8. Are Facilities, Equipment, and Funding Sufficient to Support Your Service Unit.

Leadership has determined that a renovation is necessary and will be done within the next 12-18 months to provide more space.

Space

Room/Office Location & Designation	Description	Meets Needs (Y or N) Current	For Next 5 Years	Additional Needs
Business Office Rooms 309-338 Total employee count=39	25 Offices with walls-all occupied; 10 Offices with cubicles-all occupied.	Barely	N	
	1 office has 3 employees with cubicle style furniture	Tight quarters, particularly in light of adequate spacing for health reasons	N	
	2 offices have two employees each with cubicle separators between desk stations	Tight quarters, particularly in light of adequate spacing for health reasons		
	Kitchen barely supports the numerous people in the BAS.	Refrigerator is too small for the number of employees it serves	N	Larger refrigerator needed
	One storage room was converted to an office staffed with two employees.			
Equipment/Technology	N/A			No equipment > $5,000
Financial Resources	BAS is adequately supported financially to achieve goals.			
Staffing	TBD-Student Workday implementation is in progress. It's yet to be seen if additional staff will be needed in the student financial services area to support the students.			