



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance

March 2006

Welcome back for the Spring 2006 semester. In the same way that the campus physical landscape is undergoing dramatic changes with the construction of several new buildings, a variety of planning, technical and other activities are under way to meet and support the challenges of our unprecedented growth. Here is an update on our activities that we hope you will find informative and interesting.

As always, we welcome your thoughts and perspectives on administration and finance issues. Please do not hesitate to let me know if you have questions or would like additional information.

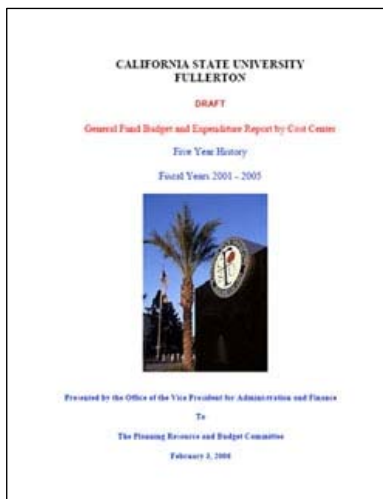
Willie J. Hagan

Vice President for Administration and Finance/CFO

Five-year History Budget Report

On February 3, a five-year General Fund Budget and Expenditure Report By Cost Center was presented to the Planning, Resource and Budget Committee. The report provides a history of campus budget and expenditure data for fiscal years 2001-2005 and a variety of General Fund expenditure data by division, including individual charts for each divisional cost center showing comparisons of original budgets, revised budgets and actual expenditures.

The draft report can be viewed online in its entirety by clicking [here](#).



The division is also in the process of developing additional financial information for campus managers and decision makers that will provide a broader understanding of the university's financial picture and tools for making sound fiscal decisions.

University Heights

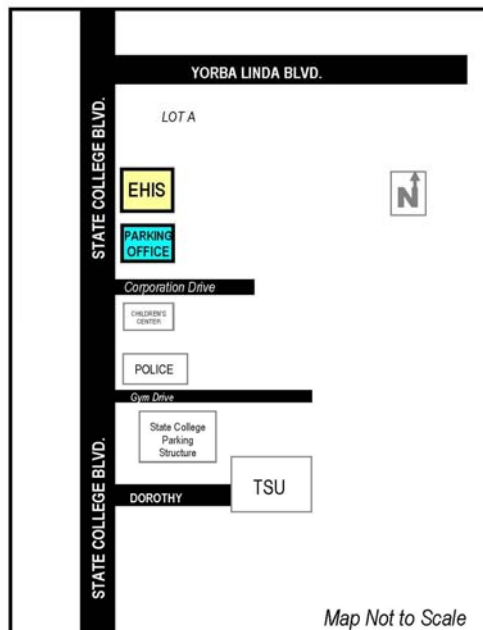
The December 6 groundbreaking marked the beginning of construction of CSUF's second faculty/staff housing development. Applications are now being accepted for these 42 paired view homes located near downtown Fullerton. More information, including the application form, is available [here](#).



Pictured are, from left, Art Ginsberg, Elks; Conrad Sick, Valeo Companies; President Milton A. Gordon; housing authority members John Jay, Bill Dickerson, Ann Ehl, Gary Del Fium and Donald B. Crane, professor of finance.

Relocation of Parking & Transportation and Environmental Health and Instructional Safety

As a result of the start of construction of the Stephen G. Mihaylo College of Business and Economics building, the offices of Parking & Transportation Services and Environmental Health and Instructional Safety have relocated from T-1400 effective March 1, 2006. Both offices have moved to the north end of campus, near Lot A, north of the University Police Department. Easy access is available off State College Boulevard by entering on Corporation Drive.



Staff Development and Training Grant Program

An announcement will go out shortly regarding the revival for Spring 2006 of the Staff Development and Training Grant Program initially established in 1998 with University Planning Initiative funding. Full-time bargaining unit staff members, Confidential staff members and MPPs below the level of Associate Vice President and Dean may apply for grants up to \$15,000 to participate in a significant professional development opportunity. Up to \$10,000 of the grant may fund the development/training opportunity, and up to \$5,000 may be allocated to the grant recipient's department as reimbursement for the time the grant recipient is pursuing the development activity and is away from the office. Applicants are encouraged to focus on significant professional development opportunities rather than workshops or conferences. Details regarding this new staff development opportunity will shortly be available on the Vice President for Administration and Finance website.

Enhancement of Procurement Services

In seeking to further enhance procurement services to the campus, new Director of Contracts and Procurement, Don Green, has enrolled seven Contracts and Procurement managers and staff in the Certified Procurement Manager (CPM) program conducted by the Chancellor's Office. The program focuses on training in a variety of specialized procurement functions and activities as well as managerial and leadership skills.

Campus Signage Upgrade

We are in the process of finalizing contractual arrangements to upgrade both the university's freeway sign and signage at various athletic venues. The technology in our existing signs is now obsolete and it is becoming more and more difficult to maintain and repair them. As a result, the signs are not aesthetically pleasing and have lost significant functionality. We hope that the new signage will more appropriately reflect the university's image and our athletic teams' successes.

Business Continuity Planning for Avian Influenza Pandemic

In order to ensure adequate protection for campus employees and continuation of campus activities in the event of a potential health emergency caused by an Avian Influenza Pandemic, the campus has begun planning efforts. An committee has been formed with broad representation across the campus to develop a plan for the university's response to this potential health crisis. The plan will be a sub-set of the University Business Continuity Plan which is also under development. It will be based on guidelines provided by the Chancellor's Office as well as a review of preparedness plans created by universities across the country. Once it is developed, the Avian Influenza Pandemic plan will be communicated broadly to the campus community and will also be available via a university webpage. In the meantime, the World Health Organization has published ["Ten Things You Need to Know about Pandemic Influenza"](#) and general information is also available at the [Center for Disease Control website](#).

CMS Update

In early December, employees gained the ability to view their leave balances through the CMS system, accessed via the campus portal. The same system gives timekeepers and managers access to reports that provide usage, history, and balances for their employees. In mid-December, colleges and departments gained the ability to input data to appoint, reappoint or change part-time faculty, teaching associate and graduate assistant appointments directly in the system.

As of January 17 colleges and departments are able to input directly into the system data related to appointments and time worked for student assistants, work study students, and instructional student assistants. In addition, registration for CMS Human Resources training courses can now be done online through the campus portal, allowing employees to select class dates and times that fit their schedule.

The deadline for implementation of the new CMS financial system has been moved to July 2007 and modules for Asset Management, Accounts Receivable and Billing have been added to the scope of the project. Work continues on the development of the Chart of Accounts and preparation for fit-gap sessions.



A CMS training session

Strategic Planning

Since the divisional retreat last October, progress has been made in advancing the division's strategic planning initiative. A 12-member steering committee has been appointed, chaired by Vice President Willie Hagan. Click [here](#) to view the committee membership. Two subcommittees have begun working, one on conducting a divisional SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis and the other on the development of a divisional mission statement.

Feedback will be solicited during the coming months from all levels of division staff and the campus community through a variety of forums and surveys. Your feedback and suggestions will be invaluable in our efforts to ensure that the division's functions and services are organized and aligned effectively to support the university's mission so we encourage all members of the campus community to participate in this process.



University Business Institute

As mentioned in the last newsletter, the Division of Administration and Finance is in the process of developing a comprehensive training program for employees responsible for campus financial management, those who work on financial and budget matters across the campus or those who are interested in pursuing this line of work. A committee has been formed and input and feedback on campus training needs will soon be solicited from a variety of campus groups through focus groups and online surveys. We welcome your comments or suggestions which may be sent to Cheryl Perreira, Director, Business Planning and Improvement (cperreira@fullerton.edu) who is chairing the committee.



Searches

Searches are under way for two critical management positions in the Division. A search committee for recruitment of a Controller has been formed and will soon begin the process of reviewing applications and selecting individuals for interviews. This position reports to the Associate Vice President, Finance, and will manage Accounting Services, Accounts Payable and Student Financial Services. There will be opportunities for division staff and the campus community to participate in the recruitment process.

A search is also under way for a Director of Student Financial Services, responsible for management of the cashiering operation, student accounts, and the disbursement and collection of student loan funds. A search committee is being formed and the job description will be advertised shortly.

Construction Projects Updates

Performing Arts Center Opens

Construction of the new Performing Arts Center was completed on schedule for the dedication on January 13 and Gala Celebration Opening on January 14. This \$39 million 102,000 sq. ft. project includes an 800-seat concert hall, 250-seat studio theater and 150-seat black box theater as well as dance studios, shops, offices and classrooms.



Steven G. Mihaylo College of Business and Economics- Construction Begins

Phase I of construction of the new home of the College of Business and Economics began in February and includes site demolition, road realignment and a new signaled intersection at Nutwood Avenue.

The building's foundations will be laid in Phase II beginning in April 2006. Phase III, the building construction, will begin in July with completion planned for August 2008.



Parking Structure #2 Almost Completed

The new parking structure under construction north of the Titan Student Union is on schedule for completion in April 2006 and will provide parking for 1500 vehicles on six levels.



Arboretum Visitor's Center Completed and Wins Award

This \$3.5 million non-State funded project has been completed. It consists of 10,000 sq. ft. in a single story complex of buildings and includes an historical museum, three classrooms, catering kitchen and a covered pavilion. The Center was the winner of the 2005 CSU-UC Best Overall Sustainable Design Project for its environmentally sensitive design.



Children's Center Feasibility Being Studied

A feasibility study will be completed in April 2006 for construction of a new \$8.5 million Children's Center which will accommodate 122 children in 2008 and 150 when the second phase is completed in 2012.



Other Projects:

Student Housing Phase III - A feasibility study for a 1,000 bed dormitory with dining service and a new parking structure is under way and expected to be completed in April. The divisions of Administration and Finance and Student Affairs are working together on the planning of this project.

Student Recreation Center – Phase I of construction began in February with Satellite Chiller Plant improvements.

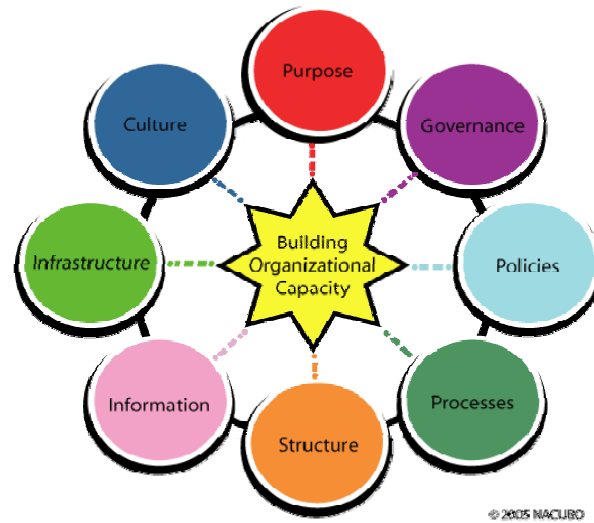
Fire Life Safety Project – Upgrade of all campus building fire alarms and installation of additional fire hydrants is under way and will be completed in August.

Additional information about these and all current and completed construction projects are available by clicking [here](#).

Building Organizational Capacity (BOC)

To continue raising issues that might be of interest to the campus community, we bring to your attention a major NACUBO (National Association of College and University Business Officers) research project called Building Organizational Capacity (BOC) that has been under way for the last three years. The goal of this project was to develop a conceptual framework as well as practical tools that academic and

administrative leaders can apply in order to achieve consistent, high-quality results in implementing large, complex initiatives.



As the diagram above illustrates, the BOC framework consists of eight elements: purpose, governance, policies, processes, structure, information, infrastructure, and culture. For each element, critical questions have been developed that should be considered and addressed in the planning stages of any new initiative. These questions, and more information about the project can be found in a December 2005 NACUBO article by President and Chief Executive Officer, James E. Morley, Jr. Read the entire article [here](#). The research demonstrates that any large, critical or complex undertaking can benefit by examining the issue from the eight perspectives outlined in the BOC framework.

The Division of Administration and Finance wishes you a successful Spring semester!