



ADMINISTRATION & BUSINESS AFFAIRS
Supporting Your Success

Governance Structure

ABA Administrative Council
<p>Office of the Vice President for Administration Vice President for Administration Director, Auditing Services</p> <p>Administrative Operations Executive Assistant to the Vice President</p> <p>Business & Administrative Services Associate Vice President, Business & Administrative Services Director, Strategic Planning & Quality Improvement Senior Director, Transportation & Parking</p> <p>Facilities Services Associate Vice President, Facilities Management</p> <p>Financial Services Associate Vice President, Financial Services Director, Accounting Services and Controller Director, Budget Planning & Administration and University Budget Officer Director, Student Financial Services Center and University Bursar</p> <p>Public Safety Director, Public Safety & Chief of Police</p> <p>Risk Management Services Assistant Vice President, Risk Management Services</p>

Purpose: The *ABA Administrative Council* serves as an advisory body to the Vice President for Administration. Information is disseminated through this body, and it is expected that members of the Council convey this information to managers and staff of their individual ABA families – Business & Administrative Services, Facilities Services, Financial Services, Public Safety, Risk Management Services and the Office of the Vice President for Administration, which includes Auditing Services.

Confidential information is to be handled accordingly, and is shared for the purpose of keeping members of the Council aware of potential issues that could affect operations. Members of the Council should be active participants by providing agenda items (at least two days prior to the meeting), and sharing operational issues, customer concerns, status of projects and other matters pertinent to ABA. Members of the Council are expected to discuss issues among families and attempt to resolve them prior to the Council meetings or involvement of the Vice President. Issues involving particular areas should be brought to the attention of the responsible administrator prior to approaching the Vice President.

Charge: ABA Administrative Council members are expected to be proponents for change to assist in the development of a culture of service, efficiency and professionalism in Administration & Business Affairs, through the support for and advancement of the concepts listed below. It is the responsibility of each member to keep their respective staff members informed on key issues and directives given at each meeting and the rationale behind them.

- Placing the University and students first in all activities and decisions
- Teamwork with each other and other campus units
- Effective internal and external communication
- Professional development of staff and self
- Process improvement and streamlining of operations
- Feedback from constituent groups and customers
- Measurement of performance and assessment of progress through defined performance measures
- Effective use of technology applications to enhance productivity and service levels
- Flexibility to meet University needs
- Effective use of the financial and human resources

Meeting Schedule: Meetings will be held every other week and will coincide with the President's Cabinet meetings.

ABA Destination 2010 Leadership Council

ABA ADMINISTRATIVE COUNCIL MEMBERS

Office of the Vice President for Administration

Vice President for Administration
Director, Auditing Services

Administrative Operations

Executive Assistant to the Vice President

Business & Administrative Services

Associate Vice President, Business & Administrative Services
Director, Strategic Planning & Quality Improvement

Facilities Services

Associate Vice President, Facilities Management

Financial Services

Associate Vice President, Financial Services
Director, Budget Planning & Administration and University
Budget Officer
Director, Student Financial Services Center and
University Bursar

Public Safety

Director, Public Safety & Chief of Police

Risk Management Services

Assistant Vice President, Risk Management Services

*ABA FAMILY REPRESENTATIVES

Staff Professionals

*Six ABA Staff Professional Reps (START members)

Management Professionals

*One ABA Manager *At-Large*

Family staff representatives will rotate on an bi -annual basis,
management professionals on an annual basis , with an attempt
at equal representation of ABA families .

Purpose: The ABA Destination 2010 Leadership Council will be the key leadership group for initiating, implementing, and enhancing the *ABA Change Management Program*, which includes Strategic Planning. This encompasses a variety of activities that promote cultural change to meet the evolving needs of the campus, employee productivity, morale and communications, and advice on other matters brought forward for consideration. The *ABA Destination 2010 Leadership Council* serves as an advisory group to the Vice President for Administration and the ABA Administrative Council on matters pertaining to division operations and campus services.

Members of the Destination 2010 Leadership Council are expected to be active participants in meetings and submit agenda items one week prior to each meeting. Members are held accountable for communicating issues to family professionals, for sharing family input with Council members and for promoting ABA initiatives at the family level.

Charge: The ABA Destination 2010 Leadership Council is charged with recommending a program structure to consistently effect positive change in Administration & Business Affairs toward a professional, efficient and service-oriented workplace. Collectively and individually, the Council will act as a resource for the ABA Administrative Council, the Management Council, and the ABA Staff Professionals Team with regard to improvement methodology. Through honest analysis based on communication and awareness, the Council will monitor the effectiveness of programs and recommend adjustments. It is the responsibility of each Council member to keep their respective staff members informed on key issues and directives given at each meeting and the rationale behind them.

Meeting Schedule: Meetings will be held twice annually and additionally as needed, and will take the place of one of the ABA Administrative Council meetings.

The *Strategy Team: Achieving Results Together (START)*, a subgroup of the ABA Destination 2010 Leadership Council, is responsible for identification of issues for discussion and for facilitating implementation of action plans in partnership with the Council.

ABA Management Council

All MPPs and Supervisors

Purpose: The *ABA Management Council* will serve as an advisory group to the Vice President and the ABA Administrative Council on all matters pertaining to the ABA division's operations and delivery of customer service.

Input from members is expected, and dissemination of critical information to staff will be conveyed through this group regarding changes in policies and procedures, mandates, employee programs and other matters brought forward for discussion. The ABA Management Council meeting forum will be used to convey directives and information for implementation from the President's Office and Cabinet. It is the responsibility of each member to keep their respective staff members informed on key issues and directives given at each meeting and the rationale behind them.

Charge: Support and carry out programs developed to effect positive change through:

- Two-way communication (with Destination 2010 Leadership Council and Staff Professionals team)
- Fostering teamwork
- Modeling professionalism
- Respecting colleagues, subordinates and the organizational structure
- Providing appropriate training and professional development
- Gathering feedback and analyzing processes for improvement
- Measuring performance and assessing progress

Meeting Schedule: Meetings will be held every other month and will take the place of one of the ABA Administrative Council meetings.

ABA Staff Professionals

All ABA Employees

The *ABA Professionals Team*, consisting of all ABA managers and staff, serves as an advisory group to the Vice President for Administration and the ABA Administrative Council, providing input on the operations of the division from the unit perspective. The Vice President will use the ABA Staff Professionals (*division*) meeting forum to communicate critical information from the president or President's Cabinet, divisional changes and program and budget information. The forum will also provide opportunities for staff and manager input to the Vice President on matters that concern them, and/or suggestions to improve the division's productivity and customer service, customer service programs, etc.

Charge:

- Work as a team
- Think creatively about work
- Foster an attitude of service
- Communicate your ideas
- Respect your colleagues
- Develop your professional profile

Meeting Schedule: The ABA Professionals Team will meet at least once every semester or as necessary to convey and receive information on University operations.