

Facilities

Office or Department of Fiscal Affairs

Administrative Unit Assessment

Year Reporting: FY 20 (July 2019-July 2020)

Department and Assessment Report Information

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For which department or area are you reporting?	Facilities
What is the name and MGA email address of the person responsible for this report?	Laura Gay, laura.gay@mga.edu

Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	Facilities anticipates and supports the evolving facility needs of our campus community, creates and maintains a first-class environment for learning, and invests limited resources wisely.
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What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.

1. Streamline and right-size processes and procedures to encourage accuracy, compliance, and efficiency in purchasing, contracting and

approval of invoices.

Objective 2

Objective 2: What was this department's second objective for this fiscal year? Objectives should

Objective 3

Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.

Work with Facilities Administrative staff to

Future Plans

<p>Please identify and detail three to four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples. 1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department of X will provide training in ABC for at least 73 MGA faculty and staff.</p>	<p>1) Schedule and document 1 formal training opportunity each for maintenance, custodial, and grounds employees. Schedule and document 3 informal training sessions for each group. 3) Work with Facilities Administrative staff to document 2 additional work flow processes for business continuity. 4) Create a new Residence Life Facilities survey and email it to all on-campus residents by March, 2021.</p>
<p>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</p>	<p>Within the past year we have seen key positions vacated. As more of our staff reach retirement age, we must focus on documentation of processes and succession planning.</p>

