

# SWOT Analysis - Administrative Services

## Strengths (highlight these)

**Business Office:** knowledgeable in Colleague computer system, new GASB (Governmental Accounting Standards Board) pronouncements, changes in tax laws and reporting, and all mandated financial data collection and reporting at the local, state and federal levels.

**Information Technology:** informed in latest development of equipment, applied uses of technology for instruction and communication, changes in laws governing technology usage, and the safe guarding of college data.

**Maintenance/Housekeeping:** Skilled in electrical, plumbing, carpentry, and facility repair. Have loyal workers who go the extra mile.

**Campus Security:** Sworn law enforcement officer on duty who serves on Safety Committee and works with the Weldon Police Department.

**Bookstore:** Successful retail enterprise that provides service to students and employees. Bookstore provides a share of the profits for student scholarships annually.

**Child Care Center:** A four star child care center working to receive national accreditation.

## Opportunities (exploit these)

Each department continues to train to stay abreast of changes within its area of expertise and to be knowledgeable of all rules and regulations governing its area. By so doing, each department helps to keep the College in compliance of all legal and mandated requirements.

## Weaknesses (mitigate these)

Lack space to provide optimum work areas, file storage, and a conference area to meet and work on projects. The Business Office staff is spread across the campus instead of being located together where staff members can cross train and work together. The Information Technology staff is crowded into two small rooms with limited space to repair computer hard drives. The Bookstore has outgrown its present location.

Current local funding does not provide for any landscaping needs beyond cutting the grass and collecting trash on campus. The campus needs new plantings and the ability to routinely work flower beds and trim trees and shrubs.

## Threats (defend against these)

The collection and reporting of data for the Business Office is growing each year. The new Colleague computer system has added to this task by requiring twice the work to enter and retrieve data as the former computer system. Governmental accounting standards are becoming more and more like those of "for profit" business entities. Demands to learn new procedures, to be informed of new rules and regulations, to set up new accounts, to maintain detailed records, and to report to both state and federal agencies are harder to achieve as staff members are given less and less time to train before being required to carry out new tasks. Also, the Business Office staff has little to no time to cross train and thus be prepared in the event an employee retires or is suddenly out due to illness or a family emergency.