



Strategic Plan Implementation Team – Finance  
Summary report on initiatives  
December 2008

**Initiative A: New Program analysis**

Draft template created and submitted – see Excel file “*A\_Resource Summary (New Program analysis template)*”. Mary-Ann Dease to work with staff/faculty proposing new programs to assist with financial analysis.

**Initiative B: Front end analysis of UPBC proposals**

Documents from Faculty Handbook to be used in preparing financial analyses for UPBC submission. Forms from Faculty Handbook submitted – see PDF file “*B\_UPBC Program Process and Analysis*”. Draft template missing at this time – will be submitted as soon as possible.

**Initiative C: P&L for current academic programs / support Program Review**

For expenses of individual academic programs, data can be gathered from Banner. All Banner expense data is grouped by org (cost center); so assuming everything was processed correctly, accurate data can be obtained.

Revenue of individual academic programs is more difficult to obtain. In Banner, only total revenue can be viewed. Team will need to work with Institutional Research office to develop a method of obtaining a more detailed revenue classification. In addition, an indirect overhead rate will need to be calculated to apply to the programs. One is available for grants, but need to develop a new rate for the purpose of academic program review.

**Initiative D: Support accreditation / re-accreditation.**

Support from the Finance Implementation Team will depend on the individual requirement of each accreditation process.

**Initiative E: Provide assistance and support to Academic Affairs in relation to enrollment and classroom capacity.**

Draft template submitted – see Excel file “E\_Course Enrollment Analysis”.

**Initiative F: International / study abroad.**

While the initiative has shifted to Academic affairs, the travel department continues to seek information regarding best practices regarding travel abroad. To that end, the WCSU travel department convened with the other CSU schools and the System Office to continue to explore opportunities in this area. This represents an ongoing effort among the CSU schools as the travel manual in place covers all of CSU.

There was also group discussion on whether to increase the membership of the Finance Team to include others involved in the study abroad function. Team decided that lead person would consult with others (e.g. Missy Gluckmann) offline and report back to Finance Team as appropriate.

**Initiative G: Outreach – small and minority business.**

Administrative Services has received the format and instructions from the Department of Administrative Services in Hartford for the annual contracting goals submittal and is developing the annual goals for the University. These will be submitted by the end of August. With regards to outreach, bid advertisements for WCSU projects are being placed in minority newspapers to provide for higher visibility for WCSU projects. To expand our potential base of small and minority suppliers, WCSU will attend the statewide CMSDC (Connecticut Minority Supplier Development Council) Expo at the end of September. WCSU will have a table at this event. Administrative Services will also continue working with WCSU's Multicultural Affairs department and the Department of Administrative Services in Hartford in locating small and minority business concerns.