FY20
SBPC DIVISIONAL REQUEST

Division: Administration & Finance

Date: June 13, 2018
OVERVIEW: GOALS

1. Academic Strategic Plan
   • Goal 5: Streamline Processes to Improve Effectiveness
     – Explore new business and administrative processes that serve faculty, staff, and students with the highest degree of service and efficiency
     – Seek greater purchasing autonomy from State

2. Customer Service
   • Business Services’ customers include all faculty, staff & students on all campuses
     – Campus Planning & Design: from small office renovations to major projects
     – Capital Projects: oversight and delivery of major project construction
     – Facilities: Building Maintenance & Repairs, Lands & Grounds, Custodial, etc.
     – Purchasing: Procurement of all goods & services
     – Property & Support Services: Mail Services, Central Receiving, Printing, Property & Equipment Inventory, moving, shredding & campus events
     – Risk Management Office: university and academic-related insurances & claims, field trip & auto rental policies, international travel, etc.
     – Space Allocation
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Business Services Responsibilities

~ 315 buildings on 4 campuses
~ 4.6M square feet
~ 450 acres responsibility of L&G * (landscaping & snow removal)
~ Almost 30,000 Work Orders processed annually by Facilities
~ 100 small projects in Campus Planning & Design (FY18)
~ Over $500M of Major Capital Projects accomplished over last 10 years

* Kingston campus has ~ 1200 total acres
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PRIORITY LISTING

1. Business Services’ Reorganization/Reallocation
2. Purchasing: Delegated Authority Support
3. 3045 Kingstown Road: Operational Support
4. Risk Management Office Support
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### FUNDING

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FY18 UNRES. ALLOC. (1)</th>
<th>BUSINESS SERVICES CO-SHARE</th>
<th>TOTAL FY20 SBPC REQ.</th>
<th>% of FY18 Alloc</th>
<th>CREATE/REALLOC FY20 REQ</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permanent (2)</td>
<td>FY18 OTO (3)</td>
<td>FY19 OTO (3)</td>
<td></td>
<td>ABOL</td>
</tr>
<tr>
<td>Business Services Reorg (4)</td>
<td>$20,187,268</td>
<td>$487,000</td>
<td>$50,000</td>
<td>$70,000</td>
<td>$462,629</td>
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<tr>
<td>Purchasing: Delegated Authority Support (5)</td>
<td>$606,106</td>
<td></td>
<td>$175,000</td>
<td>$281,531</td>
<td>46%</td>
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<tr>
<td>3045 Kingstown Road (6)</td>
<td>N/A</td>
<td>$75,000</td>
<td></td>
<td>$35,653</td>
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<tr>
<td>Risk Management Support</td>
<td>$102,976</td>
<td>$7,000</td>
<td></td>
<td>$70,207</td>
<td>68%</td>
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<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>$20,896,350</strong></td>
<td><strong>$494,000</strong></td>
<td><strong>$125,000</strong></td>
<td><strong>$245,000</strong></td>
<td><strong>$850,020</strong></td>
</tr>
</tbody>
</table>

(1) Includes estimated fringe; excludes utilities, insurance, etc.
(2) Includes reallocation of vacant positions, upgrades, etc.; excludes SPA & Printing Services funding
(3) Includes estimate for implementation and consulting for new eProcurement system, and new Project Management Software purchase & implementation; includes asset protection funding
(4) Excludes Purchasing & Risk Management below
(5) FY18 Allocation adjusted to include salary and fringe for new Asst. Univ. Purchasing Agent approved in FY18
(6) Co-share includes expenditures to stabilize the building, remove contents of prior owner, & building analysis; excludes renovations for future use (see CIP project on later slide)
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PRIORIT #1:  
Business Services’ Reorganization

~ Business Services Co-share: $435K for proposed and new positions *
  – Director, Small Projects
  – Asst. Director, Customer Service
  – Coordinator, Capital Planning & Real Estate Development
  – Specialist, Space Database & Floorplan Library
  – Manager, Construction Projects (Small Projects)
  – Coordinator, Mail Services & Central Receiving

~ FY20 Request: $463K for 5 new positions
  – MEP Engineer (Small Projects)
  – Project Cost Estimator (Small Projects)
  – Coordinator, Small Projects
  – Sr. Info. Tech (Customer Service)
  – Info. Tech. (GIS/Space Allocation & Analysis)

* Excludes additional net $52K in reinvestment for reallocation and upgrades to existing positions
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PRIORITY #2:
Purchasing: Delegated Authority Support

~ Business Services Co-share (FY19): $175K est. one-time-only implementation
~ FY20 Request: $282K for 2 positions & new eProcurement System license fee
~ Effective 2/1/18: Increased from $5-$25K limit to $1M (excluding existing auth.)
~ Over 3000 college requisitions processed annually (excludes LVPO’s)
  – Includes New PO’s and change orders, MPA’s, blankets, sole source
  – Includes over 300 sent to the state for processing (state req’s/PO change requests)
~ Now, est. 200 of the 300 state req’s will be processed at URI
  – Est. 100 public bids, est. 100 change orders, sole source, etc.
  – Includes more complex state req’s: RFP’s, Public Works, Capital Projects
~ Currently 10 FTE, including support staff
  – James Madison: 20 FTE
  – UNH: 13 FTE
  – UConn: 14 FTE
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PRIORITY #3:
3045 Kingstown Road

~ Formerly owned and operated by the Institute for International Sports, this building is now owned by the University
~ $75K of RICAP spent in FY18 for initial stabilization of building and a building assessment
~ New CIP request for $3.4M for building restoration and internal renovations for future occupancy
~ FY20 Request for Business Services ($36K) assumes taking over annual maintenance & repair, and lands & grounds (custodial request delayed until FY21 due to temporary reassignments from Bliss Hall in FY20; any additional FY20 custodial requirements will be an additional one-time-only co-share by Business Services)
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PRIORIT #4:  
Risk Management Office Support

~ FY20 Request: $70K for new Coordinator position
~ Business Services’ permanent co-share: $7K
~ Currently only 1 FTE: Risk Manager
  – UVM: 5 FTE’s
  – UNH: 3 FTE’s
  – Brown: 4 FTE’s
~ Annual claims more than doubled since FY14 (175-200 annually)
~ Insurance; risk management; related policies, procedures & international agreements; loss prevention; Cyber Security; Athletics Accident Policy; Title IX (sexual assault investigations); US Customs (international shipment of research equipment)
CONCLUSION – FY20 REQUESTS:

1. Business Services’ Reorganization: $463K ($487K perm. co-share)
2. Purchasing: Delegated Authority Support: $282K
3. 3045 Kingstown Road: Operational Support: $36K
4. Risk Management Office Support: $70K ($7K perm. co-share)

- FY20 Requests compliment ~$500K in permanent reinvestments and FTE reallocations already made by Business Services in FY18/FY19
- Focus is on Customer Service, Streamlining, Efficiencies, Campus Beautification: Goals of Strategic Plan