Delta State

University Relations/VPUR

Postal and Copy Center Services

PCC Mission Statement

Mission statement
This department has the mission of overseeing and the processing all postal and publishing/printing functions for faculty, staff and students. These functions include but are not limited to the following: publishing/printing of computer and crib note materials, maintaining and distribution of all postal services.

Related Items
There are no related items.

PCC 01: UO Customer Service and Care
Start: 7/1/2011
End: 6/30/2012

User Outcome
Not Applicable

Data Collection (Evidence)
1. Postal & Copy Center Director
2. Copy & Mailroom Administrative Clerk
3. Mailroom Clerk

This department has the responsibility over all postal and publishing/printing functions for faculty, staff and students. These functions include but are not limited to the following: publishing/printing of computer and crib note materials, maintaining and distribution of all postal services.

Results of Evaluation

Use of Results and Recommendations

Related Items
SP1.Ind03: Academic and support services
Section IV.a

Brief Description

Judgment

☐ Meets Standards   ☐ Does Not Meet Standards   ☐ Not Applicable

Narrative
Section IV.b

Comparative data
Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Engage customers in a friendly manner
Section IV.c

Diversity Compliance Initiatives and Progress

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.d

Economic Development Initiatives and Progress

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.e
Grants, Contracts, Partnerships, Other Accomplishments

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.f

Service Learning Data
List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.g

Strategic Plan Data
Only use this section if you have strategic plan info to report that is not covered in other areas of your report

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.h

Committees Reporting To Unit
Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit’s goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit’s annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative
**Section V.a**

**Faculty (Accomplishments)**
Noteworthy activities and accomplishments

**Judgment**
- [ ] Meets Standards
- [ ] Does Not Meet Standards
- [ ] Not Applicable

**Narrative**

Annual Report_AY2012_Postal and Copy Center
Section V.b

Staff (Accomplishments)

Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative
Section V.c

Administrators (accomplishments)

Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative
Section V.d

Position(s) requested/replaced with justification

Judgment

☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative
Section V.e

Recommended Change(s) of Status

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section VI.a

Changes Made in the Past Year

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section VI.b

Recommended Changes for the Coming Year

Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative