Role and Mission

- Provide effective and efficient service to the academic and research mission of the university while properly stewarding the university’s physical and financial assets utilizing best practices and complying with requisite regulations

- Budget and Financial Planning
- Business Operations – Procurement; Copy Center; Risk Management
- Capital Planning and Construction
- Compliance and Policy
- Controller’s Office - Accounting
- Environmental Health and Safety
- Facilities Management
- Internal Audit
- Research Administration
Goal 1: Improved Business processes

Goal: Business processes employ best practices, are administratively streamlined, and heighten the ability to make informed decisions (Strategic Plan Goal 4, Strategy 4)

Strategy: Assess, develop and implement enhanced processes, procedures and reporting through internal changes and/or the use of automated systems

Initiatives:

- Put in place processes and systems to heighten informed decisions
  - Enhance financial reporting
    - Implement of Business Intelligence software COGNOS
  - Improve budget, forecast and projections
    - New system – currently being done manually via excel
  - Improve space planning
    - New system – currently being done manually
- Streamline processes and procedures to eliminate or lessen bottlenecks, redundancy and paper
  - Contract Management – Procurement, Capital Planning and Construction, and others
    - New system – currently being done manually
Goal 1: *Improved Business processes*

**Initiatives:**
- Streamline processes and procedures to eliminate or lessen bottlenecks, redundancy, and paper
  - Travel and Expense Management (TEM)
    - Initial rollout in FY2015
    - Continue rollout in FY2016
    - Look for enhancements to the system
  - Workflow
    - Customize and improve - TEM
    - Develop and implement–Procurement, Payroll, Budget, others
  - Document management and storage
    - Further implementation of Banner Document Management – all areas
  - Capital project and asset management
    - New system – capital project management
    - New system - asset management
  - Procurement
    - New system – e-procurement (likely FY2017 or FY2018)
Goal 2: Improved Research Administrative processes

Goal: Research Administration processes are in place that employ best practices, are administratively streamlined, and lessen the administrative impact on PIs as well as functional owners/operators – Strategic Plan Goal 4, Strategy 6:

Strategy: Assess, develop and implement enhanced processes and procedures through internal changes and/or the use of automated system

Initiatives:
- Streamline processes and procedures to eliminate or lessen bottlenecks, redundancy and paper
- Reorganization in FY2015
- Cayuse implemented in FY2015; further associated implementations
- Financial Reporting
  - Broad and standard reporting for PIs
  - Automate management reporting
Goal 2: Improved Research Administrative processes

Initiatives:
- Streamline processes and procedures to eliminate or lessen bottlenecks, redundancy and paper
- Contract Management
  - New contract management system – currently being done manually
- Workflow
  - Develop and implement
- Time and Effort reporting
  - New system
- Chemical inventory, purchase and distribution management
  - Assessment of current processes – implement process improvements
  - New system
- Uniform guidance – New federal regulations
  - Assessment of process and procedure changes
  - Communicate changes to affected faculty and administrators
Research Administration volume

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Amount
Goal 3: Financial/capital sustainability and growth

Goal: Long range financial/capital planning and strategies are in place that maintain and build financial strength.

Strategy: Assess our current financial and capital structure to ensure maximization of revenue and prudent/appropriate use of expenses in an environment where highly effective and informed decisions can be made

Initiatives:

- Evaluate revenue opportunities for growth and significant cost drivers for realignment, reduction, and/or change in operations
- Implement recommendations from the Strategic Enterprises Task Force
- Assess and develop strategy for cash management to improve return to the university while minimizing risk
- Assess viability and financial impact of an Other Retirement Plan (ORP)
- Analyze cost of education in order to align or realign costs as appropriate
Goal 3: Financial/capital sustainability and growth

Initiatives:

- Develop long term strategy for funding capital needs (Strategic Plan Goal 4; Strategy 1 - *Incorporate within the overall financial plan a strategy to sustain and improve capital infrastructure.*
- Manage debt portfolio for low cost of capital and flexible capacity
- Refine long range planning in order to inform decisions
- Further refine the long term financial operating model
  - Re-evaluate strategy for anticipated state funding (de-funding)
  - Develop financial model for the Strategic Plan
- Link Master Plan (capital) to the Strategic Plan
  - Re-evaluate Master Plan
- Further refine the long range utility strategy
- Integrate long term deferred maintenance planning into financial and capital planning
- Integrate long term technology replacement and operating requirements