

University of Wisconsin-Stout Administrative and Student Life Services

- Our Mission:** We are committed to promoting the growth of students by providing quality programs, services, and facilities in collaboration with the University, community, and others we serve.
- Our Vision:** People working together for service excellence and innovation.
- We Value:**
- Excellent service through continuous improvement.
 - Integrity and competence in students and staff.
 - The health and safety of our employees in their work environment.
 - A community that celebrates individual differences, promotes collaboration, and inspires respect and trust.

2008-2010 Focused Initiatives

Enhance programs, services and facilities.

Programs

- Develop a proposal for a university-wide new employee orientation program.
- Renew the division's values by engaging all ASLS employees in a review process.
- Launch a customer service ambassador program.
- Be active participants in the development and implementation of environmental sustainability initiatives.
- Create a model program for students that fosters civic engagement.

Services

- Implement a process evaluation system to streamline operations and eliminate outdated, un-needed, or non value added steps. The major division projects will include the surplus property process and alumni follow-up survey. (Lean Principles)
- Participate in the UW System operational excellence and efficiency review of travel expense reimbursements, procurement card transactions, payments to individuals, and choosing the best purchasing approach. (Lean Principles)
- Evaluate and implement an emergency communication system including pop-up alerts and text messaging.
- Evaluate existing parking procedures against best practices to optimize parking resources and improve customer satisfaction.
- Develop a plan for the management and marketing of camps and conferences including the feasibility for potential growth.
- Achieve accreditation for Student Health Services Center through the Accreditation Association for Ambulatory Health Care (AAAHC).



Facilities

- Develop a campus master plan.
- Promote and secure enumeration for the major projects in the Capital Plan. Major projects include Harvey Hall Renovation Phase I: Theater, Hovlid Hall Remodeling and Addition, and Memorial Student Center Remodeling.
- Manage the major projects in the Capital Plan including Jarvis Science Wing and Price Commons Second Floor Renovation.
- Develop a residence hall renewal plan.
- Develop a lab renewal plan.

2008-2010 Focused Initiatives



Innovate through Technology.

- Implement the PeopleSoft modules for Student Financials and Human Resources.
- Implement the Housing Management System.
- Implement a workflow and e-approval process for campus-based forms including the budget transfer, account maintenance, space request and rate request forms. (ImageNow)
- Implement Total Maintenance Authority (TMA) room inspection and mobile TMA modules.

Celebrate Differences.

- Hire a LGBTQ (Lesbian, Gay, Bisexual, Transgendered, Questioning) Student Program Coordinator.
- Provide diversity programs and workshops for students and employees.
- Develop a structure to expand the Career Exploration Program to the community.



Communication Plan



Convey a positive image of the ASLS Division through promotion of division activities and contributions. Communicate our role as valuable members of UW-Stout and the Menomonie Community. Provide up-to-date information in a variety of formats.

Increase the visibility of division to our target audiences. (UW-System, UW-Stout, ASLS employees, Chancellor, UW-Stout Students, Parents and the Menomonie community)

- Hold "Chat with the Chancellor" sessions.
- Submit division press releases to community and campus publications.
- Distribute annual reports and focused initiatives.
- Host departmental open houses as appropriate to function and activities.

Increase knowledge of division activities and contributions.

- Distribute "News and Views" e-mail from the Vice Chancellor on a regular basis.
- Distribute the division newsletter quarterly.
- Conduct an annual All-Division meeting.
- Increase opportunities for departmental sharing of reports and plans.

Recognize actions supporting our mission, vision, and values.

- Promote and recognize collaborative teams, ad hoc groups, programs, and services.
- Send congratulatory and recognition letters.



Training and Development Plan

Provide training and development opportunities to employees that contribute to excellence in performance, quality in Division services, and positive and safe work environment.

Provide training for new employees, including the basic information needed to understand the work environment and the employer's expectations.

- Provide an orientation for new ASLS employees to the university, division, and their department.
- Offer an orientation program for new ASLS supervisors and directors.

Address mandated training needs.

- Provide sexual harassment prevention training.
- Provide safety training in compliance with OSHA.

Encourage personal and professional growth through activities that enhance effective interaction with and response to the work environment.

- Support career path training.
- Provide leadership training to employees through the Leadership & Professional Development Certificate Program.
- Offer administrative training to employees through the Stout Employee Development Growth & Enrichment (EDGE) program.
- Coordinate a spring professional development day for classified staff.
- Encourage participation in professional organizations.

Provide job-specific skill development opportunities.

- Offer training on customer service and office etiquette.
- Offer training on content management system.
- Conduct training on retirement system options.
- Offer one session per year on a quality training or continuous improvement topic.
- Provide basic emergency management response training through the Campus Community Emergency Response Team (C-CERT) program.



Occupational Safety and Health Plan

Provide UW-Stout with an environment free of workplace hazards.

The Occupational Safety and Health Plan documents procedures, the responsibilities of administration, the safety director, supervisors, and employees, and identifies initiatives for the university.

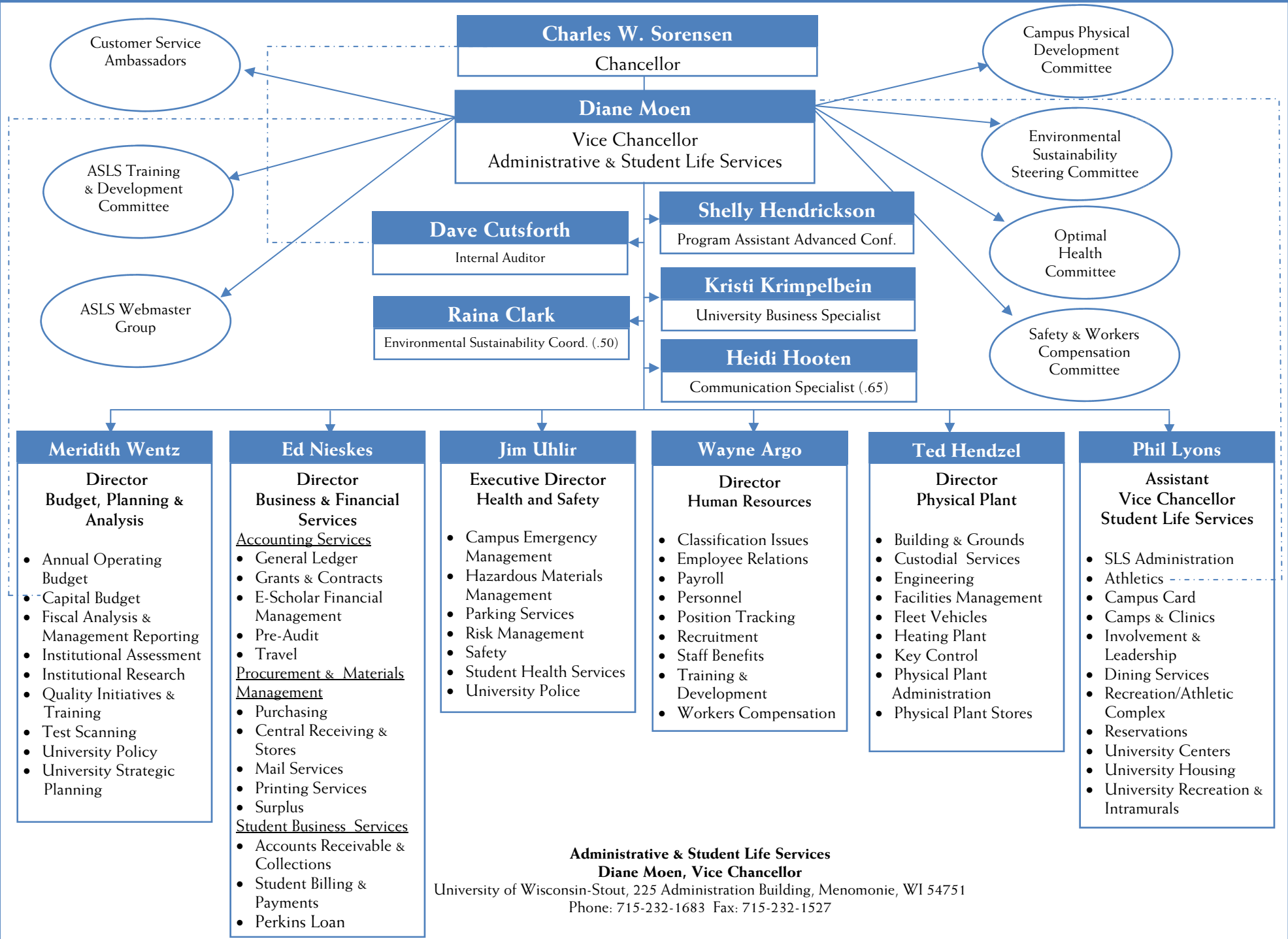
- Continue and complete the confined space rescue planning project with the Menomonie Fire Department.
- Adapt the recent Supervisory Training Program given to new Physical Plant supervisors for use with other university departments.
- Create an online safety training program.
- Develop a safety training program for student employees.
- Revitalize the Safety and Workers Compensation Committee and encourage their assistance with occupational safety and health issues.
- Review the Return to Work Program and provide recommendations for improvement.
- Implement post-offer essential job function screening and background checks.

Perform safety inspections on a regular, scheduled basis.



Each year, the ASLS Division conducts a strategic planning process to determine major goals for the upcoming two-year period. The process culminates in the development of the focused initiatives document. Progress toward the focused initiatives is monitored throughout the year and reported twice annually on the ASLS Division Planning and Reporting website, located at <http://www.uwstout.edu/asls/divplan.html>. Please visit this site for more information on our strategic planning process.

Administrative and Student Life Services Organization Chart



Meridith Wentz
Director
Budget, Planning & Analysis

- Annual Operating Budget
- Capital Budget
- Fiscal Analysis & Management Reporting
- Institutional Assessment
- Institutional Research
- Quality Initiatives & Training
- Test Scanning
- University Policy
- University Strategic Planning

Ed Nieskes
Director
Business & Financial Services

Accounting Services

- General Ledger
- Grants & Contracts
- E-Scholar Financial Management
- Pre-Audit
- Travel

Procurement & Materials Management

- Purchasing
- Central Receiving & Stores
- Mail Services
- Printing Services
- Surplus

Student Business Services

- Accounts Receivable & Collections
- Student Billing & Payments
- Perkins Loan

Jim Uhlir
Executive Director
Health and Safety

- Campus Emergency Management
- Hazardous Materials Management
- Parking Services
- Risk Management
- Safety
- Student Health Services
- University Police

Wayne Argo
Director
Human Resources

- Classification Issues
- Employee Relations
- Payroll
- Personnel
- Position Tracking
- Recruitment
- Staff Benefits
- Training & Development
- Workers Compensation

Ted Hendzel
Director
Physical Plant

- Building & Grounds
- Custodial Services
- Engineering
- Facilities Management
- Fleet Vehicles
- Heating Plant
- Key Control
- Physical Plant Administration
- Physical Plant Stores

Phil Lyons
Assistant Vice Chancellor
Student Life Services

- SLS Administration
- Athletics
- Campus Card
- Camps & Clinics
- Involvement & Leadership
- Dining Services
- Recreation/Athletic Complex
- Reservations
- University Centers
- University Housing
- University Recreation & Intramurals

Administrative & Student Life Services
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