**Northern Michigan University**

**OUTCOMES ASSESSMENT PLAN/REPORT FORM**

**Administrative or Educational Support Unit**

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| Name of Department or Unit | Purchasing |
| This document is the | **×** PLAN or REPORT for July 1, 2012 to June 30, 2013 | Date Submitted: | 9/27/2012 |
| Submitted by (Unit Representative) | Steve Brown REVISED:  |
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| **Department or Unit Mission Statement: Was this mission statement revised this year? Yes \_X No** |
| To obtain goods and services in the most cost effective and efficient manner while operating at the highest standards of ethical conduct and to collaborate and engage with university members to ensure our procurement practices best support the campus community as it strives for technology integration, increased sustainability and student success. |

**Functions within the University:**

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| **Administrative Objective #1** *(State an ongoing goal by which the unit gauges its overall performance in a key role year after year, i.e. your “bottom line” measure.)* |  | **Means/Evidence of Assessment for Objective** *(Describe the statistic or criteria that measures success in achieving this goal. What is the desired and/or minimum target you expect*? *What method is used to collect the data for the statistic*?) |
| To get a preferred pricing and lower costs in future years, we would like to establish a benchmark for NMU’s percentage of negotiated spending compared to overall spending. “Negotiated spend” are dollars spent in a contracted or bid situation, e.g. Office Depot. *Rationale (Why you are setting this objective; mark with “X”)*: Effectiveness/quality action **X** Efficiency/cost action \_\_ Compliance issue \_\_ Satisfaction measure X Create baseline \_\_ Other (explain): I-4 |  | *Describe timetable plans to achieve objective*.a. Create PO Spend Report that defines negotiated v/s un-negotiated spend (March 2013). b. Create P-Card (Purchasing Card) Spend Report that defines negotiated spend v/s un-negotiated spend (March 2013).c. Create benchmark of current negotiated spend percentage (June 30, 2013).d. Determine a negotiated spend percentage (May 2013)e. Determine a future target goal or annual increase (June 2013). |
| **Summary of Data Collected** *(Provide trend data and summarize)* |  | **Describe how results were used to improve services** |
| (Fill in only for the REPORT at the end of the year.) |  | (Fill in only for the REPORT at the end of the year.) |

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|  **Administrative Objective #2** *(State an ongoing goal by which the unit gauges its overall performance in a key role year after year, i.e. your “bottom line” measure.)* |  | **Means/Evidence of Assessment for Objective** *(Describe the statistic or criteria that measures success in achieving this goal. What is the desired and/or minimum target you expect*? *What method is used to collect the data for the statistic*?) |
| Determine most cost effective surplus disposal method for the university and document the chosen process for replication in future years*Rationale (Why you are setting this objective; mark with “X”)*:\_\_Effectiveness/quality action X Efficiency/cost action \_\_ Compliance issue \_\_ Satisfaction measure \_\_ Create baseline \_\_ Other (explain):CA-2 |  | *Describe timetable plans to achieve objective*.Determine most cost effective disposal method for the university. 1. To promote the Surplus Auction site, a campus wide email will be sent to Faculty and staff. In addition, advertisements will be placed in the Northwind and local newspaper to inform students and the community. (1/28/13)
2. Continue to collect sales data from the Public Surplus website for a six month period. (4/1/13)
3. Analyze the labor time involved in surplus disposal process as related to the revenue generated by sales. (5/30/13)
4. Determine if additional staff is required to administer surplus program and if revenue would cover additional staff requirements. Staff hours used to administer the surplus program will be tracked on a weekly basis. Revenue from surplus sales will be tracked on a monthly basis. (5/30/13).
5. Document final surplus process. 6/30/13
6. Final report and figures will be shared with Assessment committee, Communications & Marketing Dept. and Business Services resulting in a decision of a chosen method.
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| **Summary of Data Collected** *(Provide trend data and summarize)* |  | **Describe how results were used to improve services** |
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**Road Map Codes to Tie to Unit Objectives**

Some unit objectives may address specific operational issues. Other unit objectives are strategic initiatives that align with goals in the University strategic plan - Road Map to 2015. These latter unit objectives are potential AQIP Action Projects – giving a little more recognition to unit efforts. Listed below are Road Map categories and goals, preceded with a code. Use these codes when describing Objectives #2 and #3. (Note: Even if your objective is not an exactly itemized as a Road Map priority, still use the code if it applies to that goal.) The full Road Map is at [www.nmu.edu/roadmap2015](http://www.nmu.edu/roadmap2015).

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| ***Road Map to 2015 Goals*** |
| ***Code*** | ***Innovation Goals*** |
| **I-1** | Balance successful programs with new offerings |
| **I-2** | Professional development program that rewards innovation and collaboration |
| **I-3** | A growing portfolio of corporate collaborations that exploit NMU’s technical expertise, enhance academic programs and facilitate global engagement for students and faculty both on campus and abroad |
| **I-4** | Develop the financial resources to support innovation and student success |
|  | ***Meaningful Lives Goals*** |
| **ML-1** | A Liberal Studies Program that provides students with the abilities and knowledge necessary for lifelong learning and effective citizenship in a challenging and rapidly changing world |
| **ML-2** | Develop a new academic advising system that integrates the advising assets of academic departments and student services to contribute to a new, effective retention management network—similar to our enrollment management network |
| **ML-3** | Integrate the highest possible level of information technology skills and competencies throughout the university |
|  | ***Campus Attributes Goals*** |
| **CA-1** | Utilize the Campus Master Plan and related initiatives to continue to build and develop a greener and more learner-centered campus |
| **CA-2** | Enhance processes throughout campus operations to guide the use of resources and inform resource allocation |
| **CA-3** | Enhance the portfolio of academic programs, research and other activities that leverage the university’s location  |
| **CA-4** | Be a model community for sustainable education and practices |
|  | ***Community Engagement Goals*** |
| **CE-1** | Include all units of the campus in the process of community engagement for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.  |
| **CE-2** | Increase faculty, staff and student involvement in the Superior Edge program, academic service learning and other community engagement and leadership development initiatives.  |
| **CE-3** | Put into action a commitment to be an inclusive community where differences are recognized as assets of the institution, respected attributes of the person and a valuable part of the university experience |
| **CE-4** | Increase collaboration with local communities, schools, governments, development groups and other partners to enhance community and economic development in the Upper Peninsula.  |