



Los Rios CCD  
2014-2015 UNIT PLAN  
SUPPORT SERVICES

Unit: PURCHASING DEPARTMENT

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# **I. Unit Plan**

## **Definition of a Support Services Department/Unit**

For purposes of this planning document, a support services unit is defined as a District department which is responsible for providing services throughout the District in a manner which creates and maintains an optimal learning environment for students and/or provides services necessary to support the overall operation of the District and colleges.

## **Unit Plan Purpose**

Unit plans are annual documents created and used by District units to develop and maintain high quality services to support student learning and District and college operations. This operational plan allows the department/unit to appropriately implement its specific responsibilities to support accreditation standards, the LRCCD Vision/Mission/Values Statement, the LRCCD Strategic Directions document, changes to federal and state laws that impact the colleges and District, annual LRCCD executive staff goals, and other major district plans. Plan implementation is supported by allocations provided in the annual District Budget. Together these documents make up a major portion of the ongoing institutional planning, implementation, and evaluation cycle necessary to ensure continuous program and service improvement. The Accrediting Commission's Standard 1.B.3-4 states:

*The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data.*

*The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.*

## **The Role of Unit Plans in the Overall Institutional Evaluation, Planning, and Improvement Cycle**

LRCCD supports the concept of evaluating current services to determine opportunities for improvement. Unit plans are used by units to identify growth and improvement needs at the operational level, and then provide information to the appropriate administrative and governance levels about the resources and activities required to meet the identified needs.

The District recognizes that its current rate of change, increased enrollment demand, unstable state budget allocations, ongoing facility expansion, changing technology requirements and the rapid growth and demographic changes in its surrounding communities require both short-term and long-term planning efforts. Therefore, unit plans focus on a 1-year time frame directly linked to resource allocations, while also encouraging departments/units to reference or append long-term plans where appropriate.

## **Plan Due Date**

Unit plans are required to be updated annually by June 1 of each year and use this template. A copy of the review will be maintained in the unit and the Office of Education and Technology

## II. Mission Statement

Provide your unit's mission statement below. Your statement must align with the District's mission statement.

*Provide your unit's mission statement below.*

The LRCCD Purchasing Department strives to provide the highest level of professional, ethical customer service to internal and external customers while procuring quality goods and services for the best value within a reasonable time period and in compliance with federal, state, local and district regulations.

For reference, the following are LRCCD's Vision and Mission statements.

### *Vision Statement*

We, the Los Rios community colleges, provide outstanding programs and services so that all students meet and exceed their educational, career, personal and social goals. We meet the social and economic needs of the community.

### *Mission Statement*

Relying on their professional and organizational excellence, the Los Rios community colleges:

- Provide outstanding undergraduate education, offering programs that lead to certificates, associate degrees, and transfer;
- Provide excellent career and technical educational programs that prepare students for job entry and job advancement through improved skills and knowledge, including the demands of new technologies;
- Provide a comprehensive range of student development programs and services that support student success and enrich student life;
- Provide educational services that address needs in basic skills, English as a second language, and lifelong learning; and
- Promote the social and economic development of the region by educating the workforce and offering responsive programs such as service learning, business partnerships, workforce literacy, training, and economic development centers.

### III. Unit Responsibilities and Projects

List your unit's primary assigned responsibilities including those related to creating and/or supporting an effective learning environment. Also, identify any expected changes in responsibilities or major new projects (e.g. opening of new facilities, IT infrastructure upgrades, etc.) for the next academic year (summer, fall, spring). Please reference any LRCCD Strategic Plan strategies, accreditation standards or policies, or changes to state or federal laws that are informing your changes in primary responsibilities or new projects.

*List your unit's primary responsibilities (ongoing):*

Process requisitions, change orders, purchase orders for internal customers  
Supplier management  
Customer service for internal and external clients  
Solicitation and evaluation of bids and proposals  
Contract award and administration  
Fixed assets identification and control  
Liaison for labor compliance and prevailing wage reporting  
Surplus and equipment disposal management  
Researching current trends

*List any new or expected changes in primary responsibilities this year (ongoing):*

None

*List any new projects your unit expects to implement this year (one-time only):*

Purchasing intranet web page with purchasing resources for internal customers

## IV. Unit Plans

Based on your unit's listed responsibilities and projects, most recent Program Review, and any additional information provided by the appropriate administrator and/or DIR, use the following question prompts and linked forms to document how your unit will complete your assigned responsibilities and projects. State your unit's plans to:

- A. Identify appropriate **equipment, software, supplies** needed to support new projects, expanded responsibilities, and necessary upgrades.

Research and propose the purchase of available software/application to track commodity/category codes, manage insurance certificates and offers supplier self-registration. Continue to explore features of District software (OnBase) to accommodate scanning archives and retrieving documentation.

- B. Identify appropriate **staffing** needed to support new projects or expanded responsibilities.

None

- C. Identify **new buildings or major renovations** needed to support the completion of unit responsibilities.

None

- D. Identify **minor remodels or alterations** needed to support the completion of unit responsibilities.

None

- E. Identify **professional development** activities that help unit members stay current with their job requirements. Please list expected individual and department requests for professional development activities.

Participation in purchasing workshops, webinars and conferences hosted by purchasing affiliations.

Annual CAPPO conference – January - department

Annual FCCC conference – April – supervisor & buyer

Annual CASBO conference – April – 2 buyers

Annual NIGP conference – August - supervisor

Relevant webinars and workshops as identified and available

- F. Ensure required **safety and information security procedures** are followed to create and maintain a safe work environment. If individuals in your unit require training, please refer to the LRCCD Human Resources online safety and information security training opportunities.

Staff has completed safety trainings including ACES, NIMS/SEMS

- G. Ensure unit members participate, and provide **leadership** to the district, in their areas of expertise.

Offer purchasing presentations describing best practices to internal and external customers through vendor outreach, purchasing tours and collaborative community events.

- H. Ensure that the results from **assessments on quality and satisfaction** are used to improve services.

Briefly describe the techniques/assessments currently used to ensure quality or required external standards (e.g., audits, inspections). Also, describe techniques/assessments being developed for use next fiscal year.

Buyers are tracking new vendor requests to establish profiles timely within new policy standards. Insurance certificates are required of all vendors providing onsite services. Preliminary audits of incoming requisitions are performed to ensure appropriate approvals and account assignments. Queries developed and implemented to assure system information is entered as specified. Development of database to track lifecycle of purchase order and routing of contracts.

- I. Ensure unit members know where and how to **refer employees or members of the public** needing support assistance not provided by your unit. Briefly describe what is being done in this regard.

Staff is experienced and knows where to direct internal and external clients. Weekly staff meetings to provide updates on new information for staff to communicate as appropriate.

- J. State how your department/unit encourages participation in **individual service activities** and volunteerism supporting students (e.g., access/success, e-recycling, presentations, leading workshops, district committees, etc.).

Purchasing staff periodically visits campuses and provides training to campus staff on the latest purchasing practices. Purchasing tips are electronically distributed and available on the web for staff district wide.

Purchasing also represents the District at vendor outreach events for small and diverse businesses in collaboration with SacPublic Agency Consortium (SacPAC), state agencies and local chambers of commerce.

- K. State your unit's plans to develop and implement **any special or long term projects**, including those identified in your most recent Program Review (if applicable) and the LRCCD Strategic Plan (if applicable). If project plan(s) are contained in another document, list each plan below and attach a copy to your unit plan. For all other project plans, briefly describe projects and indicate implementation timelines below.

The requisition purchase order process is long term plan due for implementation as it is aligned with the strategic goal of organization effectiveness by using existing technology to streamline the procurement of goods and services.

- L. Please provide any **suggestions for improving** the District's unit plan process, including how to more effectively align with other District and college processes (strategic plan, other planning, resource allocation, etc.).

N/A



## V. Appendix

List your unit's accomplishments based on completion of last year's unit plan.

Enabled modifications to the purchasing module in PeopleSoft  
Issued vendor profile policy to encourage use of existing and local vendors prior to adding new vendors.  
Implemented new vendor policy and duration of time identified to establish a profile for non-responsive vendors to manage time and resources  
Developed e-requisition for interim stage to online requisitions

List sources you used to support your unit plan statements.

N/A

Attach supporting documents (Supporting Data from the DIR, etc.) following this page, identifying those you have attached in the text box, below.