

RIGHT SERVING, RIGHT SIZING RECOMMENDATIONS: DIVISION OF FINANCE AND ADMINISTRATION

F&A	Recommendation	Approval Level	Timeline	Notes about impact and progress	Status
1.1	Continue to aggressively market FSA services such as the Cranston Marche and College Lodge to the campus community.	FSA Executive Director	Fall 2017	Increase listserv marketing for rewards program along with promotional activities. The College Lodge is advertised in all appropriate publications.	Perpetual; Continued advertising with newspaper Wedding Specials.
1.2	Monitor student wants and needs for food options to maximize utility for the student through the use of student focus groups and surveys.	FSA Board of Directors	2017-18	FSA will be establishing student focus groups with the assistance of the Student Assoc. and continue the practice of semi-annual surveys.	Survey reviewed with committee. Changes being implemented.
1.3	Explore feasibility to reduce scope of maintenance and costs at the College Lodge while maintaining accessibility for campus.	FSA Board of Directors & Cabinet	Spring 2018	The maintenance of the wooded land and bog are not the cost drivers, but rather the maintenance of the buildings and the access to the property.	Met with Western NY Conservancy on Jan. 18, 2017.
1.4	Explore options for potential legal restructure of the Alumni House and the College Lodge, which may include transfer to a new not-for-profit corporation.	FSA Board of Directors & Cabinet	Spring 2018	Through the creation of a new 501C3 there may be the potential for grants. Costs would still be significant.	Reaching out to seek legal advice.
2.1	Conduct individual job studies of positions within Facilities Services Trades to ensure efficient workflow - are employees serving redundant roles? Could work assignments be redistributed to provide better customer service?	Director Facilities Services / VPFA (Funding)	2017-2018 year if funding is available		Pending funding.

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2.2	Investigate opportunities for solar/wind energy with focus on Return on Investment (ROI) for both the campus as well as Fredonia's commitment to Carbon Neutrality.	VPFA	2017-2018 year to begin investigation into opportunities. Completion date approximately 2025.	On December 20, 2017 the New York Power Authority (NYPA) submitted their Solar Advisory Services Agreement that outlines the scope of work, cost recovery and structure and proposed layout. Finance and Administration reviewed and approved the proposal. NYPA is currently working with SUNY Central counsel to finalize the agreement document and move forward with the development of a "Request for Proposal" (RFP).	SUNY Central Counsel has finalized the agreement document with NYPA and will forward it to Fredonia for review.
2.3	Prioritize and reorganize custodial services workflow to provide adequate resources for the most important tasks. Communicate these changes to the campus community.	Assistant Director Custodial & Cabinet	2017-18 year	Facilities Services' Office cleaning schedule was changed to twice per week, effective 12/4/17 for the entire campus.	Complete
2.4	Obtain and utilize infrastructure which allows Facilities Services to analyze energy usage by building/space and conduct an assessment to prioritize energy efficiency projects.	Director Facilities Services / VPFA (Funding)	2018	Building Sub-metering Project is in the Construction Phase with anticipated completion 8/31/18.	Ongoing

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2.5	Create and implement a Grounds Management Plan that aligns with the Campus Master Plan, prioritizing areas of need and directing resources appropriately. Include an Integrated Pest Management Plan in this process.	Grounds Supervisor/Director Facilities Services	2017-18 year	Draft Grounds Master Plan created.	Working on a "No Mow Zone" map.
2.6	Hire individuals in the SG-6 SUNY Campus Worker title to allow flexibility in employee resource distribution depending on the peak season for each Trade.	Cabinet	2017-18 year	Four staff started 10/30/2017; three are internal promotions within Facilities Services.	Complete
2.7	Hire Emergency Manager within the department of EH&S&S to coordinate and oversee Emergency Planning and Preparedness efforts for the campus.	Cabinet	2017-18 year	Emergency Planning Coordinator 50% FTE position will be posted the week of 2/26/18.	
2.8	Reduce Campus Carbon Footprint	Cabinet	Carbon Neutral by 2030	Improve building efficiency, investigate reducing building footprint, research alternative energy, etc. Decision to be made regarding Fenner House in February 2018.	Ongoing
2.9	Raze Fenner House to reduce building footprint and eliminate occupancy costs	Cabinet	2018	Applying for construction fund monies	Cabinet Level
3.1	Identify excess/unused/redundant Chart of Account numbers to simplify and improve account analysis and charging.	VPFA	Fall 2018	The SciQuest/Jaggaer procurement system will aid in this initiative.	Pending

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3.2	Request and utilize vendor discounts.	VPFA	Fall 2017	Impact monetary savings. Accounting will take discounts if all paperwork is in order to meet the discount criteria. Employees getting quotes should ask about discounts. SciQuest/Jaggaer eprocurement system may help.	Ongoing
3.3	Automate the classified timesheet and approval process.	VPFA	2017-18 Academic Year	Impact improved efficiency. The T&A system will replace much of the current manual labor. <b>All classified employees to be trained by end of spring semester.</b>	Ongoing
3.4	Eliminate the printing of pay stubs if on direct deposit.	OSC	April 2017	Impact less paper and less postage. NYS Payroll Online has been rolled out. Employees may choose to not have paystubs sent home if on direct deposit. Monthly reminders of this online service will be sent to the faculty/staff listserv.	Complete
3.5	Adopt fully the OSC Travel Guidelines regarding the use of the least expensive mode of travel.	OSC	2018-19 Academic Year	Impact improved efficiency. A SUNY-wide RFP for travel has been initiated. RFPs will be reviewed and a contract with vendor will be implemented. This contract may guide travelers to the least expensive mode of travel.	Complete

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3.6	Restructure Finance and Administration.	VPFA/Cabinet	Fall 2017	Monetary savings/ the elimination of the University Controller (MC) position.	Complete
3.7	Utilize We Comply modules to streamline training for State Procurement Card usage and general procurement guidelines.	VPFA	Spring 2018	IT is working with Purchasing to complete the We Comply modules.	Ongoing
4.1	Provide employees with options for working hours to hopefully accommodate personal needs.	F&A Supervisors	2017-18	Implemented 8/21/17	Complete
4.2	Investigate opportunities for “Break-in-Place” to reduce travel time and cost of travel.	Cabinet	2017-18		Pending
4.3	Enhance the COS system so that it can include performance programs and evaluations.	Cabinet	2017-18	Still in initial planning stages.	Pending

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4.4	Enhance vacancy announcement process for CSEA-represented staff in Facilities Services (FS).	HR & FS	2017-18	Impact- Save HR posting /preparing bid sheets. Save FS supervision posting, placing 120 bid sheets. Save sheets of paper per posting; save on copier usage and toner for each posting. Leverage technology for FS staff in preparation for future training.	Implemented on or about 9/27/17.
5.1	Investigate combining the campus mail and copy center operations; possibly including a central mailroom for residential students.	Cabinet	2018-19	Challenged by the large amount of space needed.	Pending
5.2	Renegotiate the long-distance telephone contract.	OGS	2017-18	We use the State- Office of General Services state contract for our long distance service. Need to investigate if this is feasible to save money.	Ongoing
5.3	Review the need for special services such as Park and Ride, Courier service, etc.	VPFA & Director University Services	2017-18	Reviewing the use of Park & Ride and Courier service.	Ongoing
5.4	Conduct cost-benefit analysis on state fleet management.	Director University Services	2017-18	Current campus over the road fleet traveled 264,411 miles last year. Will evaluate the cost using existing OGS state contract for the fleet vehicles	Ongoing
6.1	Use underutilized facilities to generate revenue, support academic programs, support students, bring visitors to campus, and assist with recruitment and retention efforts such as Starry Night at the Science Center.	Cabinet	2018-19		Accepting proposals
6.2	Investigate partnerships with JCC, EC English and Empire State College.	Cabinet	2018-19		Met with JCC on January 23, 2018.

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6.3	Evaluate alternative revenue opportunities for vacant or Summer Residence Halls.	Cabinet	2018-19	Initial stages of planning.	Accepting proposals

- 1 = Auxiliary Services
- 2 = Facilities
- 3 = Finance
- 4 = Human Resources
- 5 = University Services
- 6 = Revenue Generation

*Note: Updates on 02/28/18 in blue*