



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.