

ABA Committees

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ABA Executive Board

It is the belief of the ABA that it is in the campus's best interest to involve the ABA in the earliest stages of planning and decision-making processes. As the professional work force which "gets the job done", the ABA can add value to discussions of proposed change, and can provide critical perspective and input. The ABA Executive Board seeks to take a proactive stance in facilitating two-way information exchange on issues such as decentralization and long-range strategies.

The ABA Executive Board's role is:

- to act as the ABA's representative and collective voice,
- to serve as a sounding board for new initiatives, changes, and visions for the campus
- to take the concerns and positions of the ABA to the next influential level; and
- to coordinate ABA activities such as identifying key topics and needs which

require the ABA's input and response.

The existence of the ABA Executive Board does not supersede contact with other ABA Committees, but provides a focused and well-rounded point of contact with managers of academic departments on the general campus.

In order to ensure wide representation from across Academic Affairs, the Executive Board consists of members drawn from the major units in Academic Affairs. Arts and Humanities, Social Sciences, Engineering and Natural Sciences (Physical Sciences and Biological Sciences in combination) each have a representative on the Executive Board, as well as the ORUs and the College business managers. A member of the Senior Vice Chancellor's staff is also a permanent ex officio member of the Executive Board.

The Executive Board meets monthly or as needed throughout the year.

Board members generally serve a three-year term. No ABA member will serve more than four years total.

In the second year, a member may be selected to serve as Chair-Elect and will then serve as Chair in his or her third year. The immediate past chair is asked to serve a fourth year to provide continuity and support to the incoming Chair. No ABA member will serve more than four years in a single term, although individuals may serve for multiple terms if endorsed by their Division colleagues.

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Agenda Committee

The Agenda Committee is responsible for the planning and development of agenda items for ABA monthly meetings. This committee is responsible for the electronic distribution of meeting agendas. The committee meets as needed throughout the year for approximately one hour.

Members serve two-year terms.

Committee on Committees

This committee is responsible for the solicitation of ideas from ABA members regarding the establishment of new committees and/or ABA member participation on existing campus committees. The committee is also responsible for the annual call of ABA committee assignments. The committee meets at least twice annually and as needed.

Members serve two-year terms.

Academic Business Officers Group (ABOG) Steering Committee

These committee members are responsible for serving on the ABOG Systemwide Committee. The primary charge of the systemwide committee is to plan,

organize and coordinate the annual ABOG conference. In addition, the systemwide committee serves as a group that gathers and provides feedback regarding issues of importance to the Academic Business Officers Group. This committee meets a minimum of three times per year.

Members serve three-year terms.

ORU Representative to SIO MSO Meeting

The ABA representative in this position is responsible for attending monthly MSO meetings at Scripps Institute of Oceanography (SIO) for the purpose of gathering information and sharing information between the campus and SIO MSO groups.

This ABA member is an ORU representative and serves a one-year term.

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Security Advisory Representative

This representative is advisory to the Vice Chancellor - Business Affairs, through the Director of Community Safety. The member will act in a consulting capacity to the UCSD Police Department Crime Prevention Unit and the UCSD Safety Awareness Program, when assessing campus safety and security problems, issues and concerns.

This representative serves a two-year term.

ABA Human Resources Committee

The HR Committee is an advisory committee representative of the various units reporting to the Sr. Vice Chancellor, Academic Affairs, to provide feedback and consultation to the Sr. Vice Chancellor, Academic Affairs, and the Assistant Vice Chancellor, Human Resources, regarding issues relating to Human Resources policies and procedures.

Charge:

- Serve as initial point of contact for Human Resources with Sr. VCAA and the ABA.
- Develop positions and recommendations on issues relating to Human Resources and the methodology for their execution.
- Serve as a sounding board for new initiatives, changes and visions for the campus.
- Provide Sr. VCAA representation to Human Resources Advisory Team.
- Provide Sr. VCAA representation to Diversity Education Leadership.

Team Membership: a representative from each the following areas to be appointed:

1. Arts & Humanities
2. Social Sciences
3. Engineering
4. Natural Sciences
5. Provosts
6. OGSR/IRPS/ORUs
7. UNEX or other self-supporting entities
8. Library

Representatives will serve for a term of three calendar years such that two to three new members are appointed every year. The Chair will be appointed from committee membership by the ABA Committee on Committees.

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Professional & Administrative Review Committee (PARC)

An advisory committee representative of the various units reporting to the Assistant Vice Chancellor, Academic Affairs is to provide to Assistant Vice Chancellor, Human Resources peer review of the classification process for administrative positions. These positions include all administrative positions as well as some staff personnel positions as requested. The committee provides input to clarify classifications levels, enhance consistency of classification decisions, and improve understanding of the process by which decisions are made. The committee meets once a month for approximately two hours.

Members are appointed pending confirmation by the SrVCAA and serve three-year terms.

Betsy Faught Award Committee

Pending.

ABA Web Committee

The Web Committee is responsible for creating and maintaining a representative website that is useful to our members, and provides information about pertinent items to the effective functioning of the group. The ABA roster secretary, who maintains the ABA list of members, will serve on this committee.

Members of this committee should be self-nominated rather than appointed, to ensure that the committee members possess sufficient interest and expertise to design and maintain the web page.

Members will serve for three-year terms each. For the initial committee, one member will serve the first year only to stagger subsequent terms.

Staff Representative to Program Review Committee

(Consultant to the PRC)

Charge of the PRC:

As the principal advisory committee to the Senior Vice Chancellor-Academic Affairs, the PRC's charge is to review all instructional, research, and public service programs of the General Campus, as well as all supporting programs, such as libraries and academic computing. The committee provides recommendations on faculty and TA FTE allocations, operating budget issues, priorities for capital improvement, and fundraising priorities. The review includes new as well as ongoing programs. Members of the committee will represent the best interests of the campus as a whole, and exercise judgment as individuals. Deans will represent their respective divisions and disciplines as well.

Membership:

Membership of the PRC consists of the SVCAA, Chair of the Academic Senate, Divisional Deans, University Librarian, Student Representatives, and other consultants.

The ABA representative to the PRC serves a two-year term.

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Staff Rep to Committee on Accountability and Controls (CAC)

This Committee has established a list of ~ 14 areas that pose high risk to the campus and are within the committee's ability to influence. They continually monitor the actions being taken to mitigate this risk. The areas include business and departmental administration, unauthorized access to campus computers and networks, oversight and accountability for departmental state and institutional budgets, definition of responsibility and accountability between process owners and process operators, staff recruitment and retention, compliance with federal contract and grant requirements, impact of labor negotiations, conflict of interest issues, EPA compliance, hazardous material shipment and billing and receivables management. The committee evaluates these risks regularly and revises the list as new areas are added and other areas drop off. Campus authorities are brought in to present information to the committee. The Chancellor is updated yearly on the findings.

Membership:

The executive committee consists of Don Larson, Controller; Stephanie Burke, Director of Audit; Debbie McGraw, AVC-Resource Administration, Steve Relyea, VC - Business Affairs, David Sakai, CFO, Health Sciences and Business Officers Jennifer Davis from SIO and the ABA Rep from General Campus.

This executive committee is part of a larger committee that consists of additional administrative managers and faculty representatives.

The ABA representative to the CAC serves a three-year term.

Committee on Professional Development

The Committee on Professional Development (recently merged with the former Mentoring Committee) is responsible for soliciting applications and approving awards for the ABA Professional Development Matching Fund and facilitating the Mentorship Program for new business officers, including orientations, introductions and general guidance. The Committee will also look to participate in other staff development efforts such as an assisting role in the new BOA, special ABA sessions and the roll-out of new career development planning requirements. The committee meets as needed throughout the year and prepares an annual report detailing funds expended for the ABA Executive Board and the Senior Vice Chancellor.

There are five appointed members who serve three-year staggered terms; the head of SVC-AA Staff Human Resources serves as an Ex-Officio member.

Staff Representative to Employee Relations Advisory Committee

The Employee Relations Advisory Committee identifies client needs and assists divisions in analyzing strategic and operational initiatives as well as tools and resources in response to client needs; and provides division feedback on value of initiatives and services.

The ABA Representative to the Employee Relations Advisory Committee serves a two-year term.

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