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

BUSINESS & FINANCIAL AFFAIRS Trinidad ADMIN **BUDGET &** FACILITIES HUMAN INTERNAL PUBLIC SPECIAL TITLE IX & **VP OFFICE** CONTROLLER SERVICES PLANNING RESOURCES SERVICES AUDITOR SAFETY **PROJECTS** INCLUSION Mandrafina Ellison Blaine Gormley Nichols Howe Reid Doll Grice Jarnagin Organizational University Operating Campus **Fiscal Services** Employee Internal Audit Police Services Special Institutional Effectiveness Auxiliary Budget Architect Recruitment Projects Equity Services Compliance Student Audit & Environmental (EO/TIX/AA/ Policies & Capital Master **Business** Benefits, Compliance Health & Risk ADA) Procedures Procurement Projects Planning Services Compensation Safety Management & Advisory Classification Inclusivity Site Authority Site Authority CI 2025 Financial Planning, Treasury Services Transportatio Programming Planning Design & n & Parking & Training Forecasting Construction Employee VP Office Support Financial Audit Relations Management Services (Mail, Coordination Reporting Policy Custodial Logistics) Debt Development Management Services & Equity & & Technical Web Cash CI Park Landscaping Diversity Consultation Administration Management Administrative Services HR Building Maintenance Information Systems Sustainability Professional Development Space Management Payroll

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



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 Retai and Talente		Enhance Resources		Enrich Communication	
 Improve customer service Prepare for growth Share expertise and services Succession planning 	 Create operation Foster entreprene Offer robust development opportuniti Community 	urship st nt es	 Document proce Implement on-lin web-based, self-so solutions Streamline proce for timeliness and efficiency Improve reporting 	e, ervice sses 1	 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/department 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 &	Chemical	1.0
\$92,500		Improve Operational Excellence	Hygiene/Radiation Safety Officer	

- 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.
- I.0 FTE (\$90,000) and \$2,500 O&M



Improve Operational Excellence

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

- To cover <u>existing</u> 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

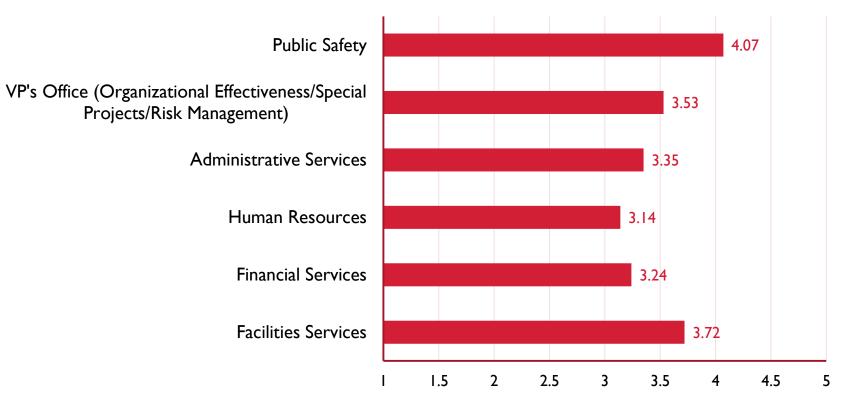
Request	Dept./ Unit	Strategy Map Goals	Description	FTE
Priority 1	Facilities		BISC and SRI Operating	
\$71,473	Services	Enhance Resources	Expenses	

- 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/





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