

Welcome to *In Focus!*

The University of Missouri System
Finance & Administration quarterly newsletter



Vice President Krawitz

Finance and Administration strives continuously to achieve a high degree of Client Confidence and Trust. Confidence and Trust comes from our ability to make and keep promises and perform to expectations. We can do this through effective problem solving, functional expertise, service tailored to customer needs, and reliable and timely delivery.

- [Spotlight on Facilities Planning and Development](#) - This team of dedicated professionals has experience in facilities design & construction. Whether building a new building or renovating an old, from dormitories to state-of-the-art biocontainment facilities, FPD staff help maintain construction and University standards.
- [Account-Ability](#) - *“Counting on you to Count!”* – It’s inventory time again. A huge thanks to everyone involved with the semi-annual inventory of all equipment and plant assets required by federal law. These inventories also keep the University eligible for funding through numerous agencies!
- [Risky Business](#) - *“Just Drive”* Cell phone use while driving a vehicle is dangerous. Think using a hands-free device is safer? Read on ...
- [On the Drawing Board](#) - *“UMKC – Stanley H. Durwood Soccer Stadium and Recreational Field”* – Opening in October of this year, this stadium will provide UMKC athletes, students and community groups with one of the top soccer facilities in the Midwest. The gift from the Durwood foundation to construct this stadium is another in their long history of supporting a variety of UMKC initiatives. Check out the design concept!
- [Compliance Corner](#) - *“Help! The Auditors are Here!”* – When you’ve been given grant money and get a call from the donor about an audit or other information, contact the Office of the Controller. You can have the confidence and trust that they are current on the rules and regulations for handling these issues.

The goal of the newsletter is to enhance **our** customer service by providing information that will support the work that **you** do for the university. As always, we welcome your feedback and your contributions.

- **Natalie "Nikki" Krawitz**

Vice President for Finance & Administration



Spotlight



Facilities Planning and Development

Facilities Planning & Development (FPD) is a team of dedicated professionals with experience in facilities design & construction as well as other facets of facilities management.

Our mission is to support the University of Missouri faculty and staff throughout the system in planning and designing the capital investments needed to fulfill the University's mission.

FPD works with the campuses to foster a clear vision of the University's physical environment and to provide advice on optimizing the cost of ownership to the university facilities. Our staff works with the campuses to create and continually improve design and construction standards aimed at keeping ownership costs (maintenance, operations, and energy costs) to an acceptable level while providing high quality outcomes.

FPD has a team of experienced architects and engineers who are primarily engaged in projects that plan, expand, and preserve University physical assets. We either lead design teams to satisfy program requirements, strengthen the University's physical environment and obtain maximum value for each University construction dollar, or we serve on the executive committee for those projects. The early stages of a project are where we can have the greatest opportunity to have a positive impact on the overall cost, functionality, and value of the project. Once field work has begun, it is exponentially more expensive to make changes to a project. This is why our staff focuses on the project planning stages rather than the construction phase. The projects we have worked on vary widely and include research & academic buildings, athletic facilities, energy performance contracts, utilities, student housing & dining facilities, campus master plans, and capital needs forecasting. Campus staff members often consult with FPD staff for assistance in resolving technical and even maintenance problems on complex systems.

As the University code authority, FPD interprets the University's building code and develops policies and practices to ensure that it is followed. This is an important task affecting the safety of the people on our campuses and the preservation of our property. We also enforce the Curator's policies on Prevailing Wage payment for construction work to verify that workers on our projects are paid appropriately and in a timely manner, and by requiring corrective action if necessary.

FPD develops guidelines and issues reports on the annual University Capital Report and the State Capital Appropriations Request, the Maintenance & Repair Report, the Facilities Space Inventory Report, the Design & Construction M/WBE report and the Facilities Annual Report. The capital reports and requests are based on campus plans and are done in concert with campus administrators. We also serve as the facilities information source for UM system and external agencies, and provide interpretive analysis of data.

Being involved in so many different areas enables FPD to foster collaboration, education, and innovation on facilities issues with and between the campuses. In recent years, we have lead the increased use of Job Order Contracting, Design-Build, and Construction Manager forms of contracting to deliver projects more quickly while maintaining the best value to the university. We have also facilitated improvements in the auditing and reporting of the facilities operations which the University needs to improve its resource allocation decisions. In the future, we anticipate new challenges in the areas of energy consumption reduction, deferred facilities maintenance and renewal, building asset renewal preservation, recycled building products, and fast track stimulus projects.



WISDOM'S CORNER

Featuring Challenging and Inspiring Thoughts

“If you once forfeit the confidence of your fellow citizens, you can never regain their respect and esteem. It is true that you may fool all of the people some of the time; you can even fool some of the people all of the time; but you can't fool all of the people all of the time.”

Abraham Lincoln



Account-ability

Counting on you to Count!

Twice a year the University is required to complete a physical inventory of all equipment and other plant assets. Each fiscal office will receive the inventory reports in early April. The completion and return of this report by the deadline is crucial to meeting the University's federal compliance and external reporting requirements. For details see the Business Policy Manual [BPM-407](#).



Risky Business



Just Drive ...

When you conduct University business on the phone while behind the wheel, you may put yourself and the University at risk. There were more than 262 million wireless cell phone subscribers, representing 84 percent of the US population, as of June 2008, according to the Cellular Telecommunications and Internet Association. Cell phone use while driving results in an estimated 2,600 deaths, 1.5 million accidents, and 330,000 injuries annually, according to Harvard University's Center for Risk Analysis.

Several research studies have been conducted to understand the effects of cell phone use on driver safety. Drivers using phones are four times more likely to get into crashes serious enough to injure themselves. Such research has shown that cell phone use affects drivers in the following ways:

- Delays reaction time
- Impairs stopping decisions
- Reduces lane control
- Lessens the amount of time spent examining instruments and mirrors

A handful of states have made hand-held cell phone use illegal while operating a motor vehicle.

Plug into a headset or hands-free device and then you're safe, or so seems the message. But a growing stable of studies suggests that drivers engaged in complex conversations, hands-free or otherwise, are a leading roadway danger. Hands-free cell phone use is not a good alternative.

Research has shown no significant difference between handheld and hands-free cell phone use on driver performance because the situation has been complicated by introducing conversation, a distraction to decision making. While there are other distractions such as adjusting mirrors, fumbling through the glove compartment, eating and drinking, conversation can monopolize the driver's thoughts and emotions.

University policy strongly discourages use of a cell phone while driving; pull over and stop your vehicle – ensuring that you are in a safe place before using your cell phone. However, if you absolutely have to use your cell phone while on the road, keep these safety tips in mind:

- Let someone else drive while you make or receive calls

- Let your passenger handle phone calls
- Use message taking services or integrated answering systems and call back later

When you're behind the wheel on University business, around town or on the highway, please reduce the risk by remembering to operate the vehicle within posted speed limits, wear seat belts, obey traffic laws and regulations and hang up the cell phone.

Drive safely!



On the Drawing Board!

Current University Projects in Design

UMKC – Stanley H. Durwood Soccer Stadium and Recreational Field

The University of Missouri-Kansas City Stanley H. Durwood Soccer Stadium and Recreational Field will open in October 2009 and provide a new 850 seat grandstand, press box, team support building and synthetic recreational field.



This project will provide a multipurpose facility that enhances campus life through increased opportunities for student recreation and intramural use, offer a high quality fan experience at intercollegiate sports events and other campus/community special events, and increase competitive opportunities for the University's intercollegiate soccer and track programs.

The new stadium is at the northeast corner of Cherry Street and University Way/51st Street, across from the New Student Union and west of Swinney Recreation Center at the location of the existing Soccer Field. The exterior design of the facility uses materials consistent with the existing campus architectural character with the primary materials being brick masonry and metal panels. The major entries to the facility are located toward the south with strong connections to University Way, reinforcing its role as the main pedestrian corridor of the UMKC

Volker Campus. The entry plaza can be used during the day as outdoor campus space by students and as a gathering space during soccer games and intramural activities.

The project is being delivered using the Design-Build method by The Weitz Company, Overland Park, Kansas. The \$9,000,000 project will be funded by a lead gift from Stanley H. Durwood. Other gifts and faculty/staff/student recreation fees will also finance the project. Larry Madore, UM FPD, and Greg Silkman, UMKC Manager Planning & Construction served as project managers.



Compliance Corner

For Sponsored Awards, it is not uncommon for the University to be contacted by sponsors to inquire about or to initiate a desk review or audit of an award (sponsors include both federal and state agencies, as well as private industry and foundations).

Although many inquiries begin with the Sponsored Programs Offices or the Controller's Office, in some cases, the department or Principal Investigator is notified directly. If this occurs, immediately notify your campus Sponsored Programs Office and Joe Sanning (sanningj@umsystem.edu) in the Controller's Office.

The role of the Controller's Office is to coordinate the inquiry or audit and serve as the liaison between the sponsor and the University unit. Our responsibilities include:

- Determine the nature of the inquiry from the sponsor
- Confirm the scope of the audit
- Provide proper information and communication to the sponsor
- Resolve any concerns or issues of the sponsor
- Negotiate repayments or settlements, if applicable

The campus Sponsored Programs Office and the Controller's Office will work with your unit every step of the way throughout the entire process. The University's goal is to minimize unnecessary risks, ensure continued support for sponsored efforts, and minimize disruption to daily operations.



News & Updates

 **Procurement Services*****Enterprise Rent-a-Car – NEW CONTRACT!***

A new contract with Enterprise Rent-a-Car has been signed! The new agreement brings additional value to University employees needing to rent vehicles for local travel. Examples of this value are lower rates, drop off service and the ability to return the vehicle without filling the tank. When you return the vehicle with less than a full tank, Enterprise will fill it and charge you current pump prices by adding it to the bill – which means no more Travel Vouchers for just the purchase of gasoline!

In addition to the extra value for local rentals, Enterprise will also provide a custom web-page loaded with our University Rates for booking rentals, and a very useful tool called “Trip Optimizer” for calculating the cost difference between mileage reimbursement and rental costs. This will allow departments to choose the lowest cost alternative. This website is coming soon – stay tuned for information on the link.

This new contract also covers rentals nation-wide through Enterprise and their National Car Rental companies. With Enterprise, the daily rate is the same as local anywhere in the United States and Canada (there are some additional local charges in select locations). National even offers the custom service of on-site airport rental companies including free membership to Emerald Club – which allows you to bypass the counter and pick your own car. These benefits are still available to University employees traveling on personal business.

To use the services of this new contract, either call your local branch or book on-line using the University Code (XZ51005) and PIN number (UNI). At this time, you will have to use a credit card at the time of rental, but Procurement is working on alternate billing solutions. **Stay tuned as the details of the implementation plan become finalized!**



A preferred airline agreement between the University and American Airlines has been signed! Discounts run from 2% - 9% depending on the class of ticket booked.

To access the discounts airline bookings must be made through [Great Southern Travel](#) by calling them at (800) 749-7116. Stay tuned for on-line booking options!



Northwest Airlines Preferred Agreement

A preferred airline agreement between the Northwest Airlines and the University has been signed. Discounts run from 1% -- 6% depending on the class of ticket booked.

To access the discounts airline bookings must be made through [Great Southern Travel](#) at (800) 749-7116. On-line booking options coming soon!



► **Records Management**

Disaster Plans – Are you Prepared?

With spring comes the threat of severe weather –lightening, heavy rain, flooding, hail, tornadoes, and more. All of these events can cause a disaster, including the loss of records. In 1998, Records Management experienced such a disaster and learned first-hand the benefits of having a disaster plan in place.

Is your department prepared – do you have a records disaster plan?

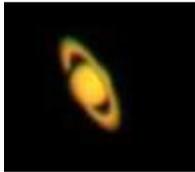
Records Management had a Disaster Plan when that tornado hit their facility, ripping out the walls, roof, and scattering equipment. Their ability to get back into business within 3 days was due to the forethought and planning for such an event. The call-down list brought staff to the site quickly, and after the building was declared safe, the team began documenting the damage, clearing rubble, and securing records and computer systems. All the supplies that had been stocked for such a disaster (large and medium tarps, flashlights, batteries, mops, etc.) were put to use during the pack-out stage of response. Upper management was able to make all the arrangements for activation of insurance and professional records recovery based on the Plan's detailed information.

Since then, Records Management analyst Willie Jones has been integral in assisting departments with their individualized records Disaster Planning. His article "[Trial by Tornado](#)" on the importance of having a disaster recovery plan featured in [ARMA International's](#) InfoPro magazine was recently reprinted by [Redmond Worldwide, Inc.](#), an international risk consulting firm specializing in business continuity planning, emergency management, disaster and crisis management.

For more information on disaster planning or writing a plan for your department, check out the Records Management [Disaster Prevention/Recovery](#) website or contact Willie Jones at Records Management at (573) 882-5955 / JonesW@umsystem.edu.

Focus On: Answer

UMSL Richard D. Schwartz Observatory



Used throughout the year by UMSL students and faculty, this observatory houses a 14” Celestron telescope which is the largest aperture one-man transportable telescope made. Because of the tremendous aperture and superb optics, there is a thrilling “no imagination necessary” deep-sky observing of diffuse and [planetary nebulae](#), [open and globular star clusters](#), [galaxies](#) and [binary stars](#).



This year is the [International Year of Astronomy](#) as it marks the 400th anniversary of the first astronomical observation through a telescope by Galileo Galilei. This is a global celebration of astronomy and its contributions to society and culture, with a strong emphasis on education, public engagement and the involvement of young people. As one of the oldest fundamental sciences, Astronomy continues to make a profound impact on our culture. During April 2-5, the Schwartz Observatory participated in the “[100 Hours of Astronomy – An Event 400 Years in the Making](#)”. This was a worldwide Astronomy marathon to have as many people as possible look through a telescope as Galileo did for the first time 400 years ago. This timing coincided with the moon going from 1st quarter to gibbous – good phases for early evening observing. Saturn was also a highlight of early evening observing events.



The UMSL Observatory has an active public outreach program from February through November each year. During these popular events, the public is invited to visit the observatory where a student or volunteer will point the telescope at various objects of interest, point out constellations, and answer general astronomy questions.

To see the 2009 open House Schedule, click on this link: <http://www.umsl.edu/~physics/astro>

*Photos courtesy of UMSL Department of Physics & Astronomy
Saturn, Harvest Moon, Messier 57 (planetary nebula)*



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