

Spring 2015

Department Representative Meeting

April 1, 2015



Welcome and Introduction

Amber Pursley

Program Coordinator, Communications & Faculty
Relations



Thank you to our Partners:

College of Medicine

Office of Business Services



Finance & Administration Updates

Kyle Clark

Vice President for Finance and Administration



Joint FAMU/TCC/FSU Fiscal Officer Meeting

- Hosted a joint fiscal officer meeting between Florida Agricultural & Mechanical University, Tallahassee Community College and Florida State University
- All 3 vice presidents and 13 executive staff attended
- Topics included enhanced collaboration and better services for students
- 12 action items before our next meeting in July 2015



New Budget System

- Developing a new web-based application that delivers financial consolidation, reporting and analysis in one solution
- This will allow us to enhance budget development and reporting/analysis capabilities
- Streamline processes
- Enhanced integration between Human Resource System and Finance System
- Provide greater transparency and accountability



Student Refunds

- Students used to receive aid 5 days after start of semester
- Students now receive aid before start of semester

<u>Term</u>	<u>Fall 2013</u>	<u>Spring 2014</u>	<u>Summer 2014</u>	<u>Totals</u>
Federal	\$ 105,587,584	\$ 101,167,304	\$ 42,112,916	\$ 248,867,804
State	24,175,580	24,271,858	-	48,447,438
Institutional	13,229,527	13,298,795	7,548,331	34,076,653
Private	7,314,047	6,786,205	1,040,105	15,140,357
Foundation	2,310,440	1,531,757	491,194	4,333,391
Totals	\$ 152,617,178	\$ 147,055,919	\$ 51,192,546	\$ 350,865,643
Number of Students	31,895	30,816	11,344	74,055



Shared Services Initiatives

- Board of Governors requires participation by all 12 universities
- Asked FSU to co-chair state-wide committee
- Weekly meetings
- Legislative Budget Request by Board of Governors
 - \$10 million reduction across all system components....
Potential return based on participation
 - \$2 million request for additional funding to be distributed based upon participation/system initiatives
 - Funds would be allocated based on demonstrated savings through shared contracts or collaborations



Shared Services Initiatives

- FSU has been a leader in this field
- \$25 million dollar spend through shared services contracts with over \$9 million in quantifiable savings
- Examples include multimedia equipment, lab supplies, collection services, data recovery, moving services, information technology equipment, and software



Shared Services Initiatives

- Current shared services initiatives underway
 - Spend analytics software
 - Deferred maintenance software
 - Background checks
 - International travel insurance
 - Travel and expense management
 - Electronic signature tool
 - Lab supplies



Key Efficiency and Effectiveness Initiatives

- Fleet management
- Cell phone allowances
- Procurement
- Space management
- Energy conservation
- Process Improvements



Project Reports – Fleet Management

- Primary goals:
 - Improve the maintenance of existing vehicles and ensure their efficient utilization
 - Implement standards for vehicle disposal or replacement
 - Create a uniform appearance for campus vehicles
 - Reduce the number of vehicles on campus
 - Provide alternatives to vehicle ownership



Project Reports – Fleet Management

- Preliminary Fleet Management Plan:
 - Committee meetings held all Fall and Winter
 - Plan in final draft stages that includes:
 - Program parameters
 - Responsibilities
 - Suggested fees
 - Alternative uses
 - Suggested implementation schedule



Project Reports – Cell Phone Allowance

- Policy complete
- Many departments have piloted
- Currently over 35% of campus has migrated to the plan (232 employees)
- Reduces expenses by an estimated \$100,000



Project Reports – Procurement

- New policy changes
- Procurement card usage up
 - Rebate 50% greater than last year
 - Additional reports provide greater review
- Purchase order efficiencies

SpearMart Statistics			
	# of Catalogs Enabled	# of Transactions Processed	Average Processing time per PO
FY11	20	12,272	0.73
FY12	20	13,120	0.74
FY13	21	11,033	0.86
FY14	25	12,845	0.75
FY15*	25	7,944	0.06



Project Reports - Space Management

- Arts & Sciences space inventory is complete
 - 37 buildings and 2,201,787 sq ft
 - CAD drawings uploaded to an Integrated Workplace Management System and additional data has been included to meet BOG new reporting requirements
- CAD drawings for 5 M sq ft of space are currently being processed to include template standards, smart numbering for rooms, etc. to enable upload into the Integrated Workplace Management System
- CAD drawings for the remaining 5 M sq ft of space will be completed by June 30
- Working with campus E911 group to establish a process to ensure emergency contact information is updated in a timely manner



Project Reports – Energy Savings

- Civic Center: Performance Contract is 50% complete. Currently optimizing control systems
- Chemical Sciences Building: Updating systems to reduce air changes. Estimated \$50k per year in savings
- Carothers Building: Currently installing low tech thermal diffusers. Estimated 8-10% reduction in energy use
- University Center: Commenced construction of demand side management system



Project Reports – Energy Performance Contract Evaluation

- College of Medicine building
- Psychology building
- Biomedical Research Facility
- Research A & B



Project Reports – Process Improvement

- Process Improvements and Transition from Paper to Electronic Documents
 - Human Resources – all new employee forms are electronic, reduced need for manual data entry, mass appointment of graduate assistants
 - Property Services – only electronic forms, effective March 1, 2015
 - Athletic DSO and Development Funds – improved internal processes and increased use of electronic payment requests. Estimated reduction of steps in transaction process is more than 75%
 - Admissions – workflow improvements and reduced paper transcripts from 30,000 to 6,000 freshman applicants
 - Financial Aid



Project Report - Sightlines

- Annual stewardship – annual investment needed to ensure buildings will properly perform and reach their useful life
- Asset reinvestment – accumulated backlog of repair/modernization needs and the definition of resource capacity to correct them
- Operational effectiveness – effectiveness of the facilities operating budget, staffing, supervision, and energy management
- Service – measure of the service process, the maintenance quality of space and systems, and the customers' opinion of service delivery



Project Report - Sightlines

- Clemson University
- George Mason University
- Georgia Institute of Technology
- Kansas State
- Louisiana State University
- Mississippi State University
- University of Alabama
- University of Mississippi
- University of Tennessee
- University of Arkansas
- University of Central Florida
- University of Florida
- University of Kentucky
- University of Maryland
- University of Missouri
- Virginia Commonwealth University



Project Report - Sightlines

- Preliminary report shows:
 - Staffing levels in maintenance, grounds, custodial, and other facilities areas are on par with other institutions with the same level of complexity
 - Capital renewal continues to be an area of concern
 - Our energy consumption is well below our peer group
 - General inspection and customer service scores are well above peer group



FLORIDA STATE UNIVERSITY

Office of Human Resources



Donald L. Tucker Civic Center FLORIDA STATE UNIVERSITY

- Facility brought up to ACC caliber standards for basketball
- Significant facility improvements for other community events
- Facility improvements and Global Spectrum management have produced a busier Spring event schedule than the past 10 years
- Through January, 210 events held in the facility with more than 185,000 attendees
- March – May slated to be one of the busiest times in history
- Anticipate a positive cash flow this fiscal year





- Operated by Seminole Golf Partners, effective August 1, 2014
- Financial Update through January 2015
 - Membership revenue up 55.1%
 - Green fee revenue up 45.8%
 - Cost of goods sold down 19.3%
 - Payroll expense reduced by 25.1%
 - Operating expenses reduced by 23.7%
 - Overall net income up 101.8%

Why is Payment Card Information Security and Privacy Important?

- Collecting payments via credit and debit cards has become a universally accepted method for conducting business efficiently
- By accepting payments via credit and debit cards, FSU is contractually obligated to secure these transactions
- A public exposure of University-managed payment card data would negatively affect the FSU brand and limit its ability to:
 - Collect payments from the business partners registered with the FSU Controller's Office
 - Raise funds from alumni and other University supporters
 - Enable students to efficiently pay for goods and services that enhance their experience while enrolled at the University (ex: theater tickets, gym memberships, game day gear, etc.)



Project Approach

- A Baseline Payment Card Industry Data Security Standard (PCI-DSS) assessment was completed at FSU in January 2015 and included more than 30 departments, Direct Support Organizations (ex: Boosters, Foundation), and third-party entities (ex: Aramark)
- Based on the findings received from this report, Information Technology Services (ITS) and the Controller’s Office will lead the identified enhancement efforts
- Phase I – Governance, Design, and Implementation of Card Processing and System Administration Solutions and Technology Policy and Procedure development
- Phase II – Physical Security Solutions, Operational Policies and Procedures, as well as Ongoing Technology Support
- The Project will be completed in March 2016

Project Timeline:		Q1 15	Q2 15	Q3 15	Q4 15	Q1 16	Q2 16	Q3 16	Q4 16
1	Governance								
2	Design and Implement Card Processing Solutions								
3	Design and Implement System Administration Solutions								
4	Design and Implement Physical Security Solutions								
5	Develop and Implement Technology Policies and Procedures								
6	Develop and Implement Operational Policies and Procedures								
7	Develop and Implement Ongoing Technology Support Processes								
8	Steady State Ongoing Support								

FSU Reports to BoA as PCI Compliant



STEADY STATE



FLORIDA STATE UNIVERSITY

Office of Human Resources

System Critical Deferred Maintenance Request

School	2014-15		2015-16		
	2014-15 Request	2014-15 Allocation	2015-16 Request	2015-16 LBR Recommendation	% of Total LBR Recommendation
FAMU	\$ 2,897,859	\$ 925,508	\$ 3,900,000	\$ 1,551,978	3%
FAU	5,814,937	1,857,154	7,710,000	3,068,142	6%
FGCU	2,500,000	798,441	2,214,000	1,660,500	3%
FIU	6,239,694	1,992,811	14,079,004	5,602,643	11%
FPU	-	-	-	-	0%
FSU	8,450,000	2,698,731	12,145,000	9,108,750	18%
NCF	2,950,000	942,160	3,250,000	2,437,500	5%
UCF	6,844,391	2,185,937	9,704,545	7,278,409	15%
UF	9,385,300	2,997,444	17,635,300	7,017,847	14%
UNF	3,600,000	1,149,755	3,700,000	1,472,390	3%
USF	9,939,849	3,174,553	19,391,509	7,716,718	16%
UWF	4,000,000	1,277,506	3,121,119	2,340,839	5%
Total	\$ 62,622,030	\$ 20,000,000	\$ 96,850,477	\$ 49,255,717	



FLORIDA STATE UNIVERSITY

Office of Human Resources

Facilities Design & Construction Active Major Projects

Project Number	Project Description	SCHEDULE				BUDGET			
		Architect/ Engineer	Bid/Guarantee Max Price	Construction	Substantial Completion	Planning	Construction	Equipment	Total
FS-242	University Housing Replacement	11/15/2012	6/20/2013	8/5/2013	6/15/2015	\$7,600,000	\$ 46,300,000	\$1,500,000	\$ 55,400,000
FS-221	University Housing Replacement Ph 2	9/29/2014	2/20/2015	5/15/2015	6/1/2017	5,110,000	58,000,000	1,390,000	64,500,000
FS-259	Earth Ocean. & Atmosph. Sci. (EOAS)	9/5/2013	TBD	TBD	TBD	3,850,000	56,100,000	5,000,000	64,950,000
FS-298	Asian Art Study Center	4/1/2012	9/15/2013	12/20/2013	4/20/2015	900,000	8,850,000	100,000	9,850,000
FS-218	Doak Campbell Stadium Improvements	9/1/2014	TBD	TBD	TBD	5,000,000	75,000,000	5,000,000	85,000,000
31671	Athletics Locker Room/Offices	05/01/14	06/04/14	06/13/14	07/29/14	250,000	2,500,000	250,000	3,000,000
FS-275	Interdisciplinary Research & Commercialization Bldg (IRCB)	3/15/2015	TBD	TBD	TBD	12,500,000	55,000,000	17,500,000	85,000,000
FS-314	Donald L. Tucker Center	Varies	Varies	Varies	Varies	427,470	7,915,577	8,343,047	16,686,094
31780	Tucker Locker Room Improvements	10/18/14	05/18/15	05/25/15	11/30/15	250,000	3,500,000	250,000	4,000,000
FS-321	College of Engineering (FSU\FAMU)	2/1/2015	6/1/2015	TBD	TBD	1,600,000	8,200,000	200,000	10,000,000

Projects Underway

\$ 398,386,094



University Housing Replacement Phase 1

- 872 bed facility in suite style
- Study areas, lounges, recreation areas
- Substantial completion June 2015
- 192,000 Gross Square Feet
- Anticipated cost of \$55 million



University Housing Replacement Phase 1



727.520.8181
www.aerophoto.com

FSU Housing Replacement

Image # 150205 2060
Date 02.05.15

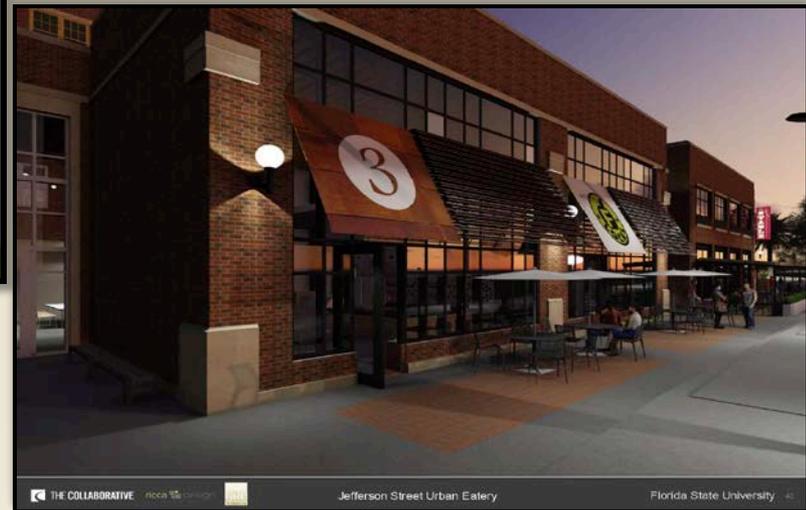


University Housing Replacement Phase 2 and Food Service

- 912 bed facility in suite style
- Common areas for study, lectures, recreation
- Includes a new dining concept
- 193,000 Gross Square Feet (Residence Hall)
- 19,300 Gross Square Feet (Dining)
- \$64,500,000 estimated costs



University Housing Replacement Phase 2 and Food Service



Earth, Ocean, Atmospheric Sciences Building (EOAS)

- Will provide state of the art classrooms, teaching labs, research labs, and offices
- 130,000 Gross Square Feet
- Approximate cost of \$65 million



Doak Campbell Stadium Improvements

- Improvements include the South end-zone club, ballroom, towers, skybox renovation, structural repairs, mechanical upgrades, and paint
- Anticipated costs not to exceed \$85 million



Doak Campbell Stadium Improvements



Athletics Renovation

- Phase 1 includes locker room, tradition/trophy areas, meeting room, and coaches' offices
- Phase 2 includes restroom, mechanical, and additional team facilities



Athletics Renovation



Athletics Renovation



Athletics Renovation



Donald L. Tucker Center

- A number of improvements have been completed
 - Seats, scoreboards/ribbon boards, flooring, and loading doc improvement
- A number of projects are underway
 - Life safety, marquee, mechanical upgrades



FLORIDA STATE UNIVERSITY

Office of Human Resources

Donald L. Tucker Center



Donald L. Tucker Center Locker Room Improvements



Florida State University - Civic Center

Proposed Basketball Suite Improvements - 7 January 2015

BARNETT
FRONCZAK
BARLOWE
ARCHITECTS



Questions?



HR Organizational Updates

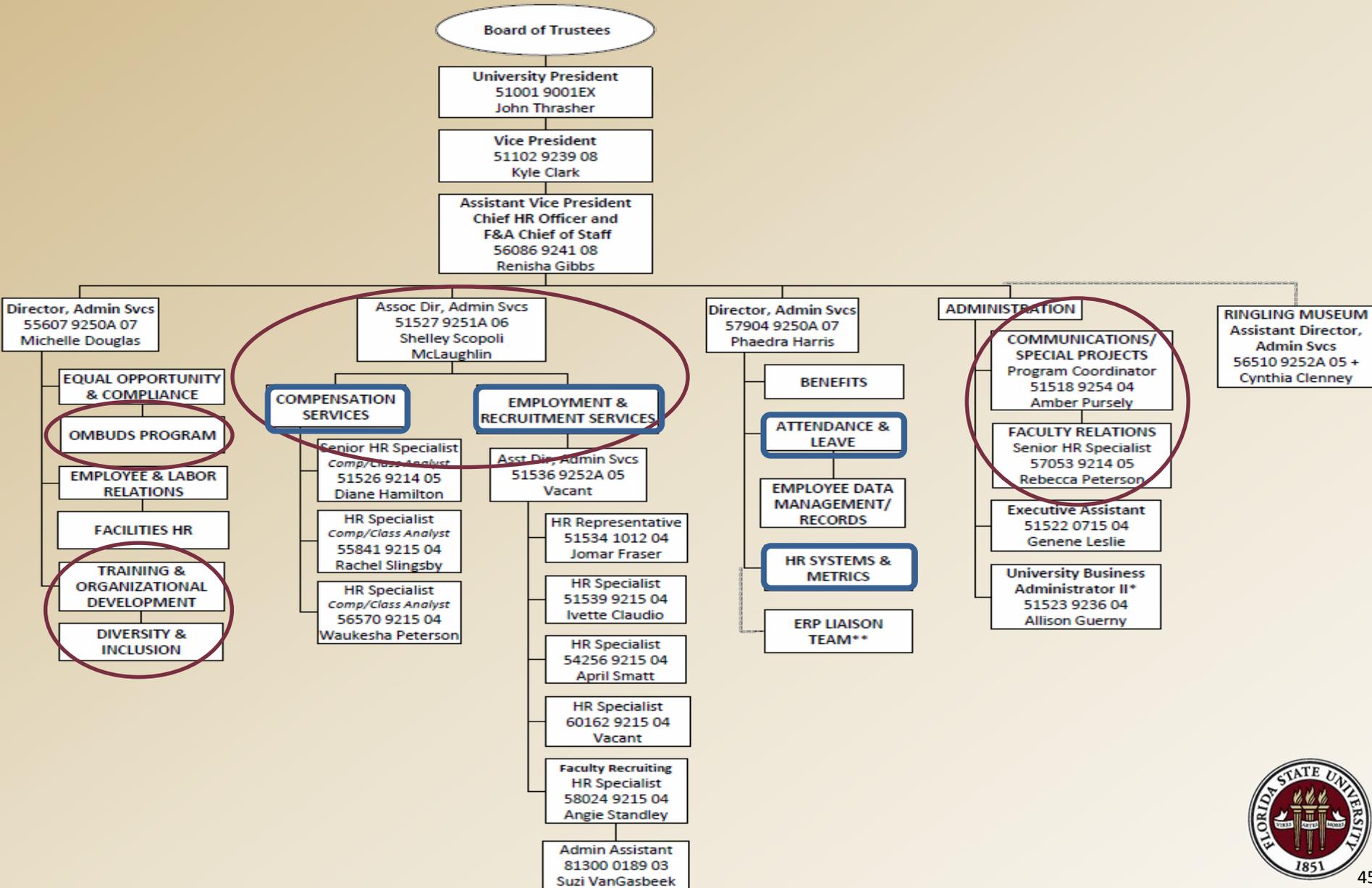
Renisha Gibbs

Assistant Vice President for Human Resources
& Finance and Administration Chief of Staff



FLORIDA STATE UNIVERSITY

Office of Human Resources



New Employees and Promotions

New Employees:

- **Andrea Baranik**, HR Representative – Employee Data Management
- **Kacy Ellis**, HR Representative – Attendance & Leave
- **Susanne “Suzi” VanGaasbeek**, Administrative Asst – Employment & Recruitment Services

Promotions:

- **Shelley McLaughlin**, Associate Director – Compensation Services and Employment & Recruitment Services
- **Amelia Pye**, HR Specialist – Employee Data Management



DOOR PRIZES



Background Check Policy Update and Faculty Hiring Paperwork

Shelley McLaughlin

Associate Director, Employment & Recruitment
Services



Background Check Policy Update

- Effective August 1, 2015
- New policy requires background checks for all faculty and staff new hires
- OPS and Volunteers will continue to require a criminal history background check if mandated by law
- Faculty New Hires – pre-employment background check must be conducted. Offer letters containing contingent language may be provided to candidates upon extending an offer
- A&P, USPS, and OPS New Hires – pre-offer background checks will continue to be required



Background Check Policy Update

- Background check services will be available through our new vendor, Accurate Background, Inc.
- Current background check options will remain in place through August 1, 2015
 - Out-of-town fingerprinting remains available
 - No changes to summer camp screenings for this year
- Look for “Background Check Policy Update-2015” on the HR website for updates on the policy and FAQ’s
- Extensive training and an HR Forum – coming soon!



Faculty Hiring Paperwork

- For an 8/10/15 faculty start date, the paperwork deadline is 7/31/15
 - Please submit paperwork **on or before 7/3/15** to ensure timely processing
- Reminder: All faculty hires require an original transcript. Visit our Faculty Hiring Resources page to review the Transcript Procedures FAQ's



Employee Data Management Reminders

Andrew Kapec

HR Specialist, Employee Data Management



Faculty Mass Appointments

- Monday, March 30 – Tuesday, April 21
 - Faculty Mass Appointments open to Department Representatives (Originator) for entry
- Wednesday, April 22 – Wednesday, April 29
 - File sent to Sponsored Research for approval
- Friday, May 1
 - File loaded in OMNI close of business



Summer Graduate Assistant Appointments

- Mass Appointments
 - Loaded in OMNI close of business, April 1st
- March 16th
 - Deadline for summer Graduate Assistant Appointments (ePAFs/pPAFs/Job Offers)
- Missed the Deadline?
 - Submit your summer appointments as soon as possible to avoid delays in pay and to ensure eligible graduate assistants receive a tuition waiver



Dual Compensation Forms

- New Dual Compensation Form is now required
 - HR > Main Menu > Reporting Tools > BI Publisher > Query Report Viewer
 - Report Name: FSU_DUAL COMP
- Make necessary changes or additions to the appointments generated on the form and route for signatures
- Email approved Dual Compensation forms to the Dual Compensation email address
 - hr-dualcomps@fsu.edu



Submitting Documents

- Electronic Wizards
 - All required documents for new hires should be submitted through the Department Rep Portal with the exception of the DS-2019 for Non-US Citizen hires and Official Transcripts for faculty hires
- Uploaded Documents
 - Please upload and name each document separately
- To ensure prompt receipt by the EDM Team, submit hiring documents, personnel actions, or drop-boxed files to hr-edmdocs@fsu.edu



I-9 Audit

- Audits currently being conducted on paper I-9s for proper completion
 - Please be prepared for new I-9 requests in the coming month
- I-9 Audit is nearing completion
 - Moving forward, all Form I-9s and I-9 Audits will be based solely on the Guardian system
 - If your department comes across any additional paper I-9s, please forward them to the I-9 Administrator immediately



DOOR PRIZES



HR Security Compliance

Abigail Lejeune

HR Specialist, Attendance & Leave



HR Security Compliance

- myFSU BI Role Certification Report
- Role Review
- Time Approval Groups
 - Representative and Supervisory
- General Security Reminders



myFSU BI Role Certification Report

- July 1, 2014, ITS changed its procedures for reviewing application security roles
- Quarterly review and certification by supervisors
- Report can be accessed through the BI application at the my.fsu.edu portal (BI > Dashboards > Security Reports > Role Certification Report)



myFSU BI Role Certification Report

- Certification should be signed and maintained in department files
- To remove roles – submit an eORR or a case to ITS to delete
- [Job Aid](#) – available at this link or on ITS website



Role Review

- FSU_SS_MANAGER
 - Supervisor access to approve time and complete performance evaluations
 - Access to enter ePAF+ transactions
 - Recruiting access to view applicant data and prepare job offers
- FSU_HR_DEPARTMENT_USER
 - Access to view Job Data screen
 - Access to myFSU BI HR and Payroll reports
 - View employee funding information



Role Review

- FSU_RECRUITING_APPROVER
 - Access to approve job openings and job offers
 - HR Department Manager
- FSU_ADDL_APPROVER / FSU_VP_APPROVER
 - Workflow approval on HR actions in the VP approver role or as an inserted or pre-manager approver



Time Approval Groups

- What is it?
- Supervisory groups are automatically created in OMNI
- Department Representative groups are created manually and require T&L Group Security Request Form



General Security Reminders

- Include detailed notes supporting the need for roles on eORR request
- Roles are not automatically removed when an employee transfers or becomes unfunded
 - eORR requests should be submitted



BREAK



Department Representative Recognition

Renisha Gibbs

Assistant Vice President for Human Resources
& Finance and Administration Chief of Staff



Outstanding Department Representative Nomination

“[This person] is a pleasure to work with and provides expert advice and consultation to her college’s Department Reps on Human Resource matters. She is HR’s “go-to” for the College and consistently makes our job easier.”



Spring 2015 Outstanding Department
Representative

and

“Essential Piece” Award Recipient

Katherine Sackman

Accounting Specialist, College of Arts & Sciences



USPS ePerformance Update

Beverlyn Samuels

Senior HR Specialist, Employee & Labor Relations



USPS ePerformance

- FSU Behavior Expectations
- Job Responsibilities
 - Evaluation sections are less generic; more specific to the employees actual job duties
 - Categories are populated from the job description onto the ePerformance evaluation in OMNI
- Competencies
- Goals (Optional)



USPS ePerformance

- New Rating Categories
 - Exemplary (formerly Superior)
 - Above Satisfactory
 - Satisfactory (formerly Meets)
 - Below Satisfactory
- Review cycle will be January 1 – December 31 each year (no longer based on anniversary date)



USPS ePerformance

- New employees still serve a 6 month probationary period
- Employees can still receive a “Special” evaluation
- Review by second level supervisor still required



USPS ePerformance Pilot Program

- Selected a variety of USPS job codes for pilot participation
- Pilot Dates, March 3, 2015 – April 27, 2015
 - Supervisors and employees were trained on the ePerformance module
 - Employees will actually receive their annual evaluation during the pilot program



Pilot Program Feedback

- Feedback will be solicited in the form of a survey
- Pilot participant survey will focus on:
 - Employee's experience using the ePerformance module
 - Recommendations for improvement
 - Success stories
 - Concerns regarding specific department or unit needs



Training Support

- Help Sessions - weekly hands-on training support (HR Computer Lab)

Beverlyn Samuels, Primary Contact
USPS ePerformance Pilot Program
(850) 645-9469



Affirmative Action Plan Placement Goals

Amber Wagner

Associate Director, Equal Opportunity & Compliance



Affirmative Action Plan

- Annual AAP
- Placement Goals
 - Job Titles
 - Admin Codes
- Goal Memo



Attract and Retain – Action Steps

- Disparate Treatment/Impact
- Recruitment/Advertisement
 - An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer
- Promotional Opportunities
 - Including Administrative Roles
- Separation from Employment



DOOR PRIZES



Graduate Issues

Brian Barton

Assistant Dean, The Graduate School



What You Need to Know for Summer

- Appointments
- Waiver window
 - 1st window (April 13 – May 4)
 - 2nd window (May 8 – May 13 at noon)
- Tips for avoiding issues



Payroll Encumbrances

Beverly Miller

Associate Controller, Payroll Services



Payroll Encumbrances

- Currently, departments must run query – FSU_ENCUMBRANCE_DETAIL_CURR – bi-weekly to get the detailed information which supports the encumbrance bi-weekly journal
- There is no historical data



Payroll Encumbrances

- The encumbrance detailed information is now available as a myFSU-BI report, which includes historical data:
 - The navigation is: Dashboards > HR Reports > Encumbrances
- The report offers the same selections as the existing query. For each pay cycle, the selections are:
 - Department ID or Employee ID or Combo Code



DOOR PRIZES



Questions & Answers



Closing Remarks

Amber Pursley

Program Coordinator, Communications & Faculty
Relations



Thank you!

