

THE UNIVERSITY OF MICHIGAN-FLINT
VICE CHANCELLOR FOR ADMINISTRATION
Summary of Major Accomplishments
Fiscal Year 2008

Office of the Vice Chancellor for Administration

- **Student Housing-** Construction of student housing is in the final stages and nearing completion for an August 24th move-in date for students. The project is on time and within budget. During the year we also updated the financial model, coordinated a full review by UM-AA finance and obtained approval of rental rates by the Regents.(**SC, CE**)
- **French Hall Renovation-** The first phase of French Hall renovations on the second floor were completed for the winter 2008 semester. The second phase of renovations on the third floor will be completed by August 2008 in time for the fall semester. The entire project is within budget. (**EX, CE**)
- **Budget Model-** The overall budget model evaluation plan and timetable have been reviewed with the Chancellors Advisory Committee on Budget and Strategic Planning and a survey questionnaire has been drafted. The goal will be to complete the evaluation by December 2008 and communicate changes to the model by January/February 2009 in advance of the July 2009 effective date. (**CE**)
- **Finances-** University finances continue to be managed well during a time of budget constraint. Higher than planned enrollment resulted in a record distribution of added funds under the current budget system. The current forecast is an overall increase of General Fund carry forward funds of up to \$2.0 million over the prior year as of June 30, 2008. (**CE**)
- **Higher Learning Commission-** The VCA was an active participant in Work Group 2- Planning for the Future and also completed other assignments and requests from the Steering Committee. Completion of the self study is expected by mid-2009 with the HLC site visit scheduled in October 2009. (**EX**)
- **Kearsley Corridor-** The integrated master plans of the Flint Cultural Center, the City of Flint downtown area and UM-Flint all called for the extension of Kearsley Street from the downtown area through our campus to the cultural center. During FY 2008 a proposal was developed to construct a roadway between the Murchie Science Building and our new student residence hall to provide this physical connection. The proposal was approved by the Regents in May 2008 and the Mott Foundation provided up to \$1.9 million to fund the project. (**EC, CE**)
- **UCEN Food Service-** In August 2007, a student housing work group addressing Survival Needs recommended that UM-Flint establish a meal plan for its residential students and that we pursue a possible agreement with Sodexo Management, Inc. for this purpose. We developed a plan to offer a combination of full meal service, a grill works and a deli to all students, faculty and staff to be located on the third floor of UCEN. We developed a financial model and meal rates, and coordinated the review with UM-AA finance and obtained approval of the rates by the Regents. A renovation of physical space is now in process and scheduled for completion by August 2008. (**SC, CE**)

- **SUITS and ALL Hazards Planning Team** – In July 2008, the Student, Staff and Faculty Update Information Team (SUITS) was implemented to enhance the University’s coordination of efforts to identify and resolve potentially troublesome and/or dangerous human situations, prior to them developing into a more serious event(s). The *SUIT*’s group meets weekly and is comprised of representatives from SSEM, DPS, EHS, HR, and the VCA office and other resource persons as needed, e.g. General Counsel. The *SUIT* group meets weekly throughout the school year.

In December 2008, implemented an *ALL Hazard Planning Team* whose goal is to create a campus “culture of preparedness”. A “Culture of Preparedness” has the capability to respond to any hazardous situation presented, whether an active shooter, chemical spill, burglary, medical emergency, student travel abroad issue, etc. The *ALL Hazard Planning Team* meets weekly throughout the school year and is made up of 15 representatives from all sectors of the university.

Auxiliary & Recreational Services

- **M-Card**- We continue to work with ITS to obtain card readers at the pool locker room doors. At last update, the projected installation is scheduled to occur July 2008. Card readers were installed at Mill St. visitor’s gates and Recreation Center staff completed data entry into the system for all non-university members. Recreation Center members receive up to three hours of free parking using their M-Card (completed early fall 2007). **(CE)**
- **Recreation Center Cooling**- Facilities Management’s interest in reducing utility costs resulted in the installation of more energy efficient lights throughout the Recreation Center. The energy efficient lights also produce less heat which will contribute to making the facility cooler in the summer months. While working with Facilities Management to make the facility cooler, it was discovered that two of the ceiling dampers were broken. The newly constructed outdoor ramp will allow an overhead lift to be brought onto the gym floor in order to fix the dampers and to install the new energy efficient lights. Once all the lights have been changed and the air pressure is balanced we will be better able to determine the appropriate type of fan systems to install (project started May 2008 and is scheduled to be completed August 2008; fan decision to follow). **(EC, CE)**
- **Event Scheduling**
 - As of May 31, 2008, the Event and Building Services (EBS) scheduled rooms for 9,761 events for a total of 196,326 participants. Only 1.67 % (163) of the events were paid events making the number of non-paid events 9,598 or 98.33 %. This included room reservations for 1, 452 meetings, 287 University events, 141 distribution tables, 110 workshops, 109 special events, 58 lectures, 40 outside rentals, 29 orientations, 23 receptions, 12 banquets, 12 conferences, 10 films, and 7 performances. New conference chairs were also purchased this year to complement the existing chairs.
 - The implementation of EMS scheduling software makes it easy for University groups to check for availability of space online. This information is available in real time, and aids our customers in deciding on the best location for their event and to make the room reservation. EBS staff conducted four (4) Campus Calendar open training sessions, three

- (3) individual department trainings (VCIA, SSEM and EOI) and more are planned for fall 2008.
- University departments and groups are also utilizing the Campus Calendar more to market events/activities that do not involve a room reservation. This allows for everyone to have a better understanding of all the different kinds of events/activities that are happening on any given day.
 - EBS Express served 486 small breaks this past year which was 106 (22 %) more breaks than the year before. New items added this past year to the EBS Express menu included brownies and special order service for fruit trays, vegetables trays, cheese and crackers platters, donuts, popcorn and eco-friendly disposables.
 - Gross revenue at the UCEN Info Desk increased by 72 % and the WSW Info Desk increased by 64 %. New items added this past year at the Info Desks included fresh fruit, flavored cream cheese, oatmeal, popcorn seasoning and yogurt.
 - Fully equipped Smart Carts have been permanently placed in the Happenings, Tuscola, and two Michigan Rooms. Another is available through ITS in the NBC. An effective customer service relationship has been established with Mediated Classroom Services for maintenance and repair of existing equipment and for reserving equipment beyond EBS inventory (established fall 2007). (EC, CE)
 - **Food Service**
 - The contract with Sodexo to provide dining and catering services for UM-Flint was written and signed. Mandatory meal plans were approved by the Regents in March. Renovations on the third floor of UCEN started the end of April (to be completed by August 24, 2008).
 - EBS has been working with Student Housing and Cashiers to determine how meal plans and Blue Bucks will be implemented through Entrée Plus in Ann Arbor. Procedures are being finalized now that the new Dining Service Manager has been hired. (SC, EC)
 - **NBC Parking**
 - A plan to upgrade parking and change policies was approved January 2007. Since that time the NBC flat lots have been sealed and striped and a drain catch basin was repaired. The parking deck has been cleaned and striped. Spaces have been reassigned and signage has been upgraded throughout the lots and deck. A fence has been installed around the exterior of the parking deck to improve security. A programmable telephone entry system has been installed and activated.
 - All tenants now use an M-Card to gain entry in to the parking deck. NBC checks twice annually to make sure all University tenants have paid for a parking pass. NBC is reimbursed annually by the parking fund for University tenants who use the parking deck. NBC guards monitor the parking lots and issue written warnings on improperly parked cars. After the third warnings, cars will be towed away at the owner's expense.
 - Plans for BATF cage for decoy vehicles were submitted fall 2007. Still waiting for approval from GSA to proceed. (CE)
 - **New Exercise Equipment-** Through matching funds generated from gifts from our membership two Hybrid Matrix exercise bikes were purchased and added to the Cardio Theater area. The budget allowed us to add a new treadmill also. We have received positive feedback; however, more equipment continues to be requested. (SC, EC, CE)

- **Quality Fitness Classes**
 - The Recreation Center continued to offer fee-based specialty fitness classes such as Pilates, Hip Hop and Spinning. A total of eight (8) different specialty classes were offered fall and winter semesters for a total of 650 participants. We were able to acquire the Amazing U mailing list upon their disbanding to assist in our marketing efforts.
 - We also offered a variety of drop-in fitness classes ranging from low-impact aerobics to step kickboxing in order to meet the needs of all fitness levels. For both fall and winter semesters, we offered twenty-two (22) different drop-in classes for a total of 4,691 participations. In addition, 39 personal trainings and 19 Fitness Assessments were conducted this past year. (SC, EC)
- **Professional-looking Office-** New carpet was installed in the Recreation Center's business office along with new, more efficient work stations. The renovation has left the business office looking more professional and the ergonomically designed workstations are more comfortable for the staff members who use them (Completed January 2008) (SC, EC, CE)
- **Bookstore Mural-** The collaborative effort between EBS, University Relations and the Bookstore to produce an exciting, well designed mural at the entrance to the Pavilion was very successful. This project has produced a more welcoming entrance to our campus. In addition, it has allowed the Bookstore to better display a variety of convenience items within the store in anticipation of residential students on campus. (SC, EC, CE)
- **More Used Books for Students-** EBS hosted fall and winter luncheons to thank academic secretaries for their assistance in obtaining early book adoptions from faculty in their respective departments. Early adoptions allows the Bookstore to be able to buy back more books from students and to have more used books available for resale. It's a win-win for everyone. (EX, SC)
- **Printing Services**
 - In order to meet the needs of students, Printing Services now sells stamps and envelopes and can send/receive faxes for its customers. These new services have been met with positive responses and acknowledgements of appreciation.
 - New software with accompanying training was recently purchased that will assist in the ability to accept larger mail merge related orders.
 - University Relations has requested a collaborative work arrangement with Printing Services on marketing/design projects for internal customers. PS will perform the printing and "finish work" items such as name tags, table tents, yard signs and poster mounting. This partnership should be beneficial for all involved.
 - Printing Service has recently started the process of analyzing its charges to customer (internal and external) based on costs. The goal is to have prices for color copies, duplicating, table tents, booklets, poster mounting, yard signs, name tags, etc. that cover direct and a modest percentage of indirect costs. The plan includes posting the prices on the Printing Services' webpage.
 - The new Marketing and Design Coordinator position has allowed Printing Services able to provide graphic design service to internal and external clients.
 - A work-study position was added to assist Printing Services in completing work generated from the new services being offered. (SC, EC)

- **NBC Property Management Agreement**
 - After many months of developing the scope of services, a Request for Proposal was issued by Purchasing for the property management service for the Northbank Center (NBC). Three property management firms submitted bids and Piper Reality was selected and awarded the agreement.
 - Procedures were implemented so that all maintenance and repairs are submitted into the Facilities Management (FM) work order system. FM determines which work orders are managed by FM and/or performed by FM and which are managed by Piper Reality staff with outsourced providers. This arrangement has worked out well and has produced significant savings for the NBC operating budget. (SC, EC, CE)
- **NBC Revenue**
 - Through assistance from Dave Barthelmes, Vice Chancellor for Administration, General Funds have been allocated based on square footage for University departments housed in NBC. This support will allow the NBC budget to end the year with a balanced budget for the first time in years.
 - Providing Mediation Services as an additional source of revenue is being explored.
 - Increased marketing efforts are being used to hopefully increase room rental business. This past year, there were 49 Ballroom rentals, 10 Park Place rentals, 49 Boardwalk rentals and 99 Training Room rentals. (SC, EC)

Environment, Health and Safety

- **Emergency Management & Preparedness Planning-**
 - **UM –Flint Table Top Exercise-** In May 2008, a comprehensive table top exercise was conducted involving a realistic “active shooter” scenario. Individuals participating in this table top exercise included members of the UM-Flint Crisis Management Team (CMT) and back up staff. (CE & SC)
 - **Drills-** EHS scheduled and monitored the seasonal drills again this year. This was a great opportunity for EHS, DPS, Facilities Management and building occupants to identify potential problem areas, perhaps trouble with shelter area locations/conditions, or PA system functions and operations. Additional drills conducted in ECDC and Early College Program. (EC)
 - **UM Emergency Alert System notification** Active participant of the planning and implementation team incorporating the new UM Emergency Alert System into our campus wide emergency notification program. (CE & SC)
 - **Revised the Campus Emergency Response Plan (ERP)** including updating the Crisis Management Team (CMT), the Secure in Place (Active Shooter) and Infectious Disease Outbreak Guidelines. The revised ERP is posted on EHS website along with newly developed Emergency Response flipchart. (CE)
- **Health and Safety Training:** EHS offered a variety of training throughout the year. (CE)
Some of the highlights of this past year’s training include:
 - Comprehensive 5 hour safety training that included Lockout/Tagout, confined space, Fall Protection, ladder safety and electrical safety.
 - Lead Compliance Training offered for FM, IT and others geared for trades who may work in areas where they may encounter lead paint.

- Asbestos Class II training for select Facilities Management staff who may need to remove non-friable caulk or floor tile with oversight/guidance of EHS.
- Asbestos Awareness training for employees who work in areas with asbestos building components, i.e. floor tile, caulking, insulation, etc.
- Environmental Requirements training covering the regulatory requirements for Spill Prevention Storm Water Mgt., Soil Erosion, Environmental Due Care, etc.
- Fire Extinguisher training offered seasonally during October.
- AED/CPR training in conjunction with UHWC.
- Hazard Communication, Personal Protective Equipment, Hearing Conservation, & Bloodborne Pathogen training classes usually offered monthly.
- Annual Hazardous Waste Management training.
- Stryker Evacuation Chair training for DPS employees and others on how to safely use the evacuation chairs. This training was coordinated with Zack Tomlinson, Disabilities Coordinator.
- **Health and Safety Inspections-** EHS increased the frequency of safety and health inspections on campus. The focus was primarily on construction and renovation areas. Other areas of interest included lockout tagout, chemical storage, personal protective equipment, spill prevention, maintenance and housekeeping areas. **(CE)**
- **Program Review-** EHS revised the Campus Spill Prevention Control and Countermeasures (SPCC) Plan and the Hazardous Waste Management program. In an effort to improve project coordination, EHS developed a new a project review/request form to expedite EHS related projects. **(CE)**
- **French Hall Renovations and Student Housing Construction:** The construction projects on campus have involved a great deal of environmental and occupational oversight. The student housing has required environmental site assessments, due care pre-planning and monitoring soil management, relocation and disposal. Careful oversight of lead and asbestos have been part of the French Hall renovation project. **(CE & SC)**
- **Coordinate and Monitor Campus Environmental Due Care Activities:** Coordinate environmental due care requirements for the Student Housing site, the International Institute and Kearsley corridor reconnection projects as well as other projects such as general side walk repairs, utility repairs/installations, satellite relocation, Recreation Center ramp construction, parking ramp/lot repairs, and other smaller projects. **(CE)**
- **Asbestos and Lead Building Surveys & Abatement** EHS coordinated limited asbestos and lead surveys at CEP, University Center, French Hall, University Pavilion, Northbank Center, and Ross House. EHS incorporates the survey results into planning process prior to demolition, construction or renovation related activities to ensure strict compliance with state and university requirements. **(CE)**
- **Monitoring Consumers Energy MGP Site-** EHS worked closely with key stakeholders to to encourage a win-win situation while protecting the university's interests and encouraging Consumers Energy to move forward with their investigation and overall resolution/remediation of the MGP site conditions. EHS is currently working with UM OSEH, Office of General Counsel, VCA office as well as environmental and legal consultants to monitor and fine tune our strategy and plans for the site. **(CE)**
- **Department of Homeland Security "Top Screen" review and reporting.** EHS coordinated with departments who handle/store chemicals to review their chemical

inventories, compare their inventories with the new US Department of Homeland Security (DHS) regulatory reporting requirements to determine if the campus is required to report to the DHS. (CE)

- **Ergonomics assessments** EHS worked in conjunction with the Michigan Healthy Communities Ergonomic Team and MWorks to assess select employees' workstations and improve the employees' general work station configuration. This ultimately reduces the risk of injury and increases employee comfort. (CE)
- **Participation in the Study Abroad Safety Committee** The group released recommendations in July 2007. In May 2008, EHS appointed by the Provost as a committee member of the Study Abroad Advisory Committee. Currently reviewing international trips scheduled for 2008-09. (EX, CE, & EC)
- **Earth Day 2008** Various organizations including the MDEQ, Keep Genesee County Beautiful, UM-Flint Student Environmental Club, EBS, Flint River Watershed Coalition, and others joined us for an afternoon Earth Day celebration of sharing educational materials with students, employees and members of the Flint community visiting the Pavilion that day. (CE, EC, & SC)

Facilities Management

- **Parking Maintenance-** Partner with State of Michigan to maintain the Pavilion parking deck (CE) March 1, 2008
- **Utilities-** Evaluate Natural Gas usage and develop a purchasing plan including futures (CE) Contract signed for future purchases June 08.
- **Humidification Systems-** Evaluate & upgrade existing mechanical humidification systems (CE) Complete April 08
- **High Voltage-** High Voltage Substation Maintenance - South Campus (CE) Completed per schedule June 08.
- **Utilities-** Engage professional services & consultant with AA in development of gas purchase program (CE) Gas consultant for Flint – Charlevoix Energy Trading, Inc. (minority owned, Michigan based) began plan development and purchases August 07.
- **Maintenance Costs-** Avoidance of repetitive maintenance and energy costs; remove chiller - absorber (CE) Successfully removed April 08
- **Maintenance-** Follow annual PM (preventive maintenance) plan (CE) PM programs in place, updated, and performed as scheduled; ongoing each month.
- **University Pavilion Emergency Lights & PA systems:** UPAV did not have adequate emergency lighting or functioning Public Address system; consequently emergency warnings were not heard, during power outages lighting was almost non existent. Facilities Management staff completely retrofitted existing & installed new. Completed March 08. (CE).
- **Removal of Multi fueled Boiler 1, Central Energy Plant:** Massive, obsolete boiler removed in order to make space for future systems. Completed May 08 (CE).

- **Cooling System for MSB Server Room:** Facilities Management staff collaborated with IT to design and install updated air conditioning for expanding server room applications. Completed April 08. (SC, EX,)
- **Re-Carpet 12 MSB Classrooms:** Ongoing program to upgrade and replace worn carpet in classrooms and general campus areas; MSB completed March 08 (SC, CE).
- **Overhaul Boiler 1C:** Boiler completely overhauled – including new tubes, chamber, controls and lining. Completed September 07 (CE)
- **Boiler Control Upgrades:** Replaced aging control systems on boiler operations. Completed October 07 (CE).
- **Addition of Electronic Restroom Door Openers:** Added to MSB and UCEN; completed April 08 (SC, CE)
- **MSB Air Dampers** – Installation to correct air intake; energy savings and comfort completed January 08. (SC, CE)

Financial Services and Budget

- **Sponsored programs** - Sponsored Program Accountant was hired in the Research Office during the summer 2007. Financial Services funds \$10K plus related benefits for this position and will continue to do so as long as we can afford to. (EC-S)
- **Internship**- We are entering the 3rd year of this program. We will keep the program as long as we can attract quality students and fund it. (SC)
- **Transcripts**- Worked with the Registrar's Office to implement in April 2008. Becky estimates that the on-line request for transcripts has cut the number of faxes received by the Cashier's Office by 50%. (SC)
- **Pcard Employee Reimbursements** - Entered service level agreement with Ann Arbor Campus in April 2008 and implemented processes so that Flint Accounting Office could process ATM Reimbursement. This will cut down on the amount of time that UM-Flint faculty and staff members wait for reimbursements. (CE)
- **Improve reporting and management of campus deferred maintenance** – This has been an on-going project throughout the current fiscal year. We have worked with Facilities Management to improve reporting of campus deferred maintenance and the status of current projects. (CE)
- **Credit Cards**
 - Determined that TouchNet Pay Path would be the best approach for implementing this. However, we do not have the resources to implement this at this time.
 - We would need additional resources and a decision from Executive Management that would allow us to pass on financing costs to the students that use credit cards to implement this. (SC-S)
- **Debit Cards**- We implemented this in the Fall 2007. However, it was determined that our institution's bank could not support this and the University Treasurer's Office required us to discontinue this until they could resolve issues with the bank. (SC)
- **Electronic Deposit** – Issuing electronic deposit of refunds to students is still a goal, but currently not possible do to unresolved issues with the University's bank. (SC)

- **Student Housing-** In process. Funding has been approved for FY 2009 for Cashiers/Student Accounting to assume the responsibility of the billing and collection for student housing and we have reassigned Rick Griswold (Senior Accountant) to develop the processes and student accountant position requirements. **(SC-E, R)**

Human Resources

- **Human Resources-Internal Controls** regarding HR employment processes developed and implemented (July/August 08). Presentations to campus were conducted regarding processing of Temporary Hourly Interchange and PeoplePay Upgrade which helps with processing and helps overall customer service (December 07). (CE)
- **Health-M-Healthy Community Health & Well Being Workshop** for Managers and Wellness Champions. Four sessions allowing managers and wellness champions to learn the essentials for a healthy work environment. It was considered well attended with approximately 50 in attendance, 35 managers and 15 wellness champions. Pursued support from Chancellor's Office regarding training of managers in employee mental health issues (May 08). (CE)
- **COI/COC-Conflict of Interest/Conflict of Commitment** was rolled out at Flint. (March/April 08). It was mandatory for all faculty, staff and non-student temporaries. Numerous training and information sessions were held over several weeks. (CE)
- **Health-Meetings of M-Healthy Reps** from the Flint campus began early 2008 to better coordinate mission and goals at the Flint Campus. This is a collaboration of mostly HR, Recreation, and Environmental Health and Safety Services staff (February 08). (CE)
- **Applicants-** Improve the quality of applicant pools, and enhance the application and selection processes of students for temporary employment (CE)
 - Flint HR facilitated and coordinated participation and membership of UM Flint into newly formed Michigan HERC (Higher Education Recruitment Consortium), the most comprehensive higher education job web site in Michigan. All UM job postings, faculty, and staff are automatically posted to this web site via eEmploy. UM Flint's participation in this central job posting system provides links to member campuses, regional resources and diversity web sites.
 - HR participated as member of UM Flint's Diversity Council which is involved in various diversity initiatives to support and create an environment which recognizes, understands and values the importance of diversity.
 - HR initiated community contacts and met with Rehabilitation Services of Michigan and Genesee County Association for Retarded Citizens to discuss UM Flint employment opportunities and establish working relationship. Also contacted other community agencies by telephone and letter to encourage building a mutually beneficial working relationship.
 - HR secured participation of UM Flint's College of Arts and Sciences (CAS), UM Flint's largest college, in the University's online job posting system. This change requires all applicants for CAS faculty positions to apply online (resume only). This process change reduces processing and turnaround time by providing Human Resources immediate access and electronic maneuverability of the record.
- **Professional Development:** Seven HRD and Professional Development Programs were offered as noted below (February 08 –June 08). (CE)
 - Foundations of Supervision I and II (26 in first class, 27 in second).
 - Taming the Email Beast (approximately 25 people)
 - Optimizing Outlook (approximately 33 people)
 - Wearing Too Many Hats (approximately 24 people)
 - Something "Fishy" Out There – Customer Service (approximately 24 people)

- Leading through Transition and Change. (approximately 10 people)
- **Employee Relations:** This past year the campus has experienced an overall increase in activity related to the management of staff and faculty issues. HR staff worked diligently to assist management and staff to work through many changes and challenges. The activity noted below does not include the many other counseling sessions and intervention that resulted in positive resolution (July 07-June 08). (CE)
 - **POAM**– From July 1, 2007 to present, the HR office has received and processed 16 grievances from POAM members.
 - **AFSCME**- From July 2007 to present, the HR office has received and 6 grievances from AFSCME members.
 - **Trades**- No grievances received.
 - **LEO**- There were four grievances during the previous contract. On a positive note, the newly negotiated contract for 2007 – 2010 includes professional development, increase in structure of annual review and the new intermittent review.
 - **Staff** – The HR office received 5 grievances.
 - **Reorganization**- The HR office has assisted with the formal reorganization efforts of three departments. These areas are Office of Institutional Advancement, Facilities and the School of Management. In some cases, these reorganizations required the lay-off of staff, which has resulted in additional on-going work in terms of position management. Three to four more grievances are anticipated as a result of the recent reorganization in the School of Management. In addition, there have been numerous requests for re-classification, upgrades and title changes from various departments across the campus.
 - **EEOC**- The HR office received four complaints this past year. Three were set aside as a result of the lawsuit that was subsequently filed; however, we have been in communication with legal counsel to assist in the preparation and response to these issues.
 - **Arbitrations and Lawsuits**- By the end July, three grievances submitted for arbitration this past year will have either been settled or heard. One is from AFSCME and the other two are from POAM. We currently have two lawsuits pending; one from a previous staff member and the other involving three POAM staff.

Department of Public Safety

- **Employment Hiring (CE)**
 - Hired one temporary Communications Officer.
 - Posted three (3) part-time Communications Officer positions - interviews complete, background investigations begun.
 - Increased appointment hours for one part-time police officer to 100% appointment from 60%. Posted one 100% appointment Police Officer and one 50% Part-time Police Officer position - interviews complete; awaiting interview board's recommendations.
 - Posted one 100% supervisory position - interviews complete, background investigations complete – start date 7/15/08.
 - Enhanced DPS selection process- expanded hiring committee to include faculty and students, added video scenario based testing in addition to the existing psychological and physical examinations, and comprehensive background checks. (EC, CE)

- **Training (CE, SC, EC)**
 - DPS employees were sent to Ann Arbor Student Housing to observe how University Housing handles calls for assistance to prepare for our new student housing opening in August 2008.
 - Cultural Diversity Training:
 - McKinnon Group gave two day training on cultural diversity and police work.
 - Campus Climate training on campus, supervisors attended morning training and POAM employees attended an afternoon training on understanding different cultures.
 - Racial Profiling panel discussion on campus
 - Developed and implement a multi-year training calendar/program for DPS employees.
 - Domestic Violence Training on campus provided by the LEORTC (Law Enforcement Officers Regional Training Center) and others.
 - Firearms Training and Qualifications. Begin planning and training to be compliant with new State of Michigan Standards that will go into effect in 2009.
 - CPR/AED/First Aid training for all DPS personnel.
 - Co-sponsored Domestic Violence training on campus for DPS officers and neighboring police departments in conjunction with the Flint Regional Training Academy on June 5, 2008. (CE)
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- **Security Systems** - We eliminated monitoring by outside companies (e.g. Ross House) and reduced monthly monitoring costs. The next step, continue to add card access, alarm function, and video to strategic exterior doors on campus. Not only will this enhance security, it will also allow for easier access to authorized persons by utilizing the M-card. (CE)
- **Security Improvements:**
 - Enhance and/or upgrade security camera coverage in strategic areas.
 - Assumed alarm monitoring that was previously done by outside vendor. Example: ADT alarms.
 - Completed successful VIDMIC pilot program for patrol officers. DPS will purchase VIDMIC system as a result of successful pilot of this system.
 - Completed successful pilot program of Guard One Plus system. The Guard One Plus equipment pilot was used to ensure all locations of the WSW building is monitored.
 - Introduced awareness to the Incident Command System to the All Hazard team.
 - Introduce “Shots Fired” video (active shooter training) to the All Hazard team which resulted in the use of the video as part of ongoing campus training, including May 8, 2008 TTX.
 - Updated Public Address system emergency messages.
 - All DPS Supervisors attended 300 and 400 NIMS (National Incident Management) Training.
 - Added DPS vehicle for use in student patrol of parking lots.
 - Installed new electric locks and cameras at dispatch to improve officer safety.
 - Participated in implementation of the 3N Mass Communication system.
 - Participate in weekly meetings as a member of S.U.I.T.S (Student, Staff & Faculty Update Information Team; the All Hazards team; and the Study Abroad Response Team.
- Provided security and support for the “Commons” concert on April 16, 2008. (SC, EC, CE)

Procurement

- **Training-** Develop Contract training for academic agreements with OGC; negotiate, edit, administrate & develop template. Address risk analysis/policy/compliance concerns. On-going with MOU's completed by Fall/08 with SHPS. **(CE)**
- **Suppliers-** Partner with MMBDC, SOM, MDEQ, MPSC (Business, Community, State Agency, GRCC, Organizations) & Local area businesses. Completed July/2007. **(EC)**
- **Energy-** Partner w/Energy Task Force (w/Flint & campus Faculty). To develop a long term energy infrastructure & equipment upgrade plan Completed top 20 items July/2007. **(CE)**
- **Study Abroad-** Chair Study Abroad Committee to develop procedure & policy recommendations Completed with presentation September/2007. **(SC)**
- **Training-** Conduct teaching and distribute a "basic" contract building document with paralegal input. Presented to campus July/07. **(CE)**
- **Student Housing-** Strengthen the knowledge base of student housing/transportation with ISH Committee (Housing & Articulation agreements) Completed June/08. **(SC)**
- **MMBDC-** Increase minority community business development expenditures working with the MMBDC Minority Community Development. Completed May/08. **(EC)**
- **Energy-** State of Michigan/University Consortium-Energy Electric Program. On-going. **(CE)**
- **MDEQ Initiative** – Alternative Energy Curriculum, Green Projects & Civic Relations with State & City of Flint **(EC)** Completed July/07.
- **People Pay-** Purchasing implemented this new payables vehicle (formerly Form G) and provided training to several departments.