**Student Affairs Business Office**

**Goals and Objectives 2015-2016**

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| **Strengthen business continuity plans** |
| 1. Create manuals for each SABO position |
| 1. Cross-training |
| 1. Update DSA Budget Office shared drive |
| **Improve process efficiencies** |
| 1. Finalize flow charts for most common student processes |
| 1. Log and file all transaction documentation monthly |
| 1. Create a backup of all account documentation in Community |