AGENDA

SLU Business Manager Meeting
June 14, 2018
LRC Auditorium B
9:00a.m.-10:30a.m.

Announcements – Sign in Sheets
Introduction of New Employees
Future Business Manager Meetings
Solicit input on future meeting topics
budgetoffice@slu.edu or samantha.n.myers@slu.edu or 7-3920
December, 2018 Morrissey, Rm 0200

Updates from the following areas:

1. Operational Excellence Program- Libby Gallogly and Eric Armbrecht, President’s Office

2. Division Structure– Kristy Arciszewski, Human Resources

3. ITS updates – Leslie Williams and Kyle Collins, ITS

4. Capital Projects- Dustin Montgomery, Construction Services
Operational Excellence Program Update

Business Manager Meeting
June 12, 2018
Magis Strategic Plan is origin of a goal to shift the culture and operations in a way that’s true to the mission.

**Initiative Five: Fostering a Culture of Excellence, Effectiveness, and Efficiency Deeply Rooted in Our Institutional Mission and Catholic, Jesuit Values**

Perhaps the most consistent theme heard in the process that has led to this plan is the broad-based commitment to the Saint Louis University mission expressed by students, faculty, and staff. This commitment sets a high bar for institutional behavior in every aspect of its operations. It challenges us to become the campus community our mission calls us to be—open and participative in decision-making, fair and ethical in how we treat one another, respectful of the environment that surrounds us, and careful in our stewardship of the resources provided to do our work. Mission matters—in everything we do.

- **Culture of excellence, effectiveness and efficiency...rooted in our mission and Catholic, Jesuit values**
- **Open and participative in decision-making...fair and ethical in how we treat one another**
- **Careful in our stewardship of resources**
Remember why we do what we do.
Level of Operational Excellence Program Activity, 2017-2018

for OE Initiative Teams and support from the Program Coordination Team

% Personnel Time Spent (est.)

Revenue Growth
Expense Management
Process Improvement
Administration Staff Org Structure
Budget Model Incentives
Student Experience
Information Technology Services

For illustration
Graph bars reflect estimate of relative amounts of time on spent on major categories of change management activities.

Projects coordinated by OE Initiative teams and resources
IT change management projects are led by Information Technology Services
What results have Operational Excellence initiative teams delivered this year? 
2017-2018 (YTD)
<table>
<thead>
<tr>
<th>Initiative</th>
<th>Top Accomplishments</th>
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| Sponsored Programs          | • GO Center #1 (launched Dec 2017)  
• InfoEd system (installation underway; eRS replacement to occur July 2018)  
• PriceWaterhouseCooper review of GO Center #1 implementation  
• Streamlined grant application submission process, requiring fewer steps and fewer approvals |
| Sponsored Programs & Budget Model | • Indirect cost recovery allocation doubles funds available for faculty-directed spending, effective immediately                        |
| Budget Model                | • College-level budget flexibility spending, unspent funds reallocation, and revenue sharing for summer courses, non-credit program and new graduate degrees |
| Student Fees                | • Simplified university-wide fee structure (from 7 to 2 different fees)                                                                               |
| Residential Hall Occupancy  | • Modified off-campus exemption radius (from 50 to 25 miles) to support benefits of on-campus residency experience                                 |
### 2017-2018 OE Program Initiative Teams Results Summary

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| Industry Partnerships    | • Development of pilot program for partnering with 12 employers  
                          | • New business engagement center (under review)                                                                                                        |
| Academic Reinvention     | • Progress tracking of revenue offset commitments and personnel spending plans made by deans in Academic Reinvention plans  
                          | • Progress reports to Board of Trustees on behalf of CFOProvost                                                                                     |
| Organizational Redesign  | • Cost-savings tracking of plans developed/implemented by VPs, deans, and other executives  
                          | • Progress reports to Board of Trustees on behalf of CFOProvost  
                          | • Support for implementation of “role of center” for Business & Finance functions  
                          | • Final phase of ITS restructuring plan (March 2018)                                                                                               |
| Facilities               | • Outsourcing option analysis; President decided to retain custodial, maintenance and grounds positions as university employees  
                          | • Spending reduction plan, yielding $470K in cost-savings                                                                                           |
## 2017-2018 OE Program Initiative Teams
### Results Summary

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| **Student Advising** | • 6-month design process completed  
• New technology platform(s) selected per team recommendation (customization/installation process underway)  
• Interim Assistant Provost for Advising appointed by Provost (April 2018) |
Top Priorities for June/July 2018

MAJOR ACTIVITIES

1. **Budget Model**: Summer revenue share decision and communication
2. **Industry Partnerships Initiative**: bridge leadership; explore plan for new position hiring
3. **Student Advising**: Career services update; track tech install progress (JayH); reach out to Denise/Rob
4. **Undergraduate Yield**: create end-of-year summary
5. **Academic Reinvention**: finalize financial validation for Aviation Center spin-off and tracking
6. **Sponsored Programs**: check in with Ken and Matt re: GO Center service feedback
7. **Student Fees**: ongoing support for fee simplification (e.g., exemptions); end-of-initiative summary
8. **Travel**: develop and post end-of-initiative summary
9. **Academic Reinvention / Org Structure**: prepare FY18 progress report for Board of Trustees Aug meeting
10. **Ways of Working**: interviews with key faculty/staff; EPAF batch processing

APPROACHING DECISION POINT

- **Business Model**: Summer/winter course revenue share allocation (June 13 to President Pestello)

...and there may be more, but these are the highlights.
Questions? Comments? Feedback?
Business Managers meeting
June 14\textsuperscript{th}, 2018

Update from Human Resources
Updates

• HR presence on South Campus

• Compensation staff changes
HR on South Campus

Mike Chalmers

Gillian Boscan

Megan Vonderheid

Jenna Rikard

Lexi Green
Process

• Danielle Mungenast last day on 5/31

• Jeanna Murphy and Sally Zetzman are managing the compensation process and monitoring queues within People Admin

• Please send all communication through the Compensation Department email at comp@slu.edu.

• All EPAFs should be routed to Kristy Arciszewski (instead of Danielle Mungenast)
People Admin (Position Management)

- New Position Requests
- Incumbent Reclassification Requests
- Vacant Re-classification Requests
ITS

What’s New in ITS?
What’s new in its?

- Microsoft Office Suite
  - Skype for Business (Fuze going away July 31, 2018)
  - Calendar Sharing Changes

- Classroom Refresh and Improvements under way
  - Currently redoing 23 classrooms
  - New A/V equipment
  - Adding WePresent – wireless presentation
Customer Service desk
(977-4000)

• Call handling transparency
  – Caller now hears you are X in que of Y. Estimated wait time is X.
  – Caller may choose option to have call back instead of holding
  – Tier 2 desk: Escalation Path- If a call is taking longer than expected- warm handoff to on campus Tier 2 staff

• Additional Evening Classroom Support
  – Beginning Fall Semester- more information to come late July
DEPARTMENT OF CONSTRUCTION SERVICES

Who We Are:
Function as the Universities representative, striving to balance and meet the needs of project requestors and the University as a whole. The Project Managers work as liaisons between project requestors and contractors throughout the lifecycle of a project.

Team:
• 1 Assistant Director
• 4 Project Managers
• 1 BCC Construction Supervisor
• 1 Contract/Project Coordinator
• 1 Administrator

Project Type:
• New Construction
• Interior Improvements
• Building Infrastructure
• Utility Infrastructure
• Building Envelope
• Parking Lots/Resurfacing
• Concrete Replacement
Who We Are:
Is an in-house service department of skilled tradesmen assembled to successfully deliver high quality workmanship for general construction and renovation services on campus. The tasks performed under this group include:

Type of Work:
• Interior demolition
• Framing
• Drywall/taping
• Carpentry
• Casework
• Ceiling tile
• Flooring
• Painting

This unit allows SLU to function as its own General Contractor on specified projects, creating opportunities for cost savings and/or project efficiencies.
DEPARTMENT OF CONSTRUCTION SERVICES

PROJECT COMMUNICATION

What you can expect from us
Weekly Email Updates
Updates in Newslink
Construction Notification Signage
Safety Precautions
   Examples: Signage, traffic control and caution tape
Coordinate with Building Captains
Proposed Schedule
Start Date: 5/21/18
Completion Date: 8/17/18

Project Highlights
Lane Reduction
Median Widened
Sidewalk Lighting
Bollards
Landscape
MACELWANE HALL RENOVATIONS

Proposed Schedule
Start Date: 10/1/17
Completion Date: 12/10/18

Project Highlights
Research Labs
Classrooms
New Lounge
Meeting Spaces
Faculty Offices
Koenig Plaza Renovations

Proposed Schedule
Start Date: 5/21/18
Completion Date: 8/17/18

Project Highlights
New Sidewalks
Roof
Landscape
Site Furnishings
FUTURE ISE BUILDING

Proposed Schedule
Programming – Underway
UTILITY INFRASTRUCTURE UPGRADE

Proposed Schedule
Engineering – Underway
Construction – Spring/Summer 2019

Project Highlights
Updating our aging infrastructure
Payback period of 7-9 years
Energy Reduction
Meter Reduction
CONSTRUCTION SERVICES

OTHER SUMMER/FALL PROJECTS

• Laclede Garage – North Entry Repairs
• Campus Wide – Concrete Repairs
• Campus Wide – Parking Lot Repairs
• Camera Upgrades – Olive/Compton Garage
• Lighting Upgrades – Laclede Garage
• BSC Elevator Upgrade
Questions