lawsuits filed against the institution within five (5) days of being served.**

Not applicable. The College has no active or pending litigation.

**10. Financial aid programs utilizing public and/or private funds are capably administered and accurately documented.**

The federal financial aid program at Southwest Technical College is overseen by the College's Vice President of Student and College Services and is maintained on a daily basis by a Financial Aid Counselor. The VP of Student and College Services has eleven years of experience and the Financial Aid Counselor has four years of experience in federal financial aid. Both have attended numerous national and regional conferences, are members of the National Association of Student Financial Aid Administrators (NASFAA), and have earned numerous credentials through NASFAA.