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.