FIRST FOLLOW-UP REPORT:  
A RECORD OF PRESIDENTIAL APPROVAL  
TO TASK FORCE RECOMMENDATIONS FOR  
Purchasing, 3/4/08

With input from the Cabinet, the President makes final approval of program review recommendations. This report articulates those decisions. Approval of task force recommendations requiring funds beyond the base budget of the reviewed unit is not tantamount to receipt of additional funds. Those funding requests must be channeled through the institutional budget process. Nonetheless, special consideration will be given to requests stemming from program review recommendations.

A progress report toward implementation of recommendations must be drafted one year following completion of the task force report by the chairperson. The report will be sent electronically to the Special Assistant to the President for Strategic Planning & Analysis for college-wide distribution and archiving. Recommendations not achieved within a year are to become "objectives" in the corresponding unit plan to ensure a continued focus on their achievement.

The President accepts the recommendations of the task force as articulated below with the following modifications:

Recommendation #6: Focus the training to the needs of the client group.
Recommendation #8: Consider pursuit of FSPD funds as a source for staff training dollars.

**Recommendations**

1. Revise the College’s policy of requiring budget transfers between general ledger (GL) accounts that fall within the same general ledger subaccount. Revise the budget check feature in Datatel to verify funds for a GL to just the first digit of the subaccount; this will eliminate the need for budget transfers within the same subaccount. For example, if a requisition for repairs, subaccount 62500, needed to be processed but there were no funds available in that subaccount, the requisition would still go through if there were funds available in another 6XXXX subaccount, such as 60500 for travel. Common 6XXXX subaccounts include travel, postage, printing, repairs, other services, and office supplies. Provide funds, if necessary, for Datatel enhancement or other software program in order to accomplish this.

2. Revise the College’s policy of requiring three (3) approvals for requisitions greater than $25,000. Revise the College’s policy of requiring the President’s Cabinet to approve requisitions. Implement a new policy granting authority to managers, coordinators, academic program chairs, and comparable positions to approve requisitions up to $10,000 and deans, directors and other comparable positions to approve requisitions that are greater than $10,000.

3. Ensure that fiscal responsibility and budget oversight is included in job descriptions for individuals with the authority to approve requisitions.

4. Ensure that evaluation of fiscal responsibility and budget oversight is a mandatory performance evaluation factor for all individuals with the authority to approve requisitions.

5. Make training of College employees on College purchasing policies and procedures mandatory for College employees involved with the procurement of goods and services.
6. Improve training sessions on College purchasing policies and procedures by methods including, but not limited to:
   a. Make training sessions more extensive
   b. Enhance training materials (provide funds for a consultant to develop materials, if necessary)
   c. Work with the Professional Development and Web Services (PDWS) department to develop and implement online training
   d. Establish, within the College's PDWS department, a “financial services” expert to provide one-on-one assistance and group training on an as-needed basis in order to train College personnel on Datatel with regard to entering and approving requisitions, running reports, managing department budgets online and other finance and purchasing-related issues.

7. Eliminate "after-the-fact" purchases by methods including, but not limited to, the following:
   a. Continue to produce and distribute the "After-the-Fact Purchases" report to the President’s Cabinet
   b. Implement specific consequences including a requirement for employees that continue the practice of placing unauthorized orders to pay for the orders they place as well as termination for egregious or repeated after-the-fact orders
   c. Continue to refine training materials on this subject

8. During Spring 2008, reinstitute the provision of July 2007 funds for training of Purchasing Department staff equal to at least the $4,000 that was eliminated during the budget cuts. The Task Force believes that the potential payoff for staff training would be significant; e.g. a 1% cost savings or a 1% increase in value to the College would equate to $540,870 in reduced cost or increased value for the College.

9. Produce and implement more defined procedures for acquisition planning. Ensure that procedures incorporate requirements for College departments to contact the Purchasing Department prior to getting quotes for goods and services greater than $5,000 as well as for specific types of goods or services such as furniture and technology equipment to ensure quality control and compatibility with existing resources. Purchasing professionals have training and experience in gaining the best value for the College through negotiations, recognition of cost-of-ownership lifetime issues, and knowledge of other contracts of which HCC may take advantage.

10. Evaluate various methods to increase outreach and training of women and minority-owned business enterprise (W/MBE) vendors. Provide, at a minimum, the $9,000 budget increase for the Fiscal 2008 Year requested in the Purchasing Department’s 2007-2009 Strategic Plan.

11. Perform an overall analysis of the Purchasing Department's workload vs. staffing to determine if additional staff is needed including, but not limited to, the effect of the recent expansion of the P-Card Program on the department's workload and the effect of the additional position that was added during the Spring of 2008.