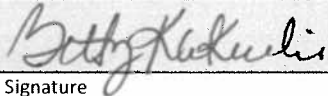


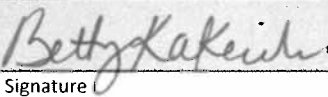



IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW
NON-ACADEMIC PROGRAMS

DATE:	2/12/2013
--------------	-----------

DEPARTMENT/PROGRAM:	Purchasing and Warehouse Department
----------------------------	-------------------------------------

PREPARED BY:	Betty Kakiuchi	
	Name	Signature

AREA DEAN/DIRECTOR:	Betty Kakiuchi	
	Name	Signature

AREA VICE PRESIDENT:	John Lau	
	Name	Signature

IMPERIAL VALLEY COLLEGE
MISSION STATEMENT

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

Institutional Goals

Educational Master Plan 2012-15

Approved by Board of Trustees May 16, 2012

Goal One (Institutional Mission and Effectiveness): The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

Obj.	Objectives for EMP Goal 1
1.1	Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.
1.2	Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.
1.3	Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness.
1.4	Develop systems that are inclusive, cyclical, and understood by all stakeholders.

Goal Two (Student Learning Programs and Services): The College will maintain instructional programs and services which support student success and the attainment of student educational goals.

Obj.	Objectives for EMP Goal 2
2.1	Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.2	Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.
2.3	Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.4	Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, annual Program Review, and Comprehensive Program Review every three years.
2.5	Ensure that the Library meets as closely as possible the "Standards of Practice for California Community College Library Faculty and Programs" of the Academic Senate for California Community Colleges.
2.6	Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.

Goal Three (Resources): The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

Obj.	Objectives for EMP Goal 3
3.1	Develop and implement a resource allocation plan that leads to fiscal stability.
3.2	Implement a robust technological infrastructure and the enterprise software to support the college process.
3.3	Build new facilities and modernize existing ones as prioritized in the facility master plan.
3.4	Design and commit to a long-term professional development plan.
3.5	Raise the health awareness of faculty, staff, and students.

Goal Four (Leadership and Governance): The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

Obj.	Objectives for EMP Goal 4
4.1	Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution.
4.2	Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior.
4.3	Ensure that the Board of Trustees is informed and involved in the accreditation process.
4.4	Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized.
4.5	Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process.



IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW
NON-ACADEMIC PROGRAMS

I. **PROGRAM/DEPARTMENT DISCRIPTION** (include Vision; Mission; Services-Functions; Funding Sources Statement)

Purchasing and Warehouse Department Mission Statement: To provide services to the entire campus community through Purchasing, Receiving, Asset Inventory, Warehouse, and Transportation; through these services to be responsive and supportive to student learning success.

The department is funded 100% through the District's general fund

II. **SERVICE AREA OUTCOMES** (identify outcomes; methods, implementation of assessment process; results; decisions & recommendations)

Outcome #1: Purchasing – Office supplies have been contracted with a local vendor.

Methods: On-line ordering by department; it provides innovative products; provider will deliver items directly to the departments, and orders have a one to two-day turn around.

Implementation of assessment process: Vendor conducts an annual survey. Vendor meets with the Vice President and Director of Purchasing to review data and strategies.

Results: This change improved the institutional effectiveness. The district is not carrying an inventory that would become obsolete and district resources are not invested in an inventory.

Decisions and Recommendations: Department personnel through the survey have expressed satisfaction with the online ordering and promptness of the deliveries. The decisions and recommendations are to continue with the existing process and perform an annual evaluation.

Outcome #2 Receiving: items are received daily from various carriers. A tracking system is in place for items received in the warehouse and delivered to departments or picked up at the warehouse.

Methods: Deliveries are made daily directly to the departments. The main goal is to assure that supplies, instructional materials, and equipment are available to support student learning.

Implementation of assessment process:

Departments are satisfied with the deliveries. The receiving log- in sheets are kept for five years as a resource in the event that information is requested on a package received.

Results: The system in place is effective and efficient.

Decisions and recommendations: To continue with the current practice until we can automate some of the process.

Outcome #3 Transportation: Two 2003 vans were replaced with new vans purchased on 2012. The goal is to keep vehicles at its optimum condition for the safety of students and employees.

Method: Vans are replaced after the appropriate investment is recovered. Vans are funded through the usage charge. The charge is determine by the finance machanism of the operation and depreciation expense.

Implementation of assessment process: A routine check is performed before and after each trip by an on campus machanic. The designated driver fills out an inspection report which includes mechanical and autobody. A log is kept on mileage per trip, van usage, and maintenance.

Results: Problems are resolved as soon as the report is submitted.

Decisions and recommendations: An immediate decision is taken on any repairs or maintenance needed to have the vans ready for the next trip.

Outcome#4: Asset Inventory: inventory records are kept in house during the fiscal year and an updated file is submitted to Assetworks. Assetworks is the firm that applies the depreciation to the fixed assets, construction, and construction in progress.

Method: The capitalization policy is being reviewed and revised. The Asset inventory file is updated by adding the new acquisitions and deletion of the surplus items after they have been declared surplus and board approved.

Implementation of assessment process: Communication with department personnel regarding the inventory records on file. Any discrepancies are reported and adjustments are made.

Results: The proactive approach has been established contributing to the accuracy of our records.

Decisions and recommendation: Continue with the proactive approach and the effective communication with the departments.

- III. **DATA** (use data pertinent to your program/department; include qualitative and quantitative data; survey-evaluation results; and other relevant data to assess program/department effectiveness)

Our Department relies on direct communication with the department personnel via email or telephone.

- IV. **ANALYSIS** (evaluate the strengths, challenges, opportunities and needs of your program/department provide thorough interpretation of data and complexity of analysis)

The strength of our department is that personnel is positive, knowledgeable, and goes the extra mile to provide excellent service with the limited resources available.

Challenges: Lack of funding and staff resources to implement new processes.

Opportunities: To automate controls; needs of the department; training and funding to innovate new processes.

- V. **FINDINGS & FUTURE DIRECTION** (summarize findings and indicate how the findings have shaped decision making; areas of concern are addressed; provide recommendations for future direction of your program/department and address applicable needs (funding, facilities, staffing technology, professional development, marketing.)

The department is in need of funding and training in order to implement new processes such as a procurement card, new receiving tracking system, and a van maintenance automated system.

- VI. **PROCESS IMPROVEMENT OPPORTUNITIES** (Identify three processes for improvement in terms of: 1) Work efficiency, 2) Cost reductions, and 3) Contributions to student enrollment and/or success. Identify one or more institutional goals supported by each process.)

PROGRAM REVIEW FOR NON-ACADEMIC PROGRAMS

PROCESS IMPROVEMENT OPPORTUNITIES

PURPOSE: For all IVC programs to engage in continuous process improvements, efficiency evaluation, and implementation of steps to facilitate increased student enrollments and student success.

GOALS: Each process within the departments will be reviewed in terms of: 1) Work efficiency, 2) Potential cost reductions, and 3) Potential contributions for increasing enrollment and/or student success.

DEPARTMENT: Purchasing
<i>Opportunities for:</i>
PROCESS #1: Procurement Card
Work efficiencies: online statement reviews and make modifications
Cost reductions: less purchase orders and checks to process
Contributions to student enrollment &/or success: Purchase of certain goods made immediately with the use of the procurement card instead of engaging in the purchase order process to support student learning and success.
Supports Institutional Goal and Objectives: Goal 2 -- Student Learning Programs and Services, Objective 2.1 -- Support the instructional programs
PROCESS #2: Surplus items and storage
Work efficiencies: Departments communicate to the Purchasing Department when equipment and furniture needs to be sent to surplus. In collaboration with the Maintenance Department, items are picked up with appropriate documentation indicating the condition of the item.
Cost reductions: The College has contracted with a recycling company to recycle electronics.
Contributions to student enrollment &/or success: Students will have space for innovative equipment and furniture.
Supports Institutional Goal and Objectives: Goal 3 – Resources, Objective 3.2 and 3.3
PROCESS #3:
Work efficiencies:
Cost reductions:
Contributions to student enrollment &/or success:
Supports Institutional Goal and Objectives: