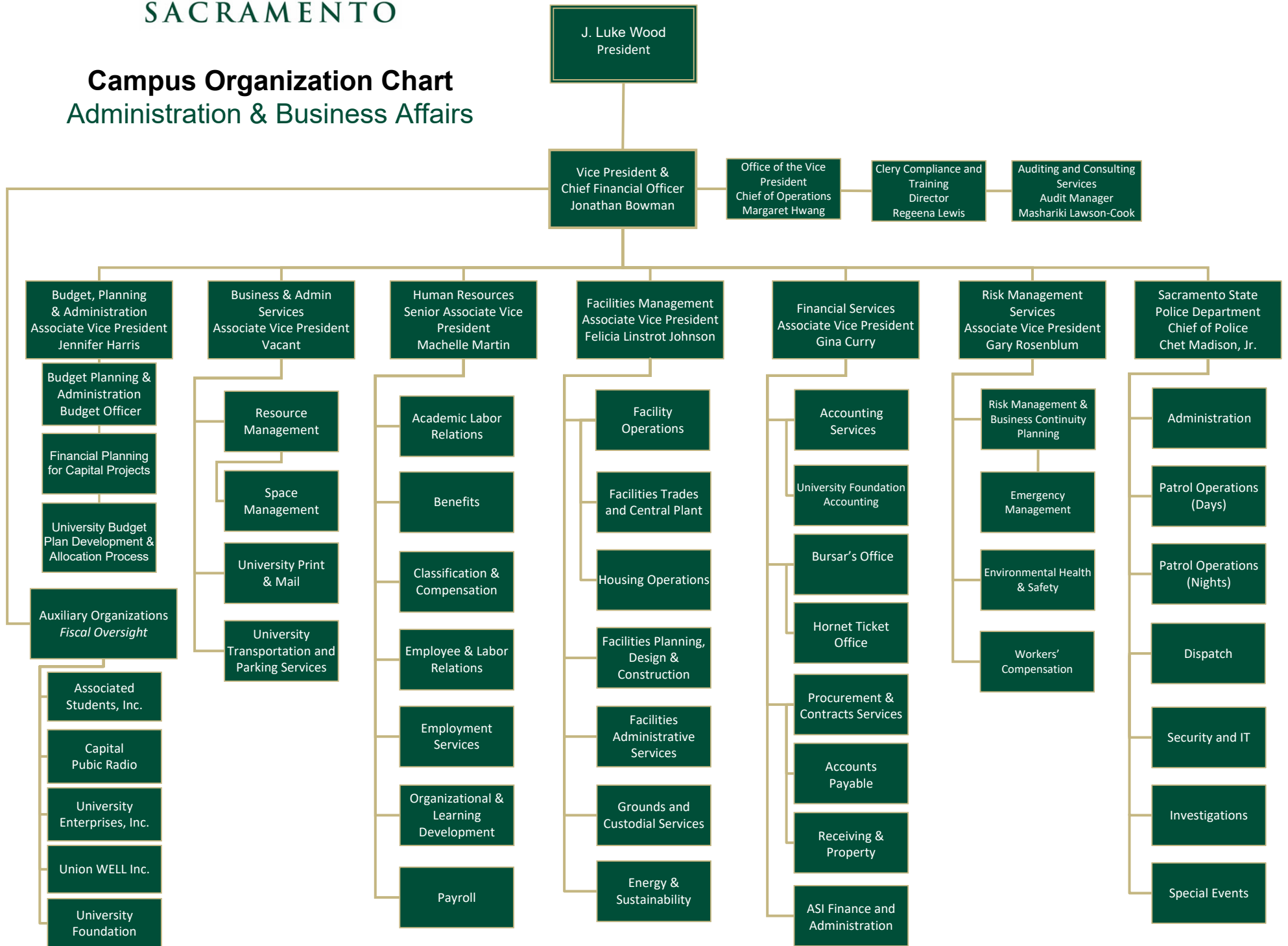


Campus Organization Chart

Administration & Business Affairs



ADMINISTRATION & BUSINESS AFFAIRS

2023-24

Administration and Business Affairs (ABA) at Sacramento State is one of the University's chief support divisions, providing integrated and comprehensive administrative, business, financial, operational, and logistical support services to students, faculty, and staff.

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 executive orders, 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

Responsible for centrally coordinating all campus audits, both internal and external. The department conducts various types of audits, including operational, compliance, and investigative; as well as special projects. The office also coordinates responses to findings and recommendations related to external audits. It is also responsible for reporting fiscal improprieties and fraudulent activities to the appropriate CSU & University administrators and applicable state departments.

Office of the Vice President/CFO

Provides executive level administrative operations support and collaborates across campus to enhance, facilitate and inform the decision making process of the VP/CFO and the ABA executive team. In addition to supporting the VP/CFO and the ABA division, office staff serve by performing various duties that elevate the mission of ABA, including ensuring stewardship of campus resources, maintaining a commitment to outstanding customer service, ensuring transparency and facilitating communications across campus. The VP/CFO office is also tasked with facilitating the instructionally related activities process in partnership with the ASI President, and collaborates with the Office of the President and IRT for records management.

Business & Administrative Services (BAS)

A diverse operation, encompassing Resource and Organizational Management (ROM), comprised of Space Management and Resource Management. ROM manages division resources, through short and long-range budget planning, management of

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operating and special funds, and allocation of the division's budget, in addition to the management of the University resources of academic and third-party space utilization.

Additionally, BAS, encompasses self-support services for the campus, such as University Print & Mail (UPM), and University Transportation and Parking Services (UTAPS). 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. The University Print and Mail team 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, financial forecasting, 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; sustainability, 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. Also responsible for sustainability initiatives to reduce our environmental impact and create a place where students' innovative ideas can be explored, and sustainability pioneers can grow.

Financial Services

Provides comprehensive financial services to University students, staff and faculty. These services include campus ID (One Card); accounting; cashing; invoicing and collections; payments and reimbursements; student fee review, management, and refunds, financial aid and payroll disbursement, loan management, and tuition installment payment options; 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 providing the highest possible level of service to the campus community. Additionally, Financial Services supports students' success, most directly in the Bursar's Office, where they work with students and parents to navigate the student portal, understand fees assessed to a student's account, and make mutually beneficial payment arrangements. Finally, as the department that manages the Student Fees, we also manage the fee proposal process through the Student Fee Advisory Committee (SFAC). As a shared governance committee, SFAC reviews fee proposals, discusses the merits of each, weighs student burden with student benefit, directs audit and use of the fees, and makes recommendations to the President.

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,

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payroll, and organizational and professional development and training.

Risk Management Services (RMS)

Staffed by trained, credentialed experts in their fields who ensure that the University meets its legally mandated health, safety, environmental and liability requirements. Working in collaboration with the University community, RMS provides comprehensive support to faculty, staff, students, and administration in the areas of risk management, continuity planning, workers' compensation, environmental compliance, and occupational health and safety.

Sacramento State Police Department

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.