



MEMORANDUM

TO: Steve Bolyai, Vice President of Administration and Finance
FROM: Kevin Garvey, Associate Vice President for Administration
DATE: July 21, 2020,
SUBJECT: Quarterly Report April-June 2020

A. Major Milestones and Developments

1. Completed Elevator Modernization at 1800 VR
2. Completed Complete clean-out of residence halls including detailed cleaning
3. Installed UV Air Purifiers through-out campus
4. Designed and constructed (6) Academic Advisor Offices and two (2) Coaching Offices in the Lower Level spaces of Raubinger Hall.

B. Goals for FY 20. They are reported on below:

University/Division/ Department Goal #1	Objective # 1	Action Steps	Timeframes/Measures
<ul style="list-style-type: none">• Complete the 1800 Valley Road Child Development Center and School of Professional Education Project.• This goal will improve retention by upgrading campus facilities and making working and studying conditions more desirable for returning students faculty and staff	<ul style="list-style-type: none">• Publish and Post RFP for Architectural/Engineering Firm for design schematics and preliminary budget.• Select Firm• Meet with College of Education and Continuing Education staff for programming requirements.	<ul style="list-style-type: none">• Attend progress meetings• Present plans to Sr. VP for Administration and Finance to work with Senior Administration in advancing project	<ul style="list-style-type: none">• Select Firm and Execute Contract November 2019• Meet Stake Holders for programming• Provide schematic design drawings and preliminary budget January/February 2020.• Project out to Bid. Quotes Due August 27•

University/Division/ Department Goal #2	Objective # 1	Action Steps	Timeframes/Measures
<ul style="list-style-type: none"> Initiate and complete demolition of Overlook North Residence Hall including environmental abatement. This goal will improve retention by upgrading campus facilities (or in this case removing facilities that have reached the end of their useful life) and making living and studying conditions more desirable for students faculty and staff. 	<ul style="list-style-type: none"> Develop construction documents with Architectural Firm to prepare bid documents. Prepare RFP for demolition 	<p>Monitor budget</p> <p>Track demolition progress</p>	<p>The project moved forward on time and on budget. The bid documents were issued on February 11th and bids received on March 17. Caravella Demolition was the low bidder @ \$1,037,261. Awaiting approval to move ahead with project. Complete summer demolition delayed.due to COVID-19</p>

University/Division/ Department Goal #3	Objective # 1	Action Steps	Timeframes/Measures
<ul style="list-style-type: none"> Complete capital projects in approved three year capital plan. This goal will improve retention by upgrading campus facilities and making living and studying conditions more desirable for returning students, faculty and staff. 	<ul style="list-style-type: none"> Hobart Manor Façade and Retention Wall Restoration Residence Hall Capital Improvements Campus Lighting Projects 1800 Valley Road Modernization 	<ul style="list-style-type: none"> Work with CPDC, PPO and contractors to establish scope of work. Establish completion timelines. Monitor progress and budgets. 	<ul style="list-style-type: none"> Projects completed in FY 20 include the Hillside Hall Elevator Replacement Project, the University Commons Phase 1 Interior Renovation SD Design Services, the 1800 VR Elevator and Fiber upgrade Project, regularly scheduled campus-wide roadway, walkway and landscape projects, and the Rec Center Rooftop Unit replacement work. Additional completed projects include Cheng

			<p>Academic Success Center, Speert Community Policing Office, Student Commons Center for Diversity & Inclusion, Student Commons Black Cultural Center, Century Hall Chiller replacement, the renovation of the College Hall Human Resources Office, Payroll Office and Employment Equity & Diversity Office. Finally, existing Raubinger LL spaces are being renovated into new Advisor Offices. A comprehensive list of Residence Hall projects was developed in conjunction with the Res Life Director. Pioneer/Heritage Hall Window Replacements and Kitchens Upgrades are moving ahead. Lighting project for Recreation Center was also completed.</p>
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University/Division/ Department Goal #4	Objective # 1	Action Steps	Timeframes/Measures
<ul style="list-style-type: none"> Assist Purchasing Director in streamlining and modernizing 	<ul style="list-style-type: none"> Purchasing with assist IT in the roll out 	<ul style="list-style-type: none"> Purchasing will test the application and 	<p>. Followed-up with IT to review the status of the vendor look-up. Feedback is pending.</p>

<p>Purchasing processes with increase in leveraging of technology for improved productivity, accuracy, timeliness and compliance.</p> <ul style="list-style-type: none"> This goal will improve retention by optimizing internal operating expenses which in turn will contribute to tuition cost containment. 	<p>of the Banner 9 upgrade for SSB requisition entry for implementation by 1/30/2020</p> <ul style="list-style-type: none"> Investigate Options for converting WB Mason to P-Card and implement if feasible. 	<p>create a training guide</p> <ul style="list-style-type: none"> Purchasing will assist IT in development of a training video. Purchasing with test a vendor look up function on WP Connect created by IT. Purchasing with coordinate roll out and campus training with Budget Office Explore options for eliminating standing orders and individual invoices and creating automatic encumbrances. Obtain Comptrollers' Office approval. 	<p>The Budget Office has identified three major budget query functions that Ellucian did not migrate from Banner 8 to Banner 9. Consequently, the Budget Office cannot move forward with the conversion until these issues are addressed. Corrective action change requests have been filed with Ellucian. The conversion is on hold till further notice.</p> <p>Purchasing has satisfied all viable action steps associated with testing and creating instruction documentation. Roll out to the campus cannot start until Ellucian resolves the upgrade functionality gaps in the budget module.</p> <ul style="list-style-type: none"> Objective completed. Roll-out of BOA P-Card Program 36% of Departments have been converted. Cards were also handed out to members of the Cabinet and the critical incident management team as part of the business continuity plan to provide double the credit availability during the COVID-19 work remote period. <p>Distribution of the balance of cards to Student Development, Enrollment Management and Academic Affairs will be completed upon return to campus.</p> <p>Contract termination notice to PNC has been tabled for the</p>
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			time being to provide double the credit line for the COVID-19 period.
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University/Division/ Department Goal #5	Objective # 1	Action Steps	Timeframes/Measures
<ul style="list-style-type: none"> Promote and support University efforts to reduce expenses. This goal will improve retention by optimizing internal operating expenses which in turn will contribute to tuition cost containment. 	<ul style="list-style-type: none"> Work with Physical Plant Operations Director and Plant Engineer to reduce non-discretionary overtime by 2% over the rolling average of the previous two fiscal years Implement programming strategies to reduce energy consumption and utility costs on a square footage basis over the rolling 	<ul style="list-style-type: none"> With PPO, monitor Overtime on a monthly basis Work with PPO Director and Plant Engineers on set-backs and usage, to monitor utility costs Conduct advertised bids. Expand use of the p-card. Review commodity spend. 	<ul style="list-style-type: none"> The objective has been achieved. Total staff overtime has been reduced by 8.3% over the same reporting period for last year. Total staff hours for FY20 is 11842 versus 12916 for FY19. This objective has been fully achieved. For the reporting period of 7/1/19-3/31/20 consumption of electricity has been reduced by 8.3% year to year. Natural

	<p>average of the previous two fiscal years.</p> <ul style="list-style-type: none"> • Generate cost savings in the Purchasing process through price reduction, cost avoidance, efficiency improvements and revenue generation. 		<p>gas consumption has been reduced by 15.3% over the same year to year reporting period. The net reduction in utility costs is \$178,321.</p> <ul style="list-style-type: none"> • 1. Working with Technology Services, Purchasing negotiated a paper price reduction from WB Mason. Annual savings is \$4,000. 2. YTD efficiency savings on p-card purchases - \$100,560 on 3,352 transactions. (\$30 savings per transaction) 3. WB Mason annual rebate was received in October 2019 - \$12,750
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C. Capital Project Requisitions Issued:

See attached CPDC Stats report.

D. Capital Projects/Budgets Closed:

See attached CPDC Stats report.

Additionally, attached are the following documents:

1. Capital Projects Executive Summary
2. Three Year Capital Plan Updated Draft (FY19- FY20)
3. Physical Plant Operations quarterly report
4. Purchasing quarterly report
5. CPDC Stats report