Report:	Assessment Plan Details for: • Vice Chancellor for Business & Finance
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Workspace:	Operational Plan & Assessment Report - OPAR
Assessment Plan:	2010-11Cycle: Assessment Plan and Assessment Findings
Assessment Plan Template:	OPAR Assessment Plan
Report Generated:	Friday, February 25, 2011

Measures and Findings

Vice Chancellor for Business & Finance Unit Goals 2010-2011

1. Retention and Graduation Rates

1.1. Improve Student Services/Satisfaction

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.5.0.

Measures & Findings

1.1.1. Improve Student Services/Satisfaction

Details/Description: Complete unit goals in support of campus strategic plan as it relates to student services and satisfaction.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel: All unit heads.

Supporting Attachments:

Findings for 1.1.1. Improve Student Services/Satisfaction

Summary of Findings: Mid-Year Findings:
Safety Measures:

1) FSU Department of Police and Public Safety will continue to improve public safety by providing Mandatory Safety Training to FSU Faculty and Staff on Recognizing and Preventing Violence in the Workplace.

2) In Fall, 2010, the University will conduct a Table-Top Exercise and a functional exercise to test the University's response to a train derailment and hazardous materials release.

3) To promote personal safety, the Department of Police and Public Safety will offer two sessions of the Rape Aggression Defense (RAD) Training Program to students.

Capital Projects:
Nursing Building – complete construction and move faculty and staff before the start of Spring Semester.

Science and Technology building – conduct ground breaking and commence construction.

Lilly Gym Phase II Renovation – commence bidding and construction for the south side of the building.
Butler Building Exterior Stairs Repairs – commence bidding and construction.

Finance and Accounting
The UNC Financial Improvement and Transformation Project (UNC FIT) is ongoing with efforts to focus campus financial managers on activities that result in audit compliance.

Continuing:

Converted the Bronco Corral location in the Jones Student Center from a Subway

sandwich/sub shop to a Bronco Grill concept offered a larger variety of menu options with lower pricing in addition to convenience store type items. Experienced a substantial increase in student overall satisfaction and participation as well as faculty and staff. Will continue to monitor and fine tune this operation.

Changed the resident meal plan structure from a set number of meals per week format to a block meal plan format. Under the meals per week format if the set number of meals (maximum 21) were not used would not carry over to the following week. Under new format student meals carry over from week to week throughout the semester greatly improving overall student satisfaction.

Implement "Smart Track" a state-of-the-art inbound software tracking system for the logging of inbound parcels. "Smart Track" is a PC –based locator/tracking/routing system that follows the path of accountable mail (packages, office supplies, certified mail, etc.) from entry point to delivery point and signature. "Smart Track" will allow staff to track accountable items that now require handwritten logs and looking through reams of paper to find disputed deliveries.

To begin work with the Facilities Planning Department and Heery Design International on the planning and development of design and outfitting for a Java City Branded Coffee Program location in the new Science & Technology Building scheduled to break ground January 2011. It will be the first food service location for west campus since the closing of Cook Dining Hall and will feature specialty coffee, espresso beverages, teas, pastries, sandwich, salads, soups, etc.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : Good progress has been made in the majority of areas. The Lilly Gym and Butler Building initiative are not complete. Butler Building project funds withheld.

Substantiating Evidence:

1.2. Improve Facilities and Technology

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.0.

Measures & Findings

1.2.1. Improve Facilities and Technology

Details/Description: Units will make continuous progress towards improving facilities and technology.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel: All Unit Heads

Supporting Attachments:

Findings for 1.2.1. Improve Facilities and Technology

Summary of Findings: Mid-Year Findings:
Capital Projects:
Nursing Building – complete construction and move faculty and staff before the start of Spring Semester.

Science and Technology building – conduct ground breaking and commence construction.

Chemistry Department Remediation Needs – complete construction ready for Fall Semester.

Lilly Gym Phase II Renovation – commence bidding and construction on the south side of the building.

Butler Building Exterior Stairs Repairs – commence bidding and construction.

Architectural renderings for Science and Technology building have been completed and construction documents for bidding are under way. The Chemistry Department Remediation Needs project is under construction and scheduled for completion in late Summer 2010.

Planning for new residence halls, expansion/renovation of the Student Center and a new Health/Wellness Center.

Installation of Blackboard Building Blocks modules to interface with Banner and Housing programs for real-time automation of the meal plan posting and accounting processes. Current system involves manual tracking of student registration, housing assignments and placement of meals plans on account therefore requiring timely receipt of information by various offices for total efficiency.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes :

Substantiating Evidence:

2. Economic Transformation

2.1. Pursue a Leadership Role in the BRAC Initiative

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 2.4.0.

Measures & Findings

No measures specified

2.2. Share Innovation and Entrepreneurship Best Practices

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 2.5.0.

Measures & Findings

No measures specified

3. Fiscal Resourcefulness and sustainability

3.1. Maximize Use of Funds

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.1.0.

Measures & Findings

3.1.1. Maximize Use of Funds

Details/Description: All units will work toward maximizing use of all funds by meeting their unit goals.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel: All Unit Heads

Supporting Attachments:

Findings for 3.1.1. Maximize Use of Funds

Summary of Findings: Mid-Year Findings: Will fully implement the newly formed Budget Advisory Committee (BAC) who will make recommendations to the university leadership regarding funding decisions in an effort to maximize all available resources.

The UNC Financial Improvement and Transformation Project (UNC FIT) will

continue its focus for audit compliance in the areas of Financial Aid, Contracts & Grants and General Accounting with the introduction of Key Performance Indicators (KPI).

Fayetteville State will move its payroll processing from the NC Central Payroll system to the campus Banner HR system in a shared services arrangement with UNC General Administration.

The campus participates in the project as a member of its Change Advisory Board (CAB) with voting rights to shaping the processing standards that are used at all UNC campuses. Milestones include:
1) Data conversion of the existing Banner HR to the new UNC data standards by September 15.
2) Move student and temporary employees to a bi-weekly processing schedule which features using a new web-based time entry system beginning October 1.
3) Cutover all payroll processing, including permanent faculty and staff, by January 1, 2011 to enable issuance of a single W2 for calendar 2011.

The university is implementing its new purchasing system with SCIQUEST software. This effort, branded “Bronco E-Buy,” will provide the university with access to hundreds of higher education supplier catalogs for better control of campus spending. Many features including on-line shopping, trend reporting and budget management will be part of the project roll out. Standard commodity code availability that comes with the new system will allow campus hazmat authorities to be notified when hazardous materials are ordered for use on campus.

A second phase of the SCIQUEST effort will begin in February 2011 that features electronic invoice settlement with suppliers to reduce the amount of paper handling in the process.

New application interfaces for Housing, TIAA-CREF, and Fidelity Investments have been implemented to reduce errors in data and processes and to increase turn-around times.

T2 – A campus traffic management software has been implemented to automate vehicle registration, parking allotment, enforcement, and collection of fess and penalties. Will continue to monitor and make improvements on this process.

After having 17 findings in 2006 and 14 in 2007, the 2009 FSU audit contained only one finding - inappropriate system access. Will continue to strive for fiscal integrity and sound recordkeeping.

Capital Projects:
Nursing Building – complete construction and move faculty and staff before the start of Spring Semester.

Science and Technology building – conduct

ground breaking and commence construction.

Chemistry Department Remediation Needs – complete construction ready for Fall Semester.

Lilly Gym Phase II Renovation – commence bidding and construction on the south side of the building.

Butler Building Exterior Stairs Repairs – commence bidding and construction.

Mobile Telephones Policy was approved in Sept. 2009 to reduce telephone expenditures. This policy established guidelines for approval, procurement, possession, and appropriate use of FSU owned mobile telephones.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : Payroll project for all employees is complete. SCIQUEST initial phase is complete. There were no 2009-2010 fiscal year audit findings. Nursing building is complete. Butler building project is being delay while we await funding.

Substantiating Evidence:

UNC FIT Finance Mid-Year KPI (Microsoft Excel)

3.2. Expand Grants and Contracts

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.2.0.

Measures & Findings

No measures specified

3.3. Develop/Implement an Environmental Sustainability Progr

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.4.0.

Measures & Findings

3.3.1. Develop/Implement an Environmental Sustainability Program

Details/Description: Develop and implement a campus-wide Environmental Sustainability Program.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel: Harlan Blauser and Rudy Cardinas

Supporting Attachments:

Findings for 3.3.1. Develop/Implement an Environmental Sustainability Program

Summary of Findings: Mid-Year Findings: Commence bidding and construction for the campus' first LEED certified (Silver Level) building, the New Science & Technology Building Complex.

Strides made in sustainability included formation of a Sustainability Coalition, with continued-focused efforts to ensure compliance with environmental sustainability mandates and policies.

Complete Main Campus Storm water Management Study and complete design and installation of the improved storm water plan for new Nursing Building. Also implement construction storm water initiatives for the parking lot and site of the Police and Public Safety- Mitchell Building.

Complete building systems commissioning of the new Nursing Building.

Continue to Submit Annual Solid Waste & Recycling report and Strategic Energy Plan to appropriate state agency.

Acceptable Target Achievement: Met

Recommendations :

Reflections / Notes : All initiatives are in progress.

Substantiating Evidence: