Shoreline Community College
Purchasing Advisory Committee
Minutes for meeting May 15, 2007

Present:
Members:
Present:
Heather Rai, David Davis, George Sigler, Richard Trimble, Ken Grover, Marty Manegold, Jan Hagestad, and Brian Schmidt

SCC Members:
Present:
Carla Hogan, Berta Lloyd and Jerry Baker

Not Present:
Laura Bailey, Robert Meyers, Art Mendel, Donna Reinke, Jodi Anderson, and Adam Bogart

Minutes:
1. Welcome and introductions:
   George Sigler assumed the chair and called the meeting to order at 4:03 PM. He welcomed all in attendance and self-introductions followed. Roll was taken. Copies of the February 13 PAC meeting were distributed.

2. Program Update:
   a. Jerry Baker reported spring quarter 2007 purchasing course enrollments as follows:
      Spring quarter – 2007
      i. BA 190, W1, Fundamentals of Purchasing 17
      ii. BA 191 W1, Sourcing and Supplier Development 3
      iii. BA 190 N1, Materials Management 19
      iv. BA 226, N1, eProcurement 9
      v. Special Project 1

   b. Jerry distributed a copy purchasing core class schedule for 2007 to 2009.

   c. Several years ago the PAC agreed that the C.P.M. Review courses be suspended from the class schedule due to limited enrollment, but reviewed during each spring meeting. In light of the changes to the C.P.M. program by ISM and the introduction of CPSM designation, Jerry suggested the courses no longer be offered. The committee agreed.

   d. Jerry reported that the program planning guide changes for the AAAS degree and certificate of proficiency were approved by the curriculum committee. Copies were distributed.
e. Carla Hogan, Acting Dean, explained the SCC/Division reorganization to be effective fall quarter. The Purchasing program will become a part of the Intra-American Studies and Social Sciences Division.

3. **Contract Management, BA 195, Course Review**
   Jerry reported that a revised version of BA 195, Contract Management, was taught winter quarter and he briefed the committee concerning the results. He provided copies of BA 195’s online weekly assignments, a sample of week 3’s assignments and week 2’s online lecture notes. The PAC review and discuss the documents and made several positive suggestions.

   Jerry will provide a draft Master Course Outline, MCO, for BUSAD 195 at the October 9th meeting for the committee’s review and comments. Following the committee review the MCS will be reviewed by the division faculty and approved by the curriculum committee.

4. **Committee Chair Election:**
   The two candidates, nominated during the February 13 meeting, were asked to discuss their interest in becoming the chair. David Davis and Heather Ria made comments and the election held by secret ballot. The results were a tie vote. George asked the two candidates to discuss the matter and decide who would serve as the new chair. Heather Rai was elected chair for a three year term of office starting with the fall meeting.

5. **2007-2008 Program Goals:**
   Jerry distributed a document listing program goals for 2007-2008 and the committee reviewed, commented, and discussed each in detail. The PAC concurs with the stated goals for 2007-2008. See attachment for program goals.

6. **New Member Discussion:**
   a. Committee membership was discussed with the ending for Laura Bailey, Donna Reinke and Jody Anderson’s terms. George and Jerry expressed appreciation to the three members valued service and a letter of appreciation will be sent to each from the college.

   b. Dick Trimble indicated that Ozden Bayazit was replacing him as the SCM director at CWU and should be invited to join the committee.

   c. Other suggestions included inviting a new member from Costco, Amazon, WAMU, Philips, General Contractor’s Association and Nordstrom.

7. **Other topics of interest.**
   a. Berta Lloyd described the activities associated with the Energy House located on campus.

   b. The committee discussed current salary trends for purchasing and supply positions, the developing knowledge gap, and the growing need for senior level education and training.
c. Discussions also focused on project management, contract management and basic supply chain processes.

8. The meeting schedule for 2006-2007:
   a. Tuesday, October 9, 2007, at 4:00 PM
   b. Tuesday, February 5, 2008, at 4:00 PM
   c. Tuesday, May 13, 2008, at 4:00 PM

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

Submitted:

R. Jerry Baker
June 15, 2007

Attachments:
- Agenda
- Membership Roster, May 2007
- Attachment 1, BusAd 195, Contract Development and Management Course Outline
- 2007-2008 Program Goals
- Purchasing and Supply Management Online Class schedule for 2007 to 2009