Shoreline Community College
Purchasing Advisory Committee
Minutes for meeting October 17, 2006

Present:
Members:
  Present:
  Robert Meyers, Adam Bogart, Brian Schmidt, Heather Hearn, David Davis, George Sigler, and Richard Trimble

SCC Members:
  Present:
  Berta Lloyd and Jerry Baker

Not Present:
  Ken Grover, Art Mendel, Marty Manegold, Laura Bailey, Jim Rodriguez, Donna Reinke, Carla Hogan, and Jodi Anderson

Minutes:
1. Welcome and introductions. Robert Meyers called the meeting to order at 4:01 PM and roll was taken. He welcomed all in attendance and introduced two new members, Adam Bogart and Brian Schmidt. Self-introductions followed.

2. Program status and student participation. Jerry Baker provided students enrolled numbers for fall quarters in the purchasing core courses:
   Fall quarter – 2005
   a. BA 190, W1, Fundamentals of Purchasing 20
   b. BA 191 W1, Sourcing and Supplier Development Cancelled
   c. BA 170 N1, Logistics 18
   d. BA 190, N1, Fundamental of Purchasing 17
   e. BA 195, 01, Contract Development and Management Cancelled

   Jerry distributed a copy of the purchasing core course schedule for 2006 to 2008. See attachment 1.

   Jerry expressed concern about class enrollment, which is lower than fall quarter 2005. The committee discussed hiring and training trends, including the need for negotiating, project management, and communication skills.

3. Contract management and development, BA 195, Course Review
   A revised draft title, course description and course content to be used to revise BA 195 MCO was reviewed and discussed. Attachment 2 contains the committees suggested changes. Jerry will send a copy of attachment 2 updates to committee members to seek additional input.

4. Planning sheets modifications. Jerry Baker distributed copies of the Program planning sheets for the degree, attachment 3, Certificate of proficiency, attachment 4, and certificate of completion, attachment 5. The committee reconfirmed earlier
comments. The planning sheets will be forwarded to the college’s curriculum committee for review and approval.

5. **Committee structure.** The committee discussed the membership requirement and the need to elect a new chair at the May 2007 meeting was discussed. Nominations will be accepted at the February meeting. The new chair will take office at the fall 2007 meeting.

6. **Other topics of interest.** David Davis provided a governmental purchasing and NIGP update. The committee discussed several topics that were addressed at the recent conference held in Spokane.

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

8. **Adjournment:**
   Bob thanked all members for their valuable contributions and the meeting was adjourned at 5:40 PM.

**Submitted:**

R. Jerry Baker
November 17, 2006

**Attachments:**
- Agenda
- Membership Roster, October 2006
- Attachment 1, Purchasing core class schedule for the 2006-2008
- Attachment 2, Contract Development and the Uniform Commercial Code, BusAd 195
- Attachment 3, AAAS Degree in Purchasing and Supply Management
- Attachment 4, Certificate of Proficiency
- Attachment 5, Career ladder short-term program