

**Associated Students**  
**Annual Program Review of Performance and Quality**  
**2004-05**

**ADMINISTRATIVE OFFICES**  
**2004-2005 Goals and Outcomes**

**Staff Development (Goal 3)**

- *Utilize Web capabilities.*  
Outcome: Ongoing. Additional information and forms have been added to the website and updates will be made on a regular basis. Additional staffing in the HR office will allow more dedicated time for website maintenance.
  
- *Create benefits "pay stub."*  
Outcome: Delayed. This project was delayed due to other priorities regarding a change in the PAC Plan year and changes in benefits programs. The project is still in progress but should be completed by late fall.

**Technology (Goal 4)**

- *Secure funding for ABRA training.*  
Outcome: A cost and software analysis was conducted and the decision was made to discontinue the use of the ABRA and purchase the new IFAS Human Resources module. The IFAS HR module will be implemented during the 2005-06 year.
  
- *Perform CDD.net training for AS project directors. Allows project directors to access financial information in IFAS via the web on an as needed basis.*  
Outcome: Completed in spring 2005.

**Revenue (Goal 5)**

- *Implement an automated cash receipting system in the Business Office.*  
Outcome: Project has been delayed due to printer compatibility issues and training time constraints over the summer. The project is still in progress but should be completed by late fall.
  
- *Reduce paper usage. Continue to identify departments that view monthly reports electronically and eliminate monthly paper reports.*  
Outcome: Ongoing. Monthly reports have been eliminated for those projects that use CDD.net. Currently 697 Research Foundation and University Foundation projects (approximately 14%) have chosen to use CDD.net and are no longer receiving paper reports each month. An estimated 17 boxes of paper were saved this year.
  
- *Design and implement updated Injury and Illness Prevention Program.*  
Outcome: Project has been delayed. An outside risk management consultant conducted an assessment of our current program and provided us with extensive feedback in finalizing this update. The project is still in progress but should be completed by the end of 2005-06.

**2005-2006 Goals**

- Survey customers for feedback on such things as services provided, office efficiency, student online application system, etc. (Goal 1)
- Design and implement a student employee orientation program. (Goal 3)

**Associated Students**  
**Annual Program Review of Performance and Quality**  
**2004-05**

- Upgrade IFAS software to web based version 7i. (Goal 4 )
- Implement IFAS Human Resources Module. (Goal 4 )
- Reduce paper usage. Identify AS project directors utilizing CDD.net and eliminate monthly paper reports where possible. (Goal 5)
- Eliminate the use of Social Security Number as the payee identifier in the accounts payable and payroll areas when applicable. (Goal 5)
- Review, update as appropriate, and implement any changes to the company records retention policy. (Goal 5)