

THE UNIVERSITY OF MICHIGAN-FLINT
VICE CHANCELLOR FOR ADMINISTRATION
Summary of Major Accomplishments
Fiscal Year 2009

Office of the Vice Chancellor for Administration

- **Student Housing-** Construction of student housing completed on time for late August move-in. Student housing fully integrated into the daily operations of the campus to include Facilities, Public Safety, Auxiliary and Recreational Services, Finance and other services. **(SC, CE)**
- **French Hall-** Project substantially completed in time for the fall 2008 semester. Reconciled final costs to approved budget and determined funds remaining for added work in order to obtain full State reimbursement of applicable costs. **(EX, CE)**
- **Budget Model-** Work was substantially completed on the budget model evaluation by November 2008. The review and approval process for recommended changes was finalized and changes communicated by February 2009. Changes became effective July 1, 2009. **(CE)**
- **Finances-** As of May 31, 2009, tuition revenue is \$2.7 million above plan and campus General Fund expenditures are projected to come in below budget for the full year. We anticipate adding \$1.5-\$2.0 million to the fund balance before any set-asides for future capital outlay projects. **(CE)**
- **Higher Learning Commission-** Have provided support as requested to finalize the self study report in advance of re-accreditation by the HLC in October 2009. **(EX)**
- **Kearsley Corridor-** Construction of the campus roadway link between downtown and the Flint Cultural Center was completed by November 2008 at a cost within budget. **(CE)**
- **UCEN Food Service-** Installation of food service improvements on the third floor of UCEN was completed on time for opening at the beginning of the fall 2008 semester. **(SC, CE)**
- **Character Inn-** Provided extensive analysis of support requirements for a proposed partnership between the C.S. Mott Foundation and UM-Flint to provide additional student residential accommodations in downtown Flint. **(SC, CE)**
- **Executive Director Of Development-** Chaired Search Committee for the Executive Director of Development position currently in progress. **(EC)**

Auxiliary & Recreational Services

- **Second Floor UCEN Renovations -** TMP staff members were on campus August 6 and September 30 and conducted focus groups with members from the Office of VCA, EBS, Campus Activities Board, Student Government Council, Student Organization Partnership Board, Greek Council, Michigan Times, International Student Center, EOI, Student Life, Student Housing and Student Development Center. From the information gathered, a master concept plan was proposed to the Chancellor and executive officers.

Feedback was obtained and revisions were made. The master concept plan recommended that the new Student Organization Center be located on the 2nd floor of the University Center in the space recently vacated by Accounting/Purchasing. The master concept plan will serve as a road map for future renovations as funding becomes available. Completed by June 30, 2009. (SC)

- **Student Focus-** The number of events scheduled by Student Life, the Student Government Council (which includes Student Organizations Partnership Board as a subsidiary), CAB, and Greek Council was up by 110 events over last year (303 events from July 1, 2007-June 30, 2008 vs 413 events from July 1, 2008-June 30, June 2009). The primary contributing factor was the opening of the First Street Residence Hall. (SC)
 - Last summer began the renovation of the 2nd floor UCEN space with the removal of one of the carpeted seating units that was replaced with 2 televisions and movable lounge furniture. EBS helped SGC navigate the university purchasing system and aided in organizing meetings with Allied Furniture to select the proper lounge furniture.
 - With the opening of the Student Organization Center temporarily located in the Ontario Room, SGC came to EBS searching for equipment. EBS was able to provide a conference table and chairs from the equipment inventory.
 - EBS worked closely with SGC in the planning and execution of two over-night events for students in the University Center. The ‘over-nighters’ were first-time events that required collaboration with Student Life, SBC, CAB, DPS and EBS. The first event held in the fall went very well with attendance at about 400 students. Completed by June 30, 2009.
- **UCEN Room/Equipment Upgrades -** EBS Express originally used the UCEN kitchen for food preparation. With the renovation of the kitchen for the new Dining Service program, EBS Express was displaced. The Ontario Staging area (located in UCEN lobby between Printing Services and the restrooms) was renovated to accommodate EBS Express food preparation for small breaks. Ontario Staging also provides food preparation support for the UCEN Information Desk. Completed by June 30, 2009. (CE, SC)
 - EBS has created a plan to refurbish the ‘barroom’ at Northbank Center when funding becomes available.
- **University Dining Service (UDS) -** Unfortunately, due to the construction schedule, University Dining Service was unable to have a soft opening. However, they were able to open with the start of students moving into the First Street Residence Hall. Along with the implementation of the meal plans, came a learning curve for staff as well as students. UDS and EBS worked through a number of challenges with Ann Arbor’s Entrée Plus office and students learned it was necessary to pace their spending in order to have a near zero balance by the end of the semester. (CE, SC, EC)
 - A University Dining Service Advisory Board, composed of a diverse representation of dining customers was established and met 10 times this past year. Several EBS staff members have been very instrumental in the success of the Advisory board. Student participation has been inconsistent, but is something we’ll continue to work on.

- Through a collaborative effort between UDS and EBS, new Smart Market items (sandwiches, salads and specialty items) are now being offered at the WSW Info Desk. Customers have been very appreciative of this offering.
- A satellite Smart Market was piloted in Northbank Center during the winter months. Unfortunately, it did not generate enough business and the idea was abandoned. Completed by June 30, 2009.
- **Bookstore Contract** - The Bookstore agreement will expire June 30, 2010 which precipitated the University sending out a RFI. Three national booksellers responded and the information provided was assessed by a committee using a decision grid. A RFP was requested of Barnes & Noble. The B&N proposal is currently proceeding through the University's review and evaluation process. (CE, SC, EC)
- **Marketing Plan** - Our new Marketing Coordinator created an annual marketing plan for Auxiliary and Recreational Services and will be submitting an annual year-end report. Next year's plan will include separating Recreation and Auxiliary service areas (i.e. Rec, EBS/NBC, and Printing Services) and creating individual annual marketing plans, tracking expenses, and creating flexible spending areas for new opportunities. The Marketing Coordinator performed over 100 graphic design jobs this year. Completed by June 30, 2009. (CE)
- **Exercise Equipment** - Considerable time was spent exploring the possibility of an exercise equipment lease agreement including an RFP. We are in the final stages on reviewing an agreement with All Pro Exercise Equipment and assessing the best financing option. A leasing agreement would include replacement of existing equipment with new every three years, all maintenance and repair coverage, and a monthly payment plan. (CE, SC)
- **IM Sports** - The winter 2009 intramural sports program included six sports: co-ed volleyball, co-ed soccer, co-ed basketball, co-ed dodge ball, women's basketball, and two co-ed table tennis tournaments. There were a total of 242 active participants with 190 males and 52 females. Plans are to offer all sports again this upcoming school year while adding popular flag football in the fall 2009 semester. Completed by June 30, 2009. (SC)
- **Summer Camps** - After a thorough assessment of youth camps offered last year, it was determined to eliminate the team basketball camp and only offer one week of the youth basketball camp. In addition, the sports themed week of Camp Summer Fun (CSF) was changed to a Storytelling theme and will be held in collaboration with the Flint Public Library. (CE)
 - Unfortunately, Beecher Schools were unable to obtain grant funding to send their students to CSF as they did last year. However, long-time member Bud Prottengeier has spearheaded a very successful scholarship fund raising campaign. Bud and five of his Rec Center friends pledged to match all donations for CSF scholarships. To date, the money raised will send 29 kids to one full week of camp. Completed by June 30, 2009.
- **Rec Center and Residential Students** - Jelena Jovic, student employee, conducted a focus group on Recreation Center programs and facilities with students on the Residential Hall Council. The key findings follow: only a few of the students use the Rec Center regularly, most obtain information on the Rec Center from material at their front desk, all felt safe at the Rec Center, there was a request to find a less expensive way for guests to

use the Rec Center when visiting on weekends other than a \$10 day pass, and they are interested in collaborating on special events. Completed by June 30, 2009. (SC)

- Rec Center staff will be discussing ideas for collaborative program with Residential Life for the coming year.

- **Printing Services' Equipment Upgrades** - Printing Services went out to bid this past year for a color copier lease program. A new Xerox machine was obtained and business has definitely increased. To better meet department and students group's budgetary parameters, color copier prices were lowered for single copies and a reduced pricing scale was established for tiered quantities. Many departments are now considering color copies through Printing Services for their projects rather than going off campus as a four-color press job. Completed by June 30, 2009. (SC, EC, EX)
- **Campus Convenience Copier Program** - To help with this decision, a Printing Services Work Team was recruited from various units and departments around campus to assess the convenience copier program. After a review of the revenue obtained from the convenience copier program in relationship to the expense of operating it, it was determined that PS was breaking even. (SC, ES, EX)
 - The Work Team's research also found that a couple of years ago the Ann Arbor campus bid out their convenience copier program and included Flint and Dearborn in the agreement. So after much investigation it was decided that PS would stop managing the convenience copier program for Flint. Departments have the option of using the existing Ann Arbor convenience copier program or going out to bid with their own lease agreement. Completed by June 30, 2009.
- **Printing Services' Fee Assessment** - Working with the Work Team, Printing Services' staff assessed fees for all services through market comparisons. Fees for all services for internal and external customers were revised and are now located on the PS website. Completed by June 30, 2009. (SC, EC, EX)
- **Northbank Center Funding** - After much re-working and effort, a proposal was submitted to the Vice Chancellor for Administration and to the Chancellor that addressed the budget, staffing and room rental rates. It was determined to maintain the status quo for BY2010. The decision did not rule out re-submitting a proposal next year. Completed by June 30, 2009. (SC, EC)
- **Increase Participation at NBC** - A full color marketing folder was completed this year and is used extensively for providing information about our facilities and services to people inquiring about holding an event in UCEN/NBC meeting/conference rooms. In addition, Event Manager's carry management business cards to hand out during events so if someone is interested in office space or conference/banquet facilities, they have them readily available. (SC, EC, EX)
 - This past year there were 61 Ballroom rentals, 19 Park Place rentals, 29 Boardwalk rentals, and 70 Community Room rentals for a total of 179 room rentals. University departments made 44 of the room rentals and the remaining 135 rentals were made by external customers and NBC non-university tenants.
 - On April 26, 2009 the Ultimate Event Planning Showcase was held to bring community awareness of our facilities and services available for outside events. Registration forms were obtained from attendees asking them to indicate any future event they may be hosting. Marketing materials were then sent to them targeting the type of event they indicated.

- As a follow-up to this event, planning is underway for a luncheon in August to meet staff members of the Flint Area Convention and Visitor's Bureau and Genesee Regional Chamber of Commerce. We will present our services and facilities so they have further understanding of EBS. Completed by June 30, 2009.
- **NBC Budget** - The 2008/2009 projected budget assumed spending some of the carry forward money. It looks like the year is ending a little better than projected. In addition, the following operating budget projects and repairs were able to be completed: repair and renovate the South Building main entrance door, replaced new South Building Saginaw Street entry door, placed fencing around the pit and two gas meters, annual window washing, and threshold and door repair in the kitchen. Deferred maintenance funding was used to perform an electrical upgrade in the South Building and replacement of the South Building cooling tower, removed lead paint and painted stairwell in North Building. Completed by June 30, 2009. **(CE)**
- **EBS Room Rental Service** - EBS continued providing space, equipment, and services to University and non-university members/groups and assisted with planning and implementing of events for the 2008-2009 year. Total reservations for the 2007-2008 year were 5,520, serving 179,835 people. Total reservations for the 2008-2009 year were 6,645, serving 234,768 people. This was an increase of 1,125 (20%) events serving an additional 54,933 people (26%) over the past year. **(SC, EC)**
 - A full color marketing folder was completed this year and is used extensively for providing information about our facilities and services to people inquiring about holding an event in UCEN/NBC meeting/conference rooms. EBS also participated in the Flint Area Convention and Visitors Bureau Expo and at Women's Night Out. Completed by June 30, 2009.
- **Rec Center Energy/Temperature Improvements** - Installation of new light fixtures and lamps, repair and adjustment of ceiling exhaust vents and twenty four hour air-handling schedule during warm months have resulted in cooler temperatures and increased air flow in the gym and Weighbex areas and improved customer comfort and satisfaction. Completed by June 30, 2009. **(CE, SC, EC)**
- **Printing Services Budget** - Printing Services (PS) has been very fiscally responsible this past year by controlling expenses and creating ways to generate additional revenue. PS ended the year with a positive balance and had enough carry forward to transfer another \$25,000 to its equipment reserve for a total of \$50,000. Completed by June 30, 2009. **(EX, SC)**

Environment, Health and Safety

- **EHS Departmental Primary Mission:** Environment, Health and Safety Department (EHS) is charged with providing comprehensive environmental and occupational health and safety programs for the campus to ensure compliance with applicable state and federal regulations, but most importantly, to ensure that the University encourages and maintains a safe and healthy environment to work and learn. The Environment, Health and Safety Department supports the mission of the University as well as the mission of the Vice Chancellor for Administration's unit by acting as a partner with other departments to develop and implement high quality health and safety programs and services in a timely manner.
- **All Hazards Planning:** There is continued improvement for Emergency Planning and Preparedness on campus through active participation and leadership in the UM-Flint Campus All Hazards Planning team, the Crisis Management Team, and integrating the all hazards planning, response and recovery approach to other projects and activities, where possible. **(CE & SC)**
 - **Drills- EHS scheduled** and monitored seasonal drills again this year, adding several additional evening drills to multiple buildings (UCEN, Rec Center, and NBC). 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 monthly drills were conducted in ECDC and Early College Program. **(CE)**
 - **Business Continuity Plans (BCP)** – EHS worked with EOs and their respective departments to update continuity plans this past November – March 2009. Additional continuity planning efforts are underway to prepare for anticipated H1N1 flu activity this fall.
 - **Monthly UM All Hazards Planning Group** – EHS continues to actively participate as the Flint campus EHS/OSHE representative on the University of Michigan All Hazards Planning Group which meets monthly, and more frequently when University is planning for and responding to an immediate threat i.e. H1N1.. **(CE & SC)**
 - **Revised Campus Emergency Response Plan (ERP)** including updating the Crisis Management Team (CMT), the Secure in Place (Active Shooter) and Infectious Disease Outbreak Guidelines (September 2008). The revised ERP is posted on EHS website. EHS worked with GEC to finalize their department specific emergency response plan (March 2009). **(CE & SC)**
 - **UM Emergency Alert System notification** The system was used for one incident near housing. Continuing to work out guidelines as to when and when not to use the system, fine tuning internal protocols, between VCA, DPS, EHS, and UR. EHS continues to in the planning and implementation team. **(CE & SC)**
- **Emergency Planning Exercises:** EHS worked with Genesee County Emergency Management and other local emergency planning and response agencies to develop, design, schedule and participate in a tabletop exercise as well as a simulated mock drill involving city and county emergency response agencies and members of the UM-Flint CMT. The exercise was designed to simulate a major, far-reaching disaster that would require multiple agencies to respond and last several days.**(CE)**

- **UM –Flint & Genesee County Table Top Exercise-** In March 2009, a comprehensive table top exercise was developed and conducted involving a realistic “Fire/Explosion & Active Shooter” scenario. The University partnered with Genesee County, conducting the exercise simultaneously from our respective emergency operations centers. Individuals participating in this table top exercise at UMF EOC included members of the UM-Flint Crisis Management Team (CMT) and back up staff. As well as county sheriff. (CE & SC)
- **UM –Flint & Genesee County Simulated Mock Drill Exercise-** In April 2009, a simulated mock exercise was developed and conducted at the WSW Building involving a realistic “Fire/Explosion & Active Shooter” scenario. More than 100 individuals participated in the exercise including City and County emergency response agencies and members of the UMFCMT and back up staff. (CE & SC).
- **Unexpected H1N1 Planning & Response Activities:** Starting in April, the UM Infectious Hazards Planning group began to meet/conference daily to discuss the H1N1 flu outbreak in Mexico and plan the university’s preparedness and response activities. This included evaluation and eventual suspension of non-essential University sponsored travel to Mexico. All three campuses participated in the planning efforts. Respiratory protection, hand sanitizer, gloves, Tamaflu, etc. purchased. EHS conducted many respiratory protection training for essential staff emphasizing infectious hazards and N95 masks. Additional focus of UMF H1N1 planning was on summer camps, housing, ECDC activities, and UHWC’s role in triage of ill students. Departments were asked to again update continuity plans, EHS available for assistance. H1N1 planning continues in anticipation of a difficult flu season in the fall 2009. (CE)
- **Environmental Health and Occupational Safety walkthrough/Self Audit:** EHS worked with UM OSEH to conduct inspection of biological hoods, and focused laboratory inspection. It is anticipated that this will be expanded to cover a few more topical areas this coming year. (CE)
- **MGP Site-** EHS continues to work with UM OSEH, Office of General Counsel and consultants to protect the University’s interests and encourage a win-win strategy as Consumers Energy move forward with in their investigation and remediation of the MGP site conditions. This past year, Consumers Energy and UM reached agreement and were able to revise the outdated access agreement. (CE)
- **Departmental Health and Safety Self Audits-** EHS increased frequency of safety walkthroughs. Focused areas were on observing lockout/tagout procedures, confined space entry procedures, electrical safety procedures, as well as looking at chemical storage areas, USTs and ASTs, departments’ inspection documentation, hazardous waste storage areas, construction and renovation activities, EHS is continuing to work on providing departments “self auditing tools” to conduct and document their own routine safety and health inspections of their areas and operations. (CE)
- **Occupational Safety & Environmental Health Training** - EHS conducted a record amount of in class training sessions on a record number of training topics during FY 09. More than fifty individual classes were offered on more than twenty health and safety training topics this past year. Topics included Aerial Lift, Asbestos Awareness and Class II Training, BBP Training, Compressed Gas Cylinder Safety, Crane Safety operations, Fall Protection, Hazard Communication, Hazardous Waste, Hearing Conservation, Lead

Compliance Training, Respiratory Protection Training, Grounds equipment, chainsaws, & tree trimming, AED/CPR Classes w/UHWC and much more. (CE)

- **Exploring Other Training Methods-** EHS explored several innovative online safety training options using outside vendors or customizable online training programs to assist EHS in providing annual safety and health training to employees to reduce the time burden on EHS given the limited staff and resources while also increasing the convenience for employees to complete training. If next year's budget allows, EHS would like to explore a three year pilot of an online training program. (CE)
- **Health and Safety Program Review-** EHS reviewed and revised, as needed, the Bloodborne Pathogens, Personal Protective Equipment, Medical Waste Management, and AED Management programs. Additionally, EHS worked closely with UM OSEH to revise the SPCC written program. (CE)
- **FEMA Hazard Mitigation Planning Grant -** EHS applied for a \$61,000 FEMA Hazard Mitigation Planning Grant. Passed the State of Michigan's review. Waiting for FEMA to complete their review of the grant
- **Electronics Waste Collection & Recycle Event -** EHS partnered with UM Climate Savers, OSEH and others on the UM Ann Arbor campus as well as local Flint community organizations like the Genesee County Land Bank to hold a successful three day electronic waste collection and recycling event. We collected two semi trucks full (more than 40,000 pounds) of computer and electronic waste from the Genesee County community for recycling

Facilities Management

- **High Voltage -** High Voltage Substation Maintenance – North Campus, completed May 09 (CE)
- **High Voltage –** Replace substation NBC South Bldg., completed April 09 (CE)
- **Utilities –** Overhaul Boiler B1 Central Energy Plant, completed March 09 (CE)
- **Energy –** Complete re-lighting of the Recreation Center, completed Aug 09 (CE)
- **Energy –** Complete efficiency study for central heating and cooling systems, completed April 09 (CE)
- **Building Management –** Installation of variable frequency drives on supply & return air fans MSB, completed February 09 (CE)
- **Building Management –** Installation of CO-2 sensors on air intake systems campus wide, completed November 08. (CE)
- **Building Management –** Repair, upgrade campus public address systems; completed May 09. (CE)
- **Capital Improvement –** Install ramp for Rec Center to allow for building access needed for ongoing repairs, including repairs to failed air dampers in gym; completed August 08 (CE)
- **Capital Improvement –** Design, construct complete food service facility, 3rd floor UCEN; completed Aug 08. (SC, CE)
- **Utilities –** Eliminate cooling tower NBC South Bldg; save tens of thousands of gallons of water annually by replacing tower with air handler, completed Spring 09 (CE)

- **First Street Residence Hall** – Establish workable building maintenance plan, budget and staffing plan. In progress, ongoing and implemented August 08 thru June 09. (SC, CE)
- **Process Improvement** – Implementation and model for project workflow process; ongoing, in process, January 09. (CE)
- **Building Management / Energy** – Installation of variable frequency drives on supply & return air fans UPAV and UCEN; will correct heating and cooling issues – successfully completed April 2008, (CE, SC)
- **Building Management** – Completion of comprehensive campus wide roof survey and subsequent condition report and repair schedule for extended maintenance, completed May 09 (CE).
- **Building Management** – Established comprehensive, scheduled generator maintenance program which includes load bank testing and service, completed September 08 (CE, SC).
- **Energy** – Repair of ceiling ventilation dampers for the Recreation Center allowing efficient building cool down; completed August 08. (CE)
- **Energy** – Removal of boiler B1 a multi fuel aged boiler to allow for added CEP space for future expansion completed September 08. (CE, SC)
- **Energy** – Upgrade controls and overhaul UPAV chillers; substantial savings in more efficient chiller operations, completed November 08. (CE)
- **Energy** – Install bypasses safety valves and improves boiler control operations; substantial savings in more efficient and safer plant operations, completed October 08. (CE)
- **Parking Decks** – Mill: Structural repairs which included installation of membrane upper level to prevent water intrusion into support columns. New signs, painted lobby floors, completed October 08. Harrison: Upper level new light fixtures ongoing repairs to landings and exterior paint (CE, SC).
- **Capital Improvement** – Replacement of worn carpeting 2nd floor UPAV, various skywalks, various MSB classrooms and common areas, completed May 08. (CE, SC)
- **Capital Improvement** – Replacement of UPAV fire alarm system control panel, completed October 08. (CE, SC)
- **Capital Improvement** – Masonry repairs to walls and pavers, south campus, completed May 09 (CE, SC)
- **Capital Improvement** – French Hall Infrastructure upgrades; Facilities Management supported, identified and assisted in completing infrastructure renovations which included new switch gear, motor control centers, ventilation systems controls, and fire panel, completed April 09 (CE, SC)
- **Utilities** – Removed highly inefficient “Absorber” from CEP; resulting in substantial reduction of steam and natural gas usage, completed August 08 (CE)
- **Student Internship for Facilities Management** – Established internship, selected UM Flint student, providing opportunity to gain experience in all aspects of facilities management (EX, SC)
- **Projects** – Various building improvement and renovation projects including remodeled and enhanced space for Academic Advising, relocation of Purchasing and Accounting to expanded space at NBC, the remodeled student lounge on the 2nd floor of UCEN, Hubbard office area, all completed in FY09. (CE, SC)

- **Window & Glass repair and cleaning** – Outside window panels of WSW and Thompson Library washed; glass and flashing repairs made on various skywalks, UCEN sloped wall and UPAV, March 09 (CE, SC)

Financial Services and Budget

- **Student Payment Options** - Project is nearing completion. We received EO approval, communicated the plan to the students and employees and contracted with Touchnet. (SC)
- **Electronic Deposit of Refunds** - This would speed up the student refunds and eliminate their need to come in to the Cashier's Office to pick up a check or cash. Project is nearing completions. As part of the contract with Touchnet to increase payment options we also purchased the software necessary to pay refunds to students electronically. We are currently testing the software and plan to start e-refunds in July 2009. (SC)
- **Budget Model Review** - Project was completed in the Fall 2008. We have implemented most of the recommendations from this review. We're working on the others. (CE)
- **Expand Accounting Internship Program** - Project is complete. We increased our internships from one to two. The second intern assisted us in achieving our goal of doing Internal Control Self Assessments for the entire Flint Campus.(SC)
- **Improved Internal Controls** – We focused on a number of projects to identify & document current controls and to strengthen our internal controls. The projects included: Internal Control Self Assessment for the Campus, GAP Analysis of PCard and Journal Entry processes, implementation of M-Reporting on compensation and creation of the Internal Control Manual. (CE)
- **Developed Processes and Reporting for Student Housing Finances** (CE).
- **Developed Processes and Reporting for Dining Services** (CE).

Human Resources

- **Professional Development Survey:** Assess education and training needs for employee and management staff in order to develop a plan for professional and leadership development. This survey was conducted Fall 2008. (CE)
- **Healthy Community:** Promote and enhance employee health and well-being. Support activities such as MHealthy Wellness Assessments. Conduct a one-day health and well-being conference. This year several dates for wellness assessments were offered to staff and faculty on campus, and The Healthier U Conference was held on May 21, 2009. (CE)
- **Management Training:** Conduct or offer on-line training specific to communications, diversity awareness, sexual harassment and mental health issues. This goal was accomplished by April 2009. (CE)
- **Applicant Management System:** Pursue development of temporary hourly application for Flint temporary/students in online system. While steps were taken to implement a system for our campus; a decision was made to wait for implementation of the eRecruit

System scheduled for July 2010. This system will include Flint temporary employees. This goal was accomplished in this fiscal year. (CE)

- **Electronic I-9:** Conduct review of I-9 process for our unit (Flint), and identify gaps and potential risks in order to be in compliance. I-9's are processed through our department resulting in the elimination of paper processing through the campus departments. This was implemented in April 2009. (CE)
- **ImageNow:** Increase efficiency of record maintenance by scanning into ImageNow and simultaneously scanning directly into WebNow (AA) eliminating need for paper copy processing. This will be accomplished July 2009. (CE)
- **Self-Service Payroll Function:** Conduct training to authorized users and implement time-keeping changes for data entry; elimination of manual timesheet processing in HR. All campus departments now run self-service timekeeping. This business process was implemented as of April 2009. (CE)
- **Other Consultation:** In the last two years, the department has received increased consultation and participation requests for various University committees and initiatives: MHealthy, Greenride, Conflict of Interest and Conflict of Commitment Coordinators Group, VOICES, Parking Committee, Staff Council, Accounting and Reporting Group, Communication Process Enhancement Team, eRecruit Design and Policy Review Committees, Self-Service Timekeeping, Online I-9 System, Best Practices, Customer Survey Committees, Absence Reporting and Management, HR Professional Development for HR Management Committee, All HR Staff Committee, Health and Wellness Committee, LEO Professional Development Review Committee, LEO Implementation Committee, LEO Bargaining, eVerify System Design Committee, eVerify Policy Review Committee, Diversity Committee, Core Compensation, All Hazards Team, and SUITS.

Department of Public Safety

The aforementioned goals of FY 2009 are still being implemented; an update of their progress is as follows:

- **Administration:** Report from the advisory committee submitted June 30th, 2009 on time and being reviewed for implementation. DPS administrative assistant completed budget training with the accounting department for six months. During that period of time, the DPS secretarial staff assumed the administrative assistants duties such as payroll, the ongoing administrative review, policies and procedures along with their normal assignments. Training for DPS personnel has continued and expanded during FY 09. The process of moving toward a paperless report writing system has begun by preparing our employees to submit their reports via email. Computerized timekeeping has been delayed university wide. DPS has completed the implementation and revision of our policies and procedures so that they comply with those of the main (AA2) campus. DPS has begun the process of enhancing team collaboration and communications by scheduling department wide meetings with all employees and by having supervisors assigned to all three shifts to pass on policy and procedural changes. Team collaboration between units outside of DPS is an ongoing process. (CE, SC, EC).

- **Security Enhancements:** The implementation of Guard One Plus has been delayed but is up and working within the William S. White Building. Implementation of the VIDMIC system to all police officers is working well and we've moved to expand its use to include all security officers and supervisors. Yellow flashing lights for Student Patrol Vehicle have been installed and operating efficiently. Installed outdoor card swipes for after hour doors, still awaiting the installation of digital cameras by ITS. ITS is presently working to increase the number of outdoor cameras to our present system. Additionally, they are working on increasing the storage capacity of the university servers. **(CE, SC, EC).**
- **DPS Facility:** Due to budget and space problems this is an ongoing project but a necessary one. **Work continues to identify an appropriate location. (CE, EC).**
- **Equipment Purchases:** The purchase of a computer aided dispatching system is still being reviewed to determine the cost and the best available unit. An in-car laptop computer was recently purchased and installed. We've installed one computer in a police vehicle and scheduled docking stations installed in all our other police vehicles. We are presently waiting to have the software equipment installed. Expected completion of this project is August 2009. We have acquired six bikes, trained two officers for the newly established bike patrol and are awaiting training certificates from the school and new uniforms for the officers. We have one golf cart in for upgrades and repairs. Once that is completed, we will send the others for new batteries and upgrades. We are reviewing options to upgrade our present golf cart fleet with units that could be used year around. Segway vehicles do not seem practical for this area due to physical requirements of the officers and weather conditions and their cost. We are on the list to purchase vehicles from AA2 DPS once their new police vehicles arrive. We are also looking into purchasing a used unmarked vehicle for surveillance and supervision. **(CE, SC, EC).**
- **All Hazard Team:** We will continue participating in the All Hazard Team projects, and work with the Flint Police Academy/Mott Community College to train (yearly) our officers in Active Shooter procedures. We have expanded our active shooter training by requesting to be included with Flint Police Officers as they train on active shooter techniques, since they in most cases will be aiding our department. **(EC, CE).**
- **Stimulus Grant:** Applied for a stimulus grant through the Department of Justice, requesting funding for two additional police officers. The paper work was completed in April 2009. **(CE, EC, SC).**
- **Balanced 2009 budget:** At June 30, 2009, DPS ended the FY09 with a budget surplus. **(CE).**
- **Clery Act Training:** Received Clery Act Training (Director and Executive Sergeant) presented by Security On Campus, Inc. This seminar covered all the latest changes to the Clery Act, including the new "immediate" emergency warning requirement and expanded hate crime reporting requirements. This seminar was held in Florida on March 2nd and 3rd, 2009. **(EX, SC, EC, CE).**
- **Community Policing Training:** Presented by Chief of Police for the University of South Florida; past MSU DPS Police Chief. The seminar covered strategies, problem solving, how to handle difficult suspects, and discussed the fact if there was a need for change. This training was attended by our DPS department and other Public Safety

departments around the area. It was conducted on February 16th and 17th, 2009. (EX, SC, EC, CE).

- **Applied Leadership Principles:** Presented on campus by LEOTC on June 4, 2009. (EC, CE).
- **DPS Manual Police and Procedural Training:** All DPS officers went through this training to become better informed and knowledgeable regarding the department's policies and procedures. This training was held during the months of January and February, 2009. (EX, SC, EC, CE).
- **Juvenile Law presented by the Genesee County Prosecutors Office:** This training was presented to DPS employees to inform them on juvenile laws in the city of Flint. It was meant to better prepare our employees because of an increase in juvenile crime. This training was held during the lunch period on February 16th and 17th, 200. (EC, CE).
- **Police Ethics – Campus Culture:** David Betts, of Ann Arbor, conducted this informative training to our Administrative staff and then to our POAM employees. Its purpose was to inform and answer questions regarding bias on a college campus. This event was held on December 1, 2008. (EC, CE).
- **Hate Crime and Anti-Bias:** This was attended by the NAACP, FBI, Secret Service, ACLU, DPS employees, and members from the LGBT Center. The main purpose was to discuss hate crimes and anti-bias. This discussion was held on September 8, 2008. (EC, CE).

Procurement

- **Imaging-** Contract documents scanned for 2009 only. Past 7 yr. history for Purchasing PO's will be scanned when work study student is available. Goal completed by 12/2010. (CE)
- **Student Development & Housing-** Bid & develop contracts for materials/services to complete building & provide support for student campus activities. (concerts, bookstore, food services, transportation etc.) Effort Completed 6/09. (SC) (CE)
- **MMBDC-** Increase by 2% minority community business development expenditures (to 10%) and sponsor event working with the MMBDC Minority Development. Completed 7/09. (EC)
- **Project One-** 2 year effort ; Named Community One project to link opportunities & development of disadvantaged and small business firms with hospitals, corporate entities and SOM/CAS. UM-Flint is lead. Pilot completed 5/09. Final integration by Fall/2010. (EC)
- **Training-** Train C/A and develop interdepartmental (PT, Nursing, Radiation Therapy) template agreements for SHPS to address compliance risk analysis/policy/compliance concerns. Completed 6/09 UHWC student externship template. Campus training increased 20%. Balance of SHPS complete by Dec/2009. (EX) (SC)
- **Suppliers-** Partner with UM-AA M-Connect & Strategic Prime Vendor program. On-going.(EC)