



## Executive Summary

### Annual Assessment Reports: June 1, 2005–May 31, 2006

<b>Unit:</b>	Division of Business Affairs
<b>Unit Head:</b>	James R. Langabeer

<b>Subordinate Units:</b>	<ul style="list-style-type: none"><li>• Athletics</li><li>• Budget Office</li><li>• Compliance Support Services</li><li>• Comptroller's Office</li><li>• Environmental Health &amp; Safety</li><li>• Facilities Maintenance &amp; Operations</li><li>• Facilities Planning &amp; Construction</li><li>• Human Resources</li><li>• Materials Management</li><li>• Police Department</li></ul>
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<b>Introduction</b> <p>This Summary reflects the <b>2 or 3</b> most significant improvements made in this unit during the reporting period.</p>
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**Summary**

1. In response to recommendations from the ad hoc parking and transportation committee and daily logs of rider usage maintained by shuttle bus drivers, the office of the Comptroller is in the process of obtaining two additional shuttle buses increasing the fleet number to four. Additional parking lots have been added to more remote areas of the campus which also required the development of additional shuttle routes for the students' convenience.
2. Due to continued training through the Occupational Health and Construction/Asbestos Safety Programs, the office of Environmental Health and Safety reported the following accomplishments were met over the previous year of June 2004 through May 2005: (1) workers compensation insurance related costs were reduced by 20%; (2) construction related citations were reduced by 13%; and (3) fall protection related citations were reduced by 67%.
3. Human Resources, with the assistance of an outside consulting firm, assessed approximately 350 classified, management and faculty positions in order to develop a strategy for comprehensively reviewing our compensation structure. Revised job titles based on Knowledge-Experience-Skills have been created and must be approved before pay grade range changes can be made. The minimum pay for 43 positions was adjusted based on an evaluation of Knowledge-Experience-Skills.
4. Customer feedback to Materials Management department indicated that a procurement card would provide for a more efficient method of making small departmental purchases. Analysis of the volume of prepayment transactions indicated that frequently used merchants did not accept purchase orders. A pilot procurement card program was implemented. Benchmarks indicate that average processing cost and cycle time per transaction (purchase order vs. procurement card) are \$91.13 vs. \$21.79 and 11.2 days vs. 2.9 days, respectively.