

## **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.*

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### **PCC Mission Statement**

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#### **Related Items**

*There are no related items.*

## **User Outcomes**

### **PCC 01: UO Customer Service and Care**

**Start:** 7/1/2014

**End:** 6/30/2015

#### **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.*

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### **PCC 01: UO Customer Service and Care**

**Start:** 7/1/2014

**End:** 6/30/2015

#### **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**

*There are no related items.*

## **Unit Goals**

### **PCC 02: UG Perfecting Center Productivity**

**Start:** 7/1/2014

**End:** 6/30/2015

#### **Unit Goal**

Meet budget expectations and provide excellence service to the facility, staff and students.

#### **Evaluation Procedures**

Monitor Income verses expenditures

Monitor beginning and completion of workload

Surveys satisfaction of customers

#### **Actual Results of Evaluation**

#### **Use of Evaluation Results**

#### **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**

Changes made in the past year:

Recommended changes for the coming year(s):

**Section VI.b**

**Recommended Changes for the Coming Year**

**Judgment**

- Meets Standards     Does Not Meet Standards     Not Applicable

**Narrative**