

Distance Education
Baseline Standards
FY 2022

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Louis Evans, Executive Director, Off Campus Locations	
2	Updating the Baseline Standards Form.	Rosmery Perez, Department Business Administrator	Maria Estrada, Assistant Director, Off Campus Locations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Rosmery Perez, Department Business Administrator	
2	Reviewing cost center verifications.	Rosmery Perez, Department Business Administrator	Kevin Dorsey, Manager Financial Affairs
3	Approving cost center verifications.	Louis Evans, Executive Director, Off Campus Locations	Dr. Michelle Moosally, AVP for Programming and Curriculum
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Kevin Dorsey, Manager Financial Affairs	
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Kevin Dorsey, Manager Financial Affairs	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Maria Estrada, Assistant Director, Off Campus Locations	Louis Evans, Executive Director, Off Campus Locations
2	Ensuring the validity of travel and expense reimbursements.	Kevin Dorsey, Manager Financial Affairs	Dr. Michelle Moosally, AVP for Programming and Curriculum
3	Ensuring that goods and services are received and that timely payment is made.	Maria Estrada, Assistant Director, Off Campus Locations	Louis Evans, Executive Director, Off Campus Locations
4	Ensuring correct account coding on purchases documents.	Rosmery Perez, Department Business Administrator	Louis Evans, Executive Director, Off Campus Locations
5	Primary contact for inquiries to expenditure transactions.	Administrative Assistant	Rosmery Perez, Department Business Administrator
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Maria Estrada, Assistant Director, Off Campus Locations	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Louis Evans, Executive Director, Off Campus Locations	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Rosmery Perez, Department Business Administrator	
4	Completing termination clearance procedures.	Rosmery Perez, Department Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Rosmery Perez, Department Business Administrator	
6	Maintaining departmental Personnel files.	Administrative Assistant	Rosmery Perez, Department Business Administrator
7	Ensuring valid authorization of new hires.	Louis Evans, Executive Director, Off Campus Locations	Maria Estrada, Assistant Director, Off Campus Locations
8	Ensuring valid authorization of changes in compensation rates.	Louis Evans, Executive Director, Off Campus Locations	Maria Estrada, Assistant Director, Off Campus Locations
9	Ensuring the accurate input of changes to the HR System.	Maria Estrada, Assistant Director, Off Campus Locations	
10	Consistent and efficient responses to inquiries.	Administrative Assistant	Rosmery Perez, Department Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Administrative Assistant	
2	Prepares Departmental Deposit Form.	Administrative Assistant	
3	Approves Departmental Deposit Form.	Louis Evans, Executive Director, Off Campus Locations	
4	Transports deposit to the Cashiers Office.	Administrative Assistant	
5	Preparing Journal Entries.	Rosmary Perez, Department Business Administrator	
6	Verifying deposits posted correctly in the Finance System.	Maria Estrada, Assistant Director, Off Campus Locations	Louis Evans, Executive Director, Off Campus Locations
7	Adequacy of physical safeguards of cash receipts and equivalent.	Administrative Assistant	
8	Ensuring deposits are made timely.	Louis Evans, Executive Director, Off Campus Locations	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Louis Evans, Executive Director, Off Campus Locations	
10	Updating Cash Handling Procedures as needed.	Louis Evans, Executive Director, Off Campus Locations	Maria Estrada, Assistant Director, Off Campus Locations
11	Consistent and efficient responses to inquiries.	Administrative Assistant	Rosmary Perez, Department Business Administrator
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Louis Evans, Executive Director, Off Campus Locations	Maria Estrada, Assistant Director, Off Campus Locations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Maria Estrada, Assistant Director, Off Campus Locations	
2	Ensuring the annual inventory was completed correctly.	Maria Estrada, Assistant Director, Off Campus Locations	
3	Tagging equipment.	Information Technology	Paul Tichnor, Property Manager
4	Approving requests for removal of equipment from campus.	Louis Evans, Executive Director, Off Campus Locations	Dr. Michelle Moosally, AVP for Programming and Curriculum
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Administrative Assistant	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Louis Evans, Executive Director, Off Campus Locations	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Office of Research and Sponsored Programs	NA	
RESEARCH ADMINISTRATION			
1	Verifies that all grant cost centers contain positive budgetary balances.	NA	

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2 Ensuring that research expenditures are covered by funds from sponsors.	NA	
3 Notifies the appropriate department to deactivate expired grant cost centers.	NA	
4 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	NA	
5 Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	NA	
6 Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	NA	
SCHOLARSHIPS		
1 Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	NA	
2 Verifies that all available department scholarships are publicized (web site, in department, etc...).	NA	
3 Verifies that the scholarship award recipient was eligible for the award and met all required criteria (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	NA	
4 Verifies that the scholarship award recipient was eligible for the award and met all required criteria (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	NA	
5 Reviews scholarship cost centers annually to help ensure that available scholarship funds are being awarded; and to identify excessive equity balances in scholarship cost centers.	NA	
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Louis Evans, Executive Director, Off Campus Locations	Maria Estrada, Assistant Director, Off Campus Locations
2 Ensuring that research expenditures are covered by funds from sponsors.	Louis Evans, Executive Director, Off Campus Locations	
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Marcelo Saldivia, Manager Information Technology Servoces	
2 Ensuring that critical data back up occurs.	Information Technology	
3 Ensuring that procedures such as password controls are followed.	All Employees	
4 Reporting of suspected security violations.	All Employees	