

2-9

OFFICE FOR BUSINESS AFFAIRS

R. Neil Hawk, B.B.A.	Vice Chancellor for Business Affairs
Edward Schempp, B.A., M.A.	Director of Business Services
Gloria Chavis (Vacant)	Central Stores Manager Printing Department Manager
Ila Killian, B.S.A.S.	Controller
David Helton, B.S.	Director of Police & Public Safety
Kurt Hoffman (Vacant)	Director of Food Services Director of Physical Plant
Penny Locklear, B.S.	Payroll Officer
Kate Locklear	Human Resources Director
Karen A. Swiney, B.A.	Bookstore Manager
Bess Tyner, B.S., M.M.E.	Director of Design and Construction
Paulette Dial, B.S.A.S.	Systems Accountant
Karen Staab, B.S., MBA	Grants Accountant
Roger Killian, B.A., M.A.	Financial Planning & Budgets
Ronald Bullard, A.S.	Mail Center Supervisor
Chris Perry, B.S.	Bursar
Patty Deese, A.S.	Accounts Payable Supervisor
Arthur Hems, B.S.	Safety Officer
Judy Presley, B.S.	Reporting Officer

2-9.1 Controller

The Controller is responsible for all financial accounting functions for the University, including receipt, custody, and disbursement of funds; student accounts receivable; accounts payable; inventory records and reconciliation; student loans receivable; payroll; accounting for grants and contracts; and financial reporting.

2-9.2 Director of Financial Planning and Budgets

The Director is responsible for coordinating the financial planning process with the University planning process. Included within this task will be budget development, analysis, control, and reporting to University departments, as well as State and Federal agencies.

2-9.3 Director of Business Services

The Director oversees the general purchasing activities for all academic and administrative departments on campus. Duties include receiving requisitions from the departments, obtaining competitive bids, placing purchase orders with vendors, vending contracts, and Braves One Card. The Director is also responsible for the sale of surplus property on campus and establishment of service contracts. The Business Services

department consists of Purchasing, Central Stores, Central Receiving, Post Office, Fixed Assets, Print Shop, and Surplus Property.

2-9.4 Bookstore Manager

The University Bookstore is operated as an Auxiliary Enterprise under the direct supervision of the Bookstore Manager. The Bookstore is a part of the Business Affairs Division. It sells textbooks, school supplies, soft goods, and miscellaneous sundry items.

2-9.5 Director of Physical Plant

The Director of Physical Plant is responsible for management of the ongoing daily operations of building services, facilities maintenance services, and grounds/landscape services. Further responsibilities include vehicle reservations, energy management, University recycling, and administration of University Key Policy.

2-9.6 Director of Food Services

The University Cafeteria is operated under the general supervision of the Vice Chancellor for Business Affairs and is contracted out to Sodexo-Marriott Corporation. Sodexo-Marriott provides student meal plans, a sandwich snack shop, and catering services.

2-9.7 Printing Department Manager

The Manager is responsible for providing printing, copying, and reproduction services for all departments on campus.

2-9.8 Central Stores Manager

The Central Stores Manager is responsible for receiving, fixed asset tagging, and delivering purchased items on campus. Central Stores also maintains a supply of expendable items that are available to all institutional departments at a reasonable charge.

2-9.9 Payroll Officer

The office is responsible for the preparation of all permanent, temporary, and supplemental University payrolls and related benefit and deduction payments.

2-9.10 Bursar

The Bursar is responsible for the receipt and custody of and accountability for all institutional revenues, and student accounts.

2-9.11 Systems Accountant

The Systems Accountant is responsible for development and maintenance of the financial records system and student information system and for maintaining secure access to these systems

2-9.12 Human Resources Director

The Human Resources Director is responsible for directing the University's SPA and EPA employment processes, which includes preparation and processing of paperwork relating to new employees, promotions, salary increases, etc. The Director is also responsible for employee orientation, training, and exit interviews. The Human Resources Department manages all fringe-benefit programs for faculty and staff and administers the Equal Employment Opportunity program.

2-9.13 Grants Accountant

The Grants Accountant works with the Grants office and project directors while administering the fiscal aspect of contracts and grants.

2-9.14 Accounts Payable Supervisor

The office is responsible for processing/paying all University expenses.

2-9.15 Director of Police and Public Safety

The Director is responsible for the operations of the University Police Department, a full-service law enforcement agency. The department is staffed by 10 full-time police officers and 3 full-time security officers, whose efforts are complemented by a support staff of student officers. The University Police have a Mutual Aid agreement with all law enforcement agencies within Robeson County and routinely share information, manpower, and equipment.

Also reporting to the Director is the Safety Officer. This employee is responsible for developing and implementing an effective safety and health program for the campus community.

2-9.16 Director of Design and Construction

The Director is responsible for all university construction projects. This includes new construction projects as well as repair and renovation work. The Director coordinates with appropriate university personnel in the planning, design, and construction phases of each project.

2-9.17 Reporting Officer

The Reporting Officer is responsible for internal and external financial reporting for all accounting cycles along with miscellaneous special projects.