

2007-2008 Fiscal Services

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Goals

Add Expand All Collapse All Reorder

0: goal 1 2007-2008 (Approved)

Increase the use of technology in the Business Office through automation of many of its processes to minimize processing times.

Established in Cycle: 2007-2008

Entry Status: Final

Approved by Myrtes Green on 3/11/2009

Last Updated by Myrtes Green on 3/11/2009 Established by Lisa Olive on 11/19/2008

Edit

1: goal 2 2007-2008 (Approved)

Proper disbursement of all institutional funds as required by state and federal laws and institutional policies.

Established in Cycle: 2007-2008

Entry Status: Final

Approved by Myrtes Green on 3/11/2009

Last Updated by Myrtes Green on 3/11/2009 Established by Lisa Olive on 11/19/2008

Edit

2: goal 3 2007-2008 (Approved)

Image 80% of the business Office documentation to increase efficiency in locating documentation and space saving.

Established in Cycle: 2007-2008

Entry Status: Final

Approved by Myrtes Green on 3/11/2009

Last Updated by Myrtes Green on 3/11/2009 Established by Lisa Olive on 11/19/2008

Edit

Outcomes/Objectives

Add Expand All Collapse All Reorder

1: outcome 2 2007-2008 (Related Goals: 1) (Approved)

State Examiners Audit Report

Student Learning Outcome: No

Associated Documents:

[STATE EXAMINER'S REPORT NOT YET PUBLISHED](#)

Established in Cycle: 2007-2008

Entry Status: Final

Approved by Myrtes Green on 3/11/2009

Last Updated by Myrtes Green on 3/11/2009 Established by Lisa Olive on 11/19/2008

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2: outcome 3 2007-2008 (Related Goals: 2) (Approved)

Ability to access the majority of business office documents through an image system.

Student Learning Outcome: No

Associated Documents:

[IMAGING SYSTEM IMPLEMENTATION](#)

Established in Cycle: 2007-2008
 Entry Status: Final
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Measures & Findings

Add Expand All Collapse All Reorder

0: Office Automation (Related Outcomes/Objectives: 0, 2) (Approved)

The Business Office equipped the staff with 5 new computer in an effort to prepare for changing technology. Our students are encouraged to use the online processing for the convenience of paying tuition and fees each semester. The college is currently in the process of implementing the Online Requisition Processing through current managing software system.

Source of Evidence: Administrative - Administrative Measure

Associated Documents:
[TECHNOLOGY](#)

Established in Cycle: 2007-2008
 Entry Status: Final
 Approved by Myrtes Green on 3/11/2009
 Last Updated by Myrtes Green on 3/11/2009 Established by Lisa Olive on 11/19/2008

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Achievement Targets and Assessment Results / Findings

Outcome/Objective 0:
unit outcome 1 [Add Achievement Target](#) [Remove Association](#)

Outcome/Objective 2:
outcome 3 2007-2008 [Add Achievement Target](#) [Remove Association](#)

1: State Examiners Audit Report (Related Outcomes/Objectives: 1) (Approval Pending)

The State Examiners Audit Report is the source that will be used to assess the outcome . The State Examiners Audit Report is not complete; therefore,at this time results are inconclusive

Source of Evidence: Gov't Standards - Government standards

Associated Documents:
[STATE EXAMINER'S REPORT NOT YET PUBLISHED](#)

Established in Cycle: 2007-2008
 Entry Status: Final
 Last Updated by Myrtes Green on 3/11/2009 Established by Lisa Olive on 11/19/2008

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Approve? Yes No

Feedback from Reviewer:

Load State Examiner's Report for final approval. Document due in March 2009.

[Save](#)

Achievement Targets and Assessment Results / Findings

Outcome/Objective 1:
outcome 2 2007-2008 [Add Achievement Target](#)

2: Imaging System (Related Outcomes/Objectives: 2) (Approved)

No imaging has been completed to date. However, the Administrative Services division is currently in the imaging implementation stage. The Business Affairs Office is the next department to begin the imaging process beginning with accounts payable and payroll respectively.

Source of Evidence: Administrative - Administrative Measure

Associated Documents:
[IMAGING SYSTEM IMPLEMENTATION](#)

Established in Cycle: 2007-2008
 Entry Status: Final

Approved by Myrtes Green on 3/11/2009

Last Updated by Myrtes Green on 3/11/2009

Established by Lisa Olive on 11/19/2008

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Achievement Targets and Assessment Results / Findings

Outcome/Objective 2:
outcome 3 2007-2008

[Add Achievement Target](#)

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