

Ohlone College

Program Review Report

- **Program Description and Scope:**

- *Program Review Title:* Purchasing, Contracts, & Auxiliary Svcs
- *Academic year:* 2015/2016
- *Review Type:* Administrative Services
- *Program/Departments:* Purchasing and General Services (67701)
- *Authority Code:* 22-Director, Purchasing, Contract Administration, and
- *External Regulations:* Yes X No

Statutes from 13 different California legal codes; California Code of Regulations; local, state, and federal compliance; state regulations; California CC Chancellor's Office policies/regulations.

- *Provide a brief narrative that describes the services provided.*

The Purchasing, Contracts, and Auxiliary Services Department serves the District for all of its acquisition needs. The Purchasing and Contracts Department, working closely with academic departments, ensures the purchases of material and services at the lowest pricing by following the District policies and procedures for competitive bidding. Purchases for materials and services over the set bidding thresholds are processed by formal bidding procedures as prescribed by governing regulations. The Purchasing department is responsible for promoting and ensuring public competition. Currently the department maintains web-based database of interested vendors, publish local ads in magazines/newspapers, and searches for prospective vendors on the Internet. The Purchasing department is a crucial element in the development of contracts with vendors for bond funded public works projects. The Director of Purchasing is responsible to identify potential qualified bidders, perform informal and formal solicitations, analyze responses, and recommend awards of commodities and services, including public works projects, and negotiated contracts to the Board of Trustees.

- **College Mission**

- *Mission Statement*

Ohlone College responds to the educational needs of our diverse community and economy by offering high quality instruction supporting basic skills, career development, university transfer, and personal enrichment and by awarding associate degrees and certificates to eligible students in an innovative, multicultural environment where successful learning and achievement are highly valued, supported, and continually assessed.

- *Program Relation to College Mission.*
 - Support Services
- *State your program Mission/Purpose.*

Students, faculty, and staff are serviced both directly and indirectly. Purchasing Dept procures equipment and supplies for computer labs and classrooms for student use. Buyers provide requisitions processing for all 21 Funds of the District. They make purchases in compliance with regulations for the District. This department ensures that all expenditures are appropriate, authorized, received and approved for payment. There is direct contact with budget managers to ensure that all processing is done appropriately and delivered correctly. Direct service to faculty and staff includes processing for conference and travel. All internal control measures are in place to ensure that there is proper documentation of the procedures to comply with auditing standards.

- *Briefly describe program accomplishments.*

test

- **Student Impact Assessment**

1. **Student Learning Assessment - Although the Purchasing Department is not directly involved in the instruction process, it does indirectly support learning by having the appropriate goods and services available in all classrooms and labs to support student success. By working closely with the Bond and Facilities departments, the bids, contracts, and purchase orders are processed to provide students with safe and updated facilities, classrooms, and equipment that is conducive to learning.**

- *Enter assessment results for "Student Learning Impacts" and analyze student success:*

see above

- *Future Improvements:*

- **Program Achievement**

- *List area-specific outcomes.*

The District has purchased the software to assist with vendor registration and prequalification for all future business opportunities. This package will allow the District to measure vendors qualifications automatically thus saving the District substantial resources.

Shipping and receiving -Software Q Track

Purchased software called Q track to enhance distribution services. For tracking

services.
(no more lost packages and fines)

- *Identify internal and/or external benchmarks and regulations.*

This software is a typical example of current industry trends and keeps this department and District on track with his counterparts. By using this software Ohlone is also staying in compliance with the regulatory agencies and is viewed by the public as trustworthy.

- *Enter assessment results for area-specific outcomes and analyze trends.*
In progress. Software package is currently being tested. March 2013 is scheduled production launch. Reports can be generated by Q track.
- *Analyze program budget trends and expenditures. Comment on how the program can best use budget resources.*
QTRack saves money by making us more productive and efficient. Integrity.
- *Analyze the program's current use of staff, equipment, technology, facilities, and/or other resources. Comment on how the program can best use these resources.*
- *Additional Program Table Data*
- *Future Action*
Current levels of achievement indicators maintained.

- **Program Improvement Objectives**

1. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

Program PIO will address the following:

How will you assess the effectiveness of your PIO:

PIO Action Plan:

How will you accomplish this?

What is your timeline?

Who is going to do this?

PIO Status:

Closing the loop - Describe the results of your PIO implementation or completion:

Conclusion: Complete if PIO has been completed

Fiscal Resources Status:

PIO Resources:

2. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

Program PIO will address the following:

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Fiscal Resources Status:

PIO Resources:

3. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

Notes (optional): Please include any notes related to your PIO. (2500 Character

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Program PIO will address the following:

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What is your timeline?

Who is going to do this?

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Conclusion: Complete if PIO has been completed

Fiscal Resources Status:

PIO Resources:

Attached Files: