

**DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT**  
**Academic Year 2006-2007**

**I. Unit Title:** Office of Procurement and Auxiliary Services

**Division or School/College:** Finance and Administration

**Unit Administrator:** Samuel L. Washington

## **II. Division/Department Goals for the Current Year**

### **A. Goal # 1** Seek professional development opportunities for staff

**1. Institutional Goal which was supported by this goal:** Strategic Plan #3 “The University Community will benefit better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.”

**2. Evaluation Procedure(s):** Staff will become more self-sufficient and able to make determinations of best procedures with minimal supervisory input.

**3. Actual Results of Evaluation:** Unable to provide opportunities due to non-availability of funds.

**4. Use of Evaluation Results:** Continue as goal for upcoming year.

### **B. Goal # 2** Refine procedures for receiving and tracking university inventory

**1. Institutional Goal which was supported by this goal:** Strategic Plan #3 “The University Community will benefit better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.”

**2. Evaluation Procedure(s):** Inventory lists will be sent to departments for internal audits, lists will be returned signed by department head verifying completion and accuracy of results.

**3. Actual Results of Evaluation:** Inventory lists were e-mailed to departments in Excel format and were returned by most.

**4. Use of Evaluation Results:** Departments sorted lists by building and room, greatly improved speed and accuracy of audits.

## **III. Data and information for department:** Inventory lists in Excel format, individual department audits for 10 departments

## **IV. Personnel:** Samuel L. Washington (Director), Margie Millican (Purchasing Coordinator), Lequint Caswell (Receiving/Property Analyst), Kathy Givens (Accounts Payable Analyst Senior), Dianne Serio (Accounts Payable Analyst)

**Noteworthy activities and accomplishments:** Implemented e-mail purchase orders for departments, brought CCED grant programs into online requisitions, assumed contracts and risk management functions for the university

**New position(s) requested, with justification:** None

**Recommended change of status:** None

## V. Division/Department Goals for Coming Year

### A. Goal # 1 Seek professional development opportunities for staff

**1. Institutional Goal which was supported by this goal:** Strategic Plan #3 “The University Community will benefit better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.”

**2. Expected Results:** Staff will gain valuable knowledge and insight into processes and procedures that will help eliminate waste and reduce overall university expenses.

**3. Evaluation Procedure(s):** Staff will become more self-sufficient and able to make determinations of best procedures with minimal supervisory input.

**4. Use of Evaluation Results:** Staff will make recommendations for improvements based upon knowledge gathered from training activities.

### B. Goal # 2 Director will seek to gain certification in contracts and risk management

**1. Institutional Goal which was supported by this goal:** Strategic Plan #3 “The University Community will benefit better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.”

**2. Expected Results:** Director will become more knowledgeable and proficient in contract administration and risk mitigation.

**3. Evaluation Procedure(s):** Director will attend training and provide proof of completed requirements for certification.

**4. Use of Evaluation Results:** Director will refine contracts and risk management programs to best fit university goals.

**C. Goal # 3** Begin moving office towards paperless environment

**1. Institutional Goal which was supported by this goal:** Strategic Plan #3 “The University Community will benefit better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.”

**2. Expected Results:** Office will use less file space and reduce paper usage by 50%.

**3. Evaluation Procedure(s):** Director will study and test methods of converting paper documents to electronic documents

**4. Use of Evaluation Results:** Office will move files to electronic format to the maximum extent allowed by law.

**D. Goal # 4** Work with Physical Plant Director to ensure viability and sustainability of university vehicles

**1. Institutional Goal which was supported by this goal:** Strategic Plan #3 “The University Community will benefit better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.”

**2. Expected Results:** Vehicles will be road-ready and properly marked per state regulations

**3. Evaluation Procedure(s):** Director will inspect individual vehicles in comparison to vehicle manual from IHL

**4. Use of Evaluation Results:** Identify sub-standard vehicles and bring them up to standard by year’s end.