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| jscc logo | **Goal Progress Report** |

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| **Program:** | **Campus Services** | **Report period:** | **2016-2017** |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Evaluate current copier leases and upgrade as necessary** | The copiers under lease that are used throughout the campus community must be evaluated and upgraded as needs dictate.  **Estimated Cost**: $5,000 | This department renewed leases on two copiers and leased an additional copier for Enrollment Services. The cost for the new copier exceeded initial estimates.  We continued to monitor the print services from the outside contractor and determined that no changes were needed. | The unit will continue to monitor equipment and print needs and adjust services as appropriate. |
| **Maintain appropriate levels of insurance commensurate with anticipated risk** | Review policies and limits for appropriate insurance coverage and maintain coverage as warranted.  **Estimated Cost**: $80,000 | We procured general liability, automobile and commercial risk insurance as required. We were able to eliminate the separate liability policy for the police department as that risk is now insured by the general liability policy. | We will continue to monitor risks and procure insurance as appropriate. |
| **Submission date: August 31, 2017** | | **Submitted by: Keith Brown** | |