

# Annual Report 2006 - 2007

## Part 1

### Section A

#### Unit Information

**Unit:**

Procurement Services

**Mission Statement:**

The Office of Procurement Services is dedicated to providing professional and efficient procurement services and supports the activities of the University which include: education, research and community service, through contracting for all commodities and services and through providing timely and accurate payment of all vendor invoices, employee reimbursements and travel. Procurement Services is responsible for maintaining procedures which foster fair and open competition, inspire public confidence that all contracts are awarded equitable and economically, and by acquiring the greatest possible value and quality in the services and products purchased with timely delivery.

### Section B

#### Unit Goals within Last Year's (2005-2006) Report

## **Strategic Plan Goal**

## **Unit Goal**

**With which 1 or 2 goals from the 8 current strategic plan goals does your 2006-2007 goal best align?**

**Goal for 2006-2007**

Strategic Plan Goal 8 – Ongoing Quality Improvements

Provide timely prepared financial statements in compliance with required governmental accounting standards.

**What actions have you taken to achieve this goal?**

Continue replacing legacy sub-systems and financial reports

**What measures have you taken towards assessment of this goal?**

Create GASB Statement of Cash Flows using Banner Finance and ad hoc reporting tools.

**Describe the progress you have made toward attaining this goal including the anticipated completion date.**

Parallel testing during FY 06 Annual Financial Report preparation.

**Describe how the results of assessments have been used to improve student learning or your department's activities.**

Results will indicate if the University is in compliance with state and federal laws using Banner Financial Statement sub-system. The University relies on a legacy sub-system for financial reports. The legacy system may become obsolete next year. Such an outcome could delay University preparation of financial reports with mandated due dates. This relates to student services because the University's accreditation and Title IV Federal Financial Aid program participation require timely, accurate, GASB compliant financial reporting. The University must be able to quickly address changes in Florida's education governance as they relate to financial reporting. Accurate, timely financial reporting allows the University to quickly address new opportunities and challenges for students, faculty, and staff.

## **Strategic Plan Goal**

## **Unit Goal**

**With which 1 or 2 goals from the 8 current strategic plan goals does your 2006-2007 goal best align?**

**Goal for 2006-2007**

Strategic Plan Goal 7 – Community Leadership

To identify local Minority Business Enterprise vendors and assist them in their goal to do business with Florida Gulf Coast University.

**What actions have you taken to achieve this goal?**

To increase Florida Gulf Coast University's women & minority business outreach.

**What measures have you taken towards assessment of this goal?**

- Development of a Minority Business Enterprise (MBE) directory.
- Coordination with the Small Business Development Center (SBDC)
- Development of a vendor application to collect pertinent data.

**Describe the progress you have made toward attaining this goal including the anticipated completion date.**

Quarterly management reports

**Describe how the results of assessments have been used to improve student learning or your department's activities.**

- Increase number of Minority Business Enterprise vendor database
- Increase involvement with Minority Business Enterprises in the community.

## Strategic Plan Goal

## Unit Goal

**With which 1 or 2 goals from the 8 current strategic plan goals does your 2006-2007 goal best align?**

**Goal for 2006-2007**

Strategic Plan Goal 8 – Ongoing Quality Improvement

To increase the usage of the P-Card program

**What actions have you taken to achieve this goal?**

To increase usage of Florida Gulf Coast University's usage of the P-Card.

**What measures have you taken towards assessment of this goal?**

Enhance current P-card training and offer additional sessions.

**Describe the progress you have made toward attaining this goal including the anticipated completion date.**

Monthly P-card usage reports.

**Describe how the results of assessments have been used to improve student learning or your department's activities.**

- Increase of P-card usage (#s) and number of active cards.
- Expedite procurement processing

## Strategic Plan Goal

## Unit Goal

**With which 1 or 2 goals from the 8 current strategic plan goals does your 2006-2007 goal best align?**

**Goal for 2006-2007**

Strategic Plan Goal 8 – Ongoing Quality Improvement

Provide and automate management reporting.

**What actions have you taken to achieve this goal?**

Conversion of all current Crystal Reports as well as the creation of new management reports in the Cognos report writing tool. Encourage the use of the job scheduler in Cognos to automate the reporting processes.

**What measures have you taken towards assessment of this goal?**

We will have increased the number of reports available in Cognos for management reporting and the number of reports that use the job scheduler in Cognos will increase.

**Describe the progress you have made toward attaining this goal including the anticipated completion date.**

Elimination of Crystal Report usage. Automation of all Finance & Accounting Management Reports.

**Describe how the results of assessments have been used to improve student learning or your department's activities.**

Accurate and timely management reporting will allow the University to assess the needs of the students, faculty and staff in a more timely manner. Providing the management reports in a timely and efficient manner will allow more time for analysis and decision making.

## **Strategic Plan Goal**

## **Unit Goal**

**With which 1 or 2 goals from the 8 current strategic plan goals does your 2006-2007 goal best align?**

**Goal for 2006-2007**

Strategic Goal 2 – The Student Community  
Strategic Goal 8 – Ongoing Quality Improvement

Implement a more user-friendly and efficient cashiering system to provide technologically advanced financial services to student parents and the university community.

**What actions have you taken to achieve this goal?**

Research potential cashiering systems which will give students the ability to pay for specific transactions

Work closely with Information Systems to develop new electronic procedures to eliminate manual processes.

**What measures have you taken towards assessment of this goal?**

Analyze student and parent feedback through the Office of the Bursar website. Determine if current system's problems are eliminated.

**Describe the progress you have made toward attaining this goal including the anticipated completion date.**

Analyze cancellation reports to determine if students' ability to pay for specific transactions decreasing the number of cancellations for nonpayment. Compare cashiering expenses to prior years. Compare housing versus tuition (t-pay) numbers. We will have successfully attained the goal when we can rely on Banner Accounts Receivable to create student refunds automatically and when cancellation for nonpayment can be done automatically.

**Describe how the results of assessments have been used to improve student learning or your department's activities.**

Allow more payment options for students and the processing of those payments at a faster and more reliable rate. It will allow Accounts Receivable staff to provide more one-on-one attention to students. System will provide new and advanced features to facilitate students' methods of payment.

### **What program or service specific assessment occurred in the current academic year?**

Implemented COGNOS as an ad hoc reporting tool to provide and enhance management reporting capabilities. This has been used in financial statements, audit responsiveness, compliance monitoring, external reports/surveys, open record requests, and daily reporting needs. Increased the use of COGNOS job scheduler for repetitive report requests.

Developed a Minority Business Enterprise directory to educate departmental staff on available local minority business vendors and their services. Partnered with the SBDC in identifying available minority businesses. Developed a vendor application that incorporated a W9 form. This allowed for the collection of minority business information.

Required that purchases under \$100.00 be made with the Procurement Card. Increased the number of training sessions available and continued our campus wide marketing of the program.

Researched potential cashiering systems and decided to pursue using Blackboard as our e-commerce gateway.

### **How were the results of the assessment used to improve programs or services?**

By the use of this reporting tool it increased our response time to both audits and external information requests and enhanced the integrity of the University financial information. Use of the job scheduler has allowed more time for report analysis.

By implementing the Minority Business Enterprise goals we were able to broaden the campus wide knowledge of available local minority business vendors. In partnership with the Small Business Development Center we were able to identify new minority vendors and facilitate their involvement with the University's business practices.

By increasing P-Card usage across campus by 15% we reached the threshold of \$1,000,000 and received a rebate for the first time since the programs implementation. Increased growth of the program will result in both greater financial rebates and expedited procurement processing.

By identifying a e-commerce gateway we are now able to pursue giving the students the ability to pay for specific transactions as well as additional e-commerce enhancements such as student account inquiry and payment options.

## **Section D**

### **Unit Contribution or President's Performance Measures**

Please review the [President's Performance Measures for 2006-2007](#). Did your unit contribute to any specific performance goals for the President? (If so, please indicate whether the measure set was attained and to what degree.)

Goal V: State of the Art Infrastructure, Technology, one-card ID system. The decision made to utilize Blackboard as our e-commerce gateway has advanced our progress towards utilizing our one-card id system for multiple functions across campus.

## Part 2

### Section A

### Unit Goals for Coming Year (2007-2008)

#### Strategic Plan Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

#### Unit Goal

Goal for 2007-2008

5 - State of the Art Infrastructure

Development of Procurement Task Group to work in conjunction with the ESAC Group to review and make recommendations for environmentally sound procurement strategies

#### What action(s) will you undertake to achieve the goal?

Formation of a diverse task group headed up by Procurement Services to include representation from different areas on campus such as Academic Affairs, Student Government, Administrative Services, etc.

#### By what means will you assess goal achievement?

Goal achievement will be assessed by reviewing accomplishments of the Procurement Task Group as related to environmental sustainability.

#### How will you know if you have successfully attained each goal?

Goal achievement will be assessed by the quarterly meeting minutes at the task group meeting.

#### How will the results of the above assessments be used to improve student learning or services?

The group will promote awareness of environmental sustainability issues in regards to Procurement, such as use of recycled products.

### Strategic Plan Goal

**With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?**

7 – Community Leadership

### **Unit Goal**

**Goal for 2007-2008**

To identify local minority business enterprise vendors and assist them in their goal to do business with Florida Gulf Coast University.

### **What action(s) will you undertake to achieve the goal?**

Development of a handbook entitled "How to do Business with FGCU". This will be distributed to potential vendors and to the SBDC.

### **By what means will you assess goal achievement?**

Goal achievement will be measured by quarterly MBE reports and an increase in minority vendors in the FGCU vendor database.

### **How will you know if you have successfully attained each goal?**

The goal will be deemed successfully reached when a handbook has been completed and successfully distributed.

### **How will the results of the above assessments be used to improve student learning or services?**

Increase number of MBE vendors in the FGCU vendor database

### **Strategic Plan Goal**

**With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?**

5 - State of the Art Infrastructure

### **Unit Goal**

**Goal for 2007-2008**

Implementation of Employee ACH

### **What action(s) will you undertake to achieve the goal?**

Coordinate with Bank of America and Information Systems to develop an implementation project plan and the subsequent actual implementation of the plan.

### **By what means will you assess goal achievement?**

Goal achievement will be measured by the successful implementation of Employee ACH.

### **How will you know if you have successfully attained each goal?**

The goal will be successful when employees are receiving travel/employee reimbursements via ACH instead of a check.

### **How will the results of the above assessments be used to improve student learning or services?**

This will provide a cost-savings with a reduction in resources both from employee check printing/distribution time and a reduction in paper required.

### Strategic Plan Goal

**With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?**

8 - Ongoing Quality Improvement

### **Unit Goal**

**Goal for 2007-2008**

To increase the usage of the P-Card program.

#### **What action(s) will you undertake to achieve the goal?**

Continue training and marketing of the P-Card program. Research the possibility of implementing "Ghost Cards" in Accounts Payable.

#### **By what means will you assess goal achievement?**

Goal achievement will be measured by an increase in the overall P-Card spend.

#### **How will you know if you have successfully attained each goal?**

The goal will be successful when a larger rebate is received at the end of the year. It will also be successful when a "Ghost Card" program has been reviewed and determined to be a viable option for the University.

#### **How will the results of the above assessments be used to improve student learning or services?**

Increase of P-Card usage will result in both increased efficiency in Procurement processing. It will also result in increased financial rebates to assist in funding positions.

**What additional resources have you requested and received a commitment for during 2007-2008 from your area VP or the President that is based on your analysis of assessment data for 2006-2007?**

Request: A/P Coordinator be upgraded to Assistant Director/Procurement Services (additional salary needed \$7,000)

Request: Assistant Director/Procurement Services be upgraded to Associate Director/Procurement Services (additional salary needed \$7,000)

New Position: Request new Accountant Position (\$28,000 plus benefits) to assist with the P-Card Program. Desk space, computer system and telephone will be needed.

## **Section C**

### **Assessment Plans**

What assessments are you planning to conduct during 2007-2008?

Procurement Services will gather evaluations to solicit feedback from staff attending training classes for P-Cards, On-line requisitions, Travel, and Procurement procedures.

## **Section D**

### **Coming Year - Strategic Plan Contributions**

Strategic Goals 2 & 8.