

ABA GOVERNANCE STRUCTURE

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.



ABA Administrative Council

Purpose: The ABA Administrative Council supports the Vice President and Chief Financial Officer by sharing and discussing important information across ABA departments. This council focuses on broader organizational issues, strategic planning, and overall development. Members are expected to keep their departments informed, handle confidential information, and work on improving ABA's effectiveness.

Key Responsibilities:

- Advise on and support organizational development and strategic planning.
- Communicate key issues and updates to all ABA departments.
- Enhance organizational culture and efficiency.
- Ensure teamwork and effective use of resources.

Meeting Schedule: Monthly



ABA Management Council

Purpose: The ABA Management Council acts as an advisory group to the Vice President and the Administrative Council specifically on daily operations and customer service issues. This council is more focused on implementing and communicating changes in policies, procedures, and employee programs. It's a forum for discussing and addressing operational concerns and feedback.

Key Responsibilities:

- Communicate and implement changes in policies and procedures.
- Foster effective communication and teamwork within the division.
- Ensure that staff are informed and trained on new directives.
- Analyze and improve operational processes based on feedback.

Meeting Schedule: Twice every semester



ABA Staff Professionals

Purpose: The ABA Staff Professionals meeting is designed to serve as an advisory forum where all ABA managers and staff provide input to the vice president and CFO, as well as the ABA Administrative Council. The meeting facilitates communication of important updates, divisional changes, and program and budget information from the president or President's Cabinet.

Additionally, it offers a platform for staff and managers to voice concerns, provide feedback, and suggest improvements to enhance the division's productivity and customer service.

Meeting Schedule: Every semester

Office of the Vice President for
 Administration/CFO
 Sacramento Hall, Room 272
 Mon – Fri, 8 a.m. – 5 p.m.

Phone: (916) 278-6312

vp-cfo@csus.edu

[Learn about the ABA Strategic Plan!](#)