



University of Colorado
Colorado Springs

Department Program Review and Strategic Plan 2017 - 2021 Division of Administration and Finance

As a partner in learning and through the stewardship of resources, the Administration and Finance division provides innovative programs and services to support the student-centered mission of the University.



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DEPARTMENT MISSION & CORE VALUES

Our mission is to work in partnership with our campus community to coordinate campus-wide budget and fiscal planning, while maintaining state and university fiduciary standards. Through collaborative partnerships, we strive to identify and facilitate the allocation of all resources necessary for the UCCS campus to excel as a premier comprehensive undergraduate and specialized graduate research university.

DEPARTMENT GUIDING PRINCIPLES

- Defined budget development and implementation for all funding on campus.
- Providing outstanding customer service to our campus constituents and all of our stakeholders.
- Long and short-term fiscal planning and data analysis.
- Developing working models for allocation of resources.
- Providing budgetary representation on campus through university and community committees.
- Generating budget reports for all areas on campus and providing them fiscal support.
- Processing, reviewing and approving budget journal entries.
- Analyzing tuition and fee revenues and their allocations.
- Providing accurate and timely information to the CU System office and Board of Regents as requested.

OVERVIEW OF THE DEPT ASSESSMENT PROCESS

During the Fall of 2015, a new Program Review process and cycle was developed for all Administration and Finance units. The goals of this new process included being manageable in terms of work load and useful to department heads/staff in assessing unit progress and making improvements.

We added time to our regularly scheduled department meetings to begin discussion with our entire team on how to get started on the assessment. We brainstormed ideas on what we thought we should address for goals and OFI's on the self-analysis worksheet and then we continued to address the strategic planning process for our area.

We put in many hours establishing what our goals should be, updating our mission statement and core values, addressing areas where we need work and ultimately creating our strategy plan for the next four years. Our team includes Suzanne Scott, Rhea Taylor, Scott Reardon, Terri Wagner, Ben Davies and Paul Goslin.

STRATEGIC ADVANTAGES

- Presently the Budget & Planning team has over 50 years combined experience working in higher education and a majority of those years is within the CU System and/or working specifically with higher education budgets. This combination of experience and dedication to higher education has created a very cohesive Budget and Planning team.
- Each member of our team possess a strong dedication to the value of higher education, and commits to providing valuable customer service, demonstrated by consistent detailed attention to budget journal entries submitted for review and approval, timely response to inquiries and regularly established meetings with campus departments.
- We strive for exceptional collaboration with campus community through training and one on one partnerships.

STRATEGIC CHALLENGES

- While our team has a tremendous amount of higher education experience, not all has been at UCCS or within the Budget Office. This leads to a challenge when dealing with the complex and unique details of UCCS budget process and tasks, and the transfer of knowledge can be time intensive.
- Gathering and tracking customer feedback, while we believe is very important, can be difficult to quantify.
- Time remains one of the biggest threats/challenges we've identified. Time to exchange knowledge, to get the work completed with the level of detail expected from our department, and to provide campus the support they need.

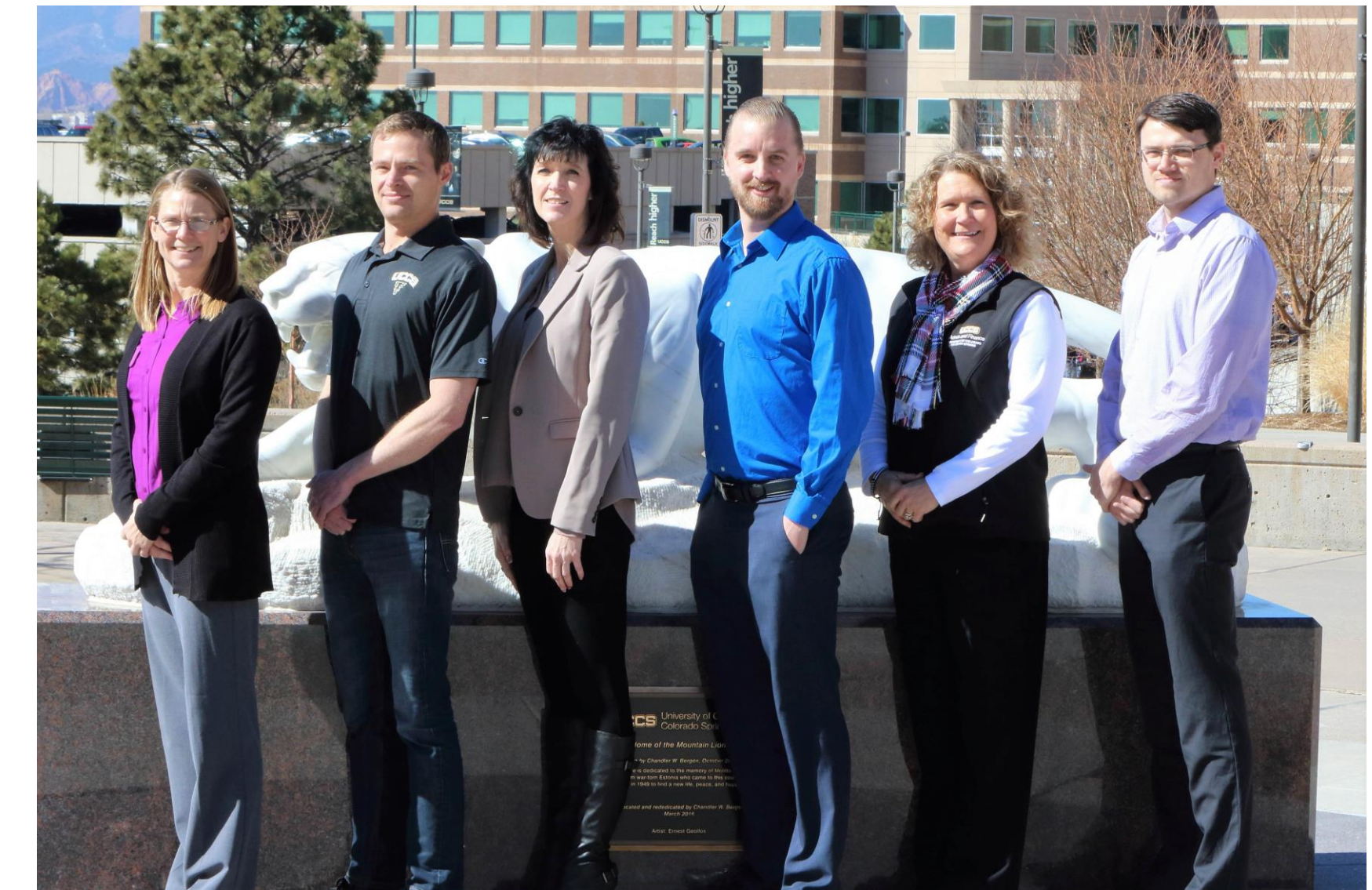
OUTCOMES

- A more professionally developed and cross trained team will result in members that are better suited to take on the challenges of a growing campus and will reduce delays in projects getting done due to the absence of a team member.
- Campus will be better equipped to adapt to changes because of improved communication and training provided by the Budget Office.
- The BAP Team will have an improved perspective on diversity/ inclusive related issues and develop stronger relations with UCCS staff, faculty, and students.

CONCLUSION

The Budget and Planning Team is a collection of individuals whose strengths and challenges are complimentary to each other. While there is always room for improvement, we believe that by using our strengths as building blocks we can tackle our challenges and transform them into opportunities for growth and development. We strive to advance forward, not just for our own edification, but for the betterment of the university we are here to serve. We look forward to the continued partnership with our fellow staff, faculty and students to elevate UCCS to new levels.

OUR TEAM



From Left to Right: Terri Wagner, Scott Reardon, Suzanne Scott, Paul Goslin, Rhea Taylor, and Ben Davies

The Budget and Planning team are located University Office Park, on the south side of Austin Bluffs Parkway across the street from main campus.

Please visit our website for more info:
<http://www.uccs.edu/~rmd/budget-and-planning-office>

STRATEGIC GOAL(S)

- Advance the skills and the knowledge of the whole BAP Team through professional development.
- Provide informational meetings for campus community.
- Establish a plan that maximizes the efficiency of the budget and planning office for adapting to increased demands from continued campus growth.
- Crosstrain on Ad-Hoc reporting and querying financial data.
- Provide additional training or opportunities for our staff to attend diversity events on campus.
- Establish a formal feedback process.
- Relay to campus feedback and information received from System.
- Create a work order system to track in-progress and completed actions and projects.

