

**DIVISION OF
FINANCE AND ADMINISTRATION**
2020-2024 STRATEGIC PLAN

COMMITTED TO EXCELLENCE



DIVISION OF
**FINANCE AND
ADMINISTRATION**

A&M-COMMERCE

TINA LIVINGSTON

Vice President and Chief Financial Officer

Vice President for Finance and Administration

Tina Livingston



As Vice President and Chief Financial Officer, Tina Livingston is responsible for all real estate development, capital projects, financial accounting and reporting, campus fiscal and physical resources, financial functions related to the legislative appropriations process, annual operating budget oversight, procurement and Historically Underutilized Business (HUB) initiatives, facilities, employee services, safety and risk management and the university police department operations for Texas A&M University-Commerce.

Tina has over 22 years of experience in Texas higher education and prior to stepping into the CFO role, Tina served as the Associate Vice President and Chief Budget Officer for A&M-Commerce.

She began her career at Texas A&M University-Kingsville where she had oversight of the budget and student accounting. It is also where she earned her Master of Business Administration degree.

Tina is committed to excellence in all she does, and has instilled this passion in the finance and administration division.



COMMITTED TO EXCELLENCE

VPFA DIVISION

OUR MISSION

LISTEN. SUPPORT. EMPOWER.

OUR VISION

SUPERIOR CUSTOMER SERVICE

which emphasizes an ethical, diverse culture of transparency and respect

FOSTER AND SUPPORT

a safe, inclusive campus community that empowers continuous improvement

GOOD STEWARDSHIP

of financial and physical resources

CONSTANT INNOVATION

that manages and educates the use of shared resources to advance student learning

OUR CORE VALUES

EXCELLENCE. CIVILITY. LEADERSHIP. COLLABORATION.



TEXAS A&M UNIVERSITY

COMMERCE

UNIVERSITY-ALIGNED DIVISION GOALS

Student Preparedness

- Efficiency in business practices; providing direction and value to develop a modern student learning environment.

Elevate Research

- Continuous communication with campus partners that provides cost effective and innovative solutions.

Create and Inclusive Community Characterized by Respect and Collaboration

- Collaborate with campus partners to develop an open line of communication built on trust and respect.
- Foster a collaborative development of best practices which are data driven.

Align Our Initiatives to Support Our Unique Rural-Urban Identity

- Innovation in the products and services we provide while staying abreast of market trends and products that may present opportunities and growth.
- Efficiency in business practices; demonstrating agility and adapting quickly to changing economic and environmental needs.

Transform Our Operations to Serve the Mission of a Contemporary University

- Optimize and promote university-wide technology resources to create a modern sustainable campus footprint.
- Provide financial data that allows others to make informed business decisions.



ASSOCIATE VP/CONTROLLER DEPARTMENT

Accounting, Financial Reporting, Payroll, Travel, Facilities, Student Accounts



SARAH BAKER

Interim-Associate Vice President/Controller

MISSION

Focus on providing a high level of service including financial leadership and innovation in business strategy and processes.

Create and Inclusive Community Characterized by Respect and Collaboration

- Partner with departments to minimize audit findings and promptly mitigate any audit recommendations by monitoring the number of findings each year and timeliness of responses through audit tracking.

Transform Our Operations to Serve the Mission of a Contemporary University

- Implement at least two new efficiencies or best business practice initiatives each year.



TEXAS A&M UNIVERSITY

COMMERCE

BUDGET OFFICE

Administration of the University Budget



VACANT
Budget Director

MISSION

To provide excellent customer service and prioritize funding allocations that support the University's core mission and strategic plan.

VISION

- **Provide accurate financial information and analyses to assist the University community in effective planning and use of the University's resources.**
- **Facilitate efficient and effective resource allocation as well as provide accurate and timely reporting for strategic planning and decision making.**
- **Implement and maintain the University's annual operating budget.**
- **Emphasize the value of growth and development and promote management principles that embrace diversity, service, communication, creativity and innovation.**



TEXAS A&M UNIVERSITY

COMMERCE

BUDGET OFFICE

Administration of the University Budget

Create and Inclusive Community Characterized by Respect and Collaboration

- Build relationships, foster customer service, and encourage open communication.
- Provide specialized budget training to executive levels and University community.
- Provide financial wellness educational opportunities.

Transform Our Operations to Serve the Mission of a Contemporary University

- Increase organizational effectiveness by developing sound business practices that are intentional, collaborative, and data informed.
- Facilitate, collaborate, and prepare the annual operating budget.
- Leverage a single system for strategic budgeting.
 - Provide institution-wide position budgeting, requests & management and reporting capabilities which will align with the University's financial management objectives.
 - Streamline and reduce the usage of Excel and improve the budget cycle.
 - Prepare standard budget and ad hoc reports.
- Develop budgets that control funding for major capital, repair and renovation, and construction projects.
- Develop financial models to enable informed business decisions through financial analyses.



TEXAS A&M UNIVERSITY

COMMERCE

PROCUREMENT

Purchasing, Contract Administration, Auxiliary Services, Shipping and Receiving, Mail Services and Real Estate



TRAVIS BALL

Chief Procurement Officer and HUB Coordinator

MISSION

It is the mission of Procurement Services to facilitate the procurement needs of the Texas A&M University-Commerce community. Our primary goal is to provide excellent customer service and products, at the best value, in the most efficient means possible.

VISION

Provide support in student success and all levels of service to the institution.

Create and Inclusive Community Characterized by Respect and Collaboration

- Provide excellent customer service to the University community with consistent support and collaboration and training opportunities.

Transform Our Operations to Serve the Mission of a Contemporary University

- Increase efficiencies for the University community by implementing contract lifecycle management (CLM).
- Administer the University's HUB program by monitoring activating and performance.



TEXAS A&M UNIVERSITY

COMMERCE

HUMAN RESOURCES

Employees Services and Training and Development



EDWARD ROMERO

Chief Human Resources Officer

MISSION

Through strategic partnerships, teamwork, and collaboration, Human Resources supports the mission of the University by recruiting, developing and retaining a high performing and diverse workforce. We are dedicated to encouraging a healthy, safe, and inclusive environment that elevates the whole experience for A&M Commerce's applicants, employees, retirees, and dependents by focusing on quality service and consultation.

VISION

Our strategic priorities and objectives represent our commitment to provide high-quality and efficient human resource solutions to an ever-changing campus environment.

OUR MOTTO

Be Part of the Change.



TEXAS A&M UNIVERSITY

COMMERCE

HUMAN RESOURCES

Employees Services and Training and Development

Create and Inclusive Community Characterized by Respect and Collaboration

- Provide superior customer support/services and foster employees' knowledge of the university's policies, processes and procedures.
- Provide specific training and professional development to help university faculty and staff engage, grow and learn. The training section seeks to help employees increase their effectiveness by building and refining job skills and by gaining greater knowledge of the university's processes and procedures. The development section prepares employees for increased or more diverse responsibilities, as well as enriching the employees' life.
- Measure student employment and explore alternatives for improving communication with students to maximize their preparedness for their role as an employee.
- Promote alternative dispute resolution (ADR) to give employees-in-dispute the opportunity to work through the issues formally with help from a neutral party.

Transform Our Operations to Serve the Mission of a Contemporary University

- Data analysis that can help the university attract, motivate and retain the right people using the Human Resources metrics to assist with streamlining internal processes.



TEXAS A&M UNIVERSITY

COMMERCE

CENTER for IT EXCELLENCE

CITE



JEREMY GAMEZ

Chief Information Officer

MISSION

Enable innovation, learning and discovery through technology and service.

VISION

Technology is a foundational service for the success of the University. We support everyone who is striving to uphold the institution's principles.

Create and Inclusive Community Characterized by Respect and Collaboration

- Maintain a customer focused culture.

Transform Our Operations to Serve the Mission of a Contemporary University

- Improve costs and efficiencies by focusing on best practices and metrics using the service level agreements (SLAs) for each IT department.
- Maintain a secure and stable environment.



TEXAS A&M UNIVERSITY

COMMERCE

CAMPUS OPERATIONS and RISK MANAGEMENT

EOC, Life Safety, Project Management and Risk Assessment



DEREK PREAS

Director, Risk and Compliance

MISSION

Provide excellent service and communication to both internal and external stakeholders. We believe that pure communication, supportive teamwork, deep and trustworthy relationships with campus and community partners foster productive and effective results.

VISION

The foundation of Campus Operations and Safety is our belief and desire for personal success and the success of our campus. We are dedicated to civility, ownership, preparedness, and education.

Create and Inclusive Community Characterized by Respect and Collaboration

- Creation and dissemination of a multi-year exercise program.
- Improve construction and project processes on campus.

Transform Our Operations to Serve the Mission of a Contemporary University

- Creation of a construction guideline document that identifies typical standards, cost, and design for campus construction projects.
- Create a tracking document that identifies priority dates for compliance submission of federal, state, local and system regulations, policy and procedural rules.



TEXAS A&M UNIVERSITY

COMMERCE

UNIVERSITY POLICE DEPARTMENT

Campus Security and Community Engagement



BRYAN VAUGHN
Chief of Police

MISSION

Provide a safe and secure environment and a learning atmosphere that promotes unfettered thought, ceaseless industry, and fearless investigation. To accomplish its mission, UPD strives to protect and serve the campus community with the highest level of professionalism.

VISION

Provide service, education and support to the campus community and those who visit the campus for events.

Create and Inclusive Community Characterized by Respect and Collaboration

- Promote Lion Safe App to students, faculty and staff in order to increase accessibility to resources providing personal safety, group safety and support.
- UPD will provide excellent service to the university community.

Transform Our Operations to Serve the Mission of a Contemporary University

- The Community Engagement Team will enhance working and social relationships and interactions with student organizations, groups and individuals.



TEXAS A&M UNIVERSITY

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