



## Mr C. William Iton

UNIVERSITY REGISTRAR

During the year under review, the Office of Administration (OA) continued to discharge its normal operational responsibilities but also undertook several significant strategic initiatives pursuant to the University's Strategic Plan.

The Office of Administration continued its lead role in promoting "people-centric culture" within the University with a view to improving the levels of employee engagement and productivity within the organisation. In this regard the Office adopted the Barry Wehmiller Leadership philosophy of "**Everybody Matters**" and conducted workshops at the Regional Headquarters as well as the St. Augustine Campus, which focused on the self, the team and the business. It is anticipated that all levels of leadership will be exposed to these workshops as we promote an "employee-centric culture."

The other major area of strategic focus was that of internal processes. We are constantly looking for ways to improve the way we do our work, and in that regard all Registries are charged with reviewing core

processes and harmonising them as far as possible. Some progress was achieved in the recruitment and admissions processes but there is still considerable work to be done. The OA also coordinated the review of the Assessment Regulations as well as the review of the Code of Ethics.

The OA was integrally involved in the strategic planning process and assisted in the co-ordination of several retreats to prepare the Strategic Plan 2017-2022. We also arranged for a consultant to assist in various departments at the Regional Headquarters in their preparatory exercises.

During the period under review, the Vice-Chancellor commissioned three major task forces viz the One UWI Task Force, the Open Campus Task Force and the Task Force to examine the Financial Health of the University. The University Registrar was a member and resource person and the OA serviced the One UWI and Open Campus' Task Forces. The recommendations emanating from these task forces were passed on to Implementation Committees and are being actively pursued.

We installed our current Vice-Chancellor in May 2015 and the OA was tasked with coordinating the plans for what was a very successful Installation Ceremony at the Cave Hill Campus. We also chaired the Planning Committee for the Induction of the current Principal at Cave Hill which was held in December 2015.

Another very important activity during the review period, concerned the case of the domesticating of the Visitorial functions. Following the directive from the last University Council Meeting in April 2016, the OA worked closely with the Office of the University Counsel to advance the case for domesticating the Visitor. Our efforts are producing the desired results and we hope to bring a definitive paper to University Council in 2017.

During the period under review, 14 new Professors were appointed and the proposal for the "Professor of Practice" was approved by the University Finance & General Purposes Committee.

# Administration

During the review period Mrs. Lois Graham was promoted to Senior Assistant Registrar.

The Office of Administration managed and administered the selection process for the Vice-Chancellor's Award for Excellence 2015-2016 at which 26 applications were screened. A University Selection Committee for the Vice-Chancellor's Award for Excellence considered and reviewed 14 applications leading to the recognition of six persons and one department for exemplary service at an Award Ceremony, held at the St. Augustine Campus on Thursday, October 19, 2016.

The Office of Administration's staff actively participated in regional and international conferences:

- At the 15<sup>th</sup> Annual ACHEA Conference held in Jamaica, the University Registrar, Mr. C. William Iton presented a paper on *Employee Engagement and* Mrs. Marjorie-Rose-Parkes, Senior Assistant Registrar presented the paper on *Abiding by the Principles of Natural Justice*.
- In celebration of **Spoken Word Day** to mark UNESCO's World Day for Audio Visual Heritage, the Archives participated in the 35<sup>th</sup> West Indian Literature Conference entitled, "Archiving Caribbean Literature and Popular Culture". Dr. Stanley Griffin presented a paper, *"The Literary Writer as Archivist: Using Literature to Capture West Indian Memory"* and chaired a panel.

The Office of Administration also spearheaded the introduction of a "Wellness Day" for the Regional Headquarters and held a very successful second edition of the "Wellness Day" in the review year.

During the period of review, the OA team continued to work with coordinated efforts to serve our various publics and I thank them for their dedication.