Business & Finance
TOWN HALL MEETING
AUGUST 14, 2019
Our Purpose Today

- Learn more about who our colleagues are in the Business & Finance Division, and what they do!
- Talk about this year’s Business & Finance goals
- Identify ways in which Business & Finance can contribute to student success
Key Messages from Meet the VP Meetings

- We need more communication!
- We need to have some consistency in leadership
- We need a voice at the table for B&F
- We need to convert some of our temporary positions
- We need a unifying vision for how B&F contributes to the campus community
- Reduce fear and uncertainty
- How can B&F contribute to student success?
Key Messages from the First 100 Days Meetings

- Continue getting to know our employees
- Improve B&F processes for clarity and ease of use
- Address Chico’s budget planning processes
- Build cohesion across the campus Divisions
- Stay transparent and visible
- Leverage the various funding sources available
- Foster a culture of decision-making and complete implementation
- Find ways to include stakeholders in B&F outcomes
- Connect with students
Multi-level Leadership Model

Knowledge

Skills

Personal Attributes

Job Duties for Leadership Roles
- Structuring Work
- Managing Talent
- Inspiring Performance
- Building Teams
- Using & Sharing Information
- Facilitating Change

Individual Contributions

Outcomes

Growth and Development
The 6 duties are the actions leaders take to LEAD, not DO

- Structuring Work: designing and assigning work in the most effective and efficient ways possible (Concepts: empowerment, job design, delegation, process design, etc.)

- Managing Talent: hiring great talent, developing employees to contribute, including everyone (Concepts: recruitment, selection, training, diversity, etc.)

- Inspiring Performance: ensuring clear goals and objectives, managing progress, recognizing results (Concepts: goal alignment & cascade, paying attention to progress or lack thereof, termination, rewards, etc.)

- Building a Team: being able to establish positive esprit de corps, be a good team player, maintain good leader relations (Concepts: manage team development and dynamics, contribute effectively, manage upward, etc.)

- Using & Sharing Information: oral and written communications, conveying credibility and trustworthiness, managing financial information, administering policies & procedures, EM/EOs, CBAs, nonverbal behaviors, etc.

- Facilitating Change: keeping employees focused on the tasks today, while preparing them for tomorrow (Concepts: change management, process improvements, building adaption and resiliency, etc.)
Audits & Continuous Improvement

Areas of Responsibility
- Internal & External Audit Activities
- Investigations
- Internal Controls
- Business Process Management
- Continuous Improvement

Goals
Develop a strategy for building internal capacity to drive continuous improvements
- Determine support and training needs
- Identify current B&F talent
- Develop process to collect feedback and prioritize improvement
- Communicate plans
- Operationalize changes
JENI KITCHELL
Associate Vice President of Budget & Operations
Budget & Operations

Departments

- Business Information Technology Systems (BITS)
- Business Services & Risk Management
- Environmental Health & Safety (EHS)
- University Budget

Goals

1. Redesign Budget Process
   - Strategic plan
   - Multi-year & multi-fund
   - Budget software
2. Expand Emergency Prep Program
   - Training, drills, & resources
   - Communication
3. Manage Talent
Financial Services

Areas of Responsibility

- Student Financial Services
- Procurement & Contract Services
- Accounts Payable & Travel
- Financial Accounting & Reporting

Goals

- Concur Travel & Expense
- Impactful Procedural Changes

* Compliance * Controls * Accountability * Accuracy * Transparency *
MIKE GUZZI
Associate Vice President of Facilities and Capital Projects
Facilities Management & Services

Goals
- Sustainability
- Deferred Maintenance

Master Plan
- Finalizing draft plan
- Environmental Impact Report in progress

Projects
- New Science Building
- Old Science Building
- Butte Hall
- Kendall Roof and Upgrades
- Engineering Classrooms
- Glenn Paint and Landscaping
- Solar
- Flood Repairs
- Temporary Parking Lots
- Bike Path

Hoorah Run
November 9th!!!
SHERYL WOODWARD
Associate Vice President of Staff Human Resources

https://media.csuchico.edu/media/Town+Hall+Video+Sheryl+Woodward+2019/0_t7eiu4gm
Shared Goal #1

Commit to do the ongoing work required to develop and maintain a high-performing Business & Finance Cabinet group and master the behaviors of a high-functioning group.

- Trust one another
- Engage in unfiltered (yet civil and productive) conflict around ideas
- Commit to the group’s decisions and plans of action
- Hold one another accountable for delivering against these plans
- Focus on the achievement of our collective results
Five Dysfunctions of a Team

- RESULTS
- ACCOUNTABILITY
- COMMITMENT
- CONFLICT
- TRUST
Shared Goal #2

Identify at least three examples of the most-impactful policy or procedural changes to benefit the campus community in each area.

- Solicit feedback for improvements
- Conduct a peer review
- Ascertained compliance parameters provided by any relevant EOs, EMs, or other guidance documents
- Assess improvement options
- Develop a development and implementation plan, to include communication and training, as warranted.
President's Fall Convocation Address

THURSDAY, AUG. 22, 2019, 3–4 P.M.

President Gayle Hutchinson invites the campus community to her fall convocation address on Thursday, August 22, in Harlen Adams Theatre, PAC 144. The President's remarks begin at 3 p.m. A reception will follow in the courtyard.
THANK YOU
to all our speakers & participants!

- AS Conference Services
- University Printing
- Tabling Hosts
- Committee Members