



Division of Administration & Finance

2006 - 2009 Accomplishments in Brief

Accounting, Budget, Finance, and Payroll

- Implemented commitment control module of PeopleSoft to facilitate budget allocation, forecasting and monitoring
- Established online purchase requisitions, budget transfer system, self-sealing checks, travel cards, online payments, student refund cards, and paperless direct deposit. Instituted process to e-mail departmental open PO reports to departments
- Established, staffed, provided data and accommodations for the President's Budget Review Committee and 12 associated implementation teams generating \$500,000 base savings in the initial year of the committee
- Balanced budget to meet reporting requirements within constraints imposed by multiple cuts in state funding
- Revamped monthly book close process to consistently produce reports for the 10th workday
- Established online ordering for master price agreement office supply vendor
- Implemented the financial aid self service system for short term loans
- Established non-credit student internships in budget, capital projects, facilities & operation, and purchasing departments

Facilities & Operations and Capital Projects

- Completed Alger Hall construction audit by the Office of Higher Education internal auditor with no findings
- Administered design, bid, financing, and construction of new \$32,000,000 367 bed residence hall, achieving LEED certification
- Administered design, bid, financing, and renovation and train faculty to use the RI STEM Resource Center, classrooms, and labs
- Administered design, bid, financing, and renovation of Building 3 for Financial Aid, Classrooms, and Café
- Administered design, bid, financing, and renovation of Building 7 for Paul Sherlock Center for Disabilities
- Administered design, bid, and financing requirements for renovations to dining and recreation facilities
- Administered design and upgrades for parking lots C, K, L, M, and N to improve signage, drainage, infrastructure, and waterlines
- Installed/upgraded back-up generators, HVAC, bathrooms, fire-alarm, and roofs in classroom and administrative buildings
- Planned the installation of emergency phones, surveillance cameras, and lighting for the President's Illuminated Walkway
- Completed several phases of planned renovations in residence halls including an expansion of the recycling program
- Expanded the Mount Pleasant Entrance creating a park like atmosphere and implemented campus tree map with faculty
- Acquired Hennessy Street properties to facilitate planned third entrance
- Managed federal, state, and private funding as well as reporting requirements for above projects
- Wrote Master Plan RFP, planned milestones, and launched 2010 Master Plan Process

Human Resources

- Minimized formal grievances, arbitrations and unfair labor practice charges by negotiating settlements with union leadership
- Renegotiated contracts with AFT, PSA, and in process of negotiating with new part time faculty union
- Implementing PeopleAdmin to automate the hiring process and improve Affirmative Action reporting
- Completed re-bidding of housekeepers to redistribute workload campus wide; worked closely with union leaders and managers
- Managed multiple reorganizations within policy, contractual and regulatory limits to reduce FTE and maintain services
- Enforced hours of work for campus-wide adherence to approved schedules while reducing overtime utilization
- Conducted campus-wide Sexual Harassment Prevention Training (2006) and Customer Service Training (2007)

Information Services and Office Services

- Refreshed lab workstations, increased student and faculty laptops, increased electronic instructional venues from 33% to 66%
- Expanded wireless access each year seeking 100% access by 2010 created several small learning spaces around campus
- Improved business processes and implemented the contributor relations and universal advising modules and upgrades to the HR/student system, the financial module, and the grants module of PeopleSoft including the implementation of online purchase requisitions and electronic time reporting (in process for PSA and non-union employees)
- Completed upgrades to network, voice mail, email, and telephony systems to enhance security, management and monitoring
- Acquired more efficient copying equipment for central and decentralized copy services
- Implemented charge backs of print, copy, and postage charges for departments and grants

Security & Safety

- Increased parking enforcement efforts and completed the update of the RIC traffic regulations booklet
- Expanded involvement in the campus community and student organizations
- Automated the incident reporting system
- Completed the Rhode Island Emergency Communications System providing radio links with city, town, and state agencies
- Provided training for employees for safety in housing, fire and blood borne pathogens