Communication in Questica

By:

Questica Communication Work Group

January 28, 2020

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Communication Work Group Members

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Purpose

Identify gaps in communication between the Finance area and the campus at-large, and opportunities for improvement; and provide recommendations on how Questica and/or other systems could be used to enhance communication.

Meetings

- First meeting: 1:00 – 3:00 pm, November 12, 2019
- Second meeting: 3:00 – 4:30 pm, January 10, 2020

Findings

- Gaps exist in communication from the Finance area to the campus at-large, particularly regarding:
  - When the budget is approved
  - When the budget is loaded into CFS
  - Other campus allocations such as compensation increases, etc.

Recommendations

To improve communication the following were recommended:

- Posting updates/deadlines/etc. on one (or more) of the following platforms:
  - Campus Dashboard
  - Finance Webpage
  - Questica Dashboard
- A memo of the approved campus budget from the President/CFO to the campus.
- A memo of the approved mandatory/non-mandatory increases from the President/CFO to the campus.
- An Admin & Finance Newsletter, including deadlines & updates for the campus.

Conclusion

Overall, the current level of communication from the Finance area to the campus at-large does not meet the campuses needs. More communication is desired especially in regards to the approval and posting of the annual campus budget and the approval and posting of other campus allocations such as compensation increases related to Bargaining Unit Agreements or Minimum Wage increases, among others.

Suggested methods of communication include posting updates & deadlines to the campus dashboard, Finance webpage and/or Questica dashboard. Also desired is a signed memo from the President/CFO regarding the approved annual budget and approved mandatory/non-mandatory costs. A possible Admin & Finance newsletter might also be an effective way to communicate updates and upcoming deadlines to the campus.