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
Iowa State Center
Public Safety
Reiman Gardens
Trademark Licensing
Treasurer’s Office
University Museums

POINTS OF INTEREST

- Effective January 2015 University Human Resources began reporting to the President.
- Reiman Gardens celebrated its 20th anniversary with a wildly popular InTREEguing TREEhouses exhibit and a celebration party.
- Enrollment at ISU at all time high of 36,001 (an increase of 1,269 from last year) requiring expanded services in many business and finance functions.
RETIREMENTS/APPOINTMENTS

✓ Ed Lyon was named Director of Reiman Gardens effective January 20, 2015.

FACILITIES AND ENVIRONMENT

✓ The Book Store continues to donate old editions of buyback books to One Planet Books as a means of recycling books that can be used by third world countries.
✓ The Book Store is now using 100% biodegradable bags and continues the collection and use of recycled bags. All cardboard boxes are recycled as well.
✓ In support of ISU sustainability efforts, a total of 340,630 pounds of scrap metal, 75,234 pounds of e-waste, 180 monitors and 122 televisions were recycled by Central Stores.
✓ Central Stores is working with campus planners in developing a central receiving function for the ISU campus to help with campus congestion and increase the safety of the student population.
✓ Automated external defibrillators (AEDs) are available in many buildings across campus and EH&S partnered with departments to ensure all 87 AEDS are fully operational.
✓ Slips, trips and falls are the leading cause of injuries on campus, followed by burns, cuts and hazardous materials exposures. EH&S has implemented the Safe Winter Walking Campaign to remind students and employees of winter walking hazards on campus. It is available at the EH&S home page.
✓ Multiple facility renewal projects were completed at building entries and main floors that enhance the user’s experience upon entering: Physics Hall, Ross Hall, College of Design, Curtiss Hall, Black Engineering and Pearson Hall.
✓ Flight Services has upgraded ISU’s aircraft to a King Air 350 and remodeled the hangar. Due to the increased demand for travel, an additional full-time pilot has been added.
✓ In November a portion of the institutional road between Stephens and Scheman was reconstructed.
✓ Printing & Copy Services has continued its efforts to recycle waste paper, cardboard and wooden pallets.
FACILITIES AND ENVIRONMENT

- Department of Public Safety (DPS) officers provided 304 prevention and outreach programs to students, faculty and staff; instruction was provided to approximately 39,719 people. Topics addressed included department information; workplace violence; personal safety; drug and/or alcohol laws; sexual assault awareness and threat assessment/management processes.
- DPS officers responded to 31,569 calls for service, authored 1,711 incident reports, investigated 267 personal injury and property damage traffic collisions, 2,851 traffic stops, conducted 191 welfare checks and fingerprinted 518 applicants requiring background clearance.
- Reiman Gardens became a member of an elite group of only 15 other public gardens in Canada and the U.S. to own an Applied Imaginations custom built garden railway that will be the focus of future holiday shows.
- The food trucks on campus have expanded from 5 to 9 trucks. Purchasing contracted with the vendors who served over 30,000 meals in FY15 and worked with FP&M and DPS to identify appropriate locations.
- Risk Management coordinated final steps toward settlement of the insurance claim related to extensive property loss during storms and flood of 2010.
- Transportation Services partnered with a design class to create a new bike rack for customers cycling to their facility to pick up a vehicle.

PEOPLE

- Two University Book Store employees completed UHR’s 12+ Leadership Series.
- Central Stores provides meaningful employment opportunities for ISU student employees.
- The Controller’s Department continues to make completion of continuing professional education requirements a priority for accountants with active CPA licenses and payroll IRS enrolled agent status and is also committed to providing professional development to ensure staff stay current on regulations and issues in their field.
- EH&S recognizes students as tomorrow’s professionals who will help promote safety by partnering with many departments to provide students with experience and opportunities to foster a safety culture.
- 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 conducted brown bag lunch-and-learn programs on the topics of wellness at ISU and office fitness and trained 39 employees on-site for CPR/AED.
- Iowa State Center participated in United Way’s Day of Caring.
- Printing & Copy Services provided staff with a monthly Dashboard that incorporates a series of performance measures used to monitor business activity.
- DPS continued to promote diversity through efforts to actively recruit women and minorities. Three female officers were hired during the past fiscal year.
- DPS hired a coordinator to recruit, select and train sexual assault nurse examiners. This new position enhances the timely delivery of forensic and medical services to victims.
- Purchasing completed a market equity study for purchasing positions to ensure ISU is competitive in the market which helps to retain quality employees and reduce turnover.
- Three purchasing staff participated in or chaired NAEP national committees.
PEOPLE

- In addition to a new director, Reiman Gardens has hired a new funds development manager, administrative assistant and education specialist.
- Risk Management provided flexible work schedules for employees to complete professional development course and professional certifications.
- Transportation Services manager and assistant manager taught a 3-hour course entitled “Getting an ‘A’ in University Fleet” at the 2015 National Association of Fleet Administrators (NAFA) Institute and Expo.
- Transportation Services manager was appointed to the NAFA Board of Directors.
- 100% of staff in the Treasurer’s Office participated in HR or other professional development training.
- The Accounts Receivable Office completed phase 1 of their security access conversion for the University Receivables System (UR) to better align UR access with employee job responsibilities.
- FP&M employed 87 students in the areas of sustainability, landscape design, construction and design services, campus services, Veenker, building maintenance and office support. These opportunities provide students with experiential learning.

FISCAL MANAGEMENT

- Royalties paid to ISU from the ISU Book Store on FY15 trademarked and licensed merchandise purchases for resale exceeded $360,000 based on a 12% standard royalty and 14% vintage royalty, which is a 20% increase over last year.
- The University Book Store’s bond obligation has been met.
- Central Stores maximized dollars received from the sale of surplus university assets while returning $318,344 back to university departments. Additionally, $195,559 of used assets were repurposed and returned to campus use.
- ISU Surplus hosted two public auctions selling items for re-use and for recycling scrap.
- The Controller’s Department/FAR staff ensured compliance with bond covenants for more than $543 million of outstanding debt in eight bonded enterprises.
- The Controller’s Department established e-Data access to more than 300 campus organization advisors, providing them with online, up-to-date resources to advise their assigned organizations. This resulted in an 8 hour/month reallocation of student labor to focus on other priorities and services.
- EH&S conserved enough energy to power the department’s overhead lights for three and one half months by shutting down idle computers.
- EH&S staff reviewed nearly 700 accidents to learn more about their cause and to determine what might be done to prevent recurring injuries on campus.
- FP&M provides web-based reports on utility consumption and utility costs. These tools help customers better understand their energy usage and can be used to identify energy conservation opportunities in their facilities.
- ISU began RFP process for the management of the Iowa State Center in April and VenuWorks was chosen in late June to begin daily operations on August 1.
- Printing & Copy Services continued to minimize departmental printing costs by bidding and placing larger print orders with off-campus providers, when lower prices could be obtained.
FISCAL MANAGEMENT

- DPS received $45,490 in grant funding to enhance the delivery of services associated with traffic safety and intimate partner violence.
- Printing & Copy Services provided staff with a monthly Dashboard that incorporates a series of performance measures used to monitor business activity.
- Purchasing achieved a return on investment of 946.6% by documenting $17,392,172 in cost savings.
- Purchasing’s cost to process a dollar of spend dropped to an all-time low of $.0051 showing they are gaining efficiency while handling higher volumes of spend.
- Risk Management coordinated and led insurance policy revision and renewal efforts for the Memorial Union, Athletics and other self-supporting units.
- Transportation Services purchased a new fleet software program to increase efficiency and allow for greater utilization of the fleet. The system allows customers 24/7 access.
- Treasurer’s Office upgraded Employer Reimbursement signup for paper to electronic application via AccessPlus. This benefits many ISU employees and students who have employers willing to cover educational expenses on their behalf after grades are reported.

CULTURAL ARTS

- Central Stores personnel continued to collaborate 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.
- To help prepare the campus community to act in times of danger, EH&S created an Emergency Response Guide that is posted in university classrooms.
- Iowa State Center hosted an outdoor concert in August on the Harvester Plaza (Scheman Courtyard) partnering with the Farm Progress Show.
- The Iowa State Center hosted many minority social events including the Noche de Cultura. The event was sponsored by the student-led Latino Heritage Committee.
- Printing & Copy Services provided time for staff to participate in community activities, including United Way and Special Olympics Iowa.
- An 8-week Citizen Policy Academy was provided for faculty, staff, students and Ames community members to familiarize them with law enforcement duties and responsibilities.
- Reiman Gardens provided more than 30 events that ranged from family focused activities such as Spirits in the Gardens and Breakfast with Santa to four After Hours events for adults to special interest events such as Day of Insects, Orchid Fest and the Rose Show.
- Risk Management served on the Event Authorization Committee (EAC) and Student Organization Recognition Board (SORB) providing risk assessment and risk management solutions for organizations’ cultural activities.
- Transportation Services provided transportation for many diversity events.
The Book Store works extensively with VERBA to provide a price comparison tool through the website that compares the Book Store’s textbook pricing to that of Amazon, Amazon Marketplace and Half.com. Results indicate that, of the students who shop the site, over 80% choose the Book Store for their course materials purchases.

The Book Store and the Alumni Association have worked together the past four years to sell product during the football season at the Alumni Center at outside locations. The Alumni Association receives a sponsor fee from the Book Store and discounts are given to Alumni Association members.

Central Stores partnered with Iowa Prison Industries to provide inmate labor when feasible and to identify products that economically meet the university’s needs.

Controller’s Department staff continued to participate in discussions with staff from CALS to provide guidance and input on new issues as a result of project expansion in the Uganda Program.

EH&S was actively involved in preparedness efforts when an Ebola outbreak occurred in western Africa. In cooperation with the Iowa Department of Public Health and Story County Public Health the emerging crisis was monitored across the country and around the world so campus was prepared to respond if necessary.

FP&M created an orientation and training program for building supervisors which will clearly define roles and develop better support for this important group of stakeholders.

FP&M partnered with Conference Planning and Management and student organizations to help coordinate a multitude of special events on campus. Services provided were overall planning and coordination, grounds (barricades, trash barrels, mowing, support), utility locates and custodial services.

The Iowa State Center partnered with Ames Children’s Theater and Ames Public Library in presenting the original works of young local authors on stage at Fisher Theater in January of 2015.

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

Assisted by the Ames Police Department, Story County Sheriff’s Office, Iowa State Patrol and State Fire Marshal, the Department of Public Safety managed safety and security at major special events such as Iowa Special Olympics, Iowa Games, athletic contests, concerts and dignitary visits.

Purchasing collaborated with PIs, Office of Sponsored Programs Administration and Sponsored Programs Accounting on the development and reporting of small business subcontracting plans required on federal contracts.

Risk Management collaborated with the College of Human Sciences and University Extension to develop and implement food safety training (SafeFood 101) for more than 700 students prior to their handling of food at student events.

Transportation Services partnered with the Iowa Department of Transportation to streamline the vehicle bid process.

The Accounts Receivable Office implemented a new social security number confirmation process to comply with IRS mandates via AccessPlus in conjunction with University Counsel, Office of the Registrar, Information Technology Services and the Controller’s Office.

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

- Annual book displays are created in the General Book Department at the Book Store for African American History Month, Hispanic Month, Women’s Month, etc.
- The Book Store continues to collaborate with student groups, supporting their fundraising culture and entrepreneurial activities.
- Printing and Copy Services maintained an approximate 50/50 male-female employee ratio.
- Purchasing supported international activities and programs through contracting assistance.
- Purchasing provided small businesses and historically underutilized businesses orientation to doing business with the university.

OTHER HAPPENINGS

Purchasing received the Achievement of Excellence in Procurement for 11th consecutive year.

ISU was honored for the 5th consecutive year as one of The Princeton’s Reviews Greenest Colleges.
ISU was included among Sierra Club’s Greenest and Coolest Schools listing, our first inclusion.
ISU was ranked the 3rd Most Eco-Friendly College in the Midwest.
BUILDING DEDICATIONS/MAJOR CAPITAL PROJECTS

- MacKay Hall—Auditorium 117 Remodeling
- Lagomarcino Hall-Office Remodeling (School of Education)
- Willow Residence Hall-Perimeter Wall Modifications

Other FP&M Enhancements:
- Hub Outdoor Seating Expansion
- Campanile Wall
- Farm House Lane Extension to Wallace Road
- Davidson Hall razing/parking development
- Sidewalk repairs throughout campus

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