Administration and Finance
Strategic Planning

Presented By:
Laurence Furukawa-Schlereth
MISSION

ADMINISTRATION AND FINANCE ENHANCES AND SUPPORTS THE UNIVERSITY’S EDUCATIONAL MISSION.
CORE VALUES

Administration and Finance employees conduct themselves with integrity and are held accountable for their conduct.

We are committed to customer satisfaction and support diversity in all its forms. We are respectful and compassionate and foster a culture of innovation and creativity. We encourage personal and professional growth and recognize achievements and contributions of all employees. We are honest and fair.
VISION

SSU will be recognized as a center of excellence for its residential and student-centered liberal arts and professional programs that promote social, cultural and economic progress of the North Bay region and beyond.
University Strategic Plan Goals

• Academic Programs: Develop challenging, innovative, intellectually rigorous academic programs that engage students and faculty in life-long learning, critical thinking, inquiry and reflection.

• Infrastructure: Address deferred infrastructure needs and prepare the physical plant for enrollment growth.

• Faculty and Staff Development: Continue to provide a supportive environment that attracts and retains quality faculty and staff and contributes to their professional growth.
University Strategic Plan Goals

- Quality of the Student Experience: Provide SSU students with a quality co-curricular experience and an environment that leads to enhanced learning and personal growth.

- Enrollment Management: Manage enrollment to achieve campus targets and maximize student retention, graduation and satisfaction.

- External Support: Increase private and public sector support.
University Strategic Plan Goals

• **Diversity**: Promote and support an increasingly diverse and inclusive university community, curriculum, and culture.

• **Community Resources**: Maintain and enhance collaborative relationships with the local communities and the surrounding region in order to contribute toward educational, social, cultural, and economic development.

• **Sustainability**: Coordinate information about and encourage the development of sustainability and social responsibility in the academic development and culture of SSU.
University Strategic Plan Goals

Infrastructure

ADDRESS DEFERRED INFRASTRUCTURE NEEDS AND PREPARE THE PHYSICAL PLANT FOR ENROLLMENT GROWTH.
Construct Beaujolais Village II

• Complete a demand study for the Project
  – June-August, 2006: Director of Housing
    • External Consultant Retained
  – Budget: $50,000
  – Source: Housing Working Capital

• Obtain approval from the CSU HPRC to proceed
  – September-October 2006:
    • Project Budget Developed: Senior Director CPDC
    • Financial Statements Prepared: Senior Director Entrepreneurial Services
    • Document Developed: Director of Housing
    • HPRC Scheduled: Director of Housing
Construct Beaujolais Village II

- Hire a Construction Project Manager for the Project.
  - July, 2006: Senior Director, CPDC
  - Budget: $51,000
  - Source: A&F Salary Savings 06-07

- Develop, issue, and appoint a design/build firm for the Project.
  - January, 2007: Senior Director, CPDC and CPM
Construct Beaujolais Village II

- Obtain CSU Board approval for the schematic design of the Project
  - March BOT: Chief Financial Officer
- Obtain CSU Board approval for the financing of the Project
  - Revise Financial Statements as Needed: CFO
  - March BOT: CFO
- Break ground on the Project
  - June, 2007: Senior Director, CPDC and CPM
Construct the University Center

- Identify an architect for the Project
  - May, 2006:
    - Appoint Selection Committee – Senior Director, CPDC
  - July, 2006:
    - Select Architect – Senior Director, CPDC

- Complete schematic design for the project
  - December, 2006: Architect and Committee
  - Budget: $524,000
    - Entrepreneurial Activities 06-07: $435,000
      - SSE 06-07 $217,500
      - Housing 06-07 $217,500
    - Student Union/ASI $89,000
Construct the University Center

• Complete design development for the project
  – June, 2007: Architect and Committee
  – Budget: $524,000
  – Source:
    • Entrepreneurial Activities 06-07 $435,000
      – SSE 06-07 $217,500
      – Housing 06-07 $217,500
    • Student Union/ASI $89,000

• Develop a financing concept for the project
  – May, 2007: CFO and Committee
Construct the Professional Schools Building

• Identify Non-State Resources to Support the Bond Campaign
  – Budget: $10,000
  – Source
    • President’s Discretionary Fund
    • SSE
Construct Faculty/Staff Housing

• Resolve Rohnert Park legal issues
  – July, 2006: Senior Director, Entrepreneurial Activities
  – Budget: $40,000 (Legal Fees)
  – Source: A&F 05-06 Year-End

• Remove existing structures on the land
  – August, 2006: Senior Director, Facilities Services
  – Budget: $40,000
  – Source: A&F 06-07 Salary Savings
Construct Faculty/Staff Housing

• Issue the Environmental Impact Report
  – June 1, 2006: Senior Director, CPDC
  – Budget: $150,000
  – Source: A&F 05-06 Year-End

• Obtain approval from the CSU HPRC to proceed
  – April, 2007: Faculty Staff Housing Committee
    • Project Budget Developed: Senior Director, CPDC
    • Financial Statements Prepared: Senior Director, Entrepreneurial Activities
    • Document Developed: Management Trainee, Entrepreneurial Activities
    • HPRC Scheduled: Management Trainee, Entrepreneurial Activities
Construct Faculty/Staff Housing

• Hire a Construction Project Manager for the Project
  – July, 2006: Senior Director, CPDC
  – Budget: $51,000
  – Source:
    • Housing 06-07 $17,000
    • Parking 06-07 $17,000
    • SSE 06-07 $17,000

• Hire the CM at Risk for the Project
  – September, 2006: Senior Director, CPDC
  – Budget: Being Analyzed
  – Source: Administration and Finance 06-07 Salary Savings
Construct Faculty/Staff Housing

• Ascertain cash flow requirements for the project infrastructure
  – March, 2007: Faculty/Staff Housing Committee
• Finalize the “rules” for the project
  – March, 2007: Faculty/Staff Housing Committee
Construct Faculty/Staff Housing

• Develop a financing concept for the project infrastructure
  – March, 2007: Faculty/Staff Housing Committee

• Develop the PR and communications plan for the Master Plan Revision
  – May, 2007: Faculty/Staff Housing Committee

• Obtain CSU Approval for the Revised Master Plan and Certify the EIR
  – July, 2007: Faculty/Staff Housing Committee
Construct Faculty/Staff Housing

- Obtain CSU approval for the financing of the project infrastructure
  - July, 2007: Faculty/Staff Housing Committee
- Break ground on the project infrastructure
  - August, 2008: Senior Director, CPDC and CPM
Address CSU mandates in Financial Services General Fund

• Hire the second GAAP CPA for the General Fund
  – July, 2006
  – Budget: $136,000 Salary and Benefits
  – Source: Administration and Finance 06-07 Growth Funds

• Hire a cash manager for the Revenue Management Program
  – Budget: $136,000 Salary and Benefits
  – Source: University Wide Interest Earnings, Revenue Management Program
Address Grants and Contracts

Accounting Needs

• Hire additional staff to support Grants and Contracts Post Award
  – July, 2006
  – Budget: $136,000 Salary and Benefits
  – Source: Being Analyzed
Address Foundation Accounting Needs

• Hire additional staff to support Foundation Accounting
  – July, 2006
  – Budget: $136,000 Salary and Benefits
  – Source: Being Analyzed

Infrastructure
Continue the Implementation of the Common Management System

• Upgrade the Human Resources/Student Application module to Version 8.9
  – May-October, 2006
  – Budget: $0 required.
  – Source: Existing CMS budget is sufficient

• Upgrade the Finance module to Version 8.9
  – March-September, 2007
  – Budget: $0 required.
  – Source: Existing CMS budget is sufficient
Continue the Implementation of the Common Management System

- Continue the CMS Facilities Use agreement with the Library in 2006-2007
  - Budget: $50,000
  - Source: Administration/Finance 06-07 salary savings

- Recruit a Senior Director for Common Management Systems
  - Budget: Salary in the CMS Base. Recruitment costs from position salary savings
Continue the Implementation of the Common Management System

• Launch the Development Module Pilot
  – Fall, 2006: Project begins
  – Budget:
    • $300,000, One-Time (External Consultants)
    • $100,000, On-Going (IT AIS Support)
  – Source: Campus Discussion

• Launch the data warehouse for reporting needs
  – March, 2007: Human Resources/Student Application
  – May, 2007: Finance
  – Budget: $0 required.
  – Existing CMS budget is sufficient
Continue the Implementation of the Common Management System

• Implement the PeopleSoft portal
  – January-March 2007: Review feasibility
  – April-August, 2007: Implement
  – Budget: $100,000 – One-Time
  – Source: Campus Discussion

• Review the merits of an external payment agency
  – Budget: $0 required in 2006-2007
Green Music Center

• Hire a Project Manager for the Project
  – July, 2006
  – Budget: $125,000 Annually
  – Source: Project Management Reimbursement GMC Project (CSU)

• Initiate a search for the Facilities Administrator
  – January, 2007
  – Budget: $57,800 in 2006-2007 6 Months
    • Fund Source: Administration and Finance 06-07 Salary Savings
  – Budget: $115,600 in 2007-2008
    • Fund Source: Administration and Finance 07-08 Growth Funds
Green Music Center

- Identify needed Facilities Services equipment
  - June, 2007
  - Budget: $0 Required

- Finalize the design of the Hospitality Center
  - September, 2006
  - Budget: $0 Required (Contained in GMC Project Budget)

- Identify needed Hospitality Center Equipment and Furnishings
  - December, 2006
  - Budget: $0 Required

- Identify 50% of the resources for restaurant equipment and furnishings
  - 2006-2007 Earnings: Entrepreneurial Activities
Address Campus Administrative Technology Needs

• Ascertain the priority of information security on campus
  – December, 2006
  – Budget: To Be Determined

• Identify the priority administrative technology projects for the next five years
  – December, 2006
  – Budget: To Be Determined
Address Campus Instructional Technology Needs

- Identify priority instructional technology initiatives for the next five years
  - December, 2006
  - Budget: To Be Determined
Address Campus Deferred Maintenance

- Develop a prioritized list of deferred maintenance needs by fund
  - March, 2007
Address Division Structural Deficits

- Facilities Services: $650,000
  - No action in 2006-2007
- Financial Services: $120,000
  - Assessment Activity, Summer, Fall, 2006
- Human Services: $55,000
  - Organization Review Summer, Fall, 2006
Address Division Structural Deficits

• Information Technology: $302,000
  – No action in 2006-2007
  – One-Time Funds Provided in 2006-2007
  – Source: Administration and Finance 06-07 Salary Savings

• Police Services: $55,000
  – No action in 2006-2007

• University Business Services: $43,000
  – No action in 2006-2007
University Strategic Plan Goals
Faculty and Staff Development

CONTINUE TO PROVIDE A SUPPORTIVE ENVIRONMENT THAT ATTRACTS AND RETAINS QUALITY FACULTY AND STAFF AND CONTRIBUTES TO THEIR PROFESSIONAL GROWTH.
Close the Salary Gap for Administration and Finance Employees
Emergency Preparedness and Safety

• Develop a campus business continuity plan
  – September, 2006
  – Budget: $0 Required

• Complete department specific training in emergency preparedness
  – June 2007
  – Budget: $0 Required

• Complete a campus wide disaster drill
  – June 2007
  – Budget: $0 Required
Employee Workstation Program

• Identify permanent funding for the employee workstation program

• Budget for Administration and Finance: $120,000 per year
  – Source: Administration and Finance 06-07 Growth Funds
Management and Staff Training Program

• Develop the parameters and cost of a management/staff training program
  – March, 2007
  – Budget: $0 Required

• Develop a marketing program for the Fee Waiver Program
  – December, 2006
  – Budget: $0 Required

• Identify strategies that allow SSU to be recognized as an employer of choice
  – June, 2007
  – Budget: $0 Required
Assessment

• Complete the assessment of Financial Services
  – December, 2006
  – Budget: $15,000 (External Consulting Costs)
  – Source: Administration and Finance 06-07 Growth Funds

• Complete the assessment of Entrepreneurial Activities
  – February, 2007
  – Budget: $15,000 (External Consulting Costs)
  – Source: Entrepreneurial Activities 06-70 Earnings
Assessment

• Complete the assessment of Capital Planning, Design and Construction
  – February, 2007
  – Budget: $15,000 (External Consulting Costs)
  – Source: Administration and Finance 06-07 Growth Funds

• Complete the assessment of Human Services
  – June, 2007
  – Budget $15,000 (External Consulting Costs)
  – Source: Administration and Finance 06-07 Growth Funds
University Strategic Plan Goals

Quality of the Student Experience

PROVIDE SSU STUDENTS WITH A QUALITY CO-CURRICULAR EXPERIENCE AND AN ENVIRONMENT THAT LEADS TO ENHANCED LEARNING AND PERSONAL GROWTH.
One Card

- Identify a full-time administrator for One Card
  - May, 2006: CFO
  - Budget: $0 Required (Managerial Reassignment)

- Launch Phase I of Keyless locks in the Residential Community
  - July, 2006: System Identified One Card Administrator
  - Budget: $500,000
  - Source: Housing Maintenance Reserve
  - July, 2006: IT and Facilities Staff Identified
  - Budget: $100,000
    - SSE $50,000
    - Housing $50,000
One Card

• Launch the Employee ID component of One Card
  – August, 2006: Senior Director, University Business Services and CIO
  – Budget: $0 Required

• Develop Plan using One Card to Address Overcapacity in the Zinfandel Dining Room
  – August, 2006: Director of Dining Services
  – Budget: $0 Required
One Card

- Implement Card Readers in the Bookstore
  - January, 2007: Senior Director Entrepreneurial Activities, One Card Administrator, AIS, CMS Staff
  - Budget: $5,000
  - Source: SSE 06-07

- Implement Card Readers in Vending and Laundry
  - April, 2007: Senior Director Entrepreneurial Activities, One Card Administrator, AIS, CMS Staff
  - Budget: $20,000
  - Source: SSE
One Card

• Develop a Marketing Campaign to Maximize Card Value and Use
  – April, 2007: One Card Administrator

• Develop Web-Based Self-Service
  – June, 2007: One Card Administrator and AIS Staff
  – Budget: $0 Required
Student Payroll

• Improve the pay process for student employees
  – Budget: $0 Required
Summary of Budget Needs

Housing

- Demand Study for Beaujolais Village II $50,000
- Schematic Design for University Center $217,500
- Design Development for University Center $217,500
- Construction Project Manager for FSH $17,000
- Phase I of Keyless Locks
  - System Identified One Card Administrator $500,000
  - IT and Facilities Staff Identified $50,000
- Total $1,052,000
### Summary of Budget Needs

**SSE (Including CEC)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schematic Design for University Center</td>
<td>$217,500</td>
</tr>
<tr>
<td>Design Development for University Center</td>
<td>$217,500</td>
</tr>
<tr>
<td>Construction Project Manager for FSH</td>
<td>$17,000</td>
</tr>
<tr>
<td>GMC Restaurant Equipment and Resources</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Assessment</td>
<td>$15,000</td>
</tr>
<tr>
<td>Phase I of Keyless Locks</td>
<td></td>
</tr>
<tr>
<td>- IT and Facilities Staff Identified</td>
<td>$50,000</td>
</tr>
<tr>
<td>One Card Readers in Bookstore</td>
<td>$5,000</td>
</tr>
<tr>
<td>One Card Readers in Vending and Laundry Machines</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,542,000</strong></td>
</tr>
</tbody>
</table>
Summary of Budget Needs

A&F Salary Savings for 06-07

- Construction Project Manager for Beaujolais II $51,000
- Legal Issues for Faculty/Staff Housing $50,000
- Remove Land Structures for FSH Project $40,000
- Environmental Impact Report for FSH Project $150,000
- CMS Facilities Use Agreement $50,000
- GMC Facilities Administrator Search Initiated $57,800

• Total $398,800
Summary of Budget Needs

A&F Year End for 05-06

• Possible One-Time Funds for IT $302,000

• Total $302,000
Summary of Budget Needs

A&F Growth Funds for 06-07

• Financial Services GAAP CPA $136,000
• Employee Work Station Programs $120,000
• Assessment
  – Financial Services $15,000
  – CPDC $15,000
  – Human Services $15,000

• Total $301,000
Administration and Finance
Strategic Planning