MISSOURI S&T
2020
FINANCE AND
ADMINISTRATION
STRATEGIC
ACTION PLAN

RISING TO THE CHALLENGE
Mission Statements

Finance and Administration
Utilizing partnerships and best practices, lead and promote the stewardship and enhancement of the University’s financial and physical resources while providing a safe, secure, and engaging environment in which to live, learn, and work.

Accounting & Fiscal Services
Furnish guidance for and interpretation of University financial policies and procedures, campus accounts receivable services, cashier student account services, student loan collection services, accounts payable services, financial consultation, financial information, financial systems maintenance and oversight to ensure the integrity of all University financial data. Actively promote and monitor compliance with appropriate State and Federal financial and tax laws and regulations.

Budget Planning
Provide guidance and support to department and divisional fiscal staff and administration in the planning, construction and maintenance of Missouri’s S&T’s fiscal year operating budget.

Business Services
Strive to apply sound business and risk management approaches to contracts and agreements as well as its advice, and exceptional services to its customers.

Serve the printing and mailing needs of the campus community by providing a variety of printed and related electronic document services along with US, campus, and intercampus mail services. The staff is available to offer expert advice in these areas to customers to help ensure a quality product.

Design & Construction
Provide design and construction services to the Missouri S&T’s campus community that satisfies the needs and exceeds the expectations of our campus community. Provide excellent facilities for our students, faculty, and staff and provide guidance and oversight in matters relating to S&T’s physical environment. Ensure all construction activities on campus comply with applicable building codes.

Environmental Health & Safety
Support the academic and campus community in fulfilling its commitment to teaching, research, and public service by assisting members of the university community with environmental and regulatory compliance and preparing for emergencies.

Facilities Operations
Maintain and improve university facilities, grounds and environment and to supply appropriate services in the most efficient and economical manner, promoting a safe, clean, aesthetically pleasing environment, in support of Missouri S&T’s students, faculty, staff, and visitors.

University Police
Support the campus community in fulfilling its commitment to teaching, research, and service by providing a safe and secure environment for students, faculty, staff, and visitors in partnership with all members of the campus community.
Theme 1:
Inspire creative thinkers

Lever 1.1: Require undergraduates to participate in at least one significant experiential learning activity before graduation.

- Utilize business administration students to analyze cashier office operations. (Accounting)
- Provide internships to students in connection with the operation of the geothermal system. (Facilities Operations)
- Hire 4-5 students to work within Radiation Safety, Laboratory Safety, Occupational Safety, & EMS. (Environmental Health & Safety)

Lever 1.2: Foster innovation and creativity for faculty, staff and students.

- Enlist student class to review parking permit process. (University Police)
- Improve indoor/outdoor collaboration space at: Bertelsmeyer Hall, Mall North of Havener Center, and Mall East of McNutt. (Design & Construction)
- Identify underutilized spaces & provide options for improvement. (Design & Construction)
- Initiate a collaborative meeting between in-house engineers and interior designers at the inception of larger projects to increase the possibility for creative project solutions. (Design & Construction)

Lever 1.4: Create professional and leadership development opportunities for faculty, staff, alumni and students.

- Identify professional development opportunities for staff. (All)
- Provide rewards for staff that foster office innovations. (All)
- Conduct internal staff development on improving processes and use of software. (Design & Construction)
- Create leadership opportunities within D&CM for current staff. (Design & Construction)
- Require each sworn member to attend at least one outside training program every two years. (University Police)

Lever 1.5: Encourage and enhance collaboration in teaching and research.

- Search space database for existence of requested space prior to design. (Design & Construction)
- Evaluate the proximity of departments to promote collaborative relationships or activities. (Design & Construction)
Evaluate opportunities and, if appropriate, submit entries in national trade publications’ award competitions and articles highlighting Missouri S&T’s digital print facilities and operations. (Business Services)

Work toward goal of ISO14001 recertification every 3 years. (Environmental Health & Safety)

Promote the Geothermal System to the campus and community through tours of a completed regional plant. (Facilities Operations)

Write and submit an article for publication in the CAPPA (Central Association of Higher Education Facilities Officers) on the campus Geothermal Project. (Facilities Operations)

### Lever 2.3: Develop a culture of excellence in research, scholarship and creativity among faculty, staff, and students.

- Develop a comprehensive plan for training new and continuing fiscal staff in accounting, human resource, budget and student system structures, policies and procedures. An emphasis should be made in the plan for a coordinated training effort, eliminating as much as possible the silo approach now in place. (Budget Planning)
- Offer training courses to outside agencies taught by S&T police officers and staff that are POST (Police Officers Standards & Training) certified. (University Police)

### Lever 2.4: Execute a communication and marketing plan to raise the visibility and convey return on investment

- Develop fiscal-related training and explore options for providing information online, in-person and through use of website. (Accounting)
- Conduct departmental office visits to consult/discuss with campus units regarding accounting related issues/concerns and provide guidance. (Accounting)
- Expand and enhance student outreach by Cashier’s Office staff. (Accounting)
- Develop procedure for approval of miscellaneous cost center charges for student accounts. (Accounting)
- Create online portfolio promoting current projects. (Design & Construction)
- Promote projects with experiential learning possibilities on D&CM website. (Design & Construction)
- Post signage at larger construction sites including rendering of work to be completed. (Design & Construction)

### Lever 2.5: Use current and new technology that will enhance student learning and increase faculty productivity

- Assist campus in moving to the accounts payable shared services operation. (Accounting)
- Equip learning spaces with electronic access control to ensure spaces have maximum utilization, while maintaining security. (Design & Construction)
- Work with faculty to integrate building information system technology into the classroom. (Design & Construction)
Provide faculty and staff options for equipping their spaces with a centrally managed electronic access control system. (Design & Construction)

Install interactive display software for use in Toomey Hall to allow class and student monitoring of the mechanical room equipment. (Facilities Operations)

**Lever 2.7: Address administrative structural changes to facilitate strategy and enhance national visibility.**

Recommend the best organizational structure to fulfil the fiscal responsibilities of department, divisional and services offices staff and managers. (Budget)
Lever 3.2: Centralize corporate relations to improve service to existing corporate partners and establish new partnerships.

- Integrate existing corporate relations with consulting firms in the design process to create experiential learning opportunities. (Design & Construction)

Lever 3.3: Improve facilities to enhance research and student learning, and expand experiential learning.

- Renovate labs and classrooms. (Design & Construction)
- Provide an experiential learning opportunity in mechanical systems design, by allowing students and faculty to access the building environmental controls and view instrumentation readings of existing systems (building information systems, structural systems for Civil Engineering, mechanical systems for Mechanical Engineering, etc.) (Design & Construction)

Lever 3.4: Promote inclusion and increase diversity of faculty, staff and students to remain relevant and competitive in a global environment.

- Explore collaborative partnerships for early childhood education, child development programs and facilities to enhance faculty recruitment and retention. Evaluate opportunities through campus master planning process. (Design & Construction)

Lever 3.6: Devise convenient technology-based methods of accessibility, communication and engagement with external constituents.

- Coordinate and initiate with IT the implementation of online payment for purchasing parking permits. (University Police)

Lever 3.8: Exercise leadership in sustainability on campus by integrating sustainability practices in daily operations.

- Develop and implement plan to promote choice of high recycled content paper by Printing Services’ customers. (Business Services)
- Create a formal, comprehensive equipment replacement plan for Printing/Mail Services to sustain operations. (Business Services)
- Revamp existing administrative processes to increase sustainability. (Design & Construction)
- Develop a waste minimization plan. (Environmental Health & Safety)
- Complete the construction of the Geothermal system, commission, and place it in operation. (Facilities Operations)
- Decommission the Power Plant boilers to capture the reduction of energy use and carbon dioxide emissions. (Facilities Operations)
- Apply for a Department of Economic Development, Division of Energy, Energy Loan for installing energy improvement measures on campus. (Facilities Operations)
- Install metering to document energy saving results of the geothermal project. (Facilities Operations)

Lever 3.9: Conduct a comprehensive fundraising campaign to secure private support for campus priorities.

- Align campus master plan with development activities on capital projects. (Design & Construction)
Theme 4: 

Increase meaningful interaction

Lever 4.3: Enhance innovative use of technologies to improve and facilitate access.

- Interview/survey printing and mail services customers to address customers’ accessibility of websites.  (Business Services)
- Investigate feasibility of audio, video, interactive features to enhance current state of websites.  (Business Services)
- Equip learning spaces with electronic access control to ensure spaces have maximum utilization, while maintaining security.  (Design & Construction)
- Develop a chemical pickup request form.  (Environmental Health & Safety)

Lever 4.6: Improve student, faculty, and staff mentoring and advising.

- Establish program to assign an officer to each residential hall to provide safety programs and conduct informal discussions to improve communications and interaction with the students.  (University Police)

Lever 4.9: Promote non-traditional activities outside of classroom.

- Implement delivered Hyperion Financials and Human Capital Planning systems.  (Budget Planning)
- Hire student interns.  (Design & Construction)
- Provide opportunities for student feedback on design of projects.  (Design & Construction)
- Support Leadership in Energy and Environmental Design Existing Buildings (LEED EB) activities by student groups.  (Facilities Operations)