

# Administration & Business Affairs

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

*Destination 2010 (Stewardship & Image) Goal: Maintain the highest standards in financial and operational systems management*

<i><b>Proposed Actions</b></i>	<i><b>Progress Report</b></i>
<p><b>Audit</b></p> <ul style="list-style-type: none"> <li>• Increase number of internal audits in grey area. Ex: lost and found, POs, evidence and equipment</li> </ul>	<p><i>Actions</i></p>
<p><b>Commitment</b></p> <ul style="list-style-type: none"> <li>• Develop an integrity statement</li> <li>• Be accountable</li> </ul>	<p><i>Actions</i></p> <ul style="list-style-type: none"> <li>• ABA departments subscribe to the codes of ethics for national organization affiliates for their professional discipline. For instance, Financial Services has adopted the NACUBO Code of Ethics</li> <li>• The campus has submitted the year-end reports by scheduled deadline, and any variances from the prior year that were greater than \$100K have been identified and explained.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Inform faculty/academic staff of financial rules/guidelines regarding fees</li> <li>• Communicate ideas and information within each family and across families</li> <li>• Post internal/external audits</li> <li>• Make audit reports public</li> <li>• Inform <u>all</u> staff about <u>every</u> audit finding in all audits (particularly relevant to Financial Services) -- GAAP, legal basis findings, FISMA, A-133, NCAA, Chancellor's Office auxiliary audits, etc., to prevent findings going unaddressed and to provide continuing education for staff about ever-changing regulatory issues</li> <li>• Produce financial reports</li> <li>• Report to the community and employees how we've done in a given year and where work needs to be done</li> </ul>	<p><i>Actions</i></p> <ul style="list-style-type: none"> <li>• The Financial Services family supports the campus Student Fee Committee, providing support and financial information to help guide the process whereby students are assessed any University fee.</li> <li>• ABA's governance structure is designed to facilitate communication of important information and issues across the division -- from the ABA Administrative Council, through the Management Council, the Destination 2010 Leadership Council, ABA Staff Professionals meetings, and department and unit meetings held by family heads and units managers. (In Financial Services, for instance, information is shared through monthly managers/supervisor meetings and then distributed to department and unit staff via monthly meetings.</li> <li>• Staff members are notified through departmental meetings of audit findings that pertain to them.</li> <li>• ABA successfully submitted year end legal and GAAP financial reports to State Controller's Office and Chancellor's Office on schedule</li> </ul>

	(2004/05)
<p><b>Process/Service Improvement</b></p> <ul style="list-style-type: none"> <li>• Streamline the process for procurement, i.e. payment to vendor for services</li> <li>• Establish a committee to review operational processes to streamline department activities</li> <li>• Find ways of measuring and saving money without hurting people, such as reducing waste in paper and time, updating systems</li> <li>• Implement more checks and balances</li> <li>• Implement cost reductions in printing through design changes/flexibility in artwork -- minor adjustments can save money and still produce a great product of equal impact</li> <li>• Implement better planning processes</li> </ul>	<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• The Associate Vice President for Finance and the Budget Officer met with various deans and department heads in 2005/06 to determine how Financial Services has been doing and what changes can be made to improve processes. As a result of the meetings, improved hospitality and purchasing (Pro Card) guidelines were issued.</li> <li>• Financial Services departments encourage the need to print/photocopy documents on both sides of the paper whenever possible.</li> <li>• Accounting Services has improved the timeliness of account reconciliations.</li> <li>• Accounting and Budget offices have implemented cross-training of staff and backup of job duties, enhancing the system of <i>checks and balances</i>.</li> </ul>
<p><b>Staff Input/Empowerment</b></p> <ul style="list-style-type: none"> <li>• Evaluate and implement suggestions submitted via a “suggestion box”</li> <li>• Involve staff in budget and disclose budget information</li> <li>• Value staff input on purchases/equipment, especially as it applies to trades/specialties</li> <li>• Utilize in-house staff for maintenance and various projects on campus</li> <li>• Perform more contracted work with in-house trades personnel</li> </ul>	<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• The University Budget Office provides budget updates at the Business Partners Round Table with regard to budget process flow (BM@SS documents) and current year budget.</li> </ul>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Provide training more specific to its use, purpose and workings</li> <li>• Train additional police personnel (P.O.S.T certified schools) in evidence handling</li> <li>• Provide more training in <i>evidence</i></li> </ul>	<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Through the Business Partners Round Table, Financial Services has provided information and documentation on various business process (BM@SS) and provides CMS training during the Open Lab hours.</li> </ul>