

THE ABA GOVERNANCE STRUCTURE

ABA ADMINISTRATIVE COUNCIL

Purpose: The *ABA Administrative Council* serves as an advisory body to the Vice President and Chief Financial Officer. Information is disseminated through this body, and it is expected that members of the Council convey this information to managers and staff of their individual ABA families – Budget Planning & Administration, Facilities Management, Financial Services, Human Resources, Sacramento State Police Department, Resource & Organizational Management, Risk Management Services, University Support Services and the Vice President for Administration, which includes Administrative Operations and Auditing & Consulting Services. This group is also responsible for initiating, implementing, and enhancing ABA's organizational development, which includes strategic planning. This encompasses a variety of activities that promote cultural change to meet the evolving needs of the campus, employee productivity, morale and communications, and advice on other matters brought forward for consideration.

Confidential information is to be handled accordingly, and is shared for the purpose of keeping members of the Council aware of potential issues that could affect operations. Members of the Council should be active participants by providing agenda items (at least two days prior to the meeting), and sharing operational issues, customer concerns, status of projects and other matters pertinent to ABA. Members of the Council are expected to discuss issues among families and attempt to resolve them prior to the Council meetings or involvement of the vice president. Issues involving particular areas should be brought to the attention of the responsible administrator prior to approaching the vice president.

Charge: ABA Administrative Council members are expected to be proponents for change to assist in the development of a culture of service, efficiency and professionalism in Administration & Business Affairs, through the support for and advancement of the concepts listed below. It is the responsibility of each member to keep their respective staff members informed on key issues and directives given at each meeting and the rationale behind them.

- Placing the University and students first in all activities and decisions
- Teamwork with each other and other campus units
- Effective internal and external communication
- Professional development of staff and self
- Process improvement and streamlining of operations
- Feedback from constituent groups and customers
- Measurement of performance and assessment of progress through defined performance measures
- Effective use of technology applications to enhance productivity and service levels
- Flexibility to meet University needs
- Effective use of the financial and human resources

Meeting Schedule: Meetings will be held every other week and will coincide with the President's Cabinet meetings.

ABA Administrative Council

Office of the Vice President & Chief Financial Officer

Vice President and Chief Financial Officer
Administrative Officer

Auditing & Consulting Services

Director

Budget Planning & Administration

Senior Associate Vice President

Facilities Management

Associate Vice President

Financial Services

Associate Vice President

Human Resources

Senior Associate Vice President

Organizational Development

Director

Resource & Organizational Management

Senior Director

Risk Management Services

Associate Vice President

Sacramento State Police Department

Chief of Police

University Support Services

Senior Director

ABA MANAGEMENT COUNCIL

Purpose: The ABA Management Council will serve as an advisory group to the vice president and the ABA Administrative Council on all matters pertaining to the ABA division's operations and delivery of customer service. Input from members is expected, and dissemination of critical information to staff will be conveyed through this group regarding changes in policies and procedures, mandates, employee programs and other matters brought forward for discussion. The ABA Management Council meeting forum will be used to convey directives and information for implementation from the President's Office and Cabinet. It is the responsibility of each member to keep their respective staff members informed on key issues and directives given at each meeting and the rationale behind them.

ABA MANAGEMENT COUNCIL

All ABA MPPs

Charge: Support and carry out programs developed to effect positive change through:

- Two-way communication (with Administrative Council and Staff Professionals)
- Fostering teamwork
- Modeling professionalism
- Respecting colleagues, subordinates and the organizational structure
- Providing appropriate training and professional development
- Gathering feedback and analyzing processes for improvement
- Measuring performance and assessing progress

Meeting Schedule: Meetings will be held every other month

ABA STAFF PROFESSIONALS

Purpose: The ABA Professionals Team, consisting of all ABA managers and staff, serves as an advisory group to the vice president and CFO and the ABA Administrative Council, providing input on the operations of the division from the unit perspective. The vice president will use the ABA Staff Professionals (division) meeting forum to communicate critical information from the president or President's Cabinet, divisional changes and program and budget information. The forum will also provide opportunities for staff and manager input to the vice president on matters that concern them, and/or suggestions to improve the division's productivity and customer service, customer service programs, etc.

ABA STAFF PROFESSIONALS

All ABA Staff Members

Charge:

- Work as a team
- Think creatively about work
- Foster an attitude of service
- Communicate your ideas
- Respect your colleagues
- Develop your professional profile

Meeting Schedule: The ABA Professionals Team will meet at least once every semester or as necessary to convey and receive information on University operations.