

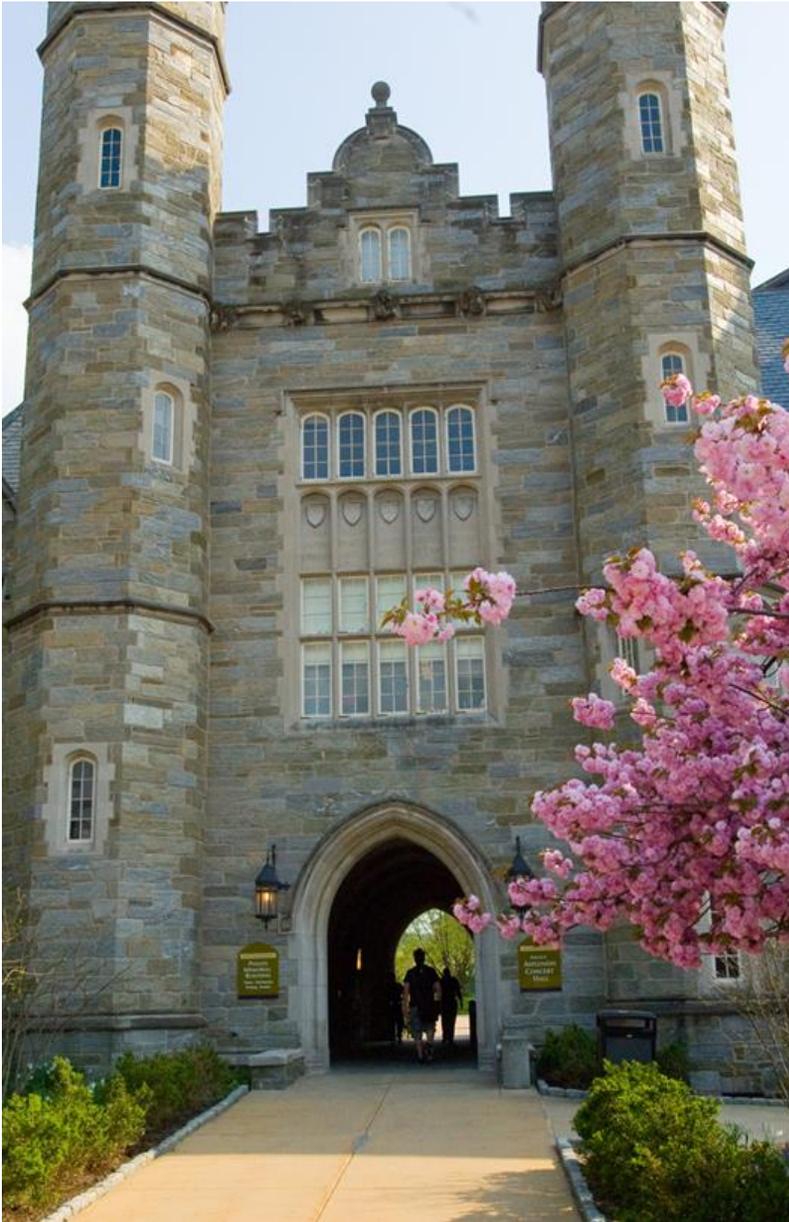
ADMINISTRATION & FINANCE 2014-15



Year-End Report

WCU
WEST CHESTER
UNIVERSITY

Implementation of the Capital Plan:



- Completed the renovation and addition of Mitchell Hall in time for use at the beginning of the 2015 spring semester.
- Began the construction of BPAC, which remains on target for project completion in the summer of 2016.
- Completed the first phase of the renovation to the Academic Quad.
- Completed the renovation and re-purposing of five floors Wayne Hall as classrooms and faculty offices.
- Began the municipal approvals for the administrative building at 30 W. Rosedale Avenue; received the requested zoning variances.
- Began the design for the “Commons,” which will be a 150,000 gross square foot facility (plus a parking structure).
- Completed over \$5 million in residence hall upgrades.
- Renovated the pool at the Sturzebecker Health Science Center, including updating the mechanical and water filtering systems.

Energy Efficiency and Environmental Sustainability:

- Implemented additional phases of the geothermal project, with the drilling of approximately 188 wells in the Sykes parking lot and the conversion of Hollinger Field House, Mitchell Hall, and Recitation Hall to geothermal heating and cooling.
- Installed high-efficiency natural gas boilers in 13 buildings.
- Decommissioned the coal-fired boiler plant.
- Overall, the conversions reduced energy consumption by 5%, and reduced emissions of CO₂ by 41%, NO_X by 57%, SO_X by 99%, and particulate matter by 96%.

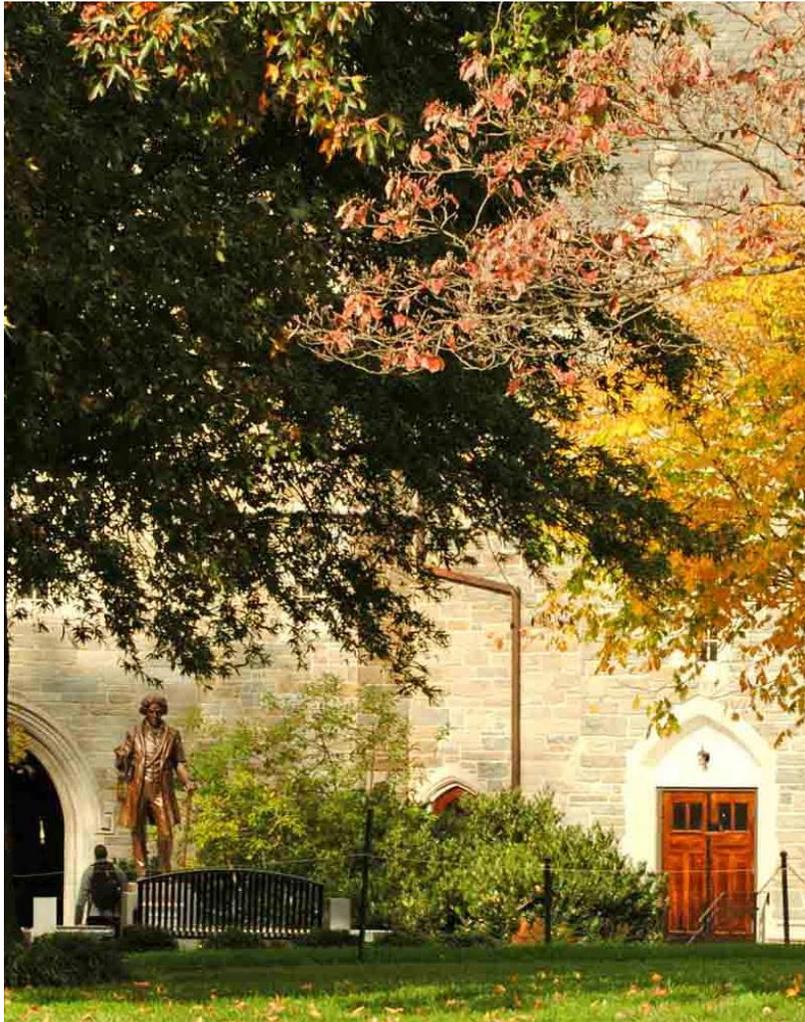


Human Resources:

- The Human Resources Department (HR) worked in collaboration with the Office of the President, University Legal Counsel, and the University's Title IX officer to draft a major overhaul of the University's policy on employee background checks, and also drafted the University's policy on protection of minors. Implemented and oversaw the process for expanded background checks to comply with state law and PASSHE policies.
- HR procured and implemented the core components of Halogen's Talent Management software suite, including succession planning and employee evaluations; installation for 400 non-instructional employees is in progress and expected to be live early in the 2015-16 academic year.
- Training and Organizational Development reported a 30% increase in number of WCU registrants for their 100+ programs and series.



Finance and Budget:



- Business Services staff developed a SharePoint site for travel reimbursements, which automates much of the process.
- Finance and Business Services, Information Technology, and Public Safety developed an online ticket payment option.
- Business Services improved the procurement process by implementing an e-bidding system and electronic payment to vendors and employees.
- In March, the Budget Office was merged into Finance and Business Services; the new name of the department is Finance, Budget, and Business Services.
- The Budget Office completed the Auxiliary budget development process for 2015-16 and rolled out the Position Budget Management (PBM) module.
- The University received an unqualified (unmodified) audit opinion, which is the highest assurance possible, on the University's financial statements.

Public Safety:

- The Department of Public Safety updated and reformatted its department manual to comply with PA Chiefs of Police accreditation standards.
- The Department completed the Annual Security and Fire Safety report (Clery Report) and published it on the University's website (<http://www.wcupa.edu/dps/Clery.pdf>) by October 1, 2014, as required by federal statute. The Department also completed the on-line Department of Education crime data survey by the deadline of October 15, 2014.



Other:

- Facilities Management spent 2,150 hours responding to snow and ice events during the winter.
- The VP's office hosted briefing sessions for municipal leaders and University neighbors.
- The VP's office processed responses to 49 Right-to-Know requests (through the end of May).

