

**TASK FORCE ON FLORIDA A&M UNIVERSITY (FAMU)  
FINANCE AND OPERATIONAL CONTROL ISSUES**

**ACTION PLAN**

**VISION:** TO MOBILIZE RESOURCES AND DIVERSE CONSTITUENCIES TO SUPPORT FAMU IN RESTORING PUBLIC TRUST IN ITS FISCAL AND ADMINISTRATIVE OPERATIONS.

**MISSION:** TO IDENTIFY AND RECTIFY THE ROOT CAUSES FOR THE FISCAL AND OPERATIONAL WEAKNESSES THAT PREVENT FAMU FROM MEETING THE NEEDS AND EXPECTATIONS OF STUDENTS, FACULTY, ALUMNI AND THE GENERAL PUBLIC BY PROVIDING OVERSIGHT, RESOURCES, AND TECHNICAL ASSISTANCE IN THE DEVELOPMENT AND IMPLEMENTATION OF EFFECTIVE CORRECTIVE ACTIONS.

**GOAL 1:** TO ENSURE A SOUND FINANCIAL MANAGEMENT SYSTEM THAT EFFECTIVELY SUPPORTS THE OPERATIONS OF THE UNIVERSITY IS IMPLEMENTED.

**OBJECTIVE:**

*1. Validate and verify the implementation of the university's corrective action plan to establish its effectiveness in resolving the Auditor General's operational audit findings.*

*2. Verify that the areas of concern identified by the Auditor General which indicate potential misconduct, fraud, waste or abuse have been resolved.*

*3. Validate and verify that the university has developed and implemented a sound financial management system that effectively performs all financial and accounting functions, including, but not limited to, general ledger entries, bank reconciliation, financial reporting and the budgetary process.*

**GOAL 2:** TO ENSURE AN ORGANIZATIONAL STRUCTURE AND PLAN OF OPERATIONS THAT CAN ACHIEVE THE UNIVERSITY'S VISION AND MISSION IS IMPLEMENTED.

**OBJECTIVE:**

- 1. Verify that the university's system of internal controls is adequate to ensure accountability, integrity, and efficiency in key operational areas, such as contracting procurement and human resources.*
- 2. Recommend improvements to the university's current hiring, training, and staff evaluation policies and procedures based on industry "best practices."*

**GOAL 3:** TO ENSURE THAT AN INFORMATION TECHNOLOGY INFRASTRUCTURE TO SUPPORT THE UNIVERSITY'S FINANCIAL AND ADMINISTRATIVE OPERATIONS IS IMPLEMENTED.

**OBJECTIVE:**

- 1. Verify and validate the development and implementation of an information technology plan that addresses the university's network and systems capability to support the administrative needs (including financial, administrative and student functions) of the university including access to a secure and reliable enterprise resource planning environment.*

**GOAL 4:** TO ENSURE A GOVERNANCE STRUCTURE WHICH PROMOTES ACCOUNTABILITY AND INTEGRITY IN THE OPERATIONS OF THE UNIVERSITY AND RESTORES PUBLIC TRUST IS IMPLEMENTED.

**OBJECTIVE:**

- 1. Review the university's current governance structure and recommend "best practices" for defining the role of the Board of Trustees and the development of an effective working relationship with the university President.*

## ACTION TEAMS

### I. FINANCIAL MANAGEMENT AND OPERATIONS TEAM

- CFO function
  - Budget
  - Financial management
  - General ledger

### II. ENTERPRISE MANAGEMENT AND OPERATIONS TEAM

- Enterprise Resource Planning
- Human Resources
- CIO: Information Technology
- Policies & Procedures

### III. AUDIT INVESTIGATIVE AND COMPLIANCE TEAM

- Internal Audit
- Risk Assessment
- Administrative and Investigations

### IV. BOG INTERNAL WORK GROUP (INSPECTOR GENERAL, LEGAL, BUDGET, EXTERNAL RELATIONS, ACADEMIC AFFAIRS, LEGISLATIVE AFFAIRS,)

- Liaison with stakeholders
- Administrative support
- Overall management of project
  - Outside consultants
  - SUS – subject matter experts

## METHODOLOGY - "VALIDATE AND VERIFY"

- Develop an action plan based upon the assessment, analysis and expertise of Action Teams comprised of professionals in the areas of financial management, business planning, information technology, internal audit, and investigation drawn from the state university system, outside firms, and other state agencies to ensure the implementation of effective corrective actions.
- Work in a cooperative and collaborative manner with the FAMU Board of Trustees, President Ammons and his Senior Team based upon a clearly defined memorandum of understanding to optimize the value obtained from limited resources and avoid duplication of efforts.
- Communicate and report on a regular basis the status and progress of our plan to the Board of Governors, the Legislature, the Governor and other interested parties.
- Manage limited resources by leveraging the talent and expertise of internal, system wide professionals to develop the scope of work and provide oversight of outside firms.
- Implement detailed Action items to be completed by the teams which correlate with the Task Force goals and objectives.

## DEFINITION OF TERMS

VISION: Answers the question "Who we are?"

MISSION: What we do:

GOAL: The result or achievement toward which effort (plan) is directed and that when achieved brings to an end the behavior intended to achieve it.

OBJECTIVE: The result one's effort or actions are intended to achieve.

VALIDATE: To formally or officially sanction or approve; to establish the soundness or corroborate:

VERIFY: To determine (establish) or test the accuracy and correctness of a thing by comparison, investigation or reference.