Vice President for Business and Finance

Mission and Purpose

The Business and Finance Division plays a key role in shaping the strategic direction of the College through efficient and innovative resource management, planning and problem solving. The division provides financial and administrative services to support the GGC mission through:

Responsible fiscal oversight and safekeeping of the College's financial resources.

Advice and guidance in the allocation of resources within the institution.

Innovative programs and services that attract, retain and develop high quality faculty and staff to support students.

Striving to provide the highest levels of customer service.

Demonstrating the highest levels of ethical and professional standards.

Ensuring compliance with all applicable regulations.

Departments include Accounting and Finance, Bursar, Payroll and Benefits; Human Resources; Purchasing, Facilities, Warehouse and logistics, Educational Technology, Athletics and Auxiliary Services.

Goal 1: Create value by providing tools and programs to attract, retain and enhance faculty and staff effectiveness at all levels of the College.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
1.1 Provide market competitive compensation and benefits to faculty and staff to attract, retain and reward a highly qualified and diverse workforce.	Human Resources	• $128k Funding for staff pay adjustments does not take into account (Standard BoR merit increases). Need further analysis via Oklahoma on faculty pay compression • Time for manager training sessions	• By FY19 Staff and faculty are hired within a min of 90% to mkt midpoint • By FY20 current faculty and staff are compensated within a min of 80% of mkt midpoint • Positive retention trends year over year with FT faculty and staff
1.2 Maintain a meaningful performance management system and recognition program to drive organizational results, recognize high performance among employees and show value to contributions.	Human Resources	• OneUSG Peoplesoft Consultant Resources ($40K) • GGC Peoplesoft Ed Tech Resource and/or contract GGC Peoplesoft resource ($70K) • 6 months for implementation/training/ rollout	• Assessment reflects positive ratings on ease of use/ accessibility of online tool • Review of employee goals shows clear connection to dept/division goals • Recognition as an employer of choice via regional/nat'l award program reflects positive employee morale

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Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
1.3 Implement full scale employee wellness strategy to support work life.	Human Resources	• Funding to support build of more robust fitness center for students, faculty and staff • Funding to support employee healthy behaviors program on campus • Support and space to explore progressive work/life balance options	• Positive percentage increase in measurement of faculty and staff wellness metrics from baseline assessment related to (exercise, stress, eating habits, etc.) • Increased fitness membership and usage by faculty and staff

Goal 2: Facilitate a culture that is engaged, inclusive, collaborative and highly passionate to support our students.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
2.1 Implement a professional development program to integrate GGC's core competencies, improve productivity and support career advancement.	Human Resources	• Funding for one position ($70K); additional office space • Enthusiastic support from leadership on employee engagement in personal development activities	• Increase on campus facilitated courses to bi-weekly structure • Increase in participation of L&D course offerings • Participants report change in behavior or thinking after attending class • Participants rate course assessments overall rating positive
2.2 Strengthen leadership capability through organization to promote a highly engaged team environment among the divisions.	Human Resources	• Funding to engage external consultant in full leadership review of all levels of org ($30K) • Funding to implement training($25K); Potential re-org to further expand areas of strength & address deficiencies	• Reduction in exit data citing leadership issues as the cause of turnover • Positive retention year over year in faculty and staff • Improve in transparency, communication and accountability responses on the climate survey

Goal 3: Improve processes, systems, use of technology and infrastructure to support increased efficiency, communications and quality of services and operations.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
3.1 Implement redesigned business processes, identify additional self-service features, improve workflows and maximize standardization opportunities so HR talent can shift from transactional to strategic value add.	Human Resources, Payroll & Benefits	• OneUSG Peoplesoft Consultant Resources ($40K) • Hire or contract dedicated GGC Peoplesoft Ed Tech Resource ($70K) • Time to set up reports for clients in self service • Time to train clients how to access info independently	• Conversion of existing reports from manual pull to automated structure • Increased client fulfillment of new requests due to automated reporting ability

Goal 3: Improve processes, systems, use of technology and infrastructure to support increased efficiency, communications and quality of services and operations.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
3.3 Implement institutional HR metrics to identify resource deficiencies to drive decisions regarding workforce planning	Human Resources	• OneUSG Peoplesoft Consultant Resources ($40K) • Hire or contract dedicated GGC Peoplesoft Ed Tech Resource ($70K)	• Create baseline dashboard of workforce analytics to assist client in review of dept/div performance • Clients report the level of information in reports and frequency has positively impacted their decision making ability in regards to workforce planning
3.4 Maintain technology standards in classrooms	ET/Deans	Classroom lifecycle in Tech Fee budget	Keeping up with standard lifecycle replacement plans Climate survey

Goal 3: Improve processes, systems, use of technology and infrastructure to support increased efficiency, communications and quality of services and operations.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
3.6 Transition to Peoplesoft e-Recruit module to replace Hiretouch for a more fully integrated HCM System	Human Resources with Information Technology	• OneUSG Peoplesoft Consultant Resources ($40K) • Hire or contract dedicated GGC Peoplesoft Ed Tech Resource ($70K) • 12-18 months for implementation, training and phased go live of student, staff and faculty	• 60% reduction of manual entry transactions; reduces opportunities for errors. • Ability to provide automated reports to clients combining e-recruit vacancy data with HCM budget data to support real time decision making
3.7 Implement LaborSoft Employee Relations Case Management System.	Human Resources, Title IX, Legal, Investigations, P&B with Educational Technology	• Funding for system purchase ($25K) • Time for system implementation & training	• 100% of case mgmt in compliance with records retention & disaster recovery; Records accessible regardless of staffing changes. • Increased efficiency in case mgmt between related offices with investigation, and litigation matters

Goal 4: Oversee creation and delivery of professional development programs to improve leadership capabilities, employee productivity, foster the GGC culture and improve employee engagement. Implement tools that provide managers and staff with more clarity of duties and expectations to support workforce effectiveness.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
4.1 Implement Monthly Learning Topic Workshop sessions for faculty and staff.	Human Resources	• HR L&D Budget	• Participants rate course content positively • Workshop content shows high correlation with feedback identified in Perf Goals, Climate Survey, L&D Website Portal requests, Staff Council & Faculty Senate Feedback
4.2 Launch robust Learning and Development website to provide information on services and solutions to the campus community.	Human Resources; Strategic Communications & Positioning and Educational Technology	• Time from resources within web team and educational	• Staff express positive understanding of how to find courses available on campus and l&d support • Managers able to readily access l&d resources via online toolkits to support employee development efforts

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Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
4.3 Implement "I Am GGC" New Manager Onboarding Program to acclimate new managers to the GGC culture and provide critical information.	Human Resources	• Time via leadership support for module completion by each participant spread over 12 month period	• Positive ratings reflected in 30 and 90 day assessments • Increased efficiency related to administrative responsibilities and enhanced positive focus on people mgmt acclimation efforts • Existing managers request to "re-onboard" (as was the case with I am GGC staff portion)
4.4 Launch Grizzly Learning Leadership Academy – a 12 month leadership enhancement program for current managers	Human Resources	• Support from Sr. Leadership	• Participants report change in behavior or approach to duties after attending class • Completion of legacy project reflects positive impact to GGC

Goal 4: Oversee creation and delivery of professional development programs to improve leadership capabilities, employee productivity, foster the GGC culture and improve employee engagement. Implement tools that provide managers and staff with more clarity of duties and expectations to support workforce effectiveness.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
4.5 Oversee development and implementation of staff job descriptions to support clarity.	Human Resources	• Funding already obtained • Time for program buildout • Time for manager and staff training and implementation	• 100% of GGC staff positions reflective of current duties/roles • Titles reviewed to ensure consistent with best practice standards • Documented plan to ensure descriptions remain relevant

Goal 5: Attract, retain, maintain and efficiently manage resources required to provide quality education to GGC students while maintaining affordability.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
5.1 Provide information and justification to ensure maintenance of current baseline resources and identify new potential resources.	Business & Finance	N/A	% increase year over year
5.2 Identify and secure resources necessary to acquire gravel parking lots "A", "F", and "L"	Business & Finance & Facilities	Approximately: F lot $498.0K A & L lot $3,100,000	Closing dates
5.3 Implement new process for the GGC billboard to attract new resources from external vendors.	Business & Finance (Billboard and Auxiliary)	N/A	% Increased revenue throughout the year % of new business engaged throughout the year

Goal 6: Attract, retain, maintain and efficiently manage resources required to provide quality education to GGC students while maintaining affordability.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
6.1 Increase Athletics corporate sponsorships by 10%.	Athletics & Foundation	Continued cooperation with GGC's Development Office to generate additional support for athletics	% of revenue increase throughout the year % of new businesses engaged throughout the year
6.2 Fully fund all GGC sports programs to the maximum scholarship level.	Athletics & Foundation	Additional funding generated from increased enrollment and foundation dollars	% of increased annual student enrollment % of increased annual fundraised dollars through advancement efforts

Goal 7: To develop a 2020-2025 comprehensive campus master plan that will integrate facility, programmatic and other infrastructure requirements to sustain an attentive teaching model and the holistic student experience for 13,000 students.

Related Outcome	Responsible Position or Group	Resources (PMSTDTP) or Authorities needed	Metrics (at least two)
3g.1 - By the end of FY 18, identify all of the requirements for the 5 year plan and complete the request for services document and select a master planner.	VP Ops, Dir. of Ops. Master Planning Committee	People: Committee to establish requirements Money: funds for Master Planning services	1) Completion of service request document with all of the planning targets identified 2) Request for service contract out for bid
3g.2 - By the end of FY 19, complete the 2020-25 masterplan	VP Ops, Dir. of Ops. Master Planning Committee	People: Committee to establish requirements	1) Clearly identify all of the year 1 master planning goals
3g.3 - By the end of FY 20, implement the 1st year of approved masterplan.	VP Ops, Dir. of Ops. Master Planning Committee	Money: funds required for Year 1 implementation	TBD