ADMINISTRATIVE SERVICES
ADMINISTRATIVE UNIT OUTCOMES
2012-13 PROGRAM REVIEWS

Bookstore
1. The Cabrillo community (students, staff and faculty) will be provided with affordable and accessible books, course materials, school supplies and sundries through the campus bookstore.
2. Cabrillo faculty will be able to order affordable and accessible books and course materials for students through the bookstore.

Business Office
The Cabrillo College community will transact and receive financial information for critical decision-making based on timely, accurate fiscal services provided by the Business Services Office.

Duplications
Cabrillo faculty and staff will order duplication services and receive finished work at an on-site location in a timely manner to support a successful learning environment.

Facilities Planning & Plant Operations
The Cabrillo College community (Governing Board, administrators, students, faculty and staff) will learn and work in a safe, clean, efficient and updated environment as a result of grounds, maintenance and custodial services.

Human Resources
Present, past and potential Cabrillo College employees will utilize HR services to receive equal employment opportunities and fair and equitable personnel services in support of high quality teaching and learning.

Information Technology
Cabrillo faculty and staff will be provided with technology and services to support their effort to encourage a successful college environment.

Mailroom
Cabrillo faculty, staff and students will effectively send and receive off and on-campus college-related mail.

Purchasing/Contracts
Cabrillo staff, faculty and students will monitor budgets, track purchases and develop contracts by utilizing the processes of the Purchasing/Contract department processes.

Warehouse
Cabrillo College will have its purchases received, stored and delivered to support a successful learning environment.

Vice President, Administrative Services
Cabrillo College staff, faculty and managers will be able to make critical budget decisions that are informed by adequate financial information provided by the Administrative Services Office.