



California State University  
**DOMINGUEZ HILLS**

# Administration & Finance Division Overview

## Academic Senate

November 2, 2016



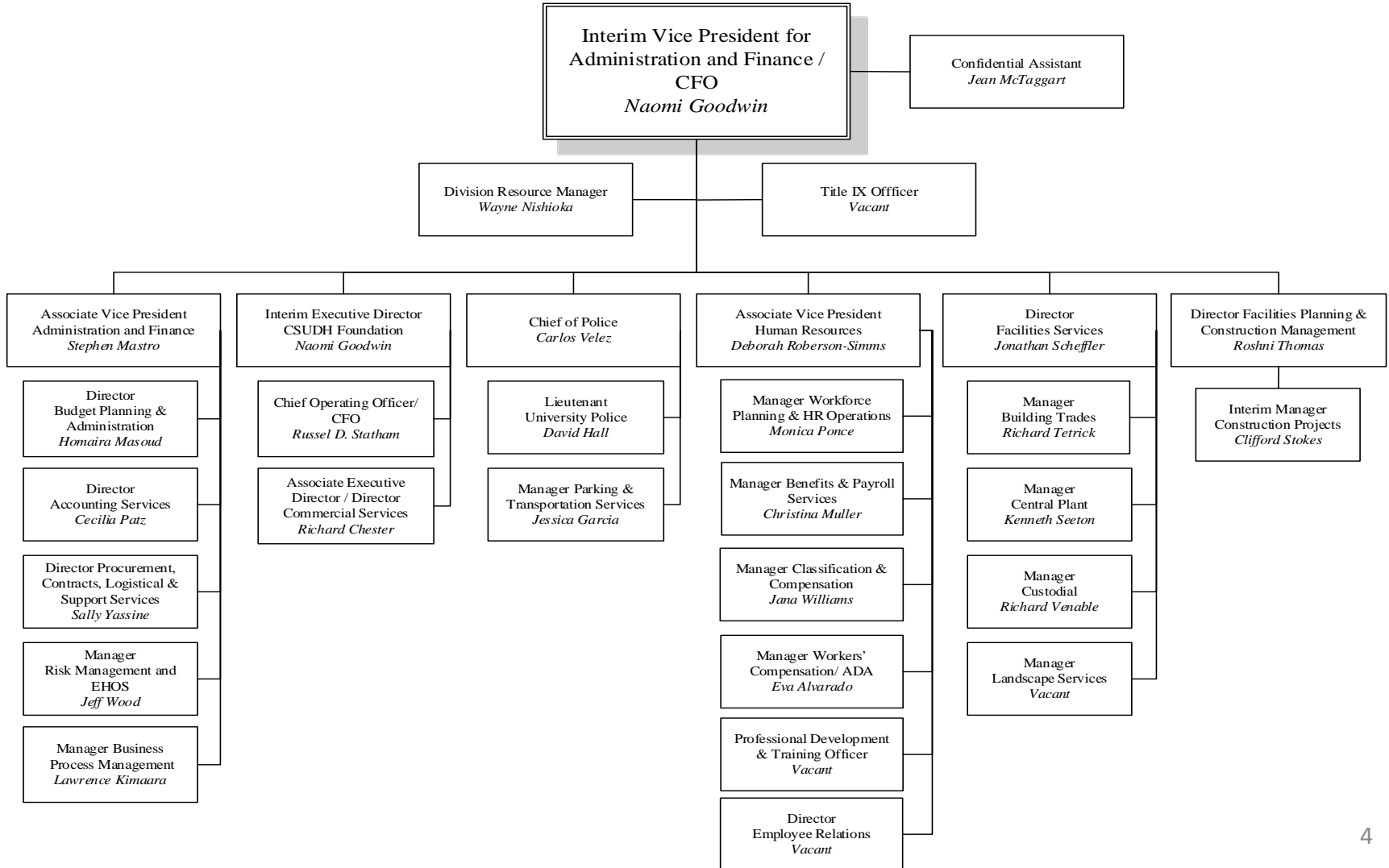
# Report Preparation

- Wayne Nishioka, Admin. & Finance, Division Resource Manager
- Larry Kimaara, Manager, Business Process Management
- Andrea Alvarez, Administrative Analyst, Admin. & Finance



## Division Facts and Figures

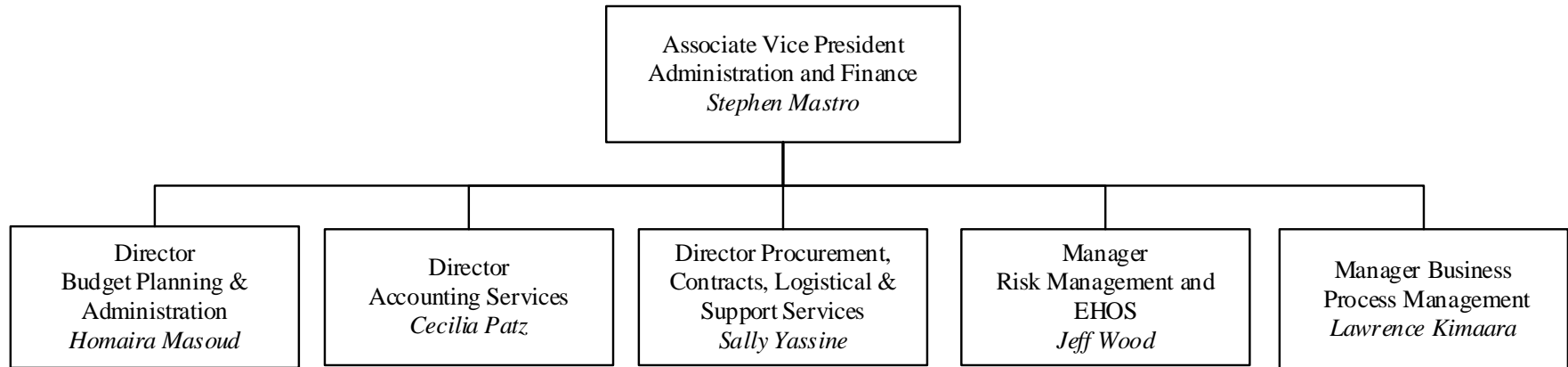
- 285 Division staff, including 23 MPP (University/State Operating Fund) and 112 Foundation staff (5 MPP Equivalent).
- Decrease of 10 staff (FTE) between FY08-09 and FY15-16.
- 60 student assistants hired by the Division during Fall 2016.
- \$11.8M State Operating Fund budget—45% to Facilities Services.
- \$19.5M Foundation operating budget.
- \$3.2M Parking operating revenue
- \$3.1M Utility budget
- \$1.8M in reimbursements and chargebacks
- Capital project, deferred maintenance, renovation and other funding for facilities projects





## Stephen Mastro - Associate Vice President for Administration and Finance

- Promote fiscal responsibility and oversee and administer the university budget.
- Ensure university expenditure, reconciliation, accounting, and reporting comply with applicable regulations, policies, and procedures.
- Manage university procurement and contracts.
- Oversee university audit activities, risk management, and health and safety.
- Manage logistical services, including shipping & receiving, mail delivery, and assets management.





## Financial Services Facts and Figures

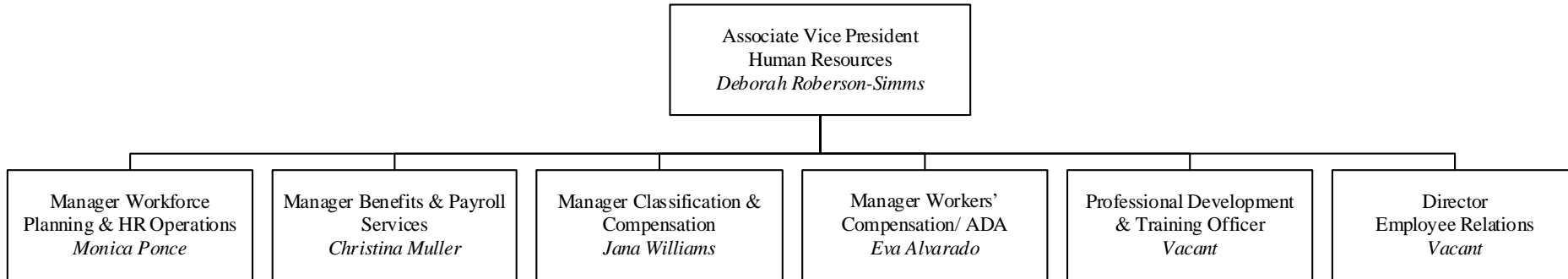
- 145% increase in budget journals processed between FY11-12 and FY15-16.
- 61% increase in new vendors created in Peoplesoft between FY11-12 and FY15-16.
- 41% increase in invoices processed between FY11-12 and FY15-16.
- Average of 31,712 student financial aid disbursements and reimbursements processed annually over a five-year period ending FY15-16.
- Average of 240 hours annually in CO audit compliance field work during past six years.
- Reduced purchase orders by 40% over a two-year period (2013-14 to 2015-16).

Fiscal Year	PO Number	PO Spend	Pcard Spend
FY13/14	7,209	\$20,690,345.03	\$1,583,655.42
FY14/15	6,672	\$16,882,001.55	\$3,058,622.56
FY15/16	4,406	\$15,048,960.59	\$4,722,051.21



## Deborah Roberson-Simms - Associate Vice President, Human Resources

- Provide leadership on human resources planning, policy, systems, and services.
- Manage staff recruitment and employment processes.
- Administer staff health insurance, leaves, and benefits programs.
- Manage payroll operations.
- Oversee employee and labor relations functions and activities.
- Administer classification and compensation programs managers and staff.
- Manage the workers' compensation program.
- Serve as interim lead in managing University Title IX compliance obligations.





## Human Resources Facts and Figures

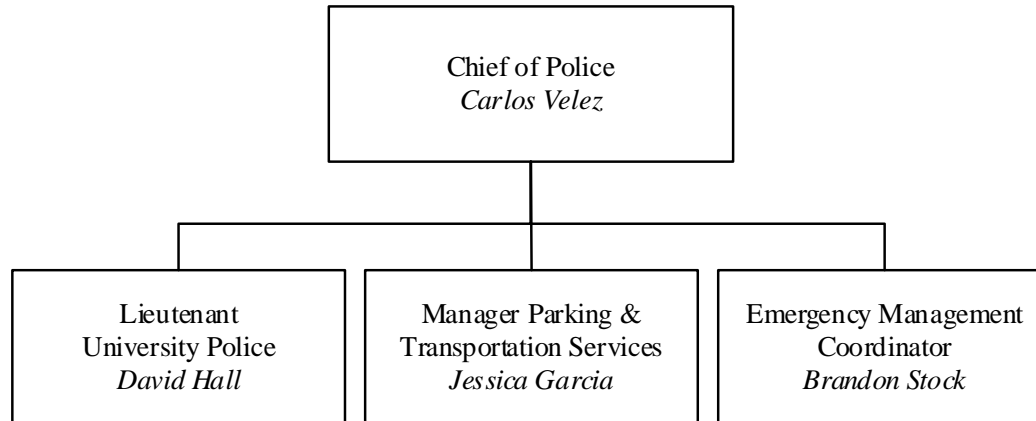
- 170% increase in in range progression requests between FY11-12 and FY15-16.
- 23% increase in reclassification requests between FY11-12 and FY15-16.
- 549 faculty and staff received fee waivers during 2015.
- HR processed over 5,000 appointment transactions and over 3,500 separation transactions during 2015.
- HR completed 130 recruitments during 2015.





## Carlos Velez - Chief of Police

- Provide patrol, traffic control, crime prevention and investigative services.
- Develop emergency preparedness plans and training and manages emergency notification systems.
- Maintain and manage campus parking facilities.
- Manage the Community Service Officer Program providing safety escorts, site security, and loss prevention.
- Operate a 24-hour 911 communication center.





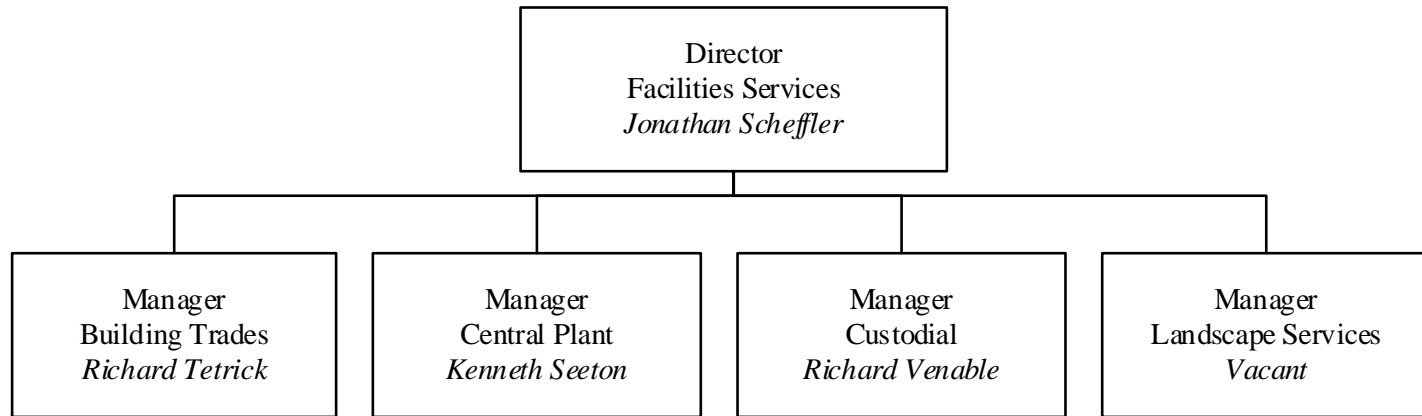
## University Police/Parking Facts and Figures

- 1.3 sworn officers per 1,000 students—the eighth highest ratio among the 23 CSU campuses (average is 1.0 sworn officer per 1,000 students).
- University police responded to an average of 2,472 requests annually to unlock/lock doors over a five-year period ending FY15-16.
- The total number of police escort requests were 129 in FY15-16.
- Total number of parking spaces = 4,881
- Total number of disabled spaces = 193 (4% of total spaces)
- Total number of faculty/staff space = 236 (5% of total spaces)



## Jonathan Scheffler - Director, Facilities Services

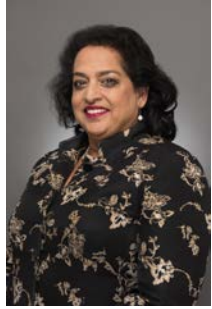
- Maintain and operate university facilities, grounds, utilities, and infrastructure.
- Implement programs and projects to reduce energy usage and utility costs.
- Identify and implement environmentally sustainable operational and building practices, recycling, and other integrated campus sustainability initiatives.
- Manage computer-aided design services.





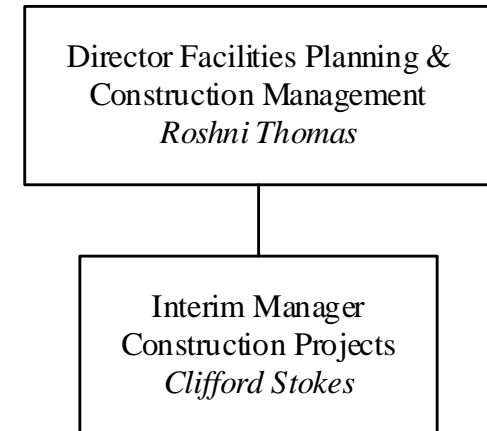
## Facilities Services Facts and Figures

- 1,035,738 GSF maintained, including 135 classrooms and 49 laboratories. 750 restroom fixtures.
- The average age of campus buildings is 38.75 years.
- Current deferred maintenance backlog is \$32M.
- Since 2011, almost \$750K in rebates and utility savings has been achieved and annual energy usage has been reduced by approximately 944,816 kilowatt-hours.
- Facilities Services has 4 fewer staff than in FY08-09 (86 vs. 92 positions).
- In FY08-09, there were 32 custodial positions and in FY16-17 there are 33 custodial positions despite an increase of more than 145K GSF of space to clean and almost 2,500 more students using campus facilities.
- APPA industry staffing comparisons:
  - Custodian: 32 positions—level 3/4, moderately low-level maintenance
  - Grounds: 14 positions (12.1 acres/staff)—level 4, moderately low-level maintenance
  - Trades: 31 positions (33,411 GSF/staff)—level 3, managed care



## Roshni Thomas - Director, Facilities Planning and Construction

- Prepare feasibility studies for proposed capital projects & facility remodeling.
- Manage land records and building documents, facility construction and remodeling, negotiate contracts with architects, engineers and contractors, and provide inspection and testing services.
- Support campus departments in developing scope and budget for facility construction, renovation and enhancement projects.
- Develop and administer long range plans for campus facilities and major capital improvement projects.
- Maintains a space and facilities database for and proposes solutions to space-related issues.
- Serve as University Building Official.







## Planning & Construction—Current Projects

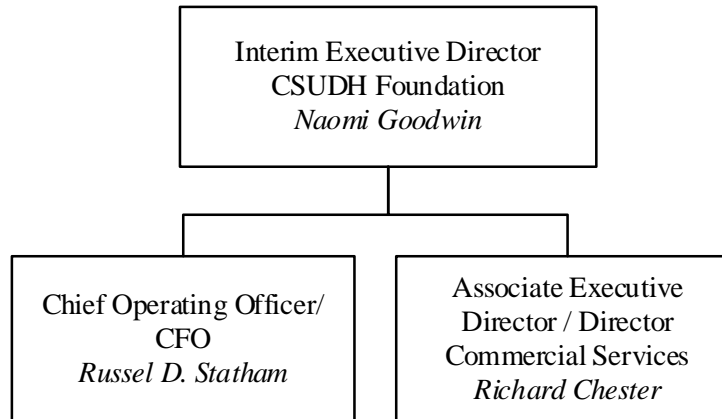
- New Science and Innovation Building (\$82M)
- SAC 1 demolition and occupant relocation
- Additional student housing
- Facility master plan update
- Library North 3rd and 4th floors
- Miscellaneous tenant improvement projects
- Five-year capital program





## Naomi Goodwin – Interim Executive Director, CSUDH Foundation (501c3)

- Provide information, advice and counsel to the Foundation Board of Directors and board committees on policies, programs and strategic direction.
- Provide executive-level leadership and develop and implement short and long range plans.
- Support university revenue-generating opportunities, such as public-private partnerships for land development and long-term facility lease agreements.
- Manage accounts and staffing for university post-award grant administration.
- Oversee the financial management of the organization, including development of the annual budget and implementation of prudent resource management practices.
- Oversee commercial operations.

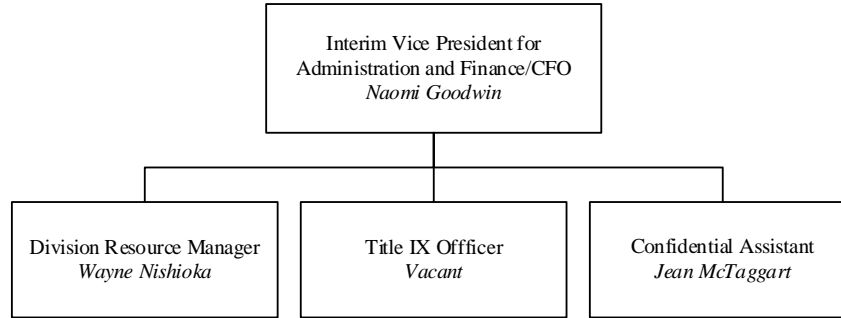




## Foundation Facts and Figures

- Employs over 750 staff (full time and part time) that support university initiatives and priorities, an increase of 25% over the previous year.
- Provides \$500K annually to the University in support of campus academic programs and student scholarships.
- Manages accounts and financial transactions for three other campus auxiliaries: the Philanthropic Foundation, the Associated Students Inc., and the Locker Student Union.
- Facilitates approximately \$5 million in new contracts-for-service for CISE programs, wherein the Foundation serves as the contractor, fiscal agent, and employer of record for STEM programs operated in Compton Unified School District





### **Wayne Nishioka – Division Resource Manager**

- Supports division strategic planning and special projects.
- Develops and implements division communication strategies.
- Serves as the principal fiscal officer and human resources liaison for the division.

### **Vacant - Title IX Officer**

- Leads and manages University Title IX compliance obligations.
- Oversees the development and implementation of strategic efforts aimed at preventing sexual violence and sex-based discrimination.
- Develops and implements effective training programs.
- Conducts and/or oversees Title IX investigations.

### **Jean McTaggart – Confidential Assistant**

- Provides a broad spectrum of day-to-day executive-level administrative support, including handling confidential tasks and following up on action items on behalf of the Vice President.
- Coordinates university subpoenas.



# Administration & Finance

## Select Strategic Initiatives



## **Guiding Principles: Where We Are Going**

### Service Orientation:

Administration and Finance seeks to distinguish itself by seizing opportunities to serve and support our campus community. This will be accomplished through a sincere interest in meeting the needs of our customers, communications, and swift action to address issues and concerns.

### Effective Leadership:

Administration and Finance will take a leadership role and serve as an active partner in advancing the university. We will achieve this by being proactive, sharing our skill sets and expertise, and through integrity and professionalism in our interactions.

### Empowerment:

Administration and Finance encourages individual responsibility, mutual respect, and collaboration to broaden understanding. We will pursue opportunities to grow and develop and to actively invest resources in achieving shared goals.



# University Strategic Goal 1: Outstanding Academic Programs

## Select Administration and Finance Initiatives:

- Balance the university budget and develop and recommend funding strategies that support university priorities, including, for example:
  - Faculty tenure/tenure track hiring aligned with enrollment growth.
  - Multi-year tenure/tenure track faculty hiring initiative to increase tenure density.
  - Baseline support for faculty research.



## University Strategic Goal 2: Focus on Student Success

### Select Administration and Finance Initiatives:

- Balance the university budget and develop and recommend funding strategies that support university priorities, including, for example:
  - Base funding for programs and initiatives proven successful in increasing student success currently funded via one-time resources.
  - Explore additional opportunities to provide financial support to students.
  - Partner with Academic Affairs and IT to establish a university incubator facility for students to launch and grow start-up businesses



## Strategic Goal 3: Innovative Learning Environment

### Select Administration and Finance Initiates

- Lead development, financial approval, and construction of the new Science and Innovation building.
- Lead development, financial approval, and construction of additional student housing.
- Initiate and implement changes to the existing campus dining program.
- Actively pursue opportunities to position CSUDH to receive funding for infrastructure, capital, deferred maintenance, ADA, and other funding through the CO.
- Partner with Academic Affairs and IT to develop and implement a multi-year plan for classroom and instructional space refurbishment that includes enhanced technology, new furniture and finishings, etc.



## **Strategic Goal 3: Innovative Learning Environment** (continued)

- Partner with the University Budget Committee to recommend funding to hire eight additional custodians (\$320K). Establish revised cleaning schedules and standards.
- Implement targeted building cleaning projects (e.g., remove gum and pressure wash exterior walk ways, deep clean campus restrooms, clean and paint campus stairwells).
- Increase funding to hire facilities services and maintenance staff.
- Increase funding to address campus deferred maintenance to \$2M annually.
- Develop a funding strategy for campus parking lighting projects.
- Renovate remaining restrooms to provide dignified ADA-accessible access.
- Increase opportunities and environment for informal interaction and collaboration.





## Strategic Goal 4: Sustainable Financial Strength

### Select Administration and Finance Initiatives:

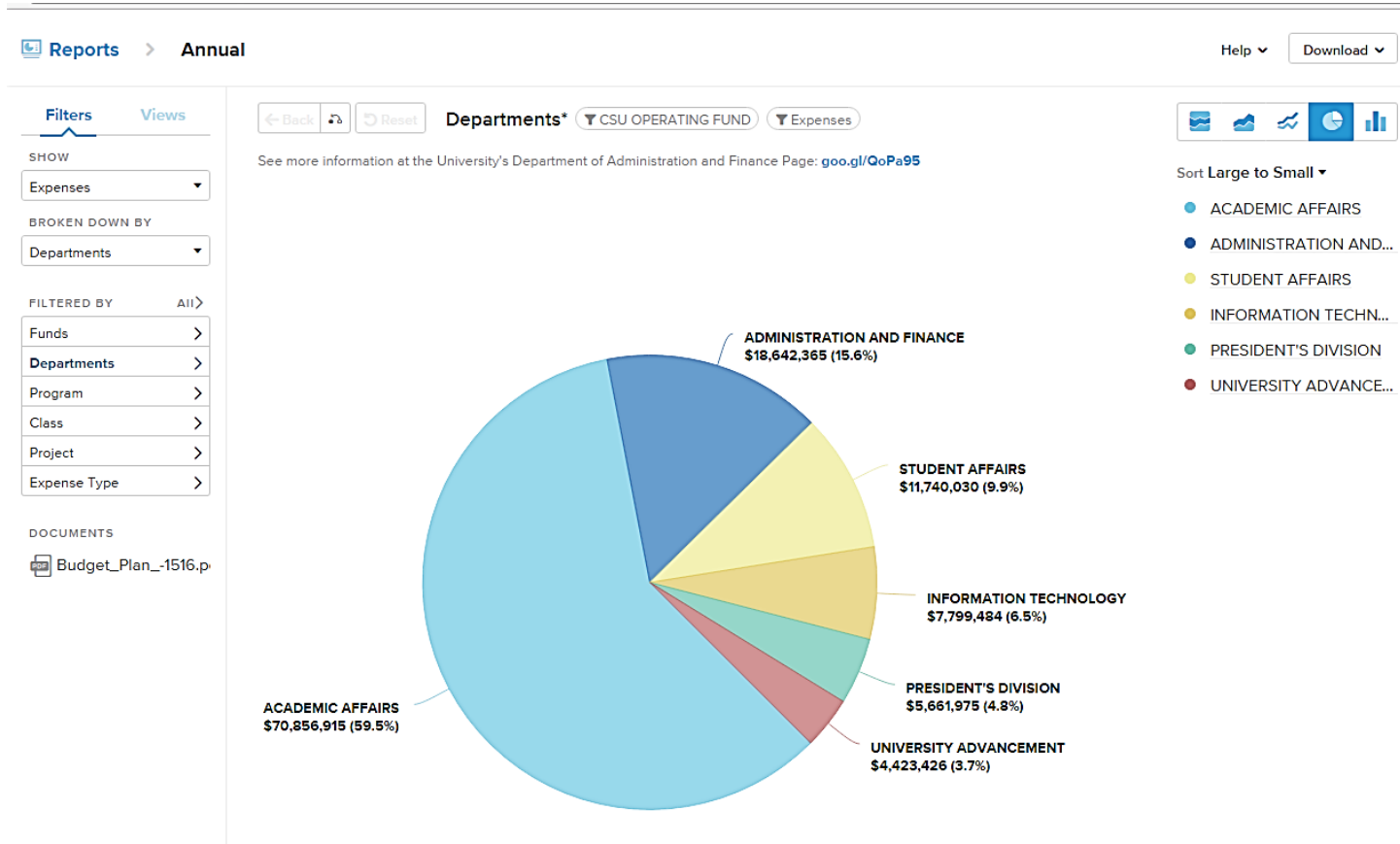
- Complete the university facilities master plan update and campus land development planning and actively pursue approved revenue-generating private land development opportunities to provide additional resources for academic and student success programs.
- Work with the Provost/VP Academic Affairs & others to increase non-resident enrollment by 220 FTE over the next three fiscal years.
- Assess existing fees charged to external entities for use of university facilities and increase fees as appropriate to ensure full cost recovery.
- Partner with Academic Affairs to fully transition to hybrid post-award grant administration model.
- Invest in a Campus Sustainability Coordinator and implement additional projects and initiatives to generate further utility savings and create an environmentally sustainable and energy efficient campus.





# Strategic 5: Administrative Excellence

- Deliver accurate, timely and useful budget information, including implementation of OpenGov.





## **Strategic 5: Administrative Excellence** (continued)

### Select Administration and Finance Initiatives:

- Implement strategies, best practices, and capacity for increasing university financial and administrative reporting and analytics to improve effectiveness and decision-making.
- Re-envision and streamline administrative and financial processes, allowing faculty, staff, and students to spend more time on value-added activities.
  - Full CMS finance functionality
  - Implement CMS absence management
  - Document scanning
  - E-signature and workflow auto routing
- Create a comprehensive and balanced approach to university-wide financial management, including managing and leveraging debt.
- Measure, develop, revise policy and incentivize efficient use of university facilities for instructional, academic support, student support, institutional, research, and other uses. Develop and implement recommendations for university space management protocol. 26



## Strategic Goal 5: Administrative Excellence (continued)

- Establish a university parking committee to develop and recommend effective parking usage and address parking issues and concerns.
- Develop and implement an organizational climate assessment.
- Implement additional staff engagement mechanisms (e.g., Margin of Excellence)
- Develop and implement regular emergency preparedness training and communication.
- Establish an Employee Training and Development Center and develop and implement a comprehensive training program focused on providing enhanced knowledge and skills in:
  - University business processes;
  - Customer service, team building, innovation, communications, and other skills;
  - Supervision and management;
  - Leadership



#	Course	Facilitator	Career Development	Business Process
1	Understanding budget management	Budget		X
2	Travel procedures	Accounting Services		X
3	P-card policy/procedure	Procurement		X
4	P-card reconciliation	Procurement		X
5	Purchasing goods & services	Procurement		X
6	Employee hiring/separation	Human Resources		X
7	Recognizing and motivating staff	CBAPP	X	
8	Communication strategies for effective collaboration	CAH	X	
9	Conflict resolution: dealing with difficult people	CAH - NCRP	X	
10	Cross-cultural conflict resolution	CAH - NCRP	X	
11	Effective writing strategies for business	CBAPP	X	
12	Learning Lynda.com	A&F	X	
13	Millennials in the workplace	CBAPP	X	
14	Vision and goal setting	CBAPP	X	
15	What are your strengths?	CBAPP	X	



## Strategic Goal 6: Notable Points of Distinction

### Select Administration and Finance Initiatives:

- Significantly enhance and expand Administration and Finance Division webpages and establish a division newsletter that includes features on talents and expertise of division staff.





Thank You!

Q & A