



# BUDGET TOWN HALL

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

Malibu Hall 100

March 28, 2017

# Agenda

## ORGANIZATIONAL OVERVIEW

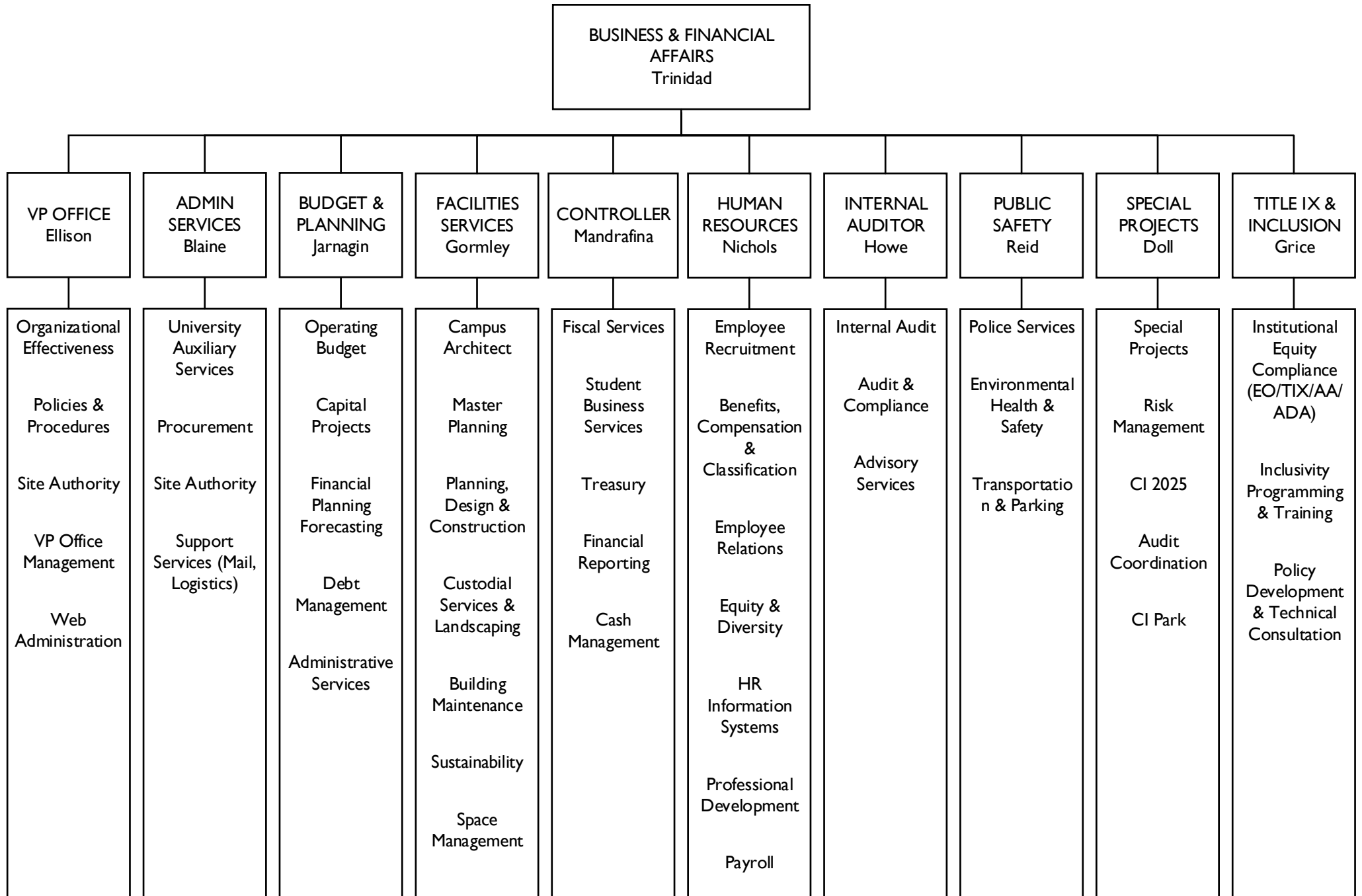
- Org Chart
- Strategy Map
- Annual Report, Work Plans & Accountability

## DIVISION BUDGET REQUEST

- Budget Development Overview
- Request Breakdown
- Divisional Metrics
- Questions



# **ORGANIZATIONAL OVERVIEW**



# CI 2015-20 Strategic Priorities

1. Facilitate Student Success
2. Provide high quality education
3. Realize our future

## Business and Financial Affairs Strategy Map 2015-20

<b>Mission</b> We transform the delivery of services through continuous improvement	<b>Vision</b> We are the recognized leader for the delivery of outstanding services
<b>Values:</b> Teamwork • Diversity • Integrity • Respect • Excellence • Collaboration	

### Value to Our Customers

Provide responsive service that reflects value

Help to solve complex problems

Ensure the safety of our community

### BFA Goals

Improve Operational Excellence

Attract and Retain a Diverse and Talented Staff

Enhance Resources

Enrich Communication

- Improve customer service
- Prepare for growth
- Share expertise and services
- Succession planning

- Create operations manuals
- Foster entrepreneurship
- Offer robust development opportunities
- Community building

- Document processes
- Implement on-line, web-based, self-service solutions
- Streamline processes for timeliness and efficiency
- Improve reporting

- Improve websites
- Increase the variety of communication tools – FAQ's, on-line news letters, annual disclosures, collaboration tools

# Annual Report, Work Plans and Accountability

## **ANNUAL PLANS AND PROGRESS REPORTS**

- Strategy map guides BFA annual work
- Posted: <http://www.csuci.edu/vpbfa/vp-business-and-financial-affairs/>

## **REALLOCATION/METRICS**

- Internal assessments completed in all BFA areas
- Example: Implementation of the Lean Six program
  - Cumulatively, tracked projects resulted in over \$1 million in operational efficiencies.

## **METRICS**

- Divisional metrics focus on overall performance
- Department metrics established for functional areas; benchmarks



# **DIVISION BUDGET REQUEST**

# Budget Development Overview

Total Unit Requests:  
**\$1.77M**

- Total requests from all departments/units
- Permanent: \$882,488
- Temporary and Capital: \$888,991

Prioritized Needs:  
**\$211,343**

- Amount submitted to the SRPC for funding
- 3 requests selected out of total of 10 of division's highest priority requests

Unfunded/Internally Funded:  
**\$1.56M**

- Portion of unit/departments requests that either:
  - *will go unfunded, or*
  - *will be addressed through reallocation*



# Attract/Retain Staff & Improve Operational Excellence

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
Priority 1	Public Safety	Attract/Retain Staff & Improve Operational Excellence	Chemical Hygiene/Radiation Safety Officer	1.0
\$92,500				

- Focus on the OSHA Laboratory Standard to support faculty and students in the laboratory environment.
- Responsible for the training of safe use of radiation and radioactive materials as well as regulatory compliance.
- 1.0 FTE (\$90,000) and \$2,500 O&M

# Improve Operational Excellence

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
<b>Priority 1</b>	Title IX & Inclusion	Improve Operational Excellence	Contract Services: Coalition	
\$47,370				

- To cover existing cost of system-wide mandated support services for CI members who are impacted by incidents of sexual misconduct and violence.
- The state-required contract services are currently provided to CI under victim advocacy services provided by the Coalition for Family Harmony.

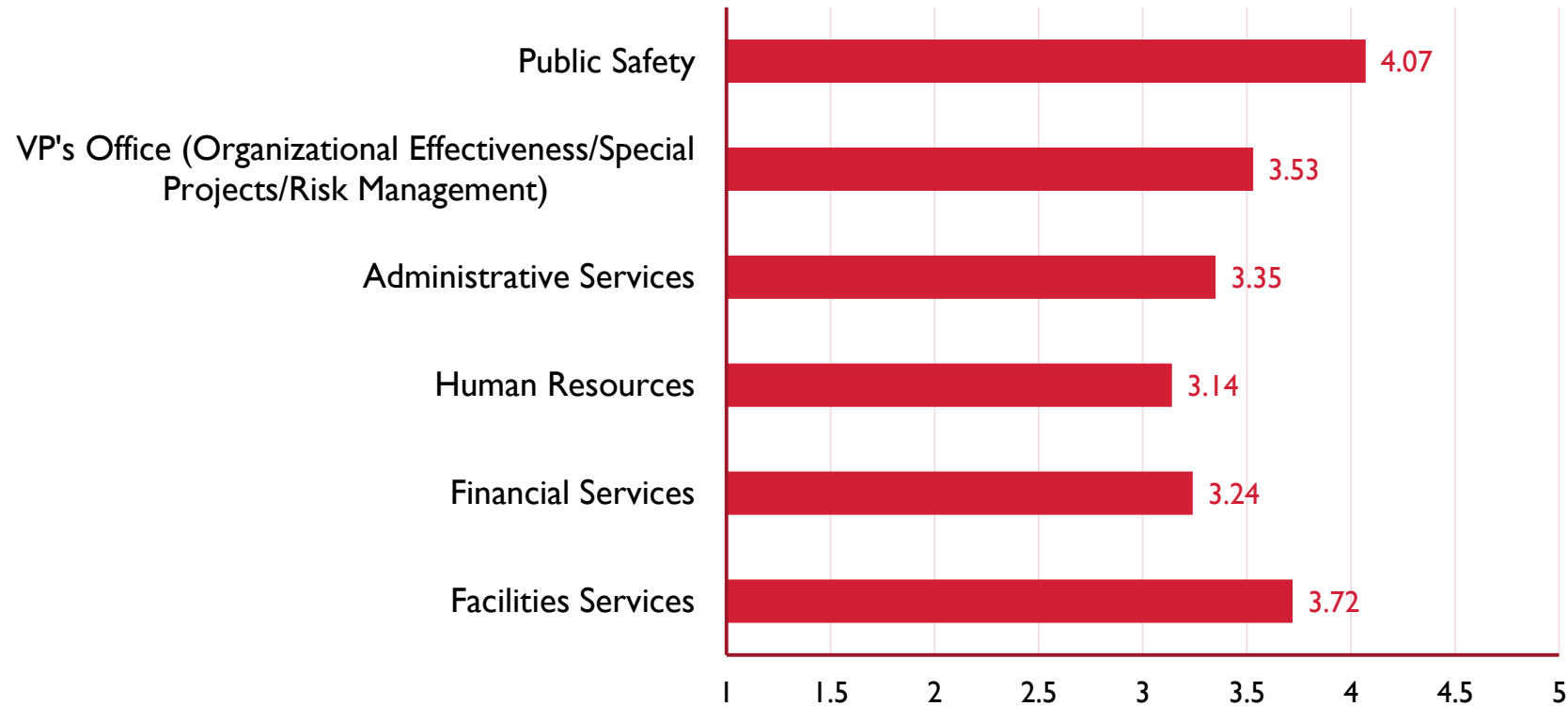
# Enhance Resources

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
<b>Priority 1</b>	Facilities Services	Enhance Resources	BISC and SRI Operating Expenses	
\$71,473				

- Facilities Services assumed responsibilities for the ongoing maintenance of the Channel Islands Boating Center (CIBC) and the Santa Rosa Island Research Station (SRI) using temporary, one-time funding.
- This request provides for permanent augmentation of the budget to adequately serve and support these facilities.

# Divisional Metrics

## AVERAGE PERFORMANCE RATING BY UNIT FALL 2015\*



\*New customer satisfaction survey is scheduled to be conducted in fall 2017.

# Questions

## **BFA Division**

<http://www.csuci.edu/vpbfa/vp-business-and-financial-affairs/>

### **Administrative Services**

<http://www.csuci.edu/vpbfa/admin-services/>

### **Facilities Services**

<http://www.csuci.edu/fs/>

### **Financial Services**

<http://www.csuci.edu/financial-services/index.htm>

### **Human Resources**

<http://www.csuci.edu/hr/>

### **Internal Audit**

<http://www.csuci.edu/vpbfa/vp-business-and-financial-affairs/audit-info.htm>

### **Public Safety**

<http://www.csuci.edu/publicsafety/>

### **Title IX**

<http://www.csuci.edu/titleix/>



California State  
University

Division of

**BUSINESS &  
FINANCIAL  
AFFAIRS**

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