

## FY2010 FINANCE DIVISION WORKPLAN

### AREAS OF FOCUS

#### 1. Leadership/innovation

- Advance capital planning with colleges and universities for reinvestment in or construction of new Revenue Fund facilities. Develop project scope, cost estimates and financing strategy for possible 2011 bond sale. See VC-CFO guidance memo of 6/10/09.
  - Facilities planning: Work with campuses to define projects; craft acceptable predesigns; assist with bond sale package.
  - Business support: Reach out to campuses to identify emerging projects; push consultation; develop legislative issues for 2010; coordinate with Facilities Planning, Springsted and LSD; ensure new fees are identified for 2011/2012; finalize by 8/15/2010.
  - Re-energize reinvestment program; re-issue guidance relative to facilities renewal, tracking FCI, etc.
- Assist cabinet in coordinated, regional and system planning
  - Assist Metro Alliance and ASA in identifying locations for expansion of upper division and graduate program delivery.
  - Assist Metropolitan State in formulation of new master facilities plan with metro wide program analysis
- Continue work on Security guidelines for colleges and universities.
  - Complete and publish architectural review findings and new guidelines.
  - Complete and publish operational security guidelines to dovetail with architectural guidelines.
- Develop an “Incident Reporting” process with System Procedure guiding implementation; develop a System “Incident Management Team” (IMT) approach to assist in the event of a campus emergency.
  - Criteria for informational incidents and emergency incidents – reporting and remediation guidelines
  - IMT could be OOC and regional campus staff that could be deployed when needed.
- Develop a “team” approach to campus safety using the resources of the Fire Center, Risk Management, Worker’s Comp program and Human Resources
  - Continue pilot work begun in 2009, choosing a state university and two colleges for a coordinated multi-disciplinary team safety/loss control review. Add State Risk Management and Workers Comp to the “team.”
  - Develop and complete a similar approach with the Northeast Leadership Council to include expanding the capacity of campus personnel to improve on-site safety and compliance oversight.

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- Lead financial planning framework for FY 2012-2013 biennial budget with linkage to the strategic plan and include elements of measurable results. Prepare an economic outlook for the Board based on the State's February Economic Forecast.
- Continuous improvements of the allocation framework, including any agreed upon ways to reward various identified outcomes.
- Prepare FY 2011 operating budget including tuition and fee recommendations for board approval. Include in the report the enrollment outlook, planned uses for the federal funds and how the budget will support the strategic plan.
- Monitor the 2010 Legislative session and be prepared for presentations on various topics dealing with the operating budget.
- Continue presentation of the policy issues identified in the tuition study for review and possible action by the Board.
- Develop FY2012-2017 Capital Budget Guidelines; present informational session to Board, and gain Board adoption.
  - Build on prior years' Guidelines, taking into account FCI changes, need for focus on renewal, and Board direction from discussion sessions.
- Conduct a review of the financial data to assure its integrity. Focus on the chart of accounts and how institutions should be coding their data.

Regarding Students First program components having primary or secondary Finance integration points as proposed for FY 2010-2011 approval and funding at the August 2009 Enterprise Investment Committee (EIC) meeting:

- Prepare an EIC Students First business case for the initial projects and related project elements that will include Continuing Education/Customized Training, Single Billing / Single Payment, initial components of ISRS Accounts Receivable (A/R) module conversion to J2EE, and Shared Services support functionality and operations.
- Complete preliminary system design work for elements including:
  1. CE/CT tuition / course (credit and non-credit) discounting
  2. Integrate registration-to-payment backbone to include full support of CE/CT
  3. Implement technology upgrade to electronic payment interface to fully support CE/CT including capabilities to accommodate corporate and other third-party payment options
  4. Disassociate CE/CT relationship between courses and terms to recognize current reality and allow necessary flexibility within ISRS support modules such as A/R
  5. Support registrations by corporations and other third-party entities (e.g., customized training)
  6. Fully coordinate / integrate with "Single Registration – Grad Planner" automated course equivalency builder and related linkages in support of students' course planning/taking needs

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7. Upgrade students' real-time information through views of charges and payment due date information
  8. Adopt common key processing dates to include: add/drop dates, full course withdrawal dates, tuition due dates, registration cancellation for non-payment, priority course registration, public course registration and financial aid disbursements
  9. Re-engineer financial aid processes supporting Single Bill / Single Payment to include fully implemented system-wide financial aid consortium, primary institution designation and application of financial aid by student to charges at all applicable colleges and universities
  10. Upgrade deferred payment plan options to support Single Bill / Single Payment and to provide a more robust basket of payment options and system interfaces.
  11. Convert applicable pieces of A/R module to J2EE in conjunction with project elements and opportunities for "quick hit" functionality upgrades or add-ons.
  12. Real-time web display of students' financial aid application status.
  13. Add students' billing and financial aid preview to include course FA eligibility, "what-if" view of bill assuming FA were to run "today," and total FA estimate based on current data and C/U assumptions
  14. Web viewing of easy to understand explanation(s) when a student encounters an aid-apply failure
  15. Shared Services processes and tools as may be required to support above elements
- Develop and implement above subject to EIC priorities, funding, ITS resource availability and C/U subject matter expert resource availability. Development and implementation of the above elements will include, as funding permits, conversion of much or entire A/R ISRS module to J2EE. It may include conversion work on other modules as appropriate (e.g., Registration and Financial Aid).
  - The ISRS A/R module conversion to J2EE has become a major component within the Single Bill / Single Payment project of Students First. Subject to EIC priorities and available funding, the Accounts Receivable Module will be converted to J2EE as part of the Single Registration/Billing/ Payment subprogram of Students First as outlined in the 15 elements in the box above. An approach similar to that used for the Accounting and SCUPPS Modules' conversions will likely be used to move this large sub-program forward in the 2010/2011 biennium. This "agile" development and implementation approach will allow both "quick hit" gains and longer term projects to move through development to implementation
  - The A/R module is the second largest ISRS module with 107 screens/forms; all will require conversion, many will require functionality upgrade, and it is likely new screens will be developed. The conversion process will consider a number of variables including student priorities, integration requirements, quick-hit opportunities, academic year sensitivity, etc.

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### 2. Monitoring/self assessment and accountability

- Assist with the Office of Legislative Auditor's study of the Office of the Chancellor/ Shared Service Division and prepare for Board and legislative presentations as requested following release of the report.
- Develop latest guidance on agency and contractor compliance with Prevailing Wage statutes and requirements; publish; selectively monitor and follow up.
- MnSCU college and university financial health indicator/measurement project. Continuation of staff effort to incorporate budget and accrual measurements in alignment with board discussion regarding reserves and financial health. It also aligns with recent Higher Learning Commission adoption of the "CFI" measurement system which the Leadership Council Finance and Admin. Committee has been briefed. The Higher Learning Commission issuing low CFI values as a "red flag" that may suggest an institution's ability to maintain mission (and ultimately accreditation) is at risk. MnSCU is among the leaders in the public higher education community in this effort. ( January 2010)
- Shared Services Center Pilot. This is an effort to leverage recent technology advances in order to establish back office service centers for multi-college administrative support. Certain aspects are integral to providing integrated student services and will be included as appropriate with Students First project elements and subject to Students First priorities and funding. Other shared services project components will have to stand alone and completion will be subject to EIC priorities and funding. MSCTC is partnering with us in these efforts. Among those shared services elements projected to progress in fiscal 2010, subject to EIC priorities and funding are:
  1. Pilot design and implementation of e-timesheet interface with SEMA4 using MSCTC as the primary pilot institution. Several other colleges (and the OOC) may be added to the pilot if deemed necessary for ITS development and implementation testing purposes.
  2. Accounts Payable including a look at enhancements of Purchasing Control System (PCS) module functionality. It will also look at if/how a vendor purchasing card administrative system can/should be interfaced (MnSCU has a purchasing card contract with US Bank and the US Bank administrative system has been identified by MnSCU users and a possible very useful tool if it can be interfaced). PCS fixes and enhancements has been a priority project on the Finance User Group list for a number of years.
  3. Finance will look to partner with Academic and Student Affairs to look at shared services opportunities in the Financial Aid area. Some elements fall within Students First while others may be outside of Students First.
- The Enterprise technology investment plan for FY 2010 will be tied to the Students First program, which recognizes Shared Services as an administrative program. Progress on Finance-related projects will be determined in large part by enterprise IT funds available, EIC project prioritization and availability of scare ITS and expert subject matter resources.

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### 3. Operations

- Continue efforts to promote sustainability and energy conservation on campuses
  - Complete energy benchmarking system and roll out to campuses; develop series of reports to compare campus energy performance; develop and publish energy reduction targets.
  - Develop, for Board adoption, a comprehensive environmental sustainability policy.
  - Review and finalize appropriate changes to System planning, design and construction standards to reflect sustainability in design and construction of facilities projects, and operation of facilities.
  - Report to Board on campus accomplishments towards achieving sustainable campuses.
- Complete development of a real property leasing and other agreement inventory and report
  - Monitor campus lease reporting on/about July 1, 2009 and modify process as required for FY2010.
- Prepare at least three construction projects for alternative delivery methods
- Assist in the preparation of the FY2011 Office of the Chancellor/Shared Service Division Budget
- Complete FY 2009 Instructional Cost Study. Once completed run the FY 2011 Allocation Framework using the FY 2009 data to distribute the state appropriation between the colleges and universities.
- Publish a coordinated “All Hazards” planning program to encompass Emergency Preparedness, Continuity of Operations and Crisis Intervention
  - Ensure receipt and review all college/university plans; provide comments; require completion by December 1, 2009.
  - Track completion of the OOC All Hazards Plan and schedule testing.
- Continue development of system wide consolidated purchasing initiative and develop an enhanced targeted vendor strategy. Provide department training and leadership on procurement. Restructure staff support with campus assistance
- Ongoing payment card security and compliance.
  - Work with ITS, vendor and responsible campus personnel to complete the current, outsourced PCI DSS compliance project at all colleges and universities. This includes self assessment questionnaires and four (4) quarterly vulnerability scans required to be conducted by an external, certified contractor.
  - Work with ITS and campus IT and Finance personnel to coordinate efforts to remediate any PCI DSS deficiencies, decrease college and university risk profiles and/or increase credit card security (e.g., canceling unnecessary merchant agreements, upgrading credit card processing hardware/software, moving processing applications to the DOF contract with US Bank, etc.).

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- Work with ITS, OGC Compliance and responsible campus personnel to develop an ongoing compliance program. This program will almost certainly require an outside contractor given the general lack of resources in the OOC and a specific lack of PCI DSS expertise, coupled with the need for an external vendor to perform quarterly vulnerability scans. In addition, changing PCI DSS rules will likely require that some colleges and universities undergo an external certified assessment in the future.

### **4. Systems/information**

- Configure “Unifier” project management system on selected projects; load all FY2008 design projects and selected construction projects into system.
  - Investigate other facilities applications for Unifier
- Continue to advance campus room scheduling software project to determine its applicability to improved space utilization monitoring and reporting
  - Two pilot campuses appear to like the scheduling features. For 2010, we must examine the cost/benefit to universal or selected deployment, or no deployment of the commercial system in favor of OOC access to ISRS with limited results.
- Develop means to post construction contract bidding materials on the web, thereby saving cost of printing and distribution as well as time. (Actual bids must be submitted via hard copy.)
  - Research current industry practice for construction contract advertisement.
- Pending EIC approval, complete the final two phases of the WEB/ISRS budget module.