

*Herbert H. Lehman College
Division of Administration and Finance*

Core Values

While striving to achieve excellence, we hold ourselves accountable for our work and deliberately model the values we expect to see in our staff and colleagues, knowing that this is crucial to our short- and long-term success.

Each member of the Division of Administration and Finance aspires to incorporate the following core values into everyday interactions, weaving them into a sustainable culture for our entire College community.

ACCOUNTABILITY: *We are committed to establishing clear accountability for making decisions and for identifying both issues and solutions that positively impact the College community.*

COOPERATION: *We will fully consult and cooperate with the staff of our various departments in the completion of tasks—sharing the accurate information needed to help complete those tasks—engage in joint discussions, and make sound decisions to achieve our goals.*

DEPENDABILITY: *We will demonstrate reliability in routine circumstances, as well as in facing challenges. We will continue to encourage each other to fulfill our responsibilities, achieve expectations, and function as a dependable, solutions-oriented team.*

HONESTY: *We will speak and act truthfully, without hidden agendas, saying when we make mistakes or when we do not know, and we will identify and work with one another to communicate and solve problems that collectively affect the College community.*

INTEGRITY: *The Division places fairness and honesty at the center of all of its policies and operations. We will uphold the highest ethical standards in striving for professional integrity in all that we do. We will be both responsible and responsive in utilizing resources to achieve our goals.*

OPEN COMMUNICATION: *We will engage in open communication with all members of the Lehman community, freely sharing and accepting information that supports the core mission of the College.*

RESPECT: *We will be respectful of the needs of others and ensure that the actions we take in conducting our professional lives are considerate, honorable, and just.*

TRUST: *We will build trust in our Division by incorporating these operating principles into our daily interactions with each other, our staff, and the College community as the groundwork for promoting teamwork, communicating our vision, and achieving our goals.*