

MEMORANDUM

To: Enrollment Services

From: Douglas Wartzok, Provost & Executive Vice President

Date: 25 October 2011

Re: Leadership in Enrollment Services

I would like to take this opportunity to share several changes within enrollment services and provide an update on the search for a Vice President. As you all know, we have interviewed several candidates over the last year and half, but have been unsuccessful in securing the right candidate to serve this important role. Finding the right candidate for our ambitious strategic enrollment plan is critical, and we are proceeding cautiously to be able to bring the best talent possible to FIU.

When I asked Steve Kelly to take on the role of Interim Associate Vice President for Enrollment Services two years ago, I anticipated that the search would be short and Steve would soon be able to return to his work as University Registrar. Like many of our units, Registration is short staffed and thus I have been asking that unit to continue functioning at a high level with fewer staff for a much longer time than I anticipated. While an active search continues, I no longer want to impose upon Steve and the rest of the staff in the Registrar's Office. Thus I have asked Steve to again assume full responsibilities as University Registrar effective 1 November, and to continue to focus on improving operations. I would like to thank Steve for stepping up to the Interim role and for his dedication and commitment to the university. I also want to thank Andrea Jay for serving for a much longer time than expected as Interim University Registrar. She kept the unit on a steady course through many changes.

While we continue to search for a Vice President of Enrollment Services, I have asked Elizabeth Bejar, Jeffery Gonzalez and Tonja Moore to take a direct role in the management of the enrollment services areas. The Registrar's Office, Concierge and the Biscayne Bay Enrollment Center will report to Elizabeth. Admissions, the Call Center and Processing will report to Jeffery and Financial Aid will report to Tonja. This transition will continue to provide enrollment services with direct support from the provost's staff and ensure that each area continues to evolve and develop to support our university.

I'd like to thank everyone in Enrollment Services and my staff team for continuing to help make our FIU Worlds Ahead.