

# Finance and Administration Division

## December 2011 Updates

Action Area 1: Access and Equity - Recruitment and Retention (faculty, staff, students)				
Goal	Strategy	Objectives	Measures	Progress
Increase the presence of faculty from underrepresented groups (Latino, Native American, African American), LGBT, international and faculty with disabilities	Utilize University Affirmative Action Plan to identify underutilization for minorities and women  Network with diverse professional associations  Advertise in diverse publications	Utilize data from F&A Division utilization Data	Plans for all areas of underutilization	AVP Affirmative Action to present to F&A Senior Staff in January 2011 and assist in making plans for areas of underutilization – Completed.
Coordinate/develop services to recruit & support veterans pursuing a degree	Divisional Support	Determine current F&A veteran's baseline data and make plans.	Support suggested services	F&A Intercultural Committee will be addressing this in 2012.
Enhance recruitment & retention practices for faculty and staff	Review/update COT job descriptions for uniformity between current descriptions and actual jobs being performed  Design a plan for developing job descriptions for AP positions to include at minimum, core competencies required	Review all COT Job Descriptions as positions become open  Initial Meeting of Job Description Committee to begin this process	Updating all descriptions as vacancies occur this year  Plan TBD, however add as many formal JDs as possible in 2010-11.	Continue to review all descriptions as vacancies occur.  Planning completed. Writing description is underway.

## Action Area 1: Access and Equity - Recruitment and Retention (faculty, staff, students)

Goal	Strategy	Objectives	Measures	Progress
	Offer effective interviewing training to include a focus on assessing cultural competence	Review current interview training and consider additions to accomplish this	Training offered with every search	Development work in IE Training needed to target this focus and is continuing to develop.
	Review/enhance system of exit interviews for departing faculty/staff	Benchmark with others for “best practice” exit interview process, keep centralized	Benchmarking continuing through summer 2010, any changes implemented fall 2010.	New exit interview process was reviewed with SMT and implemented. Exit interview survey forms were revised for fall 2011 and are available on-line.
	Continue annual review of pay equity and compression issues in addition to case by case reviews, as needed, with an eye toward increasing the transparency of this process	Ongoing. More information on the HR web and in development	Pay Equity Reviews	Pay equity review of both faculty and EAP staff jobs this year completed summer 2010. No inequity uncovered
Address physical accessibility issues	Work closely with Facilities Master Planners to ensure that problem areas are identified and remediated	New system/process with DSS in the center	Annual review of the issues	University appears to be in compliance with the various titles of the Act. New structures are constructed to the standards that are in place at the time of construction. Pedestrian routes are

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				continually reviewed for potential improvements to comply with rules which were put in place to address warning needs of the visually impaired. Ongoing effort to keep the physical features in good repair. Ongoing efforts to make staff aware of the building features and seek their help in protecting these features

<b>Action Area 1: Access and Equity - Policy/Administrative Initiatives</b>				
<b>Goal</b>	<b>Strategy</b>	<b>Objectives</b>	<b>Measures</b>	<b>Progress</b>
Configure F&A Intercultural Advisory Committee to this work	Establish a F&A Divisional committee to advise the F&A Vice President  Solicit participation of a representative from each Division unit		Committee to be appointed and charged summer 2010	Progress to date, committee has been appointed and has convened for three meetings. Each unit within Finance and Admin is represented.
Develop consistent policy/approach to appointing interim directors and adjunct Aps			Any updates?	IE to take the lead on this goal.
Design F&A Division incentives and recognition strategies to promote inclusion implementation	Use F&A divisional funds as start-up for inclusion programs and initiatives	Finance and Administration Advisor Committee recommend incentives to Vice President Bachmeier	Recognition at every Forum  Target: Summer 2011	F& A Intercultural Committee will address this goal in 2012.

Action Area 1: Access and Equity - Policy/Administrative Initiatives				
Goal	Strategy	Objectives	Measures	Progress
strategies; Reward and value service - related activities; Reward both processes and outcomes				
Create Alignment among Allendale, Pew, Traverse City, Muskegon and Holland campuses	Promote a “one university” philosophy in terms of inclusion and equity training and programs  Review transportation options to facilitate student, faculty, and staff learning opportunities at Muskegon and Holland sites	F&A Support wherever possible	IAC to take the lead	No progress to date.
Develop and disseminate clear information regarding diversity component of performance assessment	Provide appropriate training for fulfilling diversity component of the performance appraisal form	Develop clear information	Completed. With new ePDP spring 2010.	Completed

Action Area 2: Campus Climate				
Goal	Strategy	Objectives	Measures	Progress
Consider conducting a climate study of Divisional Staff	Not a duplicate of University wide study	Discussion by Divisional Committee and Divisional Senior management team	F&A representation on climate study planning committee.	A campus wide climate study was conducted in 2011.
Review turnover rates of women and minorities by division (AP staff)	Already done annually  Report to University Senior Management	Review findings and take appropriate action	Completed Fall 2010, presented to SMT December 2010.	Completed Fall 2010, presented to SMT December 2010.

Action Area 2: Campus Climate				
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	Team, F&A Senior Management Team and F&A Intercultural Advisory Committee			
Develop training for staff regarding interactions with non-traditional students	F&A Inclusion Committee to assess needs of this group	Develop workshops for F&A staff to meet these needs	Target: Winter 2010/11	No progress to date, but will be addressed by the F&A Intercultural Committee in 2012.
Continue to support the individual and collaborative efforts of campus groups that promote inclusion and equity	Provide F&A Division consultation, program co-sponsorship	Encourage F&A participation wherever possible	F&A Participation	F&A Support of IE actions continues.

Action Area 4: Organizational Learning - Internal				
Goal	Strategy	Objectives	Measures	Progress
Provide consultation and intervention to departments/units to ameliorate workplace conflict	Provide training on a variety of inclusion-related topics including effective interviewing, unconscious bias, cultural competence, ADA, proposition 2, etc.	Human Resources participation  Encourage Divisional participation wherever possible	F&A Participation	Met with AP Committee to discuss work place conflict and the processes that are available to GVSU F/S. Will develop a website in 2012 to clearly outline available options. Workplace conflict seminars, open to all F/S scheduled for 2012.
Finance and Administration participation in training on cultural competency topics	Establish a Native American Community Advisory Board  Other community boards may be established as needed	Encourage F&A Divisional participation wherever possible	F&A Participation	Director of Intercultural Training I&E presented to the F&A Intercultural Committee on training seminars available for F/S. The committee will market trainings available through the Office of I&E and encourage use within their departments.