

THE TYPICAL CBO'S PORTFOLIO

IS THERE SUCH A THING AS A TYPICAL PORTFOLIO?



STUDENT LEARNING OBJECTIVES

- AWARENESS AND APPRECIATION OF THE VARIOUS FUNCTIONS THAT ARE IN THE PORTFOLIO OF A TYPICAL CHIEF BUSINESS OFFICIAL AT A COLLEGE OR A DISTRICT LEVEL
- AWARENESS AND APPRECIATION OF SOME OF THE TYPICAL CHALLENGES FACING THE DIVISION'S DEPARTMENTS

TYPICAL FUNCTIONS/DEPARTMENTS - 1

FISCAL

- ACCOUNTING
- BUDGETING
- PAYROLL
- ACCOUNTS PAYABLE/ RECEIVABLE

FACILITIES

- ROUTINE REPAIR, MAINTENANCE, UTILITIES
- SCHEDULED MAINTENANCE
- CUSTODIAL AND GROUNDS
- FACILITIES MASTER PLANNING
- VEHICLES; FLEET MANAGEMENT

TYPICAL FUNCTIONS/DEPARTMENTS - 2

PUBLIC SAFETY

- PARKING
- LAW ENFORCEMENT; POLICE
- SECURITY
- DRIVERS' RECORDS
- EMERGENCY PREPAREDNESS & RESPONSE

RISK MANAGEMENT

- CLOSELY ALIGN WITH H.R. AND PUBLIC SAFETY
- RISK AVOIDANCE, INSURANCE, CLAIM MGT.
- WORKERS' COMPENSATION CLAIMS AND ISSUES
- TORT CLAIMS
- EMERGENCY PREPAREDNESS

TYPICAL FUNCTIONS/DEPARTMENTS – 3

ENTERPRISE FUNCTIONS

- BOOKSTORE
- VENDING
- FOOD SERVICES
- OTHER REVENUE ACTIVITIES

HUMAN RESOURCES

- ALL EMPLOYMENT ISSUES
- STAFF DEVELOPMENT
- BENEFITS
- SO MUCH MORE!

TYPICAL FUNCTIONS/DEPARTMENTS - 4

INFORMATION TECHNOLOGY; I.T.

- INSTRUCTIONAL SYSTEMS (BLACKBOARD, ETC)
- ENTERPRISE SYSTEM – THE BIG DOG!
- TECHNOLOGY INFRASTRUCTURE
- STAFF DEVELOPMENT
- SYSTEMS SECURITY

OTHER ROLES AS ASSIGNED, OR NOT

- CEO ADVISOR, CONFIDANT, FRIEND
- MASTER PLANNING
- BOARD RELATIONS
- FUND RAISING
- FOUNDATION LIAISON

TYPICAL FUNCTIONS/DEPARTMENTS - 5

BOND PROGRAM MANAGEMENT

- RAISING CAMPAIGN FUNDS
- CREATING THE PROGRAM
- UNDERWRITING; RATING AGENCIES
- ICBOC CARE & FEEDING

PURCHASING AND CENTRAL SERVICES

- PURCHASING
- SHIPPING & RECEIVING
- CENTRAL WAREHOUSE
- PRINTING
- MAIL ROOM

TYPICAL CHALLENGES

- COMPLAINTS FROM OTHER DEPARTMENTS
 - IT TAKES SO LONG.....
 - TOO MUCH PAPERWORK!
 - WHAT DO YOU MEAN I CAN'T BUY THAT FROM MY BROTHER?
 - THIS TECHNOLOGY IS SO OLD AND SLOW
 - I CAN'T HIRE WHO I WANT

TYPICAL CHALLENGES - CONSTRAINTS

- INADEQUATE STAFFING
- UNDER-BUDGETED; FIRST TO HAVE BUDGETS CUT
- "BAD" EMPLOYEES
- UNDERAPPRECIATED
- TOO MANY STATE & FEDERAL REPORTS DUE
- OTHER DEPARTMENTS DON'T DO THEIR JOBS, THEIR PART
- LAST MINUTE SURPRISES, ESPECIALLY IN FACILITIES SET-UPS

TYPICAL CHALLENGES YOU FACE?

- ANY WAR STORIES YOU WANT TO SHARE?
- HOW DO YOU HANDLE THOSE CHALLENGES?
- IF YOU WERE THE CBO HOW WOULD YOU HELP THE DEPARTMENT ADDRESS THOSE CHALLENGES?

THE END

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