

Unit Missions

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.

User Outcomes

PCC 01: UO Customer Service and Care

Start: 7/1/2013

End: 6/30/2014

User Outcome

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

There are no related items.

Unit Goals

PCC 02: UG Department Compliance

Start: 7/1/2013

End: 6/30/2014

Unit Goal

Meet all standards and operate within compliance of state and federal policy

Evaluation Procedures

Conduct audits and surveys of the operation.

Actual Results of Evaluation

It was determined that a more efficient method be put in place in order to track the posting of invoices to the university system (Banner) and develop an inventory control system.

Use of Evaluation Results

We now use the ARGOS system to track invoice posting in Banner. We also have an inventory check and balance system to track inventory.

Related Items

There are no related items.

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

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

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