MISSION STATEMENT

The Division of Planning, Budget, and Human Resources supports sustained fulfillment of UVU’s mission by providing key services, resources, information, and analysis to the university community and its stakeholders. We foster a culture of informed planning, assessment, innovation, and accountability to maximize individual and organizational success.
OBJECTIVES

1. Foster strategic planning, resource allocation, assessment, and evidence-based decision-making practices and processes in an environment of transparency and collaboration

2. Cultivate a campus climate based on integrity, respect, equal opportunity, and inclusion which attracts, develops, rewards, and retains high quality faculty and staff

3. Provide timely, meaningful data, information and analysis to decision-makers and stakeholders that is easily accessible and understandable

4. Develop and model professional excellence through efficient, effective, and innovative programs, services, and practices
Objectives in Relation to Core Themes and Administrative Imperatives

Foster strategic planning, resource allocation, assessment, and evidence-based decision-making practices and processes in an environment of transparency and collaboration.

Provide timely, meaningful data, information and analysis to decision-makers and stakeholders that is easily accessible and understandable.

Cultivate a campus climate based on integrity, respect, equal opportunity, and inclusion which attracts, develops, rewards, and retains high quality faculty and staff.

Develop and model professional excellence through efficient, effective, and innovative programs, services, and practices.

Operate Effectively 1: UVU fosters a culture of planning, assessment, improvement & accountability

Operate Effectively 3: UVU utilizes transparent and collaborative decision-making processes

Serious 3: UVU attracts, develops, and retains high achieving students and highly qualified faculty, staff, and administrators

Inclusive 2: UVU provides an inviting, supportive environment & a balance of activities & services for people from a wide variety of backgrounds and perspectives

Serious 4: UVU is recognized for high quality, efficient & effective programs & services
Progress During 2014-15

- Allocation/reporting of Acute Equity funds
- Reduction/elimination of student fees
  - General student fees
  - Course fees <$10
  - DE/EE fees
- Key policy support (Faculty Senate Constitution, Minors on Campus, Sexual Misconduct)
- Assessment of Mission Fulfillment
- Data for performance funding metrics
Progress During 2014-15

- Establishment of Equal Employment/Affirmative Action office
- Sexual misconduct training (student orientation, >1,500 employees)
- Implementation of new and additional benefits providers
- QI teams on performance-based compensation
- Continued progress on external market pay equity
- Discussion of Great Colleges to Work For survey results
- Medical premium holiday/rebate

Cultivate a campus climate based on integrity, respect, equal opportunity, and inclusion which attracts, develops, rewards, and retains high quality faculty and staff
Progress During 2014-15

- Measures for Structured Enrollment
- Support for Academic Program Review
- Business Intelligence—ARGOS and EDW training, new budget managers reports from Finance
- Support AACSB specialized accreditation
- Enhance use of National Student Clearinghouse to better understand alumni, exclusions, transfers, etc.

Provide timely, meaningful data, information and analysis to decision-makers and stakeholders that is easily accessible and understandable.
Progress During 2014-15

- Successful Mid-Cycle NWCCU Review
- PBA process improvements
- Enhanced electronic benefits enrollment forms
- Supported evaluation of pilot SRI
- Migration of reports from Web Focus

Develop and model professional excellence through efficient, effective, and innovative programs, services, and practices
Assessment

By multiplying tiny pieces of time with increments of daily effort, we can accomplish magnificent things.

The Daffodil Principle
Assessment
Planning is essential to the success of any project or initiative but execution of that plan is critical to achieve anything of substance.
2015-16 Divisional Strategies

- Influence future USHE/legislative funding plans in support of UVU’s mission
  - Performance-based funding
  - Access and Affordability
- Complete key policy revisions/approvals
- Lead and support university-wide planning efforts
  - Strategic Plan for Managing Growth
  - Academic Affairs Master Plan
  - Facilities Master Plan
2015-16 Divisional Strategies

- Improve UVU employee experience
  - Training and employee development
  - Performance management/performance-based pay
  - Employee Wellness Incentive Program
  - Onboarding and ongoing employee communication

- Provide information that supports organizational unit and university-wide planning, assessment, and decision-making
  - ARGOS and Tableau Server
  - Academic Program Review

- 75th Anniversary support and employee engagement
  - Community Survey and Economic Impact Study
Highest Priority Resource Requests
Area of Focus 3.1
Strengthen Culture of Compliance/Reduce Risk

- Title VII, Title IX, and Affirmative Action
  - Part-time investigators
    - Timeliness/60-day requirement
    - Volume (196 in 12-months)
  - Employee/student awareness & prevention training
  - Specialized training for Title IX deputies, investigators, campus security authorities, and review plan members
  - New OFCCP requirements for reporting Veterans and disabilities
Area of Focus 3.1
Strengthen Culture of Compliance/Reduce Risk

- Title VII, Title IX, and Affirmative Action Resource Requests
  - Two part-time investigators--$53,500 ongoing; $4,000 one-time
  - Prevention and Training--$17,300 ongoing; $96,000 one-time (3-year license)
  - Affirmative Action reporting software--$4,000 ongoing

**TOTAL:** $ 74,800 ongoing
$100,000 one-time

Requests are supported by
Human Resources and Student Life
Operate Effectively
...culture of planning, assessment, improvement, and accountability

- Threats
  - Impact of growth
    - Internal institutional demands
    - Small to large projects
    - Scalability
    - Responsiveness
  - External complexities
    - Performance-based funding
    - Legislative mandates--O&M audit, expanded reporting
    - IPEDS changes

- Opportunities
  - Data mining
Operate Effectively

...culture of planning, assessment, improvement, and accountability

- **Budget Office Request**
  - Senior Budget Analyst $78,179 on-going

- **Institutional Research & Information Request**
  - Hourly staff $27,000 on-going
Operate Effectively

...resources to achieve institutional objectives

- Relieve space pressure in Browning Administration Building
- Create inviting Human Resources space reflective of Utah’s largest university and Utah County’s largest employer
Operate Effectively

...resources to achieve institutional objectives

- Funding for construction allocated in previous PBA
- Budget Request
  - O&M ongoing: $84,593 to Facilities
  - Furniture $88,800 (none included in construction cost):
Vision Statement
Human Resources serves as a strategic partner supporting Utah Valley University as an employer of choice by attracting, sustaining, and inspiring great people, with great passion, working for a great purpose.

Mission Statement
Human Resources advances workplace solutions and services through leadership, excellence, innovation, and engagement, to enrich the work and learning environment for our faculty, staff and students.
Objectives

1. Create value by enhancing workforce effectiveness at all levels of the University. (LEADERSHIP)

2. Foster a culture of excellence that embraces inclusion and equitable practices. (EXCELLENCE)

3. Enhance HR service delivery capabilities and alignment by adapting, standardizing, and streamlining essential processes, procedures, and communication. (INNOVATION)

4. Develop and maintain collaborative partnerships that further the University’s mission and objectives. (ENGAGEMENT)
Key Outcomes 2014-15

- Create value by enhancing workforce effectiveness at all levels of the University.
  - Identifying and acquiring a Learning Management System
  - Acquired Compensation Tool

- Foster a culture of excellence that embraces inclusion and equitable practices.
  - Hired Manager of Employee Learning and Development
  - Secured additional space for lactation rooms
Enhance HR service delivery capabilities and alignment by adapting, standardizing, and streamlining essential processes, procedures, and communication.

- Implemented new and additional benefits vendors
- Enhanced electronic benefits enrollment forms

Develop and maintain collaborative partnerships that further the University’s mission and objectives.

- Facilitated Faculty and Staff Merit Pay Committees
- Repurposed several HR advisory committees
Operate Effectively

...resources to achieve institutional objectives

- Human Resource Information Systems
  - Effectively support HRIS area in maintaining records, State of Utah reporting and file retention, and basic employee data reporting.
  - Workload impacted by Institutional growth in employees (over 50% in full-time employees in a ten-year period).
  - All employee records both electronic records and hard copy managed by HRIS.

HRIS Specialist Request $62,061 ongoing
Serious …attracts, develops, and retains… highly qualified faculty, staff, and administrators

- **Expand and Enhance Employee Development Programs**
  - Enhance participation in and effectiveness of employee learning and professional development programs such as UVSELF, Summer University, and targeted learning programs

- **HR Communication**
  - Increase use of technology to communicate in a variety of ways with employees
  - Enhance service delivery with particular attention to employee benefits and new employee onboarding

**Employee Development Request**
- $15,000 ongoing
- $15,000 one-time

**HR Communication Request**
- $25,000 one-time
Serious ...attracts, develops, and retains... highly qualified faculty, staff, and administrators

- University-wide Market Equity Initiative
  - Provide wages and salaries which are competitive with prevailing rates for similar employment in relevant labor markets

- University-wide Merit/Key Retention Initiative
  - Reward meritorious performance of employees and provide leaders with mechanism for retain key, critical employees

- Background Check Volume and Scope Expansion

<table>
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<tr>
<th>Request</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Market Equity Request (placeholder)</td>
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<tr>
<td>Merit/Key Retention Request (placeholder)</td>
<td>$2,500,000 on-going</td>
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<td>Background check volume and scope expansion</td>
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Great people. Great passion. Great purpose.
Summary
# Summary

## Combined PBHR High Priority Resource Requests

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<tr>
<th>Initiative</th>
<th>On-going</th>
<th>One-time</th>
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<tbody>
<tr>
<td>Title VII, Title IX &amp; Affirmative Action</td>
<td>$74,800</td>
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<td>HRIS staff</td>
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<td>Senior Budget Analyst</td>
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<td>IRI hourly staff</td>
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<td>Employee Development Programs</td>
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<td>HR Communication</td>
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<td><strong>Total Division High Priority Request</strong></td>
<td><strong>$257,040</strong></td>
<td><strong>$140,000</strong></td>
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## Summary

### Combined General High Priority Resource Requests

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<th>Initiative</th>
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<td>Market Equity Compensation</td>
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<td>Merit Pay/Key Retention Compensation</td>
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<tr>
<td>Background Check Volume &amp; Scope Expansion</td>
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<td>O&amp;M for new space</td>
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<tr>
<td>Furniture for new space</td>
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<td><strong>Total General High Priority Requests</strong></td>
<td><strong>$5,624,593</strong></td>
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The core themes are single words that truly represent the heart of the university as the leadership and the employees of the college live each concept daily.

NWCCU Evaluation Team
Report draft, October 2014