POST OFFICE
DELTA STATE UNIVERSITY: ANNUAL REPORT
for the Previous Year
and Budget Request Fy 2001

I. Unit Title:
University Post Office

Unit Administrator:
Leigh Anne Marquis

II. Data and information for department:
The Delta State Post Office is a contract station of the United States postal service. Our contact office is the Cleveland Post office. They deliver and pick up our mail.

Employees:
Postal Supervisor - Leigh Anne Marquis (20 years)
Postal Clerk - Cherrier Richardson (10 years)
Part time Clerk -
Work Studies - Samantha Clifton
Latoya Dixon
Jennifer Edwards
Sherilyn Hudson
Natalie Sanders

HOURS OF OPERATION:

Fall and Spring Terms:

Monday - Thursday = 7:45 - 4:30
Friday = 7:45 - 4:00
Saturday = 9:00 - 11:00

Summer Terms:

Monday - Friday = 8:00 - 4:00
Saturday = 9:00 - 10:30

Interiums and Spring Break Week:

Monday - Friday = 8:00 - 12:00 2:00 - 4:00
Saturday = 9:00 - 10:30
Christmas Break and other holidays:

= 9:00 - 10:30 or until finished

**ONLY DAYS CLOSED:**

- Sundays
- New Years Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

**Customer Service:**

We provide all services the United States Postal Service provides:
- Selling stamps, envelopes, post cards, and ect.
- Weighing packages
- Priority
- Express
- Certified
- Insured
- Registered
- Return receipts
- International
- Money orders

**Incoming Mail:**

Arrives between
: 9:30 - 10:30
Sent to Kethley
: approx. 11:00
All mail boxed: 11:00 - 12:00
Trays (letters)
- receive 2 - 3 - up to 5 - 6 daily
Buckets (magazines, newspapers, brown envelopes)
- receive 5 - 6 up to 10- 11 daily
Packages
- receive 20-25 up to 70 -80 daily
Traceable Mail (delivery conformation, express, certified, and insured)
- receive 1 - 2 up to 9 - 10 daily - all must be scanned and signed for.
Outgoing Mail:

Pick up from Kethley (Business Affairs Office)- 3:00 p.m. by us
Picked up by main P.O. - 3:30 p.m.
Cancel all stamped mail
Process Department's mail
Meter and charge to postal accounts

Campus Mail:

Separate and distribute several times daily.
* FOR SURE:
  When incoming mail is put up,
  When mail is received from Kethley before or by 12:00
  And 3:30 p.m. or 4:00 p.m.

OTHER TASKS AND RESPONSIBILITIES

Assign Post Office boxes
Give out combinations
Open and close boxes
Separate and forward incorrect mail
File charge forms
Write up various forms
Enter and delete box numbers in computer banner system
Write up box rent notices for commuters
Collect box rent monies
Daily deposit and report to main post office
Supervise and schedule work study students and other employees
End of the month billing
Order stamps stock and supplies
Yearly budget, goal, and objectives

Other:

Number of Boxes = 2699
Students
  Dorm = 1197
  Commuters = 85
  Organizations = 20

Occupied = 1302
Unoccupied = 917
Broken = 480

Faculty, Staff, and Departments
  Total = 184
Kethley

Personal  = 48
Departments  = 65 + 14 = 79

Unoccupied  = 24
Broken  = 49

III. Personal:

Noteworthy activities and accomplishment

New part time position.

New position(s) requested with justification

The part time employee position helps, but it takes time to learn all duties and responsibilities. This position only covers morning hours; therefore, it is still difficult if someone is not at work in the afternoon.

Also, keeping someone in a part time position is difficult. We have had two employees in just the short time we have had the position. We are currently looking for our third person. Therefore a full-time position is more desirable.

Recommended change of status (such as promotion/change in responsibilities)

The postal service is always changing with new regulations and requirements. The postal supervisor as well as the postal clerk have to learn and stay up-to-date on these procedures. Salary should be commensurate with the federal post office wages.
IV. Department goals and assessments for 1999 - 2000

Unit Goal 1:

Discuss with Vice President of Business Affairs concerning updating DSU postal contract.

Institutional Goal: # 17

Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the institutional mission.

Expected Results:

Postal Contract will be updated.

Assessment Procedures:

Postal Contract will be updated.

Actual Results:

Form has been received from United States postal service headquarters to be completed for the process of updating the contract.

Use of results:

Form will need to be completed to be able to follow through with updating.
This will continue to be a goal.
Unit Goal 2:

Express necessity for additional employee

Institutional Goal: #15

Provide the resources and assistance to support the disciplines, including modern instructional equipment, a strong library and media center, computer facilities, and other services required for instruction, research, and public service

Expected Results:

Postal Supervisor would be able to carry out goals and objectives and other needed tasks more efficiently

Assessment Procedures:

Would have a new employee and goals and objectives would be handled more efficiently

Actual Results:

Have a part time employee

Use of results:

Part time employee helps with incoming morning mail. It takes time to learn all job duties and responsibilities in order to make the addition meaningful. The downfall of a part time position is the employee is not consistent with always being at work and there is no real incentive to do all work properly. Position is now open.
Unit Goal 3:

Continue to stay up-to-date on Federal postal regulations

Institutional Goal: #17

Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the institutional mission

Expected Results:

Efficient and effective service would be provided

Assessment Procedures:

Efficient and effective service is provided

Actual Results:

Postal supervisor is up-to-date on Federal postal regulations

Use of results:

Able to provide efficient and effective service
Will always be a goal
Unit Goal 4:

Continue to learn DSU policies and procedures

Institutional Goal: # 17

Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the institutional mission

Expected Results:

Postal supervisor would be able to carry out procedures effectively

Assessment Procedures:

Postal supervisor carries out procedures correctly

Actual Results:

Policies and procedures are carried our properly

Use of results:

Postal supervisor will always continue to learn polices and procedures
Will always be a goal
Unit Goal 5:

Discuss with Director of Information and Technology Services about a computer program to benefit the post office

Institutional Goal: #15

Provide the resources and assistance to support the disciplines, including modern instructional equipment, a strong library and media center, computer facilities, and other services required for instruction, research, and public service

Expected Results:

Ability to increase accuracy and time of the forwarding mail process

Assessment Procedures:

Printer is in place

Actual Results:

Can't get labels to print correctly

Use of results:

Will be a goal for next year
UNIT PLAN
2000-2001
DSU POST OFFICE

Goals for upcoming year:

1. Discuss with Vice President of Business Affairs the form for requesting updating DSU postal contract.

2. Discuss with Director of Information and Technology Services printer problems and work out forwarding procedure.

3. Continue to stay up-to-date of Federal Postal regulations.

4. Continue to learn DSU polices and procedures.
**Delta State University**

**Unit Budget Plan**

**FY 2001 Budget**

**AS OF 07-MAR-2000**

**ORGANIZATION:** 7005  Post Office  
**FUND:** 235  Post Office

| PROGRAM: | Activity not budgeted |
| LOCATION: | Location not budgeted |

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<th>PHASE 2: CHANGE</th>
<th>PHASE 3: APPRVD</th>
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**Justification:**

*Just trying to put funds in the proper accounts*
### Delta State University

**Unit Budget Plan**

**FY 2001 Budget**

**AS OF 07-MAR-2000**

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