Merced College Mission Statement: In a rapidly changing and increasingly global society faced with great challenges, Merced College faculty, staff, and leadership are committed to continuously improving methods of providing an accessible, affordable, and relevant education that improves the quality of life for all students and their communities.

Recognizing that education is never a mistake, Merced College serves as a gateway to the future by welcoming all students from our richly diverse region. We prepare our students for the next stage of their lives by providing the following:

- A supportive environment
- Committed and caring faculty, staff, and leadership
- Mutually beneficial community partnerships
- State of the art facilities
- The latest technology

Approved by the Board of Trustees on September 6, 2011
The Annual program Review is conducted by Administrative Services by each department and consists of an analysis of changes within a specific area. It should be submitted or renewed each year in anticipation of budget planning for the fiscal year, which begins July 1 of the following calendar year.

The questions on the subsequent page are intended to assist you in planning for your department. If there is no change from your prior report, you may simply resubmit the information in that report (or any portion that remains constant) from the prior year.

Please include pertinent documents such as service area outcomes assessment reports and data analysis specifically supporting any requests for new staff, facilities or equipment. You are encouraged to use lists, tables, and other formatting to clarify your requests and make them easy for large committees to review quickly. If there may be negative consequences for services, safety or other important concerns if the funding is not provided, please make this known in context.

Please retain this information for your department’s use and submit an electronic copy to Denise Butler (denise.butler@mccd.edu), Administrative Assistant to the Vice President of Administrative Services. She will post the documents to SharePoint for campus wide review.

**Components of Program Review**

Administrative Department Program Review contains the following sections:

1. Administrative Department Overview
2. Mission Statement
3. Administrative Department Functions
4. Changes to Department
5. Significant Changes
6. Five Year Planning Goals
7. Department plan to advance the strategic direction goals
8. Resource Needs/Financial Deficiencies
9. Report on previous year and current year Service Area Outcomes
10. Identification of Resources Needed to Achieve Goals
Department: Purchasing

Prepared By: Chuck Hergenraeder

Date: 5/22/2014

Participants: Wilma Prine, Julissa Macias, Rosa Ruiz, Benicia Orosco & Richard Zeunges

Reviewers:

1. **Administrative Department Overview**
   The Department Overview should reflect the consensus of the staff within the administrative department. It is meant to provide a broad understanding of the department, current trends related to the department’s mission, and how the department serves to meet the overall mission and goals of Merced College and its campuses. The following reflects the general guidelines followed by the services department in completing their department overview.

   *The Purchasing Department supports the District’s mission by providing leadership and setting standards for the procurement of goods and services. The department operates in a manner that provides a high level of customer service in conjunction with all codes, regulations and policies and is responsible for moves, mail operation, receiving freight deliveries and to assign fixed asset tags when required.*

2. **Mission Statement**
   *Note: Department mission statements must be directly aligned with those of the District. This statement should be brief, easy to remember, and include the name of the department, its primary functions, modes of delivery, and target audience.*

   **Suggestion: This statement should be about 25 words or less.**

   The purchasing department ensures that all faculty, staff and most importantly the students, have the materials, supplies, and equipment in a timely manner and at the best price possible required for their success.

3. **Administrative Department Functions**
   *Note: Identify and describe the services offered and the functions performed by the department.*

   Purchasing of goods and services, bids and bidding process key program, mail operation, records management, receiving, moves, and surplus.
4. Have there been any changes in your department over the last year’s review which have had a significant impact on your program’s goals and/or effectiveness? If so, please explain the changes that have occurred and how the changes have impacted your program.

The Director of Purchasing had resigned in June of 2013 and the position was not filled until April 2014. The only staff in the department was a lead buyer and an office assistant. The key control technician retired in December 2013 and the lead buyer was removed April 1, 2014 and position as of June 2014 has not been filled. All of these changes have created a major disruption in the department; the delivery of goods and services was not negatively impacted.

5. Have there been any significant changes in the external environment such as: enrollment, college programs, departmental services or environmental demographics that impact your department?

Under #5: (PLEASE EXPAND ON THIS SENTENCE FOR ENROLLMENT: Enrollment may affect funding and work volumes. The Security department will be taking over the keys, therefore reducing Purchasing’s need to devote the same amount of resources to the keys.

- Are you on target to meet the most recent 5 Year Planning Goals?
- Are your 5 Year Planning Goals still relevant? If not, explain why.

Suggestion: Reference the Section on “Planning Goals” in your 2011-2012 Comprehensive Program Review.

<table>
<thead>
<tr>
<th>Goal Description</th>
<th>On Target to meet? (Y/N)</th>
<th>Still relevant? (Y/N)</th>
<th>Goal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Migrate to District’s capital data base on Colleague’s Fixed Asset Module</td>
<td>Y</td>
<td>Y</td>
<td>Develop implementation plan.</td>
</tr>
<tr>
<td>Perform complete fixed asset inventory</td>
<td>Y</td>
<td>Y</td>
<td>Pending Colleague’s Fixed Asset Module implementation</td>
</tr>
<tr>
<td>Display available surplus items on MC4me of items that are available for use within the District</td>
<td>Y</td>
<td>Y</td>
<td>Reinstate surplus items website and bring current.</td>
</tr>
</tbody>
</table>
What changes does the department plan to make to advance the strategic direction goals? If your plan necessitates resource changes make sure those needs are reflected in the applicable resource request sections.

- In order to obtain future goals and maintain standards the Purchasing department must replace the lead buyer, and add an additional full time warehouse person. The current 19 hour a week position should remain to assist with the fixed asset back log.
- Implement the Colleague Fixed Asset Module
- Perform an asset inventory.

7.

8. **Resource Needs/Financial Deficiencies**

<table>
<thead>
<tr>
<th>Deficiency</th>
<th>Impact</th>
<th>Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>No lead buyer</td>
<td>Minimal impact because there is interim Lead Buyer filling in, Permanent lead buyer would allow for better customer service and be able to assist the Purchasing Manager.</td>
<td>Pending</td>
</tr>
<tr>
<td>No full time key person</td>
<td>The mail room clerk is working part time with the keys, creating a strain on the mailroom operations.</td>
<td>Security is going to have a larger role in the keys</td>
</tr>
<tr>
<td>Property Control Technician retired</td>
<td>Extending lead time in tagging items. Items not added or deleted to inventory. No physical inventory performed per Ed-Code.</td>
<td>Needs to assess what employee is doing Need to increase Rosie’s job to 40 hours, and hire one 19 hour employee to assist.</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Comprehensive inventory system</td>
<td>Not able to connect with the financial system to create reports.</td>
<td>Module is scheduled</td>
</tr>
</tbody>
</table>


SERVICE OUTCOMES ASSESSMENT UPDATE

9. Report on Previous Year and Current Year Service Area Outcomes for Administrative Department: (specify)

(Please provide a 1 page historical reference of last year’s outcomes)

<table>
<thead>
<tr>
<th>Year</th>
<th>Service Area Outcome (SAO)</th>
<th>Linked to Institutional Learning Outcome/ Strategic Goals and/or Department Goals</th>
<th>Assessment Criteria/ Method (Specify Target Performance Level)</th>
<th>Completion (or anticipate completion) Results*</th>
<th>Improvement Recommendations/ Analysis (next step)*</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-5</td>
<td>Inventory management process</td>
<td>Complete bi-annual inventory per Ed code requirements.</td>
<td>TBD</td>
<td>Pending</td>
<td>8-31-14</td>
<td></td>
</tr>
<tr>
<td>2014-5</td>
<td>Surplus web-site</td>
<td>Allow better use of resources.</td>
<td>Install a counter on website to see how many hits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014-5</td>
<td>E-Waste Disposal Process</td>
<td>Generate income and meet regulations for recycling.</td>
<td>TBD</td>
<td>7-30-14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. Identification of Resources Required to Achieve Goals (Staff, Supplies, Equipment, Facilities, Marketing/Outreach needs, Institutional Research needs, Other)

Note: Based on the department’s review, describe the department’s needs for resources (identified above). Itemize actions which the department is planning to take to meet challenges and improve service area outcomes.

1. Fill lead buyer position
2. Create a 40 hour, full time position in warehouse
3. Colleague fixed asset module

Strategic Directions are:

Goal One: Assure student access and success
Goal Two: Improve communication throughout the District
Goal Three: Enhance Technology and Systems integration
Goal Four: Partner with the community
Goal Five: Promote a sustainable, supportive, and safe learning environment