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**COMPLETE**

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## Page 1: GCU Unit Assessment Plan

**Q1** Name of Administrative Unit.

Purchasing

**Q2** Name of the person completing this report. (Last, First)

Parlacoski, Julie

**Q3** To which Cabinet Member does this unit report?**VP Finance and  
Administration****Q4** Calendar Years for the Plan**2018-2020****Q5** State Goal 1 for your administrative unit.

Building a strategic relationship with suppliers. The aim of strategic purchasing is to achieve cost reductions while maintaining or improving the quality of supplies.

**Q6** State the Outcomes for Goal 1.

1.1

**To achieve those results, we need to identify suppliers that can act as long-term partners and work with them to achieve cost and quality improvements.**

**Q7** State Goal 2 for your administrative unit.

Aim to minimize the cost of supplies, but not necessarily look for the lowest price. Cheaper goods and services may be of poor quality and incur hidden overall costs. Ensure that the components or materials vendors source comply with the GCU quality standards.

**Q8** State the Outcomes for Goal 2.

2.1

**Work with more cooperatives to ensure lower prices without sacrificing quality.**

## GCU Unit Assessment Plan

**Q9** State Goal 3 for your administrative unit.

Develop and implement purchasing policies to ensure that individuals who are authorized to purchase, deal with approved suppliers. Work with individual departmental managers to identify their purchasing requirements and ensure that there is no duplication of orders between departments and that policies and procedures are followed.

**Q10** State the Outcomes for goal 3.

3.1

**Finalize Purchasing Manual, meet with cabinet, identify department needs, meet with support staff to assist in better understanding of policies and procedures.**

**Q11** Give the Mission alignment for Goal 1.

**No direct alignment with Mission**

**Q12** Give the Mission alignment for Goal 2.

**No direct alignment with Mission**

**Q13** Give the Mission alignment for Goal 3.

**No direct alignment with Mission**

**Q14** Give the alignment with the GCU Strategic Compass Point (s) for Goal 1.

**Mission Fulfillment through Operational Efficiency and Utilization.**

**Q15** Give the alignment with the GCU Strategic Compass Point (s) for Goal 2.

**Mission Fulfillment through Operational Efficiency and Utilization.**

**Q16** Give the alignment with the GCU Strategic Compass Point (s) for Goal 3.

**Mission Fulfillment through Operational Efficiency and Utilization.**

**Q17** With which MSCHE (Middle States Commission on Higher Education) Standard does Goal 1 most closely align?

**Standard VI. Planning, Resources, and Institutional Improvement**

**Q18** With which MSCHE (Middle States Commission on Higher Education) Standard does Goal 2 most closely align?

**Standard VI. Planning, Resources, and Institutional Improvement**

**Q19** With which MSCHE (Middle States Commission on Higher Education) Standard does Goal 3 most closely align?

**Standard VI. Planning, Resources, and Institutional Improvement**

**Q20** What metrics will be used to measure results of Goal 1?

Reviewing vendor database and reporting cost savings

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**Q21** What metrics will be used to measure results of Goal 2?

Expanding current cooperatives and reviewing contract savings.

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**Q22** What metrics will be used to measure results of Goal 3?

Review policies and procedures with University staff and ensure basic understanding and policy adherence.

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**Q23** What will be the benchmark for successfully meeting Goal 1? **Respondent skipped this question**

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**Q24** What will be the benchmark for successfully meeting Goal 2? **Respondent skipped this question**

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**Q25** What will be the benchmark for successfully meeting Goal 3? **Respondent skipped this question**

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**Q26** Name the person(s) responsible for Goal 1.

Julie Parlacoski

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**Q27** Name the person(s) responsible for Goal 2.

Julie Parlacoski

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**Q28** Name the person(s) responsible for Goal 3.

Julie Parlacoski

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**Q29** In which year will Goal 1 be assessed? Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year. **Year 2: Calendar year 2019**

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**Q30** In which year will Goal 2 be assessed? Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year. **Year 3: Calendar year 2020**

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## GCU Unit Assessment Plan

**Q31** In which year will Goal 3 be assessed? Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year. **Year 1: Calendar year 2018**

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**Q32** Are there any additional comments you would like to add to this report? **Respondent skipped this question**

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