

STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS
2013-2014 Unit Action Plan – Year Four

Unit Name: Administrative Services

Unit Mission

The mission of Administrative Services is to provide printing, mailing and archiving records that support the mission of Rogers State University. By incorporating digital technology, our goal is to enhance the University's reputation and visibly, with publications and timely mailings. We are committed to support all departments, student organizations and alumni with professional and courteous services. With striving to continually improve the update our production processes, we are also striving to become environmental stewards. We are dedicated to recycling programs, waste reduction, hazardous chemicals disposal, and a safe working environment.

We will continually endeavor to have a work environment where 1) employees are empowered, involved, and valued; 2) employees will continue to gain knowledge in their field through education and training; and 3) employees' continual growth is never ending and quality support to the University community will continue to improve.

Goal 4: Leverage Resources
This Unit Action Plan Specifically Supports Commitment 4.1 and 4.2

Plan for 2013-2014 This section due by May 1, 2013.				Report for 2013-2014 This section due by June 2, 2014.	
Objective	Evaluation Measure	Performance Standard	Action	Data/Findings	Status
4.1 Develop, implement and advance a comprehensive technology plan, including the use of sustainable technologies	Number of major projects to help Units meet their needs	Greater than or equal to the number of projects from 2012-2013	Spend time with Units to understand their communication needs	Number of jobs output is higher, while still keeping quality of product and using recycled paper products when possible.	Met and exceeded
4.2 Pursue optimal staffing throughout the University	Participation in education activities each year	Increase participation by 5% each year	Determine staffing needs to meet anticipated growth, and provide professional development opportunities for existing staff	Have hired one new position for achieves but have not been able to scan archives as of yet, due to software. But the individual has been of help with the bindery area of the shop. We have been informed there is no funding for attending seminars to provide updated training on software programs, or industry advancements.	Not met

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Budget Request Supplement for Academic Year 2013-2014
 Year Three – Strategic Planning Cycle

This section due by May 17, 2013.							This section due by May 1, 2014
University Objective	Action for 2013-2014	Requested Resources				Estimated Cost	Was the Budget Request Approved?
		Human	Financial	Physical/Capital	Other (e.g., Technology)		(Enter Amount Approved)
4.1 Develop, implement and advance a comprehensive technology plan, including the use of sustainable technologies	Purchase new and replace equipment needed to keep up with technologies and growth of the University.			EMS Shipping Solution			\$10,750.00

The item listed above: has a money encumbered, but as of today 5/7/2014, has not yet been purchased or installed