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

VP OFFICE
Ellison

ADMIN SERVICES
Blaine

BUDGET & PLANNING
Jaragin

FACILITIES SERVICES
Gormley

CONTROLLER
Mandrafina

HUMAN RESOURCES
Nichols

INTERNAL AUDITOR
Howe

PUBLIC SAFETY
Reid

SPECIAL PROJECTS
Doll

TITLE IX & INCLUSION
Grice

Organizational Effectiveness
Policies & Procedures
Site Authority
VP Office Management
Web Administration

University Auxiliary Services
Procurement
Site Authority
Support Services (Mail, Logistics)

Operating Budget
Capital Projects
Financial Planning Forecasting
Debt Management
Administrative Services

Campus Architect
Master Planning
Planning, Design & Construction
Custodial Services & Landscaping
Building Maintenance
Sustainability
Space Management

Fiscal Services
Student Business Services
Treasury
Financial Reporting
Cash Management

Employee Recruitment
Benefits, Compensation & Classification
Employee Relations
Equity & Diversity
HR Information Systems
Professional Development
Payroll

Internal Audit
Audit & Compliance
Advisory Services

Police Services
Environmental Health & Safety
Transportation & Parking

Special Projects
Risk Management
CI 2025
Audit Coordination
CI Park

Institutional Equity Compliance (EO/TIX/AA/ADA)
Inclusivity Programming & Training
Policy Development & Technical Consultation
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

<table>
<thead>
<tr>
<th>Mission</th>
<th>Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>We transform the delivery of services through continuous improvement</td>
<td>We are the recognized leader for the delivery of outstanding services</td>
</tr>
</tbody>
</table>

Values: 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
  - Improve customer service
  - Prepare for growth
  - Share expertise and services
  - Succession planning
- Attract and Retain a Diverse and Talented Staff
  - Create operations manuals
  - Foster entrepreneurship
  - Offer robust development opportunities
  - Community building
- Enhance Resources
  - Document processes
  - Implement on-line, web-based, self-service solutions
  - Streamline processes for timeliness and efficiency
  - Improve reporting
- Enrich Communication
  - Improve websites
  - Increase the variety of communication tools – FAQ’s, on-line newsletters, annual disclosures, collaboration tools
ANNUAL PLANS AND PROGRESS REPORTS

- Strategy map guides BFA annual work

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

- 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

<table>
<thead>
<tr>
<th>Request</th>
<th>Dept./ Unit</th>
<th>Strategy Map Goals</th>
<th>Description</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 1</td>
<td>Public Safety</td>
<td>Attract/Retain Staff &amp; Improve Operational Excellence</td>
<td>Chemical Hygiene/Radiation Safety Officer</td>
<td>1.0</td>
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</tbody>
</table>
Improve Operational Excellence

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</tr>
</thead>
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<tr>
<td>Priority 1</td>
<td>Title IX &amp; Inclusion</td>
<td>Improve Operational Excellence</td>
<td>Contract Services: Coalition</td>
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<tr>
<td>$47,370</td>
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- 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

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</tr>
</thead>
<tbody>
<tr>
<td>Priority 1</td>
<td>Facilities Services</td>
<td>Enhance Resources</td>
<td>BISC and SRI Operating Expenses</td>
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<tr>
<td>$71,473</td>
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- 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*

- Public Safety: 4.07
- VP’s Office (Organizational Effectiveness/Special Projects/Risk Management): 3.53
- Administrative Services: 3.35
- Human Resources: 3.14
- Financial Services: 3.24
- Facilities Services: 3.72

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

BFA Division

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

Public Safety
http://www.csuci.edu/publicsafety/

Title IX
http://www.csuci.edu/titleix/