

***Online Assessment Tracking Database***

Sam Houston State University (SHSU)  
*2014 - 2015*

**Facilities Management**

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Goal	<p><b>Improve The Energy Performance Of Educational And General Buildings On Campus</b> 🔑</p> <p>Improve the energy performance of Educational and General Buildings on campus through measurement of consumption, Implementation of energy saving projects, and validation of savings programs.</p>
Objective (P)	<p><b>Introduce New Projects And Programs To Reduce Energy Consumption</b> 🔑</p> <p>The offices of Energy Management and Plant Operations will exercise all opportunities available to introduce new projects and new programs that will save energy in our Educational and General buildings.</p>
KPI Performance Indicator	<p><b>Identify One Major Energy Saving Project And One Energy Saving Program For Funding And Implementation In FY 2016.</b> 🔑</p> <p>Energy Management and Plant Operations staff will identify major energy reduction projects and programs to make an impact on energy utilization. At least one major energy saving project and one program initiative will be identified and submitted for funding consideration in the annual budget request.</p>
Result	<p><b>Energy Saving Project</b> 🔑</p> <p>Automate the temperature controls at the Woodlands Campus.</p> <p>Automate the building lights at Old Main Market</p>
Objective (P)	<p><b>Compare Energy Reduction Performance In Educational And General Buildings Against One Or More Benchmarks</b> 🔑</p> <p>For all Educational and General Buildings, the Energy Utilization Index (EUI) or energy consumption per gross square foot in FY 2015 shall be measured against an appropriate benchmark(s) rate of consumption.</p>
KPI Performance Indicator	<p><b>Reduce FY 2015 Energy Utilization Index (EUI) In Educational And General Buildings By 5 Percent Under An Appropriately Established Benchmark</b> 🔑</p> <p>FY 2015 EUI in Educational and General Buildings shall be reduced by 5 percent below the average EUI over the last three years (2012, 2013, and 2014) (107.03). A three year moving average was selected as a benchmark to smooth out inconsistencies in annual energy use, such as weather, reporting errors, or other building energy use anomalies.</p>
Result	<p><b>2015 E&amp;G Energy Consumption Per Gross Square Feet</b> 🔑</p> <p>The FY2015 EUI was 105.21. This amount was 1.82% below the 3 year average (107.32). It should be noted that the campus experienced a major hot water leak during the heating season which resulted in a 3 month natural gas consumption increase.</p>

**Objective (P)**

**Assess The Reduction Of Energy Consumption In Educational And General Buildings**

Through the gathering of facts and numerical analyses, highlight the success of the program during this period and provide recommendations for improvement.

**KPI  
Performance  
Indicator**

**Provide Summary Of Achievements And Improvements Within The Energy Conservation Program**

Provide a report of achievements and recommendations centered on the energy conservation program.

**Result**

**Energy Conservation Program Achievements And Improvements**

During FY 15 SHSU successfully made energy efficiency improvements that will help save in energy costs and earned the campus more than \$6,482 in cash incentives from Entergy. This annual kWh savings resulted in a total greenhouse reduction of 34 metric tons of carbon dioxide equivalent. Projects consisted of LED light retrofit, efficient lighting installed during new construction, HVAC retrofit and lighting controls.



Projects to continue the energy efficiency improvements on campus include installing an automated metering system that will provide a better method to monitor the central plant operation and a boiler relocation project that will allow for the natural gas to be control at the building level.

Goal	<b>Advance Student Success</b> 🔑 Increase and develop university resources and infrastructure that supports intellectual transformation of students
Objective (P)	<b>Seek Opportunities To Expand The Use Of Student Workers</b> 🔑 Identify opportunities for increasing student employment with focus on increasing department efficiency.
KPI Performance Indicator	<b>Identify One Opportunity To Increase Student Employment As Part Of The Budget Process</b> 🔑 Identify one opportunity to increase student employment as part of the budget process
Result	<b>Reached Out To College Of Business To Establish A Customer Survey/analysis Program By Students</b> 🔑 Discussed with the COBA the potential for students to develop a program for performing good quality customer surveys as part of student class work. This did not seem to fit into any of their curriculum at this time.
KPI Performance Indicator	<b>Report Student Employment Count Monthly</b> 🔑 FM administration will develop end of the month reports providing list of existing student workers and the area they work in.
Result	<b>Spreadsheet Of Monthly Student Employment Count Is Attached</b> 🔑 🔑 Monthly count of students fluctuated between 8 and 18 through August 15th with an average of 16.5 student positions noticeably in summer months.
Result	<b>Process Was Identified For Action During VPFO Indirect Reports Meeting</b> 🔑 During the Indirect Reports meeting the Accounting team identified resources that could look at processes for automation from paper to electronic. We agreed the utility vouchers would be a very good case to apply.
KPI Performance Indicator	<b>Report Any Dollar Saving And/or Operational Efficiency Impacts Monthly</b> 🔑 FM will develop end of the month reports on any dollar savings and/or operational efficiencies created by employment of additional students.
Result	

### Unable To Document Savings During This Period



We were unable to document any savings this period. We are projecting greater use of student workers in FY 2016 and will be positioned to track this better.

#### Goal

#### Increase Efficiency Of University Operations

Develop and deploy automated solutions.

#### Objective (P)

#### Develop Automated Processes

Develop automated processes to simply/facilitate business processing.

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#### KPI Performance Indicator

#### Identify One Business Process To Redesign From Paper-based To Computer Supported

Identify one business process to redesign from paper-based to computer supported

#### Result

#### Identified And Have In Progress The Transition Of Paper Utility Vouchers To Automated Voucher Submission

We have been working with Accounting team to develop an automated process for submitting and approving utility vouchers. This would speed up submissions for payment and also allow for automated fill in of electronic vouchers taking away some manual calculations.

#### KPI Performance Indicator

#### Discuss Proposals At 1-on-1 Meetings With

VPFO Discuss proposals at 1-on-1 meetings with

VPFO

Colloborative processes are in progress now and we hope to complete this effort in FY 2016.

<b>Goal</b>	<b>Make Data Driven Decisions</b> 🔑 Develop and implement reporting tools and reports that allow visibility into revenue and expense activities across campus.
<b>Objective (P)</b>	<b>Identify Benchmarks And Develop KPI Metrics</b> 🔑 Monitor and compare institutional performance with peer institutions.
<b>KPI Performance Indicator</b>	<b>Using APPA Key Performance Indicators Program, Identify PEER Institutions</b> 🔑 From data compiled by APPA, identity five peer institutions to use in comparing FM performance measures.
<b>Result</b>	<b>Prepared A List Of 17 Universities To Consider As Peers For Comparison</b> 🔑 🔑 The APPA Facilities Performance Indicator program has a simple limitation of not having all universities you might consider to be peers. Not all Universities participate. The choice must be made from those who participate and thus may not be the list you would prepare if no limits were placed on selection. Nonetheless, 17 universities were selected using the following selection criteria. <ol style="list-style-type: none"> <li>1. Public Funding</li> <li>2. Masters Carnegie Group (Few in Doctoral/Research area; only 1 selected)</li> <li>3. Enrollment range 12,000 to 19,999 (next range was 20,000 + so stayed with lower group)</li> <li>4. No auxilary information included.</li> </ol>
<b>KPI Performance Indicator</b>	<b>Identify Five Key Performance Indicators From APPA Key Performance Indicators Program</b> 🔑 Identify and use KPI's from APPA to use in comparing PEER institutions with SHSU FM performance.
<b>Result</b>	<b>2013-2014 Data From Our APPA Survey Has Been Analyzed And Five Ratios Have Been Selected</b> 🔑 We have identified the following KPI's or ratios to compare with peer universities. We do have to compare ourselves to universities who answered the survey and they may not be the ideal peers. Some may not have input all of the information in the survey and this could limit comparisons. In addition we are subject to errors in reporting by our peers. Ratios: Annual Facilities Operating Expenditures/Capital Replacement Value

Annual Facilities Operating Expenditures/Gross Institutional Expenditures  
 Annual Facilities Operating Expenditures/Gross Square Feet  
 Total Energy Cost Including Purchased Utilities/Gross Square Feet.  
 Total Energy Cost Including Purchased Utilities/Student FTE

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Goal	<b>Identify Disruptive Change Opportunities</b> 🔑 Identify opportunities to increase revenue, explore privatization/contracting out, and evaluate effectiveness.
Objective (P)	<b>Identify Privatization And Outsourcing Opportunities</b> 🔑 Explore opportunities for outsourcing organizational activities to increase revenues, reduce cost, or increase efficiency.
KPI Performance Indicator	<b>Identify One Activity That Can Be Outsourced</b> 🔑 Identify one activity that can be outsourced
Result	<b>We Identified Outsourcing Of Warehouse Materials And Fleet Maintenance</b> 🔑 We pursued outsourcing of warehouse materials and fleet maintenance, but were unable to show a positive return on any program offered. We will continue to explore opportunities.
KPI Performance Indicator	<b>Submit Proposals To VPFO In 1-on-1 Meetings</b> 🔑 Submit proposals to VPFO in 1-on-1 meetings
Result	<b>Proposals To Outsource Warehouse Materials And Fleet Maintenance Were Reviewed With The VPFO</b> 🔑 The VPFO was involved in communications concerning both initiatives. Neither presented a valid opportunity.
Objective (P)	<b>Identify Means Of Increasing Operational Efficiency And Explore Use Of Department Wide Evaluations To Do So</b> 🔑

Identify means of increasing operational efficiency and explore use of department wide evaluations to do so

**KPI  
Performance  
Indicator**

**Collaborate With Institutional Efforts Focused On Organizational Efficiency And Identify Support As Needed** 🔑

Collaborate with institutional efforts focused on organizational efficiency and identify external support as needed

**Result**

**Conversion Of Paper Vouchers To Electronic Voucher Payments For Utilities Is Now Being Discussed And Planned** 🔑

A collaborative team has come together to convert utility vouchers from manual to electronic. This will bring a vast improvement to the approval processes and save employee time.

**KPI  
Performance  
Indicator**

**Engage External Consultant To Evaluate Department Operations** 🔑

Identify external consultant to evaluate department operations and funding permitted, engage via procurement path.

**Result**

**We Did Not Achieve A Result In This Area** 🔑

A number of high level projects, added operational responsibilities and key personnel absences have impeded efforts to accomplish this.

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