

Administration, Finance and Student Affairs: The good work of the Managers

Division Goal Statement

GOAL 1: Support the institution's mission, academic program, and student services both through direct student interaction with excellent customer service and behind the scenes through stewardship of Western's human, fiscal, and physical resources.

GOAL 2: Provide a top-notch Student Affairs division providing excellent on-campus auxiliary services, increasing enrollment and retention of a diverse student body, and promoting an increased understanding of gender, ethnicity, and multiculturalism across campus.

GOAL 3: Provide leadership and direction on this division's overall goal of being on a "path of continual improvement" in services and management.

GOAL 4. Use our talents and abilities to serve on broader issues of campus, community, and state importance.

July 20, 2016

TO: Beth Weatherby, Chancellor

**From: Susan D. Briggs, Vice Chancellor
Administration, Finance and Student Affairs**

RE: Annual Assessment

I am partially recycling a portion of my August 5, 2016 assessment letter as the first paragraphs and division goals still apply. This been a good year for Montana Western with strong leadership leading the way especially in our community. This year has continued to be slightly challenging for me with personnel issues, another round of budget reallocations, and figuring out new and better ways to fit in to continue to serve the institution appropriately. I believe my personal accomplishment is to have continued to help manage and create a stable financial environment to help with the programs and projects that move Montana Western forward.

My plan is to make this a much briefer report than in the past. The division continues to “check off” a long list of projects and plans on its on-going goals grounded in the strategic plan of The University of Montana Western. I will share a few examples of projects accomplished, but I continue to be most impressed by the tremendous day to day effort this staff engages in to help serve Western’s students and faculty. I have an AWESOME group of colleagues.

Many challenges exist to keep things interesting as we develop the flexibility required to respond to the new future of Higher Education. We continue to struggle with resource issues and the interesting day to day issues in plant and human resources. We continue to work with communication issues and this coming year we are back to a legislative session which requires waiting for the next budget picture. The hard decisions made collectively regarding personnel were absolutely the right thing to do.

Successes continue to outweigh the challenges and are directly related to team work and shared vision in improving student services focused on recruitment and retention and in the strong commitment to the stewardship of Western’s resources. I’m very proud of the Division’s help through this year with both the budget reductions, continued progress in every area despite my distractions, and a couple great new hires and promotions.

Rather than the long list of accomplishments given in the past whose main purpose is to chronicle the history of our division, I will just share an example from each area out of the great work done by the manager’s and their staff this year. If you would like to know more we have the long list! The Division goal statement will remain the same for 2016-2017 and each manager has submitted a list of three 2015-16 accomplishments and 3 specific goals to me for 2016-2017 year.

**Administration, Finance and Student Affairs
Division Goals**

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ACCOMPLISHMENTS 2015-16

(Using acronyms since internal document)

Admissions

- Updated the new communication plan to include information and letters from academic departments and added alumni to the recruitment plan. Recruited another large freshman class.

Bookstore

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Business Services

- Transferred the responsibility of the work order system payables to BS for better and more accurate accounting. Made significant progress on inventory issues in dining services Two huge projects.

Facilities Services

- Design and implementation of several projects completed including MH Phase III, legacy plaza, Mathews seismic, preliminary design of Mathews bathrooms, Emerick Art mechanical upgrade, library heating pipe replacement, new sidewalks, and Legacy plaza.

Financial Aid

- Met goal of monthly reconciliation of all federal and state aid accounts with Business Services. Prepared for prior prior year implementation this year.

Human Resources

- Learned and completed required salary surveys this year which also include learning BANNER better and doing much data clean up. ITS

Student Life

- Created the Paw Prints for Success program. Worked on menu audit and better ways to meet dietary needs of campus residents.

Wellness

- Successfully implemented Haven for faculty and staff and continued success on creating programs for the new Wellness Center.

A&F Office

- Upgraded the Campus Master Plan, managed new FLSA project with system, bargained three contracts, and secured the approval and funding for the Mathews Hall bathroom remodel.

SUMMARY

This is truly a very small sample of the great work being accomplished in this division. The Directors and staff in this division work very hard, are Western advocates, and collectively a smart project team. We continue to struggle with providing enough on-campus training and communication about policies and procedures although we have made some progress. More communication continues to be the main watchword despite all the efforts made.

Personal Goals

- BUDGET
Continue to have a balanced budget and to be cash and fund balance positive. This year to train more folks on campus on the budget process and to communicate that process and the actual budget better.

To help respond to fiscal notes has required during the legislative session and show Liane that process. To continue to maintain the financial stability of this campus. This ties to Core Theme III and is an underpinning for all the themes.

- **COMMUNICATION** – Continue this goal of continual improvement within our division and campus wide through reestablishment of regular manager meetings, budget manager meetings and redirecting the work of the AAC to the project based focus first envisioned. Helping with the strategic plan and the NWCCU visit. To help build campus moral through communicating often and clearly. Will support all the Core Themes
- **CONSTRUCTION** –Guide a successful conclusion of the Main hall Phase III and Plaza project. Finish the Mathews seismic and Emerick. Help with the planning and design of the bathroom remodel. Prepare to move Cole to a contract professional contract and continue to a full transition of plant to him. Supports core theme III.
- **TRANSITION** – Share knowledge, clean up lingering issues, talk less, leave to do lists and clean out office to prepare for the new UMW decade.

Thank you for your great and kind support. Without it accomplishing what needs to be done would not be possible. I think everyone on campus needs to take so much pride in what is happening at Montana Western - it is amazing and fun.

Sincerely,

Susan