FERRIS STATE UNIVERSITY

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Finance Unit Action Plan 2015-2017

Division of Administration & Finance

Unit Strategies Supporting Divisional Strategic Initiatives

This page lists unit strategies that directly support achievement of the divisional initiatives. The plan in its entirety includes additional unit-specific operational strategies (see the table "Operational Excellence.")

A&F Divisional Initiatives	Finance Unit Strategies
1. Staff Development	
2. Master Plan	1. Complete building surveys and database of asbestos containing building materials
3. IT Systems and Support	1. Simplify and improve Concur travel and expense reimbursement software
4. Stewardship/Sustainability	1. Implement select improvements to payable processes
5. Student Recruitment/Retention	
6. Operational Excellence	1. Seek additional ways to enhance partnerships between Big Rapids and Kendall campuses

Initiative 1: Master Plan				
1. Complete building surveys and database of asbestos containing building materials **a. Action Steps**	**Target Date**	**Responsible**	**Collaboration Needed**	**Status**
1. Contract with vendor to create database of asbestos containing building materials	July 1, 2015	Safety, Health, Environmental, and Risk Management	Physical Plant	Not started
a. Compile existing survey data				
2. Coordinate with vendor to complete building surveys	July 1, 2017	Safety, Health, Environmental, and Risk Management	Physical Plant	Not started
a. Continually maintain building surveys		Safety, Health, Environmental, and Risk Management	Physical Plant	Not started

Initiative 3: IT Systems and Support				
1. Simplify and improve Concur travel and expense reimbursement software **a. Action Steps**	**Target Date**	**Responsible**	**Collaboration Needed**	**Status**
1. Change travel management company	January 1, 2015	Purchasing	Financial Services	Completed
a. Bid services and select vendor				
b. Coordinate implementation with Concur				
c. Communicate change to campus				
2. Automate approval work-flow	January 1, 2015	Financial Services and Accounting	IT	Completed
a. Solicit approvers from departments				
b. Program configuration changes				

Initiative 3: IT Systems and Support				
1. Simplify and improve Concur travel and expense reimbursement software **a. Action Steps**	**Target Date**	**Responsible**	**Collaboration Needed**	**Status**
c. Communicate changes to campus				
d. Correct issues				
3. Make ongoing improvements as identified	July 1, 2017	Financial Services	Accounting and IT	In progress
a. Compile user group to meet regularly				
b. Review system configuration with consultant				
c. Review system configuration with Concur				
d. Create/update/prioritize list of improvements				
e. Implement ongoing improvements				
4. Enhance customer service	January 1, 2016	Financial Services	Staff Center for Training and Development	In progress
a. Conduct training as needed through multiple modes				
b. Enhance support desk utilizing Lync				
c. Create electronic suggestion drop box				
5. Review policies and recommend changes	July 1, 2017	Financial Services	Accounting and IT	Not started
a. Review Transportation and Travel policy				
b. Review Business and Special Expense policy				
c. Solicit input and recommend changes				

Initiative 4: Stewardship/Sustainability				
1. Implement select improvements to payable processes **a. Action Steps**	**Target Date**	**Responsible**	**Collaboration Needed**	**Status**
1. Eliminate direct deposit stubs for pilot group	August 21, 2015	Payroll	Volunteer department	Not started
a. Select medium to large department with broad employee class representation to stop distributing pay stubs.				
2. Conduct initiative to switch employees to direct deposits	July 1, 2015	Payroll and Student Employment	Human Resources and Student Employment	Not started
a. Email form to those not on direct deposit.				
b. Work with Huntington Bank to identify student employees that have bank account and receive checks.				
c. Work with Human Resources and Student Employment to include direct deposit form with required hiring paperwork.				
3. Propose a payroll card solution for pilot group	August 21, 2015	Payroll	Volunteer department	Not started
a. Select department with large student employment representation to replace checks with payroll cards.				
4. Propose a payable card for student refunds	January 1, 2016	Business Operations	Accounts Payable	Not started
a. Replace student refund checks with refillable stored-value payable cards.				
5. Transition more vendors to ACH payment option	August 1, 2015	Purchasing	Accounts Payable	Not started
a. Conduct mailing to vendors being paid with check				

Initiative 6: Operational Excellence				
2. Seek additional ways to enhance partnerships between Big Rapids and Kendall campuses **a. Action Steps**	**Target Date**	**Responsible**	**Collaboration Needed**	**Status**
1. Foster relationships with Kendall leadership	July 1, 2016	Finance Unit	Kendall & Human Resources	In progress
2. Seek input on process efficiencies	July 1, 2016	Finance Unit	Kendall & Human Resources	Not started
3. Partner with Kendall to improve select processes	July 1, 2017	Finance Unit	Kendall & Human Resources	Not started