**STUDENT AFFAIRS BUSINESS OFFICE GOALS AND OBJECTIVES 2014-2015**

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| **Improve Communication with students and departments** |
| 1. Hold quarterly meetings with Campus Life student organization staff
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| 1. Issue student organization business notifications via various internal outlets, including, but not limited to *Clayton State Inside* and student info email blasts.
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| 1. Schedule semi-annual discussions with Accounting Department about issues/processes
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| **Improve Process Efficiencies** |
| 1. Create flow charts for most common student processes
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| 1. Log and file all transaction documentation monthly
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| 1. Establish a standard cut off day each week for student organization check requests
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