

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2005-06

I. Unit Title: Office of Finance

Division or School/College: Office of Finance

Unit Administrator: William A. Morehead, Vice President for Finance

II. Educational Program Learning Outcome Assessment Plan

These are Learner Outcomes identified for the **current** year. Contents of the table should be very brief. Footnotes may be included for items needing explanation or documentation. Not all units have direct student impact. Those that do should have clear learner outcomes developed. Those with no student contact may indicate that this section is not applicable.

<p>Learning Outcome <i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i></p>	<p>Data Collection and Analysis <i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i></p>	<p>Results of Evaluation <i>What were the findings of the analysis? List any specific recommendations.</i></p>	<p>Use of Evaluation Results <i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i></p>
<p>Not Applicable</p>	<p>Not Applicable</p>	<p>Not Applicable</p>	<p>Not Applicable</p>

III. Division/Department Goals for the Current Year

This is a report on progress towards goals for the **current year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes which are reported in the table above. An example might be the implementation of a personnel development plan to enhance the skills of the staff in a unit.

A. Goal # 1 – Provide financial reporting and services to the university to ensure that resources paid by students, state, and federal governments are used to provide their quality education.

1. Institutional Goal which was supported by this goal:

- *SP#1 -- Enhanced academic programs will ensure that graduates are well prepared for successful careers and ready to contribute to the civic life of their communities.*
- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, and optimal work environment, and a performance-responsive reward structure.*

2. Evaluation Procedure(s):

- *Completing reports and services as needed or requested.*
- *Audit results from the Office of the State Auditor and various grant agencies*
- *Feedback from the President and his Cabinet and other University departments/divisions*
- *Feedback from University personnel, students and parents*
- *Feedback from IHL*

3. Actual Results of Evaluation:

- *Reports and services were provided as needed or requested.*

4. Use of Evaluation Results:

- *Continue to provide reports and services as needed or requested for the ongoing operation of the university.*
- *Goal #1 is a permanent goal for the Office of Finance.*

B. Goal # 2 – Assist the enrollment efforts through provision of adequate resources to achieve their goals.

1. Institutional Goal which was supported by this goal:

- *SP#2 – Students will enroll in greater numbers and a larger percentage will persist to graduation.*
- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, and optimal work environment, and a performance-responsive reward structure.*

2. Evaluation Procedure(s):

- *Examine enrollment*
- *Examine recruiting budgets*

3. Actual Results of Evaluation:

- *Enrollment has increased each of the past five academic years*
- *Recruiting budgets have increase slightly in the past five academic years;*

4. Use of Evaluation Results:

- *For Fiscal Year 2006-2007, the University has made a significant attempt to improve salaries for recruiters which should help with maintain consistent staff for continuity of recruiting efforts.*
- *Goal #2 is a permanent goal for the Office of Finance.*

C. Goal #3 – Communicate periodically with campus community, local community and state community via press releases and articles to provide updates of critical issues regarding the finances, facilities, and service programs of the university.

1. Institutional Goal which was supported by this goal:

- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.*

2. Evaluation Procedure(s):

- *Solicit feedback from Staff Council, Faculty Senate, Cabinet, and the community*

3. Actual Results of Evaluation:

- *Communications were provided periodically with appropriate constituent groups*

4. Use of Evaluation Results:

- *Goal #3 is a permanent goal for the Office of Finance.*

D. Goal #4 – Provide any necessary information to assist the fund raising efforts of the institution.

1. Institutional Goal which was supported by this goal:

- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.*
- *SP#4 – Friends of Delta State University, along with the general public, will become more aware and more supportive of the institution.*

2. Evaluation Procedure(s):

- *Solicit feedback from the DSU Foundation, President, and Cabinet*

3. Actual Results of Evaluation:

- *Information and data were provided periodically as requested and needed*

4. Use of Evaluation Results:

- *Goal #4 is a permanent goal for the Office of Finance.*

E. Goal #5 – Assist the university in outreach, service, and partnership initiatives.

1. Institutional Goal which was supported by this goal:

- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.*
- *SP#5 – The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives.*

2. Evaluation Procedure(s):

- *Solicit feedback from the President, Cabinet, and the community*

3. Actual Results of Evaluation:

- *The President and Cabinet were assisted as appropriate*

4. Use of Evaluation Results:

- *Goal #5 is a permanent goal for the Office of Finance.*

IV. Data and information for department:

The Office of Finance is lead by the Vice President for Finance. The Vice President for Finance is the only Delta State University vice president assigned direct administrative responsibility by the IHL Board of Trustees, being delegated an administrative purview under the direction of the University President that includes all financial matters of the University.

In this capacity, the Chief Financial Officer prepares and monitors the University budget and supervises the receipt, custody, and disbursement of funds; accounting and financial reporting; auxiliary enterprises; the maintenance and improvement of the University's physical plant; the procurement of essential services, supplies and equipment; and property inventories.

The Vice President for Finance also administers the University's personnel program for non-academic employees.

The following departments are under the purview of The Office of Finance: University Accounting (Payroll, Budgeting, Grant Accounting); Procurement (Travel, Accounts Payable, Property Control); Physical Plant; Human Resources (Human Resources, Food Services, Bookstore, Golf Course, Laundry); Student Business Services (Student Accounts, Okra One Kard, Accounts Receivable).

The Office of Finance is located in Kent Wyatt Hall 217.

V. Personnel:

William A. Morehead, CPA, CGFM, CPM – Vice President for Finance
Alisa Pate – Administrative Assistant

Noteworthy activities and accomplishments:

- The University received a clean audit opinion on the FY 2005 Financial Statements from the Office of the State Auditor
- Completed over \$10 million in construction and renovation projects including
 - ADA improvements - \$650,000
 - New roofs on Caylor-White/Walters Halls, Bailey Hall, Ziegle Hall, Health Services, Broom Hall - \$1.1 million
 - Demolition of Woolfolk and Daugherty Halls and construction of a parking lot - \$650,000
 - Jobe Hall renovation and annex construction - \$4 million
 - Thigpen Baseball Annex - \$500,000
 - Court of Governors renovation - \$3.2 million
- Planning and initiating over \$40 million in construction and renovations including:
 - Coahoma County Higher Education Center renovation - \$5 million
 - Kethley, Bailey, Union renovation - \$5.1 million
 - Delta Music Institute - \$1 million
 - Baioni Conference Center - \$200,000
 - Sanders Sculpture Garden - \$200,000
 - Caylor-White/Walters (science and math buildings) – preplanning - \$20.5 million
 - Athletic facilities renovations - \$1 million
 - Ewing Hall HVAC - \$550,000
 - Street Resurfacing - \$300,000
 - General campus facilities repairs and renovations (Central Mechanical Plant, HVAC work, ADA, electrical, fire safety, drainage) - \$7.8 million

New position(s) requested, with justification:

None Requested

Recommended change of status

None Requested

VI. Division/Department Goals for Coming Year

This is a statement of goals for the **coming year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes.

A. Goal # 1 – Provide financial reporting and services to the university to ensure that resources paid by students, state, and federal governments are used to provide their quality education.

1. Institutional Goal which was supported by this goal:

- *SP#1 -- Enhanced academic programs will ensure that graduates are well prepared for successful careers and ready to contribute to the civic life of their communities.*
- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, and optimal work environment, and a performance-responsive reward structure.*

2. Evaluation Procedure(s):

- *Unchanged from FY 2006*

3. Actual Results of Evaluation:

- *Unchanged from FY 2006*

4. Use of Evaluation Results:

- *Unchanged from FY 2006.*

B. Goal # 2 – Assist the enrollment efforts through provision of adequate resources to achieve their goals.

1. Institutional Goal which was supported by this goal:

- *SP#2 – Students will enroll in greater numbers and a larger percentage will persist to graduation.*
- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, and optimal work environment, and a performance-responsive reward structure.*

2. Evaluation Procedure(s):

- *Unchanged from FY 2006*

3. Actual Results of Evaluation:

- *Unchanged from FY 2006*

4. Use of Evaluation Results:

- *Unchanged from FY 2006.*

C. Goal #3 – Communicate periodically with campus community, local community and state community via press releases and articles to provide updates of critical issues regarding the finances, facilities, and service programs of the university.

1. Institutional Goal which was supported by this goal:

- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.*

2. Evaluation Procedure(s):

- *Unchanged from FY 2006*

3. Actual Results of Evaluation:

- *Unchanged from FY 2006*

4. Use of Evaluation Results:

- *Unchanged from FY 2006.*

D. Goal #4 – Provide any necessary information to assist the fund raising efforts of the institution.

1. Institutional Goal which was supported by this goal:

- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.*
- *SP#4 – Friends of Delta State University, along with the general public, will become more aware and more supportive of the institution.*

2. Evaluation Procedure(s):

- *Unchanged from FY 2006*

3. Actual Results of Evaluation:

- *Unchanged from FY 2006*

4. Use of Evaluation Results:

- *Unchanged from FY 2006.*

E. Goal #5 – Assist the university in outreach, service, and partnership initiatives.

1. Institutional Goal which was supported by this goal:

- *SP#3 – The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.*
- *SP#5 – The citizens of the region will benefit from increases in university outreach, service, and partnership initiatives.*

2. Evaluation Procedure(s):

- *Unchanged from FY 2006*

3. Actual Results of Evaluation:

- *Unchanged from FY 2006*

4. Use of Evaluation Results:

- *Unchanged from FY 2006.*