

**The University of Michigan- Flint
Vice Chancellor for Administration
Summary of Major Accomplishments
Fiscal Year 2007**

Office of the Vice Chancellor for Administration

- **Capital Outlay Project-** Plans for this \$9.3M FH renewal project were finalized during the year. All required approvals were obtained from the Board of Regents and the State of Michigan. Work commenced in May 2007 and the first phase is now in progress and scheduled for completion in December. The entire project will be completed by August 2008. **(EX, CE and SC-E)**
- **Student Housing-** Plans for the \$21.3M, 310 bed first phase of student housing were finalized during the year. The design was completed on an accelerated schedule and all required approvals were obtained from the Board of Regents and the State of Michigan. The C.S. Mott Foundation provided \$1.75M in financial support. Groundbreaking took place in July 2007 and construction is now in process. Student housing is scheduled for an opening in August 2008. **(SC, E, CE)**
- **Financial Management-** During the year the campus faced unprecedented uncertainties with regard to the level of State funding. This complicated efforts to manage our finances during FY07 and prepare a budget for FY08. In the spring it became necessary to recall part of State funding included in last year's budget and to strongly encourage spending restraint until the budget situation was clarified. We ended the year with higher cash and fund balances than the prior year. The FY08 budget was finalized and approved in July 2007 by the Board of Regents. Restraints on spending continue in the new year pending the outcome of the State budget for higher education. **(CE-S)**

Environment, Health and Safety

- **Avian and pandemic flu preparedness/business continuity planning (BCP) -** Due to the potential threat of an avian/pandemic flu outbreak, EHS coordinated a campus effort to prepare business continuity plans for all units on campus. These plans outlined how we would operate in the event of a prolonged interruption due to an infectious hazard outbreak associated with avian flu or some other prolonged emergency condition. There are plans to further focus the UMF Infectious Hazards Group into an All Hazards Planning Team. **(CE)**
- **CEP Tank Site-** The leaking underground storage tanks located in the Hubbard compound were replaced in summer 2006 at a total project cost of about \$800K, of which \$700K was covered by proceeds from settlement of an insurance claim. During 2007, additional groundwater monitoring wells were installed, samples were collected, analyzed and results reported to the Michigan Department of Environmental Quality (MDEQ). EHS will continue to coordinate the sampling activities through 2007-08. **(CE)**
- **Health and Safety Training –** EHS has arranged/coordinated several employee safety training courses above and beyond the routinely offered Hazard Communication and Blood borne Pathogen training. Some examples include:

compressed gas safety training, OSHA 10-hour construction safety training in time for FH renovations and Student housing construction, Asbestos Awareness, and Asbestos Class II Training, Hazardous Waste management, and most recently, Confined Space Entry, Lockout/Tagout, Fall Protection/Ladder safety and General Electrical Safety. (CE)

- **Ergonomic Evaluations-** EHS worked in conjunction with MWorks to perform ergonomic worksite evaluations to reduce health risks associated with musculoskeletal disorders. Evaluations were conducted in the FWT Library, Provost's Office, VCA, and Cashiers, Student Advising. EHS is operating an ergonomics office equipment loan program to provide employees/departments an opportunity to try various types of ergo equipment w/o investing funds. Equipment includes, split keyboards, various ergonomic mice, document holders, foot rests, etc. This equipment was purchased using MHC grant funds. (CE)
- **Stryker Evacuation Chairs-** EHS was able to apply for and obtain four Stryker Evacuation Chairs for the Flint Campus through the Michigan Healthy Communities Ergo Grant as part of a cost share program; one evacuation chair for each of the following buildings: NBC, MSB, FH and WSW Buildings. The Committee for Disabilities was instrumental in sharing the expense for this important equipment. (CE)
- **AED Management Program-** The UM-F AED Management Program was developed in collaboration with other stakeholders (UHWC, Recreation Center, ECDC, and DPS) prior to placement of the new AEDs on campus. EHS is participating in a University wide AED policy and procedure review. In an effort to provide AED/CPR training to as many key employees as possible this past year, EHS has assisted with UHWC in AED/CPR employee training. (CE)

Auxiliary and Recreational Services

- **Northbank Center-** Improvements were made in event rental rooms to attract more special event business. Advertisement and promotions of the facility were increased to attract more revenue producing tenants at Northbank Center. (CE-R)
- **Review and Revision of EBS (OBME) Policies and Procedures-** Following last summer's change in management, the Office of Event and Building Services (EBS) conducted a thorough review of existing policies and procedures and made recommendations for change to campus management. These changes were approved with some modifications and went into effect on July 1, 2007. (SC, EC)
- **Recreation Center Cooling Plan-** A plan was researched and developed to make the gym/weight training areas cooler through the installation of large ceiling fans. This will hopefully assist in recruiting and retaining members and attracting events like the Crim Expo to rent space. (SC, EC-R)
- **Scheduling/Campus Calendar Software-** Through a collaborative effort new software was purchased and implemented to better schedule meeting/event rooms through the Office of Event and Building Services. The package also allowed the creation of a master campus calendar which has a link on the University's main webpage. (SC, EC)

Financial Services

- **Student payment plan-** In January we implemented a student payment plan as requested by the Enrollment Management Task Force. For a convenience fee of \$42, any student can arrange to pay tuition and fees in three convenient monthly payments. (SC)

Human Resources and Affirmative Action

- **Recruiting-** Improved the quality of applicant pools and enhanced the application and selection processes for regular staff (EX, S)
- **Applicant Management System-** Completed the roll-out and training for use of the Applicant Management System
- **Affirmative Action Plan-** Developed and implemented the annual Affirmative Action Plan. Monitored compliance as part of standard hiring process.
- **Temporary Employees-** Enhanced HR service delivery to the UM-Flint campus by implementing a data entry process on the Flint campus. (EX, SC, CE, S)
- **Training-** Group trained lab/seminar PeopleSoft classes (CE, S)

Procurement and Contract Administration

- **Information-** Provided “How To” tutorial handouts on E-Pro- & requisitions to campus (CE, S)
- **Training-** Offered one-on-one personalized training in Flint Purchasing offices for Peoplesoft upgrades to M-pathways & Marketsite. (CE, S)

Facilities Management

- **Deferred Maintenance Program-** Throughout the year, Facilities Management has been involved in maintaining, repairing and serving our campus. This has included numerous construction projects and several technical, mechanical upgrades. Facilities Management remains a solution driven, customer service organization, committed to continual improvement. Our motto is “Serving the Blue, Serving You”.
- **Completion of 33 projects in FY 07 - most notably :**
 - School of Management Renovations (CE, EX – E)
 - MSB 104 Tiered classroom (SC, CE – E)
 - Overhaul of Boiler 1A (CE - S)
 - UCEN 332 Conference Room (CE – S)
 - Installation of AC for WSW server room (CE, SC – S)
 - IT move to NBC 9th floor (CE, SC – S)
 - Standardize boiler controls (CE – S)
 - Natural Gas purchase futures (CE – S)
 - Eliminated charcoal filters FTWL; non-charcoal filters installed (CE – S)
 - Addition of Ross House to Johnson Control security monitoring system (CE – S)
 - UCEN replaced 3rd Floor drain system (CE)
 - Boiler 1D installed energy saving feed water system (CE – S)
 - Modernization of boiler chemical treatment process (CE – S)
 - WSW hot water system - design improvements & corrections (CE – S)

- **Energy Star-** Introduced Energy Star compliance program for all energy related equipment (CE, S)
- **Energy Conservation-** Supported a student/faculty led campus conservation task force (SC, CE, S)
- **Student Center-** In consultation with Student Government and TMP, prepared a report on the recommended future location of a student union on UM-Flint campus (SC-E)

Public Safety

- **SOPP-** Updated and revised DPS Standard Operating Policy and Procedure (SOPP) Manual (CE-E)
- **Security Cameras-** Upgraded campus security cameras in parking lots “A”, “G”, and WSW (CE-S/E)
- **AEDs-** Upgraded and increased the number of AEDs on campus from three to six units (CE-E)
- **DPS Location-** Reviewed need to relocate DPS administrative and dispatch office to more secure quarters (CE-S)

CODE KEY

Primary Strategic Focus

EX – Excellence in Teach, Learning & Scholarship
 SC – Student Centeredness
 EC – Engaged Citizenship
 CE – Campus Environment

Impact Code

R – Revenue
 E – Enrollment
 S - Savings