

Accession Number: A-2016-4

Record Group #

Division: Business Affairs

Sub-Division: Business Office

Department:

Title: Reports

Date span: 1976-

Physical description: Print. 0.25 linear ft. (1 12¼x10¼x2½)

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Location: Archives A-Row 4-Section 3-Shelf 2

Related collection in other repositories:

Description:

Collection includes annual reports and action plans, assessment plans and reports, internal self-studies, consultative reports, and reports submitted to accrediting agencies. Prior to 1993 annual reports consisted of planning schedules that outlined departmental goals and objectives.

Business Office Assessment Plans and Reports include the following Financial Services: Accounting; Accounts Payable; Budgeting; Cash Management; Cashiering; Endowment and Investment Management; Purchasing; Student Accounts and Loans; and Physical Plant and Facilities; and Satellite Entities

Satellite Entities include: Book Store; Data Processing; Grounds; Janitorial Service; Maintenance; Post Office; and Print Shop.

Arrangement:

Box	Folder	
1	1	Annual Reports
		1976-1977 [Schedule VIII (Professional and Personal Goals) only]
		1979-1980 [Includes Broad Goals and Objectives for Business Affairs]
		1981-1982 [Satellite Entities only includes five-year goals]
		1985-1987 [Schedule II and III only Includes Maintenance and Grounds]
		1990-1991 [Physical Plant only]
		1991-1992 [Physical Plant and Grounds only]

1993-1994
1999-2000 [Physical Plant only]
2001-2002 [Financial Services only]
2003-2004 Physical Plant only]

2 Assessment Plans and Reports

2002-2003 [Physical Plant only]
2003-2004
2004-2005 (Financial Services only lacks assessment results]

3 Five-Year Plans

1991/1992-1995/1996
1992/1993-1997/1998
1994/1995-1999/2000 [Financial Services only]

4 Three Year Plans

1986/1987-1989/1990[Financial Services only]
2004/2005-2007/2008 [Physical Plant only]