

Assessment: Administrative Unit Four Column



C - administrative - Business Office

Mission Statement:) Business Office is committed to provide the college’s fiscal services, textbooks services and dining hall services to students, personnel, vendors, FSM and state governments, agencies and other patrons.

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p>2021-2022 AS BO Outcome 1 - Fair presentation of Financial Statements - The annual financial statement for fiscal year 2021 are fairly presented in accordance with generally accepted accounting principles, and financial reports are disseminated to offices and board of regents.</p> <p>AUO Status: Active AUO Assessment Cycle: 2021- 2022 Start Date: 10/01/2021 Inactive Date: 09/30/2022</p>	<p>Internal Audit/Report - Following of Fiscal Policies will help in the fair presentation of financial Statements.</p> <p>Target: 100% Notes:</p>		
<p>2021-2022 AS BO Outcome 2 - Audit Report - The audit report for fiscal year 2021 is completed and submitted to single audit clearing house and EZaudit on or before June 30, 2022.</p> <p>AUO Status: Active AUO Assessment Cycle: 2021- 2022 Start Date: 10/01/2021 Inactive Date: 09/30/2022</p>	<p>Internal Audit/Report - Early completion of year-end report and books of accounts.</p> <p>Target: 100% Notes:</p>		
<p>2021-2022 AS BO Outcome 3 -</p>	<p>Presentation/Performance -</p>		

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p>Payroll - Payroll is processed and issued to employees per the scheduled payday.</p> <p>AUO Status: Active AUO Assessment Cycle: 2021- 2022 Start Date: 10/01/2021 Inactive Date: 09/30/2022</p>	<p>Processing of payroll on-time. Target: 100% Notes:</p>		
<p>2021-2022 AS BO Outcome 4 - Textbooks services - Bookstores are operated at all campuses to ensure that textbooks and instructors' reference materials are available at the beginning of the semester.</p> <p>AUO Status: Active AUO Assessment Cycle: 2021- 2022 Start Date: 10/01/2021 Inactive Date: 09/30/2022</p>	<p>Survey - Conduct satisfaction survey. Target: 90% Notes:</p>		
<p>2021-2022 AS BO Outcome 5 - Dining Hall Services - Three nutritious meals everyday (24/7) are provided to residence hall students, including non-residence hall students, faculty and staffs.</p> <p>AUO Status: Active AUO Assessment Cycle: 2021- 2022 Start Date: 10/01/2021 Inactive Date: 09/30/2022</p>	<p>Survey - Conduct satisfaction survey. Target: 95% Notes:</p>		
<p>2021-2022 AS BO Outcome 6 - Digital storage of files - To implement a file storage plan for the entire college in order to secure documents from destruction due to any fortuitous events.</p> <p>AUO Status: Active</p>	<p>Presentation/Performance - Implementation of digital storage. Target: 25% Notes:</p>		

*Administrative Unit
Outcomes*

Assessment Strategies

Results

Improvements

AUO Assessment Cycle: 2021- 2022

Start Date: 10/01/2021

Inactive Date: 09/30/2022

2021-2022 AS BO Outcome 7 - Standardized reporting of all fiscal officers of the state campuses. - To implement a standard reporting system for fiscal officers campus wide.

Presentation/Performance -
Conduct training regarding reporting and check reports submitted

Target: 95%

Notes:

AUO Status: Active

AUO Assessment Cycle: 2021- 2022

Start Date: 10/01/2021

Inactive Date: 09/30/2022

2021-2022 AS BO Outcome 8 - Online Payment System - Implementation of online bookstore inventory system

Project-Group - Implementation of online payment system

Target: 100%

Notes:

AUO Status: Active

AUO Assessment Cycle: 2021- 2022

Start Date: 10/01/2021

Inactive Date: 09/30/2022