

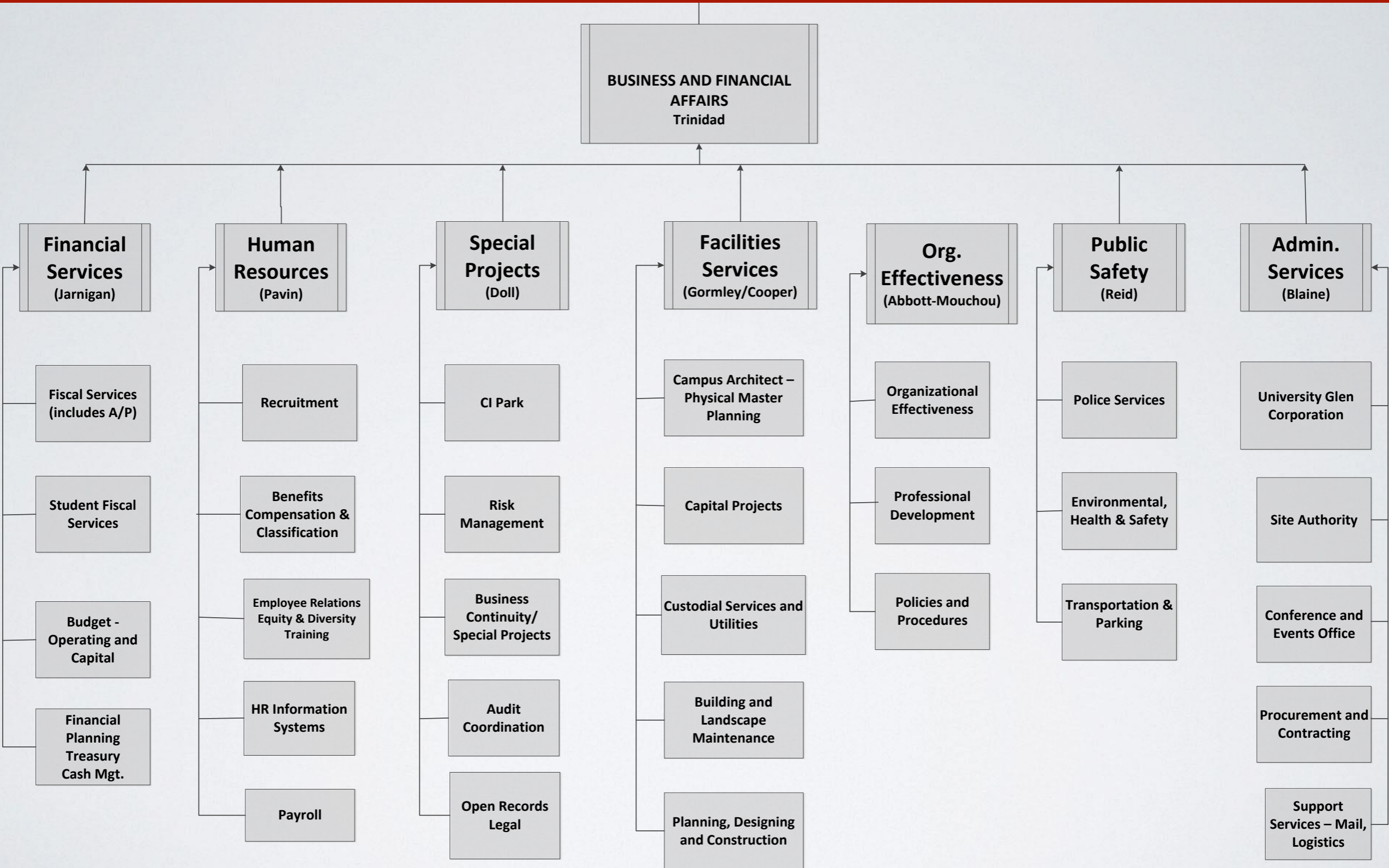
# CSU Channel Islands

## Division of Business & Financial Affairs 2016-17 Budget Request

Strategic Resource Planning Committee  
March 18, 2016  
Budget Town Hall Meeting

*“How does what I do make this  
a better place  
for CI students to learn and develop?”*

# Division of Business & Financial Affairs



# CI 2015-20 Strategic Priorities

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

## Business & 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: Public Safety reallocated administrative time to support Conference & Events office
- Total reallocation within division: \$124,036

## METRICS

- Divisional service metrics
- Department metrics for functional areas; benchmarks

# 2016-17 Budget Development Overview

## TOTAL UNIT REQUESTS

- All department/units – \$1.73 M (primarily staffing requests)
- Requests were developed and prioritized by each department/unit and ranked from 1 to 5, with 1 identifying the highest priority
- At the divisional level, all unit requests were combined based on ranking
  - ✓ Requests with a ranking of 1 or 2 were evaluated to identify fund sources to address need and/or identify one-time, temporary funds - \$886,000
  - ✓ Of \$886,000 requested, \$263,000 was funded through reallocation, one-time/temporary funds or division salary pool

# 2016-17 Budget Development Overview

<b>Fund Source Type</b>	
Temporary/One-Time	\$124,036
Reallocation	105,500
Other Sources	33,225
Submit 1's/2's as Division Request	623,341
Unfunded	841,277
<b>Total</b>	<b>\$1,727,379</b>

# Priority 1 Requests

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
72,960	Public Safety	Improve Op. Excellence	Police Officer	1.0
72,000	Fin Svcs	Enhance Resources	System Analyst – Hyperion/Cashnet	1.0
53,203	Facil Svcs	Improve Op. Excellence	BISC/SR supplies	
72,000	HR	Enhance Resources	HR Manager	1.0
15,000	HR	Improve Op. Excellence	Background Checks	
54,192	Facil Svcs	Prepare for Growth	Admin Analyst-Spclst	1.0
<u>38,400</u>	Facil Svcs	Prepare For Growth	Drafting Tech	<u>1.0</u>
<b>\$377,755</b>				<b>5.0</b>

# Priority 2 Requests

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
58,000	Fin Svcs	Attract/Retain Staff	Budget Analyst	1.0
40,000	Public Safety	Improve Op. Excellence/ Enhance Resources	Public Safety Officer	1.0
99,132	Facil Svcs	Improve Op. Excellence	Adm. II-Mgr. Insp. Svcs	1.0
<u>48,454</u>	Admin Svcs	Improve Op. Excellence	Admin. Support Asst	<u>1.0</u>
\$ 245,586				4.0



# Enhance Resources

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
<b>Priority 1</b>				
72,000	Fin Svcs	Enhance Resources	Sys Analyst-Hyperion/Cashnet	1.0
72,000	HR	Enhance Resources	HR Manager	1.0
<b>Priority 2</b>				
40,000	Public Safety	Improve Op. Excellence/ Enhance Resources	Public Safety Officer	1.0
\$184,000				

- Late reporting has the potential consequence of losing Financial Aid;
- A manager could assist with the recognition of signs of stress, and mitigate WC claims;
- Gap in ability to administer and manage responsive services could result in harm to a police officer or community member.

# Improve Operational Excellence

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
<b>Priority 1</b>				
72,960	Public Safety	Improve Op. Excellence	Police Officer	1.0
53,203	Facil Svcs	Improve Op. Excellence	BISC/SR supplies	
15,000	HR	Improve Op. Excellence	Background Checks	
<b>Priority 2</b>				
99,132	Facil Svcs	Improve Op. Excellence	Adm. II-Mgr. Insp. Svcs	1.0
48,454	Admin Svcs	Improve Op. Excellence	Admin. Support Asst	1.0
\$288,749				

- 20% increase in criminal and conduct offenses
- Risk of not meeting code compliance, which could result in stiff fines
- Mandated background checks without subsidized funding provided
- Timely inspections increase project productivity
- Director performing admin support tasks, impacting service to campus

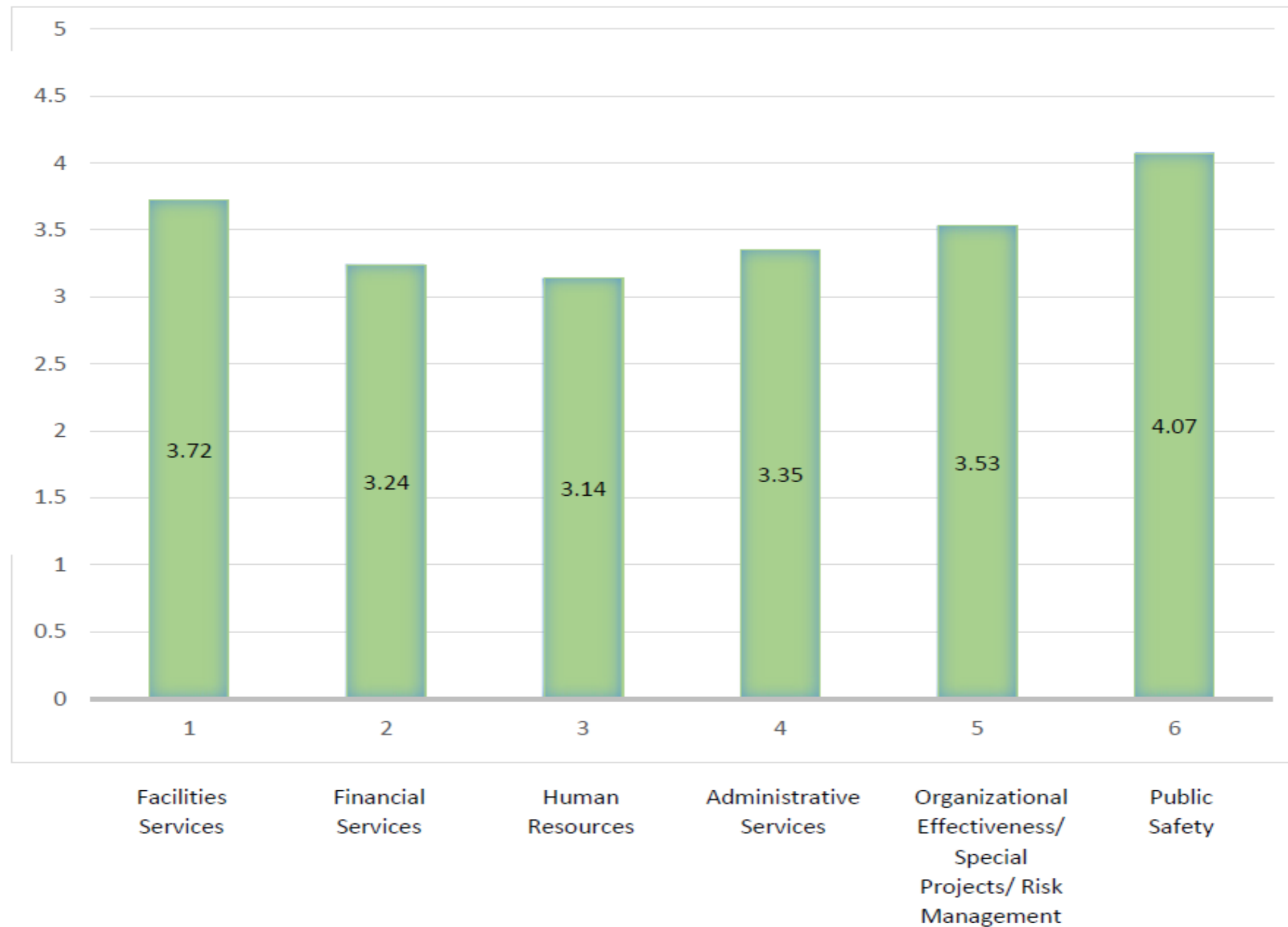
# Attract/Retain Staff – Prepare for Growth

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
<b>Priority 1</b>				
54,192	Facil Svcs	Prepare for Growth	Admin Analyst-Specialist	1.0
38,400	Facil Svcs	Prepare For Growth	Drafting Tech	1.0
<b>Priority 2</b>				
58,000	Fin Svcs	Attract/Retain Staff	Budget Analyst	1.0
\$150,592				

- Risk of citations and fines for non-compliance
- Contracting for outside services is more costly than hiring a drafting tech as campus grows;
- Timely reporting impacts everyone's work.

# Divisional Metrics

Overall Performance of each Administrative Unit



# Division of Business & Financial Affairs

## QUESTIONS

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

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

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

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

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

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