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BUSINESS EXCELLENCE
COMMUNITY OF PRACTICE

LEAN, LUNCH & LEARN WORKSHOP + BECOP

“Internal Controls: New Dashboard and Local Best Practices”

AUGUST 11, 2025



Thank you to our founding sponsor:

MARIE CARTER-DUBOIS

Associate Vice Chancellor,
Finance & Administration, Academic Affairs

AHREN CRICKARD

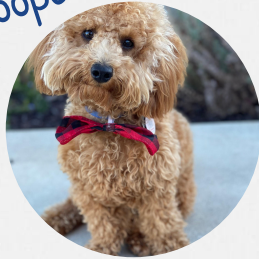
&

ADAM DIPROFIO

Will be serving in the role until the position is filled.

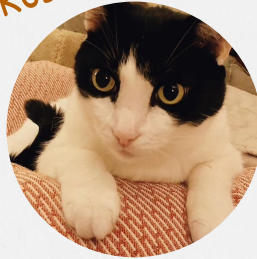
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Cooper



Ahren Crickard
Director

Robbie



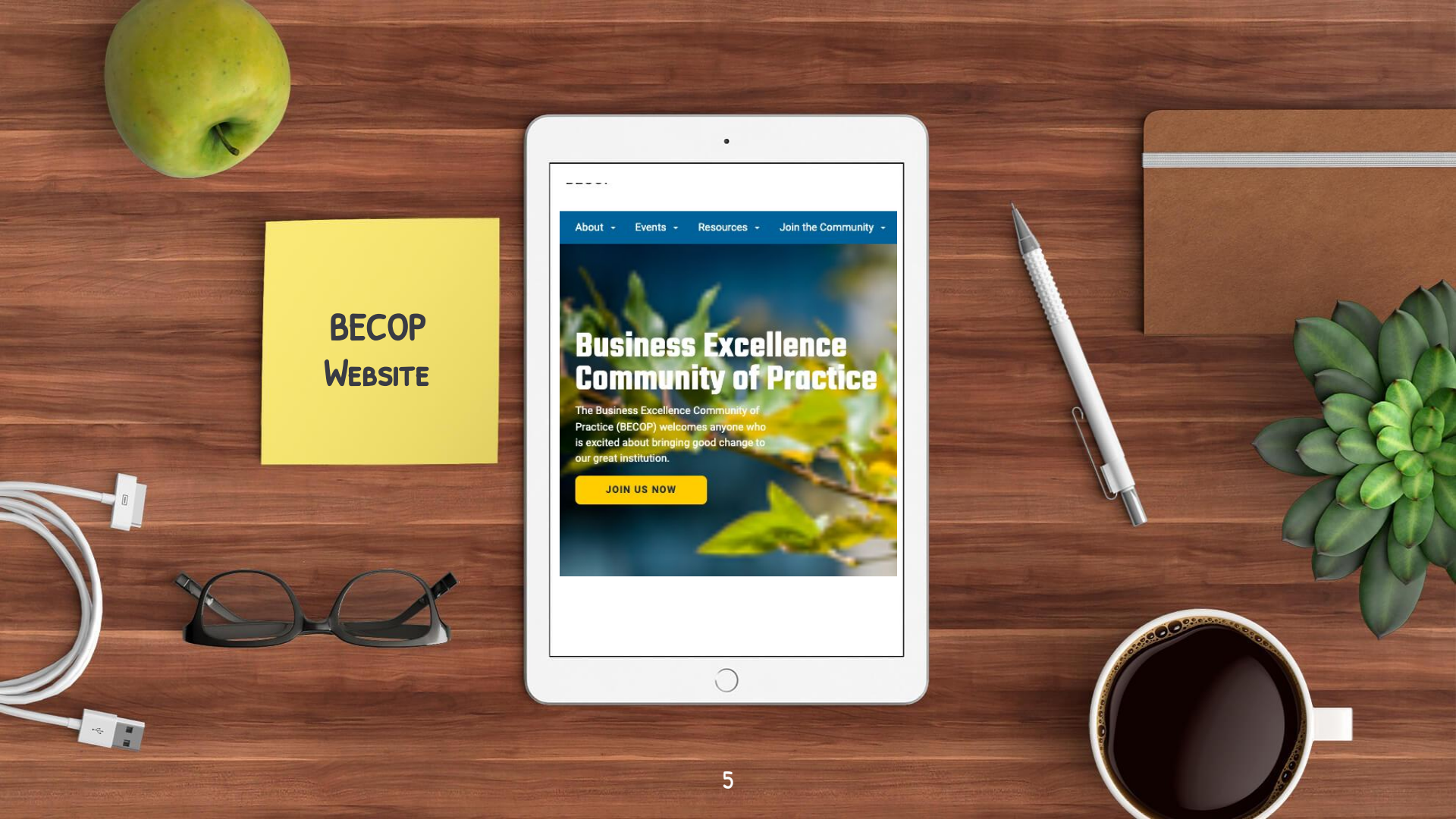
Kevin Waldrop
Assistant Director

Mipha

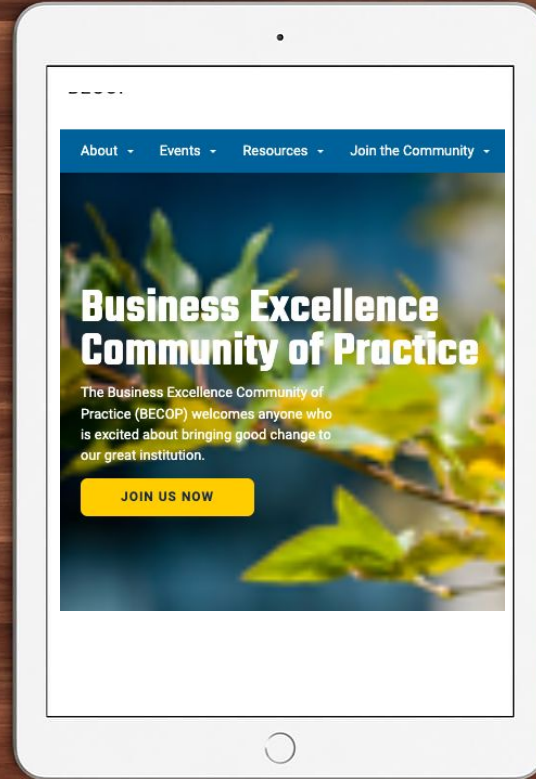


Kate Balderston
Sr. Strategic Initiatives Mgr

THE "TEAM"



BECOP WEBSITE





COE WEBSITE L3 Workshops

Lean, Lunch & Learn Workshops

Lean, Lunch & Learn (L3) Workshops featuring a discussion on a best practice in Academic Affairs. The Best Practices group, composed of Academic Affairs Assistant Deans, will prioritize topics for the L3. The goal is to come up with a best practice by the end of each L3 workshop.

Submit your idea for an L3 Workshop - send us an [email](#).

Next L3 Workshop

Topic: **Campus Documentation Best Practices**

When: **October 14, 2022, 11:00 a.m. - 11:45 a.m.**

Recent changes have brought about the need to produce and locate instructions FAQs KBAs tips and policies. Come hear about the latest guidance from Campus Platform Technologies and share your best practices in deciding when to use Blink Collab ServiceNow KBAs or other sources.

Join us for this information workshop on your documentation needs - What goes where?

[REGISTER](#)

Previous L3 Workshops

[+ Expand All](#)

- SEP 2022: Staff Team Building
- AUG 2022: Fiscal Reporting - Overview & Updates
- JUL 2022: Resources to Train HR Contacts
- FEB 2022: Student Employee Onboarding Checklist

[+ Expand All](#)



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Eva Thiveos

Data & Business Officer, School
of Arts & Humanities

Heather Sears

Director,
Financial Insights & Training
Solutions

WELCOME OUR GUESTS

Lisa Russon

Director of Finance Administration
and Divisional Business Officer,
Jacobs School of Engineering

JACOBS SCHOOL OF ENGINEERING – DEAN'S OFFICE

MONTHLY FISCAL MEETINGS

Purpose : Proactive monitoring of internal controls across all departments

Participants : Assistant Dean, Director of Finance & Administration, Dept. MSO and Fiscal Manager

Frequency : Monthly, standing schedule

Standard Agenda Items:

- Sponsored project and operating deficits
- Default project payroll review
- Fiscal year-end (FYE) core deficits
- Recharge activities
- Faculty-sponsored project concerns (e.g., NOA pulled back, funds pending, deficits)
- Any other items that may come up (e.g. ECERTs)

Benefits:

- Early identification of potential issues before escalation to EVC or campus level
- Consistent 2-way communication between Dean's Office and departments
- Encourages accountability and timely resolution of fiscal challenges

JACOBS SCHOOL OF ENGINEERING – DEAN'S OFFICE

LEADERSHIP DASHBOARD

Creator: Eva Thiveos – with feedback and input from many stakeholders

Purpose : Provide leadership with a real-time, high-level snapshot of key internal control metrics

Audience : MSO level and above

Frequency : On-going

Link: [Academic Affairs Leadership Dashboard](#)

Dashboard Data Features:

- Financial, research, faculty, student, facilities.
- HR coming soon – early 2026.

Impact:

- Enhances visibility for leadership decision-making
- Streamlines reporting and follow-up
- Strengthens school-wide internal control environment

SCHOOL OF ARTS & HUMANITIES MONTHLY RECON PROCESS

1

Ledger Closure Notification

DEAN'S OFFICE SENDS AN EMAIL TO ALL DEPARTMENTS ONCE THE PRIOR MONTH'S LEDGER HAS CLOSED. THIS SERVES AS THE OFFICIAL START OF THE RECONCILIATION PERIOD.

2

Departmental Reconciliation

EACH DEPARTMENT CONDUCTS A REVIEW OF THEIR FINANCIAL ACTIVITY FOLLOWING OUR SCHOOL'S RECONCILIATION GUIDELINES. DISCREPANCIES MUST BE IDENTIFIED, DOCUMENTED, AND RESOLVED PROMPTLY.

3

Control Tracker Sign-Off

ONCE RECONCILIATION IS COMPLETE, ONE REPRESENTATIVE FROM EACH DEPARTMENT MUST SIGN OFF ON THE CONTROL TRACKER. THIS STEP CERTIFIES THAT RECONCILIATION WAS PERFORMED AND IS READY FOR AUDIT IF NEEDED.

LEDGER CLOSURE NOTIFICATION

Hi Everyone,

The Campus General Ledger for May 2025 has closed!

- Once you have completed your monthly reconciliation, please sign-off on our [control tracker](#).
- This is our [Quick Guide](#) for Monthly Reconciliation.

Let me know if you have any questions!

Eva

DEPARTMENTAL RECONCILIATION

Each department has their own way of documenting their reconciliation, but our Dean's Office put together a template that follows our [School's guidelines](#).

The [template](#) includes:

- > GL Balances review
- > High Risk Ledger review
- > Transfers review
- > DOPE review

CONTROL TRACKER SIGN-OFF

Once reconciliation is complete, one representative from each department must sign off on the Control Tracker. This step certifies that reconciliation was performed and is ready for audit if needed.

Resources:														
Ledger Close Dates														
Quick Guide: Monthly Reconciliation														
Department	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Documentation	
AWP	KL	KL	KL	KL	KL	KL	KL	KL	KL	KL	KL			
CTS	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET			
Dean's Office	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET			
DEI Program	KL	KL	KL	KL	KL	KL	KL	KL	KL	KL	KL			
History	Jennifer	Jennifer	Jennifer	Jennifer	Jennifer	Jennifer	Jennifer	Jennifer	Jennifer	Jennifer				
IAH	KL	KL	KL	KL	KL	KL	KL	KL	KL	KL	KL			
IPE	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET			
Literature	HP	HP	HP	HP	AH	AH	AH	AH	AH	AH	AH			
MAG	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET			
Music	Maria	Maria	Maria	Maria	Maria	Maria	Maria	Maria	Maria	Maria	Maria			
Philosophy	Joshua	Joshua	Joshua	Joshua	Joshua	Joshua	Joshua	Joshua	Joshua	Joshua	Joshua			
SICCA	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET			
Theatre & Dance	MMA	MMA	MMA	MMA	MMA	MMA	MMA	MMA	MMA	MMA				
Visual Arts	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET	ET			

INTERNAL CONTROLS DASHBOARD DEMO



OPEN DISCUSSION





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QUESTIONS

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LEAN, LUNCH & LEARN WORKSHOP

"TBD"

Have a suggestion, let us know!

Register

[L3 Info](#)

10-Second Survey

- Opens upon exit in your browser

Lean, Lunch & Learn (L3) Exit Survey

Anonymous • 4 questions

1. Including today, how many L3s have you attended?

- ☐ 1
☐ 2
☐ 3+

2. How relevant was today's topic to your primary role?

- ☐ Very
☐ Somewhat
☐ Not

3. Do you think you will use any of the information discussed today?

- ☐ Yes
☐ No
☐ Maybe

4. Comments (optional, anonymous)

Please input

0/200

By responding to this survey, you agree to [Zoom's Privacy Statement](#) and [Terms of Service](#).

Submit



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THANK YOU!

Ahren Crickard, Kevin Waldrop, Kate
Balderston

coe@ucsd.edu