

Supplemental Annual Assessment Report Matrix

Department/Activity: Auxiliary Services

Date: 7-1-03

Program (if applicable):

Mission: The mission of the Director of Auxiliary Activities is to support The Citadel by ensuring that all auxiliary activities are staffed, trained, and funded to provide the faculty, staff, and students with all the required support services. The Director of Auxiliary Activities is under the direction of the Vice President for Finance and Business Affairs.

This matrix is to be completed only when an action to address an Assessment Result will require additional resources. This form will provide documentation in the budget process.

Expected Results	Assessment Tools	Assessment Results	Action(s) Taken	Resources Required
Improved ability to accommodate catering needs provided by Dining Services.	Number of times that catering is late for events.	Complaints from staff about inability to load and unload trucks in a timely manner.	Physical Plant Engineer evaluated feasibility of and recommends expanding the loading and receiving dock.	Approximate cost of expansion is \$22,000.
Increased storage capacity in Cadet Store.	Visual inspection of inventory.	Congestion creates inventory storage problems and creates difficulty for staff retrieving items.	Physical Plant Engineer evaluated possible options and recommended a veranda type attic to increase storage capacity.	Approximate cost of construction is \$12,000.