

Administration and Finance Mission and Goals (Mapped to Strategic Plan 3/5/18)

Mission

Our contribution to the College mission *to be an inclusive learning community that inspires excellence through growth, engagement and transformation* is to assist students, faculty & staff and keep the campus functional, attractive, and growing through the delivery of high quality financial, human, physical plant, and student services while ensuring the sustainability of our operations.

Goals (Mapped to Strategic Plan 2017-2011)

In support of this mission, all members of Administration and Finance partner with staff within the Division, with staff from offices of other Divisions, with Strategic Planning Committees and other College committees, and with external entities to:

- 1. Become a Great College at Which to Work through the development of our human capital – HR transformation, skills development, work/life balance, appropriate tools, systems and processes. (4.2A; 4.3D; 4.3E; 4.4B; 4.5A; 4.7A; 4.9A)*
- 2. Ensure ongoing operational sustainability -- risk management, succession planning, business continuity, systems and process improvements, etc. (2.6C; 3.1A; 3.5A)*
- 3. Establish a culture of management accountability -- Develop a culture of planning, data informed assessment, and ongoing improvement across all units. (3.2A; 3.7B; 3.7C)*
- 4. Build a Better Brockport through the quality of our facilities. (1.1C; 2.1E; 2.2A; 3.4A; 4.2C)*

**Administration and Finance Mission and Goals (Mapped to Strategic Plan 3/5/18)
(Item, Brief Description, Lead(s) and Supports(s))**

Abbreviations – Administration and Finance and College

VPAF	Vice President for Administration and Finance (Lou)
BASC	Brockport Auxiliary Services Corporation (Dana)
CAP	Capital Projects (John)
EHS	Environmental Health and Safety (Julie)
FAC	Facilities (Kevin)
F&M	Finance and Management (Karen)
HR	Human Resources (Wendy)
AA	Affirmative Action Officer (Ryan Reynolds)
CDO	Chief Diversity Officer (Cephas Archie)
CELT	Center for Excellence in Learning and Teaching (Dale Hartnett)
COMM	Chief Communications Officer (Dave Mihalyov)
EMG	Emergency Manager (Fred Rion)
JPBC	Joint Planning and Budget Committee (Denise Copelton)
LITS	Library and Information Technology Services (Bob Cushman)
OAA	Office of Assessment and Accountability (Frances Dearing)
PROV	Provost (Jim Haynes; Katy Heyning)
VPAD	Vice President for Advancement (Mike Andriatch)

1. *Become a Great College at Which to Work* through the development of our human capital – HR transformation, skills development, work/life balance, appropriate tools, systems and processes.

<i>Item</i>	<i>Brief Description</i>	<i>Lead(s)</i>	<i>Support(s)</i>
4.2A	<i>Recruit/Retain Diverse Faculty and Staff</i>	HR	CDO; AA
4.3D	<i>First Year Mentoring Strategies</i>	HR	PROV; CELT
4.3E	<i>Improve Appraisal and Management</i>	HR	HR
4.4B	<i>Extensive HR Policy and Training</i>	HR	HR; AA
4.5A	<i>Faculty and Professional Staff Pay Review</i>	HR	AA; HR
4.7A	<i>Professional Development and Training</i>	HR	HR; AA
4.9A	<i>Great College to Work For Task Force</i>	HR	VPAF

2. *Ensure ongoing operational sustainability* -- risk management, succession planning, business continuity, systems and process improvements, etc.

<i>Item</i>	<i>Brief Description</i>	<i>Lead(s)</i>	<i>Support(s)</i>
2.6C	<i>Develop/Implement Campus Calendar (EMS)</i>	BASC	LITS; COMM
3.1A	<i>Sustainability Committee – STARS Ratings</i>	EHS	FAC; VPAF
3.5A	<i>Enterprise Risk Management Committee</i>	VPAF	EMG

3. **Establish a culture of management accountability** -- Develop a culture of planning, data informed assessment, and ongoing improvement across all units.

<i>Item</i>	<i>Brief Description</i>	<i>Lead(s)</i>	<i>Support(s)</i>
3.2A	<i>Planning & Budget Fiscal Sustainability</i>	<i>VPAF</i>	<i>F&M; JPBC</i>
3.7B	<i>Integrate Assessment, Planning & Resources</i>	<i>VPAF</i>	<i>JPBC; OAA</i>
3.7C	<i>Align Facilities and Academic Master Plans</i>	<i>VPAF;</i>	<i>PROV; CAP; FAC</i>

4. **Build a Better Brockport** through the quality of our facilities.

<i>Item</i>	<i>Brief Description</i>	<i>Lead(s)</i>	<i>Support(s)</i>
1.1C	<i>Assess Programs, Services & Facilities</i>	<i>VPAF</i>	<i>CAP; FAC</i>
2.1E	<i>Partnerships Related to Community Need</i>	<i>VPAF</i>	<i>Town Gown</i>
2.2A	<i>Economic Development & Partnerships Committee</i>	<i>VPAF</i>	<i>COMM; VPAD;</i>
3.4A	<i>Physical Master Plan Supports Academic, Res Life, etc.</i>	<i>VPAF</i>	<i>CAP; FAC</i>
4.2C	<i>Improve Accessibility and Inclusion</i>	<i>CAP</i>	<i>CDO; FAC</i>

Administration and Finance Organization (Mapped to Strategic Plan 3/5/18)

(Item, Brief Description, Lead(s), Supports(s),

Vice President for Administration and Finance (VPAF) (Lou)

<u>Item</u>	<u>Brief Description</u>	<u>Lead(s)</u>	<u>Support(s)</u>
1.1C	Assess Programs, Services & Facilities	VPAF	CAP; FAC
2.1E	Partnerships Related to Community Need	VPAF	Town Gown
2.2A	Economic Development & Partnerships Committee	VPAF	COMM; VPAD;
3.2A	Planning & Budget Fiscal Sustainability	VPAF	F&M; JPBC
3.4A	Physical Master Plan Supports Academic, Res Life, etc.	VPAF	CAP; FAC
3.5A	Enterprise Risk Management Committee	VPAF	EMG
3.7B	Integrate Assessment, Planning & Resources	VPAF	JPBC; OAA
3.7C	Align Facilities and Academic Master Plans	VPAF;	PROV;CAP; FAC

Brockport Auxiliary Services Corporation (BASC) (Dana)

<u>Item</u>	<u>Brief Description</u>	<u>Lead(s)</u>	<u>Support(s)</u>
2.6C	Develop/Implement Campus Calendar (EMS)	BASC	LITS; COMM

Capital Projects (CAP) (John)

<u>Item</u>	<u>Brief Description</u>	<u>Lead(s)</u>	<u>Support(s)</u>
4.2C	Improve Accessibility and Inclusion	CAP	CDO; FAC

Environmental Health and Safety (EHS) (Julie)

<u>Item</u>	<u>Brief Description</u>	<u>Lead(s)</u>	<u>Support(s)</u>
3.1A	Sustainability Committee – STARS Ratings	EHS	FAC; VPAF

Facilities (FAC) (Kevin)

<u>Item</u>	<u>Brief Description</u>	<u>Lead(s)</u>	<u>Support(s)</u>
None			

Finance and Management (F&M) (Karen)

<u>Item</u>	<u>Brief Description</u>	<u>Lead(s)</u>	<u>Support(s)</u>
None			

Human Resources (HR) (Wendy)

<u>Item</u>	<u>Brief Description</u>	<u>Lead(s)</u>	<u>Support(s)</u>
4.2A	Recruit/Retain Diverse Faculty and Staff	HR	CDO; AA
4.3D	First Year Mentoring Strategies	HR	PROV;CELT
4.3E	Improve Appraisal and Management	HR	HR
4.4B	Extensive HR Policy and Training	HR	HR; AA
4.5A	Faculty and Professional Staff Pay Review	HR	AA; HR
4.7A	Professional Development and Training	HR	HR; AA
4.9A	Great College to Work For Task Force	HR	VPAF