

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

Unit Name: Comptroller and Business Office

Unit Mission

The Office of the Comptroller and Business Office will meet its fiduciary responsibilities to Rogers State University by maintaining financial integrity and providing effective, quality service to our University through sound accounting practices and the establishment of internal controls. We will examine, evaluate, and report on the adequacy and reliability of existing systems and controls to ensure that:

- Revenues are accurately and completely captured and processed
- Expenses are reasonable, appropriate and properly approved
- Financial reporting is accurate and reliable
- Automated processing of financial and operating data is timely, accurate, reliable, and complete
- Laws, regulations, and internally developed policies and procedures are followed
- Assets are properly safeguarded

Goal 1: Advance Academic Excellence
 This *Unit Action Plan* Specifically Supports Commitment(S) **1.5**

Plan for 2013-2014 This section due by May 17, 2013.				Report for 2013-2014 This section due by May 1, 2014.	
Objective	Action or Activity	Evaluation Measure	Performance Standard	Data/Findings	Status*
1.5 Provide opportunities to achieve and maintain essential program accreditation	Continue to cross train staff to provide backup support and for future flexibility	Number of personnel cross trained	All personnel properly trained annually (Yes/No; if no, how many were trained)		

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Goal 3: Increase Diversity
 This *Unit Action Plan* Specifically Supports Commitment(S) **3.3**

Plan for 2013-2014 This section due by May 17, 2013.				Report for 2013-2014 This section due by May 1, 2014.	
Objective	Action or Activity	Evaluation Measure	Performance Standard	Data/Findings	Status*
3.3 Promote an environment of tolerance and acceptance of diverse peoples and opinions	Promote a cohesive teamwork atmosphere by proactively sharing student information with students and other areas	Noel-Levitz Student Satisfaction Survey results for <i>Satisfaction with Attitude of college non-teaching staff towards students</i>	Score of 3.0 or higher on Q#36 on 5 point Likert scale (results available each year on RSU Accountability and Academics website)		

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Goal 4: Leverage Resources
 This *Unit Action Plan* Specifically Supports Commitment(S) **4.4**

Plan for 2013-2014 This section due by May 17, 2013.				Report for 2013-2014 This section due by May 1, 2014.	
Objective	Action or Activity	Evaluation Measure	Performance Standard	Data/Findings	Status*
4.4 Update the capital project master plan for all campuses	Work with Capital Project Master Plan committee to update and prioritize all capital projects for the University, using results of Architectural consultation	Collaborative ranking of the Capital Project Master Plan	Yes/No		

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Goal 5: Enhance Institutional Accountability
 This *Unit Action Plan* Specifically Supports Commitment(S) **5.4**

Plan for 2013-2014 This section due by May 17, 2013.				Report for 2013-2014 This section due by May 1, 2014.	
Objective	Action or Activity	Evaluation Measure	Performance Standard	Data/Findings	Status*
5.4 Advance the principles and practices of shared governance through active participation of all constituencies	Revise policies and procedures to guide the implementation of a staff council	Written and approved P&Ps for a staff council	Yes/No		

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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	(Enter Amount Approved)	Other (e.g., Technology)		(Enter Amount Approved)
Insert rows as needed							