

The University of Virginia's College at Wise  
Planning and Institutional Effectiveness

<b>Unit/Department or Functional Area</b>	<b>Name and Title of Person Completing Form</b>
Comptroller's Office	Chuck Banner

<p><b>Mission of Department or Functional Area</b></p> <p>To provide financial and administrative leadership, and services of the highest quality, to our faculty, staff and students.</p> <ul style="list-style-type: none"> <li>● To collect monies owed to the College</li> <li>● To record and report the movement of monies through the college's accounts</li> <li>● Developing and implementing the College's annual operating budget and biennial budget</li> <li>● Conduct financial studies and analyses and prepare executive and departmental management information</li> <li>● Ensure compliance with Federal, State, and University fiduciary rules and regulations</li> <li>● Track material College assets</li> </ul>
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2004-2005				2005-2006		
Expected Outcomes	How Outcomes Will Be Achieved	Method (s) of Assessment and/or Measurement	Results, Evaluation, Use	Expected Outcomes	How Outcomes Will Be Achieved	Method(s) of Assessment and/or Achievement
1. Increase access to financial information for faculty, staff, and students through the use of technology.	1. Increase use of web capabilities making information more readily available. 2. Inform students of greater access to financial information.	Increase the use of website by promoting and demonstrating to target groups on what is available. Promote the use of the student portal to check balances, refund information, and due dates.	Continued project managers meetings on more regular scheduled basis. Implemented a project manager's list serve which quickly distributes information to list members. Archiving of meeting minutes for those unable to attend. Mailings, post card inserts, and flyers were made available to students to inform them of use of the student portal on the student information system.	1. Continue to promote access to financial information to faculty, staff, and students.	1. Increased use of Discoverer. Financial reconciliation training sessions. 2. Post minutes from project managers meeting to list serve. 3. Work with student affairs on student financial issues.	Increase use of project managers list serve. Conduct workshops and training sessions in conjunction with project managers meetings. Promote web based student information system to students.
2. Heighten awareness and understanding of financial information by increased promotion and communication within the college.	1. Communicate more effectively to the entire campus community of information that is available. 2. Increase training opportunities and information sessions.	Have more hands on sessions throughout college with colleagues. Continue to promote learning opportunities and information sessions.	Discoverer training sessions have been held throughout the year. Project reconciliation course for those individuals new to this process. Established quarterly meetings with provost and monthly meetings with athletics to review projects. Reports on commitments and OTPS balances were provided.	2. Increase financial accountability by proactively promoting methods to manage financial resources more effectively.	1. Provide timely information to project managers regarding balances. 2. Train project managers on budget planning and forecasting techniques.	Quarterly reporting to project managers. Offer more individualized training opportunities. Involvement of Vice-Chancellors in project management and financial stewardship.

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<p>3. Increase adequate financial resources are available to retain and recruit students</p>	<p>1. Assist college administration in ensuring adequate funding is available to manage enrollment growth.                  2. Determine funding levels needed to maintain low student to faculty ratio.</p>	<p>Recommend to college administrators on funding needed to manage enrollment by performing financial analysis on trends taking into consideration historical data.</p>	<p>Funds provided for additional mailings and the purchase of additional student names. Financial aid budget was increased. Unfunded scholarship was also increased to attract additional students.</p>		<p>3.Promote college initiatives by ensuring adequate financial resources are available for directives.</p>	<p>Make budget recommendations that would enhance and fund directives. Suggest use of funding available that would promote initiatives.</p>	<p>Make available resources required to fund any new directives by reallocation of resources.</p>
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