Shoreline Community College
Purchasing Advisory Committee
Minutes for meeting May 16, 2006

Present:
Members:
  Present:
  Robert Meyers, Marty Manegold, Heather Hearn, George Sigler, Laura Bailey, and Art Mendel

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

Not Present:
  Ken Grover, Mike Dills, Gerald Day, Catherine Jahn, Richard Trimble, David Davis, Penny Cornish, Donna Reinke, and Jodi Anderson

Minutes:
  1. Welcome and introductions. Robert Meyers called the meeting to order at 4:03 PM and roll was taken. He welcomed all in attendance and self-introductions followed.

  2. Program status and student participation. Jerry Baker provided the following break-down of students enrolled fall, winter and spring quarters in the purchasing core courses:

    Fall quarter – 2005
    a. BA 190, W1, Fundamentals of Purchasing 25
    b. BA 191 W1, Sourcing and Supplier Development 3
    c. BA 170 N1, Logistics 19
    d. BA 190, Y1, Fundamental of Purchasing 10
    e. BA 195, Contract Development and Management cancelled

    Winter quarter – 2005
    a. BA 190, W1, Fundamentals of Purchasing 25
    b. BA 191 W1, Sourcing and Supplier Development cancelled
    c. BA 192, Materials Management 15
    d. BA 195 N1, Contract Development and management 15
    e. BA 226, Y1, Contract management and Development cancelled

    Spring quarter – 2006
    a. BA 190, W1, Fundamentals of Purchasing 16
    b. BA 191 W1, Sourcing and Supplier Development 7
    c. BA 190, N1, Fundamental of Purchasing 20
    d. BA 226, N1, Contract management and Development 12
    e. BA 192, 01, Materials Management Cancelled
Jerry distributed a copy of the purchasing core course schedule for 2006 to 2008. See attachment 1.

3. DACUM Findings and Recommendations:
   a. Jerry Baker provided a copy of the DACUM matrix report to each member. The DACUM findings and recommendations were discussed.
   
   b. Jerry also provided a copy of revised program planning sheets for:
      i. AAAS Degree in Purchasing and Supply Management, see attachment 2.
      ii. Certificate of Proficiency, See attachment 3.
      iii. Career ladder short-term program, see attachment 4.

   The three revised program planning documents were discussed to ensure that the key knowledge, skills, duties, and tasks defined by the DACUM report are included in the program planning content. Art Mendel moved that the committee approved the three program planning sheets. Laura Bailey seconded the motion. After further discussion the committee voted unanimously to approve the three program planning document.

   Jerry reported that the program planning sheets would be taken to the BA faculty this fall for their review and approval; then to the college’s curriculum committee for adoption. Jerry will provide progress at the next committee meeting

   c. The committee expressed appreciation to the Tony Costa and the DACUM participants for their contribution.

4. Specific Course Review
   A draft title and course description to be used to revise BA 195 was reviewed and discussed. The revision will require a new MCO to be prepared and processed. A detailed MCO will be presented to the committee at the fall meeting.

   The new BA 195 MCO will include content from the current BA 195 and BA 260, commercial law courses. The draft description is attachment 5. It was agreed that the title of the revised course will be Contract Management.

5. 2006-2007 new committee members
   The committee discussed adding new members as follows:
   a. Adam Bogart was approved for a three year term starting fall quarter 2006. Adam will be asked to assist in the development of a student organization for purchasing students or to establish a relationship with already existing student group.

   b. Jim Rodriguez, Starbucks, was approved for a three year term starting fall quarter 2006.

   c. Brian Schmidt, Boeing, will be the representative from NAPM-WW and serve a one year term starting fall quarter 2006.
d. The committee discussed the need to add other members and several Puget Sound employers were discussed. It was agreed that Jerry would identify one or two new individuals employed by the employers discussed and submit names to the committee at the fall meeting.

6. **The meeting schedule for 2006-2007:**
   a. Tuesday, October 17, 2006, at 400PM
   b. Tuesday, February 13, 2007, at 400PM
   c. Tuesday, May 15, 2007, at 400PM

7. **Adjournment:**
   Bob thanked all members for their valuable contributions and the meeting was adjourned at 5:51 PM.

**Submitted:**

R. Jerry Baker  
June 13, 2006

**Attachments:**
- Agenda
- Membership Roster, June 2006
- Attachment 1, Purchasing core class schedule for the 2006-2008
- Attachment 2, AAAS Degree in Purchasing and Supply Management
- Attachment 3, Certificate of Proficiency
- Attachment 4, Career ladder short-term program
- Attachment 5, BA 195 draft description for new MCO