

SMCCCD-CIAG Anonymous Reporting System

At San Mateo County Community College District, all faculty and staff members are committed to the highest professional standards in meeting our educational goals. In order to assure that our institutional integrity and ethics are upheld to the highest standards, the following procedures have been established to receive and address complaints regarding questionable accounting practices, operational activities which may be a violation of applicable law, rules, and regulations, or questionable activities which may indicate potential fraud, waste, and/or abuse.

Current Process

Our current process for confidential and anonymous submission of complaints includes:

- By phone - Direct reporting to the Chief Financial Officer and the Controller.
- By email – To a confidential email address ciagconf@smccd.edu . This email address is administered by senior members of the College Internal Audit Group.

Announcement on Our College Internal Audit Group Website:

Reporting of Frauds, Wastes and Abuses

If you suspect that fraud, waste or abuse has occurred, please contact [the Chief Financial Officer Raymond Chow at \(650\) 358-6742](#) or [the Controller Nicole Wang at \(650\) 358-6821](#) immediately. You could also send an email to ciagconf@smccd.edu. All sensitive information provided by you will be kept confidential and restricted to the management only.

Future development

As the business environment has become more complex and challenging, the College Internal Audit Group (CIAG) has been assigned the task to implement a fully independent system to administer fraud reporting. The CIAG is currently evaluating potential service providers and different options on anonymous reporting system. Recommendation for a new reporting system will be forwarded for approval upon completion of the evaluation process.