



# SACRAMENTO STATE

## ADMINISTRATION & BUSINESS AFFAIRS

### Organizational Chart Narrative

The **Vice President for Administration/CFO** serves as the Chief Financial Officer for the University providing leadership to the Administration & Business Affairs (ABA) division, comprised of the following functional families: Business & Administrative Services, Budget Planning & Administration, Facilities Management, Financial Services, Human Resources, Office of the Vice President/CFO, Sacramento State Police Department, Risk Management Services, and the special office of Auditing & Consulting Services. Altogether, ABA functions provide the full range of administrative, business, financial and operational support services in support of the University's mission.

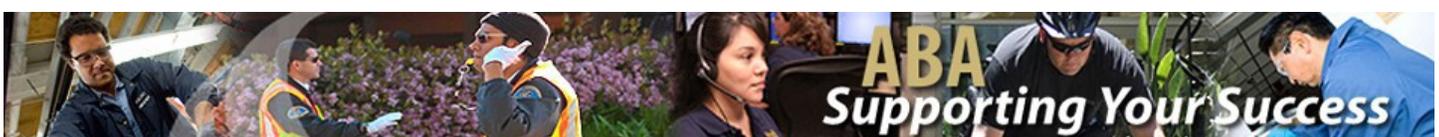
The Vice President serves as counsel to the President, other vice presidents and campus units on business, financial and compliance matters; represents the campus to the CSU system offices, local and governmental agencies and the business community; provides resource management and administrative expertise as well as research and evaluative services for the development of new campus functions; leads the campus sustainability effort; and provides fiscal oversight for the University's auxiliary and affiliate organizations, as delegated through various system wide policies, the State University Accounting Manual, applicable legal codes and the University President.

**Fiscal Oversight – Sacramento State Auxiliary and Affiliate Organizations:** The campus chief financial officer (CFO) is the primary responsible campus official in respect to administrative compliance and fiscal oversight of campus auxiliary organizations and affiliate groups – the Associated Students, Inc., Capital Public Radio, Inc., University Enterprises, Inc., University Foundation at Sacramento State, and the University Union WELL, Inc.

The Vice President also serves as a member of the President's Cabinet, collaborating with other Cabinet members to provide the President with executive level support and to assist in leading and guiding the institution. The Vice President provides oversight for all campus construction, energy conservation, and serves as liaison between the campus and the Chancellor's Office on these issues.

**Auditing & Consulting Services** is responsible for internal auditing and consulting activities as well as centrally coordinating all campus external audits, public records requests, subpoenas, and legal holds. It is also responsible for reporting actual and suspected fiscal improprieties to the appropriate CSU and University administrators and applicable state departments when required. The department's internal auditing and consulting activities consist of operational, compliance, and investigative reviews, as well as special projects, while its coordination of external audits spans all stages of the audit process, including following up on findings and recommendations.

**Office of the Vice President/CFO** provides executive level administrative operations support services to enhance, facilitate and inform the decision making process of the VP/CFO and executive team. Office staff are responsible for coordinating communications on behalf of the VP/CFO and the ABA division.





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**Business & Administrative Services (BAS)** is a diverse operation, encompassing both self-support and general funded activities. BAS is comprised of Space Management, Resource Management (RM), Energy and Sustainability, University Transportation and Parking Services (UTAPS), and University Print & Mail. RM manages division resources, through short and long-range budget planning, management of operating and special funds, and allocation of the division's budget. Space Management provides the management of the University resources of academic and third-party space utilization. Energy and Sustainability reduce our environmental impact and create a place where students' innovative ideas can be explored and sustainability pioneers can grow. UTAPS administers parking facilities (structures/lots) planning and operations, parking permit operations, event parking support, alternative transportation operations, shuttle operations, parking enforcement, citation adjudications support, and visitor parking information. University Print and Mail provides support to the campus community through integrated Print and Mail services, operating the University's official print shop and full-service campus mail center.

**Budget Planning & Administration (BPA)** provides comprehensive budget planning and administrative services including the development and facilitation of the campus' General Operating Fund budget through collaboration with the University Budget Advisory Committee (UBAC). BPA also provides transparency of financial information through the production of the President's Annual Report for Budget, Expenditures, and Financial Information. Responsibilities also include ensuring the compliance of campus funds, developing financial pro formas for non-state capital projects, processing campus fees (Category IV and V) for presidential review, providing information and guidance on university funds, processing monthly payroll through CMS, managing and creating positions for university employees, and processing budget allocations and transfers.

**Facilities Management** provides comprehensive facilities management services including facility maintenance and repair; facility and infrastructure planning; planning, design and construction; utilities management; custodial, grounds and landscape services; campus recycling services; automotive services; and an administrative and customer service function. Facilities Management oversees the campus physical master plan, the Capital Outlay Program, and all campus construction projects, providing guidance to assure compliance with CSU system and state laws, mandates and procedures, and management of multiple revenue sources and expenditures pertaining to capital outlay activity.





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**Financial Services** provides comprehensive financial services to the University's students, staff and faculty. These services include campus ID (One Card); accounting; cashiering; invoicing and collections; payments and reimbursements; student fee refunds, financial aid disbursement and loan management; cash management; event ticketing services; financial reporting; procurement and contracts; central receiving; asset management; University Foundation accounting; and oversight of ASI Finance and Administration. The Financial Services family is responsible for ensuring that all accounting, reporting and reconciliation functions are performed in accordance with applicable law and policy while at the same time providing the highest possible level of service to the campus. Additionally, Financial Services has responsibility for continuously assessing the extent of compliance with specified tax directives, including taxable employee benefits, and unrelated business income.

**Human Resources** supports the goals and objectives of the University through the development, implementation, and maintenance of human resource programs, policies, and processes which include the recruitment, development, and retention of diverse, competent, and talented professional and staff personnel. Human Resources staff are responsible for providing professional and timely information, advice and counsel in the areas of benefits, classification/compensation, recruitment, employee and labor relations, payroll, and organizational and professional development and training.

**Risk Management Services (RMS)** is staffed by trained, credentialed experts in their fields who ensure that the University meets Systemwide and University policies, programs, and procedures as well as its legally mandated health, safety, environmental and liability requirements. Working in collaboration with the University community, RMS provides comprehensive Enterprise Risk Management services and support to faculty, staff, students, and administration in the areas of insurance, continuity planning, workers' compensation, environmental compliance, and occupational health and safety.

**Sacramento State Police Department** is responsible for protecting the persons and property of the campus community and maintaining peaceful order in a manner conducive to the educational environment. The Police Department also provides emergency response, emergency communications, emergency operations training, and management of the Emergency Operations Center. The department collaborates with its constituents, the surrounding neighborhood, and external agencies to generate communications, assure responsiveness and improve safety for the campus community.

