

Program SAOs
From the 2005-2006 Program Review (PrOF)

Duplicating/Mail Room

P-SAO 1: Services are completed timely (i.e., Printing: within 1 business day for basic jobs & 3 business days for large or complex jobs; Mail: within 1 hr of scheduled pickup/delivery time).

P-SAO 2: Services are accurate and of acceptable quality.

P-SAO 3: Range of services meets the campus needs.

P-SAO 4: Staff are friendly, professional and responsive.

P-SAO 5: Procedures are efficient and easy to follow.

P-SAO 6: Services are consistent with college sustainability goals.

