AP Finance and Administration

2024-2025 ANNUAL REPORT

FINANCE & ADMINISTRATION

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MISSION STATEMENT

Finance and Administration supports students, employees, and community through the efficient and effective use of human, financial, physical, and technological resources.

VISION STATEMENT

Finance and Administration will provide innovative, best-in-class service.

VALUES

Finance and Administration shares the values of Austin Peay State University:

ACADEMIC EXCELLENCE
By providing meaningful and practical learning opportunities with highly qualified and dedicated faculty and staff.

INTEGRITY
By maintaining an honest, fair and credible environment.

COMMUNITY
By fostering learning in an environment where all are welcomed and valued.
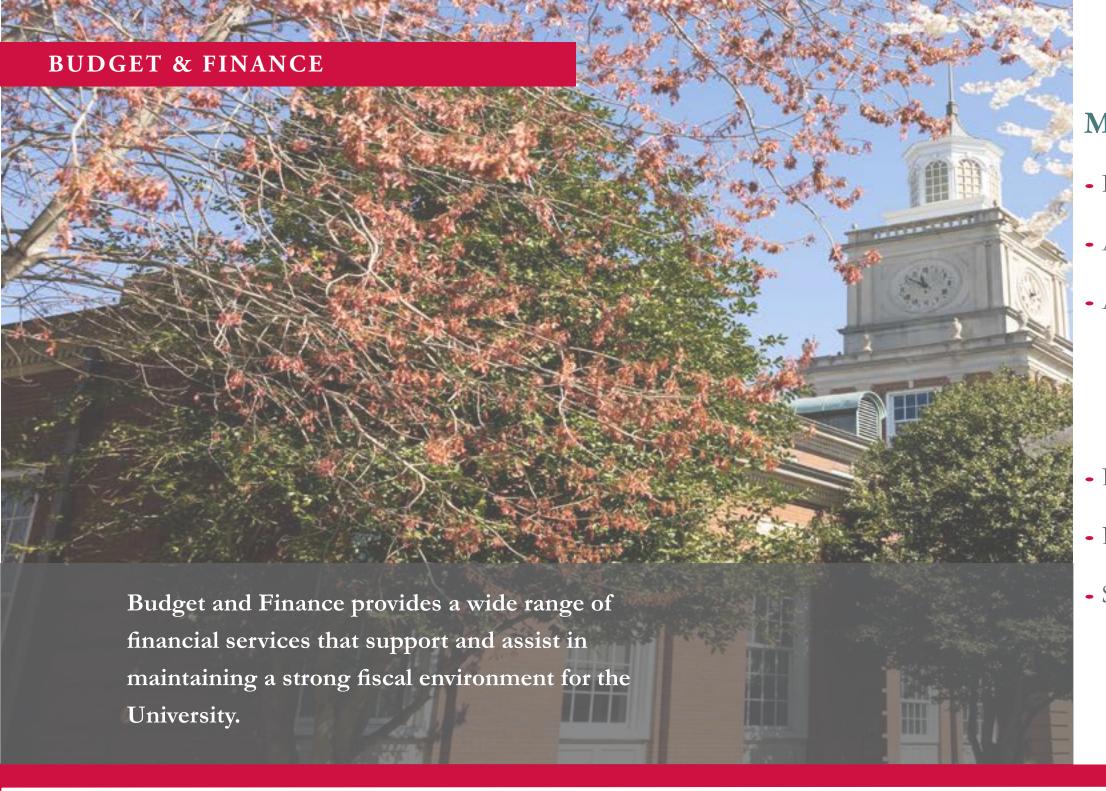
PERSONAL GROWTH
By providing the knowledge, tools and resources for all Governors to reach their full potential.

LIFELONG ENGAGEMENT
By providing services, programs and experiences that promote loyalty, pride and mutual support.

COLLABORATION
By enriching our local, regional and global communities through value-added programs, strategic partnerships and meaningful service.

Budget and Finance provides a wide range of financial services that support and assist in maintaining a strong fiscal environment for the University.

Main Areas

- Budget & Financial Planning

- Accounting Services

- Auxiliary Support Services

  - Ann R. Ross Bookstore

  - Campus Post Office

- Payroll Services

- Procurement

- Student Account Services

Primary Goals

- Complete the Oracle budget module implementation.
- Develop Oracle training guides for users to be able to access and utilize budget information.
- Develop informational dashboards/reports for division leaders.
- Roll out new processes within Oracle for University Operations.

Major Accomplishments

- Continue to review the budget process based on feedback from the FY26 process. Next fiscal year we will bring back a revamped budget disclosure process.

- Developed the budget mapping tables for Oracle Finance and began the preplanning for the Oracle budget implementation.

- Developed and distributed reports in Banner for leadership to review their budgets to actual. Began discussion on how to develop those same reports in Oracle.

Major Accomplishments

- Implemented Oracle and introduced campus-wide training.

- Created comprehensive accounting guidelines with a structured framework to help onboard new employees, enable cross-training, and provide reference documentation.

- Completed FY24 audit engagement with no findings.

Primary Goals

- Smooth transition from Banner ERP to Oracle ERP.

- Prepare to bid out Banking Services Contract.

- Develop procedures related to the new GASB regulations/reporting requirements.

Major Accomplishments

- The bookstore offered more ways for students and departments to connect by hosting and joining campus events.

- The bookstore is more involved in supporting student recruitment efforts and student orientations.

- Implemented cost savings initiatives in the Post Office for bulk mailing, resulting in a savings of approximately $140,000.

Primary Goals

- Integrate bookstore efforts into strengthening relationships that support improved outcomes for faculty, staff, and students.
- Continuing to improve the bookstore's course material adoption accuracy, with a primary focus on ensuring appropriate quantities are available to meet student needs and support their academic success each semester.
- Explore adding passport and notary services in the Post Office.

Major Accomplishments

- Over the past year, we have been diligently working on the development of Oracle – Govs Suite for Finance.

- Identified more efficient ways to process procurement requests.

- Implemented campus-wide training and ongoing resources for life after Oracle go-live on July 1, 2025.

Primary Goals

- Offer robust support and exceptional customer service to assist end users as they navigate the new Oracle system.
- Implement additional punch-out catalog options.
- Enhance the expanding credit card program by using cards with cooperative vendors to produce more patronage, rebates, and revenue.
- Develop Standard Operating Procedures (SOP) for Procurement.
- Provide development opportunities for Procurement staff.

Major Accomplishments

- Implemented a new point-of-sale software upgrade for our cashiering system that allows us to accept more payment methods.

- Improved upon the collections process in the student account services area by evaluating and improving the efficiency and effectiveness of financial processes.

- Implemented Oracle solutions (Gov's Suite) for Student Accounts.

Primary Goals

- Review procedures for balancing Banner Financial Aid to Oracle Finance and create processes to automate more of the functionality.
- Continue implementation of Oracle solutions for Student Accounts.
- Work with the Office of Information Technology to improve the confirmation process for students.

Primary Goals

- Go-live with Oracle HCM to modernize HR practices and processes, improve the employee experience, and integrate HR with other critical business functions by October 1, 2025.
- Start the new classification and compensation structure for employees to use the new system.
- Create an Online Employee Handbook to be a general reference source for university employees.

Major Accomplishments

- Completed the classification and compensation study that represents a thorough and comprehensive review of positions and established a market-based compensation structure that aligns employee salaries with the prevailing market rates for similar positions.

- Developed a compensation philosophy that enables the university to attract, hire, and retain high-quality faculty and staff.

- Created a Military to Civilian Translation Guide for transitioning military to enter the civilian workforce.

- Implemented Employee Appreciation Day to honor and celebrate university employees for their hard work and dedication.

Primary Goals
- Upgrade the Banner Student Information System from Self Service 8 to Self Service 9.
- Upgrade the campus network firewall systems.
- Complete implementation of Govs Suite (Oracle) Finance, Budget, HR, and Payroll systems.
- Complete the design and installation of building networking and classroom technologies for the new Health Professions Building.

Major Accomplishments

- Completed the merge of employee and student email tenants, allowing for improved collaboration between faculty and students.

- Completed a redesign and upgrade of the core network infrastructure.

- Implemented Govs Suite for replacing Banner Finance, Budget, HR, and Payroll systems.

- Implemented Windows Sentinel for enhanced security monitoring and response.

- Completed a campus-wide inventory of all university endpoints.

Primary Goals

- Improve recruitment and retention of police officers.
- Increase community outreach events.
- Continue to provide professional development for growth opportunities.
- Build upon internal communication strengths to coordinate better 24/7/365 campus coverage.

Major Accomplishments

- Renewed our NWS StormReady status for the college for 2025-2029.

- Promotions of the new Chief of Police and Assistant Chief of Police.

- Dispatchers/Security Guards completing Active Shooter Communication training.

- Supervisors and Command Staff completing FBI-LEEDA.

- Created van rental program.

Primary Goals

- Improve communications between the Physical Plant and our customers by quickly and consistently providing feedback through the new FMX work order system.
- Implement a tiered response system to quickly evaluate, escalate, and plan for issues and repairs.
- Implement a customized professional development program within the maintenance trades.

Major Accomplishments

- Successfully remodeled and renovated spaces in Fortera Stadium, Morgan University Center, Woodard Library, Sundquist, Dunn Center, and Fort Campbell Campus.

- McCord main fire alarm panel replaced.

- Coordinated building management system upgrades campus-wide.

- Raised $8,616.36 for the Arboretum Fund of Excellence through the 4th annual Native Plant Sale.

Major Accomplishments

- Successfully completed construction of O'Malley Family Welcome Center, the Food Hall, Kimbrough renovations, National Pan-Hellenic Council Plaza, and the Health Professions Building will be completed to open Fall 2025.

- The 10-year Campus Master Plan was completed and approved by the Tennessee Higher Education Commission and the State Building Commission.

- Campus-wide roof replacement designer selection, with design beginning in June 2025.

Primary Goals

- Complete the last phase of the Dunn HVAC.
- Program the next scope-of-work utilizing the remaining capital funds for Kimbrough.
- Hire a construction manager to begin the process of reroofing across campus.