VISION

Business and Finance is an agile, forward thinking, effective partner in advancing the university’s mission.

We value:

Aesthetics
Inclusion
Integrity
Innovation
Excellence
Stewardship
WHO ARE WE

- Business Services
- Controller’s Department
- Environmental Health & Safety
- Facilities Planning & Management
- Human Resource Services
- Iowa State Center
- Public Safety
- Reiman Gardens
- Trademark Licensing
- Treasurer’s Office
- University Museums

POINTS OF INTEREST

- Teresa McLaughlin to step down as Director of Reiman Gardens and manage Nature Connects exhibit.
- Major capital projects completed — Troxel Hall, Curtiss Hall—Phase I Renovation, Hansen Agricultural Student Learning Center, Biorenewables Complex
- Enrollment at ISU at 34,732 (an increase of 1,491 from last year), required expanded services.
The Book Store continues to donate old editions of buyback books to One Planet Books and Books for Asia as a means of recycling books that can be used by third world countries.

In support of ISU sustainability efforts, a total of 347,359 pounds of scrap metal, 54,551 pounds of e-waste, 170 monitors and 131 televisions were recycled by Central Stores.

Environmental Health and Safety’s lab equipment disposal program supported campus sustainability efforts by recycling and reusing unwanted equipment when possible, and supported ISU’s relationship in the community as a “good neighbor”. Lab equipment recycling increased 58% in 2013.

FP&M planted or coordinated the planting of over 675 trees, 650 shrubs and 6,000 perennials and grasses. Nearly 250 trees were removed due to the aging population of campus trees and Emerald Ash Borer readiness plan.

FP&M, in partnership with the Office of Sustainability, Department of Residence, EH&S and the City of Ames has expanded recycling opportunities in residence halls and apartments to include glass recycling.

The campus wind turbine, located near the power plant, produced 99,000 kilowatt-hours of electricity in FY14. This is enough electricity to power The Knoll or the Jischke Honors Building.

University Human Resources (UHR) continues to implement electronic employment records. The scanning of current employee I-9 forms continues as a priority of the UHR Service Center team.

Iowa State Center installed automated external defibrillators in Stephens Auditorium, Fisher Theater and the Scheman Building.

On August 26, 2013 the conservation began of the Silver Code, the CY Stephens stage curtain which was commissioned and purchased by Bill Fisher in 1969. The project drew international attention through the press.

Printing Services downsized their delivery van from a Sprinter to a minivan with better fuel mileage and lower maintenance costs.
PEOPLE

- The University Book Store offered several internship opportunities to students providing real life experience in their fields of study.
- An annual employee recognition event with a program recognizing service milestones, outstanding student, and career employee of the year was held by the University Book Store.
- Central Stores provided services to departmental personnel that enhance their ability to successfully carry out their department’s mission to the university.
- Two staff in the Controller’s Department were provided with resources for professional development to reactivate their Certified Public Accountant licenses.
- Several staff in Environmental Health & Safety served on P&S Council in different roles including president and sub-committee chairs. Being involved helps EH&S to promote a vision for campus safety, listen to their co-workers/clients and stay active within the university community.
- FP&M employees participated in pizza fundraisers, silent auctions, United Way Day of Caring, United Way Food Drive, blood drives, Toys for Tots, Shop with a Cop, Youth and Shelter Services School Supply drive and YSS’s Adopt A Family for Christmas to help the less fortunate.
- FP&M continues to recognize employee’s dedication and commitment to the organization with an employment anniversary milestone presentation.
- UHR hired a Wellness Coordinator to kick start the wellness initiative. Since April 2014, they have conducted broad conversation on campus to inventory current wellness assets as well as identify potential opportunities for sharing across the ISU community.
- UHR’s Recruitment area participated in select events for attracting Veterans. They participated in job fairs and supported the State’s Iowa Business Council and Home Base Iowa initiative to increase the hiring of veterans.
PEOPLE

✓ UHR’s most significant system and process advancement is the implementation of the Classification and Hiring System (PeopleAdmin 7). This effort had broad impact on the university’s attraction and hiring faulty and staff.
✓ Iowa State Center staff contributed over 1,200 volunteer hours to a variety of community organizations.
✓ The On Stage! Program continues to introduce high school students to a variety of the performing arts. Students from Ames, Gilbert and Ballard High Schools attended performances, met with performers and journaled about their experiences.
✓ DPS developed a Sexual Assault Examiner Coordinator position which will enhance the forensic and medical services provided to victims of sexual assault.
✓ Purchasing’s associate director is president of the National Association of Educational Procurement (NAEP).
✓ 100% of staff in the Treasurer’s Office participated in HR or other professional development training.
✓ Transportation Services’ manager performed a peer review at Notre Dame in partnership with Cornell University and Expo in Minneapolis.

FISCAL MANAGEMENT

✓ New textbook sales grew 13% at the University Book Store, while used textbook sales declined 3.4%, being replaced by increased textbook rentals. The impact for Iowa State students was an average per semester textbook cost of $415. The Book Store continues to be recognized nationally through the Independent College Book Store Association and Large Stores Group for its efforts in implementing a strong textbook rental program, as well as, its efforts in e-digital pilots.
✓ Central Stores maximized dollars received from the sale of surplus university assets while returning $347,000 back to university departments. Additionally, $212,000 of used assets were repurposed and returned to campus use.
✓ The Controller’s Department successfully implemented the Kuali Financial System (KFS) at the start of FY14, resulting in the elimination of virtually all paper transactions on campus. This was the culmination of a large multi-year process that included the defining of system parameters, development of non-Kuali system interfaces, system testing, and wide-scale campus communications and training.
✓ Payroll implemented a new W-4 electronic submission form through AccessPlus, resulting in 50% of the W-4s now being entered electronically resulting in greater convenience and accessibility for campus employees and a more efficient process for Payroll, with manual entry of data dropping from 8,600 to 4,300.
✓ FP&M Room Scheduling has converted course offering practices so they are all paperless, utilizing the Kuali Course Offering Change Form and e-mail.
✓ 19,300 phone calls were received and processed by the UHR Service Center line for a 10 month period during FY14 in addition to many calls received by staff members direct to their desk line.
✓ UHR’s Employee and Labor Relations consultants worked 450 cases in FY14.
✓ Iowa State Center entered into a 3-year agreement with performing arts consulting specialist TRG from Colorado Springs to assist the Center staff expand the Performing Arts Series subscriber base and increase ticket sales revenue.
FISCAL MANAGEMENT

- Printing Services provided staff with a monthly Dashboard that incorporates a series of performance measures used to monitor business activity.
- The Parking Division purchased two new C-Max hybrid vehicles which will reduce emissions and lower fuel consumption.
- Purchasing developed a process to bill personal p-card transactions to cardholder’s U-bill.
- Purchasing converted payment of university contracted cell phones to an online process utilizing p-cards eliminating the need to issue many checks each year.
- Treasurer’s Office created a U-bill payment deferral for veterans eliminating the $20 deferred billing fee and finance charges for their first semester.
- Transportation Services issued new fuel cards with better security features to reduce the risk of fraud.

CULTURAL ARTS

- Central Stores personnel collaborated with the Ames Convention and Visitors Bureau to provide services, both on a professional and volunteer basis for university and community events such as Odyssey of the Mind, Order of the Arrow and Special Olympics.
- EH&S enhanced ISU students’ safety knowledge through special events such as Campus Fire Safety Day, interaction via social media sites, and mentoring outside the classroom.
- FP&M assisted with installation of the latest additions to the Anderson Sculpture Garden exhibition outside Morrill Hall and the Hub.
- Printing Services provided materials to support various community outreach and marketing efforts.
- Department of Public Safety continued to partner with city officials to produce a popular spring outreach campaign, “See Something, Say Something” carried over from FY13. The message is to encourage students to be active bystanders when it is prudent for them to do so, even if it is just placing a call to the ISU Police.
- Risk Management provided services (risk assessment, insurance and contract reviews) for a diverse offering of third party events held on the ISU campus.
- Transportation Services rent vehicles and provide van training for students and employees who attend diversity conference and events throughout the year.
Central Stores partnered with Prison Industries to provide inmate labor when feasible to identify products that economically meet the university’s needs.

The Controller’s Department staff collaborated with the ITS help desk staff to provide coverage of the Kuali Help Desk, guiding campus through the critical first several weeks of KFS implementation.

Controller’s Department collaborated with the Treasurer’s Office and the College of Agriculture and Life Sciences on the foreign banking process for the Uganda Program to ensure appropriate reporting and reconciliation.

EH&S connected with college and departments by auditing the status of their safety programs and facilities, and providing recommendations. Their participation demonstrates to external review boards that the university provides the necessary infrastructure to ensure not just maintenance of safety, but continual improvement.

FP&M participated in an inter-institutional meeting that updated current construction and design professional agreements utilizing ConsensusDOCS as a standard contract format and assuring consistency among the Regents’ institutions.

UHR partnered with the Provost Office to conduct performance management and leave management training for department chairs.

In cooperation with the Senior Vice President for Business and Finance office and University Museums, the Iowa State Center helped support the Stephens Auditorium Main Curtain Conservation project by creating an awareness campaign.

University Museums partnered with the College of Engineering to bring Illuminating Perception, Mac Adams exhibit to Christian Petersen Art Museum resulting in hundreds of engineering students participating.

Printing Services continued and expanded academic partnerships by facilitating classes in-house for students in Design, Journalism and English.

Department of Public Safety assisted by the Ames Policy Department, Story County Sheriffs Office, Iowa State Patrol, and State Fire Marshal, managed safety and security for major special events such as Iowa Special Olympics; Iowa Games; athletic contests, concerts and dignitary visits.

Purchasing participates in and/or leads efforts in 35 joint Regent and Iowa Biotechnology Association contracts.

Risk Management partnered with ISU Police and Environmental Health & Safety in development of the ISU Comprehensive Emergency Operations Plan (EOP).

Risk Management provided flexible work schedules for employees to complete professional development courses and professional certifications.

Treasurer’s Office worked with University Counsel, Controller’s Department and the Center for Sustainable Rural Livelihoods to establish a banking relationship in Uganda.

Transportation Services partnered with an English class to develop a brochure and advertisement board for the P&S Development Day booth.

University Book Store works with Alumni Association to sell product during the football season at the Alumni Center.
DIVERSITY

✓ Central Stores encourages students of all backgrounds to apply for student positions and maintains an open hiring practice.
✓ In Printing Services’ copy center and main plant customer services, staff interacts with faculty, staff and students from diverse ethnic and cultural backgrounds and all are treated as welcomed, valuable customers.
✓ Purchasing works with researchers to identify and purchase from minority-owned and women-owned businesses to comply with federal grants.

OTHER HAPPENINGS

Iowa State Center “Timeline” booth display for Ames Chamber 150 Annual Event

Duct tape fashion show held at University Book Store where styles are submitted by any Iowa State student

Purchasing was the recipient of the 2014 NAED Award of Excellence in Procurement. A purchasing agent received the NAEP Young Professional Award.

Reiman Gardens contracted to build a third and fourth traveling, LEGO brick exhibit. There are $2.55 million dollars in lease contracts for the exhibits, two years after Nature Connects premiered at Reiman Gardens in April 2012.
BUILDING DEDICATIONS/MAJOR CAPITAL PROJECTS

- Troxel Hall (August 2013)
- Curtiss Hall Phase I—Students Services Mall and Harl Commons (October 2013)
- Jeff and Deb Hansen Agriculture Student Learning Center (August 2014)
- Biorenewables Complex-Agricultural and Biosystems Engineering (September 2014)
- Frederiksen Court Housing and Parking Expansion
- Friley Residence Hall - Dining Renovation
- Iowa State Center Courtyard Improvements
- Jack Trice Stadium Improvements—Phase 3—South End Zone
- Marston Hall Renovation
- Power Plant

ON THE JOB
Create, preserve, and enhance the cultural, fiscal, human, and physical environments that support the university in making Iowa and the world a better place.

We accomplish our mission by continuously:

- Focusing on our customers
- Valuing our people
- Improving our processes
- Connecting with our communities