

## Risk Management

Office or Department of Fiscal Affairs

Administrative Unit Assessment

Year Reporting: FY 20 (July 2019-July 2020)

### Department and Assessment Report Information

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For which department or area are you reporting?	Risk Management
What is the name and MGA email address of the person responsible for this report?	Ron Ardelean, ron.ardelean@mga.edu

### Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

<b>What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.</b>	The mission of the Risk Management department is to provide, in unison with the USG's vision, a comprehensive risk management program that contributes to the health and protection of employees, students, and visitors while also protecting the universities physical and financial resources and provide loss prevention and control programs and direction while we continue to develop risk management beyond its current boundaries as the needs of our university evolves, and actively promote and advocate risk management as a vital tool for achieving organizational success.
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<b>What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.</b>	<ol style="list-style-type: none"><li>1. to get the inventory and surplus property issues worked with all stakeholders and provide a template of how this will work efficiently and effectively.</li><li>2. To foster a better relationship with facilities in order to get inspection deficiencies handled and needed feedback from their department.</li><li>3. To get better acquainted with the new training platform provided by the state so it can be utilized to its maximum potential and have measurable results to its effectiveness.</li></ol>
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	<p>4. To be an asset to the police chief and his department by enlisting my help whenever needed. To further the safety of our campuses.</p> <p>5. To keep storage areas and warehouses free of surplus property by getting it into the states system and sold quickly to free up space in these areas to be used for what they were intended for.</p>
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## Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY20. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY21.

### Objective 1

<b>Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Since MGA is the largest user of the learning management system in USG(LMS)I need to strive to keep MGA a leader in comprehensive loss control requirements, keeping worker compensation cases down and exceeding the minimum requirements asked of us by DOAS.
<b>Objective 1: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Number of people trained in specific departments and recognition by DOAS for our efforts throughout the USG
<b>Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	100% participation
<b>Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	90%
<b>Objective 1: Did your department meet this objective?</b>	The department did not entirely meet this objective.
<b>Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	To continually monitor progress and send reminders for completion of unfinished training.

## Objective 2

<b>Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Coordinate the transition of the Environmental Health and Safety key duties to David Foster and Nat. Sciences
<b>Objective 2: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	We listed all the duties that David needed to pick up and he agreed to the arrangement.
<b>Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	100%
<b>Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	100%
<b>Objective 2: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 2: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	N/A

### Objective 3

<b>Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	To Complete objectives not met in fy19: <ul style="list-style-type: none"><li>• Found more efficient ways to conduct annual inventory.</li></ul>
<b>Objective 3: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Jobs completed. New processes and procedures for conducting inventory
<b>Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	100% Ability to complete all duties as required
<b>Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	100% of inventory processes worked out
<b>Objective 3: Did your department meet this objective?</b>	The department met this objective.
<b>Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	The seemingly impossible can be accomplished through team work and positive thinking. Think outside the box

#### Objective 4

<b>Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</b>	Update all campus building floor plans in Emergency Response Plan
<b>Objective 4: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</b>	Number of Plans completed
<b>Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</b>	100%
<b>Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</b>	75%
<b>Objective 4: Did your department meet this objective?</b>	The department did not entirely meet this objective.
<b>Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</b>	To set goals that can be more attainable in the future.

**Future Plans**

<p><b>Please identify and detail three to four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples.1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department of X will provide training in ABC for at least 73 MGA faculty and staff.</b></p>	<p>1. And most importantly: get upper management buy-in for the importance of compliance in safety training and to participate in required compliance . Achieve 100% compliance in all safety and non safety related required programs                  2. Get IT on board with supplying a running inventory of their equipment that includes where each piece is located and be able to track the whereabouts of equipment no longer in use, annually.                  3.Complete the Job Analysis for every job type on campus</p>
<p><b>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</b></p>	<p>Current status is positive and adjusting to the additional responsibilities with a more positive outlook for the future, knowing that all things can be accomplished through teamwork.</p>

**Open Box for Additional Comments**

<p><b>Open Text Box For Assessment Comments:</b></p>	<p>My new supervisor has made a very positive impact on the way I am able to accomplish duties going forward.</p>
<p><b>If the COVID-19 pandemic impacted this assessment cycle, please provide specific details below.</b></p>	<p>It cut the need for total usual travel and it affected the total number of responders to the motor vehicle training email</p>

