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Academic Unit Report - Business and Finance [Effective 2018]

University of South Florida St. Petersburg

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AUR - Business and Finance

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<i>Outcome/Objectives</i>	<i>Means of Assessment</i>	<i>Findings</i>	<i>Use of Findings</i>
<p>Execute New Dining Services Contract - Negotiate new contract with dining service provider in anticipation of new traditional dining hall to open in fall 2020. Outcome/Objective Status: Active Planned Assessment Year: 2018 - 2019</p>	<p>One-Time Activity - Successful execution of new dining services agreement. * Criterion for Success: Executed contract * Person(s) Responsible: David Everingham and Bruce Coble Related Documents: Dining Services</p>	<p>Reporting Period: 2018 - 2019 Conclusion: Exceeds Expectations Contract has been executed; terms are beneficial to the university and our students. Service provider making substantial investment in facilities. (04/04/2019) Analysis of Findings: Contract will serve our students well for years to come. Related Documents: Dining Services</p>	<p>Use of Findings: We will ensure that the terms of the agreement are followed and continue to benefit the students by providing quality food and service. Based on continuous evaluation, improvements will be negotiated as needed. (04/04/2019)</p>
<p>Balance Operating Budget - In light of declining enrollment and tuition revenue, Business & Finance will work with all units on campus to reallocate recurring funds within the operating budget to achieve a balanced budget going into FY20. Outcome/Objective Status: Active Planned Assessment Year: 2018 - 2019, 2019 - 2020</p>	<p>Ongoing Activity - Achieve a balance between recurring commitments and recurring revenue. * Criterion for Success: Eliminate reliance on cash reserves to cover temporary imbalance. * Person(s) Responsible: David Everingham</p>	<p>Reporting Period: 2018 - 2019 Conclusion: Meets Expectations Target has been met. Budget is balanced going into FY20. (07/12/2019) Analysis of Findings: Maintaining a balanced budget is always a work in progress but the institution is in a solid financial position heading into FY20. This will be assessed again during FY20 and efforts will continue to maintain progress made as changes occur.</p>	<p>Use of Findings: We will ensure that leadership is continually updated on financial position and continue our work to maintain a balanced operating budget during this period of declining enrollment. (07/12/2019)</p>
<p>Reorganize Shared Business Services - Shared Business Services provided from Business & Finance will be reorganized to gain efficiencies in operations and improve service levels. Outcome/Objective Status: Active Planned Assessment Year: 2018 - 2019</p>	<p>One-Time Activity - We will evaluate efficiency by analyzing operational costs and performance in providing business services to multiple units both internal (Human Resources, Campus Computing, Public Safety) and external (Chancellor's Office, External Affairs, Communications & Marketing) to the division of</p>	<p>Reporting Period: 2018 - 2019 Conclusion: Exceeds Expectations We have eliminated a staff accountant position and consolidated the duties/responsibilities of that position with those of our fiscal/business specialist position creating a senior level fiscal/business analyst position. We also absorbed duties from two additional departments that are now being served. (07/15/2019) Analysis of Findings: We were able to reduce costs by</p>	<p>Use of Findings: We will use these findings to continue to evaluate operations and maintain the level of performance in these areas next year. (07/15/2019)</p>

<i>Outcome/Objectives</i>	<i>Means of Assessment</i>	<i>Findings</i>	<i>Use of Findings</i>
	<p>Administrative & Financial Services. * Criterion for Success: Elimination of a staff position and improved performance in providing enhanced services to units. * Person(s) Responsible: David Everingham</p>	<p>consolidating positions while enhancing the services provided to the units that rely on us. We were also able to increase the number of units served with the addition of Human Resources, Public Safety (Police Department), and Campus Computing (Information Technology).</p>	