

**DRAFT**  
**Administrative Services Division Plan**  
**Proposed Outline**  
**2012-2015**

**1. Introduction**

- a. Administrative Services Mission Statements
  - i. Budget and Purchasing Support Services
  - ii. Administrative & Personnel/Payroll Support Services
  - iii. Student Accounting Services
  - iv. Hourglass Support Services
  - v. Digital Print Production & Mailroom Services
  - vi. Stockroom & Receiving Services

**2. Administrative Services Operational Responsibilities**

- a. Facilities Master Plan
- b. Human Resources Plan
- c. Marketing and Outreach Plan

**3. Administrative Services Campus Wide Responsibilities**

- a. Auxiliary Business Services
  - i. Bookstore
  - ii. Foodservice
- b. Campus Police

**4. Strategic Goals Related to Administrative Services**

**5. Administrative Services Program Review**

- a. Staffing Needs
- b. Staff Development
- c. Facilities
- d. Technology
- e. Equipment
- f. Administrative Service Outcomes

**6. Summary of Annual Achievement of Strategic Goals**