

Administration & Business Affairs

**Actions Proposed by
 ABA Staff Professionals
 2005/06**

Destination 2010 (Process) Goal: Foster an informed campus respectful of compliance

<i>Proposed Actions</i>	<i>Progress Report</i>
<p>Communication</p> <ul style="list-style-type: none"> • Give staff the time and the knowledge to explain to internal and external customers the <i>why</i> behind department policies and procedures • Share audit findings • Work more collaboratively with the State Hornet and other media outlets • Inform the entire campus of department policies and procedures, updating them when policies and procedures change 	<p>Actions</p> <ul style="list-style-type: none"> • Accounting and Budget offices received additional staffing in 2005/06 to relieve the heavy workload and allow time for Staff Professionals to provide increased customer service. • Financial Services areas are notified of audit findings and work together to resolve them. Audit findings are discussed at all levels and at staff meetings to prevent future findings. • The <i>Business Partners Round Table</i> provides a forum to disburse information about campus policies and to discuss issues. Existing policies are reviewed and updates are provided as needed. In addition, policies and changes are posted on the Financial Services web page.
<p>Policies</p> <ul style="list-style-type: none"> • Maintain consistency in decisions pertaining to implementation of policies and procedures 	<p>Actions</p> <ul style="list-style-type: none"> • ABA has a governance structure that facilitates communication across the division. ABA family heads communicate policies and procedures at departmental meetings to keep managers and staff within their departments abreast of changes in policy and procedure.