

**—Institutional Effectiveness Summary for Administrative Units—**

*"The institution must demonstrate planning and evaluation in its administrative and educational support services ... Each unit, in its planning and evaluation processes, should consider internal and external factors and develop evaluation methods which will yield information useful to the planning processes of that unit." SACS 1998*

Date Submitted: August 7, 2000

Division Name: Administration & Finance

Unit Name: [Redacted]

Unit Head: James G. Smith Jr.

Participating Staff: Jim Smith, Mike Siuda, Barbara Feasel, Chuck Stevens, Iris Salazar, Joe Castrillo and Karen Gauvin

Approved by UAC Date _____ Initials _____	Approved by UAC Date _____ Initials _____	Approved by UAC Date _____ Initials _____	Approved by UAC Date _____ Initials _____	Approved by UAC Date _____ Initials _____	
Unit Mission:	Performance Indicators	Performance Measurements	Measurement Results	Use of Results	
To support the efforts of the Administration & Finance division and the university at large by providing the services and information necessary to develop, implement, and monitor plans for budgeted resources. Budgeted resources include salaried positions, salary rate, cash and space.	1. Enhance and expand salary/OPS projection system. Convert from MarkIV to Programmer. Design for compatibility with PeopleSoft and potential Excel reporting	1.a. By October 2000, analyze needs, outline reporting/Excel requirements, design record layout. 1.b. By February 2001 test for report results against current system. 1.c. As needed design PeopleSoft interface. 1.d. By June 2001 design Excel interface.	1.a. [Click here and type] 1.b. [Click here and type] 1.c. [Click here and type] 1.d. [Click here and type]	1.a. [Click here and type] 1.b. [Click here and type] 1.c. [Click here and type] 1.d. [Click here and type]	
	2. Reduce account by account - category by category E&G deficit balances through an effective reporting and analysis system.	2.a. Biweekly deficit measurements will be taken from October 2000 through June 2001. Reports will be sent to VPs and each division budget manager. 2.b. During December 2000, April 2001 and June 2001 clients will be surveyed regarding their deficit management and the effectiveness of our system.	2.a. [Click here and type] 2.b. [Click here and type]	2.a. [Click here and type] 2.b. [Click here and type]	2.a. [Click here and type] 2.b. [Click here and type]
	3. Expand and enhance the local space inventory system to handle non-owned space. Analyze and input all space owned by the Foundation that is leased to UCF.	3.a. By Nov 2000, system is ready to accept non-owned space. 3.b. By April 2001, Research Pavilion is input to system. 3.c. By August 2001, all remaining Foundation owned space leased to UCF is input to system.	2.c. [Click here and type] 2.d. [Click here and type] 3.a. [Click here and type] 3.b. [Click here and type] 3.c. [Click here and type]	2.c. [Click here and type] 2.d. [Click here and type] 3.a. [Click here and type] 3.b. [Click here and type] 3.c. [Click here and type]	2.c. [Click here and type] 2.d. [Click here and type] 3.a. [Click here and type] 3.b. [Click here and type] 3.c. [Click here and type]
	4. Enhance and expand legacy position & rate control system to include non-E&G. Coordinate with IT staff to better feed data to SUPERS.	4.a. By Oct 2000 solve SUPERS release time problem. 4.b. From October 2000 through May 2001 reconcile local file to SUPERS on a biweekly basis. 4.c. In coordination with PeopleSoft implementation solve the SUPERS handling of Summer faculty accounting.	3.d. [Click here and type] 4.a. [Click here and type] 4.b. [Click here and type] 4.c. [Click here and type]	3.d. [Click here and type] 4.a. [Click here and type] 4.b. [Click here and type] 4.c. [Click here and type]	3.d. [Click here and type] 4.a. [Click here and type] 4.b. [Click here and type] 4.c. [Click here and type]
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*Received 8/11/00*

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