



COLLABORATION • DIVERSITY • ETHICAL COMMUNITY • EXCELLENCE • LEARNING • OPPORTUNITY

# Unit Action Plan 2015-2017

Division of Administration and Finance

## Unit Strategies Supporting Divisional Strategic Initiatives

This page lists unit strategies that directly support achievement of the divisional initiatives. The plan in its entirety includes additional unit-specific operational strategies (see the table “Operational Excellence.”)

Divisional Initiatives	Unit Strategies
<p><b>1. Master Plan</b></p>	<ol style="list-style-type: none"> <li>1. Facilitate completion of new vision for Housing.</li> <li>2. Plan best course of action to bring near and longer term replacement Housing online.</li> <li>3. Seek continuous improvement in customer service and facilities to increase attractiveness of on-campus living.</li> </ol>
<p><b>2. Stewardship/Sustainability</b></p>	<ol style="list-style-type: none"> <li>1. Collaborate with Physical Plant in testing and implementing recycling efforts in Residence Halls.</li> <li>2. Continue efforts in Dining to minimize food waste along with effort to minimize breakage and other material losses.</li> </ol>
<p><b>3. Student Recruitment/Retention</b></p>	<ol style="list-style-type: none"> <li>1. Investigate &amp; implement ways to enhance residence hall programming in light of new one-year residency.</li> <li>2. Collaborate with Student Affairs partners to strengthen programming in the areas of sexual violence and substance abuse.</li> <li>3. Improve our housing and dining tours and offerings to stimulate student recruiting.</li> </ol>

<b>Master Plan</b>				
	<b>Target Date</b>	<b>Responsible</b>	<b>Collaboration Needed</b>	<b>Status</b>
1. Facilitate completion of new vision for Housing.				
a. Select Professional Services Contractor	2/20/15	Jerry/Jim/Bryan	Phys Plant	
b. Facilitate and monitor contractor to expedite completion of study	6/20/15	Jim/Bryan		
2. Plan best course of action to bring near and longer term replacement Housing online.				
a. Facilitate and monitor construction process for new WC apartment buildings	Aug 16	Housing	Phys Plant	
b. Formulate needs and features of replacement for Taggart Hall.	Aug 16	Housing	Phys Plant	
c. Promote and market plans to inform students				
3. Seek continuous improvement in customer service and facilities to increase attractiveness of on-campus living.				
a. Review sign up process, offer convenient options	Aug 15	Housing		
b. Look for quick fixes to customer needs and upgrade of amenities.	Aug 15	Housing		
c. Focus on freshman year to increase desirability of on-campus living.				

<b>Stewardship/Sustainability</b>				
	<b>Target Date</b>	<b>Responsible</b>	<b>Collaboration Needed</b>	<b>Status</b>
4. Collaborate with Physical Plant in testing and implementing recycling efforts in Residence Halls.				
a. Evaluate existing pilot project	Aug 15	Bryan		
b. Investigate alternatives & expand recycling availability to new locations.	Aug 15	Bryan		
5. Continue efforts in Dining to minimize food waste along with effort to minimize breakage and other material losses.				
a. Measure and evaluate portion sizes. Train staff to monitor portions offered.	Aug 15	Lori H		
b. Train for best-practices to minimize breakage and loss of dinner plates, cups & utensils.	Aug 15	Lori H		

<b>Student Recruitment/Retention</b>				
	<b>Target Date</b>	<b>Responsible</b>	<b>Collaboration Needed</b>	<b>Status</b>
1. Investigate & implement ways to enhance residence hall programming in light of new one-year residency.				
a. Evaluate & improve freshman programming to build a welcoming community	Aug 16	Housing		
2. Collaborate with Student Affairs partners to strengthen programming in the areas of sexual violence and substance abuse.				
a. Evaluate and improve support programming to reduce sexual assault and encourage reporting.	May 15	Housing	Student Affairs	
b. Study and modify programming for substance abuse.	May 15	Housing	Student Affairs	
3. Improve our housing and dining tours and offerings to stimulate student recruiting.				
a. Change show room to better location	May 15	Housing	Admissions	
b. Collaborate to decorate show room for better presentation.	May 15	Housing	Admissions	

Use this page to add action steps that are helpful in increasing the effectiveness and efficiency of the unit and that otherwise do not directly support achievement of the divisional or college initiatives.

<b>Operational Excellence</b>				
	<b>Target Date</b>	<b>Responsible</b>	<b>Collaboration Needed</b>	<b>Status</b>
1. Marketing Specialist Position replacement				
a. Evaluate past position functions & results	May 15	Housing/Dining		
b. Modify description to reformulate job if needed	May 15	Housing/Dining		
2. Auxiliary finance				
a. Determine longer term work formulation & assignment	May 15	Jim H		
3. Cost Savings, efficiencies and productivity				
a. Continue review of staffing for economies	Ongoing	Aux Ent team		
b. Monitor ways to increase productivity	Ongoing	Aux Ent team		