

**ADMINISTRATION AND FINANCE  
AT A GLANCE**

The Division of Administration & Finance is the financial, administrative and operational management component of BCC and we strive to provide superior service and stewardship and promote planning, transparency, safety, sustainability, technical, administrative and organizational excellence, and effectiveness. Our Units provide integral, often behind-the-scenes, support services and resources that enable the College to meet its goals.

We are the people who design and maintain the College's buildings and grounds collect tuition and distribute financial aid, strategically align resources to competing academic programs and administrative initiatives, hire and pay faculty and staff, procure goods and services, operate computer systems and supervise student labs, and provide safety and security to the campus community. In sum and substance, the Division exists to support teaching and learning. The Office of Administration & Finance led by the Division Vice President provides leadership to support its component Units – Information Technology, Campus Services, Campus Operations/ Physical Plant Services, the Business Office, Campus & Facilities Planning, Human Resources, Public Safety, Events, and Environmental Health & Safety.

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