

**Executive Director Report**  
**By Marisela Márquez, Ph.D.**  
**Submitted to ASUCSB Senate**  
**January 25, 2017**

**A. Personnel**

Human Resources Report for Senate

- The Record Keeping position recruitment committee has forwarded their preferred candidates to me, and I am interviewing them this week.

**B. Ongoing Issues**

- **ROTC Alumni survey** – I've worked on a draft of the language of a survey to this population of former students—but we are modifying it and are interviewing current students instead. Will be seeking support for upcoming potential policy changes to registration.
- As I mentioned last week, I am **seeking an extension on AS' behalf from Audit and Advisory services** for their corrective actions. We have really good news regarding procurement in that we have made definite and sure strides in beginning to resolve issues that arose in the audit.

Specifically, the following outlines Associated Students' Corrective Actions status and includes the Brief MCA (Management Corrective Actions) descriptions for reference:

*You'll recall that the audit identified Procurement Authority and Oversight from Associated Students:*

Specifically, we were asked to:

- Clarify formal delegation of procurement authority .
- Create a strong redundant procurement system with additional guidance from Procurement Services.
- Work with Procurement Services to expand training.
- Work with Procurement Services to determine information to report.
- Evaluate sourcing options within Gateway.
- Engage Procurement Services for improvement recommendations.
- Implement and update documentation, templates, and training processes.

Bidding and Award, Formation of Procurement Agreements, and Vendor Qualification

- Associated Students welcomes additional recommendations from Procurement Services and relative to BUS-43 in this area.

**STATUS UPDATE:*****Associated Students Status for Procurement Authority and Oversight***

Associated Students continues to engage Procurement Services with regards to creating a revised procurement system and related training. Procurement Services has developed and recently outlined for us two potential directions for the system. It is important to note that the more extensive of the two includes a significant training program commitment with a hands-on component schedule for an intentionally unspecific period of time (dependent on trainee(s) progress). In either case, we are currently coordinating our next step with Procurement Services to settle with them and Student Affairs leadership anticipated impacts and details of each. Also, it is important to note that the other components of the action plan related to the system - including reporting, Gateway sourcing, documentation, templates, training, bidding and award, formation of procurement agreements, vendor qualification, and general process improvement recommendations - are all part of this integrated engagement with Procurement Services and will be settled with the finalization of the program system details developed by Procurement Services and implemented after training by Associated Students.

With regards to clarifying formal delegation of procurement authority, Associated Students has and continues to engage multiple decision makers and stakeholders including the Vice Chancellor of Student Affairs, Student Affairs Financial leadership, Procurement Services leadership, the Chancellor's office, and student leadership (Executive and Senate). Student leadership in particular continues to question the authority component of the Audit given the significant potential impact on student use of their funds and the impact on current AS Constitution delegations. Student Executive leadership is currently trying to coordinate a related discussion with the Chancellor. It is important to note that any formal conclusions from his office that change the current or historical delegation of authority will likely create a need to amend the AS Constitution prior to process implementations.

***MCA Reference for Cash Controls:***

Associated Students will continue to engage Business and Financial Services for additional input on best practices recommendations, including:

Clarifying existing descriptions of roles and responsibilities.

Updating the training checklist with confirmation signatures and dates of completion.

Examining reconciliations and updating them to provide additional clarity.

Improving dual custody for remote events.

**ACCOMPLISHMENTS:*****Associated Students Status for Cash Controls***

- > Confirmed and clarified existing position roles and responsibilities
- > Created a training checklist with supervisor signatures and completion dates

- > Provided additional clarity for reconciliation by creating and implementing a revised Event Sales Report
- > Established consistent dual custody for remote events
- > Established a non-POS terminal service window for the pick up/distribution of checks

In addition, Associated Students continues to engage Campus Business Services including recent and continuing projects for funds and data security, ticketing system upgrades, and remote transaction processing.

- **PS 156: Politics of the University of California** is going very well; we have 30 students enrolled and are headed toward midterm of our fourth offering of this course with Austin Hechler and Izeah Garcia as student course leaders.

### **C. New Issues – Updates from Around the Association**

- Last week's Senate resolution regarding El Centro Arnulfo Casillas was quite propitious and helpful to the students and administration. Both have engaged in several meetings over the last week, which I have facilitated, and we are continuing those discussions this Friday.
- AS led by an initiative from IVTU are reaching out to the students displaced by the collapse of a cliff in IV. Your meeting contains the details in your minutes and resolutions.
- KCSB staff are gearing up to support their upcoming fund drive which is scheduled for 2/15-2/25. I'm also working on following up on issues regarding upkeep of that building and issues with key access.
- As you may have heard, our Gauchoride is being paused for the time being due to an issue with an outside partner. All involved from AS' perspective are deeply committed to making this work. There is a statement on AS' homepage and individual affected students are being briefed. More on this next week.

### **D: UPCOMING:**

AS Assembly on Saturday January 28, 2017

I have been asked to address the students' AS Assembly. Looking forward to it and attending the AS UCSB Senate's Retreat January 29, 2017

Office hours this quarter: Thursdays 11-1pm and by appointment.