

ADMINISTRATIVE SERVICES
Business Office
Unit Plan 2007-2008

Unit Mission Statement:

The Business Office provides support to the college in the area of accounting and budgetary functions. We seek to render timely, efficient and effective service to all faculty, staff, administrators and students, as well as to customers both within and outside the college community. We strive to maintain and enforce strong ethical and professional standards, while adhering to college policies and procedures. In addition, we aim to uphold the highest standard of excellence in the performance of our daily responsibilities. Our goal is to further the mission of the college through exemplary service and support. We recognize the need to continue to learn and adapt to innovative ideas and technologies.

PRIORITY	COLLEGE STRATEGY	OBJECTIVES	ACTIVITIES/TASKS	RESOURCES	COSTS
1	7.4	Assist in the supervision of Business Office	Hire replacement of Sr. Acct	District Personnel list	\$65,000
2	7.4	Work in the mail room	Hire replacement of Sr. Office Asst (Clerical Services)	District Personnel list	\$37,000
3	6.2	Update old computers in Business Office & Payroll	Purchase new computers	Dell	\$9,000
4	7.2	Streamline cashier process/fee collections	Consolidate cashier and business office in one location		

Business Office