PURCHASING

Date of Meeting
February 20, 2020

Committee Participants
- Sue Kilby
- Irma Simpson
- Laura Gabel
- Bryan Hadley
- Scott Hardy

Original Goals for Meeting:
- Seek to understand current processes and space needs.
- Discuss potential synergies / key adjacencies.
- Discuss representation at all campus locations.

Notes from Discussion:
- Notes on current processes and goals:
  - Purchasing is currently located between Business Services and Finance.
  - Purchasing will grow by 2-3 additional workstations over the next year; and can expect to add at least 2 more over the next 10 years.
  - The roles fulfilled by Purchasing are evolving – One example is the transition from managing purchase orders to full blown contracts and standard agreements.
  - Purchasing does not have a student interface, nor is there a desire for that to change.

- Evaluation of current spaces and space needs:
  - There is a need for a technology-equipped large conference room for internal meetings and to meet with people from outside the department. The room should include a board room table.
  - There is also a need for a smaller conference room.
  - The largest office needs to include room for a small table large enough for 3 to 4 people to meet.
  - Purchasing needs space for their own printer to be located within the department.

- Some potential opportunities:
  - Purchasing can move from their current location but need to be somewhere on Grayslake campus.
  - Purchasing would like to be closer to a building entrance since they tend to work more with external parties and would like to be able to welcome outside agents more easily.
  - There is a desire to encourage faculty interaction.
  - To access commodity and services all campuses, (all divisions and departments) should go through the Purchasing and Contracts office.

- End of Section -