

**Lake Superior College
FY08 Unit IE Plan**

UNIT - Finance and Administration									
Unit/Department Objectives	Projected Outcomes	Actual Outcomes	Person Responsible	Projected Completion Date	System Strategic Direction	System Target	Learner Segment	College Priority	AQIP Category
Act as good stewards of the institution's fiscal resources.	LSC tuition will remain in the lowest quartile of MnSCU institutions.		VP Finance & Administration	Jun-08	1			1,2	USSN
	Budget processes will maintain the general fund balance at the maximum level allowed by MnSCU policy.		VP Finance & Administration	Jun-08	2			1,2	SIC
	Business plans within each of the auxiliary areas will identify projected profits, expenses, and planned expenditures over the next five years.		VP Finance & Administration	Mar-08	2			1,2	PCI
	A transparent, decentralized annual budgeting procedure will provide budget unit leaders autonomy in budget decision-making.		VP Finance & Administration	Jun-08	2			1,2	SIO
	All audit findings will be resolved.		VP Finance & Administration	Jun-08	2			1,2	PCI
	A comprehensive pricing structure for Copy Center services will allow for the Copy Center to recover all supply and material costs in order to be self-supporting within the college.		VP Finance & Administration	Mar-08	2			1,2,3	PCI

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	Copy Center efficiencies will improve through a system of documenting FY2007 baseline projects and errors and identifying areas of improvement.		VP Finance & Administration	Mar-08	2			1,2	ME
	A charge back procedure for Copy Center projects will facilitate departmental tracking of project costs and improve accuracy of FY08 budgeting		VP Finance & Administration	Jun-08	2			1,2,3	SIO
	A minimum of 50% of students will pay tuition online.		VP Finance & Administration	Mar-08				1,2,3	SIO
	Payroll reconciliations will be reduced to less than 4% of total annual inputs.		VP Finance & Administration	Jun-08				1,2	SIO
	All bank deposits greater than \$250 will be made within 24 hours of receipt of funds.		VP Finance & Administration	Jun-08				1,2	SIO
	All bank statements will be reconciled accurately within 30 days of receipt of statement.		VP Finance & Administration	Jun-08				1,2	SIO
	A local banking relationship will be implemented.		VP Finance & Administration	Mar-08				1,2,3	BCR
	An action plan to implement a debit card system for FY09 will detail timelines and milestones.		VP Finance & Administration	Mar-08				1,2,3	USSN

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Provide mentoring and training of business services staff.	Individual professional development plans will define development goals for each employee to attend at least one workshop/seminar/conference to meet goals.		VP Finance & Administration	Dec-07	2			1,2,3	VP
	Accomplishment will be documented through outcomes on departmental institutional effectiveness plans.		VP Finance & Administration	Jun-08	2			1,2	VP
Develop comprehensive policy and procedures manual for all business services operations.	The manual will provide consistent policy application procedures.		VP Finance & Administration	Mar-08				1,2,3	SIOP
	All employees will follow the same procedures for consistent application of policy. Infractions from point of implementation of the manual will decrease by 50%.		VP Finance & Administration	Jun-08				1,2	ME
Improve the student payment process.	Errors in student aid disbursement will be less than 2%.		VP Finance & Administration	Jun-08				1,2	SIO
	96% of the balance of student aid disbursements will be within one week of final drop date for each term.		VP Finance & Administration	Jun-08				1,2	USSN
Design and build facilities to effectively meet educational needs.	Outside security phones will increase student and employee sense of safety and security, using previous survey results as a baseline.		VP Finance & Administration	Jun-08				1,2,3	USSN

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	A landscaping plan will define timelines for improvement of campus grounds.		VP Finance & Administration	Jun-08				1,2	VP
	An energy efficiency plan will detail areas where improvements will make a financial difference and a will define a timeline for implementation of those improvements.		VP Finance & Administration	Jun-08	4			1,2,3	PCI
	A five-year facilities improvement plan will provide the priority level assigned to anticipated and requested improvements.		VP Finance & Administration	Jun-08	4			1,2	PCI
	Plans for student housing on acquired Trinity Road properties will be finalized.		VP Finance & Administration	Jun-08	4			1,2,3	PCI
	Bids for the Science and Health Center addition to the Trinity Road campus will be received.		VP Finance & Administration	Mar-08	4			1,2,3	SIO
	The bookstore and foodservice remodeling plans will provide timelines for construction and completion of remodeling.		VP Finance & Administration	Dec-08	4			1,2,3	PCI