

OFFICE OF ADMINISTRATION 2021-2022 ACHIEVEMENTS

The Office of Administration works closely with a number of internal and external stakeholders. The achievements are reflections of collaborative endeavour.

THE OFFICE OF THE UNIVERSITY REGISTRAR

- ◇ Commissioned the Central Planning Committee for The UWI 75th Anniversary Celebrations
- ◇ Coordinated the establishment of the Offices of the University Data Protection Officer and the University Risk Manager
- ◇ Developed Procedural Manual for the Office of Administration
- ◇ Guided the establishment of the Centre for Excellence for Oceanography & the Blue Economy
- ◇ Hosted meetings of Heads of RHQ Units
- ◇ Hosted three Staff Engagement Activities
- ◇ Produced and published biannual editions of the VIV Newsletter

HUMAN RESOURCES

- ◇ Completed Audit of decisions of the Blue Book & Career Path Committees since 2011
- ◇ Conducted Leadership Training for Senior Managers at the Mona Campus
 - ◇ Coordinated annual staff appreciation activity
- ◇ Delivered the IGNITE Mentorship Programme
- ◇ Finalised JDs & Performance Appraisal Instruments for University & Campus Leaders
- ◇ Hosted Virtual Retirees' function
- ◇ Organised 2 Virtual Staff Wellness Sessions
- ◇ Populated JD database
- ◇ Submitted grant proposal for ACU funding opportunity

SECRETARIAT

- ◇ Advanced development of a University Policy Framework
 - ◇ Began the digitisation of 1996 – 1998 BUS & BGSR Meeting Papers
 - ◇ Developed Term Limits Database
 - ◇ Conducted Training Session in Minute-taking
 - ◇ Serviced the UWI Library Advisory Committee

OPERATIONS

- ◇ Coordinated virtual graduation ceremonies
- ◇ Initiated the development of web portal for the VC's Awards for Excellence
- ◇ Oversaw research component of the New Academic Dress Competition

ARCHIVES AND MUSEUM

- ◇ Advanced the development of a Records & Information Management Training Programme
- ◇ Advanced the development of a Vital Records Programme for the University
- ◇ Completed a successful proposal to UCLA Modern Endangered Archives Programme for funding to digitise the LSW collection
 - ◇ Completed Museum Education Virtual Outreach Programmes (9 individual virtual events)
 - ◇ Completed Phase 1 of the digitisation of Audio Visual records on UWI History (from the Library of the Spoken Word collection)
- ◇ Completed survey of University Art Collections on Mona, St. Augustine and Cave Hill campuses in partnership with the University Office of Planning
- ◇ Completed the digitisation of the UCWI Bound Volumes (Council, F&GPC, Senate)
- ◇ Completed the 1st phase of "Documenting COVID 19 Project" to capture and store information on the University's Response to the Pandemic
- ◇ Expanded Curators' Collective to include St. Augustine Campus Museums (Collections Advocacy Programme)
- ◇ Led Campus Records Managers in the development/updating of RIM Procedures Manuals for their respective campuses
- ◇ Maintained the Museum Oral History Project
- ◇ Shepherded the General Arts Collection Policy to F&GPC
- ◇ Undertook review and updating of an Archives' website to include links to the webpages of the various Campus Records Programmes
- ◇ Maintained online platforms

FACILITIES MANAGEMENT

- ◇ Developed an Electronic Facilities Request System for the RHQ
- ◇ Developed statement policy and incident reporting forms
- ◇ Evaluated Janitorial Service Performance
- ◇ Undertook exterior cleaning of all glass panels, windows and metal window shades
- ◇ Undertook painting of Entry Area, Guard house, Boundary walls, Metal railing, Internal walls

RISK MANAGEMENT

- ◇ Advanced the creation of the RM website for merger with OoA's
- ◇ Began the development of risk orientation/awareness programme
- ◇ Constituted and serviced the University's RM Steering Committee
- ◇ Developed RM Implementation Strategy

HERE'S TO ANOTHER SUCCESSFUL YEAR !