

**SUNY Potsdam
Administrative Unit Assessment Plan**

Administrative Unit: Business Affairs

Unit Contact -- Name: Megan Hazen

Phone: 2757

Email Address: hazenma@potsteam.edu

Date Submitted: 10/05/2020

Mission Statement: SUNY Potsdam’s Business Affairs Office is responsible for developing and updating the College’s state operations, income fund reimbursable, and dormitory income fund reimbursable budgets. The Business Affairs Office provides background information and performs ongoing analyses of the College’s financial standing so that College leadership can make informed decisions regarding existing financial priorities and new initiatives.

The Office monitors spending and coordinates with Purchasing & Payables to identify cash needs and revenues and expense trends. It is responsible for campus implementation and enforcement of SUNY System and campus-level internal controls.

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets
1. Increased transparency of financial resources.	Campus-Wide use of the Business Intelligence (BI) system.	Comments and Feedback from Users during the budget development process.
2. Improved turnaround time on requests from faculty and staff, including spending histories, account changes, access requests, etc.	Regular team meetings and one-on-one discussions to review status of outstanding requests.	Periodic meetings with users (faculty chair meetings, budget key contact meetings, student affairs directors’ meetings) to gather feedback and brainstorm ways to improve collaboration further.
3. Increased involvement in strategic planning and campus- wide communications.	Strengthen role of Fiscal Affairs Strategic Planning (FASP) team.	Solicit feedback from FASP members.

