Contact Us!

Vacant
Associate VP for Business & Fiscal Affairs
(340) 693-1144

Mr. Charles Martin
Director, Physical Plant
(340) 693-1511

Ms. Delicia Greenaway-Henley
Budget Manager
(340) 693-1411

Mr. Steven Johnson
Environmental Compliance & Hazardous Materials Officer
(340) 693 1494

Mr. Charles Ronald Meek
Director, Human Resources
(340) 693—1421

Glenfield Jarvis, Jr.
Energy Manager
(340) 693 – 1503

Ms. Marlene O. Thomas
Administrator
(340) 693-1400

Mr. Theodore Glasford
Interim Chief of Security
340-693-1530

Ms. Nereida Washington
Director, Campus Operations, STX
(340) 692-4161

Service Charter Launched
September 19, 2008

Administration and Finance Component
Administration
Budget & Financial Reporting Analysis
Campus Police/Security
Physical Plant & Capital Projects
Energy office
Business and Fiscal Affairs
Accounting & Purchasing
Bookstore & Campus Operations
Environmental Compliance and Hazardous Materials office
Human Resources
Benefits and Immigration Services

Ms. Shirley Lake-King, CGFM
Vice President/CFO
Administration and Finance
2 John Brewers Bay
St. Thomas, VI 00802-9990
sking@live.uvi.edu
Phone: (340) 693-1400

www.uvi.edu
We will provide quality service by . . .

• Giving general oversight over all capital projects at the University—regarding major renovations, and the construction of new buildings.
• Managing the day to day accounting functions of the University.
• Assessing and monitoring fiscal performance including budgeted revenues and expenditures.
• Administering the University’s Benefits programs.
• Planning, developing and coordinating the delivery of physical environments to support and enhance the University’s mission.
• Administering and updating Personnel Policies and Procedures.
• Ensuring the uninterrupted flow of educational, research, and administrative activities.
• Continuously improving the financial and facilities management services we provide to students, faculty, staff and external constituents.
• Developing processes to enhance customer satisfaction with programs, services and products.
• Developing strategies to address areas of potential or existing vulnerabilities.

We promise to . . .

• Smile.
• Greet everyone we meet.
• Know our jobs … and the University.
• Treat your concern as our concern.
• Follow up on everything.
• Treat our co-workers as we would a customer.
• Always remember courtesy in communicating matters.
• Affirm, students are first at UVI.
• Create a clean, comfortable and safe University environment.

Our mission is to . . .

• Facilitate business and financial services of the University with internal and external customers.
• Provide support to students, faculty and staff.
• Develop, manage, deliver and enhance the administrative and financial services that enable the University to achieve its mission.
• Move the Institution from good to great!

Our goals are to . . .

• Create and disseminate quality information for planning, budgeting, management and accountability.
• Maintain a quality workforce and work environment.
• Ensure all capital development projects meet the goals of the University.
• Continuously improve the financial and facilities management services we provide to internal and external constituents.
• Maintain the University’s physical appearance, financial integrity, and employee satisfaction.

"Preserving the University of the Virgin Islands' Financial Integrity."