

District Services AUR Detail - Annual Update 2013

South Orange County Community College District

Facilities Planning and Purchasing

Unit Mission Statement: Support academic efforts for student advancement through capital improvements; best value procurement measures; distribution and inventory. Maintain high standards in facilities development, encourage innovative ideas, collaborate with shared governance, promote sustainability both environmentally and through resource allocation, support diversity.

Unit Overview: Facilities Planning forecasts short and long range capital projects including project budget development through the five year plan and master planning process; manages related consultants; acts as liaison district-wide and with local agencies, authorities having jurisdiction and state chancellor's office; develops, bids and administers related contracts; ensures public contract and education code compliance; reports to vice chancellor of business services; coordinates with vice chancellor of economic development and executive director of finance.

Purchasing and Central Services procure, distribute, return and inventory all supplies and equipment, assist with cost effective selections for quality products and service vendors. Adhere to public contract codes, perform and establish competitive procurement for optimal quality, service, and value.

Unit Objective	Action Steps & Outcomes / Objective Resource Requests	Progress	Evaluation & Follow-up
Facilities Planning and Purchasing - District wide Purchasing - Manage Purchasing Department operations Objective Years: 2010-2011 2011-2012 2012-2013 2013-2014 Objective Status: Active Objective Priority: Medium	Action Step: Bid multi year contracts Type of Data: Evidence of Implementation Outcome:	09/05/2013 - Annual-on-going Progress Status: In Progress Reporting Year: 2012-2013	
		03/02/2012 - RFP are out for all identified services. Pre Proposal meetings are complete for one contract service and underway for remaining Progress Status: In Progress Reporting Year: 2011-2012	11/27/2012 - Work Complete _____
	Action Step: Bid Annual contracts Type of Data: Evidence of Implementation Outcome:	03/02/2012 - 100% Complete with Board approval for Janitorial bid obtained in July 2011 and approval for Cosmetology and Cosmetician granted September 2011 Progress Status: Completed Reporting Year: 2011-2012	11/27/2012 - Work Complete _____

Unit Objective	Action Steps & Outcomes / Objective Resource Requests	Progress	Evaluation & Follow-up
	Action Step: Develop template contracts and contract prodecures Type of Data: Documentation Outcome:	09/05/2013 - Business Process Analysis scheduled for October 2013. Template contracts in place for many needs Progress Status: In Progress Reporting Year: 2012-2013	
		03/02/2012 - Kick Off meeting held February 29th with series of meeting to follow through March and April Progress Status: In Progress Reporting Year: 2011-2012	11/27/2012 - No work performed. Advance to next reporting year _____
	Action Step: Participate in Road Show training during fall flex week for both Saddleback and IVC campuses Type of Data: Evidence of Implementation Outcome:	03/02/2012 - 100% Complete. Powerpoint presentations available on Sharepoint site Progress Status: Completed Reporting Year: 2011-2012	11/27/2012 - Work complete _____
	Action Step: Assist in audit of Athletics Procurement practices Type of Data: Evaluation Outcome:	09/05/2013 - Completed Progress Status: Completed Reporting Year: 2012-2013	
		03/02/2012 - Auditor portion complete with report and responses for improvement under evaluation. Progress Status: In Progress Reporting Year: 2011-2012	11/27/2012 - Work Complete _____
	Action Step: Participate in Perspective Software selection committee and develop Board agenda item for IT Type of Data: Evidence of Implementation Outcome:	03/02/2012 - 100% Complete with Board approval for Perseptive Software granted Progress Status: Completed Reporting Year: 2011-2012	11/27/2012 - Work Complete _____

Unit Objective	Action Steps & Outcomes / Objective Resource Requests	Progress	Evaluation & Follow-up
Facilities Planning and Purchasing - District wide Central Services - Manage Central Services operations Objective Years: 2010-2011 2011-2012 2012-2013 2013-2014 Objective Status: Active Objective Priority: Medium	Action Step: Manage Annual Surplus Sale Type of Data: Evidence of Implementation Outcome: <hr/> Action Step: Participate in "Road Show" flex week training for both campuses Type of Data: Evidence of Implementation Outcome: <hr/>	03/02/2012 - Board Approved September 2011 with sale in October 2011 Progress Status: Completed Reporting Year: 2011-2012 <hr/> 03/02/2012 - Training complete Progress Status: Completed Reporting Year: 2011-2012 <hr/>	11/27/2012 - Work Complete <hr/> 11/27/2012 - Work Complete <hr/>
Facilities Planning and Purchasing - Annual Budget Development - Develop and manage administrative unit budget-Division 013, Department 092 Objective Years: 2010-2011 2011-2012 2012-2013 2013-2014 Implementation Date: 01/03/2012 Objective Status: Active Objective Priority: Medium	Action Step: Annual budget request for FP&P. Type of Data: Evaluation Outcome: Board Approval Preparation is 45% complete	09/05/2013 - Complete Progress Status: Completed Reporting Year: 2012-2013 <hr/> 03/02/2012 - Budget Worksheet under evaluation with Vice Chancellor of Business Services Progress Status: In Progress Reporting Year: 2012-2013 Related Documents: Operations Budget Development Worksheet	11/27/2012 - Work Complete <hr/>