

# Administration and Finance - 2019

## SUPPORT SERVICES ASSESSMENT PLAN



# Property Management

## ■ Assessment Purpose

- Property Management is looking at process improvements to help provide the campus with accurate accounting, control, and disposition of University property.
- To educate the campus (Department End User) about the functions and services of Property Management.
- Solicit feedback to improve the services we offer.

# Property Management

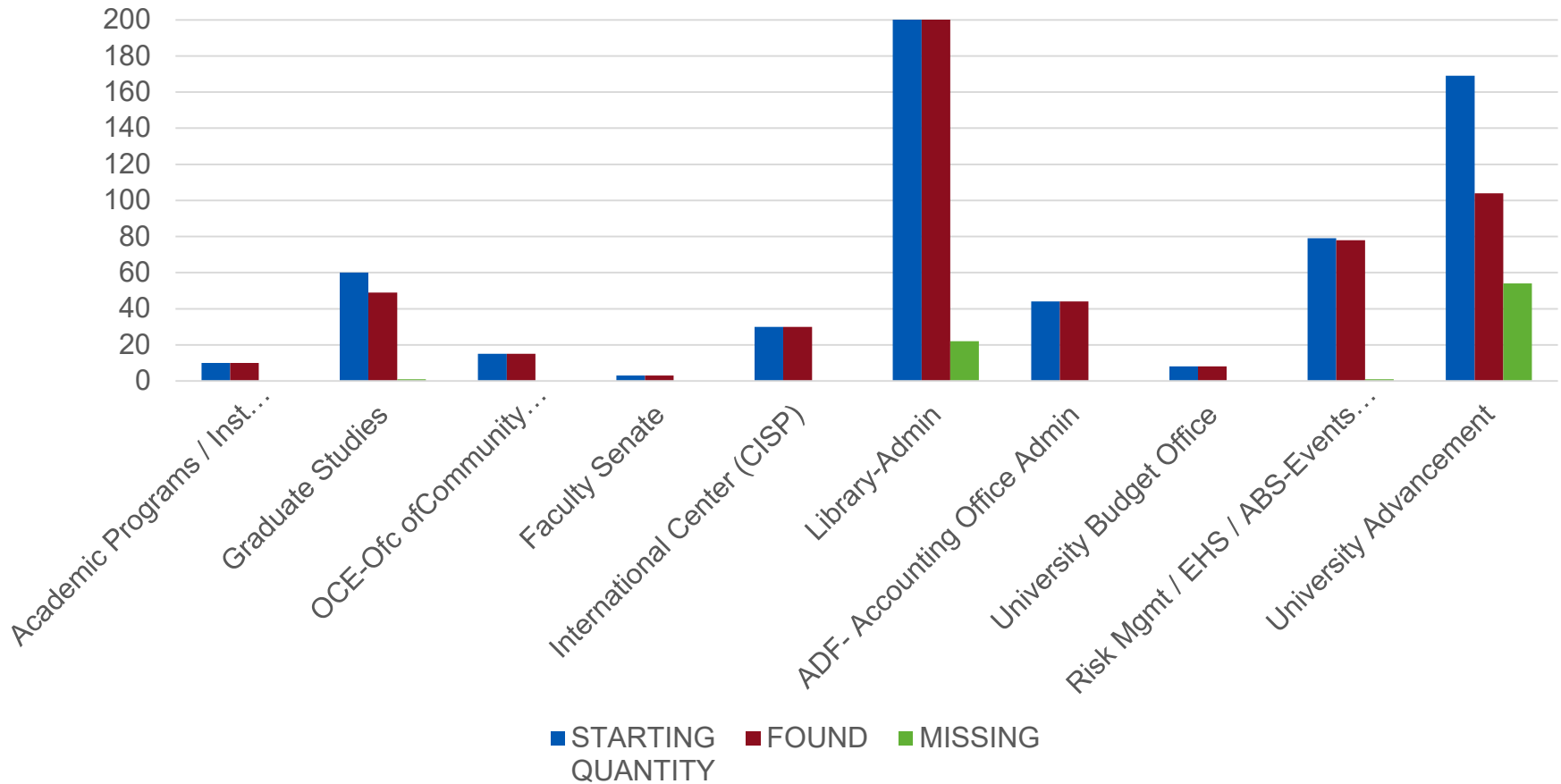
## ■ Assessment Methodology

- Analyzed and reviewed data from past fiscal years inventories.
- The data from FY 2016/2017, 2017/2018, & 2018/2019
- Surveyed Department after inventory.



# Property Management

2016/2017 FY Inventories



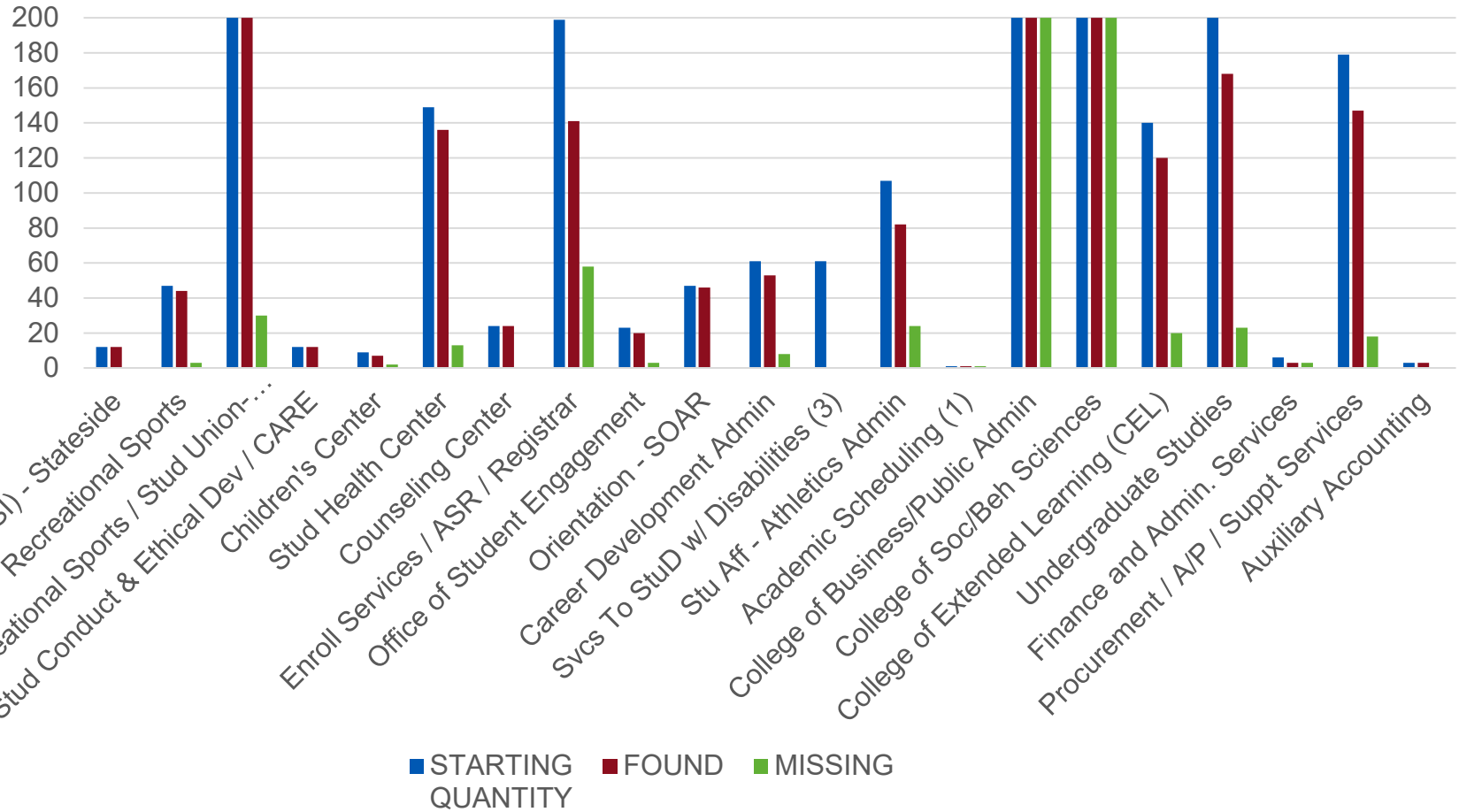
CSUSB

WE DEFINE THE

*Future*

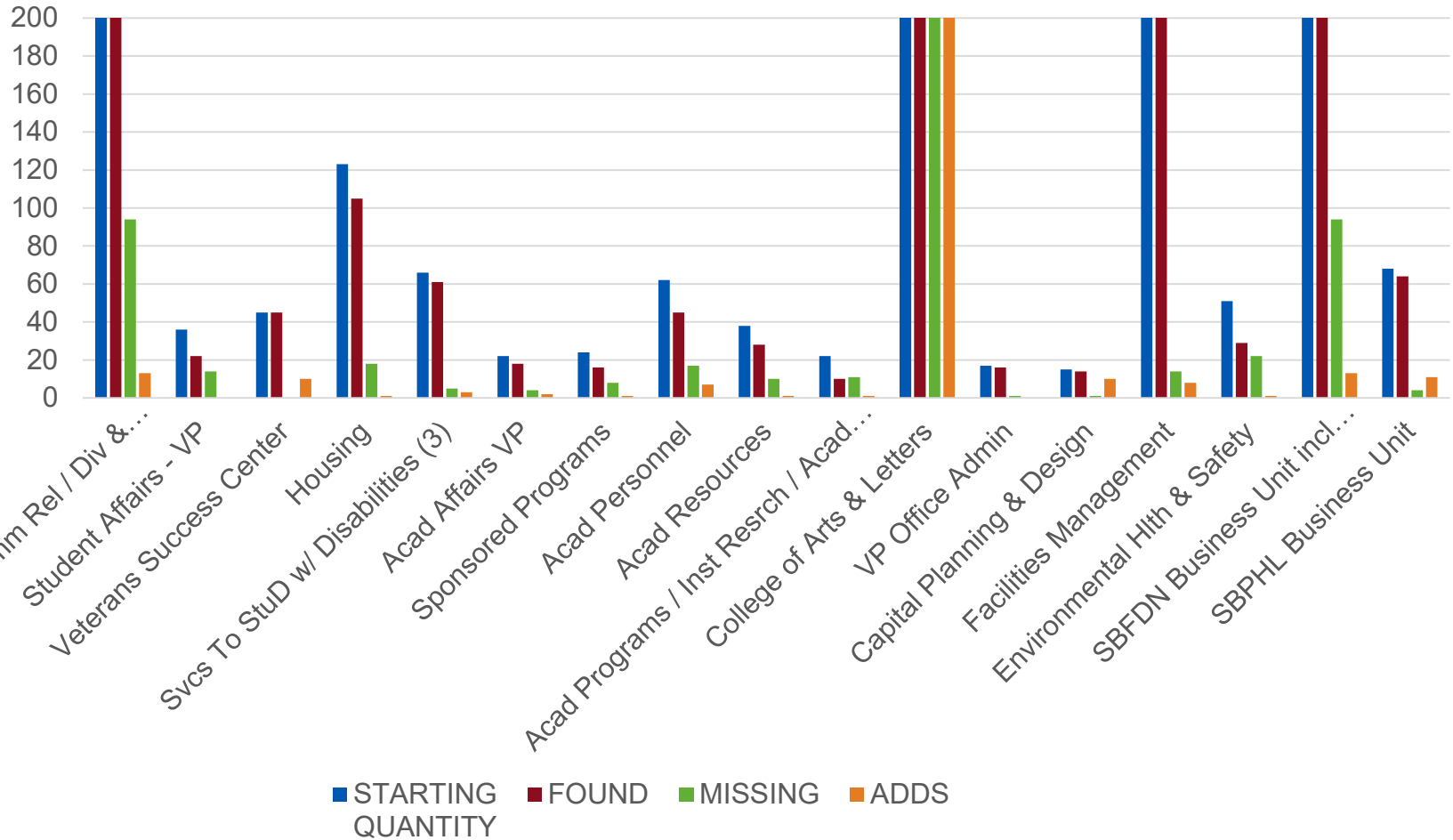
# Property Management

2017/2018 FY Inventories



# Property Management

2018/2019 FY Inventories



CSUSB

WE DEFINE THE

*Future*

# Property Management

## ■ Assessment Findings

- Changed data to include “Adds” for FY 2018/2019
- Lack of advanced notification to Departments of inventory
- Recap inventory findings with staff and Departments



# Property Management

- Implications for Practice
  - Post Inventory Schedule on Property Management website
  - Inform Department of inventory 3 months prior
  - Work with Department to develop a contact person or “Department Custodian” of the property
  - Recap summary of inventory to Department