



GOALS FOR FY09

DIVISION OF BUSINESS & FINANCE

BUDGET & RISK MANAGEMENT

COMMITMENT 2: COMMIT TO DISTINCTIVE PROGRAMS RECOGNIZED FOR QUALITY, UNCOMMONNESS & SUSTAINABILITY

2.1 Complete Musical Instrument Appraisal

COMMITMENT 6: COMMIT TO RESOURCE GROWTH AND MANAGEMENT TO SUPPORT ONGOING IMPROVEMENTS IN THE QUALITY OF EDUCATIONAL AND SERVICE

6.2 Improve budget training sessions, which includes:

- 6.34
- (1) Introduction to Budget Cycle
 - (2) Essential Tools for Budget Managers
 - (3) Understanding & Managing Designated, Restricted, and Agency Funds
 - (4) Managing University Reserve Funds
 - (5) Avoiding NSF's

6.9 Manage Intercollegiate Athletics Claims Management.

6.12 Design a new claims data program to track and manage claims.

6.13 Improve safety training programs by upgrading Blackboard and automating all training alerts.

6.14 Implement online approvals in HR, Position Control and Finance modules to improve budgetary controls and streamline approval process.

6.33 Conduct analysis of departmental budget requests prior to formal submission to IPC.

6.37 Improve campus safety by enhancing lighting in 15 areas, replacing/resurfacing walkways at 14 areas, and demolishing unsafe structures.

ACHIEVEMENTS FOR FY09

BUDGET & RISK MANAGEMENT

6.2 Improve budget training sessions:

- ❑ Understanding and Managing Designated, Restricted and Agency Funds
- ❑ Budget Essentials #1 - Queries & Reports
- ❑ Budget Essentials #2 – Transfers
- ❑ Avoiding NSF'S
- ❑ Employment Authorizations and the Budget

6.9 Assumed management of Intercollegiate Athletic claims

6.3 Conduct analysis of departmental budget requests prior to formal submission to IPC

6.37 Improve campus safety

- ❑ Replaced five outdated solar emergency telephones, which were being decommissioned in February 2009, with new Talk-A-Phones and created an Emergency Phone spreadsheet to monitor service quality and identify the exact location where the call originates without requiring the caller to report his/her location.
- ❑ Removed basketball hoops due to structure damage in Main Gym
- ❑ Installed lightning in front of Finance Center entrance and walkway; entrance to Drama Building; and parking lot behind Manor Hall
- ❑ Installed additional signage to warn the public about the safety concerns at Stagg Stadium
- ❑ Replaced chemical warnings signs on the storage shed near the Classroom Building to meet Fire Safety Code standards
- ❑ Installed security cameras in Lot 3 (adjacent to the Pacific Intercollegiate Athletic Center building off Mendocino) and Lot 7 (behind fraternities/sororities) to monitor for criminal activity
- ❑ Demolished the Greenhouse and Ticket Booths southeast of Stagg Stadium
- ❑ Replaced sidewalks: east and south of Wendell Phillips Center; south of Anderson all the way to Stagg Way; south of Finance Center and Baun Hall; thirty-nine feet south of Price House, north Parking Lot 4; crosswalk on Kensington & Brubeck Way; by Drama Building and the Pharmacy Rotunda
- ❑ Removed eight thousand pounds of Chemistry Department's electronic waste
- ❑ Removed old transfers from two underground vaults by the pool and stadium areas
- ❑ Installed bollards, cable and reflective signage near high voltage electrical panels at Physical Plant
- ❑ Corrected maximum occupancy violations by adding additional door onto classroom 204 in the Classroom Building
- ❑ Added exit panic bar in Holt Atherton Library basement

Building Financial Capacity

- ❑ Provided up-to-date appraisals for University-owned fine art and buildings to our insurance broker to ensure that the University's property and casualty insurance program effective January 1, 2009 is properly valued
- ❑ Purchased a software system to monitor and track University vendor compliance with insurance requirements
- ❑ Implemented salary encumbrance feature in BANNER in order to reduce manual forecasts of salary expenses
- ❑ Developed Access database to streamline forecasts of expenditures
- ❑ Continued to refine budget estimates for technology and utilities
- ❑ Developed a 5-year budget plan for the Center for Professional and Continuing Education, now including the EdPro2 evening education certificate program initially launched by the Benerd School of Education.

Enhancing Campus Beauty

- ❑ Added sensor lights at the tennis courts to frustrate graffiti tagging

2.1 Complete (Asset) Appraisals

- ❑ Holt Atherton Library's valuable papers.
- ❑ Musical Instruments (carryover from FY 09)

6.1 Ensure competitive salaries and benefits for employees

- ❑ Analyze faculty and staff compensation levels against comparison institutions

6.2 Improve Budget Training Sessions

- ❑ Expand Effective Budget training to electronic delivery methods if feasible

6.37 Improve Campus Safety

- ❑ Continue upgrade of emergency phones when existing phones need repairs
- ❑ Expand hazardous waste management program to DEA regulated materials
- ❑ Continue Safety & Lighting improvements
- ❑ Complete installation of evacuation signage for at least 10% of Main Campus and provide evacuation training to employees
- ❑ Publish comprehensive Safety Policies & Procedures Manual for all Campuses
- ❑ Launch a DMV Employer Pull Notice Program to alert when a traffic violation occurs
- ❑ Establish periodic inspections of University owned vehicles
- ❑ Continue and expand assessments for Campus Building Security

Strengthen Wellness, Recreation and Athletic Programs

- ❑ Conduct a budget audit for Athletics

Improve Services for Students, Faculty, Staff and External Clients

- ❑ Complete research for Business Continuity Plan and begin documentation of procedures for all Campuses
- ❑ Complete the Americans with Disabilities Act Transition Plan
- ❑ Label all motorized carts for general liability purposes and institute procedures for cart check-out

Building Financial Capacity

- ❑ Develop a viable cost allocation model for all areas of the University
- ❑ Establish a monthly reporting package for revenue and expenditure budget performance
- ❑ Evaluate and support year 2 of the five-year CPCE expansion plan
- ❑ Initiate a computer-based training format so that new employees can benefit from the information as soon as they start at Pacific