

to assure that capital projects over \$10 million stay within their budget.

#### PROJECT MANAGEMENT & DESIGN DIVISION

William R. Gluck, *Chief*

301 West Preston St., Room 1405  
Baltimore, MD 21201—2305 (410) 767-4439

The Project Management and Design Division was created in 1970 as the Design and Approval Division. Renamed Technical Services in 1991, it reorganized as the Engineering and Design Division in 1992. Under its present name, it assumed duties of the Project Management Division and the Public School and Community College Construction Division in 1996.

The Division prepares all project documents required to construct and renovate State facilities. It oversees the work of architectural and engineering firms in preparing construction documents; reviews those documents at programmed stages of development; administers the construction bidding phase of the project; and advises the Construction Division during construction on any technical changes that occur.

To maintain State-owned facilities, the Division sets standards; assesses the condition and management practices of each building; and, for most facilities, reviews and verifies the funding needed for maintenance. For Facilities Operations and Maintenance, the Division performs special consulting services.

The Division also administers two programs.

*Public School Construction Program.* For public school construction, the Division reviews requests from each local education agency, participates in public hearings, and reviews design documents for all public school projects receiving State funding. It recommends which projects should be authorized for construction bidding.

*Community College Capital Improvement Program.* For community colleges, the Division reviews design documents of each State-funded project, and master plans for the facilities of each institution and program.

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### FINANCE & ADMINISTRATION

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Charles H. Stevenson, *Assistant Secretary  
for Finance & Administration*

301 West Preston St., Room 1201  
Baltimore, MD 21201—2305 (410) 767-1961

Finance and Administration directs Department operations and administration, and coordinates preparation of the Department budget. Under Finance and Administration are four divisions: Fiscal

Services; Information Services; Personnel; and Portfolio Management and Strategic Planning.

#### FISCAL SERVICES DIVISION

Dennis X. Flynn, *Chief*  
(410) 767-4240

The Fiscal Services Division started as the Office of Administrative and Fiscal Services and was reorganized in 1991 as Fiscal and Contract Services. The unit received its present name in 1993.

The Division manages the Department budget and provides accounting services to the Department and for statewide capital construction and maintenance administered by the Department. The Division formulates accounting policies, procedures, and internal control standards and monitors compliance with them.

#### INFORMATION SERVICES DIVISION

Michael W. Sigman, *Director*  
(410) 767-4218

Functions of the Information Services Division were organized by 1981 as Data Information Services under the Office of Administration and Fiscal Services. By 1983, the unit became the Information Services Division and continued under the Office of Administrative and Fiscal Services until 1989, when it transferred to the Office of Telecommunications. In 1991, the Division was made part of Finance and Administration.

The Division manages and operates the Department's data and word processing resources, including the Department's two IBM System 36 Minicomputers, and one AS/400 Minicomputer. The Division also provides security for these systems and serves as project manager in developing custom applications software for the IBM System 36 and AS/400.

Centralized word processing for the Department is provided by the Division. In addition, the Division supports the Department through systems analysis and programming, and network and personal computer administration.

#### PORTFOLIO MANAGEMENT & STRATEGIC PLANNING

Lisa D. Shaduk, *Director*  
(410) 767-4304

The Portfolio Management and Strategic Planning Division was formed in 1996. It provides fiscal management and long-term planning for the efficient use of the Department's capital assets, analyzes current financial opportunities in the business marketplace, and assesses Department programs and operations. The Division advises the Secretary of General Services in business finance transactions, valuations of investments, and financing of capital assets.