

Management - H0048  
Baseline Standards  
FY 2017

Responsible Person(s) (Name/Title)

Description of Responsibility		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Calyon Lewis, Department Business Administrator	Sara Brown, College Business Administrator
2	Updating the Baseline Standards Form.	Calyon Lewis, Department Business Administrator	Sara Brown, College Business Administrator
<b>FINANCIALS</b>			
1	Creating payment for Invoices and reimbursement document; requisitions	Sonetria Curry, Office Coordinator	Calyon Lewis, Department Business Administrator
3	Reconcile individual(s) procurement and departmental travel cards	Sonetria Curry, Office Coordinator	Calyon Lewis, Department Business Administrator
4	Tracking and requesting DSTF funding for student	Calyon Lewis, Department Business Administrator	Sonetria Curry, Office Coordinator
5	Audit all financial document within the department	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst. Business Administrator
6	Run 1074 report to track expenses	Calyon Lewis, Department Business Administrator	Khanh Nguyen, Financial Analyst
7	Summarize departmental expenses as well as creating and maintain departmental budget	Calyon Lewis, Department Business Administrator	Steve Werner, Department Chair
<b>HUMAN RESOURCES</b>			
1	Approve all staff timesheets and leave forms	Calyon Lewis, Department Business Administrator	Steve Werner, Department Chair
2	Create EPAR/POI for students	Sonetria Curry, Office Coordinator	Calyon Lewis, Department Business Administrator
3	Audit and approve EPAR/POI created within the department	Calyon Lewis, Department Business Administrator	Lilia Canas, Academic Affairs Manage
4	maintain departmental personnel file	Calyon Lewis, Department Business Administrator	Steve Werner, Department Chair
5	Run Bi-Weekly and Monthly payroll report	Calyon Lewis, Department Business Administrator	Alejandra Rodriguez, Assistant Business Administrator-Admin
6	Completing termination clearance procedures.	Alejandra Rodriguez, Assistant Business	Calyon Lewis, Department Business Administrator
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst. Business Administrator
2	Create Journal Entries	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst. Business Administrator
<b>LONG DISTANCE / CELL PHONE CHARGES</b>			
1	Review of long distance charges for unusual activity.	Sonetria Curry, Office Coordinator	Calyon Lewis, Department Business Administrator
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Sonetria Curry, Office Coordinator	Calyon Lewis, Department Business Administrator
<b>CONTRACT ADMINISTRATION</b>			
1	Preparation of contract documents and obtaining signatures from all parties	Sonetria Curry, Office Coordinator	Calyon Lewis, Department Business Administrator
2	Ensuring that staff members are updated with changes within policies and procedures	Calyon Lewis, Department Business Administrator	Terrolyn Gunter, Asst. Business Administrator
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Sonetria Curry, Office Coordinator	Calyon Lewis, Department Business Administrator

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2	Ensuring the annual inventory was completed correctly	Calyon Lewis, Department Business Administrator	Sara Brown, College Business Administrator
3	Tagging equipment.	Sonetria Curry, Office Coordinator	Calyon Lewis, Department Business Administrator; Lori Watley, Department Business Administrator
4	Approving requests for removal of equipment from campus.	Steve Werner, Department Chair	Sara Brown, College Business Administrator
5	Ensuring PRP-6 forms are submitted annually	Calyon Lewis, Department Business Administrator	Sara Brown, College Business Administrator