THE UNIVERSITY OF MICHIGAN-FLINT
BUSINESS AND FINANCE GROUP
Summary of Major Goals
Fiscal Year 2013

Office of the Vice Chancellor for Business and Finance

MSB Capital Outlay: Execute upgrade of MSB laboratory space as outlined in the renovation plan submitted to the state for review and approval. (EX, CE)
- Key collaborators: Academic Affairs, UM-AA, State of Michigan, Architects and Engineers.
- Additional Resources/Added Costs: State funding $16.6 million, matching funds $5.5 million and other costs $200,000-$500,000.

Finances: Successfully manage campus finances during a time of fiscal constraint and limited state financial support. (CE)
- Key collaborators: Executive Officers, Deans, Directors and Department Heads
- Additional resources/added costs: None

Major Facilities Projects: Complete work on Phase 1 of the CEP upgrade to improve energy efficiency and complete replacement of NBC elevators. (CE)
- Key collaborators: UM-AA and Contractors.
- Additional resources/added costs: CEP upgrade $2.5 million; NBC elevators $ 2.0 million.

Major Northbank Center Projects: Upgrade space for relocation of ESL training rooms and administrative offices to NBC. Negotiate and implement a DEA lease and expand the BATF lease at NBC to provide a stabilizing level of rental income to support operating costs for NBC. (EX, SC)
- Key collaborators: UM-AA, GSA, International Department, Contractors and Engineers, Board of Regents
- Additional resources/added costs: TBD

Community Engagement: Continue to participate in various City of Flint and community work groups designed to enhance the quality of life and safety in the community. These groups include Lifelines (formerly CeaseFire Flint), Community Action, Advocates and Leaders for Policing and Community Trust (ALPACT), and Neighborhoods without Borders. (EC, CE)
- Key collaborators: Assistant Vice Chancellor, City of Flint, Various Community Organizations, and neighborhood groups
- Additional resources/added costs: N/A
Auxiliary & Recreational Services

Event and Building Services - Continue to provide reservation space, equipment, and services to assist University and non-University members/groups plan and implement events. (EX, SC, EC, CE)
- Key collaborators – EBS, NBC, F&O, DPS
- Additional Resources/Added Costs - na

235 NBC Renovations - Facilitate renovations to 235 NBC to create a usable meeting/conference room. (EC, CE)
- Key collaborators – EBS, NBC, F&O, EHS, ITS
- Additional Resources/Added Costs – approximately $50,000

Michigan Rooms Grand Opening - Host a grand opening after Michigan Room renovations are complete. (SC, EC, CE)
- Key collaborators – Chancellor, VCBF, EBS, F&O, ITS
- Additional Resources/Added Costs – approximately $300

Ceramic Tile Grout Repairs - Have the ceramic tile throughout the Riverview Dining Room and serving area re-grouted. (SC, CE)
- Key collaborators – UDS, EBS, F&O
- Additional Resources/Added Costs – approximately $14,000

Meal Plan Administration - Continue administering meal plan and flexible spending programs for residential and commuter students including producing necessary reports and analyzing results. (SC)
- Key collaborators – EBS, UDS, AA Entre Plus
- Additional Resources/Added Costs – na

Clint’s Café Customer Service – Improve Clint’s Café operations by increasing speed of service including having pre-prepared sandwich fixings ready prior to order being placed (cut, weighed and ready to go). (SC)
- Key collaborators – EBS, Sodexo, Student Government
- Additional Resources/Added Costs - na

Student Food Council - Host regular Student Food Council meetings as an off-shoot of the Dining Services Advisory Board that meets directly with the General Manager. (SC)
- Key collaborators – UDS, EBS
- Additional Resources/Added Costs - na

Food Service RFP and New Contract – Coordinate the RFP process for food service for UM-Flint as well as the negotiation for the subsequent new contract. (SC)
- Key collaborators – EBS, Procurement, OGC
- Additional Resources/Added Costs – na
**Freshman Connection Program** - Explore implementing Barnes & Noble’s “Freshmen Connection” social marketing program. (SC)
  - Key collaborators – Bookstore, Admissions, University Relations, New Student Orientation
  - Additional Resources/Added Costs - na

**Textbook Options** - Continue to communicate with students, faculty and staff regarding the various types of options for students including new, used, digital and rental books. (EX, SC)
  - Key collaborators – EBS, B&N Bookstore, Provost’s Office, Bookstore Advisory Board
  - Additional Resources/Added Costs - tbd

**Deferred Maintenance Projects** - Monitor the Rec Center’s deferred maintenance account, prioritize projects and oversee the Women’s Rec Locker Room renovations as the next major project. (SC, EC, CE)
  - Key collaborators – Rec Cen, VCBF, F&O
  - Additional Resources/Added Costs - tbd

**CrossFit Facility** - Provide special programming for students including creating a CrossFit facility with a marketing plan to ensure successful participation. (SC, EC, CE)
  - Key collaborators – Rec Cen, F&O
  - Additional Resources/Added Costs - $40,000

**Intramural Sports** - Offer Intramural Sports and various special events and increase marketing to attract more participants. (SC)
  - Key collaborators – Rec Cen
  - Additional Resources/Added Costs - na

**Fitness Programming** - Continue to offer quality fitness classes (free and fee-based) through recruiting/training instructors and by offering a variety of options keeping with the latest trends. (SC, EC)
  - Key collaborators – Rec Cen
  - Additional Resources/Added Costs - na

**Alumni Membership** - Work with Alumni Relations to promote and increase alumni memberships at the Rec Center. (EC)
  - Key collaborators – Rec Cen, Alumni Relations
  - Additional Resources/Added Costs - tbd

**Printing Services Budget** - Continue to end the fiscal year with a positive balance. (SC, EC)
  - Key collaborators – Print Services
  - Additional Resources/Added Costs - na

**Graphic Design and Photography Services** - Continue to provide graphic design and photography services that meet customer needs. (EX, SC, EC)
  - Key collaborators – Print Services
  - Additional Resources/Added Costs – na
Website Update - Continue to keep Printing Service’s website effective and up-to-date. (SC)

- Key collaborators – Print Services
- Additional Resources/Added Costs - na

GSA Lease and NBC 7th Floor Renovation for DEA – Facilitate the lease negotiation with GSA and then the subsequent renovations to the 7th floor of NBC. (EC, CE)

- Key collaborators – NBC, F&O, AA Real Estate, AA Construction Services, Procurement, VCBF
- Additional Resources/Added Costs – Approximately $1M

Property Management Service - Continue to provide quality property management services to support retention of current tenants at NBC. (EX, SC, EC, CE)

- Key collaborators – NBC, F&O, DPS, Procurement, VCBF
- Additional Resources/Added Costs – Approximately $60,000

NBC Fiscal Management - Continue to end the fiscal year with a balanced budget while meeting the needs of customers and maintaining building aesthetics, safety and security. (EX, SC, EC, CE)

- Key collaborators – NBC, F&O, DPS, Procurement, VCBF
- Additional Resources/Added Costs - na

Renovation Projects - Facilitate renovating a Wellness Room on the 4th floor, purchasing/installing new Ballroom curtains, support the elevator renovation project, and coordinate the tenant move due to the 7th floor renovation for DEA. (EC, CE)

- Key collaborators – NBC, ITS, VCBF, F&O, AA Construction Services
- Additional Resources/Added Costs – tbd

Building Improvement Projects – Facilitate refurbishing elevator lobbies; refinish railing in skywalk and change floor covering; purchase and install new Ballroom curtains and carpeting. (EC, CE)

- Key collaborators – NBC, Facilities & Operations, EBS
- Additional Resources/Added Costs – $50,000+

Environment, Health and Safety (EHS)

All Hazards Planning: EHS will continue to enhance Emergency Preparedness Planning on campus through active participation and leadership in the UM-Flint Campus All Hazards Planning team, the Crisis Management Team, SUITs, and integrating the all hazards planning, response and recovery approach into other projects and activities, where possible. Focus this summer and fall will be wrapping up the Campus Hazard Mitigation Plan, conducting a functional exercise in the Thompson Library, scale-up the emergency coordinator program, further addressing business continuity planning issues and exploring means to improve emergency communications. Seasonal drills will be expanded and initiated to involve multiple
building scenarios. Tabletop exercises will be scheduled with individual departments to further improve campus preparedness.

- **Key collaborators:** EHS, Emergency Preparedness Specialist, UMF All Hazards Planning Team members, DPS, UREL, ITS, Hazard Mitigation consultant, BIA/BCP consultant, and others
- **Additional Resources/Added Costs:** One–time funds and EOC funds are budgeted for BIA/BCP consultant activities.

**Increase Focused Health and Safety inspections:** EHS will increase occupational safety and environmental health inspections and auditing activity. The focus will be on encouraging departments to self-audit, however, EHS will increase auditing/inspection activity to further enhance campus compliance. This will involve encouraging departments to use the “self auditing tools” previously provided to them by EHS or develop their own to conduct and document their own routine safety and health inspections. (CE)

- **Key collaborators:** OSEH, CAS Laboratories, SHPS, Housing, Facilities & Operations
- **Additional Resources/Added Costs:** none

**Safety Training:** Investigate and if time permits implement, online safety and health training options for select topics for UM-Flint employees to reduce the burden on EHS given the limited staff and resources and make it more convenient for staff. (CE)

- **Key collaborators:** Lora Rometsch, Mike Lane, ITS
- **Additional Resources/Added Costs:** should be achievable with the one-time funds provided

**MGP Site:** Work with OSEH, Office of General Counsel and consultants to protect the University’s immediate and long term interests as Consumers Energy continues to investigate their former MGP site, propose various remediation strategies, and move toward implementing a solution to address the MGP site conditions. It is anticipated that site activities and stakeholder discussions will increase during FY2013. (CE)

- **Key collaborators:** Bill Webb, Tom Blessing, Tim Cullen, consultants
- **Additional Resources/Added Costs:** $30,000 - $60,000

**Health and Safety Program Review:** Review and revise select EHS programs such as the annual health assessment program and the hazard communication programs. (CE)

- **Key collaborators:** Lora Rometsch, EHS Intern, Facilities & Operations, DPS, CAS Laboratories
- **Additional Resources/Added Costs:** none

**Facilities and Operations**

**Sustainability Campus-wide:** Continue to collaborate with key UM-Flint personnel to develop on-line source for green/sustainable initiatives campus-wide. June 2013 (EX, SC, EC, CE)

- **Key collaborators:** VCBF and AVCBF, Auxiliary Services, EHS, Outreach, Procurement
- **Additional Resources/Added Costs:** Possible web designer
Project Request/Management Process: Review and make appropriate upgrades to Facilities & Operations processes to receive, prioritize, track project requests and administer those projects efficiently through completion. January 2013 (EX, CE)

- Key collaborators: VCBF, AVCBF
- Additional Resources/Added Costs: Possible consultant

Capital Improvements

Facilitate completion of final design documents and bidding process for Murchie Science Building Capital Outlay Project. June 2013 (EX, SC, EC, CE)

- Key collaborators: VCBF, AVCBF, Provost Office
- Additional Resources/Added Costs: Architect/Vendor/Consultant

Replace NBC elevators and controls with state of the art equipment. June 2013 (EX, SC, EC, CE)

- Key collaborators: VCBF, AVCBF
- Additional Resources/Added Costs: Engineer/Vendor/Consultant

Replace Central Energy Plant fire and security system with a new state of the art system. July 2013 (EX, SC, EC, CE)

- Key collaborators: VCBF, AVCBF
- Additional Resources/Added Costs: Engineer/Vendor/Consultant

Retrofit University Center kitchen walk-in cooler and freezer mechanical system. March 2013 (CE)

- Key collaborators: VCBF
- Additional Resources/Added costs: Engineer/Vendor

Complete UPAV Veterans Center Expansion Project. November 2012 (EX, SC, EC, CE)

- Key collaborators: Chancellor’s Office, VCBF
- Additional Resources/ Added costs: NA

Renovate and reallocate multiple spaces in WSW (2nd and 3rd floors) to accommodate SHPS growth. Phase I - June 2013 (EX, SC, EC, CE)

- Key collaborators: Nursing, PT, Public Heath, SHPS Deans Office, AVCBF
- Additional Resources/ Added costs: Engineer/ Vendor/ Consultant

Complete French Hall 4th Floor renovation project. September 2012 (EX, SC, EC, CE)

- Key collaborations: Provost Office, AVCBF
- Additional Resources/ Added costs: Vendor

Complete wayfinding planning and develop exterior/interior wayfinding design drawings, location plans and construction budget estimate. November 2012 (EX, SC, EC, CE)

- Key collaborators: Chancellor’s Office, VCBF, AVCBF, Provost’s Office
- Additional Resources/Added costs: Consultant
Energy Projects

Develop a recommendation related to the feasibility of installing electric vehicle charging stations on the UM-Flint campus. June 2013 (CE)
- Key collaborators: VCBF, AVCBF, CSEP
- Additional Resources/Added Costs: Engineer/Vendor/Consultant

CEP boiler replacement & upgrades. June 2013 (CE)
- Key collaborators: VCBF, AVCBF
- Additional Resources/Added Costs: Engineer/Vendor/Consultant

Install High-Efficiency Lawn Irrigation System. September 2012 (CE)
- Key collaborators: VCBF, AVCBF
- Additional Resources/Added Costs: Engineer/Vendor/Consultant

Complete Johnson Controls energy management software upgrades for remainder of campus (six buildings completed in FY 2012). December 2012 (EX, SC, EC, CE)
- Key collaborators: VCBF, AVCBF
- Additional Resources/Added Costs: Engineer/Vendor/Consultant

Continue upgrading outside walkway lighting with LED lighting, with focus on the vicinity of Mill Street Ramp, French Hall Theatre, and Thompson Library. August 2012 (EX, SC, EC, CE)
- Key collaborators: VCBF, AVCBF
- Additional Resources/Added Costs/Consultant

Upgrade and enhance University Center indoor lighting. February 2013 (EX, SC, EC, CE)
- Key collaborators: VCBF, AVCBF
- Additional Resources/ Added Costs: Engineer/Vendor/Consultant

Financial Services & Budget

Paperless Reporting: As much as possible, we want to eliminate hard copy reports and put our reports on the departmental website. (CE)

- Key collaborators: Christy Brownell and Shelbie Perrin are taking the lead on this project. Others from FBS will need to contribute as well. We will also look to roll this out to the departmental accountants for their reports.
- Additional Resources/Added Costs (if applicable): We will need to purchase software that will allow us to pull reports created in different software programs together into a PDF file format and to edit them once in that format. We have funds available to purchase the necessary software.

Funding Model for Financial Aid: The current way of funding student financial aid (tuition rate increase plus 2%) isn’t working. We need to work with senior management to determine funding priorities, model the various components of student financial aid and create way of determining future needs. (CE, SC)
• Key collaborators: Jerry Glasco and Lori Vedder will take the lead. Other key collaborators include the Executive Officers, Financial Aid & FSB staff and potentially development.
• Additional Resources: None at this time.

Make recommendations for reducing bad debt write-offs: Our bad debt write-off is reasonable as a percentage of total tuition revenue. However, it is approaching $2 million per year. We believe there are disenrollment practices that are greatly impacting this amount. (CE)
  • Key collaborators: Laura Aghababian, Cindy Gross and Jerry Glasco
  • Additional Resources: None at this time.

Restructure Possibilities: We have a pending retirement in our senior accountant position. We’re small enough that any time we have an opening; we need to reassess campus needs and look to fill the position accordingly. (CE)
  • Key collaborators: Dalana Moore, Shelbie Perrin, Christy Brownell and Jerry Glasco
  • Additional Resources: None

Payment Terms and Collection Policies: Complete a review of payment terms, collection policies of UM-Flint versus competitors, make recommendations for change by December, obtain management approval and implement changes in FY 2014. (CE)
  • Key collaborators: Laura Aghababian and Jerry Glasco
  • Additional Resources: None at this time.

CAS financial planning and modeling: Assist CAS with financial planning and modeling once they have completed a CAS strategic plan. (CE)
  • Key collaborators: Christy Brownell, Shelbie Perrin and CAS representatives
  • Additional Resources: None at this time.

Human Resources

Leadership Development: In collaboration with HRD, implement, support and evaluate the first year of the LEAD program in support of the Chancellor’s initiative. Program was designed and launched April 2012 and will conclude March 2013 with post-program work (June 2013). (CE)
  • Key collaborators: HRD
  • Additional Resources/Added Costs: Funded by Chancellor’s Office

Leadership Development: In collaboration with HRD, implement and evaluate first year of staff-faculty EXCEL professional development program. This initiative is supported by VCBF for 3 years and is a self-initiated certificate program. This program is designed to support core competencies at all levels of the workforce and is based on UM’s eight core competencies.
  • Key collaborators: HRD
  • Additional Resources/Added Costs:
**Leadership Development:** Design and implement a manager focused learning program that enhances knowledge of University policy and practices as related to competencies, succession, performance evaluation and management, job position analysis, compensation practices beyond FOS I and II (May 2013). (CE)
- Key collaborators: HRD
- Additional Resources/Added Costs: $8,000

**Compensation Philosophy:** Pursue development of a compensation philosophy for Flint campus. The anticipated completion date is October 2012. (CE)
- Key collaborators: Chancellor’s Office, Executive Officers
- Additional Resources/Added Costs: None anticipated

**Performance Management:** Engage support from Executive Officers in adopting a four point rating structure (staff), and reporting performance ratings during merit uploading. (CE)
- Key collaborators: Executive Officers
- Additional Resources/Added Costs: None anticipated

**Health and Wellness:** Evaluate the campus response to the first year of designation as smoke-free. Further evaluation is needed to address reports of non-compliance. Additional communication, signage and activities may be determined as appropriate (June 2013). (CE)
- Key collaborators: Health and Wellness Committee, Facilities
- Additional Resources/Added Costs: TBD

**Health and Wellness:** Promote & enhance employee health and well-being. Conduct a campus-wide health and wellness conference or other health promotion event(s). Anticipated completion date is May 2013. (CE)
- Key collaborators: Health and Wellness Committee, MHealthy Coordinator
- Additional Resources/Added Costs: $5,000

**Health and Wellness:** Engage faculty and staff in practicing healthy behaviors as measured through participation in MHealthy incentive programs and other health promotions sponsored on campus, recreation center usage and membership, wellness champion participation (June 2013). (CE)
- Key collaborators: Health and Wellness Committee, MHealthy Coordinator
- Additional Resources/Added Costs: $1,000

**Culture and Climate:** Develop sexual harassment training module or partner with the Office of Institutional Equity to provide faculty training. The anticipated completion date is June 2013. (CE)
- Key collaborators: Provost’s Office, Office of Institutional Equity
- Additional Resources/Costs: $2,000
Culture and Climate: Conduct an assessment for the purpose of identifying campus resources and units promoting diversity and inclusion. Anticipated completion date is August 2012. (CE)
- Key collaborators: Ross Business School
- Additional Resources/Costs: $8,000

Culture and Climate: Develop plans to promote diversity and cultural competency among staff and faculty. Utilize new Part-Time EOI/diversity consultant to lead efforts in related education. Offer increased support to campus by identifying opportunities for improving the search process, data collection and analysis that is responsive to campus needs.
- Key collaborators: Executive Officers
- Additional Resources/Costs: TBD

Culture and Climate: Sponsor session(s) promoting awareness related to a diversity related topic. Anticipated completion date is June 2012. (CE)
- Key collaborators: TBD
- Additional Resources/Costs: $2,500

Culture and Climate: HR Staff will participate on the bargaining team in support of the bargaining process with LEO to begin November 2012. The anticipated completion date is April 2013.
- Key collaborators: Provost’s Office, Academic HR, legal counsel
- Additional Resources/Added Costs: $2,400 for mileage

Efficiency and Effectiveness: Conduct additional training and address implementation issues in eRecruit as identified from first year of management of the temporary hourly (student and non-student) appointments (August 2012). (CE)
- Key collaborators: Accounting and Reporting Group
- Additional Resources/Added Costs: None anticipated

Efficiency and Effectiveness: Conduct training and ensure campus readiness for implementation of GSI/GSRA postings and on-boarding. The effective date for the first appointments will be winter 2013 (October 2012). (CE)
- Key collaborators: Accounting and Reporting Group
- Additional Resources/Added Costs: None anticipated

Department of Public Safety

Infrastructure: Continue work with key Law Enforcement partners, Student Life and Architects Design Group for consolidating all DPS operations in one building to enhance communications, efficiency, effectiveness and student/community engagement. Communication Center is in the final stage of completion and reorganization for improved and efficient operations. Convert the State of Michigan’s University Pavilion parking ramp security office into a Student Safety office which will enhance visibility, efficiency and effectiveness of the student patrol program. Redesign Hubbard office space to improved and accommodate the needs of FO and DPS staff. Convert an office in First Street Housing near the front desk to a Connection
Office which will enhance the safety of residents and visitors to housing, increase customer service and police student relations. (SC, EC, CE, EX)

- Key collaborators: DPS Staff, Bill Webb, Dan Sherman, THA, City of Flint P.D., MSP, State of Michigan, Student Life, FO and ITS staff.
- No added costs/$26K in budget

**System Technology Reporting Upgrade:** Secure vendor and contract costs for data-collection and state reporting system so that it is compatible with identified computer aided dispatch system. (SC, EC, CE)

- Key collaborators: DPS Staff, Bill Webb, and ITS staff, City of Flint P.D. and Flint F.D.
- Additional resources/added costs: tbd

**Professional Development and training:** Complete short-term and long-term comprehensive professional development plan utilizing both on-campus and off-campus training sources. Complete both training manuals and field training manuals for new employees to enhance DPS responsiveness and communication. Identify professional training for Safety Officers. Collaborate with the Law Enforcement Regional Training Academy (LERTA) and Mott Community College DPS assigning UM-Flint DPS sworn employees to assist with academy course development and instruction. (CE, EC, SC, EX)

- Key collaborators: DPS Staff, Bill Webb, Dave Barthelmes, MCC and LERTA
- Additional resources/added cost tbd

**Campus Wide Security Enhancements:** Review, recommend and assist in personal safety awareness and security enhancements with focus on security camera additions and specific camera upgrades. Take an enhanced leading role in management of camera security systems on a regular basis working closely with ITS. Identify new technology to deliver live camera surveillance to DPS personnel in the field. Review and recommend enhancements for additional after-hours card access, upgrade/replacement of blue light emergency phone in Wilson Park and additional active shooter training. Review and recommend placement and additions to panic switches. Expand bike patrols, foot patrols and provide education sessions with a focus on personal safety awareness. Identify and train DPS employees as instructors for Rape Aggression Defense System (RAD) which is a program of realistic self-defense tactics and techniques for women, thereby, enhancing student and community member’s personnel safety and improve community/police relations. Collaborate with the Recreational Center and provide personnel safety awareness and safe defense educational sessions on campus and at Riverfront. Seek signed Cooperative Policing Agreements with the City of Flint and Genesee County Sheriff Department. (EX, SC, EC, CE)

- Key collaborators: DPS staff, Bill Webb, ITS, FO, EBS, FPD, GCSD, Riverfront Management
- Additional resources/ added costs: tbd

**Equipment Plan:** Update current capital equipment plan maintaining inventory and replacement schedule. Identify costs and equipment for FCC movement of radio frequencies and compatibility to 800 MHz delivery of police services by all outside agencies. (SC, EC, CE)

- Key collaborators: DPS staff, EHS, Bill Webb
- Additional resources/added costs: tbd
Parking and Transportation: Seeking General Council review and Chancellor’s approval of revised campus traffic orders. Continue to conduct fall and winter parking deck and lot utilization counts. Advise and participate in parking committee. Have all personnel recertified and sworn for parking ticket writing privileges with the City of Flint and 68th District Court. (SC, EC, CE)
- Key collaborators: DPS staff, Bill Webb, Parking Committee, Ann Arbor GC
- Additional resources/added costs: none

SUIT and All-Hazard Teams: Continue chairing SUIT team meetings, sharing information with key groups. Participate and advise in All-Hazard Team meetings. (SC, EC, CE)
- Key collaborators: DPS Staff, Residential Life, Student Affairs, EHS, HR
- Additional resources/added costs: none

Procurement

Vendor Evaluation Program: With the successful pilot evaluation form/design and manual release completed of the vendor evaluation (IT & Facilities primary vendors), the next step is to automate this program. Each time a major project is completed against a PO, an evaluation form should release to the Project Contract administrator. The anticipated outcome is to broaden our vendor data evaluation base and decide where improvements on University & Vendor performance needs to be made. Expected completion date June/2013. (Strategic Focus Code- CE)
- Key collaborators; IT programmer, ITS Point person (Lead: J. Long)
- Additional Resources/Added Costs; None expected

Vendor Pre-Qualification Certification: Beginning in 2011, this is an ongoing collaborative effort between all campuses which began under the AEC direction. This specific initiative is between Purchasing & Facilities to pre-certify and set project delivery expectations on UM construction contractors. In addition, risk management intervention on insurance that affects the experience modification rates (EMR) are also to be considered. Anticipated outcome by front end certification often leads to lower project costs and improved contractor safety on campus. Expected completion date Dec/2013. (Strategic Focus Code- CE)
- Key collaborators; AEC, Facilities Point Person: Lead: B.Roth, T.Barden
- Additional Resources/Added Costs; None expected

Expand Minority Program: Changes in national minority certification programs extend beyond ethnic considerations (i.e. Asian, Aleutian, Native American, Black, Hispanic) and now include and track Women Owned, Veteran & Handicapped purchases. Procurement will expand its efforts to attract these additional classes with an anticipated outcome of increasing our minority vendor database. This will be an on-going effort through the 2013/2014. (Strategic Focus Code- EC, CE)
- Key collaborators; Lead: G. Snyder, MMBDC, MMSDC
- Additional Resources/Added Costs; None expected
**Provide In-House Training:** Procurement has provided classroom teaching in the past along with on-line training courses. This is not an effective (best) approach when teaching especially where new hires can await a full year before classes are offered. The training/use of strategic contracts, People Pay, Marketsite, M-Pathways order entry screens for order entry or risk management/legal contract reviews and University policy is necessary. Beginning Summer/2012, Purchasing will encourage departments to send in 1-2 individuals to receive one-on-one training with respective system end users & Procurement personnel. The outcome will lead to fewer input errors, duplication of purchases, less frustration by departments and delays created when University Policy, Rules, Restrictions are made known.

- Key collaborators; Procurement Staff (Lead: Purchasing: S. Moran; Contracts: D. Whalen)
- Additional Resources/Added Costs; None expected

**Aggregate Non PO’s (minimize P-Card) develop Blanket Contracts:** Procurement has completed aggregation of under $5,000 purchases (Dept. created PO’s) by developing commodity focused Blanket Contracts. This is gradually reducing the use of P-Card purchases. Our recent findings indicate that Non PO’s also exist (under $5,000) in both commodities/services. The focus will be during the period of July/2012 - June/2013 to establish blanket PO’s for Non-PO’s. The creation of these blankets will also reduce P-Card purchases where discounts are not given and possibly reduce the number of non-PO’s evidenced by the Accounting Offices. (Strategic Focus Code CE)

- Key collaborators; Procurement Staff (Lead: G. Snyder)
- Additional Resources/Added Costs; None expected

**Bid / Contract Pre-Development Project & Research Requests:** Numerous pre-bid and/or pre-staged development meetings are arranged/conducted by Procurement & Contacts throughout the year. This involves a buyer and/or a paralegal to assist multiple departments & faculty in the development of defined work scopes or provide valued cost insight by conducting market studies. This is an on-going activity by the department. (Strategic Focus Code CE, SC, EC, EX)

- Key collaborators; Procurement Staff
- Additional Resources/Added Costs; None expected