



William Ditto, Dean

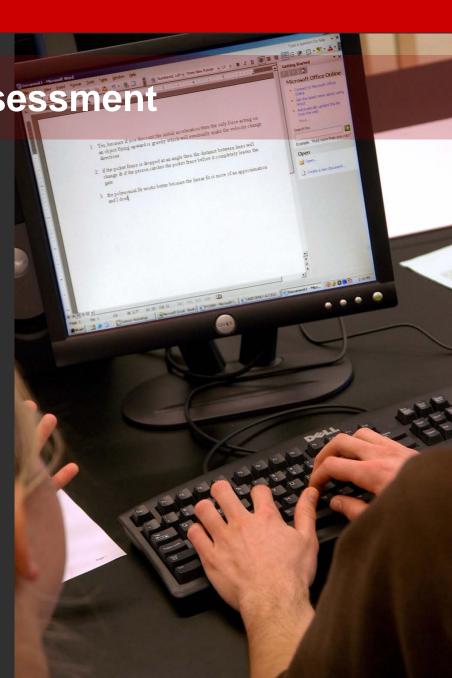


Finance Assessment

Continue to identify business operations processes and procedures to review, improve and document best practices through the development of SOPs

SOP development – establish a workgroup to review current process, identify opportunities for improvement, create new process and document SOP

Engage representatives from impacted units at all levels of the organization: department, college and university



- Past project: additional comp summer salary actions – identified by university as best practice
- Current project: additional comp summer salary action changes
- Fall projects: account reconciliation and position control
- ❖ Non L-5 accounting technician network meeting 3rd Tuesday of the month 10:30 – 11:30 am, SAS 4201. Kickoff meeting September 19th.





Research Administration Assessment

- Continue conducting training and having joint meetings with the pre-award and post-award staff to facilitate a broader knowledge base of research administration function.
- Develop standard operational procedures for the research administration function to promote clarity and consistency throughout the College.
- The Director should assume a stronger leadership role in the development of strategic goals, strategic planning, and collaboration with associated University offices (e.g. Contracts and Grants, Controller's Office, and Budget Office).



Identify the close outs which have not been completed and develop a plan of action with a timeline and projected target date for the project's completion

Ensure that a SOP is developed to specifically address the need for improved communication between all parties involved and ensure a fluid workflow throughout the college for research administration activities.



❖ Develop SOPS around the new structure and the changes in the processes and procedures. Ensure that roles are accurately defined and understood at every level in the college.





HUMAN RESOURCES Nikki Price

Human Resources Assessment

 Recruit for a HR Partner in Physics in July 2017.

 Perform a skills gap analysis of all partners and business officers to determine actual training needs and develop a personal training plan for each supervisor to implement.





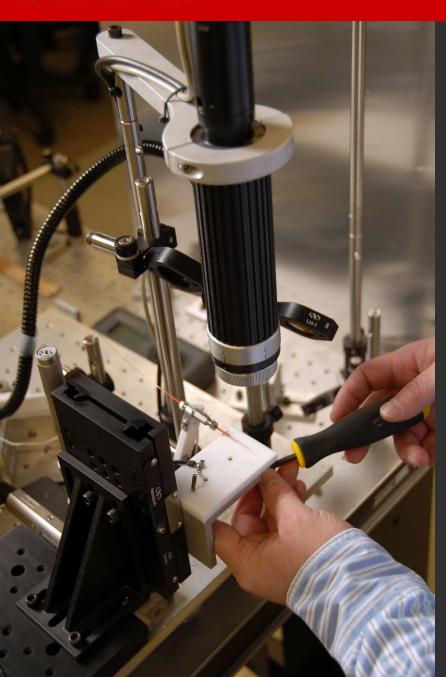
Continue monthly HR Partner Meetings.

Six times a year, the Business Officers will join the HR Partner meetings for specialized topics/training.

Develop SOP Working groups.

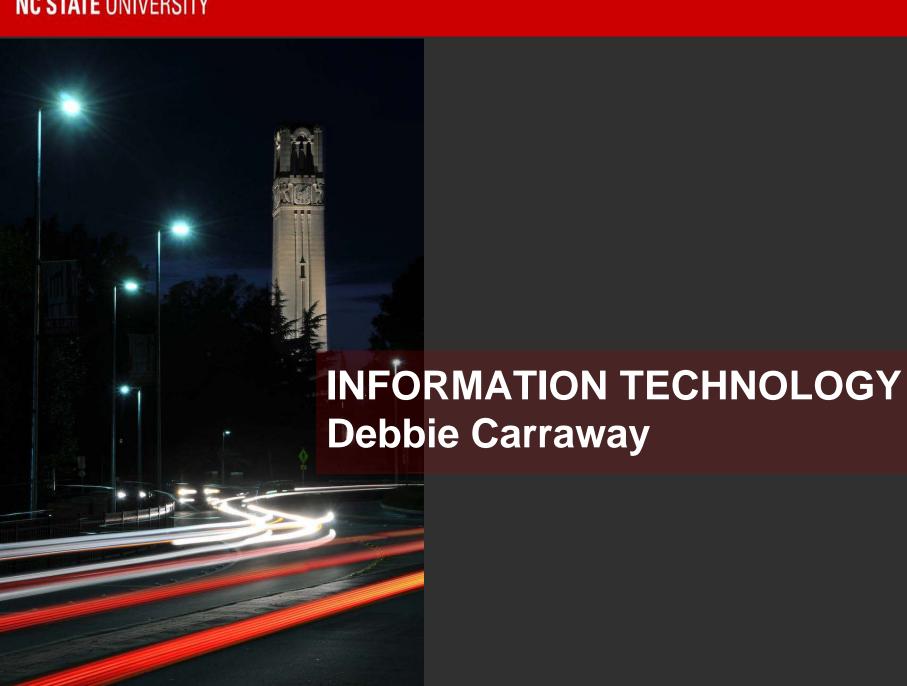
Potentially hire a lead in the COS HR office.





❖ In partnership with the business officers, develop an Academic HR training manual that can be utilized as a resource for business officers to train their HR staff.

During the quarterly meeting with heads (business officers will be invited) discuss metrics, performance gaps, and successes.



Information Technology Assessment

- ❖ There is an opportunity for the Director of IT to strategically establish a stronger customer relationship with OIT and assess the customer service provided to the college, establishing a formal service level agreement with OIT.
- If possible, identify funds that could be centralized and used for lifecycle replacement in labs and classrooms.
 - This effort could be a part of a phased approach in the development and standardization of a replacement cycle for computers in the college.
 - The college IT department could be responsible for coordinating a replacement cycle across all departments and centers as guided by the Dean's leadership team.



- Centralize the reporting relationship of all IT employees to the college level, reporting to the Director of IT.
 - Includes professional IT staff whose duties are entirely IT, not those with split assignments
 - Biological Sciences, BRC, Math, Physics, SCO, Statistics
 - IT staff remain embedded in their departments
 - College level IT works closely with department's designated liaison
 - Some resource sharing (e.g., crosstraining, vacation/sick backups, joint projects, emergency help, peer assistance, etc.)

- In order to determine the skill sets of IT staff in the college, the Director should conduct a skills gap analysis.
 - Based on the skills analysis and the identified business needs of Sciences as a whole, develop/assign areas of specialty and invest in training to develop those areas of expertise further.



Roadmap How Do We Get There?



Assessment

Campus external review
Peer institutions
Competitive environment

Standards

Service levels
Objective standards
Expectations

Processes

Communication
Management
Continuous
Improvement

Change

Change management Implement processes
Assess success