

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