Business Processes Committee

Update to Directors’ Council 08.14.2008

Already in-place
- Business Procedures Tips in the bi-monthly VPSA newsletter
- Review of processes
- Added additional position (Business Manager) to Budgets and Financial Services
- Added committee members to increase representation of areas across Student Affairs
  - Bob Miller, Chair
  - Kenneth Barnwell – new member
  - Lyndsey Battles – new member
  - Edna Domínguez
  - Linda Edmundson
  - Herb Ganey – new member
  - BJ Gola
  - Carol Gonzalez
  - Bryan Hilburn
  - Jackie Hobson
  - Shirley Pipes – new member
  - Zenia Treviño – new member

Near completion
- Documentation of processes for BDLs
- Documentation of processes for merit
- Documentation of processes for staff travel
- Documentation of processes for contracts including:
  - Services Agreements
  - Entertainment Contracts
  - Trade-Out Agreements
  - Corporate Sponsorship Agreements (Athletics)
  - Game Contracts
- VPSA Office Procedures Manual

Soon to be Launched
- Student Travel processes webpage
- Business processes webpage
- Decentralization of travel approvals from VPSA Office (October 1, 2008)
- Reconciliations and Quicken (in conjunction with the Professional Development Team)

Future Projects
- Further examination of streamlining opportunities
- Explanation of what funds (local funds, SSF, etc.) may be used for certain transactions
- Refreshers/reminders for compliance-type training (not to replace Compliance office training)
- Universal yearly calendar (living document)
- Examination of and sharing of best practices
- What do staff want to learn about DEFINE?
- Explanation of business lingo/acronyms, etc.