VACANCY PLANNING

The Division of Finance and Administrative Affairs (FAA) delivers essential business services that provide a foundation for UWM’s student success, research excellence, community engagement, climate and culture, and visibility and image.

The departments in Finance & Administrative Affairs provide a wide array of services to steward and facilitate the management of the university’s primary resources: human capital, finances, facilities, and information technology. FAA staff perform the accounting functions, plan for building construction and remodeling, provide technology infrastructure and enterprise IT services and resources, maintain healthy and safe research environments, provide security and protective services, clean and maintain the campus buildings and grounds, ensure fiscal integrity of campus financial operations, and provide legal advice and representation.

Each of the larger GPR operations within the Division — Facilities Planning & Management, Business & Financial Services, University Information Technology Services, Human Resources, and Police Department — have experienced high amounts of staff turnover relative to other units on campus. Based on a three-year average, the division experiences turnover at 12% of budgeted positions, or 51 of 428 positions per year. This average is the result of significant turnover increases over the last few years, from 9% in fiscal year 2014.

EXPECTED HIRES

In order to address the challenges of staff turnover and required budget reductions, FAA has restructured and reorganized across the division, creating permanent and temporary savings by eliminating positions and maintaining vacant positions. This has resulted in staffing at or below levels that are sustainable for maintenance of core operations. As described below, positions will be prioritized and filled, balancing the creation of salary savings with acceptable levels of risk and the need for continuity of essential foundational services to the campus.

Human Resources

UWM’s Central Human Resources Department provides a wide array of services in support of faculty, staff, and student employees. With a budget of 29 positions (down from 32 positions in FY16), the department provides payroll, benefits administration, recruitment, compensation, classification, training and professional development, HR information services/reporting, HR compliance administration, and wellness programs to the campus. Vacant positions required to
maintain the core services provided by the department will be prioritized for hire – including payroll and benefits, employment services, compliance administration and decision support/reporting.

**University Police**
The UWM Police Department provides security for buildings and facilities on and off the Kenwood campus, highly visible patrol of campus, safety escorts, crime prevention programming, emergency management, safety training, and a variety of other services designed to make UWM a safe place in which to learn, live and work. The University Police Department is staffed 24 hours a day, 365 days a year, including a full time dispatch center capable of receiving 911 calls and sending out emergency response. Other personnel include dispatchers, administrative personnel, security officers and student security officers for the SAFE Walkers escort program.

A recent reorganization of the department enabled an overall staff reduction from 62 to 51 positions, maintaining the number of sworn officers and support positions at a level that ensures effective delivery of all policing, security, and safety services. In order to sustain these critical staffing levels, positions must be filled as they become vacant. Each position in the department is required to keep all of the functions of the department operating – that includes 37 sworn officers (police officers, sergeants, lieutenant, assistant chief, and chief), three dispatchers, eight security officers, and three administrative support/technical staff.

**University Information Technology Services**
University Information Technology Services (UITS) serves the UWM community by providing technology infrastructure and enterprise IT services and resources in support of the University's mission. UITS employs 97 technology professionals and 194 students, working in partnership with a larger number of professional IT colleagues in UWM schools, colleges and divisions across campus. Because technology plays an integral role in the fulfillment of UWM’s mission and goals, the security and stability of the campus network infrastructure and technology services is paramount. The technology professionals in UITS must also respond to changing needs and conditions on campus and within the UW-System. While each vacancy is evaluated for its most strategic use within UITS, the current level of staffing is necessary to maintain the core services provided by the department.

**Business and Financial Services (BFS)**
BFS is the campus' central business office and is comprised of several sub-departments that provide financial and business services to the UWM community, including students, faculty, and staff. Business & Financial Services' primary goal is to support the mission of the University through exemplary fiscal stewardship. BFS manages campus financial resources consistent with the Chancellor’s vision, including advising campus leadership on business decisions and how they affect the integrity and overall health of UWM's financial assets. BFS includes the following departments: General and Auxiliary Accounting; Accounts Payable; Pre-Audit & Support Services; Bursar; Financial Data Administration; Budget & Planning; Purchasing; Travel Management
BFS has experienced significant staff turnover in the Office of Budget and Planning, the Controller’s Office (Accounting Services, Accounts Payable, Pre-Audit & Travel), and Financial Data Administration, decreasing the department’s capacity to meet campus needs. Positions in these areas will be filled in order to maintain the core financial and business services. These include Budget Planning, Financial Specialist, Accountant, and IS positions (working with PAWS, student data, and financial reporting). In addition, three key leadership positions that are currently filled with interim appointments will be filled. Those are the Controller, Assistant Controller, and Procurement Director.

Facility Services
Facility Services consists of 228 full-time employees and is responsible for the operation of UW System’s second-largest heating and cooling plant, custodial services, grounds maintenance, construction services, building trades maintenance, mail services and central stores services for 5 million gross square feet of higher education institutional space at UWM. Facility Services also performs internal renovation and construction of $3 million and coordination of as much as $24 million annually of State-managed capital renewal projects on campus. In response to recent budget cuts, 13 positions were eliminated within the department. The aging of campus buildings and development of new academic spaces creates significant demand on the functions within Facility Services. Turnover in key positions has also placed new demands on existing staff, and the current distribution of work is not sustainable. Positions that provide or support ongoing maintenance to the physical infrastructure of the campus will be filled in FY17. Those include facilities engineer/CADD specialist, painter, custodian, HVAC, and stores positions. The Facility Services Director position, which has been held vacant since May 2015, is also planned for recruitment later this year but may not be filled until FY18; it has been determined over this period of time that a Director is critical to campus facilities operations.

Integrated Administrative Services
The Integrated Administrative Services department (IAS) serves the Division with management and support of the budget, financial, human resources, and professional development functions, as well as facilitation and support for divisional strategic planning, business process improvement, project management, and organizational planning efforts. IAS will be filling key positions to provide financial, human resources, and project support to the core functions of FAA.

Other
Unanticipated position openings in other areas not listed above may create a need to recruit for additional positions not anticipated in the above descriptions. All position recruitments will be evaluated to ensure that the positions are necessary to support essential operations, after alternatives for downsizing or reorganization is considered. Transportation Services is funded primarily with Auxiliary funds and expects to fill positions that are necessary to maintain critical parking and transportation services at UWM.