

B & F Brick

The Office of Business & Finance

Issue 5

February 2012

B&F Vision—Setting the Benchmark

For everyone able to attend the Town Hall meeting on January 19th, it was evident that Business & Finance has developed a clear vision that will successfully lead the organization through 2012 and into the future. The top goal is to be nationally recognized as the **premier financial organization** among public universities. We will set the benchmark that other financial organizations strive to emulate and will be known for:

- Top tier finance capabilities
- Value-added operations
- Culture that embraces change
- Highly-regarded team, both internally and externally.

Each area in B&F has formulated goals and initiatives for FY12, guiding their activities to support the vision above. Follow this link to learn more about your area's goals and view the complete list of [B&F Goals FY 2012](#).

FY 2012 Mid-Year Accomplishments

As we all know, a lot of planning goes into successfully achieving our goals. Some of the highlights of what we have accomplished so far this year include:

□ **Office of the Controller** completed the first audit with the new external audit firm, PricewaterhouseCoopers. □ **Office of Financial Planning and Analysis** has been facilitating all financial aspects of Semester Conversion, including adjustments to enrollment/fee models, system modifications and database updates. □ **Office of Financial Services** was the first public university to issue \$500 million in Century Bonds. □ **Internal Audit** in conjunction with the Office of Sponsored Programs improved the audit process for research performed throughout the university. □ **Office of Investments** actively managed the portfolio to return -4.5% for the six months ended December 2011 which compares favorably to the All Country World Index of -11.3% for the same time period.

Inside this issue:

B&F Vision for FY 2012 1

FY 2012 Mid-Year Accomplishments 1

From the Desk of Geoff Chatas 2

Employee Spotlight 2

Capital Planning 3

Did You Know?? 3

Continuation 4

FOOD FOR THOUGHT

CELEBRATE WHAT YOU'VE ACCOMPLISHED, BUT RAISE THE BAR A LITTLE HIGHER EACH TIME YOU SUCCEED.

-MIA HAMM, OLYMPIC SOCCER PLAYER

Continued on Page 4.



From the Desk of Geoff Chatas

Thanks to each of you who attended the B&F Town Hall on January 19th. For those of you that were unable to attend, a summary of the topics is presented in the lead article of this issue. The interest expressed by so many at the Town Hall was energizing. I encourage you to let me know if you have further questions or suggestions. The Town Hall format will become one more form of communication to share vision, goals and campus initiatives. The presenters felt it was important to share the overall vision to maximize the potential of our collective and individual contributions to the achievement of that vision.



In order to further communicate across B&F, we are in the process of scheduling group breakfasts as another touch point. Twice each year, your individual department will meet with Geoff over breakfast to share ideas and network with one another.

Spotlight on B&F employee: Anne Minnick

Anne Minnick, HR Analyst from the B&F HR Service Center Team, likes the fast paced nature of her job and the **ongoing process improvements**. This helps her to keep up with streamlining and efficiency, which is a necessity in today's work environment.

Her job is a combination of working with people, providing analysis, and assisting in the resolution of system issues. Anne enjoys problem solving saying, *"I like the element of researching and figuring out answers to payroll issues and employee questions regarding their paychecks. Everyday there are different challenges, so there is a lot of variety which makes it interesting"*.

Anne is grateful that her department respects **work/family/life balance** and allows her enough flexibility to achieve her own balance.

In her free time, Anne is an avid runner and also participates in **triathlons**. She stays busy with her two teenage daughters, attending sporting events and keeping up with their active social life! Her dog, Zeek, a German Shorthaired Pointer, is also a bird dog. She and her husband enjoy hunting pheasant with him. Her favorite vacations have been to Hawaii and Boston. She is originally from **Chicago** and attended Marquette University in Milwaukee.

JOB TITLE

Human Resources Analyst on the B&F HR Service Center Team

DEPARTMENT

B&F Human Resources

TIME AT THE UNIVERSITY

5 years

JOB RESPONSIBILITIES

- ◆ Process all job data actions in the PeopleSoft system, ensuring compliance with policy and audit requirements.
- ◆ Manage bi-weekly timekeeping duties including reporting to meet university mandated payroll compliance.
- ◆ Perform financial reconciliation.
- ◆ Provide reports and analysis to supervisors as requested.
- ◆ Assist with audits and special projects.



FUN FACT! Anne has run the **Boston Marathon!**

Capital Planning

In total, the university invests an average of **over \$350 million a year in capital expenditures**. Demands for capital continue to exceed available resources. Careful planning and prioritization play critical roles in allowing the university to move forward and leverage its investments thoughtfully.

Over the past year, the university developed a more **comprehensive approach** to capital planning. The resulting principles and process will foster integration and alignment of the university's investments across all university entities. All available resources are leveraged to assess issues, explore opportunities, discover links among initiatives, and develop efficient solutions for meeting multiple needs.

The annual capital planning process involves identifying and analyzing the university's comprehensive capital needs **over a 15 year horizon**. In addition to aligning capital improvements with the university's strategic goals and *discovery themes**, physical needs, *Framework principles***, and the long ranged financial goals are also considered.

Overall, the process is intended to ensure openness, transparency and overall accountability.

The **Integrated Physical Planning Group (IPPLG)** leads the Capital Planning process and is charged with developing the university's five-year capital recommendations. Through a scenario building exercise with a variety of stakeholders, the fifteen year Capital Investment Needs (CIN) will be identified. A five year Capital Investment Program (CIP) will be developed along with the annual capital budget. The Integrated Financial Planning Group (IFP), led by Provost Allutto and Geoff Chatas, approves the recommendations before they are presented to the Board at the June Board meeting.

For **more information** on the capital planning process please feel free to contact the Business and Finance members of IPPGL:

Kathy Dillow in the Office of Financial Services
dillow.7@osu.edu

John Kuhar in Financial Planning and Analysis at
292-0741

<http://www.ap.osu.edu/dept/CapitalPlan.aspx>

Did You Know??

*Ohio State has targeted [three discovery themes](#) that will help shape our institutional teaching, research and outreach efforts. These themes—health and wellness, food production and security, and energy and environment—emerged as common foci identified in many of our colleges' strategic plans and through conversations among senior leaders and the Board of Trustees. As such, they tap Ohio State's uniquely broad base of excellence in these areas.

**The [Framework](#) is a structure for guiding change over time, driving the physical environment and touching the full spectrum of university activity: academics and research, residential life, the medical center, arts and culture, athletics and recreation, the river and open space, transportation and parking, energy and infrastructure, and sustainability. It is the physical realization of One University.

FY 2012 Mid-Year Accomplishments, Continued

- **OSUMC Financial Services** assisted with the successful implementation of the Electronic Medical Record and Business Application System.
- **Purchasing** continued to implement strategic purchasing initiatives. □ **Resource Management Systems** conducted a series of streamlining meetings about operational workflow . □ **Stores, Receiving and Mail** developed a new process to archive paper records by scanning these documents into a “DocFinity” file and recycling the old documents. □ **Technology Commercialization** designed and opened a collaborative office and meeting space on High Street.

Follow this link for the complete list of [FY 2012 Mid-Year Accomplishments](#).