

Divisional Goals and Initiatives for Business Operations 2016-2017

The Division of Business Operations strives to accomplish the university's mission and strategic goals by providing the highest quality service and support to our students, faculty, staff, stakeholders and community while meeting our fiduciary responsibilities by generating and providing access to valid, accurate and timely financial data, reports and systems.

University's Strategic Goals

- 1) Increase enrollment, retention, and graduation rates.
- 2) Increase external funding.
- 3) Build brand through community engagement and program development focused on career preparation and success.
- 4) Promote the brand through an integrated marketing communication program.
- 5) Advance innovation in experiential teaching styles, methods of delivery, and research.
- 6) Continue investing in infrastructure improvements.

Divisional Goals and Initiatives

1. Implement the fiscal stewardship changes identified in the institution's 2017 Budget Narrative.
2. Collaborate with Academic Affairs to develop an enrollment plan to increase the university's enrollment, retention and graduation rates and identify funding that can be redirected to implement the enrollment plan.
3. Restructure the grants compliance and reporting functions.
4. Continue the PCI Compliance (credit card security) process.
5. Collaborate with Advancement to identify businesses that will financially support Business Operation's programs.
6. Coordinate with the President's Office to establish a robust grants' program and seek more grant funding opportunities for academic and nonacademic units.
7. Work with all units to streamline and implement cost saving strategies and increase revenue.
8. Provide the campus community with leadership and management development opportunities.
9. Migrate university business services bill payments and supplies and equipment ordering to an online environment with the cooperation of Information Technology.
10. Complete the Single Stream Recycling (SSR) implementation of the university-wide environmental stewardship and sustainability initiative.
11. Implement the Rave Emergency Alert and Guardian systems to provide timely warnings and increase the safety of the university community.
12. Work with Student Affairs to refinance appropriate and eligible PPV projects.
13. Provide a transparent process providing training to access and understand budgetary data.
14. Develop a process to improve departmental submission of invoices to the accounting office for faster invoice processing.
15. Develop updated metrics for the back office travel reimbursements function.
16. Implement Phase I of the new campus signage plan.
17. Develop the university's physical infrastructure to meet the needs of a community engaged comprehensive university by seeking funding for the Academic Core Capital Project and completing the projects funded in FY 17 MRR request.