**Unit Name: \_\_Comptroller, Business Office**

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| **Unit Mission**  The Office of the Comptroller 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 date 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 2014-2015**  **This section due by June 1 2014.** | | | | **Report for 2014-2015**  **This section due by June 1, 2015.** | |
| --- | --- | --- | --- | --- | --- |
| **Objective** | **Evaluation Measure** | **Performance Standard** | **Action** | **Data/Findings** | **Status** |
| 1.5 Provide opportunities to achieve and maintain essential program accreditation | 100% of reports submitted on time and accurately. | 100% on time and zero resubmissions. | Submit all OSRHE and US DOE reports on time and accurately. | All reports were submitted to OSRHE on time or before the due dates. No error reports were received from OSRHE | Ongoing |

**Goal 3: Increase Diversity**

**This *Unit Action Plan* Specifically Supports Commitment(S) 3.3**

| **Plan for 2014-2015**  **This section due by June 1, 2014.** | | | | **Report for 2014-2015**  **This section due by June 1, 2015.** | |
| --- | --- | --- | --- | --- | --- |
| **Objective** | **Evaluation Measure** | **Performance Standard** | **Action** | **Data/Findings** | **Status** |
| 3.3 Promote an environment of tolerance and acceptance of diverse peoples and opinions | Most recent measure of student satisfaction at RSU. | Positive mean student rating | Promote a cohesive teamwork atmosphere by proactively sharing student information with students and other areas | Results from the 2014 National Student Survey of Engagement (NSSE) indicate that 68% of RSU seniors rated the University as “Encouraging contact among students from difference backgrounds (social, racial/ethnic, religion, etc.). This was within 2% of RSU’s Carnegie Class mean average. | Ongoing |

**Goal 4: Leverage Resources**

**This *Unit Action Plan* Specifically Supports Commitment(S) 4.4**

| **Plan for 2014-2015**  **This section due by June 1, 2014.** | | | | **This section due by June 1, 2015.** | |
| --- | --- | --- | --- | --- | --- |
| **Objective** | **Evaluation Measure** | **Performance Standard** | **Action** | **Data/Findings** | **Status** |
| 4.4 Update the capital project master plan for all campuses | Finalize a Capital Master Plan for the next decade. | Yes/No | Work with Capital Project Master Plan committee to update, prioritize, and rank all capital projects for the University | Yes | Ongoing |

**Goal 5: Enhance Institutional Accountability**

**This *Unit Action Plan* Specifically Supports Commitment(S) 5.2**

| **Plan for 2014-2015**  **This section due by June 1, 2014.** | | | | **Report for 2014-2015**  **This section due by June 1, 2015.** | |
| --- | --- | --- | --- | --- | --- |
| **Objective** | **Evaluation Measure** | **Performance Standard** | **Action** | **Data/Findings** | **Status** |
| 5.2 Evaluate continuously university processes, structures, activities and outcomes; modifying as appropriate | Number of process improvements created and implemented | At least one new process improvement each year | Create process improvements for TQM. | ?? |  |

**Budget Request Supplement for Academic Year 2014-2015**

**Year Three – Strategic Planning Cycle**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This section due by April 1, 2014** | | | | | | |
| **University Objective** | **Action for 2014-2015** | **Requested Resources** | | | | **Estimated Cost** |
|  |  | **Human** | **Financial** | **Physical/Capital** | **Other (e.g., Technology** |  |
| **No additional budget requests for 2014-2015 academic year.** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |