

# ADMINISTRATIVE ACTIVITIES REVIEW

## OFFICE OF THE PRESIDENT

August 2018

### I. Basic Facts and Description of the Unit.

- a. **Mission and goals.** Describe your unit's mission/role on campus and its near-term/long-term goals.

#### **ROLE:**

The President is the executive head of all University colleges, branches, schools and departments and is responsible for the supervision of all its interests. Administrative decisions regarding all matters of operation of the University are the responsibility of the President. The President leads the effort to foster and promote excellence in education, cutting-edge research, and innovative community partnerships. The staff in the Office of the President works to support the President and represent the President on campus and in the community.

#### **GOALS:**

##### **Long-Term Goals**

The long-term goal of the Office of the President is to carry out the strategic plan/vision of the University and to ensure that all units are operating in a fiscally responsible manner and to ensure a quality educational experience for all students.

##### **Short-Term goals**

**Academic Program Review.** The Office of the President is working to complete the Academic Program Review process with the deans of the various colleges. The President will then recommend to the Board of Trustees the areas in which additional investments should be made, areas in which resources should be reallocated/disinvested, new degree programs that should be established, and other innovative ways in which the University can serve the community and contribute to the development of a skilled and competent workforce.

**Five Star Fridays.** The Office of the President has been leading the development of the Five Star Fridays initiative and has been working with many constituency groups, including all the colleges and departments, University Communications & Marketing, Undergraduate Student Government, etc., to ensure the successful implementation of this program.

**Strategic Plan.** The Office of the President is working with campus and community constituencies to develop a comprehensive strategic plan to lead The University of

Akron into the next decade. The strategic plan will ensure that the University is poised to move forward under the leadership of the next President.

**Search for a new President.** The Office of the President is preparing the Presidential prospectus, job description and supporting documentation in preparation of the launch of the search for the eighteenth president of The University of Akron. The Office of the President will also work with the chosen search firm, the Presidential Advisory and Screening Committee of the Board of Trustees, and the entire Board of Trustees, to ensure a smooth and successful search.

- b. Services.** Describe the primary services provided by your unit, organizing them into major categories. Indicate how your unit prioritizes its services in terms of importance or effort. Describe the relative magnitude of the major categories (e.g., by department workload, students or customers served, revenue generated, etc.).

**Response:** The specific duties and responsibilities of the President are listed in University Rule 3359-1-05 President of the University.

The President shall lead in fostering and promoting education, research and scholarly activity, and public service as its primary aims. The President shall attend all meetings of the Board of Trustees and address matters of institutional importance. The Office of the President maintains relationships with donors, state and county officials, legislators, community leaders and community partners.

- For each primary service, describe the following:
  - **Critical partners.** List your key partnerships with other units inside and outside of the University. Note if there is overlap or duplication of services with other units at UA.

**Response:**

Board of Trustees

University Administration, Faculty, Staff and Students, including Faculty Senate, University Council

Higher Learning Commission

Ohio Department of Higher Education/Board of Regents

Inter-University Council of Ohio

Public colleges & universities in Ohio and specifically within in the Northeast Ohio Regional Higher Education Compact

City of Akron

County of Summit

Akron Public Schools and school districts

Federal, state and local government constituencies

Corporate and foundation partners

Donors, including alumni, friends of the University and corporate/foundation partners

Strategic community partners

- **Customers or end-users of your services.** List your customers (e.g., departments, divisions, organizations/groups inside and outside of UA, etc.) or types of students served and include some indication of the relative volume of service provided to each.

**Response:**

All University constituencies, including  
 Board of Trustees  
 University Faculty, Staff and Students  
 Community Partners  
 Donors  
 Alumni  
 Friends of the University

- **Key performance analysis.** Present the most important metrics (in charts, tables, etc.) you track to measure performance. Provide the most recent three-to-five years of results, targets, and comparisons to peer institutions, as available. For every metric, provide the corresponding analysis, including a comment on important trends, conclusions, or insights drawn from the data.

**Response:**

Increased fundraising as reported to the Board of Trustees.  
 Reputation enhancement through media and community partnerships.

- **Brief assessment.** Highlight (in a couple of sentences) any noteworthy strengths, challenges, or opportunities.

**Response:**

Challenges:

Donor and community support during leadership transitions over the last several years.  
 Budgetary restraints.

Opportunity:

The University will soon begin the search for a new permanent President who will bring stability and consistency to the University.

- c. **Resources.** Describe your resources as outline below. Highlight (in a couple of sentences) any noteworthy strengths, challenges, or opportunities related to your resource allocation.

- **Personnel.** Include an organizational chart of your unit, supplemented with a table that includes titles, a short description of the key functions of each

position-type, and the number of people in each position-type (including number of FTEs, if applicable). (The appendix should include an org chart showing how your unit fits into the larger University structure.)

**Response:** The strength of the resources in the Office of the President is the people. See the attached organizational chart for the Office of the President.

- **Financials.** Provide a line-item summary of the unit's budgeted and actual expenses (and revenues, if applicable) over the past five years. Briefly explain key takeaways (e.g., causes of budget deficits, trends in expenditures).

**Response:** See attached.

- **Equipment and technology.** If applicable, describe the equipment and technology critical to your unit's operations.

**Response:**

Computers/laptops

Printer/scanner

Cell phones

Large wall-mounted TV in the President's Office used in conjunction with laptop for presentations

- **Space.** If relevant to your unit's operations, describe your unit's location(s) and space.

**Response:**

Buchtel Hall 114 with reception and administrative area plus large office for the President

Buchtel Hall 117

Buchtel Hall 215

Buchtel Hall 216

**II. Future Plans.** This section should provide insight into the future of your unit, based on your mission and goals, opportunities you intend to pursue, and/or emerging trends that will likely impact your operations.

- a. **Potential changes.** Are there specific ways you are planning for your unit to evolve (e.g., new/discontinuation of services, changes in strategies for how you operate) in the next 3-5 years? If so, what are you planning? Why do you believe these changes will be necessary?

**Response:**

The number of personnel in the Office of the President has doubled from two to four in FY 2017-18 with the addition of the positions of the Director of Community Relations & Engagement and the Public Liaison. Only one administrative assistant

handles the work for the entire office. In order to successfully and efficiently handle the important work of the Office of the President, a second administrative assistant should be added. This person should be in place when the new President joins the University (in approximately one year) to effectively manage the workflow in the Office of the President.

The Office of the President must be able to lead the University into the next decade and beyond and to ensure that the University is prepared and poised to make whatever changes are necessary to drive enrollment, contain expenses, increase donations, and make The University of Akron the school of choice in Northeast Ohio.

- b. Trends.** As you think about factors external to your unit (at UA, in your field/industry, or nationally/globally), are there emerging trends that will significantly impact your unit (and are not addressed above)? How do you plan to respond?

**Response:**

The Office of the President will lead the University through a period of major change which will include academic program review, administrative activities review, predicted enrollment decline due to a declining population of high school graduates, a search for and appointment of a new President, etc. The Office of the President will also work with deans and department chairs to ensure that the University's curriculum is on the cutting edge and meeting the demands of employers.