

VALDOSTA STATE UNIVERSITY FINANCE AND ADMINISTRATION

ANNUAL REPORT

FISCAL YEAR 2025



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INTRODUCTION

As we reflect on the accomplishments and challenges of Fiscal Year 2025, the Finance & Administration team is pleased to present a comprehensive review of our financial performance and administrative initiatives. This report highlights the key achievements, strategic investments, and operational efficiencies of the following areas housed within Finance & Administration at Valdosta State University:

- Auxiliary Services
- Budget & Payroll Services
- Financial Services
- Human Resources/Employee & Organizational Development
- Physical Plant & Facilities Planning
- Public Safety (Police & Environmental Services)

This year was not without obstacles. Our campus community navigated the impacts of two hurricanes, an unprecedented snowstorm, and a significant IT security breach. Each event tested our resilience, and required rapid, coordinated response across all areas of Finance & Administration. These challenges reinforced the importance of preparation, collaboration and adaptability in supporting the university's mission.

In the pages ahead, we detail the performance, key initiatives, and strategic decisions that have shaped the past year, as well as outline the roadmap for continued success in the year to come. As we move forward, we remain dedicated to fostering an environment of accountability, operational excellence, innovation, and stewardship.

OUR STORY

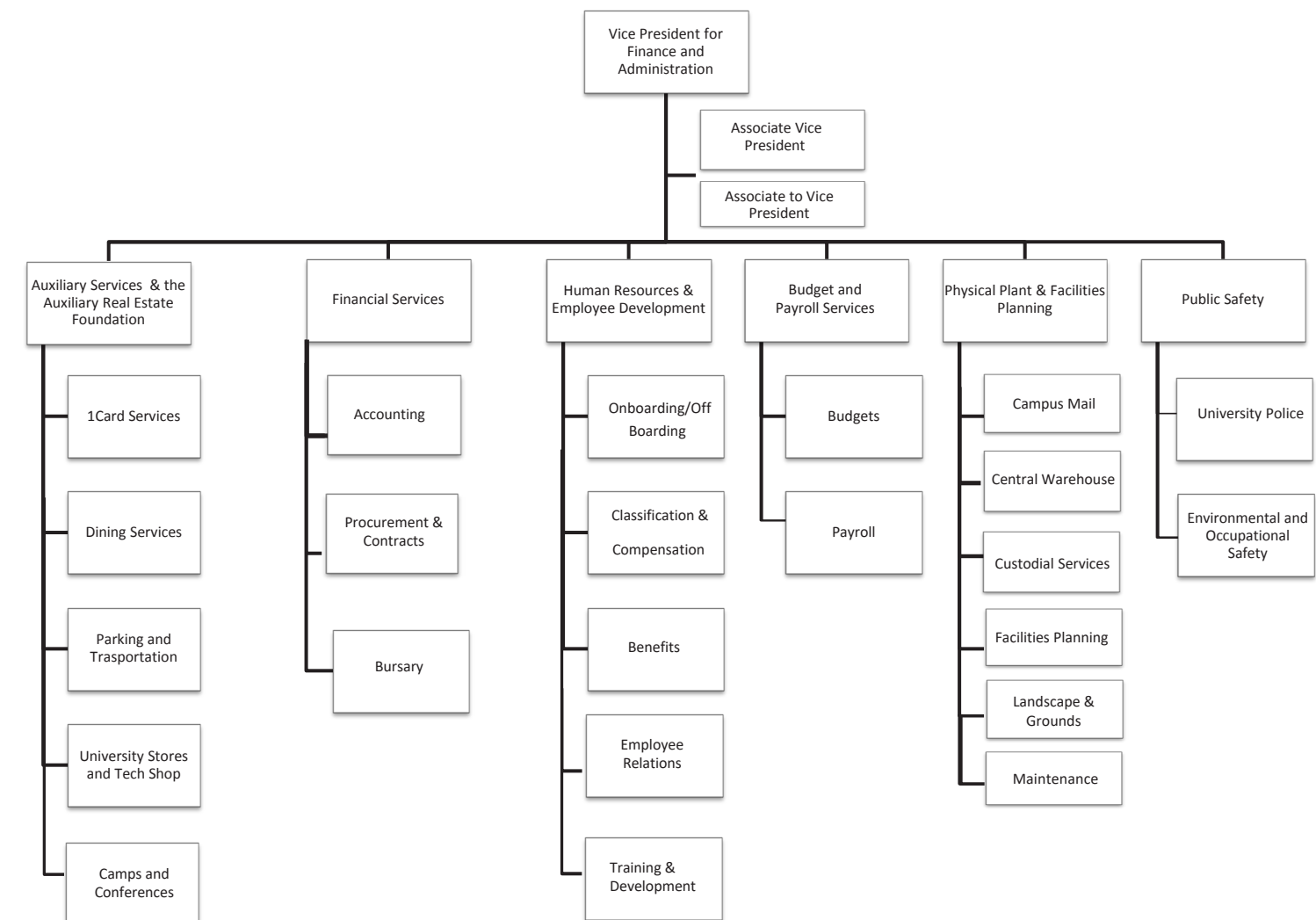
Finance and Administration plays a vital role in supporting the business and financial operations of Valdosta State University. This includes overseeing processes for purchasing goods and services, managing employee recruitment and payroll, administering university accounts, providing employee training, supporting students through essential services, and maintaining campus facilities and infrastructure. Additionally, Finance and Administration ensures the safety of both property and individuals.

But behind every process, system, and service is a team of dedicated people. Our employees are the ones who open the doors, balance the budgets, manage the university's financial resources with integrity, keep the grounds beautiful, prepare the classrooms, feed our students, and keep our campus safe. They bring expertise, care, and a deep sense of pride to their work.

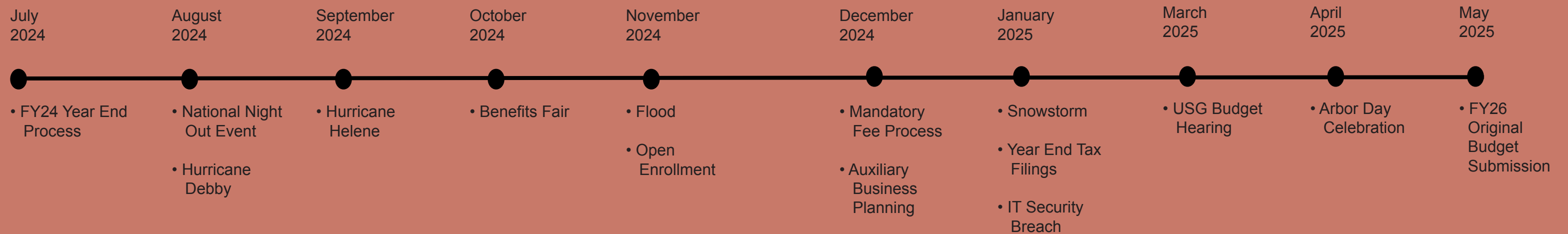
Finance and Administration is not only about operations -- it is about people serving people. Our teams are committed to creating a campus environment where students can thrive, faculty can focus on teaching and research, and staff can do their best work. Their efforts, often behind the scenes, make it possible for the university's mission to come alive every day.

ORGANIZATIONAL CHART

Division of Finance and Administration



FINANCE & ADMINISTRATION TIMELINE FY25



Hurricane Helene Damage

1,660 trees fell on campus and had to be removed

50

buildings sustained damage

6

days without power

\$18M

worth of damage



Our Year by the Numbers

62

pay cycles processed by Payroll

22,633

packages handled by Campus Mail

1,589

Nelnet installment plans were issued totaling \$3,560,827



18,340 refunds were delivered to students totaling \$34,108,033

Our Year by the Numbers

13,980 vouchers processed by
Financial Services

5,353

work orders processed by
Plant Operations

6,809

property checks
by Public Safety

4,157

meal plans sold by
Auxiliary Services



Our Year by the Numbers

483

Personnel Action
Requests processed by
Budget & Payroll

193

Construction & related projects
managed by Plant Operations
totaling \$14M+

250

RED Recognitions
submitted for Faculty &
Staff Excellence



2,334 budget amendments processed by
Budget & Payroll

Our Year by the Numbers

523

total incident reports
made by UPD



1,374

expense reports
processed by
Financial Services

\$800K+

student savings through Day1
Textbook program managed by
Auxiliary Services

\$57.4M

gross pay processed by
Budget & Payroll team

Our Year by the Numbers

2,383

total calls for Public Safety service

3,491

PO's Issued by Procurement
totalling \$78M+

262

campus employees
have been here 15 +
years

1,699

employees
participated in Percipio
trainings



Major Accomplishments



National Night Out hosted by UPD

Financial Services received a Certificate of Excellence in Accounting & Reporting from the USG



Hurricane cleanup



AUXILIARY SERVICES

Major Accomplishments for FY25

- Implemented a transportation plan, incorporating VSU2030 Strategy 3.3 to include replacement of aged bus fleet and upgraded GPS & passenger counting technology
- Implemented modern print management solution in the Print Shop to streamline print order fulfillment
- Support VSU 2030 Strategy 2.2b by implementing & monitoring the new mandatory fee model, resulting in increased fee revenues across Auxiliary Services
- Completed most hurricane-related repairs to PPV facilities, securing funding through insurance proceeds & coordinating approvals with the Auxiliary Services Real Estate Foundation Board of Trustees

Primary Goals for FY26

- Proactively manage Auxiliary operations and PPV projects
- Review PPV facilities condition assessment and funding needs to prioritize needs and plan phased approach for project implementation.
- Support VSU 2030 Strategy 2.2a in improving the on-campus residential experience by working with Housing department on improved maintenance service delivery (CGL contract) to enhance on-campus residential experience
- Support Housing department in VSU 2030 Strategy 2.4b for creating a comprehensive 2040 Housing Plan to address aging facilities
- Support VSU 2030 Strategy 2.2b to monitor the new mandatory fee model
- Support VSU 2030 Strategy 3.4a for ensuring virtual access to student services by leading process for Campus Electronic Locks replacement
- Participate in USG RFP for campus card system to include options for virtual credentialing
- Request for Proposal for Dining and Bookstore
- Propose/Consider additional revenue stream to help offset declining fee and rent revenues.

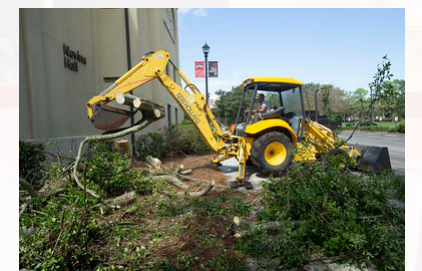
PLANT OPERATIONS

Major Accomplishments for FY25

- Progressed towards Facilities Review charge to address VSU 2030 Strategy 1.3f underutilized property & space on campus by implementing moves & divesting properties
- Updated the 5-year Capital Plan
- Completed the design & awarded construction of Bailey Hall Chiller Plant replacement
- Completed Farbar Hall renovation
- Resumed the campus recycling program
- Made significant progress in completing Hurricane Helene repairs

Primary Goals for FY26

- Implement solutions to continually monitor employee accountability and metrics in Grounds, Maintenance, and Custodial
- Implement succession plan for Plant
- Continue Facilities Review charge to address VSU 2030 Strategy 1.3f underutilized property and space on campus
- Support VSU 2030 Strategy 1.3e in assessing, creating, and maintaining innovative lab, studio, and teaching spaces
- Plan for MRR27, College of Education design, and update 5-year Capital plan
- Follow through on Helene projects, Performing Arts, Farbar Hall, Fine Arts and demolition projects



PUBLIC SAFETY

Major Accomplishments for FY25

- Completed training (Field Training Officer (FTO), Conducted Energy Weapons, Communications)
- In June 2024, a court order was issued that led to the purging of 60 cases, which included multiple pieces of evidence from the evidence room, as well as 23 items from found property.

Primary Goals for FY26

- Actively address and document department culture and employee morale
- Establish and provide quarterly metrics for crime prevention programs, UPD leadership and officer visibility and interactions with students, supporting VSU 2030 Strategy 2.3b Student First Work Culture
- Provide annual training for Emergency Operations Plan, including holding tabletop drills
- Continue Accreditation
- Implement Safety Ambassadors
- Work with AVP to implement lock solution for campus



BUDGET & PAYROLL

Major Accomplishments for FY25

- Implemented Payroll Continuity of Operations Plan from alternative locations to complete payroll processing during 2 emergency events: Hurricane Helene & the January Cyber Attack
- Proactively assess fiscal impact of enrollment, allowing time to minimize campus impact to E&G
- Completed FY26 Budget planning - Planned & implemented campus & USG budget presentations
- Analyzed & intentionally captured lapse for proactive campus budget management
- Reviewed monthly remaining & reported to Cabinet members & met monthly with individuals to assist with proactive budget management

Primary Goals for FY26

- Proactively assess fiscal impact of enrollment, allowing time to minimize campus impact to E&G
- FY27 Budget planning – Plan and implement campus and USG budget presentations
- Analyze and intentionally capture Lapse for proactive campus budget management
- Review monthly remaining and report to Cabinet members and meet monthly with Cabinet members to assist with proactive budget management
- Implement Centralized Payroll Practitioner (along with HR)

FINANCIAL SERVICES

Major Accomplishments for FY25

- Rolled out Payment Request for Accounts Payable
- Completed FEMA, IDALIA & 327 Storm requirements & reporting
- Identified critical duties by position by fully documenting the process to ensure continuity of operations
- Developed job aids for web page on Travel & Journal Entries
- Completed campus portion of Banking RFP process

Primary Goals for FY26

- Complete Banking RFP
- Complete HELENE Storm requirements and reporting
- Convert Student Refund process to electronic, supporting VSU 2030 Strategies 2.3b Student First Work Culture and 3.4a Virtual access to student services)
- Consider Insurance and MVR requirements and staffing
- Publish on our website an allowable vs non allowable listing of purchases by fund using the GA Tech and UGA versions as a starting point.
- Publish a list of agency Contracts and any restrictions to purchasing such as batteries over a certain threshold must be purchased from GEPS
- Revamp the Request for Payment form to distinguish non-Procurement purchases such as travel and Procurement purchases such as a Consultant for hire



HUMAN RESOURCES

Major Accomplishments for FY25

- Developed & implemented incentive plans to improve employee retention
- Implemented FLSA changes for compliance with adjusted 2024-2025 salary thresholds
- Supported VSU 2030 Strategy 2.3b & 3.4b in creating a Student First Work culture through faculty/staff engagement on-line, and in & out of the classroom by helping implement student wage increases
- Supported VSU2030 Strategy 3.2a in increasing the number & dollar amount of Graduate Stipends by helping to revamp the policy

Primary Goals for FY26

- Propose and implement strategies regarding overall employee welfare/morale to include:
 - » Complete HR policy
 - » Continue Succession Planning for key roles in top leadership to build a talent pipeline and ensure business continuity
 - » Follow up on incentive plans implementation and assess impact
 - » Calculate and communicate to Cabinet where we stand as a % after FLSA and adjusted minimums
- Implement Decisions
- Implement Centralized Payroll Practitioner (with Budget/Payroll)
- Support VSU 2030 Strategy 1.3b in creating a Compensation model for CSGRI project completion as prompted by Academics and CSGRI
- Support VSU 2030 Strategy 3.2a in increasing the number and dollar amount of Graduate Stipends as prompted by Graduate School

