

Indiana State University

2006 - 2007 Administrative Annual Report

Purchasing

Vision Statement

View/Modify Vision

The following is your vision statement loaded from previous submissions. Some administrative units, but not all, may wish to revise their vision statements based on the direction of the University toward pre-eminence. If this pertains to you, then please make changes in the box below:

Future Goals – Our Vision for the Future Procure goods and services at the lowest cost - best offer, with a focused on meeting the needs of our client departments. Maintain the speed and efficiency currently enjoyed in the ISU procurement process. To increase our Minority and Women Owned Business purchases. Purchasing is attempting to send every bid to at least one minority vendor. ISU Purchasing recently sponsored and participated in the “Buy Indiana, Minority Business Fair,” which was held at the State Capital, July 12, 2005. Maintain good relations and communications with our client departments through departmental visits. ISU Purchasing professional personnel try to visit with at least three areas on campus each year, in order to help in our understanding of and communications with our client departments. Maintain professional education and learning through conferences, classrooms, web-seminars, and other vehicles for learning. Digitize all of the contracts held in Purchasing and place them on-line for the benefit of and access of the University Administration. Digitize all of the certificates of insurance held in Purchasing and place them on-line for the benefit of and access by ISU’s Risk Management. Compare prices and services on new contracts available from E and I Cooperative, Midwestern Higher Education Compact (MHEC), Minnesota Multi-State Consortium, CICPC – Big Ten Contracts, State QPAs, joint State University negotiated contracts, and State University & Indiana Department of Administration (IDOA) – contracts to determine which contracts offer the greatest advantage to ISU in terms of price, service, and the ability to meet the needs of our client departments.

Year in Review

Achievements

As you have heard, increasing public awareness of Indiana State University’s accomplishments is crucial to building student enrollment, influencing policy makers, and developing a place of pre-eminence in the Midwest. What do you consider to be your department’s accomplishments for the 2006-07 year that will contribute to this effort? (Please list in priority order and limit to no more than 8.)

Orchestrated the outsourcing of the Division of Printing. Completed the IKON copier contract. Completed the Pepsi contract. Completed the Office Supply contract with Staples.

Enrollment

What steps did you take this year to aid ISU in overcoming enrollment challenges?

Staff participated in calling prospective students and attended recruitment functions.

Action Steps

Do you have any further progress you would like to report?

We conducted and put together an 80 page efficiency study of our area.

Assessment

What are two ways in which you evaluated the quality or effectiveness in your area last year? What changes did you make based on those assessments?

Because much of what we do in Purchasing is captured in Banner we are able to measure Purchasing based upon money saved through bidding and the speed of our purchasing process. Our assessment looks good, but we have urgently requested our Data Entry position back, so that we may continue to offer quality, timely service.

Budget

As you know, ISU is facing significant budget challenges. Finding ways to overcome these while increasing efficiency requires innovation. How are you overcoming your budget challenges this year?

We cut back on excessive phone lines.

Quality

Quality

Please provide 1-2 suggestions to increase the ability of your department or the University to meet the criteria above.

Our constituency consists of our client's in the various university departments and the entire business community. We absolutely must be open, honest, and fair. In other words we must operate with integrity. Concerning life long learning: every member of Purchasing's professional staff attends at least one educational conference per year and two of our staff members are taking classes at ISU.