VP of Administrative Services
Administrative Services

Vision/Narrative

The Office of Administrative Services is designed to provide direction and leadership in the development, coordination, and management of all aspects related to Administrative Services for Gavilan Joint Community College District. The Office provides technical, legal and operational directions and support for administrative operations supporting the district. Those administrative operations include five (5) district departments; Business Services, Facilities Services, Human Resources, Management Information Systems and Security and Support Services.

Feedback from Supervisor / Dean

Program Objective 1: Implement MultiFinction printing on campus

Strategy and Goal(s):

Strategy #3: Improve and expand existing facilities to enhance the learning environment.
Goal #3: Integrate cost effective green practices for facilities, landscaping, and college systems into all campus improvements. Landscaping changes should include conversion of grass lawns to more sustainable and less water-consuming California native landscaping.

Strategy #3: Improve and expand existing facilities to enhance the learning environment.
Goal #2: Use technology to improve existing classroom facility space, optimize academic success and administrative operations.

IEC Program Review:

No: Cost savings to the District by reducing the desktop printing and implementing multi-function printing throughout campus, including charging departments/individuals budgets for required printing.

Progress:

No: Investigation into current print usage and proposed solutions to provide printing options at a lower cost to the district.

Activity 1: Purchase PaperCut softwre to privode the capability to charge back printing costs on existing MFP devices that can currently suport it.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested ($)	Fund Source / Type
Purchase Paper Cut software to use on compatible existing MFP's	$ 60000.00	General Fund / One-Time
Total Requested	*$ 60000.00*	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		

President's Council		