

**USF SARASOTA-MANATEE
ASSESSMENT PLANNING RECORD
2014-15**

UNIT:	Business and Financial Affairs (Ben Ellinor, Regional Vice Chancellor)
MISSION:	The mission of Business and Financial Affairs is to support the campus' principal functions of instruction, research, and community service by providing leadership, expertise, and responsible management of fiscal resources, human resources, administrative resources, and physical resources.
2012-16 USFSM STRATEGIC PLAN GOALS:	<p>ACCESS: Expand access to a University education that benefits students and the local, national, and global community; and (Aligns with USF System Goals 1,2, 3, 4, 5; SUS Goals 2,3)</p> <p><u>Teaching & Learning</u></p> <p>(1a.) Expand academic programs in distinctive areas related to the Suncoast's needs and strengths and across disciplines, when feasible, including the ability for students to complete the full four-year bachelor's degree.</p> <p><u>Scholarship, Research, and Innovation</u></p> <p>(1b.) Promote innovative scholarship and community-engaged research. (1c.) Seek external funding from public grants, private foundations, and individual donors.</p> <p><u>Public Service & Community Engagement</u></p> <p>(1d.) Partner with a variety of organizations and stakeholders, including the USF System. (1e.) Build a University living and learning community, including residence halls, academic buildings, and student life facilities.</p> <p>SUCCESS: Enhance success of student outcomes, faculty productivity, and community impact (Aligns with USF System Goals 1,2,4,5; SUS Goals 1,2).</p> <p><u>Teaching & Learning</u></p> <p>(2a.) Produce continuous improvement in student outcome measures, including retention and graduation rates and student career results. (2b.) Earn professional accreditation and recognition, including AACSB and NCATE.</p> <p><u>Scholarship, Research, and Innovation</u></p> <p>(2c.) Track and promote faculty-developed measures of scholarship. (2d.) Identify student success predictors.</p> <p><u>Public Service & Community Engagement</u></p> <p>(2e.) Earn recognition as a Carnegie Community-Engaged University. (2f.) Track and share the value of the University's and graduates' economic and societal contributions.</p>

UNIT GOALS:		<ol style="list-style-type: none"> 1. Provide accurate and timely financial and cash collection services for the campus community. (Aligns with USFSM Goal 1e) 2. Provide a quality Human Resources unit, which attracts the best talent, recognizes employee success, and provides opportunities for professional development and personal enrichment. (Aligns with USFSM Goal 1e) 3. Provide administrative leadership to the campus business services, which include Parking Services, Purchasing, Cashiering, Copy Services, Postal and Courier Services, Bookstore, and Campus Security. (Aligns with USFSM Goal 1e) 4. Provide leadership, support, guidance and oversight in budget and financial management. (Aligns with USFSM Goal 1e) 5. Provide a safe environment for students, faculty, staff, and visitors. (Aligns with USFSM Goal 1e) 6. Develop and implement the USF Sarasota-Manatee Campus Facilities 10-Year Master Plan (Aligns with USFSM Goal 1e) 7. Develop and implement improvements for enhanced cost and work effort efficiencies in facilities operations and promote sustainability. (Aligns with USFSM Goal 1e) 			
OUTCOMES	Unit Goal	Means of Assessing Outcomes	Assessment Data	Plan Resulting from Analysis of Assessment (Send to IR 6/1/2015)	Chancellor's Response (Dr. Sandra Stone)
Outcome 1. Enhanced safety on campus.	3,4,5, 7	Install internal emergency notification system.	Hire design team to develop bid documents to install an interior emergency notification system	Documents developed April 2015 for review by USF Inspector. Expected completion September 2015	Safety is a high priority. The installation of these systems is an asset for the campus.
		Install additional external emergency notification system.	Seek external federal funding for 2 nd external notification system.	Grant funds secured and released to construct 2 nd tower. Design work in progress, construction to be finalized and grant closed December 2015.	
Outcome 2. New science research laboratories installed.	3,4,5, 7	Install new science modular building, furnish it, and provide the faculty with proper equipment and materials to conduct effective research safely.	Coordinate needs and design with science faculty. Consult with service architect and construction manager. Develop budget. Finalize site.	Modular research laboratory completed May 2015. Determining need for 2 nd research lab ongoing.	Until we obtain the necessary resources to build permanent facilities, these modular units are critical so that faculty can continue this research.

Outcome 3. 2014-15 Continuity of Operations Plan.	3,5	Update the Continuity of Operation Plan (COOP) and distribute to the affected personnel.	New hire in Facilities Planning assigned responsibility to update COOP. Facilitating with USF System Emergency Management to ensure consistency	COOP updated April 2015	Goal achieved.
Outcome 4. Enhanced off- campus laboratories.	3,4,5, 7	Correct environmental issues at Culinary Innovation Lab.	Mechanical engineer hired to evaluate HVAC system to determine adequacy.	Work continuing	Proper maintenance of instructional sites is necessary for optimal functioning and safety.
		Install new systems at the science laboratories at Mote Marine.	Design Reverse Osmosis water system to existing sinks and vacuum to existing labs and lab prep room.	Engineer hired and construction completed February 2015.	Efforts to address these in a timely manner are appreciated and commendable.
Outcome 5. Improved spaces for students.	3,7	Construct new recreational facilities	Coordinate with Student Government to determine desired recreational facilities. Design facilities and hire construction manager.	Constructed new basketball court and volleyball court completion May 2015	These courts add new recreational options for students and will enhance campus life.
		Develop Student Life Artwork Project and Spirit Wall	Coordinate with Student Services and Student Government photo panels to depict student life and employer recognition	16 photo panels installed throughout building corridors April 2015 and employer recognition wall installed March 2015	Photo panels look great and make the facility more welcoming and student-friendly.

6/19/2015