

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.

1 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.

1

Culture of excellence, effectiveness and efficiency....rooted in our mission and Catholic, Jesuit values

2

Open and participative in decision-making...fair and ethical in how we treat one another

3

Careful in our stewardship of resources

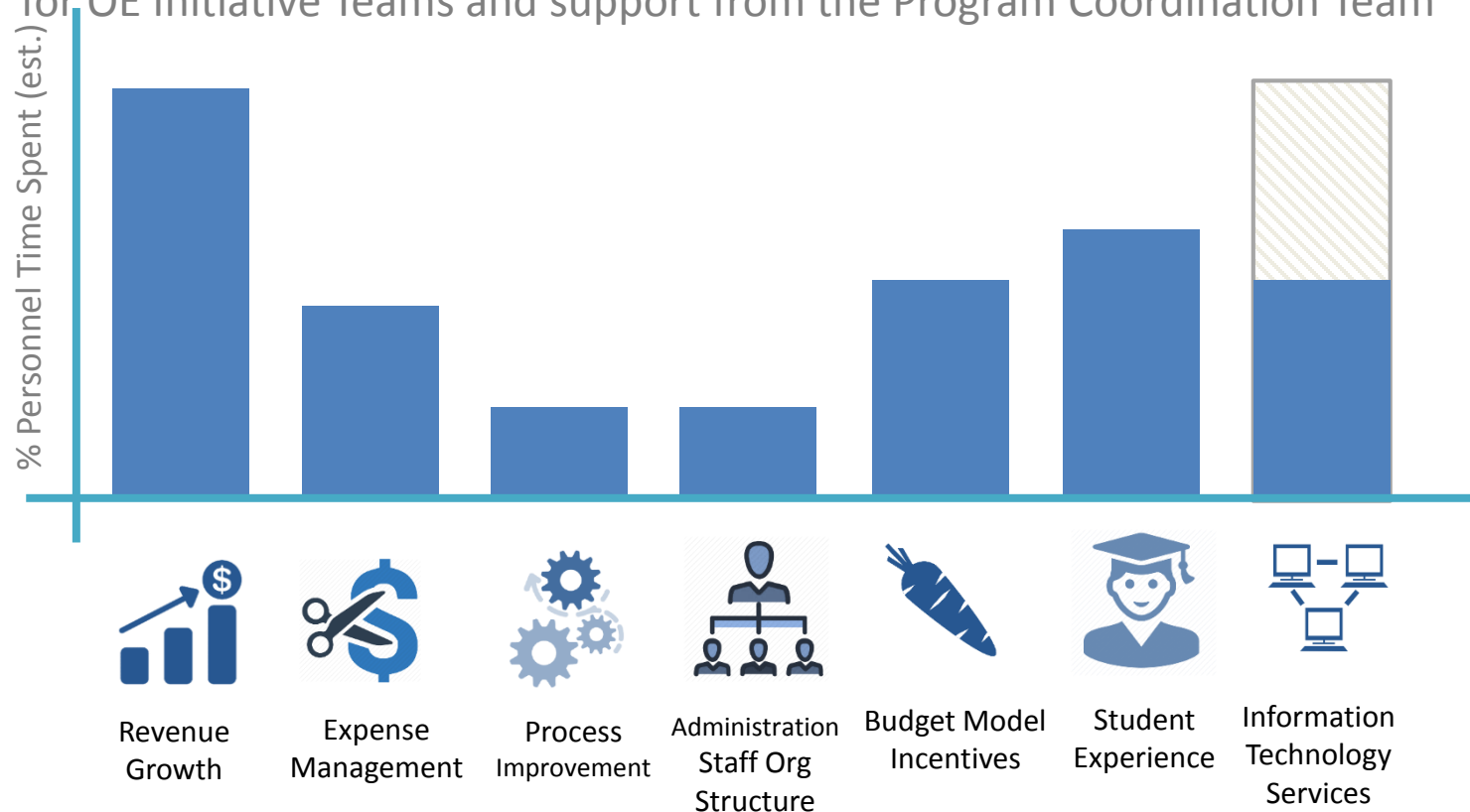


New Student Convocation 2017

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



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)

2017-2018 OE Program Initiative Teams

Results Summary

Initiative	Top Accomplishments
Sponsored Programs	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Indirect cost recovery allocation doubles funds available for faculty-directed spending, effective immediately
Budget Model	<ul style="list-style-type: none">• College-level budget flexibility spending, unspent funds reallocation, and revenue sharing for summer courses, non-credit program and new graduate degrees
Student Fees	<ul style="list-style-type: none">• Simplified university-wide fee structure (from 7 to 2 different fees)
Residential Hall Occupancy	<ul style="list-style-type: none">• 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

Initiative	Top Accomplishments
Industry Partnerships	<ul style="list-style-type: none">• Development of pilot program for partnering with 12 employers• New business engagement center (under review)
Academic Reinvention	<ul style="list-style-type: none">• 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 CFO/Provost
Organizational Redesign	<ul style="list-style-type: none">• Cost-savings tracking of plans developed/implemented by VPs, deans, and other executives• Progress reports to Board of Trustees on behalf of CFO/Provost• Support for implementation of “role of center” for Business & Finance functions• Final phase of ITS restructuring plan (March 2018)
Facilities	<ul style="list-style-type: none">• 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

Initiative	Top Accomplishments
Student Advising	<ul style="list-style-type: none"> • 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)
Travel Process	<ul style="list-style-type: none"> • Policy changes to reduce time required for expense report preparation and approval (e.g., receipt requirement threshold, “travel calculator” worksheet, hotel choice) • Assistance with implementation of policy changes for faculty members, admin assistants and others • Evaluation of existing Concur modules for optimal utilization; reviewed new addition of pre-trip module (which was determined to be not suitable for SLU needs) • Ongoing, monthly Concur user training implemented by B&F Travel team
Undergraduate Yield	<ul style="list-style-type: none"> • Intentional faculty engagement opportunities • Campus tour enhancements, focused on key areas of interest to parents/students • Campus-wide education forums encourage faculty and staff participation in student recruitment • Redesigned presentation for admitted student events

Top Priorities for June/July 2018

MAJOR ACTIVITIES

OE work intensity:  low  med  high

-  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?

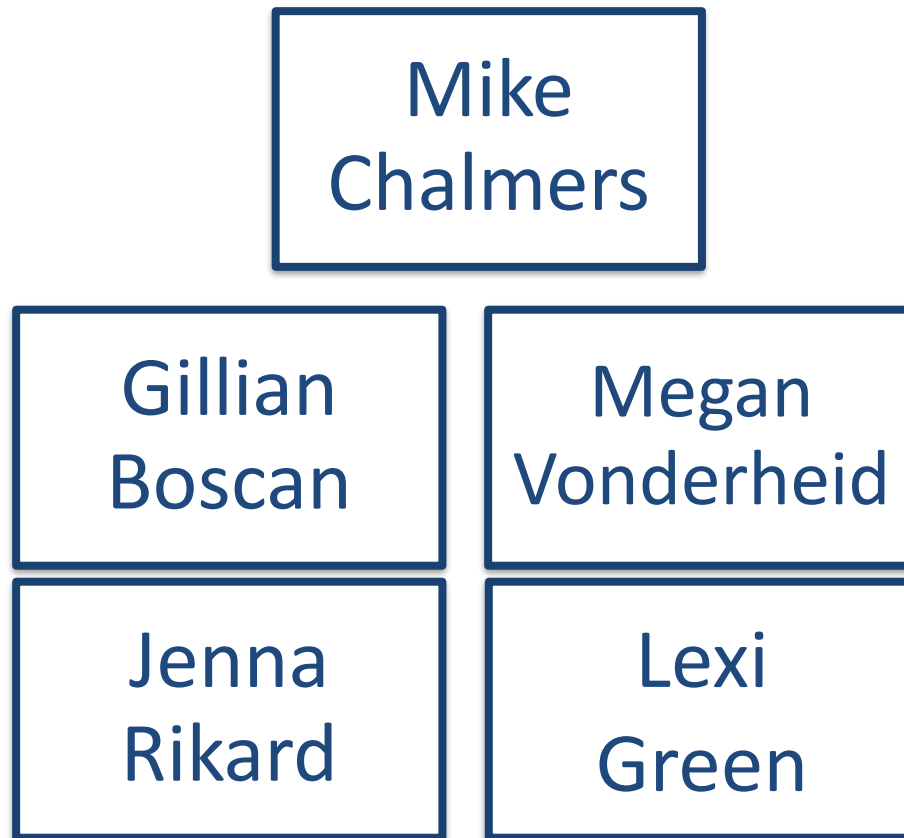
Business Managers meeting
June 14th, 2018

Update from Human Resources

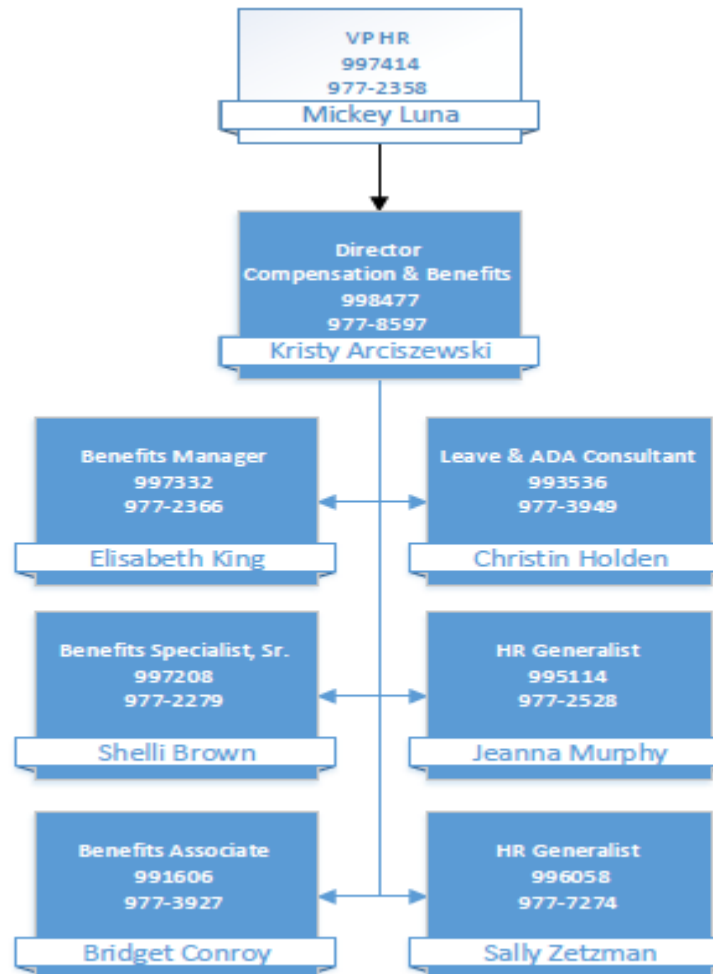
Updates

- HR presence on South Campus
- Compensation staff changes

HR on South Campus



New Organization Chart



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)



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



BILLIKEN CONSTRUCTION CREW

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



GRAND STREETSCAPE RENOVATIONS



Grand Avenue Crosswalk
Saint Louis University Grand Ave. Study

Hastings+Chivetta
PROJECTS • PLANNING • DESIGN • CONSTRUCTION
Hastings+Chivetta & Associates, Inc.
May 21, 2018

Proposed Schedule

Start Date: 5/21/18

Completion Date: 8/17/18

Project Highlights

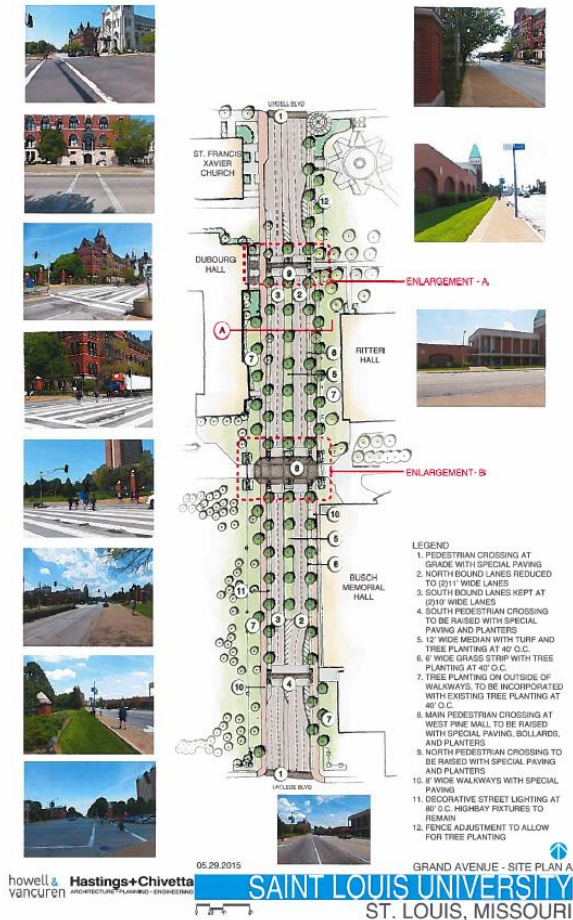
Lane Reduction

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



Proposed Schedule

Start Date: 5/21/18

Completion Date: 8/17/18

Project Highlights

New Sidewalks

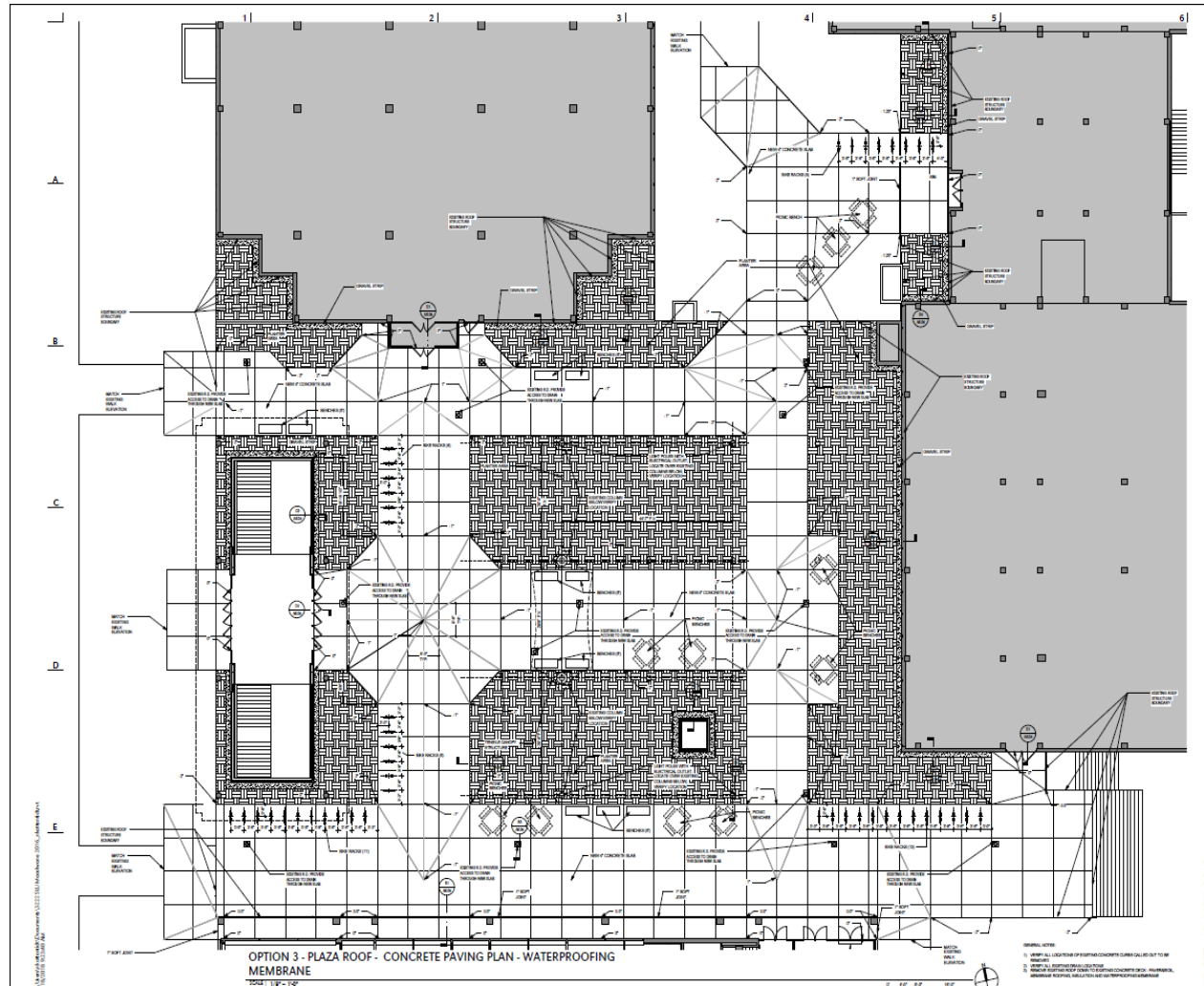
Roof

Landscape

Site Furnishings



Koenig Plaza Renovations



FUTURE ISE BUILDING

Proposed Schedule Programming – Underway



Saint Louis University ISE Building Program Statement

21-Dec-17

	Lab Module	10.67	x	30		320 of	
	FCM	MODULE	Oct	Unit Area	QTY	Total Area	
BIOLOGY TEACHING LABS & SUPPORT							
Bio 1.01	Principles of Biology (MAJORS)	210	4.0	24	1,280 sf	5	6,400 sf
Bio 1.02	Prep Rooms/Support	215	1.0	n/a	320 sf	3	960 sf
TOTAL							
7,360 sf							
CHEMISTRY TEACHING LABORATORIES							
Chem 1.01	General Chemistry (MAJORS)	210	4.0	24	1,280 sf	5	6,400 sf
Chem 1.02	Organic Chemistry Laboratory	210	5.0	24	1,600 sf	3	4,800 sf
Chem 1.03	General Chemistry Prep Room	215	3.0	n/a	960 sf	1	960 sf
Chem 1.04	Organic Chemistry Prep Room	215	2.0	n/a	640 sf	1	640 sf
Chem 1.05	General Chemistry Instrument Room	215	1.0	n/a	320 sf	1	320 sf
Chem 1.06	Organic Chemistry Instrument Room	215	2.0	n/a	640 sf	1	640 sf
TOTAL							
13,760 sf							
INTERDISCIPLINARY TEACHING LABORATORIES							
IGS 1.01	Biochemistry / Biomedical Engineering	210	4.0	24	1,280 sf	1	1,280 sf
IGS 1.02	Neuroscience	210	4.0	24	1,280 sf	1	1,280 sf
IGS 1.03	Bioinformatics / Computation	210	3.0	24	960 sf	1	960 sf
IGS 1.04	Health Science Teaching Laboratories	210	4.0	24	1,280 sf	2	2,560 sf
IGS 1.05	Prep Rooms/Support	215	1.0	n/a	320 sf	3	960 sf
TOTAL							
7,040 sf							
SHARED TEACHING LABORATORY SUPPORT							
Sup 1.01	Instrument Lab	215	2.0		640 sf	1	640 sf
Sup 1.02	Glassware/Consumable Storage	215	1.0		320 sf	1	320 sf
Sup 1.03	Imaging/Microscopy Suite	215	1.0		320 sf	1	320 sf
Sup 1.04	Autoclave/Cleanroom	215	0.5		160 sf	1	160 sf
Sup 1.05	Hazardous Materials Storage	215	0.5		160 sf	1	160 sf
Sup 1.06	Spill Closet (1 per floor)	215	0.20		64 sf	4	256 sf
Sup 1.07	Waste Culture	215	0.5		160 sf	1	160 sf
Sup 1.08	Cold Room	215	0.5		160 sf	1	160 sf
Sup 1.09	Media Prep	215	0.5		160 sf	1	160 sf
TOTAL							
2,336 sf							
INTERDISCIPLINARY RESEARCH ALLOCATION							
Resch 1.01	Research Laboratory & Support	290					12,000 sf
TOTAL							
12,000 sf							
ADMINISTRATIVE SPACE							
Adm 3.01	Reception Area	315			400 sf	1	400 sf
Adm 3.02	Building Workroom/Copy	315			120 sf	1	120 sf
Adm 3.03	Conference Room	350			600 sf	1	600 sf
Adm 3.04	Building Reception/Administrative	310			120 sf	1	120 sf
Adm 3.05	Laboratory Coordinators & Lab Managers	310			120 sf	4	480 sf
Adm 3.06	Academic Counselor	310			160 sf	2	320 sf
Adm 3.07	Non-Tenured Teaching Faculty	310			120 sf	16	1,920 sf
Adm 3.08	Small Meeting Rooms	350			250 sf	4	1,000 sf
Adm 3.09	File Room	315			120 sf	1	120 sf
Adm 3.10	Departmental Storage	315			200 sf	1	200 sf
Adm 3.11	Environmental Safety Officer	310			120 sf	1	120 sf
Adm 3.12	ITS Office	310			120 sf	1	120 sf
Adm 3.13	ITS Workroom	315			200 sf	1	200 sf
Adm 3.14	Internal Circulation				20%		1,444 sf
TOTAL							
6,864 sf							

Interdisciplinary/STEM - Page 1

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

CONSTRUCTION SERVICES

Questions

