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DIVISION OF FINANCE & ADMINISTRATION

Strategic Plan

2005-2010



Division of Finance & Administration Mission Statement, Core Values & Vision Statement

Mission Statement Finance & Administration

The Division of Finance & Administration supports the mission of the University by providing the highest quality service while practicing responsible stewardship of the University resources.

Our Core Values

Teamwork
Flexibility
Continuous Improvement
Stewardship
Mutual Support and Respect
Innovation
Building Opportunities
Sense of Place
We Value our Role in Supporting all other Divisions
Excellence in Service

Vision Statement– Proactive

We strive to be proactive in all our areas of responsibilities while building the infrastructure and systems. This requires planning and preparation while being responsive to on-going needs.

Division of Finance & Administration Goals 2005-2010

Infrastructure

Provide facilities and infrastructure to meet University enrollment growth.

Organizational

Develop organizational and support systems that meet the demands of a changing and growing University.

Environment

Enhance a sense of campus community that provides for collegiality, sustainability and a safe environment for student learning.

Resources

Lead University efforts in responsible stewardship that maximize the use of limited resources.

**Division of Finance & Administration
Infrastructure Goal & Objectives
2005-2010**

Goal 1. *Infrastructure*

Provide facilities and infrastructure to meet University enrollment growth.

Objectives:

- 1.1 Make public transportation more convenient and easily accessible: including working with Ventura County Transportation Commission over 24 months to increase ridership; studying alternate work schedules and operational needs; and promoting the Rideshare program.
- 1.2 Develop a long term Infrastructure Master Plan including facilities and technology for a 10-15 year time-frame by July 2006.
- 1.3 Request a prioritized Bi-Annual Report from all Divisions, but most especially from Academic Affairs, regarding needs (more classrooms, student housing, etc.) which will assist the Finance & Administration in space and infrastructure planning .

**Division of Finance & Administration
Organizational Goal & Objectives
2005-2010**

Goal 2: *Organizational*

Develop organizational and support systems that meet the demands of a changing and growing University.

Objectives:

- 2.1 Assess Finance & Administration's support of the University mission through the development of an assessment model such as surveys and/or benchmarking; identify and make recommendations for staff support. Each department should conduct an organizational review at least once every four to five years.
- 2.2 Prepare written "Standard Operating Procedures" for each department to assist in training. Procedures should include guidelines for communicating processes between departments, etc.
- 2.3 Communicate ideas to allow for fresh perspective from other areas. Post information about large projects, so the campus community is well-informed about same. Develop Division web page by December 2006 which includes this information.
- 2.4 Implement and automate work order systems (OPC & IT) to let requestors view project status and timelines on these projects.
- 2.5 Review processes; schedule group meetings to discuss and communicate information on effectiveness of in-place processes and systems. Department group meetings and/or reviews will be conducted twice a year during the strategic plan years.
- 2.6 Schedule staff "open-houses" (2 hour) in all Finance & Administration departments by May 2006, to improve understanding of each department's work, processes and workflow.

**Division of Finance & Administration
Environment Goal & Objectives
2005-2010**

Goal 3: *Environment*

Enhance a sense of campus community that provides for collegiality, sustainability and a safe environment for student learning.

Objectives:

- 3.1 Schedule brown bag lunch meetings highlighting specific topics, such as: the functions of the F & A departments, specific responsibilities of key personnel, major issues encountered by departments, and issue resolutions.
- 3.2 Maintain and increase recycling efforts. Educate the campus about recycling efforts. Review annually to determine needs or changes.
- 3.3 Schedule bi-annual nighttime campus “walk-about”, with faculty, staff and students to identify safety issues, increase awareness, and add a sense of safety.
- 3.4 Expand OPC safety training for short presentations on safety awareness to all departments within the division.

**Division of Finance & Administration
Resources Goal & Objectives
2005-2010**

Goal 4: *Resources*

Lead University efforts in responsible stewardship that maximize the use of limited resources.

Objectives:

- 4.1 Use Process Mapping, as applicable, or benchmarking methods to increase efficiency. Each department will conduct a review at least once every four years.
- 4.2 Study opportunities for group contracting through Master Enabling Agreements with other campuses. A review of contracts would be conducted twice a year.
- 4.3 Scope capital improvement projects for permanent solutions and long-term durability rather than expediting projects; educate those campus constituencies that are involved in such projects. This scoping or review will be conducted once per year.