



HLC Accreditation 2020-2021

Evidence Document

Finance and Administration

Division of Finance and Administration: Overview

Additional information: See Finance and Administration home page at:
<https://www.wichita.edu/services/finance/> (Accessed March 10, 2021)

Division of Finance and Administration

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

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

Mission

The Division of Finance and Administration 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 fulfilment 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., Board of Regents, Division of Budget, Legislature, Federal Government, 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.
- To promote professional working relationships with persons within the University community.

Departments that Report to the Division of Finance and Administration

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 strategic 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 State of Kansas Budget Request
- Kansas Board of Regents Tuition Proposal

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 Facilities Services staff in the establishment and maintenance of appropriate University architecture and engineering standards.
- Interact with University administrators and Facilities Services 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 Facilities Services 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: 3,691,634
- Total Building Net Assignable Square Feet: 2,150,714
- Total Replacement Cost of Buildings: \$1,064,685,754

Capital Improvement Projects Completed since 2016

- John Bardo Center (formerly Experiential Engineering Building)
- Parking Garage 1
- Jerry Moran Center for Advanced Virtual Engineering and Testing
- Student-Athlete Success Center and Koch Arena Renovation
- Eck Stadium Performance Facility
- ATLAS Building

Current Capital Improvement Projects

- Woolsey Hall, new home for the W. Frank Barton School of Business
- New Pedestrian Bridge
- National Institute for Digital Transformation

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.

- [!\[\]\(5ba1bc70d78f05c00988641e5e513c62_img.jpg\) GASB Report for Fiscal Year 2005](#)
- [!\[\]\(0d3dd579ab24f8020cd6c2659f3acb8c_img.jpg\) GASB Report for Fiscal Year 2006](#)
- [!\[\]\(77aacc67724f470ed5556217e9f1530a_img.jpg\) GASB Report for Fiscal Year 2007](#)
- [!\[\]\(2f0a16d48331670e3ba1ef62cc117e02_img.jpg\) GASB Report for Fiscal Year 2008](#)
- [!\[\]\(f54e37e084c1f0536e5af6fd7937c2e4_img.jpg\) GASB Report for Fiscal Year 2009](#)
- [!\[\]\(c79dc11ec47786281cf0341daa788e56_img.jpg\) GASB Report for Fiscal Year 2010](#)
- [!\[\]\(2885ad2320ca6eb1939dd6e8224cc8ff_img.jpg\) GASB Report for Fiscal Year 2011](#)
- [!\[\]\(46548f7dd8dafcf957204af40cb5a5e9_img.jpg\) GASB Report for Fiscal Year 2012](#)
- [!\[\]\(ec4acd0ce24fbb176c4f4771f0464e7d_img.jpg\) GASB Report for Fiscal Year 2013](#)
- [!\[\]\(4ce2a8c87630e3ddca83f3174d394e2b_img.jpg\) GASB Report for Fiscal Year 2014](#)
- [!\[\]\(f6c058c5467bd6b37feb8d13d813aca6_img.jpg\) GASB Report for Fiscal Year 2015](#)
- [!\[\]\(5ffb40c66799c3745a0d9f05fa030464_img.jpg\) GASB Report for Fiscal Year 2016](#)
- [!\[\]\(4750d3e3796ad2ac4856380e164984ef_img.jpg\) GASB Report for Fiscal Year 2017](#)
- [!\[\]\(6bba4842127189b0de928f489ff17097_img.jpg\) GASB Report for Fiscal Year 2018](#)
- [!\[\]\(3fe81aabfd3161cd2c10b4018c132a7e_img.jpg\) GASB Report for Fiscal Year 2019](#)
- [!\[\]\(782e8f41f079917c411f49460717e4c5_img.jpg\) GASB Report for Fiscal Year 2020](#)

The Financial Operations & Business Technology office is 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 committed to attracting and retaining a diverse, engaged and high performing workforce that is inclusive and supports the mission and values of the University.

Organized as a shared service, the office is comprised of subject matter experts in the areas of HR Operations and Systems, Total Rewards and Talent Management. Examples of the services provided in each of those areas are:

HR Operations and Systems

- HR Service Center
- Personal Demographic & Employment Information
- Employment & Income Verification
- Data and Analytic Requests

Total Rewards

- Compensation
- Benefits
- Leave Administration

Talent Management

Talent Acquisition

- Sourcing
- Recruiting
- Hiring
- Onboarding

Organizational Development

- Learning and Development
- Employee Evaluation
- Succession Management
- Annual Employee Service Recognition

These areas support the Human Resource Business Partners (HRBP's) who are assigned to each area of the University and provide consultation to both employees and leaders on all HR matters, among those:

- Consultation on Workplace Relationships Concerns
- Consultation on Workforce Planning / Restructure
- Consultation on Policy Interpretation and Implementation
- Liaison between HR Centers of Expertise

The Human Resources office 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.

Facilities Services

Mission

The mission of Facilities Services 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 Executive 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

University personnel are required to submit a detailed work order to Facilities Services for estimates regarding remodels, engineering, architectural, or other services needed. Work orders include requester's name, department, building, and phone extension. Facilities Services will contact the requester within one week.

Skilled Trades

Facilities Services takes great pride in its most valued resource, the talented people who work here. The following trade groups make up Facilities Services 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
- Mechanical Maintenance
- Plumbing
- Power Plant
- Shipping and Receiving
- Special Projects
- Warehouse

Normal hours of operation for Facilities Services are 7:45 am - 4:30 pm Mon – Fri and staff can be reached at 316-978-3444. In the event of a campus emergency involving facilities, you may call Facilities Services 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 behaviour 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.

Mission

Our mission is to ensure our entire community receives quality law enforcement services in a fair and compassionate manner while enhancing the educational experience of our students by providing them with guidance and support.

Values

Professionalism. We will remain faithfully committed to providing the highest quality of law enforcement services while having a clear sense of commitment, perspective and direction.

Integrity. We are committed to performing our duties in an honourable manner while adhering to the "Law Enforcement Code of Ethics."

Personal Responsibility. We expect to be held accountable for the decisions we make and the actions we take both professionally and personally.

Effective Collaboration. Recognizing that the University is part of a larger community, we will collaborate with all stakeholders to identify, prevent and solve problems of crime or the fear of crime.

Personnel: 47 employees

Commissioned personnel: 30

Civilian personnel: 17

Parking 4

Dispatch 7

Records 1

Technology Specialist: 1

Assistant to Chief: 1

Student employees: 3

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.

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

The office employs three 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 regarding purchasing statutes of the State of Kansas and policies and guidelines of WSU may be found at Wichita State University Policies and Procedures Manual, Section 14.