

Business Affairs University Service

Office of Business Affairs and University Services

Introduction

The mission of the Office of Business Affairs and University Services is to provide overall management and supervision of the business and financial affairs of the University and to inform and advise the President regarding the current and long term developments of the business and financial affairs of the University.

Performance Objective 1 **Ensure contracts and other financially related documents are in the best interest of the University and are in accordance with applicable laws and regulations.**

1 **Assessment and Benchmark**

Benchmark: All contracts/agreements are in compliance with State and Federal laws and regulations and University policies, are in the best interest of the University, and are reviewed and executed on a timely basis.

1.1 **Data**

2016-2017:

Specific contracts/agreements in 2016-2017 include:

- Cooperative Endeavor Agreement with CPSO
- Burton Coliseum Lease - various contracts
- International affairs contracts
- Learfield Sponsorship amendment agreement
- Chartwells agreement
 - A contract has been negotiated with contracted meal provider, and a 10-year contract has been signed. Commissions on alcohol sales remain to be negotiated. Central basis of negotiation is to obtain significant financial assistance from the meal provider to construct a new student union where a new dining hall would be located. The amount of commissions will be dependent on sales price points.
- Coca Cola agreement
- RISE Student Housing agreement

2017-2018:

Contracts/agreements in 2017-2018 include:

- Burton Coliseum Lease - various contracts
- International affairs contracts
- Agreement with SW Louisiana Charter Academy Foundation
- Calcasieu Parish School Board Teach Calcasieu agreement
- Rodeo land lease

[001-Final-MOU MSU & CPSO_2014-2015](#) [PDF 50 KB 4/5/19]

[2018 Spring Commencement Agreement](#) [PDF 530 KB 4/5/19]

[MOU MSU and CPSB Teach Calcasieu](#) [PDF 426 KB 4/5/19]

[MOU MSU and LCCP](#) [PDF 385 KB 4/5/19]

[Signed India Contract](#) [PDF 5,037 KB 4/5/19]

[Signed Management Agreement- Cowboy Facilities](#) [PDF 1,769 KB 4/5/19]

[Vincent Property Lease 2018](#) [PDF 8,257 KB 4/5/19]

1.1.1 **Analysis of Data and Plan for Continuous Improvement**

2016-2017:

Processing of contracts through the Office of Purchasing and Property Control and directly through Business Affairs is working as intended. Business Affairs will continue to monitor the effectiveness of existing agreements to ensure compliance and that they are in the best interest of the University. Monitoring of Chartwells contract will be necessary to ensure compliance with its provisions. Expanded alcohol sales at athletic events are anticipated, and the University will need to complete negotiations before the start of Athletic alcohol sales begin.

2017-2018:

Negotiations for alcohol with Chartwells completed for first year, and they will be re-visited after one year.

2 **Assessment and Benchmark**

Benchmark: A new student union is needed to replace the current student union, which is in poor condition. Provide specific support to Facilities in the development of a new more efficient student union.

2.1 **Data**

2016-2017:

Met with Architects Southwest, a facilities master planning architect to plan a new student union. A contract has been signed, and the architect has begun work. Initial planning includes meeting with students and staff. Architects continue

meetings with students, faculty and staff.

2017-2018:

Southwest Architects created a student union needs assessment based upon meetings with students and employees.

Southwest Architects also created several construction alternatives for university administration review.

[new student union 1](#) [PDF 909 KB 4/5/19]

[new student union 2](#) [PDF 863 KB 4/5/19]

[new student union needs assessment](#) [PDF 430 KB 4/5/19]

2.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Plan progressing as anticipated. McNeese personnel will continue to work with Architects Southwest on the project. A report is anticipated by December 2017.

2017-2018:

Facilities continues to work with SW Architects in the development of a plan for a new student union. SW Architects has met with university personnel, including university administration and will continue meeting with students and employees in the upcoming fall 2018 semester. Based on meetings, SW Architects created a needs assessment and created several construction alternatives to the university administration. University administration selected one of the alternatives. A student referendum is possible in spring 2019. The project is going to plan.

3 Assessment and Benchmark

Benchmark: Bookstore revenues are declining and a need exists to enhance revenue producing activities. Specific support needed to Bookstore to increase revenue and make more efficient operations at athletic venues.

3.1 Data

2016-2017:

- Met and discussed purchasing Wi-Fi capability and equipment for bookstore to register and account for sales at the football stadium. Installed infrastructure at football stadium and purchased necessary equipment.
- Other possibilities discussed include a presence at the Prien Lake Mall.
- Discussed changing wording on cash receipts regarding returning policy.

2017-2018:

- Installed cameras and entrance/exit corrals to prevent thefts.
- Changed book/merchandise configurations to improve customer service and to prevent book thefts. Books are now behind a counter where employees retrieve books for customers.
- Purchased a merchandise trailer for outdoor events.

3.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

- New capability will be used at the football stadium. Will assess future results.
- A kiosk at the Prien Lake Mall was successful, but will need to further assess whether this will be continued. About \$5,000 of profit was realized. Bookstore will investigate further.
- Changed return policy and will continue to assess future results.

2017-2018:

- Wifi capability effective in capturing sales and improving customer service.
- Prien Lake Mall will not be continued at this time.
- Change return policy functioning as intended and will be continue.
- Trailer has improved offerings to customers. Athletics is requesting use of the trailer.
- Carrols and cameras installed and functioning as theft deterrents.
- Merchandise reorganization completed and functioning as intended.

4 Assessment and Benchmark

Benchmark: The level of surplus equipment is deemed to be too high. The equipment occupies too much needed space. Specific support needed to Office of Purchasing to reduce the level of surplus equipment held for disposal at the University.

4.1 Data

2016-2017:

Met and discussed with Purchasing to devise a plan to reduce the amount of surplus equipment at the University.

2017-2018:

Property Control is meeting with departments to reduce obsolete, unused equipment.

4.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Bookstore has begun shipping surplus property to Baton Rouge thereby reducing surplus equipment held at the University. Will further assess progress.

2017-2018:

Property Control has reduced some surplus equipment. Property Control will continue to meet with departments to reduce obsolete movable property.

Performance Objective 2 Ensure timely preparation and completion of budgets and contracts.

1 Assessment and Benchmark

Benchmark: Successful completion and submission of the annual financial budget, signed by the President, within deadlines established by the University of Louisiana System and the Louisiana Board of Regents. Timely amendment and submission of the financial budget based upon changes occurring after the original budget was approved.

1.1 Data

2016-2017:

The annual fiscal budget was submitted within deadlines. The budget did not require significant amendment.

2017-2018:

The annual fiscal budget was submitted within deadlines. The budget did not require significant amendment.

[budget book](#) [PDF 6,106 KB 4/5/19]

1.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

For 2017-2018, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely, and the fiscal year budget is expected to remain about the same from the 2016-2017 fiscal year.

The University will not increase tuition for 2017 and salary increases are not anticipated. The President will be apprised of developments so that appropriate adjustments may be made in a timely manner.

2017-2018:

For 2018-2019, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely, and the fiscal year budget is expected to increase from the 2017-2018 fiscal year.

The University anticipates that it will increase fees in spring 2019 if approved by the Board of Supervisors, and salary increases are anticipated with these additional funds. The President will be apprised of developments so that appropriate adjustments may be made in a timely manner.

2 Assessment and Benchmark

Benchmark: Timely preparation and submission of quarterly and annual financial reports, which are reviewed and signed by the President.

2.1 Data

2016-2017:

Quarterly have been submitted timely and annual financial reports for the year ended June 30, 2017, are on schedule.

2017-2018:

Quarterly, semiannual, and annual reports have been submitted timely and annual financial reports for the year ended June 30, 2018, are on schedule.

[AFR MCNEESE FYEnded 2017June30](#) [PDF 1,237 KB 4/5/19]

[QUARTERLY REPORT as of 12-31-2017](#) [PDF 1,244 KB 4/5/19]

[Third party reports 12 31 17_001](#) [PDF 1,709 KB 4/5/19]

2.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

For 2017-2018, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely.

2017-2018:

All quarterly, semiannual, and annual financial statements were submitted timely. For 2018-2019, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely.

3 Assessment and Benchmark

Benchmark: Timely preparation of documents to allow construction and maintenance of facilities to proceed as needed to provide for the needs of the University's students, faculty, and staff.

3.1 Data

2016-2017:

Capital outlay budget and construction files are maintained in Plant Operations, and they were timely and appropriately executed.

2017-2018:

The University funded \$1,755,403 of small capital projects in FYE June 30, 2018.

[Copy of 5Yr_CO_Plan_McNeese_FY2018-19 \(2\)](#) [PDF 100 KB 4/5/19]

[Drew Parking Lot site plan](#) [PDF 1,101 KB 4/5/19]

[Small Capital Projects FYE 6 30 18](#) [PDF 245 KB 4/5/19]

3.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

For 2017-2018, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely.

2017-2018:

- Completed \$1,755,403 of assorted small capital projects in 2018.
- State capital outlay request submitted timely.
- Drew Parking lot is being bid and construction will start in September 2018.
- Planning and budgeting small capital projects for 2019. Approximately \$1.2 million in projects is being planned.

4 Assessment and Benchmark

Benchmark: FLSA regulations will change. Specific support to Human Resources as the University works to comply with the new Fair Labor Standards Act requirements.

4.1 Data

2016-2017:

Conducted meetings to develop a plan to comply with the new FLSA standards. Provided funding to HR to hire a consultant. HR created timelines to ensure full compliance by the December 1 deadline. HR created schedules of employees who will be affected. HR created employee notification letters to employees.

2017-2018:

Still on hold. No further work necessary.

4.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

The University is prepared to implement the new FLSA regulations; however, the new FLSA rules have been placed on hold by the Courts. As of July 2017, the plan is still on hold.

2017-2018:

Still on hold.

Performance Objective 3 Maintain an internal control system that provides consistent and accurate financial reporting, compliance with state and federal laws and regulations, and safeguarding of University assets and records.

1 Assessment and Benchmark

Benchmark: External audits of financial records (documented through audit reports issued by the Office of the Legislative Auditor) will result in zero audit findings.

1.1 Data

2016-2017:

Specific changes in 2016-17 include:

- Legislative Audit for the year ended June 30, 2016 contained one reported audit finding. University recorded financial audit adjustments into the financial records.
- Legislative Audit of NCAA resulted in no findings or significant adjustments.

2017-2018:

- Legislative Audit for the year ended June 30, 2018 is currently underway. The audit report will be issued by December 2018.
- FYE 2017 Legislative Audit of NCAA resulted in no findings or significant adjustments.

[Agreed upon procedures report 2017](#) [PDF 135 KB 4/5/19]

1.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Amended accounts receivable policy to shorten time before delinquent accounts were submitted to Attorney General for collection. Will monitor compliance with recommendations. Stay current on reporting changes required by the Division of Administration, University of Louisiana System, and other financial reporting regulatory bodies, and comply with these changes. Consider audit adjustments when making financial recording decisions.

2017-2018:

- NCAA audit resulted in no findings.
- Awaiting results of 2018 audit.

2 Assessment and Benchmark

Benchmark: Audits performed by the University's Office of Internal Audit will result in zero audit findings.

2.1 Data

2016-2017:

Specific changes in 2016-2017 include:

- Purchasing and Travel Card Program Review - no changes recommended.
- Improper Use of Athletic Facility
- Other small miscellaneous audits

2017-2018:

No internal audits related to Business Affairs were issued.

2.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Monitor compliance with internal control policies and procedures and assess the need for additional controls. Review internal and external audits and take corrective action as appropriate.

2017-2018:

No audits were issued in 2018.

Performance Objective 4 Provide oversight, supervision, and support to the departments organized under the Vice President of Business Affairs and University Services, including the Office of Administrative Accounting, Office of Purchasing and Property Control, Budget Office, Office of Facilities and Plant Operations, Office of Human

Resources and Student Employment, Office of University Services, and the University Bookstore.

1 Assessment and Benchmark

Benchmark: Review assessment plans for each office within the division and take action on achievable recommendations.

1.1 Data

2017-2018:

Departmental assessment plans are not yet ready for review.

1.1.1 Analysis of Data and Plan for Continuous Improvement

2017-2018:

Departmental assessment plans, when complete, will be reviewed in 2018-2019.

2 Assessment and Benchmark

Benchmark: Ensure all offices in the division are in compliance with all state and federal regulations.

2.1 Data

2017-2018:

LPAA audit report issued June 2018.

[LPAA Audit 2018](#) [PDF 2,078 KB 4/5/19]

2.1.1 Analysis of Data and Plan for Continuous Improvement

2017-2018:

The university has created responses to findings. These responses should substantially correct the findings. No other audit findings were received in 2018 to indicate noncompliance.

Internal controls that prevent noncompliance will be reviewed and adjusted as needed.

[LPAA 2018 audit responses](#) [PDF 132 KB 4/5/19]

3 Assessment and Benchmark

Benchmark: Provide regular training opportunities for faculty and staff in all systems and processes within this division.

3.1 Data

2017-2018:

Departmental reference manuals will be provided when they are complete.

3.1.1 Analysis of Data and Plan for Continuous Improvement

2017-2018:

Individual departments will work on departmental training chapters to Business Affairs reference manual.