Purpose:
Established in 2008/09, the University Business Institute (UBI) assists the university and its constituents in responding to the increasing complexity of managing university resources.

With primary emphasis on topics related to university stewardship, fiduciary responsibilities, resource planning and financial management, internal controls, and human resources and risk management, the institute provides professional development training programs for both seasoned and novice administrators, staff, and academic leaders. In addition, supplemental professional development programs supporting effective resource management and both individual and organizational effectiveness are provided.

Benefits:
- Improved understanding of university policies and procedures.
- Increased knowledge and expertise necessary for sound decision-making.
- Better understanding of broad university resource issues and implications.
- Enhanced insight into the CSUF culture.
- Improved capacity, proficiency and effectiveness.

Programs:
Core UBI programs focus on enhancing financial and human resource knowledge, capacity and management, and are offered either as certificate programs or as a series. Internal subject matter experts serve as workshop presenters and facilitators, providing a cost effective approach while fostering personal connections and relationships across campus.

Managing Funds and Accounts Certificate
- Designed for individuals with division or department budget, financial and/or purchasing responsibility, or oversight.
- Includes 10 required and five optional modules.
- Areas of certificate program content include: the State, CSU and campus budget processes; state operating fund budget and account management; trust, auxiliary and special funds management; purchasing, travel, and hospitality policies and procedures; managing grants and contracts; and projecting and managing faculty and staff position and salary budgets.

Optimizing Staff Performance Certificate
- Intended primarily for managers and department chairs responsible for administering staff human resources policies, procedures, and practices.
- Consists of 10 required and five optional modules.
- Areas of certificate program content include: staffing strategies and appointment options; behavior-based interviewing and other effective hiring techniques; staff compensation and classification; recognizing and motivating staff; addressing performance issues; and workers compensation policies and procedures.

Developing Our Future Professionals Series
- Six-module series designed for individuals supervising student assistant employees.

Complementary additional UBI programs focus on:
- Communication—29 individual workshops and programs scheduled during 2012/13.
- Productivity Enhancement—19 individual workshops and programs scheduled during 2012/13.
- Health & Safety—5 workshops including legally-mandated injury and illness prevention and emergency preparedness training.
- Personal Development & Wellness—9 individual workshops and 2 books scheduled during 2012/13.

Delivery Mechanisms:
In addition to traditional in-person workshops, UBI uses online training, peer learning communities, brown bag lunch and learns, webcasts, and interactive roundtables, to enhance participation and appeal to diverse learning styles.

Participation (2008/09 through 2012/13):
- Total participation: 3,971
- Core financial and human resource management program participation: 1,873 (47% of total participation)
- Participation increase (2008/09 vs. 2012/13): 421%
- Program moved from Division of Admin & Finance to the newly created Division of Human Resources/Diversity and Inclusion July 2013

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June 2013