



HLC Accreditation 2016-2017

## **Evidence Document**

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Wichita State University

Administration and Finance

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### **Division of Administration and Finance**

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**Additional information:**

# Division of Administration and Finance

The Division of Administration and Finance at Wichita State University is responsible for developing, implementing and assessing the financial management plans and activities of the university and provides leadership and support to the university community in the planning and management of physical, fiscal and human resources to enhance the learning environment.

The Vice President of Administration and Finance is responsible for the administration of the following areas:

- Administrative management
- Business management
- Financial accounting and reporting
- Fiscal management

## **Mission Statement:**

The Division of Administration and Finance is responsible for developing, implementing, and assessing the financial management plans and activities of the University and is to provide leadership and support to the University community in the planning and management of physical, fiscal, and human resources to enhance the learning environment.

## **Goals:**

- To ensure, to the extent possible, that the primary institutional activities of instruction, research, and public service are supported by adequate resources.
- To protect the ability of the institution to continue its activities through sound management, control, contracting, and investment of financial resources.
- To promote the efficient and effective management of existing physical, fiscal, and human resources through sound planning and budgeting and responsible stewardship with application of such resources to activities which reflect institutional priorities and requirements.
- To establish procedures and maintain proper records for the fulfillment of public trust and compliance with the regulatory requirements of the University, Kansas Board of Regents, State of Kansas, and Federal Government.
- To plan, establish, and maintain an attractive, safe, and secure campus, resulting in a social environment which contributes to the students learning process.
- To advise the University President on management matters.
- To provide sound financial management; (i.e., planning, budgeting, accounting, and reporting).

- To coordinate financial management activities and provide leadership, education, and assistance for effective financial management in all of the institution's academic and administrative units.
- To provide accurate and timely financial information to internal users and external publics; (i.e., the Board of Regents, Division of Budget, Legislature, Federal Government, bond brokers, bond rating agencies, and constituent groups).
- To assist other institutional decision makers in considering the broader and longer term consequences of decisions which affect finances and facilities so that the priorities of the institution as a whole take precedence over the priorities of individual units.
- To analyze and interpret historical data to identify important trends and to determine the impact of previous decisions on the current condition of the institution.
- To provide innovative leadership in the design, implementation, and evaluation of management systems.
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- To promote professional working relationships with persons within the University community.

## Departments that Report to the Division of Administration and Finance

### **Budget Office**

#### **Mission**

The mission of the University Budget Office is to design and implement a comprehensive budget program that focuses on the acquisition, distribution and control of financial resources, the evaluation of financial performance through analysis of revenues and expenditures, and the facilitation of the University's mission by linking the allocation of resources to the matrix planning process.

#### **Areas of Responsibility**

- Promoting fiscal responsibility within the University community by providing technical assistance and analysis in planning, administering and monitoring the budget process.
- Preparing budget documents for use in monitoring and controlling the ongoing operations of the University so that revenues and expenditures remain within legislative appropriations and policies of the Kansas Board of Regents.
- Preparing materials needed for acquisition of resources within the guidelines of the Kansas Board of Regents and the State of Kansas.
- Processing of all personnel forms in conformity with the approved budget and position allocations.

## **Budget Documents Prepared**

- Fiscal Year Annual Operating Budget
- Fiscal Year Budget Request Document
- Fiscal Year Budget Overview, Budget Terms and Definitions

## **Facilities Planning**

### **Mission**

The mission of the Office of Facilities Planning is to be service oriented in providing professional leadership in land use planning for the campus community, and in the planning and utilization of new and existing physical facilities.

### **Areas of Responsibility**

- Maintain and assist in the periodic review of the University's long-range physical development plan.
- Interact with University administrators and Physical Plant staff in the establishment and maintenance of appropriate University architecture and engineering standards.
- Interact with University administrators and Physical Plant staff, as well as staff at the Kansas Board of Regents and the Kansas Division of Facilities Management, on construction projects involving existing buildings, new buildings, vehicular and pedestrian circulation, parking and open space.
- Coordinate the preparation of capital improvement plans.
- Coordinate project committees, and the services of project and on-call architects and/or engineers, during the design and construction of campus capital improvement projects.
- Review requests for remodeling and interact with Physical Plant staff in the identification of rehabilitation and repair priorities, and the development of estimated budgets.
- Maintain inventory of campus physical facilities and space utilization.

### **Current Data Relative to University Building Inventory**

- Total Number of Buildings: 80
- Total Building Gross Square Feet of Space: 3,047,772
- Total Building Net Assignable Square Feet: 2,033,635
- Total Replacement Cost of Buildings: \$742,085,000

### **Recently Completed Capital Improvement Projects**

- Eck Stadium – Phase 5 Improvements (Indoor Practice Facility)
- Ninnescah Biological Research Field Station
- Advanced Education in General Dentistry Building
- Cassat Speech-Language-Hearing Clinic & Welsbacher Theater

### **Current Capital Improvement Projects**

- Rhatigan Student Center Expansion & Renovation

# Financial Operations & Business Technology

## Mission

Establish and communicate policies and procedures necessary to insure the proper and efficient use of University resources.

- Receive and deposit funds due the University.
- Maintain and process the University's payroll.
- Insure the prompt and proper settlement of amounts owed by the University.
- Maintain the University's accounting and financial reporting systems, including the property and accounts receivable subsystems.
- Actively promote and monitor compliance with appropriate State and Federal financial and tax laws and regulations.
- Provide financial analysis and advice as necessary to insure the University's financial integrity.

## Vision

It is the vision of the Financial Operations & Business Technology staff to meet the financial and accounting needs of a diverse and dynamic campus community with quality performance in a professional, courteous and service-oriented manner.

## Core Values

**Integrity:** We are committed to conducting ourselves in an honest and credible manner, abiding by high ethical and moral standards.

**Excellence:** We are committed to achieving excellence in all our assigned responsibilities. We will perform our responsibilities with pride, professionalism and enthusiasm.

**Service:** We are committed to meeting and facilitating the needs of the University community in a "customer oriented" manner.

**Sensitivity:** We are committed to demonstrating a sincere and caring attitude toward those with whom we interact. We will treat others with dignity and respect.

**Harmony:** We are committed to creating an environment where harmony, cooperation, camaraderie, and team effort is fostered. We will strive for win-win solutions.

**Personal Growth:** We are committed to providing an environment where staff are encouraged to grow professionally and personally, to develop and offer new ideas and solutions, to share information, to be recognized for achievement, and to be given opportunities for responsibility and empowerment.

## **Annual Financial Reports for WSU**

The annual financial reports are generated by Financial Operations.

-  [GASB Report for Fiscal Year 2005](#)
-  [GASB Report for Fiscal Year 2006](#)
-  [GASB Report for Fiscal Year 2007](#)
-  [GASB Report for Fiscal Year 2008](#)
-  [GASB Report for Fiscal Year 2009](#)
-  [GASB Report for Fiscal Year 2010](#)
-  [GASB Report for Fiscal Year 2011](#)
-  [GASB Report for Fiscal Year 2012](#)
-  [GASB Report for Fiscal Year 2013](#)
-  [GASB Report for Fiscal Year 2014](#)

We are located on the 2nd floor of Jardine Hall, which is between Alumni Drive and Isley Lane, to the west of the Rhatigan Student Center.

This office employs approximately 42 employees.

## **Human Resources**

The Office of Human Resources at Wichita State University is a centralized, collaborative business partner for all university-related Human Resource needs. Services include benefits administration, recruiting, training, employee assessment and much more.

The Human Resources Center is located on the main campus between the Rhatigan Student Center and the CAC Theater and is open 8 a.m. to 5 p.m. Monday through Friday.

## **Gaddis Physical Plant**

### **Mission**

The mission of the Department of Physical Plant is to provide the services, knowledge, and technology required to maintain, operate, plan, and create an environment conducive to learning and research.

### **Goals**

- A commitment of personnel to handle assignments of service to the University in the most professional, dedicated, courteous, prompt, and technically correct and efficient manner possible.
- Operate all buildings and utility systems as efficiently and safely as human and financial resources permit.
- Maintain facilities in a proactive manner as to minimize deterioration and to retain a high physical and academic appearance.

- Assist in long-range and short-range planning to maximize the efficient utilization of existing facilities, to promote better utilization and operation of new facilities in a safe environment, and to provide handicapped accessibility to all necessary facilities.
- Provide support to the Director of Facilities Planning for new construction, remodeling, and alterations to ensure that the most energy efficient systems, methods, and technology are incorporated into new and existing buildings to obtain the lowest operation and maintenance costs for the life of the facility.
- Ensure that all facilities are environmentally safe and free from all hazards and that all fire and life safety issues are addressed.

## **Services Offered**

### **Professional Services**

To request professional services such as estimates for remodels, engineering, architectural, or other services, please send a memo to the Physical Plant detailing the nature of your request, your name, department, building, and extension, and you will be contacted by the appropriate person within one week.

### **Skilled Trades**

The Physical Plant takes great pride in its most valued resource, the talented people who work here. The following trade groups make up the Physical Plant work units.

- Administrative Support
- Automotive Maintenance
- Building Maintenance Exterior
- Building Maintenance Interior
- Custodial Services
- Electrical
- The Energy Management Control Group
- The Energy Management Maintenance Group (HVAC)
- Heskett Center Maintenance
- Landscape
- Locks
- Custodial Services
- Mechanical Maintenance
- Plumbing
- Power Plant
- Shipping and Receiving
- Special Projects
- Warehouse

Normal hours of operation for the Physical Plant are (8:00 am - 5:00 pm Mon - Fri) and we can be reached at 316-978-3444. In the event of a campus emergency involving the facilities call the Physical Plant at ext. 3444 during normal hours of operation, or the police department at ext. 3450 after hours.

## **Police Department**

Public safety is one of the primary goals of the Wichita State University Police Department. Effective partnerships between university police and all community members help reduce the opportunities for crime to occur. We believe all community members have the responsibility to promptly report suspected criminal behavior and safety concerns.

University police employees are committed to providing excellent customer services for all our community members and guests. We want to help resolve conflict and help problem-solve safety related issues in concert with stakeholders from within our university community, and when appropriate, with stakeholders from our larger surrounding community. Our commitment to providing an excellent customer service delivery system illustrates our support of our university [mission](#).

Please partner with us and allow us to effectively participate with you in being good guardians for safety within our university community.

### **Mission**

The University Police Department's mission is to provide public safety and other related services to the University community in a professional and ethical manner. Members of the University Police Department strive to work in partnership with University community members to identify, prevent, and solve problems of crime and the fear of crime within our University community and to foster partnerships with our campus neighbours and other public safety professionals.

Personnel: 28 employees  
Civilian personnel: 25  
    Parking 16  
    Dispatch 7  
    Records 1  
Assistant to Chief: 1

## **Purchasing**

The mission of the Office of Purchasing is to support the university community by acquiring the proper quantity and quality of goods and services at the right time and place.

We are located in the basement of Morrison Hall, which is close to the southeast corner of Shocker Hall.

The office employs six people. Our job is to help the employees of WSU navigate the procurement statutes that govern our purchasing environment. We will assist you in making the correct choices early in your process so you can more efficiently purchase the goods and services needed to support your teaching, research, or operations within your department. Additional information may be found at the following links:

### **Wichita State University General Purchasing Overview**

- Wichita State University Policies and Procedures Manual, [Section 14](#) for more details regarding purchasing statutes of the State of Kansas, and policies and guidelines of WSU.



- Administration of [WSU Procurement Policies](#) in Accordance with the Kansas Board of Regents Policy on Fiscal Management
- [Wichita State University Purchasing Procedures by Commodity Code](#)

### **Business Procurement Card Program**

- Instructions on how sign up for [Training for Standard P-Card](#)
- [User Manual for the Standard P-Card - Included Agreement/Application form for a Business Procurement Card Account](#) [Account Action Request Form](#)
- [Tax Exemption Certificate](#)
- [FAQ for a Standard Business Procurement Card](#)

### **Purchasing Forms for Departments**

- Invoice Control Document [Instructions](#)
- Invoice Control Document [ICD Form](#) (Excel form)
- Professional Services Costing > \$1000 [Memo Notice](#)
  - [Blank Contract Form \(PDF\)](#)
  - [Blank Contract Form \(Word\)](#)
- Prior Authorization Form
  - [Sole Source \(.doc\)](#)
  - [Off Contract or State Use Waiver \(.doc\)](#)

### **Purchasing Supplier Contract Awards**

Follow the purchasing supply contract award links to a listing and PDF's of current WSU supplier contact information. The products and services represented in the listing must be purchased from the sources indicated. Purchase of the product or service from sources other than listed may become the personal responsibility of the individual authorizing the purchase.

### **Sale of Surplus Property**

Wichita State University offers surplus property for sale under K.S.A 2010 Supp. 75-6606, and the Kansas Board of Regents Policy and Procedures, Section 11, Authorized Disposition of Surplus Property. Click on the heading for links to more detailed information.

### **Vendor Related Links**

- [WSU Bid Solicitations](#)
  - [Bid Awards](#)
- [Bid Solicitations for Other State Agencies](#)
- [Listing Proposed Sole Source Acquisitions](#)

### **State of Kansas, Office of Facilities and Procurement Management**

- [Procurement Contract List](#), which has a search feature to help locate all contracts for the state

- [State Use Catalog](#)

#### **Related WSU Sites**

- [Central Services Copy, Printing & Storeroom](#)
- [Postal Services](#)
- [Travel Center](#)

#### **Other Links**

- [National Institute of Government Purchasing \(NIGP\)](#)
  - [Kansas Association of Public Purchasing Professionals \(KAPPP\)](#)
- [National Association of Educational Procurement \(NAEP\)](#)
  - MINK Chapter of NAEP
  - [Educational & Institutional Cooperative \(E&I\)](#)