Finance & Administration

2017 PBA
Division Leadership

FRANK YOUNG
ASSOC. VICE PRESIDENT, FACILITIES

JACOB ATKIN
ASSOC. VICE PRESIDENT, FINANCE

RAY WALKER
ASSOC. VICE PRESIDENT & CIO, INFORMATION TECHNOLOGY

VINCE OTOPAL
ASSOC. VICE PRESIDENT DIRECTOR, ATHLETICS

KAREN CLEMES
GENERAL COUNSEL

PETER VANDERHEIDE
INTERNAL AUDIT

ROBIN EBMeyer
EMERGENCY MANAGEMENT & SAFETY

McKENNA FINCH
PRESIDENTIAL INTERN
Presentation Order

1. Division of Finance & Administration - Val Peterson
2. Facilities - Frank Young
3. Office of General Counsel - Karen Clemes
4. Athletics - Vince Otoupal
5. Information Technology - Ray Walker
6. Finance - Jacob Atkin
7. Internal Audit - Val Peterson
8. Emergency Management & Safety - Val Peterson
Mission Statement

Finance & Administration divisions and departments provide customer focused, responsive and effective administrative services for students, faculty, staff and visitors to advance student success and Utah Valley University's mission.
One-time General Request

60 Acres in Vineyard
$12.9 million
Requesting $9.8 million:

- UVU will own the entire lot between the Vineyard Connector and 1200 North
- Location for the New Utah Fire & Rescue Academy
- $3.1 million from UFRA for 15 acres
QUESTIONS?
Thank You!!!
Facilities - Frank Young

2017 PBA
Facilities: 2017 PBA Discussion
Facilities Mission and Objectives

Utah Valley University's Facilities Department strives to **provide** a safe, clean, and comfortable environment conducive to learning. This is **accomplished** through an adaptive and diverse support team of dedicated and well-trained professionals whose purpose is to **meet the facilities needs** of the University, its students, faculty, staff, and community.

**Provide** Safe, Clean, and Comfortable Environments.
- UVU Supports student’s preparation and achievement of academic success at the University.

**Respond** to Changing Requirements.
- UVU strategically allocates resources to achieve institutional objectives.

**Prepare** for Future Needs.
- UVU anticipates and plans for future regional educational needs.
Capital Development Priorities

State Funded Requests:
1. Business Building: 2018 Rankings: Board of Regents #3, Building Board #9
2. STEM/ T&C Classroom Building
3. Education Building
4. Health Professions Building
   • West Campus
5. Academic Building
   • Vineyard Campus

Non State Funded Requests:
1. Parking Garage: $8M - $24M
Pedestrian Bridge Over I-15

Alignment:
- From the UTA Frontrunner Station To Parking Lot L-14, South of the track.

Partnership:
- UDOT
- UTA
- UVU

Design Engineer:
- WSP

Note: Curve is exaggerated in this figure.
Pedestrian Bridge Over I-15
Capital Improvement Projects

FY 2018:
• $9,620,000Requested
• $4,245,000Awarded

FY 2019:
• $8,580,000Requested

Administered by DFCM:
• Electrical Upgrades
• HVAC upgrades
• Roofing
• Asphalt Projects
Thank You!

2016 PBA Awards:
- Tree Replacement Funding
- Sidewalks and Stairs
- Equipment Replacement/Purchases
- Remodeling Funding
- Police Officer Position
345. Department Reorganization, Campus Services: $82,314

- The Campus Services Department needs to be reorganized to provide better service to the campus. Efficiencies will be realized from this reorganization.
326. Integrated Pest Management (IPM) Specialist: $61,421

- IPM is a managed pest management system that eliminates or mitigates economic and health damage caused by weeds and pests; minimizes the use of pesticides/herbicides and the risk to human health and the environment associated with pesticide/herbicide applications.
PBA 2017 Prioritized Requests - Ongoing

343. Architect – Project Manager: $108,123

435. Police Dispatchers (2): $109,322

341. Geographic Information System (GIS): $23,272
   • Part Time Specialist, Mapping Assets.
416. Custodial Lead: $49,745
417. Custodial Full Time Staff (2): $93,346
413. Custodial Hourly Staff (8): $102,720
328. Grounds Hourly Staff: $10,700
PBA 2017 Prioritization – Ongoing

339. Internship Program Increase: $16,050

Jude Jean Pierre
2016-2017
ESI Engineering

Derek McGovern
2017-2018
Vice-President of the Geomatics Club
Taking 15 Credit Hours
PBA 2017 One Time Requests

397. Equipment, Tools, and Parts: $213,000
330. Grounds Shop Expansion: $100,000
411. Sidewalks and Stairs: $65,000
420. Wayfinding Sign Changes: $100,000
Parking Update

Increased parking rate for Fall 2018:  $115.00 Yearly

Front Row Parking

- Lots L-1, L-13, and M-20.  $395.00 Yearly
Parking Update

Purple lot (Free) to move to West Campus:

• UTA Shuttle @ 15 minutes
• BRT to Campus @ 7 minutes
Parking Update

5-Year Parking Plan

- L - 9 Extension
- L - 10 Extension
Parking update

Parking Stall Counts:

- Open Stalls
- Tuesdays and Wednesdays

Fall 2016

Fall 2017
Request

On-Going Funds: $724,579

One-Time Funds: $478,000
General Fund Requests

O&M Positions Noorda Center:  $696,428

360. Custodial Lead (2)
357. Custodial Full Time (5)
404. Custodial Hourly (11)
327. Grounds Specialist (2)
362. HVAC Programmer III (1)
General Fund Requests

125. Faculty/Staff Parking: $250,000
   - Unrecognized Parking Revenue.

415. Custodial Full Time (Warehouse) $46,673
   - Existing Funds from PBA 2016.
Thank you

ANY QUESTIONS?
The Office of General Counsel and The Office of Risk Management
PBA Presentation October 2017
Karen Clemes – General Counsel
Roadmap

1. Introduction
2. The Office of General Counsel
3. The Office of Risk Management
4. PBA Requests
INTRODUCTION
2016-17 PBA Thank You

- Associate General Counsel
  - Initial accomplishments
- Increase in hourly funding to bring hourly law clerk and claims coordinator to market rate
- Risk Management operating budget
Efficiencies

1. Reorganization/RIF: Eliminated two positions and reallocated funds to create new Assistant General Counsel – Compliance position.

2. Administrative Assistant (50%) has been devoting nearly 100% to Title IX Office since hire – have moved this resource formally to Title IX Office.

3. With Paralegal’s upcoming departure, will use this resource to hire Legal Secretary/Receptionist instead of seeking an administrative assistant, as previously planned.
Karen Clemes  
General Counsel

Kris Pace  
Paralegal/Legal Secretary

Office of General Counsel

Clark Collings  
Associate General Counsel

Jeremy Knee  
Assistant General Counsel - Compliance

Stephen Worthington  
Law Clerk  
(Part-time)

Bruce Eliason  
Risk Manager  
(Part-time)

Karen Clemes  
General Counsel

Attorney General Liaisons

Office of Risk Management
2017-18 Administrative Imperatives/Core Themes

1. Operate Effectively
   • UVU upholds an environment of **ethical behavior** and expects honesty, integrity, **legal compliance**, financial stewardship, and accountability in the performance of employees’ UVU-related responsibilities.
   • OGC and Office of Risk Management are core to this.

2. Manage Growth: As we grow, so will the need for legal and risk management services across all divisions and colleges.

3. Core Theme/Inclusion: OGC/Risk Management contributes directly to the creation of a safe and inclusive environment for people from diverse backgrounds and perspectives.

4. Core Theme/Student Success
OGC Mission Statement

The mission of the Office of General Counsel, whose client is Utah Valley University, is to **promote a legally compliant, ethical, and safe environment** by coordinating and providing timely and quality legal services, thereby minimizing risks and costs, reducing litigation, and ultimately assisting the University in achieving its mission of **student success**.
OGC Needs

• Keeping up with growing OGC/Compliance workload and the need to be preventative, not just reactive
• Law clerks have made a tremendous impact at low cost
  • Policy research and drafting
  • Other research and writing
  • Support to Academic Administration, Office of Sponsored Programs, IT, and others
  • Compliance research/memos needed
• Trustee Thompson has recommended additional law clerks
Office of Risk Management
Mission Statement

The Office of Risk Management promotes an **ethical, safe, and legally compliant** environment by coordinating and assessing institutional risk management and insurance issues, thereby minimizing risks and costs, reducing litigation, and ultimately assisting the University in achieving its mission of **student success**.
Risk Management Needs

- Claims coordination, incident/accident investigation, coordination with State Risk, parties, and insurance – requires full-time coverage
- Campus liaison to State Risk and insurance broker; researches and provides counsel on State Risk and other insurance coverage
- Provides required reports to State Risk Management
- Responds to risk management and insurance coverage questions from Campus Scheduling and others
- Provides risk management counsel to all divisions and colleges
- Participates in Safety, Emergency Preparedness, Risk, and other committee meetings
Risk Management Needs cont.

- Coordinates certificate of insurance and waiver/informed consent forms
- Reviews indemnification provisions for compliance with State Risk requirements
- Gathers and analyzes risk data
- Coordinates minors on campus policy administration/training, drones on campus administration/training, and other risk management policies and procedures
- Would like to have position focus more on enterprise risk management coordination
Utah Risk Managers

1. UVU: 1 Part-Time Risk Manager
2. SUU: 1 Full-Time Risk/Safety Manager
3. Weber: 1 Full-Time Risk Manager
4. Utah State: 3 Full-Time (Risk Manager, Claims Coordinator, Staff Assistant)
5. U of U: 4 Full-Time (Risk Manager, Risk Analyst, Risk Specialist, Risk Coordinator)
PBA Requests

The Office of General Counsel and
The Office of Risk Management
Ongoing Requests

1. Move Part-Time Risk Manager to Full-Time
   $66,358

2. Hire second hourly law clerk ($17 x 25 hrs/week)
   $21,828

TOTAL: $88,186 (under target)
One-time: Additional Funds for BA211 Suite

- Need receptionist desk; entry chairs/tables; copy machine; table, chairs, tv, and tech for conference room
- Need supplemental amount to this year’s PBA award
- Supported by/benefits Internal Audit

TOTAL: $11,000 (under target)
PBA General Budget Request

- OGC needs outside counsel budget to support specialized legal needs of all divisions
- When conflicts arise, need direct access to funds
- Supported by Jeff Olson & Linda Makin

TOTAL: $25,000
PBA Total Requests

1. Increase Risk Manager to FT (#359) $66,358 (EARLY PBA)
2. Second hourly law clerk (#363) $21,828
3. One-time funding for suite (#375) $11,000 (EARLY PBA)

General budget outside counsel $25,000
QUESTIONS?
Athletics - Vince Otoupal

2017 PBA
UVU Athletics PBA

The *EVOLUTION* Continues

November 2013-2017
Thank You
UVU MISSION

UVU Mission:
Utah Valley University is a teaching institution which provides opportunity, promotes student success, and meets regional educational needs. UVU builds on a foundation of substantive scholarly and creative work to foster engaged learning. The university prepares professionally competent people of integrity who, as lifelong learners and leaders, serve as stewards of a globally interdependent community.

UVU Athletics Department Mission:
Utah Valley University Athletics Department is a NCAA Division I institution and a member of the Western Athletic Conference and the Big 12 Athletic Conference. The UVU AD is committed to athletic success, academic success, and continuing success in life.
Strategic Objectives

Utah Valley University Athletic Department has identified three key strategic objectives to serve as an overarching framework to support and uphold the department’s mission, vision, and goals.

These strategic objectives directly align the UVU institutional Mission, Core Themes, and Administrative Imperatives. They include the following:

- Ensure Student-Athlete Success
- Compete for Championships
- Build Community
“UVU has done a tremendous job building an athletic academic support office. I see campuses across the country and despite the fact that UVU doesn’t have the budget of an autonomous 5 school, in many ways the type of service and support they provide is analogous to those schools. Long story short, UVU does more with less. But most important is the dedication the athletic academic staff has shown to both the program and the student-athletes. That is something money just can’t buy.”

Katherine Sulentic
NCAA Associate Director of Enforcement
Academic Integrity Unit
Wolverine Athletics - #WolverineWay

• 324 Student-Athletes
• 16 Sports = 1 Team

• Built on:
  • Pursuit of Excellence, Integrity and Compliance, and Victories

• Committed to:
  • Compliance
  • Academic Success and Standards
    • Teams met APR (930 & above) 2015-16 -> 13/14 & 2016-17 ->13/14 (MCC)
  • Quality diverse and inclusive staff
  • Establishing a positive community & national reputation
## Wolverines’ Spring 2017 GPA

<table>
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<tr>
<th>TEAM</th>
<th>S17 TERM GPA</th>
<th>CUM GPA</th>
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<td>3.61</td>
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<td>Women’s Soccer</td>
<td>3.56</td>
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<tr>
<td>Men’s Basketball</td>
<td>3.29</td>
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<tr>
<td>Women’s Basketball</td>
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<td>Women’s Track</td>
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<td>Men’s Golf</td>
<td>3.51</td>
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<tr>
<td>Men’s Soccer</td>
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<tr>
<td>Softball</td>
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<td>Wrestling</td>
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<tr>
<td>Volleyball</td>
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<tr>
<td>Baseball</td>
<td>3.08</td>
<td>3.19</td>
</tr>
<tr>
<td>Men’s Track</td>
<td>2.85</td>
<td>3.05</td>
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</table>
Compete for Championships

UVU is a NCAA Division I institution and a member of the Western Athletic Conference. The Wolverines are serious about competing for and winning conference and NCAA championships. UVU strives to recruit and retain highly qualified and diverse student-athletes and staff. The athletic department sponsors 16 intercollegiate sports.

• Establish dominance in the WAC, regionally, and nationally
• Win Conference Championships
• Earn NCAA Post-Season bids
• Achieve academic and athletic awards at conference, regional, and national level
• Implement a salary initiative to evaluate and compensate athletic positions based upon equity, performance, and a competitive market driven value
Build Community

Athletic events provide inclusive occasions that connect students, faculty, staff, alumni, fans, and community members to the University. Wolverine Athletics is built upon a foundation of high expectations, efficiency and integrity. Athletics often defines the college experience for students and represents the overall success and reputation of the institution.

- Program Growth and institutional/athletic brand recognition
- Increase donations and develop donor and alumni relationships through the Wolverine Club
- Celebrate victories
- Generate additional campus and community support as well as public and media awareness for athletic events and UVU Athletics as a whole
Evolution... Basketball

TOUGHEST 24
HOURS IN COLLEGE BASKETBALL HISTORY

RUPP ARENA
11.10.17

CAMERON INDOOR
11.11.17

GoUVU.com
Evolution... Wrestling
## Budgeted Expenses

### Western Athletic Conference 2018

<table>
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<tr>
<th>Institution</th>
<th>Expenses</th>
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<tr>
<td>Grand Canyon</td>
<td>$23,652,521</td>
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<td>Seattle U</td>
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<td>CSU Bakersfield</td>
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<td>New Mexico State</td>
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<td>* UVU</td>
<td>$13,558,734</td>
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<td>UM Kansas City</td>
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<td>UTGRV</td>
<td>$11,783,467</td>
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<td>Chicago St.</td>
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</table>
Ask 1: One-Time

Wrestling Room – mats and pads

- Serious / Standard of Excellence
- $45,000 – Appropriated
PBA Ask 2: One-Time

M/W Soccer & Softball Office & Locker Room Refresh

- Serious
- $75,000 – Appropriated
PBA Ask 3: One-Time

UCCU – Batting Cage Upgrade

• Inclusive / Serious

• $12,000 – Appropriated
PBA Ask 4: One-Time

Game Ops – Head sets

- Engaged / Community
- $25,000 – Appropriated
PBA Ask 5: One-Time

Move UVU AD HOF to Sky Walk Walls

• Serious / Inclusive
• $25,000
PBA Ask 6: One-Time

Student Success Center

- Student Success
- $6M – Appropriated
- Match to $12M
PBA Ask 1: Ongoing

Hourly Funding

• Inclusive – recruit and retain
• Operate Effectively
• $100,000

• We have many part time people who were budgeted for less than the 27 hour/week maximum, but we’re finding that they’re working much closer to the actual maximum versus what they were budgeted for.

• As we’re ramping up and improving our game day experience, more marketing and game operations people are needed to put together a truly first class event. Also, we’re running into more and more conflicting events, where our marketing and game operations staff need to be in two places at once. More hourly staff would help alleviate those pains.
PBA Ask 2: Ongoing

Training & Education Diversity Efforts – Vendor TBD

- Inclusive
- $12,500 – Appropriated
PBA Ask 3: Ongoing

Positions

• Student Success / Inclusive / Engaged / Serious
  • Director of Business Development and Mentor / Life Skills
    • $75k ($113,039)
  • Volleyball Asst. Coach
    • $32K($60,192)
  • Softball Asst. Coach
    • $32K($60,192)
  • AD Camps Coordinator
    • $32K($60,192)
    • To be combined w/ WC Asst. Director
  • Assistant Corporate Relations
    • $32K($60,192)
UVU AD – PBA November 2017 – One-Time

1. Wrestling Room – mats and pads
   1. Serious - $45,000 – Appropriated
2. M/W Soccer & Softball Office & Locker Room Refresh
   1. Serious $75,000 – Appropriated
3. UCCU Batting Cages
   • $12,000 – Appropriated
4. UVU Game Ops – Wireless Head Sets
   • $25,000 – Appropriated
5. UVU AD Hall of Fame & Trophies to UCCU/UVU Skywalk
   • $25,000 – Appropriated
6. Student Success Center
   • $6M – Appropriated
UVU AD – PBA November 2017 – Ongoing

1. Funding for Hourly Workers
   • $100,000 - Appropriated

2. Training and Education Diversity Efforts
   • $12,500 – Appropriated

3. Positions
   • Director of Bus. Development & Mentor/Life Skills - $113,039
   • Volleyball Asst. Coach - $60,192
   • Softball Asst. Coach - $60,192
   • AD Camps Coordinator - $60,192
   • Assistant Corporate Relations – $60,192
WOLVERINE WAY
Thank You
Discussion

Hashtags
• #GoUVU
• #Allin
• #WolverineWay
• #ItsAGreatDaytobeaWolverine
• #TeamGame

GO WOLVERINES!
ENGAGE THE WOLVERINE WAY
Information Technology
- Ray Walker
2017 PBA
IT Mission and Vision

**IT Mission**

Provide reliable, essential technology infrastructure, systems, and services that support the university’s mission, core themes, objectives, and administrative imperatives and that provide technology tools to better educate more students with both effectiveness and efficiency.

**IT Vision and Role at UVU**

1. **Maintain** (Keep The Lights On) – It is imperative that IT maintains the current infrastructure and systems in order to provide the needed network, Internet, administrative/business systems, email and communications systems, and teaching infrastructure. This involves repair and replacement of aging equipment preferably before failure and at a goal of no more than seven years for most equipment.

2. **Support** (Keep UVU working) – As the university grows, expands, and changes IT must provide service, support, and training for the campus during the time it is open and provide it for those who are not on campus 24x7x365 except in designated, necessary or unplanned outages and times.

3. **Efficiency** (Keep Costs Down) – As the university grows, technology must provide efficient, effective user friendly systems for the business of the university that help to improve student outcomes, decrease the cost of instruction, increase the efficiency of campus service and facilitate communications and decision making.

4. **Innovate** (Introduce Innovative methods) - As the university expands its distance education offering and continues to face space challenges, IT must provide services and tools that provide for the “Virtual University” including video and audio conferencing and communications, Internet delivery systems, and remote services. These tools must also provide opportunities to engage students and university communities.
IT Objectives

1. Strategically plan, fund and manage technology across the university
   A. Establish IT Oversight Committee as Governance group with structure to review major IT initiatives
   B. Develop and implement a strategic master plan for IT
   C. Review and establish funding models, priorities, metrics and accountability
   D. Address IT staffing issues of salary, training & workload

2. Provide a stable and secure IT infrastructure
   A. Reduce the age of the Infrastructure
   B. Address the growth of Technology Systems
   C. Increase the capability, coverage & efficiency of the infrastructure including mobile
   D. Secure data, systems and technology

3. Provide efficient and effective systems and services
   A. Support and improve the business processes of the university through systems, BPAs, increased efficiencies and automation
   B. Support Business Intelligence (data for decision making) and make data available to those who need it
   C. Improve website and communications
   D. Build mobile friendly apps, websites, and services with a mobile first philosophy

4. Support teaching and learning through technology
   A. Support classroom technology infrastructure
   B. Support distance and on-line learning technology
   C. Provide current technology tools for academics
   D. Provide resources and analytics for student and faculty success
   E. Support and participate the academic technology plan
A few Major Accomplishments since PBA

- DUO two-factor authentication
- Box available campus wide
- Bitdefender rollout – retiring McAfee antivirus
- New PBA System
- Rolled out ROK website and mobile app
- Wireless Density Buildout
- USHE Security Audit
- Student Success BI project with University College Math
- Rollout of the new TIMS system
- Rave emergency text messaging system
- Retirement of the UVPay system and replaced with more secure PCI system
- Many 3rd party system integrations to Banner (Guide, Courseleaf, Handshake, ALEKS, etc.)
- 540 IT projects already completed since PBA (also 50 rooms AV redone)
- The Service Desk
  - Opened 137,519 cases & Closed 135,825 cases
  - Only had to transfer 1,694 cases to other departments.
Current Year Projects

• BI – Data warehouse & Operational Data
• Hallway charging stations & stand up computing & expand Wireless printing for students
• Virtual Lab software
• Accessibilities review of IT systems & web sites
• Integrations for:
  – Civitas integration (student analytics for success)
  – Scheduling analytics integration
  – Financial Aid integration
  – CampusLogic (Financial Aid)
• Currently 397 projects in Queue
Affordability & Efficiency (IT support of)

- Grant to pay for Internet 2 upgrade to 40 GB & Science network
- ROK mobile app (saved $$)
- Joint purchases with State (Ally, EverFi, WebEx, Canvas, DUO, etc.)
- Joint infrastructure training & Security Audits with USHE
- DR site – collaboration with Dixie (reduced cost by ½)
- On-boarding dashboard
- Process automation, virtualization and Cloud
- Instant Info, Call Center, ServiceDesk - joint operations
Last Year Funded

<table>
<thead>
<tr>
<th>Request</th>
<th>Division</th>
<th>Unit</th>
<th>#</th>
<th>Allocation Full-time</th>
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<td>IT Accessibilities Specialist</td>
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<td>14</td>
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<td>Technical Lead Desktop Support</td>
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<td>Long Distance Charge Reduction</td>
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<td>Software Inflation and Growth</td>
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<td>$350,000</td>
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General Request
Software/Maintenance Contracts

• Software and hardware maintenance contracts - $345,000 OG (#373)
  – Factors – inflation, growth, true-ups, adds/drops
  – Canvas increase
  – Ally on-going funding (accessibility software)
  – Large amount of money
    » Current Budget $2,824,000 in Software and $951,000 in maintenance

• Campus Bird Interactive Map System - $22,500 OT (#318)

• Adobe – student fee funding to hard funding - $100,000 OG (#407)
Adobe

Student Fees are paying for this now.

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<th>Source</th>
<th>Fee Description</th>
<th>Amount</th>
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<td>School of Arts</td>
<td>F50187 Art Computer Access Fee</td>
<td>$32,500</td>
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<tr>
<td>College of Technology &amp; Computing</td>
<td>F50337 DGM Software Fee</td>
<td>$35,000</td>
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<tr>
<td>Information Technology</td>
<td>E70220 Student Computing Fee</td>
<td>$10,000</td>
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<tr>
<td>School of Education</td>
<td>F50280 Education Lab Access Fee</td>
<td>$3,500</td>
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<tr>
<td>Teaching &amp; Learning</td>
<td>S10310 Off Budget DE Courses</td>
<td>$7,000</td>
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<td>Woodbury School of Business</td>
<td>F50322 Business Lab Access Fee</td>
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<tr>
<td>University College</td>
<td>F50267 Dev Math Lab Access Fee</td>
<td>$6,500</td>
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<td><strong>Subtotal from Student Fees</strong></td>
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<td><strong>$97,000</strong></td>
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Initiative #1 – IT Staffing

- Business Process Analyst/Project manager (#374)
  Biggest need for University – need to look at processes while implementing automation, software and re-examine existing processes

- 1 FT Web Developer (#344)
  Growth in support (largest number of outstanding requests/workload)

- Media Tech III position (#353)
  Growth in support to AV needs (classrooms, conference rooms, VSS, DSS, events)

- Operations/ServiceDesk position(#354)
  IT Assets & ServiceDesk needs
Initiative #2 – R&R Funding(#372)

- On-going funding Progress - $100,000 base
- One-time needs – none this year (using OT & carry forward)
  - Current Budget – $800,000 infrastructure (also an additional $275,000 Media)
    - On-going need for infrastructure is $1,500,000 and catch up for over life cycle

---

### Yearly replacement costs

<table>
<thead>
<tr>
<th>Year</th>
<th>Media Totals</th>
<th>Network Totals</th>
<th>System Administration Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$1,200,000</td>
<td>$500,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>2018</td>
<td>$1,000,000</td>
<td>$400,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>2019</td>
<td>$900,000</td>
<td>$300,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>2020</td>
<td>$800,000</td>
<td>$200,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>2021</td>
<td>$700,000</td>
<td>$150,000</td>
<td>$75,000</td>
</tr>
<tr>
<td>2022</td>
<td>$600,000</td>
<td>$100,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>2023</td>
<td>$500,000</td>
<td>$50,000</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
Initiative #3 Hourly Money (#388)

- PT – Hourly money for 5 positions - $165,500
  - Security specialist, Data Cleansing, Desktop support, ServiceDesk, AIS, Admin Programming
  - Other hourly needs also exist
  - We are probably too dependent upon full-time (doing PT jobs)
  - Need “farm system”
Initiative #4 – Network/Infrastructure

- NSX – software defined networking (#390)
  - $25,200 OG & $126,000 OT
- Extension to Extension Reporting (#391)
  - $12,000 OG & $60,000 OT
- Network Automation (#392)
  - $16,000 OG & $80,000 OT
Initiative #5 - Security

- Firewall expansion (#398)
  - $250,000 OT (3 year contract for maintenance)
- IronPort Web Filters (#399)
  - $180,000 OT (3 year contract for maintenance)
- Email Malware & Spam Protection (#400)
  - $85,000 OG
- IT log management for security (#402)
  - $129,000 OT (3 year contract for maintenance)

- Additional needs not prioritized – proposal to state for funding
Initiative #6 – Fiber (#395)

• AirPort fiber - $10,000 OT
• Pedestrian bridge fiber - $60,000 OT
Initiative #7 – One-time Funded Systems

- Digital Signage (#409)
  - $10,000 OG + $24,000 OT
- Video Surveillance (#410)
  - $30,000 OG, $50,000 OT
Initiative #8 Desktop Support (#255)

- 2 Technicians (#255) - $168,318 OG
  - To support Athletics, Education, CHS
    - CHSS Area Tech #2 (F/T) – Largest area on campus by employee (700 users)
    - Education / Athletics Area Tech (F/T) – Allows Education to have own dedicated tech (currently share 1 with Athletics) / address specialty needs for growing Athletics department.

- Enterprise Printing Solution (#412) - $10,000 OG & $50,000 OT

- Also need 1 Application Administrator (not prioritized)
  - Needed to ensure the end user systems are functional and resource flexibility to adapt to new technology. (Chromebooks, Dentrix, Smart Deploy, SCCM, ITAM, Enterprise Printing, Mobile Device Management, etc.)
<table>
<thead>
<tr>
<th>Academic IT Areas</th>
<th>Users</th>
<th>Devices</th>
<th>% of total</th>
<th>Devices</th>
<th>% of total</th>
<th>Staff</th>
<th>% of total</th>
<th>Avg Users per staff</th>
<th>Avg Devices per staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Support</td>
<td>3033</td>
<td>50.71%</td>
<td>3507</td>
<td>40.33%</td>
<td>14</td>
<td>28.57%</td>
<td>217</td>
<td>251</td>
<td></td>
</tr>
<tr>
<td>Non Central IT Supported</td>
<td>3338</td>
<td>55.81%</td>
<td>3188</td>
<td>59.67%</td>
<td>35</td>
<td>71.43%</td>
<td>95</td>
<td>148</td>
<td></td>
</tr>
</tbody>
</table>

- IT people and technicians for areas across campus
  - Should be based on data and needs (needs a plan)
Other Requests we support

- Classroom R&R funds (Kat Brown)
- IT Purchaser (Jacob Atkin)
- CRM (needs support resources also)
- IT Asset management position
Submitted but not within funding targets (of interest to others)

• Elimination of **computer shop** markup and new computer fee (#405)
  – $250,209 Base
  – Fund Computer shop personnel (purchasing, tagging, processing, services)
  – Fund network fee per computer

• **IT Communications & Training** FTE (#1 last year – have hourly now) (#385)
  – Students & faculty don’t know about what is available from IT
  – Training for IT not coordinated nor adequate
  – Campus & emergency communications are supported by IT
  – Project rollouts & outages are inadequately communicated
Needs Further Discussion

IT Master Plan & Priorities

IT Support for Core Themes & Administrative Imperatives

BYOD proposal (Student Success)

Asset management proposal (Resources)

Security/Infrastructure proposal submitted to state

EVENTS (staging equipment & technical support)

Performing Arts Building technical staff
Summary of Requests

Initiative General– Software/Maintenance Funds – $345,000 Base
  Campus Bird Interactive Maps - $22,500 One-time
  Adobe Student Fee to hard fund - $100,000 Base

Initiative #1 – IT Staffing – 4 positions - $394,872 Base

Initiative #2 – R&R Funding of Infrastructure - $100,000 Base

Initiative #3 – IT Hourly - $165,500 Base

Initiative #4 Network/Infrastructure - $53,200 Base & $226,000 One-time

Initiative #5 IT Security - $85,000 Base & $559,000 One-time

Initiative #6 Fiber - $70,000 One-time

Initiative #7 – One-time Funded Systems (Digital Signage & Video Surveillance)
  $40,000 Base & $74,000 One-time

Initiative #8 – 2 Technicians for Athletics, Education, CHSS & Enterprise Printing
  $178,318 Base & $50,000 One-time

General
$445,000 OG
$22,500 OT
Total Base
$1,016,890
Total One-time
$1,019,000
Questions
Our People
Introductions

Louise Bridge
Director
Bookstore

Tracy Warner
Director
Catering

Ked Black
Controller

David Scott
Director
Printing Services

Jacob Atkin
AVP
Finance/GRAMA

Ryan Lindstrom
Director
Procurement Services

Mark Hildebrand
Director
UCCU Events Center

Sam Winterton
Assistant to the AVP
Finance/GRAMA

Ibrahim Tashman
Director
Retail/Branded Restaurants
Mission Statement

Our mission is to provide business and auxiliary services that enhance the university experience by providing value added services, operating efficiently through the utilization of best practices, and safeguarding university assets.
Dinning Services Restructure

FY 2017 - $586,021 Loss

• What has been done to remedy this?
  • Reduced Fixed Expenses by $500,000
  • Provided More Desired Options
    • Chick-fil-a
    • Panda Express
    • Gurus
    • The Roll Up Crepe
That feeling when you find out Chick Fil-A isn’t coming until January... #UVU
Ongoing Requests

1. #332 Director of Departmental Accounting - $120,542
2. #406 Purchasing Agent (IT/Media/Computer Shop) - $57,241
3. #333 Grade Level Adjustments - $74,814
4. #331 Production Manager (UCCU Center) - $80,298

Total Requests - $332,895
#332 Director of Departmental Accounting

Develop a Financial Help Desk:

• Providing Guidance, Training, and Oversight for:
  • Financial Reporting
  • Budgeting
  • Monitoring
  • Internal Controls and Procedures
#406 Purchasing Agent
(IT/Media/Computer Shop)

Full-time IT Purchasing Agent:

- Provide all procurement services for IT:
  - Computer Shop
  - Software
  - Media Services
  - Telephone Services
  - Miscellaneous Hardware
#333 Grade Level Adjustments

Adjusting Position’s Grade Will:

- Attract and retain employees with the proper expertise to fulfill the increased responsibilities and demands placed upon the positions.
- Make the positions competitive in the market.
#333 Grade Level Adjustments

<table>
<thead>
<tr>
<th>Current</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director – Accounting</td>
<td>Senior Director – Accounting</td>
</tr>
<tr>
<td>Manager – UVU Foundation Accounting</td>
<td>Director – UVU Foundation</td>
</tr>
<tr>
<td>Manager – UVU Departmental Accounting</td>
<td>Director – Departmental Accounting</td>
</tr>
<tr>
<td>Acct 3 Business Office</td>
<td>Director – Business Services IT &amp; Analytics</td>
</tr>
<tr>
<td>Bursar</td>
<td>Director – Student and Business Services</td>
</tr>
<tr>
<td>Asst. Director – Business Services</td>
<td>Asst. Director – Student and Business Services</td>
</tr>
<tr>
<td>Accountant 3 – Manager Auxiliaries</td>
<td>Asst. Director – Accounts Payable/Travel</td>
</tr>
<tr>
<td>Accountant 3 – Grants</td>
<td>Asst. Director Post Award Grants and Contracts</td>
</tr>
</tbody>
</table>
#331 Production Manager

Due to the increased demands of Academics, Athletics, and Culinary Arts this position should be moved to appropriated funding.
Ongoing Requests

1. #332 Director of Departmental Accounting - $120,542
2. #406 Purchasing Agent (IT/Media/Computer Shop) - $57,241
3. #333 Grade Level Adjustments - $74,814
4. #331 Production Manager (UCCU Center) - $80,298

Total Requests - $332,895
General Request

1. Replace bleachers in the UCCU Center- $5,000,000
QUESTIONS?
Thank You!
Internal Audit Department

Peter VanderHeide         Interns:
Director                    Jamece Coplen, MBA Student

Chris Farr                 Lana Erika Retuta, MBA Student
Sr. Auditor                Kristi Askew, MACC Student

Ransom Cundick
Auditor
Mission

Provide audits to help the University achieve its operational, reporting, and compliance objectives.
#320 Office Relocation

When the infill is completed we will be need to move one of our internal auditors and interns to suite 211.

- Shared office set-up: $10,500
Emergency Management & Safety

Robin Ebmeyer
Director

Justin Hansen
Coordinator - Environmental Health & Safety
Mission

Emergency Management & Safety mission is to provide an integrated comprehensive emergency management program for Utah Valley University in order to preserve life, protect property and environment, promote continuity of operations, and reduce the overall effects of a large-scale disaster.

To provide assistance to departments and individuals in order to establish and maintain a safe and healthy campus environment. This is accomplished by following the emergency management principles of preparedness/planning for, mitigation of, response to, and recovery efforts from disasters. This will be obtained as a matter of forethought rather than afterthought.
Emergency Management/Safety

Strategic Planning: The Why?

- Evolution of the safe/compliant campus vision, time to go to the next level, sink deeper into the weeds, increase compliance across all campuses, further standardize safety procedures.
#356 Environmental Tech position: The Ask?

- **Hazardous Waste:**
  - Increased training on hazardous waste beyond the science departments
  - Coordinate waste pick-up across campus
  - Creation of cradle to grave chemical management system
  - Perform required audits regarding hazardous waste

- **Safety:**
  - Performance of required safety audits (regulations, statutes, laws)
  - Monthly checks: eye wash/shower stations (OSHA requirement)
  - Increased safety training (have completed over 300 in the past year and a half)
QUESTIONS?
Elroy Thanks You