

**USF SARASOTA-MANATEE
ASSESSMENT PLANNING RECORD
2012-2013**

UNIT:	Business and Financial Affairs
MISSION:	<p>The mission of all Business and Finance units is to support the campus' principal functions of instruction, research and community service by providing the quality leadership, essential services by responsibly managing of fiscal resources, human resources and administrative resources. In addition, provide leadership and expertise for the successful planning, design, construction and management of the physical environment.</p> <p>Our primary functions to provide ethical, efficient and effective services in the areas of budget development and support, human resources, purchasing, facilities planning and management, business services and cashiering, copy services, postal and courier services and parking services to both internal and external customers. These include our students, faculty and staff, our vendors and donors.</p>
2012-16 USFSM STRATEGIC PLAN GOALS:	<p>ACCESS: Expand access to a University education that benefits students and the local, national, and global community; and (Aligns with USF System Goals 1,2, 3, 4, 5; SUS Goals 2,3)</p> <p><u>Teaching & Learning</u></p> <p>(1a.) Expand academic programs in distinctive areas related to the Suncoast's needs and strengths and across disciplines, when feasible, including the ability for students to complete the full four-year bachelor's degree.</p> <p><u>Scholarship, Research, and Innovation</u></p> <p>(1b.) Promote innovative scholarship and community-engaged research.</p> <p>(1c.) Seek external funding from public grants, private foundations, and individual donors.</p> <p><u>Public Service & Community Engagement</u></p> <p>(1d.) Partner with a variety of organizations and stakeholders, including the USF System.</p> <p>(1e.) Build a University living and learning community, including residence halls, academic buildings, and student life facilities.</p> <p>SUCCESS: Enhance success of student outcomes, faculty productivity, and community impact (Aligns with USF System Goals 1,2,4,5; SUS Goals 1,2).</p> <p><u>Teaching & Learning</u></p> <p>(2a.) Produce continuous improvement in student outcome measures, including retention and graduation rates and student career results.</p> <p>(2b.) Earn professional accreditation and recognition, including AACSB and NCATE.</p> <p><u>Scholarship, Research, and Innovation</u></p> <p>(2c.) Track and promote faculty-developed measures of scholarship.</p> <p>(2d.) Identify student success predictors.</p> <p><u>Public Service & Community Engagement</u></p> <p>(2e.) Earn recognition as a Carnegie Community-Engaged University.</p> <p>(2f.) Track and share the value of the University's and graduates' economic and societal contributions.</p>

OUTCOMES	Unit Goal	Means of Assessing Outcomes	Assessment Data	Plan Resulting from Analysis of Assessment	Executive Response
UNIT GOALS:					
Achieve no audit findings in University internal audits	1	<p>(a) Review of UAC internal audits and University audited financial statements</p> <p>(b) Review of cash collection records</p>	<p>a. There was no specific FY12 audit of USFSM, but the USF System audit which includes found no deficiencies in internal control over financial reporting. Financial highlights point to increase in net assets, and an increase in operating revenues.</p> <p>b. <u>Physical Security Measures</u> Electronic Key Card Access Security Cameras ADT Alarm System Password-protected keypad entry to safe room Panic buttons Dual-Entry Safe – Combination & Key Access to stored funds is limited to two individuals – one primary; one secondary Safe Combination – Changed periodically and when an employee with knowledge of the combination terminates or is reassigned Safe Key – Safe is rekeyed when an employee with access to the key terminates or is reassigned</p> <p><u>Procedural Guidelines for Cashier’s Office</u></p>	<p>a. Continue to monitor UAC audit and findings. Follow current financial oversight of finances.</p> <p>b. Continue procedures in place to ensure cash collection process safeguards against loss.</p>	<p>Continue process</p> <p>Cash monitoring is working, continue process.</p>

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			<p><u>Operations</u> University Controller's Office – Cashier's Office Operations Manual Payment Card Industry (PCI) Security Standards</p> <ul style="list-style-type: none"> • Federal Educational Rights and Privacy Act (FERPA) – Regulations governing student privacy issues • State of Florida Record Retention Requirements • University Audit & Compliance mandates <p><u>Cashier's Office Staff</u> Training/Certification Annual cash collections training and certification exam Annual PCI training and certification exam Minimum of two staff members are required to be in the Cashier's Office at all times</p> <p><u>Internal Controls</u> The Cashier's Office is the only authorized cash collections site on the Sarasota-Manatee Campus (excluding Foundation accounts)</p> <p><u>Segregation of Duties</u> Record Keeping Authorization Custody Reconciliation</p> <p><u>Surprise Cash Counts</u></p> <p><u>Passwords and Keys</u> Password-protected POS and TouchNet systems, with each cashier having their own, unshared password All passwords are inactivated and access cards</p>		<p>All these procedures are working, so continue with them and monitor effectiveness.</p>

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			<p>and keys collected when an employee terminates or is reassigned</p> <p><u>Compensating Controls</u> Supervisory review and verification of: Cashier balancing reports and deposit data Cashier overages and shortages All adjustments to cashiering entries and credit card voids are subject to supervisory documentation and approval</p> <p><u>Storage of Funds</u> During business hours, funds are stored in individually-assigned cash drawers networked to, and opened by, the register receipt validator After hours, cash drawers are locked in individually-assigned cash boxes in the safe</p> <p><u>Receipt of Funds</u> Initial receipt of funds documented by: System-generated validator receipts Credit card terminal receipts Inter-departmental mail logs documenting transfer of funds TouchNet credit batch reports & FAST deposit entry reports Checks are restrictively endorsed immediately upon receipt Unidentified checks are deposited into the University Clearing Account</p> <p><u>Balancing and Depositing of Funds</u> Cashiers are accountable for balancing their cash drawer and credit card transaction receipts daily (sales to actual collections) Funds are deposited in accordance with USF cash collections guidelines (whenever funds are greater</p>		

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			<p>than \$500.00 or within five business days, whichever comes first)</p> <p>Deposits are reconciled against merchant statements and the general ledger</p> <p><u>Documentation of Transfer of Funds</u></p> <p>Customer to Cashier – Customer provided with a receipt</p> <p>Cashier to Supervisor – Cashier & supervisor sign and date balancing reports and deposit slips</p> <p>Campus Department to Cashier – Transmittal form signed by department representative delivering check and cashier receiving funds</p> <p>Cashier’s Office to Courier – Cashier & supervisor initial bank deposit bag; courier signs customer receipt book acknowledging date and time of funds transfer, deposit bag number, and dollar amount of deposit</p> <p><u>Records Retention</u></p> <p>The Cashier’s Office adheres to retention requirements as mandated by Florida Statutes (General Records Schedule GS1-SL For State and Local Government Agencies)</p> <p>Cash Collection Receipts Reports</p> <p>Bank Statements and Related Deposit Reconciliation Documentation</p> <p>Record copies are retained for a minimum of 5 provided applicable audits have been released</p> <p>Payment Card Sensitive Security Authentication Data (as defined by the PCI Security Standards Council): Full magnetic strip data, verification code, PIN __ This information is utilized solely for the purpose of completing a payment card transaction -- no permanent record of this data is retained by the Cashier’s Office.</p>		

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Deliver quality Human Resources programming	2	(a) Increase the overall satisfaction with the services offered by Human Resources	<p>a. Regular monthly HR workgroup meetings are held to review and discuss issues impacting Human Resource activities. All members are provided with an opportunity to submit agenda items and are provided with an open forum to discuss HR issues, concerns, service.</p> <p>Processing of appointments was consistently completed on time to meet payroll deadlines. In fact, every effort was made to assist departments with processing changes after the guarantee dates to meet payroll deadlines.</p>	a. Continue to evaluate services provided by HR unit.	HR services seem to be working well. Just continue to evaluate as necessary.
		(b) Provide assistance and guidance to hiring managers/search committees in the search process on in a timely and accurate manner	b. Provided search guidance/support for 40 searches for FY 12/13. This section has been revised to meet our current hiring needs.	b. Ensure that all USFSM search processes are consistent and hiring managers/search committees have necessary tools to hire the best candidates	Searches are conducted fairly and executed well.
		(c) Ensure the provision of quality comprehensive and professional employee orientation program	c. USFSM Human Resources provides one on one orientation programs for new hires due to the limited number of hires. The orientation is designed to meet the individual needs of our new employees in a timely manner. This ensures all new hires have paperwork completed and a personalized benefit overviews to best meet individual needs.	c. Utilize new processes established at the system level to ensure employees are properly equipped to begin their assigned duties immediately.	Continue with new process.
		(d) Increase number of professional development and personal enrichment opportunities and employee participation in these events	d. From 7/1/12 to present, our campus has held over 16 professional development/enrichment workshops. Professional development areas included: social security, harassment, diversity, disability etiquette, Attendance and Leave, Retirement and Estate planning, etc. Several workshops focused on retirement benefits due to the legislative focus on retirement changes.	d. Continue to monitor needs related to development and enrichment opportunities and provide those programs.	
		(e) Increase in participation for faculty and staff recognition and events	e. Faculty and Staff recognition events included; The academic year kick off, holiday party, faculty and staff recognition and take your child to work day.	e. Continue to involve faculty and staff in developing and	We have increased involvement of

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			Events this year yielded excellent attendance, including a record number for our Faculty and Staff Recognition. Kick-Off: 158 Holiday: 120 F&S Recognition: 117	implementing events.	faculty and staff. This is a positive move.
		(f) Increase in participation in the Employment Benefits Fair	f. The state benefits fair held in coordination with New College and FSU-Ringling had 40 vendors in attendance. Door prizes were a big hit with over 18 prizes available. Attendance by USF employees was approximately 50.	f. Continue to promote with other institutions the Employee Benefits Fair.	Faculty and staff seem to benefit from Benefits Fair good to work with NCF on this.
Deliver a quality procurement operation	3	(a) Increase in the number of PCard users on the campus and monitor limits to be consistent with system wide procedures	a. PCard users have maintained at a consistent level as a result of very little change in personnel who make purchases for campus units. PCard limits are monitored and adjusted as the situation arises for individual PCard holders. Increased PCard usage in some instances reduced the number of after the fact purchase orders.	a. Monitor PCard use and ensure that cards issued are being used properly in accordance with proscribed system rules.	Continue to monitor to make sure that all rules are followed.
		(b) Provide PCard training to new users	b. PCard Training – Individual sessions were provided throughout the year and individually to new employees and those employees who previously had not been issued a PCard.	b. Continue to provide training as needed in PCard use. Continue to maintain the Purchasing Overview manual to help new employees understand USF’s purchasing process; Continue periodic e-mails and information sessions as needed; Continue to work with USF’s and State’s auditors on purchasing issues, and share results and remedies with office managers and other purchasers.	It is essential to provide periodic training for office managers and staff.

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		(c) Have an 85% customer satisfaction rating on the Employee Satisfaction Survey	c. Purchasing Customer Satisfaction - The latest Campus Workplace Survey did not indicate any dissatisfaction with the local campus procurement processes.	c. Monitor dollar volume and activity of use of PCard to determine satisfaction.	Good
Deliver a quality Bookstore Program for Faculty and Students	3	(a) Have an 85% customer satisfaction rating on the Student Satisfaction Survey	a. The Student Satisfaction Surveys have shown fairly consistent ratings over a 3 year period from 68% to 79%. The most consistent comment regards book pricing. With so many other venues to purchase textbooks students are shopping price. In addition, the Surplus Book Program makes additional text books available to students at no cost by encouraging professors to donate books to the Library or put them on reserve.	a. Continue to monitor Bookstore services to meet needs of student and faculty audience. Will continue reviewing survey results and looking for areas to improve.	Look to needs assessment to determine if there are any problems.
		(b) Implement book rental program for students	<p>b. Bookstore sales peaked in 2006-07 at \$1,131,000 (generating commissions of approximately \$100,000). Sales have declined steadily since then and for the 2012-2013 year sales are expected to reach only \$803,000 (generating approximately \$72,270 in commission revenue). The Campus Bookstore is shared with New College of Florida. Sales are down for numerous reasons, but the 3 main reasons are the national economic climate, more use of less expensive textbook rentals and purchases of used books.</p> <p>Textbook rentals are up 5% from last year & up 14 % overall since 2010;</p> <p>Digital book sales remain steady since 2010;</p> <p>New books down 4% since last year & down 25% overall since 2010;</p> <p>Used books down 3% from last year & up 6% overall since 2010;</p>	b. Continue to promote the Book Rental Program.	Continue with book rental program as it is becoming increasingly popular.

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		(c) Increase in the number of used book sales	c. The percentage of used book sales has steadily increased over the past few years, however textbook rentals have replaced used books as the preferred option among students. Textbook rentals are up 5% from last year & up 14 % overall since 2010; Used books are down 3% from last year & up 6% overall since 2010. Bookstore buy backs are also on the increase.	c. Work with the bookstore to develop and implement new venues for increase sales. Bookstore Manager will continue to alert faculty of current courses whenever textbooks will be used in next semester – to encourage them to make announcements in class asking students to sell their books back to the Bookstore. This will help ensure that there will be more used books for sale during the next term; Prompt book adoptions by faculty will help the Manager know which books to buy back. Continue to look for ways to improve the operation and keep the lines of communication open between Barnes & Noble and USF; Continue to monitor the book adoption process, and when needed, consult with higher levels of authority such as the Provost and/or Deans.	Continue to push for rapid feedback from faculty as to whether or not they will re-use the book for increased buy-back from bookstore.
		(d) Improvement in bookstore facilities	d. The fund provided by the bookstore for repair and replacement is in place for projects to make the bookstore a more workable environment and to improve internal and street appeal.	d. Monitor facilities to determine where improvements are needed. The USF Business Manager,	Continue to monitor.

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				the NCF Administrator (VP Finance) and the Bookstore Manager review the reports to make sure improvements continue to be made with compliance. Continue to evaluate and consider new ideas to serve students, such as adding a laptop computer financial aid purchase program;	
		(e) Ensuring that USF S-M is in compliance with 1004F.S. Textbook Affordability Act	e. USF S-M is in compliance with the Textbook Affordability Act F.S. 1004.085. Professors are adopting their textbooks on time so that the ISBN numbers may be posted and students may have the opportunity to shop from multiple sources. A “Year in Review 2012” report from Barnes & Noble shows 89.5% adoptions as of Spring Rush 2012. (Late adoptions occur when new faculty are hired late in the process.) The Bookstore tracks the progress of book adoptions and posts the book list before the deadline date; Posting of information allows students to shop for textbooks; USF S-M has been awarding the 10 Barnes & Noble book scholarships to the neediest students in an effort to help them purchase textbooks. The book rental program is an ever growing percentage of bookstore revenue.	Monitor compliance with FS1004.	Good to monitor on a regular basis.
		(f) Commissions received will be verified for accuracy	f. The Business Manager compares Barnes & Noble’s corporate report with the local store’s cash register reports; When discrepancies are noted, more research is done.	f. Continue to monitor commissions’ reports.	Continue process.
Deliver Excellent Business and Support Services	3	(a) Have an 85% customer satisfaction rating on the Student Satisfaction Survey related to Parking Services and Student Cashiering	a. Cashiers Office – The Spring 2013 Student Satisfaction Survey results gave the Cashier Services a mean rating of 72% satisfied/very satisfied. Parking received a 70% rating in the same survey. The only relevant change to the operation has been	a. Continue to monitor Parking and Cashiers Office activity to ensure they meet needs of students, staff and faculty.	Excellent satisfaction results

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			an annual 10% parking permit fee increase implemented 8/2009. As a result of improved campus security, a more rigorous parking enforcement effort has been in place.		Good to continue obtaining feedback from all areas.
(b) Increase in volume of in-house printing at the copy center	b. Copy Center – The self-supporting auxiliary provides 3 services: Copy jobs to departments and faculty, over-the-counter sales to students, and maintenance of a fleet of 16 multi-function digital copiers. Revenue from copy jobs had increased over the years. Coordination of the installation of new copier/printers presented many challenges, but with the installation of Equitrac software, billing became a manageable process. In coordination with Student Government, a program is in place to provide students limited free printing through the copy center.	b. Monitor copy center activity and develop service to increase student access to prints. Investigating means of providing students access to print copies through increased student activity fees.			
(c) Enhance food services and expand catering (Perlman) opportunities	c. Successfully coordinated efforts between Jonathan’s Café (Corporates Services Group) to provide catering services for the winter Perlman event. Results were successful. Promoted internal and external events catering.	c. Continue to work with the Perlman Institute staff to plan the food services for the event and monitor satisfaction. Continue to promote this service to events that need catering.			
(d) Have 85% customer satisfaction rating on Student Satisfaction Survey in Food Services	d. Jonathan’s Café was opened in August 2009 and continues to strive to meet student food service needs. The menu is much more flexible than the previous food vendor. The Spring 2013 Student Satisfaction Survey showed 66 % Satisfied/Very Satisfied compared to 68% in the Fall 2010 survey.	d. Continue to monitor food service survey results and adjust operations to ensure they meet needs of students, staff and faculty.			
Facilitated Budget Development and Management	4	(a) Budgets for all sources are balanced.	a. Working in conjunction with the University Budget Office, we are provided with funding source Control Totals broken down by non-salary and salary/fringe categories. Detailed spreadsheets for the campus are prepared at both an employee (salary/fringe) and unit/department level (non-salary and salary/fringe) that support reconciliation to the University Control totals. For those funding sources	a. Constantly monitor all sources of revenues and planned expenditures to ensure balanced budgets.	Good to monitor constantly.

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			such as our auxiliary operations that are managed and maintained only by the regional institution, all of the annual budget submissions are reviewed in detail by the campus Budget Office against the historical general ledger data to assure the budgets reasonable and balanced.		
		(b) Maintaining a minimum 5% Reserve	b. A 5% reserve is reflected in our annual budget.	b. Continue to provide 5% reserve in carry forward chart field.	The reserve fund is essential.
		(c) Coordinating training for departmental staff responsible for monthly reconciliations to ensure that all departments are following reconciliation procedures.	c. We will set up various new and refresher training sessions throughout the fiscal year with areas of concentration in FAST, Finance Mart, general ledger, cash collections, account reconciliation, payroll, in an effort to provide staff with the tools and resources necessary to understand the components reflected in the departmental ledgers to enhance the reconciliation process. The Campus Budget office will also provide one-on-one training and schedule periodic meetings with each unit to review reconciliation procedures to assure consistency amongst departments as well as making sure that appropriate internal controls and sound business practices are in place for the effective management and protection of campus and University resources.	c. As new processes and systems improvements are in place continue to provide training to ensure units are reconciling departmental budgets.	Monitor for prompt reconciliation.
		(d) Monthly meetings with Academic Administration to review budgets and plan for future expenditures.	d. Each month the Fiscal & Business Analyst representing the Finance and Administration unit of the campus attends a meeting consisting of the administration of our Academic Affairs unit. These joint sessions create a cohesive approach to evaluating appraisals made in the areas of instruction, programming, and advising in terms of budgetary resources required and available.	d. Continue to participate in Academic Affairs meetings to provide fiscal input in budget planning.	Good idea to participate in Academic Council.
Provide Excellent Public Safety and Security Services	5	(a) Have an 85% customer satisfaction rating on the Student Satisfaction Survey related to Police and Campus Security	a. In the Student Satisfaction Survey, Campus safety was rated 84% as satisfied/very satisfied. There was an increase in the percentage of dissatisfied as a result of increased parking enforcement to ensure campus safety. In addition to the contract for police	a. Monitor services provided by the NCF police and security officers.	Safety issues seem to be well in hand. Continue to evaluate.

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			services with NCF, USF Security Guards patrol the campus during all hours the facility is open and escorts students/faculty/staff to vehicles at their request.		All plans are good and we need to review from time to time. Also we need to keep the phone-tree current at all times.
		(b) Address campus safety issues through the development and installation of emergency notification systems	b. External security cameras are installed in all parking lots and the blue light emergency notification phones are in proper working order. Internal security cameras were replaced as were 6 DVR's and the surveillance software to upgrade quality of resolution. An external emergency notification system is installed.	b. Continue to invest in additional emergency notification systems	
		(c) Update Emergency Operations Plan, Essential Personnel and Emergency Personnel Lists	c. Emergency Operations Plan updated with current contact list and provided to USF System Office of Public Safety. Completed the Continuity of Operations Plan (COOP) and provided copy to the USF System Office of Public Safety. Provided USF System office COOP and EOP. Maintain close communications with System Emergency Management Offices.	c. Keep EOP and COOP documents up to date.	
		(d) Participate in system wide Emergency Preparedness Committee	d. Serve as a member of the USF System Emergency Management Committee and attend meetings as scheduled. Work with other universities and colleges in the region for better communication and support.	d. Continue to participate (or have designee) in the system EMC committee meetings.	
Develop and implement the USF Sarasota-Manatee Campus Facilities 10-Year Master Plan	6	Continue development of the 2010-2020 Campus Master Plan Update. Initiate negotiations for the Campus Development Agreement with the local host community.	USFSM 2010-2020 Campus Master Plan Update was approved in concept by the USFBOT. Campus Development Agreement negotiations with Manatee County Government (local host community) are in progress.	Complete 2010-2020 Campus Master Plan Update final adoption processes with host community, governmental review agencies and USFBOT. Complete Campus Development Agreement negotiations with Manatee County Government.	All processes are being followed and almost all are complete at this time.

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		Continue the planning, design and construction of campus facilities and infrastructure improvements identified by USFSM 2010-2020 Campus Master Plan.	Completed multiple campus facilities and infrastructure improvements identified by USFSM 2010-2020 Campus Master Plan. Completed projects addressed USFSM needs related to security, lighting, surveillance cameras, wireless connectivity, utilities and energy efficiency improvements, roadways, landscaping and sidewalks.	Continue the planning, design and construction of campus facilities and infrastructure improvements identified by USFSM 2010-2020 Campus Master Plan Update.	
		Develop submission criteria and solicit proposals to select a consultant for an on-campus student housing feasibility and market analysis study. Coordinate efforts to implement the housing study.	Solicited proposals, conducted selection process and executed contracts to select MGT America for a housing feasibility and market analysis study. Study was completed in March 2013.	Recommendations of the housing feasibility and market analysis study do not support on-campus student housing until at least Fall 2016. USFSM will evaluate enrollment and fiscal targets on an annual basis and implement plans for on-campus student housing when feasible. USFSM will continue to look for property acquisition opportunities to support housing.	Continue to check with students and work with RCAD, NCF, and SCF to assess their housing needs.
		Complete construction and occupancy of USFSM-Mote Marine Laboratory facilities. Implement facilities operations and support services agreements to support the continuing operation of the facilities.	Construction of the USFSM-Mote Marine Laboratory facilities is in progress. The project will be completed and occupied in August 2013. Facilities operations and support services agreements with Mote Marine will be completed prior to August 2013.	Monitor facilities start-up and address issues that may occur during the one-year warranty period. Monitor and report utilities and support services costs.	USF labs are complete and we will evaluate their usefulness.
		Continue to evaluate public-private partnership opportunities to develop a retail/office project on the Viking parcels.	Continued discussions with interested parties concerning development opportunities. Continued to monitor legislative actions concerning public-private partnerships.	Continue to evaluate public-private partnership opportunities to develop a retail/office project on the Viking parcels.	Good to keep this in place.

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		Continue to evaluate land acquisition opportunities for properties identified by the 2010-2020 Campus Master Plan Update.	Continued discussions with interested parties concerning land acquisition opportunities.	Continue to evaluate public-private partnership opportunities to develop a retail/office project on the Viking parcels.	Continue to work with SRQ as well on land acquisition.
Improve facilities operations performance and cost effectiveness	7	Continue quarterly quantitative assessment of overall on-time completion of maintenance and custodial work orders to ensure an average on-time performance score of 90%, within a range of 85-95%.	Quarterly quantitative assessment was completed with overall annual on-time completion of 92% for the 2012-2013 assessment period.	Continue efforts to achieve annual on-time performance scores > 90% while maintaining desired levels of service during the 2013-14 assessment period.	Good
		Continue annual qualitative assessment of USF Customer Satisfaction Surveys to ensure an average satisfactory quality performance score of 4.0 (on a 0-5 scale), within a range of 3.8-5.0.	Annual qualitative assessment was completed in May 2013 with an annual satisfactory quality performance score of 4.53 for the 2012-2013 assessment period.	Continue efforts to achieve scores > 4.0 while maintaining desired levels of service during the 2013-14 assessment period.	
Decrease utilities consumption and energy costs for campus facilities	8	Continue monthly monitoring of electricity demand with a goal of 5% reduction in overall electrical demand from 2011-12 levels.	Continued monthly monitoring of electricity demand. Overall electrical demand was reduced by 4.2% from 2011-12.	Continue monthly monitoring and efforts to reduce overall electrical demand by a target goal of 2% reduction from 2012-2013 levels.	Good reductions. Hope we can continue with them.
Promote initiatives related to sustainability for campus facilities	8	Initiate LEED EBOM certification for campus facilities.	Initiated consultant contract to implement LEED EBOM certification application process for USFSM facilities.	Complete LEED EBOM certification application process for USFSM facilities.	I am pleased that this step has been completed.
		Continue to implement and promote best practices to improve campus sustainability efforts.	Continued the implementation of best practices related to custodial, maintenance and solid waste/recycling efforts.	Continue to implement and promote best practices to improve campus sustainability efforts.	

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		Participate in USF System Sustainability Committee in support of the AC&U Presidents Climate Commitment.	Participated in USF System Sustainability Committee and other sustainability-related organizations.	Continue to participate in USF System Sustainability Committee and other sustainability-related organizations.	
Maintain space management and asset management analysis and reporting	9	Continue to collect, analyze and report classroom space utilization data on a semester basis using the approved USF System format.	Classroom space utilization data was collected, analyzed and reported on a semester basis using the approved USF System format.	Continue to collect, analyze and report classroom space utilization data on a semester basis using the approved USF System format.	Good data analysis will allow us to make better informed decisions regarding utilization of our space.
		Continue data collection, analysis and reporting of space utilization and costs for externally-sponsored events on a semi-annual basis.	Space utilization and cost data for externally-sponsored events was collected, analyzed and reported on a semi-annual basis.	Continue data collection, analysis and reporting of space utilization and costs for externally-sponsored events on a semi-annual basis.	
		Continue data collection and analysis of Integrated Facilities Information Systems (IFIS) space utilization by space type for colleges and departments (by department code), and report findings on an annual basis using the approved USF System format.	Integrated Facilities Information Systems (IFIS) space utilization data by space type for colleges and departments (by department code) was collected, analyzed and reported on an annual basis using the approved USF System format.	Continue data collection and analysis of Integrated Facilities Information Systems (IFIS) space utilization by space type for colleges and departments (by department code), and report findings on an annual basis using the approved USF System format.	
		Continue data collection, analysis and reporting of facilities assets (furnishings and equipment) utilizing asset management software, and report findings on a semi-annual basis	Facilities assets (furnishings and equipment) data was collected, analyzed, and reported utilizing asset management software data on a semi-annual basis.	Continue data collection, analysis and reporting of facilities assets (furnishings and equipment) utilizing asset management software, and report findings on a semi-annual basis.	

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		Implement migration of space management and work order database to ARCHIBUS software platform.	Space management and work order database platform migration was completed in February 2013.	Continue to modify and update software platform to increase efficiencies. Continue to provide training to USFSM staff.	