

Division of Business & Finance  
**Division Action Plan Worksheet**

**SP#1: High Quality Learning Environments (attractive, safe, friendly functional facilities)**

Believing in the primacy of learning, we will continue to develop high-quality learning environments both inside and outside the classroom.

Action Item	Person Responsible	Report Due Date	Measures
1. We will continue to focus on the University's Facilities Master Plan by providing regular status updates on the Major Capital Projects (i.e., Wildcat Activity Center, Student Services Center, Housing, Property Acquisitions, Transportation Study, Parking; and community (neighbors).	J. Trenalone	monthly	
2. We will communicate on-going status and impacts of major and minor capital projects via e-mail, meetings, website updates, and announcements	J. Trenalone and G. Morse	quarterly	
3. We will recommend to the President and Cabinet reinstatement of the University Campus Planning Committee to enhance our communication and information to both internal and external constituencies related to all projects that impact the University Facilities Master Plan.	D. Graham	May 2007	
4. We will communicate to the President and Cabinet the need for a Campus Business Continuity Plan as it relates to Executive Order 921 as well as the University's Emergency Preparedness.	D. Graham	February 2007	
5. We will comply with Executive Order 921 by updating our Emergency Operation's Plan	E. Reichel	May 2007	

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**SP#2: Scholarly and Creative Activity (professional development)**

Believing in the importance of faculty and staff, and their role in student success, we will continue to invest in faculty and staff development.

Action Item	Person Responsible	Report Due Date	Measures
1. To better communicate our many Business and Finance processes, we will participate in Dean/Department Chair orientations on a regular basis.	B. Ford K. Sator w/HR	February 2007	
2. We will communicate the status of "One University" to all Business and Finance staff and will stress the impact of customer service by offering solutions and explaining boundaries.	B. Gentry	Meet with Super I-Team by June 1, 2007	
3. We will develop a succession plan for anticipated MPP vacancies to ensure continuity of critical administrative functions.	D. Graham	June 1, 2007	

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**SP#3: Technology as Learning Enabler (wise use of technology)**

Believing in the wise use of new technologies in learning and teaching, we will continue to provide the technology, the related training, and the support needed to create high quality learning environments both inside and outside of the classroom.

<b>Action Item</b>	<b>Person Responsible</b>	<b>Report Due Date</b>	<b>Measures</b>
1. We will re-design the Business and Finance Web site for user friendliness; provide accurate information, as well as using the web sites as another tool of communication.	B. Gentry/ T. Arnold	February 2007	
2. We will complete a feasibility study for the Peoplesoft Budget Module	D. Graham	May 2007	
3. We will use our Business and Finance web page and campus announcements to communicate project status, committee status, etc., and will be exploring new means of communications such as a BLOG, RSS, and podcasting.	B. Gentry	May 2007	

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**SP#4: Serving the North State**

Believing in the value of service to others, we will continue to serve the educational, cultural, and economic needs of Northern California.

Action Item	Person Responsible	Report Due Date	Measures
1. We will increase our interaction with City and County officials by increased attendance at various meetings (City Council, Chamber of Commerce, Rotary).	B. Gentry	May 2007	
2. We will continue to focus on the University's Facilities Master Plan as well as serve the North State by building a Northern California History Museum. In the planning stages of this project, we will communicate regular project status updates to the campus and community. We will complete the CEQA study.	J. Trenalone	Monthly communication/ CEQA by June 2007	
3. We will assist Continuing Education in the event planning process for the several conferences related to the "Summit of the North State."	B. Ford	January 2007	

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**SP#5: Institutional Effectiveness**

Believing that we are accountable to the people of the State of California, we will continue to diversify our sources of revenue and strategically manage the resources entrusted to us.

Action Item	Person Responsible	Report Due Date	Measures
1. We will provide institutional effectiveness by providing new budget model options, completing the phases of the revenue management program, as well as connecting to Peoplesoft a new budget module	B. Jones	April 22, 2007	
2. We will complete Phase II of the Risk Assessment	S. Yule	June 2007	
3. We will create a complete list of all Business and Finance committees with a committee process that includes: member responsibilities, as well as the purpose and mission/goals of the committee. We will post this information on the Business and Finance Web site.	J. Friedman and T. Arnold	April 15, 2007	
4. We will provide support and assistance to our University Advancement area by providing administrative support for budget preparation, assisting with various donor opportunities that may include various project information (maps, drawings, etc.), and integrate advancement committee representation to various business and finance committees as they relate to Advancement opportunities.	R. Jackson	April 15, 2007	
5. We will increase the response and completion rate of projects by utilizing Delivery Order Contracting (DOC)	G. Morse	May 1, 2007	
6. We will spearhead a plan to expand special events funding to support all areas of our campus.	B. Jones/ G. Morse	April 22, 2007	

7. We will continue to provide a self-assessment of all Business and Finance divisions by hosting and attending various meetings each semester with (but not limited to) all vice presidents, deans, department chairs, AA/S staff, and directors to increase our communication efforts, performance, direction; and will provide a year end report reflecting the actions taken.	D. Graham	June 2007	
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**SP#6: Sustainability**

Believing that each generation owes something to those which follow, we will create environmentally literate citizens, who embrace sustainability as a way of living. We will be wise stewards of scarce resources and, in seeking to develop the whole person, be aware that our individual and collective actions have economic, social, and environmental consequences locally, regionally, and globally.

<b>Action Item</b>	<b>Person Responsible</b>	<b>Report Due Date</b>	<b>Measures</b>
1. We will complete a draft of a Sustainable Master Plan	G. Morse	May 2007	
2. We will track LEED certification of capital projects and provide status updates to the campus through announcements and the Facilities Planning web site.	J. Trenalone	June 2007	
3. We will provide a status update regarding the Student Services Center Kiosk Project	D. Graham	June 2007	
4. We will develop a Transportation Demand Management plan (TDM) to assist with the efforts of creating alternative transportation programs	Joel	May 2007	