



THE UNIVERSITY
OF THE WEST INDIES
MONA, JAMAICA

The Register

January 2013
Volume 1, Issue 1

IN THIS ISSUE

Registry Beat

Office of the Campus
Registrar's Strategic Plan

Be Alert this Year

Long Service Awards

Let's Put People First

Highlights of the Registry
Christmas Luncheon

Introducing Members
of the Registry Team

Remembering Monique

IMPORTANT DATES TO OBSERVE

Semester II begins,
January 20, 2013

Teaching begins,
January 21, 2013

Research Day, UWI,
Mona, February 7, 2013

Commemoration Celebrations,
Mona, February 14-17, 2013

Teaching Ends
April 19, 2013

Exams begin April 29, 2013
and end May 1, 2013



The Register is a publication of the Office of the Campus Registrar, The University of the West Indies, Mona, aimed at reaching all our stakeholders in an effort to inform, highlight and educate on matters that are important to us as a community. This medium is also being used in an effort to build greater partnerships and to stimulate discussion on how we can work together to strengthen the Mona Campus.

As we launch our new Strategic Plan, the Mission of The Registry at Mona, is to support the Campus and University by providing outstanding administrative leadership and customer service to students, staff, Faculties and external stakeholders with integrity and respect.

We intend to live up to our mission and to serve you with HEART-Honour, Excellence, Accountability, Respect and Teamwork. The publication of this e-newsletter is just the beginning!

We welcome your feedback.

Camille Bell-Hutchinson
CAMPUS REGISTRAR

Congratulations

Congratulations to our most recent graduates! In particular we would like to acknowledge, with pride, employees from The Registry and wish them all the best in their future endeavours.

- **Mrs. Karlene Largie-Jackson** - Human Resource Management Division
- **Mr. Jermaine Jackson** - Human Resource Management Division
- **Mr. Orion Blake**, (Student Assistant) - Human Resource Management Division



Hail to the “Electro Drive”!

In a world of tablets, laptops, notepads and handheld devices, people are easily frustrated by paper processes. We have become press button enthusiasts and customers are expecting easy access and short turn-around times. Organizations must transform themselves to meet these new expectations. The Registry is well aware of the environment in which it exists, and has been making moves to ensure that not only are our processes agile, flexible and efficient for all our customers, but we also find new ways of communicating with our staff and students.

With this said, we wish to highlight the following Sections of the Registry that are blazing on the 'electro trail.'

HUMAN RESOURCE MANAGEMENT DIVISION

CLICK....SWITCH!!

The Human Resource Management Division (HRMD) in taking another leap in the use of technology to improve its effectiveness has launched an electronic Performance Management System, where Heads of Departments and employees are able to complete the assessment and appraisal forms online. This switch came in full operation in the new calendar year. The forms are readily available at: <http://www.mona.uwi.edu/hrd/forms/>

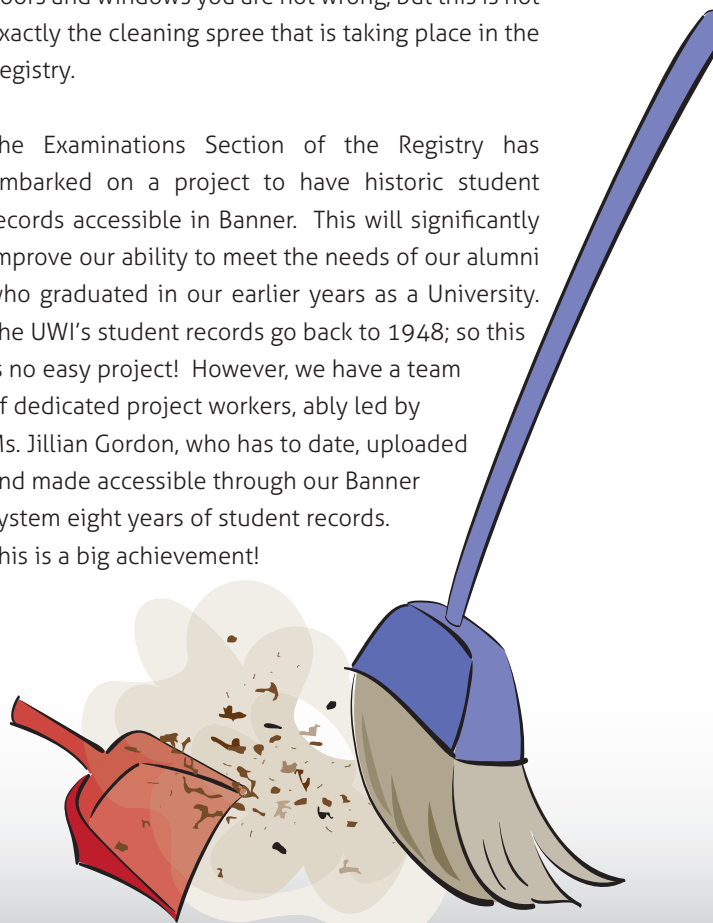


EXAMINATIONS SECTION

CLEANING SPREE

When you think of cleaning spree, what readily comes to mind? Well, if you thought of cleaning floors and windows you are not wrong, but this is not exactly the cleaning spree that is taking place in the Registry.

The Examinations Section of the Registry has embarked on a project to have historic student records accessible in Banner. This will significantly improve our ability to meet the needs of our alumni who graduated in our earlier years as a University. The UWI's student records go back to 1948; so this is no easy project! However, we have a team of dedicated project workers, ably led by Ms. Jillian Gordon, who has to date, uploaded and made accessible through our Banner system eight years of student records. This is a big achievement!



MARKETING AND COMMUNICATIONS OFFICE

NEW STUDENT SPACE

The Marketing and Communications Office (MCO) with the help of Mona Information Technology Services (MITS) has launched its UWI Mona Student Space (MSS) which is the Facebook component of my.uwi.edu. UWI Mona Students' Space is developed around an information management system which will use social media channels: Facebook, Twitter and SMS.

Currently the Facebook component is used to convey various messages to our students. In using these social media channels, our intention is to facilitate consistent interaction both with and among the students and also to disseminate important student information in a manner with which students can easily identify.

This new student communication portal my.uwi.edu has replaced the Campus Pipeline system and allows students to access all online services and resources: email/OurVLE/Financial Information.

Some of the benefits of this system are:

- Single Sign On;
- 10GB email;
- Skydrive with 25GB free online storage for collaboration;
- Microsoft Office Web Applications.



Kristopher Thompson collects his prize for having submitted the most popular study tip in the "Mona Student's Space Study Tip Competition" aimed at encouraging students to share successful tips and techniques

MONALink

The MonaLink for staff was launched on January 2011 to provide an online forum through which members of staff may engage in discussion, obtain updates in a timely manner and make comments on information being posted to the site. It is easily accessed by using your staff ID.

We encourage members of staff to make use of this interactive communication portal. The site is for members of staff only, and may be accessed at <http://www.mona.uwi.edu/monalink/> on or off Campus. The site may also be accessed via the Faculty & Staff Link from the UWI, Mona home page at www.mona.uwi.edu. From the home page, you will be directed to the Faculty & Staff website, from where you should click on the MonaLink icon.

We urge you to share your ideas and comments on MonaLink—the intranet portal aimed at facilitating communication at The UWI, Mona Campus.

It is important to note that the site allows total anonymity, so do not be afraid to share your thoughts! We want to hear from you!



Be Alert this Year

**SAFETY
STARTS
WITH ME**



Mr. Keith Gardner, Director of Security, shares with us 4 tips on how we can keep out of harms way this year.

1. **ELIMINATE THE ELEMENT OF SURPRISE.** Pay attention to people approaching you.
2. **PROTECT YOUR PERSONAL SPACE.** Set limits on how close you will let someone get.
3. **EXERCISE CAUTION WITH STRANGERS.** Criminals will often ask for directions or money in an attempt to invade your personal space prior to a crime.
4. **Avoid Isolation.** Walk along well-lit and well-travelled routes. Also avoid walking alone at nights and taking rides from strangers.

Long Service Awards

Congratulations to all members of staff who received awards for serving the University of the West Indies for periods of 15-21-40 years and over. We single out the following employees from The Registry and say Big up!! Thank you for your years of dedicated service.

Leon Hayden

Prudence Francis

Donna Foster

Jacqueline Smallhorne

Donnetta Wright

Rupert Higgins

Flora Mitchell

Sandra Powell-Mangaroo

Desrine Tyrell

Let's Put People First!!!

On the heels of the InfoTool Survey that was conducted in 2012, a team of colleagues –The Changemakers- under the leadership of Mr. Raymond Eytte of the Human Resource Management Division, has been selected to ensure that the University meets its strategic objective of "putting people first."

This drive is in support of the UWI 2012-2017 Strategic Plan's theme, "Employee Engagement and Development" and is aimed at ensuring that we build an environment of supportive leadership where staff is motivated.

The Changemakers have been actively involved in educating Heads of Departments and staff about "Employee Engagement" and have been presenting the findings of the Infotool survey for their respective departments.

A follow-up survey will be done in 2013 to measure how much impact these efforts have had on the levels of engagement at our Campus.

Look out for The Changemakers in your Department!

Mr. Raymond Eytte



Highlights

of the Registry's Christmas Season

The Registry Christmas Luncheon was held at the Mona Visitors' Lodge & Conference Centre Gold Room on December 18, 2012 under the Theme: Christmas at 50 (Jamaican Style)



Examinations Section



Graduate Studies & Research



Student Recruitment



Records Management Office



Marketing & Communications Office



Student Records /Admissions

The Office of the Campus Registrar's Strategic Plan

On Friday, November 30, 2012, the Campus Registrar hosted a Town Hall Meeting with the members of staff of The Registry, to launch the Registry's 2012-2017 Strategic Plan. Staff had the opportunity to hear how the Registry's Strategic Plan fitted in with that of the University's and to better understand their role in the achievement of the Strategic Plan's objective.

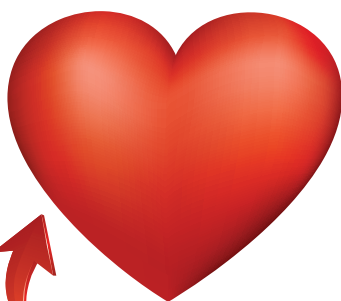
UWI'S MISSION

To advance education and create knowledge through excellence in teaching, research, innovation, public service, intellectual leadership and outreach in order to support the inclusive development of the Caribbean region and beyond.

UWI'S VISION

By 2017, the University will be globally recognized as a regionally integrated, innovative, internationally competitive university, deeply rooted in all aspects of Caribbean development and committed to serving the diverse people of the region and beyond.

**CORE VALUES OF
THE REGISTRY**
TO DELIVER ON OUR
MISSION WE LIVE A
CULTURE OF HEART



**Honour
Excellence
Accountability
Respect
Teamwork**

OCR'S MISSION

To support the Campus and University by providing outstanding administrative leadership and customer service to students, staff, Faculties and external stakeholders with integrity and respect

OCR'S VISION

By 2017, the OCR is recognized as an outstanding partner in achieving the goals of the Campus and University.

Introducing

Members of the Registry Team



Mrs. Althea Gordon-Clennon
Senior Assistant Registrar
International Student Office



Dr. Allister Hinds
Director, Human Resource
Mangt. Div.



Mrs. Rodina Reid
Senior Assistant Registrar
Secretariat



Mrs. Sandra Powell-Mangaroo
Assistant Registrar
Graduate Studies & Research



Mrs. Elecif Arthurs
Assistant Registrar
Admissions/SRU



Mrs. Georgia Anderson
Assistant Registrar
Examinations Section



Mrs. Marsha Morgan-Allen
Snr. Assistant Registrar
Office of Student Recruitment



Miss Sonia Black
Campus Records
Manager



Dr. Carroll Edwards
Director, Marketing &
Communications Office



Remembering Monique

The Office of the Campus Registrar wishes to acknowledge the late Monique Geourzoung who was a member of staff in the Registry from 2007-2009 and who many years ago recommended the name of this publication "The Register."

OFFICE OF THE CAMPUS REGISTRAR

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Inspiring Excellence, Producing Leaders