

I. Vision

We will provide easily accessed and expert services, solutions, and consultation, in financial and personnel matters for the Student Life Unit.

II. Values: Shared with Division of Student Life

Student Centered – We place students at the heart of all we do.

Excellence/High Quality Service – We provide high quality service and programs developed with creativity, innovation and a commitment to continuous improvement.

Inclusiveness – We respect and celebrate the diversity of individuals, perspectives, and ideas while promoting social justice.

Learning – We support the engagement of students in opportunities that promote and support their growth, development and well-being.

Collaboration – We foster partnerships and build community.

Sustainability – We contribute toward a sustainable future and model sustainable practices.

III. Mission

The Office of Budgets & Personnel supports the Division's mission by providing a conduit to the financial and HR resources necessary for our staff to meet the student's needs.

IV. Goals

Providing Services - Provide expert human and fiscal resource support for Student Life programs as together we build a community that fosters the intellectual, emotional, cultural and physical development of our students.

Maximize Relationships - Develop and sustain collaborative relationships, both within Student Life and beyond, that improve the overall effectiveness of the processes used to provide our services.

Drive Change -

Promote a shared sense of purpose; recognizing opportunities for shared services that will result in increased efficiency, productivity, and ultimately, cost savings. Promote wellness, diversity, and inclusion as we provide our services.

Office of Budgets & Personnel Goals Mapped to the UMD and Student Life Strategic Plans

Office of Budget & Personnel Goal	Mapping to University Goals	Mapping to Student Life Goals
<p>Goal 1: Providing Services Provide expert human and fiscal resource support for Student Life programs as together we build a community that fosters the intellectual, emotional, cultural and physical development of our students.</p>	1, 2, 6	1.1, 2.1, 3.2, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 6.3
<p>Goal 2: Maximize Relationships Develop and sustain collaborative relationships, both within Student Life and beyond, that improve the overall effectiveness of the processes used to provide our services.</p>	6	5.1, 5.2
<p>Goal 3: Drive Change Promote a shared sense of purpose; recognizing opportunities for shared services that will result in increased efficiency, productivity, and ultimately, cost savings. Promote wellness, diversity, and inclusion as we provide our services to the Student Life Unit.</p>	2, 6	4.1,4.2, 4.3, 5.1, 5.2, 5.3

V. Objectives/Outcomes

Objectives

- OBP staff will strive to remain current on both human resource and fiscal/budgetary University policies and procedures. The implementation of PeopleSoft 9.2 has brought with it special challenges in this area and efforts will be made to identify and monitor training in all aspects of PeopleSoft.
- OBP staff will work with all Student Life employees to assure that they have a complete and accurate job description on file and a copy of that description.
- OBP will work with campus partners to develop processes for successful onboarding and retention of staff.
- OBP staff will continue to network with other University programs to find opportunities for shared services and increased efficiency.
- Develop and share, clearly defined organizational structure.

VI. *Assessment Plan*

- Quarterly review of training taken by staff members.
- Bi-annual review of Student Life staff vacation/sick/compensatory time accrual and usage.
- Job descriptions will be returned annually with performance appraisals and to each new employee on date of hire.
- Review the organizational structure.