

**ADMINISTRATIVE SERVICES—Date on file—10/07**  
**Unit Plan 2007-2008**

<b>PRIORITY</b>	<b>COLLEGE STRATEGY</b>	<b>OBJECTIVES</b>	<b>ACTIVITIES/TASKS</b>	<b>RESOURCES</b>	<b>COSTS</b>
1	7.4	Hire/Replace Senior Accountant in Business Office.	Supervises small unit, prepares income statements and district reports, and complies with state guidelines.	District Personnel List Program 100	\$65,000 plus benefits Replacement
2	6.3	Provide a safe well lit campus. Replace and/or upgrade campus exterior lighting and controls.	Identify funding source. Create a detailed scope of work clearly stating all required needs. Create construction plans and specifications for the project and publicly bid the project.	Funds, architect and engineering firms for design and specs, college shared governance input, construction management and inspection.	Estimated at \$1 Million
3	6.1	Replace and/or upgrade campus wide phone system and equipment.	Identify campus operational need of the abilities of a phone system. Obtain funding. Obtain quotations for the upgrade and enhancement of the existing system equipment. Research and recommend options for complete replacement of system. Create plans and specifications for selected option and bid the purchase and installation of them.	Campus shared governance input. In house technicians, system consultants, project management and inspection, proper in house technician training, end user system training.	Estimated at \$300,000.00
4	6.2	Wireless network for Seahawk Center, PCR, and Library.			\$25,000 to \$30,000
5	6.2 7.5	Communications (Upgrade computer equipment for Personnel and Payroll.	Order 4 computers and printers	IT Department	\$5,000.00
6	6.2	Update computer equipment in reprographics to keep current with online printing.	Order 2 computers and 2 printers	IT Department	\$4,000.00

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