

# OFFICE OF ADMINISTRATION 2020-2021 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

- ◇ Chaired the Data Protection Policy Implementation Committee
- ◇ Chaired the Working Group for the Administration of Global Students
- ◇ Facilitated system wide coordination of online examinations
- ◇ Hosted quarterly meetings of RHQ Heads of Units
- ◇ Facilitated the re-establishment of the Library Advisory Committee
- ◇ Hosted strategic performance management workshops with the OoF and the Legal Unit
- ◇ Inaugurated the UWI Futuring Programme
- ◇ Led the Digital Transformation Programme
- ◇ Produced and published biannual editions of the VIV Newsletter

## HUMAN RESOURCES

- ◇ Hosted end of year staff appreciation activity
- ◇ Coordinated the process to develop the Differential Workload Policy
- ◇ Managed the ongoing review of Ordinance 8
- ◇ Developed and had approved by the UF&GPC a Travel Policy for The UWI
- ◇ Facilitated charity outreach programme for the Alpha Boys' Home
- ◇ Hosted virtual function for Retirees
- ◇ Hosted virtual staff Mental Health Sessions
- ◇ Institutionalised the annual regional Staff Census
- ◇ Launched the "IGNITE" Mentorship Programme for the Vice-Chancellor
- ◇ Advanced substantially the Procedural Manual for the Unit

## SECRETARIAT

- ◇ Hosted regional Minute Taking Webinar for administrative professionals
- ◇ Coordinated finalization of adopted system wide policy framework
- ◇ Advanced the inauguration of the online repository of statutes, ordinances, regulations and policies
- ◇ Operated the confidential registry for the Office of the University Visitor

## OPERATIONS

- ◇ Advanced substantially the Procedural Manual for the Unit
- ◇ Coordinated, developed and implemented the Framework for the 1<sup>st</sup> Virtual Graduation Ceremonies which were executed in January, 2021
- ◇ Coordinated the 1<sup>st</sup> Virtual Presentation Ceremony for the Vice-Chancellor's Awards for Excellence hosted in November, 2020
- ◇ Developed and maintained the OoA's Website
- ◇ Conceptualised the Academic Dress Competition which was approved by UF&GPC in June, 2021
- ◇ Secured CARICOM flag for each campus & RHQ
- ◇ Guided the Five Islands Campus' 1<sup>st</sup> Special Convocation Ceremony

## ARCHIVES AND MUSEUM

- ◇ Staged one virtual exhibition
- ◇ Archived a valuable donation from the family of a past Prime Minister of Jamaica
- ◇ Chaired Campus Records Working Group in the Digital Transformation Programme
- ◇ Collaborated with WIFAC and Barbados National Archives in hosting a Lecture to commemorate International Archives Day
- ◇ Commenced the digitization of records documenting the early history of the University particularly UCWI records
- ◇ Completed the Digitization Project Plan
- ◇ Coordinated policy and procedure development, operational planning, capacity building for staff and gave leadership to enterprise wide Information Management projects
- ◇ Developed and had approved by the University Archives & Records Management Committee (UARMAC) the University Records Retention Policy Framework
- ◇ Developed and had approved by the UF&GPC June, 2021 the Visual Arts Policy
- ◇ Expanded archival software to receive and store archives in digital format from all campuses
- ◇ Maintained public engagement through social media
- ◇ Revised and had approved by the UARMAC the UARMP Policy

## FACILITIES MANAGEMENT

- ◇ Developed the Emergency Preparedness & Management Policy for the RHQ
- ◇ Developed and administered a Performance Evaluation System for the providers of Janitorial Services at the RHQ

HERE'S TO ANOTHER SUCCESSFUL YEAR !