Shoreline Community College
Purchasing Advisory Committee
Minutes for meeting February 13, 2007

Present:
Members:
Present:
Adam Bogart, Heather RAI, David Davis, George Sigler, Richard Trimble, Ken Grover, Art Mendel, Marty Manegold, and Jan Hagestad

SCC Members:
Present:
Carla Hogan, Tony Costa and Jerry Baker

Not Present:
Laura Bailey, Robert Meyers, Brian Schmidt, Donna Reinke, Jodi Anderson and Berta Lloyd

Minutes:
1. Welcome and introductions. George Sigler called the meeting to order at 4:04 PM and roll was taken. He welcomed all in attendance and introduced new member, Jan Hagestad. Self-introductions followed.

2. Program status and student participation. Jerry Baker provided student enrollment numbers for winter quarter 2007 in the purchasing core courses:

   Winter quarter – 2007
   a. BA 190, W1, Fundamentals of Purchasing  19
   b. BA 191 W1, Sourcing and Supplier Development  5
   c. BA 1192 N1, Materials Management  16
   d. BA 190, N1, Contract administration  11

   Jerry discussed the student enrollment trends for the past five years and indicated that fall quarter 2006 was the first quarter the program's core classes were only offered online. No face-to-face classes will be offered during the 2006-2007 academic year.

   Jerry expressed concern about class enrollment trends and the committee members discussed reason for such a trend. Some of the reasons discussed were the current job demands which requiring people to work more than 40 hours per week, the need for more complex or advanced skills, and growth in the number of purchasing/supply chain positions in the region.

3. Discuss purchasing and supply chain program future focus
   The committee next discussed on-the-job skills and training needs of companies in the NW. After a comprehensive discussion it was concluded that the program needed to focus future education and training activities on short duration, 1 to 1 ½ hour, modularized instruction packages. Having such modularized training available online would be very helpful because it is becoming increasing difficult to
allow employee to attend longer offsite sessions. The committee members pointed out that many of their employers currently use consultants, online packages and in-company skilled employees to provide for current education and training needs. Several members emphasized the need for improved training for the human relations skills in addition to the purchasing and supply chain skills.

4. **Contract management and development, BA 195, Course Review**

Jerry distributed the revised BusAd 195 course outline, attachment 1, and requested the committee members to review the contents and to send him any suggestions for improvement. The committee asked Jerry to email them a copy of the outline plus a copy of the recent DACUM results. Jerry will provide a draft Master Course Outline, MCO, at the May 15th meeting for the committee’s comments.

5. **Committee Chair nominations:**

George opened the nominations for a 3 year term as committee chair. David Davis and Heather Ria were nominated. The election will take place at the May 15th meeting.

6. **Other topics of interest.**

Art Mendel opened the discussion by asking if anyone knew of a class or information about strategic buying plans or how to develop a strategic commodity analysis. Jerry indicated that BA 191 had as a term project where students development of such a buying plan report and that there are a number of books and other information available about the strategic sourcing process. Art and Jerry will get together to share information.

7. **The meeting schedule for 2006-2007:**

   a. Tuesday, May 15, 2007, at 400PM

8. **Adjournment:**

George thanked all members for their valuable contributions and the meeting was adjourned at 5:44 PM.

Submitted:

R. Jerry Baker
February 16, 2007

Attachments:

- Agenda
- Membership Roster, February 2007
- Attachment 1, BusAd 195, Contract Development and Management Course Outline